

# COURSE SET-UP TRAINING

# Verifying Backend Information:

Tool:	Description:	Classic Path:
<b>Grading Scale Setup</b>	Used by Campus grade book to convert numeric percentages to In Progress grades. Values in the Score Column must match the Score Group in order to post grades.	System Administration > Grading & Standards > Grading Scales
<b>Departments</b>	Defines the different types of classes or area where classes are offered. Users can search for courses by dept. and run schedule-related reports.	System Admin > Resources > Resources > Departments
<b>Room Numbers</b>	Houses all rooms in the building. Rooms are attached to sections for scheduling purposes, and the room number will then appear on the student schedule.	System Administration > Resources > Resources > Rooms
<b>Score Groups &amp; Rubrics</b>	The ways to determine the scores that make up the basis of grading ( <i>Score Groups for traditional: A, B, C, etc- Linked to Grading Tasks; While Rubrics are more subjective: Pass, Fail- aligned to tasks/standards</i> ). Used by teachers to score students work.	Grading & Standards > Score Groups & Rubrics
<b>Credit Group Setup</b>	Define how credits earned are counted on the student's transcript and are used in tracking their progress toward graduation. Credit Group does not include the number of credits earned by a student ( <i>Grading Tasks</i> ), instead organizes credits earned.	Grading & Standards > Credit Groups

# Course Setup Process:

Creating a  
Course

Adding a Section

Adding Staff  
Members

Adding Grading  
Task

Adding Grade  
Calc Options

Additional  
Course Additions

To use the course, ensure **Active** is checked and there is information in the **Number** and **Name** fields.

# Creating a Course

*Classic Path: Schedule > Add Course*

*New Look Path: Scheduling & Courses > Courses > Course Information*

**Course Information**

\*Number: 12345

\*Name: Training Course

Standards-based:  Active:  Exclude from State Reporting:  External LMS Exclude:

Course-Only Curriculum:

Subject Type: Core Academic Subject Area (CORE) | Department: English

Core Academic Class: English (ENG)

State Code: 010110: Communications and Leadership

Schedule Load Priority:

Max Students:

Terms: 2 | Schedules: 1 | Periods: 1 | Sections to Build: 0 | Preferred Room Type:

GPA Weight: 1

Bonus Points:  Advisory:  Transcript:  Required:

Type: RG: Regular

Honors:

Responsive:  Activity:

Section Template Group:

Homeroom:  Allow student requests:  Allow teacher requests/recommendations:  Hide Standards On Portal:  Repeatable:  Attendance:  Positive Attendance:  High School Credit:

CORE Area For Credit: ENG: English

- Items in yellow are required for **EMIS Reporting**
- Items in red are required for **Scheduling**
- The item in orange is required for **Attendance**
- The item in green is required **Transcripts**
- The item in purple is required for **Testing**
- See Chart on Slide 5 for further insight**

The **Exclude from State Reporting** checkbox, effects both EMIS and Attendance.

**For EMIS Reporting**

<b>State Code</b>	Select the applicable State Code, Type and Area for Credit from the various dropdowns. Ensure Exclude from State reporting is UNCHECKED. <i>Note: For attendance only courses leave the State Code Blank. State Code descriptions can be found in EMIS Manual 4.7</i>
<b>Type</b>	
<b>Core Area for Credit</b>	

**For Scheduling**

<b>GPA Weight</b>	Should equal the <b>credit</b> of the course.
<b>Max Students</b>	The maximum number of students in the sections of the course
<b>Terms</b>	Indicates the number of terms one instance of the course will cover. <i>(Should equal the number of terms your district has)</i>
<b>Schedule</b>	Should always be 1.
<b>Period</b>	Indicates the number of periods in one day a course is taught

**For Attendance**

<b>Attendance Checkbox</b>	Indicates if attendance will be taken during this course. <i>Note: To report always present (such as CCP courses on College Campus), leave Attendance box unchecked</i>
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**Additional Fields**

Check the <b><u>Transcript Box</u></b> for the course to report to transcripts	Check <b><u>Homeroom checkbox</u></b> if an assessment will be tied to the course
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HS Credit box must be checked for any course that received HS credit to count in the GPA.



