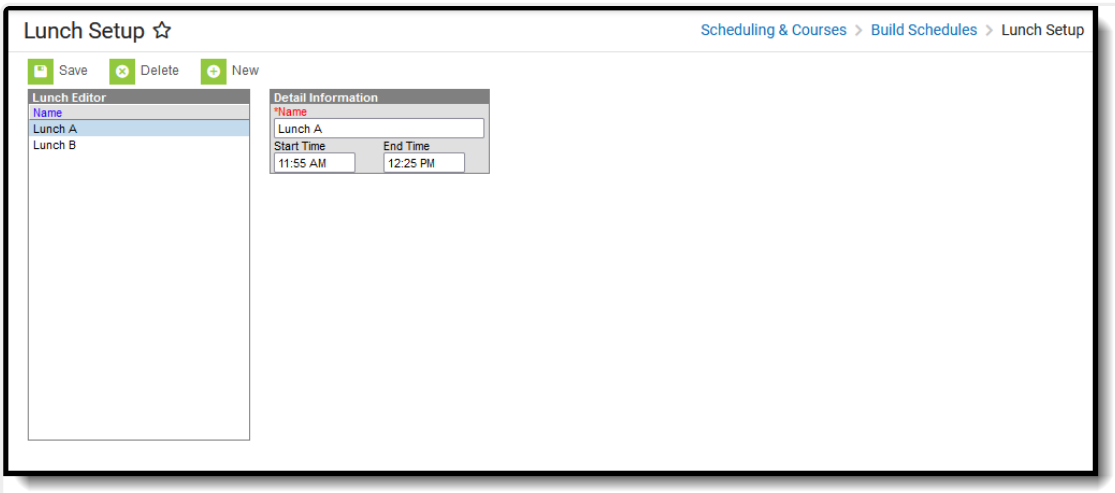
Lunch Setup

Last Modified on 06/25/2026 3:40 pm CDT

Tool Search: Lunch Setup

The Lunch Setup tool allows a school to list different lunch names that can be assigned to students for scheduling purposes when the school has multiple lunch periods. Lunches are assigned to the Course Section.

When a school has different times for students to eat, create lunches on this tool.



Lunch Setup

See the Lunch Setup Tool Rights article for information about rights needed to use this tool.

Using the Calendar Wizard to roll calendars forward for the next school year, note that any lunch minutes assigned to a period DO roll forward, but the lunches entered on the Lunch Setup tool DO NOT roll forward. Because the lunches don't roll forward, the Course Section selection for Lunch DOES NOT roll forward.

Lunch minutes and instructional time

When lunch minutes are recorded in Calendar Periods, those minutes are subtracted from instructional time. For this purpose, schools may extend the period immediately before lunchtime or immediately after lunchtime instead of having a separate lunch period.

When a lunch period is included in the Calendar Periods, that information prints on the student's Schedule.

Start and End Times can be added for the Lunch labels. Those times are used in the calculation of Present Minutes when using Check In/Check Out attendance and when transferring present minutes between Cross-Site Enrollment schools. The calculated amount of present minutes in a period is always reduced by the number of lunch minutes in that period.

- When Lunch Setup is used for a period, those minutes are given priority in that lunch minutes are subtracted first before subtracting instructional minutes.
- When Lunch Setup is not used, the lunch minutes assigned to the period in Period Setup will be used.
- When a section has a lunch label with no lunch minutes assigned in Period Setup, the normal check-in and check-out logic applies.

