Posting Summer School Grades

02/06/2026 7:25 am EST

Open Grading Window

Navigation: Grading & Standards > Grading & Standards Administration > Grading Window

Follow the steps in the Grading Window Tango (https://app.tango.us/app/workflow/Manage-Grading-Windows-for-Traditional-Grading-86027b65b8d6406987f21ec667912921) to open a window for the Final Grade grading task. The Final Grade is the only grade needed for summer school courses.

Select the correct calendar and term based on the setup of the summer school calendar.

Only the Final Grade grading task is required for summer school courses.

Post Final Grades (Gradebook)

Teacher's Navigation: Instruction> Grades > Grade Book

Use the following Posting Grades Resource (https://docs.google.com/document/d/1TXqvgqghDQ7ozlUVTzuDY2cdl48UJMyAH_ySq5y_6ZQ/edit?usp=sharing) document for guides on posting grades. The Final Grade is the only grading task that is necessary for summer school courses.

Post Final Grades (Admin)

Staff Navigation: Scheduling & Courses > Courses > Section Grading By Task or Section Grading By Student

Final grades can also be posted without a grading window by using the Section Grading By Task or Section Grading By Student.

- Enter the **percent** and **score** for the student's final grade.
- Click **Save** to post the grade.

Enter final grades for the final grade grading task.

Section Grading By Student ☆

10212X0XR-1 English I - Credit Recovery   Teacher:

💾 Save

Xiong, Samantha - #41911

Task	Percent	Score	Comments
Final Grade Term SS	70	70 ⌄	

If only one task is setup, the section grading by student can be used to post the final grade.

Post Final Grades to Transcript

Navigation: Student Information> General Student Administration> Transcript Post Wizard

Use the Transcript Post Wizard | Infinite Campus (https://kb.infinitecampus.com/help/transcript-post) article to post final grades to the transcript.

- Select the correct **Summer School calendar**. If the active year has been changed to the next school year, change the view options to list by year.

Select Calendars

Which calendar(s) would you like to include in the report?

- ○ active year
- ○ list by school
- ● list by year

27-28
    27-28 Jefferson Middle Schoo 1
    27-28 Jefferson Middle Schoo 2
    27-28 Jefferson Middle School
26-27
    26-27 Adams School
    26-27 Garfield School
    26-27 Jackson School
    26-27 Jefferson Middle School
    26-27 Lincoln School
    26-27 McKinley School
    26-27 Monroe High School
25-26
    25-26 Garfield School
    25-26 Homeless
    25-26 Jackson Elementary
    25-26 Jefferson Middle School
    25-26 LEP
    25-26 Lincoln High School
    25-26 Madison Elementary Sch 1
    25-26 Madison Elementary Schoo
    25-26 Madison Elementary SS
    25-26 McKinley Elementary
    25-26 Monroe High School
    25-26 Monroe High School SS
    25-26 Taft Middle School
    25-26 Wilson School
    25-26 Wilson School 1
24-25
    24-25 Arthur High School

