Amending the Calendar

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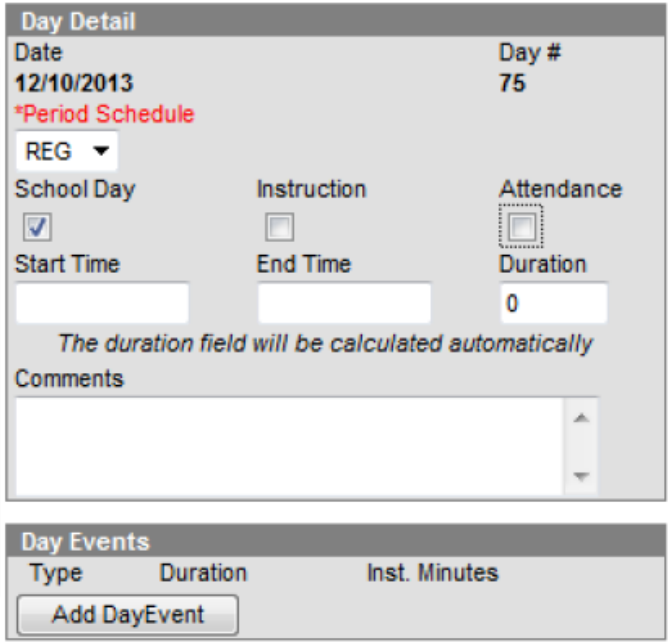
Today's Topics

- Canceling school due to weather or illness
- Delay or early dismissal due to weather
- Nontraditional days

