

Report: Misconfigured Courses - GPA Verification

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Flags courses with sections that have students enrolled where the length of the section does not match up with where the final grading task is assigned

Scenario 1: Mismatch between the section schedule placement and the term masks where only one is incorrect

- 1. Search and select the section under Course/Section
- 2. Navigate to Scheduling & Courses > Courses > Section Information
- 3. Confirm correct boxes are checked for corresponding periods and terms under Section Schedule Placement
- 4. If incorrect, update and click Save
- 5. Navigate to *Grading & Standards > Courses > Course Grading Tasks* to verify that the correct term mask is selected for each grading task
- 6. Navigate to *Grading & Standards > Courses > Course Grade Calc Options* to verify that Grade Calc options are set correctly according to the new length of the course
- 7. Changes may need to be made on the Course Master linked to the Course and then pushed down to the section

Scenario 2: Sections of different lengths use the same course code

Unique course numbers will need to be created for each term length scheduled.

For example:

- 21092X0Y Yearlong course
- 21092X0S Semester course
- 21092X0Q Quarter course
- 1. Search and select the Course Master of the state version of the correct course code

- 2. Navigate to Grading & Standards > Course Masters > Copy Course Master
- 3. Edit Course Master Name and Course Master Number to the appropriate local Course Name and Number
- 4. Click Save
- 5. Search and select the Course Master that was just created
- 6. Navigate to Grading & Standards > Course Masters > Grading Tasks
- 7. Adjust the term masking for the Final grading task 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)
- 8. Add the new course to each school as needed by choosing the correct calendar, then navigating to Scheduling & Courses > Courses > Add Course
- 9. Search for the newly added Course under Course/Section and create a new section with the correct section schedule and add the primary teacher to **Section Staff History**
- 10. Student schedules will need to be corrected, and grades will need to be reviewed and corrected if needed.



If no students are scheduled in a section of the courses in this section of the validation report, the section can be removed.

Scenario 3: Student has more than one score recorded for the Final Grade grading task in a section or on their transcript page

*Due to the above scenarios, this can happen. These situations will not show on this report, but you should check students if grading windows have already occurred

In the Gradebook:

1. Delete Final Grades posted to incorrect terms using **Section Grading By Task**

If Grades have been Posted to Transcript:

- 1. Search for the student
- 2. Navigate to Student Information > General > Transcripts
- 3. Locate the duplicate transcript record and click to open
- 4. Click Delete to remove the duplicate entry

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