

InformationNOW – Creating an Academic Session

About this Document

An *academic session* is defined as a timeframe during which a school holds classes. Generally one academic session will be created for the regular school year. Additional academic sessions may also be created for other types of class timeframes, such as Night School or Summer School. Creating an academic session may be done at any time during the current academic session, but is typically done during the spring to facilitate scheduling for the next academic session.

Preparation

The following items are critical to review prior to creating next year’s academic session:

- All students who will be registered to a different school within the district must have a *School Next Year* assigned. Assign the school to which the student will be registered for the next academic session:
 - For an individual student, this is done under **Students | Student Maintenance**. Select to view a student and click the *Main* tab. Select the appropriate *School Next Year*; or,
 - For a group of students, this is done under **Students | Quick Entry/Edit**.

Note: See the section “Examples for Graduated Upon Promotion and School Next Year” on page 3 for examples of students to be assigned a *School Next Year*.

- Make sure all schools have the appropriate grade levels assigned, including the grades that will feed into this school.
 - For example, a school that serves grades 9-12 must have grade 8 as the lowest grade level in order to register next year’s freshmen when creating the new academic session for next year. Registering those students before the start of the next academic session allows the user to create schedules for the students in the next academic session.
 - Go to **School/District | School | Grading Levels** and check the box for each appropriate grade level.
- For custom field data that is to be retained in the new academic session, be sure the field is marked appropriately. Go to **System Preferences | Setup**. Select **Custom Fields** from the available list. Select the **Applies to** (Course, District, School, Staff, Staff) option and click **Refresh**. Select to **View** the field. Check the box labeled *Retain Data During Rollover*.

- For the Grade Level that will graduate at promotion, be sure that the checkmark is applied accordingly under **Students | Setup | Grade Levels**. Select to view the appropriate grade level. Be sure the checkmark is applied for *Graduated Upon Promotion*.

Note: See the section “Examples for Graduated Upon Promotion and School Next Year” on page 3 for examples of students to be assigned a *School Next Year*.

- Make sure all students have the appropriate withdrawn date if they are withdrawn. This date must coincide with the option selected under **School/District | Setup | Settings** tab.

- For example:
 - If the student’s last day of attendance in the school was April 25 and *The last day of attendance* is bulleted, the student should be given an enrollment withdrawal record of April 25th. This indicates that the date entered on the withdrawal record is the last day the student attended.
 - If the student’s last day of attendance in the school was April 25 and *The first day of non-attendance* is bulleted, the student should be given an enrollment withdrawal record of April 26th. This indicates that the date entered on the withdrawal record is the date of the first day the student did not attend.

Note: Unless otherwise noted in the state-specific guidelines, all districts should set the withdrawal date option to *The first day of non-attendance* in order to comply with state reporting requirements. This option should be set before any students are enrolled for the next school year. Once the option is selected, it should not be changed.

- If state reporting specifications require that outgoing students be set to *Withdrawn*, be sure to select the withdrawal code under **School/District | School | Setup** tab. Refer to the applicable State Guidelines available from the STI Support Web site documentation page at <http://support.sti-k12.com/> to see if this is required.

Examples for Graduated Upon Promotion and School Next Year

Users should follow the below examples to determine which grade level(s) are to be marked as *Graduated Upon Promotion* and which students should receive a *School Next Year* assignment.

- For a K-12 District with three buildings (Elementary K-5, Middle School 6-8, High School 9-12): Grade 5 students should be given a *School Next Year* of the middle school. Grade 8 students should be given a *School Next Year* of the high school. Only Grade 12 needs to be checked for *Graduated Upon Promotion*.
- For a K-8 District with two buildings (Elementary K-4, Middle School 5-8): Grade 4 students should be given a *School Next Year* of the middle school. Before creating the new academic session, Grade 8 students should be marked for *Graduated Upon Promotion*, since they are not feeding into a school within the district. Also, there should be nothing entered on the 8th graders for *School Next Year*. After the new Academic Session is created, users should remove the *Graduated Upon Promotion* check from the 8th graders to prevent state reports from being affected.
- For a K-8 District with one building: Before creating the new academic session, Grade 8 students should be marked for *Graduated Upon Promotion*, since they are not feeding into a school within the district. Also, there should be nothing entered on the 8th graders for *School Next Year*. After the new Academic Session is created, users should remove the *Graduated Upon Promotion* check from the 8th graders to prevent state reports from being affected.

Create New Academic Session

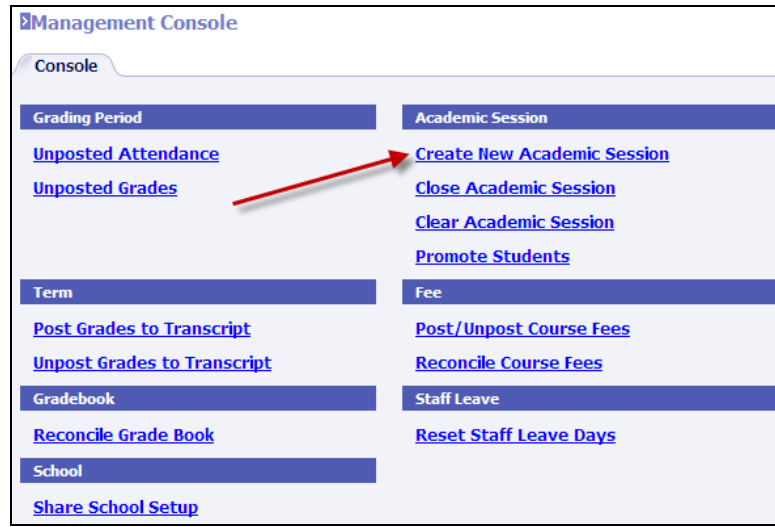
The following discusses the basic steps to take when creating a new academic session. Refer to the sections later in this document for the details regarding each type of academic session scheduling model available and the unique setup required for each.

To create a new academic session, perform the following steps:

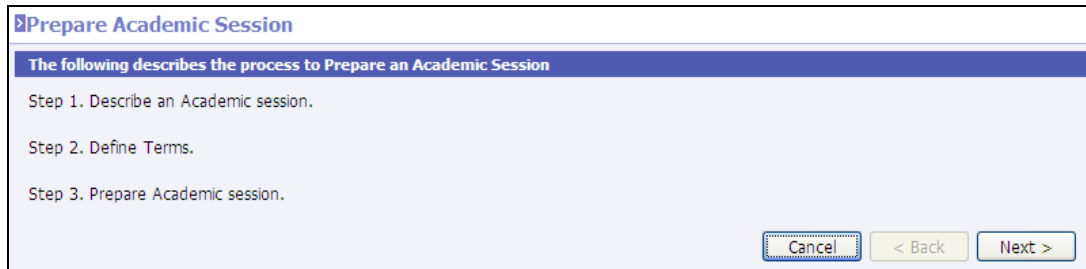
***WARNING!:** Users should add new academic sessions using the steps outlined in the following pages. Users are advised not to create a new academic session via **School/District | School** (by selecting to view a school and clicking **Add** on the *Acad. Session* tab) because the options to **Define Terms** and **Prepare Academic Session** are not available here. The correct method is to add academic sessions by following the steps outlined below.

- Log in to the current academic session.

- Go to **Management Console | Console**.

