

ClassLink ClassMate

School Calendar:
Changing Calendar Days
“Snow or Weather-Related Closings”



- Pre-Requisites
 - Module & Report Assignments
- Key Terms
- Changing Calendar Days
- Verifying Calendar Days
- Calendar Reporting
- Helpful Hints



ClassMate provides career and technical educators with the ability to track, monitor and manage the school calendar electronically and efficiently. The ClassMate calendar functionality is the key to entire system. It is imperative that the school calendar be setup correctly, maintained and adjusted as needed.

Pre-Requisites: The following modules should be assigned :

- **School Calendar Information**
 - School Calendar Management
 - Calendar Session Management
- **Student Enrollment**
 - ClassMate Data Validations

The following Reports should be assigned :

- School Calendar Day by Type
- School Calendar List
- Calendar Year View
- Full School Calendar

Calendar Key Terms

- **Student First Day** First day school opens for Students
- **Teacher First Day** First day school opens for Teachers
- **Number of Student Days** Number of required student days from the students first day until the students last day.
- **Number of In-Service Days** Number of in-service days. For teachers. Non-Instructional days in total.
- **# after Student Last Day** Number of teacher in-service days that fall after the students last day of class.
- **Teacher Days** Number of students days plus the number of days the teachers will attend after the Student's End Date.
- **Other** Number of Snow days, emergency closings and non-school days from the teacher's first day until the student's last day.
- **Administration Reports Only** Days when only administration (not teachers) must report
- **Student Last Day** Last day of school for students (Auto-calculated by ClassMate)
- **Teacher Last Day** Last day of school for teachers (Auto-calculated by ClassMate)
- **Number of Teacher Days** Total number of days teachers must report (Auto-calculated by ClassMate)

Calendar Key Terms

- **Rotation Start Date** First Day of the Rotation
- **Rotation End Date** Last Day of the Rotation
- **Rotation Close** Button that is clicked to close out Grading for the Rotation
- **Marking Period Begin Date** First Day of the Marking Period
- **Marking Period End Date** Last Day of the Marking Period
- **Mid Marking Period Date** Date when Progress Reports are due
- **Alternate Marking Period** Affiliated with Courses set up as “Other” in Instructional Course Offerings
- **Semester** Half of a school year or academic year such as fall or spring semester
- **Make-Up Day** Scheduled School Day that needs to be made up within the calendar. This is selected when taking away a **previously scheduled holiday** day type.
- **Day Added** Scheduled School Day that needs to be made up within the calendar. This is selected if adding a day to the **end of the school year**.

- Pre-Requisites
 - Module & Report Assignments
- Key Terms
- **Changing Calendar Days**



Changing Calendar Days

During the course of the school year the need to adjust or edit the official school calendar in ClassMate may arise. The need may occur due to an emergency closing such as weather, service interruption of some kind or any other unforeseen circumstance that may prevent school from opening on a scheduled day.

Due to the importance of the school calendar in ClassMate is very important that changes to the calendar occur using the process outlined in this section. If any steps in the process are omitted or out of sequence the accuracy of the entire calendar can be compromised.

If the school calendar is not accurate a wide range of related issues can occur Including inaccurate work ethic grades, attendance, etc

To change a previously scheduled school day to a non-school day, regardless of the reason, you will have **2** different options to choose from:

- Change a previously scheduled Holiday to a School Day
- Adding a day to the end of the school year

Please ensure you know how you will be changing the day **BEFORE** you begin.

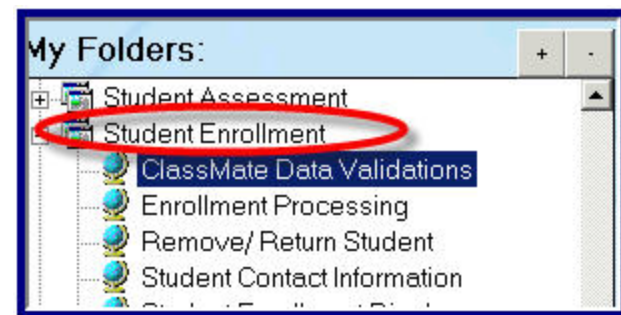
Data Validation

Mandatory step **PRIOR** to changing any days on the calendar

Prior to changing any school days in the ClassMate calendar, ensure that there are no previously scheduled items for the selected date. For example, student suspensions. This **MANDATORY STEP** is accomplished using the Data Validations Module.

Getting Started

Double click > **My Modules** > Double Click
Student Enrollment>Click **ClassMate Data**
Validation



In the **Data Validations Module**, enter the date to be changed in **Date Field**
The date **MUST** be entered in the following format: **MM/DD/YYYY**



A screenshot of a form with two input fields. The first field is labeled 'Calendar' and contains the text '200910'. The second field is labeled 'Date' and contains the text '03/11/2010 1:06:58 PM'. The 'Date' field is circled in red.

