# How To: Adding a Period

**Summary:**

Follow the steps below to add a period to your school year. Please be advised that this process is only for adding periods. Do not remove periods from this page.

**Process:**

1. From your start page click School under Setup
2. Scroll to the bottom of the page and click Years & Terms under Scheduling
3. Click the year name
4. In the Periods drop down select the desired number of periods
5. Click Submit

Once done make sure you update your Bell Schedule and Attendance Conversion to ensure that the new period is being counted for attendance and membership.