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 TeacherPortal, auto grades are automatically displayed, even if you do not run the utility.

Update data:

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**.

The "process completed" message is displayed when completed.

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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