

TRACS now allows instructors to export their final grades from TRACS and upload them to CatsWeb for posting.

Key Concepts:

Exporting Final Grades from TRACS

Import Grades to CatsWeb

Editing Grades in CatsWeb

Viewing Grades in CatsWeb

Withdrawal Policy

Exporting Final Grades from TRACS

You must first make sure that your grades are correct and that any course grade overrides have been performed prior to exporting them from the gradebook. You may need to perform course grade overrides for things such as attendance or extra credit points. For more information on how to perform course grade overrides please see the section called “overriding an auto-calculated course grade” in the gradebook help documentation.

Only the instructor of record will be allowed to import the final grades into CatsWeb.

NOTE: This process is for TRACS Course Sites ONLY. The following menus and buttons do NOT appear in TRACS project sites.

- Step 1: Log in to TRACS and click on the site tab.
- Step 2: Once you are in the site, click on [\[Gradebook\]](#) in the menu bar, and then on [\[Course Grades\]](#).
- Step 3: Scroll down to the bottom of the page and click the [\[Export for CatsWeb\]](#) button.
- Step 4: Save the file in a place you will remember, such as your desktop. The file will be named with the name you gave your TRACS site

Import Grades to CatsWeb:

- Step 1: Navigate to the CatsWeb business menu located at <http://catsweb.txstate.edu> and log in using your Texas State NetID and password.
- Step 2: In the following screen select the course for which you wish to post grades by choosing the appropriate radio

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button for the course.

- Step 3: Scroll down to the bottom of the screen and click the **[Browse]** button and find the exported gradebook file that corresponds to the course you are working with.
- Step 4: Click the **[Submit]** button to continue.
- Step 5: The following screen will give you a confirmation of the grades posted as well as a grade distribution table at the bottom of the screen.
- Step 6: Click either the **[Next Roster]** button to upload grades for another roster, or click the **[Logout]** button to exit.

Editing Grades in CatsWeb:

You may need to edit grades you've posted in CatsWeb before they become final.

- Step 1: Navigate to the CatsWeb business menu located at <http://catsweb.txstate.edu> and log in using your Texas State NetID and password.
- Step 2: In the following screen select the course for which you wish to edit grades by choosing the appropriate radio button for the course.
- Step 3: Click **[Submit]** at the bottom of the screen.
- Step 4: The next screen will display your course roster as well as student ID photos. Find the student you need to change a grade for and change it in the Grades column.
- Step 5: Click **[Submit]** at the bottom of the screen.

Viewing Grades in CatsWeb:

After your grades have been posted you may wish to view them in CatsWeb to verify that everything is correct as well as print a copy of the grades for your records.

- Step 1: Navigate to the CatsWeb business menu located at <http://catsweb.txstate.edu> and log in using your Texas State NetID and password.
- Step 2: In the following screen select Inquire class roster.
- Step 3: Select the course for which you wish to view grades.

Withdrawal Policy:

Please check with your respective department chairperson or admin to see what policy your department follows in regards to

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student course withdrawal policies.

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.