

# Dual Credit Course Indicators in Infinite Campus

Updated: 9/25/2015

## Background

Infinite Campus now includes a Course Difficulty Level option for dual credit courses. This change is in response to amended regulation [11 KAR 15:090](#). In addition to Advanced Placement and International Baccalaureates courses, the Kentucky Educational Excellence Scholarship (KEES) program will allow dual credit coursework to be weighted in the GPA calculation beginning with academic year 2015-16. The KEES report uses Difficulty Level to identify transcript entries that should be weighted for the GPA calculation.

Dual credit is defined in [KRS 158.007\(8\)](#) as “a college–level course of study developed in accordance with [KRS 164.098](#) in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study.”

To ensure that students receive the additional quality point for dual credit courses when calculating the GPA for KEES scholarships, staff will need to set DC: Dual Credit on dual credit course masters, course records and 2015-16 transcript entries. Districts should verify that all dual credit courses are correctly identified using Difficulty Level so the information correctly posts to transcripts. When manually creating transcript entries for dual credit coursework, set the Difficulty Level to DC: Dual Credit.

Difficulty Level will not replace use of Teaching Method to identify whether the dual credit course is offered by the district or a college to determine whether teacher certification checks are needed by LEAD reporting. Teaching Method does not post to the transcript so it cannot be used by the KEES report.

For details about setting up a course, see the Course data standard at <http://education.ky.gov/districts/tech/sis/pages/ksis-data-standards.aspx>.

## How to set the Difficulty Level

If your district uses a Course Catalog, update Difficulty Level in your course masters. If Difficulty Level is a locked field, you can apply the change to your 15-16 courses. If it is not locked, you will need to also update Difficulty Level on the courses at each high school.

## Finding Dual Credit courses for a school based on dual credit indicators

1. Select the year and school from the Infinite Campus toolbar
2. Select the **Search** tab
3. Select **Course/Section** from drop list
4. Select **Advanced Search**
5. Expand **State Published** under **Saved Filter**
6. Select **Dual Credit Courses**
7. Select **Search**
8. Courses displayed under **Search** have a Teaching Method or Difficulty Level that indicates dual credit

The screenshot displays the Infinite Campus search interface. At the top, there are tabs for 'Index', 'Search', and 'Help'. Below these is a 'Campus Search' header with a search instruction. The main area is divided into 'Curriculum Search' and 'Saved Filter'. The 'Curriculum Search' section has fields for Course #, Course Name, Section #, Teacher Last Name, Room #, Term, Period, Department, and Group, with a 'Search' button. The 'Saved Filter' section shows a list of filters, with 'Dual Credit Courses' selected and highlighted. Below the search fields, the search results are listed, showing 13 courses. A blue arrow points from the 'Dual Credit Courses' filter to the search results.

Search Results: 13 Courses

- HP 340-223-3 REC 200 Intro to Recrea
- LA 231-011-4 COMM 145 Online DC
- LA 231-011b Public Speaking BLOCK C
- LA 231-011s Public Speaking Dual Cre
- MA 270-621-1 MA 109C Online DC
- MIS 909-999-9 School Defined-Gatton,
- PTC 320-107-1 LEAD 200 Into to Lead
- SC 304-058-4 CHM 101C Intro to Chem
- SS 450-842-1 History 102 DC
- SS 451-121b Sociology (BLOCK Dual C

## Updating a Course record

9. Select a course

Difficulty Level  
DC: Dual Credit

Homeroom  Allow student requests  Allow te

Teaching Method  
12: Dual Credit - College Offered

Instructional Setting  
01: Onsite Classroom

10. Select *DC: Dual Credit* from the **Difficulty Level** drop list

11. Select the appropriate dual credit option from the **Teaching Method** drop list

- 11: Dual Credit – District Offered – dual credit course taught by a teacher employed by the district, and students **are not enrolled in the NAF Academy**
- 12: Dual Credit – College Offered - dual credit course taught by a teacher employed by a postsecondary institution, and students **are not enrolled in the NAF Academy**
- 17: NAF Academy Dual Credit – District Offered – dual credit course taught by a teacher employed by the district, and students **are enrolled in the NAF Academy**
- 18: NAF Academy Dual Credit – College Offered – dual credit course taught by a teacher employed by a postsecondary institution, and students **are enrolled in the NAF Academy**

12. Select the appropriate option from the **Instructional Setting** drop list

- 01: Onsite Classroom – course taught primarily in the school building
- 02: Offsite CTE – course taught at a vocational school away from the school building
- 03: Offsite College – course taught at a postsecondary institution
- 04: Home/Hospital – course taught in a home/hospital setting
- 05: Online – course taught online with no seat time
- 06: Blended Learning – course taught in a setting consisting of both face to face instruction and online learning

13. Select **Save**

14. Repeat steps 9-13 for each course listed

15. Repeat steps 1-14 for each school offering dual credit courses

## Verify all courses are setup correctly

1. Select All Schools or your school in the Infinite Campus Toolbar

2. Select **Index**

3. Select **Ad Hoc Reporting**

4. Select **Data Export**

5. Expand **State Published**

6. Scroll down and select **curriculum: Dual Credit Courses**

7. Select **Delimited values (CSV)**

8. Select **Export**

9. Open the file in Excel

10. Ensure that all listed courses have the Difficulty Level of DC and a dual credit Teaching Method

11. Compare the Course Name to the State Code Name to see if it is a good match

12. Ensure that all dual credit courses are listed

13. If courses are missing, you will have to search for each by course name or number then follow the steps under [Updating a Course record](#)

Index Search Help < Data Export Wizard

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.

Saved Filter

- curriculum Course - NAF Academy DC - District b
- curriculum Course - Third Party Contract by Sett
- curriculum Course - Transitional Course by Sett
- curriculum Dual Credit Courses**
- student Early Learning Prior Settings
- student ENR - CO1 with Diploma Dates
- student ENR - G Codes
- student ENR - Grade 14 Students with CO1 End S
- student ENR - Seniors with CO1
- student ENR - Student Enrollments Missing End C
- student EOC Bulk Roster Registration for Algebra
- student EOC Bulk Roster Registration for Biology
- student EOC Bulk Roster Registration for English
- student EOC Bulk Roster Registration for US Hist
- person EPSB Number
- person EPSB Numbers Shared by Staff Member
- student eTranscript Roster
- student FRAM 13-14 Eligibility with Incorrect End

Dual Credit Courses

This report lists all courses with Teaching Method of 11: Dual Credit - District Offered; 12: Dual Credit - College Offered; 17: NAF Academy Dual Credit - District Offered; 18: NAF Academy Dual Credit - College Offered; or Difficulty Level of DC: Dual Credit. See Course data standard for more information about Teaching Method & Instructional Setting at <http://education.ky.gov/districts/tech/sis/pages/sis-data-standards.aspx>.

Pick an Export Format

HTML list report

XML

Delimited values (CSV)

Fixed width

PDF report

Delimiter: Comma

Include column display header

Double quote data  Only when it contains the delimiter

Include subtotals

Export