



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.

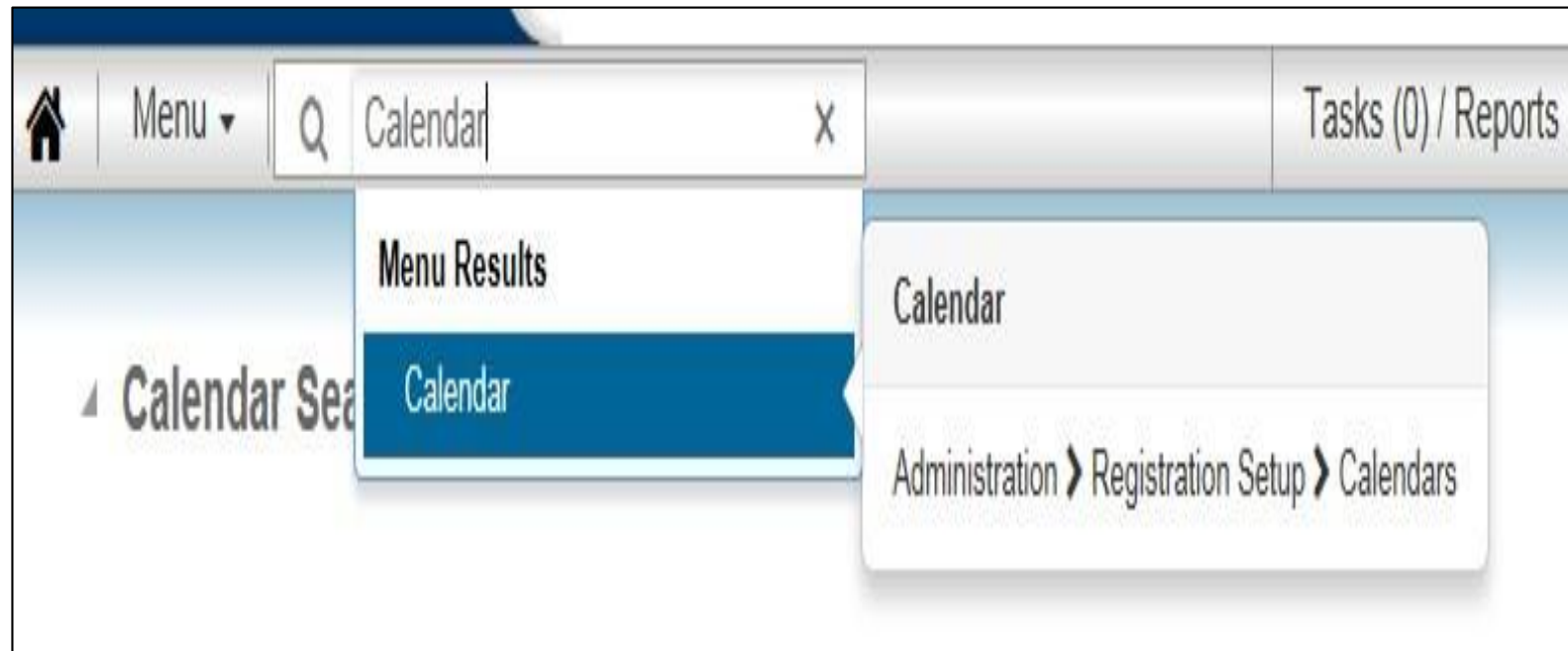
Adding an LEA District Calendar

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


The screenshot displays the eSchoolPLUS application interface. At the top, the header includes the PLUS 360 logo, the text "eSchoolPLUS a PLUS 360 Application", the user name "OSSkathy.ashe", and navigation icons for home, star, print, help, and lock. Below the header is a navigation bar with a "Menu" dropdown, a "Quick Search" input field (highlighted with a red circle), "Tasks (0) / Reports" dropdown, and "Current Year 2016" dropdown. The main content area is divided into several sections: "Home", "Calendar" (showing Washington High School with a calendar icon and a progress bar for "Day 242" and "Remaining 25" at 90%), "News" (with headlines about summertime and training), "Enrollment" (with a "Total Enrollment By Building" pie chart), and an "Environment" sidebar on the right containing server, database, school year, and impersonation settings.

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.

Calendar



Unsaved Changes

Definition

Building* 9000- LEA District Calendar Calendar* R Description* Regular Full Year Calendar

Dates

First Day of School* 08/24/2015

Last Day of School* 06/10/2016

Days Calendar Meets

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Values

Default Membership Value* 1

Days in Cycle* 5

First Day of Cycle* Monday

State Equivalency Code

Number of Calendar Days 0

Number of Membership Days 0

Set as Default Calendar

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.

