Periods
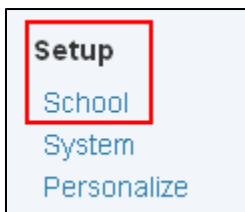
Periods for the school year are set up in `Years and Terms` when setting up information for the year. Periods are used in combination with days to create schedule information. This document will walk you through changing the name, abbreviation, and sort order of the periods at your school.

Important: It is recommended that you not change the number of periods or days during the school year, after the schedule has been created. If your school needs to make changes to periods or days after the schedule has been created, or if the school year has started, log a ticket with the HBSC.

Navigation: Start Page > School > Scheduling > Periods

Renaming Periods

1.   On the `Main Menu` under `Setup,` click `School.`

2.   Under `Scheduling,` click `Periods.`

Note: The following fields appear with information populated based on the number of periods entered on the `Years and Terms` screen. This information must be edited for the state of NC because only numeric values are used for period `Names` and `Abbreviations`.

Periods

This is how the **Periods** screen looks initially.

Period Number	Name	Abbreviation	Sort
☰ 1	Period 1	P1	1
☰ 2	Period 2	P2	2
☰ 3	Period 3	P3	3

This is how the **Periods** screen should look

Period Number	Name	Abbreviation	Sort
☰ 1	1	1	1
☰ 2	2	2	2
☰ 3	3	3	3
☰ 4	4	4	4
☰ 5	5	5	5

3. Click the blue hyperlink for either **Name** or **Abbreviation**.

Edit Period

Label	Value
School Name	
School Year	2013-2014
Period Number	1
Period Abbreviation	1
Period Name	1

Submit

4. Verify and edit information:
   a. **School Name** = Auto Populates
   b. **School Year** = Auto Populates from Years and Terms
   c. **Period Number** = Auto Populates
   d. **Period Abbreviation** = Rename to numeric value only
   e. **Period Name** = Rename to numeric value only
5. Click **Submit.**

Changing the Sort Order for Periods

1. On the `Start Page` under `Setup,` click `School.`
2. Under `Scheduling,` click on `Periods.`
3. Drag and drop the period you wish to move.
4. Repeat Step 3 for each period you want to move.
5. Click **Submit**.

Note: Period `Name` and `Abbreviation` will not change, just the sort order.