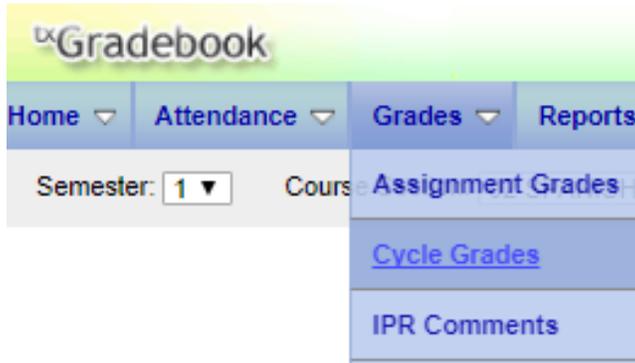


Secondary Posting Grades in txGradebook

1. Login to Gradebook
2. Select **Grades > Cycle Grades**



3. Select the **dropdown to choose a class** and select **Retrieve Data**
4. All the 6 weeks averages will display. Any grades below a 70 will be highlighted in red. If you need to override a grade, **type the grade in the Override Column**. Only override grades that you want to alter from the actual average. You can click Enter to move to the field below.

| Current Semester: 1, Cycle: 1 | | | | | | |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|--------------------------|---------------------|
| Time | Average (Auto Grade) | Override | Citizenship | Report Card Comments | Working Semester Average | Working Final Grade |
| A | 100 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 100 | 100 |
| Jayci K | 80 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 80 | 80 |
| sh N | 94 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 94 | 94 |
| sn V | 76 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 76 | 76 |
| ... | ... | ... | ... | ... | ... | ... |

If a student should have an incomplete for the 6 weeks, either mark an “I” for an assignment or mark “I” in the override column.

*When entering specific grades that calculate the cycle average, these codes may be used:

M=grade of 0

I= Incomplete

Blank=not calculated into average

E=Exclude

5. Do not enter any information into the Citizenship or Comments field.
6. Once changes are made, enter your **PIN and Save**.
7. Once all grades are entered and saved, click the link **Select courses to mark grades as Ready to Post**. This link only appears when the campus has opened the posting period, contact your campus Registrar to see when the dates are open.

Cycle Grades

Semester: 1 Course Section:02 SPANISH I (5100H-02)

PIN: [Select courses to mark grades as Ready to Post.](#)

Show Withdrawn Students



Secondary Posting Grades in txGradebook

8. A dialog box opens allowing you to **select the course sections that are ready to post**. All eligible courses are listed. Select the course(s), and then click **Select**.



The screenshot shows a dialog box with a title bar that says "Mark grades as ready to post" and a close button (x). Below the title bar, there is a heading "Select which courses to mark ready to post." followed by a list of course sections. Each section has a checkbox next to it. The first four sections are checked: "02 SPANISH I (5100H-02)", "03 SPANISH II (5110H-04)", "04 SPANISH II (5110H-06)", and "05 SPANISH I (5100H-01)". The remaining sections are unchecked: "06 SPANISH I (5100H-05)", "07 GIRL SOCCER (8356H-01)", "07 GIRL SOCCER II (8357H-02)", "07 GIRL SOCCER III (8358H-01)", and "07 GIRL SOCCER IV (8359H-01)". At the bottom of the list is a button labeled "Select".

9. The dialog box closes, and the selected course(s) are listed below the PIN field.
10. In the PIN field, **type your four-digit PIN**. Click **Continue** to indicate that your grades for the selected course(s) are ready to post, or click Cancel to cancel the action.

****Note:** If your changes were saved successfully, the page reloads, and a message is displayed indicating that the cycle grades were successfully sent to be posted. The message "[READY]" is displayed in the Course Section drop-down list next to the course.

****Note:** If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN to continue.

****Note:** You can submit your grades more than one time if you make a change shortly after mark the grades as ready to post; however, once the data is posted by the campus administrator, you cannot change any data.