#### **Implementing Common Course Numbers into Infinite Campus**



Infinite Campus					
Year 10-11 School S Index Search Help	Spearfish High School 💙 001211 Eng   Lit/(	Comp			
Search for a: Course/Section	Scheduling Ru Course Secti	ıles   Fees   Bui ons   ⊠Grading	ld Constrain   Tasks   🏝 S	nts   & Assessmen tandards   & Cor	nts   nposite Gradi
Search Results: 15	State Code	Subject Type Department	~		
001211 Eng I Lit/Comp 001212 Eng I Lit/Comp 001300 English I/Lit 001301 English I/Speech 001301 English I/Speech	GPA Weight	Bonus Points	Transcript	Terms Schedules Periods      2   1   1     Required	Sections to Build

6. In the State Code box - start typing the title of the state course or the state course code. The list of state course codes options will appear as a dropdown menu. Choose the correct course.



Repeat the steps 4 - 7 until all the courses offered at your district are assigned to a state code.

- The district can keep the current course name and number.
- Approved CTE Programs: Districts that have approved CTE programs, include the initials 'CTE' in the title of the course. This will inform the Board of Regents if the course can be used for the Opportunity Scholarship. If needed, contact DOE for a list of approved courses for your district. 773-3423

Once all the district codes are mapped to state codes (steps 1-8 above). The codes will appear on a printed transcript.

The codes will not appear on the transcript tab screen. To print: Choose the type of transcript from the drop-down screen.

arfish	High School 😽												
Axl Grade	und, Travis	W DOB:04/15/1994 0	Sender:M										
C	redit Sumi	mary Ass	essm	ent 🖸 🛛	eha	vior	<b>%Trai</b>	nspo	ortati	ion   \$ Fees	۵Le	ockers Graduatio	n
A	thletics) 🗳	AdHoc Re	eports	Waive	r) F	Recor	ds Tra	nsfe	er) 🗹	Report Com	mer	nts	
	Summary	Enrollme	entsiø	Sche di	ıle		tendar	ice	Pro	trams MGra	dee	Transcrint	
	New 1 Batch Add	Default	unco   #	C O rev	lew St	D BOR Re	lease. OR	elease	b SD BO	R.	uc.	2] Hunsenper	
1		Choose a Transo	rint Format		Cou	rses Take	n 2010-2011	Grade	10				
	Course	Default		te	Mark	GP/	Value	Bonus	GPA	Credit/Category.	Term	Comments	
		SHS Transcript		;e		weighted	unweighted		Wt.				
Edit	004521, Biology		Rom		в-	2.6670			0.5000	0.500 Lab Science	1-2		
	3		Grade		Cou	rses Take	n 2009-2010	Grade	10				
Γ	Course		Standard	Repeat Course	Mark	GP/ weighted	Value unweighted	Bonus	GPA Vit.	Credit/Category.	Term	Comments	
Edit	000115, Introductio	on to Art	Sem Grade		8+	3.3330			0.5000	0.500 Fine Arts	1-2		
Edit	000212, Creative V	Vriting	Sem Grade		A-	3.6670			0.5000	0.500 Elective	3-2		
Edit	000227, Debate I		Sem Grade		A-	3.6670			0.5000	0.500 English	3-2		
Edit	000314, Beginning	Fitness/Strength	Sem Grade		A	4.0000			0.5000	0.500 PE/Health	1-2		
Edit	000520, World His	tory	Sem Grade		8-	2.6670			0.5000	0.500 Social Science	3-2		
			Sem										

Note: The State code is published on the left side of the title of the course, the district code is listed on the right side of the title.

Courses Taken 2009-7 from 1 Spearfish High Scho	2010 Gr	ade 10	
Course	Mark	Weight	Credit
Introduction to Art - 000115	B+	0.500	0.500
Creative Writing - 000212	A-	0.500	0.500
Debate I - 000227	A-	0.500	0.500
Beginning Fitness/Strength - 000314	A	0.500	0.500
World History - 000520	B-	0.500	0.500
English II/Lit - 001300	в	0.500	0.500
Spanish II - 002541	B-	0.500	0.500
Spanish II - 002542	C+	0.500	0.500
Algebra 2 - 003531	A-	1.000	1.000
Biology - 004522	B-	0.500	0.500
DEAR/Spartan 10 - 005003	S	0.000	0.000
DEAR/Spartan 10 - 005003	S	0.000	0.000
CADD - 005071	A-	0.500	0.500
21107 CADD - 005072	A-	0.500	0.500
	TO	tal Credits:	6.500

1. District A has student X currently enrolled and has state course codes on the students' transcript records.

				Course	s Taken 20	09-2010 Gra	de O9		
Course		Standard	Repeat Course	Mark	GP/	\Value	Bonus	GPA Wt.	Credit/Category.
					weighted	unweighted			
Edit 10101, Kendo	o for Beginners			A/107	107.0000	4.0000			1.000 HEALTH EDUCATION
				<u>^</u>	- T-luan 20	00.2000.0	1- 07		
Transcript Cours	e Editor								
*School Year	Grade NCES	Grade	C	istrict N	o. Scho	ol No. 🗄			
2000 2010 👽	00 🔽		<b>•</b>						
2003-2010	03			100					
*Course Number	Course Name				State	Code			
	14 1 6 D				4004				
10101 🍱	Kendo for Begi	nners			1234	5			
Date	Actual Term		q	tart Tarr	n				

2. The student moves to District B and an electronic records request is made to District A

New State	Transfer Request				
Transfers					
Request Date	Name	Status	Requesting District	Releasing District	
09/07/09	Student X	Request	District B	^	

3. District A approves the request and the records are sent to District B

New State Transfer Request								
	Transfers							
	Request Date	Name	Status	Requesting District	Releasing District			
	09/07/09	Student X	Released	District B	District A	^		

4. District B selects the released transfer and runs the Transcript Import Wizard



5. District B is presented with the transcript information, including the state course code, to import.

	Credit Multiplication Factor	edits	
Don't Import *School Year *Grade District No. Sc 2009-2010 9 555	chool No. School Name	*Course Number Course Name 10101 Skendo for Beginners	
*Score     GPA Weight     GPA Value     Percent     GPA Max       A/107     0     107     108	Unweighted GPA Value *Earned *Attempted 4 1 1	d *Transcript Credit: HS CREDITS>HEALTH EDUCATION	
Bonus Points Standard Number Standard Name	Date Actual Term Start T	Term End Term Terms Long Black Code	
Comments			
Imported from 555 District A.			
	Save		

6. Upon save, the state code is imported into the new district database.

# **Technical Assistance**

### **Technical assistance questions:**

• Contact Infinite Campus support website: <u>http://support.infinitecampus.com/portal/</u>

## Mass Upload State Codes:

• If a district would like to contract with Infinite Campus to upload state codes contact support website: <a href="http://support.infinitecampus.com/portal/">http://support.infinitecampus.com/portal/</a>

#### **Course alignment or implementation time line questions:**

• Office of Curriculum Career and Technical Education at 773-3423