

Administrator Tasks

What do you want to do?

- [Perform Initial Setup](#)
- [Set Up Users and User Security](#)
- [Mass Change Data](#)
- [Constant Contact](#)
- [Import and Export Data](#)
- [Back Up and Restore Data](#)
- [Set Security for a Report](#)
- [Schedule HeadMaster Online Uploads in HeadMaster Desktop](#)
- [View Statistics About Your HeadMaster Data](#)
- [Post School Announcements](#)
- [Post Events](#)
- [View Today's Attendance and the Students and Teachers Currently Checked In](#)
- [Set Class Period Times](#)
- [Track Changes of Individual Records](#)