Data Validation

Mandatory step **PRIOR** to changing the calendar

- Locate the Calendar Validation Fields
- Click Snow days “True”
- Click “Validate”
- A grey notification box will display indicating “Process Completed Successfully”
- The Calendar Validation Report will display and list any previous recorded or scheduled data



Calendar

Snow Days True False



Validate

Data Validation

Validation Report

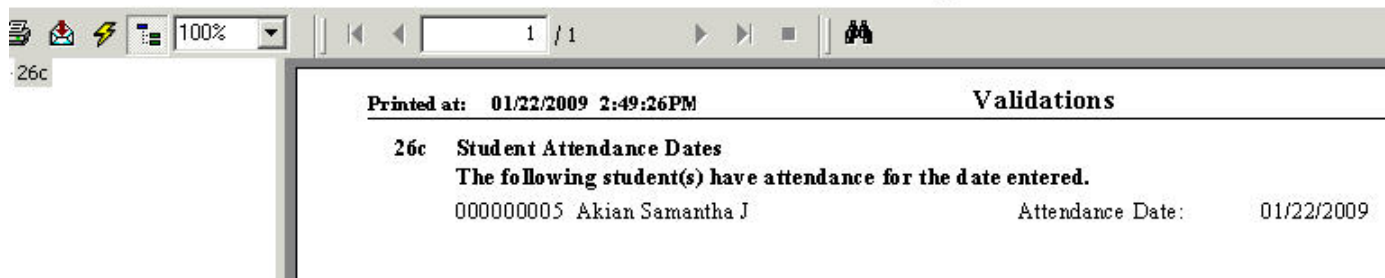
The Calendar Validations report will be generated. The report will identify any enrollment, attendance or suspension activity that was originally scheduled for that day.

Prior to adjusting the calendar, this activity **MUST** be removed.

You must manually remove or modify the begin and/or end dates for the identified activities in the appropriate modules

Re-run the **Calendar Data Validation** report to ensure all activity has been removed for the selected date. You cannot adjust the calendar until the report has **NO** activity.

Validations Report 2



26c

Printed at: 01/22/2009 2:49:26PM

Validations

26c Student Attendance Dates
The following student(s) have attendance for the date entered.

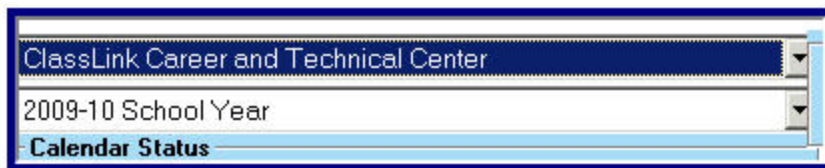
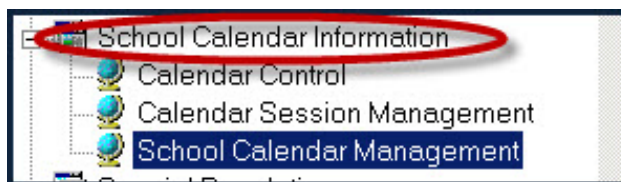
000000005 Akian Samantha J	Attendance Date:	01/22/2009
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Changing Calendar Days

Getting Started

Double click > **My Modules** > Double Click
School Calendar Information>Click **School Calendar
Management**

- Select the **Campus Location** from the drop down menu
- Select the **School Year** from the drop down menu



Changing Calendar Days

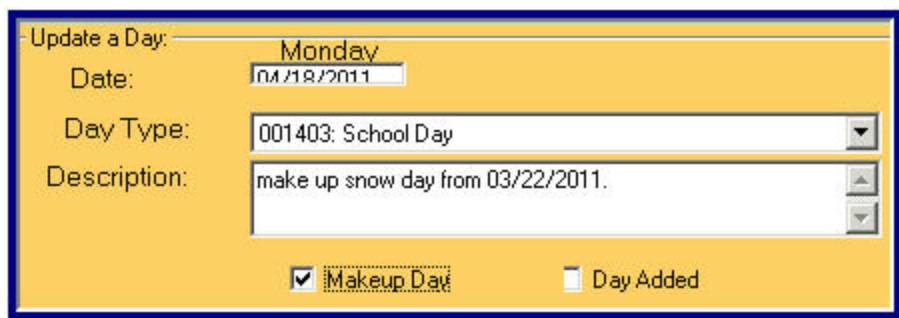
Option 1

Make-Up Day: Changing Scheduled Holidays

First, you must edit the Day Type for the scheduled holiday that is being taken away. On the **Day Management** tab, click on the holiday that needs to be changed.

The holiday that is being taken away needs to change to a Day Type of “**School Day**”, rather than holiday. You must also click the “Makeup Day” box below the description.

It is a ClassMate best practice to enter the date of the snow day that triggered the change in the description field.



