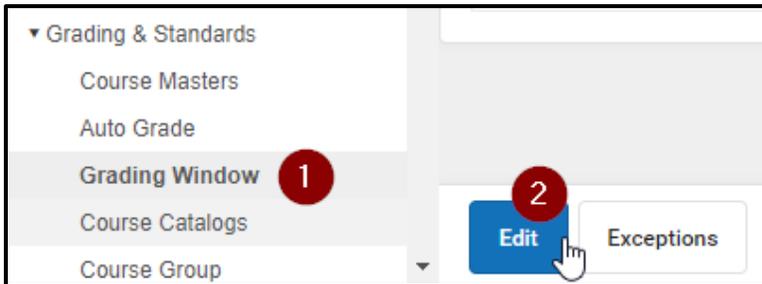# OPENING THE ES GRADING WINDOW

The Grading Window interface has been upgraded. The link to the old grading window interface has been removed and the **Grading Window (New)** has been renamed to just **Grading Window.** Following are updated instructions for opening the Elementary School Grading Window.

1. Choose **Index** > **Grading & Standards > Grading Window** to access the Grading Window interface.
2. Click the **Edit** button to start opening a new grading window.

3. The new interface shows current or previously opened grading windows on the left and allows opening a new grading window by clicking **Add.**
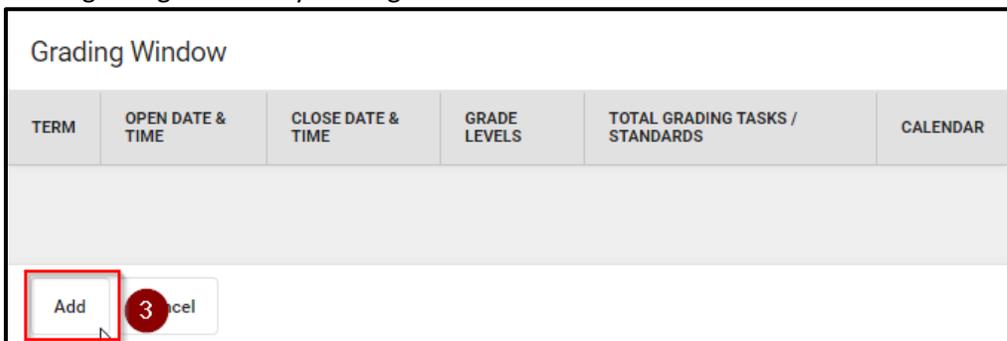
4. Choose the type of calendar (usually 4 terms, the 1 term calendar is your Intersession, ECE, or summer school), calendar, and terms that will have the grading window opened.
5. Click **Next.**
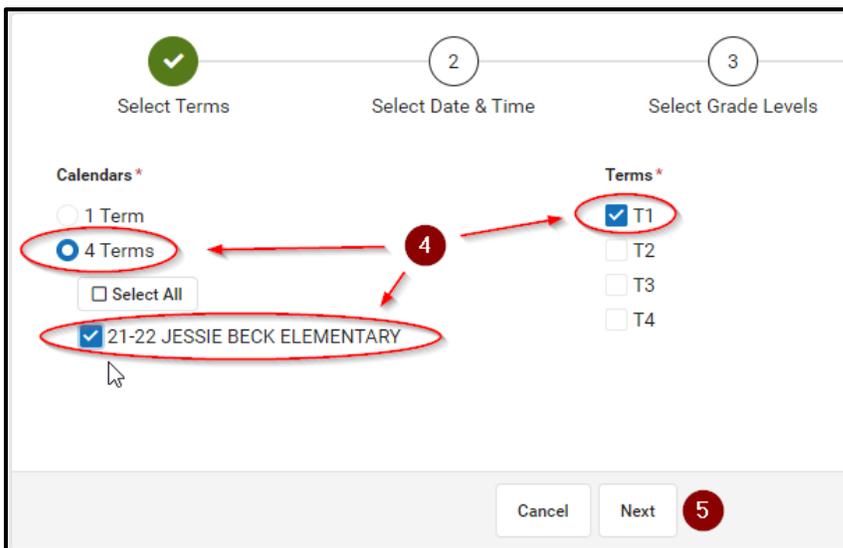
6. Set the **Date** and **Time** the grading window should open.
7. Set the **Date** and **Time** the grading window should close.
8. Click **Next**.

