
SUMMER SCHOOLS FOR 2021-2022

CALENDARS ARE DUE APRIL 29, 2022



south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Calendar Wizard

Year 21-22 School Carthage Middle School

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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 the calendar is not already created.

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 create calendars 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

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Create a new blank calendar

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Edit Calendar Attributes for new Calendars

Year 21-22

Name Template [year][schoolname]

Number

*Start Date 6/2/2021

*End Date 7/29/21

Run Wizard

Select Schools

- Carthage Elem
- Carthage High School
- Carthage Middle School
- Home School
- Pierre
- Private School
- Summer School**

1. Add the start/end dates for summer school.

2. Select Summer School

3. You will then click on Run Wizard.

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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.
Note: Creating calendars is a database intensive procedure. It can take a long time to complete.

Progress

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

Complete

Next >

1. The system will tell you when it is complete.

2. You will now log off and log back on.

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Calendar Save Mark for Deletion

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Calendar Info

Calendar ID
60

*Name
21-22 Summer School

*Start Date
06/02/2021

*End Date
07/30/2021

Student Day (instructional minutes)

Whole Day Absence (minutes)

Type
S: Summer School

Virtual
☐

Require Student Assignment
☐

Comments

School
60 Summer School (schoolID:4)

Number

Sequence

Summer School
☐

Exclude
☐

School Choice
☐

4 Day School Week
☐

External LMS Exclude
☐

Enter your start and end dates and select Summer School from the Type drop down box.

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Calendar

Calendar

Grade Levels

Schedule Structure

Terms

+ New

Grade Level Editor	
Name	Seq
KG	1
01	2
02	3
03	4
04	5
05	6
06	7
07	8
08	9
09	10
10	11
11	12
12	13

Add the grade levels that you will be serving. Please sequence them in the same order as your regular schools.

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Calendar

Calendar

Grade Levels

Schedule Structure

Terms

Periods

+ New Term Schedule/Terms

Term Schedule/Terms Editor	
Name	

Click on the New Term Schedule.

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Auto Create Term Schedules

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Parameter Selection

This tool will create terms within a schedule structure. Infinite Campus allows multiple term schedules, but it is not advised to do this unless absolutely necessary. Select the minimum number of term schedules needed for your schedule. For example, full-year, semester, and quarter long course-sections can all be scheduled within a quarter term schedule, so you would only need to create one four-term schedule.

☒ Full Year (1 term)

☐ Semesters (2 term)

☐ Trimesters (3 term)

☐ Quarters (4 term)

☐ Other Number of Terms:

0

Create Terms

You will create one term.

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Auto Create Period Schedules

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Parameter Selection

This tool creates Period Schedules, which are required for the scheduling process. Infinite Campus supports multiple Period Schedules, but only create the number of Period Schedules needed for your Schedule Structure.

1. Enter the Number of Period Schedules.*

Examples:

- For a Single Period Schedule, enter 1
- For an A/B Day Schedule, enter 2
- For an A/B/C Day Schedule, enter 3
- For a M/T/W/R/F Schedule, enter 5
- Or, enter any other number of period schedules needed for the calendar.

(Note: Period Schedule Names will initially be set to a number. Change the name to match the examples above, or to fit your schedule structure.)

1

2. Enter the Number of Periods for Each Period Schedule.*

1

Create Period Schedules/Periods

You will enter the number of periods, but DOE is only requiring you to enter one period. The one period will allow you to take attendance.

Campus

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Calendar

Grade Levels

Schedule Structure

Terms

Periods

Save Term Schedule/Terms

New Term Schedule/Terms

Delete Term Sch

Term Schedule/Terms Editor

Name

Full Year

Term Schedule Detail

Name

Full Year

Primary

☒

Term Detail

Name

Sequence

Start Date

End Date

X

Y

1

8/2/2021

7/29/21

Add Term

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Enter the start and dates for summer school.

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Grade Levels

Schedule Structure

Terms

Periods

Days

Ove

Save Period Schedules

New Period Schedule

Delete Period Sched/Periods

Co

Period Schedule/Periods Editor

Name

1

Period Schedule Placement

1

1

PeriodSchedule Info

Name

Sequence

Exception/Special Day

Instructional Minutes

School Day

1

1

☐

0

0

Period Info

Name

Sequence

Start Time

End Time

Lunch Time

Non-Instructional

Responsive

X

1

1

8:30 AM

2:00 PM

0

☐

☐

Add Period

Instructional Minutes Preference for 21-22 School Year

Exclude non-instructional periods

Exclude non-instructional minutes

Exclude time gaps between periods

School Day Preference for 21-22 School Year

Exclude non-instructional periods

Include non-instructional minutes

Include time gaps between periods

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Enter your period schedule.

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Calendar Grade Levels Schedule Structure Terms Periods **Days** Overrides Calendar GPA Copy Section

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Day Reset Print Multi Day Event

July 2021

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

Event on this Day

Calendar

The final step is to do a DAY RESET. You must do this in order to make your days active.

Your summer school calendar is now complete, and you can enroll the students who are attending. Students will be enrolled at 100% and the Service Type will be P: Primary.