

# 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, under 'Edit Calendar Attributes for new Calendars', there are several fields: 'Year' set to '22-23', 'Name Template' set to 'SUM' with a dropdown showing '[year][schoolname]', 'Number' set to '999', '\*Start Date' set to '05/15/2023', and '\*End Date' set to '06/23/2023'. A 'Run Wizard' button is located below these fields. On the right, under 'Select Schools', a list of schools is shown 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, 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 navigation tabs: 'Calendar', 'Grade Levels', 'Schedule Structure', 'Terms', 'Periods', and 'Days'. Below these are two action buttons: 'Save' and 'Mark for Deletion'. The main area is titled 'Calendar Info' and contains the following fields and controls:

- Calendar ID:** 346
- School:** 2 Adams School (schoolID:2)
- \*Name:** SUM 2022-23 Adams School
- \*Start Date:** 05/15/2023
- \*End Date:** 06/23/2023
- Sequence:** [Empty field]
- Summer School:**
- Exclude:**
- School Choice:**
- Student Day (instructional minutes):** 420
- Teacher Day (minutes):** [Empty field]
- Whole Day Absence (minutes):** [Empty field]
- Half Day Absence (minutes):** [Empty field]
- Type:** S: Summer School
- Require Student Assignment:**
- External LMS Exclude:**
- Ignore Master Push:**
- 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](#)