



Entering Snow Days on the Calendar Bulk Exception Screen

The **Calendar Bulk Exception** screen lets you update any calendars at any or all buildings within a district.

- 1 On the **Calendar Bulk Exception** screen, in the **Sub Calendar Day Type** drop-down list, select **Snow Day**.

StudentInformation > Management > School Administration > Scheduling Administration > Calendar Bulk Exception Management [Find Students] [Go To]

Calendar Bulk Exception

Sub Calendar Day

The **Sub Calendar Day Type** is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the **Sub Calendar Day Type** specified here is still used.

1 Sub Calendar Day Type:

Daily Start Time:

Daily Stop Time:

Periods of the Day: Include All Periods

No Action Update

- 2 In the **State Reporting Exception(s)** section, click **+**.
- 3 Select the **Calamity Day** exception, and then enter **0.00** hours.
- 4 Select **Add/Update Exception(s)**.

State Reporting Exception(s)

3 Calamity Day

No Action Remove Exception(s) Remove and Replace Exception(s) Add / Update Exception(s)

- 5 In the **Day(s)** section, click **Add Days**.

Day(s)

5



6 In the window that opens, click the days for which you want to add snow days. The selected days display in the **Added Day(s)** section.

7 Click **Use These Days**. The selected days display in the **Day(s)** section.

Day(s)

01/03/2020 01/06/2020

Day(s)

01/03/2020 01/06/2020

Use These Days Cancel

Add Days Clear

8 In the **Calendar(s)** section, select the calendar(s) for which you wish to add the selected snow day(s). You can select the checkbox(es) beside each school to automatically select all calendars for that building, or individually select the checkbox(es) beside each calendar.

9 Click **Save**.

Calendar(s)

Kindergarten - Group B PM PRESCHOOL PM PreSchool Staggered Start

Test High School ✓

Default Default Non-attending Calendar Senior

Test Middle School

Default Default Non-Attending Calendar

Save Reset

You can review the changes on the **Calendar Exception Management** screen.

Navigation: Student Information > Management > School Administration > Scheduling Administration > Calendar Exception Management

OR

Navigation: Student Information > EMIS > Calendar Reporting Collection (C) > Calendar Exception Management