

# Calendar Setup Guide & Using Calendar Wizard



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## Calendar Setup

### Calendar Wizard

**Path:** *System Administration /Calendar /Calendar Wizard*

The Calendar Wizard has three modes that can be selected by the user. The steps completed in the Wizard will be different based upon the mode selected:

- **Create new blank calendars:** will create a calendar with start and end dates, but the grade levels, terms, periods, and days of the calendar will need to be manually defined.
- **Create new calendars by rolling forward selected data:** will create a calendar with user defined start and end dates, but data elements associated with the source calendar may be selected to copy forward.
- **Copy data into existing calendars:** may be used in two ways. The first mode allows a user to copy data elements forward that were overlooked in the “rolling forward selected data” mode. The second mode allows a user to synchronize one school’s calendar of instruction/non-instructional days and school months to another.

### Creating a Calendar Using Roll Forward

1. Select the Rolling Forward Mode (second radial button).
2. Select Next.
3. Select the school year for the new calendar (defaults to next year, i.e., 20-21).
4. Select how the calendar should be named using the Name Template Dropdown. The field may be used to add additional information (such as school number) at the start of the calendar name.
5. Enter a start date for the calendar in the date field OR use the calendar button to select the first day of the calendar. (7/1/2020)
6. Enter an end date for the calendar in the date field OR use the calendar button to select the last day of the calendar. (6/30/2021)
7. Select the calendar or calendars to be rolled forward (i.e., 19-20)
8. Select Next.
9. Select the items that should be rolled forward by checking the checkbox next to the item.
10. Select Run Wizard.
11. A progress window will then display as elements are copied/rolled forward.
12. Once created and copied, the calendar’s Term Dates, as well as the Instructional Days, will need to be defined for the new calendar.

## Calendar Setup Process

The calendar for a school contains data elements that are critical for enrollments, attendance (and hence ADA), as well as scheduling and grading periods used for a school.

**Note: Important to check to make sure that all information for the calendar is correct once the roll has been executed.**

Select the appropriate year in the dropdown menus on the Campus toolbar.

**Path:** *System Administration | Calendar | Calendar*

## Calendar Tab

This first tab, **Calendar** houses user-defined fields that set how the calendar will work for attendance and state reporting.

1. The Start and End Date are bookends that define the range of days in which all instructional days for a school year will occur (Start Date 07/01/2020, End Date 06/30/2021).
2. Check Summer School if the calendar includes a summer school term.
3. If this calendar is being used to store data for a program that is not state reported, check **Exclude** to remove data associated with the calendar from state reporting extracts, i.e. Summer School Calendar.
4. **Require Student Assignment** is used as part of the School Assignment Processes available in Infinite Campus. If enrollment in this school is determined in part by these tools, check this box.
5. **Comments** are seen on this screen only. The system will append the timestamp of when the calendar was created in this field by default.
6. When finished making changes, select **Save**.

## Grade Levels

- The **Grade Levels** tab defines the values possible to use when entering a student's enrollment. Being tied to a calendar allows a district to re-align grade levels to different schools in different years.
- Sequence is incredibly important – this sequence is what will determine where students are going to be rolled to (9<sup>th</sup> to 10<sup>th</sup>, 10<sup>th</sup> to 11<sup>th</sup>, 11<sup>th</sup> to 12<sup>th</sup>, etc.). If the sequence is not set-up correctly, students will not be able to be rolled properly (use sequence from [data standards](#)).
- Any grade with a sequence of 0 will not roll-forward.

## Schedule Structures

- A **Schedule Structure** holds the elements that define the divisions of the year (terms), the daily schedules used in a school, and the instructional days a school is in session.
- If a group of students within a school have their year divided into different terms, have a different fundamental arrangement of their day. Also have different instructional days than the rest of the school, the school's calendar may have multiple schedule structures to hold that information. Creating multiple schedule structures will add an additional dropdown to the Campus toolbar to select the structure within which the user is working.
- **Terms, Period Schedules, and Instructional Days** will need to be set up in each schedule structure.
- In addition, grade levels will also need to be defined for each structure.
- KDE recommends only having 1 structure per school if possible.

## Terms

- A Term is a division of the year.
- Term Dates will always need to be defined once a calendar roll has been performed.
  1. Select the Term Schedule by clicking on its name.
  2. Name each term as you like.
  3. Define the dates for the starting and ending of days of the term. These dates are used in conjunction with attendance and due dates in the Campus grade book; teachers can still enter scores and term grades outside of these dates.
  4. Days must be concurrent from one term to the next.
  5. Enter the dates in MM/DD/YYYY, MMDDYY, or MM/DD/YY format, or use the calendar icon to select the date.
  6. Select Save Term Schedule/Terms when finished.

