

## **Setting Up Narrative Parameters**

Grading System > Grading Maintenance > Narrative Parameters Tab

The School Year Defaults to 2015-2016. If the Narrative Parameters have not been set up for the current year it will say "No records match the search criteria. Please try again."

Discipline System	Grade Groups	Calculation Types	Comments
irading System Add/Modify Narrative	Conduct Codes	Effort Codes	Grade Entry Parameters
Add/Modify Course Grades	Grade Headings	Grade Headings & Terms	Grade Import
Modify Student Grade: aging & GPA	Grade Parameters	Grade Scales	Honor Roll Rules
History	Horizontal Average Rules	Maintenance - Grading	Manage Honor Rolls
ling	Manual GPA Input	Narative Parameters	Replace a Grade
ading	Report Card Parameters	Scale Codes	Transcript Parameters
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Group System ation m ystem	» MAINTAIN NARRATIVI	+ Select School Year: 2015-2016 •	•
Standards n		Search You may use Enter/Return or Click Search	
nager	Title:	Description:	
		Search Clear	
- 1	» MAINTAIN NARRATIV	ES	
cal	e		
		+ Add	
	Title Order	Rows Columns	
	No record	s match the search criteria. Please try ag	ain.
em		+ Add	
System			

Switch the School Year to 2014-2015. Once you switch the year to the previous school year you should see what was set up for that year.

	Grade Groups	Calculation Types	Comments
Grading System	Conduct Codes	Effort Codes	Grade Entry Parameters
Add/Modify Narrative Add/Modify Course Grades	Grade Headings	Grade Headings & Terms	Grade Import
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🗀 Scheduling System 🛛 🛛	Report Card Parameters	Scale Codes	Transcript Parameters
🗎 My Data 📃 🗖			
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Administration		Select School Year: 2014-2015 • +	←
Alerts			8
Bus System	» MAINTAIN NARRATIVES FI	LTERS	
College System	a		
Competency/Standards		Search	
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DOE ID Manager			
Events	Title:	Description:	
🗎 iHealth System		Search Clear	
iParent			
iStaff Attendance	» MAINTAIN NARRATIVES		
iStaff Biographical			
iStaff Prof. Dev.	a.		
🗎 iTeacher		+ Add	
Letter System	Title	Order Rows	Columns
Locker System	Teacher Comments	5 Z	100
Lunch System	2	<< Prev Next >>	
Menu System		+ Add	
Cocurity System	a		

Click on the Narrative (in this case it is called Teacher Comments) and a new window will open giving you the Title, Display Order, Number of Columns and Number of Rows for the narrative parameters. Write down the information that is given on this screen and then close this screen.

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	Subm	it Can	661
	Narrativ	<del>e Inform</del>	ation
Title:	Teacher Comm	ents	
Display Order:	5		
Number of Columns:	100		Number of Rows: 7
		01 T1	-
Major Number of Columns:			Major Number of Rows:
Minor Number of Columns:			Minor Number of Rows:
		01 T2	
Major Number of Columns:			Major Number of Rows:
Minor Number of Columns:			Minor Number of Rows:
		01 T3	
Major Number of Columns:			Major Number of Rows:
Minor Number of Columns:			Minor Number of Rows:

Switch the school year back to the current school year (2015-2016). Click the +Add Button to Create a New Narrative.

	Submit Cancel	
	Create A New Narrative	
Title:		
Display Order:		
Number of Columns:	Number of Rows:	
Description:		1.
	Submit Cancel	

Fill out narrative parameter information that you wrote down from the previous school year and enter it exactly the same way on this screen. In this example the Title is Teacher Comments, Display Order is 5, Number of Columns is 100 and Number of Rows in 7. Submit the screen. You will need to refresh the screen to see that the narrative parameter has been added.

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	Grade Groups	Calculation Types		Comments
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	Report Card Parameters	Scale Codes		Transcript Paramet
Data				
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ID Manager nts	Title:	Descript	ion:	
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ff Attendance ff Biographical	» MAINTAIN NARRATIVES	3		
f Prof. Dev.				
n Prof. Dev.		+ Add		
er System	Title	Order	Rows	Columns
er System	Teacher Comments	5	ROWS	100
	Acaterica conditientis	<< Prev Next >>		AMM
		<< Prev Next >>		
ch System u System		<< Prev Next >> + Add		



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