

# Grading By Task (Section)

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**Classic View:** Scheduling > Courses > Section > Grading by Task

**Search Terms:** 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 displays the 'Section Grading by Task' interface. At the top left is a 'Save' button. Below it is a dropdown menu set to '3 - Term Grade'. The main area is divided into two sections. The first section, titled 'Fill Grades', contains a table with columns for 'Task', 'Percent', 'Score', and 'Comments'. Below this table are checkboxes for 'Select items to fill: Percent', 'Score', and 'Comments', along with 'Fill Empty' and 'Fill All' buttons. The second section is a table for student grades with columns for 'Name', 'Percent', 'Score', and 'Comments'. It lists four students: Abby (#123456) with 81% and a B- grade, Brian (#234567) with 98% and an A+ grade, Camryn (#345678) with 95% and an A grade, and Daniel (#456789) with 81% and a B- grade. Each row has a 'Print' icon and an 'X' icon.

*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 selecting a task, currently set to '3 - Term Grade'. Below this is a 'Fill Grades' section with a table for entering scores and grades. The table has columns for 'Task', 'Percent', 'Score', and 'Comments'. A 'Fill Empty' button and a 'Fill All' button are located below the table. A 'Select items to fill' section includes checkboxes for 'Percent', 'Score', and 'Comments'. Below the table is a list of students with their names, enrollment numbers, percentages, and letter grades. Callouts provide detailed explanations for various elements:

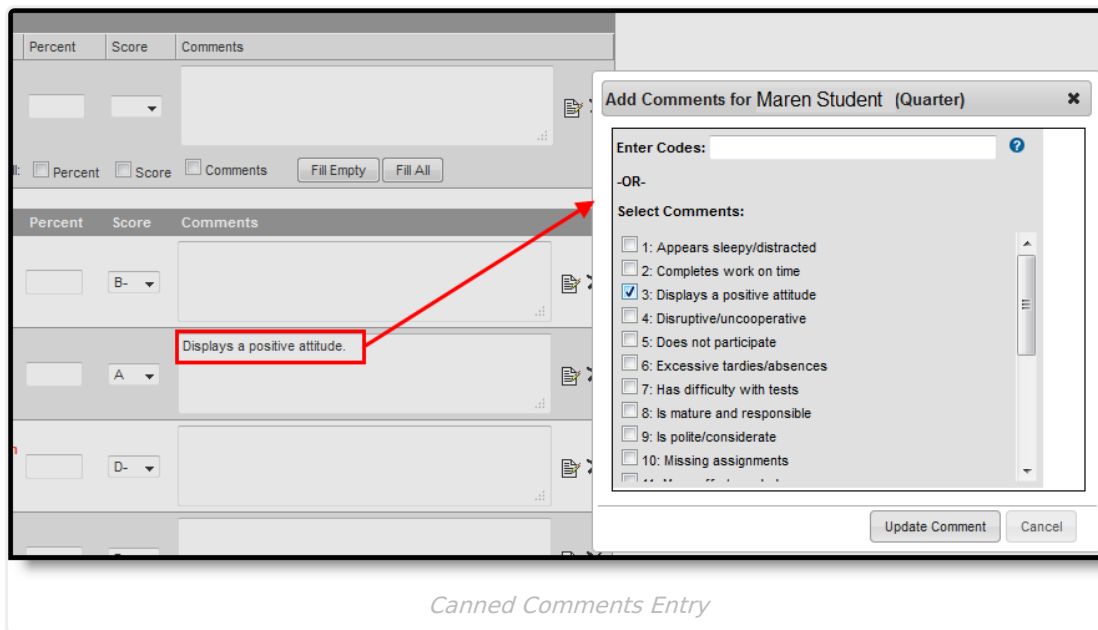
- Task Dropdown:** List of all grading tasks assigned to the course that are available for grading.
- Student Name:** Student's last and first name, grade level of enrollment and student ID number. If the student has dropped the section, the name displays in red.
- Fill All Button:** Mass fill scores 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.
- Comments Field:** Canned Comments field entered by clicking the Notepad icon, and removed by clicking the X.
- Percentage and Grade:** Percentage the student received in the course and the letter grade assigned to the percentage.

*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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## Previous Versions

[Grading By Task \(Section\) \[.1529 . 2020\]](#)

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