

Attendance Calendar

The Attendance Calendar screen is used to set the days that classes are in session, as well as set school holidays or in-service days. Setting up the attendance calendar correctly is imperative for attendance to function properly in Focus.

If your school uses a rotation schedule, the rotation days are also set on the attendance calendar. For Texas districts or other districts where the FTE period for attendance varies by day, the FTE period is set on each school day on the attendance calendar. Multiple attendance calendars can be set up for a school, which is especially useful for schools that have multiple rotation schedules or post-secondary schools where students have different school days.

Attendance calendars and/or calendar dates can be copied from one school to another. It may be useful to create a default district attendance calendar in one school and copy the attendance calendar and/or calendar dates to the rest of the schools using the [Copy School](#) feature.

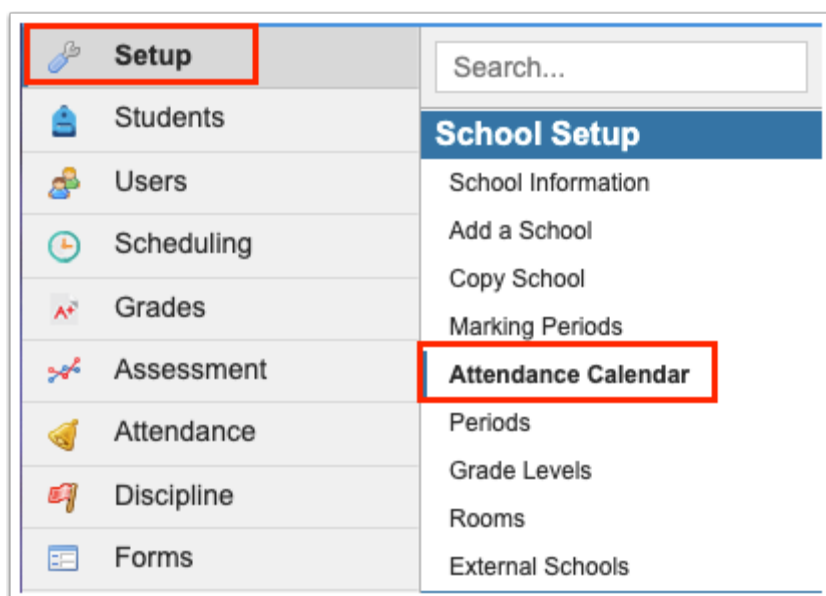
A calendar is assigned to a student in the [Enrollment](#) record, while a calendar is assigned to a section in [Courses & Sections](#).



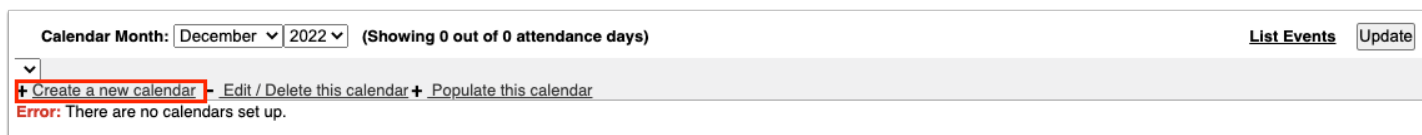
School or district events are now set up in Users > [Calendar](#).

Creating a New Attendance Calendar

1. In the **Setup** menu, click **Attendance Calendar**.



2. Click **Create a new calendar**.



3. Enter a **Title** for the calendar.

i "Default" is the preferred calendar title for the calendar that will be used by the majority of schools.

4. To make this calendar the default for the school, select **Default Calendar for this School**.

One calendar must be set as the default. The default calendar will be selected by default when adding a new student to the school and when adding a new section of a course.

5. Select the dates for the first day of school and the last day of school.

6. Select the days that are typically school days. In most cases, leave **Monday** through **Friday** selected. Focus will auto-populate the calendar with Monday through Friday selected as school days.

7. Click **OK**.

Create a new calendar

TitleDefault

☒ Default Calendar for this School

FromAugust102023

ToMay242024

☐ Sunday
☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☒ Friday
☐ Saturday

OK

Cancel

The calendar is displayed. Green check marks are populated on the school days selected in the previous step.

Calendar Month: August2023 (Showing 16 out of 207 attendance days)

List Events

Update

Default

Create a new calendar

Edit / Delete this calendar

Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8. For school holidays or in-service days, click the green check mark on the day to select it for editing, then click it again to deselect the check box. This removes the day as an attendance day.

