

Marking Period 4: Senior Closing Options

April 2021



Marking Period 4: Senior Close Options

Marking Period Senior Close

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 - All Students together at end of MP4.
 - Seniors by District prior to end of MP4, then Underclassmen at end of MP4.
 - All Seniors at once prior to end of MP4, then Underclassmen at end of MP4.



For Grade Adjustments, Recalculations and Semester Close procedures, please access our **Marking Period Close** documentation for step-by-step details

Marking Period 4: Senior Close Options

Marking Period 4 Senior Close Options Introduction

During the 4th Marking Period schools often need to close the Marking Period for just seniors, due to seniors often finishing classes earlier than the underclassmen.

ClassMate provides functionality that allows schools to close the final marking period in 3 ways:

- All students together at the end of MP4. (No different than any other MP close process – please access our **Marking Period Close** documentation for detailed step-by-step instructions.)
- Seniors by districts at different times prior to the end of MP4, followed by underclassmen at MP4 end.
- All seniors together prior to the end of MP4, followed by underclassmen at MP4 end.



Marking Period 4: Senior Close Options



Marking Period 4 Close - All Students

The following is an Overview of Marking Period Close Requirements, please access our [Marking Period Close](#) documentation for detailed step-by-step instructions if Closing Marking Period 4 for **ALL** students on the same day (all the students leaving at the same time).

These steps are identical to the steps used to previously close Marking Periods 1 thru 3 and our Marking Period Close documentation will provide instructions for:

- *Data Validations*
- *Database Backup*
- *MP Closing CTE/Supplemental Classes*
- *MP Closing Academic/Other Classes*
- *Multi-Location Closing*
- *Grade Adjustments after MP Close (Including Incompletes & Entering Comments)*
- *Grade Recalculations*
- *Semester Close*
- *Suggested Reports*



Marking Period 4: Senior Close Options

Marking Period Close Pre-Requisites

The following are Marking Period 4 Close Requirements:

- ~~1. Marking Period closures must occur **ON THE DATE** that is entered in the **Calendar Session Management Module** in the **End Date box** for each marking period.~~

The above step is obsolete when using the Senior Close functionality.

2. Marking Period Close must occur at the **END** of the school day.
Marking Periods **CANNOT** be closed at the beginning of a school day as Work Ethic Grades will be negatively impacted.
3. A Marking Period Action Plan should be in place:
 - Teachers should be entering grades from the beginning of school until the specified “No additional grade entry” date and time.
 - Administrators should be monitoring teacher grading from the beginning of school until the “No additional grade entry” date and time.
4. Data Validations should be completed and cleared of any possible data issues.
5. Grade Calculations for ALL classes should be completed by Instructors and Administration
6. Grade Reports should be generated and reviewed, by both Instructors and Administration
7. Database Marking Period Backup should be completed

Helpful Documentation: [Validation Schedule](#)
[Data Validation Glossary](#)
[Marking Period Close](#)
[Master Control MP Close](#)
[Entering & Updating Incomplete Grades](#)
[Entering Report Card Comments](#)



Marking Period 4: Senior Close Options

Marking Period 4 Close - Seniors by District, followed by Underclassmen

The following slides provide steps for sites closing Marking Period 4 for Seniors by District.

These steps would be used if a site needs to close Marking Period 4 several different times during the end of the year, grouped by districts.

This process can be repeated as many times as necessary for each different district end date, and any districts that do not end early may then be closed on the regular MP4 end date along with the Underclassmen as will be described after the sections on Seniors Only closings.

Note: If all Districts are not ending early, when the regular end of MP4 arrives, those remaining districts not already closed for Seniors must first be closed for Seniors only, followed by the Underclassmen MP4 close.

These slides provide steps for closing Marking Period 4 for CTE/Supplemental Classes & for Academic/Other Classes.



