

Adding Virtual Day Override Day Events on Calendar (Massachusetts)

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Classic View: [System Administration](#) > [Calendar](#) > [Calendar](#) > [Days](#) > [Day Event](#) > [Type](#)

Search Terms: [Day Setup](#)

A Virtual Day Event Override was added as a Day > Type attribute. This field helps in attendance reporting for calendars where blended learning groups were not set up correctly at the beginning of the school year. This option allows districts to count a calendar day as virtual for the district even if blended learning groups were not set up.

- [Adding a Virtual Day Override Day Event](#)
- [When Should I Not Use This?](#)
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This is an override code, ALL students will have attendance calculate as virtual regardless of Blended Learning Group assignment when the Day Event "Virtual Day" is added to a day on the calendar

Adding a Virtual Day Override Day Event

1. Navigate to the Days tool ([System Administration](#) > [Calendar](#) > [Calendar](#) > [Days](#) > [Day Event](#) > [Type](#)) or search for [Day Setup](#) in the New Look of Infinite Campus search bar.
2. Select a day in the calendar.
3. Click the **Add DayEvent** button.
4. Select a **Type** of 'VD: Virtual Day Override'.
5. Click **Save Day/Day Events**.

Day Setup ☆
 Scheduling & Courses > Calendar Setup > Day Setup

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01 R	02 F	03
04	05 M	06 T	07 W	08 R	09 F	10
11	12	13 T	14 W	15 R	16 F	17
18	19 M	20 T	21 W	22 R	23 F	24
25	26 M	27 T	28 W	29 R	30 F	31

▼ Event on this Day

Day Detail

Date: 10/06/2020 Day #: 15

*Period Schedule: T

School Day: Instruction: Attendance:

Start Time: End Time: Duration: 0

Comments:

Day Events

Type: VD: Virtual Day Override Duration Inst. Minutes:

Blended Learning Groups ?

Always virtual:

When Should I Not Use This?

You should not put this event on a calendar day if there are any students that should be counted as in-person for that day.

Additional Information

You can backdate an entire learning group by using the Manage Blended Learning Groups tool. See the [Manage Blended Learning Groups](#) article for more information.

Manage Blended Learning Groups ☆

Scheduling & Courses > Build Schedules > Manage Blended Learning Groups

Manage Blended Learning Groups

Blended Learning Groups

NAME	GROUP COLOR	START DATE	END DATE	STUDENTS ADDED	STATUS
EY Always In School		08/25/2020		Manual	ACTIVE
EY Always Virtual		09/14/2020		Manual	ACTIVE
Hybrid A		09/01/2020	10/12/2020	Automatic	ACTIVE
Hybrid B		09/09/2020	10/12/2020	Automatic	ACTIVE
Manual Future 10/12		10/12/2020		Manual	ACTIVE
Manual No Calendar		09/08/2020		Manual	ACTIVE
Manual Past 09/07		08/27/2020		Manual	ACTIVE
QA Group 1		10/13/2020		Automatic	ACTIVE
QA Group 2		10/13/2020		Automatic	ACTIVE
Manual Past 09/14		09/03/2020	09/23/2020	Manual	ARCHIVED

Backdate

To backdate a single student's **Blended Learning Group**, go to the attendance tab of the student > select Update Group Assignment > choose the date to which you wish to back the single student's group assignment (this can be as far back as their enrollment start date).

Be sure the Blended Learning Group was on the calendar from that student's enrollment start date.

Blended Learning Group: No active or future group assignment

Update Group Assignment

Term Q1 09/16/2020 - 11/09/2020
Instructional Days: 37 Present Days: 37

Period	HR	01	02	03	04	Lunch	Seminar	05	06	07	EXTRA	T
Absent	0	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0

Unknown Excused Unexcused Exempt

Date Period

HR 01 02 03 04 Lunch Seminar 05 06 07 EXTRA