

Credit Recovery Grading Setup

09/04/2025 6:30 am EDT

New Policy: Numeric Grading for Credit Recovery Courses (Non-Electives) – Effective 2025–26

Beginning with the 2025–26 school year, public school units (PSUs) must assign a numeric grade for all credit recovery courses tied to non-elective graduation requirements.

The student's existing Incomplete (Inc) or numeric failing course grade on their transcript must be factored into the numeric grade earned through credit recovery. This combined grade should reflect the percentage of the course completed through credit recovery, resulting in a final numeric grade. Once the credit recovery course is posted to the transcript, the original course grade will be suppressed.

This SBE policy (CCRE-001 (<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=10399&revid=ga3ds46plusvLG959HiXP9wyg==&st=CCRE-001&mt=Exact>) - see 6.3) does not apply to elective courses. Elective courses may still earn a non-numeric mark. The policy is intended to promote consistency and accuracy in GPA calculation and graduation reporting and, most importantly, better academic outcomes for our students regarding their path towards graduation.

Courses Requiring Numeric Grades for Credit Recovery (Non-Elective Graduation Requirements)

The following courses must be graded using the NC 10-Point Scale, including credit recovery purposes ([see note after table](#)):

Course Number	Course Name	Attempted Credits/GPA Weight	Score Group	Credit Group - Credit Type
10212X0	English I	1	NC 4.0 Scale	HS-ELA
10215X0	English I Honors	1	NC 4.5 Scale	HS-ELA
10222X0	English II	1	NC 4.0 Scale	HS-ELA
10225X0	English II Honors	1	NC 4.5 Scale	HS-ELA

Course Number	Course Name	Attempted Credits/GPA Weight	Score Group	Credit Group - Credit Type
10232X0	English III	1	NC 4.0 Scale	HS-ELA
10235X0	English III Honors	1	NC 4.5 Scale	HS-ELA
10242X0	English IV	1	NC 4.0 Scale	HS-ELA
10245X0	English IV Honors	1	NC 4.5 Scale	HS-ELA
21092X0	NC Math 1	1	NC 4.0 Scale	HS-Math
21095X0	NC Math 1 Honors	1	NC 4.5 Scale	HS-Math
22092X0	NC Math 2	1	NC 4.0 Scale	HS-Math
22095X0	NC Math 2 Honors	1	NC 4.5 Scale	HS-Math
23092X0	NC Math 3	1	NC 4.0 Scale	HS-Math
23095X0	NC Math 3 Honors	1	NC 4.5 Scale	HS-Math
24092X0	NC Math 4	1	NC 4.0 Scale	HS-Math
24095X0	NC Math 4 Honors	1	NC 4.5 Scale	HS-Math
33202X0	Biology	1	NC 4.0 Scale	HS-Science
33205X0	Biology Honors	1	NC 4.5 Scale	HS-Science
34102X0	Physical Science	1	NC 4.0 Scale	HS-Science
34202X0	Chemistry	1	NC 4.0 Scale	HS-Science

Course Number	Course Name	Attempted Credits/GPA Weight	Score Group	Credit Group - Credit Type
34205X0	Chemistry Honors	1	NC 4.5 Scale	HS-Science
35012X0	Earth/Environ Science	1	NC 4.0 Scale	HS-Science
35015X0	Earth/Environ Science Honors	1	NC 4.5 Scale	HS-Science
43032X0	World History	1	NC 4.0 Scale	HS-Soc Stud
43035X0	World History Honors	1	NC 4.5 Scale	HS-Soc Stud
43112X0	American History	1	NC 4.0 Scale	HS-Soc Stud
43115X0	American History Honors	1	NC 4.5 Scale	HS-Soc Stud
43182X0	Found Prin US&NC: Civ Lit	1	NC 4.0 Scale	HS-Soc Stud
43185X0	Found Prin US&NC: Civ Lit Hon	1	NC 4.5 Scale	HS-Soc Stud
43192X0	Econ & Personal Finance	1	NC 4.0 Scale	HS-Soc Stud
43195X0	Econ & Personal Finance Hon	1	NC 4.5 Scale	HS-Soc Stud
60492X0	Health and PE Grades 9-12	1	NC 4.0 Scale	HS-Hlth & PE
60495X0	Health and PE Grades 9-12 Hon	1	NC 4.5 Scale	HS-Hlth & PE

NOTE: Other courses that satisfy the non-elective graduation requirements also fall into this category, including but not limited to Advanced Courses Satisfying Graduation Requirements (GRAD-008), dual enrollment courses and occupational course of study courses.

