

Day Setup Tool Rights

Last Modified on 12/14/2025 8:45 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.

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

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

Period Schedule
Daily

School Day
☒

Instruction
☒

Attendance
☒

Start Time

End Time

Duration
0

Comments

Day Events

Type
Add DayEvent

Duration

Inst. Minutes

Blended Learning Groups ?

Add Group

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"> • Access and view the Day Setup tool. • Print the Calendar Days report. • Print the 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.
