

# Training Guide

**tx** **Gradebook**

**OCTOBER 2009**



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# Introduction

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The grade book application, txGradebook is an integrated classroom management system that allows teachers to maintain and post student data, including attendance and grades. The application also allows you to receive transfer students and produce Interim Progress Reports (IPRs). Various inquiry pages allow you to view student demographic data, contact information, attendance records, and schedules.

txGradebook's integration with the student systems makes it unnecessary to perform imports and exports of data in order to populate the records. Data is shared between the systems, thereby eliminating much of the work needed to synchronize two systems. The application provides current data, such as grades, attendance, or student/teacher schedules, that is updated at district-specific times. Data is written directly to the district database.

Teachers can access txGradebook from anywhere with an Internet connection (school or home). The txGradebook application consists of the following processes:

- Self-Register and Log on
- Set up Categories and Assignments
- Create Seating Charts
- Post and View Attendance
- Enter and Post Grades
- Produce IPRs
- Accept Transfer Students
- View Student Information
- Print Reports
- Administrator Access

The districts control access to txGradebook through district and campus menus. There are four levels of administrative access. Administrators can be given full maintenance access or inquiry-only access, and they can be given access to one campus or all campuses.

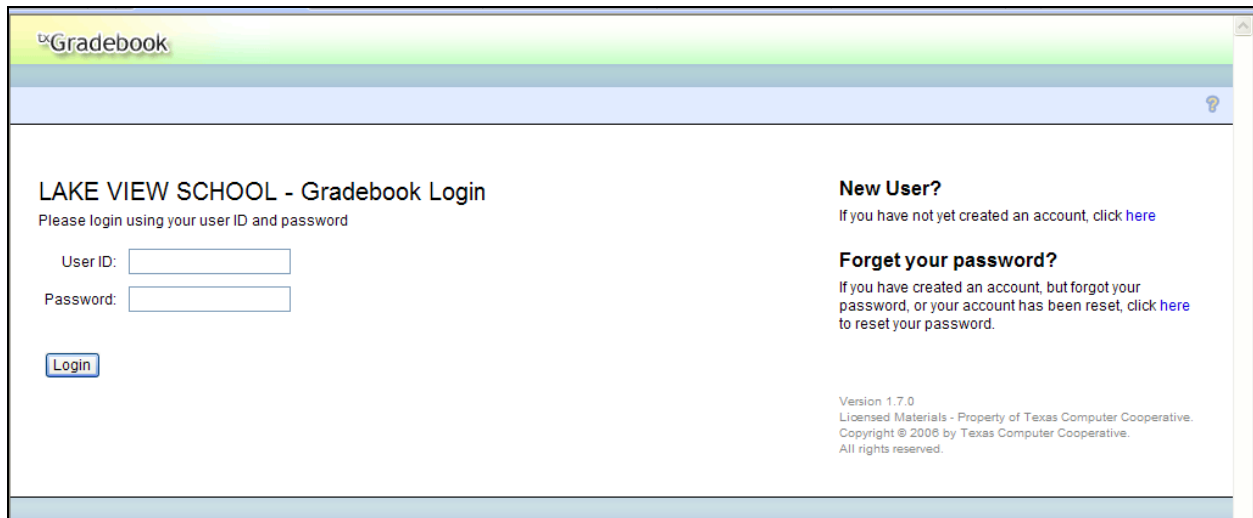
The parent portal application, txConnect, provides parents and guardians Web access to school-related information about their students including grades, attendance, and assignments. It works in conjunction with txGradebook. Parents can access txConnect from anywhere with an Internet connection.



# Registration and Login

## Login Page

The Login page is the entry portal to txGradebook for both new users and those who have not yet registered on the system. If the district has specified hours of operation for txGradebook, the hours are displayed on the page. Also, special notices regarding system outages or other information may be displayed on the page, if applicable.



The screenshot shows a web browser window with the txGradebook logo in the top left corner. The page title is "LAKE VIEW SCHOOL - Gradebook Login". Below the title, it says "Please login using your user ID and password". There are two input fields: "User ID:" and "Password:". Below the "Password:" field is a "Login" button. To the right of the login fields, there are two sections: "New User?" with a link "here" and "Forget your password?" with a link "here". At the bottom right, there is a version number "Version 1.7.0" and copyright information: "Licensed Materials - Property of Texas Computer Cooperative. Copyright © 2006 by Texas Computer Cooperative. All rights reserved."

### To log on as a registered user:

If you have already registered, type your user ID and password, and then click the **Login** button. Your user ID is not case-sensitive. Your password is case-sensitive. The text typed in the **Password** field is hidden.

If you are a teacher with a non-administrative account, the Announcements page is displayed.

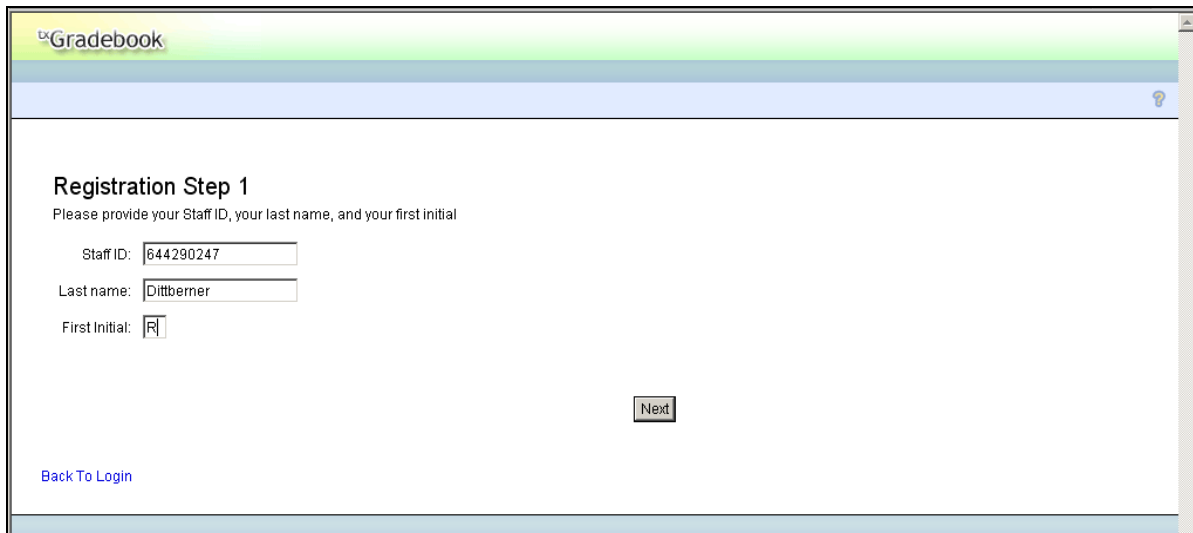
**Warning:** If you have three unsuccessful attempts to log on (invalid user ID/password combinations), the system will lock out your account. If your account is locked out, please contact the campus administrator to have your account reset.

## Registration Pages

### To register a new user:

If you are a new user who has not previously registered for txGradebook, click the link on the Login page under **New User** to begin the registration process.

The Registration Step 1 page is displayed.



txGradebook

Registration Step 1

Please provide your Staff ID, your last name, and your first initial

Staff ID:

Last name:

First Initial:

[Back To Login](#)

The **Registration Step 1** page is the beginning of the process to authenticate a new user.

1. Type a valid staff ID (assigned by the district), last name, and first initial.

2. Type the required data, and then click **Next**. The Registration Step 2 page is displayed.

txGradebook

### Registration Step 2

Please provide a User ID, Password and Personal Identification Number

User ID:

Must be between 6 and 9 alpha-numeric characters (example: ABC5555)

Password:

Must be between 6 and 9 alpha-numeric characters; Must contains at least 3 of the following character types: uppercase, lowercase, numeric, punctuation

Confirm Password:

Password must match entry in password field exactly (case sensitive)

PIN:

Must contain 4 numbers (example: 1234)

[Back To Login](#)

3. The **Registration Step 2** page requires that you type a user ID, password, and personal identification number (PIN).

- Your user ID must be 6-8 alphanumeric characters and unique within the district. The user ID is not case-sensitive. Check with your district administrator to find out if special formatting is required.  
**Note:** Once established, a user ID cannot be changed or deleted.
- Your password must be 6-9 alphanumeric characters. Use at least three of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234). Your password is case-sensitive.
- Your PIN must be four numeric characters. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed.

4. Enter the required data, and then click **Next**. The Registration Step 3 page is displayed.

The **Registration Step 3** page requires that you select and answer a set of three hint questions. The questions will be asked in the event that you lose your registration information. The district determines questions that you can select.

**Note:** You will be required to answer the questions correctly in order to recover your registration information. Be sure to select questions for which you will easily remember your answer. Answers are case-sensitive.

5. Enter the required data, and then click **Next**. The **Success** page is displayed.

6. Click **Finish**. You are redirected to the appropriate page according to your access level. If you are a teacher with a non-administrative account, the Announcements page is displayed.

## To exit the registration process:

At any point during the registration process, you can click **Back to Login** to cancel your registration and return to the Login page. Any data you entered up to that point is not saved.

## Update Profile Pages

The Update Profile pages allow you to change your password, PIN, or hint questions at any time.

## To access the page:

Select Update Profile from the Settings menu. The Update Profile Step 2 page is displayed.

txGradebook District: TxEIS ISD Campus: Houston High School

Home Attendance Grades Reports Settings 273 - BAILEY, PETER J | logout

Settings > Update Profile Administer Categories Administer Assignments Course Note Seating Chart Setup

### Update Profile Step 2

Enter new values into the fields you wish to change. Fields left blank will not be updated. Fields denoted with a red asterisk (\*) are required.

\* Current Password:

All profile changes require user verification. Please use your current password to confirm this is you.

New Password:

Must be between 6 and 9 alpha-numeric characters; Must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation

Confirm Password:

Password must match entry in password field exactly (case sensitive)

New PIN:

Must contain 4 numbers (example: 1234)

Phone Number:  -

E-Mail Address:

Maximum of 64 characters (example: name@isdname.net)

Please send me an email to schedule a conference.

## To update a user profile:

1. In the **Current Password** field, type your current password. You must type your current password correctly in order to update any data in your profile.
2. To change your password, type a new password in the **New Password** field. Your password must be 6-9 alphanumeric characters. Use at least three of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
3. Type your password again in the **Confirm Password** field. It must match the password you typed in the **New Password** field exactly.
4. To change your PIN, type a new four-digit PIN in the **New PIN** field.

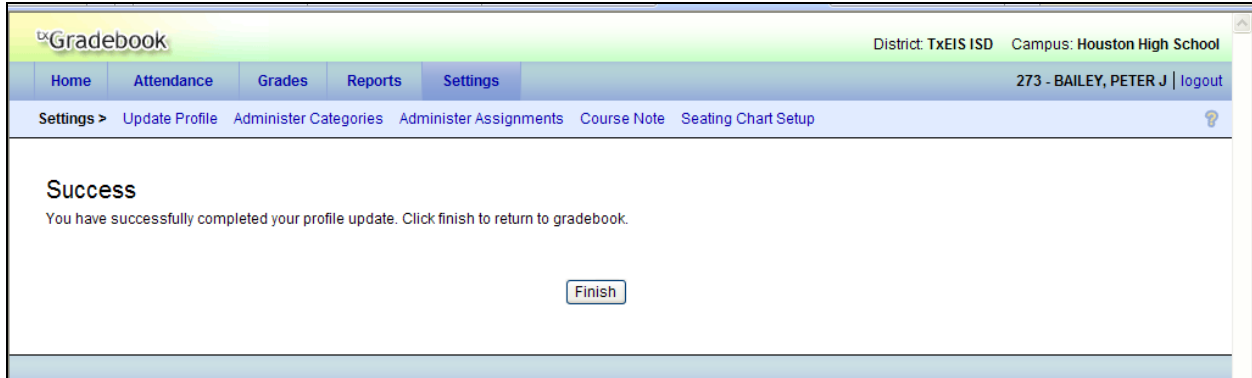
5. If you want to provide your telephone number to parents in txConnect, type the number in the **Phone Number** field in the NNN-NNNNNNN format. If you leave the field blank, your phone number will not be provided in txConnect.
6. If you want to provide your e-mail address to parents in txConnect, type the address in the **Email Address** field (e.g., *someone@example.net*). If you leave the field blank, your e-mail address will not be provided in txConnect.
7. If you want to provide additional notes to parents, such as conference period availability, type the notes in the **Notes** field. If entered, the comments will be displayed for parents in txConnect.
8. Select **Combine courses in attendance** if you want to combine classes for attendance reporting. The field is selected by default. If you do not want to combine courses for attendance reporting (e.g., pre-kindergarten courses that meet morning and afternoon), clear the field.
9. If you want to update your hint questions, select **Update Hint Questions**, and then click **Next**. The Update Profile Step 3 page is displayed.

The screenshot shows the 'Update Profile Step 3' page in the txGradebook interface. At the top, there is a navigation bar with 'Home', 'Attendance', 'Grades', 'Reports', and 'Settings'. The 'Settings' menu is expanded, showing 'Update Profile', 'Administer Categories', 'Administer Assignments', 'Course Note', and 'Seating Chart Setup'. The page title is 'Update Profile Step 3' and it includes a sub-header: 'Please provide answers to three different personal questions; when verifying your identity to recover a lost password, one of these three will be asked at random.' Below this, there are three question-answer pairs:

- Question 1: What is the name of your dog? (dropdown menu)
   
Answer 1: dog (text input field)
- Question 2: Where were you born? (dropdown menu)
   
Answer 2: born (text input field)
- Question 3: What is your favorite color? (dropdown menu)
   
Answer 3: color (text input field)

A 'Next' button is located at the bottom right of the form area.

10. You can change your hint questions and answers, and then click **Next**.
11. If you entered all required data, the Success page is displayed. Click **Finish** to return to the Announcements page.

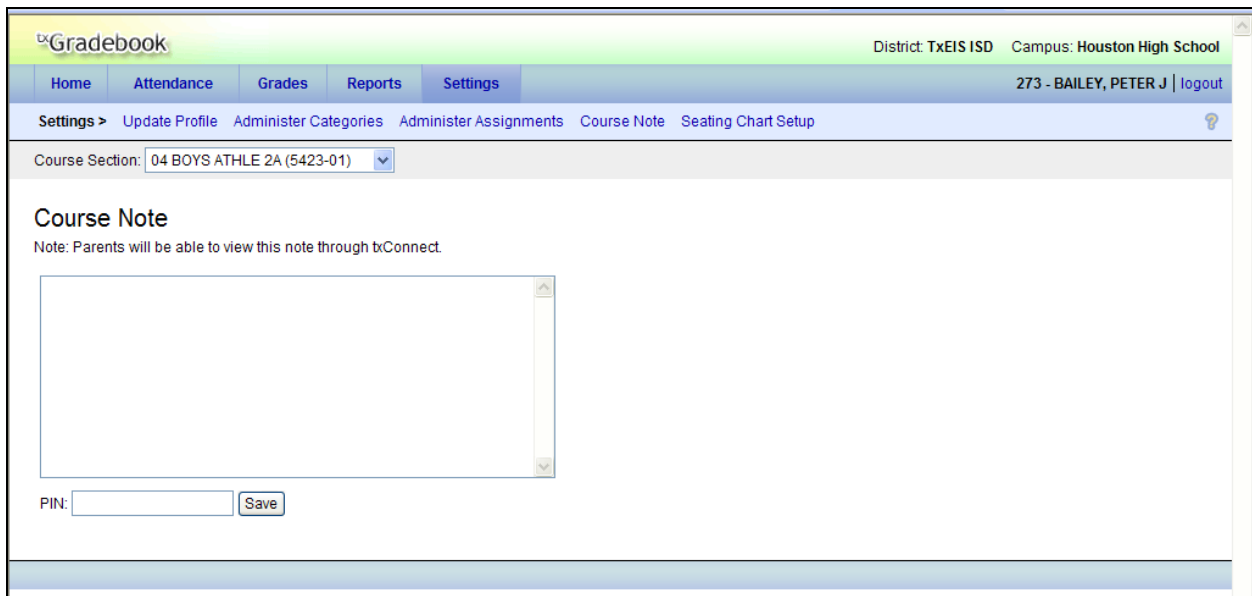


## Course Notes

The Course Note page allows you to add, update, or delete optional comments and notes about your course, such as reminders, announcements, or other course-related information. If entered, the comments are viewable in txConnect.

### To access the page:

From the Settings menu, select Course Note. The Course Note page is displayed.



1. In the **Course Section** field, select the course section for which you want to add, update, or delete notes. If any notes were previously entered for the course, they are displayed in the **Course Note** text box.
2. In the **Course Note** text box, add, update, or delete course notes as necessary.
3. In the **PIN** field, type your four-digit PIN.
4. Click **Save**.

- If your notes were saved successfully, the page reloads, and a message is displayed indicating that the data was saved successfully.
- If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must type the correct PIN to continue.

If you changed any data on the page and then attempt to leave the page without saving the changes, a warning message is displayed. This includes attempting to change the **Course Section** field before you save changes.

5. Click **Continue** to leave the page without saving your changes, or click **Cancel** to return to the page and save your changes.

## Other Account Maintenance

### To recover a locked account:

If you have three consecutive unsuccessful attempts at signing in, your account will be locked, and you must contact your campus txGradebook administrator to have your password reset. Once your account is reset, you can use the Reset Password (recover a lost password) procedure described later in this guide to reset your password.

### To change a password to continue:

For security purposes, your password will expire periodically. The amount of time that your password is valid is set by the district. If your password has expired, you are redirected to the Password Expired page before the Announcements page is displayed.

1. Type your current password.
2. Type (and retype to confirm) your new password.
3. Click **Submit**.

If you typed the data correctly, your password is changed, and the Announcements page is displayed.

### To reset a password or recover a lost password:

The Reset Password page allows you to reset your password in the event that you forget your password and need to regain access to txGradebook. You can also change your password at any time.

### To access the page:

From the Login page, click the link under **Forget your password**. The Reset Password Step 1 page is displayed.

txGradebook

Reset Password Step 1

Please provide your Staff ID and User ID.

Staff ID:

User ID:

[Back To Login.](#)

1. Type your staff ID and user ID, and then click **Next**. The Reset Password Step 2 page is displayed.

txGradebook

Reset Password Step 2

Please answer the following hint question so that we can verify your identity.

Question: What is your favorite color?

Answer:

[Back To Login.](#)

2. One of your hint questions is displayed. In the **Answer** field, type the answer to the question exactly as you typed it during the registration process.
3. Click **Next**. If you typed the data correctly, the Reset Password Step 3 page is displayed.

**Reset Password Step 3**

Please create and confirm your new password. You may also change your PIN, leave it blank if you would like it to remain the same.

**Password:**   
 Must be between 6 and 9 alpha-numeric characters; 3 out of every 4 characters must be one of the following: uppercase, lowercase, numeric, punctuation

**Confirm Password:**   
 Password must match entry in password field exactly (case sensitive)

**New PIN:**   
 Leave pin field blank if you do not wish to change your pin, otherwise field must contain 4 numbers (example: 1234)

**Confirm PIN:**   
 PIN must match entry in PIN field exactly

[Back To Login.](#)

4. In the **Password** field, type a new password. The password must be six to nine alphanumeric characters. Use a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234). Your password is case-sensitive.

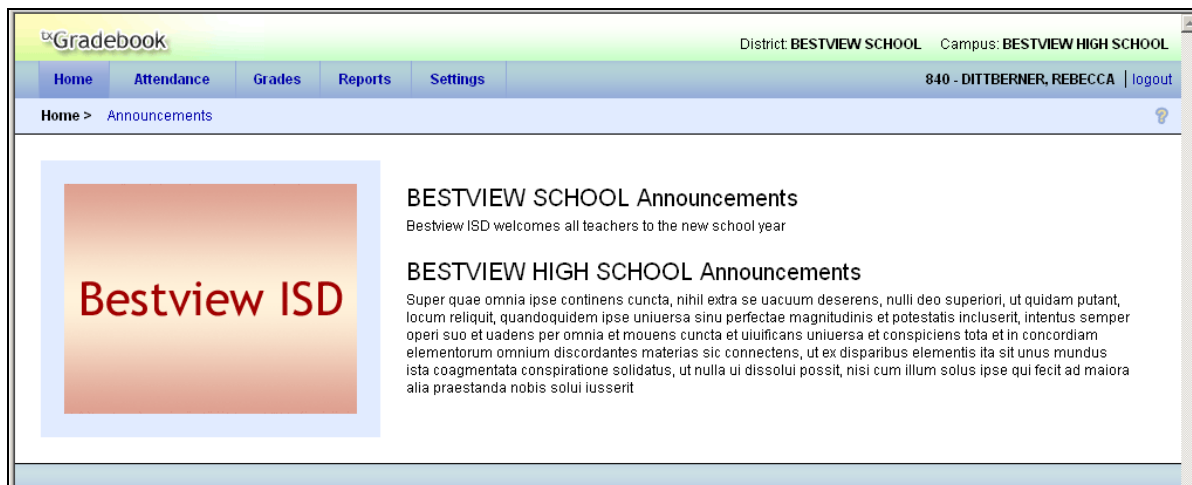
**Note:** You cannot reuse your last password.

