

Update Summer Day Setup

04/20/2026 9:35 pm EDT

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>)) 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

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		Day #
07/03/2025		24
Period Schedule		
Summer School		
School Day	Instruction	Attendance
<input 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 type="button" value="Add DayEvent"/>		

Blended Learning Groups ?
<input type="button" value="Add Group"/>



You've completed this section.

Choose where to go next.

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