



MT 2000 Calendar Administration

August 2009

CONTENTS

CALENDAR TAB	3
GRADE LEVELS	4
SCHEDULE STRUCTURES	4
TERMS	5
PERIODS	6
DAYS	7
DAY RESET	7
DAY ROTATION	8
MULTI-DAY EVENT	8

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SYSTEM ADMIN: CALENDAR SETUP



OVERVIEW

The Calendar for a school contains data elements that are critical for enrollments, attendance, scheduling and grading periods used for a school. These items may be copied from one year to another using a copy forward utility called the Calendar Wizard. This lesson will help Campus administrators maintain school calendars.

Calendar Wizard

Use the instructions on the Calendar Wizard screen to create a new calendar.

Path: System Administration > Calendar > Calendar Wizard

Accessing the calendar

1. Select the year and school in the dropdown menus on the toolbar.
2. Expand the Calendar folder of System Administration.
3. Select Calendar.

Calendar Tab

The first tab of the calendar houses user-defined fields that determine how the calendar works for attendance and state reporting.

1. The Number field is used only with file uploads.

Each calendar within a school must have a unique number.

2. The Start Date and End Date are bookends that define the range of days that include all instructional days for a school year will occur in. Typically, these are set to a week before the start of school and the last possible make-up day in the case of lost school days.
3. Check Summer School if the calendar includes a summer school term.
4. Student Day (minutes), Teacher Day (minutes), Whole Day Absence and Half Day absence are used for ADA calculations in other states. **These fields are not required in Montana.**
5. If the school is Title 1, select the type in the dropdown list.
6. Comments are seen only on this screen. The system will append the timestamp of when the calendar was created in this field by default.
7. When finished making changes, select Save.



Two internal numbers (calendarID and schoolID) are seen on the calendar tab. These

primary keys are used to link records in the Campus database and are used when doing queries on the database directly through SQL Enterprise Manager or an ODBC connection.



Students are enrolled into a calendar; since only certain students who attend

the regular academic year will also attend any summer school sessions offered by the district, it is best practice to create a separate calendar for the summer school session.

Grade Levels

The Grade Levels tab defines the values possible to assign when entering a student's enrollment. Official grade level changes (i.e. 7 and 8 to 6, 7, and 8) must be approved through the OPI's Accreditation Division.



There should be one grade level sequence through the district. For example in a

K-12 district, all grades that are Kindergarten would be sequence 1, First Grade sequence 2, and so on to the seniors being sequence 13.

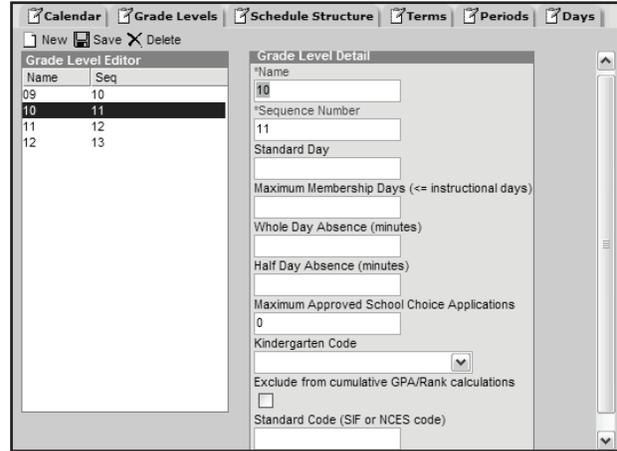


Once grade levels are created for a calendar, they cannot be renamed. Doing so could

create orphan enrollments, which should be avoided.

To define the grade levels for a school:

1. Select New.
2. Enter the Name of the grade as it should be seen on the student's enrollment and on all screens of the Campus application.
3. Enter the Sequence number for that grade level in the district.
4. If this grade level has a different number of membership days or attends school for an amount of time different from that defined on the calendar, enter the correct values in the fields provided.
5. Be sure that the intended Name matches the State Code from the dropdown list. (See below)
6. If this grade level needs to be excluded from any functionality or reports for that school, select the options needed.
7. Select Save when finished.