5. Retype your password in the **Confirm Password** field.


6. If you want to change your PIN, type a new PIN in the **New PIN** field, and then retype the PIN in the **Confirm PIN** field. Click **Finish**. Once your password is changed, the Announcements page is displayed.

# Menu Overview

Once you successfully log on to txGradebook, the Announcements page is displayed.



The following navigation tools are displayed at the top of every page in txGradebook.

- Your district name and campus name are displayed in the upper-right corner. If you currently teach courses at more than one campus, you can select which campus to view.
- The main menu provides access to all areas of txGradebook.
- Your ID and name are displayed on the right side of the main menu. If you teach at multiple campuses and your name happens to be entered differently at each campus (e.g., if your first name is entered as James at one campus and Jim at another campus), your name is displayed as it is entered at the campus you are currently viewing. In most cases, your name should be entered the same at all campuses.
- The **logout** link is displayed to the right of your ID.
- The submenu is displayed below the main menu when you mouse over a main menu item. The submenu provides links to the pages and functions within the main menu areas.
- The help icon  is displayed on the right side of the submenu.
- District and campus announcements are displayed below the submenu. The announcements, which may contain important deadlines and information, are entered by your district and campus. Always check the announcements for new information.
- To return to this page after you log on, select Announcements from the Home menu.

**To access a page:**


From the menu bar, mouse over the menu name (e.g., Attendance) to display the contents of the menu. The submenu is displayed in the row below the main menu.

From the submenu, select the menu item. A page for the selected menu item is displayed.

**To return to the previous page:**

You cannot return to a page by clicking your browser's Back button. To return to a page, you must reselect it from the menu.

**To access help:**

On the right side of the submenu, click . The Help window opens.

In the Help window, the help topic is displayed on the right. The help topic is specific to the page you are viewing. The navigation pane is displayed on the left, which allows you to browse other Help topics from this Help window.


**To keep your session active:**

If your session is idle for a specified amount of time (i.e., you are logged on but you have not made any changes that have hit the server), your session becomes inactive. This is a security measure designed to limit access to the system if you are unexpectedly called away from your computer. The time limit for idle sessions is set by the district.

- Prior to becoming inactive, a warning message is displayed to let you know that your session will end soon.
- To keep the session active, click **Reset Timeout**. The session timeout counter starts over, and you will not lose data on the page.
- To allow the session to expire, do not type or click on the page. A short time later, a message is displayed to inform you that your session timed out. The page is automatically redirected to the Login page.

**Warning:** Any data that was not saved when the session expired is lost.

**To log out:**

The logout link is displayed to the right of your user ID. When you click the logout link, you are logged out of txGradebook and redirected to the Login page. You can also click  to log out.

- Any data that was not saved is lost when you log out.
- After you log out, you cannot use the browser's Back button to return to the last page you visited. You must log on to txGradebook again to view the page.
- If you close the browser (either click the browser's close button or select Close from the File menu), you are logged out of txGradebook.

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# User Types

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## Teachers

Teachers who do not have administrative access are directed to the Announcements page when they log on. The Admin tab is not displayed in the main menu, and some reports that require administrative access are not displayed in the Reports submenu.

## UIL Teachers

Teachers who teach courses for which students must meet UIL eligibility requirements (e.g., band or athletics) can be granted access to the UIL report in the Reports menu. The UIL report allows a teacher to view his students' working cycle averages for all of their courses to determine UIL eligibility and locate students who may be at risk of losing eligibility.

## Administrators

There are four levels of security assigned to txGradebook administrators. Administrators can be given either full maintenance or inquiry-only access, and administrators can be assigned access to a single campus or all campuses. The access level is displayed on the Administrator Options page.

A txGradebook/txConnect Administrator Training Guide is available to assist you with administrative-level use of txGradebook.



# Seating Chart Setup

The Seating Chart Setup page allows you to create and maintain seating charts for all of your classes. The seating chart lists the student name, gender, and ID. The seats are color-coded by gender. Student seats can be rearranged at any time.

**Notes:**

- If a student transfers to the class, he is listed under **Unassigned Students**.
- If a student drops the course, his seat is blank.

**To access the page:**

From the Settings menu, select Seating Chart Setup. The Seating Chart Setup page is displayed.

**Seating Chart Setup**

Choose the date and class period. Then select the desired layout and dimensions and click Preview Layout.

Layout Options:   Rows  Columns

Date:   Period:

PIN:

Back of Classroom					
JENKINS, JORDAN Gender: M 008026	JOHNSON, KENDALL Gender: M 009335	JOHNSON, MATTHEW Gender: M 011315	JONES, TREY Gender: M 011328	JORDAN, DARREN Gender: M 011367	LEIDY, RAYMOND Gender: M 011719
CAVENER, JUSTIN Gender: M 009834	CLAUS, CHRISTOPHER Gender: M 011564	CRIBB, CALVERT Gender: M 011713	FRAZIER, LOUIS Gender: M 007839	HOUCK, MARK Gender: M 012106	IMEL, AUSTIN Gender: M 011297
AAMODT, EVAN Gender: M 007541	AYO, SAMUEL Gender: M 011319	BIELA, SHAUN Gender: M 012477	BLOSE, WILLIAM Gender: M 007759	BROWN, DEMEATRICE Gender: M 011618	BUCHANAN-DEMPSEY, KENDALL Gender: M 012392
Front of Classroom					

Unassigned Students	
012112	O'KANE TYLER (M)
011320	PLATA WILLIAM (M)
009333	POWERS MARK (M)
009842	SHIVELY NIGEL (M)
011967	SIMMONS DARRYL (M)
012439	STEELE OLLIE (M)

**To create a seating chart:**

1. The **Date** field displays the current date by default. You can type another valid attendance date in the MMDDYYYY format, or click  to select a date from the calendar. To close the calendar, you must click a valid date on the calendar.
  - The date is used to verify current enrollment in the class.

- If you are setting up a seating chart before the first day of school, enter the date of the first class.
2. In the **Period** field, select the period/course for which you want to create a seating chart.
- By default, the field displays the first period for which you have not posted attendance.
  - If a seating chart already exists for the course, the seating chart is displayed.
  - If **Combine courses in attendance** is selected on the Update Profile page, the courses are combined by period.

**Notes about combining and uncombining courses:**

It is recommended that you set the **Combine courses in attendance** field on the Update Profile page the way you want it for the semester before creating the seating chart. If you change the setting, the data will be preserved as much as possible; however, you must then verify that your seating charts are correct for all periods, make the necessary changes, and then save the seating charts again.

If you change the **Combine courses in attendance** field during the semester, the following applies:

- If **Combine courses in attendance** was not originally selected and you have only one course per period, you created a seating chart, and then you selected **Combine courses in attendance**, the seating chart is not affected; however, you must resave the seating charts for all periods.
- If **Combine courses in attendance** was not originally selected and you have some periods with multiple courses (each with its own seating chart), you created a seating chart, and then you selected **Combine courses in attendance**, the following occurs when you retrieve one of the periods on the Seating Chart Setup page:
  - Only the seating chart for the first course in the list is preserved.
  - The remaining students are displayed under **Unassigned Students**.
  - If the first course in the list has no students enrolled, no seating chart is preserved. You must recreate the chart.
- If **Combine courses in attendance** was originally selected and you have only one course per period, you created a seating chart, and then you cleared **Combine courses in attendance**, the seating chart is not affected; however, you must resave the seating charts for all periods.
- If **Combine courses in attendance** was originally selected and you have some periods with multiple courses, you created a seating chart for students from multiple courses, and then you cleared **Combine courses in attendance**, the following occurs when you retrieve a period/course on the Seating Chart Setup page:
  - Only the chart dimensions of the seating chart for the first period/course you attempt to edit is preserved.
  - Only seats for students enrolled in the course are preserved.
  - The remaining students are displayed under **Unassigned Students**.
  - You must recreate the chart for the other courses that were previously combined in the period.

3. In the **Layout Options** field, select one of the following layouts for the seating chart.
  - Alphabetical by row - Students are placed in alphabetical order by last name starting at the front-left corner of the room (from the teacher's perspective) and continuing horizontally, filling each seat until all students are placed. Empty seats are at the back of the room.
  - Alphabetical by column - Students are placed in alphabetical order by last name starting at the front-left corner of the room (from the teacher's perspective) and continuing vertically toward the back of the room, filling each seat until all students are placed. Empty seats are on the right side of the room.
  - Numerical by row - Students are placed in numerical order by student ID starting at the front-left corner of the room (from the teacher's perspective) and continuing horizontally, filling each seat until all students are placed. Empty seats are at the back of the room.
  - Numerical by column - Students are placed in numerical order by student ID starting at the front-left corner of the room (from the teacher's perspective) and continuing vertically toward the back of the room, filling each seat until all students are placed. Empty seats are on the right side of the room.
  - Random - Students are placed in random order. If there are more seats than students, the empty seats are at the back of the room.
  - Blank - A blank seating chart is displayed, and all students are listed either beside or below the chart (depending on the size of the chart).

**Note:** If you previously saved a seating chart and return to this page, the student seats are arranged according to your last saved layout; however, the **Layout Options** drop down is always set to Random by default. Even if you selected an alphabetical or numerical arrangement, you may have manually moved students; therefore, the system assumes the students may have been moved.

4. In the **Rows** and **Columns** fields, type the number of rows (horizontal) and columns (vertical) for the seating chart. You can have up to 11 rows and 11 columns.
5. Click **Preview Layout**. The seating chart is displayed according to the criteria entered.
  - If there are more students enrolled in the class than seats available, the extra students are listed under **Unassigned Students** either beside or below the seating chart (depending on the size of the chart).
  - Each seat lists the student's name, gender, and ID.
  - You can click the student ID to view the student's profile.
  - The seats are color-coded by gender. Seats for females are shaded pink, and seats for males are shaded blue.
  - **Note:** When you click **Preview Layout**, the changes are not saved. You must type your PIN and click **Save Seating Chart** to save the changes.
6. You can manually arrange students as needed by dragging a student to a new location.
  - If a student is dragged to a new location that is currently occupied, the two students switch seats.

- If the student is dragged to an unoccupied location, his original location becomes unoccupied.
  - You can drag students to and from the **Unassigned Students** list. If a student is dragged to a new location that is currently occupied, the two students switch places. The student from the list now has a seat, and the student who had a seat is now in the list.
7. To re-sort the students using one of the layout options, select an option from the **Layout Options** field, and then click **Preview Layout**. The students are sorted according to the new layout.

### To save your changes:

Before you leave the page, you must save the data.

1. In the **PIN** field, type your four-digit PIN.
2. Click **Save Seating Chart**.
  - If your changes were saved successfully, the page reloads, and a message is displayed indicating that the seating chart data was posted.
  - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN to continue.
  - If you change any data on the page and then attempt to leave this page without saving the changes, a warning message is displayed.
    - Click **Continue** to leave this page without saving your changes.
    - Click **Cancel** to return to the page and save your changes.

### To print the seating chart:

Click **Print** to print the seating chart for one period or all periods. The Seating Charts Report Selection page is displayed allowing you to make selections for running the Seating Charts Report.

See the Seating Charts Report section of this training guide for more information on running the report.

# Attendance

To record or view Attendance data, select Post/View Attendance from the Attendance menu. The Post/View Attendance page is displayed. The system checks for valid periods for the current date. If there are no valid periods for the date, the message **No attendance to post** is displayed.

### To access the page:

From the Attendance menu, select Post/View Attendance. The Post/View Attendance page is displayed.

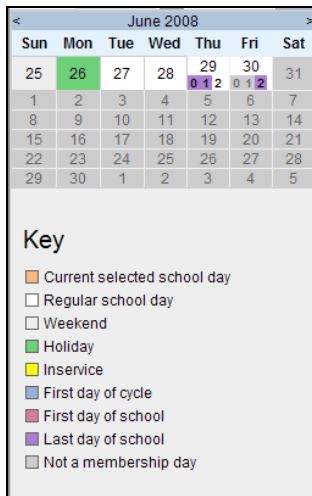
The screenshot shows the 'Attendance' page in the Gradebook system. At the top, there is a navigation bar with 'Home', 'Attendance', 'Grades', 'Reports', 'Settings', and 'Admin'. The current page is 'Attendance > Post/View Attendance'. Below the navigation bar, there are input fields for 'Date: 11/14/2006' and 'Period: 01', along with a 'Print' button. The main content area is titled 'Attendance' and includes a 'PIN:' field and a 'Post Attendance' button. Below this, the date and period are confirmed as 'Date: 11/14/06' and 'Period: 01'. A table displays the attendance data for 15 students, with columns for Student ID, Last name, First name, Attendance (Absent, Tardy, Present), Grade, and Course Section.

Student ID	Last name	First name	Attendance	Grade	Course Section
029240	ALVIZO	MARIA G	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	ENG 2 (1213-25)
019220	BLANCO	YVONNE	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	ENG 2 (1213-25)
023499	CANELO	MIGUELA	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	ENG 2 (1213-25)
019261	FLORES	RUBEN	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	ENG 2 (1213-25)
018545	FRAUSTO	CHRISTINA A	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	ENG 2 (1213-25)
017052	GARCIA	RITAA	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	ENG 2 (1213-25)
016918	GARZA	FERNANDO	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	ENG 2 (1213-25)
018589	GARZA	MARCELA	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	ENG 2 (1213-25)
026233	GONZALES	JERRY	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	ENG 2 (1213-25)
036082	HERNANDEZ	CESAR D	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	ENG 2 (1213-25)
020643	HERNANDEZ	NORMA I	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	ENG 2 (1213-25)
031012	MARTINEZ	GERARDO	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	ENG 2 (1213-25)
015403	MARTINEZ	JESUS	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	ENG 2 (1213-25)
017952	MESTA	ABEL	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	09	ENG 2 (1213-25)

### To select a posting date:

The page displays data for the current date by default. To enter another date, type the date in the MMDDYYYY format, or click to open the calendar and select a valid date. To close the calendar, you must click a valid date on the calendar.

For multi-track campuses, the tracks are listed below the date and are highlighted with color-coding, when applicable.



- You cannot select a date outside the current calendar year. Valid school dates begin with the earliest meeting day for any track at the campus and end with the latest meeting day for any track at the campus. If you type a date that is invalid according to the calendar, an error message is displayed next to the **Date** field. You must type or select a valid date.
- Some campuses may not allow you to post attendance for a prior date. In this case, the **Post Attendance** button is not displayed for prior dates.
- Courses are only displayed on the days met. For example, a course that meets only on Monday is displayed only when the attendance date is a Monday.

**To select a posting period:**

In the **Period** field, select the period/course for which you want to view or record attendance. Only valid attendance periods are displayed in the drop-down list. The drop-down list provides period numbers with the courses you teach at each period. By default, the page displays data for the first period for which you have not posted attendance.

The list of active students for the selected date and period/course is displayed. The student ID, name, grade level, and course section are displayed for each student.

- If you teach multiple courses for the selected period, all students in all courses are displayed.
- If you select a date/period combination for which no course is taught, an error message notifies you that no students are enrolled in the selected date and period.
- Attendance can be posted only once for each date/period. If you already posted attendance for the date/period, the period is shaded gray in the drop-down list.
- If you select the period, a message notifies you that attendance has been posted for the date/period, and a view-only list is displayed.

txGradebook District: TESTING DISTRICT - 218907 Campus: SUNNYLAND HIGH SCHOOL

Home Attendance Grades Reports Settings Admin 120 - ABERLE, J | logout

Attendance > PostView Attendance

Date: 11/14/2006 Period: 01 Print

Attendance

Date: 11/14/06 Period: 01



Attendance has already been posted

Student ID	Last name	First name	Attendance	Grade	Course Section
029240	ALVIZO	MARIA G	ABSENT	11	ENG 2 (1213-25)
019220	BLANCO	YVONNE	PRESENT	10	ENG 2 (1213-25)
023499	CANELO	MIGUEL A	PRESENT	09	ENG 2 (1213-25)
019261	FLORES	RUBEN	PRESENT	10	ENG 2 (1213-25)
018545	FRAUSTO	CHRISTINA A	PRESENT	10	ENG 2 (1213-25)
017052	GARCIA	RITA A	PRESENT	10	ENG 2 (1213-25)
016918	GARZA	FERNANDO	PRESENT	10	ENG 2 (1213-25)
018589	GARZA	MARCELA	PRESENT	10	ENG 2 (1213-25)
026233	GONZALES	JERRY	PRESENT	10	ENG 2 (1213-25)
036082	HERNANDEZ	CESAR D	PRESENT	10	ENG 2 (1213-25)
020643	HERNANDEZ	NORMA I	PRESENT	10	ENG 2 (1213-25)
031012	MARTINEZ	GERARDO	PRESENT	10	ENG 2 (1213-25)
015403	MARTINEZ	JESUS	PRESENT	10	ENG 2 (1213-25)
017952	MESTA	ABEL	PRESENT	09	ENG 2 (1213-25)
038145	MINTS	LAURA E	PRESENT	10	ENG 2 (1213-25)
037218	MORSE	JOAN M	PRESENT	10	ENG 2 (1213-25)
016850	OLIVO	GREGORIO	PRESENT	11	ENG 2 (1213-25)



### To record attendance:




When you select the date and period, a class list is displayed. All students are set to **Present** by default. For students who are tardy or absent for the selected date/period, mark accordingly in the **Attendance** fields by clicking  for **Absent** or **Tardy**.

- As you mark students absent or tardy, the rows change color. Tardy students are shaded yellow, and absent students are shaded red.
- The total number of students enrolled in the period is displayed at the bottom of the column.
- Students in self-paced and non-graded courses are included on the attendance list.
- You can click the student ID to view the student's profile.
- Some iTCCS campuses may not allow students to be tardy during the ADA period. This is an option set by the campus. If the campus does not allow you to record tardies during the ADA period, the **Tardy** option is disabled. This does not apply to RSCCC campuses.
- Some elementary campuses may not allow students to be absent during the elementary tardy period. This is an option set by the campus. If the campus does not allow you to record absences during the elementary tardy period, the **Absent** option is disabled.
- If a student's absence is pre-posted (e.g., a scheduled band trip or a student who called in sick), the student is shaded gray, and the **Attendance** field displays the reason for his absence. Pre-posted absences are handled by the attendance clerk, so you cannot mark attendance for the student.


- Students whose attendance is excluded from reporting are included in the list, but you cannot record attendance for the students. This is a rare circumstance.
- Students who are on a track that does not meet on the selected date are displayed on the page; however, the **Absent/Tardy/Present** fields are replaced by a message indicating that the date is not a membership day for the student.
- If a student withdrew from the course, the message **withdrawn student** is displayed by his name.
- If the attendance clerk entered comments associated with a student's pre-posted attendance for the date displayed, the comments icon  is displayed next to the pre-posted attendance. Click  to view the comments.

### To sort and rearrange columns:

The columns can be sorted and rearranged according to your preferences. An arrow  indicates the column and order by which the table is currently sorted. If a column can be sorted, a sort box  is displayed in the column heading.

- To resort the list by another column heading, click  in the column heading. The column is sorted in ascending order, as indicated by  in the column heading. To sort the column in descending order, click  again. The sort arrow changes direction.

If you sort by the last name column, the table actually sorts by last name, then first name. If you sort by the first name column, the table actually sorts by first name, then last name.

- To rearrange the columns, click  on the left side of the column you want to move, and then drag the column to the desired location in the table. Before you drop the column in the new location, a red bar appears in the location in which it will drop.

### To post attendance:

After you record attendance for the course, review your input carefully. You can post the data only once for each period/course. If you need to correct the attendance after you posted attendance, you must contact the attendance clerk to correct the error. Follow procedures established by the campus (e.g., print the posted attendance report, make any corrections, sign the report, and submit it to the campus administrators).

When you are satisfied with your attendance input, you must post the data.

1. Type your PIN in the **PIN** field.
2. Click **Post Attendance**. If your changes were saved successfully, the page reloads with a message indicating that the attendance was posted successfully.
  - If you indicated that all students are present (and no absences were previously entered by the attendance clerk), a message is displayed prompting you to confirm that all students are marked present.
    - Click **Continue** to confirm. Attendance is posted, and the All Present flag in the database is set to Y (yes).

- Click **Cancel** not to confirm. Attendance is not posted.
- After posting is complete, the attendance list is view only.
- If the campus does not allow you to post attendance for a prior date, the **Post Attendance** button is not displayed for prior dates.

**To post attendance for new students:**

New students are indicated with **NEW** beside their student IDs. The icon remains for that date only.

**Note:** Students whose first day (or reentry day) is not the official first day of school cannot be marked absent during the ADA period on their first day. The **Absent** option is disabled.

**To print attendance data:**


1. To print the attendance list for the date/period/course displayed, click **Print**. The Print dialog box opens allowing you to select your printer and settings.
2. Click **Print** to continue, or click **Cancel** to cancel printing.

You can print the list whether it is posted or not posted. The printed attendance list for an unposted class provides blanks in which you can mark attendance.

