

Create Future Calendar Option B - Single Phase (Non-Scheduling Board)

04/21/2026 6:09 am EDT

Complete future year setup in one phase. Ideal to use when not using scheduling board for scheduling.

Create Future Calendars - Single Phase Process

The future school year must be created prior to rolling forward calendars. The following process should be completed if using a single-phase roll forward. If the Multi-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. If using the scheduling board or making changes to period schedules, it is recommended to complete the [Create Future Calendar - Multi Phase \(Scheduling Board\)](#)

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-calendar-option-a-multi-phase-scheduling-board>) process.

Create New Calendars

Navigation: Scheduling & Courses > Calendar Setup > Calendar Wizard

- 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. c
 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 all data to copy.
 - **Calendar Attributes (required)**
 - **Schedule Structures (required)**
 - **Term Schedules (required)**
 - **Period Schedules (required)**
 - Section Templates
 - Portal Calendar and Term Settings
 - **Grade Levels (required)**
 - **Courses (required)**
 - **Sections w/ Schedule Placement (required)**
 - Teacher Assignments (recommended)
 - Section Staff Assignments
 - Room Assignments (recommended)
 - **Grading Tasks, Credits, Standards (required)**
 - **Grade Calc Options (required)**
 - Categories (recommended)
 - Course Rules
 - Scheduling Building Constraints
 - Course Fees
 - Assessments
 - **Attendance Excuse Codes (required)**
 - Scheduling Teams
 - Section Team Assignments
 - Calendar Overrides

- GPA Calculations

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 Disabled Courses

Delete any courses in the future year calendar that will not be used. Sections will need to be deleted before deleting a course.

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) for disabled courses to delete
- Use the [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 year also

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 ☆

Term Schedule/Terms Editor

Name

Quarters

Term Schedule Detail

*Name Primary

Quarters

Term Detail

*Name	*Sequence	*Start Date	*End Date
✕ Q1	1	08/25/2025	11/02/2025
✕ Q2	2	11/03/2025	01/25/2026
✕ Q3	3	01/26/2026	03/22/2026
✕ 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) and [Day Rotation](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**.
- 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 ☆

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
					01	02
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: 8/25/2025 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: 09/04/2026 Day #: 9

*Period Schedule: Friday

School Day: Instruction: Attendance:

Start Time: End Time: Duration:

Comments:

Day Events

Type	Duration	Inst. Minutes
✕ OH: Holiday	<input type="text"/>	<input type="text"/>
<input type="button" value="Add DayEvent"/>		

Blended Learning Groups

- 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)

article.

- **Start** and **End Times** are optional.

The image shows three stacked form panels. The top panel, titled "Day Detail", contains fields for Date (10/30/2026), Day # (48), School Day (Friday), and checkboxes for School Day, Instruction, and Attendance, all of which are checked. It also has input fields for Start Time, End Time, and Duration (0), and a Comments text area. The middle panel, titled "Day Events", has a table with columns for Type, Duration, and Inst. Minutes. It shows one event: "ER: Early Release" with a duration of 200 minutes. There is an "Add DayEvent" button below. The bottom panel, titled "Blended Learning Groups", has an "Add Group" button.

- 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 at one calendar and copied to other calendars using the [Calendar Wizard](#) (<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

Grade Levels

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

- Review [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		Grade Level Detail	
Name	Seq	Name (locked)	
IT	2	KG	
PR	3	*Sequence Number	5
PK	4	*State Grade Level Code	KG - Kindergarten
KG	5	Standard Day	
1	6	Maximum Membership Days	
2	7	Whole Day Absence (minutes)	
3	8	Half Day Absence (minutes)	
4	9	Maximum Approved School Choice Applications	0
5	10	Grade Code	
6	11	Exclude from cumulative GPA/Rank calculations	<input checked="" type="checkbox"/>
7	12	Exclude from state reporting	<input type="checkbox"/>
8	13	Exclude from Enrollment	<input type="checkbox"/>
9	14	Exclude from Assignment	<input type="checkbox"/>
10	15	Standard Code (SIF code)	
11	16	Exclude from SIF reporting	<input type="checkbox"/>
12	17	Exclude from Grade/Age Validation	<input type="checkbox"/>
13	18	External LMS Exclude	<input type="checkbox"/>
UG	19	Exclude from Online Registration Calculations	<input type="checkbox"/>
ABE	99		
OS	99		

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.

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