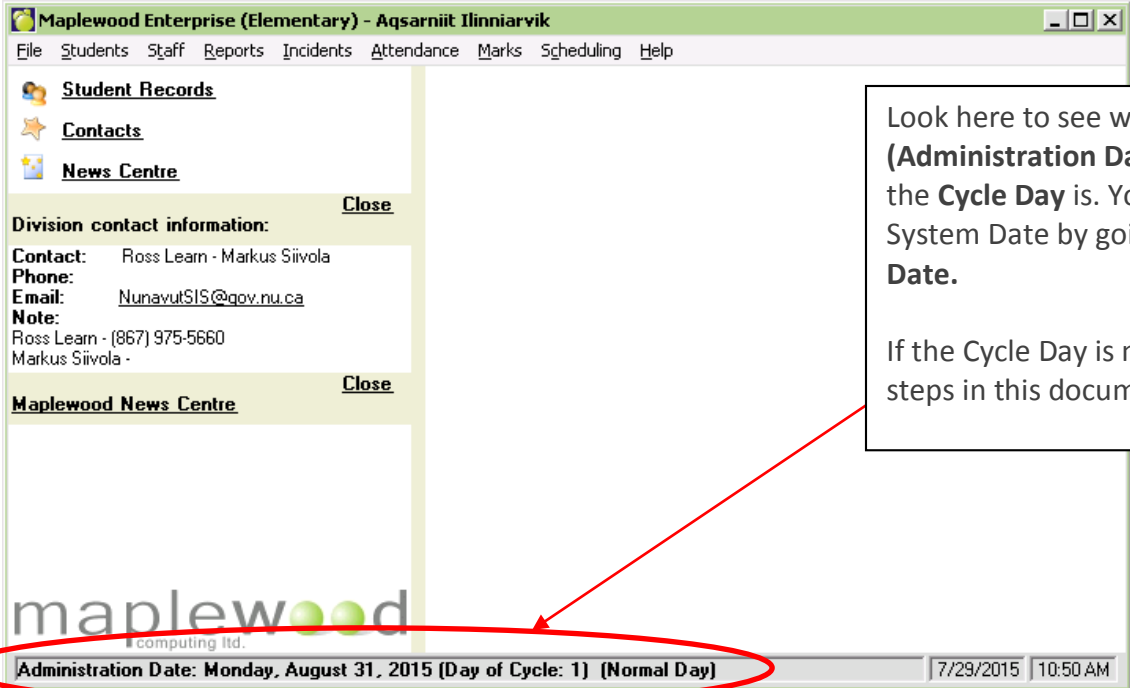


## HOW TO CHANGE THE CYCLE DAY

This document explains how to change the *cycle day* in Maplewood if it appears that it is not correct for the current school day.

### Verifying what Cycle Day the system is on

To check what Cycle Day is in the system, simply look at the bottom of the Maplewood for Windows application:

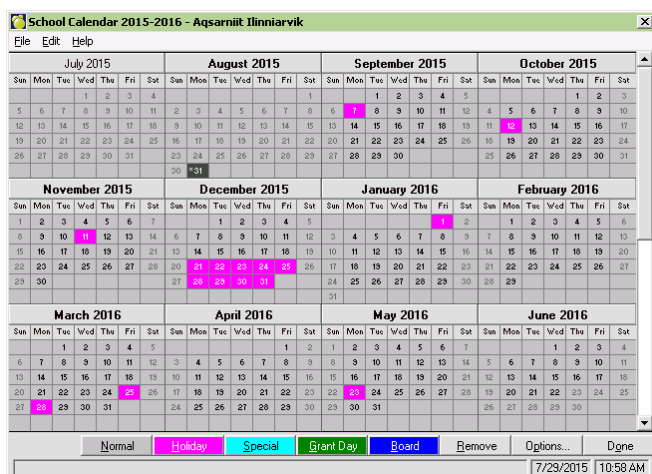


Look here to see what the **System Date (Administration Date)** is set to and what the **Cycle Day** is. You can change the System Date by going to **File -> Change Date**.

