

[admin](#), [admin essential](#), [calendars](#), [attendance](#)

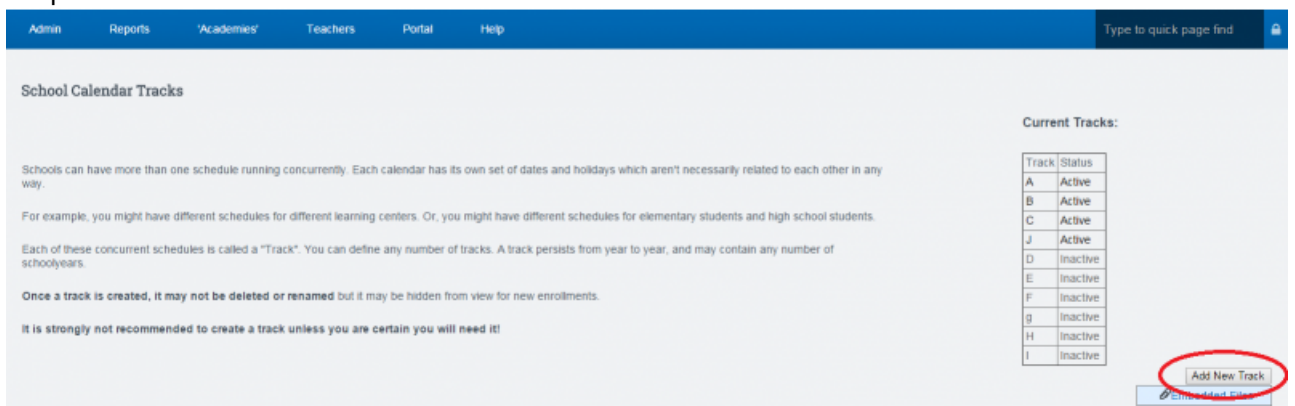
Setting School Calendars

Set/Define School Tracks

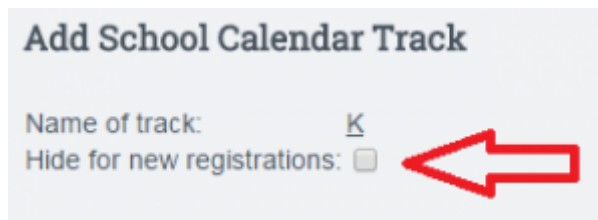
Note: If you are only using one calendar for your entire school, you do not have to change anything in this section.

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.

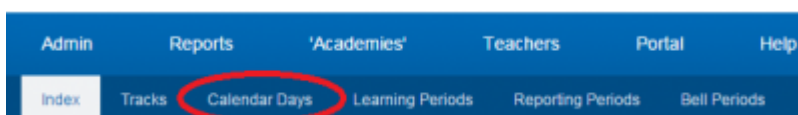


- Step 3. Click save changes.

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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.



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

Set School Calendar

Details for School Year: 2015 - 2016, Track "A"
 Is Primary School Calendar?

First school day: MM/DD/YYYY
 Last school day: MM/DD/YYYY

Cutoff date for P-1: MM/DD/YYYY
 Cutoff date for P-2: MM/DD/YYYY
 Cutoff date for Year End: MM/DD/YYYY
 Days of allowable P1/P2/YE Pre-Claim:

Is Primary School Calendar is used when trying to determine a school calendar to be used by default (you can only have one school calendar be the primary school calendar per school year).

The cutoff dates for the P-1, P-2, and Year End report dates lock attendance claims so that they cannot be changed.

For example, if you set the cutoff for P-1 at December 17th, attendance claims can be made or changed until 12:00 AM on the 18th of December. From that date forward, attendance claims up to and including the 17th of December cannot be changed.

"Pre-Claim" answers the fact that P1/P2/YE claims must be counted as of the cutoff date that the attendance is being claimed. In order to make this happen smoothly, EF's are allows to make claims in advance of the P1/P2/YE cutoff dates up to (and including) the cutoff date. For example, if the P1 cutoff date was Dec 15, and you set the Pre-Claim period to 5 days, EF's would be able to make claims for days up to and through December 15th, as early as the 10th of December.

