

## Calculation & Task Setup for Standards-Based Grading

This technical documentation explains how to configure calculations and create grading tasks for standards-based grading from the Gradebook tile in Class Lens.

### Access the Gradebook

- From Class Lens, select the **Gradebook** tile.
- At the top right of the page, locate the **Finalize, Calculations, and Settings** options.
- Select **Calculations**.
- Select **Modify**.

### Configure Calculations Settings

Use the Calculations settings to define how student grades are calculated for standards-based grading. Select Modify to edit the calculation settings.

| Calculation Option            | Description                                                                                                                                                       |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| As of Date                    | Looks at tasks to grade up to the selected date. This field is optional.                                                                                          |
| Standard Aggregation          | Select the aggregation method from the drop-down list.                                                                                                            |
| Standards Rollup              | Select the rollup method from the drop-down list.                                                                                                                 |
| Minimum Evidence Per Standard | Defines the minimum number of scored tasks required before a standard contributes to subject or class rollups. Standards with fewer scores are excluded entirely. |
| Decay Alpha                   | Applies only when Standard Aggregation is set to Decaying Average. The value must be between 0 and 1.                                                             |
| Categories Used as Evidence   | Select the categories from the drop-down list.                                                                                                                    |

### Set Up Tasks

Task setup is required only when no templates have been created. If templates are available, use the template or create a new task directly.

#### Configure a Template

- Select + New Task.
- Under Category, select Configure.
- From Apply Template, select the appropriate template from the drop-down list.
- Select Apply.

#### Create a New Task

- Select + New Task.
- Select a Category from the drop-down list.
- Select the Subject.
- Select the Standard.
- Enter a Title.
- Enter a Description, if needed.
- Select the assigned-on date.
- Select the due-by date.
- Select Add Task.

## Enter Scores

- Select the **Tasks** tab to view the list of tasks created.
- Select the task name. A panel opens on the right with the student list and score entry fields.
- Enter scores for one student at a time, or use bulk entry options for missing, excused, and score values.
- When entering individual scores, type the score and press **Enter** to move to the next student.
- A red circle with an X appears to indicate that the score is not valid when entered.

## Review Student and Task Views

- Select the **Students** tab to view students and their associated tasks.
- View all subjects or filter the display by subject.
- Tasks display from left to right, with the newest task date shown first and the oldest task date shown last.

## Expected Results

After completing these steps, Standards-Based Gradebook calculations should reflect the selected calculation rules, and tasks should be available for score entry and student review.

If you encounter any issues, contact USBE at <https://apphelpdesk.schools.utah.gov>