

Create Summer Period Schedule

02/04/2026 2:48 pm EST

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
<input checked="" type="checkbox"/> ATT	1	8:00 AM	12:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> CRS	2			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

NCSIS Knowledgebase | Article: Create Summer Period Schedule | Last Updated: 02/04/2026 2:48 pm EST