eSchoolPLUS Calendar guide

Adding Calendar in eSchoolPlus SY 2017-2018

OSSE

4/1/2017

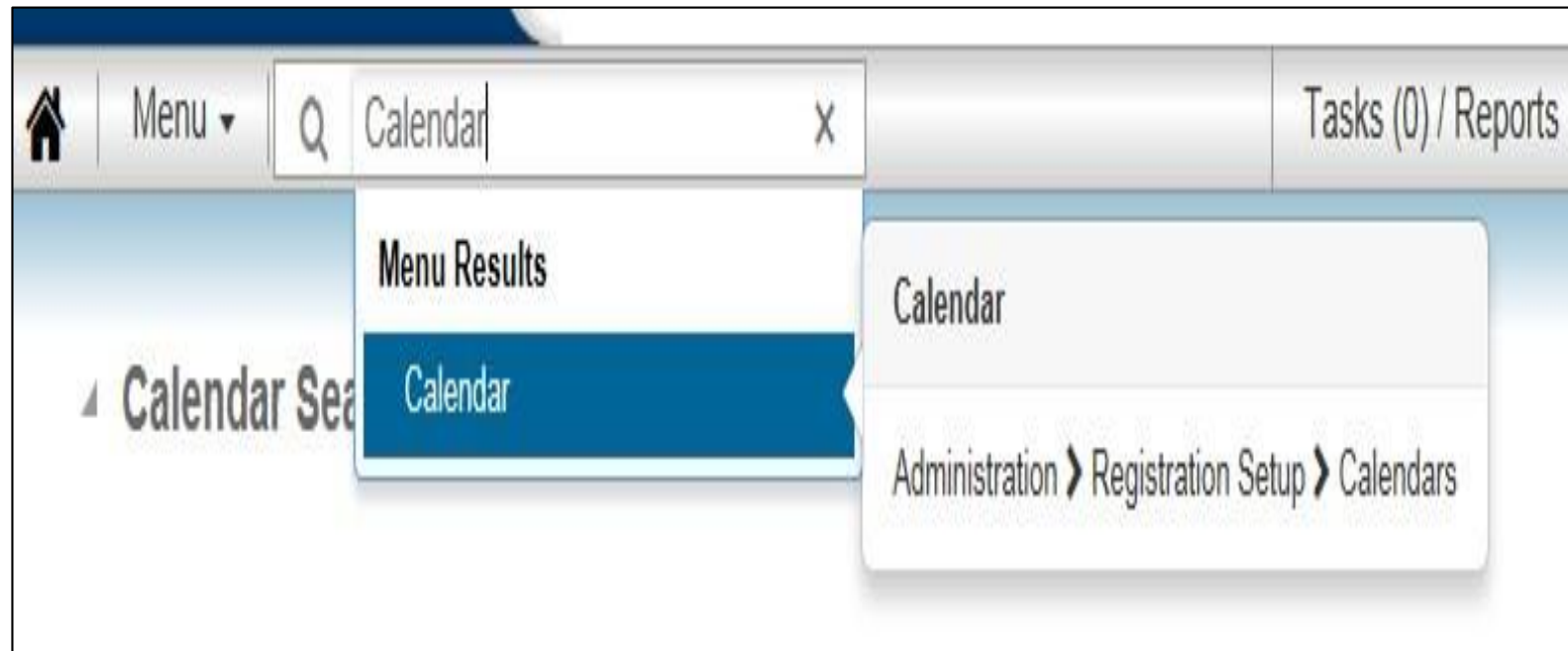This document will provide guidance with adding and maintaining the LEA calendar in e School Plus.

Adding an LEA District Calendar

1. Next, navigate to the Quick Search box and type the word *Calendar*, as shown on the next slide.

Adding an LEA District Calendar

2. After typing calendar, a drop down menu will appear. Select 'Calendar' from the Menu Results.

Adding an LEA District Calendar

3. On the Calendar Search screen, click the Add ⊕ icon to add a new calendar

Adding an LEA District Calendar

4. Complete the information on the screen using the field descriptions on the next *slide,* as a guide.

5. LEAs only need to create one calendar, *Building 9000- LEA District Calendar,* if the calendar for all schools are the same.

