Create Summer Period Schedule

02/04/2026 2:48 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	☐	0	0

Period Info

	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
✕	ATT	1	8:00 AM	12:00 PM		☐	☐
✕	CRS	2			0	☑	☐

Add Period

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