

## SETTING YOUR GRADEBOOK (IGPRO) TO THE CORRECT QUARTER

("Quarter 3" must be in *italics*, if it isn't, then please follow the directions below to set it.)

To set your gradebooks to a specific quarter, for example, quarter 3, go to "setup" in the menu bar, slide down to select "classes".

Highlight a class and look over to the right side of the window. If it doesn't show "Quarter 3", then change it. You must do this for EACH class.

Close the window when you are finished.

Also – Please remember that if you do not give due dates to your IGPro tasks, the assignments will not show up in Parent Connect.