

Grading Tasks (Texas)

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Grading Task fields that are specific to the state of Texas are described below in the [Grading & Standards Grading Tasks](#), [Course Grading Tasks](#), and [Section Grading Tasks](#) sections. For all other inquiries, please visit the [Grading and Standards](#) article.

State Reporting *relies* on fields marked with an **. Leaving these fields blank prevents the proper generation of state reports.

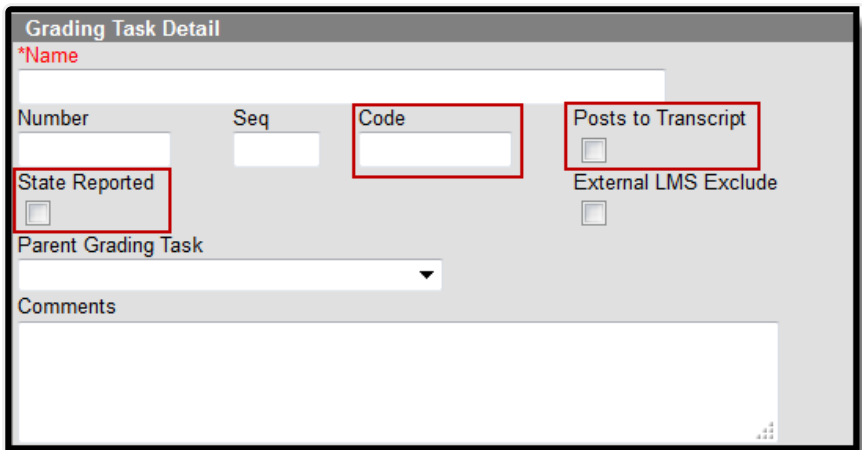
It is important to note that in order for *any* grading task information to report, users MUST make data entries in the following three areas: [Grading & Standards Grading Tasks](#), [Course Grading Tasks](#), and [Section Grading Tasks](#). Data will NOT report if data is missing in these required areas. See below for more information.

Grading Setup Required for State Reporting

In order to ensure data properly reports, be sure to enter values in all of the following fields.

Be aware that data is required in fields other than those described below. The fields described below are the fields that MUST have entries in order for any student data to report.

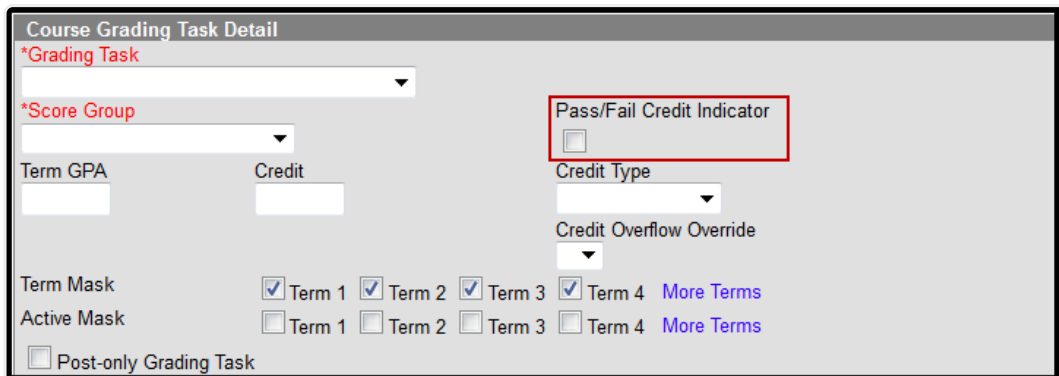
1. Go to [Grading & Standards > Grading Tasks](#). Select the appropriate Grading Task or create a new grading task.



The image shows a screenshot of the 'Grading Task Detail' form. The form has a title bar 'Grading Task Detail'. Below the title bar, there is a red asterisk followed by the label '*Name' and a text input field. Below this, there are four input fields: 'Number', 'Seq', 'Code', and 'Posts to Transcript'. The 'Code' and 'Posts to Transcript' fields are highlighted with red boxes. Below these are two checkboxes: 'State Reported' (highlighted with a red box) and 'External LMS Exclude'. Below the checkboxes is a dropdown menu labeled 'Parent Grading Task'. At the bottom of the form is a large text area labeled 'Comments'.

