

WHERE IS IT?

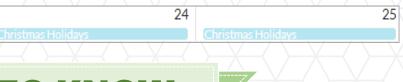
To access Holiday Management:

Administer > Advanced Options > Holiday Management

Create a holiday or non school day in MySchool

Manage your schools bank holidays, term holidays, and inset days. Clerks can input holidays into all MySchool users schedules.

- 1. Go to Holiday management in Administer > advanced options.
- 2. To add holidays to your schools calendar, then click 'create event'
- 3. There three mandatory fields required : Title, Date start/End, and School level
- 4. If you wish to cancel attendance then select 'Scheduled courses' Cancel
- 5. The description will appear on users My Schedules, if made publicly available.



+ Date

12/22/2018

🔎 Date

GOOD TO KNOW

- 1. Select the **start date** as the first missed school day of the holidays
- 2. The end date is the last school day of the holidays (i.e. Friday)
- 3. Weekends in the range will be included, but do not affect attendance data.
- 4. Summer holidays should <u>not</u> be entered (July Sept)
- 5. Holidays are full days. For half days or early finishes then it is not necessary
 - for Kinder & Primary Schools to enter these days.

Events

Description

Description

Christmas Holidavs

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Primary Middle Secondary

MySchool training