



Editing the Master Calendar and Sub-calendars Step by Step Checklist for NON EMIS Reporting Entities

Change Log

Date	Section Number/Name	Change Description
02/08/18	Snow Day section	Moved step 4 to step 2 – pre-entered absences note
12/19/14	Non-attending calendar – Create a non-attending sub-calendar if one doesn't already exist	14.6.7 – Update screenshot
10/29/14	Non-attending calendar Earlier first day of school	Updated dates and screenshots
10/6/14	Entire doc	Review and update screenshots where needed
08/12/14	Entire doc	FY15 Calendar Changes & changed name of doc to NON EMIS
01/08/14	Snow Day sections	Updated example on 1 st snow day section & reworded title of 2 nd snow day section
08/09/13	Entire doc	Removed references of putting 11/12 in context
01/25/13	Snow Days - How to enter Snow Days that occur on a reporting term start date and update the course section assignment start dates to reflect the new starting date of 2nd semester	Added

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What is the Master Calendar?

- The Master Calendar details each day a school is in session or not in session.
- The Master Calendar is created when Calendar Wizard is run at the building level.
- If a district has 5 buildings each building can have it's own unique Master Calendar. A district may require the high school students to attend the day before Thanksgiving but the elementary and middle school students have the day off because of Parent Teacher Conferences. Having a separate Master Calendar in each building allows for this and other scenarios.



If only students on a particular sub-calendar attend school on a certain day, that day on the master calendar must be an attending day.

What are non-attending days?

- Non-attending days are days school is not in session.
- Any day students aren't physically in the building is considered a non-attending day.

What are sub-calendars and why are they needed?

- Sub-calendars are for students whose attendance differs from the Master Calendar.
- Kindergarten students who attend only in the morning would need a sub-calendar created since the master calendar is typically setup for full days.
- Sub- calendars ensure accurate attendance is figured for students who attend part-time or not at all.
- Each school will have at least two calendars, the default and non-attending.
- The sub-calendars from the prior year were copied up in SYI. Before school starts each sub-calendar will need to be edited and the exceptions to the master calendar entered.
- If a new attendance situation arises that doesn't fit into the current sub-calendars a new sub-calendar will need created.

What are exceptions?

- Exceptions are days that differ from what was setup originally when the Calendar Wizard was run during SYI.

NOTE: As of 12.6.0, the Calendar Dates Wizard updates the Teacher History for courses when the school boundary start and/or end dates are modified on the Calendar Boundaries tab and the term stop dates are modified for a term on the Schedule Term Dates tab.

Additionally, when the stop date is modified for a term, the start date for the next sequential term is also adjusted in the Teacher History for the course. For example, if the stop date for the first nine week reporting period is 1/17/14 and you set it to 1/18/14, then the start date for the next nine week reporting period will be set to 1/22/14 (the next school day after the stop date of the previous period).

Non-attending Calendar - Create a non-attending sub-calendar if one doesn't already exist

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Sub-Calendars**.
 - a. Add a non-attending sub-calendar by clicking **Add Sub-Calendar**.
 - b. Type in a **Code** that makes sense to you and your school.
 - c. DNAC is used as the code in the example following this step by step.
 - d. Next give the sub-calendar a **Name** that makes sense to you and your school.
 - e. Select the **Max Absence Level** from the dropdown.
 - f. Since we are creating the non-attending calendar choose **Non-attending**.
 - g. Make sure **Apply Percent of Time to Days Attended**, **Apply Percent of Time to Absences**, and **Is Active** are checked.
 - h. Click **Save**.

Sub-Calendar Maintenance
From this screen, you can display, add, change and delete data pertaining to Sub-Calendars.

General

Code:

Name:

Max Absence Level:

Apply Percent of Time to Days Attended:

Apply Percent of Time to Absences:

Is Active:

EMIS

Calendar Start Date: (Current Master Calendar Start Date: 8/20/2014)

Calendar End Date: (Current Master Calendar Stop Date: 5/22/2015)

Attendance Pattern:

All Grade Levels - **:

Grade Levels:

07 - 07	
08 - 08	
09 - 09	
10 - 10	
11 - 11	
12 - 12	
13 - 13	
GR - GR	
23 - 23	
IN - IN	

To Be Reported: Days Hours

Hours Per Day:

Include in Attendance Calculation:

Date of Spring Administration - Math Test: (Save a blank date to report the Date of Spring Administration as "00000000".)

