

Calendar

Update Cycle Day

Calendar → Setup

Figure 1 – Calendar Setup Screen – The “Adjust Cycle Days” section is at bottom

Introduction to Cycle Days

All schools have a “schedule cycle”. There are several types of schedule cycles:

- Week cycle (5 day cycle, Monday, Tuesday, Wednesday, Thursday and Friday).
- Alpha Cycle – a 2 to 8 day cycle using letters as day names (“A”, “B”, “C”, “D”, “E”, “F”, “G”, “H”).
- Numeric Cycle – a 2 to 8 day cycle using numbers as the day names (“1”, “2”, “3”, “4”, “5”, “6”, “7”, “8”).

If a “days of the week” cycle is not used, a school must choose the number of days of the cycle (e.g. 3) and whether letter or number day names will be used.

Adjust Cycle Days

Occasionally, when using letter or number cycles, cycle days must be adjusted. This typically occurs when there is a snow day or other emergency closure. For example, a day which the Genesis Calendar assumes is going to be a “A” day must be adjusted “backward” to be a “C” day (e.g. in a 3 day letter cycle).

When a schedule day adjustment must be made, there are 4 parameters which must be set:

1. **Adjust Cycle Days Starting on this Date:** This is the start date for the change. This day – and all following days – will be updated.
2. **Schools:** Allows you to select “All Schools” or one specific school.
3. **Direction:**
 - o **Adjust Cycle Forward** – Add days to the cycle. If today is “A”, adding 2 days will make it a “C” day (if you have alpha cycle day names).
 - o **Adjust Cycle Backward** - Subtract days from the cycle. If today is “A”, and you have a 4 day cycle (“A”, “B”, “C”, “D”), subtracting 1 day will make it a “D” day.
4. **Days to Adjust:** The number of days to adjust the cycle.

Procedure to Adjust Cycle Days

1. Go to the **Calendar→Setup** screen
2. Locate the “**Adjust Cycle Days**” section at the bottom of the screen.
3. Set the four parameters:
 - a. **Adjust Cycle Days Starting on this Date:** – Start date for the change – e.g. “today”.
 - b. **Schools**– Your one school or all schools in the district
 - c. **Direction** – “Forward” or “Backward”
 - d. **Days to Adjust**– The number of days to adjust the cycle by.
4. Click the “**Adjust Cycle Days**” button.