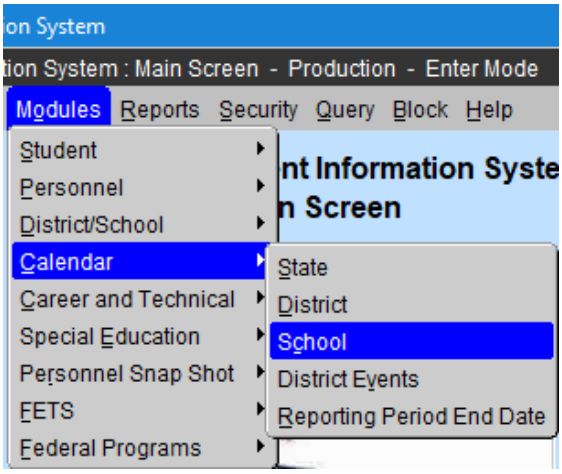
SCHOOL CALENDAR

The School Calendar shall provide authorized School Users the ability to enter, update, delete, and view the data needed to produce the School Calendar. All School-Level User entries to the Calendar will be displayed in an Olive-Green text. The State-Level and District-Level Calendar entries will filter down to the School Calendar. The School level Users will not be allowed to update or modify the State and District calendar entries. School Level Users will only be allowed to update the School Calendar entries for their assigned Schools. Authorized Users will have the capability to view a School calendar for a selected District or for a selected School within the selected district.

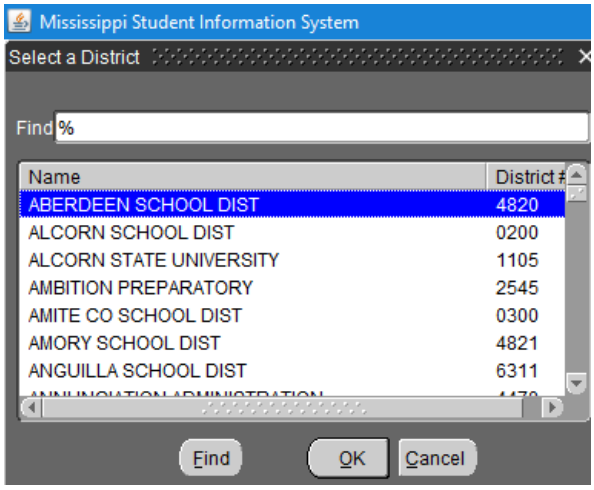
The District and Schools that the User is assigned to will be listed first in the Select District and Select School dialog boxes. All other Districts and Schools will be listed in alphabetical order after the Districts and Schools the User has access to.

ENTERING SCHOOL CALENDAR DATA

1. This screen can be accessed by going to MODULES>CALENDAR>SCHOOL

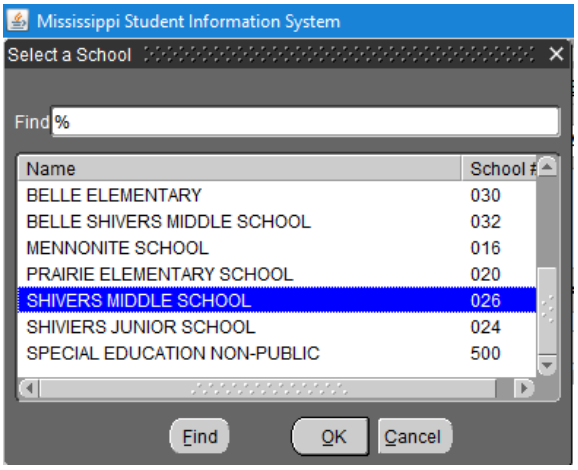


2. Select **District**.
3. Click **OK**.

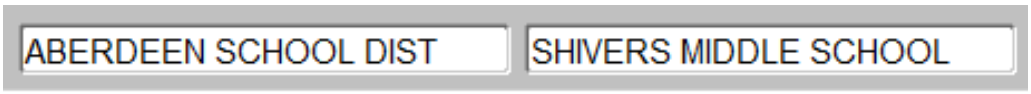


4. Select **School**.

5. Click **OK**.



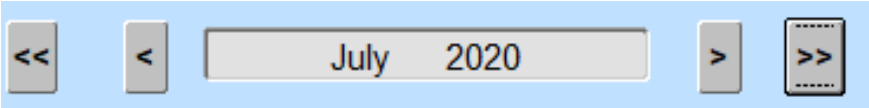
District Name and **School Name** are **Displayed** in the appropriate fields.