LEA District Calendar Field Descriptions

Calendar	
Field	Description
Building	Select the school
Calendar	Type a one-character calendar code. Examples are: R (Regular Year) E (Extended Year) S (Summer School) 6 (Grade 6 calendar)
Description	Enter a description of the calendar
First Day of School	Enter the First Day of School for this school year
Last Day of School	Enter the Last Day of School
Days Calendar Meets	Choose which days are available for instruction
Default Membership Value	Enter 1 for any calendar.
Days in Cycle	For LEAs that have instruction MTWRF, enter 5 For LEAs that have instruction MTWRFS, enter 6
First Day of Cycle	Choose the first day of school. Example: if 8/23/15 is a Monday, then choose Monday
State Equivalency Code	If your Calendar code needs to be mapped to an OSSE code enter the OSSE code here. Otherwise blank
Set Default Calendar	Check this box if the calendar applies to most students

6.   Click the Save icon   💾

School (Building) Calendars

School Calendars

- The school calendar is to ensure that instructional and non-instructional days are included for each school campus.

- If you have schools with various calendar days, you will need to create individual school calendars to ensure the accuracy of attendance data and reporting.

School Calendars

- Calendars are defined for each school, and track the instructional and non-instructional days.

- Each school will need to have a "Regular School Year" calendar

CODE	DESCRIPTION
R	Regular School Year

School Calendar

Some schools may also create the following calendars:

CODE	DESCRIPTION
E	Extended School Year
S	Summer School

Some schools vary the instruction days by grade level and will need multiple calendars.

Adding a School Calendar

- To create a school calendar, follow the same steps used to create a district calendar. However, instead of selecting the district calendar, select the appropriate building that represents the school, as shown below.

School Calendar

- LEAs will use the Regular School Year (R) calendar for the majority of grades.
- For each individual grade that differs, add a calendar using the following codes.

CODE	DESCRIPTION
W	12
V	11
T	10
9	Grade 9
8	Grade 8
7	Grade 7
6	Grade 6

School Calendar (additional codes)

CODE	DESCRIPTION
5	Grade 5
4	Grade 4
3	Grade 3
2	Grade 2
1	Grade 1
H	PK3
P	PK4 (Preschool)
K	KG (Kindergarten)
A	AD (Adult)

School Calendar
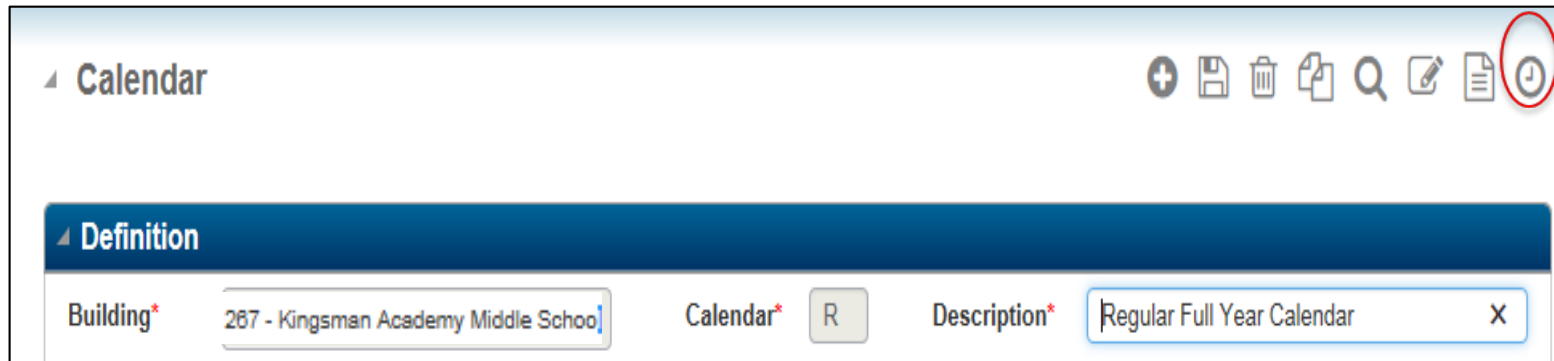
Below is an example of a school that includes grades PK3-6:

- In this school, grades KG-6 have the same instruction days, but grades PK3 and PK4 have different instruction days.
- Therefore, the LEA will need 3 calendars. The example codes are below.

