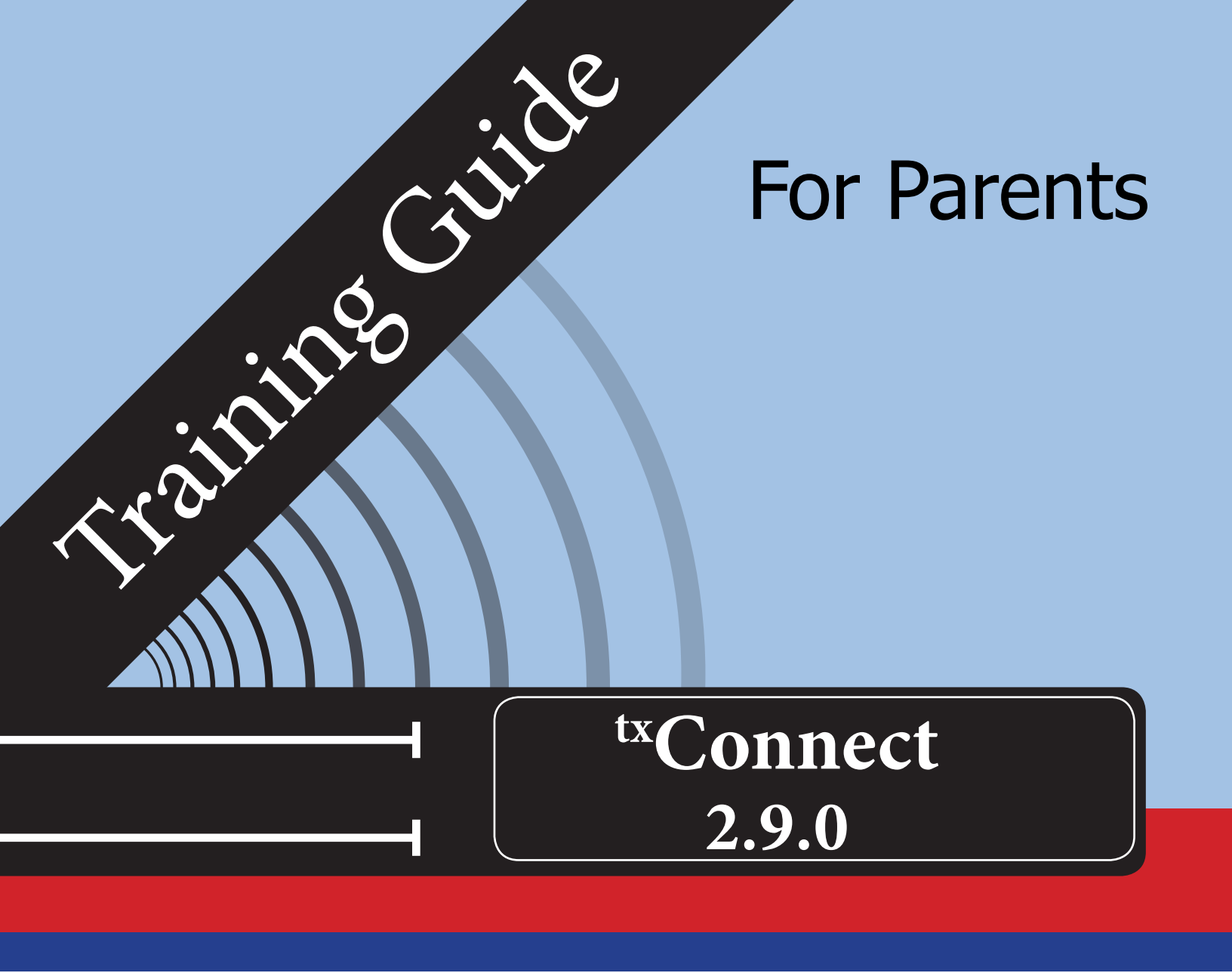




Training Guide

For Parents

tx**Connect**
2.9.0





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1314 Hines Avenue
San Antonio, TX 78208-1899

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Introduction

The parent portal application, txConnect, provides parents and guardians Web access to school-related information about your students including grades, attendance, and discipline. It works in conjunction with the teacher grade book application, txGradebook, to ensure that you have access to the information you need. Parents/guardians can access txConnect from anywhere with an Internet connection. A txConnect mobile app is also available.

txConnect offers the following:

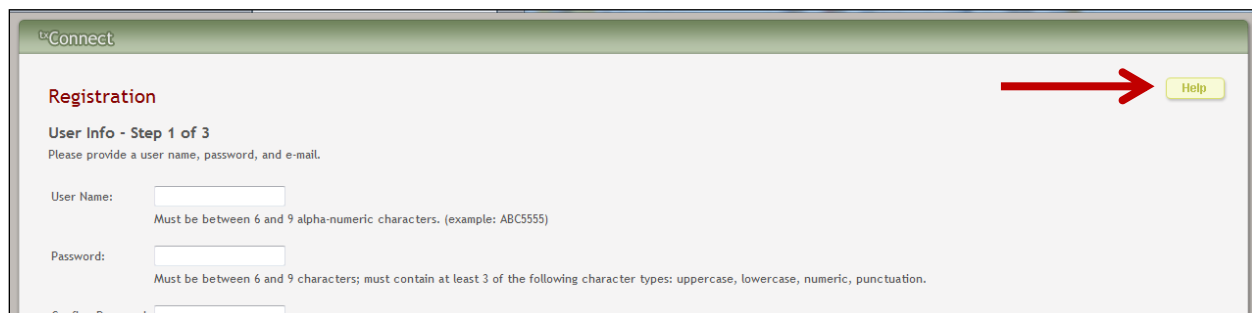
- Registration and Login
- Online Student Registration
- Student Summary
- Attendance
- Grades
- Assignments
- Discipline
- Immunizations
- Assessments
- Alerts Subscriptions
- My Account Settings
- And more...

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. Some districts refer to this assessment type as standards-based grading; other districts refer to this assessment type as skills-referenced grading. Users in some districts will see the name standards, where users in other districts will see the name skills. Contact your student's campus to find out whether this grading type is used at his campus.

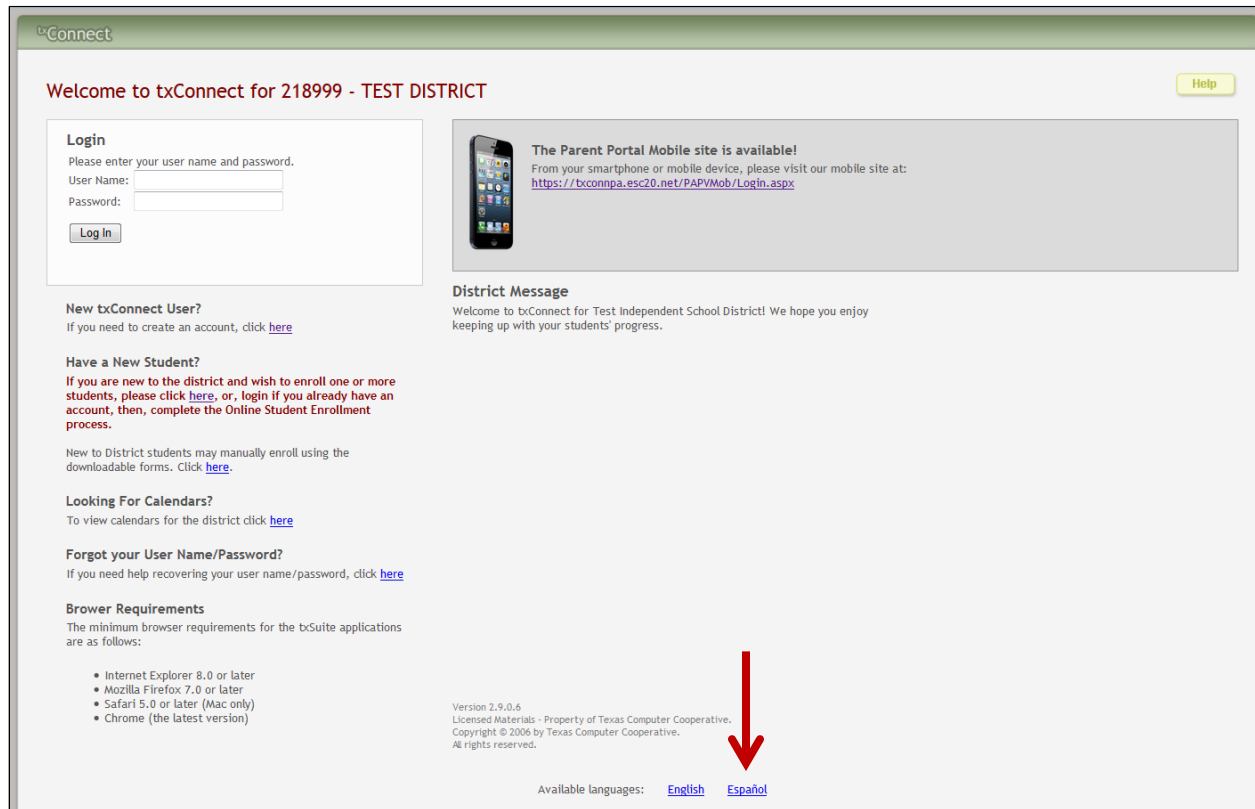
How to Display Help

On any page in txConnect, you can display Help for a page by clicking Help in the upper-right corner of the page. The Help topic opens for the page displayed. The online Help is updated every time the application changes, so you always have access to the most up-to-date information.



How to Display a Page in Another Language

You can change the language in which a page is displayed by clicking the language from the list of available languages at the bottom of the page. The list is available on all pages, so the language can be changed on any page.



- Your language setting is saved until you change to another language.
- Some information may not be translated to other languages if the campus or district has not created a translated version.

System Requirements and Browser Settings

For information about system requirements and recommended browser settings, see the System Requirements link found on the Contents tab of the txConnect online Help system.

External Links

The district may provide links for up to three external Web sites. The page can only be accessed from the menu if the district has provided at least one external link.

To access the External Links page, click **Links** on the menu at the top of any page.

Click the link to open the Web site. If a graphic is provided, you can click the graphic or the link. The Web site opens in a new browser window.

Mobile App

txConnect is also available as a mobile application that can be used to access your student's data from most mobile devices. The application displays the same data that is available from the txConnect Web site; however, the pages are reformatted for use in a smart phone environment. The online registration component of txConnect is also available from the mobile application.

If you have established a txConnect account, you can use the same user name and password to log on to the txConnect mobile app.

An eight-minute video tutorial on the txConnect mobile app is available here:

http://youtu.be/HnUB_gThP6E

Error Messages

In many cases, issues that cause error messages are corrected quickly. Often if you wait for a while and then return to txConnect, the system will work properly.

If an error is caused by invalid data that you have entered, a message on the page prompts you to correct the entry. Once you correct the error, you can continue.

If an error persists, contact the system administrator at the e-mail address displayed on the error page. Be sure to provide the following:

- The error message, including the code that is displayed below the error message
- The action that you attempted when the error occurred

Registration and Login

When you access txConnect, the following Login page is displayed.

Welcome to txConnect for TxEIS ISD Help

Login
Please enter your user name and password.

User Name:

Password:

The Parent Portal Mobile site is available!
From your smartphone or mobile device, please visit our mobile site at:
<https://bsuiteqa2.esc20.com/tcm015116/Login.aspx>

New txConnect User?
If you need to create an account, click [here](#)

Have a New Student?
If you are new to the district and wish to enroll one or more students, please click [here](#), or, login if you already have an account, then, complete the Online Student Enrollment process.

Looking For Calendars?
To view calendars for the district click [here](#)

Forgot your User Name/Password?
If you need help recovering your user name/password, click [here](#)

Browser Requirements
The minimum browser requirements for the txSuite applications are as follows:

- Internet Explorer 8.0 or later
- Mozilla Firefox 7.0 or later
- Safari 5.0 or later (Mac only)
- Chrome (the latest version)

District Message
Welcome to txConnect for TxEIS ISD.

This is a District Message test to see if the message displays in txConnect immediately after adding/saving in TxEIS Registration.

Version 2.9.0
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Available languages: [English](#) [Español](#)

How to Register as a New txConnect User

The registration process is self-administered, which means that you choose your user name and password. If you forget or lose your password or want to change it, you will go through an automated process to reset your password.

From the Login page, click the link under **New txConnect User** to go to the Registration page.

Or, click the link under **Have a New Student** if your district offers online student registration.

Welcome to txConnect for 218999 - TEST DISTRICT

Login
Please enter your user name and password.
User Name:
Password:

The Parent Portal Mobile site is available
From your smartphone or mobile device, please visit <https://txconnpa.esc20.net/PAPVMob/Login>

District Message
Welcome to txConnect for Test Independent School District keeping up with your students' progress.

New txConnect User?
If you need to create an account, click [here](#)

Have a New Student?
If you are new to the district and wish to enroll one or more students, please click [here](#), or, login if you already have an account, then, complete the Online Student Enrollment process.

New to District students may manually enroll using the downloadable forms. Click [here](#).

Looking For Calendars?
To view calendars for the district click [here](#)

The Registration User Info - Step 1 of 3 page is displayed.

Registration

User Info - Step 1 of 3
Please provide a user name, password, and e-mail.

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

Password:
Must be between 6 and 9 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)

E-mail:
Must be a valid e-mail address format. (example: name@name.com)

Your email address is required if:

- You are new to the district and you are registering a new student.
- You wish to update your existing students' enrollment information.
- You wish to receive attendance or grade alerts.

Available languages: [English](#) [Español](#)

Step 1:

1. In the **User Name** field, type a user name that will identify you when you log on to txConnect, such as a combination of letters from your first and last names.
 - The user name must be six to nine characters and must be unique (i.e., not used by anyone else in the district).
 - The user name is not case-sensitive (i.e., it does not matter if it is uppercase or lowercase letters).
 - If you type a user name that is already taken, the system notifies you that the user name is taken. Another user name must be entered.
2. In the **Password** field, type a password that you will use when you log on to txConnect.
 - The password must be six to nine alphanumeric characters.
 - It must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
 - The password is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
3. In the **Confirm Password** field, retype your password exactly as it was typed above. This step confirms that you typed your password as intended.
4. The **E-mail** field is used to send you attendance, grade average, and assignment alerts. The field is required if:
 - You are new to the district and are registering a new student.
 - You are updating an existing student's enrollment information.
 - You wish to receive attendance or grade alerts.
5. Click **Next**.
 - If all required data was not entered, a red message is displayed to the right of each field that is missing data. That information must be provided before you can continue.
 - If the data was entered correctly, the Hint Question - Step 2 of 3 page is displayed.

The screenshot shows the txConnect web application interface. At the top, there's a green header with the txConnect logo. Below it, the page is titled 'Registration' in red. A yellow 'Help' button is in the top right corner. The main heading is 'Hint Question - Step 2 of 3'. Below this, a sub-instruction reads: 'Select a question and enter an answer to help you retrieve your password if it is lost.' There are two input fields: 'Question:' with a dropdown menu showing 'Choose a question...' and 'Answer:' with a text input box. Below these fields are two buttons: 'Previous' and 'Next'. At the bottom, it says 'Available languages:' followed by links for 'English' and 'español'.

Step 2:

1. In the **Question** field, select a question to which you will provide an answer. The question is asked in the event that you lose your password.
2. In the **Answer** field, type the answer to the question. You will be required to answer the question correctly in order to recover your password. You should select a question for which you will easily remember the answer. The answer is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
3. Click **Next**.

If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. That information must be provided before you can continue.

If the data was entered correctly, the Add Students - Step 3 of 3 page is displayed.

Step 3:

If you are new to the district, you can skip Step 3 step initially. Your student's portal ID will be provided by the campus at a later time. Click **Complete** to continue to the My Account page.

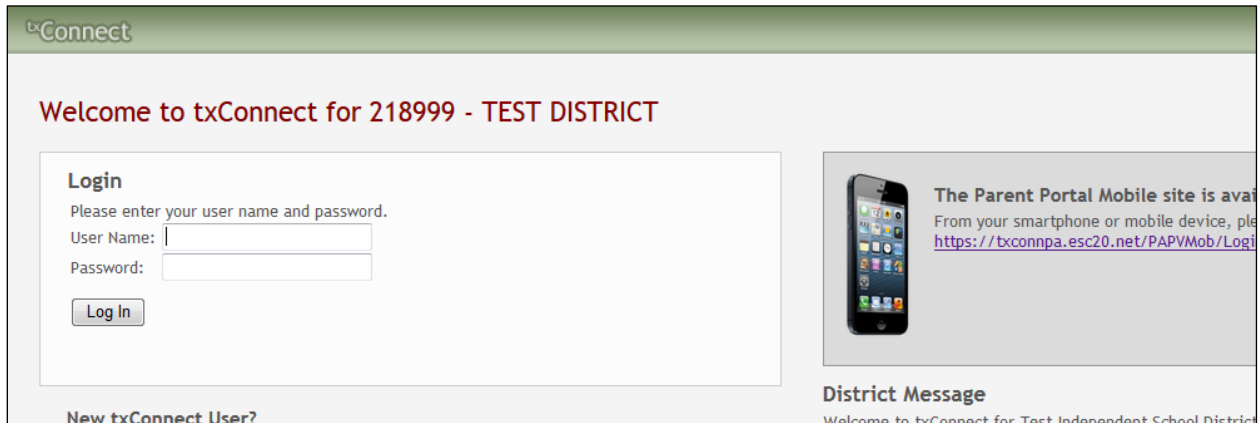
1. In the **Student Portal ID** field, type you student's portal ID provided by the campus. If you do not have this ID, you must contact the campus to get the ID. You cannot continue without entering a valid student portal ID.

Note: The student portal ID must be typed exactly as it is printed (i.e., uppercase and lowercase letters).

2. In the **Student Birth Date** field, type your student's complete birth date in the MM/DD/YYYY format (e.g., 01/19/1998). The date entered here must match the birth date in the student's record at the campus. You cannot continue without entering the correct birth date.
3. Click **Add**. The student's name is displayed in the **Added Students** box on the right side of the page. You must successfully add at least one student in order to create an account.
4. Repeat the previous steps to add another student, or click **Complete**. The Summary page for the first student in your list alphabetically is displayed.

How to Log On

Reminder: If you are a new user, you must first register as a new txConnect user and provide a unique student portal ID for each student in order to gain access to students' records. Contact your campus or district to obtain a student portal ID for your student.



Welcome to txConnect for 218999 - TEST DISTRICT

Login
Please enter your user name and password.
User Name:
Password:

The Parent Portal Mobile site is available
From your smartphone or mobile device, please visit:
<https://txconnpa.esc20.net/PAPVMob/Logi>

District Message
Welcome to txConnect for Test Independent School District

[New txConnect User?](#)

1. From the Login page in the **User Name** field, type your user ID. The user ID is not case-sensitive.
2. In the **Password** field, type your password. The typed text is hidden. The password is case-sensitive.
3. Click **Log In**. The student's Summary page is displayed.
 - If you have more than one student in your account, the Summary page for the first student in your list alphabetically is displayed.
 - If you entered an invalid user ID and/or password, an error message will prompt you to reenter the data.

Warning: If you have three unsuccessful attempts logging on (invalid user ID/password combinations), the system will lock out your account for 10 minutes. Try logging on again after 10 minutes.

How to Reset a Password

If you have forgotten your password, you can reset it using an automated process. You will be required to provide the answer to your hint question. With the correct answer, you can reset your password to a new password. Or, you can reset your password by automated e-mail message.

From the Login page, click the link under **Forgot your User Name/Password** to go to the Forgot Password page.

The screenshot shows the txConnect login page for Test District 218999. The page has a green header with the txConnect logo. Below the header, the text "Welcome to txConnect for 218999 - TEST DISTRICT" is displayed. On the left, there is a login form with fields for "User Name:" and "Password:", and a "Log In" button. To the right of the login form, there is a section titled "The Parent Portal Mobile App" with an image of a smartphone and a link to the app. Below the login form, there are several links and instructions: "New txConnect User?", "Have a New Student?", "Looking For Calendars?", and "Forgot your User Name/Password?". A red arrow points to the "Forgot your User Name/Password?" link.

Welcome to txConnect for 218999 - TEST DISTRICT

Login
Please enter your user name and password.
User Name:
Password:

New txConnect User?
If you need to create an account, click [here](#)

Have a New Student?
If you are new to the district and wish to enroll one or more students, please click [here](#), or, login if you already have an account, then, complete the Online Student Enrollment process.

