

# ClassMate *for* Adult Education

## *School Calendar*



## School Calendar Overview

The School calendar is a vital component of the adult education application. An overall school calendar is must created and setup properly to ensure the ClassMate features function as expected. Multiple calendars can be setup for alternate location if needed. ClassMate will default Monday –Friday as a school day and Saturday-Sunday as non-school days unless otherwise indicated when creating the calendar. ClassMate classes are scheduled and re-scheduled based on these calendars. Course hours and enrollment calculation are based on the calendar setup. Prior to implementing other functionality in parts of the Application (e.g., setting up Instructional Course Offerings, Unit Grading), the School Calendar must be created and properly populated with the correct day types by location. The school calendar affects how data is used in a variety of areas. It is vital the school calendar be created, updated and maintained



## Pre-Requisites

Completed School Calendar for the current school year

All programs, courses and classes setup

Student Registered in the appropriate classes



## 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, service interruption of some kind or any other unforeseen circumstance that may prevent school from opening on a scheduled day.

Due to the importance of the School Calendar in ClassMate, it 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 class hours, attendance, etc.



## Changing Calendar Days: Making Global Adjustments

When a school day in the calendar changes (becomes a non-school day ) for any reason, all classes for the location must be adjusted. These are considered **Global adjustments** to class schedules. The calendar for EACH location must be maintained and adjusted individually.

Calendar days identified as “School Days” allows attendance to be taken for classes scheduled on that day. If a day is marked as something other than a school day (e.g., Snow Day, Admin Day, etc.), attendance is not available on that day.

Global adjustment example: A flood during the night forces cancellation of **ALL** classes at one location. This mean **NO** classes (day or evening) will meet at the specified location.

Please ensure you know how you will be changing the selected day **BEFORE** you begin. You will need to know if you are making a global change or an individual adjustment.



## Global Changes: Calendar Day Scenarios

**Snow Day: ALL** Classes, Daytime and Evening are cancelled  
Multi-Location sites. Need to change EACH calendar

**Snow Day: Evening** Classes **ONLY** are cancelled. Day classes  
ran as scheduled. Snow started at noon...

**Snow Day: Daytime** Classes **ONLY** are cancelled. Evening  
classes are a go.



# School Calendar

## Adjusting Class Schedules: Making Individual Adjustments

When a calendar day is changed from a **School Day** to **ANY OTHER** condition, you must identify any class that needs to be modified as a result of the change. Any classes that require adjustment need to have a replacement day added to the schedule, based on the Day & Time identified.

For example, if a class has been cancelled for any reason you will need to individually identify the date and time that class will be held and adjust the schedule in ClassMate. This is in addition to changing the day type in the calendar.

### Adding Days to Individual classes to make up for Cancellations

**Snow Day Make Up:** Adding a day to the end of the class

**Snow Day Make Up:** Adding additional hours to already scheduled class days

**Snow Day Make Up:** Adding a date the class is NOT normally scheduled to meet

**Snow Day Make Up:** No make up time is needed as additional hours were built into the class schedule



# School Calendar

## What we'll Learn.....

### Calendar Management

- Create a New School Year
- Identifying Calendar Days
- Calendar Options
- Changing Calendar Days
  - Global Changes
- Changing Calendar Days
  - Adjust Class Schedule

## Getting Started

Double Click **My Modules**>Double click  
**Curriculum Management Folder**>  
Click **Instructional Course Offerings**

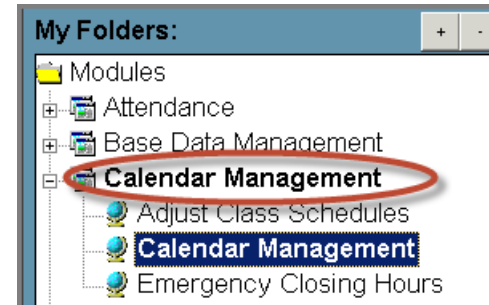
## Module & Report Assignments

### Administrative Modules

- Calendar Management
- Adjust Class Schedule

### Suggested Administrator Reports

- School Year View
- School Calendar Edit List





# School Calendar

## Creating a New School Year


Prior to using the Industry Credential functionality users have the option to enable automation that will assist in marking student credentials as earned. This feature is optional and is enabled at the class level.

