

Summer School Courses

02/06/2026 6:48 am EST

Use the following steps to create course masters (if applicable), add courses (if applicable), add grading tasks (if applicable) create sections, and add staff to sections. Courses will be needed for Attendance and other subjects as necessary.

If summer school courses were copied using the Calendar Wizard, navigate to the [Grading Task](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/add-summer-school-courses#AddGradingTasks) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/add-summer-school-courses#AddGradingTasks>) section next.

Once all steps are completed for the courses setup, navigate to [Summer School Student Enrollment](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school-student-enrollment) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school-student-enrollment>). 

[Summer School](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school>)

Create Summer School Course Masters

Course Master Setup

NCDPI has created some generic course codes for ELA, Math and Enrichment in Elementary and Middle School levels. The chart below lists the generic courses. are listed in the chart below. It is a PSU decision to use the courses below or use existing courses.

Grade Level	Course Number	Course Name
Elementary	99359Z0SSR	Summer School Reading (ELA)
Elementary	99359Z0SSM	Summer School Math (Math)
Elementary	99359Z0SSE	Summer School Enrichment (MISC)
Middle	99359Y0SSR	Summer School Reading (ELA)
Middle	99359Y0SSM	Summer School Math (Math)
Middle	99359Y0SSE	Summer School Enrichment (MISC)

Navigation: Grading & Standards > Course Masters > Add Course Master

General Course Master Information

- Select **NC Course Catalog**.
- Select the above course code from the **State Code** dropdown. The required course number and name fields will be populated based on the selected state code.
- Check the **Active** checkbox.

General Course Master Information

Course Catalog: (Required)

Number: (Required)

Name: (Required)

Active:

State Code:

State Code Name: Summer School Math (Math)

NCES Code:

SCED Subject Area:

SCED Course Identifier:

Available Carnegie Unit Credit: 0.00

SCED Course Level:

SCED Sequence: (part n of m parts) of

Scheduling

- Optional: Add terms, schedules, periods as desired.
- Enter **Max Students**.
- Select **Misc** as the Department.

Scheduling

Terms:

Schedules:

Periods:

Sections to Build:

Max Students:

Department:

Schedule Load Priority:

Preferred Room Type:

Allow Teacher Reqs/Recs:

Allow Student Requests:

Repeatable:

Required:

Advisory:

Homeroom:

Responsive:

When Cross-Site Enrollment is enabled, other schools participating in Cross-Site Enrollment can schedule students into this course. The Push Cross-Site data to courses and sections option must be selected when using the Push to Courses process in order for the Cross-Site Enrollment setting to be enabled on the Course and Section Information tools.

Cross-Site Enrollment:

Course Setup

- Transcript will show as **Yes** depending on the course selected.
- GPA Weight will show as **0 or 1** based on the course selected.
- If the course will have attendance marked, check the **Attendance** box.

Course Setup

Subject Type:

Transcript: **Yes**  GPA Weight: **0**  Bonus Points:

Course-Only Curriculum:

Attendance:  Positive Attendance: Expected Hours:

Standards-Based: Hide Standards On Portal: External LMS Exclude:

Activity:

State Defined (Data may already be applied based on course catalog)

- Select the appropriate Grade Level from the dropdown
 - **Z: Elementary School Grades 1-5**
 - **Y: Middle School Grades 6-8**
- Select **9: No academic level** from Academic Level dropdown.
- Select the appropriate **Delivery Mode**.
- Select **YL: Year Long** from the Term Type Override dropdown.
- Select **14: LOCS - Local Summer School** from the How Taken dropdown.
- Other fields listed in this section are optional as necessary.

State Defined

Type:

Grade Level: Grade Level: Z: Elementary School Grades I1 - 5

College:

Academic Level: Academic Level: 9: No academic level

Online Learning:

UNC Minimum Requirements:

Delivery Mode: Delivery Mode: 2: Classroom

Term Type Override: Term Type Override: YL: Year Long

Post Secondary Institution:

Instructional Provider:

How Taken: How Taken: 14: LOCS - Local Summer School

- District Defined Elements and comments are optional.
- Click **Add** to add the course master.

District Defined

Your district has not created any District Defined fields for this tool.

Comments

Comments:

Add Reset ✖

Add Summer School Courses

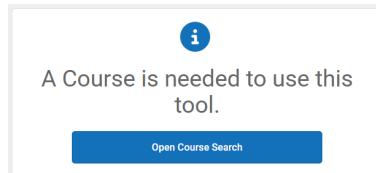
[Add Grading Tasks](#) | [Add Courses](#) | [Course Catalog Unlock](#) | [Update Existing Grading Tasks](#) | [Delete Existing Grading Tasks](#)

Add Grading Tasks to Summer School Courses

Navigation: Scheduling & Courses > Courses > Course Grading Tasks

Select a Course: If a course is not selected, click Open Course Search tool to search by the course name or number. Search for the

course using advanced searches or Ad Hoc Filters as needed. Select the course name to open the Course Grading Tasks tool. If a course was already selected, the Course Grading Tasks tool will open automatically.



