

Texas Skyward User Group Conference

Calendar Setup from a District Perspective

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Calendar Setup from a District Perspective



This session will address the calendar setup in Skyward for reporting operational minutes including adding events for reporting early release and staff development waiver days.

- Edit Calendar Master for Operational Minutes
- Creating Event Codes
- Utility to Mass Change Calendar Days for Multiple Calendars
- Creating additional Calendar Tracks

Mass Change Calendar Days to add operational minutes to existing days.

If the Calendar has already been assigned days use the Mass Change Calendar Days. - WS\OF\AT\PS\CO\CC (StudentManagement>Office>Attendance>Setup>Codes>Calendar Codes)

Calendar Master Edit

Start Date: 08/28/2017 End Date: 06/08/2018 Use Zero Mod: No Include in Count: No

Method: Calendar Cal Method Use Half Days: No

Hours Per Year: 0 Minutes Per Day: 420 Non Instructional Days: 0.00 Max Periods Per Day: 3

Attendance Periods: 1 2 3

Scheduled Periods: 1 2 3

Calendar Funding Periods Edit

Calendar Details Edit

Calendar Terms Add Term

Calendar Days Add Day View All Days and Events Utilities

Bell Schedule Add Bell

Generate Calendar Days ←

Assign Day Bell Schedule

Mass Change Calendar Days

Mass Delete Calendar Days

Calendar Years

Entity: 101 - OVID ELEM (GR KG-1) Year: 2017-18 Start: 08/28/2017 **Monday**

Calendar: Calendar (101) End: 06/01/2018 **Friday**

Create For	Count As	Bell	Periods/Day	Minutes/Period
<input checked="" type="checkbox"/> Monday	1.00	R ▼	1	Mon.
<input checked="" type="checkbox"/> Tuesday	1.00	R ▼	1	Tue.
<input checked="" type="checkbox"/> Wednesday	1.00	R ▼	1	Wed.
<input checked="" type="checkbox"/> Thursday	1.00	R ▼	1	Thu.
<input checked="" type="checkbox"/> Friday	1.00	R ▼	1	Fri.
<input type="checkbox"/> Saturday	0.00	▼	1	Sat.
<input type="checkbox"/> Sunday	0.00	▼	1	Sun.

Generate Calendar Days Using

Date Ranges Term Ranges

Start: 08/28/2017 **Monday**

End: 06/01/2018 **Friday**

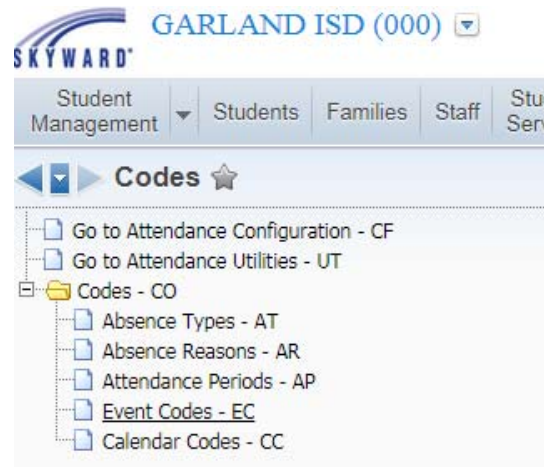
Overwrite Existing Days

Overwrite Existing 0.00 Count Calendar Days (Holidays, Snow Days etc... set at 0.00)

Add Events for Calendar Days

To add events to calendar days, the Event Codes have to be created.

While on the District-wide Entity, go to Create Event Codes
WS\OF\AT\PS\CO\EC(StudentManagement>Office>Attendance>Product Setup>Codes>Event Codes.



