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Nova Scotia Student Information System

Nova Scotia Public Education System

# Setting Up your School Calendar

User Guide

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## 1. THE CALENDAR SETUP

The Calendar setup is an essential part of a school setup and affects many other parts of the PowerSchool application, including, but not limited to:

- Attendance
- Membership
- Live-side scheduling
- Class/Section Enrolment Dates
- Class Availability in the Teacher Gradebooks
- Bell Schedule View Student Screen

## 2. PRIOR TO SETTING UP THE CALENDAR

Before you start to configure the calendar you must:

- Set up Years and Terms.
- Set up Period and Days.
- Set up attendance conversions.
- Set up Bell Schedule(s).
- Have the provincial, board and school calendars on hand. (These three calendars will ensure you have all mandatory start and end dates, holidays, in-service days, exam schedules, etc.).

## 3. Overview of the Calendar Setup Page

From the start page under the section **Setup**, click **School** then click on **Calendar Setup**.

### 3.1. CALENDAR SETUP ITEMS:

- 1) Day
- 2) Schedule
- 3) Tracks (NS schools do not use tracks, you may ignore these fields)
- 4) In Sess
- 5) Memb Value
- 6) Type (required only for non in session days)
- 7) Notes (optional)

### 3.1.1. DAY

This setup item refers to the **Cycle Day** assigned to the calendar day. A cycle is the group of repeating days that comprise the schedule. Keep in mind that a cycle day is not the same as a calendar day of the week.

You can review your **cycle days** from the Start page>School>Under the Scheduling section, click on Years and Terms, click on the year name, (not Edit terms). Figure 1 shows a school with an 8 day cycle labeled A-H.

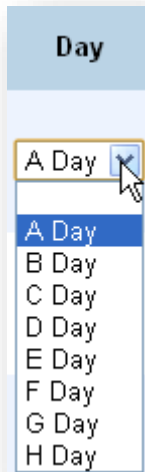


Figure 1

### 3.1.2. SCHEDULE

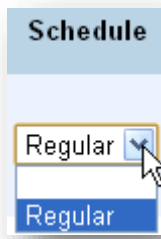


Figure 2

This setup item refers to the **Bell Schedule** assigned to the calendar day. Only one bell schedule can be assigned to a cycle day. The Bell schedule determines the start and end times for the day, as well as each period. Bell schedules must be assigned to an attendance conversion in order to calculate attendance for the day. To review your bell schedule(s); from the start page>School, under the section for Calendaring, click on **Bell Schedule**. To review your attendance conversion; from the start page>school> under the section for Attendance, click on Attendance Conversion.

Figure 2 shows one Bell Schedule labeled **Regular**, a school may have more than one Bell Schedule but only one Schedule can be assigned per Day.

### 3.1.3. TRACKS

Nova Scotia schools do not use tracks; all tracks are selected by default and may be left selected.

### 3.1.4. IN SESS (IN SESSION)

**In Sess**

This setup item refers to the **in session status** of the calendar day. The calendar day is considered in session, if attendance is to be counted for the day. If the students are sitting at their desk, the day is **in session** and the box is checked. If no attendance is taken for the day, as in the case of an in- service day, the box is left unchecked. *If you have a day checked as **In Session**, you must have a **Day** and a **Bell Schedule** selected, If not, this will affect some reports as well as the ADA and ADM calculations and the ability to report on attendance using the data access tags.*

### 3.1.5. MEMB VALUE (MEMBERSHIP VALUE)

**Memb Value**

This setup item refers to the **membership value** assigned to the calendar day. If the students are in school that day they receive a membership value of 1. If the students are not in school, e.g. the day is a holiday, then the **Memb Value** is set to 0, and the **In Sess** box is unchecked. *If you have a day marked **In Sess** and the **Memb Value** set to 0, you will not be able to take attendance for the student. If a day is marked **In Session** you must have the **Membership value of 1.***

**Type**

- Delayed Opening Beginning of Year
- Early Closing End of year
- Exams Full Day
- Holiday
- In Session
- In-Service / Parent Teacher
- Marking
- Organization Day
- Parent Teacher / In-Service
- Parent-Teacher Full Day
- Provincial In-Service Full Day
- Pupil Evaluation & Classification & Administration
- School Board In-Service Full Day
- School Facility Unfit for Occupancy
- School In-Service Full Day
- Storm Day - Full Day

### 3.1.6. TYPE

This setup item is used to **Assign a Type** to the calendar day. The types are set at the Provincial level. Use the drop down list to assign a type. You do not need to assign the **Type** ``In Session`` for all in session days, but identify all other days, (of course ignoring Saturdays and Sundays).

