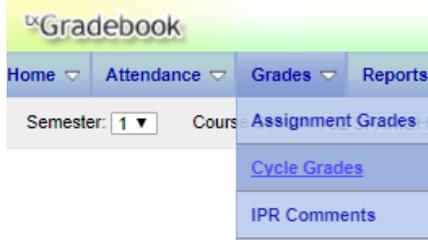# Kindergarten Posting Grades in txGradebook

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

3. The **Kinder Conduct** class should appear in the dropdown. Select **Retrieve Data**
   In the Override column, enter the conduct grade of E, S, N, or U. You can click Enter on the keyboard to move to the field below.

4. To enter report card comments, click the tab **Show Comment Legend**.

5. In the Report Card Comments field, enter the code number that matches the comment. Do not use spaces or commas between numbers. Up to 3 numbers may be entered. You do not have to enter any comments.

Kindergarten Posting Grades in txGradebook

6. Enter your **PIN and Save**.
7. 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☐ Show Withdrawn Students

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.

Mark grades as ready to post ✕

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)
[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.