①

### Create a New School Year

Select the **Campus Location** from the location drop down menu.

**Please note: EACH LOCATION** must have a **separate** calendar. Location calendars are maintained separately. If you **DO NOT** have multiple campuses, skip this step.



The screenshot shows a software interface with a dropdown menu. The selected item is "Harris - Willow St Campus". Below it, another dropdown menu is open, showing "Calendar Year 2015 - 2016" as the selected option. To the right of the dropdowns, there are two input fields: one containing "201516" and another containing "Calendar Year 2015 - 2016". A circled "1" is placed over the first dropdown arrow.

**Helpful Hint:** The current year calendar will default in the dropdown menu. **DO NOT** use this dropdown to create a **NEW** year.

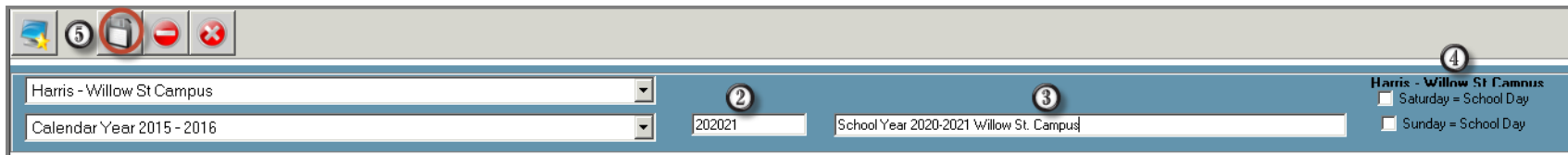


# School Calendar

## Creating a New School Year

Prior to using the Industry Credential functionality users have the option to enable automation that will assist in marking student credentials as earned. This feature is optional and is enabled at the class level.

- 2 Enter the **New School Year** in the following format: full year and last two digits of the next year. For example: the school year 2020- 2021 would be entered as **201213**.
- 3 Enter the New School Calendar description. For example, **Calendar Year 2020 – 2021 Willow St.**
- 4 By default the system will populate Saturday & Sunday as a non-school day. If your school has the need to schedule classes on either Saturday or Sunday, you must indicate that by selecting the box next to Saturday or Sunday. Once flagged the weekend days will be populated as a school day type.
- 5 Select the “**Save**” button



The screenshot shows a software interface for creating a school calendar. At the top left, there is a toolbar with icons for help, save, undo, and delete. Below this is a form with several fields:

- A dropdown menu labeled "Harris - Willow St Campus" with a callout '5' pointing to it.
- A dropdown menu labeled "Calendar Year 2015 - 2016" with a callout '2' pointing to it.
- A text input field containing "202021" with a callout '2' pointing to it.
- A text input field containing "School Year 2020-2021 Willow St. Campus" with a callout '3' pointing to it.
- Two checkboxes: "Saturday = School Day" and "Sunday = School Day", with a callout '4' pointing to the "Sunday = School Day" checkbox.

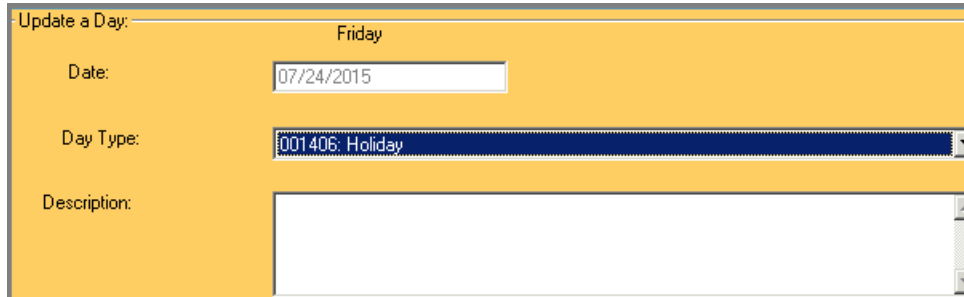
**Helpful Hint:** The current year calendar will default in the dropdown menu. **DO NOT** use this dropdown to create a **NEW** year.

