

# Grading Tasks (Texas)

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Tool Search: Grading Task Setup

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The Grading Task fields specific to the state of Texas are described below in the Grading & Standards Grading Tasks, Course Grading Tasks, and Section Grading Tasks sections. For all other inquiries, please visit the [Grading Task Setup](#) article.

State Reporting ***relies*** on fields marked with an \*\*. Leaving these fields blank prevents the proper generation of state reports.

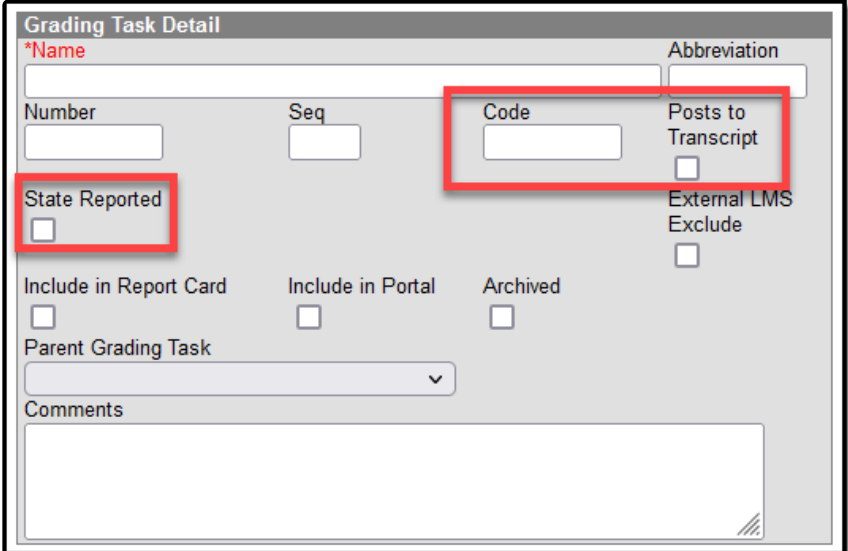
It is important to note that in order for *any* grading task information to be reported, users MUST make data entries in the following three areas: Grading & Standards, Grading Tasks, Course Grading Tasks, and Section Grading Tasks. Data will NOT report if data is missing in these required areas. See below for more information.

## Grading Setup Required for State Reporting

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. Navigate to the *Grading Tasks Setup* page. Select the appropriate Grading Task or create a new grading task.

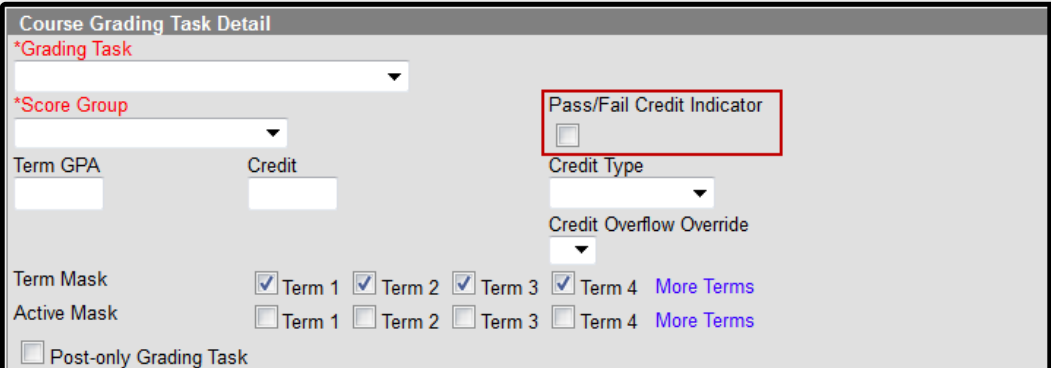


The **Grading Task Detail** form contains the following fields:

- \*Name**: Text input field.
- Abbreviation**: Text input field.
- Number**: Text input field.
- Seq**: Text input field.
- Code**: Text input field (highlighted with a red box).
- Posts to Transcript**: Checkbox (highlighted with a red box).
- State Reported**: Checkbox (highlighted with a red box).
- External LMS Exclude**: Checkbox.
- Include in Report Card**: Checkbox.
- Include in Portal**: Checkbox.
- Archived**: Checkbox.
- Parent Grading Task**: Dropdown menu.
- Comments**: Large text area.

