

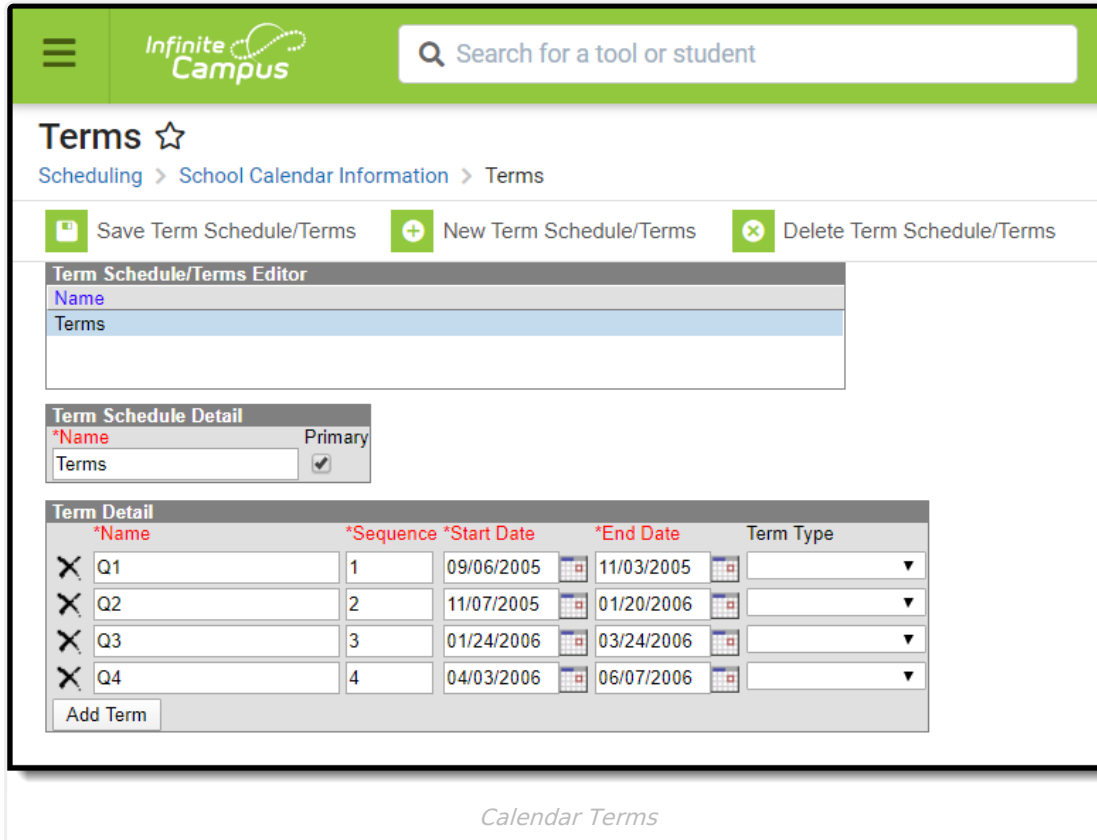
Calendar Terms

Last Modified on 12/14/2025 8:45 pm CST

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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.



The screenshot shows the Infinite Campus interface for the 'Terms' tool. At the top, there is a green header with the Infinite Campus logo and a search bar. Below the header, the 'Terms' section is displayed with a star icon. The breadcrumb trail reads 'Scheduling > School Calendar Information > Terms'. Three action buttons are visible: 'Save Term Schedule/Terms' (green square with a document icon), 'New Term Schedule/Terms' (green square with a plus icon), and 'Delete Term Schedule/Terms' (green square with an 'x' icon). The main content area is divided into three sections: 'Term Schedule/Terms Editor', 'Term Schedule Detail', and 'Term Detail'. The 'Term Schedule/Terms Editor' section shows a table with one row labeled 'Terms'. The 'Term Schedule Detail' section shows a form with a 'Name' field containing 'Terms' and a 'Primary' checkbox checked. The 'Term Detail' section shows a table with four rows of term data, each with a delete icon (X) in the first column. The table columns are: *Name, *Sequence, *Start Date, *End Date, and Term Type. The data rows are: Q1 (Sequence 1, Start Date 09/06/2005, End Date 11/03/2005), Q2 (Sequence 2, Start Date 11/07/2005, End Date 01/20/2006), Q3 (Sequence 3, Start Date 01/24/2006, End Date 03/24/2006), and Q4 (Sequence 4, Start Date 04/03/2006, End Date 06/07/2006). An 'Add Term' button is located at the bottom of the table.

