

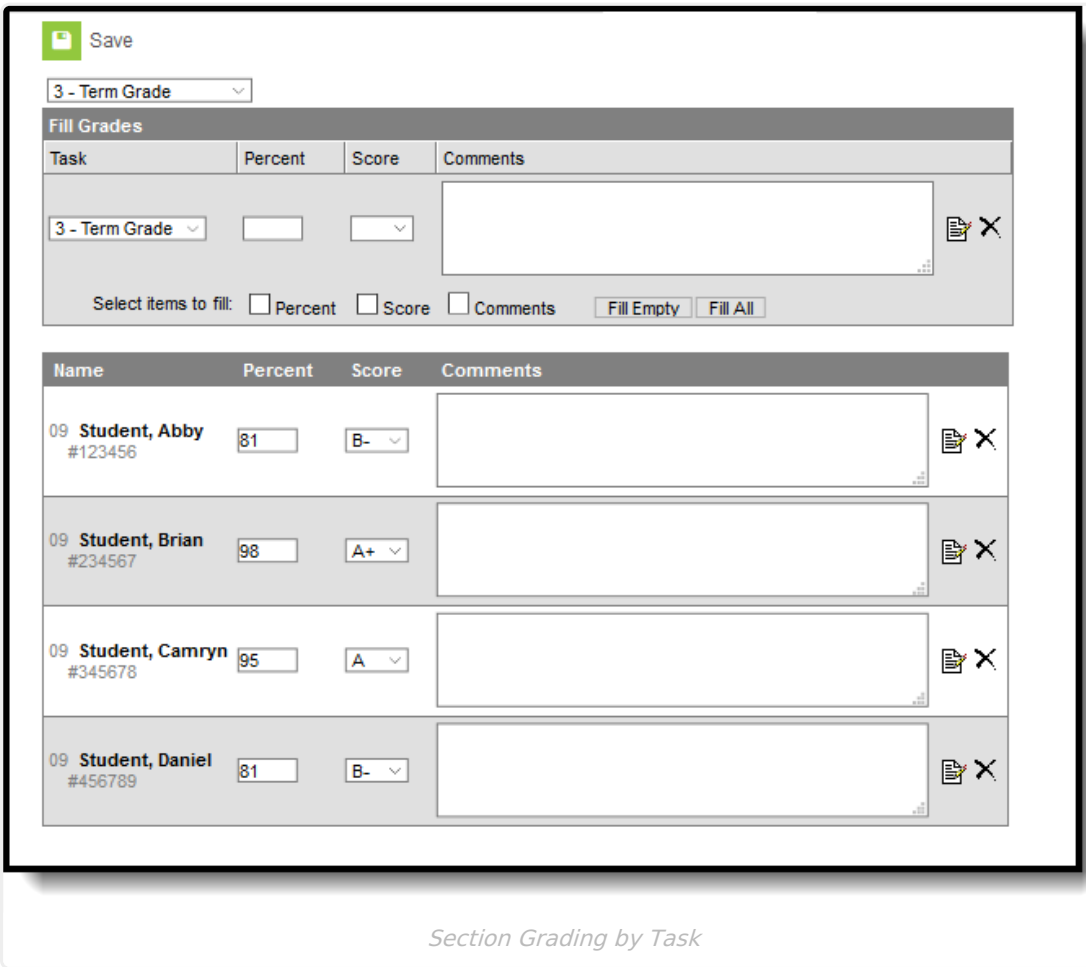
# Section Grading By Task

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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.



Section Grading by Task

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. At the top, there is a 'Save' button and a dropdown menu for '3 - Term Grade'. Below this is a 'Fill Grades' section with columns for 'Task', 'Percent', 'Score', and 'Comments'. A '3 - Term Grade' task is listed with a score of 81 and a grade of B-. Below this is a table with columns for 'Name', 'Percent', 'Score', and 'Comments'. The table lists four students: Abby (#123456) with 81% and B-, Brian (#234567) with 98% and A+, Camryn (#345678) with 95% and A-, and Daniel (#456789) with 81% and B-. Callouts explain: '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.' (pointing to the student names); 'List of all grading tasks assigned to the course that are available for grading.' (pointing to the '3 - Term Grade' dropdown); '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.' (pointing to 'Fill Empty' and 'Fill All' buttons); 'Canned Comments field entered by clicking the Notepad icon, and removed by clicking the X.' (pointing to the comment field for Brian); 'Percentage the student received in the course and the letter grade assigned to the percentage.' (pointing to the score and grade for Daniel); and 'Respectful student.' (pointing to the comment for Brian).

*Grading by Task Editor*

## 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.

The screenshot shows the 'Canned Comments Entry' dialog box. The dialog has a title bar 'Add Comments for Maren Student (Quarter)'. It contains an 'Enter Codes:' field, an '-OR-' separator, and a 'Select Comments:' section with a list of checkboxes. The list includes: '1: Appears sleepy/distracted', '2: Completes work on time', '3: Displays a positive attitude' (checked), '4: Disruptive/uncooperative', '5: Does not participate', '6: Excessive tardies/absences', '7: Has difficulty with tests', '8: Is mature and responsible', '9: Is polite/considerate', and '10: Missing assignments'. A red arrow points from the 'Displays a positive attitude.' comment in the background table to the checked checkbox in the dialog. At the bottom are 'Update Comment' and 'Cancel' buttons.

*Canned Comments Entry*

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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