# 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.

- ClassMate will default weekdays (Monday-Saturday) to a “**School Day**” Day Type.
- ClassMate will default weekends (Saturday & Sunday) to a “**Weekend**” Day Type. Users can identify Saturdays & Sundays as School Days when setting up the new school year.
- 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 will need to identify and change January 1<sup>st</sup> , New Year’s Day from a school day to a “**Holiday**” Day Type.
- Repeat for each day that does not follow the default pattern.
- Select the “**Save**” button



**Helpful Hint:** Day Types can be color coded



# School Calendar

## Identifying Calendar Days

The Following day types are available for use:

Administrative Day Only

Misc.

School Day

Building Closed

Weekend

Holiday

Other

Cancellation Only

Snow Day

Teacher In-Service

School Day: Daytime

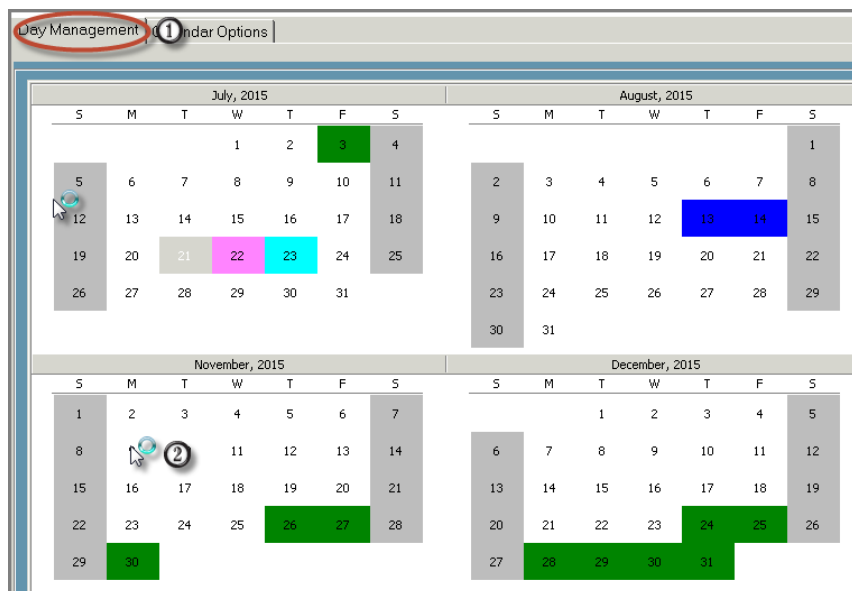
School Day: Evening Only

1

Click the **Day Management** Tab

2

Click on the **Date** for you will be changing the day type

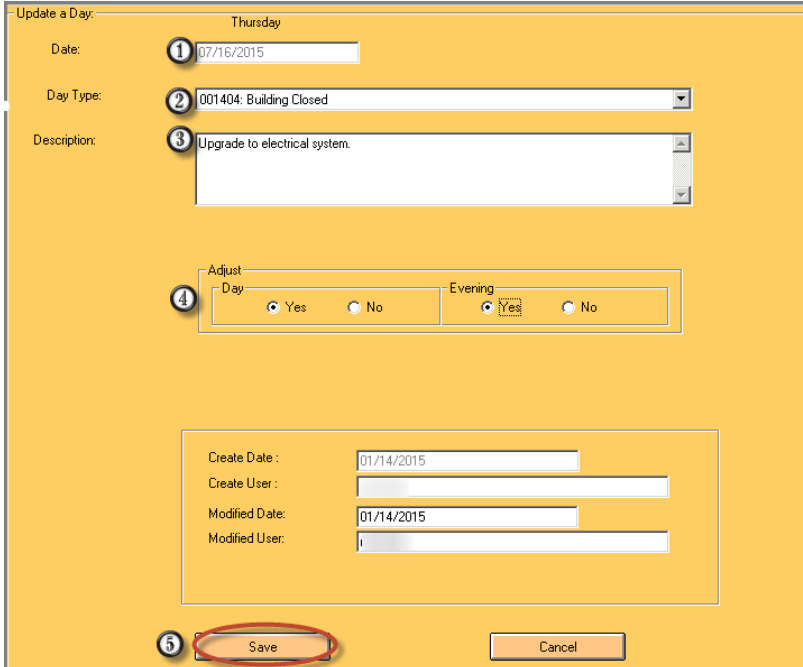



# School Calendar

## Identifying Calendar Days

- 1 The selected date will display by default
- 2 Click the **Day Type** drop down menu. Select the appropriate day type. In our example, we are identifying July 16,2015 As a Holiday.
- 3 Enter the **Description**. The description should be something easily recognized by all. For example, Memorial Day
- 4 Indicate using the Adjust Day and/or Evening Radio buttons which class type should be adjusted
- 5 Click **Save**.

Repeat this process for **each date** that does not follow the default pattern of Monday –Friday =school day.



Update a Day: Thursday

Date: 07/16/2015

Day Type: 001404: Building Closed

Description: Upgrade to electrical system.

Adjust Day:  Yes  No

Adjust Evening:  Yes  No

Create Date : 01/14/2015

Create User :

