

Summer School Staff

05/01/2026 8:17 am EDT

Use the following steps to update staff district assignments, create a summer school calendar group, and update calendar rights for summer school staff.

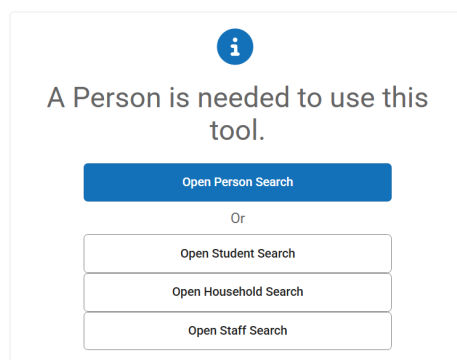
Summer School District Assignments

Assign District Assignments

Please see the [District Assignments | Infinite Campus](https://kb.infinitecampus.com/help/district-assignments) (<https://kb.infinitecampus.com/help/district-assignments>) article for more information.

Navigation: *Census > Staff > District Assignments*

Select a Staff Person: If a staff person is not selected, click Open Person Search tool to search by the staff person's name. Search for staff using advanced searches or Ad Hoc Filters as needed. Select the staff person's name to open the District Assignment tool. If a staff person was already selected, the District Assignment tool will open automatically.



- If the staff member has an existing district assignment for the school where the summer school is located, they do not need an additional district assignment.
- If the staff member does not have an existing district assignment:
 - Click **New**.
 - Choose the **School** where the summer school is located.
 - Enter a **Start Date** of the first day of the summer school employment.

- Check the appropriate checkboxes for the staff as needed. The **Teacher** checkbox must be checked for staff to be available in the Section Staff History tool.
- Click **Save** to add the district assignment.

Employment Assignment Information

*School ↗
 Monroe High School

*Start Date ↗ 06/23/2025

End Date

Department

Title

Type

FTE of Assignment

Assignment Code

Amplify Role

K-3 TS Admin Role

SchoolNet Role

SchoolNet Additional Roles

Teacher Special Ed Program Behavior Admin Health Behavior Response Approver Response to Intervention

Create Summer School User Group

Create Summer School User Group

Navigation: User Management > User Groups > Add User Group

- Click **New**.
- Enter **User Group Name**.
- Leave associated product as Student Information System.
- Click on **Save & Navigate**.
- Click on **Calendar Rights**.
- Click **New**.
- Select the **school** from the dropdown.
- Select the **year** from the dropdown.
- Select the **summer school calendar** from the dropdown.
- Make sure that **Modify Rights** is checked.
- Click **Save**.

Add User Group ☆

User Group Name *

Associated Product

Description

Calendar Rights ☆
 Summer School

User Management > User Groups > Calendar Rights

Related Tools ▾

Save Save & Navigate

Rights Editor

School Year Rights

School
 Cleveland Elementary School

Year
 24-25

Calendar
 24-25 District Summer School

Modify Rights Close School Months

Add User Group

User Group Information

Calendar Rights

Membership Summary

Tool Rights

Assign Calendar Rights to Summer Staff

Assign Calendar Rights to Staff

Navigation: User Management > User Account Administration > User Account

- Search and Select the staff **users' account**.
- Locate the **User Groups** section and search for the **Summer School Calendar Rights** group.
- Click the calendar rights group to move the group into current group membership.
- Click **Save**.

User Groups

Search and Add User Groups ↑

24-25 District Summer School Calendar

Current Group Membership ↑

OKE

24-25 District Summer School Calendar

Teachers Elem

Save Close Delete Login As User Reset Password Reset Account Settings Log and Summaries



You've completed this section.
 Choose where to go next.

[← Return to Summer School](#)

[Continue to Summer School Courses →](#)

NCSIS Knowledgebase | Article: Summer School Staff | Last Updated: 05/01/2026 8:17 am EDT
