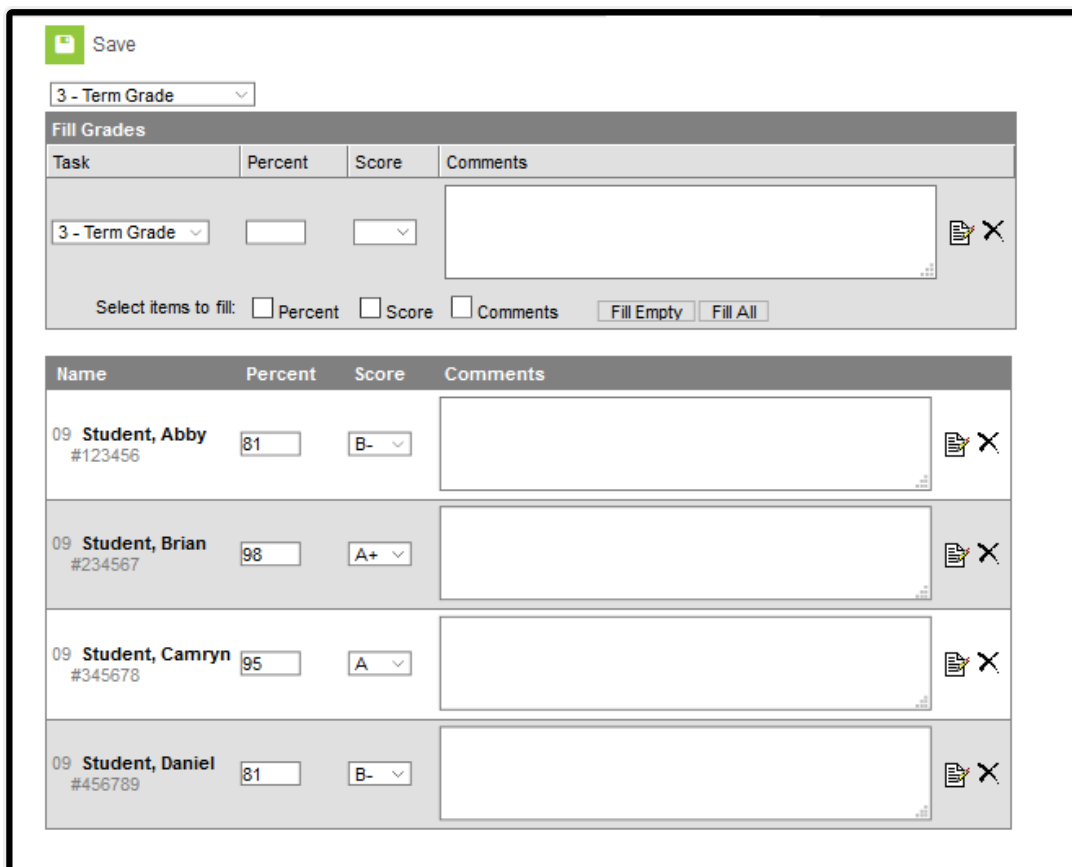


Section Grading By Task

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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 set to '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 menu set to '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 the 'Fill Grades' section is a table with columns for 'Name', 'Percent', 'Score', and 'Comments'. This table lists four students: Abby (#123456), Brian (#234567), Camryn (#345678), and Daniel (#456789). Each student row has input fields for 'Percent' and 'Score', and a 'Comments' text area. The 'Score' column has dropdown menus showing grades like 'B-', 'A+', and 'A'.

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

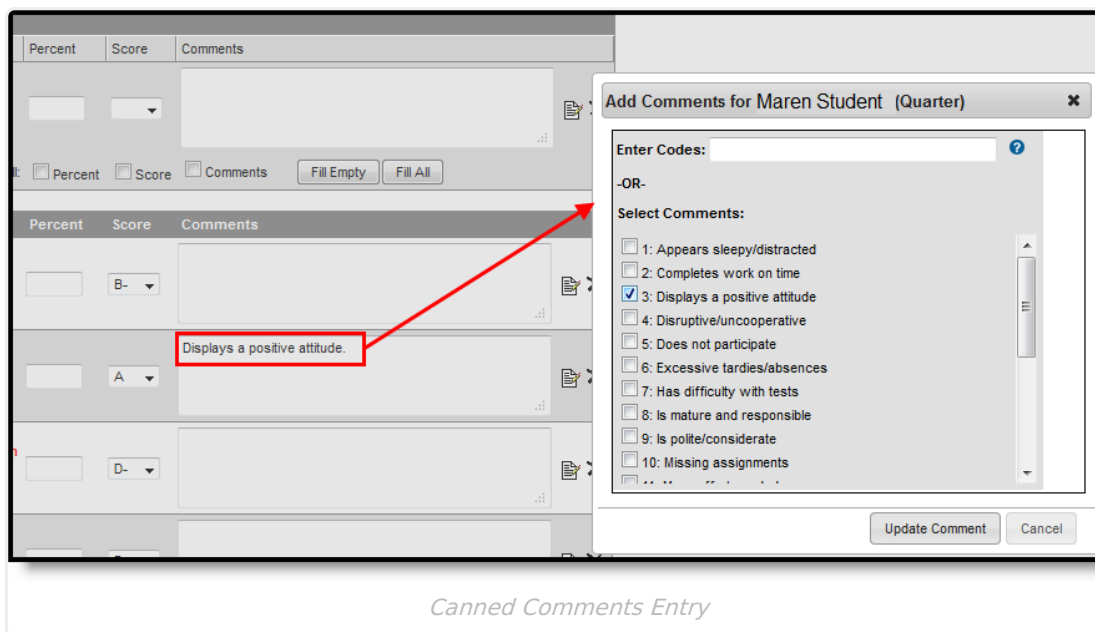
The following image defines the options available on the Grading by Task editor.

The screenshot shows the Grading by Task Editor interface. It includes a 'Save' button at the top left. Below it is a dropdown menu for '3 - Term Grade'. To the right of this is a callout box stating: 'List of all grading tasks assigned to the course that are available for grading.' Below the dropdown is a table with columns: Task, Percent, Score, and Comments. The first row shows '3 - Term Grade' in the Task column, with empty fields for Percent and Score. Below the table is a section for 'Select items to fill:' with checkboxes for 'Percent', 'Score', and 'Comments'. To the right of these are two buttons: 'Fill Empty' and 'Fill All'. A callout box explains: '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 this is a table with columns: Name, Percent, Score, and Comments. The first row shows '09 Student, Abby #123456' in the Name column, with '81' in the Percent column and 'B-' in the Score column. A callout box explains: '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.' The second row shows '09 Student, Brian #234567' in the Name column, with '98' in the Percent column and 'A+' in the Score column. A callout box explains: 'Canned Comments field entered by clicking the Notepad icon, and removed by clicking the X.' The third row shows '09 Student, Camryn #345678' in the Name column, with '95' in the Percent column and 'A' in the Score column. A callout box explains: 'Percentage the student received in the course and the letter grade assigned to the percentage.' The fourth row shows '09 Student, Daniel #456789' in the Name column, with '81' in the Percent column and 'B-' in the Score column. A callout box explains: 'Percentage the student received in the course and the letter grade assigned to the percentage.' The interface also includes a 'Respectful student.' comment in the Comments column for Brian. At the bottom of the screenshot is the text '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.



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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