# Creating a Course: *Custom Data Elements*

- **Program Provider IRN:** Reports the IRN when the course is associated with a Program Code
- **Program Code:** To report a Program Code through Courses
- **Delivery Method:** Identifies how instructions is provided (*If blank reports FF*).
- **Subject:** Used for Testing Pre IDs
- **Test Mode:** Used for Testing ID. If blank pulls as Online
- **Educational Option:** If blank reports NO
- **Semester Code:** States when the course will be taught
- **Location IRN:** The IRN where the course is held
  - *Must be indicated for off campus CCP & PS courses*
- **Student Population:** The student group the course is intended for (*If blank reports RG*),
- **Credit Flexibility:** If the student can earn credits in a nontraditional way
- **CTE College Credit checkbox:** Check if it's a CTE course that earns college credit
- **Length of Scheduled Instruction:** The hours per year a teacher spends in instruction for the course/subject
  - *No decimal can be entered*
- **Curriculum:** Reports type of instruction. If blank, reports OT
- **Staff Provider IRN:** For Contracted Staff

The screenshot shows the 'Custom Data Elements' form with the following fields and their values:

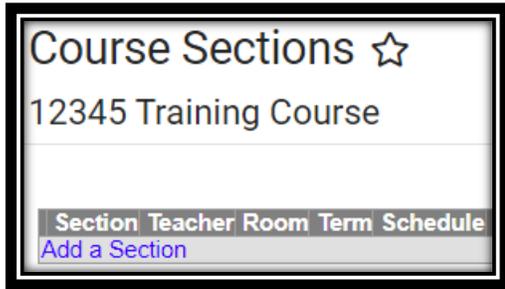
- Program Provider IRN: [Empty]
- Program Code: [Empty]
- Delivery Method: FF: Face-toFace Classroom Instruction
- Subject: [Empty]
- State Grade Level: [Empty] (marked with a purple X)
- Test Mode: [Empty]
- Educational Option: [Empty]
- Semester Code: 1: 1st semester only
- Location IRN: 000315: META JR/SR High School
- Student Population: RG: Regular/General Students K-12
- Credit Flexibility: [Empty]
- CTE College Credit:
- Length of Scheduled Instruction: 66
- Course Level: [Empty] (marked with a purple X)
- Curriculum: [Empty]
- Subject Area For Credit: [Empty] (marked with a purple X)
- Correlated Course Number: [Empty] (marked with a purple X)
- Second Correlated Course Number: [Empty] (marked with a purple X)
- Staff Provider IRN: [Empty]
- Credit Amount: [Empty] (marked with a purple X)
- Athletic Credit Amount: \$ [Empty] (marked with a purple X)

**Fields that are not required in this section:**

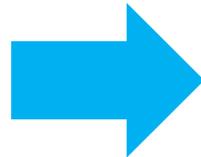
- ❖ State Grade Level
- ❖ Course Level
- ❖ Subject Area for Credit
- ❖ Credit Amount
- ❖ Athletic Credit Amount

# Adding a Section

*Classic Path: Schedule > Courses > Search Course > Section Tab*  
*New Look Path: Scheduling & Courses > Courses > Course Information*



Click the **Add a Section** button.  
*The Create a New Section editor will auto populate.*



**STEPS:**

1. Enter a Section Number
2. Leave *Teacher Display Name* **BLANK**
3. Do not enter any overrides unless it is required for EMIS Reporting
4. Career Tech Courses are mapped here.
5. **Section Schedule Placement:**
  - ❖ Check the Period and terms the course will meet
6. Click Create Section

# Adding a Staff Member

*Classic Path:* Scheduling > Courses > Search Course > Section Tab > Click Edit next to Section

*New Look Path:* Scheduling & Courses > Courses > Section Staff History

Sections must have a Primary Teacher assigned for the Course to pull for Reporting.

