

# Course Completion Data (State Edition)

Last Modified on 12/14/2025 8:45 pm CST

[Tool Rights](#) | [District-Level Prerequisites](#) | [View and Report Course Completion Data at the State Level](#)

State Editions can view course completion data for all state-linked districts. Course scores entered in state-linked district edition sites can be synced, imported, displayed and reported from State Edition.

The screenshot shows a software interface for managing course completion data. At the top, there is a header with a green background and white text. Below the header, the main content area is titled 'Course Completion Data (State Edition)'. A sub-header indicates the last modification date: 'Last Modified on 12/14/2025 8:45 pm CST'. Below this, there are three blue links: 'Tool Rights', 'District-Level Prerequisites', and 'View and Report Course Completion Data at the State Level'. The main content area is divided into several sections:

- Courses:** A tree view showing '21-22 Green County Middle Scho (Courses: 3 Sections: 6)'. One section is expanded, showing 'Section 3' with a 'Roster (Students: 0)' and a link to 'Course Completion Data - Term Scores'. Other sections are labeled 'Section 4', 'Section 5', and 'Section 61'. There is also a link for '(Code: 231211) #8103 Reading 8 (Sections: 1)'.
- Course Detail (Sync from district):** A form with the following fields:
  - \*Course Name:** Enrichment 8
  - \*Local Course Number:** 8881
  - District:** Green County (215)
  - School Year:** 21-22
  - School:** Green County Middle School
  - \*Calendar:** 21-22 Green County Middle Scho
  - \*State Code:** 904010
  - Federal Subject Type:** [dropdown]
  - \*Course Type:** [dropdown]
  - Grade Level:** [dropdown]
  - State Subject Area:** [dropdown]
  - Federal Core Subject:** [dropdown]
- NCES Data:** A form with the following fields:
  - NCES Code:** [dropdown]
  - SCED Subject Area:** [dropdown]
  - SCED Course Level:** [dropdown]
  - Available Carnegie Unit Credit:** [dropdown]
  - SCED Course Identifier:** [dropdown]
  - SCED Sequence:** (part n of m parts)  
1 of 1

Census People Courses

## Tool Rights

The minimum tool rights required for accessing course completion data is at least **R**(ead) rights to Courses and Course Completion.

State Edition users must also have calendar rights for the calendar in which the user wishes to view course completion data. If the user wants to look at course completion data for multiple courses across multiple calendars, they must have access to all related calendars.

User: testing123

Person: Administrator, System

User Account User Groups Tool Rights Calendar Rights Access Log

Save

Campus Tools

- R W A D
  - testing123 account
  - Student Information
  - SSN Rights
  - Census
  - My Data
  - Staff Request Processor
  - People
    - Demographics
    - Identities
  - Enrollments
    - District Employment
    - District Assignments
    - Contacts
    - Credentials
  - Courses
    - Course Completion
  - ID History
  - Staff Locator

Course Completion Tool Rights

## District-Level Prerequisites

Course Completion data is provided to the state by posting grades to transcripts and syncing that data. When grades are posted to transcript via the [Transcript Post](#) tool, the `TranscriptCourse` table is populated. Once this table is populated, the district can sync district-level table information, which is used for Course Completion data.

Before posting grades to student transcripts, district users must verify proper setup has been done on grading tasks, courses and sections.

