

Calendar Setup

08/21/2024 11:06 am EDT

Refer to the [Calendar Setup | Infinite Campus](#) article for more information on setting up the calendar.

Inclement Weather/Emergency Closure

See the [Day Setup](#) article for more information on day events and how to create additional day events if needed.

Follow the steps below to adjust an existing instructional day in day setup due to inclement weather or emergency closure:

Navigation: [Scheduling & Courses](#) > [Calendar Setup](#) > [Day Setup](#)

1. Select the instructional day.

<< **September 2024** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03 Tuesday	04 Wednesday	05 Thursday	06 Friday	07
08	09 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday	14
15	16 Monday	17 Tuesday	18 Wednesday	19 Thursday	20 Friday	21
22	23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday	28
29	30 Monday					

▼ Event on this Day

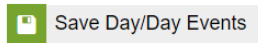
2. Adjust the day detail based on the scenarios below:

- a. **Students attended for partial day:**

- i. If a different period schedule should be used due to the inclement weather or emergency closure, choose the appropriate period schedule from the dropdown (Example: Early Release, 2 Hour Delay, etc.)
- ii. Add a Start Time and End Time for the instruction provided.
- iii. Add a day event type indicating inclement weather or emergency closure.
- iv. Enter the number of instructional minutes provided for the day. Please review the [SASA Manual](#) for details on calculating instructional minutes.

Day Detail		
Date	Day #	
09/05/2024	6	
*Period Schedule		
Thursday		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
8:20 AM	12:00 PM	0
Comments		
<input type="text"/>		
Day Events		
Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> SI: Inclement Weather	<input type="text"/>	220
<input type="button" value="Add DayEvent"/>		
Blended Learning Groups ?		
<input type="button" value="Add Group"/>		

v. Click Save Day/Day Events in the upper left of the screen to save the updates.

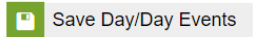


b. Students did not attend but staff worked :

- i. Uncheck Instruction and Attendance checkboxes. (Leave School Day checked.)
- ii. Add a day event type indicating inclement weather or emergency closure.
- iii. Add a day event type indicating teacher workday.

Day Detail		
Date	Day #	
09/05/2024	6	
*Period Schedule		
Thursday		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time	End Time	Duration
<input type="text"/>	<input type="text"/>	0
Comments		
<input type="text"/>		
Day Events		
Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> SI: Inclement Weather	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> TWD: Teacher Work Day	<input type="text"/>	<input type="text"/>
<input type="button" value="Add DayEvent"/>		
Blended Learning Groups ?		
<input type="button" value="Add Group"/>		

iv. Click Save Day/Day Events in the upper left of the screen to save the updates.



NOTE: When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.

1. Students did not attend, and staff did not work :

- a. Uncheck School Day, Instruction, and Attendance checkboxes.
- b. Add a day event type indicating inclement weather or emergency closure.

Day Detail

Date: 09/05/2024 Day #: 6

*Period Schedule

Thursday

School Day	Instruction	Attendance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Start Time: End Time: Duration:

Comments:

Day Events

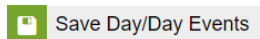
Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> SI: Inclement Weather	<input type="text"/>	<input type="text"/>

Add DayEvent

Blended Learning Groups ?

Add Group

- c. Click Save Day/Day Events in the upper left of the screen to save the updates.



NOTE: When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.

1. Students had a remote instruction day:

- a. Leave School Day, Instruction, and Attendance checkboxes checked.
- b. Add a day event indicating inclement weather or emergency closure.
- c. Add another day event indicating remote instruction.

Day Detail

Date: 09/05/2024 Day #: 6

*Period Schedule

Thursday

School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Start Time: End Time: Duration:

Comments:

Day Events


Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> SI: Inclement Weather	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> RI: Remote Instruction	<input type="text"/>	<input type="text"/>

Add DayEvent

Blended Learning Groups ?

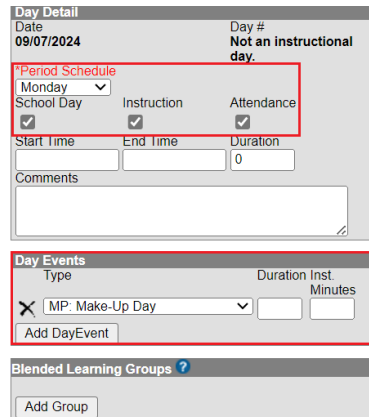
Add Group

- d. Click Save Day/Day Events in the upper left of the screen to save the updates.

 Save Day/Day Events


If non-instructional days will be used as a make-up day for the missed instruction, select the make-up day and complete the following:

1. Select the day that will be used for instruction.
2. Select the appropriate period schedule from the dropdown.
3. Check the School Day, Instruction, and Attendance checkboxes.
4. Optional: Add a day event indicating a make-up day.

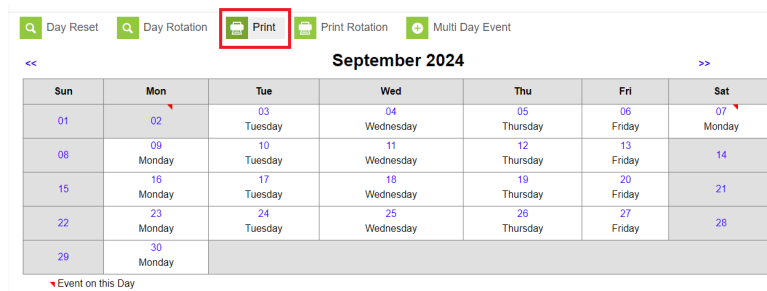


Day Detail
Date: 09/07/2024 Day #: Not an instructional day.
*Period Schedule
Monday
School Day Instruction Attendance
Start Time End Time Duration
Comments
Day Events
Type Duration Inst. Minutes
MP: Make-Up Day
Add DayEvent
Blended Learning Groups
Add Group

5. Click Save Day/Day Events in the upper left of the screen to save the updates.

 Save Day/Day Events

Print the Calendar Days Report to review the changes made.



Day Reset Day Rotation **Print** Print Rotation Multi Day Event

<< **September 2024** >>

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▼ Event on this Day

- Legend**
- Non-instructional day
 - Non school day
- Key Dates**
- Mo, Sep 2 — Non school Day, Holiday - Other
 - Th, Sep 5 — Non-instructional Day, Incident Weather
 - Sa, Sep 7 — Instructional Day, Make-Up Day
 - Fr, Oct 11 — Non school Day, Teacher Work Day
 - Fr, Nov 1 — Non school Day, Teacher Work Day

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30					

[Hurricane Debby Plan for NC PSU's First Day of School](#)

Click the link above to find resources for first day of school updates due to Hurricane Debby.