

During Summer School Processes

02/06/2026 7:28 am EST

Only for Helene Summer School Program 2024-2025.

Use the following articles for processes during Summer School.

Once Summer School has completed, navigate to Summer Education Program

<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-education-program> • 

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

Attendance

Navigation: Instruction > Overview > Teaching Center

Teachers will take attendance in the Attendance period for each instructional day. Teachers will mark students, Present, Absent or Tardy according to the PSU procedures.

Attendance
05/27/2025

ATT 99329Z0SS-1 SS Homeroom

STUDENTS	PRESENT	ABSENT	TARDY
15	15	0	0

Adams, Brooklyn P A T
Adams, Sarah P A T
Almond, Kaleigh P A T
Blackweider, Kailynn P A T
Cordell, Alexandria P A T
Decker, Kamiah P A T
Dominguez, Nooriyah P A T

Save Close

If attendance will be completed by the main office, users can use the **Classroom Monitor** tool to mark attendance per attendance period.

Reconcile Attendance

Navigation: Attendance Office > Attendance Management > Attendance Entry Wizard

Attendance must be reconciled each day to ensure proper attendance coding. This can be completed by using the **Attendance Entry Wizard** tool. The period mode allows users to update the unknown absences to unexcused.

If the PSU utilizes the **Task Scheduler** to change unknown absences to unexcused absences and paused for the end of year process, the task can be un-paused to pick reconcile attendance for summer school.

Attendance Entry Wizard ★

Attendance Office > Attendance Management > Attendance Entry Wizard

1. Date 05/27/2025

2. Mode Daily Period Batch Edit Check In Check Out

3. Students

A. Search for Students

Last Name
First Name
Grade
SSN/PIN
Student #
Att Code
Status/Excuse
Course - Section
Period
Ad Hoc Filter
Search

B. Select students to add to edit list

Adams, Brooklyn (3) 12069
Decker, Kamiah (3) 172296

C. Click on a student to remove from list

Adams, Brooklyn - 12069
Decker, Kamiah - 172296

4. Period

Enter attendance information and click Save
Period Mode: The attendance code is applied to the selected period

Current Period ATT (invalid date - invalid date)
Attendance Code 2A
Comments
Comments Options Append comments
Overwrite Existing Data
Save Attendance

Posting Summer School Grades

Open Grading Window

Navigation: Grading & Standards > Grading & Standards Administration > Grading Window

Follow the steps in the [Grading Window Tango](https://app.tango.us/app/workflow/Manage-Grading-Windows-for-Traditional-Grading-86027b65b8d6406987f21ec667912921) (<https://app.tango.us/app/workflow/Manage-Grading-Windows-for-Traditional-Grading-86027b65b8d6406987f21ec667912921>) to open a window for the Final Grade grading task. The Final Grade is the only grade needed for summer school courses.

1 Select Terms 2 Select Date & Time 3 Select Grade Levels 4 Select Grading Tasks/Standards

Calendars *

1 Term Select All
 25-26 Homeless
 25-26 LEP
 25-26 Monroe High School SS
 4 Terms

Terms *

1

Select the correct calendar and term based on the setup of the summer school calendar.

2 Select Date & Time 3 Select Grade Levels 4 Select Grading Tasks/Standards

Search Grading Tasks / Standards
Minimum three characters required

Grading Tasks / Standards **Include Children on Selection**

Select All Expand All ON

▼ Grading Tasks
 Final Grade

Only the Final Grade grading task is required for summer school courses.

Post Final Grades (Gradebook)

Teacher's Navigation: Instruction > Grades > Grade Book

Use the following **Posting Grades Resource** (https://docs.google.com/document/d/1TXqvqgghDQ7ozlUVTzuDY2cdI48UJMyAH_ySq5y_6ZQ/edit?usp=sharing) document for guides on posting grades. The Final Grade is the only grading task that is necessary for summer school courses.

Post Final Grades (Admin)

Staff Navigation: Scheduling & Courses > Courses > Section Grading By Task or Section Grading By Student

Final grades can also be posted without a grading window by using the Section Grading By Task or Section Grading By Student.

- Enter the **percent** and **score** for the student's final grade.
- Click **Save** to post the grade.

Section Grading By Task ☆

10212X0XR-1 English I - Credit Recovery Teacher:

Save

SS - Final Grade

Task	Percent	Score	Comments
SS - Final Grade			

Select items to fill: Percent Score Comments

Name	Percent	Score	Comments
9 Xiong, Samantha #41911	70	70	

Enter final grades for the final grade grading task.

Section Grading By Student ☆

10212X0XR-1 English I - Credit Recovery Teacher:

