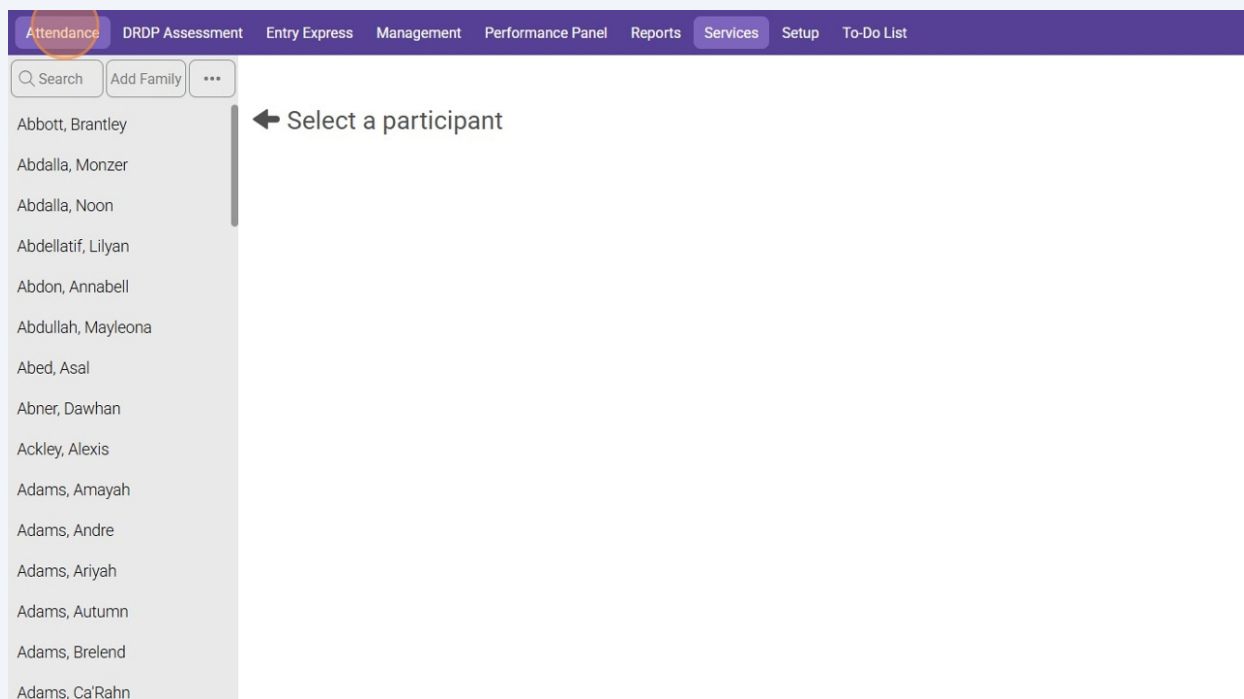


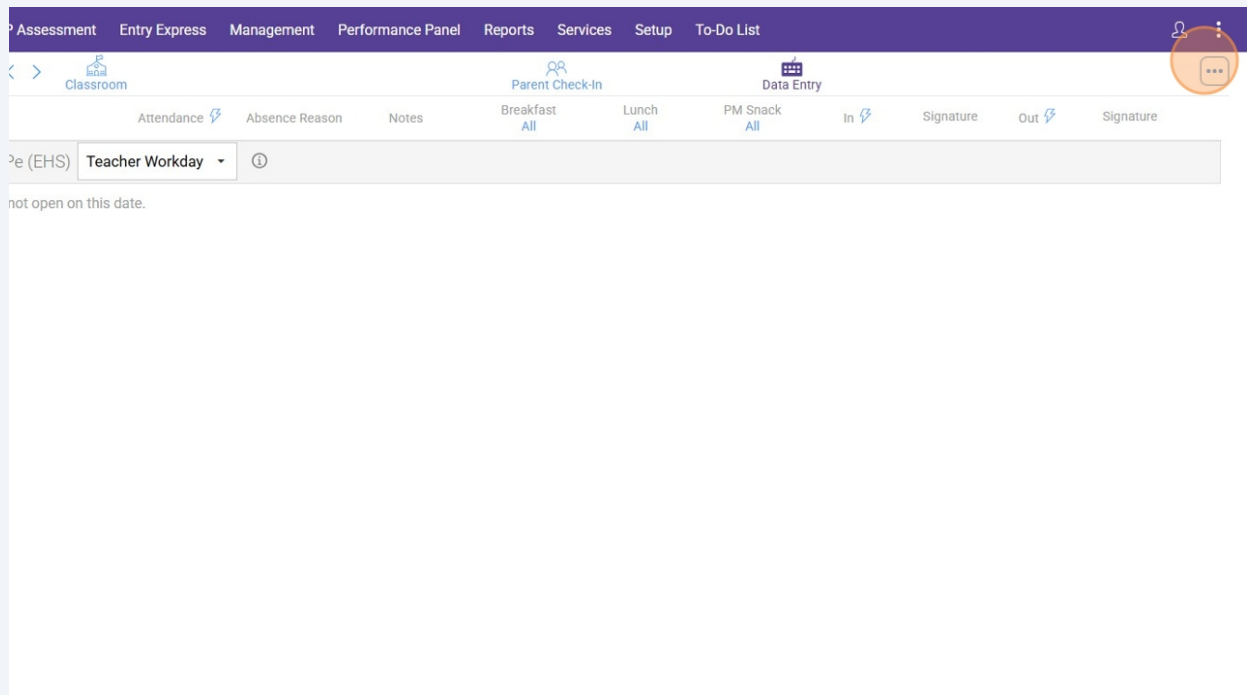
How To Check Classroom Calendars for Scheduled Closures and Virtual Days

This guide provides essential instructions for checking classroom calendars to stay informed about scheduled closures and virtual days. By following the steps, you'll be able to proactively manage any potential disruptions to your schedule and report discrepancies effectively.

