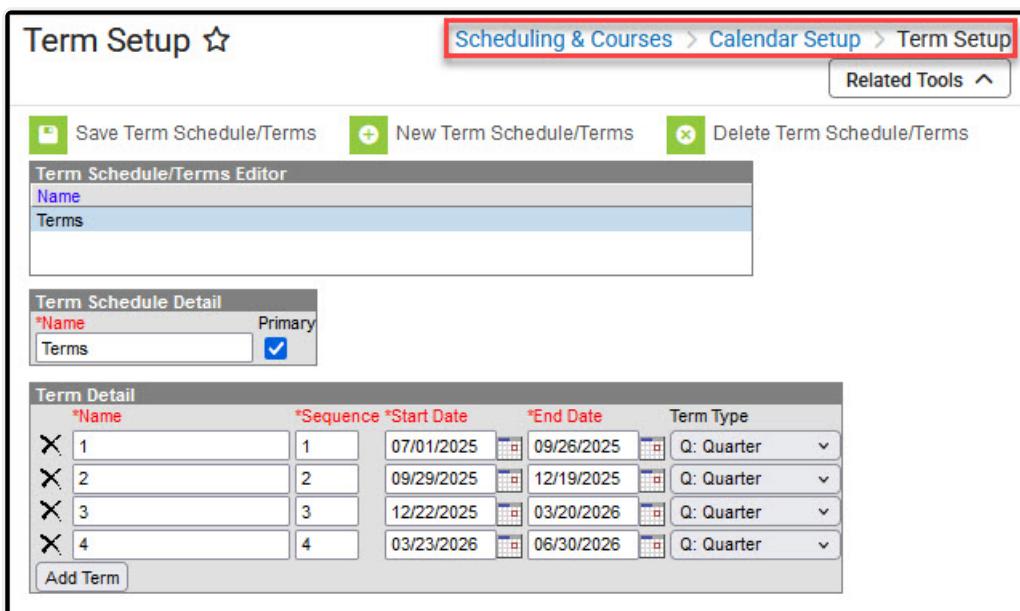


Term Setup Tool Rights

Last Modified on 12/23/2025 1:04 pm CST

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.

See the [Term Setup](#) article to learn how to use this tool.



The screenshot shows the 'Term Setup' tool interface. At the top, there is a breadcrumb navigation: 'Scheduling & Courses > Calendar Setup > Term Setup'. Below the navigation, there are three buttons: 'Save Term Schedule/Terms' (green icon), 'New Term Schedule/Terms' (green plus icon), and 'Delete Term Schedule/Terms' (green minus icon). The main area is divided into two sections: 'Term Schedule/Terms Editor' and 'Term Detail'. The 'Term Schedule/Terms Editor' section contains fields for 'Name' and 'Terms'. The 'Term Detail' section contains a table with four rows, each representing a term. The columns are: *Name, *Sequence, *Start Date, *End Date, and Term Type. The data in the table is as follows:

| *Name | *Sequence | *Start Date | *End Date | Term Type |
|-------|-----------|-------------|------------|------------|
| 1 | 1 | 07/01/2025 | 09/26/2025 | Q: Quarter |
| 2 | 2 | 09/29/2025 | 12/19/2025 | Q: Quarter |
| 3 | 3 | 12/22/2025 | 03/20/2026 | Q: Quarter |
| 4 | 4 | 03/23/2026 | 06/30/2026 | Q: Quarter |

At the bottom of the 'Term Detail' section, there is a 'Add Term' button.

Term Setup Edotpr

Users with Add rights are 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 | A | D |
|---|--|---|--|
| Access and view Terms Editor Detail for each defined term. Save/New/Delete options are disabled. | Modify 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.
