

# During Summer School Processes

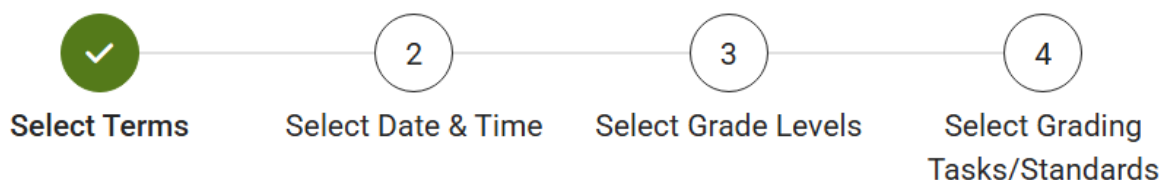
12/11/2025 7:47 am EST

Only for Helene Summer School Program 2024-2025.

## 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.



### Calendars \*

☒ 1 Term

☐ Select All

☐ 25-26 Homeless

☐ 25-26 LEP

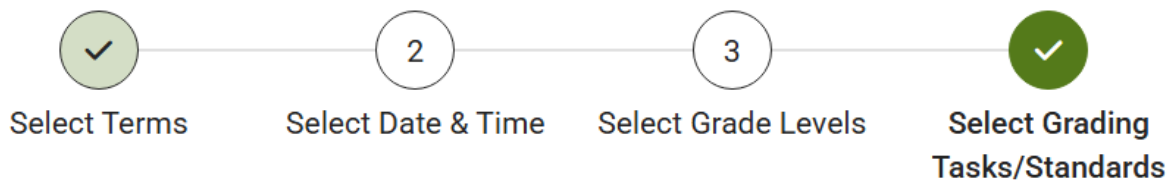
☒ 25-26 Monroe High School SS

☐ 4 Terms

### Terms \*

☒ 1

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



### 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/1TXqvqgghDQ7ozlUVTzuDY2cdl48UJMyAH_ySq5y_6ZQ/edit?usp=sharing) ([https://docs.google.com/document/d/1TXqvqgghDQ7ozlUVTzuDY2cdl48UJMyAH\\_ySq5y\\_6ZQ/edit?usp=sharing](https://docs.google.com/document/d/1TXqvqgghDQ7ozlUVTzuDY2cdl48UJMyAH_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.

### 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 ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select items to fill: <input type="checkbox"/> Percent <input type="checkbox"/> Score <input type="checkbox"/> Comments <input type="button" value="Fill Empty"/> <input type="button" value="Fill All"/>			

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 Term SS	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 Calendars**

Which calendar(s) would you like to include in the report?

☐ active year  
☐ list by school  
☒ list by year

**27-28**

27-28 Jefferson Middle Schoo 1

27-28 Jefferson Middle Schoo 2

27-28 Jefferson Middle School

**26-27**

26-27 Adams School

26-27 Garfield School

26-27 Jackson School

26-27 Jefferson Middle School

26-27 Lincoln School

26-27 McKinley School

26-27 Monroe High School

**25-26**

25-26 Garfield School

25-26 Homeless

25-26 Jackson Elementary

25-26 Jefferson Middle School

25-26 LEP

25-26 Lincoln High School

25-26 Madison Elementary Sch 1

25-26 Madison Elementary Schoo

25-26 Madison Elementary SS

25-26 McKinley Elementary

25-26 Monroe High School

25-26 Monroe High School SS

25-26 Taft Middle School

25-26 Wilson School

25-26 Wilson School 1

**24-25**

24-25 Arthur High School

CTRL-click or SHIFT-click to select multiple

- Select the **Credit Groups**.

**Select Credit Groups**

- Conduct
- HS
- Arts Ed
- CTE
- ECS
- ELA
- ESL
- Hlth & PE
- Math
- Military Sc
- Misc
- Non Clssm
- OCS
- Other
- Science

CTRL-click or SHIFT-click to select multiple

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

**Post Courses, Scores, & Credits by Term**

☐ All Terms  
☒ Term 1  
☐ Term 2  
☐ Term 3  
☐ Term 4

CTRL-click or SHIFT-click to select multiple

☐ Post One-Time Grading Task/Standard  
☐ Post Courses and Scores Only for All Terms  
☐ Post Score Comments to Transcript

Select the term the Final Grade was associated to in the course setup.

- 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	Attempts
▼ 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) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades#SuppressedGrades>).