Calendar Month:
September
2023
(Showing 21 out of 207 attendance days)
List Events
Update

Default
+ Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9. Click **Update** to save the changes. Be sure to click Update before navigating to a different month or year.

Calendar Month:
September
2023
(Showing 21 out of 207 attendance days)
List Events
Update

Default
+ Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

10. Use the month and year pull-downs to navigate to a different month or year of the calendar.

Calendar Month: **September** 2023 (Showing 20 out of 206 attendance days) [List Events](#) [Update](#)

Default [+ Create a new calendar](#) - [Edit / Delete this calendar](#) + [Populate this calendar](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	6 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	8 <input checked="" type="checkbox"/>	9 <input type="checkbox"/>
10 <input type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/>	13 <input checked="" type="checkbox"/>	14 <input checked="" type="checkbox"/>	15 <input checked="" type="checkbox"/>	16 <input type="checkbox"/>

Populating Dates on an Existing Calendar

The "Populate this calendar" link is used to populate dates on an existing calendar. This may be used if the calendar was rolled from one year to the next, and the dates need to be updated.

1. Select the calendar from the pull-down at the top-left corner of the screen.

Calendar Month: **August** 2023 (Showing 0 out of 0 attendance days) [List Events](#) [Update](#)

Standard District Calendar [+ Create a new calendar](#) - [Edit / Delete this calendar](#) + [Populate this calendar](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>
13 <input type="checkbox"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>

2. Click **Populate this calendar**.

Calendar Month: August 2023 (Showing 0 out of 0 attendance days) List Events Update

Standard District Calendar ▼

+ Create a new calendar - Edit / Delete this calendar + **Populate this calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

- Select the dates for the first day of school and the last day of school.
- Select the days that are typically school days. In most cases, leave **Monday** through **Friday** selected. Focus will auto-populate the calendar with Monday through Friday selected as school days.
- Click **OK**.

Populate this calendar

Choose the first day of school and the last day of school.
Then, click "OK", and each weekday will be added to your calendar as a day which school meets.
Then, you must simply un-check each holiday on the calendar.

From August 10 2023 To May 24 2024

☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday

OK Cancel

The updated calendar is displayed. Green check marks are populated on the school days selected in the previous step.

Calendar Month:
August
2023
(Showing 16 out of 207 attendance days)
List Events
Update

Standard District Calendar
+ Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

6. For school holidays or in-service days, click the green check mark on the day to select it for editing, then click it again to deselect the check box. This removes the day as an attendance day.

Calendar Month:
September
2023
(Showing 21 out of 207 attendance days)
List Events
Update

Standard District Calendar
+ Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

7. Click **Update**. Be sure to click Update before navigating to a different month or year.

Calendar Month: September ▼ 2023 ▼ (Showing 21 out of 207 attendance days) List Events Update

Standard District Calendar ▼
 + Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

8. Use the month and year pull-downs to navigate to a different month or year of the calendar.

Calendar Month: September ▼ 2023 ▼ (Showing 21 out of 207 attendance days) List Events Update

Standard District Calendar ▼
 + Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9

Populating Rotation Days on a Calendar

If your school uses a rotation schedule, rotation days can be automatically populated on the calendar. Then, rotation days can be manually tweaked as needed. Rotation days should be populated after holidays and in-service days have already been deselected on the calendar so that these days are skipped. Only users with the profile permission "Allow editing rotation days" as well as the View and Edit permission to Attendance Calendar can populate rotation days.

! In Setup > System Preferences > [Scheduling](#) tab, ensure the preferences "Advanced Rotation" and "Rotation Day Label" are set correctly before populating the calendar with rotation days.

School Preferences Default School Preferences Default User Preferences District Preferences Single Sign-on

General Grading Attendance Enrollment Scheduling Localization

Advanced Rotation 2 day rotation ☐ (No)

Rotation Day Label Letter ☐ (Number)

1. Select the calendar from the pull-down at the top-left corner of the screen.

Calendar Month: August 2023 (Showing 16 out of 206 attendance days) List Events Update

