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

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

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

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Choose all sections that are ready to post and click select

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Enter Pin and Click Continue

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Show Withdrawn Students

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