

Calendars Overview

Updated Jul 13, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

The following article describes the system calendars in Veracross and explains the logic for what shows on each. Learn more about how to manage which [group events are displayed on each calendar](#).

Public Calendars

The events displayed on all Public calendars are the same for everyone viewing it, regardless of his or her Veracross security role.

School

The following is an overview of what is displayed on the school calendar:

System Dates

- Grading Period Start Dates for all school levels
- Grading Period End Dates for all school levels
- Rotation Days (non-M-F) for all school levels

Group Events

Both of the following must be true in order for a group event to be displayed on the school calendar:

- Public visibility = Yes
- Group Event type is not Athletic Event, Game, Game Multi-Opponent, Scrimmage or Practice. (to view these, go to the Athletic Calendar)

Note: For events that are recurring, there must be an end time specified to prevent the event from showing as a multiple-day event.

Public Events may also be displayed on Household calendars by setting the following on the event record:

- Set Parent visibility to “Yes”
- Set School Level to “All School”

Athletic

The following is an overview of what is displayed on the athletic calendar:

Group Events

Both of the following must be true in order for a group event to be displayed on the athletic calendar:

- Public visibility = Yes
- Group Event type is Athletic Event, Game, Game Multi-Opponent, Scrimmage or Practice.

School Level and Team specific athletic calendars are available on the Athletic Program homepage.

Birthday

The following is an overview of what is displayed on the birthday calendar:

Birthdays

- Displays people with **Person Role** that has **Display Birthday** checked off.

Birthdays can be configured to show or hide at the Person Role level. To configure this, use the Person Roles query on the System homepage to add or remove the “Display Birthday” flag for any particular role.

Personal Calendars

The events displayed on all Personal calendars are user-specific, corresponding to particular Veracross security roles. Events on the Staff and Faculty calendars will roll off the calendar after 90 days.

Faculty

The events that display on the faculty calendar show for all users with the following roles (Faculty_1, Faculty_2, Faculty_3) and further filtered by school level (e.g. lower, middle, upper). The following is an overview of what is displayed on this calendar:

System Dates

- Grading Period Start and End Dates for the school level(s) of the faculty member
- Rotation Days (non M-F) for the school level(s) of the faculty member

Group Events

For group events without groups selected, visibility must be set to Staff/Faculty = Yes and one of the following must be true:

- School level(s) (or grade levels) match the school level(s) of the faculty member
- Campus matches the campus of the faculty member (only applicable to schools with multiple campuses)

Group Membership

For group events with groups selected, visibility must be set Group Membership = Yes and the following must be true:

- The faculty is a member of a group selected

Assignments

- All assignments for classes the faculty member is a teacher of and has permission on

Assignments are displayed on the Due Date of the assignment.

Parent/Teacher Conferences

- P/T Conference events where the faculty member is the contact person and someone has signed up for it

Faculty do not see unscheduled conferences on the Faculty calendar.

Athletics

- Athletic Events do not show on the Faculty Calendar

Note: The 5-day calendar view on the teacher portal homepage will display the same information as the Faculty calendar.

Exam Calendar

Faculty also have another type of calendar available from the Teacher Portal displaying all students' scheduled exams (and other assignments depending on configuration). The Exam Calendar are school

level specific, so only classes within the school level of the teacher currently logged into the Teacher Portal will be visible. [Learn more about the Exam Calendar.](#)

Staff

The school level of staff will play a role in what the staff member will see on this calendar. Staff school level is determined by their Person School Level and their Person Classifications. The following is an overview of what is displayed on this calendar:

System Dates

- Grading Period Start and End Dates for the school level(s) of the staff member
- Rotation Days (non M-F) for the school level(s) of the staff member

Group Events

For group events without groups selected, visibility must be set to Staff/Faculty = Yes and one of the following must be true:

- School level(s) (or grade levels) match the school level(s) of the staff member
- Campus matches the campus of the staff member (only applicable to schools with multiple campuses)

Group Membership

For group events with groups selected, visibility must be set Group Membership = Yes and the following must be true:

- The staff is a member of a group selected

Household

The household calendar is meant to bring together events for all members of a given household. The following is an overview of what is displayed on this calendar:

System Dates

- Grading Period Start and End Dates for the school level(s) of their students
- Rotation Days (non M-F) for the school level(s) of their students

Group Events

For group events without groups selected, visibility must be set to Parents = Yes and one of the following must be true:

- School level(s) (or grade level) match the school level(s) of one of their students
- Campus matches the campus of their students (only applicable to schools with multiple campuses)

Group Membership

For group events with groups selected, visibility must be set Group Membership = Yes and one of the following must be true:

- The parent is a member of a group selected
- One of the students is a member of a group selected

Assignments

In order for assignments to be displayed on the Household calendar, all of the following must be true:

- Parent Portal Visibility on the class is set to show assignments
- Assignment Type is flagged to “Display on HH Calendar”
- Assignment Date is before *Today*

Assignments are displayed on the Due Date of the assignment. To configure which Assignment Types display on the HH calendar, use the Assignment Types query on the System Homepage.

Parent/Teacher Conferences

- P/T Conference events that parents have signed up for

Note: The 5-day calendar view on the parent portal homepage will display the same information as the Household calendar.

Public Calendars

Household calendars and public calendars may be combined on the parent portal. To do so, make sure on the event record has the parent visibility tab selected and that the event is classified as All School level.

Student

The student calendar displays dates and events that apply to the student logged in. The following is an overview of what is displayed on this calendar:

System Dates

- Grading Period Start and End Dates for the school level of the student
- Rotation Days (non M-F) for the school level of the student

Group Events

For group events without groups selected, visibility must be set to Students = Yes and one of the following must be true:

- School level(s) (from grade levels) match the school level of the student
- Campus matches the campus of the student (only applicable to schools with multiple campuses)

Group Membership

For group events with groups selected, visibility must be set Group Membership = Yes and one of the following must be true:

- Group Events where the student is a member of the group selected and the event has Group Members visibility = Yes

Assignments

In order for assignments to be displayed on the Household calendar, all of the following must be true:

- Where Student Portal Visibility on the class is set to show assignments
- Where Assignment Date is before *Today*

Assignments are displayed on the Due Date of the assignment.

Note: The 5-day calendar view on the student portal homepage will display the same information as the Student calendar.

Internal Calendars

Many other calendars exist in Veracross that are system calendars and module specific. These calendars display data that relates to its specific area of functionality and are visible only to those who have security to access them. Examples of these calendars are:

- **Rotation Calendar:** displays the rotation schedule, grading period start/end date, holidays, no school days, make-up days, and early dismissals.
- **Attendance Calendar:** displays the attendance count for the entire school and a breakdown of the attendance for each school.
- **Resource Reservation Calendars:** encompasses a variety of calendars displaying specific room reservations such as gym or auditorium and includes a separate resource conflicts calendar.

- **Program Calendar:** displays other program class schedule.
- **Admissions Calendar:** displays admissions events, visits, tours, etc.

To learn more about these calendars, see the documentation specific to each module.

Commonly Asked Questions

Question: Will athletic practices show up on the Athletic or Household calendars if those practices are setup as Class Schedule Records, not Group Events?

Answer: No, unless practices are setup as Group Events, practices will not show up on the Athletic or Household calendars.

Question: If a student's visibility for a Group Event is set to NO, why are they still seeing it on their personal calendar?

Answer: Regardless of whether or not the student's visibility is set correctly, if attendance is tracked for a group event, the event will always be displayed on the student's personal calendar.
