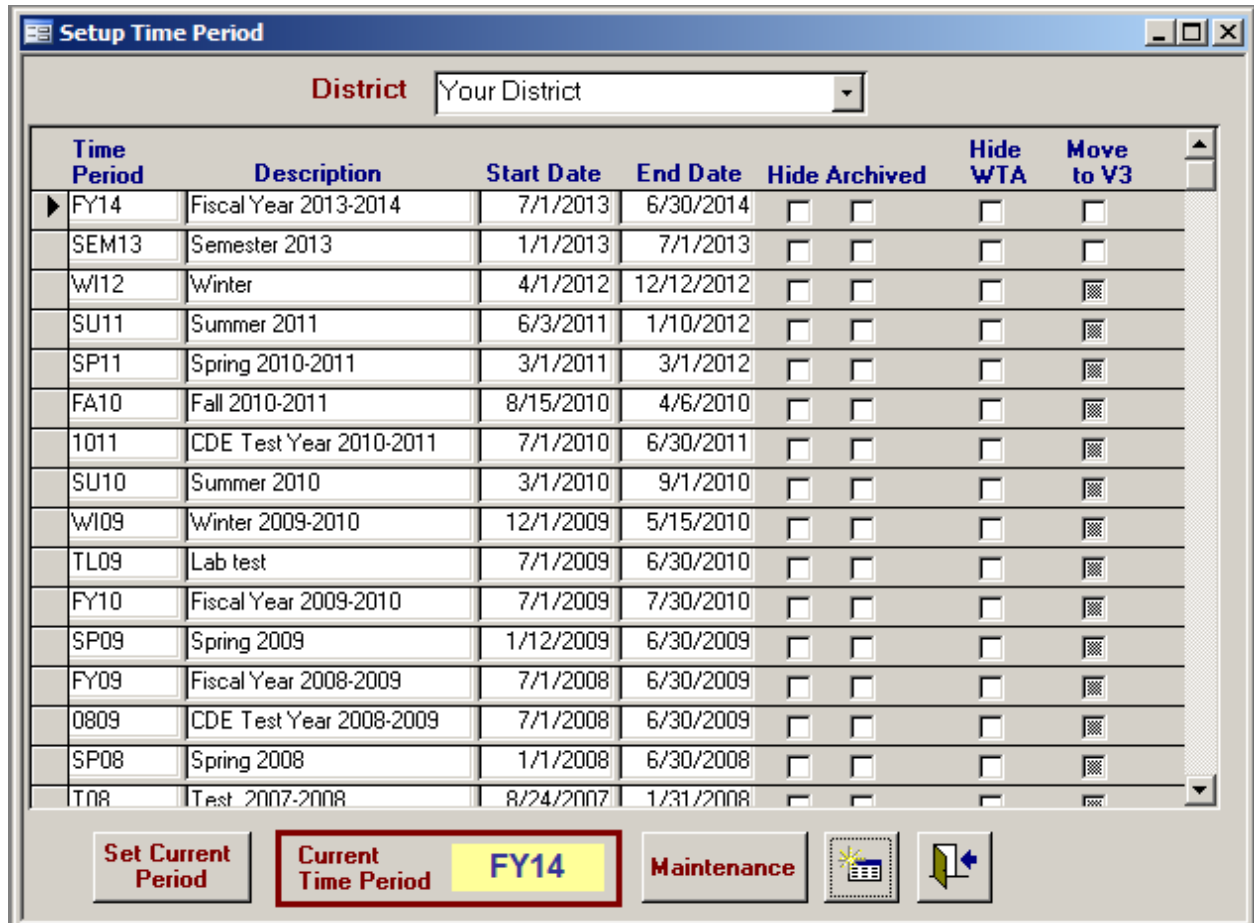


## Setup – Time Period

From the Main Switchboard, click on Setup. Click on the first button on the right-hand side: **Time Periods**.



