



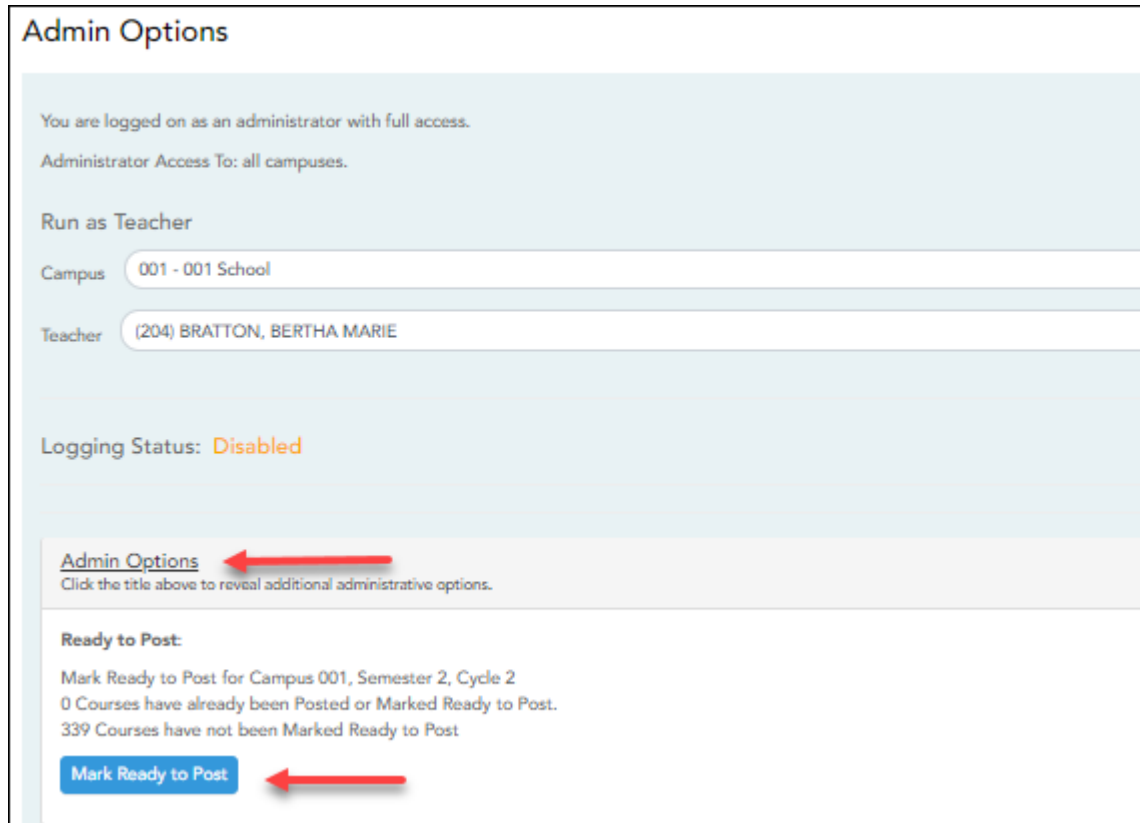
admin-mark-ready-to-post

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[Admin > Admin Options](#)

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 Options

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

Run as Teacher

Campus: 001 - 001 School

Teacher: (204) BRATTON, BERTHA MARIE

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

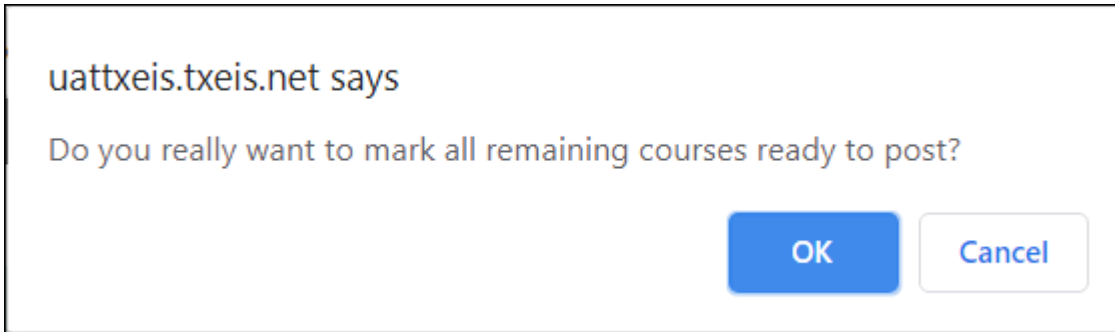
Mark Ready to Post ←

Click **Mark Ready to Post** 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:

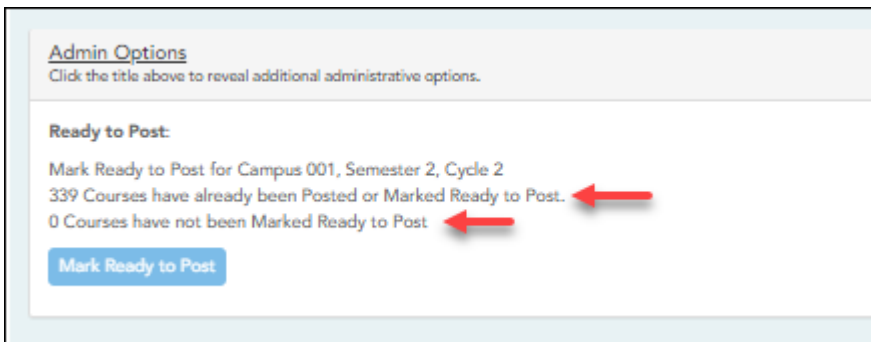
- The campus, semester, and cycle for which you will be marking courses as ready to post.
- The number of courses that have already been marked as ready to post (before clicking the button).
- The number of courses that have not yet been marked as ready to post (before clicking the button).

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.

View Courses Marked Ready to Post

Viewing: Campus 001, Semester 2, Cycle 2
Generated: 2020-05-18 10:00

Teacher: 204-BRATTON, BERTHA MARIE

Course	Section	Period
2101	31	01
2101	33	03
2111	34	04
2101	35	05
2101	36	06
2101	37	07
2111	38	08

Teacher: 304-BROGDON, BEVERLY

Course	Section	Period
3212	21	01
3001	32	02
3212	23	03
3212	34	04
3212	26	06
3212	27	07
3212	28	08

Teacher: 404-CARLILE, CATHERINE C

Course	Section	Period
4012	32	02



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