Default - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <input type="checkbox"/> N/A	2 <input type="checkbox"/> N/A	3 <input type="checkbox"/> N/A	4 <input type="checkbox"/> N/A	5 <input type="checkbox"/> N/A
6 <input type="checkbox"/> N/A	7 <input type="checkbox"/> N/A	8 <input type="checkbox"/> N/A	9 <input type="checkbox"/> N/A	10 <input type="checkbox"/> N/A	11 <input checked="" type="checkbox"/> N/A	12 <input checked="" type="checkbox"/> N/A
13 <input type="checkbox"/> N/A	14 <input type="checkbox"/> N/A	15 <input checked="" type="checkbox"/> N/A	16 <input checked="" type="checkbox"/> N/A	17 <input checked="" type="checkbox"/> N/A	18 <input checked="" type="checkbox"/> N/A	19 <input type="checkbox"/> N/A

2. Click **Populate this calendar**.

Calendar Month: August 2023 (Showing 16 out of 206 attendance days) List Events Update

Default - Edit / Delete this calendar + **Populate this calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <input type="checkbox"/> N/A	2 <input type="checkbox"/> N/A	3 <input type="checkbox"/> N/A	4 <input type="checkbox"/> N/A	5 <input type="checkbox"/> N/A
6 <input type="checkbox"/> N/A	7 <input type="checkbox"/> N/A	8 <input type="checkbox"/> N/A	9 <input type="checkbox"/> N/A	10 <input type="checkbox"/> N/A	11 <input checked="" type="checkbox"/> N/A	12 <input checked="" type="checkbox"/> N/A
13 <input type="checkbox"/> N/A	14 <input type="checkbox"/> N/A	15 <input checked="" type="checkbox"/> N/A	16 <input checked="" type="checkbox"/> N/A	17 <input checked="" type="checkbox"/> N/A	18 <input checked="" type="checkbox"/> N/A	19 <input type="checkbox"/> N/A

3. Click **Rotation Days**.

School Days

Rotation Days

Populate this calendar

Choose the first day of school and the last day of school. Then, click "OK", and each weekday will be added to your calendar as a day which school meets. Then, you must simply un-check each holiday on the calendar.

From

N/A

N/A

N/A

 To

N/A

N/A

N/A

☐ Sunday
☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☒ Friday
☐ Saturday

OK

Cancel

- Select the first day of school and the last day of school.
- Select the rotation day for the first day of school in the **Block** pull-down.
- Click **OK**.

School Days

Rotation Days

Populate this calendar

Choose a start date an end date, and a rotation day. Then, click "OK," and the start date you choose will be marked with the selected rotation day. The next day on your calendar will be marked as the next rotation day and the following days (until the end date) will be marked with alternating rotation days. School Days should be populated on your calendar first. Holidays will be skipped, and the rotation will continue after the holiday.

Start Date

August

10

2023

 End Date

May

24

2024

Block

A

OK

Cancel

The calendar is displayed, populated with rotation days on the days school is in session.

Calendar Month:

August

2023

 (Showing 16 out of 206 attendance days)

List Events

Update

Default

+ Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <div>N/A</div>	2 <div>N/A</div>	3 <div>N/A</div>	4 <div>N/A</div>	5 <div>N/A</div>
6 <div>N/A</div>	7 <div>N/A</div>	8 <div>N/A</div>	9 <div>N/A</div>	10 <div>N/A</div>	11 <div>A</div>	12 <div>B</div>
13 <div>N/A</div>	14 <div>A</div>	15 <div>B</div>	16 <div>A</div>	17 <div>B</div>	18 <div>A</div>	19 <div>B</div>
20 <div>N/A</div>	21 <div>B</div>	22 <div>A</div>	23 <div>B</div>	24 <div>A</div>	25 <div>B</div>	26 <div>N/A</div>
27 <div>N/A</div>	28 <div>A</div>	29 <div>B</div>	30 <div>A</div>	31 <div>B</div>		

7. To manually change a rotation day for a date, click the rotation day on the calendar to enable it for editing, and then select the rotation day from the pull-down.

Calendar Month: September 2023 (Showing 20 out of 206 attendance days) List Events Update

Default ▼

+ Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 A	2 N/A
3 N/A	4 N/A	5 N/A	6 B	7 A	8 B	9 A
10 N/A	11 N/A	12 B	13 A	14 B	15 A	16 B

8. Click **Update**. Be sure to click Update before navigating to a different month or year.

Manually Setting Rotation Days on the Calendar

If your school uses a rotation schedule, rotation days can be manually set on the calendar if you do not want to use the "Populate this calendar" feature. Only users with the profile permission "Allow editing rotation days" as well as the View and Edit permission to Attendance Calendar can edit rotation days.

