

How To Add Period In School Settings

When you need to add data for the school fields you can navigate to the settings on the menu bar and find the school on top.

Menu Bar >> Settings >> School

Let us start with **P** eriods.



If your school follows the same period routine every day of the week (which is most common), then just click on **+Add New Period** and fill out the form with the following information:

1. Title of the period
2. Short name
3. Start and end times
4. You can switch on the toggle for 'Calculate Attendance' if you want to incorporate the periods to get attendance on.

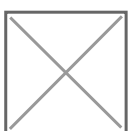
If the calculate attendance field is not set to "yes", then attendance for that period cannot be taken by the teacher or administrator for any course section that will occur during that period.

The half-day and full-day minutes are calculated automatically, but you can over-ride them for the desired value. The attendance calculation is done based on these values to determine if a student was present for the full-day or half-day in the school.

If your school uses a different period routine, meaning different period time durations that can be run on separate days according to the school's needs., then click on the '+Add Block/Rotation Day'

After clicking you will see a pop-up section where you can add the name and sorting order for the block. You can create multiple block/ rotation blocks which will be associated with calendar days.

Select each block and click '+Add New Period' and add the period details. Once you fill it in it will look like tis:



To connect the block days to calendar, navigate to **Menu Bar >> School >> Calendars**

Select the block for each calendar day from the drop down. In the example below, a three day rotation is shown.



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