9. Choose **All Grade Levels.**
10. Click **Next.**

11. Click the **Select All** button to select all of the Standards. The button will change to 'Deselect All' and the standards should all be checked.
12. The Grading Window to be opened will show in blue above or to the left of the Grading Window interface. Review the settings to confirm.
13. Click **Save** to open the grading window.
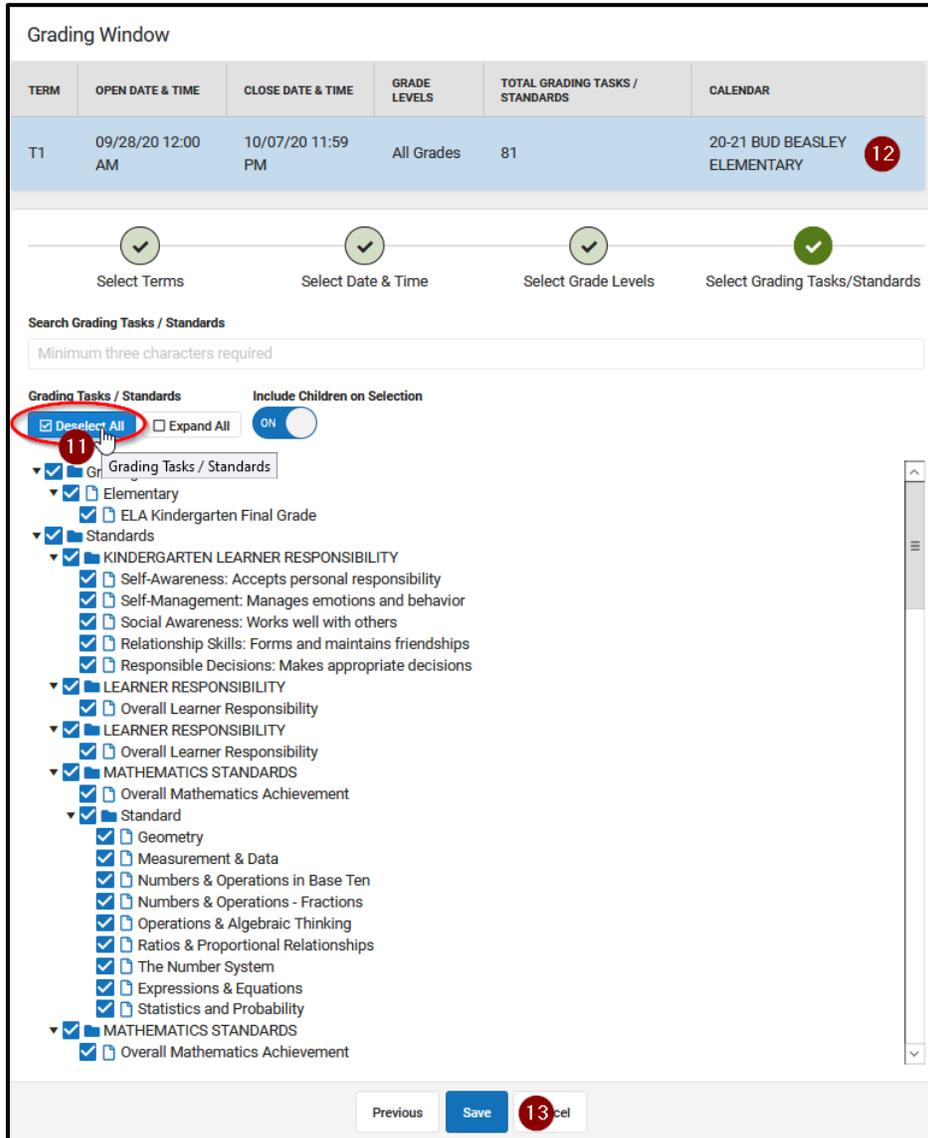
The grading window will open and close at the specified times.

QUESTIONS

Q: What if I need to extend the grading window or make other changes?

A: You can click on an existing grading window at Step 3 to review and change the settings on it. The change process follows the same steps outlined for opening it.

Further questions about the new Grading Window tool can be submitted via Web Help Desk by logging in at https://webhelpdesk.washoeschools.net/ or by contacting the IT Service Desk at 789-3456.