Navigation path: Student Management > Students > Families > Staff > Student Services > 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

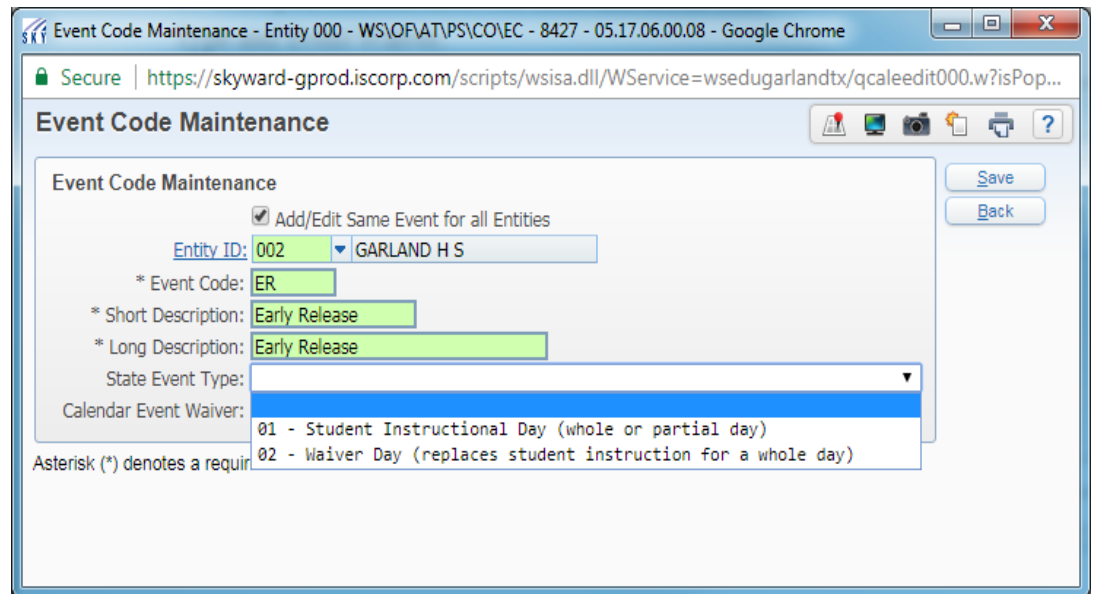
Event Codes

Views: General Filters: Skyward Default Quick Filter

	Entity ID	Code	Short Description	Long Description	State Event Type
1	002	BWD	BAD WEATHER	BAD WEATHER DAY	
2	002	ER	EARLY RELEASE	EARLY RELEASE	01 - Student Instructional Day
3	003	ER	EARLY RELEASE	EARLY RELEASE	01 - Student Instructional Day
4	004	ER	EARLY RELEASE	EARLY RELEASE	01 - Student Instructional Day
5	005	ER	EARLY RELEASE	EARLY RELEASE	01 - Student Instructional Day
6	006	ER	EARLY RELEASE	EARLY RELEASE	01 - Student Instructional Day
7	007	ER	EARLY RELEASE	EARLY RELEASE	01 - Student Instructional Day
8	008	ER	EARLY RELEASE	EARLY RELEASE	01 - Student Instructional Day
9	009	ER	EARLY RELEASE	EARLY RELEASE	01 - Student Instructional Day
10	010	ER	EARLY RELEASE	EARLY RELEASE	01 - Student Instructional Day

Add Events for Calendar Days

This is where you will add an Event Code and Crosswalk the Event with the correct State Event Type and Event Waiver. Checking the box “Add/Edit Same Event for all Entities” will create the Event code for all Calendars



Adding Events to Calendar Days

The Event Codes can be added individually to the Days by going to Office > Attendance > Setup > Codes > Calendar Codes.

Click View All Days and Events. Add the Event Code.

