

# After Last Day of Current Year

05/30/2025 9:07 am EDT

## Post Grades

- Consider only opening only one term/task grading window at a time to prevent accidental posting errors.
  - [Grading Window | Infinite Campus](#)
- Verify all student final grades have been posted by teachers.
- Generate the [Grades Report \(Grading and Standards\) | Infinite Campus](#) to review missing grades. The same report can be used to review all final grades are per PSU policies.
  - Run this daily during the grading window to ensure grades are posted accurately.

Grades Report ☆

Grades Batch Report

This report will batch print students' grades. There is an option to print the report grouped by student, teacher or course. There is an option to set a page break for each student or course, suitable for handing out. The grades report group by Teacher will always set a page break for each teacher. This is a very complex report, so try to limit the number of students run per batch. Checking the page break option will make the report run faster.

Which students would you like to include in the report?

☒ Grade
 

All Students  
PK  
TK  
KG  
1

☐ Ad Hoc Filter

Grading Terms

☐ Q1
 ☐ Q2
 ☐ Q3
 ☐ Q4

Select Teachers

All  
BAIR, Eloisa  
BAKER, LAURA  
BOLICK, Bobbie  
BOLICK, Loraine  
Brown, PATRICIA  
Bryant, JENNIFER  
BUMGARNER, Kathleen

Group By

☒ Student
 ☐ Teacher
 ☐ Course/Section

☒ Display term dates  
☒ Display section dates  
☐ Set page break for each Student

Select Standard/Grading Tasks

All  
Term Grade  
Semester Grade  
Final Grade

☒ All Grades / Scores  
☐ Missing Grades / Scores  
☐ By Grade / Score

Generate Report

# Final Report Cards

## Grading & Standards > Reports > Report Card

- Generate Final [Report Card | Infinite Campus](#) for distribution.
- Follow PSUs procedures on required information for the final report card. [Report Setup | Infinite Campus](#)

### Report Card ☆

#### Report Card Batch Report

This report batch prints student report cards, one page per student, suitable for handing out. This is a very complex report; try to limit the number of students selected per batch.

Report Options

North Carolina Report Card ▼

OR

Display Options

Ad Hoc Filter

▼

OR

Grade

9 ▼

Active Only

☒

Effective Date

06/06/2025

Sort Options

☒ Alpha ☐ Grade/Alpha ☐ Zip ☐ Teacher

Batch Queue Options

Refresh

Show top 50 ▼ tasks submitted between

03/27/2025

and

04/03/2025

Batch Queue List			
Queued Time	Report Title	Status	Download

Generate Report Submit to Batch

# Post Transcript Grades

## Student Information > General Student Administration > Transcript Post Wizard

- Be sure grading windows are closed before posting final grades to the transcript.
- Verify that all final grades are posted by teachers prior to posting final grades to the transcript.
- Post student final grades to transcripts using the [Transcript Post Wizard](#) (if applicable).
- Select all child credit groups when posting transcript grades.
- It is a PSU decision on posting score comments.
- Posting transcript grades can be done multiple times without duplicating or overwriting existing transcript records. Only new transcript grades will be added.

Transcript Post Wizard ☆

[Student Information](#) > [General Student Administration](#) > [Transcript Post Wizard](#)

Post Grades to Transcripts

The Transcript Post tool takes scores from the Grade Book and posts them to the student's transcript. Scores from Grading Tasks or Standards marked as Post to Transcript and associated with a Credit or Standard group will post. There are three posting options:

- **Post Courses, Scores, & Credits by Term:** used to post scores and credits for any grading task or standard associated with a term or terms.
- **Post One-Time Grading Task or Standard:** used to post scores and credits for one-time tasks/standards that are scored once and are not associated with a term.
- **Post Courses and Scores Only for All Terms:** used to post scores only (no credits) for any task or standard.

This tool can be used multiple times without duplicating records, which prevents a score changed by a teacher in their gradebook from affecting a posted transcript record. After the Transcript Post process is complete, any necessary changes to scores need to be manually updated on the student's transcript. Credit information can be added to the records created using the first option and selecting the applicable terms and credit groups.

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year  
☐ list by school  
☐ list by year

24-25

24-25 Arthur High School  
24-25 Coolidge School  
24-25 Harrison High School  
24-25 Homeless  
24-25 LEP  
24-25 Madison Elementary  
24-25 Migrant  
24-25 Monroe High School  
24-25 More at Four  
24-25 NCDPI  
24-25 OEG  
24-25 Taft School MS  
24-25 Tyler School  
24-25 Wilson School ES  
Buchanan School 2025 A  
Cleveland School 2025 A  
Eisenhower School 2025 A  
Filmore School 2025 A  
Garfield School 2025 A  
Grant School 2025 A  
Harding School 2025 A  
Hayes School 2025 A  
Hoover School 2025 A  
Jackson School 2025 A  
Jefferson School 2025 A  
Johnson School 2025 A  
Kennedy School 2025 A  
Lincoln School 2025 A  
McKinley School 2025 A

CTRL-click or SHIFT-click to select multiple

Select Credit Groups

-Measurement and Data  
-Geometry  
-HS  
-Arts Ed  
-CTE  
-ECS  
-ELA  
-ESL  
-Hlth & PE  
-Math  
-Military Sc  
-Misc  
-Non Clsm  
-OCS  
-Other

CTRL-click or SHIFT-click to select multiple

Post Courses, Scores, & Credits by Term

All Terms  
Term 1  
Term 2  
Term 3  
Term 4

CTRL-click or SHIFT-click to select multiple

☐ Post One-Time Grading Task/Standard  
☐ Post Courses and Scores Only for All Terms  
☒ Post Score Comments to Transcript

Select Grades

All grades  
1  
10  
11  
12

CTRL-click or SHIFT-click to select multiple

Ad Hoc Filter

Select an Ad Hoc Filter

Select Course/Section Sort by

☒ Number  
☐ Name

0A027X0VPS-5 AP Computer Sci Prin - VPS  
0C002X0122-2 ACA122-College Trans Suc  
0C002X0122-3 ACA122-College Trans Suc  
0C015X0-2 COM231 Public Speaking  
0C075X0-2 PHI240 Intro to Ethics  
0C075X0-7 PHI240 Intro to Ethics  
0C085X0-10 COM120 Intro Interper Com  
0C085X0-13 COM120 Intro Interper Com  
0C085X0-3 COM120 Intro Interper Com

CTRL-click or SHIFT-click to select multiple

RUN

The posting transaction could take more than 1 minute.  
A popup window will show up to indicate the end of transaction.  
Please don't click browser's "Back" button until the transaction is finished.

# Grade Suppression (if applicable)

## Student Information > General > Transcripts

- Complete Grade Suppressions per PSU procedures.
- Review the [Suppressed Grades](#) article for steps on how to process grade suppressions.

# Class Rank (if applicable)

## Grading & Standards > Reports > Class Rank Report

- Review [Class Rank Report | Infinite Campus](#) for each grade level for accuracy.
- Once class rank has been reviewed, determine the date to save a final year report for class rank.

Class Rank Report ☆
Grading & Standards > Reports > Class Rank Report

GPA Rank report

This report calculates a student's class rank based on their cumulative GPA.

Which students would you like to include in the report?  
Grade: 06  
Enrollment Effective Date: 10/23/2024  
GPA Calculation: Cumulative GPA  
GPA Calculation Type: Weighted GPA  
How would you like the report sorted?  
☐ Student Name ☒ Rank  
Report Format: PDF  
Generate Report

## Final Transcripts

# Final Transcripts (if applicable)

### Grading & Standards > Reports > Transcript Batch Report

- Generate transcripts for all students.
- Be sure all steps in the graduation checklist have been completed before generating final transcripts for graduates.
- E-Transcripts will be processed once the diploma date has been updated in a student's graduation tool. Schools must have information complete and diploma dates added within 10 days after the last instructional day of the school year.