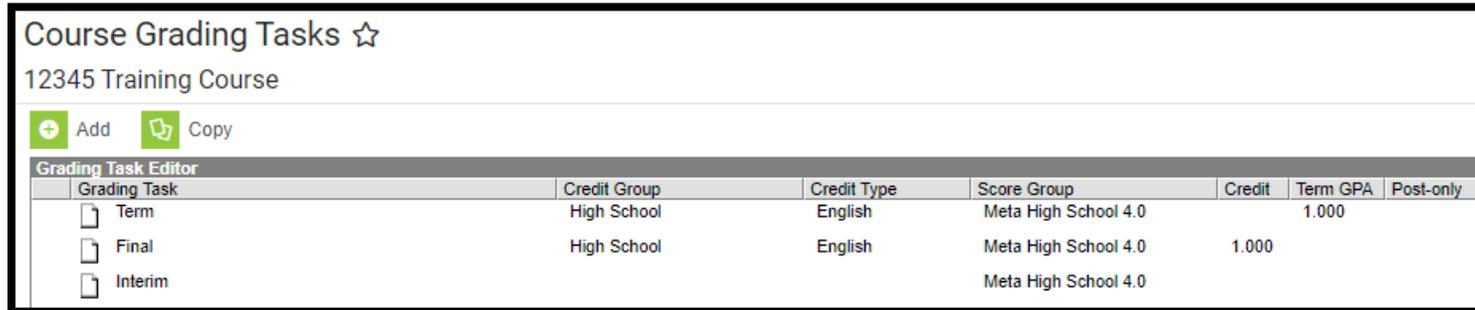
Assignment Start and End date fields should remain blank unless staff members start working in the section scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, click the Access End date field.

1. Click on **New Primary Teacher**
  - ❖ For Co-Teachers, click **New Teacher**
2. Search for the Teachers **Name**
3. Include role of LT: Lead Teacher
4. If starting at the beginning of school year, can leave **Start Date** blank.
5. To display a teachers, name different than what it in the system, type the override in the last radio button text box.
6. Click **Save**

# Adding a Grading Task

*Classic Path: Scheduling > Courses > Search Course > Grading Task Tab*  
*New Look Path: Scheduling & Courses > Courses > Course Grading Tasks*



Field:	Description:	Task Type(s):
<b>Grading Task</b>	Select the grading task you are creating. The options vary per district but generally consist of the following selections: Term, Final, Interim	--
<b>Score Group</b>	Determines the points or letter grades to use when scoring the grading task.	All
<b>Term GPA</b>	Indicates the weight used when calculating the grade of the student.	Term
<b>Credit</b>	The amount of credit the student receives upon completion of the course or when the course is posted to transcript.	Final
<b>Credit Type</b>	The group of credit the student received when credit is given <i>(used for Academic Planner to determine progress towards graduation plan)</i> .	Term and Final
<b>Term Mask</b>	Checkmark to indicate when the task must be graded.	Term and Final
<b>Post-Only Grading Task</b>	Indicated a grading task cannot be aligned to assignments and categories in the teacher's Grade Book. This is for posting grades only, not aligning student work.	--

# Adding a Grade Calc Options

*Classic Path: Scheduling > Courses > Search Course > Grade Calc Options Tab*

*New Look Path: Scheduling & Courses > Courses > Course Grade Calc Options*

Used to determine how In Progress Grades for grading task/standards calculate in the Gradebook. Can use the Fill Options to apply a specific grading setup to multiple tasks or standards.

Course Grade Calc Options ☆  
101 Band

Save Copy

High School ⓘ  
 Weight Categories  
 Use Score's % Value  
 Limit Assignments to Last   
 Cumulative Grading Starting in

---

3RD Main Interim   Type  
 In Progress Grade  
 \*Grading Scale  
 High School ⓘ  
 Weight Categories  
 Use Score's % Value  
 Limit Assignments to Last   
 Cumulative Grading Starting in

---

4TH Main Term   Type  
 In Progress Grade  
 \*Grading Scale  
 High School ⓘ  
 Weight Categories  
 Use Score's % Value  
 Limit Assignments to Last   
 Cumulative Grading Starting in

