

# 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.

*Navigation: [Select Student](#) > [Student Information](#) > [General](#) > [Transcripts](#)*

**Refer to the chart below for key points related to NC information:**

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. 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.	

Field	NC Information
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.

## Transfer Grades

The **Transfer Record Box** is used to ensure accurate and complete record-keeping for transfer students. The new Transfer Student Record Box will simplify the process for managing transfer records.

### Historical Transfer Grades Loading:

- Historical Transfer Records (TR) from PowerSchool have been automatically loaded into Infinite Campus. No further action is required for these records.

### Manually Enter Non-North Carolina Public School Transfer Grades:

- For students transferring from a Non-NC Public School, you must manually enter previous transcript records into Infinite Campus and mark them as transfer records. Detailed steps for this process are provided below and, in the [Transcripts | Infinite Campus](#) article.

**Navigation: [Select Student](#) > [Student Information](#) > [General](#) > [Transcripts](#)**

Refer to the information below for key points related to NC information:

### School Information

School Year	Select the school year the grade was earned.	Example. A student completed the 23-24 school year and completed a NC Math 1 course, the school year in the transcript detail would be 23-24.
School Name	Choose the school name of <b>Non-North Carolina Public School</b> from the drop-down list.	
School Number	Choose <b>NNCPS</b> as the School Number from the drop-down list.	

Grade	Select the grade the student was in when the grade was earned.	Example: A student completed the course in the 23-24 school year as a 10th grade student. The grade level for the student would be 10th.
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**Course Information**

Date	The date can be the date the grade is entered.
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**Additional Information**

Transfer Course	<p>Check this box for each transfer grade entered.</p> <p>Additional Information</p> <p>TranscriptID #</p> <p>Bonus Points <input type="text"/> Status <input type="text"/></p> <p>Task Code <input type="text"/> Standard Number <input type="text"/></p> <p><input type="checkbox"/> Repeat Course <input type="checkbox"/> Technology</p> <p>SCED Subject Area <input type="text"/> SCED Course Identifier <input type="text"/></p> <p>UNC Minimum Requirements: <input type="checkbox"/> <b>Transfer Course:</b> <input checked="" type="checkbox"/></p>
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**Summer Grades**

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

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

**Refer to the information below for key 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. <i>*Note: Checking this box will place an "R" on the transcript if listed on a High School course.</i>
UNC Minimum Requirements	If the course is part of UNC Requirements, check this box.

## Suppressed Grades

Repeated Course for Credit Grade Suppression is a process that replaces a previously stored failing grade with a new stored grade. Local boards of education may develop policies that define specific circumstances when students other than those who fail a course may repeat a course for credit. The steps below provide guidance on updating the suppressed grade for an individual transcript record.

### Navigation: **Select Student > Student Information > General > Transcripts**

1. Select the **transcript grade** that should be suppressed.
2. Locate the **Scoring Information** section and update the **GPA Weight** to **0**.

Scoring Information

Score \*  
55

Weighted GPA Value: 0.0000

Percent: 32.000

GPA Max: 4.0000

**GPA Weight: 0.0000**

Unweighted GPA Value: 0.0000

3. Locate the **Transcript Credit Information** section and update the following fields:
  - a. Credits Earned = **0**
  - b. Credits Attempted = **0**
  - c. Credit Type = **Suppressed**

Transcript Credit Information				
Credits Earned*	Credits Attempted*	Credit Type	Credit Overflow Override	
0.000	0.000	Suppressed		Remove

4. Click **Save** to update the suppressed transcript grade.

The suppressed grade should no longer display on the NC Official Transcript report.

If the suppressed grade is still showing on the NC Official Transcript report, follow the steps to see if the School Standard Setup is correct.

*Navigation: Grading & Standards > Standards Setup > School Standard Setup*

The SU credit group should be unchecked.

Credit Groups	
Search Credit Groups	
Minimum 3 characters required.	
	Name
<input checked="" type="checkbox"/>	HS
<input type="checkbox"/>	SU
<input type="checkbox"/>	MS
<input type="checkbox"/>	ES

## Middle School for High School Credit Courses

For courses that are scheduled during a school year, the credit type is set in the final grade grading task. The credit type should reflect the corresponding High School credit the grade will count for. e.g. English I (HS Credit) would have a credit type of ELA. When entering a grade manually, the corresponding credit type should display correctly.

Course Master Grading Task Detail		
Grading Task		
Final Grade		
*Score Group		
NC 4 pt Scale		
Term GPA	Credit	Credit Type
	0	ELA
		Credit Overflow Override
Term Mask		
<input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3 <input checked="" type="checkbox"/> Term 4 <a href="#">More Terms</a>		
<input checked="" type="checkbox"/> Post-only Grading Task		

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

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

**Refer to the chart below for key points related to NC information:**

Field	NC Information
Course Number	Should have a "Y" as the 6th digit.
GPA Weight	Should be 0 as all middle school for high school credit courses should not count in GPA.
Credits Earned	Enter a value of 1.
Credits Attempted	Automatically populates based on the course number.
Credit Type	Automatically populates based on the course number. This should be a High School Credit type based on the corresponding course. e.g. NC Math 1 (HS Credit) should get a Mathematics credit type.

State Code: 21092Y0 State Code Name: NC Math 1

Course Number \*: 21092Y00 Course Name: NC Math 1 (HS Credit)

Date: 06/04/2021 Actual Term: 4 Terms Long: [dropdown]

Calendar Terms: [dropdown] Start Term: [dropdown] Start Date: month/day/year End Term: [dropdown] End Date: month/day/year

Scoring Information

Score \*: 90

Weighted GPA Value: 4.0000 Percent: 90.000 GPA Max: 4.0000

GPA Weight: 0.0000 Unweighted GPA Value: 4.0000

Transcript Credit Information

Credits Earned\*: 1.000 Credits Attempted\*: 1.000 Credit Type: Math Credit Overflow Override: [dropdown] Remove



## New Information

### Adding Credit by Demonstrated Mastery (CDM)

Students that demonstrate a deep understanding of the course content without course enrollment or seat time, may earn credit for high school. The steps below provide guidance on adding the CDM credit to the transcript tool.

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

1. Select New Details.
2. Fill in the School Information section. (School Year, School Name, School Number, District Number, Grade, NCES Grade)
3. Enter the course number. The auto-fill course fields based on course number selection should be checked for other fields to update.

**Course Information**

Auto-fill Course Fields Based on Course Number Selection ⓘ

State Code: 10212X0      State Code Name: English I

Course Number \*: 10212X0      Course Name: English I

Date: 02/24/2025      Actual Term:      Terms Long:      Calendar Terms:      Start Term:      Start Date: month/day/year      End Term:      End Date: month/day/year

4. Choose CDM from the Score dropdown.

**Scoring Information**

Score \*: CDM

Weighted GPA Value:      Percent:      GPA Max: 4.0000

GPA Weight: 1.0000      Unweighted GPA Value:     

5. Enter the Credits Earned. The credits attempted and credit type should populate based on the course number entered in step 3.

**Transcript Credit Information**

Credits Earned*	Credits Attempted*	Credit Type	Credit Overflow Override
1.000	1.000	ELA	<input type="text"/> Remove

6. Click Save.



The CDM credit will be listed in the transcript detail and print on the transcript as CDM.

Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Earned	Attempted	Credit Type
▼ Group: 24-25 - Grade 9									
10212X0	English I	No	CDM			1	1	1	ELA