

# Summer School Calendar Setup

02/04/2026 5:50 pm EST

Once all steps are completed for the calendar setup, navigate to **Summer School Staff**

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school-staff>). 

 **Return to Summer School** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school>)

## Create Summer Calendars

### Create New Calendars

**Navigation: *Scheduling & Courses > Calendar Setup > Calendar Wizard***

- Select **current** school year for calendar attributes for new calendars
- Create **New Calendars by Roll Forward Calendars with selected data** - [Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide | Infinite Campus](#) (<https://kb.infinitecampus.com/help/scheduling-prep-calendar-setup-for-upcoming-year-study-guide#determining-what-calendar-option-to-choose>)
  - Choose **Year Schoolname** template
  - Start Date - The **first instructional day** of the summer school calendar
  - End Date - The **last instructional day** of the summer school calendar
  - Select the **calendar** to roll forward
  - Click **Next**



Start and end dates for the Summer School calendar may overlap with other school calendar dates; however, student enrollment dates **CANNOT** overlap between calendars.

**Calendar Wizard****Copy, Rollforward, or Create new Calendar-linked Data**

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Days will only roll forward if there are matching schedule structures and period schedule names in the new calendar.  
 Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while it runs. Please try to run this tool during off-peak hours.

**Select Wizard Mode**

- ☐ Create new blank Calendars
- ☒ Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).
- ☐ Copy data into Existing Calendars

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| Edit Calendar Attributes for new Calendars |                    | Select Calendars to Roll        |
|--|--------------------|---------------------------------|
| Year                                       | 25-26              | 25-26 Lincoln High School       |
| Name Template                              | [year][schoolname] | 25-26 Madison Elementary Sch 1  |
| Number                                     |                    | 25-26 Madison Elementary School |
| *Start Date                                | 6/22/2026          | 25-26 McKinley Elementary       |
| *End Date                                  | 7/24/2026          | 25-26 Monroe High School        |
|  |                    | 25-26 Taft Middle School        |
|  |                    | 25-26 Wilson School             |
|  |                    | 25-26 Wilson School 1           |
|  |                    | 26-27 Lincoln School            |
|  |                    | 24-25 Arthur High School        |
|  |                    | 24-25 Coolidge School           |
|  |                    | 24-25 Harrison High School      |
|  |                    | 24-25 Homeless                  |
|  |                    | 24-25 Jackson Elementary        |
|  |                    | 24-25 LEP                       |
|  |                    | 24-25 Madison Elementary        |

CTRL-click and SHIFT-click for multiple

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- Select the following data to copy:

- **Schedule Structures**
- **Grade Levels**
- **Courses** (Optional) Courses can be copied to the summer school calendar, but grading tasks will need to be adjusted. This is due to the different term setup for summer school calendars. If courses are not copied during this step, course masters specific to summer school can be created and courses added later in the set up process. Existing courses can also be added to the summer school calendar and edited later in the set up process.
- **Attendance Excuse Codes**

**Pick the Data to Copy**

---

☐ Calendar Attributes

☒ Schedule Structures

☐ Term Schedules  
     (NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)

☐ Period Schedules

☐ Days

☐ Day Events

☐ Section Templates

☐ Portal Calendar and Term Settings

☒ Grade Levels


☒ Courses

☐ Sections w/ Schedule Placement

☐ Teacher Assignments

☐ Section Staff Assignments

☐ Room Assignments

☐ Grading Tasks, Credits, Standards 

☐ Grade Calc Options


☐ Categories

☐ Course Rules

☐ Schedule Building Constraints

☐ Course Fees

☐ Assessments

☐ Cross-Site Course/Section Settings 

☒ Attendance Excuse Codes

☐ Scheduling Teams

☐ Section Team Assignments

☐ Calendar Overrides

☐ GPA Calculations

**Run Wizard**

- Click **Run Wizard**.
- When the wizard is complete, refresh the browser to see the updated calendar in the context dropdown.

## Update Summer Calendar Information

### Calendar Information

**Navigation: Scheduling & Courses > Calendar Setup > Calendar Information**

*Make sure the calendar context is the Summer School calendar.*



- Update the Name to include "YY-YY xxxxxx **Summer School**" (30 character limit so "SS" can be used as needed)
- Enter a **sequence** to determine the order of the calendar in the context dropdown. (Optional)
- Verify the **start** and **end** dates are correct.
- Check the box for **Summer School**.
- Enter the **Student Day (instructional minutes)** based on the instructional day for summer school.
- Enter the **Teacher Day (minutes)** based on the expected teacher day for summer school.
- Enter the **Whole Day Absence (minutes)** based on half + 1 of the instructional day for summer school.
- Enter the same minutes from the Whole Day Absence field in the **Half Day Absence (minutes)** field.
- Select **S: Summer School** from the Type dropdown.
- Click **Save** to update the calendar information.

