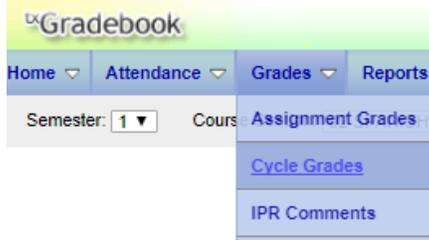


Elementary Posting Grades in txGradebook

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



3. Select the **dropdown to choose a class** and select **Retrieve Data**

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. You can click Enter to move to the field below.

Current Semester: 1, Cycle: 1						
Name	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

4. Elementary teachers will record a Citizenship grade of E,S,N,U for each course instead of an individual conduct grade. You can click Enter to move to the field below.
5. To enter report card comments, click the tab **Show Comment Legend**.

Cycle: 1		Working Semester Average	Show Comment Legend
Citizenship	Report Card Comments		
<input type="text"/>	<input type="text"/>	83	
<input type="text"/>	<input type="text"/>	87	
<input type="text"/>	<input type="text"/>	92	
<input type="text"/>	<input type="text"/>	90	
<input type="text"/>	<input type="text"/>	85	
<input type="text"/>	<input type="text"/>	100	

Elementary Posting Grades in txGradebook

6. In the Report Card Comments field, enter the code number that matches the comment.

Code	Description
1	Talks excessively
2	Does not participate in class
3	Does not complete work timely
4	Needs to complete homework
5	Listens attentively
6	Talks at appropriate times
7	Pleasure to have in class
8	Shows respect for others
9	Grade on modified assignment

7. Enter your **PIN and Save**.
 8. Once all grades and comments are entered and saved, click the link **Select courses to mark grades as Ready to Post**.

Cycle Grades

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

PIN:

Save

Calculate Semester Averages

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

Show Withdrawn Students

9. 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.

Mark grades as ready to post x

Select which courses to mark ready to post.

- 02 SPANISH I (5100H-02)
- 03 SPANISH II (5110H-04)
- 04 SPANISH II (5110H-06)
- 05 SPANISH I (5100H-01)
- 06 SPANISH I (5100H-05)
- 07 GIRL SOCCER (8356H-01)
- 07 GIRL SOCCER II (8357H-02)
- 07 GIRL SOCCER III (8358H-01)
- 07 GIRL SOCCER IV (8359H-01)

10. The dialog box closes, and the selected course(s) are listed below the PIN field.
 11. 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.