

AIM User Guide:  
*Change Students List From  
Red to Black Font*

THIS AIM USER GUIDE  
PROVIDES INSTRUCTION ON  
CHANGING THE FONT COLOR  
FOR THE LIST OF ACTIVELY  
ENROLLED STUDENTS IN  
INFINITE CAMPUS TO BE BLACK  
INSTEAD OF RED.

## **Change Student List from Red to Black Font**

### AIM User Guide

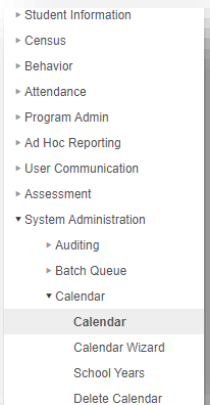
This AIM User Guide provides instruction for the calendar terms, periods, and days tabs in each school's calendar in your district to allow the system to display the correct font colors. Active enrollments will show student's names in black font, and inactive students will appear in red font. *If the calendars are not set up with these minimal steps, all student will appear listed in red font.*

# Changing the Student List Font from Red to Black

These steps will help to minimally complete the calendar tabs in each school's calendar in your district.

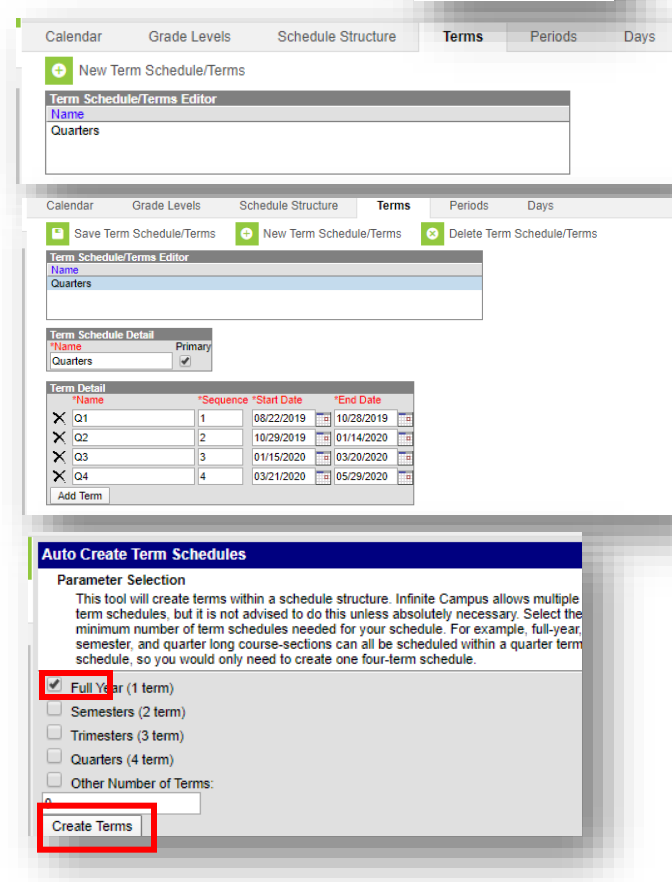
## A. Select the current year, a school and a calendar in the top green bar at the top of the screen.

1. Select the **Index** tab.
2. Select the **System Administration** module.
3. Select the **Calendar** module.
4. Select the **Calendar** item.



## B. Terms tab.

1. Select the **Terms** Tab. If there is a Term named in the box (i.e., Full Year, Quarters) click on it and fill in the dates for the term with the start and end dates for when school starts and ends. If the dates are already entered and correct, move on to Step C.
2. Click **Save Term Schedule/Terms**.
3. If there is **not** a Term named in the box, click on **+New Term Schedule/Terms**.
4. Select the Full Year option and click the Create Terms box.
5. Select the Full Year name in the box and enter the dates for the term with the start and end dates for when school starts and ends.
6. Click **Save Term Schedule/Terms**.



### C. Periods tab

1. Select the **Periods** tab. If there is a Period named in the box (i.e., Full day or Default) click on it and fill in the start time and end time of your school day and enter the minutes for Lunch, including non-structured recesses. If the times are already entered and correct, move on to Step D.
2. If there is no Period named in the box, click **+New Period Schedule** and enter "1" in each box and then click on **Create PeriodSchedule/Periods**.
3. Click on the Period name in the box and fill in the start time and end time of your school day and enter the minutes for Lunch, including non-structured recesses.
4. Click **Save Period Schedule**.