Post/View Attendance				Page 1 of 1			
<b>Attendance</b>							
District: TESTING DISTRICT - 218907							
Campus: SUNNYLAND HIGH SCHOOL							
Date: 11/14/06							
Period: 03							
Student ID	Last name	First name	Attendance			Grade	Course Section
<a href="#">035520</a>	BOSQUEZ	DORIAN C	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">080616</a>	CARRILLO	LEANNE R	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">019234</a>	CERDA	HERIBERTO	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">036048</a>	CHAVEZ	TRACIE M	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">027495</a>	CRAWFORD	CHRISTOPH B	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">019255</a>	DURAN	WENDY C	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">029994</a>	GAVRILOV	JAMES C	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">019282</a>	GRECO	ROSA M	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">036043</a>	GREEN	LONNIE R	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">039056</a>	KNIGHT	APRIL M	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">038317</a>	KOECHEL	ERIN J	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">018536</a>	MARTINEZ	ERIKA L	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">030799</a>	MEZA	PAUL A	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">018560</a>	ROCHA	LYDIA Y	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">035531</a>	URSBY	VERONICA R	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">028606</a>	VALLES	SIDDHARTH J	Absent	Tardy	Present	10	ENG 2H(1215-01)
<a href="#">036094</a>	WALTERS	MARK H	Absent	Tardy	Present	10	ENG 2H(1215-01)
# Students: 17							
Printed on: 12/14/06 11:01:01 AM							

**To perform an attendance inquiry:**

If attendance was already posted for the selected date/period/course, the attendance data is view-only.

- Student absences and tardies are highlighted, and you can click  to view any comments associated with the absence.
- If a student withdrew from the course since attendance was posted for the date, his attendance record is displayed.
- If a student's enrollment date is after the selected attendance date, his attendance record is not displayed.

**To record attendance on the first day of school:**

On the first day of school, teachers cannot use txGradebook to record or post attendance during the ADA period. You can only view and print data, and you must record attendance manually on the printed sheets.

1. Click **Print** to print the attendance list for each period/course.
2. Mark attendance on the list manually. If you have students in a period who are not on the attendance list, print their names and student IDs in the rows provided at the bottom of the list.
3. Sign and date the list on the lines provided.

# Administer Categories

The Administer Categories page allows you to establish categories that describe the types of assignments you will use in the selected semester and course section. An initial set of categories, defined by the campus, is set at the beginning of the year. If you have an assignment that falls under a category that is not included in the list, you can create a new category, if allowed by the campus. The category you create is added to the master list and will be available for all teachers to use. The list of categories will continue to grow as you and the other teachers add categories.

For your selected categories, you must specify the type of weighting to use for calculating averages (e.g., percent-based, point-based, or multiplier-based). You can also assign your own category colors to enable color-coding of assignments on the Assignment Grades page.

From the page, you can also copy categories from one course to other course sections.

## To access the page:

From the Settings menu, select Administer Categories. The Administer Categories page is displayed.

txGradebook District: TxEIS ISD Campus: Houston High School

Home Attendance Grades Reports Settings 273 - BAILEY, PETER J | logout

Settings > Update Profile Administer Categories Administer Assignments Course Note Seating Chart Setup

Semester: 1 Course Section: 07 DIG GRAPH/ANIMA (8933-01)

### Administer Categories

**Weighting Type**  
Assignment grades have been entered for this semester, the weighting type may not be modified.

Percentage  Point  Multiplier

**Available Categories**  
Drag and drop (or double click) categories from this list onto the selected categories table.

- Class Work
- Essays
- Extra Credit
- Homework
- Lab
- PT Exam

Add new category type

Selected Categories								
Delete	Category name	Color	Cycle 1		Cycle 2		Cycle 3	
			% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
	Tests	Yellow	50	0	50	0	50	0
	Homework	Green	30	0	30	0	30	0
	Lab	Red	20	0	20	0	20	0
	Totals		100	>>	100		100	

PIN:  Save

[Copy categories to other course sections...](#)

## To select the weighting type for the course section:

Select the semester and course section for which you want to administer categories. Then under **Weighting Type**, select the weighting type you want to use for the categories.

**Note:** You must use the same weighting type for all cycles in a semester and for all semesters of a course.

- If you select **Percentage**, you will assign percentages to each category. The percentages must total 100%.
- If you select **Point**, you will provide point values for each category. The point values must equal the total number of points for the cycle. When using point-based weighting, the categories are only used for grouping similar assignments. The calculation is based on the total points, not weighting.
- If you select **Multiplier**, you will provide a multiplier number (between 1-9) for each category. For multipliers greater than one, the individual assignment grades are counted multiple times. Multiplier-based weighting is often used in elementary schools.

For a detailed explanation of the formulas used to calculate working cycle averages, see Appendix 1 at the end of this guide.

If you post an override cycle grade for a student even if there are no categories for the course, the weighting type is automatically set to percentage.

**To create a new category:**

1. To add a new category to the list of available categories, click **Add new category type**. The **Add Category** section is displayed below the available categories.

**Note:** If the campus does not allow teachers to add categories, the **Add new category type** button is disabled, and you cannot add new categories; you must use the categories established by the campus.

**Administer Categories**

**Weighting Type**  
Assignment grades have been entered for this semester, the weighting type may not be modified.

Percentage    Point    Multiplier

**Available Categories**  
Drag and drop (or double click) categories from this list onto the selected categories table.

- Class Work
- Essays
- Extra Credit
- Homework
- Lab
- PT Exam

		Selected Categories						
		Cycle 1		Cycle 2		Cycle 3		
Delete	Category name	Color	% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
	Tests	Yellow	50	0	50	0	50	0
	Homework	Green	30	0	30	0	30	0
	Lab	Red	20	0	20	0	20	0
<b>Totals</b>			100	>>	100		100	

PIN:

[Copy categories to other course sections...](#)

**Add Category** ←

Category Name:

PIN:

2. In the **Category Name** field, type the name of the new category. You cannot type a name that is already included in the list of available categories. Please type carefully to avoid spelling errors.

Category names are not case-sensitive (e.g., if quiz already appears in the list, you cannot add Quiz).

3. In the **PIN** field, type your four-digit PIN, and then click **Add**. The new category is displayed in the list of available categories in alphabetical order. You can then double-click or drag it to your category list.


**Note:** Once a category is added to the list of available categories, it cannot be deleted from the list. If you add a category by mistake, you must contact the campus administrator to have it removed at the campus level. The category cannot be removed if it has assignments associated with it.

### To add a category to a course:

If a cycle is closed, the column heading for the cycle says **(closed)**, and the data cannot be changed.

1. To add one of the available categories to your category list, click on the available category and drag it to your category list. Or, double-click the available category. The category is displayed at the bottom of your category list.
2. Under **Selected Categories**, the table changes according to your selection in the **Weighting Type** field. For each cycle, the column heading is **% Weight**, **Points**, or **Multiplier**, according to your selection. For each category you add to your list, type the appropriate values.
  - If you selected **Percentage** for weighting type, the percentages must total 100%.
  - If you selected **Point** for weighting type, you cannot enter the total point values in the **Points** field. The field automatically displays the sum of the total points entered for all assignments for the category. For example, on the Administer Assignments page, if you enter five quizzes in the Quiz category, each with total points set to 100, the field displays 500.
  - If you selected **Multiplier** for weighting type, you must type a value between 1-9 for the **Multiplier** field.

If you selected a category created at the campus level, and the campus entered a weight for the category, the weight is displayed in the **% Weight** field for the category. You can change the weight, unless the campus locked the weight for the category. If the weight is locked, the weight is displayed in the field and cannot be changed.

3. Under **Selected Categories** in the **Color** column, click  to select a color for the category. The color is used to color-code assignments on the Assignment Grades page. By default, no color is assigned to the category. The color can be changed any time.
4. Under **Selected Categories** in the **# Drop** column for each cycle, type the number of items that can be dropped during a cycle. For example, you may want to drop the student's three lowest grades from the homework category.

**Warning:** If all assignments in the category do not have the same total points value (as entered on the Administer Assignments page), the calculations for dropping a specified number of assignments for the category may result in an average that is different than expected. If the total points value varies, then the grade with the lowest number of points may not necessarily be the lowest grade.


- Only non-excluded grades are dropped. If you exclude an assignment for a student on the Assignment Grades page, the assignment is not counted as one of the grades that will be dropped.
  - If you do not want to drop any grades from the category, type 0.
  - If the **# Drop** field is set to a value other than 0 for any categories, the student's average will reflect the dropped grades.
5. Before you leave the page, you must save your changes. Type your PIN, and then click **Save**.

#### **To remove a category from a course:**

To remove a category from your category list, click **x** beside that category in the **Delete** column.

**Note:** You cannot delete a category that has assignments associated with it. The **x** is not displayed for the categories.

#### **To copy categories from one cycle to another:**

After you enter the weighting type value and number of assignments to drop for cycle 1, you can click  to copy the values to cycles 2 and 3.

#### **To copy categories to another course section:**

Once you save the categories for a course, you can copy the categories to another course section. The category color-coding is also copied.

1. Select the semester and course section from which you want to copy categories, and then click **Copy categories to other course sections**. The Copy Categories page is displayed.

txGradebook District: TxEIS ISD Campus: Houston High School

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Settings > Update Profile Administer Categories Administer Assignments Course Note Seating Chart Setup

### Copy Categories

From : 07 DIG GRAPH/ANIMA (8933-01)

To:

**Semester: 1**

Course	Period	Copy
04 BOYS ATHLE 2A (5423-01)	04	<input checked="" type="checkbox"/>
04 BOYS ATHLE-1A (5413-01)	04	<input checked="" type="checkbox"/>
04 BOYS ATHLTCS 3 (5433-01)	04	<input checked="" type="checkbox"/>
04 BOYS ATHLTCS 4 (5443-01)	04	<input type="checkbox"/>
06 VIDEO TECH (8953-01)	06	<input type="checkbox"/>
07 DIG GRAPH/ANIMA (8933-01)	07	<input type="checkbox"/>

**Semester: 2**

Course	Period	Copy
04 BOYS ATHLE 2B (5424-01)	04	<input type="checkbox"/>
04 BOYS ATHLE-1B (5414-01)	04	<input type="checkbox"/>
04 BOYS ATHLTCS 3 (5433-01)	04	<input type="checkbox"/>
04 BOYS ATHLTCS 4 (5443-01)	04	<input type="checkbox"/>
06 VIDEO TECH (8953-01)	06	<input type="checkbox"/>
07 DIG GRAPH/ANIMA (8933-01)	07	<input type="checkbox"/>

PIN:

[Back to Categories](#)

The **From** field displays the course from which you are copying assignments. In the table, all of your active courses are displayed with check boxes.

2. Under **Copy**, select one or more courses to which you want to copy the categories. If any of your other courses have categories that have assignments, you cannot copy to those courses. The **Copy** check boxes for the courses are grayed out, and you cannot select the courses.
  - All categories for a course must be copied as a group to the other course; you cannot copy individual categories. The categories for a course section cannot be copied to itself.
  - You can click a course title to view the existing categories for the course.
3. Type your PIN, and then click **Copy** to copy the categories.

If the categories are successfully copied, the page reloads and displays a list of courses to which your categories were copied. The changes are saved to the database.

txGradebook District: TxEIS ISD Campus: Houston High School

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Settings > Update Profile Administer Categories Administer Assignments Course Note Seating Chart Setup

### Copy Categories

Categories for 04 BOYS ATHLE 2A (5423-01), semester 1, have been successfully saved.  
 Categories for 04 BOYS ATHLE-1A (5413-01), semester 1, have been successfully saved.  
 Categories for 04 BOYS ATHLTCS 3 (5433-01), semester 1, have been successfully saved.

From : 07 DIG GRAPH/ANIMA (8933-01)

To:

**Semester: 1**

Course	Period	Copy
04 BOYS ATHLE 2A (5423-01)	04	<input checked="" type="checkbox"/>
04 BOYS ATHLE-1A (5413-01)	04	<input checked="" type="checkbox"/>
04 BOYS ATHLTCS 3 (5433-01)	04	<input checked="" type="checkbox"/>
04 BOYS ATHLTCS 4 (5443-01)	04	<input type="checkbox"/>
06 VIDEO TECH (8953-01)	06	<input type="checkbox"/>
07 DIG GRAPH/ANIMA (8933-01)	07	<input type="checkbox"/>

**Semester: 2**

Course	Period	Copy
04 BOYS ATHLE 2B (5424-01)	04	<input type="checkbox"/>
04 BOYS ATHLE-1B (5414-01)	04	<input type="checkbox"/>
04 BOYS ATHLTCS 3 (5433-01)	04	<input type="checkbox"/>
04 BOYS ATHLTCS 4 (5443-01)	04	<input type="checkbox"/>
06 VIDEO TECH (8953-01)	06	<input type="checkbox"/>
07 DIG GRAPH/ANIMA (8933-01)	07	<input type="checkbox"/>

PIN:

[Back to Categories](#)

If you attempt to copy categories to a course that already has categories (but no assignments), a message is displayed warning that you will override any categories that are already set up for the other course(s).

- Click **Back to Categories** to return to the Administer Categories page, or make another selection from the menu.

**To change the weighting type:**

If you change the weighting type after categories are entered, a message is displayed notifying you that all entered values for the categories will be cleared if you change the weighting type. You can click **OK** to change the weighting type, or you can cancel the action.

**Notes:**

- You cannot change the weighting type if you entered assignment grades for any category.
- You cannot change the weighting type for the second semester of a two-semester course. The weighting type must be the same for all semesters of a course.

**To add course notes:**

To enter optional comments and notes about the course that will be viewable in txConnect, see Course Notes in the Registration and Login section of this guide.

# Administer Assignments

The Administer Assignments page allows you to enter course assignments for your active courses, including extra credit assignments. For each assignment you create, you must specify an assignment category and enter an assignment description and total number of possible points for the assignment. You can also enter the assignment date and due date, which are helpful when sorting grades on the Assignment Grades page.

- You can only enter assignments for active courses.
- Categories must be established for the course before you can enter assignments.
- You cannot make changes to assignments once the cycle is closed.

From the page, you can also copy assignments to other courses.

### To access the page:

From the Settings menu, select Administer Assignments. The Administer Assignments page is displayed.

Semester: 1 Cycle: 1 Course Section: 07 DIG GRAPH/ANIMA (8933-01)

### Administer Assignments

Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Notes
	Classroom Rules and Expec.	Homework	Date: <input type="text"/>	Date: 9/2/2009	100	<input type="checkbox"/>	<input type="text"/>
	Ch. 17 Review Questions	Homework	Date: <input type="text"/>	Date: 9/4/2009	100	<input type="checkbox"/>	<input type="text"/>
	Ch. 1 Quiz	Homework	Date: <input type="text"/>	Date: 9/8/2009	100	<input type="checkbox"/>	<input type="text"/>
	Ch. 1 HTML Test	Tests	Date: <input type="text"/>	Date: 9/10/2009	100	<input type="checkbox"/>	<input type="text"/>
	HTML Test 2	Tests	Date: <input type="text"/>	Date: 9/11/2009	100	<input type="checkbox"/>	<input type="text"/>
	HTML Quiz	Homework	Date: <input type="text"/>	Date: 9/23/2009	100	<input type="checkbox"/>	<input type="text"/>
	HTML Test#3	Tests	Date: <input type="text"/>	Date: 9/25/2009	100	<input type="checkbox"/>	<input type="text"/>
	Web Page	Lab	Date: <input type="text"/>	Date: 9/30/2009	100	<input type="checkbox"/>	<input type="text"/>

Add New Assignment

PIN:  Save

[Copy assignments to another course section / cycle...](#)

**To add an assignment:**



You can enter assignments from day to day, or you can enter assignments for an entire cycle at once.

1. Select the semester, cycle, and course section for which you want to add an assignment. All assignments that were previously entered for the semester/cycle/course section are displayed. If no assignments were entered, a blank row is displayed allowing you to add an assignment.
2. To add a new assignment if a blank row is not available, click **Add New Assignment**. You can also press **Tab** from the last field on the previous row. A new row is displayed at the bottom of the assignments list.
3. In the **Assignment Name** field, type a name for the assignment (e.g., Pop Quiz 1). The field can be up to 50 characters.

**Notes:**

- It is helpful to keep the assignment name as brief as possible; however the name should be descriptive enough to distinguish it from other assignments. Longer assignment names will require more space on the Assignment Grades page, which may result in a more cumbersome page. Assignment names can be changed at any time, as needed.
  - You cannot add duplicate assignment names within a category. If you attempt to enter an assignment name that already exists for the category, a message is displayed indicating that there is an assignment with the same name.
4. In the **Category** field, select a category for the assignment. The categories are established on the Administer Categories page.



If a color has been assigned to the category on the Administer Categories page, the drop down displays the assigned color.

5. In the **Date Assigned** field, type the date the assignment is due in the MMDDYYYY format, or click  to select a valid date from the calendar. To close the calendar, you must click a valid date on the calendar.
6. In the **Date Due** field, type the date the assignment is due in the MMDDYYYY format, or click  to select a valid date from the calendar. To close the calendar, you must click a valid date on the calendar.
7. In the **Total Points** field, type the total number of possible points for the assignment. The **Total Points** field cannot be zero, unless it is an extra credit assignment. The default value for the field is 100.







**Warning:** If all assignments in a category do not have the same total points value, the calculations for dropping a specified number of assignments for the category (as indicated in the **# Drop** field on the Administer Categories page) may result in an average that is different than expected. If the total points value varies, the grade with the lowest number of points may not necessarily be the lowest grade.

8. Select **Extra Credit** if the assignment is an extra credit assignment. If the assignment is for extra credit, the **Total Points** field must be set to zero.

Extra credit assignments add points to the average for the category selected. If a student has no grade or a zero for the extra credit assignment, it does not count against him when his average is calculated. For more information on calculating extra credit in a student's working cycle average, see the Extra Credit section in Appendix 1 at the end of this guide.

9. In the **Notes** field, click  to add optional notes for the assignment. If entered, the notes are viewable in txConnect. Add the note in the Note dialog box, and then click **Ok**. The Note dialog box closes, and the note icon is yellow  to indicate that a note was entered.
10. Before you leave the page, you must save your changes.
  - Type your PIN, and then click **Save**.
  - If your changes were saved successfully, the page reloads, and a message is displayed indicating that the assignments were saved successfully.

### To edit an assignment:

1. To modify data for an assignment, type over the existing data with the new information.
2. In the **Notes** field, the icon is gray  if there are no notes currently entered, or the icon is yellow  if there are notes currently entered. Click  to add, or click  to update optional notes for the assignment. If entered, the notes are viewable in txConnect.
  - Add or update the note in the Note dialog box, and then click **Ok**. The Note dialog box closes, and the note icon is yellow  to indicate that a note was entered.
  - To clear the note for the assignment, click **Clear**. The Note dialog box closes, and the note icon is gray  to indicate that there are no notes entered.
3. Before you leave the page, you must save your changes.
  - Type your PIN, and then click **Save**.
  - If your changes were saved successfully, the page reloads, and a message is displayed indicating that the assignments were saved successfully.

### To delete an assignment:

1. To delete an assignment, click **x** under **Delete** for the assignment. You cannot delete an assignment if grades were posted for the assignment. The **x** is not displayed for the assignments.

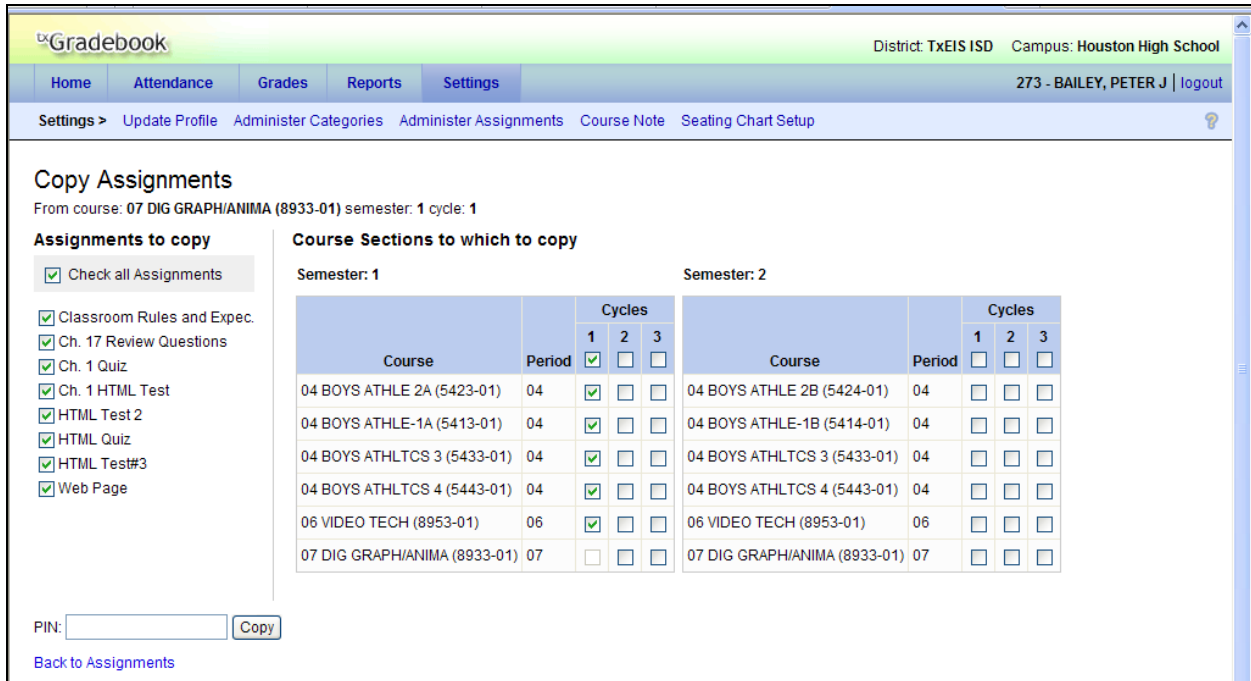
If you delete grades on the Assignment Grades page in order to delete an assignment, you must be sure to delete the grade for any withdrawn students.

