

Calendar Set-up

If you or your teachers are having trouble with attendance, the first place to check is the Calendar Set-up. Here are the areas to check for the most common errors.

Tracks are used for different programs that attend different days. **Track A** for the majority of the students 1-12. **Tracks B-F** are for different programs (eg, ECS MW, ECS TT, ECS MWF, etc). The check box must be filled for the section to be able to take attendance. **No check=No Attendance**

Calendar Setup - 2016-2017

| Required fields | | | | | September 2016 | | | | | | | Optional fields | | | | |
|-----------------|-----------|---------------|-------------------------------------|------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|------------|-----------------|------|------|--|--|
| | | | | | 9/16 | 10/16 | 11/16 | 12/16 | 1/17 | 2/17 | 3/17 | 4/17 | 5/17 | 6/17 | | |
| Date | Cycle Day | Bell Schedule | School In-Session | Membership Value | Tracks In-Session | | | | | | Type | Note | | | | |
| | | | | | A | B | C | D | E | F | | | | | | |
| Thu, Sep 1 | Day 4 | Regular | <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In Session | | | | | |
| Fri, Sep 2 | Day 5 | Regular | <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In Session | | | | | |
| Sat, Sep 3 | | | <input type="checkbox"/> | 0 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| Sun, Sep 4 | | | <input type="checkbox"/> | 0 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| Mon, Sep 5 | | | <input type="checkbox"/> | 0 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| Tue, Sep 6 | Day 2 | Regular | <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In Session | | | | | |
| Wed, Sep 7 | Day 3 | Regular | <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In Session | | | | | |
| Thu, Sep 8 | Day 4 | Regular | <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In Session | | | | | |
| Fri, Sep 9 | Day 5 | Regular | <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In Session | | | | | |
| Sat, Sep 10 | | | <input type="checkbox"/> | 0 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| Sun, Sep 11 | | | <input type="checkbox"/> | 0 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| Mon, Sep 12 | Day 1 | Regular | <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In Session | | | | | |
| Tue, Sep 13 | Day 2 | Regular | <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In Session | | | | | |
| Wed, Sep 14 | Day 3 | Regular | <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In Session | | | | | |
| Thu, Sep 15 | Day 4 | Regular | <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In Session | | | | | |

If school is **In Session**, then **both** of these dropdown boxes **must** be populated.

If school is **In Session**, this must be **checked**. If school is **not In Session** (PD day, holiday, etc) and it is not a weekend, this must be **blank**.

If school is **In Session**, this must be **1**. If school is **not In Session** (PD day, holiday, etc) and it is not a weekend, this must be **0**.

