Calendars

Use the following instructions to setup the different areas of the District's calendars.

The Instructional Period
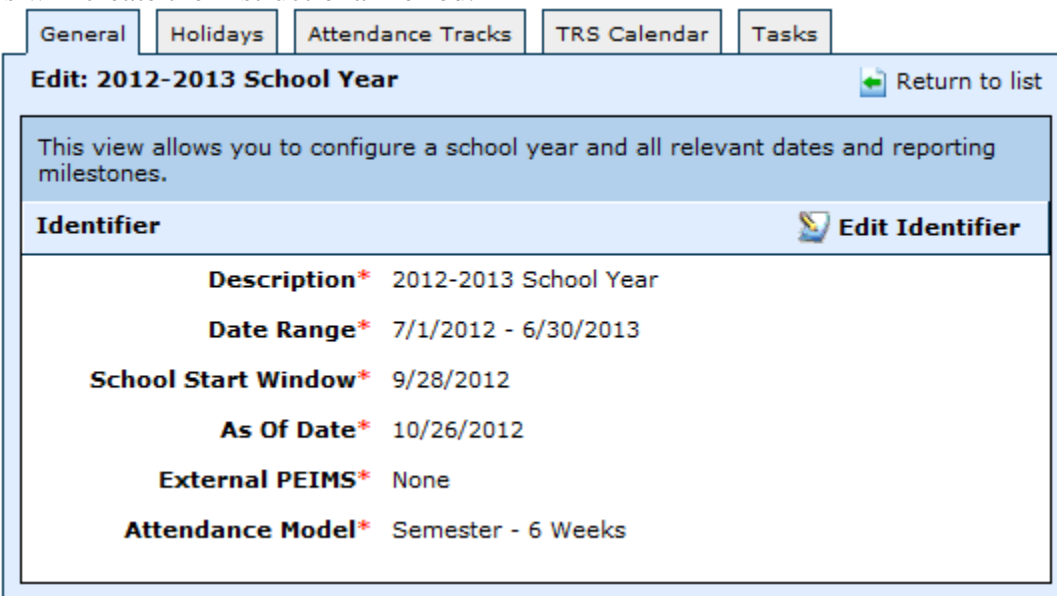
Admin > District > Instr. Periods

Use this screen to add and edit the school year. This is the Attendance Calendar is setup and maintained along with other functions linked to a school year. This contains the portion of the calendar that defines when students should be in attendance.

* For Charters, this must match what is in your FSP calendar. *

To add an Instructional Period:
- Click ⊕ **Add Instructional Period**
- Define the **Begin Date** and **End Date** – these are typically 7/1-6/30 or 8/1-7/31. It is mandatory to make sure that the days the students will be enrolled falls between these dates.
- Enter the **School Start Window** – the last Friday of September
- Enter the **As Of Date** – the last Friday of October
- Set the **Attendance Model** to Semester – 6 Weeks
- Click [📝 Create]

This will create the Instructional Period.

If the District uses other software for finance data, we have the ability to define which records will be uploaded from an External source. This process can be done at a later date without impacting your district's calendar(s).

To define these records:

- Click ✍ for the Instructional Period
- Click ✍ Edit Identifier
- Use the ☑ check box(es) to define the External Records

Holidays Tab

This tab is used to define non-Instruction days across the ENTIRE district. This should only be used if all Campuses and Attendance Tracks will not have any students in attendance. You will find additional instructions for defining non-instruction dates that do not impact *all* calendar tracks on pages 3-4.

To add a Holiday:
- Click on the **Holidays** tab
- Click ⊕ **Add Holiday**
- Enter the **Description**
- Define the **Starting Date**
- Define the **Ending Date** if it is a multiple day Holiday, leave blank for a single day
- Click 💾Save
- Repeat as needed

| General | Holidays | Attendance Tracks | TRS Calendar | Tasks |

Edit: 2012-2013 School Year   ⬅ Return to list

This view allows you to configure holidays for all districts within this installation

Holidays			⊕ Add Holiday
Monday	9/3/2012	Labor Day	❌
Wednesday	11/21/2012	Thanksgiving Holiday	❌
Thursday	11/22/2012	Thanksgiving Holiday	❌
Friday	11/23/2012	Thanksgiving Holiday	❌