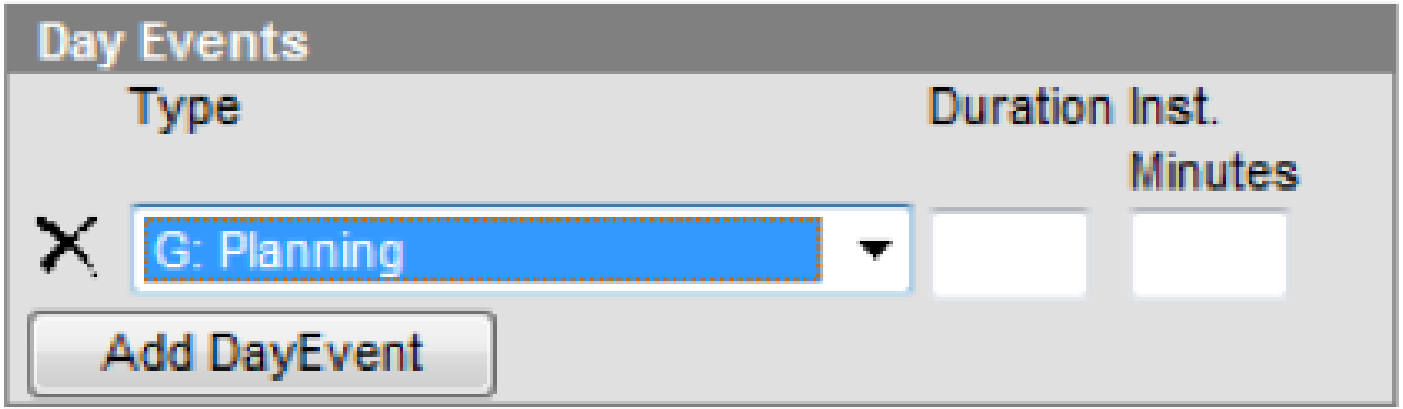
Closing School – teachers work

- Uncheck Instruction and Attendance



Closing School – teachers work

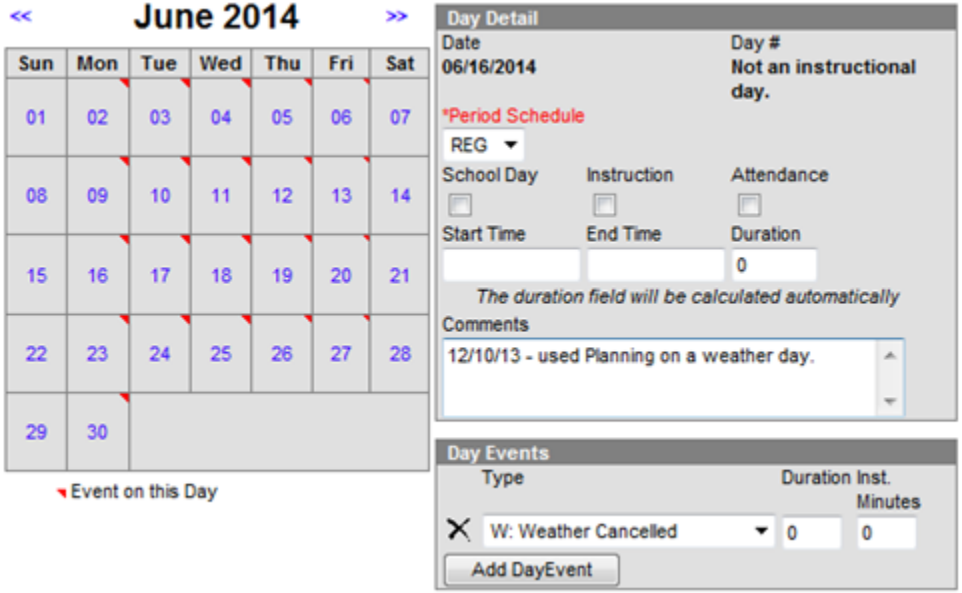
- Add a day event of “Planning”, “Teacher Equivalency”, or “Professional Day”.



Adding the Weather day

- The Weather day must be accounted for so that the number of makeup days can be correctly calculated for future years. Since you cannot show two day events on one day, this can be entered in the tenth month. In the comments, indicate which teacher day was actually a weather day.

The Weather day is added at the end of the calendar



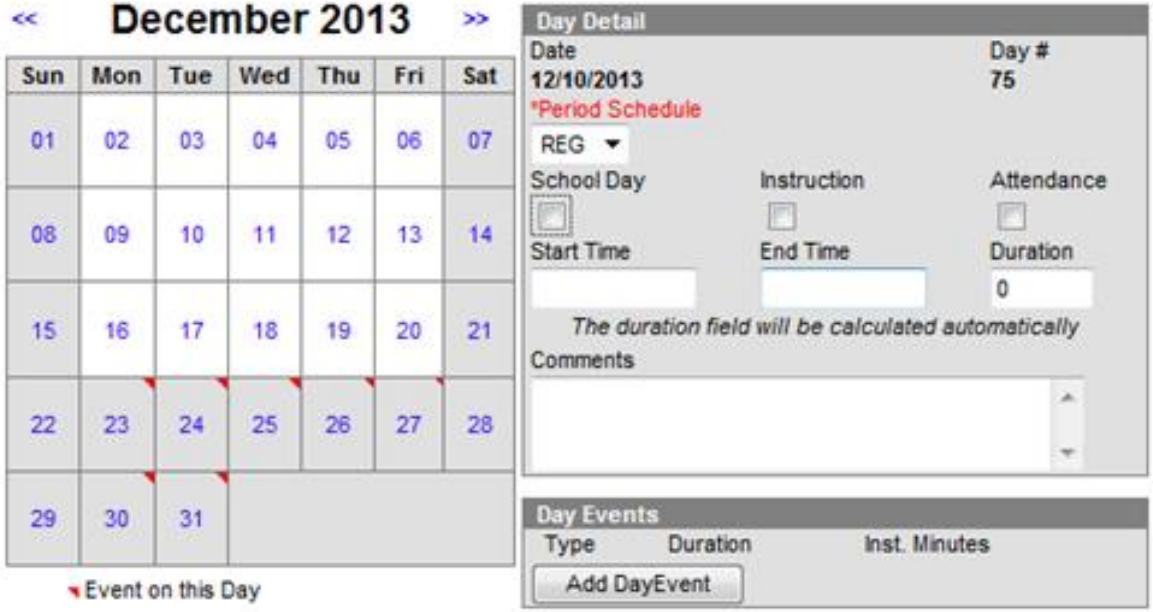
Option 2

- Alternately, you can enter the weather day on the day it happens and add the teacher equivalency day in School Month 10.

