How To Add Marking Periods In School Settings

Marking Period is the time division of the entire school year. You must set up the marking periods before you can run the school within the system.

Navigate to **Menu Bar >> Settings >> School**

Click on **Marking Period.**

You can find the marking period under settings >> school and also under the school option directly on the menu bar

Menu bar >> Settings >> School >> Marking period

or

Menu bar >> School >> Marking period

By clicking on '+Add a full year to begin' you will see a popup setting page. You can add here:



1. Title of the year
2. Short Name
3. A beginning year and ending date of the year
4. If you want to add Grades, Exams, and Comments in the year select the options
5. By selecting Grading you will find the Grade Posting beginning date and ending date that you will need to add.

and click Submit.



A school year can be divided into separate **semesters and quarters** or even**trimesters**.

Now when you are done with creating the year you can now start creating a semester. Click on the **Add Child Marking Period** to create the subordinate marking periods.

In any sections where you click on the three dots, you will get options to delete or edit the field.

By clicking on the pen you can edit the fields.

By clicking on the bin logo to delete the entry.

Click on '+' to add a marking period. By clicking you will get a popup page where you need to add:

- Title of the semester
- Short Name
- Beginning and ending date of the semester
- If you want to add Grading, Exam, and Comments in the semester select the options.
- By selecting Grading you will find the Grade Posting beginning date and ending date that you will need to add

and click Submit.

You can create more semesters using the same method.

A school year can be divided into separate quarters.

After you have done creating a Semester you can now create Quarters.

Click on '+' to add a semester in the year. By clicking you will get a popup page where you need to add:

- Title of the semester
- Short Name
- Beginning and ending date of the semester
- If you want to add Grading, Exam, and Comments in the semester select the options.
- By selecting Grading you will find the Grade Posting beginning date and ending date that you will need to add. The teachers are allowed to enter final grades between these dates.

Click Submit to save.

You can create more quarters using the same method.

The user can have Summer Semester as well outside of the Full Year as shown in below

This is what you will get after setting the whole marking period.



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