Add Summer School Courses

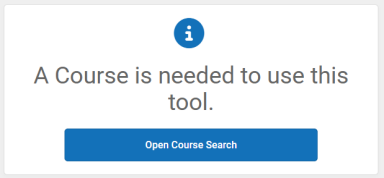
02/06/2026 6:46 am EST

Add Grading Tasks | Add Courses | Course Catalog Unlock | Update Existing Grading Tasks | Delete Existing Grading Tasks

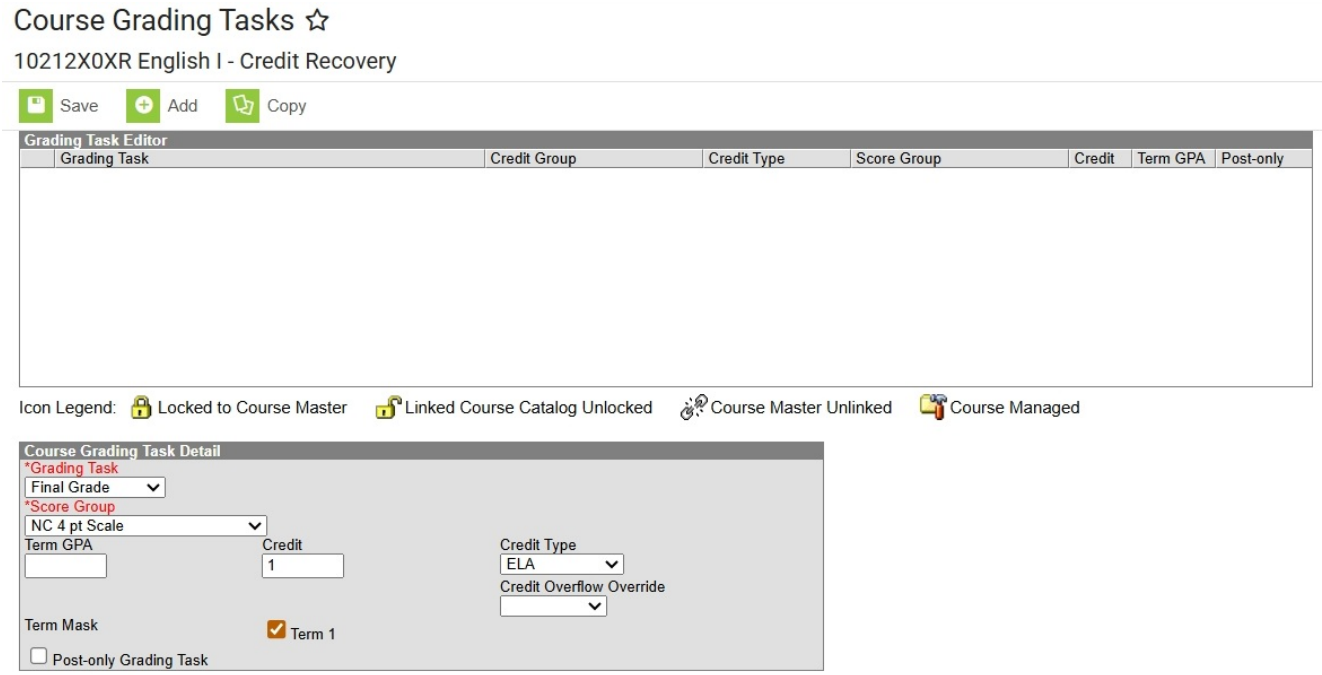
Add Grading Tasks to Summer School Courses

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.

