

# Learning Periods

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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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