

Mid-Term Schedule Changes

Changing schedules for one or more courses for the second semester is ok to do before the first semester is finished without affecting attendance and gradebooks for the currently scheduled courses. Doing this ahead of time is only ok when it is between semesters – not any other time.

- When you replace a course on a student's schedule with a different section of the same course with exactly the same name, all grades will print on the new course line on the report card without any extra steps.
- However, if the names of the two courses are not exactly the same, you will have to manually move the grades in the Post Grades by Student program **after 2nd marking period report cards are printed**. You cannot move the grades from the old course to the new course before the semester ends because the 1st semester teacher may still be making changes in her gradebook.

Mid Term Schedule Changes are made on the **Right Side** (Semester 2) of the scheduling screen