

Grade Template

Last Modified on 07/11/2025 12:41 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.

Grade Templates can also be created during the Preference setup.

Grade Template ☆
System Settings > Open Enrollment Templates > Grade Template
Related Tools ^

Grade Templates may be created to import Grades for a Preference during configuration.

Name ↑
Elem School
Standard Elem Grades 1-5
Standard HS Grades 9-12
Standard MS Grades 6-8

New

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**.