2. Before you leave the page, you must save your changes.
  - Type your PIN, and then click **Save**.
  - If your changes were saved successfully, the page reloads, and a message is displayed indicating that the assignments were saved successfully.

**To copy assignments to another course section:**

Once you save assignments for a course, you can copy the assignments to another course section. Assignment notes are also copied with the assignments.

1. Select the semester, cycle, and course section from which you want to copy assignments. Click **Copy assignments to another course section/cycle**. The Copy Assignments page is displayed.



The **From course** field displays the course, semester, and cycle displayed on the previous page. This is the course from which you are copying categories.

2. Under **Assignments to copy**, all assignments for the selected course are displayed. You can select specific assignments, or you can select **Check all Assignments** to select all assignments.
3. Under **Course Sections to which to copy**, all course sections for all cycles are displayed. You can select specific course sections, or you can select the box at the top of the cycle column to select all course sections for the cycle.
4. After your selections are made, type your PIN, and then click **Copy**.

If the assignments were successfully copied, the page reloads, and a list of assignments and the courses to which the assignments were copied is displayed. The changes are saved to the database.

txGradebook District: TxEIS ISD Campus: Houston High School

Home Attendance Grades Reports Settings 273 - BAILEY, PETER J | logout

Settings > Update Profile Administer Categories Administer Assignments Course Note Seating Chart Setup

### Copy Assignments

From course: 07 DIG GRAPH/ANIMA (8933-01) semester: 1 cycle: 1

Classroom Rules and Expec. was successfully copied to 04 BOYS ATHLE 2A (5423-01) cycle 1.  
 Ch. 17 Review Questions was successfully copied to 04 BOYS ATHLE 2A (5423-01) cycle 1.  
 Ch. 1 Quiz was successfully copied to 04 BOYS ATHLE 2A (5423-01) cycle 1.  
 Ch. 1 HTML Test was successfully copied to 04 BOYS ATHLE 2A (5423-01) cycle 1.  
 HTML Test 2 was successfully copied to 04 BOYS ATHLE 2A (5423-01) cycle 1.  
 HTML Quiz was successfully copied to 04 BOYS ATHLE 2A (5423-01) cycle 1.  
 HTML Test#3 was successfully copied to 04 BOYS ATHLE 2A (5423-01) cycle 1.  
 Web Page was successfully copied to 04 BOYS ATHLE 2A (5423-01) cycle 1.

Classroom Rules and Expec. was successfully copied to 04 BOYS ATHLE-1A (5413-01) cycle 1.  
 Ch. 17 Review Questions was successfully copied to 04 BOYS ATHLE-1A (5413-01) cycle 1.  
 Ch. 1 Quiz was successfully copied to 04 BOYS ATHLE-1A (5413-01) cycle 1.  
 Ch. 1 HTML Test was successfully copied to 04 BOYS ATHLE-1A (5413-01) cycle 1.  
 HTML Test 2 was successfully copied to 04 BOYS ATHLE-1A (5413-01) cycle 1.  
 HTML Quiz was successfully copied to 04 BOYS ATHLE-1A (5413-01) cycle 1.  
 HTML Test#3 was successfully copied to 04 BOYS ATHLE-1A (5413-01) cycle 1.  
 Web Page was successfully copied to 04 BOYS ATHLE-1A (5413-01) cycle 1.

Classroom Rules and Expec. was successfully copied to 04 BOYS ATHLTCS 3 (5433-01) cycle 1.  
 Ch. 17 Review Questions was successfully copied to 04 BOYS ATHLTCS 3 (5433-01) cycle 1.  
 Ch. 1 Quiz was successfully copied to 04 BOYS ATHLTCS 3 (5433-01) cycle 1.  
 Ch. 1 HTML Test was successfully copied to 04 BOYS ATHLTCS 3 (5433-01) cycle 1.  
 HTML Test 2 was successfully copied to 04 BOYS ATHLTCS 3 (5433-01) cycle 1.  
 HTML Quiz was successfully copied to 04 BOYS ATHLTCS 3 (5433-01) cycle 1.  
 HTML Test#3 was successfully copied to 04 BOYS ATHLTCS 3 (5433-01) cycle 1.  
 Web Page was successfully copied to 04 BOYS ATHLTCS 3 (5433-01) cycle 1.

If you are copying assignments for the current semester/cycle, the entire assignment record is copied, including the assignment date, due date, and assignment notes. If you are copying assignments to a future semester/cycle, the assignment record is copied without the assignment date and due date. The assignment notes are copied to the future semester/cycle.

- To return to the Administer Assignments page, click **Back to assignments**.



# Assignment Grades

The Assignment Grades page allows you to view and enter assignment grades for students by semester, cycle, and course section. You can view and enter grades for one assignment or all assignments, for one category or all categories, and for one student or all students. Assignments are color-coded according to your category selections on the Administer Categories page.

You can enter comments and indicators for each assignment grade (e.g., excluded, late, or redo), and you can print grades by assignment. The page also allows you to accept transfer students into a course and enter a walk-in average for the transfer students.

### To access the page:

From the Grades menu, select Assignment Grades. The Assignment Grades page is displayed.

Semester: 1 Cycle: 1 Course Section: 01 TEX HIST 7 (4723-11) Retrieve Data

Category: All Categories Assignment: All Assignments Due Date: Student: All Students Show withdrawn

Semester: 1 Cycle: 1 Course Section: 01 TEX HIST 7 (4723-11) Hide Menu

Student ID	Student name	Cycle average	Participation Week 1 Participation Due: 8/29/2008 Max: 100	Homework Chapter 1 Questions Due: 8/29/2008 Max: 100	Quiz Chapter 1 Quiz Due: 8/29/2008 Max: 100	Weekly Articles Week 1 Texas Article - Commerce Due: 9/5/2008 Max: 100	Study Guide Chapter 1 Study Guide Due: 9/19/2008 Max: 100
011694	AUSTIN, TAMARA M	88	100	95	74	74	95
011985	BARNES, CADEN M	84	100	75	75	85	95
011730	BEMIS, ALYSSA P	91	100	85	85	95	95
011651	BROWN, ZAHMARR J	96	100	92	96	96	95
011117	BUCK, PIERCE A	81	100	63	65	98	95
009381	COLEMAN, KAELA E	71	100	56	25	97	95

Assignments per Page: 5 << Previous 1 - 5 Next >>

Sort Assignments by Date Due in: (Ascending/Descending) order.

PIN: Save Grades Calculate Averages

### To enter assignment grades:

- To enter assignment grades, select the semester, cycle, and course section.
 

**Note:** If you marked the course as ready to post on the Cycle Grades page, the message [READY] is displayed in the **Course Section** drop-down list next to the course.
- Click **Retrieve Data**.
- Select one or more categories, assignments, or students. You can also type a due date to limit the assignments displayed to those that are due on or after that date.

The assignment grades table displays all students currently enrolled in the course section and the assignments, according to your selections.

4. Type the grades in the fields provided.

When you enter or change a grade, the table cell turns gray to indicate that the grade was changed but not yet saved. Once you save the assignment grades, the cell is not gray.

5. Before you leave the page, you must save the data. Any data that was changed since the last time you saved your grades is indicated by gray shading in the table cell.
  - Type your PIN, and then click **Save**.
  - If your changes were saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.

**Note:** Be aware that you may have changed data that is not currently displayed on the page. All changes are saved, including those that are not visible on the page. For example, if you are currently viewing assignment grades for one student, but you previously entered grades for other students, the grades for all students are saved, regardless of what is displayed on the page at the time you save the data.

#### Notes about entering assignment grades:

- You can click the student ID to view the student's profile.
- Withdrawn students are not automatically displayed. To see withdrawn students in the list, select **Show withdrawn**. Withdrawn students are displayed in a blue row, and the message **Withdrawn** and the withdrawal date is displayed by the student's name. To hide withdrawn students, unselect **Show withdrawn**.
- If the course is set up to post alphabetical grades, the **Show averages as alpha** field is displayed. To display averages as alphabetical grades, select **Show averages as alpha**. To display the averages as numbers, clear the **Show averages as alpha** field.

For courses that use alphabetical grades, a cookie is set to remember the setting, and the page always displays averages according to the setting by default. Averages are also displayed on the Cycle Grades page. Courses that use numeric grades always display grades numerically.

- If the course is set up for alphabetical or ESNU grade posting, you can enter letter grades or numeric grades. If you enter a letter grade, it is automatically converted to a numeric grade for calculating the working cycle average, according to the conversion values set by the campus.
- The category for each assignment is displayed above the assignment description. The date due and total possible points are also displayed.
- If you type an invalid grade, such as a letter grade that does not have a conversion value, the cell is shaded red. You must correct the entry before you can save the grades.
- Only whole numbers can be entered for numeric grades.

- Other codes can be entered in place of a grade:
  - M - Missing
  - I - Incomplete

If you type I for any grade, the student's working cycle average will be I until a grade is entered.

- Dropped grades are italicized.
- The **Cycle average** field displays the student's working cycle average. The average is updated every time you access the page, click **Calculate Averages**, and/or save grades. If the student does not yet have a working cycle average, the field is blank.


The working cycle average is calculated according to the weighting selected on the Administer Categories page. The working cycle average is rounded to a whole number. If the decimal value is .5 or greater, the grade is rounded up.

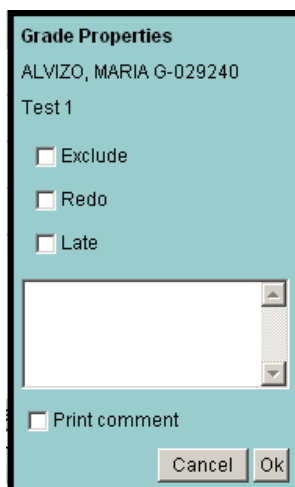
If you use percentage-based categories, and you have a category that does not yet have grades (e.g., if it is early in the cycle and you have not administered any tests), the student's working cycle average is calculated based on the percentages for the categories that have grades.

- The **Overall Averages** (i.e., class averages) for the working cycle average and each assignment is displayed in the bottom row of the table. The overall averages are updated every time you click **Calculate Averages** and every time you save grades.

For more information on working cycle average calculations, view Appendix 1 at the end of this guide.

### To add comments or indicators to an assignment:

1. To add comments or indicators (e.g., excluded, late, or redo) associated with an assignment, click  next to the assignment grade. The Grade Properties dialog box opens allowing you to enter additional information about that student's assignment.



**Grade Properties**  
ALVIZO, MARIA G-029240  
Test 1

Exclude

Redo

Late


Print comment

Cancel Ok



2. Select the appropriate indicator, and enter any comments.

If you want the indicators and/or comments to print on the student's IPR and displayed in Connect, select **Print comment**.

3. Click **Ok**.

- If there is no grade for the assignment, it cannot be marked as late or redo.
- If the assignment grade has been excluded (e.g., for a transfer student), the  icon is displayed. The grade remains in the field.

**Note:** If an assignment is excluded for a student, and you have entered a number in the **# Drop** field on the Administer Categories page (indicating that you want to drop a specified number of assignments for a category), the assignment grade does not count toward the number that will be dropped. Only non-excluded grades are dropped.

- If the assignment grade is marked as late or redo (but not excluded), the  icon is displayed.
- If the assignment grade has comments but is not marked as excluded, late, or redo, the  icon is displayed.

**Note:** Your comments and/or selections are not actually saved until you type your PIN and click **Save** to save all data on the Assignment Grades page. When you click **Ok**, it only saves your notes until you save all data on the Assignment Grades page.

**To mass enter grades:**

To mass enter an assignment grade for all students, use the **Fill** button at the bottom of each assignment grade column.

- If you entered grades for all students who have turned in the assignment, and want to enter zeros for all other students, type 0 in the **Fill** field, and then click **Fill**. All blank grade fields for the assignment are changed to 0.
- To mass replace blank grades with a value (e.g., 100), type the grade in the **Fill** field, and then click **Fill**. All blank grades for the assignment are changed to the entered grade.

**To mass exclude grades:**

To mass exclude grades for an assignment for all students, click **Exclude All** at the bottom of the assignment grade column.



**To mass delete grades:**

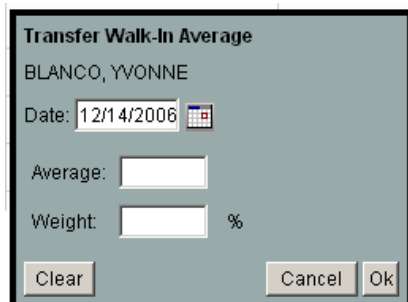
To change all assignment grades to blanks, delete any data from the **Fill** field, and then click **Fill**. All grades for the assignment are changed to blank.


### To accept transfer students:

If a student transfers into the course, you must accept the student into the course and enter his walk-in transfer average. The campus, student ID, course number, semester, and cycle must all be the same for the average to transfer.



**Note:** iTCCS users can transfer an average from another campus within the district if the student ID, course number, semester, and cycle are all the same.

1. Beside each student's name is the transfer icon . To enter a walk-in average for a transfer student, click  for the student. The Transfer Walk-In Average dialog box opens.



2. The **Date** field displays data for the current date by default. To enter a different date (if the student's transfer date is different from the date displayed), type the date in the MMDDYYYY format, or click  to select a valid date from the calendar. To close the calendar, you must click a valid date on the calendar.

**Note:** The transfer date does not override the student's entry date for the course.

3. In the **Average** field, type the student's walk-in average. This is the student's average in the class from which he transferred.
  - You can enter a numeric grade or an alphabetical grade (ABCD or ESNU). If a student transferred from a course that posts letter grades to a course that posts numeric grades, and a letter grade is entered for his transfer average, the student's working cycle average is displayed as a numeric grade.
  - See the **Transfer Students** section of Appendix 1 at the end of this guide for an explanation of calculating averages for transfer students.
4. In the **Weight** field, type the weight you want to apply to the student's walk-in average. For example, if a student transfers three weeks into a six-week cycle, you may want to enter a weight of 50%. The maximum weight you can enter is 99.
5. Click **Ok**.
  - Any course assignments that were due prior to the student's transfer date are excluded for the student, and the  icon is displayed for the assignments. You can override the exclusion if you want to have the transfer student complete an assignment that was due prior to his transfer date. To override the exclusion, click , deselect **Exclude**, and then click **Ok**.

- If you enter and save the transfer average data for the student, his walk-in average is calculated in his working cycle average, and the transfer icon changes to blue **T**. The icon remains blue for the remainder of the current cycle.




### To print assignment grades:

From the Assignment Grades page, you can print grades for one assignment at a time. If one assignment is selected, the **Print** button is displayed on the page.



**Note:** Do not use the Print option in the browser's File menu. Instead, always use the **Print** button on the page. The output generated by the **Print** button contains formatting to handle the features on the Assignment Grades page.




- To print the assignment grades displayed on the page, click **Print**. The Print dialog box opens allowing you to select your printer and settings. Click **Print** to continue, or click **Cancel** to cancel printing.
- To print assignment grades for all assignments for the course, use the Assignment Grades Report. To access this report, select Assignment Grades Reports from the Reports menu. View the Assignment Grades Report Help page for information about the report.

### To navigate the page:


- To temporarily hide the menu and selection options in order to see more students on the page, click **Hide Menu**. The logo, menu, and selection options disappear from the page. To make the information visible again, click **Show Menu**.
- By default, the page displays only the first five assignments. Click  in the **Assignments per Page** field to change the number of assignments displayed.
- If there are more assignments than can be displayed on the page, click **Previous** and **Next** to view the other assignments.
- The assignment grades table has its own scroll bars that work independently of the page. As data is added to the table, you may need to use the scroll bars to view the entire table.
- You can use the following keys to navigate the fields:
  - Press **Enter** after you enter each grade to move down the list to the next student. Press **Shift+Enter** to move up the list. You can also press the up or down arrow keys to move up and down the list.
  - Press **Tab** to move across the list to the next field. Press **Shift+Tab** to move back to the left.
- Assignments are displayed left to right in ascending order by the due date. (If there is no due date, they are displayed by the date assigned. Otherwise, the date entered is used.) To change the assignment display order to descending, change the **Sort Assignments by Date Due in** ( **Ascending**  **Descending**) order field to Descending.

**To sort and rearrange columns:**

The columns can be sorted and rearranged according to your preferences. An arrow  indicates the column and order by which the table is currently sorted. If a column can be sorted, a sort box  is displayed in the column heading.

- To resort the list by another column heading, click  in the column heading. The column is sorted in ascending order, as indicated by  in the column heading. To sort the column in descending order, click  again. The sort arrow changes direction.

If you sort by the last name column, the table actually sorts by last name, then first name. If you sort by the first name column, the table actually sorts by first name, then last name.

- To rearrange the columns, click  on the left side of the column you want to move, and drag the column to the desired location in the table. Before you drop the column in the new location, a red bar appears in the location in which it will drop.



# Cycle Grades

The Cycle Grades page allows you to review and enter end-of-cycle and end-of-semester grade data, including cycle and semester averages, working final grades, override grades, exams, citizenship grades, and comments. When all data is been entered correctly and is ready to post, you must submit the cycle and/or semester grades to Administration.

**Note:** If the page displays an error indicating that there is invalid data on the page, but there is no indication of which data is invalid, contact the database administrator to have the invalid data cleared out of the database.

### To access the page:

From the Grades menu, select Cycle Grades. The Cycle Grades page is displayed.

ID	Name	Posted Cycles	Current Cycle: 2				Semester Average	Working Final Grade
		1	Average (Auto Grade)	Override	Citizenship	Report Card Comments		
011690	AYO, CHRISTOPHER T	90	90	90	S		90	92
011669	MACALUSO, JORDAN A	90	89	89	S		90	88
011335	PRZYBYSLAWSKI, ALLISON M	69	89	89	S		79	83
010787	SCHOENROCK, CHRISTOPHER M	84	89	89	S		87	87
010854	TANNER, TROY N	98	89	89	S		94	90
011275	WILSON, SAREK R	90	89	89	S		90	88

### Notes about cycle grades:

- No data is displayed for future cycles.
- If it is not currently the last cycle of the semester, the **Semester Average** field displays the student's working semester average using the data that has been entered up to this point. The value is recalculated every time you click **Calculate Semester Averages** and every time you save grades.

- If the semester is closed, the **Semester Average** field displays the average from the grade course record.
- If a pre-posted semester exam grade exists, it is displayed under **Semester Average** and cannot be changed.
- If a cycle grade is blank, the semester grade is not calculated.
- All categories must have grades entered. If you have categories that do not have grades, you are not allowed to post your grades. The **Mark grades as Ready to Post** link is disabled until all categories have grades.
- Withdrawn students are not automatically displayed. To see withdrawn students in the list, select **Show Withdrawn Students**. A withdrawn student has the message **withdrawn** and the withdrawal date displayed by his name. To hide withdrawn students, unselect **Show Withdrawn Students**.
- If the course is set up to post alphabetical grades, and the **Show averages as alpha** field on the Assignment Grades page is selected, alphabetical grades are displayed. Otherwise, numeric grades are displayed.
- No Show students are not displayed.
- For transfer students, the prior cycle grades are entered at the campus level.
- Once saved, failing grades are highlighted in pink.

#### Notes about final grades:

- Final grade information is displayed under the **Working Final Grade** heading.
- The working final average includes the posted semester average for any previous semesters and the working semester average for the current semester.
- If a posted semester average exists for the current semester, the posted semester average is used in the final average calculation. If there is no posted semester average for the current semester, but an override semester grade exists, the override grade is used in the final average calculation.
- The working final average is recalculated if a semester exam is administered or an override grade is entered for the current semester.
- For students who were enrolled in a different section of the same course during a previous semester, the working final average includes the posted semester average for the other section (RSCCC only).
- The working final average is not displayed for campuses that use the semester grading concept.

- For situations where a student has been enrolled in more than one section of the same course during the first semester, and another section of the course during the second semester, the following applies:
  - If a semester average exists for only one of the first semester course sections, the semester one average is used to calculate the working final grade.
  - If a semester average exists for both of the first semester course sections, the system does not determine which average to use for the first semester. In this case, a question mark (?) is displayed for the semester one average and the working final grade.

