

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>)

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

24-25 District Summer School - SS

ATT

ATT) 99329Z0SS-1 SS Home...

15 students

CRS

2 sections

30 students

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, Kaleh	P	A	T
Blackwelder, 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

06/27/2025

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

Course - Section

Period

Ad Hoc Filter

Search

B. Select students to add to edit list

Adams, Brooklyn (3) 12069
 Decker, Kamiah (3) 172366

Select All

C. Click on a student to remove from list:

Adams, Brooklyn - 12069
 Decker, Kamiah - 172366

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

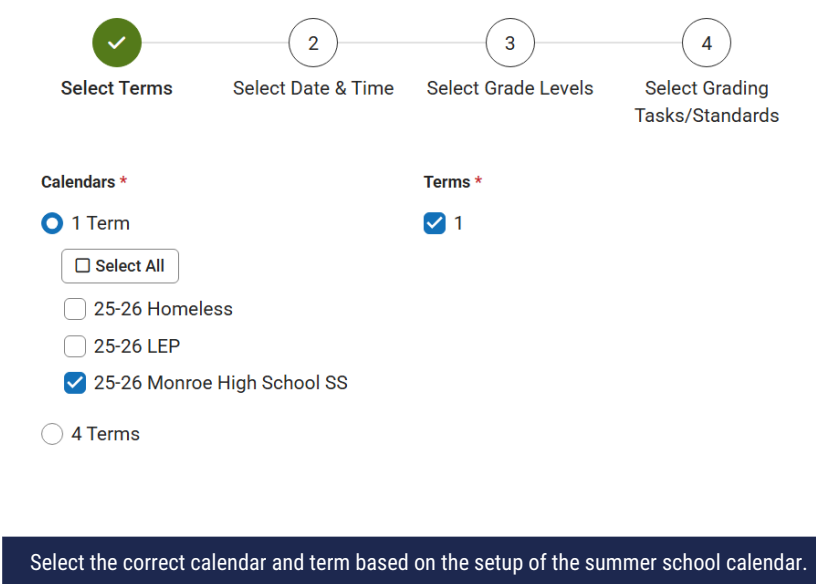
Save Attendance

Posting Summer School Grades

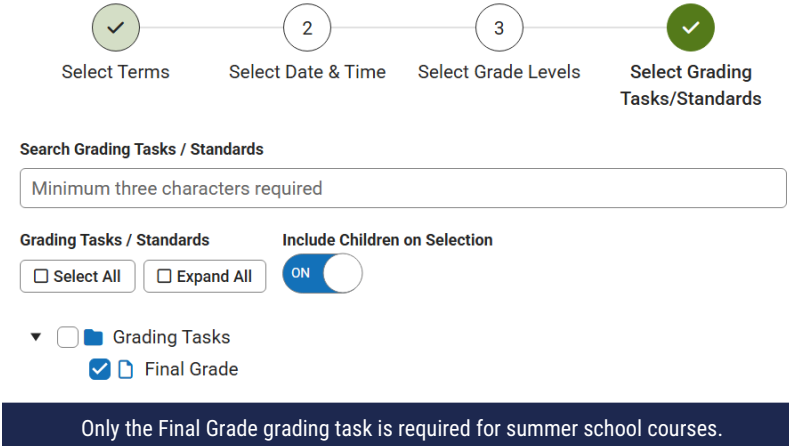
Open Grading Window

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.



The screenshot shows the first step of the 'Grading Window Tango' process. At the top, a progress bar has four steps: 1. Select Terms (marked with a green checkmark), 2. Select Date & Time, 3. Select Grade Levels, and 4. Select Grading Tasks/Standards. Below the progress bar, the 'Calendars' section has a radio button selected for '1 Term'. Under '1 Term', there are four options: 'Select All' (unselected), '25-26 Homeless' (unselected), '25-26 LEP' (unselected), and '25-26 Monroe High School SS' (selected with a blue checkmark). There is also a radio button for '4 Terms' which is unselected. To the right, the 'Terms' section has a checkbox selected for '1'. At the bottom, a dark blue banner contains the text: 'Select the correct calendar and term based on the setup of the summer school calendar.'



The screenshot shows the fourth step of the 'Grading Window Tango' process. The progress bar at the top now has four steps: 1. Select Terms, 2. Select Date & Time, 3. Select Grade Levels, and 4. Select Grading Tasks/Standards (marked with a green checkmark). Below the progress bar, the 'Search Grading Tasks / Standards' section has a text input field with the placeholder text 'Minimum three characters required'. Below this, the 'Grading Tasks / Standards' section has two buttons: 'Select All' and 'Expand All', both unselected. To the right, the 'Include Children on Selection' section has a toggle switch set to 'ON'. Below these, there is a dropdown menu with a downward arrow. The dropdown is open, showing two options: 'Grading Tasks' (unselected) and 'Final Grade' (selected with a blue checkmark). At the bottom, a dark blue banner contains the text: '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/1TXqvqqghDQ7ozlUVTzuDY2cdl48UJMyAH_ySq5y_6ZQ/edit?usp=sharing) (https://docs.google.com/document/d/1TXqvqqghDQ7ozlUVTzuDY2cdl48UJMyAH_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 ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>


Select items to fill: ☐ Percent ☐ Score ☐ Comments Fill Empty Fill All

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

Summer School (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school>)

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