Training Guide

TXGRADEBOOK 2.9.0

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1314 Hines Avenue
San Antonio, TX 78208-1899

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Introduction

The grade book application, tx Gradebook is an integrated classroom management system that allows instructors to maintain and post student data, including attendance, grades, and discipline. 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.

tx Gradebook's integration with the Student systems (TxEIS and iTCCS) 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/instructor schedules. Data is written directly to the district database.

Instructors can access tx Gradebook from anywhere with an Internet connection (school or home).

The tx Gradebook application consists of the following processes:

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

The districts control access to tx Gradebook 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. Campus-level administrators can also be assigned Discipline-only access.

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

System Requirements and Browser Settings

Periodically ensure that your system and browser settings meet the minimum requirements. For information about system requirements and recommended browser settings, see the System Requirements link found on the Contents tab of the tx Gradebook online Help system.

Known Issues

A list of known issues for TxEIS and tx Suite is available on the SharePoint Web site. From the Home tab, select Documents > Releases and Updates > TxEIS to access the Known Issues document.

ADA Compatibility

tx Gradebook adheres to accessibility standards in order to comply with the Americans with Disabilities Act (ADA) Section 508 as follows:

- Alternate text tags are included for images throughout the tx Gradebook program and online Help, which allow a meaningful description of the image to be displayed when you point the mouse over the image. The alternate text tags also work with assistive technology such as screen readers and text-only browsers.
- Icons used throughout the program to visually indicate properties, status, or other pertinent information can be distinguished by color as well as at least one other characteristic, such as shape, or an alphabetic character on the icon.
- Where grids (i.e., tables) exist, such as in reports, the row and column headers have attributes in the code that work with assistive technology such as screen readers and text-only browsers.
- Where scripting language is used to display content, functional text is included that works with assistive technology such as screen readers and text-only browsers.
- A “skip to main content” link allows users of assistive technology to bypass the menus as needed.
- All pages and functions can be accessed using only the keyboard.
- Dates can be entered and validated using only the keyboard.
- Input fields and other input elements are highlighted yellow to convey the focus.
- Default button settings are not used in order to support the use of the ENTER key for clicking links.

Note: On many pages throughout tx Gradebook, the data retrieval criteria fields (such as the **Semester**, **Cycle**, and **Course Section** fields at the top of the page) will cause the page to reload automatically.

In some cases, the page will reload after the first time you click **Retrieve**. The first time you set these fields, you must click **Retrieve** to load data on the page. After you click **Retrieve**, the data will reset any time you change one of the data retrieval criteria fields.

Known Accessibility Issues

- **Settings > Administer Categories**

  In the Firefox browser, JAWS reads the Alt text for buttons, which allow adding a category to a course section twice.

- **Grades > Assignment Grades (Standards-Based/Skills-Referenced)**

  In the Safari browser, the VoiceOver application does not tab out of the URL.

  Workaround: When VO navigation stops, VO says “HTML Content,” press VO-U to enter the VoiceOver Rotator feature where user can then select from lists of headers, links, dorms, images, tables, etc. that are present on the page allowing user to select with arrow keys (VO reads each item as one arrows through list) the desired item. Pressing ENTER takes user to desired item.

- **Online Help**

  Auto-generated page elements from RoboHelp do not allow including Alt text to images at this time.

  Deprecated tags will not be changed at this time.

- **Admin > Elementary Skills-Based Report Card Setup Step 1**

  A navigability problem exists in the Grading Type Description text edit form.

  Workarounds:

  i) For JAWS, users enter its list of Virtual HTML Features by pressing INSERT-F3. This is a list of lists: headers, links, forms, buttons, tables, etc. To access the three text embellishment “buttons” of bold, italics, underline and the two bullet-list options, these five are listed under the Graphics List of JAWS Virtual HTML Features. (The graphics list can be accessed directly in JAWS by keying of INSERT-CONTROL-G.)

  ii) To access the combo boxes of Font, Size, and Color, use the same procedure as in the previous item using Virtual HTML Features or directly from the Combo Boxes List (INSERT-CONTROL-C).

- **Attendance > Attendance Roster**
  Settings > Seating Chart Setup
  Reports > Seating Chart Report

  A problem exists with period combo box navigability.

  Workarounds:

  i) Tab to the **Semester** combo box that is the immediate link before Period.

  ii) Tab to the **Period** combo box. (Note: JAWS does not read “Period.” It says nothing.)

  iii) Tabbing then will navigate the drop-down list of the items for the **Period**. (JAWS reading each entry as you pres TAB.)

  iv) Press ENTER on selection of **Period** item desired.

- **Track Calendar**

  Workaround: A text box is provided for the entry of a date. All entries are validated upon the changing of that text boxes value. The date pop-up box is not needed for entry and provided strictly as a convenience.

Standards-Based and Skills-Referenced Courses

Throughout this guide you will see references to standards-based/skills referenced courses. Standards-based and skills-referenced are different names for the same type of grading. TxEIS districts refer to this assessment type as standards-based grading; iTCCS districts refer to this assessment type as skills-referenced grading. Users in TxEIS districts will see the name standards, where users in iTCCS districts will see the name skills.

Registration and Login

Login Page

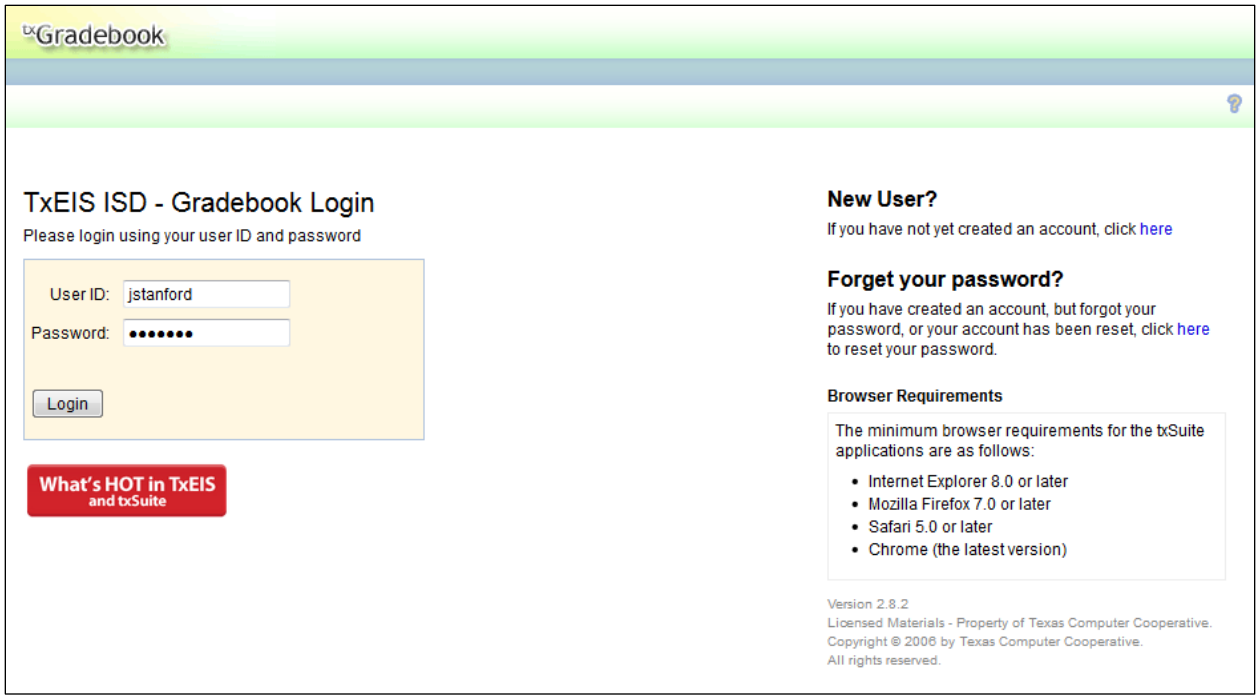
The Login page is the entry portal to txGradebook. If the district has specified hours of operation for txGradebook, the hours are displayed on the page. Also, special notices regarding system outages or other information may be displayed on the page, if applicable.

Note: Under certain conditions, the **User ID** and **Password** fields may not be displayed and you cannot log on, such as:

- The district has disabled txGradebook. The message "txGradebook is Unavailable" is displayed.
- The district is not fully set up to use txGradebook. A message is displayed indicating the information that is still needed for setup (e.g., hint questions have not been added).
- JavaScript support is disabled for your browser. A message is displayed indicating that JavaScript is disabled and notifying you that txGradebook cannot be used properly until JavaScript support is enabled.

What's HOT in TxEIS and txSuite

Click the **What's HOT in TxEIS and txSuite** button to open the latest newsletter providing information on updates in the current software versions, coming changes, and tips. Get to know the Texas Computer Cooperative (TCC) and the staff members who are working hard to provide the best product possible. The newsletter opens in a PDF format which can be saved, shared, and printed.



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 an instructor with a non-administrative account, the Announcements page is displayed.

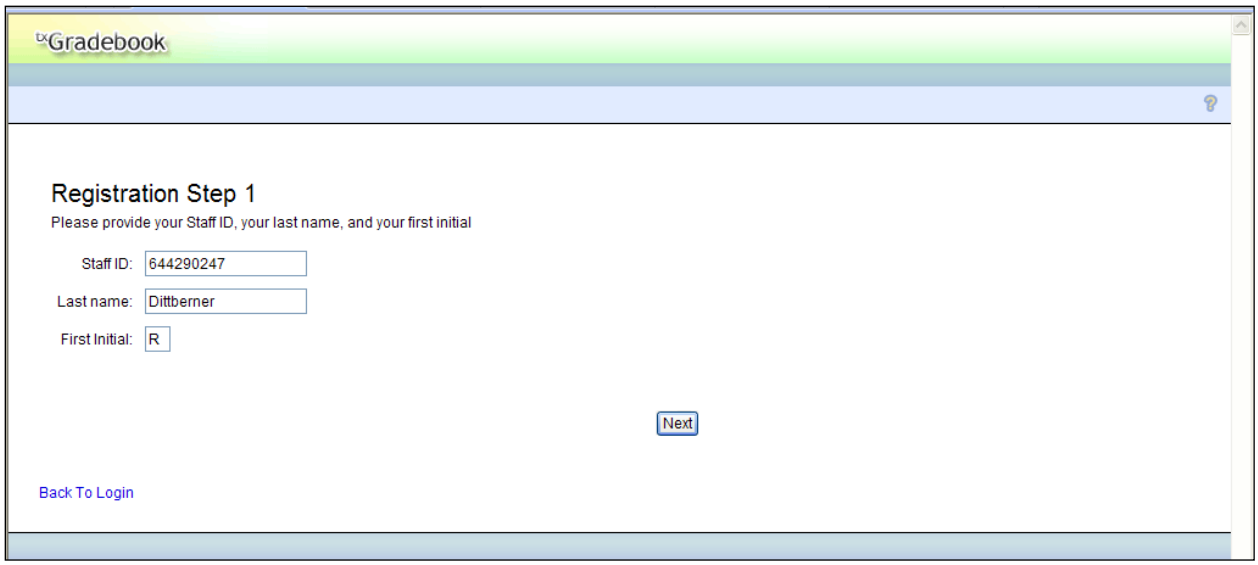
Warning: If you have three unsuccessful attempts to log on (invalid user ID/password combinations), the system will lock out your account. If your account is locked out, please contact the campus administrator to have your account reset.

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.



1. Type a valid staff ID (your nine-digit social security number or six-digit district-assigned employee ID number), last name, and first initial.

   Note: **Staff ID vs. social security number:**

   For TxEIS districts as of TxEIS release 2.0.0000 (summer 2014): Districts may run a utility to convert staff social security numbers to the new six-digit staff ID. Once the district has run the conversion, only six-digit district-assigned staff IDs will be used; your social security number will no longer be used as your staff ID. If your district has run the conversion, you will register for txGradebook using your six-digit district-assigned staff ID number in the **Staff ID** field. If your district has not yet run the conversion, you will register using your nine-digit social security number in the **Staff ID** field. Note that if you register prior to the conversion using your social security number, and then need to reset the password after the conversion, you must use your six-digit staff ID to reset your password.

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: rdt1234

Must be between 6 and 8 alpha-numeric characters (example: ABC5555)

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)

PIN: ••••

Must contain 4 numbers (example: 1234)

E-Mail Address: name@isd.net

Must be a valid email address (example: john@district.net)

Next

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 six to eight 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.

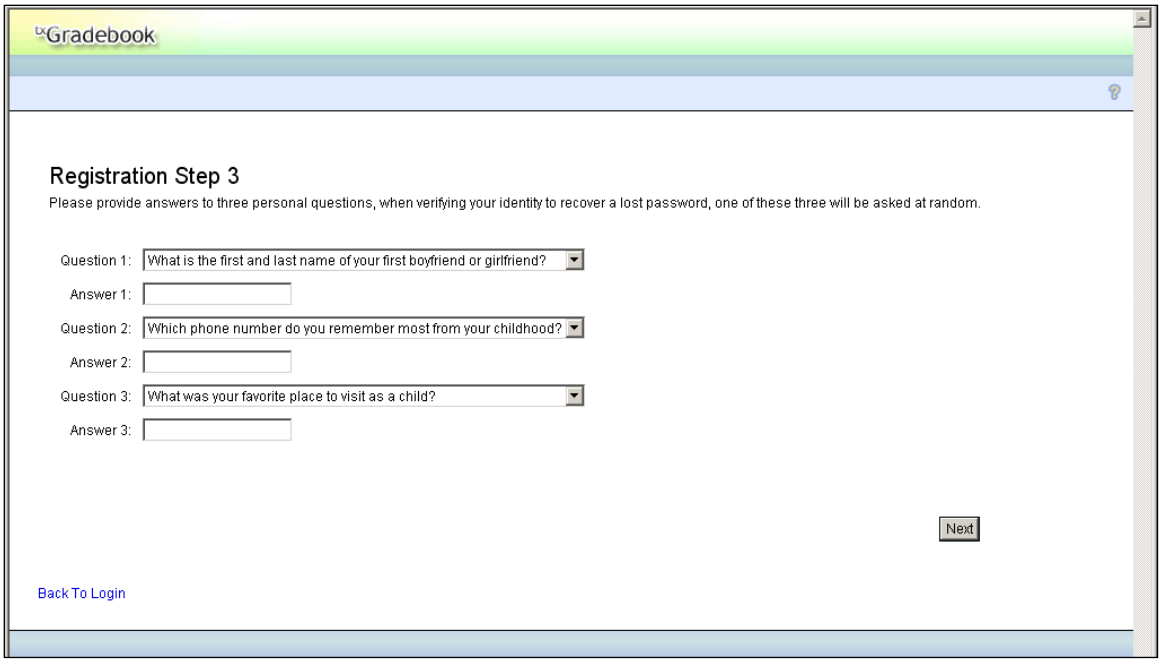
     Note: Once established, a user ID cannot be changed or deleted.

   - Your password must be six to nine 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. (iTCCS only) In the **E-Mail Address** field, type your e-mail address (e.g., *someone@example.net*).

   If **Require Teacher Email** is selected in the iTCCS Student system on District txGradebook Options Maintenance WST0051, you are required to provide an e-mail address. Otherwise, it is optional but recommended.

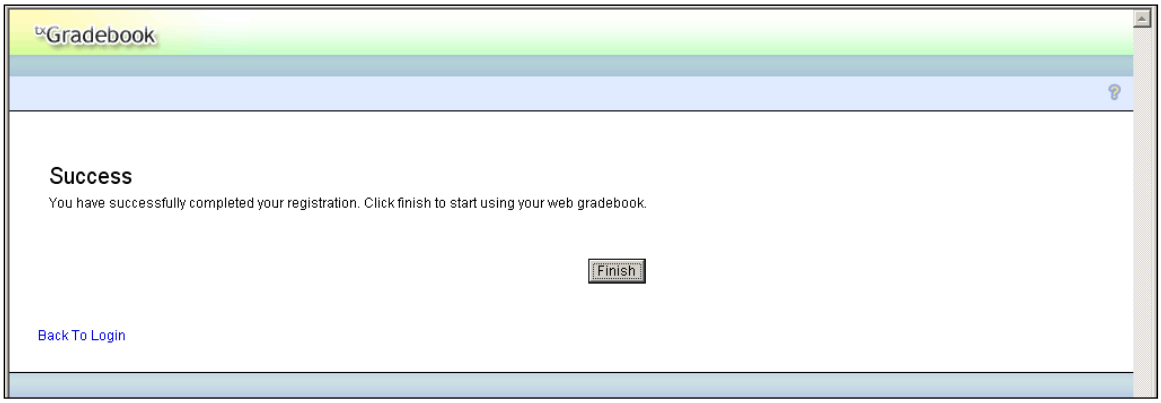
5. Enter the required data, and then click **Next**. The Registration Step 3 page is displayed.



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.

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



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

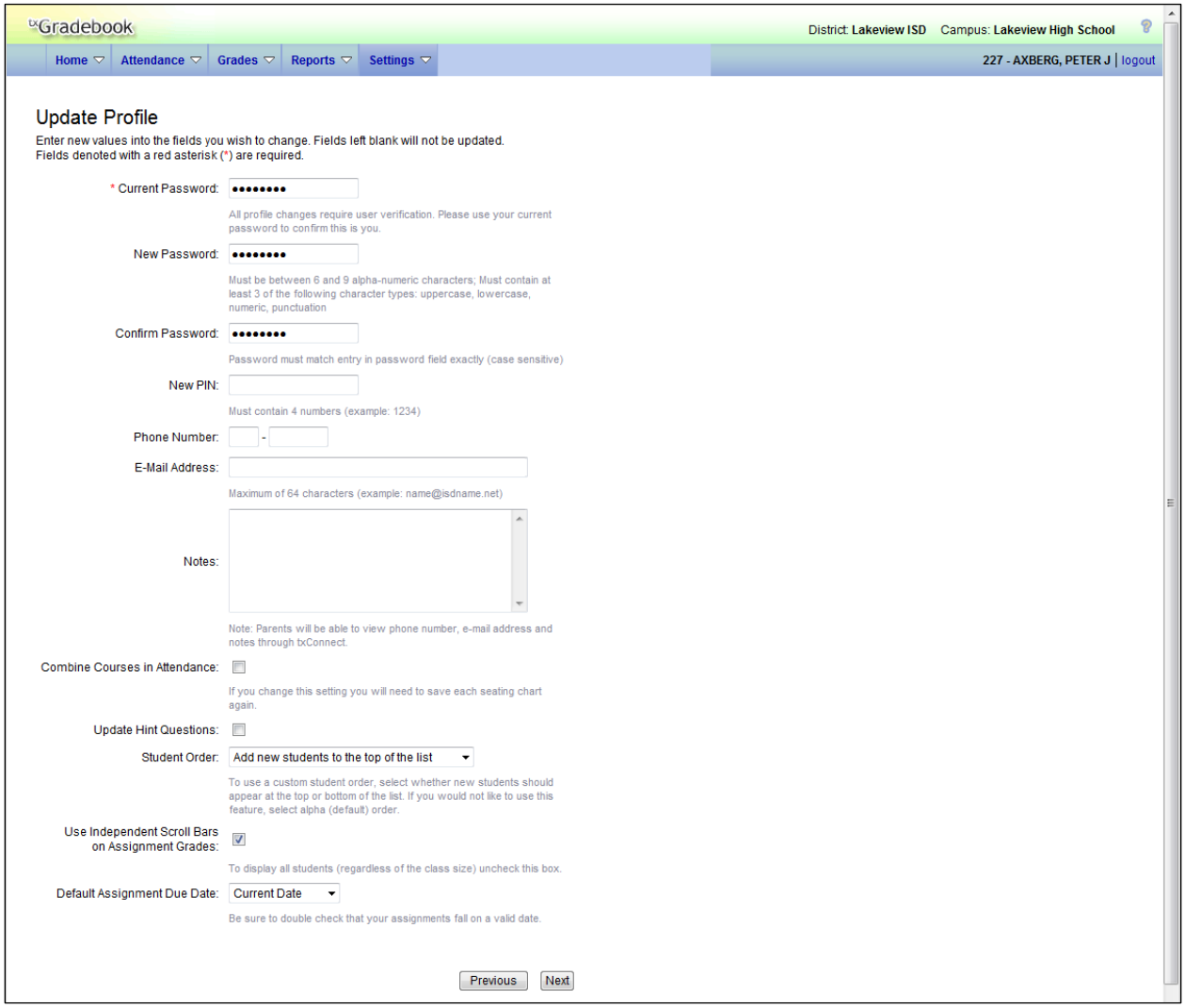
To exit the registration process:

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. For administrative users, the Update Admin Profile pages are used instead.

GO TO: Settings > Update Profile



To update a user profile:

1. In the **Current Password** field, type your current password. For added security, 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 six to nine 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. If you do not want to combine courses for attendance reporting (e.g., prekindergarten courses that meet morning and afternoon), clear the field.

   If you have multiple course sections that meet during one period, this option allows you to record attendance for all sections at one time. It is highly recommended that you set this field the way you want it for the semester before creating the seating chart.

9. If you want to update your hint questions, select **Update Hint Questions**. The questions will be displayed on the next page when you click **Next**.

10. In the **Student Order** field, indicate where you want new students to be listed on the following pages and reports: Assignment Grades, Cycle Grades, IPR Comments, Print IPR, Assignment Grades Report, and Class Roster Report. This field works in conjunction with the Arrange Student Order page and is only available to users who are logged on as instructors. The field is not available to administrative users.

    - *Alpha (default) order* - All students are listed in alphabetical order, regardless of the custom sort order established on the Arrange Student Order page.
    - *Add new students to the top of the list* - Any new students who have enrolled in the course section since you last saved a custom sort order are displayed at the top of the list.
    - *Add new students to the bottom of the list* - Any new students who have enrolled in the course section since you last saved a custom sort order are displayed at the bottom of the list.

    The setting is the same for all of your classes.

Note:

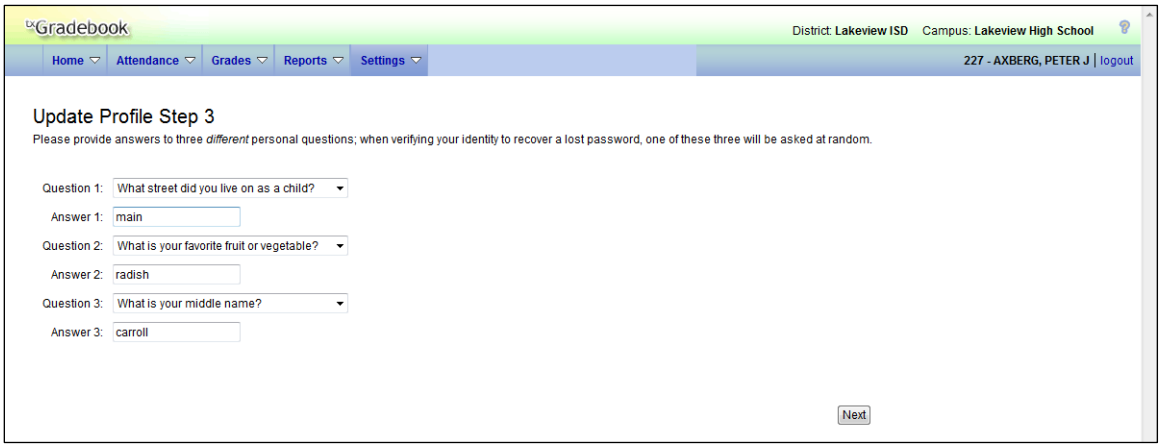
- If you select the option to list new students at the top or bottom of the list, but you have not set up a custom sort order for all course sections, only classes that have a custom sort order are affected. For all other course sections, all students are listed in alphabetical order.
- This field allows you to toggle between displaying students in alphabetical order and your custom sort order. If you have created a custom sort order, you can temporarily change this field so your students are displayed in alphabetical order. When you change the field again to add new students to the top or bottom of the list, your custom sort order is retained.

11. Select **Use Independent Scroll Bars on Assignment Grades** if you want independent scroll bars for the assignment grades table on the Assignment Grades page. If you clear the field, the complete assignment grades table will be displayed. If the data requires more than one screen, the page scroll bars must be used to view the additional data.

Note: The field is ignored if you are using an Apple mobile device. The independent scroll bars are not available on Apple mobile devices.

12. In the **Default Assignment Due Date** field, indicate if you want a default date to be displayed in the **Date Due** field on the Administer Assignments page. You can select no default date, the current date, or up to five days in the future. For example, if you selected *Current Date +2*, and the current date is May 20, the **Date Due** field on the Administer Assignments page will display May 22 by default. If May 22 occurs on the weekend, the **Date Due** field will display the date of the following Monday.

13. Click **Next**. If you selected **Update Hint Questions**, the Update Profile Step 3 page allows you to update your answers to the hint questions.



14. You can change your hint questions and answers, and then click **Next**.

15. If you entered all required data, the Success page is displayed. Click **Finish** to return to the Announcements page.

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:

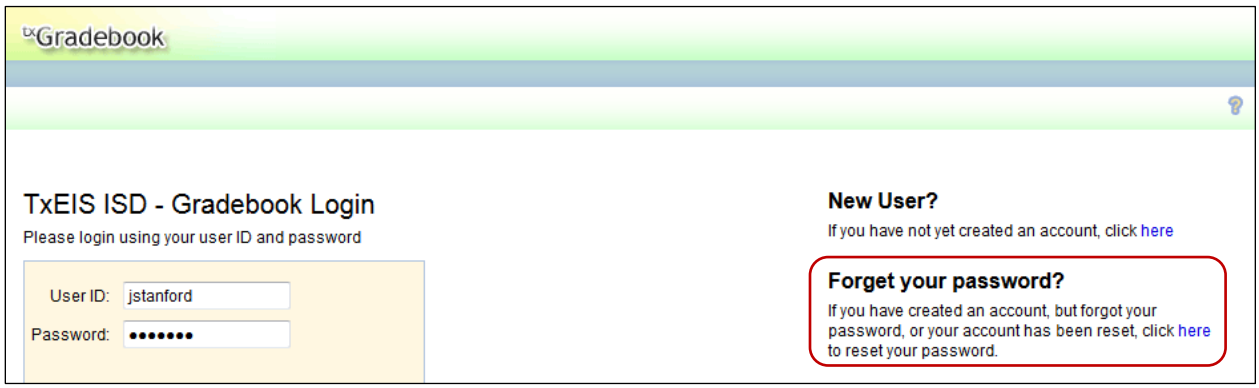
For security purposes, your password will expire periodically. The amount of time that your password is valid is set by the district. If your password has expired, you are redirected to the Password Expired page before the Announcements page is displayed.

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

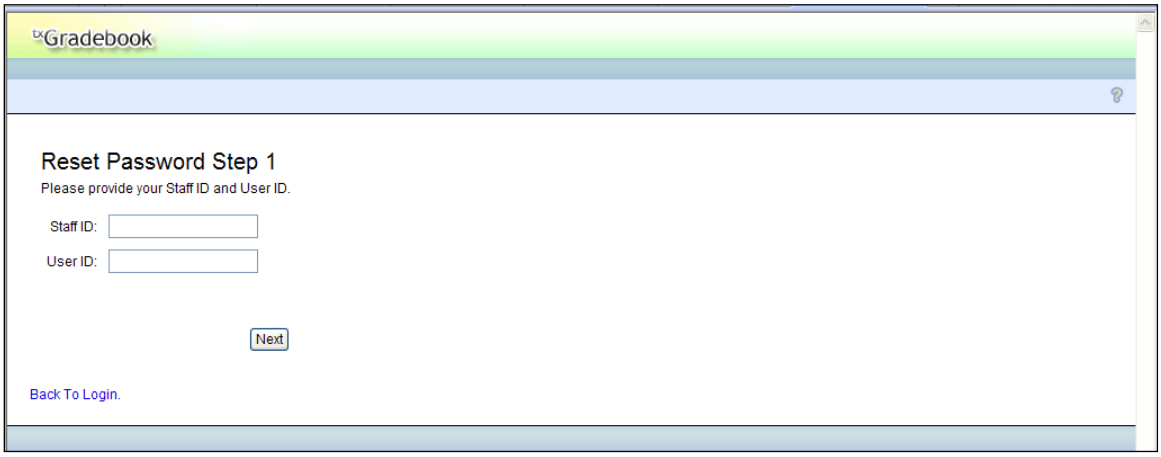
   If you typed the data correctly, your password is changed, and the Announcements page is displayed.

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.



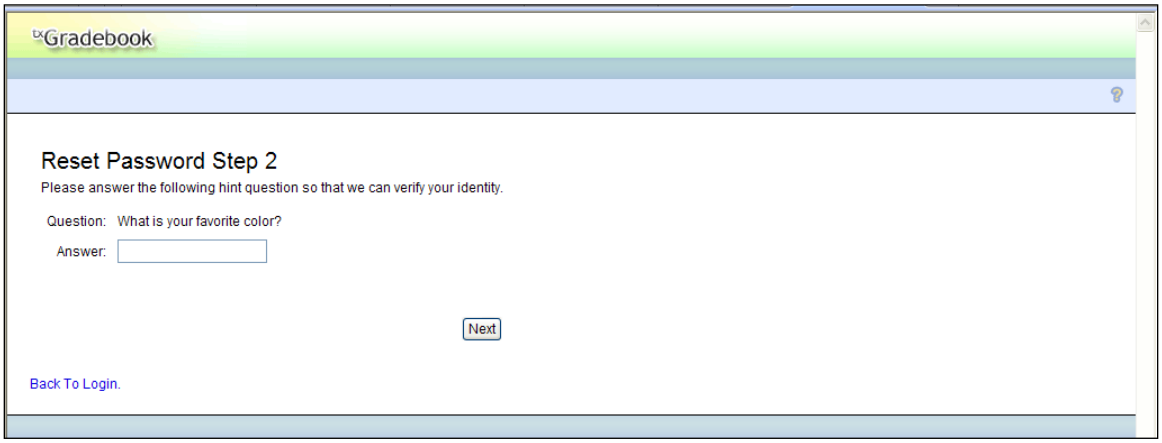
1. From the Login page, click the link under **Forget your password**. The Reset Password Step 1 page is displayed.



Note: **Staff ID vs. social security number:**

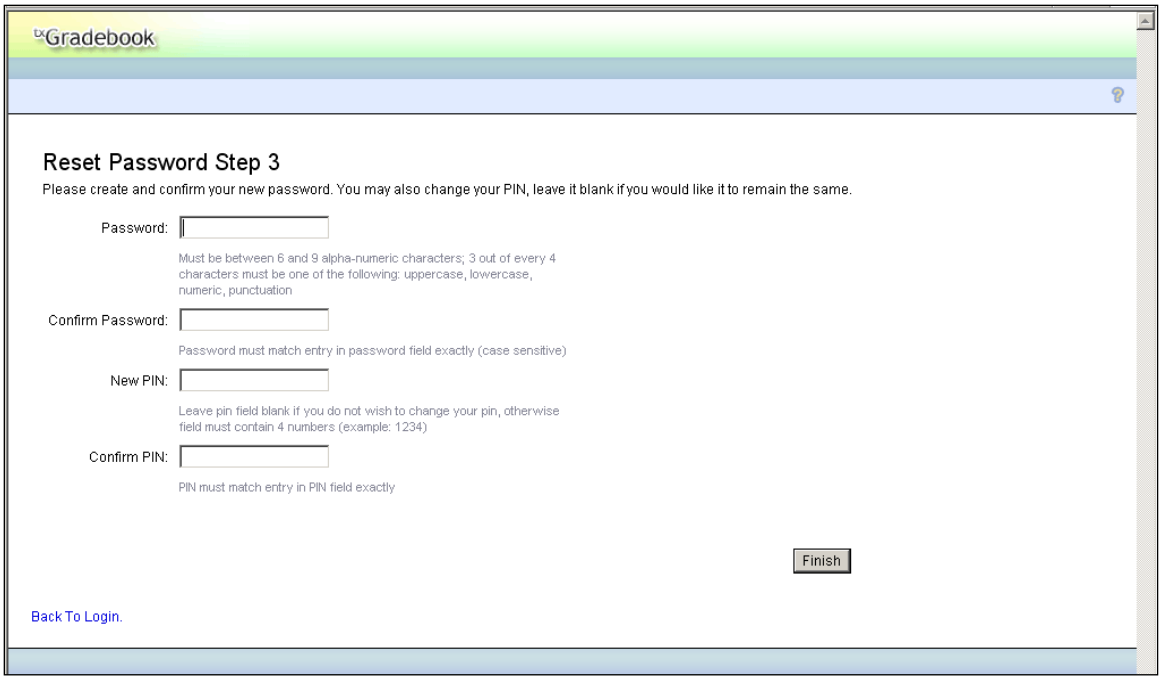
For TxEIS districts as of TxEIS release 2.0.0000 (summer 2014): Districts may run a utility to convert staff social security numbers to the new six-digit staff ID. Once the district has run the conversion, only six-digit district-assigned staff IDs will be used; your social security number will no longer be used as your staff ID. If your district has run the conversion, you must reset your password using your six-digit district-assigned staff ID number in the **Staff ID** field. If your district has not yet run the conversion, you will reset your password using your nine-digit social security number in the **Staff ID** field. Note that if you registered prior to the conversion using your social security number, and then need to reset the password after the conversion, you must use your six-digit staff ID to reset your password.

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



3. 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.

4. Click **Next**. If you typed the data correctly, the Reset Password Step 3 page is displayed.



5. 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.

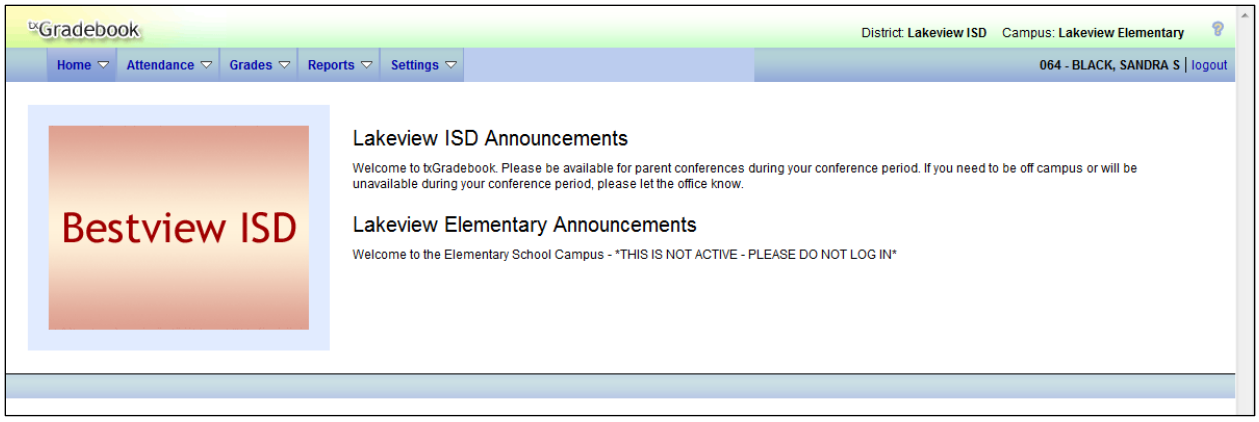
   Note: You cannot reuse your last password.

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

7. 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 top-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 button is displayed in the top-right corner of the page.
- 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 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 such as clicking a button or selecting a page from the menu), 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, your session will time out and the page is automatically redirected to the Login page.

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

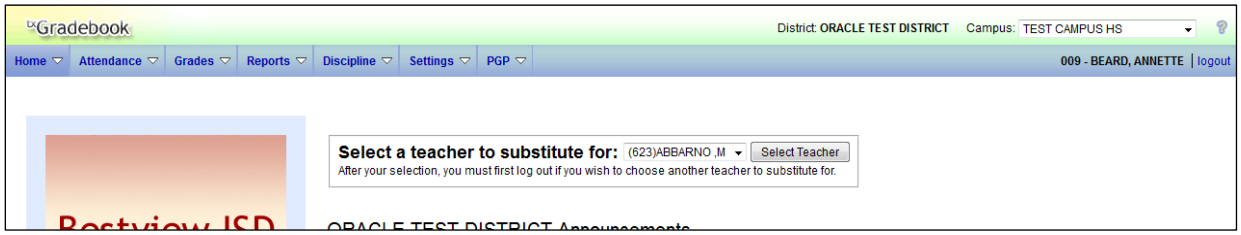
To log out:

The **logout** link is displayed to the right of your user ID. When you click the logout link, you are logged out of tx Gradebook 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 tx Gradebook 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 tx Gradebook.

Long-Term Substitute Teachers

In the **Select a teacher to substitute for** field, select the instructor for whom you are substitute teaching, and then click **Select Teacher**. Then, proceed to use txGradebook as if you were the instructor. The **Select a teacher to substitute for** field is only displayed if you logged on as an instructor for whom a long-term substitute teacher has been assigned.



To select another instructor for whom to substitute, you must log out of txGradebook, and then log on as the next instructor and select the next instructor from the drop-down list.

Note:

- You can only access the Update Profile page before you select an instructor. Once you have selected an instructor, the Update Profile page is no longer available.
- Only instructors for which an administrator has assigned you as the substitute will be listed in the drop-down list, and only if the current date falls within the date range specified.
- As a long-term substitute, you can maintain and print any data that the instructor would be able to access.
  - If you mark grades as ready to post, the instructor's name is reflected.
  - If you post attendance, the instructor's name is reflected.
  - If you enter a discipline referral, the substitute's name is reflected.

User Types

Administrators

There are various 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. Campus-level administrators can also be assigned Discipline-only access.

The access level is displayed on the Administrator Options page.

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

Instructor

Instructors 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.

- Instructors 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 an instructor 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.
- An instructor can be given permission to create campus-wide or course-wide groups of students in txGradebook. Special group reports are available that provide data for the student groups.

Long-Term Substitute Teachers

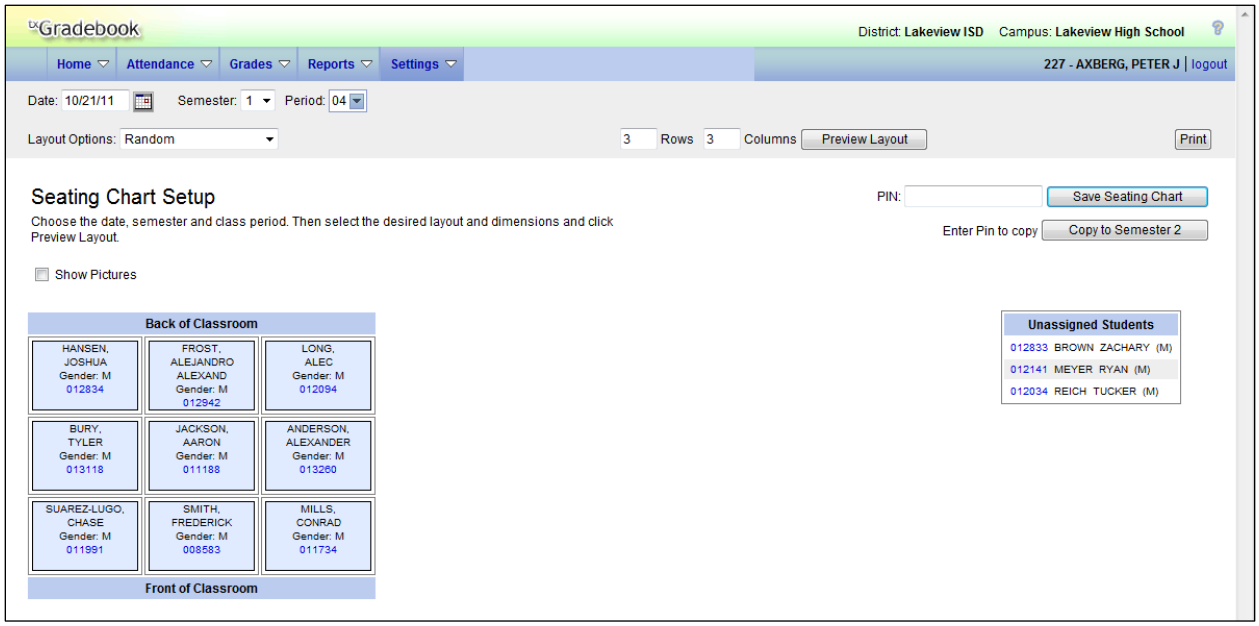
Long-term substitute teachers can be granted access to use txGradebook on behalf of an instructor who is out for an extended period of time. When the substitute logs in to txGradebook as the instructor, the substitute can select the instructor for whom he is substitute teaching. Then, the substitute teacher can proceed to use txGradebook as the instructor.

Seating Chart Setup

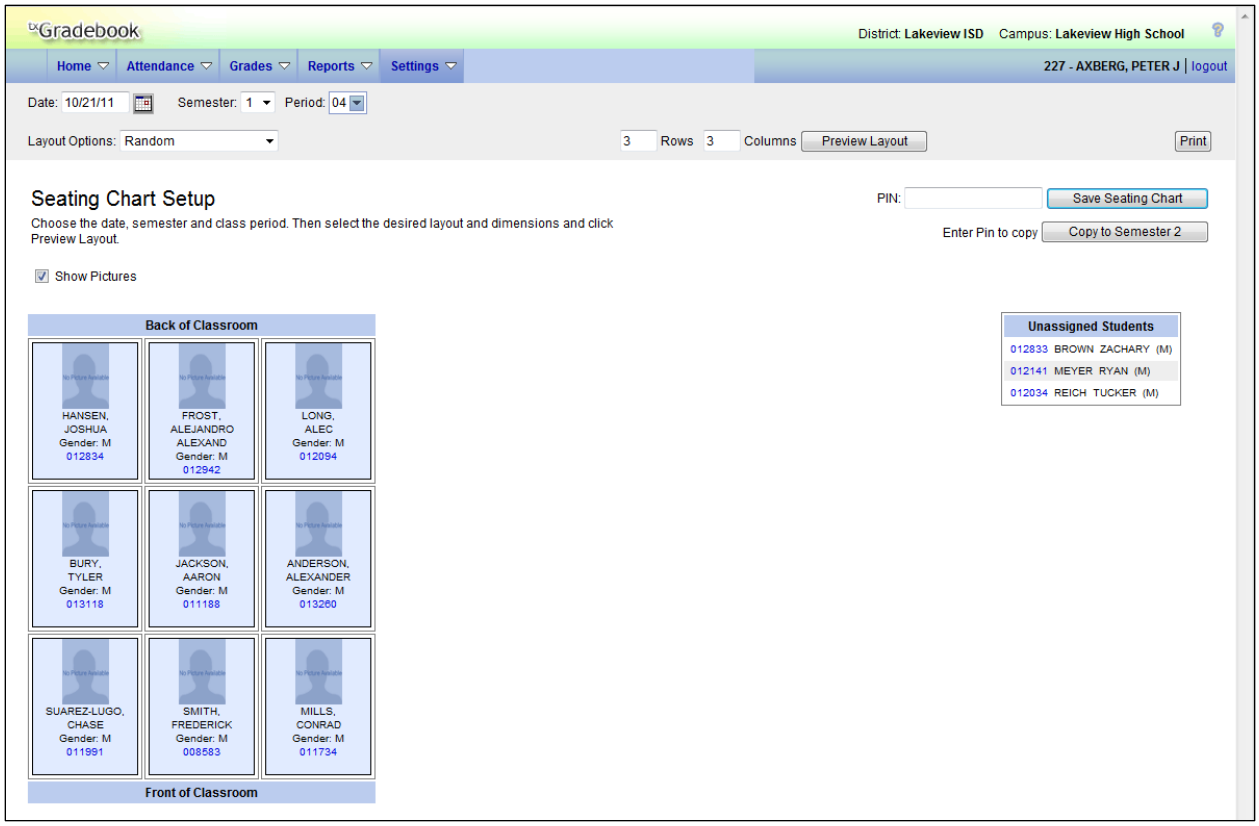
The Seating Chart Setup page allows you to create and maintain seating charts for all of your classes. The seating chart lists the student name, gender, and ID. The seats are color-coded by gender. Student seats can be rearranged at any time.

Note:
- If a student transfers to the class, he is listed under **Unassigned Students**.
- If a student drops the course, his seat is blank.
- You must create a new seating chart for each semester of a course.

GO TO: Settings > Seating Chart Setup



If you select **Show Pictures**, the student photos are displayed in the seating chart:



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 the calendar icon or 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. The **Semester** field displays the semester of the selected date by default. Select another semester if necessary.
3. 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 your 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.

4. 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 instructor'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 instructor'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 instructor'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 instructor'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** field 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.

5. 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.

6. 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.

7. Select **Show Pictures** to display student photos in the seating chart. Clear the field to hide the student photos. Photos are only available if they have been added by district administrators.

8. 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.

9. 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.

10. To save your changes, type your four-digit PIN in the **PIN** field, and then 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. Or, click **Cancel** to return to the page and save your changes.

11. To copy the seating chart to a subsequent semester of the same course, click **Copy to Semester** #**,** where # is the semester number.
    - The button is only displayed if you have saved the seating chart.
    - The button is only displayed if there is at least one subsequent semester (e.g., it is semester one of a two-semester course). The button is not displayed for a one-semester course.
    - To copy the seating chart, type your four-digit PIN in the **PIN** field, and then click **Copy to Semester** #.
      - If the seating chart was copied successfully, a message is displayed indicating that the seating chart was copied.
      - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN to continue.

12. 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 report.

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

Arrange Student Order

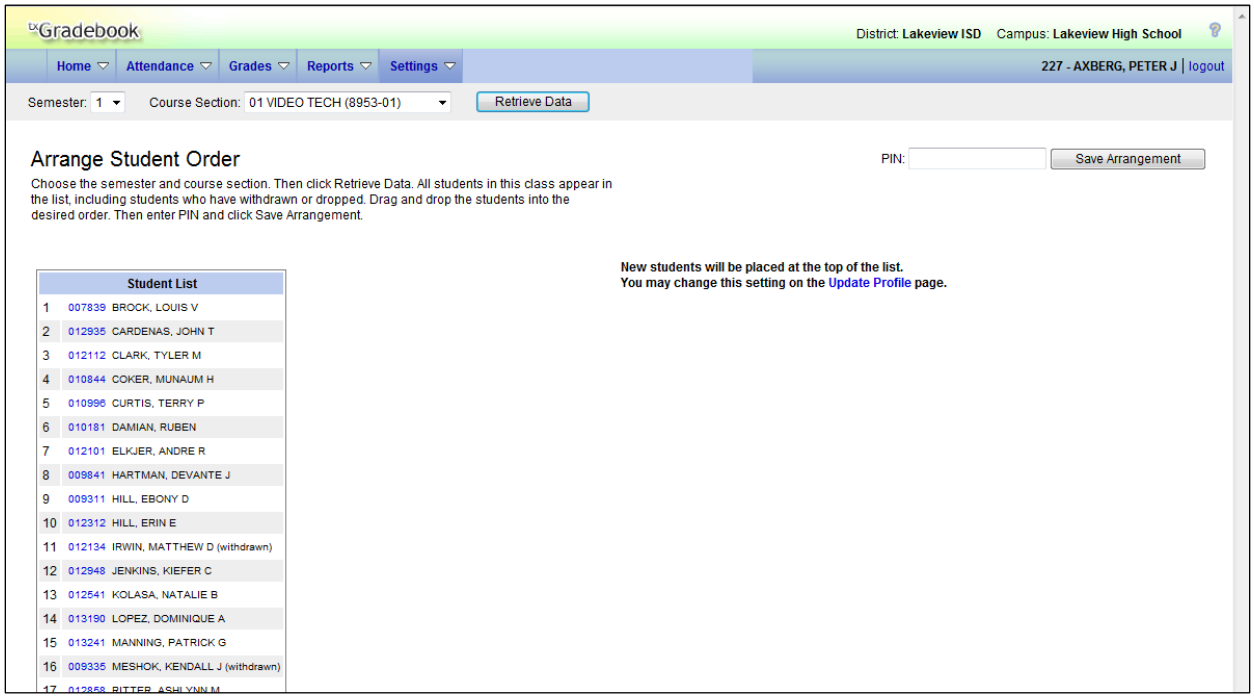
The Arrange Student Order page allows you to determine the order in which students are listed on the following pages:

- Grades > Assignment Grades
- Grades > Cycle Grades
- Grades > IPR Comments
- Grades > Print IPR
- Reports > Assignment Grades (listed as a sorting option)
- Reports > Class Roster

You must be logged on as an instructor to use this page. The page is not displayed for administrative users.

Note: Before using this page, you must set a preference for new students in the **Student Order** field on the Update Profile page. The field must be set to add students to the top of the list or bottom of the list. Otherwise, the order established on this page is not utilized on the other pages throughout txGradebook.

GO TO: Settings > Arrange Student Order



To arrange the students:

1. In the **Semester** field, select the semester of the course section for which you want to arrange students.

2. In the **Course Section** field, select the course section for which you want to arrange students.

3. Click **Retrieve Data**. All students in the selected course section are listed.
   - If you have not previously arranged students in this course section, the students are listed in alphabetical order.
   - If you have previously arranged the students, the students are listed in the last saved order.
   - Withdrawn and dropped students are included in the list.
   - To the right of the student list, a message indicates your current setting on the Update Profile page regarding the placement of new students. A link to the page is provided, allowing you to easily change your setting.

4. You can rearrange students using drag-and-drop. Click and hold the student ID or name, and drag the student to the new position.

   You can click the student ID to view the student's profile.

5. To save the student order, type your four-digit PIN in the **PIN** field and click **Save Arrangement**.
   - If your changes were saved successfully, the page reloads, and a message is displayed indicating that the student list order was saved.
   - 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 the page without saving your changes. Or, click **Cancel** to return to the page and save your changes.

Student Groups

Student Group Manager

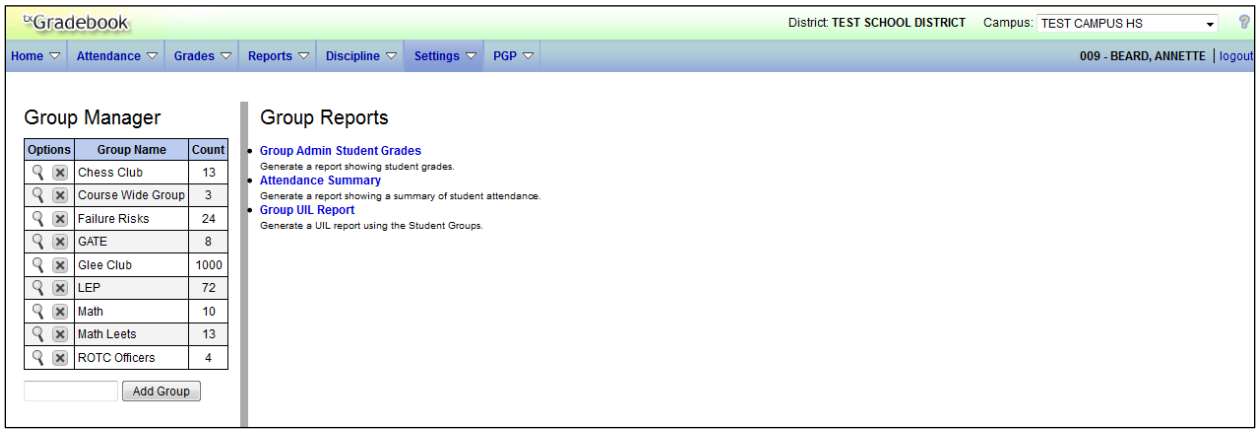
The Student Group Manager page allows you to create and maintain groups of students for reporting purposes. The student groups can be campus-wide and are not limited to a particular course section. Special group reports are available to provide data for the student groups.

Instructors can be given access in the Student system to create student groups as follows:

- No access (you cannot create student groups). If you do not have access, the Student Group Manager page is not listed in the menu.
- Course-wide access (you can create student groups that include only students enrolled in your courses).
- Campus-wide access (you can create student groups that include any students at the campus). If you do not have this access, an administrative user (impersonating the instructor) can create groups for you. Groups can only be created for instructors who have a txGradebook account.

Users can run group reports for their own groups, regardless of who created the group.

GO TO: Settings > Student Group Manager



To set up a group:

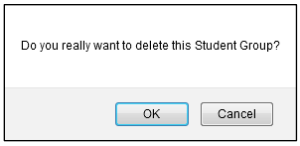
1. Under **Group Manager**, your existing groups are displayed.

2. Under **Group Reports**, the available student group reports are listed; they are linked to the reports in the Reports menu under Student Group Reports. Some of the group reports mirror other reports available in the Reports menu.

3. To add a new group, type the group name in the text box under the **Group Manager** list, and then click **Add Group**. The group is listed in the **Group Manager** list with a student count of 0. You cannot add a group name that already exists in the list.

4. To add or delete students in the group, click . The Manage My *GroupName* Group page is displayed, where *GroupName* is the name given to the group. The page is described in the next section.

5. To delete a group, click . A message is displayed asking you to confirm that you want to delete the group.



   Click **OK** to continue.

   Inquiry-only users cannot delete a group.

6. Administrative users can copy an instructor's student groups to another instructor by clicking **Copy groups to another teacher**. The Copy Student Groups page is displayed, which is described in the tx Suite Administrator Training Guide.

   The **Copy groups to another teacher** link is only displayed for administrative users.

7. Under **Group Reports**, click a report title to run the report for a student group:
   - The Group Admin Student Grades page allows you to run the Admin Student Grades report for a student group.
   - The Attendance Summary report generates a summary report of student attendance for a specified student group.
   - The Group UIL report provides a list of students' working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility. The report is similar to the UIL report; however, you can produce the report for a specified student group.

   The student group reports are described in the Reports section of this guide.

Manage My *GroupName* Group

The Manage My *GroupName* Group page allows you to add and remove students from your student groups.

Note: A group can have up to 1000 students. If you attempt to add more than 1000 students to a group, a message is displayed below the ***GroupName* Group** grid indicating that you have exceeded 1000 students.