Credit Recovery - Change Existing Course Master

Course Master Setup

Credit Recovery course codes will continue to be used. The Credit Recovery courses that have an available State course code must be scheduled with that code and the local extension "XR." "XR" can be located in the 8th and 9th character or the 9th or 10th character of the course code. For example, use 10212X0XR or 10212X01XR for English I.

A new credit recovery course master can be created (by copying an existing course master), or the setup of the existing course master can be changed. If there are students already scheduled in the existing course/section, using a new course master will mean that new sections should be created and students moved into the new sections. Using the existing course master means that the updates to the setup of the course master will need to be pushed to any calendar using the course.

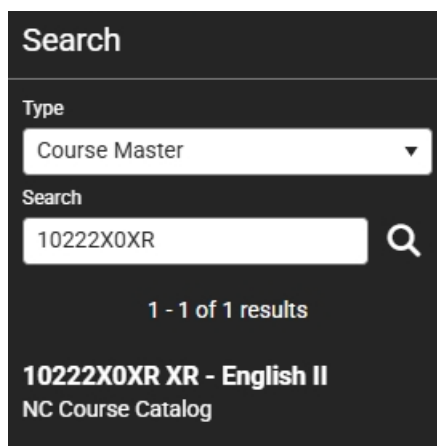
Change Existing Course Master

If you want to create a new Course Master for the course, please skip to the **Create New Course Master** section.

The instructions in this section allow existing course masters, sections and rosters to be used and still comply with the new Credit Recovery requirements.

Navigation: Menu > Grading & Standards > Course Masters > Course Master Information

1. Search for the course master of the Credit Recovery course that will be changed and navigate to **Course Master Information**.



The screenshot shows a search interface with a dark background. At the top, the word "Search" is displayed in white. Below it, there is a "Type" dropdown menu with "Course Master" selected. Underneath, there is a "Search" input field containing the text "10222X0XR" and a magnifying glass icon to its right. Below the search field, it says "1 - 1 of 1 results". At the bottom, the search result is listed as "10222X0XR XR - English II" with "NC Course Catalog" underneath it.

2. In the course master, the GPA Weight must be changed to 1 if it is not already. If it needs to be changed to 1, note the value in the **State Code** field and follow these steps:

- Click into the **State Code** field and choose any other value. Once it is chosen, click in **State Code** again and choose the original value noted above.
- Change the value in the **Number** field to match the original local course code (displayed at the top of the page under Course Master Information)
- Change the value in the **Name** field to the desired local name for the course. The name of the course is a PSU decision and no longer has any state requirements.

- Verify that the **GPA Weight** is 1.
- Click **Save**.

Course Setup

Subject Type:

Transcript: Yes ☐ GPA Weight: Bonus Points: ☐ Course-Only Curriculum: ☐

Attendance: ☒ Positive Attendance: ☐ Expected Hours:

Standards-Based: ☐ Hide Standards On Portal: ☐ External LMS Exclude: ☐

Activity:

Navigation: Menu > Grading & Standards > Course Masters > Grade Calc Options

3. Navigate to **Grade Calc Options** for the Course Master.

4. In any composite calculation, delete any **Child Task** by clicking on the X beside the name.

Term 2 Final Grade ☒ ☐ Type:

*Grading Scale: ⓘ

*Child Task/Standard	*Weight	Effective %
<input checked="" type="checkbox"/> Term 1 Term Grade	40.0000	40.00
<input checked="" type="checkbox"/> Term 2 Term Grade	40.0000	40.00
<input checked="" type="checkbox"/> Term 2 Exam Grade	20.0000	20.00