Modified Date: 01/14/2015

Modified User:

Save Cancel

**Helpful Hint:** Each Location **MUST** have its own calendar

# School Calendar

## Calendar Options: Color Coding

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

Harris - Brownstown Campus

Calendar Year 2015-2016

201516

Calendar Year 2015-2016

Day Management | Calendar Options

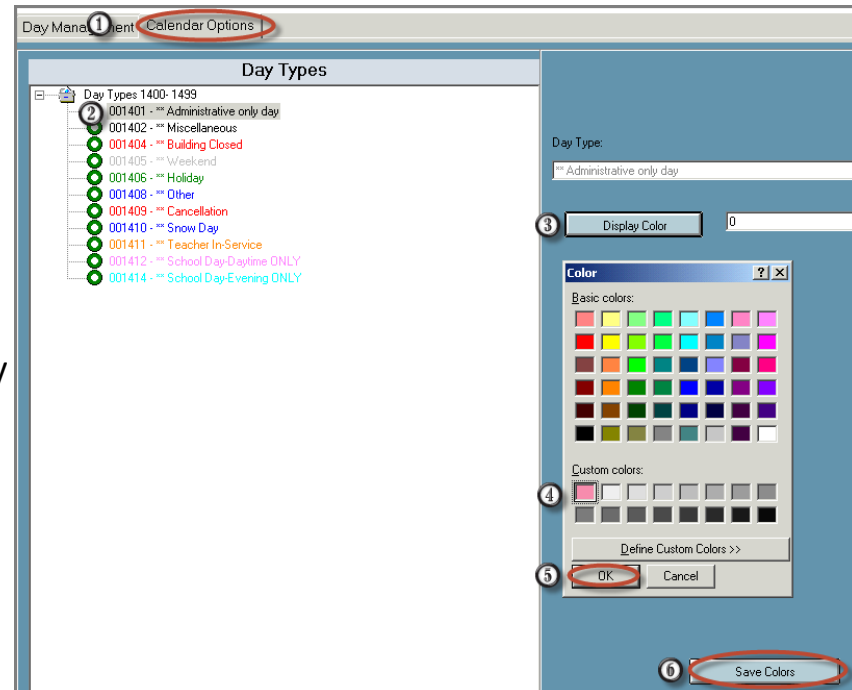
July, 2015							August, 2015							September, 2015							October, 2015																	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S											
				1	2	3							1			1	2	3	4	5					1	2	3											
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10											
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17											
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24											
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31											
							30	31																														
November, 2015							December, 2015							January, 2016							February, 2016																	
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				1	2	3	4	5							1	2			1	2	3	4	5	6								
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13											
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20											
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27											
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28	29																
														31																								
March, 2016							April, 2016							May, 2016							June, 2016																	
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							1	2								1	2	3	4								1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11											
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18											
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25											
27	28						24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30													
														29	30	31																						



