

# MISTAR HELP SHEET: INPUT STUDENT SCORES BY TASK

## How to Input Student Scores by Task

This is the method that I use most often.

1. Select a class  
Then Click on "By Task"

2. Select the Assignment

You can give everyone in the class the same score by using "Fill Values"

Type the score, or the comment, in the top box. Then click the down arrow to fill the values.

Once the column is filled, you can go back and edit individual scores.



# MISTAR HELP SHEET: INPUT STUDENT SCORES BY TASK

**Grade Book** Brighton High School - 12/13 Brighton High School

System Date 03/04/2013

Task: Ch 11 Sec 2 Questions (Homework) Due: 03/01/2013

Assignment Graded #	Student (ID)	Score	Count As	Comment
7	Cooperider, Grant B (20008115)	10		
8	Dowling, Jenna R (20005431)	9		
9	Doyle, Kathrine J (20007290)			Excuse Student from Task Incomplete Late
10	Forfinski, Allie R (20004470)	10		
11	Hawthorne, Alexander R (20009110)	9		
12	Realy, Meghan E (20008132)	10		
13	Hepfner, Hailey R (20004478)	9		

Select any Scoring Options that apply for any of the scores.

Type in any comments. You can check whether or not others can view your comments.

When finished, click Submit

**Grade Book** Brighton High School - 12/13 Brighton High School

System Date 03/04/2013

Task: Ch 11 Sec 2 Questions (Homework) Due: 03/01/2013 Pts: 10 Avg: 95.93

Submit

**Grade Book** Brighton High School - 12/13 Brighton High School

System Date 03/04/2013

Task: Ch 11 Sec 2 Questions (Homework) Due: 03/01/2013 Pts: 10 Avg: 95.93

Assignment Graded #	Student (ID)	Score	Count As	Comment
1	Bednarczyk, Francis S (20005210)	7		
2	Bloch, Andrew G (20008097)	10		
3	Bowles, Garrett M (20010236)	10		
4	Caufield, Anthony M (20014114)	10		
5	Chamberlin, Abigail N (20013945)	10		
6	Collins, Katherine E (20007112)	10		
7	Cooperider, Grant B (20008115)	10		
8	Dowling, Jenna R (20005431)	9		
9	Doyle, Kathrine J (20007290)			School Business
10	Forfinski, Allie R (20004470)	10		

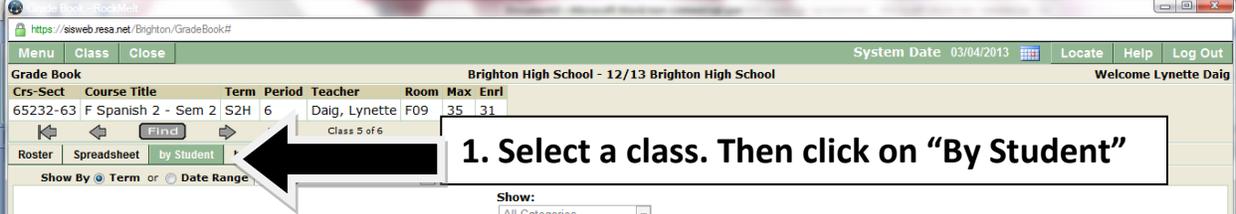
Once a column is full, you can empty it by deleting the number from the fill box and filling the column with the blank.



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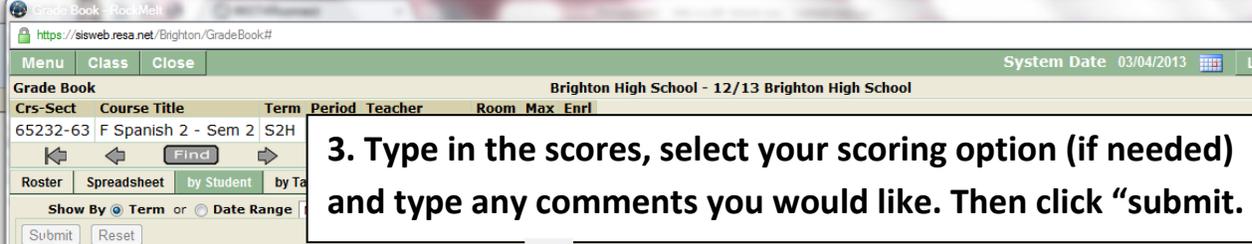
# MISTAR HELP SHEET: INPUT STUDENT SCORES BY STUDENT

## How to Record Student Scores using the Edit by Student Method



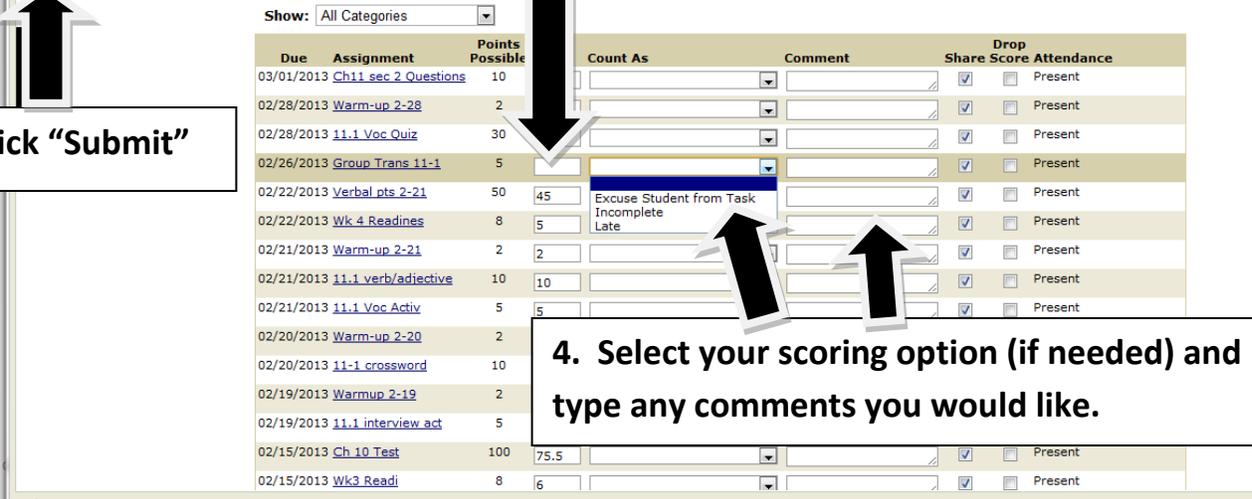
**1. Select a class. Then click on "By Student"**

