

# Grade Table—Does It Fit Your School?

Tip for 11.19.18

If you're in a school library, the grade table is part of your [Patron Preferences](#). You can customize this table to match the grade levels (or educational years) in your school.

1. Go to Tools and open **Preferences**.
2. Go to **Patrons**.
3. Click on the **Grade Table** tab.

The screenshot shows the 'Grade Table' tab in the 'Patron Preferences' section for 'Washington High School'. The interface includes a navigation bar with tabs for 'Patron Rules', 'Patron Defaults', 'Patron Pictures', 'Grade Table', and 'Lexile'. Below the tabs, there is a descriptive text: 'The Grade Table tab is where you set up the Grades (i.e. levels) used at your site in the order they should be sorted and incremented. You can rearrange the Grade order as necessary when new Grades are added or existing Grades are eliminated.' There are two input fields: 'Last Grade' set to 'Graduated' and 'Advance After' set to '07/01/2019'. Below these fields, it says 'Set the last Grade for patrons leaving the system (i.e. Graduated).' and 'Last Date of Grade Advancement: Never'. A table with 11 rows is shown, with columns for 'Sort', 'Grade', and 'Description'. The table contains grades from 2 to 12. At the bottom, there are buttons for 'Add', 'Remove', 'Edit', and 'Advance All Grades'.

Sort	Grade	Description
1	2	2nd Grade
2	3	3rd Grade
3	4	4th Grade
4	5	5th Grade
5	6	6th Grade
6	7	7th Grade
7	8	8th Grade
8	9	9th Grade
9	10	10th Grade
10	11	11th Grade
11	12	12th Grade

Individually enter each grade level relevant to your union in the order they should be sorted and incremented. This is a simple list; the first entry in the Grade Table will be your first grade level, the second will be the next grade level, etc. The Grade and Description entries in the table are fully customizable, allowing you to use whatever terminology you desire. Grades must be advanced manually at the end of each school year by using the Advance All Grades button or the Advance Patron Level utility. Using one of these utilities, you can advance your patrons to the next grade level until they reach the Last Grade level (e.g. Graduated); patrons will never advance past the Last Grade level.

## To remove a grade

1. Highlight the grade.
2. On the bottom left, click **Remove**.
3. Save your changes.

## To add a grade

1. On the bottom left, click **Add**.
2. By default, the new grade will be added to the end of your table. Change the **Sort** number if you want the grade listed elsewhere in the table.
3. Enter the grade in the **Grade** field and a description in the **Description** field.
4. Click **Add**.
5. When you have added and/or removed all grades needed, click **Save**.



Remember to reset the **Advance After** date each year!