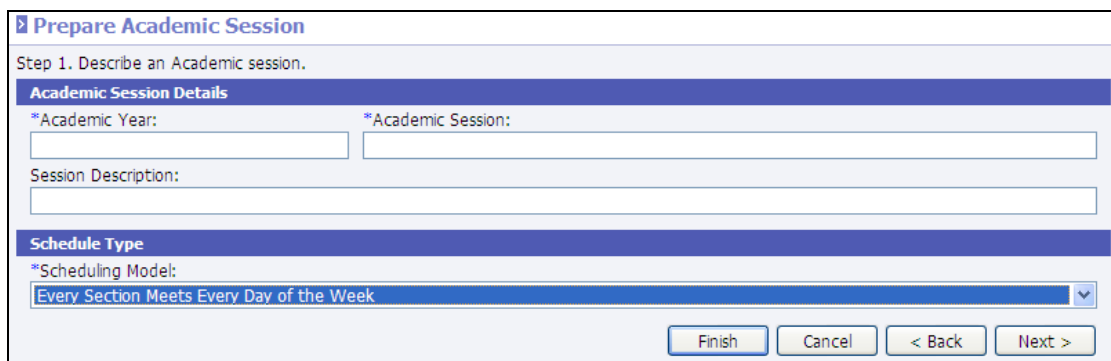


- Click **Create New Academic Session**.
- Review the steps and click **Next**. At any point, click **Back** to return to the previous screen or click **Cancel** to exit the process.



Describe An Academic Session

- Enter the *Academic Year* and *Academic Session*.



- Session Description* is optional.

- Select the appropriate Scheduling Model. **Warning!** Scheduling Model may not be changed once the academic session is created. If the wrong Scheduling Model is selected, the academic session must be deleted and reentered.

Note: Depending on the Scheduling Model selected, additional data may be required. For example, if *Each Section Declares the Day Type Which it Meets*, *Specify the Number of Days in Cycle* is selected, the number of days in the cycle is required.

- Click **Next**.

Define Terms

Prepare Academic Session

Step 2. Define Terms.

Academic Session Information

Academic Year: Academic Session:

Session Description:

Scheduling Model:

| <input type="checkbox"/> | Sequence | Name | Code | Description | Start Date | End Date |
|--------------------------|----------|------|------|-------------|------------|----------|
| | | | | | | |

Copy Add View Delete

Copy Add View Delete

Cancel < Back Next >

- To copy term(s) from an existing academic session, click **Copy**.

Copy Terms

Academic Session: Refresh

| <input checked="" type="checkbox"/> | Sequence | Name | Code | Description | Start Date | End Date |
|-------------------------------------|----------|--------|------|-------------|------------|----------|
| <input checked="" type="checkbox"/> | 1 | Term 1 | T1 | Term 1 | | |
| <input checked="" type="checkbox"/> | 2 | Term 2 | T2 | Term 2 | | |

OK Cancel

- Select the *Academic Session* from which to copy and click **Refresh**. Place a check next to each term to copy and click **OK**.
- Set starting and ending dates for each term (optional). This can also be done from **System Preferences | Setup | Terms**.
- When all terms are entered, click **Cancel** to return to the academic session screen.
- Click **Next**.

- To insert a new term, click **Add** to create the terms for this academic session (ex. *Semester 1, Semester 2*).

- Enter the term *Name*, *Code*, *Description*, *Start Date* and *End Date*. Use the drop-list to select the *ConnectEdu Term* if applicable.

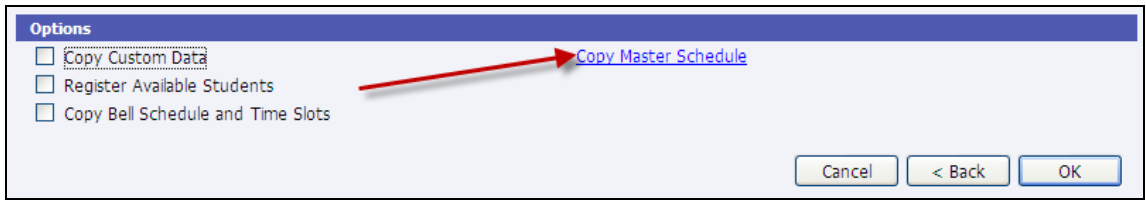
Note: The *ConnectEdu Terms* are not available when initially creating a term. Click to create the term and then select to view the term to edit the *ConnectEdu Term*.

- Click **Create**.
- Continue adding all terms for this academic session.

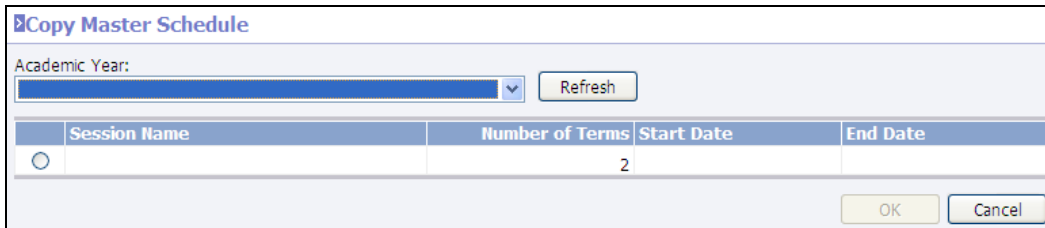
Prepare Academic Session

- To use the same Master Schedule from a previous academic session, click to **Copy Master Schedule**. Select the Academic Session from which to copy the data and click **OK**.

Note: This must be done before checking other optional boxes. If the user checks any boxes and then clicks **Copy Master Schedule**, the checkboxes will disappear. This process will take a few minutes to complete.



- Select the **Academic Year** from which to copy and click **Refresh**.
- Select the **Session Name** from which to copy the Master Schedule by either bulleting the name and clicking **OK** or by clicking on the **Session Name** that appears as a blue link.



- To copy custom data fields from the previous academic session to the new academic session, check the *Copy Custom Data* box. Custom fields that have been marked to copy will be copied from the student, staff and school custom tabs.
- Check to *Register Available Students* in order to schedule students in the new academic session prior to the completion of the current academic session. This is strongly recommended.
- *Copy Bell Schedules and Time slots*. Select this option to copy the bell schedule and time slots from the existing academic session to the new academic session. Do **not** check this option if the **Copy Master Schedule** option was previously selected. If the Master Schedule was copied, bell schedules and time slots were also copied forward. If the user selected to **Copy Master Schedule** and then checks to **Copy Bell Schedule and Time Slots** again, an error will occur.
- Click **OK** to create the academic session.

Note: If the user chooses to copy the Master Schedule, an error will appear stating that time slots already exist. Uncheck the *Copy Bell Schedule and Time Slots* box and click **OK** to finish the academic session process and exit the screen.

Examples of Schedule Types

The following section discusses the various types of scheduling models of available and the required setup for each.

Note: Please contact an STI customer care representative for assistance in deciding which scheduling model to choose.

Block (Mosaic) Scheduling

The screenshot shows a web form titled "Prepare Academic Session". It includes fields for "Academic Year", "Academic Session", and "Session Description". A red oval highlights the "Schedule Type" dropdown menu, which is currently set to "Each Section Declares Blocks Which it Meets, Each Block Declares Day Type and Period". At the bottom of the form are buttons for "Finish", "Cancel", "< Back", and "Next >".

Block (Mosaic) scheduling is the most complex scheduling model. This type of scheduling is generally used in schools where students may take the same courses but at different times of the day depending on the day. For example, a student may take Biology 1 on Monday during the 1st period of the day but then take it during 4th period on Wednesday and 6th period on Friday. If using this type of scheduling, select the Scheduling Model of *Each Section Declares Blocks Which It Meets, Each Block Declares Day Type and Period* when creating the academic session.

Note: Because of the complexity of block (mosaic) scheduling, the **Build Master Schedule** option should not be used to build a new Master Schedule.

It is important to keep the following terms in mind.

- *Period* refers to the section of instructional time within the day. For example, period 1 meets from 8:00 – 8:55 am, Period 2 meets from 9:00 – 9:55, period 3 meets from 10:00 – 10:55, etc. Periods are attached to bell schedules.
- *Block* refers to the block of time in which a class meets. For example, on Monday the Biology 1 class meets during the 1st block of time (period), on Wednesday Biology 1 meets during the 4th block (period) of time, and on Friday Biology 1 meets 6th block of time. Blocks are attached to sections in the Master Schedule.
- *Day Types* are the types of days the school may have within a rotation. For example, on Monday/Wednesday the students might attend their even numbered classes, on Tuesday/Thursday they attend their odd number classes and on Friday they attend all classes. This would be an example of three Day Types: One Day Type with even numbered classes, one day time with odd numbered classes and one Day Type with all classes meeting. Day types are attached to days in the calendar.

