

Add Summer School Courses

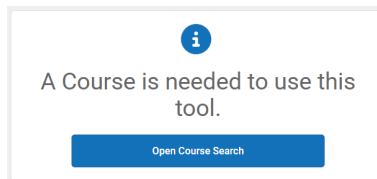
02/06/2026 6:46 am EST

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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	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
Grading Task						

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	
NC 4 pt Scale	<input type="button" value="▼"/>
Term GPA	Credit
<input type="text"/>	<input type="text" value="1"/>
Term Mask	<input checked="" 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 Editor	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"/>	9935920ss								
<input checked="" type="checkbox"/>	9935920SSE	Summer School Enrichment	0	9935920	Non Clsm	0			
<input checked="" type="checkbox"/>	9935920SSM	Summer School Math	0	9935920	Non Clsm	0			
<input checked="" type="checkbox"/>	9935920SSR	Summer School Reading	0	9935920	Non Clsm	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	Actvty Period/Homeroom	0	99329X0	Non Clsm	0			
<input type="checkbox"/>	99329Y0	Actvty Period/Homeroom	0	99329Y0	Non Clsm	0			
<input type="checkbox"/>	99329Y0Y	Homeroom	0	99329Y0	Non Clsm	0		E	
<input checked="" type="checkbox"/>	99329Z0	Actvty Period/Homeroom	0	99329Z0	Non Clsm	0			

Confirm Add Course 

The following courses will be created within the current schedule:

9935920SSE - Summer School Enrichment
9935920SSM - Summer School Math
9935920SSR - 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**

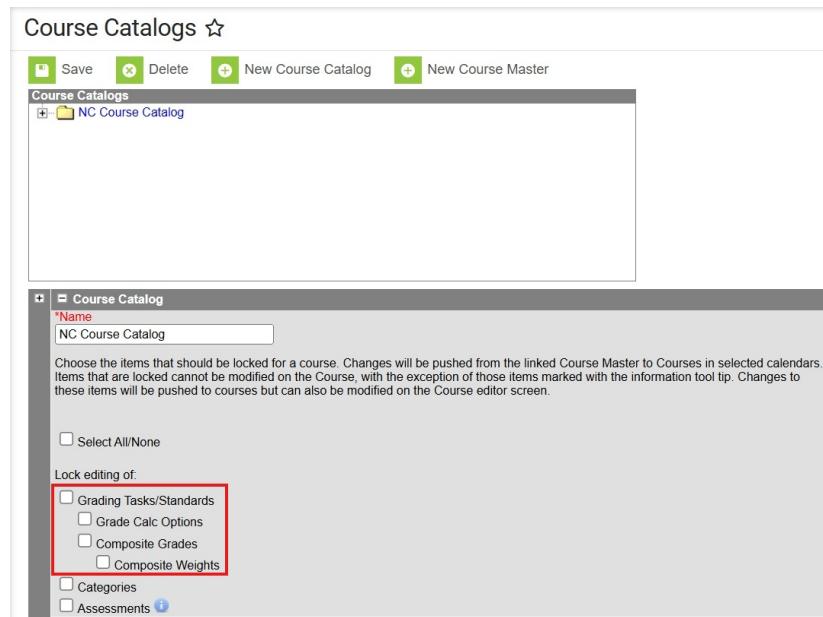
If only one course is added at a time, the course information tool opens when clicking continue. If more than one course was added at one time, the add course tool remains open.

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.



The screenshot shows the 'Course Catalogs' interface. At the top, there are buttons for Save, Delete, New Course Catalog, and New Course Master. Below that is a tree view showing 'Course Catalogs' with a single item 'NC Course Catalog'. The main content area is titled 'Course Catalog' and shows a form with a 'Name' field containing 'NC Course Catalog'. Below the name is a note about locking items for a course. Under 'Lock editing of:', there is a list of checkboxes: 'Grading Tasks/Standards' (which is checked and highlighted with a red box), 'Grade Calc Options', 'Composite Grades', 'Composite Weights', 'Categories', and 'Assessments'.

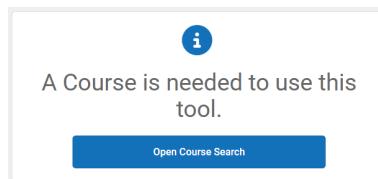
- Click Save to **unlock** the fields for editing.

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.

The screenshot shows the 'Grading Task Editor' and 'Course Grading Task Detail' interface. The 'Grading Task Editor' table has one row for 'Final Grade' with 'HS' in the Credit Group column. The 'Course Grading Task Detail' form shows 'Final Grade' selected in the Grading Task dropdown. The 'Score Group' dropdown is set to 'NC 4 pt Scale', 'Term GPA' is empty, 'Credit' is '1', 'Credit Type' is 'Other', and 'Credit Overflow Override' is empty. The 'Term Mask' dropdown has 'Term 1' checked. The 'Post-only Grading Task' checkbox is checked. A legend at the bottom indicates: 'Locked to Course Master' (locked icon), 'Linked Course Catalog Unlocked' (unlocked icon), 'Course Master Unlinked' (unlinked icon), and 'Course Managed' (managed icon).

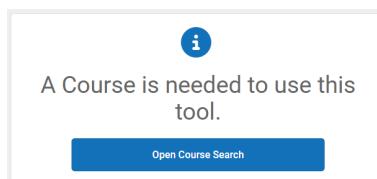
The grading task will show as Course Master Unlinked. Any updates to the course master will not be updated for this course when pushed.

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.

The screenshot shows the Grading Task Editor interface with two rows of data. The first row is for 'Exam Grade' with 'Credit Group' HS, 'Credit Type' NC 4 pt Scale, 'Score Group' NC 4 pt Scale, 'Credit' 1.000, and 'Term GPA' x. The second row is for 'Final Grade' with 'Credit Group' HS, 'Credit Type' Other, 'Score Group' NC 4 pt Scale, 'Credit' 1.000, and 'Term GPA' x. Below the editor are icons for Save, Delete, Add, and Copy. A legend at the bottom defines icons: padlock for Locked to Course Master, key for Linked Course Catalog Unlocked, person for Course Master Unlinked, and a key with a checkmark for 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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