

Course Management

06/23/2026 11:04 am EDT

Course Master Updates

Course masters are created from state courses in the Course Management tool, which is controlled by NCDPI. The Master Course Code list can be found on the [NCSIS \(powered by Infinite Campus\) | NC DPI](https://www.dpi.nc.gov/educators/nced-connect-formerly-home-base/ncsis-powered-infinite-campus) (<https://www.dpi.nc.gov/educators/nced-connect-formerly-home-base/ncsis-powered-infinite-campus>) website. When new courses are added to the Course Management tool, new course masters can be created. See the Creating Course Masters article for key steps necessary for creating course masters in North Carolina. See the information below for updating course names and credits according to changes set by NCDPI each year.

Course Name Updates

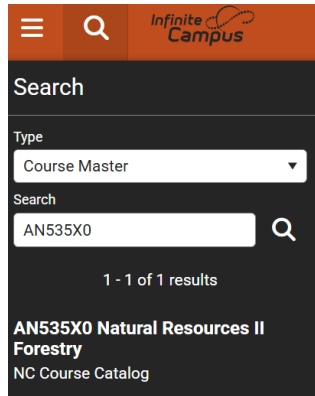
NCDPI may update course names each year. These updates are made at the state level and published to each PSUs state courses in the Course Management tool on July 1 each year. While the course management tool reflects the updated state course names, existing local Course Master names are not updated automatically.

The steps below outline how to update local Course Master names to align with the revised state course names. This process may be completed at any time during the school year in which the update occurs.

When updating Course Masters, only push changes to courses for the school year in which the course name change takes effect. Do not update courses for prior school years.

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

- Search and select the **Course Master(s)**.



- In the **Name** field, update the name to match the new course name according to the Course Master list.

	Course Number	Old Course Name	New Course Name	Credits	GPA Added Value	Credit Group-Type	Grade Span	Department	Course Code Release Year	NOTE
2	AA225X0	Animal Science II Food Animal	Animal Sci II Food Animal Hon	1	0.5	HS-Other	9-13	CTE	Prior to 2021-22	26-27 Course Name Update POST 25-26 EOY
3	AN535X0	Natural Resources II Forestry	Natrl Resource II Forestry Hon	1	0.5	HS-Other	9-13	CTE	2024-25	26-27 Course Name Update POST 25-26 EOY

General Course Master Information

Course Catalog: **(Required)**

Number: **(Required)** Name: **(Required)**

Before Course Name Change

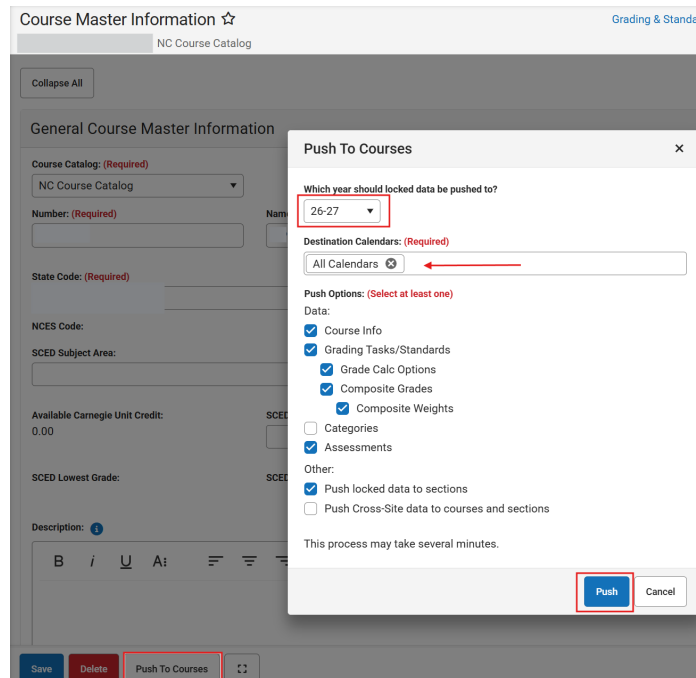
General Course Master Information

Course Catalog: **(Required)**

Number: **(Required)** Name: **(Required)**

After Course Name Change

- Click **Save**.
- Click **Push To Courses** to push the course name update to course and sections where the course is available. Be sure to only push to the year where the course name is changing as to not impact the course name for current or previous years.



Multiple course masters can be updated and pushed at one time. The [Push All Course Masters | Infinite Campus](https://kb.infinitecampus.com/help/push-all-course-masters) (<https://kb.infinitecampus.com/help/push-all-course-masters>) tool will push all course master's to the selected calendars.

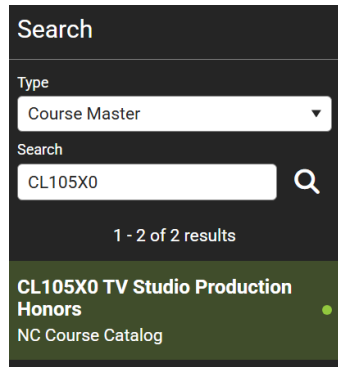
Course Credit Changes

NCDPI may update course credits for some courses each year. Updates are reflected by the GPA weight at the state level and published to the course management tool. While the course master reflects the updated course GPA weight, existing course credit in the final grade grading tasks must be updated manually.

The steps below outline how to update local Course Master final grade grading task to align with the revised state course code. NCDPI will complete course changes on July 1. Once the changes occur, the local course masters must be updated. When updating Course Masters, only push the changes to courses for the school year in which change takes effect. Do not update courses for prior school years.

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

- Search and select the **Course Master(s)**.



- The GPA Weight is a field that is controlled by NCDPI and adjusted to the course in the course management tool. It is recommended to review the GPA weight in the Course Setup section of the course master information tool to ensure the value is updated.

Course Number	Course Name	NEW Credit Value	GPA Added Value	Credit Group-Type	Grade Span	Department	Course Code Release Year
CL105X0	TV Studio Production Honors	2	0.5	HS-Other	9-13	CTE	2024-25

Course Setup

Subject Type:

Transcript: Yes

GPA Weight: 2

Bonus Points:

- Navigate to **Grading Tasks** using the related Tools menu.



- Select the **Final Grade** Grading Task.
- Update the **Credit** value to match the new credit value listed in the Master Course Code List from NCDPI.

CL105X0 TV Studio Production Honors NC Course Catalog

Save Delete Add Copy

Grading Task	Credit Group	Credit Type	Score Group
<input type="checkbox"/> Term Grade			NC 4.5 pt Scale
<input type="checkbox"/> Exam Grade			NC 4.5 pt Scale
<input type="checkbox"/> Final Grade	HS	Other	NC 4.5 pt Scale

Course Master Grading Task Detail

Grading Task

Final Grade

*Scale Group
 NC 4.5 pt Scale

Term GPA

Credit
 2

Credit Type
 Other

Credit Overflow Override

Term Mask
 Term 1 Term 2 Term 3 Term 4 [More Terms](#)

Post-only Grading Task

- Click **Save** to update the Credit.
- Navigate to the **Course Master Information** tool using the Related Tools menu and click **Push To Courses** to push the course grading task update to course and sections where the course is available. Be sure to only push to the year where the course credit is changing as to not impact the course credit for previous years.



Multiple course masters can be updated and pushed at one time. The [Push All Course Masters | Infinite Campus](https://kb.infinitecampus.com/help/push-all-course-masters) tool will push all course master's to the selected calendars.