In the following example, a 9th grader would have the following schedule that repeats every 5 days.

| Time | Monday | Tuesday | Wednesday | Thursday | Times | Friday |
|------|----------|----------|-----------|----------|-------|----------|
| 8:00 | Homeroom | Homeroom | Homeroom | Homeroom | 8:00 | Homeroom |
| 8:10 | Biology | Biology | Biology | Biology | 8:10 | Algebra |

| Time | Monday | Tuesday | Wednesday | Thursday | Times | Friday |
|-------|---------------|---------------|---------------|---------------|-------|---------------|
| 8:53 | Algebra | Life Skills | Algebra | Biology | 8:53 | Music |
| 9:36 | Accounting | Algebra | Accounting | Algebra | 9:36 | Art |
| 10:19 | Accounting | English I | Accounting | English I | 10:19 | World History |
| 11:02 | English I | World History | English I | World History | 11:02 | Lunch |
| 11:45 | Lunch | Health | Lunch | Health | 11:45 | Clubs |
| 12:28 | Spanish I | Lunch | Spanish I | Lunch | 12:25 | Dismissal |
| 1:11 | Spanish I | Keyboarding | Computer Tech | Spanish I | | |
| 1:54 | World History | PE | Music | PE | | |
| 3:30 | Dismissal | Dismissal | Dismissal | Dismissal | | |

- There are 10 periods in the day because, even though there are only 7 periods on Friday, there are 10 sections of time Monday through Thursday. Bell schedules will be created with the start/end times for each period for each Day Type.
- There are two Day Types because Monday - Thursday contains the same sections of instructional time (10) but Friday is a shortened day where only 7 periods meet. Day types will be defined as periods 1-10 (M-Th) and periods 1-7 (F) and will be attached to the appropriate days on the calendar.
- There are 47 (M-F 10 x 4 + 7 on Friday) blocks because each class meets at a different time each day so users must define in the Master Schedule which classes meet during which block on what day.

Note: Users are strongly encouraged to contact their STI customer care representative for a consultation prior to setting up block (mosaic) scheduling.

Periods

To define periods, go to **System Preferences | Setup**. Select **Periods** from the list and click **Refresh**.

Click to **Add** a period for each set of instruction time frames within the day. Periods may be named with numbers such as 1-10 as in the example below or with letters/ numbers or a combination of both.

Setup: Periods

Lookup

Select a lookup:

Periods Refresh

⚠ Attention, you are logged into a past/future academic session.

+ ✓ ✗

Add View Delete

| <input type="checkbox"/> | Index | Period Name | State Code | Description |
|--------------------------|-------|--------------------|------------|-------------|
| <input type="checkbox"/> | 1 | 1 | | |
| <input type="checkbox"/> | 2 | 2 | | |
| <input type="checkbox"/> | 3 | 3 | | |
| <input type="checkbox"/> | 4 | 4 | | |
| <input type="checkbox"/> | 5 | 5 | | |
| <input type="checkbox"/> | 6 | 6 | | |
| <input type="checkbox"/> | 7 | 7 | | |
| <input type="checkbox"/> | 8 | 8 | | |
| <input type="checkbox"/> | 9 | 9 | | |
| <input type="checkbox"/> | 10 | 10 | | |

+ ✓ ✗

Add View Delete

Bell Schedules

In the example of the 9th grade schedule, users must set up two bell schedules - one for Monday through Thursday where the start/end times of each period are the same and one for Friday where start/end times vary slightly.

Users would go to **System Preferences | Setup** and select **Bell Schedules** from the list. Click **Refresh**. Click **Add** to insert a new bell schedule. Enter a name and define the start and end time for each period of the day.

The following displays the Monday – Thursday bell schedule where period start and end times are the same each day.

Edit Bell Schedule: Mon-Thurs

Bell Schedule

*Bell Schedule Name:

Description:

Total Instructional Minutes:

*Code: State Code: SIF Code: NCES Number:

Active System

Bell Schedule Definition - 10 periods in day
Total Minutes in Defined Bell Schedule: 369

| <input type="checkbox"/> | Meet | Period | Start Time | End Time | Minutes | Description | Daily Att Per | Sequence |
|--------------------------|------|--------|-------------|-------------|---------|-------------|----------------------------------|----------|
| <input type="checkbox"/> | Yes | 1 | 8:00:00 AM | 8:09:00 AM | 9 | | <input checked="" type="radio"/> | 1 |
| <input type="checkbox"/> | Yes | 2 | 8:10:00 AM | 8:50:00 AM | 40 | | <input type="radio"/> | 2 |
| <input type="checkbox"/> | Yes | 3 | 8:53:00 AM | 9:33:00 AM | 40 | | <input type="radio"/> | 3 |
| <input type="checkbox"/> | Yes | 4 | 9:36:00 AM | 10:16:00 AM | 40 | | <input type="radio"/> | 4 |
| <input type="checkbox"/> | Yes | 5 | 10:19:00 AM | 10:59:00 AM | 40 | | <input type="radio"/> | 5 |
| <input type="checkbox"/> | Yes | 6 | 11:02:00 AM | 11:42:00 AM | 40 | | <input type="radio"/> | 6 |
| <input type="checkbox"/> | Yes | 7 | 11:45:00 AM | 12:25:00 PM | 40 | | <input type="radio"/> | 7 |
| <input type="checkbox"/> | Yes | 8 | 12:28:00 PM | 1:08:00 PM | 40 | | <input type="radio"/> | 8 |
| <input type="checkbox"/> | Yes | 9 | 1:11:00 PM | 1:51:00 PM | 40 | | <input type="radio"/> | 9 |
| <input type="checkbox"/> | Yes | 10 | 1:54:00 PM | 2:34:00 PM | 40 | | <input type="radio"/> | 10 |

View Delete Up Down

View Delete Up Down

Show All Periods

The following displays the Friday bell schedule where periods 8-10 are left blank because Friday is a shortened day:

Edit Bell Schedule: Friday

Bell Schedule

*Bell Schedule Name:

Description:

Total Instructional Minutes:

*Code: State Code: SIF Code: NCES Number:

Active System

Bell Schedule Definition - 7 periods in day
Total Minutes in Defined Bell Schedule: 249

| <input type="checkbox"/> | Meet | Period | Start Time | End Time | Minutes | Description | Daily Att Per | Sequence |
|--------------------------|------|--------|-------------|-------------|---------|-------------|----------------------------------|----------|
| <input type="checkbox"/> | Yes | 1 | 8:00:00 AM | 8:09:00 AM | 9 | | <input checked="" type="radio"/> | 1 |
| <input type="checkbox"/> | Yes | 2 | 8:10:00 AM | 8:50:00 AM | 40 | | <input type="radio"/> | 2 |
| <input type="checkbox"/> | Yes | 3 | 8:53:00 AM | 9:33:00 AM | 40 | | <input type="radio"/> | 3 |
| <input type="checkbox"/> | Yes | 4 | 9:36:00 AM | 10:16:00 AM | 40 | | <input type="radio"/> | 4 |
| <input type="checkbox"/> | Yes | 5 | 10:19:00 AM | 10:59:00 AM | 40 | | <input type="radio"/> | 5 |
| <input type="checkbox"/> | Yes | 6 | 11:02:00 AM | 11:42:00 AM | 40 | | <input type="radio"/> | 6 |
| <input type="checkbox"/> | Yes | 7 | 11:45:00 AM | 12:25:00 PM | 40 | | <input type="radio"/> | 7 |
| <input type="checkbox"/> | | 8 | | | | | <input type="radio"/> | 8 |
| <input type="checkbox"/> | | 9 | | | | | <input type="radio"/> | 9 |
| <input type="checkbox"/> | | 10 | | | | | <input type="radio"/> | 10 |

View Delete Up Down

View Delete Up Down

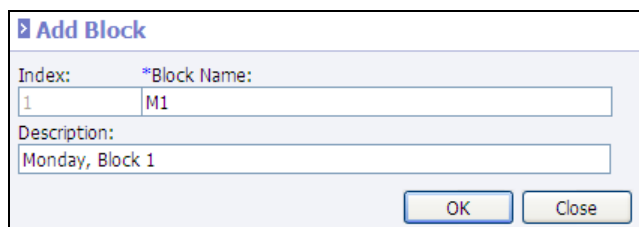
Show All Periods

Blocks

Blocks are assigned to the sections in the Master Schedule. Blocks are used to define which time frame a course will meet on any given day.

