

# 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>) 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>) • 

 **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 Maser 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)**

NC Course Catalog

Number: **(Required)**

99359Y0SSM

Name: **(Required)**

Summer School Math (Math)

Active:

☒

State Code:

99359Y0SSM: Summer School Math (Math)

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)

1 of 1

### Scheduling

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

Scheduling

Terms:

1

Schedules:

Periods:

Sections to Build:

Max Students:

20

Department:

Misc

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 11-5
  - **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:

Z: Elementary School Grades 11 - 5

College:

Academic Level:

9: No academic level

Online Learning:

UNC Minimum Requirements:

☐

Delivery Mode:

2: Classroom

Term Type Override:

YL: Year Long

Post Secondary Institution:

Instructional Provider:

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:

AddReset

## Add Summer School Courses

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

### 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.

A Course is needed to use this tool.

Open Course Search

- 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	Post-only
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Icon Legend:

Locked to Course Master

Linked Course Catalog Unlocked

Course Master Unlinked

Course Managed

Course Grading Task Detail

\*Grading Task

Final Grade

\*Score Group

NC 4 pt Scale

Term GPA

Credit

1

Credit Type

ELA

Credit Overflow Override

Term Mask

☒ Term 1

☐ 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 Editor						
Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
<div style="display: flex; align-items: center;"> </div>	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 ☆

Scheduling &

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

<input checked="" type="checkbox"/>	NUMBER	NAME	NCES CODE	STATE CODE	DEPARTMENT	GPA WEIGHT	ACTIVITY	TYPE	HONORS
<input checked="" type="checkbox"/>	9935920ss								
<input checked="" type="checkbox"/>	9935920SSE	Summer School Enrichment	0	9935920	Non Classm	0			
<input checked="" type="checkbox"/>	9935920SSM	Summer School Math	0	9935920	Non Classm	0			
<input checked="" type="checkbox"/>	9935920SSR	Summer School Reading	0	9935920	Non Classm	0			

1 selected

<input type="checkbox"/>	NUMBER	NAME	NCES CODE	STATE CODE	DEPARTMENT	GPA WEIGHT	ACTIVITY	TYPE	HONORS
<input type="checkbox"/>	99329P0	Pre-K Activity Period/Homeroom	0	99329P0	Misc	0			
<input type="checkbox"/>	99329X0	Activity Period/Homeroom	0	99329X0	Non Classm	0			
<input type="checkbox"/>	99329Y0	Activity Period/Homeroom	0	99329Y0	Non Classm	0			
<input type="checkbox"/>	99329Y0Y	Homeroom	0	99329Y0	Non Classm	0		E	
<input checked="" type="checkbox"/>	99329Z0	Activity Period/Homeroom	0	99329Z0	Non Classm	0			

Confirm Add Course

×

The following courses will be created within the current schedule:

99359Z0SSE - Summer School Enrichment  
99359Z0SSM - Summer School Math  
99359Z0SSR - Summer School Reading

Do you want to continue?

Continue

Copy to Clipboard

Cancel

Confirm Add Course

×

The following courses will be created within the current schedule:

99329Z0 - Actvty Period/Homeroom

Do you want to continue?

Continue

Copy to Clipboard

Cancel

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.

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## 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 grade calc options and other items in this area.

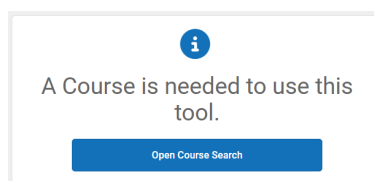
- Click Save to **unlock** the fields for editing.

## 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.



Save

Delete

Add

Copy

Reset Data to Course Master Settings

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

Locked to Course Master

Linked Course Catalog Unlocked

Course Master Unlinked

Course Managed

Grading Task Detail

Grading Task

Final Grade

Score Group

NC 4 pt Scale

Term GPA

Credit

1

Credit Type

Other

Credit Overflow Override

Term Mask

Term 1

Post-only Grading Task

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.

i

A Course is needed to use this tool.

Open Course Search

- 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 Editor						
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?

OK

Cancel

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) (<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)