admin, admin essential, calendars, attendance

Setting School Calendars

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

Admin	Reports	'Academies'	Teachers	Portal	Неір					Type to qui	ck page find	•
School C	alendar Track	S										
								Curre	ent Trac	ks:		
Schools car	n have more than o	ne schedule running	concurrently. Each	calendar has it	s own set of dates ar	nd holidays which aren't necessarily r	elated to each other in any	Track	Status			
way.								A B	Active	-		
For example	e, you might have o	different schedules for	r different learning	centers. Or, you	u might have differen	t schedules for elementary students	and high school students.	C	Active	1		
Each of the	se concurrent sche	dules is called a "Tra	ck". You can define	any number of	tracks. A track persi	ists from year to year, and may conta	in any number of	J	Active			
schoolyean	8.							E	Inactive			
Once a tra	ck is created, it ma	y not be deleted or	renamed but it ma	ry be hidden fro	m view for new enro	liments.		F	Inactive			
It is strong	ly not recommend	led to create a track	uniess you are c	ertain you will	need it!			g H	Inactive			
								1	Inactive		-	-
											Add Nev	v Track

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



• Step 3. Click save changes.

2018/01/19 22:51 · max

II. Set School Calendar for a School Year

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

Admin	Reports	'Academies'	Teachers	Portal Help
Index	Tracks Calenda	r Days Learning Periods	Reporting Periods	s Bell Periods

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

Last update: 2018/01/19 22:51 plsis:calendars https://schoolpathways.com/knowledgebase/doku.php?id=plsis:calendars&rev=1516402303



-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

215	Norma (Scho	al School olday)	Iday				
30	Holida	y (HOL)					
0	Emerg (EMC)	pency Da	ny				
0	Other	Day (OT	(H)				
0	Non-A Acade	pportion mic Day	ed (ACA)				
			July 2	015			
s	М	Т	W	Т	F	S	
12	13 🕑	14 💌	15 💌	16 💌	17	18	
19	20 🕑	21 💌	22 💌	23	24 💌	25	
26	27	28	29	30	31		
			August	2015			
s	M	Т	W	Т	F	S	
						01	
02	03	04 💌	05 💌	06	07	08	
09	10	11 💌	12	13	14	15	Cot all unchacked days to 'Normal schoolday'
16	17	18 💌	19 💌	20 💌	21 💌	22	Set all unchecked days to Normal schoolday.
23	24 2	25 💌	26 2	27 2	28 💌	29	
30	31 💌						Sa

- Click in the blue box once for holidays such as Labor Day so it shows green. If you have days that are set as in-service days that you count in your calendar, click the box until it shows brown. If you end up having Emergency Days, you can come back and click the date box until it shows in red to mark the day as an emergency day in the calendar.
- 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 on the **Update Learning Periods** button.

-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 Period. -As you enter the dates, they will change to another color on the calendar to 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 (e.g. 09/04/2017)

			Define Le	arning Perio	ds 2016 - 2017	A						
1 07/18/2016	08/12/2016	20							July 201	6		
2 08/15/2016	09/16/2016	20				S	M	Т	W	Т	F	S
3 09/19/2016	10/14/2016	20				17	18	19	20	21	22	23
4 10/17/2016	11/11/2016	19				24	25	26	27	28	29	30
5 11/14/2016	12/16/2016	20				31						
6 01/02/2017	01/27/2017	19						Au	ugust 20	16		
7 01/30/2017	02/24/2017	19				S	М	T	W	T	F	S
8 02/27/2017	03/24/2017	20					01	02	03	04	05	06
03/27/2017	04/21/2017	20				07	08	09	10	11	12	13
10 04/24/2017	05/19/2017	20				14	15	16	17	18	19	20
11 05/22/2017	05/26/2017	5				21	22	23	24	25	20	21
12						20	29	-30	51			
								Sep	tember	2016		
						S	M	Т	W	Т	F	S
		Save above Learning Periods								01	02	03
						04	05	06	07	08	09	10

• Step 3. When all dates have been entered, click on the **Save Above Learning Periods** button to save.