Attendance Tracks Tab

This tab is used to define Instruction days for each Attendance Track. A track can be used on more than one campus. You can enter as many tracks as are needed for the district, up to a total of 10 (PEIMS Data Standards Code Table C141, codes 0-9). All students on an Attendance Track will have the same instructional dates. Campuses with the same non-instruction days may best be served using different tracks due to potential campus closures related to weather or other conditions that do not impact all.
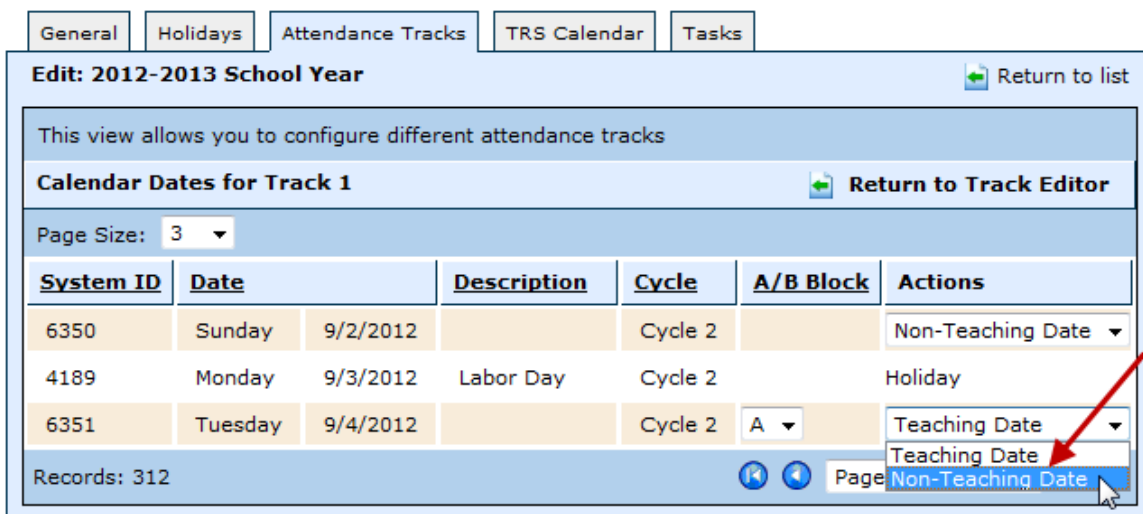
To add an Attendance Track:
- Click on the **Attendance Tracks** tab
- Click ➕ **Add Track**
- Enter the **Name** – this can be the track number used for state reporting or the campus name, as long as there is consistency because this will referenced on another screen
- Define the **Cycles** – Start and End Dates, these are the six-weeks attendance reporting periods
- Click 💾Save

Non-Instruction Days, that are not district-wide, will need to be added directly to each Track that is impacted by them. All Holidays will automatically not be included as Non-Instruction days and will not be editable from this tab.

To confirm Track specific Non-Instruction Days:
- Click the 📅 for the Track
- Locate the dates that will be non-instruction dates
- Use the drop menu to set the desired date(s) as "Non-Teaching Date"

When you click on Non-Teaching Date, you should get pop-up. If you do not, check the top of your screen to see if it is asking for permission to "Display scripted windows..."
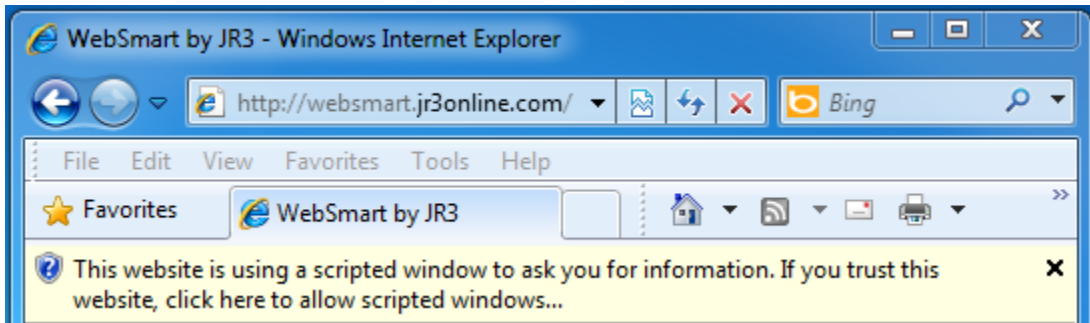
The pop-up allows you to define the Non-Instruction Date. If you do not receive it, it will label the day "null," if you label it, it display what is entered.
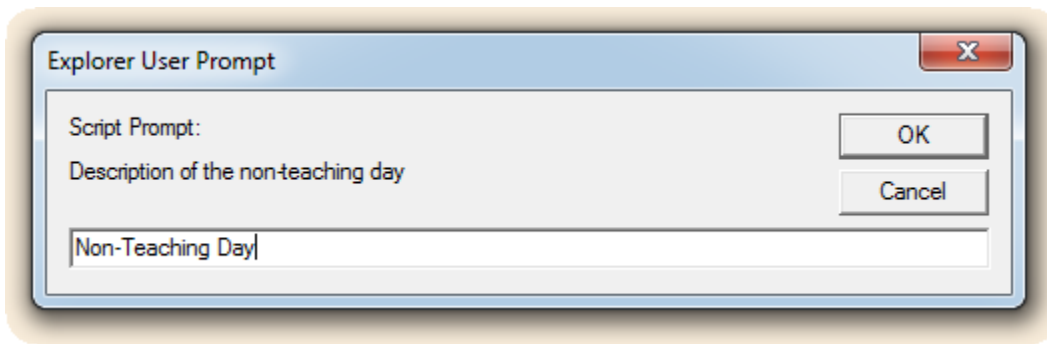
Once all Non-Instruction Dates are set, click the ⬅ **Return to Track Editor**. You should see the number of school days displayed in the Days Taught field. If this number is incorrect, review the Holidays and Non-Instruction Dates.

