

ClassLink ClassMate

Introduction to:
Marking Period Close



Marking Period Close

- Marking Period Close Introduction
- Performing Backup Database
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 - CTE/Supplemental Classes
- Performing Marking Period Close
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Marking Period Close Introduction

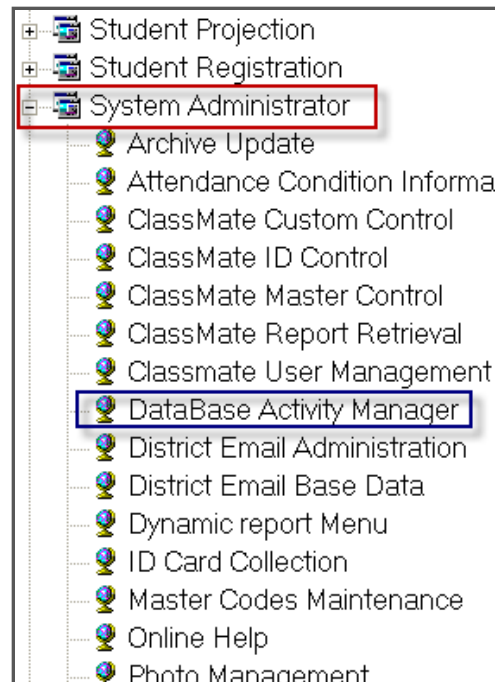
Some important things to note concerning Marking Period Closures

- 1) Marking Period closures must occur at the end of the school day on the date that is entered in the Calendar Session Management Module in the end date box for the particular marking period
- 2) Marking Periods cannot be closed on holidays or weekends
- 3) Marking Periods cannot be closed at the beginning of a school days as Work Ethic Grades will be negatively impacted

Performing Database Backup

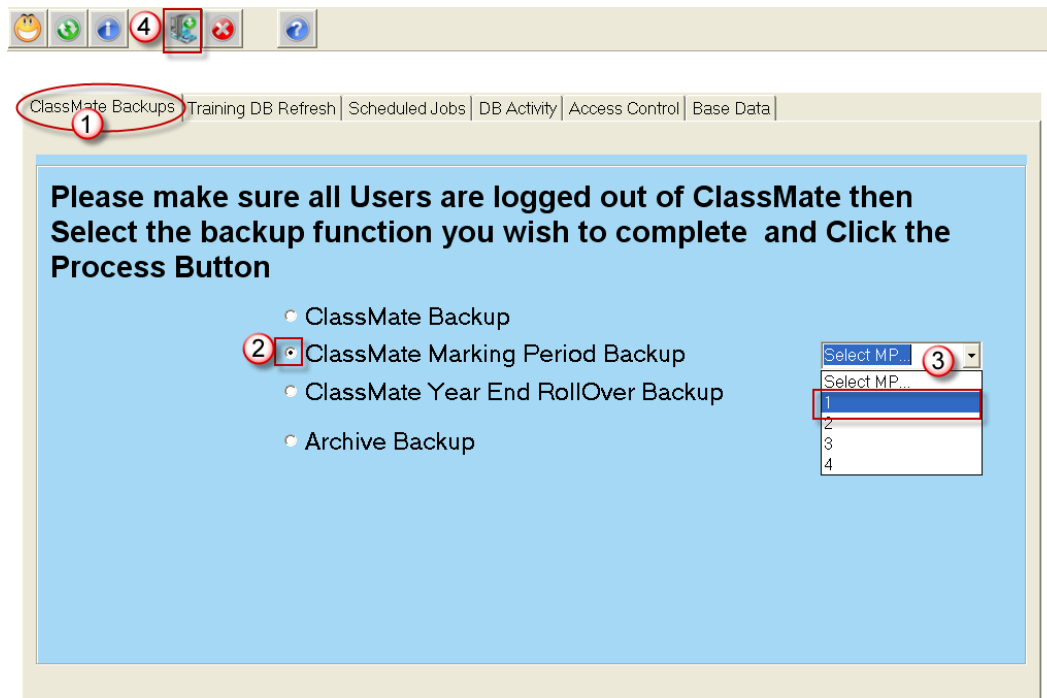
Before performing any Marking Period Closures System Administrators must perform a ClassMate Database Backup.