Calendar Size: 217 x 136 pixels

* You must click the "Save Above Details" button to save the cutoff dates.

-Entering P1, P2, or 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 | Normal Schoolday (Schoolday) |
| 30 | Holiday (HOL) |
| 0 | Emergency Day (EMC) |
| 0 | Other Day (OTH) |
| 0 | Non-Apporioned Academic Day (ACA) |

| July 2015 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 13 | 14 | 15 | 16 | 17 | 18 |
| 12 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 19 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 26 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

| August 2015 | | | | | | |
|-------------|---|---|---|---|---|----|
| S | M | T | W | T | F | S |
| | | | | | | 01 |
| 02 | ✓ | ✓ | ✓ | ✓ | ✓ | 08 |
| 09 | ✓ | ✓ | ✓ | ✓ | ✓ | 15 |
| 16 | ✓ | ✓ | ✓ | ✓ | ✓ | 22 |
| 23 | ✓ | ✓ | ✓ | ✓ | ✓ | 29 |
| 30 | ✓ | | | | | |

Set all unchecked days to 'Normal schoolday'

- 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

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Set Schoolwide Learning Periods

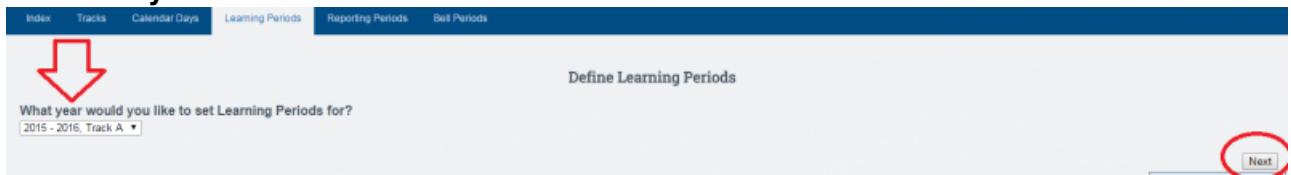
- Step 1. Click on the **Update Learning Periods** button.

-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)



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

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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).

| August 2015 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | 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 | | | | | |

| September 2015 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | 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 | | | |

| October 2015 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | 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".

The screenshot shows the 'Set Reporting Periods' interface. On the left, there are three calendar grids for July 2016, August 2016, and September 2016. On the right, there is a control panel with two sections:

- Defined Reporting Periods:** A list of defined periods:
 - Semester 1 (Fall) 07/18 - 12/16
 - Semester 2 (Spring) 01/02 - 05/26
 Below this list are 'Set Sub-Periods' and 'Edit' buttons.
- Adding New Reporting Period:** A form with instructions: "Select the last day of the period, then the name of the reporting period, then press 'Confirm'". It includes a dropdown menu for 'Reporting period name' (currently set to 'Semester Summer Session 1') and 'Confirm' and 'Done' buttons.

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

- 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.

| Edit Bell Periods | |
|-------------------|--|
| Period Name | |
| Period HR | |
| Period 1 | |
| Period 2 | |
| Period 3 | |
| Lunch | |
| Period 4 | |
| Period 5 | |
| Period 6 | |

| HS Minimum Day Edit | |
|---------------------|-------------------------|
| Period HR | (times not specified) - |
| Period 1 | 08:00am - 08:40am |
| Period 2 | 08:47am - 09:22am |
| Period 3 | 09:29am - 10:04am |
| Lunch | 10:04am - 10:19am |
| Period 4 | 10:24am - 10:59am |
| Period 5 | 11:06am - 11:41am |
| Period 6 | 11:48am - 12:23pm |

| Regular High School Edit | |
|--------------------------|-------------------|
| Period HR | |
| Period 1 | 08:00am - 08:25am |
| Period 2 | 08:30am - 09:25am |
| Period 3 | 09:30am - 10:25am |
| Period 4 | 10:30am - 11:25am |
| Lunch | 11:30am - 11:55am |
| Period 5 | 12:00pm - 12:55pm |
| Period 6 | 01:00pm - 01:55pm |
| | 02:00pm - 02:55pm |

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