5. Click **Save**.

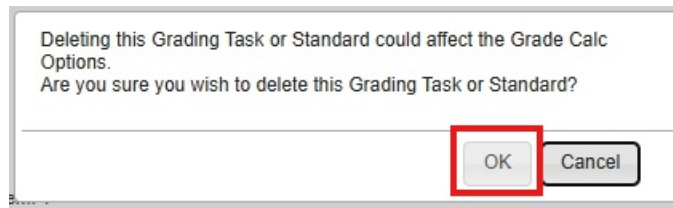
Navigation: Menu > Grading & Standards > Course Masters > Grading Tasks

6. Navigate back to the **Grading Tasks** tool for the Course Master.

7. Click on any of the following grading tasks and then click **Delete** (Do not delete the Final Grade grading task):

- Progress Grade
- Term Grade
- Semester Grade
- Exam Grade

Click **OK** to the popup message that appears.



8. Click on the **Final Grade** grading task and uncheck **Post-only Grading Task**. At this time, also verify the **Score Group**, **Credit**, **Credit Type**, and **Term Mask** fields are correct.

Course Master Grading Task Detail

Grading Task
Final Grade

*Score Group
NC 4 pt Scale ▼

Term GPA

Credit

Credit Type
ELA ▼

Credit Overflow Override

Term Mask
☐ Term 1
 ☒ Term 2
 ☐ Term 3
 ☒ Term 4
 [More Terms](#)

☐ Post-only Grading Task

9. Click **Save**.

Navigation: *Menu > Grading & Standards > Course Masters > Grade Calc Options*

10. Navigate back to the **Grade Calc Options** tool for the Course Master.

11. For each **Final Grade** grading task, choose **In Progress Grade** in the **Type** dropdown, **Numeric** in the **Grading Scale** dropdown, and check **Weight Categories**.

Grade Calc Options ☆

10222X0XR XR - English II NC Course Catalog

Save

Copy

Changes made to these options at the course master level are not reflected in the course until they have been pushed from the [Course Master Info tool](#). Changes made in the Course will not be overwritten.

Fill Options

Filter: Type All

▼

Term All

▼

Task All

▼

Term	Standard/Grading Task	Composite	Rollup	Calculation
Term 2	Final Grade	<input type="checkbox"/>	<input type="checkbox"/>	<div>Type In Progress Grade</div> <div>*Grading Scale Numeric</div> <div><input checked="" type="checkbox"/> Weight Categories</div> <div><input type="checkbox"/> Use Score's % Value</div> <div><input type="checkbox"/> Limit Assignments to Last</div> <div><input type="checkbox"/> Cumulative Grading Starting in</div>
Term 4	Final Grade	<input type="checkbox"/>	<input type="checkbox"/>	<div>Type In Progress Grade</div> <div>*Grading Scale Numeric</div> <div><input checked="" type="checkbox"/> Weight Categories</div> <div><input type="checkbox"/> Use Score's % Value</div> <div><input type="checkbox"/> Limit Assignments to Last</div> <div><input type="checkbox"/> Cumulative Grading Starting in</div>

12. Click **Save**.

If you choose to control the categories for the course from the Course Master, follow steps 13-16. Otherwise, skip to the **Gradebook Setup** section.

Navigation: Menu > Grading & Standards > Course Masters > Categories

13. Navigate to the **Categories** tool for the Course Master.

14. Delete any existing Categories.

15. Click **Add**.

16. **Name** each Category and give it a **Weight**, then click **Save**.

For example, if you would like standard percentages with intervals of 10% that describe the original content mastered and the credit recovery content mastered, create categories as shown.

***This is an example for illustrative purposes only; categories can be set up according to any PSU decision**

Category Detail	
*Name	10%
*Weight	10
Sequence	0
<input type="checkbox"/> Exclude this category from calculation <input type="checkbox"/> Drop Lowest Score (by Percent)	

Categories ☆

10222X0XR XR - English II NC Course Catalog

 Add  Copy

Changes made to categories at the course master level are not reflected in the course until they have been pushed from the [Course Master Info tool](#).

