

## District Level

1. Enter Legal Holiday's at District Level
  - a. Only enter Legal Holiday Event Type ON the date the actual Holiday is observed – Days surrounding should be the "Other Non-Attendance Day" Event Type. For example – district has Wed-Fri for Thanksgiving – Label Thursday as Legal Holiday of Thanksgiving – Wednesday and Friday will be labeled as Other Non-Attendance Day – can have the title read Thanksgiving Recess, etc.
    - i. Click Display on Parent and Student Portals, if desired.
    - ii. If an Other Non-Attendance Day is to be created only in specific buildings, either create a 'Building Level' event at district level or go to the building and create the event there.
    - iii. These events may only be edited at the building level.
2. Enter Superintendent Conference Days at District Level
  - a. Pay close attention to see if any dates should be entered at specific schools
  - b. Only Enter the first 4 Superintendent Conference Days as that Calendar Event Type – if your district has more than 4 listed, create the rest as "Other Non-Attendance Day"
    - i. Click Display on Parent and Student Portals, if desired.
3. Enter Vacations and Misc. Days off
  - a. These will be considered Other Non-Attendance Days Event Types– Label in Description how the district has it on their calendar
    - i. Enter type as "Other" with a timeframe of 1am-11pm with date span
    - ii. Date range should NOT span over the weekend. Add an event for each week
  - b. If day off is for Specific Building – select "Building Level" and chose the building(s) in which the event should be applied to
    - i. Click Display on Parent and Student Portals
4. Enter SA129 Semesters
  - a. IF a district has any Superintendent Conference Days prior to the first day of school, start the SA129 Semester 1 when the Superintendent Conference Days Start – otherwise, start on the first day of school for the district. SA129 Semester 1 will usually end the last Friday in January.
  - b. SA129 does not have to correspond with building semesters or MPs – this is a district level event and used for the SA129 report only.
  - c. Start SA129 Semester 2 the Monday after the end of SA129 Semester 1.
5. Enter BEDS Day Calendar Event at District Level – this is the first Wednesday in October
6. NYS Assessments (Math & ELA 3-8) must be set up at District Level and pushed out to the building level.
  - a. Add Assessment to District Level – click Building Level and select the buildings in which NYS Assessments should be displayed (according to MP Spec Form and District Calendar)
  - b. These events can now only be edited within the building they exist.

## Building Level

7. Verify Semester and Marking Period Dates Based on MP Spec Form.
  - a. If there are no Semester or MP Dates – school set up has not been completed, the exact dates can be entered at this time. Path: Scheduling > School Setup
  - b. Edit Dates for Semesters and Marking Periods. Add Grade Entry Dates per MP Spec form on Marking Period events (not needed for Semesters)
  - c. Make sure there are no gaps between semesters (excluding weekends) or overlaps, as daycodes are assigned based on semester dates.
8. Add Progress Report Events along with Grade Entry Dates per MP Spec Form (if applicable).
  - a. Default labeling UNLESS OTHERWISE STATED
    - i. Trimesters: PR1, PR2, PR3
    - ii. Quarters: 05wk, 15wk, 25wk, 35wk
9. Enter Regents Exams
  - a. There are two types of Regents days:
    - i. Regents Attendance Days – Attendance is taken for all students and those taking the exam are pulled out of class. These days are not counted on the SA129 as all students are in attendance.
    - ii. Regents Days – Attendance is not taken for all students, only those taking the exam will be in school.
  - b. January Regents – Usually all students will be in attendance so the calendar type will be “Regents Attendance Day” with associated grade levels
    - i. These Regents exams take place the last week in January.
    - ii. This event type does not count toward the 180 days in session on the SA-129
  - c. June (first week) – Usually is the calendar type “Regents Attendance Day” with associated grade levels
    - i. The first week in June is typically when newer Regents Exams are administered.
  - d. June Regents – Calendar Type “Regents Days” with associated grade level including UGS and GED
    - i. Check the NYS Ed Department for Regents Dates
    - ii. No State examinations will be administered on the Juneteenth holiday.
    - iii. The last Friday in June will be a Rating Day; no State examinations will be administered on this date.
      1. This day should have a “Regents Days” type event entered with the event name of ‘Rating Day’. This is nominally for the scoring of the Regents Exams.
10. Add Mid Term and Final Exam if indicated by the district.
  - a. Mid Term (MT) - add Event outside last semester on the calendar.
    - i. Add Grade Entry Dates.
  - b. Final Exam (FE) - add Event outside last semester on a separate day from MT
  - c. Grade Entry for FE is determined by the last marking period for a particular course.
    - i. Exampe: 1<sup>st</sup> Semester half year course, grade entry determined by last MP in 1<sup>st</sup> Semester.
11. Run Day Code Generator
  - a. The ‘Day Code Generator’ can be run only for future school days, adjusting past/current dates, can be done individually through the ‘School Days’ calendar.
  - b. Take note to see how each building sets up their day codes per semester and if the semesters will restart the daycode pattern or continue the day pattern from the previous semester. If not indicated, follow previous semester pattern. Also, set by day of week if indicated (ex M-F)
  - c. Bell Times are also assigned to days having a daycode, alternate bell schedules can be assigned by day of week or daycode under ‘Generate Options’
  - d. Alfred Almond (Monday) and Prattsburgh (Friday) have alternating day codes (1, 2) – manually adjust as needed.

