

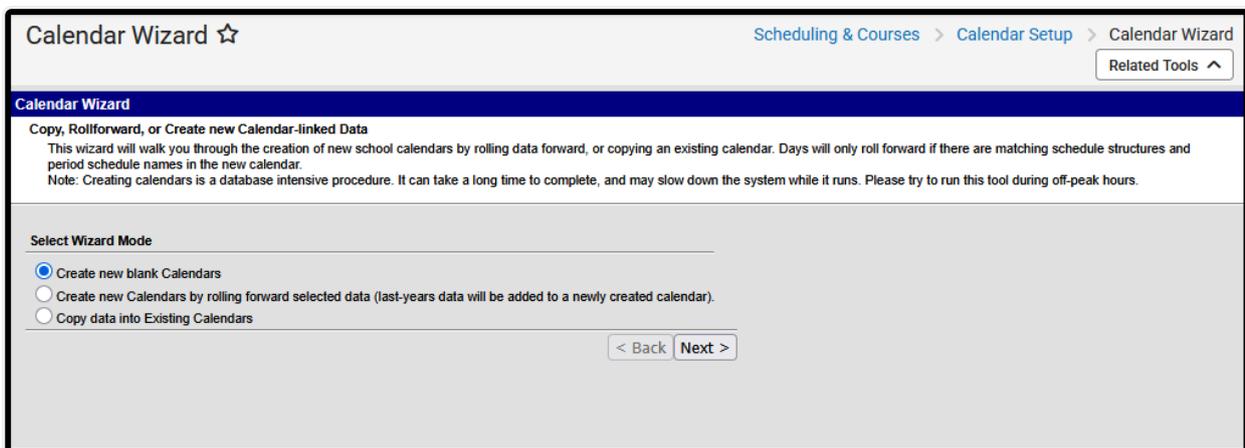
Getting Started with the Calendar Wizard

Last Modified on 02/25/2026 1:40 pm CST

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.

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



Calendar Wizard

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.

Available calendar modes

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.

What calendar option do I 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.
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.

Step	Question	Answer	Roll Forward
		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.