Marking Period 4: Senior Close Options

Performing 4th Marking Period Close - Seniors by District Only (CTE & Supplemental Classes)

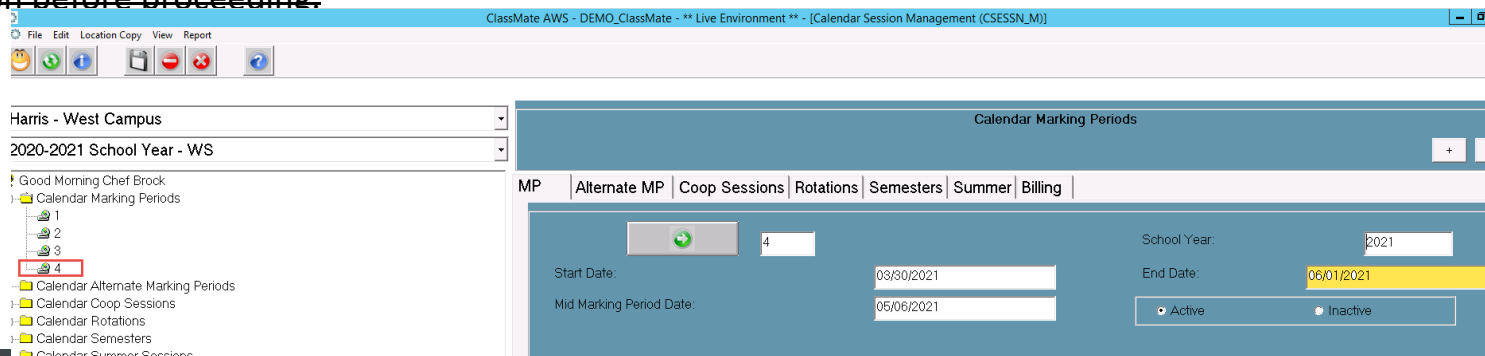
This step is obsolete when using the Senior Close functionality.

Closing Marking Period 4 - **Seniors Close by District Only:**

~~To Begin, Marking Periods must be closed on the date specified as the Marking Period End Date in Calendar Session Management. Change the **MP 4 End Date** if necessary~~

- ~~1. Go to School Calendar Information > Calendar Session Management~~
- ~~2. Click on Marking Period 4~~
- ~~3. Edit the End Date to reflect the 4th Marking Period close for **SENIORS ONLY**.
This adjustment will be for closing MP 4 for **SENIORS ONLY**.
You **MUST** write down the **Original End Date** as this date will be needed again later.~~
- ~~4. Click Save (Floppy disk icon on toolbar)~~

~~**Note:** Multi Location Sites repeat the above steps for each location, remember to select the location before proceeding.~~



ClassMate AWS - DEMO_ClassMate - ** Live Environment ** - [Calendar Session Management (CSESSN_M)]

Harris - West Campus
2020-2021 School Year - WS

Calendar Marking Periods

MP 4

Start Date: 03/30/2021
End Date: 06/01/2021
Mid Marking Period Date: 05/06/2021
School Year: 2021

Active

Marking Period 4: Senior Close Options

Performing 4th Marking Period Close - *Seniors by District Only (CTE & Supplemental Classes)*

~~Once the MP 4 end date has been changed you can now close MP 4 for Seniors:~~

1. Go to System Administrator > **ClassMate Master Control** > select the **Senior Close by District Tab**
2. Perform step #1. > select MP 4 from the Dropdown
3. If your site wants to include ASP students when performing this click the box next to Include ASP Students
4. Click in the box next to the District(s) that you wish to close MP 4 for Seniors for, then Click the plus sign next to the District(s) you checked, click in the box next to each school under that district.
5. Click the **BLUE** >> button to move the Schools into the **Selected** view at the right
6. Click **Save** (Floppy Disk Icon) located on toolbar

Note: For Multi Location Sites repeat the above steps for each location, remember to select the location before proceeding.

~~** After closing, remember to re-set the original Marking Period 4 End Date back to the original MP 4 End Date in Calendar Session Management. **~~



Marking Period 4: Senior Close Options

Performing 4th Marking Period Close - Seniors by District Only (CTE & Supplemental Classes)

Harris Career and Technical Center Good Morning Mrs. Atkins

2018-2019 School Year Archive

Date: 01/28/2019 7:48:44 AM Student

MP Close **Senior Close by District** Delete/Return Student Purge Miscellaneous State Reporting

1. To close the Marking Period, select MP 4.

2. To close the Alt Marking Period, select a class type and the Alt MP 4.

3. Click all appropriate District/schools, click >> to move to selected area, select to include ASP students with the seniors, and SAVE.