New to District students may manually enroll using the downloadable forms. Click [here](#).

Looking For Calendars?
To view calendars for the district click [here](#)

Forgot your User Name/Password?
If you need help recovering your user name/password, click [here](#)

District Message
Welcome to txConnect for Test Independent
keeping up with your students' progress.

The Parent Portal Mobile App
From your smartphone or tablet, download the app from the App Store or Google Play.
<https://txconnpa.esc20.org/>

The Forgot Password/Forgot User Name page is displayed.

txConnect

Forgot Password

Reset by user name & hint question

User Name:

Next

Reset by e-mail

E-mail:

Submit

Forgot User Name

Enter user e-mail

E-mail:

Submit

Click [here](#) to go to Login Page.

Available languages: [English](#) [Español](#)

Using User Name and Hint Questions

One option for recovering your password is to use your user name and hint questions.

1. Under **Reset by user name & hint question** in the **User Name** field, type your user name.
2. Click **Next**. The Answer Hint Question page is displayed with your hint question.

txConnect

Forgot Password

Answer Hint Question

Question: What was the name of your first pet?

Answer:

Next

Click [here](#) to go to Login Page.

Available languages: [English](#) [Español](#)

3. In the **Answer** field, type the answer exactly as you entered it when you registered in txConnect.
4. Click **Next**. The Set New Password page is displayed.

txConnect

Forgot Password [Help](#)

Set New Password
 Must be between 6 and 9 characters; must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation.

New Password:

Confirm Password:

[Finish](#)

Available languages: [English](#) [español](#)

5. In the **New Password** field, type a new password that you will use when you log on to txConnect.
 - The password must be six to nine alphanumeric characters.
 - It must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
 - The password is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
6. In the **Confirm Password** field, retype your password exactly as it was typed above. This step confirms that you typed your password as intended.
7. Click **Finish**. The Summary page for the first student in your alphabetical list is displayed.

Using E-mail Address:

Another option is to reset your password using e-mail.

here to go to Login Page.' At the bottom right, it says 'Available languages: [English](#) [Español](#)'."/>

txConnect

Help

Forgot Password

Reset by user name & hint question

User Name:

Next

Reset by e-mail

E-mail:

Submit

Forgot User Name

Enter user e-mail

E-mail:

Submit

Click [here](#) to go to Login Page.

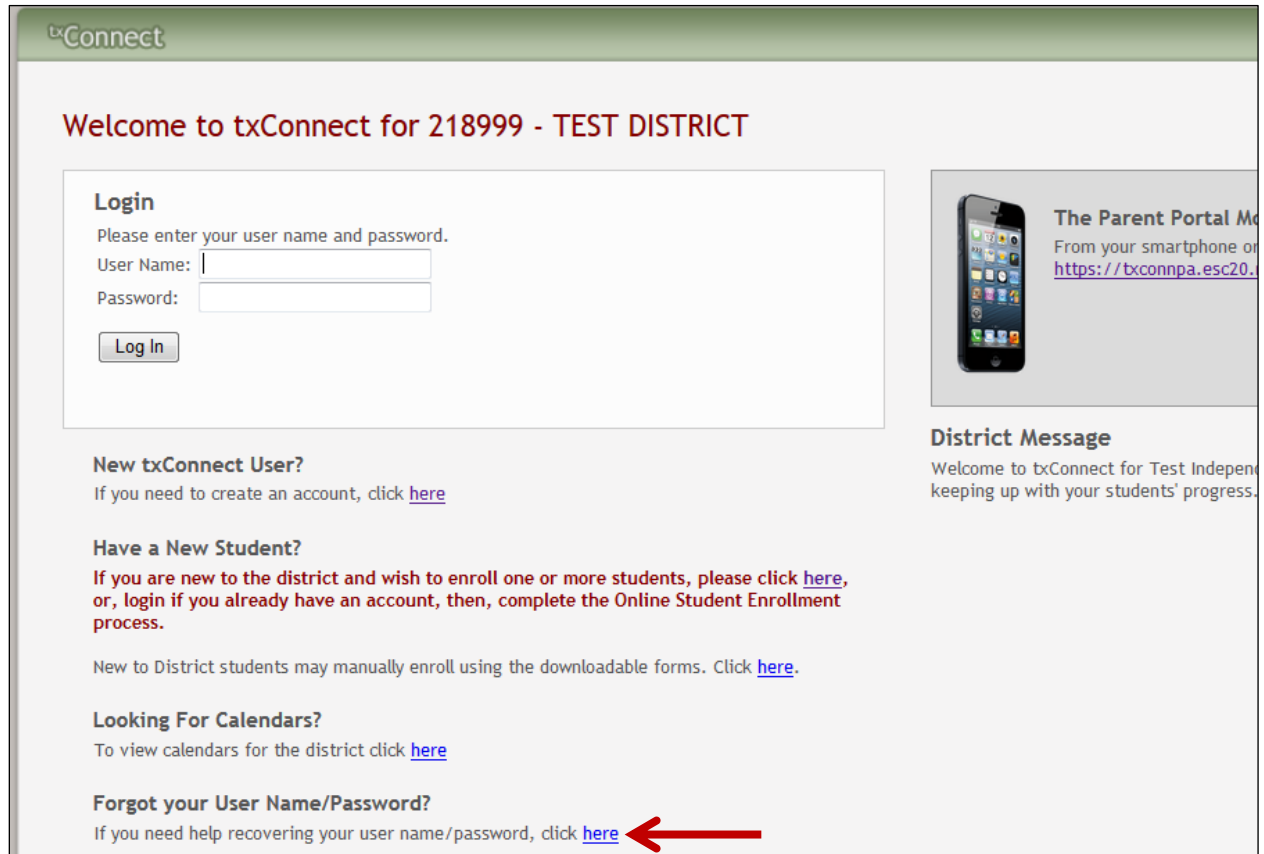
Available languages: [English](#) [Español](#)

1. Under **Reset by e-mail** in the **E-mail** field, type your e-mail address.
2. Click **Submit**. When you click **Submit**, a message is sent to your e-mail address that contains a new password.
3. Return to txConnect, and log on using your user name and new password. Once you are logged on, you can reset your password as described previously in this guide.

How to Recover a User Name

If you have forgotten your user name, you can recover it by using your e-mail address.

From the Login page, click the link under **Forgot your User Name/Password** to go to the Forgot Password/Forgot User Name page.



The screenshot shows the txConnect login interface. At the top, it says "Welcome to txConnect for 218999 - TEST DISTRICT". Below this is a "Login" section with fields for "User Name:" and "Password:", and a "Log In" button. To the right, there's a section for "The Parent Portal" with a smartphone icon and a URL. Below the login section, there are links for "New txConnect User?", "Have a New Student?", "Looking For Calendars?", and "Forgot your User Name/Password?". The "Forgot your User Name/Password?" link is highlighted with a red arrow.

Welcome to txConnect for 218999 - TEST DISTRICT

Login
Please enter your user name and password.
User Name:
Password:

New txConnect User?
If you need to create an account, click [here](#)

Have a New Student?
If you are new to the district and wish to enroll one or more students, please click [here](#), or, login if you already have an account, then, complete the Online Student Enrollment process.
New to District students may manually enroll using the downloadable forms. Click [here](#).

Looking For Calendars?
To view calendars for the district click [here](#)

Forgot your User Name/Password?
If you need help recovering your user name/password, click [here](#) ←

District Message
Welcome to txConnect for Test Independent
keeping up with your students' progress.

The Parent Portal Mobile App
From your smartphone or tablet, access the Parent Portal at
<https://txconnpa.esc20.org>

The Forgot Password/Forgot User Name page is displayed.

here to go to Login Page.' At the bottom right, it says 'Available languages: [English](#) [Español](#)'."/>

txConnect

Help

Forgot Password

Reset by user name & hint question

User Name:

Next

Reset by e-mail

E-mail:

Submit

Forgot User Name

Enter user e-mail

E-mail:

Submit

Click [here](#) to go to Login Page.

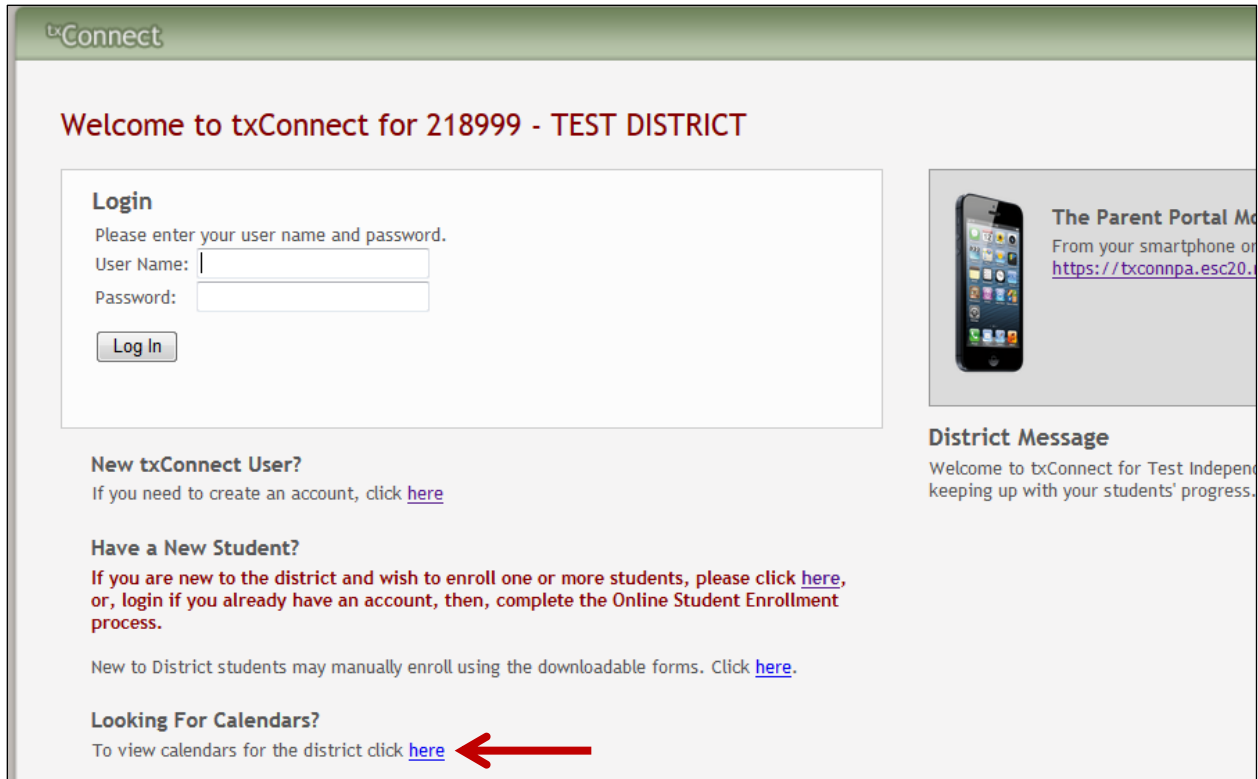
Available languages: [English](#) [Español](#)

1. Under **Forgot User Name** in the **E-mail** field, type your e-mail address.
2. Click **Submit**. When you click **Submit**, a message is sent to your e-mail address which contains your user name and a new password.
3. Return to txConnect and log on using your user name and new password. Once you are logged on, you can reset your password as described previously in this guide.

How to Access a District or Campus Calendar

If the district or campus has provided one or more calendars, you can access the calendars without logging on to txConnect. However, this link is not displayed unless the district or campus has provided at least one calendar.

On the Login page under **Looking For Calendars**, click the link to download a calendar.



Welcome to txConnect for 218999 - TEST DISTRICT

Login
Please enter your user name and password.
User Name:
Password:

New txConnect User?
If you need to create an account, click [here](#)

Have a New Student?
If you are new to the district and wish to enroll one or more students, please click [here](#), or, login if you already have an account, then, complete the Online Student Enrollment process.

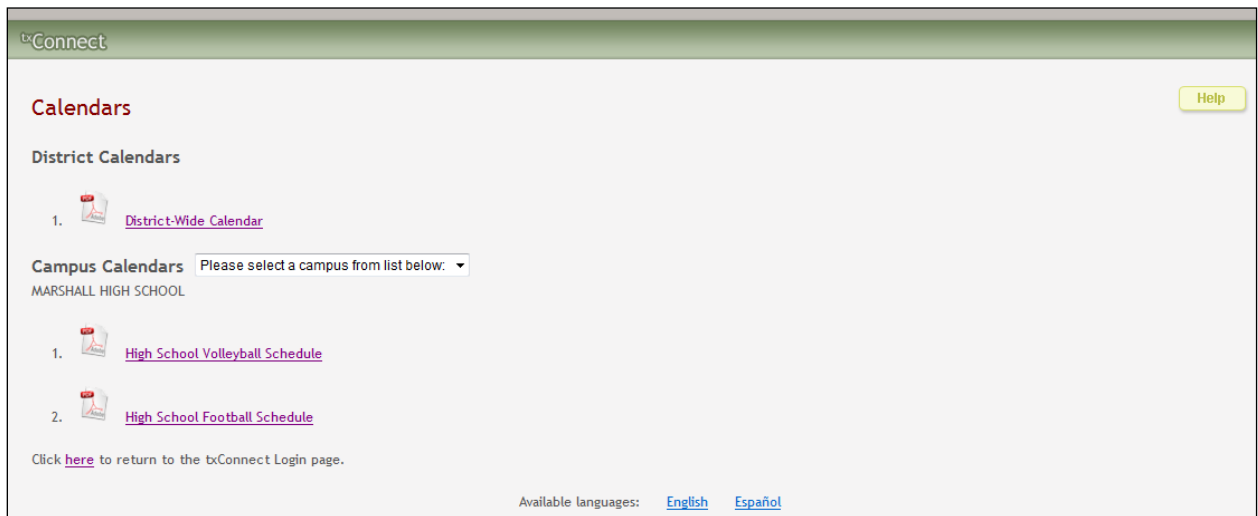
New to District students may manually enroll using the downloadable forms. Click [here](#).

Looking For Calendars?
To view calendars for the district click [here](#)

District Message
Welcome to txConnect for Test Independent School District keeping up with your students' progress.

The Parent Portal Mobile App
From your smartphone or tablet, download the app from the App Store or Google Play. Visit <https://txconnpa.esc20.org>

The Calendars page is displayed. District calendars are listed first in a numbered list.



Calendars

District Calendars

1. [District-Wide Calendar](#)

Campus Calendars Please select a campus from list below:

1. [High School Volleyball Schedule](#)

2. [High School Football Schedule](#)

Click [here](#) to return to the txConnect Login page.

Available languages: [English](#) [Español](#)

1. If there are campus-level calendars, a drop down field allows you to select the campus. In the **Campus Calendars** field, select the campus, and the campus-level calendars are displayed in a numbered list.

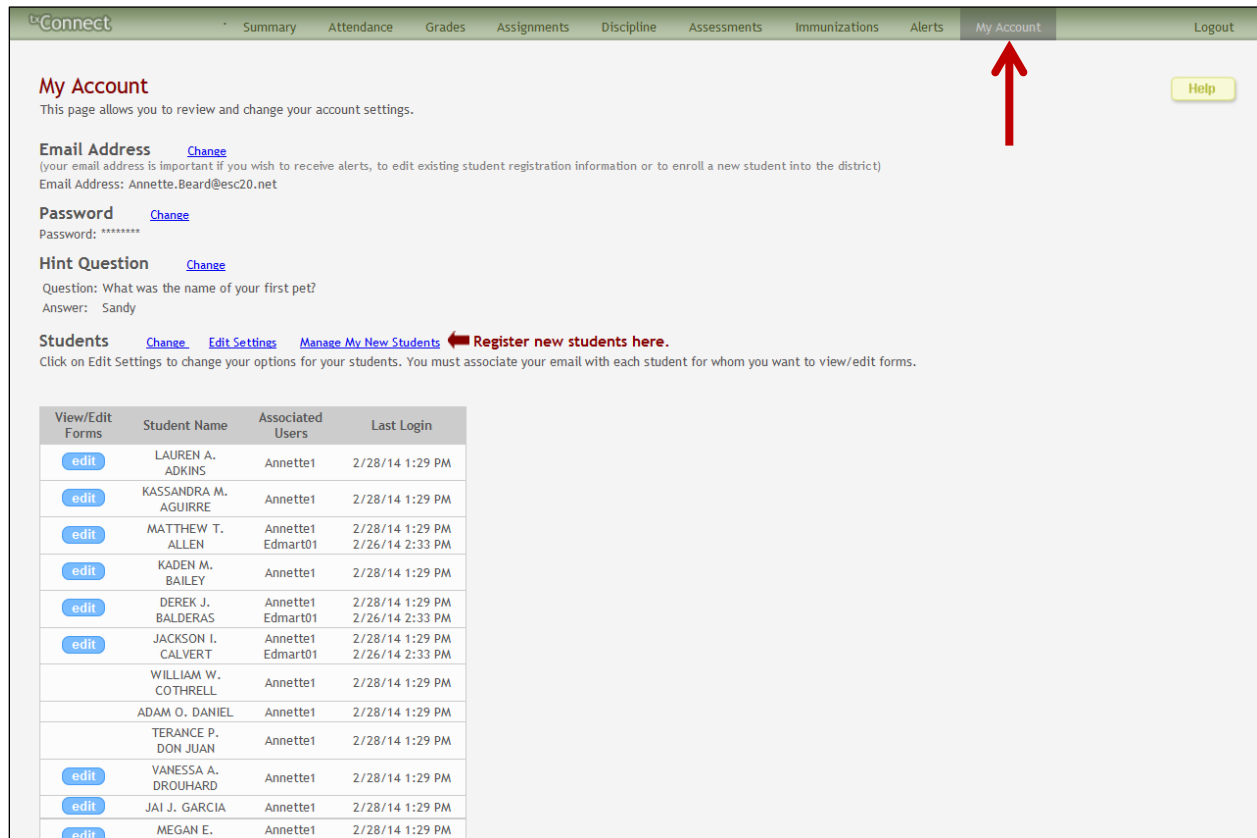
For each calendar, an icon indicates the type of file (e.g., Microsoft Word and PDF). If additional instructions for the specific calendar have been provided, they are displayed below the calendar name.

2. Click the calendar name to open the calendar. It will automatically open in the appropriate program.

You can print the calendars as needed.

My Account

You can change your account settings through the My Account page. To access the My Account page, click **My Account** on the menu at the top of any page.



My Account

This page allows you to review and change your account settings.

Email Address [Change](#)
(your email address is important if you wish to receive alerts, to edit existing student registration information or to enroll a new student into the district)
Email Address: Annette.Beard@esc20.net

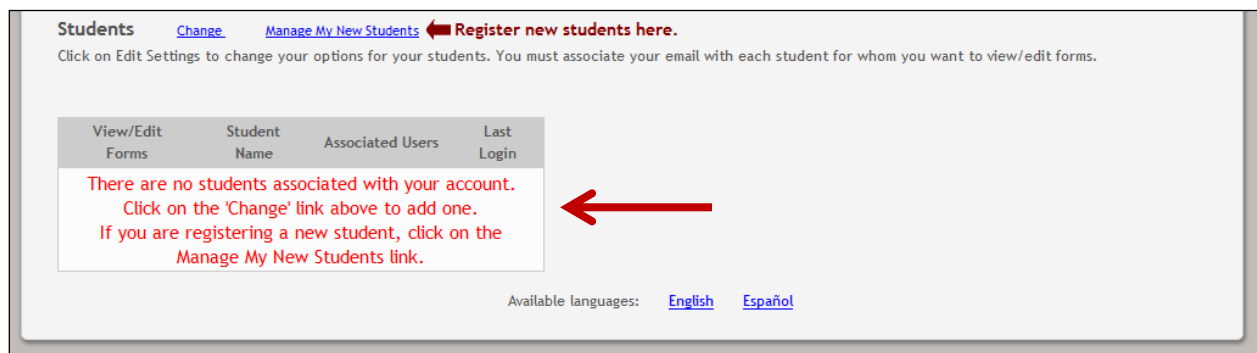
Password [Change](#)
Password: *****

Hint Question [Change](#)
Question: What was the name of your first pet?
Answer: Sandy

Students [Change](#) [Edit Settings](#) [Manage My New Students](#) **Register new students here.**
Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.

