



Clear Grades, Comments, Credits, or Citizenship

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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 TeacherPortal.

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:

Semester or Sem	This field is displayed for all Clear by groups. Select the semester for which to clear data.
Cycle or Cyc	This field is displayed for all Clear by groups. Select the cycle for which to clear data.
Grd Level	This field is only displayed if you select to Clear by Grade Level . Select the grade level for which to clear data.
Student ID	<p>This field is only displayed if you select to Clear by Student. Type the student ID, and then click Retrieve.</p> <p>If you do not know the student ID, click Directory to select a student from the directory.</p> <p>The student's name is displayed.</p>
Course	This field is only displayed if you select to Clear by Course . Type or click  to select the course .
Section	This field is only displayed if you select to Clear by Course and is not enabled until a course is selected. Select the section for which to clear data.

Clear	Select the specific data you want to clear for the selected Clear by group.
Campus	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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