To access the page:

The page can only be accessed from the Student Group Manager page.

1. From the Settings menu, select Student Group Manager. The Student Group Manager page is displayed allowing you create and maintain groups of students.

2. From the Student Group Manager page, click .

   The Manage My GroupName Group page is displayed, where GroupName is the name given to the group.

Add	Student ID	Grade	Last Name	First Name
	859390	01	AASE	CASSIDY
	827074	11	ABBARNO	NOEMI
	832527	10	ABBOTT	KAYLA
	826019	09	ABERNATHY	JERROD
	846887	11	ABEYTA	CHANTEL
	856211	10	ABRUZZESE	TYLER
	843460	10	ABUARJA	CODY
	843464	11	ABUARJA	THOMAS
	826146	09	ACOSTA	ANGEL
	842138	12	ACREE	ANNA MARIA
	827562	09	ACUNA	ASHLEY
	827780	09	ACUNA	THOMAS
	827314	09	ADAMS	JENIFFER
	862057	09	ADAMS	KRISTIAN
	826719	11	ADAMS	MARISSA
	820144	11	ADCOCK	ASHLEY
	858093	09	ADEJUMO	JOSHUA
	856407	09	ADLER	ARYANNA
	844994	09	ADRAGNA	KRISTEN
	841897	10	ADRIAN	JACOB

Delete	Student ID	Grade	Last Name	First Name
	851563	11	AGRON	HEATH
	851064	09	BEARD	DANIEL
	820994	11	STRICK	JONATHAN
	820830	11	SWENSON	QUINTEN
	847558	11	TALBOT	DARIN
	823136	11	TENBERG	DENYA
	823858	12	THOMPSON	JEREMY
	820316	11	THRASH	BRITTANY
	863955	12	VALERIO-LOPEZ	GABRIELLA
	866319	11	VILLA	JOSHUA
	835257	11	VITELA	FRANCISCO
	832738	11	WALKER	SARAH
	820354	12	WARD	JOSEPH

To edit groups:

Students who have already been added to the group are listed in the right grid under *GroupName* **Group**. The current number of students in the group is displayed in parentheses.

1. To search for a student to add to the group, make the following selections under **Search Options**:
   - In the **Within Grade Level** field, select a grade level if you want to narrow the search to one grade level. Otherwise, select *All*.
   - (iTCCS only) In the **Having LEP Code** field, select an LEP code to retrieve only students with a specific LEP code. Otherwise, select *All* to include all students regardless of LEP code.
   - Select **Last Name** or **First Name** to search for the student by last name or first name, or select **Student ID** to search for the student by student ID.

     Type all or part of the student's first name, last name, or student ID, and then click **Search**. The students who meet the criteria are listed under **Students Found**. The number of students retrieved is displayed in parentheses.

     For instructors and administrative users who have access to create campus-wide groups, the search retrieves students from across the campus. For all other users, the search retrieves only students in any of their classes.
   - Click the page numbers at the bottom of the grid to view additional students.
2. Under **Students Found**, select the student(s) to add to your group.
   - You can select **Select All** to select all visible students on the page. Clear **Select All** to unselect all selected students.
   - You can select **Add** to select individual students. Clear **Add** to unselect individual students.
   - Click **Add>>** to add the selected students to your group. The students are displayed in the right grid under *GroupName* **Group**.
3. Under *GroupName* **Group**, select any students to remove from your group.
   - You can select **Select All** to select all students in the group. Clear **Select All** to unselect all selected students.
   - You can select **Delete** to select individual students. Clear **Delete** to unselect individual students.
   - Click **<< Del** to remove the selected students from your group. The students are displayed in the grid under **Students Found**.
4. When the correct students are listed under *GroupName* **Group**, click **Save** to save the information. Otherwise, click **Cancel** to discard your unsaved changes and revert to the original group list.
5. Click **Back to the Student Group Manager** to return to the Student Group Manager page.

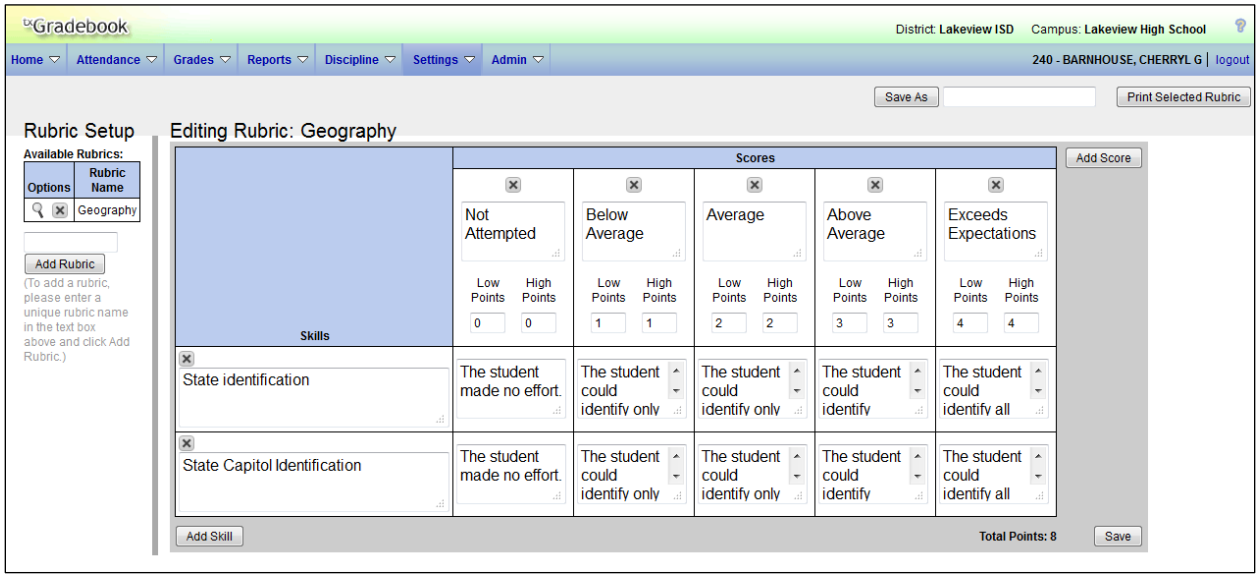
Rubric Charts (TxEIS Only)

The Rubric Setup page allows you to set up rubric charts that can be used for grading assignments with a rubric chart. A rubric chart is a set of criteria (i.e., skills) used for assessing a student's work or performance and includes levels of potential achievement (i.e., score) for each criterion.

To use this page, the **Allow Assignment Rubrics** field must be selected in TxEIS on the Grade Reporting > Maintenance > Gradebook Options > Campus > Options tab.

Once a rubric is created, you can associate the rubric chart with an assignment on the Settings > Administer Assignments page. Then, the rubric will be available for the assignment on the Grades > Assignment Grades page.

GO TO: Settings > Rubric Setup



To create a rubric chart:

Your existing rubric charts are listed under **Available Rubrics**. Only your rubric charts (i.e., rubric charts you have created) are listed.

1. Under **Rubric Setup**, in the field above the **Add Rubric** button, type a name for the new rubric chart, and then click **Add Rubric**. The new rubric chart is added to the **Available Rubrics** list.

   Note: Each rubric chart name must be unique.

2. Under **Available Rubrics**, click for the new rubric chart.

   Under **Editing Rubric:** *Rubric Name*, where *Rubric Name* is the name of the new rubric chart, a grid is displayed allowing you to enter criteria and scores for each criterion.

3. To add skills to the rubric chart, type the first skill name in the **Skills** field, and then click **Add Skill**. The skill is added to the grid, and a blank field is displayed allowing you to add another skill. The skill name can have up to 50 characters. Continue adding skills as needed.

4. Each rubric chart must have at least one column under **Scores**. Set up scoring as follows:

   - Establish a set of scores. For example, you could create the following set of five scores: Not Attempted, Below Average, Average, Above Average, Exceeds Expectations.

     To add a score, type the first score (e.g., Not Attempted) in the **Scores** field, and then click **Add Score**. The score is added to the grid, and a blank field is displayed allowing you to add another score. The score name can have up to 50 characters.

   - For each score, use the **Low Points** and **High Points** fields to establish a range of possible points within each score. Or, you can assign a single point value for each score.

     The **Low Points** and **High Points** fields can have up to three digits.

     Example 1 (with score ranges):

     Within each score, you can establish a range of possible points:

     - The Not Attempted score may have the **Low Points** and **High Points** fields both set to 0, because 0 points would be awarded if the student did not attempt the skill.
     - The Below Average score may have the **Low Points** field set to 1, and **High Points** field set to 10, so a student who performed below average on the skill can earn between 1 and 10 points.
     - The Average score may have the **Low Points** field set to 11, and **High Points** field set to 20, so a student who had average performance on the skill can earn between 11 and 20 points.
     - The Above Average score may have the **Low Points** field set to 21, and **High Points** field set to 30, so a student who had above average performance on the skill can earn between 21 and 30 points. The highest score a student could receive would be 30.
     - The Exceeds Expectations score may have the **Low Points** field set to 31, and **High Points** field set to 40, so a student who had above average performance on the skill can earn between 31 and 40 points. The highest score a student could receive would be 40.

     In this example, if 10 skills were scored, the student could earn a maximum of 400 points for the assignment.

     Example 2 (without score ranges):

     If you want to assign a specific number of points to each score, you can type the number of possible points in the **Low Points** field and leave the **High Points** field blank. When you click **Save**, the **High Points** field will automatically be set to the value in the **Low Points** field.

- The Not Attempted score may have the **Low Points** field set to 0, because 0 points would be awarded if the student did not attempt the skill. Leave the **High Points** field set to 0 or blank.
- The Below Average score may have the **Low Points** field set to 1, because 1 point would be awarded if the student had below average performance for the skill. Leave the **High Points** field set to 0 or blank.
- The Average score may have the **Low Points** field set to 2, because 2 points would be awarded if the student had average performance for the skill. Leave the **High Points** field set to 0 or blank.
- The Above Average score may have the **Low Points** field set to 3, because 3 points would be awarded if the student had above average performance for the skill. Leave the **High Points** field set to 0 or blank. The highest score a student could receive would be 3.
- The Exceeds Expectations score may have the **Low Points** field set to 4, because 4 points would be awarded if the student had above average performance for the skill. Leave the **High Points** field set to 0 or blank. The highest score a student could receive would be 4.

In this example, if 10 skills were scored, the student could earn a maximum of 40 points for the assignment.

- An optional score note field is available for each skill. In this field, type a note about the score as it relates to the specific skill. The note is used to further clarify the requirements for awarding points for the skill. The note can have up to 255 characters.

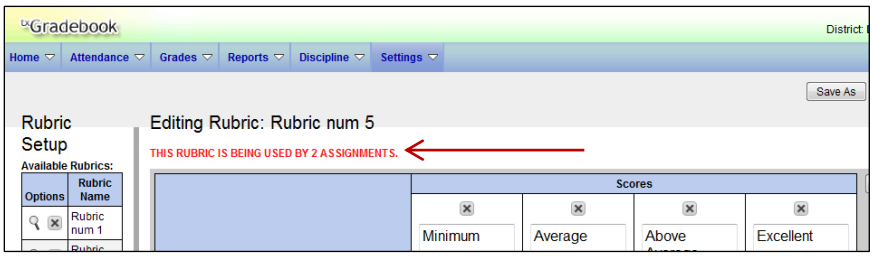
  See the Special Characters and Copy/Paste section of Appendix C for more information on characters that can be entered.
- Continue adding scores as needed.

Note:
- Scores must be entered in ascending order from left to right.
- Scores cannot be out of sequence; however, gaps can exist.

5. Click **Save** to save the rubric chart.
   - A message is displayed indicating that the rubric was saved successfully.
   - The **Total Points** field calculates and displays the highest possible number of points a student can earn for this assignment. The number changes every time you save changes that affect the total possible points for the rubric chart.
6. To save a copy of the displayed rubric chart with another name (e.g., to use the rubric chart as a template for another rubric chart), type the new (unique) name in the field next to the **Save As** button, and then click **Save As**.

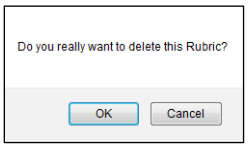
   The new rubric chart is added to the **Available Rubrics** list and can be modified as needed.
7. Click **Print Selected Rubric** to print a report of the displayed rubric chart. The Rubric Report Selection page is displayed allowing you to make selections for printing the report. This page is described in detail in the Reports chapter.

8. To edit an existing rubric chart, click for the rubric chart you want to change. The rubric chart is displayed under **Editing Rubric:** ***Rubric Name***, where ***Rubric Name*** is the name of the rubric chart. Modify the chart as needed, and then click **Save**.
   - Each rubric chart must have at least one column under **Scores**.
   - The **Low Points** and **High Points** fields cannot be changed for a rubric chart that is in use.
   - If a rubric chart is in use, a message is displayed in red indicating the number of assignments using the rubric chart; however, you are not prevented from modifying some parts of the rubric chart.



   - The skills cannot be changed.
   - You cannot add a skill; the **Add Skill button** is not displayed.
   - The score note field can be modified.
   - You can add scores, but you must maintain the same **Total Points**.

9. To delete an existing rubric chart, click . A message is displayed prompting you to confirm that you want to delete the rubric chart.



   - Click **OK** to continue. The rubric chart is deleted from the **Available Rubrics** list.
   - You cannot delete a rubric chart that is in use (i.e., associated with any assignment); the is not displayed.

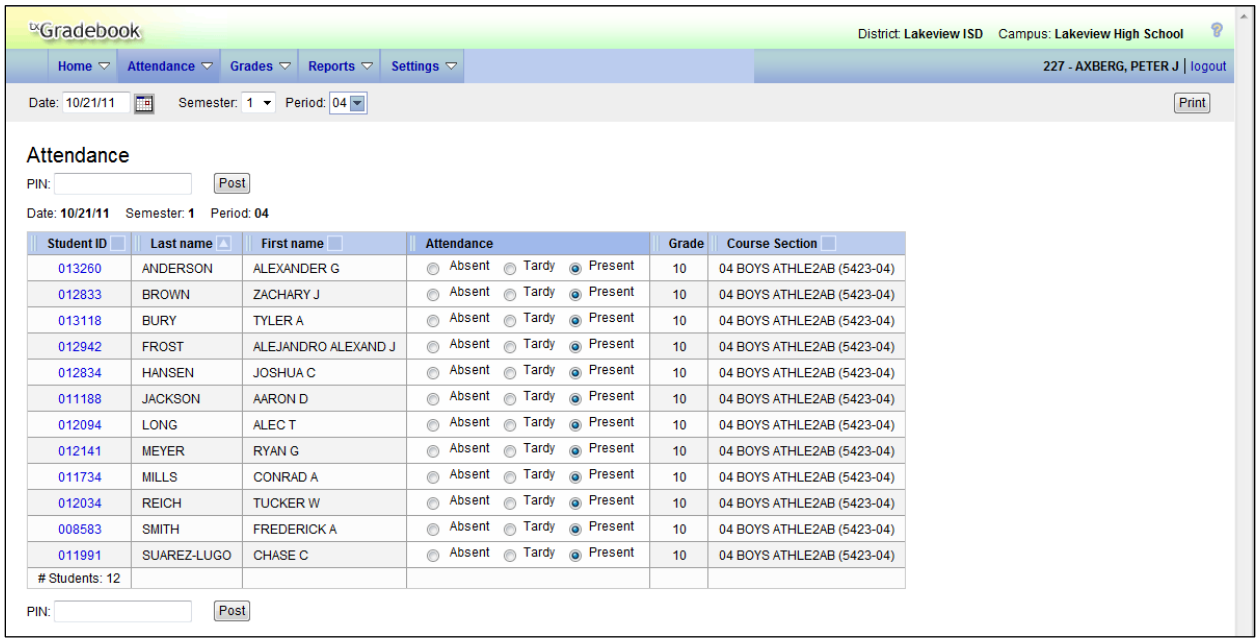
Attendance

Post/View Attendance

The Attendance page allows you to record and post attendance for each period. You can also use the page to view attendance data that has already been posted. You can post the data only once for each period/course. If you discover an error after you have posted, you must contact the attendance clerk to correct the error.

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.

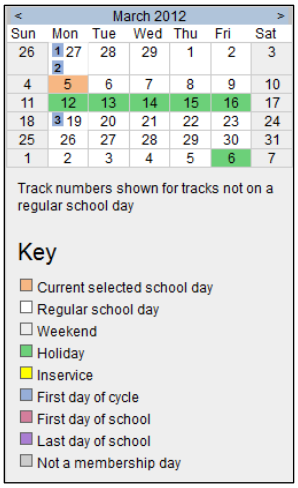
GO TO: Attendance > Post/View Attendance



To select a posting date:

1. 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 or click the calendar icon.

   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** button is not displayed for prior dates.
- You can select a Saturday if Saturday is a valid attendance date, even if the course does not meet on Saturday. This may be used for bad weather makeup days.
- 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.

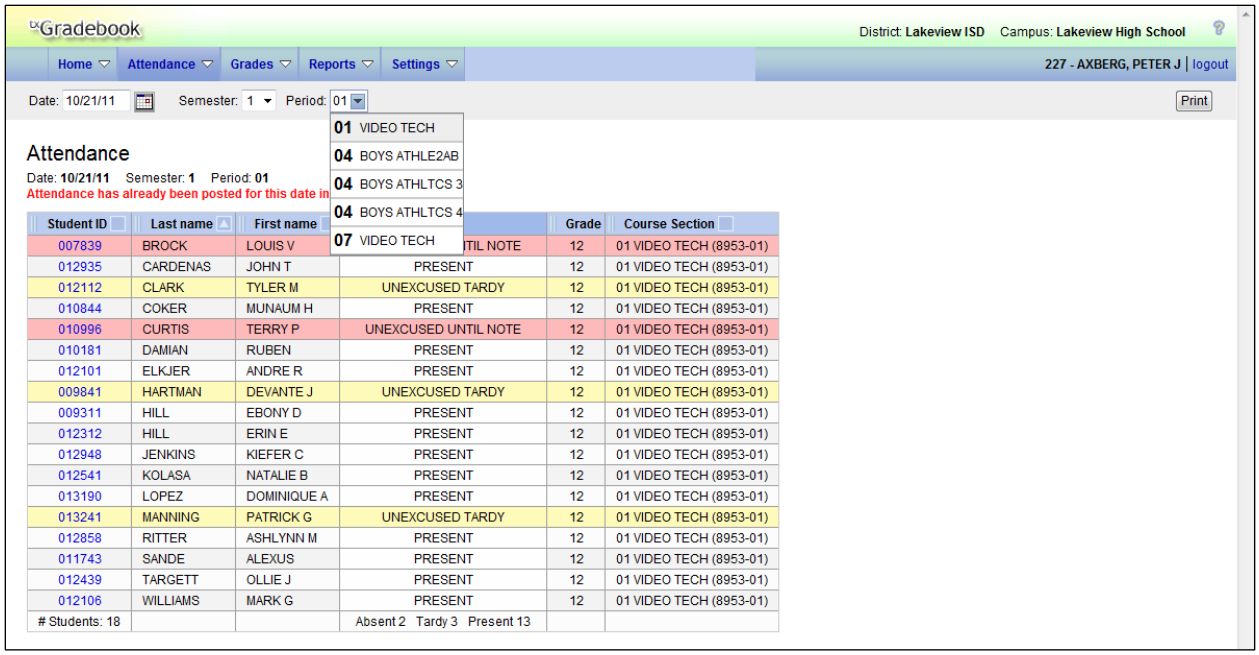
2. The **Semester** field displays the semester of the selected date by default. Select another semester if necessary.

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.

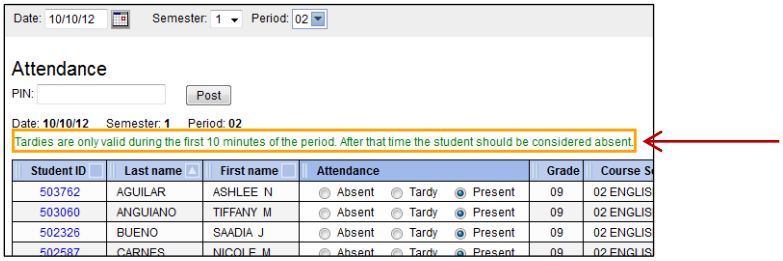


To record attendance:

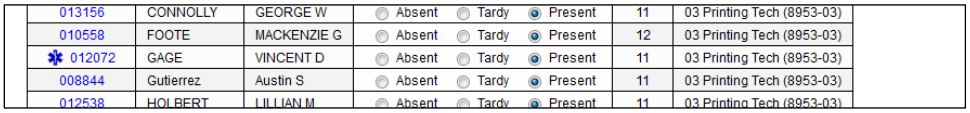
When you select the date and period, a class list is displayed. All students are set to **Present** by default. For students who are tardy or absent for the selected date/period, mark accordingly in the **Attendance** fields by clicking ◯ for **Absent** or **Tardy**.

- 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 nongraded courses are included on the attendance list.
- You can click the student ID to view the student's profile.
- Some 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.
- The **Absent** and **Tardy** buttons are enabled during the ADA period if the student has a withdrawal reason of 33 (status change).
- 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.
- For TxEIS users, the **Tardy** field is disabled if the default tardy code field is blank in the Student system.
- For Midland ISD, the **Tardy** field is not available. Instructors may only mark students as **Absent** or **Present**.
- If the district allows tardies during the ADA period, the tardies may only be valid during a set number of minutes for the period. After this number of minutes has passed, the student should no longer be marked as **Tardy** and should be marked as **Absent**, although the

program does not prevent you from marking a student as **Tardy** (except on the first day of semester 1). The number of minutes is determined by the district (and set in the config file). If applicable, a message is displayed above the table indicating when tardies are valid.



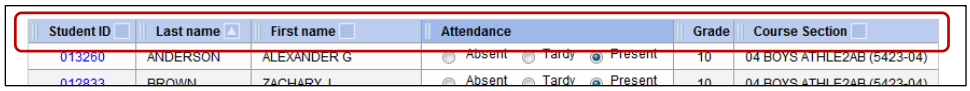
- If a student's absence is preposted (e.g., a scheduled band trip or a student who called in sick), the student is shaded gray, and the **Attendance** field displays the reason for his absence. Preposted absences are handled by the attendance clerk, so you cannot mark attendance for the student.
- Students 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, he is no longer listed.
- If the attendance clerk entered comments associated with a student's preposted attendance for the date displayed, the comments icon is displayed next to the preposted attendance. Click to view the comments.
- The Star of Life icon is displayed for any student who has medical circumstances you should be aware of. To view details, click or the student ID. The Student Information page opens and displays relevant data in the **Medical Alerts** section. This feature is available for TxEIS districts only.



- (iTCCS only) An asterisk is displayed next to the student's last name if the student has record status code 6 (i.e., temporarily enrolled at this campus (summer school, night school, or dual enrollment)). The total number of record status code 6 students is displayed at the bottom of the **Last name** column in the **Secondary** field.

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:

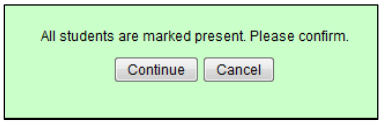
After you record attendance for the course, review your input carefully. You can post the data only once for each period/course. If you need to correct the attendance after you posted attendance, you must contact the attendance clerk to correct the error. Follow procedures established by the campus (e.g., 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**. If your changes were posted 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). Otherwise, click **Cancel**, and the 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** button is not displayed for prior dates.

New students

A new student is indicated with NEW beside his student ID. 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:

To print the attendance roster for one period or all periods, click **Print**. The Attendance Roster Report Selection page (described later in this chapter) is displayed allowing you to make selections for printing the Attendance Roster report.

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, instructors cannot use [tx]Gradebook 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.

Mass Activation (iTCCS Only)

Mass activation is a process that allows you to identify No Show students and correctly enroll students who begin school after the first day of school. It also ensures that students who do show up for school have the proper enrollment dates for the district, campus, special programs, and first semester courses. All students are marked inactive before school starts, and as you take attendance, the students are activated as they show up in class. After a period of time (determined by each campus), any student who has not been activated is considered a No Show.

In order for mass activation to run properly, all students must be marked as inactive in the sr_enroll table (i.e., exclsn_cd = A) before the start of school, and their date of entry should be set to the first day of school. Also, their date of entry into any special programs (i.e., special education, bilingual/ESL, GT, PRS, Title I, and any generic programs) and all first semester courses should be set to the first day of school.

The Post/View Attendance page displays differently during the activation period. The activation period begins on the first day of school and ends on the campus-specified date (in the cr_mass_actv table). Note that the date entered is the final date of the activation period; the following date is not a valid date for mass activation.

- During the activation period, the **Last Day for Mass Activation** field is displayed above the attendance grid, which indicates the final date of the activation period. If there are students from multiple attendance tracks enrolled in the course, and the tracks have different ending dates for mass activation, all dates are displayed with the track number in parentheses.
- On the first day of school, in the **Attendance** column, the **Activate** and **Inactive** fields are displayed for all students instead of the **Absent**, **Tardy**, and **Present** fields. All students are set to **Inactive** by default.
  - If the student is present, select **Activate** for the student on the first day/period he is present. The next period you have the student (either later in the day or the next class date), the **Absent**, **Tardy**, and **Present** fields will be displayed for the student.

    Activation is a one-time process. Once a student has been activated in any period by any instructor, he is active for all remaining periods for the day, and subsequent instructors will mark attendance using the **Absent**, **Tardy**, and **Present** fields.

    Note: Activated students are considered present and are included in the total number of students displayed in the **#Students** field at the bottom of the grid.
  - If the student is not present, leave him set to **Inactive** until he attends class. As long as the student is marked as **Inactive**, he is considered a No Show. You cannot mark attendance for an inactive student.

    Note: Inactive students are not included in the total number of students displayed in the **#Students** field at the bottom of the grid.
  - If there are students from multiple attendance tracks enrolled in the course, and the tracks have different ending dates for mass activation, the track number is displayed in parentheses in the **Attendance** column.
- When you post attendance and have **Activate** marked for any students, the exclsn_cd field in the sr_enroll table is changed from A to blank for those students.
- If you activate a student after the first day of school, but during the activation period, the following occurs:
  - The student's enrollment date is set to the activation date.
  - The student's enrollment date in all courses on the campus for the semester is set to the activation date.
  - The student's special program enrollment date(s) are set to the activation date, if applicable.
  - If the student's original entry date (sr_demo.dt_orig_entry) has a current year date (i.e., the first day of school), his original entry date is changed to the activation date.
- During the activation period, it is common for instructors to have a mix of activated and inactive students in their classes.

- Once the activation period is over, any students who remained inactive will have the message “Attendance Exempt” displayed in the **Attendance** column. You cannot mark attendance for these students.

  Note: These students will not affect the “All students are present” message that is displayed when you click **Post Attendance** if you marked all students as present; if all activated students are present, the message is displayed.

- The Attendance Roster report will also display the **Activate** and **Inactive** fields for students who have not yet been activated. View the Attendance Roster Report Selection section for more information about the report.

Attendance Roster

The Attendance Roster Report Selection page allows you to create attendance rosters for one course or all of your courses at one time. A signature line is provided at the bottom of each period/course.

Administrative users have the option to print rosters for one, multiple, or all instructors at the campus (iTCCS only).

Note: (iTCCS only) An asterisk is displayed next to the student’s last name if the student has record status code 6 (i.e., temporarily enrolled at this campus (summer school, night school, or dual enrollment)). The total number of record status code 6 students is displayed at the bottom of the **Last name** column in the **Secondary** field.

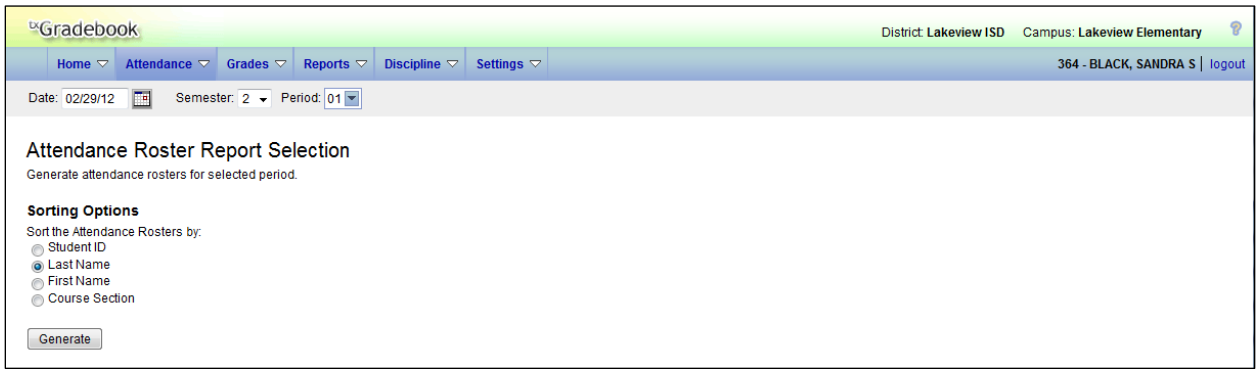
Notes about mass activation (iTCCS only):

The Attendance Roster report displays differently during the activation period. The activation period begins on the first day of school and ends on the campus-specified date (in the cr_mass_actv table).

- If attendance has not yet been posted for the course, and no students have been activated, the **Activate** and **Inactive** fields are displayed in the **Attendance** column for all students instead of the **Absent**, **Tardy**, and **Present** fields.
- If attendance has not yet been posted for the course, and some students have been activated, the **Absent**, **Tardy**, and **Present** fields are displayed in the **Attendance** column for the activated students, and the **Activate** and **Inactive** fields are displayed for the inactive students.
- If attendance has been posted for the course, the **Attendance** column displays the message INACTIVE for any student who has not been activated. For the activated students, the message ABSENT, TARDY, or PRESENT is displayed.

Once the activation period is over, any students who remained inactive will have the message “Attendance Exempt” displayed in the **Attendance** column.

GO TO: Attendance > Attendance Rosters



To select report options:

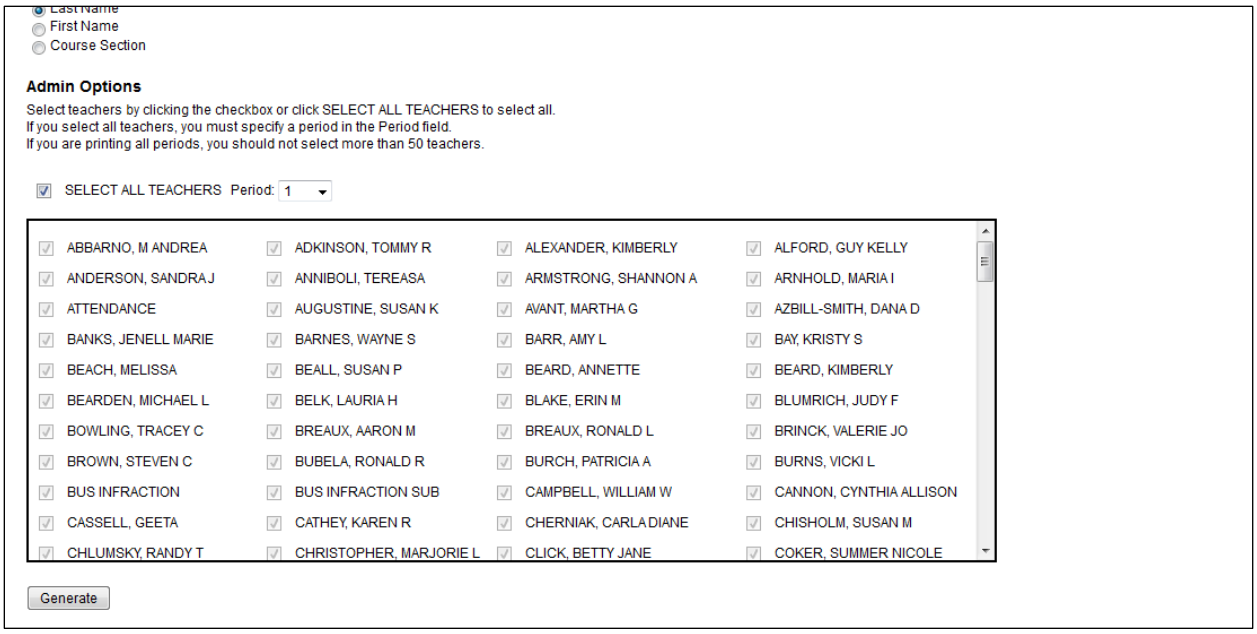
1. In the **Date** field, type the report date in the MM/DD/YYYY format. Or, click to select the date from the calendar.

   To close the calendar, you must click a valid date on the calendar, or click the calendar icon.

2. Select the semester and period for which you want to print the report.

3. Under **Sorting Options**, indicate if you want to sort the rosters by student ID, last name, first name, or course section.

4. (iTCCS only) The fields under **Admin Options** are only displayed if you are logged on as an administrative user and if you are an iTCCS user. These fields are not displayed for TxEIS users.



   - All instructors at the campus are listed in a box with separate scroll bars. You can scroll through the box to see all instructors at the campus.

- Select **SELECT ALL TEACHERS** if you want to print rosters for all instructors at the campus. Or, select one or more individual instructors.
- In the **Period** field, indicate the period for which you want to print rosters.
  - If you selected one or more individual instructors, you can select one period, or you can select *ALL* to produce the report for all of the instructors' periods.
  - If you are running the report for all periods, you are limited to 50 instructors.
  - If you selected all instructors, you must select one period. The *ALL* option is disabled and cannot be selected.
- If you produce the report for more than one instructor, there is a page break between each instructor's roster.

To print the report:

Once you have selected your options, click **Generate**. The report opens in a new window.

txGradebook Print | Close Window | ?

Attendance Roster

Instructor: **AXBERG, PETER J**
Attendance Date: **Friday, October 21, 2011**
Period: **07**
Course: **VIDEO TECH (8953-07)**

Student ID	Last name	First name	Attendance	Grade	Course Section
011301	BARHAM	ANDRE' M	Absent ___ Tardy ___ Present ___	11	07 VIDEO TECH (8953-07)
011366	BLOUNT	TAYLOR R	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
012090	CARROLL	KEVON J	Absent ___ Tardy ___ Present ___	11	07 VIDEO TECH (8953-07)
011350	CHICKERY	SHAKARI J	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
012160	ELZEY	JAMES Q	Absent ___ Tardy ___ Present ___	11	07 VIDEO TECH (8953-07)
012807	FIDERMUTZ	JORDAN L	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
010763	GRISWOLD	MEGAN L	Absent ___ Tardy ___ Present ___	11	07 VIDEO TECH (8953-07)
012134	IRWIN	MATTHEW D	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
010833	PAISLEY	CAROLINE M	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
012397	PHARRIS	JESSICA D	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
009966	ROBERTS	BRETT A	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
010825	RYDER	REBEKAH E	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
012952	SCHULTZ	NICOLE E	Absent ___ Tardy ___ Present ___	12	07 VIDEO TECH (8953-07)
009942	VALENZUELA	MICHAEL L	Absent ___ Tardy ___ Present ___	11	07 VIDEO TECH (8953-07)
010162	WALKER	ABBIE R	Absent ___ Tardy ___ Present ___	11	07 VIDEO TECH (8953-07)
# Students: 15					

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

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 instructors to use. The list of categories will continue to grow as you and the other instructors add categories.

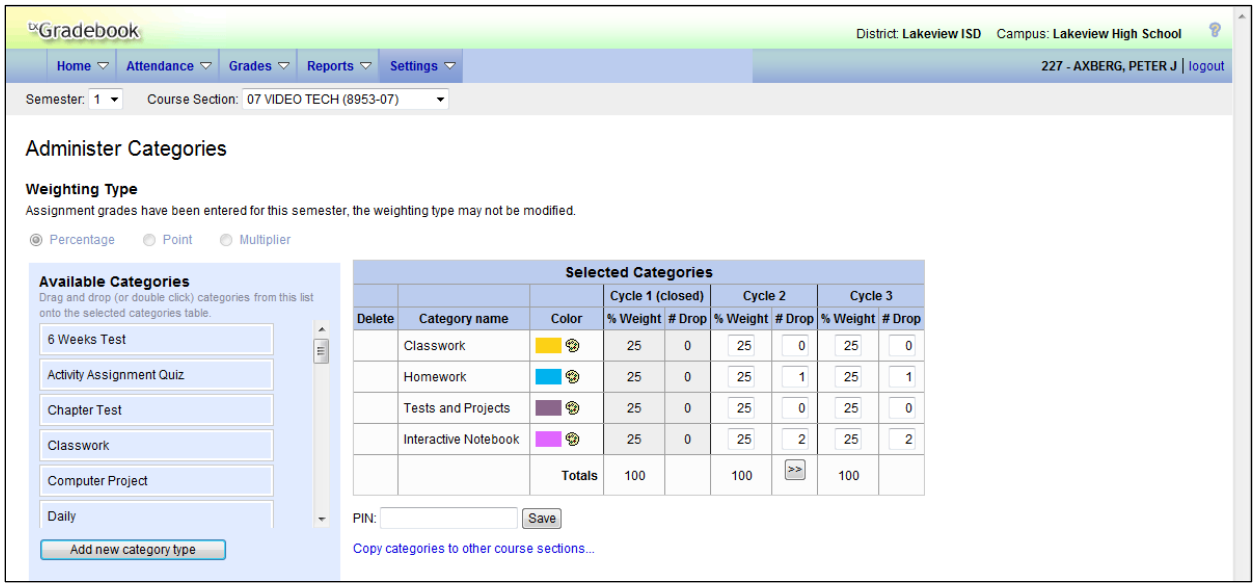
For your selected categories, you must specify the type of weighting to use for calculating averages (e.g., percent-based, point-based, or multiplier-based). You can also assign your own category colors to enable color-coding of assignments on the Assignment Grades page.

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

Note:

- This page is disabled for standards-based/skills-referenced courses, because categories are not used for these courses
- The following applies to mobile device users:
  - The drag-and-drop functionality is not available for mobile devices. Instead, click a category under **Available Categories** to send it to the **Selected Categories** list.
  - If the list of categories under **Available Categories** exceeds one screen, you can view the additional categories by using two fingers to scroll through the categories.

GO TO: Settings > Administer Categories



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 **Percentag**e, 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.

The following applies to weighting types:

- Each weighting type is only displayed if the campus allows the weighting type (or if the instructor has already started using the weighting type before the restriction was put in place). Any weighting types not allowed by the campus are not displayed.

  If you are using a weighting type that the campus decides to disallow partway through the current year, the following applies:

  - You can continue to use the weighting type until the end of the current year. After the current year, that weighting type will no longer be available.
  - If you select another weighting type during the current year, you will not be able to reselect the disallowed weighting type.
- (TxEIS only) If a category is specific to a particular weighting type (as specified in Grade Reporting on the Maintenance > Gradebook Options > Campus > Categories tab in the **Weight Type** field), the category is only displayed on this page if the appropriate weighting type is selected.

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

Note: 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 instructors 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.

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 displays (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. If there is a default or locked weight for the category, it is copied to the open cycles.

   Note: If a category weight is locked (as specified by the **Lock Weight** field on the campus-level categories maintenance page), a lock icon is displayed next to the category name. The weight specified by the campus must be used and cannot be changed.

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. A dialog box opens allowing you to select a color. Click a color to select it. 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 ✖ beside that category in the Delete column.

Note: You cannot delete a category that has assignments associated with it. The ✖ is not displayed for the categories. If you need to delete a category and the ✖ is not displayed, check for grades and assignments for all cycles within the semester you are working with. All grades and assignments for the semester must be deleted first, including grades for withdrawn students. Note that all grades must be deleted before you can delete assignments.

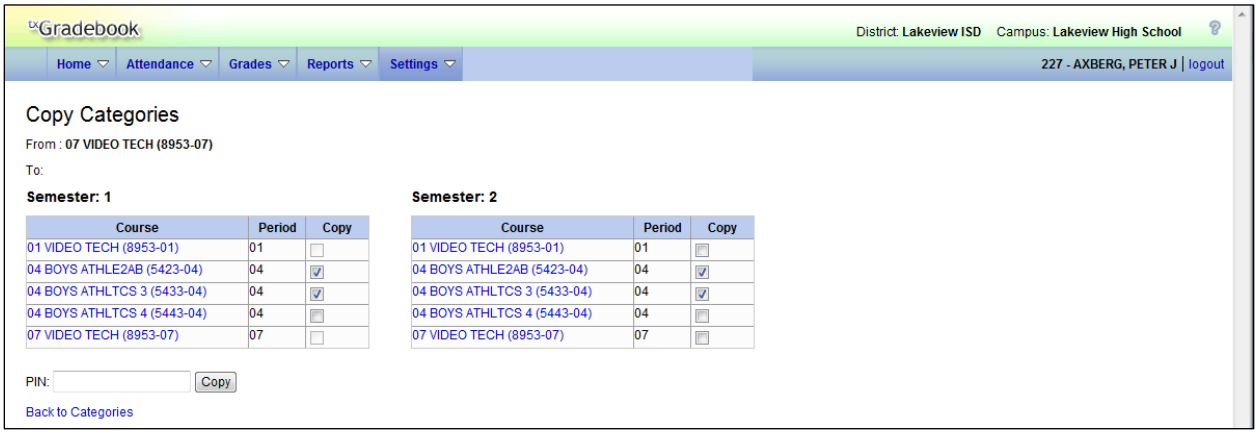
To copy categories from one cycle to another:

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.

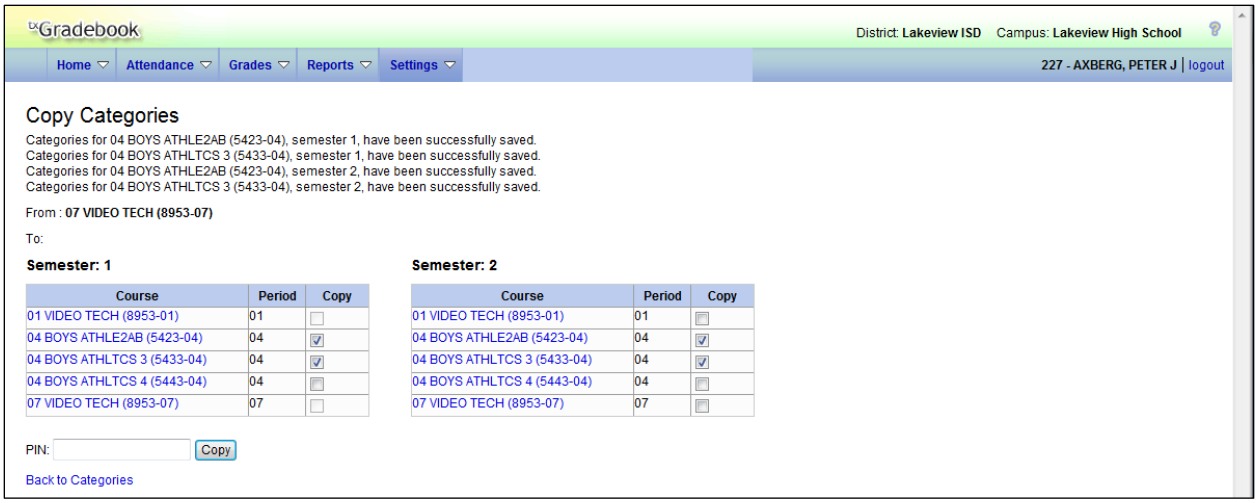


   The **From** field displays the course from which you are copying assignments. In the table, all of your active courses are displayed with check boxes.

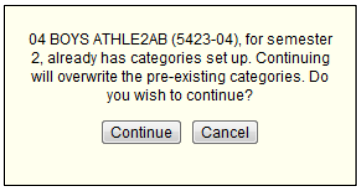
2. Under **Copy**, select one or more courses to which you want to copy the categories. If any of your other courses have categories that have assignments, you cannot copy to those courses. The **Copy** check boxes for the courses are grayed out, and you cannot select the courses.
   - All categories 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.



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 **Continue** to continue.

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

Changing the weighting type:

- You cannot change the weighting type if you have 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 the Administer Courses section of this guide.

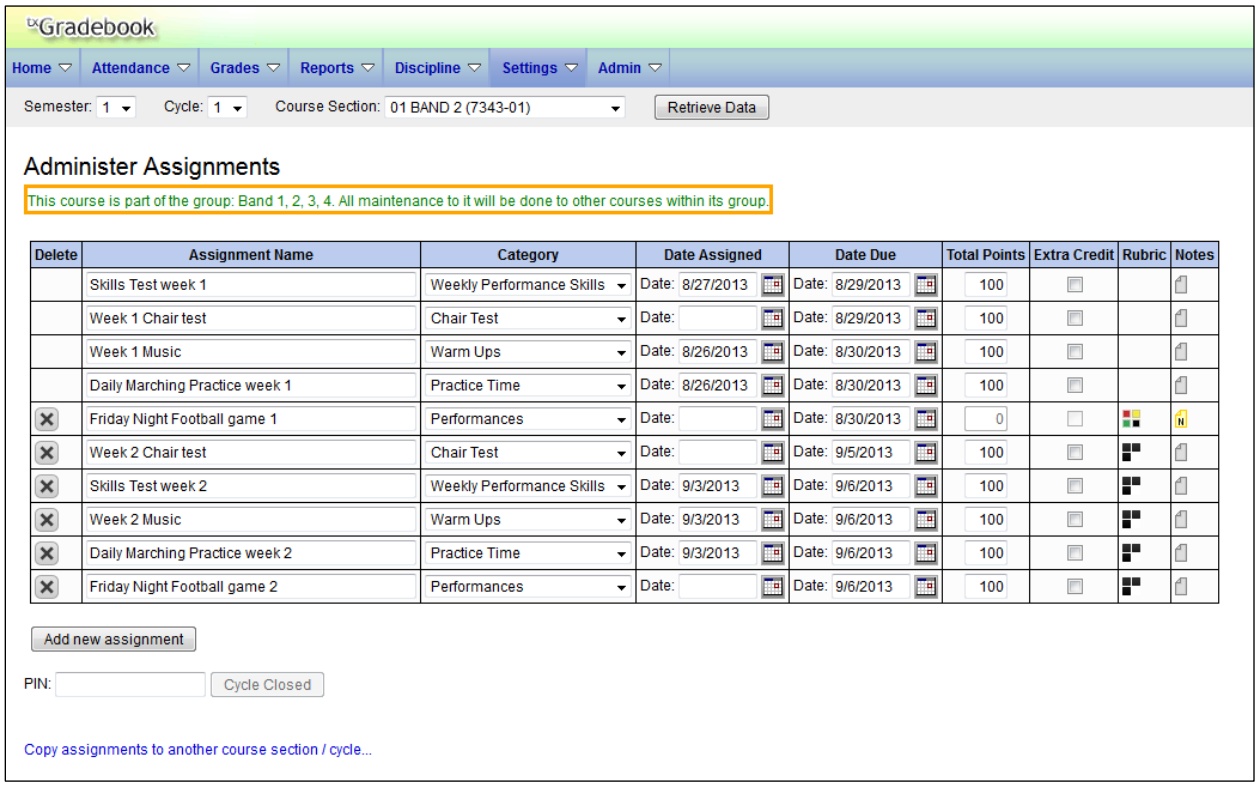
Administer Assignments

The Administer Assignments page allows you to enter course assignments for your active courses, including extra credit assignments. You can also copy assignments to other courses.

The page allows you to administer assignments for both category-based (i.e., regular) courses and standards-based/skills-referenced courses; different fields are displayed according to the type of course.

- You can only enter assignments for active courses.
- Categories must be established for the course before you can enter assignments.
- For percentage-based weighting, assignments cannot be added unless category weights are set up and total 100. Otherwise, an error message is displayed.
- 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.
- Assignment names must be unique within each category.
- You cannot make changes to assignments once the cycle is closed.
- For courses that are part of a course group, any changes to an assignment will apply to all courses in the group. An assignment can only be modified or deleted if no grades exist for the assignment for any course in the group.

GO TO: Settings > Administer Assignments



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, and click **Retrieve**. 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 and is required.

Note:

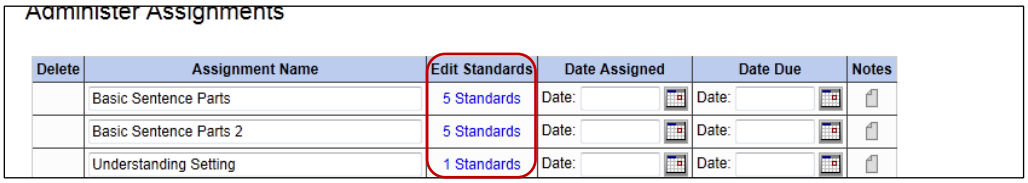
- It is helpful to keep the assignment name as brief as possible; however, the name should be descriptive enough to distinguish it from other assignments. Longer assignment names will require more space on the Assignment Grades page, which may result in a more cumbersome page. Assignment names can be 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.
- See the Special Characters and Copy/Paste section of Appendix C for more information on characters that can be entered.

4. In the **Category** field, select a category for the assignment. The categories are established on the Administer Categories page.

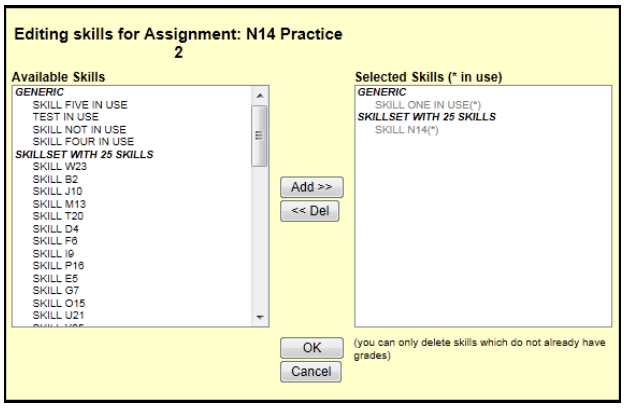
   If a color has been assigned to the category on the Administer Categories page, the drop down displays the assigned color.

Note: The **Category** field is not displayed for standards-based/skills-referenced courses; the **Edit Standards/Skills** field is displayed instead.

5. For standards-based/skills-referenced courses, in the **Edit Standards/Skills** field, the number of standards/skills currently associated for the assignment is displayed. To view or edit the standards/skills, click the ***#*Standards/*#*Skills** link.



The Editing standard/skills for Assignment: Assignment Name dialog box is displayed.



- Under **Available Skills**, all available skillsets and associated skills are displayed. Select the skills you want to associate with the assignment. An assignment cannot be saved unless it has at least one skill associated with it.
  - Click a skill once to select it.

- To select multiple consecutive skills, click the first skill, and then press and hold SHIFT while clicking the last skill in the range.
- To select multiple nonconsecutive skills, click a skill, and then press and hold CTRL while clicking the other skills.

▪ Click **Add >>** to associate the selected skills with the assignment. The skills are displayed under **Selected Skills** under the appropriate skillset name.

▪ To remove a skill for an assignment, select the skill under **Selected Skills**, and then click **<< Del**. The skill is displayed under **Available Skills** and is no longer associated with the assignment.

Note: You cannot delete a skill if there are any assignment grades for the skill.

▪ Click **OK** to close the dialog box and retain the changes. Otherwise, click **Cancel** to close the dialog box without retaining the changes.

The **Edit Skills** field is updated to reflect the number of skills associated with the assignment.

Note: The **Edit Skills** field is only displayed for standards-based/skills-referenced courses; the **Category** field is displayed for category-based (i.e., regular) courses.

6. In the **Date Assigned** field, type the date the assignment was assigned. 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, or click the calendar icon.

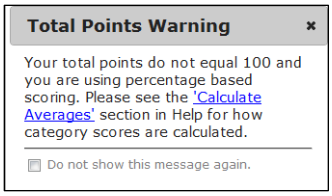
7. In the **Date Due** field, type the date the assignment is due in the MMDDYYYY format, or click to select a valid date from the calendar. To close the calendar, you must click a valid date on the calendar, or click the calendar icon.

   You can set a default date for this field on the Update Profile page in the **Default Assignment Due Date** field. Valid options are no default date, the current date, or up to five days in the future. You can override the default date as needed.

8. 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.

Note: This field is not displayed for standards-based/skills-referenced courses.

▪ If you are using percentage-based weighting, if the field is not set to 100, ! is displayed next to the **Total Points** field. When you click !, the Total Point Warning dialog box is displayed indicating that you should review Appendix A - Calculating Averages to understand how the grades are calculated in this situation.



The Total Point Warning dialog box is also displayed when you click **Save** if the points are not set to 100. Select **Do not show this message again** if you do not want to receive this reminder every time you click **Save**.

- If you have assigned a rubric chart to this assignment, this field displays the total possible points for the rubric chart and cannot be updated.

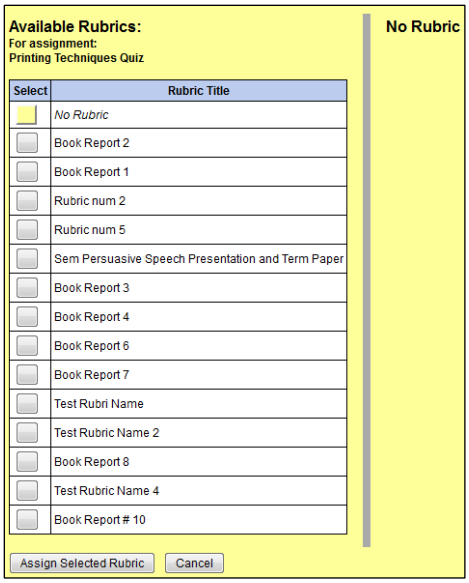
Warning: If all assignments in a category do not have the same total points value, the calculations for dropping a specified number of assignments for the category (as indicated in the **# Drop** field on the Administer Categories page) may result in an average that is different than expected. If the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

9. 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. This field is not displayed for standards-based/skills-referenced courses or assignments that have a rubric chart assigned.

   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 A - Calculating Averages at the end of this guide.

