

# Periodic Collection: Instructional Days and Hours

## Creating a Custom Tool for Data Collection & Reporting



### Step 1: Create Custom Tool

System Settings > Custom Data and Links > Custom Tool Setup

<https://kb.infinitecampus.com/help/custom-tool-setup-video>

The screenshot displays the 'Custom Tool Setup' interface. At the top, there is a breadcrumb trail: 'System Settings > Custom Data and Links > Custom Tool Setup'. Below this is the 'Custom Tool Editor' section, which includes a description: 'The Custom Tool Editor allows users to create custom data objects for tracking local or state-level information as well as custom shortcut links which can be added to the main menu.' A table below the description shows a list of tools, with columns for 'Tool Name', 'Classic Look Menu Placement', 'New Look Menu Placements', and 'Tool Type'. A pink arrow points to a 'New Custom Tool' button located below the table. To the right, the 'Edit Custom Tool Setup' form is visible, showing fields for 'Tool Type' (set to 'Table Editor'), 'Search Option' (set to 'School'), and 'Tool Name' (set to 'Instructional Days Hours'). Below these fields are sections for 'Classic Look Menu Placement' (set to 'System Administration > Resources > School') and 'New Look Menu Placements' (with a link to 'Scheduling & Courses > Calendar Setup').

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# Step 2: Create Custom Fields Matching Instructional Hours Layout

## System Settings > Custom Attribute/Dictionary

### Instructional Days & Hours File Layout

[https://www.cde.state.co.us/datapipeline/inst\\_day\\_hour\\_file-layout](https://www.cde.state.co.us/datapipeline/inst_day_hour_file-layout)

Custom Attribute/Dictionary ☆ System Settings > Custom Data and Links > Custom Attribute/Dictionary

New

Campus Attributes/Dictionary Editor

- Instructional Days Hours
  - 01 Min Grade for Calendar
  - 02 Max Grade for Calendar
  - 03 Reduced Academic Calendar Req
  - 04 Reason for RAC Request
  - 05 Day Not in Session
  - 06 Total Teacher Workdays
  - 07 Total Days Instruction Student
  - 08 Total Hours for School Year
  - 09 Total Hours of Instruction
  - 10 Total Planned Passing Hours
  - 11 Passing Period Indicator
  - 12 Total Planned Recess Hours
  - 13 Recess Instructional Indicator
  - 14 Total Planned Lunch Hours
  - 15 Total Planned Hours Closures
  - 16 Date Calendar Adopted

Code	Name	Seq	Value	Standard Code	Active
006	Half-day kindergarten	0			X
007	Full-day kindergarten	0			X
010	Grade 1	0			X
020	Grade 2	0			X
030	Grade 3	0			X
040	Grade 4	0			X
050	Grade 5	0			X

  

08 Total Hours for School Year

09 Total Hours of Instruction

10 Total Planned Passing Hours

11 Passing Period Indicator

12 Total Planned Recess Hours

13 Recess Instructional Indicator

14 Total Planned Lunch Hours

15 Total Planned Hours Closures

16 Date Calendar Adopted

OLR Athletic Health Info

Reading Tutoring

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Campus Attribute Detail

\*Display Name: 09 Total Hours of Instruction | \*Screen Location: Custom Tab: Instructional Days Hours

\*Field Name: Total\_Hours\_Instruction | \*Data Type: textBox

Max Size: 6 | Seq:  | Hide:  | Required:  | Hide Portal:

Default Value: 0000.0

Comments: Include Decimal (example 1412.0)



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# Step 3: Create Adhoc to match the Instructional Hours Layout Reporting > Ad Hoc Reporting > Filter Designer



## Instructional Days & Hours File Layout

[https://www.cde.state.co.us/datapipeline/inst\\_day\\_hour\\_file-layout](https://www.cde.state.co.us/datapipeline/inst_day_hour_file-layout)

**Filter Designer** ☆

Select categories & fields

Filter By: **Instructional day** Search Clear

All Fields

- Student
  - School
    - Custom Tab: Instructional Days Hours
      - Instructional Days Hours\_statusDate
      - Min\_Grade
      - Max\_Grade
      - RAC\_Request
      - RAC\_Reason
      - Day\_Not\_Session
      - Total\_Teacher\_Workdays
      - Total\_Days\_Inst\_Student
      - Total\_Hours\_School\_Year
      - Total\_Hours\_Instruction
      - Total\_Planned\_Passing\_Hours
      - Passing\_Period\_Indicator
      - Total\_Planned\_Recess\_Hours
      - Recess\_Instructional\_Indicator
      - Total\_Planned\_Lunch\_Hours
      - Total\_Planned\_Hours\_Closures
      - Date\_Calendar\_Adopted

