



Add Summer Term & Term Dates

02/04/2026 5:50 pm EST

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:

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**

Primary

Summer School

**Term Detail*****Name*****Sequence*****Start Date*****End Date**

SS

1

6/22/2026



7/24/2026

**Add Term**

NCSIS Knowledgebase | Article: Add Summer Term & Term Dates | Last Updated: 02/04/2026 5:50 pm EST