



Auto Assign Grades and Citizenship

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Grade Reporting > Utilities > Auto Assign Grades and Citizenship

This utility assigns course grades or citizenship grades for all active students enrolled in courses with no withdrawal dates.

NOTE: In txGradebook, auto grades are automatically displayed, even if you do not run the utility.

Post:

Grades

Citizenship

Semester

1 2

Cycle

1 2

Execute

Print Report

Update data:

Post	Grades	If selected, the program uses the Auto Grd field in the district master schedule . Records are updated for students enrolled in courses with an auto grade value. The value is assigned to students who have a blank grade for the selected Semester and Cycle . If Blank out Semester/Final on Grade Change or Remove Credit on Grade Change is selected on Maintenance > Tables > Campus Control Options > Computation , the semester grades, final grades, and/or credits are cleared when records are updated.
	Citizenship	If selected, the Auto Citizenship and Citizenship Grade fields on Maintenance > Tables > Campus Control Options > Posting are used. If Auto Citizenship is selected and a valid Citizenship Grade exists, the utility updates all blank citizenship grades for all students for the selected Semester and Cycle .
Semester	Select the semester. The Cycle fields are displayed.	
Cycle	The fields are not displayed until a semester is selected. Select a cycle.	

Click **Execute**.

The “process completed” message is displayed when completed.

Print Report	<p>The button is enabled once the utility is executed. View the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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