10. (TxEIS only) In the **Rubric** field, you can assign a rubric chart to the assignment, which allows you to grade the assignment using a rubric chart. The rubric charts are created on Settings > Rubric Setup.

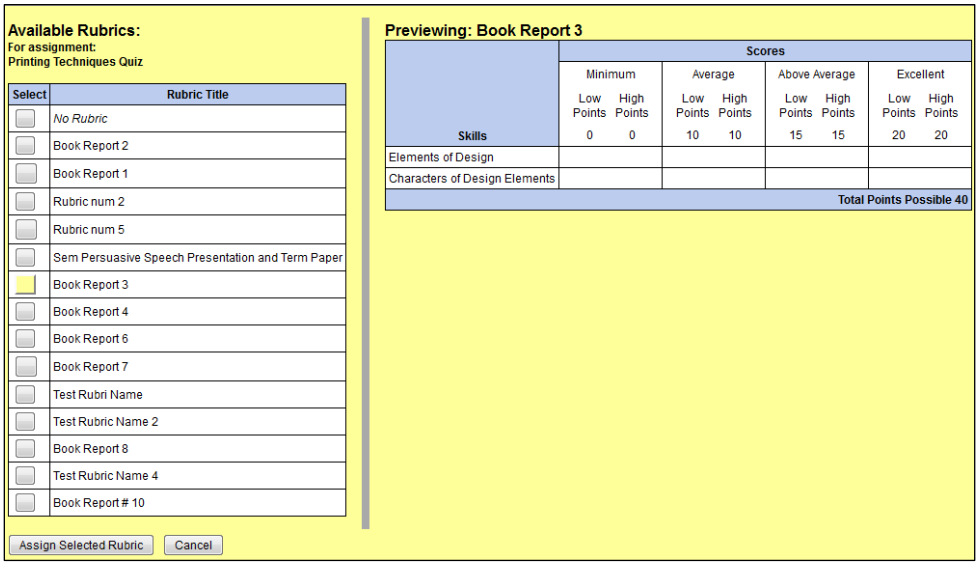
    - If a rubric chart is not currently associated with the assignment, the icon (three black squares) is displayed.
    - Click to associate a rubric chart with the assignment. The rubric chart dialog box is displayed.



Only rubric charts that you have created, and that have at least one skill and one score, are listed.

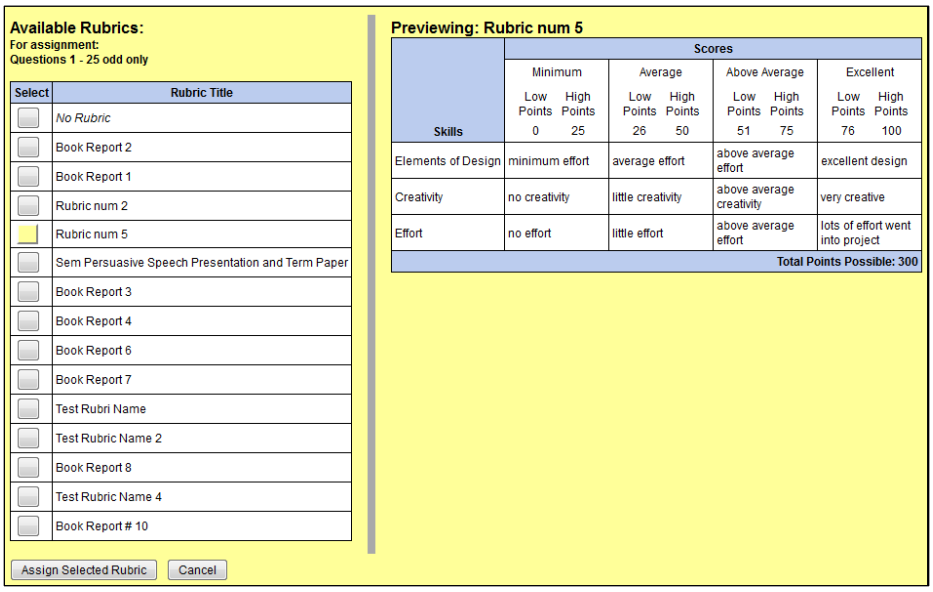
- Under **Available Rubri**cs, click for the rubric chart you want to use. The box becomes yellow to indicate that it is selected.

  The selected rubric chart is displayed under **Previewing:** ***Rubric Name***, where ***Rubric Name*** is the name of the selected rubric chart.



- Click **Assign Selected Rubric**. The dialog box closes, and the rubric chart is associated with the assignment.
  - The rubric icon changes to (four multicolored squares).
  - The **Total Points** field for the assignment changes to display the maximum possible points for the rubric chart (maximum possible points x skill count) and is read-only.

- If a rubric chart is currently associated with the assignment, the icon (four multicolored squares) is displayed.
  - Click to change or remove the rubric chart with the assignment. The rubric chart dialog box is displayed.



  - Under **Available Rubrics**, click for the rubric chart you want to use. Or, select ***No Rubric*** to remove the rubric chart from the assignment. The box becomes yellow to indicate that it is selected.

    The selected rubric chart is displayed under **Previewing:** ***Rubric Name***, where ***Rubric Name*** is the name of the selected rubric chart. Or, the message "No Rubric" is displayed if you selected ***No Rubric***.
  - Click **Assign Selected Rubric**. The dialog box closes, and the **Rubric** and **Total Points** fields are updated on the Administer Assignments page according to your selection.

Note: You can change the rubric chart assigned to an assignment only if no grades exist for the rubric chart.

11. In the **Notes** field, click to add optional notes for the assignment. If entered, the notes are viewable in [tx]Connect. 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.

12. 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 tx Connect.
   - 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 ✖ under **Delete** for the assignment. You cannot delete an assignment if grades were posted for the assignment. The ✖ is not displayed for the assignments.

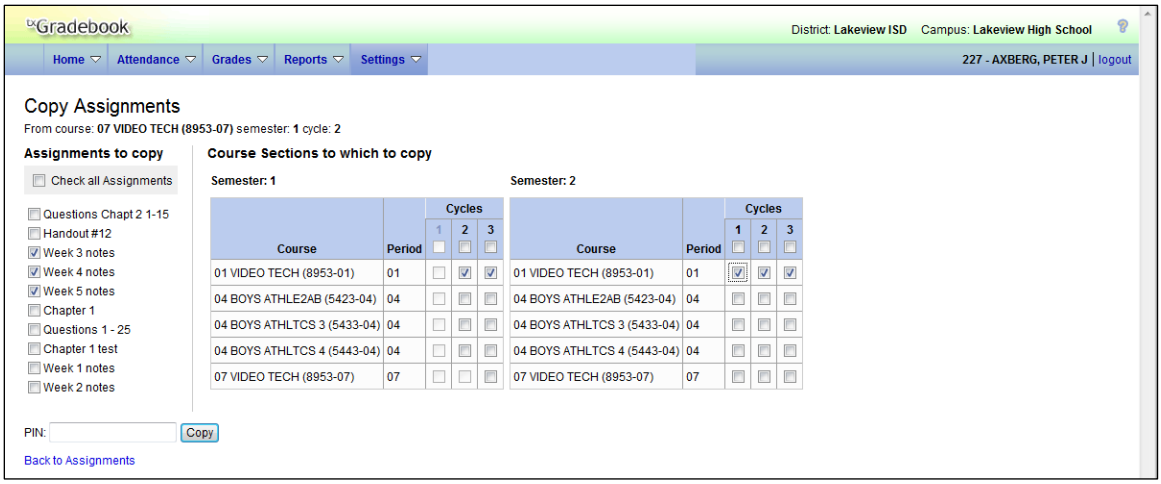
   If you delete grades on the Assignment Grades page in order to delete an assignment, you must be sure to delete the grade for any withdrawn students.

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: Lakeview ISD Campus: Lakeview High School

Home | Attendance | Grades | Reports | Settings | 227 - AXBERG, PETER J | logout

Copy Assignments

From course: **07 VIDEO TECH (8953-07)** semester: **1** cycle: **2**

Week 3 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 2.
Week 4 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 2.
Week 5 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 2.

Week 3 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 3.
Week 4 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 3.
Week 5 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 3.

Week 3 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 1.
Week 4 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 1.
Week 5 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 1.

Week 3 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 2.
Week 4 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 2.
Week 5 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 2.

Week 3 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 3.
Week 4 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 3.
Week 5 notes was successfully copied to 01 VIDEO TECH (8953-01) cycle 3.

Assignments to copy

- [ ] Check all Assignments
- [ ] Questions Chapt 2 1-15
- [ ] Handout #12
- [x] Week 3 notes
- [x] Week 4 notes
- [x] Week 5 notes
- [ ] Chapter 1
- [ ] Questions 1 - 25
- [ ] Chapter 1 test
- [ ] Week 1 notes
- [ ] Week 2 notes

Course Sections to which to copy

Semester: 1

Course	Period	Cycles 1	Cycles 2	Cycles 3
01 VIDEO TECH (8953-01)	01	☐	☑	☑
04 BOYS ATHLE2AB (5423-04)	04	☐	☐	☐
04 BOYS ATHLTCS 3 (5433-04)	04	☐	☐	☐
04 BOYS ATHLTCS 4 (5443-04)	04	☐	☐	☐
07 VIDEO TECH (8953-07)	07	☐	☐	☐

Semester: 2

Course	Period	Cycles 1	Cycles 2	Cycles 3
01 VIDEO TECH (8953-01)	01	☑	☑	☑
04 BOYS ATHLE2AB (5423-04)	04	☐	☐	☐
04 BOYS ATHLTCS 3 (5433-04)	04	☐	☐	☐
04 BOYS ATHLTCS 4 (5443-04)	04	☐	☐	☐
07 VIDEO TECH (8953-07)	07	☐	☐	☐

PIN: [ ] Copy

Back to Assignments

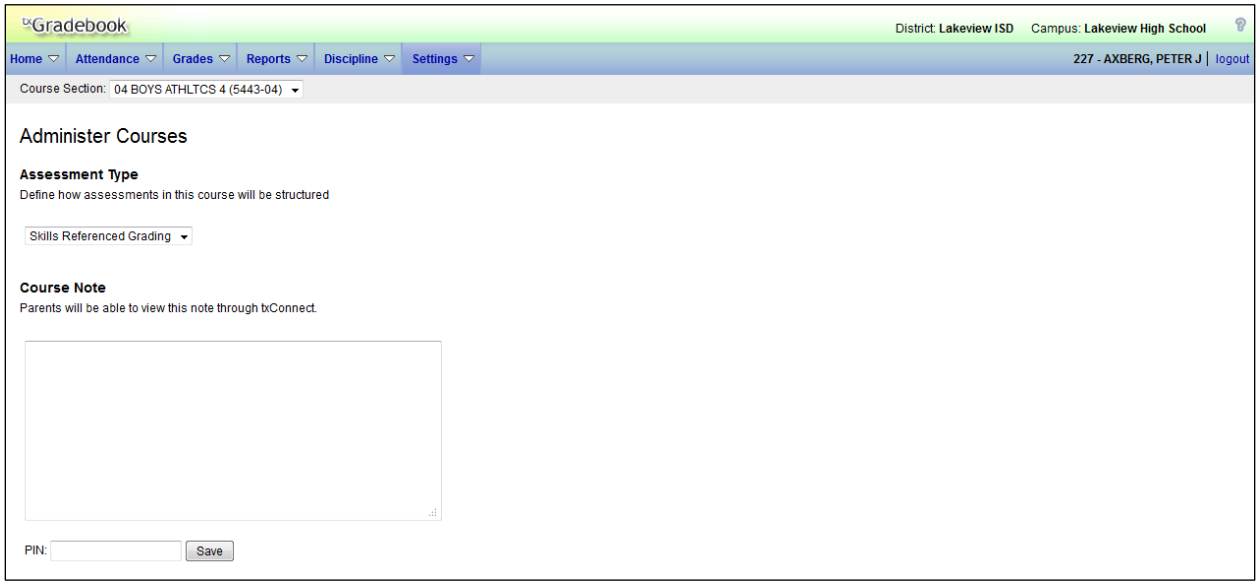
If you are copying assignments for the current semester/cycle, the entire assignment record is copied, including the assignment date, due date, and assignment notes. If you are copying assignments to a future semester/cycle, the assignment record is copied without the assignment date and due date. The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

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

Administer Courses

The Administer Courses page allows you to administer course-wide information. Data entered on this page affects only the selected course section.

GO TO: Settings > Administer Courses



1. In the **Course Section** field, select the course section for which you want to add data.

2. In the **Assessment Type** field, indicate if you want the course to be set up as category-based (i.e., regular) or standards-based/skills-referenced.

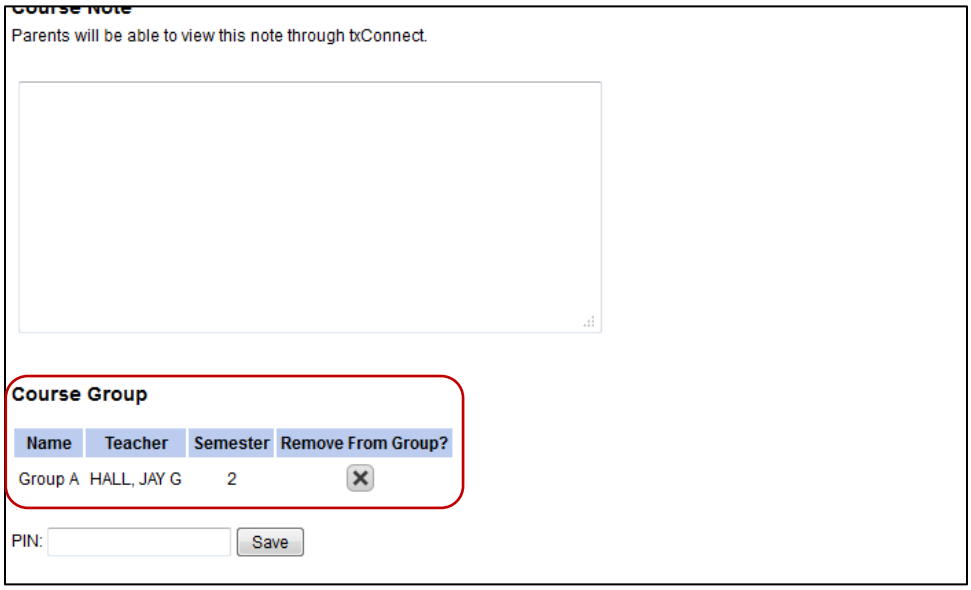
   (TxEIS = standards-based; iTCCS = skills-referenced. These are different names for the same thing.)

Note:

- The field is only displayed if both the campus and the course are set up to use standards-based/skills-referenced grading. It is not displayed if the campus has disabled the instructor's ability to determine the assessment type for the course.
- If a course is currently set up as category-based, you cannot change the course to standards-based/skills-referenced unless all associated grade and category information is deleted. The reverse is also true.
- You can only use numeric grading for standards-based/skills-referenced courses.
- If a course is set up to use standards-based/skills-referenced grading, it must continue to use this assessment type for the remainder of the year. You cannot use standards-based/skills-referenced for only one semester.

3. Under **Course Note**, you can enter optional comments and notes about your course, such as reminders, announcements, or other course-related information. If entered, these comments are viewable in the parent portal Web site, txConnect. If any notes exist for the course, they are displayed in the **Course Note** text box.

4. Under **Course Group**, your course groups are listed. This section is only displayed if the selected course is associated with a course group.



If you are logged on as a campus- or district-level administrative user impersonating this instructor, the delete icon is available allowing you to remove the course from the instructor's group. Removing the course does not delete the group; it only removes the course from the group. Once the course is removed from the instructor's group, it can be added to a group for another instructor, if the course meets all other criteria for course grouping.

5. Type your four-digit PIN in the **PIN** field and click **Save**.
   - If your changes 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 provide the correct PIN before you can continue.

6. If you change 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.

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

Course Grouping

The Course Grouping page allows you to group courses by semester. This allows you to enter grades, administer categories and assignments, and copy categories and assignments for multiple sections at the same time, without having to switch from section to section. You must group your courses at the beginning of the semester before any categories are added.

Once you have grouped the courses, all categories and assignments for the courses will match. The courses will be displayed as grouped on the following pages:

- Grades > Assignment Grades
- Grades > IPR Comments
- Grades > Print IPR
- Reports > Class Roster Report Selection
- Settings > Administer Assignments
- Settings > Administer Assignments > Copy Assignments
- Settings > Administer Categories
- Settings > Administer Categories > Copy Categories

The following courses cannot be added to a group:

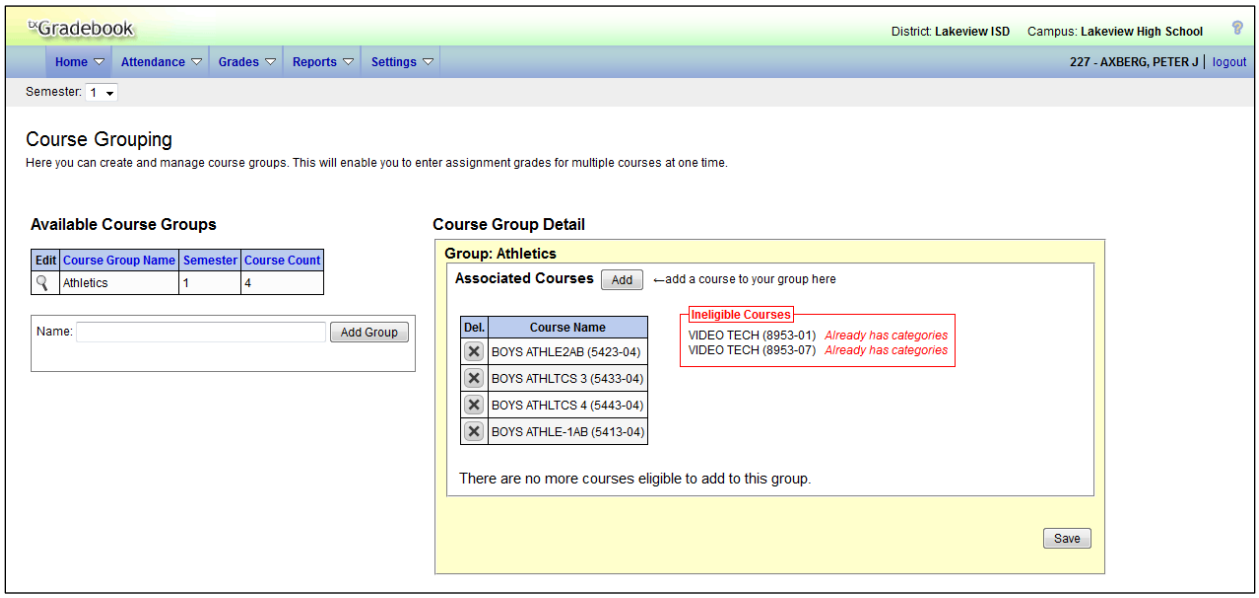
- Standards-based/skills-referenced and skills-based courses. Only category-based courses can be grouped.
- A course that does not exist in the selected semester.
- A course that has already been added to another group.
- A course that has any categories already set up.
- A course that has any students who are in another course already added to the group.
- A course that is self paced.

The following restrictions also apply:

- A course cannot be added to a group if the group has any categories are already set up.
- You must be the class role 01 instructor for the course in order to add the course to your group. Class role 02 and 03 instructors for the course cannot add the course to a group.

Note: If the class role 01 instructor becomes unavailable (e.g., long-term leave), and a class role 02 or 03 instructor becomes responsible for the class, the courses must be ungrouped (i.e., the course must be deleted from the group). Otherwise, the class role 02 or 03 instructor will not be able to add any additional assignments for the class. If the class role 01 instructor is unable to ungroup her courses before leaving, an administrator can ungroup the courses.

GO TO: Settings > Course Grouping



1. In the **Semester** field, select the semester for which you want to group courses.

2. To add a new group, do the following:
   - Under **Available Course Group** in the **Name** field, type a group name. You cannot use the same name for more than one group.
   - Click **Add Group**. Under **Course Group Detail** in the **Group** field, the new group name is displayed.
   - A new row is displayed in the **Associated Courses** grid.
   - In the **Course Name** field, select the course you want to add to the group. Only valid courses are listed.

   Note: Under **Ineligible Courses**, any courses that cannot be added to the group (due to reasons described earlier on this page) are listed. An explanation of the course's ineligibility is displayed next to the course.

   - To delete a course from the group, click under **Del**. The course is deleted.
   - Click **Add** to add another course.
   - Click **Save** to save the list of courses.

3. Under **Available Course Groups**, your existing groups are displayed. The number of courses currently added to the group is displayed under **Course Count**.
   - To add or delete courses in an existing group, click under **Edit**. The details for the group are displayed under **Course Group Detail**.
   - To delete a group, click . A group can only be deleted if the **Course Count** is 0.
   - Under **Course Group Detail**, you can add or delete courses for the group you selected to edit.

- Under **Associated Courses**, any courses already added to the group are listed.
- To add a course to the group, click **Add** next to **Associated Courses**.
- In the **Course Name** field, select the course you want to add to the group. Only valid courses are listed.

Note: Under **Ineligible Courses**, any courses that cannot be added to the group (due to reasons described earlier on this page) are listed. An explanation of the course's ineligibility is displayed next to the course.

- To delete a course from the group, click under **Del**. The course is deleted.
- Click **Save** to save the list of courses.

4. To delete a group, click under **Edit** for the group you want to delete. A message is displayed prompting you to confirm that you want to delete the group. Click **OK** to continue.

Assignment Grades

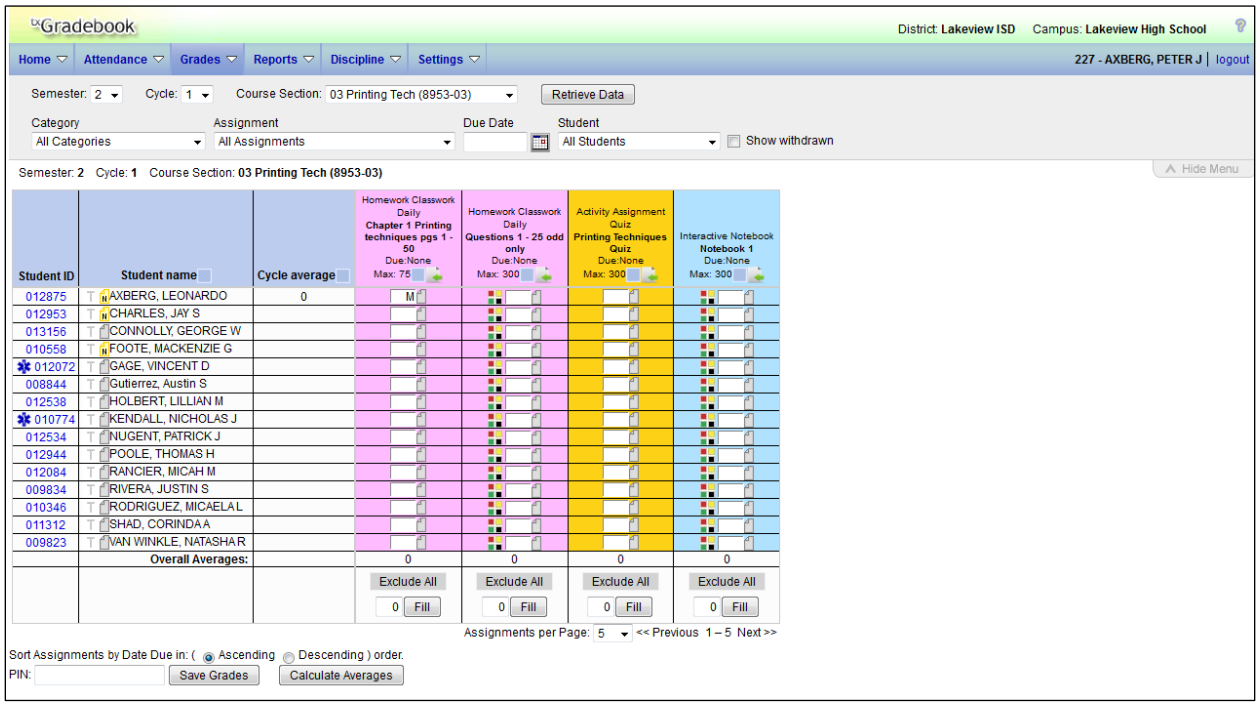
The Assignment Grades page allows you to view and enter assignment grades for students by semester, cycle, and course section. You can view and enter grades for one assignment or all assignments, for one category or all categories, and for one student or all students. Assignments are color-coded according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

You can enter comments and indicators for each assignment grade (e.g., excluded, late, and re-do), 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.

- For courses with percentage-based weighting, grades cannot be saved unless category weights are set up and total 100.
- If the campus has disabled posting of grades for prior cycles, you cannot make changes to assignment grades for previous semesters/cycles. The **Save Grades** button is disabled.
- If you have a large number of assignments for the current cycle, it is recommended that you avoid selecting *All* in the **Assignments per Page** field, as this can cause the page to load slowly.

Note:
- For standards-based/skills-referenced courses, see the Assignment Grades (Standards-Based/Skills-Referenced) section of this chapter.
- For elementary skills-based courses, see the Assignment Grades (Skills-Based) section of this chapter.

GO TO: Grades > Assignment Grades



To enter assignment grades:

1. 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.
   - If you have created course groups on the Course Grouping page, the groups are listed in the drop down as well as the individual courses. Any group that does not have courses associated with it is not listed in the drop down.

2. Click **Retrieve Data**.

   Note: You only need to click **Retrieve Data** the first time you retrieve a course section. After the first time, the student list automatically reloads when you change the **Semester**, **Cycle**, or **Course Section** field.

3. 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. Students are sorted by last name, unless you have specified a custom sort order on the Arrange Student Order page.

   - No Show students are not displayed.
   - You can click the student ID to view the student’s profile.

- (TxEIS only) The Star of Life icon is displayed for any student who has medical circumstances you should be aware of. To view details, click or the student ID. The Student Information page opens and displays relevant data in the **Medical Alerts** section.

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 click **Save Grades**.
   - 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.

About entering assignment grades:

- 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 are displayed by the student’s name. To hide withdrawn students, unselect **Show withdrawn**.

  Note: The **Show withdrawn** field is disabled if you are viewing data for a course group. If any modifications are needed for a withdrawn student, please select the actual course the withdrawn student is in to make those changes.

- 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.

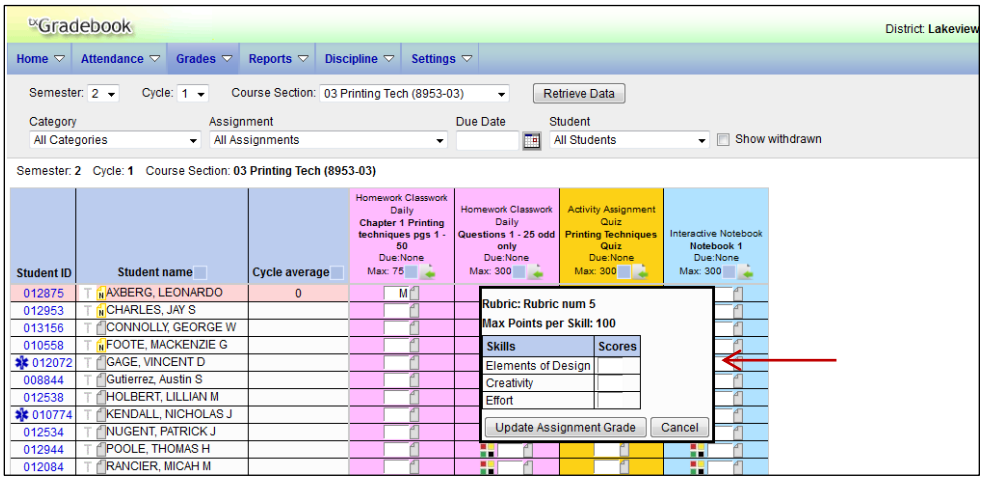
  For courses that use alphabetical grades, a cookie is set to remember the setting, and the page always displays averages according to the setting by default. Averages are also displayed on the Cycle Grades page. Courses that use numeric grades always display grades numerically.

- 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.)
  - X - Excluded (The X functions the same way as clicking the note icon and selecting **Exclude** from the Grade Properties dialog box.

  Only one shortcut code can be entered.
- (TxEIS only) If a rubric chart has been associated with the assignment, the icon is displayed next to the grade field allowing you to grade the assignment using a rubric chart.
  - Click to open the rubric in a dialog box. The dialog box is displayed allowing you to type a score for each skill.



  - When all scores have been entered, click **Update Assignment Grade**. The score (i.e., the sum of all scores entered) is calculated and displayed in the grade field.

Note:
- When entering a score for a skill, you are not limited to the range specified in the rubric chart. For example, if the score range is 0 - 5, you are not prevented from typing 0 or 6.
- If you type a score for some skills but not all skills in the rubric chart, the sum of the scores entered is calculated and displayed in the grade field.
- If the grade for the assignment should be zero, you must type 0 for one of the skill scores.
- You can type a grade directly into the grade field even if a rubric chart is assigned to the assignment.

- 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**, 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.

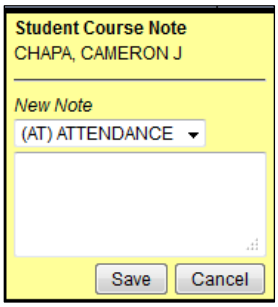
For more information on working cycle average calculations, view Appendix A - Calculating Averages at the end of this guide.

To add course-specific notes by student:

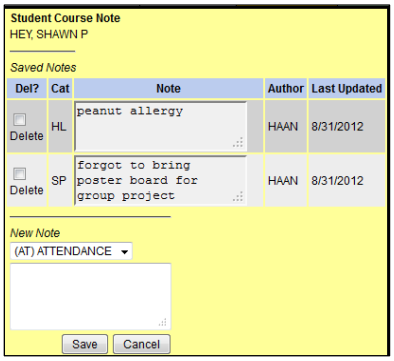
1. Click to add a course note about the student. The note icon is yellow if a course note already exists for the student. The Student Course Note dialog box opens allowing you to enter or update comments.

   Note: These course-specific notes are *not* displayed to parents.

   With no existing note(s):



With existing note:



The student's name is displayed. Verify that you are adding/updating the note for the correct student.

2. Under **Saved Notes**, any notes that already exist for the student are listed. You can view all notes for courses to which you have access. The note category, author, and date last updated are displayed under **Cat**, **Author**, and **Last Updated**.

   Note category codes:

   - AT - Attendance
   - DS - Discipline
   - GN - General
   - HL - Health
   - SP - Supplies

3. Under **Note**, you can update an existing note. The note can have up to 3269 characters. You can only update a note if you created it.

4. To delete an existing note, select **Delete** for the note. When you click **Ok** and then save your changes, the note is deleted. You can only delete a note if you created it, or if you are the teacher of record for the course. For example, the teacher of record can delete a note entered by an assistant teacher for the course.

5. Under **New Note**, select the category code indicating what the new note is related to, such as AT for attendance.

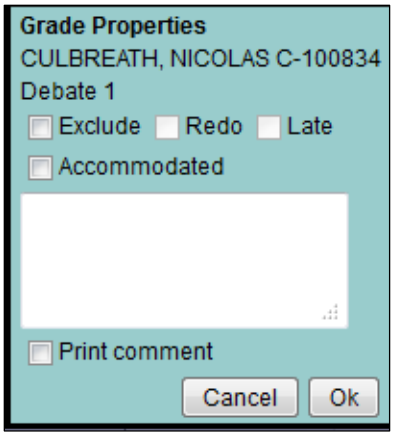
6. In the text box, type the new note. You can type up to 3269 characters per note.

7. Click **Save** to save the changes and close the dialog box. Otherwise, click **Cancel** to close the dialog box without making the changes.

A report of course notes can be run from the Reports menu.

To add comments or indicators to an assignment:

1. To add comments or indicators (e.g., excluded, late, re-do, or accommodated) 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.



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 tx Connect, select **Print comment**.

3. Click **Ok**.

   - The following icons are displayed in the grid according to the comments/indicators entered:
     - Indicators:
       - X - Excluded
       - L - Late (not excluded)
       - R - Re-do (not excluded)
       - A - Accommodated
     - Notes:
       - N - Excluded with comments
       - N - Late or re-do with comments
       - N - Comments only
       - - No comments
   - If there is no grade for the assignment, it cannot be marked as late or re-do.
   - If you want the indicators and/or comments to print on the student's IPR and display in to parents in tx Connect, select **Print comment**.
   - If the assignment grade is excluded (e.g., for a transfer student), the X icon is displayed. The grade will continue to be displayed 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 re-do (but not excluded), the L (late) or R (re-do) icon is displayed.

- If you mark an assignment as excluded, late, or re-do, the note icon next to the grade changes to indicate that grade properties exist. You can click the note icon to change the grade properties.
  - If the assignment grade is marked as excluded, the icon is displayed.
  - If the assignment grade is marked as late or re-do, the icon is displayed
  - If the assignment grade has comments but is not marked as excluded, late, or re-do, 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 the **Fill** button. 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 the **Fill** button. 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. The **Exclude All** button for the column turns red, and all indicator icons are red to indicate that the grade is excluded for the student. To override the exclusion for a specific student, click , unselect **Exclude**, and then click **Ok**.

To mass delete grades:

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

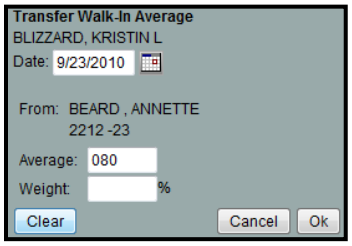
Transfer Students

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

1. Beside each student's name is the transfer icon (i.e., a gray T) indicating that he is not a transfer student. If a student transfers into the class, the red transfer icon is displayed next to his name.

   To accept the transfer student into the course section, click the red transfer icon. The Transfer Walk-In Average dialog box opens.



2. The **Date** field displays the student's transfer date by default. To enter a different date, type over the date in the MMDDYYYY format, or click to select a valid date from the calendar.
   - If there is only one track for the campus displayed, the calendar is color-coded according to the track, and a legend is provided for the colors. If this is a multi-track campus, the calendar is color-coded for multiple tracks.
   - If you enter an invalid date according to the calendar, an error message is displayed on the right side of the **Date** field. You must type or select a valid date.
   - 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.
   - To close the calendar, you must click a valid date on the calendar or click the calendar icon.

3. In the **From** fields, the instructor name, course number, and section are displayed for the course from which the student transferred. This data is only displayed if the student transferred from a different section of the same course and has a transfer average.

4. In the **Average** field, the student's transfer average is displayed if available. Otherwise, you can 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 (ABCD or ESNU) grade.

   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 A - Calculating Averages page for an explanation of calculating averages for transfer students.

5. The **Weight** field displays a 0 for a transfer student who has not yet been accepted into the class. To accept the student into your class, type the weight you want to apply to the student's transfer average. For example, if a student transferred three weeks into a six-week cycle, you may want to enter a weight of 50%. The maximum weight you can enter is 99.

Note:

- The student's transfer icon remains red until a weight is entered and saved.
- Once you have entered and saved a weight, the student's transfer icon turns blue. The blue icon remains until the end of the semester.
- 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, unselect **Exclude**, and then click **Ok**.

6. Click **Ok** to save the student's transfer data.

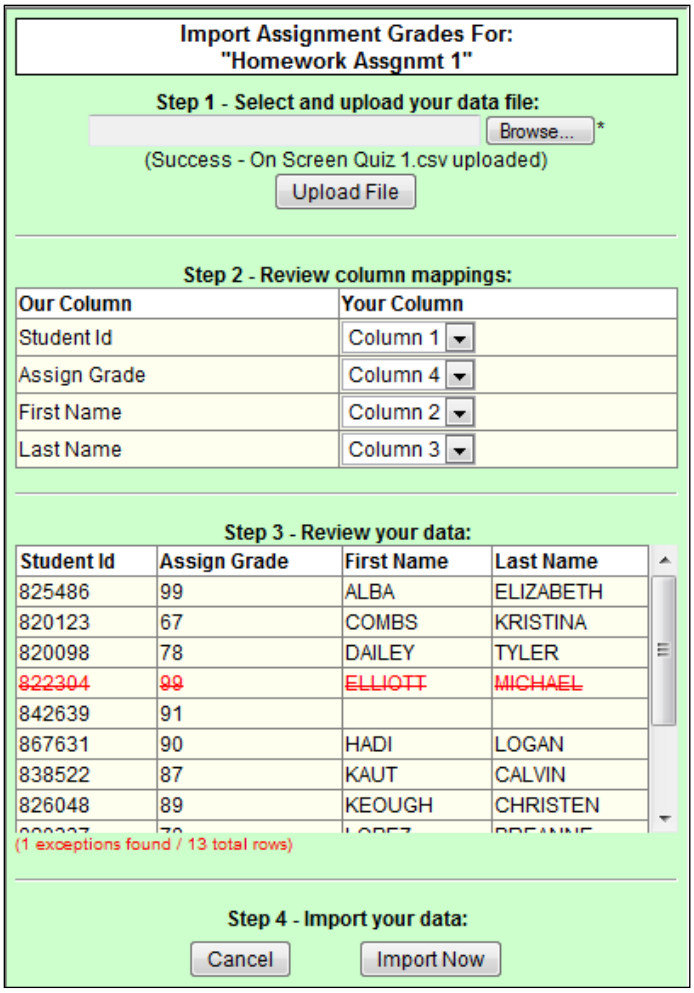
   If you entered and saved the transfer average data for the student, his walk-in average is calculated in his working cycle average.

To import assignment grades:

For campuses that use curriculum and test taking systems (e.g., eInstruction and Eduphoria), you can click to import a data file that includes the student's ID, assignment grade, first name, and last name. The icon appears in the column heading for each assignment.

Note: If the course has any withdrawn students, the import file has a record for the withdrawn students. Therefore, you must select **Show withdrawn students** on the Assignment Grades page to import the grade for the withdrawn students. If you do not select **Show withdrawn students**, the import file will generate errors for the withdrawn students.

1. Click to import grades for the assignment. The Import Assignment Grades dialog box opens allowing you to upload the data file, review the data, and import the file.



2. Under **Step 1**, click **Browse** to select the data file. The Choose File to Upload dialog box is displayed allowing you to select the file.

   Locate the file, and then click **Open**. The file name is displayed.

   Note: Only .csv and .txt files can be imported.

3. Click **Upload File**. When the upload is complete, the “Success” message is displayed indicating the name of the uploaded file.

4. Under **Step 2**, you can review the default file format and adjust the columns of your data if necessary.

   - Under **Our Column**, the default file format is listed. The format is determined according to the type of data found in the uploaded file. For example, a six-digit string of numbers is assumed to be the student ID, and a string of up to three characters is assumed to be an assignment grade.

     There are four columns:

     - **Student ID**
     - **Assign Grade**

- **First Name**
- **Last Name**

- Under **Your Column**, you can make adjustments as needed. For example, if the default file format has the first name before the last name, and you want the last name before the first name, you can change the columns under **Your Column** accordingly (i.e., change column 3 to 4, and change column 4 to 3).

Note: The order of the first and last names is not important when uploading this file.

If you assign the same column number to more than one column, the message “duplicate” is displayed by the duplicated column. You must correct this before proceeding.

5. As you make any changes under **Step 2**, the data displayed under **Step 3** changes accordingly. Review the data under **Step 3** before importing the file.
   - When the data under **Step 3** is being refreshed, the message “validating” is displayed. Wait until the message goes away.
   - If errors are encountered, the records with errors are displayed in red with a strikethrough. The number of errors found is listed below the grid. Errors may include mismatched or invalid data.
   - The file can be imported even if errors exist (unless no valid records exist). The valid records are imported, and the invalid records are not imported.
6. When you are satisfied with the data under **Step 3**, click **Import Now** under **Step 4**. The data is imported, and the assignment grade fields on the Assignment Grades page are populated with data from the import file.

   The **Import File** button is disabled if there are no valid records to import.
7. You can click **Cancel** at any time to close the dialog box without importing the data.

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.
- 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.

  Note: If you have a large number of assignments for the current cycle, it is recommended that you avoid selecting *All* in the **Assignments per Page** field, as this can cause the page to load slowly.

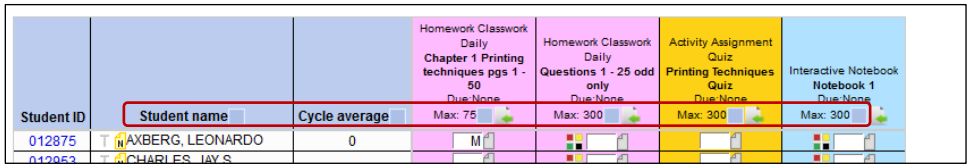
- If there are more assignments than can be displayed on the page, click **<< Previous** and **Next >>** to view the other assignments.
- By default, the assignment grades table has its own scroll bars that work independently of the page. As data is added to the table, you may need to use the scroll bars to view the entire table. The independent scroll bars are displayed or not displayed according to your setting for the **Use Independent Scroll Bars on Assignment Grades** field your Update Profile page. If the field is selected, the table will have vertical and horizontal scroll bars that are independent of the page scroll bars. Otherwise, the table will not have independent scroll bars, and you must use the page scroll bars if the data exceeds one screen.

  Note: The independent scroll bars are not available on Apple mobile devices.

- 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 and 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.
- 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.

Standards-Based/Skills-Referenced Assignment Grades

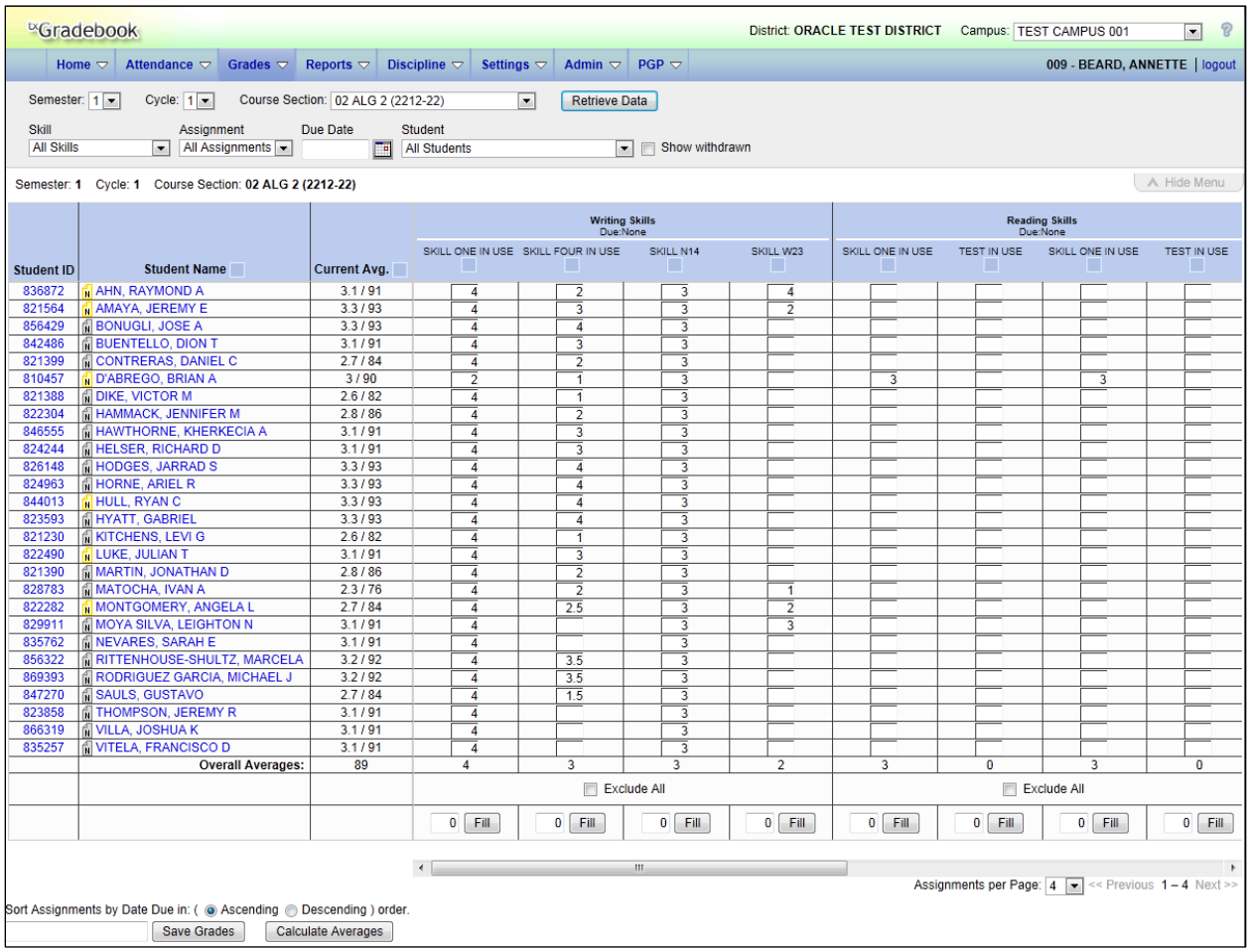
Assignment Grades (Standards-Based/Skills-Referenced)

- For TxEIS users, this page is used for standards-based assignment grades.
- For iTCCS users, this page is used for skills-referenced assignment grades.
- These are different names for the same grading method.

The standards-based/skills-referenced Assignment Grades page is displayed if you select a course section that is using standards-based/skills-referenced grading. The page is automatically displayed instead of the regular Assignment Grades page. The page allows you to view and enter standards-based/skills-referenced scores for students by semester, cycle, and course section.

You can view and enter scores for one assignment or all assignments, for one standard/skill or all standards/skills, and for one student or all students. For each assignment, you can enter scores for all associated standards/skills. Final scores are converted into a standard 100%-based grade for the course.

GO TO: Grades > Assignment Grades



The Assignment Grades (standards-based/skills-referenced) page is displayed if you retrieve a course that is set up to use the standards-based/skills-referenced assessment type. Otherwise, the regular Assignment Grades page is displayed.

To enter scores:

1. To enter scores, 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.

2. Click **Retrieve Data**.

   If the course section is set up to use standards-based/skills-referenced grading, the standards-based/skills-referenced Assignment Grades page is displayed. Otherwise, the regular Assignment Grades page is displayed.

Note: You only need to click **Retrieve Data** the first time you retrieve a course section. After the first time, the student list automatically reloads when you change the **Semester**, **Cycle**, or **Course Section** field.

- The students and assignments are displayed according to your selections in the previous steps.
- If you change between a standards-based/skills-referenced course section and a category-based (i.e., regular) course section, the appropriate page loads.
- Students are sorted by last name, unless you have specified a custom sort order on the Arrange Student Order page.
- You can click to add a course note about the student. The note icon is yellow if a course note already exists for the student. The Student Course Note dialog box opens allowing you to enter or update comments.
  - The student's name is displayed. Verify that you are adding/updating the note for the correct student.
  - Under **Saved Notes**, any notes that already exist for the student are listed. You can view all notes for courses to which you have access. The note category, author, and date last updated are displayed under **Cat**, **Author**, and **Last Updated**.

    Note category codes:

    AT - Attendance

    DS - Discipline

    GN - General

    HL - Health

    SP - Supplies

    - Under **Note**, you can update an existing note. The note can have up to 3269 characters. You can only update a note if you created it.
    - To delete an existing note, select **Del** for the note. When you click **Ok** and then save your changes, the note is deleted. You can only delete a course if you created it, or if you are the teacher of record for the course. For example, the teacher of record can delete a note entered by an assistant teacher for the course.
  - Under **New Note**, select the category code indicating what the new note is related to, such as AT for attendance.

    In the text box, type the new note. You can type up to 3269 characters per note.
  - Click **Save** to save the changes and close the dialog box. Otherwise, click **Cancel** to close the dialog box without making the changes.

A report of course notes can be run from the Reports menu.

3. In the **Standard/Skill** field, select *All Standards/All Skills* to view all standards/skills associated with each assignment. Or, select a standard/skill to view data for only one standard/skill.

   If you filter by a standard/skill, the following applies:

- If an assignment has multiple associated standards/skills, only the selected standard/skill is displayed under the assignment heading.
- If an assignment is not associated with the selected standard/skill, the assignment is not displayed in the table.

4. In the **Assignment** field, select the assignment for which you want to enter scores. You can select one assignment or all assignments.

5. In the **Due Date** field, type a date (in the MMDDYYYY format) if you want to limit the assignments displayed to those that are due on or after that date. 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 **Student** field, select the student for whom you want to enter scores. You can select one student or all students.

7. The scores table displays all students currently enrolled in the course section and the assignments, according to your selections. Enter the scores in the fields provided.
   - 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 two assignments. In the **Assignments per Page** field, you can 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.
   - By default, the scores 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. The independent scroll bars are displayed or not displayed according to your setting for the **Use Independent Scroll Bars on Assignment Grades** field on your Update Profile page. If the field is selected, the table will have vertical and horizontal scroll bars that are independent of the page scroll bars. Otherwise, the table will not have independent scroll bars, and you must use the page scroll bars if the data exceeds one screen.

     Note: The independent scroll bars are not available on mobile devices.

   - You can use the following keys to navigate the fields:
     - Press ENTER after you enter each score to move down the list to the next student. You can press SHIFT+ENTER to move up the list. You can also press the up and down arrow keys to move up and down the list.
     - Press TAB to move across the list to the next assignment. You can press SHIFT+TAB to move back to the left.
   - The **Student ID** field displays the student's ID. You can click the student ID to view the student's profile.
   - The **Student name** field displays the student's name. You can click the student name to view the Student Assignment Grades: Standards-Based/Skills-Referenced page for the

student, which displays the student's specific score information. This page is described later in this chapter.

- 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 are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class.
- To hide withdrawn students, clear **Show withdrawn**.
- No Show students are not displayed.

- The **Current Avg.** field displays the overall score for the course section followed by the conversion grade (e.g., 3.6/90, where 3.6 is the student's total score, and 90 is the student's converted grade). The average is updated every time you access the page, click **Calculate Averages**, or save scores. If the student does not yet have a working cycle average, the field is blank.

  The overall score displayed is the highest score between the score average and the power law average. If an override score exists, the override score is always displayed.

  Note: For iTCCS users, the following applies:

  - A particular skillset may be excluded from grade calculations, based on a district-level option for the skillset. If a skillset has been excluded from grade calculation, any skill scores for the skillset will not be included in the student's grade average; however, the grades will be displayed.
  - The campus has the option to specify a specific score to use for student grades in all courses that uses skills-referenced grading (Mode and average, Power Law and average, Mode and Power Law, or All). If the campus has specified a specific score, that score is used as the students' average. If *All* is selected, the highest of the scores is used.

- When you enter or change a score, the table cell turns gray to indicate that the score was changed but not yet saved. Once you save the scores, the cell is not gray.
- Dropped scores are italicized.
- 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**. Other codes can be entered for a score:

  - Only numeric scores can be entered. However, other codes can be entered for a score:
    - I - Incomplete
    - M – Missing

Note: For iTCCS districts, a campus-wide option determines how a grade of M is calculated in the student's average:

The grade M may be set to equal zero when the student's average is calculated. If a student receives a grade of M (0), the grade can be changed when the student completes the work.

If grade M is not set to equal 0 when the student's average is calculated, the grade is bypassed.

- The following codes can be entered as properties of the score entered:
  - L - Late
  - R – Re-do
  - X - Excluded

  Only one shortcut code can be entered.
- If you type one or more of these codes for a score, an icon is displayed when you click Save to indicate the properties associated with the score. The icon displays the code (I, L, M, R, or X).

  Codes I and M can be updated with a numeric score as needed. However, you cannot remove codes L, R, and X from the score field. Instead, you must open the Grade Properties dialog box from the Student Assignment Grades: Standards-Based/Skills-Referenced page, update the properties, and save the changes.

- To mass exclude scores for an assignment for all students, click **Exclude All** at the bottom of the assignment column. If you select **Exclude All** for the assignment, the entire assignment and all associated standards/skills are excluded. This is true even if you have filtered the page to view data for one standard/skill (i.e., selected a standard/skill in the **Standard/Skill** field).
- To mass enter a standard/skill score for all students, use the **Fill** button at the bottom of each assignment column.
  - To mass replace blank scores with a value, type the score in the field, and then click **Fill**. All blank scores for the skill are changed to the entered score.
  - To change all scores to blanks, delete any data from the field, and then click **Fill**. All scores for the standard/skill are changed to blank.
- The **Overall Averages** (i.e., class averages) for the current average and each assignment are displayed in the bottom row of the table. The overall averages are updated every time you click **Calculate Averages** and every time you save.

8. Before you leave the page, you must save the data. Any data that has changed since the last time you saved your scores is indicated by gray shading in the table cell.

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 scores for one student, but you previously entered scores for other students, the scores for all students are saved, regardless of what is displayed on the page at the time you save the data.

- Type your four-digit PIN in the **PIN** field and click **Save Grades**.

- If your changes were saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.
- 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. This includes attempting to change the **Semester**, **Cycle**, or **Course Section** fields before you save changes.