## Unplanned Days

- Unplanned Days off will always have an “Other Non-Attendance Day” – in the Type, except for Snow Day, label the event as No School – in description – you can write why the school had an unplanned day off.
- Label the event as Emergency, Weather, or Other

**Entering Calendar Event types:**

**Legal Holiday**

The screenshot shows a calendar for November 2022. A 'New Calendar Event' form is open, showing the following details:
 

- \*Type: Legal Holiday
- \*Event: Thanksgiving Day
- Description: (0/5000 characters)
- Start Date: 11/24/2022
- \* End Date: 11/24/2022
- Show on Parent Portal:
- Show on Student Portal:
- District Level  School Level

 Red arrows indicate the fields to be filled or checked.

Note: Dates may be entered as an 8 digit number, mmddyyyy eg: 11242023

Click 'Save' to create the event

**Other Non Attendance Day (District Level)**

The screenshot shows a calendar for November 2022. A 'New Calendar Event' form is open, showing the following details:
 

- \*Type: Other Non Attendance Days
- \* Sub-type:  Weather  Strike  Emergency  Other
- \* Event: Thanksgiving Recess
- Description: (0/5000 characters)
- Start Date: 11/23/2022
- \* End Date: 11/25/2022
- \* Start Time: 01:00 AM
- \* End Time: 11:00 PM
- Show on Parent Portal:
- Show on Student Portal:
- District Level  School Level

 Red arrows indicate the fields to be filled or checked.

Note: Choose Sub-Type - 'Other'  
 End Date – May be entered as an 8 digit number, mmddyyyy  
 End Time – Should be entered as 11:00 PM to ensure the whole school day is covered

Click 'Save' to create the event

**Other Non Attendance Day (Building Level)**

Can be created as a building level event at the district level or go to the building and create the event there.

The screenshot shows a calendar for February 2022. A 'New Calendar Event' form is open, showing the following details:
 

- \*Type: Other Non Attendance Days

 Red arrows indicate the fields to be filled.

Note: Choose  
 Sub-Type - 'Other'  
 End Date – May be entered  
 as a 8 digit number, mmddyyyy  
 End Time – Should be entered as  
 11:00 PM to ensure the whole  
 school day is covered  
 More than one building may be  
 selected

Click 'Save' to create the event in each building selected.

### Superintendence Conference Days (District Level)

Click on the  
 first day of the  
 event

August, 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Note: Use abbreviations  
 for the event name to  
 prevent clutter on the  
 calendar.

Click on 'All' to select  
 every grade or individual  
 grades if the event only  
 applies to some.

Click 'Save' to create the event

Note: If, as in this case, there is  
 no school on Aug 27<sup>th</sup>, a  
 'No School', Other Non Attendance Day event should be created to insure a daycode is not created in error.