4: 03/20/2019-05/23/2019

- Select An Alternate Period

Include ASP Students

Include Underclassmen

District/School:

- Apple City School District
- Apple City School District
 - Lemon Valley Christian School
 - Watermelon High School
- Banana Area School District
- Blueberry Area School District
- Caramel Institute of Technology
- Cilantro Connection Academy CS
- Coconut School District
- East Penn School District
- East Squash School District
- Endive Area School District
- Lollipop School District
- Nectarine Area School District
- Nut Area School District
- Pear School District
- Pineapple School District
- Pistashio Mountain SD
- Prune School District

Selected:


- Apple City School District
- Watermelon High School

All

>>

<<

Clear



Marking Period 4: Senior Close Options

Performing 4th Marking Period Close - Seniors by District Only (CTE & Supplemental Classes)

If you add a District or School by accident, you can remove the District or school from the Selected list so that you do not accidentally close Marking Period 4 for those seniors.

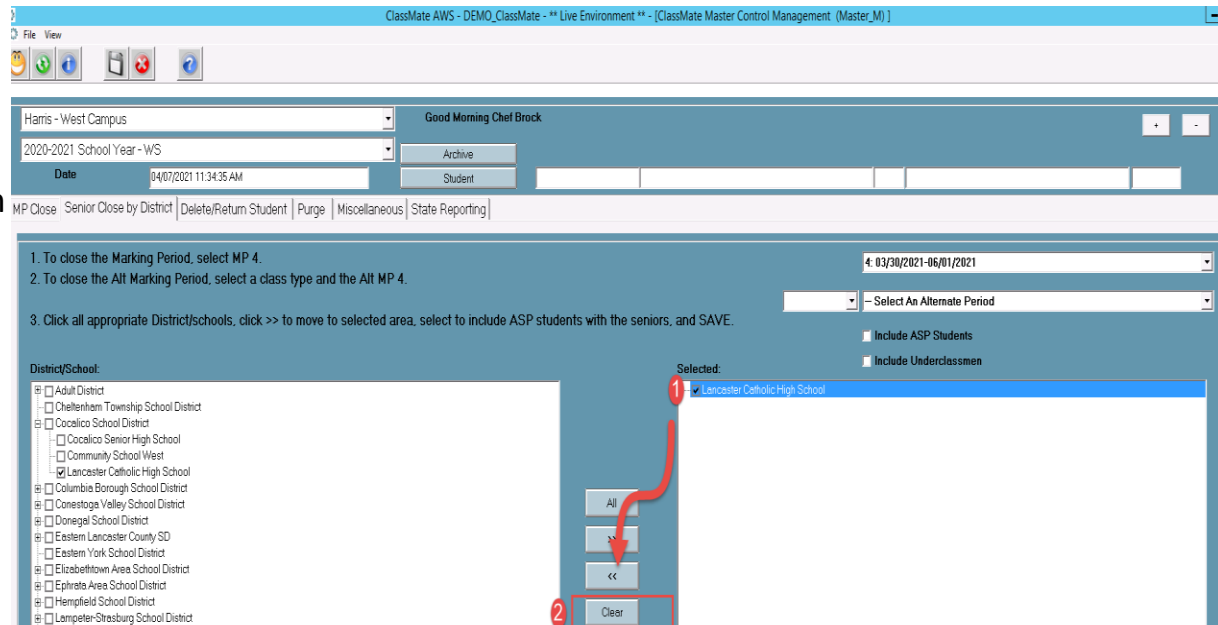
There are two options to removing a District or School from the Selected list before you perform the Marking Period 4 close for Seniors by District/School.