View/Edit Forms	Student Name	Associated Users	Last Login
edit	LAUREN A. ADKINS	Annette1	2/28/14 1:29 PM
edit	KASSANDRA M. AGUIRRE	Annette1	2/28/14 1:29 PM
edit	MATTHEW T. ALLEN	Annette1 Edmart01	2/28/14 1:29 PM 2/26/14 2:33 PM
edit	KADEN M. BAILEY	Annette1	2/28/14 1:29 PM
edit	DEREK J. BALDERAS	Annette1 Edmart01	2/28/14 1:29 PM 2/26/14 2:33 PM
edit	JACKSON I. CALVERT	Annette1 Edmart01	2/28/14 1:29 PM 2/26/14 2:33 PM
	WILLIAM W. COTHRELL	Annette1	2/28/14 1:29 PM
	ADAM O. DANIEL	Annette1	2/28/14 1:29 PM
	TERANCE P. DON JUAN	Annette1	2/28/14 1:29 PM
edit	VANESSA A. DROUHARD	Annette1	2/28/14 1:29 PM
edit	JAI J. GARCIA	Annette1	2/28/14 1:29 PM
edit	MEGAN E.	Annette1	2/28/14 1:29 PM

If you are new to the district and have not yet added a student to your account, there will be no students listed initially. You can add students to your account from this page.



Students [Change](#) [Manage My New Students](#) **Register new students here.**
Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.

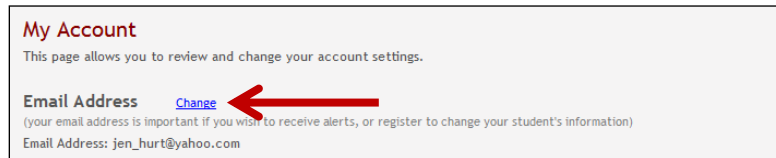
View/Edit Forms	Student Name	Associated Users	Last Login
There are no students associated with your account. Click on the 'Change' link above to add one. If you are registering a new student, click on the Manage My New Students link.			

Available languages: [English](#) [Español](#)

How to Add or Update an E-Mail Address

You must provide a valid e-mail address if you want to receive alert notices by e-mail, edit existing student registration information, or enroll a new student into the district. Your current e-mail address is displayed under **Email Address** if you previously entered it. You can add or update your e-mail address at any time.

1. Next to **Email Address**, click **Change**.



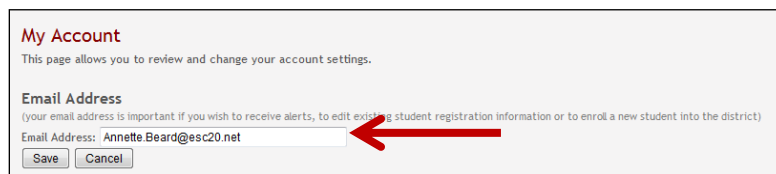
My Account
This page allows you to review and change your account settings.

Email Address [Change](#) 

(your email address is important if you wish to receive alerts, or register to change your student's information)

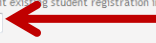
Email Address: jen_hurt@yahoo.com

The **Email Address** field is displayed.



My Account
This page allows you to review and change your account settings.

Email Address
(your email address is important if you wish to receive alerts, to edit existing student registration information or to enroll a new student into the district)

Email Address: Annette.Beard@esc20.net 

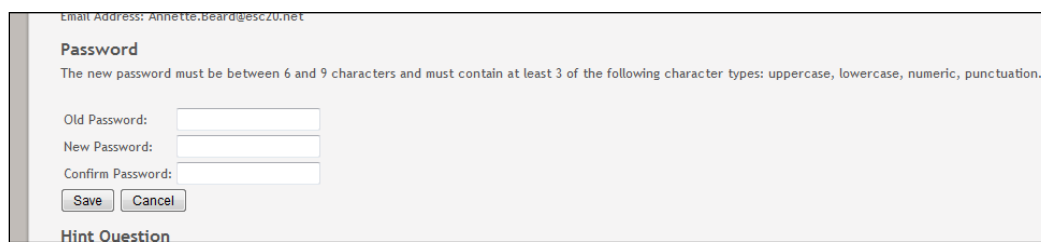
2. In the **Email Address** field, type a current e-mail address and click **Save**. The e-mail address must be in a valid format (e.g., someone@example.net) to continue.

If the data was entered correctly, the new e-mail address is displayed under **Email Address**.

How to Change a Password

You can change your password any time. For security purposes, it is recommended that you change your password periodically.

1. Next to **Password**, click **Change**. The **Old Password**, **New Password**, and **Confirm Password** fields are displayed.



Email Address: Annette.Beard@esc20.net

Password
The new password must be between 6 and 9 characters and must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation.

Old Password:

New Password:

Confirm Password:

[Hint Question](#)

2. In the **Old Password** field, type your current password.
3. In the **New Password** field, type a new password.
4. In the **Confirm Password** field, retype the new password exactly as it was typed above.
5. Click **Save**.
 - If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. The information must be provided to change the password.
 - If the data was entered correctly, the new password is saved. The next time you log on to txConnect, you must use the new password.

How to Change a Hint Question/Answer

The hint question/answer is used to verify your identity if you forget your password. Your current hint question and answer are displayed under **Hint Question**. You can change the question, the answer, or both.

1. Next to **Hint Question**, click **Change**. The **Question** and **Answer** fields are displayed.

2. Make any changes to the question and/or answer and click **Save**.
 - If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. The information must be provided to change the hint question/answer.
 - If the data was entered correctly, the new hint question is displayed under **Hint Question**.

How to Register a Cell Phone Number

Under **Mobile Number/Text Message**, you can register your cell phone number. This enables you to receive alert notifications as text messages, and it also allows you to receive a link to the txConnect login page for your student's campus in a text message.

1. In the **Mobile Number** field, type the cell phone number to be registered in the AAANNNNNNN format, where AAA is the area code, and NNNNNNN is the number. Do not use hyphens. Retype the number in the **Confirm Mobile Number** field to verify that the number is entered accurately.
2. Click **Sign Up for Text Messages**. You will receive a text message at the number entered which will contain a verification code. The fields above will be replaced with the following:

3. In the **Verification Code** field, type the verification code that was sent in the text message, and click **Verify Code**.
 - If the verification code is unsuccessful, click **Resend Code** to send a new code.
 - If you sent the code to the wrong cell number, click **Cancel**.
 - If the code was entered accurately, the following is displayed:

Mobile Number / Text Messages

Send text messages to this mobile number: (210) xxx-xxxx

[Change or Disable](#)

- You can click **Change or Disable** at any time to change the cell phone number registered, or to disable registration of the number. Clicking this button will remove the current number. You can re-start the process to register another number if needed.

Important Note: If you change cell phone carriers, you will stop receiving alert message, and you must re-register the number.

How to Add or Delete a Student

To add a student to your txConnect account, you must have a valid student portal ID for the student issued by the student's campus.

- Next to **Students**, click **Change**.

ANSWER: 344-8784

Students [Change](#) [Manage My New Students](#) **Register new students here.**

Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.

View/Edit Forms	Student Name	Associated Users	Last Login
There are no students associated with your account. Click on the 'Change' link above to add one. If you are registering a new student, click on the Manage My New Students link.			

The **Add New Student - Student Portal ID** and **Birth Date** fields are displayed.

Students

Delete	Student Name	Associated Users	Last Login
☒	GAGE D. AAMODT	Jshelton Mshelton Dshelton	2/7/11 2:21 PM 2/8/11 8:20 AM 2/2/11 3:40 PM
☒	STEVEN A. DARROW	Mshelton	2/8/11 8:20 AM
☒	ELIZABETH A. PARKER	Mshelton Dshelton	2/8/11 8:20 AM 2/2/11 3:40 PM
☒	JESSICA S. VIALE	Mshelton	2/8/11 8:20 AM
☒	TYLER J. WIELAND	Mshelton	2/8/11 8:20 AM

Add New Student

Student Portal ID:

Birth Date: (Example: 03/11/1994)

- Under **Add New Student** in the **Student Portal ID** field, type your student's portal ID.
- In the **Birth Date** field, type the student's complete birth date in the MM/DD/YYYY format (e.g., 01/19/1998). The date entered here must match the birth date in the student's record at the campus.
- Click **Add**. The student's name is displayed in the **Students** grid.
- Click **Save** to save the changes.

If the student was successfully added to the account, his name appears in the **Students** list on the left side of every page. The students are listed in alphabetical order.

6. To delete a student from an account, click  next to the student to delete. Click **Save** to save the changes.

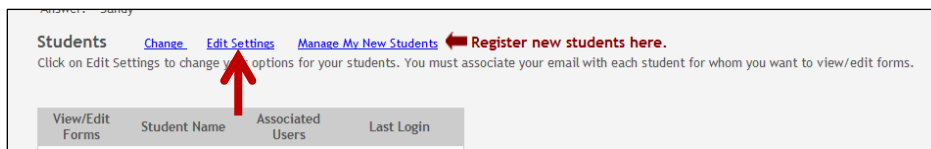
If the student was successfully deleted from the account, his name no longer appears in the **Students** list on the left side of every page.

How to Register an E-mail Address to a Student

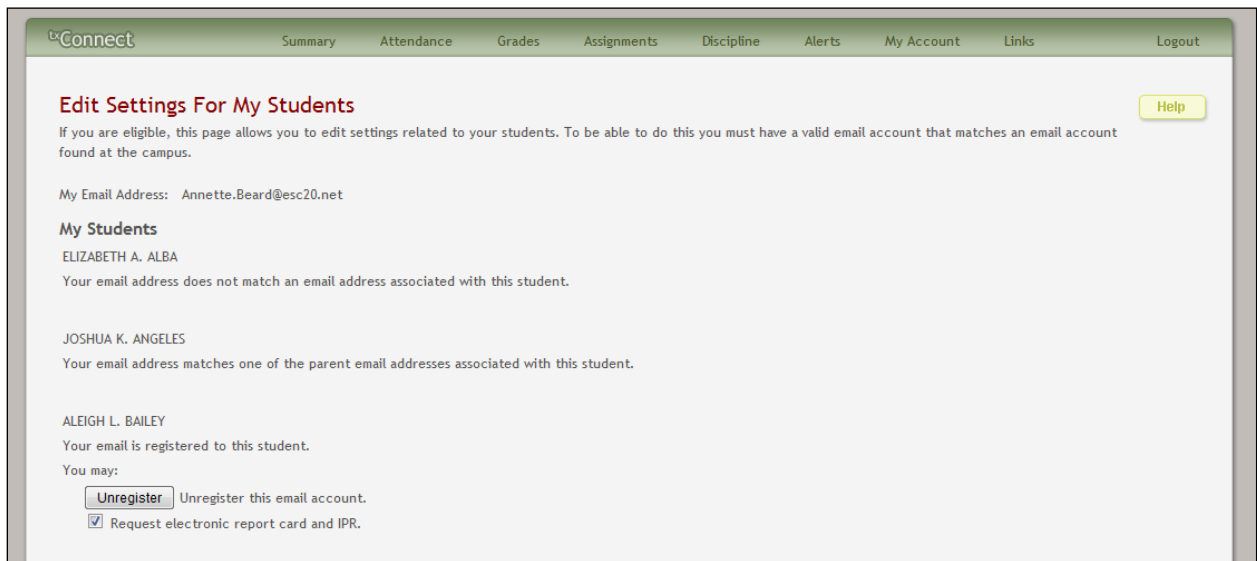
The Edit Settings For My Students page (My Account > Edit Settings) allows you to register your e-mail address for the student(s) associated with your txConnect account. You must register your e-mail address for each student. It is a one-time procedure, and you can unregister your e-mail address if necessary.

- In many districts, you must be designated as a guardian to be able to register your e-mail address.
- You cannot register your e-mail address until you have added at least one student to your txConnect account. The link does not appear.

1. From the My Account page, click the **Edit Settings** link.



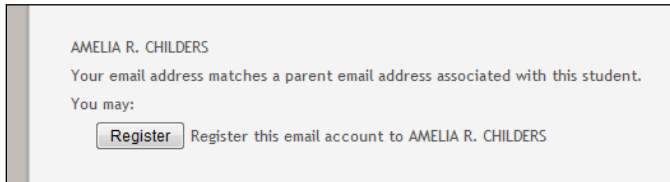
The Edit Settings For My Students page is displayed. You can also access this page by clicking [Edit Student Settings](#) from the Summary page.



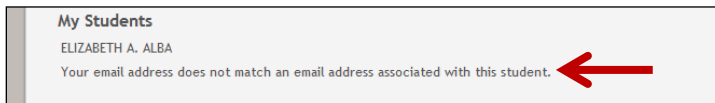
The program compares the e-mail address entered for your account (in the **Email Address** section on the My Account page) to the e-mail address that is on file at the campus. Your students are listed as follows:

- If your e-mail address matches the e-mail address for one of the student's parents, you will have access to manage the student's settings and register him at the campus via online registration. In some districts, you can also sign up to receive electronic IPRs and

report cards. If you have not previously registered the student to your account, the **Register** button is displayed under the student's name.



- If your e-mail address does not match an e-mail address for any parents, you will not have access to manage the student's settings and register him at the campus via online registration. The **Register** button is *not* displayed for the student.

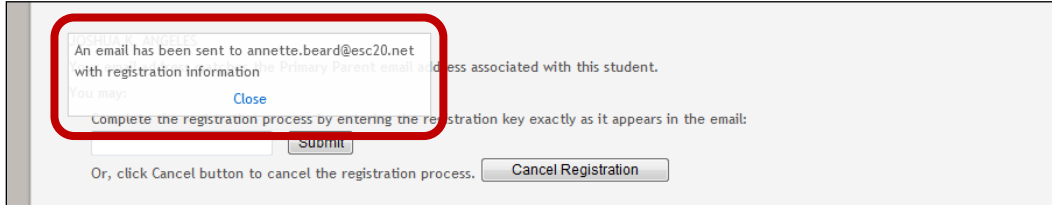


If an incorrect e-mail address is entered for your txConnect account, you can change it on the My Account page under **Email Address**.

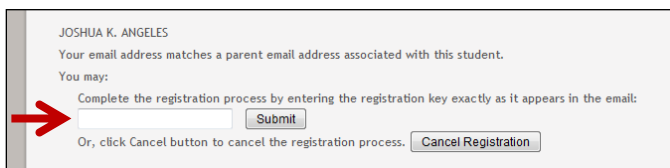
2. From this page, you can do the following:

- If the **Register** button is displayed for a student, you can click **Register** to register your e-mail address for the student.

When you click **Register**, a message is automatically sent to your e-mail address that contains a 24-character alphanumeric registration code. A link to the district's txConnect login page may also be included.



Once the registration code is sent, the **Register** button is replaced with a field for the registration code. You must enter the exact registration code in the field in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field.



Note: You must be logged on to txConnect in order to complete the e-mail registration process.

Click **Submit**. If the correct code was entered, a message is displayed indicating that your e-mail address is registered to the student, and the **Unregister** button is displayed.

JOSHUA K. ANGELES

Your email is registered to this student.
Registration process is complete.

You may:

Unregister this email account.

- If your e-mail address is already registered to the student, the **Unregister** button is displayed. If necessary, you can click **Unregister** to unregister your e-mail address for the student.

JOSHUA K. ANGELES

Your email is registered to this student.
Registration process is complete.

You may:

Unregister this email account.

- In some districts, you can select **Request electronic report card and IPR** to receive your student's report cards and interim progress reports (IPRs) in PDF format instead of a printed copy.

ALEIGH L. BAILEY

Your email is registered to this student.

You may:

Unregister this email account.

☒ Request electronic report card and IPR.

When the report card or IPR becomes available, a message will be sent to your e-mail address notifying you that the document is available. You can log in to txConnect and access the link to the .pdf file from the Summary page for your student.

This option is not available for all districts.

- Once your e-mail address is registered for a student, the **edit** button is displayed next to the student on the My Account page. You can click **edit** to view online registration information for the student.

txConnect

Summary Attendance Grades Assignments Discipline Assessments Immunizations Alerts My Account Logout

My Account

This page allows you to review and change your account settings.

[Help](#)

Email Address [Change](#)
(your email address is important if you wish to receive alerts, to edit existing student registration information or to enroll a new student into the district)
Email Address: Annette.Beard@esc20.net

Password [Change](#)
Password: *****

Hint Question [Change](#)
Question: What was the name of your first pet?
Answer: Sandy

Students [Change](#) [Edit Settings](#) [Manage My New Students](#) **Register new students here.**

Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.

View/Edit Forms	Student Name	Associated Users	Last Login
edit	LAUREN A. ADKINS	Annette1	2/28/14 1:29 PM

Online Student Registration

See the Checklist at the end of this guide for step-by-step instructions for online student registration.

Please note that the online student registration pages will be redesigned in the next release, scheduled for December 2014, and these steps may be revised.

How to Download Forms for Enrolling a New Student in the District

If the student has not previously been enrolled in the district, you can download enrollment forms that you can print out, complete by hand, and take to the district or campus office in order to enroll the student.

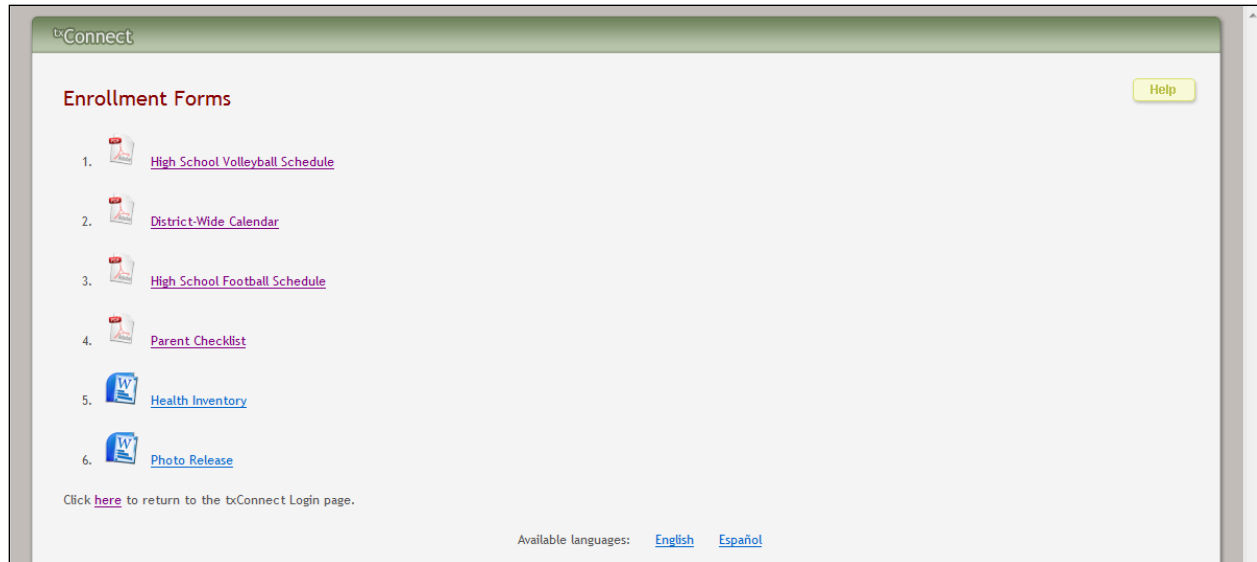
You can access enrollment forms even if you have not yet registered for a txConnect account.

Note: If your district offers online student registration, it may not be necessary to access forms in this way. See the next section of this chapter.

On the Login page under **Have a New Student**, click the link to download enrollment forms. This link is not displayed unless the district has provided enrollment forms.

The screenshot shows the txConnect login interface. At the top, it says 'Welcome to txConnect for 218999 - TEST DISTRICT'. Below this is a 'Login' section with fields for 'User Name' and 'Password', and a 'Log In' button. To the right, there's a section for 'The Parent Portal Mobile site is available' with a link to the mobile site. Below that is a 'District Message' section. The 'Have a New Student?' section contains a paragraph with a red arrow pointing to the word 'here' in the sentence: 'New to District students may manually enroll using the downloadable forms. Click [here](#).'

The Enrollment Forms page is displayed.



