

# Adding Transcript Grades

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Please use the [Transcripts | Infinite Campus](#) article for step-by-step instructions on adding transcript grades for students.

## Refer to the chart below for key points related to 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. 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.	<ul style="list-style-type: none"> <li>• End of Quarter</li> <li>• End of Semester</li> <li>• End of Trimester</li> <li>• End of Year</li> </ul>
Terms Long	Automatically populates based on course number chosen.	
Score	Pick the score based on the GPA value according to the course number.	<ul style="list-style-type: none"> <li>• Use NC 4 pt Scale (4.000) for standard GPA value.</li> <li>• Use NC 4.5 pt Scale (4.500) for .5 GPA value.</li> <li>• Use NC 5 pt Scale (5.000) for 1 GPA value.</li> </ul>
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.	
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.	

## Summer Grades

Summer grades will be entered following the guidelines [Transcripts | Infinite Campus](#) article.

**Refer to the information below for important points related to NC information:**

**School Information**

School Year	Select the previous school year.	Example. A student just completed the 23-24 school year and completed a XR: CREDIT RECOVERY NC MATH 1 course prior to the 24-25 school year. The school year in the transcript detail would be 23-24.
Grade	Select the grade the student was in in the previous school year.	Example: A student completed the 23-24 school year as a 10th grade student. The student was promoted to 11th for the 24-25 school year. The grade level for the student in the summer grade would be 10th from the 23-24 school year.

**Course Information**

Date	The date should be the date the student completed the course.	Example: A student completed summer school on July 10th, 2024. The date would reflect 7/10/2024.
Actual Term	Enter the last term from the previous school year.	Example: The last term for the 23-24 school year was Semester 2. Posted transcript grades receive a 4 actual term. The summer grade would reflect a 4 as well.

**Other Information**

Repeat Course	If the course is a repeated course, check this box.
UNC Minimum Requirements	If the course is part of UNC Requirements, check this box.