

How Do I Change Marking Period Dates in Registrar If they Are Already Defined?

If the school's Calendar and Marking Periods are already defined, the existing days will need to be deleted, then the Calendar will need to be rebuilt.

Go to Registrar>Maintenance>Administration Maintenance. Select the correct Division and go to the Calendar tab.

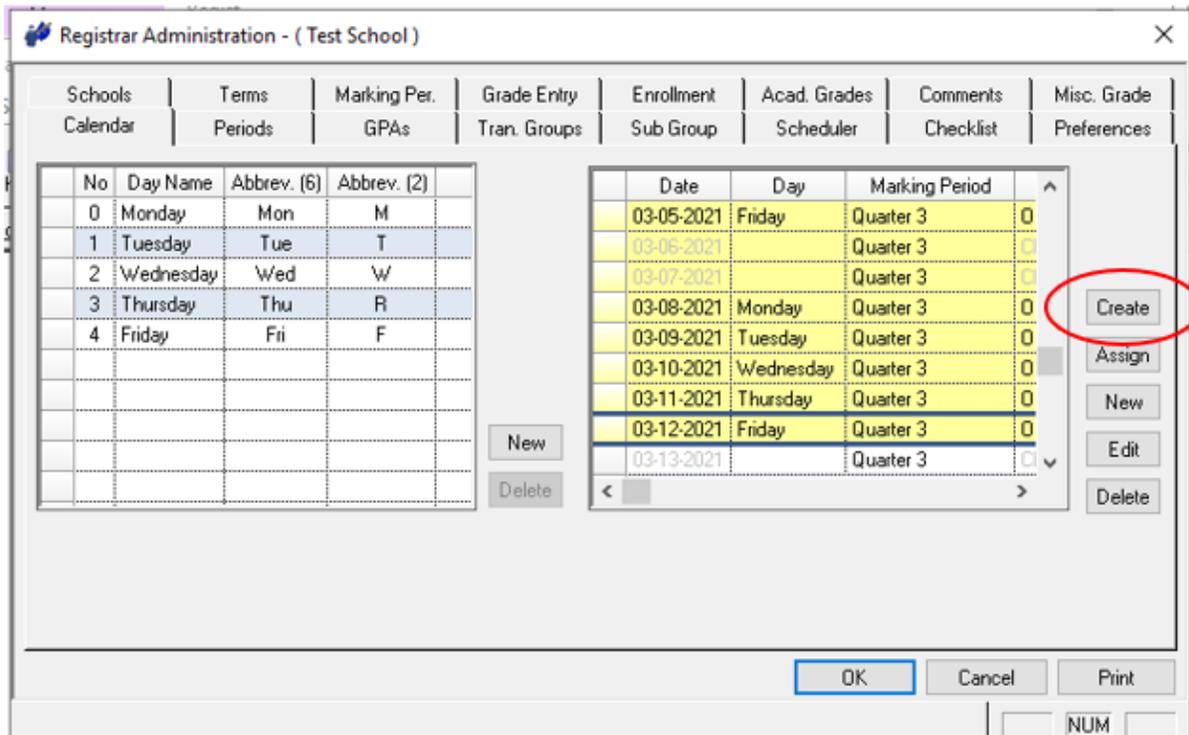
Go to the FIRST incorrect date for the Marking Period (Quarter 3) on the right-hand side of the window and highlight it. Hold the Shift key down, then click on the LAST incorrect date of the Marking Period. This will highlight all dates within that range. Select **DELETE** to remove the days/dates already set up. (through March 12th, for example).

The screenshot shows the Registrar Administration interface for a test school. It features a navigation menu at the top with tabs for Schools, Terms, Marking Per., Grade Entry, Enrollment, Acad. Grades, Comments, and Misc. Grade. Below the menu is a table with columns for No, Day Name, Abbrev. (6), and Abbrev. (2). To the right is a larger table with columns for Date, Day, Marking Period, and a numeric value. The rows in this table represent dates from 03-05-2021 to 03-13-2021, all assigned to Quarter 3. A 'Delete' button is circled in red on the right side of the interface.

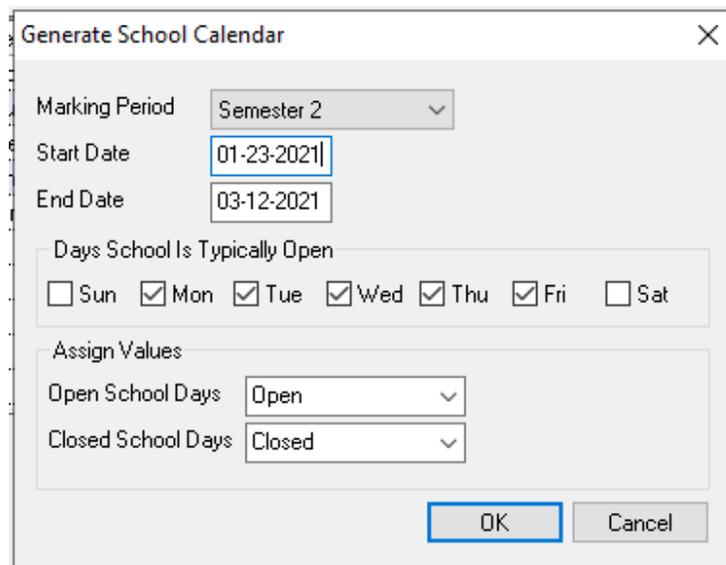
No	Day Name	Abbrev. (6)	Abbrev. (2)
0	Monday	Mon	M
1	Tuesday	Tue	T
2	Wednesday	Wed	W
3	Thursday	Thu	R
4	Friday	Fri	F

Date	Day	Marking Period	
03-05-2021	Friday	Quarter 3	0
03-06-2021		Quarter 3	0
03-07-2021		Quarter 3	0
03-08-2021	Monday	Quarter 3	0
03-09-2021	Tuesday	Quarter 3	0
03-10-2021	Wednesday	Quarter 3	0
03-11-2021	Thursday	Quarter 3	0
03-12-2021	Friday	Quarter 3	0
03-13-2021		Quarter 3	0

Once the original dates are deleted, click on the Create button....



Select the new Marking Period name from the drop-list (Semester 2), choose the new Start/End dates, Days School is Typically open (Mon - Fri) and the Open/Closed School days



Click OK to rebuild the Calendar.

Once the Calendar is rebuilt, scroll through the Calendar days now, to confirm that the date range you just created is identified with the new Marking Period designation (Semester 2):

Date	Day	Marking Period	
02-01-2021	Monday	Semester 2	0
02-02-2021	Tuesday	Semester 2	0
02-03-2021	Wednesday	Semester 2	0
02-04-2021	Thursday	Semester 2	0
02-05-2021	Friday	Semester 2	0
02-06-2021		Semester 2	0
02-07-2021		Semester 2	0
02-08-2021	Monday	Semester 2	0
02-09-2021	Tuesday	Semester 2	0

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Create
Assign
New
Edit
Delete