

Bell Schedules and Attendance Calendars

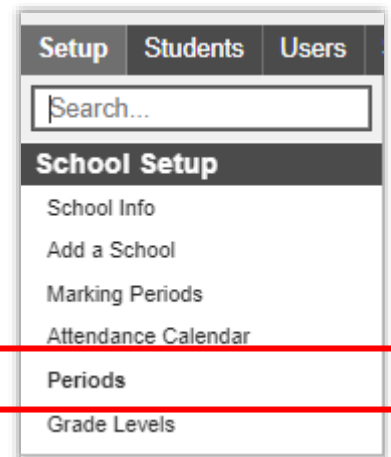
The Calendars in Focus establish your academic or school year and feature all the days that classes are in session, making Calendars an important component of correctly tracking student attendance. Each school day should be marked with a schedule and/or rotation (if applicable). This excludes Elementary Schools.

View your Available Bell Schedules

Bell schedules are entered at the district level. Schools manage the attendance calendar.

To view available bell schedules:

1. Click the Setup tab.
2. Select Periods.



FOCUS

Select Student/Staff

▼

Periods

Sheryl Priester

▼

Aubrey Rogers High School (06...

▼

Admin

▼

2024-2025

▼

Quarter 1

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Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Florida Reports

SSS

Reports

Save

Early Release

Regular Bell Schedule

+ Add/Modify Bell Schedules

20

3%

Title	Short Name	Sort Order	Start Time	End Time	Length (minutes)	Used for Attendance	Required for Scheduling
Period 1	01	1	7:10AM	7:37AM	27		
Period 2	02	2	7:42AM	8:09AM	27		
Period 3	03	3	8:14AM	8:41AM	27		
Period 4	04	4	8:46AM	9:13AM	27		
Period 5/Lunch	05	5	9:18AM	9:45AM	27		
Period 6	06	6	9:50AM	10:17AM	27		
Period 7	07	7	10:22AM	11:05AM	37		

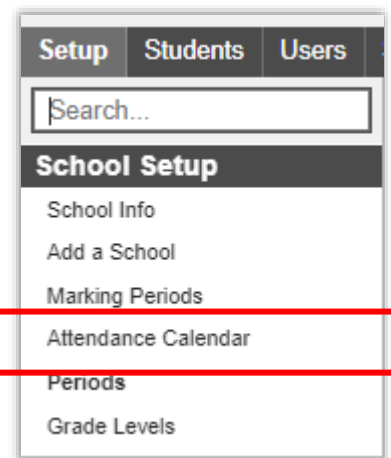
Email Sheryl Priester priess@collierschools.com with any bell schedule updates or inquiries.

Accessing the Calendar

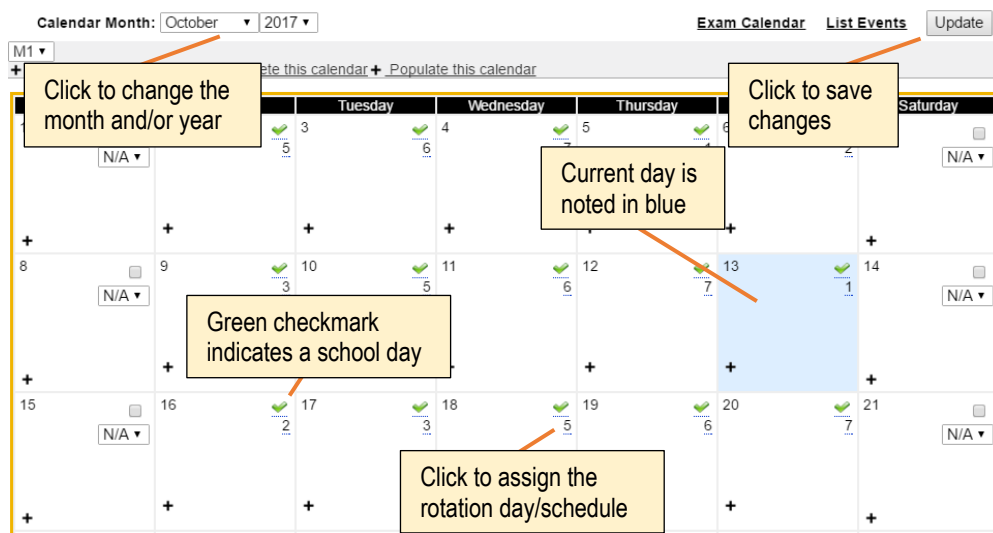
A calendar is assigned to a student in the Enrollment record, while a calendar is assigned to a section in Courses & Sections.

