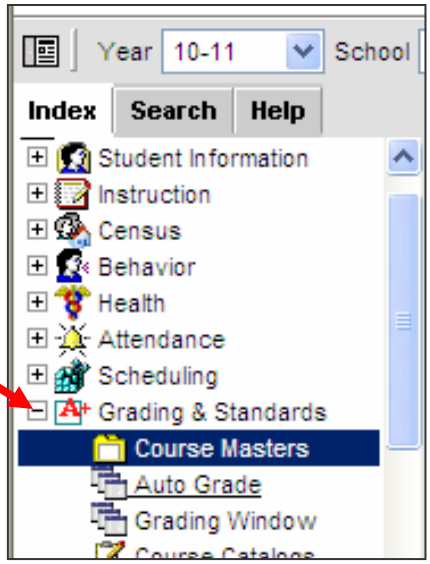
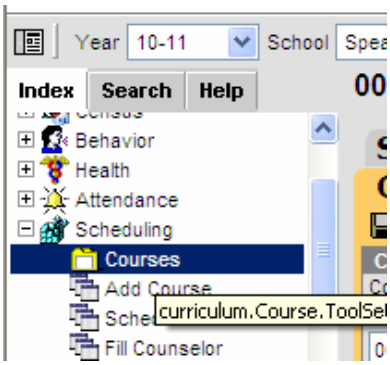
Implementing Common Course Numbers into Infinite Campus

1. Log into Infinite Campus as an administrator

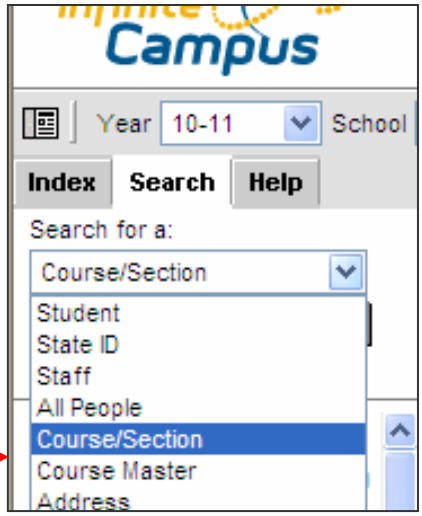


2. Select "**Grading and Standards**" tab.
The screen will take you to the Search Tab.

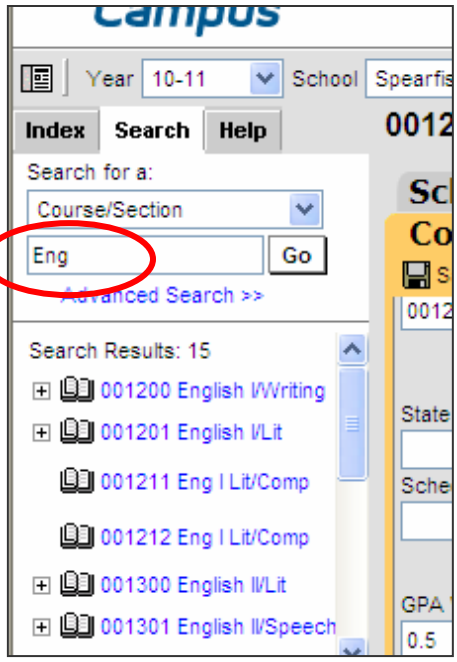
OR select **Scheduling Tab then select the word Courses.** If you choose this option, skip to step 4.