Student	Nickname	Ident
Bednarczyk, Francis S		20005270
Bloch, Andrew G		20008097
Bowles, Garrett M		20010236
Caufield, Anthony M		20014114
Chamberlin, Abigail N		
Collins, Katherine E		
Cooperrider, Grant B		
Dowling, Jenna R		
Doyle, Kathrine J		20007290
Forfinski, Allie R		20004470
Hawthorne, Alexander R		20008410
Healy, Meghan E		20008132
Hepfner, Hailey R		20004478
Hill, Matthew D		20005137



**3. Type in the scores, select your scoring option (if needed) and type any comments you would like. Then click "submit."**

**5. Click "Submit"**



**4. Select your scoring option (if needed) and type any comments you would like.**

Due	Assignment	Points Possible	Count As	Comment	Drop Share Score	Attendance
03/01/2013	Ch11 sec 2 Questions	10			<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/28/2013	Warm-up 2-28	2			<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/28/2013	11.1 Vec Quiz	30			<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/26/2013	Group Trans 11-1	5			<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/22/2013	Verbal pts 2-21	50	45	Excuse Student from Task Incomplete Late	<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/22/2013	Wk 4 Readines	8	5		<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/21/2013	Warm-up 2-21	2	2		<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/21/2013	11.1 verb/adjective	10	10		<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/21/2013	11.1 Vec Activ	5	5		<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/20/2013	Warm-up 2-20	2			<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/20/2013	11-1 crossword	10			<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/19/2013	Warmup 2-19	2			<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/19/2013	11.1 interview act	5			<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/15/2013	Ch 10 Test	100	75.5		<input checked="" type="checkbox"/>	<input type="checkbox"/> Present
02/15/2013	Wk3 Readi	8	6		<input checked="" type="checkbox"/>	<input type="checkbox"/> Present



# MiSTAR HELP SHEET: INPUT STUDENT SCORES BY SPREADSHEET

## How to Record Student Scores Using the Spreadsheet View

Notice unlike edit by task, you cannot add new assignments in Spreadsheet view. You also cannot add special codes or comments.

1. Select the class. Then click "Spreadsheet"

2. Click on the box that you want to record a score for and type in the score.

The spreadsheet view resembles a traditional gradebook. It will display current grades and percentage scores next to each student

If you have set color codes for any of the scoring options, you will see the boxes with those codes outlined in the corresponding color.

You can quickly switch to "Edit by Student" mode by clicking on the icon in this column

Grade Book		Brighton High School - 12/13 Brighton High School										System Date 03/04/2												
Crs-Sect	Course Title	Term	Period	Teacher	Room	Max	Enrl																	
65232-63	F Spanish 2 - Sem 2	S2H	6	Daig, Lynette	F09	35	31																	
								Ch11 sec 2 3/1/2013	11.1 Voc Qu 2/28/2013	Warm-up 2-2 2/28/2013	Group Trans 2/26/2013	Verbal pts 2/22/2013	Wk 4 Readin 2/22/2013	11.1 verb/a 2/21/2013	Warm-up 2-2 2/21/2013	11.1 Voc Ac 2/21/2013	11-1 crossw 2/20/2013	Warm-up 2-2 2/20/2013	Warmup 2-19 2/19/2013	11.1 intery 2/19/2013	Ch 10 Test 2/15/2013	Wk3 Readn 2/15/2013	Ch 10 Test 2/14/2013	Warmup 2-14 2/14/2013
#	Student (ID)	Grd	Pct	10 pts	30 pts	2 pts	5 pts	100 pts	8 pts	10 pts	2 pts	5 pts	8 pts	10 pts	2 pts	5 pts	8 pts	10 pts	2 pts	5 pts	8 pts	10 pts	2 pts	
1		D	62.6	7		2	5	78	8	5	2													
2		B-	81.0	10	24.5	2		75.5	6	10														
3		B	84.2	10	24.5	2	5	71.5	6	8	2													
4		C-	70.2	10	19	2		87	8	8	2													
5		A	93.9	10	21	2	5	94	8	10	2													
6		E	47.4	10	18	5	40	5	10	2	5	10	2	2	2									
7		C+	78.3	10	22	2	5	38	8	10	2	5	10	2	2	5	55.5	8	10	2				
8		C+	77.5	9	19.5	2		20	8	9	2	5	8	2	2	4	83	8	7	2				
9		E	38.0				15	8	10		5	10	2		5	39.5	8	10						
10		C+	77.0	10	21	2	5		8	10	2	5	10	2	2	5	62	8	8	2				
11		C+	78.8	9	16.5	2	5																	
12		A-	91.6	10	22	2	5	50																
13		A	100.6	9	26	2	5	75	8															

After you have typed in all of the scores that you would like to record, click "Submit".

