

# Create Future Calendars - Single Phase Process

04/21/2026 6:09 am EDT

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. 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
		<b>25-26 Lincoln High School</b>
		25-26 Madison Elementary Sch 1
		25-26 Madison Elementary Schoo
		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) (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 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 ☆

Save Term Schedule/Terms
New Term Schedule/Terms
Delete Term Schedule/Terms

**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 ☆ 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: 8/25/2025 →

\*End Date: 6/6/2026 →

Duration: 0

Fill Missing Days Only:

Mon  
  Tue  
  Wed  
  Thu  
  Fri  
  Sat  
  Sun

Create Days

Day Setup ☆ Scheduling & Courses

Save Day/Day Events
Delete Day/Day Events
Day Reset
Day Rotation
Print
Print Rotation
Multi Day Event

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: 08/26/2025 Day #: 2

\*Period Schedule: Regular School B

School Day:  Instruction:  Attendance:

Start Time: End Time: Duration: 0

Comments:

**Day Events**

Type	Duration	Inst. Minutes
<span style="border: 1px solid gray; padding: 2px;">Add DayEvent</span>		

**Blended Learning Groups**

Add Group

- 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: 0

Comments:

**Day Events**

Type	Duration	Inst. Minutes
✕ OH: Holiday		
<span style="border: 1px solid gray; padding: 2px;">Add DayEvent</span>		

**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.

The image shows three stacked form sections. The top section, 'Day Detail', has fields for Date (10/30/2026), Day # (48), School Day (Friday), Instruction (checked), Attendance (checked), Start Time, End Time, and Duration (0). The middle section, 'Day Events', has a table with columns for Type, Duration, and Inst. Minutes, containing one row for 'ER: Early Release' with a duration of 200 minutes. The bottom section, '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.

<b>School Start Time</b>
8:10 AM
<b>School End Time</b>
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	
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)	KG
*Sequence Number	5
*State Grade Level Code	KG: Kindergarten
Standard Day	
Maximum Membership Days	
Whole Day Absence (minutes)	
Half Day Absence (minutes)	
Maximum Approved School Choice Applications	0
Grade Code	
Exclude from cumulative GPA/Rank calculations	<input checked="" type="checkbox"/>
Exclude from state reporting	<input type="checkbox"/>
Exclude from Enrollment	<input type="checkbox"/>
Exempt from Assignment	<input type="checkbox"/>
Standard Code (SIF code)	
Exclude from SIF reporting	<input type="checkbox"/>
Exclude from Grade/Age Validation	<input type="checkbox"/>
External LMS Exclude	<input type="checkbox"/>
Exclude from Online Registration Calculations	<input type="checkbox"/>

## 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
<b>Online Registration Setup</b>		
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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[Continue to Create Program Calendars →](#)

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