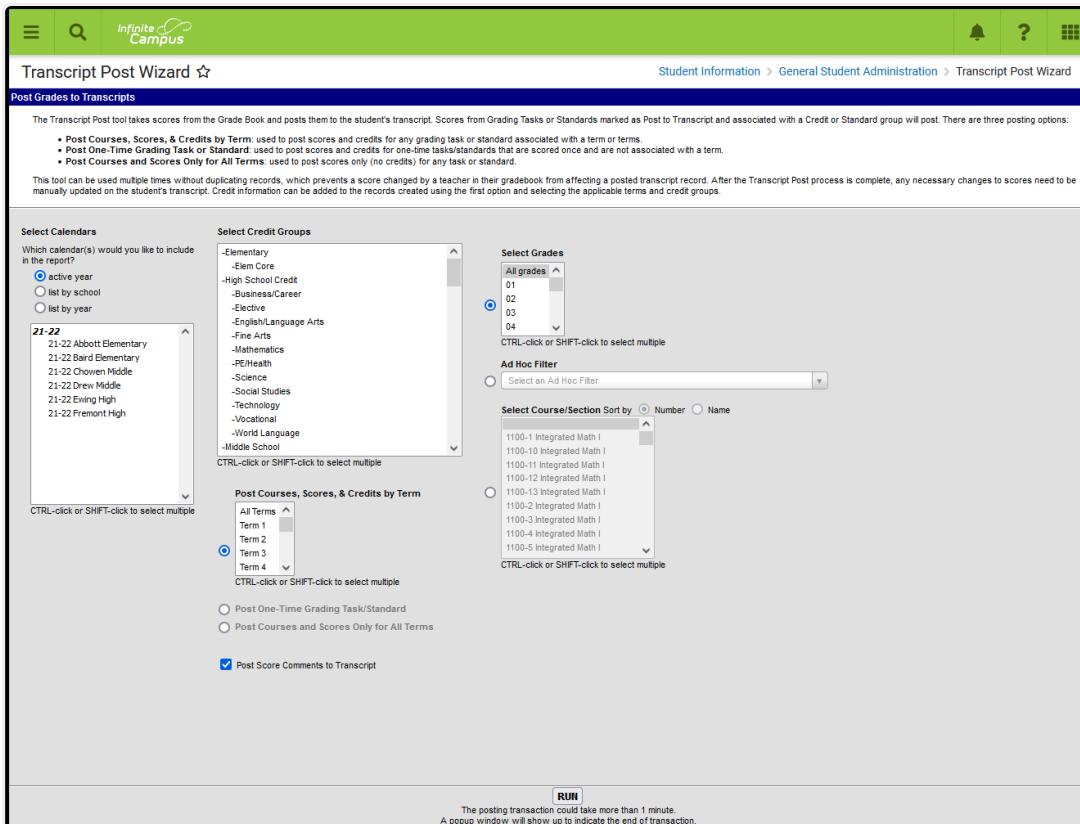
1. Verify the grade received in the course is viewable elsewhere, such as the [Student Schedule](#), a report card or other grading reports.
2. Verify the [Post to Transcript checkbox](#) is marked for any grading task that should be listed on the transcript.
3. Verify the [Grading Task](#) has the Credit Type and the Credit amount entered.
4. Verify the Transcript checkbox is marked on the [Course](#).
5. Verify the grade the student received is a valid score entry in the [score group](#).
6. Verify the [grade the student received is correct](#). After posting transcripts, only manual changes can be made to this grade.

Once grading tasks, courses and sections are verified as accurate and ready to post to transcripts, post grades to transcripts using the [Transcript Post](#) tool.

In instances where your school does not use transcripts (i.e., Elementary or Middle School grade

levels, etc), grades should still be posted to transcripts via the Transcript Post tool for the sake of populating Course Completion data. In this situation, users do not need to worry about using transcript data outside of running the Transcript Post tool and populating Course Completion data.

NOTE: Manually entered transcript records do not sync to the state because they do not have a section ID.



The screenshot shows the 'Transcript Post Wizard' interface. It includes sections for 'Select Calendars', 'Select Credit Groups', 'Select Grades', 'Select Course/Section Sort by', and 'Post Courses, Scores, & Credits by Term'. The 'Post Courses, Scores, & Credits by Term' section is expanded, showing options for 'All Terms', 'Term 1', 'Term 2', 'Term 3', and 'Term 4'. A checkbox for 'Post Score Comments to Transcript' is checked. At the bottom, there is a 'RUN' button with a note: 'The posting transaction could take more than 1 minute. A popup window will show up to indicate the end of transaction. Please don't click browser's "Back" button until the transaction is finished.'

