

Technology Services Standard Operating Procedure (SOP)

Title: Infinite Campus Calendar Procedures

Date: August 11, 2016

Overview: This is to provide the basic requirements and procedures to be followed by all schools for the maintenance of Infinite Campus Calendar functions

Steps:

Scheduling Year 2016-2017 (scheduling season of spring 2016):

Givens and Requirements:

- The Campus Calendar Structure (described in this SOP) is to be complete before building administrators leave for the summer.
- The Infinite Campus *School Year, Instructional Days, Non-Instructional Days, and Non-School Days* are driven by the Board approved District Calendar(s).
 - Infinite Campus *School Year*: From the first day that teachers arrive to the last day for teachers in the year.
 - Infinite Campus *Instructional Days*: When teachers and students are both in school.
 - *Instructional Days* in Infinite Campus are as follows:
 - Elementary: **171** Instructional Days, 14 Non Instructional Days. This is reflected on the District School Calendars which is **173** days with 2 exchange days.
 - Secondary: **173** Instructional Days, **12** Non Instructional Days.
 - Infinite Campus *Non-Instructional Days*: When teachers are at school and students are not at school (from the first day that teachers report to school/work in the fall to the last day for teachers excluding New Teacher Institute (NTI) days). Parent teacher conferences during the day are non-instructional days.
 - Infinite Campus *Non-School Days*: Both Teachers and students are not at school.

- Elementary and Secondary levels must have a minimum of **375 Student Day Instructional minutes** per day. Schools may exceed the 375 minutes per day. The Period Schedule information in Campus must accurately support the minimum of 375 instructional minutes per day. School lunch periods and lunch recess before or after lunch periods **cannot** be included as part of instructional minutes. The passing period following lunch is not included as instructional minutes.
- Infinite Campus *Teacher Day Minutes*: The contracted teacher minutes as determined by HR/District Administration.
- Infinite Campus *Full Day Absence Minutes*: The number of minutes which determines a full day absence. When a student is absent for this number of minutes, Campus will compute a full day of absence.
- Infinite Campus *Half Day Absence Minutes*: The number of minutes which determines a half day absence. When a student is absent for this number of minutes, Campus will compute a half day of absence.

See below for specific Campus instructions

Detailed Screen Shots and Procedures (school administrators are responsible for the accuracy of data)

1. System Information>Calendar>Calendar>Calendar Tab

This is where you will enter

- Student Day (Instructional Minutes, **minimum of 375** minutes is required of all levels by Learning Services, see parameters above in Givens and Responsibilities)
 - You will need to derive this information from the Periods Tab. It is NOT automatically populated.
- Teacher Day (minutes)
 - This is determined by contract.
 - This number should be 480 minutes per day.
- Whole Day Absence Equal to half (50%) of the Student Instructional Day
- Half Day Absence Equal quarter (25%) of the Student Instructional Day

The screenshot shows the Infinite Campus web application interface. The browser address bar displays <https://campus.adams50.org/campus/main.xsl>. The page title is "16-17 Metz Elementary School". The navigation menu on the left includes "Index", "Search", "Assessment", "System Administration", "Attendance", "Auditing", "Batch Queue", "Calendar", "Calendar Wizard", "School Years", "Census", "Counseling", "Custom", "Data Defining Tools", "Data Interchange", "Data Utilities", "Digital Repository", and "Discussions". The main content area shows the "Calendar" configuration form for "16-17 Metz Elementary School". The form includes a "Save" button and the following fields:

Calendar Info		
Calendar ID	School	
438	1622 Metz Elementary School (schoolID:21)	
*Name	Number	
16-17 Metz Elementary School		
*Start Date	*End Date	Summer School
07/01/2016	06/30/2017	<input type="checkbox"/>
Student Day (instructional minutes)	Teacher Day (minutes)	Exclude
		<input type="checkbox"/>
Whole Day Absence (minutes)	Half Day Absence (minutes)	School Choice
		<input type="checkbox"/>
Type	Require Student Assignment	
I: Instructional	<input type="checkbox"/>	
Comments		
<input type="text"/>		

2. System Information>Calendar>Calendar>Periods Tab

This is the where you determine the total instructional minutes for the school day

The screenshot displays the Infinite Campus web application interface. The browser address bar shows the URL <https://campus.adams50.org/campus/main.xsl>. The page title is "16-17 Metz Elementary School". The navigation menu on the left includes "System Administration" and "Calendar". The "Calendar" section is expanded, showing "Calendar Wizard", "School Years", and "Periods". The "Periods" tab is active, displaying the following information:

