

Indiana Calendar

Last Modified on 10/22/2022 10:04 am CDT

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Classic View: *System Administration > Calendar > Calendar*

Search Terms: Calendar Setup

Within Calendar, the following tools allow users to manage calendar information:

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- [Grade Level Setup](#)
- [Schedule Structure Setup](#)
- [Term Setup](#)
- [Period Setup](#)
- [Day Setup](#)
- [Calendar Override Setup](#)
- [Calendar GPA Calculation Setup](#)

While not all fields in these tools are specific to Indiana, some of these fields are critical to ensuring accurate state reporting. These tools and fields are described below. For all other inquiries, please see the appropriate article(s) linked above.

Calendar

The Calendar Information tool stores basic information about the calendar, including fields which impact how the calendar is included within state reports and Ed-Fi resources.

Calendar Information ☆

 Save
 Mark for Deletion

Calendar Info

Calendar ID 45	School 4894Middle School (schoolID:7)	Sequence <input type="text"/>
*Name <input type="text" value="22-23 Middle School"/>	Number <input type="text"/>	Summer School <input type="checkbox"/>
*Start Date <input type="text" value="07/01/2022"/>	*End Date <input type="text" value="06/30/2023"/>	Exclude <input type="checkbox"/>
Student Day (instructional minutes) <input type="text" value="360"/>	Teacher Day (minutes) <input type="text" value="480"/>	School Choice <input type="checkbox"/>
Whole Day Absence (minutes) <input type="text" value="240"/>	Half Day Absence (minutes) <input type="text" value="120"/>	
Type <input type="text" value="I: Instructional"/>		
Schedule Type <input type="text" value="Traditional: Traditional"/>		
Require Student Assignment <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>	
Comments <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>		

Calendar Information

Calendar ID

An automatically assigned identification number of the calendar, used for reference purposes.

▶ [Click here to expand...](#)

Exclude

When this checkbox is marked, the calendar is NOT reported to the state. This means NO records are submitted to Ed-Fi.

▶ [Click here to expand...](#)

Type

Indicates the type of calendar (i.e., Instructional, Summer School, Alternative, etc). This field impacts when / how the calendar is pulled into various state and local reports.

▶ [Click here to expand...](#)

Schedule Type

Indicates the type of schedule (i.e., Traditional, Modified Block, Block 4, etc). This field defaults to 'Traditional' and rolls forward with the calendar.

▶ [Click here to expand...](#)

Grade Levels

The Grade Levels tool lists the grades that are assigned to the selected school. Only students in the listed grades can be enrolled into that calendar. Fields that are specific to the state of Indiana are defined below.

Grade Level Setup ☆

+ New
💾 Save
✕ Delete

Grade Level Editor	
Name	Seq
9	10
10	11
11	12
12	13

Grade Level Detail

Name (locked)

*Sequence Number

*State Grade Level Code

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications

Kindergarten 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

Grade Levels

Name

Lists the actual name of the grade level - KG, PK, 01, etc. This name appears on student enrollment records, in reports and as part of the search results for students, for recording attendance, in the Teacher Grade Book, etc. This grade level should be entered as two (2) digits or as two (2) characters (e.g., KG, 09, etc.).

▶ [Click here to expand...](#)

State Grade Level Code

The Grade Level Code indicates the current grade level of the student and is the official name of the grade level used at the state. For reporting purposes, each grade level in a school needs to be assigned a State Grade Level Code.

▶ [Click here to expand...](#)

Days

The Days tool provides a calendar view for all of the days in the school calendar, determined by the year, school and calendar selected in the Campus toolbar. The Days tool also displays which Period Schedules are assigned to a particular day, if any special events are assigned to a day, or if a particular day is not recording attendance, is not an instruction day, or is not a school day.

Before using any of the tools on the Days tab, verify the following has been done for the selected calendar:

- [Calendar](#) dates are correct.
- [Term](#) dates are correct.
- [Periods](#) and Period Schedules are established.

Day Setup ☆

September 2021

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

▼ Event on this Day

Day Detail

Date: 09/02/2021 Day #: 11

Period Schedule: Reg

School Day: Instruction: Attendance:

Start Time: End Time: Duration: 0

Comments:

Day Events

Type	Duration	Inst. Minutes
Add DayEvent		

Blended Learning Groups ?

Virtual

Add Group

Day Detail Editor

Date

Indicates the month, day, and year of the calendar event being reported.

▶ [Click here to expand...](#)

Day Events Type

Day Events indicate a special event(s) for the school day. The Day Event **Type** field indicates the reason for the event. Types of days are created in the [Attribute/Dictionary](#).

▶ [Click here to expand...](#)

Instruction Days

In the Day Detail editor (select a day from the calendar grid, notice the two editors below the grid), each day of the school year (from the Calendar Start Date to the Calendar End Date) needs to be marked as a School Day, Instruction and Attendance. These selections allow teachers to take attendance and for reports to generate a total count of instructional days and school days. See the

[Days](#) article for detailed information on how these checkboxes are used.

