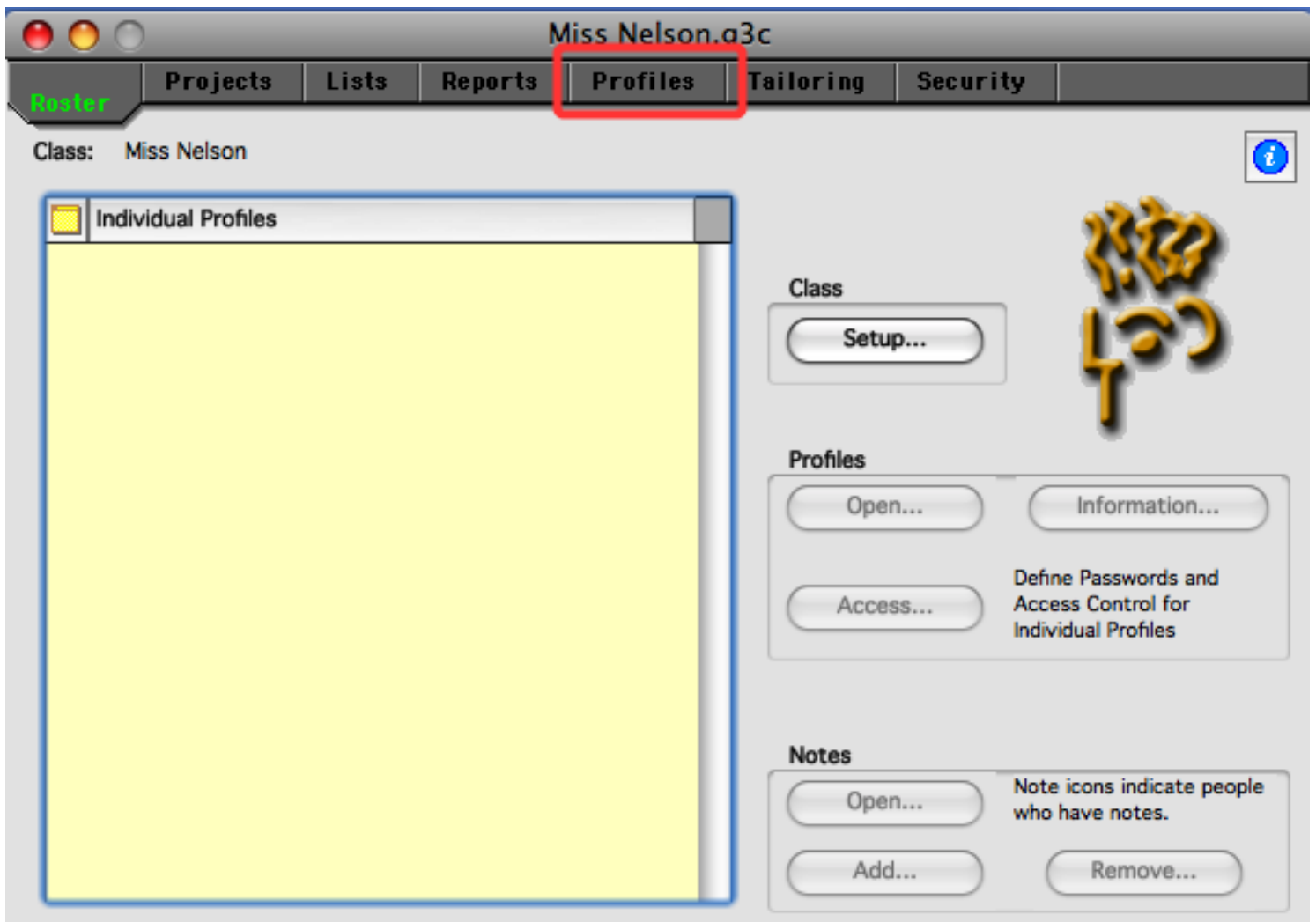




## New Profiles - One by One

This lesson shows how to create new profiles when only a few new ones are needed. Related lesson: New Profiles - Import Names


**Click Profiles. [Do it AFTER you've entered your second password.]**





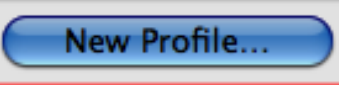

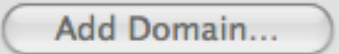

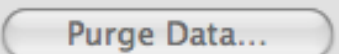
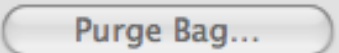
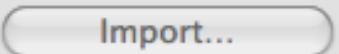
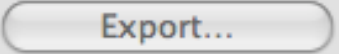
Click New Profile... See Hint below


Roster Projects Lists Reports **Profiles** Tailoring Security

Class: Miss Nelson 

**If the button is gray, enter your 2nd password.**

Profiles

	Creates a new, empty profile for one or more persons.
	Sets up profiles for a new timeframe (a school year, semester, etc.)
	Adds one or more domains (and their associated topics) to one or more profiles.
	Adds one or more topics from a specified domain to one or more profiles.
	Removes old, obsolete, unwanted data from existing profiles.
	Removes old, unused files from existing profile bags.
	Adds data to or updates data in existing profiles, using an external file as the data source.
	Creates an external file containing selected information from one or more profiles.