- Any forms provided by the district are displayed in a numbered list. Instructions for enrollment are also displayed if provided.
- For each form, an icon indicates the type of file (e.g., Microsoft Word, Microsoft Excel, and PDF). If additional instructions for the specific form have been provided by the district, they are displayed below the form name.
- Click the form name to open the form. It will automatically open in the appropriate program.
- You can print the forms, complete them by hand, and take them to the district or campus office to enroll the student.

How to Register a New Student at the Campus or District

The Online Student Enrollment - New Students page allows you to go through the steps required to register a new student using forms provided by the campus and district, and then request a student registration key, which will allow you to complete the registration process.

If you already have a txConnect account, you can log on to txConnect and click the **Manage My New Students** link on the My Account page.

My Account
This page allows you to review and change your account settings.

Email Address [Change](#)
(your email address is important if you wish to receive alerts, to edit existing student registration information or to enroll a new student into the district)
Email Address: Annette.Beard@esc20.net

Password [Change](#)
Password: *****

Hint Question [Change](#)
Question: What was the name of your first pet?
Answer: Sandy

Mobile Number / Text Messages
If you would like to receive text messages on your mobile phone, you may enter that cell phone number here.
If you do NOT wish to receive text messages, please leave this blank.
Mobile Number: No hyphens.
Confirm Mobile Number: [Sign Up for Text Messages](#)

Students [Change](#) [Edit Settings](#) [Manage My New Students](#) [Register new students here.](#)
Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.

Otherwise, from the Login page, click the link under **Have a New Student** and create an account.

Welcome to txConnect for 218999 - TEST DISTRICT

Login
Please enter your user name and password.
User Name:
Password:
[Log In](#)

New txConnect User?
If you need to create an account, click [here](#)

Have a New Student?
If you are new to the district and wish to enroll one or more students, please click [here](#), or, login if you already have an account, then, complete the Online Student Enrollment process.

The Parent Portal Mobile site is available
From your smartphone or mobile device, please visit <https://txconnpa.esc20.net/PAPVMob/Login>

District Message
Welcome to txConnect for Test Independent School District keeping up with your students' progress.

There are two types of forms that may be required for online student registration:

- **Downloadable Enrollment Forms (i.e., static forms)** - These forms can be viewed, printed, completed by hand, and returned to the campus. Downloadable enrollment forms will vary by campus and district, such as a home language survey.
- **Dynamic forms** - These forms are presented online and can be completed and submitted online, including student address information, family contact information, and supporting documents.

txConnect

Summary Attendance Grades Assignments Discipline Assessments Alerts My Account Logout

New Students

Help

In this page you can manage your new student registrations and request new student registrations. Only 10 new student registrations can be active at any given time. If you have more than 10 students you wish to register then please contact your school district for guidance.

New Student Registration steps:

- Download and complete any enrollment forms.
- Complete the Student Address Information form.
- Complete the Family Contact Information form.
- Request a new student registration key then retrieve key from email.
- Place key in open text box below and click the check mark.
- Click the 'Enter Student Info.' button and fill out the selected student's information.
- Go to your student's campus to finalize the registration.

Step One: Downloadable Enrollment Forms

Special Instructions to parents for the download forms can be seen here

- High School Registration Form

High School Registration form. Please print.
- Middle School Registration Form

Middle School Registration form. Please print out.

Step Two: Student Address Information

special instructions

Select an address to edit: New..

Enter a name for this address information:

This is just a name so that this address can be identified in Step 6. (Example: Our House)

Physical Address

Street Number (Physical)

Street Name (Physical)

Street Direction (Physical)

Save Changes Cancel

Step Three: Family Contact Information

Select a contact to edit: New..

Enter a name for this contact information:

This is just a name so that this contact can be identified in Step 6. (Examples: Mom, Neighbor)

Contact: First Name

Contact: Middle Name

Contact: Last Name

Contact: Generation default

Save Changes Cancel

Step Four: To request a new student registration key, click here:

Request registration key

My New Students

Registration Key

Edit Data

Cancel

Submitted to District?

Step Five

Cancel

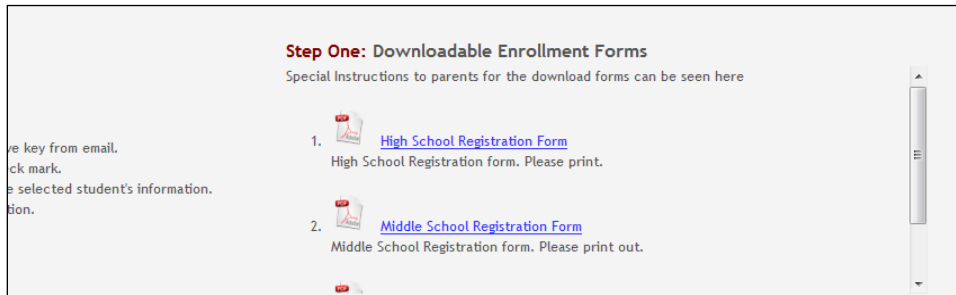
Step Six: Student Information

Select a Student from the My New Students grid.

Available languages: English Español

Step One:

Under **Step One: Downloadable Enrollment Forms**, any forms required by the campus or district are listed.



1. Click each form to view it.
2. Print and complete all forms, and take the completed forms to the campus or district.

Step Two:

Under **Step Two: Student Address Information**, enter the home address for your student (both physical and mailing), and the home phone number. You can enter multiple sets of addresses if needed.

Note: Most families will enter only one address. In rare cases, you may need to enter multiple addresses, such as a family in which one child lives with one parent, and another child lives with another parent.

1. In the **Select an address to edit** field, select *New* if you are registering a new student or adding new address information.
To edit a previously entered address, select the address you want to edit. The existing addresses are listed by the name (i.e., description) given to the address when it was first added for the student.
2. In the **Enter a name for this address information** field, if you are entering a new address, type a name for the address that will help you identify it, such as “Home” or “Dad’s house.”

3. Enter the required address and telephone information, and then click **Save Changes** to save the information.

Step Three:

Under **Step Three: Family Contact Information**, enter contact information for up to four parents/guardians and five emergency contacts.

1. In the **Select a contact to edit** field, selects *New* if you are registering a new student or adding new contact information.
To edit a previously entered contact, select the contact whose information you want to edit. The existing contacts are listed by the name (i.e., description) given to the contact when it was first added for the student.
2. In the **Enter a name for this contact information** field, if you are entering a new contact, type a name for the address that will help you identify it, such as “Grandma” or “Neighbor.”
3. Enter the required name, address, telephone, and other information for the contact, and then click **Save Changes** to save the information.

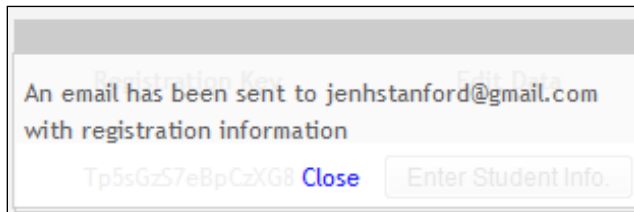
Steps Four and Five:

There are two possible methods for requesting a registration key. One of the following options will be available, as determined by the district. **Option 1** is the most commonly used method.

Option 1 - E-mail validation:

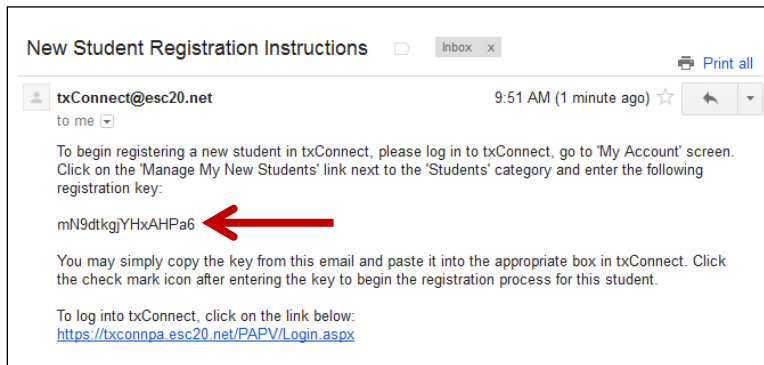
For **Step Four**, a registration key will be sent to you in an e-mail message. Once you receive the key, you can enter the key on this page (**Step Five**) to complete the process. To do this, follow these steps:

1. Click **Request registration key** to request a key for your student. A message is sent to your e-mail address that contains the new 16-character student registration key. Also, a message pops up to inform you that the e-mail message was sent.



Click **Close** to close the message.

2. Check your e-mail inbox for the message that contains the registration key.



3. In the **Registration Key** field, you must enter the exact registration key in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field. Then, click  to validate the key.
4. If the correct key was entered, the **Enter Student Info** button is displayed. Click **Enter Student Info** to add demographic data for the student (**Step Six**).

Option 2 - CAPTCHA validation:

Note: This option is primarily used during a short-term registration event, such as Kinder Roundup.

For **Step Four**, a registration key will be displayed on the page once you correctly enter the CAPTCHA code. The key is automatically entered in the **Step Five** field. To do this, follow these steps:

Step Four: Request a new student registration key here:

First, use the button above to request a registration key.
Next, enter the letters displayed below in the box provided, and click continue.

INWYLN7

My New Students

Registration Key	Edit Data	Cancel	Submitted to District?
Tp5sGz57eBpCzXG8	Enter Student Info	Cancel	✓ 5/9/2013
mN9dtkgjYHxAPa6	Enter Student Info	Cancel	

1. Click **Request registration key** to request a key for your student.
2. Enter the CAPTCHA code, which is displayed below the **Request registration key** button. You must enter it exactly as it appears on the page. Then click **Continue**.
3. If you typed the CAPTCHA code correctly, a registration key is displayed in the **Registration Key field (Step Five)** allowing you to complete the registration process.
4. Click ☒ to validate the key. Then the **Enter Student Info** button is displayed. Click **Enter Student Info** to add demographic data for the student (**Step Six**).

Step Six:

Under **Step Six: Student Information (registration key)**, where *registration key* is the actual key entered for your student, you can enter additional required demographic information for the student. You can also indicate whether the individuals listed as the student's emergency contacts are allowed to transport the student from school.

1. When you click **Enter Student Info**, the fields under **Step Six** are displayed allowing you to enter the data.

Step Six: Student Information (NMeSjmZnXrKwHPFS)

Select school year for enrollment:

Select an address for this student:

Select which campus the student will attend:

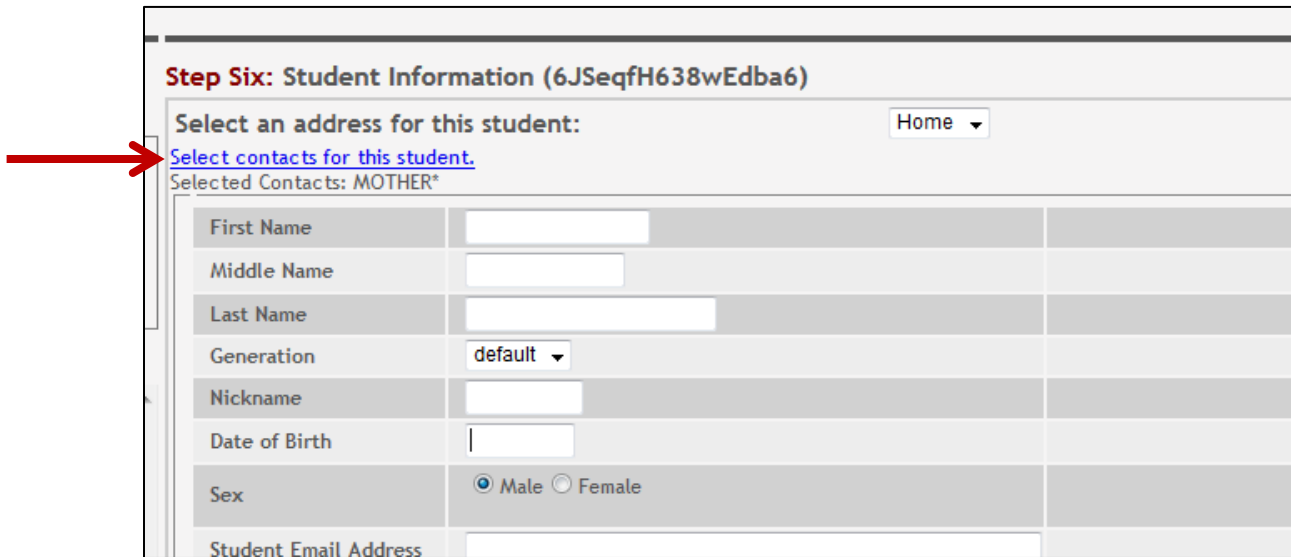
Student Data

First Name	Samantha
Middle Name	
Last Name	Beard
Generation	VI
Nickname	
Date of Birth	05/28/1999

☐ Male ☒ Female

2. For some districts, the **Select school year for enrollment** field is displayed allowing you to select the school year for which the enrollment applies. This is not displayed for all districts.
3. For some districts, the **Select which campus the student will attend** field is displayed allowing you to select the campus the student will attend next year.
4. In the **Select an address for this student** field, select which address, of those entered in **Step Two**, is the address for the student.

- For some districts, the **Select contacts for this student** link is displayed. Click the link to open a window allowing you to select which contacts, of those entered for **Step Three**, are associated with the student. In many cases, you will select all the contacts. However, within some families, a contact may be associated with one student but not the other.



Step Six: Student Information (6JSeqfH638wEdba6)

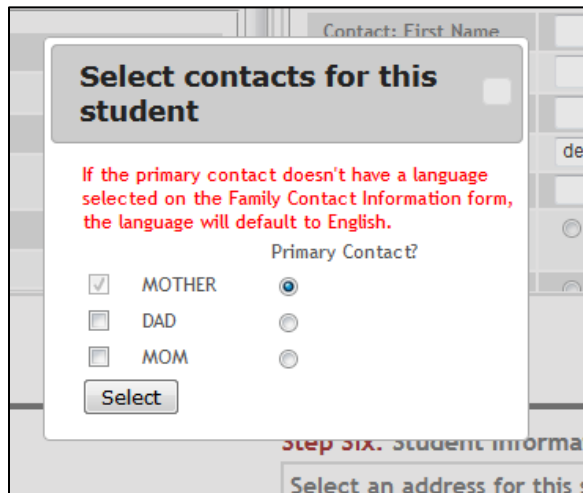
Select an address for this student: Home ▾

[Select contacts for this student.](#)

Selected Contacts: MOTHER*

First Name		
Middle Name		
Last Name		
Generation	default ▾	
Nickname		
Date of Birth		
Sex	☒ Male ☐ Female	
Student Email Address		

From the window, select the contacts to associate with the student. You must also indicate which contact is the primary contact for the student.



Select contacts for this student

If the primary contact doesn't have a language selected on the Family Contact Information form, the language will default to English.

Primary Contact?

☒ MOTHER ☒

☐ DAD ☐

☐ MOM ☐

Select

Click **Select** to close the window.

For some districts, the **Select contacts for this student** link is not displayed. Instead, contacts are selected as follows: Under **Parent 1**, **Parent 2**, **Parent 3**, **Parent 4**, and all emergency contacts, the first field listed allows you to select which contact, of those entered in **Step Three**, is the appropriate contact. For example, you may select *Mom* as **Parent 1**, and then select *Dad* as **Parent 2**, and so on. The contact selected for **Parent 1** will be considered the primary contact.

Step Six: Student Information (NMeSjmZnXrKwHPFS)

Parent 1

Parent 1	Mom	
Parent 1 Relationship	2 - Mother 1 - Natural	
Parent 1 Enrolling Student	☒ Yes ☐ No	(Y - Yes, N- No)
Parent 1 Lives With Student	☒ Yes ☐ No	(Y - Yes, N- No)
Parent 1 Federal Connection		(Y - Yes, N- No, 0-
Parent 1 Military Status		(0 - Not a military U.S. military, 2 - Dependent of me military dependen
Parent 1 Branch of Service		
Parent 1 Rank		

Parent 2

Parent 2	Dad	
Parent 2 Relationship		

- If a field contains the **Document (+)** button, you can upload a file related to online registration, such as birth certificate, driver license, immunization record, and/or proof of residency. This is not available for all districts.

Click **Document (+)**, and a window opens allowing you select and upload one or more files.

ent registration key here: Step Six: Student Informa

Close

Document List

Application: PARENT PORTAL Folder: NOT REGISTERED

App	Folder	Description	Date/Time	User	Delete
-----	--------	-------------	-----------	------	--------

Document Upload

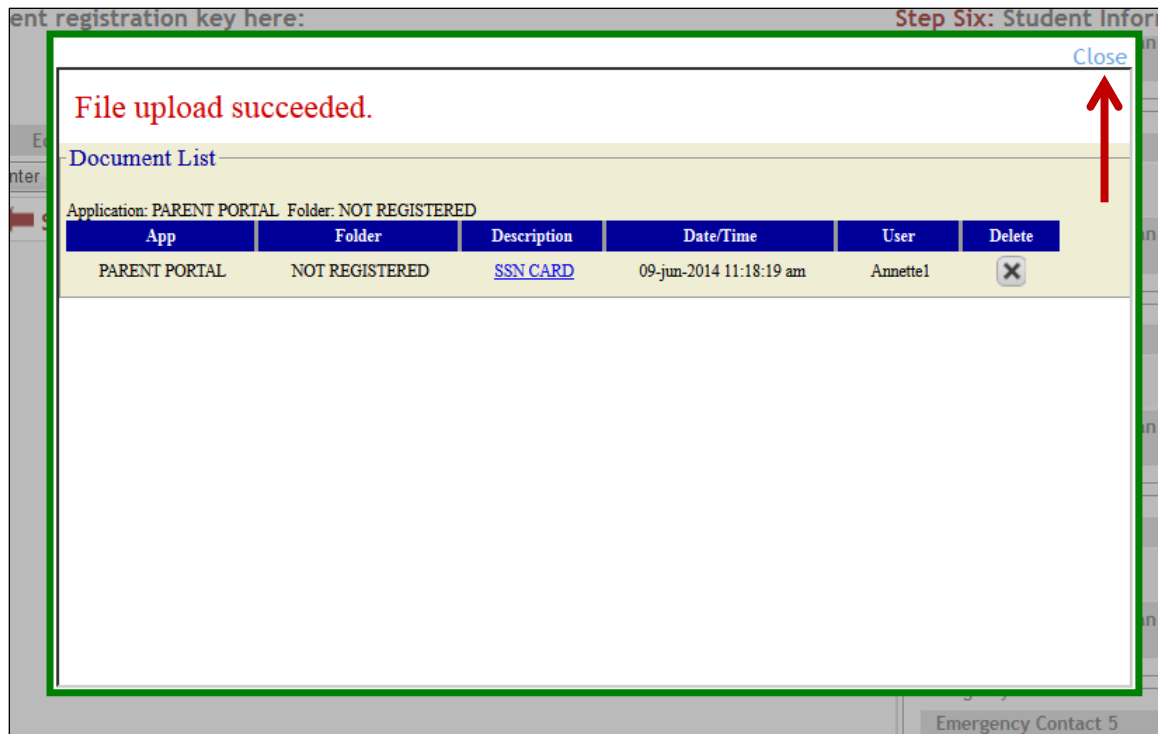
Select File to Upload: No file selected.

Select Description:

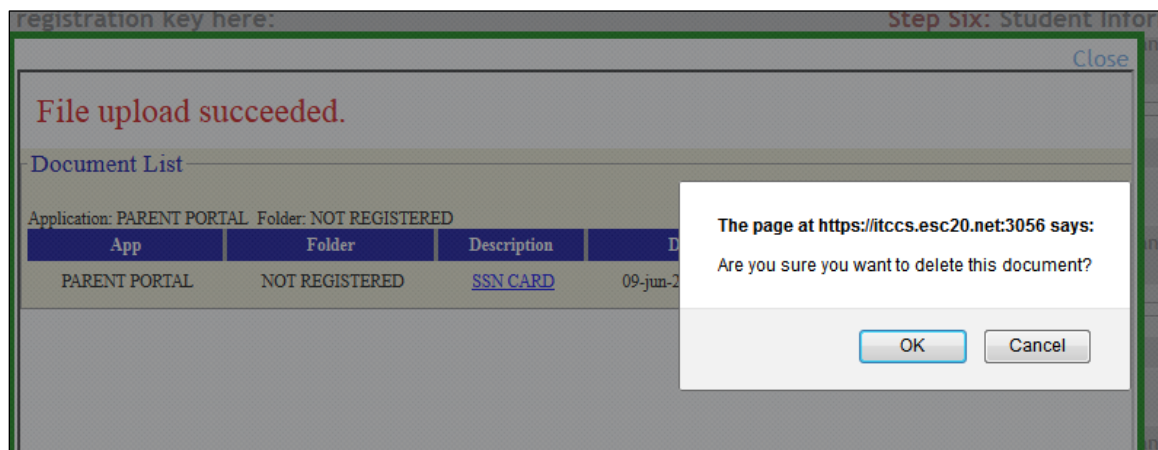
Description:

Emergency Contact 5

- Under **Document Upload**, click **Browse**. Locate the file to be uploaded, and then click **Open**. Under **Description**, type a description of the file you are uploading.
The following file types are acceptable:
 - Text: .txt
 - Microsoft® applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx.
 - Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff.
 - Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv.
 - Audio: .wav.
 - PDF: .pdf.
 - Zipped: .zip.
- Click **Upload File**. A message is displayed indicating that the file upload was successful, and the details of the file are displayed. Click **Close** to close the window.



