



# Block Schedule and Bell Scheduler

July 22, 2016

---

**1. Overview**

**2. Block Schedule Calendar**

*Utilize A/B Days*

**3. Bell Scheduler**

*Adding the Bell Schedule Definition to the Code Table*

*Create a New Bell Schedule*

*Assigning Bell Schedules to Calendar Days*

# Overview

The **School Options** Bell Schedule is the default Bell Schedule.

**School Options**

Code	School Name	Area Telephone	Fax	Open Date	Close Date	Tag
994	Screaming Eagle High School	825 4687777 (949)	512-1545	7/11/2000		

Street Address	City	State	Zip	Extn	Country	DNR
6336 Eagle Crag Lane	Eagle Rock	CA	95994		US	<input type="checkbox"/>

Principal's Name	Principal's Email Address	ID	Type	County	District	School	Next Perm	ID
Mr John Smith	principalsmith@example.com	1	65	99999	0000001	99402823		

Low Grd	High Grd	Att Pd	Tracks	User1	User2	User3	User4	User5	User6	User7	User8
9	12	0	0								

School Type	Utilize A/B Days	Session Type	Gender Codes
Secondary (0)	Don't use A/B Days (0)	Regular (0)	Males & Females (1)

Att Type	Att Reporting	Schedule Basis	Grade Reporting	Education Type
Period (1)	Negative (0)	Semester (0)	Multiple Mark (1)	Not Alternative Ed (0)

Portal Confirmation Email Address: PCED@example.com

Next Year Start Date:

Intervention Referral Settings

Referral Submission Notification Email Address(s):

Referral Approval Notification Email Address(s):

Add Change

Period	Start Time	End Time
0	7:05 AM	7:55 AM
1	8:00 AM	8:50 AM
2	8:55 AM	9:45 AM
3	10:05 AM	10:55 AM
4	11:00 AM	11:50 AM
5	12:25 PM	2:15 PM
6	2:20 PM	3:10 PM
7	3:15 PM	4:05 PM
8	4:10 PM	5:00 PM
9	5:05 PM	5:55 PM

**Because Course Attendance has been initialized, TRM changes may cascade to CAR immediately!**

Term	Starting Date	Ending Date
1	6/15/2015	8/24/2015
2	8/24/2015	10/30/2015
3	11/2/2015	1/8/2016
4	1/11/2016	5/13/2016
F	6/15/2015	1/8/2016
S	11/2/2015	9/9/2016
Y	6/15/2015	9/9/2016

Add New Record

There are two additional forms in Aeries that can be used to further define the School Options Bell Schedule.

One form is the **Block Schedule Calendar** which is used to define which periods are meeting on each day. For example, a first period class meets one week on Monday, Wednesday and Friday and not at all on Tuesday and Thursday. The following week it meets on Tuesday and Thursday and not at all on Monday, Wednesday and Friday. It continues on this Schedule for the remainder of the year.

The second form is the **Bell Scheduler** which is used to modify the default Bell Schedule to a Custom Schedule for a particular day. It defines what time the periods meet. For example, a Custom Bell Schedule can be set up for testing days or a minimum day.

## Block Schedule Calendar

The **Block Schedule Calendar** is accessed from **Attendance Accounting Configurations** on the navigation tree. The Block Schedule Calendar is used to identify which periods meet on each day. If a period does not meet on the day/date, the checkmark should be removed.

To set the Schedule for the entire school year, the **Repeat First Week Bell Periods** or **Repeat First Two Weeks Bell Periods** options can be used. To use either option, set up Block Schedule for the first week or two and click on the appropriate option. When the Block Schedule Calendar is complete, click the **Save Bell Periods** button at the bottom of the form.

## Utilize A/B Days

If the school is set to **Utilize A/B Days** on the School Options form, the **AB** column on the **Block Schedule Calendar** must be populated indicating which day is an **A Day** and which day is a **B Day**.