Option 1:

1. In the Selected window on the right click in the boxes next to the District or Schools you wish to remove
2. Click the blue << button

Option 2:

1. Click the blue Clear button



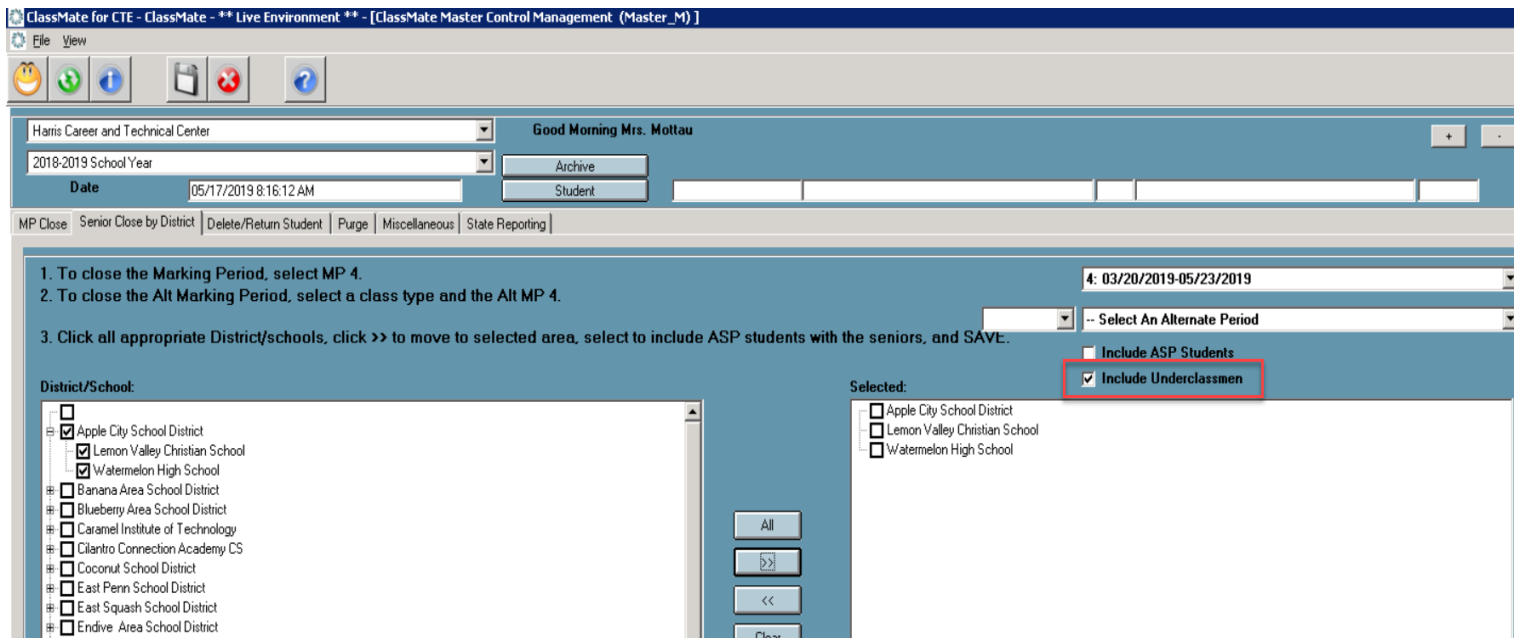
The screenshot shows the 'ClassMate Master Control Management (Master_M)' interface. At the top, there are navigation menus for 'File' and 'View'. Below that, there are dropdown menus for 'Harris - West Campus' and '2020-2021 School Year - WS', along with 'Archive' and 'Student' buttons. A date field shows '04/07/2021 11:34:35 AM'. Below this, there are tabs for 'MP Close', 'Senior Close by District', 'Delete/Return Student', 'Purge', 'Miscellaneous', and 'State Reporting'. The main area contains instructions: '1. To close the Marking Period, select MP 4.', '2. To close the Alt Marking Period, select a class type and the Alt MP 4.', and '3. Click all appropriate District/schools, click >> to move to selected area, select to include ASP students with the seniors, and SAVE.' There are also checkboxes for 'Include ASP Students' and 'Include Underclassmen'. The 'District/School' list on the left includes 'Lancaster Catholic High School' which is checked. The 'Selected' list on the right shows 'Lancaster Catholic High School' with a red arrow pointing to the '<<' button. Another red arrow points to the 'Clear' button in the 'District/School' list.

Marking Period 4: Senior Close Options

Performing 4th Marking Period Close - Seniors by District Only (INCLUDING UNDERCLASSMEN)

If you have an ENTIRE District who is closing early, you can select to **Include Underclassmen** with your Early Marking Period 4 Close.

