

## Calendars

### Calendars

Administrative users are able to create school calendars that affect how deadlines are calculated. Buildings can have their own building-specific calendar, otherwise each district will have a District Default calendar.

When deadlines are calculated for a student, they will be calculated based off the calendar that their current building uses. If a student is moved to a different building (i.e. when they move from middle school to high school), their deadlines will be recalculated based off the calendar for their new building (after a short delay).

If a building does not have a building-specific calendar, its deadlines will be calculated based on the District Default calendar. If a building has at least one building-specific calendar, deadlines will be calculated based on the building calendars. This means that once building-specific calendars are added for a building, an administrative user will need to maintain the calendars and continue to add new building calendars for each new school year or deadlines will not calculate correctly.

## Updating calendars

**Steps** *To update calendars:*

1. While logged in as an administrative user, navigate to **Settings > Building Calendars**.
2. Select the building you wish to update calendars for or choose to update the District Default calendar.
3. To add a calendar for a new year, under **Add A New School Year**, give the calendar a name, enter start and end dates, and click **Add**.
4. To add a break, under **Break/Day Off**, give the break a name, enter start and end dates, and click **Add**.
5. To delete an entire calendar, click the **Remove Calendar** button at the top right of the calendar. To remove a break, click the **X** next to the break line.