

Create Future Calendar Option A - Multi Phase (Scheduling Board)

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Complete future year setup in more than one phase. Use when working with the scheduling board.

Create Future Calendars - Multi Phase Process

The future school year must be created prior to rolling forward calendars. The following process should be completed if using a multiple phase roll forward. If the Single-Phase setup has been used, this process does not need to be completed again.

The [Calendar Wizard](https://kb.infinitecampus.com/help/calendar-wizard-category) (<https://kb.infinitecampus.com/help/calendar-wizard-category>) is used to create new calendars and can be done at any time especially when preparing to begin the scheduling process. It is recommended to roll calendars in phases if planning to use the scheduling board in the future calendar. Rolling in multiple phases allows users to have the ability to make changes to future calendar information in sections allowing an easier use of the scheduling board.

Before creating a new calendar, review the prep questions on the [Scheduling Workflow for Building](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building>). Having answers to those questions will help provide better guidance on which steps to take.

Create New Calendars

(Part 1) Create a new calendar in the future year by rolling data up to courses.

Navigation: [Scheduling & Courses](#) > [Calendar Setup](#) > [Calendar Wizard](#)

- Determine which calendar option to choose - [Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide | Infinite Campus](#) (<https://kb.infinitecampus.com/help/scheduling-prep-calendar-setup-for-upcoming-year-study-guide#determining-what-calendar-option-to-choose>)
- Create New Blank Calendars - **only for new schools** - [Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide | Infinite Campus](#) (<https://kb.infinitecampus.com/help/scheduling-prep-calendar-setup-for-upcoming-year-study-guide#create-new-blank-calendars>)
- Create **New Calendars by Roll Forward Calendars** with selected data - [Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide | Infinite Campus](#) (<https://kb.infinitecampus.com/help/scheduling-prep-calendar-setup-for-upcoming-year-study-guide#determining-what-calendar-option-to-choose>)
 - Select the **Year**
 - Choose **[Year] [Schoolname]** template
 - Start Date **7/1/XXXX**

- End Date **6/30/XXXX**
- Select the **calendar(s)** to roll forward

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data
 This wizard will walk you through the creation of new school calendars by rolling data forward.
 Note: Creating calendars is a database intensive procedure. It can take a long time to complete.

Edit Calendar Attributes for new Calendars		Select Calendars to Roll
Year	26-27	24-25 Wilson Summer School
Name Template	[year][schoolname]	25-26 Buchanan School
Number		25-26 Garfield School
*Start Date	07/01/2026	25-26 Homeless
*End Date	06/30/2027	25-26 Jackson Elementary
		25-26 Jefferson Middle School
		25-26 LEP
		25-26 Lincoln High School
		25-26 Madison Elementary Sch 1
		25-26 Madison Elementary School
		25-26 McKinley Elementary
		25-26 Monroe High School
		25-26 Taft Middle School
		25-26 Wilson School
		25-26 Wilson School 1
		24-25 Arthur High School

CTRL-click and SHIFT-click for multiple

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- Select the following data to copy:
 - **Calendar Attributes**
 - **Schedule Structures**
 - **Term Schedules**
 - **Period Schedules**
 - **Section Templates**
 - **Portal calendar and term settings (optional)**
 - **Grade Levels**
 - **Courses**

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data
 This wizard will walk you through the creation of new school calendars by rolling data forward.
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Pick the Data to Copy

- Calendar Attributes
- Schedule Structures
 - Term Schedules
(NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)
 - Period Schedules
 - Days
 - Day Events
- Section Templates
- Portal Calendar and Term Settings
- Grade Levels
- Courses
 - Sections w/ Schedule Placement
 - Teacher Assignments
 - Section Staff Assignments
 - Room Assignments
 - Grading Tasks, Credits, Standards ⓘ
 - Grade Calc Options
 - Categories
 - Course Rules
 - Schedule Building Constraints
 - Course Fees
 - Assessments
 - Cross-Site Course/Section Settings ⓘ
- Attendance Excuse Codes
- Scheduling Teams
 - Section Team Assignments
- Calendar Overrides
- GPA Calculations



Make sure the calendar context is the future year.