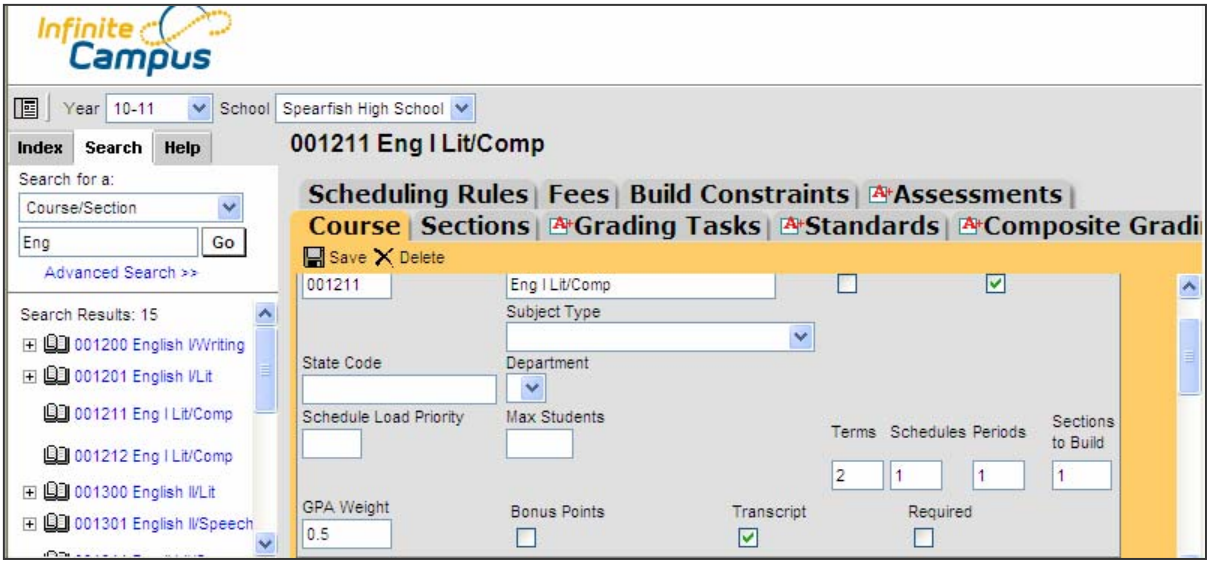
3. Select the drop-down menu and choose **Course/Section**



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.

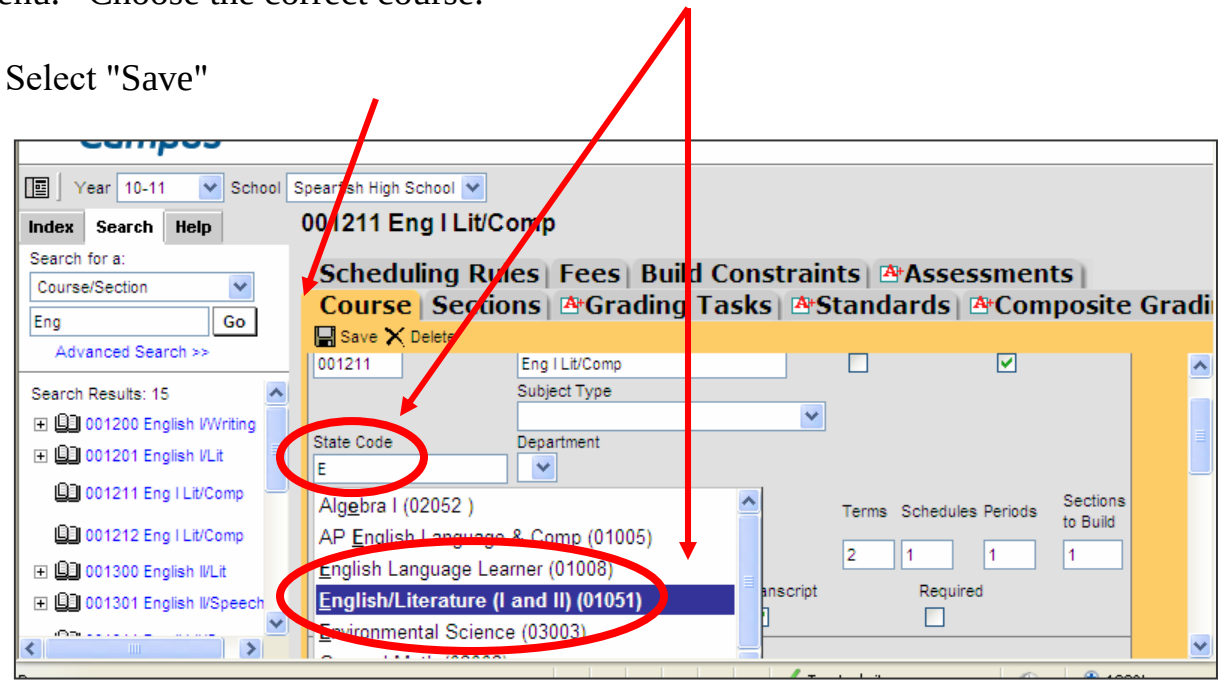


5.Select the course that you would like to work with. The course information will appear on the right.



