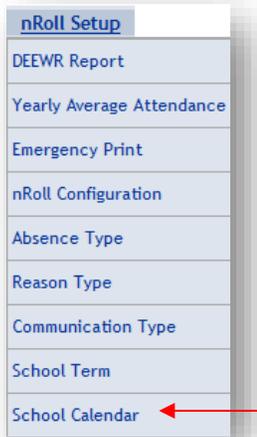From the nRoll Setup drop down menu, click on School Calendar

Use this Calendar to set up your Non School Days.
You need to enter all the Public Holidays and Student Free Days so that the roll and DEEWR data is correct.

School Holidays and Weekends have been pre-set for you.
Days specified as Non School Days will automatically mark the roll for all students. Therefore, teachers will not have to mark the roll on these days.

1. In the Date From section, click on the calendar icon. Select the correct date.

2. In the Date To section, click on the calendar icon. Select the correct date.

3. Indicate if this date range is a School Day entry or a Non School Day entry.

4. Enter in the Comment box a label for this new entry.

Click SAVE ALL to save changes.