



Calendar Setup

06/27/2025 12:41 pm EDT

Calendar Setup

Refer to the [Calendar Setup | Infinite Campus](https://kb.infinitecampus.com/help/c474f4b) (https://kb.infinitecampus.com/help/c474f4b) article for more information on setting up the calendar.

Inclement Weather/Emergency Closure

See the [Day Setup](https://kb.infinitecampus.com/help/day-setup#day-types) (https://kb.infinitecampus.com/help/day-setup#day-types) article for more information on day events and how to create additional day events if needed.

Follow the steps below to adjust an existing instructional day in day setup due to inclement weather or emergency closure:

Navigation: Scheduling & Courses > Calendar Setup > Day Setup

1. Select the instructional day.

<< **September 2024** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02 Monday	03 Tuesday	04 Wednesday	05 Thursday	06 Friday	07
08	09 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday	14
15	16 Monday	17 Tuesday	18 Wednesday	19 Thursday	20 Friday	21
22	23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday	28
29	30 Monday					

▼ Event on this Day

2. Adjust the day detail based on the scenarios below:

- a. **Students attended for partial day:**

- i. If a different period schedule should be used due to the inclement weather or emergency closure, choose the appropriate period schedule from the dropdown (Example: Early Release, 2 Hour Delay, etc.)
- ii. Add a Start Time and End Time for the instruction provided.
- iii. Add a day event type indicating inclement weather or emergency closure.

- iv. Enter the number of instructional minutes provided for the day. Please review the [SASA Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for details on calculating instructional minutes.

Day Detail

Date: 09/05/2024 Day #: 6

*Period Schedule: Thursday

School Day: ☒ Instruction: ☒ Attendance: ☒

Start Time: 8:20 AM End Time: 12:00 PM Duration: 0

Comments:

Day Events

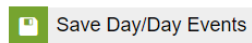
Type: SI: Inclement Weather Duration: 220 Inst. Minutes: 220

Add DayEvent

Blended Learning Groups

Add Group

- v. Click Save Day/Day Events in the upper left of the screen to save the updates.



b. Students did not attend but staff worked :

- Uncheck Instruction and Attendance checkboxes. (Leave School Day checked.)
- Add a day event type indicating inclement weather or emergency closure.
- Add a day event type indicating teacher workday.

Day Detail

Date: 09/05/2024 Day #: 6

*Period Schedule: Thursday

School Day: ☒ Instruction: ☐ Attendance: ☐

Start Time: 8:20 AM End Time: 12:00 PM Duration: 0

Comments:

Day Events

Type: SI: Inclement Weather Duration: 220 Inst. Minutes: 220

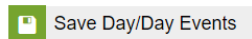
Type: TWD: Teacher Work Day Duration: 220 Inst. Minutes: 220

Add DayEvent

Blended Learning Groups

Add Group

- iv. Click Save Day/Day Events in the upper left of the screen to save the updates.



NOTE: When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.

1. Students did not attend, and staff did not work :

- Uncheck School Day, Instruction, and Attendance checkboxes.

- b. Add a day event type indicating inclement weather or emergency closure.

Day Detail

Date
09/05/2024
Day #
6

*Period Schedule
Thursday

School Day
Instruction
Attendance

☐
☐
☐

Start Time
End Time
Duration
0

Comments

Day Events

Type
Duration Inst.
Minutes


X SI: Inclement Weather

Add DayEvent

Blended Learning Groups ?

Add Group

- c. Click Save Day/Day Events in the upper left of the screen to save the updates.

 Save Day/Day Events



NOTE: When removing the checkboxes for Instruction and Attendance, any attendance associated with that day will be deleted.

1. Students had a remote instruction day:

- a. Leave School Day, Instruction, and Attendance checkboxes checked.
- b. Add a day event indicating inclement weather or emergency closure.
- c. Add another day event indicating remote instruction.

Day Detail

Date
09/05/2024
Day #
6

*Period Schedule
Thursday

School Day
Instruction
Attendance

☒
☒
☒

Start Time
End Time
Duration
0

Comments

Day Events

Type
Duration Inst.
Minutes

X SI: Inclement Weather


X RI: Remote Instruction

Add DayEvent

Blended Learning Groups ?

Add Group

- d. Click Save Day/Day Events in the upper left of the screen to save the updates.

 Save Day/Day Events

If non-instructional days will be used as a make-up day for the missed instruction, select the make-up day and complete the following:

1. Select the day that will be used for instruction.
2. Select the appropriate period schedule from the dropdown.
3. Check the School Day, Instruction, and Attendance checkboxes.
4. Optional: Add a day event indicating a make-up day.

Day Detail
Date
09/07/2024

Day #
Not an instructional day.

Period Schedule
Monday

School Day
☒

Instruction
☒

Attendance
☒

Start Time
End Time
Duration
0

Comments

Day Events
Type
MP: Make-Up Day

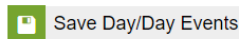
Duration
Inst. Minutes

Add DayEvent

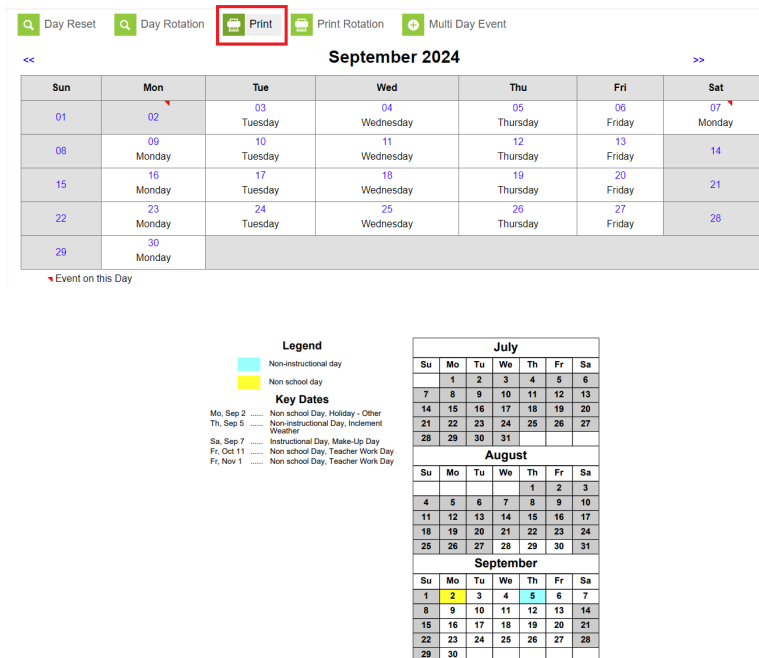
Blended Learning Groups

Add Group

5. Click Save Day/Day Events in the upper left of the screen to save the updates.



Print the Calendar Days Report to review the changes made.



Hurricane Debby Plan for NC PSU's First Day of School

(https://docs.google.com/document/d/1ZocLm7jkNwMxGuxkehY_Cvj-Z0dPJly9RbBh9QF37c/edit?usp=sharing)

Click the link above to find resources for first day of school updates due to Hurricane Debby.

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