

Period Setup Tool Rights

Last Modified on 01/31/2025 11:20 am CST

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.

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

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

PeriodSchedule Info

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

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
✕ 0	1	07:40 AM	08:35 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✕ 1	2	08:40 AM	09:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 2	3	09:45 AM	10:05 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 3	4	10:10 AM	11:05 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 4	5	11:05 AM	12:04 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 5	6	12:47 PM	01:41 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 6	7	01:46 PM	02:40 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 7	8	02:45 PM	03:35 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 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
View information for each defined Period Schedule.	Make and save changes to 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.
