Auto Assign Grades and Citizenship

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This utility assigns course grades or citizenship grades for all active students enrolled in courses with no withdrawal dates.

NOTE: In txGradebook, auto grades are automatically displayed, even if you do not run the utility.

Update data:

Field	Description	
Post	**Grades**	If selected, the program uses the **Auto Grd** field in the district master schedule. Records are updated for students enrolled in courses with an auto grade value. The value is assigned to students who have a blank grade for the selected **Semester** and **Cycle**. If **Blank out Semester/Final on Grade Change** or **Remove Credit on Grade Change** is selected on Maintenance > Tables > Campus Control Options > Computation, the semester grades, final grades, and/or credits are cleared when records are updated.
	Citizenship	If selected, the **Auto Citizenship** and **Citizenship Grade** fields on Maintenance > Tables > Campus Control Options > Posting are used. If **Auto Citizenship** is selected and a valid **Citizenship Grade** exists, the utility updates all blank citizenship grades for all students for the selected **Semester** and **Cycle**.
Semester	Select the semester. The **Cycle** fields are displayed.	
Cycle	The fields are not displayed until a semester is selected. Select a cycle.	

Click **Execute**. A message is displayed when the process is complete.

Other functions and features:

Print Report	The button is enabled once the utility is executed. View the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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