# School Calendar

## Calendar Options: Color Coding

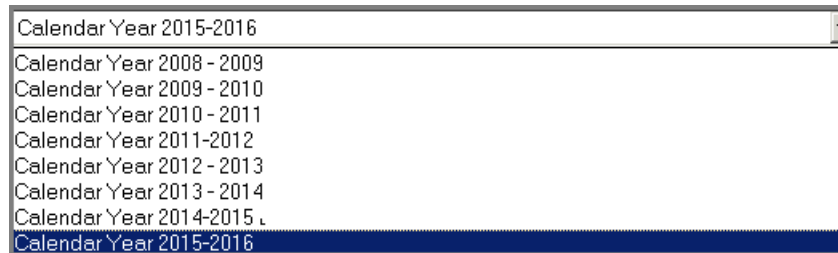
- 1 Select the **Calendar Options** Tab
- 2 Select the **Day Type** you would like to customize. The selected Day Type will populate in the Day Type field
- 3 Select the **BLUE** Display Color button
- 4 Select the desired **Color** from the color chart by clicking on the colored box
- 5 Select **“OK”**
- 6 Select the **BLUE** **“Save Colors”** button



# School Calendar

## Calendar Years: Multiple Calendar Years

There will instances when a class begins in one calendar year and finishes in another. It is a requirement that all calendar years be created and accurately maintained to ensure correct calculation of class end dates. If the calendar year does not exist in ClassMate you will not be able to create a course that ends in that year. For example, if a class starts in August 2016 and ends in May 2018. Both the 2016-2017 & 2017-2018 calendars must exist in the system.





# School Calendar

## 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, service interruption of some kind or any other unforeseen circumstance that may prevent school from opening on a scheduled day.

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# School Calendar

## Changing Calendar Days: Making Global Adjustments

When a school day in the calendar changes (becomes a non-school day ) for any reason, all classes for the location must be adjusted. These are considered **Global adjustments** to class schedules. The calendar for EACH location must be maintained and adjusted individually.

Calendar days identified as “School Days” allows attendance to be taken for classes scheduled on that day. If a day is marked as something other than a school day (e.g., Snow Day, Admin Day, etc.), attendance is not available on that day.

Global adjustment example: A flood during the night forces cancellation of **ALL** classes at one location. This mean NO classes (day or evening) will meet at the specified location.

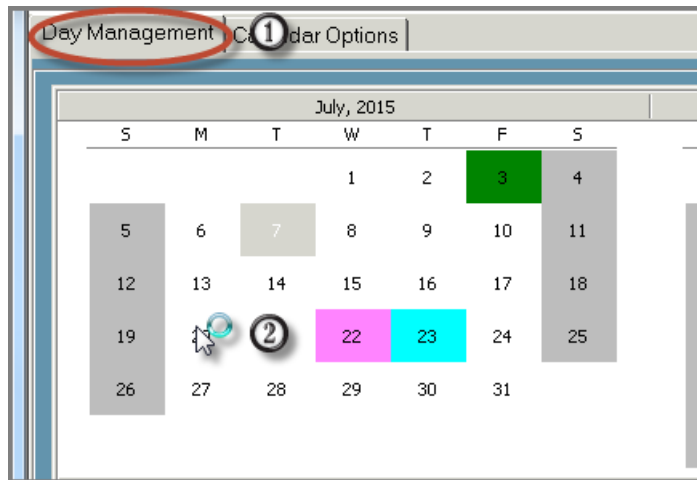
Please ensure you know how you will be changing the selected day BEFORE you begin. You will need to know if you are making a global change or an individual adjustment.