- Click **Add** to add a Grading task.
- Select the **Final Grade** grading task from the dropdown menu.
- Select the appropriate **Score Group** from the dropdown menu.
- Enter the appropriate **Credit** if applicable.
- Select the appropriate **Credit Type** from the dropdown menu.
- Select the **Term Mask** where a final grade will be available. In the example below the summer school program only has one term, so Term 1 is selected.
- If the course will only have posted grades, check the box for **Post-Only Grading Task**. If you the course will have assignments provided, leave the box unchecked.
- Click **Save** to add the grading task.

Course Grading Tasks ☆

10212X0XR English I - Credit Recovery

Save Add Copy

Grading Task Editor					
Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA

Icon Legend:  Locked to Course Master  Linked Course Catalog Unlocked  Course Master Unlinked  Course Managed

Course Grading Task Detail

*Grading Task	Final Grade <input type="button" value="▼"/>
*Score Group	<input type="button" value="NC 4 pt Scale"/> <input type="button" value="Term GPA"/> <input type="button" value="Credit"/>
Term Mask	<input type="checkbox"/> Term 1
<input type="checkbox"/> Post-only Grading Task	

Repeat the steps above for any course that will receive a final grade during the summer school program.

 Please note that this course will show as **Course Managed**. Any changes to the course master when pushed will not push to the course managed courses.

Course Grading Tasks ☆

10212X0XR English I - Credit Recovery

[+ Add](#) [Copy](#)

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
Final Grade	HS	ELA	NC 4 pt Scale	1.000		

Icon Legend: Locked to Course Master Linked Course Catalog Unlocked Course Master Unlinked Course Managed

Add Summer School Courses

If a course is needed that was not copied using the Calendar Wizard Tool, use the steps below to add courses.



NOTE: Adding courses adds the existing grading tasks and grade calc options. Depending on the terms selected when creating the summer school program, the grading tasks may not align with the terms. This would mean the existing grading tasks should be adjusted to accommodate the terms that exist in the summer school calendar. The Grading Tasks checkbox in the course catalog must be unchecked to allow the adjustment of existing grading tasks.

Navigation: Scheduling & Courses > Courses > Add Course

- Search for the selected course master(s) and select the course(s) to add.
- Click **Add** and **Continue** to add the course(s).

Add Course ☆

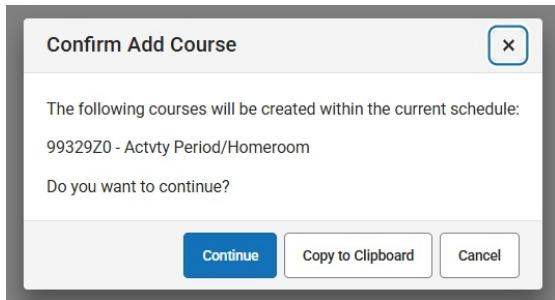
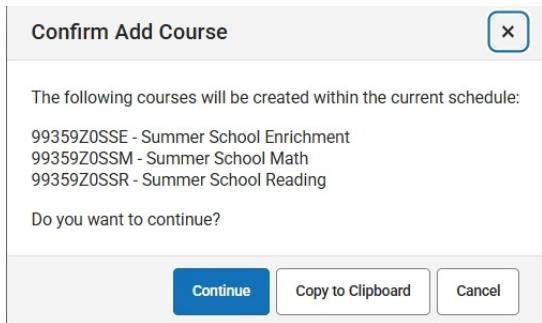
Your district has defined a district-wide Course Catalog for your school to use. To create a Course, you must choose a pre-defined Course Master record and link it into your Schedule. If you want to create a course that does not exist in the Catalog, speak with your district administration.

3 selected

NUMBER	NAME	NCES CODE	STATE CODE	DEPARTMENT	GPA WEIGHT	ACTIVITY	TYPE	HONORS
9935920ss	Summer School Enrichment	0	9935920	Non Clsm	0			
9935920SSM	Summer School Math	0	9935920	Non Clsm	0			
9935920SSR	Summer School Reading	0	9935920	Non Clsm	0			

1 selected

NUMBER	NAME	NCES CODE	STATE CODE	DEPARTMENT	GPA WEIGHT	ACTIVITY	TYPE	HONORS
99329	Pre-K Activity Period/Homeroom	0	99329P0	Misc	0			
99329X0	Activity Period/Homeroom	0	99329X0	Non Clsm	0			
99329Y0	Activity Period/Homeroom	0	99329Y0	Non Clsm	0			
99329Y0Y	Homeroom	0	99329Y0Y	Non Clsm	0		E	
99329Z0	Activity Period/Homeroom	0	99329Z0	Non Clsm	0			



If only one course is added at a time, the course information tool opens when clicking continue. If more than one course was added at one time, the add course tool remains open.