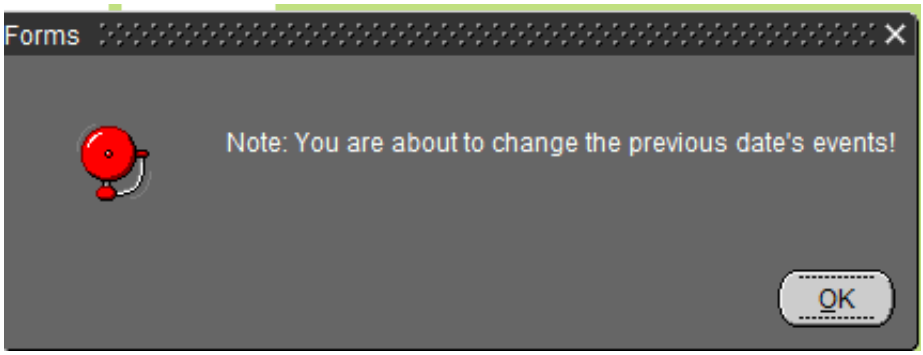
ADD SCHOOL LEVEL CALENDAR ENTRIES

To Add a School Level Calendar Entry for a Future Date in a Selected Module

1. Select a **Month** by clicking on the < icon button to select a Previous Month or the > icon button to select a Future Month or select a **Year** by clicking on the << icon button to select a Previous Year or the >> icon button to select a Future Year.

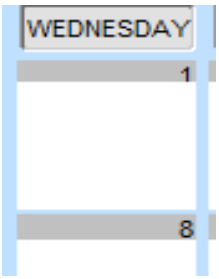


2. You will receive this message if the date is prior to today's date:



Click **OK**.

3. Click in the White Box Area for a Date that is **Not Prior** to **Today's Date**.

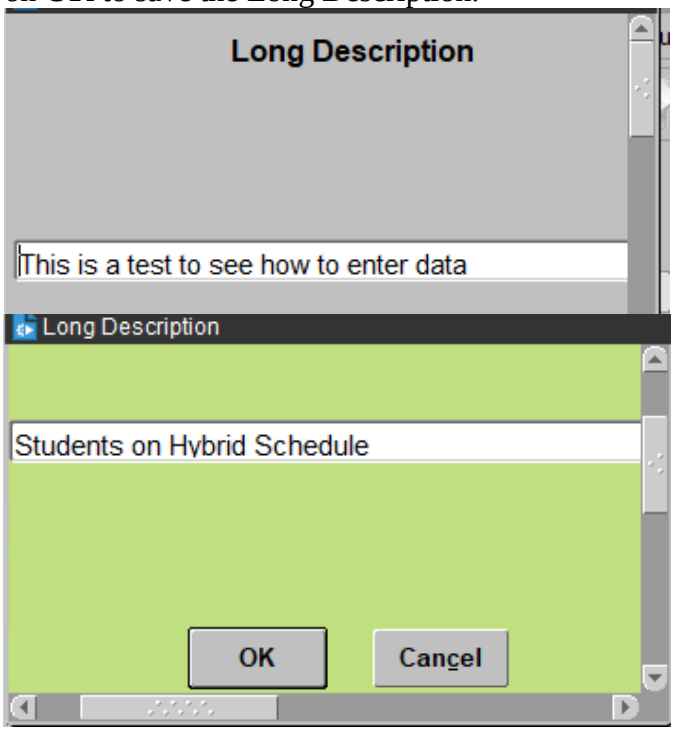


4. Key in an **Entry** for the selected **Date**.

5. Save the record by clicking on the Save icon button or clicking on File from the menu bar and selecting Save.

Note~ If your entry is longer than 15 characters, **<u>key in a short description.</u>**

6. Double-click on the Entry to key in the long description.
7. Click on **OK** to save the Long Description.



8. Save the record by clicking on the Save icon button or clicking on File from the menu bar and selecting Save.

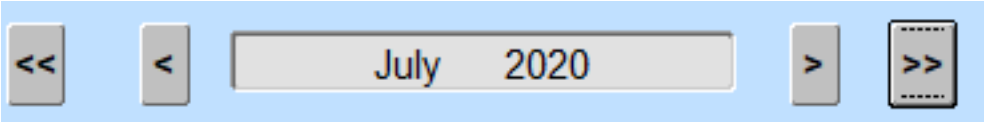
Note - All Entries that have Long Descriptions will be italicized after the User clicks on the Save icon button.

