

Report: Grading Setup GPA Weight Audit

06/03/2026 10:25 am EDT

Flags courses where the GPA Weight is not equivalent to the Credits in the Final grading task

Scenario 1: Credit is wrong in the Final grading task

- Search and select the Course Master
- Navigate to *Grading & Standards > Course Masters > Grading Tasks*
- Select the **Final Grade** grading task
- Correct the value in **Credit** and save
- Navigate to *Grading & Standards > Course Masters > Course Master Information*
- Click **Push to Courses** (Courses must be linked to Course Master for data to push)
- Choose the appropriate year and destination calendars (you may need to push to multiple years if it needs to be fixed in multiple places)
- Select these *Push Options*: Check **Grading Tasks/Standards** and check **Push Locked Data to Sections**
- Click **Push**



Note: If you do this after first or second semester grades have been posted you must change the credit on the students' transcripts as well (see Report: Transcript GPA Weight Discrepancies for instructions)

Scenario 2: Course code is incorrect for the course

If grades have NOT been Posted to Transcript:

1. Create New Course Master:
 - a. Search and select the Course Master of the state version of the correct course code
 - b. Navigate to *Grading & Standards > Course Masters > Copy Course Master*
 - c. Edit **Course Master Name** and **Course Master Number** to the appropriate local Course Name and Number

- d. Click **Save**
 - e. Search and select the Course Master that was just created
 - f. Navigate to *Grading & Standards > Course Masters > Grading Tasks*
 - g. Adjust the term masking for the grading tasks appropriate to the course length: [Grading Setup - Study Guide | Infinite Campus](https://kb.infinitecampus.com/help/grading-setup-study-guide#add-grading-tasks-to-a-course-master) (<https://kb.infinitecampus.com/help/grading-setup-study-guide#add-grading-tasks-to-a-course-master>)
2. Create New Course in each calendar as needed:
 - a. Add New Course to each school as needed by choosing the correct calendar, then navigating to *Scheduling & Courses > Courses > Add Course*
 3. Create New Section of the Course:
 - a. Search for the newly added Course under Course/Section
 - b. Navigate to *Scheduling & Courses > Courses > Course Sections*
 - c. Click **Add a section**
 - d. Enter the **Section Number** and other fields as appropriate
 - e. Check the correct **Section Schedule Placement**
 - f. Add the primary teacher by navigating to *Scheduling & Courses > Courses > Section Staff History*
 4. Move Students to section:
 - a. If the class has already ended:
 - i. Any assignment due on the last day of the class should have the due date changed to the day before the last day of the class
 - ii. Note any attendance that happened on the last day of the class
 - iii. For each student, navigate to *Student Information > General > Schedule* and click the **Walk-In Scheduler**
 - iv. Click on the class to be dropped. Enter an **End Date** of one day prior to the end of the class and click **Save**
 - v. Add the new section to the student's schedule using the **Search** tab
 - vi. Add an **Effective Date** of the last day of the class and click **Save**
 - vii. If any attendance should be added back to the student for the last day of class, do so on the student's **Attendance** page
 - b. If the class has not ended:
 - i. For each student, navigate to *Student Information > General > Schedule* and click the **Walk-In Scheduler**
 - ii. Click on the class to be dropped. Enter an **End Date** of the day you are making the change and click **Save**

- iii. Add the new section to the student's schedule using the **Search** tab
 - iv. Add an **Effective Date** of the next instructional day and click **Save**
5. Add Existing Posted Grades to the new section for the student
 - a. Print the students' posted grades for the previous section
 - b. Search for and select the new section from Course/Section
 - c. Navigate to *Scheduling & Courses > Courses > Section Grading By Task* and input grades for each grading task that had been completed
 6. If you're in the middle of a term, contact Infinite Campus Support and/or your SIS PL Consultant for further help

If grades have been Posted to Transcript:

1. Search for the student.
2. Navigate to *Student Information > General > Transcripts*
3. Locate the incorrect transcript record and click to open.
4. Change **Course Number** to the correct course code - other fields will complete based on the state code associated with it
5. Ensure the **Score** is from the correct Score Group in the dropdown
6. Verify other fields in the transcript record
7. Under *Additional Information*, add a **Comment** that the course number was incorrect and was changed to the correct number

Scenario 3: The GPA Weight is incorrect on the course in the calendar, but correct on the course master

1.
Navigate to *Grading & Standards > Grading & Standards Administration > Course Catalogs*
2. Select **NC Course Catalog** (not the + sign, but the name)
3. Ensure that **GPA Weight** is checked and click **Save** (a field must be locked to push changes from course master to course)
4. Search for and select the Course Master
5. Navigate to *Grading & Standards > Course Masters > Course Master Information*
6. For the **State Code** field, select a different code, then reselect the correct state code. This will automatically update the GPA field to be correct - Please note that this will change the **Course Number** and **Name** to match the State Code, so you will need to change those back to the original
7. Click **Save**

8. Select **Push to Courses** (Courses must be linked to Course Master for data to push)
9. Choose the appropriate year and destination calendars (you may need to push to multiple years if it needs to be fixed in multiple years)
10. Select these *Push Options*: Check **Course Info**
11. Click **Push**

NCSIS Knowledgebase | Article: Report: Grading Setup GPA Weight Audit | Last Updated: 06/03/2026 10:25 am EDT
