

# School Calendar: Creating & Maintaining the School Calendar with Rotations

January 2019



# School Calendar

- Overview & Pre-Requisites
- Creating a New School Year
- Identifying Calendar Days
- Scheduling Calendar Events
- Calendar Session Management
  - Establishing Marking Periods
  - Establishing Alternate Marking Periods
  - Establishing Calendar Rotations
  - Closing Calendar Rotations
  - Establishing Calendar Semesters
- Changing Calendar Days
- Calendar Copy/Re-Sequencing Calendar Days
- Establishing Location Cycle Rotation
- Calendar Reporting
- Calendar Options



# School Calendar

ClassMate provides career and technical educators with the ability to track, monitor and manage the school calendar electronically and efficiently. The ClassMate calendar functionality is the key to entire system. It is imperative that the school calendar be setup correctly, maintained and adjusted as needed.

## Pre-Requisites: The following modules should be assigned

- School Calendar Information
  - School Calendar Management
  - Calendar Session Management
- Student Enrollment
  - ClassMate Data Validations

## The following Reports are assigned

- School Calendar Day by Type
- School Calendar List
- Calendar Year View
- Full School Calendar



## Scheduling Key Terms

- **Student First Day** First day school opens for Students.
- **Teacher First Day** First day school opens for Teachers.
- **Number of Student Days** Number of required student days from the student's first day. until the student's last day.
- **Number of In-Service Days** Number of in-service days for teachers. Non-Instructional total days.
- **# after Student Last Day** Number of teacher in-service days that fall after the student's last day.
- **Number of Holidays** Celebrated from the teachers' first day until the students' last day.
- **Teacher Days** Number of student days plus the number of days the teachers will attend after the students' End Date.
- **Other** Number of Snow Days, Emergency Closings and non-school days from the teachers' first day until the students' last day.
- **Administration Reports Only** Days when only administration (not teachers) must report.
- **Student Last Day** Last day of school for students (Auto-calculated by ClassMate).
- **Teacher Last Day** Last day of school for teachers (Auto-calculated by ClassMate).
- **Number of Teacher Days** Total number of days teachers must report (Auto-calculated by ClassMate).
- **Rotation Pattern** For sites who utilize Class Rotations – if your site does not this can remain unselected (if selected system defaults **Class About Display as Numeric** – if your site prefers **Class About Display as "Alpha"** please notify ClassMate (this is an Internal Control setting)



## Scheduling Key Terms

- **Rotation Start Date** First Day of the Rotation.
- **Rotation End Date** Last Day of the Rotation.
- **Rotation Close** Button that is clicked to close out Grading for the Rotation.
- **Marking Period Begin Date** First Day of the Marking Period.
- **Marking Period End Date** Last Day of the Marking Period.
- **Mid Marking Period Date** Date when Progress Reports are due.
- **Alternate Marking Period** Affiliated with Courses set up as “Other” in Instructional Course Offerings.
- **Coop Marking Sessions** Affiliated with Cooperative Education functionality
- **Calendar Semesters** Half of a school year or academic year such as fall or spring semester.



# School Calendar

## Creating a New School Year

### Getting Started

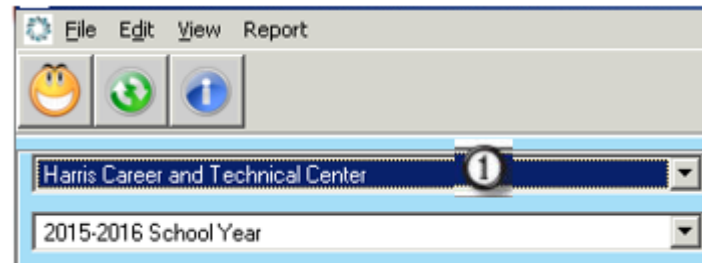
Double click > **My Modules** > Double Click  
**School Calendar Information**>  
Click **School Calendar Management**

To begin, create a new school year.

**1** Select the campus location from the drop down menu. Create a New School Year & Calendar.

**EACH LOCATION** will have a separate calendar. Location calendars are maintained separately.

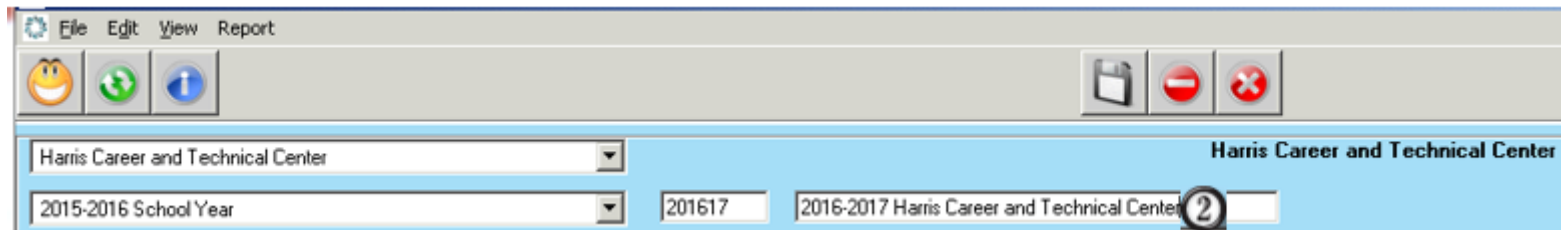
If you **DO NOT** have multiple campuses, you may skip this step.



# School Calendar

## Creating a New School Year

### New Year Description



2

- Move to the field located directly to the right of the calendar drop down. (This field may contain the current school calendar year.)
- Enter the **New School Year** in the following format: full year and last two digits of the next year. For example: the school year 2016 & 2017 would be entered as **201617**.
- In the field directly to the right of the 6 digit newly created date, enter and describe the new school year. For example, **2016-2017 School Year**
- After the new school year has been entered, the system will automatically place you in the **Calendar Control Management Tab**

**NOTE:** If your site is a multi location site, it is a **ClassMate Best Practice** to add the location name at the end of each calendar. For example: 2016-2017 **East** Harris Career and Technical Center

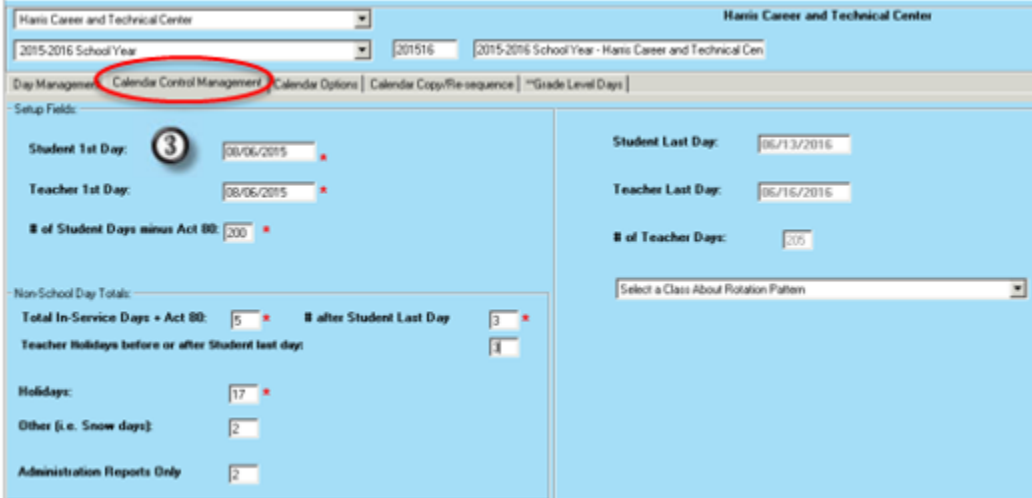


# School Calendar

## Creating a New School Year

### Populate the Following Required Fields

- Student First Day
- Teacher First Day
- Number of Student Days Minus Act 80
- Total In-Service Days Plus Act 80
- # After Student Last Day
- Holidays



Harris Career and Technical Center

2015-2016 School Year | 201516 | 2015-2016 School Year - Harris Career and Technical Cen

Day Management | **Calendar Control Management** | Calendar Options | Calendar Copy/Re-sequence | Grade Level Days

Setup Fields:

Student 1st Day: 08/06/2015 \* (3)

Teacher 1st Day: 08/06/2015 \*

# of Student Days minus Act 80: 200 \*

Student Last Day: 06/13/2016

Teacher Last Day: 06/16/2016

# of Teacher Days: 205

Select a Class About Rotation Pattern

Non-School Day Totals:

Total In-Service Days + Act 80: 5 \* | # after Student Last Day: 3 \*

Teacher Holidays before or after Student last day: 4

Holidays: 17 \*

Other (i.e. Snow days): 2

Administration Reports Only: 2

### ClassMate Auto-Calculated Fields

- Student Last Day
- Teacher Last Day
- Number of Teacher Days

### Verify

- Location Selection
- School Year Description

### Save the Calendar

Note: The **Red \*** asterisk indicates required fields.





# School Calendar

## Save Function

After populating all required fields :

Click on the “save” button (black disc) located along the top of the screen on the toolbar.



All calculations for:

- **Student Last Day:**
- **Teacher Last Day:**
- **# of Teacher Days:**

Will be auto-generated and the fields will be populated.

<b>Student Last Day:</b>	<input type="text" value="09/01/2017"/>
<b>Teacher Last Day:</b>	<input type="text" value="08/24/2017"/>
<b># of Teacher Days:</b>	<input type="text" value="360"/>



# School Calendar

## Verifying Calendar Days

After populating all required fields & saving the Calendar, the **Day Management Tab** will be populated with the number of requested calendar days. Verify all dates and ensure they match the fields entered.

Please take note of:

### Setup Column

Number of identified days that need to be setup or scheduled in the system.

### Scheduled Column

Indicates the number of days by type you have identified or scheduled in the system.

The goal is to have the Setup column equal the scheduled column. This ensures that the correct number of days have been scheduled.

	Setup	Scheduled
Inservice Days:	5	3
Holidays:	17	17
Other (i.e. Snow days):	2	1
Admin Only	2	1
Teacher Holidays	0	0



# School Calendar

## Verifying Calendar Days

After populating all required fields and saving the Calendar, the **Day Management Tab** will be populated with the number of requested calendar days. Verify all dates and ensure that they match the fields entered.

Please take note of:

### Student Days:

The number of student days previously entered.

### Last Day (Students):

Indicates the students' last day based on what has been entered into the system. Keep in mind as you identify calendar days as holidays, etc. that this number will update.

### Teacher Days:

The number of teacher days previously entered.

### Last Day (Teacher):

Indicates the teachers' last day based on what has been entered into the system. Keep in mind as you identify calendar days as in-service, etc. the number of Teacher Days will update.

<b>Student Days:</b>	<input type="text" value="200"/>
<b>Last Day:</b>	<input type="text" value="06/13/2016"/>
<b>Teacher Days:</b>	<input type="text" value="205"/>
<b>Last Day:</b>	<input type="text" value="06/16/2016"/>



# School Calendar

- Overview & Pre-Requisites
- Creating a New School Year
- **Identifying Calendar Days**



# School Calendar

## Identifying Calendar Days

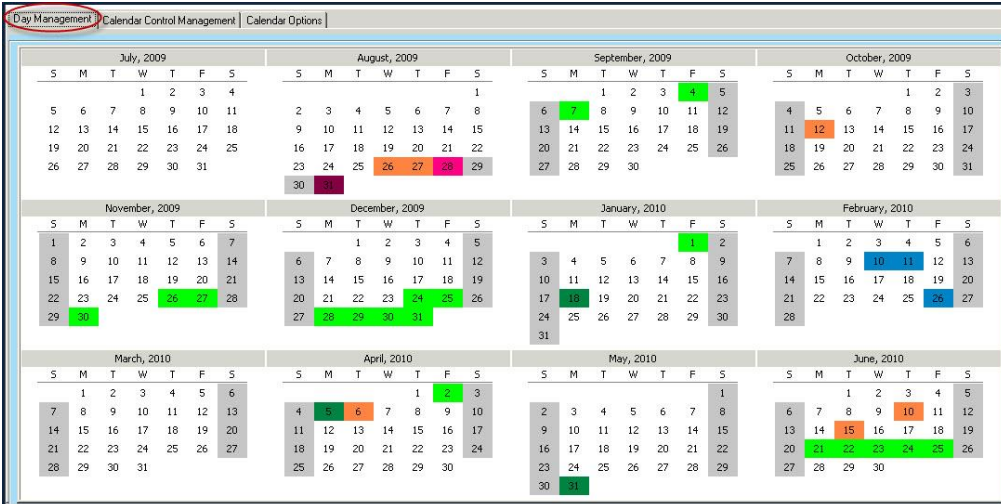
After the initial Calendar has been created you must then identify days within the ClassMate Calendar to correspond with the fields used to calculate the calendar. The calendar will display colored coded blocks, indicating various day types.

### Days to Identify:

- In-Service Days
- Holidays
- Other

Click on the **Day Management Tab** :

- Click the date for which you will identify the day type.
- The date will auto populate in the date field.