State Grade Levels

A district must map all of its local grade levels to state grade levels. Infinite Campus hard codes the state grade levels but it is the responsibility of the district to make sure that the district grade levels are mapped accordingly for purposes including data analysis, state reporting and federal reporting. Once mapped, the codes will populate the district-level view of the State Grade Mapping field with the applicable codes.

01: Grade 1
02: Grade 2
03: Grade 3
04: Grade 4
05: Grade 5
06: Grade 6
07: Grade 7
08: Grade 8
09: Grade 9
10: Grade 10
11: Grade 11
12: Grade 12
KF: Kindergarten Full Time
KH: Kindergarten Half Time
P1: Transition 1st
PK: Pre-kindergarten

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, and/or have different instructional days, the school's calendar may have multiple schedule structures to hold that information. Creating multiple schedule structures will add an additional dropdown list to the gray toolbar to select which structure the user is working in.

System Admin: Calendar Wizard

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. It is recommended that you contact the OPI prior to adding additional schedule structures beyond the default “main” schedule.

Terms

A term is a division of the year. The terms used in a school should balance between the needs for scheduling (when students change courses or teachers) and the needs for grading (what marking periods are needed for the year). Each schedule structure should have only 1 term schedule defined; Campus will support up to twelve terms.

To create a new term schedule:

1. Select New.
2. Select the number of terms needed from the checkboxes. If the particular number of terms desired is not displayed, click other number of terms and enter the number of terms.
3. Click Create Terms.
4. Once terms have been created, Start and End dates of the term need to be defined. These dates are used in conjunction with attendance and due dates in the Campus gradebook; teachers can still enter scores and term grades outside of these dates.
5. To enter term dates, click the term schedule under the name field.
6. Enter the dates in MM/DD/YYYY, MMDDYY or MM/DD/YY format, or use the calendar button to select the date.
7. Select Save Term Schedule/Terms when finished.

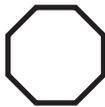
Name	Sequence	Start Date	End Date
X 1	1	09/02/2007	11/08/2007
X 2	2	11/12/2007	01/24/2008
X 3	3	01/28/2008	04/05/2008
X 4	4	04/09/2008	06/30/2008

Periods

Periods define the units in a student's day for scheduling and the number of minutes in each period. To take attendance and schedule courses, a calendar needs at least 1 period schedule; if students attend different classes on different days (such as in an A/B day rotation or modified block schedule), multiple period schedules can be created.

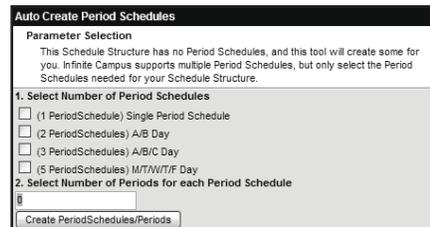
To create a new period schedule:

1. Select New Period Schedule
2. Select the Number of Period Schedules (meeting different days) needed.
3. Enter the Number of Periods needed on each schedule.
4. Select Create.



Many Campus schools will add an activity period to the schedule to have a place

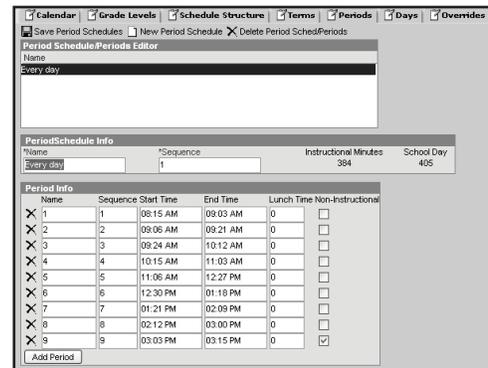
on the student's schedules to place activities. Activity courses use the functionality of a course roster to track participation in school athletics and other activities and also interface with the canned Athletic Eligibility Report to find students in an activity course who should be considered ineligible because of a grade in a regular course. Additional non-instructional placeholder periods are used in some districts to hold courses for team/small learning community assignment, advisement, etc.



