How To Add Historical Marking Periods In School Settings

The historical marking period allows a school to issue a composite transcript to a student with grades from previous marking periods that were not part of the system. A student transferring from another school can also receive a composite transcript from one institution that uses this feature to record past grades.



Enter only the Historical Marking Periods in this section. The Historical Grades can be entered from the Grades Administration screen.

To enter old marking periods, navigate to:

Menu Bar >> Settings >> Grades

You can click on '**+ Add Historical Marking Period**' to start creating a new marking period.

By clicking you get a popup section where you are required to fill-

1. School Year
2. Marking Period Name
3. Grade Post Date (month and year only)

and click submit



You can use the same steps to create more historical periods

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