Transcript Post Tool

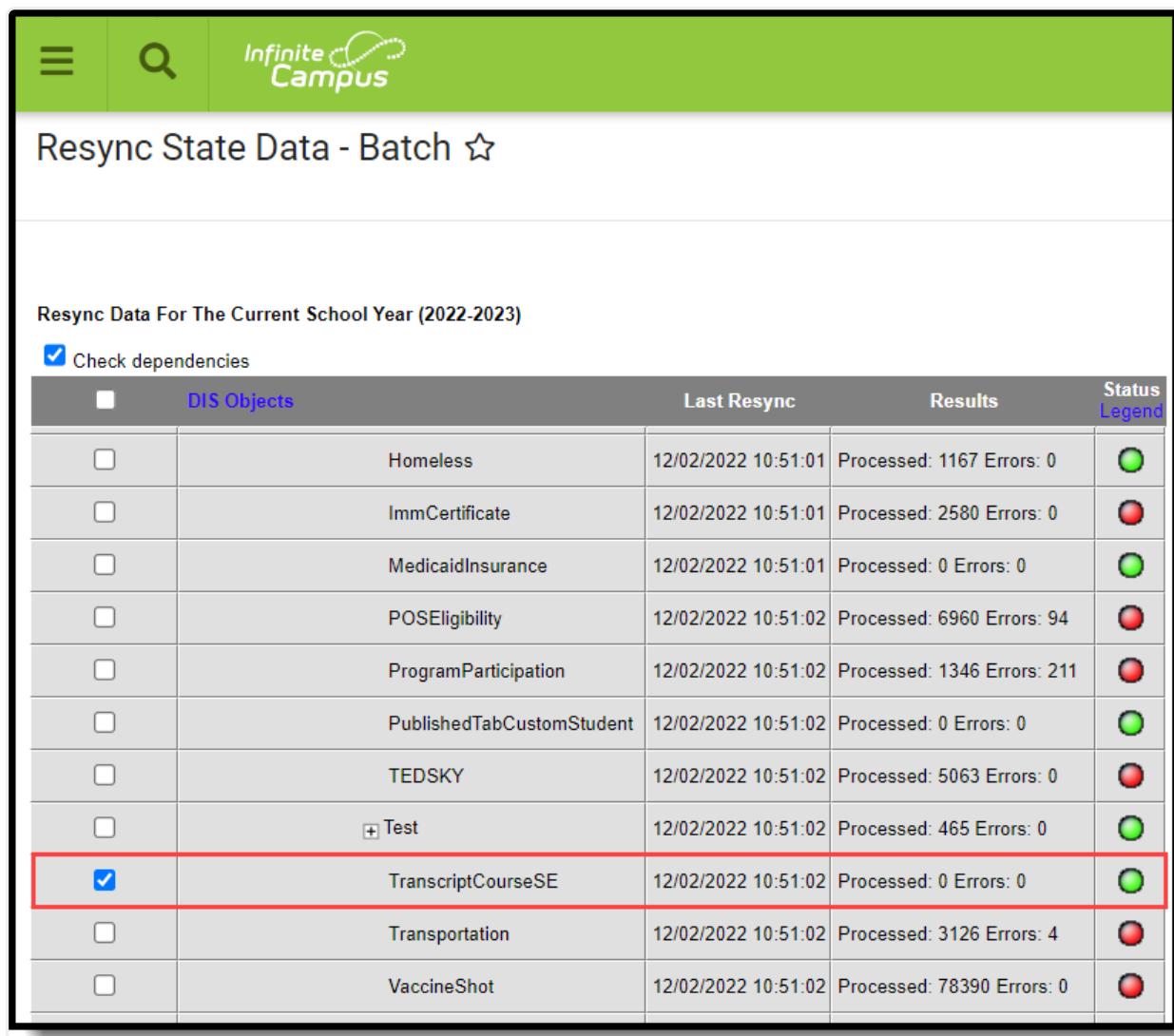
## View and Report Course Completion Data at the State Level

[Step 1. Sync TranscriptCourse Data to State](#) | [Step 2. View Course Completion Data](#) | [Step 3. Report Course Completion Data](#)

### Step 1. Sync TranscriptCourse Data to State

Once districts have posted grades to transcript, the TranscriptCourse table data must be synced to the state TranscriptCourseSE table level using the [Resync State Data](#) tool.

