

HOW TO MAKE CHANGES TO THE SCHOOL CALENDAR

This document explains how to make changes to whole days in the school Calendar. If the cycle day or day type is incorrect in the Calendar, this will have a direct effect on teacher input and attendance reporting. This is especially important in K-12 and Senior Secondary school licensed schools, where there is a one day window for staff to deal with attendance input.

ADDING A DAY TYPE TO THE CALENDAR

Go to **File, School Setup, Calendar, Edit**. Select (click) the affected date and it will turn blue. Then click the appropriate day type at the bottom of the screen (Holiday, Board, etc.).

The system may ask if you want to reassign the cycle days since you are skipping a day. Select **No** if you want to just skip the cycle day. Select **Yes** if you want to re-assign the cycle day of the affected date to the following day (and all consecutive days will be bumped up as well).

In the picture below, November 20 is selected. Once you click some other date, you will see that the affected date has now turned green.

School Calendar 2012-2013 - Qitiqliq School

File Edit Help

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	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
22	23	24	25	26	27	28	29	30	31																		
29	30	31																									

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	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
18	19	20	21	22	23	24	25	26	27	28	29	30	31														
25	26	27	28	29	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							
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
24	25	26	27	28	29	30																					
31																											

Normal Holiday Exam Special Grant Day Board Remove Options... Done

11/20/2012 10:03 AM

CHECKING OR CHANGING THE CYCLE DAY

Any time a day type is changed, it is a good idea to check that the cycle day of the day following the changed day coincides with your expectation. Click on the month header (January 2014 in the example below) and you will be presented with a detailed view of the month including the cycle day information.

School Calendar 2013-2014 - Qitiqliq Middle School

January 2014

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

Selected Day: **1/6/2014**
Cycle: 4
Events: No

Buttons: Cycle Day, Options, Print, Done

Colour Legend:
Holiday (Pink), Special (Cyan), Grant (Green), Board (Blue)

Click = Select day, Double-Click = Edit events, Right Click = Select today's date (indicated by **)

The view shows the cycle day as a short form, D-4 = cycle day 4, is shown in the selected day above. To change any given cycle day, select the day that needs changing, then click on the Cycle Day button to get the Edit Cycle Day window.

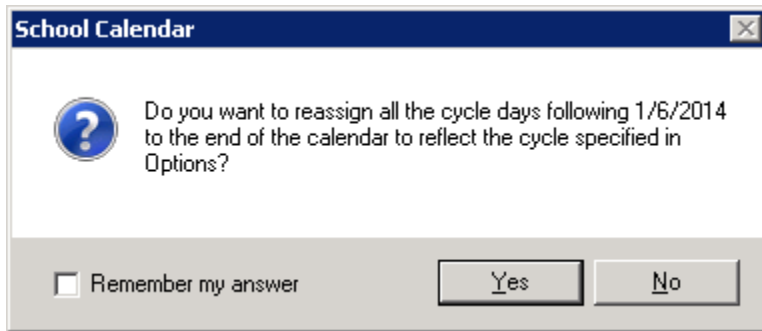
Edit Cycle Day

1/6/2014
Semester 1 Term 1

Current Cycle Day: 4
New Cycle Day: 4

Buttons: OK, Cancel

Select the appropriate cycle day and click OK.

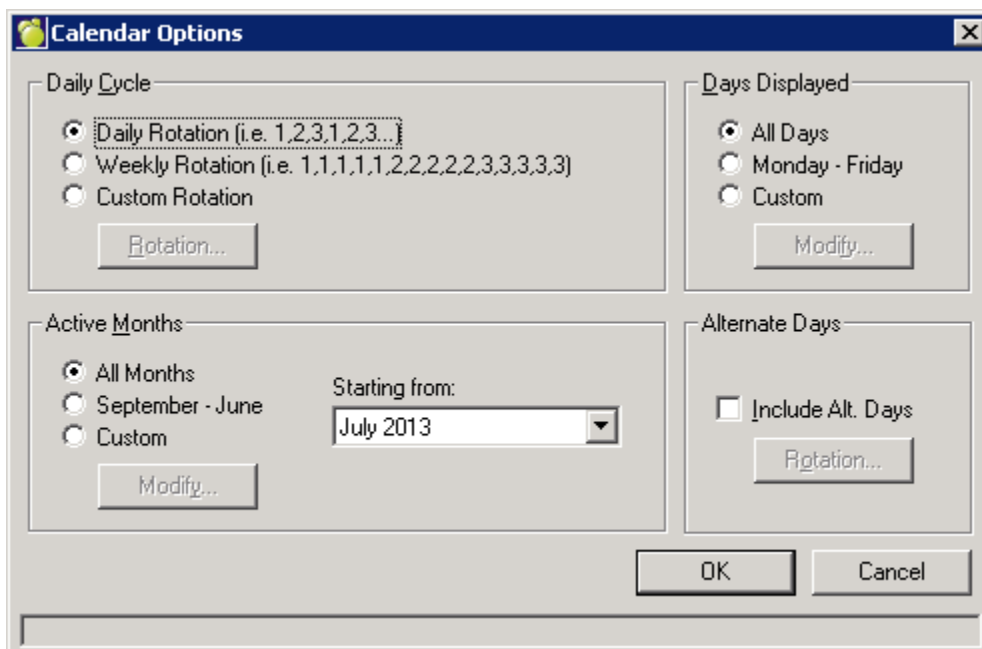


You will be presented with a message window similar to the example above. If you want all the cycle days from this point on to be adjusted, click Yes to the message.

Note: If you are changing multiple day types in a row it would be a best practice to change them all, then check the cycle days. Click Done to exit the month detail view and if you are done with entries to the Calendar, click Done on the Calendar window.

CALENDAR OPTIONS

The Calendar also has some viewing options that can be changed to customize the Calendar to your school needs. If you click 'Options' from the Calendar or monthly detail view windows, you will get a setup window like you see below



Only the 'Days Displayed' and/or 'Active Months' should be changed. If your school has a fixed rotation the Daily Cycle quadrant should be grayed out.