## Transcript Batch Report ☆

### Transcript Batch Report

This report will batch print student transcripts, one per mailing address per student. To print one transcript per student when students have multiple mailing addresses, check the box labelled "Transcript without mailing address, one per student". If a calendar is selected in the toolbar, the transcript will only show marks earned in grade levels present in that calendar. This is a very complex report; try to limit the number of students run per batch.

Report Options North Carolina Official Transcript ▼

OR

[Display Options](#)

Which students would you like to include in the report?

☒ Grade

TK  
9  
10  
11  
12

☐ Ad Hoc Filter

Enrollment Effective Date 04/03/2025

Sort Options ☒ Alpha ☐ Grade/Alpha ☐ Zip ☐ Teacher

☐ Transcript without mailing address, one per student

Refresh Show top 50 tasks submitted between 03/27/2025 and 04/03/2025

#### Batch Queue List

Queued Time	Report Title	Status	Download
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Report Format: PDF ▼

Generate Report


Submit to Batch

## End of Year Graduate

Below are steps to complete the graduation process for multiple students at the end of the school year.

Task	<input checked="" type="checkbox"/> Completed
<b>Post Grades to Transcript</b> <i>Menu &gt; Student Information &gt; General Student Administration &gt; Transcript Post Wizard</i> <ul style="list-style-type: none"><li><a href="#">Transcript Post Wizard   Infinite Campus</a></li></ul>	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<b>Verify Graduation Program is assigned</b> <i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i> <ul style="list-style-type: none"> <li>Graduation Program Assignment</li> </ul>	<input type="checkbox"/>
<b>Verify CTE Programs are assigned</b> (if applicable) <i>Menu &gt; Student Information &gt; Academic Planning &gt; Programs</i> <ul style="list-style-type: none"> <li>CTE Program Assignment</li> </ul>	<input type="checkbox"/>
<b>Calculate On-Track Status</b> <i>Menu &gt; Student Information &gt; Program Administration &gt; Course Plan Administration</i> <ul style="list-style-type: none"> <li>Course Plan Administration   Infinite Campus</li> <li>This process will run for all students.</li> <li>This process will calculate any graduation or academic plan a student is assigned. This includes CTE Concentrator Status for those assigned to a CTE Program.</li> </ul> <div>  <p><i>This process is taxing on the system, and it is recommended to be run after regular business hours.</i></p> </div>	<input type="checkbox"/>
<b>Verify Post Grad Plans</b> <i>Menu &gt; Student Information &gt; General &gt; Graduation</i> <ul style="list-style-type: none"> <li>Graduation (North Carolina)   Infinite Campus</li> </ul> <div>  <p><i>If using the Course Plan in Student/Parent Portal this field can be populated via the portal but should be reviewed by staff.</i></p> </div>	<input type="checkbox"/>
<b>Verify Grade 9 Entry Date</b> <i>Menu &gt; Student Information &gt; General &gt; Graduation</i> <ul style="list-style-type: none"> <li>This field is populated based on the 9th grade enrollment record for the student.</li> <li>If a date is not entered, review the student's enrollment history to determine the correct grade 9 enrollment. Enter the date of the students first grade 9 enrollment.</li> <li>NGA Cohort End Year - This field is populated based on the 9th grade enrollment record for the student.</li> <li>NCLB Cohort End Year - This field is populated based on the 9th grade enrollment record for the student.</li> </ul>	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p><b>Add Seals</b> (Endorsements)</p> <p><i>Menu &gt; Student Information &gt; General &gt; Graduation</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Graduation (North Carolina)   Infinite Campus</a></li> <li>• Requirements for Endorsements can be found: <a href="#">High School Diploma Endorsements   NC DPI</a></li> </ul> <div data-bbox="194 415 1276 556">  <p><i>At this time, this process is manual.</i></p> </div>	<input type="checkbox"/>
<p><b>Review Transcripts</b></p> <ul style="list-style-type: none"> <li>• Verify graduation requirements are met</li> <li>• Verify programs are reflected correctly on the transcript (CTE)</li> <li>• Verify seals are reflected correctly on the transcript</li> </ul>	<input type="checkbox"/>

## Task

☑ Completed

### Post Diplomas & End Enrollments Using Course Plan Administration

Menu > Student Information > Program Administration > Course Plan Administration

- [Course Plan Administration | Infinite Campus](#)
- If a student is on-track for the graduation program and in grade 12, this process will add a diploma type, diploma date, and diploma period if the fields are blank.
- This process can also add an end date and end status to the current enrollment.
- The End Date should be **the student's last day of instruction**.
- The students' end status should be **W6: High School Graduate**.
- The students' diploma period should be **R: Regular**.
- The student's diploma type should be **FRC: Future Ready Core** or **GWC: Graduated with Certificate**.

General Graduation Information

GRAD Score: 132 ⓘ

Diploma Date: 5/23/2025 ⓘ

Diploma Type: FRC: Future Ready Core ▼

Diploma Period: R: Regular ▼

Date First Entered the 9th Grade: ⓘ 07/01/2021 ⓘ

NGA Cohort End Year: 2025 ▼ Converted data

NCLB Cohort End Year: 2025  
Enter NCLB Cohort End Year above.

Post Grad Plans: 4U: Public In-State 4-year ▼

Student Post Grad Confirmation: ⓘ  
Indicates the most recent student acknowledgement of their Post Graduation Plans.



**Any student that is graduating but not in grade 12 or in grade 12 but is not on track, will need to be processed using Enrollment End Batch Wizard or individually.**

### Post Diplomas & End Enrollments Using Enrollment End Batch Wizard

Menu > Student Information > General Student Administration > Enrollment End Batch Wizard

- [Enrollment End Batch | Infinite Campus](#)
- The End Date should be the **student's last day of instruction**
- The students' local end status should be **W6: High School Graduate**.
- The Diploma Date should be the **student's last day of instruction**.
- The student's diploma type should be **FRC: Future Ready Core** or **GWC: Graduated with Certificate**.
- The students' diploma period should be **R: Regular**.



*This process will add a diploma type, diploma date, and diploma period as well as add an end date and end status for the current enrollment. Use an Ad Hoc of Graduates for this process.*



Task	Completed
<b>Print Final Transcript</b> <i>Menu &gt; Grading &amp; Standards &gt; Reports &gt; Transcript Batch Report</i> <ul style="list-style-type: none"> <li>Transcripts (North Carolina)   Infinite Campus</li> </ul>	<input type="checkbox"/>

## Retentions at End of Year

Students that will be retained at the end of the school year will need to have their end status and end date updated prior to processing all other students' end enrollment. This process can be done by updating each individual student's current enrollment local end status and end date or can be done by creating Retention ad hoc filter. The sections below provide a guide on creating a Retention Filter and updating the local end status and end date using the filter.

**Retention Filter | End Retention Enrollments | Update Retention End Status | Update Future Enrollment | Validate Retentions**

## Create Retention Filter

Create a Retention ad hoc filter to use to complete the end enrollment process with the correct end status for retained students. This can be completed by creating a multi select ad hoc or a selection editor ad hoc.

Use the [Infinite Campus Multi-Select](#) article as a guide for how to create a multi select ad hoc filter for retained students.

The Selection Editor ad hoc filter will allow users to select the students from a list.

Filter Designer ☆ Reporting > Ad Hoc Reporting > Filter Designer

**Ad Hoc Filter Designer**

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. Ad Hoc Filters can be used as a search, or as input to a report.