**Hint:** If the New Profile button is gray, enter your 2nd password. See the "Second Password" lesson.



Click Add...

### Create New Profiles

Profiles Properties

Find Name beginning with

#Space Journalism  
Demo, Ann 6-12  
Demo, Ann College  
Demo, Ann K-5  
Demo, Ann Report  
Demo, Ann Sampler  
Demo, Ann SpEd

Add  
 Personal Profiles  
 Project Profiles

**Add...**  
Change...  
Remove...  
Import...  
Cancel  
Create

Existing profiles are shown in plain text.  
New profiles are in bold. Only new profiles can be changed.  
Names beginning with # denote project profiles.



Type a name and click OK.

Find Name beginning with

#Space Jou  
Demo, Ann  
Demo, Ann  
Demo, Ann  
Demo, Ann  
Demo, Ann  
Demo, Ann

### Profile Identity

First Name:

Middle Name:

\* Last Name:

Student ID:  
( optional )

Existing profiles are shown in plain text.  
New profiles are in bold. Only new profiles can be changed.  
Names beginning with # denote project profiles.



New names are bold. Add as many as you want, then click Properties.

**Create New Profiles**

Profiles Properties

Find Name beginning with

**#Space Journalism**  
**Alabama, Selma**  
Demo, Ann 6-12  
Demo, Ann College  
Demo, Ann K-5  
Demo, Ann Report  
Demo, Ann Sampler  
Demo, Ann SpEd  
**Indiana, Gary**

**Add**  
 Personal Profiles  
 Project Profiles

Add...  
Change...  
Remove...  
Import...  
Cancel  
Create

Existing profiles are shown in plain text.  
New profiles are in bold. Only new profiles can be changed.  
Names beginning with # denote project profiles.



Set properties 1 through 6 and click Create.

Create New Profiles

Profiles Properties

1  Include in Current Class  Allow Peer Access i

Initial Passwords

2  Last Name  Text:

Allow Guest Access *Optional*

Last Name  Text: 'guest'

3 **\* Use Tailoring File... Required** Choose...

/Library/Application Support/Aurbach\_Associates/6-12Demo.g3t

\* Use Tailoring Set: Middle School - High School (6-12) 4 **Required** ▾

Timeframe Information

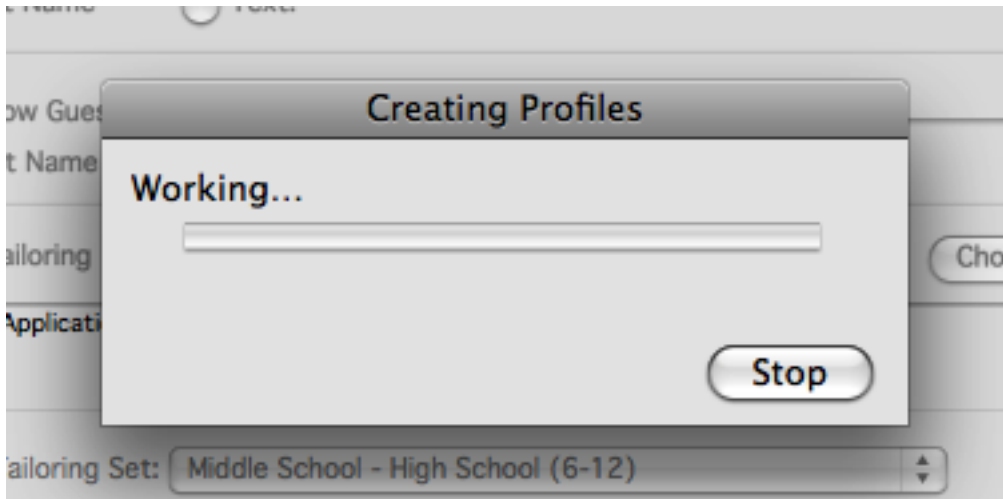
\* Name: 5 Summer, 2009 **Required** Cancel