### 3.1.7. NOTES

**Note**

This setup item allows you to add a note to the calendar day. The note field does not affect any PowerSchool functions. Notes entered here will appear on mobile devices for parents/students using the mobile app.

## 4. SUMMARY OF HOW TO SET UP YOUR SCHOOL CALENDAR

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

### 4.1 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.

Callouts for Tue, Sep 5:

- 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

### 4.2 REGULAR SCHOOL DAYS WHEN STUDENTS ARE AT SCHOOL

Callouts for Thu, Sep 7:

- 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

### 4.3 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)

Callouts for Fri, Sep 29 and Mon, Oct 9:

- Clear Cycle Day
- Clear Schedule
- Uncheck the In-Session box
- Set membership value to '0'
- Select 'Type' from Drop-down list
- Optional: Add comment

## 5. 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	
											No Water	

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.

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## 6. WHEN TO SET UP THE CALENDAR?

When an administrator creates the New Year term for a new school year, PowerSchool automatically creates the Calendar\_Day records for the upcoming school year's calendar. However, these calendar days are not yet configured for your school. You need to configure the calendar to reflect your cycle days and bell schedule(s) and the holidays and in-service days for the province, board and your School.

The questions and answers below will clarify when a school administrator may begin assigning cycle days and bell the schedule(s) to the school calendar.

### Q: Is your school using PowerScheduler?

A: If your school is using PowerScheduler to create the schedule for the upcoming school year, **do not** setup the school calendar until after committing the schedule to the live side and End of Year Process (EOY) has been run at the board level. Otherwise the all the cycle days and bell schedule(s) will be overwritten by blank values.

### Q: Is your school using the Copy Master Scheduler function?

A: If your school is using the Copy Master Scheduler function, on the live side to duplicate a schedule from a previous school year, **do not** setup the calendar until after you have finished copying the master schedule. Otherwise all the cycle days and bell schedule(s) will be overwritten by blank values.

### Q: Is your school building the schedule by hand without PowerScheduler or using the Copy Master Scheduler function?

A: You may setup your calendar at any time if you are not using PowerScheduler or the Copy Master Scheduler function.

### Q: Should your school setup the calendar before or after performing the End of Year process?

A: **Do not** setup the calendar until the End of Year Process is done.

### Q: Does the calendar need to be setup before manually entering students into their classes?

A: Yes. You must complete the calendar set up. Otherwise there may be scheduling issues with courses.



## 7. ADJUSTING THE CALENDAR ONCE SCHOOL YEAR BEGINS

There are circumstances when the calendar may have to be adjusted **during the school year**, for example, for a storm day, an unexpected school closure or a change of an in-service date. The recommended and most simple method is to 'lose the day':

- Clear attendance for students before you modify the calendar.
- Set the **Day** and **Schedule** to blank.
- Uncheck the **In Sess** box.
- Change the **Memb Value** from **1** to **0**.
- Refresh Premier Attendance Views Data (see section 7).

## 8. AFTER ANY CHANGE TO THE CALENDAR

In order to make certain the attendance is reset, run the special function to refresh the premier attendance views data.

- Change your term to the full year.
- From the start page, under the Section **Functions**, click on **Special Functions**.
- Select **Attendance Functions**.
- Select **Refresh Premier Attendance Views Data**.
  - Select all students.
  - The Begin date and the End date default to the full year, leave this as is.
  - Run the report in the Background now.
  - Submit.
- From the Report Queue click on Refresh until the report is ready to view, you do not need to view the report.

### Refresh Attendance Views Data Report

Report Name	Refresh Attendance Views Data		
Version	1.0		
Description			
Comments			
Students to Include	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students		
Begin Date and Ending Date	<input type="text" value="09/01/2011"/> <small>(MM/DD/YYYY)</small>	<input type="text" value="06/29/2012"/> <small>(MM/DD/YYYY)</small>	
Processing Options	<input type="button" value="In Background Now"/>		
Specific Date/Time	<input type="text"/> <small>(MM/DD/YYYY)</small>		
Data to be filled	(Check checkbox on the right to save as default value) <input type="checkbox"/> <input type="button" value="Reset All"/>		
Report Output Locale	<input type="text" value="English"/>		