Delete Special Period Schedules

Navigation: *Scheduling & Courses > Calendar Setup > Period Setup*

- Special period schedules (i.e. Early Release, Delay Schedules) can be deleted to reduce some course setup and scheduling board use.
- Period schedules can be added back once the use of the scheduling board is complete prior to the start of the next school year.

Add or Delete Periods

Navigation: *Scheduling & Courses > Calendar Setup > Period Setup*

- Delete any periods that will not be offered in the future calendar.
- Add any new periods that will not be offered in the future calendar.

Delete Disabled Courses

Navigation: *Scheduling & Courses > Courses > Course Information*

- Check the [NC Course Code Master List](https://www.dpi.nc.gov/educators/nced-connect-formerly-home-base/ncsis-powered-infinite-campus) (https://www.dpi.nc.gov/educators/nced-connect-formerly-home-base/ncsis-powered-infinite-campus) for disabled courses to delete.
- Use the [Disabled Course Codes](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/disabled-course-codes) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/disabled-course-codes) article for more information on filters to find existing disabled courses.

Course Adjustment

Navigation: *Scheduling & Courses > Courses > Course Information*

- Make non used courses inactive in the future year. (Course Master pushes will not update inactive courses)
- Courses can be deleted in the calendar context as well.

Term Setup

Navigation: *Scheduling & Courses > Calendar Setup > Term Setup*

- Add the **start** and **end dates** for the terms.
- If term dates are not yet available, use the previous calendar's term dates as a reference to enter for the future year.
- Adjustments can be made when the official term dates are available.

Term Setup ☆

Save Term Schedule/Terms + New Term Schedule/Terms - Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name
Quarters

Term Schedule Detail

*Name Primary
Quarters

*Name	*Sequence	*Start Date	*End Date
X Q1	1	08/25/2025	11/02/2025
X Q2	2	11/03/2025	01/25/2026
X Q3	3	01/26/2026	03/22/2026
X Q4	4	03/23/2026	06/05/2026

Add Term

Day Setup

Navigation: *Scheduling & Courses > Calendar Setup > Day Setup*

- Complete the [Day Reset](https://kb.infinitecampus.com/help/day-setup#day-reset) (https://kb.infinitecampus.com/help/day-setup#day-reset) and [Day Rotation](https://kb.infinitecampus.com/help/day-setup#day-rotations) (https://kb.infinitecampus.com/help/day-setup#day-rotations) (if applicable) process to ensure instructional calendar days are populated.

- Be sure to only run day reset from the **first instructional day** to the **last instructional day** of the school year.
- Adjustments can be made to the calendar and enrollments if there are any changes to the instructional calendar using the **Enrollment Cleanup Wizard** (<https://kb.infinitecampus.com/help/enrollment-cleanup-wizard>).

Day Setup ☆ Scheduling & Courses > Calendar Setup > Day Setup Related Tools ^

Auto Create Calendar Days

Day Reset
 This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose "Fill Missing Days Only").

*Start Date →

*End Date →

Duration

Fill Missing Days Only

Mon
 Tue
 Wed
 Thu
 Fri
 Sat
 Sun

Day Setup ☆ Scheduling & Courses

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Regular School A	26 Regular School B	27 Regular School C	28 Regular School D	29 Regular School E	30
31						

▼ Event on this Day

Day Detail

Date: **08/25/2025** Day #: 2

*Period Schedule: Regular School B

School Day: Instruction: Attendance:

Start Time: End Time: Duration:

Comments:

Day Events

Type	Duration	Inst Minutes
<input type="button" value="Add DayEvent"/>		

Blended Learning Groups

- Once day reset and day rotation are completed, update the **days** in the calendar to include **non-instructional days**. Add corresponding **Day Events** for non-instructional days.