**Note:** If the student was enrolled in one section of a course during semester one, and another section of the same course in semester two, the average for each semester is used to calculate the working final grade.

### To update data for the current cycle:

Select the semester and course section, and then click **Retrieve Data**. The semester/cycle grades table displays all students currently enrolled in the course section sorted by last name.

- You can click the student ID to view the student's profile.
- Current cycle information appears under the **Current Cycle: N** heading, where *N* is the cycle number.
- Current cycle information includes the following:
  - The **Average/(Auto Grade)** field displays the student's working cycle average, which is based on the data entered up to this point on the Assignment Grades page. The value is recalculated as assignment grade data is entered or changed for the student. The average will become the student's cycle average, unless the cycle grade is pre-posted or an override grade is entered in the **Override** field (either by the teacher or an administrator).

If the grade in the field is an auto grade, the grade is displayed in parentheses in a lighter shade than a working cycle average. The auto grade is not displayed if there is a working cycle average for the student.

For more information on calculating averages, view Appendix 1 at the end of this guide.

- The **Override** field allows you to override a student's working cycle average with a different grade (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70).
- If the student's cycle grade is pre-posted, the pre-posted grade is displayed in this field. You cannot override a pre-posted cycle grade.
- If you post an override grade for a student even if there are no categories for the course, the weighting type is automatically set to percentage.
- The **Citizenship** field allows you to enter the student's citizenship grade for the current cycle. Valid grades are ESNU and ABCDF.

- The campus may have the citizenship grade set to automatically give all students a default grade. You only need to enter grades for students whose citizenship grade differs from the default.
- For iTCCS users, if the campus does not give citizenship grades, or if you are not allowed to post citizenship grades, the field is not displayed.
- The **Report Card Comments** field allows you to enter up to five one-character comment codes to specify the comments you want to print on the report card (e.g., Excessive Talking or Finishes Work On Time).

For a list of valid report card comment codes and descriptions, click **Show Comment Legend**. The comment legend is displayed on the right side of the page allowing you to view valid codes. To hide the comment legend, click **Hide Comment Legend**.

### To update data for the last cycle of a semester:

Select the semester and course section. The semester/cycle grades table displays all students currently enrolled in the course section sorted by last name.

- You can click the student ID to view the student's profile.
- The end-of-semester information is displayed under the **Semester Grades** heading. End-of-semester information includes the following:

- The **Exam** field allows you to enter the student's semester exam grade. If the student is exempt from the exam, type E.

To fill all blank exam grades with E (exempt), click **Fill Exempt Exams**. All blank grades for the exam are changed to E.

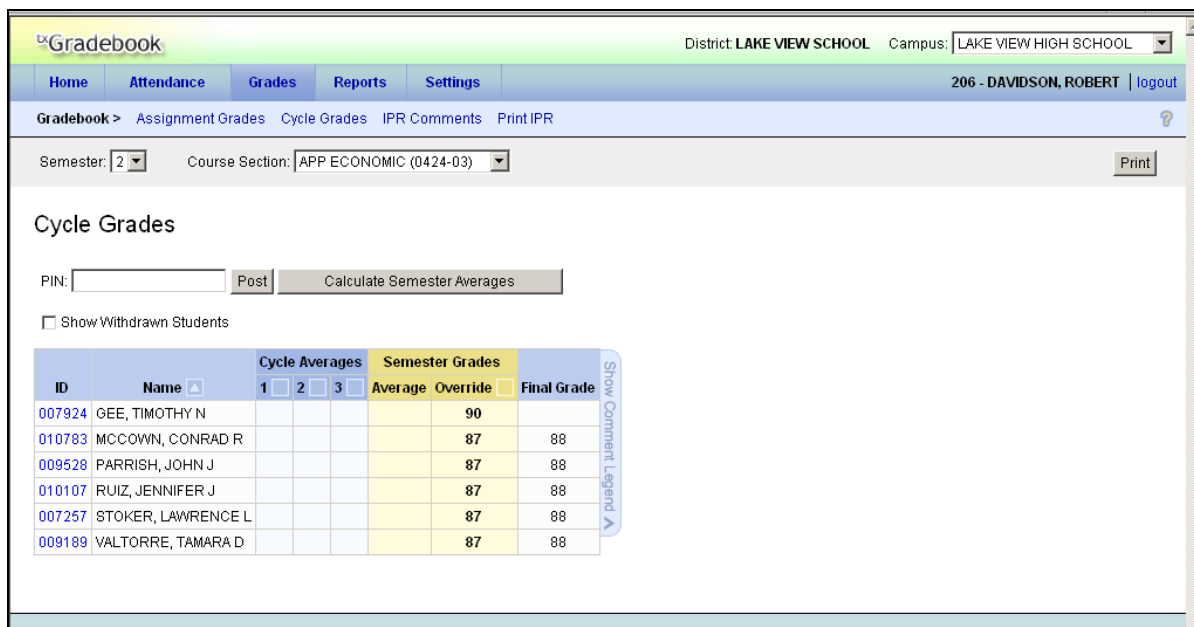
**Note:** Some elementary campuses may have a grade conversion value for E. If the campus uses E as a grade, the numeric value for the grade of E is used for the semester exam, instead of exempt, for calculating the semester average. In this case, you cannot use E to indicate that the student is exempt from the exam.

- The **Average** field displays the student's working semester average, based on the data entered up to this point. This value is recalculated every time you access the page, click **Calculate Semester Averages**, and/or save grades.
- For campuses that do not have semester exams every semester (e.g., a four-semester campus that has semester exams at the end of the second and fourth semesters), the semester averages are only calculated if there is a semester exam for the current semester.
  - During semesters that have semester exams, the following applies:
    - The **Exam** field is displayed.
    - The **Average** field displays the average of the cycles since the last semester that had an exam. The semester exam is included in the calculation according to campus settings.
    - If the current cycle is the last cycle of the semester, the **Exam** and **Average** fields are displayed under the heading **Semester Grades**. Otherwise, the working semester average is displayed under the heading **Semester Average**.

- When you view a previous semester that has a semester exam, the **Exam** and **Average** fields display the posted grades.
- During semesters that do not have semester exams:
  - The **Exam** field is not displayed on the page.
  - The **Average** field displays the average of the cycles since the last semester that had an exam.
  - When you view a previous semester that does not have a semester exam, neither the exam nor the semester average is displayed.
- The **Override** field allows you to override a student's working semester average with a different grade.
- If a final grade was posted for a course, the grade is displayed under the **Final Grade** heading.

**To update data for self-paced courses:**

1. Select the semester and course section. A modified version of the Cycle Grades page is displayed to accommodate cycle grade data for these courses.



If assignment grades are recorded for the self-paced course, the average (based on the assignment grades) is displayed under **Posted Cycles**. The use of assignment grades is optional for self-paced courses.

The semester grade for the self-paced course must be manually entered in the **Override** field, regardless of the data in the other fields.

2. The semester grades for self-paced courses are automatically posted when they are saved. Type your PIN, and then click **Save**. If your changes are saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.

### To save your changes:

Before you leave the page, you must save your changes.

- Type your PIN, and then click **Save**.
- If your changes were saved successfully, the page reloads, and a message is displayed indicating that the cycle grades were saved successfully.

**Note:** Saving grades is different from posting grades. You can only post your grades once at the end of the cycle; however, you must save your changes every time you visit the page. This allows you to leave this page and return as you enter cycle grades data.

At the end of each cycle, you must post your grades. For more information on posting grades, see the next section.

### To post grades:

1. After you enter cycle and/or semester grade data for the course, review your input carefully, and save all changes. Once the data is posted by administration, you cannot change any data. If you discover an error after grades are posted, you must contact the campus administrator and submit a grade change form to correct any errors.

**Note:** After grades are posted and the cycle is closed, you can make changes to the grades and view the working cycle average (e.g., for a student who missed the last few days of a cycle due to illness); however, you cannot post any changes. Instead, print your changes and submit your printout to the campus administrator.

2. When you are satisfied with your input for the cycle grades, notify the system that you are ready to post by clicking **Mark grades as Ready to Post**. The link is only displayed for current cycles that are open for posting. The campus determines when the cycle is open and closed for posting.
3. In the **PIN** field, type your four-digit PIN, and then click **Continue** to indicate that your grades are ready to post. If your changes are saved successfully, the page reloads, and a message is displayed indicating that the cycle grades were successfully sent to be posted. The message **[READY]** is displayed in the **Course Section** drop-down list next to the course.
  - You can submit your grades more than one time if you make a change shortly after you marked the grades as ready to post; however, once the data is posted by administration, you cannot change any data.
  - The campus administrator can run a Missing Grades report to determine which teachers have posted their grades and which teachers have not yet posted their grades.

### To inquire about closed (posted) cycles:

Posted cycle grades are displayed under the **Posted Cycles** heading below the cycle numbers. If you are currently in the first cycle of a semester, the **Posted Cycle** heading and cycle numbers are not displayed.

If a cycle is closed, the cycle average is pulled from the grade course record and is display only. If an override grade was entered for the cycle grade, the override grade is displayed.

For data on a posted cycle, click the cycle average. A dialog box opens to display the posted cycle average, citizenship grade, and report card comments for the cycle.

### To print cycle grades:



1. To print the cycle grades displayed on the page, click **Print**. The Print dialog box opens allowing you to select your printer and settings.
2. Click **Print** to continue, or click **Cancel** to cancel printing.




### To navigate the page:

You can use the following keys to navigate the fields:


- Press **Enter** after you enter each grade to move down the list to the next student. Press **Shift+Enter** to move up the list. You can also press the up or down arrow keys to move up and down the list.
- Press **Tab** to move across the list to the next field. Press **Shift+Tab** to move back to the left.

### To sort and rearrange columns:

The columns can be sorted and rearranged according to your preferences. An arrow  indicates the column and order by which the table is currently sorted. If a column can be sorted, a sort box  is displayed in the column heading.

- To resort the list by another column heading, click  in the column heading. The column is sorted in ascending order, as indicated by  in the column heading. To sort the column in descending order, click  again. The sort arrow changes direction.

If you sort by the last name column, the table actually sorts by last name, then first name. If you sort by the first name column, the table actually sorts by first name, then last name.

- To rearrange the columns, click  on the left side of the column you want to move, and then drag the column to the desired location in the table. Before you drop the column in the new location, a red bar appears in the location in which it will drop.



# IPRs

The Interim Progress Report (IPR) is run for a specific point in time during the current semester/cycle to provide a report of a student's grades up to that point. IPRs can be run anytime throughout the semester, including occasions when the teacher meets with a student's parents and wants to show them a detailed report of the student's grades. In addition to displaying a student's grades and average, the teacher can also enter comments and notes associated with the student's performance.

## IPR Comments

The IPR Comments page allows you to enter IPR comments and notes that are printed on the printed IPRs.

- IPR comments are codes for preset descriptions that apply to all course sections for the student.
- IPR notes are free-text notes that apply only to the student for the selected course section.

### To access the page:

From the Grades menu, select IPR Comments. The IPR Comments page is displayed.

Student ID	Name	Average	IPR Comments	Note	Code	Description
007541	AAMODT, EVAN J		<input type="text"/>	<input type="text"/>	A	OUTSTANDING STUDENT
011319	AYO, SAMUEL C	9	<input type="text"/>	<input type="text"/>	B	CONSCIENTIOUS & GOOD EFFORT
012477	BIELA, SHAUN M	66	<input type="text"/>	<input type="text"/>	C	SHOWING IMPROVEMENT
007759	BLOSE, WILLIAM J		<input type="text"/>	<input type="text"/>	D	WORK QUALITY IS OUTSTANDING
011618	BROWN, DEMEATRICE J		<input type="text"/>	<input type="text"/>	E	EXCESSIVE TARDIES
012392	BUCHANAN-DEMPSEY, KENDALL D		<input type="text"/>	<input type="text"/>	F	BEHAVIOR OBSTRUCTS LEARNING
			<input type="text"/>	<input type="text"/>	G	NOT WORKING TO POTENTIAL
			<input type="text"/>	<input type="text"/>	H	IEP PROGRESS AS EXPECTED
009834	CAVENER, JUSTIN S		<input type="text"/>	<input type="text"/>	I	IEP PROGRESS NOT AS EXPECTED



### To add comments:

1. In the **IPR Comments** field, you can enter up to five one-character comment codes to specify the comments you want to print on the IPR (e.g., Excessive Talking, Finishes Work On Time, or Conference Requested).

For a list of valid IPR comment codes and descriptions, click **Show Comment Legend**. The comment legend is displayed on the right side of the page allowing you to view valid codes. To hide the comment legend, click **Hide Comment Legend**.

- When you are satisfied with the IPR comments and/or notes you entered, you must save the data.

**To add notes:**

In the **Note** field, click  to enter notes about the student that will print on the IPR, and then click **Ok**. If a note is entered for a student, the  icon is displayed.

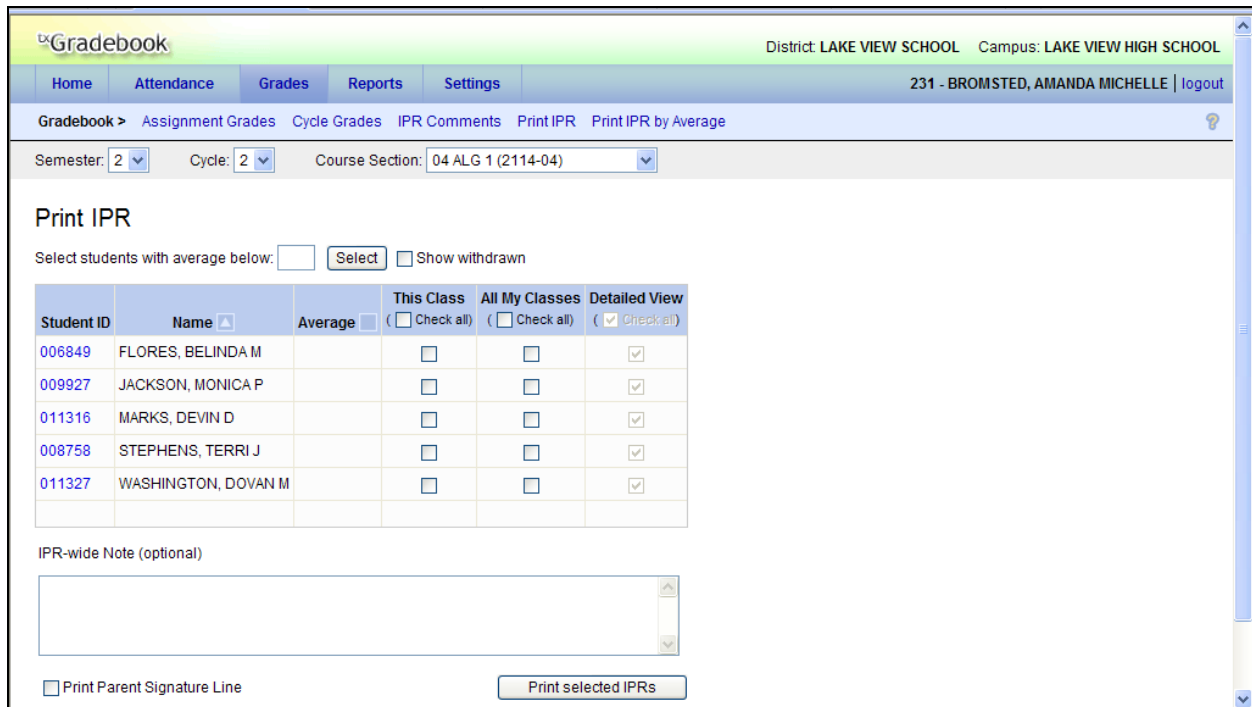
**Note:** Your comments and/or notes are not actually saved until you enter your PIN and click **Save** or press **Enter** to save all data on this page. When you click **Ok**, it only saves your notes until you save all data on this page.

## Print IPR

The Print IPR page allows you to select the students for whom you want to print IPRs. For each student, you can select the semester and cycle, the courses for which you want to print IPRs, and the level of detail you want to include on the report.

**To access the page:**

From the Grades menu, select Print IPR. The Print IPR page is displayed.



Screenshot of the Gradebook Print IPR page. The page shows a navigation menu with 'Home', 'Attendance', 'Grades', 'Reports', and 'Settings'. The 'Grades' menu is expanded, showing 'Assignment Grades', 'Cycle Grades', 'IPR Comments', 'Print IPR', and 'Print IPR by Average'. The 'Print IPR' option is selected. Below the menu, there are dropdown menus for 'Semester: 2', 'Cycle: 2', and 'Course Section: 04 ALG 1 (2114-04)'. The main content area is titled 'Print IPR' and includes a 'Select students with average below:' field with a 'Select' button and a 'Show withdrawn' checkbox. A table lists students with columns for 'Student ID', 'Name', 'Average', 'This Class', 'All My Classes', and 'Detailed View'. The table contains five rows of student data. Below the table is an 'IPR-wide Note (optional)' text area and a 'Print Parent Signature Line' checkbox. A 'Print selected IPRs' button is located at the bottom right of the page.

Student ID	Name	Average	This Class ( <input type="checkbox"/> Check all)	All My Classes ( <input type="checkbox"/> Check all)	Detailed View ( <input checked="" type="checkbox"/> Check all)
006849	FLORES, BELINDA M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
009927	JACKSON, MONICA P		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
011316	MARKS, DEVIN D		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
008758	STEPHENS, TERRI J		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
011327	WASHINGTON, DOVAN M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**To select students for printing:**

1. Select the semester, cycle, and course section for which to print IPRs.  
**Note:** If you marked the course as ready to post on the Cycle Grades page, the message **[READY]** is displayed in the **Course Section** drop-down list next to the course.
2. To print IPRs only for students with an average below a specific average for the course section, type the average in the **Select students with averages below** field, and then click **Select**. Those students will be selected for printing.
3. By default, withdrawn students are not displayed. To display withdrawn students, select **Show withdrawn**. To hide withdrawn students, unselect **Show withdrawn**.
4. Select **This Class** if you want to print an IPR for the student for only the selected course section. To select this option for all students in the selected course section, select **Check all**. If you select this option for any students, you cannot select the **All My Classes** option for the students.
5. Select **All My Classes** if you want to print IPRs for the student for all classes you teach in which the student is enrolled. To select this option for all students in the selected course section, select **Check all**. If you select this option for any students, you cannot select the **This Class** option for the students.

**To select the level of detail to print:**

Select **Detailed View** if you want to print the detailed IPR, which includes all assignment grades for each selected course section. To select this option for all students in the selected course section, select **Check all**. Otherwise, the IPRs will include all information except the assignment grades.

**To enter a message that will appear on all IPRs to be printed:**

In the optional **IPR Wide Note** field, you can enter a note that will appear on all IPRs that are selected for printing. The wide note is added to the end of any notes entered in the **Note** field on the IPR Comments page. (Notes entered on the IPR Comments page are student-specific.)

**To print the IPRs:**

1. Select **Print Parent Signature Line** if you want a parent signature line to print at the bottom of the IPR.
2. To print the IPRs, click **Print selected IPRs**. The selected IPRs are displayed in a separate window.

If you entered comments or notes for the IPRs, the comments and/or notes are displayed on the IPRs.

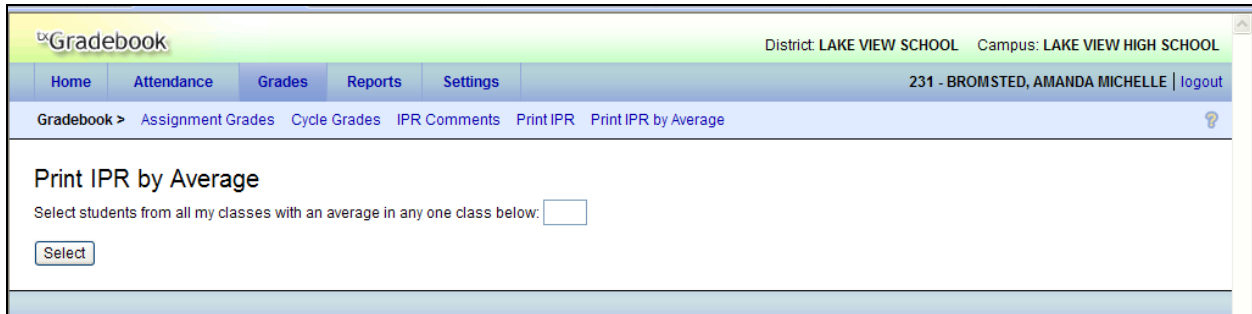
3. Click **Print** to print the selected IPRs.

## Print IPR by Average

The Print IPR by Average page allows you to print IPRs for students in all of your courses with working cycle averages below a specific average. On the page, you can specify the average. Then you can indicate your printing preferences on the Print IPR page.