To perform a backup go to **Modules < System Administrator < DataBase Activity Manager**



Performing Database Backup

- 1) When the module opens click the ClassMate Backups Tab
- 2) Click ClassMate Marking Period Backup
- 3) Select the MP # from the Drop Down
- 4) Click the Backup icon located on the top toolbar



ClassMate Backups Training DB Refresh Scheduled Jobs DB Activity Access Control Base Data

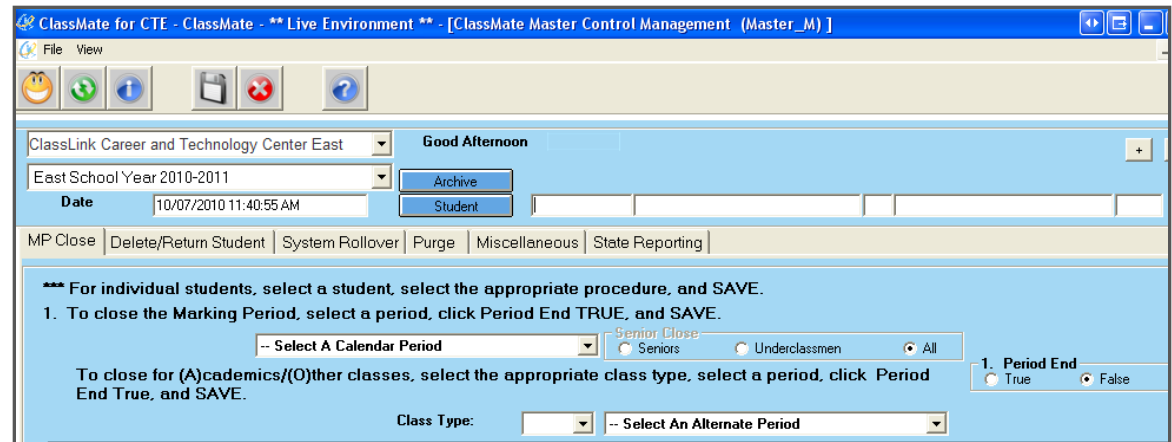
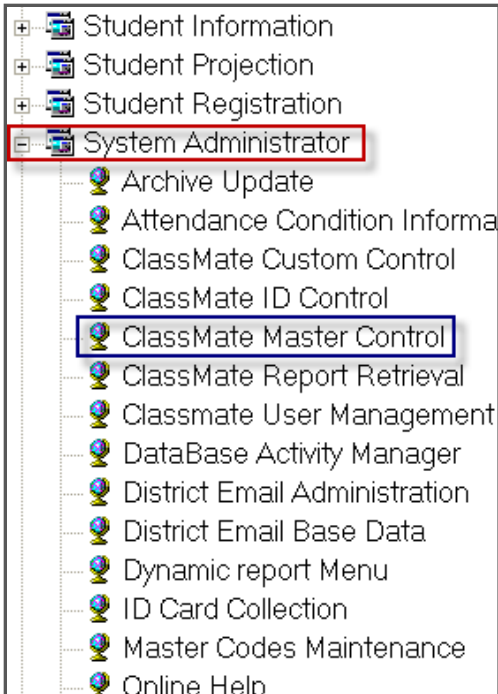
Please make sure all Users are logged out of ClassMate then Select the backup function you wish to complete and Click the Process Button

- ClassMate Backup
- ClassMate Marking Period Backup
- ClassMate Year End RollOver Backup
- Archive Backup

