

# **Calendar Terms**

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#### Tool Search: Term Setup

**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.

≡	Infinite Campus	0	C Search for a tool or student			
Tern Schedu	Terms ☆ Scheduling > School Calendar Information > Terms					
<b>•</b> 5	Save Term Schedule/Terms 🔸 New Term Schedule/Terms 😣 Delete Term Schedule/Terms					
Name       Terms       Terms						
Term	Detail Name	*Sequence	e *Start Date *End Date Term Type			
$\times$	21	1	09/06/2005 🔲 11/03/2005 🔳 🔍 🔻			
$\times$	22	2	11/07/2005 🗰 01/20/2006 🗰 💌			
$\times$	23	3	01/24/2006 🗰 03/24/2006 📷 🔽			
$\mathbf{X}$	24	4	04/03/2006 💼 06/07/2006 💼 💌			
Add Term						

See the Term Setup Tool Rights article for information about rights needed to use this tool.

### **Terms Editor**

The Calendar Terms editor displays three different editors - the **Term Schedule/Terms Editor**, the **Term Schedule Detail** and the **Term Detail**.

The **Term Schedule/Terms Editor** lists the names of the Term Schedule(s) associated with the selected calendar. Most calendars will only have one term schedule, but there are instances where multiple term schedules could exist within one calendar (this setup is not recommended and should only be done under the guidance of Campus Support).

lama	ms cultor	_	_		
Terms					
Term Schedule De	tail				
Name	Primary				
Terms					
Term Detail					
*Name	*Sequenc	ce *Start Date	*End Date	Term Type	
X Q1	1	07/01/2013	09/30/2013		•
X 02	2	10/01/2013	12/31/2013		<b>•</b>
X Q3	3	01/01/2014	04/02/2014		•
	4	04/03/2014	06/30/2014		•
X Q4					

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The Term Schedule Detail displays the name of the selected Term Schedule and an indication of the term schedule being the primary schedule.

Save Term Sched	ule/Terms	New Term S	Schedule/Terms	s 😣 Delete Term Schedule/Terms
Term Schedule/Terms	Editor			
Name Terms				
Term Schedule Detail *Name Terms	Primary			
Term Detail				
*Name	*Sequenc	e *Start Date	*End Date	Term Type
× Q1	1	07/01/2013	09/30/2013	
X Q2	2	10/01/2013	12/31/2013 📷	· ·
🗙 🛛 🗙	3	01/01/2014	04/02/2014	
X Q4	4	04/03/2014	06/30/2014	· ·
Add Term				
	Calenda	r Terms - Mul	tiple Term So	chedule Detail

The **Term Detail** lists the sequence of the individual terms and each term's start and end dates.

Save Term Sch	edule/Terms	New Term S	chedule/Terms	s 🛛 S Delete Term Schedule/Terms
Term Schedule/Ter	ns Editor			
Name Terms				
Term Schedule Det	ail			
*Name	Primary			
Terms				
Term Detail				
*Name	*Sequen	ce *Start Date	*End Date	Term Type
X 01	1	07/01/2013	09/30/2013	
•	2	10/01/2013	12/31/2013 📷	-
X 02	-			
X 02 X 03	3	01/01/2014	04/02/2014	<b>↓</b>
X 02 X 03 X 04	3 4	01/01/2014	04/02/2014	· · ·
X Q2 X Q3 X Q4 Add Term	3	01/01/2014	04/02/2014 06/30/2014 06/30/2014	· · ·
X Q2 X Q3 X Q4 Add Term	3 4	01/01/2014	04/02/2014	· · ·

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When creating new terms to add to a calendar, select the **New Term Schedule/Terms** icon. This will open a wizard-type view where the user can select the appropriate term structure for the calendar.

Auto Create Term Schedules
Parameter Selection This tool will create terms within a schedule structure. Infinite Campus allows multiple term schedules, but it is not advised to do this unless absolutely necessary. Select the minimum number of term schedules needed for your schedule. For example, full-year, semester, and quarter long course-sections can all be scheduled within a quarter term schedule, so you would only need to create one four-term schedule.
<ul> <li>Full Year (1 term)</li> <li>Semesters (2 term)</li> <li>Trimesters (3 term)</li> <li>Quarters (4 term)</li> <li>Other Number of Terms:</li> <li>Create Terms</li> </ul>
Calendar Terms - New Term Schedule

A selection of the term structure is needed, using the following options. For the definition of these options, this table is based on a 36-week school year.



Term Option	Number of Terms	Definition
Full Year	One Term	Term runs the length of the school year (Week 1 - Week 36).
Semester	Two Terms	<ul> <li>Each term is 18 weeks in length:</li> <li>Semester 1 = Week 1 -Week 18</li> <li>Semester 2 = Week 19 - Week 36</li> </ul>
Trimester	Three Terms	Each term is 12 weeks in length: • Trimester 1 = Week 1 - Week 12 • Trimester 2 = Week 13 - Week 24 • Trimester 3 = Week 25 - Week 36
Quarters	Four Terms	<ul> <li>Each term is 9 weeks in length:</li> <li>Quarter 1 = Week 1 - Week 9</li> <li>Quarter 2 = Week 10 - Week 18</li> <li>Quarter 3 = Week 19 - Week 27</li> <li>Quarter 4 - Week 28 - Week 36</li> </ul>
Other Number of Terms		Term breakdown is up to the school's discretion. The total number of terms and corresponding term sequences that may be added to any calendar is 31.

# **Add Terms to a Calendar**

- 1. Click the New Terms/Schedules/Terms icon.
- 2. Select the **Parameter** option from the list of choices.
- 3. Click the **Create Terms** button. This will generate the appropriate term structure for the calendar. When it is complete, the screen will return to the Terms tab. Once again, select the Schedule Structure from the dropdown list and click the Name of the term in the Terms Editor list.
- 4. Verify the **Primary** term schedule checkbox is marked.
- 5. In the **Term Detail** grid, verify that the **Name** and **Sequence** are correct. If not, make the appropriate changes.
- 6. Enter the **Start** and **End** dates for the terms in *mmddyy* format or by clicking the calendar icon to select a date. These dates reflect when the majority of students begin attending classes and when the students stop taking classes for each term. These dates also correspond to when appropriate course sections display for teachers to record attendance.
- 7. To add additional terms, click the **Add Term** button.



8. When finished, click the **Save Term Schedule/Terms** icon. Terms have now been created for the calendar; periods can now be created for the terms.

Please note that calendars can have up to 31 terms. The sequences associated with those terms can also be up to 31. Larger values in those fields cause error messages when viewing course grading tasks and when accessing Campus Instruction.

### **Date Validations**

The following relates to the validation of term dates:

- Dates for terms must fall within the calendar date range. For example, if a calendar has a start date of 08/15/2010, the term cannot start before that date.
- Dates for terms cannot overlap. For example, if Term 1 ends on 10/15/2010, the next term cannot start until 10/16/2010.
- If term dates are changed such that the changes will cause attendance data to fall outside of the term dates, a warning message will be returned.
- Start and End dates are required for all terms.