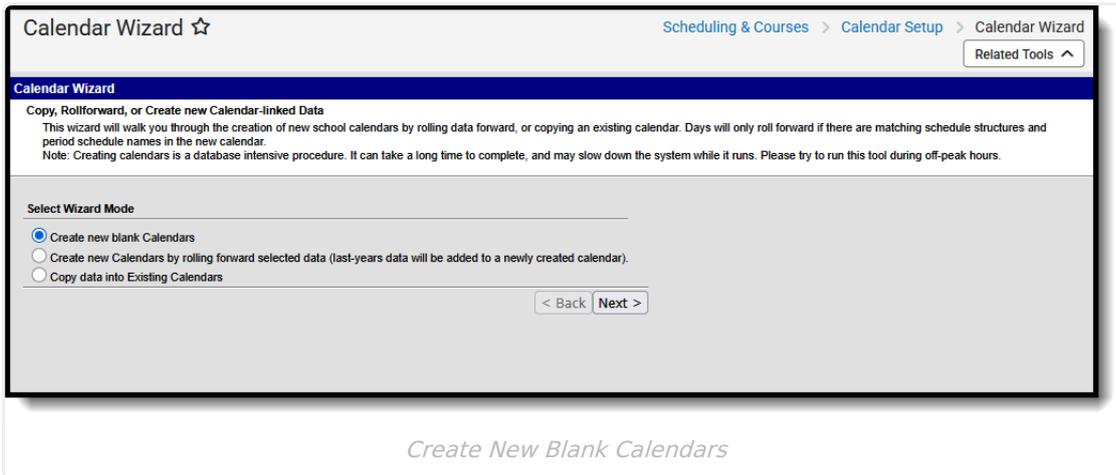


Create new blank calendars

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Tool Search: Calendar Wizard

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.



Select Mode

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

Edit Calendar Attributes

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 Wizard

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar.

Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system.

Edit Calendar Attributes for new Calendars

Year:

Name Template:

Number:

*Start Date:

*End Date:

Select Schools

Abbott Elementary

Baird Elementary

Chowen Middle

Drew Middle

Ewing High

Fremont High

CTRL-click and SHIFT-click for multiple

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 Wizard

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendar period schedule names in the new calendar.
Note: Creating calendars is a database intensive procedure. It can take some time to complete.

Progress

Running Wizard...
1 new Calendars created.
1 default Schedule Structure created.
1 default Trials created.

Complete

< Back Next >

Calendar Creation Progress