

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