



# **Adding Transcript Grades**

NC Grade Information	I	Transfer Grades   Summer Grades for HS Credit   CDM	I	Suppressed Grades	I	MS Courses

Please use the Transcripts | Infinite Campus article for step-by-step instructions on adding transcript grades for students.

Navigation: Select Student > Student Information > General > Transcripts

# Refer to the chart below for key points related to NC information:

Field	NC Information		
Course Number	Course numbers must be from the NC Course Catalog or local catalog with course number based off of a course master from the NC Course Catalog. (Name and state code populate based on course number entered)		
Actual Term	Term when course was completed. Example, if the term ended at the end of semester 1, the term would be 2. If the term ended at the end of the trimester, the term would be 3.	<ul> <li>End of Quarter</li> <li>End of Semester</li> <li>End of Trimester</li> <li>End of Year</li> </ul>	
Terms Long	Automatically populates based on course number chosen.		
Score	Pick the score based on the GPA value according to the course number.	<ul> <li>Use NC 4 pt Scale (4.000) for standard GPA value.</li> <li>Use NC 4.5 pt Scale (4.500) for .5 GPA value.</li> <li>Use NC 5 pt Scale (5.000) for 1 GPA value.</li> </ul>	

Field	NC Information	
Weighted GPA Value	GPA values will be added based on the scale used in the score. Be sure the GPA value matches the course number added value.	
Percent	The percentage value of the score received.	
GPA Max	Automatically populates based on score chosen	
GPA Weight	Automatically populates based on course number.	
Unweighted GPA Value	Automatically populates based on the score chosen.	
Credits Earned	Only courses earning a credit according to the NC Course Catalog should be given a value of 1 or greater. All other courses should have 0 earned credits.	
Credits Attempted	Automatically populates based on the course number.	
Credit Type	This will automatically populate based on the course number.	

# **Transfer Grades**

The **Transfer Record Box** is used to ensure accurate and complete record-keeping for transfer students. The new Transfer Student Record Box will simplify the process for managing transfer records.

### Historical Transfer Grades Loading:

• Historical Transfer Records (TR) from PowerSchool have been automatically loaded into Infinite Campus. No further action is required for these records.

#### Manually Enter Non-North Carolina Public School Transfer Grades:

• For students transferring from a Non-NC Public School, you must manually enter previous transcript records into Infinite Campus and mark them as transfer records. Detailed steps for this process are provided below and, in the Transcripts | Infinite Campus article.

#### Navigation: Select Student > Student Information > General > Transcripts

Refer to the information below for key points related to NC information:

### **School Information**

School Year	Select the school year the grade was earned.	Example. A student completed the 23-24 school year and completed a NC Math 1 course, the school year in the transcript detail would be 23-24.	
School Name	Choose the school name of Non-North Carolina Public School from the drop-down list.		

School Number	Choose <b>NNCPS</b> as the School Number from the drop-down list.		
Grade	Select the grade the student was in when the grade was earned.	Example: A student completed the course in the 23-24 school year as a 10th grade student. The grade level for the student would be 10th.	

# **Course Information**

Date	The date can be the date the grade is entered.
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# **Scoring Information**

Scoring Information		
Score *     78   v		
Weighted GPA Value	Percent	GPA Max
2.0000	78.000	4.0000
GPA Weight	Unweighted GPA Value	
1.0000	2.0000	

Score	The final grade a student received in the course
Weighted GPA Value	The number of GPA points that the score is worth, including added value due to the type of course
Percent	The numerical value of the Score a student received (should be the same as the score)
GPA Max	The maximum amount of GPA Points that this course can earn, including added value
GPA Weight	How this course counts in GPA. This is <b>not</b> equivalent to added value, and should equal the number of credits the course is worth. IF a score should not be counted in the GPA, the weight should be 0.
Unweighted GPA Value	The number of points that the score is worth, without including added value due to the type of course

## Additional Information

	Check this box for	each transfer grad
	Additional Information	
Transfer Course	TranscriptID 0	
	Bonus Points	Status
	Task Code	Standard Number
	C Repeat Course	C Technology
	SCED Subject Area	SCED Course Identifier
	UNC Minimum Requirements:	Transfer Course:

# **Summer Grades**

Summer grades will be entered following the guidelines Transcripts | Infinite Campus article.

## Navigation: Select Student > Student Information > General > Transcripts

## Refer to the information below for key points related to NC information:

## **School Information**

School Year	Select the previous school year.	Example. A student just completed the 23-24 school year and completed a XR: CREDIT RECOVERY NC MATH 1 course prior to the 24-25 school year. The school year in the transcript detail would be 23-24.
Grade	Select the grade the student was in in the previous school year.	Example: A student completed the 23-24 school year as a 10th grade student. The student was promoted to 11th for the 24-25 school year. The grade level for the student in the summer grade would be 10th from the 23-24 school year.