July, 2009							August, 2009							September, 2009							October, 2009							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1													1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	27	28	29	30				
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30											
							30	31																				
November, 2009							December, 2009							January, 2010							February, 2010							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	28							
29	30													31														
March, 2010							April, 2010							May, 2010							June, 2010							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
21	22	23	24	25	26	27	25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				
28	29	30	31											30	31													



# School Calendar

## Identifying Calendar Days

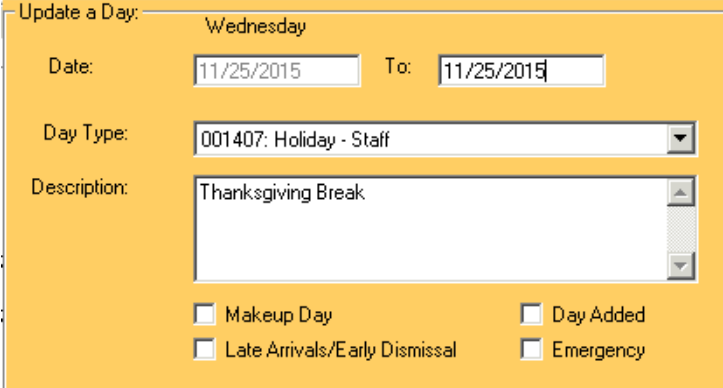
ClassMate will default weekdays (Monday-Friday) to a “**School Day**” **Day Type**.

ClassMate will default weekends (Saturday & Sunday) to a “**Weekend**” **Day Type**.

Any day in the school calendar that does not follow this pattern must be identified by an alternate **Day Type** to ensure accurate calculations. For example, You may need to identify and change November 25<sup>th</sup>, Thanksgiving, to a “**Holiday**” **Day Type**.

End dates must be entered. Note: A multiple day holiday will have an extended end date.

Repeat for each day that does not follow the default pattern, until the “**scheduled days**” number equals the “**setup**” number.



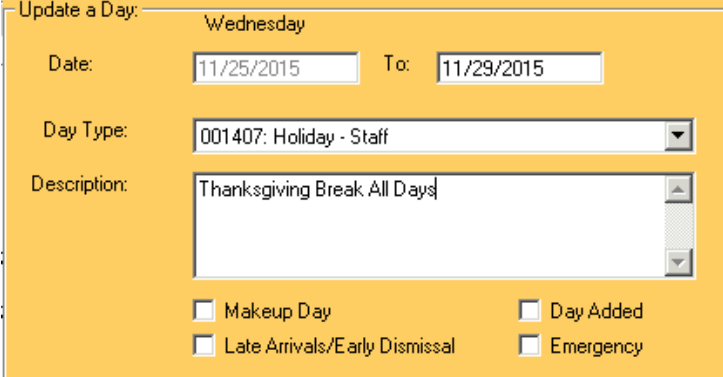
Update a Day: Wednesday

Date: 11/25/2015 To: 11/25/2015

Day Type: 001407: Holiday - Staff

Description: Thanksgiving Break

Makeup Day  Day Added  
 Late Arrivals/Early Dismissal  Emergency



Update a Day: Wednesday

Date: 11/25/2015 To: 11/29/2015

Day Type: 001407: Holiday - Staff

Description: Thanksgiving Break All Days

Makeup Day  Day Added  
 Late Arrivals/Early Dismissal  Emergency



# School Calendar

## Identifying Calendar Days

### Date

The selected date will display by default.  
An end date can be entered for multiple days

### Day Type

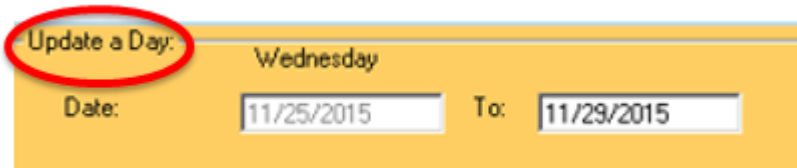
From the **Day Type** Drop Down Menu  
Select the appropriate day type

### Description Field

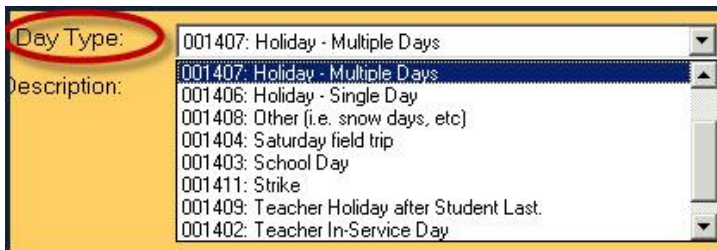
Enter the specific details of day in the  
**Description** Field. For example:  
Thanksgiving. The Description should be  
something easily recognized by all.

Click **“Save”**

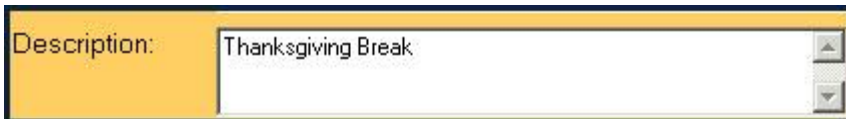
Repeat for **EACH** day that does not follow the default  
pattern.



Update a Day: Wednesday  
Date: 11/25/2015 To: 11/29/2015



Day Type: 001407: Holiday - Multiple Days  
Description: 001407: Holiday - Multiple Days  
001406: Holiday - Single Day  
001408: Other (i.e. snow days, etc)  
001404: Saturday field trip  
001403: School Day  
001411: Strike  
001409: Teacher Holiday after Student Last.  
001402: Teacher In-Service Day



Description: Thanksgiving Break



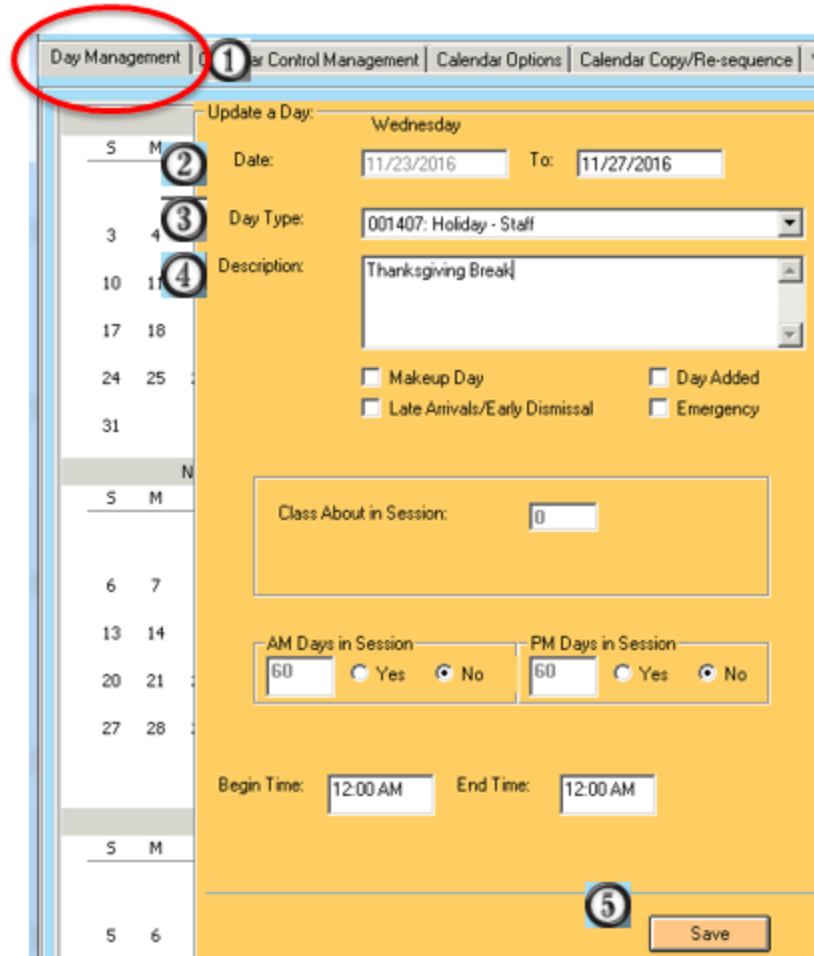
# School Calendar

## Identifying Calendar Days Summary

- 1 Click **Day Management** Tab
- 2 Verify the date for which you will identify the day type. Enter an end date for multiple holidays.
- 3 Select the **Day Type** from the Drop Down Menu by clicking
- 4 Enter a **Description** in the field
- 5 Click **“Save”**

Class About in Session will only display if your site is a Rotation site and identifies what rotation “day” this day is considered.

For example if your site uses an A/B rotation and you select a date that displays “2” this would be your B Day rotation



Day Management | 1 Day Control Management | Calendar Options | Calendar Copy/Re-sequence | \*\*

Update a Day: Wednesday

5 M 2 Date: 11/23/2016 To: 11/27/2016

3 4 3 Day Type: 001407: Holiday - Staff

10 11 4 Description: Thanksgiving Break

17 18

24 25

31

Makeup Day  Day Added

Late Arrivals/Early Dismissal  Emergency

Class About in Session: 0

AM Days in Session: 60  Yes  No

PM Days in Session: 60  Yes  No

Begin Time: 12:00 AM End Time: 12:00 AM

5 Save





# School Calendar

## Identifying Calendar Days

### About Day Types

The day types listed are reserved codes that have default calendar calculations associated with them. These codes cannot be altered.

It is **VERY** important to select the correct **Day Type** code. For example: If you select November 25<sup>th</sup> as Thanksgiving, enter a description as directed and then forget to change the day type to **Holiday**, ClassMate will still be counting the date as a school day, throwing off your day count. Additionally, the system will also be including the day in the students Work Ethic grade. As a result the WE grade will be pulled down because there would be no recorded attendance on that day.

Identify **EACH** day that does not follow the default pattern.

001401	-	Administrative only day
001402	-	Teacher In-Service Day
001403	-	School Day
001404	-	Saturday field trip
001405	-	Weekend
001406	-	Holiday - Single Day
001407	-	Holiday - Multiple Days
001408	-	Other (i.e. snow days, etc)
001409	-	Teacher Holiday after Student Last.
001410	-	ACT 80 Day
001411	-	Strike
Allowable Medication 1601 1602		



# School Calendar

- Overview & Pre-Requisites
- Creating a New School Year
- Identifying Calendar Days
- Scheduling Calendar Events
- **Calendar Session Management**
  - **Establishing Marking Periods**



**\*\* Setting up Marking Periods & Alternate Marking Periods is necessary for certain modules to function properly and should be set up as soon as dates are available \*\***



# School Calendar

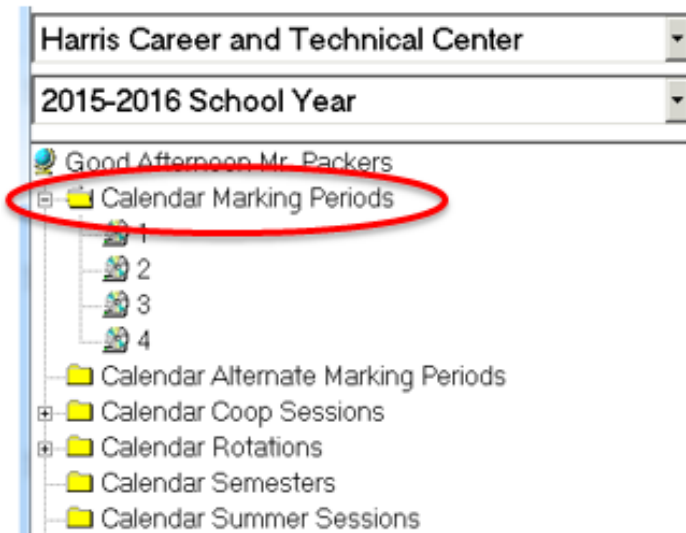
## Setting Up Marking Periods

### Getting Started

Double click > **My Modules** > Double Click **School Calendar Information** > Click **Calendar Session Management**

### Calendar Sessions

- Select the **Campus Location** from the drop down menu.
- Select the **School Year** from the drop down menu.
- Click the **Calendar Marking Period Folder**. If marking periods have been established, Click the + sign to the left of the folder to expand.

