

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 txGradebook.

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

Update data:

Field	Description	
Clear by	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.	
Semester	This field is displayed for all **Clear by** groups. Select the semester for which to clear data.	
Cycle	This field is displayed for all **Clear by** groups. Select the cycle for which to clear data.	

Click **Execute**.

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

Click Save to update the student records. You must click Save before clearing more data.

Note: If you selected Reset Teacher Gradebook 'Ready to Post' Flag, a list of the instructors and courses with the txGradebook Ready to Post flag reset to 0 from either P (posted) or 1 (ready to post) is displayed. The list is sorted by instructor name and start period. Only courses that were reset (flag was P or 1 prior to running the utility) are displayed on the list. If no courses were reset, a message is displayed.

Click View Reset Flag to view the list. Click Close Reset Flag to close the list.

Click Print Reset Flag to print the list.

View the report.

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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