

# How to Post Grades from TxGradebook

Login to TxGradebook

Click on Grades

Click on Cycle Grades



## Grades

### Assignment Grades

Enter and modify grades.

### Cycle & Semester Grades

Enter, modify and post cycle and semester grades.



### IPR Comments

Enter comments to be printed on Interim Progress Reports.

### Print IPR

View and print Interim Progress Reports.

### Print IPR by Average

View and print Interim Progress Reports by Average.

Click on Retrieve Data



Click "Retrieve Data" to retrieve cycle grades for the selected course-section.

Click on "Select Courses to mark grades Ready to Post"

Gradebook District

Home Attendance Grades Reports Discipline Settings Admin

Semester: 1 Course Section: [ ] Retrieve Data

Cycle Grades  
Semester: 1 Course Section: [ ]

PIN: [ ] Save Calculate Semester Averages

Show Withdrawn Students

Select courses to mark grades as Ready to Post.

Name	Posted Cycles	Current Semester: 1, Cycle: 2					Semester Grades			Working Final Grade
		Average (Auto Grade)	Override	Citizenship	Report Card Comments	Exam	Working Average	Override	Posted Average	
[ ]	100	100	[ ]	[ ]	[ ]	[ ]	100	[ ]	[ ]	100
[ ]	96	100	[ ]	[ ]	[ ]	[ ]	98	[ ]	[ ]	98
[ ]	96	100	[ ]	[ ]	[ ]	[ ]	98	[ ]	[ ]	98
[ ]	100	100	[ ]	[ ]	[ ]	[ ]	100	[ ]	[ ]	100
[ ]	100	100	[ ]	[ ]	[ ]	[ ]	100	[ ]	[ ]	100
[ ]	96	100	[ ]	[ ]	[ ]	[ ]	98	[ ]	[ ]	98
[ ]	100	100	[ ]	[ ]	[ ]	[ ]	100	[ ]	[ ]	100
[ ]	96	100	[ ]	[ ]	[ ]	[ ]	98	[ ]	[ ]	98
[ ]	100	100	[ ]	[ ]	[ ]	[ ]	100	[ ]	[ ]	100
[ ]	100	100	[ ]	[ ]	[ ]	[ ]	100	[ ]	[ ]	100
[ ]	100	100	[ ]	[ ]	[ ]	[ ]	100	[ ]	[ ]	100
[ ]	100	100	[ ]	[ ]	[ ]	[ ]	100	[ ]	[ ]	100

Choose all sections that are ready to post and click select

Gradebook District

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Semester: 1 Course Section: [ ] Retrieve Data

Cycle Grades  
Semester: 1 Course Section: [ ]

PIN: [ ] Save Calculate Semester Averages

Show Withdrawn Students

Mark grades as ready to post

Select which courses to mark ready to post.

- 01 ENGLISH III (0103-01)
- 03 ENGLISH III ( [ ] )
- 04 ENGLISH II ( [ ] )
- 05 ENGLISH III ( [ ] )
- 06 ENGLISH II ( [ ] )
- 07 PROF COMM ( [ ] )
- 08 ENGLISH II ( [ ] )

Select

ID	Name	Posted	Average	Override	Citizenship	Report Card Comments	Exam	Working Average	Override	Posted Average	Working Final Grade
103141	BELKNAP, IANNA L	[ ]	100	100	[ ]	[ ]	[ ]	100	[ ]	[ ]	100
[ ]	[ ]	[ ]	96	100	[ ]	[ ]	[ ]	98	[ ]	[ ]	98
[ ]	[ ]	[ ]	96	100	[ ]	[ ]	[ ]	98	[ ]	[ ]	98
[ ]	[ ]	[ ]	100	100	[ ]	[ ]	[ ]	100	[ ]	[ ]	100
[ ]	[ ]	[ ]	100	100	[ ]	[ ]	[ ]	100	[ ]	[ ]	100
[ ]	[ ]	[ ]	96	100	[ ]	[ ]	[ ]	98	[ ]	[ ]	98
[ ]	[ ]	[ ]	100	100	[ ]	[ ]	[ ]	100	[ ]	[ ]	100
[ ]	[ ]	[ ]	96	100	[ ]	[ ]	[ ]	98	[ ]	[ ]	98
[ ]	[ ]	[ ]	100	100	[ ]	[ ]	[ ]	100	[ ]	[ ]	100
[ ]	[ ]	[ ]	100	100	[ ]	[ ]	[ ]	100	[ ]	[ ]	100
[ ]	[ ]	[ ]	100	100	[ ]	[ ]	[ ]	100	[ ]	[ ]	100

# Enter Pin and Click Continue

Gradebook Dis

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Semester: 1 ▾ Course Section:

## Cycle Grades

Semester: 1 Course Section:

Please enter your pin and click 'Continue' to mark grades as ready to post:

PIN:

PIN:

Selected Courses:

- 01 ENGLISH III (
- 03 ENGLISH III (
- 04 ENGLISH II (
- 05 ENGLISH III (
- 06 ENGLISH II (
- 07 PROF COMM (
- 08 ENGLISH II (



Show Withdrawn Students

ID	Name	Posted Cycles	Current Semester: 1, Cycle: 2				Semester Grades				Working Final Grade
		1	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Exam	Working Average	Override	Posted Average	
		100	100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	100
		96	100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	98	<input type="text"/>	<input type="text"/>	98
		96	100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	98	<input type="text"/>	<input type="text"/>	98
		100	100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	100
		100	100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	100