



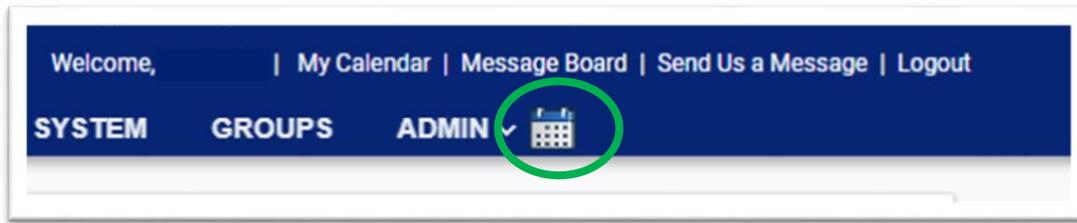
## Tip Sheet: Customizing Reporting Periods for the Progress Report Wizard

There are two separate calendars in ECATS.

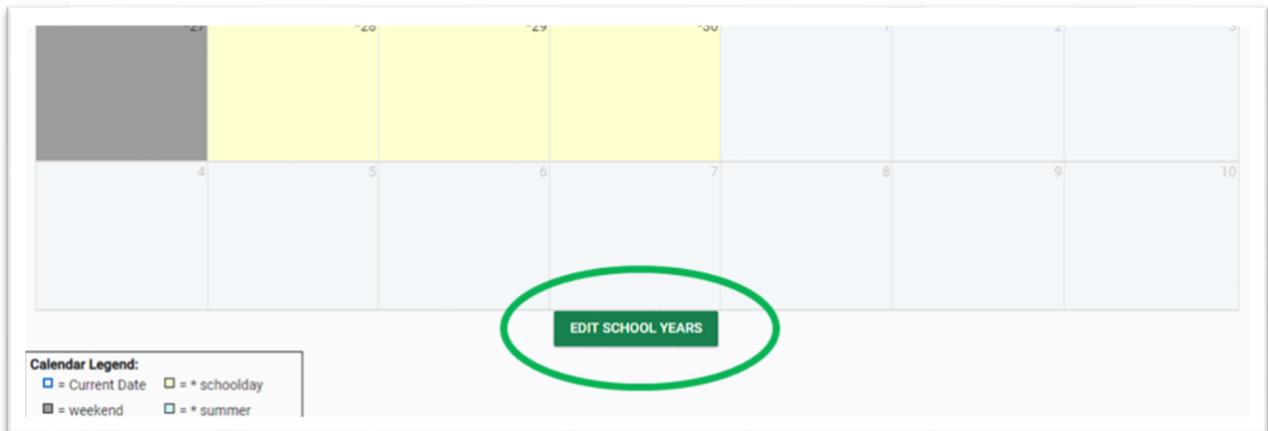
- School Calendar
  - Reporting periods auto-populated from PowerSchool Years and Terms
  - Used for generating individual progress reports on the Documents tab
  - School-level Progress Reports
- School System Calendar
  - Reporting periods customized locally by LEA Admin 4 and LEA Data Manager
  - Used for generating batches of progress reports using the Progress Report Wizard
  - System-level Progress Reports

This Tip Sheet provides the instructions for customizing the ECATS School System Calendar in order to enable local Reporting Periods for System-level Progress Reports using the Progress Report Wizard.

1. From the Main Menu, click the Calendar icon on the far right of the menu bar.



2. This is the School System Calendar. Scroll down and click 'Edit School Years'.



3. Scroll to the current school year and find the 'Report Periods' column. Click the Edit button.

Del	Locked	School Year	Begin Date	End Date	Cal Days	Sch Days	Report Periods
<input type="checkbox"/>		2019-2020	07/01/2019	06/30/2020	366	262	EDIT
<input type="checkbox"/>		2020-2021	07/01/2020	06/30/2021	365	261	EDIT



## Tip Sheet: Customizing Reporting Periods for the Progress Report Wizard

- To enter Reporting Periods, click the 'Add Another Reporting Period' button.

Edit 2020-2021 Reporting Period Schedule

ADD ANOTHER REPORTING PERIOD

- Enter the Reporting Period Name (required, e.g. "Quarter 1") and date range (optional). Click the 'Add Another Reporting Period' button.

Edit 2020-2021 Reporting Period Schedule

Del	Reporting Period	Reporting Period Name	Begin Date	End Date	Due Date	ESY
<input type="checkbox"/>	1	Reporting Period 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

NOTE: If you delete a given reporting period, ALL higher numbered reporting periods will also be deleted.

UPDATE THE DATABASE

AUTO-FILL BEGIN AND END DATES

ADD ANOTHER REPORTING PERIOD

- Repeat Step 5 for each Reporting Period needed.
- When all Reporting Periods are entered, click 'Update the Database'.

Edit 2020-2021 Reporting Period Schedule

Del	Reporting Period	Reporting Period Name	Begin Date	End Date	Due Date	ESY
<input type="checkbox"/>	1	Reporting Period 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	Reporting Period 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	Reporting Period 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	4	Reporting Period 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

NOTE: If you delete a given reporting period, ALL higher numbered reporting periods will also be deleted.

UPDATE THE DATABASE

AUTO-FILL BEGIN AND END DATES

ADD ANOTHER REPORTING PERIOD