Summer School Calendar Setup Guide



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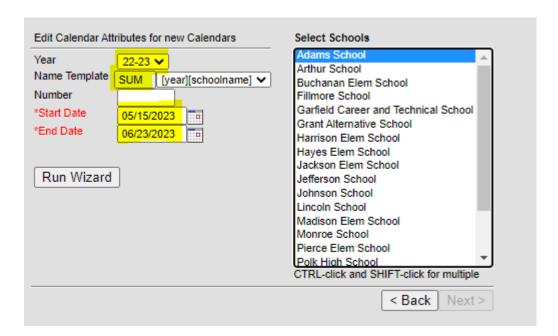
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Calendar Setup Calendar Wizard

Path: System Administration | Calendar | Calendar Wizard

The Calendar Wizard has three modes that can be selected by the user.

- Create new blank calendars: will create a calendar with start and end dates, but the grade levels, terms, periods, and days of the calendar will need to be manually defined.
 - Year: 2022-2023
 - Name Template: SUM (Summer School)
 - Number: 999 (will send Sumer School calendar to the bottom of dropdown)
 - Start Date: First day of Summer School (Example 05/15/2023)
 - End Date: Last day of Summer School (Example 06/23/2023)

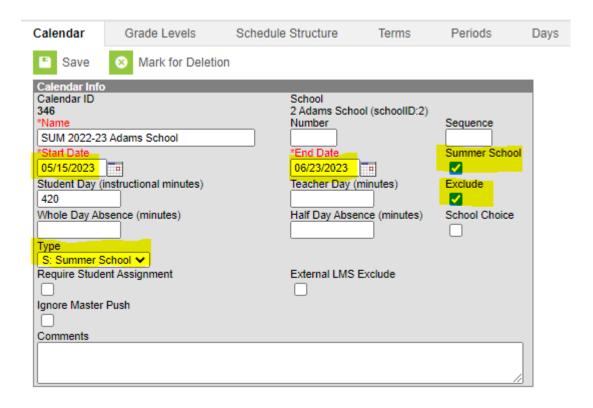


Note – If Summer School continues through July, you do not have to create two Summer School calendars.

Calendar Tab

This first tab, **Calendar** houses user-defined fields that set how the calendar will work for attendance and state reporting.

- 1. The Start and End Date are bookends that define the range of days in which all instructional days for a summer school will occur (Example Start Date 05/26/2022, End Date 06/18/2022).
- 2. Check Summer School if the calendar includes a summer school term.
- 3. Check Exclude for all Summer School Calendars.
- 4. **Comments** are seen on this screen only. The system will append the timestamp of when the calendar was created in this field by default.
- 5. When finished making changes, select **Save**.



Tracking of attendance and course data is not required for summer school calendars, but districts may decide to setup and maintain tracking of attendance and courses in a summer school calendar.

Resources

Calendar Setup Guide & Using Calendar Wizard