Not expected to be in attendance between the first and last day of school on every:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Expected to be in attendance between the first and last day of school on every:



Saturday:

Sunday:

Report to EMIS:

Save Cancel

1/2 Day Calendar - How to create or edit the 1/2 day calendar if needed

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Sub-Calendars**.
2. Each sub-calendar you had in the prior year should have copied to future year during SYI.
3. The Code, Name, Max Absence Level copy the actual exceptions do not copy.
4. You'll notice the first calendar has a lock. This is the default calendar or the copy of the master calendar. Different schools call it different names. In the example screenshot following this step by step the default or master calendar is called 1.
5. The other sub-calendars will not have locks.
6. Click on the  icon of one of the calendars that isn't locked.
 - a. In the example screenshot following this step by step I have chosen to edit sub-calendar 2. As you can see from the 1st screenshot sub-calendar 2 has a Max Absence Level of .50.
 - b. This tells me sub-calendar 2 is a ½ day calendar.
7. Once I clicked on the  icon I'm brought to the ***Sub-Calendar Days*** page.
 - a. You'll notice everyday has a lock on it. This means that each day is the same day type as the master calendar.
 - b. Since the ***Max Absence Level*** is set to .50 or a ½ day StudentInformation knows these students only get counted for a ½ day of attendance.
 - c. The locks mean the sub-calendar wasn't disassociated from the master calendar. Since the sub-calendar wasn't disassociated, anytime you change a day on the master calendar it automatically changes the day on the sub-calendar.
 - d. An example would be if December 15 became a ***Snow Day*** instead of a ***School Day***. If you change December 15 to a ***Snow Day*** on the master calendar it will automatically change December 15 to a ***Snow Day*** on the sub-calendar.
 - e. Further into this step by step checklist editing the master calendar will be explained in detail.
 - f. StudentInformation actually gives you the option of making everyday on the ½ sub-calendar an actual ½ day, but this step isn't necessary but can be done. Right now the ***Day Type*** column matches the master calendar and says ***School Day***.
 - g. To change each ***Day Type*** to a ***School Half-Day*** instead of ***School Day*** to better reflect the actual day type you can click ***Create Exception(s)***.
 - h. StudentInformation requires you to put in an ***Arrival Time*** and ***Departure Time*** or mark the ***Periods of the Day***.

- i. Neither has a lightening bolt but one or the other is required.
- j. If you are editing the AM Half-Day sub-calendar you can mark the morning periods on the **Periods of the Day** checkboxes or fill in the time. Neither of these items are functional so it doesn't matter which boxes you check or what time you fill in, but it is required so you will need to do one or the other.
- k. The **Day Type** dropdown is currently defaulting to **Use Master Calendar Actual Day Type**.
- l. Since we are editing the ½ day calendar change the **Day Type** to **School Half-Day**.
- m. Click **Recurring Pattern**.
- n. The screen will refresh.
- o. In the **Begin** field type in the first day of school and the last day of school since everyday during the school year will be a **School Half-Day**.
- p. Check the appropriate **Days of the Week**. In the example following this step by step M, T, W, R, F are checked.
- q. Put a checkmark in **Replace Existing Exceptions**.
- r. Click Save.

General

The **Day Type** is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the **Day Type** specified here is still used.

Arrival Time:

Departure Time:

Periods of the Day: 1 2 3 4 5 6 7 8

Day Type:

Single Day Recurring Pattern

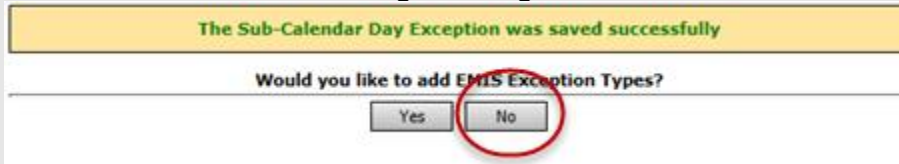
Date:

EMIS

The EMIS Exception is used to override the Master Calendar EMIS Exception. The Sub-Calendar EMIS Exception will be used even if the Master Calendar EMIS Exception is updated.

Exception Type	Hours
There are no records to display	

8. You will receive the following message – click NO



9. Now you will notice that the days that were changed to School Half-Day are unlocked.
10. Since the days have pencils instead of locks I can tell this sub-calendar was disassociated from the master calendar.
11. If you would change a school day to a Snow Day on the master calendar the day wouldn't automatically update to a Snow Day on the sub-calendar since the sub-calendar had been disassociated.

Snow Days - How to enter Snow Days that occur on a reporting term start date and update the course section assignment start dates to reflect the new starting date of 2nd semester

Qtr 2 was originally slated to end Friday, January 10th. Qtr 3 starts on Monday, January 13th. Inclement weather forces the district to cancel school on Friday, January 10th, pushing back the start of Qtr 3 until Tuesday, January 14th instead.



If the steps below aren't followed in the exact order outlined below, the course section assignment start dates will not be updated.



If you change days to snow days using the Master Calendar page in StudentInformation, then the course section assignment start dates won't get updated.

1. At the building level in the school year you'd like to enter a snow day navigate to: **StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Calendar Dates Wizard**.
2. Skip to tab 3 named **Schedule Term Dates**.
3. Change Quarter 2's Stop Date to the day before you want 2nd semester to start. (01/13/14 in the example above)

Calendar Dates Wizard

From this screen, you can modify master calendar dates using a step-by-step wizard approach.