Simply select the checkbox next to **Include Underclassmen**. This will then close Marking Period 4 for the selected District entirely, Seniors **AND** Underclassmen



The screenshot shows the 'ClassMate for CTE' software interface. The window title is 'ClassMate for CTE - ClassMate - ** Live Environment ** - [ClassMate Master Control Management (Master_M)]'. The interface includes a menu bar (File, View), a toolbar with icons for help, refresh, save, and delete, and a main workspace. The workspace is titled 'Senior Close by District' and contains the following elements:

- Header: 'Harris Career and Technical Center', 'Good Morning Mrs. Moltau', '2018-2019 School Year', 'Date: 05/17/2019 8:16:12 AM', and buttons for 'Archive' and 'Student'.
- Navigation: 'MP Close', 'Senior Close by District', 'Delete/Return Student', 'Purge', 'Miscellaneous', 'State Reporting'.
- Instructions:
 - To close the Marking Period, select MP 4.
 - To close the Alt Marking Period, select a class type and the Alt MP 4.
 - Click all appropriate District/schools, click >> to move to selected area, select to include ASP students with the seniors, and SAVE.
- Form Fields: '4: 03/20/2019-05/23/2019', '-- Select An Alternate Period', and checkboxes for 'Include ASP Students' and 'Include Underclassmen' (highlighted in red).
- Selected: A list of schools with checkboxes: Apple City School District, Lemon Valley Christian School, Watermelon High School.
- District/School: A list of districts/schools with checkboxes: Apple City School District, Lemon Valley Christian School, Watermelon High School, Banana Area School District, Blueberry Area School District, Caramel Institute of Technology, Cilantro Connection Academy CS, Coconut School District, East Penn School District, East Squash School District, Endive Area School District.
- Buttons: 'All', '>>', '<<', 'Clear'.

**** After closing, remember to re-set the original Marking Period 4 End Date back to the original MP4 End Date in Calendar Session Management. ****

Marking Period 4: Senior Close Options

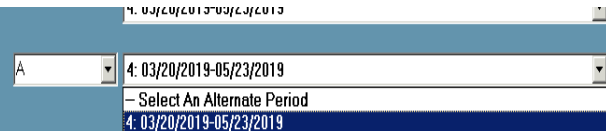
Performing 4th Marking Period Close - *Seniors by District Only (Academic or Other Classes)*

If your school also has Academic or Other class types, you must close those marking periods for Seniors following the same basic steps, including setting the MP4 End Date for those class types in Calendar Session Management.

The only difference will be that you will select from the dropdowns at the #2 section before clicking the Save icon:

2. To close the Alt Marking Period, select a class type and the Alt MP 4.

3. Click all appropriate District/schools, click >> to move to selected area, select to include ASP students with the seniors, and SAVE.



A

4: 03/20/2019-05/23/2019

- Select An Alternate Period

4: 03/20/2019-05/23/2019

**** After closing, remember to re-set the original Marking Period 4 End Date back to the original MP4 End Date in Calendar Session Management. ****



Marking Period 4: Senior Close Options

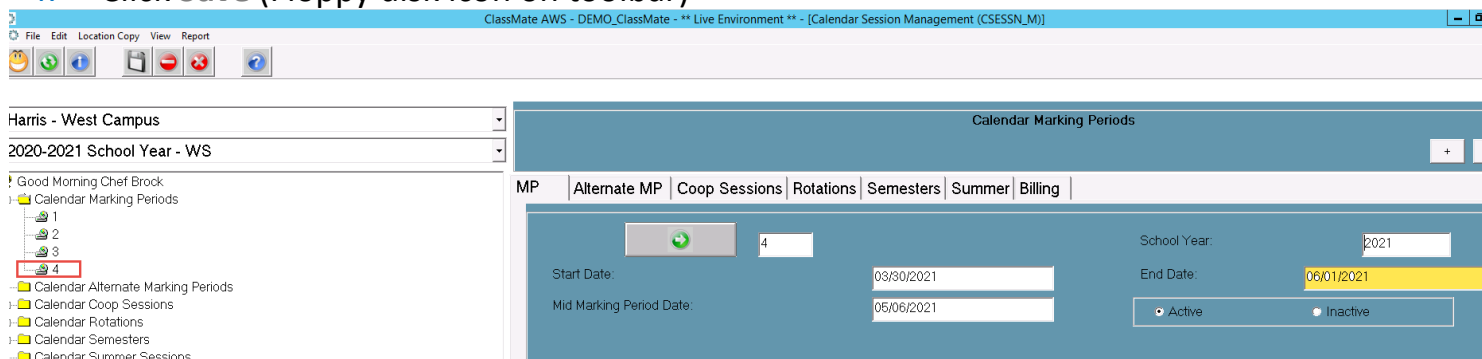
Performing 4th Marking Period Close - Seniors by District Only (CTE & Supplemental Classes)