School Options											
Code	School Name	Area Telephone	Fax	Open Date	Close Date	Tag					
994	Screaming Eagle High School	825 4687777 (949)	512-1545	7/11/2000							
Street Address		City	State	Zip	Extn	Country	DNR				
6336 Eagle Crag Lane		Eagle Rock	CA	95994		US	<input type="checkbox"/>				
Principal's Name	Principal's Email Address	ID Type	County	District	School	Next Perm ID					
Mr John Smith	principalsmith@example.com	1	65	99999	000001	99402823					
Low Grd	High Grd	Att Pd	Tracks	User1	User2	User3	User4	User5	User6	User7	User8
9	12	0	0								
School Type	Utilize A/B Days	Session Type	Gender Codes								
Secondary (0)	Use A/B Days (1)	Regular (0)	Males & Females (1)								

Block Schedule Calendar														
Month	Day	Date	HO	AB	0	1	2	3	4	5	6	7	8	9
1	Monday	6/15/2015		A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Tuesday	6/16/2015		B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Wednesday	6/17/2015		A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Thursday	6/18/2015		B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Friday	6/19/2015		A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Monday	6/22/2015		B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Tuesday	6/23/2015		A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Wednesday	6/24/2015		B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Thursday	6/25/2015		A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Friday	6/26/2015		B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Monday	6/29/2015		A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Tuesday	6/30/2015		B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Wednesday	7/1/2015		A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Thursday	7/2/2015		B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Bell Scheduler

The **Bell Scheduler** is used to create Custom Bell Schedules that are different than the default Bell Schedule set on the School Options form. Examples of Custom Bell Schedules are Minimum Day, Short/Conf Day, or Assembly Day. Custom Bell Schedules can be assigned to specific days/dates on the School Calendar. The **Bell Scheduler** is accessed from **Attendance Accounting Configurations** on the navigation tree.

The screenshot shows the Aeries Bell Scheduler interface for the 2015-2016 school year at Screaming Eagle High School. The interface is divided into several sections:

- Navigation Menu (Left):** Includes options like STUDENT FLAGS, ATTENDANCE ACCOUNTING, and CONFIGURATIONS. The 'Bell Scheduler' option is highlighted under 'Configurations'.
- Key Type Table:**

Key	Type	Title
1	R	Regular Day
2	M	Minimum Day
3	S	Short/Conf Day
4	A	Assembly Day - This is a lo
- Bell Scheduler Table:**

Key	Type	Title
3	S - Short/Conf Day	Short/Conf Day

Start Time End Time Start Pd Tot Pds Pass Time  
7:15 AM 3:20 PM 0 10 5

Break#	Length	Before Pd	OR	After Pd	Description
1	10		2		Recess
2	30		4		Lunch
3					
4					
- Schedule Table:**

Per	Seq	Description	Starts At	Ends At	Time
0	1	Period 0	7:15 AM	7:55 AM	0:40
0	2	Passing	7:55 AM	8:00 AM	0:05
1	1	Period 1	8:00 AM	8:40 AM	0:40
1	2	Passing	8:40 AM	8:45 AM	0:05
2	1	Period 2	8:45 AM	9:25 AM	0:40
2	2	Recess	9:25 AM	9:35 AM	0:10
2	3	Passing	9:35 AM	9:40 AM	0:05
3	1	Period 3	9:40 AM	10:20 AM	0:40
3	2	Passing	10:20 AM	10:25 AM	0:05
4	1	Period 4	10:25 AM	11:05 AM	0:40
4	2	Lunch	11:05 AM	11:35 AM	0:30
4	3	Passing	11:35 AM	11:40 AM	0:05
5	1	Period 5	11:40 AM	12:20 PM	0:40
5	2	Passing	12:20 PM	12:25 PM	0:05
6	1	Period 6	12:25 PM	1:05 PM	0:40
6	2	Passing	1:05 PM	1:10 PM	0:05
7	1	Period 7	1:10 PM	1:50 PM	0:40
7	2	Passing	1:50 PM	1:55 PM	0:05
8	1	Period 8	1:55 PM	2:35 PM	0:40
8	2	Passing	2:35 PM	2:40 PM	0:05
9	1	Period 9	2:40 PM	3:20 PM	0:40
- Calendar View (Bottom):** Shows a grid of dates from 6/15/2015 to 6/26/2015 with columns for Day, Date, Weekday, MO HO, and Has Bell Schedule?.