*Name	*Sequence	*Start Date	*End Date	Term Type
X Q1	1	09/06/2005	11/03/2005	
X Q2	2	11/07/2005	01/20/2006	
X Q3	3	01/24/2006	03/24/2006	
X Q4	4	04/03/2006	06/07/2006	

Calendar Terms

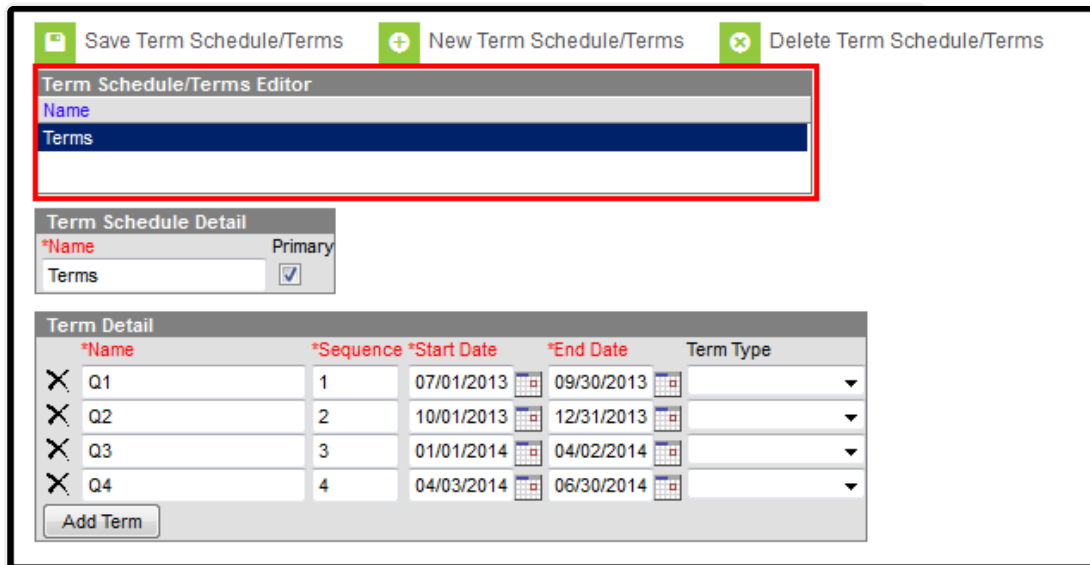
See the [Term Setup Tool Rights](#) article for information about rights needed to use this tool.

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).



Save Term Schedule/Terms New Term Schedule/Terms Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

