

MBA-Credit Summary

This document will instruct you on how to add a Default Credit Summary to new students and incoming Freshmen.

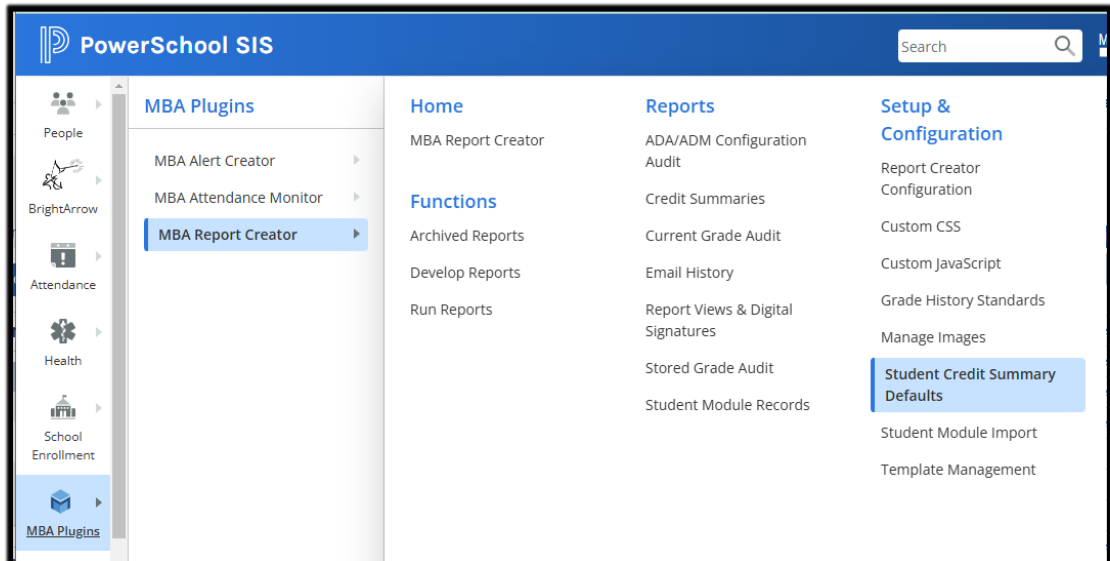
Overview

This document will cover the following process: Adding a Default Credit Summary to a student

Adding a Default Credit Summary to a Student:

1. Navigate to the MBA Plugins Menu:

- Navigate to the MBA Plugins Menu > MBA Report Creator > Student Credit Summary Defaults



2. Select the Students to work with from the dropdown Menu:

- Select from the Students dropdown Menu:
 - Current Selection-This would be students you selected on the start page (if applicable)
 - Current Summary Default
 - Not Set-Students who do not have a credit summary assigned to them
 - Other options listed are the available defaults in your school
 - Grade Level-You can select an entire grade level

Credit Summary - Student Defaults

Students: **All Students** | Credit Summary: **Not Set** | **Update Default Credit Summaries**

Student	Student Number	Grade Level	Current Default
		9	Not Set
		12	2016 + General HS Diploma Details
		11	2016 + General HS Diploma Details
		11	2016 + General HS Diploma Details
		12	2016 + General HS Diploma Details
		9	Not Set
		9	Not Set
		9	Not Set
		11	2016 + General HS Diploma Details
		10	2016 + General HS Diploma Details
		9	Not Set

- Once you make a selection, you will be able to assign the appropriate Credit Summary to the students (Note: All incoming 9th Grade students will need the Credit Summary Set)
- Credit Summary-Select the appropriate Credit Summary from the Dropdown Menu
- Select the button: Update Default Credit Summaries
- The students Credit Summary Default will now be set
- A popup box will appear confirming the Changes Saved
- Click on **OK**

Credit Summary - Student Defaults

Students: **--Not Set--** | Credit Summary: **2016 + General HS Diploma Details** | **Update Default Credit Summaries**

Student	Student Number	Grade Level	Current Default
		11	Not Set
		11	Not Set
		10	Not Set
		10	Not Set
		12	Not Set
		12	Not Set
		12	Not Set
		12	Not Set
		11	Not Set
		12	Not Set
		12	Not Set
		12	Not Set
		12	Not Set
		12	Not Set
		12	Not Set
		11	Not Set