

# End of Term Final Grading

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## Post All Grades

- Consider only opening only one term/task grading window at a time to prevent accidental posting errors.
  - [Grading Window | Infinite Campus](https://kb.infinitecampus.com/help/grading-window) (<https://kb.infinitecampus.com/help/grading-window>)
- Verify all student **final grades** have been posted by teachers.
- Generate the [Grades Report \(Grading and Standards\) | Infinite Campus](https://kb.infinitecampus.com/help/grades-report-grading-and-standards) (<https://kb.infinitecampus.com/help/grades-report-grading-and-standards>) to review missing grades. The same report can be used to review all final grades are per PSU policies.
  - Run this daily during the grading window to ensure grades are posted accurately.
- Other helpful grade reports may be found in the [Google Ad Hoc Community Folder](https://drive.google.com/drive/folders/1h2wHeWtpBmQqiTYWAA-qohWkgagCAYdl?usp=drive_link). ([https://drive.google.com/drive/folders/1h2wHeWtpBmQqiTYWAA-qohWkgagCAYdl?usp=drive\\_link](https://drive.google.com/drive/folders/1h2wHeWtpBmQqiTYWAA-qohWkgagCAYdl?usp=drive_link)) Review any ad hocs to ensure the information aligns with the data in the school's setup.

**Grades Report** ☆

**Grades Batch Report**

This report will batch print students' grades. There is an option to print the report grouped by student, teacher or course. There is an option to set a page break for each student or course, suitable for handing out. The grades report group by Teacher will always set a page break for each teacher. This is a very complex report, so try to limit the number of students run per batch. Checking the page break option will make the report run faster.

Which students would you like to include in the report?

Grade  Ad Hoc Filter

Grade:  (PK, TK, KG, 1)

Grading Terms:  Q1  Q2  Q3  Q4

Select Teachers:  (BAIR, Eloisa; BAKER, LAURA; BOLICK, Bobbie; BOLICK, Loraine; Brown, PATRICIA; Bryant, JENNIFER; BUMGARNER, Kathleen)

Group By:  Student  Teacher  Course/Section

Display term dates  
 Display section dates  
 Set page break for each Student

Select Standard/Grading Tasks:  (Term Grade, Semester Grade, Final Grade)

All Grades / Scores  
 Missing Grades / Scores  
 By Grade / Score

## CPR Assessments

- Add CPR (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/cpr>) assessments as applicable.

## Final Report Cards

### *Navigation: Grading & Standards > Reports > Report Card*

- Generate Final Report Card | Infinite Campus (<https://kb.infinitecampus.com/help/report-card>) for distribution.
- Follow PSUs procedures on required information for the final report card. [Report Setup | Infinite Campus](https://kb.infinitecampus.com/help/report-setup) (<https://kb.infinitecampus.com/help/report-setup>)

Report Card ☆

**Report Card Batch Report**

This report batch prints student report cards, one page per student, suitable for handing out. This is a very complex report; try to limit the number of students selected per batch.

Report Options  OR [Display Options](#)

Ad Hoc Filter  OR

Grade

Active Only

Effective Date

Sort Options  Alpha  Grade/Alpha  Zip  Teacher

Batch Queue Options

Refresh Show top 50 tasks submitted between  and

Batch Queue List			
Queued Time	Report Title	Status	Download

## Post Transcript Grades

**Navigation: *Student Information > General Student Administration > Transcript Post Wizard***

- Be sure grading windows are closed before posting final grades to the transcript.
- Verify that all final grades are posted by teachers prior to posting final grades to the transcript.
- Follow the steps in the [Temporary Procedure for Graduation Requirement Overrides](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/temporary-procedure-for-graduation-requirement-overrides) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/temporary-procedure-for-graduation-requirement-overrides>) as necessary.
- Post student final grades to transcripts using the [Transcript Post Wizard](https://kb.infinitecampus.com/help/transcript-post) (<https://kb.infinitecampus.com/help/transcript-post>) (if applicable). An Ad hoc filter can be used to post for specific student groups as necessary.
- Select all child credit groups when posting transcript grades.
- It is a PSU decision on posting score comments.
- Posting transcript grades can be done multiple times without duplicating or overwriting existing transcript records. Only new transcript grades will be added.

