

# PANDA Provider Calendar Instructions

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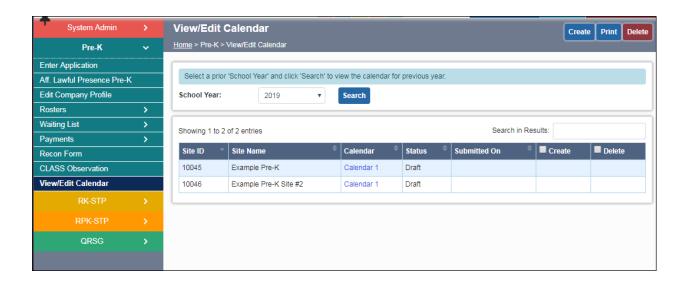
## **Getting Started**

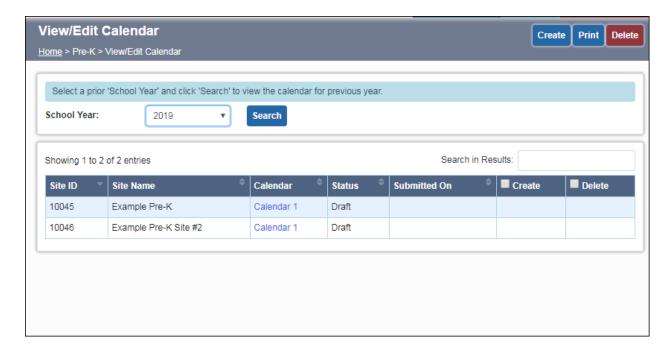
You will receive an email notification when your company's calendar is available for entry.

Go to the PANDA website at <a href="http://www.decal.ga.gov/panda">http://www.decal.ga.gov/panda</a>

Log in using your user ID and password. You will need Provider Management rights to access the calendar (this is usually the Project Director).

From the menu on the left, select **Pre-K > View/Edit Calendar**.



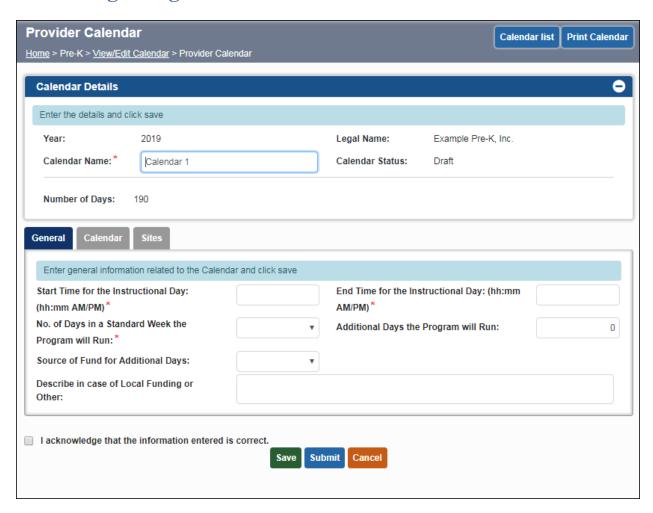


Make sure the current school year is displayed (2019 means the 2018-2019 school year, for example). If you need to change the school year, select it from the drop-down and click Search.

Below the year and search button, your site(s) will be displayed with the associated calendar. By default, all sites are associated with Calendar 1. You will have an opportunity to rename the calendar, and create additional calendars if necessary, in later steps.

To get started editing your first calendar, click on the text "Calendar 1" next to your site name. The text is a hyperlink.

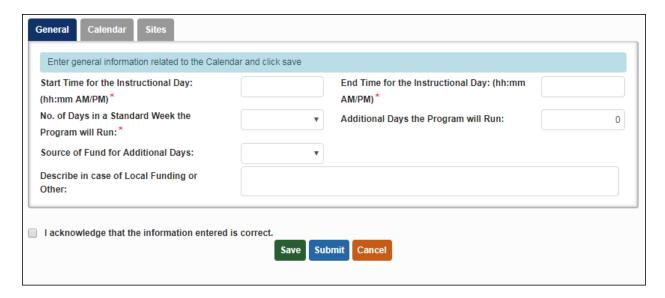
### **Submitting a Single Calendar**



The Calendar 1 screen will display. Notice that there are three tabs: General, Calendar, and Sites. We will go through and complete each tab in order.

At the top of the screen under Calendar Name, you can edit the name of your calendar if you wish. For example, providers with sites in multiple counties may wish to name each calendar after the name of the county. Or, providers with a different calendar for each site may wish to name each calendar after the site. Pick a naming convention that works for you. You can always leave it the default "Calendar 1" if you wish.

