

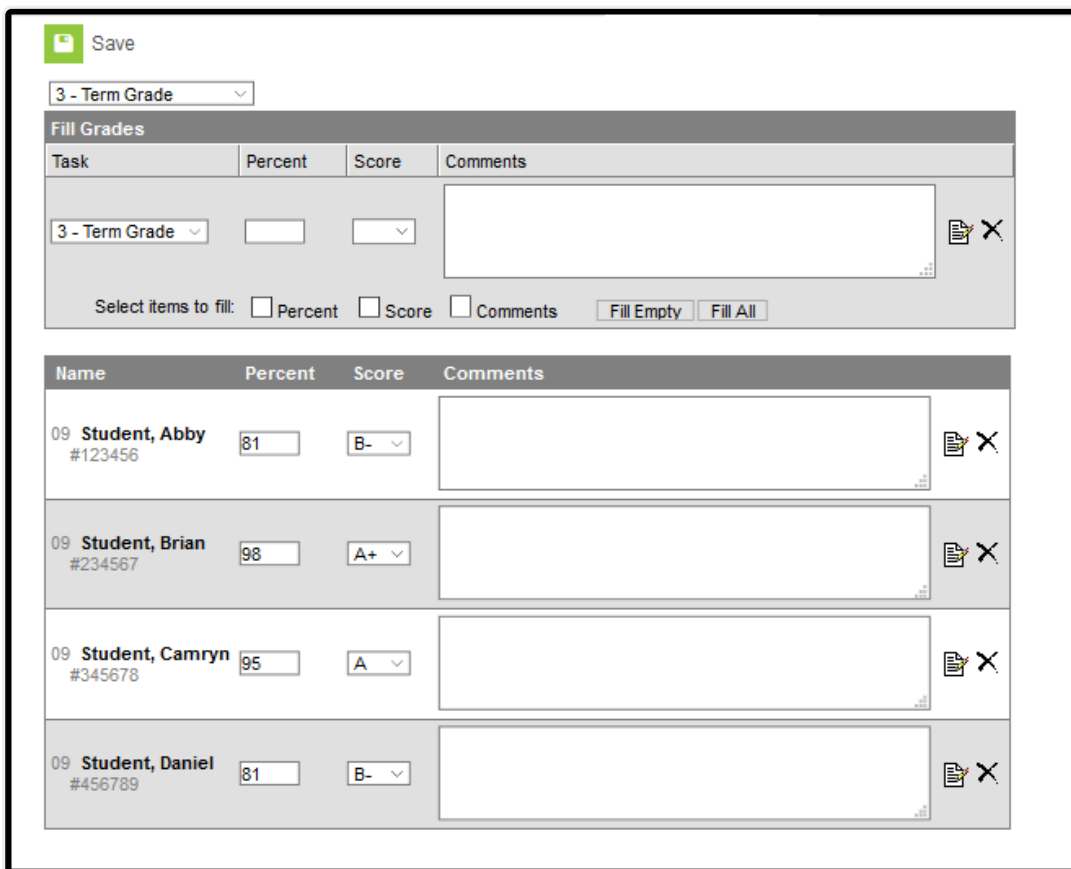
Section Grading By Task

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Tool Search: Section Grading by Task

The **Grading by Task** tool allows office personnel and teachers to enter scores for grading tasks. A list of grading tasks and standards assigned to the course displays at the top. When selected, scores will be entered for that task/standard.



The screenshot shows the 'Section Grading by Task' interface. At the top, there is a 'Save' button and a dropdown menu for '3 - Term Grade'. Below this is a 'Fill Grades' section with a table that has columns for 'Task', 'Percent', 'Score', and 'Comments'. The 'Task' column contains a dropdown for '3 - Term Grade'. The 'Percent' and 'Score' columns have input fields. The 'Comments' column has a large text area. Below the table, there are checkboxes for 'Select items to fill: Percent', 'Score', and 'Comments', along with 'Fill Empty' and 'Fill All' buttons. Below this is a list of students with their names, IDs, and current scores/grades. The students listed are Abby (#123456) with a score of 81 and grade B-, Brian (#234567) with a score of 98 and grade A+, Camryn (#345678) with a score of 95 and grade A, and Daniel (#456789) with a score of 81 and grade B-. Each student row has a 'Comments' column with a text area and a 'Print' icon.

Name	Percent	Score	Comments
09 Student, Abby #123456	81	B-	
09 Student, Brian #234567	98	A+	
09 Student, Camryn #345678	95	A	
09 Student, Daniel #456789	81	B-	

Section Grading by Task

See the [Section Grading By Task Tool Rights](#) article for information about rights needed to use this tool.

Grading tasks are assigned to courses on the [Course Grading Task](#) tool. In order for teachers to record scores using the [Post Grades](#) tool, a [Grading Window](#) must be open. A grading window is only open for a period of time, allowing teachers to enter grades up to a certain date. Then the

office staff can generate report cards and such. If teachers need to change grades after a Grading Window has closed, district policy should determine the procedure to follow.

