

Instructions for the KMS Online Academic Calendar Form

General tips

- Use the “Assistance” field at the top of the online form to submit questions about the form to TCSG personnel, or send an email to academiccalendar@tcsge.edu.
- Data for the year as a whole, each term, and each mini-mester is entered and saved separately. Any of the saved sections can be edited up until the form is submitted to TCSG.
- *NOTE: The screenshots below display previous academic years, but the instructions are current for this academic year.*

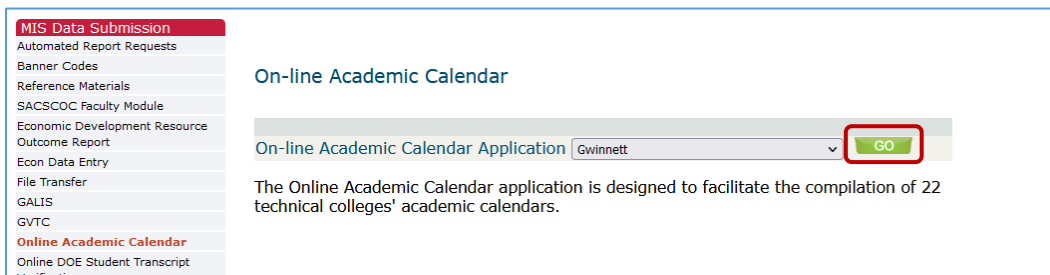
Opening the form

1. Log in to KMS, go to the “Application Support” tab, and then select “Online Academic Calendar” from the dropdown menu.



2. On the next page called “On-line Academic Calendar”, make sure your college’s name appears in the dropdown field, and click “Go”.

NOTE: if clicking “Go” does not take you to the next screen, you may have to disable your browser’s pop-up blocker and try again.



Entering Academic Year Data

3. On the next screen, select the correct academic year from the dropdown menu in the top left corner, and then click on the “Add New Year Calendar” button to open the “Academic Year Data” section of the form shown in the screenshot below.

Enter the requested information and select “Save” in the bottom right corner. A small green confirmation message will appear next to “Save” saying “Year Data Saved” (not shown in the screenshot).

The screenshot shows the 'Online Academic Calendar' interface. At the top, there is a navigation bar with 'Welcome!' and 'Help Desk'. Below this, there are two main sections: 'Academic Year' and 'Assistance'. The 'Academic Year' section has a dropdown menu set to '2022'. The 'Assistance' section has a text input field for 'Help Desk message' and a 'Send Email' button. Below these is a button labeled 'Add New Year Calendar'. The main part of the form is the 'Academic Year Data' section, which contains several fields: 'Academic Year' (dropdown set to 2022), 'College Name' (dropdown set to Gwinnett Technical College), 'Email Address' (text input), 'Institutional Days' (checkboxes for Sunday through Saturday), and 'Graduation Dates' (text input with a note: 'Please use a consistent MM/DD/YYYY date format.'). At the bottom right of this section are 'Save' and 'Cancel' buttons.

Entering Academic Term Data

4. The next page will display a small table at the top with the academic year that you just created. Click “Select”.

The screenshot shows a table with one row and five columns. The columns are labeled 'AcademicYear', 'College', 'Submitted Date', and 'Locked Date'. The first row contains the values '2022', 'Gwinnett', and empty cells for 'Submitted Date' and 'Locked Date'. A 'Select' button is located to the left of the first cell in the row.

	AcademicYear	College	Submitted Date	Locked Date
Select	2022	Gwinnett		

5. The “Academic Year Data” table will now list the Fall, Spring and Summer terms as shown in the screenshot at the top of the next page.

There will also be a new row in the table called “Submitted”, which you will not need until you have entered dates for the entire academic year (be careful not to check the box until then). Instructions for submitting the form are found in Steps 14-18.

NOTE: If the Fall, Spring, and Summer terms do not show in the “Terms” row, scroll up to the top of the page and click “Select” again (see Step 4 above) to refresh the page.

Add New Year Calendar

Academic Year	College	Submitted Date	Locked Date
Select 2022	Gwinnett		

Academic Year Data

Academic Year	2022																
College Name	Gwinnett																
Email Address	lberger@tcsge.edu <small>For the person responsible for the calendar, e.g. VPAA.</small>																
Institutional Days	<input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday																
Graduation Dates	12/16/2021, 5/12/2022 <small>Please use a consistent MM/DD/YYYY date format.</small>																
Terms	<table border="1"> <thead> <tr> <th>Term</th> <th>Structure</th> <th>First Date</th> <th>Last Date</th> </tr> </thead> <tbody> <tr> <td>Fall</td> <td></td> <td></td> <td>Delete</td> </tr> <tr> <td>Spring</td> <td></td> <td></td> <td>Delete</td> </tr> <tr> <td>Summer</td> <td></td> <td></td> <td>Delete</td> </tr> </tbody> </table>	Term	Structure	First Date	Last Date	Fall			Delete	Spring			Delete	Summer			Delete
Term	Structure	First Date	Last Date														
Fall			Delete														
Spring			Delete														
Summer			Delete														
Submitted	<input type="checkbox"/> Check box and save to submit. <small>This is the last step in the submission process. This allows the State Office to see Academic Calendar data.</small>																
Locked Date																	
Created By	ABerger																
Created On	5/2/2022																

NOTE: Do not check this box until all the sections have been completed.

