

HOW TO SET SEMESTER DATES AND REPORTING TERM DATES IN MAPLEWOOD

This document explains how to set start and end dates for the semesters and terms of the school year and how to set start and end dates for reporting terms of the school year.

NOTE: Confusingly, *Term* is used in two different contexts in Maplewood:

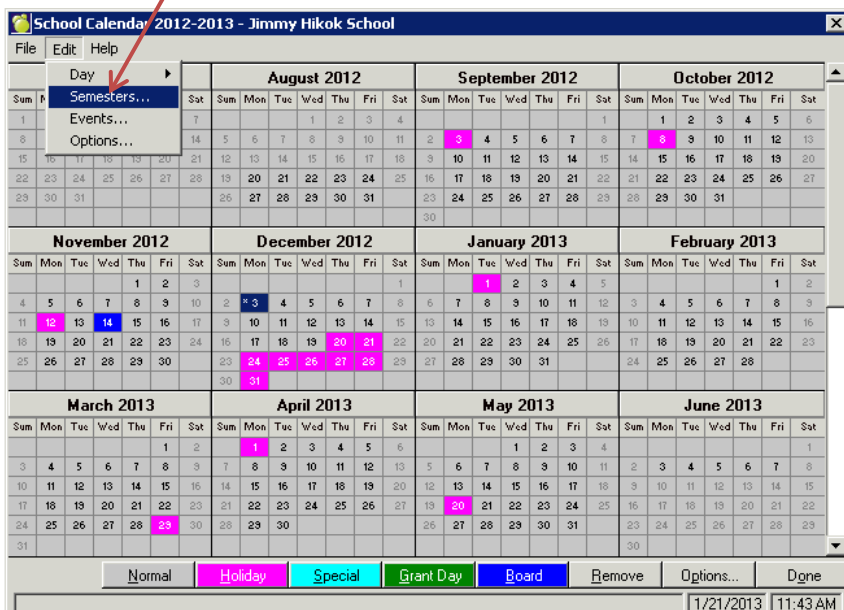
1. Semesters/Terms, which are set under **File, School Setup, School Information**, refer to the possible durations classes may have. For example, if some classes would have to end at mid-semester, then the system would have to be set up with two semesters and two terms. But if all classes have duration of one semester or a full year, then the system would be set up with two semesters and one term only.
2. Reporting Terms, which are set under **Marks, Topic-Based Marks, Define Terms**, refer to the periods of times for which report cards are printed. Elementary schools typically have three reporting terms, high schools four.

Semester/Term dates are important to set up because they define when semesters flip and schedules/timetables change in Maplewood.

Reporting Term dates are important to set up because they capture the period of time for which attendance totals are collected in report cards. Use the actual start and end dates of your reporting period.

HOW TO SET SEMESTER/TERM START AND END DATES

1. Go to **File, School Setup, Calendar, Edit**
2. Go to **Edit, Semesters** as shown below



3. The **Semesters and Terms** are displayed on the Calendar with different colours. To change the Semester/Term start and end dates, click-and-hold the last day of the period and drag it to the date where it should be. When you drag the date, the pointer should turn into a double-headed arrow.

Edit Semesters & Terms

July 2012							August 2012							September 2012							October 2012						
Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4							1		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				
													30														

November 2012							December 2012							January 2013							February 2013						
Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3						1			1	2	3	4	5						1	2	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		24	25	26	27	28			
							30	31																			

March 2013							April 2013							May 2013							June 2013						
Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat	Sum	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31	23	24	25	26	27	28	29		
31																			30								

Click and drag a term's start or end date to adjust it.

Summary... **OK** **Cancel**

Click-and-drag the end date of the Term or Semester to the desired date.

4. At any point in time, click the **Summary** button to see a summary of the dates.

5. When done, click **OK**. Back in the Calendar, click **Done** to exit and save the changes.

HOW TO SET REPORTING TERM DATES

1. Go to **Marks, Topic-Based Marks, Define Terms**. The following screen will open. You will see the Reporting Term start and end dates on the right. (The Reporting Terms in your screen may differ from this slightly.).

NOTE: **First (SEC), Second (SEC), Third (SEC) and Fourth (SEC)** are G10-12 terms. **Term 1 (ELEM), Term 2 (ELEM), Term 3 (ELEM) and Term 4 (Elem)** are K-9 terms or elementary terms. You may see some terms in the list that are not applicable to your school.

Define Terms

Filter: Search:

Title	Description	Identifier	Start	End
First (SEC)		S001	8/27/2012	11/16/2012
Fourth (SEC)		S004	4/1/2013	6/28/2013
Second (SEC)		S002	11/19/2012	12/28/2012
Term 1 (ELEM)		E001	8/27/2012	12/7/2012
Term 2 (ELEM)		E002	12/10/2012	3/15/2013
Term 3 (ELEM)		E003	3/18/2013	6/28/2013
Third (SEC)		S003	1/8/2013	3/29/2013

Click the **Edit** button to edit the the Term

2. To edit a Term, for example *Term 1 (ELEM)*, highlight it and click **Edit** at the bottom. Change the **Start Date** and **End Date** by using the date pickers on the right. Click **OK** to save and exit.

Edit Term

Identifier: Reportable: ☒

English Definition

Title:

Description:

French Definition

Title:

Description:

☐ Only publish to Parents/Students site as of this date

Term Dates

Start Date:

End Date:

Map to School Schedule

Term:

Homerooms/Classes (104)

Code	Section	Room	Design...	Title	Homeroom
ART 1	a	X		Fine Arts 1	No
ART 1	b	X		Fine Arts 1	No
ART 2	a	X		Fine Arts 2	No
ART 3	a	X		Fine Arts 3	No
ART 4	b	X		Fine Arts 4	No
ART 4	n	X		Fine Arts 4	No
ART 5	b	X		Fine Arts 5	No
ART 5	n	X		Fine Arts 5	No
ART 6	a	X		Fine Arts 6	No
BF 1	a	X		Brighter Fut...	No
BF 1	b	X		Brighter Fut...	No
BF 2	a	X		Brighter Fut...	No
BF 3	a	X		Brighter Fut...	No
BF 4	a	X		Brighter Fut...	No
BF 4	n	X		Brighter Fut...	No
BF 5	b	X		Brighter Fut...	No
BF 5	n	X		Brighter Fut...	No
BF 6	a	X		Brighter Fut...	No

Change the reporting term start and end dates here. You should use the actual start and end dates of your reporting period.

Tip: click the little down pointing arrow to access the date widget.

List of classes that have this reporting term

Click **OK** when done.