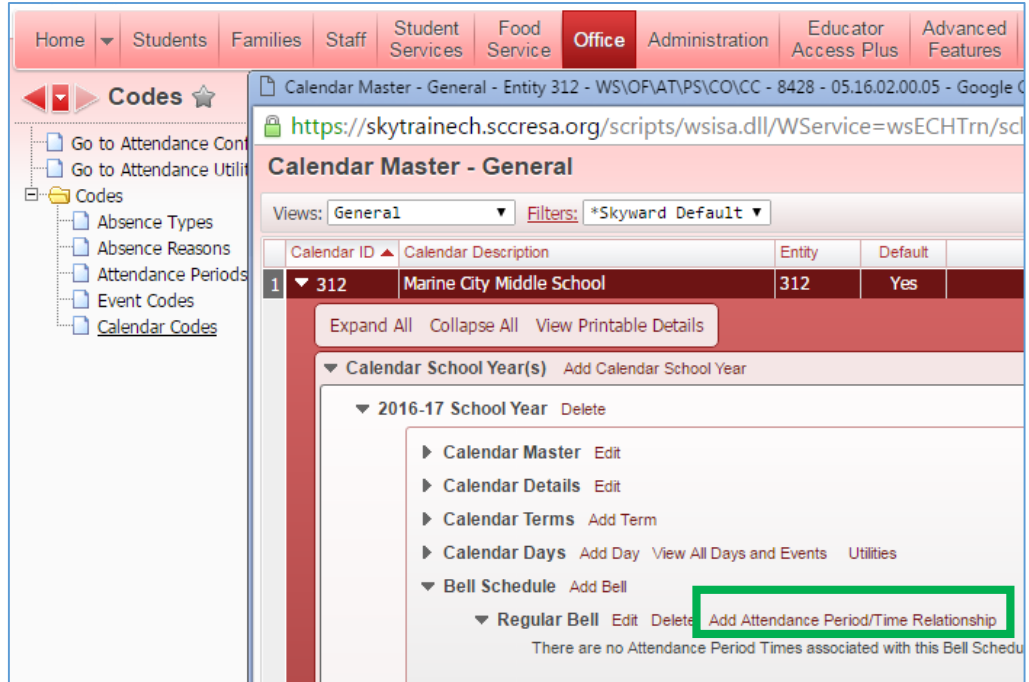# Annual Review of Bell Schedule/Scheduling Period Times

Bell Schedule Setup: Office/Attendance/Setup/Codes/Calendar Codes **(WS\OF\AT\PS\CO\CC)**
This is where you set the period times in order to <mark>automate emails to teachers who have not yet taken attendance.</mark>

Option 1: If a Bell Schedule *is not* listed you will click on Add Attendance Period/Time Relationship

Enter the Period Start and Stop, Class Start and Stop and Absence In and Out times. Click Save
You will need to do this for each period of the day.
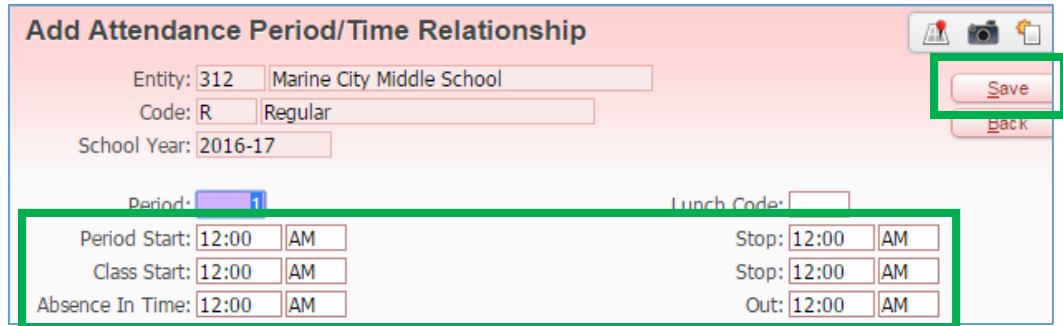
Option 2: If a Bell Schedule ***already exists*** (cloned from previous year) you will need to review and make any necessary changes by clicking Edit.

▼ Regular Bell   Edit   Delete   Add Attendance Period/Time Relationship

	Period	Lunch Code	Period Start	Period Stop	Class Start	Class Stop	Absent Start	Absent Stop
Edit Delete	1		7:30 am	8:23 am	7:30 am	8:23 am	7:30 am	8:23 am
Edit Delete	2		8:28 am	9:22 am	8:28 am	9:22 am	8:28 am	9:22 am
Edit Delete	3		9:27 am	10:20 am	9:27 am	10:20 am	9:27 am	10:20 am
Edit Delete	4		11:25 am	12:20 pm	11:25 am	12:20 pm	11:25 am	12:20 pm
Edit Delete	5		12:25 pm	1:20 pm	12:25 pm	1:20 pm	12:25 pm	1:20 pm
Edit Delete	6		1:25 pm	2:21 pm	1:25 pm	2:21 pm	1:25 pm	2:21 pm

Scheduling Period Times Setup: Office/Current Scheduling/Build Course Master/Setup/Codes/
Scheduling Period Times **(WS\OF\CS\BC\PS\CO\SP).**
This is where you set the period times in order to have <mark>class times appear on student schedules</mark>.

Click on Switch School Year and select the next school year.
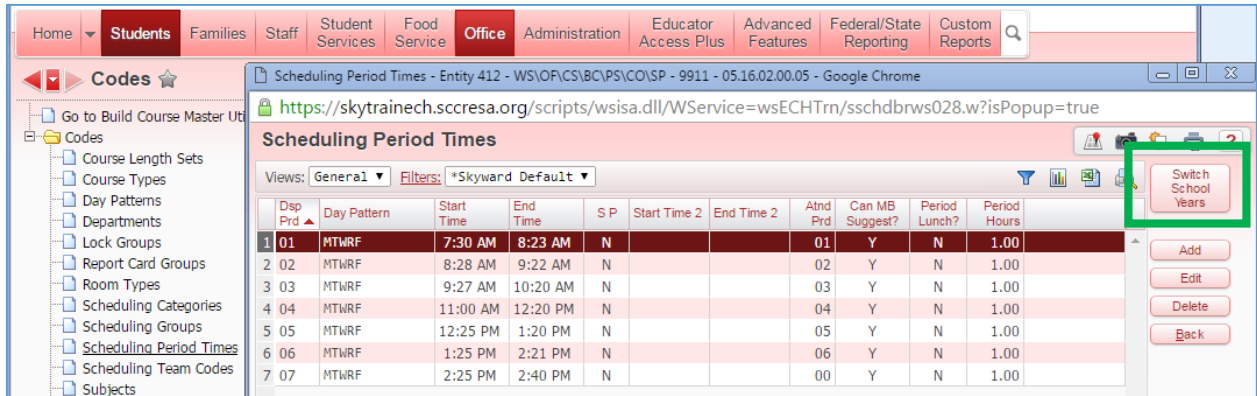
Click on Apply

Adjust any period times by clicking Edit. You can also Add and Delete period times if necessary.

Make necessary adjustments and Save.