

Set Up Optional Uploads

Selection of these items adds new elements to the HeadMaster Online screens. The new menu items, tabs, and panes will be available to parents and students when they log on to HeadMaster Online.



Tip

If you have HeadMaster Lunch, you can also select to Upload Lunch Calendar and/or Allow Pre-orders.

1. In HeadMaster, on the Home screen, click **Options**.
2. Click **HMOnline**.
3. Make your selections under **Upload Options**. Use the descriptions below for reference.
 - **Upload Class Attendance** - The next time you upload to HeadMaster Online, an **Attendance > Class Attendance** menu item will become available. Attendance information will also be added to the main dashboard in a new pane.
 - **Upload School Attendance** - The next time you upload to HeadMaster Online, an **Attendance > School Attendance** menu item will become available. Attendance information will also be added to the main dashboard in a new pane.
 - **Upload Behavior** - The next time you upload to HeadMaster Online, a Behavior menu item will become available. Behavior information will also be added to the main dashboard in a new pane.
 - **Upload Calendar** - The next time you upload to HeadMaster Online, the calendar will become available.
 - **Upload Lunch Calendar** - The next time you upload to HeadMaster Online, the Lunch Calendar will become available.
 - **Use Online Re-enrollment** - The next time you upload to HeadMaster Online, a Re-enrollment tab will be available for parents to select which students will be returning for the upcoming year.
4. Click **Close**.