**Saved Filter**

- student 3 Unexcused Absences
- student A Honor Roll
- student Active Students
- student All Students
- student American Indian Filter
- student Athletic Eligibility Grades
- student Athletic Programs
- student Athletic Semester 1 Grades
- student Athletic Semester 1 Grades - CDA

**Create New**

**Filter Type**

- ☐ Query Wizard
- ☒ Selection Editor
- ☐ Pass-through SQL Query

**Data Type**

- ☒ Student
- ☐ Census/Staff
- ☐ Course/Section

Create

Filter Designer ☆

Long Description:

Quick Search:

Active today: Yes ▾

Grade: All ▾

Name:  (last name, first name)

Sort: Grade, Name ▾

All Students	Selected Students
4 Adong, Pasjantoro #22104	1 Cairney, Daylen #15127
5 Brown, Autumn #17684	1 Rendon, Jadaven #16061
5 Clary, Julius #25357	KG Tarton Sucuc, Joseph #131697
5 Fink, Amiyah #19516	5 Nelson, Natalia #21095
5 Hollar, Yamina #34527	
5 Johnson, Ben #28821	
5 Nelson, Natalia #21095	
5 Sigmon, Deserae #15844	
6 Fowler, Caleb #38651	
6 Gregg, Kinsley #27175	
7 Gomez Aguilera, Noah #26968	
7 Ivanov, Gabriel #15065	
7 MacTaggart, Jakobe #28905	

--->

<---

Any updates to retentions will need to be manually updated in either filter.

## End Retention Enrollments

Students that will be retained must have their enrollments ended prior to the full end enrollment process. Follow the steps below to end retained student's enrollments for the current year.



Before ending current year enrollments, ensure student enrollments have been rolled forward.



Make sure the school context is the current year.

**Navigation: Student Information > General Student Administration > Enrollment End Batch Wizard**

1. Select the **calendar(s)**
2. Select the **grade levels** that are included in the Retention filter.
3. Select the **Retention** Ad Hoc created earlier.
4. Enter the **last instructional day** of the current school year as the end date.
5. Select **RT: Retained** as the local end status.
  - a. Note: If a specific retention reason code is typically used for all students to document retention information, choose the appropriate retention end status for this step.
6. Click **Run** to end the current year enrollments for Retained students.

**Enrollment End Batch Wizard** ☆

Student Information > General Student Administration > Enrollment End Batch Wizard

**Enrollment End Batch Process**

This tool processes enrollment records for all students in the selected calendars and grade levels at the end of the school year. Enrollment End Dates, Enrollment Statuses and Graduation information, if entered, are applied to all student enrollments that match the entered criteria. Use the Enrollment Roll Forward tool to copy and promote enrollments into the next year's calendar.

Enrollments and Graduation records are only modified if the fields selected to be filled on this editor are blank on the student's Enrollment record and on the student's Graduation tab. If there are Enrollment records or Graduation data that have those fields populated, those records will not be modified (i.e., dropped students). Students who are graduating should be processed separately from other grades in order to have the Graduation values entered. Students who are already marked as Retained or Demoted on their Enrollment records will not be processed by this tool.

If students are assigned academic plans, process the graduating class using the Post Diplomas mode on the Course Plan Admin tool. This applies the correct diploma type based on the student's academic plan, assigns graduation dates and ends enrollment records only for those graduating students.

**Select Calendars**

- 25-26 Homeless
- 25-26 Jefferson Middle School
- 25-26 LEP
- 25-26 Madison Elementary School
- 25-26 Monroe High School
- 25-26 Wilson School
- 24-25 Arthur High School
- 24-25 Coeledge School
- 24-25 Harrison High School
- 24-25 Homeless
- 24-25 LEP
- 24-25 Madison Elementary**
- 24-25 Migrant
- 24-25 Monroe High School
- 24-25 More at Four

CTRL-click and SHIFT-click for multiple

**Select Fields to fill**

End Date: 5/23/2025

Local End Status: RT: Retained (Valid 93-94 thru current)

End Action: [Dropdown]

**Graduation**

Diploma Date: [Dropdown]

Diploma Type: [Dropdown]

Diploma Period: [Dropdown]

Post Grad Location: [Dropdown]

Post Grad Plans: [Dropdown]

**RUN**

**Select Grades**

☒ 1 ☐ 10 ☐ 11 ☐ 12 ☐ 13

☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 6

☐ 7 ☐ 8 ☐ 9 ☐ ABE ☐ IT

☒ KG ☐ OS ☐ PK ☐ PR

☐ TK ☐ UG

**Select Ad Hoc Student Filter**

Retention Students 24-25

Each student in the filter should now have an end date and end status for the current year enrollment. If a student's retained end status is different than RT: Retained, use the steps below to navigate to the student's enrollment tool to update the end status to the appropriate Retention Reason.

## Update End Status (if applicable)

After using a default end status code, use the steps below to update an individual student's end status if necessary. For example, if RT: Retained was used as the end status, however the reason for the retention is RACD: Retention-Local-Stds-Acad, then navigate to the individual student's enrollment and update the end status.

### Navigation: Student Information > General > Enrollments

- Search for the Retained filter by selecting the **Advanced** button in the student search.
- Select **Filter** to see the list of available filters. Select the **Retention** filter created earlier.
- Click **Search** to select the students in the retained filter.

The screenshots illustrate the process of applying a filter to student records. The first screenshot shows the search interface with 'Student' selected in the 'Type' dropdown. The second screenshot shows the 'Special Ed Disability' dropdown menu. The third screenshot shows the 'Saved Filter' dialog for 'Retention Students 24-25' with 'Select Filter' and 'Remove Filter' buttons.

- Select a **student** and click on the **current year enrollment**.
- Update the **local end status** to the retained reason end status.
- Add an **end comment**. (optional)
- Click **Save** to update the current year enrollment.

The screenshot shows the 'Enrollments' page for Olivia Beatty. The 'Local End Status' dropdown is open, showing a list of options. A red arrow points to the 'RT: Retained' option. The 'Save' button is highlighted in the top left corner.

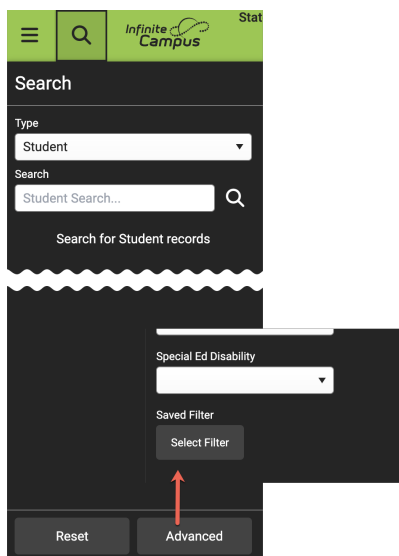
## Update Future Enrollment

Students' future enrollments have been created, but the grade level may not be correct. If the student's future year enrollment is in the same calendar, then follow the steps below to update the student's grade level. If the student's future year enrollment is not in a calendar with your tool rights, contact the next school or SIS Coordinator to work on the process to update the future enrollment record with the correct grade level.

Location of Future Enrollment	Action	Calendar Rights Needed	Tool Rights Needed
Current School	Change grade level in the enrollment record in the future year	Future year of current school	Enrollments - Write
Different School	Delete enrollment record in the future year	Future year of different school	Enrollments - Delete
	Create new enrollment record in the future year	Future year of current school	Enrollments - Add

### Navigation: Student Information > General > Enrollments

- Search for the Retained filter by selecting the **Advanced** button in the student search.
- Select **Filter** to see the list of available filters. Select the **Retention** filter created earlier.
- Click **Search** to select the students in the retained filter.



Saved Filter

Retention Students 24-25

Select Filter

Remove Filter

Search

Reset

Cancel

- Select a **student** and click on the **future year enrollment** record

Enrollments ☆

Beatty, Olivia

Student #: 25086

Grade: 1

DOB: 02/19/2018

School Pickup

New

Print Enrollment History

New Enrollment History

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
2	P	25-26 Madison Elementary School	08/25/2025	
<div>Start Status: E1 Init enroll - this year</div> <div>End Status:</div>				
1	P	24-25 Madison Elementary	08/26/2024	05/23/2025
<div>Start Status: E1 Init enroll - this year</div> <div>End Status: RACD Retention-Local Stds-Acad</div>				
KG	P	Madison School 2024 A	08/28/2023	05/24/2024
<div>Start Status: E1 Init enroll - this year</div> <div>End Status: PR Promoted</div>				

- Select the correct **grade level** from the grade dropdown.
- Add a **start comment** (optional)
- Click **Save** to update the grade level.

