

# Delete Calendar

Last Modified on 03/18/2024 3:40 pm CDT

## [Delete Calendar Process](#) | [Steps for Deleting Calendars](#)

Tool Search: Delete Calendar

The Delete Calendar tool allows users with proper tool rights to delete calendars that have been previously marked for deletion, which is done on the [Calendar Details](#) tool.

**Delete Calendar** ★

Scheduling > Calendar Administration > Delete Calendar

Delete Calendar

Progress: Select (✓) | Validate (✓) | Preview (✓) | Results (4)

All associated data must be removed from the calendar prior to deletion.

DATA ITEM	STATUS
Assignment Scores	✓
Attendance	✓
Course Requests	✓
Fee Assignments	✓

Buttons: Previous | Next

*Delete Calendar*

**Read** - Access and view Delete Calendar.

**Write** - Select calendars for deletion.

**Add** - Validate calendars for deletion.

**Delete** - Delete calendars.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

## For States Using Ed-Fi

### Ed-Fi Version 3.X:

The following is a known issue for Ed-Fi users: All resources within the selected calendar will delete when the Delete Calendar Tool is utilized, with the exception of the Calendar resource. The Delete Tool is currently required to delete the calendar.

### Ed-Fi Version 2.X and lower:

The Delete Calendar process requires additional steps to properly remove calendars from Ed-Fi:

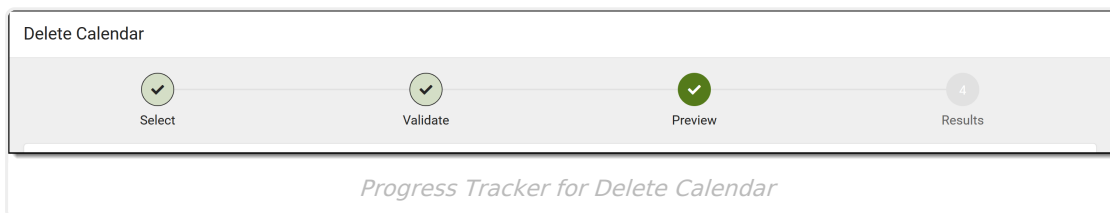
- Use the [Identity Mapping](#) tool to find the Calendar IDs for the calendars that need to be deleted.
- Use the [Ed-Fi Delete Tool](#).
- Use the Delete Calendar tool.

The process for deleting calendars is two-fold:

1. **Marking a for deletion (Calendar Details)** . This means a user can select a particular calendar to be deleted and add a comment as to why it's being deleted. The calendar can also be unmarked for deletion.
2. **Removal of calendars that are marked for deletion (Delete Calendar)** . This involves viewing a list of calendars that have been marked for deletion, validating those calendars, previewing the calendars, deleting those calendars, and printing a report of those deleted calendars.

A progress tracker displays on each screen so users can quickly tell where they are in the process. If there is an issue with one of the selections, an exclamation point displays (i.e, when there are no dates selected or when there are no calendars selected or data exists that is preventing the calendar from being deleted). These are indications to revisit that step in the process (click the exclamation point) to verify the entered information is correct.

At any time during the process, click the **Previous** button at the bottom of the screen to return to the previous step.



## Delete Calendar Process

[Calendar Selection](#) | [Validate](#) | [Preview](#) | [Results](#)

This section explains each step in the Delete Calendar process. See the Steps for Deleting Calendars section for instructions related to each section of the process.

### Calendar Selection

Since calendars have already been marked for deletion on Calendar Details, the list of available calendars to delete is limited. **Only one calendar can be chosen for deletion at one time** . Once selected, an information box displays a deletion summary, which was added by the user who

marked the calendar for deletion.

**Delete Calendar**

1 Select      2 Validate

Select a calendar that has been marked for deletion.

20-21 Monroe High SME was marked for deletion by Administrator, Demo on 2/27/2020 3:18 pm.

Reason: No Longer Used

Comments: used for scheduling trial run

Calendar \*  
20-21 Monroe High SME

**Calendar Details** ☆

Scheduling > School Calendar Information > Calendar Details

Save    Mark for Deletion

Calendar Info  
Calendar ID: 373  
Name: 20-21 Monroe High SME  
Start Date: 09/01/2020  
Student Day (Instructional minutes):  
Whole Day Absence (minutes):

School: 300 Monroe High (schoolID:62)  
Number:  
Sequence:  
Summer School:  
Teacher Day (minutes):  
Half Day Absence (minutes):  
School Choice:

Type: Instructional  
Require Student Assignment:  
Comments:  
End Code Override:  
Instructional Model:

**Mark Calendar for Deletion**

Mark 20-21 Monroe High SME for deletion?

