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Midyear Calendar Change Adjustments

Calendars can be updated to match the flow of the instructional days when a change is necessary. This most often happens due to Holidays or Bad Weather Days. To change an instructional day to a non-instruction day or change the type of instructional day, follow these directions.

First determine if the day is at the start or end of an attendance and/or grading cycle. Then determine if the change affects all calendar tracks or not. You must also determine if you are removing days, adding days, and moving days. Lastly, if your district or campus uses a rotation in your days (A day/B day), you will want to ensure that the days flow in the proper order for the remainder of the school year.

Alteration of Cycle Start/End Dates

Admin > District > Instr. Periods

Sometimes it is necessary to adjust the start of end dates of the calendar and attendance cycles. Depending on how the dates are adjusted, this process could remove or add dates to the calendar. Follow the instructions in the **Updating Schedule Manager** section of this document to update the Period Layout for the affected dates.

- Click the for the current school year
- Click on the **Attendance Tracks** tab
- Click the for the calendar
- Edit the necessary dates
- Click

Removal of Day(s)

Admin > District > Instr. Periods

Removal from All Attendance Tracks
Removing an Instructional Day from all campuses and tracks is the simplest step. This should only be done if all students in the district will not be in attendance for the day.

If removing dates impacts the pattern of instruction days (for rotating schedules – i.e. A day/B day), follow the instructions in the **Updating Schedule Manager** section of this document.

- Click the 🔽 for the current school year
- Select the **Holidays** tab
- Click ➕ **Add Holiday**
- Enter a **Description** – the reason all campuses closed (i.e. Snow Day, Flu Outbreak, Security Lockdown)
- Set the **Starting Date** – first day closed
- Set the **Ending Date** – the last day closed, this allows for multiple days to be defined as non-instructional days at one time
- Click 💾Save

Removal from Individual Attendance Tracks

Removing an Instructional Day from a specific track is a simple process. This is used when not all students in the district are affected.

If removing dates impacts the pattern of instruction days (for rotating schedules – i.e. A day/B day), follow the instructions in the **Updating Schedule Manager** section of this document.

- Click the ✍ for the current school year
- Click on the **Attendance Tracks** tab
- Click on the 🗓 for the affected Attendance Calendar
- Locate the date to be removed
- Click on the drop list for the date and select **Non-Teaching Date**
  - A scripted text popup will be generated to edit the label for the day. Depending on your browser, you may be asked to allow scripted windows.
- Repeat is necessary
- Click 🔙 **Return to Track Editor**

Addition of Day(s)

Admin > District > Instr. Periods

If you are adding non-instruction dates back into the calendar, there are multiple methods depending on how the dates is set: as a holiday, a non-teaching day, or if the date fell outside of the attendance cycle date ranges.

When days are added, you must update the calendar on the schedule to define which Period Layout is used. The Period Layout defines the periods taught and the ADA period for a given day (A day/B day, MWF/TTh, or Weekdays). Follow the instructions in the **Updating Schedule Manager** section of this document.