- To add blocks, go to **System Preferences | Setup**.
- Select **Blocks** from the list and click **Refresh**.
- Click to **Add** the block(s).

Note: It is important to add the blocks in the order in which they should appear on the Master Schedule selection screen. The index will determine the order in which the blocks appear in the Master Schedule.



The screenshot shows a dialog box titled "Add Block". It has two input fields: "Index:" with the value "1" and "*Block Name:" with the value "M1". Below these is a "Description:" field with the value "Monday, Block 1". At the bottom right, there are two buttons: "OK" and "Close".

- Enter a *Name*. In the above example, *M1* was entered to indicate that this is the 1st block that meets on Monday.

Note: It is recommended to name blocks with a combination of the day of the week and the period. For example, in the 9th grade example given, it is suggested to create blocks that represent Monday through Thursday and periods 1-10 and Friday periods 1-7 because some courses meet different periods every day. For this example, the user would create *M1, M2, M3, M4, M5, M6, M7, M8, M9* and *M10* blocks for Monday. Repeat these steps for Tuesday, Wednesday, and Thursday. Friday would consist of *F1, F2, F3, F4, F5, F6* and *F7* blocks.

- Optional, enter a *Description*.
- Click **OK**.
- Continue adding all necessary blocks.

Master Schedule

If using block (mosaic) scheduling, once blocks have been created they must be assigned to the sections in the Master Schedule.

- To update the Master Schedule, go to **Scheduling | Master Schedule**.
- Search for and select to **View** a course.
- In the 9th grade example given, Algebra I meets 3rd block on Mondays, 4th block on Tuesdays, 3rd block on Wednesdays, 4th block on Thursdays and 2nd block on Fridays. In the Master Schedule, the user would select the 3rd Monday block (ex. *M3*).

Add Section

Main **Custom**

Course Information

Course Number: ALGI Alt Course Number: State Course Number: CIP Code: Active

Section Details

*Section Number: 10 *Short Name: Algebra I *Long Name: Algebra I Display on Report Card

*Allowable Gender: Male Female *Course Type: Math Difficulty Level: Honor Roll

Teacher: Jackson, Janet Room: *Starting Grade: 09 *Ending Grade: 12 Grading Scale:

GPA Credit: 1.000 Graduation Credit: 1.000

*Block(s): Period Variation: Terms Capacity Enrolled A.Credit

M1 M3 All Year 20

GPA Method: Standard Weight Add.: 0.00 Weight Mult.: 1.00 Inc. Weighted GPA: Inc. Unweighted GPA:

Additional Info

Course is Instructional Is State Reported

Instructional Setting: Teaching Method: Funding Method:

Create **Cancel**

- Then select the Tuesday 4 block (T4), the Wednesday 3 block (W3), the Thursday 4 block (R4) and the Friday 2 block (F2).

*Block(s):

M7 T8 W8 R7

M8 W1 R1 R8

T1 W2 R2 F1

T2 W3 R3 F2

T3 W4 R4 F3

T4 W5 R5 F4

T5 W6 R6 F5

T6 W7 R7 F6

Note: Each time the user selects a box, the screen will refresh and the screen will move to the top of the list again. Wait for the screen to refresh before checking the next block box.

- Click **OK** to save the changes to the section.
- Continue editing each section in the Master Schedule identifying which block(s) the class meets.

Day Types

Day Types must be established to map periods with blocks.

- To edit Day Types, go to **School/District | School**.
- Search for and select to **View** the school.
- Click the *Acad. Session* tab.
- Click to **View** the block (mosaic) scheduling academic session.
- Click the *Day Types* tab.
- Click to **Add** a new Day Type. In the following example, Monday Day Type is being created. The user selects the period (*TimeSlot*) from the left column and then selects the corresponding block that meets during that period on the selected day in the right column. For example, on Monday, *TimeSlot* (period) that has been called 1 is when all of the classes that have been assigned a BLOCK of 1 will meet. Period (*TimeSlot*) 1 on Monday is when the classes that have been assigned to the *M1* block will meet. Period 2 on Monday is when the classes that have been assigned to the *M2* block will meet and so on.

| TimeSlot: | Block: |
|-----------|--------|
| 1 | M1 |
| 2 | M2 |
| 3 | M3 |
| 4 | M4 |
| 5 | M5 |
| 6 | M6 |
| 7 | M7 |
| 8 | M8 |
| 9 | M9 |
| 10 | M10 |

- Below is an example of a Friday using the example given previously of the 9th grader's block (mosaic) style schedule.
- Only 7 periods meet on Friday because it is an early dismissal day every week.

Edit Day Type: 5 - F

Day Type

Sequence: *Name:

Description:

| TimeSlot: | Block: |
|--------------------------------|---------------------------------|
| <input type="text" value="1"/> | <input type="text" value="F1"/> |
| <input type="text" value="2"/> | <input type="text" value="F2"/> |
| <input type="text" value="3"/> | <input type="text" value="F3"/> |
| <input type="text" value="4"/> | <input type="text" value="F4"/> |
| <input type="text" value="5"/> | <input type="text" value="F5"/> |
| <input type="text" value="6"/> | <input type="text" value="F6"/> |
| <input type="text" value="7"/> | <input type="text" value="F7"/> |

- In this example, everyone goes to the class that has been set up in the Master Schedule as an *FI* class during the 1st time slot on Friday. In the 2nd time slot, they go to their class that has been set up in the Master Schedule as taking place during the *F2* block and so on.

Note: Before selecting time slots or blocks, click the **Add Row** or **Remove Row** buttons to adjust the number of rows available as needed.

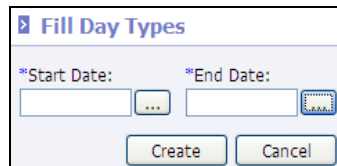
- Click **OK** when finished.

Calendar

Day Types and Bell Schedules must be assigned to the calendar.

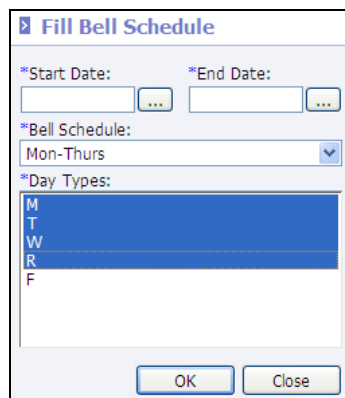
- To do so, go to **School/District | School**.
- Search for and select to **View** the school.
- Click the *Acad. Session* tab.
- Select the **Academic Year** and click **Refresh**.
- Click to **View** the Academic Session.
- Click to **View Year Calendar**.
- Click to **Fill Day Types**. Enter the start and end date the click **Create**. In the 9th grade example given, the Regular Day Monday – Thursday Day Type will be assigned to the calendar. Users should then edit each Friday to assign the Friday Day Type. This tells the system that the Day Type of Friday (periods 1-7) will meet on each Friday of the calendar.