Period Schedule/Periods Editor

Name
A
B
C

Period Schedule Info

Name	Sequence	Instructional Minutes	School Day
A	1	385	415

Period Info

Name	Sequence	Start Time	End Time	Lunch Time	Non-Instructional
X 1	1	08:15 AM	08:25 AM	0	<input type="checkbox"/>
X 2	2	08:25 AM	09:10 AM	0	<input type="checkbox"/>
X 3	3	09:10 AM	09:55 AM	0	<input type="checkbox"/>
X 4	4	09:55 AM	10:40 AM	0	<input type="checkbox"/>
X 5	5	10:40 AM	12:10 PM	30	<input type="checkbox"/>
X 6	6	12:10 PM	12:55 PM	0	<input type="checkbox"/>
X 7	7	12:55 PM	01:40 PM	0	<input type="checkbox"/>
X 8	8	01:40 PM	02:25 PM	0	<input type="checkbox"/>
X 9	9	02:25 PM	03:10 PM	0	<input type="checkbox"/>

Instructional Minutes Preference for 16-17 School Year

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Include time gaps between periods (Maximum minutes: 5)

School Day Preference for 16-17 School Year

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

3. System Information>Calendar>Calendar>Days Tab

- This is where the District Calendar information is entered
- The School Year parameters are entered and the daily rotation is added during the scheduling process. This process will also fill the calendar with all *Instructional Days*.

This is an example of what an instructional school day looks like

- All three check boxes are checked (*School day, Instruction, Attendance*)
- The **Day#** reflects the cumulative Instructional days to that point

The screenshot displays the Infinite Campus web application interface. At the top, the browser address bar shows the URL <https://campus.adams50.org/campus/main.xsl>. The application header includes the 'Infinite Campus' logo, 'District Edition', and a 'Log Off' button. Below the header, navigation filters are set for 'Year: 15-16', 'School: Metz Elementary School', and 'Schedule: Main'. The main content area is titled '15-16 Metz Elementary School' and features several tabs: 'Calendar', 'Grade Levels', 'Schedule Structure', and 'Terms'. Under the 'Calendar' tab, there are sub-tabs for 'Periods', 'Days', 'Overrides', and 'Calendar GPA'. The 'Days' tab is active, showing a calendar for May 2016. The calendar grid highlights the date 05/10/2016 (Day # 161) in blue. To the right of the calendar is a 'Day Detail' panel for the selected date. This panel includes a dropdown menu for 'Period Schedule' (set to 'B'), and three checked checkboxes for 'School Day', 'Instruction', and 'Attendance'. There are also input fields for 'Start Time', 'End Time', and 'Duration' (set to 0), and a 'Comments' text area. Below the 'Day Detail' panel is a 'Day Events' table with columns for 'Type', 'Duration', and 'Inst. Minutes', and an 'Add DayEvent' button. At the bottom of the calendar, there is a red arrow pointing to the date 05/10/2016 with the text 'Event on this Day'.

The school administration then needs to fill in the *non-school* and *non-instructional days*.

This is an example of a **Non Instructional day**

- Only the *School Day* box is checked
- The **Day#** will then show as "**not an instructional day**" and the calendar box will turn gray
- You should then pick a *Day Event* to match what the day represents
 - The type of Day event has no bearing on the if it is non-instructional or not
 - Once a day event is chosen a red triangle appears in the calendar

The screenshot displays the Infinite Campus web application interface. At the top, the browser address bar shows the URL <https://campus.adams50.org/campus/main.xsl>. The application header includes the 'Infinite Campus' logo and 'District Edition' text. Below the header, navigation options for 'Year' (15-16), 'School' (Metz Elementary School), and 'Schedule' (Main) are visible. The main content area is titled '15-16 Metz Elementary School' and features tabs for 'Calendar', 'Grade Levels', 'Schedule Structure', and 'Terms'. The 'Days' tab is active, showing a calendar grid for April 2016. A red triangle is present in the calendar grid for the date 04/04. To the right of the calendar is a 'Day Detail' form for the date 04/04/2016. The form includes fields for 'Date', 'Day #', 'Period Schedule', 'School Day', 'Instruction', 'Attendance', 'Start Time', 'End Time', 'Duration', and 'Comments'. The 'School Day' checkbox is checked, and the 'Day #' is 'Not an instructional day.'. Below the form is a 'Day Events' section with a dropdown menu set to 'TW: Teacher Work Day' and a duration of 0 minutes. A red triangle is also visible in the 'Day Events' section.

