

## **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.



- 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.

| Course Information ☆  |  |  |   |
|---|--|--|---|
| 10532Z0 ELA Grade 3   |  |  |   |
| 📔 Save 😣 Delete 🛃 Pus   | h To Sections                                  |  |   |
| Course Information     CourseID 31859     Number     10532Z0  | *Name<br>ELA Grade 3<br>Subject Type           | Course Master Linked - 1053220 ELA Grade 3<br>Standards-based Active External LMS Exclude<br>Course-Only Curriculum Ignore Master Push |   |
| State Code<br>10532Z0<br>Schedule Load Priority   | State Orde Name<br>ELA Grade 3<br>Max Students | Department     Department     Terms Schedules Periods Sections to Build Preferred Room Type     4 0 1 0                                |   |
| Grade Level<br>Z. Elementary School Grades I1 - 5 V<br>GPA Weight<br>0<br>Type  | College Bonus Points                           | Academic Level Advisory Transcript Required  | ~ |
| Responsive<br>Homeroom Allow student requests   | Activity                                       | iations Hide Standards On Portal Repeatable Attendance Positive Attendance   |   |
| Online Learning<br>Term Type Override<br>YL: Year Long<br>Post Secondary Institution<br>Select a Value<br>How Taken<br>O1: Regular Day School<br>Comments | ¥  | Instructional Provider Univery Mode Delivery Mode Delivery Mode  |   |

## **Section Information**

Navigation: Menu > Scheduling & Courses > Courses > Section Information

| Behavior Office       | >  |   |   |
|-----------------------|--|---|---|
| Census                | > Scheduling & Courses                       | 5   |   |
| Communication         | > Scheduling                                 | Courses   |   |
| Employee Self Service | > Scheduling Center<br>Course Planner        | Add Course<br>Copy Course                                     | Course Standards<br>Curriculum Planner  |
| Fees                  | Requests & Rosters<br>Scheduling Board       | Course Information<br>Course Assessments                      | Section Attendance Section Information  |
| Grading & Standards   | Staff Planner                                | Course Categories<br>Course Fees<br>Course Grade Calc Options | Section Grading By Student<br>Section Grading By Task<br>Section Guest Grade Book |
| Insights              | >  | Course Rules<br>Course Sections                               | Section Roster<br>Section Staff History   |
| Migrant               | > Build Schedules                            | Load Schedules  | Responsive Scheduling   |
| My Account            | Adjust Blended Learning Group                | s Fill Counselor Wizard                                       | Responsive Schedule Designer  |
| Reporting             | Lunch Setup     Manage Blended Learning Grou | Fill Teams Wizard<br>ps Schedule Gap Filler                   | Responsive Schedule Section<br>Builder  |
| Scheduling & Courses  | Student Constraints Setup                    | Student Gap Scheduler   |   |

**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 Oelete  |  |
| Section Editor<br>Section Iditor<br>Section Number<br>1<br>Max Students<br>32 (0)<br>Reom<br>543 ▼<br>Hile Standards On Portal<br>Online Learning (Override)<br>▼(0)<br>Primary Teacher<br>Term Type Override<br>SMT Semoster 1<br>Vost Secondary Institution ()<br>Select a Value<br>How Taken ()<br>Ot: Regular Day School<br>Ot: Regular Day School<br>Ot: Regular Day School<br>Ot: Regular Day School<br>Vost | Teacher Display Name Lunch Count Milk Count Custom Custom Custom Custom Custom Custom Custom Count Custom Cust |
|  | - Modified by: Unknown 06/25/2024 15:46  |
| Section Schedule Placement   | Quarters   |
| Q1<br>Regular Regular Regular Re<br>School School School Sc  | oz os  |
|  |  |
| Period 2   |  |