

Cleaning up the grade table—Authority Control

May 1, 2023

It's coming on the end of the school year, and a great time to start reviewing the [End-of-Year Procedures](#). Today, we're going over how to clean up your grades before you advance grade levels.

Hi, Demo

Mia Middle School

Preferences - Patrons

Still getting used to it? [Switch to the old view.](#)

SYSTEM-A/TT

Patron Defaults

Patron Rules

Patron Pictures

Grade Table

Lexile

What levels (i.e. grades) are used at your site or collection of sites? Make sure the levels are entered here in the order they should be sorted and incremented, and take advantage of level selections in your reports, notices, and utilities.

When a patron is advanced beyond what you have in the table, they are assigned the Last Grade (e.g. Graduated) and can be easily removed using utilities or retained for reporting.

Last Grade

Graduated

Advance After

7/1/2024


Last date of advancement: Never

[Advance all grades now](#)

Sort	Grade	Description
1	2	2nd Grade
2	3	3rd Grade
3	4	4th Grade
4	5	5th Grade
5	6	6th Grade
6	7	7th Grade
7	8	8th Grade
8	9	9th Grade
9	10	10th Grade
10	11	11th Grade
11	12	12th Grade

How To

To access [Authority Control](#) to modify your grade terms, navigate to **Tools > Authority Control > Patrons > Grade**.

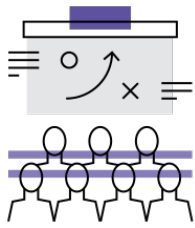
Then, use the actions menu  to "remove unused grade terms." Next, modify the grades by selecting a grade, clicking **Edit Term**, and then confirming the changes.

Once you have made any changes needed, you can see your grade table in **Preferences > Patrons > Grade Table**, where you can advance the grades when you're ready.

Have any questions about this or any of the other [End-of-Year Procedure](#)? Reach out to our 24/7 support team at 1-800-347-4942.



Hang in there! Summer break is just around the corner.



[Register for our Training Webinar](#) to learn more about using Alexandria in the new [Makeover](#) interface!