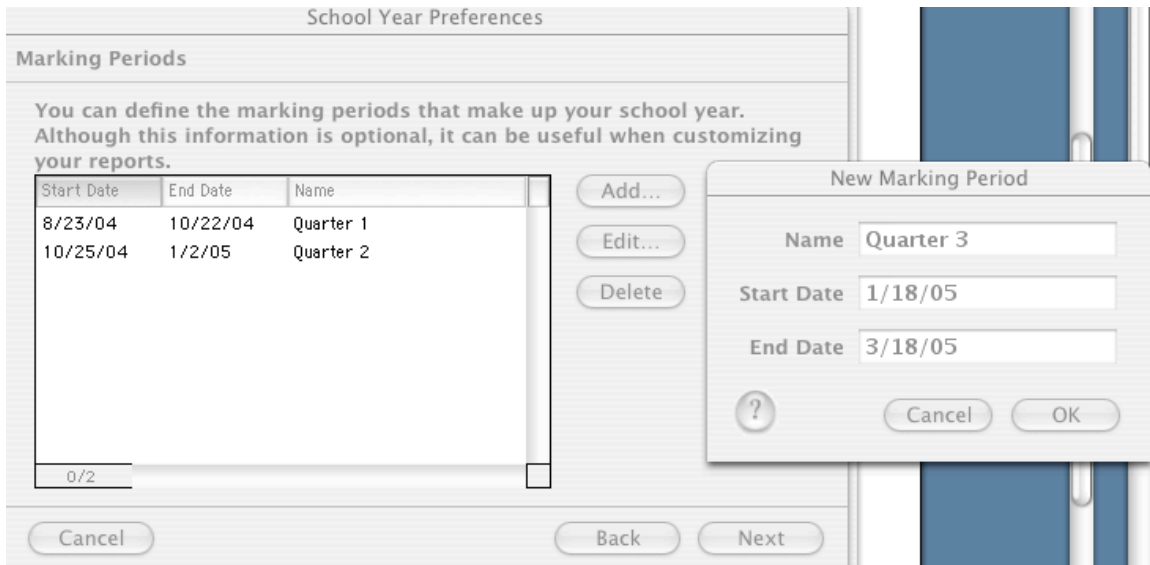


Entering Your School Year and Marking Periods

Before you can set student goals or run reports based on marking periods, you must enter your school year dates and marking periods using the **School Year** preference. Only the AR Coordinator with the administrative password can do this.

- ❑ Click on the **Go** Menu and select **Preferences** from the **School** section of the menu.
- ❑ Scroll down the list to the **School Year** preference and click on it only once.
- ❑ Click the **Edit** button. The **School Year Preferences** Wizard/Assistant will start.
- ❑ Read the information in the **Welcome** panel; then, click the **Next** button.
- ❑ In the **School Year** panel, click in the fields (blanks) for the start and end dates of the school year and type in the information. When you have finished, click the **Next** button.
- ❑ In the **Marking Periods** panel, click the **Add** button to enter a new marking period. Add the marking period's information in the **New Marking Period** dialog box; then, click the **OK** button.
 - You will be asked if you want to add more marking periods; if you do, click **Yes** and enter the information for the next marking period. Click the **Add** button after you enter each additional marking period. When you have finished, click **Done/Finish** to close the dialog box.

- When you have finished entering the marking period(s), click the **Next** button at the **Marking Periods** panel.



- ❑ Next you are given the option to enter **Days Off**. Click the **Add** button to enter a new day off. Click the **Next** button to skip this step.
- ❑ If the information in the **Summary** panel is correct, click the **Finish/Done** button. If it is not correct, click the **Back** button to go back and make changes.