

Clear Grades, Comments, Credits, or Citizenship

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Grade Reporting > Utilities > Clear Grades, Comments, Credits, or Citizenship

This utility clears grades, comments, credits, or citizenship grades from student records. Self-paced and transfer courses are bypassed. The selected information is cleared from Grade Reporting and TeacherPortal.

WARNING: Use extreme caution when using the utility. It is recommended that you set menu-level security for this menu item in ASCENDER Security Administration.

Update data:

❑ Under **Clear by**, select the group by which you want to clear data:

Additional fields are displayed according to your selection:

Semester or Sem	This field is displayed for all **Clear by** groups. Select the semester for which to clear data.
Cycle or Cyc	This field is displayed for all **Clear by** groups. Select the cycle for which to clear data.
Grd Level	This field is only displayed if you select to **Clear by Grade Level**. Select the grade level for which to clear data.
Student ID	This field is only displayed if you select to **Clear by Student**. Type the student ID, and then click **Retrieve**. If you do not know the student ID, click **Directory** to select a student from the directory. The student's name is displayed.
Course	This field is only displayed if you select to **Clear by Course**. Type or click ⋮ to select the course.
Section	This field is only displayed if you select to **Clear by Course** and is not enabled until a course is selected. Select the section for which to clear data.

Clear	Select the specific data you want to clear for the selected **Clear by** group.
Campus	The campus to which you are logged on is displayed.

Reset Teacher Gradebook 'Ready to Post' Flag	The field appears if you select to clear **Cycle Grades** by **Course**. This resets an instructor's course-section so that instructor can mark grades as 'Ready to Post' again, AFTER the course-section grades have been posted. You must specify the course, section, semester, and cycle.

❑ Click **Execute**.

A message is displayed indicating that the process is complete. Click **OK**.

❑ Click **Save** to update the student records.

You must save before clearing more data.


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