




Defining Progress Report Dates

Use the following instructions to define the dates for Progress Reports. These dates must be entered before they occur (no back-dating). When a date is reached, all grades entered before this date will be used for that defined Progress Report period. Grades entered after this date will not be included. This only looks at the actual date of data entry, it does not relate to assignment due dates.

*Use of the Progress Date is optional. If no date is entered, the Progress report will always use current averages.


Progress Dates

[Students](#) > [Scheduling](#) > [Schedule Manager](#)


- Click  on the schedule
- Click on the **Calendar** tab
- Click on  **Edit Grading Cycles**
- *Optional:* Use the **Valid Grade Range** to define if the thresholds for report card grades vary from a minimum of 0 and a maximum of 100. If a field is left blank it will assume the defaults of 0 to 100. Example: Cycle 1 has a minimum of 50
- *Optional:* Use the **Progress Date** to define the deadline for data entry of grades to be used for Progress Reports. No date entered results in the Progress Report using the average at the time the report is run.
- Click 












Sample:

Offering
Scheduling Units
Tracks
Homerooms
Calendar
Policies

Edit: 2012-2013 School Year Schedule For XXXXXXXXXX ELEMENTARY - XXXXXX 101  Return to list

The grading calendar is used for two purposes: first to determine to which cycle and term a particular date belongs in order to properly allocate grades within the grade book and second to determine, depending on the scheduling track onto which a student is enrolled, which periods occur in which sequence.

Grading Calendar
 View Calendar

Cycle	Term	Date Range		Valid Grade Range		Progress Date
1	1	8/27/2012 	9/29/2012 	50.00		09/10/2012 
2	1	9/30/2012 	12/29/2012 			10/31/2012 
3	2	12/30/2012 	3/30/2013 	50.00		02/12/2013 
4	2	3/31/2013 	6/6/2013 			05/08/2013 