

Add Summer School Courses

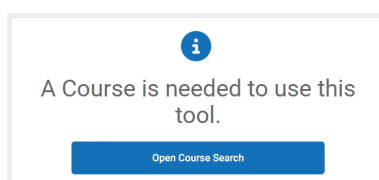
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Add Grading Tasks to Summer School Courses

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	Post-only

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
 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 ☆ 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"/>	99359Z0SS								
<input checked="" type="checkbox"/>	99359Z0SSE	Summer School Enrichment	0	99359Z0	Non Clasm	0			
<input checked="" type="checkbox"/>	99359Z0SSM	Summer School Math	0	99359Z0	Non Clasm	0			
<input checked="" type="checkbox"/>	99359Z0SSR	Summer School Reading	0	99359Z0	Non Clasm	0			

1 selected

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

ContinueCopy to ClipboardCancel

Confirm Add Course ✕

The following courses will be created within the current schedule:

99329Z0 - Actvty Period/Homeroom

Do you want to continue?

ContinueCopy to ClipboardCancel

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 grade calc options and other items in this area.

The screenshot shows the 'Course Catalogs' interface. At the top, there are buttons for 'Save', 'Delete', 'New Course Catalog', and 'New Course Master'. Below this is a list of course catalogs, with 'NC Course Catalog' selected. The 'NC Course Catalog' entry is expanded, showing a 'Name' field with the value 'NC Course Catalog'. Below the name field is a text box with instructions: 'Choose the items that should be locked for a course. Changes will be pushed from the linked Course Master to Courses in selected calendars. Items that are locked cannot be modified on the Course, with the exception of those items marked with the information tool tip. Changes to these items will be pushed to courses but can also be modified on the Course editor screen.' Below this text box is a section titled 'Lock editing of:' with several checkboxes. The checkboxes are: 'Select All/None', 'Grading Tasks/Standards', 'Grade Calc Options', 'Composite Grades', 'Composite Weights', 'Categories', and 'Assessments'. The 'Grading Tasks/Standards' checkbox is highlighted with a red box, indicating it should be unchecked to unlock the fields for editing.

- 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.

The screenshot shows a message box with a blue information icon at the top. The text inside the box reads: 'A Course is needed to use this tool.' Below the text is a blue button labeled 'Open Course Search'.

- 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

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
 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.

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)

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

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