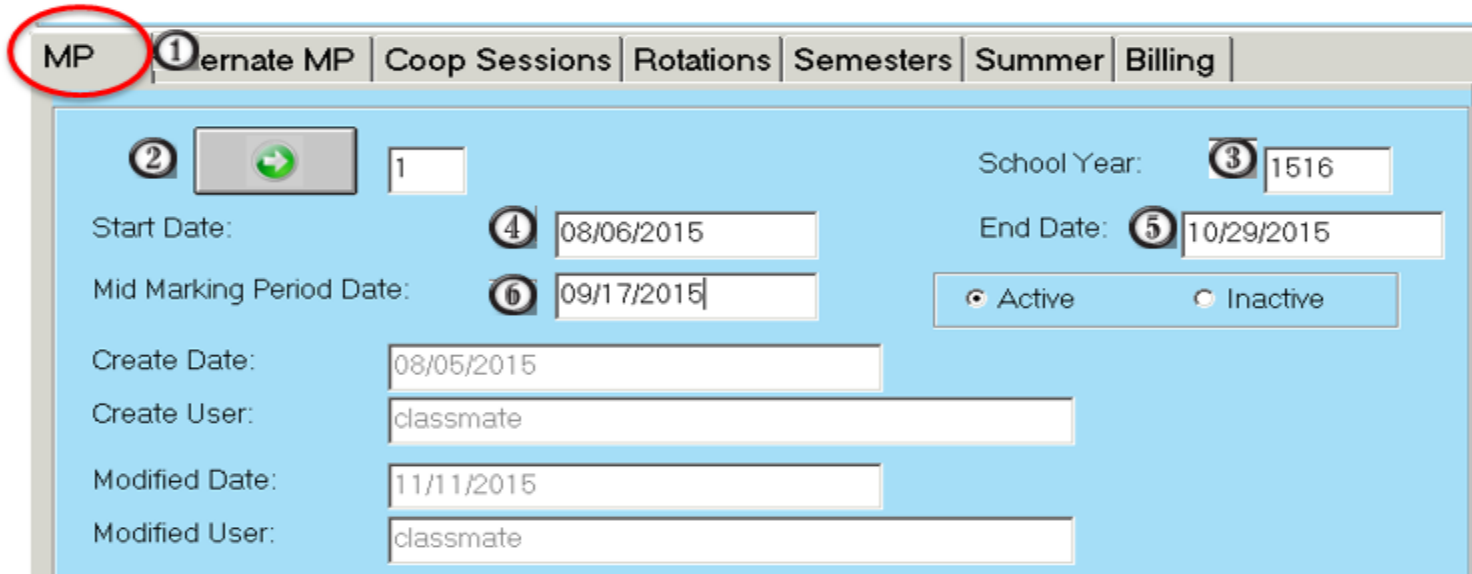


# School Calendar


## Setting Up Marking Periods

- 1 Click MP Tab
- 2 Click the **Green Arrow** button to auto create the next sequential ID number
- 3 Enter 2-digit School Year

- 4 Enter **Marking Period Begin Date**. First day of Marking Period.
- 5 Enter **Marking Period End Date**. Last day of the Marking Period.
- 6 Enter **Mid Marking Period Date**. Usually the date Progress Reports are due.
- 7 Click "Save"



MP 1 Alternate MP Coop Sessions Rotations Semesters Summer Billing

2  1

School Year: 3 1516

Start Date: 4 08/06/2015 End Date: 5 10/29/2015

Mid Marking Period Date: 6 09/17/2015  Active  Inactive

Create Date: 08/05/2015

Create User: classmate

Modified Date: 11/11/2015

Modified User: classmate

**Note: All dates entered **MUST** be valid school days.**

# School Calendar

- Overview & Pre-Requisites
- Creating a New School Year
- Identifying Calendar Days
- Scheduling Calendar Events
- **Calendar Session Management**
  - Establishing Marking Periods
  - **Establishing Alternate Marking Periods**



# School Calendar

## Setting Up Alternate Marking Periods

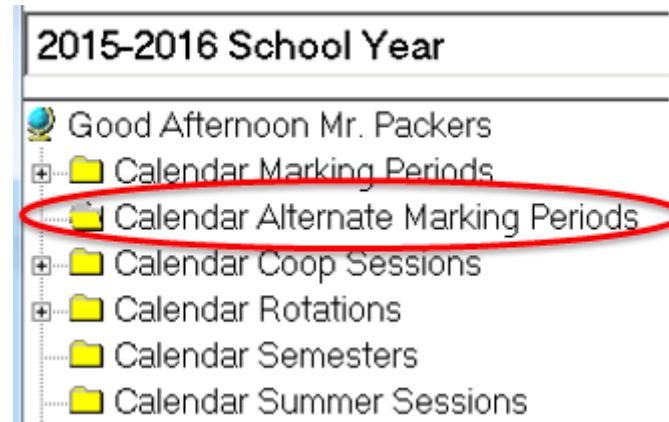
### Getting Started

Double click > **My Modules** > Double Click  
**School Calendar Information** > Click **Calendar  
Session Management**



### Calendar Sessions

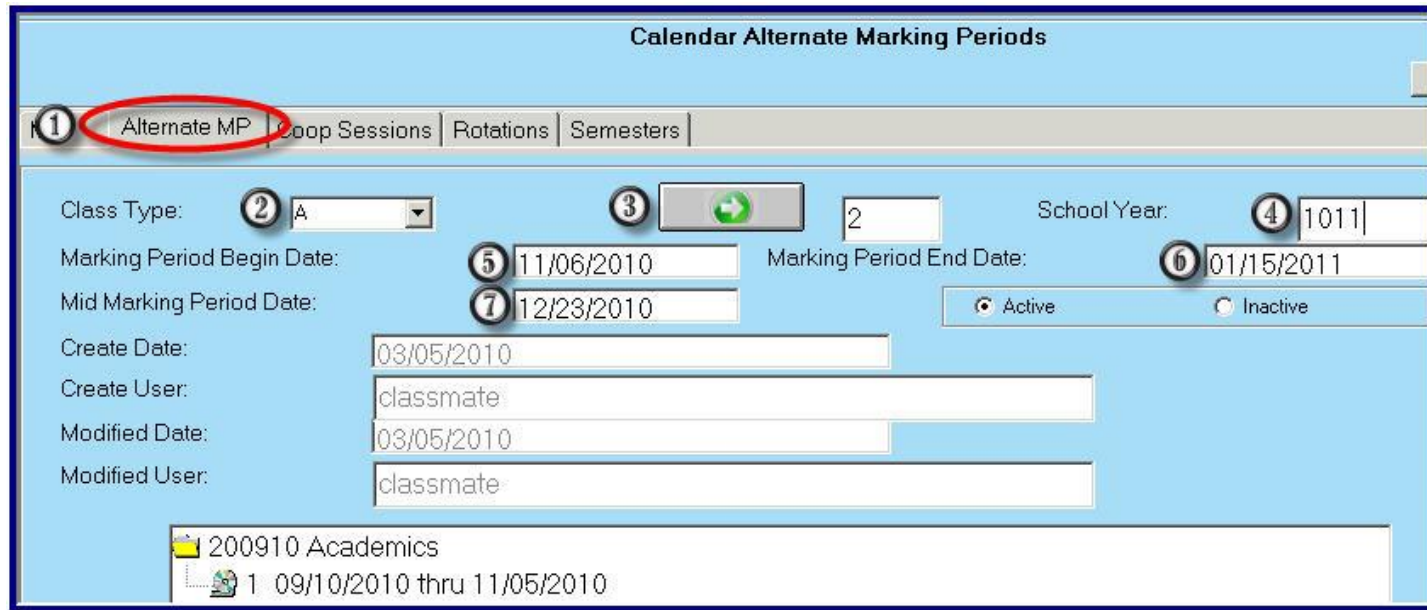
- Select the **Campus Location** from the drop down menu
- Select the **School Year** from the drop down menu
- Click the **Calendar Alternate Marking Period Folder**. If marking periods have been established, Click the + sign to the left of the folder to expand



# School Calendar

## Setting Up Alternate Marking Periods

- 1 Click **Alternate MP** Tab
- 2 Select the **Class Type**
- 3 Click the **Green Arrow** button to auto create the next sequential ID number
- 4 Enter **School Year**
- 5 Enter **Alternate Marking Period Begin Date**. First day of Alternate Marking Period.
- 6 Enter **Alternate Marking Period End Date**. Last day of the Marking Period.
- 7 Enter **Mid Marking Period Date**. Usually the date Progress Reports are due.  
Click **“Save”**



The screenshot shows the 'Calendar Alternate Marking Periods' form. The 'Alternate MP' tab is selected and circled in red. The form contains the following fields and controls:

- Class Type:** A dropdown menu with 'A' selected, circled with a '2'.
- Green Arrow Button:** A button with a green arrow pointing right, circled with a '3'.
- School Year:** A text input field containing '1011', circled with a '4'.
- Marking Period Begin Date:** A date input field containing '11/06/2010', circled with a '5'.
- Marking Period End Date:** A date input field containing '01/15/2011', circled with a '6'.
- Mid Marking Period Date:** A date input field containing '12/23/2010', circled with a '7'.
- Active/Inactive:** Radio buttons for 'Active' (selected) and 'Inactive'.
- Create Date:** A date input field containing '03/05/2010'.
- Create User:** A text input field containing 'classmate'.
- Modified Date:** A date input field containing '03/05/2010'.
- Modified User:** A text input field containing 'classmate'.
- Summary:** A box at the bottom showing '200910 Academics' and '1 09/10/2010 thru 11/05/2010'.

**Note: All dates entered **MUST** be valid school days.**

# School Calendar

- Overview & Pre-Requisites
- Creating a New School Year
- Identifying Calendar Days
- Scheduling Calendar Events

- **Calendar Session**

## Management

- Establishing Marking Periods
- Establishing Alternate Marking Periods
- **Establishing Calendar Rotations**
- **Closing Calendar Rotations**





# School Calendar



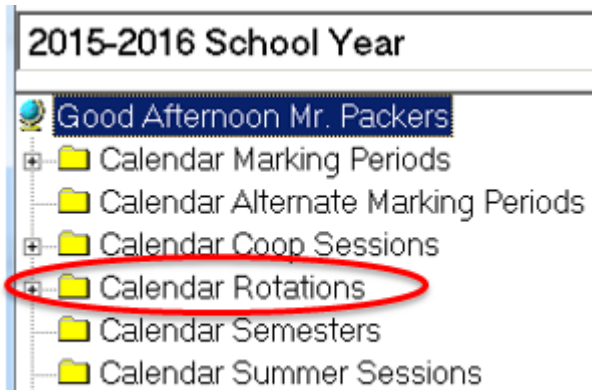
## Creating Rotations

### Getting Started

Double click > **My Modules** > Double Click **School Calendar Information** > Click **Calendar Session Management**

### Calendar Sessions

- Select the **Campus Location** from the drop down menu.
- Select the **School Year** from the drop down menu.
- Click the **Calendar Rotations Tab**. If a rotation already exists, Click the + sign to the left of the folder to expand.

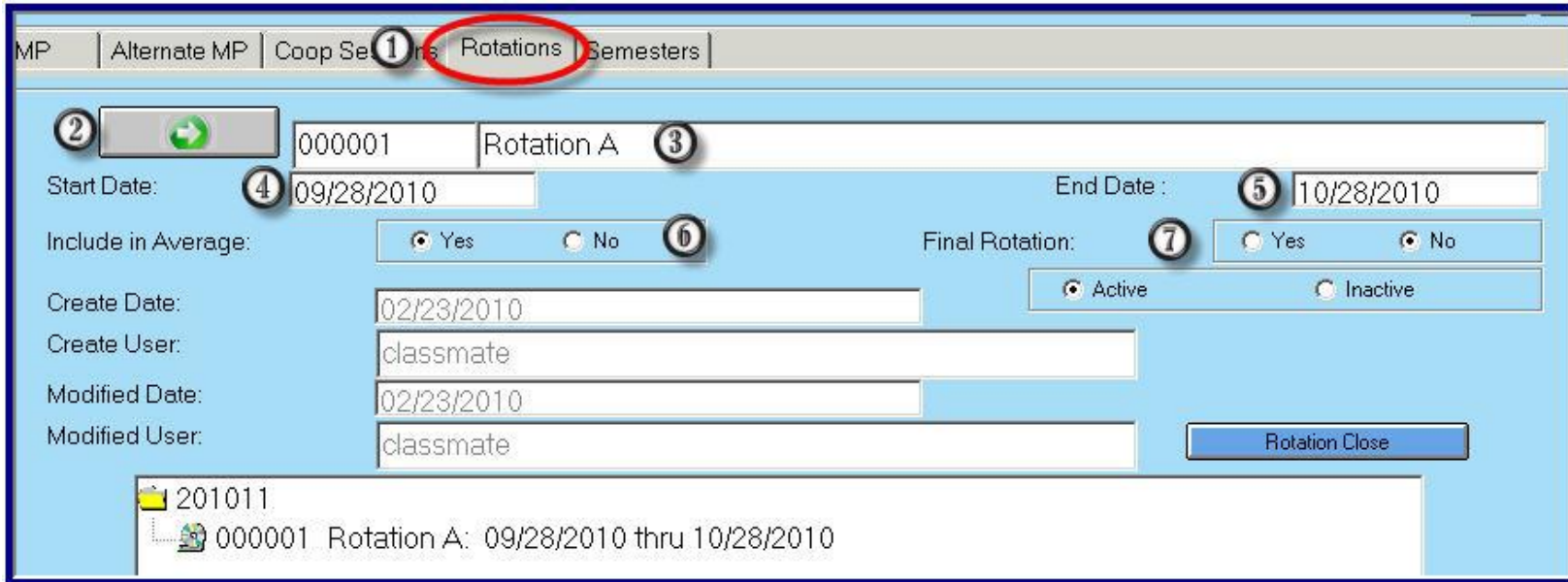


# School Calendar


## Creating Rotations

- 1 Click **Rotations Tab**
- 2 Click the **Green Arrow** button to auto create the next sequential ID number
- 3 Enter a **Rotation Description**

- 4 Enter the **Start Date**. First day the student will be included in the class. Must be a valid school day.
- 5 Enter the **End Date**. Last day the student will be included in the class. Must be a valid school day.
- 6 Flag Rotation for inclusion in the grading formula.
- 7 Identify rotation as **Final Rotation**.