Update a Day: Monday

Date: 04/19/2011

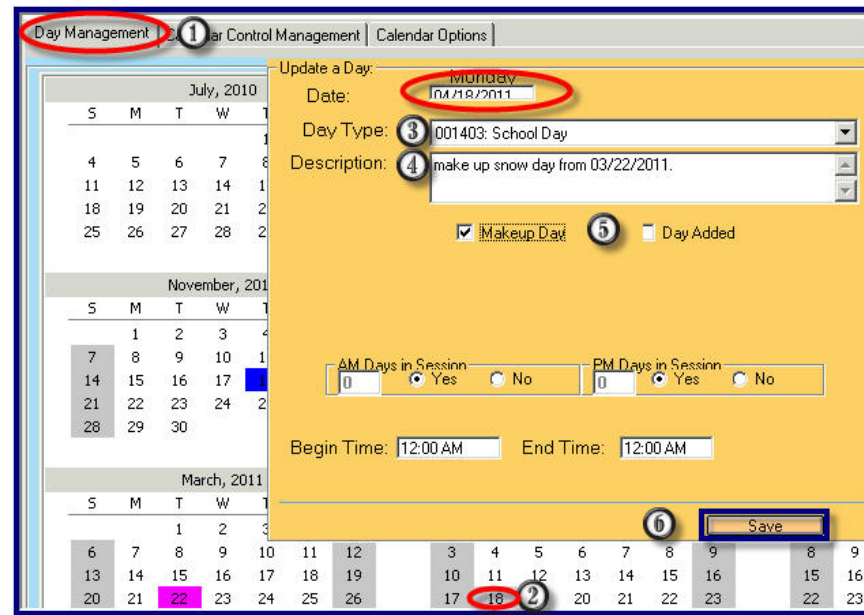
Day Type: 001403: School Day

Description: make up snow day from 03/22/2011.

Makeup Day Day Added

Changing a Calendar Day Option 1 – Changing Holidays

- ① Click Day Management Tab
- ② Click Scheduled Holiday Date you would like to change
- ③ Click the drop down menu for Day Type. Change “Holiday” to “School Day”
- ④ Enter a Description. Reference the snow day Date.
- ⑤ Select “Makeup Day” checkbox.
- ⑥ Click “ Save”. Day Type will now be “School Day” .



The screenshot shows the 'Day Management' interface. On the left, there are three calendar views for July 2010, November 2010, and March 2011. The date 03/18/2011 is highlighted in the March 2011 calendar. The main form is titled 'Update a Day: Monday 03/18/2011'. It includes a 'Date' field with the date 03/18/2011, a 'Day Type' dropdown menu set to '001403: School Day', and a 'Description' field containing 'make up snow day from 03/22/2011'. There are two checkboxes: 'Makeup Day' (checked) and 'Day Added' (unchecked). Below these are two sections for 'AM Days in Session' and 'PM Days in Session', each with a numeric input field set to '0' and radio buttons for 'Yes' and 'No'. At the bottom, there are 'Begin Time' and 'End Time' fields, both set to '12:00 AM'. A 'Save' button is located at the bottom right of the form.

Note: When Changing a Scheduled holiday to a school day the student & teacher last day should NOT change.

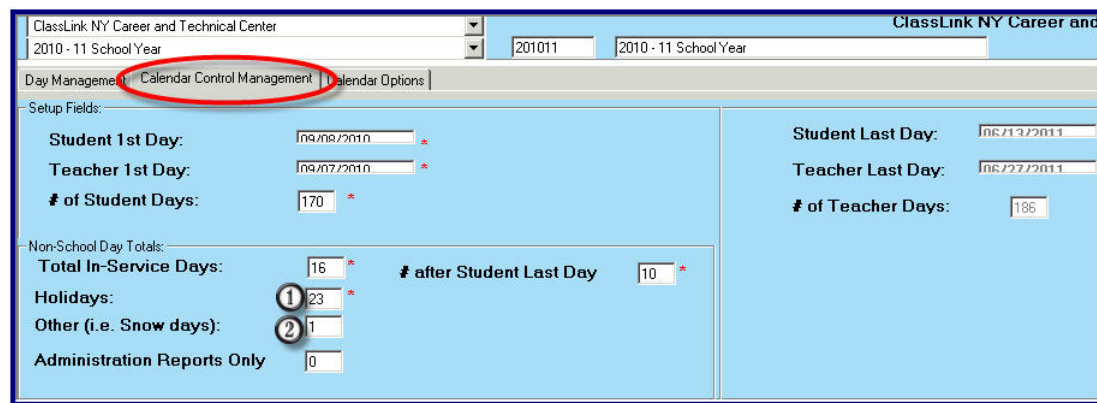
Changing Calendar Days

Option 1

Make-Up Day: Changing Holidays

Next, reduce the number of holidays scheduled in the school calendar.

- Click the **Calendar Control Management Tab**.
- Edit the number of **Holiday** days to reflect the make-up day. For example, if you currently have 23 holidays scheduled and you are taking away 1 day from spring break, enter 22 in the field.
- Edit the number of **Other** days to reflect the appropriate number of days used for the snow day(s). For example, if you currently have 0 **Other** days scheduled and you are taking away one **Holiday** for one snow day, enter the number 1 in the **Other** field.