Note: For block scheduling, Day Types should be mass assigned to the calendar BEFORE deleting holidays and non-attendance days. Also, Day Types are filled in the calendar in the order that they display on the *Day Types* tab in the *Academic Session* edit screen. Usually the first day on the list is Monday. For example, if the user selects Wednesday as the day to start filling Day Types, Wednesday will be assigned a Monday Day Type, Thursday will be assigned a Tuesday Day Type, Friday will be assigned a Wednesday Day Type and so on. Therefore, when filling Day Types on the calendar, users must select to start with a date that is a Monday in the calendar. If school does not start on a Monday, select the first Monday that the students will attend as the date to start filling the Day Types. Then manually add the Day Types to the preceding days that did not receive a Day Type. If users select a day other than a Monday when filling Day Types, the wrong Day Types will be assigned in the calendar.



The screenshot shows a dialog box titled "Fill Day Types". It has two input fields: "*Start Date:" and "*End Date:". Each field has a small calendar icon to its right. Below the input fields are two buttons: "Create" and "Cancel".

- Click to **Fill Bell Schedules**. Enter the start and end date. Select the bell schedule to be assigned (Ex. Mon-Thurs) and select the Day Types to which the bell schedule is to be assigned. Click **OK**. In the following examples, the Mon-Thurs bell schedule with 10 periods defined will be assigned to every Monday, Tuesday, Wednesday and Thursday between the dates entered.



The screenshot shows a dialog box titled "Fill Bell Schedule". It has two input fields: "*Start Date:" and "*End Date:". Below these is a dropdown menu for "*Bell Schedule:" with "Mon-Thurs" selected. Underneath is a list for "*Day Types:" with options M, T, W, R, and F. The options M, T, W, and R are highlighted in blue. At the bottom are "OK" and "Close" buttons.

- Then users would click **Fill Bell Schedules** again and enter the following criteria to indicate that the Friday shortened day bell schedule with periods 1-7 should be assigned to every Friday in the calendar between the dates entered.

Cycle Scheduling

Cycle scheduling is generally used in schools where students take the courses on rotating cycle. For example, a student might take 4 classes on Day 1 and 4 different classes on Day 2 and 4 different classes on Day 3. If using this type of scheduling, select the Scheduling Model of *Each Section Declares the Day Type Which it Meets, Specify Number of Days in Cycle* when creating the academic session. A Day Type will be created to match the number of days entered here. In the example above, three Day Types would be created: *Day 1*, *Day 2* and *Day 3*. These may be renamed if desired after the academic session has been created.

It is important to keep the following terms in mind.

- *Period* refers to the section of instructional time within the day. For example, period 1 meets from 8:00 – 9:55 am, Period 2 meets from 10:00 – 11:55, etc. Periods are attached to bell schedules.
- *Day Types* are the types of days the school may have within a rotation. For example, on Day 1, blocks 1-4 meet. On Day 2, blocks 5-8 meet. On Day 3, blocks 9-12 meet. This would be an example of three Day Types. One Day Type with blocks 1-4, one Day Type with blocks 5-8 and one Day Type with blocks 9-12. Day types are attached to days in the calendar.

In the following example, a 9th grader would have the following schedule that repeats every 3days.

| Time | Day 1 | Day 2 | Day 3 |
|-------|-----------------------|---------------|------------------|
| 8:00 | Biology | World History | Art |
| 9:30 | Algebra | Health/PE | Music |
| 11:45 | Accounting | Spanish | Foreign Language |
| 1:15 | Computers/keyboarding | English | State Test Prep |

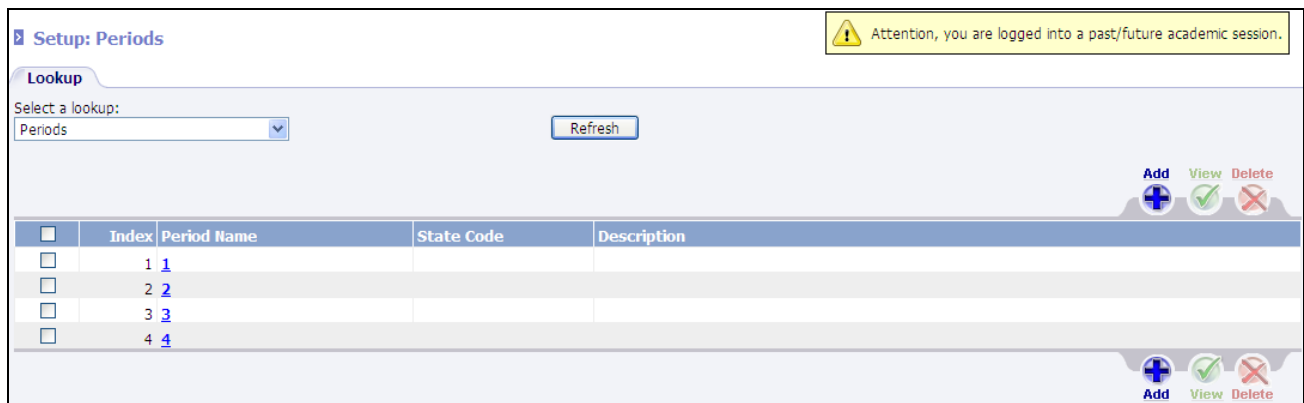
- There are 4 periods in the day because there are 4 sections of instructional time in each day. Bell schedules will be created with the start/end times for each period. A combination of the period and Day Type will indicate in the Master Schedule when the class meets.
- There are three Day Types because there is a different rotation of classes on Day 1, Day 2 and Day 3. The Day Types will be assigned to the calendar and to the sections in the Master Schedule indicating when individual course sections meet.

Note: Users are strongly encouraged to contact their STI customer care representative for a consultation prior to setting up block (mosaic) scheduling.

Periods

To define periods, go to **System Preferences | Setup**. Select **Periods** from the list and click **Refresh**.

Click to **Add** a period for each set of instruction time frame within the day.



Bell Schedules

In the example of the 9th grade cycle schedule, users may set up one bell schedule for the regular day because each period, regardless of being Day 1, 2 or 3 it meets during the same time frame.

Users would go to **System Preferences | Setup** and select **Bell Schedules** from the list. Click **Refresh**. Click **Add** to insert a new bell schedule. Enter a name and define the start and end time for each period of the day.

Edit Bell Schedule: Regular

Bell Schedule

*Bell Schedule Name:
Regular

Description:

Total Instructional Minutes:
345

*Code: R State Code: SIF Code: NCES Number:

Active System

Bell Schedule Definition - 4 periods in day
Total Minutes in Defined Bell Schedule: 345

| <input type="checkbox"/> | Meet | Period | Start Time | End Time | Minutes | Description | Daily Att Per | Sequence |
|--------------------------|------|--------|-------------|-------------|---------|-------------|----------------------------------|----------|
| <input type="checkbox"/> | Yes | 1 | 8:00:00 AM | 9:25:00 AM | 85 | | <input checked="" type="radio"/> | 1 |
| <input type="checkbox"/> | Yes | 2 | 9:30:00 AM | 10:55:00 AM | 85 | | <input type="radio"/> | 2 |
| <input type="checkbox"/> | Yes | 3 | 11:45:00 AM | 1:10:00 PM | 85 | | <input type="radio"/> | 3 |
| <input type="checkbox"/> | Yes | 4 | 1:15:00 PM | 2:45:00 PM | 90 | | <input type="radio"/> | 4 |

Show All Periods

OK Close

Day Types

Day Types must be established to map periods with blocks.

- To edit Day Types, go to **School/District | School**.
- Search for and select to **View** the school.
- Click the *Acad. Session* tab.
- Click to **View** the cycle scheduling academic session.
- Click the *Day Types* tab.
- Day types should have been created based on the number of days in cycle selected when the academic session was created. Select a Day Type and click **View** to modify the name or description.

Master Schedule

If using Cycle scheduling, once periods and Day Types have been created, they must be assigned to the sections in the Master Schedule.

