



Marking Periods

The Marking Periods screen is used to set up the marking periods for the school and define the marking period, grade posting, and course registration dates. Marking periods are an integral component within Focus, affecting attendance, scheduling, and grades. Focus divides the school year into semesters. Semesters are divided into quarters, and quarters are divided into progress periods. Marking periods must be set up to the quarter level in order for the Gradebook and attendance to function correctly in Focus. The labels for Year, Semester, Quarter, and Progress Period can be customized in Setup > System Preferences > [Localization](#) tab.

 For historical Course History data to import without errors, marking periods must be set up as far back as data is being imported. These can be set up in one school and copied to all other schools using [Copy School](#). Marking periods can also be rolled from one year to the next and updated as needed.

 All schools that house students should have marking periods configured. Marking period dates should not overlap between school years. Marking period dates should not overlap between the same marking period types in the same school for the same school year (e.g. semesters, quarters, etc.).

Setting Up the Year Marking Period

1. In the **Setup** menu, click **Marking Periods**.

Setup	Search...
Students	Approval Flow
Users	School Setup
Scheduling	School Information
Grades	Add a School
Assessment	Copy School
Attendance	Marking Periods
Discipline	Calendars
Forms	Periods
	Grade Levels
	Resource Scheduler/Rooms

2. Click the + icon in the Year column.

No Years were found.	
Year	
+	

3. Enter the following information:

New Year					
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Title	Short Name	Sort Order			
N/A	N/A	N/A	N/A	N/A	N/A
Begins	Ends				
N/A	N/A	N/A	<input type="text"/>		
Grade Posting Begins	Grade Posting Ends				
N/A	N/A	N/A	<input type="text"/>		
Standards Grade Posting Begins (Defaults to Grade Posting)	Standards Grade Posting Ends (Defaults to Grade Posting)				
N/A	N/A	N/A	N/A	N/A	N/A
Course Registration Begins	Course Registration Ends				
N/A	N/A	N/A	<input type="text"/>		
Grade 12 Posting Begins	Grade 12 Posting Ends				
No Years were found.					
Year					
+					

Field	Description
Title	Enter a title for the marking period. This is the title as it will display in pull-downs throughout Focus.
Short Name	Enter the short name. This needs to match any imported data. The short name will display instead of the title in various places within Focus, including the Report Cards screen and in More Search Options.
Sort Order	Enter the sort order. This determines where the marking period displays in lists.
Begins, Ends	Select the dates the year marking period begins and ends. The dates are inclusive, meaning the start date and end date is included in the marking period.
Grade Posting Begins, Grade Posting Ends	Select the date range when teachers can enter final grades for the year marking period. If the grade posting window is not defined, the Grade Posting Averaging screen will not display properly.
Standards Grade Posting Begins, Standards Grade Posting Ends	If the grade posting window is different for standards grades versus regular grades, select the date range. If no dates are entered, it will default to the Grade Posting Begins and Grade Posting Ends dates. Standards grade posting dates must be entered for teachers to see individual posting alerts for standards.
Course Registration Begins, Course Registration Ends	If your school allows students to register for courses (controlled by the system preference "Allow students to enroll themselves in classes" in Setup > System Preferences > Scheduling tab), select the date range when students can register.
Grade 12 Posting Begins, Grade 12 Posting Ends	If the grade posting window will be different for students in grade 12, select the date range when grades can be posted for those students. The window should not overlap with the regular grade posting window.

4. Click **Save**.

Setting Up a Semester, Quarter, and Progress Period

Marking periods are set up like folders. Once the year marking period is set up, semester marking periods can be created within it. Within a semester, quarters can be created. Within a quarter, progress periods can be created.

! Each semester must have at least one quarter set up so that the Gradebook and attendance can work properly. If quarters are not used at the school, one quarter must still be created within a semester.

1. To set up a semester, click the year marking period and click the + in the Semester column. To set up a quarter, click the semester marking period and click the + in the Quarter column. To set up a progress period, click the quarter marking period and click the + in the Progress Period column.

Full Year

Full YearFY1

TitleShort NameSort Order

Aug 10, 2022May 25, 2023

BeginsEnds

May 22, 2023Jun 1, 2023 12:00 AM

Grade Posting BeginsGrade Posting Ends

-

Standards Grade Posting BeginsStandards Grade Posting Ends

-

Course Registration BeginsCourse Registration Ends

-

Grade 12 Posting BeginsGrade 12 Posting Ends

1 Year

No Semesters were found.

