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The Reporting Periods screen is used to identify the marking periods associated to each course length, based on the start date of the course length. Note: You cannot have more than one reporting period with the same end date for each course length and start date.

Reporting periods must be defined for each Course Length and Start Date.

Enter a descriptive long name, a unique short name and the End date for the period.

“Mark Entry” should be selected for every reporting period except the final (which can be “Mark Entry” or “Calculated”). If “Mark Entry” is chosen for the final reporting period, no calculations will be done when posting marks from Gradebook. Conversely, “Calculated” will cause final marks to calculate when posted from Gradebook. Neither choice for the final reporting term affects Curriculum- based mark entry.

Changes should **never** be made to this part of the screen once school has started!

Restrict teacher mark entry dates by entering a start and end date in the appropriate fields.

Identify which period will report a final mark. Only one period can be flagged as a final mark. Do so with “Yes”.

This button appears when a reporting period is indicated as “Calculated”. A school can set **Report Cycle Weights** for each course length by clicking on this button and then setting the weightings. An exam reporting period is automatically generated for the final reporting period (the one marked “Yes”).

Course Length	Start Date	Long Name	Short Name	End Date	Mark Calculation	Final Mark?	Exam	Marking Start Date	Marking End Date
Full Year Course	02-SEP-2008	Term1 Full Year	FY1	17-NOV-2008	Mark Entry	No	<input type="checkbox"/>		
		Term 2 Full Year	FY2	30-JAN-2009	Mark Entry	No	<input type="checkbox"/>		
		Term 3 Full Year	FY3	14-APR-2009	Mark Entry	No	<input type="checkbox"/>		
		Final Full Year	FYF	26-JUN-2009	Calculated	Yes	<input checked="" type="checkbox"/>		

Steps:

1. Choose the appropriate **Course Length** and **Start Date** using the **Course Length Start Date** scroll arrows.
2. Click your cursor on a blank row and enter a number, reporting period long name, short name, and end date.
3. Indicate whether this row is to be “Mark Entry” or “Calculated”.
4. Indicate if this is the final reporting period (for this course length start date) with a “Yes” or “No”.
5. Enter the Marking Start Date and Marking End Date (optional) to delimit when teachers can enter marks for this reporting period.
6. Repeat steps 2-5 until all reporting periods have been entered. Ensure that the final reporting period is set to “Calculated” for Gradebook to be able to calculate final marks.
7. Repeat steps 1-6 for each course length.