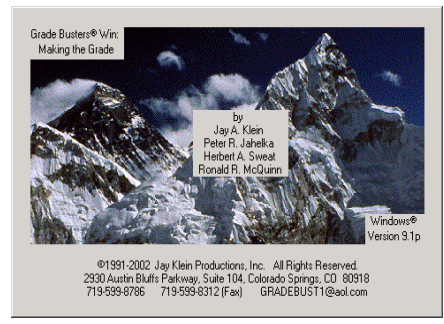
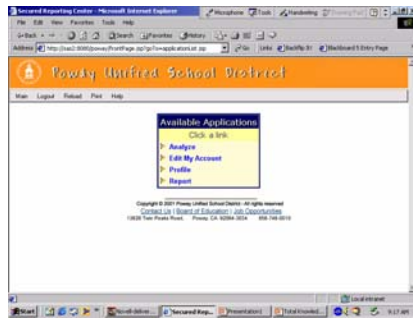
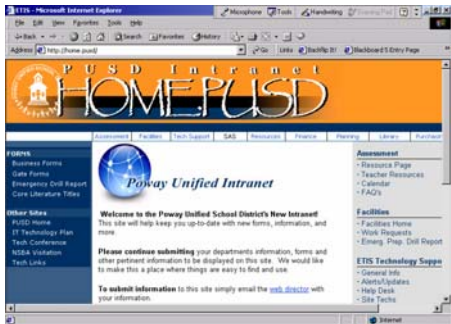
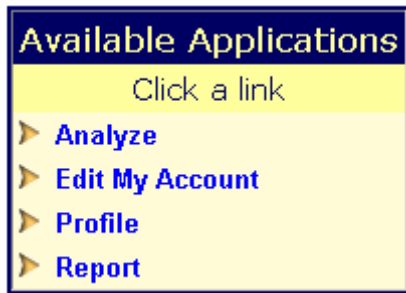


Creating ClassList for MTG



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

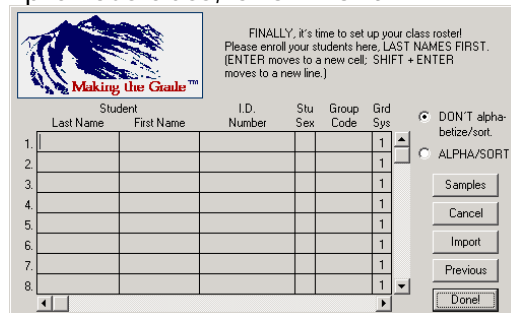
Creating Class List

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.

Making the Grade

1. Create a new Class
2. Enter your class information. Click **NEXT**
3. Use Your Own Numbers, Click **Next**
4. Import the grading scale from a previous class, Click **Next**, Click **Next**
5. If you use categories, import from a previous class, Click **Next**



6. Choose Import, Select ASCII/TXT button and then you will navigate to the export on your desktop and click OK
7. click Done ☺
8. Click "Go To Gradebook"
9. 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.