Update Course Catalog Fields

Adding existing courses, adds any existing grading tasks and grade calc options. To remove or edit the grading tasks, the course catalog fields must be unlocked. Use the steps below to unlock the course catalog fields.

Navigation: Grading & Standards > Grading & Standards Administration

- **Uncheck** the boxes for Grading Tasks/Standards. This will uncheck the boxes for grace calc options and other items in this area.

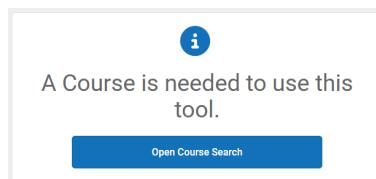
- Click Save to **unlock** the fields for editing.

Update Grading Tasks for Summer School Courses

Once the course catalog is unlocked for editing the summer school courses can be updated to include the correct grading tasks for the correct term masks.

Navigation: Scheduling & Courses > Courses > Course Grading Tasks

Select a Course: If a course is not selected, click Open Course Search tool to search by the course name or number. Search for the course using advanced searches or Ad Hoc Filters as needed. Select the course name to open the Course Grading Tasks tool. If a course was already selected, the Course Grading Tasks tool will open automatically.



- Select the **Final Grade** grading task.
- Verify that the **score group**, **credit**, and **credit type** are correct.
- Check the box for the correct **term mask**.
- Check the box to set the final grade grading task as **post only**. (If this is a credit recovery course and the system is used to determine percentages of the previous course, leave this unchecked. See the [Credit Recovery Grading Setup](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/credit-recovery-grading-setup) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/credit-recovery-grading-setup>) article for more information.)
- Click **Save** to update the changes.

Icon Legend: Locked to Course Master Linked Course Catalog Unlocked Course Master Unlinked Course Managed

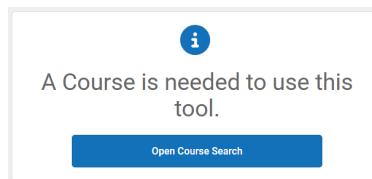
The grading task will show as Course Master Unlinked. Any updates to the course master will not be updated for this course when pushed.

Delete Grading Tasks for Summer School Courses

If only final grades are used for summer school, other grading tasks can be deleted as necessary.

Navigation: Scheduling & Courses > Courses > Course Grading Tasks

Select a Course: If a course is not selected, click Open Course Search tool to search by the course name or number. Search for the course using advanced searches or Ad Hoc Filters as needed. Select the course name to open the Course Grading Tasks tool. If a course was already selected, the Course Grading Tasks tool will open automatically.



- Select the **grading task**.
- Click **Delete** to remove the grading task.
- Click **OK** for the warning regarding grade calc options.
- Repeat the above steps for any grading tasks that will not be used for the summer course.

Save Delete Add Copy

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
Exam Grade			NC 4 pt Scale			x
Final Grade	HS	Other	NC 4 pt Scale	1.000		x

Icon Legend: Locked to Course Master Linked Course Catalog Unlocked Course Master Unlinked Course Managed

Course Grading Task Detail

Grading Task
Exam Grade
*Score Group
NC 4 pt Scale
Term GPA

Term Mask

Post-only Grading Task

Deleting this Grading Task could affect the Grade Calc Options.
Are you sure you wish to delete this Grading Task?

Repeat the steps above for adding or updating any courses needed for summer school.

Once all summer school courses' grading tasks have been updated, navigate back to the Course Catalog and lock the grading task fields. Locking in the catalog will prevent any updates to the courses.

NCDPI has provided the following Course Masters for Elementary and Middle School to use for Summer School:

If the PSU decides to use the following generic courses for Elementary and Middle school summer courses. If the courses will be used, the course master will have to be added first. Follow the steps in the [Create Summer School Course Masters](#) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-summer-school-course-masters>) article, then the steps above to add the courses to the summer school calendar.

Grade Level	Course Number	Course Name
Elementary	99359Z0SSR	Summer School Reading (ELA)
Elementary	99359Z0SSM	Summer School Math (Math)
Elementary	99359Z0SSE	Summer School Enrichment (MISC)
Middle	99359Y0SSR	Summer School Reading (ELA)
Middle	99359Y0SSM	Summer School Math (Math)
Middle	99359Y0SSE	Summer School Enrichment (MISC)