

Auto Grade Wizard

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The Auto Grade Wizard posts scores for students for the selected grading tasks set up as composite tasks. This wizard pulls composite grade settings from cross sections. For example, if a student was in Section 1 of a course in Quarter 1 but 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.

Auto Grade Wizard ☆

Grading & Standards > Grading & Standards Administration > Auto Grade Wizard

Auto Grading Wizard

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.

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. Posted grades will not include unreleased assignments.

Select Grading Task

▼

Select Score Group

Make sure the Min Percentages are set properly for the Score Group you choose.

▼

Existing Grades

☐ Overwrite Existing Grades

Auto Grade Students

Auto Grade Wizard

Users only need Read (R) rights to use this tool.

Auto Grade Wizard Prerequisites

This tool is the last setup in the composite grading workflow. The following setup must be done correctly for this wizard to post student grades successfully. If this setup is not done, grades will still be posted, 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 student grades for the child composite tasks should be entered or posted. This means that if a Semester Grade task is 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 posted column of 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. The score will NOT be used in the Auto Grade calculation without the percentage entered.

4. A [Score Group](#) must exist with minimum percent values. The minimum percent field for the Score Group should not be duplicated.
5. Grading setup completed at the Course or Course Master level should be pushed to sections to ensure grades are correctly calculated. Use the [Course Awaiting Push Report](#) to review any setup needing to be pushed.

Teachers also can 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 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	Indicates the grading task for which scores will be posted. Only those grading tasks that are a composite of other grading tasks appear for selection.
Select Score Group	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.