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

Student Assignment Grades: Standards-Based/Skills-Referenced

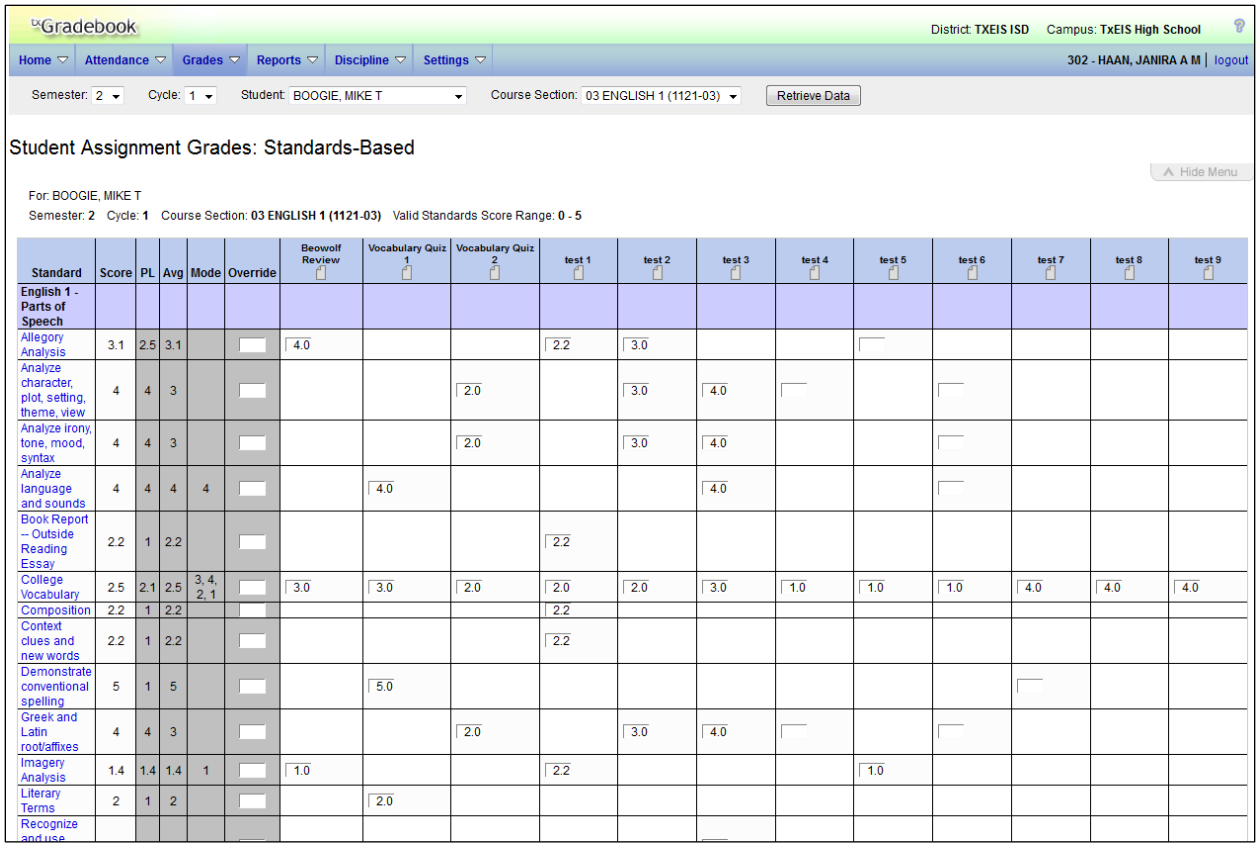
The Student Assignment Grades: Standards-Based/Skills-Referenced page allows you to view and enter a student's scores in a particular course section for a semester/cycle.

To access the page:

You can access the page in either of the following ways:

- Grades > Student Assignment Grades
- Grades > Assignment Grades
  - The standards-based/skills-referenced Assignment Grades page is displayed allowing you to select the course section for which you want to enter scores.
  - Retrieve a standards-based/skills-referenced course, and then click a student's name.

The Student Assignment Grades: Standards-Based/Skills-Referenced page is displayed allowing you to view and enter a student's data.



Standard	Score	PL	Avg	Mode	Override	Beowolf Review	Vocabulary Quiz 1	Vocabulary Quiz 2	test 1	test 2	test 3	test 4	test 5	test 6	test 7	test 8	test 9
English 1 - Parts of Speech																	
Allegory Analysis	3.1	2.5	3.1			4.0			2.2	3.0							
Analyze character, plot, setting, theme, view	4	4	3					2.0		3.0	4.0						
Analyze irony, tone, mood, syntax	4	4	3					2.0		3.0	4.0						
Analyze language and sounds	4	4	4	4			4.0				4.0						
Book Report -- Outside Reading Essay	2.2	1	2.2						2.2								
College Vocabulary	2.5	2.1	2.5	3, 4, 2, 1		3.0	3.0	2.0	2.0	2.0	3.0	1.0	1.0	1.0	4.0	4.0	4.0
Composition	2.2	1	2.2						2.2								
Context clues and new words	2.2	1	2.2						2.2								
Demonstrate conventional spelling	5	1	5				5.0										
Greek and Latin root/affixes	4	4	3					2.0		3.0	4.0						
Imagery Analysis	1.4	1.4	1.4	1		1.0			2.2				1.0				
Literary Terms	2	1	2				2.0										
Recognize and use																	

1. If you arrived at the page from the standards-based/skills-referenced Assignment Grades page, the **Semester**, **Cycle**, **Student**, and **Course Section** fields are set to the values entered on the previous page. Otherwise, use the following fields to retrieve the semester, cycle, student, and course section:
   - The **Semester** field displays the current semester by default. You can select another semester.
   - The **Cycle** field displays the current cycle by default. You can select another cycle.
   - In the **Student** field, select the student.
   - In the **Course Section** field, select the course section for which you want to enter scores. Only standards-based/skills-referenced courses are listed.

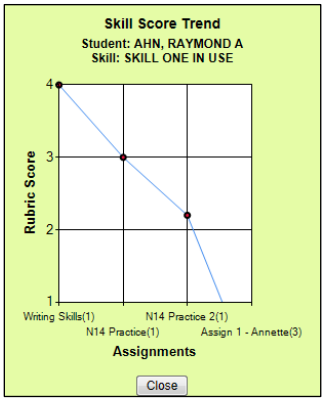
   Note: If you marked the course as ready to post on the Cycle Grades page, the message "[READY]" is displayed in the **Course Section** drop-down list next to the course.

2. Click **Retrieve Data**. The following data is displayed:
   - The student's data for the semester/cycle is displayed; however, standards/skills and standard sets/skillsets are listed if they were part of any of the student's assignment during the semester. For example, a standard/skill that was only assigned to an assignment in cycle 1 is displayed in the list for later cycles; however, the assignments and their related scores for previous cycles are not displayed.

- Each assignment for the semester/cycle is displayed in a column. If a standard/skill is assigned to the assignment during the cycle, an input field is displayed. Existing scores are displayed; otherwise, the field is blank. You can add or update the score fields.

  The score must be within the range of the rubric grid, as defined by the district. You can enter whole numbers or a number with one decimal place (e.g., 3.5).

  If you click a standard/skill, the Standard/Skill Score Trend dialog box opens. This displays a line chart depicting the student's progress for the standard/skill. The vertical line represents the rubric scores as established by the district, and the horizontal line represents the assignments that are associated with the selected standard/skill. The data is display only. Click **Close** to close the dialog box.



- The **Score** column displays the student's overall score for the assignment for all cycles in the semester. The score is either the higher score of the average (**Avg** column) and the power law average (**PL** column) or the override score if it exists. The override score is always displayed if it exists in any cycle in the semester.
- The **PL** (power law) column displays the student's average for the assignment based on the power law formula. See the Standards-Based/Skills-Referenced Grading Power Law section of Appendix A - Calculating Averages at the end of this guide for more information on the power law calculation.
- The **Avg** column displays the student's current average for the standard/skill, which is calculated by adding scores for all assignments associated with the standard/skill, and dividing by the number of assignments.

  Note: The average displayed will reflect scores from all assignments associated with the standard/skill, including previous cycles in the semester. For example, if it is currently cycle 3 of the semester, and the standard/skill was associated with assignments in cycles 2 and 3, the average will reflect scores for the entire semester, even though only cycle 3 is displayed.

- The **Mode** column displays the mode if one exists. The mode is the skill score that appears most often for the semester to date. It is cumulative for the semester, not just the current cycle. There can be more than one mode.

Note:

- If two or more scores are tied for most number of occurrences (i.e., bi-modal or multi-modal), all are displayed.
- If all scores occur the same number of times, there is no mode, and the column is blank.

Examples:

- If the student's skill scores for the semester are 1, 2, 4, 2, the mode is 2.
- If the student's skill scores for the semester are 1, 1, 3, 2, 4, 2, the mode is 1,2.
- If the student's skill scores for the semester are 1, 2, 3, 4, there is no mode.

To update data:

1. In the **Override** field, you can type an override score for the standard/skill. If an override score is entered, it overrides the scores in the **PL** and **Avg** columns, and it will always be displayed in the **Score** field.
   - The override score must be within the range of the rubric grid, as defined by the district. You can enter whole numbers or a number with one decimal place (e.g., 3.5).
   - If an override score was entered in a previous cycle in the semester, the score is carried over to the later cycles in the semester. However, if you enter an override score after cycle 1, it only applies to the current and later cycles for the semester.

   Note: If you want to dismiss an override grade for the entire semester, it must be cleared in all cycles of the semester.

2. For each standard set/skillset, the **Standard/Skill Set Score** row displays the average of all overall standard/skill scores for each standard set/skillset.
   - The average does not include scores of 0, unless a 0 exists in the rubric grid. It is rounded to one decimal place.
   - This average is cumulative for all cycles in the semester.

3. The **Total Score** row at the bottom of the table displays the average of all **Standard/Skill Set Scores**.

   Note: For iTCCS users, the following applies:

   - A particular skillset may be excluded from grade calculations, based on a district-level option for the skillset. If a skillset has been excluded from grade calculation, any skill scores for the skillset will not be included in the student's grade average; however, the grades will be displayed.
   - The campus has the option to specify which specific score to use for student grades in all courses that uses skills-referenced grading (Mode and average, Power Law and average, Mode and Power Law, or All). If the campus has specified a specific score, that score is used as the students' average. If *All* is selected, the highest of the scores is used.

4. The **Conversion Grade** row at the bottom of the table displays the standard 100%-based grade, which is a conversion from the **Total Score**. The conversion scale is determined by the district in the Student system.

5. The averages are updated every time you access the page, click **Calculate Averages**, or save the scores.

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

7. Enter comments and/or select the appropriate indicator(s), and then click **Ok**.
   - If there is no grade for the assignment, it cannot be marked as late or re-do.
   - If you want the indicators and/or comments to print on the student's IPR and display to the parents in txConnect, select **Print comment**.
   - The following icons are displayed in the grid according to the comments/indicators entered:
     - Indicators:
       - X - Excluded
       - L - Late (not excluded)
       - R - Re-do (not excluded)
       - A - Accommodated
       - I - Incomplete
       - M - Missing
     - Notes:
       - N - Excluded with comments
       - N - Late or redo with comments
       - N - Comments only
       - - No comments
   - If the assignment grade is excluded (e.g., for a transfer student), the icon is displayed. The grade will continue to be displayed 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 re-do (but not excluded), the L (late) or R (re-do) icon is displayed.
   - If any instructional accommodations were made for the student for the assignment, the A (accommodated) icon is displayed.
   - If the assignment is incomplete, the I icon is displayed.
   - If the assignment is missing, the M icon is displayed.

- If you mark an assignment as excluded, late, or re-do, the note icon next to the grade changes to indicate that grade properties exist. You can click the note icon to change the grade properties.
  - If the assignment grade is marked as excluded, the icon is displayed.
  - If the assignment grade is marked as late or re-do, the icon is displayed.
  - If the assignment grade has comments but is not marked as excluded, late, or re-do, 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 this page. When you click **Ok**, it only saves your notes until you save all data on this page.

- To view the comments or indicators for an assignment, click the icon. The Grade Properties dialog box opens and displays comments and indicators that were previously entered.

  Make any changes if necessary, and then click **Ok**. Otherwise, click **Cancel** to close the Grade Properties dialog box without making changes.

8. Before you leave the page, you must save the data. Any data that has changed since the last time you saved your scores is indicated by gray shading in the table cell.

   Type your four-digit PIN in the **PIN** field and click **Save Grades**.

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

9. If you change any data on the page and then attempt to leave this page without saving the changes, a warning message is displayed. This includes attempting to change the **Semester**, **Cycle**, **Student**, or **Course Section** fields before you save changes.

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

10. You can change the **Semester**, **Cycle**, **Student**, and **Course Section** fields to retrieve data for another semester/cycle and student.

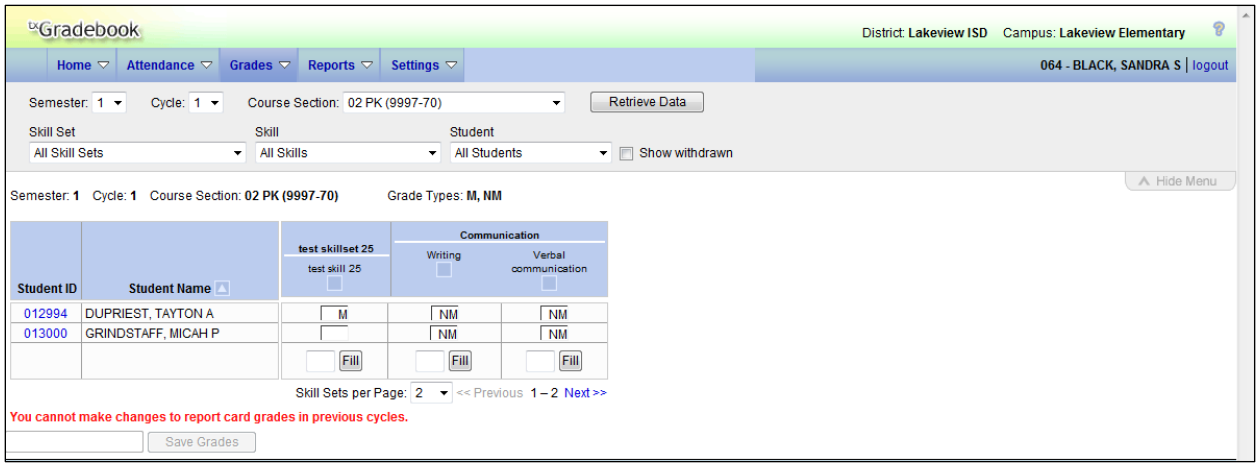
11. Click **Back to the Assignment Grades** to return to the standards-based/skills-referenced Assignment Grades page.

Elementary Skills-Based Courses

Assignment Grades (Skills-Based)

The skills-based Assignment Grades page is displayed if you select a course section that is using elementary skills-based grading and report cards. The page is automatically displayed instead of the regular Assignment Grades page. The page allows you to view and enter skills-based grades for elementary students by semester, cycle, and course section. You enter grade values based on the settings for the report card associated with the course. Instead of assignments, you have skills associated with skill sets.

GO TO: Grades > Assignment Grades



To enter scores:

1. To enter scores, 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.

2. Click **Retrieve Data**.

   Note: You only need to click **Retrieve Data** the first time you retrieve a course section. After the first time, the student list automatically reloads when you change the **Semester**, **Cycle**, or **Course Section** field.

   - The students are displayed according to your selections in the previous steps.
   - If you change between a skills-based course section and a nonskills-based course section, the appropriate page loads.
   - Students are sorted by last name, unless you have specified a custom sort order on the Arrange Student Order page.

3. In the **Skill Set** field, select *All Skill Sets* to view all skill sets associated with the course. Or, select a skill set to view data for only one skill set.

4. In the **Skill** field, select *All Skills* to view all skills associated with the selected skill set. Or, select a skill to view data for only one skill.

   If you filter by a skill, the following applies:

   - If a skill set has multiple associated skills, only the selected skill is displayed under the skill set heading.
   - If a skill set is not associated with the selected skill, the skill set is not displayed in the table.

5. In the **Student** field, select the student for whom you want to enter grades. You can select one student or all students.

6. The grades table displays all students currently enrolled in the course section and the skill sets and skills, according to your selections. Enter the grades in the fields provided.

   - 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**.
   - If you move the cursor over a skill in the grade table heading, the skill description and any notes entered by an administrator are displayed.
   - The **Grade Types** field indicates the grading type set up for the report card that has been associated with the course. If you move the cursor over the field, a description of the grading type is displayed if it has been set up by an administrator.
   - By default, the page displays only the first two skill sets. In the **Skill Sets per Page** field, you can change the number of skill sets displayed.
   - If there are more skills than can be displayed on the page, click **<< Previous** and **Next >>** to view the other skills.
   - By default, the grade 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. The independent scroll bars are displayed or not displayed according to your setting for the **Use Independent Scroll Bars on Assignment Grades** field on the Update Profile page. If the field is selected, the table will have vertical and horizontal scroll bars that are independent of the page scroll bars. Otherwise, the table will not have independent scroll bars, and you must use the page scroll bars if the data exceeds one screen.

     Note: The independent scroll bars are not available on mobile devices.

   - 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. You can press SHIFT+ENTER to move up the list. You can also press the up and down arrow keys to move up and down the list.
     - Press TAB to move across the list to the next skill. You can press SHIFT+TAB to move back to the left.
   - The **Student ID** field displays the student's ID. You can click the student ID to view the student's profile.
   - The **Student Name** field displays the student's name.

- The Star of Life icon is displayed for any student who has medical circumstances you should be aware of. To view details, click or the student ID. The student's profile page opens and displays relevant data in the **Medical Alerts** section. This feature is available for TxEIS districts only.
- 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 are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class.

  To hide withdrawn students, clear **Show withdrawn**.
- No Show students are not displayed.

- Dropped grades are italicized.
- To mass enter a skill grade for all students, use the **Fill** button at the bottom of each skill column.
  - To mass replace blank grades with a value, type the grade in the field, and then click **Fill**. All blank grades for the skill are changed to the entered grade.
  - To change all grades to blanks, delete any data from the field, and then click **Fill**. All grades for the skill are changed to blank.

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

   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 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.

   Type your four-digit PIN in the **PIN** field and click **Save Grades**.

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

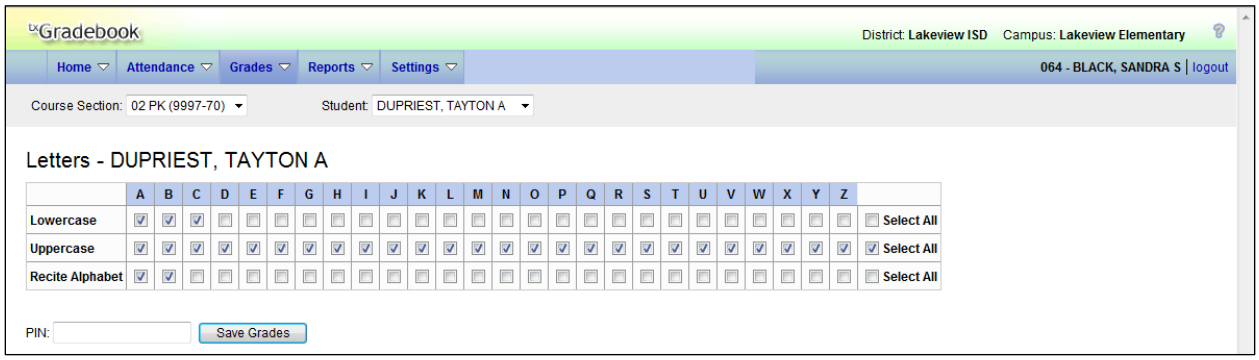
8. If you change any data on the page and then attempt to leave this page without saving the changes, a warning message is displayed. This includes attempting to change the **Semester**, **Cycle**, **or Course Section** fields before you save changes.

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

Elementary Letter Skills

The Elementary Letter Skills page allows you to assess whether the student has achieved certain skills related to alphabet letters. This page is only available if the letter skills grid has been selected for inclusion on the report card on the Admin Skills-Based Report Card Setup - Step 1 page.

GO TO: Grades > Elementary Report Cards > Elementary Letter Skills



To assess a student's letter skills:

1. In the **Course Section** field, select the course section for which you want to assess a student.

2. In the **Student** field, select a student in the selected course.

   The student's name is displayed.

3. Under each letter, select the skill (such as **Lowercase**) if the selected student has achieved this skill for the letter. You can select **Select All** if the student has achieved the skill for all letters.

   Note: Administrative users can add additional skills by editing the Letters skill set on the txGradebook > Admin > Elementary Skills-Based Setup page.

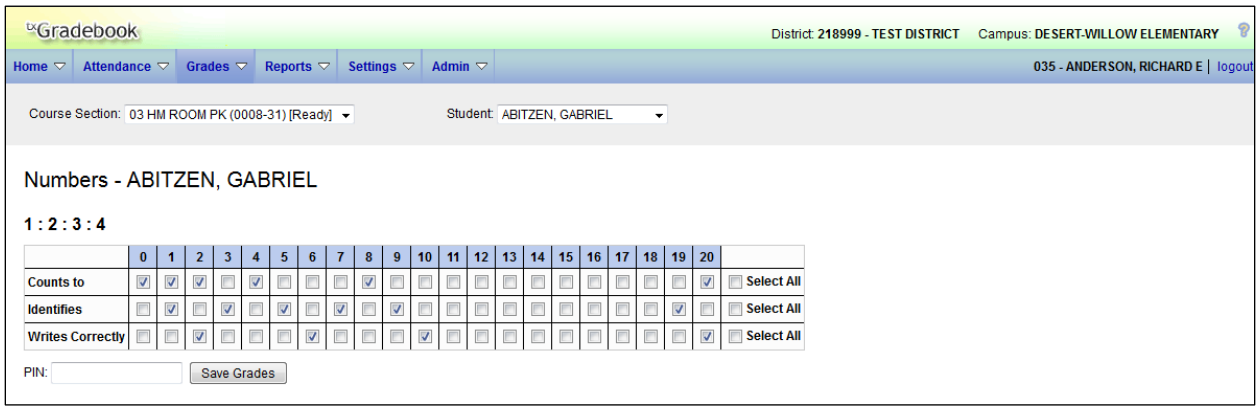
4. In the **PIN** field, type your four-digit PIN and click **Save Grades**.
   - If your changes were saved successfully, a message is displayed indicating that the skills were saved successfully.
   - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN before you can continue.

Elementary Number Skills

The Elementary Number Skills page allows you to assess whether the student has achieved certain skills related to numbers. This page is only available if the number skills grid has been selected for inclusion on the report card on the Admin Skills-Based Report Card Setup - Step 1 page.

Note: Number skills are a cumulative assessment; they are not stored by semester/cycle.

GO TO: Grades > Elementary Report Cards > Elementary Number Skills



To assess a student's number skills:

1. In the **Course Section** field, select the course section for which you want to assess a student.

2. In the **Student** field, select a student in the selected course.

   The student's name is displayed.

3. Under each number, select the skill (such as **Counts to**) if the selected student has achieved this skill for the number. You can select **Select All** if the student has achieved the skill for all displayed numbers.

   Note: Administrative users can add additional skills by editing the Numbers skill set on the tx Gradebook > Admin > Elementary Skills-Based Setup page.

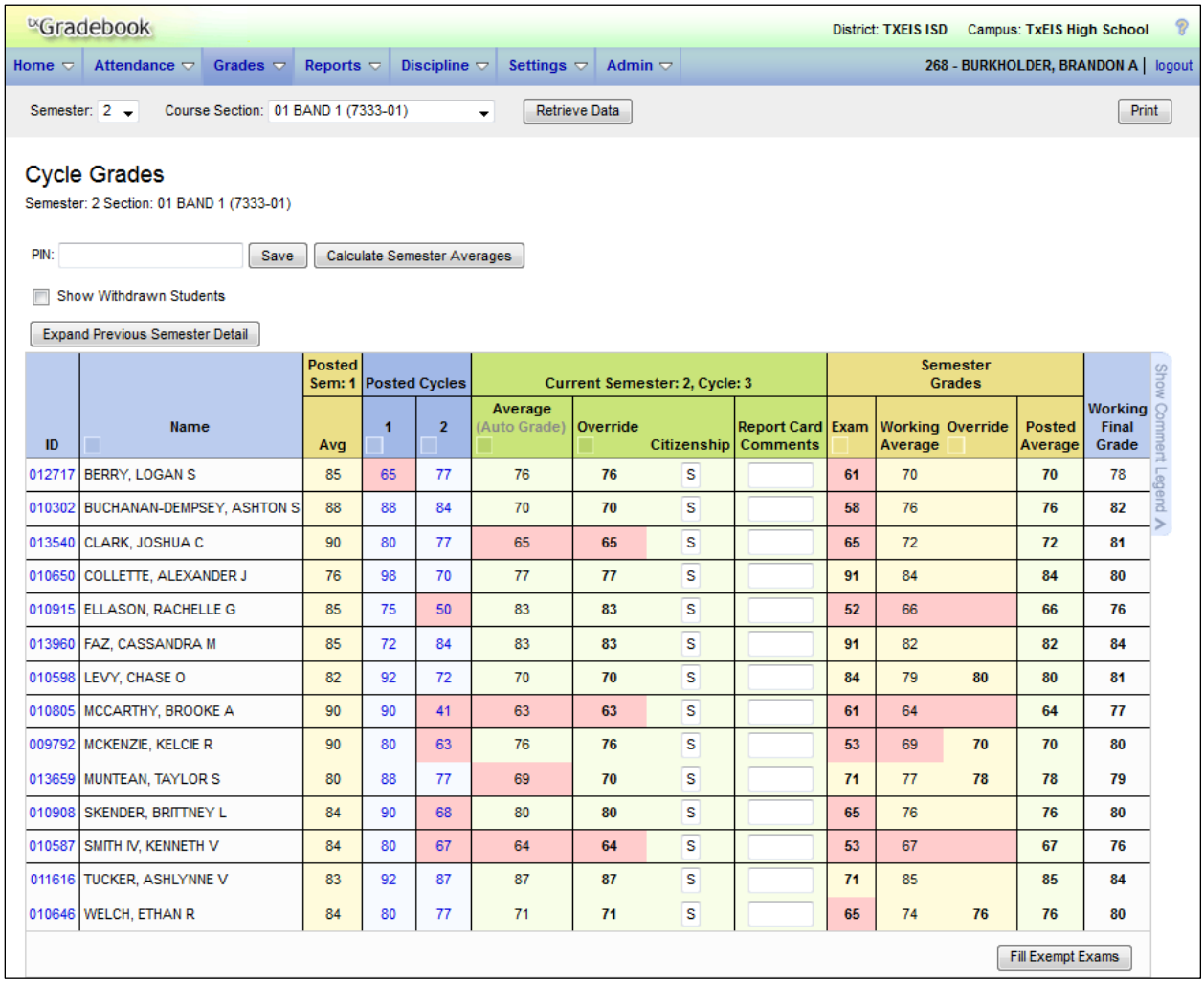
4. In the **PIN** field, type your four-digit PIN and click **Save Grades**.

   - If your changes were saved successfully, a message is displayed indicating that the skills were saved successfully.
   - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN before you can continue.

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 has been entered correctly and is ready to post, you must submit the cycle and/or semester grades to the campus administrator.

GO TO: Grades > Cycle Grades



ID	Name	Posted Sem: 1 Avg	Posted Cycles 1	Posted Cycles 2	Current Semester: 2, Cycle: 3 Average (Auto Grade)	Override	Citizenship	Report Card Comments	Semester Grades Exam	Working Average	Override	Posted Average	Working Final Grade
012717	BERRY, LOGAN S	85	65	77	76	76	S		61	70		70	78
010302	BUCHANAN-DEMPSEY, ASHTON S	88	88	84	70	70	S		58	76		76	82
013540	CLARK, JOSHUA C	90	80	77	65	65	S		65	72		72	81
010650	COLLETTE, ALEXANDER J	76	98	70	77	77	S		91	84		84	80
010915	ELLASON, RACHELLE G	85	75	50	83	83	S		52	66		66	76
013960	FAZ, CASSANDRA M	85	72	84	83	83	S		91	82		82	84
010598	LEVY, CHASE O	82	92	72	70	70	S		84	79	80	80	81
010805	MCCARTHY, BROOKE A	90	90	41	63	63	S		61	64		64	77
009792	MCKENZIE, KELCIE R	90	80	63	76	76	S		53	69	70	70	80
013659	MUNTEAN, TAYLOR S	80	88	77	69	70	S		71	77	78	78	79
010908	SKENDER, BRITTNEY L	84	90	68	80	80	S		65	76		76	80
010587	SMITH IV, KENNETH V	84	80	67	64	64	S		53	67		67	76
011616	TUCKER, ASHLYNNE V	83	92	87	87	87	S		71	85		85	84
010646	WELCH, ETHAN R	84	80	77	71	71	S		65	74	76	76	80

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.
- 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, clear **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.

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.
- (TxEIS only) 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.
- 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. Students are sorted by last name, unless you have specified a custom sort order on the Arrange Student Order page.

- 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 instructor 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.

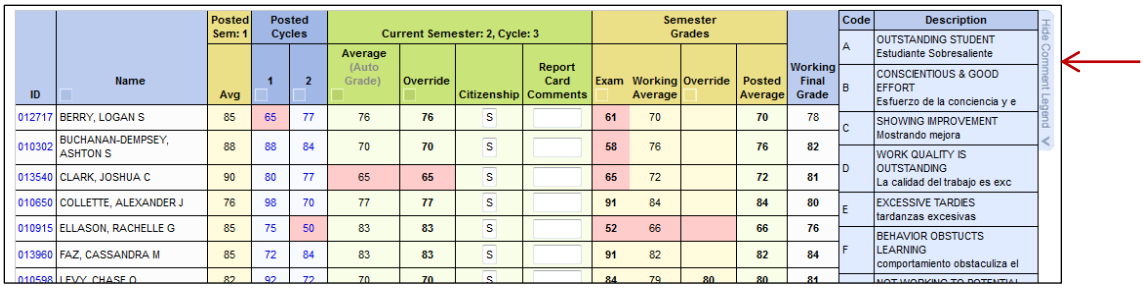
    For more information on calculating averages, view Appendix A - Calculating Averages at the end of this guide.
  - The **Override** field allows you to override a student's working cycle average with a different grade (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70). You can also type N/G to assign an override grade of no grade.
  - 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.

    For Leander ISD elementary campuses, this field is named **Effort** instead of **Citizenship**.

- 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**.



ID	Name	Posted Sem: 1	Posted Cycles		Current Semester: 2, Cycle: 3				Semester Grades				Working Final Grade
		Avg	1	2	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Exam	Working Average	Override	Posted Average	
012717	BERRY, LOGAN S	85	65	77	76	76	S		61	70		70	78
010302	BUCHANAN-DEMPSEY, ASHTON S	88	88	84	70	70	S		58	76		76	82
013540	CLARK, JOSHUA C	90	80	77	65	65	S		65	72		72	81
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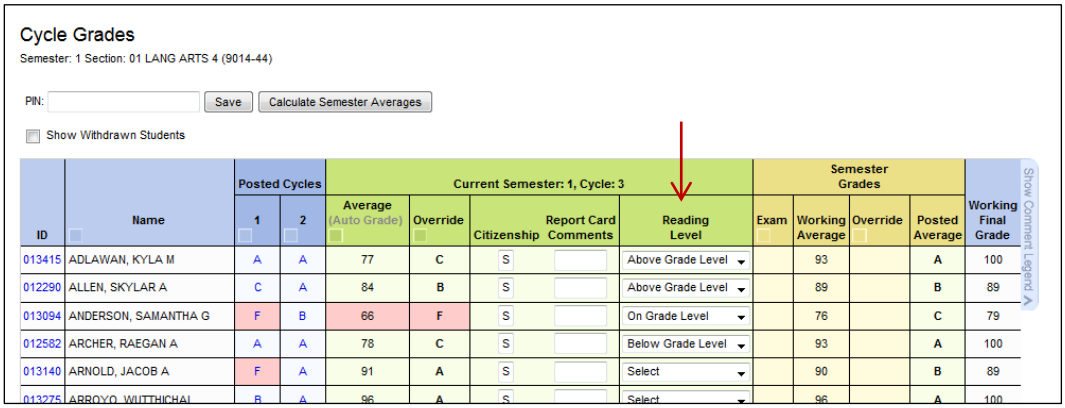
010915	ELLASON, RACHELLE G	85	75	50	83	83	S		52	66		66	76
013960	FAZ, CASSANDRA M	85	72	84	83	83	S		91	82		82	84
010598	LEVY, CHASE O	82	92	72	70	70	S		84	79	80	80	81

Code	Description
A	OUTSTANDING STUDENT Estudiante Sobresaliente
B	CONSCIENTIOUS & GOOD EFFORT Esfuerzo de la conciencia y e
C	SHOWING IMPROVEMENT Mostrando mejora
D	WORK QUALITY IS OUTSTANDING La calidad del trabajo es exc
E	EXCESSIVE TARDIES tardanzas excesivas
F	BEHAVIOR OBSTUCTS LEARNING comportamiento obstaculiza el

Hide Comment Legend

▪ For Elementary English Language Arts courses at elementary campuses only, the **Reading Level** column is displayed.



Cycle Grades

Semester: 1 Section: 01 LANG ARTS 4 (9014-44)

PIN: Save Calculate Semester Averages

Show Withdrawn Students

ID	Name	Posted Cycles		Current Semester: 1, Cycle: 3					Semester Grades				Working Final Grade
		1	2	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Reading Level	Exam	Working Average	Override	Posted Average	
013415	ADLAWAN, KYLA M	A	A	77	C	S		Above Grade Level		93		A	100
012290	ALLEN, SKYLAR A	C	A	84	B	S		Above Grade Level		89		B	89
013094	ANDERSON, SAMANTHA G	F	B	66	F	S		On Grade Level		76		C	79
012582	ARCHER, RAEGAN A	A	A	78	C	S		Below Grade Level		93		A	100
013140	ARNOLD, JACOB A	F	A	91	A	S		Select		90		B	89
013275	ARROYO, WUTTHICHAI	B	A	96	A	S		Select		96		A	100

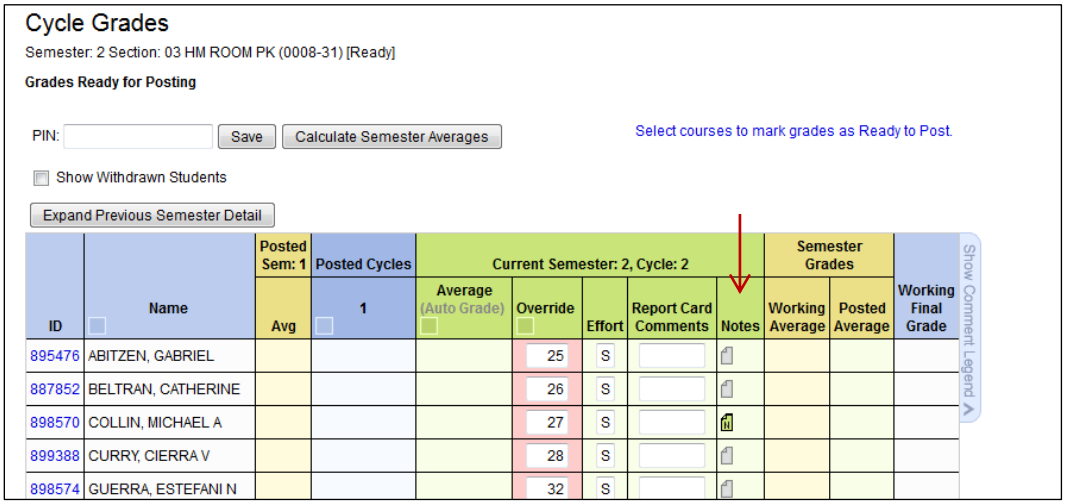
Show Comment Legend

In the **Reading Level** field, select the student's reading level.

- For iTCCS, this column is only available for Leander ISD, and the column is displayed if the course has the word "reading" in the course title.
- For TxEIS districts, the column is displayed for credit level E courses that have a service ID with ELLA. The available options are set by the district in the TxEIS Student system. The **Reading Level** field is only displayed if the table is setup in TxEIS Grade Reporting on Maintenance > Gradebook Options > District > Reading Levels.

▪ For Leander ISD elementary campuses only, under **Notes**, you can add notes about the student. The notes are specific to the campus, semester, cycle, and student; however, these notes are not unique to the course section, which means that all instructors at the

campus who have the student for the current semester/cycle will be able to view and update the notes.



- If no note exists, the icon is gray .
- If a note exists, the icon is green with an N .

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 **Working 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 **Working 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 **Working Average** fields display the posted grades.
  - During semesters that do not have semester exams:
    - The **Exam** field is not displayed on the page.
    - The **Working 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 (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70). You can also type N/G to assign an override grade of no grade.
- The **Posted Average** field displays the posted semester grade. The field is blank until a semester grade is posted.
- If a final grade was posted for a course, the grade is displayed under the **Final Grade** heading.

To save your changes:

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

- Type your PIN and 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 grade data.

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

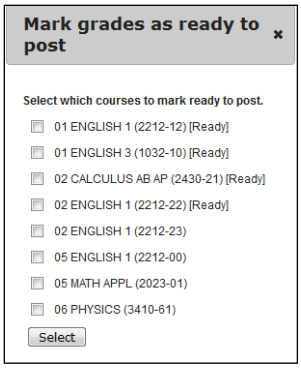
To post grades:

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 the campus administrator, 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.

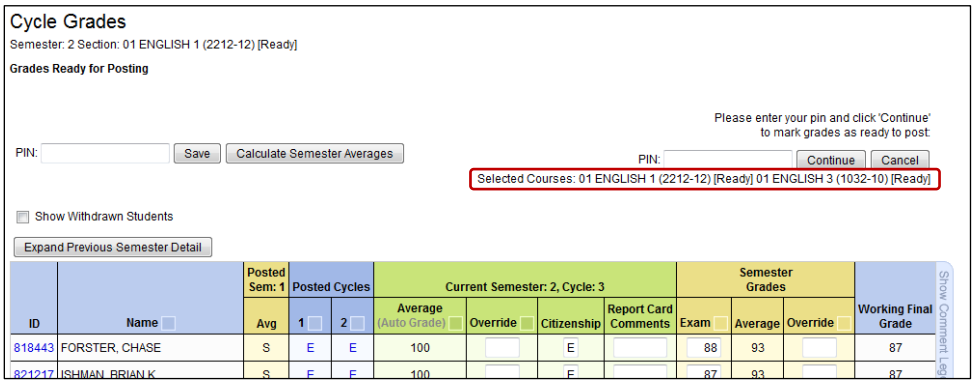
Note: After grades are posted and the cycle is closed, you can make changes to the grades and view the working cycle average (e.g., for a student who missed the last few days of a cycle due to illness); however, you cannot post any changes. Instead, print your changes and submit your printout to the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

2. When you are satisfied with your input for one or more of the cycle grades, notify the system that you are ready to post by clicking the **Select courses to mark grades as Ready to Post** link. This link is only displayed for current cycles that are open for posting. The campus determines when the cycle is open and closed for posting.

   A dialog box opens allowing you to select the course sections that are ready to post. All eligible courses are listed.



   Select the course(s), and then click **Select**. The dialog box closes, and the selected course(s) are listed below the **PIN** field.



   To change the selected courses, click **Cancel**. The dialog box opens allowing you to reselect the course(s).

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 the campus administrator, you cannot change any data.

- The campus administrator can run a Missing Grades report to determine which instructors have posted their grades and which instructors have not yet posted their grades.

Note: If the campus option is set to include exam grades in the semester average, a warning message is displayed if you do not enter an exam grade.

To inquire about closed (posted) cycles/semesters:

For cycles and semesters that are closed, the following applies:

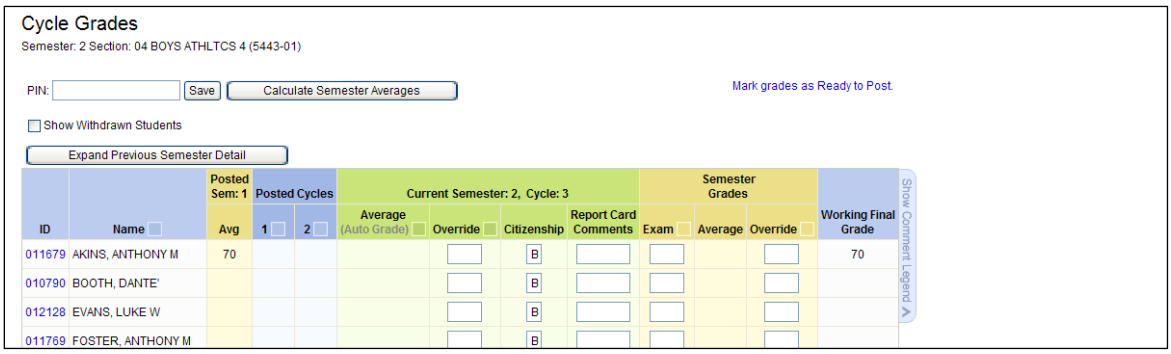
- For closed semesters, the posted semester grades are displayed under the **Posted Sem: #** heading, where **#** is the closed semester. Click **Expand Previous Semester Detail** to view all data for the closed semesters, including the cycle grades, semester exam grades, and semester averages.
  - If you are currently in the first semester, the **Posted Sem #** heading is not displayed.
  - Semester averages may or may not be displayed depending on your semester exam pattern and number of semesters.

  Click **Collapse Previous Semester Detail** to hide data for the closed semester.
- Posted cycle grades for the current semester 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 or semester is closed, the 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.
- If an override grade was entered for the cycle or semester grade, the override grade is displayed.

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 self-paced courses.



If assignment grades are recorded for the self-paced course, the average (based on the assignment grades) is displayed under **Cycle Average**. 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 click **Save**. If your changes are saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.

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.

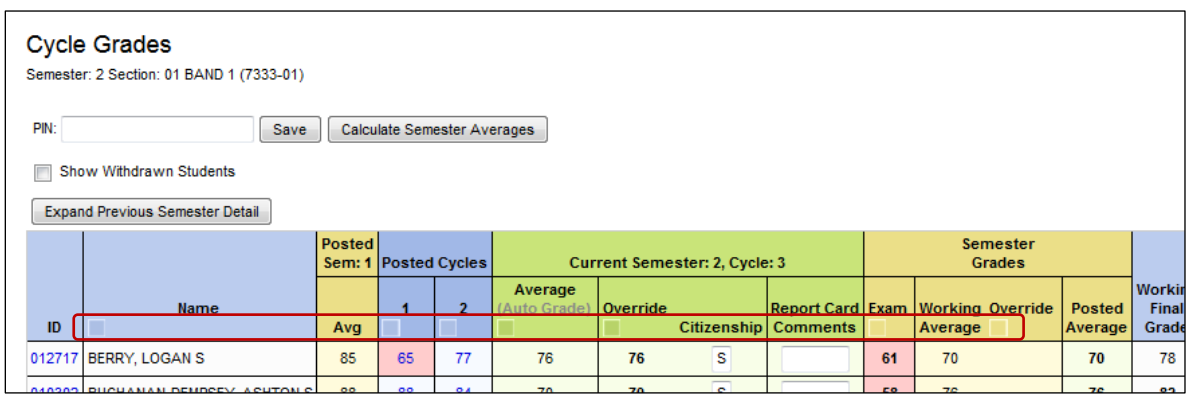
To navigate the page:

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 and 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.

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 instructor 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 instructor can also enter comments and notes associated with the student's performance.

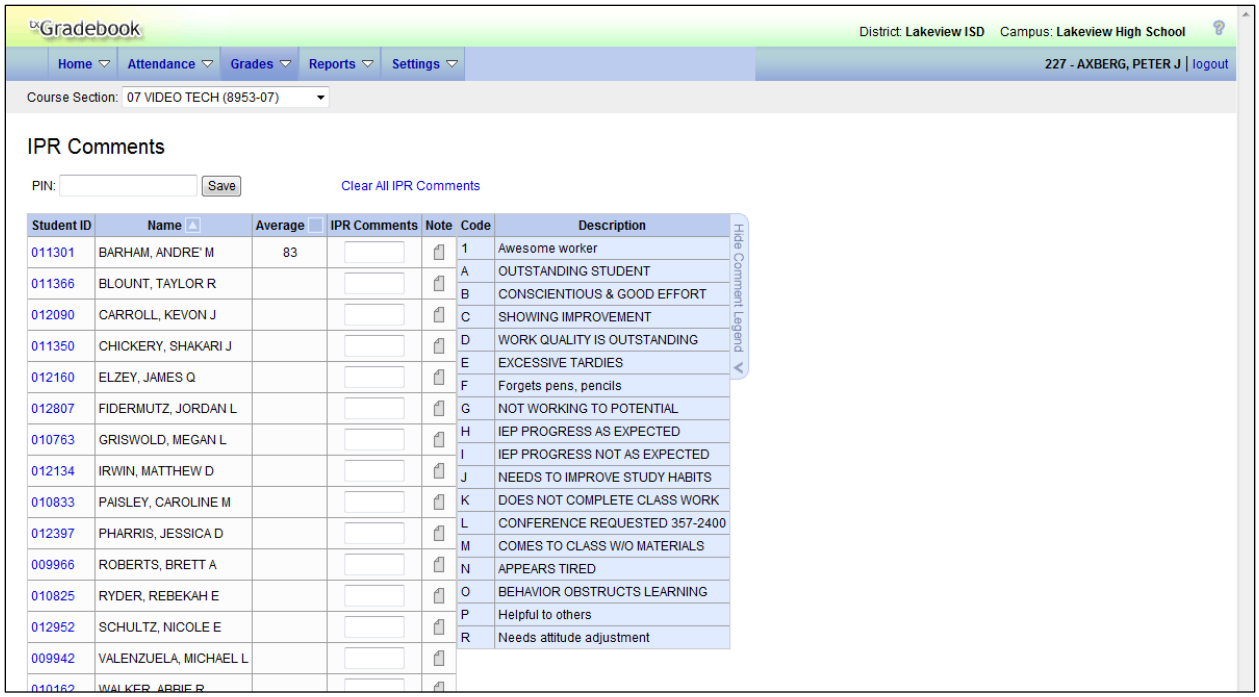
The Interim Progress Reports page displays IPRs for all students selected on the Print IPR page. Any comments entered on the IPR Comments page are displayed on the IPRs. Assignments on the IPR are sorted by due date within each category. If a due date is not entered, the assignments are sorted alphabetically by assignment name.

IPR Comments

The IPR Comments page allows you to enter IPR comments and notes to be 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.

GO TO: Grades > IPR Comments



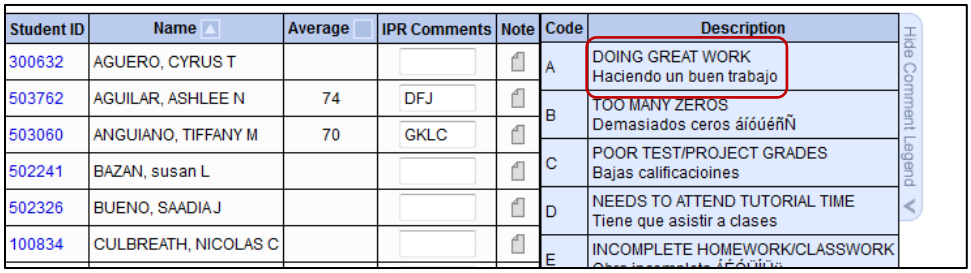
To add comments:

1. In the **Course Section** field, select the course section or group. The students in the course section are displayed. Students are sorted by last name, unless you have specified a custom sort order on the Arrange Student Order page.

2. 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.

   (TxEIS only) If a description exists in Spanish, the Spanish description is displayed below the English description. If the student's report card is generated in Spanish, and a Spanish comment exists, the Spanish comment is printed on the report card. If a Spanish comment does not exist, the English comment is printed on the report card. These codes and descriptions are maintained on the Rpt Card Comments tab in the TxEIS Grade Reporting application.



Student ID	Name	Average	IPR Comments	Note
300632	AGUERO, CYRUS T			
503762	AGUILAR, ASHLEE N	74	DFJ	
503060	ANGUIANO, TIFFANY M	70	GKLC	
502241	BAZAN, susan L			
502326	BUENO, SAADIA J			
100834	CULBREATH, NICOLAS C			

Code	Description
A	DOING GREAT WORK Haciendo un buen trabajo
B	TOO MANY ZEROS Demasiados ceros áíóúéñÑ
C	POOR TEST/PROJECT GRADES Bajas calificacioines
D	NEEDS TO ATTEND TUTORIAL TIME Tiene que asistir a clases
E	INCOMPLETE HOMEWORK/CLASSWORK

Hide Comment Legend

   To hide the comment legend, click **Hide Comment Legend**.

3. Type your four-digit PIN in the **PIN** field and click **Save**.

4. To clear all comments for all students displayed, click **Clear All Comments**.

   Note: Your comments are not actually cleared until you enter your PIN and click **Save** to save all data on this page.

To add notes:

In the **Note** field, click to enter notes about the student to be printed 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** 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

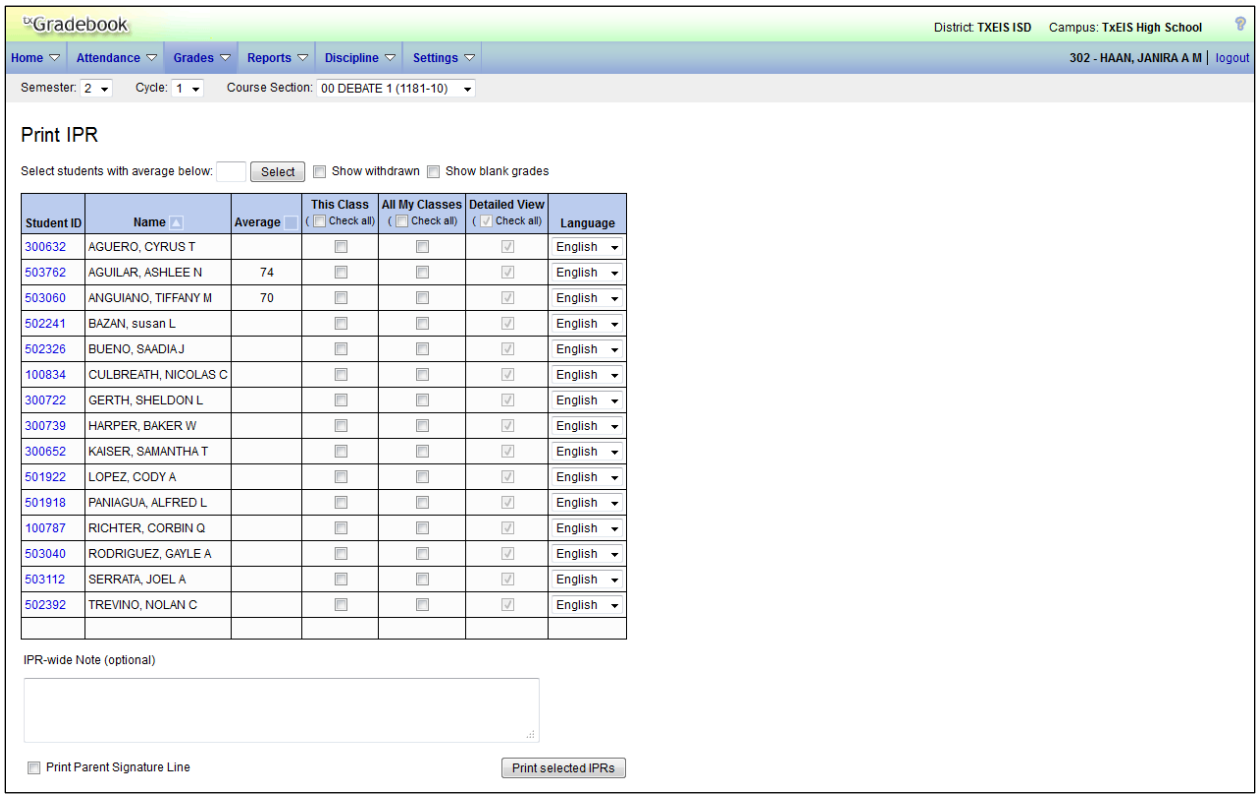
The Print IPR page allows you to select the students for whom you want to print IPRs. For each student, you can select the semester and cycle, the courses for which you want to print IPRs, and the level of detail you want to include on the report.

Note: Before printing IPRs, it is recommended that you change the Page Setup options to disable printing of headers and footers when printing IPRs. Otherwise, page numbers for the entire group of IPRs and other unnecessary data will print in the header and footer of each IPR.

- In the Internet Explorer browser from the File menu, select Page Setup. The Page Setup dialog box opens allowing you to change the settings.
- Under **Headers and Footers**, delete all data in the **Headers** and **Footers** fields.
- Click **OK** to save the settings and close the Page Setup dialog box.

Make note of the data that you are deleting, in case you want to reset the headers and footers after you have printed IPRs.

GO TO: Grades > Print IPR



To print IPRs:

1. Select the semester, cycle, and course section for which to print IPRs. Students are displayed in order by last name, unless you have specified a custom sort order on the Arrange Student Order page.

   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.
   - If you select an elementary skills-based course, the following message is displayed: "This is a Skills-Based course. Categories do not apply." You cannot produce IPRs for elementary skills-based courses.
   - If you have created course groups on the Course Grouping page, the groups are listed in the drop down as well as the individual courses

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. To include blank grades, select **Show blank grades**. All assignments are displayed, including assignments with blank grades. If **Show blank grades** is not selected, blank assignment grades are not displayed. This is not applicable for courses that use standards-based/skills-referenced grading.

5. 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.

6. 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.

7. 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.