\* Starting Date: 6 7/1/09 **Required** 7 **Create**

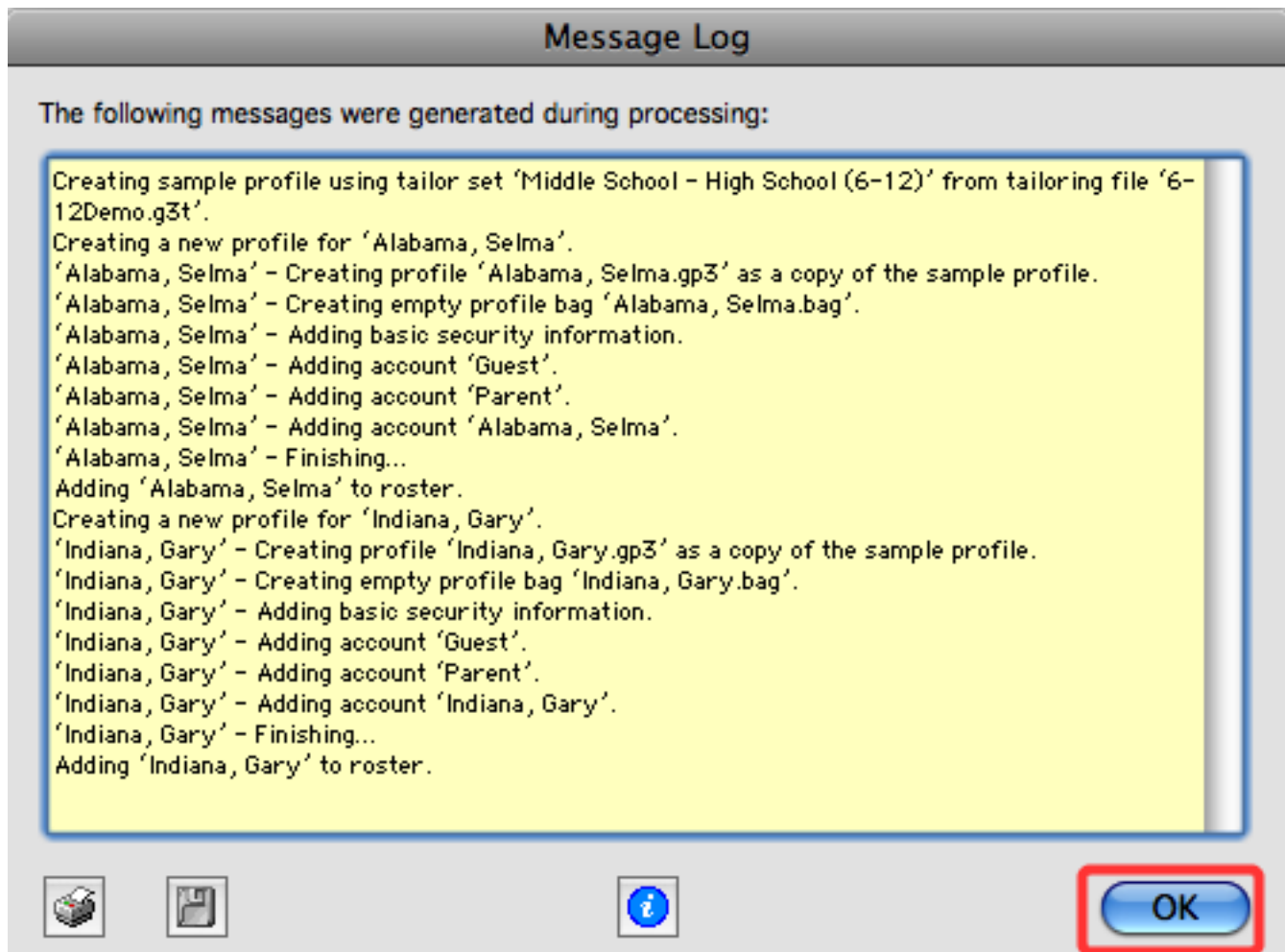
**Note:** See 3 and 4? *Tailoring* must precede creating student portfolios because it tells Grady HOW to organize the portfolios and what cards go into them.



Progress messages tell what's happening.



The Message Log confirms each new profile. Click OK.





Click Roster to see the student names in the class.

**Roster** | Projects | Lists | Reports | Profiles | Tailoring | Security

Class: Miss Nelson 

**Individual Profiles**

- Alabama, Selma
- Indiana, Gary

**Class**

[Setup...](#)

**Profiles**

[Open...](#) [Information...](#)

[Access...](#) Define Passwords and Access Control for Individual Profiles

**Notes**

[Open...](#) Note icons indicate people who have notes.

[Add...](#) [Remove...](#)