CODE	DESCRIPTION
R	Regular School Year
H	PK3 (Head Start)
P	PK4 (Preschool)

Adding a School Calendar
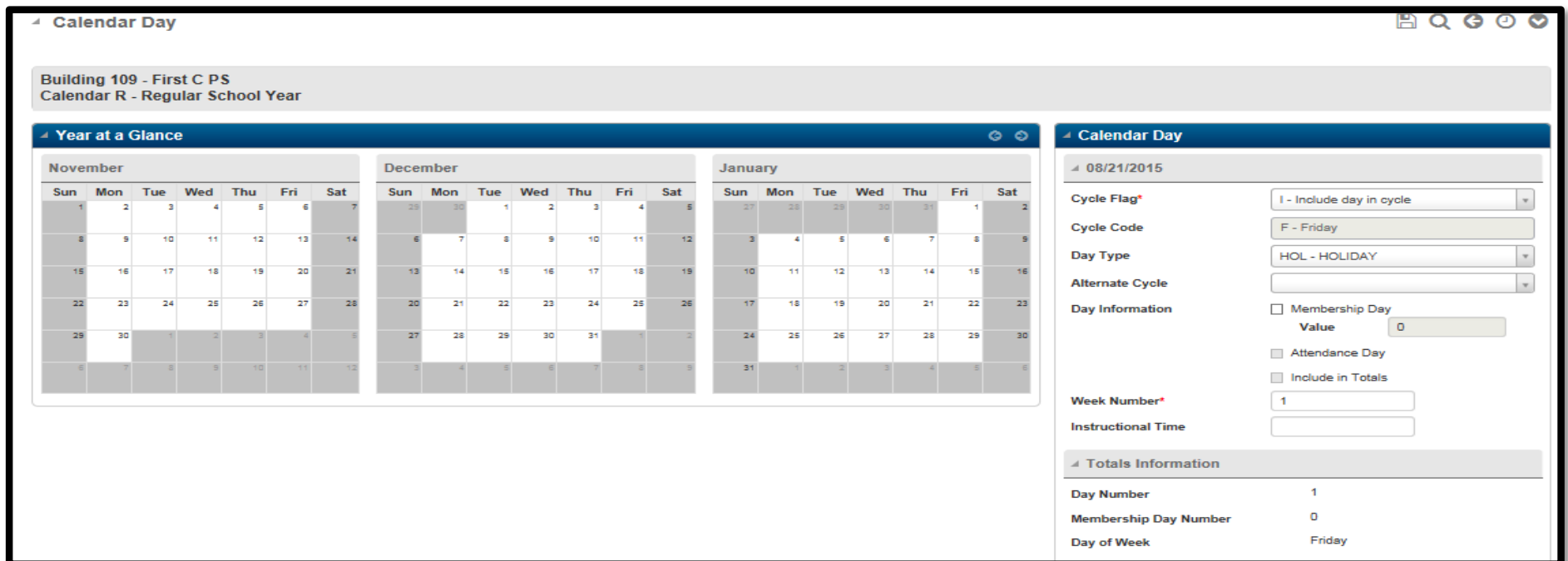
Now that the school calendar has been created, select the View Detail icon to navigate to the Calendar Day page.

Adding a Calendar: Year at a Glance

1. The Calendar Day page is designed to view and update calendar information for specific days.

2. The Calendar Day panel displays and enables you to update details of any selected calendar day.

3. The Year at a Glance panel displays three monthly calendars within the selected calendar's school year.

Adding a Calendar: Year at a Glance

Should you choose to continue updating the days in the calendar or want to remove days, select the arrow located on the Year at a Glance grid.

Calendar Field Descriptions

4. Below are field descriptions to apply when adding a calendar event for Instructional and Non-Instructional Days

Calendar Day	
Field	Description
Cycle Flag	Use the default value of I-Include in Cycle. The other choices S-Skip and E-Exclude apply only to LEAs using the statewide SIS for all applications.
Cycle Code	This should match the day of the week for the date selected
Day Type	Select the appropriate type from the dropdown
Alternate Cycle	Not used
Day Information	Uncheck the box so that this day is excluded from instruction
Value, Attendance Day, Include in Totals	Unchecking the Day Information box will set these values correctly and they will not be editable
Week Number	Not used, accept the default number
Instructional Time	Not used, leave blank

Adding a Calendar Event: Non-Instructional Day

5. From the available days in your calendar, click the day(s) that need to be marked as Non-Instructional. Below is an example that shows September 7 marked as a Holiday.

6. Once you complete the calendar update, click the Save 💾 icon

Adding a Calendar Event: Instructional Day

1. Below is an example that marks October 8 as a records collection day or day when attendance will be taken and reported.

