Quick Guide: Add Days to School Calendar

In the event you need to add more days to your school calendars (ie. due to snow/weather days), refer to the Quick Guide attached below outling the process to add days to the calendar.

Note: If your calendar currently ends on a Friday you will need to add Saturday and Sunday (non-instructional days) to the calendar before you can add Monday as a school day.

Also, you will need to update your Academic Year Settings screen with the new Term End Dates, update the EPIMS As-of Date and update the DOE Parameters Last Transmission Date for SIF SCS.

** *Refer to the Quick Guide attached below.* **

Article ID: 1062

Last updated: 14 Mar, 2018

Attendance -> Help -> Quick Guide: Add Days to School Calendar

http://www.imgsoftware.com/kb/entry/1062/