Enrollments ☆

Beatty, Olivia

Student #: 25086

Grade: 1

DOB: 02/19/2018

School Pickup

Save

Delete

New

Print Enrollment History

New Enrollment History

General Enrollment Information

Enrollment ID 948471

Calendar

25-26 Madison Elementary School

Schedule (read only)

Main

\*Start Date

08/25/2025

No Show

☐

End Date

\*Grade

1

End Action

\*Service Type

P. Primary

Class Rank Exclude

☐

External LMS Exclude

☐

\*Local Start Status

E1: Init enroll - this year

Local End Status

Select a Value

State Start Status

E1: Init enroll - this year

State End Status

Start Comments

End Comments

CRDC School of Accountability

Rolled From Enrollment ID: 652113

## Validate End Status for Retained Students

Use the [Enrollment Summary Details Report | Infinite Campus](#) to review student's end status and end dates. Use the same Retention ad hoc filter to review just the students that were retained. This report can be generated in a CSV format to be opened in a spreadsheet view to filter as needed.

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## End Enrollments for EOY

# Last Instructional Day

### Scheduling & Courses > Calendar Setup > Day Setup

- The last day of school should be the actual last day that students were in the building and receiving instruction.
- The instruction checkbox should be marked for the last day.
- This date should also match the end date in the last term for the current year.
- If this date has changed, make sure that School Months have been updated for PMR.

Day Setup ☆

Scheduling & Course

Save Day/Day Events

Delete Day/Day Events

Day Reset

Day Rotation

Print

Print Rotation

Multi Day Event

<<

May 2025

>>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01 Regular School D	02 Regular School E	03
04	05 Regular School A	06 Regular School B	07 Regular School C	08 Regular School D	09 Regular School E	10
11	12 Regular School A	13 Regular School B	14 Regular School C	15 Regular School D	16 Regular School E	17
18	19 Regular School A	20 Regular School B	21 Regular School C	22 Regular School D	23 Regular School E	24
25	26	27	28	29	30	31

▼ Event on this Day

Day Detail

Date

05/23/2025

Day #

162

Period Schedule

Regular School E

School Day

Instruction

Attendance

Start Time

End Time

Duration

0

Comments

Day Events

Type

ER: Early Release

Duration

Inst.

Minutes

0

300

Add DayEvent

Blended Learning Groups ?

Add Group

## End Enrollments

### Student Information > General Student Administration > Enrollment End Batch Wizard

Prior to ending enrollments for the current school year, ensure to roll enrollments forward into the future school



**year using the Enrollment Roll Forward Wizard.**

- Make sure to end graduating students' enrollments prior to ending all student enrollments (if applicable). See the [Graduation Checklist](#) for more information.
- Make sure to end retention students' enrollments prior to ending all student enrollments.
- Run the [Enrollment End Batch Wizard](#) process to end enrollments for all students. Students with existing end dates and end statuses will not be changed when running this process.
- The End Date should be the last instructional day of the calendar.
- Select the PR: Promoted as the local end status.

## Enrollment Cleanup Wizard

***Student Information > General Student Administration > Enrollment Cleanup Wizard***

- The Delete Enrollments calendar selection should be the current year calendar.
- The Update Enrollments calendar selection should be the future year calendar. The student filter should include students whose future year enrollment should be updated.
- Run the wizard **weekly** to ensure future enrollments are cleaned up in the future year.



***Make sure the calendar context is the future year.***

### End Program Assignments for EOY

## End Program Assignments

***Student Information > General Student Administration > Batch Program Assignment Wizard***

- [Batch Program Assignment Wizard | Infinite Campus](#)
- All graduating students must have all programs ended.



## Batch Program Assignment Wizard ☆

### Batch Assignment Tool

The Batch Assignment tool adds, deletes, or modifies the item selected in the Type field for the selected students(s).

Students can only be assigned one graduation program.

Select Type

Graduation

Select Filter

Batch Add

Select Program

2021 NC Graduation Requirements (Graduation)

Select Mode

Add Participation

Delete Participation

Edit Participation

Start Date

End Date

Select Filters (at least one)

Grade(s)

Select one or more grade levels.

Ad Hoc Filter

Select an Ad Hoc Filter

Scheduling Group/Team(s) (Optional)

Select one or more scheduling groups.

Update

Refresh

Show top 50

tasks submitted between 03/27/2025 and 04/03/2025

Batch Queue List

Queued Time	Report Title	Status	Download
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## Reporting and Billing

# End of Year Fees (if applicable)

- Report and bill for end of year fees.
- Follow PSU guidelines for this process.
- [Fee Billing Batch Report | Infinite Campus](#)

## State Reports

- Month 9 PMR (the PMR is due 10 days after the last day of school)
  - [NC Principal's Monthly Report Extract | Infinite Campus](#)
  - Tip: Generate the PMR Summary the day after the last day of the school month to collect information for the month.

NC PMR Extract ☆

**Instructions**

This report will pull all enrollments needed for PMR reporting to NCDPI. Check Data Validation Report  
See the PMR Checklist for more information.

**Set Up**

Search Calendars Show Active Year Only

Find Schools & Calendars ON

Expand All Collapse All

▼ 24-25

- Adams School
- Jefferson School
- Washington School

**Report Options**

Extract Type \* (Choose one)

School Month Sequence \* (Choose one)

**Output Options**

Report Processing

☒ Submit to Batch Queue

Queue Options

☐ High Priority

☐ Keep Until / Delete

Queue Start Date and Time \*

04/03/2025 2:29 PM

Format Type

☒ HTML

☐ CSV

**Batch Queue Results**

Start Date End Date

MM/DD/YYYY MM/DD/YYYY

Report Title	Queue Time	Status
No records available.		

0 - 0 of 0 items

Refresh

- ALP - more information to come
- Discipline - more information to come
- CTE Extract

NC CTE Extract ☆

**Instructions**

These reports will pull all CTE data that needs to be sent to NCDPI.

**Setup**

Search Calendars Show Active Year Only

Find Schools & Calendars ON

Expand All Collapse All

▼ 24-25

- Adams School
- Jefferson School
- Washington School

**Report Options**

CTE Status \*

Select one or more Grade Levels \*

Select Grade Levels...

☐ Include OCS / ECS Students

☐ Include Pathway Details

☐ Include Subgroup Categories

Effective Date \*

06/30/2025

Ad Hoc Filter

No Filter

**Output Options**

Report Processing

☒ Generate Now

☐ Submit to Batch Queue

Format Type

☐ HTML

☒ CSV

**Batch Queue Results**

Start Date End Date

MM/DD/YYYY MM/DD/YYYY

Report Title	Queue Time	Status
No records available.		

0 - 0 of 0 items

Refresh

- Graduation Data Verification (GDV) - Review for accuracy, report is due August 11

NC Graduation Data Verification ☆

---

**Instructions**

Student Detail, Certificates by Post Graduate Intention, Certificates by Course of Study, Diplomas by Course of Study, Diplomas by Post Graduate Intention  
 The Graduate Data Verification Collection contains demographic information, Diploma Type, and post-graduate intentions of North Carolina high school graduates.

---

**Setup**

Search Calendars Show Active Year Only ☒

Find Schools & Calendars

Expand All Collapse All

- 24-25
  - ☐ Adams School
  - ☐ Jefferson School
  - ☐ Washington School

---

**Report Options**

Report Type \*  
 Student Detail

Ad Hoc Filter  
 No Filter

---

**Output Options**

Report Processing  
☒ Generate Now  
☐ Submit to Batch Queue

Format Type  
☒ CSV  
☐ HTML

---

**Batch Queue Results**

Start Date  End Date

MM/DD/YYYY MM/DD/YYYY

Report Title	Queued Time	Status
No records available		

# Local PSU final reports (Recommended)

Follow your PSUs guidelines for PSU specific end of year reports. Provided below are some reports available in NCSIS that may be used.