Grading Task Detail Editor

2. On the *Grading Task Detail Editor*, be sure to complete the following tasks:
 - Enter a **Code** (only Codes CG and/or F are reported) for the grading task.
 - Mark the **Posts to Transcript** checkbox.
 - Finally, mark the **State Reported** checkbox and click **Save**.
 - Next, go to *Scheduling > Courses > Grading Tasks*. Select the appropriate Grading Task or add a new grading task. The *Course Grading Task Detail* editor displays.



The image shows a screenshot of the 'Course Grading Task Detail' form. The form has a title bar 'Course Grading Task Detail'. Below the title bar, there is a red asterisk followed by the label '*Grading Task' and a dropdown menu. Below this is another red asterisk followed by the label '*Score Group' and a dropdown menu. To the right of these is a checkbox labeled 'Pass/Fail Credit Indicator' which is highlighted with a red box. Below these are two input fields: 'Term GPA' and 'Credit'. To the right of these is a dropdown menu labeled 'Credit Type'. Below these is another dropdown menu labeled 'Credit Overflow Override'. Below these are two rows of checkboxes: 'Term Mask' and 'Active Mask'. Each row has four checkboxes labeled 'Term 1', 'Term 2', 'Term 3', and 'Term 4', followed by a link 'More Terms'. At the bottom of the form is a checkbox labeled 'Post-only Grading Task'.

Course Grading Task Detail

3. Mark the **Pass/Fail Credit Indicator** checkbox. Click **Save**.
4. Now, go to *Scheduling > Courses > Section > Grading By Task* Verify the **Pass/Fail Indicator** and **Score** fields contain a value for accurate reporting. *Data is populated from the grade book when teachers post grades.*

Section Staff History Roster Attendance **Grading By Task** Grading By Student Roster Setup Roster Batch Edit

Save

3 - SEMESTER GRADE

Fill Grades

Task	Percent	Score	Pass/Fail Indicator	Comments
3 - SEMESTER GRADE				

Select items to fill: Percent Score Pass/Fail Indicator Comments

Name	Percent	Score	Pass/Fail Indicator	Comments
09 A, Student #123456	89.25	89	01: Course was passed and credit was received	
09 B, Student #654321	94.46	94	01: Course was passed and credit was received	
09 C, Student #000000	84.94	85	01: Course was passed and credit was received	

Grading by Task

Grading & Standards Grading Tasks

PATH: *Grading & Standards > Grading Tasks*

Grading Tasks are items to which teachers post grades for report cards, transcripts, midterms and/or eligibility reports. Grading Tasks that are specific to the state of Texas are described below. For all other inquiries, please visit the [Grading Tasks](#) article.

Grading Task Detail Editor

Grading Task Detail

*Name

Number Seq Code Posts to Transcript

State Reported External LMS Exclude

Parent Grading Task

Comments

Grading Task Detail Editor

Code

Indicates a code used in state reports. This is a text only field, so any value is accepted. The

entered code posts to the [Transcript](#) in the Task/Standard Code field.

Only codes **CG** and/or **F** for a course grade/final grade are considered for state reporting.

▶ [Click here to expand...](#)

State Reported

When marked, indicates the grading task is reported to the department of education and used in state reports.