To access the attendance calendar:

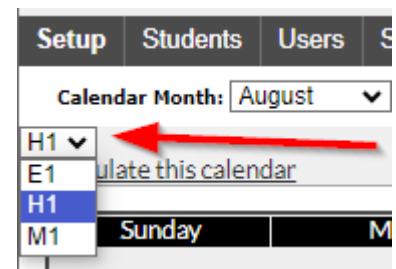
1. Click the Setup tab.
2. Select Attendance Calendar.
3. The calendars window will display your calendar.



Note: Calendars will display green checkmarks to identify school days.



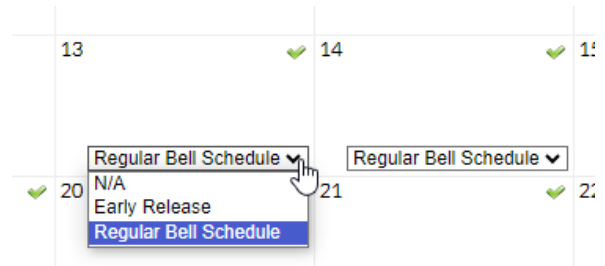
Some schools have multiple attendance calendars. If you are a school with multiple attendance calendars, make sure to set your schedule on the correct calendar.



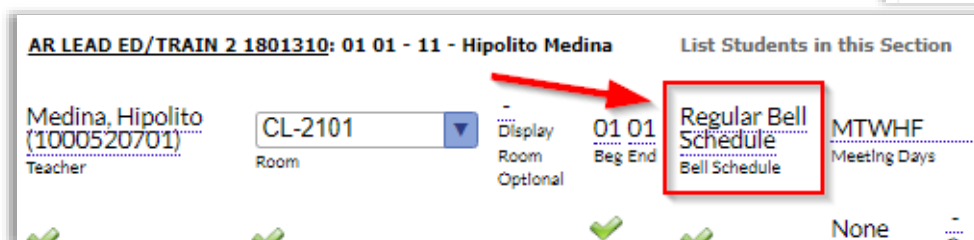
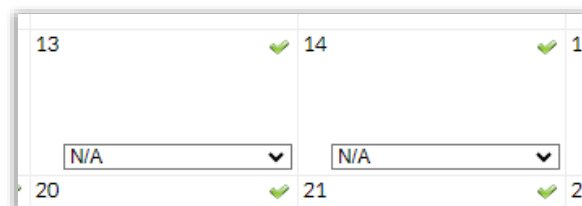
Setting the Bell Schedule

On the Attendance Calendar, the regular bell schedule can be set on regular school days, and the early release bell schedule can be set on early release days. The kiosk, mobile app, smart Portal attendance alerts, and attendance minutes take the bell schedule into account.

1. Click the drop-down to select the rotation day/schedule for the selected school day.
2. Click Update to save your changes.



When "N/A" is selected on the calendar day, the bell schedule set on the section is used. When a bell schedule option is selected on the calendar day, the selected bell schedule option is used for all sections. Keep in mind that only one bell schedule can be assigned for a single day.



Setting Rotation Days (if applicable)

If your school uses a rotation schedule, the rotation days are also set on the attendance calendar.

1. Click the drop-down to select the rotation day/schedule for the selected school day.
2. Click Update to save your changes. Be sure to click Update before navigating to a different month or year.

Note: To view corresponding periods/times of the rotation day/schedules for your school, Click the Setup tab and Select Periods.

			Early Release		Regular Bell Schedule						
Title	Short Name	Sort Order	Start Time								End Time
Period 1	01	1	9:05AM 3:04PM 2:15PM 1:26PM 11:40AM 10:51AM 10:02AM -								9:59AM
Period 2	02	2	10:02AM 9:05AM 3:04PM 2:15PM 1:26PM 11:40AM 10:51AM -								10:48AM
Period 3	03	3	10:51AM 10:02AM 9:05AM 3:04PM 2:15PM 1:26PM 11:40AM -								11:37AM