MP | Alternate MP | Coop Se 1 | **Rotations** | Semesters

2  000001 | Rotation A 3

Start Date: 4 09/28/2010 End Date: 5 10/28/2010

Include in Average:  Yes  No 6 Final Rotation: 7  Yes  No

Create Date: 02/23/2010  Active  Inactive

Create User: classmate

Modified Date: 02/23/2010

Modified User: classmate

Rotation Close

201011

000001 Rotation A: 09/28/2010 thru 10/28/2010

**Note: All dates entered **MUST** be valid school days.**

# School Calendar

## Rotations

- Repeat until all rotation periods required for the school year have been entered.
- Rotations must be created each new school year. Rotations do **NOT** carry over from the previous calendar year.

## Closing a Rotation – for Rotation Grading Only

If your school performs Rotation Grading, it is vital to correctly close the rotation periods during the school year at the appropriate time. This process initiates the Rotation Period Grade and Rotation Final Grade average process. Properly closing the rotation period will ensure accurate grades. Additionally, rotation flags must be reset to maintain functionality.

This needs to be done on the last day of the rotation at the end of the day.

## Getting Started

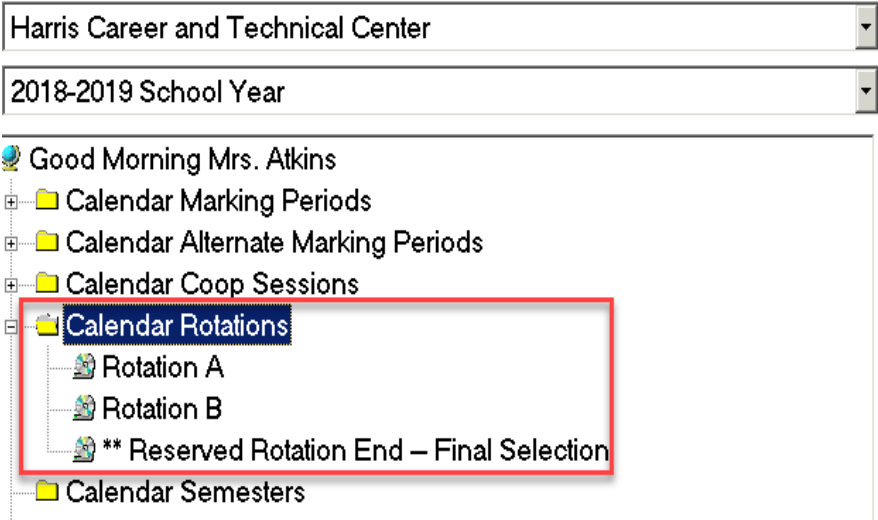
Double click > **My Modules** > Double Click **School Calendar Information** > Click **Calendar Session Management** > select **Rotation Tab**



# School Calendar

## Closing a Rotation – Rotation Grading Only

- Select the **Campus Location** from the drop down menu.
- Select the **School Year** from the drop down menu.
- Click the **Calendar Rotations Tab**. If a rotation already exists, Click the + sign to the left of the folder to expand.
- Click the **Rotation Name** to select.



Harris Career and Technical Center

2018-2019 School Year

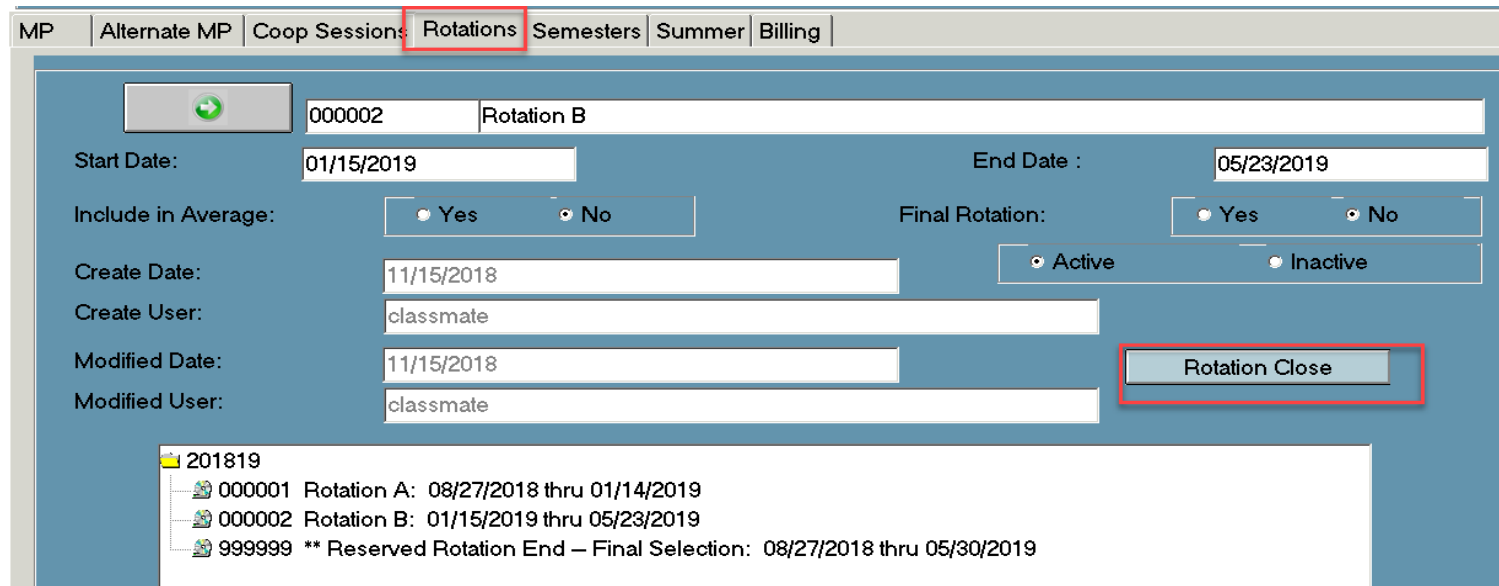
- Good Morning Mrs. Atkins
- Calendar Marking Periods
- Calendar Alternate Marking Periods
- Calendar Coop Sessions
- Calendar Rotations**
  - Rotation A
  - Rotation B
  - \*\* Reserved Rotation End – Final Selection
- Calendar Semesters



# School Calendar

## Closing a Rotation – Rotation Grading Only

- Click the **Blue Rotation Close** button to initiate the close process.  
The user will be asked if this rotation is the final rotation?
- Click **No** to close the selected rotation and indicate the is **NOT** the final rotation
- Click **Yes** to close the selected and:
  - Re-set the Student Master rotation flags to false.
  - Re-set the Custom Control rotation flag to false.



MP | Alternate MP | Coop Sessions | **Rotations** | Semesters | Summer | Billing

000002 | Rotation B

Start Date: 01/15/2019 | End Date: 05/23/2019

Include in Average:  Yes  No | Final Rotation:  Yes  No

Create Date: 11/15/2018 |  Active  Inactive

Create User: classmate

Modified Date: 11/15/2018 | **Rotation Close**

Modified User: classmate

201819

- 000001 Rotation A: 08/27/2018 thru 01/14/2019
- 000002 Rotation B: 01/15/2019 thru 05/23/2019
- 999999 \*\* Reserved Rotation End – Final Selection: 08/27/2018 thru 05/30/2019

# School Calendar

- Overview & Pre-Requisites
- Creating a New School Year
- Identifying Calendar Days
- Scheduling Calendar Events
- **Calendar Session Management**
  - Establishing Marking Periods
  - Establishing Alternate Marking Periods
  - Establishing Calendar Rotations
  - Closing Calendar Rotations
  - **Establishing Calendar Semesters**
- **Calendar Coop Sessions**
  - Please access and review our Cooperation Education documentation for set up instructions

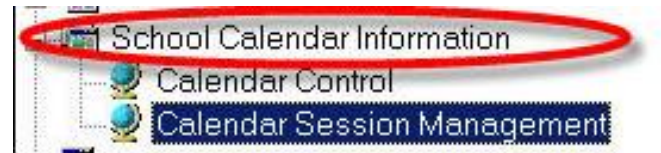


# School Calendar

## Creating Semesters

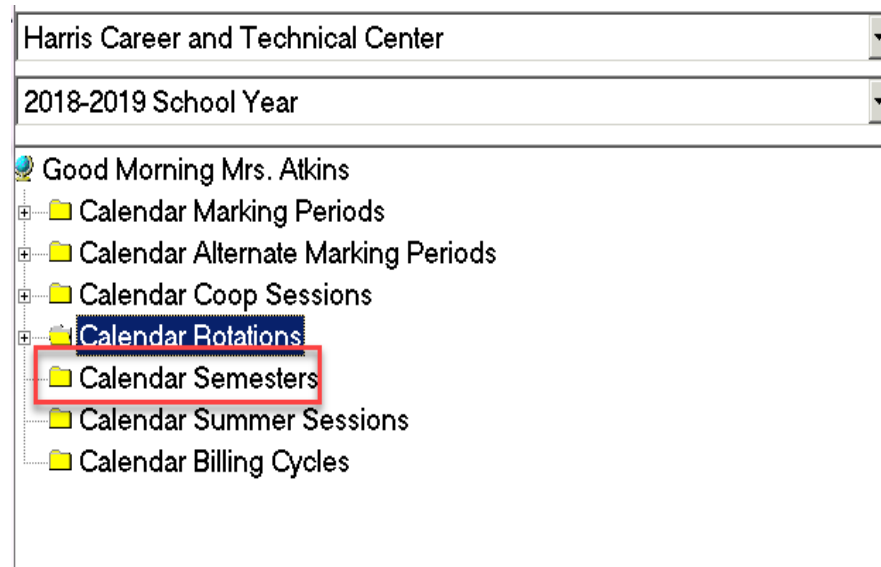
### Getting Started

Double click > **My Modules** > Double Click  
**School Calendar Information** > Click **Calendar  
Session Management**



### Calendar Sessions

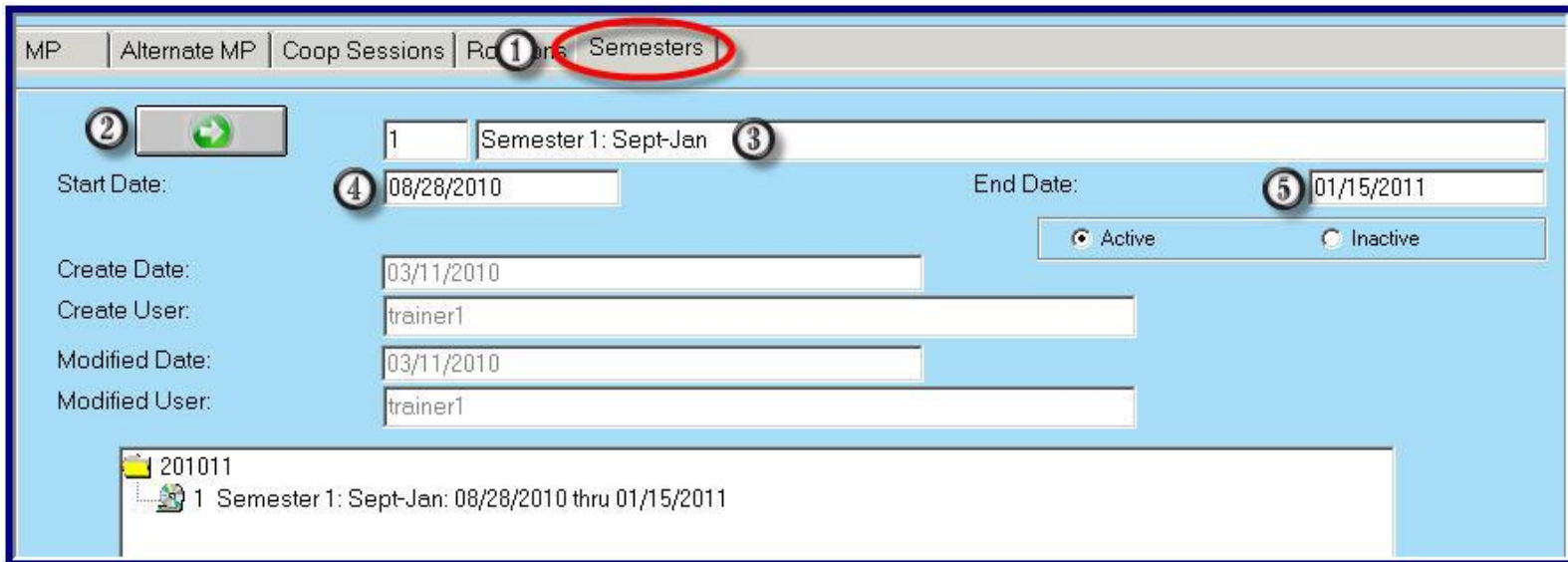
- Select the **Campus Location** from the drop down menu
- Select the **School Year** from the drop down menu
- Click the **Calendar Semesters Tab**. If a rotation already exists, Click the + sign to the left of the folder to expand



# School Calendar

## Creating Semesters

- 1 Click **Semesters Tab**
- 2 Click the **Green Arrow** button to auto create the next sequential ID number
- 3 Enter a **Semester Description**
- 4 Enter **Start Date**. First day of the semester. Must be a valid school day.
- 5 Enter **End Date**. First day of the semester. Must be a valid school day.
- 6 Click **“Save”**



- Repeat until all Semesters required for the school year have been entered.
- Semester must be created each new school year. Semesters do **NOT** carry over from the previous calendar year.



