

Day Setup Tool Rights

Last Modified on 01/31/2025 12:59 pm CST

The **Day Setup** tool is used by staff who are responsible for defining calendar information to set parameters for each school year, including the start and end date of the school year and how school minutes will be handled.

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

Day Setup ☆
Scheduling & Courses > Calendar Setup > Day Setup
Related Tools ^

Save Day/Day Events
 Delete Day/Day Events
 Day Reset
 Print
 Print Rotation
 Multi Day Event

<<
September 2025
>>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

▼ Event on this Day

Day Detail

Date: 09/02/2025 Day #: 45

Period Schedule: Daily

School Day <input checked="" type="checkbox"/>	Instruction <input checked="" type="checkbox"/>	Attendance <input checked="" type="checkbox"/>
Start Time: <input type="text"/>	End Time: <input type="text"/>	Duration: <input type="text" value="0"/>

Comments:

Day Events

Type	Duration	Inst. Minutes
<input type="button" value="Add DayEvent"/>		

Blended Learning Groups ?

Scheduling & Courses > Calendar Setup > Day Setup

Users may need access to related tools to verify the following have been done for the selected calendar before using the Day Setup tool:

- [Calendar](#) dates are correct
- [Term](#) dates are correct
- [Periods and Period Schedules](#) are established

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> • View Day Setup • Print Calendar Days report • Print Calendar Days Rotation report 	<ul style="list-style-type: none"> • Add and save a new Day Event. 	<ul style="list-style-type: none"> • Add a Multi-Day Event • Perform a Day Reset 	<ul style="list-style-type: none"> • Delete Day/Day Events

Suggested User Groups

- [Schedulers](#)

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