Select MP...
Select MP...
1
2
3
4

Performing Marking Period Close – CTE & Supplemental Classes

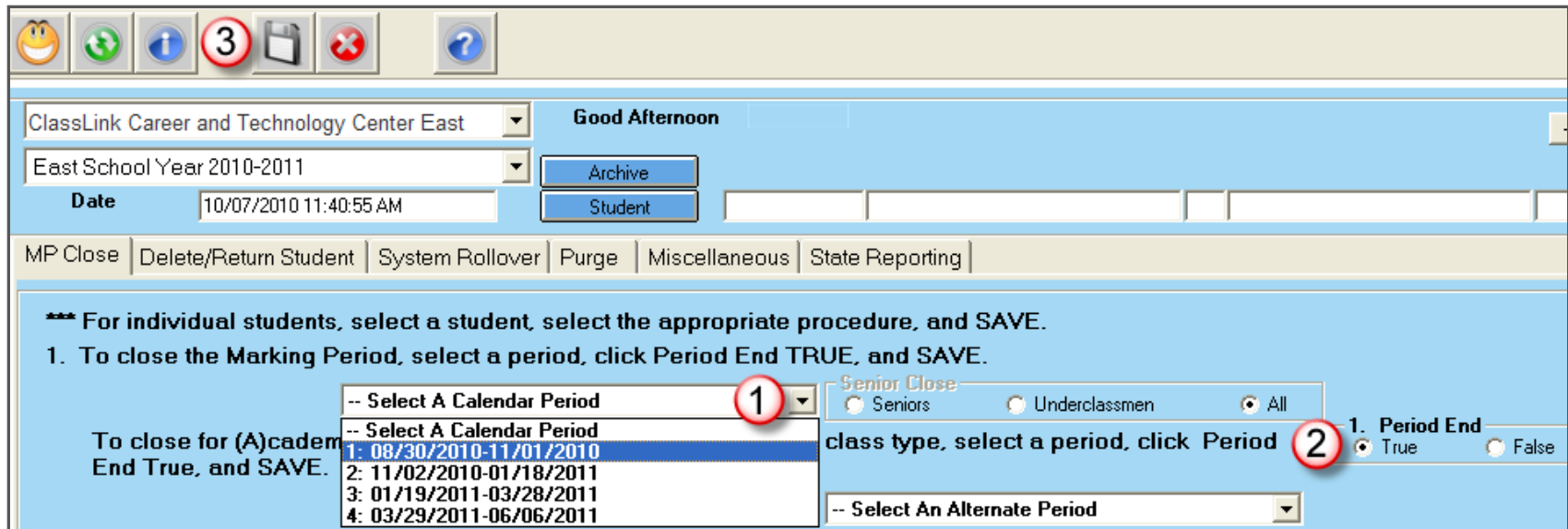
To perform a Marking Period close go to **Modules < System Administrator < ClassMate Master Control**



Performing Marking Period Close – CTE & Supplemental Classes

The Marking Period close process closes the grades for CTE & Supplemental Classes at the same time. To close the Marking Period for these classes

- 1) When the module opens select the Marking Period to close
- 2) Click Period End True
- 3) Click Save (Floppy Disk Icon) located on toolbar

