

Period Setup Tool Rights

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The **Period Setup** tool is used by staff who are responsible for defining the periods in a school day, when they start and end, and whether they count towards instructional minutes.

See the [Period Setup](#) article to learn how to use this tool.

Period Setup ☆

[Scheduling & Courses](#) > [Calendar Setup](#) > [Period Setup](#)

Related Tools ^

Save Period Schedules

New Period Schedule

Delete Period Sched/Periods

Copy Period Sched/Periods

Period Schedule/Periods Editor

Name

Daily

Period Schedule Placement

	Daily
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
ACT	ACT

Period Schedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
Daily	1	<input type="checkbox"/>	347	415

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 0	1	07:40 AM	08:35 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 1	2	08:40 AM	09:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 2	3	09:45 AM	10:05 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 3	4	10:10 AM	11:05 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 4	5	11:05 AM	12:04 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 5	6	12:47 PM	01:41 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 6	7	01:46 PM	02:40 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 7	8	02:45 PM	03:35 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X ACT	9	04:00 PM	05:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 25-26 School Year

Exclude non-instructional periods

Exclude non-instructional minutes

Exclude time gaps between periods

School Day Preference for 25-26 School Year

Exclude non-instructional periods

Include non-instructional minutes

Include time gaps between periods

Scheduling & Courses > Calendar Setup > Period Setup

Users with access to create or modify periods should finish this work prior to the start of

school. Changes made after school starts can impact grades and attendance.

Available Tool Rights

R	W	A	D
Access and view information for each defined Period Schedule.	Make and save changes to the existing Period Schedule.	Add a new Period Schedule.	Delete a Period Schedule.

Suggested User Groups

- [Schedulers](#)

See [User Groups and Suggested Roles](#) for more information.