

Calendar Setup for 2010 Tech Tip



Propagate the Calendar

Propagating the Calendar should be done at the beginning of the school year. Entering and propagating Holiday Dates and Time Table Cycle Dates to the calendar for 2010 is necessary to ensure your absences and timetable work correctly.

Prior to Running this **turn back the date** to the beginning of the year on the computer you are using. Make sure you change the date back when finished.

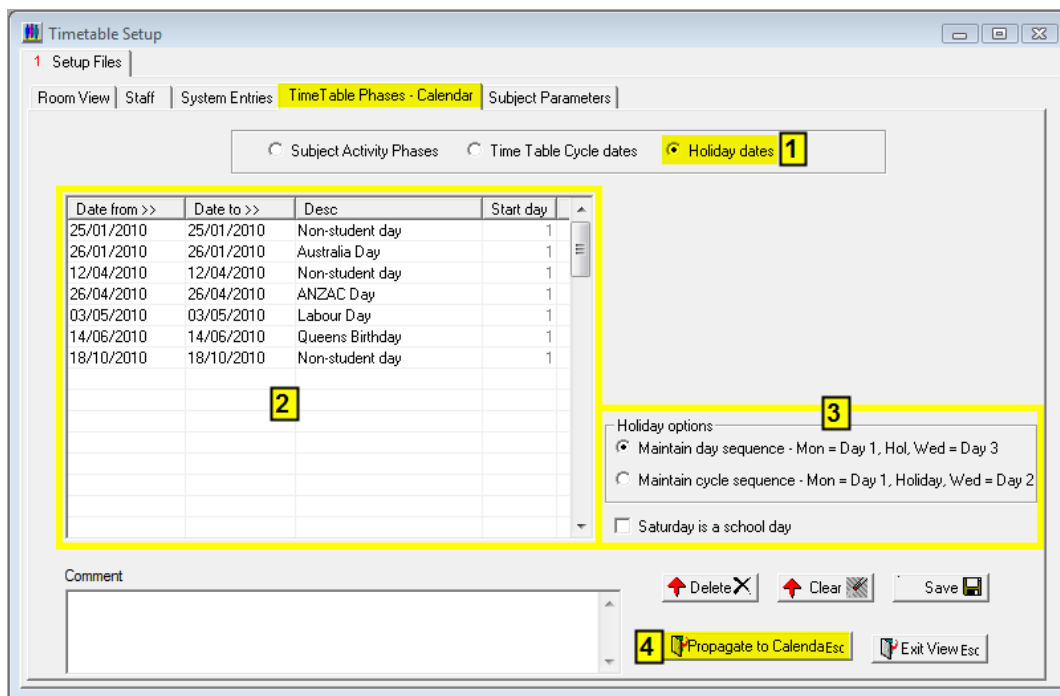
Path: Timetable → Timetable/Calendar Setup → Time Table Phases-Calendar

Holiday Dates

Enter the Dates for the Holidays then click **Propagate to Calendar**.

Absences will **not be accepted** for the **inclusive** dates entered here. You do not need to enter weekends.

Depending on your selected Holiday Option the timetable will know which day to begin the timetable sequence after a holiday.



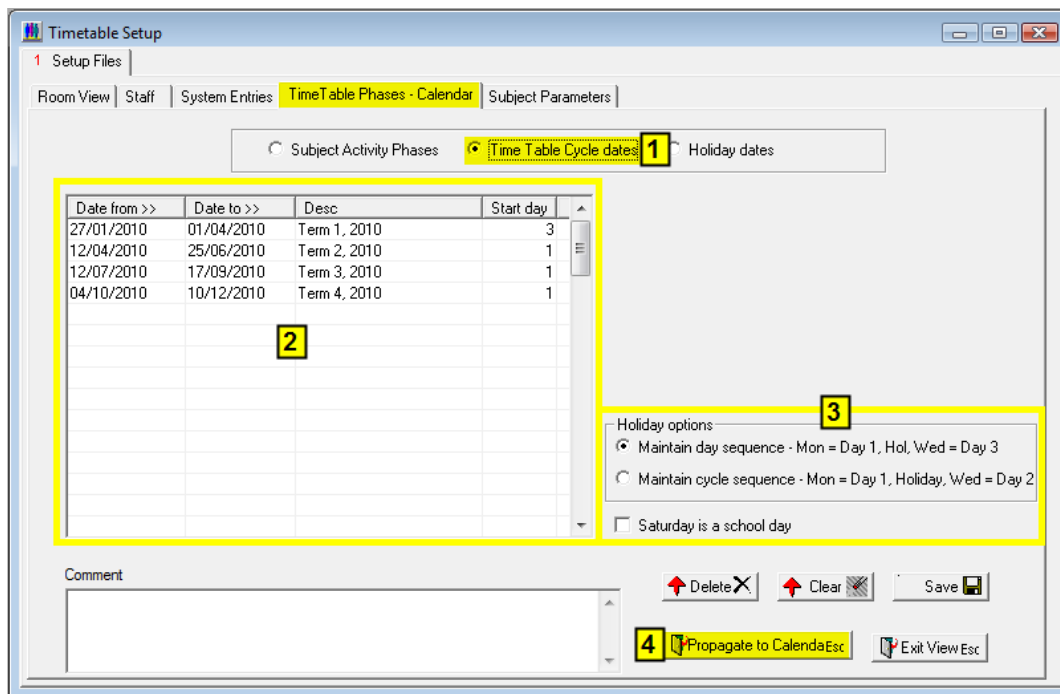
1.	Select Holiday Dates .
2.	Enter in the dates for federal and state public holidays, student free days etc.
3.	Select the applicable Holiday option .
4.	Select Propagate to Calendar (remember that the calendar will only be propagated from the date on your machine onwards).

Timetable Cycle Dates

Enter the Dates for the Terms then click **Propagate to Calendar**.

Absences will **only be** accepted for the inclusive dates entered here. You do not need to enter weekends.

Depending on your selected Holiday Option the timetable will know which day to begin the timetable sequence after a holiday.



1.	Select Time Table Cycle Dates .
2.	Enter in the dates for first day and last day of each term. Select the correct Start day for each term, this is the day in the timetable the term will begin on.
3.	Select the applicable Holiday option .
4.	Select Propagate to Calendar (remember that the calendar will only be propagated from the date on your machine onwards).

>>>>> **End of Calendar Setup for 2010 Tech Tip**<<<<<<
Updated 27 October 2009