Grading Task Detail Editor

2. On the *Grading Task Detail Editor*, be sure to complete the following tasks:
  - Enter a **Code** (only Codes CG and/or F are reported) for the grading task.
  - Mark the **Posts to Transcript** checkbox.
  - Finally, mark the **State Reported** checkbox and click **Save**.
  - *Navigate to Course Grading Tasks*. Select the appropriate Grading Task or add a new grading task. The *Course Grading Task Detail* editor displays.

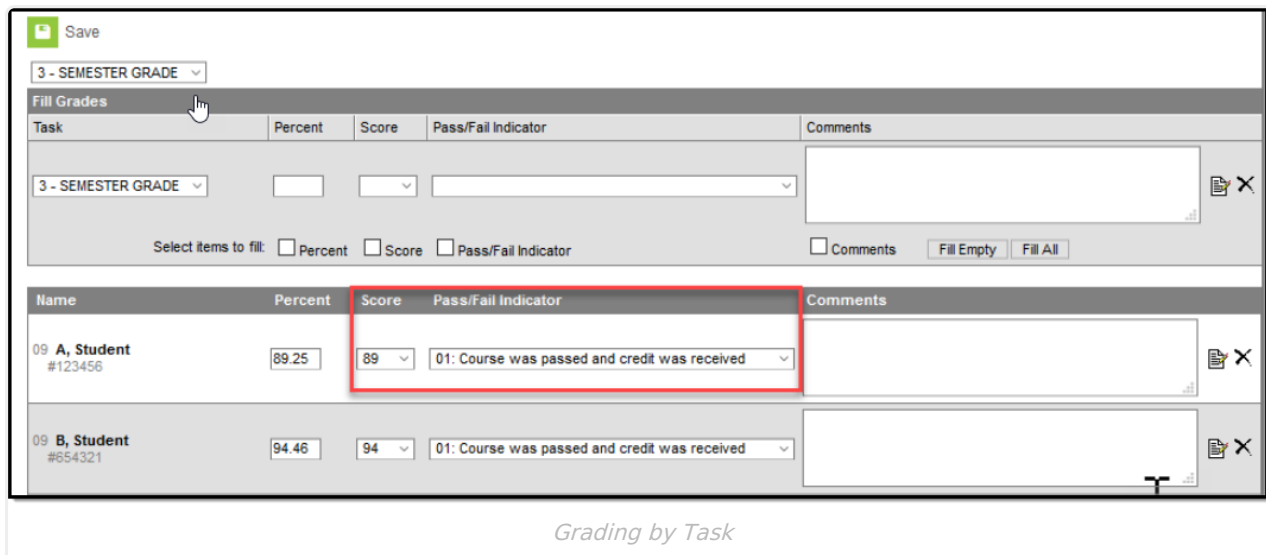


The **Course Grading Task Detail** form contains the following fields:

- \*Grading Task**: Dropdown menu.
- \*Score Group**: Dropdown menu.
- Term GPA**: Text input field.
- Credit**: Text input field.
- Pass/Fail Credit Indicator**: Checkbox (highlighted with a red box).
- Credit Type**: Dropdown menu.
- Credit Overflow Override**: Dropdown menu.
- Term Mask**: Row of checkboxes for Term 1, Term 2, Term 3, Term 4, and a [More Terms](#) link.
- Active Mask**: Row of checkboxes for Term 1, Term 2, Term 3, Term 4, and a [More Terms](#) link.
- Post-only Grading Task**: Checkbox.

