Credit Recovery - Create New Course Master

08/14/2025 8:11 am EDT

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.

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.**

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

2. Once the appropriate Course Master is selected, click on the **Copy Course Master** tool.

3. Uncheck the boxes next to **Standards, Categories, Grade Calc Options** and **Assessments**.

4. Change **Course Master Name** and **Course Master Number** as appropriate.

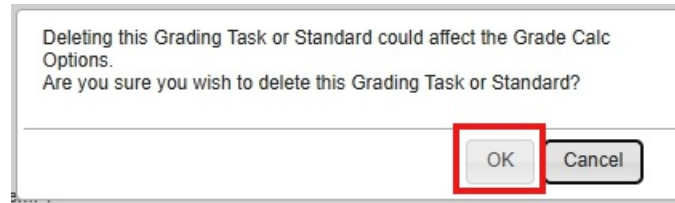5. Click **Save**.

6. Search the new course master that you just created.

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

7. Navigate to the **Grading Tasks** tool. Ensure the new course code is displayed at the top of the screen.

8. 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.

Deleting this Grading Task or Standard could affect the Grade Calc Options.
Are you sure you wish to delete this Grading Task or Standard?

OK   Cancel

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
                            1   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 ☆
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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. Delete any existing Categories.

16. Click **Add.**

17. **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

☐ Exclude this category from calculation
☐ Drop Lowest Score (by Percent)

Categories ☆

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⊕ 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		