

## Years and Terms Setup

This document details following processes to the setup of **Years and Terms** for your school:

- [Defining the Entire School Year](#)
  - [Years](#)
  - [Terms](#)
- [Setting Up Periods and Days](#)
- [Defining Terms Within the Full Year](#)

**Years and Terms** in PowerSchool affect several areas such as calendar setup, scheduling, enrollments, and final grades. The terms created on this page are scheduling terms; these are terms such as yearlong, semester, and quarter. At least one term, full year, must be set up in PowerSchool in order for your school to operate. Additional **Years and Terms** offered during the school year must be set up after the yearlong term is created. Determine what **Years and Terms** you will need for your school before beginning the process of setup.

### Recommended Best Practices for setting up Years and Terms:

- There should not be any date gaps between the terms. (e.g.: if Semester 1 ends on the 10th and Semester 2 starts on the 13th enter the 12th for the Semester 1 end date). **Do not** pad.
- **Abbreviation** is last 2 characters of the year, for e.g.: 14-15, to indicate 2014-2015.
- Dates must span the earliest first day of school in your LEA to the last school day in your LEA.
- Dates should be verified before EOY or committing the schedule.

## Defining the Entire School Year

### Years

To define the Entire School Year:

**Navigation:** Start Page > Select appropriate **Term** > **School** > **Scheduling** section > **Years & Terms**

Scheduling	Description
Constraints	Define scheduling constraints for students.
Course Groups	Define course groups for use with Graduation Sets.
Courses	Manage information about individual courses active in this school.
Terms	Define school years and terms for the current school year.
Sections	Create and manage unique sections by course.
Years & Terms	Define term names and abbreviations with term beginning and ending dates.

## Years and Terms Setup

1. Click **New**.

HOME BASE NC STUDENT INFORMATION SYSTEM

Welcome, [User Name] | Help | Sign Out

School: Example High Term: 14-15 Year

Start Page > School Setup > Years & Terms

Setup  
School  
System  
Personalize

### Years & Terms

Year	Abbrev.	1st Day	Last Day	Edit Terms
2011-2012	11-12	08/01/2011	06/15/2012	Edit Terms
2012-2013	12-13	08/07/2012	05/23/2013	Edit Terms

**Create New School Year**

		Example Entry
Name of School Year	2014-2015	2001-2002
Abbreviation	14-15	01-02
First Day of School	8/25/2014 (MM/DD/YYYY)	08/23/2001
Last Day of School	6/18/2015 (MM/DD/YYYY)	06/05/2002

Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.

Submit

**Note:** You may see previous **Years and Terms** here.

**Note:** The **First Day of School** and **Last Day of School** fields should contain the first and last date the student will be physically in school, respectively. To change/correct a newly added School Term, contact [Home Base Support Center](#) for assistance.

2. At the **Create New School Year** screen, enter required information.
  - a. **Name of School Year** = School Year Name (e.g. 2013-2014).
  - b. **Abbreviation** = Enter the year abbreviation for the school year (e.g. 13-14).
  - c. **First day of School** = Enter the first date of the year using the format mm/dd/yyyy
  - d. **Last Day of School** = Enter the ending date of the year using the format mm/dd/yyyy

## Years and Terms Setup


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**Important:** Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the **Submit** button.

3. Click **Submit**.

### Create New School Year

		Example Entry
Name of School Year	<input type="text" value="2014-2015"/>	2001-2002
Abbreviation	<input type="text" value="14-15"/>	01-02
First Day of School	<input type="text" value="8/25/2014"/> <small>(MM/DD/YYYY)</small>	08/23/2001
Last Day of School	<input type="text" value="6/12/2015"/> <small>(MM/DD/YYYY)</small>	06/05/2002



Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.

**Submit**

**Important:** Once the Year information is set up, edit **Years and Terms** to set up the periods and days for your school. Information from the previous year will appear in the **Periods** and **Days**, but can be changed at the time of setup for the next year.

## Years and Terms Setup

### Terms

**Navigation:** At School level, select appropriate **Term** > **School** > **Scheduling** section > **Years & Terms** >

**Years & Terms**

Year	Abbrev.	1st Day	Last Day	Edit Terms
2012-2013	12-13	08/07/2012	06/17/2013	<a href="#">Edit Terms</a>
2013-2014	13-14	08/26/2013	06/17/2014	<a href="#">Edit Terms</a>
2014-2015	14-15	08/25/2014	06/18/2015	<a href="#">Edit Terms</a>

Note: This list of school years applies to High only.

