

## Online Tutorial: Calendar Setup

Calendar setup is an essential part of any school setup. It affects many other parts of PowerSchool, including:

- \*Attendance/ADA
- \*Live-Side Scheduling
- \*School Enrollment Dates
- \*Membership
- \*Class/Section Enrollment Dates
- \*Class Availability in Teacher Gradebooks

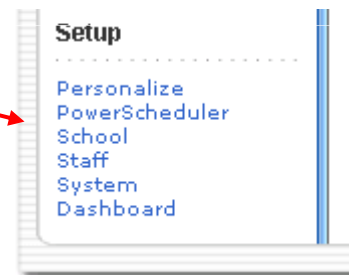
*Note: Before you set up your school's calendar, you must first set up your school's bell schedules. To access that online tutorial, please visit:*

**<http://www.animopd.org/uploads/PS-BellScheduleSetup.pdf>**

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

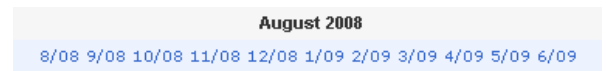
**Step 2:** Under "Calendaring," click on "Calendar Setup."

Calendaring	Description
<a href="#">Bell Schedules</a>	Define bell schedules for the current school
<a href="#">Calendar Setup</a>	Assign days to membership types and schedules.



*Note: the calendar setup may take a few moments to load.*

**Step 3:** Click on the month you'd like to set up.



**Step 4:** For In Session days, fill in the following items correctly, as seen in the graphic to the right:

\*Day

\*Schedule

\*In Sess

\*Memb Value

Date	Day	Schedule	Tracks						In Sess	Memb Value
			A	B	C	D	E	F		
Thu, Sep 3	A	M,T,H	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Fri, Sep 4	A	Fri.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1

*Note: Most mistakes aren't made when initially setting up the calendar. Rather, mistakes are made when **making changes**, typically by only changing two of the four fields (e.g., changing "Day" & "Schedule," but not "In Sess" & "Memb Value" or vice versa.*

**Step 5:** For Out of Session days, leave all fields blank with the exception of Memb Value.

Date	Day	Schedule	Tracks						In Sess	Memb Value
			A	B	C	D	E	F		
Sat, Sep 5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
Sun, Sep 6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0

**Make sure you enter a "0" in the Memb Value field.**

**Step 6:** Once you've completed that month's calendar setup, move on to the next month. When you've finished setting up each month, you're done!