The Required Number of Days field displays the appropriate number of days for the school year. This number is equal to the required instructional days plus the teacher planning days.



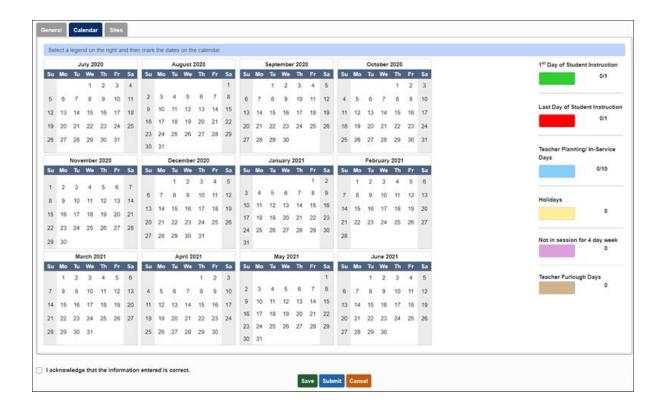
On the General tab, enter the Start Time and End Time for the Instructional Day of your program. These times should be entered in the format (hh:mm AM/PM). For example, 7:30 AM is a valid start time. If you are using the Hybrid Split Day Instructional Model, please include the start time of your first class and the end time of your second class.

Choose the Number of Days in a Standard Week the program will run from the drop-down. Possible values are 5 and 4.

Enter any Additional Days the program will run (if applicable). Then choose the Source of Funds for Additional Days from the drop-down. Possible values are Local, Tuition, Carry-over, and Other.

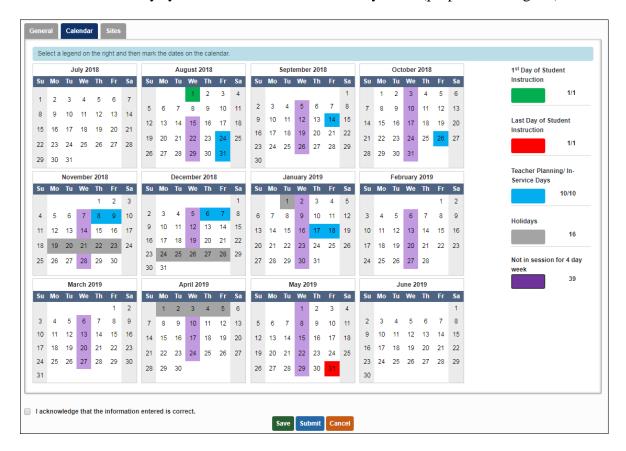
If you choose Local or Other as the funding source, you must enter a description in the comment field. You can also use this field for general comments if needed.

Click Save when you are done entering information. Any errors will be displayed in red text. After you save successfully with no errors, click on the Calendar tab.

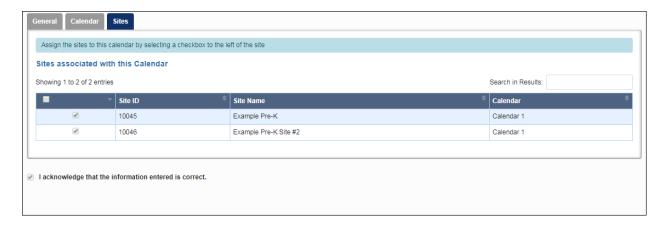


On the Calendar tab, you will need to enter the calendar for this site. Click the legend on the right to select a day type, then click on the calendar to mark the appropriate days. To the right of the legend, the number of days selected is displayed, followed by the allowed number of days. The number of days selected will increment as you select additional days on the calendar. You will notice a new day type in the calendar legend. Furlough day should only be used by Local School System programs that have mandated furlough days.

If you chose 4 as the Number of Days in a Standard Week the program will run, you will also need to select the days you are not in session for a 4 day week (purple in the legend).



When your calendar is complete, click Save, then continue to the Sites tab.



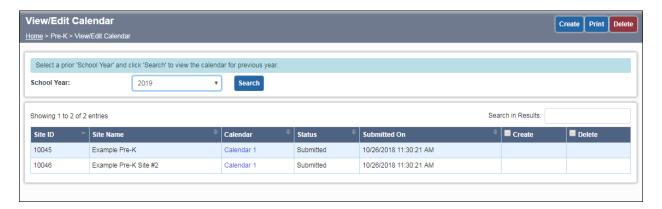
If all your sites use this calendar, you can check the box acknowledging that the information entered is correct, then click Submit. You can also assign a different calendar to certain sites on this tab later.

