

# **GPA Configuration Verification Report**

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# **Report: Transcript GPA Weight Discrepancies**

The Transcript GPA Weight Discrepancies report flags transcript records where the GPA Weight is not equivalent to the Credits Attempted

# **Scenario 1: GPA Weight does not match Credits Attempted**

#### If this score SHOULD be counted in GPA:

- · Search for the student
- Navigate to Student Information > General > Transcripts
- · Locate the transcript record and click to open
- Locate the Scoring Information section
- Change the GPA Weight to be equivalent to the Credits Attempted (located in the Transcript Credit Information section)

### If this score should NOT be counted in GPA:

### If the GPA Weight is 0.0:

No change is necessary

### If the GPA Weight is not 0.0:

- Search for the student
- Navigate to Student Information > General > Transcripts
- o Locate the transcript record and click to open
- Locate the **Scoring Information** section.
- o Change the GPA Weight to 0

Note: The GPA Weight should only be 0 if you intend for the grade to not count in the GPA. This could include MS courses for

HS credit, suppressed grades, P/F courses such as credit recovery, courses that are scored with AUD, CDM, WP, WF or similar grades that shouldn't count in GPA. Courses with a GPA weight of 0.0 are excluded from GPA calculations. It is correct for a credit recovery course to have a 0.0 GPA weight and credit attempted of 1.0.

# **Report: Grading Setup GPA Weight Audit**

### **Report: Grading Setup GPA Weight Audit**

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)
- 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

# **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

# **Report: Invalid GPA Weight on MS for HS Credit Courses**

# **Report: Invalid GPA Weight on MS for HS Credit Courses**

Flags MS for HS courses where the GPA Weight is not 0

# Scenario 1: GPA weight on the course code setup is not zero for a MS for HS Credit Course

- 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 (must be locked to push changes from 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 calendars if it needs to be fixed in multiple)
- 10. Select the following Push Options: Check Course Info
- 11. Click Push

# Report: Invalid GPA Weight on MS for HS Credit Courses on Transcripts

# Report: Invalid GPA Weight on MS for HS Credit Courses on Transcripts

Flags transcript records of MS for HS courses where the GPA Weight is not 0

# Scenario 1: GPA weight on the transcript record is not zero for a MS for HS Credit Course

- 1. Search for the student
- 2. Navigate to Student Information > General > Transcripts
- 3. Locate the transcript record and click to open
- 4. Locate the **Scoring Information** section.
- 5. Change the **GPA Weight** to 0

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