- Final Report Cards/Grades
  - [Report Card | Infinite Campus](#)
  - [Grades Report \(Grading and Standards\) | Infinite Campus](#)
- Final Class Rank
  - [Class Rank Report | Infinite Campus](#)
- Final Transcripts
  - [Transcript Batch Report | Infinite Campus](#)
- Attendance
  - [Period Detail Batch | Infinite Campus](#)
- Enrollment
  - [Enrollment Summary Details Report | Infinite Campus](#)

# Pause Automated Tasks

- Pause any task scheduler automated tasks until the new year.

Task Scheduler ☆

New Task Save Delete

Name	Start Date	Frequency	
Batch Queue Maintenance	03/29/2024 00:00:00	Daily	
Change Unknown Absences to 2A	10/15/2024 15:30:00	Daily	
CTE Program Auto Assign	09/01/2024 22:00:00	Daily	
Flag Ath Assignment	03/24/2025 17:00:00	Daily	
Messenger Maintenance	07/08/2024 00:00:00	Daily	
POSExtract	01/01/2000 02:00:00	Daily	

**Scheduled Task Detail**

Name: Change Unknown Absence

Start Date/Time: 10/15/2024 03:30 PM

Tool Code:

Task Type: ☒ SQL Script ☐ Java (Prism URL call)

UPDATE  
a  
SET  
a.excuseid = CASE COALESCE(x.status, a.status)  
WHEN 'A' THEN  
(  
SELECT  
AE.excuseid  
FROM  
AttendanceExcuse AE  
WHERE  
a.calendarid = ae.calendarid  
AND ae.[code] = '2A')  
END  
FROM  
dbo.Attendance a  
LEFT OUTER JOIN dbo.AttendanceExcuse x ON x.excuseid = a.excuseid  
AND x.calendarid = a.calendarid

Stop/Pause Execution: ☒  
Recurring Frequency: Daily

- For automated Data Extract Utility jobs, add a check to the Stop checkbox until the new year.

**Data Extract Schedule**

Stop Automated Extract ☒

Frequency: None

Start Date: 02/25/2025

Start Time: 00:00

Day of Week: Sunday

Day of Month: 1

- Update any "Pull" data extract jobs to be SMB as the Pull method will be deprecated starting the summer of 2025.

## Administrative EOY

# Staff Records

### Census > Staff > District Employment/District Assignments

- Add an **end date** to staff **District Employment** record for staff who have left the PSU.

**District Employment** ☆

Bates, Amanda Staff #: 1884 DOB: 10/19/1988

Save Delete New

**Employment Records**

#19B Infinite Campus (01/01/1901 -)

**Employment Information**

\*Start Date: 01/01/1901

End Date:

Teaching Start Year:

Teaching Years Modifier: 0

License Number:

FTE Percent (whole number 0-100): 0

Seniority:

Education:

- Add an **end date** to staff [District Assignment](#) for staff who have left the school.

**District Assignments** ☆

Bates, Amanda Staff #: 1884 DOB: 10/19/1988

[Save](#) [Delete](#) [New](#)

**Assignments**

Adams School (01/01/1981)

**Employment Assignment Information**

School: Adams School Department:

\*Start Date: 01/01/1981 End Date:

Type:  FTE of Assignment:  Title:

Assignment Code:

Amplify Role: RTA, T, RTA Teacher K-3 TS Admin Role:

SchoolNet Role: 1: Teacher  Select Values

Teacher ☒ Special Ed ☐ Program Admin ☐ Behavior Response Approver ☐ Response to Intervention ☐

Advisor ☐ Supervisor ☐ Counselor ☐ Foodservice ☐ Exclude Behavior Referral ☐ Self Service Approver ☐ FRAM Processor ☐

Activity Staff ☐ Activity Preapproval ☐

Primary District Assignment ☐

Supervisors

External LMS Exclude ☐

Exclude ☐

- End access to Campus for staff leaving the school and/or PSU.
- Add/update district assignments for staff that are moving schools.
- Follow your PSU procedures for adding any new staff in NCSIS.

# Access Management

## Disable User Accounts

### *User Management > User Account Administration > User Account Batch Wizard*

- Disable access to Campus for staff, students, and/or parents during the summer months (if applicable).
- This can be performed with the [User Account Batch Wizard | Infinite Campus](#).

**User Account Batch Wizard** ☆

User Management > User Account Administration > User Account Batch Wizard

**User Account Batch Wizard**

This tool can be used to batch create, enable or disable student and staff accounts, or flag them for password change. Also, to batch add or remove one or more user groups from staff accounts. Select school(s) or search for specific student(s)/staff for batch update.

1. Account Type: **Students** ▼

2. Change Type: **Disable Account** ▼

3. Additional Account Information

☒ Disable user accounts for all active students in the selected calendar(s)

25-26 Homeless  
25-26 Jefferson Middle School  
25-26 LEP  
25-26 Madison Elementary School  
25-26 Monroe High School  
25-26 Wilson School  
24-25 Arthur High School  
24-25 Coolidge School  
24-25 Harrison High School  
24-25 Homeless  
24-25 LEP  
24-25 Madison Elementary  
24-25 Migrant  
24-25 Monroe High School  
24-25 More at Four  
24-25 NCDPI

\*Ctrl-click or Shift-click to select multiple

☐ Disable user accounts for all selected students

**Preview Changes** **Save Changes**

## Update Portal Access

- Portal access can remain available for parents, however, be mindful that options set in the template selected are accessible to parents and students.
- A new Portal template can be created so parents and students can see only what the PSU desires. (i.e. annual updates in OLR, no schedules, previous year information)
- [Portal Display Options | Infinite Campus](#)

**Portal Display Options** ☆

Display Options determine what tools and data appear in the Campus Student and Campus Parent Portals. Display Options are set by Calendar/Structure using a Display Options Template created by the school. Each Calendar/Structure can be assigned to only one template. Select a Template to modify it or click New Template to create a new one. Select a Calendar/Structure to assign to a template and enable the calendar and terms. [Read More](#)

Filter Calendars by School Year ⓘ

**All** Previous Year Active Year Future Year

Filter Calendars by Status

**All** Enabled Disabled

DISPLAY OPTIONS TEMPLATE	CALENDAR (STRUCTURE)	STATUS	ENABLED TERMS
<a href="#">High School Template</a>	24-25 Monroe High School	ENABLED	Q1, Q2, Q3, Q4
<a href="#">Summer</a>	25-26 Monroe High School ⓘ	ENABLED	Q1, Q2, Q3, Q4
<a href="#">High School Future Year Scheduling</a>			

# Record Retention

## Grading & Standards > Reports > Cumulative Labels

- Print cumulative labels for student files (if applicable).
- The [Cumulative Labels Report](#) only prints student transcript information that also includes credits.

Cumulative Labels ☆ Grading & Standards > Reports > Cumulative Labels

**Cumulative Labels**

A Cumulative Label is a large-size mailing label that has an entire year's transcript printed on it. The labels can be attached to the student's file folder as a way of storing a hard copy. Currently these labels only print transcript entries that have credits listed under Credit Groups. Standard Groups do NOT currently display. This is a very complex report, so please try to limit the number of students included in each batch. Use form Avery 360 for the best results.

Which students would you like to include in the report?

☒ Grade:

☐ Ad Hoc Filter:

How would you like the report sorted?

☒ Student Name ☐ Grade ☐ Student Number

GPA Calculation:

Report Format:

- More information on what is required in a cumulative record can be found here: [Local Public School Units | NC Archives](#)

# Locker Assignments (if applicable)

- End locker assignments for the current school year using the [Locker Batch End Wizard](#).

**Locker Batch End Wizard** ☆ School & District Settings > Lockers > Locker Batch End Wizard

**Locker Batch End Wizard**

This wizard allows you to batch end or delete locker assignments based on a number of criteria including: Locker Type, Locker Grade Level, Student Grade Level, and Locker Location. You may select any combination of options. Any locker assignments meeting the selected criteria that are active on the effective date entered will be ended or deleted.