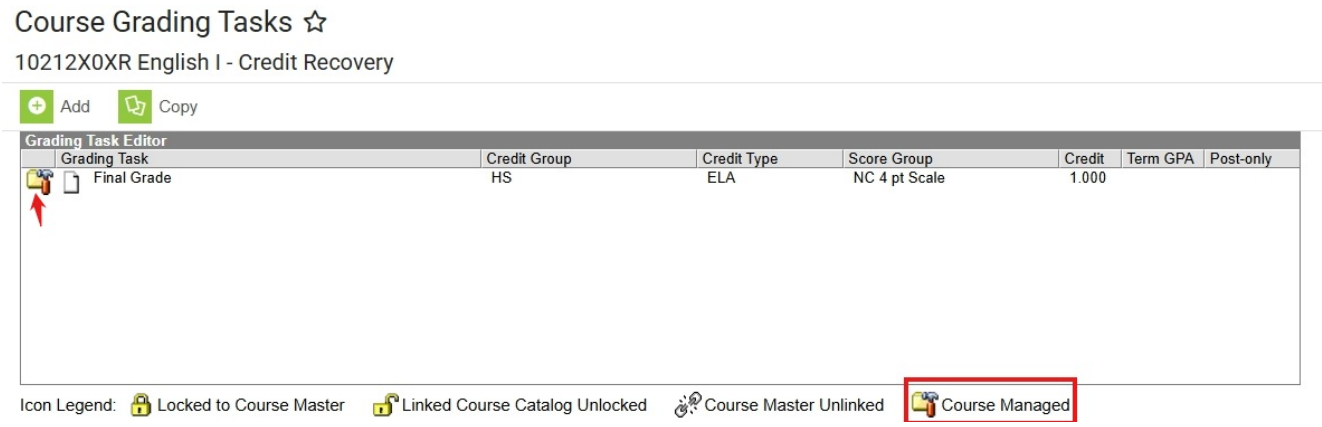


- Click **Add** to add a Grading task.
- Select the **Final Grade** grading task from the dropdown menu.
- Select the appropriate **Score Group** from the dropdown menu.
- Enter the appropriate **Credit** if applicable.
- Select the appropriate **Credit Type** from the dropdown menu.
- Select the **Term 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.



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.



Add Summer School Courses

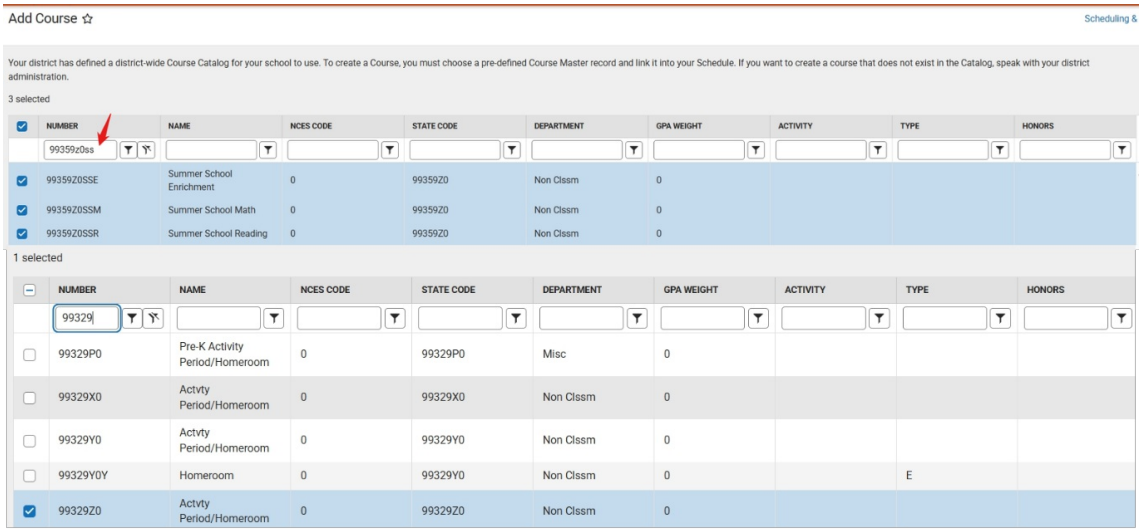
If a course is needed that was not copied using the Calendar Wizard Tool, use the steps below to add courses.

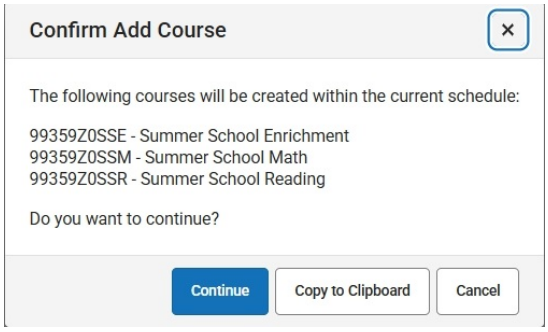
NOTE: Adding courses adds the existing grading tasks and grade calc options. Depending on the terms selected when creating the summer school program, the grading tasks may not align with the terms. This would mean the existing grading tasks should be adjusted to accommodate the terms that exist in the summer school calendar.

