



Texas Skyward User Group Conference

Calendar Setup

Susan Stephens



Enter Session Summary

- **How to set up a calendar**
 - Calendar Master
 - Funding Periods
 - Calendar Details
 - Calendar Terms
 - Calendar Days
 - Bell Schedule
- **Utilities**
 - Generate Calendar Days
 - Assign Day Bell Schedule
 - Mass Change Calendar Days
 - Mass Delete Calendar Days

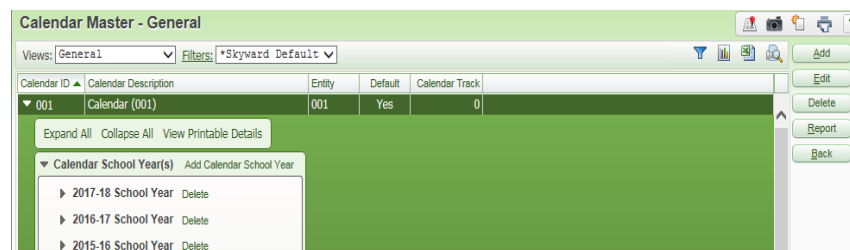
WS\OF\AT\PS\CO\CC – Calendar Codes



Home ▾ Students Families Staff Student Services Food Service Office

Codes ☆

- Go to Attendance Configuration - CF
- Go to Attendance Utilities - UT
- Codes - CO
 - Absence Types - AT
 - Absence Reasons - AR
 - Attendance Periods - AP
 - Event Codes - EC
 - Calendar Codes - CC



Calendar Master - General

Views: General Filters: *Skyward Default

Calendar ID	Calendar Description	Entity	Default	Calendar Track
001	Calendar (001)	001	Yes	0

Expand All Collapse All View Printable Details

Calendar School Year(s) Add Calendar School Year

- ▶ 2017-18 School Year Delete
- ▶ 2016-17 School Year Delete
- ▶ 2015-16 School Year Delete

Expand on the correct School Year to access areas of Calendar setup

001	Calendar (001)	001	Yes
Expand All Collapse All View Printable Details			
Calendar School Year(s) Add Calendar School Year			
<ul style="list-style-type: none"> ▶ 2017-18 School Year Delete ▼ 2016-17 School Year Delete <ul style="list-style-type: none"> ▶ Calendar Master Edit ▶ Funding Periods Edit ▶ Calendar Details Edit ▶ Calendar Terms Add Term ▶ Calendar Days Add Day View All Days and Events Utilities ▶ Bell Schedule Add Bell 			

Calendar Master

Where does this information populate from?

How to correct information

▼ 2016-17 School Year [Delete](#)

▼ **Calendar Master** [Edit](#)

Start Date: 08/22/2016	End Date: 06/01/2017	Use Zero Mod: No	Include in Count: No
Method: Calendar		Cal Method Use Half Days: Yes	
Hours Per Year: 0	Minutes Per Day: 45	Non Instructional Days: 0.00	Max Periods Per Day: 8
Attendance Periods: 1 2 3 4 5 6 7 8			
Scheduled Periods: 1 2 3 4 5 6 7 8			

Funding Periods and Calendar Details

▼ **Calendar School Year(s)** [Add Calendar School Year](#)

- ▶ **2017-18 School Year** [Delete](#)
- ▼ **2016-17 School Year** [Delete](#)
 - ▶ **Calendar Master** [Edit](#)
 - ▼ **Funding Periods** [Edit](#)

Mon: 2	Tue: 2	Wed: 2	Thu: 2	Fri: 2	Sat: 0	Sun: 0
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 - ▼ **Calendar Details** [Edit](#)

Minutes Per Day: 45	Non Instructional Days: 0.00	Periods Per Half Day: 00
Periods Absent:		
Zero Days: 0 - 3	Half Days: 4 - 5	Full Days: 6 - 8

Calendar Terms

Based on 6-week Attendance dates, even if
work on 9-week grading periods/terms

▼ Calendar Terms [Add Term](#)

		Term	Start Date	End Date	Days	Days
Edit	Delete	01	08/22/2016 Mon	09/30/2016 Fri		30.00
Edit	Delete	02	10/03/2016 Mon	11/10/2016 Thu		29.00
Edit	Delete	03	11/11/2016 Fri	12/20/2016 Tue		28.00
Edit	Delete	04	01/04/2017 Wed	02/14/2017 Tue		30.00
Edit	Delete	05	02/15/2017 Wed	04/07/2017 Fri		38.00
Edit	Delete	06	04/10/2017 Mon	06/01/2017 Thu		34.00



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THANK YOU FOR ATTENDING!