Calendar Boundaries | Configure and Confirm Boundary Changes | **Schedule Term Dates** | Non-Attending Days | Master Calendar Review

The Schedule Terms Dates tab allows users to edit the stop dates of each schedule term configured for the master calendar. Schedule Terms are units of the calendar where course terms may be scheduled. Schedule Terms also make up the units of reporting terms. On this screen, Schedule Terms are listed from first to last in order of their stop dates. Some Schedule Terms have stop dates that are shared with course terms and/or reporting terms. Schedule Terms will not have course terms listed when they do not share a stop date. Schedule Terms will not have reporting terms listed when they do not share a stop date.

#	Reporting Terms	Course Terms	Stop Date
1.	Quarter 1		10/17/2013
2.	Quarter 2	1st Semester Course	1/13/2014
3.	Quarter 3		3/21/2014
4.	Quarter 4	2nd Semester Course, All Year Course	5/22/2014

Changes to Stop Dates are Planned

< Back | Next > | Cancel

4. Click **Next >** to move to the **Non-Attending Days** tab.

5. In the **Date:** field enter the date of the snow day.

(01/10/14 in the example above)

- In the **Day Type:** dropdown select **Snow Day**
- Click **Next >**
- Leave the **Change in Non attending dates are Planned** checked.

Date: 1/10/2014 Thru: Day Type: Snow Day Note: School cancelled Change in Non attending dates are Planned **Save**

- Now click **Save** at the bottom of the page.
- On the **Master Calendar Review** tab click **Finish**
- Now, go to a student's Course Section Assignments page and verify that the 2nd semester course section assignment start dates got updated.

Course Section Assignments
From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule: Default Schedule Schedule Result: Default schedule Status: Assigned Dropped
 Course: Course Term: Removed
 Date: Teacher: **Search**

Add Course Assignment **Drop All Assignments** **Schedule Study Halls** **Save Changes** **Cancel Changes**

	Course	Course Name	Section	Meeting ^	Teacher	Term	Type	Status	Start Date	End Date
X	SH1	Study Hall	2	M,T,W,F: 01 (COMM)		All Year Course	Manual	Assigned	Aug 20, 2013	
X	996	RELEASE TIME - 11/12	5	R: 01 (RT)		All Year Course	Manual	Assigned	Aug 20, 2013	
X	612	PHOTOGRAPHY	1	02 (136)		1st Semester Course	Manual	Assigned	Aug 20, 2013	
X	613	CERAMICS	1	02 (136)		2nd Semester Course	Manual	Assigned	Jan 14, 2014	
X	395	LIFE SKILLS	1	03 (134)		1st Semester Course	Manual	Assigned	Aug 20, 2013	
X	385	NUT & WELLNESS	1	03 (134)		2nd Semester Course	Manual	Assigned	Jan 14, 2014	
X	350	SPORT & ENT. MGMT	1	04 (208)		1st Semester Course	Manual	Assigned	Aug 20, 2013	
X	360	COMPUTER ANIMATION	1	04 (136)		2nd Semester Course	Manual	Assigned	Jan 14, 2014	
X	SH5	Study Hall	1	05 (LIB)		All Year Course	Manual	Assigned	Aug 29, 2013	
X	705	ALGEBRA II A (INT MATH IV)	1	06 (218)		All Year Course	Batch	Assigned	Aug 20, 2013	
X	845	CONTEMPORARY WORLD ISSUES	1	07 (240)		1st Semester Course	Manual	Assigned	Aug 20, 2013	
X	855	MODERN AMERICAN HISTORY	1	07 (238)		2nd Semester Course	Manual	Assigned	Jan 14, 2014	
X	550	ENGLISH 400	4	08 (234)		All Year Course	Batch	Assigned	Aug 20, 2013	

Snow Days - How to enter Snow Days or other non-attending days after the master calendar has been created that don't change course term start and stop dates