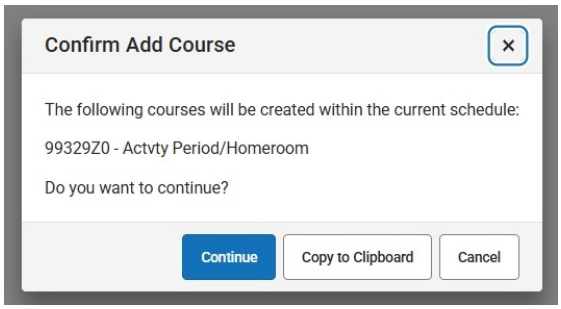
The Grading Tasks checkbox in the course catalog must be unchecked to allow the adjustment of existing grading tasks.

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).







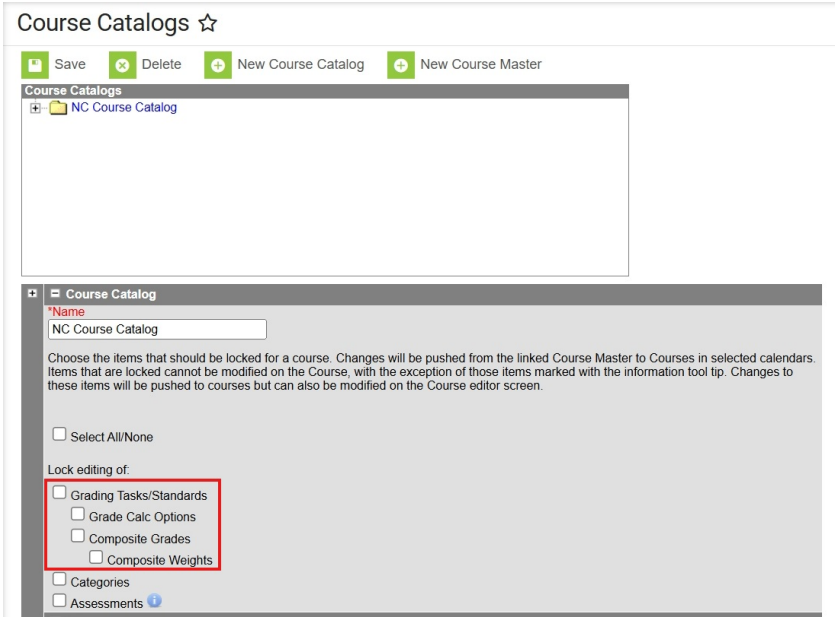
If only one course is added at a time, the course information tool opens when clicking continue. If more than one course was added at one time, the add course tool remains open.

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.



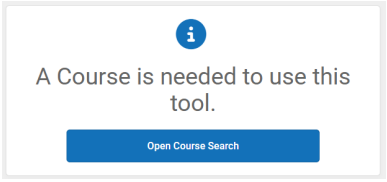
- Click Save to **unlock** the fields for editing.

Update Grading Tasks for Summer School Courses

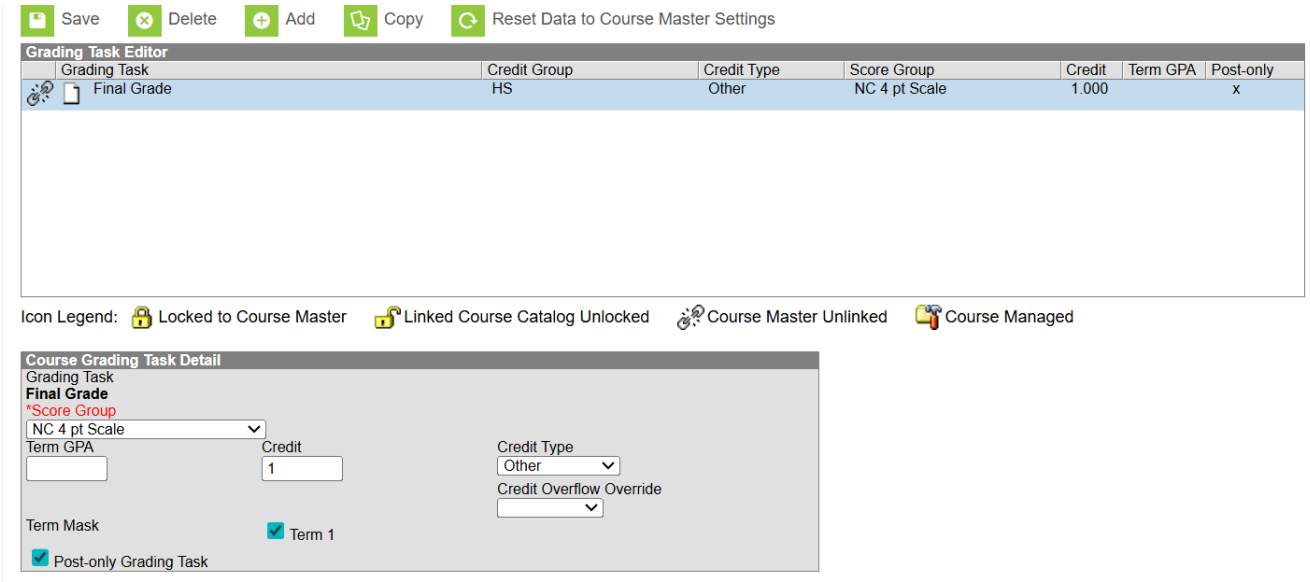
Once the course catalog is unlocked for editing the summer school courses can be updated to include the correct grading tasks for the correct term masks.