Calendar

Definition

Building* 2 - Washington High School Calendar* Description*

Dates

First Day of School* 08/24/2015 Days Calendar Meets Sunday
Last Day of School* 08/30/2016 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Values

Default Membership Value*
Days in Cycle*
First Day of Cycle*
State Equivalency Code
Number of Calendar Days 0
Number of Membership Days 0
Set as Default Calendar

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

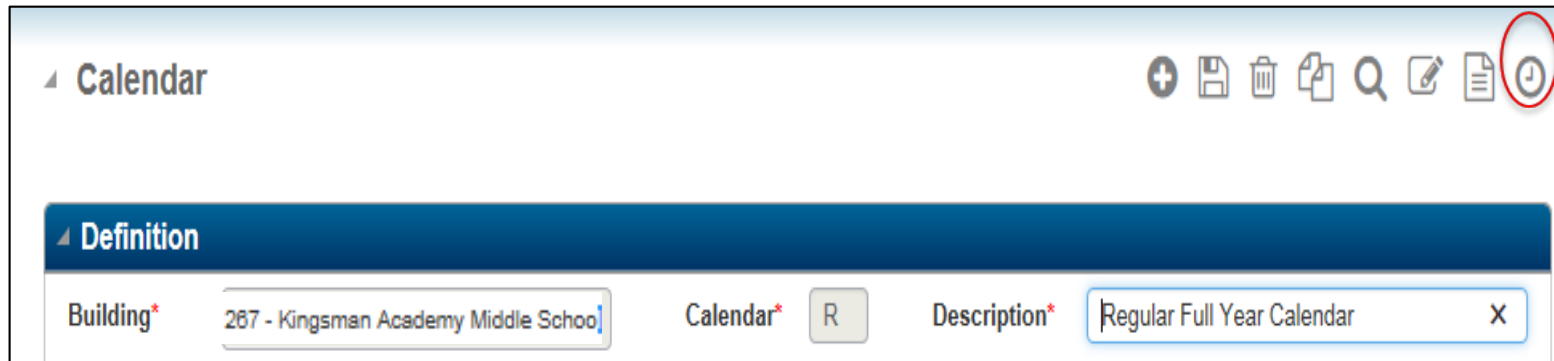
Below is an example of a school that includes grades PK3-6:

- 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

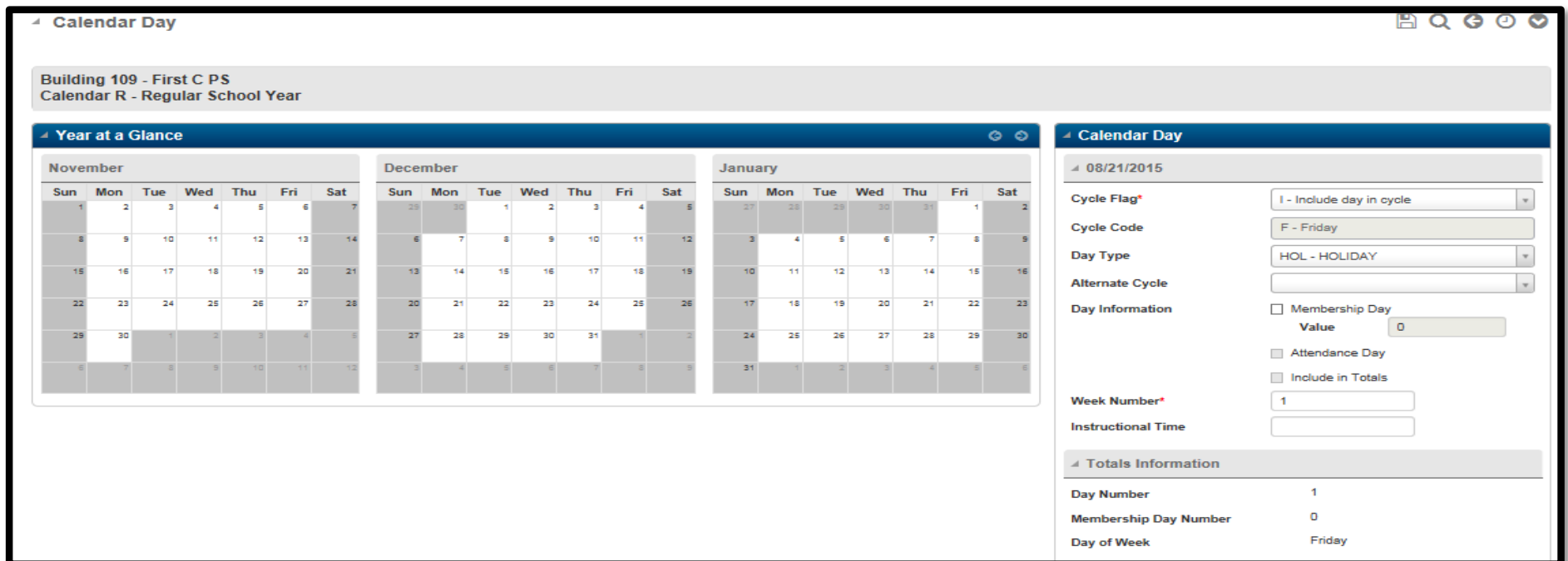
Now that the school calendar has been created, select the View Detail icon to navigate to the Calendar Day page.