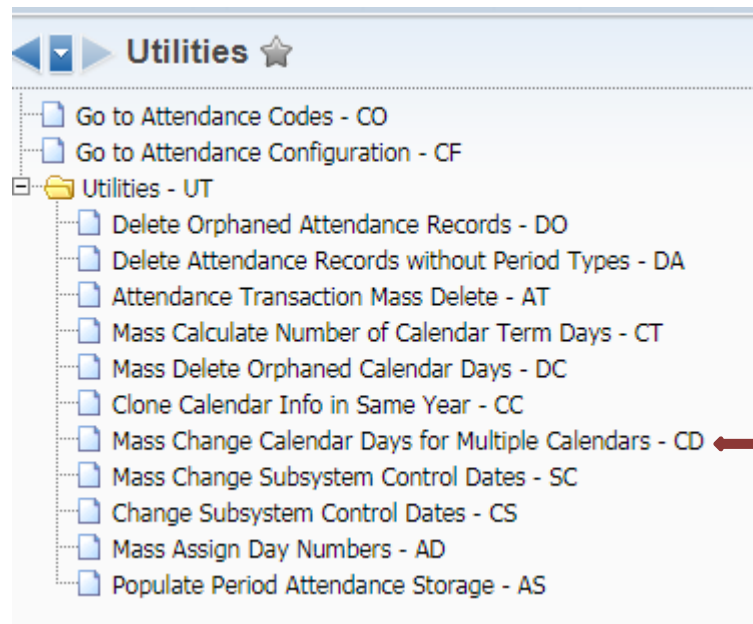
View All Days

Views: General Filters: *Skyward Default

	Date ▲	Day	Days	Term	Prds/Day	Bell	Oper. Mins.	Waiver Mins.	Total Mins.	Con
1	▼ 09/15/2017	Fri B	1.00	1	11	B Bell	430	0	430	
2	Expand All Collapse All View Printable Details									
3										
4	▼ Event(s) Add Event									
5	There are no Event records for this day.									

Add Event Codes to Multiple Days and/or Calendars

The Event Codes can also be added to multiple Calendars by going to Office > Attendance > Setup > Utilities > Mass Change Calendar Days for Multiple Calendars. If you are wanting to change multiple entity calendars run the process from the 000 entity.



Adding Event Codes to Multiple Days and/or Calendars

Once done select the “Selected Calendar” and choose your Calendars you want to add the event to. The choose the event you want to add to the days

Secure | <https://skyward-gprod.iscorp.com/scripts/wsisa.dll/WService=wsedugarlandtx/satnuedit030.w?isPopup=true>

Mass Change Calendar Days

Template Settings

* Template Description: Share with other users in entity 000

Select how you want to modify the days:

Add Events Only Add Days Change Days Delete Days

Report Ranges

School Year:

Calendars

	Calendar ID	Entity	Cal Str Dts	Long Description
1	002	002	08/22/2016	GARLAND H S
2	003	003	08/22/2016	S GARLAND H S
3	004	004	08/22/2016	N GARLAND H S
4	005	005	08/22/2016	LAKEVIEW CEN HS
5	006	006	08/22/2016	MEMORIAL PATHWAY ACADEMY HS
6	007	007	08/15/2016	P A S S LEARNING CTR
7	008	008	08/22/2016	NAAMAN FOREST HS
8	009	009	08/22/2016	ROWLETT H S
9	010	010	08/22/2016	SACHSE H S
10	012	012	08/22/2016	012
11	041	041	08/22/2016	AUSTIN ACAD FOR EXCELL
12	042	042	08/22/2016	BUSSEY MIDDLE
13	043	043	08/22/2016	RAM HOUSTON MIDDLE

Select School Year, Entity and Calendar to clone, Create New Calendars and Clone Info.

Select the entity for the new calendar. Run.

Once the new calendar track is created you will go through the steps to edit the master calendar to assign the operational minutes. You will the edit the funding period, edit bell schedule if needed, and add events.

Clone Calendar Information 📍 🖨️ 📷 📄 📧

This utility will clone Calendar information, including the details, terms, and days of the source Calendar you select. You can choose to clone the Calendar data to existing Calendars, or to create new Calendars.

