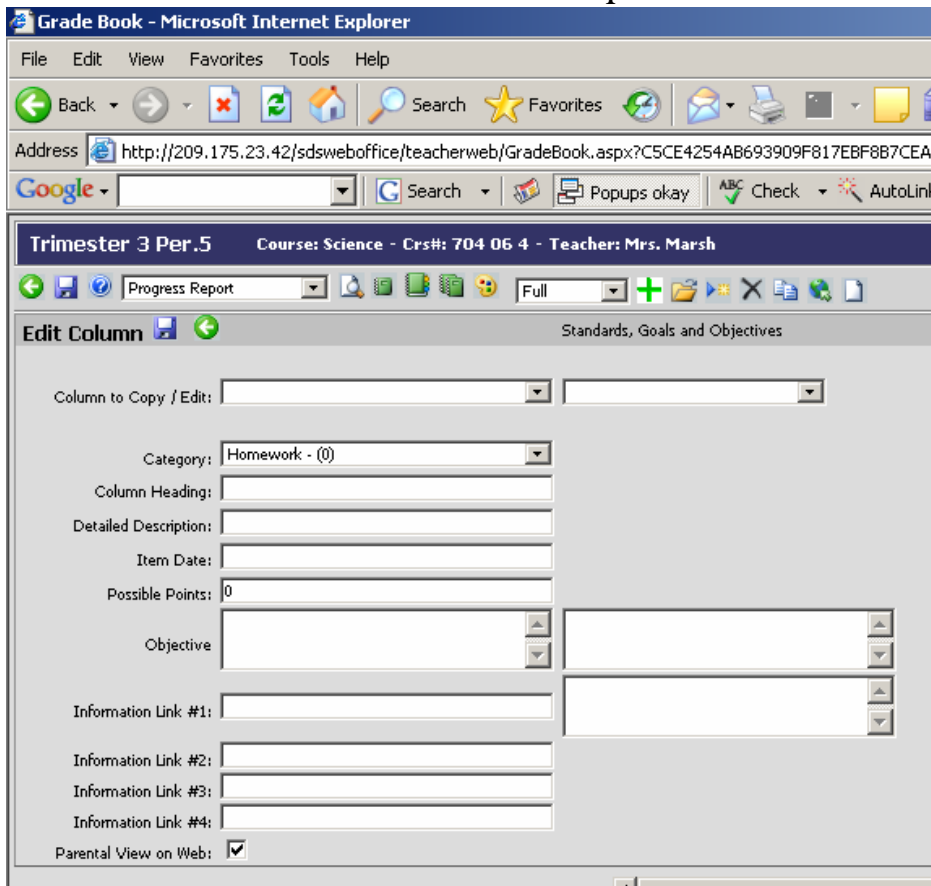



Editing a Column

1. Login to Teacher Entry
2. Click the Closed Blue Book icon.
3. Choose the GradeBook
4. With the GradeBook open, you click on the File Folder icon to edit a column. This icon is to the right of the Green Plus icon used for adding columns.
5. The Edit a Column window opens.



The screenshot shows a Microsoft Internet Explorer browser window titled "Grade Book - Microsoft Internet Explorer". The address bar displays "http://209.175.23.42/sdsweboffice/teacherweb/GradeBook.aspx?C5CE4254AB693909F817EBF8B7CEAE". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar is a toolbar with icons for Back, Forward, Stop, Refresh, Home, Search, Favorites, and Print. The address bar also contains a Google search box and a search button. The main content area displays "Trimester 3 Per.5 Course: Science - Crs#: 704 06 4 - Teacher: Mrs. Marsh". Below this is a navigation bar with a "Progress Report" dropdown, a "Full" dropdown, and several icons including a plus sign, a folder, a magnifying glass, a document, and a globe. The "Edit Column" window is open, showing a "Column to Copy / Edit:" dropdown menu. Below this are fields for "Category:" (set to "Homework - (0)"), "Column Heading:", "Detailed Description:", "Item Date:", "Possible Points:" (set to 0), and "Objective:" (with a vertical scrollbar). There are also four "Information Link" fields (#1 to #4) and a "Parental View on Web:" checkbox which is checked.

6. Use the drop down list at the top of this screen to choose the column you want to edit.
If you skip this step, no column will change will take effect.
7. Make any changes necessary for the column and
8. Click on the lower Blue Floppy Disk icon to save the changes. 
9. Click on the lower Green Arrow icon to exit the Edit Column window.