If a file already exists, you can delete it and re-add a different file. Click **Document (+)**, and then click . A message is displayed asking you to confirm that you want to delete the document. Click **OK** to continue.



- In the data fields, enter all required data, and then click **Submit**. Or, you can click **Save data and submit later** if you have not completed all information and need to continue at a later time.

☐ Yes ☐ No (Y - Yes, N- No)
 Hawaiian/Pacific Islander

☐ Yes ☐ No (Y - Yes, N- No)
 White

Parent 1

Parent 1

Parent 1 Relationship

or

Note: You can click **Submit** to submit the registration multiple times if necessary. If you have previously submitted information for a student, and you need to update information before the student is actually registered at the campus, you must click **Submit** again. Otherwise, any changes will not be submitted to the district.

Once you click **Submit**, the student's registration information is submitted to the district, and a check mark and date are displayed under **Step Four** in the **Submitted to District** column.

Step Four: Request a new student registration key here:

Request registration key

My New Students

Registration Key	Edit Data	Cancel	Submitted to District?
NMeSjmZnXrKwHPFS	Enter Student Info.	Cancel	✓ 6/12/2014

- To complete the registration process, you must go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus.

Final Steps:

Once you have completed in-person registration at the district or campus, you will be issued a student portal ID for each student you have successfully registered. The student portal ID is issued by the campus. You can use the portal ID to add the student to your txConnect account.

Once a student is completely registered and added to your account, the student will be listed on your My Account page under **Students**.

How to View and Update Online Registration Information for a Student

The Student Information for *STUDENT NAME* page (where *STUDENT NAME* is your student's name) allows you to access forms for student online registration. You can only access the page if you are one of the student's parents and have successfully registered your e-mail address to the student.

The displayed information is provided by the district. It may consist of static forms and dynamic forms.

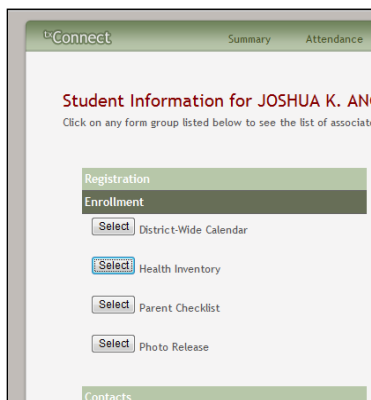
- Static forms cannot be updated online; they can be viewed, printed, completed by hand, and returned to the campus. Static forms will vary by campus and district, such as a home language survey.
- Dynamic forms are presented online and can be completed and submitted online. These forms may include student online registration and demographic updates.

On the My Account page, click [edit](#) for the student you want to view or update registration information for. The button is only displayed if you are one of the student's parents and your e-mail address is registered for the student.

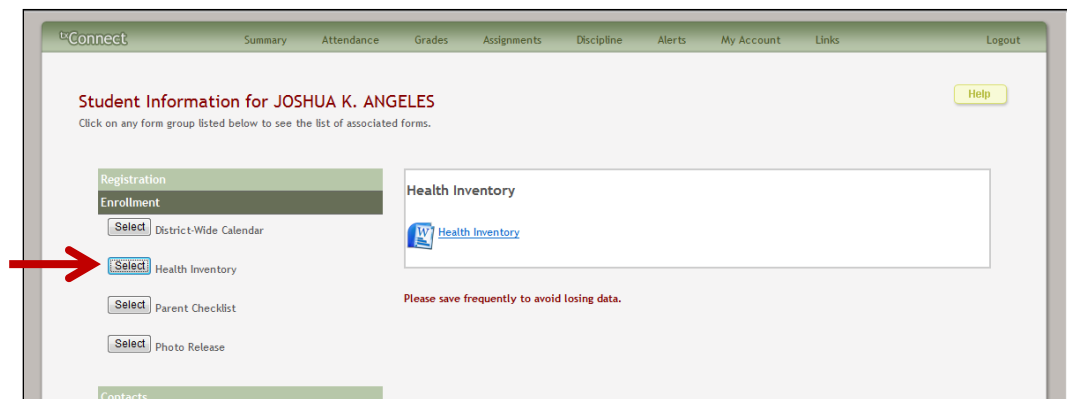
The Student Information for *Student Name* page is displayed.



1. The forms for the student's online registration may be grouped under headings such as Medical, Transportation, Contact, and Other, depending on how the district has set them up. Click the heading to view the list of associated forms. The associated forms are displayed below the heading.



2. Locate the form you want to view, and then click **Select** for the form. The form data is displayed on the right side of the page.
 - For static forms, if the district provided any special instructions for the form, the instructions are displayed. An icon also indicates the format of the document, such as Microsoft Word or PDF. Clicks the form name to open the form. The form will open in the associated program.



- For dynamic forms, the form will open on the right side of the page in a grid format with column headings and rows of data.

The screenshot shows the txConnect 2.9.0 for Parents interface. The top navigation bar includes links for Summary, Attendance, Grades, Assignments, Discipline, Alerts, My Account, Links, and Logout. The main content area is titled 'Student Information for JOSHUA K. ANGELES' and includes a 'Help' button. Below the title, there is a section for 'Dynamic Emergency Contacts' with a 'Select' button highlighted by a red arrow. The form itself is a grid with columns for field names, current values, and action buttons (Edit, Cancel). The fields include Birth Place City, Parent 3 Work Phone Area Code, Emergency Contact 2 Home Phone Number, Emergency Contact 2 Work Phone Number, Emergency Contact 2 Cell Phone Number, Emergency Contact 2 Drivers License Number, and Emergency Contact 2 Can Pick Up/Transport. The 'Save Changes' and 'Cancel' buttons are at the bottom of the form.

The left column displays all the information fields, such as **Grade** and **Phone Number**.

This close-up view of the 'Dynamic Emergency Contacts' form grid shows the first column containing field names and the second column containing current values. A red box highlights the first three rows: 'Birth Place City' with value 'ANYTOWN', 'Parent 3 Work Phone Area Code' with an 'Edit' button, and 'Emergency Contact 2 Home Phone Number' with a text input field.

The next column displays the current data for the field, if it exists.

This close-up view of the 'Dynamic Emergency Contacts' form grid shows the third column containing action buttons. A red box highlights the first three rows: 'Birth Place City' with a '(I am informational only.)' note, 'Parent 3 Work Phone Area Code' with an 'Edit' button, and 'Emergency Contact 2 Home Phone Number' with a 'Cancel' button.

If the district or campus provided specific instructions for the field, the instructions are displayed in the right column.

- Some data can be updated, and some data cannot be updated. If the data can be updated, the **Edit** button is displayed.

When you click **Edit**, an input field appears below the existing data allowing you to type the new information. A **Cancel** button is also displayed for the field.

The input field will display the existing data. Type over the existing data with the new information. Otherwise, click **Cancel**.

- If a field is limited to a specific format or type of data, and you type invalid data, a message is displayed instructing you to correct the data. You must correct the data to continue.
- If you have submitted a change in the field, but the change is still pending (i.e., not yet approved by an administrator), the original data is displayed with an asterisk next to it. You can click **Edit** to see the change you requested.

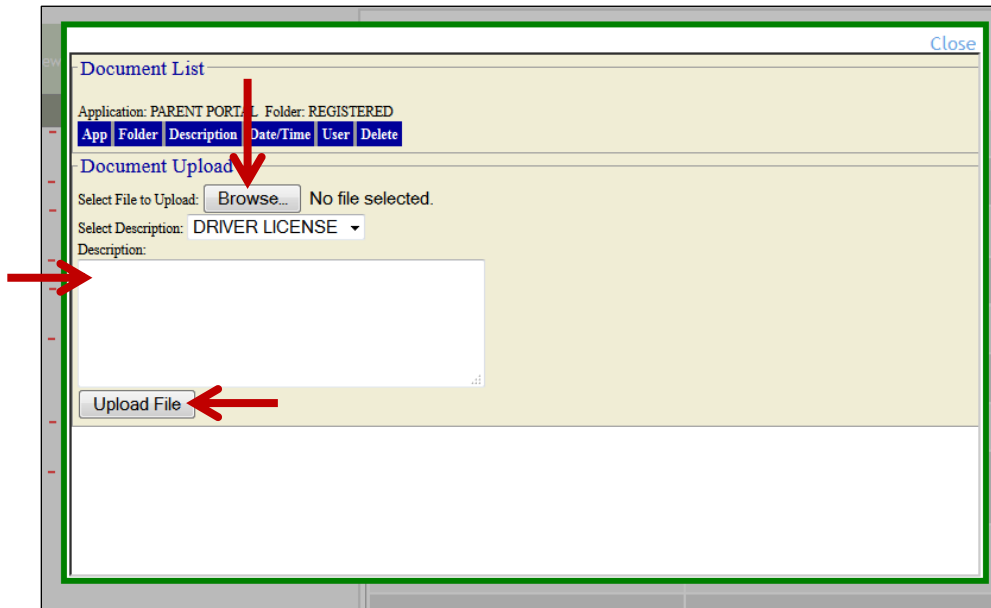
Once the change is approved by an administrator, the new data will be displayed in the grid.

Note: Some districts use a street directory system that automatically restricts student addresses to those that exist in the street directory. In this case, you will be restricted from entering any address for the student that does not exist in the street directory.

- If a field contains the **Document (+)** button, you can upload a file related to online registration, such as a birth certificate, driver license, immunization record, and/or proof of residency.

Driver License Document	Upload Document Here: Document (+)	(Upload of your Driver License information)
Birth Certificate Document	Upload Document Here: Document (+)	(Upload of your Birth Certificate information)

Click [Document \(+\)](#) and a window opens allowing you select and upload one or more files.



- Under **Document Upload**, click **Browse**. Locate the file to be uploaded, and then click **Open**.

The following file types are acceptable:

Text: .txt

Microsoft applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx

Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff

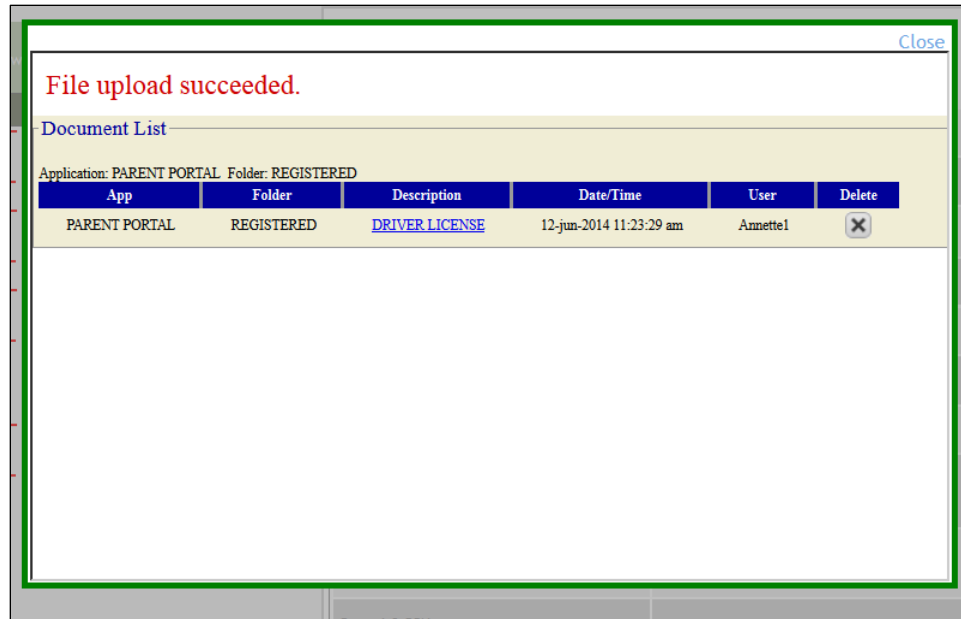
Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv

Audio: .wav

PDF: .pdf

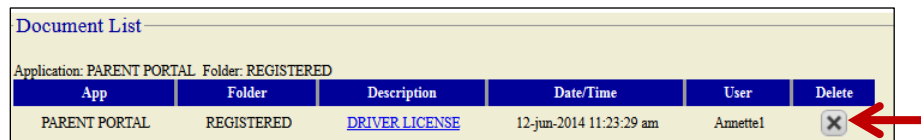
Zipped: .zip

- Under **Description**, type a description of the file you are uploading.
- Click **Upload File**. A message is displayed indicating that the file upload was successful, and the details of the file are displayed.



Click **Close** to close the window.

- If a file already exists, you can view it, or you can delete it and re-add a different file. Click **Document (+)**, and then click



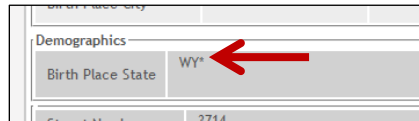
A message is displayed prompting you to confirm that you want to delete the file. Click **OK** to continue.

- Click **Save Changes** to save any changes. Otherwise, click **Cancel** to clear any changes on the page.

Dynamic Emergency Contacts
Update your emergency contact information here please.
**Indicates a pending change.*

Birth Place City	ANYTOWN		(I am informational only.)
Parent 3 Work Phone Area Code		Edit	(Business Area Code)
Emergency Contact 2 Home Phone Number		Cancel	
Emergency Contact 2 Work Phone Number		Edit	
Emergency Contact 2 Cell Phone Number		Edit	
Emergency Contact 2 Drivers License Number			
Emergency Contact 2 Can Pick Up/Transport		Edit	(Y - Yes, N- No)

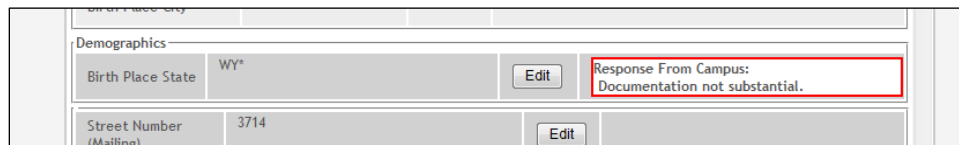
The campus staff will be notified of your changes and will need to approve them before they are updated in the student's official records. If you have submitted a change that has not yet been approved, an asterisk is displayed next to the field to indicate that the change is pending.



A screenshot of a web form titled "Demographics". It contains a field labeled "Birth Place State" with the value "WY*" next to it. A red arrow points to the asterisk, indicating a pending change. Below this field is another field labeled "Street Number (Mailing)" with the value "3714".

Note that if you edit a pending field, your most recent change will overwrite the former pending change. The campus staff will approve the most recent change.

- For some campuses, if the campus staff rejects a change, a message is displayed in the right column with a note indicating the reason for the rejection.



A screenshot of the same web form. The "Birth Place State" field now shows "WY*" and an "Edit" button. To the right of the field, a red-bordered box contains the text: "Response From Campus: Documentation not substantial." Below the "Birth Place State" field is the "Street Number (Mailing)" field with the value "3714" and an "Edit" button.

The message is cleared once you click **Edit**, type new information in the field, and click **Save**.

- Once the campus staff has approved the change, you will see the new data.

Summary

Once you are logged on, the Summary page displays an alphabetical list of students that you have added to your account either through registration as a new user, or through your My Account page.

From the Summary page, you can click [Edit Student Settings](#) to go to the page where you can register your e-mail address for the students associated with your txConnect account.

From any page in txConnect, you can click [View/Edit Forms](#) from the student list on the left side of the page to go directly to the online registration page. The button is only displayed if you have registered your e-mail address to the student.

txConnect Summary Attendance Grades Assignments Discipline Assessments Immunizations Alerts My Account

Account Settings
[Edit Student Settings](#)

BENJAMIN C. ABELL JR
[View/Edit Forms](#)
5 new alerts

MARVELL E. ACEVEDO
[View/Edit Forms](#)
5 new alerts

KATHRYN R. ALLEN

BRIANNA M. BRAGG
[View/Edit Forms](#)

SABRINA CHAMBERLAIN
5 new alerts

THOMAS D. FALLS

ALEX M. HANSEN

JENNIFER S. SHELTON
[View/Edit Forms](#)

Summary
for: BENJAMIN C. ABELL JR at TxEIS High School

The Parent Portal Mobile site is available!
From your smartphone or mobile device, please visit our mobile site at:
<https://txsuiteqa2.esc20.com/tcm015116/Login.aspx>
Click Here to receive a link on your cell phone. [Send Link](#)

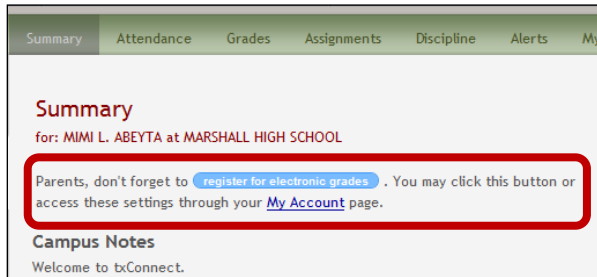
Campus Notes
Welcome to txConnect for TxEIS High School.

This is a Campus message test to see if the message added displays immediately in txConnect without having to Refresh the database.

Class Schedule

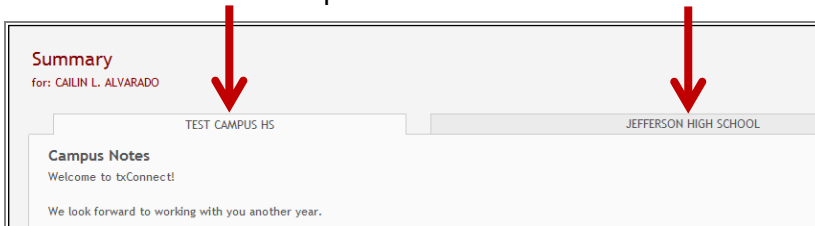
Period	Course	Instructor	Last Updated	Current Average 8:43AM 6/23/14	Today's Attendance 8:43AM 6/23/14
1	BAND 2	BRANDON A. BURKHOLDER	6/20/2014	54	
2	ENG 2	ANA L. BAILEY	6/20/2014	070	
3	CHEM 1	MELISSA S. PEDONE	6/20/2014	075	
4	ART 2	SARAH GUZMAN			
5	10TH ADVISORY	BARBARA V. BOWMAN		non-graded class	
6	U S HIST	CAROL A. CARTER			
7	SPAN 2	CAROLYN C. CERVANTES-JOHNSON			
8	GEOM	ROSLYN F. SLIGH	6/23/2014	30	

- For some school districts, the following message is displayed below your student's name:

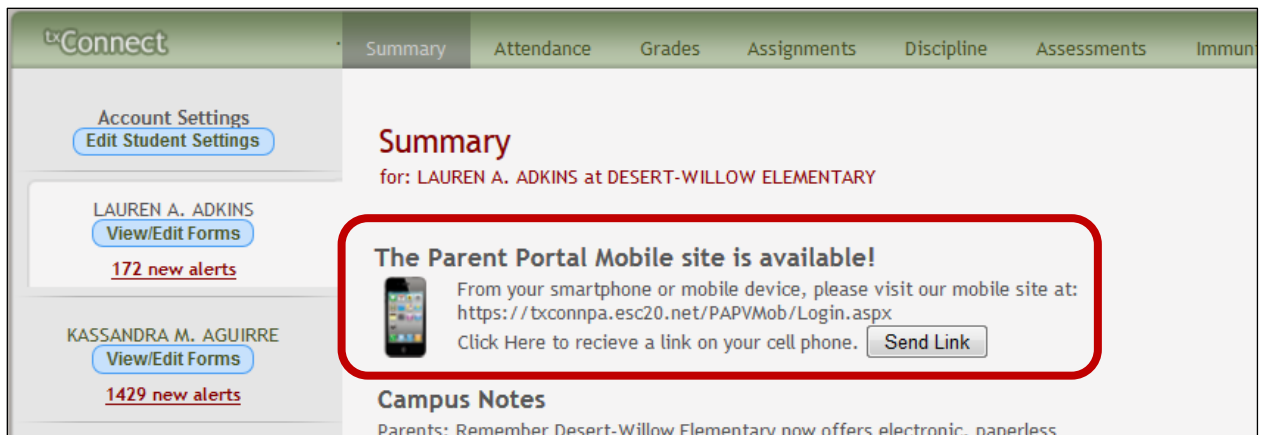


You can click [register for electronic grades](#) to go to the page where you can register your e-mail address to a student and then request report cards and IPRs in electronic format. Not all districts have this option.

