



Clear Grades, Comments, Credits, or Citizenship

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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 ASCENDER Security Administration.

Update data:

Under **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. |
| 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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