## Periods

- **Periods** define the units in a student’s day for scheduling and the number of minutes in each period. A calendar needs to be at least one period schedule. If students attend different classes on different days (such as an A/B day rotation or modified block schedule), multiple period schedules can be created.
  1. Once rolled/created, the period schedule must be edited to include times for ADA calculation. To edit a period schedule, select the schedule to be edited in the edit list. Campus will calculate the number of instructional minutes and school day minutes once the period schedule has been saved.
  2. The name of the schedule can be changed if desired.
  3. The sequence of the period is used by the day rotation wizard. Each period schedule should have a different sequence.
  4. The period start and end times should reflect the number of instructional minutes and the school can count in the selected period; this includes passing time.
  5. If the period includes a lunch break for students, enter the length of the lunch break in the non-instructional time column. If passing time is more than 5 minutes, enter the excess in the instructional time column.
  6. If the period should not be counted in the total number of instructional minutes (as in the case of an activity or placeholder period), check the non-instructional period box.
  7. Standard Day should be checked for all periods that are going to be counted towards instructional minutes for a student’s day.
  8. If the period is only use occasionally, (i.e. any day not part of a regular rotation) check the Exception/Special Day checkbox.
  9. If additional periods are needed, click Add Period.
  10. When finished, select Save Period Schedule.

## Days

- The **Days** tab is used to set which days during the year are instruction and attendance days and which period schedule is used on a particular day if the school has multiple period schedules.
- The three checkboxes on the day determine the day’s context in the calendar for state reporting:
  - The **School Day checkbox** indicates that the day counts as an official school day.
  - The **Instruction checkbox** indicates that students were present in classes and receiving instruction.
  - The **Attendance checkbox** indicates attendance should be saved for that day.
- The duration field is used for state reporting (half days, or shortened days).

Day Events must be used to convey information about events to the calendar on the Parent Portal.

## Day Reset

- The **Day Reset**, by default, will reset the regular instructional days (Monday-Friday) but may be used to set weekend days as well, as in the case of Saturday school calendars or residential schools that take attendance on weekends.
  1. Enter the start date and end date of the day range to be reset.
  2. Enter the duration of the days if needed for state reporting.
  3. Select the days that should be included as instructional, school, and attendance days.
  4. Select **Create Days**.

## Day Rotation

- If a calendar has multiple period schedules (A/B rotation or a modified block), a Day Rotation Wizard will be used instead of the Day Reset. This wizard will set particular schedules on days according to the pattern set up in the wizard.
  1. Place any Exception/Special days on the calendar.
  2. Enter the start and end date for the range of days to run a rotation.
  3. Select the Rotation Type.
  4. Select the period schedule on which to start the rotation.
  5. Enter the number of days that should be one particular period schedule before changing to another period schedule.
  6. Select Assign Rotations.
  7. Any Exception/Special days will be skipped.

## Multi-Day Event

- The multi-day event can be used to record day events that span a range of days, such as Spring Break or the Winter/Holiday Break.
  1. Enter the date of the first day of the event.
  2. Enter the date of the last day of the event, paying special attention to the year selected.
  3. Select the Type of event.
  4. Enter Instructional Minutes and Duration if required for state reporting.
  5. Select if the days are Instructional, Attendance-taking, and/or school days.
  6. When finished select **Save Multi-Day Event**.



## School Months

- School months cannot be rolled forward from year to year, they can be entered manually for each school, for each year or they can be copied using the wizard. Once the calendar is rolled forward and set up with appropriate dates for school months it can be copied using the copy wizard to apply to other calendars.
- Calendar Wizard Path: Calendar wizard | Copy data into Existing Calendars | Copy School Months data | Select Destination Calendar (Users can Select Multiples)
- If further assistance is needed for copying school months using the wizard a support ticket can be submitted.
- The link to this tool on Campus Community and the system path:
  - <https://content.infinitecampus.com/sis/Campus.1921/documentation/school-months/>

## Copying Days and Day Events from One Calendar to Another

- Once calendars have been rolled from one school year to the next using the Calendar Wizard, there is a way to copy Days and/or Day Events between **matching** calendars.
- This will save a lot of time; schools will not have to create their Day Events (holidays, professional development days, make up days, etc.) in each of the school calendars.
- It is possible to go back and roll data elements that have not already been rolled, or were left out when calendar data was rolled, but **ONLY** if you have not started to manually create the data.
  - For example: if I did not roll sections and starting manually adding sections to courses, the Wizard will not allow me to go back and roll those sections.

