

The process to post grades is a one click process. After you have finished all of your grade entry, you will go the [Grades](#) menu and select the Cycle Grades link.

Home - Windows Internet Explorer

http://10.1.0.126/txGradebook/TeacherAccess/Index.aspx

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Home

txGradebook District: Adrian ISD Campus: Adrian ISD

Home Attendance **Grades** Reports Settings 602 - Hale, Monty R | logout

Gradebook > Assignment Grades **Cycle Grades** IPR Comments Print IPR Print IPR by Average ?

Adrian ISD Announcements

Adrian ISD Announcements

Welcome to the 2007-2008 School Year.

http://10.1.0.126/txGradebook/TeacherAccess/Grades/Index.aspx

Internet 100%

start H... 8:55 AM

Next select the Course Section and Retrieve Data

Cycle Grades - Windows Internet Explorer

http://10.1.0.126/txGradebook/TeacherAccess/Grades/CycleGrades.aspx

Gradebook District: Adrian ISD Campus: Adrian ISD

Home Attendance Grades Reports Settings 602 - Hale, Monty R | logout

Gradebook > Assignment Grades > Cycle Grades > IPR Comments > Print IPR > Print IPR by Average

Semester: 1 Course Section: 03 BCIS I (1415-01) Retrieve Data Print

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

Internet 100% 9:03 AM

Then when you have everything ready click the [Mark grades as Ready to Post](#) link only once. Remember to enter your PIN after you click the link with each class or the process will not be completed.

Cycle Grades
Semester: 1 Section: 03 BCIS I (1415-01)

PIN: Save Calculate Semester Averages

Show Withdrawn Students

Current Cycle: 1

ID	Name	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Semester Average	Final Grade
	Arias, Luis E		<input type="checkbox"/>	S			
	Burrus, Rance D		<input type="checkbox"/>	S			
	Dodge, Kassie L		<input type="checkbox"/>	S			
	Enriquez, Jose A		<input type="checkbox"/>	S			
	Fernandez, Esmeralda		<input type="checkbox"/>	S			
	Garcia, Matthew L		<input type="checkbox"/>	S			

You will see your students grades here

You will see your students semester averages here

Mark grades as Ready to Post.

The page will change to a format that will not allow you to do anything else with that class. Then to do your next class, change the Course Section and Retrieve Data for the next class. You may repost a class until the grade posting is closed.