

Secretary MW instructions – deselect topics for PAA

To unselect a topic for the purpose of ensuring PAA prints correctly on the report card:

In Maplewood:

- Marks>Topic Based Marks>Select Topics
- Click Filter
- Select Course Filter and type **PAA*** - this will get your PAA7 and 8 classes.
- Uncheck the ones under PAA that you don't want and assign to all. You can only use assign to all if your all list only has PAA classes in it like the picture below. If you didn't filter your courses, don't do assign to all.
- The ones with red checks will print, the ones without will not.

The screenshot shows a window titled "Select Topics for PAA7 a". On the left, under "View Options", "Classes" is selected. Below, a tree view shows "Practical and Applied Arts" expanded, with several sub-topics checked with red checkmarks. On the right, a table lists "Classes matching course filter of PAA* section *". The table has columns for Class, Description, Teacher, and At Home. The row for "PAA7 a" is highlighted. At the bottom are buttons for "Select", "Assign to All", and "Done".

Class	Description	Teacher	At Home
PAA10 a	PAA A10	Mr. Grant Person	No
PAA20 a	PAA A20	Gwen Olson	No
PAA30 a	PAA A30	Mr. Grant Person	No
PAA7 a	Practical and Applied	Gwen Olson	No
PAA8 a	Practical and Applied	Mr. Grant Person	No
PAA9 a	PAA9	Gwen Olson	No

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