- To update the Master Schedule, go to **Scheduling | Master Schedule**.
- Search for and select to **View** a course.
- In the 9th grade example given, Biology meets 1st period on Day 1. In the Master Schedule, the user would select the 1st period and the Day 1 Day Type.

Edit Section: 109.1- English 11

Summary Main Custom

Course Information

Course Number: 109 Alt Course Number: State Course Number: CIP Code: Active

Section Details

*Section Number: 1 *Short Name: English 11 *Long Name: English 11 Display on Report Card

*Allowable Gender: Male Female *Course Type: English Difficulty Level: Regular Honor Roll

Teacher: Pitt, Brad Room: 102 *Starting Grade: 9 *Ending Grade: 12 Grading Scale: Numeric

GPA Credit: 1.000 Graduation Credit: 1.000

*Period(s): 1 2 3 4

Period Variation:

*Meets On: Day 1 Day 2 Day 3

Terms Capacity Enrolled A.Credi

Term 1 20

Term 2 20

| GPA Method | Weight Add. | Weight Mult. | Inc. Weighted GPA | Inc. Unweighted GPA |
|------------|-------------|--------------|-------------------------------------|-------------------------------------|
| Alpha | 0.00 | 1.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Numeric | 0.00 | 1.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Additional Info

Course is Instructional Is State Reported

Instructional Setting: Teaching Method: Funding Method:

OK Close

Note: Each time the user selects a box, the screen will refresh and the screen will move to the top of the list again. Wait for the screen to refresh before checking the next box.

- Click **OK** to save the changes to the section.
- Continue editing each section in the Master Schedule identifying which period/block and day that the class meets.

Calendar

Day Types and Bell Schedules must be assigned to the calendar.

- To do so, go to **School/District | School**.
- Search for and select to **View** the school.
- Click the *Acad. Session* tab.
- Select the **Academic Year** and click **Refresh**.
- Click to **View** the Academic Session.
- Click to **View Year Calendar**.
- Click to **Fill Day Types**. Enter the start and end date the click **Create**.

Note: It is strongly recommended to remove holidays and non-attendance days from the calendar before assigning Day Types.

- Click to **Fill Bell Schedules**. Enter the start and end date. Select the bell schedule to be assigned (Ex.: *Regular*) and select the Day Types to which the bell schedule is to be assigned. Click **OK**.

Day of Week Scheduling

Day-of-week scheduling is generally used in schools where students take courses on varying days within the week but each week is the same. For example, a student may take French on Monday/Wednesday/Friday but it meets on the same days each week. If using this type of scheduling, select the Scheduling Model of *Each Section Declares the Days of the Week Which It Meets* when creating the academic session.

It is important to keep the following terms in mind.

- *Period* refers to the section of instructional time within the day. For example, period 1 meets from 8:00 – 8:55 am, Period 2 meets from 9:00 – 9:55, etc. Periods are attached to bell schedules.

In the following example, a 9th grader would have the following schedule that repeats every week.

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|------|---------|---------|-----------|----------|---------|
| 8:00 | Biology | Biology | Biology | Biology | Biology |

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------|---------------|---------------|---------------|---------------|---------------|
| 9:00 | Algebra | Algebra | Algebra | Algebra | Algebra |
| 10:00 | Spanish | Accounting | Spanish | Accounting | Spanish |
| 11:00 | Computers | Keyboarding | Computers | Keyboarding | Computers |
| 12:30 | PE | Health | PE | Health | PE |
| 1:30 | English | English | English | English | English |
| 2:30 | World History | World History | World History | World History | World History |

- There are 7 periods in the day because there are 7 sections of instructional time in each day. Bell schedules will be created with the start/end times for each period. A combination of the period and day of week will indicate in the Master Schedule when the class meets.

Periods

To define periods, go to **System Preferences | Setup**. Select **Periods** from the list and click **Refresh**.

Click to **Add** a period for each set of instruction time frame within the day.

Setup: Periods ⚠ Attention, you are logged into a past/future academic session.

Lookup

Select a lookup:
 Periods Refresh

| <input type="checkbox"/> | Index | Period Name | State Code | Description |
|--------------------------|-------|-------------|------------|----------------|
| <input type="checkbox"/> | 1 | 1 | | |
| <input type="checkbox"/> | 2 | 2 | | |
| <input type="checkbox"/> | 3 | 3 | | |
| <input type="checkbox"/> | 4 | 4 | | Includes Lunch |
| <input type="checkbox"/> | 5 | 5 | | |
| <input type="checkbox"/> | 6 | 6 | | |
| <input type="checkbox"/> | 7 | 7 | | |

Add View Delete

Bell Schedules

In the example of the 9th grade cycle schedule, users may set up one bell schedule for the regular day because each period meets during the same time frame each day.

Users would go to **System Preferences | Setup** and select **Bell Schedules** from the list. Click **Refresh**. Click **Add** to insert a new bell schedule. Enter a name and define the start and end time for each period of the day.

Edit Bell Schedule: Regular

Bell Schedule

*Bell Schedule Name: Regular

Description:

Total Instructional Minutes: 415

*Code: R State Code: SIF Code: NCES Number:

Active System

Bell Schedule Definition - 7 periods in day

Total Minutes in Defined Bell Schedule: 415

| <input type="checkbox"/> | Meet | Period | Start Time | End Time | Minutes | Description | Daily Att Per | Sequence |
|--------------------------|------|----------|-------------|-------------|---------|-------------|----------------------------------|----------|
| <input type="checkbox"/> | Yes | Period 1 | 8:00:00 AM | 8:55:00 AM | 55 | | <input checked="" type="radio"/> | 1 |
| <input type="checkbox"/> | Yes | Period 2 | 9:00:00 AM | 9:55:00 AM | 55 | | <input type="radio"/> | 2 |
| <input type="checkbox"/> | Yes | Period 3 | 10:00:00 AM | 10:55:00 AM | 55 | | <input type="radio"/> | 3 |
| <input type="checkbox"/> | Yes | Period 4 | 11:00:00 AM | 12:25:00 PM | 85 | | <input type="radio"/> | 4 |
| <input type="checkbox"/> | Yes | Period 5 | 12:30:00 PM | 1:25:00 PM | 55 | | <input type="radio"/> | 5 |
| <input type="checkbox"/> | Yes | Period 6 | 1:30:00 PM | 2:25:00 PM | 55 | | <input type="radio"/> | 6 |
| <input type="checkbox"/> | Yes | Period 7 | 2:30:00 PM | 3:25:00 PM | 55 | | <input type="radio"/> | 7 |

Show All Periods

OK Close

Notice that period 4 spans 11:00 am – 12:25 pm. This is because this period includes two lunch waves.

Below is a screen shot of the 4th period where two lunch waves have been set up as period variations. For more details regarding period variations, refer to the *InformationNOW – Attendance Quick Reference Guide*.

Edit Period: Period 4

Bell Schedule Name: Regular

Description:

Default Settings

Start Time: 11:00 AM End Time: 12:25 PM Minutes: 85

Variations

| <input type="checkbox"/> | Name | Description | Start Time | End Time | Minutes |
|--------------------------|---------|-------------|------------|----------|---------|
| <input type="checkbox"/> | Lunch A | | 11:30 AM | 12:30 PM | 60 |
| <input type="checkbox"/> | Lunch B | | 11:00 AM | 12:00 PM | 60 |

OK Close

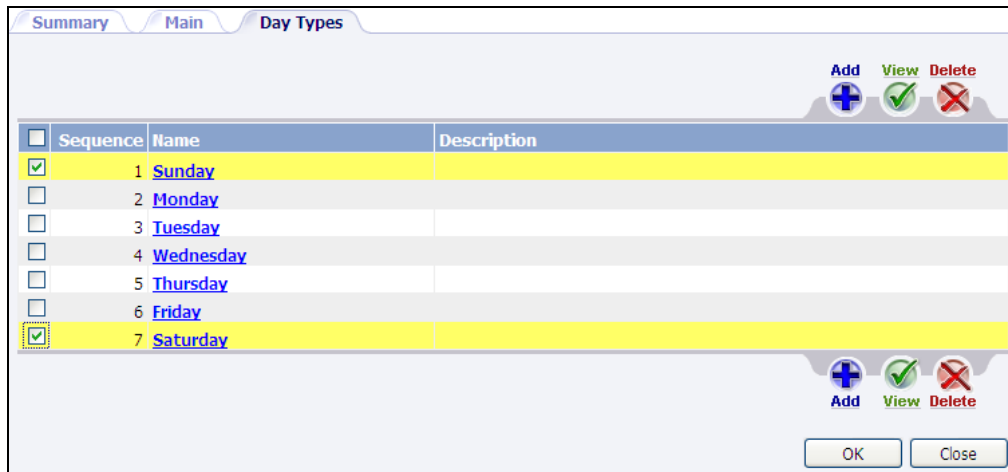
Day Types

Day Types must be established to be able to select when setting up sections in the Master Schedule.

