

# Grading Tasks (Texas)

Last Modified on 03/11/2024 8:44 am CDT

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Grading Task fields that are 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 Tasks](#) 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 report, 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.

**Grading Task Detail**

\*Name  Abbreviation

Number  Seq  **Code**  Posts to Transcript

**State Reported**  External LMS Exclude

Include in Report Card  Include in Portal  Archived

Parent Grading Task

Comments

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.

**Course Grading Task Detail**

\*Grading Task

\*Score Group

Term GPA  Credit

**Pass/Fail Credit Indicator**

Credit Type

Credit Overflow Override

Term Mask  Term 1  Term 2  Term 3  Term 4 [More Terms](#)

Active Mask  Term 1  Term 2  Term 3  Term 4 [More Terms](#)

Post-only Grading Task

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.*

Save

3 - SEMESTER GRADE

Fill Grades

| Task               | Percent | Score | Pass/Fail Indicator | Comments |
|--------------------|---------|-------|---------------------|----------|
| 3 - SEMESTER GRADE |         |       |                     |          |

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

| Name                     | Percent | Score | Pass/Fail Indicator                           | Comments |
|--------------------------|---------|-------|---|----------|
| 09 A, Student<br>#123456 | 89.25   | 89    | 01: Course was passed and credit was received |          |
| 09 B, Student<br>#654321 | 94.46   | 94    | 01: Course was passed and credit was received |          |

Grading by Task

## 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 Tasks](#) article.

### Grading Task Detail Editor

Grading Task Detail

\*Name

Number Seq Code Posts to Transcript

State Reported External LMS Exclude

Parent Grading Task

Comments

Grading Task Detail Editor

### 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...](#)

## State Reported

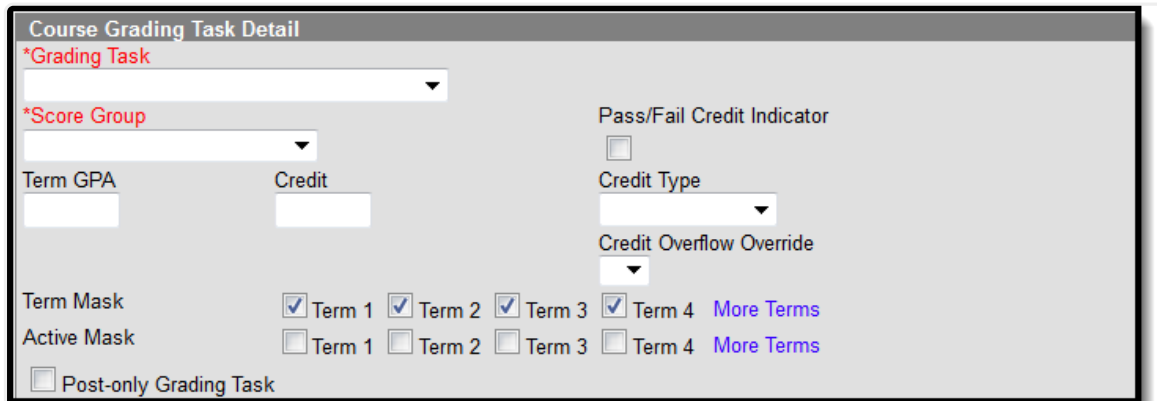
When marked, indicates the grading task is reported to the department of education and used in state reports.

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.



*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...](#)

### \*\* 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...](#)

## **\*\*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...](#)

## **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...](#)

# **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 ▼

| Fill Grades   |                      |                      |                      |                      |
|---|----------------------|----------------------|----------------------|----------------------|
| Task  | Percent              | Score                | Pass/Fail Indicator  | Comments             |
| 2 - SEMESTER GRADE ▼  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Select items to fill: <input type="checkbox"/> Percent <input type="checkbox"/> Score <input type="checkbox"/> Pass/Fail Indicator <input type="checkbox"/> Comments <span style="float: right;"> <input type="button" value="Fill Empty"/> <input type="button" value="Fill All"/> </span> |                      |                      |                      |                      |
| Name  | Percent              | Score                | Pass/Fail Indicator  | Comments             |
| 09 Adams, Cam<br>#000000  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 09 Anderson, Aron<br>#000001  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

*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...](#)

## 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.