



# 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 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:

|                        |   |
|------------------------|---|
| <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> .<br><br>If you do not know the student ID, click <b>Directory</b> to select a student from the <a href="#">directory</a> .<br><br>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.                                |

**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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