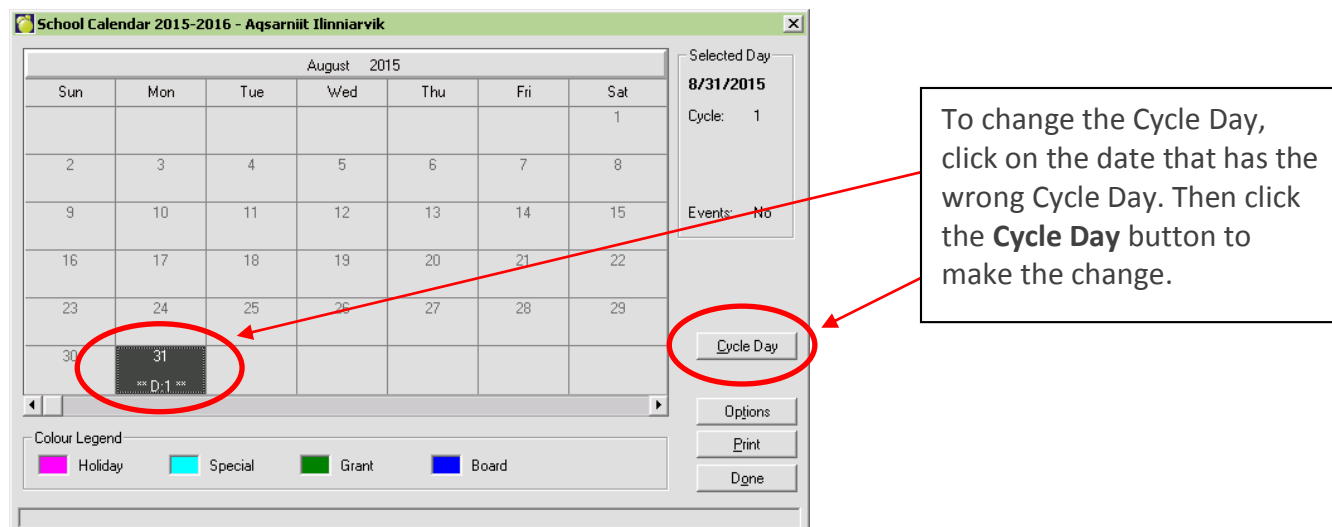
If the Cycle Day is not correct, follow steps in this document to change it.

### Changing the Cycle Day through the Calendar

1. Open the **Calendar** using **File -> School Setup -> Calendar -> Edit**. The following screen opens up:

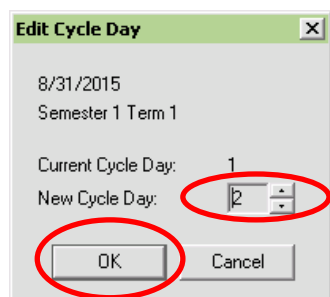


2. In this example scenario, let's say August 31 should be **Cycle Day 2** instead of **Cycle Day 1**. To make the change, click first on the "**August 2015**" header. It opens this month into the view:

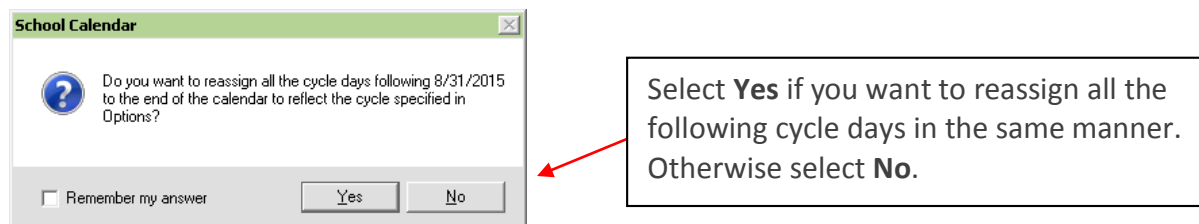


3. Click on the date of **August 31<sup>st</sup>** (the date used in this example scenario) so that it becomes highlighted.

4. Click on the **Cycle Day** button on the right and then select the desired **New Cycle Day**. Click **OK**:



4. After clicking **OK** above, the system prompts you for reassigning all the following cycle days. Click "**Yes**" if you want all the following cycle days to be bumped up. If you do not want to bump them up, select "**No**":



After this, click **Done** on the month view. Then use click on **Done** to close the Calendar. Select "**Yes**" when it asks you if you want to save the changes.