**New Calendar Event**

\*Type: Superintendents Conference  
 \*Event: Supt Conf Day  
 Description (0/5000 characters)  
 Start Date: 08/25/2021  
 \* End Date: 08/26/21

**\* Grades**

All  PS  PK  PA  PP  PKA  PKP  PKF  PKH  KA  KP  KH  K  1  2  3

Show on Parent Portal   
 Show on Student Portal   
 District Level  School Level

Vacations, Misc Days Off (District Level)

Click the first day of the event, in this case Apr 11<sup>th</sup>

Note: Choose Sub-Type - 'Other'  
 End Date – May be entered as a 8 digit number, mmddyyyy  
 End Time – Should be entered as 11:00 PM to ensure the whole school day is covered

Note: DO NOT enter an end date covering either the weekend or a Legal Holiday, If the event is to extend into the next week, create a second event in that week.

The calendar would now look like this

Event	Count	Dates
Legal Holiday	1	04/15
Other Non Attendance Days	9	04/11 - 04/14, 04/18 - 04/22

SA-129 Semesters (District Level only)

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Click on the first day of the first major event on the calendar.

September, 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
			Start Supt Conf Days	End Supt Conf Days		

Enter the end date as the last Friday in January.

DO NOT show the SA129 Semester on the Portals.

Click 'Save' to create the event.

eschooldata.wnyric.org/Calendar/CAL00003.aspx?Edate=09%2f29%2f2021

### New Calendar Event

\*Type: SA129 Semester 1

\*Event: SA129 Sem 1

Description (0/5000 characters)

Start Date: 09/29/2021

\* End Date: 01/28/22

Show on Parent Portal

Show on Student Portal

District Level  School Level

Save Cancel

Create the SA-129 Semester 2 event by clicking on the 1<sup>st</sup> Monday after the end of Sem 1

Enter the End Date a in June, this would be 'Regents Day'

Again, DO NOT check event on the Portals.

Click 'Save' to create the event.

January, 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
	Birthdays of Martin Luther King, Jr.					
23	24	25	26	27	28	29
30	31				End SA129 Sem 1	

eschooldata.wnyric.org/Calendar/CAL00003.aspx?Edate=01%2f31%2f2022

### New Calendar Event

\*Type: SA129 Semester 2

\*Event: SA129 Sem 2

Description (0/5000 characters)