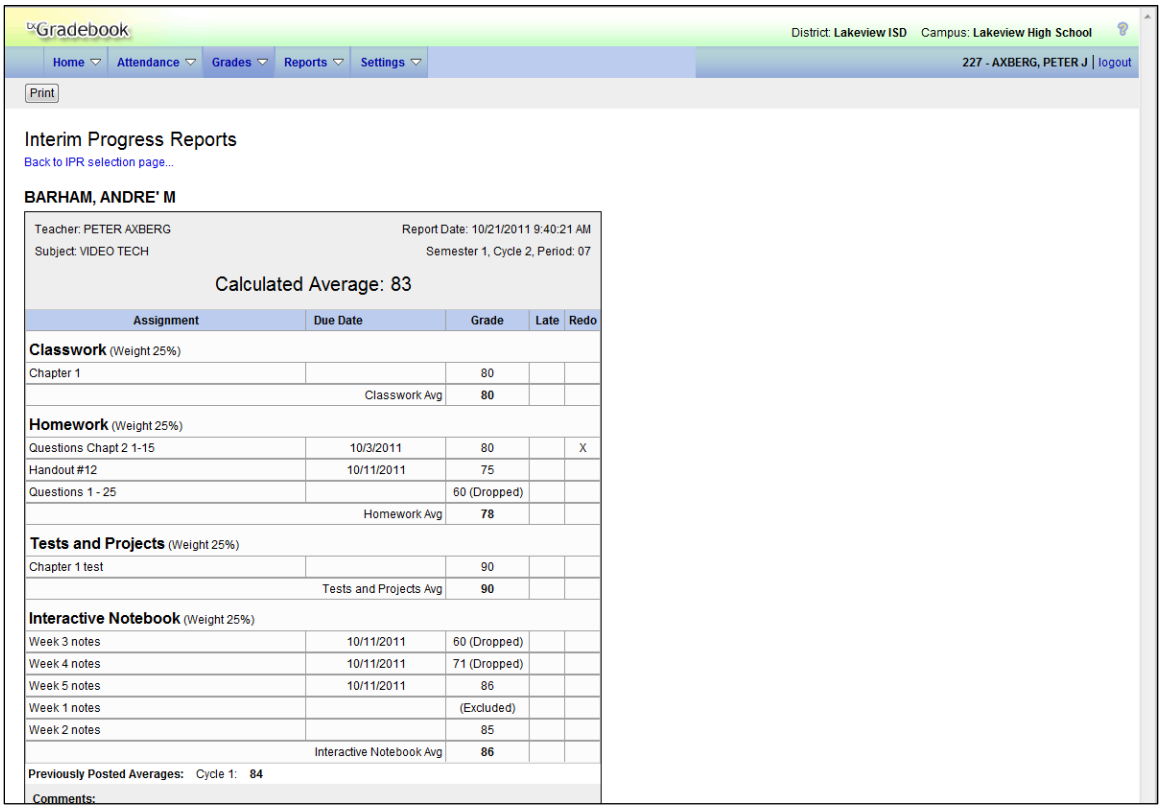
8. (TxEIS only) In the **Language** field for each student, select the language in which to print the IPR. If you select a language other than English, the IPR headings and fields are converted to the selected language; however, the student and course comments are only printed in the selected language if they have been entered in that language in the Student system. User-defined fields are not converted.

9. 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.)

10. Select **Print Parent Signature Line** if you want a parent signature line to print at the bottom of the IPR.

11. 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.



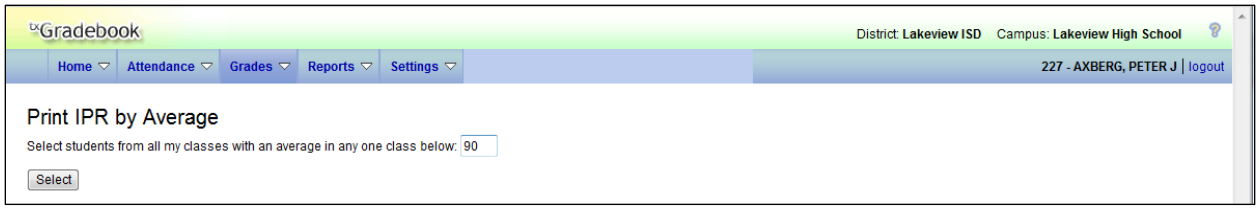
12. Click **Print** to print the selected IPRs.

13. Click **Back to IPR selection page** to return to the Print IPR page.

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.

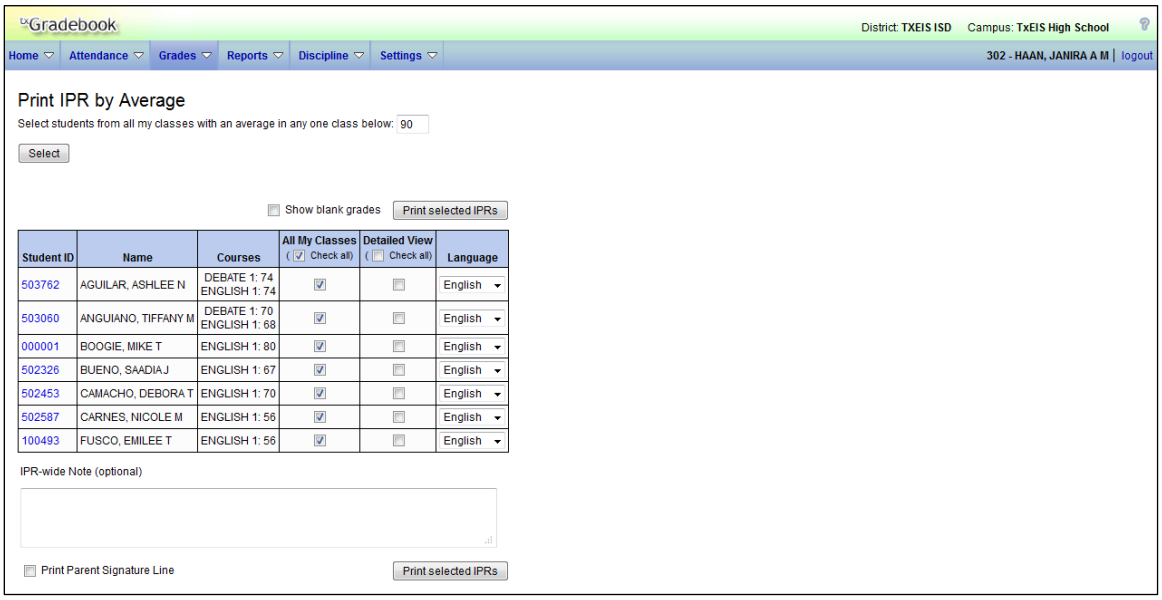
GO TO: Grades > Print IPR by Average



To print IPRs:

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 by Average 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**.

3. 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.

4. (TxEIS only) In the **Language** field for each student, select the language in which to print the IPR. If you select a language other than English, the IPR headings and fields are converted to the selected language; however, the student and course comments are only printed in the selected language if they have been entered in that language in the Student system. User-defined fields are not converted.

5. 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.)

6. Select **Print Parent Signature Line** to print a parent signature line at the bottom of the IPR.

7. 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.

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

9. Click **Back to IPR selection page** to return to the Print IPR by Average page.

Interim Progress Reports

The Interim Progress Reports page allows you to print IPRs for the students selected on the IPR Selection page. The page can only be accessed through the Print IPR page or the Print IPR by Average page. After you enter and save any comments for the IPRs and select the students for whom you want to print IPRs, click Print selected IPRs.

The page displays IPRs for all students selected on the Print IPR page. Any comments entered on the IPR Comments page are displayed on the IPRs. Assignments on the IPR are sorted by due date within each category. If a due date is not entered, the assignments are sorted alphabetically by assignment name.

Note: Before printing IPRs, it is recommended that you change the Page Setup options to disable printing of headers and footers when printing IPRs. Otherwise, page numbers for the entire group of IPRs and other unnecessary data will print in the header and footer of each IPR.

- In the Internet Explorer browser from the File menu, select Page Setup. The Page Setup dialog box opens allowing you to change the settings.
- Under **Headers and Footers**, delete all data in the **Headers** and **Footers** fields.
- Click **OK** to save the settings and close the Page Setup dialog box.

Make note of the data that you are deleting, in case you want to reset the headers and footers after you have printed IPRs.

About IPRs:

- The working cycle average is displayed for the cycle for which the IPR is printed. It is listed as **Calculated Average**.
- The posted cycle averages for previous cycles are printed at the bottom of the IPR (above **Comments**).
- If a posted or override average exists for the current cycle, it is displayed at the top of the IPR (below **Subject**).
- If a posted or override average exists for the current cycle, the average is printed on the IPR.
- In the **Grade** column, the following may be displayed in place of a grade:
  - If the assignment is incomplete, the message “Incomplete” is displayed in place of the grade.
  - If the assignment grade is missing, the message “Missing” is displayed in place of the grade.
- In the **Grade** column, the following may be displayed next to a grade:
  - If the assignment grade is excluded from the grade average calculation, the message “(Excluded)” is displayed next to the grade.
  - If the assignment was turned in late, the message “(Late)” is displayed next to the grade.
  - If the assignment was redone, the message “(Redo)” is displayed next to the grade.
  - Dropped grades display the message “(Dropped)” next to the grade.
- If the possible points is not 100, the course is using the percentage weighting type, and the grade is numeric, the possible points for the assignment is displayed. For example, 90/95 is displayed if the student earned 90 points and the assignment was worth 95 points. In this case, the grade does not calculate as 90.
- If the course is using points-based weighting, the points earned and possible points are displayed. For example, 9/10 is displayed if the student earned 9 points and the assignment is worth 10 points.
- For students who transferred into the class, the transfer date, transfer average, and transfer weight are displayed.

About standards-based/skills-referenced courses:

If the course uses the standards-based/skills-referenced type of assessment, assignments are associated with specific standards/skills. The standards/skills are grouped together into standard sets/skillsets. For these courses, the assignment grades are sorted by standards/skills, and the standards/skills are displayed under the standard set/skillset heading. Note that an assignment may be associated with more than one standard/skill, so you may see the same assignment under multiple standard set/skillset headings.

- The semester and cycle are displayed at the top of the IPR. The assignment grades are displayed for the semester/cycle only; however, the final scores and calculated average are cumulative for the semester.

- For each standard/skill, a final score is displayed. The score displayed is the highest score of the following:
  - The student's current average for the standard/skill, which is calculated by adding all scores for all assignments associated with the standard/skill, and dividing by the number of assignments
  - The student's score as calculated using the power law computation.

  If an override grade is entered, the override grade is always displayed.

  The final standard/skill score reflects standard/skill scores for all cycles in the semester, even though only one cycle is displayed at a time.
- For each standard set/skillset, a final score is displayed. This is the average of all final scores for each standard/skill. The final standard set/skillset score reflects standard set/skillset scores for all cycles in the semester, even though only one cycle is displayed at a time. The average does not include scores of zero, unless zero is a valid grade for the campus. The final standard set/skillset score is rounded to one decimal place.

  Note: For iTCCS users, the following applies:

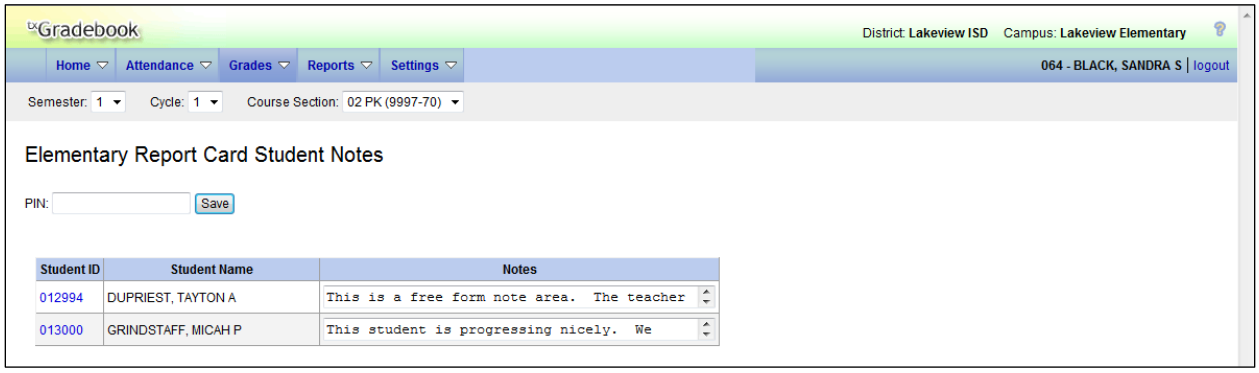
  - A particular skillset may be excluded from grade calculations, based on a district-level option for the skillset. If a skillset has been excluded from grade calculation, any skill scores for the skillset will not be included in the student's grade average; however, the grades will be displayed.
  - The campus has the option to specify a specific score to use for student grades in all courses that uses skills-referenced grading (Mode and average, Power Law and average, Mode and Power Law, or All). If the campus has specified a specific score, that score is used as the students' average. If *All* is selected, the highest of the scores is used.
- The **Calculated Average** field at the bottom displays the average of the standard set/skillset final scores, which takes into account all cycles in the semester. This grade will be converted to a standard 100%-based grade using a conversion chart established by the district.

Elementary Skills-Based Report Cards

Elementary Report Card Student Notes

The Elementary Report Card Student Notes page allows you to set up notes for individual students that will be printed on the elementary skills-based report cards.

GO TO: Grades > Elementary Report Cards > Elementary Report Card Student Notes



To enter notes:

1. Select the semester, cycle, and course section for which you want to enter notes.

   The students in the course are listed according to the criteria you entered. The student ID is also displayed.

2. In the **Notes** field for each student, type any notes that you want printed on the student's report card. You can type up to 500 characters.
   - When you click in the field, the space expands to allow you to view more of the message you are typing. When you click out of the field, the space reverts to displaying only one row of the notes.
   - The space allowed for the note depends on the setting of the **Use Fixed-Size Box for Student Note** field on the Admin > Elementary Report Cards > Elementary Skills-Based Report Card Setup - Step 1 page (up to 5 lines with 41 characters per line). If your note exceeds the space allowed, a warning message is displayed, and the changes cannot be saved.

3. Type your four-digit PIN in the **PIN** field and click **Save**.
   - If your changes were saved successfully, a message is displayed indicating that the student report card notes were saved.
   - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN before you can continue.

Print Elementary Report Cards

The Print Elementary Report Cards page allows you to select the elementary students for whom you want to print report cards. The report cards display data as set up on the Admin Skills-Based Report Card Setup pages. These report cards can also be used as interim progress reports if needed. You can change the heading from Report Card to Interim Progress Report by selecting **Print Elementary Report Card as an IPR**.

The following components may be included:

- Letter Recognition skills grid (For iTCCS only, expectations for the quarter or cycle may also be displayed.)
- Number Recognition skills grid (For iTCCS only, expectations for the quarter or cycle may also be displayed.)
- Spanish Letter Recognition skills grid (iTCCS only)
- Parent/guardian signature line
- Attendance data, including excused absences, unexcused absences, and tardies by semester/cycle
- The description of the grading type as entered on the Admin Skills-Based Report Card Setup - Page 1 page under **Grading Type Description**.

The following may also be included:

- A description of a specific skill is displayed in italic font below the skill name as entered by an administrator on the Admin > Elementary Skills-Based Setup page. This description is unique to the skill.
- A skill note may be displayed below the skill name with a bullet if it was entered by an administrator on the Admin > Skills-Based Report Card Setup page. The skill note is unique to the skill and the report card.
- Under **Teacher Notes**, the notes entered on the Elementary Report Card Student Notes page by semester/cycle are displayed.
- If the report card is set up to assess only certain skills during a semester/cycle, the report card is shaded to indicate the skills being assessed in the semester/cycle for which the report card was printed. The table cells for skills that are not being assessed are shaded gray.

  Note: Background printing must be enabled in order for the shading to appear on the printed report cards. See Appendix C for more information.

- (iTCCS only) Quarters 1-4 may be displayed instead of semesters/cycles, depending on the setting entered on the [tx]Gradebook > Admin > Skills-Based Report Card Setup page.

Note: Before printing report cards, you may want to change the Page Setup options to enable or disable printing of headers and footers when printing report cards. If the headers and footers are disabled, page numbers are not printed, and there is a risk of the report pages (i.e., the actual papers) getting out of order inadvertently. This could potentially result in a student receiving the wrong subsequent pages of the report card, if there are multiple pages of the report card. However, you may want the headers and footers disabled for a neater appearance.

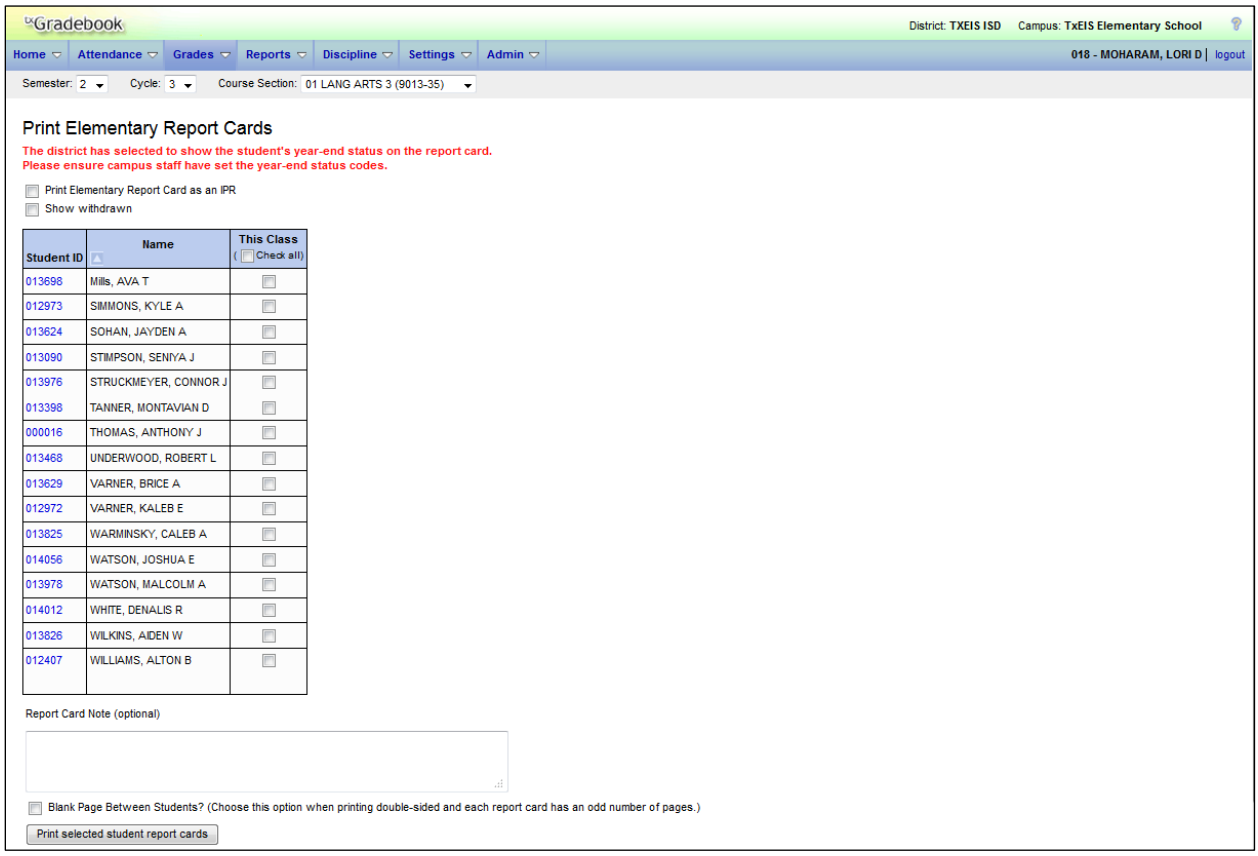
- In the browser from the File menu, select Page Setup. The Page Setup dialog box opens allowing you to change the settings.
- Under **Headers and Footers**, ensure that one of the **Headers** or **Footers** fields is set to display the page number. Or, clear all **Headers** and **Footers** fields to print report cards without this data.
- Click **OK** to save the settings and close the Page Setup dialog box.

Make note of any data that you are deleting, in case you want to reset the headers and footers after you have printed the report cards.

Report cards are designed to print with the parent/guardian address positioned so that it appears in the window of a standard envelope if the paper is folded into thirds.

Note that the Admin > Print Elementary Report Cards for Campus page, which is only available to users who log on to tx Gradebook with a district- or campus-level security administrator user ID, allows administrative users to print all elementary report cards for a particular report card type. Information about this report is available in the tx Suite Administrator Training Guide.

GO TO: Grades > Elementary Report Cards > Print Elementary Report Cards



To select students:

1. To select students, select the semester, cycle, and course section.
   - All students currently enrolled in the course section are displayed.
   - Students are sorted by last name, unless you have specified a custom sort order on the Arrange Student Order page.
   - 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. The **Student ID** field displays the student’s ID. Click the student ID to view the student’s profile.
3. The **Name** field displays the name of the student in the course.
4. Select **Print Elementary Report Card as an IPR** if you are printing the report card(s) to be used as an interim progress report. If selected, the heading "Interim Progress Report" will appear at the top of the report instead of "Report Card." Ensure that this field is *not* selected if you are producing actual report cards.

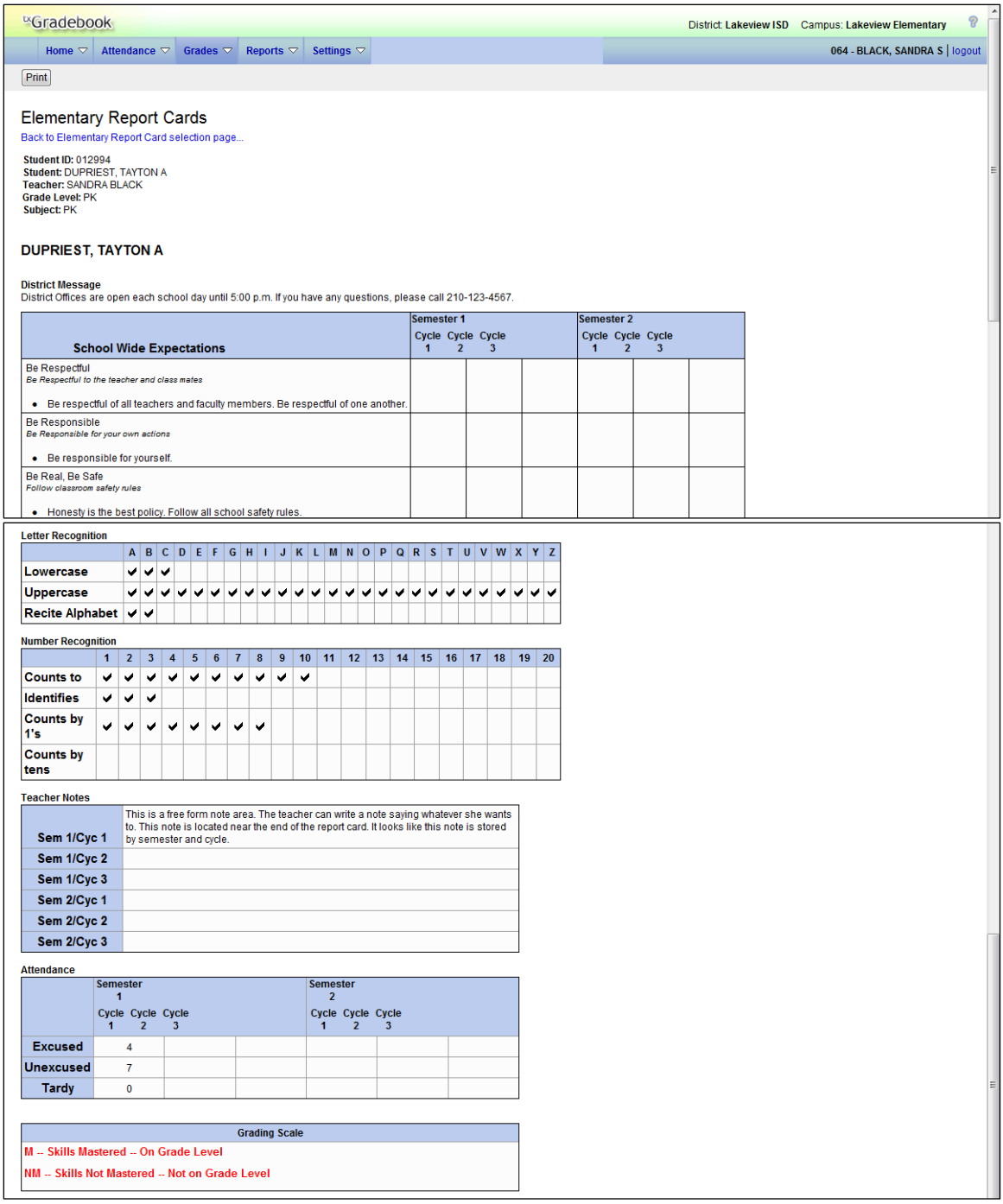
5. By default, withdrawn students are not displayed. To display withdrawn students, select **Show withdrawn**. To hide withdrawn students, clear **Show withdrawn**. A withdrawn student has the message “withdrawn” and the withdrawal date displayed by his name. The withdrawal date may be the student’s withdrawal date from school or his withdrawal date from the class.

6. Select **This Class** if you want to print a report card for the student for the selected course section. To select this option for all students in the selected course section, select **Check all**.

7. In the optional **Report Card Note** field, you can enter a note that will be displayed on all report cards selected for printing. The field is optional. If entered, it will appear on the report card above the **Teacher Notes** section.

8. Select **Print a Blank Page Between Students** to insert a blank page between each student. It is recommended that you select this option if the report card has an odd number of pages and is being printed double sided.

9. Click **Print selected student report cards**. The report cards are displayed on the Elementary Report Cards page where you can view the report cards before printing them.



txGradebook

District: Lakeview ISD Campus: Lakeview Elementary

Home | Attendance | Grades | Reports | Settings

064 - BLACK, SANDRA S | logout

Print

Elementary Report Cards

Back to Elementary Report Card selection page...

Student ID: 012994
Student: DUPRIEST, TAYTON A
Teacher: SANDRA BLACK
Grade Level: PK
Subject: PK

DUPRIEST, TAYTON A

District Message
District Offices are open each school day until 5:00 p.m. If you have any questions, please call 210-123-4567.

School Wide Expectations	Semester 1 Cycle 1	Semester 1 Cycle 2	Semester 1 Cycle 3	Semester 2 Cycle 1	Semester 2 Cycle 2	Semester 2 Cycle 3
Be Respectful *Be Respectful to the teacher and class mates* • Be respectful of all teachers and faculty members. Be respectful of one another.						
Be Responsible *Be Responsible for your own actions* • Be responsible for yourself.						
Be Real, Be Safe *Follow classroom safety rules* • Honesty is the best policy. Follow all school safety rules.						

Letter Recognition

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Lowercase	✔	✔	✔																							
Uppercase	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Recite Alphabet	✔	✔																								

Number Recognition

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Counts to	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔										
Identifies	✔	✔	✔																	
Counts by 1's	✔	✔	✔	✔	✔	✔	✔	✔												
Counts by tens																				

Teacher Notes

Sem 1/Cyc 1	This is a free form note area. The teacher can write a note saying whatever she wants to. This note is located near the end of the report card. It looks like this note is stored by semester and cycle.
Sem 1/Cyc 2	
Sem 1/Cyc 3	
Sem 2/Cyc 1	
Sem 2/Cyc 2	
Sem 2/Cyc 3	

Attendance

	Semester 1 Cycle 1	Semester 1 Cycle 2	Semester 1 Cycle 3	Semester 2 Cycle 1	Semester 2 Cycle 2	Semester 2 Cycle 3
Excused	4					
Unexcused	7					
Tardy	0					

Grading Scale
M -- Skills Mastered -- On Grade Level
NM -- Skills Not Mastered -- Not on Grade Level

10. To print the report cards 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.

    Although the report cards are displayed on the screen without page breaks, each report card prints individually with page breaks between each report card.

11. To return to the Print Elementary Report Cards page, click **Back to Elementary Report Card selection page**.

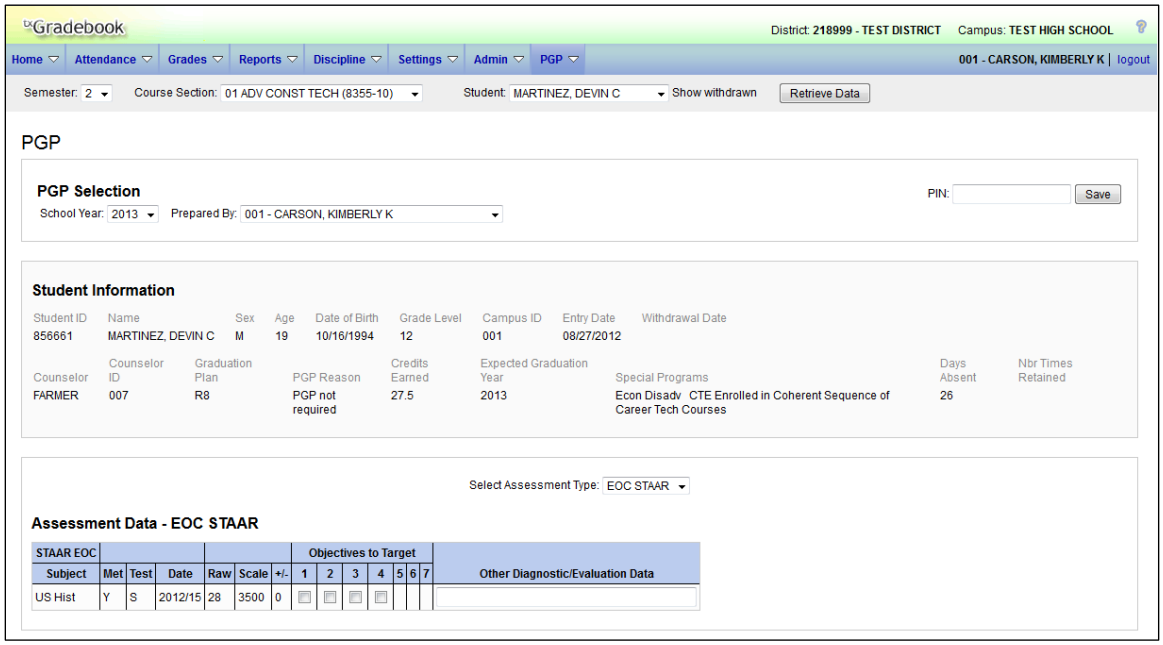
PGP (iTCCS Only)

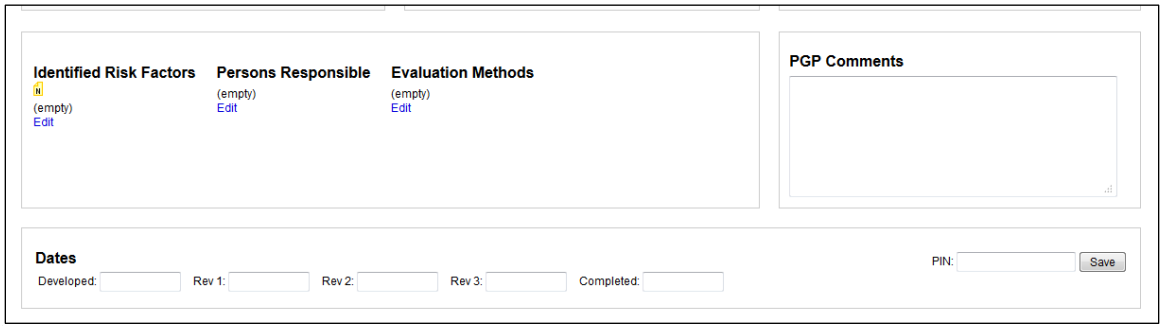
The PGP page allows you to develop and implement a personal graduation plan (PGP) for each student in junior high/middle school or high school who does not pass the TAKS test and/or is not expected to receive a diploma before the fifth school year following his enrollment in the ninth grade. If allowed 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 TxEIS users.

To access the page:

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





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 instructor who is preparing the PGP.

For a detailed explanation of the fields in the following sections, click the **Help** button 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. In the **Assessment Data** section in the **Select Assessment Type** field, select the test data you want to view. The data for the selected test is displayed.

5. Under **Student Courses**, the student's courses and instructors 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.

13. In the **PIN** field, type your four-digit PIN and 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.

14. 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.

Discipline

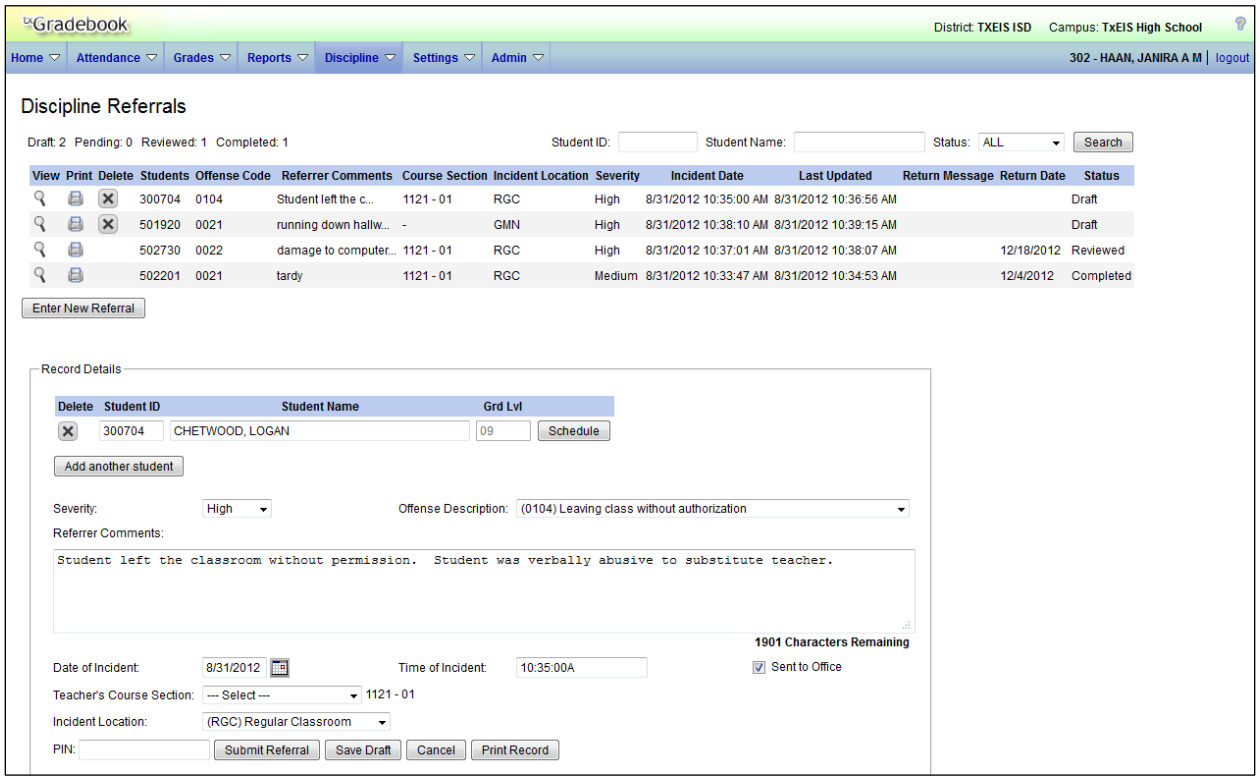
Discipline Referrals

The Discipline Referrals page allows you to enter discipline referrals. The referrals are submitted to an administrator for review and further action.

The page is only available if the campus allows instructors to enter referrals in txGradebook; otherwise, the Discipline menu is not displayed.

- For TxEIS districts, inquiry-only users cannot submit referrals.
- For iTCCS districts, campus-level inquiry-only users can submit referrals.

GO TO: Discipline > Discipline Referrals



1. Your existing referrals for the school year are displayed, as well as the following statistical data:
   - The **Draft** field indicates the number of referrals you have created but not submitted.
   - The **Pending** field indicates the number of referrals you have submitted that are awaiting review and further action from an administrator.
   - The **Reviewed** field indicates the number of submitted referrals that have been reviewed by an administrator, for which the administrator is taking no further action.

- The **Completed** field indicates the number of submitted referrals that have been reviewed by an administrator, and for which further action was taken.

Up to five referrals are displayed at a time. If more referrals exist, you can page through the list to see the others.

Note: You can only view your own referrals. Administrators cannot see an instructor's entered referrals on this page; however, an administrator can view his own referrals.

2. To retrieve a referral for a specific student and/or a specific status, do one or more of the following:
   - In the **Student ID** autosuggest field, begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student IDs match the numbers you have typed. The drop-down list also displays student names. From the drop-down list you can select the student.
   - In the **Student Name** autosuggest field, begin typing the student's name in one of the following formats:
     - Last name, comma, first name
     - Last name initial, comma, first name initial

     As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs. From the drop-down list you can select the student.
   - In the **Status** field, select a status to view only referrals with a specific status. Or, select ALL to see all referrals.

   Leave all fields blank to retrieve all referrals sorted by status.

3. Click **Search**. The referrals grid is redisplayed according to the criteria specified.

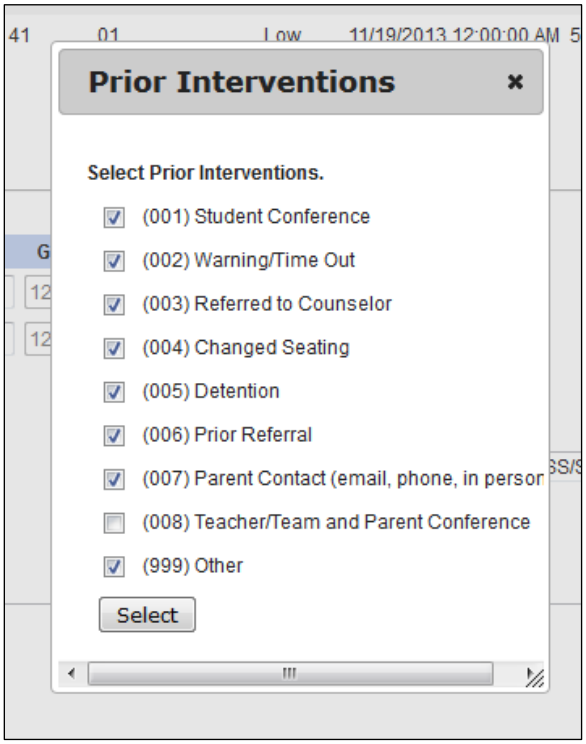
4. Click **Enter New Referral** to enter a new discipline referral. The **Record Details** section is displayed allowing you to enter data for the new referral.
   - Retrieve the student(s) involved in the incident in one of the following ways:
     - In the **Student ID** autosuggest field, begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student IDs match the numbers you have typed. The drop-down list also displays student names. From the drop-down list you can select the student.
     - In the **Student Name** autosuggest field, begin typing the student's first or last name. As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs. From the drop-down list you can select the student.
     - If more than one student was involved, click **Add another student** to retrieve the next student. A blank row is displayed allowing you to retrieve the student.
     - To remove a student from the list, click ✕. The student is removed.

- In the **Severity** field, indicate the severity of the offense. Select *High* if the nature of the offense is very severe.
- In the **Offense Description** field, select the PEIMS offense code describing the offense.

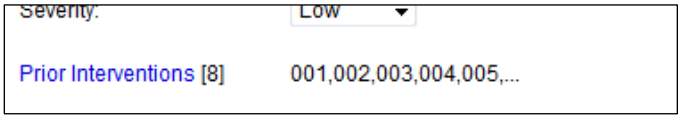
  The drop down only lists offense codes that are allowed by the district.

  - For iTCCS users, this is indicated by the **Exclude from txGradebook Use** field on Discipline Offense Codes WST0040. If the field is selected, the offense code is not listed in txGradebook.
  - For TxEIS users, this is indicated by the **Include in txGradebook** field on the Maintenance > Tables > District Level > Offense Codes tab. If the field is *not* selected, the offense code is not listed in txGradebook.
- (iTCCS only) Click **Prior Interventions** if you have previously taken discipline intervention steps for the student. This link is not available for TxEIS districts.

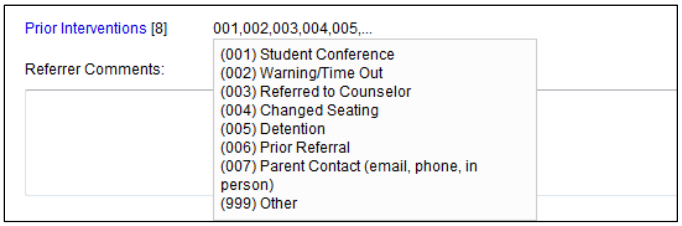
A dialog box opens allowing you to select any prior actions taken for this student.



- From the **Prior Interventions** list, select one or more prior interventions, and then click **Select**. The dialog box closes, and the codes for the first five selected intervention(s) are displayed.



- If prior interventions are already selected for this student, the number of selected interventions is displayed next to the field, and the codes for the first five selected interventions are displayed. You can place the cursor over the list of codes to view the complete list of codes and their descriptions.



  You can also click **Prior Interventions** to view the codes and descriptions, or to modify the list.

- Under **Referrer Comments**, type comments related to the offense. You can type up to 2000 characters. A character counter below the text box allows you to see the number of remaining characters available.

  Note: These comments will be read by the administrator who reviews the discipline referral.

  See the Special Characters and Copy/Paste section of Appendix C for more information on characters that can be entered.

- The **Date of Incident** field displays the current date by default. If necessary, type another date in the MM/DD/YYYY format. Or, click to select the date from the calendar.
- The **Time of Incident** field displays the current (i.e., system) time by default. If necessary, type another time in the *HH:MM:SSA* format, where *HH* is the hour, *MM* is the minutes, *SS* is the seconds, and *A* is a.m. (or *P* for p.m.).
- Select **Sent to Office** if the student(s) were sent to the office because of the incident.
- In the **Teacher's Course Section** field, you can select a course section if the incident occurred during class.
  - To see a student's schedule, click **Schedule** next to the student's name. The Schedule dialog box opens and displays the student's schedule, including the course section, period, course title, instructor name, withdrawn indicator, room number, and days the class meets.
  - Click to close the Schedule dialog box.
- In the **Incident Location** field, select the location in which the incident occurred, such as library or restroom. This field is required.

5. To save a draft of the referral, which allows you to finish and submit the referral at a later time, type your four-digit PIN in the **PIN** field, and then click **Save Draft**.

   If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN before you can continue.

6. If the referral is complete, and you are ready to submit the referral to an administrator for further action, type your four-digit PIN in the **PIN** field, and then click **Submit Referral**.
   - A message is displayed indicating that the referral is saved.
   - The referral will appear in the administrator's discipline referral list with a status of Pending.
   - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN before you can continue.

   Otherwise, click **Cancel** to close the **Record Details** section without saving any referral data. Any unsaved data in the **Record Details** fields is cleared.

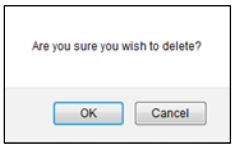
7. Click under **View** to view or edit the details of a referral. The **Record Details** section is displayed allowing you to view and update data for the selected referral.

   Note: Only Draft and Pending referrals can be updated. The Reviewed and Completed referrals can only be viewed. The **Save Draft** and **Submit Referral** buttons are not displayed for Reviewed and Completed referrals.

8. Click **Print Record** to print the discipline referral. The report opens in a new window, and you can print the report from that window. The **Print Record** button is only displayed for a saved referral.

9. Click under **Print** to print the discipline referral. The report opens in a new window, and you can print the report from that window.

10. Click under **Delete** to delete a referral. A message is displayed prompting you to confirm that you want to delete the referral.

    Click **OK**. The referral is deleted.

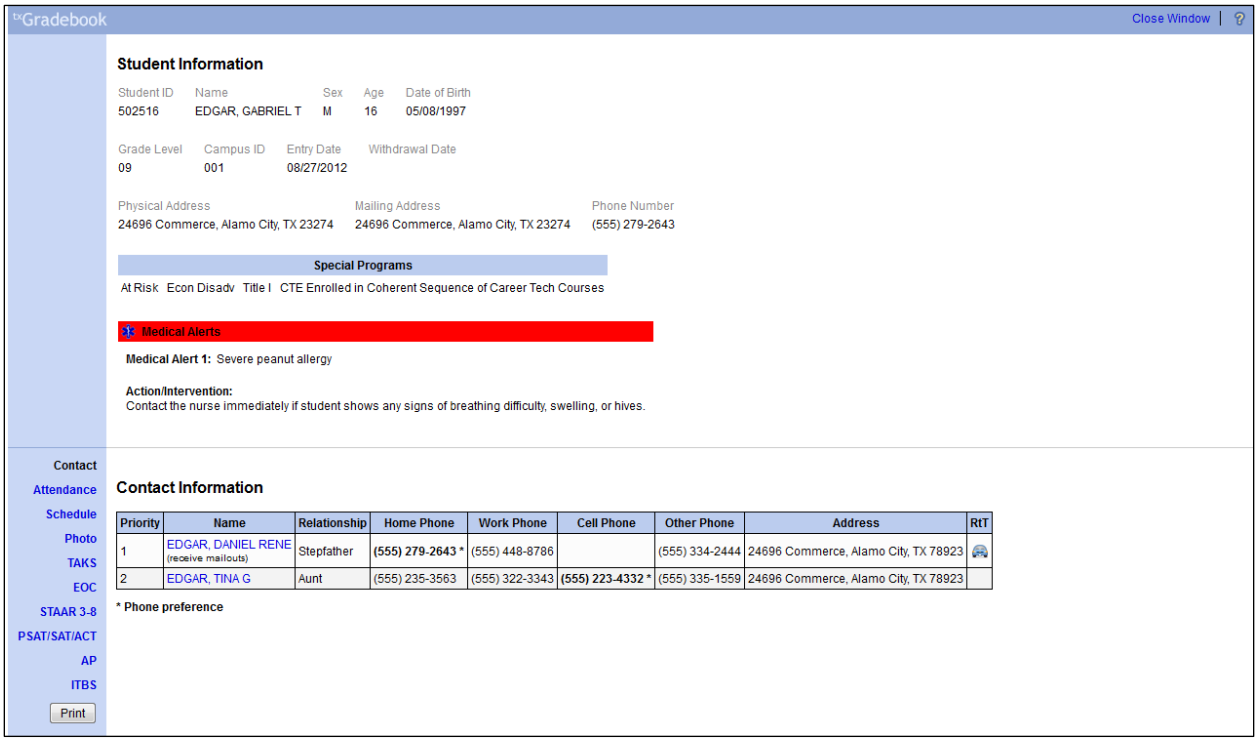
    Note: Only Draft and Pending referrals can be deleted. The is not displayed for Reviewed and Completed referrals

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. For TxEIS districts, medical alert information is displayed for any student who has a medical circumstance of which you should be aware.

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 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, control number (if available), and sex. The student's physical address, mailing address, and phone number are displayed. Special program and generic program participation may also be displayed, depending on options set by the campus.

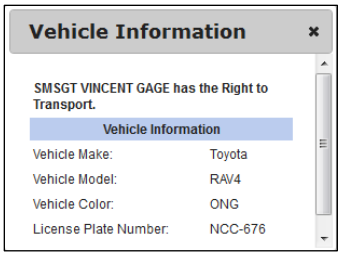
Medical Alerts (TxEIS Only)

For TxEIS districts, this section is displayed for any student who has medical circumstances you should be aware of. This information can be accessed by clicking the Star of Life icon or the student ID for the student on the Attendance > Post/View Attendance page or the Grades > Assignment Grades page.

- The **Medical Alert 1** and/or **Medical Alert 2** fields display medical alert information entered by the school nurse in the TxEIS Health application. This data is only displayed if the **Consent to Display Alert** field is selected in the TxEIS Health application.
- The **Action/Intervention** field displays any necessary actions or interventions a staff member may need to take on the student's behalf.

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.
  - (TxEIS only) The **Priority** column indicates the priority order of the contacts as established in the TxEIS Registration application on the Contact tab.
  - (TxEIS only) If the contact is designated as the person to receive mailouts for the student, the message "(receive mailouts)" is displayed below the contact's name.
  - (TxEIS only) If the phone number has been designated as the preferred number for the contact, an asterisk is displayed next to the phone number, and the phone number is displayed in a bold font.
  - (iTCCS only) If the student has a parent/guardian 3 listed, and this contact should be included in correspondence (i.e., the **Include in Correspondence** field is selected in iTCCS on Demographic Parent Guardian WST1125), the message "(include in correspondence)" is displayed below the contact's name. This is not displayed for parents/guardians 1, 2, and 4.
- The **RtT** (right to transport) column indicates if the contact person has the right to transport the student from school. If the contact has permission to transport the student, the vehicle icon is displayed in the column. The icon is not displayed if the contact does not have permission to transport the student.
  - (TxEIS only) Click the vehicle icon to view information about the contact's vehicle. A dialog box opens that displays the following information:



- Contact name
- Vehicle make, model, and color
- Vehicle license plate number

▪ Click ✖ to close the dialog box.

Note: For iTCCS districts, the vehicle icon is displayed but cannot be clicked.

■ 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.

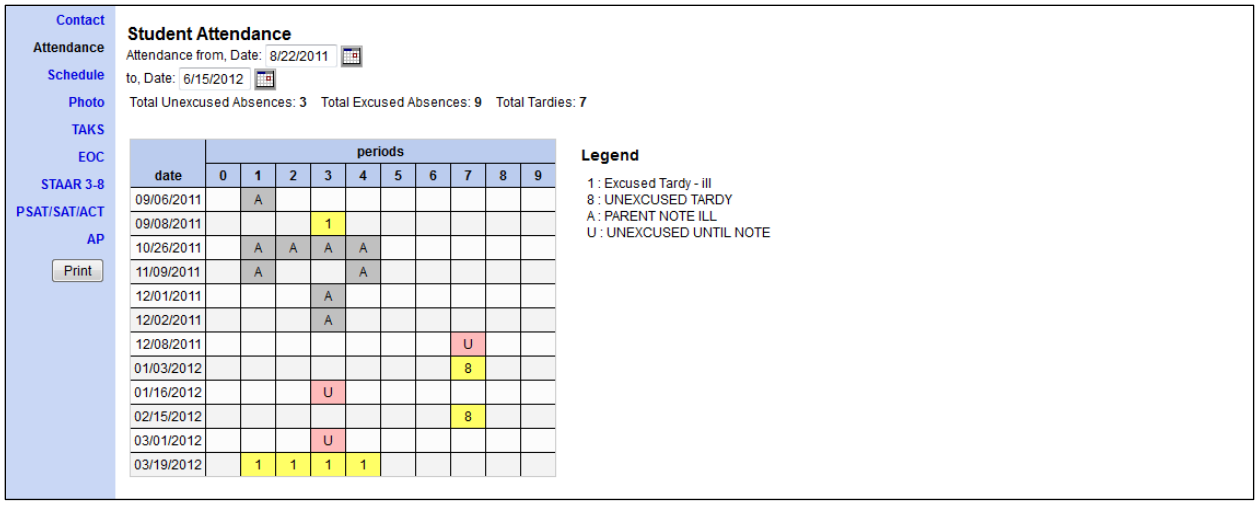
Note: If you use Web-based e-mail (e.g., Gmail or Yahoo! Mail), you can copy the e-mail address from the default e-mail client to a Web-based e-mail message.

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.



date	periods									
	0	1	2	3	4	5	6	7	8	9
09/06/2011		A								
09/08/2011				1						
10/26/2011		A	A	A	A					
11/09/2011		A			A					
12/01/2011				A						
12/02/2011				A						
12/08/2011								U		
01/03/2012								8		
01/16/2012				U						
02/15/2012								8		
03/01/2012				U						
03/19/2012		1	1	1	1					

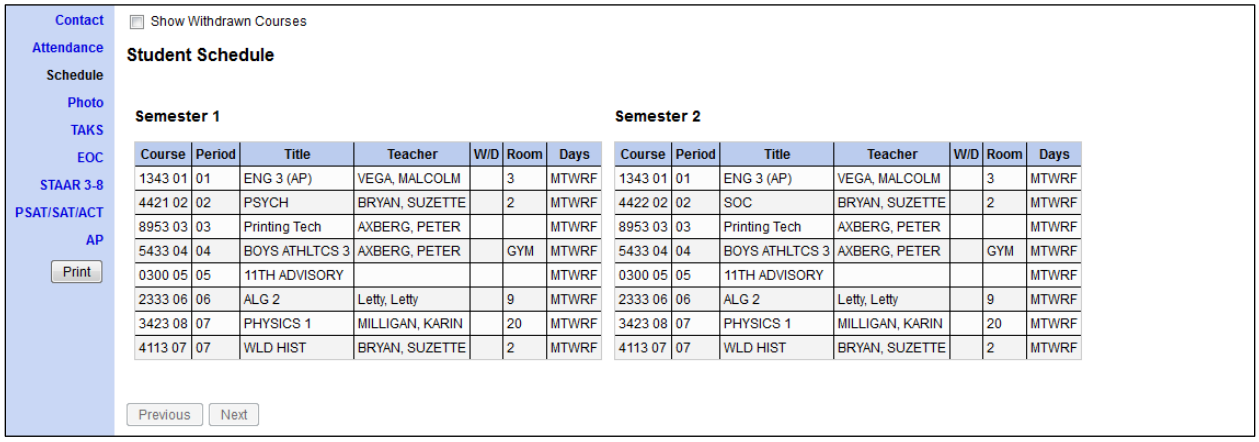
Student Schedule

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, instructor, room, and days met. The page indicates if the student withdrew from a course/period. The page also displays the student's current cycle average for the semester for each course, or the semester grade for any previous semesters.

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.