\*Reason for Deletion  
02: No Longer Used

Comments:  
used for scheduling trial run

Mark Calendar    Cancel

*Delete Calendar Summary, Mark Calendar for Deletion Comments*

## Validate

All data related to assignment scores, attendance data, course requests, and fee assignments must be removed from the calendar in order for the delete process to complete. If data does not exist, the Status column lists a green checkbox; if data does exist, the Status column lists a red exclamation point. Items with an exclamation point need to be addressed before the calendar can be deleted.

**Delete Calendar**

1 Select      2 Validate      3 Preview      4 Results

Associated data has not been removed

All associated data must be removed from the calendar prior to deletion.

**Data Validation**

DATA ITEM	STATUS
Assignment Scores	! Records must be removed before proceeding
Attendance	✓

*Validate Status*

## Preview

The Preview screen lists the calendar that is being deleted, the number of schedule structures, term schedules, terms and periods that are also being deleted.

Use the **Schedule Calendar Delete** option to determine when calendars are deleted - immediately using the **Now** option, or at a specific date and time using the **Schedule** option.

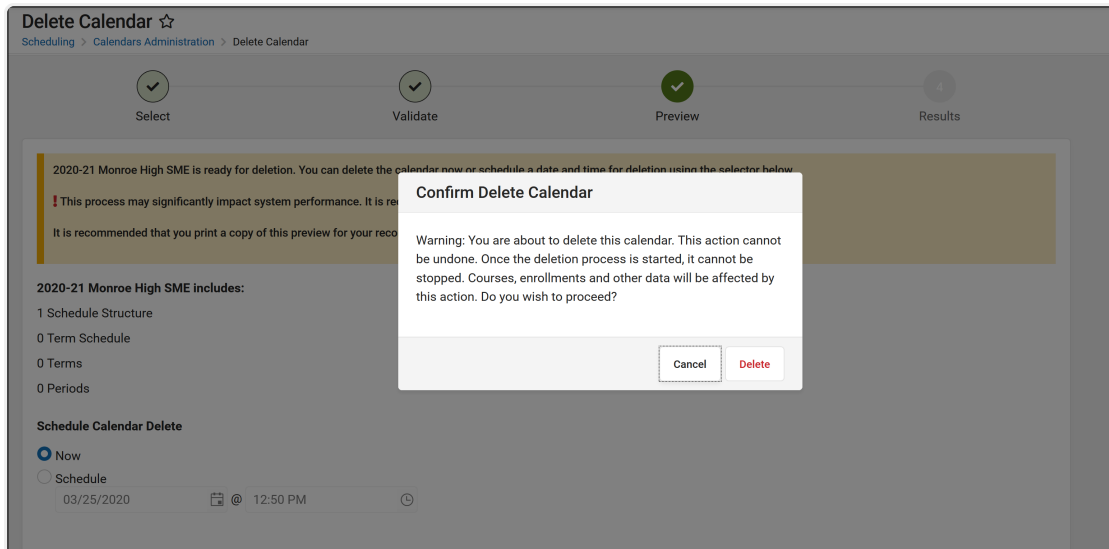
**This process may significantly impact system performance. For that reason, deleting calendars is best performed in off-peak hours (weekends, after school, etc.).**

This information can be printed for record keeping, if desired. The printed document is a simple PDF form that lists the calendar being deleted, who requested the deletion, the date is requested, the reason and any entered comments.

The screenshot shows the 'Delete Calendar' interface. At the top, there is a breadcrumb trail: 'Scheduling > Calendars Administration > Delete Calendar'. Below this is a progress bar with four steps: 'Select', 'Validate', 'Preview', and 'Results'. The 'Preview' step is currently active, indicated by a green checkmark. The main content area contains a yellow warning box with the text: '2020-21 Monroe High SME is ready for deletion. You can delete the calendar now or schedule a date and time for deletion using the selector below. This process may significantly impact system performance. It is recommended that calendars be deleted during off-peak hours (Saturdays, etc.). It is recommended that you print a copy of this preview for your records.' Below the warning box, there is a list of items to be deleted: '2020-21 Monroe High SME includes: 1 Schedule Structure, 0 Term Schedule, 0 Terms, 0 Periods'. Underneath this list, there are radio buttons for 'Now' (selected) and 'Schedule'. The 'Schedule' option has a date and time selector set to '03/25/2020 @ 12:50 PM'. To the right of the main content area, there is a 'Calendar Delete Preview' report with the following details: 'Calendar: 2020-21 Monroe High SME', 'Requested By: Administrator, System', 'Date: 3/25/2020 12:50 pm', 'Reason: Created in Error', and 'Comments: testing delete calendar'. At the bottom of the interface, there are three buttons: 'Previous', 'Print', and 'Delete'. The 'Print' button is highlighted with a red border.

