

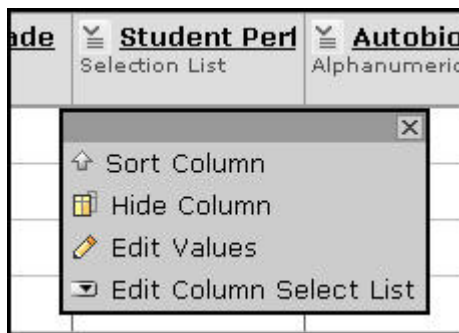


Grade Book: Editing Selection List Terms

For selection list columns, you must specify the words or phrases to appear in the selection list. Make sure you have a selection list column before you start this exercise.

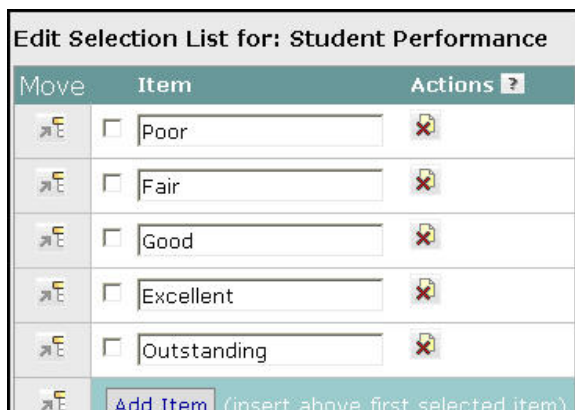
To edit selection list terms:

1. Locate the letter grade column you want to edit and from the column's View Options for This Column menu, click **Edit Column Select List**.



The Edit Selection List screen appears.

2. Under Item, enter the first term you want to appear in the drop-down list and click **Add Item**. The screen updates and an additional text box appears.



3. Enter the remaining terms and click **Save**. The Column Settings screen appears.