Making a Holiday a Teaching Day
Holidays impact all campuses. If this does not need to be added back for all campuses, use the instructions for **Removal from Individual Attendance Tracks** to reset the non-instruction day(s) for those campuses/tracks that need this.
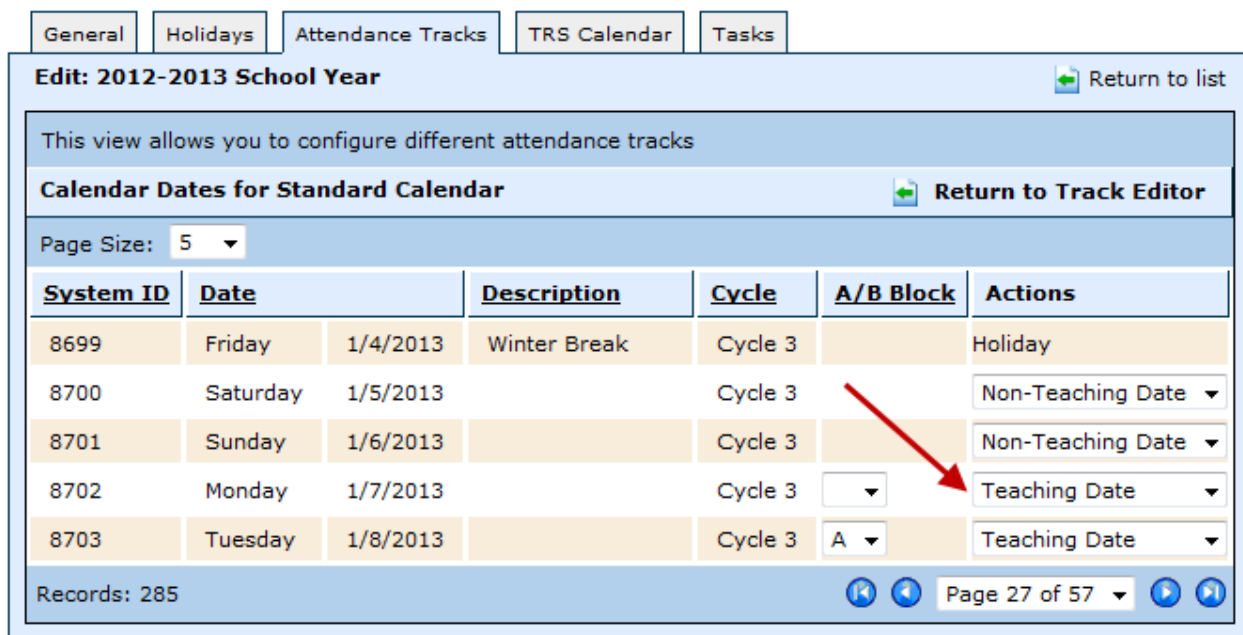
- Click the ✏ for the current school year
- Select the **Holidays** tab
- Click the ❌ for the date to reinstate it
- You will get a popup asking to confirm the deletion, click OK

- Continue the process by following the instructions under **Updating Schedule Manager**

Addition to Individual Attendance Tracks

Adding an Instructional Day to a specific track is a simple process. This is used when <u>not all</u> students in the district are affected.

- Click the ✍ for the current school year
- Click on the **Attendance Tracks** tab
- Click on the ▦ for the affected Attendance Calendar
- Locate the date to be added
- Click on the drop list for the date and select **Teaching Date**
- Repeat is necessary
- Click ⬅ **Return to Track Editor**

- Continue the process by following the instructions under **Updating Schedule Manager**

General	Holidays	Attendance Tracks	TRS Calendar	Tasks

Edit: 2012-2013 School Year   ⬅ Return to list

This view allows you to configure different attendance tracks

Calendar Dates for Standard Calendar   ⬅ **Return to Track Editor**

Page Size: 5 ▾

System ID	Date		Description	Cycle	A/B Block	Actions
8699	Friday	1/4/2013	Winter Break	Cycle 3		Holiday
8700	Saturday	1/5/2013		Cycle 3		Non-Teaching Date ▾
8701	Sunday	1/6/2013		Cycle 3		Non-Teaching Date ▾
8702	Monday	1/7/2013		Cycle 3	▾	Teaching Date ▾
8703	Tuesday	1/8/2013		Cycle 3	A ▾	Teaching Date ▾

Records: 285   ⏮ ◀ Page 27 of 57 ▾ ▶ ⏭

You will see an A/B Block setting; this is related to *historical* settings and is <u>no</u> longer used to define A/B schedules.

Updating Schedule Manager

Student > Scheduling > Scheduling Manager

When instruction dates are added, the Period Layout for the day(s) must be updated to permit attendance to be recorded. When instruction dates are removed, this may impact the flow of a rotating schedule. When attendance cycles dates are changed, grading cycle dates may also need to be adjusted to match term and year start and end dates.