Save Mark for Deletion

**Calendar Info**

|  |  |  |
|--|--|--|
| Calendar ID<br><b>682</b>                              | Parent Calendar ID<br><b>661</b>                 | School<br>4 Madison Elementary School (schoolID:4)   |
| *Name<br>25-26 Madison Elementary SS                   | Number   | Sequence   |
| *Start Date<br>06/22/2026                              | *End Date<br>07/24/2026                          | Summer School<br><input checked="" type="checkbox"/> |
| Student Day (instructional minutes)<br>240             | Teacher Day (minutes)<br>240                     | Exclude<br><input type="checkbox"/>                  |
| Whole Day Absence (minutes)<br>121                     | Half Day Absence (minutes)<br>121                | School Choice<br><input type="checkbox"/>            |
| Track<br>▼   |  |  |
| Type<br>S: Summer School ▼                             |  |  |
| Require Student Assignment<br><input type="checkbox"/> | External LMS Exclude<br><input type="checkbox"/> |  |
| Ignore Master Push<br><input type="checkbox"/>         |  |  |
| Comments<br>rolling 12/02/2025 07:28 AM                |  |  |




## Verify Information

### Verify Schedule Structure Setup

**Navigation:** *Scheduling & Courses > Calendar Setup > Schedule Structure Setup*

- Verify that the Schedule Structure of **Main** is listed.

### Schedule Structure Setup ☆

 New
  Save
  Delete

#### Schedule Structures Editor

| Name |
|------|
| Main |

#### Schedule Structure Detail

Structure ID  
**814**

\*Name  
Main

Sequence




External LMS Exclude  
☐

## Verify Grade Level Setup

**Navigation: Scheduling & Courses > Calendar Setup > Grade Level Setup**

- Verify that the grade level setup is correct.
- Please note that if the summer school will be accepting students in a different grade that is typically enrolled at that school, ensure that the Exclude from Enrollment checkbox for that grade level is unchecked.

### Grade Level Setup ☆

 New
  Save
  Delete

#### Grade Level Editor

| Name | Seq |
|------|-----|
| IT   | 1   |
| PR   | 2   |
| PK   | 3   |
| KG   | 5   |
| 1    | 6   |
| 2    | 7   |
| 3    | 8   |
| 4    | 9   |
| 5    | 10  |
| 6    | 11  |
| 7    | 12  |
| 8    | 13  |
| 9    | 14  |
| 10   | 15  |
| 11   | 16  |
| 12   | 17  |
| 13   | 18  |
| UG   | 19  |

#### Grade Level Detail

Name (locked)  
3

\*Sequence Number  
8

\*State Grade Level Code  
03: Third

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications  
0

Grade Code

Exclude from cumulative GPA/Rank calculations  
☒

Exclude from state reporting  
☐

Exclude from Enrollment  
☐

Exempt from Assignment  
☐

Standard Code (SIF code)

Exclude from SIF reporting  
☐

Exclude from Grade/Age Validation  
☐

External LMS Exclude  
☐

Exclude from Online Registration Calculations  
☐

## Add Summer Term & Term Dates

## Add Terms

Select the number of terms based on how many times final grades will be posted during summer school, if applicable. The example below displays a Full Year term as there will only be one final grade posted at the end of summer school.

### Navigation: *Scheduling & Courses > Calendar Setup > Term Setup*

- [Calendar Terms | Infinite Campus](https://kb.infinitecampus.com/help/terms) (https://kb.infinitecampus.com/help/terms)
- Click **New Term Schedule/Terms**.
- Select the **term parameter** for the summer school calendar. In the example below the *Full year (1 term)* was selected.
- Select **Create Terms**.

Term Setup ☆

**Auto Create Term Schedules**

**Parameter Selection**

This tool will create terms within a schedule structure. Infinite Campus allows multiple term schedules, but it is not advised to do this unless absolutely necessary. Select the minimum number of term schedules needed for your schedule. For example, full-year, semester, and quarter long course-sections can all be scheduled within a quarter term schedule, so you would only need to create one four-term schedule.

☒ Full Year (1 term)

☐ Semesters (2 term)

☐ Trimesters (3 term)

☐ Quarters (4 term)

☐ Other Number of Terms:

0

Create Terms

## Add Term Dates

### Navigation: *Scheduling & Courses > Calendar Setup > Term Setup*

- Click on the **term** created from the step earlier or rolling forward.
- Update the Term Schedule Detail Name to **Summer School**
- Update the Term Detail Names to **SS**.
- Add the **Start** and **End** Dates that are within the start and end dates of the summer school calendar.
- Click **Save** Term Schedule/Terms.