This step is obsolete when using the Senior Close functionality.

~~Once MP 4 for Seniors Close by District only has been closed you will need to edit the MP 4 End Date in **Calendar Session Management** to reflect the original MP 4 date.~~

~~This will allow MP 4 to be closed for other seniors from other districts & underclassmen:~~

- ~~1. Go to School Calendar Information > **Calendar Session Management**~~
- ~~2. Click on **Marking Period 4**~~
- ~~3. Change the end date back to the **ORIGINAL** end date which will be used when the marking period is closed for other seniors from other districts & underclassmen (You were instructed to write this date down)~~
- ~~4. Click **Save** (Floppy disk icon on toolbar)~~



Note: For Multi Location Sites repeat the above steps for each location, remember to select the location before proceeding



Marking Period 4: Senior Close Options



Marking Period 4 Close - Seniors by District, then Underclassmen

You may repeat the preceding steps as many times as necessary throughout the final weeks of the school year for any districts that need early closing for Seniors.

Remember that any districts who do not need Seniors closed early, must still be closed separately at the end of MP4, before then closing the Underclassmen.

For Example:

On May 2nd the CTC closed Marking Period 4 for Seniors for District A.

On May 9th the Marking Period 4 grades for Seniors for District B need to be closed so the CTC will repeat the steps in the previous slide to close Marking Period 4 for Seniors from District B.

On May 15th the Marking Period 4 grades for Seniors for District C and E need to be closed so the CTC will repeat the steps in the previous slide to close Marking Period 4 for Seniors from District C & E.



Marking Period 4: Senior Close Options

Marking Period 4 Close - ALL Seniors from ALL District/Schools, then Underclassmen

The following slides provide steps for sites closing Marking Period 4 for all Seniors from All District/Schools only, and then closing Marking Period 4 for all underclassmen at a later date.

The only difference in this process from the preceding is you will select all districts at once for the Senior close process.

Example:

Marking Period 4 for Seniors from all district/schools is to be closed on May 8th. However, grading is to continue for underclassmen until May 21st.

Closing Marking Period 4 for **All Seniors from All District/Schools Only:**

This step is obsolete when using the Senior Close functionality.

~~To Begin, Marking Periods must be closed on the date specified as the Marking Period End Date in Calendar Session Management. Change the **MP 4 End Date** if necessary~~

- ~~1. Go to School Calendar Information > **Calendar Session Management**~~
- ~~2. Click on **Marking Period 4**~~
- ~~3. Edit the **End Date** to reflect the 4th Marking Period close for **SENIORS ONLY**.
This adjustment will be for closing MP 4 for **SENIORS ONLY**.
You **MUST** write down the **Original End Date** as this date will be needed again later.~~
- ~~4. Click **Save** (Floppy disk icon on toolbar)~~

Note: Multi Location Sites repeat the above steps for each location, remember to select the location before proceeding.



Marking Period 4: Senior Close Options

Performing 4th Marking Period Close - ALL Seniors from ALL District/Schools, then Underclassmen (CTE & Supplemental Classes)

~~Once the MP 4 end date has been changed you can now close MP 4 for Seniors:~~

1. Go to System Administrator > **ClassMate Master Control** > select the **Senior Close by District Tab**
2. Perform step #1. > select MP 4 from the Dropdown
3. If your site wants to include ASP students when performing this click the box next to Include ASP Students
4. Click in the box next to the District(s) that you wish to close MP 4 for Seniors for, then Click the plus sign next to the District(s) you checked, click in the box next to each school under that district.
5. Click the **BLUE >>** button to move ALL Districts/Schools into the **Selected** view at the right – this is necessary to perform the close for ALL Seniors from ALL Districts/Schools
6. Click **Save** (Floppy Disk Icon) located on toolbar

Note: For Multi Location Sites repeat the above steps for each location, remember to select the location before proceeding.

