

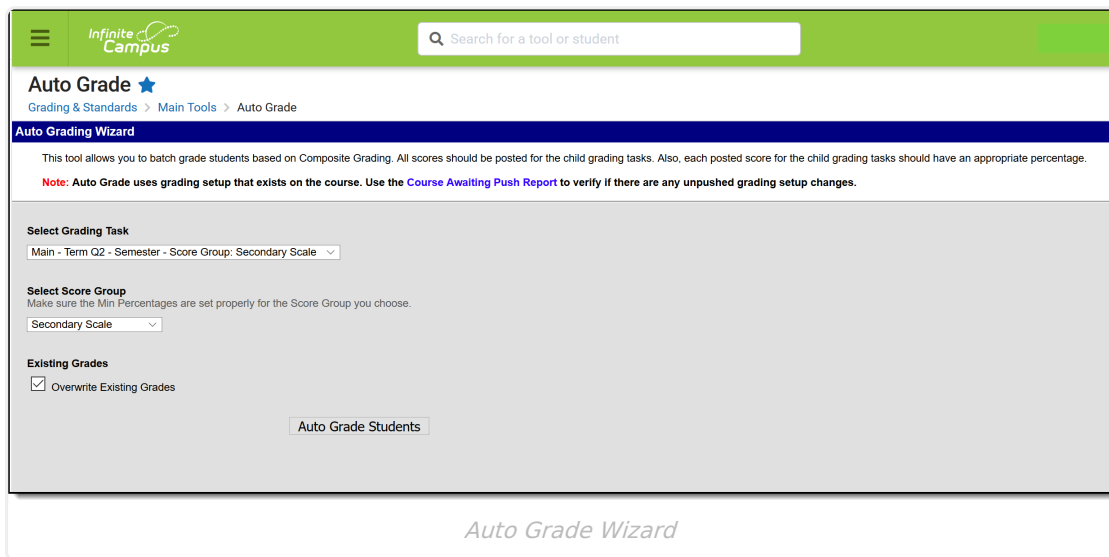
Auto Grade Wizard

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Tool Search: Auto Grade

The Auto Grade Wizard posts scores for students for the selected grading tasks that are set up as composite tasks. This wizard will pull composite grade settings from cross sections. For example, if a student was in Section 1 of a course in Quarter 1, but in Section 2 of the same course in Quarter 2, a composite grade will be posted for those two sections to give the student a Semester Grade.



The screenshot shows the 'Auto Grade Wizard' interface within the Infinite Campus system. At the top, there is a green header with the Infinite Campus logo and a search bar. Below the header, the page title 'Auto Grade' is displayed with a star icon. The breadcrumb trail reads 'Grading & Standards > Main Tools > Auto Grade'. The main section is titled 'Auto Grading Wizard' and contains a description: 'This tool allows you to batch grade students based on Composite Grading. All scores should be posted for the child grading tasks. Also, each posted score for the child grading tasks should have an appropriate percentage.' A red note states: 'Note: Auto Grade uses grading setup that exists on the course. Use the Course Awaiting Push Report to verify if there are any unpushed grading setup changes.' The interface includes three sections: 'Select Grading Task' with a dropdown menu showing 'Main - Term Q2 - Semester - Score Group: Secondary Scale'; 'Select Score Group' with a dropdown menu showing 'Secondary Scale' and a note to 'Make sure the Min Percentages are set properly for the Score Group you choose.'; and 'Existing Grades' with a checked checkbox for 'Overwrite Existing Grades'. At the bottom, there is an 'Auto Grade Students' button.

Auto Grade Wizard Prerequisites

This tool is the last setup in the composite grading workflow. For this wizard to successfully post grades for students, the following setup must be done correctly. If this setup is not done, grades will still post, but they may be incorrect.

1. The composite grading relationship must be set up for the parent composite task on the Composite Grading tab in the Courses toolset.
2. All grades for students for the child composite tasks should be entered or posted. This means that if there is a Semester Grade task as the composite task of two Quarter Grades, all scores for both Quarter Grades need to be posted or entered. These are the scores in the green columns in the Grade book or the values entered in the [Grade By Task](#) and [Grade By Student](#) tools.
3. All grades for the child composite tasks MUST have percentages. An example score might be 92.1% for the percentage and A- for the score. Without the percentage entered, the score will NOT be used in the Auto Grade calculation.
4. A [Score Group](#) must exist with minimum percent values. No duplication should occur in the minimum percent field for the Score Group.
5. Grading setup completed at the Course or Course Master level should be pushed to sections to ensure grades are calculated properly. Use the [Course Awaiting Push Report](#) to review any

setup needing to be pushed.

Teachers also have the ability to set composite grading for the course sections they teach. This is done through [Composite Grading](#) in [Grade Calculation Options](#) in the Campus Instruction Grade Book. However, the Auto Grade Wizard only uses composite grading information set on the Courses.

If a student does not have a score for a child composite task, that task will not be used in the Auto Grade calculation. For example, if a student enrolls in a school at the start of Quarter 2, their Semester 1 Grade will only include the Quarter 2 Grade.

Auto Grade Wizard Editor

The following fields are available on the Auto Grade Wizard Editor.

Field	Description
Select Grading Task	Selection indicates the grading task grades for which scores will be posted. Only those grading tasks that are a composite of other grading tasks appear for selection.
Select Score Group	Selection indicates the score group that will be referenced to post the appropriate score.
Existing Grades	Determine if existing grades posted for the selected grading task should be overwritten. <ul style="list-style-type: none"> • If yes, mark the Overwrite Existing Grades checkbox. • If existing grades should be left as is, do not mark this checkbox.

Using the Auto Grade Wizard

1. Select the **Grading Task** from the dropdown list for which to post scores.
2. Select the **Score Group** from the dropdown list.
3. Determine the behavior for existing grades. If those grades should be overwritten, mark the **Overwrite Existing Grades** checkbox. If those grades should be left as is, do not mark that checkbox.
4. Click the **Auto Grade Students** button. A pop-up message displays when the wizard has finished.
5. Click **OK** to acknowledge this message. Grades have been posted for the selected grading task.