

(NC) GPA Configuration Verification

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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*
- Locate the transcript record and click to open
- Locate the **Scoring Information** section.
- 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

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**

Report: Misconfigured Courses - GPA Verification

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

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

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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