▶ [Click here to expand...](#)

Duration and Instructional Minutes

In the Day Events editor (select a day from the calendar grid, notice the two editors below the grid), when there is a special type of event happening - abbreviated day, weather day, etc. - the total minutes for the school day and the total instruction minutes should be entered. Values entered in these fields overwrite any other school day and instruction minutes entered elsewhere on the calendar. See the [Days](#) article for detailed information on how Day Events are entered.

- The **Duration** indicates the length of the event. This value does not print on the Calendar Report and is used for state reporting purposes.
- **Instructional Minutes** indicates how many total minutes students are receiving instruction as part of the event.
 - In the case of inclement weather, a corresponding Event Type is selected, and the total instructional minutes for the weather day are added here. If the school closes at lunch time (no instruction in the afternoon), this field is populated with a value that totals the start of day to the lunch period (240 minutes, for example).
 - The sum of Instructional Minutes entered on Day Events is counted as non-instructional minutes and is subtracted from the overall instructional day. The remaining time (calculated by subtracting the instructional minutes on the day event from the Student Day minutes on the calendar) is counted as non-instructional minutes.

▶ [Click here to expand...](#)

Schedule Structure

Schedule Structures provide a means of allowing different groups of students (by grade level, by different terms, by different day layout) to have a unique layout for their learning day. They allow the school calendars to have multiple schedules in one calendar, instead of having one calendar with each type of schedule. See the [Schedule Structure](#) article for detailed information on this tool.

Schedule Structure Setup ☆

+ New
📁 Save
✕ Delete

Schedule Structures Editor	Schedule Structure Detail
<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Name</div> <div style="background-color: #e0e0e0; padding: 5px;">Main</div>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Structure ID</div> <div style="padding: 5px;">43</div> <div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 5px;"> <div style="width: 60%;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">*Name</div> <div style="padding: 5px;">Main</div> </div> <div style="width: 35%;"> <div style="padding: 5px;">External LMS Exclude</div> <div style="text-align: center; padding: 5px;"><input type="checkbox"/></div> </div> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">Sequence</div> <div style="border-bottom: 1px solid #ccc; height: 20px; width: 100%;"></div>

Calendar Schedule Structure

Schedule Structure ID

An automatically assigned identification number of the schedule structure, used for reference purposes.

▶ [Click here to expand...](#)

Terms

Calendar Terms list the type of calendar structure the school has - trimesters, quarters, etc. Also available on this tab are the start and end dates of the terms.

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
✕	Q1	1	08/15/2022	10/14/2022
✕	Q2	2	10/17/2022	12/23/2022
✕	Q3	3	01/09/2023	03/10/2023
✕	Q4	4	03/13/2023	05/26/2023

Calendar Terms

Start Date

Indicates the start date of the term.

▶ [Click here to expand...](#)

End Date

Indicates the end date of the term.

▶ [Click here to expand...](#)

Periods

Calendar **Periods** lists the names and the times of the periods meeting throughout a school day. The editor displays the period information based on the school selected in the Campus toolbar.

At least one period schedule needs to exist in a calendar. Once a period schedule exists, periods can be assigned to that schedule. Then, Calendar Days can be established and assigned a period schedule (day rotation).

Period Setup ☆

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

Period Schedule/Periods Editor

Name

M/TW/TH

FRI

Period Schedule Placement

	M/TW/TH	FRI
HR	HR	HR
1	1	
2	2	2
3	3	
4	4	4
5	5	
6	6	6
7	7	
8	8	8
CCR		CCR
NN	NN	NN
TOR	TOR	TOR

Period Schedule Info

*Name: M/TW/TH *Sequence: 1 Exception/Special Day: Instructional Minutes: 339 School Day: 405

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
✕ HR	1	07:28 AM	07:29 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✕ 1	2	07:30 AM	08:17 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 2	3	08:23 AM	09:09 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 3	4	09:15 AM	10:01 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 4	5	10:07 AM	10:53 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 5	6	10:59 AM	12:29 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
✕ 6	7	12:35 PM	01:22 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 7	8	01:28 PM	02:15 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕ 8	9	02:16 PM	02:17 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✕ NN	10	02:18 PM	02:19 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✕ TOR	11	02:20 PM	02:21 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 21-22 School Year

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Exclude time gaps between periods

School Day Preference for 21-22 School Year

- Exclude non-instructional periods
- Include non-instructional minutes
- Include time gaps between periods

Calendar Periods

Name

Indicates the name of the period

▶ [Click here to expand...](#)

Start Time (First Period)

Indicates the start time of the first period of the day.

▶ [Click here to expand...](#)

End Time (Last Period)

Indicates the end time of the last period of the day.

▶ [Click here to expand...](#)

Non-Instructional

Indicates the total amount of time that is considered non-instructional. The periods marked as Non-Instructional are not counted in the calculation of total Instructional Minutes for the day, which is visible on the Period Schedule Information detail.

▶ [Click here to expand...](#)