Course Grading Task Detail

3. Mark the **Pass/Fail Credit Indicator** checkbox. Click **Save**.
4. Navigate to the *Section Grading By Task* page. Verify the **Pass/Fail Indicator** and **Score** fields contain a value for accurate reporting. *Data is populated from the grade book when teachers post grades.*

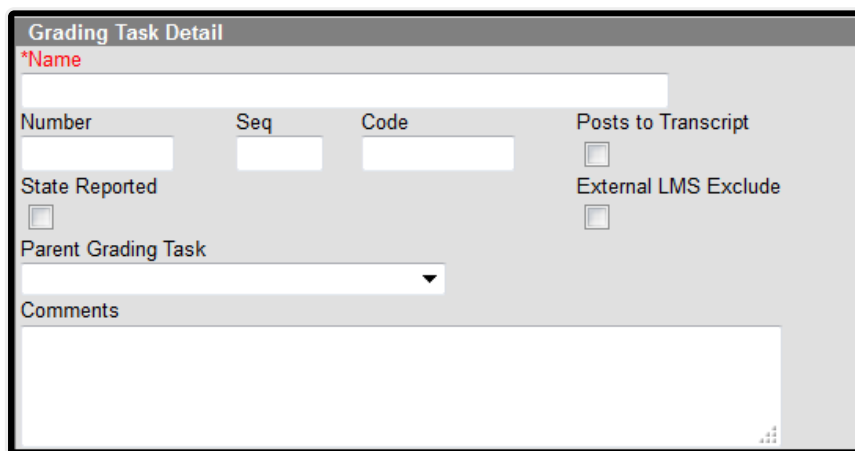


The interface shows a 'Save' button at the top left. Below it is a dropdown menu set to '3 - SEMESTER GRADE'. A 'Fill Grades' section contains a table with columns: Task, Percent, Score, Pass/Fail Indicator, and Comments. The first row shows '3 - SEMESTER GRADE' in the Task column, with empty fields for Percent, Score, and Pass/Fail Indicator, and a large text area for Comments. Below this table are checkboxes for 'Select items to fill: Percent, Score, Pass/Fail Indicator' and buttons for 'Fill Empty' and 'Fill All'. A second table below shows student data with columns: Name, Percent, Score, Pass/Fail Indicator, and Comments. The first row is for '09 A, Student #123456' with Percent '89.25', Score '89', and Pass/Fail Indicator '01: Course was passed and credit was received'. The second row is for '09 B, Student #654321' with Percent '94.46', Score '94', and Pass/Fail Indicator '01: Course was passed and credit was received'. The interface is labeled 'Grading by Task' at the bottom.

## Grading & Standards Grading Tasks

Grading Tasks are items to which teachers post grades for report cards, transcripts, midterms and/or eligibility reports. Grading Tasks that are specific to the state of Texas are described below. For all other inquiries, please visit the [Grading Task Setup](#) article.

## Grading Task Detail Editor



The interface is titled 'Grading Task Detail'. It has a red asterisk next to the 'Name' label. Below the name field are four input fields: 'Number', 'Seq', 'Code', and 'Posts to Transcript'. The 'Posts to Transcript' field has a checkbox. Below these are two more checkboxes: 'State Reported' and 'External LMS Exclude'. There is a dropdown menu for 'Parent Grading Task' and a large text area for 'Comments'. The interface is labeled 'Grading Task Detail Editor' at the bottom.

## Code

Indicates a code used in state reports. This is a text-only field, so any value is accepted. The entered code posts to the [Transcript](#) in the Task/Standard Code field.

Only codes **CG** and/or **F** for a course grade/final grade are considered for state reporting.

► [Click here to expand...](#)

## Database Location:

GradingTask.code

## Reports:

- [TREx Extract](#)
- [TSDS Master Schedule Interchange](#)
- [TSDS Student Enrollment Interchange](#)
- [TSDS Student Transcript Interchange](#)
- [TSDS Staff Association Interchange](#)

