

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) (<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.



A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

- 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		Department Select a Value	
*Start Date 06/23/2025	End Date Select a Value	Title Select a Value	
Type Select a Value	FTE of Assignment Select a Value	Assignment Code Select a Value	
Amplify Role Select a Value	K-3 TS Admin Role Select a Value		
SchoolNet Role Select a Value	SchoolNet Additional Roles Select Values		
Teacher <input checked="" type="checkbox"/>	Special Ed <input type="checkbox"/>	Program <input type="checkbox"/>	Behavior Admin <input type="checkbox"/>
		Health <input type="checkbox"/>	Behavior Response Approver <input type="checkbox"/>
			Response to Intervention <input type="checkbox"/>

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 *
Summer School

Associated Product
Student Information System

Description

Calendar Rights ☆
Summer School

Related Tools ▾

Save **Save & Navigate**

Calendar Rights Editor

School Year Rights

School	Year	Calendar	Modify Rights	Close School Months
Cleveland Elementary School	24-25	24-25 District Summer School	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Calendar Rights

- [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

24-25 District Summer School Calendar

Current Group Membership ↑

24-25 District Summer School Calendar

Teachers Elem

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

