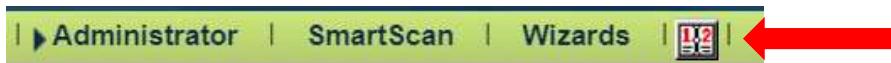# Updating the EDPlan Calendar

Considering recent events and school closures due to Coronavirus/COVID 19, remember to update the EDPlan district calendar to accurately reflect non-school days. This will recalculate the due date for any initial evaluations that may be currently in progress and would have been due during the time the district is not in session.

EdPlan Administrators Instructions for editing the district calendar:

1. Click the calendar icon in the green menu bar.

2. Click on a day to open the 'Edit Day Type' screen.
3. Select 'Non School Day' from the Day Type drop list.
4. Enter a label describing the reason for the non- school day.

Level	Day Type	Label
School System	Non School Day ▼	school closure - COVID 19

OR

5. Enter a range of dates rather than entering each day individually.

NOTE: To change the **Day Type** and **Label** for multiple days at once, please enter a date range in the format mm/dd/yyyy - mm/dd/yyyy. You can also enter multiple date ranges separated by a comma. If you use this feature, the day that you selected in the calendar (3/30/2020) will only be included if occurs in one of the date ranges you enter. Also note that if you add any calendar entries below (where it says "New Calendar Entries:"), they will only be added to the date 3/30/2020, not to dates in the date ranges you enter here.

3/23/2020-04/05/2020

6. Click 'Update the Database' to save your changes.