



# **Clear Grades, Comments, Credits, or Citizenship**



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# Clear Grades, Comments, Credits, or Citizenship

## 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
<b>Clear by</b>	Additional fields are displayed according to your selection:
<b>Semester or Sem</b>	This field is displayed for all <b>Clear by</b> groups. Select the semester for which to clear data.
<b>Cycle or Cyc</b>	This field is displayed for all <b>Clear by</b> groups. Select the cycle for which to clear data.
<b>Grd Level</b>	This field is only displayed if you select to <b>Clear by Grade Level</b> . Select the grade level for which to clear data.
<b>Student ID</b>	This field is only displayed if you select to <b>Clear by Student</b> . Type the student ID, and then click <b>Retrieve</b> .  If you do not know the student ID, click <b>Directory</b> to select a student from the <a href="#">directory</a> .  The student's name is displayed.
<b>Course</b>	This field is only displayed if you select to <b>Clear by Course</b> . Type or click  to <a href="#">select the course</a> .
<b>Section</b>	This field is only displayed if you select to <b>Clear by Course</b> and is not enabled until a course is selected. Select the section for which to clear data.
<b>Clear</b>	Select the specific data you want to clear for the selected <b>Clear by</b> group.
<b>Campus</b>	The campus to which you are logged on is displayed.

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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