

Setting BWBRS Calendar Dates

Step 1: Go to Manage Settings

Click on School Menu > Manage Settings. This page allows you to set the Calendar Type (#1) which we strongly recommend you keep to "3 Semesters (Fall, Spring, & Summer)" even for schools with a winter term to minimize the number of times you'll need to advance positions, ask students to complete Community Learning Agreements, etc.

From this page, click on the Available Actions > Set Calendar Dates menu (#2).

Welcome J.
Saturday, August 18, 2012

Manage Settings

School Menu

- My Home Page
- Students
- Bonner Scholar Program
- Bonner AmeriCorps Program
- Reports
- Manage Staff
- Manage Settings**
- Manage Site Style

Name Allegheny College

Calendar Type 3 Semesters (Fall, Spring & Summer) 1

Page Title Allegheny's ACCEL Web-Based Reporting

Login Screen Text

Available Actions... 2
Set Calendar Dates

Login Screen Help

Step 2: Confirm Dates for Current Academic Year

You should confirm the dates set for the current academic year. These dates will affect the cut off for hour logs when viewed by month and semester. They can be changed at any time without causing any problems to the system.

Set Time Period Start Dates

Available Actions...

Semester Dates

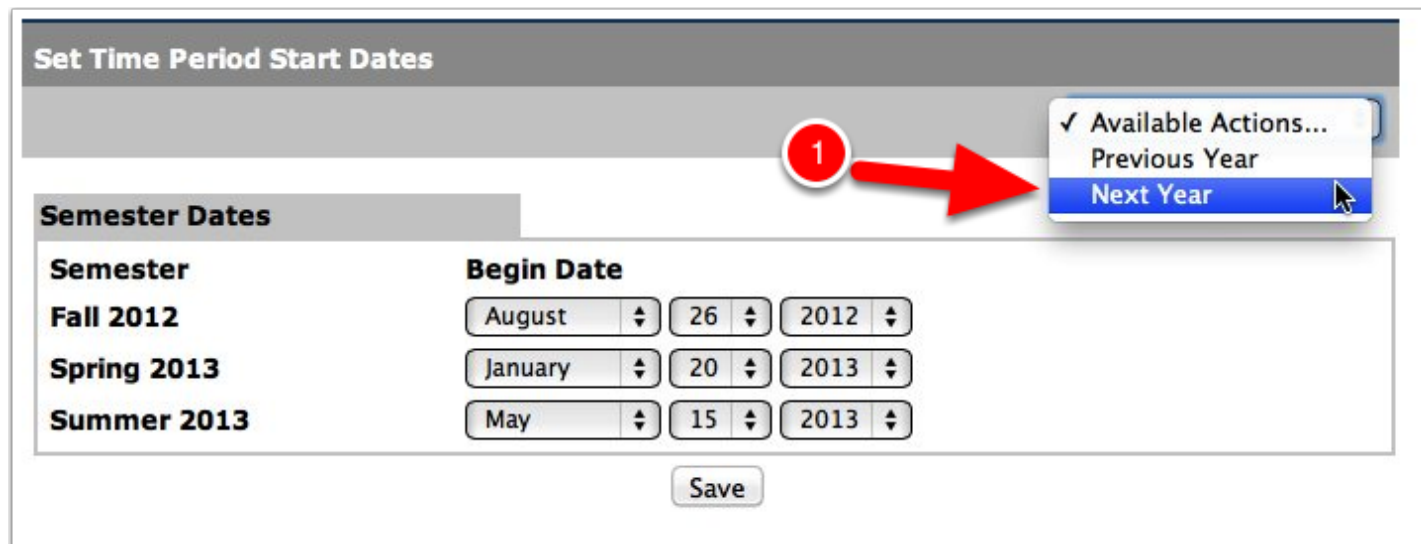
Semester	Begin Date
Fall 2012	August 26 2012
Spring 2013	January 20 2013
Summer 2013	May 15 2013

Save

Step 3: Set Dates for the Next Academic Year

This page will show you the semester start dates for the current school year. You can adjust these if you like at any time without causing any problems for the system.