**Auto Create Period Schedules**

**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.)

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

**Create PeriodSchedules/Periods**

### D. Days tab

1. Select the **Days** tab. Click on the **Day Reset** item.
2. Enter the **Start Date** and **End Date** for the school calendar. These are the days that students start and end their attendance at school.
3. The **Fill Missing Days Only** box should be checked.
4. The days of the week that school is in session throughout the year should be checked. For instance, if your school is not in session on Fridays, uncheck the **Fri** box.
5. Click **Create Days**.

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

Day Reset Print Multi Day Event

May 2020

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

### E. Refresh and View the Student list.

1. Refresh by either using the F5 button on your keyboard, clicking on the refresh symbol in your browser, or logging out and logging back in.
2. Select a calendar in the calendar bar.
3. Select the **Search** tab.
4. Select the **Student** search category.
5. Leave the criteria box empty.
6. Click **Go** to view your list of students in the selected calendar.

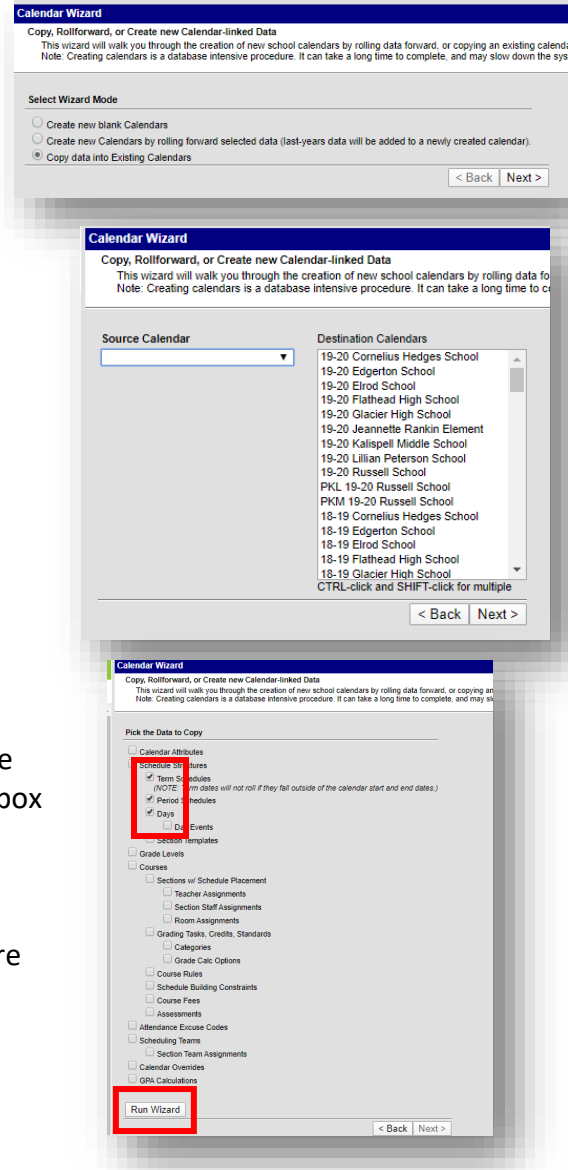
- After completing these steps, if the student list is still not in black font, please call the OPI/AIM Help Desk: 1-877-424-6681.

## F. Copy to Other Calendars

Once the above steps have been completed for one calendar, follow these steps to copy them into other calendars:

- Select **Index>** then **System Administration>** then **Calendar>** then **Calendar Wizard**.
- Select **Copy data into Existing Calendars**.
- Click **Next**.
- Select **Copy/Append other data elements**.
- Click **Next**.
- Select the **Source Calendar** (this is the calendar for which you have completed all the above steps).
- Select the **Destination Calendars** – all but the Source Calendar (You can click and drag to select several).
- Click **Next**.
- Check the following boxes:
  - ✓ Term Schedules
  - ✓ Period Schedules
  - ✓ Days
  - ✓ Day Events (Only if you created day events on your calendar)
- Click **Run Wizard**.
- Upon completion, change the calendar selection in the calendar bar, select the **Search** tab, leave the criteria box empty and click **Go** to see if the students are back in black font.

If you receive errors, try the copy steps again, making sure you are selecting the right Source and Destination Calendars. If needed, start over at Step A to verify accuracy.



**For more information, contact the AIM Help Desk at 1- 877-464-6681 or**

[Submit an AIM Help Desk Ticket](#)