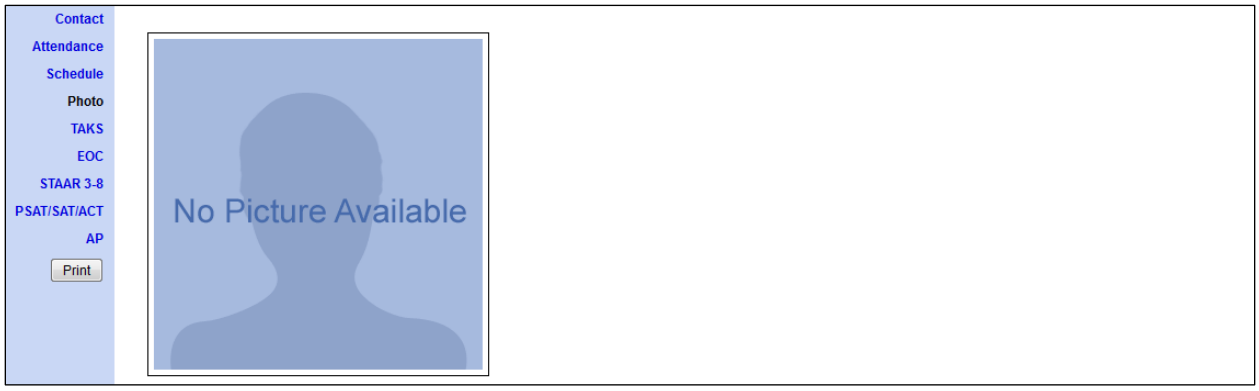


Course	Period	Title	Teacher	W/D	Room	Days
1343 01	01	ENG 3 (AP)	VEGA, MALCOLM		3	MTWRF
4421 02	02	PSYCH	BRYAN, SUZETTE		2	MTWRF
8953 03	03	Printing Tech	AXBERG, PETER			MTWRF
5433 04	04	BOYS ATHLTCS 3	AXBERG, PETER		GYM	MTWRF
0300 05	05	11TH ADVISORY				MTWRF
2333 06	06	ALG 2	Letty, Letty		9	MTWRF
3423 08	07	PHYSICS 1	MILLIGAN, KARIN		20	MTWRF
4113 07	07	WLD HIST	BRYAN, SUZETTE		2	MTWRF

Course	Period	Title	Teacher	W/D	Room	Days
1343 01	01	ENG 3 (AP)	VEGA, MALCOLM		3	MTWRF
4422 02	02	SOC	BRYAN, SUZETTE		2	MTWRF
8953 03	03	Printing Tech	AXBERG, PETER			MTWRF
5433 04	04	BOYS ATHLTCS 3	AXBERG, PETER		GYM	MTWRF
0300 05	05	11TH ADVISORY				MTWRF
2333 06	06	ALG 2	Letty, Letty		9	MTWRF
3423 08	07	PHYSICS 1	MILLIGAN, KARIN		20	MTWRF
4113 07	07	WLD HIST	BRYAN, SUZETTE		2	MTWRF

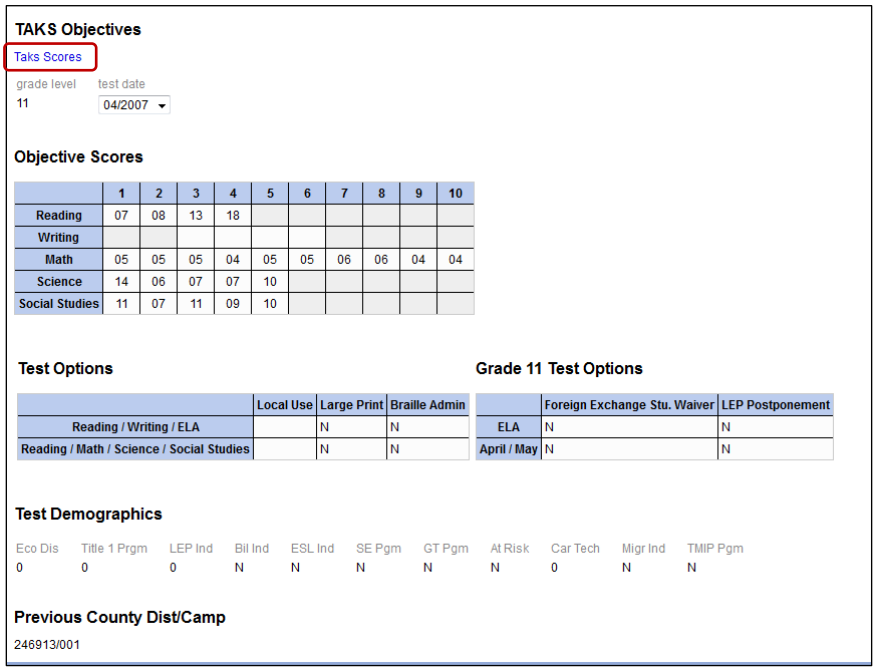
Student Photo

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 iTCCS districts, the TAKS Objectives page displays the student's TAKS objective scores and test data. Click **Taks Scores** to view the TAKS scores data.



TAKS Objectives

Taks Scores

grade level	test date
11	04/2007

Objective Scores

	1	2	3	4	5	6	7	8	9	10
Reading	07	08	13	18						
Writing										
Math	05	05	05	04	05	05	06	06	04	04
Science	14	06	07	07	10					
Social Studies	11	07	11	09	10					

Test Options

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

Grade 11 Test Options

	Foreign Exchange Stu. Waiver	LEP Postponement
ELA	N	N
April / May	N	N

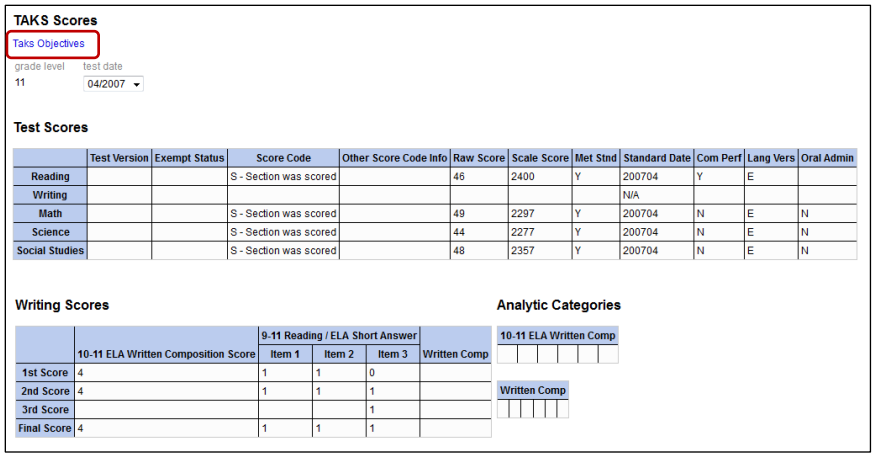
Test Demographics

Eco Dis	Title 1 Prgm	LEP Ind	Bil Ind	ESL Ind	SE Pgm	GT Pgm	At Risk	Car Tech	Migr Ind	TMIP Pgm
0	0	0	N	N	N	N	N	0	N	N

Previous County Dist/Camp

246913/001

Click **Taks Objectives** to return.



TAKS Scores

Taks Objectives

grade level: 11 | test date: 04/2007

Test Scores

	Test Version	Exempt Status	Score Code	Other Score Code Info	Raw Score	Scale Score	Met Stnd	Standard Date	Com Perf	Lang Vers	Oral Admin
Reading			S - Section was scored		46	2400	Y	200704	Y	E	
Writing								N/A			
Math			S - Section was scored		49	2297	Y	200704	N	E	N
Science			S - Section was scored		44	2277	Y	200704	N	E	N
Social Studies			S - Section was scored		48	2357	Y	200704	N	E	N

Writing Scores

	10-11 ELA Written Composition Score	9-11 Reading / ELA Short Answer Item 1	Item 2	Item 3	Written Comp
1st Score	4	1	1	0	
2nd Score	4	1	1	1	
3rd Score				1	
Final Score	4	1	1	1	

Analytic Categories

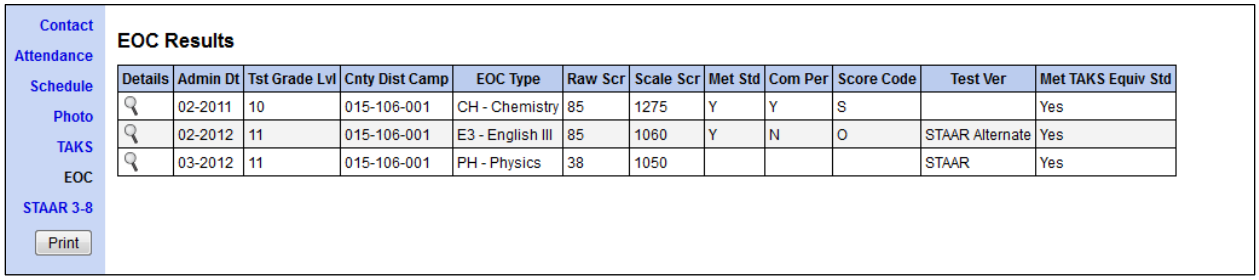
10-11 ELA Written Comp

Written Comp

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

EOC Results

The EOC Results page displays the results of the student's end-of-course (EOC) tests.

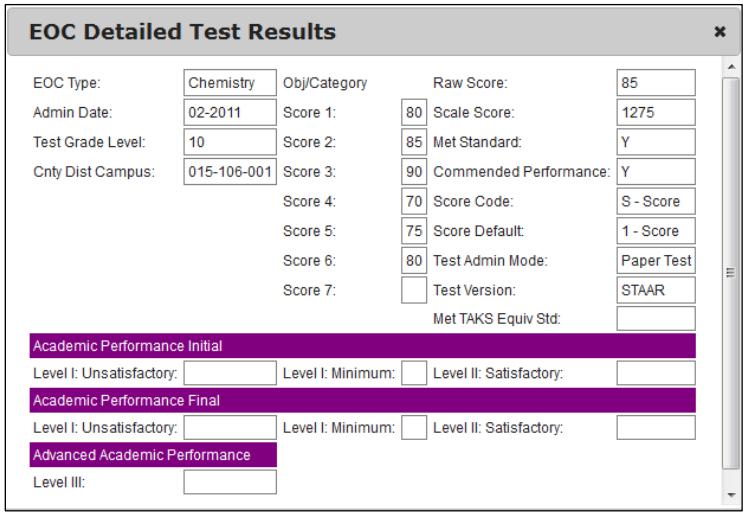


Contact
Attendance
Schedule
Photo
TAKS
EOC
STAAR 3-8
Print

EOC Results

Details	Admin Dt	Tst Grade Lvl	Cnty Dist Camp	EOC Type	Raw Scr	Scale Scr	Met Std	Com Per	Score Code	Test Ver	Met TAKS Equiv Std
	02-2011	10	015-106-001	CH - Chemistry	85	1275	Y	Y	S		Yes
	02-2012	11	015-106-001	E3 - English III	85	1060	Y	N	O	STAAR Alternate	Yes
	03-2012	11	015-106-001	PH - Physics	38	1050				STAAR	Yes

Under **Details**, click to view additional details of the EOC test results for a particular test. The EOC Detailed Test Results dialog box is displayed.



EOC Detailed Test Results

EOC Type:	Chemistry	Obj/Category		Raw Score:	85
Admin Date:	02-2011	Score 1:	80	Scale Score:	1275
Test Grade Level:	10	Score 2:	85	Met Standard:	Y
Cnty Dist Campus:	015-106-001	Score 3:	90	Commended Performance:	Y
		Score 4:	70	Score Code:	S - Score
		Score 5:	75	Score Default:	1 - Score
		Score 6:	80	Test Admin Mode:	Paper Test
		Score 7:		Test Version:	STAAR
				Met TAKS Equiv Std:	

Academic Performance Initial

Level I: Unsatisfactory: | Level I: Minimum: | Level II: Satisfactory:

Academic Performance Final

Level I: Unsatisfactory: | Level I: Minimum: | Level II: Satisfactory:

Advanced Academic Performance

Level III:

Click to close the dialog box.

STAAR 3-8 Results

The STAAR 3-8 Results page displays the results of the student's State of Texas Assessments of Academic Readiness (STAAR) tests.

Contact
Attendance
Schedule
Photo
TAKS
EOC
STAAR 3-8
Print

STAAR 3 - 8 Results

				READING						MATH						WRITING						SOCIAL STUDIES						SCIENCE					
Detail	Admin Date	Tst Grd Lvl	Grd Lvl Enroll	Tst Ver	Scr Cd	Scr Dflt	Raw Scr	Scl Scr	Above Grd	Tst Ver	Scr Cd	Scr Dflt	Raw Scr	Scl Scr	Above Grd	Tst Ver	Scr Cd	Scr Dflt	Raw Scr	Scl Scr	Above Grd	Tst Ver	Scr Cd	Scr Dflt	Raw Scr	Scl Scr	Above Grd	Tst Ver	Scr Cd	Scr Dflt	Raw Scr	Scl Scr	Above Grd
	02-2012	06	06	S	S	1	80	1100	Y	S	G	0	65	1065	N	S	S	1	85	1150		S	S	1	95	1265	Y	S	S	0	85	1060	Y
	03-2012	06	08	S	S	0	44	1125	Y	S	S	0	50	1460	Y								S	0			Y		S	0			Y

Under Details, click to view additional details of the STAAR test results for a particular test. The STAAR 3-8 Detailed Test Results dialog box is displayed.

STAAR 3 - 8 Detailed Test Results

Admin Date: 02-2012 County Dist Campus: 015-106-041 Test Grade Level: 06 Grade Level Enroll: 06

Reading		Math		Writing		Social Studies		Science	
Test Version:	S	Test Version:	S	Test Version:	S	Test Version:	S	Test Version:	S
Score Code:	S	Score Code:	G	Score Code:	S	Score Code:	S	Score Code:	S
Score Default:	1	Score Default:	0	Score Default:	1	Score Default:	1	Score Default:	0
Raw Score:	80	Raw Score:	65	Raw Score:	85	Raw Score:	95	Raw Score:	85
Scale Score:	1100	Scale Score:	1065	Scale Score:	1150	Scale Score:	1265	Scale Score:	1060
Above Grade:	Y	Above Grade:	N			Above Grade:	Y	Above Grade:	Y
Language Version:	E	Language Version:	E	Language Version:	E	Language Version:	E	Language Version:	E
Academic Performance		Academic Performance		Academic Performance		Academic Performance		Academic Performance	
Level I:	N	Level I:	N	Level I:	N	Level I:	N	Level I:	N
Level II:	N	Level II:	N	Level II:	N	Level II:	N	Level II:	N
Level III:	N	Level III:	N	Level III:	N	Level III:	N	Level III:	N
Academic Perf Final Std		Academic Perf Final Std		Academic Perf Final Std		Academic Perf Final Std		Academic Perf Final Std	
Level I:	N	Level I:	N	Level I:	N	Level I:	N	Level I:	N
Level II:	N	Level II:	N	Level II:	N	Level II:	N	Level II:	N
Met TAKS Equiv Std:	Y	Met TAKS Equiv Std:	N						

Click to close the dialog box.

PSAT/SAT/ACT Results

The PSAT/SAT/ACT Results page displays the results of the student's PSAT, SAT, and ACT tests:

Contact
Attendance
Schedule
Photo
TAKS
EOC
STAAR 3-8
PSAT/SAT/ACT
AP
Print

PSAT/SAT/ACT Results

PSAT

Details	Admin Dt	Reading Scr	Math Scr	Write Scr	Total
	2011	40	29	28	097
	2012	33	32	36	101

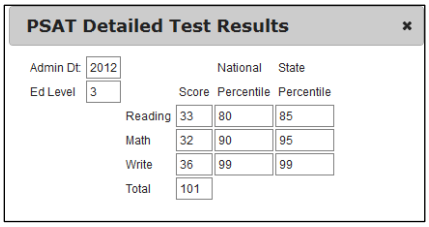
SAT

Details	Admin Dt	Reading Scr	Math Scr	Write Scr	Total	Essay Scr	Mc Scr
	03-2011	600	650	700	1950	12	70
	04-2012	451	401	501	1353	04	41

ACT

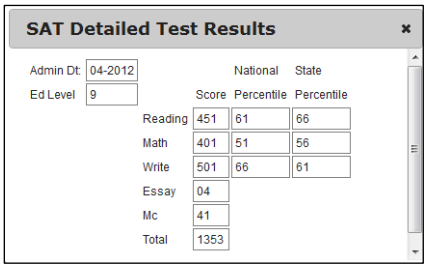
Details	Admin Dt	Eng Scr	Math Scr	Read Scr	Sci Scr	Total	Write Scr	Comp Scr
	04-2012	33	29	27	25	114	09	24
	05-2012	32	31	29	28	120	07	36

- Under **PSAT Details**, click to view additional details of the test results for a particular test. The PSAT Detailed Test Results dialog box is displayed.



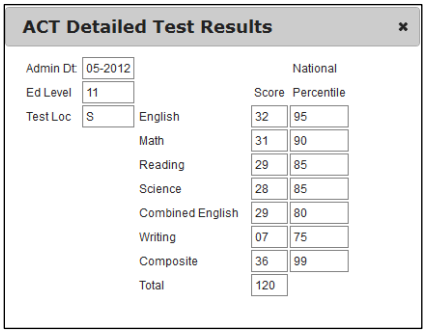
Click to close the dialog box.

- Under **SAT Details**, click to view additional details of the test results for a particular test. The SAT Detailed Test Results dialog box is displayed.



Click to close the dialog box.

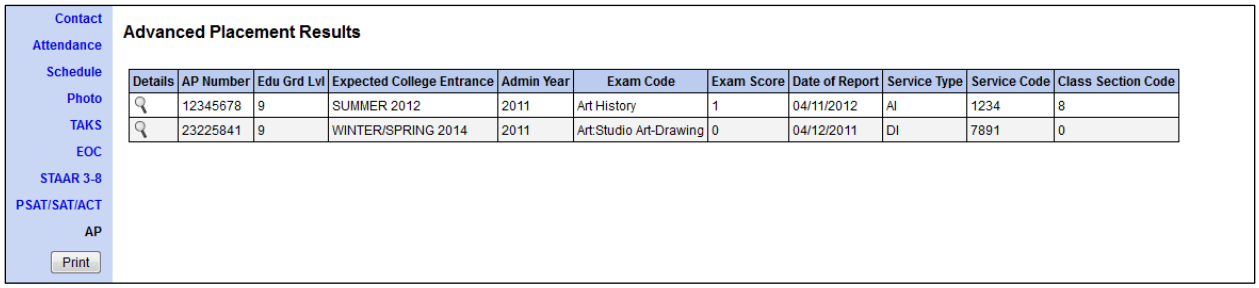
- Under **ACT Details**, click to view additional details of the test results for a particular test. The ACT Detailed Test Results dialog box is displayed.



Click to close the dialog box.

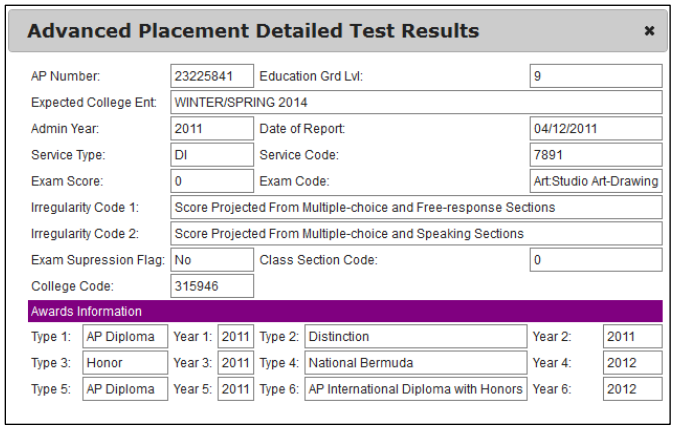
Advanced Placement (AP) Results (TxEIS Only)

The AP Results page displays the results of the student's Advanced Placement tests.



Details	AP Number	Edu Grd Lvl	Expected College Entrance	Admin Year	Exam Code	Exam Score	Date of Report	Service Type	Service Code	Class Section Code
	12345678	9	SUMMER 2012	2011	Art History	1	04/11/2012	AI	1234	8
	23225841	9	WINTER/SPRING 2014	2011	Art:Studio Art-Drawing	0	04/12/2011	DI	7891	0

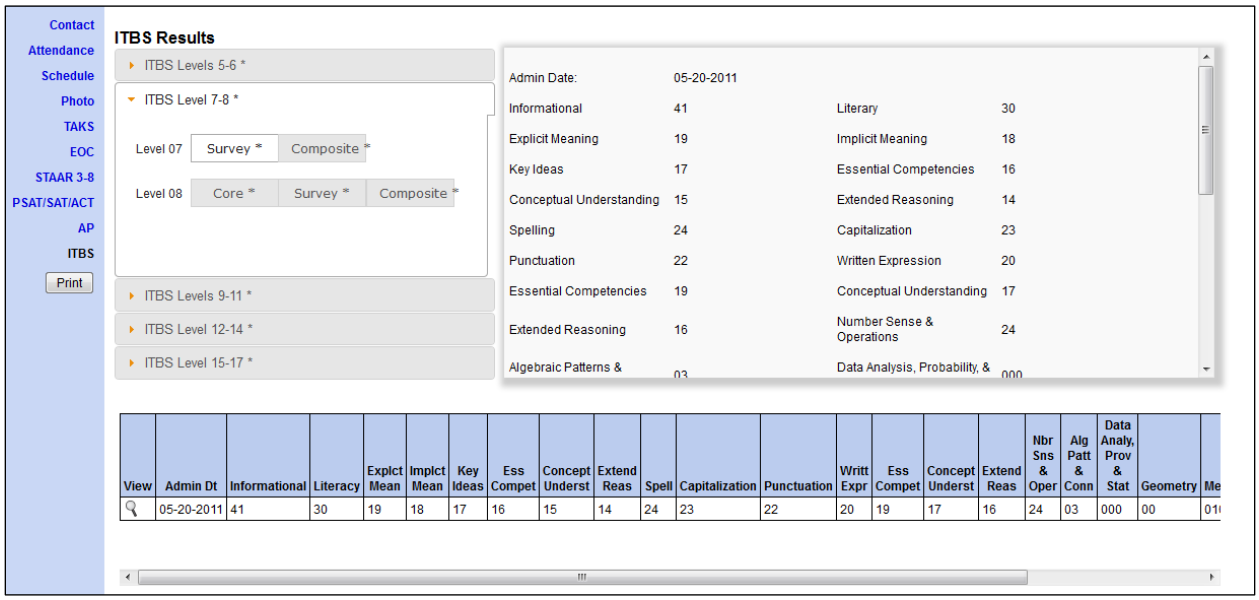
Under **Details**, click to view additional details of the test results for a particular test. The Advanced Placement Detailed Test Results dialog box is displayed.



Click to close the dialog box.

Iowa Test of Basic Skills (ITBS) Results

The ITBS Results page displays the results of the student's Iowa Tests of Basic Skills (ITBS).

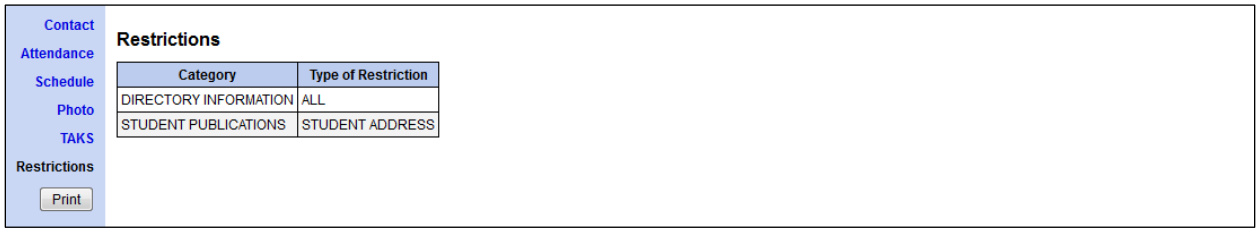


By default, the first level that has a test record is displayed when the page is retrieved. Click the arrow next to a level to view data for other levels. Opening one level will close the last level you viewed. The grid at the bottom of the page is populated according to the level selected.

- The **Core**, **Survey**, and **Composite** test data is available for the level where applicable. Click the button to view data specific to those options.
- Click to view additional details of the ITBS test results for a particular test.

Restrictions (iTCCS Only)

The Restrictions page displays any current year restrictions for the student's information. The category of the restriction and type of information are displayed. Each type of student information (e.g., address, phone number, or photo) may be restricted by category (e.g., restricted from the school directory or restricted from third-party inquiries).



Reports

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

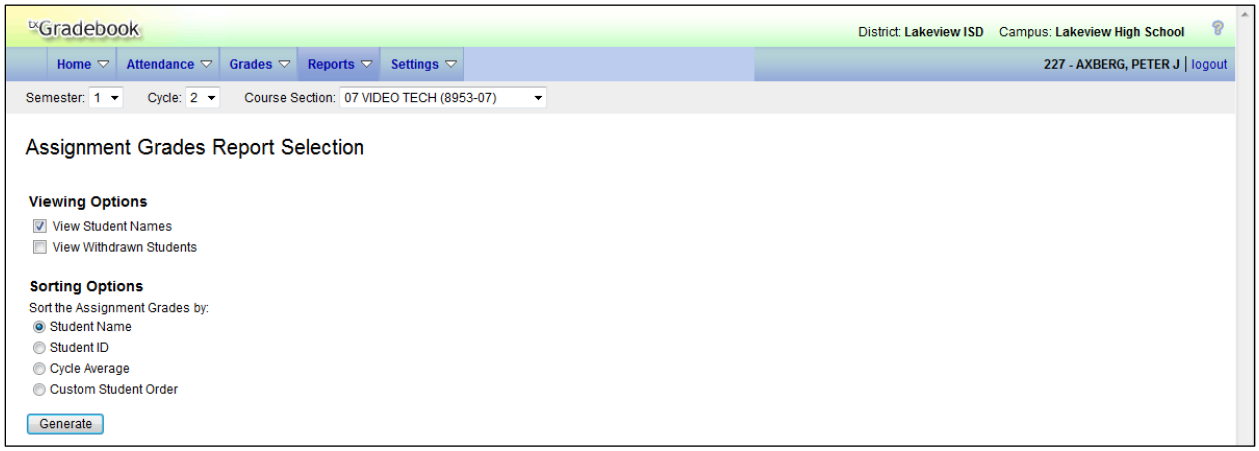
Assignment Grades

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.

Note:

- Excluded grades are indicated by Ex in place of the grade.
- Dropped grades are indicated by D next to the grade.
- Withdrawn students are indicated by W/D and the withdrawal date or “Dropped” next to the student’s name. The withdrawal date may be the student’s withdrawal date from school or his withdrawal date from the class.
- The **Category Legend** as it appears on the report matches the **Cat ID** (category ID) column (in the **Assignment Legend**) to the corresponding category name and category weight. The **Assignment Legend** matches the assignment ID heading to the corresponding assignment name, total points, and Cat (category) ID.

GO TO: Reports > Assignment Grades



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.

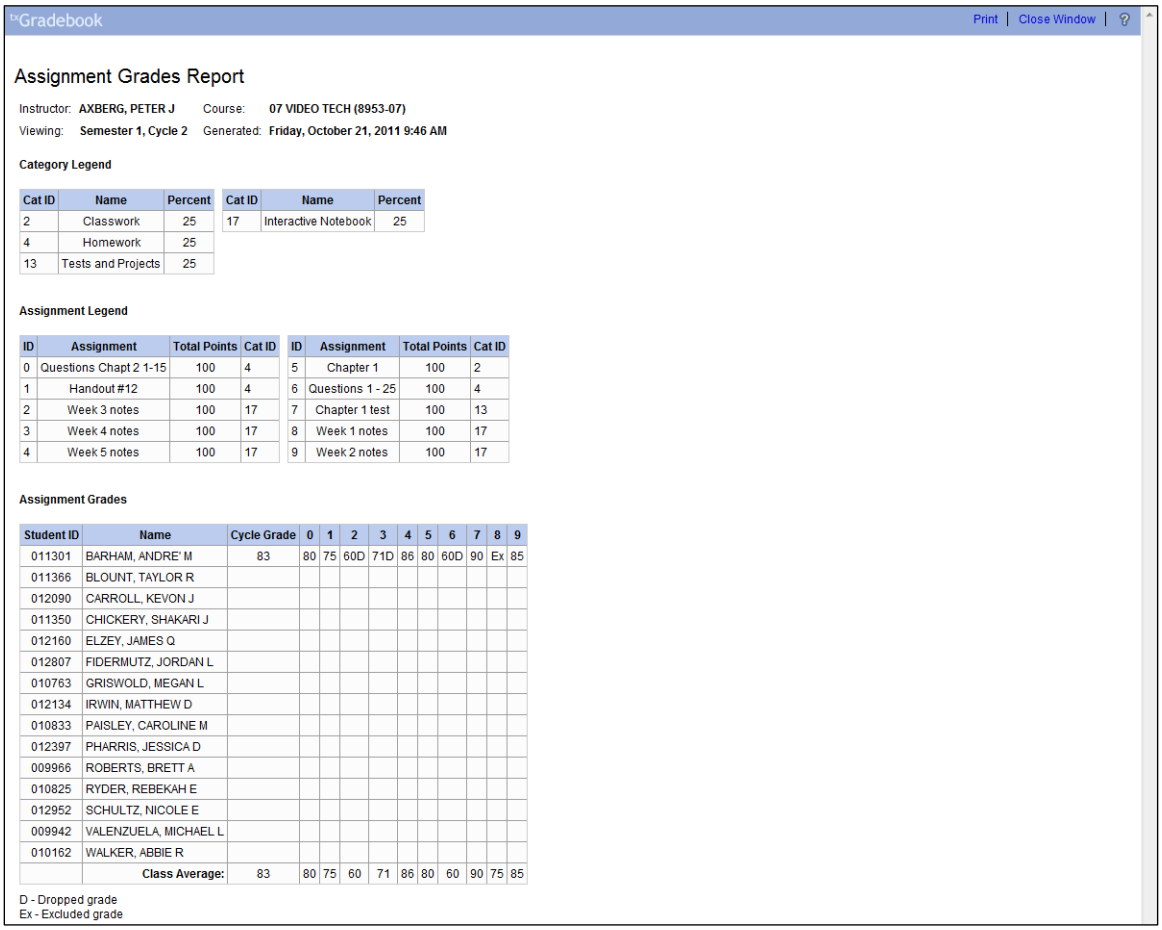
3. Under **Sorting Options**, select **Student Name**, **Student ID**, or **Cycle Average** to indicate how you want to sort the report.

   If the **Student Order** field on the Update Profile page is set to add new students to the top of the list or bottom of the list, the **Custom Student Order** option is displayed.

   - Select **Custom Student Order** to sort the report in your custom sort order.
   - If you have not specified a custom sort order for a particular class, the students are sorted by name.

To print the report:

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



txGradebook Print | Close Window | ?

Assignment Grades Report

Instructor: **AXBERG, PETER J** Course: **07 VIDEO TECH (8953-07)**
Viewing: **Semester 1, Cycle 2** Generated: **Friday, October 21, 2011 9:46 AM**

Category Legend

Cat ID	Name	Percent
2	Classwork	25
4	Homework	25
13	Tests and Projects	25

Cat ID	Name	Percent
17	Interactive Notebook	25

Assignment Legend

ID	Assignment	Total Points	Cat ID
0	Questions Chapt 2 1-15	100	4
1	Handout #12	100	4
2	Week 3 notes	100	17
3	Week 4 notes	100	17
4	Week 5 notes	100	17

ID	Assignment	Total Points	Cat ID
5	Chapter 1	100	2
6	Questions 1 - 25	100	4
7	Chapter 1 test	100	13
8	Week 1 notes	100	17
9	Week 2 notes	100	17

Assignment Grades

Student ID	Name	Cycle Grade	0	1	2	3	4	5	6	7	8	9
011301	BARHAM, ANDRE' M	83	80	75	60D	71D	86	80	60D	90	Ex	85
011366	BLOUNT, TAYLOR R											
012090	CARROLL, KEVON J											
011350	CHICKERY, SHAKARI J											
012160	ELZEY, JAMES Q											
012807	FIDERMUTZ, JORDAN L											
010763	GRISWOLD, MEGAN L											
012134	IRWIN, MATTHEW D											
010833	PAISLEY, CAROLINE M											
012397	PHARRIS, JESSICA D											
009966	ROBERTS, BRETT A											
010825	RYDER, REBEKAH E											
012952	SCHULTZ, NICOLE E											
009942	VALENZUELA, MICHAEL L											
010162	WALKER, ABBIE R											
	Class Average:	83	80	75	60	71	86	80	60	90	75	85

D - Dropped grade
Ex - Excluded grade

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

Assignment Grades Standards-Based/Skills-Referenced

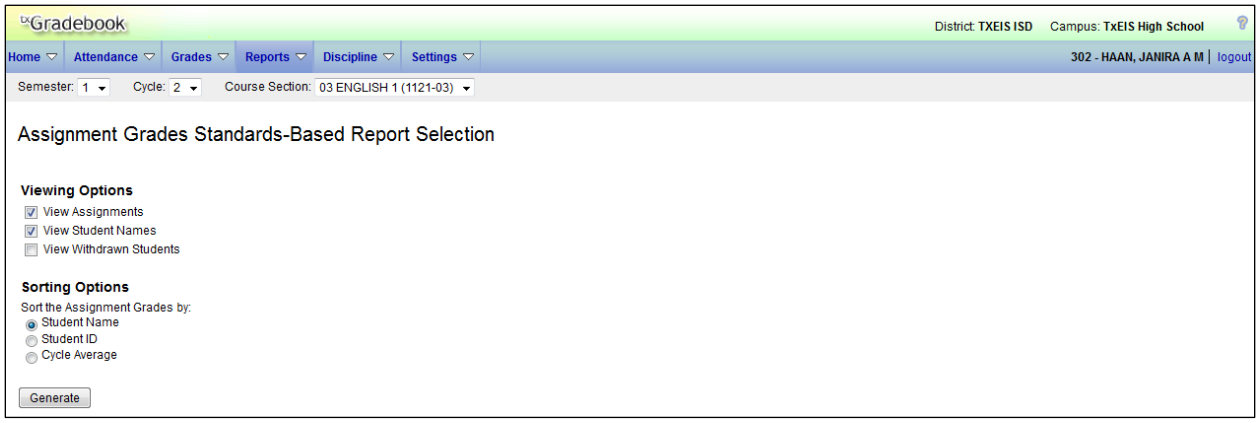
- For TxEIS users, this page is used for standards-based assignment grades.
- For iTCCS users, this page is used for skills-referenced assignment grades.

The Assignment Grades Standards-Based/Skills-Referenced Report Selection page allows you to produce a report showing assignment grades (i.e., scores) and class averages for all students in a standards-based/skills-reference course according to options entered on this page. The overall class average is also displayed. The report can be exported as a spreadsheet (i.e., .xls format).

Printing the assignment grades is optional; you can also print the report with just the students' class averages.

- If the assignment grade is excluded, the X icon is displayed next to the grade.
- If the assignment grade is marked as late or re-do (but not excluded), the L (late) or R (re-do) icon is displayed next to the grade.
- If the assignment is incomplete, the I icon is displayed in place of the grade.
- If the assignment is missing, the M icon is displayed in place of the grade.

GO TO: Reports > Assignment Grades Standards-Based/Skills Referenced



To select report options:

1. Select the semester and course section/period for the report.
2. Under **Viewing Options**, make the following selections:
   - Select **View Assignments** if you want the individual assignments and current class average displayed on the report. Otherwise, only the student's current class average is displayed.
   - Select **View Student Names** if you want the student names to be displayed on the report. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student ID is always displayed on the report.

- Withdrawn students are not automatically displayed. Select **View Withdrawn Students** to see withdrawn students. For withdrawn students, the message “W/D” and the withdrawal date or “Dropped” are displayed 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.

txGradebook Export | Print | Close Window

Assignment Grades Standards-Based Report

Instructor: **HAAN, JANIRA A M** Course: **03 ENGLISH 1 (1121-03)**
Viewing: **Semester 1, Cycle 2** Generated: **Tuesday, December 04, 2012 3:59 PM**

			Short Story Analysis Due:None			Book Report 1 -- Fiction Due:None							
Student ID	Student Name	Current Avg.	Short Story Literary Analysis	Imagery Analysis	Allegory Analysis	Imagery Analysis	Allegory Analysis	College Vocabulary	Greek and Latin root/affixes	Analyze character, plot, setting, theme, view	Use textual evidence to analyze theme	Analyze irony, tone, mood, syntax	Imagery Analysis
000001	BOOGIE, MIKE	3.0 / 80	1.0 X	X	X	2.0	1.0		4.0	5.0			
502453	CAMACHO, DEBORA T	3.3 / 80	2.0 X	X	X	3.0	1.0	4.0	3.0	4.0			
000005	DOODY, HOWDY	2.0 / 70	3.0 X	X	X	L	1.0 L	3.0 L	1.0 L	L	L	L	
300759	GONZALEZ, AUSTIN L	2.6 / 70	4.0 X	X	X	2.0	2.0	5.0	2.0	3.0			
503059	LOPEZ, NATHAN N	2.9 / 70	5.0 X	X	X	2.0	1.0	3.0	5.0	4.0			
502454	ROCHA, JACOB E	3.4 / 80	X	X	X	4.0	4.0	2.0	5.0	4.0			
300778	RODRIGUEZ, GABRIELLA M	2.8 / 70	X	X	X	5.0	4.0	1.0	4.0	2.0			
502452	VANDEVER, LUIS A	2.5 / 70	X	X	X	2.0	2.0	2.0	3.0	1.0			
502575	WATSON, ASHLEY R	2.4 / 70	X	X	X	3.0 R	R	3.0 R	1.0 R	2.0 R	R	R	
502474	YOW, ESPERANZA T	3.3 / 80	X	X	X	4.0	3.0	4.0	2.0	3.0			
	Overall Average:	74											

2. To save and print the report in XLS format (i.e., spreadsheet), click **Export**. A dialog box opens allowing you to indicate if you want to open or save the report in XLS format. Click **Open** or **Save** to continue.

3. To print the report displayed on the page, click **Print**. The Print dialog box opens allowing you to select your printer and settings. Click **Print** to continue.

   If the report exceeds one page (in width), only the first page is printed. In this case, you should click **Export** to export the report to a spreadsheet, and then format and print the spreadsheet.

Attendance Verification

The Attendance Verification report produces a report showing attendance for all of your students for a selected course section and date range. You can view data for up to one semester. You can also generate a summary report that displays only totals for the selected date range.

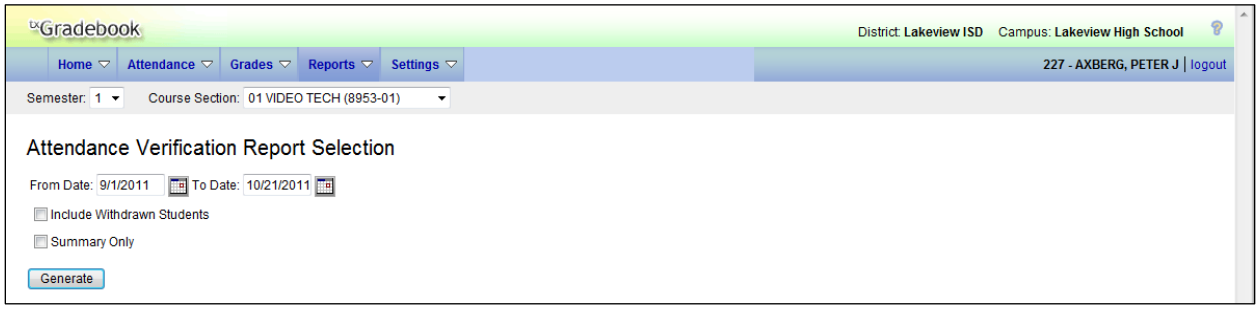
The following codes are used:

- A - Absences
- S - School-related absences
- T – Tardies

Note:

- Inservice work days are indicated with an I in the column heading.
- Saturday may be a valid attendance date, even if the course does not meet on Saturday. This may be used for bad weather makeup days.
- If you are printing the report for more than three weeks, you should set the printer orientation setting to landscape or the **Page Scaling** field to *Shrink to Printable Area*. If the *Shrink to Printable Area* setting is not enabled, the landscape orientation will accommodate up to six weeks plus the **Total** column per page. Additional weeks (up to one semester) can be generated by entering the appropriate dates in the **From Date** and **To Date** fields; however, the report will print on multiple sheets of paper with a **Total** column on each page

GO TO: Reports > Attendance Verification



To select report options:

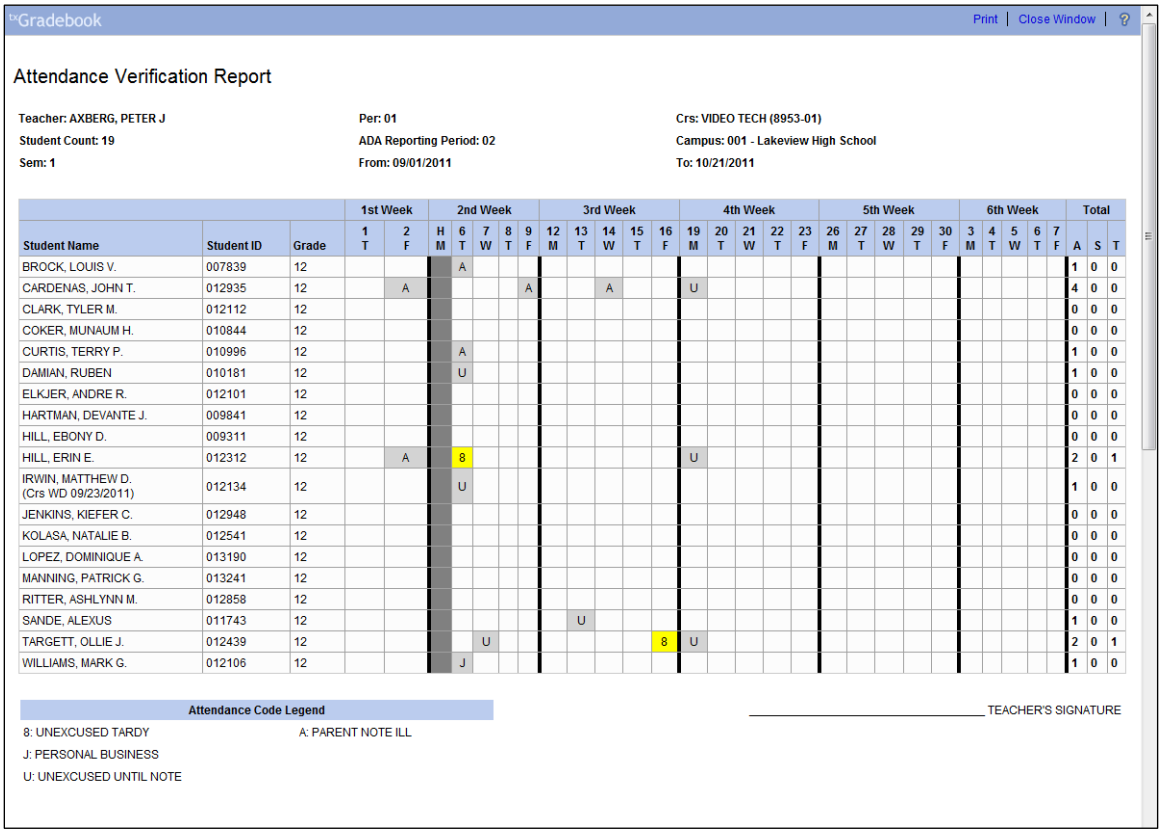
1. Select the semester and course section/period for the report.
2. In the **From Date** and **To Date** fields, type the beginning and ending dates in the MM/DD/YYYY format for the date range you want to print. Or, click to select the dates from the calendar.
   - Both dates must fall within the selected semester. Otherwise, an error message is displayed.
   - To close the calendar, you must click a valid date on the calendar, or click the calendar icon.

3. Withdrawn students are not automatically displayed. Select **Include Withdrawn Students** to include withdrawn students in the report.

4. Select **Summary Only** to display only totals for the selected date range.
   - If the field is selected, only the data in the **Total** columns is displayed.
   - If the field is not selected, the report lists absences for all dates for the selected date range.

To print the report:

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



txGradebook Print | Close Window | ?

Attendance Verification Report

Teacher: AXBERG, PETER J Per: 01 Crs: VIDEO TECH (8953-01)
Student Count: 19 ADA Reporting Period: 02 Campus: 001 - Lakeview High School
Sem: 1 From: 09/01/2011 To: 10/21/2011

			1st Week		2nd Week					3rd Week					4th Week					5th Week					6th Week					Total		
Student Name	Student ID	Grade	1 T	2 F	H M	6 T	7 W	8 T	9 F	12 M	13 T	14 W	15 T	16 F	19 M	20 T	21 W	22 T	23 F	26 M	27 T	28 W	29 T	30 F	3 M	4 T	5 W	6 T	7 F	A	S	T
BROCK, LOUIS V.	007839	12				A																								1	0	0
CARDENAS, JOHN T.	012935	12		A					A			A			U															4	0	0
CLARK, TYLER M.	012112	12																												0	0	0
COKER, MUNAUM H.	010844	12																												0	0	0
CURTIS, TERRY P.	010996	12				A																								1	0	0
DAMIAN, RUBEN	010181	12				U																								1	0	0
ELKJER, ANDRE R.	012101	12																												0	0	0
HARTMAN, DEVANTE J.	009841	12																												0	0	0
HILL, EBONY D.	009311	12																												0	0	0
HILL, ERIN E.	012312	12		A		8									U															2	0	1
IRWIN, MATTHEW D. (Crs WD 09/23/2011)	012134	12				U																								1	0	0
JENKINS, KIEFER C.	012948	12																												0	0	0
KOLASA, NATALIE B.	012541	12																												0	0	0
LOPEZ, DOMINIQUE A.	013190	12																												0	0	0
MANNING, PATRICK G.	013241	12																												0	0	0
RITTER, ASHLYNN M.	012858	12																												0	0	0
SANDE, ALEXUS	011743	12									U																			1	0	0
TARGETT, OLLIE J.	012439	12					U							8	U															2	0	1
WILLIAMS, MARK G.	012106	12				J																								1	0	0

Attendance Code Legend
8: UNEXCUSED TARDY A: PARENT NOTE ILL
J: PERSONAL BUSINESS
U: UNEXCUSED UNTIL NOTE

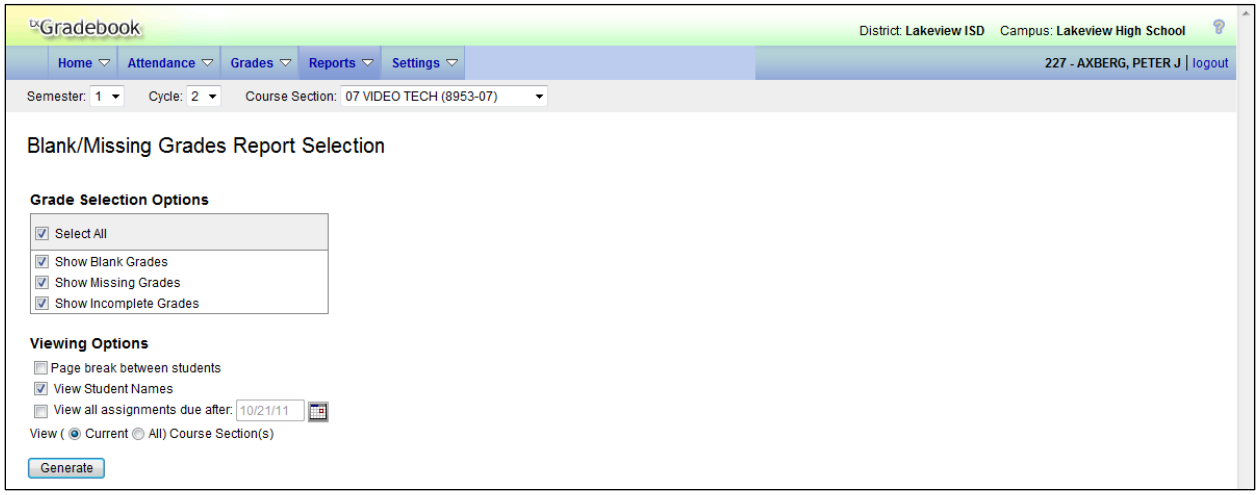
_____ TEACHER'S SIGNATURE

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

Blank/Missing Grades

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

GO TO: Reports > Blank/Missing Grades



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.

txGradebook

Print | Close Window | ?

Blank/Missing Grades Report

Instructor: AXBERG, PETER J
Viewing: Semester 1, Cycle 2
Generated: Friday, October 21, 2011 9:49 AM

07 VIDEO TECH (8953-07)

011366 - BLOUNT, TAYLOR R
Chapter 1 - BLANK
Chapter 1 test - BLANK
Handout #12 - BLANK
Questions 1 - 25 - BLANK
Questions Chapt 2 1-15 - BLANK
Week 1 notes - BLANK
Week 2 notes - BLANK
Week 3 notes - BLANK
Week 4 notes - BLANK
Week 5 notes - BLANK

012090 - CARROLL, KEVON J
Chapter 1 - BLANK
Chapter 1 test - BLANK
Handout #12 - BLANK
Questions 1 - 25 - BLANK
Questions Chapt 2 1-15 - BLANK

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

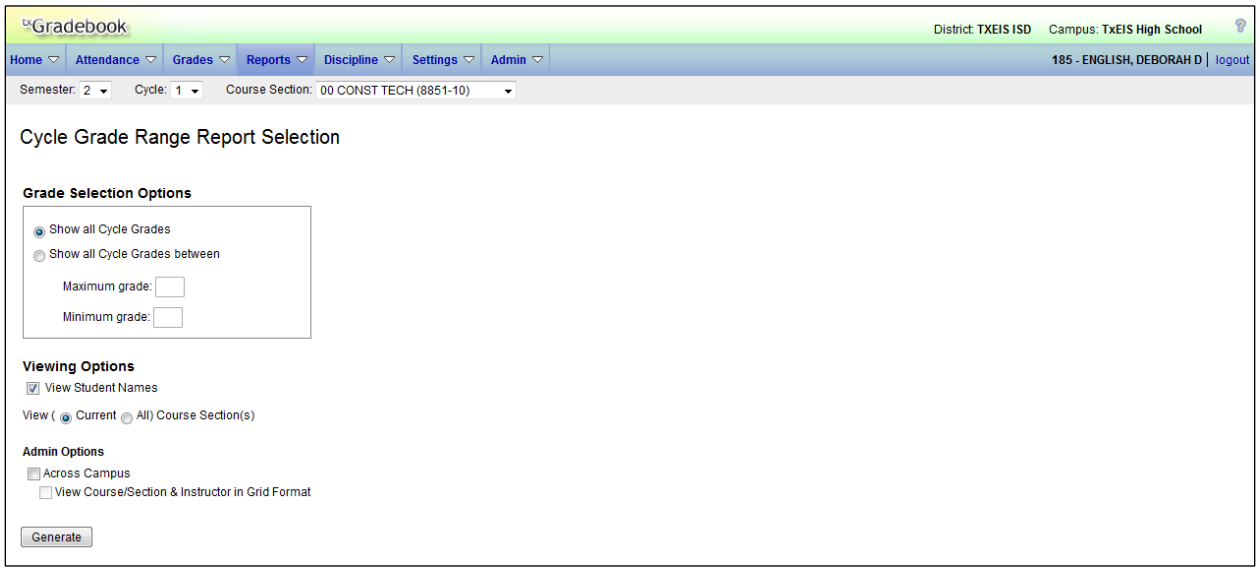
Cycle Grade Range

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.

Administrative users have the option to view the cycle grades for all courses across the campus.

GO TO: Grades > Cycle Grade Range

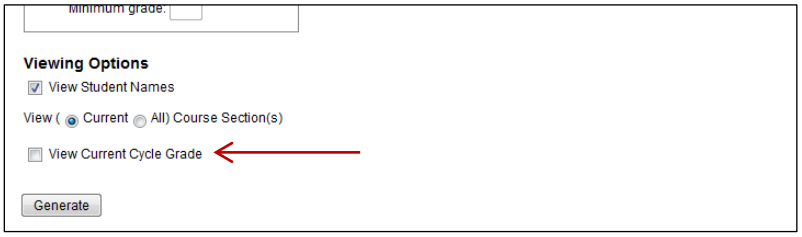


To select report options:

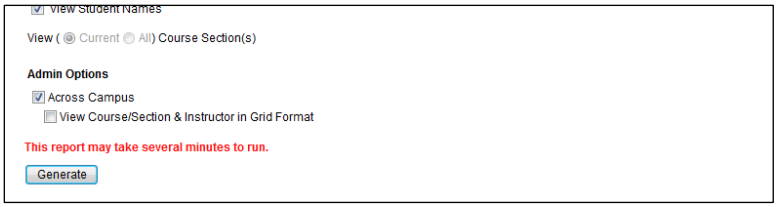
1. Select the semester, cycle, and course section for which you want to print the report.
2. Under **Grade Selection Options**, select the range of cycle grades you want to include in the report.
   - Select **Show all Cycle Grades** to include all cycle grades.
   - To narrow the report to a specific range of cycle grades, select **Show all Cycle Grades between**, and type a minimum grade in the **Minimum grade** field, and type a maximum grade in the **Maximum grade** field.
3. 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.
- Select **View Current Cycle Grade** to display the student's cycle average. This field is only displayed for standards-based/skills-referenced courses. If selected, the **Current Cycle Grade** column appears on the report and displays a cycle average for the student that is not cumulative (as the **Cycle Grade** column is for standards-based/skills-reference courses) and only takes into account the grades for the selected cycle.

  This grade is for informational purposes only.



4. The fields under **Admin Options** are only displayed if you are logged on as an administrative user.



- Select **Across Campus** if you want to view grades for all courses across the campus. Otherwise, grades are only displayed for the selected course section or for the impersonated instructor's courses.

  Note: If you logged on as an instructor for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However, once you select **Across Campus**, the message is removed because it may not apply to all instructors at the campus, and the fields are enabled.

- If **Across Campus** is selected, the **View Course/Section & Instructor in Grid Format** field is enabled.
  - If you do *not* select **View Course/Section & Instructor in Grid Format**, the report is grouped by course/section. The report is similar to the report for non-administrative users; however, the instructor is listed for each course/section. For non-administrative users, the instructor is listed once at the top of the report.
  - If you select **View Course/Section & Instructor in Grid Format**, the report data is displayed in a grid format, and the course/section and instructor are listed in grid columns. The grid can be sorted by any of the column headings.

To print the report:

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

txGradebook Print | Close Window | ?