Day Detail		
Date		Day #
09/04/2026		9
*Period Schedule		
Friday		
School Day	Instruction	Attendance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time	End Time	Duration
		0
Comments		
<input type="text"/>		

Day Events		
Type	Duration	Inst. Minutes
✗ OH: Holiday		
Add DayEvent		

Blended Learning Groups ?
Add Group

- For any day with **fewer instructional minutes** than the standard instructional day, add a **day event** using an abbreviated day standard code and enter the adjusted **instructional minutes**.
 - For more information on day events, see the [Day Events](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/day-events) article.
- **Start and End Times** are optional.

Day Detail		
Date		Day #
10/30/2026		48
*Period Schedule		
Friday		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
		0
Comments		
<input type="text"/>		

Day Events		
Type	Duration	Inst. Minutes
✗ ER: Early Release		200
Add DayEvent		

Blended Learning Groups ?
Add Group

- Day setup can be completed at one calendar and copied into other calendars using the [Calendar Wizard](https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video) (https://kb.infinitecampus.com/help/calendar-wizard-copy-data-into-existing-calendars-video).
- **Copy Data into Existing Calendars** using the **Copy/Append other data elements** option.
- The **source calendar** should be the calendar with the day setup to copy **from**.
- The **destination calendar(s)** should be the calendar(s) to copy **to**.
- When copying day setup, the destination calendar must have one period schedule defined.
- If copying rotation days, the period schedule names must match.

School Months

Navigation: Scheduling & Courses > Calendar Setup > School Month

- Enter School Months for PMR reporting.
- [School Months \(North Carolina\) | Infinite Campus](https://kb.infinitecampus.com/help/school-months-north-carolina) (https://kb.infinitecampus.com/help/school-months-north-carolina)
- The **Name** should only be the numerical value of **1-9**.
- The **Sequence** must be the numerical value of **1-9**.
- Months 1 and 2 must be 20 days and months 3-9 must be between 16-26 days.

School Month ☆

Save Print

For detailed information on entering data in these fields, refer to the [Knowledge Base](#).

School Month Detail								
*Name	*Seq	*Start Date	*Days	*End Date	Exclude Start	Exclude End	Close Date	
X 1	1	08/25/2026	20	= 09/22/2026				
X 2	2	09/23/2026	20	= 10/20/2026				
X 3	3	10/21/2026	20	= 11/17/2026				
X 4	4	11/18/2026	20	= 12/15/2026				
X 5	5	12/15/2026	20	= 01/11/2027				
X 6	6	01/11/2027	20	= 02/05/2027				
X 7	7	02/05/2027	20	= 03/04/2027				
X 8	8	03/05/2027	20	= 04/01/2027				
X 9	9	04/01/2027	20	= 04/28/2027				

Add School Month

- School months can be completed in one calendar and copied to other calendars using the [Calendar Wizard](https://kb.infinitecampus.com/help/copy-data-into-existing-calendars) (https://kb.infinitecampus.com/help/copy-data-into-existing-calendars) copy data into existing calendars and the copy School Month data option.

Calendar Wizard ☆ Scheduling & Courses > Cal

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data
 This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Days will only roll forward if there are matching schedule structures and period schedule names in the new calendar.
 Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while it runs. Please try to run this tool during off-peak hours.

Select Copy Mode

Overwrite Terms/Days - This mode will update Term dates, Day Attributes (School Day, Instruction, Attendance), Day Events and the Period Schedules assigned to individual days so long as the Period Schedule names and Schedule Structure names are the same in the source and destination calendar.
 Copy/Append other data elements
 Copy School Month data

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School Start & End Times

Navigation: School & District Settings > Schools > School Information

- Enter the school start and end time.
- For reporting purposes, data is captured at the school level, not by individual calendar. If a school has multiple calendars, it should enter the earliest start time and the latest end time for the school as a whole.

School Start Time
8:10 AM
School End Time
3:10 PM

Copy Data into Existing Calendar

(Part 2) Copy the remaining data into the new calendar.