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. Select "Save"



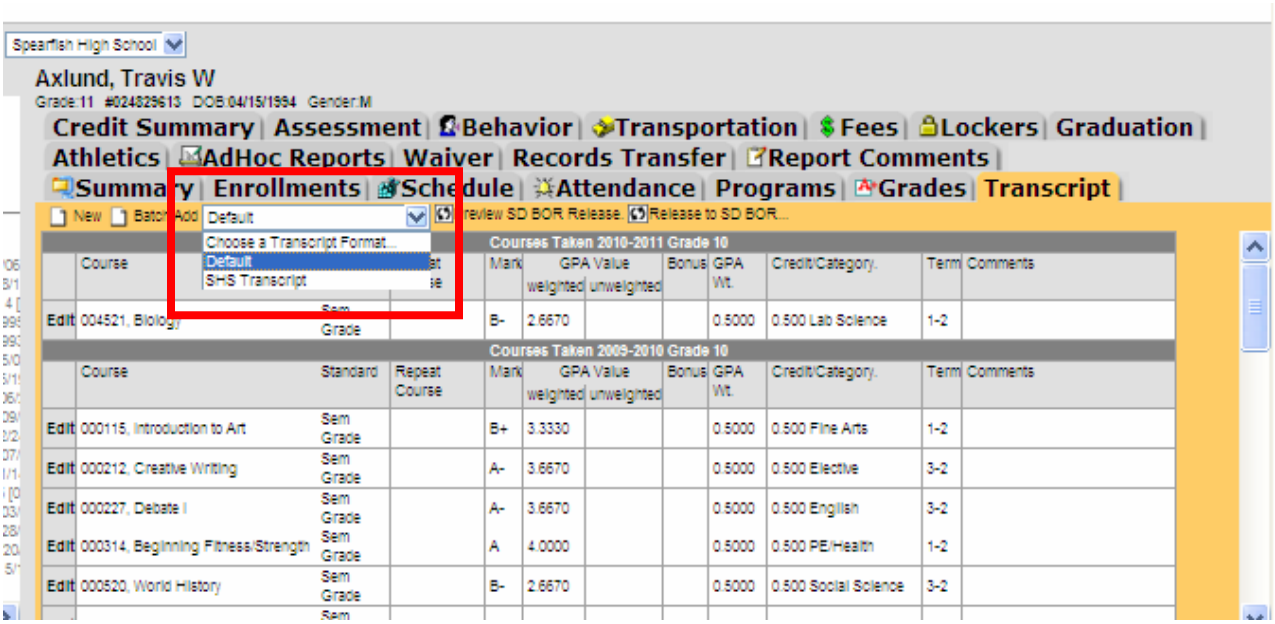
Repeat the steps 4 – 7 until all the courses offered at your district are assigned to a state code.

- 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.