# School Calendar

## Changing Calendar Days: Making Global Adjustments

- ① Click **Day Management** tab
- ② Click the **Date** you would like to change
- ③ Click the drop down menu for **Day Type**. Select the Day Type you need to change to, e.g., Snow Day
- ④ Enter a Description



Update a Day: Tuesday

Date:

Day Type: ③ 001404: Building Closed

Description: ④ Building flooded



# School Calendar

## Changing Calendar Days: Making Global Adjustments

**5** **Adjust** section: Click the radio button(s) that identifies which of the following classes need to be adjusted.

- Day classes
- Evening classes

**No** = Session remains as scheduled

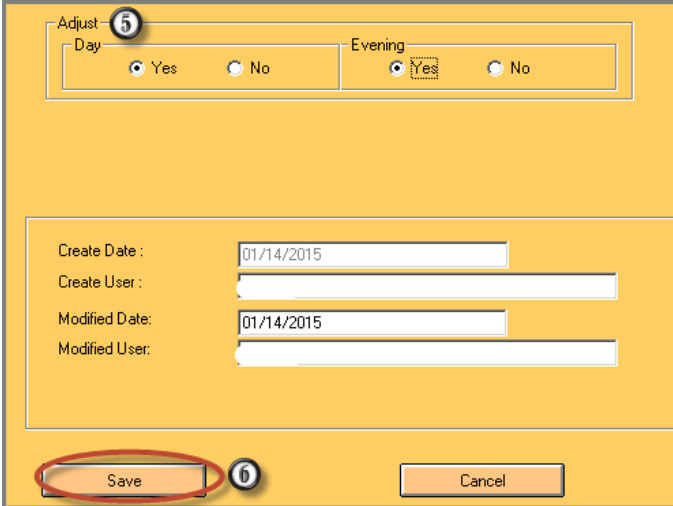
**Yes** = Adjust the Session schedule

**6** Select “Save”. A message displays: “Process Complete.”

Click “OK.”

The updated Day Type will display on that date in the designated color.

Click “Cancel” to close the window and not save changes.



Adjust **5**

Day  Yes  No

Evening  Yes  No

Create Date : 01/14/2015

Create User :

Modified Date: 01/14/2015

Modified User:

**6** Save Cancel



# School Calendar

## Changing Calendar Days: Making Global Adjustments

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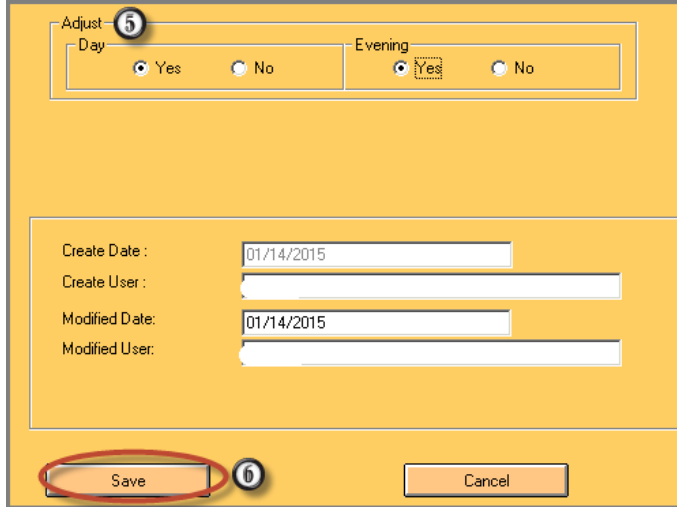
**Yes** = Adjust the Session schedule

**6** Select “Save”. A message displays: “Process Complete.”

Click “OK.”

The updated Day Type will display on that date in the designated color.

Click “Cancel” to close the window and not save changes.




# School Calendar

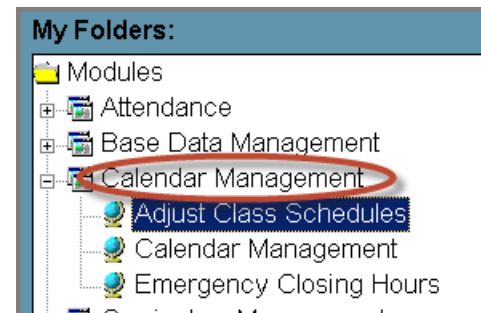
## Adjusting Class Schedules: Making Individual Adjustments

When a calendar day is changed from a **School Day** to **ANY OTHER** condition, you must identify any class that needs to be modified as a result of the change. Any classes that require adjustment need to have a replacement day added to the schedule, based on the Day & Time identified.

