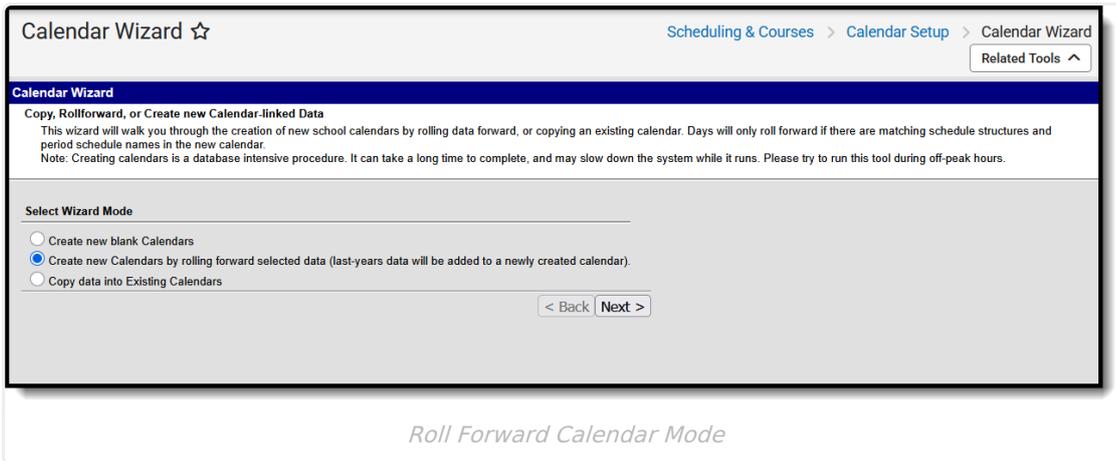


# Create new calendars by rolling forward data

Last Modified on 02/27/2026 2:32 pm CST

Tool Search: Calendar Wizard

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



Calendar Wizard ☆ Scheduling & Courses > Calendar Setup > Calendar Wizard

Related Tools ^

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**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. Days will only roll forward if there are matching schedule structures and period schedule names in the new calendar.  
 Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while it runs. Please try to run this tool during off-peak hours.

**Select Wizard Mode**

Create new blank Calendars

Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).

Copy data into Existing Calendars

< Back **Next** >

*Roll Forward Calendar Mode*

## Select Wizard Mode

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

## Select 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 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.

## Select 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.

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**Pick the Data to Copy**

- Calendar Attributes
- Schedule Structures
  - Term Schedules  
*(NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)*
  - Period Schedules
  - Days
    - Day Events
  - Section Templates
  - Ed-Fi Grading Periods  
*(NOTE: Grading Period dates will not roll if they fall outside of the calendar start and end dates.)*
- Grade Levels
- Courses
  - Sections w/ Schedule Placement
    - Teacher Assignments
    - Section Staff Assignments
    - Room Assignments
  - Grading Tasks, Credits, Standards
    - Categories
    - Grade Calc Options
  - Course Rules
  - Schedule Building Constraints
  - Course Fees
  - Assessments
- Attendance Excuse Codes
- Scheduling Teams
  - Section Team Assignments
- Calendar Overrides
- GPA Calculations

Run Wizard

< Back

Next >

*Data to Copy Options*

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
<b>Calendar Attributes</b>	<p>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.</p> <p>This option should be marked if using the <a href="#">School choice with Student Assignment</a> process.</p>	Calendar Information
<b>Schedule Structures</b>	Schedule structures allow building administrators to have multiple calendar layouts in one calendar, for course layout or for state reporting purposes.	Schedule Structure Setup
<b>Term Schedules</b>	<p>This divides the school year into blocks of days for the purpose of scheduling or grading (i.e., quarters, semesters, etc.).</p> <p><b>Dates do not copy if they fall outside of the start and end date of the destination calendar(s).</b></p>	Term Setup
<b>Period Schedules</b>	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
<b>Days</b>	Days are used to determine attendance, non-school days and non-instructional days.	Day Setup