## Post Grades to Transcripts

The Transcript Post tool takes scores from the Grade Book and posts them to the student's transcript. Scores from Grading Tasks or Standards marked as Post to Transcript and associated with a Credit or Standard group will post. There are three posting options:

- **Post Courses, Scores, & Credits by Term:** used to post scores and credits for any grading task or standard associated with a term or terms.
- **Post One-Time Grading Task or Standard:** used to post scores and credits for one-time tasks/standards that are scored once and are not associated with a term.
- **Post Courses and Scores Only for All Terms:** used to post scores only (no credits) for any task or standard.

This tool can be used multiple times without duplicating records, which prevents a score changed by a teacher in their gradebook from affecting a posted transcript record. After the Transcript Post process is complete, any necessary changes to scores need to be manually updated on the student's transcript. Credit information can be added to the records created using the first option and selecting the applicable terms and credit groups.

**Select Calendars**

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

24-25

24-25 Arthur High School

24-25 Coolidge School

24-25 Harrison High School

24-25 Homeless

24-25 LEP

24-25 Madison Elementary

24-25 Migrant

24-25 Monroe High School

24-25 More at Four

24-25 NCDPI

24-25 OEC

24-25 Taft School MS

24-25 Tyler School

24-25 Wilson School ES

Buchanan School 2025 A

Cleveland School 2025 A

Eisenhower School 2025 A

Filmore School 2025 A

Garfield School 2025 A

Grant School 2025 A

Harding School 2025 A

Hayes School 2025 A

Hoover School 2025 A

Jackson School 2025 A

Jefferson School 2025 A

Johnson School 2025 A

Kennedy School 2025 A

Lincoln School 2025 A

McKinley School 2025 A

CTRL-click or SHIFT-click to select multiple

**Select Credit Groups**

-Measurement and Data

-Geometry

-HS

-Arts Ed

-CTE

-ECS

-ELA

-ESL

-Hlth & PE

-Math

-Military Sc

-Misc

-Non Clsm

-OCS

-Other

CTRL-click or SHIFT-click to select multiple

**Post Courses, Scores, & Credits by Term**

All Terms

Term 1

Term 2

Term 3

Term 4

CTRL-click or SHIFT-click to select multiple

Post One-Time Grading Task/Standard

Post Courses and Scores Only for All Terms

Post Score Comments to Transcript

**Select Grades**

All grades

1

10

11

12

CTRL-click or SHIFT-click to select multiple

**Ad Hoc Filter**

Select an Ad Hoc Filter

**Select Course/Section Sort by**  Number  Name

0A027X0VPS-5 AP Computer Sci Print - VPS

0C002X0122-2 ACA122-College Trans Suc

0C002X0122-3 ACA122-College Trans Suc

0C015X0-2 COM231 Public Speaking

0C075X0-7 PH1240 Intro to Ethics

0C085X0-10 COM120 Intro Interper Com

0C085X0-13 COM120 Intro Interper Com

0C085X0-3 COM120 Intro Interper Com

CTRL-click or SHIFT-click to select multiple

**RUN**

The posting transaction could take more than 1 minute.  
A popup window will show up to indicate the end of transaction.  
Please don't click browser's "Back" button until the transaction is finished.

## Grade Suppression (if applicable)

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

- Complete Grade Suppressions per PSU procedures.
- Review the [Suppressed Grades](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades#SuppressedGrades) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades#SuppressedGrades) article for steps on how to process grade suppressions.

## Class Rank (if applicable)

**Navigation:** [Grading & Standards > Reports > Class Rank Report](#)

- Review [Class Rank Report | Infinite Campus](https://kb.infinitecampus.com/help/class-rank-report) (https://kb.infinitecampus.com/help/class-rank-report) for each grade level for accuracy.
- Once class rank has been reviewed, determine the date to save a final year report for class rank.
- The Grade Calculation Snapshot will store GPA/Class Rank information in a table as of June 30th. Use the [GPA Calculations in Campus | Infinite Campus](https://kb.infinitecampus.com/help/gpa-calculations-in-campus#grade-calculation) (https://kb.infinitecampus.com/help/gpa-calculations-in-campus#grade-calculation-

snapshot--district-edition) article to create an ad hoc with this information (optional).