~~** After closing, remember to re-set the original Marking Period 4 End Date back to the original MP 4 End Date in Calendar Session Management. **~~



Marking Period 4: Senior Close Options

Performing 4th Marking Period Close - ALL Seniors from ALL District/Schools, then Underclassmen (CTE & Supplemental Classes)

Harris Career and Technical Center Good Morning Mrs. Atkins

2018-2019 School Year Archive

Date: 01/28/2019 7:48:44 AM Student

MP Close | **Senior Close by District** | Delete/Return Student | Purge | Miscellaneous | State Reporting

1. To close the Marking Period, select MP 4.

2. To close the Alt Marking Period, select a class type and the Alt MP 4.

3. Click all appropriate District/schools, click >> to move to selected area, select to include ASP students with the seniors, and SAVE.

4: 03/20/2019-05/23/2019

A - Select An Alternate Period

Include ASP Students

Include Underclassmen

District/School:

- Apple City School District
 - Lemon Valley Christian School
 - Watermelon High School
- Banana Area School District
- Blueberry Area School District
- Caramel Institute of Technology
- Cilantro Connection Academy CS
- Coconut School District
- East Penn School District
- East Squash School District
- Endive Area School District
- Lollipop School District
- Nectarine Area School District
- Nut Area School District
- Pear School District
- Pineapple School District
- Pistashio Mountain SD
- Prune School District
- Pumpkin School District
- Squash Area SD
- Strawberry Valley School District
- Watercress School District
- Watermelon School District

Selected:

- Apple City School District
- Banana Area School District
- Blueberry Area School District
- Caramel Institute of Technology
- Cilantro Connection Academy CS
- Coconut School District
- East Penn School District
- East Squash School District
- Endive Area School District
- Lollipop School District
- Nectarine Area School District
- Nut Area School District
- Pear School District
- Pineapple School District
- Pistashio Mountain SD
- Prune School District
- Pumpkin School District
- Squash Area SD
- Strawberry Valley School District
- Watercress School District
- Watermelon School District

All

>>

<<

Clear



Marking Period 4: Senior Close Options

Performing 4th Marking Period Close - ALL Seniors from ALL District/Schools, then Underclassmen (*Academic or Other Classes*)

If your school also has Academic or Other class types, you must close those marking periods for Seniors following the same basic steps, including setting the MP4 End Date for those class types in Calendar Session Management.

The only difference will be that you will select from the dropdowns at the #2 section before clicking the Save icon:

2. To close the Alt Marking Period, select a class type and the Alt MP 4.

3. Click all appropriate District/schools, click >> to move to selected area, select to include ASP students with the seniors, and SAVE.



~~**** After closing, remember to re-set the original Marking Period 4 End Date back to the original MP4 End Date in Calendar Session Management. ****~~



Marking Period 4: Senior Close Options

Performing 4th Marking Period Close - ALL Seniors from ALL District/Schools, then Underclassmen (CTE & Supplemental Classes)

This step is obsolete when using the Senior Close functionality.

~~Once MP 4 for Seniors Close by District only has been closed you will need to edit the MP 4 End Date in Calendar Session Management to reflect the original MP 4 date.~~