# School Calendar

- Overview & Pre-Requisites
- Creating a New School Year
- Identifying Calendar Days
- Scheduling Calendar Events
- Calendar Session Management
  - Establishing Marking Periods
  - Establishing Alternate Marking Periods
  - Establishing Calendar Rotations
  - Closing Calendar Rotations
  - Establishing Calendar Semesters
- **Changing Calendar Days**



## Changing Calendar Days

During the course of the school year the need to adjust or edit the official school calendar in ClassMate may arise. The need may occur due to an emergency closing such as weather, a service interruption, or any unforeseen circumstances that may prevent school from opening on a scheduled day.

**Due to the importance of the school calendar in ClassMate is very important that changes to the calendar occur using the process outlined in this section. *If any steps in the process are omitted or out of sequence the accuracy of the entire calendar can be compromised.***

If the school calendar is not accurate a wide range of related issues can occur including inaccurate work ethic grades, attendance, etc.

To change a previously scheduled school day to a non-school day, regardless of the reason, you will have **2** different options to choose from:

- Change a previously scheduled Holiday to a School Day.
- Adding a day to the end of the school year.

Please ensure you know how you will be changing the day **BEFORE** you begin.



# School Calendar

## Data Validation

Mandatory step **PRIOR** to changing any days on the calendar.

Prior to changing any school days in the ClassMate calendar, ensure that there are no previously scheduled items for the selected date. For example, student suspensions. This **MANDATORY STEP** is accomplished using the **Data Validations Module**.



## Getting Started

Double click > **My Modules** > Double Click **Student Enrollment** > Click **ClassMate Data Validations**

In the **Data Validations Module**, overwrite the day – which will default to today's date – with the day you wish to validate. Leave the time stamp alone and only overwrite the day #.



A screenshot of a form with two input fields. The 'Calendar' field contains the value '201112'. The 'Date' field contains the value '01/16/2012 4:51:24 PM'. The 'Date' field is circled in red, and the '16' is highlighted with a blue selection bar.



# School Calendar

## Data Validation

Mandatory step **PRIOR** to changing the calendar.

- Locate the **Calendar Validation Fields.**
- Click Snow days **“True.”**
- Click **“Validate.”**
- A grey notification box will display indicating **“Process Completed Successfully.”**
- The **Calendar Validation Report** will display and list any previous recorded or scheduled data.



Calendar

Snow Days  True  False



Validate



# School Calendar

## Data Validation

### Validation Report

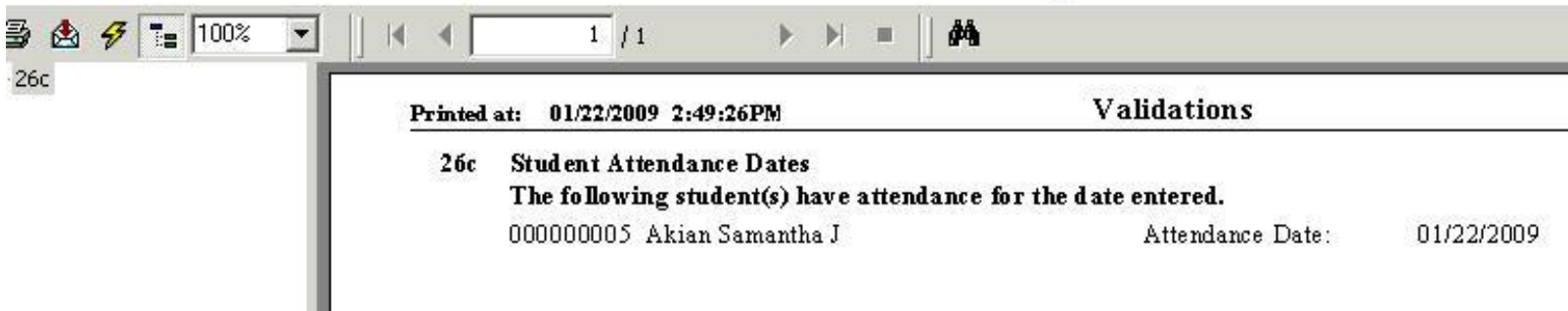
The Calendar Validations report will be generated. The report will identify any enrollment, attendance or suspension activity that was originally scheduled for that day.

Prior to adjusting the calendar, this activity **MUST** be removed.

You must manually remove or modify the begin and/or end dates for the identified activities in the appropriate modules.

Re-run the **Calendar Data Validation** report to ensure all activity has been removed for the selected date. You cannot adjust the calendar until the report has **NO** activity.

### Validations Report 2



Printed at: 01/22/2009 2:49:26PM

**Validations**

26c Student Attendance Dates  
The following student(s) have attendance for the date entered.

000000005 Akian Samantha J	Attendance Date:	01/22/2009
----------------------------	------------------	------------



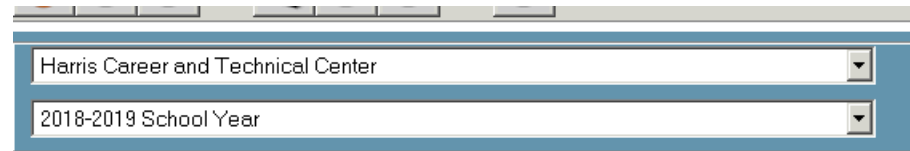
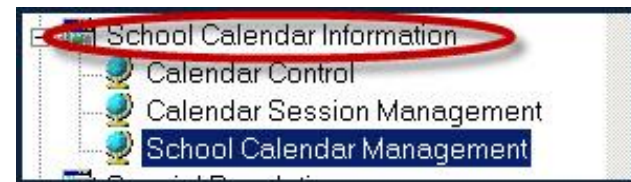
# School Calendar

## Changing Calendar Days

## Getting Started

Double click > **My Modules** > Double Click  
**School Calendar Information** > Click **School Calendar Management**

- Select the **Campus Location** from the drop down menu
- Select the **School Year** from the drop down menu



# School Calendar

## Changing Calendar Days

### Option 1

#### Make-Up Day: Changing Scheduled Holidays

First, you must edit the Day Type for the scheduled Holiday that is being taken away. On the **Day Management** tab, click on the Holiday that needs to be changed.

The Holiday that is being taken away needs to change to a Day Type of “**School Day**”, rather than holiday. You must also click the “**Makeup Day**” box below the description.

It is a ClassMate best practice to enter the date of the snow day that triggered the change in the description field.



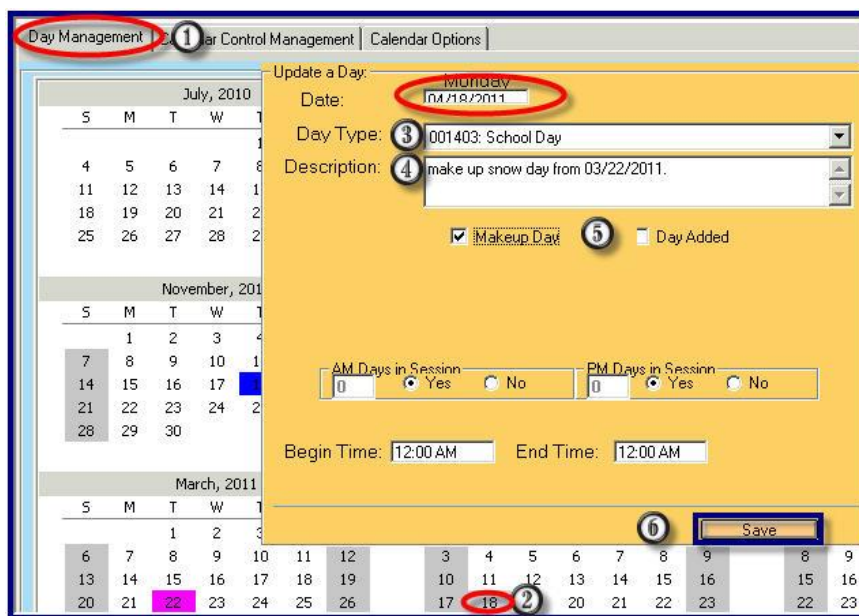
Update a Day: Monday  
Date: 04/19/2011  
Day Type: 001403: School Day  
Description: make up snow day from 03/22/2011.  
 Makeup Day  Day Added



# School Calendar

## Changing a Calendar Day Option 1 – Changing Holidays

- 1 Click Day Management Tab
- 2 Click Scheduled Holiday Date you would like to change
- 3 Click the drop down menu for Day Type. Change “Holiday” to “School Day”
- 4 Enter a Description. Reference the snow day Date.
- 5 Select “Makeup Day” checkbox.
- 6 Click “Save”. Day Type will now be “School Day” .



The screenshot shows the 'Update a Day' dialog box in the Harris School Solutions software. The dialog box is open over a calendar view. The 'Date' field is set to 03/18/2011. The 'Day Type' dropdown menu is set to '001403: School Day'. The 'Description' field contains the text 'make up snow day from 03/22/2011.'. The 'Makeup Day' checkbox is checked, and the 'Day Added' checkbox is unchecked. The 'AM Days in Session' and 'PM Days in Session' fields are both set to 0. The 'Begin Time' and 'End Time' fields are both set to 12:00 AM. The 'Save' button is highlighted.

**Note: When Changing a Scheduled holiday to a school day the student & teacher last day should **NOT** change.**



# School Calendar

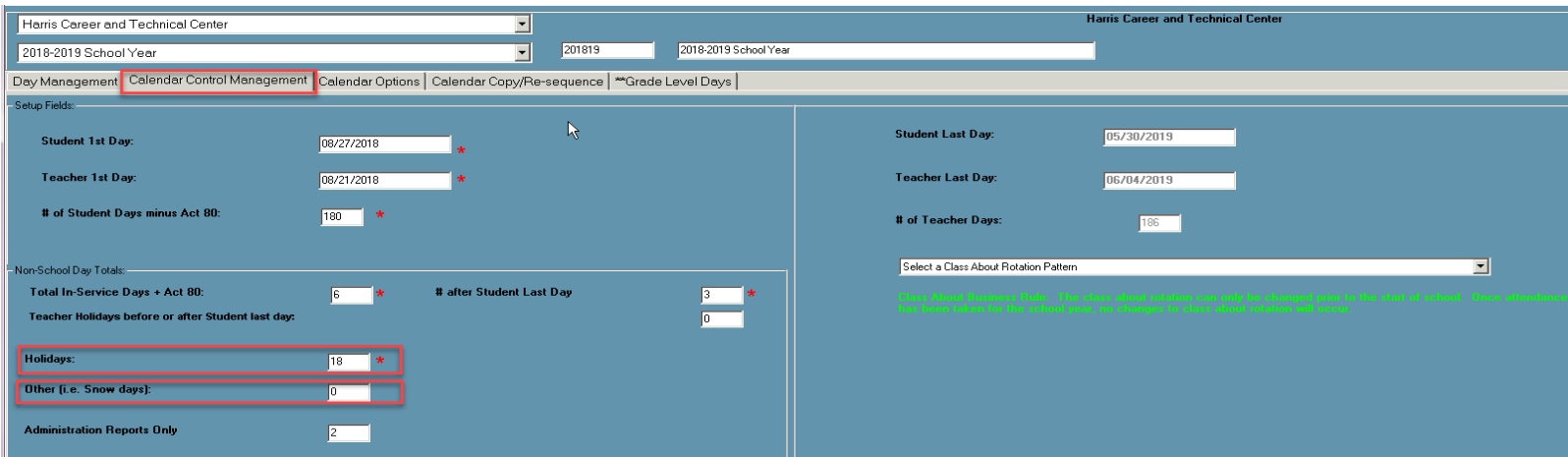
## Changing Calendar Days

### Option 1

#### Make-Up Day: Changing Holidays

Next, reduce the number of holidays scheduled in the school calendar.