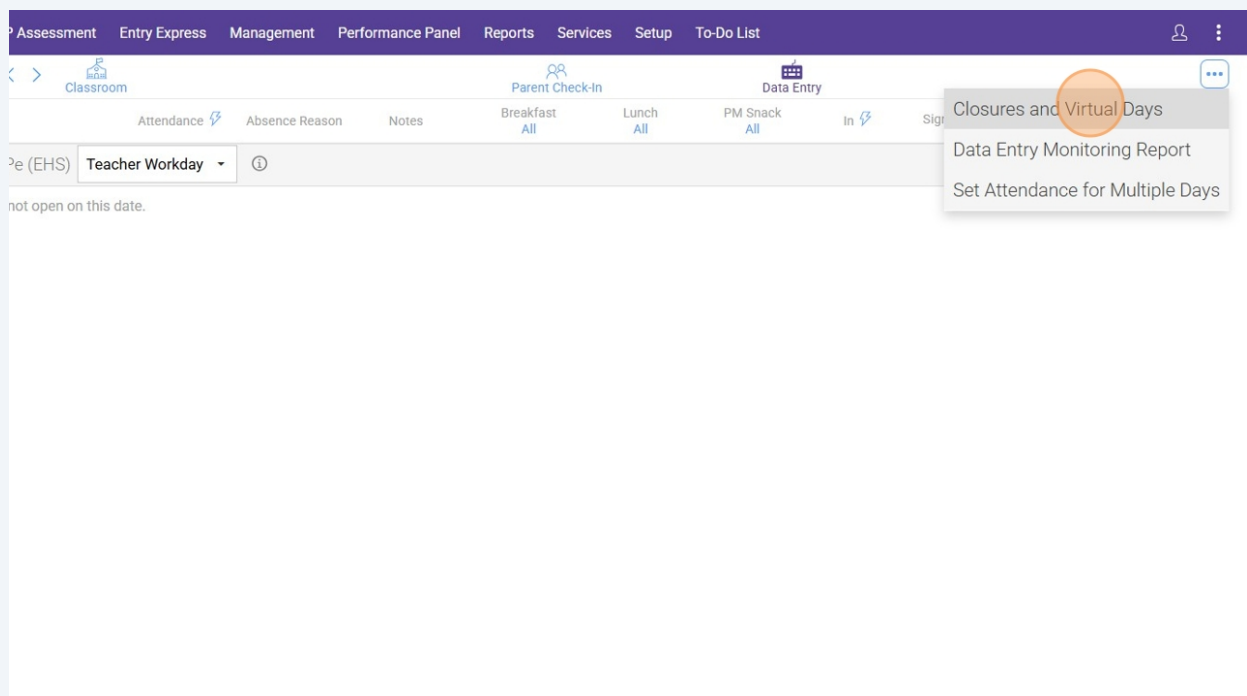
1 Click the "Attendance" module



2 Click on the three "more" dots



3 Select "Closures and Virtual Days" from the drop-down list



4 Click on the name of your school's calendar.

DRDP Assessment Entry Express Management Performance Panel Reports Services Setup To-Do List

Classroom

Attendance Absence

DX-Pe (EHS) Teacher Workday

Room is not open on this date.

Closures and Virtual Days

Use this feature to schedule holidays, teacher workdays, virtual attendance days, unexpected closures and other occasions where one or more classrooms will deviate from the normally scheduled operating days that are defined in the Program Term settings for each classroom.

Add Schedule

Closures and Virtual Days

School Year ↑	Name
2024 - 2025	Findlay
2024 - 2025	Aullwood
2024 - 2025	Bear Elementary
2024 - 2025	Dixie (Full Year)
2024 - 2025	Dixie (Part Year)
2024 - 2025	ECEC (Part Year)
2024 - 2025	Fulton
2024 - 2025	ECEC (Full Year)
2024 - 2025	Goodwill Easterseals (Full Year)
2024 - 2025	Goodwill Easterseals (Part Year)
2024 - 2025	Hope Center (TIP) (Full Year)
2024 - 2025	Kings Highway (Full Year)
2024 - 2025	Kings Highway (Part Year)



Tip! If your school has classrooms that follow a different schedule, such as full year and part year, there will be multiple calendars for your school. Verify that you are clicking on the correct calendar.

5

Review LOCATIONS at the top of the calendar page. This will confirm which classrooms this calendar is for.

You can click the arrows by the month name for see future or past months.

The screenshot shows a web interface for managing a calendar. On the left, there's a sidebar with 'Participant' and 'Attendance' tabs. The main area displays a calendar for March 2025. At the top, there's a 'Name Required' field with 'Findlay' entered. Below it, 'School Year' is '2024 - 2025' and 'Location' is 'PS 2024-2025' with sub-options 'Miami Valley Child Dev Centers' and 'Findlay - All Classrooms'. A message states: 'Select one or more dates in the calendar below, then apply the appropriate status. For dates that are not given a status, each classroom will follow its own schedule as defined in the Program Term settings for that classroom.' The calendar grid shows dates from 23 to 31. A legend on the right indicates status options: Canceled (gray), Closed (red), Holiday (green), Teacher Workday (blue), and Virtual (purple). The dates 24, 25, 26, 27, and 28 are highlighted in blue. At the bottom, there's a 'Set selected dates to:' dropdown, 'Apply', 'Clear Selection', 'Print', 'Save', and 'Cancel' buttons. A red circle highlights the navigation arrows next to 'March 2025'.



Alert! If you see future dates where your classroom(s) will be closed, but are not marked as such in the Closures and Virtual Days calendar, please submit a ticket via the MVCDC SUPPORT websites (<https://mvcdc.deskpro.com/>) requesting the specific dates be marked as one of the items below:

- Cancelled (when a classroom was scheduled to be open was not)
- Closed (when this is not a typically scheduled school day)
- Holiday
- Teacher Workday (when no students attend , but teachers still come in)