SUMMER SCHOOLS FOR 2021-2022
CALENDARS ARE DUE APRIL 29, 2022
Calendar Wizard

Create a new blank calendar

1. Add the start/end dates for summer school.
2. Select Summer School
3. You will then click on Run Wizard.
1. The system will tell you when it is complete.

2. You will now log off and log back on.

Enter your start and end dates and select Summer School from the Type drop down box.
Add the grade levels that you will be serving. Please sequence them in the same order as your regular schools.
You will create one term.

You will enter the number of periods, but DOE is only requiring you to enter one period. The one period will allow you to take attendance.
Enter the start and dates for summer school.

Enter your period schedule.
Your summer school calendar is now complete, and you can enroll the students who are attending. Students will be enrolled at 100% and the Service Type will be P: Primary.

The final step is to do a DAY RESET. You must do this in order to make your days active.