



# admin-mark-ready-to-post



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A TeacherPortal administrator can mark courses as 'Ready to Post' for the entire campus, or for teachers who have not marked their own courses as 'Ready to Post'.

- Click the **Admin Options** link to expand the section. The **Mark Ready to Post** button is displayed.

[Admin > Admin Options](#)

## Admin Options

You are logged on as an administrator with full access.  
Administrator Access To: all campuses.

Run as Teacher

Campus

Teacher

Logging Status: **Disabled**

Admin Options ←  
Click the title above to reveal additional administrative options.

**Ready to Post:**

Mark Ready to Post for Campus 001, Semester 2, Cycle 2  
0 Courses have already been Posted or Marked Ready to Post.  
339 Courses have not been Marked Ready to Post

**Mark Ready to Post** ←

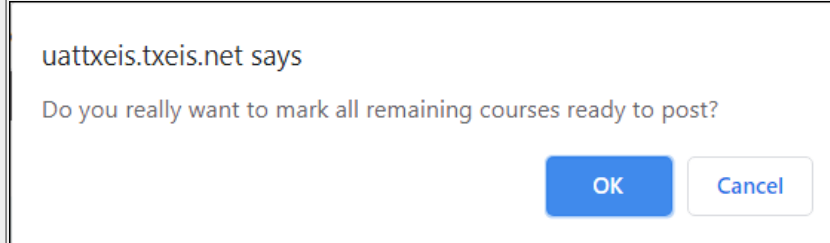
**Mark Ready to Post**

Click to mark all courses at the campus as ready to post, including any courses where the teacher has not clicked **Mark grades as Ready to Post** on the Cycle Grades page. The button is only displayed for current cycles that are open for posting.

The following is also displayed:

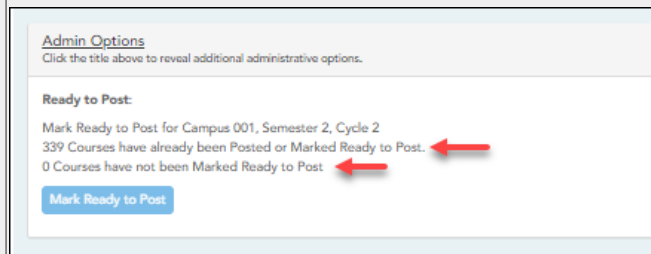
- The campus, semester, and cycle for which you will be marking courses as ready to post.
- The number of courses that have already been marked as ready to post (before clicking the button).
- The number of courses that have not yet been marked as ready to post (before clicking the button).

You are prompted to confirm that you want to mark all remaining courses as ready to post.



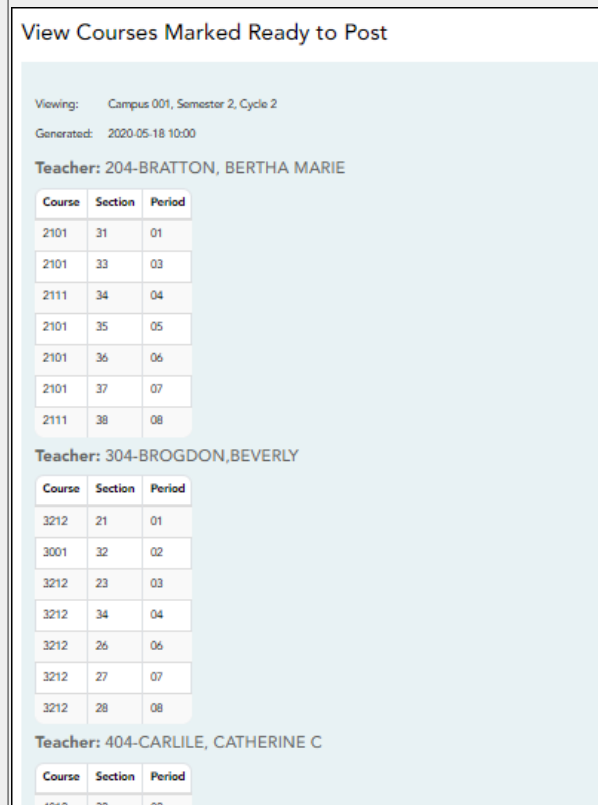
Click **OK**.

A message is displayed indicating that courses were posted.



**View Courses Marked Ready to Post**

Click to view a report of all courses that have been marked as 'Ready to Post.' The report opens in a new window.



**Students with no Exam Grade**

Click to view a report of all students who have a blank exam grade for the current cycle. No Show and withdrawn students are not included. The report opens in a new window.



## Back Cover