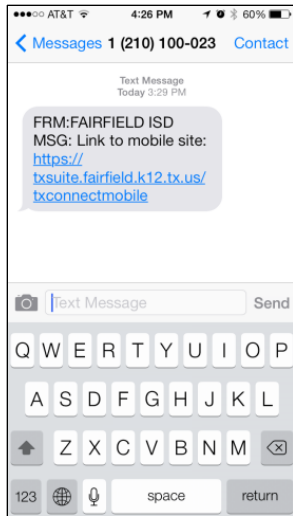
- If the student attends multiple campuses, a tab is displayed for each campus. Click the tab to view data for that campus.



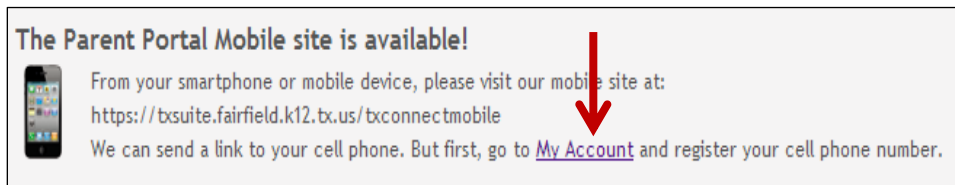
- If you have registered your cell phone number, which is done on the My Account page, the following information is displayed above the **Campus Notes**:



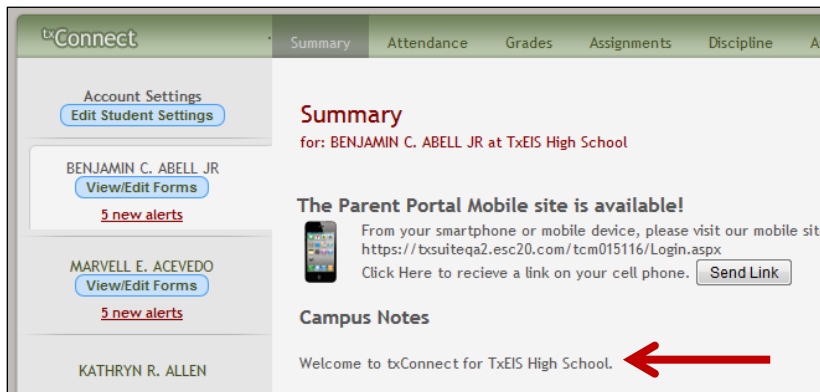
Click **Send Link** if you want to receive a text message that contains a link to the txConnect mobile app login page for your student's campus.



If you have not yet registered your cell phone number, the **Send Link** button is not displayed. Instead, a message is displayed indicating that you must first register your cell number from the My Account page.



- Any notes from the student's campus are displayed under **Campus Notes**.



- The student's class schedule is displayed below the campus notes, including period, course title, instructor name, current grade average for each class, and attendance for the current date. If administrators have disabled the student schedules, the message "Student schedule is not available at this time" is displayed, and the schedule is not displayed.

Class Schedule						
Period	Course	Instructor	Last Updated	Current Average	Today's Attendance	
1	BAND 2 	BRANDON A. BURKHOLDER	6/20/2014	54	8:43AM 6/23/14	
2	ENG 2 	ANA L. BAILEY	6/20/2014	070		
3	CHEM 1	MELISSA S. PEDONE	6/20/2014	075		
4	ART 2 	SARAH GUZMAN				
5	10TH ADVISORY	BARBARA V. BOWMAN		non-graded class		
6	U 5 HIST 	CAROL A. CARTER				
7	SPAN 2	CAROLYN C. CERVANTES-JOHNSON				
8	GEOM	ROSLYN F. SLIGH	6/23/2014	30		

- If the student is present, or if attendance has not been posted for the course, the attendance for the course under **Today's Attendance** is blank.

Class Schedule						
Period	Course	Instructor	Last Updated	Current Average	Today's Attendance	
1	BAND 2 	BRANDON A. BURKHOLDER	6/20/2014	54	8:43AM 6/23/14	
2	ENG 2 	ANA L. BAILEY	6/20/2014	070		

If the instructor has marked the student as absent or tardy, a message is displayed under **Today's Attendance** indicating the nature of the absence.

Class Schedule						
Period	Course	Instructor	Last Updated	Current Average	Today's Attendance	
1	BAND 2 	BRANDON A. BURKHOLDER	6/23/2014	55	PARENT NOTE ILL	

For students enrolled at an elementary campus which has only one period, only one attendance status is displayed for the entire day.

- Any failing grades under **Current Average** are red.

Class Schedule						
Period	Course	Instructor	Last Updated	Current Average	Today's Attendance	
1	BAND 2 	BRANDON A. BURKHOLDER	6/23/2014	55	PARENT NOTE ILL	

- If the instructor has provided any notes about the course, a yellow note icon  is displayed next to the course name.

Class Schedule						
Period	Course	Instructor	Last Updated	Current Average	Today's Attendance	
1	BAND 2 	BRANDON A. BURKHOLDER	6/23/2014	55	PARENT NOTE ILL	

Click the icon to view the notes. Click **(close)** to close the note.

Class Schedule			
Period	Course	Instructor	Last Update
1	BAND 2	ANTHONY L. WESSELS	6/23/2014
2	ENG 2	ANA L. BAILEY	6/20/2014
3	CHEM 1	WILLIAM W. CAMPBELL	6/20/2014
4	ART 2	ROSALYN F. SLIGH	
5	10TH AD		
6	U S HIS		
7	SPAN 2	CAROLYN C. CLARK	
8	GEOM	ROSALYN F. SLIGH	6/23/2014

Course Note: BAND 2
 Students are expected to practice their instrument daily at home. Students are required to attend scheduled marching practice before and/or after school. Students are required to attend Friday night performances. Call with any questions during my conference time from 12:45 - 1:30.
 (close)

The yellow note icon  will appear throughout txConnect anywhere the course name appears (e.g. the Summary, Attendance, and Grades pages).

- If the instructor has provided contact information, office hours, and/or other notes, a yellow note icon  is displayed next to the instructor's name. Click the icon to view the information. Click **(close)** to close the note.

Class Schedule				
Period	Course	Instructor	Current Average as of 4:30AM 10/24/11	Today's Attendance as of 9:45AM 10/24/11
1	ALG 2 	ANTONY L. WESSELS 	86	
2	CALCULUS AB AP 	WILLIAM W. CAMPBELL	Teacher Note: ANTONY L. WESSELS	
3	CALCULUS AB AP 	WILLIAM W. CAMPBELL	Phone: (210) 370-5555 during time	
3	ENVIRO SCI AP	MARY B. SCHROEDER	871	(close)
4	OFF CAMPUS P4	CYNTHIA A. CANNON 	non-graded class	

If the instructor has provided an e-mail address, the instructor's name is displayed as a link to his e-mail address anywhere his name appears. If you click the name, the default e-mail client (as specified in his Internet Options settings) opens with the instructor's address in the **To** field.

The yellow note icon  and e-mail link will appear throughout txConnect anywhere the instructor's name appears (e.g. the Summary, Attendance, and Grades pages).

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

- If you have registered your e-mail address to the student and selected **Request electronic report card and IPR** on the My Account > Edit Settings page, a **View Report Card** icon and/or **View IPR** icon is displayed when the electronic version of the report card or IPR is available for you to view. This is not available for all districts.

Summary

for: BROOKE A. CARTER at MARSHALL HIGH SCHOOL

Campus Notes

Welcome to txConnect.

We look forward to working with you another year.

Class Schedule

Period	Course	Instructor	Last Updated	Current Average as of 5:00AM 7/1/13	Today's Attendance as of 9:45AM 7/1/13
1	JRNLSM NP 1 ADV				

View Report Card:
(Created: 11/1/2012)

View IPR:
(Created: 2/28/2013)

View Report Card:
(Created: 11/1/2012)

View IPR:
(Created: 2/28/2013)

See the “How to Receive Electronic Report Cards and IPRs” section in the Grades chapter for more information.

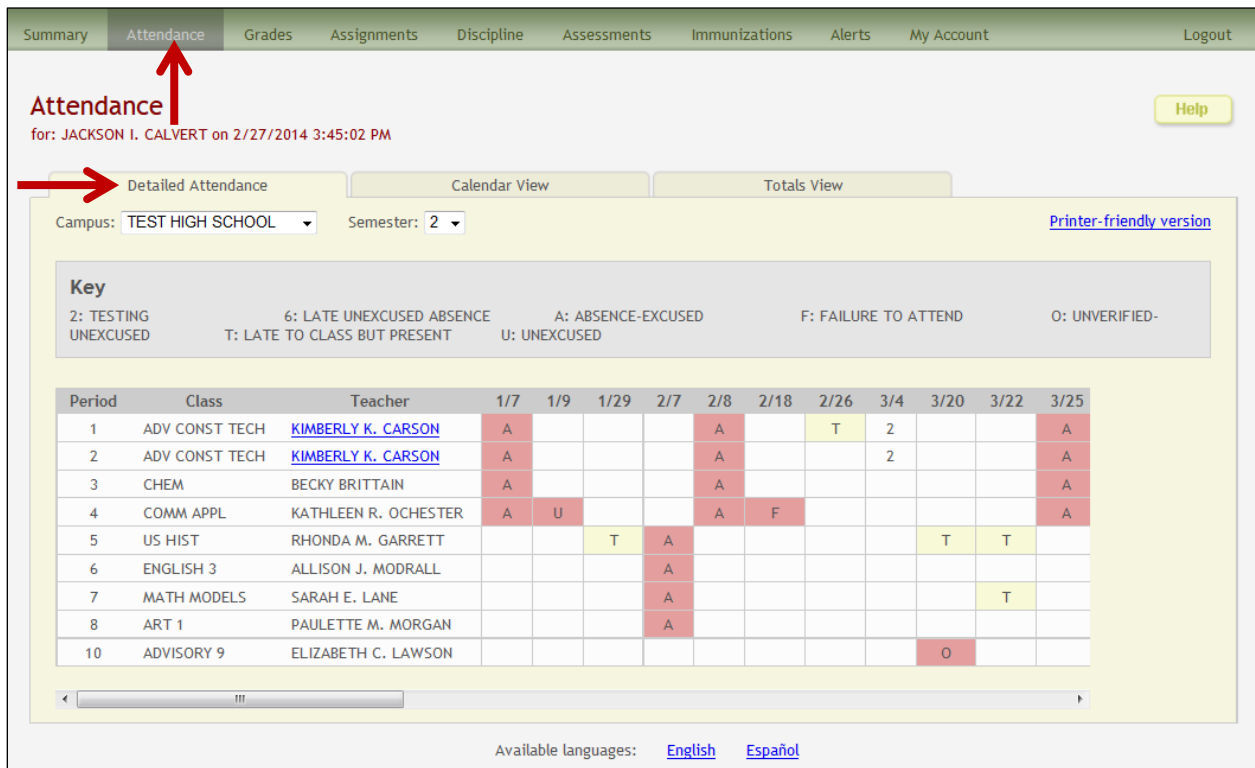
Attendance

To view your student's attendance, click **Attendance** on the menu at the top of the page. The **Detailed Attendance** tab is displayed by default.

Attendance data is current as of the date and time you logged in. To refresh the attendance data displayed, you must log out and log in again.

If administrators have disabled the student schedules, the message "Student schedule is not available at this time" is displayed, and the attendance data is not displayed.

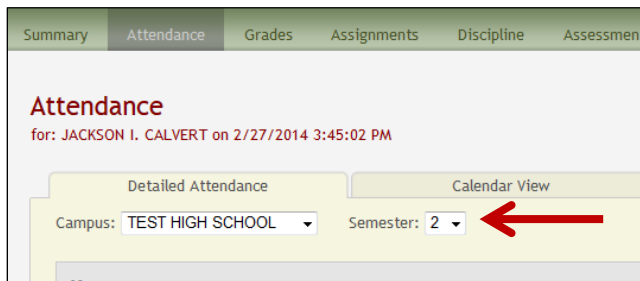
How to View Detailed Attendance



The screenshot shows the top navigation menu with 'Attendance' highlighted. Below the menu, the 'Attendance' section is displayed for 'JACKSON I. CALVERT' on '2/27/2014 3:45:02 PM'. The 'Detailed Attendance' tab is selected, showing a calendar view of attendance data for 'TEST HIGH SCHOOL' in 'Semester: 2'. A key defines the attendance codes: 2: TESTING UNEXCUSED, 6: LATE UNEXCUSED ABSENCE, A: ABSENCE-EXCUSED, F: FAILURE TO ATTEND, O: UNVERIFIED-, T: LATE TO CLASS BUT PRESENT, U: UNEXCUSED. The table below shows attendance data for 10 periods across various classes and teachers.

Period	Class	Teacher	1/7	1/9	1/29	2/7	2/8	2/18	2/26	3/4	3/20	3/22	3/25
1	ADV CONST TECH	KIMBERLY K. CARSON	A				A		T	2			A
2	ADV CONST TECH	KIMBERLY K. CARSON	A				A			2			A
3	CHEM	BECKY BRITAIN	A				A						A
4	COMM APPL	KATHLEEN R. OCHESTER	A	U			A	F					A
5	US HIST	RHONDA M. GARRETT			T	A					T	T	
6	ENGLISH 3	ALLISON J. MODRALL				A							
7	MATH MODELS	SARAH E. LANE				A						T	
8	ART 1	PAULETTE M. MORGAN				A							
10	ADVISORY 9	ELIZABETH C. LAWSON									O		

Select the campus (if applicable) and semester for which you want to view attendance data.



The screenshot shows the 'Attendance' section for 'JACKSON I. CALVERT' on '2/27/2014 3:45:02 PM'. The 'Detailed Attendance' tab is selected, and the 'Calendar View' is shown. The 'Campus' dropdown is set to 'TEST HIGH SCHOOL' and the 'Semester' dropdown is set to '2'. A red arrow points to the 'Semester' dropdown.

The date is displayed in the column heading if the student was marked absent or tardy for any period during the day.

Summary Attendance Grades Assignments Discipline Assessments Immunizations Alerts My Account

Attendance

for: JACKSON I. CALVERT on 2/27/2014 3:45:02 PM

Detailed Attendance

Calendar View

Totals View

Campus: TEST HIGH SCHOOL Semester: 2

Key

2: TESTING UNEXCUSED 6: LATE UNEXCUSED ABSENCE A: ABSENCE-EXCUSED F: FAILURE TO ATTEND
T: LATE TO CLASS BUT PRESENT U: UNEXCUSED

Period	Class	Teacher	1/7	1/9	1/29	2/7	2/8	2/18	2/26	3/4	3/2
1	ADV CONST TECH	KIMBERLY K. CARSON	A				A		1	2	
2	ADV CONST TECH	KIMBERLY K. CARSON	A				A			2	

If the student was present and on time for the entire day, the date is not displayed.

If the student was not present for the entire class, a code is displayed for the period and date. A description of each code is displayed in the **Key** section of the page (e.g., excused, unexcused until a note is received, etc.).

SummaryAttendanceGradesAssignmentsDisciplineAssessmentsImmunizationsAlertsMy AccountLogout

Attendance

for: JACKSON I. CALVERT on 2/27/2014 3:45:02 PM

Help

Detailed AttendanceCalendar ViewTotals View

Campus: TEST HIGH SCHOOL Semester: 2

Printer-friendly version

Key

2: TESTING UNEXCUSED6: LATE UNEXCUSED ABSENCEA: ABSENCE-EXCUSED
T: LATE TO CLASS BUT PRESENTU: UNEXCUSED
F: FAILURE TO ATTEND
O: UNVERIFIED-

Period	Class	Teacher	1/7	1/9	1/29	2/7	2/8	2/18	2/26	3/4	3/20	3/22	3/25
1	ADV CONST TECH	KIMBERLY K. CARSON	A				A		T	2			A
2	ADV CONST TECH	KIMBERLY K. CARSON	A				A			2			A

In the example above, the student was absent (excused) on January 7, February 8, and March 25. He was tardy (late to class but present) on February 26.

How to View the Calendar View

Click the **Calendar View** tab to view the attendance details in a calendar view instead of a table view. All months for the current school year are displayed as you scroll down. This is the same information as you see on the Detailed Attendance tab, but it is presented on a calendar.

Attendance
for: JACKSON I. CALVERT on 2/27/2014 3:45:02 PM

Summary Attendance Grades Assignments Discipline Assessments Immunizations Alerts My Account Logout

Detailed Attendance **Calendar View** Totals View

Campus: TEST HIGH SCHOOL Semester: 2

December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Available languages: [English](#) [Español](#)

Select the campus (if applicable) and semester for which you want to view attendance data.

Attendance
for: JACKSON I. CALVERT on 2/27/2014 3:45:02 PM

Summary Attendance Grades Assignments Discipline Assessments Immunizations

Detailed Attendance **Calendar View** Totals View

Campus: TEST HIGH SCHOOL Semester: 2

December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

January 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16

If the student was not present for the entire class for all periods of the day, the day is highlighted on the calendar.

Summary Attendance Grades Assignments Discipline Assessments Immunizations

Attendance

for: JACKSON I. CALVERT on 2/27/2014 3:45:02 PM

Detailed Attendance Calendar View Totals

Campus: TEST HIGH SCHOOL Semester: 2

December 2012							January 2013							February 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu		
					1				1	2	3	4	5							
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21		
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
30	31																			

Click the date to view the attendance details for the highlighted day.

For each period, the student's attendance is displayed. The period is only listed if the student was marked absent or tardy for that period. Otherwise, the period is not listed.

Summary Attendance Grades Assignments Discipline Assessments Immunizations Alerts My Account Logout

Attendance

for: JACKSON I. CALVERT on 2/27/2014 3:45:02 PM

Detailed Attendance Calendar View Totals View

Campus: TEST HIGH SCHOOL Semester: 2

December 2012							January 2013							February 2013							March 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1				1	2	3	4	5						1	2						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
30	31																				31						

Attendance details for 1/29/13.

Period	Class	Attendance
5	US HIST	LATE TO CLASS BUT PRESENT

Close

Click **Close** to close the Attendance details popup for the highlighted day.

How to View the Totals View

Click the **Totals View** tab to view attendance and tardies totals for the semester. The student's classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies are listed.

Attendance
for: JACKSON I. CALVERT on 2/27/2014 3:45:02 PM

Help

Detailed Attendance | Calendar View | **Totals View**

Campus: TEST HIGH SCHOOL Semester: 2

Period	Class	Teacher	Total Absences	Excused Absences	Unexcused Absences	School Related	Tardies
1	ADV CONST TECH	KIMBERLY K. CARSON	11	3	8	0	1
2	ADV CONST TECH	KIMBERLY K. CARSON	6	3	3	0	0
3	CHEM	BECKY BRITAIN	3	3	0	0	0
4	COMM APPL	KATHLEEN R. OCHESTER	6	3	3	0	0
5	US HIST	RHONDA M. GARRETT	7	1	6	0	14
6	ENGLISH 3	ALLISON J. MODRALL	2	1	1	0	1
7	MATH MODELS	SARAH E. LANE	3	2	1	0	2
8	ART 1	PAULETTE M. MORGAN	3	2	1	0	1
10	ADVISORY 9	ELIZABETH C. LAWSON	1	0	1	0	0

Available languages: [English](#) [Español](#)

Select the campus (if applicable) and semester for which you want to view attendance data.