Save Term Schedule/Terms
 New Term Schedule/Terms
 Delete Term Schedule/Terms

**Term Schedule/Terms Editor**

Name

Full Year

**Term Schedule Detail**

\*Name

Summer School

Primary

☒

**Term Detail**

| *Name | *Sequence | *Start Date | *End Date |
|-------|-----------|-------------|-----------|
| SS    | 1         | 6/22/2026   | 7/24/2026 |

Add Term

## Create Summer Period Schedule

### Create Period Schedules

*Navigation: Scheduling & Courses > Calendar Setup > Period Setup*



**Make sure the calendar context is the summer school calendar.**

- Click **New Period Schedule**.
- Enter **1** for the number of period schedules.
- Enter the number of periods needed for the summer school program. The example below will have two periods.
- Click **Create Period Schedules/Periods**.

Period Setup ☆

**Auto Create Period Schedules**

**Parameter Selection**

This tool creates Period Schedules, which are required for the scheduling process. Infinite Campus supports multiple Period Schedules, but only create the number of Period Schedules needed for your Schedule Structure.

**1. Enter the Number of Period Schedules.\***

Examples:

- For a Single Period Schedule, enter 1
- For an A/B Day Schedule, enter 2
- For an A/B/C Day Schedule, enter 3
- For a M/T/W/R/F Schedule, enter 5
- Or, enter any other number of period schedules needed for the calendar.

(Note: Period Schedule Names will initially be set to a number. Change the name to match the examples above, or to fit your schedule structure.)

1

**2. Enter the Number of Periods for Each Period Schedule.\***

2

Create PeriodSchedules/Periods

- Click on the **period schedule name** to edit the period schedule information.
- Update the Name of the period schedule to **Summer School**.
- Update the **period names, sequences, start time, end time, lunch time, and non-instructional checkboxes** as needed.
  - At least one period must be instructional with start and end times for attendance purposes.
  - Consider the Student Day and Absence Minute information entered in the Calendar Information tool and adjust as necessary.
- Click **Save Period Schedules**.

Period Setup ☆

Save Period Schedules
 New Period Schedule
 Delete Period Sched/Periods
 Copy Period Sched/Periods

Period Schedule/Periods Editor

Name

1

Period Schedule Placement

|   |   |
|---|---|
|   | 1 |
| 1 | 1 |
| 2 | 2 |

PeriodSchedule Info

| *Name         | *Sequence | Exception/Special Day    | Instructional Minutes | School Day |
|---------------|-----------|--------------------------|-----------------------|------------|
| Summer School | 1         | <input type="checkbox"/> | 0                     | 0          |

Period Info

| *Name | *Sequence | Start Time | End Time | Lunch Time | Non-Instructional                   | Responsive               |
|-------|-----------|------------|----------|------------|-------------------------------------|--------------------------|
| ATT   | 1         | 8:00 AM    | 12:00 PM |            | <input type="checkbox"/>            | <input type="checkbox"/> |
| CRS   | 2         |            |          | 0          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Add Period

Instructional Minutes Preference for 24-25 School Year

☐ Exclude non-instructional periods  
☐ Exclude non-instructional minutes  
☐ Exclude time gaps between periods

School Day Preference for 24-25 School Year

☐ Exclude non-instructional periods  
☐ Include non-instructional minutes  
☐ Include time gaps between periods

## Update Summer Day Setup

### Day Setup

**Navigation: Scheduling & Courses > Calendar Setup > Day Setup**



**Make sure the calendar context is the summer school calendar.**

- Click **Day Reset** ([Day Setup | Infinite Campus](https://kb.infinitecampus.com/help/day-setup#Days-DayReset) (<https://kb.infinitecampus.com/help/day-setup#Days-DayReset>)) to establish the instructional days (first instructional day to last instructional day)
- The **Start** and **End** date should be the instructional start and end dates for the summer school program.
- Check to fill missing days only and check the corresponding days for the summer school program.



- Click **Create Days** to update the calendar days.

In the example, the summer school program will only meet Monday - Thursday.

Day Setup ☆

Auto Create Calendar Days

Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

\*Start Date  
06/23/2025

\*End Date  
07/18/2025

Duration  
0

Fill Missing Days Only  
☒

Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun ☐

Create Days

## Update Day Detail

**Navigation: Scheduling & Courses > Calendar Setup > Day Setup > Select a Day**

- Update the calendar days that will not be in session by clicking on the day and **unchecking School Day, Instruction, and Attendance.**
- **Save** any changes made to the day detail.

Day Detail

Date  
07/03/2025

Period Schedule  
Summer School

School Day  
☐

Instruction  
☐

Attendance  
☐

Start Time

End Time

Duration  
0

Comments

Day Events

| Type         | Duration | Inst. Minutes |
|--------------|----------|---------------|
| Add DayEvent |          |               |

Blended Learning Groups ?

Add Group