This is an example of a **Non-school day**

- None of the boxes are checked.
- The **Day#** will then show as "**not an instructional day**" and the calendar box will turn gray.
- It will NOT say **non-school day** but will appear that way in the calendar)
- You should then pick a *Day Event* to match what the day represents
 - The type of Day event has no bearing on the if it is non-instructional or not
 - Once a day event is chosen a red triangle appears in the calendar

The screenshot shows the Infinite Campus web application interface. The browser address bar displays 'campus.adams50.org/campus/main.xml'. The page title is '15-16 Metz Elementary School'. The navigation tabs include 'Calendar', 'Grade Levels', 'Schedule Structure', and 'Terms'. The 'Days' tab is active, showing a calendar for April 2016. The calendar grid shows days 01 through 30. A red triangle is visible on the 11th of April. The 'Day Detail' panel for 04/11/2016 shows 'Date: 04/11/2016', 'Day #: Not an instructional day.', and 'Period Schedule'. The 'Day Events' panel shows a selected event 'OH: Holiday - Other' with a duration of 0 minutes. The 'Add DayEvent' button is visible at the bottom of the panel.

4. System Information>Calendar>Calendar>Days Tab> Print

- If the **Print** icon is click this report will be produced.
 - The total calendar year is represented (July1 – June 30)
 - The days outside of the *School Year* (August – May) and weekends are shown in gray
 - Non-Instructional days are **Blue**
 - Non-School Days are **Yellow**
 - Day Events are show under the Key Dates
 - Totals for Instructional, Non-Instructional, and Non-School days are totaled at the bottom and multiplied by the Instructional minutes to show total instructional minutes

Westminster Public Schools 07/01/2015 through 06/30/2016	Metz Elementary School 2015-2016 Calendar Year	Calendar Report 05/12/2016 // 11:35:13 AM
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Legend

Non-instructional day

Non school day

Key Dates

We, Aug 12 Non-instructional Day, Teacher Work Day

Th, Aug 13 Non-instructional Day, Teacher Work Day

Fr, Aug 14 Non-instructional Day, Teacher Work Day

Mo, Aug 17 Non-instructional Day, Teacher Work Day

Tu, Aug 18 Non-instructional Day, Teacher Work Day

Mo, Sep 7 Non school Day, Holiday - Other

Fr, Sep 18 Non-instructional Day, Teacher Work Day

Fr, Oct 23 Non-instructional Day, Parents-Teacher Conference

Fr, Oct 30 Non-instructional Day, Teacher Work Day

Mo, Nov 23 Non school Day, Teacher Exchange Day

Tu, Nov 24 Non school Day, Holiday - Other

We, Nov 25 Non school Day, Holiday - Other

Th, Nov 26 Non school Day, Holiday - Other

Fr, Nov 27 Non school Day, Holiday - Other

Mo, Dec 21 Non school Day, Holiday - Christmas

Tu, Dec 22 Non school Day, Holiday - Christmas

We, Dec 23 Non school Day, Holiday - Christmas

Th, Dec 24 Non school Day, Holiday - Christmas

Fr, Dec 25 Non school Day, Holiday - Christmas

Mo, Dec 28 Non school Day, Holiday - Christmas

Tu, Dec 29 Non school Day, Holiday - Christmas

We, Dec 30 Non school Day, Holiday - Christmas

Th, Dec 31 Non school Day, Holiday - Christmas

Fr, Jan 1 Non school Day, Holiday - Christmas

Mo, Jan 4 Non-instructional Day, Teacher Work Day

Mo, Jan 18 Non school Day, Holiday - Other

Fr, Feb 12 Non-instructional Day, Parent-Teacher Conference

Mo, Feb 15 Non school Day, Holiday - Other

Mo, Mar 28 Non school Day, Holiday - Spring Break

Tu, Mar 29 Non school Day, Holiday - Spring Break

We, Mar 30 Non school Day, Holiday - Spring Break

Th, Mar 31 Non school Day, Holiday - Spring Break

Fr, Apr 1 Non school Day, Holiday - Spring Break

Mo, Apr 4 Non-instructional Day, Teacher Work Day

Fr, May 27 Non-instructional Day, Teacher Work Day

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Total Instructional Days: 173 Minutes: 66605	Total Non-Instructional Days: 12 Minutes: 4620	Total Non-School Days: 181 Minutes: 69685
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