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 (first and last day of semester,trimester,et al).

Set Reporting Periods

		Au	gust 20)15		
S	М	Т	W	Т	F	S
						01
02	03	04	05	06	07	08
09	10 🗌	11 🗌	12 🗌	13 🗌	14 🗌	15
16	17 🗌	18 🗌	19 🗌	20 🗌	21 🗌	22
23	24	25	26	27	28	29
30	31					

		Sep	tember	2015		
S	М	Т	W	Т	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

		Oc	tober 2	015		
S	М	Т	W	Т	F	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

• On the right side-lower box you will see "Adding a New Reporting Period". When you are creating Learning Center Report Cards that will go into ReportWriter, the program needs to know the time frame of your reporting periods.

Most common values 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.
- **IMPORTANT:** If you want to use progress reports in the system, you must set sub periods for progress reports. Choose the main period and then click "Set Sub Periods".

M T W T F	July 2016 Defined Reporting Periods T W T F S					
	8	 Semester 1 (Fall) 07/18 				
01	02	 Semester 2 (Spring) 01/02 				
04 05 06 07 08	09	Set Sub-Perioda				
11 12 13 14 15 18 19 20 21 22	23					
25 26 27 28 29	30	http://www.analysis.com				
		Adding New Reporting Period				
		 Select the last day of the period, then the name - period, then press? Confirm" 				
August 2016						
M T W T F	8	Reporting period name: Semester Summer Sessi				
01 02 03 04 05	06					
15 16 17 19 10	13					
15 16 1/ 16 19 27 23 24 26 26	20					
22 23 24 25 28	41	-				
15 16 22 23 29 30	17 18 19 24 25 26 31	17 18 19 20 24 25 26 27 31				

V. Set Bell Periods (Optional)

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

Index	Tracks	Calendar Days	Learning Periods	Reporting Periods	Bell Periods
	Bell Peri	ods			
Select so	hoolyear:	2016 - 2017 🔻 U	pdate		
2016 -	2017	-			
Edit Bell	Periods		Add Bell S	Schedule	
Period	Name		No bell sch	nedules have been o	created
No bell	periods hav	ve been defined			
Copy fro	om previous	school year			
Print Be	Il Periods				

• Click the **Add Bell Schedule** link at the top of the page. This will create an empty text field. Enter the name of the bell period. Continue this process until all desired bell periods have been named.

Click the save button.=

• Click Add Bell Schedule link to enter the times for each bell period.Enter the schedule name at the top of the page. Then add in the times for each bell period. You can move the periods around in the schedule by clicking on the green arrows. When the schedule is complete, click the Save button.

🝚 Bell Peri	iods				
Select schoolyear: (2016 - 2017 🔹 🗖	Ipdate			
2016 - 2017					
Edit Bell Periods	O Add Bell	Schedule			
Period Name	HS Minimu	ım Day Edit	1	Regular Hi	igh School Edit
Period HR	Period HR	(times not specified) -		Period HR	08:00am - 08:25am
Period 1	Period 1	08:00am - 08:40am		Period 1	08:30am - 09:25am
Period 2	Deded 2	00.47am 00.90am		Deded 0	00.00am 40.05am
Period 3	Period 2	08:4/am - 09:22am		Period 2	09:30am - 10:25am
Lunch	Period 3	09:29am - 10:04am		Period 3	10:30am - 11:25am
Period 4	Lunch	10:04am - 10:19am	1	Lunch	11:30am - 11:55am
Period 5	Period 4	10:24am - 10:59am	1	Period 4	12:00pm - 12:55pm
Period 6	Period 5	11:06am - 11:41am		Period 5	01:00pm - 01:55pm
	Period 6	11:48am - 12:23pm		Period 6	02:00pm - 02:55pm

From:

https://schoolpathways.com/knowledgebase/ - School Pathways Knowledge Base

Permanent link:

https://schoolpathways.com/knowledgebase/doku.php?id=plsis:calendars&rev=1516402303

Last update: 2018/01/19 22:51