Cycle Grade Range Report

Instructor: **ENGLISH, DEBORAH D**
Viewing: **Semester 2, Cycle 1**
Generated: **Thursday, May 23, 2013 3:57 PM**

00 CONST TECH (8851-10) (Rm: SHOP)

Student ID	Student Name	Cycle Grade	Citizenship	Comments
502359	CATALINA, DANIEL S	98	S	
502465	CERNA, MARIAH P	98	S	
502265	DILLARD, AARON S	98	S	
502341	EARLY, DESIREE	98	S	
502516	EDGAR, GABRIEL T	98	S	
502438	EISENHAUER, JESUS	98	S	
503119	GUZMAN, BRYON A	98	S	
502704	HERRERA, AIRICHA D	98	S	
502349	LOPEZ, JUSTIN M	98	S	
502211	MIRANDA, LUIS A	98	S	
503033	ONOFRE, BRIANNA M	98	S	
502228	PARSONS, ANDRES G	98	S	
300619	ROMERO, ANDREW C	98	S	

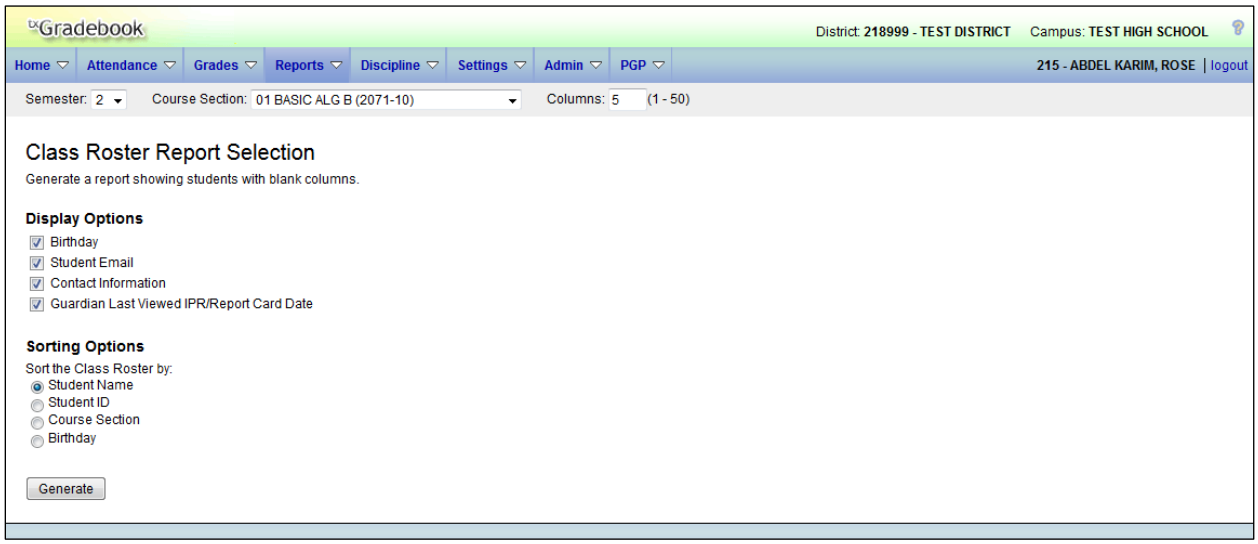
2. From the report window, click **Print** to print the report.

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 up to 50 blank columns. You can choose the sort order and whether to include the student's birthdate and contact information on the report. The report can be exported in CSV format.

Note:
- If the report is exported in CSV format, the birth date information is exported; however, the contact information is not exported.
- If you print the report for a course group, the **Course Section** column is included in the report allowing you to identify the course section in which the student is enrolled.

GO TO: Reports > Class Roster



To select report options:

1. Select the semester, course section (or group), and number of columns for which you want to print the report.

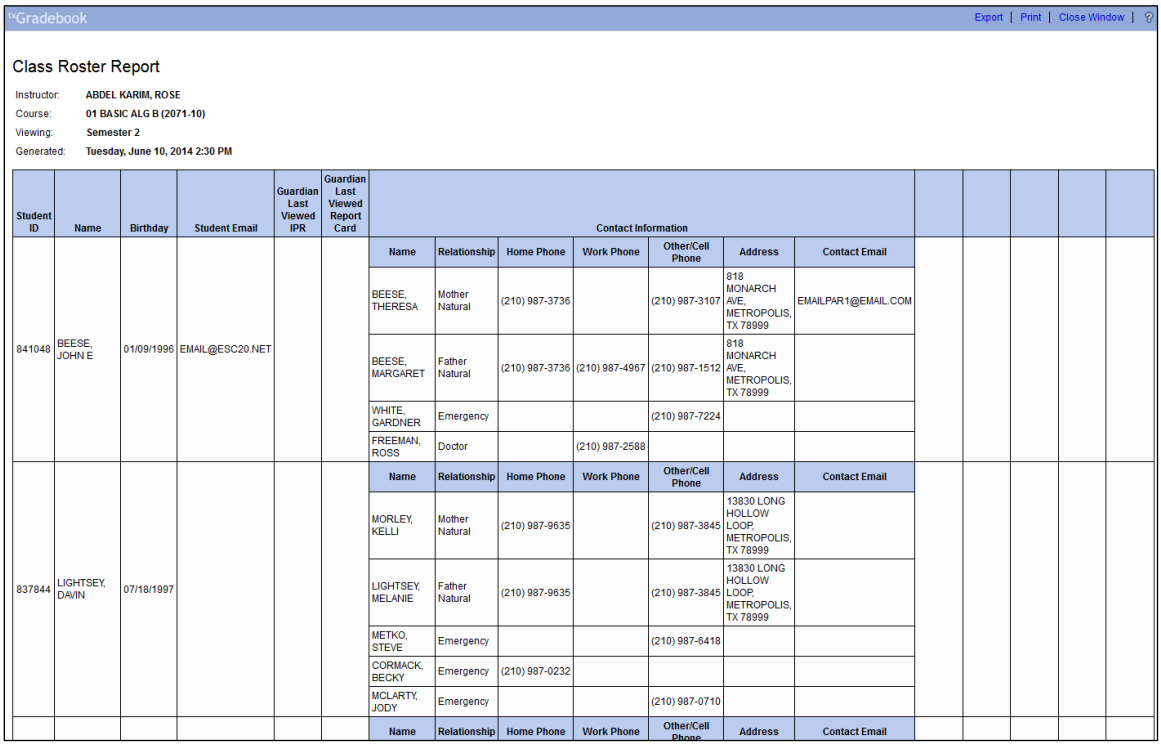
2. Under **Display Options**, you can choose to include the following information on the report:
   - Select **Birthday** to include the student's birth date. The **Birthday** column will be included in the report.
   - Select **Student Email** to include the student's e-mail address on the report, if it exists in the Student system (i.e., in TxEIS Registration in the **E-mail** field on Maintenance Student Enrollment > Demo1, or in iTCCS Registration in the **Student E-mail** field on Demographic Information (1) WST1106).
   - Select **Contact Information** to include the student's contact information. The Contact Information columns will be included in the report.
     - The contact's name, relationship, home phone, work phone, other phone, mailing address, and e-mail address are listed.
     - All of the student's contacts are listed.
     - The contact information cannot be exported to a .csv file.
   - (iTCCS only) Select **Guardian Last Viewed IPR/Report Card Date** to include the date on which a parent/guardian last viewed the student's interim progress report or report card online. This is not available for TxEIS districts.
   - Select **Contact Information** to include the student's contact information. The **Contact Information** columns will be included in the report.
     - The contact's name, relationship, home phone, work phone, other phone, mailing address, and e-mail address are listed. If the student's e-mail address exists, it is also listed.

- All of the student's contacts are listed.
- The contact information cannot be exported to a .csv file.

3. Under **Sorting Options**, indicate the order in which you want to sort the data in the report:
   - You can sort by student name (last name), student ID, course section (for course groups), birth date (if selected), or custom student order.
   - Custom student order is the order specified for the course section on the Settings > Arrange Student Order page.

To print the report:

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



[tx]Gradebook Export | Print | Close Window | ?

Class Roster Report

Instructor: ABDEL KARIM, ROSE
Course: 01 BASIC ALG B (2071-10)
Viewing: Semester 2
Generated: Tuesday, June 10, 2014 2:30 PM

Student ID	Name	Birthday	Student Email	Guardian Last Viewed IPR	Guardian Last Viewed Report Card	Contact Information						
						Name	Relationship	Home Phone	Work Phone	Other/Cell Phone	Address	Contact Email
841048	BEESE, JOHN E	01/09/1996	EMAIL@ESC20.NET			BEESE, THERESA	Mother Natural	(210) 987-3736		(210) 987-3107	818 MONARCH AVE, METROPOLIS, TX 78999	EMAILPAR1@EMAIL.COM
						BEESE, MARGARET	Father Natural	(210) 987-3736	(210) 987-4967	(210) 987-1512	818 MONARCH AVE, METROPOLIS, TX 78999	
						WHITE, GARDNER	Emergency			(210) 987-7224		
						FREEMAN, ROSS	Doctor		(210) 987-2588			
						Name	Relationship	Home Phone	Work Phone	Other/Cell Phone	Address	Contact Email
837844	LIGHTSEY, DAVIN	07/18/1997				MORLEY, KELLI	Mother Natural	(210) 987-9635		(210) 987-3845	13830 LONG HOLLOW LOOP, METROPOLIS, TX 78999	
						LIGHTSEY, MELANIE	Father Natural	(210) 987-9635		(210) 987-3845	13830 LONG HOLLOW LOOP, METROPOLIS, TX 78999	
						METKO, STEVE	Emergency			(210) 987-6418		
						CORMACK, BECKY	Emergency	(210) 987-0232				
						MCLARTY, JODY	Emergency			(210) 987-0710		
						Name	Relationship	Home Phone	Work Phone	Other/Cell Phone	Address	Contact Email

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

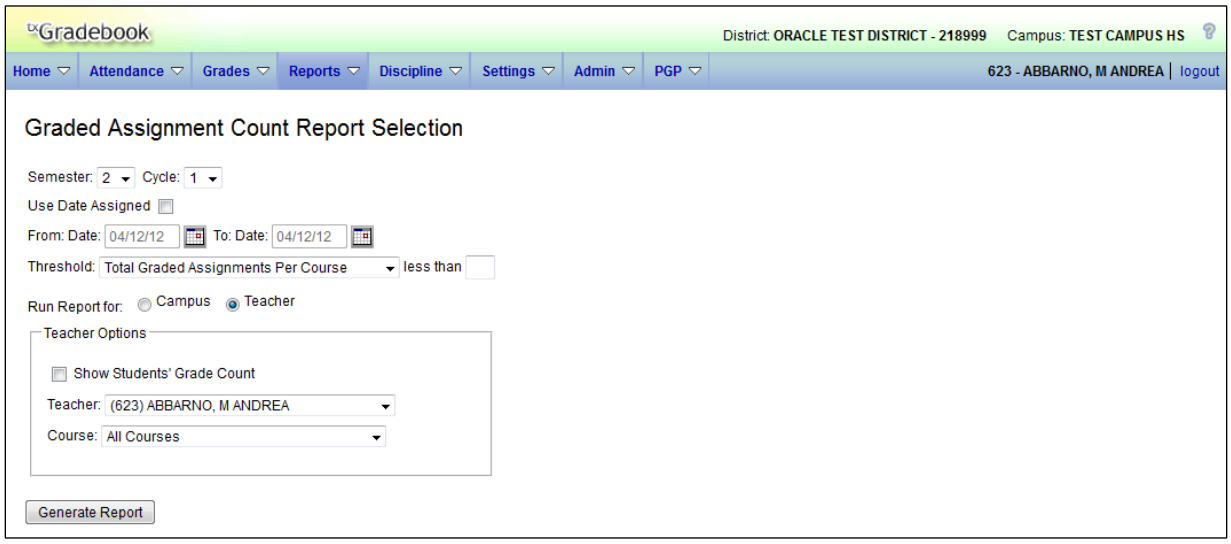
   To save and print the report in CSV format, click **Export**. A dialog box opens allowing you to indicate if you want to open or save the report in CSV format. Click **Open** or **Save** to continue. Otherwise, click **Cancel** to cancel the export.

Graded Assignment Count (iTCCS Only)

The Graded Assignment Count Report Selection page is only available to users who log on to txGradebook with a district- or campus-level security administrative user ID. The page allows you to view a instructor's number of graded assignments for a specified date range. You can view the number of graded assignments by course or by category. You can also specify a threshold for a specific course or category (e.g., instructors who have fewer than 10 graded assignments in the homework category).

The report can be run for one instructor or for the entire campus. This report is available for iTCCS districts only.

GO TO: Reports > Graded Assignment Count



To select report options:

1. Select the semester and campus for which you want to print the report.

2. Select **Use Date Assigned** if you want to specify a date range. You must select this field in order to use the **From Date** and **To Date** fields.

3. In the **From Date** and **To Date** fields, type the beginning and ending dates in the MM/DD/YYYY format for the date range you want to view. Or, click to select the dates from the calendar. Both dates must be within the selected semester/cycle. You must select **Use Date Assigned** to use the **From Date** and **To Date** fields.

   To close the calendar, you must click a valid date on the calendar, or click the calendar icon.

4. In the **Threshold** field, indicate the count threshold for the report:

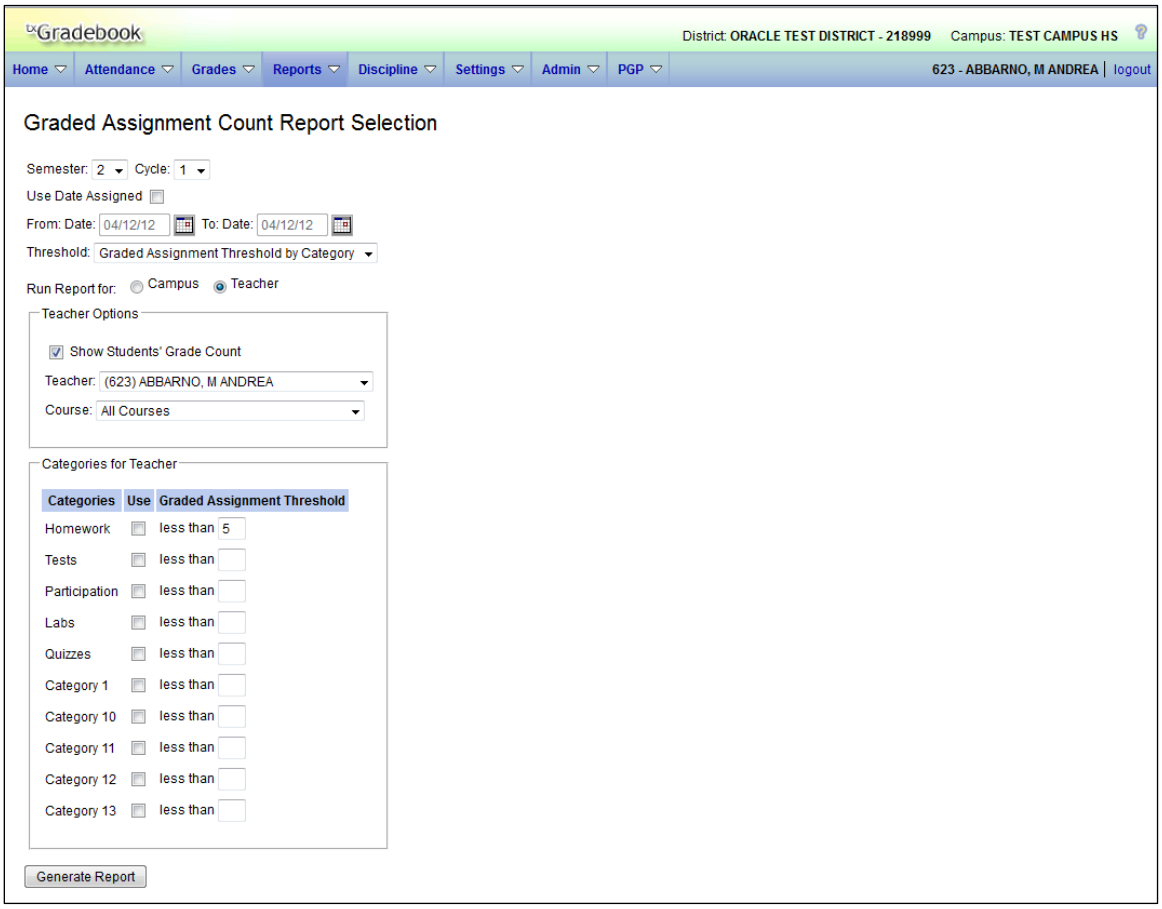
   - Select *Total Graded Assignments Per Course* to view the total number of graded assignments for each of the instructor's courses.

In the two-digit less than field next to the **Threshold** field, you can type the threshold number for the course. For example, type 10 if you want to view a list of courses that have fewer than 10 graded assignments. Leave the field blank to view counts for all courses.

- Select *Total Graded Assignments Per Category* to view the total number of graded assignments for each category within each course.

  In the two-digit less than field next to the **Threshold** field, you can type the threshold number for the category. For example, type 8 if you want to view a list of categories that have fewer than 8 graded assignments. Leave the field blank to view counts for all categories.

- Select *Graded Assignment Threshold by Category* to specify a threshold for a specific category. For example, you can view a list of instructors who have fewer than five graded assignments in the Homework category. A list of categories for the instructor or campus (depending on your selection in the **Run Report for** field) is displayed.



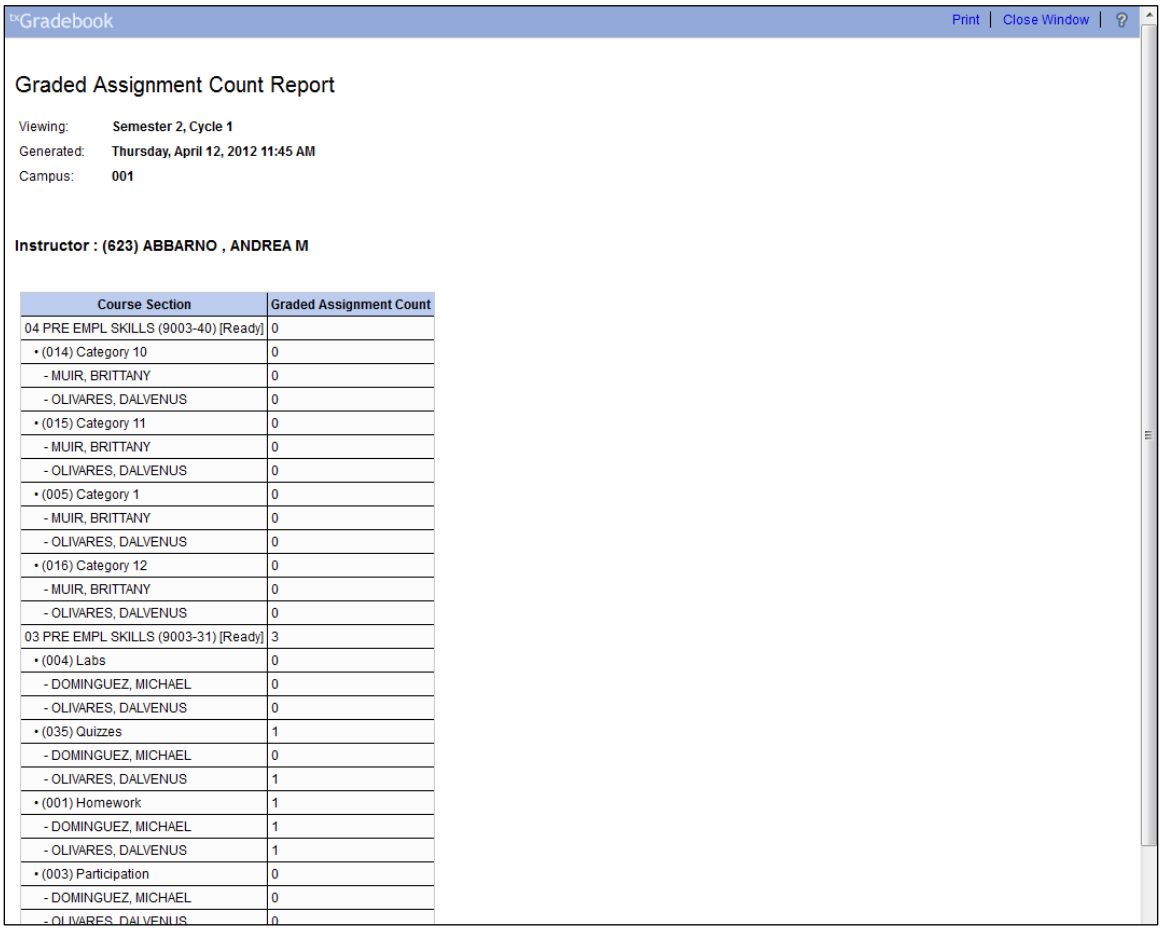
  For each category, select **Use** if you want the category included in the report, and then type the threshold number in the **Graded Assignment Threshold - less than** field.

5. In the **Run Report for** field, select **Campus** to run the report for the campus to which you are logged in, or select **Teacher** to run the report for a specific instructor at the campus to which you are logged in.

- If you select **Campus**, the report is generated for all instructors at the campus and is sorted by instructor name.
- If you select **Teacher**, the following fields are displayed under **Teacher Options** allowing you to specify additional criteria. These fields are not displayed if you selected **Campus**.
  - Select **Show Students' Grade Count** if you want to view a breakdown of graded assignments by student. Otherwise, the total count is displayed for the course or category.
  - In the **Teacher** field, select the instructor for whom you want to run the report.
  - The **Course** field displays the courses for the selected instructor. You can run the report for all of the instructor's courses or select a specific course.

To print the report:

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



txGradebook Print | Close Window | ?

Graded Assignment Count Report

Viewing: **Semester 2, Cycle 1**
Generated: **Thursday, April 12, 2012 11:45 AM**
Campus: **001**

Instructor : (623) ABBARNO , ANDREA M

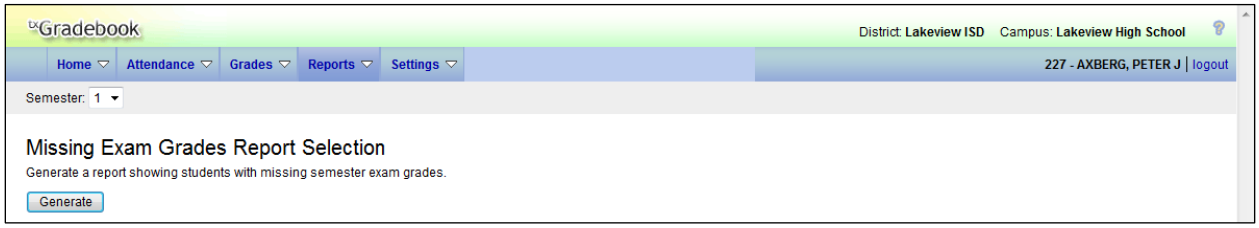
Course Section	Graded Assignment Count
04 PRE EMPL SKILLS (9003-40) [Ready]	0
• (014) Category 10	0
- MUIR, BRITTANY	0
- OLIVARES, DALVENUS	0
• (015) Category 11	0
- MUIR, BRITTANY	0
- OLIVARES, DALVENUS	0
• (005) Category 1	0
- MUIR, BRITTANY	0
- OLIVARES, DALVENUS	0
• (016) Category 12	0
- MUIR, BRITTANY	0
- OLIVARES, DALVENUS	0
03 PRE EMPL SKILLS (9003-31) [Ready]	3
• (004) Labs	0
- DOMINGUEZ, MICHAEL	0
- OLIVARES, DALVENUS	0
• (035) Quizzes	1
- DOMINGUEZ, MICHAEL	0
- OLIVARES, DALVENUS	1
• (001) Homework	1
- DOMINGUEZ, MICHAEL	1
- OLIVARES, DALVENUS	1
• (003) Participation	0
- DOMINGUEZ, MICHAEL	0
- OLIVARES, DALVENUS	0

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.

GO TO: Reports > Missing Exam Grades

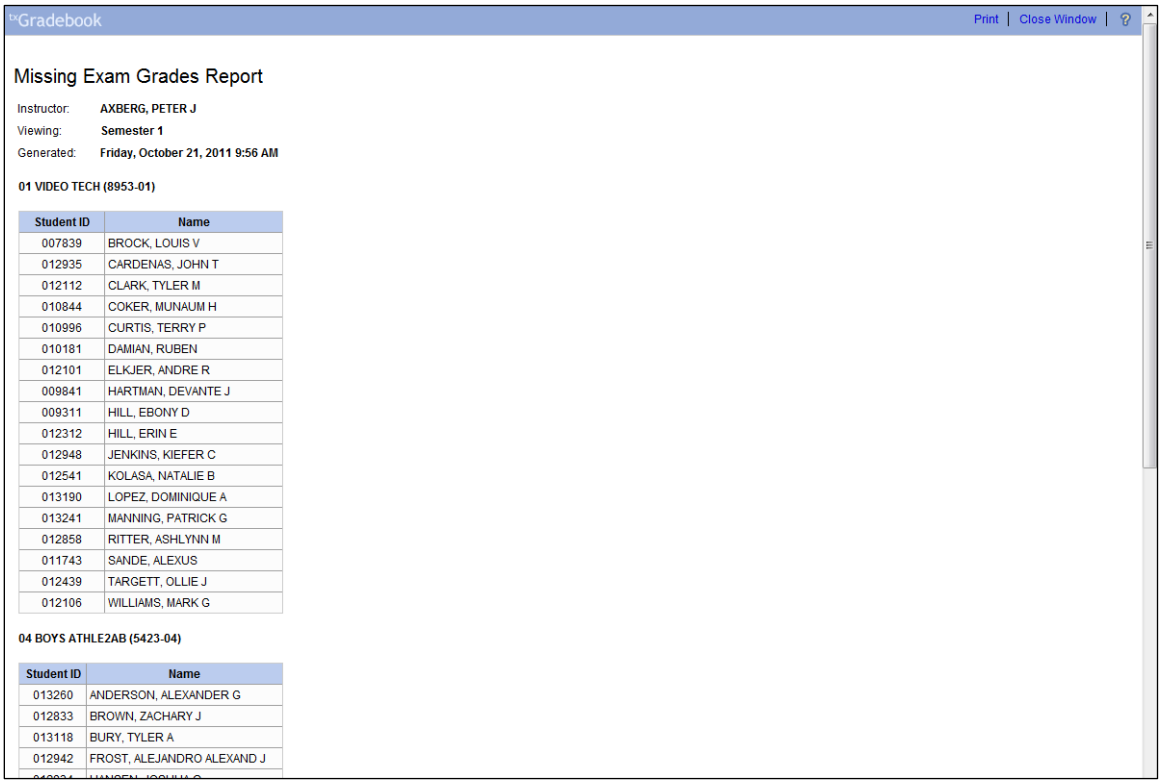


To select report options:

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.

Percent Failing

The Percent Failing report allows you to produce a report of the percentage of an instructor's students who have a failing working cycle average. The report provides the percentage of failing students for each class as well as a total for all of the instructor's classes. The data can be displayed in a pie chart as well as a grid format. Non-graded courses are not included in the report.

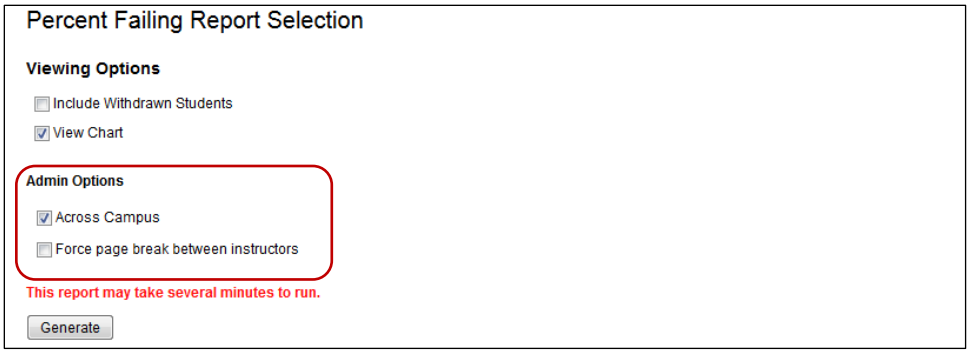
Administrative users have the option to view the data for all instructors across the campus.

Note: Background printing must be enabled in order for the shading to appear on the printed report. See Appendix C for more information.

GO TO: Reports > Percent Failing

To select report options:

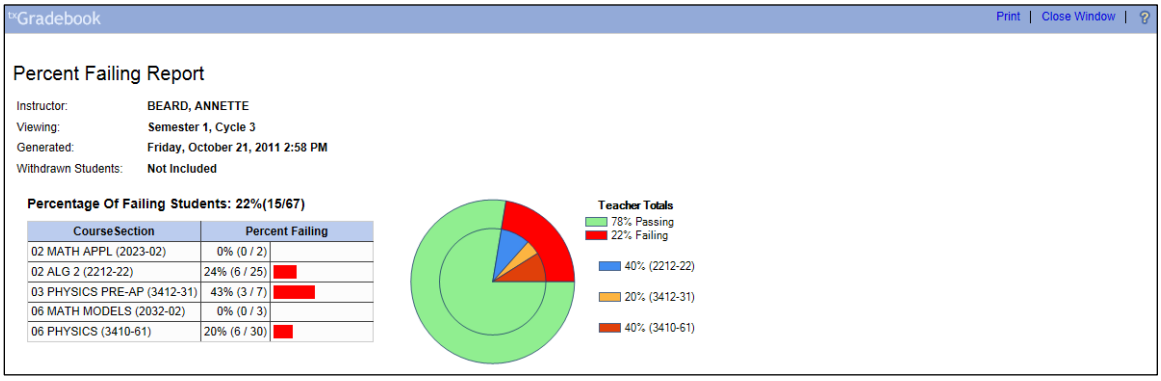
1. Select the semester and cycle for which you want to print the report.
2. Under **Viewing Options**, make the following selections:
   - Withdrawn students are not automatically included in the report. To include withdrawn students, select **Include Withdrawn Students**.
   - Select **View Chart** to view the data in a pie chart as well as the grid format.
     - The pie chart outer circle displays the data for all of the instructor's classes.
     - If any of the instructor's students have failing averages, the pie chart inner circle displays a breakdown of failing students by class.
3. The **Admin Options** section is displayed if you are logged on as an administrative user. Under **Admin Options**, select **Across Campus** if you want to view data for all courses across the campus. Otherwise, grades are only displayed for the impersonated instructor's courses.



If you select **Across Campus**, the **Force page break between instructors** field is displayed allowing you to indicate if you want to include a page break between instructors. Select the field to include the page break.

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.

Rubrics (TxEIS Only)

The Rubric Selection page allows you to produce a report showing a rubric chart which has been set up on Settings > Rubric Setup. You can print only the rubric chart, or you can print the rubric chart with student grades for a particular assignment.

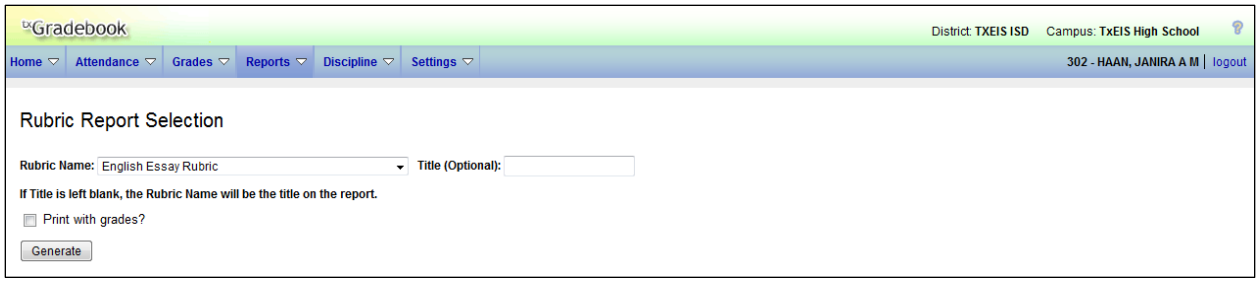
The report is available for TxEIS districts only.

To access a report:

You can access the report in two ways:

- From the Reports menu, select Rubrics.
- From the Settings > Rubric Setup page, retrieve a rubric chart, and then click **Print Selected Rubric**.

The Rubric Report Selection page is displayed allowing you to enter options for generating the report.

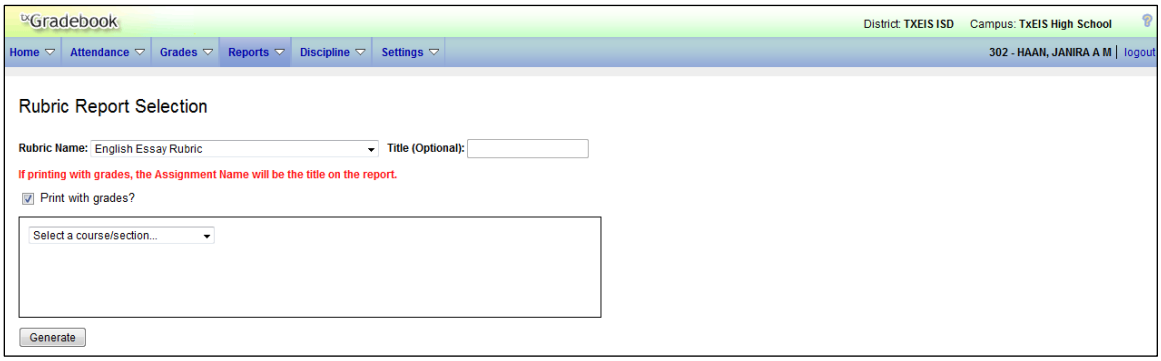


1. In the **Rubric Name** field, select the rubric chart you want to print. Only rubric charts that have skills and scores already set up are listed in the drop down.

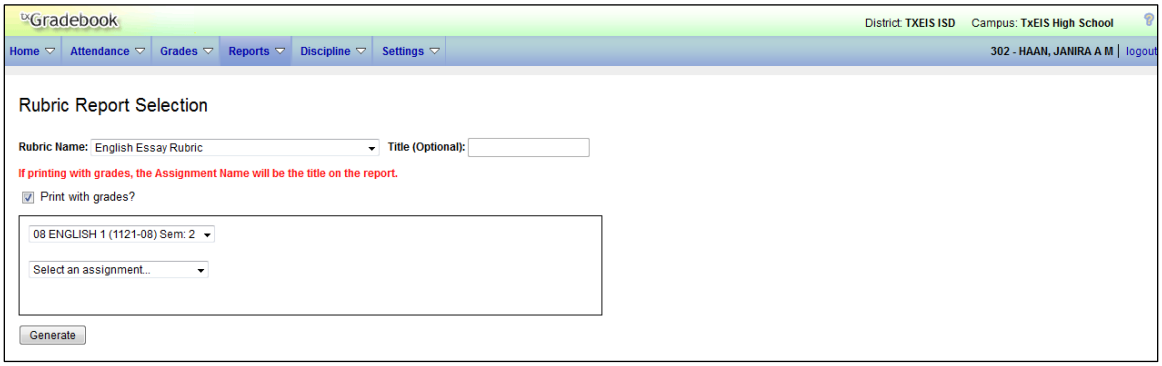
2. In the **Title** field, you can type a title for the report. If you leave this field blank, the rubric chart name is used as the title. The field can be up to 50 characters.

3. Select **Print with grades** if you want to print the report with student grades.

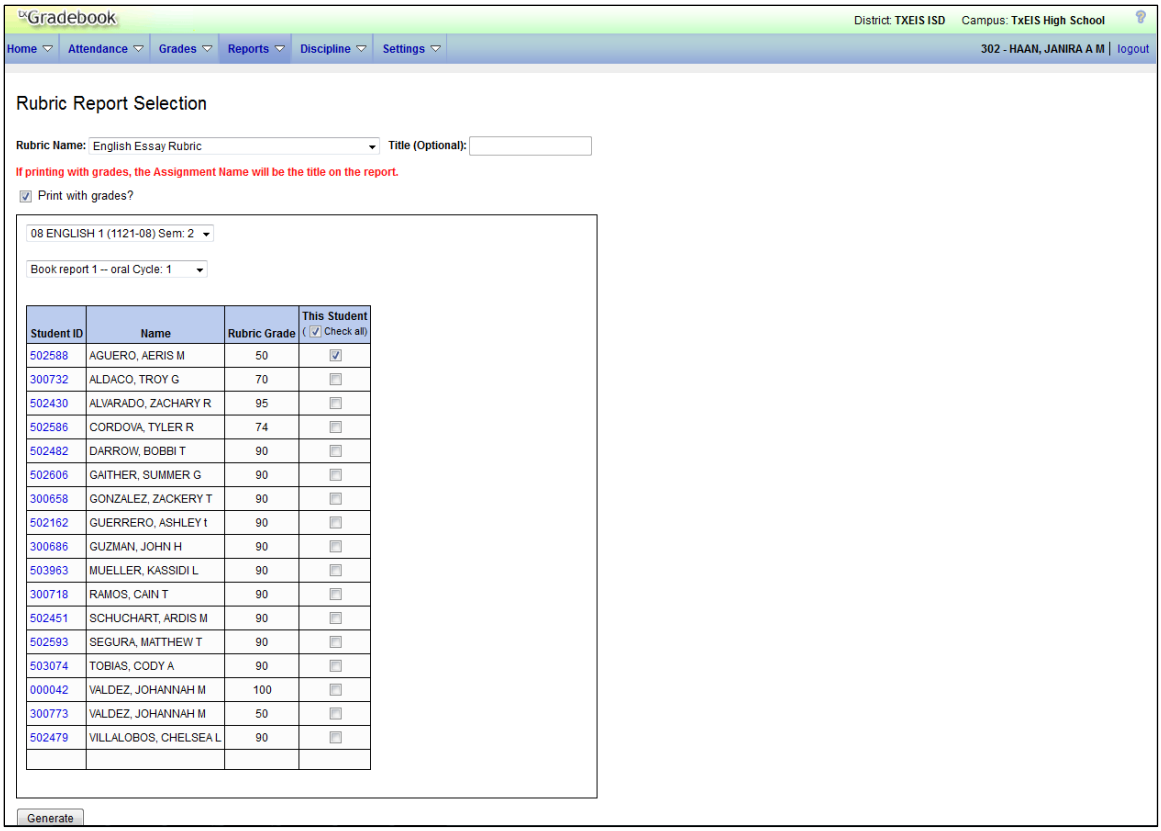
   A field is displayed allowing you to select a course section. Only course sections that have a rubric chart set up are listed.



   Once you select a course section, a field is displayed allowing you to select the assignment that was graded with a rubric chart.



   Once you select an assignment, a list of students in the course section is displayed, along with their grade for the assignment. Select **This Student** for the students for whom you want to print the rubric. You can select **Check all** at the top of the column to select all students in the course section.



Student ID	Name	Rubric Grade	This Student (Check all)
502588	AGUERO, AERIS M	50	☑
300732	ALDACO, TROY G	70	☐
502430	ALVARADO, ZACHARY R	95	☐
502586	CORDOVA, TYLER R	74	☐
502482	DARROW, BOBBI T	90	☐
502606	GAITHER, SUMMER G	90	☐
300658	GONZALEZ, ZACKERY T	90	☐
502162	GUERRERO, ASHLEY t	90	☐
300686	GUZMAN, JOHN H	90	☐
503963	MUELLER, KASSIDI L	90	☐
300718	RAMOS, CAIN T	90	☐
502451	SCHUCHART, ARDIS M	90	☐
502593	SEGURA, MATTHEW T	90	☐
503074	TOBIAS, CODY A	90	☐
000042	VALDEZ, JOHANNAH M	100	☐
300773	VALDEZ, JOHANNAH M	50	☐
502479	VILLALOBOS, CHELSEA L	90	☐

To print the report:

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

Without student grades:

English Essay Rubric

Instructor: **HAAN, JANIRA A M**
Generated: **Wednesday, April 03, 2013 4:01 PM**

Skills	Scores			
	Insufficiant Low Points 0 / High Points 5	Partially Sufficient Low Points 6 / High Points 10	Sufficient Low Points 11 / High Points 15	Exemplary Low Points 16 / High Points 20
Objective 1 -- Thesis	Paper lacks a clear thesis or has a thesis that does not show insight into the subject or is not expressed clearly in the introduction.	Logical connections among the main ideas may not be clear.	Paper has a clear approach to the subject. A thesis statement in the introduction expresses the main ideas but may just list the ideas without indicating how they are logically related.	Paper has a central purpose and an insightful approach to the subject. The introduction ends with a one-sentence thesis statement expressing themain ideas and how they are logically related.
Objective 2 -- Organization	Paper does not show an understanding of essay structure.	Paper may lack topic sentences, connections between the thesis statement and body paragraphs, focused body paragraphs, a logical progression of ideas, or effective transitions.	Paper is organized logically, but there could be clearer connections between topic sentences and the thesis statement, better-focused body paragraphs, more effective topic sentences, a more logical progression of ideas, or better transitions.	Paper is unified with a relevant introduction and conclusion, clear connections between the thesis statement and topic sentences, focused body paragraphs, effective topic sentences, a logical progression of ideas, and smooth transitions.
Objective 3 -- Support and Development of Ideas	Ideas lack sufficient evidence and explanation, or the ideas are not appropriate for the	Ideas are developed with evidence and explanation tailored to the	Most body paragrahs are at least half of a	Ideas are developed and abundant evidence and clear explanation and interpretation

With student grades:

Book report 1 -- oral

*Student skill score falls in this range

Instructor: **HAAN, JANIRA A M** Course: **08 ENGLISH 1 (1121-08)**
Generated: **Wednesday, April 03, 2013 3:59 PM** Semester: **2**
Student: **AGUERO, AERIS M** Cycle: **1**

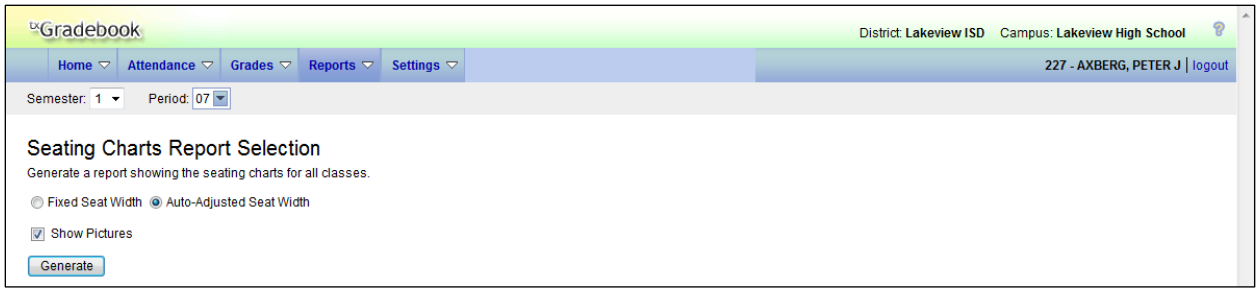
Skills	Scores				Student Score
	Insufficiant Low Points 0 / High Points 5	Partially Sufficient Low Points 6 / High Points 10	Sufficient Low Points 11 / High Points 15	Exemplary Low Points 16 / High Points 20	
Objective 1 -- Thesis	Paper lacks a clear thesis or has a thesis that does not show insight into the subject or is not expressed clearly in the introduction.	Logical connections among the main ideas may not be clear.	**Paper has a clear approach to the subject. A thesis statement in the introduction expresses the main ideas but may just list the ideas without indicating how they are logically related. ***	Paper has a central purpose and an insightful approach to the subject. The introduction ends with a one-sentence thesis statement expressing themain ideas and how they are logically related.	15
Objective 2 -- Organization	**Paper does not show an understanding of essay structure. ***	Paper may lack topic sentences, connections between the thesis statement and body paragraphs, focused body paragraphs, a logical progression of ideas, or effective transitions.	Paper is organized logically, but there could be clearer connections between topic sentences and the thesis statement, better-focused body paragraphs, more effective topic sentences, a more logical progression of ideas, or better transitions.	Paper is unified with a relevant introduction and conclusion, clear connections between the thesis statement and topic sentences, focused body paragraphs, effective topic sentences, a logical progression of ideas, and smooth transitions.	5
Objective 3 -- Support and Development of Ideas	**Ideas lack sufficient evidence and explanation, or the ideas are not appropriate for the audience. Body paragraphs may be bhprter than half a page**	Ideas are developed with evidence and explanation tailored to the audience, but some ideas may lack support.	Most body paragrahs are at least half of a page long each.	Ideas are developed and abundant evidence and clear explanation and interpretation tailored to the audience. Each body paragraph is at least half of a	5

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

Seating Charts

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

GO TO: Reports > Seating Charts



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 instructor'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.

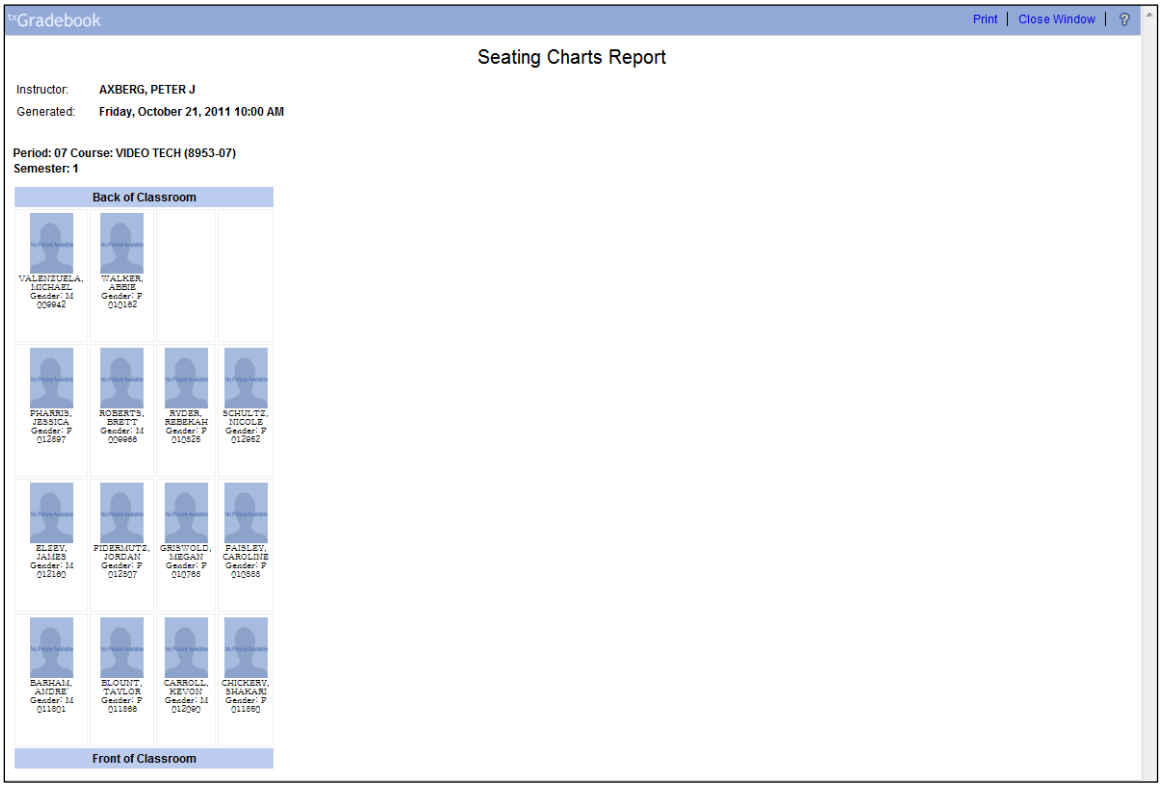
   Note: For either width setting, you can adjust the orientation when you print. Select landscape to increase the number of students that fit on the page.

3. Select **Show Pictures to** display student photos in the seating chart. Photos are only available if they have been added by district administrators.

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.



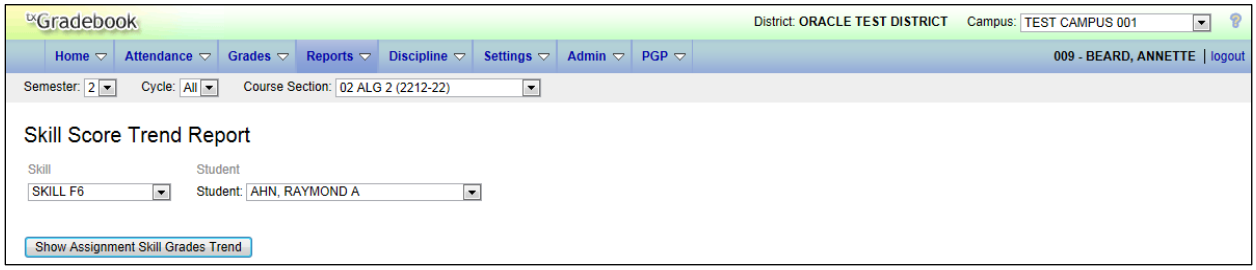
From the report window, click Print to print the report.

Standard/Skill Score Trend

- For TxEIS users, this report is used for standards-based assignment grades.
- For iTCCS users, this report is used for skills-referenced assignment grades.

The Standard/Skill Score Trend report is only used for course sections that are set up to use standards-based/skills-referenced grading. The report displays a student's standard/skill assignment grades in a line chart format, which allows you to see the student's grade progression for each standard/skill. The rubric score grid lines are displayed according to the scale used by the campus. The vertical line represents the rubric scores as established by the district, and the horizontal line represents the assignments that are associated with the selected standard/skill.

GO TO: Reports > Standard/Skill Score Trend Report



To select report options:

1. Select the semester, cycle, and course section for the report.
2. In the **Standard/Skill** field, select the standard/skill for which you want to print the report. Or, select *All Standards/All Skills* to print the report for all standards/skills, which displays one chart per standard/skill.
3. In the **Student** field, select the student for whom you want to print the report.

To print the report:

1. Select your options, and then click **Show Assignment Standard/Skill Grades Trend**. The report opens in a new window.

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

Special Programs

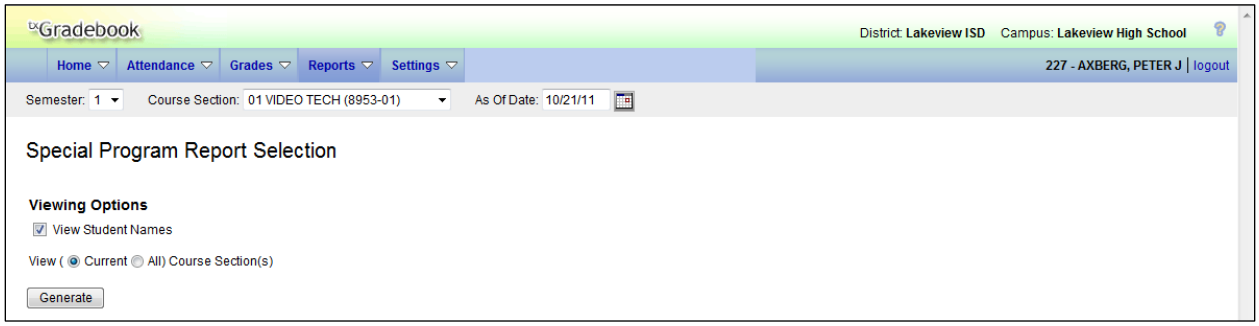
The Special Programs Report is only available to users who log on to txGradebook with a district- or campus-level administrative ID, or instructors who have access to run the special programs report. The report provides a listing of the special populations for each student in the class.

Only the special programs selected on the following pages are included in the report:

- For TxEIS users, the Maintenance > Gradebook Options > Campus > Options tab in Grade Reporting
- For iTCCS users, the Campus txGradebook Options Maintenance page (WST0049) in the Campus menu

If generic programs is selected on either page, the **Generic** column appears in the report and displays generic program information.

GO TO: Reports > Special Programs



To select report options:

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

2. In the **As Of Date** field, type the date in the MM/DD/YYYY format. Or, click to select the date from the calendar.

To close the calendar, you must click a valid date on the calendar, or click the calendar icon.

3. Under **Viewing Options**, make the following selections:
   - Select **View Student Names** if you want the student names to be displayed on the report. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student ID is always displayed on the report.
   - Set the **View Course Section(s)** option to **Current** if you want to narrow the student data to only course sections for the current semester/cycle. Otherwise, select **All** to show data for all course sections.

   These options are disabled if you are logged on as an administrative user and select **Across Campus** under **Admin Options**.

4. The fields under **Admin Options** are only displayed if you are logged on as an administrative user.
   - Select **Across Campus** if you want to view data for all courses across the campus. Otherwise, data is only displayed for the selected course section or for the impersonated instructor's courses.

   Note: If you logged on as an instructor for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However, once you select **Across Campus**, the message is removed because it may not apply to all instructors at the campus, and the fields are enabled.

   - If **Across Campus** is selected, the **View Without Course/Section & Instructor in Grid Format** field is enabled.
     - If you do not select **View Without Course/Section & Instructor in Grid Format**, the report is grouped by course/section. The report is similar to the report for non-administrative users; however, the instructor is listed for each course/section. For non-administrative users, the instructor is listed once at the top of the report.
     - If you select **View Without Course/Section & Instructor in Grid Format**, the report data is displayed in a grid format, and the course/section and instructor are not displayed. The default sort is by student name; however, the grid can be re-sorted.