---

4TH Main Final   Type  
 In Progress Grade  
 \*Grading Scale  
 High School ⓘ

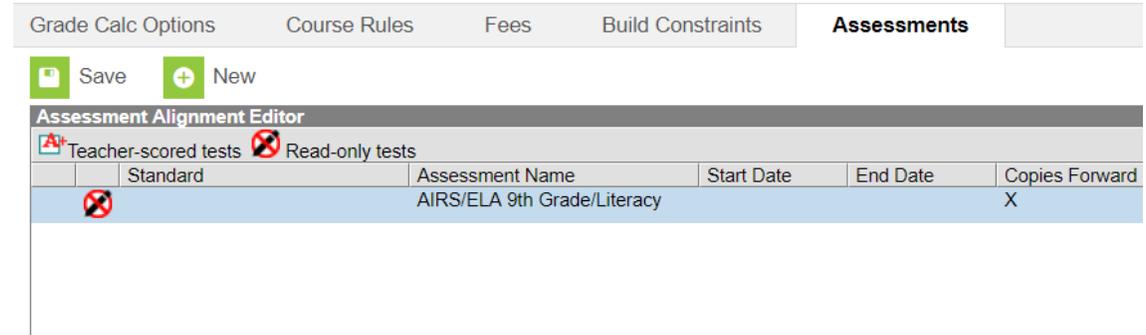
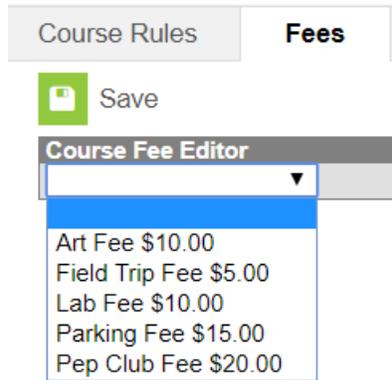
*Child Task/Standard	*Weight	Effective %
X 1ST Term	25.0000	25.00
X 2ND Term	25.0000	25.00
X 3RD Term	25.0000	25.00
X 4TH Term	25.0000	25.00

Add  
 Lock Section Composites

# Additional Tab Sets

*Classic Path: Scheduling > Courses > Search Course > Fees or Assessment Tab*

*New Look Path: Scheduling & Courses > Courses > Course Fees or Course Assessments*



Select a fee to assign to the course, in order to assign fees through the Course Wizard.

To pull Pre-Ids for testing, link an assessment to this area.

# Push to Sections

*Classic Path: Scheduling > Courses > Search Course*

*New Look Path: Scheduling & Courses > Courses > Course Information*

The Push to Sections option pushes grading setup from an individual course to its sections.

The screenshot shows the 'Push to Sections' dialog box in a course management system. The dialog is titled 'Course' and has tabs for 'Sections', 'Grading Tasks', 'Standards', 'Categories', and 'Grade Calc Options'. The 'Push To Sections' button is highlighted with a red box. Below the button, there is a message: 'Unpushed Data' and 'Pending grading setup changes are ready to be pushed to sections.' The dialog also displays 'Course Information' for CourseID 23937, including fields for \*Number (3600), \*Name (AP), State Code, Schedule Load Priority (1), GPA Weight (1), Type, Honors (AP: Advanced Placement), and Homeroom (Allow student). The 'Course data to be pushed:' section lists 'Categories', 'Composite Grades', and 'Grade Calc Options' with checked checkboxes. Below this, it states 'Selected course data will be pushed to the following sections:' and lists '3600 AP Literature' with five teachers: 1) Johnson, Sarah, 2) Johnson, Sarah, 3) Johnson, Sarah, 4) Teacherson, Katie, and 5) Williams, Henry. A note at the bottom states: 'Note: Pushing modifications to Grade Calc Options or Composite Grades may impact grades. This process may take several minutes.' The dialog has 'Push' and 'Cancel' buttons at the bottom right.

# Push All Courses

*Classic Path: Grading and Standards > Push All Courses*

*New Look Path: Grading & Standard > Grading & Standards Administration > Push All Courses*

Pushes grading setup sections for all courses in the calendar selected in the Campus toolbar.  
*Note: Once a teachers enters 1 assignment, this should not be ran again.*

### Push All Courses ☆

[Grading & Standards](#) > [Grading & Standards Administration](#) > [Push All Courses](#)

#### Push All Courses

This tool batch pushes categories, composite grades, and grade calc options for all courses to sections for the current calendar year. This tool will not add duplicated categories.

Note: Quartz must be enabled to submit batch jobs. If the job does not appear in the Batch Queue List after submitting, Quartz is likely disabled.

To view a report of all the data being pushed from courses to sections, click the link below:  
[Course Awaiting Push](#)

**Data to be pushed:**

- Categories
- Composite Grades
- Grade Calc Options
- Advisory

Refresh Show top 50 tasks submitted between 04/19/2021 and 04/27/2021

Batch Queue List			
Queued Time	School Calendar	Status	Pushed Data

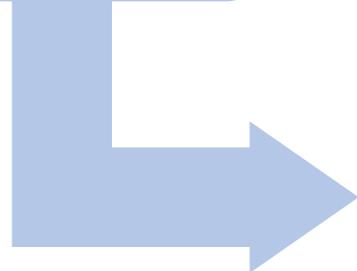
Submit to Batch

Marking a

Course

Inactive

Step 1- Verify No Students



### 2240CCP-1 Anatomy/Physiology Hocking CCP

Teacher: CCP, Teacher

Section Staff History **Roster** Attendance Grading By Task Grading By Student Roster Setup Rost...

