

## Secondary Mark Definition Guidelines

Please use the following guidelines when assigning Mark Definitions to sections using the Master Schedule Editor.

**NOTE:** These directions apply for secondary sites only.

# of Terms	Term Def.	Term Code	Mark Definition	Mark Def. Code	Usage
2	Semester 1	S1	Semester 1	S1	For use with courses that have two progress reports and assign credit at the end of the Fall semester.
	Semester 2	S2	Semester 2	S2	For use with courses that have two progress reports and assign credit at the end of the Spring semester.
	All Semesters	SA	Semester All Year	AY	For use with dot-2 or dot-4 courses that are scheduled from September to June, have two progress reports each semester and assign credit at the end of both semesters.
4	Quarter 1	Q1	Quarter 1	Q1	For use with courses that have one progress report and assign credit at the end of Quarter 1 (regular courses at 4x4 schools and Q courses at semester schools).
	Quarter 2	Q2	Quarter 2	Q2	For use with courses that have one progress report and assign credit at the end of Quarter 2 (regular courses at 4x4 schools and Q courses at semester schools).
	Quarter 3	Q3	Quarter 3	Q3	For use with courses that have one progress report and assign credit at the end of Quarter 3 (regular courses at 4x4 schools and Q courses at semester schools).
	Quarter 4	Q4	Quarter 4	Q4	For use with courses that have one progress report and assign credit at the end of Quarter 4 (regular courses at 4x4 schools and Q courses at semester schools).
	Semester 1 (qtr)	Q2S	Semester 1 (Q a)	K1	For use with courses that have up to three progress reports and assign credit at the end of Fall semester.
	Semester 2 (qtr)	Q4S	Semester 2 (Q a)	K2	For use with courses that have up to three progress reports and assign credit at the end of Spring semester.
	Semester 1 (qtr)	Q2S	Semester 1 (Q b)	K3	For use with dot-2 or dot-4 courses that have one progress report each quarter and assign credit at the end of Quarter 1 and again at the end of the Fall semester.
	Semester 2 (qtr)	Q4S	Semester 2 (Q b)	K4	For use with dot-2 or dot-4 courses that have one progress report each quarter and assign credit at the end of Quarter 3 and again at the end of the Spring semester.
	All Year (qtr)	QA	Semester All Year (Q c)	K5	For use with dot-2 or dot-4 courses that are scheduled from September to June, have up to three progress reports each semester and assign credit at the end of both semesters.
6	Sem 1 (6 term)	X3S	Semester 1 (6 term)	Z4	For use with courses that have two progress reports and assign credit at the end of the Fall semester.
	Sem 2 (6 term)	X6S	Semester 2 (6 term)	Z5	For use with courses that have two progress reports and assign credit at the end of the Spring semester.
	All Year (6 term)	XAY	Six Term All Year	Z6	For use with dot-2 or dot-4 courses that are scheduled from September to June, have two progress reports each semester and assign credit at the end of both semesters.
	Tri 1 (6 term)	XT1	Trimester 1 (6 term)	Z1	For use with "Z" courses that have one progress report and assign .66 credits at the end of the first trimester.
	Tri 2 (6 term)	XT2	Trimester 2 (6 term)	Z2	For use with "Z" courses that have one progress report and assign .66 credits at the end of the second trimester.
	Tri 3 (6 term)	XT3	Trimester 3 (6 term)	Z3	For use with "Z" courses that have one progress report and assign .66 credits at the end of the third trimester.