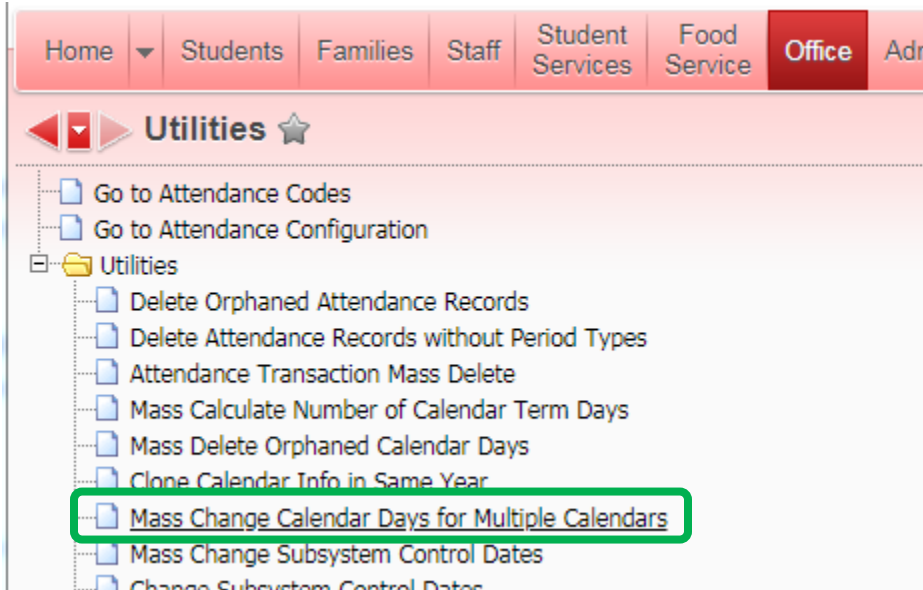
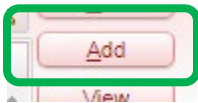


Updating Multiple Calendars Using Mass Utility

1. You will need to be in the 000 Entity WS/OF/AT/PS/UT/CD (Mass Change Calendar Days for Multiple Calendars)



2. Add a template



3. Name your Template and click on the Change Days button.

The screenshot shows the 'Mass Change Calendar Days' form. The 'Template Settings' section has a '* Template Description' field containing 'Christmas Break', which is highlighted with a green box. Below it is a checked checkbox for 'Share with other users in entity 000'. The 'Select how you want to modify the days:' section has four radio buttons: 'Add Events Only', 'Add Days', 'Change Days', and 'Delete Days'. The 'Change Days' radio button is selected and highlighted with a green box.

You will need to click on each area of the Report Ranges.

The screenshot shows the 'Report Ranges' section. It includes a 'School Year' dropdown menu set to '2020'. Below this are five buttons: 'Selected Days', 'Selected Calendars', 'Selected Events', 'Add Days Options', and 'Change Days Options'. The first three buttons are highlighted with a green box.

4. Start with **Selected Days Button**. You can select a single day or a date range. Click on Add. Once you have the appropriate dates in the Selected Dates box click on Save

Select Days

Single Date

Date Range
 Low High

Selected Dates

- 12/23/2019
- 12/24/2019
- 12/25/2019
- 12/26/2019
- 12/27/2019
- 12/28/2019
- 12/29/2019
- 12/30/2019
- 12/31/2019
- 01/01/2020
- 01/02/2020
- 01/03/2020

5. Next, click on the **Selected Calendars Button** and select every calendar that this item applies to and click Save

Calendars

2019-20 Calendars

	Calendar ID ▲	Entity	Cal Str Dte	Long Description
<input checked="" type="checkbox"/>	133	133	09/03/2019	Gardens Elementary
<input checked="" type="checkbox"/>	134	134	07/01/2019	Morton Elementary
<input checked="" type="checkbox"/>	135	135	09/03/2019	Washington Elementary
<input checked="" type="checkbox"/>	318	318	07/01/2019	Marysville Middle School
<input checked="" type="checkbox"/>	418	418	07/01/2019	Marysville High School
<input checked="" type="checkbox"/>	AM	135	09/03/2019	AM ECSE
<input checked="" type="checkbox"/>	GSA	134	09/03/2019	GSRP AM
<input checked="" type="checkbox"/>	GSP	134	09/03/2019	GSRP PM
<input type="checkbox"/>	GSRP	134	09/03/2019	GSRP Not Used
<input checked="" type="checkbox"/>	PM	135	09/03/2019	PM ECSE

- Next, click on **Selected Events Button**. You will need to **Add an Event for each Entity** clicking on the Add button after each one. You will need to click on whether the day is Instructional or Non-Instructional (typically these are Non-Instructional days). You can add a Comment and also select, by checking the box, if you want this to show on the Public Events Calendar or not. Once all Entities are Added you can select Save.

Select event(s) for the day(s) modified

Select an Event

* Entity: 418 Marysville High School

* Event: H Holiday

Day Type: Instructional Non-Instructional

Duration: 1.00

Comment: Christmas Break

Show this on the Public Events Calendar

Add

Save

Back

Selected Events

Ent #	Event	Description	Comment	DT	Duration	Expenses	Original Date	Pub Cal
133	H	Holiday	Christmas Break	N	1.00	N/A	N/A	YES
134	H	Holiday	Christmas Break	N	1.00	N/A	N/A	YES
135	H	Holiday	Christmas Break	N	1.00	N/A	N/A	YES
318	H	Holiday	Christmas Break	N	1.00	N/A	N/A	YES

Remove

Remove All

- Next, click on the **Change Days Button** and make appropriate changes. Typically this is where you would change the day to count as 0.00 and indicate to not take attendance for the selected periods by inserting a checkbox in front of each period and changing the Yes to a No. You can also insert a comment in this area. Click Save

Select Options

Select Options

Count As: 0.00

Non Instructional Days: 0.00

Comment: Christmas Break

Select Periods

Select	Period	Attendance	Minutes
<input checked="" type="checkbox"/>	0	No	0
<input checked="" type="checkbox"/>	1	No	0
<input checked="" type="checkbox"/>	2	No	0
<input checked="" type="checkbox"/>	3	No	0
<input checked="" type="checkbox"/>	4	No	0
<input checked="" type="checkbox"/>	5	No	0
<input checked="" type="checkbox"/>	6	No	0
<input checked="" type="checkbox"/>	7	No	0
<input checked="" type="checkbox"/>	8	No	0

Save

Back

8. Click on Save and Run to update all calendars with this information.



9. You will want to create a separate template for different events. Some examples are:

Begin/End of Year Non-Instructional Days (7/1/XX – 9/2/xx and 6/15/xx – 6/30/xx)

Half Days

Thanksgiving

Christmas

Mid-Winter Break

Spring Break

Easter Break

Memorial Day