# Term Type Setup

09/12/2024 12:16 pm EDT

Infinite Campus is adding a new field in Course Information and Section Information to assist with extracts identifying when a section is happening. The field is *Term Type Override* and must be completed on each course, with any exceptions to the default set at the section level.

Course Information

The term type can be set in the course information tool and will show in all sections. The steps below will provide guidance on updating the term types at the course.

Navigation: Menu > Scheduling & Courses > Courses > Course Information
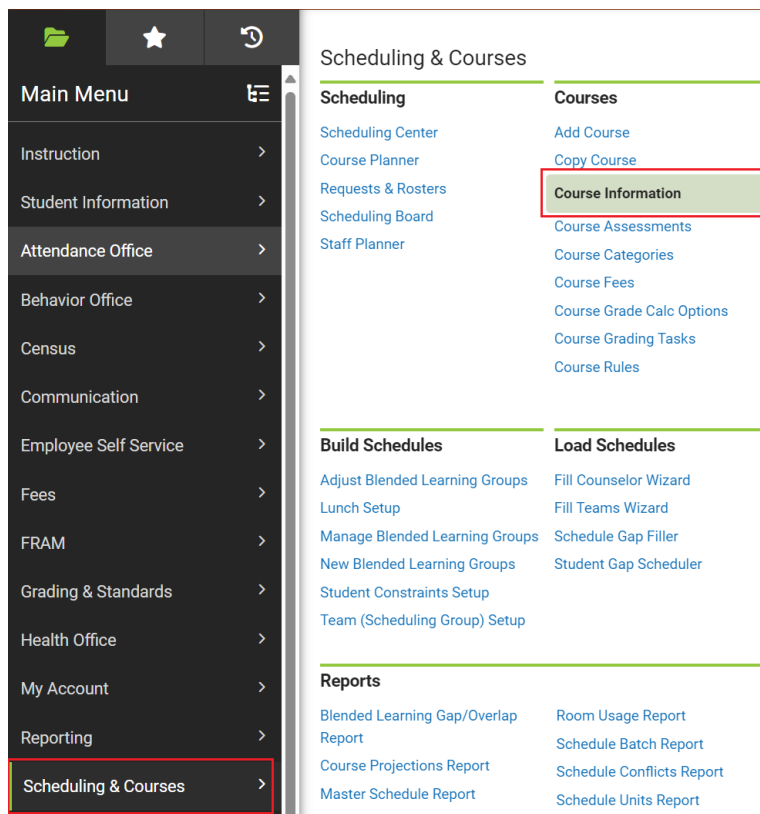
Select a Course: If a course is not selected, click Open Course Search tool to search by the course name or course number. Search for courses using advanced searches or Ad Hoc Filters as needed. Click the course name to open the course information tool. If a

course was already selected, the course information tool will open automatically for that course when you follow the navigation above.
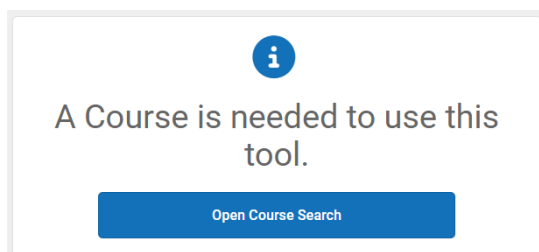
A Course is needed to use this tool.

Open Course Search

- Select the appropriate **Term Type Override** from the dropdown that aligns with the term length used for the majority of sections (e.g., Semester 1, Semester 2, Yearlong). Ex: If most sections are Semester 1, choose this option and then update any remaining sections to the correct term length.
- Click **Save** to update the course information and populate the term type fields on the section information screen.


Section Information

Navigation: Menu > Scheduling & Courses > Courses > Section Information
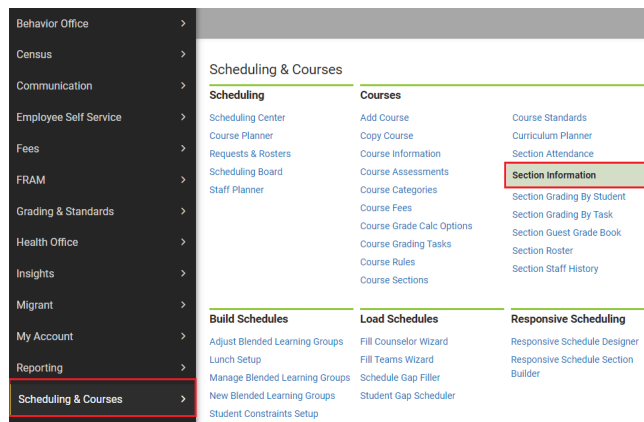
Select a Section: If a section is not selected, click Open Section Search tool to search by the course name or number. Search for sections using advanced searches or Ad Hoc Filters as needed. Click the + to expand the section list. Click on the section to open the section information tool. If a section was already selected, the section information tool will open automatically for that section when you follow the navigation above.
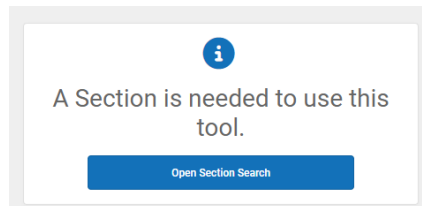
- Select the appropriate **Term Type Override** from the dropdown that aligns with the term length used for the majority of sections (e.g., Semester 1, Semester 2, Yearlong). Ex: If that section is Semester 1, choose this option and then update any remaining sections to the correct term length.
- Click **Save** to update the section information.

Section Information ☆

10222X01-1 English II   Teacher:

Save   Delete

Section Editor

SectionID
8169
*Section Number
1

Max Students
32   (0)

Room
543

Hide Standards On Portal ☐

Online Learning (Override)
()

Primary Teacher

Term Type Override
SM1: Semester 1

Post Secondary Institution ()
Select a Value

How Taken ()
01: Regular Day School

Legacy Section Number
1

Teacher Display Name

Lunch Count ☐   Milk Count ☐   Adult Count ☐

Custom Count 1 ☐   Custom Count 2 ☐   Custom Count 3 ☐

Skinny Seq   Homeroom ☐

Advisory ☐   External LMS Exclude ☐

Instructional Provider ()

Delivery Mode ()
02: Classroom

- Modified by: Unknown 06/25/2024 15:46

Section Schedule Placement

	Quarters																				
	Q1 ☐					Q2 ☐					Q3 ☐					Q4 ☐				
	Regular School A	Regular School B	Regular School C	Regular School D	Regular School E	Regular School A	Regular School B	Regular School C	Regular School D	Regular School E	Regular School A	Regular School B	Regular School C	Regular School D	Regular School E	Regular School A	Regular School B	Regular School C	Regular School D	Regular School E
Period 1 ☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Period 2 ☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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