Add Function

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**Filter the data**

ID	*Field	Operator	Value
1	dist.number	>	
2	sch.number	>	
3	sch.name	>	
4	CustomSchool_Instructional Days Hours Instructional Days Hours_statusDate	>	
5	CustomSchool_Instructional Days Hours Min_Grade	>	
6	CustomSchool_Instructional Days Hours Max_Grade	>	
7	CustomSchool_Instructional Days	>	
8	CustomSchool_Instructional Days	>	
9	CustomSchool_Instructional Days	>	
10	CustomSchool_Instructional Days	>	
11	CustomSchool_Instructional Days	>	
12	CustomSchool_Instructional Days	>	
13	CustomSchool_Instructional Days	>	
14	CustomSchool_Instructional Days	>	
15	CustomSchool_Instructional Days	>	
16	CustomSchool_Instructional Days	>	
17	CustomSchool_Instructional Days	>	
18	CustomSchool_Instructional Days	>	
19	CustomSchool_Instructional Days	>	
20	CustomSchool_Instructional Days	>	

Add

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**Format the output file/report**

Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
dist.number	1			School District/BOCE			
sch.number	2			School Code			
sch.name	3						
CustomSchool_Instructional Days Hours Instructional Days Hours_statusDate	4					Format: MMDYYYY	
CustomSchool_Instructional Days Hours Min_Grade	5			Min Grade for Calend			
CustomSchool_Instructional Days Hours Max_Grade	6			Max Grade for Calend			
CustomSchool_Instructional Days Hours RAC_Request	7			Reduced Academic C			
CustomSchool_Instructional Days Hours RAC_Reason	8			Total Teacher Workda			
CustomSchool_Instructional Days Hours Day_Not_Session	9			Total Days of Instruct			
CustomSchool_Instructional Days Hours Total_Teacher_Workdays	10			Total Hours for Schoo			
CustomSchool_Instructional Days Hours Total_Days_Inst_Student	11			Total Hours for Schoo			
CustomSchool_Instructional Days Hours Total_Hours_School_Year	12			Total Planned Passin			
CustomSchool_Instructional Days Hours Total_Hours_Instruction	13			Total Hours of Instruct			
CustomSchool_Instructional Days Hours Total_Planned_Passing_Hours	14			Total Planned Passin			
CustomSchool_Instructional Days Hours Passing_Period_Indicator	15			Passing_Period Indica			
CustomSchool_Instructional Days Hours Total_Planned_Recess_Hours	16			Total Planned Recess			
CustomSchool_Instructional Days Hours Recess_Instructional_Indicator	17			Recess Instructional I			
CustomSchool_Instructional Days Hours Total_Planned_Lunch_Hours	18			Total Planned Lunch H			
CustomSchool_Instructional Days Hours Total_Planned_Hours_Closures	19			Total Planned Hours f			
CustomSchool_Instructional Days Hours Date_Calendar_Adopted	20			Date Calendar Adopte		Format: MMDYYYY	

Save To:  User Account Folder: /

User Groups

Force Order

Save Save & Test Return To List



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# Step 4: Pull the file using Data Export tool

## Reporting > Ad Hoc Reporting > Data Export > Delimited Values (CSV)



### Instructional Days & Hours File Layout

[https://www.cde.state.co.us/datapipeline/inst\\_day\\_hour\\_file-layout](https://www.cde.state.co.us/datapipeline/inst_day_hour_file-layout)

The screenshot displays the 'Data Export Wizard' interface. The 'Pick an Export Format' section has 'Delimited values (CSV)' selected. The 'Context' dropdown is set to '24-25' and 'All Schools'. The 'export.csv' file content is shown in a preview window, listing columns such as 'School District/BOCES Code', 'School Code', 'Min Grade for Calendar', 'Max Grade for Calendar', 'Reduced Academic Calendar (RAC) Request', 'Total Teacher Workdays', 'Total Days of Instruction/Student Contact Days', 'Total Hours for School Year', 'Total Hours for School Year', 'Total Planned Passing Period Hours', 'Total Hours of Instruction', 'Total Planned Passing Period Hours', 'Passing Period Indicator', 'Total Planned Recess Hours', 'Recess Instructional Indicator', and 'Total Planned Lunch Hours'. The data row shows values like '188,198,090,120,0,00,0,000.0,000.0,0000.0,0000.0,000.0,0,000.0,0,000.0,0,000.0,04072025'.

### Need Assistance

Please submit a support case outlining your issue. Someone from our team will assist.



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