CTRL-click or SHIFT-click to select multiple
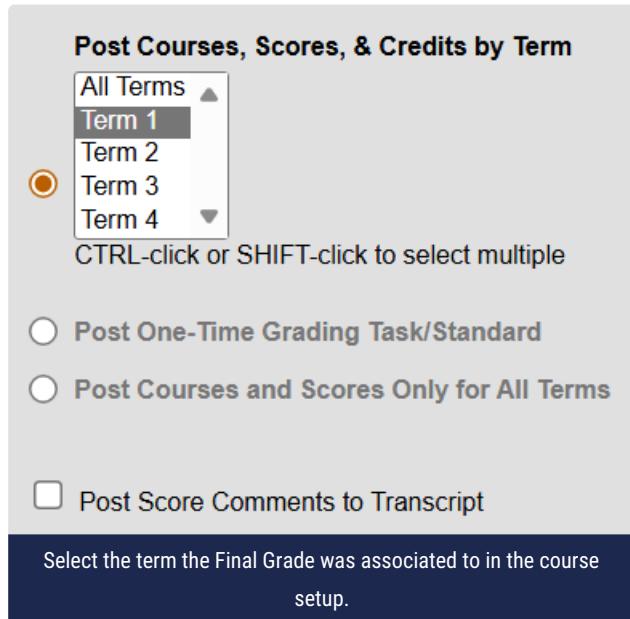
- Select the **Credit Groups** for the courses completed during summer school.
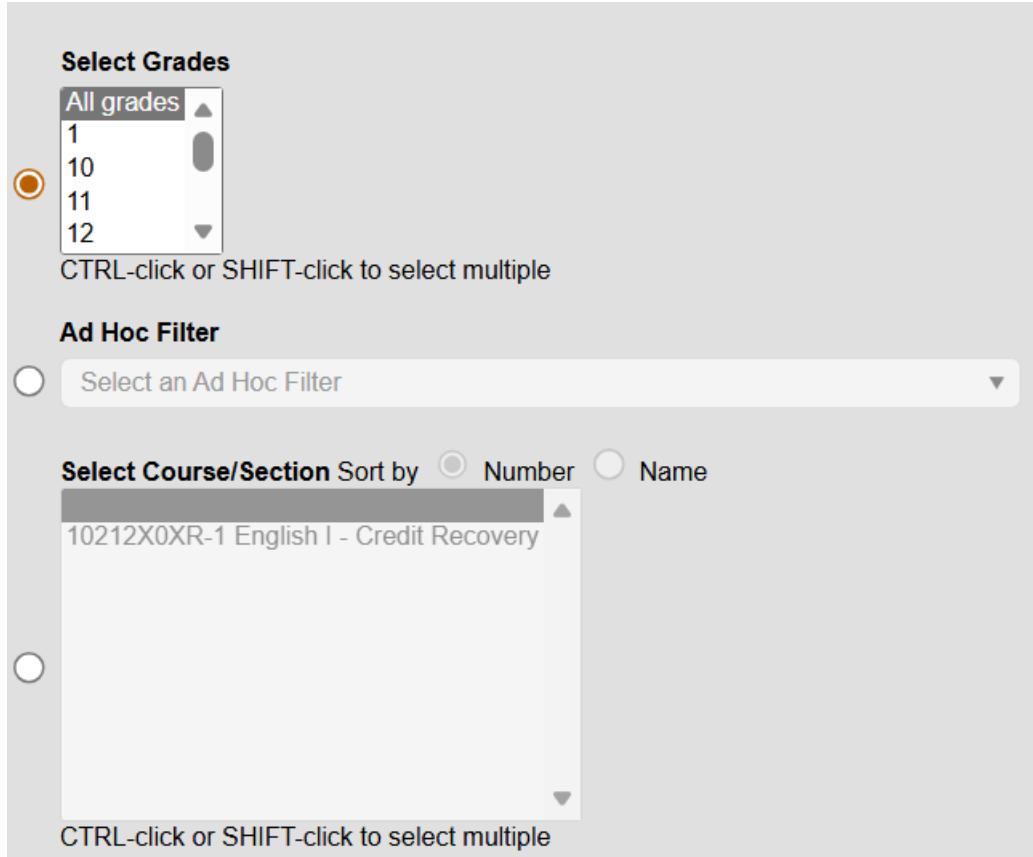
Select Credit Groups

-Conduct
-HS
  -Arts Ed
  -CTE
  -ECS
  -ELA
  -ESL
  -Hlth & PE
  -Math
  -Militry Sc
  -Misc
  -Non Clssm
  -OCS
  -Other
  -Science

CTRL-click or SHIFT-click to select multiple

- Select the **correct term.** In the example below, the Summer School setup has only one term, so the example indicates Term 1 selected.

Post Courses, Scores, & Credits by Term

All Terms
Term 1
Term 2
◉ Term 3
Term 4
CTRL-click or SHIFT-click to select multiple

○ **Post One-Time Grading Task/Standard**

○ **Post Courses and Scores Only for All Terms**

☐ Post Score Comments to Transcript

Select the term the Final Grade was associated to in the course setup.

- Select **Grades, Ad Hoc Filter,** or **Course/Section** to finalize the posting process.
- Select **Run** when all fields have been selected. Only final grades posted in the grade book will be posted to the transcript.

Select Grades

All grades
1
10
◉ 11
12
CTRL-click or SHIFT-click to select multiple

Ad Hoc Filter

○ Select an Ad Hoc Filter ▼

Select Course/Section Sort by ◉ Number ○ Name

10212X0XR-1 English I - Credit Recovery

○

CTRL-click or SHIFT-click to select multiple

The final grade will show in the transcript tool in the year and school where the summer school course was taken.

Course Number	Course Name	Repeat Course	Score	Weighted	Unweighted	Weight	Earned	Attempt
▼ Group: 25-26 - Monroe High School - Grade 9								
10212X0	English I	No	58	0	0	1	0	1
10212X0XR	English I - Credit Recovery	No	70	2	2	0	1	1

Suppress Grades

If the course was a retake where the original grade must be suppressed, follow the steps for Grade Suppression (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/adding-transcript-grades#SuppressedGrades).

◀ Summer School (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school)