

Create Summer Period Schedule

02/04/2026 2:49 pm EST

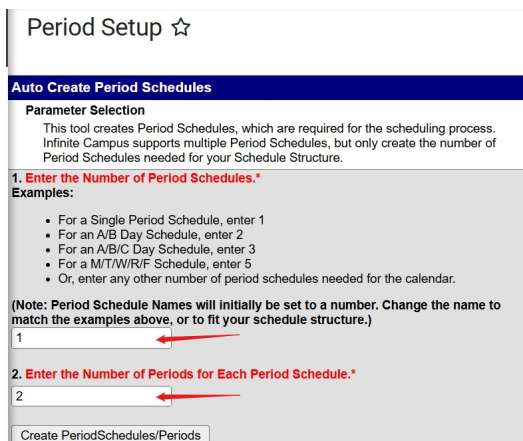
Create Period Schedules

Navigation: Scheduling & Courses > Calendar Setup > Period Setup



Make sure the calendar context is the summer school calendar.

- Click **New Period Schedule**.
- Enter **1** for the number of period schedules.
- Enter the number of periods needed for the summer school program. The example below will have two periods.
- Click **Create Period Schedules/Periods**.



- Click on the **period schedule name** to edit the period schedule information.
- Update the Name of the period schedule to **Summer School**.
- Update the **period names, sequences, start time, end time, lunch time, and non-instructional checkboxes** as needed.
 - At least one period must be instructional with start and end times for attendance purposes.
 - Consider the Student Day and Absence Minute information entered in the Calendar Information tool and adjust as necessary.
- Click **Save Period Schedules**.

Period Setup ☆

Save Period Schedules New Period Schedule Delete Period Sched/Periods Copy Period Sched/Periods

Period Schedule/Periods Editor

Name
1

Period Schedule Placement

	1
1	1
2	2

PeriodSchedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
Summer School	1	<input type="checkbox"/>	0	0

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
<input checked="" type="checkbox"/> ATT	1	8:00 AM	12:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> CRS	2			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Instructional Minutes Preference for 24-25 School Year

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Exclude time gaps between periods

School Day Preference for 24-25 School Year

- Exclude non-instructional periods
- Include non-instructional minutes
- Include time gaps between periods