Summer School Staff

02/06/2026 8:06 am EST

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

Once all steps are completed for the staff setup, navigate to Summer School Courses (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school-courses).

Summer School (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school)

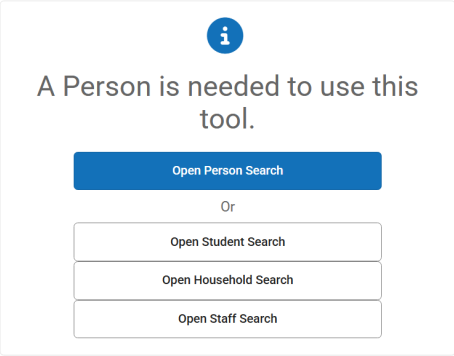
Summer School District Assignments

Assign District Assignments

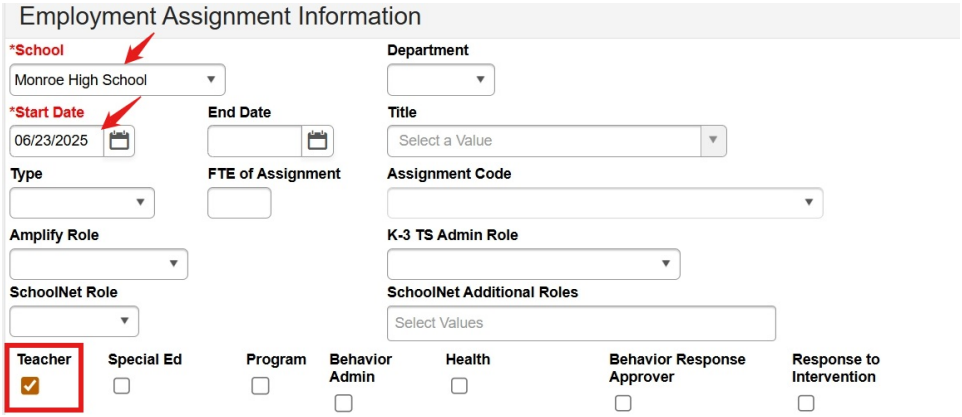
Please see the District Assignments | Infinite Campus (https://kb.infinitecampus.com/help/district-assignments) article for more information.

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.

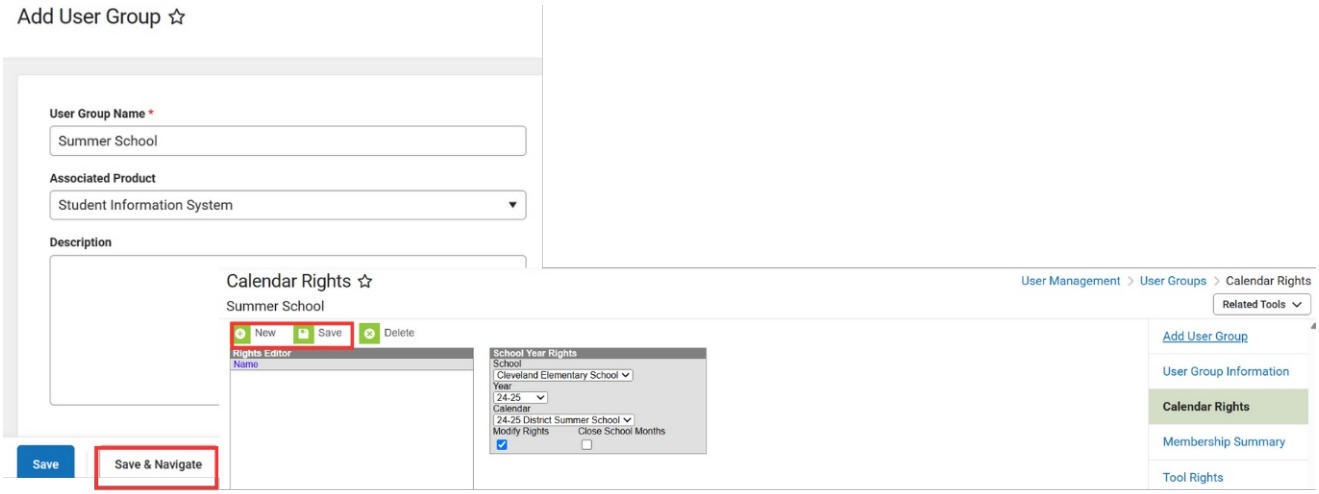


Create Summer School User Group

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**.

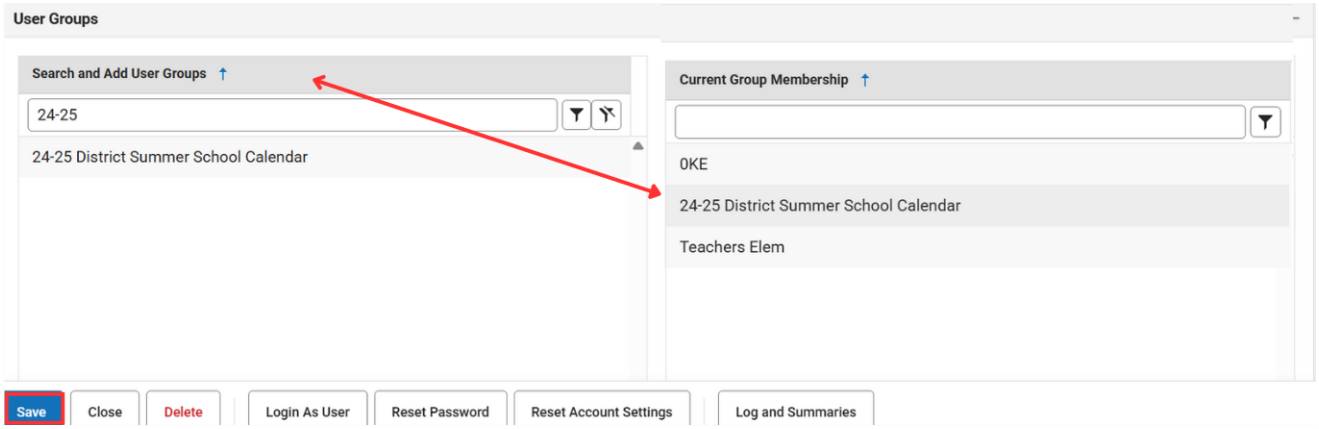


Assign Calendar Rights to Summer Staff

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.**



Summer School (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school)