admin, admin essential, calendars, attendance

# **Setting School Calendars**

### **Set/Define School Tracks**

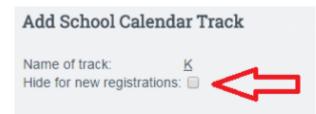
**Note:** If you are only using one calendar for your entire school, you do no have to change anything in this section.

### 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	Help					Type to quick page find	•
School C	alendar Track	S									
								Curre	nt Tracl	(5:	
Schools car	n have more than o	ne schedule running	concurrently. Each	calendar has it	s own set of dates a	and holidays which aren't necessarily relate	d to each other in any	Track	Status	]	
way.									Active Active	-	
For example	ie, you might have d	different schedules for	r different learning	centers. Or, you	u might have differe	nt schedules for elementary students and h	high school students.		Active		
Each of the schoolyears		dules is called a "Tra	ck". You can define	any number of	f tracks. A track per	sists from year to year, and may contain an	y number of		Active Inactive	-	
								E	Inactive		
Once a tra	ck is created, it ma	ry not be deleted or	r renamed but it ma	ry be hidden fro	om view for new enr	oliments.			Inactive Inactive		
It is strong	ly not recommend	led to create a track	unless you are c	ertain you will	need it!			0	Inactive		
								1	Inactive	Add New 1	
										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.

Admin	Reports	'Academies'	Teachers	Portal	Help
Index	Tracks Calendar	Days Learning Periods	Reporting Po	eriods Bell F	Periods

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

#### Last update: 2018/01/19 22:56 plsis:calendars https://schoolpathways.com/knowledgebase/doku.php?id=plsis:calendars&rev=1516402604

Set School Calendar		
Details for School Year: 2015 - 2016, Track "A" Is Primary School Calendar?		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).
First school day:	07/13/2015	une activor carettuar se are primary activor carettuar per activor year).
MM/DD/YYYY Last school day: MM/DD/YYYY	06/17/2016	
Cutoff date for P-1: MM/DD/YYYY		The cutoff dates for the P-1, P-2, and Year End report dates lock attendance claims so that they cannot be changed.
Cutoff date for P-2: MM/DDIYYYYY		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.
Cutoff date for Year End: MM/DDnYYYY		"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 smoothy, EFs are allows to make claims in advance of the P1/P2/YE cutoff dates up
Days of allowable P1/P2/YE Pre-Claim:	0	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, EFs would be able to make claims for days up to and through December 15th, as early as the 10th of December
Cancel		Save Above Details
		Calendar Size: 2 to "Dvi Soles" " You must click the "Save Above Details" button to save the cutoff dates.
		<ul> <li>You must CICK the "Save Above Details" button to save the cuton dates.</li> </ul>

-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		al School olday)	day				
30	Holida	y (HOL)					
0	Emerg (EMC)	pency Da	У				
0	Other	Day (OT	H)				
0		opportion mic Day					
			July 20	15			
5	м	Т	W.	Т	F	S	
2	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27 2	28 2	29 🖌	30 💌	31 💌		
			August	2015			
\$	м	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 💌	25 2	26 💌	27	28 💌	29	
30	31						Sav

- 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

Index	Tracks	Calendar Days	Learning Periods	Reporting Periods	leil Periods	
	Π,				Define Learning Periods	
What	Vear would	d you like to se	t Learning Period	de for?	Denne Learning Periods	
	2016, Track /		c counting r ento			
						Next

 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)

1         07/18/2016         08/12/2016         20           2         08/15/2016         09/16/2016         20           3         09/19/2016         10/14/2016         20           4         10/17/2016         11/11/2016         19	S 17	М	, T	July 201	6		
3 09/19/2016 10/14/2016 20	17		T	1.8.4			
				W	T	F	S
4 10/17/2016		18	19	20	21	22	23
	24	25	26	27	28	29	30
5 11/14/2016 12/16/2016 20	51						
6 01/02/2017 01/27/2017 019			Αι	ugust 20	016		
01/30/2017 02/24/2017 19	S	M	T	W	T	F	S
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
004/24/2017 05/19/2017 20	21	15	16 23	17 24	18 25	19 26	20
11 05/22/2017 05/26/2017 05	28	29	30	31	20	20	21
12 0	20						-
			Sep	tember	2016		
Save above Learning Periods	S	M	T	W	T	F	S
	0.4	05	06	07	01	02	03

• 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).

### Set Reporting Periods

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16	17 🗌	18 🗌	19 🗌	20 🗌	21 🗌	22
23	24	25	26	27	28	29
30	31					

		Sept	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".

			July 201	16		
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	04	05	06	07	08	09
7	11	12	13	14	15	16
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7	08	09	10	11	12	13
4	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	- 30	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
<b>@</b> 1	Bell Peri	ods			
Select so	hoolyear:	2016 - 2017 🔻 U	pdate		
2016 -	2017				
Edit Bell	Periods		Add Bell S	chedule	
Period I	Name		No bell sch	edules have been o	created
No bell	periods hav	e been defined	L		
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.

-	2016 - 2017 🔻 🛛 👔	Ipdate		
2016 - 2017 Edit Bell Periods	O Add Bell			
Period Name	HS Minimu	ım Day Edit	Regular H	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				
Period 3	Period 2	08:47am - 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	Lunch	11:30am - 11:55am
Period 5	Period 4	10:24am - 10:59am	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

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