Adding Transcript Grades

01/08/2025 1:06 pm EST

NC Grade Information | **Transfer Grades** | **Summer Grades** | **Suppressed Grades** | **MS Courses for HS Credit**

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.	• End of Quarter • End of Semester • End of Trimester • 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. • Use NC 4.5 pt Scale (4.500) for .5 GPA value. • 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.	
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.	

Field	NC Information
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

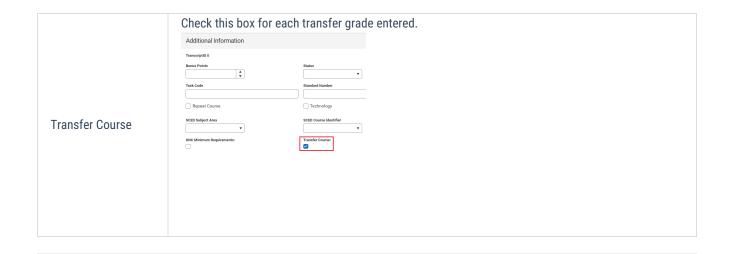Refer to the information below for key points related to NC information:

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 ***Non-North Carolina Public School*** from the drop-down list.	
School Number	Choose **NNCPS** 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.

Course Information

Date	The date can be the date the grade is entered.

Additional Information

Transfer Course	Check this box for each transfer grade entered. Additional Information TranscriptID 0 Bonus Points Status Task Code Standard Number ☐ Repeat Course ☐ Technology SCED Subject Area SCED Course Identifier UNC Minimum Requirements: Transfer Course: ☐ ☑

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

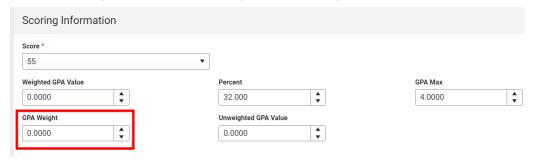| Date	The date should be the date the student completed the course.	Example: A student completed summer school on July 10th, 2024. The date would reflect 7/10/2024.
Actual Term	Enter the last term from the previous school year.	Example: The last term for the 23-24 school year was Semester 2. Posted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

Other Information

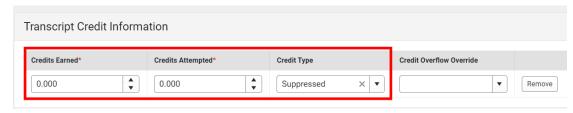| Repeat Course	If the course is a repeated course, check this box. *Note: Checking this box will place an "R" on the transcript if listed on a High School course.*
UNC Minimum Requirements	If the course is part of UNC Requirements, check this box.

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**.

3. Locate the **Transcript Credit Information** section and update the following fields:

   a. Credits Earned = **0**

   b. Credits Attempted = **0**

   c. Credit Type = **Suppressed**

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

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

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.

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.