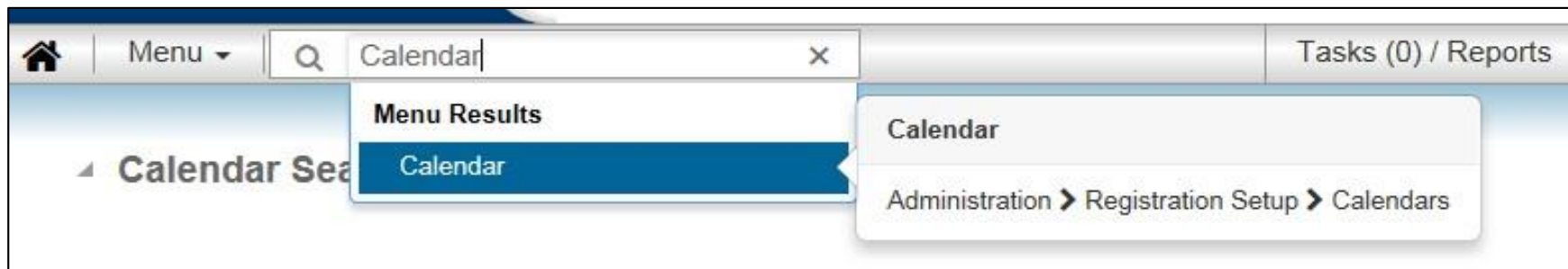2. Once you complete the calendar update, click the Save 💾 icon
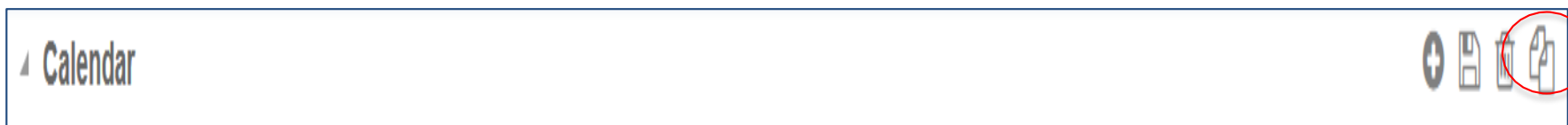
How to Copy a Calendar

How to Copy a Calendar

The purpose of copying a calendar is to save the LEA time from entering each individual school calendar.

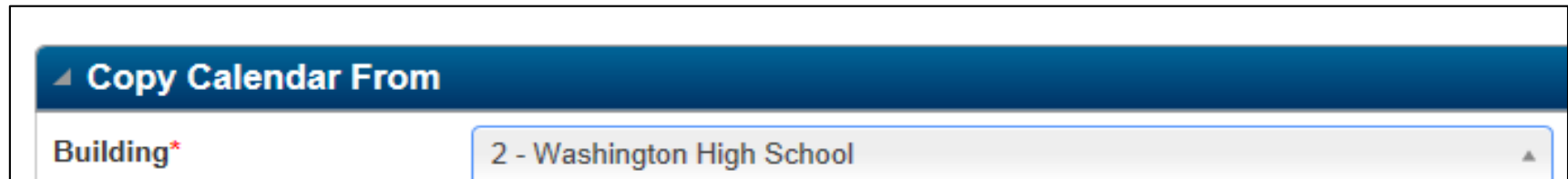1. Click in the Quick Search box as shown on slide #8. Then, type the word Calendar.

2. Click the copy records icon in the upper left hand corner of the screen
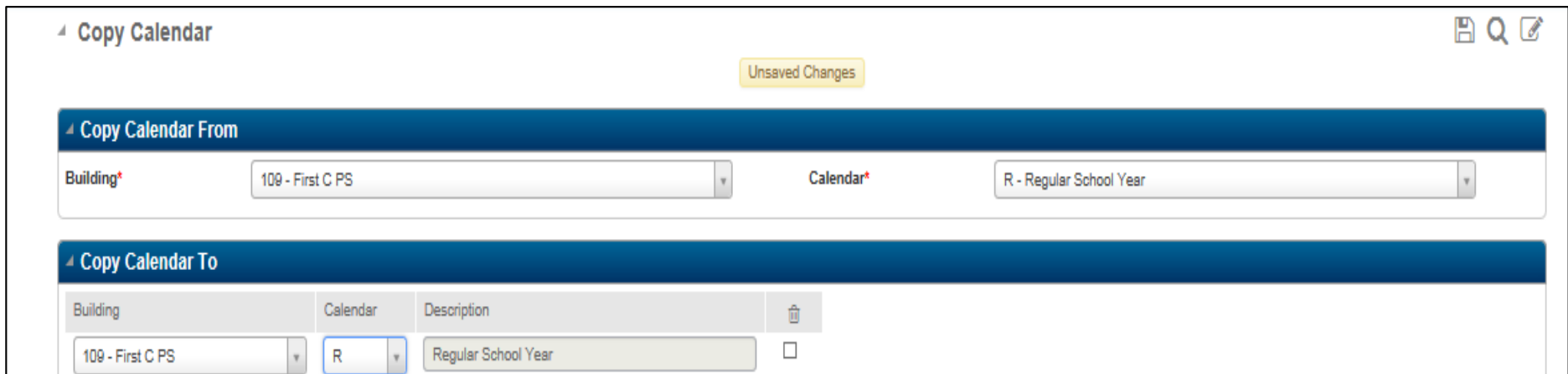
How to Copy a Calendar