If this is your only calendar, verify that the Calendar Status at the top of the screen has changed from Draft to Submitted. If so, you have completed the calendar submission process and can skip to the **Pre-K Specialist Approval** section. If you have additional calendars to submit, continue to the **Submitting Multiple Calendars** section.

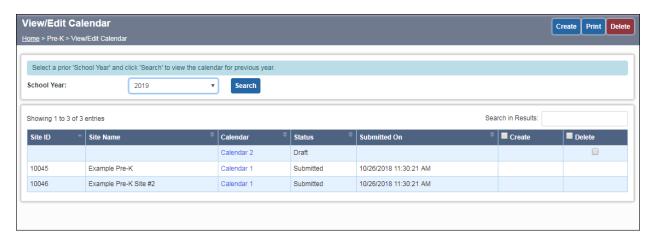


### **Submitting Multiple Calendars**

Click the Calendar List button at the top of the screen or select View/Edit Calendar again from the left-hand menu. Either one will return you to the Calendar List screen.

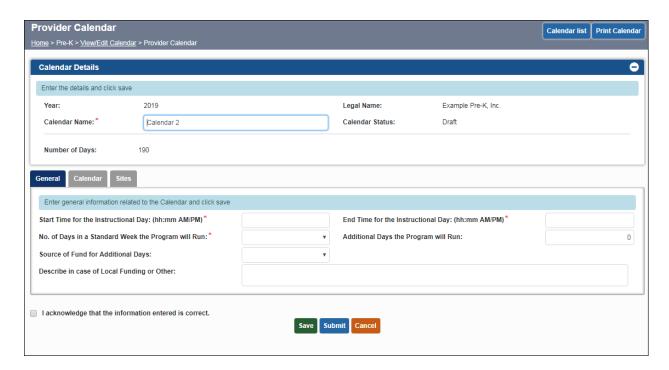


To create an additional calendar, click the Create button at the top of the screen. A new row will appear in the list, named Calendar 2 by default. At this point it is not associated with any sites.



If you need to delete a calendar for some reason after creating it, check the box to the right under Delete, then click the Delete button.

To get started editing your second calendar, click on the text "Calendar 2" next to your site name. The text is a hyperlink.

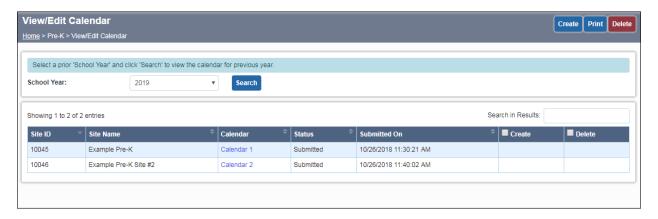


At this point you will go through the General and Calendar tabs again as before, setting up your second calendar. You can rename the calendar under the Calendar Name field if you wish.



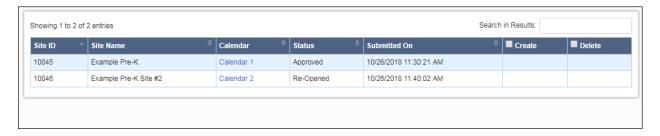
When you get to the Sites tab, you can select the site(s) that are associated with Calendar 2, then click Save. The Calendar column will reflect the new calendar association. Then check the acknowledgement box and click Submit to submit Calendar 2.

If you have additional calendars to enter, you can repeat this process as many times as necessary until all calendars are entered and associated with the correct sites. Ensure at the end of the process that all sites are in Submitted status on the Calendar List screen.

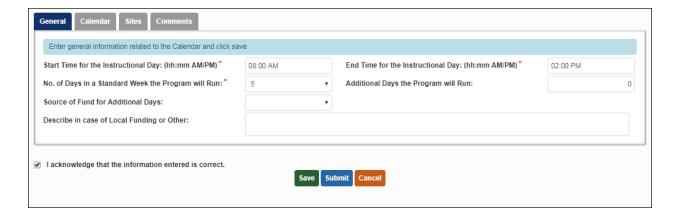


### **Specialist Approval**

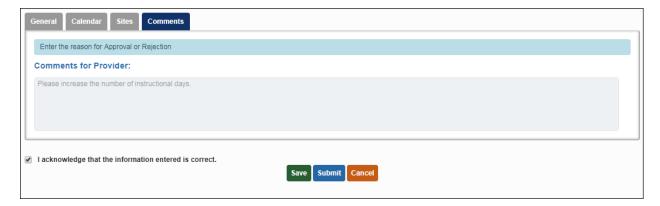
After submission, your Pre-K Specialist will review your calendar(s) and either Approve or Re-Open them. You will receive an email notice when this occurs. If changes are needed, your calendar will be placed in Re-Open status which will allow you to make further edits, even after the due date.

