

Term Setup Tool Rights

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The **Term Setup** tool is used by staff responsible for defining and setting the start and end dates for the terms in a school's calendar.

To learn how to use this tool, see the Term Setup article (Calendar Terms).

Term Setup 🖒	7	Sch	eduling & Cou	rses 🗦 Calenda	r Setup > Term Se
					Related Tools
Save Term Scheo	dule/Terms	+ New Term S	Schedule/Terms	8 Delete T	erm Schedule/Terms
Term Schedule/Terms Name Terms	s Editor				
ernis					
Term Schedule Detail *Name Terms Term Detail	Primary				_
*Name	*Sequen	ce *Start Date	*End Date	Term Type	
X 1	1	07/01/2025	09/26/2025	Q: Quarter	~
V a	2	09/29/2025	12/19/2025	Q: Quarter	~
X 2					
× 2 × 3	3	12/22/2025	03/20/2026	Q: Quarter	~
	3	12/22/2025 03/23/2026	03/20/2026 06/30/2026	Q: Quarter	~

Users with Add rights will be able to create multiple Term Schedules. **This is not** recommended and should not be done without consulting Campus Support first.

Available Tool Rights

R	W	Α	D
View Terms Editor Detail for each defined term. Save/New/Delete options are disabled.	Make and save changes to existing Term Schedule/Terms Editor Detail records.	Add a new Term Schedule/Terms Editor Detail record.	Delete a Term Schedule/Terms Editor Detail record.



Suggested User Groups

• Schedulers

See User Groups and Suggested Roles for more information.