1. If the day you want to change to a snow day or non attending days is the last day of the reporting term please stop and go to the following step by step section titled ***How to change the last day of the reporting term.***
2. Please note: If you already had pre-entered absences (examples include field trips, vacations, and students on medical leave) for a school day that got changed to a snow day you will need to delete the absences by navigating to: **StudentInformation** » **SIS** » **Attendance** » **Daily Absence List.**
 - a. Type in the date that is now a snow day in the ***From Date*** and ***To Date*** field and click **Go**.
 - b. Place a check mark next to each student's absence you wish to delete or use the checkbox at the top to place a checkmark in every student.
 - c. Click ***Delete Selected.***
 - d. You will receive a confirmation message asking if you would like to continue, click **Ok**.
3. At the building level in the school year you'd like to enter a snow day navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Master Calendar.**
 - a. Click the pencil next to the date you want to change to a snow day.
 - b. The ***Planned School Day Type***, ***Planned Rotation Day***, ***Planned Student Attendance Day Count***, and ***Planned Staff Attendance Day Count*** are defaulted to the current values of the master calendar and don't need change.
 - c. Please note the ***Planned Staff Attendance Day*** dropdown currently has no functionality in StudentInformation.
 - d. The first field you will want to change is ***Actual School Day Type***.
 - e. In the dropdown choose ***Snow Day*** or ***Non Attending Day***. Either one will work, they both mean the same.
 - f. Please note only total number of days students are actually physically in the building get reported to EMIS when the ATTUPEMIS program is run. Actual days and day types aren't reported to EMIS.
 - g. You'll notice once you selected ***Snow Day*** or ***Non Attending Day*** the ***Actual Rotation Day*** dropdown didn't change – which is correct. The ***Actual Staff Attendance Day Count*** dropdown may change depending on what the original value was but it doesn't matter since the ***Actual Staff Attendance Day Count*** field isn't functional in StudentInformation at this time.
 - h. However, the ***Actual Student Attendance Day Count*** field did change from 1 to 0 – which is correct.
 - i. Leave the ***Is Fixed*** box unchecked. It is not functional at this time.

- j. Click **Save**.
 - k. In the example following this step by step I have changed December 7th from a school day to a snow day.
4. Next, check the **Planned Days** and **Actual Days** to make sure the **Actual Day** decreased since December 7th was planned to be a **School Day** but because of the weather it ended up being a **Snow Day**.
- a. In other words, if you school has snow days the Planned and Actual count will not match – which is correct.

StudentInformation > Management > School Administration > Scheduling Administration > Master Calendar

Master Calendar

From this screen, you can display and change data pertaining to a master calendar and calendar days.

General

Date: Dec 15, 2014

Planned School Day Type: School Day

Planned Rotation Day: Monday

Planned Student Attendance Day Count: 1.00

Planned Staff Attendance Day Count: 1.00

Actual School Day Type: Snow Day

Actual Rotation Day: Monday

Actual Student Attendance Day Count: 0.00

Actual Staff Attendance Day Count: 0.00


Is Fixed:

EMIS

Add New

Exception Type	Hours
There are no records to display	

Makeup Days - How to change a non-attending to a school day

1. At the building level in the school year you'd like change the reporting term or schedule term navigate to: **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Master Calendar**.
2. Locate the day that will be a makeup day instead of a non-attending day.
 - a. Click on the  icon.
 - b. In the **Actual School Day Type:** dropdown to .
 - c. In the **Actual Rotation Day:** dropdown select the day of the week.
 - d. The Actual Student Attendance Day Count and Actual Staff Attendance Day Count automatically update to 1.0.
 - e. Ignore the **Is Fixed:** checkbox because it is not functional at this time.
 - f. In the **Tumble Rotation Day Duration:** section only select None.
 - g. In the **Add Additional Day To:** section leave both selections unchecked.
 - h. Click .
3. Next, verify the **Actual Days:** count is correct.

Reporting Terms - How to change the last day of a reporting term or schedule term



In order to update the first day of school or a reporting term start date to a date that has already past you will need to be granted extra security permissions named **Update past on calendar dates wizard**. Please contact your security administrator to verify you have needed security permissions.

1. At the building level in the current school year you'd like change the reporting term or schedule term navigate to:
StudentInformation » Management » School Administration » School Building Administration » Calendar Dates Wizard.
2. You will be on the **Calendar Boundaries** tab. Do not make any changes on this tab and click **Next**.
3. Now you will be on the 3rd tab named **Schedule Term Dates**.
 - a. Change the Stop Date of the corresponding Reporting Term/Schedule Term.
 - b. In the example screenshots following this step by step I have chosen to change the Stop Date of Quarter 2 which will affect the Start Date of Quarter 3 or 2nd Semester only classes.
 - c. As you can see from the first screenshot 2nd semester only classes start on 1/18/10.
 - d. Back on the **Calendar Dates Wizard** page on tab 3 **Schedule Term Dates** I am changing Quarter 2 to end Friday, January 21st instead of Monday, January 17th.
 - e. This will change the Quarter 3 start date to January 24th.
 - f. Leave the checkbox in **Changes to Stop Dates are Planned**. At this time the checkbox is not functional.
 - g. Click **Next**.
4. Now you are on the 4th tab named **Non-Attending Days**, click **Next** to move to the last tab.
5. Your changes are now reflected on the final tab named **Master Calendar Review**.
 - a. In the 4th screen shot you'll notice the start date of the 2nd semester only class was automatically updated with the new start date of January 24th.
6. Next check to make sure the reporting term start and stop dates updated by navigating to: **StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Reporting Terms Maintenance.**
7. Finally make sure the schedule term dates updated also by navigating to: **StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Schedule Terms.**
8. If you encounter any issues updating the reporting term/schedule term start or stop dates please contact your ITC or State Support.