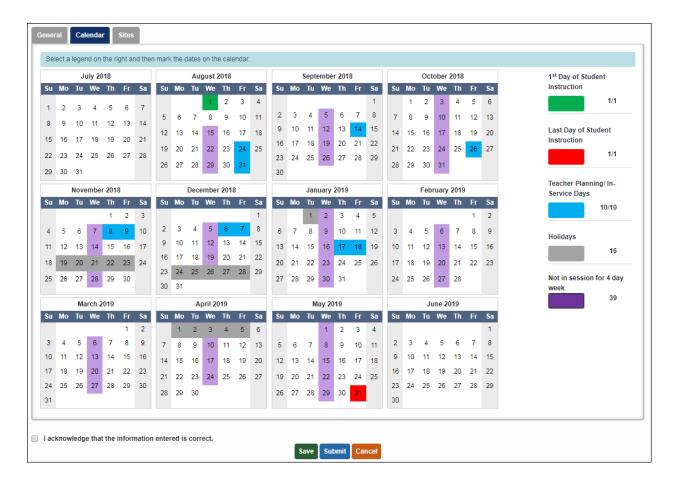


In this example, Calendar 1 was Approved by the specialist, but Calendar 2 was reopened for changes. Click on the text "Calendar 2" next to your site name to make changes. The text is a hyperlink.

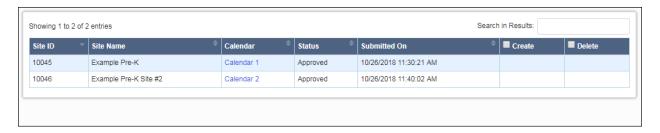


You will notice there is now a fourth tab, labeled Comments. Click this tab to view your specialist's comments.





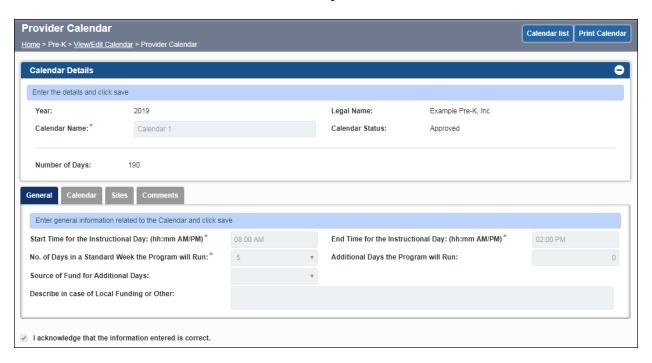
Review the comments and make changes to your calendar as appropriate. When finished, check the acknowledgement box and then click the Submit button.



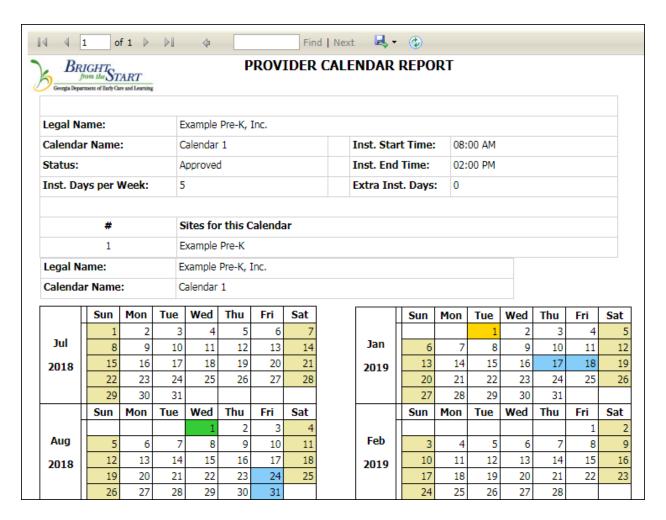
When all of your calendars show a status of Approved, you have completed the process. Please work with your Pre-K Specialist if you have questions or issues as you submit your calendars. You can also email <a href="mailto:panda.support@decal.ga.gov">panda.support@decal.ga.gov</a> for technical assistance.

# **Printing Your Calendar**

After your calendar has been approved, you may print it for distribution to parents. To get started, click the "Print Calendar" button at the top of the Provider Calendar screen.



Make sure your pop-up blocker is disabled. PANDA will display your calendar in a printer-friendly format.



Right-click on the screen and select Print. Select a color printer for best results.