

# Adding Credit By Demonstrated Mastery (CDM) Grades

07/24/2026 11:49 am EDT

Students that demonstrate a deep understanding of the course content without course enrollment or seat time, may earn credit for high school. The steps below provide guidance on adding the CDM credit to the transcript tool.

**Navigation:** *Select Student > Student Information > General > Transcripts*

1. Select **New Details**.
2. Fill in the **School Information** section. (School Year, School Name, School Number, District Number, Grade, NCES Grade)
3. Enter the **course number**. The auto-fill course fields based on course number selection should be checked for other fields to update.

## Course Information

☒ Auto-fill Course Fields Based on Course Number Selection 

State Code

10212X0

State Code Name

English I

Course Number \*

10212X0

Course Name

English I

Date

02/24/2025

Actual Term

Terms Long

Calendar Terms

Start Term

Start Date

month/day/year

End Term

End Date

month/day/year

4. Choose **CDM** from the Score dropdown and change the GPA Weight to **0**.

## Scoring Information

Score \*

CDM

Weighted GPA Value

Percent

GPA Max

4.0000

GPA Weight

0.0000

Unweighted GPA Value

5. Enter the **Credits Earned**. The credits attempted and credit type should populate based on the course number entered in step 3.

| Transcript Credit Information      |                                    |                                   |                          |                         |
|------------------------------------|------------------------------------|-----------------------------------|--------------------------|-------------------------|
| Credits Earned*                    | Credits Attempted*                 | Credit Type                       | Credit Overflow Override |                         |
| <input type="text" value="1.000"/> | <input type="text" value="1.000"/> | ELA <span>×</span> <span>▼</span> | <input type="text"/>     | <button>Remove</button> |

6. Click **Save**.



The CDM credit will be listed in the transcript detail and print on the transcript as CDM.

|                          | Course Number | Course Name | Course | Score | Weighted | Unweighted | Weight | Earned | Attempted | Credit Type |
|--------------------------|---------------|-------------|--------|-------|----------|------------|--------|--------|-----------|-------------|
| ▼ Group: 24-25 - Grade 9 |               |             |        |       |          |            |        |        |           |             |
|                          | 10212X0       | English I   | No     | CDM   |          |            | 0      | 1      | 1         | ELA         |

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