### **Course Information**

Date	The date should be the date the student completed the course.	Example: A student completed summer school on July 10th, 2024. The date would reflect 7/10/2024.
Actual Term	Enter the last term from the previous school year.	Example: The last term for the 23-24 school year was Semester 2. Posted transcript grades receive a 4 actual term. The summer grade would reflect a 4 as well.

## **Other Information**

Papast Course	If the course is a repeated course, check this box.
Repeat Course	*Note: Checking this box will place an "R" on the transcript if listed on a High School course.

# **Suppressed Grades**

Repeated Course for Credit Grade Suppression is a process that replaces a previously stored failing grade with a new stored grade. Local boards of education may develop policies that define specific circumstances when students other than those who fail a course may repeat a course for credit. The steps below provide guidance on updating the suppressed grade for an individual transcript record.

#### Navigation: Select Student > Student Information > General > Transcripts

- 1. Select the transcript grade that should be suppressed.
- 2. Locate the Scoring Information section and update the GPA Weight to 0.

Scoring Information		
Score *		
Weighted GPA Value	Percent	GPA Max
0.0000	32.000	4.0000
GPA Weight	Unweighted GPA Value	
0.0000	0.0000	

- 3. Locate the Transcript Credit Information section and update the following fields:
  - a. Credits Earned = **0**
  - b. Credits Attempted = 0
  - c. Credit Type = Suppressed

-	Transcript Credit Information						
	Credits Earned*	Credits Attempted*	Credit Type	Credit Overflow Override			
	0.000	0.000	Suppressed × •	<b></b>	Remove		

4. Click **Save** to update the suppressed transcript grade.

The suppressed grade should no longer display on the NC Official Transcript report.

If the suppressed grade is still showing on the NC Official Transcript report, follow the steps to see if the School Standard Setup is correct.

#### Navigation: Grading & Standards > Standards Setup > School Standard Setup

The SU credit group should be unchecked.

Credit	Credit Groups				
Search C	redit Groups				
Minim	um 3 characters required.				
	Name				
	HS				
	SU				
	MS				
	ES				

# **Middle School for High School Credit Courses**

For courses that are scheduled during a school year, the credit type is set in the final grade grading task. The credit type should reflect the corresponding High School credit the grade will count for. e.g. English I (HS Credit) would have a credit type of ELA. When entering a grade manually, the corresponding credit type should display correctly.

Course Master Grading Task Detail	
Grading Task	
Final Grade	
*Score Group	
NC 4 pt Scale V	
Term GPA Credit	Credit Type
	ELA V
	Cradit Quartery Quarrida
	orean overlage
	· · · · · · · · · · · · · · · · · · ·
Ierm Mask	
Term 1 Term 2 Term 3 Term 4 More Terms	
Post-only Grading Task	
and concerning concerning recent	

Please use the Transcripts | Infinite Campus article for step-by-step instructions on adding transcript grades for students.

Navigation: Select Student > Student Information > General > Transcripts

### Refer to the chart below for key points related to NC information:

Field	NC Information			
Course Number	Should have a "Y" as the 6th digit.			
GPA Weight	Should be 0 as all middle school for high school credit courses should not count in GPA.			
Credits Earned	Enter a value of 1.			
Credits Attempted	Automatically populates based on the course number.			
Credit Type	Automatically populates based on the course number. This should be a High School Credit type based on the corresponding course. e.g. NC Math 1 (HS Credit) should get a Mathematics credit type.			

21002V0	Sta	ate Code Name	
Course Number *	(r	No main i	
21092Y00	× • [1	NC Math 1 (HS Credit)	
Date 06/04/2021	Ac	4 Terms Long	3
Calendar Terms	Sta	art Term Start Date End Term End Date Month/day/year	year 💼
Scoring Information			
90	•		
Weighted GPA Value	Pe	arcent GPA Max 90.000 ♦ 4.0000	
Weighted GPA Value 4.0000 ↓ GPA Weight 0.0000 ↓	Pe 9 Un 2	arcent GPA Max 90.000 nweighted GPA Value 4.0000 4.0000	
Weighted GPA Value 4.0000  GPA Weight  0.0000  Transcript Credit Information	Pe 5 Un 4	arcent GPA Max 90.000 ♦ mweighted GPA Value 4.0000 ♦	
Weighted GPA Value 4.0000 GPA Weight 0.0000 Transcript Credit Information Credits Earned* Cred	Pe S Un	ercent GPA Max 90.000	



# Adding Credit by Demonstrated Mastery (CDM)

Students that demonstrate a deep understanding of the course content without course enrollment or seat time, may earn credit for high school. The steps below provide guidance on adding the CDM credit to the transcript tool.