## Adding the Bell Schedule Definition to the Code Table

To use the Bell Scheduler, a **Bell Schedule Definition** must first be added to the **Code Table**. Update Code Table is accessed from **School Info Configurations** on the navigation tree. The table is **BSD (Bell Schedule Definition)** and the field is **TY (Type)**. Enter the Code and Description for the new Bell Schedule. In the example below, new codes were added for an Even Day and an Odd Day.

The screenshot shows the 'Update Code Table' interface. The 'Table' dropdown is set to 'BSD' and the 'Field' dropdown is set to 'TY'. The table below lists various codes and descriptions:

Code	Description	Amount	Sort	Tag	Translation 1	Translation 2	Translation 3	Translation 4	Translation 5	Translation 6
<b>Add New Record</b>										
2	Period 2 Start	0.00								
3	Period 3 Start	0.00								
A	Assembly Day	0.00								
E	Even Day	0.00								
M	Minimum Day	0.00								
O	Odd Day	0.00								
R	Regular Day	0.00								
S	Short/Conf Day	0.00								

## Create a New Bell Schedule

When the Bell Scheduler is first opened, the first Bell Schedule in the list will display. If there are no existing Custom Bell Schedules, the form will be blank and an **Add New Record** button will display. To create a new Bell Schedule, click on the **Add** button.

Bell Scheduler				
Key	Type	Title		
1	R - Regular Day	Regular Day		
Start Time	End Time	Start Pd	Tot Pds	Pass Time
7:05 AM	4:55 PM	0	10	5
Break#	Length	Before Pd	OR After Pd	Description
1	15		2	Recess
2	30		4	Lunch
3				
4				

The following fields are available for data entry.

**Start Time** - The time the school day will begin

**End Time** - The time the school day will end

**Start Period** - The first period that will meet

**Total Periods** - The total number of periods that will meet

**Pass Time** - The number of minutes for passing period

**Break Length** - The number of minutes the break will last

**Before Period** - Entering a period number means that the break occurs before the period entered and there is no passing time between when the break ends and the next period begins.

**After Period** - Entering a period number means that the break occurs after the period entered and there is no passing time between when the period ends and the break begins.

**Description** - Lunch, Break, etc.

To create a new Bell Schedule, enter the **Type, Start Time, End Time, Start Period, and Total Periods**. It is not necessary to enter a Pass Time or Breaks and Lunches. When finished, click on the **Insert** button.

School Options				
Key	Type	Title		
5	E	Even Day		
Start Time	End Time	Start Pd	Tot Pds	Pass Time
8:00 AM	3:00 PM	2	3	5
Break#	Length	Before Pd	OR After Pd	Description
1	15		2	Break
2	30	4		Lunch
3				
4				

In the example above, the Start Time is 8:00 AM and the End Time is 3:00 PM. The Starting Period is 2 and there are 3 Total Periods in the day. The Pass Time between periods is 5 minutes. There is a Break lasting for 15 minutes and it is after Period 2 (the break begins the minute period 2 ends). Lunch is 30 minutes in length and it is before Period 4 (period 4 begins the minute lunch ends).

There are two options for making the Schedule, clicking on the **Make Schedule** button or clicking on the **Add New Record** button. Aeries will create the Schedule based on the data entered when the **Make Schedule** button is selected. Selecting the **Add New Record** button will allow you to enter the Schedule yourself.

Key	Type	Title
1	R	Regular Day
2	M	Minimum Day
3	S	Short/Conf Day
4	A	Assembly Day - This is a l
5	E	Even Day

Key	Type	Title		
5	E - Even Day	Even Day		
Start Time	End Time	Start Pd	Tot Pds	Pass Time
8:00 AM	3:00 PM	2	3	5
Break#	Length	Before Pd	OR After Pd	Description
1	15		2	Break
2	30	4		Lunch
3				
4				

Per	Seq	Description	Starts At	Ends At	Time
			Instructional Time: 0:00	Total Time: 0:00	
<input type="checkbox"/> Show only periods					

Add Change Delete **Make Schedule**

In the example below, the **Make Schedule** option was selected. The Schedule created begins with period 2 and ends with period 4. The period times are close to equal in their length. Notice that break is immediately after period 2 and period 4 begins immediately when lunch ends. The Sequence numbers indicate the sequence the events occur. Using period 2 as an example, period 2 occurs first (Seq 1), break occurs immediately after (Seq 2), then there is a passing period between break and period 3 (Seq 3).

