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.
4. To enter Reporting Periods, click the ‘Add Another Reporting Period’ button.

5. Enter the Reporting Period Name (required, e.g. “Quarter 1”) and date range (optional). Click the ‘Add Another Reporting Period’ button.

6. Repeat Step 5 for each Reporting Period needed.
7. When all Reporting Periods are entered, click ‘Update the Database’.