Locker Type:  (Ensuring this blank will include all locker types)

Locker Grade Levels: ☒ TK ☒ KG ☒ 1 ☒ 2 ☒ 3 ☒ 4

Student Grade Levels: ☒ Lockers without a grade level specification ☒ TK ☒ KG ☒ 1 ☒ 2 ☒ 3 ☒ 4

Locker Location: ☒ 1st floor, gym side ☒ 2nd floor, gym side ☒ 2nd floor, VHS ☒ 2nd floor, middle ☒ 2nd floor, ms wing ☒ 2nd floor, ms wing top locker ☒ Broken

Ad Hoc Filter:

End Date:

Locker Effective Date:

Deactivate Expiring End Dates: ☐

## Scheduling for Future Year

Use the information below as a workflow for scheduling in the upcoming year.

**Part 1 | Part 2 | Part 3 | Part 4**

## Part 1

Task	Completed
<b>NC Course Codes</b> <ul style="list-style-type: none"> <li>Available in December - <a href="#">2025-2026 Course Code Master List   NC DPI</a></li> <li>Update current course master information (departments, max students, etc.). This is done by SIS Coordinators, outside of any particular calendar.</li> <li>Once changes are made, wait until the next year calendar is created. Once the calendar is created and the courses have been copied, the course master updates can be pushed to the next year calendar. Do not push to the current calendar.</li> </ul>	<input type="checkbox"/>
<b>Assign/Update District Assignments</b> <ul style="list-style-type: none"> <li>Create future year District Assignments for teachers that are moving schools ( <a href="#">Census &gt; Staff &gt; District Assignments</a> ) <ul style="list-style-type: none"> <li><a href="#">District Assignments   Infinite Campus</a></li> </ul> </li> <li>Assign teachers to Departments ( <a href="#">Census &gt; Staff &gt; District Assignments</a> ) <ul style="list-style-type: none"> <li>Make sure the department is added to the correct school and assignment</li> </ul> </li> </ul>	<input type="checkbox"/>
<b>Create School Year</b> ( <a href="#">Scheduling &amp; Courses &gt; Calendar Setup &gt; School Year Setup</a> ) <ul style="list-style-type: none"> <li><a href="#">Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide   Infinite Campus</a></li> <li>Label - XX-XX</li> <li>Start Date 7/1/XXXX; End Date 6/30/XXXX</li> </ul>	<input type="checkbox"/>
<b>Create New Calendars</b> ( <a href="#">Scheduling &amp; Courses &gt; Calendar Setup &gt; Calendar Wizard</a> ) <ul style="list-style-type: none"> <li>Determine which calendar option to choose - <a href="#">Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide   Infinite Campus</a></li> <li>Create New Blank Calendars - <b>only for new schools</b> - <a href="#">Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide   Infinite Campus</a></li> <li>Create New Calendars by Roll Forward Calendars with selected data - <a href="#">Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide   Infinite Campus</a> <ul style="list-style-type: none"> <li>Choose <b>Year Schoolname</b> template</li> <li>Start Date <b>7/1/XXXX</b>; End Date <b>6/30/XXXX</b></li> <li>Select: Calendar Attributes, Schedule Structures, Term Schedules, Period Schedules, Section Templates, Portal calendar and term settings, Grade Levels, Courses</li> </ul> </li> </ul>	<input type="checkbox"/>
<b>Delete special period schedules</b> ( <a href="#">Scheduling &amp; Courses &gt; Calendar Setup &gt; Period Setup</a> ) <i>*Make sure the calendar context is the future year.</i>	<input type="checkbox"/>
<b>Delete any courses in the future year calendar that will not be used</b> ( <a href="#">Scheduling &amp; Courses &gt; Courses &gt; Course Information</a> ) <ul style="list-style-type: none"> <li>Check the NC Course Code Master List for disabled courses to delete</li> <li>Use the <a href="#">Disabled Course Codes</a> article for more information on filters to find existing disabled courses.</li> </ul> <i>*Make sure the calendar context is the future year.</i>	<input type="checkbox"/>



Task	Completed
<b>Add Term Dates</b> ( <i>Scheduling &amp; Courses &gt; Calendar Setup &gt; Term Setup</i> ) <ul style="list-style-type: none"> <li>Calendar Terms   Infinite Campus</li> </ul> <i>*Make sure the calendar context is the future year.</i>	<input type="checkbox"/>
<b>Day Setup</b> ( <i>Scheduling &amp; Courses &gt; Calendar Setup &gt; Day Setup</i> ) <ul style="list-style-type: none"> <li>Day Reset - Day Setup   Infinite Campus establishes the instructional days (first instructional day to last instructional day)</li> <li>Day Rotations Day Setup   Infinite Campus establishes the rotation of the period schedules (single day schedules will not show rotations)</li> </ul> <i>*Make sure the calendar context is future year.</i>	<input type="checkbox"/>
<b>School Months</b> ( <i>Scheduling &amp; Courses &gt; Calendar Setup &gt; School Months</i> ) <ul style="list-style-type: none"> <li>Add School Months dates - School Months (North Carolina)   Infinite Campus <ul style="list-style-type: none"> <li>*School Months can be added at a later time, but before the beginning of the new school year.</li> </ul> </li> </ul> <i>*Make sure the calendar context is future year.</i>	<input type="checkbox"/>
<b>Roll Forward the rest of the Calendar to Copy</b> ( <i>Scheduling &amp; Courses &gt; Calendar Setup &gt; Calendar Wizard</i> ) <ul style="list-style-type: none"> <li>Calendar Wizard   Infinite Campus - Choose Copy Data into Existing Calendar</li> <li>Copy/Append - will not overwrite information in new calendar</li> <li>Select the remaining data to copy: Sections with Schedule Placement, Teacher Assignments, Room Assignments, Grading Tasks, Credits, Standards, Grade Calc Options, Categories, Course Rules, Schedule Building Constraints, Course Fees, Attendance Excuse Codes, Scheduling Teams, Section Team Assignments, Calendar Overrides, GPA Calculations.</li> </ul>	<input type="checkbox"/>
<b>Roll Forward Student Enrollment</b> ( <i>Student Information &gt; General Student Administration &gt; Enrollment Roll Forward Wizard</i> ) <ul style="list-style-type: none"> <li>Enrollment Roll Forward Wizard   Infinite Campus <ul style="list-style-type: none"> <li>Do not choose 12th Grade</li> <li>Do not choose 5th or 8th grades (transition students can be completed separately to select the destination calendar)</li> <li>Select <b>E1: Init enroll - this year</b> as the Local Start Status</li> <li>Select <b>Primary</b> as the Source Service Type</li> <li>Select <b>Main</b> as the Source Structure</li> <li>General Roll Forward Logic - Enrollment Roll Forward Wizard   Infinite Campus</li> </ul> </li> <li>Assign Graduation Programs to use academic planning options - Graduation Program Assignment   NC Department of Public Instruction</li> </ul>	<input type="checkbox"/>

Task	Completed
<b>Assign/Update Tool/Calendar Rights</b> ( <i>User Management &gt; User Groups &gt; Calendar/Tool Rights</i> ) <ul style="list-style-type: none"> <li>Scheduling <a href="#">Tool Rights</a></li> <li>Calendar Rights (+1 year) <ul style="list-style-type: none"> <li>Add the future year to the + calendar user group</li> <li>Remove any previous years in the + calendar user group</li> </ul> </li> </ul>	<input type="checkbox"/>