- This requires additional changes to the calendar just like when school is also cancelled for the teachers.

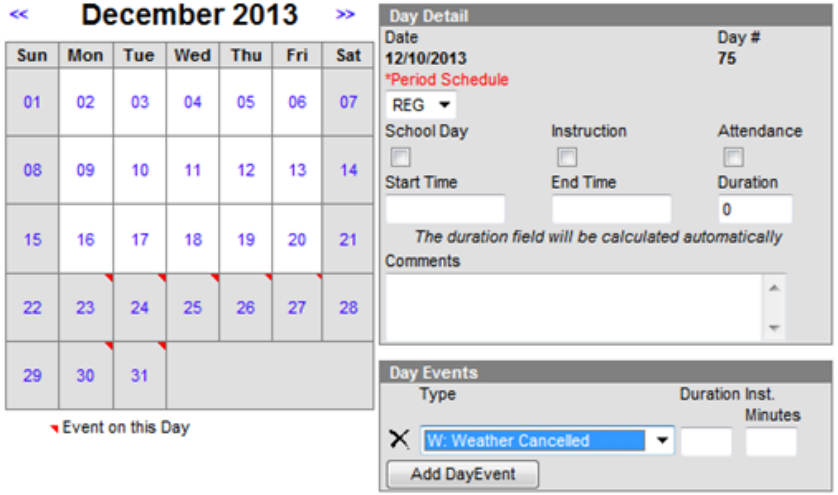
When the day is also cancelled for teachers

- Uncheck all three boxes.



Weather or Illness?

- Choose “Weather Cancelled” or “Closed Due to Illness” in the dropdown



School Months

- Adjust start and end dates of school months. Each month except month 10 must have 20 school days.
- The end date of the month with the cancellation must be changed and the start and end dates of subsequent months must be changed.
- If you suspect there may be additional cancelled days before the end of the 20-day month, you may wait to change the school months.

School Months

- *Path:* Index > System Administration > Calendar > Calendar > School Months

Calendar | Grade Levels | Schedule Structure | Terms | Periods | **School Months**

Save | Print

School Months Detail

	*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date
X	Month	1	08/09/2013	09/11/2013			
X	Month	2	09/12/2013	10/09/2013			
X	Month	3	10/10/2013	11/07/2013			
X	Month	4	11/08/2013	12/06/2013			
X	Month	5	12/09/2013	01/14/2014			
X	Month	6	01/15/2014	02/11/2014			
X	Month	7	02/12/2014	03/11/2014			
X	Month	8	03/12/2014	04/15/2014			
X	Month	9	04/16/2014	05/13/2014			
X	Month	10	05/14/2014	05/23/2014			