YearSemester

Full Year+

2. Enter the following information for the marking period:

New Semester

Title

Short Name

Sort Order

N/A

N/A

N/A

Begins

N/A

N/A

N/A

Grade Posting Begins

N/A

N/A

N/A

Standards Grade Posting Begins (Defaults to Grade Posting)

N/A

N/A

N/A

Course Registration Begins

N/A

N/A

N/A

Grade 12 Posting Begins

N/A

N/A

N/A

Ends

Grade Posting Ends

Standards Grade Posting Ends (Defaults to Grade Posting)

N/A

N/A

N/A

Course Registration Ends

Grade 12 Posting Ends

1 Year

Year

Full Year

No Semesters were found.

Semester

+

Field	Description
Title	Enter a title for the marking period. This is the title as it will display in pull-downs throughout Focus.
Short Name	Enter the short name. This needs to match any imported data. The short name will display instead of the title in various places within Focus, including the Report Cards screen and in More Search Options.
Sort Order	Enter the sort order. This determines where the marking period displays in lists.
Begins, Ends	Select the dates the marking period begins and ends. The dates are inclusive, meaning the start date and end date is included in the marking period.
Grade Posting Begins, Grade Posting Ends	Select the date range when teachers can enter final grades for the marking period. If the grade posting window is not defined, the Grade Posting Averaging screen will not display properly.
Standards Grade Posting Begins, Standards	If the grade posting window is different for

Field	Description
Grade Posting Ends	standards grades versus regular grades, select the date range. If no dates are entered, it will default to the Grade Posting Begins and Grade Posting Ends dates. Standards grade posting dates must be entered for teachers to see individual posting alerts for standards.
Course Registration Begins, Course Registration Ends	If your school allows students to register for courses (controlled by the system preference "Allow students to enroll themselves in classes" in Setup > System Preferences > Scheduling tab), select the date range when students can register.
Grade 12 Posting Begins, Grade 12 Posting Ends	If the grade posting window will be different for students in grade 12, select the date range when grades can be posted for those students. The window should not overlap with the regular grade posting window.

3. Click **Save**.

Setting Up Summer School Marking Periods

For summer school, a "Summer School" semester can be created.

1. Click the year marking period.

Semester 2

Semester 2S23

Title

Short Name

Sort Order

Jan 9, 2023

May 25, 2023

Begins

Ends

-

-

Grade Posting Begins

Grade Posting Ends

-

-

Standards Grade Posting Begins

Standards Grade Posting Ends

-

-

Course Registration Begins

Course Registration Ends

-

-

Grade 12 Posting Begins

Grade 12 Posting Ends

1 Year

2 Semesters

Year

Semester

Full Year

Semester 1

Semester 2

+

2. Click the + in the Semester column.

Semester 2

Semester 2S23

Title

Short Name

Sort Order

Jan 9, 2023

May 25, 2023

Begins

Ends

-

-

Grade Posting Begins

Grade Posting Ends

-

-

Standards Grade Posting Begins

Standards Grade Posting Ends

-

-

Course Registration Begins

Course Registration Ends

-

-

Grade 12 Posting Begins

Grade 12 Posting Ends

1 Year

2 Semesters

Year

Semester

Full Year

Semester 1

Semester 2

+

3. Set up a summer school semester, following the same procedure as setting up a [regular semester](#).

New Semester

Summer Sch

SS

4

Title

Short Name Sort Order

June

5

2023

July

28

2023

Begins

Ends

July

26

2023

Aug 1, 2023 12:00 AM

Grade Posting Begins

Grade Posting Ends

N/A

N/A

N/A

Standards Grade Posting Begins

Standards Grade Posting Ends

N/A

N/A

N/A

N/A

N/A

N/A

Course Registration Begins

Course Registration Ends

N/A

N/A

N/A

Grade 12 Posting Begins

Grade 12 Posting Ends

1 Year

2 Semesters

Year

Semester

Full Year

Semester 1

Semester 2

+

4. Click **Save**.

5. If summer school is divided into multiple sessions, [create quarters](#) within the summer semester.

! At least one quarter must be created within the semester.

1 Year

Year

Full Year

3 Semesters

Semester

Semester 1

Semester 2

Summer School

+

1 Quarter

Quarter

Quarter 5

+

No Progress Periods were found.

Progress Period

+