Start Date: 01/31/2022

\* End Date: 06/24/2022

Show on Parent Portal

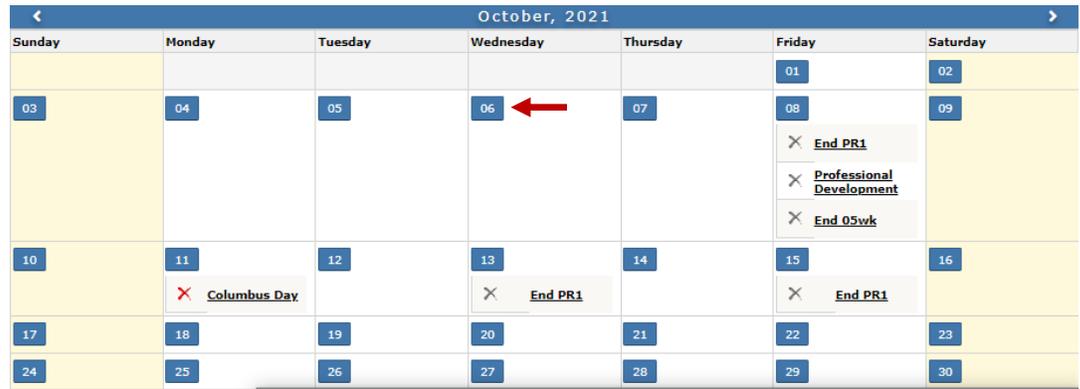
Show on Student Portal

District Level  School Level

Save Cancel

**BEDS Day Calendar Event (District Level only)**

Click on the first Wednesday in October



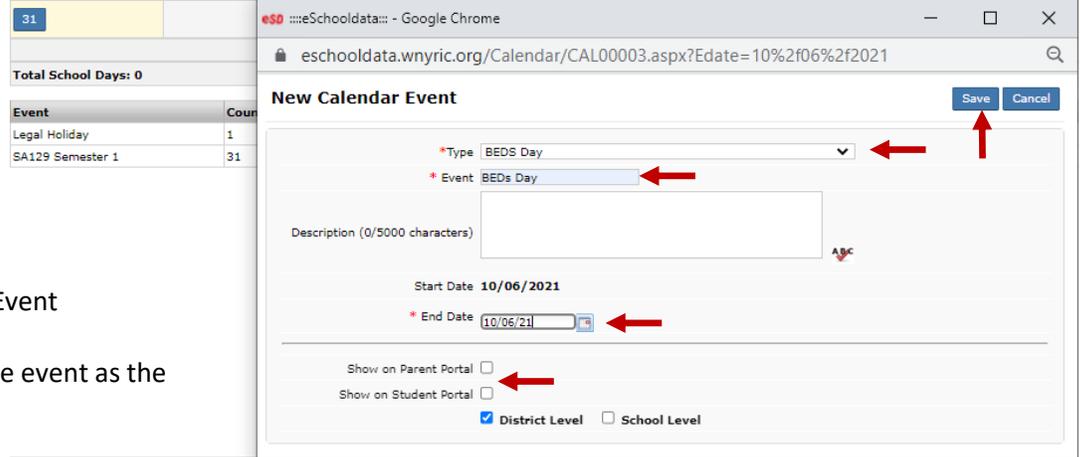
Select the 'BEDS Day' event type

Enter 'BEDs Day' for the Event

Enter the Start Date of the event as the End Date

Do NOT show this event on the Portals

Click 'Save' to create the event

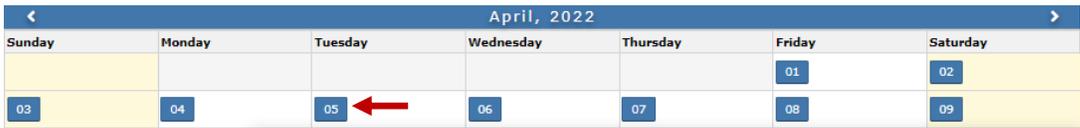


**NYS Assessments (Math & ELA 3-8)**

Must be entered at District Level

Return

Click on the first date the assessment will be offered



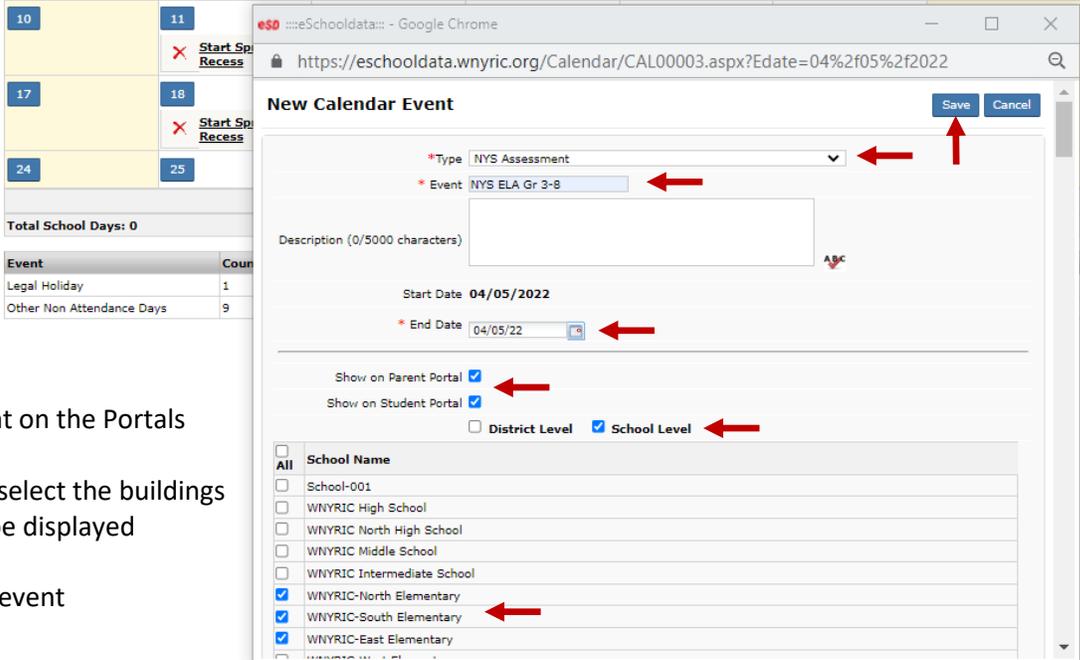
Select 'NYS Assessment' from the dropdown and enter the event name