- Click the **Calendar Control Management Tab**.
- Edit the number of **Holiday** days to reflect the make-up day. For example, if you currently have 23 holidays scheduled and you are taking away 1 day from spring break, enter 22 in the field.
- Edit the number of **Other** days to reflect the appropriate number of days used for the snow day(s). For example, if you currently have 0 **Other** days scheduled and you are taking away one **Holiday** for one snow day, enter the number 1 in the **Other** field.



Harris Career and Technical Center

2018-2019 School Year

2018-2019 School Year

Day Management | **Calendar Control Management** | Calendar Options | Calendar Copy/Re-Sequence | Grade Level Days

Setup Fields:

Student 1st Day: 08/27/2018 \*

Teacher 1st Day: 08/21/2018 \*

# of Student Days minus Act 80: 180 \*

Student Last Day: 05/30/2019

Teacher Last Day: 06/04/2019

# of Teacher Days: 186

Select a Class About Rotation Pattern

Non-School Day Totals:

Total In-Service Days + Act 80: 6 \* # after Student Last Day: 3 \*

Teacher Holidays before or after Student last day: 0

Holidays: 18 \*

Other (i.e. Snow days): 0

Administration Reports Only: 2

Class About Business Rule: The class about rotation can only be changed prior to the start of school. Once attendance has been taken for the school year, no changes to class about rotation will occur.



# School Calendar

## Changing Calendar Days

### Option 1

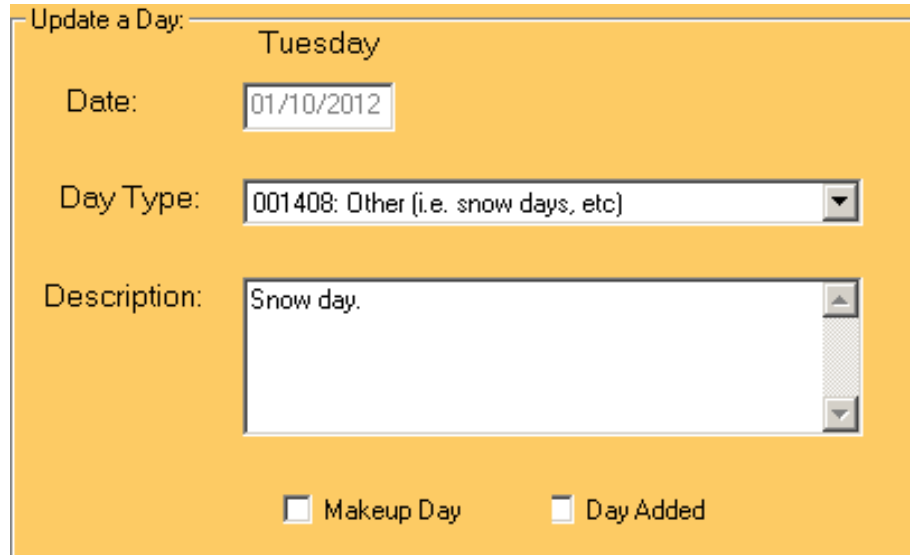
#### Make-Up Day: Changing to a Snow Day

Finally, you must edit the Day Type for the day that is now going to be a Snow Day.

On the **Day Management** tab, click on the day that needs to be changed.

The day that is changing needs to change to a Day Type of **“Other.”**

You do NOT select either of the checkboxes below for the day that is changing TO a Snow Day.



Update a Day:

Tuesday

Date: 01/10/2012

Day Type: 001408: Other (i.e. snow days, etc)

Description: Snow day.

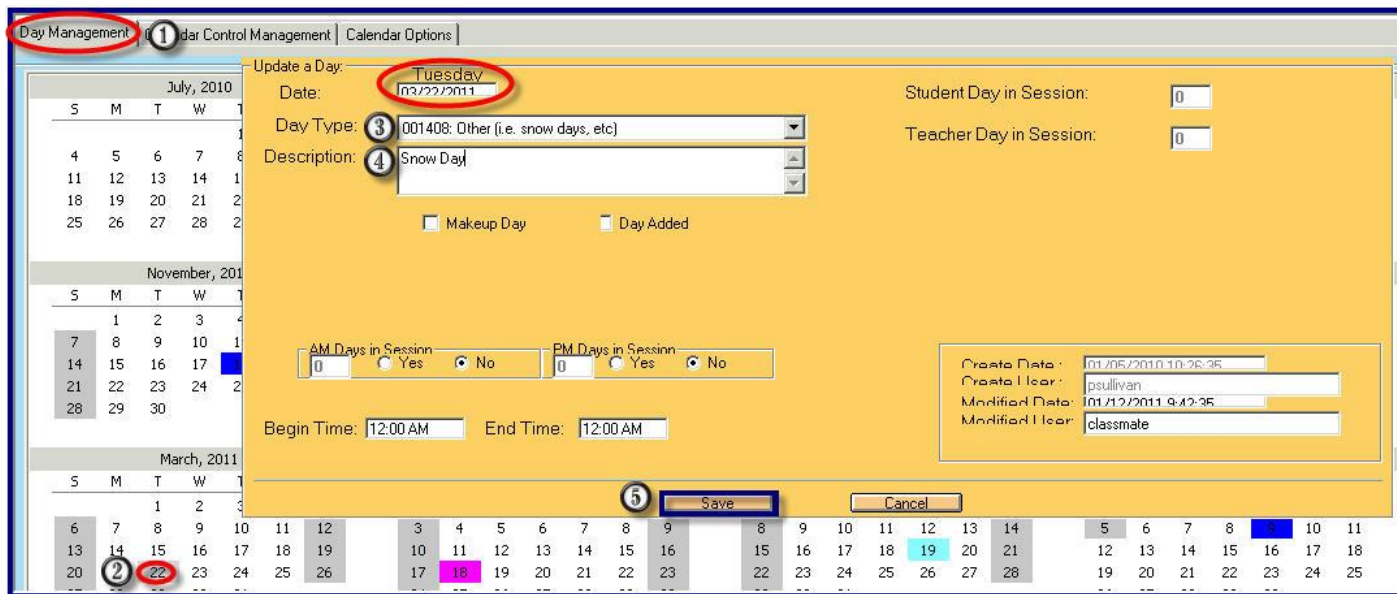
Makeup Day  Day Added



# School Calendar

## Changing a Calendar Day Option 1 – Changing Holidays

- 1 Click Day Management Tab
- 2 Click Actual Snow Day Date you would like to change
- 3 Click the drop down menu for Day Type. Select the New Day Type “Other”
- 4 Enter a Description. For Example: Snow Day
- 5 Click “Save”. Day Type will now be “Other”



The screenshot shows the 'Update a Day' dialog box in the 'Day Management' tab. The 'Date' field is set to 'Tuesday 10/22/2011'. The 'Day Type' dropdown is set to '001408: Other (i.e. snow days, etc)'. The 'Description' field contains 'Snow Day'. The 'Save' button is highlighted with a red circle and the number 5.

S	M	T	W	T	F	S
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	31

S	M	T	W	T	F	S
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
29	30	31				

S	M	T	W	T	F	S
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
29	30	31				

**Note: All calendar changes should follow the same process**

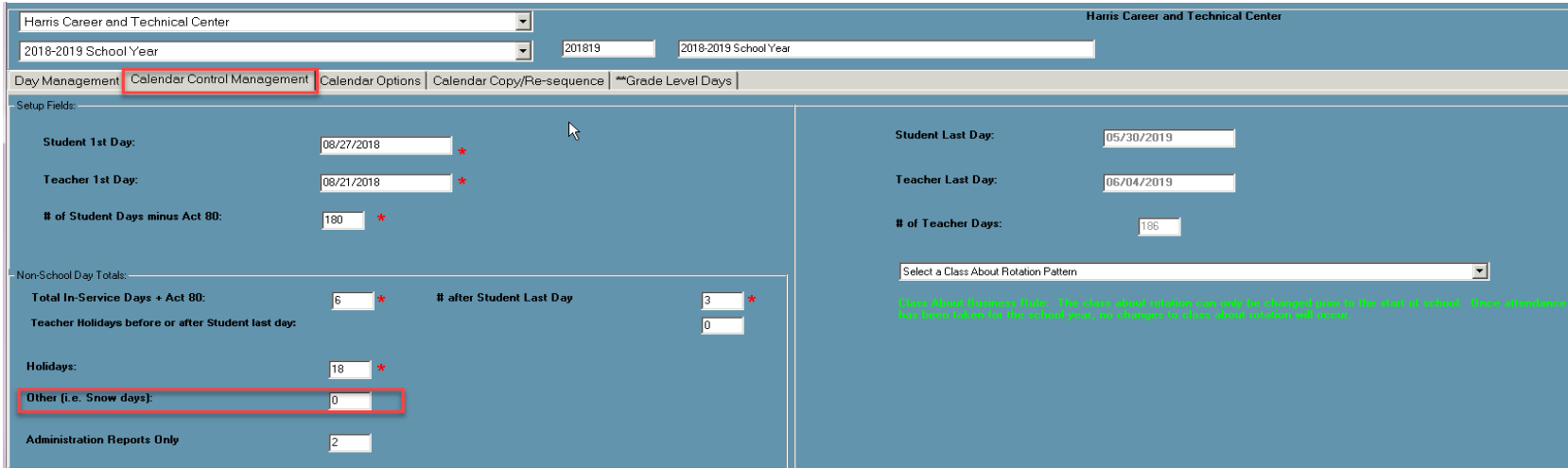
# School Calendar

## Changing Calendar Days

### Option 2

**Day Added:** This is the option of adding a day to the end of the school year.

- Click the **Calendar Control Management Tab**.
- Edit the number of **Other** days to reflect the appropriate number of days used for this day type.
- For example, if you currently have 0 **Other** days scheduled and you are adding 1 snow day, enter 1 in the **Other** field to continue. Ensure the correct number of snow days is reflected in the field.
- Please keep in mind that all adjustments are based on how you originally setup your calendar.



Harris Career and Technical Center

2018-2019 School Year 201819 2018-2019 School Year

Day Management **Calendar Control Management** Calendar Options Calendar Copy/Re-sequence \*\*Grade Level Days

Setup Fields:

Student 1st Day:	08/27/2018 *	Student Last Day:	05/30/2019
Teacher 1st Day:	08/21/2018 *	Teacher Last Day:	06/04/2019
# of Student Days minus Act 80:	180 *	# of Teacher Days:	186

Non-School Day Totals:

Total In-Service Days + Act 80:	6 *	# after Student Last Day	3 *
Teacher Holidays before or after Student last day:			0
Holidays:	18 *		
<b>Other (i.e. Snow days):</b>	<b>0</b>		
Administration Reports Only	2		

Select a Class About Rotation Pattern

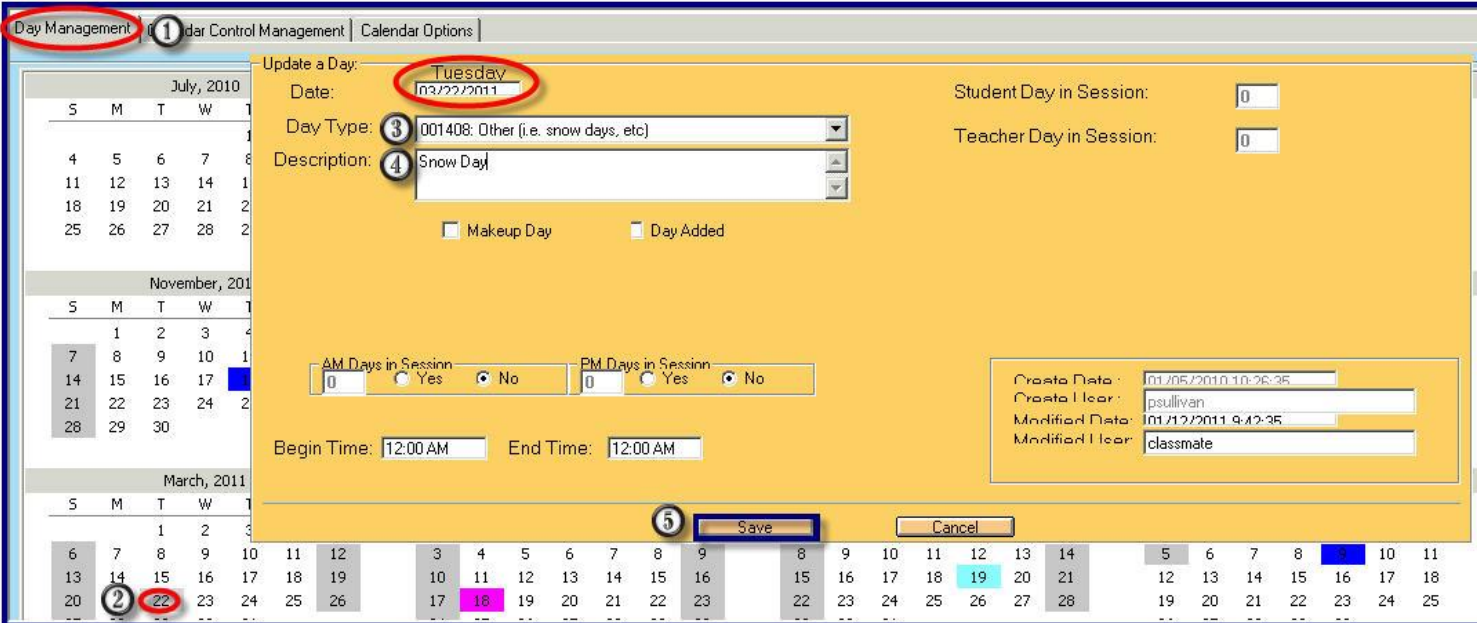
Class About Business Rule: The class about rotation can only be changed prior to the start of school. Once attendance has been taken for the school year, no changes to class about rotation will occur.



