



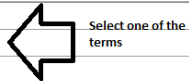
Changing the Window for Grade Input

Use this process if grade input has been prepared and teacher(s) need to access to a term that has already been completed (i.e. change a mark).

In the School View

1. Click **Grades** top tab
2. Click **Grade Post Controls** side tab
3. Select the term you wish to modify.

GradeTerm > ID	Summary	StartDate	EndDate
	Course dates for all students	01/08/2015	31/07/2016
Q1	Term grades for all students	05/01/2016	28/01/2016
Q2	Term grades for all students	28/01/2016	26/02/2016
Q3	Term grades for all students	13/04/2016	04/05/2016



Save
Cancel

Grade Term > Grade Term Definition > Name

Grade Term > Term ID

Grade type *

Criteria type *

Criteria

Start date *

End date *

Standard Quarterly Grades

Q1

Term ▼

All Students ▼

Criteria

Start date * 05/01/2016

End date * 28/01/2016



Save
Cancel

