

Course Masters & Grading

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Courses Master Information

Review and Process State Course Code Changes

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Review the Master Course Code list, NCSIS (powered by Infinite Campus) | NC DPI (https://www.dpi.nc.gov/educators/nced-connect-formerly-home-base/ncsis-powered-infinite-campus), and ensure the following:

- Name changes are updated on existing course masters.
- Changes to course credit types are updated in final grading tasks.
- Changes to credits are updated in final grading tasks.
- Confirm disabled course codes are not being used. Use the Disabled Course Codes (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/disabled-course-codes) article for information on how to check for disabled courses.
- Ensure new course codes have been created and associated to the correct calendars.
- See the Course Master Information | Infinite Campus (https://kb.infinitecampus.com/help/course-master-info) article for information.

Relink Courses to the Course Master (if applicable)

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Relink courses to the Course Master to ensure the course data at the school level is aligned with Course Masters.

- See the Course Status | Infinite Campus (https://kb.infinitecampus.com/help/course-status) article for more information.
- If a course is associated with a Summer School calendar, it is not necessary to relink the course master due to the difference in the grading setup.

Audit Course Master Information

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Course Master Information should be audited on a regular basis to ensure settings, tasks, and calculations are correct.

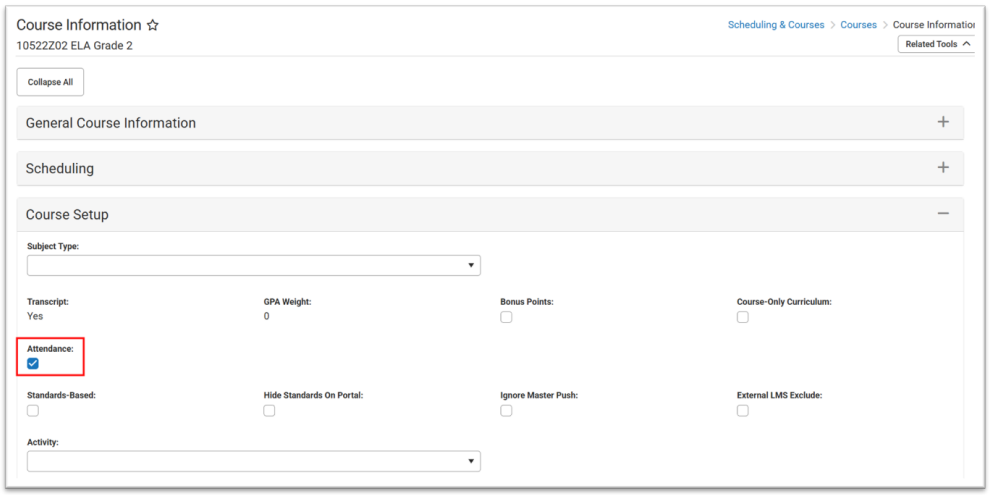
- See the Course Master Information | Infinite Campus (https://kb.infinitecampus.com/help/course-master-info#course-master-detail) article for more information on the workflow.
- The Course Master Information (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/course-master-information) chart provides information on course setup specific to NC.
- NCDPI has created a GPA Configuration Verification Report (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/gpa-configuration-verification-report) to validate GPA weights
    - Navigate to *Menu > Reporting > Data Validation > Data Validation Report > (NC) GPA Configuration Verification*
- Any changes at the Course Master level should be **pushed** to the Courses for changes to take effect at the school level. Course settings at the school level must be pushed to the sections.

NOTE: Items in the Course Catalog | Infinite Campus (https://kb.infinitecampus.com/help/course-catalog#lock-fields-on-a-course-catalog) must be locked to push the changes to the courses/sections. The Push All Course Masters | Infinite Campus (https://kb.infinitecampus.com/help/push-all-course-masters) tool can be used to push all changes to courses and sections (if applicable) at one time.

Audit Course Attendance

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- See the Course Master Information | Infinite Campus (https://kb.infinitecampus.com/help/course-master-info#course-master-detail) article for more information.
- Review courses that should count in attendance. The Attendance checkbox for a course determines if the course will count in the instructional day when scheduled in an instructional period. This box will also allow teachers to take attendance for the course.



Course Master Grading

Audit Grading Tasks

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Audit the Grading Tasks to ensure the correct course credit and score group are assigned to the course.

- Refer to the NCDPI Master course code list, NCSIS (powered by Infinite Campus) | NC DPI (https://www.dpi.nc.gov/educators/nced-connect-formerly-home-base/ncsis-powered-infinite-campus), for correct Credits, Score Group (GPA Added Value), and Credit Group.

Standards-Based Grading

- If the course must receive a final grade, the Final Grade Grading Task must be set up.
- Any middle school or high school standards based grading must have a Final Grade Grading Task set up for all courses.

Audit Standards Bank (if applicable)

Navigation: Menu > Grading & Standards > Standards Setup > Standards Bank

Audit the Standards Bank to ensure the correct Standards setup for grading needs. Also ensure that any standards that have been updated are added to the Standards Bank and associated with the correct courses. Any standards that are no longer applicable need to be archived and removed from alignment to courses and grade calc options.

- See the Standards Bank | Infinite Campus (https://kb.infinitecampus.com/help/standards-bank) article for information on how to set-up standards.
- NCDPI maintains state standard updates using the CASE Framework: North Carolina Standard Course of Study: Framework List (https://nc-satchel.commongoodlt.com/).
    - These frameworks can be imported into NCSIS and aligned to courses. Refer to the Import Standards | Infinite Campus (https://kb.infinitecampus.com/help/import-standards) for instructions on importing frameworks into the NCSIS.

    - Work with local curriculum staff identify updated standards and determine the appropriate course alignments.
- Use the Standards Alignment Wizard | Infinite Campus (https://kb.infinitecampus.com/help/standards-alignment-wizard) to add new standards.
- Use the Standards Replacement Wizard | Infinite Campus (https://kb.infinitecampus.com/help/standards-replacement-wizard) to adjust updated standards with archived standards as needed.

Audit Grade Calc Options

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Audit the Grade Calc Options to ensure students will receive the correct final score for a course.

- See the Grade Calc Options | Infinite Campus (https://kb.infinitecampus.com/help/grade-calc-options-course-masters) article for more information.
- For the same course that can be taught as a semester course or as a yearlong course, the course must have two separate course codes due to different grading calculations setup requirements.
    - Example Course Code - CD102X0
        - One school teaches the course in a semester (either semester 1 OR semester 2) and students receive a Final Grade at the end of the semester. This school uses a course code - CD102X0*S*. *S* is a locally defined extension.
        - One school teaches the course on an A/B schedule and students receive a Final Grade at the end of the school year. This school uses a course code - CD102X0*Y* - *Y* is a locally defined extension.

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