

To get to **Settings** click on **your name** at the top right and select **Settings**.

Review the items on the Settings page and make changes as needed.

This page saves automatically.

**Settings**

**General**

Open Student Drawer on Search  Click to automatically open the Student Drawer when a Student Search returns only one student.

Multiple Classes in Period  M  C  S

**Appearance**

Background Solids

Background Wallpaper

**Attendance**

Attendance View Type  List View  Photo View

**Gradebook**

Assignment Sort  Ascending By Due Date  Descending By Due Date

Auto Saving  Auto save scores immediately upon entry  Manual save with periodic auto saves every  minutes.


**Grade Reporting**

Grade Reporting View Type  Competencies  Interim Progress  Report Card

**Email**

Receive a Copy of Sent Email Messages  Click to have emails sent through the Email option copied to your email address.

**Important:** In the **Grade Reporting** section do not pick **Competencies** leave as **Report Card**.



Have a question?  
Call the DSC Help Desk  
at: (302) 504-7222