

# Calendar Terms

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**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.

**Terms** ☆

Scheduling > School Calendar Information > Terms

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	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	▼

Add Term

*Calendar Terms*

## 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.

Term Schedule/Terms Editor

Name

Terms

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Term Schedule Detail

\*Name Primary

Terms

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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
<b>Full Year</b>	One Term	Term runs the length of the school year (Week 1 - Week 36).
<b>Semester</b>	Two Terms	Each term is 18 weeks in length: <ul style="list-style-type: none"> <li>• Semester 1 = Week 1 -Week 18</li> <li>• Semester 2 = Week 19 - Week 36</li> </ul>
<b>Trimester</b>	Three Terms	Each term is 12 weeks in length: <ul style="list-style-type: none"> <li>• Trimester 1 = Week 1 - Week 12</li> <li>• Trimester 2 = Week 13 - Week 24</li> <li>• Trimester 3 = Week 25 - Week 36</li> </ul>
<b>Quarters</b>	Four Terms	Each term is 9 weeks in length: <ul style="list-style-type: none"> <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>
<b>Other Number of Terms</b>		Term breakdown is up to the school's discretion. <div style="border: 1px solid #ccc; background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>The total number of terms and corresponding term sequences that may be added to any calendar is 31.</p> </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 *mmdyy* 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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