

# Checkpoint Dates

- 1 To see your checkpoint due dates, select **CHECKPOINT DATES** from the sub-navigation.
- 2 Use the **YEAR** drop-down menu to select the year viewed.

**View Checkpoint Dates**

Below are the checkpoint dates for your organization. Use the filter above to change Year

**2016/2017**

Period	Start Date	Checkpoint Due Date
Fall	08/01/2016	10/29/2016
Winter	10/30/2016	02/14/2017
Spring	02/15/2017	07/31/2017

As an administrator, you can also modify your program’s checkpoint dates in the Administration area which can be accessed by selecting your Profile Icon in the top right-hand corner of your screen. Choose **ADMINISTRATION** from the drop-down menu and select **LICENSE SETTINGS** from the sub-navigation. Select **CHECKPOINT DATES** to set custom checkpoint due dates for your license. Organization level administrators can also set custom names for their checkpoint periods by selecting **MANAGE CHECKPOINT PERIOD TITLES** from the License Settings menu.