Terms

Term Schedule Detail

*Name Primary

Terms ☒

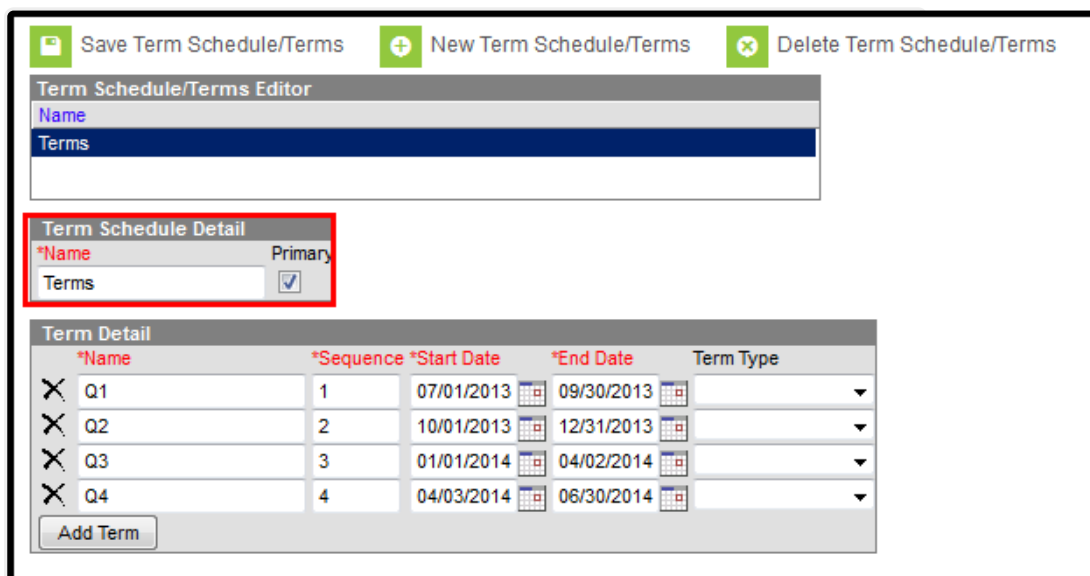
Term Detail

	*Name	*Sequence	*Start Date	*End Date	Term Type
X	Q1	1	07/01/2013	09/30/2013	
X	Q2	2	10/01/2013	12/31/2013	
X	Q3	3	01/01/2014	04/02/2014	
X	Q4	4	04/03/2014	06/30/2014	

Add Term

Calendar Terms - Multiple Term Schedule Editor

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 Schedule/Terms New Term Schedule/Terms Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

Terms

Term Schedule Detail

*Name Primary

Terms ☒

Term Detail

	*Name	*Sequence	*Start Date	*End Date	Term Type
X	Q1	1	07/01/2013	09/30/2013	
X	Q2	2	10/01/2013	12/31/2013	
X	Q3	3	01/01/2014	04/02/2014	
X	Q4	4	04/03/2014	06/30/2014	

Add Term

Calendar Terms - Multiple Term Schedule Detail

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

Save Term Schedule/Terms
+ New Term Schedule/Terms
x Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

Terms

Term Schedule Detail

*Name

Primary

Terms

☒

Term Detail

	*Name	*Sequence	*Start Date	*End Date	Term Type
X	Q1	1	07/01/2013	09/30/2013	
X	Q2	2	10/01/2013	12/31/2013	
X	Q3	3	01/01/2014	04/02/2014	
X	Q4	4	04/03/2014	06/30/2014	

Calendar Terms - Multiple Term Detail

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.

☐ Full Year (1 term)
☐ Semesters (2 term)
☐ Trimesters (3 term)
☐ Quarters (4 term)
☐ Other Number of Terms:

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	Each term is 18 weeks in length: <ul style="list-style-type: none"> Semester 1 = Week 1 - Week 18 Semester 2 = Week 19 - Week 36
Trimester	Three Terms	Each term is 12 weeks in length: <ul style="list-style-type: none"> Trimester 1 = Week 1 - Week 12 Trimester 2 = Week 13 - Week 24 Trimester 3 = Week 25 - Week 36
Quarters	Four Terms	Each term is 9 weeks in length: <ul style="list-style-type: none"> Quarter 1 = Week 1 - Week 9 Quarter 2 = Week 10 - Week 18 Quarter 3 = Week 19 - Week 27 Quarter 4 = Week 28 - Week 36
Other Number of Terms		Term breakdown is up to the school's discretion. <div> The total number of terms and corresponding term sequences that may be added to any calendar is 31. </div>

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.
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