

eSchool Report Cards:

Plain Local Schools

Teacher Training

Navigating between Marking Periods

The grade book will not automatically open to the next marking period until report cards for the previous marking period have been printed.

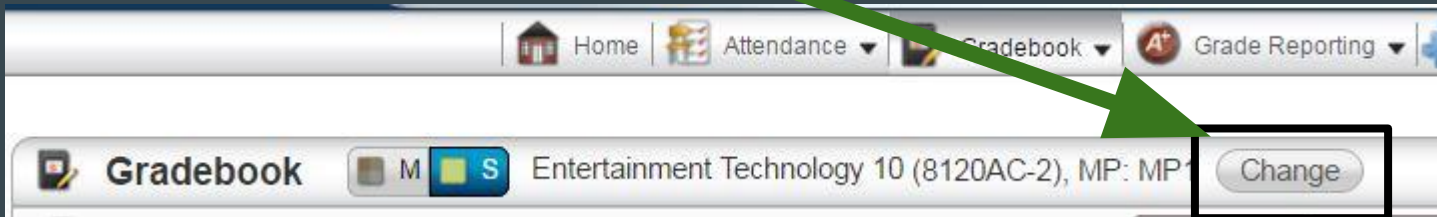


Change Marking Periods

1. On the grade book screen, you can see which marking period you are currently working in.



2. To change to another marking period click on CHANGE (just like you do to switch classes).





Change Marking Periods

1. Click on the drop down menu next to Marking Period; then select the appropriate marking period.
2. Then click on the appropriate course.
3. Click OK.

The screenshot shows a 'Class List' window with a table of courses. A green arrow points from the first step of the instructions to the 'Marking Period' dropdown menu, which is currently set to 'MP2' and has a list of options (MP1, MP2, MP3, MP4) displayed. The table below shows the following data:

Period	Description	Marking Period	Cycle Days
2	Entertainment Technology (8240AC-1)	MP2	A, B
6	Intro to Video Productions (8240AC-1)	MP1, MP2, MP3, MP4	A, B
3	Video & Sound (8243JR-1)	MP1, MP2, MP3, MP4	A, B
4	Multimedia Image Mgmt (8244JR-1)	MP1, MP2, MP3, MP4	A, B
5-1	Create/Edit Digital Graphics (8246SR-1)	MP1, MP2, MP3, MP4	B
5-1	Info Technology (8245SR-1)	MP1, MP2, MP3, MP4	A

At the bottom right of the window are 'OK' and 'Cancel' buttons.

Change Marking Periods cont.



1. Now you are in Marking Period 2.



2. The grade book will remain in the same marking period as long as you are logged in. However, once you logout you will lose this setting.
3. When you log back into SunGard you will need to select the appropriate marking period.
4. Remember once the report cards have been printed SunGard will automatically open to the current marking period.