Checks and Updates

04/10/2025 5:57 am EDT

Once calendars are rolled forward the following items should be reviewed and/or updated.
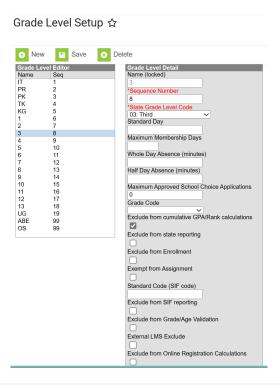
> 🔔 **Make sure the calendar context is the future year!**

Grade Levels
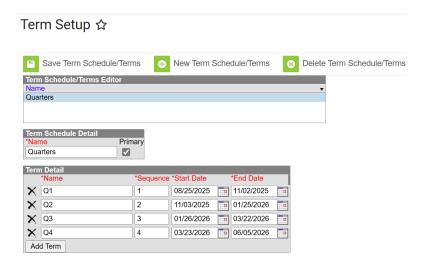
Scheduling & Courses > Calendar Setup > Grade Level Setup

- Review Grade Levels assigned to the calendars.
- Grade levels roll forward from one calendar to the next, when selected.

Grade Level Setup ☆

Term Setup

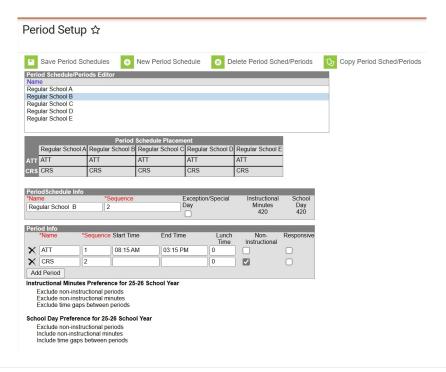*Scheduling & Courses > Calendar Setup > Term Setup*

- 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.

Period Setup

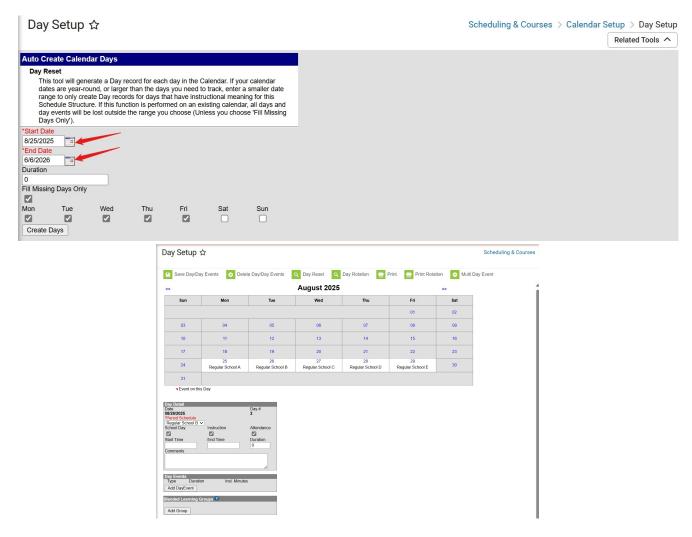*Scheduling & Courses > Calendar Setup > Period Setup*

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

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 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

< Back | Next >