WARNING: You are working with the Current School Year, and not a Future School Year as expected

Reporting Terms Maintenance

From this screen, you can display and change data pertaining to reporting terms.

		Code	Exp Code	Name	Start Date	End Date	Planned Days	Actual Days	Sort Order	Marks Start Date	Marks Cutoff Date	Active
		Qtr1		Quarter 1	Aug 23, 2010	Oct 22, 2010	44.00	44.00	1			🔔
✖	🔧	1Int		1st Quarter Interim			0	0	2			🔔
		Qtr2		Quarter 2	Oct 26, 2010	Jan 13, 2011	45.00	45.00	3			🔔
✖	🔧	2Int		2nd Quarter Interim			0	0	4			🔔
✖	🔧	1Ex		1st Semester Exam			0	0	5			🔔
		1Avg		1st Semester Average			0	0	6			🔔
		Qtr3		Quarter 3	Jan 18, 2011	Mar 24, 2011	47.00	47.00	7			🔔
✖	🔧	3Int		3rd Quarter Interim			0	0	8			🔔
		Qtr4		Quarter 4	Mar 28, 2011	May 27, 2011	42.00	42.00	9			🔔
✖	🔧	4Int		4th Quarter Interim			0	0	10			🔔
✖	🔧	2Ex		2nd Semester Exam			0	0	11			🔔
✖	🔧	2Avg		2nd Semester Average			0	0	12			🔔
✖	🔧	Fin		Final Grade			0	0	13			🔔

Show Active Only

Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule:
 Schedule Result:
 Status: Assigned Dropped Removed

Course:
 Course Term:
 Date:
 Teacher:

	Course	Course Name	Section	Meeting	Teacher	Term	Type	Status	Start Date	End Date
✖	922	PRIN OF ENGINEERING - PLTW	1	1 (322)	ANN ELLER	All Year	Manual	Assigned	Aug 23, 2010	
✖	074	SPORTS/GAMES	21	2 (GYM)	STAN MY	1st Semester	Batch	Assigned	Aug 23, 2010	
✖	SH 2	STUDY SECOND	3	2 (CAF)	VIRGINIA LE	2nd Semester	Batch	Assigned	Jan 18, 2011	
✖	IN12	INTERVENTION	1	IN (210)	TINA SHEP	All Year	Manual	Assigned	Aug 23, 2010	
✖	206	AMERICAN HISTORY	3	3 (208)	KIM BIRN	All Year	Manual	Assigned	Aug 23, 2010	
✖	182	BIOLOGY	4	4 (225)	JOSH LES	All Year	Manual	Assigned	Aug 23, 2010	
✖	144	GEOMETRY	5	5 (209)	ANN HUG	All Year	Manual	Assigned	Aug 23, 2010	
✖	LUNCH	LUNCH	6	6 (CAF)	CAFETERIA CAFETERIA	All Year	Manual	Assigned	Aug 23, 2010	
✖	033	ACCOUNTING I	7	7 (123)	KENN SCHRI	All Year	Batch	Assigned	Aug 23, 2010	
✖	069	SPANISH II	8	8 (106)	PAULA MO	All Year	Batch	Assigned	Aug 23, 2010	
✖	121	ENGLISH II	9	9 (210)	TINA SHEP	All Year	Batch	Assigned	Aug 23, 2010	

Calendar Dates Wizard

From this screen, you can modify master calendar dates using a step-by-step wizard approach.

The Schedule Terms Dates tab allows users to edit the stop dates of each schedule term configured for the master calendar. Schedule Terms are units of the calendar where course terms may be scheduled. Schedule Terms also make up the units of reporting terms. On this screen, Schedule Terms are listed from first to last in order of their stop dates. Some Schedule Terms have stop dates that are shared with course terms and/or reporting terms. Schedule Terms will not have course terms listed when they do not share a stop date. Schedule Terms will not have reporting terms listed when they do not share a stop date.

#	Reporting Terms	Course Terms	Stop Date
1.	Quarter 1		10/22/2010
2.	Quarter 2	1st Semester	1/21/2011
3.	Quarter 3		3/24/2011
4.	Quarter 4	2nd Semester, All Year	5/27/2011

