

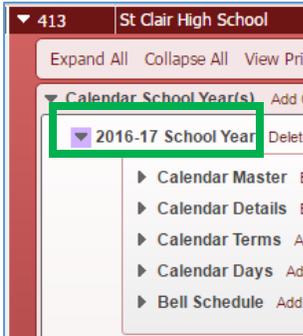
## Annual Review of Calendar Information

**Must** be completed prior to the beginning of school

### Step 1:

**Office/Attendance/Setup/Codes/Calendar Codes (WS/OF/AT/PS/CO/CC)**

Expand the Calendar ID you wish to review. Expand the School Year you wish to review.

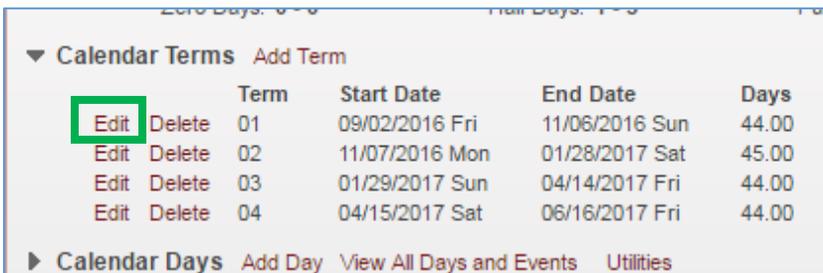


If you don't have any changes to the number of periods in a day you will only need to review the areas of Calendar Terms, Calendar Days and Bell Schedule

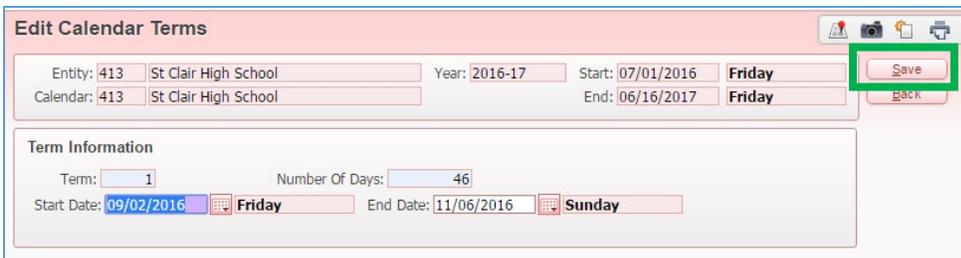
*Expand the Calendar Master – This information is typically carried over from the previous year. If changes are necessary click on Edit. The Start Date should always be 07/01/20XX and the End Date should always be 06/30/20XX. – This is typically done by RESA in February in preparation for future scheduling*

### Step 2:

Expand the Calendar Terms and **Edit** each term to the appropriate dates and **Save**. (You may need to start from the last marking period and work backward as to not get an error message of overlapping dates).



	Term	Start Date	End Date	Days
<b>Edit</b> Delete	01	09/02/2016 Fri	11/06/2016 Sun	44.00
Edit Delete	02	11/07/2016 Mon	01/28/2017 Sat	45.00
Edit Delete	03	01/29/2017 Sun	04/14/2017 Fri	44.00
Edit Delete	04	04/15/2017 Sat	06/16/2017 Fri	44.00



Entity: 413 St Clair High School Year: 2016-17 Start: 07/01/2016 Friday Save  
Calendar: 413 St Clair High School End: 06/16/2017 Friday Back

Term Information  
Term: 1 Number Of Days: 46  
Start Date: 09/02/2016 Friday End Date: 11/06/2016 Sunday

**NEW: For Mi-Data Hub all Non-instructional days and any day less than 1.0 needs an Event tied to the day. Select the non-instructional day or half day, on right side of screen click on, Add Event. On the event screen using the drop down menu select the appropriate Event. If needed you can create a new Event from this screen by clicking on the [Event](#) link.**

▼ Calendar Days   Add Day   View All Days and Events   Utilities

	Date	Days	Term	Prds/Day	Bell	Comment	SE Ct Ovr	Event(s)	
Edit Delete	06/14/2019	Fri		0.00	0	R		0	Add Event
Edit Delete	06/17/2019	Mon		0.00	0	R		0	Add Event
Edit Delete	06/18/2019	Tue		0.00	0	R		0	Add Event
Edit Delete	06/19/2019	Wed		0.00	0	R		0	Add Event

\* Calendar: BWMC   ▼ BWMC

Event:   ▼

Day Type:  Instructional    Non-Instructional

Event Code Maintenance - Entity 300 - WS\OFAT\PS\CO\CC - 8428

Secure | <https://skydemo.sccresa.org/scripts/wsisadll/W>

### Event Code Maintenance

Event Code Maintenance

Entity ID: 300   High School

Event Code: H

\* Short Description: Holiday

\* Long Description: Holiday

State Event Type: N - Non-Instructional

Asterisk (\*) denotes a required field

**You can also expand the date and Add Event from this area.**

▼ 06/25/2019	Tue	0.00	0	Regular
▼ 06/26/2019	Wed	0.00	0	Regular

Expand All   Collapse All   View Printable Details

▼ Event(s)   Add Event

There are no Event records for this day.

### Step 3:

Expand the Calendar Days and **Edit** the days which will be Non Attendance Days, Holidays, Half Day, etc. and **Save**.

