

Checks and Updates

04/10/2025 5:57 am EDT

Once calendars are rolled forward the following items should be reviewed and/or updated.

 **Make sure the calendar context is the future year!**

Grade Levels

Scheduling & Courses > Calendar Setup > Grade Level Setup

- Review [Grade Levels](#) assigned to the calendars.
- Grade levels roll forward from one calendar to the next, when selected.

Grade Level Setup ☆

New

Save

Delete

Grade Level Editor

Name	Seq
IT	1
PR	2
PK	3
TK	4
KG	5
1	6
2	7
3	8
4	9
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
UG	19
ABE	99
OS	99

Grade Level Detail

Name (locked)

3

*Sequence Number

8

*State Grade Level Code

03: Third

Standard Day

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications

0

Grade Code

Exclude from cumulative GPA/Rank calculations

☒

Exclude from state reporting

☐

Exclude from Enrollment

☐

Exempt from Assignment

☐

Standard Code (SIF code)

Exclude from SIF reporting

☐

Exclude from Grade/Age Validation

☐

External LMS Exclude

☐

Exclude from Online Registration Calculations

☐

Term Setup

Scheduling & Courses > Calendar Setup > Term Setup

- Update the **start** and **end dates** for the terms.
- If term dates are not yet available, use the previous calendar's term dates as a reference to enter for the future year.
- Adjustments can be made when the official term dates are available.

Term Setup ☆

Save Term Schedule/Terms
 New Term Schedule/Terms
 Delete Term Schedule/Terms

Term Schedule/Terms Editor
 Name
 Quarters

Term Schedule Detail
 *Name Primary
 Quarters ☒

Term Detail

*Name	*Sequence	*Start Date	*End Date
X Q1	1	08/25/2025	11/02/2025
X Q2	2	11/03/2025	01/25/2026
X Q3	3	01/26/2026	03/22/2026
X Q4	4	03/23/2026	06/05/2026

 Add Term

Period Setup

Scheduling & Courses > Calendar Setup > Period Setup

- Verify Period Setup is correct.
- Make updates as needed.

Period Setup ☆

Save Period Schedules
 New Period Schedule
 Delete Period Sched/Periods
 Copy Period Sched/Periods

Period Schedule/Periods Editor
 Name
 Regular School A
 Regular School B
 Regular School C
 Regular School D
 Regular School E

Period Schedule Placement

	Regular School A	Regular School B	Regular School C	Regular School D	Regular School E
ATT	ATT	ATT	ATT	ATT	ATT
CRS	CRS	CRS	CRS	CRS	CRS

PeriodSchedule Info
 *Name Regular School B *Sequence 2 Exception/Special Day ☐ Instructional Minutes 420 School Day 420

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X ATT	1	08:15 AM	03:15 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X CRS	2			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

 Add Period

Instructional Minutes Preference for 25-26 School Year
 Exclude non-instructional periods
 Exclude non-instructional minutes
 Exclude time gaps between periods

School Day Preference for 25-26 School Year
 Exclude non-instructional periods
 Include non-instructional minutes
 Include time gaps between periods

Day Setup

Scheduling & Courses > Calendar Setup > Day Setup

- Complete the [Day Reset](#) and [Day Rotation](#) (if applicable) process to ensure instructional calendar days are populated.
 - Be sure to only run day reset from the first instructional day to the last instructional day.
 - Adjustments can be made to the calendar and enrollments if there are any changes to the instructional calendar using the [Enrollment Cleanup Wizard](#).

Day Setup ☆ Scheduling & Courses > Calendar Setup > Day Setup

[Related Tools](#) ^

Auto Create Calendar Days

Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

*Start Date

*End Date

Duration

Fill Missing Days Only ☒

Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☐ Sun ☐

[Create Days](#)

Day Setup ☆ Scheduling & Courses

[Save Day/Day Events](#)
[Delete Day/Day Events](#)
[Day Reset](#)
[Day Rotation](#)
[Print](#)
[Print Rotation](#)
[Multi Day Event](#)

<< **August 2025** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Regular School A	26 Regular School B	27 Regular School C	28 Regular School D	29 Regular School E	30
31						

▼ Event on this Day

Day Detail

Date: 08/26/2025 Day #: 2

*Period Schedule: Regular School B

School Day: ☒ Instruction: ☒ Attendance: ☒

Start Time: End Time: Duration:

Comments:

Day Events

Type	Duration	Inst. Minutes
Add DayEvent		

Blended Learning Groups 2

[Add Group](#)

- Day setup can be completed at one calendar and copied into other calendars using the [Calendar Wizard](#) copy data into existing calendars and the copy/append other data elements option.
- The source calendar should be the calendar with the day setup you want to copy from.
- The destination calendar(s) should be the calendar(s) you want to copy to.
- When copying day setup, the destination calendar must have one period schedule defined.
- If copying rotation days, the period schedule names need to match.

School Months

Scheduling & Courses > Calendar Setup > School Month

- Enter School Months for PMR reporting.

- [School Months \(North Carolina\) | Infinite Campus](#)
- School months can be completed at one calendar and copied to other calendars using the [Calendar Wizard](#) copy data into existing calendars and the copy School Month data option.

Calendar Wizard ☆

Scheduling & Courses > Cal

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Days will only roll forward if there are matching schedule structures and period schedule names in the new calendar.
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while it runs. Please try to run this tool during off-peak hours.

Select Copy Mode

☐ Overwrite Terms/Days - This mode will update Term dates, Day Attributes (School Day, Instruction, Attendance), Day Events and the Period Schedules assigned to individual days so long as the Period Schedule names and Schedule Structure names are the same in the source and destination calendar.

☐ Copy/Append other data elements

☒ Copy School Month data

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