Courses and Grading

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Audit Course Master Information

Navigation: 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) article for more information on the workflow.
- This chart (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/course-master-information) provides information specific to NC.
- 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.
- NCDPI has created a report to validate GPA weights (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/gpa-configuration-verification-report)
    - Navigate to *Reporting > Data Validation > Data Validation Report > (NC) GPA Configuration Verification*

Relink Courses to the Course Master (if applicable)

Navigation: Grading & Standards > Course Masters > Course Status

Relinking courses to the Course Master ensures the course data at the school level is aligned with the Course Masters.

- See the Course Status (https://kb.infinitecampus.com/help/course-status)| Infinite Campus (https://kb.infinitecampus.com/help/course-master-info#course-master-detail) article for more information on the relinking courses to the Course Master.

Audit Grade Calc Options

Navigation: Grading & Standards > Course Masters > Grade Calc Options

Auditing the Grade Calc Options ensures the students will receive the correct final score for a course.

- See the Grade Calc Options (https://kb.infinitecampus.com/help/grade-calc-options-course-masters) | Infinite Campus (https://kb.infinitecampus.com/help/course-master-info#course-master-detail) article for information on how to set-up the grade calc options in

Infinite Campus.

- For the same course that can be taught as a semester course or as a year long course, the course must have two separate course codes because the grading calculations have different setup requirements.
    - Example Course Code - CD102X0
        - One school teaches the course in a semester (either semester 1 OR semester 2) and students receive an Final grade at the end of the semester. This school uses a course code - CD102X0*S*. *S* is a locally defined extension.
        - One school teaches the course on an A/B schedule and students receive an Final grade at the end of the school year. This school uses a course code - CD102X0*Y* - *Y* is a locally defined extension.
- If a standards-based course must receive a final grade, the Final Grade task must be added to the Grade Calc Options

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Audit Grading Tasks

Navigation: Grading & Standards > Course Masters > Grading Tasks

Auditing the Grading Tasks ensures the correct course credit and score group is assigned to the course.

- Refer to the NCDPI Master course code list for correct credits and GPA weights.
- See the Grading Tasks | Infinite Campus (https://kb.infinitecampus.com/help/grade-calc-options-course-masters) article for information on how to set-up the grade calc options in Infinite Campus.

Standards-Based Grading

- If the course must receive a final grade, the Final Grading Task must be set up.
    - See the Grading Tasks | Infinite Campus (https://kb.infinitecampus.com/help/grade-calc-options-course-masters) article for information on how to set-up the grade calc options in Infinite Campus.

Audit Standards Bank (if applicable)

Navigation: Grading & Standards > Standards Setup > Standards Bank

Auditing the Standards Bank ensures the correct Standards setup for your grading needs.

- See the Standards Bank | Infinite Campus (https://kb.infinitecampus.com/help/standards-bank) article for information on how to set-up standards in Infinite Campus.

Remove Scheduling Tool Rights

- The active trial is the visible schedule.
- When the future year becomes the active year, the active trial will automatically lock.
    - Users with tool rights can unlock the trial, but it will lock back once saved.
- Remove tool rights to the scheduling board.