## Copying Days

- If you want to copy Days from one school calendar to another, those schools must have the same terms (quarters to quarters, semesters to semesters, etc.).
- The term Names, Dates, and Sequences must also match the schedule structure name.
  1. A Day Reset must be completed for each school calendar before the Days can be copied.  
Path: System Administration | Calendar | Calendar | Days Tab | Day Reset.
  2. Open the **Calendar Wizard**.  
Path: System Administration | Calendar | Calendar Wizard.
  3. Select the “**Copy data into existing calendars radio**” button.
  4. Click the **Next** button.
  5. Select the “**Overwrite Terms/Days**” radio button.
  6. Click **Next**.
  7. Choose the calendar you want to copy from (source calendar), as well as the calendar(s) you would like to copy to (destination calendar).
  8. Click **Next**.
  9. Select the Days checkbox and click **Run Wizard**.
  10. When Days are copied, box will say Complete and summarize what was copied.

## Copying Day Events

- Day Events can be anything from holiday breaks to Professional Days. If these dates are the same between schools, copying them from one school calendar to another will save the district a good amount of time.
  1. Open the **Calendar Wizard**.
    - Path: System Administration | Calendar | Calendar Wizard.
  2. Select the “**Copy data into existing calendars**” radio button.
  3. Click the **Next** button.
  4. Select the “**Copy/Append other data elements**” radio button.
  5. Click **Next**.
  6. Choose the calendar you want to copy from (source calendar), as well as the calendar(s) you would like to copy to (destination calendar).
  7. Click **Next**.
  8. Select the Day Events checkbox and click **Run Wizard**.
  9. When Day Events are copied box will say Complete and summarize what was copied.

## Calendar Submission

### Calendar Report: Creating Calendar File for Submission

**PATH:** *KY State Reporting > Calendar Report*

The Calendar Report will create the file of the Original Calendar and Amended Calendar in State Format to submit to KDE for review.

#### Reminder: Make-up Days

The following document shows the last five years of weather days for each district. The report was put together to help districts add the appropriate amount of weather days for the upcoming school calendar for 2023-2024. Original Calendars must have at least one (1) “U – Make-up Day”. More information for make-up days and [Five Year Weather Trend](#).

Note: “Override NTI Instructional Minutes” was for the 2019-2020 school year.

### KY Calendar Report

This tool will extract data to complete the KY Calendar Report. Choose the State Format to get the file in the state defined Fixed Width format, otherwise choose one of the testing/debugging formats.

Override NTI Instructional Minutes at KDE direction.

Is Amended Calendar	No	
Calendar Type	Regular	
Board Approval Date	11/10/2022	
Exclude Calendars with state exclude	No	
Override NTI Instructional Minutes	<input type="checkbox"/>	
Format	State Format (Fixed Width)	

#### Select Calendars

Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

22-23

22-23

22-23

22-23

22-23

22-23

22-23

22-23

## Report Editor

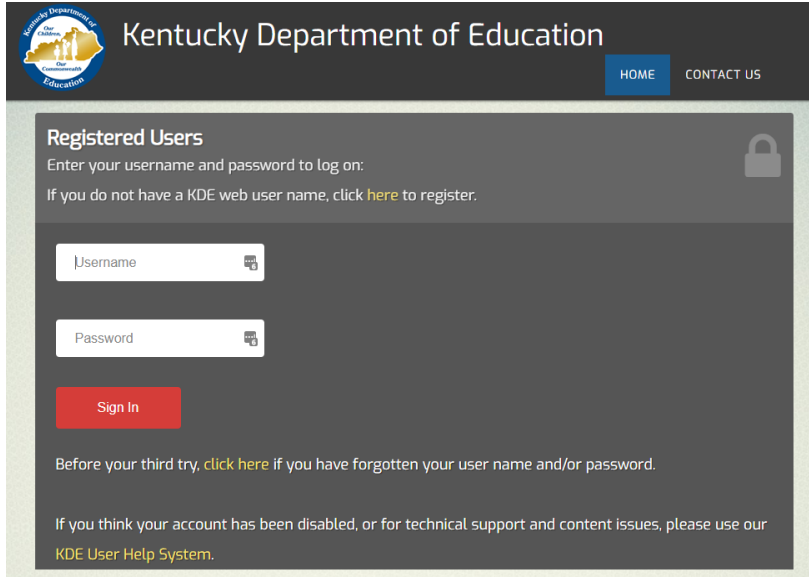
Editor Field	Description
<b>Is Amended Calendar</b>	Indicates whether the calendar was amended within the report.
<b>Calendar Type</b>	Indicates whether the reported calendar(s) is a regular or alternative calendar.
<b>Board Approval Date</b>	The date the School board approved the reporting calendar(s).
<b>Exclude Calendars with State Exclude</b>	If set to Yes, all calendars marked as State Exclude will not be included within the report.
<b>Format</b>	The format of the generated report. For submission to the state, select the <i>State Format (Fixed Width)</i> .
<b>Calendars</b>	The calendar(s) reporting data.]