Save

Xiong, Samantha - #41911

Task	Percent	Score	Comments
Final Grade	70	70	

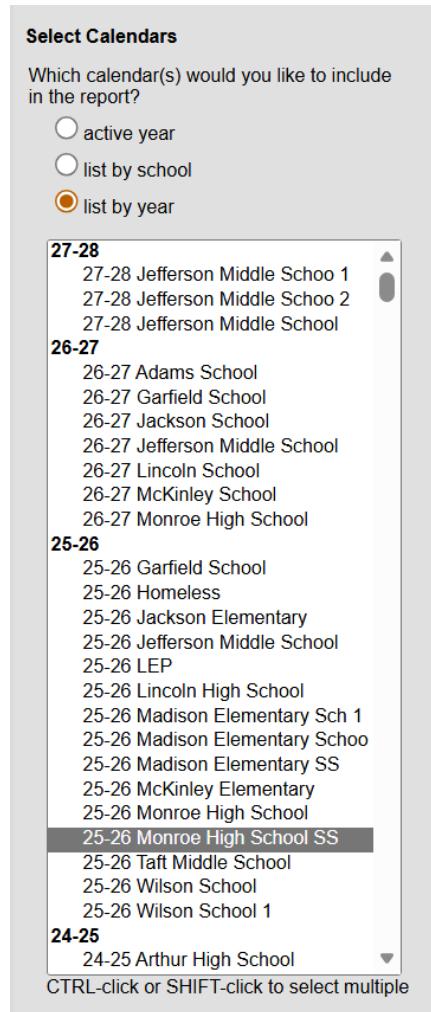
If only one task is setup, the section grading by student can be used to post the final grade.

Post Final Grades to Transcript

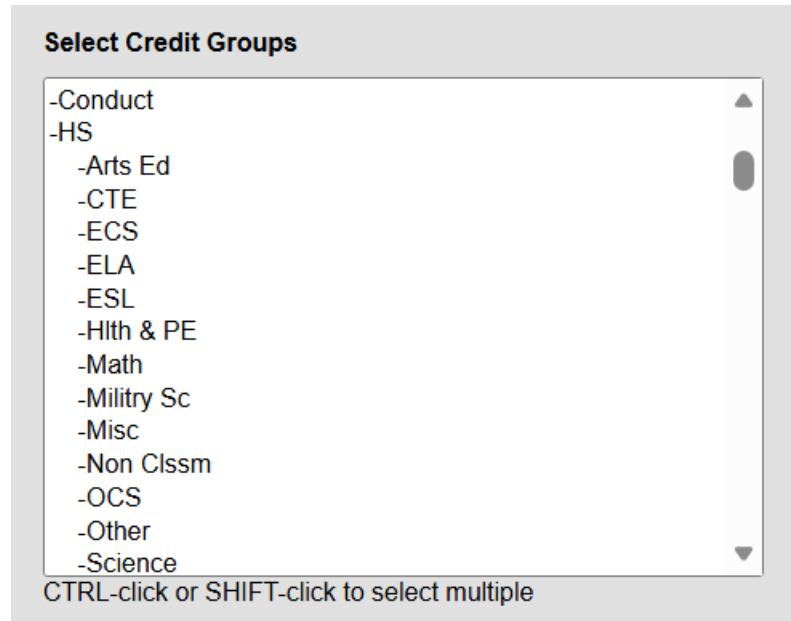
Navigation: Student Information> General Student Administration> Transcript Post Wizard

Use the [Transcript Post Wizard | Infinite Campus](https://kb.infinitecampus.com/help/transcript-post) (<https://kb.infinitecampus.com/help/transcript-post>) article to post final grades to the transcript.

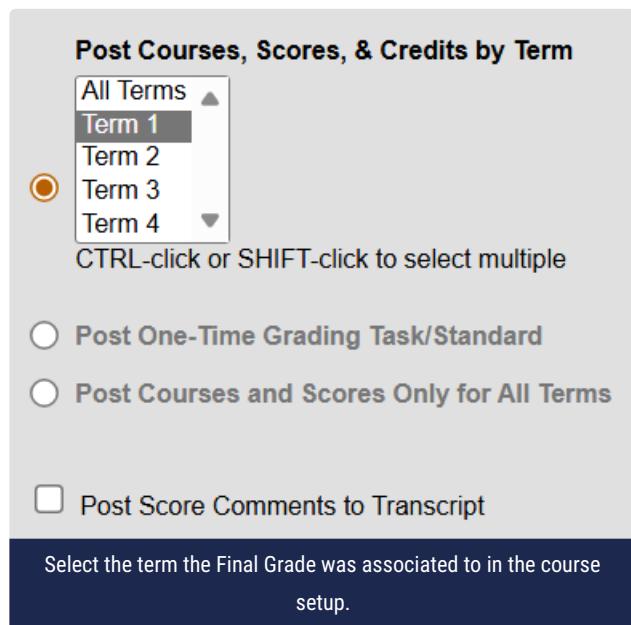
- Select the correct **Summer School calendar**. If the active year has been changed to the next school year, change the view options to list by year.



- Select the **Credit Groups** for the courses completed during summer school.



- Select the **correct term**. In the example below, the Summer School setup has only one term, so the example indicates Term 1 selected.



- Select **Grades, Ad Hoc Filter, or Course/Section** to finalize the posting process.
- Select **Run** when all fields have been selected. Only final grades posted in the grade book will be posted to the transcript.

Select Grades

All grades

1
10
11
12

CTRL-click or SHIFT-click to select multiple

Ad Hoc Filter

Select an Ad Hoc Filter

Select Course/Section Sort by Number Name

10212X0XR-1 English I - Credit Recovery

CTRL-click or SHIFT-click to select multiple

The final grade will show in the transcript tool in the year and school where the summer school course was taken.

	Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Earned	Attempted
▼ Group: 25-26 - Monroe High School - Grade 9									
	10212X0	English I	No	58	0	0	1	0	1
	10212X0XR	English I - Credit Recovery	No	70	2	2	0	1	1

Suppress Grades

If the course was a retake where the original grade must be suppressed, follow the steps for [Grade Suppression](#) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades#SuppressedGrades>).



Summer School

<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school>

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