## Part 2

Task	Completed
<b>Update Course Information (in the future year calendar only)</b> ( <i>Scheduling &amp; Courses &gt; Courses &gt; Add Course</i> ) <ul style="list-style-type: none"> <li>Follow the <a href="#">NCDPI Course Code Master List</a></li> <li>Mark courses no longer being used as inactive or delete them from the new school year calendar as needed at the school level <ul style="list-style-type: none"> <li><b>Be sure to be in the future school year when deleting courses.</b></li> </ul> </li> <li>Add new courses that will be offered for the year from the course master selection</li> <li>Update course scheduling fields (Any changes made to the course masters during prep, can be pushed to the courses and course sections in the future calendar.) <ul style="list-style-type: none"> <li>Attach Departments to Course Masters or Courses</li> <li>*Check the number terms, schedules and periods of the Course</li> <li>Determine if the course can be requested by students in the Portal via Course Master level or Course level (Allow student requests)</li> <li>Determine if the course can be requested by teachers via Course Master level or Course level (Allow teacher requests/recommendations)</li> <li>*Select the desired scheduling priority (if applicable)</li> <li>Determine if the course can be repeated (Repeatable) - Admin can select a course to retake without this checked, but students cannot select a course again, if this is unchecked.</li> </ul> </li> </ul> <p><i>*Note: Some course information can be viewed/updated using the <a href="#">Course Planner Tool</a>.</i></p> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<b>Establish Course Rules</b> ( <i>Scheduling &amp; Courses &gt; Courses &gt; Course Rules</i> ) <ul style="list-style-type: none"> <li>Scheduling Rules (used with building and loading) - <a href="#">Course Rules   Infinite Campus</a></li> <li>Planning Rules (used with course plans) - <a href="#">Course Rules   Infinite Campus</a></li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<b>Establish Student Constraints</b> ( <i>Scheduling &amp; Courses &gt; Build Schedules &gt; Student Constraints Setup</i> ) <ul style="list-style-type: none"> <li><a href="#">Student Constraints   Infinite Campus</a></li> <li>Set strict or not strict constraints between students</li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

### Part 3

Task	Completed
<p><b>Add Course Requests</b></p> <p>Choose which option to use to add course requests. More than one of the options below can be used to enter course requests. However, if using course plan, the planned courses must be created into course requests before using the other course request tools.</p> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

Task	Completed
<p><b>Course Plan</b> (<i>Student Information &gt; Academic Planning &gt; Course Plan</i> )</p> <p>The following should be completed in order when using planned courses for course requests</p> <ul style="list-style-type: none"> <li>• All students must have a Graduation Program to use the course plan. Follow the instructions in the <a href="#">Graduation Program Assignment</a> article for assigning programs. ( <i>Student Information &gt; Academic Planning &gt; Programs</i> ) <ul style="list-style-type: none"> <li>◦ Run the <a href="#">Academic Plan Status Report   Infinite Campus</a> to show students without an active program. ( <i>Student Information &gt; Program Administration &gt; Academic Plan Status Report</i> )</li> </ul> </li> <li>• Portal Display Options enabled for academic plan for students to add planned courses ( <i>System Settings &gt; Portal Preferences &gt; Portal Display Options</i> ) <ul style="list-style-type: none"> <li>◦ <a href="#">Portal Display Options   Infinite Campus</a></li> </ul> </li> <li>• Teacher Recommendations (if using) <ul style="list-style-type: none"> <li>◦ <a href="#">Student Course Recommendations (Instruction)   Infinite Campus</a></li> </ul> </li> <li>• Student or Admin add planned courses to the course plan. ( <i>Student Information &gt; Academic Planning &gt; Course Plan</i> ) <ul style="list-style-type: none"> <li>◦ <a href="#">Course Plan (Academic Planning)   Infinite Campus</a></li> </ul> </li> <li>• Lock Course Plans once courses have been updated. ( <i>Student Information &gt; Program Administration &gt; Course Plan Administration</i> ) <ul style="list-style-type: none"> <li>◦ <a href="#">Course Plan Administration   Infinite Campus</a></li> </ul> </li> <li>• Run reports to review course plans prior to creating requests from the planned courses <ul style="list-style-type: none"> <li>◦ Calculate On-Track Status with the updated course plans. ( <i>Student Information &gt; Program Administration &gt; Course Plan Administration</i> ) <ul style="list-style-type: none"> <li>▪ <a href="#">Course Plan Administration   Infinite Campus</a></li> <li>▪ This process is taxing on the system and should be run after normal operating hours.</li> </ul> </li> <li>◦ Run the <a href="#">Academic Plan Status Report   Infinite Campus</a> to see if the updated planned courses meet the requirements for the graduation program. ( <i>Student Information &gt; Program Administration &gt; Academic Plan Status Report</i> )</li> <li>◦ <a href="#">Academic Plan Progress Batch   Infinite Campus</a> can be used to see individual student academic plans. ( <i>Student Information &gt; Program Administration &gt; Academic Plan Progress Batch Report</i> )</li> <li>◦ <a href="#">Course Plan Batch   Infinite Campus</a> can be used to see several students' academic plans in one report. ( <i>Student Information Program Administration &gt; Course Plan Batch Report</i> )</li> </ul> </li> <li>• Create course requests from planned courses ( <i>Student Information &gt; Program Administration &gt; Course Plan Administration</i> ) <ul style="list-style-type: none"> <li>◦ <a href="#">Course Plan Administration   Infinite Campus</a></li> </ul> </li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Requests &amp; Rosters</b> (<i>Scheduling &amp; Courses &gt; Scheduling &gt; Requests &amp; Rosters</i> )</p> <ul style="list-style-type: none"> <li>• <a href="#">Requests and Rosters   Infinite Campus</a></li> <li>• Use this tool to add requests to students in mass.</li> <li>• *Reminder: Check the "Include Inactive Students" checkbox to work with students in the future year.</li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

Task	Completed
<b>Walk-in Scheduler</b> ( <i>Student Information &gt; General &gt; Schedule</i> ) <ul style="list-style-type: none"> <li>Walk-In Scheduler   Infinite Campus</li> <li>Add requests to individual students</li> </ul> <i>*Make sure the calendar context is future year.</i>	<input type="checkbox"/>
<b>Course Registration</b> ( <i>Student Portal &gt; More &gt; Course Registration</i> ) <ul style="list-style-type: none"> <li>Course Registration (Campus Student)   Infinite Campus</li> <li>Tool must be enabled in Portal Display Options.</li> <li>Any course that has allow student requests checked will be displayed for the student to choose.</li> <li>Requests are added as Elected or Alternate.</li> <li>Students cannot remove any Required requests.</li> </ul> <i>*Make sure the portal display option is enabled for the future year.</i>	<input type="checkbox"/>
<b>Run Reports</b> Check course requests by using the reports below. Other reports may be used as well. <ul style="list-style-type: none"> <li>Schedule Units Report (<i>Scheduling &amp; Courses &gt; Reports &gt; Schedule Units Report</i>) <ul style="list-style-type: none"> <li>Schedule Units Report   Infinite Campus</li> <li>Use this report to find under requested students</li> </ul> </li> <li>Requests Satisfied Report (<i>Scheduling &amp; Courses &gt; Reports &gt; Requests Satisfied Report</i>) <ul style="list-style-type: none"> <li>Requests Satisfied   Infinite Campus</li> <li>Use this report to see how many requests there are per course</li> </ul> </li> <li>Request Conflicts Report (<i>Scheduling &amp; Courses &gt; Reports &gt; Request Conflict Report</i>) <ul style="list-style-type: none"> <li>Request Conflicts Report   Infinite Campus</li> <li>Use this report to see a list of possible conflicts with requests</li> </ul> </li> <li>Request Batch Report (<i>Scheduling &amp; Courses &gt; Reports &gt; Request Batch Report</i>) <ul style="list-style-type: none"> <li>Request Batch Report   Infinite Campus</li> <li>This will print requests by students as one page per student</li> </ul> </li> </ul> <i>*Make sure the calendar context is future year.</i>	<input type="checkbox"/>

