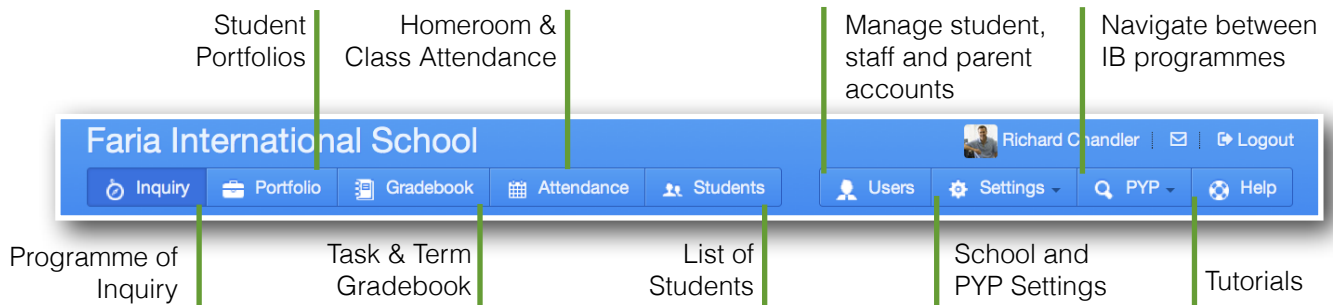


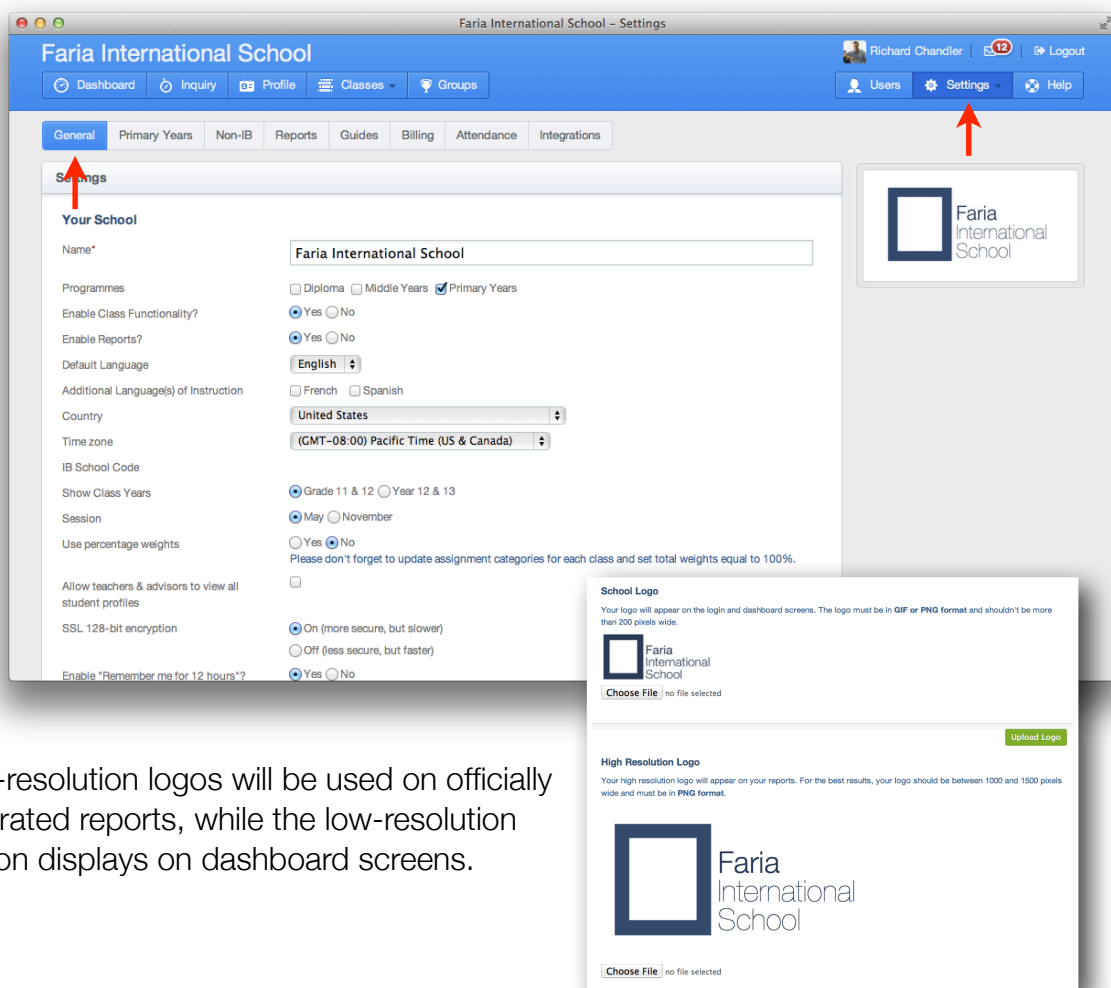
Coordinator: Getting Started

Navigation Guide



Configuring School Level Settings

Under the **Settings > General** tab, confirm school information such as the name, programmes offered (e.g. PYP, MYP, DP), IB school code and logo.



High-resolution logos will be used on officially generated reports, while the low-resolution version displays on dashboard screens.

Configuring Primary Years Settings

Configure your Primary Years Programme settings under **Settings > Primary Years**.

Faria International School - Years

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Years

Please select years and enter labels

Year	Label
<input checked="" type="checkbox"/> Pre-K3	Pre-K3
<input checked="" type="checkbox"/> Pre-K4	Pre-K4
<input checked="" type="checkbox"/> Kindergarten	Kindergarten
<input checked="" type="checkbox"/> Grade 1	Year 1
<input checked="" type="checkbox"/> Grade 2	Year 2
<input checked="" type="checkbox"/> Grade 3	Year 3
<input checked="" type="checkbox"/> Grade 4	Year 4
<input checked="" type="checkbox"/> Grade 5	Year 5
<input type="checkbox"/> Grade 6	Grade 6

Save Changes or Cancel

Years

- Terms
- Grades
- Subjects
- Rubrics & Options
- Criteria
- Assessment
- Scope & Sequence

Years: Select the year levels offered at your school and edit year labels (e.g. Pre-K3, EC2, Nursery).

Terms: Set academic term dates, which will be used for reporting.

Grades: Configure the default grade scales for your PYP classes.

Subjects: Set your Homeroom subjects and your specialist subjects. Homeroom subjects are subjects that will be covered within your Units of Inquiry. The most common of these include Languages, Mathematics, Science, and Social Studies. Specialist subjects will often include the Arts or PSPE.

Rubrics & Options: Define optional rubrics for teachers to evaluate such as Effort or Behavior grades.

Criteria: Define the criteria used to evaluate your Units of Inquiry, Transdisciplinary Skills, etc. by year level.

Assessment: Configure your assessment & reporting options. This will determine what will be assessed on your gradebooks (e.g. Units of Inquiry, Transdisciplinary Skills) together with the criteria that will be used to evaluate each of those areas.

Scope & Sequence: Displays the built-in overall expectations, conceptual understandings, and learning outcomes organized by subject, strand, phase or age-range. You can optionally customize your *Scope & Sequence* and adapt them to your local standards & benchmarks. The *Scope & Sequence* can be organized by phase or by years.