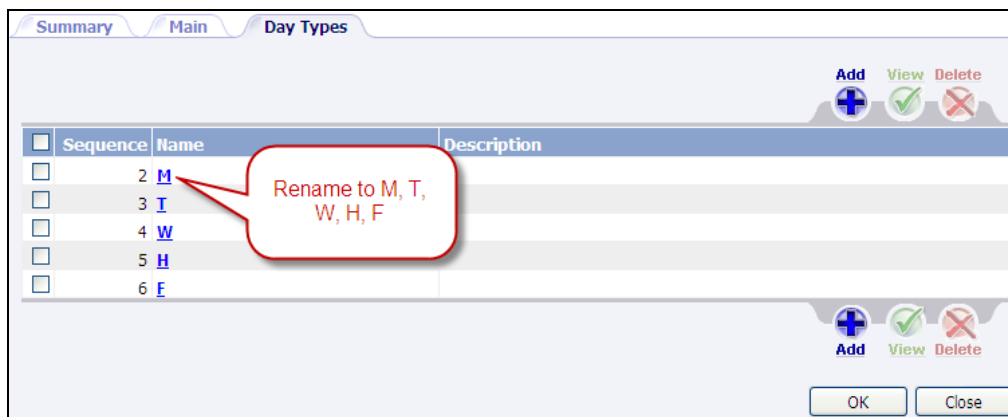
To edit Day Types, go to **School/District | School**.

- Search for and select to **View** the school.
- Click the *Acad. Session* tab.
- Click to **View** the Days of the Week scheduling academic session.
- Click the *Day Types* tab.

Day Types have been created for Sunday through Saturday. If classes are not held on Sunday or Saturday, these Day Types should be deleted. Place a check next to Sunday and Saturday and click **Delete**.



Note: It is suggested that users change the full names of the remaining days of the week to a single digit (Monday = *M*, Tuesday = *T*, etc.), as the days of the week will appear on some screens and reports and the shortened version will then display. However, before creating next year's academic session, the days of the week should be renamed to Monday, Tuesday, Wednesday, Thursday and Friday, so that when the Master Schedule is copied to the new academic session, the appropriate days of the week will be checked on each section in the Master Schedule.



Master Schedule

If using day-of-week scheduling, once periods and Day Types have been created they must be assigned to the sections in the Master Schedule.

- To update the Master Schedule, go to **Scheduling | Master Schedule**.
- Search for and select to **View** a course.

Note: Each time the user selects a box, the screen will refresh and the screen will move to the top of the list again. Wait for the screen to refresh before checking the next box.

- In the following example, Computers meets during 4th period. Therefore, period 4 has been selected. Since period 4 is the period during which lunch meets, a variation also must be selected.
- Next, select the days of the week on which this section meets.

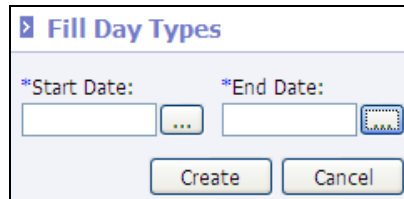
- Click **OK** to save the changes to the section.
- Continue editing each section in the Master Schedule identifying which period and day(s) of the week that the class meets.

Calendar

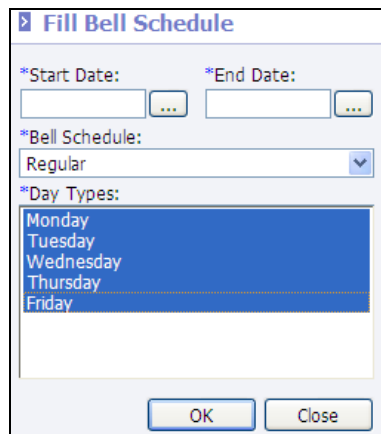
Day Types and Bell Schedules must be assigned to the calendar.

- To do so, go to **School/District | School**.
- Search for and select to **View** the school.
- Click the *Acad. Session* tab.
- Select the **Academic Year** and click **Refresh**.
- Click to **View** the Academic Session.
- Click to **View Year Calendar**.
- Click to **Fill Day Types**. Enter the start and end date the click **Create**.

Note: For *Day Of Week* scheduling, Day Types should be mass assigned to the calendar BEFORE deleting holidays and non-attendance days. Also, Day Types are filled in the calendar in the order that they display on the *Day Types* tab in the *Academic Session* edit screen. Usually the first day on the list is Monday. If Monday is the first day listed and the user selects Wednesday as the date to start filling Day Types, Wednesday will be assigned a Monday Day Type. Thursday will be assigned a Tuesday Day Type, Friday will be assigned a Wednesday Day Type and so on. Therefore, when filling Day Types on the calendar, users must select to start with a date that is a Monday in the calendar. If school does not start on a Monday, select the first Monday that the students will attend as the date to start filling the Day Types. Then manually add the Day Types to the preceding days that did not receive a Day Type. If users select a day other than a Monday when filling Day Types, the wrong Day Types will be assigned in the calendar. Once the year has been filled with Day Types, users can delete holidays and non-attendance days.



- Click to **Fill Bell Schedules**. Enter the start and end date. Select the bell schedule to be assigned (Ex. *Regular*) and select the days of the week to which the bell schedule is to be assigned. Click **OK**.



Day Type Scheduling

The screenshot shows the 'Prepare Academic Session' form. The 'Academic Session Details' section includes fields for '*Academic Year:' and '*Academic Session:'. Below these is a 'Session Description:' field. The 'Schedule Type' section is highlighted with a red circle and contains a '*Scheduling Model:' dropdown menu with the selected option 'Each Section Declares the Day Type Each Section Meets'. At the bottom right of the form are buttons for 'Finish', 'Cancel', '< Back', and 'Next >'.

Day Type scheduling requires the same exact setup as Cycle scheduling (see “Cycle Scheduling” on page 16). However, when selecting Cycle scheduling during the creation of an academic session, the user is asked to enter the number of days in the cycle. If selecting Day Type scheduling, only one Day Type is created when the new academic session is created. However, Day Types may be edited and new ones added as needed under **School/District | School**. Search for and select to **View** the school. Click the *Acad. Session* tab. Select to **View** the academic session to be edited. Click the *Day Types* tab and edit as needed. This model type is typical for A Day/B Day type scheduling.

Every Class Meets Every Day

The screenshot shows the 'Prepare Academic Session' form. The 'Academic Session Details' section includes fields for '*Academic Year:' and '*Academic Session:'. Below these is a 'Session Description:' field. The 'Schedule Type' section is highlighted with a red circle and contains a '*Scheduling Model:' dropdown menu with the selected option 'Every Section Meets Every Day of the Week'. At the bottom right of the form are buttons for 'Finish', 'Cancel', '< Back', and 'Next >'.

This type of scheduling is most often used by grade schools and junior highs where the students attend the same classes every day of the week for the entire term or year. If using this type of scheduling, select *Every Section Meets Every Day of the Week* when creating the new academic session.

