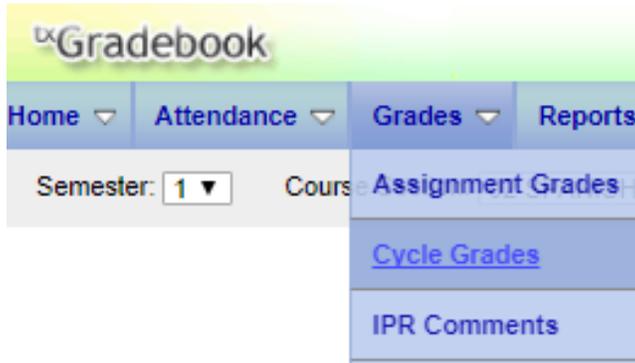# Secondary Posting Grades in txGradebook

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.

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.

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**.

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.