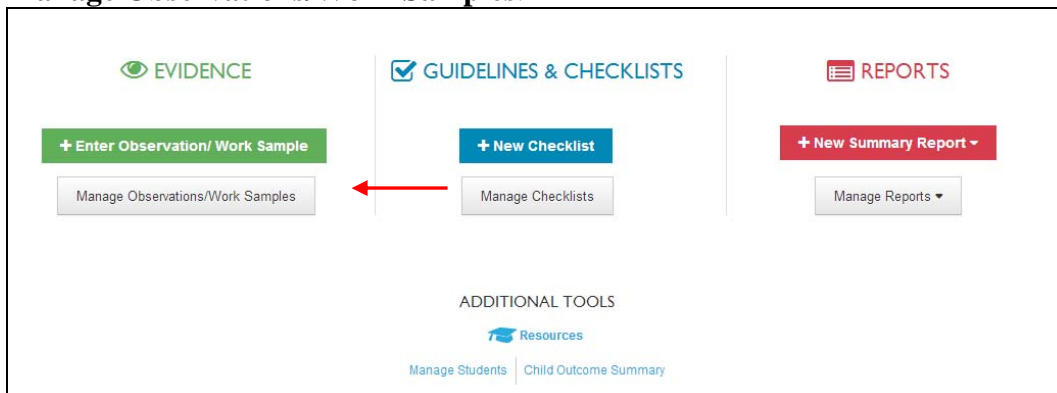


I forgot to change the Collection Period when entering my notes. How can I move some of my Period 1 notes to Period 2?

On the Teacher homepage, select the appropriate Class from the drop-down list and select **Manage Observations/Work Samples**.



Select the Observation you wish to modify. Update the Period number and select **Save**.