Add School Months

Copying School Months

- PATH: System Administration>Calendar> Calendar Wizard

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

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 >

Copying School Months

- Select Copy School Months data

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

Select Copy Mode

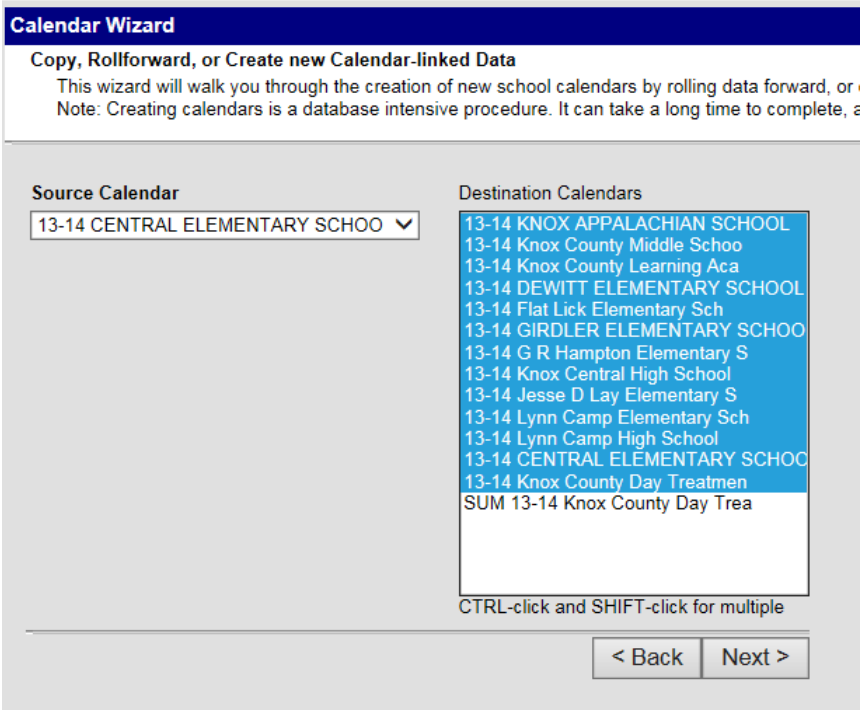
○ Overwrite Terms/Days - Useful for updating term/day changes to calendars that already have days. Will update Term dates, Day flags (instruction,attendance,schoolDay) and will sync up A/B days if the calendars use the same names for PeriodSchedules.

○ Copy/Append other data elements

◉ Copy School Months data

< Back | Next >

Copying School Months



Copying School Months

Month	9	05/14/2014	06/12/2014	06/30/2014
Month 10	10	06/13/2014	06/20/2014	06/30/2014

Overwrite Behavior

- ○ Only copy if the destination calendar does not have any School Months data defined
- ◉ Overwrite School Months data in destination calendars

Destination Calendars

13-14 KNOX APPALACHIAN SCHOOL
13-14 Knox County Middle Schoo
13-14 CENTRAL ELEMENTARY SCHOO
13-14 Knox County Day Treatmen

Run Wizard

Terms

- If the weather day changes the end of terms, dates should be changed on the Terms tab.
- Make sure the last term includes any instructional days you have added.

Calendar | Grade Levels | Schedule Structure | **Terms** | Periods

Save Term Schedule/Terms | New Term Schedule/Terms | Delete Term

Term Schedule/Terms Editor

Name
QUARTERS

Term Schedule Detail

*Name	Primary
QUARTERS	☑

Term Detail

*Name	*Sequence	*Start Date	*End Date
T1	1	08/21/2013	10/18/2013
T2	2	10/21/2013	12/20/2013
T3	3	01/02/2014	03/21/2014
T4	4	03/24/2014	05/21/2014

Add Term

Shortened days

Calendar | Grade Levels | Schedule Structure | Terms | Periods | School Months | **Days**

Save Day/Day Events | Delete Day/Day Events | Day Reset | Day Rotation | Print | Pri

<< **January 2014** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Event on this Day

Day Detail

Date: 01/09/2014 | Day #: 89

*Period Schedule: REG

School Day ☑ | Instruction ☑ | Attendance ☑

Start Time: 09:00 AM | End Time: | Duration: 360

The duration field will be calculated automatically

Comments

Day Events

Type | Duration | Inst. Minutes

Add DayEvent

Instructional Minutes

Calendar | Grade Levels | Schedule Structure | Terms | Periods | School Months | **Days**

Save Day/Day Events | Delete Day/Day Events | Day Reset | Day Rotation | Print | Prin

<< **January 2014** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Event on this Day

Day Detail

Date: 01/09/2014 — Day #: 89

*Period Schedule: REG

School Day ☑ — Instruction ☑ — Attendance ☑

Start Time: 9:00 AM — End Time: — Duration: 360

The duration field will be calculated automatically

Comments

Day Events

Type	Duration Inst. Minutes
R: Regular	330

Add DayEvent

Extending the Day

- Create a new period schedule

Auto Create Period Schedules

Parameter Selection

This Schedule Structure has no Period Schedules, and this tool will create some for you. Infinite Campus supports multiple Period Schedules, but only select the Period Schedules needed for your Schedule Structure.

