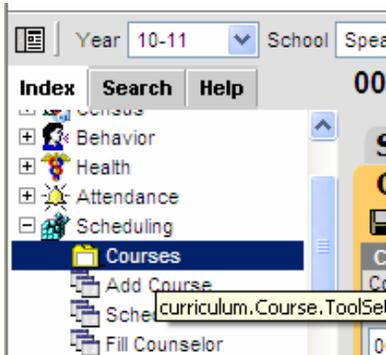
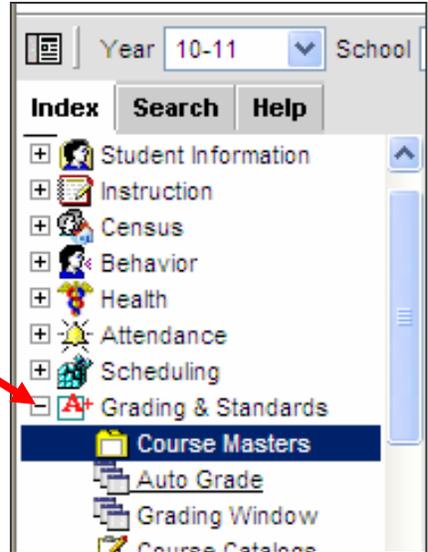


Implementing Common Course Numbers into Infinite Campus

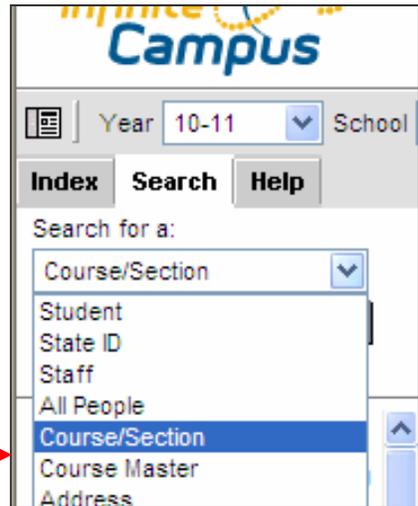
1. Log into Infinite Campus as an administrator

2. Click on **Grading and Standards** tab
The screen will take you to the Search Tab.

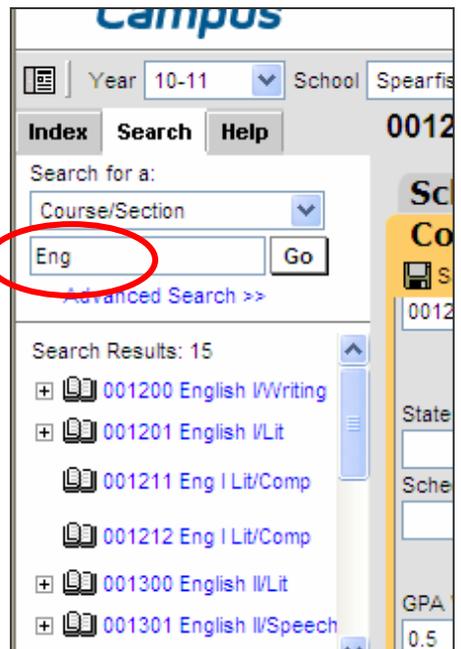
OR click on the **Scheduling Tab** then select **the word Courses**. If you choose this option, skip to step 4.



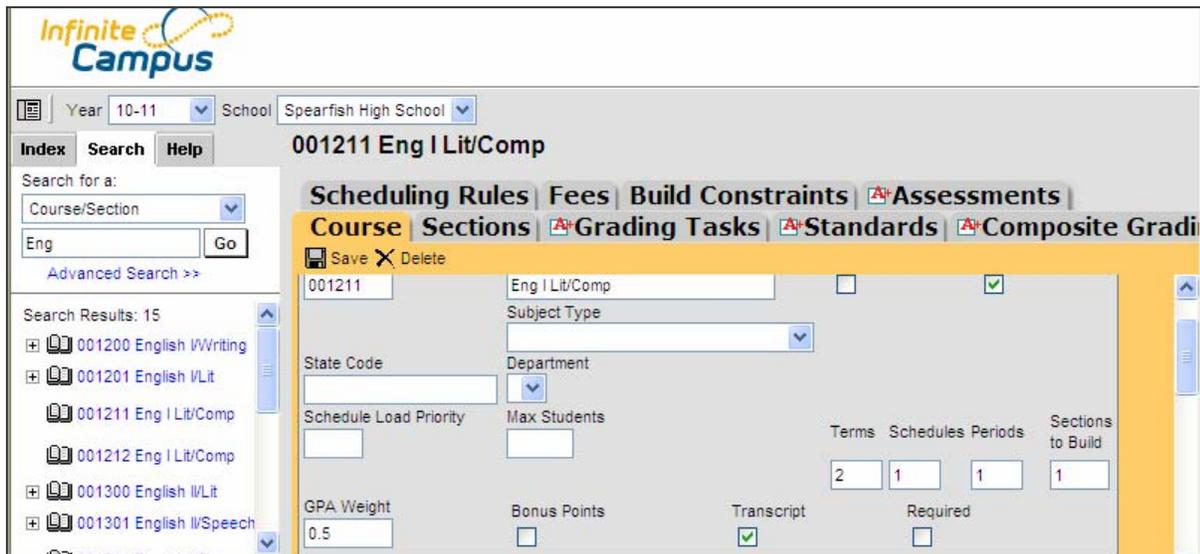
3. Click on the drop-down menu and choose **Course/Section**



