

# Calendar (Idaho)

Last Modified on 03/11/2024 8:46 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:

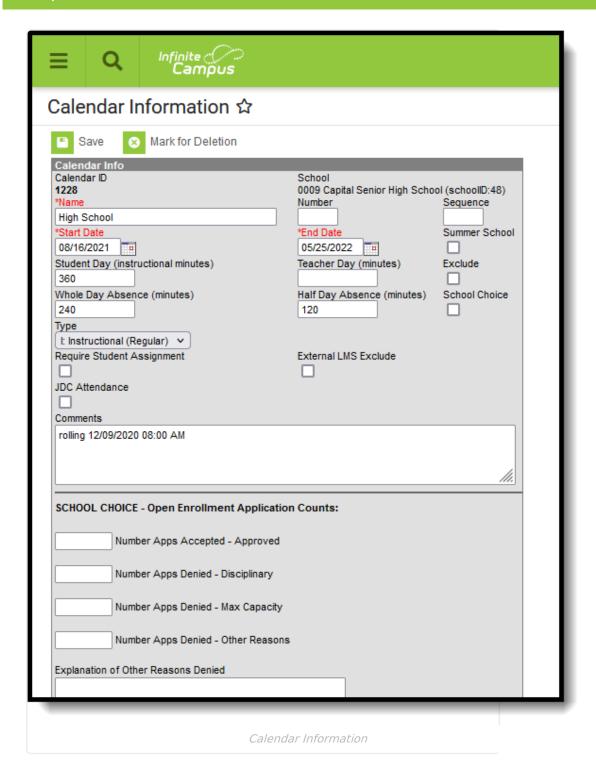
- Calendar Information
- Grade Level Setup
- Schedule Structure Setup
- Term Setup
- Period Setup
- Day Setup
- Calendar Override Setup
- Calendar GPA Calculation Setup

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 inquires, 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.





### **Calendar ID**

A unique identifier for different calendars in use within the district. Idaho state reports return a **Derived CalendarID** value which identifies unique schedule tracks students are on. This state reported calendarID value 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**

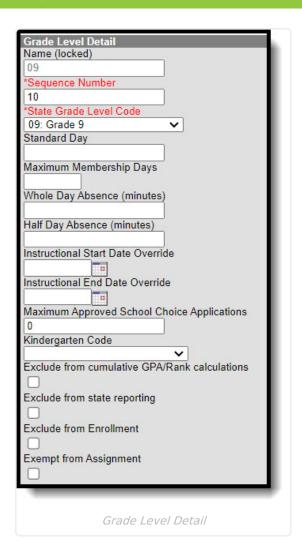
Indicates the last day of the calendar. This is often a different date than the last day of the school year, and depending on district policy, can be the end of the fiscal year (July 31), but needs to end before the start date of the next calendar year.

▶ 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.





#### **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...

#### **Instructional Start and End Date Override**

The Instructional Start Date Override and Instructional End Date Override fields provide a way for schools to indicate that a selected grade has a different date on which their calendar begins or ends than other grade levels. Calendar and Attendance reporting logic utilize these fields to accurately reflect schedule track differences, such as when 9th grade students start one day earlier than other grade levels at a school.

#### **Reports:**

District Calendar (ISEE Extracts) (Idaho)



Student Attendance (ISEE Extracts) (Idaho)

# Kindergarten Code

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

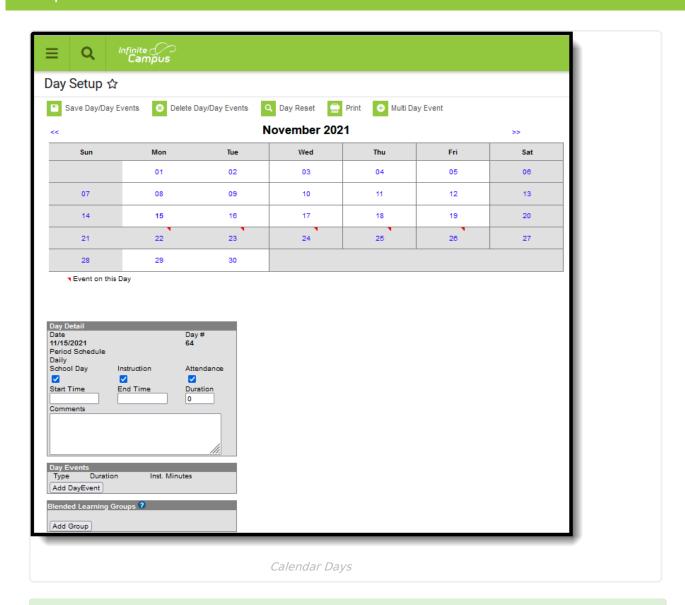
▶ Click here to expand...