3. Select the calendar that you are going to copy from.

◢ **Copy Calendar From**	
Building*	2 - Washington High School ▲

4. Go to 'Copy Calendar To' section on the page and fill in the information. Refer to slide 13 for the field descriptions guidance.

◢ Copy Calendar   🖫 🔍 ✎

Unsaved Changes

◢ Copy Calendar From

Building*	109 - First C PS ▾	Calendar*	R - Regular School Year ▾

◢ Copy Calendar To

Building	Calendar	Description	🗑
109 - First C PS ▾	R ▾	Regular School Year	☐

5. Once you complete the calendar update, remember to click the Save icon 🖫
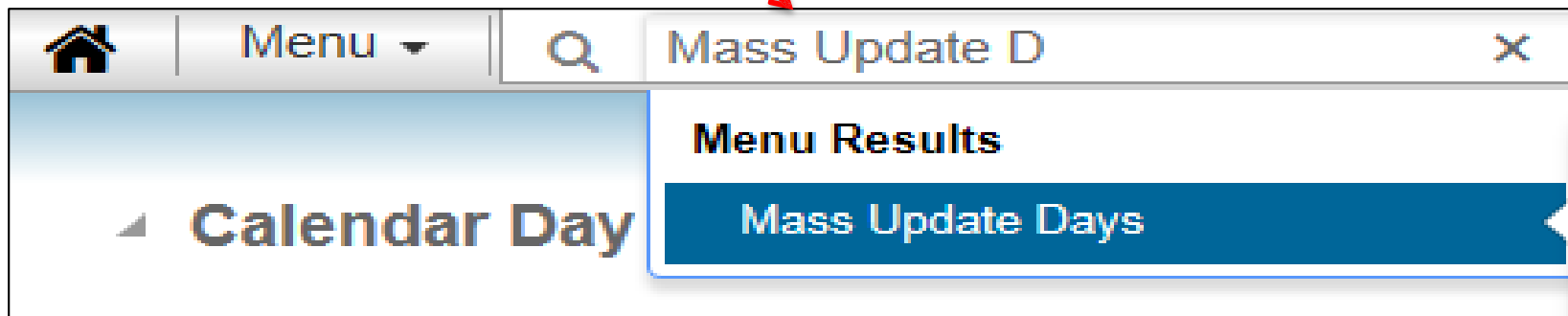
Mass Updating Calendar Days

Mass Update a Range of Days

This option is used to update a range of days in the school calendar. For example, an LEA may want to update all days in Winter break to non-instruction. They would use the "mass update" function to do this.

1. Navigate to the Quick Search box and type in Mass Update Days

Mass Update Days

2. Be sure to fill in the required information in the table below. Refer to the fields and descriptions on the next slide.

Mass Update Days

Listed below are the fields to adjust for Mass Update Days:

Mass Update Days	
Dates	Use the calendar icon and click the dates to update
Buildings	Use the dropdown to pick the schools to update
Calendars	Use the dropdown to pick the calendars to update
Day Type	Check the Update box, then select the appropriate day type from the dropdown
Alternate Cycle	Not Used
Include in Cycle	Not Used
Membership	NOTE: only select this box if you are updating non-instructional days as shown above Check the box labeled Update Check the button for No, next to Day in Membership Membership Value, In Attendance Day, Include in Totals all default appropriately.
Week Number	Note Used

Mass Updates

- Below is an example of changing school days to snow days