The screenshot shows a web application interface for managing a school calendar. At the top, there is a header bar with the title "Calendar" and a set of icons including a plus sign, a floppy disk, a trash can, a document, a magnifying glass, a pencil, and a document with a clock icon. The clock icon is circled in red. Below the header, there is a section titled "Definition" with a dark blue background. Underneath, there are three input fields: "Building*" with the value "267 - Kingsman Academy Middle School", "Calendar*" with the value "R", and "Description*" with the value "Regular Full Year Calendar".

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.



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

Year at a Glance

November							December							January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	25	26	27	28	29	30	31	27	28	29	30	31	1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
6	7	8	9	10	11	12	3	4	5	6	7	8	9	31	1	2	3	4	5	6

Calendar Day

08/21/2015

Cycle Flag* I - Include day in cycle

Cycle Code F - Friday

Day Type HOL - HOLIDAY

Alternate Cycle

Day Information

Membership Day
Value 0

Attendance Day

Include in Totals

Week Number* 1

Instructional Time

Totals Information

Day Number 1

Membership Day Number 0

Day of Week Friday

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.

The screenshot displays a software interface with two main sections: 'Year at a Glance' and 'Calendar Day'.

Year at a Glance: This section shows three calendar grids for August, September, and October. Each grid has columns for days of the week (Sun to Sat) and rows for weeks. A small arrow icon is visible in the top right corner of the grid area.

Calendar Day: This section is for configuring a specific day, 09/07/2015. It includes the following fields and options:

- Cycle Flag*:** A dropdown menu set to 'I - Include day in cycle'.
- Cycle Code:** A text input field containing 'M - Monday'.
- Day Type:** A dropdown menu set to 'HOL - HOLIDAY'.
- Alternate Cycle:** A dropdown menu.
- Day Information:** A section with three checkboxes: 'Membership Day' (checked), 'Attendance Day', and 'Include in Totals'. Below 'Membership Day' is a 'Value' input field set to '0'.
- Week Number*:** A text input field containing '1'.
- Instructional Time:** An empty text input field.
- Totals Information:** A summary section showing:
 - Day Number: 12
 - Membership Day Number: 8
 - Day of Week: Monday

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

- 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.

The screenshot displays a software interface for managing a calendar. On the left, the 'Year at a Glance' section shows three calendar grids for August, September, and October. In the September grid, the 7th is highlighted. On the right, the 'Calendar Day' detail view for 09/07/2015 is shown with the following fields:

- Cycle Flag*: I - Include day in cycle
- Cycle Code: M - Monday
- Day Type: HOL - HOLIDAY
- Alternate Cycle: (empty)
- Day Information:
 - Membership Day
 - Value: 0
 - Attendance Day
 - Include in Totals
- Week Number*: 1
- Instructional Time: (empty)

Below these fields is a 'Totals Information' section:

- Day Number: 12
- Membership Day Number: 8
- Day of Week: Monday

- 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.

The screenshot displays two main components: a 'Year at a Glance' calendar and a 'Calendar Day' configuration panel.

Year at a Glance: This panel shows three months: August, September, and October. Each month is represented by a grid with columns for days of the week (Sun to Sat) and rows for weeks. The date October 8 is highlighted in the calendar.

