

Term Labels

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Relevant Definitions

Term Labels are the names of the terms a school is running, like Spring, Fall, etc. The number of Term Label records indicates the number of terms the school operates. Term Labels indicate if that term is required or optional, like a summer term.

Term Label Table

The term label table contains a record for each term the school operates. If a school operates two terms, the Fall and Spring Semester, then the Term Label table contains only two records. To operate a summer term, the school can add another term label record.

If a school operates on a quarter system, the administrator will create 4 term label records. There is no configuration of 'semester system' or 'quarter system', there is only the number of records in the term label table.

Term label records are generalized without a specific start or end date, they linked to every actual term record to give the term its name and configuration parameters.

Fields

There is no automation for entering Term label records, the user manually sets all data.

The name field is the general name for the term, usually aligned with the season, such as Fall, Spring, Winter, etc.

Sometimes a letter is also used to refer to the sequence of terms in a school year, like semester A or B, and C if on the quarter system.

The sequence field specifies the order of the terms, Fall would be 1, Spring would be 2, and so on.

The term may be optional or required, for example summer term is usually an optional term while Fall and Spring are mandatory.

An active/deactivated field is provided so that the administrator does not have to delete terms to remove them from the planning processes.

Start month and end month are fields the user specifies to indicate the month the term usually starts/ends in. Start day and end day are the fields the user specified to indicate the day the term usually starts/ends in.

Connection to other Modules

The [Calendar Module](#) calculates the number of school days in a term. The Excluded days field allows the user to specify which regular days of the week should not be counted as a school day.

The [Programs of Study Function](#) uses information from the term label table to determine in which student term the student should be enrolled in the planned classes.

The Flag field notes if the term starts an academic year or ends an academic year.

End in same year - this radio button field is used to indicate if the term runs over the New Year, for example the Fall term may start in September of 2020 but end in January 2021.

The [Assessment Function](#) relates student assessment results to the actual test date. If the actual test date is within a term, then the function relates the assessment result to that term.

The Assessment Window field allows the administrator to specify a window of time that would mark a type of assessment as 'beginning of term' or 'end of term.' For example if the window is 2 weeks, then the assessment dates that fall within a two-week window of the actual term start date are marked 'beginning of term' results.

Action Items JAN 2024

|4-MVP | ADVANCEMENT | Excluded days multi-select (for recurring weekend days) does not allow the user to select options that are not listed one after the other. User must be able to make any selection of combination of days.

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