Enter the 'End' date

Check to display the event on the Portals

Check 'School Level' and select the buildings for which the event will be displayed

Click 'Save' to create the event



## Building Level Events

### Semester Event

Note: Only the 'Start' and 'End' dates should be edited

Make sure there are no gaps between semesters as daycodes are assigned based on semester dates

The screenshot shows a calendar for September 2021 with a pop-up window titled "Update" for a "Semester 1" event. The event description is "1". The start date is 09/03/2021 and the end date is 01/28/2022. There are also fields for "Semester Average Grade Entry Start Date" and "Semester Average Grade Entry End Date". A red arrow points to the "Save" button, and another red arrow points to the "Start Date" field.

Click 'Save' to save any changes

### Marking Period Event

Click on the event to be edited

If editing MP start and end dates, make sure there is no overlap with previous or subsequent marking periods

Grade entry dates may span the entire marking period if desired

Usually the start date for grade entry will be sometime during the week before marking period end date, the grade entry end date can extend into the next marking period, care should be taken to insure grade entry for different marking periods do not overlap to prevent teachers from entering grades in the wrong period.

Click 'Save' to save any changes

The screenshot shows a calendar for September 2021 with a pop-up window titled "Edit Calendar Event" for a "Marking Period" event. The event name is "MP1" and the gradebook display name is "MP 1". The start date is 09/03/2021 and the end date is 11/12/2021. The grade entry start date is 11/01/2021 and the grade entry end date is 11/15/2021. There are checkboxes for "Show on Parent Portal" and "Show on Student Portal", both of which are checked. A red arrow points to the "Save" button, and other red arrows point to the "End Date", "Grade Entry Start Date", and "Grade Entry End Date" fields.

## Progress Report Events

Click on the date the event is to start and select the 'Progress Report' event type

Enter the name of the event

Enter the event end date

Enter the grade entry start and end dates

Check the Portal boxes to display the PRs

Click 'Save' to create the event

## Regents Exams

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### Regents Attendance Days

All students are in attendance

Click on the date the Regents Exams will start

Select the event type 'Regents Attendance Days'

Name the event, usually 'Regents Exams'

Enter the last date exams will be given

Select the grades that will be taking the exams

Select to display on the Portals

Click 'Save' to create the event

Note: This event type does not count toward the SA-129 days in session as all students are in attendance.

## Regents Days

Only students taking the exams are in attendance

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Click on the date the exam period will begin

Note: An event should be created for each week the exams will be held. Also, the last Friday in June is considered a separate event and is called a "Rating Day" (1)

Select 'Regents Days' for the event type

Enter the Event name, usually "Regents Exams"

Enter the 'End Date'

Select 'All' grades

Select to display on the Portals

Click 'Save' to create the event

Note: This event type DOES count toward the SA-129 days in session as only students taking the exams are in attendance.

The calendar should look something like this when the Regents Days have been entered

The screenshot shows a calendar for June 2022 with a 'New Calendar Event' form overlaid. The calendar has a grid with days of the week and dates. Dates 01, 08, 15, 21, and 25 are highlighted in blue. The form has the following fields:

- \*Type: Regents Days (dropdown menu)
- \*Event: Regents Exams (text input)
- Description: (0/5000 characters)
- Start Date: 06/15/2022
- \* End Date: 06/17/2022
- \* Grades: All, 8, 9, 10, 11, 12, UGS (checkboxes)
- Show on Parent Portal:
- Show on Student Portal:
- Buttons: Save, Cancel

