MBA-Credit Summary

This document will instruct you on how to add a Default Credit Summary to new students and incoming Freshmen.
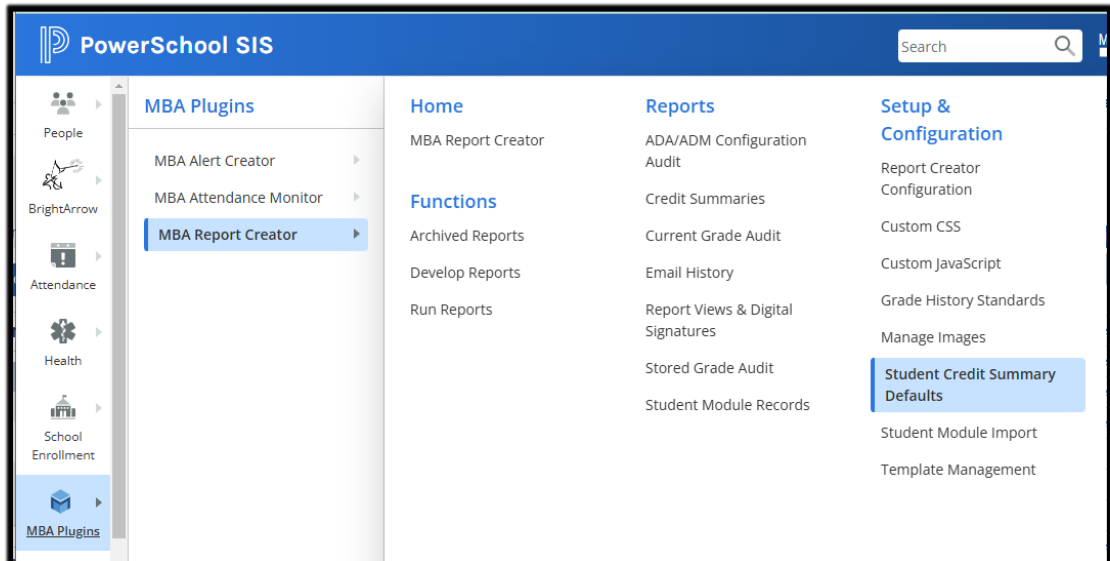
Overview
This document will cover the following process: Adding a Default Credit Summary to a student

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

- ☐ 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**