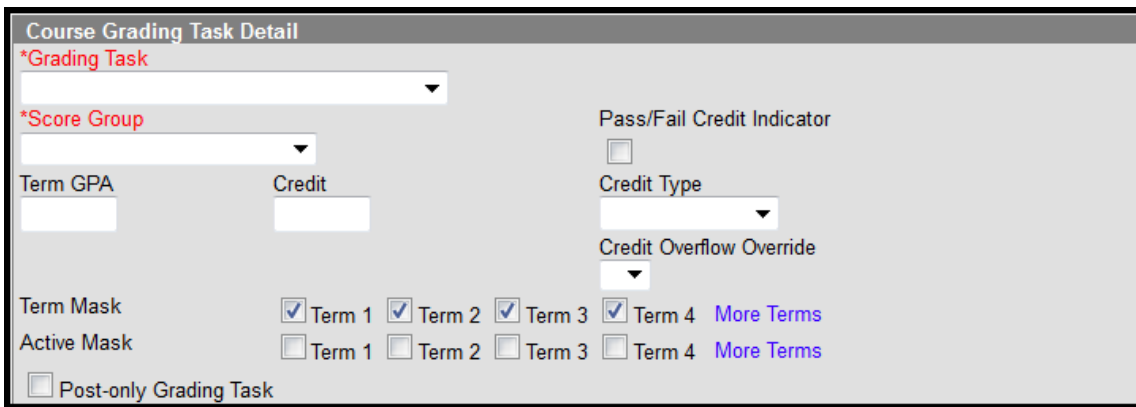
Be aware that in order for the grading task to report, in addition to checking the State Reported checkbox, the following requirements must *also* be met:

- Pass/Fail Credit Indicator on the *Course Grading Task Detail* editor **IS** checked
- Pass/Fail Indicator Code selection is made on *Grading By Task* tab
- A Code on the *Grading Task Detail* editor **MUST** be entered. Only Codes CG and/or F are considered for reporting

Course Grading Tasks

PATH: [Scheduling](#) > [Courses](#) > [Grading Tasks](#)

Course Grading Task fields that are specific to the state of Texas are described below. For all other inquiries, please visit the [Grading Tasks](#) article.



The screenshot shows the 'Course Grading Task Detail' form with the following fields and options:

- *Grading Task**: A dropdown menu.
- *Score Group**: A dropdown menu.
- Term GPA**: A text input field.
- Credit**: A text input field.
- Pass/Fail Credit Indicator**: A checkbox.
- Credit Type**: A dropdown menu.
- Credit Overflow Override**: A dropdown menu.
- Term Mask**: A row of checkboxes for Term 1, Term 2, Term 3, and Term 4, all of which are checked. A [More Terms](#) link is present.
- Active Mask**: A row of checkboxes for Term 1, Term 2, Term 3, and Term 4, all of which are unchecked. A [More Terms](#) link is present.
- Post-only Grading Task**: A checkbox.

Course Grading Task Detail

** Score Group

The Score Group determines the points and/or letter grades that will be used when scoring the grading task.

This field **MUST** contain a value.

▶ [Click here to expand...](#)

** Pass/Fail Credit Indicator

This field is used to indicate that the Pass/Fail Indicator Code should be used in grading for this course. The Pass/Fail Indicator Code is used to indicate the outcome for a course taken by a particular student.

Be aware that in order for the Pass/Fail Indicator Code to report, the following requirements must *also* be met:

- State Reported checkbox on the *Grading Task Detail* editor **IS** checked
- A Code on the *Grading Task Detail* editor **MUST** be entered. Only Codes CG and/or F are considered for reporting
- Pass/Fail Indicator Code selection is made on the *Grading By Task* tab

**Credit

The value of credits or units of value awarded for the completion of a course.

This field **MUST** contain a value.

▶ [Click here to expand...](#)

**Credit Type

Indicates the group of credit the student receives when credit is given. This is used in Academic Planning when tracking the progress of the student towards graduation.

This field **MUST** contain a value.

▶ [Click here to expand...](#)

