Calendar Setup Guide

The Calendar Setup is an essential part of any school setup and affects many other parts of the PowerSchool application, including, but not limited to:

- Attendance
- Membership
- Live-Side Scheduling (as opposed to scheduling with PowerScheduler)
- Class/Section Enrollment Dates
- School Enrollment Dates
- Class Availability in Teacher Gradebooks
- Bell Schedule View Student Screen

Access Calendar Setup

Log into the appropriate school and navigate to Start Page > School > Calendar Setup. The Calendar Setup page may take a few moments to load.

The days and months included in the Calendar Setup are dictated by the Years & Terms. Navigate to Start Page > School > Years & Terms to review the terms.

Calendar Setup - 2008-2009 School Year



Configure the Calendar Setup

The following Calendar Setup items must be populated in order for the setup to be complete:

- Day
- Schedule
- Tracks (only if the school uses tracks)
- In Session
- Memb Value

In Session Day Example:



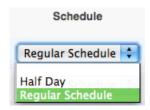
Day

This setup items refers to the **cycle day** assigned to the calendar day. A cycle is the group of repeating days that comprise the schedule. Schools normally use a 1, 2 or 3 day cycle. Days in a cycle are often referred to as Day 1 and Day 2; Day A and Day B: Green and Blue, etc. PowerSchool can schedule 26 days, the number of letters in the alphabet. Keep in mind that a cycle day is **not** the same as a calendar day of the week.



Schedule

This setup item refers to the **bell schedule** assigned to the calendar day. The bell schedule determines the start and end time for the day, as well as each period. Bell schedules must be assigned to an attendance conversion in order to calculate attendance for the day.



Tracks

This setup item refers to **tracks** assigned to the calendar day. For example, if students in tracks A and B attend school on September 2, then the boxes for tracks A and B should be checked for that calendar day. This item only affects schools that use tracks. All tracks are selected by default and may be left selected for schools that do not use tracks.



In Sess

This setup item refers to the **in session status** of the calendar day. If the calendar day is in session, meaning that attendance should be counted for the day, the box for In Sess should be checked.



Memb Value

This setup item refers to the **membership value** assigned to the calendar day. If students receive membership for the day, meaning that membership should be counted for the day, a value should be entered in the Memb Value field. The most common value is 1 because students normally receive a full day of membership for each in session day that they are enrolled in the school.



Type

This setup item is used to **assign a type** to the calendar day. The Type field does not affect any global PowerSchool functions, although it may serve a purpose for state reporting.

