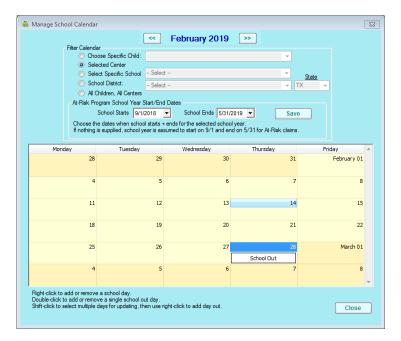
## [VIDEO] Use the School Calendar

Last Modified on 05/14/2020 1:44 pm CDT

- Click the Select Center drop-down menu at the top of the window and select a center.
- 2. Click the Menus/Attendance menu and select Manage School Calendar. The Manage School Calendar window opens.
- 3. Click and bto change the month.
- 4. Select one of the following options:
  - o Choose Specific Child
  - Selected Center
  - Select Specific School
  - School District
  - All Children, All Centers

Note: If you did not select a center in **Step 1**, **All Children**, **All Centers** is selected by default and you cannot change it.

 Double-click a day to mark school out. To mark multiple days at once, click and drag your mouse across the days to select, then right-click the calendar and select Add School Out.



- 6. Right-click the School-Out banner to remove it.
- 7. For At-Risk centers, set school year start and end dates in the At-Risk Program School Year Start/End Dates section. If you do not set dates here, defaults are used. When finished, click Save.

Changes made to the school calendar are saved automatically. However, you must save any changes made to the At-Risk School Year Start/End Dates.