# School Calendar

## Changing a Calendar Day Option 2 – Days Added

- 1 Click Day Management Tab
- 2 Click Actual Snow Day Date you would like to change
- 3 Click the drop down menu for Day Type. Select the New Day Type “Other”
- 4 Enter a Description. For example, Snow Day.
- 5 Click “ Save”. Day Type will now be “Other” .



Day Management | 1 Calendar Control Management | Calendar Options

Update a Day: Tuesday  
Date: 01/22/2011

Student Day in Session: 0  
Teacher Day in Session: 0

Day Type: 3 001408: Other (i.e. snow days, etc)

Description: 4 Snow Day

Makeup Day  Day Added

AM Days in Session: 0 Yes No PM Days in Session: 0 Yes No

Begin Time: 12:00 AM End Time: 12:00 AM

Create Date: 01/05/2010 10:26:35  
Create User: psullivan  
Modified Date: 01/12/2011 9:42:35  
Modified User: classmate

5 Save Cancel

**Note: All calendar changes should follow the same process**

# School Calendar

## Changing Calendar Days


### Option 2

### Days Added

After you have changed the selected date (the actual date of the snow day) to the Day Type **“OTHER”**, you must then edit the Day Type for the scheduled **Last Day**.

The new **Last Day** date should be become a Day Type of **“School Day”**. The date type for the day added may be blank if it was not an originally scheduled day, it may be an In Service or some other day type. You will also select the **“Day Added”** checkbox.

It is a ClassMate best practice to enter the date of the snow day that triggered the change.



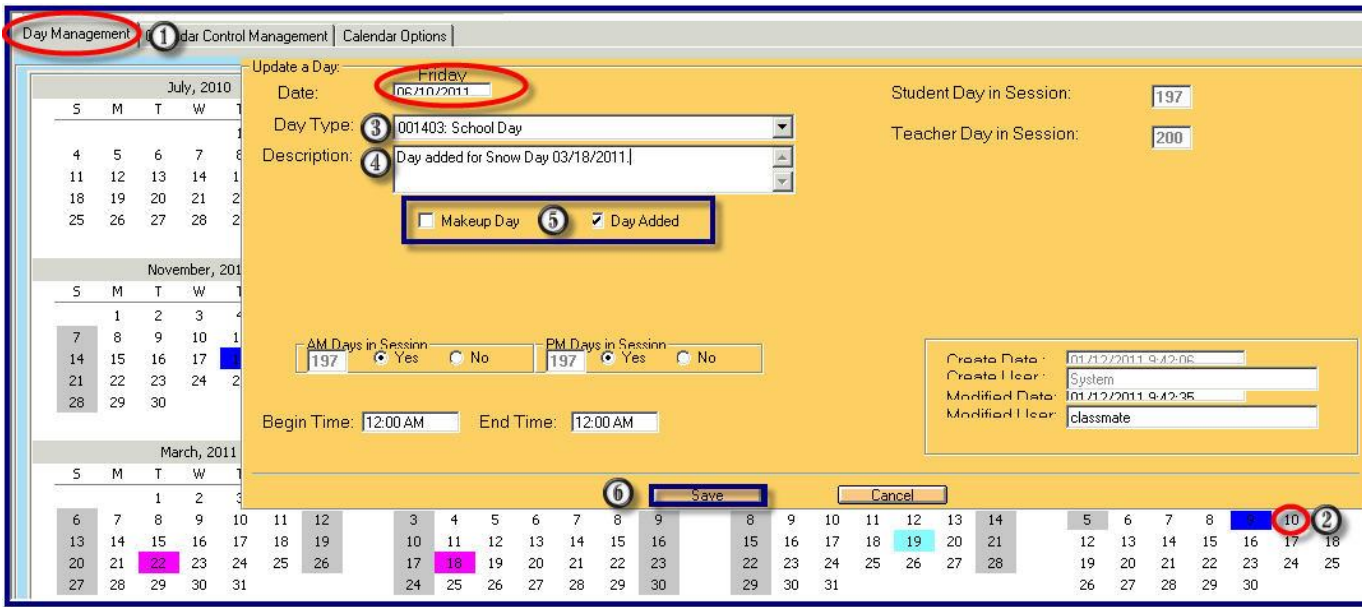
Update a Day: Friday  
Date: 03/18/2011  
Day Type: 001403: School Day  
Description: Day added for Snow Day 03/18/2011.  
 Makeup Day  Day Added



# School Calendar

## Changing a Calendar Day Option 2 – Days Added

- 1 Click Day Management tab.
- 2 Click the newly added Date you would like to change
- 3 Click the drop down menu for Day Type. Select the new Day Type “School Day”
- 4 Enter a Description. Reference the snow day Date.
- 5 Select “Day Added”.
- 6 Click “Save”. This will automatically update the student & teacher last days.



Day Management | 1 Calendar Control Management | Calendar Options

Update a Day: Friday  
Date: 06/10/2011

Student Day in Session: 197  
Teacher Day in Session: 200

Day Type: 3 001403: School Day

Description: 4 Day added for Snow Day 03/18/2011

Makeup Day 5  Day Added

AM Days in Session: 197  Yes  No  
PM Days in Session: 197  Yes  No

Begin Time: 12:00 AM End Time: 12:00 AM

Create Date: 01/12/2011 9:42:06  
Create User: System  
Modified Date: 01/12/2011 9:42:35  
Modified User: classmate

6 Save Cancel

2



# School Calendar

## Changing a Calendar Day Option 2

- ① Notice the Student & Teacher Last day fields. The date is **06/08/2011**. This is auto calculated by the system based on the day types entered. The example below is **PRIOR** to using Option 2 for the day added function.



①

Prior to Day Added

- ② Notice the Student & Teacher Last day fields. The date is **06/09/2011**. This is auto calculated by the system based on the day types entered. The example below is **AFTER** to using Option 2 for the day added function.



②

After Day Added

Please be aware that depending upon how your calendar is setup you may have to adjust additional calendar days when using both the Make-up day option and the Day Added.

*For example, if 06/09/2011 is the new Student Last Day but it was originally scheduled as an In Service for teachers, that day would also need to be adjusted.*

If you have Teacher In-Service days scheduled **AFTER** the Last Student Day, you will need to remove however many Snow Days you are adding, to keep the total number of school days still accurate.

*For example – if you are adding a snow day in February, this is going to extend the calendar by 1 day in May or June, you MAY need to remove an already scheduled Teacher In-service day to accommodate the Last Student Day that will move when you add the snow day(s).*

*Once you enter the snow day, you will want to enter the Teacher In-Service day back in (if it was June 6<sup>th</sup> it may now be June 7<sup>th</sup>).*

**Note: All calendar changes should follow the same process**





# School Calendar

## Changing Calendar Days

Verify the number of days setup in the system for accuracy. For example, if changing a school day to **Other** for a snow day, ensure you have indicated the proper number of days to do so.

The system will display a message indicating the issue should you try to change a day incorrectly. Read the message and adjust the appropriate field as required then return to the **Day Management Tab** to continue.



# School Calendar



## Helpful Hints

Remember the School Calendar is the key to the entire ClassMate system and should only be used by trained school personnel.

### ClassMate School Calendar Access

It is a ClassMate best practice to limited the number of people with access to the School Calendar module.

### Marking Period, Semesters & Rotations

Please keep in mind that if your “Snow Day” falls on a Marking Period, Semester or Rotation End Date you will also need to update the End Date in those those modules appropriately to ensure the dates are all consistent.

### Data Validations

Performing the ClassMate Data Validation for Snow Days is a required step and the system will not allow you to continue until you have corrected ALL existing activities.

### Built In Snow Days

If your calendar has built in Snow Days (that is you have already added additional or have 5 Other days built in) you will not need to adjust those fields until those days are depleted.



# ClassMate School Calendar: Changing a School Day to a Non-School Day

## Best Practices:

### Reports Module

My Reports > **School Calendar Information**

Run the following reports to confirm change and review detail:

**School Calendar Day by Type** – lists days and Day Types associated with totals and Marking Period detail

**School Calendar List** – can be run with or w/o detail to display School Days or only Other designated Day Types

**Calendar Year View** – displays Calendar Type view with assigned Other Day color view w/Legend

**Full School Calendar** – displays Calendar Type view with identified Other Days listed and Totals

View other Calendar reports for other types of returned data at your convenience



# School Calendar

- Overview & Pre-Requisites
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  - Establishing Alternate Marking Periods
  - Establishing Calendar Rotations
  - Closing Calendar Rotations
  - Establishing Calendar Semesters
- Changing Calendar Days
- **Calendar Copy/Re-Sequencing**
- **Calendar Days**



# School Calendar

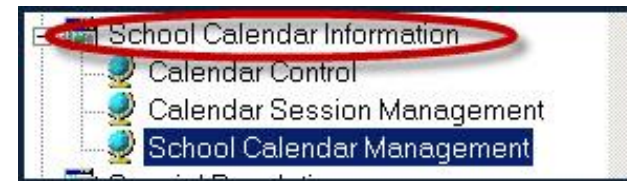
## Copying a Calendar

During Calendar set up, you may find it helpful to copy an existing School Calendar from one location to another. Sometimes you will need to make changes to the newly copied calendar, other times you can use as is.

## Copying a Calendar

### Getting Started

Double click > **My Modules** > Double Click  
**School Calendar Information** > Click **School Calendar Management**

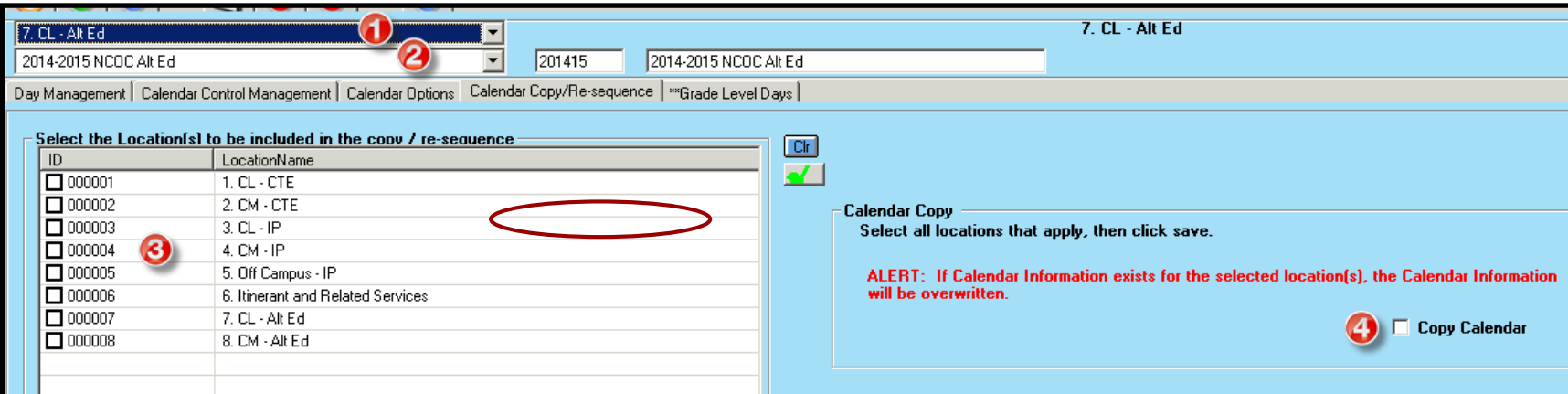


# School Calendar

## Copying a Calendar

### Select Calendar Copy/Re-Sequence Tab

1. Select the **Campus Location** from the drop down menu that you wish to COPY FROM.
2. Select the **School Year** from the drop down menu that you wish to COPY FROM.
3. Select the **Locations** by clicking the check box(es) for those that you want to apply the copy to
4. Click the **Copy Calendar Checkbox**.  
**Alert:** If Calendar Information exists for the selected location(s), the Calendar Information will be overwritten.
5. Click the **Black Save disk** on the top toolbar.