#### Navigation: Select Student > Student Information > General > Transcripts

- 1. Select New Details.
- 2. Fill in the School Information section. (School Year, School Name, School Number, District Number, Grade, NCES Grade)
- 3. Enter the course number. The auto-fill course fields based on course number selection should be checked for other fields to update.

Course Information		
Auto-fill Course Fields Based on Course Number Set	election 🟮	
State Code	State Code Name	
10212X0	English I	
Course Number *	Course Name	
10212X0 × •	English I × 🔻	
Date	Actual Term	Terms Long
02/24/2025	<b>•</b>	▲ ▼
Calendar Terms	Start Term Start Date	End Term End Date
\$	month/day/year	month/day/year

4. Choose CDM from the Score dropdown.

Scoring Information		
Score *		
Weighted GPA Value	Percent	GPA Max
<b>\$</b>	<b>•</b>	4.0000
GPA Weight	Unweighted GPA Value	
1.0000		

5. Enter the Credits Earned. The credits attempted and credit type should populate based on the course number entered in step

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1	-	٢.	٠

Transcript Credit Information					
Credits Earned*	Credits Attempted*	Credit Type	Credit Overflow Override		
1.000	1.000	ELA × ▼	•	Remove	

6. Click Save.



The CDM credit will be listed in the transcript detail and print on the transcript as CDM.

	Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Earned	Attempted	Credit Type
•	▼ Group: 24-25 - Grade 9									
	10212X0	English I	No	CDM			1	1	1	ELA

# **Understanding GPA - NCSIS**

### **How GPA Is Calculated**

To calculate a student's GPA, use the following formula:

#### Cumulative GPA = Sum of GPA Points Earned ÷ Sum of GPA Weights

- GPA Points Earned are determined by the GPA Value \* GPA Weight (see the following tables).
- GPA Weight equals the number of credits attempted, if the score should be counted in GPA. If a score should not be

counted in GPA, the GPA weight will be zero.

This method aligns with standard practices used across U.S. high schools and colleges. For official guidance, refer to **NC State Board of Education Policy GRAD-009**.

#### **One-Credit Courses**

Most high school courses are worth **1 credit** and count in GPA, meaning the **GPA Weight is 1**. Use the chart below to determine GPA points earned based on the score:

Final Score	GPA Value	GPA Points Earned (Value * Weight)
90-100	4.00	4.00
80-89	3.00	3.00
70-79	2.00	2.00
60-69	1.00	1.00
0-59	0.00	0.00

### **Two-Credit Courses**

Some courses (like certain **CTE** classes) are worth **2 credits** and count in GPA. These have a **GPA Weight of 2.** Use the chart below to determine GPA points earned based on the score:

Final Score	GPA Value	GPA Points Earned (Value * Weight)
90-100	4.00	8.00
80-89	3.00	6.00
70-79	2.00	4.00
60-69	1.00	2.00
0-59	0.00	0.00

### **Courses worth other values**

Although rare, courses can be worth credit values other than 1 or 2. If they should be included in GPA, set the **GPA Weight** equivalent to the number of credits a course is worth.

## $\bigotimes$ Courses That Do Not Count Toward GPA

Any course that should be excluded from GPA calculations will have the GPA Weight of 0. Some examples are:

- Middle School Courses for High School credit
- Credit Recovery (XR)
- Pass/Fail (P/F) courses
- Courses marked AUD, CDM, WP, or WF

## **Bample GPA Calculation**

Course	Credits Attempted	GPA Weight	Score	GPA Value	GPA Points Earned
Course 1	1.0	1.0	92	4.0	4.0
Course 2	1.0	1.0	86	3.0	3.0
Course 3	2.0	2.0	78	2.0	4.0
Course 4	0.5	0.5	98	4.0	2.0
Course 5 (CR)	1.0	0.0	Р	0.0	0.0

Sum of GPA Points Earned: 13.0 Sum of GPA Weights: 4.5

## Final GPA:

13.0 ÷ 4.5 = 2.889

## **Location of Fields in Transcript Record**

Student Information > General > Transcript

Scoring Information								
Score * 90								
Weighted GPA Value	Percent	GPA Max						
4.0000	90.000	4.0000						
GPA Weight	Unweighted GPA Value	Unweighted GPA Value						
1.0000	4.0000							
Transcript Credit Information								
Credits Earned* Credits Attempted*	Credit Type	Credit Overflow Override						
1.000	ELA × •	▼ Remove	•					

For more detailed information, please see the GPA Calculations in Campus | Infinite Campus article.