

## SETTING UP YOUR SCHOOL CALENDAR

From the Start Page under the section **Setup**, click **School** then click on **Calendar Setup**.

### IMPORTANT NOTE ABOUT THE FIRST DAY OF SCHOOL IN SEPTEMBER

For administrative and data tracking purposes the first day in the calendar **must be set as an In-Session day**, otherwise class counts and tallies will not be accurate prior to that calendar day. This will be the only time you may have a non-attendance day set up as an In-Session day.

Set to First Day in Cycle

Set Schedule

Check the In-Session box

Set membership value to '1'

Select 'Type' from Drop-down list

Optional: Add comment

Tue, Sep 5 | A Day | Regular |  | 1 |      | Organization Day |

### REGULAR SCHOOL DAYS WHEN STUDENTS ARE AT SCHOOL

Set to Appropriate Day in Cycle

Set Schedule

Check the In-Session box

Set membership value to '1'

This section can be left unfilled

Optional: Add comment

Thu, Sep 7 | B Day | Regular |  | 1 |      |  |

### ALL OTHER (1) SCHOOL DAYS AND (2) HOLIDAYS

(PD Days/Marking Days/Storm Days/Unforeseen closures – or any other school day when students are not at school)

Clear Cycle Day

Clear Schedule

Uncheck the In-Session box

Set membership value to '0'

Select 'Type' from Drop-down list

Optional: Add comment

Fri, Sep 29 |  |  |  | 0 |      | School Board In-Service Full Day |

Mon, Oct 9 |  |  |  | 0 |      | Holiday |

**SAMPLE CALENDAR CONFIGURATION**

**Calendar Setup - 2012-2013**

September 2012												
Date	Day	Schedule	Tracks						In Sess	Memb Value	Type	
			A	B	C	D	E	F				
Tue, Sep 4	A Day	Regular	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	Organizational day	
Wed, Sep 5	B Day	Regular	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Thu, Sep 6			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	School In-Service Full Day	
Fri, Sep 7	C Day	Regular	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Sat, Sep 8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
Sun, Sep 9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
Mon, Sep 10			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	School Facility Unfit for Occupancy	

See note regarding the 1st day of school settings

No students, no Day set, no Schedule set, no In sess set and, Memb value set to 0

Unexpected lost day - clear Day, clear Schedule uncheck in sess and enter 0 for Memb value

**NOTE:** For administrative and data tracking purposes the first day in the calendar must be set as an In-Session day, otherwise class counts and tallies will not be accurate prior to that calendar day. Set the day, bell schedule, check in session and add a membership value of 1. If using the first day in the calendar, this will be the only time you may have a non-attendance day set up as an In-Session day.

This should be standard for your board, please check with your Board's SIS team to ensure you have selected the correct day as the first 'In-Session' day.