The screenshot shows the 'Class Rank Report' interface. At the top, it says 'Class Rank Report ☆' and 'Grading & Standards > Reports > Class Rank Report'. Below this is a blue header 'GPA Rank report'. A white box contains the text: 'This report calculates a student's class rank based on their cumulative GPA.' The main form area has the following fields:

- 'Which students would you like to include in the report?' section with a 'Grade' dropdown set to '06' and an 'Enrollment Effective Date' field set to '10/23/2024'.
- 'GPA Calculation:' dropdown set to 'Cumulative GPA'.
- 'GPA Calculation Type:' dropdown set to 'Weighted GPA'.
- 'How would you like the report sorted?' section with radio buttons for 'Student Name' and 'Rank' (which is selected).
- 'Report Format:' dropdown set to 'PDF'.
- A 'Generate Report' button at the bottom.

## Final Transcripts (if applicable)

**Navigation: Grading & Standards > Reports > Transcript Batch Report**

- Select the North Carolina Official Transcript report and generate transcripts for any students that earned high school credits.
- Be sure all steps in the [End of Year Graduate](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-of-year-graduate-end-of-year-graduate) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-of-year-graduate-end-of-year-graduate) checklist have been completed before generating final transcripts for graduates.

The screenshot shows the 'Transcript Batch Report' interface. At the top, it says 'Transcript Batch Report ☆'. Below this is a blue header 'Transcript Batch Report'. A white box contains the text: 'This report will batch print student transcripts, one per mailing address per student. To print one transcript per student when students have multiple mailing addresses, check the box labeled "Transcript without mailing address, one per student". If a calendar is selected in the toolbar, the transcript will only show marks earned in grade levels present in that calendar. This is a very complex report; try to limit the number of students run per batch.' The main form area has the following fields:

- 'Report Options' dropdown set to 'North Carolina Official Transcript'.
- 'OR' text and a 'Display Options' link.
- 'Which students would you like to include in the report?' section with a 'Grade' radio button selected and a grade list (TK, 9, 10, 11, 12) shown in a dropdown.
- 'Ad Hoc Filter' radio button and a dropdown.
- 'Enrollment Effective Date' field set to '04/03/2025'.
- 'Sort Options' section with radio buttons for 'Alpha' (selected), 'Grade/Alpha', 'Zip', and 'Teacher'.
- 'Transcript without mailing address, one per student' checkbox.
- 'Refresh' button, 'Show top 50' dropdown, and 'tasks submitted between' field set to '03/27/2025' and '04/03/2025'.
- 'Batch Queue List' table with columns: 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty.
- 'Report Format:' dropdown set to 'PDF'.
- 'Generate Report' and 'Submit to Batch' buttons at the bottom.

## E-Transcript Information

## Automatic Transcript Release Schedule

The College Foundation of North Carolina (CFNC) system automatically queues final transcript requests for all seniors who previously sent a non-final transcript during the year.

Under standard system protocol, queued final transcripts are automatically released 10 calendar days after the school's last instructional day. NCDPI may coordinate with CFNC to establish a statewide release date to allow additional time for schools to post final marks and complete the graduation process.

Note: For school years in which NCDPI establishes a statewide release date, schools should follow guidance communicated through the NCSIS Bulletins and End of Year documentation.

## Mandatory Conditions for Automatic Release

To ensure the automatic and timely release of final transcripts, it is critical that schools complete all necessary actions in NCSIS within the designated timeline. See the [End of Year Graduate](#) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-of-year-graduate-end-of-year-graduate>) article for necessary steps.

The automatic release will only occur when both of the following conditions are met on the student **Graduation** tool:

- The **Diploma Date** field is populated.
- The **Diploma Type** field is populated.

## Consequences of Missing the 10-Day Deadline

If either required condition is not when the CFNC system attempts to release the final transcript, the following will occur:

- **Processing Loop:** The e-transcript request enters a 9-day processing loop. During this period, the system makes three additional attempts, one every three days, to determine whether the required conditions have been met.
- **Successful Processing During the Loop:** If the Diploma Date and Diploma Type fields are populated before the end of the processing loop, the final e-transcript is automatically processed and release through CFNC.
- **Failure:** If the required conditions are not met by the end of the 9-day processing loop, the final e-transcript request(s) fails. The student is automatically notified of the failure by email.
- **Incomplete Transcript:** If the Diploma Date is populated, the Diploma Type is populated, but final marks have not been posted within the required timeline an incomplete final e-transcript will be generated. Schools should ensure final grades are posted promptly to prevent incomplete final transcripts from being released.

## Reminder

During this period, the CFNC transcript system remains available for normal operations, such as new transcript requests, and transcript processing activities unrelated to queued final transcript releases.

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