

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: 2021-2022
 - 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 05/26/2022)
 - End Date: Last day of Summer School (Example 06/18/2022)

The screenshot displays the 'Calendar Wizard' interface. On the left, under 'Edit Calendar Attributes for new Calendars', there are several input fields: 'Year' is set to '22-23', 'Name Template' is 'SUM' with a dropdown showing '[year][schoolname]', 'Number' is '999', '*Start Date' is '05/26/2022', and '*End Date' is '06/18/2022'. A 'Run Wizard' button is located below these fields. On the right, under 'Select Schools', a list of schools is shown in a scrollable dropdown menu, with 'Adams School' selected. The list includes: Adams School, Buchanan Elem School, Fillmore School, Grant School, Harrison Elem School, Jackson Elem School, Jefferson School, Johnson School, Lincoln School, Madison Elem School, Monroe School, Pierce Elem School, Polk High School, Taylor Elem School, Tyler Elem School, and Van Buren Elem School. Below the list, it says '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**.

The screenshot displays the 'Calendar' tab interface. At the top, there are tabs for 'Calendar', 'Grade Levels', 'Schedule Structure', 'Terms', 'Periods', and 'Days'. Below the tabs are two buttons: 'Save' and 'Mark for Deletion'. The main content area is titled 'Calendar Info' and contains the following fields:

- Calendar ID: 317
- School: 2 Adams School (schoolID:2)
- *Name: SUM 2021-22 Adams School
- *Start Date: 05/26/2022
- *End Date: 06/18/2022
- Student Day (instructional minutes): [Empty field]
- Teacher Day (minutes): [Empty field]
- Whole Day Absence (minutes): [Empty field]
- Half Day Absence (minutes): [Empty field]
- Type: S: Summer School (dropdown menu)
- Require Student Assignment: [Unchecked checkbox]
- External LMS Exclude: [Unchecked checkbox]
- Sequence: [Empty field]
- Summer School: [Checked checkbox]
- Exclude: [Checked checkbox]
- School Choice: [Unchecked checkbox]
- Comments: [Empty text area]

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](#)