Key	Type	Title		
5	E - Even Day	Even Day		
Start Time	End Time	Start Pd	Tot Pds	Pass Time
8:00 AM	3:00 PM	2	3	5
Break#	Length	Before Pd	OR After Pd	Description
1	15		2	Break
2	30	4		Lunch
3				
4				

Per	Seq	Description	Starts At	Ends At	Time
	2	1	Period 2	8:00 AM	10:01 AM 2:01
	2	2	Break	10:01 AM	10:16 AM 0:15
	2	3	Passing	10:16 AM	10:21 AM 0:05
	3	1	Period 3	10:21 AM	12:22 PM 2:01
	3	2	Passing	12:22 PM	12:27 PM 0:05
	4	1	Lunch	12:27 PM	12:57 PM 0:30
	4	2	Period 4	12:57 PM	3:00 PM 2:03
			Instructional Time: 6:05	Total Time: 7:00	
<input type="checkbox"/> Show only periods					

Add Change Delete **Make Schedule**

To view only periods, select the check box to **Show only Periods** at the bottom of the **Schedule** area. Passing periods and breaks/lunches will now be hidden.

Per	Seq	Description	Starts At	Ends At	Time
	2	1	Period 2	8:00 AM	10:01 AM 2:01
	3	1	Period 3	10:21 AM	12:22 PM 2:01
	4	2	Period 4	12:57 PM	3:00 PM 2:03
			Instructional Time: 6:05	Total Time: 7:00	
<input checked="" type="checkbox"/> Show only periods					

Times can be adjusted and the Description can be changed by clicking the **Edit** icon to the left of the period field. Enter the corrected data and click the **Save** icon. In this example, this Schedule is for days when only even periods meet, the Descriptions are changed to indicate the period that is meeting. It is not necessary to change the Period Number. The entry can also be deleted by clicking on the red **X**.

Per	Seq	Description	Starts At	Ends At	Time			
	2	1	Period 2	8:00 AM	10:01 AM 2:01			
	2	2	Break	10:01 AM	10:16 AM 0:15			
	2	3	Passing	10:16 AM	10:21 AM 0:05			
	3	1	Period 4	10:21 AM	12:22 PM 2:01			
	3	2	Passing	12:22 PM	12:27 PM 0:05			
	4	1	Lunch	12:27 PM	12:57 PM 0:30			
			4	2	Period 6	12:57 PM	3:00 PM	
			Instructional Time: 6:05	Total Time: 7:00				
<input type="checkbox"/> Show only periods								

It is important to note that clicking the **Delete** button located at the bottom of the **Bell Scheduler** area will delete the entire Bell Schedule.

Bell Scheduler				
Key	Type	Title		
5	E - Even Day	Even Day		
Start Time	End Time	Start Pd	Tot Pds	Pass Time
8:00 AM	3:00 PM	2	3	5
Break#	Length	Before Pd	OR After Pd	Description
1	15		2	Break
2	30	4		Lunch
3				
4				

To enter a new Schedule using the **Add New Record** button, you need to first create the new **Bell Schedule**. In the example below, the new Schedule is for an **Odd Day** where only odd numbered periods meet. Enter the **Type, Start Time, End Time, Start Period, and Total Periods**. It is not necessary to enter a Pass Time or Breaks and Lunches. When finished, click on the **Insert** button.

School Options				
Key	Type	Title		
6	O	Odd Day		
Start Time	End Time	Start Pd	Tot Pds	Pass Time
8:00 AM	3:00 PM	1	3	5
Break#	Length	Before Pd	OR After Pd	Description
1	15		1	Break
2	30	3		Lunch
3				
4				

In the example above, the Start Time is 8:00 AM and the End Time is 3:00 PM. The Starting Period is 1 and there are 3 Total Periods in the day. The Pass Time between periods is 5 minutes. There is a Break lasting for 15 minutes and it is after Period 1 (the break begins the minute period 1 ends). Lunch is 30 minutes in length and it is before Period 3 (period 3 begins the minute lunch ends).