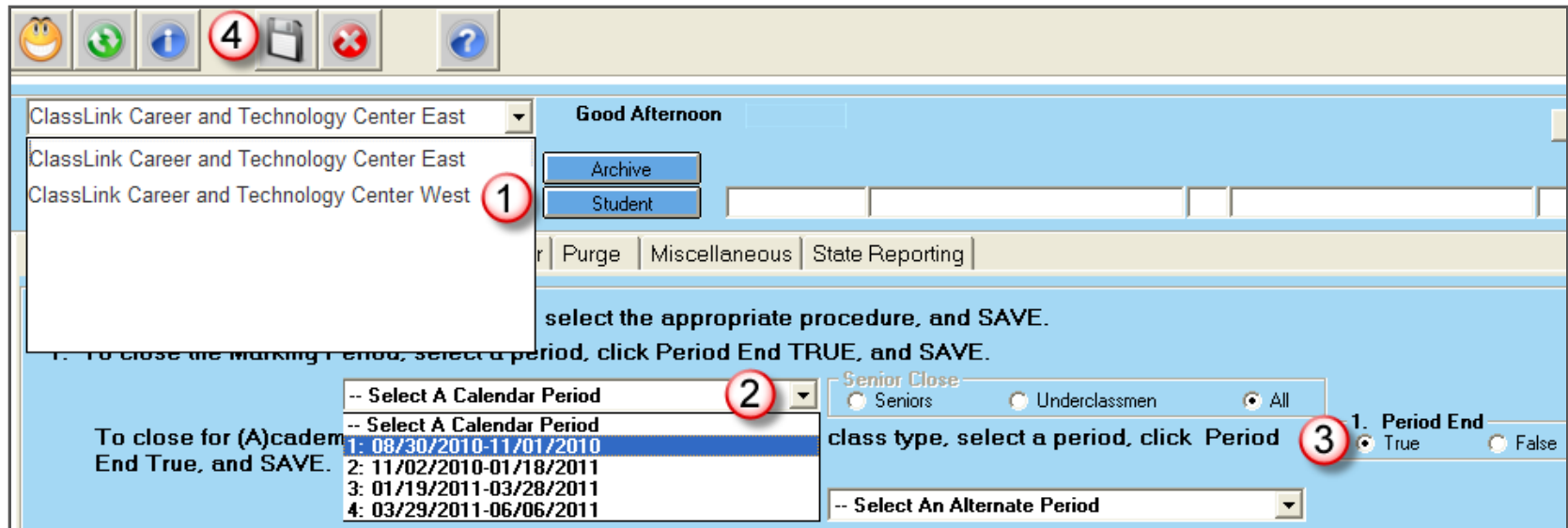


Performing Marking Period Close – CTE & Supplemental Classes

Multi-Location Sites

- 1) After Closing the Marking Period for the first site you will need to click the next location
- 2) Select the Marking Period you are closing
- 3) Click Period End True
- 4) Click Save

*** Repeat as necessary for any additional locations



Performing Marking Period Close – Academic (A) & Other (O) Classes

The Alternate Marking Period close process closes the grades for Academic and Other Class Types. The process does not close for both class types at once. If your school has both Academic & Other classes you will need to perform these steps for each Class Type. To close the Marking Period for these classes

- 1) When the module opens click the Class Type A or O
- 2) Select the Alternative Marking Period to close
- 3) Click Period End True
- 4) Click Save (Floppy Disk Icon) located on toolbar

ClassLink Career and Technology Center East Good Afternoon

East School Year 2010-2011 Archive Student

Date 10/07/2010 12:17:23 PM

MP Close | Delete/Return Student | System Rollover | Purge | Miscellaneous | State Reporting

*** For individual students, select a student, select the appropriate procedure, and SAVE.

1. To close the Marking Period, select a period, click Period End TRUE, and SAVE.

-- Select A Calendar Period Senior Close: Seniors Underclassmen All

To close for (A)cademics/(O)ther classes, select the appropriate class type, select a period, click Period End True, and SAVE.

Class Type: 1 -- Select An Alternate Period 2

2. To recalculate the Semester Grade ONLY, select a period and the class type. To include Academic/Other classes, select a period and the class type.

3. To Recalc the Marking Period, Semester, and Final Grades, select a period and the class type. To include Academics/Other classes, select a period and the class type.