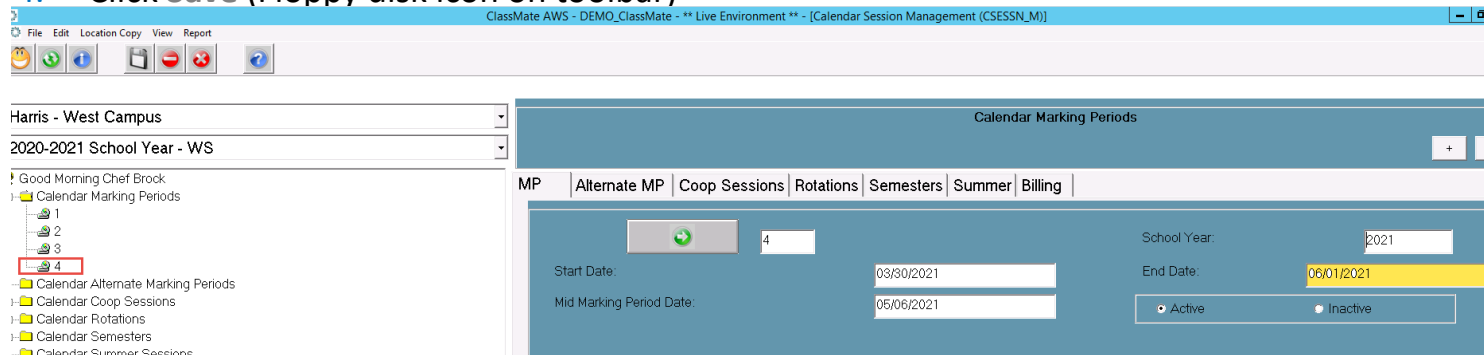
~~This will allow MP 4 to be closed for your remaining underclassmen:~~

~~1. Go to School Calendar Information > Calendar Session Management~~

~~2. Click on Marking Period 4~~

~~3. Change the end date back to the ORIGINAL end date which will be used when the marking period is closed for other seniors from other districts & underclassmen (You were instructed to write this date down)~~

~~4. Click Save (Floppy disk icon on toolbar)~~



Note: For Multi Location Sites repeat the above steps for each location, remember to select the location before proceeding



Marking Period 4: Senior Close Options

Performing 4th Marking Period Close - *Underclassman Only (CTE & Supplemental Classes)*

When the actual end date of Marking Period 4 arrives, you must now close MP4 for your Underclassmen.

Note: If you chose to close Seniors from different districts on different dates prior to MP4 end, you must first close any remaining districts via the **Senior Close by District** process.

When ready to close Underclassmen:

1. Go to System Administrator > **ClassMate Master Control** > **MP Close tab**
2. Select the **4th Marking Period**
3. Click Option #1 **Period End True button**
4. Click the **Underclassman Button**
5. Click **Save** (Floppy Disk Icon) located on toolbar

Note: For Multi Location Sites repeat the above steps for each location, remember to select the location before proceeding.



Marking Period 4: Senior Close Options

Performing 4th Marking Period Close - *Underclassman Only (CTE & Supplemental Classes)*

2018-2019 School Year

Date 01/28/2019 8:01:28 AM

*** 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.

4: 03/20/2019-05/23/2019 Underclassmen All

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

1. Period End True False

Class Type:



Marking Period 4: Senior Close Options

Performing 4th Marking Period Close - *Underclassman Only (Academic & Other Classes)*

If your location has Academic or Other class types, close those as well.

Note: As before, if you chose to close Seniors from different districts on different dates prior to MP4 end, you must first close any remaining districts via the Senior Close by District process.

1. Go to System Administrator > **ClassMate Master Control** > **MP Close** tab
2. Click the **Class Type A or O**
3. Select the **Alternate Marking Period 4** to close
4. Click **Option #1 Period End True** button
5. Click the **Underclassman Button**
6. Click **Save** (Floppy Disk Icon) located on toolbar

Note: For Multi Location Sites repeat the above steps for each location, remember to select the location before proceeding.



Marking Period 4: Senior Close Options

Performing 4th Marking Period Close - Underclassman Only (Academic & Other Classes)

Harris Career and Technical Center

2018-2019 School Year

Date: 01/28/2019 8:01:28 AM

MP Close | Senior Close by District | Delete/Return Student | 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.

4: 03/20/2019-05/23/2019

MP Close: Underclassmen All

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

1. Period End: True False

Class Type: A

4: 03/20/2019-05/23/2019

Select An Alternate Period

- 1: 08/27/2018-10/22/2018
- 2: 10/30/2018-01/14/2019
- 3: 01/15/2019-03/19/2019
- 4: 03/20/2019-05/23/2019

2. To recalculate the Semester Grade ONLY, select a period and the class type.

2. Semester Recalc: True False



ClassMate

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Bethlehem, PA 18017

Questions? Contact us!
ClassMate HelpDesk
855-984-1228
support.classmate.net