Create lunches

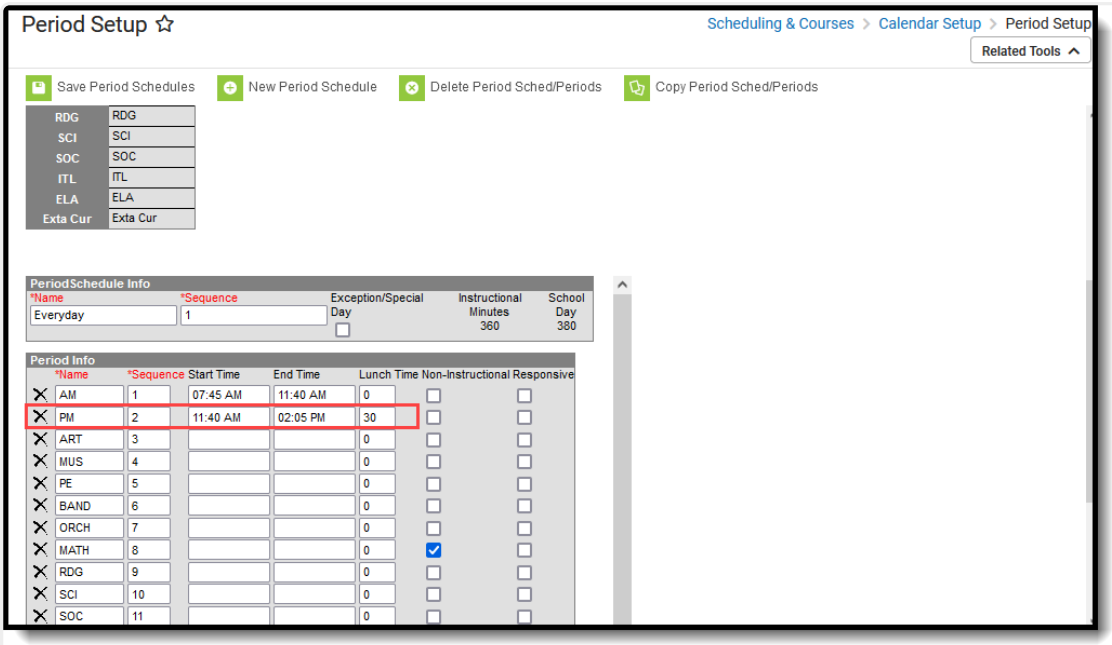
1. Select the **New** button from the Action bar. A Detail Information editor displays.
2. Enter the **Name** of Lunch.
3. Add the **Start Time** and **End Time** for the Lunch.
4. Click the **Save** button when finished. The lunch displays in the Lunch Editor.

Add lunch minutes to Calendar Periods

Tool Search: Periods

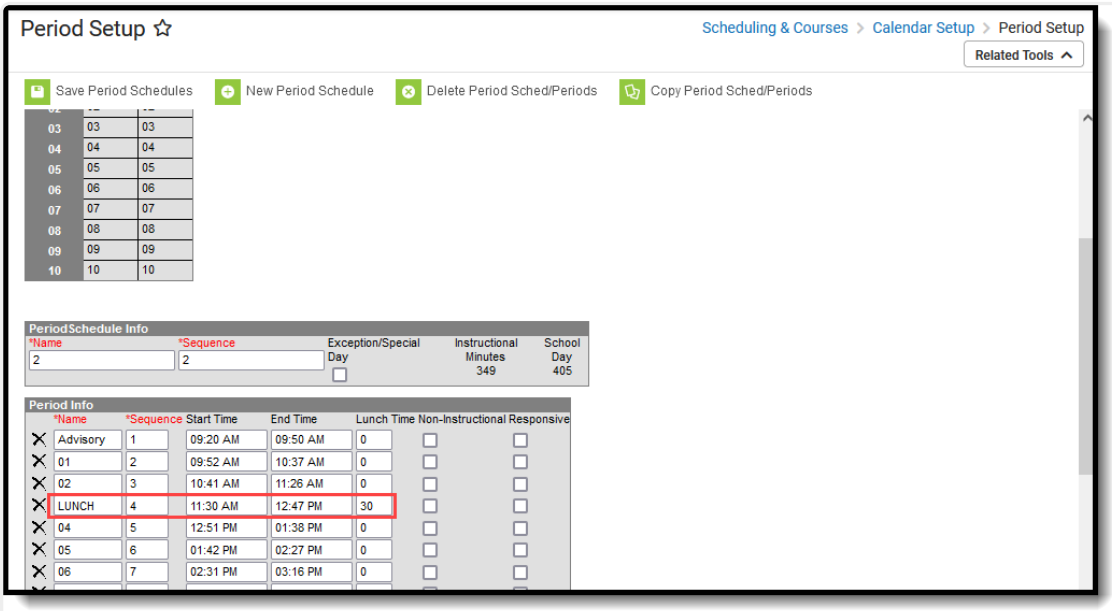
A Lunch Time column displays on the Calendar Periods editor. This is populated with a numeric value of the total lunch time and is subtracted from the day's total instructional minutes.

There are different ways to include lunch time in Periods. The first way is to add the total lunch minutes to the Lunch Time column. This Lunch Time value is then automatically subtracted from the total instructional time for that period.



Lunch Time Minutes Entered for a Period

Another option is to have a separate period that is for Lunch. In the example below, lunch is during Period 4, called LUNCH. Lunch Time minutes are still entered, and that time is still deducted from the overall instructional time for the day.



