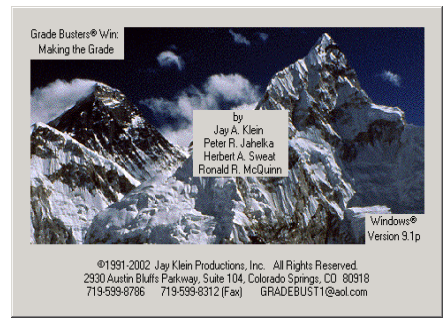
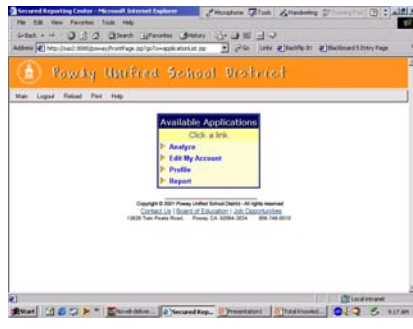
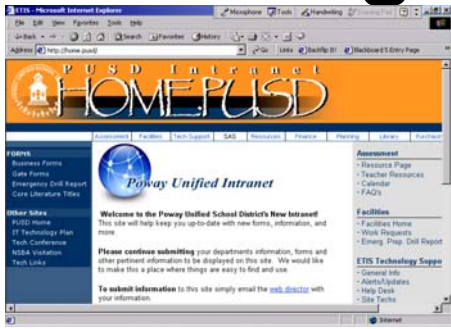


# Creating ClassList for MTG



## TIM ~ Total Information Management

1. Using the browser, go to **home.pusd**
2. Click on SAS/TIM on Menu bar
3. To enter TIM your log in is your first initial and last name. Click **Sign In**



**Analyze** = testing information

**Edit My Account** = change personal information

**Profile** = create a class/group/student profile

**Report** = dynamic reports for print & lookup purpose

## Creating Class List

1. Click on Profile
2. Choose Period from Program Filter
3. Run Query
4. Click "Create MTG File"
5. Save to your desktop just so it is easy to find.

**Repeat process for every class.**

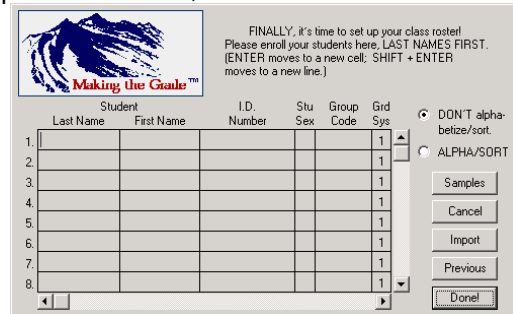
**Create a folder on your network drive called "Grades 07-08" then save your grade file into that folder. It is backed up EVERY NIGHT!!**

### Suggested folder structure

- Create a new folder Grades07-08
- Open that folder and create separate folders for each term (semester/quarter/trimester)

## Making the Grade (open MTG)

1. Close the "OPEN File window"
2. At top of screen click **FILE / Create** a new Class
3. Enter your class information. Click **NEXT**
4. Click 2<sup>nd</sup> selection for student security Your Own Numbers, Click **Next**
5. Import the grading scale from a previous class, **Click Next, Click Next**
6. If you use categories, import from a previous class, **Click Next**



7. Choose Import, **Select ASCII/TXT** button and then you will navigate to the export on your desktop and click OK
8. click Done ☺
9. Click "Go To Gradebook"
10. At this point you want to save this file using a naming that reflects group of kids and put it into a Folder that represents grading period.
  - Save and Name grade files in the correct term folder.

**LAST STEP:** Setup the Automatic BACKUP support!

1. Click File / Backup
2. Click YES to setup
3. Create a new folder called BACKUPMTG
4. Click set
5. This will apply to ALL your MTG files now and every time you SAVE it will create a second copy in this backup folder.