Navigation: Scheduling & Courses > Calendar Setup > Calendar Wizard

- [Copy data into existing calendars | Infinite Campus](https://kb.infinitecampus.com/help/copy-data-into-existing-calendars) (https://kb.infinitecampus.com/help/copy-data-into-existing-calendars) - Choose **Copy Data into Existing Calendar**
- **Copy/Append** - will not overwrite information in new calendar
- Select the remaining data to copy:
 - Sections with Schedule Placement
 - Teacher Assignments
 - Section Staff Assignments
 - Room Assignments
 - **Grading Tasks, Credits, Standards (required)**
 - **Grade Calc Options (required)**
 - **Categories (recommended)**
 - Course Rules
 - Schedule Building Constraints
 - Course Fees
 - **Attendance Excuse Codes (required)**
 - Scheduling Teams
 - Section Team Assignments
 - Calendar Overrides
 - GPA Calculations

Included elements may vary based on PSU scheduling preferences.

Pick the Data to Copy

Calendar Attributes

Schedule Structures

Term Schedules
(NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)

Period Schedules

Days

Day Events

Section Templates

Portal Calendar and Term Settings

Grade Levels

Courses

Sections w/ Schedule Placement

Teacher Assignments

Section Staff Assignments

Room Assignments

Grading Tasks, Credits, Standards ⓘ

Grade Calc Options

Categories

Course Rules

Schedule Building Constraints

Course Fees

Assessments

Cross-Site Course/Section Settings ⓘ

Attendance Excuse Codes

Scheduling Teams

Section Team Assignments

Calendar Overrides

GPA Calculations

Grade Levels

Navigation: Scheduling & Courses > Calendar Setup > Grade Level Setup

- Review [Grade Levels](https://kb.infinitecampus.com/help/grade-levels) (https://kb.infinitecampus.com/help/grade-levels) assigned to the calendars.
- Grade levels roll forward from one calendar to the next, when selected.

Grade Level Setup ☆

New
 Save
 Delete

Grade Level Editor	
Name	Seq
IT	2
PR	3
PK	4
KG	5
1	6
2	7
3	8
4	9
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
UG	19
ABE	99
OS	99

Grade Level Detail

Name (locked):

*Sequence Number:

*State Grade Level Code:

Standard Day:

Maximum Membership Days:

Whole Day Absence (minutes):

Half Day Absence (minutes):

Maximum Approved School Choice Applications:

Grade Code:

Exclude from cumulative GPA/Rank calculations:

Exclude from state reporting:

Exclude from Enrollment:

Exempt from Assignment:

Standard Code (SIF code):

Exclude from SIF reporting:

Exclude from Grade/Age Validation:

External LMS Exclude:

Exclude from Online Registration Calculations:

Online Registration

(If Applicable)

Navigation: System Settings > Online Registration Setup

- Copy and update OLR templates for future year.
- Information on the NCDPI pleat templates and how to import the pleats can be found: [Importing OLR Pleats](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/importing-olr-pleats) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/importing-olr-pleats>).
- Review all templates to ensure the most up to date version is used.
- [Online Registration - New Configuration Prep Checklist | Infinite Campus](https://kb.infinitecampus.com/help/online-registration-configuration-prep) (<https://kb.infinitecampus.com/help/online-registration-configuration-prep>)

Online Registration Setup

System Settings > Online Registration Setup

Online Registration Setup

- | | |
|-------------------------|-------------------------------|
| OLR Setup | OLR Configuration List Editor |
| OLR System Settings | Registration Window By School |
| OLR Builder | OLR Queue Setup |
| OLR Literals Bank | Language Groups |
| OLR Lists Bank | OLR Information Center |
| OLR Status | Mass Repost Applications |
| OLR Notification Editor | OLR List Bank Replacer |
| Document Upload Options | OLR List Value Updater |



Portal Access must be available for parents to complete annual update OLR applications.



You've completed this section.

Choose where to go next.

[← Return to End of Year Overview](#)

[Continue to Create Program Calendars →](#)

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