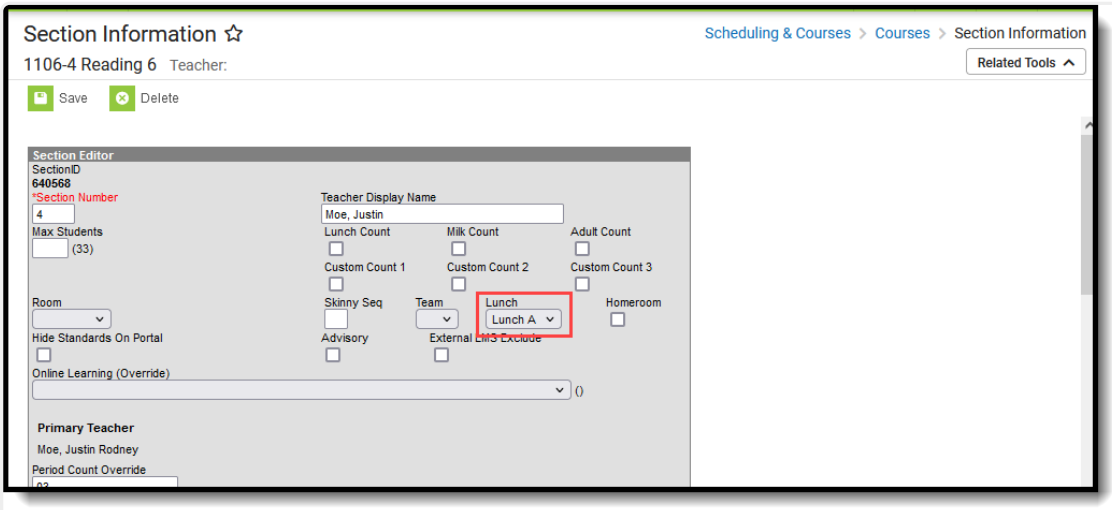
Lunch Period in Schedule

For schools that designate lunch can occur at any interval within a period, enter the lunch duration next to that period. For example, a school has two lunch groups: one eats between 11:15 am and 11:40 am, and the other between 11:40 am and 12:05pm. The calendar period has a start time of 11 am and an end time of 12:19 pm. 25 minutes is set aside for lunch (meaning, instructional minutes are not calculated).

Set the lunch assignment on the Course Section

Tool Search: Sections

Once Lunch groups have been created, the **Lunch** field displays on the Course Section Editor. This field should be populated for any section that meets during the period when lunch occurs.

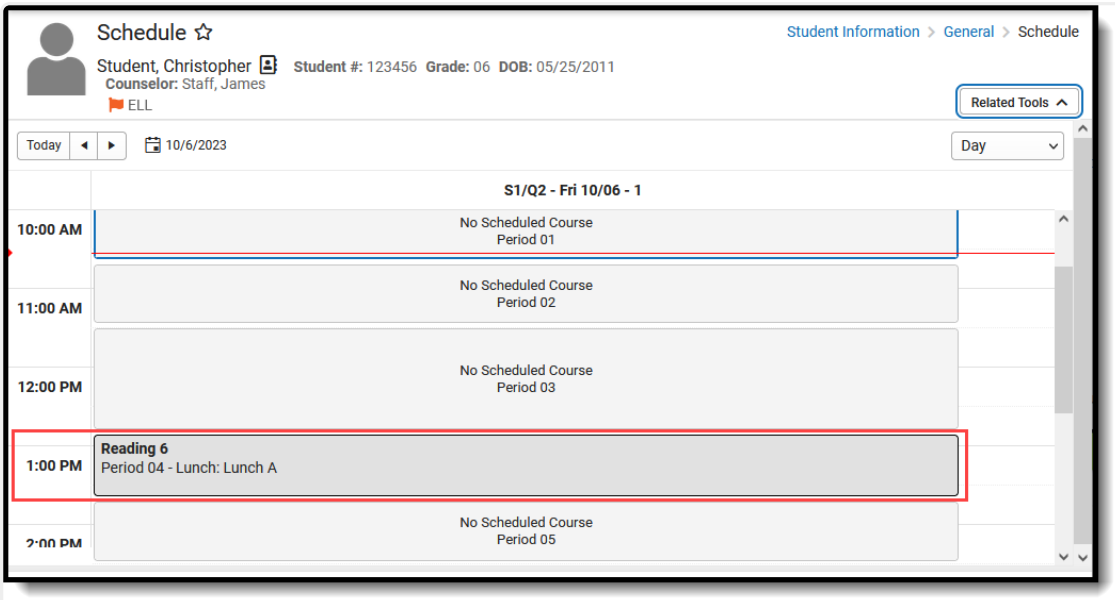


Lunch Assignment on Section Information

View lunch assignment on Student Schedules

Tool Search: Student Schedule

For students enrolled in sections that meet during that period when lunch is assigned on the Section, the student's Schedule indicates when lunch is scheduled and to which lunch group the student is assigned. This is also included when printing the schedule.



Lunch Display on Student Schedule