If you choose to create new Calendars, enter a Calendar ID and the amount of clones wanted(maximum of 26). The letters A through Z will be added to the end of the user entered Calendar ID for each clone created when more than one is created.

Source

* School Year:

* Entity:

* Calendar:

Target

Clone to Existing Calendar(s)

Create New Calendars and Clone Info

Select Target Entities 📄 🔍

Select	Entity	Calendar ID	Number of Clones
<input checked="" type="checkbox"/>	002	<input type="text"/>	<input type="text" value="1"/>
<input type="checkbox"/>	003	<input type="text"/>	<input type="text" value="1"/>
<input type="checkbox"/>	004	<input type="text"/>	<input type="text" value="1"/>
<input type="checkbox"/>	005	<input type="text"/>	<input type="text" value="1"/>
<input type="checkbox"/>	006	<input type="text"/>	<input type="text" value="1"/>
<input type="checkbox"/>	007	<input type="text"/>	<input type="text" value="1"/>

107 records displayed

Editing the Funding period and Bell Schedule

Current/Future Calendar School Year(s) [Add Calendar School Year](#) [View All](#)

▼ 2017-18 School Year [Delete](#)

▼ **Calendar Master** [Edit](#)


Start Date: 08/28/2017 End Date: 06/08/2018

Method: Calendar

Hours Per Year: 0 Minutes Per Day: 175

Attendance Periods: 1 2 3

Scheduled Periods: 1 2 3

▼ **Calendar Funding Periods** [Edit](#) 

Mon: 2 Tue: 2 Wed: 2 Thu: 2 Fri: 2 Sat: 0 Su: 0

▶ **Calendar Details** [Edit](#)

▶ **Calendar Terms** [Add Term](#)

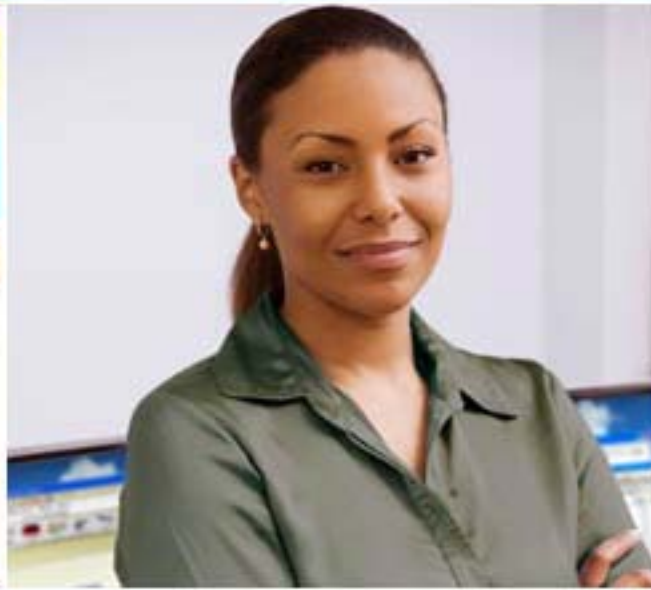
▶ **Calendar Days** [Add Day](#) [View All Days and Events](#) [Utilities](#)

▶ **Bell Schedule** [Add Bell](#)

▼ **Bell Schedule** [Add Bell](#)

▼ **AM PK BELL Bell** [Edit](#) [Delete](#) [Add Attendance Period/Time Relationship](#)

	Period	Lunch Code	Period Start	Period Stop	Class Start	Class Stop	Absent Start	Absent Stop
Edit Delete	1		8:00 am	10:55 am	8:00 am	10:55 am	8:00 am	10:55 am
Edit Delete	2		9:45 am	10:15 am	9:45 am	10:15 am	9:45 am	10:15 am
Edit Delete	3		10:15 am	10:55 am	10:15 am	10:55 am	10:15 am	10:55 am



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