To enter the **Schedule**, click the **Add New Record** icon.

Key Type	Title	Bell Scheduler			Schedule	
1 R	Regular Day	Key	Type	Title	Per	Seq
2 M	Minimum Day	6	O - Odd Day	Odd Day	<input type="button" value="Add New Record"/>	
3 S	Short/Conf Day	Start Time	End Time	Start Pd	Tot Pds	Pass Time
4 A	Assembly Day - This is a l	8:00 AM	3:00 PM	1	3	5
5 E	Even Day	Break#	Length	Before Pd	OR After Pd	Description
6 O	Odd Day	1	15		1	Break
		2	30	3		Lunch
		3				
		4				

Instructional Time: 0:00      Total Time: 0:00  
 Show only periods

Enter the **Period**, the **Sequence Number**, the **Description**, and the **Starting and Ending Times**. Click the **Save** icon when finished.

Schedule				
Per	Seq	Description	Starts At	Ends At
<input type="button" value="Save"/>	1	1	Period 1	8:00 AM 10:01 AM
Instructional Time: 0:00			Total Time: 0:00	
<input type="checkbox"/> Show only periods				

Continue adding the rest of the periods that meet for this Schedule. In the example below, 3 periods were added but no passing periods or break/lunches were added. It is not necessary to add them to the Bell Scheduler.

Schedule						
Per	Seq	Description	Starts At	Ends At	Time	
	1	1	Period 1	8:00 AM	10:01 AM	2:01
	2	2	Period 3	10:21 AM	12:22 PM	2:01
	3	3	Period 5	12:57 PM	3:00 PM	2:03
+ Add New Record						
Instructional Time: 6:05			Total Time: 6:05			
<input type="checkbox"/> Show only periods						

## Assigning Bell Schedules to Calendar Days

The Schedules can be assigned to the appropriate days in the calendar from the **Bell Scheduler** form or the **Calendar** form.

To assign a Bell Schedule using the **Bell Scheduler** form, click the selected date from the list of calendar dates and click on the button **Copy Schedule to This Day**. In the example below, the date of 6/22/2015 is the date the Odd Day Bell Schedule will be assigned to.

Key	Type	Title
6	O - Odd Day	Odd Day

Start Time	End Time	Start Pd	Tot Pds	Pass Time
8:00 AM	3:00 PM	1	3	5

Break#	Length	Before Pd	OR	After Pd	Description
1	15			1	Break
2	30	3			Lunch
3					
4					

Per	Seq	Description	Starts At	Ends At	Time
	1	1	Period 1	8:00 AM	10:01 AM 2:01
	2	2	Period 3	10:21 AM	12:22 PM 2:01
	3	3	Period 5	12:57 PM	3:00 PM 2:03
+ Add New Record					
Instructional Time: 6:05			Total Time: 6:05		
<input type="checkbox"/> Show only periods					

Day	Date	Weekday	MO	HO	Has Bell Schedule?
1	6/15/2015	Monday	1		
2	6/16/2015	Tuesday	1		
3	6/17/2015	Wednesday	1		X
4	6/18/2015	Thursday	1		
5	6/19/2015	Friday	1		X
6	6/22/2015	Monday	1		
7	6/23/2015	Tuesday	1		
8	6/24/2015	Wednesday	1		X
9	6/25/2015	Thursday	1		

Copy Schedule to This Day  Show Schedule

A confirmation message will display. Click **OK** to assign the Bell Schedule.

**Confirm** ×

Are you sure you want to copy this schedule  
(Key: 6, Type: O - Odd Day) to day 6?)



An **X** will now display in the **Has Bell Schedule** column for the date of 6/22/2015.

Day	Date	Weekday	MO	HO	Has Bell Schedule?
1	6/15/2015	Monday	1		
2	6/16/2015	Tuesday	1		
3	6/17/2015	Wednesday	1		X
4	6/18/2015	Thursday	1		
5	6/19/2015	Friday	1		X
6	6/22/2015	Monday	1		X
7	6/23/2015	Tuesday	1		
8	6/24/2015	Wednesday	1		X
9	6/25/2015	Thursday	1		

To assign a Bell Schedule using the **Calendar** form, open the Calendar to the selected month. Click on the gray box to the left of the selected date. In the example below, month 5 has been selected and the date of 10/05/2015 has been selected.