Mark the **TranscriptCourseSE** checkbox as well as the **Check dependencies** checkbox to ensure transcript data syncs correctly.



Resync State Data - Batch ☆

Resync Data For The Current School Year (2022-2023)

Check dependencies

	DIS Objects	Last Resync	Results	Status Legend
<input type="checkbox"/>	Homeless	12/02/2022 10:51:01	Processed: 1167 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	ImmCertificate	12/02/2022 10:51:01	Processed: 2580 Errors: 0	<span style="color: red;">●</span>
<input type="checkbox"/>	MedicaidInsurance	12/02/2022 10:51:01	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	POSEligibility	12/02/2022 10:51:02	Processed: 6960 Errors: 94	<span style="color: red;">●</span>
<input type="checkbox"/>	ProgramParticipation	12/02/2022 10:51:02	Processed: 1346 Errors: 211	<span style="color: red;">●</span>
<input type="checkbox"/>	PublishedTabCustomStudent	12/02/2022 10:51:02	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	TEDSKY	12/02/2022 10:51:02	Processed: 5063 Errors: 0	<span style="color: red;">●</span>
<input type="checkbox"/>	+ Test	12/02/2022 10:51:02	Processed: 465 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	TranscriptCourseSE	12/02/2022 10:51:02	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	Transportation	12/02/2022 10:51:02	Processed: 3126 Errors: 4	<span style="color: red;">●</span>
<input type="checkbox"/>	VaccineShot	12/02/2022 10:51:02	Processed: 78390 Errors: 0	<span style="color: red;">●</span>

Resync State Data Tool (District Level)

## Step 2. View Course Completion Data

Once transcript data is synced, State Edition users can view detailed course completion data per teacher per section per student per term via the Census > People > Courses tool.

1. Search for the teacher using the **Staff Search option**.
2. Select the teacher in the search results.
3. Select **Courses**.
4. Find the course with the Courses window and expand the Course Section by selecting the (+).
5. Select **Course Completion Data**. The Course Completion Data - Term Scores editor displays.

The screenshot shows the Infinite Campus software interface. At the top, there is a navigation bar with 'Index', 'Search', and a dropdown menu set to 'Staff'. Below this is a search bar with 'Barnett' and a 'Go' button. The main title is 'Staff, Maria' with the ID #123456789, DOB 08/14/1990, and Gender F. The top menu bar includes 'Demographics', 'Identities', 'Enrollments', 'District Employment', 'District Assignments', 'Contacts', 'Credentials', 'Courses' (which is highlighted in green), 'ID History', 'Military Connections', and 'Contact Log'. A sub-menu for 'Courses' shows 'New Course' and a list of courses: '21-22 Middle School (Courses: 3 Sections: 6)' with sections 'Section 3', 'Section 4', 'Section 5', 'Section 6', and 'Roster (Students: 18)'. Below this is a table titled 'Course Completion Data - Term Scores' for 'Term 4' (08/03/2021 - 05/17/2022). The table lists student names and their scores: 08 Student, Asher (B/87, 87.330, 0.000); 08 Student, Brooke (B/88, 87.760, 0.000); 08 Student, Christopher (B/86, 86.080, 0.000); 08 Student, Delia (A/95, 95.230, 0.000); 08 Student, Erik (A/95, 95.190, 0.000); and 08 Student, Fiona (B/87, 87.330, 0.000).

