

During Summer School Processes

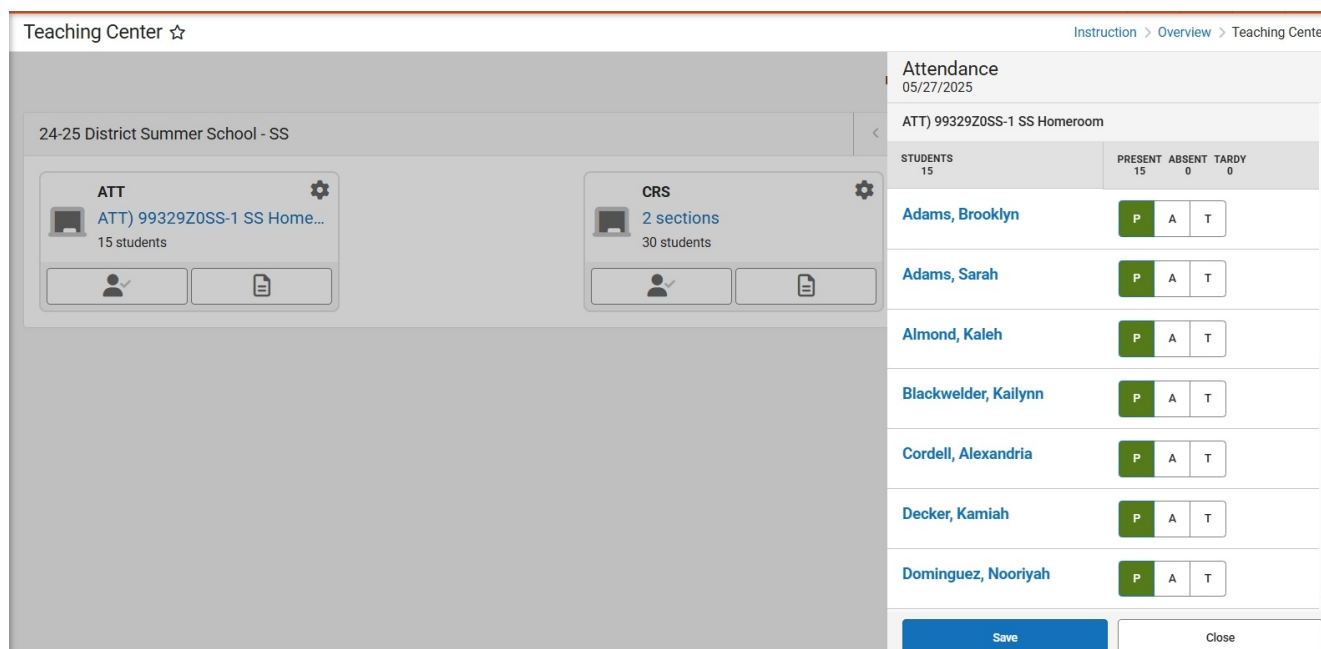
05/01/2026 8:29 am EDT

Use the following articles for processes during 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.



Teaching Center ☆ Instruction > Overview > Teaching Center

Attendance
05/27/2025

ATT) 99329Z0SS-1 SS Homeroom

STUDENTS	PRESENT	ABSENT	TARDY
15	15	0	0
Adams, Brooklyn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adams, Sarah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Almond, Kaleh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackwelder, Kailynn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cordell, Alexandria	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decker, Kamiah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dominguez, Nooriyah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: 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 Batch Edit Check In Check Out

3. Students

A. Search for Students

Last Name:

First Name:

Grade:

SSN/PIN:

Student #:

Att Code:

Status/Excuse: Absent Unknown

Course - Section:

Period:

Ad Hoc Filter:

Search:

B. Select students to add to edit list

Adams, Brooklyn (3) 12969
Decker, Karmah (3) 17296

C. Click on a student to remove from list

Adams, Brooklyn - 12969
Decker, Karmah - 17296

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

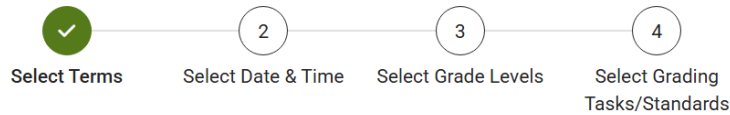
Overwrite Existing Data

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.



Calendars *

1 Term

Select All

25-26 Homeless

25-26 LEP

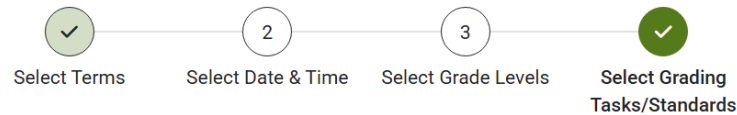
25-26 Monroe High School SS

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/1TXqvgqghDQ7ozlUVTzuDY2cdl48UJMyAH_ySq5y_6ZQ/edit?usp=sharing) (https://docs.google.com/document/d/1TXqvgqghDQ7ozlUVTzuDY2cdl48UJMyAH_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 ▾

Fill Grades			
Task	Percent	Score	Comments
SS - Final Grade ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select items to fill: Percent Score Comments

Name	Percent	Score	Comments
9 Xiong, Samantha #41911	<input type="text" value="70"/>	<input type="text" value="70"/>	<input type="text"/>

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	<input type="text" value="70"/>	<input type="text" value="70"/>	<input type="text"/>

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** for the courses completed during summer school.

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>).



You've completed this section.

Choose where to go next.

← Return to Summer School

Continue to Ending Summer School→

NCSIS Knowledgebase | Article: During Summer School Processes | Last Updated: 05/01/2026 8:29 am EDT