


Upload Grade, Assignments, and Financial Information to HeadMaster Online

You can upload student grades, assignments, and financial information to HeadMaster Online so that parents and students can log in and view them from home.

To upload grades, assignments, and financial information to HeadMaster Online

1. In HeadMaster, on the File menu, click **HM Online > Upload**. The HeadMaster Online Export window displays.
2. Click **Next**.
3. Click **Upload**.
4. Once the program uploads your files, click **OK**.

Note

 You'll need to run uploads regularly in order to keep the information in HM Online updated.