From the next screen, you then click on the Available Actions > Next Year menu (#1).



Set Time Period Start Dates

Semester Dates

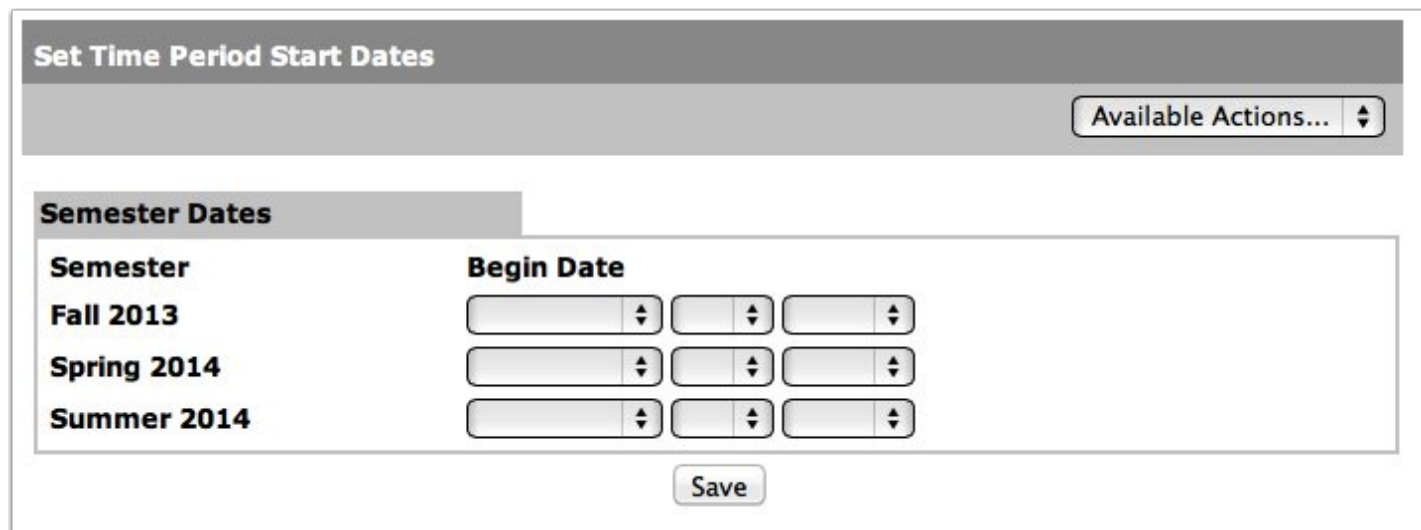
Semester	Begin Date
Fall 2012	August 26 2012
Spring 2013	January 20 2013
Summer 2013	May 15 2013

Available Actions...
Previous Year
Next Year

Save

From this page, you then add the start dates for each semester of the next school year (that is one year ahead of the current school year: set 2013-14 dates when you start the 2012-13 school year).

You need to do this because the system needs to know the last day of the current school year's summer semester, which it automatically sets as the day before the first day of the following fall semester. So, the Summer 2013 semester ends on the day before the Fall 2013 semester.



Set Time Period Start Dates

Semester Dates

Semester	Begin Date
Fall 2013	
Spring 2014	
Summer 2014	

Available Actions...

Save

You may even take another minute to set the dates for two academic years ahead of where you are today just to ensure that there are no problems in the future.

Set Time Period Start Dates

Available Actions... ▾

Semester Dates

Semester	Begin Date
Fall 2014	<div><div></div> ▾</div> <div><div></div> ▾</div> <div><div></div> ▾</div>
Spring 2015	<div><div></div> ▾</div> <div><div></div> ▾</div> <div><div></div> ▾</div>
Summer 2015	<div><div></div> ▾</div> <div><div></div> ▾</div> <div><div></div> ▾</div>

Save