

# Summer School Calendar Setup Guide



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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 Summer 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)

The screenshot displays the 'Calendar Wizard' interface. On the left, the 'Edit Calendar Attributes for new Calendars' section includes fields for Year (22-23), Name Template (SUM), Number (999), \*Start Date (05/15/2023), and \*End Date (06/23/2023). A 'Run Wizard' button is located below these fields. On the right, the 'Select Schools' section shows a list of schools with 'Adams School' selected. The list includes: Adams School, Arthur School, Buchanan Elem School, Fillmore School, Garfield Career and Technical School, Grant Alternative School, Harrison Elem School, Hayes Elem School, Jackson Elem School, Jefferson School, Johnson School, Lincoln School, Madison Elem School, Monroe School, Pierce Elem School, and Polk High School. Below the list is the instruction 'CTRL-click and SHIFT-click for multiple'. At the bottom right, there are '< Back' and 'Next >' buttons.

**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**.

**Calendar** | Grade Levels | Schedule Structure | Terms | Periods | Days

Save | Mark for Deletion

**Calendar Info**

Calendar ID: 346

\*Name: SUM 2022-23 Adams School

\*Start Date: 05/15/2023

\*End Date: 06/23/2023

Student Day (instructional minutes): 420

Teacher Day (minutes):

Whole Day Absence (minutes):

Half Day Absence (minutes):

Type: S: Summer School

Require Student Assignment:

Ignore Master Push:

Comments:

School: 2 Adams School (schoolID:2)

Number:

Sequence:

Summer School:

Exclude:

School Choice:

External LMS Exclude:

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](#)