1. Change Term Defaults

From main menu please select Configuration



Select System Defaults



Gradebook Editing – Check Term to allow Edits to Gradebook



Report Card Editing - Check Term to allow Edits to Report Card Grades. Select Save to Save your Changes

Check	Report Carl Edi access to add o year. Administra report card has	rd Editing ting allows administra ir edit report card grad ators should disable er been published.	itors to limit teacher les for the current diting once the		
	Term 1	Exam 1	Sem 1		
Term	Term 2	Exam 2	Sem 2		
	Term 3	Exam 3	Sem 3		
	Term 4		🛃 Final Grade		
	Term 5				· · · · · · · · · · · · · · · · · · ·
	Term 6			•	Select Save to Save your Changes