

Calendar Days

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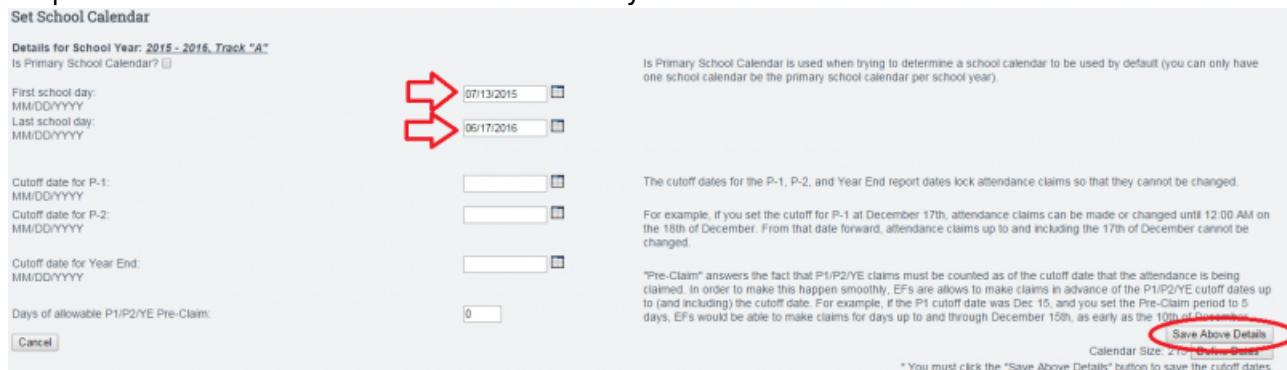
- [School Calendar Administration](#)

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: 07/13/2015

Last school day: 06/17/2016

Cutoff date for P-1: 07/13/2015

Cutoff date for P-2: 06/17/2016

Cutoff date for Year End: 06/17/2016

Days of allowable P1/P2/YE Pre-Claim: 0

Calendar Size: 21x15 School Days

* 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

The screenshot shows a 'Set School Year' interface. At the top is a legend with five categories: 'Normal Schoolday (Schoolday)' (blue), 'Holiday (HOL)' (green), 'Emergency Day (EMC)' (pink), 'Other Day (OTH)' (olive green), and 'Non-Appportioned Academic Day (ACA)' (cyan). Below the legend are two calendar grids. The first grid is for July 2015, showing dates 12 through 26. The second grid is for August 2015, showing dates 01 through 30. Each calendar cell contains a checkbox. To the right of the calendars is a button labeled 'Set all unchecked days to 'Normal schoolday''. At the bottom right is a 'Save' button.

- 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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