Category List				
Sequence	Category	Weight	Exclude	Drop Lowest(%)
0	10%	10.0		
0	20%	20.0		
0	30%	30.0		
0	40%	40.0		
0	50%	50.0		
0	60%	60.0		
0	70%	70.0		
0	80%	80.0		
0	90%	90.0		

Navigation: Menu > Grading & Standards > Course Masters > Course Master Information

17. Navigate back to the **Course Master Information** tool.

18. Click on **Push to Courses**.

19. Choose the correct year and destination calendar(s). Make sure **Course Info, Grading Tasks/Standards** (including all nested check boxes), **Categories** and **Push Locked Data to Sections** are all checked.

Push To Courses

Which year should locked data be pushed to?

25-26

Destination Calendars: (Required)

25-26 Monroe High School

Push Options: (Select at least one)

Data:

☒ Course Info
 ☒ Grading Tasks/Standards

☒ Grade Calc Options
 ☒ Composite Grades
 ☒ Composite Weights

☒ Categories
 ☐ Assessments

Other:

☒ Push locked data to sections
 ☐ Push Cross-Site data to courses and sections

This process may take several minutes.

Push

Cancel



Navigation: Menu > Grading & Standards > Grading & Standards Administration > Course Catalogs > NC Course Catalog

In order for these items to be pushed to existing sections, please make sure that each item is checked as "Lock editing of:" in the Course Catalog.

20. Check the box to confirm your choices and click **Push**.

Confirm Choices

The following data will be pushed to linked courses and sections in the selected calendar(s):

- Course Info
- Grading Task/Standards
- Grade Calc Options
- Composite Grades
- Composite Weights
- Categories

Selected Calendars:

- 25-26 Monroe High School

Note:

- Pushing locked data for a Course Master in a calendar after a school has started may impact the linked courses and sections.

This process may take several minutes.

☒ I understand and wish to continue (Required)

Push

Cancel

21. Once the information is pushed to sections, a confirmation will appear, with any failures that occurred listed. Once this process is complete, the setup you just created will now be in any sections that exist.

Courses Updated

1 course has been updated in the 25-26 calendar:

- 25-26 Monroe High School

The following failures were encountered while trying to push:

- Tasks and Standards used as composites will not be removed at the Course level.

Go to the Grading Changes Not Pushed Report for more details.

Go To Report

Close

Credit Recovery - Create New Course Master

Course Master Setup

Credit Recovery course codes will continue to be used. The Credit Recovery courses that have an available State course code must be scheduled with that code and the local extension "XR." "XR" can be located in the 8th and 9th character or the 9th or 10th character of the course code. For example, use 10212X0XR or 10212X01XR for English I.

A new credit recovery course master can be created (by copying an existing course master), or the setup of the existing course master can be changed. If there are students already scheduled in the existing course/section, using a new course master will mean that new sections should be created and students moved into the new sections. Using the existing course master means that the updates to the setup of the course master will need to be pushed to any calendar using the course.

Create a New Course Master

If you want to change the setup for an existing Course Master for the course, please go back to the **Change Existing Course Master** section.

The instructions in this section will create a new course master with a new course code. The new course will need to be added to the school, sections will need to be created and students will need to be rostered into the sections.

Note that once you create one Credit Recovery Course Master and enter the setup, you can copy it to create other Credit Recovery Course Masters to save time. Ensure you are using the correct course codes.

Navigation: Menu > Grading & Standards > Course Masters > Course Master Information

1. Search for the course master of the original state course code that you are making a Credit Recovery course. It is important to choose a course master that has a GPA Weight of 1 under **Course Master Information**, and has **Grading Tasks** attached under **Grading Tasks**.

Search

Type

Course Master

Search

10232X0

1 - 9 of 9 results

10232X0 English III
NC Course Catalog

Navigation: Menu > Grading & Standards > Course Masters > Copy Course Master

- Once the appropriate Course Master is selected, click on the **Copy Course Master** tool.
- Uncheck the boxes next to **Standards, Categories, Grade Calc Options** and **Assessments**.
- Change **Course Master Name** and **Course Master Number** as appropriate.

