Exporting Scores

Task Tracker allows teachers to export students' assignment scores in a spreadsheet format. The exported file can be opened in spreadsheet programs like Microsoft Excel or Google Sheets. Such exports can be quickly modified, and the scores can be imported into most electronic gradebook programs.

Scores can be exported for your entire class or for selected students within a class. And scores can be exported for all assignments or only for selected assignments. The exported file contains a column that sums the scores for all exported assignments. This allows teachers to make a single gradebook entry for all assignments from a given unit or from a specific week (if desired).

Exporting scores is easy to do. Here's how to do it:

1. Navigate to the **Class** page. The **Task Table** shows all the assignments. Select the assignments that you wish to export. Tap on the selection box to the left of any assignment for which you wish to export scores. The filtering and sort functions can facilitate the selection process.

The Tasks list is filtered by a Category.

Specific tasks have been selected; only their scores will be exported.

2. Once the desired tasks have been selected, scroll down to the **Student Roster** section of the **Class** page. Use the selection boxes to the left of the student names to select those students whose scores you wish to export. Tap on **Select All** if you wish to export scores for all students in the class. With the desired assignments and students selected, tap on the **Selected Tasks and Students** button in the **Export Simple Progress** section above the student roster. A file containing the student names, assignment names, and scores will be downloaded in the browser. The downloaded file can be opened in the usual manner.

The **Export Simple Progress** function provides student scores on all assignments. The Assignment Name, Due Date, and Possible Points are shown in the first three rows of the table. The first column shows the names of the selected students. The second column shows the summative score for all selected assignments. The file may need to be modified before importing scores into your gradebook.

The **Export Detailed Progress** function provides significantly more information regarding each assignment, including the dates and times of completion. It is generally not designed for managing student grades.

The Future:
This document was completed on August 1, 2024. Our goal is to have the ability by August 1 of 2025 (or earlier) to directly transfer scores from our Task Tracker database to the gradebook of the most common Content Management Systems.