



# **Auto Assign Grades and Citizenship**



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# Auto Assign Grades and Citizenship

## 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 TeacherPortal, 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:

<b>Post</b>	<b>Grades</b>	<p>If selected, the program uses the <b>Auto Grd</b> field in the <a href="#">district master schedule</a>. 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 <b>Semester</b> and <b>Cycle</b>.</p> <p>If <b>Blank out Semester/Final on Grade Change</b> or <b>Remove Credit on Grade Change</b> is selected on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Computation</a>, the semester grades, final grades, and/or credits are cleared when records are updated.</p>
	<b>Citizenship</b>	<p>If selected, the <b>Auto Citizenship</b> and <b>Citizenship Grade</b> fields on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Posting</a> are used. If <b>Auto Citizenship</b> is selected and a valid <b>Citizenship Grade</b> exists, the utility updates all blank citizenship grades for all students for the selected <b>Semester</b> and <b>Cycle</b>.</p>
<b>Semester</b>	Select the semester. The <b>Cycle</b> fields are displayed.	
<b>Cycle</b>	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**


The button is enabled once the utility is executed. [View the report.](#)

**Review the report using the following buttons:**


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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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