Calendar Day (10/08/2015): This panel provides configuration options for the selected date. The settings are as follows:

- Cycle Flag*:** I - Include day in cycle
- Cycle Code:** R - Thursday
- Day Type:** (Empty dropdown)
- Alternate Cycle:** (Empty dropdown)
- Day Information:**
 - Membership Day
Value: 1
 - Attendance Day
 - Include in Totals
- Week Number*:** 1
- Instructional Time:** (Empty input field)

Totals Information:

Day Number	49
Membership Day Number	28
Day of Week	Thursday

2. Once you complete the calendar update, click the Save  icon

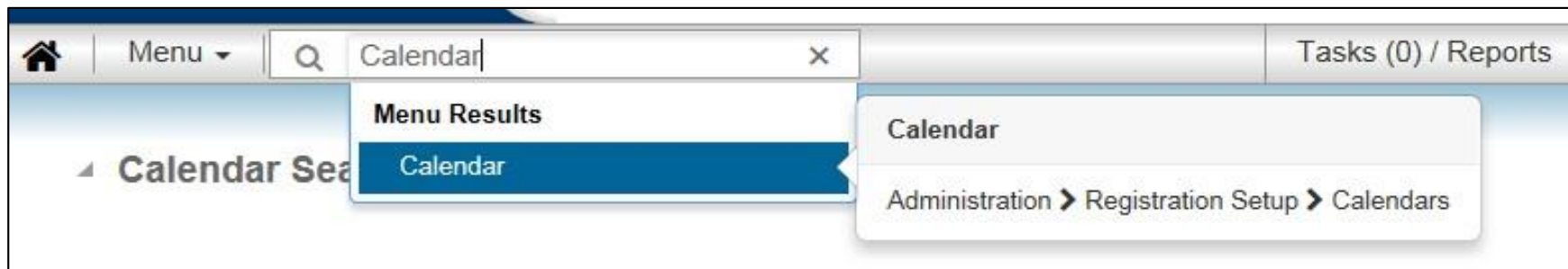


How to Copy a Calendar

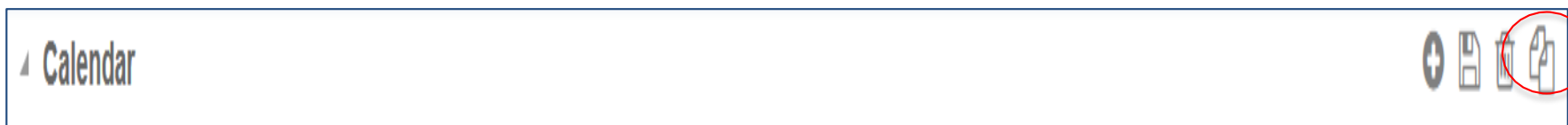
How to Copy a Calendar

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.

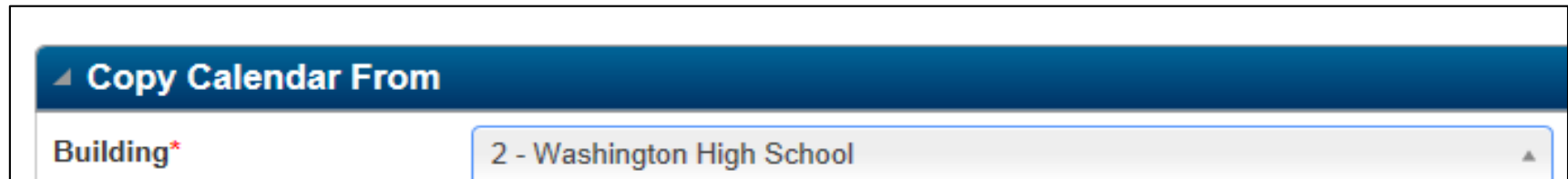


2. Click the copy records icon  in the upper left hand corner of the screen



How to Copy a Calendar

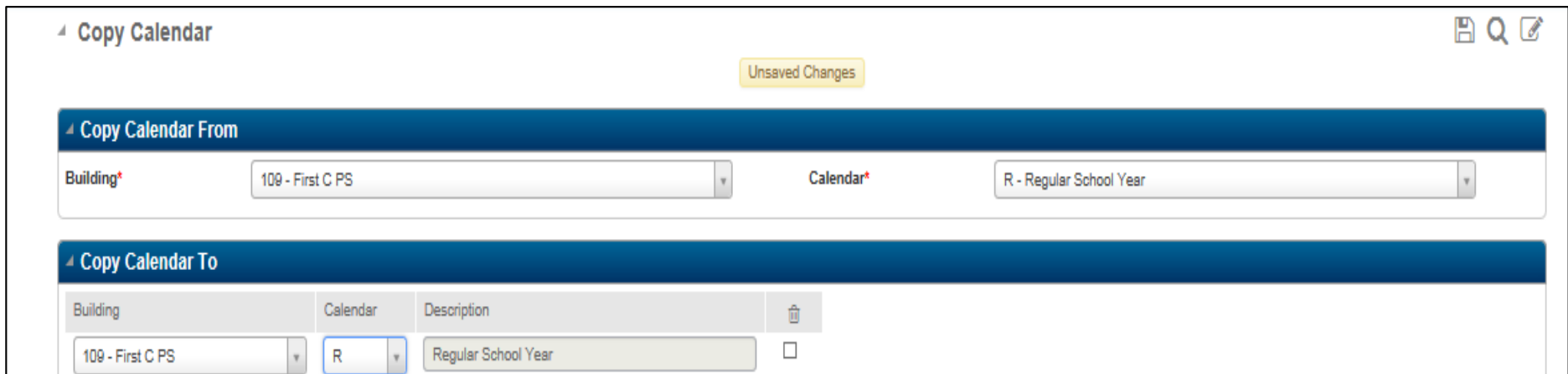
3. Select the calendar that you are going to copy from.



