

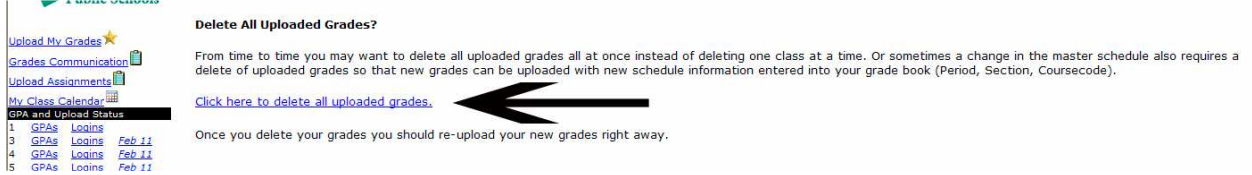
Clearing out Uploads

When starting a new semester it is best practice to clear out any uploads from the previous term. To do this

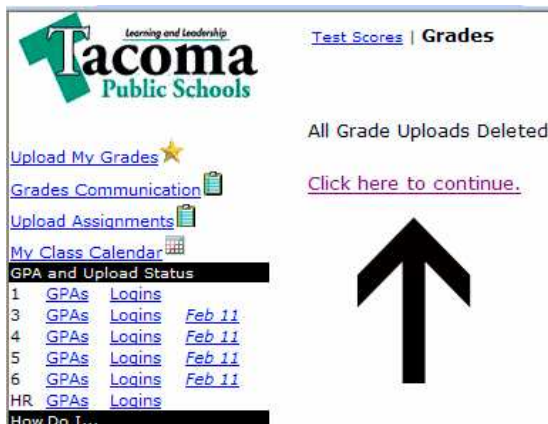
1. Log into TAD GRADES
2. 'Clear out my uploads' link. It is located on the left hand side of the screen.



3. Next screen click on 'Click here to delete all uploaded grades'.



4. Next screen click on 'Click here to continue'



5. Now upload your new basmati file.