Attendance
for: JACKSON I. CALVERT on 2/27/2014 3:45:02 PM

Detailed Attendance | Calendar View | **Totals View**

Campus: TEST HIGH SCHOOL Semester: 2

Period	Class	Teacher	Total Absences	Excused Absences	Unexcused Absences
1	ADV CONST TECH	KIMBERLY K. CARSON	11	3	8

Totals for the semester are displayed for each period.

Note: If the student withdrew from a course, the withdrawn course and instructor's name are displayed in small print below the current course information. An asterisk is displayed next to the withdrawn course.

Campus: TxEIS High School Semester: 1

This student has withdrawn from this campus.

Period	Class	Teacher	Total Absences	Excused Absences
1	No Current Course CHEM 1*	No Current Teacher MELISSA S. PEDONE	0	0
2	No Current Course ENG 2*	No Current Teacher ANA L. BAILEY	1	0
3	No Current Course PHYSICS	No Current Teacher CHRISTOPHER S. BARNES	0	0

Grades

To view your student's grades, click **Grades** on the menu at the top of the page. The **Cycle Grades** tab is displayed by default with summarized data for the current semester.

If administrators have disabled the student schedules, the message "Student schedule is not available at this time" is displayed, and the grade data is not displayed.

Grades
for: KADEN M. BAILEY at ASH HIGH SCHOOL on 6/25/2014 2:46:28 PM

Semester: **2** ▼

[Show All](#) [Hide All](#) ☐ Show Blank Grades

Period	Class	Teacher	Previous Cycles		Current Cycle
			1	2	3
1	OFF CAMPUS P1	DENA R. TITUS	non-graded class		
2	EARTH SPACE SCI	KATHLEEN J. BREEDEN	077	058	070
3	BASKETBALL B4	TONYA B. JOYOPRAYITNO	100	100	100
4	ECONOMICS	YVONNE C. REMEDIJES	072	076	072

How to View Assignment Grades for a Class

The Cycle Grades tab displays current grade averages for the current cycle, as well as posted grade averages for previous cycles. For the current semester, the assignment grades for each class can be viewed. For previous semesters, only the posted average is available.

Grades

for: KADEN M. BAILEY at ASH HIGH SCHOOL on 6/25/2014 2:46:28 PM

Cycle Grades

Semester Grades

Semester: 2

[Show All](#)
[Hide All](#)
☐ Show Blank Grades

Period	Class	Teacher	Previous Cycles		Current Cycle
			1	2	3
1	OFF CAMPUS P1	DENA R. TITUS	non-graded class		
2	EARTH SPACE SCI	KATHLEEN J. BREEDEN	077	058	070
3	BASKETBALL B4	TONYA B. JOYOPRAYITNO	100	100	100
4	ECONOMICS	YVONNE C. REMEDIES	072	076	072
5	ALG 2	BRIDGET D. LOPEZ	060	059	055
6	ENGLISH 4	SENOVIO M. SPRADLING	073	063	077
7	BASKETBALL B4	TONYA B. JOYOPRAYITNO	secondary meeting time		
8	OFF CAMPUS P8	DENA R. TITUS	non-graded class		
9	FUNDING	ATTENDANCE	non-graded class		
10	ADVOCATE 9	TONYA B. JOYOPRAYITNO	non-graded class		

Available languages:
[English](#)
[Español](#)

Data for the current semester is displayed by default.

1. Click the grade average for the class and cycle you want to view. The grade average is expanded below the period row to display all grade data that has been entered. In addition to the assignment grades, the calculated average and posted average are displayed.

Grades
for: KADEN M. BAILEY at ASH HIGH SCHOOL on 6/26/2014 11:53:20 AM

Cycle Grades

Semester: **2**

[Show All](#) [Hide All](#) ☐ Show Blank Grades

Period	Class	Teacher	Previous Cycles		Current Cycle	
			1	2	3	
1	OFF CAMPUS P1	DENA R. TITUS	non-graded class			
2	EARTH SPACE SCI	KATHLEEN J. BREEDEN	<u>077</u>	<u>058</u>	<u>070</u>	
Assignment			Due Date	Grade	Late	Redo
Classwork/Homework (Weight 50%)						
Earthquake Lab			1/11/2013	75		
Reconstructing Pangaea Lab			1/22/2013	60	X	
Sea Floor Spreading Simulation			1/24/2013	100		
Lab 10 - The Ocean Floor			2/1/2013	78		
Relative Age Lab			2/8/2013	71		
Lab 6 Geologic Age			2/18/2013	51		
Lab 21 Distance on Earth			2/20/2013	80		
Classwork/Homework average				74		
Current Events (Weight 25%)						
Current Event #1			1/11/2013	100		
Current Event #2			1/18/2013	100		
Current Event #3			1/25/2013	70		
Current Event #4			2/1/2013	70		
Current Event #5			2/8/2013	(excluded)		
Current Event #6			2/15/2013	70		
Current Events average				82		
Projects/Exams (Weight 25%)						
Plotting Earthquake Epicenter Quiz			1/17/2013	64		
Magnetic Pole Reversal & Scientific Literacy			2/7/2013	85		
Plate Tectonics Quiz			2/1/2013	100		
Cycle 4 Test			2/22/2013	60		
Projects/Exams average				77		
						Citizenship
						Posted Average 077
(close details)						
3	BASKETBALL B4	TONYA B. JOYOPRAYITNO	<u>100</u>	<u>100</u>	<u>100</u>	
4	ECONOMICS	YVONNE C. REMEDIES	<u>072</u>	<u>076</u>	<u>072</u>	
5	ALG 2	BRIDGET D. LOPEZ	<u>060</u>	<u>059</u>	<u>055</u>	
6	ENGLISH 4	SENOVIO M. SPRADLING	<u>072</u>	<u>062</u>	<u>077</u>	

If you select **Show Blank Grades**, all assignments are displayed, including assignments with blank grades. Otherwise, blank assignment grades are not displayed. This is not applicable for courses that use standards-based/skills-referenced grading.

8	HIST AMER IB2	ANGELA K. LAFEVERS	077		
Assignment	Due Date	Grade	Late	Redo	
Daily Work, Major Quizzes (Weight 30%)					
WWII Technology and Strategy Chart	1/9/2013	70	X		
Eight Steps to Cold War Study Guide	1/22/2013	85			
Quiz: Origins of the Cold War	1/28/2013	70			
Daily Work, Major Quizzes average		75			
Essay Exams and Projects (Weight 40%)					
WWII Paper 2 Essay Exam	1/11/2013	78			
IA final version (checklist)	2/11/2013	66			
Essay Exams and Projects average		72			
Homework, Participation (Weight 30%)					
WWII Total War Mind Map	1/9/2013	100			
Consequences of WWII Reading	1/11/2013	88			
Communism vs. Capitalism Chart	1/15/2013	70	X		
Cold War Document Analysis	1/24/2013	85			
Pearson Ch. 7 questions	2/12/2013	100			
Germany Study Guide (Ch. 8)	2/18/2013	100			
Korea Module/Questions	2/8/2013	90			
Sino-Soviet Split Study Guide	2/20/2013	60			
Homework, Participation average		87			
			Citizenship	S	
			Calculated Average	77	
			Posted Average	077	
(close details)					

- Assignments are displayed by category. For each category, the category weight is displayed, and the average for each category is displayed.
- The **Calculated Average** is the average calculated using the student's grades and the instructor's method for calculating the average. The calculated average is not displayed for closed cycles.
- The **Posted Average** is the actual grade that was posted for the student for the class. In some circumstances, the posted grade is different than the calculated average. The posted average is the official grade that appears on the report card. For previous cycles, only the posted average is displayed.

If a cycle override grade exists for the student (i.e., an average assigned by the instructor), and there is no posted average, the **Override Average** is displayed.

The calculated average, posted average, and category average are displayed as letter grades if the course is set up to post letter grades.

- If the student transferred into the class and has a transfer average from a prior course, the **Transfer Average** and **Weight** are displayed above the categories. For more information on calculating the average using a transfer grade, see the Calculating Averages chapter at the end of this guide.
- For Leander ISD, the **Reading Level** field displays the student's reading level (above, below, or on grade level) if the course title has the word "reading" in it.

- If the possible points for an assignment is not 100, the instructor is using the percentage weighting type, and the grade is numeric, the possible points 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.

Practice Sheets (Weight 20%)		
PS4.1 (Winter Break Practice Sheet)	1/11/2013	100(300/300)
PS4.2	1/18/2013	100(210/210)
PS4.3	1/25/2013	100(210/210)
PS4.2 Content	1/18/2013	90
PS4.3 Content	1/25/2013	95
PS4.4	2/1/2013	86(180/210)
PS4.4 Content	2/1/2013	95

- If the instructor is using the points-based weighting type, the points earned and possible points are displayed. For example, 7/10 is displayed if the student earned 7 points and the assignment was worth 10 points.

Assignments		
Joint notes	1/15/2013	10/10
Joint Ch review	1/15/2013	34/48
Joint test	1/15/2013	53/63
Muscle Notes	1/31/2013	39/39
Muscle Ch Rev	1/31/2013	60/74
Cat muscle dissection	1/31/2013	60/60
Muscle Test	1/31/2013	69/100
Cat muscle practical test	1/31/2013	34/78
Muscle Phys Notes	2/26/2013	19/23
Muscle Micro Lab	2/26/2013	23/30
Muscle Fatigue Lab	2/26/2013	15/15
Muscle Phys Ch Rev	2/26/2013	17/43
Muscle Phys Test	2/26/2013	69/102
Assignments average		502/685
		Citizenship
		Calculated Average 73
		Posted Average 073
		Points Earned: 502 / Points Possible: 685
(close details)		

- For each assignment, the due date and grade are displayed. The **Late** and **Redo** columns indicate if the assignment was turned in late or redone.

Assignment	Due Date	Grade	Late	Redo
Classwork/Homework (Weight 50%)				
Earthquake Lab	1/11/2013	75		
Reconstructing Pangaea Lab	1/22/2013	60	X	
Sea Floor Spreading Simulation	1/24/2013	100		
Lab 10 - The Ocean Floor	2/1/2013	78		

- If an assignment grade has been dropped, the message “dropped” is displayed next to the grade.

Qz 2.12 Models of Sinusoids	1/29/2013	100
Qz 2.9 More Sinusoids	1/31/2013	91
Hw WSs 2.2, 2.3, 2.9, Pg 98, Rev	2/13/2013	110
Notebook Qz	2/19/2013	70 (dropped)
Quizzes average		94

- If an assignment grade has been excluded, the message “(excluded)” is displayed in place of the grade.

Assignment	Due Date	Grade
IWB (Weight 40%)		
IWB 1	1/11/2013	(excluded)
IWB 2	1/18/2013	98

- If an assignment is missing, an M is displayed in place of the grade.

Participation (Weight 25%)		
Hands-on/P.A.C.	1/7/2013	65
Hands-on/Lab#2	1/24/2013	M
Participation	2/20/2013	95

Note: For some campuses, in courses that use skills-referenced grading, the campus determines how a grade of M is calculated in the student's average:

- The grade M may be set to equal zero (or the lowest value allowed) when the student's average is calculated. If a student receives a grade of M (i.e., zero), 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.
- This does not apply to courses regular courses.

- If an assignment is incomplete, an I is displayed in place of the grade.
 - If the instructor entered any notes related to the student's assignment grade, the notes are displayed below the grade.
2. To return to the unexpanded grade average view, click **close** details for the grade average that was expanded.

Muscle Phys Ch Rev	2/26/2013	17/43
Muscle Phys Test	2/26/2013	69/102
Assignments average		502/685
		Citizenship
		Calculated Average 73
		Posted Average 073
		Points Earned: 502 / Points Possible: 685
		(close details)

3. To show assignment grades for the current cycle for all courses, click **Show All**. To hide the assignment grades for all courses, click **Hide All**.

Grades					
for: KADEN M. BAILEY at ASH HIGH SCHOOL on 6/26/2014 11:53:20 AM					
Cycle Grades					
Semester: 2					
Show All		Hide All		☐ Show Blank Grades	
Period	Class	Teacher	Previous Cycles		Current Cycle
			1	2	3
1	OFF CAMPUS P1	DENA B. TITUS	non-graded class		

Standards-Based or Skills-Referenced Grading

This is only used in some districts and for some courses.

If the course uses the standards-based or skills-referenced type of assessment, assignments are associated with specific standards or 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 standards 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.

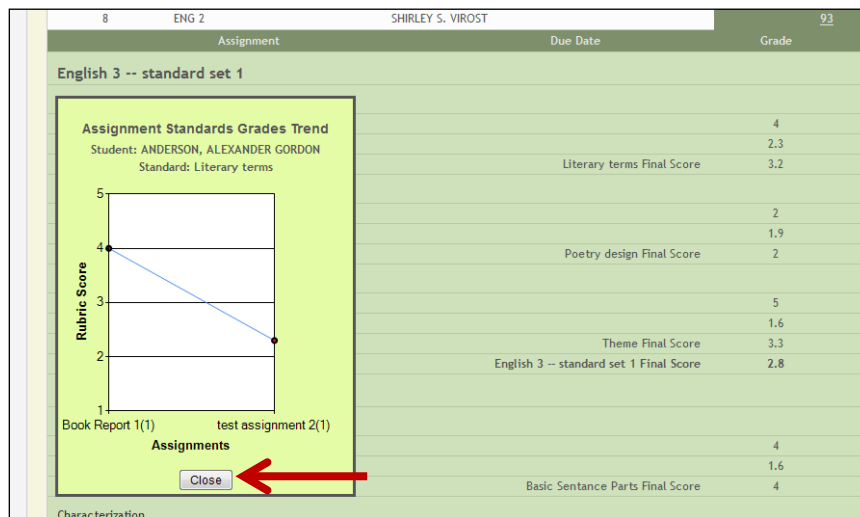
7	CHEM 1	ALICE M. BOEHM			
8	ENG 2	SHIRLEY S. VIROST		93	
Assignment	Due Date	Grade	Late	Redo	
English 3 -- standard set 1					
<u>Literary terms</u>					
Book Report 1		4			
test assignment 2		2.3			
Literary terms Final Score		3.2			
<u>Poetry design</u>					
Book Report 1		2			
test assignment 2		1.9			
Poetry design Final Score		2			
<u>Theme</u>					
Book Report 1		5			
test assignment 2		1.6			
Theme Final Score		3.3			
English 3 -- standard set 1 Final Score		2.8			
English 2 -- standard set 1					
<u>Basic Sentence Parts</u>					
Book Report 1		4			
test assignment 2		1.6			
Basic Sentence Parts Final Score		4			
<u>Characterization</u>					
Book Report 1		3			
test assignment 2		1.5			
Characterization Final Score		2.3			

- For each standard/skill, a final score is displayed. This is the student's current average for the standard/skill, which is calculated by adding all scores for all assignments associated with the standard/skill throughout the semester, and dividing by the number of assignments. The final standard/skill score reflects 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 set/skillset. 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.
- 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.

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 some districts, the following applies:

- A district may choose to exclude a particular skillset from grade calculations. 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.
 - A campus may choose 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.
- If you click a standard/skill, the Assignment Skill Grades Trend dialog box opens. This displays a line chart depicting the student's progress for the standard/skill. The vertical line represents the scores as established by the district, and the horizontal line represents the assignments that are associated with the selected standard/skill.

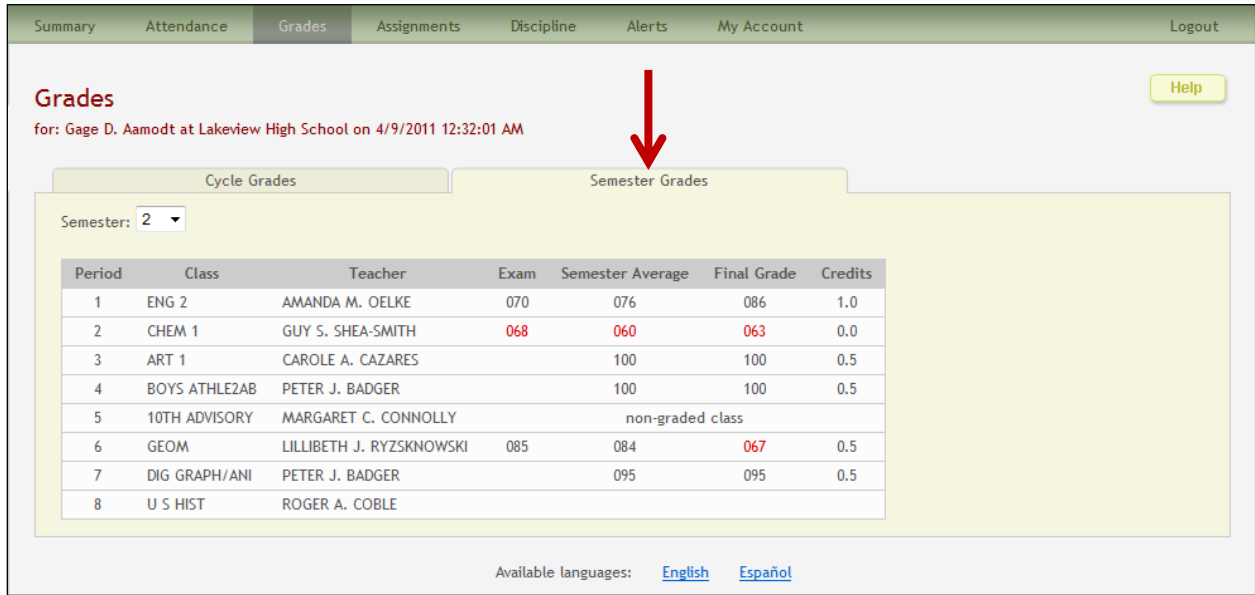


Click **Close** to close the dialog box.

How to View Semester and Final Averages

From the Grades page, click the **Semester Grades** tab to view the student's posted semester and final averages. The data is only available for closed semesters. For the current semester, no data is displayed.

Note: Grades displayed on the Semester Grades tab are preliminary until final grades are computed and credits are awarded.



The screenshot shows the 'Grades' page for Gage D. Aamodt at Lakeview High School. The 'Semester Grades' tab is selected, indicated by a red arrow. The page shows a table of grades for Semester 2.

Period	Class	Teacher	Exam	Semester Average	Final Grade	Credits
1	ENG 2	AMANDA M. OELKE	070	076	086	1.0
2	CHEM 1	GUY S. SHEA-SMITH	068	060	063	0.0
3	ART 1	CAROLE A. CAZARES		100	100	0.5
4	BOYS ATHLEZAB	PETER J. BADGER		100	100	0.5
5	10TH ADVISORY	MARGARET C. CONNOLLY		non-graded class		
6	GEOM	LILLIBETH J. RYZSKNOWSKI	085	084	067	0.5
7	DIG GRAPH/ANI	PETER J. BADGER		095	095	0.5
8	U S HIST	ROGER A. COBLE				

Available languages: [English](#) [Español](#)

For each period, the exam grade, semester average, final grade, and credits are displayed.

- **Exam** is the student's semester exam grade for the course.
- **Semester Average** is the student's posted semester average for the course.
- **Final Grade** is the student's posted final grade for the course. For one-semester courses, this grade is posted after the semester is closed. For year-long courses, this grade is only posted after the final semester of the year is closed.
- **Credits** is the number of credits received for the course that count toward graduation requirements.

How to Receive Electronic Report Cards and IPRs

This is not available for all districts.

Some districts allow you to view electronic versions of your student's report cards and IPRs in PDF format. In order to view a student's report card or IPR in PDF format via txConnect, you must do the following:

- You must be a registered parent for the student. See the "How to Register an E-mail Address to a Student" section in the My Account chapter for more information on this process.
- You must select **Request electronic report card and IPR** on the My Account > Edit Setting page.

When your student's report card or IPR is available, an e-mail message will be sent to your registered e-mail address indicating that the report card or IPR is available to view in txConnect. A link to the district's txConnect login page is displayed as well.

You must log in to txConnect to view the report card or IPR. When the electronic report card or IPR is available for you to view, an icon is displayed on the student's Summary page providing a link to the .pdf file. Click the icon to open the file.

If you have not indicated that you want to receive electronic report cards and IPRs, the student's report card or IPR will be delivered in paper format as usual.