Option	Definition	Location												
<p><b>Day Events</b></p>	<p>Day events are notes within the calendar day, perhaps indicating an early release day or the dates of school plays.</p> <p>The table below explains what happens when the Day or Day Events is marked or not.</p> <table border="1" data-bbox="427 510 1126 1444"> <thead> <tr> <th data-bbox="432 517 683 725">Day</th> <th data-bbox="687 517 858 725">Day Events</th> <th data-bbox="863 517 1121 725">What happens to Day Events in the Destination Calendar</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 732 683 864">Marked</td> <td data-bbox="687 732 858 864">Not Marked</td> <td data-bbox="863 732 1121 864">Existing day events are deleted.</td> </tr> <tr> <td data-bbox="432 871 683 1155">Marked</td> <td data-bbox="687 871 858 1155">Marked</td> <td data-bbox="863 871 1121 1155">Existing day events are deleted and replaced with events matching the source calendar.</td> </tr> <tr> <td data-bbox="432 1162 683 1438">Not Marked</td> <td data-bbox="687 1162 858 1438">Marked</td> <td data-bbox="863 1162 1121 1438">Existing day events are deleted and replaced with events matching the source calendar.</td> </tr> </tbody> </table>	Day	Day Events	What happens to Day Events in the Destination Calendar	Marked	Not Marked	Existing day events are deleted.	Marked	Marked	Existing day events are deleted and replaced with events matching the source calendar.	Not Marked	Marked	Existing day events are deleted and replaced with events matching the source calendar.	<p>Day Setup</p>
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Option	Definition	Location
<b>Section Templates</b>	<p>Section Templates are used when placing sections for districts that use a more complex schedule (waterfall, rotating days, etc.).</p> <p>The copy process works as follows:</p> <ol style="list-style-type: none"> <li>1. The name of the Section Template Groups is copied from the source calendar.</li> <li>2. The Section Template is copied from the source calendar.</li> <li>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.</li> <li>4. Any templates and template groups that did not end up with copied placements are cleaned up/removed.</li> <li>5. Resulting counts of the items created/copied are reported.</li> </ol>	Section Template Information
<b>Portal Calendar and Term Settings</b>	<p>Calendars &amp; Schedule Structures are assigned to <a href="#">Display Options</a> templates to determine what data for that calendar displays in <a href="#">Campus Student</a> and <a href="#">Campus Parent</a>. The template selected for a calendar/schedule structure is chosen by default when the calendar is rolled.</p> <p>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.</p>	Portal Display Options
<b>Ed-Fi Grading Periods</b>	<p>The <a href="#">Ed-Fi Grading Periods</a> aligns the calendar periods to grading terms (for Michigan, Nebraska and Wyoming districts).</p> <p>NOTE: Grading Period dates do not roll if they fall outside of the calendar start and end dates.</p>	Ed-Fi Grading Periods
<b>Grade Levels</b>	<p>Grade levels define the available grade levels of student enrollments.</p>	Grade Level Setup

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

Option	Definition	Location
<b>Schedule Building Constraints</b>	This option copies information related to the course's structure —the number of sections, teacher information, etc.	Requests & Rosters
<b>Course Fees</b>	This option copies all active course fees in the current calendar into the new calendar.	Course Fees
<b>Assessments</b>	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
<b>Cross-Site Course/Section Settings</b>	This option copies current courses and sections marked for <a href="#">Cross-Site Enrollment</a> participation into the next calendar.	Cross-Site Enrollment
<b>Attendance Excuse Codes</b>	Selecting this option copies Attendance Codes into the Destination Calendar. Additional options are available utilizing the <a href="#">Attendance Excuse Code Copier</a> .	Attendance Excuse Codes
<b>Scheduling Teams</b>	Teams or groups are often used in middle schools to keep a subset of a grade level together in core or home room classes.	Team (Scheduling Group) Setup
<b>Section Team Assignments</b>	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
<b>Calendar Overrides</b>	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.	Calendar Override Setup
<b>GPA Calculations</b>	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