Month	First Date	Last Date	Lock
1	6/15/2015	7/10/2015	<input type="checkbox"/>
2	7/13/2015	8/7/2015	<input type="checkbox"/>
3	8/10/2015	9/4/2015	<input type="checkbox"/>
4	9/7/2015	10/2/2015	<input type="checkbox"/>
5	10/5/2015	10/30/2015	<input checked="" type="checkbox"/>
6	11/2/2015	11/27/2015	<input type="checkbox"/>
7	11/30/2015	12/25/2015	<input type="checkbox"/>
8	12/28/2015	1/22/2016	<input type="checkbox"/>

Lock Attendance Month

Attendance Month 5 For All Tracks

Monday	Tuesday	Wednesday	Thursday	Friday
10/05/2015	10/06/2015	10/07/2015	10/08/2015	10/09/2015
10/12/2015	10/13/2015	10/14/2015	10/15/2015	10/16/2015
10/19/2015	10/20/2015	10/21/2015	10/22/2015	10/23/2015
10/26/2015	10/27/2015	10/28/2015	10/29/2015	10/30/2015

Add Save

The following form will display. You have an option to select a Bell Schedule that has already been created by clicking on the drop down menu for the **Key**. The selected Bell Schedule will display below the Key field. To continue copying this Bell Schedule to this day, click the **Copy Schedule** button.

Create a Bell Schedule for this day  
10/05/2015

You may choose a pre-defined bell schedule according to it's key or create your own custom bell schedule for this day manually.






















Key:

PD	Start	End
1	8:00 AM	10:01 AM
2	10:21 AM	12:22 PM
3	12:57 PM	3:00 PM

A confirmation message will display, click **OK** to continue.

Are you sure you want to copy this schedule(Key: 81) to day 81?


The Bell symbol will now display for the date of 10/05/2016 indicating a Bell Schedule has been assigned to that day.

Attendance Month 5 For All Tracks									
Monday		Tuesday		Wednesday		Thursday		Friday	
 10/05/2015		10/06/2015		10/07/2015		10/08/2015		10/09/2015	
10/12/2015		10/13/2015		10/14/2015		10/15/2015		10/16/2015	
10/19/2015		10/20/2015		10/21/2015		10/22/2015		10/23/2015	
10/26/2015		10/27/2015		10/28/2015		10/29/2015		10/30/2015	

A Custom Bell Schedule can also be created for the selected date. Click the gray box next to the selected date. Rather than clicking the drop down to select a pre-defined Bell Schedule, click on the **Add New Record** button to begin adding the new Bell Schedule. Continue the add process until all **Periods, Starting Times** and **Ending Times** have been entered and saved.

Create a Bell Schedule for this day  
08/17/2015


You may choose a pre-defined bell schedule according to it's key or create your own custom bell schedule for this day manually.





Key  

When the Custom Bell Schedule is complete, click the **Copy Schedule** button to assign the Schedule to the selected date.

Create a Bell Schedule for this day  
08/17/2015

You may choose a pre-defined bell schedule according to it's key or create your own custom bell schedule for this day manually.
















Key  

Period	Starting Time	Ending Time
 1	8:00 AM	9:00 AM
 2	9:05 AM	10:05 AM
 3	10:20 AM	11:20 AM
 4	11:25 AM	12:20 PM

A confirmation message will display, click **OK** to continue.

Are you sure you want to copy this schedule(Key: 46) to day 46?

The Bell symbol will now display for the date of 8/17/2015 indicating a Bell Schedule has been assigned to that day.

Attendance Month 3 For All Tracks									
Monday		Tuesday		Wednesday		Thursday		Friday	
08/10/2015		08/11/2015		08/12/2015		08/13/2015		08/14/2015	
 08/17/2015		08/18/2015		08/19/2015		08/20/2015		08/21/2015	
08/24/2015		08/25/2015		08/26/2015		08/27/2015		08/28/2015	