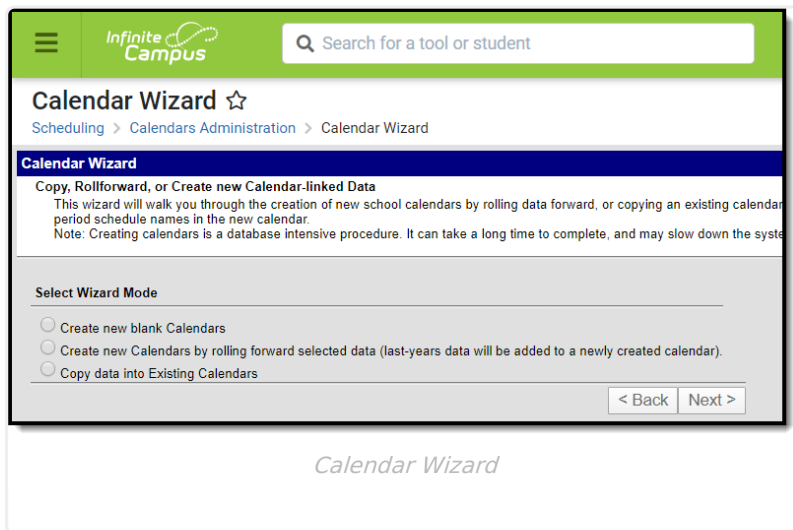# Calendar Wizard

Last Modified on 04/01/2025 10:05 am CDT

Tool Search: Calendar Wizard

The Calendar Wizard provides the ability to quickly create new calendars from scratch (blank calendars), to create new calendars from previous calendars (rolling forward) and to copy information into existing calendars.

Calendar Wizard

The creation of calendars is time-consuming and often requires additional server resources. It is recommended that calendars be created in off-peak hours.

See the Calendar Wizard Tool Rights article for information about rights needed to use this tool.

Once the calendar has been rolled, additional modifications will need to be made to Term dates, Period dates and Days. All calendar information should be reviewed for accuracy.

Calendar names must be unique.

Calendar Mode

The selected Wizard Mode should be chosen carefully. The following table lists scenarios for selecting the Calendar Wizard mode:

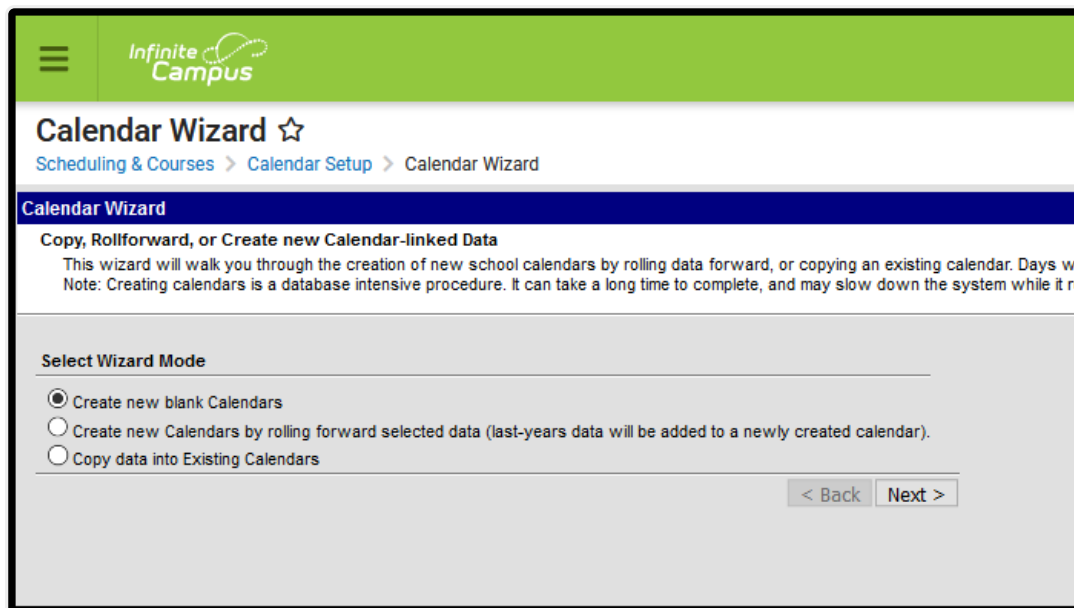| Mode	Description
Create New Blank Calendars	This option should be used if there is a new school in the district. It will only create a calendar frame (start and end dates). Courses, grading tasks, standards, calendar terms and schedule structures will not be rolled forward and will need to be created manually.
Create New Calendars by Rolling Forward	This option rolls all related data in the existing calendar into the new calendar.
Copy Data into Existing Calendars	This option is used when a district has multiple calendars in the same year or if the district has already set up one calendar and wants to copy that data to other calendars. This is often used for days and day events.

Determining What Calendar Option to Choose

The following table provides a high level workflow when creating calendars using the New Calendars by Rolling Forward Selected Data Mode.