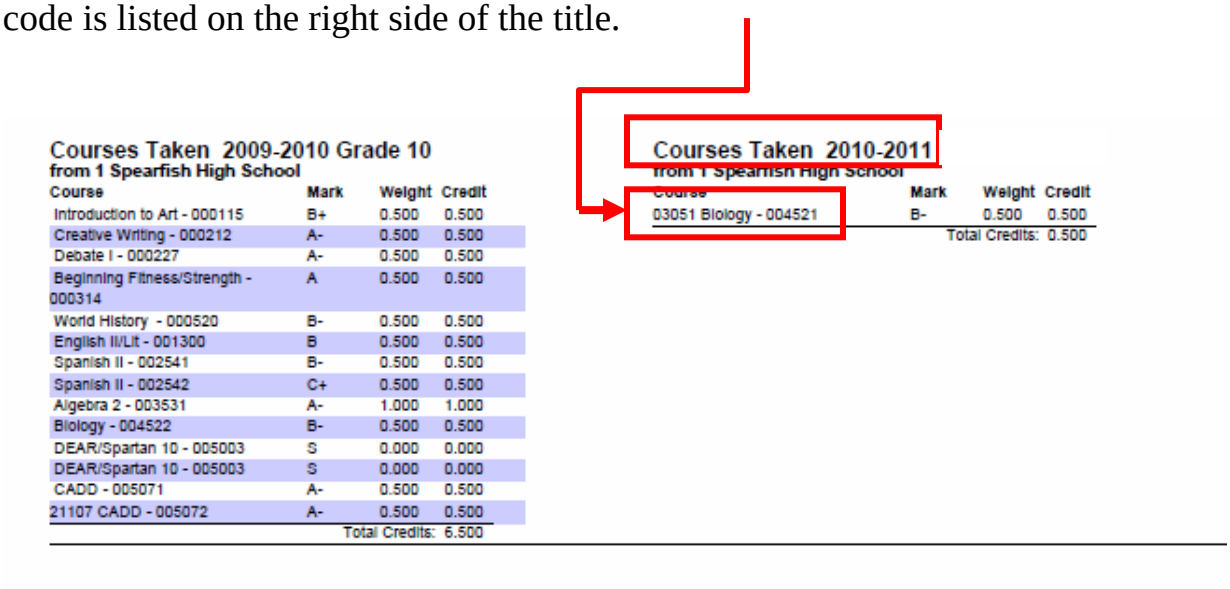
Publishing Codes on a Transcripts

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.



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 2009-2010 Grade 10
from 1 Spearfish High School

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	B	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

Total Credits: 6.500

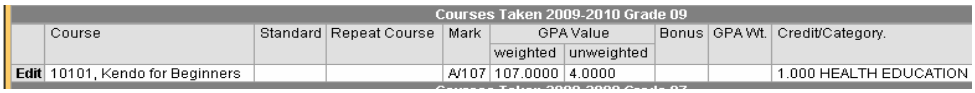
Courses Taken 2010-2011
from 1 Spearfish High School

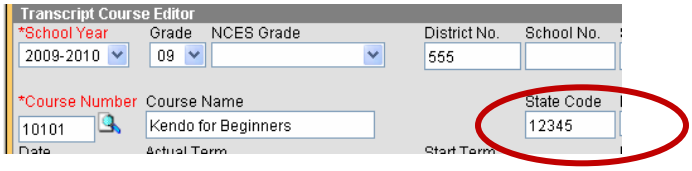
Course	Mark	Weight	Credit
03051 Biology - 004521	B-	0.500	0.500

Total Credits: 0.500

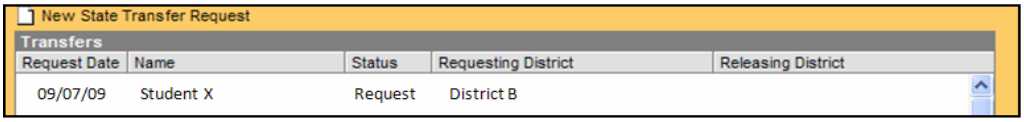
Electronic Student Records Transfer

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

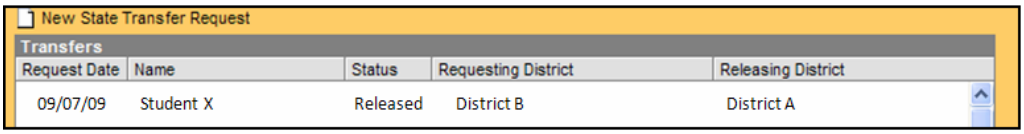




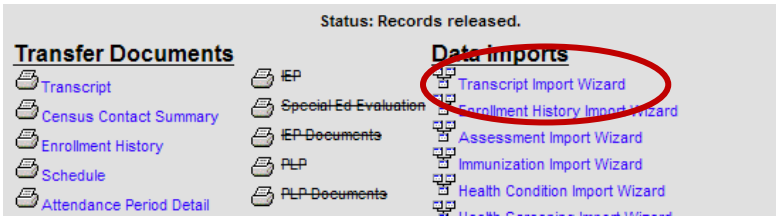
2. The student moves to District B and an electronic records request is made to District A



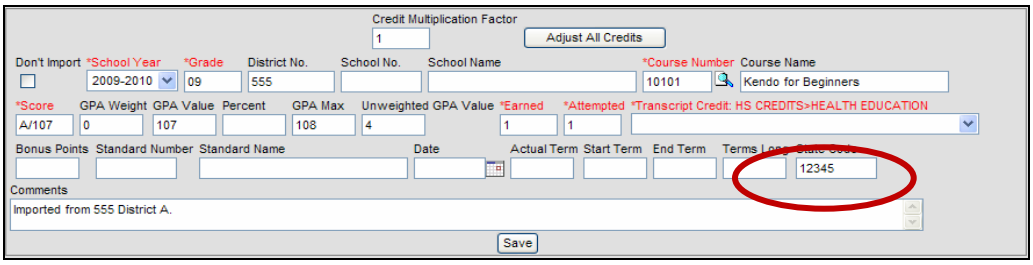
3. District A approves the request and the records are sent to District B



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.



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 605-773-3423