

Steps to promote Grade School

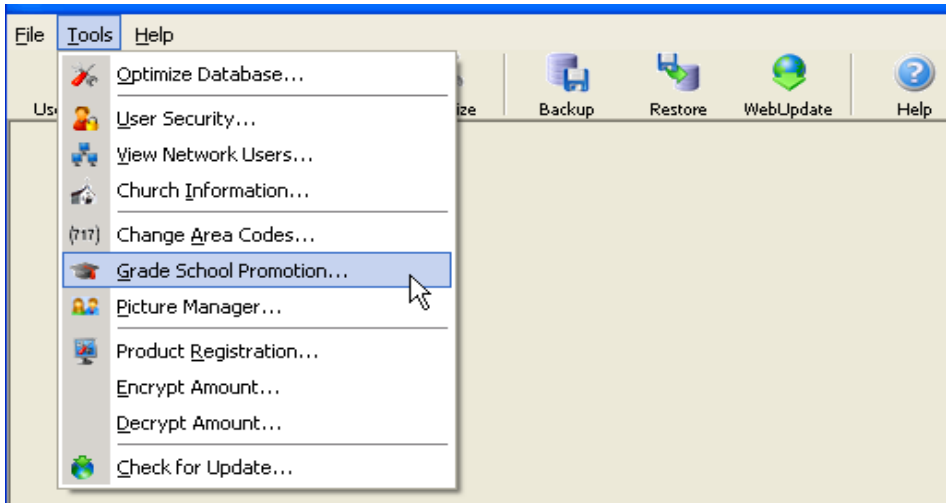
Step 1

Open the Administration Manger and click on the Tools menu option.



Step 2

You will see this window:



Step 3

Click on Grade School Promotion, you will see this window:

Click the drop down arrow at the end of the Select School Grade box, choose which grades you'd like to promote then simply click the **[Start Promotion]** button