Copy Course Master ☆

10232X0 English III NC Course Catalog

Grading & Standards > Course Masters

Copy Course Master - 10232X0 English III

Copy

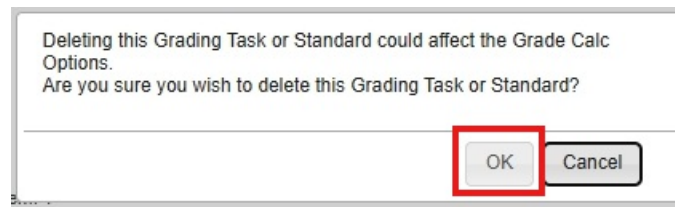
☒ Course Master
 ☒ Grading Tasks
 ☐ Standards
 ☐ Categories
 ☐ Grade Calc Options
 ☐ Assessments

COURSE MASTER NAME	COURSE MASTER NUMBER	CATALOG	STATUS	
English III	10232X01XR	NC Course Catalog	Unsaved	Remove

- Click **Save**.
 - Search the new course master that you just created.
- Navigation:** Menu > Grading & Standards > Course Masters > Grading Tasks
- Navigate to the **Grading Tasks** tool. Ensure the new course code is displayed at the top of the screen.
 - Click on any of the following grading tasks and then click **Delete** (Do not delete the Final Grade grading task):
 - Progress Grade
 - Term Grade
 - Semester Grade

- Exam Grade

Click **OK** to the popup message that appears.



9. Click on the **Final Grade** grading task and uncheck **Post-only Grading Task**. At this time, also verify the **Score Group**, **Credit**, **Credit Type**, and **Term Mask** fields are correct.

Course Master Grading Task Detail

Grading Task
Final Grade

*Score Group
 NC 4 pt Scale ▼

Term GPA

Credit

Credit Type
 ELA ▼

Credit Overflow Override

Term Mask
☐ Term 1 ☒ Term 2 ☐ Term 3 ☒ Term 4 [More Terms](#)

☐ Post-only Grading Task

10. Click **Save**.

Navigation: Menu > Grading & Standards > Course Masters > Grade Calc Options

11. Navigate back to the **Grade Calc Options** tool for the Course Master.

12. For each **Final Grade** grading task, choose **In Progress Grade** in the **Type** dropdown, **Numeric** in the **Grading Scale** dropdown, and check **Weight Categories**.

Grade Calc Options ☆

10222X0XR XR - English II NC Course Catalog

Save

Copy

Changes made to these options at the course master level are not reflected in the course until they have been pushed from the [Course Master Info tool](#). Changes made in the Course will not be overwritten.

Fill Options

Filter: Type All

Term All

Task All

Term	Standard/Grading Task	Composite	Rollup	Calculation
Term 2	Final Grade	<input type="checkbox"/>	<input type="checkbox"/>	<p>Type In Progress Grade</p> <p>*Grading Scale Numeric</p> <p><input checked="" type="checkbox"/> Weight Categories</p> <p><input type="checkbox"/> Use Score's % Value</p> <p><input type="checkbox"/> Limit Assignments to Last</p> <p><input type="checkbox"/> Cumulative Grading Starting in</p>
Term 4	Final Grade	<input type="checkbox"/>	<input type="checkbox"/>	<p>Type In Progress Grade</p> <p>*Grading Scale Numeric</p> <p><input checked="" type="checkbox"/> Weight Categories</p> <p><input type="checkbox"/> Use Score's % Value</p> <p><input type="checkbox"/> Limit Assignments to Last</p> <p><input type="checkbox"/> Cumulative Grading Starting in</p>

13. Click **Save**.

If you choose to control the categories for the course from the Course Master, follow steps 14-17. Otherwise, skip to the **Gradebook Setup and Grade Entry** section.

Navigation: Menu > Grading & Standards > Course Masters > Categories

14. Navigate to the **Categories** tool for the Course Master.

15. Click **Add**.

16. **Name** each Category and give it a **Weight**, then click **Save**.

For example, if you would like standard percentages with intervals of 10% that describe the original content mastered and the credit recovery content mastered, create categories as shown.

***This is an example for illustrative purposes only; categories can be set up according to any PSU decision.**

Category Detail	
*Name	10%
*Weight	10
Sequence	0
<input type="checkbox"/> Exclude this category from calculation <input type="checkbox"/> Drop Lowest Score (by Percent)	

Categories ☆

10222X0XR XR - English II NC Course Catalog

 Add  Copy

Changes made to categories at the course master level are not reflected in the course until they have been pushed from the [Course Master Info tool](#).