Changes to Stop Dates are Planned

	Course	Course Name	Section	Meeting ^	Teacher	Term	Type	Status	Start Date	End Date
X	922	PRIN OF ENGINEERING - PLTW	1	1 (322)	ANN ELLER	All Year	Manual	Assigned	Aug 23, 2010	
X	074	SPORTS/GAMES	21	2 (GYM)	STAN MY	1st Semester	Batch	Assigned	Aug 23, 2010	
X	SH 2	STUDY SECOND	3	2 (CAF)	VIRGINIA LE	2nd Semester	Batch	Assigned	Jan 24, 2011	
X	IN12	INTERVENTION	1	IN (210)	TINA SHEP	All Year	Manual	Assigned	Aug 23, 2010	
X	206	AMERICAN HISTORY	3	3 (208)	KIM BIRN	All Year	Manual	Assigned	Aug 23, 2010	
X	182	BIOLOGY	4	4 (225)	JOSH LES	All Year	Manual	Assigned	Aug 23, 2010	
X	144	GEOMETRY	5	5 (209)	ANN HUG	All Year	Manual	Assigned	Aug 23, 2010	
X	LUNCH	LUNCH	6	6 (CAF)	CAFETERIA CAFETERIA	All Year	Manual	Assigned	Aug 23, 2010	
X	033	ACCOUNTING I	7	7 (123)	KEN SCHRI	All Year	Batch	Assigned	Aug 23, 2010	
X	069	SPANISH II	8	8 (106)	PAULA MO	All Year	Batch	Assigned	Aug 23, 2010	
X	121	ENGLISH II	9	9 (210)	TINA SHEP	All Year	Batch	Assigned	Aug 23, 2010	

Earlier First Day of School - How to change the first day of school to start earlier than originally planned



In order to update the first day of school or a reporting term start date to a date that has already past you will need to be granted extra security permissions named **Update past on calendar dates wizard** . Please contact your security administrator to verify you have needed security permissions.

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Calendar Dates Wizard**.
2. In the example following this step by step, the school was supposed to start on 8/26/14.
3. The school board votes to change the first day to 8/25/14.
4. On the first tab named **Calendar Boundaries** enter in the new **Start Date** of 8/25/14.
 - a. Click **Next**.
5. On the 2nd tab named **Configure and Confirm Boundary** fill in the dropdowns for each day added.
 - a. Since school was originally supposed to start on Tuesday, 8/26/14 and the start is changing to Monday, 8/25/14, **Rotation Day Type**, **School Day Type**, **Student Att. Day Count**, **Staff Att. Day Count** are required for each day added.
 - b. Match the **Rotation Day Type** dropdown with the same value in the **Day** column.
 - c. In the **School Day Type** dropdown chose **School Day**.
 - d. When the **School Day Type** dropdown to **School Day**, the **Student Att. Day Count** field is automatically populated with 1.00 – which is correct.
 - e. Click **Next**.
6. The 3rd tab named **Schedule Term Dates** lists each schedule term and reporting term. If any a stop date of any reporting term or schedule term has changed due to starting the school year early make those adjustments here.
 - a. Leave the check in the box next to **Changes to Stop Dates are Planned**.
 - b. Click **Save**.
7. On the **Non-Attending Days** tab add any non-attending day that wasn't added previously if necessary.
 - a. Click **Next**.
8. Once on the **Master Calendar Review** page verify the changes. The new start date of school reflected on this page.
9. Now, navigate to the following page to make sure the correct start is listed in the **Start Date** field: **StudentInformation** » **Management** » **School**

Administration » Scheduling Administration » Master Calendar.
 10. If any of the reporting term or schedule term stop dates were changed navigate to the following pages to ensure the changes took:
StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Reporting Terms Maintenance and **StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Schedule Terms.**

StudentInformation > Management > School Administration > School Building Administration > Calendar Dates Wizard

Calendar Dates Wizard

From this screen, you can modify master calendar dates using a step-by-step wizard approach.

Calendar Boundaries | **Configure and Confirm Boundary Changes** | Schedule Term Dates | Non-Attending Days | Master Calendar Review

To change the boundaries of your calendar, change the date(s) and click the next button.

Start Date: Change in start date is planned

End Date: Change in end date is planned

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StudentInformation > Management > School Administration > School Building Administration > Calendar Dates Wizard

Calendar Dates Wizard

From this screen, you can modify master calendar dates using a step-by-step wizard approach.

Calendar Boundaries | **Configure and Confirm Boundary Changes** | **Schedule Term Dates** | Non-Attending Days | Master Calendar Review

The Schedule Terms Dates tab allows users to edit the stop dates of each schedule term configured for the master calendar. Schedule Terms are units of the calendar where course terms may be scheduled. Schedule Term also make up the units of reporting terms. On this screen, Schedule Terms are listed from first to last in order of their stop dates. Some Schedule Terms have stop dates that are shared with course terms and/or reporting terms. Schedule Terms will not have course terms listed when they do not share a stop date. Schedule Terms will not have reporting terms listed when they do not share a stop date.

