

HOW TO LOCK REPORTING TERMS AND TOPICS IN MAPLEWOOD

This document explains how to lock **Reporting Terms** and **Topics** in Maplewood Administration System. The purpose of the locking is to disable changes to marks by teachers after a reporting term has finished and report cards have been successfully printed. It is an important step that should be completed after each reporting term by the office.

NOTE: Confusingly, *Term* is used in two different contexts in Maplewood:

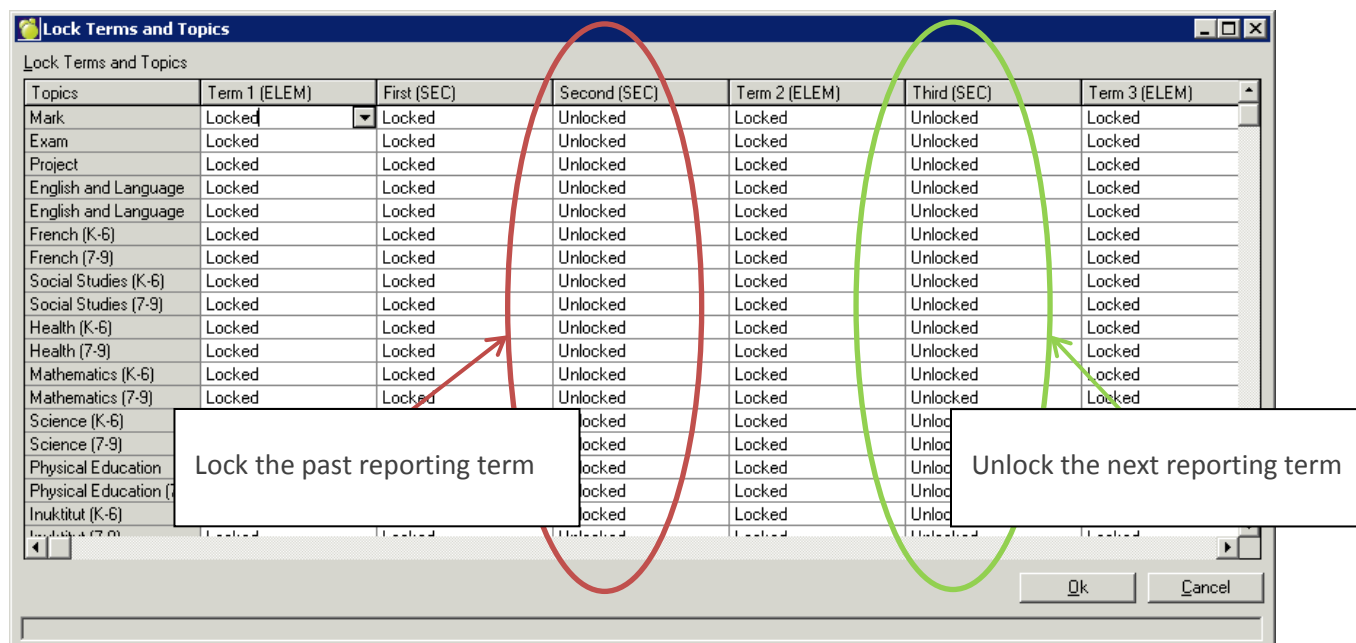
Semesters/Terms, which are set under File, School Setup, School Information, refer to the possible durations classes may have.

Reporting Terms, which are set under Marks, Topic-Based Marks, Define Terms, refer to the periods of times for which report cards are printed. Elementary schools typically have three reporting terms, high schools four.

Lock Terms and Topics

Go to **Marks, Topic-Based Marks, Lock Terms and Topics**. You should see the following screen. One column should have the values of **Unlocked** in it. In the screenshot below, **Second (SEC)** term is unlocked. If a term has ended and reports card printed, you have to lock the past term and unlock the next term (in this case, **Third (SEC)** is the new term) to allow mark entry for the next term.

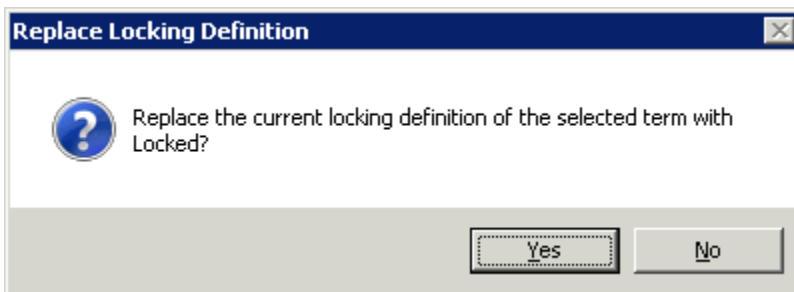
NOTE: Term 1 (ELEM), Term 2 (ELEM) and Term 3 (ELEM) are elementary terms. First (SEC), Second (SEC), Third (SEC) and Fourth (SEC) are secondary school terms.



To lock the term, click the column header at the top and selected **Locked** from the dropdown menu. To unlock a term, click the column header and select **Unlocked**. See the screenshot below for illustration.

Topics	Term 1 (ELEM)	First (SEC)	Term 2 (ELEM)	Third (SEC)	Term 3 (ELEM)
Mark	Locked	Locked	Locked	Unlocked	Locked
Exam	Locked	Locked	Locked	Unlocked	Locked
Project	Locked	Locked	Locked	Unlocked	Locked
English and Language	Locked	Locked	Locked	Unlocked	Locked
English and Language	Locked	Locked	Locked	Unlocked	Locked
French (K-6)	Locked	Locked	Locked	Unlocked	Locked
French (7-9)	Locked	Locked	Locked	Unlocked	Locked
Social Studies (K-6)	Locked	Locked	Locked	Unlocked	Locked
Social Studies (7-9)	Locked	Locked	Locked	Unlocked	Locked
Health (K-6)	Locked	Locked	Locked	Unlocked	Locked
Health (7-9)	Locked	Locked	Locked	Unlocked	Locked
Mathematics (K-6)	Locked	Locked	Locked	Unlocked	Locked
Mathematics (7-9)	Locked	Locked	Locked	Unlocked	Locked
Science (K-6)	Locked	Locked	Locked	Unlocked	Locked
Science (7-9)	Locked	Locked	Locked	Unlocked	Locked
Physical Education	Locked	Locked	Locked	Unlocked	Locked
Physical Education (7-9)	Locked	Locked	Locked	Unlocked	Locked
Inuktitut (K-6)	Locked	Locked	Locked	Unlocked	Locked
Inuktitut (7-9)	Locked	Locked	Locked	Unlocked	Locked

Upon the following prompt, select **Yes**.



After locking the old term, teachers will no longer be able to make changes to marks in that term.

Always make sure that the current term unlocked but it's a good idea to keep all other terms locked.