## Part 4

Task	Completed
<b>Scheduling Board</b> ( <i>Scheduling &amp; Courses &gt; Scheduling &gt; Scheduling Board</i> ) <ul style="list-style-type: none"> <li>Copy trials to maintain previous schedules <ul style="list-style-type: none"> <li>Scheduling Board Trials   Infinite Campus</li> </ul> </li> <li>Set Scheduling Board Options <ul style="list-style-type: none"> <li>Scheduling Board   Infinite Campus</li> </ul> </li> <li>Set Scheduling Board build settings (max periods, max courses) <ul style="list-style-type: none"> <li>Scheduling Board   Infinite Campus</li> </ul> </li> </ul> <i>*Make sure the calendar context is future year.</i>	<input type="checkbox"/>

Task	Completed
<p><b>Staff Planner</b> (<i>Scheduling &amp; Courses &gt; Scheduling &gt; Staff Planner</i>)</p> <p>Use this tool to update individual teachers or in mass. Updating these settings will allow the system to automatically assign teachers to sections with the correct constraints.</p> <ul style="list-style-type: none"> <li>• <a href="#">Staff Planner   Infinite Campus</a></li> <li>• Add teacher course assignments</li> <li>• Assign rooms to teachers</li> <li>• Assign teams to teachers</li> <li>• Add Teacher constraints</li> <li>• Update individual teachers' max periods, max courses, etc. if different from the default</li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Course Planner</b> (<i>Scheduling &amp; Courses &gt; Scheduling &gt; Course Planner</i>)</p> <p>Use this tool to update individual courses or in mass.</p> <ul style="list-style-type: none"> <li>• <a href="#">Course Planner   Infinite Campus</a></li> <li>• Set sections to build, max students, load priority</li> <li>• Set number of sections to build per teacher</li> <li>• Set Placement restrictions</li> <li>• Set Scheduling Rules</li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Build the Schedule</b> (<i>Scheduling &amp; Courses &gt; Scheduling &gt; Scheduling Board</i>)</p> <p>Use this tool to create trials and build or adjust a schedule. To maximize efficiency, it's recommended to complete all setup preparations, including course planner updates, staff planner updates, and course requests if you're building.</p> <ul style="list-style-type: none"> <li>• <a href="#">Scheduling Board   Infinite Campus</a></li> <li>• Use the build settings to set build defaults</li> <li>• Build by Department, Course or run a Full build.</li> <li>• Use the board view settings for highlights to see possible issues.</li> <li>• Unbuild by department, course or full unbuild to restart the build process.</li> <li>• Lock departments, courses, or sections to keep those in place.</li> <li>• Drag and drop to move sections.</li> <li>• Make changes as needed in staff and course planner.</li> <li>• Run reports to check the build. <ul style="list-style-type: none"> <li>◦ Master Schedule Report (Scheduling &amp; Courses &gt; Reports &gt; Master Schedule Report)</li> <li>◦ Teacher Schedule Batch Report (Scheduling &amp; Courses &gt; Reports &gt; Teacher Schedule Batch Report)</li> <li>◦ Room Usage Report (Scheduling &amp; Courses &gt; Reports &gt; Room Usage Report)</li> </ul> </li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

Task	Completed
<p><b>Load Students</b> (<i>Scheduling &amp; Courses &gt; Scheduling &gt; Scheduling Board</i>)</p> <p>Course requests must be added to student's records before using the load tool.</p> <ul style="list-style-type: none"> <li>• <a href="#">Scheduling Board   Infinite Campus</a></li> <li>• Set Load Settings - <a href="#">Scheduling Board   Infinite Campus</a></li> <li>• After the schedule has been built, load by department, course, or run a full load.</li> <li>• Unload by department, course or run a full unload.</li> <li>• Lock rosters by department, course, section, or grade level to keep students in the section.</li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Run Reports</b> (<i>Scheduling &amp; Courses &gt; Reports</i>)</p> <p>Use the reports below to see the load results for students' requests.</p> <ul style="list-style-type: none"> <li>• <a href="#">Schedule Units Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ Use this report to find under requested students.</li> </ul> </li> <li>• <a href="#">Requests Satisfied   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ Use this report to see how many requests there are per course.</li> </ul> </li> <li>• <a href="#">Request Conflicts Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ Use this report to see a list of possible conflicts with requests.</li> </ul> </li> <li>• <a href="#">Request Batch Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ This will print requests by students as one page per student.</li> </ul> </li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Other Helpful Reports</b> (<i>Scheduling &amp; Courses &gt; Reports</i>)</p> <ul style="list-style-type: none"> <li>• <a href="#">Staff History Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ Determine if any sections are without a primary teacher.</li> </ul> </li> <li>• <a href="#">Seat Count Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ See the number of students per period.</li> </ul> </li> <li>• <a href="#">Section Roster Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ See rosters for teachers as needed.</li> </ul> </li> <li>• <a href="#">Schedule Batch Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ See individual student schedules.</li> </ul> </li> <li>• <a href="#">Teacher Schedule Batch Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ See individual teacher schedules.</li> </ul> </li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Lock Scheduling Board</b> (<i>Scheduling &amp; Courses &gt; Scheduling &gt; Scheduling Board</i>)</p> <ul style="list-style-type: none"> <li>• The active trial is the visible schedule.</li> <li>• Lock the final trial. When the future year becomes the active year, the active trial will automatically lock. <ul style="list-style-type: none"> <li>◦ Users with tool rights can unlock the trial, but it will lock back once saved.</li> </ul> </li> <li>• Remove tool rights to the scheduling board when scheduling should be adjusted using course/sections and student's schedules.</li> </ul>	<input type="checkbox"/>

Task	Completed
<p><b>Fill Student Gaps</b></p> <p>Run Reports to identify gaps and/or issues</p> <ul style="list-style-type: none"> <li>• Student Gap Scheduler ( <i>Scheduling &amp; Courses &gt; Load Schedules &gt; Student Gap Scheduler</i> ) <ul style="list-style-type: none"> <li>◦ <a href="#">Student Gap Scheduler   Infinite Campus</a></li> </ul> </li> <li>• Schedule Gap Filler ( <i>Scheduling &amp; Courses &gt; Load Schedules &gt; Schedule Gap Filler</i> ) <ul style="list-style-type: none"> <li>◦ <a href="#">Schedule Gap Filler   Infinite Campus</a></li> </ul> </li> <li>• Requests Satisfied Report ( <i>Scheduling &amp; Courses &gt; Reports &gt; Requests Satisfied Report</i> ) <ul style="list-style-type: none"> <li>◦ <a href="#">Requests Satisfied Report   Infinite Campus</a></li> </ul> </li> <li>• Seat Count Report ( <i>Scheduling &amp; Courses &gt; Reports &gt; Student &gt; Seat Count Report</i> ) <ul style="list-style-type: none"> <li>◦ <a href="#">Seat Count Report   Infinite Campus</a></li> </ul> </li> <li>• Manually add alternates using the Walk in Scheduler</li> </ul>	<input type="checkbox"/>

## Update Active Year



**All Before the Last Day of School and After the Last Day of Current Year tasks for the End of Year should be completed before the future year is made active.**

### *Scheduling & Courses > Calendar Setup > School Year Setup*

1. Select the **future** year.
2. Check the **Active** Checkbox.
3. Click **Save** to make the future year active.



School Year Setup ☆

Save

Delete

New

School Year Editor

Label	Start Year	End Year	Active
25-26	2025	2026	
24-25	2024	2025	X
23-24	2023	2024	
22-23	2022	2023	
21-22	2021	2022	
20-21	2020	2021	
19-20	2019	2020	

School Year Detail

\*Label

25-26

\*Start Year

2025

Start Date

07/01/2025

Active

☒

\*End Year

2026

End Date

06/30/2026

School Year

▼

Load Preference From Previous Year

Reset Default Preference

Instructional Minutes Preference

☒ Exclude non-instructional periods

☒ Exclude non-instructional minutes

☒ Exclude time gaps between periods

School Day Minutes Preference

☒ Exclude non-instructional periods

☐ Exclude non-instructional minutes

Max non-instructional minutes per period

☐ Exclude time gaps between periods

Max non-instructional minutes for period gaps

Note: When the active year is updated, the scheduling trial that is active will lock automatically.

**DPI will switch the active year to the new future in the State Edition of NCSIS on June 30th.**

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