ClassLink NY Career and Technical Center

2010 - 11 School Year

201011

2010 - 11 School Year

ClassLink NY Career and

Day Management | **Calendar Control Management** | Calendar Options

Setup Fields:

Student 1st Day:	09/08/2010 *	Student Last Day:	06/13/2011
Teacher 1st Day:	09/07/2010 *	Teacher Last Day:	06/27/2011
# of Student Days:	170 *	# of Teacher Days:	186

Non-School Day Totals:

Total In-Service Days:	16 *	# after Student Last Day	10 *
Holidays:	1 23 *		
Other (i.e. Snow days):	2 1		
Administration Reports Only	0		

Changing Calendar Days

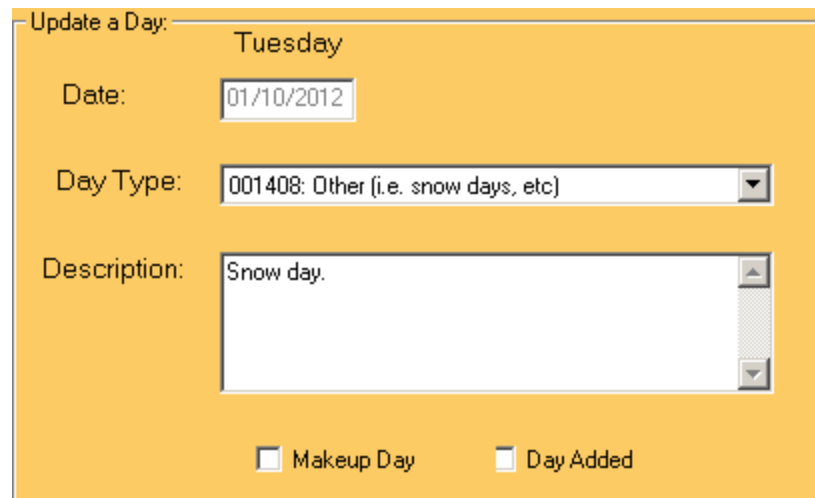
Option 1

Make-Up Day: Changing to a Snow Day

Finally, you must edit the Day Type for the day that is now going to be a Snow Day.

On the **Day Management** tab, click on the day that needs to be changed.

The day that is changing needs to change to a Day Type of “Other.” You do NOT select either of the checkboxes below for the day that is changing TO a Snow Day.



Update a Day: Tuesday

Date: 01/10/2012

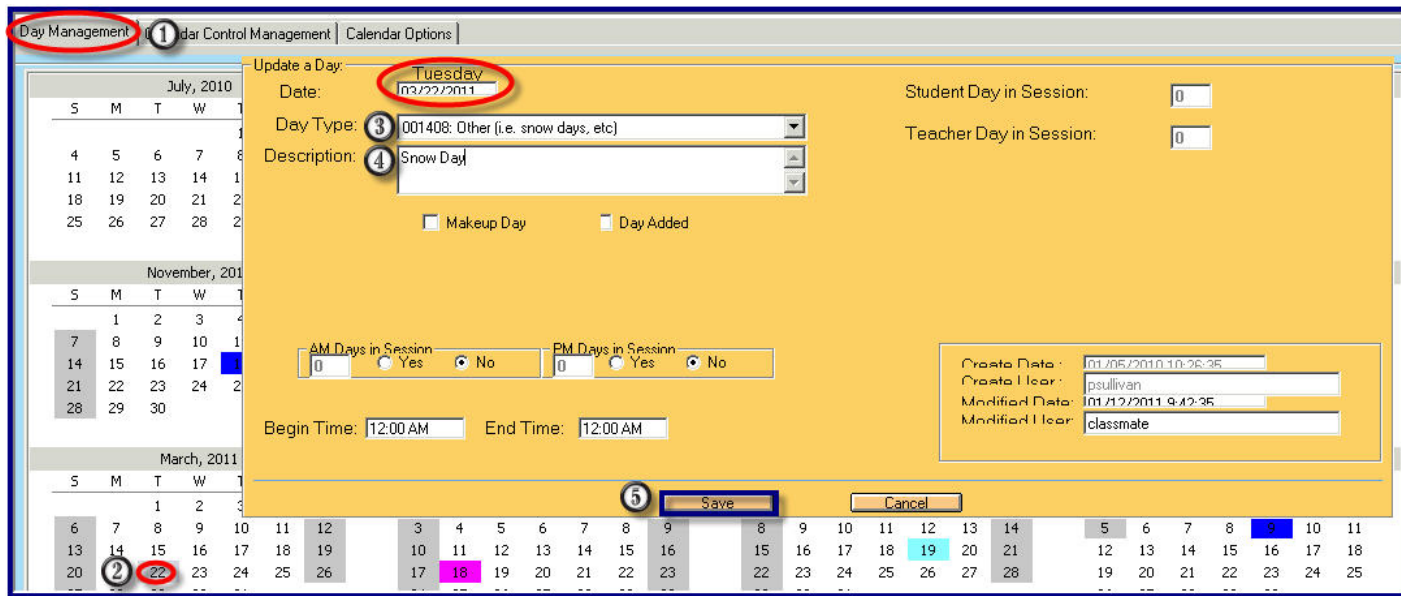
Day Type: 001408: Other (i.e. snow days, etc)

Description: Snow day.