1. Select Number of Period Schedules

- [x] (1 PeriodSchedule) Single Period Schedule
- [ ] (2 PeriodSchedules) A/B Day
- [ ] (3 PeriodSchedules) A/B/C Day
- [ ] (5 PeriodSchedules) M/T/W/T/F Day

2. Select Number of Periods for each Period Schedule

3

Create PeriodSchedules/Periods

Extended Period Schedule

Calendar | Grade Levels | Schedule Structure | Terms | **Periods** | School Mor

Save Period Schedules | New Period Schedule | Delete Period Sched/Periods

Period Schedule/Periods Editor

Name
REG
1

PeriodSchedule Info

*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
1	1	0	0	0

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info

*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
1	1			0	☐	☐
2	2			0	☐	☐
3	3			0	☐	☐

Add Period

Instructional Minutes Preference for 13-14 School Year

Exclude non-instructional periods
Exclude non-instructional minutes
Exclude time gaps between periods

School Day Preference for 13-14 School Year

Exclude non-instructional periods
Include non-instructional minutes
Include time gaps between periods

Extended Period Schedule

Calendar | Grade Levels | Schedule Structure | Terms | **Periods** | School M

Save Period Schedules | New Period Schedule | Delete Period Sched/Periods

Period Schedule/Periods Editor

Name
REG
1

PeriodSchedule Info

*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
EXT	2	0	0	0

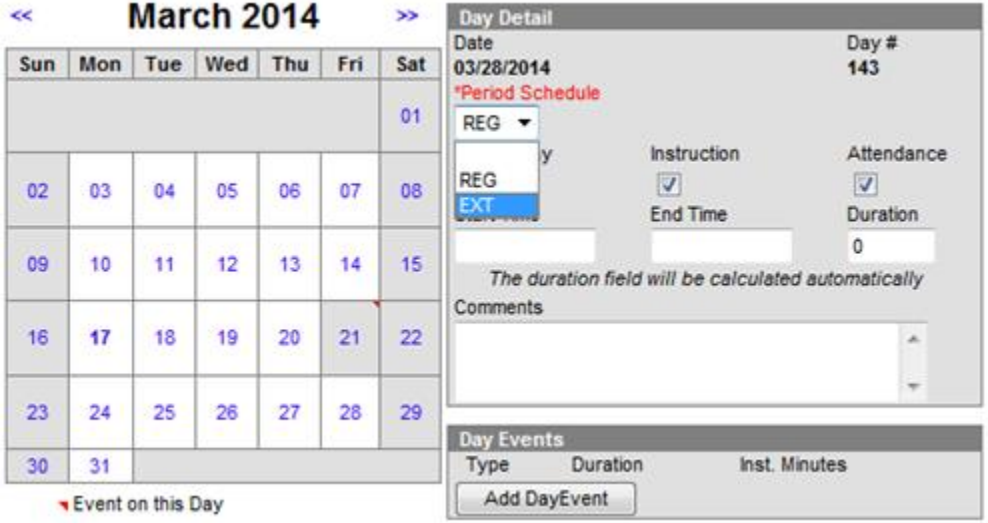
Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info

*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
H	1	7:45 AM	8:00 AM	0	☐	☑
1	2	8:00 AM	3:30 PM	45	☐	☑
2	3	3:30 PM	3:31 PM	0	☑	☐

Add Period

Add the extended day to the Day



Schedule Course Sections

Section | Staff History | Roster | Attendance | Grading By Task | Gr

Save | Delete

Section Editor

SectionID
80947

*Section Number: 1
Teacher Display Name: Barnette, G

Max Students: 30 (30)
Lunch Count: ☐
Milk Count: ☐
Adult Count: ☐

Room:
Skinny Seq:
Team:
Homeroom: ☑

Instructional Setting (Override): (01)

