

Calculation and Task Setup for Traditional Grading

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

Access the Gradebook

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

Configure Calculation Settings

Use the calculation settings to define how student grades are calculated. These options control which tasks are included, how missing or excused work is treated, and how categories and subjects are aggregated. Select **Modify** to edit the calculation settings.

Setting	Description
Categories	Configure category weights and identify whether the lowest scores should be dropped.
As of Date	Includes tasks to grade up to the selected date. This field is optional.
Treat Missing as Zero	Tasks explicitly marked as missing are counted as zero points earned out of the task's possible points.
Ignore Excused	Tasks marked as excused are excluded from the grade calculation. Neither points earned nor points possible are included.
Include Unscored Past Due as Zero	Past-due tasks with no score entered are treated as zero points.
Use Due Date Cutoff / As Of Date	When enabled, only tasks with a due date on or before the As Of Date are included. This is useful for mid-term grade snapshots.
Category Aggregation	Select the category aggregation method from the drop-down list.
Subject Aggregation	Select the subject aggregation method 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 the category from the drop-down list.
- Enter a task title.
- Add a description (optional)
- Select the assigned-on date.
- Select the due-by date.
- Enter the minimum score.

- Enter the maximum score.
- 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, Traditional 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>