

# Credit Recovery - Change Existing Course Master

08/28/2025 8:03 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**.

Search

Type

Course Master

Search

10222X0XR

1 - 1 of 1 results

10222X0XR XR - English II

NC Course Catalog

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:

1

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.

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

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

Term GPA  Credit

Credit Type   
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 ☆

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