Makeup Day Day Added

Changing a Calendar Day Option 1 – Changing Holidays

- ① Click Day Management Tab
- ② Click Actual Snow Day Date you would like to change
- ③ Click the drop down menu for Day Type. Select the New Day Type “Other”
- ④ Enter a Description. For Example: Snow Day
- ⑤ Click “Save”. Day Type will now be “Other”



The screenshot shows the 'Update a Day' dialog box in the ClassLink School Calendar application. The 'Day Management' tab is selected. The dialog is for updating the day for Tuesday, 03/22/2011. The 'Day Type' dropdown is set to '001408: Other (i.e. snow days, etc)'. The 'Description' field contains 'Snow Day'. The 'Save' button is highlighted with a circled 5. The calendar grid shows the date 03/22/2011 highlighted with a circled 2.

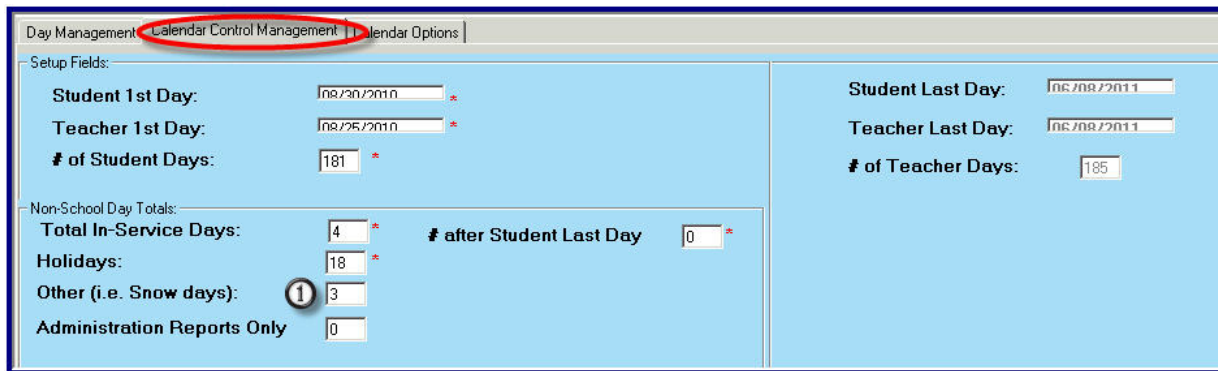
Note: All calendar changes should follow the same process

Changing Calendar Days

Option 2

Day Added: This is the option of adding a day to the end of the school year.

- Click the **Calendar Control Management** Tab.
- Edit the number of **Other** days to reflect the appropriate number of days used for this day type. For example, if you currently have 0 **Other** days scheduled and you are adding 1 snow day, enter 1 in the **Other** field to continue. Ensure the correct number of snow days is reflected in the field.
- Please keep in mind that all adjustments are based on how you originally setup your calendar.



Day Management | **Calendar Control Management** | Calendar Options

Setup Fields:

Student 1st Day:	<input type="text" value="10/30/2010"/>	*
Teacher 1st Day:	<input type="text" value="10/26/2010"/>	*
# of Student Days:	<input type="text" value="181"/>	*

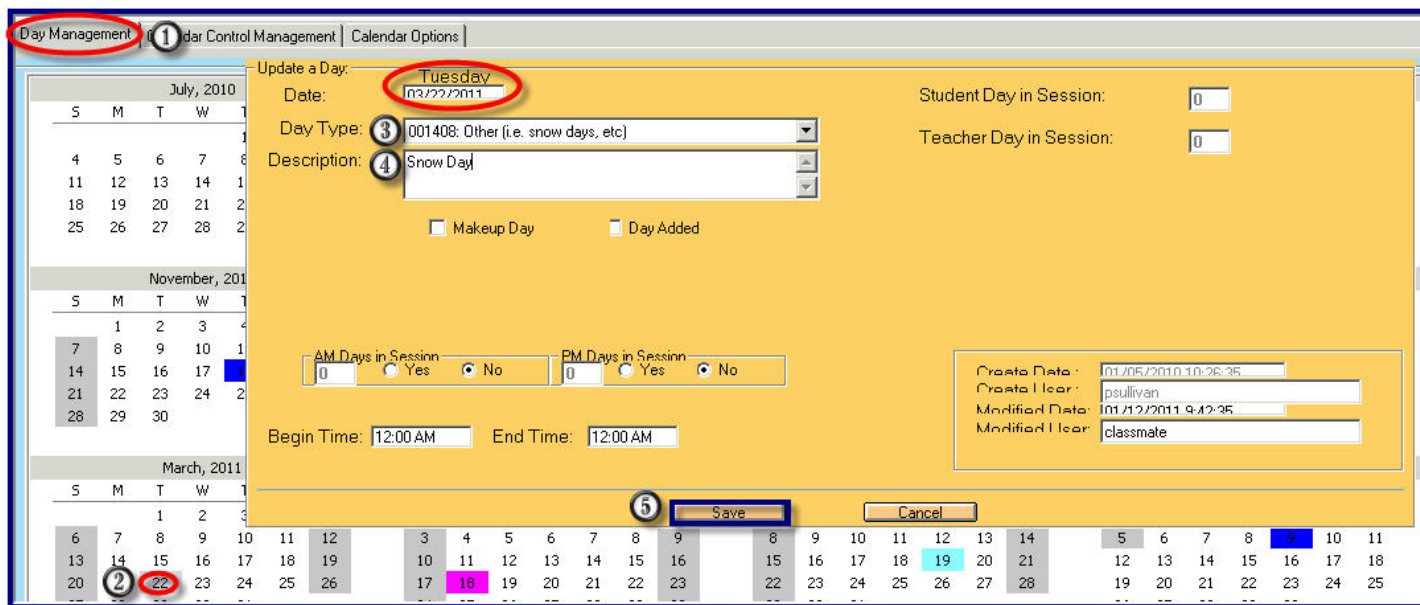
Student Last Day:	<input type="text" value="10/20/2011"/>
Teacher Last Day:	<input type="text" value="10/20/2011"/>
# of Teacher Days:	<input type="text" value="185"/>