▲ 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	<input type="checkbox"/>

5. Once you complete the calendar update, remember to click the Save icon 

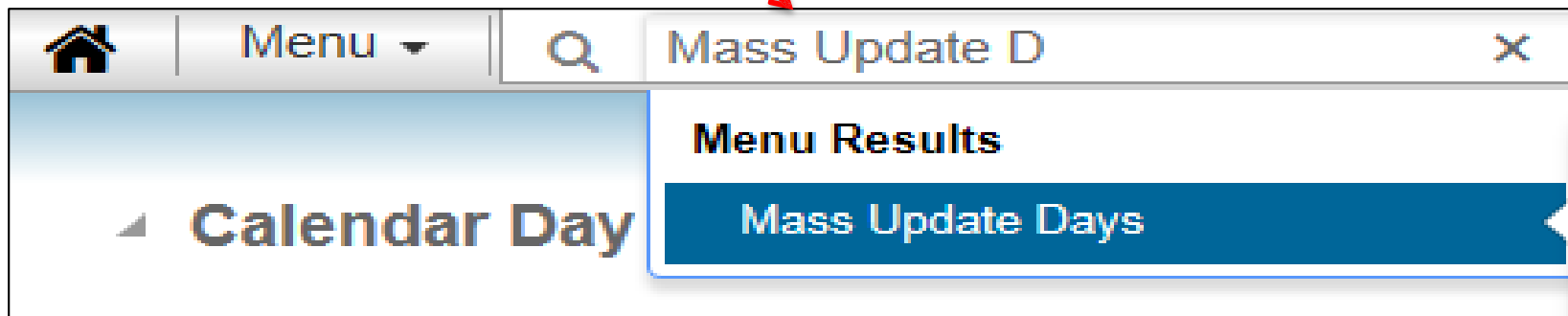


Mass Updating Calendar Days

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

- 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

Prompts

Dates*

Buildings*

Calendars*

Update Calendar Day Information

Day Type	<input type="checkbox"/> Update	<input type="text"/>		
Alternate Cycle	<input type="checkbox"/> Update	<input type="text"/>		
Include In Cycle	<input type="checkbox"/> Update	<input type="text" value="1 - Include day in cycle"/>	Cycle	<input type="text"/>
Membership	<input type="checkbox"/> Update	Day in Membership	<input type="radio"/> Yes <input type="radio"/> No	
		Membership Value	<input type="text"/>	
		Is Attendance Day	<input type="radio"/> Yes <input type="radio"/> No	
		Include in Totals	<input type="radio"/> Yes <input type="radio"/> No	
Week Number	<input type="checkbox"/> Update	<input type="text"/>		

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

The screenshot displays a software interface for mass updates, divided into two main sections: Prompts and Update Calendar Day Information.

Prompts Section:

- Dates*:** A text input field containing the dates "01/03/2017,01/04/2017,01/05/2017,01/06/2017". This field is highlighted with a red border.
- Buildings*:** A dropdown menu showing "9000- LEA District Calendar".
- Calendars*:** A dropdown menu showing "x O - regular school year calendar".

Update Calendar Day Information Section:

- Day Type:** Update. Value: SNO - SNOW DAY.
- Alternate Cycle:** Update. Value: (empty).
- Include In Cycle:** Update. Value: I - Include day in cycle. Cycle: (empty).
- Membership:** Update.
 - Day in Membership: Yes No
 - Membership Value:
 - Is Attendance Day: Yes No
 - Include in Totals: Yes No
- Week Number:** Update. Value: (empty).