Step	Question	Answer	Roll Forward
1.	Does last year's schedule of terms and periods reflect what will happen in the next school year?	Yes	Roll the Schedule Structure, Term Schedules and Period Schedules. Proceed to Step 2.
		No	Create a New Calendar using the Blank Calendar mode, then use the Copy/Append options to add additional pieces of Data.
2.	Will the curriculum and courses essentially stay the same as last year?	Yes	Roll courses, grading tasks, composite grading and course rules. Proceed to Step 3.
		No	New courses will need to be added manually or using a Course Catalog. In addition, sections cannot be rolled without the courses. Proceed to Step 4.

Step	Question	Answer	Roll Forward
3.	Should last year's master schedule be used as a starting point for this year?	Yes	Roll sections and section placement. Teacher and Room Assignments may also be rolled forward. Proceed to Step 4.
		No	A new Master Schedule for the next school year will need to be built. Proceed to Step 4.
4.	Will the same set of attendance codes be used for the next year?	Yes	Roll attendance codes. Proceed to Step 5.
		No	New codes will need to be created. Proceed to Step 5.
5.	If using teams, will the teams be the same for the next school year?	Yes	Roll teams. Proceed to Step 6.
		No	New teams will need to be created.
6.	If using teams AND sections were rolled, will each team's master schedule be used as a starting point for the next year?	Yes	Roll section team assignment.
		No	Sections will need to be assigned to a particular team for the Scheduling Board to load students by team.

Create New Blank Calendars

The **Create new blank calendars** option should be used if there is a new school in the district, or if a district wants to create calendars from scratch. It will only create a calendar frame (start and end dates). Courses, grading tasks, standards, calendar terms and schedule structures will not be rolled forward and will need to be created manually.

Create New Blank Calendars

Select Wizard Mode

1. Select the **Create New Blank Calendar** option.
2. Click the **Next** button.

Edit Calendar Attributes for New Calendars

1. Select the **Year** for this new calendar from the dropdown list. This selection should match the new school year that was previously created. Years are created in the School Year tool.
2. Select how the calendar is named in the Name Template dropdown. The field to the left of the dropdown may be used to add additional information (such as a school number) at the start of the calendar name.
3. Enter a **Number** for the calendar. This field is used internally for state reporting purposes and is a three-digit field (001 – 999).
4. Enter the **Start Date** and the **End Date** of the calendar. These dates should be before and after the dates for the actual school year to accommodate for staff development, weather make-up days, etc.
5. Select the **Schools** for which to build the new empty calendars. Listed will be all of the existing schools in the district.
6. Click the **Run Wizard** button.

Calendar Attribute Selection

Progress and Completion

The Progress screen displays, indicating the status of the new calendar. When the wizard is finished, the new calendar will be available to select in the dropdown list (after refreshing the screen). When it is not, users needs to be given rights to that calendar. Since this was a blank calendar that was created, everything in the calendar structure needs to be established – term dates, period times, etc.

Calendar Creation Progress

Create New Calendars by Rolling Forward Selected Data

The **Create New Calendars by rolling forward selected data** option rolls all selected information from the source calendar into the new calendar.

Calendar Wizard - Roll Forward Existing Calendars

Select Wizard Mode

1. Select the **Create New Calendars by rolling forward selected data**.
2. Click the **Next** button.

Edit Calendar Attributes for New Calendars

1. Select the **Year** for this new calendar from the dropdown list. This selection should match the new school year that was previously created. Years are created in the School Year tool within the Calendar folder.
2. Enter a name for the new calendar in the first **Name Template** field.
3. In the second name template field, select the appropriate naming convention for the calendar from the dropdown list – either [year][schoolname] or [schoolname][year]. This can be renamed after calendars are rolled.
4. Enter a **Number** for the calendar. This field is used internally for state reporting purposes and is a three-digit field (001 – 999).
5. Enter the **Start Date** and the **End Date** of the calendar. These dates should start before and end after the actual school year to accommodate for staff development, weather make-up days, etc.
6. Select the **Calendars** to use for building the new calendar (elementary, middle, high schools) and click the **Next** button.

Calendar Attributes

Pick the Data to Copy

1. Select the **Data to Copy** from the list provided in the wizard. To reduce the need for re-entering of data, select as many options as necessary. Descriptions of the available options

are at the end of this article.

2. When finished selecting options to roll forward, click the **Run Wizard** button.

Data to Copy Options

Progress

A Progress Window displays after selecting the Run Wizard button. This indicates how close the

process is to completion.

The calendar does not appear for selection in the toolbar until users have performed a hard refresh. This means the refresh button in the browser toolbar needs to be selected, or a shortcut of CTRL-F5 can be done. If this still does not allow the new calendar to be selected, log out completely by using the Log Off option in the Index and then log in again.

Term start and end dates do not roll.

Roll Forward Options

The following are definitions of the options available for rolling forward.

