

# Grading Tasks (California)

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## Grading Setup Required for State Reporting

Tool Search: Grading Tasks

Grading Tasks are items to which teachers post grades for report cards, transcripts, midterms and/or eligibility reports. Examples of grading tasks include quarter grade, mid-term progress grade and semester grade. If the school is on trimester terms, the grading tasks might be trimester grade or final grade.

A list of Grading Tasks appears on the left-hand side of the editor. Select a grading task from that list to display the Grading Task Detail.

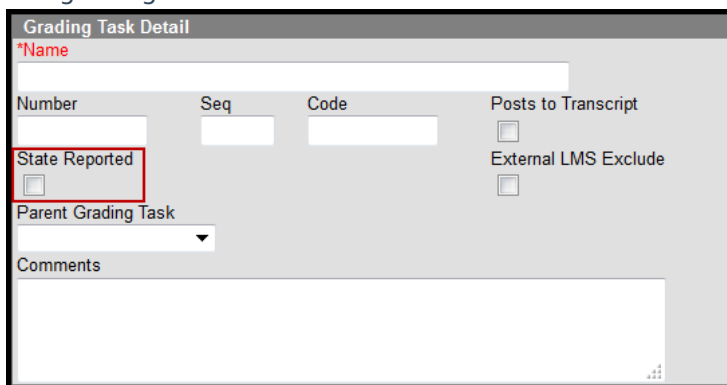
While California does not have Grading Task fields that are specific to the state of California, users must make sure to complete the setup described below in order to ensure data properly reports. For all other inquiries, please visit the [Grading Tasks](#) article.

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In order to ensure data properly reports, be sure to enter values in all of the following fields.

Be aware that data is required in fields other than those described below. The fields described below are the fields that **MUST** have entries in order for any student data to report.

1. Go to *Grading & Standards > Grading Tasks*. Select the appropriate Grading Task or create a new grading task.



The screenshot shows the 'Grading Task Detail' form. It includes fields for Name, Number, Seq, Code, Posts to Transcript, State Reported, External LMS Exclude, Parent Grading Task, and Comments. The 'State Reported' checkbox is highlighted with a red box.

2. Mark the **State Reported** checkbox. Click **Save**.