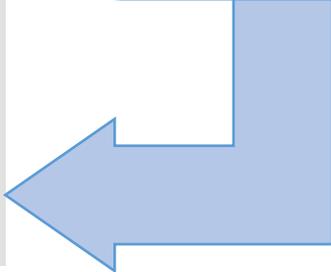
Print Options

Active Students											
Active Students: 0		Males:0									
		Females:0									
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)			Flags	Health	IEP	PLP

Incoming Students											
Incoming Students: 0		Males:0									
		Females:0									
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)			Flags	Health	IEP	PLP

Dropped Students											
Dropped Students: 0		Males:0									
		Females:0									
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)			Flags	Health	IEP	PLP

Step 2- Verify No Assignments



Term  Section  Task

**Students** ^

Gradebook requires a section with a valid Grading Task to be selected.

EMIS IC CTE Data Collector

Training Site

META JR/SR High School

2240CCP-1 Anatomy/Physiology, Hooking CC

Teacher: None Assigned

Section Staff History Roster Attendance Grading By Task Grading By Student Roster S

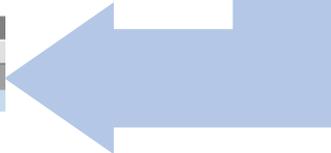
Save Delete New Primary Teacher New Teacher New Section Staff

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment
Primary Teacher					
CCP, Teacher					

meta.infinitecampus.org says  
You are about to delete this Primary Teacher, are you sure?

OK Cancel

Step 3-  
Delete  
Teacher(s)



meta.infinitecampus.org/training/main.xst

EMIS IC CTE Data Collector

Training Site

META JR/SR High School

2240CCP-1 Anatomy/Physiology, Hooking CC

Teacher: CCP, Teacher

Section Staff History Roster Attendance Grading By Task Grading By Student Roster Set

Save Delete

Section Editor

SectionID  
37369

\*Section Number  
1

Max Students  
(25)

Room

Teacher Display Name  
CCP, Teacher

Lunch Count

Milk Count

Adult Count

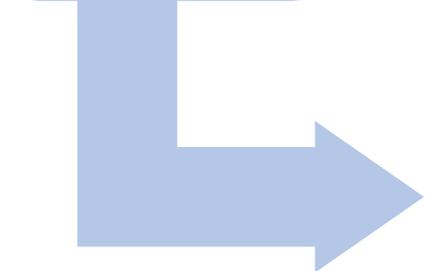
Skippy Sn

Homeroom

meta.infinitecampus.org says  
You are about to delete this Section, are you sure?

OK Cancel

Step 4-  
Delete  
Section



## 2240CCP Anatomy/Physiology Hocking CCP

Course Sections Grading Tasks Standards Categories Curriculum Planner Grade C es Fees Build Constraints

Save Delete Push To Sections Copy

**Course Information**

CourseID 7507

\*Number: 2240CCP

\*Name: Anatomy/Physiology Hocking CCP

Active:  Exclude from State Reporting:

Subject Type: Core Academic Class

Core Academic Subject Area (CORE): Science (SCI)

Department: Science

State Code: 132330: Advanced Biology

Schedule Load Priority: 4

Max Students: 25

Terms: 2 Schedules: 1 Periods: 1 Sections to Build: 3 Preferred Room: [dropdown]

Step 5- If No Sections remain Uncheck Active box



Course/Section dropdown

Input: ccp

Go button

Advanced Search

- Search Results: 4 Courses
- CCP Alg CCP Algebra
  - ▶ CCP Off CCP Off Campus
  - CCP1400 CCP English
  - 2240CCP Anatomy/Physiology Hocking**

Course now shows in Red when Inactive



# Questions?

Please feel free to contact our Infinite Campus Help Desk for any additional support.

[infinitecampushelp@metasolutions.net](mailto:infinitecampushelp@metasolutions.net)