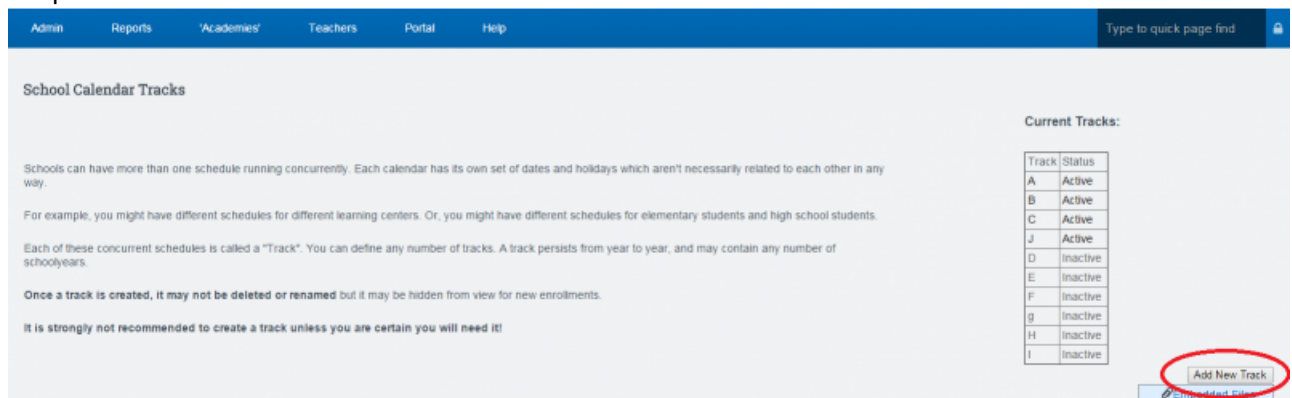# Setting School Calendars

## I. Set/Define School Tracks

**Note:** If you are only using one calendar for your entire school, you do no have to change anything in this section.
**If you want to add a new track:**

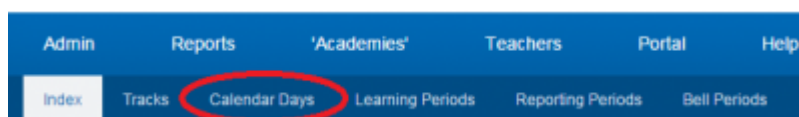- Step 1. Go to **Admin>Settings>School Calendars**
- Step 2. Click Add New Track



If you want to hide the new track from new registrations, click the box.



- Step 3. Click save changes.

## II. Set School Calendar for a School Year

- Step 1. Click on the Calendar days tab at the top
  -Choose the new school year and correct track you wish to add calendar dates for then click Set Year Details button.



- Step 2. Enter the dates for the first and last day of school

-Entering P1, P2, oar YE dates are not necessary at this time and should not be set
-Click Save Above Details

- Step 3. Click "Define Dates"
  -You will now add a check to every box to turn the box blue
  -Or you can go to the bottom of the page and click the "Set all unchecked days to Normal Schoolday" check box. This will auto-fill all days to normal school days



  -Click inside a blue box to change color to code for different categories (Holidays, Emergency days, ACA days, etc.)
- Step 4. At the bottom of the page click Set this calendar to Active
  **Note: You will get an error message if you have less than 175 days in your calendar**
- Step 5. Click Save

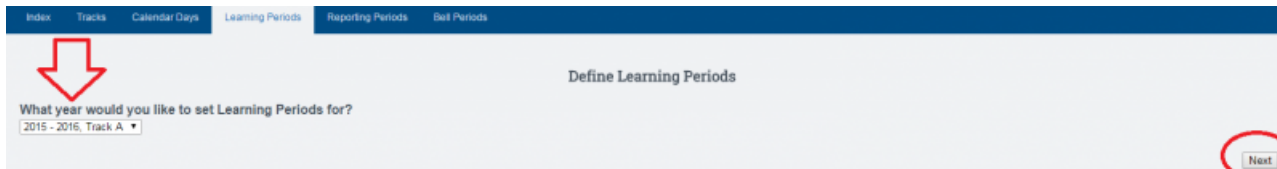## III. Set Schoolwide Learning Periods

- Step 1. Click Set Schoolwide Learning Periods
  -In the drop down, select the school year and track you want to set Learning Periods for and click next.
  -You will see boxes to start entering your beginning and ending dates for each Learning Periods.
  -As you enter the dates, they will change to another color on the calendar on the right.
  **Note: If you skip dates, you will see a red alert above the Save above Learning Periods button. In addition, you will not be able to save your LPs if you are missing a school day**

- Step 2. Enter dates by clicking on the calendar icon or by entering in the following format: **mm/dd/yyyy**



- Step 3. Click Save Above Learning Periods

## IV. Set Reporting Periods

- Step 1. Click Reporting Periods at the top of the page.
- Step 2. Choose the school year and track you want to work in and click edit.
- Step 3. Click on the first and last day of the first reporting period.
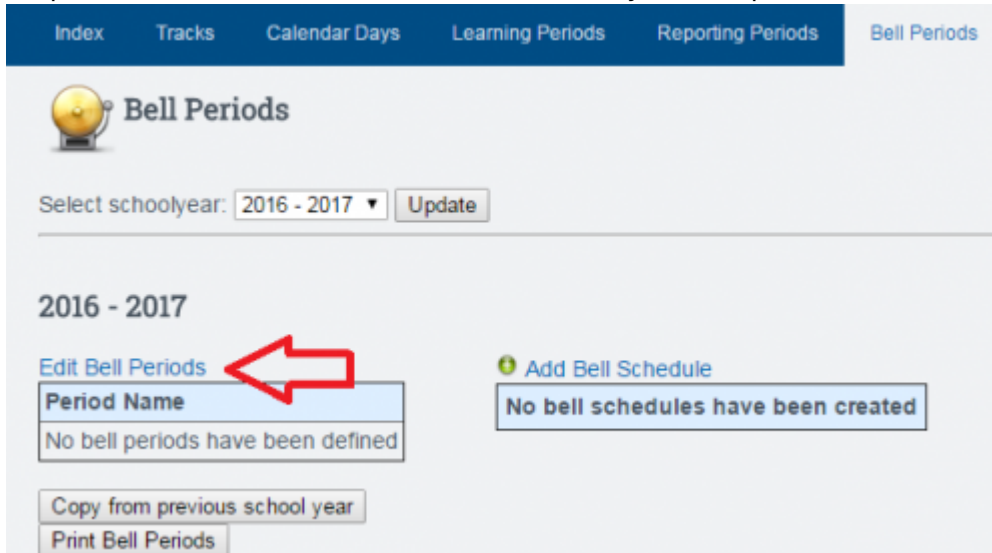


-On the right side-lower box you will see "Adding a New Reporting Period"
-Most common answers are SEMESTER, TRIMESTER, SESSION, or QUARTER
-Click Confirm to save your choice. You will see what you saved in the above box.
-Continue this process to set all reporting periods

# V. Set Bell Periods (Optional)

- Step 1. Click on Bell Periods tab at the top of the page
- Step 2. Choose the school year you want to create bell periods for and then click update
- Step 3. Click the Edit Bell Periods link to name your bell periods



  -Click the green plus button. This will create an empty field where you can enter the name of the bell period.
  -Continue this process until you have all the desired periods. Click save.
- Step 4. Click Add Bell Schedule
- Step 5. Enter the times for each bell period and name the schedule.
  -You can move the periods around by clicking on the green arrows to the left of the period names.
- Step 6. Click Save when done adjusting the schedule.

— *Last Updated by Max Williams on 2016/03/07 22:52*

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