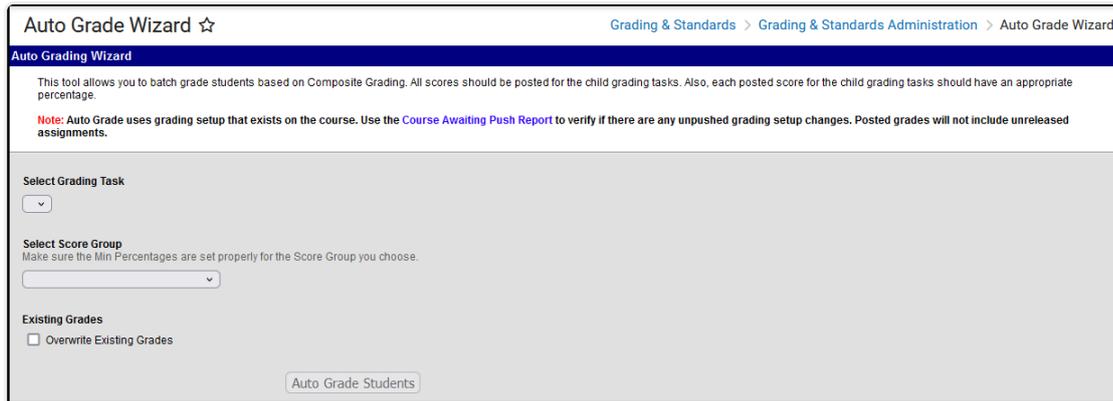


# Auto Grade Wizard

Last Modified on 02/23/2026 10:24 am CST

Tool Search: Auto Grade

The Auto Grade Wizard allows users to batch-grade students using [Composite Grading](#). It pulls composite grade settings from across course 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 is posted for those two sections to give the student a Semester Grade.



The screenshot shows the 'Auto Grade Wizard' interface. At the top, there is a breadcrumb trail: 'Grading & Standards > Grading & Standards Administration > Auto Grade Wizard'. Below this is a blue header bar with the text 'Auto Grading Wizard'. The main content area contains the following elements:

- A paragraph explaining the tool's purpose: '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: '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.'
- A 'Select Grading Task' section with a dropdown menu.
- A 'Select Score Group' section with a dropdown menu and a sub-instruction: 'Make sure the Min Percentages are set properly for the Score Group you choose.'
- An 'Existing Grades' section with a checkbox labeled 'Overwrite Existing Grades'.
- An 'Auto Grade Students' button at the bottom right.

*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. See the relevant [Grade Calc Options](#) article for more information:

- [Courses](#)
- [Course Masters](#)

- Teachers can also set composite grading for the course sections they teach. This is done through [Composite Grading](#) in the Grade Calc Options section of the Instruction Grade Book. However, the Auto Grade Wizard only uses composite grading information on the Courses.

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 of two Quarter Grades, all scores for both Quarter Grades must 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 that needs to be pushed.

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
<b>Select Grading Task</b>	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.
<b>Select Score Group</b>	Indicates the score group that will be referenced to post the appropriate score.
<b>Existing Grades</b>	Determine if existing grades posted for the selected grading task should be overwritten. <ul style="list-style-type: none"> <li>• If yes, mark the <b>Overwrite Existing Grades</b> checkbox.</li> <li>• If existing grades should be left as is, do not mark this checkbox.</li> </ul>

## Run 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 appears when the wizard finishes.
5. Click **OK** to acknowledge this message. Grades have been posted for the selected grading task.