▼ Calendar Days Add Day View All Days and Events Utilities										
		Date	Days	Term	Prds/Day	Bell	Comment	SE Ct Ovr	Event(s)	
<b>Edit</b>	Delete	07/01/2016	Fri	1.00	6	R			0	Add Event
Edit	Delete	07/04/2016	Mon	1.00	6	R			0	Add Event
Edit	Delete	07/05/2016	Tue	1.00	6	R			0	Add Event
Edit	Delete	07/06/2016	Wed	1.00	6	R			0	Add Event
Edit	Delete	07/07/2016	Thu	1.00	6	R			0	Add Event

#### Edit Calendar Day

Entity: 413 St Clair High School Year: 2016-17 Start: 07/01/2016 Friday

Calendar: 413 St Clair High School End: 06/16/2017 Friday

Date: 09/23/2016 Friday

Count As: 0.50 Max Periods/Day: 6

Non-Instructional Days: 0.00 Bell Schedule: R Regular Day

Comment: Half Day for Students

SE Date Count Override  Include in Count  Exclude from Count

Periods: 1:  2:  3:  4:  5:  6:

Minutes: 1: 0 2: 0 3: 0 4: 0 5: 0 6: 0

**Save** **Back**

To change multiple days at once you can use the **Mass Change Calendar Days** in the “Utilities” area of Calendar Days. *You could use this for mass changing the July/August dates in the calendar to non-attendance days.*

Calendar Days Add Day View All Days and Events Utilities										
		Date	Days							
<b>Edit</b>	Delete	07/01/2016	Fri	1.00						
Edit	Delete	07/04/2016	Mon	1.00						
Edit	Delete	07/05/2016	Tue	1.00						

**Generate Calendar Days**  
**Assign Day Bell Schedule**  
**Mass Change Calendar Days**  
**Mass Delete Calendar Days**

Change the “Count As” to 0.00 days. Change the start and end dates to the appropriate dates before school starts (07/01/2016 to 09/07/2016). Click **Run**.

#### Calendar Day Generation

Entity: 413 - St Clair High School Year: 2016-17 Start: 07/01/2016 Friday

Calendar: St Clair High School End: 06/16/2017 Friday

Create For	Count As	Bell	Periods/Day	Minutes/Period
<input checked="" type="checkbox"/> Monday	0.00	R	6	Mon.
<input checked="" type="checkbox"/> Tuesday	0.00	R	6	Tue.
<input checked="" type="checkbox"/> Wednesday	0.00	R	6	Wed.
<input checked="" type="checkbox"/> Thursday	0.00	R	6	Thu.
<input checked="" type="checkbox"/> Friday	0.00	R	6	Fri.
<input type="checkbox"/> Saturday	0.00		6	Sat.
<input type="checkbox"/> Sunday	0.00		6	Sun.

**Generate Calendar Days Using**

Date Ranges  Term Ranges

Start: 07/01/2016 Friday

End: 09/07/2016 Wednesday

Overwrite Existing Days

Overwrite Existing 0.00 Count Calendar Days (Holidays, Snow Days etc... set at 0.00)

**Run** **Back**

**Step 4:**

Once your calendar information is accurate you must review the dates in the Subsystem Control area  
**Office/Attendance/Setup/Utilities/Change Subsystem Control Dates (WS/OA/AT/PS/UT/CS)**

**\*\*\* VERY IMPORTANT\*\*\*** Ensure you have the appropriate school year selected

Review and edit EACH AREA: **Term Definitions, Grading Periods, Course Length Set** (verify dates for each applicable area: **QT, SM, YR**) and **Calendar** to appropriate dates.

The Grading Periods area is where you will set the **Grade Posting Window dates** – **This must be updated before school begins** – this is what controls the posting of grades for report cards.

**Change Subsystem Control Dates**

Select a School Year: 2017

Entity: 413 - St Clair High School Calendar: 413 - St Clair High School

**Term Definitions**

Sem	Trm	Lit	Str Trm	Stp Trm	Start Date	End Date
1	00	SM1	01	02	09/02/2016	01/28/2017
1	01	TM1	01	01	09/02/2016	11/06/2016
1	02	TM2	02	02	11/07/2016	01/28/2017
2	00	SM2	03	04	01/29/2017	06/16/2017
2	03	TM3	03	03	01/29/2017	04/14/2017
2	04	TM4	04	04	04/15/2017	06/16/2017

6 records displayed

**Grading Periods**

Grd Prd	Grd Str	Grd Stp	Start Date	End Date	Grade Input Start Date	Grade Input End Date
01	01	01	09/08/2016	10/07/2016	10/02/2016	10/07/2016
02	01	01	09/08/2016	11/06/2016	11/06/2016	11/11/2016
03	02	02	11/07/2016	12/11/2016	12/07/2016	12/11/2016
04	01	02	11/07/2016	01/28/2017	01/26/2017	02/02/2017
05	03	03	01/29/2017	03/03/2017	02/26/2017	03/03/2017
06	03	03	01/29/2017	04/14/2017	04/14/2017	04/19/2017
07	04	04	04/15/2017	05/16/2017	05/11/2017	05/16/2017
08	03	04	04/15/2017	06/16/2017	06/14/2017	06/17/2017

8 records displayed

**Course Length Set**

ID	Short Description	Long Description
1	SM SEMESTER	SEMESTER
2	YR YEAR	YEAR

**Calendar**

Term	Start Date	End Date
Master	07/01/2016	06/16/2017
1	09/07/2016	11/09/2016
2	11/10/2016	01/29/2017
3	01/30/2017	04/15/2017