



attendance_campus_calendar_legend

Table of Contents

The legend has two sections:

The upper section is for designating Day Types, such as first and last day of school, holidays, cycle begin dates, etc.

The lower section is for adjusting school day minutes for weather days, waivers, make-up days, etc. The lower section is only enabled for saved calendars.

| | |
|---------------------------|--|
| Day Type Selection | <p>Click a Day Type for the selected date(s). Click the description of the day, not the colored square.</p> <p>For example, if the selected date is the first day of a cycle, click Begin Cycle in the legend. The date changes to the color that corresponds to that Day Type.</p> <p>If you clicked an incorrect type of day, click the date on the calendar again, and then click the correct Day Type.</p> <p>To change a date back to a regular membership day, click the date on the calendar again, and then click the Membership Day Type.</p> |
|---------------------------|--|

If you change the date for the end of semester 1, the corresponding grade reporting cycle end date is changed to match the new calendar date.

If you change the last day of school, the corresponding grade reporting cycle end date is changed to match the new calendar date. A message is displayed when you save.

If any of the previously set cycle end dates are no longer valid membership days, the cycle end date is changed to the last membership day before the original cycle end date. A message is displayed when you save.

You cannot change a membership day to a non-membership day (e.g., holiday) if absences are reported for that date. To verify dates on which attendance has been posted, run [SAT1800 - Attendance Audit Report](#), which lists absences by date.



Back Cover