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) article for more information.)
- Click **Save** to update the changes.



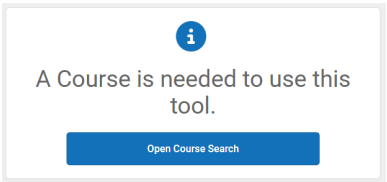
The grading task will show as Course Master Unlinked. Any updates to the course master will not be updated for this course when pushed.

Delete Grading Tasks for Summer School Courses

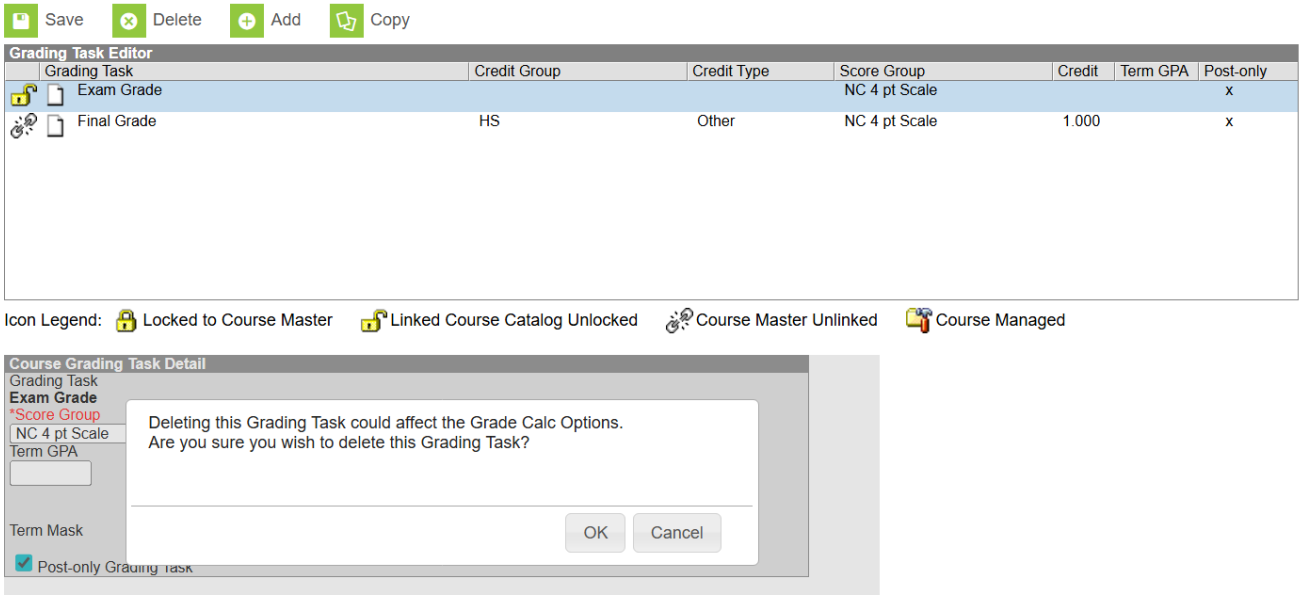
If only final grades are used for summer school, other grading tasks can be deleted as necessary.

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.



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)

Grade Level	Course Number	Course Name
Middle	99359Y0SSM	Summer School Math (Math)
Middle	99359Y0SSE	Summer School Enrichment (MISC)