! In Setup > System Preferences > [Scheduling](#) tab, ensure the preferences "Advanced Rotation" and "Rotation Day Label" are set correctly before populating the calendar with rotation days.

School Preferences Default School Preferences Default User Preferences District Preferences Single Sign-on

General Grading Attendance Enrollment Scheduling Localization

Advanced Rotation 2 day rotation □ (No)

Rotation Day Label Letter □ (Number)

1. Select the calendar from the pull-down at the top-left corner of the screen.

2. For each school day on the calendar, select the rotation day from the pull-down.
3. Click **Update**. Be sure to click Update before navigating to a different month or year.

Setting the Bell Schedule on the Calendar

When more than one bell schedule is set up in Setup > [Periods](#), the bell schedule can be set on school days in the Attendance Calendar. For example, your school may have one bell schedule set up for regular school days, and one set up for early release days. On the Attendance Calendar, the regular bell schedule can be set on regular school days, and the

early release bell schedule can be set on early release days. The kiosk, mobile app, smart Portal attendance alerts, and attendance minutes take the bell schedule into account.

- i** When "N/A" is selected on the calendar day, the bell schedule set on the section is used. When a bell schedule option is selected on the calendar day, the selected bell schedule option is used for all sections.

1. Select the calendar from the pull-down at the top-left corner of the screen.

Calendar Month: August 2023 (Showing 16 out of 207 attendance days) [List Events](#) [Update](#)

Default

[+ Create a new calendar](#) [- Edit / Delete this calendar](#) [+ Populate this calendar](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
				N/A	N/A	

2. On each day that school is in session, select the bell schedule from the pull-down.

3. Click **Update** to save the selected bell schedule on the calendar day. Be sure to click Update before navigating to a different month or year.

Calendar Month:
August
2023
(Showing 16 out of 207 attendance days)
List Events
Update

Default
+ Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Editing a Calendar Title or Default Status

- Select the calendar from the pull-down at the top-left corner of the screen.

Calendar Month:
August
2023
(Showing 16 out of 207 attendance days)
List Events
Update

Default
+ Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

- Click **Edit/Delete this calendar**.

Calendar Month: August 2023 (Showing 16 out of 207 attendance days) List Events Update

Default + Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

3. Edit the **Title** or select the **Default Calendar for this School** check box as needed.

4. Click **Save**.

Edit this Calendar

Title ☒ Default Calendar for this School

Save Delete

Deleting a Calendar

! Deleting a calendar could cause lost data and affect many other areas of Focus, including attendance.

1. Select the calendar from the pull-down at the top-left corner of the screen.

Calendar Month: August 2023 (Showing 16 out of 207 attendance days) List Events Update

Default + Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

2. Click **Edit/Delete this calendar**.

Calendar Month: August 2023 (Showing 16 out of 207 attendance days)

List Events Update

Default

+ Create a new calendar - Edit / Delete this calendar - Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

3. Click **Delete**.

Edit this Calendar

Title Default ☒ Default Calendar for this School

Save Delete

4. In the confirmation message, click **Delete**.

Confirm Delete

Are you sure you want to delete that calendar?

Delete Cancel

Populating FTE Periods on the Calendar

For Texas districts or other districts where the FTE period for attendance varies based on the day, the FTE period can be automatically populated on the calendar using the "Populate this calendar" link and then manually tweaked as needed. FTE periods should be populated after holidays and in-service days have already been deselected on the calendar so that these days are skipped. The system preference "Attendance Period for FTE" must be set to

"Varies by Day" in Setup > System Preferences > [Attendance](#) tab in order to set the FTE period on the calendar.

1. Select the calendar from the pull-down at the top-left corner of the screen.

Calendar Month: August 2023 (Showing 16 out of 207 attendance days) [Exam Calendar](#) [List Events](#) [Update](#)

Default ▾

+ Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <input type="checkbox"/> N/A ▾	2 <input type="checkbox"/> N/A ▾	3 <input type="checkbox"/> N/A ▾	4 <input type="checkbox"/> N/A ▾	5 <input type="checkbox"/> N/A ▾

2. Click **Populate this calendar**.

Calendar Month: August 2023 (Showing 16 out of 207 attendance days) [Exam Calendar](#) [List Events](#) [Update](#)

Default ▾

+ Create a new calendar - Edit / Delete this calendar + **Populate this calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <input type="checkbox"/> N/A ▾	2 <input type="checkbox"/> N/A ▾	3 <input type="checkbox"/> N/A ▾	4 <input type="checkbox"/> N/A ▾	5 <input type="checkbox"/> N/A ▾

3. Click **FTE Period**.

School Days Rotation Days **FTE Period**

Populate this calendar

Choose a start date an end date, and an FTE Period. Then, click "OK," and all days between the start date and end date you choose will be marked with the selected FTE Period. School Days should be populated on your calendar first. Holidays will be skipped. If rotation days are used they must be populated first.