Non-School Day Totals:

Total In-Service Days:	<input type="text" value="4"/>	*	# after Student Last Day	<input type="text" value="0"/>	*
Holidays:	<input type="text" value="18"/>	*			
Other (i.e. Snow days):	<input type="text" value="3"/>				
Administration Reports Only	<input type="text" value="0"/>				

Changing a Calendar Day Option 2 – Days Added

- ① Click Day Management Tab
- ② Click Actual Snow Day Date you would like to change
- ③ Click the drop down menu for Day Type. Select the New Day Type “Other”
- ④ Enter a Description. For example, Snow Day.
- ⑤ Click “ Save ”. Day Type will now be “Other” .



Day Management | Calendar Control Management | Calendar Options

Update a Day: Tuesday
Date: 01/22/2011

Day Type: ③ 001408: Other (i.e. snow days, etc)

Description: ④ Snow Day

Makeup Day Day Added

Student Day in Session: 0
Teacher Day in Session: 0

AM Days in Session: 0 Yes No PM Days in Session: 0 Yes No

Begin Time: 12:00 AM End Time: 12:00 AM

Create Date: 01/05/2010 10:25:25
Create User: psullivan
Modified Date: 01/12/2011 9:42:25
Modified User: classmate

⑤ Save Cancel

Note: All calendar changes should follow the same process

Changing Calendar Days

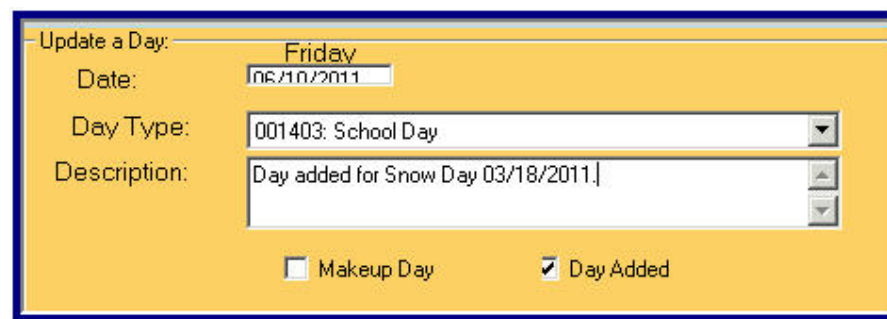
Option 2

Days Added

After you have changed the selected date (the actual date of the snow day) to the Day Type “**OTHER**”, you must then edit the Day Type for the scheduled last day.

The new last day date should be become a Day Type of “**School Day**”. The date type for the day added may be blank if it was not an originally scheduled day, it may be an in service or some other day type. You will also select the “Day Added” checkbox.

It is a ClassMate best practice to enter the date of the snow day that triggered the change.



Update a Day:

Date: Friday
06/10/2011

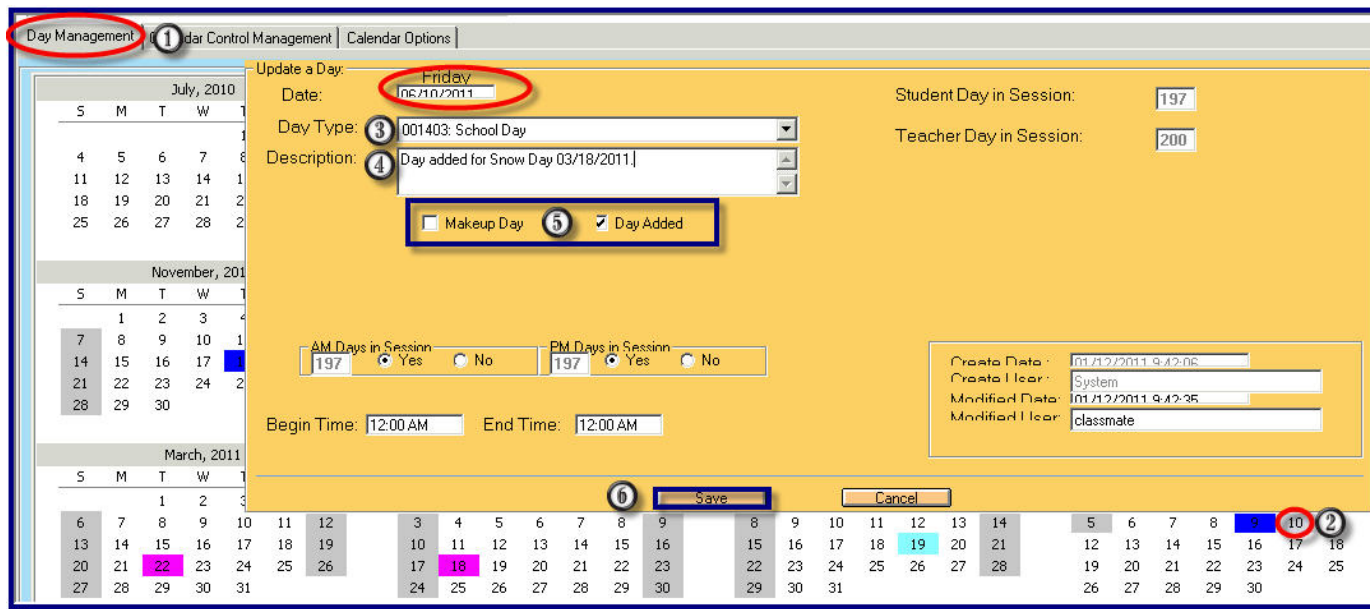
Day Type: 001403: School Day

Description: Day added for Snow Day 03/18/2011.

Makeup Day Day Added

Changing a Calendar Day Option 2 – Days Added

- ① Click **Day Management** tab.
- ② Click the newly added **Date** you would like to change
- ③ Click the drop down menu for **Day Type**. Select the new Day Type **“School Day”**
- ④ Enter a Description. Reference the snow day Date.
- ⑤ Select **“Day Added”**.
- ⑥ Click **“Save”**. This will automatically update the student & teacher last days.



The screenshot shows the 'Update a Day' form in the ClassLink interface. On the left, there are three calendar views for July, November, and March 2011. The main form area contains the following fields and options:

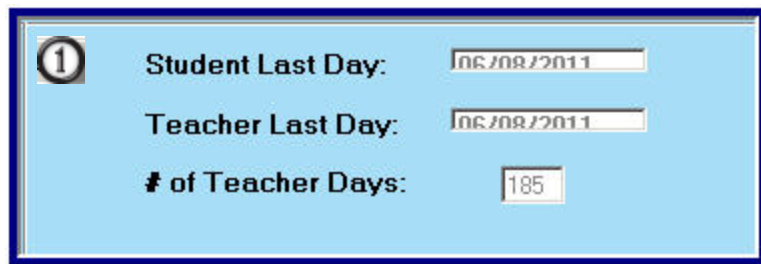
- Update a Day:**
 - Date:** 05/10/2011 (circled with 2)
 - Day Type:** 001403: School Day (dropdown menu with 3)
 - Description:** Day added for Snow Day 03/18/2011. (with 4)
 - Makeup Day:** (with 5)
 - Day Added:** (with 5)
 - AM Days in Session:** 197 (radio buttons for Yes/No)
 - PM Days in Session:** 197 (radio buttons for Yes/No)
 - Begin Time:** 12:00 AM
 - End Time:** 12:00 AM
- Student Day in Session:** 197
- Teacher Day in Session:** 200
- Metadata:**
 - Create Date: 01/12/2011 9:42:06
 - Create User: System
 - Modified Date: 01/12/2011 9:42:35
 - Modified User: classmate
- Buttons:** Save (with 6) and Cancel.

At the bottom of the screenshot, a calendar grid shows the date 05/10/2011 highlighted in blue, with a circled 2 and another circled 2 pointing to it.

Note: You may need to make additional changes if the teacher last day was an in-service that is now a school day.

Changing a Calendar Day Option 2

① Notice the Student & Teacher Last day fields. The date is **06/08/2011**. This is auto calculated by the system based on the day types entered. The example below is **PRIOR** to using Option 2 or the day added function.