June, 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			01 (1) DEFAULT Regents Exam	02 (2) DEFAULT	03 (3) DEFAULT	04
05	06 (4) DEFAULT	07 (5) DEFAULT	08 (6) DEFAULT	09 (1) DEFAULT	10 (2) DEFAULT	11
12	13 (3) DEFAULT	14 (4) DEFAULT	15 (5) DEFAULT Start Regents Exams	16 (6) DEFAULT	17 (1) DEFAULT End Regents Exams	18
19	20 Juneteenth	21 (2) DEFAULT Start Regents Exams	22 (3) DEFAULT	23 (4) DEFAULT End Regents Exams	24 (5) DEFAULT End Semester 2	25
26	27	28	29	30		
Total School Days: 17						
Event	Count	Dates				
Legal Holiday	1	06/20				
Marking Period	24	06/01 - 06/24				
Regents Days	7	06/15 - 06/17, 06/21 - 06/23, 06/24				
Regents Attendance Day	1	06/01				

Mid Term, Final Exam

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Click on a date outside the last semester

Select Mid-Term Exam or Final Exam event type

Enter event name, either MT or FE

Set the End Date the same as the Start Date  
Final Exam should have the day after MT as the Start Date

For MT set the Grade Entry dates the same as the Start Date, Final Exam grade entry is determined by the last marking period for each course

Do NOT publish these events to the Portals

Click 'Save' to create the event

Day Code Generator

Path: District > Calendar > Setup Daycode

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Note: The Day Code Generator can only be run for dates in the future, adjustments to past/current dates can be done individually through the 'School Days' calendar or ask the eSchooldata Team to update them from the background. Any Semesters that are in the past will be greyed out. Make sure you are in the correct school year, this example is for a future school year.

Select the daycode to be assigned to the first day of attendance on the calendar then select how the calendar is to transition to future semesters, in this example the 2<sup>nd</sup> Semester restarts the day code pattern.

This example shows that the 2<sup>nd</sup> Semester will start with the next daycode in the sequence from 1<sup>st</sup> Semester, if Sem 1 ends with a '3' daycode, Sem 2 will start with a '4' daycode.

Click 'Generate' (1) to fill the school calendar with daycodes, any non attendance event will be skipped over. The 'Default' bell schedule will also be attached to each attendance day. If there are regularly scheduled alternate bell schedules to be assigned by Daycode or Day of the Week click the 'Generate Options' (2) button.

### Options for assigning bell times by daycode

**Generation Options** Cancel

Bell Time by:  Day Code  Day of the Week

Day Code	Bell Time	
1	DEFAULT	
2	DEFAULT	
3	DEFAULT	
4	DEFAULT	
5	DEFAULT	
6	DEFAULT	

### Options for assigning bell schedule by Day of Week

**Generation Options** Cancel

Bell Time by:  Day Code  Day of the Week

Day of the Week	Bell Time	
Monday	DEFAULT	
Tuesday	DEFAULT	
Wednesday	DEFAULT	
Thursday	DEFAULT	
Friday	DEFAULT	
Saturday	DEFAULT	
Sunday	DEFAULT	

Click on the icon to assign a bell schedule to that particular daycode/day of week

Bell Time by:  Day Code  Day of the Week

Day Code **1**

Bell Time: DEFAULT

- Select--
- Blue
- Blue - PM Assembly
- DEFAULT**
- Hybrid
- Red

Save Cancel

Bell Time by:  Day Code  Day of the Week

Day of the Week **Monday**

Bell Time: DEFAULT

- Select--
- Blue
- Blue - PM Assembly
- DEFAULT**
- Hybrid
- Red

Save Cancel

Only one of the methods can be used

Here is the September 2022 calendar running the Daycode Generator assigning the 'Red' bell schedule to all Wednesdays.

September, 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01	02	03
04	05 ✕ Labor Day	06 (2) DEFAULT Start Semester 1	07 (3) Red Start MP1	08 (4) DEFAULT	09 (5) DEFAULT	10
11	12 (6) DEFAULT	13 (1) DEFAULT	14 (2) Red	15 (3) DEFAULT	16 (4) DEFAULT	17
18	19 (5) DEFAULT	20 (6) DEFAULT	21 (1) Red	22 (2) DEFAULT	23 (3) DEFAULT	24
25	26 (4) DEFAULT	27 (5) DEFAULT	28 (6) Red	29 (1) DEFAULT	30 (2) DEFAULT	
<b>Total School Days: 19</b>						
Event	Count	Dates				
Legal Holiday	1	09/05				
Marking Period	25	09/06 - 09/30				