Start Date

End Date

FTE Period

[OK](#) [Cancel](#)

4. Select the **Start Date** and **End Date**.

5. Select the **FTE Period**.

The selected FTE period will be populated on all school days between the start date and end date. If using rotation days, there will be an FTE Period option for each rotation day.

6. Click **OK**.

School Days
Rotation Days
FTE Period

Populate this calendar

Choose a start date an end date, and an FTE Period. Then, click "OK," and all days between the start date and end date you choose will be marked with the selected FTE Period. School Days should be populated on your calendar first. Holidays will be skipped. If rotation days are used they must be populated first.

Start Date August 10 2023

End Date May 24 2024

FTE Period 03

OK Cancel

The calendar is displayed, populated with the FTE periods.

Calendar Month: August 2023 (Showing 16 out of 207 attendance days)
Exam Calendar
List Events
Update

Default
+ Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 N/A	2 N/A	3 N/A	4 N/A	5 N/A
6 N/A	7 N/A	8 N/A	9 N/A	10 03	11 03	12 N/A
13 N/A	14 03	15 03	16 03	17 03	18 03	19 N/A
20 N/A	21 03	22 03	23 03	24 03	25 03	26 N/A
27 N/A	28 03	29 03	30 03	31 03		

7. To manually change an FTE period for a date, click the FTE period on the calendar to enable it for editing, and then select the period from the pull-down.

Calendar Month: August 2023 (Showing 16 out of 207 attendance days)
Exam Calendar
List Events
Update

Default
+ Create a new calendar - Edit / Delete this calendar + Populate this calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 N/A	2 N/A	3 N/A	4 N/A	5 N/A
6 N/A	7 N/A	8 N/A	9 N/A	10 03	11 03	12 N/A
13 N/A	14 03	15 03	16 03	17 03	18 03	19 N/A
20 N/A	21 03	22 03	23 03	24 03	25 03	26 N/A
27 N/A	28 03	29 03	30 03	31 03		

8. Click **Update**. Be sure to click Update before navigating to a different month or year.

Manually Setting FTE Periods on the Calendar

For Texas districts or other districts where the FTE period for attendance varies based on the day, the FTE period can be manually set on the calendar if you do not want to use the "Populate this calendar" feature. The system preference "Attendance Period for FTE" must be set to "Varies by Day" in Setup > System Preferences > [Attendance](#) tab in order to set the FTE period on the calendar.

1. Select the calendar from the pull-down at the top-left corner of the screen.

Calendar Month:

August

2023

 (Showing 16 out of 207 attendance days)

Default

Create a new calendar

Edit / Delete this calendar

Populate this calendar

Exam Calendar

List Events

Update

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <div>N/A</div>	2 <div>N/A</div>	3 <div>N/A</div>	4 <div>N/A</div>	5 <div>N/A</div>

2. For each school day on the calendar, select the FTE period from the pull-down.

Calendar Month:

August

2023

 (Showing 16 out of 207 attendance days)

Default

Create a new calendar

Edit / Delete this calendar

Populate this calendar

Exam Calendar

List Events

Update

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <div>N/A</div>	2 <div>N/A</div>	3 <div>N/A</div>	4 <div>N/A</div>	5 <div>N/A</div>
6 <div>N/A</div>	7 <div>N/A</div>	8 <div>N/A</div>	9 <div>N/A</div>	10 <div>03</div>	11 <div>03</div>	12 <div>N/A</div>
13 <div>N/A</div>	14 <div>03</div>	15 <div>03</div>	16 <div>03</div>	17 <div>03</div>	18 <div>03</div>	19 <div>N/A</div>
20 <div>N/A</div>	21 <div>03</div>	22 <div>03</div>	23 <div>03</div>	24 <div>03</div>	25 <div>03</div>	26 <div>N/A</div>
27 <div>N/A</div>	28 <div>03</div>	29 <div>03</div>	30 <div>03</div>	31 <div>03</div>		

3. Click **Update**. Be sure to click Update before navigating to a different month or year.