Grading by Task Editor

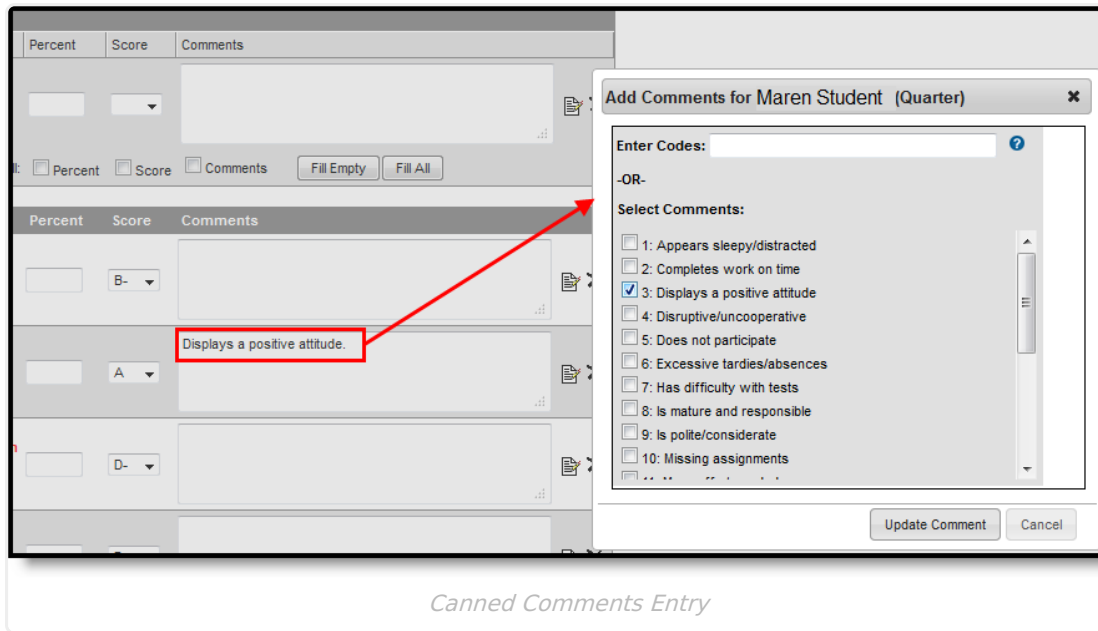
The following image defines the options available on the Grading by Task editor.

The screenshot shows the 'Grading by Task Editor' interface. It includes a 'Save' button at the top left. A dropdown menu for '3 - Term Grade' is highlighted with a callout: 'List of all grading tasks assigned to the course that are available for grading.' Below this is a 'Fill Grades' section with a table with columns: Task, Percent, Score, and Comments. The 'Task' column has a dropdown menu. The 'Percent' column has a text input field. The 'Score' column has a dropdown menu. The 'Comments' column has a text area. A callout points to the 'Fill Empty' and 'Fill All' buttons: 'Mass fill scores for all student by selecting the score from the dropdown list and clicking the Fill All option to apply that score to all students. Or, click the Fill Empty option to apply the score to students who do not already have a score.' Below the table is a 'Select items to fill:' section with checkboxes for 'Percent', 'Score', and 'Comments'. The main table has columns: Name, Percent, Score, and Comments. It lists four students: '09 Student, Abby #123456', '09 Student, Brian #234567', '09 Student, Camryn #345678', and '09 Student, Daniel #456789'. Callouts point to specific fields: 'Student's last and first name, grade level of enrollment and student ID number. If the student has dropped the section, the name displays in red.' points to the 'Name' column. 'Respectful student.' points to the 'Comments' field for Brian. 'Canned Comments field entered by clicking the Notepad icon, and removed by clicking the X.' points to the 'Comments' field for Camryn. 'Percentage the student received in the course and the letter grade assigned to the percentage.' points to the 'Score' column for Daniel. The interface is titled 'Grading by Task Editor' at the bottom.

Grade Comments

Text can be entered in the text field about the student's behavior, class participation or other information related to the score or student (2500 character limit). These comments print on report cards and be visible on other Grading by Task tools.

Canned Grading Comments can also be entered for the scores. These comments are created in the [Grading Comments](#) tool in [System Administration Grading and Standards](#). Multiple comments can be entered for a student by marking the appropriate checkbox. These comments populate in the Comments field when the user selects the **Update Comment** button.



Remove selected comments from the pop-up window by clicking the **Cancel** button. Remove comments from the **Comments** field by clicking the X.

Enter Individual Scores for Students

1. Select the **Grading Task** to assign scores from the dropdown list.
2. Enter the **Percentage** of the score for the student.
3. Select the **Score** for the student from the dropdown list.
4. Enter any **Comments** for the student or score in the text field, or use the **Canned Comments** options by clicking the Notepad icon.
5. Repeat these steps for all students in the section.
6. Click the **Save** icon when finished.

Mass Enter Scores for Students who do not Currently have Scores

1. Select the **Grading Task** to assign scores from the dropdown list.
2. Enter the Score for the students who do not currently have scores.
3. Click the **Fill Empty** button. Scores are populated for the students (but not percentages).
4. Enter any Comments for the student or score in the text field, or use the **Canned Comments** options by clicking the Notepad icon.
5. Enter **Percentages** if necessary for the students in the section.
6. Click the **Save** icon when finished.

Mass Enter Scores for All Student

1. Select the **Grading Task** to assign scores from the dropdown list.
2. Enter the **Score** for the students who do not currently have scores.
3. Click the **Fill All** button. Scores are populated for the students (but not percentages).
4. Enter any **Comments** for the student or score in the text field, or use the **Canned**

Comments options by clicking the **Notepad** icon.

5. Enter **Percentages** if necessary for the students in the section.
 6. Click the **Save** icon when finished.
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