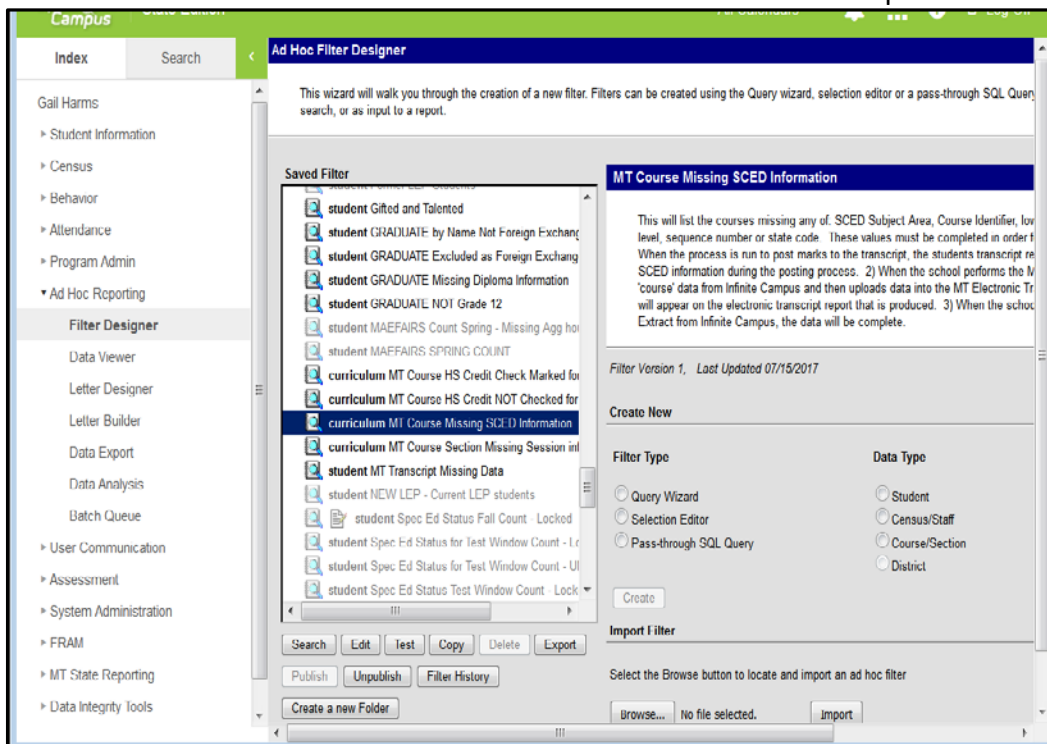


INFINITE CAMPUS DISTRICT EDITION
VERIFYING COURSE 'SCED' VALUES
AS NEEDED FOR THE OPI TEAMS AND MT TRANSCRIPT EXTRACTS

The course 'SCED' information such as Subject area, Course Identifier, low grade, high grade, course level, sequence number or state code values are located inside the course area and are needed for the OPI MT TEAMS extract and MT Transcript extract.

- 1) **To check the completeness of the course 'SCED' data, there is a 'State Published Ad Hoc' report called 'Curriculum MT Course Missing SCED Information.'** If you find there are courses listed in the results of this ad hoc report that are missing the 'SCED' information, please modify the course to include values in these fields.
- 2) **Here is where the 'State Published Ad hoc' report is located in Infinite Campus:**
 - a) On the Index tab, Find Ad Hoc Reporting and click on Filter Designer.
 - b) On the list of Saved Filters, Find 'State Published' and click on the plus sign to the left of it.
 - c) Scroll down the list to find 'curriculum MT Course Missing SCED Information' and click on it to highlight it.
 - d) Click on the TEST button below the list to have it list the courses in question.



3) Here is the location of the SCED fields inside the course information:

The screenshot shows a web-based course information form. On the left is a navigation menu with course categories like Math, Science, and Physics. The main form has tabs for 'Course', 'Sections', 'Grading Tasks', 'Standards', and 'Categories'. The 'Course' tab is active, showing fields for CourseID, Number (230), Name (Earth Science), State Code (03008), Department (Science), and Max Students (25). Below these are various checkboxes for options like 'Standards-based', 'Active', and 'External LMS Exclude'. The 'NCES Data' section at the bottom contains dropdown menus for 'SCED Subject Area' (03: Life and Physical Sciences), 'SCED Course Identifier' (008: MT-Earth and Space Science), 'SCED Lowest Grade' (09: Grade 9), 'SCED Available Credit' (0), 'SCED Course Level' (06: General Education), and 'SCED Sequence' (1 of 1). Red arrows point to the 'State Code' field and the 'NCES Data' section. Blue arrows point to the 'SCED Subject Area', 'SCED Course Identifier', 'SCED Lowest Grade', 'SCED Available Credit', 'SCED Course Level', and 'SCED Sequence' fields.

4) **Important Notes:**

- The 'State Code' field (located in the top portion of the screen under the Course Number) should be set to be the same value as the NCES Code (located in the bottom NCES portion of the screen in the top left corner). The NCES Code is made up from concatenating the two digits of the SCED Subject area and the three digits of the SCED Course Identifier.
- This 'State Code' value can be setup to be seen on the districts transcript inside the system administration-> System Preferences -> Reports. On the right side under Display Options, choose course display dropdown value of State Code and Course Name.
- The 'SCED Available Credit' field does **NOT** need to be completed (for TEAMS or MT Transcript).

5) **Infinite Campus 'Built in' Data Validations as of 8/4/17:**

- The Course 'State Codes' value has become a combination of the selected SCED Subject Area and SCED Course Identifier. For example, SCED Subject Area (e.g. value = 19) + SCED Course Identifier (e.g. value = 203) = State Code (value = 19203). This combination of the SCED Subject Area and the SCED Course Identifier is also referred to as the 'NCES code.'
- The 'State Code' has been made read-only in the following locations:
 - Course > State Code.
 - Course Master > State Code.
 - Student Information > General > Transcript > State Code.
 - Student Records Transfer > Transcript Import Wizard > State Code.
 - Grading & Standards > Course Catalogs > State Code.

- c) The 'SCED Course Identifier' dropdown will now sort based on the values that start with 'MT' to be at the top of the list in the following locations:
 - 1. Course.
 - 2. Course Master.
 - 3. Student Information > General > Transcript.
 - 4. Student Records Transfer > Transcript Import Wizard.
- d) The 'SCED Subject Area' and 'SCED Course Identifier' fields are now *required* in these areas:
 - 1. Student Information > General > Transcript.
 - 2. Student Records Transfer > Transcript Import Wizard.
- e) Updates were made to ensure the 'State Code' is pushed from Course to Course Master when the 'NCES Data' field is checked on a Course Catalog.
- f) Updates were made to ensure 'SCED Subject Area' and 'SCED Course Identifier' validations are working correctly in the following areas:
 - 1. Course.
 - 2. Course Master.
 - 3. Student Information > General > Transcript.
 - 4. Student Records Transfer > Transcript Import Wizard.
- g) When preparing for a new school year, to ensure courses are copied to the New Year correctly, the 'Copies Forward' check box has been locked. This is located inside System Administration -> Custom -> Attribute/Dictionary -> Course, and has been set for the following fields:
 - 1. SCED Lowest Grade and SCED Highest Grade.
 - 2. Session Type and Session Number.
 - 3. SCED Course Identifier and SCED Subject Area.

For further assistance, please call the OPI AIM Help Desk (1-877-424-6681) with questions. Choose option 4 for the MT Electronic Transcript System.