



## Teacher Posting Status



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## ***Grade Reporting > Maintenance > Teacher Posting Status***

This page produces a report of classes that indicates if the cycle grade posting status is not posted, posted, or ready to post.

Note: For non-graded courses, citizenship and report card comments from txGradebook are included even if the cycle grade is blank, including auto-posting citizenship for non-graded courses.

### **View data:**

A blank report page is displayed allowing you to make selections.

In the Semester field, click to select the semester for the report. The default is the current semester in Grade Reporting.

In the Cycle field, click to select the cycle for the report. The default is the current cycle in Grade Reporting.

In the Status Type field, click to select the posting status for the report.

Select Not Ready to Post to view courses for which cycle grades, comments, or citizenship are not ready to post, as indicated by instructors using txGradebook.

If the instructor has entered comments and/or citizenship for at least one student in the course-section for the semester-cycle being run in txGradebook, the course-section is included.

Non-graded course sections are not included if the instructor has not entered comments or citizenship in txGradebook.

Select Posted to view courses for which cycle grades, comments, or citizenship have been posted.

If the instructor has entered comments and/or citizenship for at least one student in the course-section for the semester-cycle being run in txGradebook, and the course-section is marked Posted, the course section is included.

For a non-graded course, if the campus uses auto citizenship and the course section has been posted, it is included.

Select Ready to Post to view courses for which cycle grades, comments, or citizenship are ready to post, as indicated by instructors using txGradebook.

If the instructor has entered comments and/or citizenship for at least one student in the course-section for the semester-cycle being run in txGradebook and the course-section is marked Ready to

Post, the course section is included.

For a non-graded, if the campus uses auto citizenship and the course section is marked Ready to Post, it is included.

Click Retrieve. The report is displayed. Review, save, or print the report.

The date and time of the report, semester, and cycle are displayed in the header.

The instructor ID and name, course number, section number, and course title are displayed for each class.



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