Editing the Cycle Dates

- Use the 📝 to select the schedule that needs adjusting. If you have more than one schedule requiring an update, you will need to do each individually.
- Click on the **Calendar** tab
- Click 📝 Edit Grading Cycles
- Update the necessary dates
- Click 💾Save

| Offering | Scheduling Units | Tracks | Homerooms | Calendar | Policies |

Edit: 2012-2013 School Year Schedule For ▮▮▮▮ ▮▮▮▮ ▮▮▮▮ ▮▮ - ▮▮▮▮001   🚪 Return to list

The grading calendar is used for two purposes: first to determine to which cycle and term a particular date belongs in order to properly allocate grades within the grade book and second to determine, depending on the scheduling track onto which a student is enrolled, which periods occur in which sequence.

Grading Calendar   📅 **View Calendar**

Cycle	Term	Date Range				Valid Grade Range		Progress Date	
1	1	8/8/2012	📅	10/5/2012	📅	50.00	100.00		📅
2	1	10/15/2012	📅	12/20/2012	📅	50.00	100.00		📅
3	2	1/7/2013	📅	3/8/2013	📅	50.00	100.00		📅
4	2	3/18/2013	📅	5/23/2013	📅	50.00	100.00		📅

💾Save   🚫Cancel

Editing the Period Layouts

- Use the 📝 to select the schedule that needs adjusting. If you have more than one schedule requiring an update, you will need to do each individually.

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- Click on the **Calendar** tab
- Click 🔲 **Edit Calendar**. A screen will appear that will allow you to switch between A day and B day or what is appropriate to the campus. Be very careful not to change a past day.
- Select the first day that needs to be altered. Use the pull down box to select the new setting. All added dates will be listed as "None."

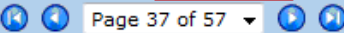| Offering | Scheduling Units | Tracks | Homerooms | Calendar | Policies |

Edit: 2012-2013 School Year Schedule For ▮▮▮ ▮▮▮ ▮▮ - ▮▮002   🏷 Return to list

The grading calendar is used for two purposes: first to determine to which cycle and term a particular date belongs in order to properly allocate grades within the grade book and second to determine, depending on the scheduling track onto which a student is enrolled, which periods occur in which sequence.
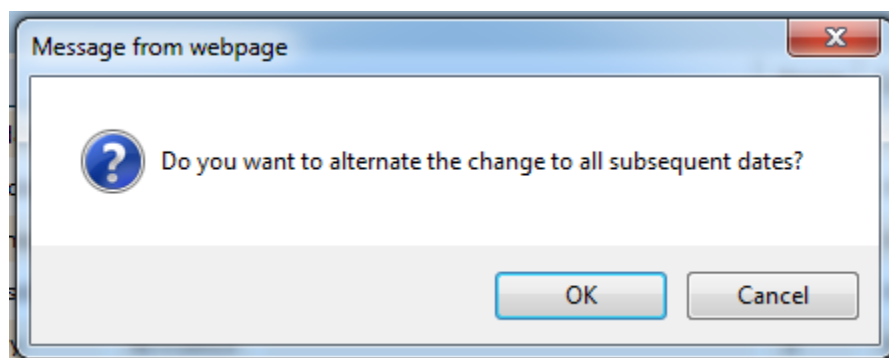
Scheduling Dates   ↩ **Return to Calendar Editor**

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System ID	Date			Term	Cycle	Period Layout
751	Saturday	2/23/2013		2	4	Not In Session
752	Sunday	2/24/2013		2	4	Not In Session
753	Monday	2/25/2013		2	4	B Day ▾
754	Tuesday	2/26/2013		2	4	A Day ▾
755	Wednesday	2/27/2013		2	4	B Day ▾

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- After selecting the new setting the system will provide a pop up message asking to alternate all subsequent dates.
  - Clicking **OK** will alternate all following dates for you.
  - Clicking **Cancel** will only change the date you selected.

Message from webpage   ✕

❓ Do you want to alternate the change to all subsequent dates?

OK   Cancel

- Click ↩ **Return to Calendar Editor**
- Click 🏷 **Return to list**
  You can now repeat this process for any other schedules that need to be updated.

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Reports

Student > Reports

After making all changes it is important to verify that all information matches. For Charters, what is in WebSmart must match what is in FSP.

Run the Student Services Setup Information report under the FSP Reports. This runs by schedule. If multiple schedules were impacted by the calendar change, run for each to ensure that all were updated appropriately.