

# 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)**

<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school-courses>).



 **Summer School** <https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school>

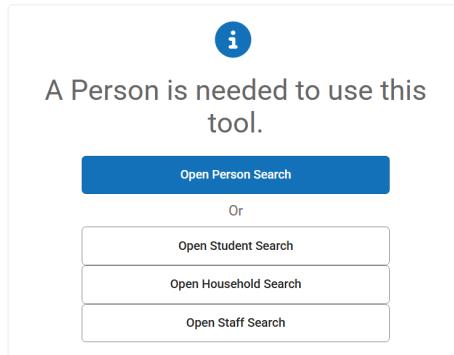
## Summer School District Assignments

### 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.



- 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

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

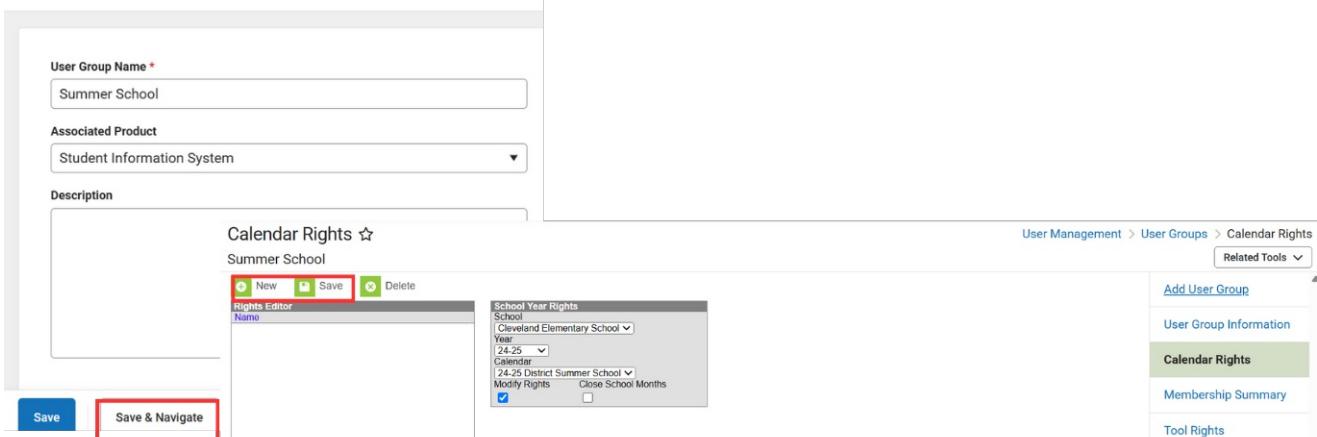
## Create Summer School User Group

### 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

New Save Delete

Rights Editor

School Year Rights

School Cleveland Elementary School ▾

Year 24-25 ▾

Calendar 24-25 District Summer School ▾

Modify Rights  Close School Months

Save Save & Navigate

User Management > User Groups > Calendar Rights

Related Tools

Add User Group

User Group Information

Calendar Rights

Membership Summary

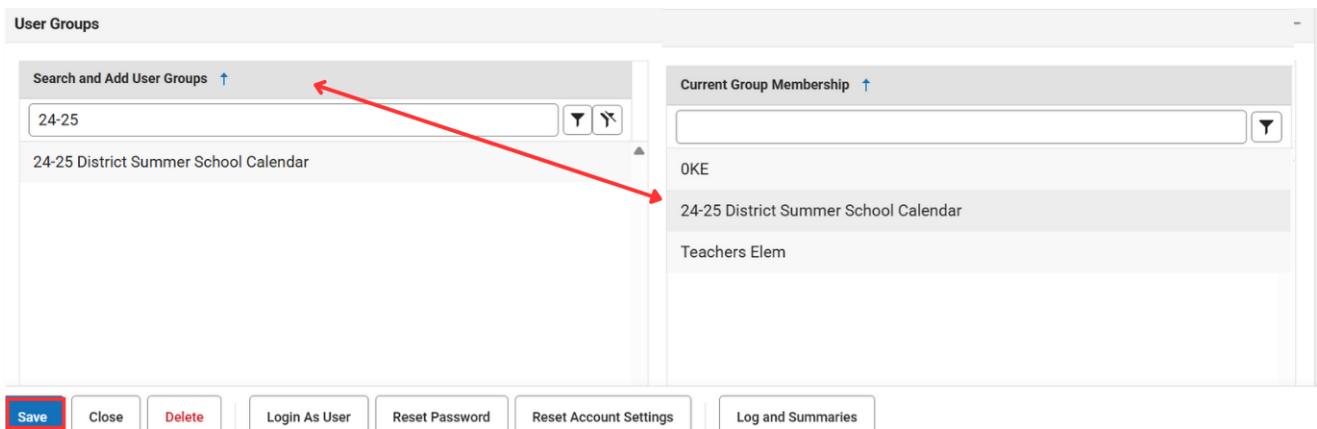
Tool Rights

## 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

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

Current Group Membership ↑

OKE

24-25 District Summer School Calendar

Teachers Elel



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