7. CL - Alt Ed

2014-2015 NCDC Alt Ed 201415 2014-2015 NCDC Alt Ed

Day Management | Calendar Control Management | Calendar Options | Calendar Copy/Re-sequence | \*\*Grade Level Days

Select the Location(s) to be included in the copy / re-sequence

ID	LocationName
<input type="checkbox"/> 000001	1. CL - CTE
<input type="checkbox"/> 000002	2. CM - CTE
<input type="checkbox"/> 000003	3. CL - IP
<input type="checkbox"/> 000004	4. CM - IP
<input type="checkbox"/> 000005	5. Off Campus - IP
<input type="checkbox"/> 000006	6. Itinerant and Related Services
<input type="checkbox"/> 000007	7. CL - Alt Ed
<input type="checkbox"/> 000008	8. CM - Alt Ed

Calendar Copy

Select all locations that apply, then click save.

**ALERT: If Calendar Information exists for the selected location(s), the Calendar Information will be overwritten.**

Copy Calendar



\* Note: The individual calendar days (Holidays, etc) will also copy, after you have copied a calendar you may go in and adjust individual days.

# School Calendar

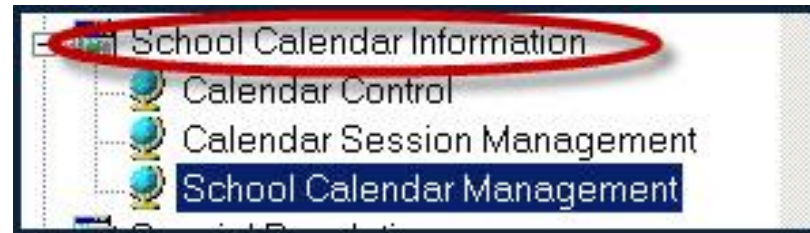
## Re-Sequencing a Calendar

During the course of the school year, inclement weather may cause your school to close. Sometimes, only specific locations may close, or perhaps all of them. The Re-Sequencing allows you to select which locations to close or which locations to “Re-Sequence” to a different Cycle Day.

## Re-Sequencing a Calendar

### Getting Started

Double click > **My Modules** > Double Click **School Calendar Information** > Click **School Calendar Management**



# School Calendar

## Re-Sequencing a Calendar

### Select Calendar Copy/Re-Sequence Tab

1. Select the **Locations** by clicking the check box(es) for those that you want to apply a Re-Sequence to.
2. Select the Date that needs to be Re-Sequenced.
3. Enter the new Letter day to start the Re-sequencing.
  - a) Example: If Day A(1) is a snow day, and the following day needs to be Day A(1) again, you would enter an A in the white box.
4. Click the **Re-Sequence Checkbox**
  - a) Alert: If a selected location does not participate in the same class about pattern, that location calendar will not be re-sequenced.
  - b) Example: If you select Location 1 who runs on a 4 day cycle, and Location 3 which runs on a 5 day cycle, the locations will not be re-sequenced. In this situation, each location should be re-sequenced individually.
5. Click the **Black Save disk** on the top toolbar.





# School Calendar

## Re-Sequencing a Calendar

Day Management | Calendar Control Management | Calendar Options | **Calendar Copy/Re-sequence** | Grade Level Days

Select the Location(s) to be included in the copy / re-sequence

ID	LocationName
<input type="checkbox"/> 000001	1. CL - CTE
<input type="checkbox"/> 000002	2. CM - CTE
<input checked="" type="checkbox"/> 000003	3. CL - IP
<input type="checkbox"/> 000004	4. CM - IP
<input type="checkbox"/> 000005	5. Off Campus - IP
<input type="checkbox"/> 000006	6. Itinerant and Related Services
<input type="checkbox"/> 000007	7. CL - Alt Ed
<input type="checkbox"/> 000008	8. CM - Alt Ed

**1**

Calendar Copy  
Select all locations that apply, then click save.

**ALERT: If Calendar Information exists for the selected location(s), the Calendar Information will be overwritten.**

Copy Calendar

Calendar Class About Re-Sequence

- Select all locations that apply.
- Select the date to start the Re-Sequence. **2** 10/21/2014
- For the selected date, enter the new letter day to start the re-sequencing. i.e. A,B, C, D,E,F,G **3** A
- Click the Re-Sequence checkbox. **4**  Re-Sequence
- Click Save.

**ALERT: If a selected Location does not participate in the same class about pattern, that location calendar will not be re-sequenced.**

**5**



# School Calendar

- Overview & Pre-Requisites
- Creating a New School Year
- Identifying Calendar Days
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  - Establishing Marking Periods
  - Establishing Alternate Marking Periods
  - Establishing Calendar Rotations
  - Closing Calendar Rotations
  - Establishing Calendar Semesters
- Changing Calendar Days
- Calendar Copy/Re-Sequencing Calendar Days
- **Establishing Location Cycle Rotation**



# School Calendar

## Establishing a Location Cycle Rotation (Class About Rotation)

During Calendar set up, you may find that if you have multiple locations, not all locations run/operate on the same Class About Rotation.

Example would be Location 1 operates on a 2 Day Cycle, and Location 4 operates on a 4 Day cycle. The Class About Rotation Pattern is set on each location level to indicate it's separate rotating calendar.

## Copying a Calendar

### Getting Started

Double click > **My Modules** > Double Click **School Calendar Information** > Click **School Calendar Management**



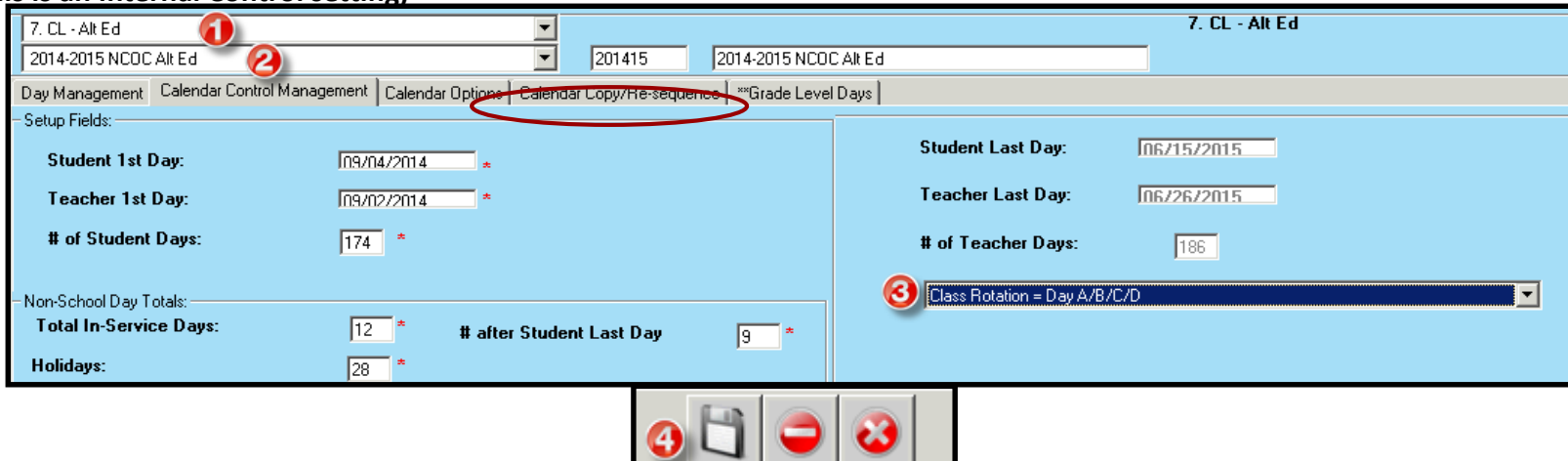
# School Calendar

## Establishing a Location Cycle Rotation (Class About Rotation)

### Select Calendar Control Management Tab

1. Select the **Campus Location** from the drop down menu
2. Select the **School Year** from the drop down menu
3. Select a Class About Rotation Pattern
  - a) For a traditional Monday thru Friday – choose Traditional Monday thru Friday
  - b) For a 2 Day rotation cycle – choose Class Rotation = Day A/B
  - c) For a 3 Day rotation cycle – choose Class Rotation = Day A/B/C
  - d) For a 4 Day rotation cycle – choose Class Rotation = Day A/B/C/D
  - e) For a 5 Day rotation cycle – choose Class Rotation = Day A/B/C/D/E
  - f) For a 6 Day rotation cycle – choose Class Rotation = Day A/B/C/D/E/F
4. Click the **Black Save Disk** on the top toolbar

(System defaults Class About Display as Numeric – if your site prefers Class About Display as “Alpha” please notify ClassMate (this is an Internal Control setting))



# School Calendar

- Overview & Pre-Requisites
- Creating a New School Year
- Identifying Calendar Days
- Scheduling Calendar Events
- Calendar Session Management
  - Establishing Marking Periods
  - Establishing Alternate Marking Periods
  - Establishing Calendar Rotations
  - Closing Calendar Rotations
  - Establishing Calendar Semesters
- Changing Calendar Days
- Calendar Copy/Re-Sequencing Calendar Days
- Establishing Location Cycle Rotation
- **Calendar Options**



# School Calendar



## Calendar Options

### Color Coding

The School Calendar display different day types by color. Users have the ability to customize the color for display.

Day Management | Calendar Control Management | Calendar Options

**Calendar Status**

System Rollover:  True  False  
 State Rollover:  True  False

Inservice Days:    
 Holidays:    
 Other (i.e. Snow days):    
 Admin Only:

**Student Days:**   
**Last Day:**

**Teacher Days:**   
**Last Day:**

**Color Key**

Day Type	TJ
** Strike	0C
** ACT 80 Day	0C
** Teacher Holiday after Student Last.	0C
** Other (i.e. snow days, etc)	0C
** Holiday - Multiple Days	0C
** Holiday - Single Day	0C
** Weekend	0C
** Teacher In-Service Day	0C
** Administration Reports Only	0C
■ First Student Day	
■ Last Student Day	
■ Current Last Student Day-Day	

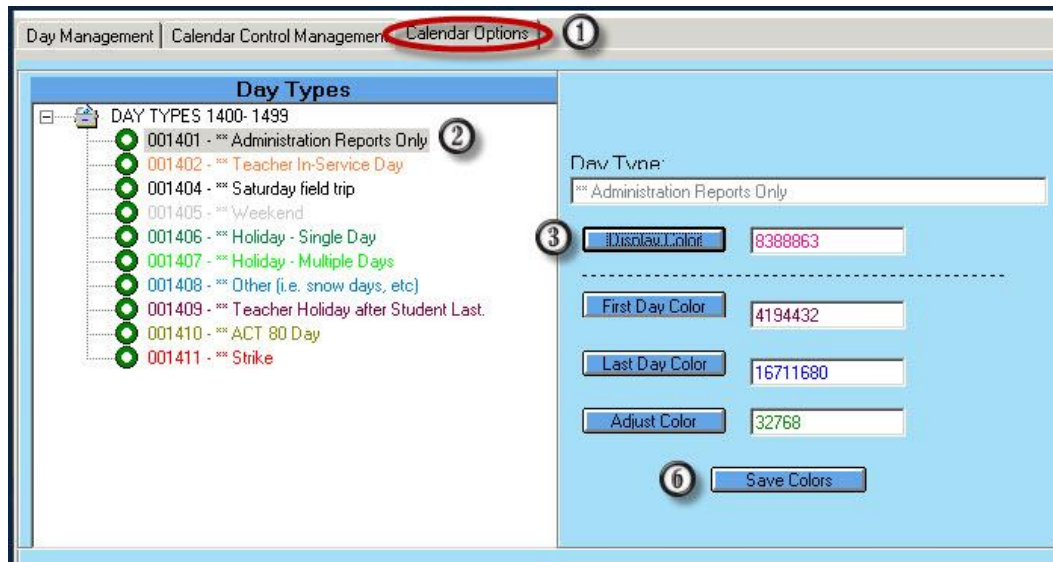
Adjustments



# School Calendar

## Customizing Display Colors

- 1 Click **Calendar Options Tab**
- 2 Click the **Day Type** you would like to customize. The **Day Type** will populate the right hand field **Display Color**.
- 3 Click the **Blue Display Color** button.
- 4 Select the **New Color** from the color chart
- 5 Click **“Ok”**
- 6 Click **“Save Colors”**



**Note: All changes follow the same process**

# School Calendar

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- Calendar Options
- **Calendar Reporting**





# School Calendar

## Calendar Reporting

There are a variety of reports available that display calendar details.

### Getting Started

Double click > **My Reports** > Double Click  
**School Calendar Information**

### Some sample Reports available:

1. **Calendar Year View**
2. **Full School Calendar**
3. **School Calendar by Month**
4. **School Calendar Days**
5. **School Calendar Days / Events**
6. **School Calendar Days by Type**
7. **School Calendar List**



## **ClassMate**

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Questions? Contact us!  
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