4. Type in the course you are looking for or the first few letters of the course. A list of current courses in the system will appear.

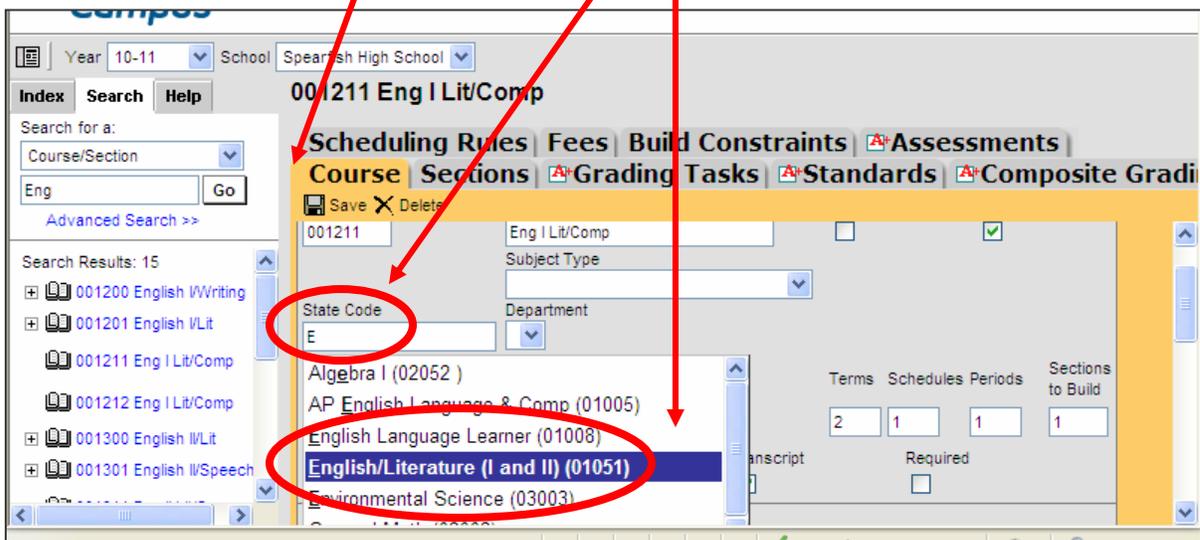


5. Click on the course that you would like to work with. The course information will appear on the right.



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.

7. Click Save



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

Electronic Student Records Transfer

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

Courses Taken 2009-2010 Grade 09									
Course	Standard	Repeat Course	Mark	GPA Value		Bonus	GPA Wt.	Credit/Category	
				weighted	unweighted				
10101, Kendo for Beginners			A/107	107.0000	4.0000			1.000	HEALTH EDUCATION

Transcript Course Editor

*School Year: 2009-2010 | Grade: 09 | NCES Grade: | District No.: 555 | School No.: |

*Course Number: 10101 | Course Name: Kendo for Beginners | **State Code: 12345**

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

New State Transfer Request

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

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

Status: Records released.

Transfer Documents

- Transcript
- Census Contact Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- IEP
- Special Ed Evaluation
- IEP Documents
- PLP
- PLP Documents

Data Imports

- Transcript Import Wizard**
- Enrollment History Import Wizard
- Assessment Import Wizard
- Immunization Import Wizard
- Health Condition Import Wizard

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

Credit Multiplication Factor: 1 | Adjust All Credits

Don't Import: | *School Year: 2009-2010 | *Grade: 09 | District No.: 555 | School No.: | School Name: | *Course Number: 10101 | Course Name: Kendo for Beginners

*Score: A/107 | GPA Weight: 0 | GPA Value: 107 | Percent: | GPA Max: 108 | Unweighted GPA Value: 4 | *Earned: 1 | *Attempted: 1 | *Transcript Credit: HS CREDITS>HEALTH EDUCATION

Bonus Points: | Standard Number: | Standard Name: | Date: | Actual Term: | Start Term: | End Term: | Terms Left: | **State Code: 12345**

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:
<http://support.infinitecampus.com/portal/>

Mass Upload State Codes:

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

Course alignment or implementation time line questions:

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