



Setting Up Years and Terms

Purpose: Administration – Instructions on setting up years and terms. **Please read the entire document before beginning to create years and terms.**

Log into the appropriate school and navigate to Start Page > School > Years & Terms.

1. A window will appear on the right side of the screen titled "Years and Terms." Just below this title, click on the button labeled "New."

SPECIAL NOTE – terms MUST be entered in order of largest to smallest in reference to length of term. i.e. 09-10 then S1 then S2 then Q1 then Q2 etc. Or 09-10 then T1, then T2, then T3 then H1, H2, etc.

2. Populate the following fields.

- o **Name of School Year:**

Enter the two years comprising the school year, such as 2009-2010.

- o **Abbreviation:** Enter the year abbreviation, such as 09-10.

- o **First Day of School:** Enter the **ACTUAL** date for the

first day of school. This date determines the first day in the school calendar at Start Page > School > Calendar Setup. **DO NOT PAD THIS DATE!** In addition, this date should be used as the entry date for students' school enrollments and class enrollments (for classes that start at the beginning of the year).

- o **Last Day of School:** Enter the **Padded** date for the first day of school in the format MM/DD/YYYY. This date should be padded 10 days to 2 weeks beyond the scheduled last day of school (this will allow for adding snow days without having to involve Pearson support to extend the calendar).

This entry determines the last day in the school calendar at Start Page > School > Calendar Setup. In addition, the exit date for students' school enrollments and class enrollments (for classes that complete at the end of the year) should be the day after this date.

3. Verify that the dates are correct. **Dates cannot be changed without contacting Grant Wood Support.**

	Example Entry	
Name of School Year	<input type="text" value="2009-2010"/>	2001-2002
Abbreviation	<input type="text" value="09-10"/>	01-02
First Day of School	<input type="text" value="8/23/2009"/> (MM/DD/YYYY)	8/23/2001
Last Day of School	<input type="text" value="6/5/2010"/> (MM/DD/YYYY)	6/5/2002

Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.



4. **Submit** the page.

USING STANDARDS? Once the new year term has been set, **IF you are using Standards based grading you need to change the abbreviation for that year long term. To do so:**

1. Click edit Terms for the newly created term
2. Click the year long link.
3. Change the Abbreviation to one that begins with a Y.

New

2008-2009 8/20/2008 - 6/4/2009			
1st Semester 8/20/2008 - 1/21/2009		2nd Semester 1/22/2009 - 6/4/2009	
1st Quarter 8/20/2008 - 10/26/2008	2nd Quarter 10/27/2008 - 1/21/2009	3rd Quarter 1/22/2009 - 3/31/2009	4th Quarter 4/1/2009 - 6/4/2009

Field	Value
Name of Term	2008-2009 School Year
Abbreviation	Y08-09 (example: Q1) <small>Note: This abbreviation must start with a letter.</small>
First Day of Term	5/15/2008 (MM/DD/YYYY)
Last Day of Term	5/9/2009 (MM/DD/YYYY) <small>Note: The first and last day of a term cannot be the same.</small>
What portion of the school year does this term represent?	Full year

Additional Terms

Term Order

Terms **must** be created in order to synchronize internal IDs with the term records. Using the image here as an example, the terms must be created in the following order: Year, Semester 1, Semester 2, Quarter 1, Quarter 2, Quarter 3, Quarter 4. Enter the terms top down, left to right.

It is not recommended to delete terms after the schedule is active.

New

2008-2009 8/20/2008 - 6/4/2009			
1st Semester 8/20/2008 - 1/21/2009		2nd Semester 1/22/2009 - 6/4/2009	
1st Quarter 8/20/2008 - 10/26/2008	2nd Quarter 10/27/2008 - 1/21/2009	3rd Quarter 1/22/2009 - 3/31/2009	4th Quarter 4/1/2009 - 6/4/2009



Create Additional Terms

Log into the appropriate school and navigate to Start Page > School > Years & Terms.

1. Click on the **Edit Terms** link for the appropriate school year.
2. Click the "**New**" button at the top of the screen and populate the following fields:
 - o **Name of Term:** Enter the full name of the term, such as Semester 1. Do not include the name of the year, such as 2009-2010 Semester 1, only include the text "Semester 1."
 - o **Abbreviation:** Enter an abbreviation for the term, such as S1. The abbreviation must be unique among all terms belonging to the current school year and **MUST** start with a letter.
 - o **First day of Term:** Enter the first day of the term. Term dates should not overlap. If Quarter 1 ends on 10/10/2009, then Quarter 2 cannot start earlier than 10/11/2009.
 - o **Last day of Term:** Enter the last day of the term. Term dates should not overlap even one day.

Field	Value
Name of Term	Semester 1
Abbreviation	S1 (example: Q1) Note: This abbreviation must start with a letter. Do not use a number by itself.
First Day of Term	6/1/2008 (MM/DD/YYYY)
Last Day of Term	11/29/2008 (MM/DD/YYYY) Note: The first and last day of a term cannot be changed once the term has started.
What portion of the school year does this term represent?	1/2
Import File Term #	1801

There should also be no gaps in the dates between terms. Your term dates must follow the following setup:

❖ **Last day of term 1 must be set to the day before the actual start of term**

❖ **The last day of term 2 must be set to the day before the actual start of term 3**

❖ **Repeat for all terms. It does not matter whether or not the last day of the term falls on a week end or holiday, it must be the day before the actual start of the next term.**

New			
2008-2009 8/20/2008 - 6/4/2009			
1st Semester 8/20/2008 - 1/21/2009		2nd Semester 1/22/2009 - 6/4/2009	
1st Quarter 8/20/2008 - 10/26/2008	2nd Quarter 10/27/2008 - 1/21/2009	3rd Quarter 1/22/2009 - 3/31/2009	4th Quarter 4/1/2009 - 6/4/2009



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- **What portion of the school year does this term represent:** Select a fraction to represent the portion of the school year that the term comprises. For example, a quarter is typically 1/4 of the school year. A semester is typically 1/2.
 - **Import File Term #:** This setting is used only for importing student schedules or historical information. If the field is left blank, it is possible to use the internal ID for the term to import data.
3. Verify that the dates are correct. Dates cannot be changed without contacting GWAEA
 4. **Submit** the page.