## **Gear Up Participation**

# **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.





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**

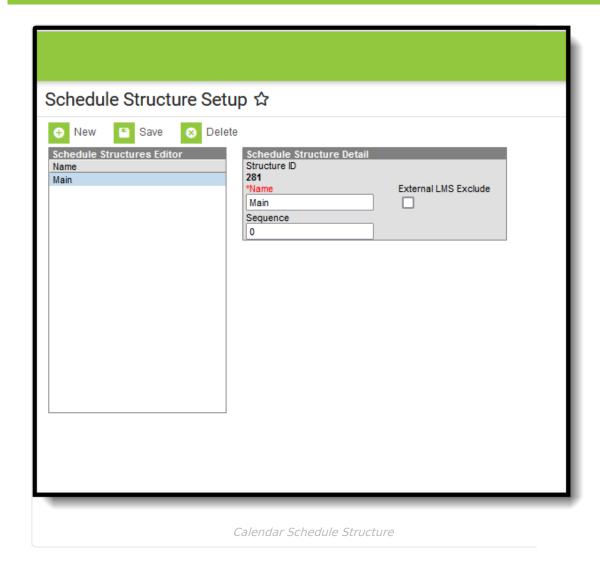
In the Day Events editor (select a day from the calendar grid, notice the two editors below the grid), when there is a special type of event happening - abbreviated day, weather day, etc. - the total minutes for the school day and the total instruction minutes should be entered. Values entered in these 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 Structure**s 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 ID**

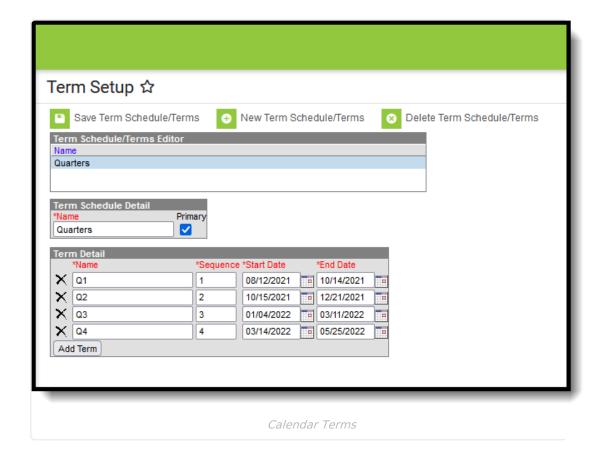
An automatically assigned identification number of the schedule structure, used for reference purposes.

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### **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.





#### **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:

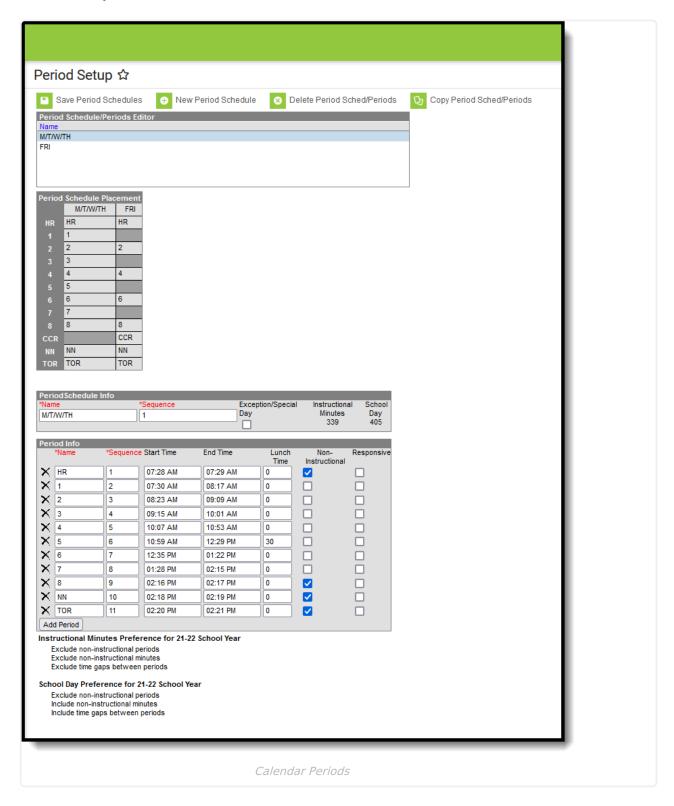
- To determine the last term in which the section meets, based on the Section Schedule Placement on the Course Section.
- To determine the student's last day of enrollment (Roster End Date) in the Course Section.
- ▶ Click here to expand...

## **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).



#### **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...