### Generating Report

- Select whether or not the reporting calendar **Is Amended Calendar**
- Select the **Calendar Type**
- Enter the **Board Approval Date** of the reporting calendar
- Determine whether or not State Excluded calendars should be included within report data by selecting an **Exclude Calendars with State Exclude** value. (YES)
- Select the **Format**. To review data prior to submission to the state, select *HTML* or *PDF*, *select State*
  1. *Format (Fixed Width)* when submitting data to the state
- Select which **Calendar(s)** to report data. (include all school calendars in one file)
- Click the **Generate Extract** button.

## Kentucky Department of Education Web Application

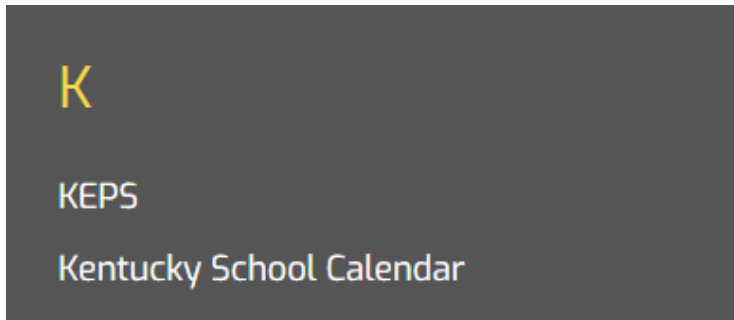
To submit school calendars, you will need to login to the KDE application server [here](#).



The screenshot shows the login interface for the Kentucky Department of Education web application. At the top left is the KDE logo with the tagline 'Our Children Our Communities Our Education'. To the right of the logo is the text 'Kentucky Department of Education' and two navigation buttons: 'HOME' and 'CONTACT US'. Below this is a section titled 'Registered Users' with a lock icon. The text reads: 'Enter your username and password to log on: If you do not have a KDE web user name, click [here](#) to register.' There are two input fields: 'Username' and 'Password', both with eye icons for visibility. A red 'Sign In' button is positioned below the password field. At the bottom of the form, there is a link: 'Before your third try, [click here](#) if you have forgotten your user name and/or password.' and another link: 'If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).'

Once your login, you can click on the Kentucky School Calendar link. If you do not see the link, please contact the [Help Desk](#) to request access.

Note: If there are issues with logging in or the username/password please contact your district WAAPOC.



## Uploading Process to Kentucky Department of Education

- The Upload File page appears as shown in the picture below
- Use the “Browse” button to locate the Calendar file that was save in Infinite Campus.
  - Note: The file name should resemble “CALxxx.yy” where xxx stands for 3-digit district code and yy stands for 2-digit calendar year.
- After selecting the file to submit, click the “Upload” button.
- A message will appear on the screen in green, indicating the file was successfully uploaded. The system will notify KDE that the files has been submitted successfully.
- If your file submission was successful you can “Logoff” to sign off the application.

Kentucky Department of  
**EDUCATION**

Kentucky School Calendar

Calendar > Upload File | View Data | Error Report | Status Logged in as: [josh.whitlow@education.ky.go1] Logout

Use the form below to select and upload your calendar file.

Before attempting to post your file please verify the following requirements are met.

- The system only accepts text files. PDF, Word, or Excel files cannot be submitted.
- The file name will resemble this: "CAL123.22", where 123 is your district number and .22 is the school year.
- Please ensure that the Calendar Edit Report has been run prior to submission.

Your name

Email address

Select file to upload  No file chosen

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Please reach out to Josh Whitlow – by email [josh.whitlow@education.ky.gov](mailto:josh.whitlow@education.ky.gov) or phone 502-564-5279 if you have any questions.

## Campus Resources

Campus Community has online resources that are very helpful with setting up calendars and using calendar tools.

### Documentation

<https://content.infinitecampus.com/sis/latest/documentation/calendar/>

## Hands-On Virtual Labs

### Calendar Roll Forward

<https://content.infinitecampus.com/sis/1641/simulation/copy-calendar-by-rolling-forward/>

### Grade Levels

<https://content.infinitecampus.com/sis/1641/simulation/define-grade-levels-for-a-calendar-year/>

### Define Period Schedule

<https://content.infinitecampus.com/sis/1641/simulation/define-period-schedules-for-a-calendar-year/>

### Days

<https://content.infinitecampus.com/sis/1641/simulation/define-school-day-information-for->

[individual-days/](#)

### Day Reset

<https://content.infinitecampus.com/sis/1641/simulation/set-instructional-school-days-for-the-calendar/>

### Day Rotation

<https://content.infinitecampus.com/sis/1641/simulation/define-rotations-of-period-schedules/>

### Copying data from one calendar to another

<https://content.infinitecampus.com/sis/1641/simulation/copy-data-into-existing-calendars/>