Category List				
Sequence	Category	Weight	Exclude	Drop Lowest(%)
0	10%	10.0		
0	20%	20.0		
0	30%	30.0		
0	40%	40.0		
0	50%	50.0		
0	60%	60.0		
0	70%	70.0		
0	80%	80.0		
0	90%	90.0		

Credit Recovery - Gradebook Setup and Grade Entry

Gradebook Setup and Grade Entry

Navigation: Menu > Scheduling & Courses > Courses > Section Guest Grade Book

OR

Navigation: Menu > Instruction > Grades > Grade Book

Create the Original Course Grade Assignment(s):

1. Ensure the **Term** chosen is one that the **Final Grade** grading task is masked to.
2. Click on **+Add** (teachers) or **Assignment** in the dropdown list under Add (for those in the Section Guest Grade Book).
3. Enter a **Title** indicating that this is the grade from the original course, such as Original Course, and which percentage of the final grade it is (same as the category). All fields can be left as default except **Category**. Choose the appropriate value from the **Category** dropdown for the original course.

Title *

Original Course - 70%

Category *

70%

40%

50%

60%

70%

80%

90%

4. Click **Save**.

An assignment will need to be added for each unique percentage that the original course counts for each student enrolled in this section.

Create the Credit Recovery Course Grade Assignment(s):

1. Ensure the **Term** chosen is one that the **Final Grade** grading task is masked to.
2. Click on **+Add** (teachers) or **Assignment** in the dropdown list under Add (for those in the Section Guest Grade Book).
3. Enter a **Title** indicating that this is the grade from the credit recovery course, such as CR Course, and which percentage of the final grade it is (same as the category). All fields can be left as default except **Category**. For the category, choose the appropriate percentage from the category dropdown for the credit recovery course.

Title *

CR Course - 30%

Category *

30%

10%

20%

30%

40%

50%

60%

4. Click **Save**.

An assignment will need to be added for each unique percentage that the credit recovery course counts for each student enrolled in this section.



If a teacher is the primary teacher for many credit recovery courses, assignments can be added to multiple sections at once.

Entering Assignment Grades

Enter assignment grades as usual. Each student will only have 2 assignments: one that corresponds to the percentage of the original Course, and one that corresponds to the percentage of the Credit Recovery course. Once both assignments are graded, The In-Progress grade will show the final grade for the student for the credit recovery course. Grades will need to be posted at the end of the course, and then posted to transcript.

In-Progress				Categories						CR-20	CR-30	CR-40	OC-60	OC-70	OC-80
Points	Possible	Percent	Grade	20%	30%	40%	60%	70%	80%	Seq: 1.00 Due: 08/07 20% Points: 100	Seq: 1.00 Due: 08/07 30% Points: 100	Seq: 1.00 Due: 08/07 40% Points: 100	Seq: 1.00 Due: 08/07 60% Points: 100	Seq: 1.00 Due: 08/07 70% Points: 100	Seq: 1.00 Due: 08/07 80% Points: 100
142	200	68.20 %	68			85.00 %	57.00 %					85	57		
111	200	52.80 %	53	60.00 %					51.00 %	60					51
130	200	62.60 %	63		71.00 %			59.00 %			71			59	

Credit Recovery - Suppress Original Transcript Record

Suppress Original Transcript Record

Once the Credit Recovery grade has been posted to the Transcript tool, the original course grade must be suppressed.

Navigation: Menu > Student Information > General > Transcript

1. Search for the student, then navigate to the **Transcript** tool.
2. Locate the transcript record for the Original Course and click on it.
3. Under **Scoring Information**, change the **GPA Weight** to 0.00.

Scoring Information

Score *

55

Weighted GPA Value

0.0000

Percent

32.000

GPA Max

4.0000

GPA Weight

0.0000

Unweighted GPA Value

0.0000

4. Under **Transcript Credit Information**, change the **Credits Attempted** to 0.00 and the **Credit Type** to Suppressed.

Transcript Credit Information

Credits Earned*

0.000

Credits Attempted*

0.000

Credit Type

Suppressed

Credit Overflow Override

Remove

5. Click **Save**.

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