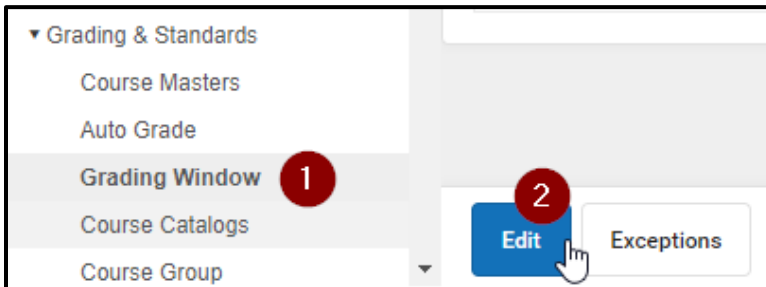


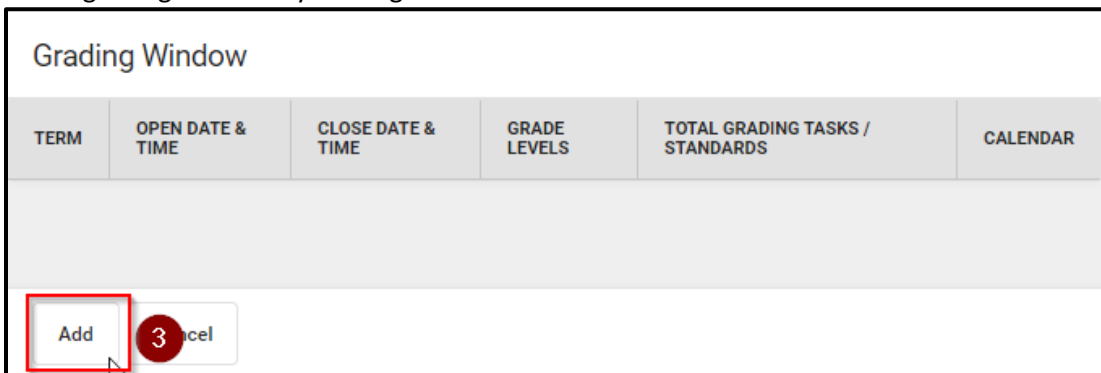
OPENING THE MS ACADEMIC WARNING GRADING WINDOW

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 Middle School Academic Warnings.

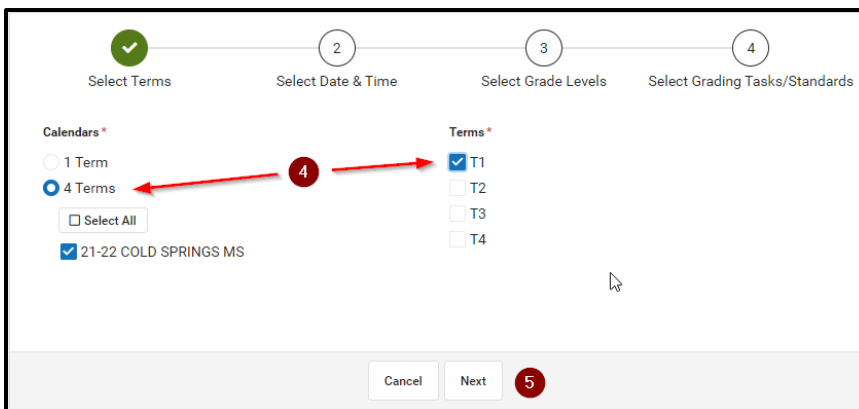
1. Choose **Index > Grading & Standards > Grading Window** to access the Grading Window interface.
2. Click the **Edit** button to start opening a new grading window.



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 calendar and terms that will have an open grading window. You'll need to click the **4 Terms** button to see your main calendar if only the Intersession is showing.
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**.

Progress: 1. Select Terms (checked), 2. Select Date & Time (checked), 3. Select Grade Levels (3), 4. Select Grading Tasks/Standards (4)

Set Grading Window Dates Via *

Date Range | Term End Date

September 2020 - October 2020 TODAY

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
		1	2	3	4	5					1	2	3		
<	6	7	8	9	10	11	12	4	5	6	7	8	9	10	>
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
	27	28	29	30				25	26	27	28	29	30	31	

Open Date and Time: 09/10/2020 at 01:00 PM (6)

Close Date and Time: 09/15/2020 at 05:00 PM (7)

Buttons: Previous, Cancel, Next (8)

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

Progress: 1. Select Terms (checked), 2. Select Date & Time (checked), 3. Select Grade Levels (checked), 4. Select Grading Tasks/Standards (4)

Grade Levels

All Grade Levels (9)

Specific Grade Levels

- 00
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- 13
- AD
- PK
- UG

Buttons: Previous, Cancel, Next (10)

11. Expand the **Traditional Middle School** category and choose **Academic Warning**.
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.

Grading Window

TERM	OPEN DATE & TIME	CLOSE DATE & TIME	GRADE LEVELS	TOTAL GRADING TASKS / STANDARDS	CALENDAR
T1	09/10/20 1:00 PM	09/15/20 5:00 PM	All Grades	1 12	20-21 COLD SPRINGS MS

✓
 Select Terms

✓
 Select Date & Time

✓
 Select Grade Levels

✓
 Select Grading Tasks/Standards

Search Grading Tasks / Standards

Grading Tasks / Standards **Include Children on Selection**

Select All
 Collapse All
 ON

- ▼ Grading Tasks
 - ▼ Combined Middle/High School
 - Semester Grade
 - ▼ Traditional Middle School
 - Overall Grade
 - Behavior
 - Work Ethic
 - Academic Warning 11

13

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 to review and change the settings on it. The change process follows similar steps outlined above for opening it.

Further questions about the 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.