Option	Definition	Location
Calendar Attributes	This includes the name of the calendar, calendar ID, school name, student minutes, etc. When marked, this rolls all of information entered on the Calendar Information tab except the Calendar Name into the new calendar. This option should be marked if using the School choice with Student Assignment process.	Calendar Information
Schedule Structures	Schedule structures allow building administrators to have multiple calendar layouts in one calendar, for course layout or for state reporting purposes.	Schedule Structure Setup
Term Schedules	This divides the school year into blocks of days for the purpose of scheduling or grading (i.e., quarters, semesters, etc.).	Term Setup
Period Schedules	This displays the period name and the start and end times of each period. A school must have at least one period schedule defined, but may have multiple if using the day rotation.	Period Setup
Days	Days are used to determine attendance, non-school days and non-instructional days.	Day Setup
Day Events	Day events are notes within the calendar day, perhaps indicating an early release day or the dates of school plays.	Day Setup

Option	Definition	Location
Section Templates	Section Templates are used when placing sections for districts that use a more complex schedule (waterfall, rotating days, etc.). The copy process works as follows: 1. The name of the Section Template Groups is copied from the source calendar. 2. The Section Template is copied from the source calendar. 3. The Section Template Placements are copied from the source calendar to the new calendar when the names of the Period, Period Structure, Term, Term Schedule, and Schedule Structure all match. 4. Any templates and template groups that did not end up with copied placements are cleaned up/removed. 5. Resulting counts of the items created/copied are reported.	Section Template Information
Portal Calendar and Term Settings	Calendars & Schedule Structures are assigned to Display Options templates to determine what data for that calendar displays in Campus Student and Campus Parent. The template selected for a calendar/schedule structure is chosen by default when the calendar is rolled. Within Display Options, the Calendar Settings determine whether data for a calendar is enabled and the Term Settings determine whether data for specific terms are enabled. Note: rolling Term Settings forward only copies the configuration to automatically enable terms and does not copy which terms are actually enabled.	Portal Display Options
Ed-Fi Grading Periods	The Ed-Fi Grading Periods aligns the calendar periods to grading terms (for Michigan, Nebraska and Wyoming districts). NOTE: Grading Period dates do not roll if they fall outside of the calendar start and end dates.	Ed-Fi Grading Periods
Grade Levels	Grade levels define the available grade levels of student enrollments.	Grade Level Setup

Option	Definition	Location
Courses	This option creates an index of courses with course names. Rolling courses saves manual entry time of course names and section names. Courses marked as Inactive in the source calendar roll forward to the new calendar as inactive courses.	Course Information
Sections with Schedule Placement	This option builds the same course sections in the new calendar as exist in the current calendar. Schools may select not to roll course sections, depending on the size of the student body, and may opt to create sections separately.	Section Information > Schedule Placement
Teacher Assignments	This option allows teacher assignments in the current calendar to be assigned to the same course section in the new calendar. This requires that teachers have a district assignment in the current and new calendars.	Scheduling > Courses > Sections > Teacher Name
Section Staff Assignments	This option allows staff assignments to be copied between calendars. This requires that staff have a district assignment in the current and new calendars.	Section Information > Staff Name
Room Assignments	This option schedules the section in the same meeting place in the new calendar as it was in the original calendar.	Section Information > Room
Grading Tasks, Credits, Standards	This selection copies the items that are used for scoring students on term grades and the appropriate credits into the new calendar.	Course Grading Tasks
Grade Calc Options	This selection copies any grade calculation options associated with courses into the new calendar.	Course Grade Calc Options Course Grade Calc Options
Categories	This selection copies any categories associated with courses into the new calendar.	Course Categories Course Categories
Course Rules	Course rules are assigned to courses and are used in the Scheduling Board and in Academic Planning. This option applies the rules assigned to the courses in the original calendar to the same courses in the new calendar.	Course Rules

Option	Definition	Location
Schedule Building Constraints	This option copies information related to the course's structure —the number of sections, teacher information, etc.	Requests & Rosters
Course Fees	This option copies all active course fees in the current calendar into the new calendar.	Course Fees
Assessments	Assessments created in the Test Setup tool can be assigned to courses and course masters. When marked, those assessments from the current calendar are copied into the new calendar.	Course Assessments Assessments
Cross-Site Course/Section Settings	This option copies current courses and sections marked for Cross-Site Enrollment participation into the next calendar.	Cross-Site Enrollment
Attendance Excuse Codes	Attendance codes are used in the process of attendance entry management.	Attendance Excuse Codes
Scheduling Teams	Teams or groups are used often in middle schools for keeping a subset of a grade level together in core or home room classes.	Team (Scheduling Group) Setup
Section Team Assignments	Team assignments are chosen on course sections and mark that section for enrollment by that team only. This option keeps the current Team selection from the Section editor in the new calendar.	Sections > Team
Calendar Overrides	Calendar overrides applies to the types of overrides that are used at the school to determine enrollment for next year. A student may be accepted to the school based on a specific curriculum program, administrative decision or economic status. Mark this option if using the School choice with Student Assignment process.	Calendar Override Setup
GPA Calculations	Any custom GPA calculations associated with the original calendar are copied into the new calendar, unless the GPA calculation is marked as Inactive.	GPA Calculation Setup Calendar GPA Calculation Setup