

Credit Recovery - Change Existing Course Master

08/14/2025 8:13 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.

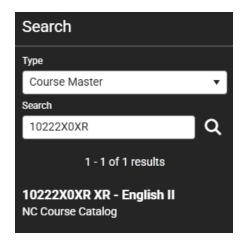
Change Existing Course Master

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

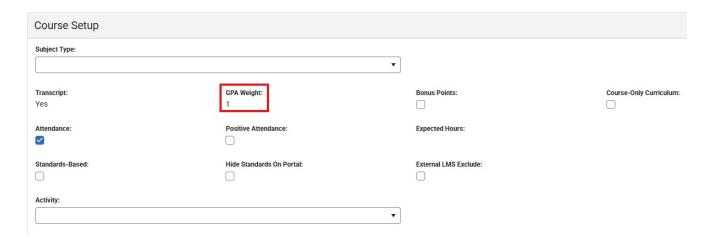
The instructions in this section allow existing course masters, sections and rosters to be used and still comply with the new Credit Recovery requirements.

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.**

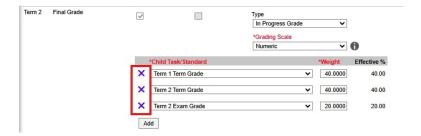


- 2. In the course master, the GPA Weight must be changed to 1 if it is not already. If it needs to be changed to 1, note the value in the **State Code** field and follow these steps:
 - Click into the **State Code** field and choose any other value. Once it is chosen, click in **State Code** again and 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.



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.

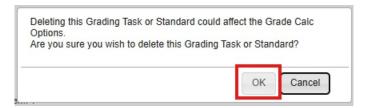


5. Click Save.

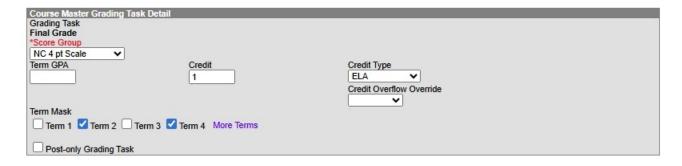
Navigation: Menu > Grading & Standards > Course Masters > Grading Tasks

- 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.

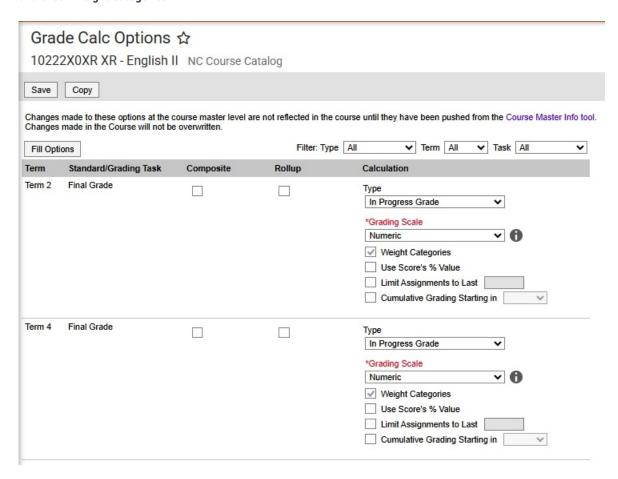


9. Click Save.

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**.



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



Categories ☆

10222X0XR XR - English II NC Course Catalog

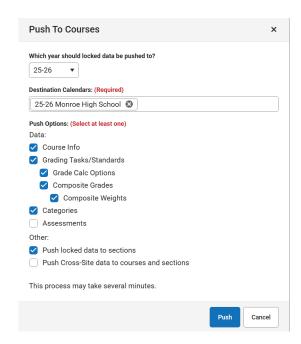


Changes made to categories at the course master level are not reflected in the course until they have been pushed from the Course Master Info tool.



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

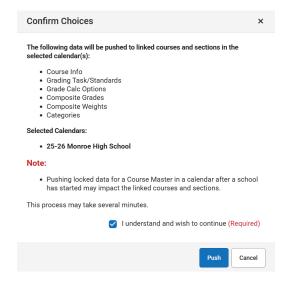
- 17. Navigate back to the Course Master Information tool.
- 18. Click on Push to Courses.
- 19. Choose the correct year and destination calendar(s). Make sure **Course Info, Grading Tasks/Standards** (including all nested check boxes), **Categories** and **Push Locked Data to Sections** are all checked.



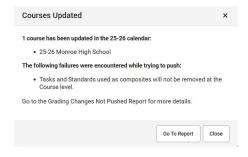
Navigation: Menu > Grading & Standards > Grading & Standards Administration > Course Catalogs > NC Course Catalog

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.



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.



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