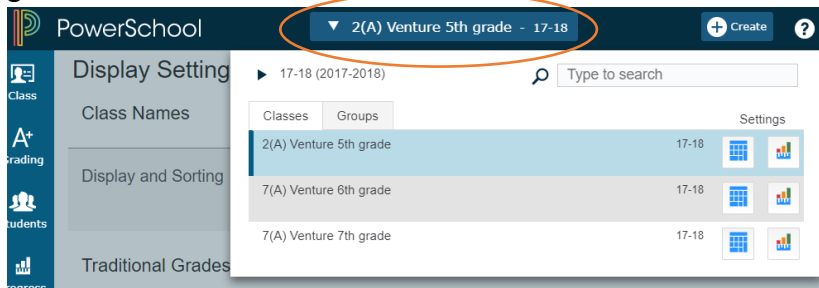
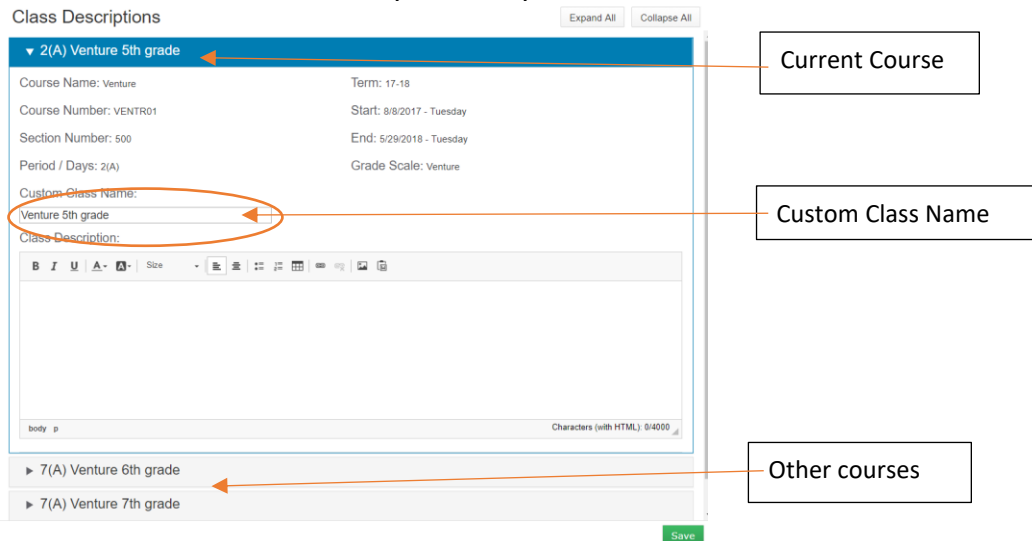


## How to edit the class names in the Courses dropdown:

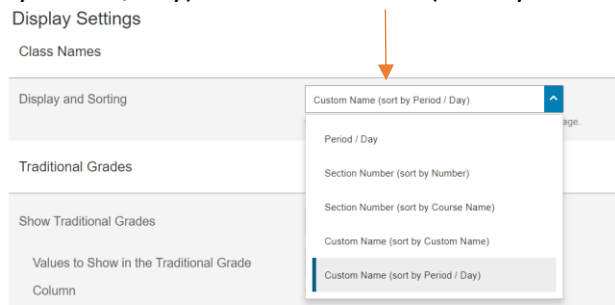
- This will change how your courses are displayed in the dropdown list of courses in your gradebook



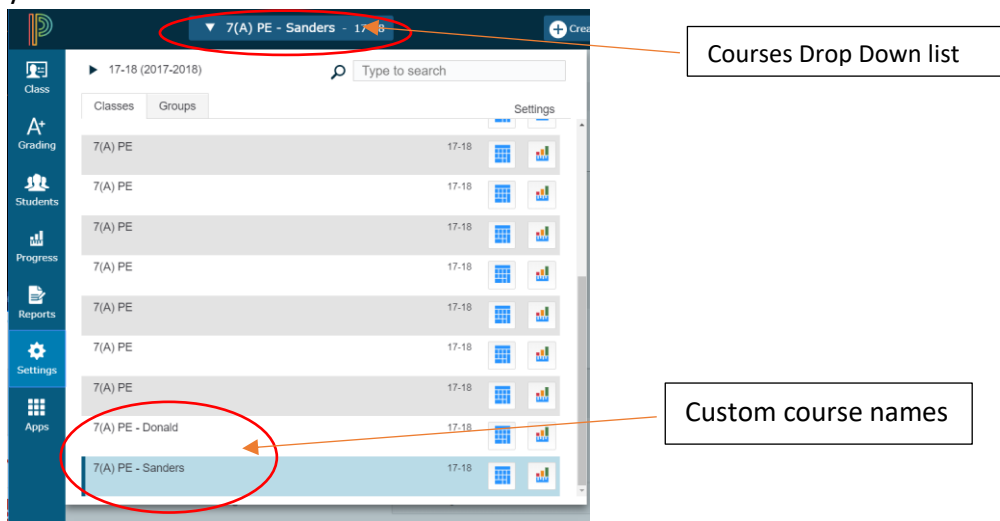
- In PowerTeacher Pro, click Settings in the Charms bar on the left
- Select Class Descriptions
- Enter the Custom Class Name you want your class to have



- Click the arrow next to your other courses and enter a Custom Class Name
- Click the Save button at the bottom right
- Click Settings in the Charms bar on the left
- Select Display Settings
- Under the Class Names section at the top select from the drop down Custom Name (sort by Period/Day) or Custom Name (sort by Custom Name) for Display and Sorting



- Click the Save button at the bottom right  
Once sorted by Custom Name, when you click the courses drop down list, you will see your custom class names.



- In the PowerTeacher Portal (where attendance is taken) you will also see your Custom Class Names. They are marked with an \* (asterisk) next to the Class Name.

### Current Classes