Save Cancel

- Click on the name of the term for which you need to enter data, which will open a new "Academic Term Data" table (shown below) located below the "Academic Year Data" one. Check that the 3rd row of the table displays the name of the desired term.

Academic Term Data

Academic Year	2022						
College	Gwinnett						
Term	Fall						
Term Name	<input type="text"/> <small>Examples: "Full term", "Term A".</small>						
Term Structure	Main semester Only						
First Date	<input type="text"/> <small>First date for students.</small>						
Last Date Including Exams	<input type="text"/> <small>Last date for students including exams.</small>						
Mid-Term Exam Dates	<input type="text"/> <small>Please use a consistent MM/DD/YYYY date format.</small>						
Final Exam Dates	<input type="text"/> <small>Please use a consistent MM/DD/YYYY date format.</small>						
Dates Outside Standard Term	<input type="text"/> <small>For courses/cohorts that begin or end outside the regular term's start/end dates (e.g. some CDL and nursing courses). Please use a consistent MM/DD/YYYY year format.</small>						
Semester Break Dates	<input type="text"/> <small>Only for breaks within the main term, not between terms. Please use a consistent MM/DD/YYYY year format.</small>						
Other Dates	<input type="text"/> <small>Any other dates college is closed to students (e.g. public holidays, in-service days). Please use a consistent MM/DD/YYYY year format.</small>						
Banner Grade Due Date	<input type="text"/>						
Number of Instructional Days	<input type="text"/>						
Number of Instructional Weeks	<input type="text"/>						
No-Show Deadline	<input type="text"/>						
Payment Deadline	<input type="text"/> <small>Last payment deadline for the term.</small>						
Reinstate Deadline	<input type="text"/>						
Grade Change Deadline	<input type="text"/> <small>Last date for all possible grade changes for the term.</small>						
Mini-Mesters	<table border="1"> <thead> <tr> <th>Mini-Mester</th> <th>First Date</th> <th>Last Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Mini-Mester	First Date	Last Date			
Mini-Mester	First Date	Last Date					
Last Updated By	ABerger						
Last Updated Date	5/2/2022						

Always check that this row displays the appropriate term or mini-mester.

Save Cancel

- Enter the requested information into the table, paying careful attention to any instructions next to some of the fields, and then select “Save” in the bottom right corner. A small green confirmation message will appear next to “Save” saying “Term Data Saved”.

NOTE: The “Mini-Mesters” row near the bottom of the table will not display the selected number of mini-mesters (if any) until after the table is saved.

Entering Mini-Mester Data

If your term does not have any mini-mesters, skip to Step 12.

- On the next page, scroll down to the “Academic Term Data” table again, and locate the “Mini-Mesters” row, which should now display the selected number of mini-mesters. Click on “Select” next to the first mini-mester. (Note that “Mester 1” and “Mester 2” are default names that can be edited in the next table.)

NOTE: If the “Mini-Mesters” row does not show the selected number of mini-mesters, scroll up to the top of the page and click “Select” again (see Step 4 above) to refresh the page.

Mini-Mesters	Mini-Mester	First Date	Last Date
	Select Mester 1		Delete
	Select Mester 2		Delete

- On the next page, scroll down to the new “Academic Mini-Mester Data” table shown in the screenshot below. Enter the requested information and click “Save” in the bottom right corner. A small green confirmation message will appear next to “Save” saying “Mini-Mester Data Saved” (not shown in the screenshot).

Academic Mini-mester Data	
Academic Year	2022
College	832
Term	Fall
Mini-Mester Name	<input type="text"/> <small>Examples: "Term B", "Mini-mester 1".</small>
First Date	<input type="text"/>
Last Date Including Exams	<input type="text"/>
Final Exam Dates	<input type="text"/> <small>Please use a consistent MM/DD/YYYY date format.</small>
Last Updated By	ABERGER
Last Updated Date	5/4/2022
	Save Cancel

- Repeat Steps 8 and 9 for any remaining mini-mesters.

NOTE: Only one mini-mester is displayed on the screen at a time, even if more than one mini-mester has been entered. To access a different mini-mester, go back to the “Mini-mesters” row in the “Academic Term Data” table and click on the mini-mester’s name.

- After saving the last mini-mester for the term you are working in, go to Step 12 below.

Completing additional terms and mini-mesters

12. To enter the data for the remaining terms and mini-mesters (if any), go back to the “Academic Year Data” table at the top of the page, locate the “Terms” row, and click on the name of the desired term.
13. Follow Steps 6-10 to enter the data for the new term and any mini-mesters it might have. Remember to always check the 3rd row called “Term” in each table to verify that it is the correct term or mini-mester.

NOTE: Just like with mini-mesters, only one term is displayed on the screen at a time, even if one or more of them have already been entered. To access a different term, go back to the “Terms” row in the “Academic Year Data” table at the top of the page and click on the term’s name.

Submitting the online academic calendar form

14. Double-check one more time that dates have been entered correctly for all terms and mini-mesters (if any).
15. In the “Academic Year Data” table, locate the “Submitted” row, check the box, and click “Save” in the bottom right corner.
16. An email from kmsnoreply@tcsge.edu confirming receipt of the submission will be sent to the email address that was entered at the beginning of the form.
17. TCSG staff will be notified of your submission, and the form will be locked so that it can be reviewed.
18. You will be notified once your calendar is approved.