

Online Tutorial: Bell Schedule Setup

A bell schedule defines which periods meet on a given day. For example, if all periods meet for the same length of time every day, you may only want to set up one bell schedule.

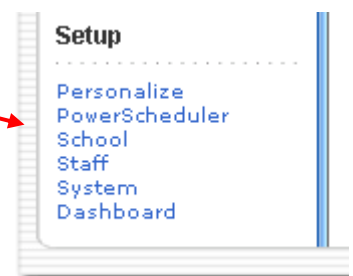
However, if not all periods meet every day, you will need a bell schedule **for each variation**. You should also set up bell schedules for shortened or early-release days, even if those days have the same periods as a normal day and only the start and end times differ.

When creating bell schedules, include each period in which attendance could be taken in at least one schedule type. To set up bell schedules, you will need to know which periods meet for attendance on specific days, and you will need to know the beginning and ending times associated with that period.

Step 1: In the left navigation bar, click on “School” under the “Setup” heading.

Step 2: Under “Calendaring,” click on “Bell Schedules.”

Calendaring	Description
Bell Schedules	Define bell schedules for the current school
Calendar Setup	Assign days to membership types and schedules.



Step 3: In the middle of your screen, click the “New” button.

Step 4: Enter a name for the bell schedule and click the “Submit” button.

Hint: avoid characters like “/” and “&” when choosing a name

Step 5: Click on “Edit Schedule” next to the bell schedule name.

Name	Edit Schedule	Periods	Attendance Conversion Method
Finals Day 1	Edit Schedule	4	default
Finals Day 2	Edit Schedule	4	default
Finals Day 3	Edit Schedule	4	default
Monday Thursday	Edit Schedule	5	default
Saturday School	Edit Schedule	0	default

Step 6: Click the “New” button.



Step 7: Select the period to add.

Step 8: Enter a start time and an end time, being careful to add “AM” and “PM.”

Step 9: Make sure “Counts for ADA” is checked.

Step 10: When finished, click the “Submit” button.

Label	Value
Period	1
Start time	8:00 AM (Example entry: 9:05 AM)
End time	8:50 AM (Example entry: 10:05 AM)
Counts for ADA	<input checked="" type="checkbox"/>
Use For Daily Attendance	<input type="checkbox"/>
	Default Time In
	Default Time Out

Hint: Ignore the “Use for Daily Attendance” boxes if they appear on your screen.

Step 11: Repeat steps 6-10 for each period that meets during this bell schedule

Step 12: Once you’re finished creating this bell schedule, if necessary, go back to Step 3 and create additional bell schedules.