

Courses Master Information

06/09/2026 5:12 pm EDT

Review and Process State Course Code Changes

Navigation: [Menu](#) > [Grading & Standards](#) > [Course Masters](#) > [Course Information](#)

Review the Master Course Code list, [NCSIS \(powered by Infinite Campus\) | NC DPI](#) (<https://www.dpi.nc.gov/educators/nced-connect-formerly-home-base/ncsis-powered-infinite-campus>), and ensure the following:

- Name changes are updated on existing course masters.
- Changes to course credit types are updated in final grading tasks.
- Changes to credits are updated in final grading tasks.
- Confirm disabled course codes are not being used. Use the [Disabled Course Codes](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/disabled-course-codes) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/disabled-course-codes>) article for information on how to check for disabled courses.
- Ensure new course codes have been created and associated to the correct calendars.
- See the [Course Master Information | Infinite Campus](https://kb.infinitecampus.com/help/course-master-info) (<https://kb.infinitecampus.com/help/course-master-info>) article for information.

Relink Courses to the Course Master (if applicable)

Navigation: [Menu](#) > [Grading & Standards](#) > [Course Masters](#) > [Course Status](#)

Relink courses to the Course Master to ensure the course data at the school level is aligned with Course Masters.

- See the [Course Status | Infinite Campus](https://kb.infinitecampus.com/help/course-status) (<https://kb.infinitecampus.com/help/course-status>) article for more information.
- If a course is associated with a Summer School calendar, it is not necessary to relink the course master due to the difference in the grading setup.

Audit Course Master Information

Navigation: [Menu](#) > [Grading & Standards](#) > [Course Masters](#) > [Course Master Information](#)

Course Master Information should be audited on a regular basis to ensure settings, tasks, and calculations are

correct.

- See the [Course Master Information | Infinite Campus](https://kb.infinitecampus.com/help/course-master-info#course-master-detail) (https://kb.infinitecampus.com/help/course-master-info#course-master-detail) article for more information on the workflow.
- The [Course Master Information](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/course-master-information) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/course-master-information) chart provides information on course setup specific to NC.
- NCDPI has created a [GPA Configuration Verification Report](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/gpa-configuration-verification-report) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/gpa-configuration-verification-report) to validate GPA weights
 - Navigate to *Menu > Reporting > Data Validation > Data Validation Report > (NC) GPA Configuration Verification*
- Any changes at the Course Master level should be **pushed** to the Courses for changes to take effect at the school level. Course settings at the school level must be pushed to the sections.



NOTE: Items in the [Course Catalog | Infinite Campus](https://kb.infinitecampus.com/help/course-catalog#lock-fields-on-a-course-catalog) (https://kb.infinitecampus.com/help/course-catalog#lock-fields-on-a-course-catalog) must be locked to push the changes to the courses/sections. The [Push All Course Masters | Infinite Campus](https://kb.infinitecampus.com/help/push-all-course-masters) (https://kb.infinitecampus.com/help/push-all-course-masters) tool can be used to push all changes to courses and sections (if applicable) at one time.

Audit Course Attendance

Navigation: Menu > Grading & Standards > Course Masters > Course Information > Course Setup

- See the [Course Master Information | Infinite Campus](https://kb.infinitecampus.com/help/course-master-info#course-master-detail) (https://kb.infinitecampus.com/help/course-master-info#course-master-detail) article for more information.
- Review courses that should count in attendance. The Attendance checkbox for a course determines if the course will count in the instructional day when scheduled in an instructional period. This box will also allow teachers to take attendance for the course.

The screenshot shows the 'Course Information' page for '10522202 ELA Grade 2'. The 'Course Setup' section is expanded, showing various configuration options. The 'Attendance' checkbox is checked and highlighted with a red box. Other options include 'Transcript: Yes', 'GPA Weight: 0', 'Bonus Points', 'Course-Only Curriculum', 'Standards-Based', 'Hide Standards On Portal', 'Ignore Master Push', and 'External LMS Exclude'. There are also dropdown menus for 'Subject Type' and 'Activity'.

NCSIS Knowledgebase | Article: Courses Master Information | Last Updated: 06/09/2026 5:12 pm EDT