Student Name	Term 4 08/03/2021 - 05/17/2022		
	score	percent	total credits
08 Student, Asher	B/87	87.330	0.000
08 Student, Brooke	B/88	87.760	0.000
08 Student, Christopher	B/86	86.080	0.000
08 Student, Delia	A/95	95.230	0.000
08 Student, Erik	A/95	95.190	0.000
08 Student, Fiona	B/87	87.330	0.000

## Step 3. Report Course Completion Data

Course Completion data can be reported via an Ad hoc filter within the [Filter Designer](#) tool. In Filter Designer, select the **Query Wizard** and **Student Data**. Then choose **Create**.

Add Course Completion fields to the Ad hoc filter by going to Student > Learner > Schedule > Course/Section > Course Completion

Select categories & fields

Filter By  Search

All Fields

Selected Fields

```

courseCompletion.transcriptID
courseCompletion.districtID
courseCompletion.personID
courseCompletion.endYear
courseCompletion.sectionID
courseCompletion.stateCode
courseCompletion.grade
courseCompletion.score
courseCompletion.percent
courseCompletion.actualTerm
courseCompletion.exempt
courseCompletion.teacherPersonID
courseCompletion.ncesGrade
courseCompletion.termStartDate
courseCompletion.termEndDate
courseCompletion.date
courseCompletion.transcriptGUID
courseCompletion.totalCredit
courseCompletion.gpaWeight
courseCompletion.gpaValue
courseCompletion.gpaMax

```

Student > Learner > Schedule > Course/Section > Course Completion

transcriptID  
districtID  
personID  
endYear  
sectionID  
stateCode  
grade  
score  
percent  
actualTerm  
exempt  
teacherPersonID  
ncesGrade  
termStartDate  
termEndDate  
date  
transcriptGUID  
totalCredit

Add Function  Edit Function

Course Completion Data Fields in Ad hoc (State Level)

Select the following additional fields for help in identifying student, teacher and course information:

These are suggestions for improving data analysis and are not required in reporting Course Completion data. Adding additional fields to Course Completion data increases the time it takes for the filter to generate.

- Student ID (Student > Demographics > personID)
- First Name of student (Student > Demographics > firstName)
- Last Name of student (Student > Demographics > lastName)
- Name of teacher who taught the course (Student > Learner > Schedule > Course/Section > teacherFullName)
- Staff State ID of teacher who taught the course (Student > Learner > Schedule > Course/Section > staffStateID)
- Course Name (Student > Learner > Schedule > Course/Section > CourseName)
- Course State Code (Student > Learner > Schedule > Course/Section > stateCode)

Once all appropriate fields have been added to the filter, select **Save** to save the filter, select **Save and Test** to save the filter and generate a report based on fields selected, or select **Next** to continue formatting the filter using the [Filter Parameters](#), [Output Formatting](#) and [Grouping and Aggregation](#) editors.

Course Completion Total Records:20098														
All Records														
Student ID	Student Last Name	Student First Name	Teacher Name	Staff State ID	Course Name	State Code	Transcript ID	District ID	Person ID	End Year	courseCompletion.sectionID	courseCompletion.stateCode	courseCompletion.grade	courseCompletion.s
1234567890	Johnson	Jasmine	Willie	340133	HEALTH	340133	1	328	1234567890	2012	5576304	450809	10	D
1234567890	Johnson	Jasmine	Jedy	450809	US HISTORY HNR	450809	1	163	1234567890	2012	1576304	450809	10	D
1234567890	Johnson	Jasmine	Nathan	270402	GEOMETRY HNR	270402	1	809	1234567890	2012	8576304	450809	10	D
1234567890	Johnson	Jasmine	Terra	161108	SPANISH1	161108	1	157	1234567890	2012	9576304	450809	10	D
1234567890	Johnson	Jasmine	Tammy	161108	SPANISH1	161108	1	611	1234567890	2012	4576304	450809	10	D

Course Completion Ad hoc Filter Results