The Campus Calendar

Admin > District > Campuses

Use this screen to add define the Attendance Track(s) [ADA Calendar(s)] available for use on each campus.

- Click the ✎ for the desired Campus
- Click the **Calendars** tab
- Set the **School Year** to the Instructional Period using the drop list
- Click ➕ **Add Calendar**
- Select the **Attendance Track** (this is mentioned above and where all days for attendance are defined)
- Select the **Instructional Track**. If using the same Instructional Track for more than one campus, make sure they also use the same Attendance Track.
- Define the **Attendance Model**:
    - STANDARD – Attendance By Date ONLY = daily ADA attendance only
    - MODIFIED – Attendance By Date OR Time = the ability to code minutes for students in a flexible attendance program along with regular ADA attendance. It is defined at the student level using the Enrollment Type code (PEIMS Data Standards Code Table C059).
- Click 💾Save
- Repeat as needed making sure every campus has at least one calendar associated

The Schedule Calendar

Students > Scheduling > Schedule Manager

Use this screen to define the Report Card period dates, Progress Report dates, and the Period Layout.

> The Period Layout is the starting framework for the schedule format. This is where you define if the school will use a day-of-week or A day/B day pattern. This is also where the times and number of periods per day are defined.
>
> Scheduling Units are created after the Period Layout and are linked to one or more "periods" to define exactly when a course using the scheduling unit will meet.

Calendar Tab

- Click the ![icon] for the Schedule
- Click on the **Calendar** tab

- Click the ![icon] **Edit Grading Cycles** button – for Cycle related dates
    - Set the Report Card dates using the **Date Range** fields for each grading Cycle. Make sure to cover from the first day to the last day of the school.
    - (Optional) Set the **Valid Grade Range** – Minimum is the left and Maximum is the right. These define the range of possible grades used for Cycle grades; this does not set a min/max for assignment grades. Not setting a maximum allows for report card grades above 100.
    - (Optional) Set the **Progress Date** – this defines the last date for the data entry of grades for the Progress Report. If no date is defined, the Progress Report looks at averages at the time it is run. This cannot be backed dated.
- Click ![Save button]

- Click the ![icon] **Edit Calendar** button – for Period Layout dates, these will default based on how the Period Plan was created. These define which courses are available to have attendance posted based on the Period Plan, the Period Layout associated with a Scheduling Unit, and the Scheduling Unit attachment to courses.
    - Use the drop menu(s) to change a specific date to use a different Period Layout. This change is immediate, there is no Save or Cancel.
    - Use the ![icon] Reset Layouts, if the dates defaulted incorrectly. This will update all dates.
- Click ![icon] **Return to Calendar Editor**

This screen is also used to close the grading cycles and lock the Gradebook. This is done by clicking the ![icon] for the corresponding cycle. This locks all gradebooks associated with the schedule and rolls up all grades.

Sample – Day-of-the-Week = each day is specifically defined for all 5 days, these can be exactly the same for all

Sample – A Day/B Day = continual rotation between 2 or more "days"