## State Reported

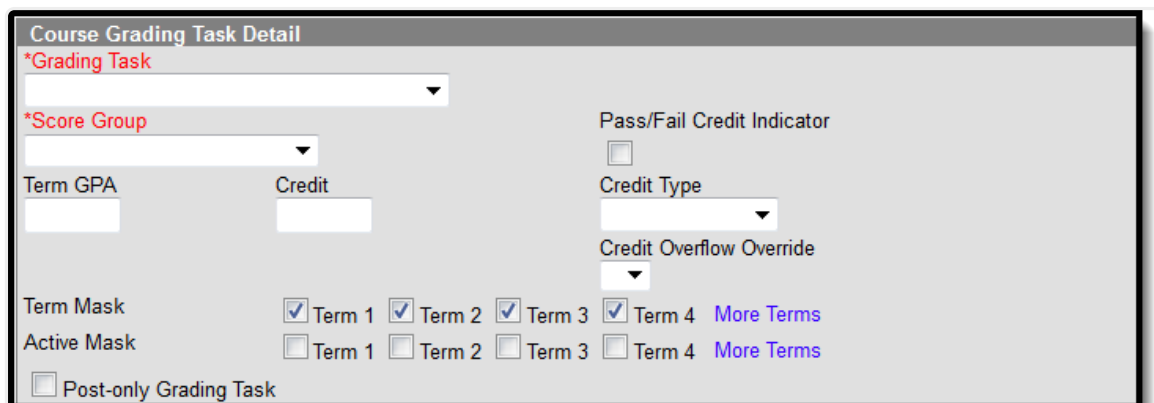
When marked, indicates the grading task is reported to the department of education and used in state reports.

Be aware that in order for the grading task to report, in addition to checking the State Reported checkbox, the following requirements must *also* be met:

- Pass/Fail Credit Indicator on the *Course Grading Task Detail* editor **IS** checked
- Pass/Fail Indicator Code selection is made on *Grading By Task* tab
- A Code on the *Grading Task Detail* editor MUST be entered. Only Codes CG and/or F are considered for reporting

## Course Grading Tasks

Course Grading Task fields that are specific to the state of Texas are described below. For all other inquiries, please visit the [Grading Tasks](#) article.



The screenshot shows the 'Course Grading Task Detail' editor. It includes fields for \*Grading Task (dropdown), \*Score Group (dropdown), Term GPA (text), Credit (text), Pass/Fail Credit Indicator (checkbox), Credit Type (dropdown), Credit Overflow Override (dropdown), Term Mask (checkboxes for Term 1-4 and a 'More Terms' link), Active Mask (checkboxes for Term 1-4 and a 'More Terms' link), and a checkbox for 'Post-only Grading Task'.

*Course Grading Task Detail Editor*

## \*\* Score Group

The Score Group determines the points and/or letter grades that will be used when scoring the grading task.

This field **MUST** contain a value.

▶ [Click here to expand...](#)

#### Database Location:

GradingTaskCredit.scoregroupID

#### Ad Hoc Inquiries:

Course > Course Information > Grading Task Credit > GradingTaskCredit.ScoreGroupID

#### Reports:

[TREx Extract](#)

### \*\* Pass/Fail Credit Indicator

This field is used to indicate that the Pass/Fail Indicator Code should be used in grading for this course. The Pass/Fail Indicator Code is used to indicate the outcome for a course taken by a particular student.

Be aware that in order for the Pass/Fail Indicator Code to report, the following requirements must *also* be met:

- State Reported checkbox on the *Grading Task Detail* editor **IS** checked
- A Code on the *Grading Task Detail* editor **MUST** be entered. Only Codes CG and/or F are considered for reporting
- Pass/Fail Indicator Code selection is made on the *Grading By Task* tab

### \*\*Credit

The value of credits or units of value awarded for the completion of a course.

This field **MUST** contain a value.

▶ [Click here to expand...](#)

#### Database Location:

GradingTaskCredit.credit

#### Ad Hoc Inquiries:

Course > Course Information > Grading Task Credit > GradingTaskCredit.Credit

### \*\*Credit Type

Indicates the group of credit the student receives when credit is given. This is used in Academic Planning when tracking the progress of the student towards graduation.

This field **MUST** contain a value.