Post-Only Grading Task

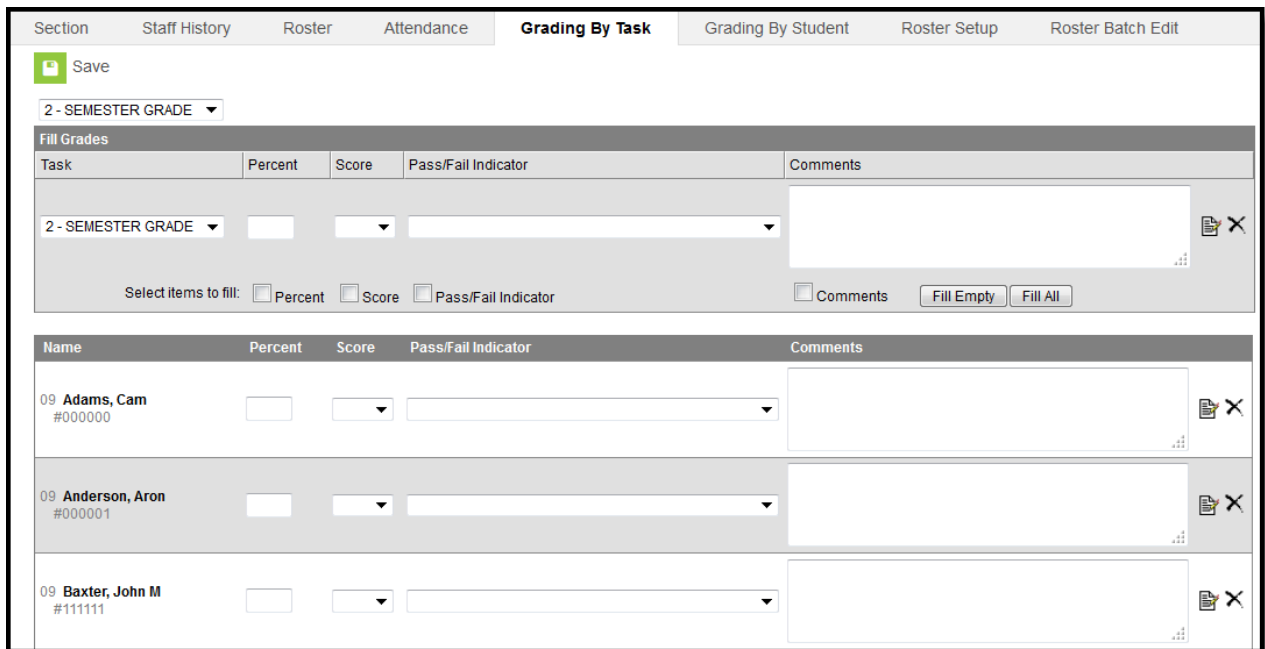
Indicates a grading task cannot be aligned to assignments and categories in the teacher's Grade Book. Post-only Grading Tasks are for posting grades only, not for aligning student work.

▶ [Click here to expand...](#)

Section Grading Tasks

PATH: [Scheduling](#) > [Courses](#) > [Section](#) > [Grading By Task](#)

Grading By Task fields that are specific to the state of Texas are described below. For all other inquiries, please visit the [Grading By Task](#) article.



The screenshot shows the 'Grading By Task' interface. At the top, there are navigation tabs: Section, Staff History, Roster, Attendance, **Grading By Task**, Grading By Student, Roster Setup, and Roster Batch Edit. Below the tabs is a 'Save' button and a dropdown menu for '2 - SEMESTER GRADE'. The main area is titled 'Fill Grades' and contains a table with the following columns: Task, Percent, Score, Pass/Fail Indicator, and Comments. The 'Task' column has a dropdown menu set to '2 - SEMESTER GRADE'. Below the table, there are checkboxes for 'Percent', 'Score', and 'Pass/Fail Indicator', and buttons for 'Fill Empty' and 'Fill All'. Below this is another table with columns: Name, Percent, Score, Pass/Fail Indicator, and Comments. This table lists three students:

Name	Percent	Score	Pass/Fail Indicator	Comments
09 Adams, Cam #000000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
09 Anderson, Aron #000001	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
09 Baxter, John M #111111	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section Grading By Task

Pass/Fail Indicator Code

The Pass/Fail Indicator Code is used to indicate the outcome for a course taken by a particular student. This drop-list is not labelled in the Grading By Task screen.

Be aware that in order for the Pass/Fail Indicator Code to report, the following requirements must *also* be met:

- State Reported checkbox on the *Grading Task Detail* editor **IS** checked
- A Code on the *Grading Task Detail* editor **MUST** be entered. Only Codes CG and/or F are considered for reporting
- Pass/Fail Credit Indicator on the *Course Grading Task Detail* editor **IS** checked

▶ [Click here to expand...](#)

Pass/Fail Indicator Checkbox

The Pass/Fail Indicator checkbox, when marked, will auto-fill the Pass/Fail Indicator Code for all students in the section.