*Highly Qualified: Highly Qualified

Primary Teacher
Barnette, Garnetta

Special Type: 01: None

Population ID:

Core Content: Select a Value

Warning: The following Period Schedule(s) are not scheduled to occur during Term T1: EXT

Warning: The following Period Schedule(s) are not scheduled to occur during Term T2: EXT

Section Schedule Placement

	QUARTERS					
	T1	T2	T3		T4	
	REG	REG	REG	EXT	REG	EXT
H	☑	☑	☑	☐	☑	☐
1	☐	☐	☐	☐	☐	☐
KSI	☐	☐	☐	☐	☐	☐

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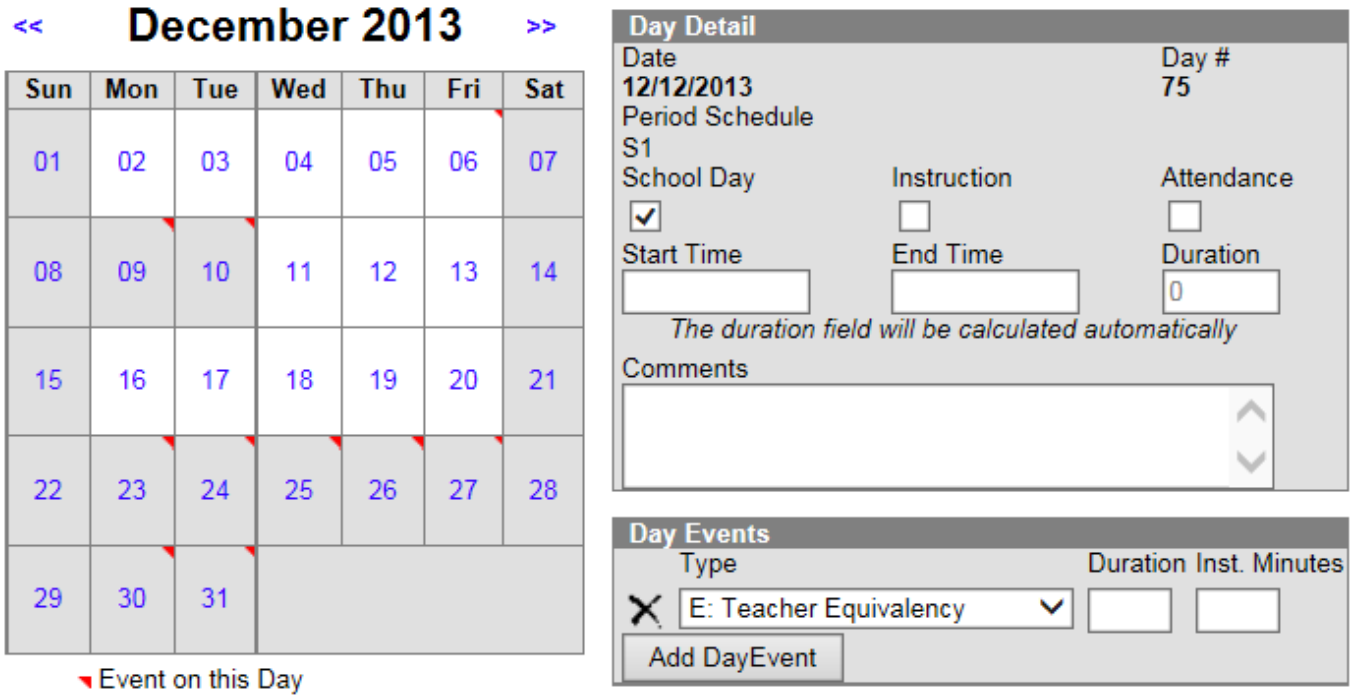
Nontraditional days



Contact information

- Calendars
  - Ruth Wilkes: 859-583-3417
  - Sheila Harned: 270-705-9158
  - Scott Rose: 606-776-0798
- Nontraditional Days
  - David Cook
  - David.Cook@education.ky.gov
  - 502-564-4201 ext.4832