*Preview of Delete Calendar and Report*

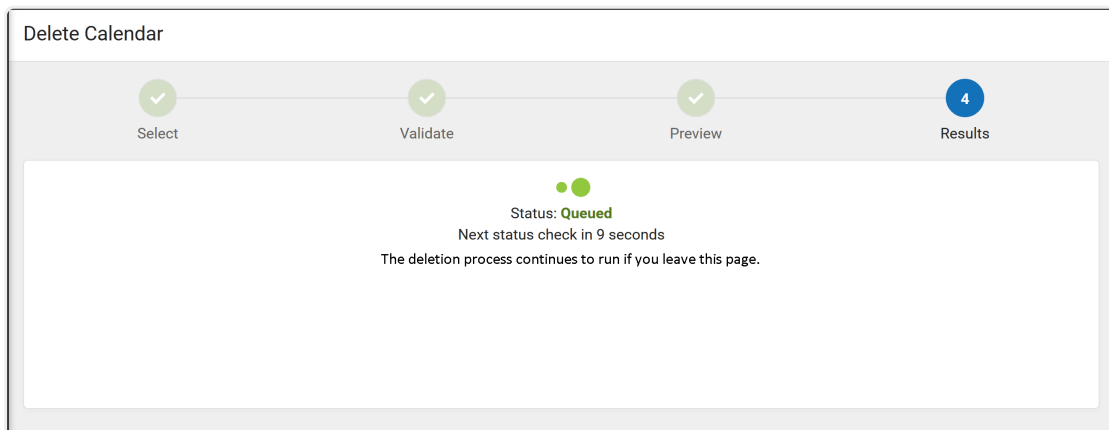
Before moving on the Results status (clicking the Delete button at the bottom), a confirmation message displays asking the user to verify that the calendar can indeed be deleted and that the process cannot be stopped. Click the **Delete** button to delete the calendar and view the Results.



Confirm Deletion

## Results

The Results view displays a status countdown to completion. When the calendar is scheduled to delete now, the Status is Queued; when the calendar is scheduled to delete at a specific time, the status remains in the Scheduled status until the time comes to delete. A banner displays indicating when that calendar is scheduled for deletion. When the delete process has finished, the selected calendar is deleted.



Status of Delete Calendar Scheduled for Now

Delete Calendar

Select Validate Preview Results

2020-21 SME Delete Test has been scheduled for deletion on 03/25/2020 at 01:30 pm

Status: **Scheduled**  
Next status check in 9 seconds  
The deletion process continues to run if you leave this page.

Repeat

*Status of Delete Calendar Schedule for Specific Date and Time*

To view the status of a calendar scheduled for deletion, click the Repeat button from the Results step. This returns the user to the Select process. The calendar scheduled for deletion displays with the name of the calendar and (Delete Scheduled). Choose this calendar to view the date and time when the calendar is scheduled to be deleted.

## Delete Calendar ☆

[Scheduling](#) > [Calendars Administration](#) > Delete Calendar

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### Delete Calendar

1  
 Select

2  
 Validate

Select a calendar that has been marked for deletion.

**Calendar \***

QA1 2019-20 Middle School  
(Delete Failed)

QA3 2019-20 Middle School  
 (Delete Failed)

MW 2019-20 High School

2020-21 Monroe High SME  
(Delete Scheduled)

Delete Calendar Status

## Steps for Deleting Calendars

1. Select the **Calendar** to be deleted from the dropdown list. Click the **Next** button.
2. Review the list of items for **Data Validation**. If any information exists, remove that information prior to the calendar being deleted. Click the **Next** button.
3. Preview the calendar information. Click the **Print** button to generate a summary report of the deleted calendar.
4. Determine when the calendar should be deleted by choosing **Now** or **Schedule** in the **Schedule Calendar Delete** section.
5. If scheduling the calendar, enter the desired **Date** and **Time** for the deletion.
6. Click the **Delete** button to continue.
7. Confirm that the selected calendar should be deleted and click the **Delete** button.
8. View the status of the deletion. Upon completion of the deletion, a message displays stating the calendar has been deleted.
9. Click the **Repeat** button to begin the process again for another calendar.

### Delete Calendar

Select      Validate      Preview      Results

20-21 Monroe High School has been deleted.

20-21 Monroe High School deletion included:

- 1 Schedule Structure
- 0 Term Schedule
- 0 Terms
- 0 Periods

Repeat

*Delete Calendar Complete, Option to Repeat Process*