### To access the page:

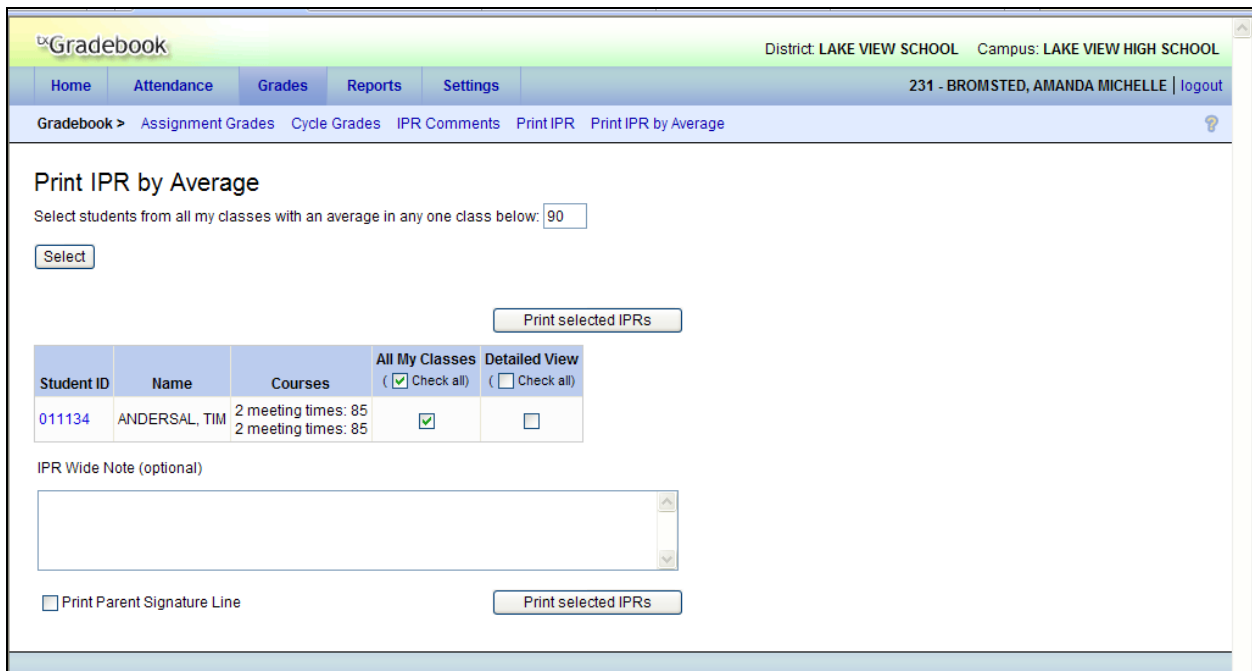
From the Grades menu, select Print IPR by Average. The Print IPR by Average page is displayed.



### To select students for printing:

1. To print IPRs for students in all of your courses with working cycle averages below a specific average, type the average in the **Select students from all my classes with an average in any one class below** field, and then click **Select**.

The Print IPR page is displayed allowing you to indicate your printing preferences.



2. Select **All My Classes** if you want to print IPRs for the student for all classes you teach in which the student is enrolled. To select this option for all students in the selected course section, select **Check all**.

**To select the level of detail to print:**

Select **Detailed View** if you want to print the detailed IPR, which includes all assignment grades for each selected course section. To select this option for all students in the selected course section, select **Check all**. Otherwise, the IPRs will include all information except the assignment grades.

**To enter a message that will appear on all IPRs to be printed:**

In the optional **IPR Wide Note** field, you can enter a note that will appear on all IPRs that are selected for printing. The IPR-wide note is added to the end of any notes entered in the **Note** field on the IPR Comments page. (Notes entered on the IPR Comments page are student-specific.)

**To print the IPRs:**

1. Select **Print Parent Signature Line** to print a parent signature line at the bottom of the IPR.
2. To print the IPRs, click **Print selected IPRs**. The selected IPRs are displayed in a separate window.

If you entered comments or notes for the IPRs, the comments and/or notes are displayed on the IPRs.

3. Click **Print** to print the selected IPRs.



## PGP (iTCCS only)

The PGP page allows you to develop and implement a personal graduation plan (PGP) for each student in junior high, middle school, or high school who does not pass the TAKS test and/or is not expected to receive a diploma before the fifth school year following his enrollment in the ninth grade. If allowed by your campus, you can update current year PGP data. PGP data for previous years cannot be updated (the **Save** button is disabled). To use the system, you must have TAKS test data loaded into your system.

The PGP page is not available for RSCCC users.

### To access the page:

From the main menu, select PGP. The PGP page is displayed.

The screenshot shows the Gradebook interface for the PGP page. At the top, it displays the district and campus information: District: PREV INDEPENDENT SCHOOL DISTRICT, Campus: WESTLAKE HIGH SCHOOL. The navigation menu includes Home, Attendance, Grades, Reports, Settings, and PGP. The current page is titled "PGP > PGP".

Below the navigation, there are dropdown menus for Semester (1), Course Section (01 ALG 1-4E (2515-17) [Ready]), and Student (BALLAST, CHRISTOPHER E). A "Retrieve Data" button is located to the right of the Student dropdown.

The main content area is titled "PGP" and contains a "PGP Selection" section with dropdowns for School Year (2000) and Prepared By (173 - SANLAST, ELI), and a "Save" button. Below this is a "Student Information" section with a table of student details:

Student ID	Name	Sex	Age	Date of Birth	Grade Level	Campus ID	Entry Date	Withdrawal Date
012488	BALLAST, CHRISTOPHER E	M	24	09/19/1983	09	001	08/23/1999	10/01/1999

Below the student information table is another table with columns for Counselor, Counselor ID, Graduation Plan, PGP Reason, Credits Earned, Expected Graduation Year, Special Programs, Days Absent, and Nbr Times Retained. The PGP Reason is "PGP not required" and Credits Earned is "0.0".

At the bottom, there is an "Assessment Data" section with a table for TAKS scores and objectives.

### To add or update PGP data:

1. Select the semester, course section, and student, and then click **Retrieve Data**. The PGP data for the selected student is displayed.
2. Under **PGP Selection**, enter selections in the following fields:
  - In the **School Year** field, select the ending year for the school year for which you want to update PGP data. For previous years, you can only view data.
  - In the **Prepared By** field, select the teacher who is preparing the PGP.

For a detailed explanation of the fields in the following sections, click the Help icon in the top right corner of the PGP page.

3. Under **Student Information**, the student's ID, name, grade, and other data related to the PGP are displayed.
4. Under **Assessment Data**, the student's TAKS test data is displayed for the two years prior to the year currently displayed, including whether the student met the district standard TAKS scores for each subject, the scale score for each subject, and the difference between the student's scale score and the district standard, whether above or below the standard, for each subject. You can also select which objective scores do not meet the district standard for the year currently displayed, and you can enter any other diagnostic or evaluation data you want to include.
5. Under **Student Courses**, the student's courses and teachers are displayed for each semester.
6. Under **Monitoring and Intervention**, you can enter and maintain information about the student's accelerated learning plans and monitoring plans.
7. Under **Education Goals**, you can enter and maintain information about the student's educational goals and the expectations of his parent/guardian.
8. Under **Identified Risk Factors**, a list of the student's additional risk factors is displayed, as identified by the district. This list can be updated, if allowed by the campus.
9. Under **Persons Responsible**, a list of persons responsible for the PGP is displayed, as identified by the district. This list can be updated, if allowed by the campus.
10. Under **Evaluation Methods**, a list of evaluation methods used for the PGP is displayed, as identified by the district. This list can be updated, if allowed by the campus.
11. Under **PGP Comments**, you can add and update general comments regarding the student's PGP, if allowed by the campus.
12. Under **Dates**, you can enter dates marking milestones in the PGP process.

### To save and print PGPs:

Before you leave the page or select another student, you must save the data.

1. In the **PIN** field, type your four-digit PIN. The **PIN** field is displayed at the top and bottom of the page; you can use either field.
2. Click **Save**.
  - If your changes are saved successfully, a message is displayed indicating that the PGP was saved successfully.
  - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must type the correct PIN to continue.

3. To print the PGP, select the print option from the Web browser's menu, and print the page as you would print any page in a Web browser.



# Student Information

The Student Information pages display demographic and course-related data for the student selected, including contact information, attendance record, class schedule, and photo.

## To access the pages:

The Student Information pages are not available through the menus. You must access the Student Information pages by clicking a student's ID on the Attendance, Assignment Grades, Cycle Grades, or IPR Selection pages.

The screenshot shows the 'Student Information' page in the txGradebook interface. The page is divided into two main sections: 'Student Information' and 'Contact Information'. The 'Student Information' section displays the following data:

student ID	name	sex	age	date of birth
011694	AUSTIN, TAMARA M	F	13	01/06/1996

Below this, there is another table with the following data:

grade level	campus ID	entry date	withdrawal date
07	041	08/25/2008	

The 'special programs' section shows 'Title I'. The 'Contact Information' section displays a table with the following data:

Name	Relationship	Home Phone	Work Phone	Other/Cell Phone	Address
AUSTIN, SSGT. TABITHA MARISA	Sister	(555) 277-7829	(555) 319-6790	(555)	Alamo City, TX

On the left side of the page, there is a navigation menu with links for 'Contact', 'Attendance', 'Schedule', 'Photo', 'TAKS', and a 'Print' button.

The student profile always displays the Contact Information page by default. To view another section of the student's profile, click the link on the left side of the page for the section you want to view.

## To print student profile data:

1. To print student profile data, select the Student Information page you want to print from the list on the left side of the page, and then click **Print**. Each Student Information page must be printed separately.
2. To print another page, repeat the previous step.

## Student Information

The Student Information data is displayed at the top of all student profile pages. The data displayed includes the student ID, name, birth date, grade level, entry date, withdrawal date, and sex. Special program participation can also be displayed, depending on options set by the campus.

## Contact Information

The Contact Information page displays contact information for a list of people who may be contacted in case of an emergency. The data displayed for each contact includes the name, relationship to the student, home phone number, work phone number (if available), cell/other phone (if available), and address.

If an e-mail address exists for the contact, you can click the contact's name to send an e-mail message to the contact. When you click the address, your default e-mail client opens.

- The **To** field displays the contact's e-mail address.
- The **From** field displays your name.
- The **Subject** field displays "Your Student" by default.

**Note:** If you use Web-based e-mail (e.g., Gmail or Yahoo! Mail), you can copy the e-mail address from the default e-mail client to a Web-based e-mail message.

## Student Attendance

The Student Attendance page displays an overview of the student's attendance for a specified date range. The student's attendance data from the specified date range is displayed by date and period. The totals for unexcused absences, excused absences, and tardies for the specified date range are also displayed.

For any date/period during which the student was not present and on time, a code is displayed in the cell indicating the circumstances (e.g., tardy, ill, unexcused absence) for the date/period. Days without a posted absence code are not displayed.

A legend is displayed beside the attendance table. The legend displays all codes that appear in the attendance data displayed for the student. The legend only displays codes that appear in the attendance data currently displayed; codes that do not appear in the table are not included in the legend.

The screenshot shows the 'Student Attendance' page in the Gradebook application. It includes a sidebar with navigation options: Contact, Attendance (selected), Schedule, Photo, TAKS, and Print. The main content area is divided into two sections: 'Student Information' and 'Student Attendance'.

**Student Information:**

student ID	name	sex	age	date of birth
018106	BEDFORD, STACEY M	F	32	07/23/1975

grade level	campus ID	entry date	withdrawal date
12	001	08/20/1992	

special programs

**Student Attendance:**

Attendance from, Date: 1/20/1992 to, Date: 5/14/1993

Total Unexcused Absences: 1 Total Excused Absences: 0 Total Tardies: 0

date	periods							
	1	2	3	4	5	6	7	8
05/05/1993								

**Legend**  
A : ABSENT

## Student Schedule

The Student Schedule page displays the student's schedule for the entire school year. Two semesters are displayed at one time. If the campus has more than two semesters in a school year, click **Previous** or **Next** to view the student's schedule for the other semesters. The data displayed for each semester includes the course, period, course title, teacher, room, and days met.

By default, the courses from which the student has withdrawn are not displayed. Select **Show Withdrawn Courses** to include the withdrawn courses.

**Note:** If a student is withdrawn from a course in a future cycle, it is displayed in the student's schedule even if **Show Withdrawn Courses** is not selected.

Contact

Attendance

Schedule

Photo

TAKS

Print

Show Withdrawn Courses

### Student Schedule

**Semester 1**

Course	Period	Title	Teacher	W/D	Room	Days
2515 17 01	01	ALG 1-4E	SANLAST, ELI		0043	MTWRF
1136 19 02	02	ENG 1	VARLAST, JONI		0068	MTWRF
3316 21 03	03	BIO	BOWLAST, JOHN		0112	MTWRF
4116 06 04	04	W GEO	HANLAST, PATRICIA		0073	MTWRF
9905 10 05	05	ADV LUNCH 09	CORLAST, DAVID		099C	MTWRF
2515 17 10	10	ALG 1-4E	RAMLAST, RACHEL			

**Semester 2**

Course	Period	Title	Teacher	W/D	Room	Days
2515 17 01	01	ALG 1-4E	SANLAST, ELI		0043	MTWRF
1136 19 02	02	ENG 1	VARLAST, JONI		0068	MTWRF
3316 21 03	03	BIO	BOWLAST, JOHN		0112	MTWRF
4116 06 04	04	W GEO	HANLAST, PATRICIA		0073	MTWRF
9905 10 05	05	ADV LUNCH 09	CORLAST, DAVID		099C	MTWRF
2515 17 10	10	ALG 1-4E	RAMLAST, RACHEL			

Previous
Next

## Student Photo

The Student Photo page displays the student's most recent photo, if available. If a photo is not available, an image is displayed in place of the photo indicating that there is no photo on file for the student.

## TAKS Objectives/Scores

For iTCES districts, the TAKS Objectives page displays the student's TAKS objective scores and test data.

[Contact](#)

[Attendance](#)

[Schedule](#)

[Photo](#)

**TAKS**

### TAKS Objectives

[Taks Scores](#)

grade level: 09    test date: 08/2006

#### Objective Scores

	1	2	3	4	5	6	7	8	9	10
Reading										
Writing										
Math										
Science										
Social Studies										

#### Test Options

	Local Use	Large Print	Braille Admin
Reading / Writing / ELA			
Reading / Math / Science / Social Studies			

#### Grade 11 Test Options

	Foreign Exchange Stu. Waiver	LEP Postponement
ELA		
April / May		

**Test Demographics**

Eco Dis   Title 1 Prgm   LEP Ind   Bil Ind   ESL Ind   SE Prgm   GT Prgm   At Risk   Car Tech   Migr Ind   TMIP Prgm

**Previous County Dist/Camp**

/

For RSCCC districts, the TAKS Scores page displays the student's TAKS scores data.

Gradebook
Close Window | ?

[Contact](#)

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[Photo](#)

**TAKS**

### Student Information

student ID	name	sex	age	date of birth
011626	AWALT, ALBERT	M	18	11/01/1989
grade level	campus ID	entry date	withdrawal date	
11	001	08/27/2007		

[special programs](#)

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**TAKS**

### TAKS Scores

grade level: 10    test date: 03/2006

#### Test Scores

	Test Version	Score Code	Raw Score	Scale Score	Met Code	Standard Date
Reading		S - Score	54	15	1	03/2006
Writing		S - Score	46	1345	1	03/2006
Math		S - Score	18	1235	1	03/2006
Science		S - Score	15	8456	1	03/2006
Social Studies		S - Score	75	1565	1	03/2006

# Reports

Several reports are available in txGradebook. The reports are accessed by clicking Reports on the main menu.

## Blank/Missing Grades

The Blank/Missing Grades report displays blank, missing, and incomplete assignment grades according to options entered.

### To access the report:

From the Reports menu, select Blank/Missing Grades. The Blank/Missing Grades Report Selection page is displayed.

txGradebook District: TxEIS ISD Campus: Houston High School

Home Attendance Grades Reports Settings 273 - BAILEY, PETER J | logout

Reports > Blank/Missing Grades Cycle Grade Range Assignment Grades Class Roster Missing Exam Grades Seating Charts

Semester: 1 Cycle: 1 Course Section: 04 BOYS ATHLE 2A (5423-01)

### Blank/Missing Grades Report Selection

**Grade Selection Options**

Select All

Show Blank Grades

Show Missing Grades

Show Incomplete Grades

**Viewing Options**

Page break between students

View Student Names

View all assignments due after: 10/14/09


View (  Current  All ) Course Section(s)

Generate

### To select report options:

1. Select the semester, cycle, and course section for which you want to print the report.
2. Under **Grade Selection Options**, select **Show Blank Grades**, **Show Missing Grades**, or **Show Incomplete Grades**. Click **Select All** to select all.

3. Under **Viewing Options**, set the following options:

- If you want a page break between students, which allows you to print one student per page, select **Page Break**. Otherwise, the data will print continuously.
- Select **View Student Names** if you want the student names to print on the report. If the names are not printed on the report, the students are identified only by their student IDs.
- Select **View all assignments due after** if you want to narrow assignments by date. Type a valid school date, or click  to select a valid date from a calendar. To close the calendar, you must click a valid date on the calendar.
- Set the **View Course Section(s)** option to **Current** if you want to narrow assignments to only course sections for the current semester/cycle. Otherwise, select **All** to show assignments for all course sections.

**To print the report:**

1. Select your options, and then click **Generate**. The report opens in a new window.



Gradebook Print | Close Window | ?

### Blank/Missing Grades Report

Instructor: BAILEY, PETER J  
Viewing: Semester 1, Cycle 1  
Generated: Wednesday, October 14, 2009 3:10 PM

**04 BOYS ATHLE 2A (5423-01)**

**007541 - AAMODT, EVAN J**  
Ch. 1 HTML Test - BLANK  
Ch. 1 Quiz - BLANK  
Ch. 17 Review Questions - BLANK  
Classroom Rules and Expec. - BLANK  
HTML Quiz - BLANK  
HTML Test 2 - BLANK  
HTML Test#3 - BLANK  
Web Page - BLANK

**011319 - AYO, SAMUEL C**  
Ch. 1 HTML Test - BLANK  
Classroom Rules and Expec. - BLANK  
HTML Quiz - BLANK  
HTML Test 2 - BLANK  
HTML Test#3 - BLANK  
Web Page - BLANK

**012477 - BIELA, SHAIN M**

2. From the report window, click **Print** to print the report.

## Cycle Grade Range

The Cycle Grade Range report displays working cycle averages that fall within a specified range according to options entered.

- If a posted grade exists, the posted grade is used.
- If no posted grade exists, the override grade is used.
- If no override grade exists, the working cycle average is used.
- If no working cycle average exists, the auto-grade is used.
- If no grades exist, a blank is displayed.

### To access the report:

From the Reports menu, select Cycle Grade Range. The Cycle Grade Range Report Selection page is displayed.

txGradebook District: TxEIS ISD Campus: Houston High School

Home Attendance Grades Reports Settings 273 - BAILEY, PETER J | logout

Reports > Blank/Missing Grades Cycle Grade Range Assignment Grades Class Roster Missing Exam Grades Seating Charts

Semester: 1 Cycle: 1 Course Section: 04 BOYS ATHLE 2A (5423-01)

### Cycle Grade Range Report Selection

**Grade Selection Options**

Show all Cycle Grades

Show all Cycle Grades between

Maximum grade:

Minimum grade:

**Viewing Options**

View Student Names

View (  Current  All ) Course Section(s)

### To select report options:

1. Select the semester, cycle, and course section for which you want to print the report.
2. Under **Grade Selection Options**, select the range of cycle grades you want to include in the report.
3. Select **Show all Cycle Grades** to include all cycle grades.

4. To narrow the report to a specific range of cycle grades, select **Show all Cycle Grades**, type a minimum grade in the **Minimum grade** field, and type a maximum grade in the **Maximum grade** field.
5. Under **Viewing Options**, select the data that will be displayed on the report.
  - Select **View Student Names** if you want the student names to print on the report. Otherwise, the names do not print on the report, and students are identified only by their student IDs. The student ID always prints on the report.
  - If you want to narrow grades to only course sections for the current semester/cycle, set the **View Course Section(s)** option to **Current**. Otherwise, select **All** to show cycle grades for all course sections.

**To print the report:**

1. Select your options, and then click **Generate**. The report opens in a new window.

Student ID	Student Name	Cycle Grade	Citizenship	Comments
007541	AAMODT, EVAN J	(Blank)	S	
011319	AYO, SAMUEL C	9	S	
012477	BIELA, SHAUN M	66	S	
007759	BLOSE, WILLIAM J	(Blank)	S	
011618	BROWN, DEMEATRICE J	(Blank)	S	
012392	BUCHANAN-DEMPSEY, KENDALL D	(Blank)	S	
009834	CAVENER, JUSTIN S	(Blank)	S	
011564	CLAUS, CHRISTOPHER M	(Blank)	S	
011713	CRIBB, CALVERT B	(Blank)	S	
007839	FRAZIER, LOUIS V	(Blank)	S	
012106	HOUCK, MARK G	(Blank)	S	
011297	IMEL, AUSTIN S	(Blank)	S	
008928	JENKINS, JORDAN E	(Blank)	S	

2. From the report window, click **Print** to print the report.

## Assignment Grades

The Assignment Grades report displays assignment grades for all students in a course according to the options entered. The overall assignment average and class average are also displayed.