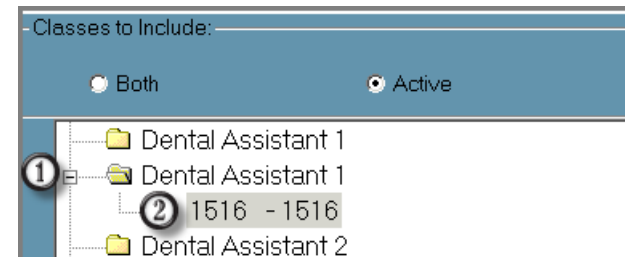
For example, if a class has been cancelled for any reason you will need to individually identify the date and time that class will be held and adjust the schedule in ClassMate. This is in addition to changing the day type in the calendar.

## Getting Started

Double Click **My Modules**>Double click **Calendar Management**>Click **Instructional Course Offerings**



- ① Select the **Course**, click the “ + ” icon to expand the course/class listing
- ② Select the **Class** by clicking on the class name. The class selected will be the class you will be making adjustment.



# School Calendar

## Adjusting Class Schedules: Making Individual Adjustments

### Pre-Populated Fields:

**Start Date**                      **Period**  
**End Date**                        **Total Calculated Hours**  
**Hours**                                **Missing Hours**

Start Date:	<input type="text" value="08/24/2015"/>	End Date:	<input type="text" value="05/10/2016"/>	Hours:	<input type="text" value="990"/>
Period:	<input type="text" value="FT day classes, M-F 8:00 - 02:30pm"/>				
Total Calculated Hours:	<input type="text" value="998"/>	Missing Hours:	<input type="text" value="-8"/>		

### Things you should know:

Hours and Total Calculated Hours should match.

Classes can **ONLY** be scheduled on calendar dates identified as a "School Day" day type

The following columns can be edited:

Day Type

Class

Class Date	Day Type	Class	Location
04/08/2016	Class	6	005284
04/11/2016	Class	6	005284
04/12/2016	Clinical	8	005284
04/13/2016	Class	6	005284
04/14/2016	Clinical	8	005284



# School Calendar

## Adjusting Class Schedules: Making Individual Adjustments

### Deleting a Canceled Class

- ① Select the **Date** of the class to be deleted
- ② **Right click** on the Class Date
- ③ Click the **Delete** message box and the class date is removed along with the associated Class or Clinical hours

Class Date	Day Type	Class	Hours
01/12/2016	Class		6
01/13/2016	Class		6
04/12/2016	Clinical		8
04/13/2016	Class		6
04/14/2016	Clinical		8

Annotations: ① points to the date cell, ② points to a 'right click' callout bubble, ③ points to a 'Delete' button in a context menu.

Missing Hours:  ④

- ④ Once the class and associated hours have been removed, **Total Calculated Hours** will no longer match the Hours. In the example, 8 hours are now missing from the **Total Calculated Hours Class**. The 8 hours are identified in the Missing Hours field.
- ⑤ **MANDATORY STEP:** The End Date must be adjusted to add back in the Class Hours lost due to the cancelled class to match the Total Course Hours

⑤





# School Calendar

## Adjusting Class Schedules: Making Individual Adjustments

### Adding an Additional Day : Adjusted Class End Date

- 1 In **Date** field, Click on the drop down arrow to display dates. Select the appropriate date. Select the date the canceled is being rescheduled. Any additional days must be added to the schedule to properly re-adjust the class date and hours.
- 2 Select the **Type** from the drop down menu. Options: Class or Clinical
- 3 Enter the number of hours the additional day will be held. This can be more or less than the original cancelled class.
- 4 Select the **BLUE** Add button
- 5 Select the **Update End Date** button

	05/23/2016	Class	4	005284	510801	000102	AP0416
	05/25/2016	Class	4	005284	510801	000102	AP0416
	05/26/2016	Class	4	005284	510801	000102	AP0416

Update End Date
5

Add a New Date

Date: 1 05/27/2016
Type 2 Class
Hours: 3 6
4 Add



# School Calendar

## Adjusting Class Schedules: Making Individual Adjustments

### Editing Existing Class Or Clinical Days

In the event that only **Class Type** or **Class hours** need to be adjusted you **DO NOT** have to delete the day. You can adjust and edit the existing scheduled date. Individual class adjustments may be due to an early closing, staffing issues, etc.

