

PowerSchool Calendar Setup Instruction Sheet

Welcome to Calendar Setup 101. We will be going through setting up your school calendar, and entering any vacation days, half days, conferences, SIP Days, etc.

1. As always, log in to PowerSchool first
2. On the left menu, click on School
3. Once the School menu comes up on the right, begin to look for Calendaring. When you find that, click on Calendar Setup



Functions

Absentee Report
Daily Bulletin
Enrollment Summary
Master Schedule
PowerLunch
Reports
Special Functions
Teacher Schedules

Setup

Personalize
PowerScheduler
School
Staff
System

4. On the next page is a small screenshot of what you will be looking at. Here is a description of what each column means:
 - a. Date: The day you are changing
 - b. Day: The type of day. This must be entered. Most schools will set this value to “Monday” unless you have different methods for attendance for different days. If you aren’t sure, just put Monday. It can be changed later if needed.
 - c. Schedule: Is this day a Half Day or a Regular (Full) Day
 - d. Tracks: If this is a school day where children are attending, even for a half day, make sure ALL 7 checkboxes are checked, including the “In Session” checkbox.
 - e. Memb Value: Membership value. Simple enough, if the students are there, this value is 1. If there is no school for students, this value is 0.
 - f. Type: Possible values for these are In Session, SIP Day, Holiday, Parent Teacher Conferences, Teacher in-Service, Vacation, and Weather/Snow Day. Spring Break would be considered Vacation, while Labor Day would be considered a Holiday. The half days we have for the SIP days, would be considered School Improvement Day. If you have any questions about this, please let me know.
 - g. Note: If there are any notes you may want to provide information about this day... you can put it here. Nobody will see it, and should only be used for reference (i.e. 15 degrees, 18 inches of snow) and is NOT required.
5. Look at the examples on the next page for a regular week, and spring break.

Date	Day	Schedule	Tracks						In Sess	Memb Value	Type	Note
			A	B	C	D	E	F				
Mon, Aug 21	Monday	Half Day	<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	In Session	
Tue, Aug 22	Monday	Half Day	<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	In Session	
Wed, Aug 23	Monday	Regular Day	<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	In Session	
Thu, Aug 24	Monday	Regular Day	<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	In Session	
Fri, Aug 25	Monday	Regular Day	<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	In Session	
Sat, Aug 26			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	In Session	
Sun, Aug 27			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	In Session	
Mon, Apr 2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Vacation	
Tue, Apr 3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Vacation	
Wed, Apr 4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Vacation	
Thu, Apr 5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Vacation	
Fri, Apr 6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Vacation	

6. If you want to verify the number of school days, at the bottom of the page, you will see a link that says: [Verify # of school days in the current term.](#)

7. Click on it, and the following window will come up (or something similar to it).

2006-2007 Quarter 1		
45 school days.		
1. August 21 Monday	17. September 12 Tuesday	
2. August 22 Tuesday	18. September 13 Wednesday	
3. August 23 Wednesday	19. September 14 Thursday	33. October 4 Wednesday
4. August 24 Thursday	20. September 15 Friday	34. October 5 Thursday
5. August 25 Friday	21. September 18 Monday	35. October 6 Friday
6. August 28 Monday	22. September 19 Tuesday	36. October 9 Monday
7. August 29 Tuesday	23. September 20 Wednesday	37. October 10 Tuesday
8. August 30 Wednesday	24. September 21 Thursday	38. October 11 Wednesday
9. August 31 Thursday	25. September 22 Friday	39. October 12 Thursday
10. September 1 Friday	26. September 25 Monday	40. October 13 Friday
11. September 4 Monday	27. September 26 Tuesday	41. October 16 Monday
12. September 5 Tuesday	28. September 27 Wednesday	42. October 17 Tuesday
13. September 6 Wednesday	29. September 28 Thursday	43. October 18 Wednesday
14. September 7 Thursday	30. September 29 Friday	44. October 19 Thursday
15. September 8 Friday	31. October 2 Monday	45. October 20 Friday
16. September 11 Monday	32. October 3 Tuesday	

8. When you are finished with an individual page, please make sure you click on the Submit button at the bottom to make sure you don't have to do this again.
9. When the school year begins, you'll be able to change attendance records only for the days you chose in this setup, so make sure each day is set up correctly.

If you have any questions, please send me an E-Mail at llopez@fw.diocesefwsb.org