### To access the report:

From the Reports menu, select Assignment Grades. The Assignment Grades Report Selection page is displayed.

txGradebook District: TxEIS ISD Campus: Houston High School

Home Attendance Grades Reports Settings 273 - BAILEY, PETER J | logout

Reports > Blank/Missing Grades Cycle Grade Range Assignment Grades Class Roster Missing Exam Grades Seating Charts

Semester: 1 Cycle: 1 Course Section: 04 BOYS ATHLE 2A (5423-01)

### Assignment Grades Report Selection

**Viewing Options**

View Student Names

View Withdrawn Students

**Sorting Options**

Sort the Assignment Grades by:

Student Name

Student ID

Cycle Average

Generate

### To select report options:

1. Select the semester, cycle, and course section for which you wish to print the report.
2. Under **Viewing Options**, set the following options:
  - Select **View Student Names** if you want the student names to print on the report. If the names do not print on the report, the students are identified only by their student IDs.
  - Select **View Withdrawn Students** to include withdrawn students on the report. Withdrawn students will be indicated by the message **W/D** and the withdrawal date or **Dropped** by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class.
3. Under **Sorting Options**, select **Student Name**, **Student ID**, or **Cycle Average** to indicate how you want to sort the report.

**To print the report:**

1. Select your options, and then click **Generate**. The report opens in a new window.

**Assignment Grades Report**

Instructor: BAILEY, PETER J    Course: 04 BOYS ATHLE 2A (5423-01)  
 Viewing: Semester 1, Cycle 1    Generated: Wednesday, October 14, 2009 3:14 PM

**Assignment Legend**

ID	Assignment	Total Points	ID	Assignment	Total Points
0	Classroom Rules and Expec	100	5	HTML Quiz	100
1	Ch. 17 Review Questions	100	6	HTML Test#3	100
2	Ch. 1 Quiz	100	7	Web Page	100
3	Ch. 1 HTML Test	100			
4	HTML Test 2	100			

**Assignment Grades Report**

Student ID	Name	Cycle Grade	0	1	2	3	4	5	6	7
007541	AAMODT, EVAN J									
011319	AYO, SAMUEL C	9		9	9					
012477	BIELA, SHAUN M	66		66						
007759	BLOSE, WILLIAM J									
011618	BROWN, DEMEATRICE J									
012392	BUCHANAN-DEMPSEY, KENDALL D									
009834	CAVENER, JUSTIN S									
011564	CLAUS, CHRISTOPHER M									

2. From the report window, click **Print** to print the report.

## UIL

The UIL report is only available to users who log on to txGradebook with a district- or campus-level administrative ID, or teachers who have access to run the UIL report. The report displays students' working cycle averages for all of their courses. The report allows you to determine UIL eligibility and locate students who may be at risk for losing eligibility. Students are sorted by last name.

The report can be exported to Microsoft Excel.

- If a posted grade exists for the semester and cycle, the posted grade is displayed.
- If no posted grade exists, the override grade is displayed.
- If no override grade exists, the working cycle average is displayed.

**Note:** Teachers with access to run UIL reports can only run reports for their classes. Teachers cannot run the report by special programs.

### Notes for Microsoft Excel 2007 users:

If you use Microsoft Excel 2007, a warning message is displayed when you export the report. The message indicates that the report is in a different format than specified by the file extension.

- Click **Yes** to open the file. The report opens in Excel as expected.
- If you click **No**, the report does not open.

The message is caused by a new security feature in Excel 2007. For more information, view <http://blogs.msdn.com/vsofficedeveloper/pages/Excel-2007-Extension-Warning.aspx>.

### To access the report:

From the Reports menu, select UIL. The UIL Report Selection page is displayed.

The screenshot shows the txGradebook interface. At the top, it says 'District: TxEIS ISD' and 'Campus: Houston High School'. The navigation bar includes 'Home', 'Attendance', 'Grades', 'Reports', 'Settings', and 'Admin'. The 'Reports' menu is expanded, showing options like 'Blank/Missing Grades', 'Cycle Grade Range', 'Assignment Grades', 'Missing Averages', 'UIL', 'Class Roster', 'Missing Exam Grades', and 'Seating Charts'. The 'UIL' option is selected. Below the navigation, there are several dropdown menus: 'Semester: 1', 'Cycle: 2', 'Course Section: NO SELECTION', 'Special Programs: Generic', and 'COLLEGE BOUND PROGRAM'. A checkbox labeled 'Show only students with at least one grade below:' is followed by a text input field containing '70'. A 'Generate' button is located at the bottom of the form.

### To select report options:

1. Select the semester, cycle, and course section for which you want to print the report.
2. If you have been granted access to run student group reports in iTCCS or RSCCC, the **Special Programs** field is displayed allowing you to select a group for which you want to

produce the report. If a program is selected, the report only includes students enrolled in the special program.

- You can select a course section and a special program. If you make selections in both fields, the report includes only students in the course section who are enrolled in the special program.
  - If you select Generic, the generic program field is displayed allowing you to select a specific generic program. In the generic program field, select the generic program for which you want to produce the report, if applicable. Only generic programs for the campus are listed. If a generic program is selected, the report only includes students enrolled in the generic program.
3. To limit the report to students who have at least one course with a working cycle average below a specific grade (e.g., below 70), select **Show only students with at least one grade below**, and type a grade in the field. Students with blank working cycle averages are not included.

**To export the report to Microsoft Excel:**

Click **Export**. The File Download dialog box is displayed prompting you to open or save the file.

- Click **Open** to open the file. The report opens in Excel.
- Click **Save** to save the file. The Save As dialog box is displayed allowing you to select the location in which to save the file. Click **Save** again to save the file.

**To print the report:**

1. Select your options, and then click **Generate**. The report opens in a new window.

The screenshot shows a web browser window titled 'Gradebook' with a menu bar containing 'Export', 'Print', 'Close Window', and a help icon. The main content area is titled 'UIL Report' and displays the following information:

- Course: No course selection
- Viewing: Semester 1, Cycle 2
- Special Group: Generic - CBD
- Generated: Wednesday, October 14, 2009 3:19 PM

Below this information, the report is for student **012131 - CASTILLO, RYAN**. A table displays the following data:

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
01 BUS COMP INF SY (8963-02)	01	BERRY, SHIRLEY	86		86
02 GEOM (2223-02)	02	SCHEIDT, LISA	83		83
03 CHEM 1 (3223-01)	03	VARGAS, GUY	86		86
04 BOYS ATHLTCS 3 (5433-01)	04	BAILEY, PETER			100
05 11TH ADVISORY (0300-01)	05	RANGEL, DONNA			
06 ENG 3 (1323-01)	06	RANGEL, DONNA	92		92
07 DIG GRAPH/ANIMA (8933-01)	07	BAILEY, PETER	95		95
08 WLD HIST (4113-03)	08	CANTU, SUZETTE	87		87

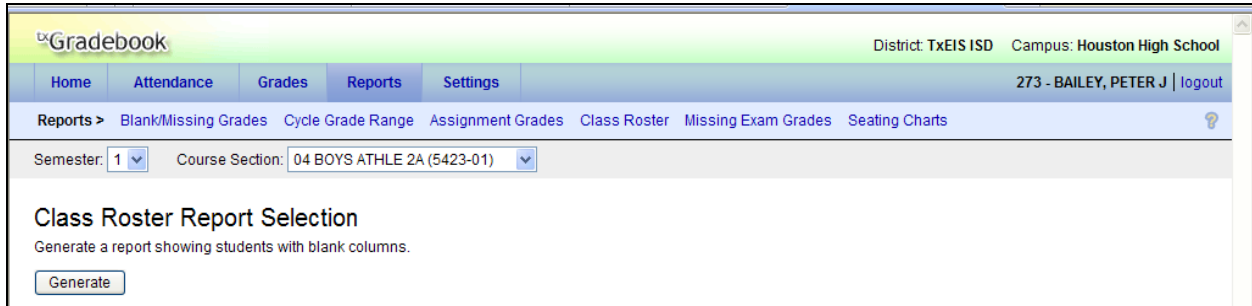
2. From the report window, click **Print** to print the report.

## Class Roster

The Class Roster report produces a blank class roster by semester and course. The report provides a list of students enrolled in the course and five blank columns.

### To access the report:

From the Reports menu, select Class Roster. The Class Roster Report Selection page is displayed.

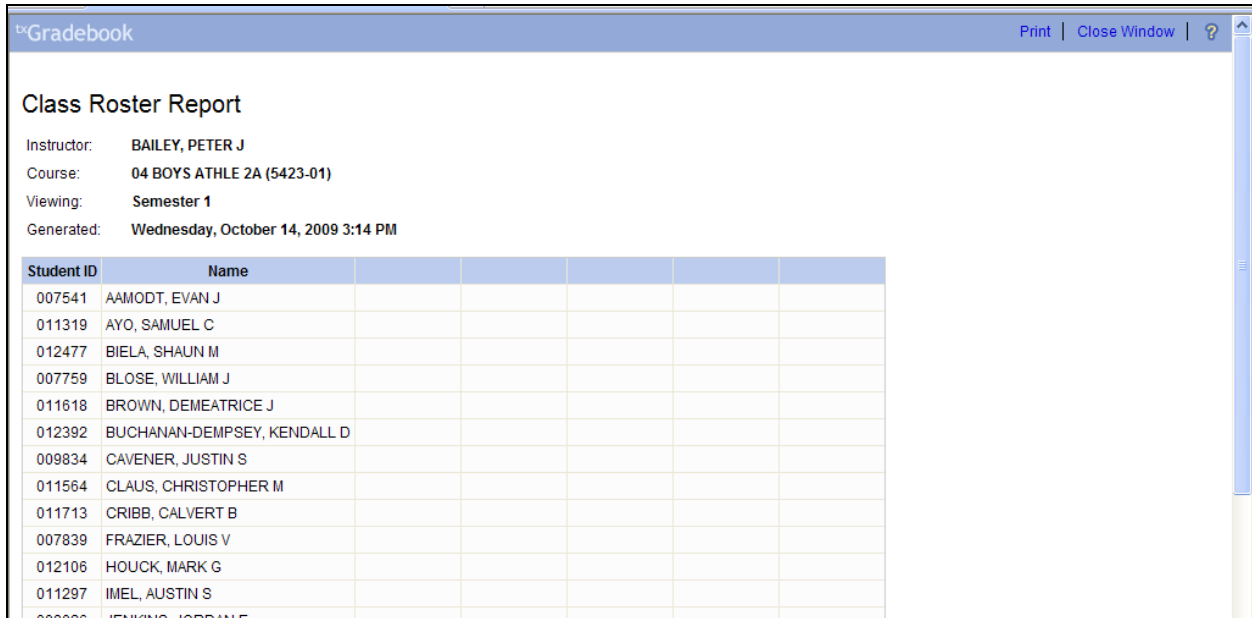


### To select report options:

Select the semester and course section for which you want to print the report.

### To print the report:

1. Select your options, and then click **Generate**. The report opens in a new window.



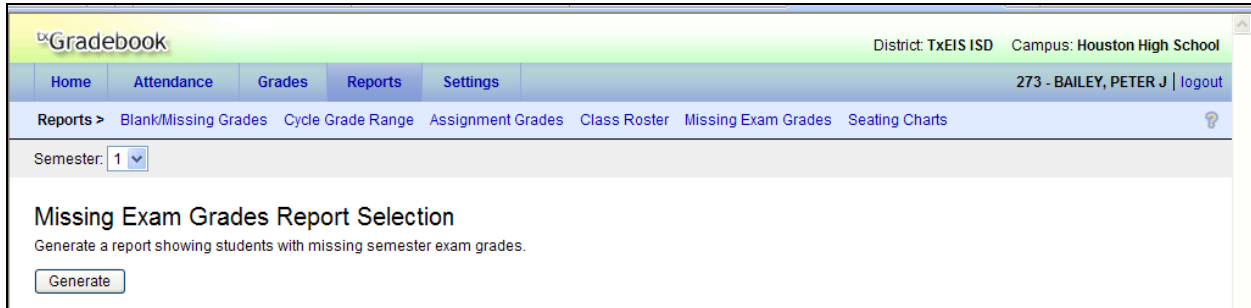
2. From the report window, click **Print** to print the report.

## Missing Exam Grades

The Missing Exam Grades report produces a list of students who are missing semester exam grades.

### To access the report:

From the Reports menu, select Missing Exam Grades. The Missing Exam Grades Report Selection page is displayed.

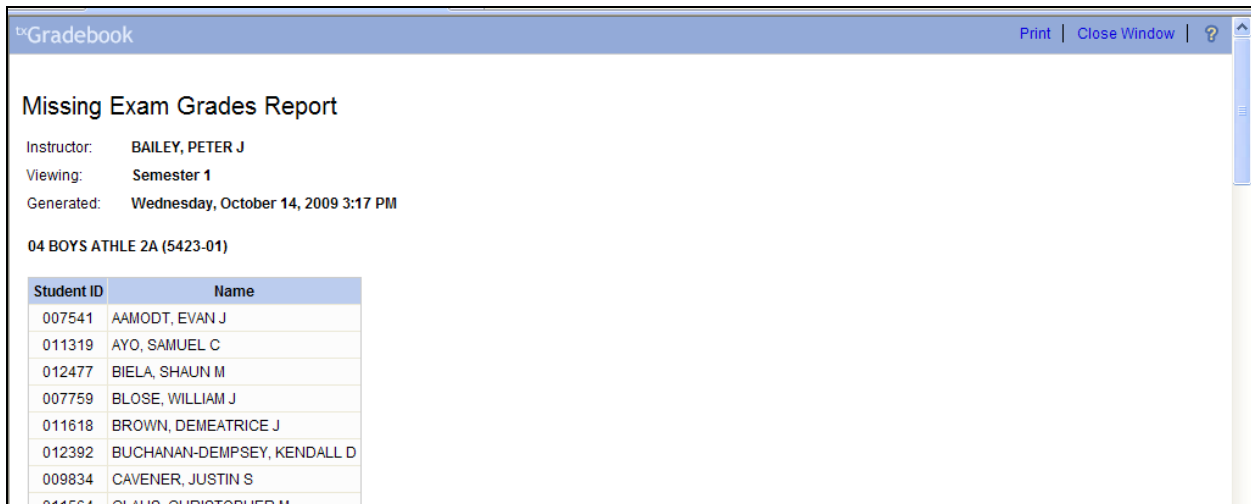


### To select report options:

Select the semester for which you want to print the report.

### To print the report:

1. Select your options, and then click **Generate**. The report opens in a new window.



2. From the report window, click **Print** to print the report.

## Seating Charts

The Seating Charts report produces a printout of a teacher's seating charts for all periods or one period.

### To access the report:

From the Reports menu, select Seating Charts. The Seating Charts Report Selection page is displayed.

The screenshot shows the Gradebook interface. At the top, it displays 'District: TxEIS ISD' and 'Campus: Houston High School'. Below this is a navigation bar with tabs for Home, Attendance, Grades, Reports, and Settings. The 'Reports' tab is active, and a sub-menu is open showing options: Blank/Missing Grades, Cycle Grade Range, Assignment Grades, Class Roster, Missing Exam Grades, and Seating Charts. The 'Seating Charts' option is selected. Below the navigation bar, there are dropdown menus for 'Semester: 1' and 'Period: ALL'. The main content area is titled 'Seating Charts Report Selection' and contains the instruction: 'Generate a report showing the seating charts for all classes.' There are two radio button options: 'Fixed Seat Width' (which is selected) and 'Auto-Adjusted Seat Width'. At the bottom of the form is a 'Generate' button.

### To select report options:

1. Select the semester and period for the report. You can select one period, or you can select All Classes to print the report for all of the teacher's periods.
2. Select the width setting for the report.
  - Select **Fixed Seat Width** to print a report in which all seats are the same width. This setting works for small and average-size classes. For larger classes, some seats may not print on the page.
  - Select **Auto-Adjusted Seat Width** to print a report in which each column is adjusted to the student name. Each column is only wide enough to accommodate the longest name in the column; therefore, some columns are wider than others. This setting is a better option for larger classes.

**Note:** For either width setting, you can adjust the orientation when you print. Select **Landscape** to increase the number of students that fit on the page.

### To print the report:

1. Select your options, and then click **Generate**. The report opens in a new window.

**Note:** If the **Combine courses in attendance** field on the User Profile page has been changed, and the seating charts have not been resaved on the Seating Chart Setup page since the setting was changed, a warning message is displayed indicating that the reports will not be accurate until the Seating Chart Setup page has been resaved. You must review

the seating chart for each period on the Seating Chart Setup page, make any necessary changes, and then resave each chart.

**Seating Charts Report**

Instructor: BAILEY, PETER J  
 Generated: Wednesday, October 14, 2009 3:18 PM

Period: 04 Course: BOYS ATHLE 2A (5423-01)

Back of Classroom				
	JOHNSON, KENDALL Gender: M 009335	CLAUS, CHRISTOPHER Gender: M 011564	SHIVELY, NIGEL Gender: M 009842	STEELE, OLLIE Gender: M 012439
BLOSE, WILLIAM Gender: M 007759	JOHNSON, MATTHEW Gender: M 011313	JENKINS, JORDAN Gender: M 008026	THOMAS, MATTHEW Gender: M 009466	AAMODT, EVAN Gender: M 007541
CAVENER, JUSTIN Gender: M 009834	BROWN, DEMETRIUS Gender: M 011618	POWERS, MARK Gender: M 009333	JORDAN, DAREN Gender: M 011367	FRAJER, LOUIS Gender: M 007839
DMEL, AUSTIN Gender: M 011297	AYO, SAMUEL Gender: M 011319	LEIDY, RAYMOND Gender: M 011719	HOUCK, MARK Gender: M 012106	SIMMONS, DARRYL Gender: M 011967
JONES, TREY Gender: M 011328	CRIBB, CALVERT Gender: M 011713	O'KANE, TYLER Gender: M 012112	BUCHANAN-DEMPSEY, KENDALL Gender: M 012392	PLATA, WILLIAM Gender: M 011320
Front of Classroom				

2. From the report window, click **Print** to print the report.

# Appendix 1 - Calculating Averages

---

The following weighting types are used to calculate working cycle averages. You must use the same weighting type for all cycles in a semester and all semesters of a two-semester course.

## Percentage Averaging

If you select percent-based weighting, you must assign percentages to each category. The percentages must total 100%.

Formula

1. For each category, take the sum of all points earned for all assignments:

Points Earned 1 + Points Earned 2 + Points Earned 3 = Total Points Earned

**Note:** If you have extra credit assignment(s), the points for the assignment(s) are added to the Total Points Earned. See the Extra Credit section below for examples.

**For example:**

The Homework category has three assignments. The student earned a 70/100, 80/100, and 90/95 for those assignments.

$$(70 + 80 + 90) = 240$$

The Test category has two tests. The student earned a 45/50 and 100/100 for those tests.

$$(45 + 100) = 145$$

The Cycle Exam category has no grades yet.

2. For each category, take the sum of all possible points for all assignments:

Possible Points 1 + Possible Points 2 + Possible Points 3 = Total Possible Points

**Note:** Some teachers may have total possible points for an assignment that are not 100 (e.g., 90/95).

**For example:**

The Homework category has three assignments. The student earned a 70/100, 80/100, and 90/95 for those assignments.

$$(100 + 100 + 95) = 295$$

The student's Total Possible Points for the Homework category is 295.

The Test category has two tests. The student earned a 45/50 and 100/100 for those tests.

$$(50 + 100) = 150$$

The student's Total Possible Points for the Test category is 150.

3. For each category, divide the Total Points Earned by the Total Possible Points:

Total Points Earned / Total Possible Points = Category Average

**For example:**

The student's Total Points Earned for the Homework category is 240. The student's Total Possible Points for homework is 295.

$$240 / 295 = 81.4$$

The student's Homework Category Average is 81.4.

The student's Total Points Earned for the Test category is 145. The student's Total Possible Points for the Test Category is 150.

$$145 / 150 = 96.7$$

The student's Test Category Average is 96.7.

4. For each category, multiply the Category Average by the Category Weight:

Category Average x Category Weight = Category Value

**For example:**

The weight for the Homework category is 50%.

$$81.4 \times 50\% = 40.7$$

The weight for the Test category is 40%.

$$96.7 \times 40\% = 38.7$$

The weight for the Cycle Exam category is 10%, but there is no category average.

5. Take the sum of all Category Values:

Category Value 1 + Category Value 2 + Category Value 3 = Total

**For example:**

Add the category values for the Homework and Test categories. There is no category value for the Cycle Exam category.

$$40.7 + 38.7 = 79.4$$

6. Divide the Total by the sum of the weights of the categories that have grades, and then multiply by 100:

(Total / 100) x 100 = Average (if all categories have grades)

(Total / Cat Sum) x 100 = Average (if some categories do not yet have grades)

**For example:**

The sum of the weights of the Homework category and Test category is 90. The Cycle Exam category is omitted from the sum because it does not have grades.

The student's Total is 79.4.

$$(79.4 / 90) \times 100 = 88.2$$

The student's average is 88.