- ① Select the **Day Type** and/or **Class Hours** as needed. These are the only two columns that can be adjusted.
- ② Click the **BLUE Update End Date** after the adjustments have been made

Class Scheduled Dates							
	Class Date	Day Type	Class	Location	Program	Course	Class
	04/18/2016	Class	4	005284	510801	000102	AP0416
▶	04/20/2016	Class	4	005284	510801	000102	AP0416
	04/21/2016	Class	4	005284	510801	000102	AP0416
	04/22/2016	Clinical	4	005284	510801	000102	AP0416
	04/25/2016	Class	4	005284	510801	000102	AP0416



# School Calendar

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	04/21/2016	Class	4	005284	510801	000102	AP0416
	04/22/2016	Clinical	4	005284	510801	000102	AP0416
	04/25/2016	Class	4	005284	510801	000102	AP0416



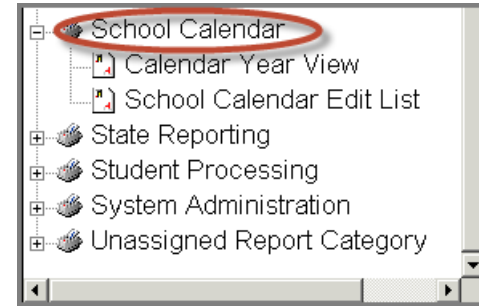
# School Calendar

## Calendar Reporting

After you have completed the calendar setup, you will want to review the calendar.

The ClassMate calendar reports can be found in:

- Select the **Reports Folder**
- Double click **School Calendar**



After a report is selected, a window will display with report parameters. Report parameters allow users to filter the type of information to display on the report. As each parameter field is selected instructions display at the bottom of the field to assist in making the selection the Discrete Value drop down menu.

1

Select the desired **Parameter Fields**

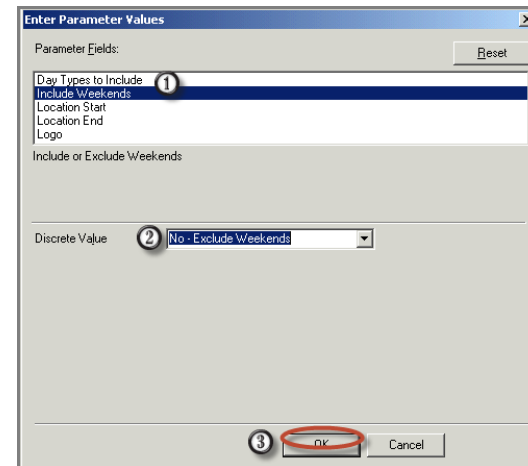
2

Select additional parameters from the **Discrete Value** drop down.

3

Click **OK** to run the report

All ClassMate Reports have different parameters and discreet values dependent on the report type. Reports



# School Calendar

## Reporting

- 1 Print Report
- 2 Export Report
- 3 Refresh
- 4 Toggle Group Tree
- 5 Set Text Size/Page View
- 6 Current Page Number
- 7 Page through Arrows
- 8 Search



**Helpful Hint:** If you do not see these reports, contact your Classmate system administrator for assistance with report assignment.



# ClassMate *for Adult Education*

**7599 Beth-Bath Pike  
Bath, PA 18014**

**Need Assistance? Give us a call.  
855-984-1228 Help Desk: Option 1**

[www.classmate.net](http://www.classmate.net)

<http://harrisschoolsolutions.com/>