Editing A Period Schedule

1. Once created, the period schedule must be edited to include times used 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 is saved. This number should then be used to accurately enter the Student Day Minutes and Whole/Half Day Absence fields on the calendar tab.



Name	Sequence	Start Time	End Time	Lunch Time	Non-Instructional
X 1	1	08:15 AM	09:05 AM	0	<input type="checkbox"/>
X 2	2	09:06 AM	09:21 AM	0	<input type="checkbox"/>
X 3	3	09:24 AM	10:12 AM	0	<input type="checkbox"/>
X 4	4	10:15 AM	11:03 AM	0	<input type="checkbox"/>
X 5	5	11:06 AM	12:27 PM	0	<input type="checkbox"/>
X 6	6	12:30 PM	01:18 PM	0	<input type="checkbox"/>
X 7	7	01:21 PM	02:09 PM	0	<input type="checkbox"/>
X 8	8	02:12 PM	03:00 PM	0	<input type="checkbox"/>
X 9	9	03:03 PM	03:15 PM	0	<input checked="" type="checkbox"/>

2. The Name of the schedule can be changed if desired. Many schools will use their school colors as their days (maroon/gold in this example).
3. The Sequence of the period is used by a day rotation wizard. Each period schedule should have a different sequence.
4. The names of the periods may be alphanumeric and can include a zero hour, but the **sequence cannot include a zero**.
5. The period Start and End Times should reflect the amount of instructional minutes the school can count in the selected period; in some states this may include passing time, in others the times should be an exact match to the times the bells ring.
6. If the period includes a lunch break for students, enter the length of the lunch break in the Lunch Time column.
7. 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 checkbox.
8. If additional periods are needed on the schedule, click Add Period.
9. When finished, select Save Period schedules.

System Admin: Calendar Wizard



Days

The Days tab is used to set which days during the year are instructional and attendance days and also which period schedule is used on a particular day if the school has multiple period schedules.

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.

Each day also has a dropdown menu where the period schedule (A/B day) used each day is set if multiple period schedules exist in the selected schedule structure.

The duration field is used only in particular states for state reporting. Day Events may be used to convey information about events on the calendar in the Parent Portal.

Three wizard tools may be used to set the calendar days correctly en masse.

Day Reset

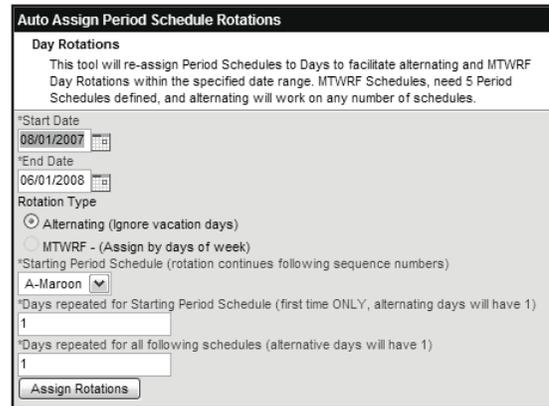
The Day Reset by default will reset the regular instructional days (Monday-Friday) but may be used to set weekend days as well, is in the case of Saturday school calendars or residential (dormitory) schools that take attendance on weekends.

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 week 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 days or modified block), a Day Rotation Wizard will also be seen on the Days tab. This wizard will set particular schedules on days according to the pattern set up in the wizard.

1. Enter the Start and End Date for the range of days to run a rotation.
2. Select the Rotation Type.
3. Select the period to start the rotation on.
4. Enter the number of days that should be one particular period schedule before changing to another period schedule. For example, an A/B Rotation would be one day because one day is an A day and the next day would be a B day.
5. Select Assign Rotations.



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. To use the day event wizard:

1. Enter the First Day of Event.
2. Enter the Last Day of 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.