#	Reporting Terms	Course Terms	Stop Date
1.	Quarter 1		<input type="text" value="10/24/2014"/> <input type="button" value="Calendar"/> <input type="button" value="Edit"/>
2.	Quarter 2	1st Semester	<input type="text" value="1/16/2015"/> <input type="button" value="Calendar"/> <input type="button" value="Edit"/>
3.	Quarter 3		<input type="text" value="3/20/2015"/> <input type="button" value="Calendar"/> <input type="button" value="Edit"/>
4.	Quarter 4	All Year, 2nd Semester	<input type="text" value="5/28/2015"/> <input type="button" value="Calendar"/> <input type="button" value="Edit"/>

Changes to Stop Dates are Planned

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Calendar Boundaries | Configure and Confirm Boundary Changes | Schedule Term Dates | **Non-Attending Days** | Master Calendar Review

This tab shows only the non-attending days in your calendar.
 Use the date controls to configure a single date or a range of dates.
 Click save to commit your changes.
 Note: To remove a date from the non attending list, choose the date and any attending day type and the date will be removed from the list

Please indicate the days of the week that students attend school. Only these days will be returned in the non-attending list.
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Date: Thru: Day Type: Note: Change in Non attending dates are Planned

EMIS Exception Type: Hours:

Date	Non-Attending Type	Note	EMIS Exceptions - Hours
Sep 01, 2014	Holiday		Planned Full Day - 0.00
Oct 23, 2014	Other Calamity Day		Calamity Day - 6.50
Nov 26, 2014	Parent - Teacher Day		Planned Full Day - 0.00
Nov 27, 2014	Holiday		Planned Full Day - 0.00
Nov 28, 2014	Holiday		Planned Full Day - 0.00
Dec 22, 2014	Holiday		Planned Full Day - 0.00
Dec 23, 2014	Holiday		Planned Full Day - 0.00
Dec 24, 2014	Holiday		Planned Full Day - 0.00
Dec 25, 2014	Holiday		Planned Full Day - 0.00
Dec 26, 2014	Holiday		Planned Full Day - 0.00
Dec 29, 2014	Holiday		Planned Full Day - 0.00
Dec 30, 2014	Holiday		Planned Full Day - 0.00
Dec 31, 2014	Holiday		Planned Full Day - 0.00
Jan 01, 2015	Holiday		Planned Full Day - 0.00
Jan 02, 2015	Holiday		Planned Full Day - 0.00
Jan 19, 2015	Holiday		Planned Full Day - 0.00
Feb 13, 2015	Holiday		Planned Full Day - 0.00
Feb 16, 2015	Teacher In-Service Day		Planned Full Day - 0.00
Apr 02, 2015	Holiday		Planned Full Day - 0.00
Apr 03, 2015	Holiday		Planned Full Day - 0.00
Apr 06, 2015	Parent - Teacher Day		Planned Full Day - 0.00
May 25, 2015	Holiday		Planned Full Day - 0.00

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Calendar Boundaries | Configure and Confirm Boundary Changes | Schedule Term Dates | **Non-Attending Days** | Master Calendar Review

Date	Planned Event	Actual Event	Planned Rotation Day	Actual Rotation Day
Aug 26, 2014	First Day	First Day	Tuesday	Tuesday
Aug 26, 2014	Quarter 1 - First Day	Quarter 1 - First Day	Tuesday	Tuesday
Sep 01, 2014	Holiday	Holiday		
Oct 23, 2014	School Day	Other Calamity Day	Thursday	Thursday
Oct 24, 2014	Quarter 1 - Last Day	Quarter 1 - Last Day	Friday	Friday
Oct 27, 2014	Quarter 2 - First Day	Quarter 2 - First Day	Monday	Monday
Nov 26, 2014	Parent - Teacher Day	Parent - Teacher Day		
Nov 27, 2014	Holiday	Holiday		
Nov 28, 2014	Holiday	Holiday		
Dec 22, 2014	Holiday	Holiday		
Dec 23, 2014	Holiday	Holiday		
Dec 24, 2014	Holiday	Holiday		
Dec 25, 2014	Holiday	Holiday		
Dec 26, 2014	Holiday	Holiday		
Dec 27, 2014	Holiday	Holiday		
Dec 28, 2014	Holiday	Holiday		
Dec 29, 2014	Holiday	Holiday		
Dec 30, 2014	Holiday	Holiday		
Dec 31, 2014	Holiday	Holiday		
Jan 01, 2015	Holiday	Holiday		
Jan 02, 2015	Holiday	Holiday		
Jan 16, 2015	Quarter 2 - Last Day	Quarter 2 - Last Day	Friday	Friday
Jan 19, 2015	Holiday	Holiday		
Jan 20, 2015	Quarter 3 - First Day	Quarter 3 - First Day	Tuesday	Tuesday
Feb 13, 2015	Holiday	Holiday		
Feb 16, 2015	Teacher In-Service Day	Teacher In-Service Day		
Mar 20, 2015	Quarter 3 - Last Day	Quarter 3 - Last Day	Friday	Friday
Mar 23, 2015	Quarter 4 - First Day	Quarter 4 - First Day	Monday	Monday
Apr 02, 2015	Holiday	Holiday		
Apr 03, 2015	Holiday	Holiday		
Apr 06, 2015	Parent - Teacher Day	Parent - Teacher Day		
May 25, 2015	Holiday	Holiday		
May 28, 2015	Quarter 4 - Last Day	Quarter 4 - Last Day	Thursday	Thursday
May 28, 2015	Last Day	Last Day	Thursday	Thursday



