

Edit a Grading Period



Warning

Do not change any of the information on grading periods mid-year. This can compromise the integrity of your data. This information should only be changed at the beginning of a new school year when no grades have yet been entered. You can, however, add a new grading period, as long as you do not change a grading period once you have attached grades to it.

1. On the Home screen, click **Options**.
2. Click **Grading Periods**. The Grading Periods window displays.
3. Change the grading period information.
4. When finished editing the grading period, click **Close**.