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, the 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).

Schools Ter		Terms	Marking Per.	Grade Entry	Enrollment		Acad. Gra	ides Comments	М	Misc. Grade	
Calen	dar F	Periods	GPAs	Tran. Groups		Sub Group	Schedu	ler Checklist	P	references	
No	Day Name	Abbrev. (6)	Abbrev. (2)			Date	Day	Marking Period	^		
0	Monday	Mon	м			03-05-2021	Friday	Quarter 3	0		
1	Tuesday	Tue	T			03-06-2021		Quarter 3	CI		
2	Wednesday	Wed	W			03-07-2021		Quarter 3	C		
3	Thursday	Thu	R			03-08-2021	Monday	Quarter 3	0	Create	
4	Friday	Fri	F			03-09-2021	Tuesday	Quarter 3	0	Accian	
			ļ			03-10-2021	Wednesday	Quarter 3	0	Asayn	
			ļ			03-11-2021	Thursday	Quarter 3	0	New	
				New		03-12-2021	Friday	Quarter 3	0	Ede	
						03-13-2021	<u> </u>	Quarter 3	10 🗸	CUR	
				Delete	<				> (Delete	



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

Schools Calendar		Terms	Marking Per.	Grade Entry Tran. Groups	Enrollment	Acad. Gra	ades Comments	M	Misc. Grade Preferences	
		Periods	GPAs		Sub Group	Schedu	ler Checklist	P		
No	Day Nam	e Abbrev. (6)	Abbrev. (2)		Date	Day	Marking Period	^		
0	Monday	Mon	м		03-05-2021	Friday	Quarter 3	0		
1	Tuesday	Tue	T		03-06-2021		Quarter 3	C		
2	Wednesd	ay Wed	V .		03-07-2021		Quarter 3	0		
3	Thursday	Thu	R		03-08-2021	Monday	Quarter 3	0	Create	
4	Friday	Fri	F		03-09-2021	Tuesday	Quarter 3	0	Assian	
					03-10-2021	Wednesday	Quarter 3	0	Ang	
					03-11-2021	Thursday	Quarter 3	0	New	
	1			New	03-12-2021	Friday	Quarter 3	0	Edit	
	1				03-13-2021		Quarter 3		COR	
	<u>.</u>			Delete	<			>	Delete	

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

Generate School C	alendar	×
1		~
Marking Period	Semester 2 🗸 🗸	
Start Date	01-23-2021	
End Date	03-12-2021	
Days School Is T	ypically Open	
. 🗌 Sun 🗹 Mon	🗹 Tue 🗹 Wed 🗹 Thu 🗹 Fri 🗌 Sat	
Assign Values		
Open School Day	s Open 🗸	
Closed School Da	ys Closed 🗸	
	OK Cancel	

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	Dav	Marking Period		<u>^</u>
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	Create
02-05-2021	Friday	Semester 2	0	
02-06-2021		Semester 2	Cl	Assign
02-07-2021		Semester 2	CI	New
02-08-2021	Monday	Semester 2	0	
02-09-2021	Tuesday	Semester 2	0	✓ Edit
			>	Delete
	Date 02-01-2021 02-03-2021 02-04-2021 02-05-2021 02-06-2021 02-07-2021 02-08-2021	Date Day 02-01-2021 Monday 02-02-2021 Tuesday 02-03-2021 Wednesday 02-04-2021 Thursday 02-05-2021 Friday 02-06-2021 Priday 02-07-2021 Monday 02-08-2021 Monday 02-09-2021 Tuesday	DateDayMarking Period02-01-2021MondaySemester 202-02-2021TuesdaySemester 202-03-2021WednesdaySemester 202-04-2021ThursdaySemester 202-05-2021FridaySemester 202-06-2021Semester 202-07-2021MondaySemester 202-08-2021MondaySemester 202-09-2021TuesdaySemester 2	DateDayMarking Period02-01-2021MondaySemester 2002-02-2021TuesdaySemester 2002-03-2021WednesdaySemester 2002-04-2021ThursdaySemester 2002-05-2021FridaySemester 2002-06-2021Semester 2002-07-2021MondaySemester 2002-08-2021MondaySemester 2002-09-2021TuesdaySemester 20

