

Calendar (Idaho)

Last Modified on 10/22/2022 10:17 am CDT

[Calendar](#) | [Grade Levels](#) | [Days](#) | [Schedule Structure](#) | [Terms](#) | [Periods](#)

Classic View: System Administration > Calendar > Calendar

Search Terms: Calendar

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

- [Calendar Information](#)
- [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 Idaho, 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.

☰
🔍
Infinite Campus

Calendar Information ☆

Save
 Mark for Deletion

Calendar Info

<p>Calendar ID 1228</p> <p>*Name <input type="text" value="High School"/></p> <p>*Start Date <input type="text" value="08/16/2021"/></p> <p>Student Day (instructional minutes) <input type="text" value="360"/></p> <p>Whole Day Absence (minutes) <input type="text" value="240"/></p> <p>Type <input type="text" value="I: Instructional (Regular)"/></p> <p>Require Student Assignment <input type="checkbox"/></p> <p>JDC Attendance <input type="checkbox"/></p> <p>Comments <input type="text" value="rolling 12/09/2020 08:00 AM"/></p>	<p>School 0009 Capital Senior High School (schoolID:48)</p> <p>Number <input type="text"/></p> <p>*End Date <input type="text" value="05/25/2022"/></p> <p>Teacher Day (minutes) <input type="text"/></p> <p>Half Day Absence (minutes) <input type="text" value="120"/></p> <p>External LMS Exclude <input type="checkbox"/></p>	<p>Sequence <input type="text"/></p> <p>Summer School <input type="checkbox"/></p> <p>Exclude <input type="checkbox"/></p> <p>School Choice <input type="checkbox"/></p>
--	--	--

SCHOOL CHOICE - Open Enrollment Application Counts:

Number Apps Accepted - Approved

Number Apps Denied - Disciplinary

Number Apps Denied - Max Capacity

Number Apps Denied - Other Reasons

Explanation of Other Reasons Denied

Calendar Information

Calendar ID

A unique identifier for different calendars in use within the district. Idaho uses a **Derived CalendarID** that is a combination of several fields. Complete logic is available [here](#); below is a summary of this calculation.

▶ [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...](#)

Calendar Name

Indicates the name of the calendar for a which a record is reported.

▶ [Click here to expand...](#)

End Date

Indicates the last day of the calendar. This is often a different date than the last day of the school year, and depending on district policy, can be the end of the fiscal year (July 31), but needs to end before the start date of the next calendar year.

▶ [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.

Grade Level Setup ☆

+ New
 💾 Save
 ✖ Delete

Grade Level Editor	
Name	Seq
09	10
10	11
11	12
12	13
13	14

Grade Level Detail

Name (locked)
11

*Sequence Number
12

*State Grade Level Code
11: Grade 11

Standard Day
[]

Maximum Membership Days (<= instructional days)
[]

Whole Day Absence (minutes)
[]

Half Day Absence (minutes)
[]

Maximum Approved School Choice Applications
0

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

Grade Levels

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...](#)

Kindergarten Code

Indicates the type of Kindergarten Session the school/calendar provides.

▶ [Click here to expand...](#)

Days

The Days tool provides a calendar type of view for all of the days in the school calendar, determined by the year, school and calendar selected in the Campus toolbar. It 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. Please see the [Days](#) article for more information.

Day Setup ☆

Save Day/Day Events Delete Day/Day Events Day Reset Print Multi Day Event

<< **November 2021** >>

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	26	27
28	29	30				

▼ Event on this Day

Day Detail

Date: 11/15/2021 Day #: 64

Period Schedule: Daily

School Day: Instruction: Attendance:

Start Time: End Time: Duration:

Comments:

Day Events

Type	Duration	Inst. Minutes
Add DayEvent		

Blended Learning Groups ?

Add Group

Calendar Days

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.

Date

Displays the date of the selected day.

▶ [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 instructional 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	
Name		Structure ID	281
Main		*Name	Main
		External LMS Exclude	<input type="checkbox"/>
		Sequence	0

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
X	Q1	1	08/12/2021	10/14/2021
X	Q2	2	10/15/2021	12/21/2021
X	Q3	3	01/04/2022	03/11/2022
X	Q4	4	03/14/2022	05/25/2022

Calendar Terms

Start Date

Indicates the start date of the term. In state reports, this is used in the following ways:

- To determine the first term in which a section meets, based on the Schedule Placement grid of the Course Section.
- To determine the student's first day of enrollment (Roster Start Date) in the Course Section.

▶ [Click here to expand...](#)

End Date

Indicates the end date of the term. In state reports, this is used in the following ways:

- To determine the last term in which the section meets, based on the Section Schedule Placement on the Course Section.
- To determine the student's last day of enrollment (Roster End Date) in the Course Section.

▶ [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/T/W/TH

FRI

Period Schedule Placement		
	M/T/W/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

PeriodSchedule Info

*Name: M/T/W/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"/>

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

Start Time

Indicates the start time of the period.

▶ [Click here to expand...](#)

End Time

Indicates the end time of the period.

▶ [Click here to expand...](#)
