# Adding Transcript Grades

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**Please use the Transcripts | Infinite Campus (https://kb.infinitecampus.com/help/transcripts) article for step-by-step instructions on adding transcript grades for students.**

***Navigation: Select Student > Student Information > General > Transcript***

Refer to the information below for key points related to NC information when adding transcript grades.

| Field | NC Information | |
|---|---|---|
| Course Number | Course numbers must be from the NC Course Catalog or local catalog with course number based off of a course master from the NC Course Catalog. (Name and state code populate based on course number entered) | |
| Actual Term | Term when course was completed.<br>Example, if the term ended at the end of semester 1, the term would be 2. If the term ended at the end of the trimester, the term would be 3. | • End of Quarter<br>• End of Semester<br>• End of Trimester<br>• End of Year |
| Terms Long | Automatically populates based on course number chosen. | |
| Score | Pick the score based on the GPA value according to the course number. | • Use NC 4 pt Scale (4.000) for standard GPA value.<br>• Use NC 4.5 pt Scale (4.500) for .5 GPA value.<br>• Use NC 5 pt Scale (5.000) for 1 GPA value. |
| Weighted GPA Value | GPA values will be added based on the scale used in the score. Be sure the GPA value matches the course number added value. | |

| Field | NC Information |
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| Percent | The percentage value of the score received. |
| GPA Max | Automatically populates based on score chosen |
| GPA Weight | Automatically populates based on course number. |
| Unweighted GPA Value | Automatically populates based on the score chosen. |
| Credits Earned | Only courses earning a credit according to the NC Course Catalog should be given a value of 1 or greater. All other courses should have 0 earned credits. |
| Credits Attempted | Automatically populates based on the course number. |
| Credit Type | This will automatically populate based on the course number. |