**Edit Term**

Field	Value
Name of Term	2014-2015
Abbreviation	14-15 (example: Q1) Note: This abbreviation must start with a letter. Do not use a number by itself.
First Day of Term	08/25/2014 (MM/DD/YYYY)
Last Day of Term	06/18/2015 (MM/DD/YYYY)
What portion of the school year does this term represent?	Full year
Import File Term #	0

**Submit**

1. At the **Years & Terms** screen, select **Edit Terms** for the appropriate year. Fill in necessary information to define specific terms:
  - **Name of Term** = Enter the name of the term, which indicates when it occurs during the academic year.
  - **Abbreviation** = Enter an abbreviation for the term. For example, enter **S1** for Semester 1.
  - **First Day of Term** = Enter the date of the first day of the term using the format mm/dd/yyyy.
  - **Last Day of Term** = Enter the date of the last day of the term using the format mm/dd/yyyy.
  - **What portion of the school year does this term represent?** = Select the fraction of the school year which is represented by this term for the school year.
  - **Import Files Term #** = This field must be populated in order to import student schedules, other scheduling functions, and historical information. The import file number will be displayed once all term fields are completed and saved.
2. Click **Submit**.

**Note:** The import file number is displayed once all term fields are completed and saved.

3. Enter the import file number in the **Import Files Term #** field.
4. Click **Submit**.

Repeat steps 1-4 until all terms are set up.

### Setting Up Periods and Days

To Setup Periods and Days:

1. Click the **Year** link under the **Year and Term** screen.

#### Edit School Year

Option	Value
Name of School Year	<input type="text" value="2014-2015"/> (example: 2000-2001)
Abbreviation	<input type="text" value="14-15"/> (example: 00-01)
First Day of School	08/25/2014
Last Day of School	06/12/2015
Periods	<input type="text" value="6"/>
Days	<input type="text" value="1"/>

Submit

2. Verify Name of School Year, Abbreviation, First Day of School, and Last Day of School and adjust **Periods** and **Days** for the current school year.
3. Click **submit**

Refer to **PS\_QRD\_Periods** (located under [http://www.nc-sis.org/school\\_information.html](http://www.nc-sis.org/school_information.html)) for additional information on configuring Period and Days for your school.

### Defining Terms Within the Full Year

To define terms with a Full Year:

**Navigation:** Start Page > School > **Scheduling** section > Years and Terms > **Edit Terms** link.

1. Click **NEW** to add new term information.

#### Years & Terms

New				
Year	Abbrev.	1st Day	Last Day	Edit Terms
2012-2013	12-13	08/07/2012	05/23/2013	Edit Terms
2013-2014	13-14	08/26/2013	06/17/2014	Edit Terms
2014-2015	14-15	08/25/2014	06/18/2015	Edit Terms

Note: This list of school years applies to **PS-QRD** only.

#### Term Setup

New	
2014-2015	
08/25/2014 - 06/18/2015	
Semester 1	Semester 2
08/25/2014 - 01/27/2015	01/28/2015 - 06/18/2015

**Note:** The full year information will already be defined after setting up the school year process has been completed.

## Years and Terms Setup

2. Select the appropriate term and fill in necessary information to define specific terms:

Field	Value
Name of Term	Semester 1
Abbreviation	S1 (example: Q1) <small>Note: This abbreviation must start with a letter. Do not use a number by itself.</small>
First Day of Term	08/25/2014 (mm/dd/yyyy)
Last Day of Term	01/27/2015 (mm/dd/yyyy)
What portion of the school year does this term represent?	1/2
Import File Term #	0

**Submit**

- a. Name of Term** = Enter the name of the term, which indicates when it occurs during the academic year.
- b. Abbreviation** = Enter an abbreviation for the term. For example, enter **S1** for Semester 1.
- c. First Day of Term** = Enter the date of the first day of the term using the format mm/dd/yyyy.
- d. Last Day of Term** = Enter the date of the last day of the term using the format mm/dd/yyyy.
- e. What portion of the school year does this term represent?** = Select the fraction of the school year which is represented by this term for the school year.
- f. Import Files Term #** = This field must be populated in order to import student schedules, other scheduling functions, and historical information. The import file number will be displayed once all term fields are completed and saved.

**Note:** The import file number is displayed once all term fields are completed and saved.

3. Click **Submit**.
4. Enter the import file number in the **Import Files Term #** field.
5. Click **Submit**.

Repeat steps 1-3 of [Defining Terms Within the Full Year](#) section until all terms are set up.

**Important:** The LEA must setup a Year/Terms that encompass the earliest first day of a school and the latest last day of a school. The LEA should *not* setup semesters or terms

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