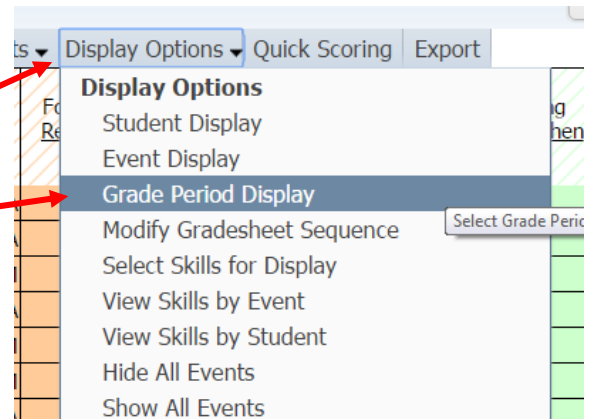


How to View Different Grading Periods in Teacher Gradebook

Select a Class in Gradebook

- Click on the **Display Options Tab** and Select **Grade Period Display**



Check off any Quarter you want to make visible and then click **Save**

Grade Period Display

Display Grade Period

Hide All

Show All

	Grading Period	Date Range
<input checked="" type="checkbox"/>	* Quarter 1	09/01/2015 - 11/01/2015
<input checked="" type="checkbox"/>	Quarter 2	11/02/2015 - 01/15/2016
<input checked="" type="checkbox"/>	Quarter 3	01/16/2016 - 04/01/2016
<input checked="" type="checkbox"/>	Quarter 4	04/02/2016 - 06/14/2016

* Signifies the Current Grade Period(s). These cannot be hidden.

Save

Undo

Note: You can never uncheck the current term.

You must Repeat this process for ALL you classes.