



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 PowerSchool Start Page under the section **School Management**, click on **Scheduling** and then click on Configure **Calendar**.

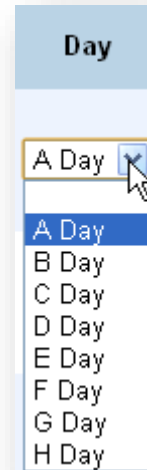
3.1.CALENDAR SETUP ITEMS:

- 1) Cycle Day
- 2) Bell Schedule
- 3) School In Session
- 4) Membership Value
- 5) Tracks In-Session (if your school does not use tracks, you may ignore these fields)
- 6) Type (required only for non in session days)
- 7) Notes (optional)

3.1.1. CYCLE 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). Example shows a school with an 8 day cycle labeled A-H.



3.1.2. BELL SCHEDULE

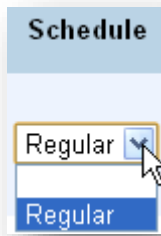


Figure 2

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.

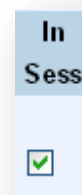
Figure 2 shows one Bell Schedule labeled **Regular**, a school may have more than one Bell Schedule but only one Schedule can be assigned per Day.

3.1.3. TRACKS IN-SESSION

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

3.1.4. SCHOOL IN SESSION

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 Cycle 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. MEMBERSHIP 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 **Membership Value** is set to 0, and the **In Session** box is unchecked. *If you have a day marked **In Session** and the **Membership 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.*

Memb Value
1

Type
<div> <input type="text"/> </div> <ul style="list-style-type: none"> 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).

Note
Teachers only- no students

3.1.7. NOTES

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 PowerSchool Start Page under the section **School Management**, click on **Scheduling** and then click on Configure **Calendar**.

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.

Set to First Day in Cycle

Set Bell 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

4.2 REGULAR SCHOOL DAYS WHEN STUDENTS ARE AT SCHOOL

Set to Appropriate Day in Cycle

Set Bell 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 ☒ ☒ ☒ ☒ ☒ ☒

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)

Clear Cycle Day

Clear Bell 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

5. SAMPLE CALENDAR CONFIGURATION

Configure Calendar - 2024-2025

September 2024

9/24 10/24 11/24 12/24 1/25 2/25 3/25 4/25 5/25 6/25

Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session	
					A B C D E F	
Tue, Sep 3	Monday 1	1 - Regular Day	<input checked="" type="checkbox"/>	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Organization Day
Wed, Sep 4			<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	School Board In-Service Full Day
Thu, Sep 5	Wednesday 1	1 - Regular Day	<input checked="" type="checkbox"/>	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	In Session
Fri, Sep 6	Thursday 1	1 - Regular Day	<input checked="" type="checkbox"/>	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	In Session
Sat, Sep 7			<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Sun, Sep 8			<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Mon, Sep 9	Monday 2	1 - Regular Day	<input checked="" type="checkbox"/>	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	In Session
Tue, Sep 10			<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	School Facility Unfit for Occupancy

See note below regarding 1st day of school settings

No students, no Day set, no Bell Schedule set, no In Session set, and Membership Value set to 0.

Unexpected lost day – clear Day, clear Bell Schedule, uncheck In Session, and enter 0 for Membership 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 region, please check with your region's SIS team to ensure you have selected the correct day as the first 'in session' day.

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 Cycle **Day** and Bell **Schedule** to blank.
- Uncheck the **In Session** box.
- Change the **Membership Value** from **1** to **0**.
- Refresh Premier Attendance Views Data (see section 8).

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 **Attendance** menu, 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 <input type="text"/> students only <input checked="" type="radio"/> All students
Begin Date and Ending Date	<input type="text" value="09/01/2011"/> <input type="text" value="06/29/2012"/> <small>(MM/DD/YYYY) (MM/DD/YYYY)</small>
Processing Options	<input type="text" value="In Background Now"/>
Specific Date/Time	<input type="text"/> <input type="text"/>
Data to be filled	<input type="checkbox"/> (Check checkbox on the right to save as default value) <input type="button" value="Reset All"/>
Report Output Locale	<input type="text" value="English"/>
<input type="button" value="Submit"/>	