Periods

The number of periods is usually determined by either the number of instructional time slots in the day (i.e., *Jr. High*) or the number of subjects for which the student (i.e., *Lower Elementary*) will receive report card grades. Since students may not be scheduled into multiple classes for the same period and day in *InformationNOW*, a unique period is required for each class to be reported on the report card.

To define periods, go to **System Preferences | Setup**. Select **Periods** from the list and click **Refresh**.

Click to **Add** a period for each set of instruction time frame within the day.

Setup: Periods

Attention, you are logged into a past/future academic session.

Lookup

Select a lookup:
Periods Refresh

| <input type="checkbox"/> | Index | Period Name | State Code | Description |
|--------------------------|-------|-------------------|------------|----------------|
| <input type="checkbox"/> | 1 | 1 | | |
| <input type="checkbox"/> | 2 | 2 | | |
| <input type="checkbox"/> | 3 | 3 | | |
| <input type="checkbox"/> | 4 | 4 | | Includes Lunch |
| <input type="checkbox"/> | 5 | 5 | | |
| <input type="checkbox"/> | 6 | 6 | | |
| <input type="checkbox"/> | 7 | 7 | | |

Buttons: Add, View, Delete

Bell Schedules

Users may set up one bell schedule for the regular day because each period meets during the same time frame each day.

Go to **System Preferences | Setup** and select **Bell Schedules** from the list. Click **Refresh**. Click **Add** to insert a new bell schedule. Enter a name and define the start and end time for each period of the day.

Edit Bell Schedule: Regular

Bell Schedule

*Bell Schedule Name:
Regular

Description:

Total Instructional Minutes:
415

*Code: R State Code: SIF Code: NCES Number:

Active System

Bell Schedule Definition - 7 periods in day
Total Minutes in Defined Bell Schedule: 415

| <input type="checkbox"/> | Meet | Period | Start Time | End Time | Minutes | Description | Daily Att Per | Sequence |
|--------------------------|------|--------------------------|-------------|-------------|---------|-------------|----------------------------------|----------|
| <input type="checkbox"/> | Yes | Period 1 | 8:00:00 AM | 8:55:00 AM | 55 | | <input checked="" type="radio"/> | 1 |
| <input type="checkbox"/> | Yes | Period 2 | 9:00:00 AM | 9:55:00 AM | 55 | | <input type="radio"/> | 2 |
| <input type="checkbox"/> | Yes | Period 3 | 10:00:00 AM | 10:55:00 AM | 55 | | <input type="radio"/> | 3 |
| <input type="checkbox"/> | Yes | Period 4 | 11:00:00 AM | 12:25:00 PM | 85 | | <input type="radio"/> | 4 |
| <input type="checkbox"/> | Yes | Period 5 | 12:30:00 PM | 1:25:00 PM | 55 | | <input type="radio"/> | 5 |
| <input type="checkbox"/> | Yes | Period 6 | 1:30:00 PM | 2:25:00 PM | 55 | | <input type="radio"/> | 6 |
| <input type="checkbox"/> | Yes | Period 7 | 2:30:00 PM | 3:25:00 PM | 55 | | <input type="radio"/> | 7 |

Buttons: View, Delete, Up, Down

Show All Periods OK Close

Notice that period 4 spans 11:00 am – 12:25 pm. This is because this period includes two lunch waves.

Below is a screen shot of the 4th period where two lunch waves have been set up as period variations. For more details regarding period variations, refer to the *InformationNOW – Attendance* Quick Reference Guide.

Edit Period: Period 4

Bell Schedule Name: Regular

Description:

Default Settings

Start Time: End Time: Minutes:

Variations

Add View Delete

| <input type="checkbox"/> | Name | Description | Start Time | End Time | Minutes |
|--------------------------|---------|-------------|------------|----------|---------|
| <input type="checkbox"/> | Lunch A | | 11:30 AM | 12:30 PM | 60 |
| <input type="checkbox"/> | Lunch B | | 11:00 AM | 12:00 PM | 60 |

Add View Delete

OK Close

Day Types

When the academic session was created, one Day Type was created called *Everyday*. Additional Day Types should not be needed. To modify the name, description, code, state code, SIF code or NCES number of the *Everyday* code go to **School/District | School**. Search for and select to **View** a school. Click *the Acad Session* tab. Select to **View** an academic session. Click the *Day Types* tab. Click to **View** a day type and make the desired changes.

Master Schedule

If using every day scheduling, once periods have been created they must be assigned to the sections in the Master Schedule.

- To update the Master Schedule, go to **Scheduling | Master Schedule**.
- Search for and select to **View** a course.

Note: Each time the user selects a box, the screen will refresh and the screen will move to the top of the list again. Wait for the screen to refresh before checking the next box.

- In the following example, Computers meets during 1st period.

Note: In the case of elementary self-contained classrooms, though it is necessary to assign a period to each subject that a student is taught, it is not necessary to teach the subjects in the order as they are entered.

Add Section

Main Custom

Course Information

Course Number: 407 Alt Course Number: State Course Number: CIP Code: Active

Section Details

*Section Number: 1 *Short Name: Computers *Long Name: Computers Display on Report Card

*Allowable Gender: Male Female *Course Type: Computers *Difficulty Level: Regular Honor Roll

Teacher: Page, Nicholas Room: 201 *Starting Grade: K *Ending Grade: 12 Grading Scale:

GPA Credit: 1.000 Graduation Credit: 1.000

*Period(s): 1 2 3 4 5 6 7

Period Variation:

Terms: Term 1 Capacity Enrolled A.Credit Term 2 Capacity Enrolled A.Credit

| GPA Method | Weight Add. | Weight Mult. | Inc. Weighted GPA | Inc. Unweighted GPA |
|------------|-------------|--------------|-------------------------------------|-------------------------------------|
| Alpha | 0.00 | 1.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Numeric | 0.00 | 1.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Additional Info

Course is Instructional Is State Reported

Instructional Setting: Teaching Method: Funding Method:

Create Cancel

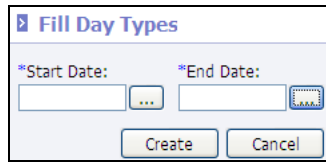
- Click **OK** to save the changes to the section.
- Continue editing each section in the Master Schedule identifying which period and day(s) of the week that the class meets.

Calendar

Day Types and Bell Schedules must be assigned to the calendar.

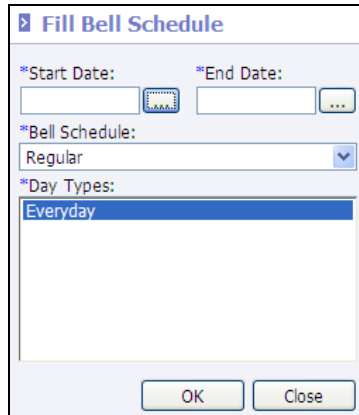
- To do so, go to **School/District | School**.
- Search for and select to **View** the school.
- Click the *Acad. Session* tab.
- Select the **Academic Year** and click **Refresh**.
- Click to **View** the Academic Session.
- Click to **View Year Calendar**.

- Click to **Fill Day Types**. Enter the start and end date the click **Create**.



The screenshot shows a dialog box titled "Fill Day Types". It contains two date input fields: "*Start Date:" and "*End Date:". Each field has a small calendar icon to its right. Below the date fields are two buttons: "Create" and "Cancel".

- Click to **Fill Bell Schedules**. Enter the start and end date. Select the bell schedule to be assigned (Ex. *Regular*) and select the days of the week to which the bell schedule is to be assigned. Click **OK**.



The screenshot shows a dialog box titled "Fill Bell Schedule". It contains two date input fields: "*Start Date:" and "*End Date:". Below these are three dropdown menus: "*Bell Schedule:" (with "Regular" selected), "*Day Types:" (with "Everyday" selected), and an empty dropdown menu. At the bottom are two buttons: "OK" and "Close".