▶ [Click here to expand...](#)

#### **Database Location:**

CurriculumStandard.name

#### **Ad Hoc Inquiries:**

Course > Course Information > Grading Task Credit > GradingTaskCredit.CreditType

#### **Reports:**

[TReX Extract](#)

[TReX Import](#)

## **Post-Only Grading Task**

Indicates a grading task cannot be aligned to assignments and categories in the teacher's Grade Book. Post-only Grading Tasks are for posting grades only, not for aligning student work.

▶ [Click here to expand...](#)

#### **Database Location:**


GradingTaskCredit.postOnly

#### **Ad Hoc Inquiries:**

Course > Course Information > Grading Task Credit > GradingTaskCredit.PostOnly

## **Section Grading Tasks**

Grading By Task fields that are specific to the state of Texas are described below. For all other inquiries, please visit the [Grading By Task](#) article.

 Save

2 - SEMESTER GRADE ▼

Task	Percent	Score	Pass/Fail Indicator	Comments
2 - SEMESTER GRADE ▼				

Select items to fill: ☐ Percent ☐ Score ☐ Pass/Fail Indicator ☐ Comments

Name	Percent	Score	Pass/Fail Indicator	Comments
09 Adams, Cam #000000				
09 Anderson, Aron #000001				

Section Grading By Task Editor

## Pass/Fail Indicator Code

The Pass/Fail Indicator Code is used to indicate the outcome for a course taken by a particular student. This drop-list is not labelled in the Grading By Task screen.

Be aware that in order for the Pass/Fail Indicator Code to report, the following requirements must *also* be met:

- State Reported checkbox on the *Grading Task Detail* editor **IS** checked
- A Code on the *Grading Task Detail* editor **MUST** be entered. Only Codes CG and/or F are considered for reporting
- Pass/Fail Credit Indicator on the *Course Grading Task Detail* editor **IS** checked

► [Click here to expand...](#)

Code	Description	Definition
<b>01</b>	Course was passed and credit was received	Course was passed and credit was received
<b>02</b>	Course failed no credit received/first occurrence	Course was failed and no credit was received - first occurrence this school year
<b>03</b>	Course failed no credit received/2nd occurrence	Course was failed and no credit was received - second occurrence this school year
<b>04</b>	No credit excessive absences/1st occurrence	Course was passed, but credit was not received due to excessive absences - first occurrence this school year

Code	Description	Definition
05	No credit excessive absences/2nd occurrence	Course was passed, but credit was not received due to excessive absences - second occurrence this school year
06	Course passed no credit/other parts not taken	Course was passed, but credit was not received (other parts of the course have not been taken)
07	Course passed no credit/parts taken, not passed	Course was passed, but credit was not received (other parts of the course have been taken but not passed)
08	Course failed credit received/other parts passed	Course was failed, but credit was received (other parts of the course have been passed and credit was awarded based on the grades in those parts)
09	Course incomplete no credit awarded	Course work is incomplete and no credit has been awarded
10	Course passed no credit/repeated for mastery	Course was passed, but credit was not received (course had previously been passed, and was repeated for better mastery)
11	Course failed no credit/3rd occurrence	Course was failed and no credit was received - third occurrence this school year
12	No credit excessive absences/3rd occurrence	Course was passed, but credit was not received due to excessive absences - third occurrence this school year
13	Non-High School Course Passed	Non-high school course passed
14	Non-High School Course Failed	Non-high school course failed
00	Not Applicable	Not Applicable

#### Database Location:

GradingScore.creditCode

#### Ad Hoc Inquiries:

Student > Grading > Grading Detail > displayCreditCode

#### Reports:

- [TREx Extract](#)
- [TSDS Master Schedule Interchange](#)



- [TSDS Student Enrollment Interchange](#)
- [TSDS Student Transcript Interchange](#)
- [TSDS Staff Association Interchange](#)
- [TSDS Education Organization Interchange](#)

## Pass/Fail Indicator Checkbox

The Pass/Fail Indicator checkbox, when marked, will auto-fill the Pass/Fail Indicator Code for all students in the section.

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