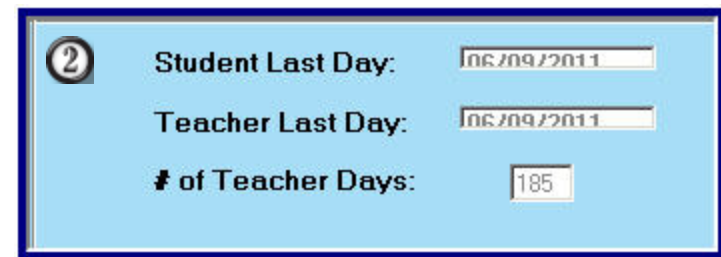
① Student Last Day:

Teacher Last Day:

of Teacher Days:

Prior to Day Added

② Notice the Student & Teacher Last day fields. The date is **06/09/2011**. This is auto calculated by the system based on the day types entered. The example below is **AFTER** to using Option 2 or the day added function.



② Student Last Day:

Teacher Last Day:

of Teacher Days:

After Day Added

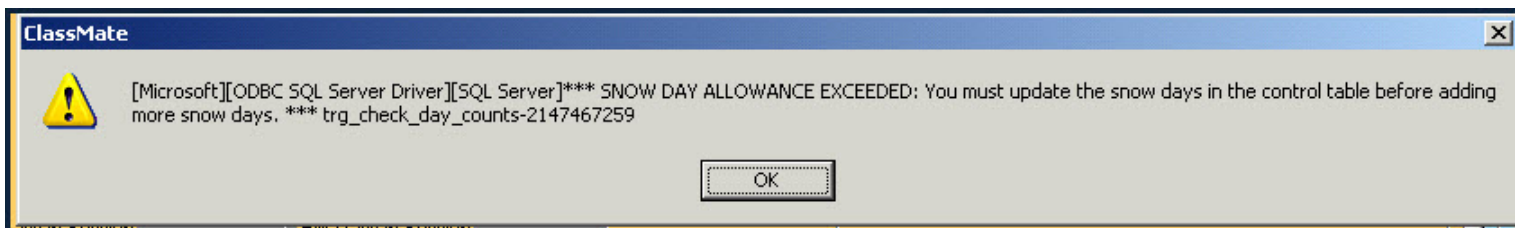
Please be aware that depending upon how your calendar is setup you may have to adjust additional calendar days when using both the Make-up day option and the day added. For example, if 06/09/2011 is the new student Last day but it was originally scheduled as an in service for teachers, that day would also need to be adjusted.

Note: All calendar changes should follow the same process

Changing Calendar Days

Verify the number of days setup in the system for accuracy. For example, if changing a school day to **Other** for a snow day, ensure you have indicated the proper number of days to do so.

The system will display a message indicating the issue should you try to change a day incorrectly. Read the message and adjust the appropriate field as required then return to the **Day Management Tab** to continue.



Best Practices Reports

My Reports > School Calendar Information

Run the following reports to confirm change:

School Calendar Day by Type

School Calendar List

Calendar Year View

Full School Calendar

ClassLink Career and Technology Cen															
2009 -2010 School Calendar															
August					September					October					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
3	4	5	6	7	1	2	3	4	5					1	2
10	11	12	13	14	7	8	9	10	11	12	13	14	15	16	
17	18	19	20	21	14	15	16	17	18	19	20	21	22	23	
24	25	26	27	28	21	22	23	24	25	26	27	28	29	30	
31					28	29	30								
Student Days: 1					Student Days: 20					Student Days: 21					
November					December					January					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
2	3	4	5	6	1	2	3	4	5	4	5	6	7	8	
9	10	11	12	13	7	8	9	10	11						

ClassLink Career and Technology Cen																	
2009 -2010 School Calendar																	
August					September					October						August	
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	26 - In-Service	27 - In-Service	
3	4	5	6	7	1	2	3	4	5					1	2	28 - Teacher Day Off	
10	11	12	13	14	7	8	9	10	11	12	13	14	15	16	4 - Labor Day	7 - Labor Day	
17	18	19	20	21	14	15	16	17	18	19	20	21	22	23	September		
24	25	26	27	28	21	22	23	24	25	26	27	28	29	30	12 - In-Service/Conrt		
31					28	29	30								November		
Student Days: 1					Student Days: 20					Student Days: 21						26 - Thanksgiving Hbli	27 - Thanksgiving Hbl
																30 - Thanksgiving Hbli	
																December	
																24 - Winter Hbliday	25 - Winter Hbliday
																28 - Winter Hbliday	29 - Winter Hbliday
																30 - Winter Hbliday	31 - Winter Hbliday
																January	

Helpful Hints

Remember the school Calendar is the key to the entire ClassMate system and should only be used by trained school personnel.

ClassMate School Calendar Access

It is a ClassMate best practice to limited the number of people with access to the School Calendar module.

Marking Period, Semesters & Rotations

Please keep in mind that if your “Snow Day” falls on a Marking period, Semester or Rotation end date you will also need to update the end date in those those modules appropriately to ensure the dates are all consistent.

Data Validations

Performing the ClassMate Data Validation for Snow Days is a required step and the system will not allow you to continue until you have corrected ALL existing activities.

Built In Snow Days

If your calendar has built in Snow Days (that is you have already added additional or have 5 Other days built in) you will not need to adjust those fields until those days are depleted.

ClassLink ClassMate

www.classlink.com

Helpdesk

1-888-963-7550 Ext 101