1. Period End: True False

2. Semester Recalc: True False

3. Grade Recalc: True False

-- Select An Alternate Period

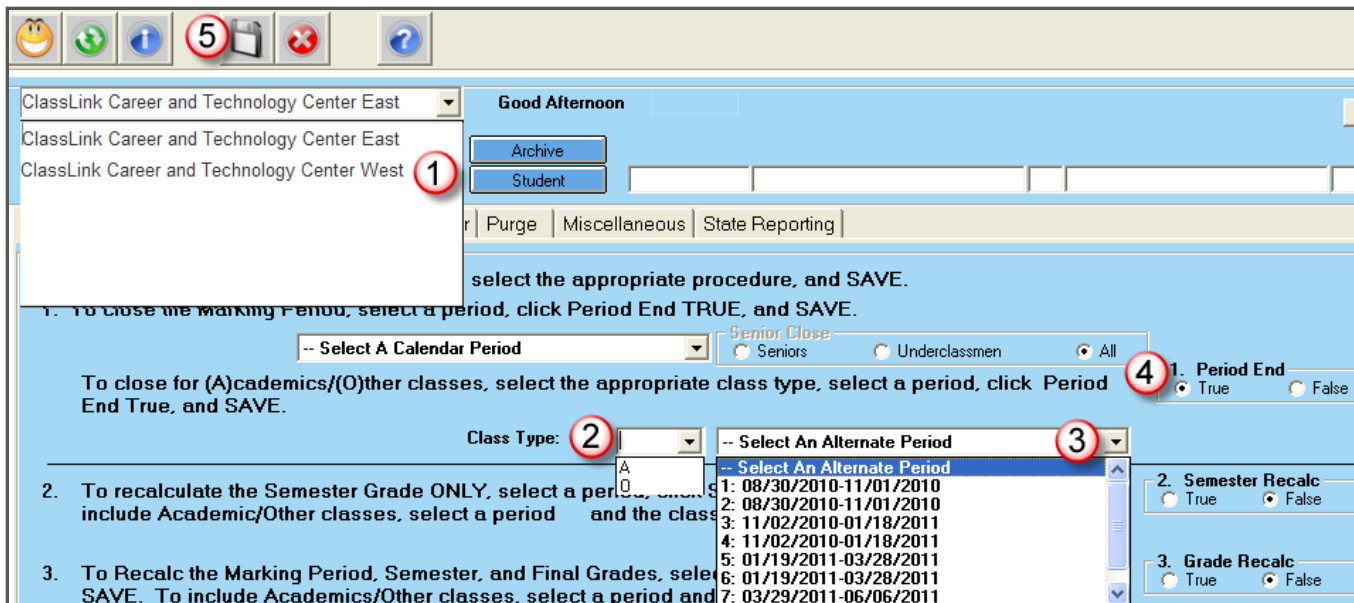
- 1: 08/30/2010-11/01/2010
- 2: 08/30/2010-11/01/2010
- 3: 11/02/2010-01/18/2011
- 4: 11/02/2010-01/18/2011
- 5: 01/19/2011-03/28/2011
- 6: 01/19/2011-03/28/2011
- 7: 03/29/2011-06/06/2011

Performing Marking Period Close – Academic (A) & Other (O) Classes

Multi-Location Sites

- 1) After Closing the Alternative Marking Period for the first site you will need to click the next location
- 2) Click the Class Type A or O
- 3) Select the Alternative Marking Period to close
- 4) Click Period End True
- 5) Click Save (Floppy Disk Icon) located on toolbar

*** Repeat as necessary for any additional locations and/or class types



The screenshot shows the ClassLink software interface for performing a marking period close. The interface includes a toolbar with a floppy disk icon (5), a location dropdown menu (1), a 'Class Type' dropdown (2), an 'Alternate Period' dropdown (3), and radio buttons for 'Period End True' (4). A list of marking periods is visible at the bottom.

1. To close the marking period, select a period, click Period End TRUE, and SAVE.

2. To recalculate the Semester Grade ONLY, select a period, click Period End True, and SAVE. To include Academic/Other classes, select a period and the class type.

3. To Recalc the Marking Period, Semester, and Final Grades, select a period, click Period End True, and SAVE. To include Academic/Other classes, select a period and the class type.

4. Period End
 True False

5. Semester Recalc
 True False

6. Grade Recalc
 True False

7. 03/29/2011-06/06/2011

ClassLink ClassMate

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