To print the report:

1. Once you have selected your options, click **Generate**. The report opens in a new window.

txGradebook Print | Close Window |

Special Programs Report

Instructor: AXBERG, PETER J
Viewing: Semester 1, As Of Date 10/21/2011
Generated: Friday, October 21, 2011 10:06 AM

01 VIDEO TECH (8953-01)

Student ID	Student Name	Grade	Special Program	Generic Program
007839	BROCK, LOUIS V	12	G/T, Title I	
012935	CARDENAS, JOHN T	12	Title I	
012112	CLARK, TYLER M	12	G/T, Title I	
010844	COKER, MUNAUM H	12	Title I	
010996	CURTIS, TERRY P	12	Title I	
010181	DAMIAN, RUBEN	12	Title I	
012101	ELKJER, ANDRE R	12	Title I	
009841	HARTMAN, DEVANTE J	12	Title I	
009311	HILL, EBONY D	12	Title I	
012312	HILL, ERIN E	12	Title I	
012948	JENKINS, KIEFER C	12	At Risk, Spec Ed, Title I	
012541	KOLASA, NATALIE B	12	Title I	
013190	LOPEZ, DOMINIQUE A	12	Title I	
013241	MANNING, PATRICK G	12	Title I	
[illegible]	RITTER,	[illegible]	[illegible]	

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

Student Group Reports

The Student Group Reports page allows you to run special group reports that provide data for the student groups. Some of the group reports mirror other reports available in the Reports menu.

Instructors can be given access in the Student system to view student groups as follows:

- No access (you cannot view student group reports). If you do not have access, the Student Group Reports page is not listed in the menu.
- Course-wide access (you can view student group reports that include only students enrolled in your courses).
- Campus-wide access (you can view student group reports that include any students at the campus).

GO TO: Reports > Student Group Reports

txGradebook District: Lakeview ISD Campus: Lakeview High School

Home | Attendance | Grades | Reports | Settings 227 - AXBERG, PETER J | logout

Student Group Reports

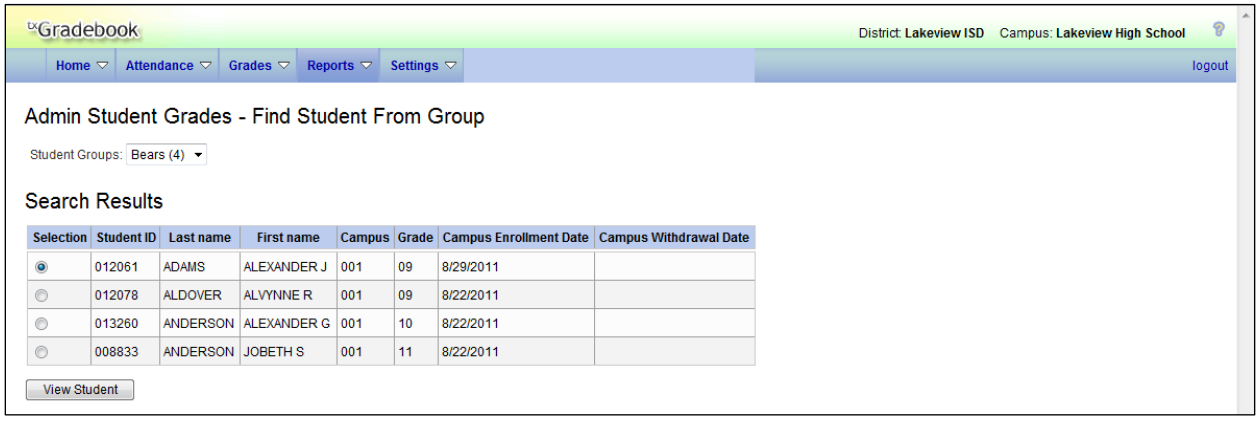
- Group Admin Student Grades
  Generate a report showing student grades.
- Attendance Summary
  Generate a report showing a summary of student attendance.
- Group UIL Report
  Generate a UIL report using the Student Groups.

Click a report title to run the report for a student group.

Group Admin Student Grades

The Group Admin Student Grades page allows you to view semester exam grades, semester and final averages, and credits awarded for all of a student's courses. This enables you to determine UIL eligibility and locate students who may be at risk for losing eligibility.

The Group Admin Student Grades - Find Student From Group page is the first step in viewing the Group Admin Student Grades page. You must select a student group before viewing the Group Admin Student Grades page.



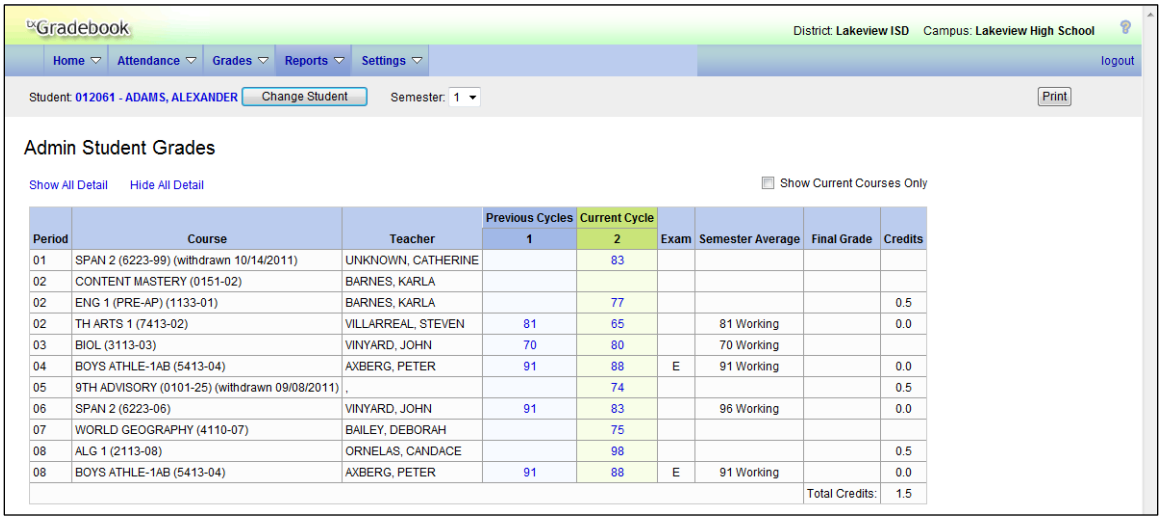
Selection	Student ID	Last name	First name	Campus	Grade	Campus Enrollment Date	Campus Withdrawal Date
◉	012061	ADAMS	ALEXANDER J	001	09	8/29/2011	
○	012078	ALDOVER	ALVYNNE R	001	09	8/22/2011	
○	013260	ANDERSON	ALEXANDER G	001	10	8/22/2011	
○	008833	ANDERSON	JOBETH S	001	11	8/22/2011	

1. In the **Student Groups** field, select the student group from which you want to select a student.

   A list of students in the selected group are displayed in the **Search Results** table. The search results include the student's ID, name, campus, grade level, and entry/withdrawal dates for each campus. Students are sorted by last name, first name, and enrollment date.

2. Select the student record you want to view.

3. Click **View Student** to view the grades for the selected student. The Group Admin Student Grades page is displayed. The student's semester exam grades, semester and final averages, and credits awarded for all courses are displayed, except courses that are excluded from grading.



Period	Course	Teacher	Previous Cycles 1	Current Cycle 2	Exam	Semester Average	Final Grade	Credits
01	SPAN 2 (6223-99) (withdrawn 10/14/2011)	UNKNOWN, CATHERINE		83				
02	CONTENT MASTERY (0151-02)	BARNES, KARLA						
02	ENG 1 (PRE-AP) (1133-01)	BARNES, KARLA		77				0.5
02	TH ARTS 1 (7413-02)	VILLARREAL, STEVEN	81	65		81 Working		0.0
03	BIOL (3113-03)	VINYARD, JOHN	70	80		70 Working		
04	BOYS ATHLE-1AB (5413-04)	AXBERG, PETER	91	88	E	91 Working		0.0
05	9TH ADVISORY (0101-25) (withdrawn 09/08/2011)	,		74				0.5
06	SPAN 2 (6223-06)	VINYARD, JOHN	91	83		96 Working		0.0
07	WORLD GEOGRAPHY (4110-07)	BAILEY, DEBORAH		75				
08	ALG 1 (2113-08)	ORNELAS, CANDACE		98				0.5
08	BOYS ATHLE-1AB (5413-04)	AXBERG, PETER	91	88	E	91 Working		0.0
							Total Credits:	1.5

4. By default, the page displays a condensed view of the current semester and cycle. To view data for a previous semester, select another semester in the **Semester** field.

5. By default, the page displays all of the student's courses for the semester, including courses from which he has withdrawn. To see only the student's current courses, select **Show Current Courses Only**.

Note:
- The student's working cycle average is displayed for the current cycle, unless a posted or override grade exists.
- The semester average is labeled as **Posted**, **Override**, or **Working**.
- If all courses are displayed and the student withdrew from a course, the message "withdrawn" and the withdrawal date are displayed next to the course title.

6. A condensed overview of the student's cycle grades for all of his courses is displayed. To view all details for all courses for the current cycle, click **Show All Detail**. Click **Hide All Detail** to return to the condensed view, or click **Close Details** for a particular course to condense the view for that course only. You can also click the current cycle grade to condense the view for that course.
   - The detailed view includes the student's assignment grades, working cycle average, override grade (if present), and posted grade.
   - For each assignment, the due date is displayed and an indication of whether the assignment was late or a redo.
   - Dropped grades display the message "(Dropped)" next to the grade.
   - Assignment grades are sorted by due date, and then by assignment name within each category.
   - See Appendix A - Calculating Averages at the end of this guide for an explanation of calculating averages.

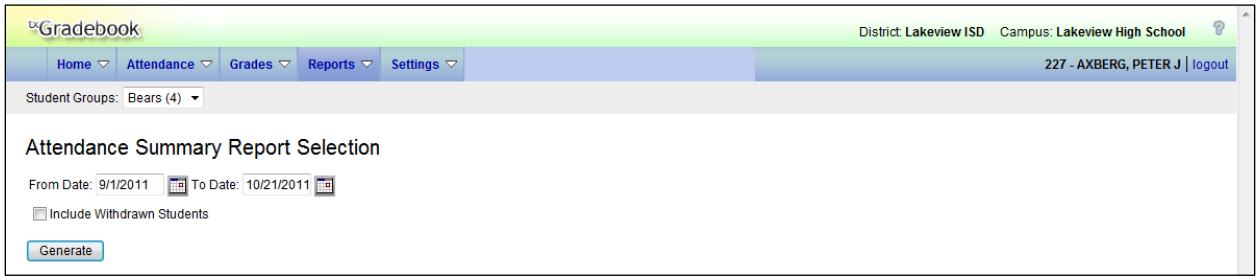
7. To view details for a specific course for a previous cycle, click the grade average for the cycle under **Previous Cycles**. Click **Close Details** to close the view for that average.

8. To select another student for whom to view data, click **Change Student**. The Admin Student Grades - Find Student From Group page is displayed allowing you to select another student.

9. To print the data 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.

Attendance Summary

The Attendance Summary report allows you to produce a student group report showing summarized attendance data for a specified date range. All excused absences, unexcused absences, and tardies are listed for each period. The student's ADA reporting period is grayed out if it exists.



To select report options:

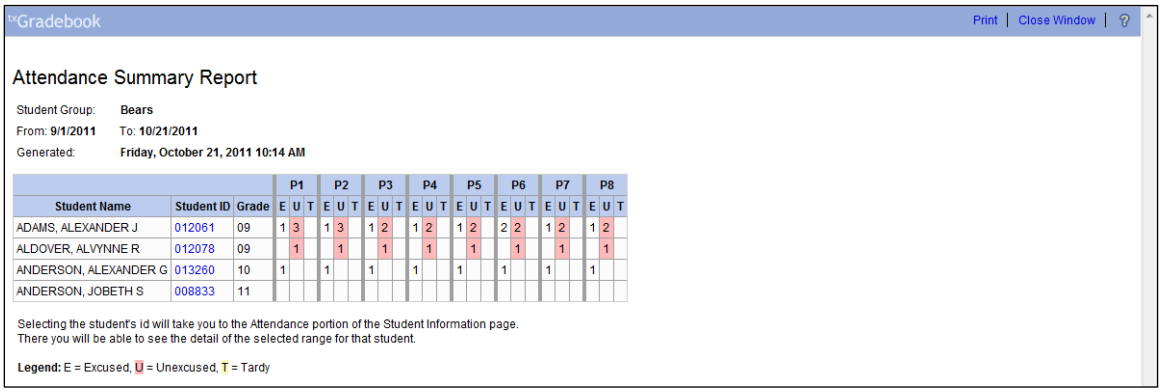
1. In the **Student Groups** field, select the student group for which you want to run the report.

2. In the **From Date** and **To Date** fields, type the beginning and ending dates in the MM/DD/YYYY format for the date range you want to print. Or, click to select the dates from the calendar.
   - Both dates must fall within the school calendar. Otherwise, an error message is displayed.
   - To close the calendar, you must click a valid date on the calendar, or click the calendar icon.

3. Withdrawn students are not automatically displayed. Select Include **Withdrawn Students** to include withdrawn students in the report.

To print the report:

1. Once you have selected your options, click **Generate**. The report opens in a new window.



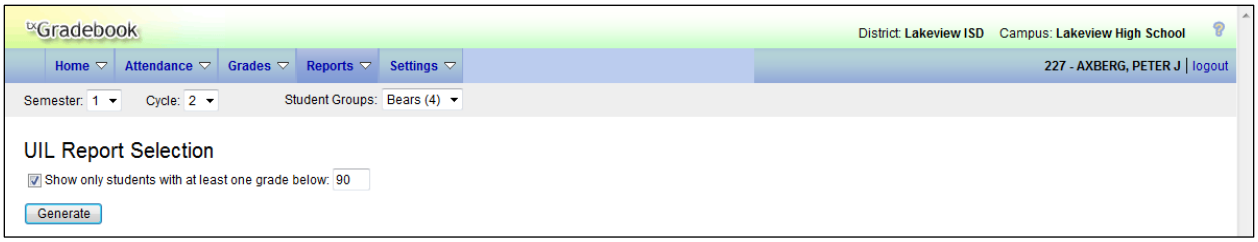
			P1			P2			P3			P4			P5			P6			P7			P8		
Student Name	Student ID	Grade	E	U	T	E	U	T	E	U	T	E	U	T	E	U	T	E	U	T	E	U	T	E	U	T
ADAMS, ALEXANDER J	012061	09	1	3		1	3		1	2		1	2		1	2		2	2		1	2		1	2	
ALDOVER, ALVYNNE R	012078	09		1			1			1			1			1			1			1			1	
ANDERSON, ALEXANDER G	013260	10	1			1			1			1			1			1			1			1		
ANDERSON, JOBETH S	008833	11																								

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

Group UIL

The Group UIL report provides a list of students' working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility. Students are sorted by last name. The report can be run for a student group by any user who has existing groups.

- 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.



To select report options:

1. Select the semester and cycle for which you want to print the report.
2. In the **Student Groups** field, select the student group for which you want to run the report.
3. If you have been granted access to run group reports in the Student system, the **Special Programs** field is displayed. Select the group for which you want to produce the report, if applicable. 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.
4. 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.

To export the report to Microsoft Excel:

1. Click **Export**. The File Download dialog box is displayed prompting you to open or save the file.
2. Click **Open** to open the file. The report opens in Excel.

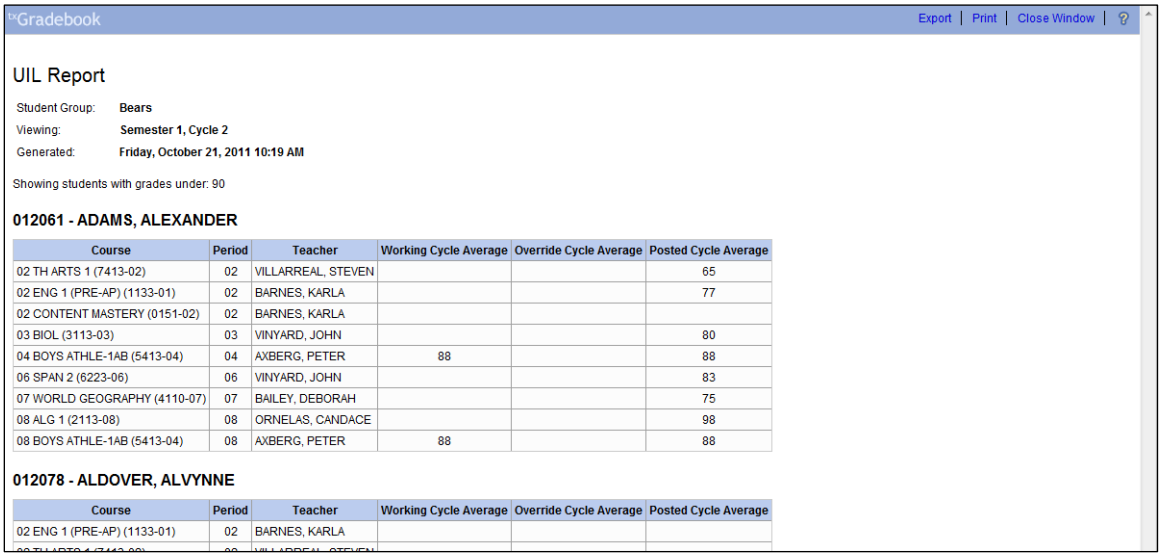
3. Click **Save** to save the file. The Save As dialog box is displayed allowing you to select the location in which to save the file. Click **Save** again to save the file.

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 print the report:

1. Once you have selected your options, click **Generate**. The report opens in a new window.



txGradebook Export | Print | Close Window | ?

UIL Report

Student Group: **Bears**
Viewing: **Semester 1, Cycle 2**
Generated: **Friday, October 21, 2011 10:19 AM**

Showing students with grades under: 90

012061 - ADAMS, ALEXANDER

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
02 TH ARTS 1 (7413-02)	02	VILLARREAL, STEVEN			65
02 ENG 1 (PRE-AP) (1133-01)	02	BARNES, KARLA			77
02 CONTENT MASTERY (0151-02)	02	BARNES, KARLA			
03 BIOL (3113-03)	03	VINYARD, JOHN			80
04 BOYS ATHLE-1AB (5413-04)	04	AXBERG, PETER	88		88
06 SPAN 2 (6223-06)	06	VINYARD, JOHN			83
07 WORLD GEOGRAPHY (4110-07)	07	BAILEY, DEBORAH			75
08 ALG 1 (2113-08)	08	ORNELAS, CANDACE			98
08 BOYS ATHLE-1AB (5413-04)	08	AXBERG, PETER	88		88

012078 - ALDOVER, ALVYNNE

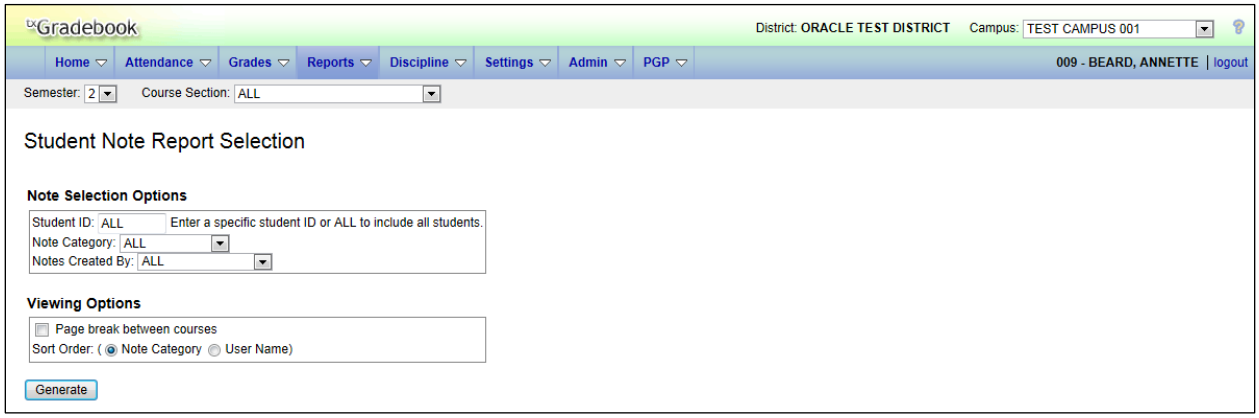
Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
02 ENG 1 (PRE-AP) (1133-01)	02	BARNES, KARLA			

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

Student Note Report

The Student Note Report Selection page allows you to produce a report showing course-specific student notes.

GO TO: Reports > Student Note Report



To select report options:

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

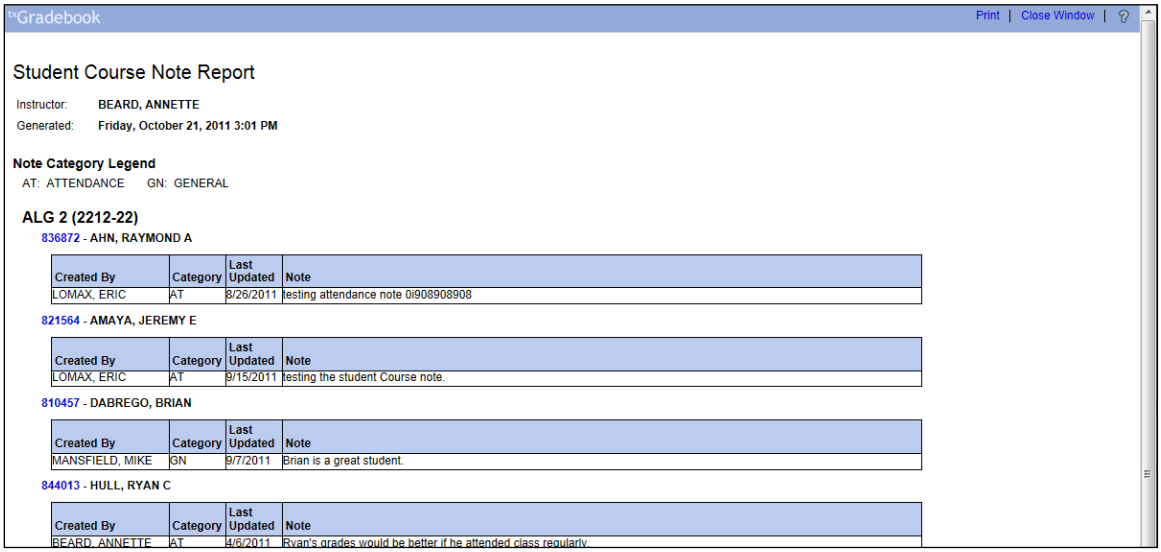
   Note: The selected semester affects the courses listed in the **Course Section** drop down, but it does not affect the notes displayed; the notes are not semester-specific. For example, for a two-semester course, the notes are displayed for the entire year.

2. Under **Note Selection Options**, make the following selections:
   - In the Student ID autosuggest field, begin typing all or part of the student's ID. As you begin typing the name, a drop-down list displays students with IDs that match the numbers you have typed. From the drop-down list you can select the student. Or, type ALL to produce the report for all students in the course section. If blank, the report is produced for all students in the course section.
   - In the **Note Category** field, select the category of notes you want to view. Or, select *ALL* to include all categories.
   - In the **Notes Created By** field, select a user name to see only notes entered by the selected user. Or, select *ALL* to include notes from all users.

3. Under **Viewing Options**, make the following selections:
   - If you want to print one course per page, select **Page break between courses**. Otherwise, the data will print continuously.
   - In the **Sort Order** field, indicate if you want the report sorted by note category or user name.

To print the report:

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


txGradebook Print | Close Window |

Student Course Note Report

Instructor: BEARD, ANNETTE
Generated: Friday, October 21, 2011 3:01 PM

Note Category Legend
AT: ATTENDANCE GN: GENERAL

ALG 2 (2212-22)

836872 - AHN, RAYMOND A

Created By	Category	Last Updated	Note
LOMAX, ERIC	AT	8/26/2011	testing attendance note 0i908908908

821564 - AMAYA, JEREMY E

Created By	Category	Last Updated	Note
LOMAX, ERIC	AT	9/15/2011	testing the student Course note.

810457 - DABREGO, BRIAN

Created By	Category	Last Updated	Note
MANSFIELD, MIKE	GN	9/7/2011	Brian is a great student.

844013 - HULL, RYAN C

Created By	Category	Last Updated	Note
BEARD, ANNETTE	AT	4/6/2011	Ryan's grades would be better if he attended class regularly.

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

UIL

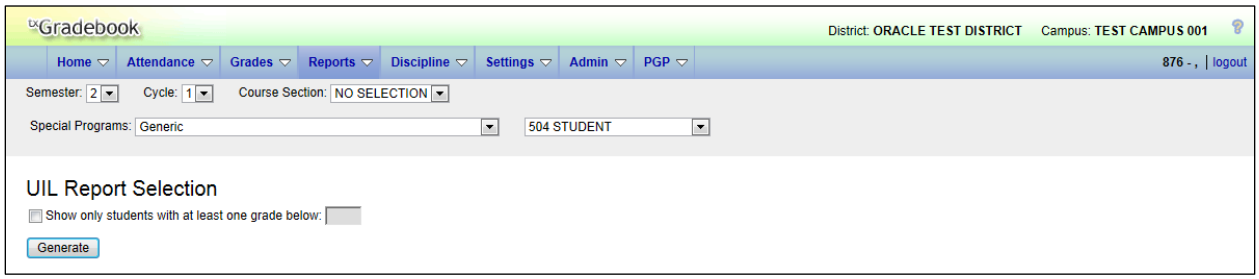
The UIL report is only available to users who log on to txGradebook with a district- or campus-level administrative ID, or instructors who have access to run the UIL report. The report displays students' working cycle averages for all of their courses. The report allows you to determine UIL eligibility and locate students who may be at risk of 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: Instructors with access to run UIL reports can only run reports for their classes. Instructors cannot run the report by special programs.

GO TO: Reports > UIL


txGradebook District: ORACLE TEST DISTRICT Campus: TEST CAMPUS 001

Home | Attendance | Grades | Reports | Discipline | Settings | Admin | PGP 876 - , | logout

Semester: 2 Cycle: 1 Course Section: NO SELECTION

Special Programs: Generic 504 STUDENT

UIL Report Selection

Show only students with at least one grade below:

Generate

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 the Student system, 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:

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

2. Click **Open** to open the file. The report opens in Excel.

3. 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.

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 print the report:

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

txGradebook Export | Print | Close Window |

UIL Report

Course: **No course selection**
Viewing: **Semester 2, Cycle 1**
Special Group: **Generic - 504**
Generated: **Friday, October 21, 2011 3:07 PM**

827074 - ABBARNO, NOEMI

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
01 FOOD SCI TECH (8154-11)	01	WHEELER , MARSHA			
02 BCIS 1 (8104-21)	02	NEAL , KATIE			
03 MATH MODELS (2310-31)	03	MCGREW , RONALD			
04 PE LOCAL G 1 (7114-41)	04	VON STEIGER , SHARON			
05 COMM SKILLS 2 (1029-51)	05	GLOVER , MONNA			
05 BIO (3210-56)	05	HENRY , RACHEL			
06 ENGLISH 3 (1312-62)	06	SLATON , KRISTIN			90
07 PER FINANCE (8101-71)	07	SCHROEDER , WILLIAM			
08 US HIST (4310-84)	08	GENTSCH , JONATHAN			
10 ADVISORY 11 (8571-16)	10	REHBEIN , CHRISTOPHER			

843186 - ANDERSON, IRIS

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
01 BAND CONCERT 1 (6221-10)	01	MARTINEZ , MELISSA			
02 ALG 1 BK (2114-21)	02	TREJO , JOEL			
03 W GEO PRE-IB (4162-33)	03	JOHNSON , PETER			
04 ENG 1 PRE-AP-IB (1162-41)	04	WHITE , CATHERINE			
05 BAND CONCERT 1 (6221-10)	05	MARTINEZ , MELISSA			
06 ALG 1 LAB (2580-61)	06	TREJO , JOEL			
07 BIO (3210-73)	07	GARDNER , CHRISTINA			
08 GERMAN 1 (5301-81)	08	GOSSETT , NILAY			

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

Appendix A - 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.

   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 instructors may have total possible points for an assignment that are not 100 (e.g., 90/95).

   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

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

   Example:

   The weight for the Homework category is 50%.

   81.4 x 50% = 40.7

   The weight for the Test category is 40%.

   96.7 x 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

   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)

   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) x 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:

   Points 1 + Points 2 + Points 3 = Category Points

   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:

   Category 1 Points + Category 2 Points + Category 3 Points = Total Points

   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:

   (Total Points / Total Possible Points) x 100 = Average

   Example:

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

   (225 / 250) x 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

   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

   Example:

   The multiplier for the Homework category is 2.

   240 x 2 = 480

   The multiplier for the Test category is 1.

   190 x 1 = 190

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

   Actual Category Value + Actual Category Value = Actual Value Total

   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

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

   Example:

   The multiplier for the Homework category is 2.

   300 x 2 = 600

   The multiplier for the Test category is 1.

   200 x 1 = 200

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

   Possible Category Value + Possible Category Value = Actual Value Total

   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) x 100 = Average

   Example:

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

   (670 / 800) x 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

   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

   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 instructors may have total possible points for an assignment that are not 100 (e.g., 90/95).

   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

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

   Example:

   The weight for the Homework category is 50%.

   84.7 x 50% = 42.4

   The weight for the Test category is 40%.

   96.7 x 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

   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:

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

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

   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) x 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:

   Points 1 + Points 2 + Points 3 = Category Points

   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:

   Category Points + EC = new Category Points

   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:

   Category 1 Points + Category 2 Points + Category 3 Points = Total Points

   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:

   (Total Points / Total Possible Points) x 100 = Average

   Example:

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

   (230 / 250) x 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

   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

   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

   Example:

   The multiplier for the Homework category is 2.

   245 x 2 = 490

   The multiplier for the Test category is 1.

   190 x 1 = 190

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

   Actual Category Value + Actual Category Value = Actual Value Total

   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

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

   Example:

   The multiplier for the Homework category is 2.

   300 x 2 = 600

   The multiplier for the Test category is 1.

   200 x 1 = 200

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

   Possible Category Value + Possible Category Value = Actual Value Total

   Example:

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

   600 + 200 = 800

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

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

   Example:

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

   (680 / 800) x 100 = 85

   The student's average is 85.

Extra Points

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:

Formula

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

   Transfer Average x Transfer Weight = Transfer Value

   Example:

   The student's Transfer Average is 74.

   The student's Transfer Weight is 55%.

   74 x 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.

   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

   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

   Example:

   The student's Working Cycle Average is 87.

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

   88 x 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

   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:

- For TxEIS districts, if a student has an assignment grade of M (missing), the grade is calculated as a zero.
- For iTCCS districts, a campus-wide option determines how a grade of M is calculated in the student's average:
  - The grade M may be set to equal zero when the student's average is calculated. If a student receives a grade of M, the grade can be changed when the student completes the work.
  - If grade M is not set to equal zero when the student's average is calculated, the grade is bypassed.
- 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.

Power Law Computation

For campuses that use standards-based/skills-referenced grading, a student's standard/skill score may reflect the average for the standard/skill, which is calculated by adding all scores for all assignments associated with the standard/skill, and dividing by the number of assignments. Or, the student's score may be calculated using the power law computation. The higher of the two is always displayed as the student's standard/skill score, unless the instructor has entered an override score.

The power law computation is based on the idea that a student's later scores should have more weight than his earliest scores, because later scores are more reflective of the student's accumulated knowledge.

The nonlinear power law equation is $y = m * x^b$, where:

- y is the score that is being predicted or computed.
- x is the score on which the prediction is based, indicating the number of practices the student has had for the standard/skill. For example, if the student has had three assessments to date, starting with a homework assignment, then a quiz, and then a test, the x score for the homework assignment would be 1, for the quiz would be 2, and for the test would be 3. Each score must have a corresponding assessment number.

Steps:

- Calculate the log of x and the log of y for all possible x values and all possible y values.
- Use the log values for x and y in the linear equation $y = mx + b$ (i.e., $\log(y) = m * \log(x) + b$).

- Solve for *m* in this linear equation to get the value for *b* for the nonlinear equation.

$$m = \frac{\sum xy - \left[\frac{\sum x \sum y}{N}\right]}{\sum x^2 - \left[\frac{(\sum x)^2}{N}\right]}$$

- Solve for *b* in this linear equation to get log(*m*). Calculate *m* using the formula $m = e^{\log(m)}$ to get the value for *m* in the nonlinear equation.

$$b = \frac{\sum y - m(\sum y)}{N}$$

Use the new values for *m* and *b* in the nonlinear power law equation.

Calculation of Semester Averages

Semester averages are calculated during the last cycle of the semester according to options set in the Student systems:

- For TxEIS, the fields are set in the Grade Reporting application on the Maintenance > Tables > Campus Control Options > Computation tab.
- For iTCCS, the fields are set in the Campus application on the Grade Reporting Options (3) WST0175.

TxEIS

If **Include Exam in Semester Average** is selected on the Computation tab, the following occurs:

- If **Exam Weight Equal** is selected, the exam grade is given the same weight as the cycle averages when calculating the semester average. For example, if there are three cycles in the semester, the student's cycle averages are 80, 85, and 90, and the student earned 100 on the semester exam, the semester average calculation is as follows:

  (80 + 85 + 90 + 100) / 4

- If **Exam Weight Equal** is unselected, the **Total Weight** and **Exam Weight** fields are used together to indicate the percentage the semester exam should count toward the total semester grade.

  The **Exam Weight** divided by the **Total Weight** indicates the percentage the semester exam should count toward the total semester grade.

  The semester average calculation for a three-cycle semester is as follows:

  (((Cycle 1 + Cycle 2 + Cycle 3) / 3 x (Total Weight - Exam Weight)) + (Exam Grade x Exam Weight)) / Total Weight

  For example, if there are three cycles in the semester, the student's cycle averages are 80, 80, and 80; the student earned 90 on the semester exam; the **Total Weight** is 50; and the **Exam Weight** is 7, the semester average calculation is as follows:

  (80 + 80 + 80) / 3 x (50 - 7) + (90 x 7) / 50 = 81.4

iTCCS

If the **Include Exam in Semester Average** field is set to Yes, the following occurs:

- If the **Exam Weight Equal** field is set to *Yes*, the exam grade is given the same weight as the cycle averages when calculating the semester average. For example, if there are three cycles in the semester, the student's cycle averages are 80, 85, and 90, and the student earned 100 on the semester exam, the semester average calculation is as follows:

  (80 + 85 + 90 + 100) / 4

- If the **Exam Weight Equal** field is set to *No*, the **Total Weight** and **Exam Weight** fields are used together to indicate the percentage the semester exam should count toward the total semester grade.

  The **Exam Weight** divided by the **Total Weight** indicates the percentage the semester exam should count toward the total semester grade.

  The semester average calculation for a three-cycle semester is as follows:

  (((Cycle 1 + Cycle 2 + Cycle 3) / 3 x (Total Weight - Exam Weight)) + (Exam Grade x Exam Weight)) / Total Weight

  For example, if there are three cycles in the semester, the student's cycle averages are 80, 80, and 80; the student earned 90 on the semester exam; the **Total Weight** is 50; and the **Exam Weight** is 7, the semester average calculation is as follows:

  (80 + 80 + 80) / 3 x (50 - 7) + (90 x 7) / 50 = 81.4

- For middle school students (i.e., students in grade level 6, 7, or 8) who are taking a high school-level course (i.e., a course for which the **Credit Lvl** field is set to *H* in Grade Reporting on the Maintenance > Master Schedule > District Schedule page), the following occurs:

  - If the **Exam Weight Equal for High Sch Level Courses** field is set to *Yes*, the exam grade is given the same weight as the cycle averages when calculating the semester average. For example, if there are three cycles in the semester, the student's cycle averages are 80, 85, and 90, and the student earned 100 on the semester exam, the semester average calculation is as follows:

    (80 + 85 + 90 + 100) / 4

  - If the **Exam Weight Equal for High Sch Level Courses** is set to *No*, the **Middle School Total Weight** and **Middle School Exam Weight** fields are used instead of the **Total Weight** and **Exam Weight** fields to indicate the percentage the semester exam should count toward the total semester grade.

    (((Cycle 1 + Cycle 2 + Cycle 3) / 3 x (Middle School Total Weight - Middle School Exam Weight)) + (Exam Grade x Middle School Exam Weight)) / Middle School Total Weight

Appendix B - Checklists

Elementary Skills-Based Grading

The elementary skills-based grading pages allow you to produce elementary skills-based report cards.

Step	Task	Page
☐	Enter skills-based grades for the students by semester, cycle, and course section. ☐ Retrieve the semester, cycle, and course section for which you want to enter data. ☐ Select the skill set(s), skill(s), and/or student for which you want to view data. ☐ Enter grades in the grade fields as needed.	Grades > Assignment Grades (skills-based)
☐	Assess whether the student has achieved certain skills related to alphabet letters, if applicable. ☐ Select the course section and student for which you want to update data. ☐ For each letter, indicate if the student has achieved the skill.	Grades > Elementary Letter Skills
☐	Assess whether the student has achieved certain skills related to numbers, if applicable. ☐ Select the course section and student for which you want to update data. ☐ For each number, indicate if the student has achieved the skill.	Grades > Elementary Number Skills

Step	Task	Page
☐	Set up notes for individual students that will be printed on the elementary skills-based report cards. ☐ Retrieve the semester, cycle, and course section for which you want to enter data. ☐ For each student, type notes that are specific to the student as needed.	Settings > Elementary Report Card Student Notes
☐	Select the elementary students for whom you want to print report cards, and print the report cards. ☐ Retrieve the semester, cycle, and course section for which you want to print report cards. ☐ Select the students for whom you want to print report cards. ☐ Add a note that will be printed on all report cards in the class, as needed. ☐ Click **Print selected student report cards** to view the report cards in another window. ☐ From the new window, click **Print** to send the report cards to a networked printer.	Grades > Print Elementary Report Cards

Using a Rubric Chart (TxEIS Only)

If the campus has allowed access to rubric charts, you can create rubric charts and use them to grade assignments.

Step	Task	Page
☐	Create a rubric chart. ☐ Create the rubric chart. ☐ Add the skills you want to evaluate. ☐ Establish a set of scores. ☐ Add a score note for each skill.	Settings > Rubric Setup
☐	Associate the rubric chart with an assignment.	Settings > Administer Assignments
☐	Use the rubric chart to grade an assignment.	Grades > Assignment Grades

Standards-Based/Skills-Referenced Grading

The standards-based/skills-referenced grading pages allow you to use standards-based/skills-referenced grading in your courses if allowed by the campus.

Step	Task	Page
☐	In the **Assessment Type** field, select Standards-Based (for TxEIS) or Skills-Based (for iTCCS) to indicate that the course uses standards-based or skills-referenced grading.	Settings > Administer Courses
☐	Select the standard/skills for each assignment. ☐ Click the **#Standards/#Skills** link in the **Edit Standards/Skills** field to open the dialog box. ☐ Add available standards/skills to the **Selected Standards/Skills** list.	Settings > Administer Assignments
☐	Enter standards-based/skills-referenced scores for the students by semester, cycle, and course section. ☐ Retrieve the semester, cycle, and course section for which you want to enter data. ☐ Select the standard/skill(s), assignment(s), due date, and/or student for which you want to view data. ☐ Add or update a course note about a student as needed. ☐ Enter scores in the score fields as needed. ☐ Click **Calculate Averages** to view updated averages.	Grades > Assignment Grades (standards-based/skills-referenced)

Step	Task	Page
☐	View and enter a student's scores in a particular course section for a semester/cycle. ☐ Retrieve the student on the Grades > Assignment Grades (standards-based/skills-referenced) page. ☐ Click the student's name. The Student Assignment Grades Standards-Based/Skills-Referenced page opens. ☐ Click a standard/skill to view a line chart depicting the student's progress for the standard/skill. ☐ Update the override score, comments, and assignment indicators (i.e., excluded, late, redo, missing) as needed.	Grades > Student Assignment Grades: Standards-Based/Skills-Referenced
☐	View a student's standard/skill assignment grades in a line chart format, which allows you to see the student's grade progression for each standard/skill. ☐ Select the semester, cycle, and course section for which you want to view data. ☐ Select one standard/skill or all standards/skills, depending on the data you want to view. ☐ Select the student for whom you want to view data. ☐ Generate the report.	Reports > Skill Score Trend Selection

Long-Term Substitute Teachers

A long-term substitute teacher who has been set up by an administrator can use tx Gradebook by following these steps.

Step	Task	Page
☐	On the Login page, click the **New User** link and register as user. ☐ Type your staff ID, last name, and first initial, and then click **Next**. ☐ Specify a user ID, password, PIN, and e-mail address, and then click **Next**. ☐ Specify three questions and answers to be used for password recovery, and then click **Finish**.	Login > New User
☐	Log in to tx Gradebook using your user ID and password.	Login
☐	Update additional profile settings as needed, and then click **Finish**. Note that once you select an instructor, the Update Profile page is no longer accessible.	Settings > Update Profile
☐	Specify the instructor for whom you are substitute teaching. ☐ In the **Select a teacher to substitute for** field, select the instructor for whom you are substituting. ☐ Click **Select Teacher**. Note that you must select the instructor each time you log in to tx Gradebook.	Announcements
☐	Proceed to use tx Gradebook as if you were the instructor. You can enter attendance, grades, and most other information.	All pages

Discipline Referrals

The following steps cover the discipline referral process. Some of these steps must be performed in the iTCCS or TxEIS Student systems.

Step	Task	Page
The following must be set up in the TxEIS Student system: Steps for iTCCS are listed after these TxEIS steps.		
☐	Grant the campus access to discipline referrals in tx Gradebook. ☐ Under **Options**, select **Allow Discipline Referrals**. ☐ Click **Save**.	TxEIS Grade Reporting > Maintenance > Gradebook Options > Campus > Options
☐	Specify the administrators who will receive and manage (i.e., approve) the discipline referrals submitted via tx Gradebook. For each discipline approver, click and do the following: ☐ If the administrator is responsible for a specific grade level range, use the **From Grade Level** and **To Grade Level** fields to indicate the beginning and ending grade levels (e.g., 09 thru 09, or 11 thru 12). ☐ If the administrator is responsible for a specific range of last names, use the **From Name Range** and **To Name Range** fields to indicate the beginning and ending letters (e.g., AA thru MC). ☐ Select **Discipline Approver** to indicate that the administrator is a discipline approver. ☐ Select **Receive Discipline Referral E-mail** if the discipline approver wants to receive e-mail notification of his new pending discipline referrals.	TxEIS Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor

Step	Task	Page
	☐ Type a valid e-mail address in the **E-mail Address** field for the discipline approver. ☐ Click **Save**.	
☐	Add any non-instructional employee (e.g., bus drivers and security guards) on the Principal/Counselor tab who will be allowed to enter discipline referrals. ☐ Click **+Add** to add a new record. ☐ In the **Advisor Nbr** field, type a unique three-digit advisory number for the employee. ☐ Set the **Role ID** field to 000 (Other) for an employee who is neither a principal nor a counselor, but is being set up as an administrative user of tx Gradebook. ☐ Add any other required information for the employee in the free-form area below the grid. ☐ Click **Save**. **Note:** For non-instructional employees, do not complete the fields for discipline approvers described in the previous step.	TxEIS Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor
☐	Enable non-instructional employees to submit discipline referrals in tx Gradebook. ☐ Click **+Add** to add a new record. ☐ Enter the user ID, staff ID, and any other required information for the employee in the free-form area below the grid. ☐ Set the **Type of User** field to *Discipline Only.*	TxEIS Grade Reporting > Maintenance > Gradebook Options > Campus > Administrative Users **Note:** For a non-instructional employee who needs access to all campuses in the district, use Grade Reporting > Maintenance > Gradebook Options > District > Administrative Users instead. The *Discipline Only* user type is not available at the district level.

Step	Task	Page
	☐ Click **Save**.	
The following must be set up in the iTCCS Student system:		
☐	Indicate if any discipline offense codes should be excluded from use by instructors in txGradebook when entering discipline referrals. ☐ Retrieve the offense code. ☐ If the offense should not be used on the txGradebook Discipline Referral page, set the **Exclude from txGradebook Use** field to *Yes*. ☐ Click **Save**.	iTCCS Discipline Offense Codes WST0040
☐	Grant the campus access to discipline referrals in txGradebook. ☐ Under **Discipline Information, set the Allow Teachers to Submit Discipline Referrals** field to *Yes*. ☐ Click **Save**.	iTCCS Campus txGradebook Options Maintenance WST0052
☐	Specify the administrators who will receive and manage (i.e., approve) the discipline referrals submitted via txGradebook. ☐ Set the **Discipline Approver** field to *Y* for a staff member who is a discipline approver. ☐ Set the **Receive Discipline Referral E-mail** field to *Y* or *N* to indicate if the discipline approver wants to receive e-mail notification of new pending discipline referrals. ☐ In the **Work E-mail Address field, if the Receive Discipline Referral E-mail** field is set to *Y*, type a valid work e-mail address for the staff member.	iTCCS Principal/Counselor/Administrator Maintenance WST0160

Step	Task	Page
	☐ In the **RACF User ID** field, type the RACF user ID that the discipline approver will use to log on to the iTCCS Student system. ☐ Click **Save**.	
☐	Specify any campus-level administrative users who will have discipline-only access to txGradebook. ☐ Retrieve the campus administrator for whom you want to assign discipline-only access. ☐ Set the **Type User** field to *Discipline-only*. ☐ Click **Save**.	iTCCS Campus txGradebook Security - Administrators WST0062
(iTCCS and TxEIS) Instructors, non-instructional employees, and discipline-only users enter discipline referrals in txGradebook as follows:		
☐	Enter a new discipline referral record in txGradebook. **Note:** A discipline-only user will see only the Discipline Referrals page in txGradebook; no other txGradebook menus or pages are displayed or accessible. ☐ Click **Enter New Referral**. ☐ Retrieve the student using the **Student ID** or **Student Name** field. ☐ Click **Add another student** if more than one student was involved in the incident, and then retrieve the next student using the **Student ID or Student Name** field. This creates a multi-student record.	txGradebook > Discipline > Discipline Referrals

Step	Task	Page
	☐ Add data in the fields as needed, including the **Severity**, **Offense Description**, **Date of Incident**, **Time of Incident**, **Sent to Office**, and **Teacher's Course Section** fields. ☐ Type any comments in the **Referrer Comments** field as needed. These will be read by the administrator who reviews the discipline referral. ☐ Type your PIN and click **Submit Referral** when the referral is complete and ready for further action by an administrator. The referral status changes to Pending in the instructor's list. **Note:** To save an unfinished referral that you want to complete at a later time, type your PIN and click **Save Draft**. Then, click **Submit Referral** once the referral is completed.	
☐	View, print, or delete discipline referrals. ☐ Click under **View** to view a saved discipline referral. A referral with a status of Draft or Pending can be updated. Update the fields in the **Record Details** section as needed. Save the draft, or submit the referral. A referral with a status of Reviewed or Completed can be viewed but not updated. ☐ Click under **Print** to print the referral. The report opens in a new window, and you can print the report from that window.	tx Gradebook > Discipline > Discipline Referrals

Step	Task	Page
	☐ Click ✖ under **Delete** to delete a referral. You can only delete referrals with a status of Draft or Pending.	tx Gradebook > Discipline > Discipline Referrals
The discipline approver receives e-mail notification (if this option is selected) of the discipline referral submitted by an instructor, non-instructional, and discipline-only user in tx Gradebook, and retrieves the record in the iTCCS or TxEIS Discipline application.		
The discipline approver follows these steps in the TxEIS Student system: Steps for iTCCS are listed after these TxEIS steps.		
☐	Complete the discipline referral. ☐ Retrieve the administrator using the **Admin Number** or **Admin Name** field, and then click **Retrieve**. All of the administrator's referrals are retrieved.	TxEIS Discipline > Maintenance > Referrals
	☐ Narrow the list of referrals displayed (if necessary) by entering criteria in the **From Grade Level**, **To Grade Level**, **From Name Range**, **To Name Range**, **From Incident Date**, **To Incident Date**, and/or status fields, and then click **Retrieve**. The grid can also be sorted by clicking the column heading. ☐ Click 🔍 under **Details**, and review the referral information. ☐ If no further action is needed, select **Review**, type comments under **Return Message** about why no further action is being taken, and then click **Save**. The referral status changes to Reviewed.	

Step	Task	Page
	☐ To create an incident record, do the following: Select **Create Incident**. Carefully review the referral comments and correct any inappropriate verbiage. **Note:** If this is a multi-student incident, in which case a multi-student incident record must be created. Type comments under **Return Message** about the action being taken. Click **Save**. An incident number is automatically assigned to the record, and the Discipline Maintenance page is populated with the referral information.	Discipline > Maintenance > Referrals
☐	Complete the incident record. ☐ Retrieve a student using the **ID** or **Student** field, or the directory. **Note:** If you are viewing this page directly after creating an incident record, the student and incident are already retrieved, and the fields are populated from the referral record.	TxEIS Discipline > Maintenance > Student > Maintenance
	☐ Complete the fields for the incident record and click **Save**. The referral status changes to Completed. ☐ For a multi-student incident, click **Multi Student Incident** to add additional students to the record. Retrieve the next student using the **ID** or **Student** field, or the directory. Update any incident data as needed, and then click **Save**.	

Step	Task	Page
The following steps are done in the iTCCS Student system:		
☐	Complete the discipline referral. ☐ Retrieve the administrator using the **Campus** and **Administrator** fields, along with either the **Grade Low/High** or **Begin/End Name** fields, and then click **Find**. All of the administrator's referrals are retrieved. ☐ Narrow the list of referrals displayed (if necessary) by entering criteria in the **Status**, **Severity**, and/or **From/To Date** fields, and then click **Find** again. ☐ Click the **Student ID** field to take action for the student for this referral. ☐ If no further action is needed, type comments under **Return Message** about why no further action is being taken, and then click **Reviewed**. The referral status changes to Reviewed. ☐ To create an incident record, do the following: Type comments under **Return Message** about the action being taken. Click **Create Incident**.	iTCCS Discipline Referral Approval WST0908
	☐ If the referral involves only one student, Maintenance (Single) WST0905 is displayed, where you can add additional information such as offense and action codes, and save the incident.	iTCCS Maintenance (Single) WST0905

Step	Task	Page
	☐ If the referral involves multiple students, Maintenance (Multiple) WST0907 is displayed, where you can add additional information for all involved students, such as offense and action codes, and save the incident. ☐ From WST0905 or WST0907, you can click **Comments** to view the instructor's comments entered in tx Gradebook. You can edit the instructor's comments as needed. ☐ From WST0905 or WST0907, click **Save**. An e-mail message is sent to the instructor who submitted the referral to notify him of the action taken.	iTCCS Maintenance (Multiple) WST0907
☐	To print the Discipline Approval Referral report, select the comments you want to include on the report, and then click **Print**.	iTCCS Discipline Referral Approval WST0908
(iTCCS and TxEIS) Instructors and non-instructional employees can see what action was taken by the administrator for the referral.		
☐	Retrieve the record, and check the status.	tx Gradebook > Discipline > Discipline Referrals

Step	Task	Page
	☐ Retrieve the referral record using the **Student ID**, **Student Name**, and/or **Status** field. Click **Search**. Each record will have one of the following statuses: • The Draft status indicates a referral you have created but not submitted. • The Pending status indicates a referral you have submitted that is awaiting review and further action from an administrator. • The Reviewed status indicates a submitted referral that has been reviewed by an administrator, for which the administrator is taking no further action. • The Completed status indicates a submitted referral that has been reviewed by an administrator, and for which the administrator created a discipline record. ☐ Click under **View** to see the administrator's return message for Reviewed and Completed referrals. The message should indicate why action is not being taken, or what action is being taken.	

Appendix C - Additional Notes

Special Characters and Copy/Paste

Currently, the following information applies only to these pages:

- Assignment Name field on Settings > Administer Assignments
- Referrer Comments on Discipline > Discipline Referrals

Special characters can be used as follows:

Single-line field	**Multi-line, free-form text box (notes or comments)**
upper-case and lower-case alphabetical letters	upper-case and lower-case alphabetical letters
numbers	numbers
! (exclamation mark)	! (exclamation mark)
@ (at sign)	@ (at sign)
& (ampersand)	& (ampersand)
# (number sign)	# (number sign)
( ) (parentheses)	( ) (parentheses)
? (question mark)	? (question mark)
, (comma)	, (comma)
. (period)	. (period)
/ (forward slash)	/ (forward slash)
\ (backward slash)	\ (backward slash)
: (colon)	: (colon)
_ (underscore)	_ (underscore)
- (hyphen/en dash (shorter))	- (hyphen/en dash (shorter))
+ (plus sign)	+ (plus sign)
' (apostrophe)	‘ ’ (left and right single quotation marks/apostrophe)
	-- (em dash (longer))
	` (grave accent)
	“ ” (left and right quotation marks)

The program will not allow you to save text input that contains unrecognizable characters which come from formatting in other documents, such as Microsoft Word.

If you want to copy text from an external document, it is recommended that you copy the text from a document that does not contain hidden formatting such as a .txt file created in Notepad. You can copy/paste text from a Microsoft Word document into a .txt file, and then copy/paste the text from the .txt file into the notes or comments field in [tx]Gradebook.

Printing Background Colors and Images

Background colors may not automatically print, depending on your browser settings.

When you print any Web page, the background images might not appear on the printed page. You can change the setting in your browser to print the Web page with background images. Please refer to the instructions below for your browser.

Firefox

- Click on the Firefox menu (top left)
- Select Page Setup
- Check Print Background (colors and images)
- Click OK

Your printed page should now display background images

Chrome

- Select Print from the menu
  (or press Control + P)
- Check Print Background Colors and Images
- Click Print

Your printed page should now display background images

Internet Explorer

- Go to Page Setup

  Note: Depending on what version of Internet Explorer you're using, how you get to "Page Setup" might vary.

- **In Version 8.x**:
  - Select the File menu
  - Select Page Setup
- **In Version 9.x and 10.x**:
  - Click the Gear Icon in the top right corner
  - Select Print
  - Select Page Setup
- Check Print Background Colors and Images
- Click OK

Your printed page should now display background images

Safari on a Mac

- Select the File menu
- Select Print
  (or press Command + P)
- Click Show Details (if necessary)
- Select Print Backgrounds
- Click Print

Your printed page should now display background images

Safari on a PC

There is currently no work-around for printing background images in Safari on a PC.

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