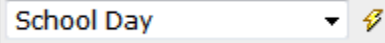
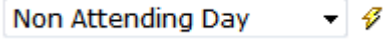
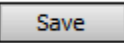

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Later First Day of School - How to change the first day of school to start later than originally planned

1. Navigate to: **Student Information** » **Management** » **School Administration** » **School Building Administration** » **Calendar Dates Wizard**.
2. On the first tab named **Calendar Boundaries**.
 - a. Enter the new 1st day of school.
 - b. Leave the check in **Change in start date is planned**.
 - c. Click **Next >**.
3. If any of the Schedule Term Stop dates need adjusted because of the change in the first day of school make the adjustments on the **Schedule Term Dates** tab.
 - a. Click **Next >**.
4. Add any new non-attending days on the **Non-Attending Days** tab.
 - a. Click **Next >**.
5. On the **Master Calendar Review** tab click **Finish**.
6. Next, go to **Reporting Terms Maintenance**, **Schedule Terms Maintenance**, and the **Master Calendar** pages to make sure the changes saved.

Later Last Day of School - How to change the last day of school to end later than originally planned using the Master Calendar page

1. In the current school year at the building level navigate to:
[Student Information](#) » **[Management](#)** » **[School Administration](#)**
» **[Scheduling Administration](#)** » **[Master Calendar](#)**
2. Click on the  next to the **Stop Date:** field.
3. Enter the new last day of school in the **New Stop Date:** field.
4. Click .
5. In the **Rotation Day Type** dropdown for each day select the appropriate day of the week. If the days falls on a Saturday or Sunday leave the field blank.
6. In the **School Day Type** dropdown for each day select . If the days falls on a Saturday or Sunday select .
7. Click .
8. You will receive the following message

9. Verify the **Stop Date:** has been updated.

Later Last Day of School - How to change the last day of school to end later than originally planned using the Calendar Dates Wizard page

1. In the current school year at the building level navigate to:
Student Information » **Management** » **School Administration**
» **School Building Administration** » **Calendar Dates Wizard**.
2. Enter the new last day of school in the **End Date:** field and leave the **Change in end date is planned** checked.
3. Click **Next >**.
4. In the **Rotation Day Type** dropdown for each day select the appropriate day of the week. If the days falls on a Saturday or Sunday leave the field blank.
5. In the **School Day Type** dropdown for each day select **School Day** ⚡. If the days falls on a Saturday or Sunday select **Non Attending Day** ⚡.
6. Click **Next >**.
7. You will receive the following message

The boundaries have been successfully saved.
8. Click **Next >** twice to advance to the final tab named **Master Calendar Review**.
9. Click **Finish**.

Navigate to the Master Calendar page and verify the last day of school was updated.

Only students on a particular sub-calendar attend – How to configure the calendar so day is non-attending for all students but the students assigned to a particular sub-calendar.



In order to mark a day as a “School Day” on a sub-calendar it must be a “School Day” on the Master Calendar.

1. At the building level navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Master Calendar**.
 - a. Verify the **Actual School Day Type:** dropdown says .
2. Next, create an exception on each sub-calendar, assigned to students who won't be in attendance that day.
3. Edit the sub –calendar and click .
 - a. StudentInformation requires you to put in an **Arrival Time** and **Departure Time** or mark the **Periods of the Day**.
 - b. Neither has a lightning bolt but one or the other is required.
 - c. If you are editing the AM Half-Day sub-calendar you can mark the morning periods on the **Periods of the Day** checkboxes or fill in the time. Neither of these items are functional so it doesn't matter which boxes you check or what time you fill in, but it is required so you will need to do one or the other.
4. In the **Day Type:** dropdown select and select **Single Day**.
5. Enter the day in the **Date:** field.

6. Click **Save**.

General

The **Day Type** is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the **Day Type** specified here is still used.

Arrival Time:

Departure Time:

Periods of the Day: 1 2 3 4 5 6 7 8

Day Type:

Single Day Recurring Pattern

Date:

EMIS

The EMIS Exception is used to override the Master Calendar EMIS Exception. The Sub-Calendar EMIS Exception will be used even if the Master Calendar EMIS Exception is updated.

Exception Type	Hours
There are no records to display	

7. You will receive the following message – click NO

The Sub-Calendar Day Exception was saved successfully

Would you like to add EMIS Exception Types?

8. Now you will notice that the days that were changed to School Half-Day are unlocked.
9. Since the days have pencils instead of locks I can tell this sub-calendar was disassociated from the master calendar.
10. If you would change a school day to a Snow Day on the master calendar the day wouldn't automatically update to a Snow Day on the sub-calendar since the sub-calendar had been disassociated.
11. The day will now display with a pencil icon instead of a lock.

		May 05, 2011	Thursday	01	Non Attending Day
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