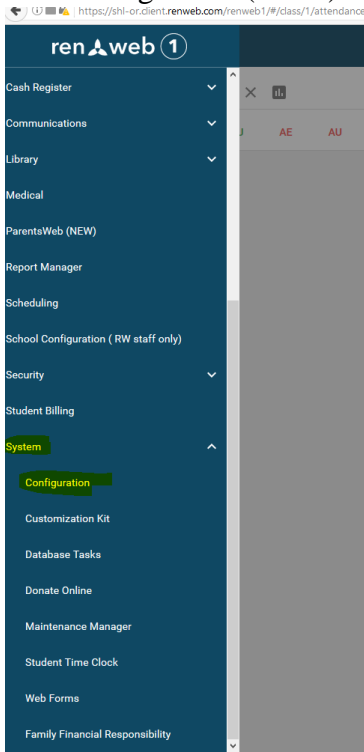
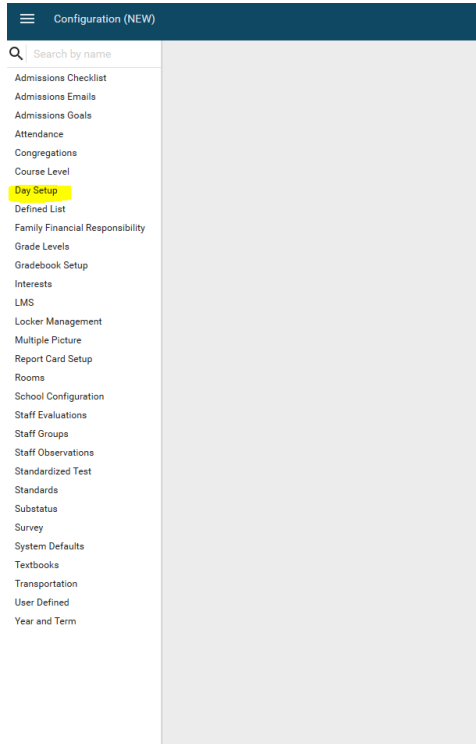


How to Change School Calendar

1. Log into RenWeb 1
2. System (it is at the very bottom!)
3. Configuration(NEW)



4. Under Configuration go to Day Setup



5. Select Template
6. Click in the Date Box
7. Choose the Date you wish to change
8. Change Day Type
9. Enter Day Title(Optional)
10. Change Attendance option if needed
11. Save to Current Template or All Templates if have more than one.

Day Setup Configuration

School Year

2017-2018 ▼

Template

Homeroom ▼

Date

08/30/2017

Day Type

- School Day
- No School (General)
- No School (Holiday)

Day Title

Schedule Day

0 ▼

Attendance

- No Attendance
- Full Day Last Period for Attendance (0=Full Day)
- Half Day

Childcare Day Type

Save to Current Template

Save to All Templates

Return

Automatic Schedule Day Setup (Rotation)

Term

Q1 ▼

Rotation Schedule (1,2,3)

Day 1 Title

Day 2 Title

Day 3 Title

Day 4 Title

Day 5 Title

Day 6 Title

Day 7 Title

Day 8 Title

Day 9 Title

Day 10 Title

Create Day Rotation

DONE!