## Point Averaging

If you select point-based weighting, you must provide point values for each category. The point values must equal the total number of points for the cycle. When using point-based weighting, the categories are only used for grouping similar assignments. The calculation is based on the total points, not weighting.

Formula

1. For each category, take the sum of points earned on all assignments:

$$\text{Points 1} + \text{Points 2} + \text{Points 3} = \text{Category Points}$$

**For example:**

The Homework category has three assignments, each worth 50 points. The student earned a 40, 45, and 50 for those assignments.

$$40 + 45 + 50 = 135$$

The Test category has two tests, each worth 50 points. The student earned a 40 and 50 for those tests.

$$40 + 50 = 90$$

2. Take the sum of the points earned in all categories:

$$\text{Category 1 Points} + \text{Category 2 Points} + \text{Category 3 Points} = \text{Total Points}$$

**For example:**

Add the points for the Homework category and the Test category.

$$135 + 90 = 225$$

3. Divide the Total Points by the Total Possible Points, and multiply by 100:

$$(\text{Total Points} / \text{Total Possible Points}) \times 100 = \text{Average}$$

**For example:**

The student's total points is 225. The total possible points is 250.

$$(225 / 250) \times 100 = 90$$

The student's average is 90.

## Multiplier Averaging

If you select multiplier-based weighting, you must provide a multiplier number (between 1-9) for each category. For multipliers greater than one, the individual assignment grades are counted multiple times. Multiplier-based weighting is often used in elementary schools.

Formula

1. Calculate the category actual value:

For each category, add the sum of the points earned for each assignment:

Points Assignment 1 + Points Assignment 2 + Points Assignment 3 = Actual Category Points

**For example:**

The Homework category has three assignments, each worth 100 points. The student earned a 70, 80, and 90 for those assignments.

$$70 + 80 + 90 = 240$$

The Test category has two tests, each worth 100 points. The student earned a 90 and 100 for those tests.

$$90 + 100 = 190$$

2. For each category, multiply the Actual Category Points by the multiplier value:

Actual Category Points x M = Actual Category Value, where M is the multiplier value

**For example:**

The multiplier for the Homework category is 2.

$$240 \times 2 = 480$$

The multiplier for the Test category is 1.

$$190 \times 1 = 190$$

3. Add the sum of the actual category values for all categories:

Actual Category Value + Actual Category Value = Actual Value Total

**For example:**

Add the actual values for the Homework category and the Test category.

$$480 + 190 = 670$$

4. Calculate the category possible value:

For each category, add the sum of the possible points for each assignment:

Possible Points Assignment 1 + Possible Points Assignment 2 + Possible Points Assignment 3 = Possible Category Points

**For example:**

The Homework category has three assignments, each worth 100 points.

$$100 + 100 + 100 = 300$$

The Test category has two assignments, each worth 100 points.

$$100 + 100 = 200$$

5. For each category, multiply the Possible Category Points by the multiplier value:

Possible Category Points  $\times$  M = Possible Category Value, where M is the multiplier value

**For example:**

The multiplier for the Homework category is 2.

$$300 \times 2 = 600$$

The multiplier for the Test category is 1.

$$200 \times 1 = 200$$

6. Add the sum of the possible category values for all categories:

Possible Category Value + Possible Category Value = Actual Value Total

**For example:**

Add the possible values for the Homework category and the Test category.

$$600 + 200 = 800$$

7. Calculate the average:

Divide the actual category value by the possible category value, and then multiply by 100.

(Actual Value Total / Possible Value)  $\times$  100 = Average

**For example:**

The student's value for actual points earned is 670. The value for possible points is 800.

$$(670 / 800) \times 100 = 83.7$$

The student's average is 84.

## Extra Credit

If an assignment is for extra credit, select **Extra Credit** for the assignment on the Administer Assignments page.

Extra credit assignments add points to the average for the category selected. If a student has no grade or a zero for the extra credit assignment, it does not count against him when his average is calculated.

**Note:** If you want to give an extra credit assignment that will be included in the cycle average for the students who do the assignment (but not for those who do not do it), create a regular assignment (not extra credit), and then exclude the grade for all students who do not complete the assignment.

## Percentage Averaging With an Extra Credit Assignment

Formula

1. For each category, take the sum of all points earned for all assignments:

Points Earned 1 + Points Earned 2 + Points Earned 3 = Total Points Earned

**For example:**

The Homework category has three assignments. The student earned a 70/100, 80/100, and 90/95 for those assignments.

$$(70 + 80 + 90) = 240$$

The Test category has two tests. The student earned a 45/50 and 100/100 for those tests.

$$(45 + 100) = 145$$

The Cycle Exam category has no grades yet.

2. For each category, add any extra credit (EC) assignment points to the Total Points Earned:

Total Points Earned + EC = new Total Points Earned

**For example:**

For the Homework category, the student has 10 extra credit points.

$$240 + 10 = 250$$

The student's Total Points Earned for the Homework category is 250.

3. For each category, take the sum of all possible points for all assignments:

Possible Points 1 + Possible Points 2 + Possible Points 3 = Total Possible Points

**Note:** Some teachers may have total possible points for an assignment that are not 100 (e.g., 90/95).

**For example:**

The Homework category has three assignments. The student earned a 70/100, 80/100, and 90/95 for those assignments.

$$(100 + 100 + 95) = 295$$

The student's Total Possible Points for the Homework category is 295.

The Test category has two tests. The student earned a 45/50 and 100/100 for those tests.

$$(50 + 100) = 150$$

The student's Total Possible Points for the Test category is 150.

4. For each category, divide the Total Points Earned by the Total Possible Points:

Total Points Earned / Total Possible Points = Category Average

**For example:**

The student's Total Points Earned for the Homework category is 250 (which includes the extra credit assignment). The student's Total Possible Points for homework is 295.

$$250 / 295 = 84.7$$

The student's Homework Category Average is 84.7.

The student's Total Points Earned for the Test category is 145. The student's Total Possible Points for the Test category is 150.

$$145 / 150 = 96.7$$

The student's Test Category Average is 96.7.

5. For each category, multiply the Category Average by the Category Weight:

Category Average x Category Weight = Category Value

**For example:**

The weight for the Homework category is 50%.

$$84.7 \times 50\% = 42.4$$

The weight for the Test category is 40%.

$$96.7 \times 40\% = 38.7$$

The weight for the Cycle Exam category is 10%, but there is no category average.

6. Take the sum of all Category Values:

Category Value 1 + Category Value 2 + Category Value 3 = Total

**For example:**

Add the category values for the Homework and Test categories. There is no category value for the Cycle Exam category.

$$42.4 + 38.7 = 81.1$$

7. Divide the Total by the sum of the weights for the categories that have grades, and then multiply by 100:

$$(\text{Total} / 100) \times 100 = \text{Average (if all categories have grades)}$$

$$(\text{Total} / \text{Cat Sum}) \times 100 = \text{Average (if some categories do not yet have grades)}$$

**For example:**

The sum of the weights of the Homework category and Test category is 90. The Cycle Exam category is omitted from the sum because it does not have grades.

The student's Total is 81.1.

$$(81.1 / 90) \times 100 = 90.1$$

The student's average is 90.

**Point Averaging With an Extra Credit Assignment**

## Formula

1. For each category, take the sum of points earned on all assignments:

$$\text{Points 1} + \text{Points 2} + \text{Points 3} = \text{Category Points}$$

**For example:**

The Homework category has three assignments, each worth 50 points. The student earned a 40, 45, and 50 for those assignments.

$$40 + 45 + 50 = 135$$

The Test category has two tests, each worth 50 points. The student earned a 40 and 50 for those tests.

$$40 + 50 = 90$$

2. Add the points for the extra credit (EC) assignment to the Category Points:

$$\text{Category Points} + \text{EC} = \text{new Category Points}$$

**For example:**

The student's Homework Category Points is 135. The student was awarded 5 points for a homework extra credit assignment.

$$135 + 5 = 140$$

3. Take the sum of the points earned in all categories:

$$\text{Category 1 Points} + \text{Category 2 Points} + \text{Category 3 Points} = \text{Total Points}$$

**For example:**

Add the points for the Homework category and the Test category.

$$140 + 90 = 230$$

4. Divide the Total Points by the Total Possible Points, and multiply by 100:

$$(\text{Total Points} / \text{Total Possible Points}) \times 100 = \text{Average}$$

**For example:**

The student's total points is 230. The total possible points is 250.

$$(230 / 250) \times 100 = 92$$

The student's average is 92.

## Multiplier Averaging With an Extra Credit Assignment

### Formula

1. Calculate the category actual value:

For each category, add the sum of the points earned for each assignment:

Points Assignment 1 + Points Assignment 2 + Points Assignment 3 = Actual Category Points

**For example:**

The Homework category has three assignments, each worth 100 points. The student earned a 70, 80, and 90 for those assignments.

$$70 + 80 + 90 = 240$$

The Test category has two tests, each worth 100 points. The student earned a 90 and 100 for those tests.

$$90 + 100 = 190$$

2. Add the points for the extra credit (EC) assignment to the Actual Category Points:

Actual Category Points + EC = new Actual Category Points

**For example:**

The student's Homework Actual Category Points is 240. The student was awarded 5 points for a homework extra credit assignment.

$$240 + 5 = 245$$

3. For each category, multiply the Actual Category Points by the multiplier value:

Actual Category Points x M = Actual Category Value, where M is the multiplier value

**For example:**

The multiplier for the Homework category is 2.

$$245 \times 2 = 490$$

The multiplier for the Test category is 1.

$$190 \times 1 = 190$$

4. Add the sum of the actual category values for all categories:

Actual Category Value + Actual Category Value = Actual Value Total

**For example:**

Add the actual values for the Homework category and the Test category.

$$490 + 190 = 680$$

5. Calculate the category possible value:

For each category, add the sum of the possible points for each assignment:

Possible Points Assignment 1 + Possible Points Assignment 2 + Possible Points Assignment 3 = Possible Category Points

**For example:**

The Homework category has three assignments, each worth 100 points.

$$100 + 100 + 100 = 300$$

The Test category has two assignments, each worth 100 points.

$$100 + 100 = 200$$

6. For each category, multiply the Possible Category Points by the multiplier value:

Possible Category Points x M = Possible Category Value, where M is the multiplier value

**For example:**

The multiplier for the Homework category is 2.

$$300 \times 2 = 600$$

The multiplier for the Test category is 1.

$$200 \times 1 = 200$$

7. Add the sum of the possible category values for all categories:

Possible Category Value + Possible Category Value = Actual Value Total

**For example:**

Add the possible values for the Homework category and the Test category.

$$600 + 200 = 800$$

8. Calculate the average:

Divide the actual category value by the possible category value, and then multiply by 100.

(Actual Value Total / Possible Value) x 100 = Average

**For example:**

The student's value for actual points earned is 680. The value for possible points is 800.

$$(680 / 800) \times 100 = 85$$

The student's average is 85.

**To add extra points to an assignment grade:**

Adding extra points to an assignment grade is different from an extra credit assignment. If you enter an assignment with the **Total Points** field set to 100, you can enter a grade that is greater than 100. In this case, it is not necessary to enter an extra credit assignment.

**To add extra points to the cycle average:**

If you want to award extra credit points to the overall cycle average, use the cycle **Override** field on the Cycle Grades page.

**Transfer Students**

If a student transfers into the course during a cycle, the following calculations are used to determine his working cycle average:

1. For the transfer grade, multiply the Transfer Average by the Transfer Weight:

Transfer Average x Transfer Weight = Transfer Value

**For example:**

The student's Transfer Average is 74.

The student's Transfer Weight is 55%.

$$74 \times 55\% = 40.7$$

The student's Transfer Value is 40.7.

2. Calculate the average of the student's assignment grades (for the remainder of the cycle) using the steps described above under Percent Averaging, Point Averaging, or Multiplier Averaging.

**For example:**

The percent-based example above shows a Working Cycle Average of 88.

3. Calculate the weight for the Working Cycle Average:

100% - Transfer Weight = Working Cycle Average Weight

**For example:**

The student's Transfer Weight is 55%.

$$100\% - 55\% = 45\%$$

The student's Working Cycle Average Weight is 45%.

4. Calculate the Working Cycle Average Value:

Working Cycle Average x Working Cycle Average Weight = Working Cycle Average Value

**For example:**

The student's Working Cycle Average is 87.

The student's Working Cycle Average Weight is 45%.

$$87 \times 45\% = 39.6$$

The student's Working Cycle Average Value is 39.6.

5. Take the sum of the Transfer Value and the Working Cycle Average Value:

Transfer Value + Working Cycle Average Value = Actual Working Cycle Average

**For example:**

The student's Transfer Value is 40.7.

The student's Working Cycle Average Value is 39.6.

$$40.7 + 39.6 = 80.3$$

The student's Actual Working Cycle Average is 80.

If a student transferred from a course that posts letter grades to a course that posts numeric grades, and a letter grade is entered for his transfer average, the grade conversion table is used to determine the numeric value.

## Dropped Assignment Grades

If the **# Drop** field on the Administer Categories page is set to a value other than 0 for any categories, the following applies:

- For all weighting types (percent, point, and multiplier), the number of assignment grades to drop is figured in when calculating the total points earned. If the number of grades entered is greater than the number of grades to drop, the lowest *X* grades are dropped, where *X* is the specified number to drop for that category. If the number of grades to drop is greater than or equal to the number of grades entered, no grades are dropped.
- If a student has an assignment grade of M (missing), the grade is calculated as a zero; therefore, missing grades can be dropped, if applicable.
- The student's average will always reflect the dropped grades.

**Warning:** If all assignments in a category do not have the same total points value (as entered on the Administer Assignments page), the calculations for dropping a specified number of assignments for the category may result in an average that is different than expected. If the total points value varies, the grade with the lowest number of points may not necessarily be the lowest grade.

## Rounding Numbers

When calculating a student's cycle average, be aware of the following details:

- Assignment grades are always whole numbers (i.e., no decimals).
- When a category average is displayed on a student's Cycle Grades page or IPR, it is rounded to the nearest whole number. If the number to the right of the decimal is 5 or greater, the displayed grade is rounded up. If the number to the right of the decimal is less than 5, the displayed grade is rounded down.

For example, if the student's category average is 89.5, the IPR and Cycle Grades page display 90 for the category average. If the student's category average is 90.49, the IPR and Cycle Grades page display 90 for the category average.

- When calculating a student's cycle average, the category average is *not* rounded. The program uses the entire unrounded number (i.e., 32-bit precision) to calculate the cycle average.  
**Warning:** If you use the rounded category average to calculate a student's cycle average, you may get a different average than the average produced by the program, since the program does *not* use the rounded category average.
- Once the cycle average is calculated, it is rounded to the nearest whole number. The cycle average is always displayed as a whole number.
- When the semester average is calculated, the rounded cycle averages are used. The semester average is rounded to the nearest whole number. The semester average is always displayed as a whole number.

## Missing and Incomplete Grades

When calculating a student's average, be aware of the following details:

- If a student has an assignment grade of M (missing), the grade is calculated as a zero. A missing grade can be dropped, if applicable.
- If a student has an assignment grade of I (incomplete), no averages are calculated, and an I is displayed in place of the average. The grade remains as an I until a grade is entered for the assignment.



# Appendix 2 - System Requirements

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## PC Operating System

The recommended operating system is Microsoft Windows 2000 (current service pack), Microsoft Windows XP (Service Pack 2), or Microsoft Windows Vista.

## Browser Setup

The minimum browser for txGradebook is Internet Explorer 6.0 or later. txGradebook will also work with Mozilla Firefox 3.0 or later for Windows 2000, Windows XP, or Windows Vista. Mac OS X users should use Firefox or Safari. Please check your browser settings to ensure that your browser is set up to accommodate the txGradebook requirements.

**Note:** Some antivirus software blocks cookies and pop-up windows. In addition to the instructions below, check your antivirus software to ensure that it is not blocking cookies or pop-up windows from txGradebook.

## Windows Internet Explorer

### To add txGradebook to the trusted sites:

Adding the txGradebook Web site to the trusted sites means that you trust txGradebook to use cookies. The use of cookies is required for proper operation of txGradebook.

1. In the browser, from the Tools menu, select Internet Options. The Internet Options dialog box is displayed.
2. From the Internet Options dialog box, click **Security**.
3. Under **Select a zone to view or change security settings**, click **Trusted sites**.
4. Click **Sites**. The Trusted sites dialog box is displayed.
5. Under **Add this website to the zone**, type the exact Web site address that you use to access txGradebook.

### Notes:

- If the Web site address begins with https, select **Require server verification (https:) for all sites in this zone**.
  - If the Web site address does not begin with https, then ensure that **Require server verification (https:) for all sites in this zone** is *not* selected.
6. Click **Add**. The Web site is displayed under **Websites**.

7. To close the Trusted sites dialog box, click **Close**.
8. To close the Internet Options dialog box, click **OK**.

### To disable the pop-up blocker for txGradebook:

txGradebook occasionally uses pop-up windows to display information. The pop-up blocker must be disabled for the txGradebook Web site for proper operation of txGradebook.

1. In the browser, from the Tools menu, select Internet Options. The Internet Options dialog box is displayed.
2. From the Internet Options dialog box, click **Privacy**. If **Turn on Pop-up Blocker** is selected, then continue.
3. Under **Pop-up Blocker**, click **Settings**. The Pop-up Blocker Settings dialog box is displayed.
4. Under **Address of website to allow**, type the exact Web site address that you use to access txGradebook.
5. Click **Add**. The Web site is displayed under **Allowed sites**.
6. To close the Pop-up Blocker Settings dialog box, click **Close**.
7. To close the Internet Options dialog box, click **OK**.

### Mozilla Firefox

#### To enable cookies for txGradebook:

The use of cookies is required for proper operation of txGradebook.

1. In the browser, from the Tools menu, select Options. The Options dialog box is displayed.
2. From the Options dialog box, click **Privacy**.
3. Under **Cookies**, click **Exceptions**. The Exceptions - Cookies dialog box is displayed.
4. Under **Address of web site**, type the exact Web site address that you use to access txGradebook.
5. Click **Allow**. The Web site is displayed under **Sites**, and the **Status** is set to Allow.
6. To close the Exceptions - Cookies dialog box, click **Close**.
7. To close the Options dialog box, click **OK**.

**To enable pop-up windows for txGradebook:**

txGradebook occasionally uses pop-up windows to display information. The pop-up blocker must be disabled for the txGradebook Web site for proper operation of txGradebook.

1. In the browser, from the Tools menu, select Options. The Options dialog box is displayed.
2. From the Options dialog box, click **Content**.
3. Next to **Block pop-up windows**, click **Exceptions**. The Allowed Sites - Popups dialog box is displayed.
4. Under **Address of web site**, type the exact Web site address that you use to access txGradebook.
5. Click **Allow**. The Web site is displayed under **Sites**, and the **Status** is set to Allow.
6. To close the Allowed Sites - Popups dialog box, click **Close**.
7. To close the Options dialog box, click **OK**.

**To enable JavaScript for txGradebook:**

JavaScript must be enabled for the txGradebook Web site for proper operation of txGradebook.

1. In the browser, from the Tools menu, select Options. The Options dialog box is displayed.
2. From the Options dialog box, click **Content**.
3. Ensure that **Enable JavaScript** is selected.
4. To close the Options dialog box, click **OK**.

**Safari****To enable cookies for txGradebook:**

The use of cookies is required for proper operation of txGradebook.

1. In the browser, from the menu bar, select Safari, and then select Preferences. The Preferences dialog box is displayed.
2. In the Preferences dialog box, select **Security**.
3. Next to **Accept Cookies**, select **Only from sites I visit**.
4. Close the Preferences dialog box.

**To enable pop-up windows for txGradebook:**

txGradebook uses pop-up windows to display reports and other information. By default, Safari blocks pop-up windows. The pop-up blocker must be disabled for the txGradebook Web site for proper operation of txGradebook.


From the Safari menu, select Block Pop-Up Windows to clear the check mark.

**To enable JavaScript for txGradebook:**

JavaScript must be enabled for the txGradebook Web site for proper operation of txGradebook.

1. In the browser, from the menu bar, select Safari, and then select Preferences. The Preferences dialog box is displayed.
2. In the Preferences dialog box, select **Security**.
3. Next to **Web Content**, ensure that **Enable JavaScript** is selected.
4. Close the Preferences dialog box.

## Window Navigation

- Users are encouraged to use the main menu and submenus to navigate from one page to another.
- The following suggestions will reduce the number of client workstation problems with txGradebook.
  - Avoid using the browser function keys.
  - Do not use the browser toolbars; for example, Standard Buttons, Address Bar, or Links.
  - Click **logout** to exit the application when finished; do not click  to exit the application.
  - If you attempt to open a page within txGradebook from your favorites list or the Go To menu, the system first displays the Login page if you are not already logged on. Once you successfully log on to txGradebook, the requested page is displayed. Be aware that any unsaved changes on the page you were viewing will be lost, and a warning message may not be displayed.
  - Do not open multiple txGradebook pages in different windows.

**Warning:** Do not use the Back button or shortcut keys to navigate from one window to another. Use of these in a maintenance function will produce unreliable results.