The screenshot shows the 'Setup Time Period' window with a 'District' dropdown menu set to 'Your District'. Below is a table of time periods with columns for Time Period, Description, Start Date, End Date, Hide Archived, Hide WTA, and Move to V3. At the bottom, there are buttons for 'Set Current Period', 'Current Time Period' (highlighted with a red box and showing 'FY14'), and 'Maintenance', along with some utility icons.

Time Period	Description	Start Date	End Date	Hide Archived	Hide WTA	Move to V3
FY14	Fiscal Year 2013-2014	7/1/2013	6/30/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEM13	Semester 2013	1/1/2013	7/1/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W112	Winter	4/1/2012	12/12/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SU11	Summer 2011	6/3/2011	1/10/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SP11	Spring 2010-2011	3/1/2011	3/1/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FA10	Fall 2010-2011	8/15/2010	4/6/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T011	CDE Test Year 2010-2011	7/1/2010	6/30/2011	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SU10	Summer 2010	3/1/2010	9/1/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W109	Winter 2009-2010	12/1/2009	5/15/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TL09	Lab test	7/1/2009	6/30/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FY10	Fiscal Year 2009-2010	7/1/2009	7/30/2010	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SP09	Spring 2009	1/12/2009	6/30/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FY09	Fiscal Year 2008-2009	7/1/2008	6/30/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T0809	CDE Test Year 2008-2009	7/1/2008	6/30/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SP08	Spring 2008	1/1/2008	6/30/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T08	Test 2007-2008	8/24/2007	1/31/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

All Time Periods fall under a District. Users are normally given permission to view only their own District's Time Periods.

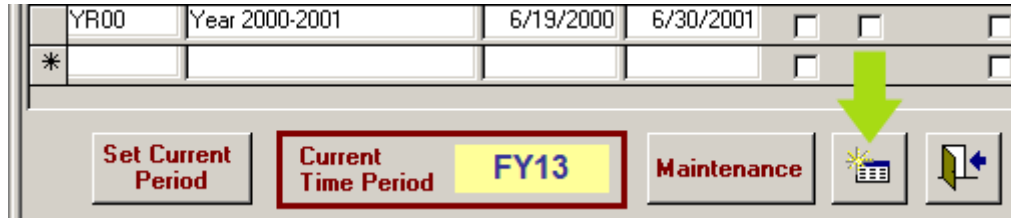
A Time Period is a way of grouping sections under a common "umbrella". Most schools use semesters or quarters or year-long time periods. You can have more than one Time Period, and they can overlap.

The beginning and ending dates are simply default dates for the sections. When you create the sections, you can change the section dates to whatever you wish, as long as they are within the date range that you specified on the Time Periods screen.

## Setup – Time Period

To create a new Time Period, go to the bottom of the list or click on the “Open Form” icon at the bottom of the screen:

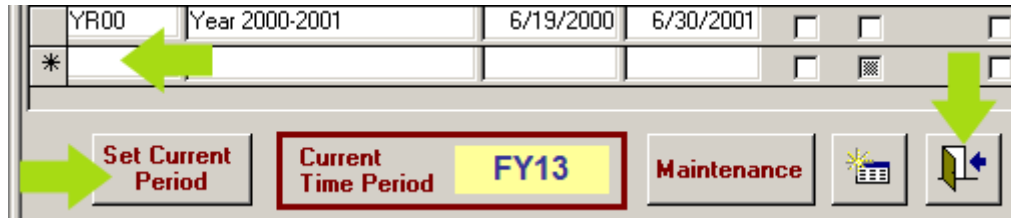
YR00	Year 2000-2001	6/19/2000	6/30/2001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Type a four- to six-digit code in the “Time Period” column, <Tab>, type a description, <Tab>, type a start date, <Tab>, type an end date.

To change a time period from this screen, click in the box next to the time period and click “Set Current Period.”

YR00	Year 2000-2001	6/19/2000	6/30/2001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



To exit the screen, click on the “Exit” button at the bottom.