



# Posting



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## Grade Reporting > Maintenance > Tables > Campus Control Options > Posting

This tab allows you to set campus options indicating what can be posted from txGradebook or external grade book files.

### Update data:

Field	Description
<b>Allow Cycle Grade</b>	Select if cycle grades can be posted from TeacherPortal or external grade book files. This field must be selected for elementary campuses that want to include the exam grade in the semester average and display the <b>Exam</b> column in TeacherPortal.
<b>Allow Semester Grade</b>	Select if semester grades can be posted from TeacherPortal or external grade book files.
<b>Expect Exam Grade</b>	Select if exam grades are expected from TeacherPortal or external grade book files. If selected, an error message is displayed if no exam grades are found.
<b>Allow Exempt Exam</b>	Select if X is a valid grade for the semester exam for students who are exempt from taking the exam. It also allows X to be accepted from TeacherPortal or external grade book files. The field is used by the Grade Computation and Credit Assignment utility to calculate semester grades. For elementary grade reporting, if this field is <i>not</i> selected and a student has X for an exam grade, an error is generated when you run the Grade Posting from ASCENDER Grade Book utility.
<b>Allow Alpha Exam</b>	Select if alpha semester exam grades can be posted from TeacherPortal or external grade book files.
<b>Allow Numeric Exam</b>	Select if numeric semester exam grades can be posted from TeacherPortal or external grade book files.
<b>Allow Final Grade</b>	Select if final course grades can be posted from external grade book files. <b>NOTE:</b> This field must be selected in order for the <b>Working Final Grade</b> column to be displayed on the <b>TeacherPortal &gt; Cycle</b> page.
<b>Auto Citizenship</b>	Select if students with a blank citizenship grade will receive an autograde. If selected, the <b>Citizenship Grade</b> field is required.
<b>Citizenship Grade</b>	Type the citizenship grade that will automatically be assigned to students who have a blank.
<b>Allow Absence</b>	Select if absences can be posted from external grade book files.
<b>Allow Tardy</b>	Select if tardies can be posted from external grade book files.
<b>Allow Credit</b>	Select if credits can be posted from external grade book files.

Click **Save**.



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