

Course Master Grading

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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)

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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 Any standards that are no longer applicable need to be archived and removed from alignment to courses and grade calc options.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) (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) (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 - CD102X0S. 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 - CD102X0Y - Y is a locally defined extension.



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