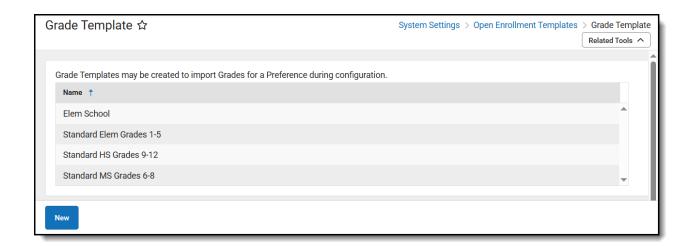# Grade Template

Last Modified on 12/14/2025 8:45 pm CST

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.

> 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**.