

# Bell Periods

## Related Pages

- [School Calendar](#)

## 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

The screenshot shows the 'Bell Periods' interface. At the top, there is a navigation bar with tabs: Index, Tracks, Calendar Days, Learning Periods, Reporting Periods, and Bell Periods. Below the navigation bar, there is a header section with a bell icon and the title 'Bell Periods'. Underneath, there is a dropdown menu for 'Select schoolyear:' set to '2016 - 2017' and an 'Update' button. The main content area is for the '2016 - 2017' school year. It features two main links: 'Edit Bell Periods' and 'Add Bell Schedule'. The 'Edit Bell Periods' link is highlighted with a red arrow. Below this link is a table with a header 'Period Name' and a message 'No bell periods have been defined'. To the right of the 'Add Bell Schedule' link is a message 'No bell schedules have been created'. At the bottom of the interface, there are two buttons: 'Copy from previous school year' and 'Print 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.

**Bell Periods**

Select schoolyear: 2016 - 2017

2016 - 2017

[Edit Bell Periods](#)   [Add Bell Schedule](#)

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	08:00am - 08:25am
Period 1	08:30am - 09:25am
Period 2	09:30am - 10:25am
Period 3	10:30am - 11:25am
Lunch	11:30am - 11:55am
Period 4	12:00pm - 12:55pm
Period 5	01:00pm - 01:55pm
Period 6	02:00pm - 02:55pm

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