Grade Template

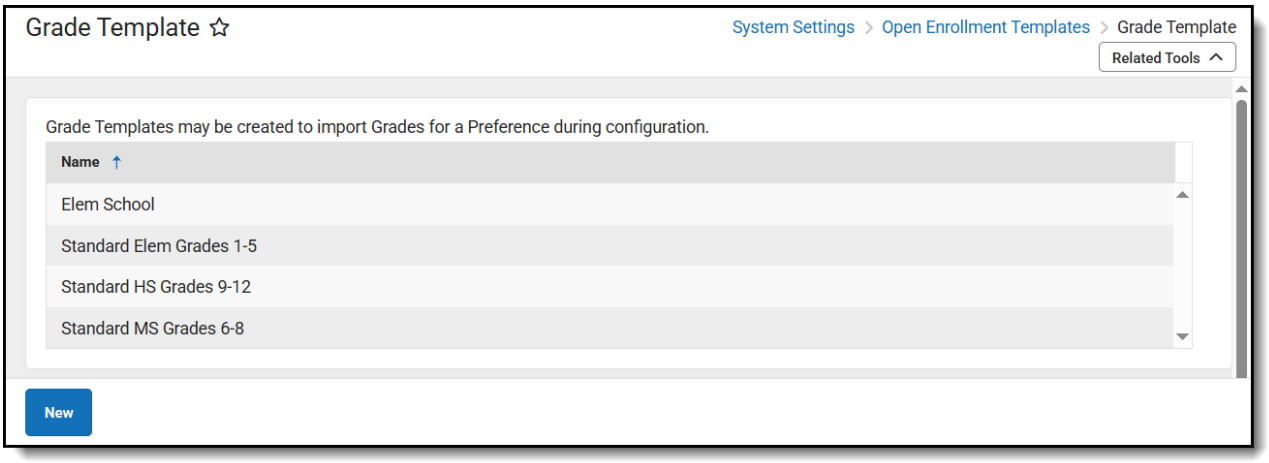
Last Modified on 07/09/2026 12:12 pm CDT

Tool Search: Grade Template

Grade Templates may be created to import Grades during Open Enrollment Setup for a Preference during configuration. After a template has been created, it can be deleted by selecting that template from the list and clicking the Delete button.

See the Open Enrollment Templates Tools Tool Rights article for information on rights needed to use this and related tools.

Grade Templates can also be created during the Preference setup.



Create a New Grade Template

1. Click **New**.
2. Enter a name for the template.
3. Add existing Grades to the template by clicking Save & Add Grade to Template. For more information, review Grades (Open Enrollment Setup).
4. Review the Grades you have added to the template.
5. Click **Save**.