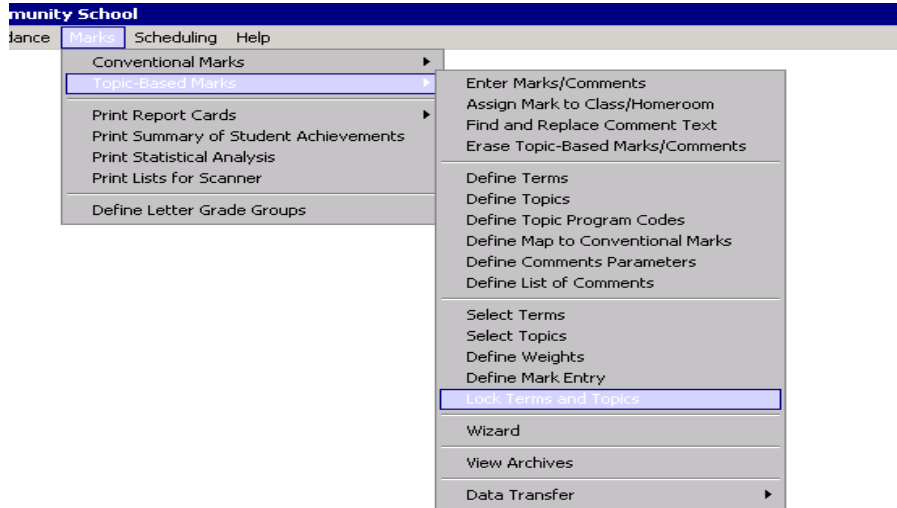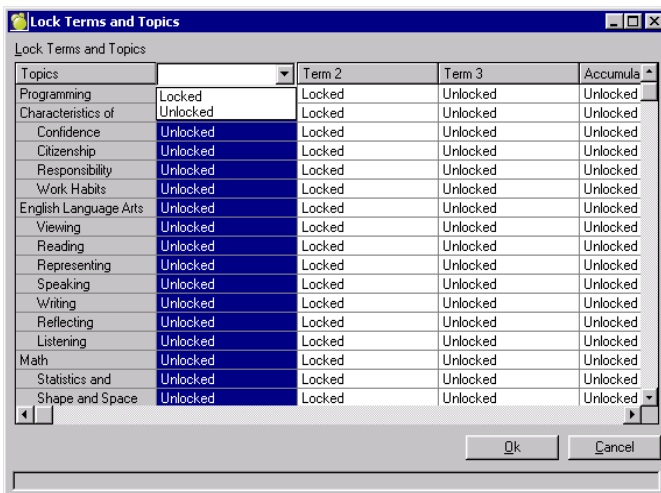# At the beginning of each reporting period – Lock and Unlock.

- Marks
- Topic Based Marks
- Lock Terms and Topics

- In the Term One/Two/Three column – Click - a drop down menu with Locked/Unlocked will appear – click on what you want it to do – the entire column will fill in.

When each term is completed - lock the previous and unlock the next one.