# 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.
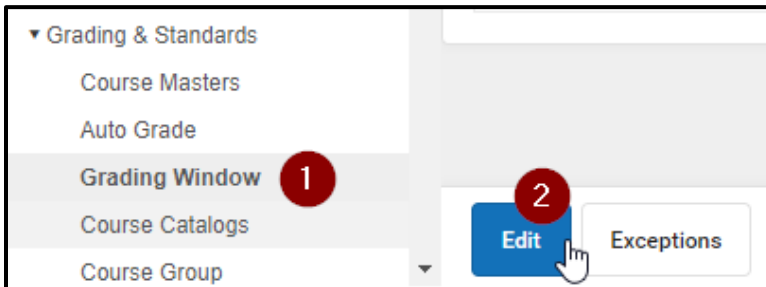
3. The new interface shows current or previously opened grading windows on the left and allows opening a new grading window by clicking **Add.**
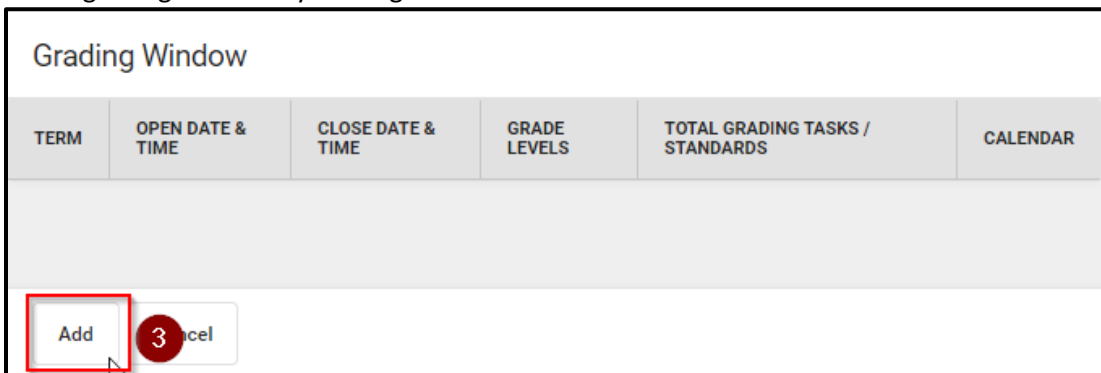
4. Choose the calendar and terms that will have an open grading window. You'll need to click the **4 Terms** button to see your main calendar if only the Intersession is showing.
5. **Click Next.**
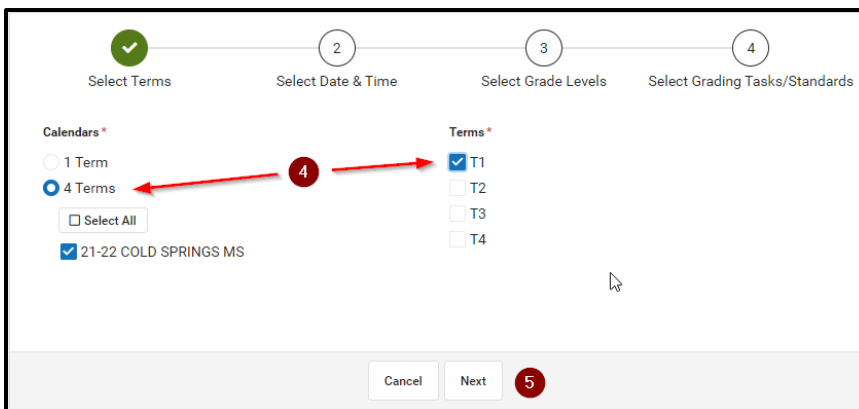
6. Set the **Date** and **Time** the grading window should open.
7. Set the **Date** and **Time** the grading window should close.
8. Click **Next**.

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

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.

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.