

grade_reporting_utility_posting_grade_body

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Campus	The campus to which you are logged on is displayed.	
Grade Posting for	**Current Semester**	Ensure that the semester to which grades should be posted is displayed.
	Current Cycle	Ensure that the cycle to which grades should be posted is displayed.
	Post Senior (12th grade) students only	Select if you want to run the utility for seniors only. If you select to post for Senior (12th grade) students only, the utility will look through all course-sections marked *Ready to Post* in TeacherPortal and will only process students in grade level 12. The utility will then reset the *Ready to Post* flag. This resets an instructor's course-section so that the instructor can mark grades as *Ready to Post* again, AFTER the course-section grades have been posted for grade level 12 students.
	Post Elementary Exam/Sem when grd lvl not in Elem Grd Tbl	Select to post the elementary exam and semester average for a grade level that is not in the elementary grade table. If the course credit level is E, the program determines if the student's grade level is in the elementary grade table. If the grade level is in the elementary grade table, the data will post as elementary and use the **Comp Sem Avg** and **Incl Exam** fields on Maintenance > Tables > Elementary > Elem Grade to determine if the elementary exam and semester should be posted. If the grade level is not in the elementary grade table, the program will post as secondary, which means it will use the **Allow Semester Grade** and **Expect Exam Grade** fields on Maintenance > Tables > Campus Control Options > Posting to determine if the elementary exam and semester should be posted.

❑ Click **Execute**.

- A message is displayed indicating that the posting is successfully completed.
- Grades are posted to the student grade-course record.
- The **Grade Ready** column is reset from “Ready to Post” to “Posted.”

View Error List	Click to view the error list if errors are encountered. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
View Fail List	Click to view the list of students with blank, failing, or incomplete grades, if applicable. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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