

Calendar Management Tools

New Calendar Management Tools Coming Soon
July 17, 2026

Some deadlines are calculated based on school days or when the school year starts/ends, so it's helpful for administrative users to configure building calendars.

We are in the process of adding new functionality to make managing calendars easier:

- Ability to copy a calendar to other buildings
- Ability to merge calendars when merging buildings

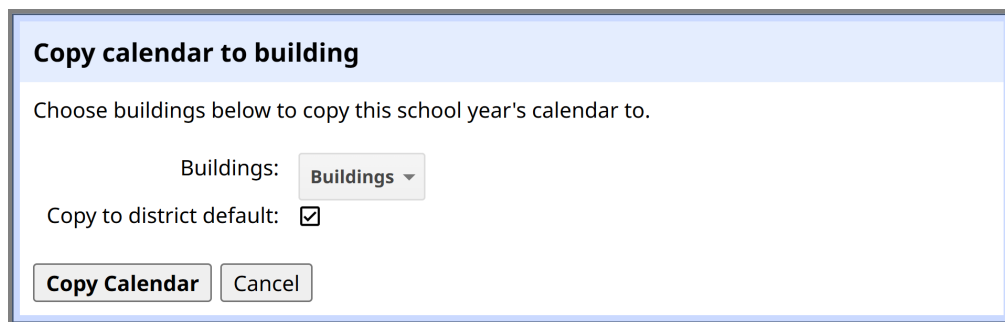
Copy Calendar to Other Buildings

Some schools have multiple buildings that have very similar calendars. Instead of manually creating each of these calendars individually, administrative users will soon have the ability to copy one calendar to other buildings. When a calendar is copied over, the start and end dates will copy over along with any breaks/days off that have been added. Once a calendar has been copied over to a different building, the calendar can be updated as needed.

26/27		Copy Calendar	Remove Calendar
School Year	Year Start	Year End	
26/27	08/17/2026 📅	06/04/2027 📅	
Break/Day Off	Start	End	
Labor Day	09/07/2026 📅	09/07/2026 📅	X
Thanksgiving Break	11/25/2026 📅	11/27/2026 📅	X
Winter Break	12/23/2026 📅	01/01/2027 📅	X
	mm/dd/yyyy 📅	mm/dd/yyyy 📅	Add

Steps *To copy a calendar to a different building:*

1. Navigate to **Settings > Building Calendars** and select the building you would like to copy from.
 - You may also choose to copy from the District Default.
2. Search for the calendar year you want to copy and click **Copy Calendar** in the top right corner.
3. Select which building(s) you want to copy to. If you would like to copy the calendar to the District Default, select the checkbox next to **Copy to district default**.
4. Click **Copy Calendar**.



The screenshot shows a modal dialog box titled "Copy calendar to building". Inside the dialog, there is a text prompt: "Choose buildings below to copy this school year's calendar to." Below this prompt, there is a label "Buildings:" followed by a dropdown menu currently showing "Buildings". Underneath the dropdown, there is a label "Copy to district default:" followed by a checked checkbox. At the bottom of the dialog, there are two buttons: "Copy Calendar" and "Cancel".

Tip A building cannot have multiple calendars with overlapping dates, so if the building you are attempting to copy to already has a calendar for the given year, the calendar will fail to copy over and you will see an error message at the top of the screen.

Merge Calendars When Merging Buildings

If there are duplicate building records that should be combined, they can be merged. When the new calendar merge functionality is released at a district, if multiple buildings are being merged, their calendars will also merge automatically.

If the building you are keeping has calendars configured, they will be preserved. If the building you are keeping does not have a calendar configured for a given year but the other building does have a calendar, the calendar for that year will be transferred to the building being kept.

Merge Buildings

Select a building to keep. The other buildings will be merged into that building. All students and users belonging to those buildings will be assigned to the selected building.

Keep:

☐ Guava Grove Elementary (TEMPORARY) ☒ Guava Grove Elementary School (123456789)

Merge Cancel

Tip If you are merging more than two buildings at once, calendars will still be merged. However, if the building you are keeping does not have a calendar configured for a given year and more than one of the buildings being deleted have a calendar, the system will keep the calendar from the building listed first in the **Merge Buildings** popup.