9. Entry is Saved.

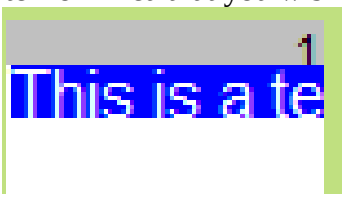
UPDATE SCHOOL LEVEL CALENDAR ENTRIES

To Update a School Level Calendar Entry in a Selected Module

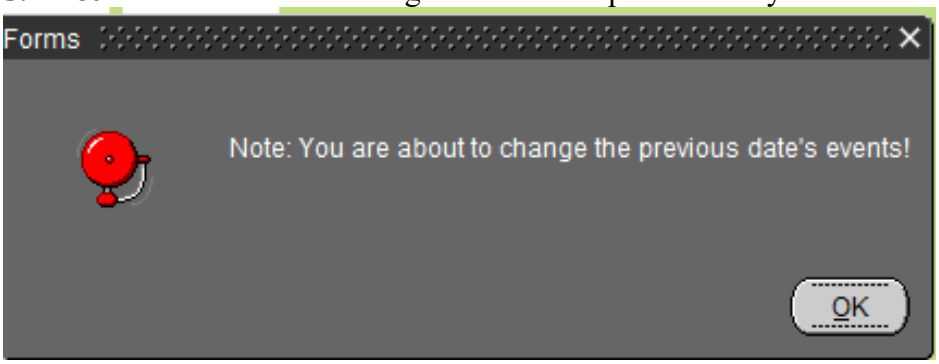
1. Select a **Month** by clicking on the < icon button to select a Previous Month or the > icon button to select a Future Month or select a **Year** by clicking on the << icon button to select a Previous Year or the >> icon button to select a Future Year.



2. Click on the Date and highlight the information (if more than one entry is present) in the White Box Area that you wish change.



3. You will receive this message if the date is prior to today's date:



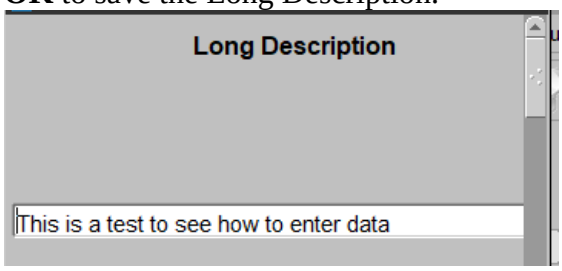
Click **OK**.

4. Key in the new **Entry** for the selected **Date**.

Note~ If your entry is longer than 15 characters, key in a short description.

5. Double-click on the Entry to key in the long description.

6. Click on **OK** to save the Long Description.



7. Save the record by clicking on the Save icon button or clicking on File from the menu bar and selecting Save.

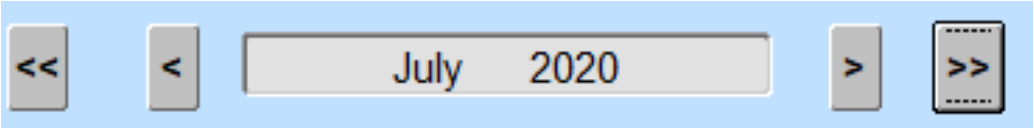
Note - All Entries that have Long Descriptions will be italicized after the User clicks on the Save icon button.

8. Entry is Saved.

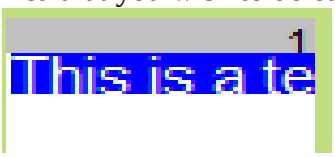
DELETE SCHOOL LEVEL CALENDAR ENTRIES

To Delete a School Level Calendar Entry in a Selected Module

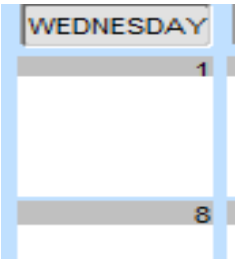
1. Select a **Month** by clicking on the < icon button to select a Previous Month or the > icon button to select a Future Month.



2. Click on the Date and highlight the information (if more than one entry is present) in the White Box Area that you wish to delete.



3. Press delete Key or space bar to remove information.



4. Save the record by clicking on the Save icon button or clicking on File from the menu bar and selecting Save.
5. Deletion is Saved.