



## Setting School Calendars

Administration>Settings>School Calendars>

1. Set/Define School Tracks. If just using A track (one calendar for your entire school), you do not have to change anything.
2. 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.
3. Enter dates for the first and last day of school. Entering P1, P2, or YE dates are not necessary at this time and should not be set. Click "**Save Above Details.**"
4. Click "**Define Dates**"
5. 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 in  Set all unchecked days to 'Normal schoolday' .

Click twice in a box 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 check box until it shows brown. If you end up having Emergency Days, you can come back and reset the calendar to exclude those days for P1 or P2 and extend your school calendar at the end of the year.

24	25	26	27	28	29	30
31						
September 2008						
S	M	T	W	T	F	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
October 2008						
S	M	T	W	T	F	S
		01	02	03	04	
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
November 2008						
S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Normal Schoolday

Holiday (HOL)

Emergency Day (EMC)

Other (OTH)

6. At the bottom of the page, click "**Set this calendar to Active.**" The program will give you an error message if you have less than 175 days. Click **SAVE**.

7. Click on the "Update Learning Periods" button.

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**Define Learning Periods**

1 08/03/2009 08/28/2009 20

2   0

One or more schooldays has been missed!

August 2009						
S	M	T	W	T	F	S
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2009						
S	M	T	W	T	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009						
S	M	T	W	T	F	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2009						
S	M	T	W	T	F	S

8. You will see boxes to start entering your beginning and ending dates for each Learning Period (attendance period). As you enter the dates, they will turn another color on the calendar to the right. If skip dates, the missed date boxes will stay red to alert you. Enter dates by clicking on the calendar icon or by entering in the following format: **09/04/2009**.

9. When all dates have been picked, click on the '**Save Above Learning Periods**' button to save.

#### 4. Set Reporting Periods

- Click on the “Reporting Period” **tab** at the top of the page.
- Choose the school year you want to work in and click EDIT.
- Click on the first day of the first reporting period and the last of the first reporting period (first and last day of semester?).
- On the right side – lower box – you will see “Adding New Reporting Period. When you are creating Learning Center Report Cards that will go into ReportWriter, the program needs to know the time frame of your reporting periods. Most usual answers are SEMESTER, TRIMESTER, SESSION, or QUARTER. Click CONFIRM to save your choice. You will see what you saved in the above box.

Continue this process to set all reporting periods (second semester?).