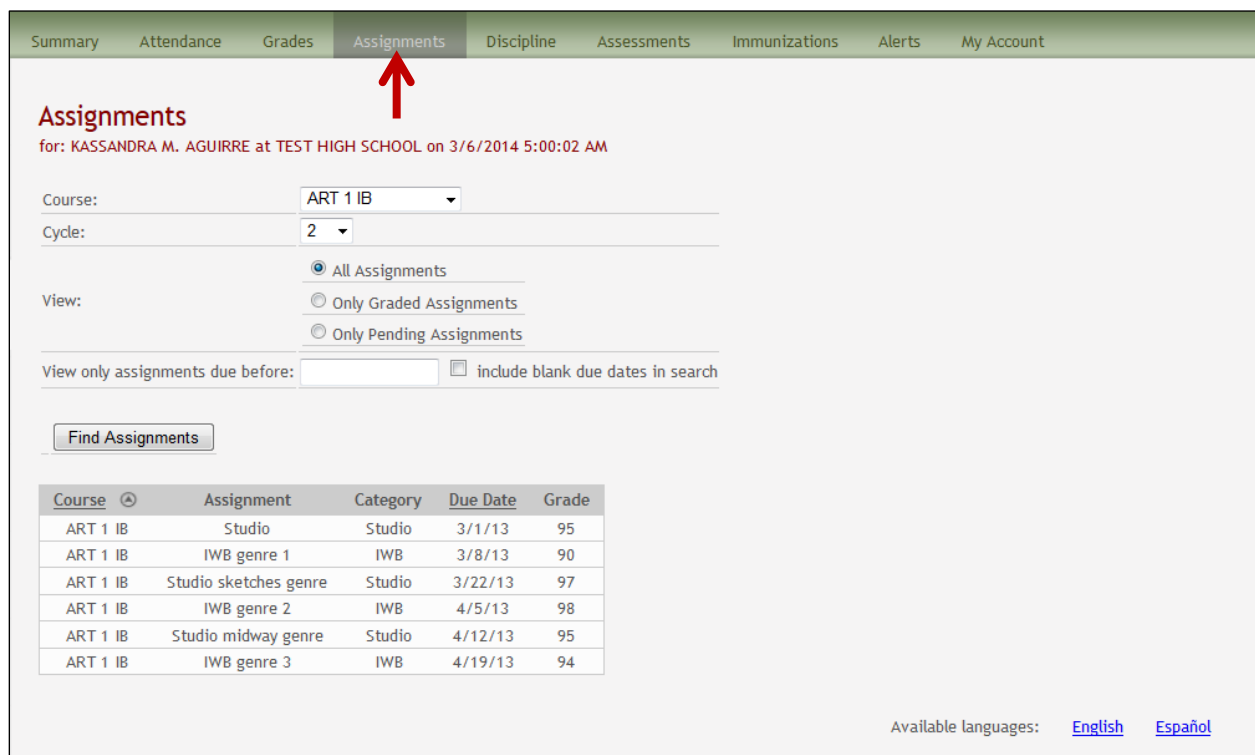
Assignments

The Assignments page allows you to view all of your student's assignments for all courses, or for a specific course.

If administrators have disabled the student schedules, the message "Student schedule is not available at this time" is displayed, and the assignments data is not displayed.

How to View Assignments

Click **Assignments** on the menu at the top of any page. The Assignments page is displayed for the student currently selected.



Assignments
for: KASSANDRA M. AGUIRRE at TEST HIGH SCHOOL on 3/6/2014 5:00:02 AM

Course: ART 1 IB

Cycle: 2

View: ☒ All Assignments ☐ Only Graded Assignments ☐ Only Pending Assignments

View only assignments due before: ☐ include blank due dates in search

Find Assignments

Course	Assignment	Category	Due Date	Grade
ART 1 IB	Studio	Studio	3/1/13	95
ART 1 IB	IWB genre 1	IWB	3/8/13	90
ART 1 IB	Studio sketches genre	Studio	3/22/13	97
ART 1 IB	IWB genre 2	IWB	4/5/13	98
ART 1 IB	Studio midway genre	Studio	4/12/13	95
ART 1 IB	IWB genre 3	IWB	4/19/13	94

Available languages: [English](#) [Español](#)

1. In the **Course** field, select a specific course. Or, select *All* to view assignments for all courses.
2. In the **Cycle** field, select the cycle. Or, select *All* to view assignments for all cycles.
3. For **View**, select the assignments you want to view.
 - **All Assignments** displays all assignments.
 - **Only Graded Assignments** displays only assignments that have been graded.
 - **Only Pending Assignments** displays only assignments that have been assigned but not yet graded.
4. In the **View only assignments due before** field, enter a date if you want to view only assignments that were due before that date. For example, type today's date to see all

assignments that were due up to today. Or, click in the date field, and a calendar opens allowing you to select a date from the calendar. This field is optional. If a date is not entered, all assignments are included in the search.

Note: If a date is entered in the field and the instructor has not entered a due date for an assignment, the assignment is not displayed in the search results.

5. Select **include blank due dates in search** to include blank due dates in your search.
6. Click **Find Assignments**. All assignments that match the criteria entered are displayed in the table at the bottom of the page.
 - If an assignment grade has been dropped, the message “dropped” is displayed next to the grade.
 - If an assignment grade has been excluded, the message “excluded” is displayed in place of the grade.
 - If an assignment is missing, the message “missing” is displayed in place of the grade.
 - If an assignment is incomplete, the message “incomplete” is displayed in place of the grade.
 - For a standards-based/skills-referenced course, the **Standard/Skill Scores** heading is displayed instead of the **Category** heading. For each assignment, all standards/skills and their scores are listed.

Course	Assignment	Standard Scores	Due Date
ENG 2	Book Report 1	Basic Sentence Parts: 4 Characterization: 3 Fiction Analysis: 4 Interjections: 5 Literary terms: 4 Parts of Speech: 1 Poetry design: 2 Prepositions: 5 Theme: 5	1/25/12

7. In the **Assignments** table, click **Course** to sort the assignments by course, or click **Due Date** to sort the assignments by due date.

Summary Attendance Grades **Assignments** Discipline Alerts My Account Logout

Assignments

for: AUSTIN R. ADAMS at Lakeview High School on 2/2/2011 11:26:36 AM

Course: All

Cycle: All

View: ☒ All Assignments ☐ Only Graded Assignments ☐ Only Pending Assignments

View only assignments due before:

Find Assignments

Course	Assignment	Category	Due Date	Grade
ENG 3 (AP)	"to build a Fire" questions	Classwork	1/20/11	
ENG 3 (AP)	Benchmark	Tests	1/20/11	
ENG 3 (AP)	"To Build a Fire" Lit terms	Classwork	1/21/11	
ENG 3 (AP)	Read "To Build a Fire"	Homework	1/25/11	
ENG 3 (AP)	Combine sentences grammar review	Classwork	1/25/11	
ENG 3 (AP)	Short answer	Essays	1/26/11	
ENG 3 (AP)	Combine sentences - sub. conj.	Classwork	1/28/11	

Discipline

The Discipline page allows you to view all of your student's discipline records for one cycle or for the semester.

How to View Discipline Records

Click **Discipline** on the menu at the top of any page. The Discipline page is displayed for the student currently selected.

Discipline
for: GAGE D. AAMODT at Lakeview High School on 2/8/2011 8:06:13 AM

Semester: 2
Cycle: All
[Find Discipline](#)

Date	Infraction	Disciplinary Action	Referred by	Administrator
2/2/2011 12:00:00 AM	Failure to follow instructions	In-School Suspension	BADGER, PETER	TRUMP, DONALD
<i>this is a comment entered on a discipline entry record.</i>				
2/2/2011 12:00:00 AM	Possession of tobacco products	In-School Suspension	BADGER, PETER	TRUMP, DONALD
<i>this is a comment entered on a discipline entry record.</i>				
2/2/2011 12:00:00 AM	Leaving class without authorization	In-School Suspension	BADGER, PETER	TRUMP, DONALD
<i>this is a comment entered on a discipline entry record.</i>				

Available languages: [English](#) [Español](#)

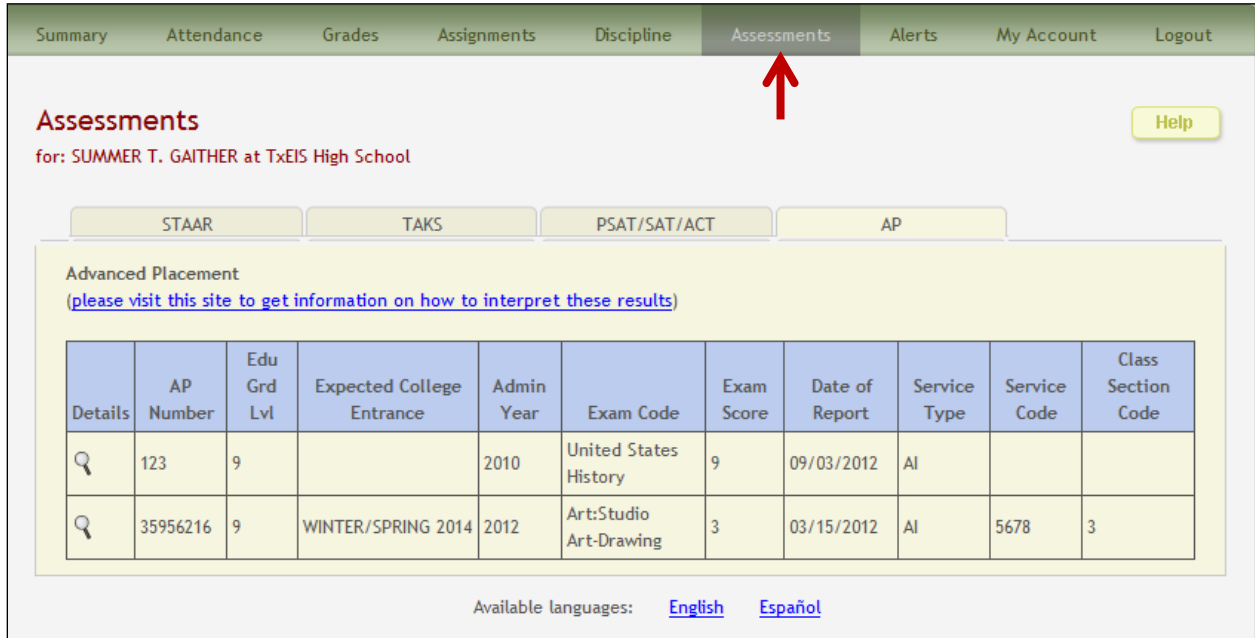
1. In the **Semester** field, select the semester for which you want to view discipline records.
2. In the **Cycle** field, select the cycle. Or, select *All* to view records for all cycles.
3. Click **Find Discipline**. All discipline records that match the criteria entered are displayed in the table at the bottom of the page.
 - The **Date** field displays the date and time of the discipline incident.
 - The **Infraction** field displays the specific violation.
 - The **Disciplinary Action** field displays a description of the action taken by campus officials in response to the discipline incident.
 - The **Referred by** field displays the name of the staff member who reported the incident.
 - The **Administrator** field displays the name of the campus administrator who is handling the incident and taking action.
 - Additional comments about the discipline incident may be displayed in italic font below the fields.

Assessments

The Assessments page allows you to view all of your student's assessment scores.

How to View Assessments

Click **Assessments** on the menu at the top of any page. The Assessments page is displayed for the student currently selected.



Assessments
for: SUMMER T. GAITHER at TxEIS High School

STAAR TAKS PSAT/SAT/ACT AP

Advanced Placement
([please visit this site to get information on how to interpret these results](#))

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
Q	123	9		2010	United States History	9	09/03/2012	AI		
Q	35956216	9	WINTER/SPRING 2014	2012	Art:Studio Art-Drawing	3	03/15/2012	AI	5678	3

Available languages: [English](#) [Español](#)

1. For each assessment that can be viewed in txConnect, a tab is displayed. Click the tab to view the student's assessment scores.



Assessments
for: SUMMER T. GAITHER at TxEIS High School

STAAR TAKS PSAT/SAT/ACT AP

Advanced Placement

If the student has no scores for a particular assessment, the tab is not displayed.

If the student has taken the assessment multiple times, a row is displayed for each date, and you can click  to view the details for the specific administration date.

STAAR

TAKS

PSAT/SAT/ACT

AP

Advanced Placement

(please visit this site to get information on how to interpret these results)

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
	123	9		2010	United States History	9	09/03/2012	AI		
	35956216	9	WINTER/SPRING 2014	2012	Art:Studio Art-Drawing	3	03/15/2012	AI	5678	3

A pop-up window opens to display the details.

Advanced Placement Detailed Test Results
✕

AP Number: Education Grd Lvl:
 Expected College Ent:
 Admin Year: Date of Report:
 Service Type: Service Code:
 Exam Score: Exam Code:
 Irregularity Code 1:
 Irregularity Code 2:
 Exam Suppression Flag: Class Section Code:
 College Code:

Awards Information

Type 1:	Distinction	Year 1:	2012	Type 2:	AP Diploma	Year 2:	2012
Type 3:	Honor	Year 3:	2011	Type 4:	National	Year 4:	2012
Type 5:	Distinction	Year 5:	2012	Type 6:	State	Year 6:	2011

- For each assessment, a link is provided to an external Web site (e.g., Texas Education Agency), which provides a detailed explanation of the data displayed. The Web site will open in a new browser window.

Summary Attendance Grades Assignments Discipline Assessments

Assessments
 for: SUMMER T. GAITHER at TxEd High School

STAAR TAKS PSAT/SAT/ACT

Advanced Placement
[\(please visit this site to get information on how to interpret these results\)](#)

Immunizations

The Immunizations page allows you to view all of your student's immunization data, including a list of the student's immunizations on record, and a list of immunizations due.

How to View Immunizations

Click **Immunizations** on the menu at the top of any page. The Immunizations page is displayed for the student currently selected. By default, the **Immunizations List** view is displayed.

Immunizations
for: MARY JO T. AGUERO at TxES Middle School

Immunizations List Immunizations Due

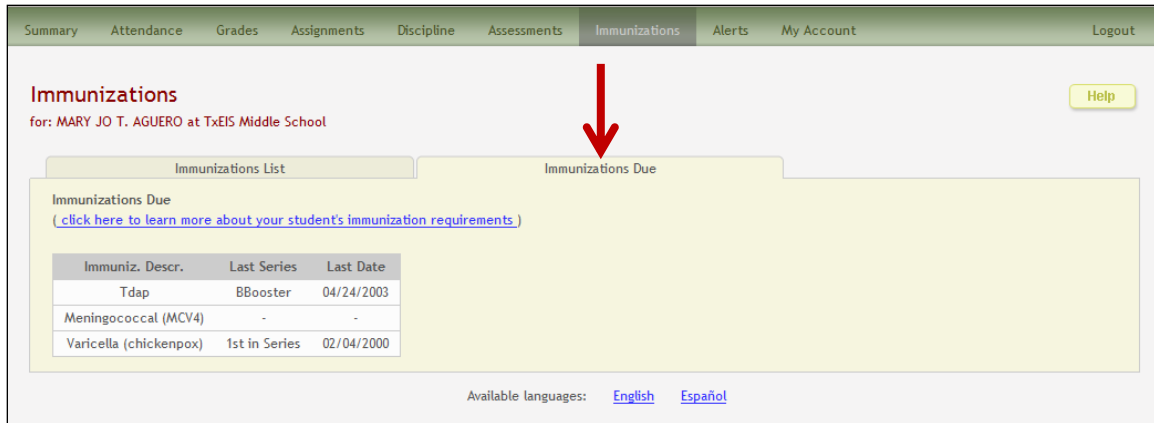
Immunizations List
([click here to learn more about your student's immunization requirements](#))

Immuniz. Date	Immuniz. Descr.	Series Descr.	Reaction	Exemption	Affidavit Date
04/06/1999	Polio	1st in Series	N		
06/25/1999	Polio	2nd in Series	N		
05/18/2000	Polio	3rd in Series	N		
04/24/2003	Polio	Booster	N		
02/04/2000	MMR	1st in Series	N		
04/24/2003	MMR	Booster	N		
04/06/1999	Hib Conjugate Vaccine	1st in Series	N		
06/25/1999	Hib Conjugate Vaccine	2nd in Series	N		
08/04/1999	Hib Conjugate Vaccine	3rd in Series	N		
05/18/2000	Hib Conjugate Vaccine	Booster	N		
04/06/1999	DTaP	1st in Series	N		
06/25/1999	DTaP	2nd in Series	N		
08/04/1999	DTaP	3rd in Series	N		
05/18/2000	DTaP	Booster	N		
04/24/2003	DTaP	Booster	N		
02/04/1999	Hepatitis B	1st in Series	N		
04/06/1999	Hepatitis B	2nd in Series	N		
08/04/1999	Hepatitis B	3rd in Series	N		
02/04/2000	Varicella (chickenpox)	1st in Series	N		
07/18/2002	Hepatitis A	1st in Series	N		
06/02/2003	Hepatitis A	Booster	N		

Available languages: [English](#) [Español](#)

A list of the student's immunizations, including the date and series description is displayed.

Click the **Immunizations Due** tab to view a list of any immunizations that are due for the student. The Immunizations Due tab is displayed.



Summary Attendance Grades Assignments Discipline Assessments **Immunizations** Alerts My Account Logout

Immunizations
for: MARY JO T. AGUERO at TxELS Middle School

Immunizations List Immunizations Due

Immunizations Due
([click here to learn more about your student's immunization requirements](#))

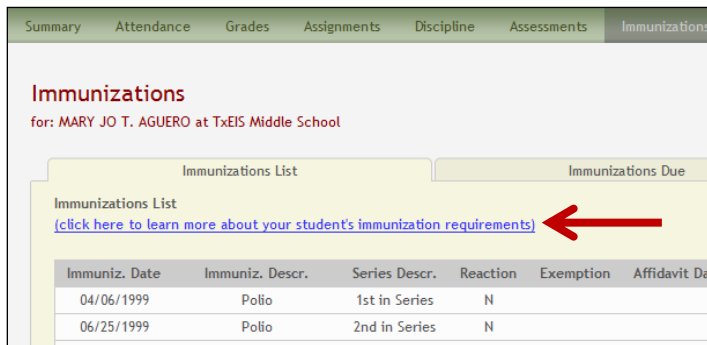
Immuniz. Descr.	Last Series	Last Date
Tdap	BBooster	04/24/2003
Meningococcal (MCV4)	-	-
Varicella (chickenpox)	1st in Series	02/04/2000

Available languages: [English](#) [Español](#)

If a previous series for a due immunization has been completed, the last series recorded by the district is also displayed. The series name and date of the previous series are displayed next to the due immunization.

Click **Immunizations List** to return to the list of all of the student's immunizations.

3. A link is provided to an external Web site (e.g., Texas Department of State Health Services), which provides a detailed explanation of the data displayed. The Web site will open in a new browser window.



Summary Attendance Grades Assignments Discipline Assessments **Immunizations**

Immunizations
for: MARY JO T. AGUERO at TxELS Middle School

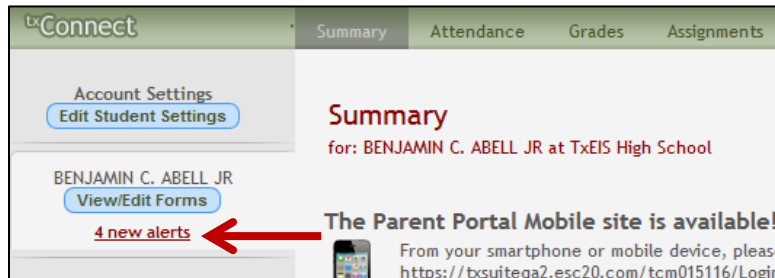
Immunizations List Immunizations Due

Immunizations List
([click here to learn more about your student's immunization requirements](#))

Immuniz. Date	Immuniz. Descr.	Series Descr.	Reaction	Exemption	Affidavit Date
04/06/1999	Polio	1st in Series	N		
06/25/1999	Polio	2nd in Series	N		

Alerts

Alerts are messages notifying you that your student has grades or attendance information you should be aware of, such as an absence or a low grade. If your student has alerts, the number of alerts is displayed below the student's name on the left side of the page.



Alerts can be sent to you as e-mail messages or as text messages. However, you must register your cell phone in order to receive alerts as text messages, which can be done on the My Account page.

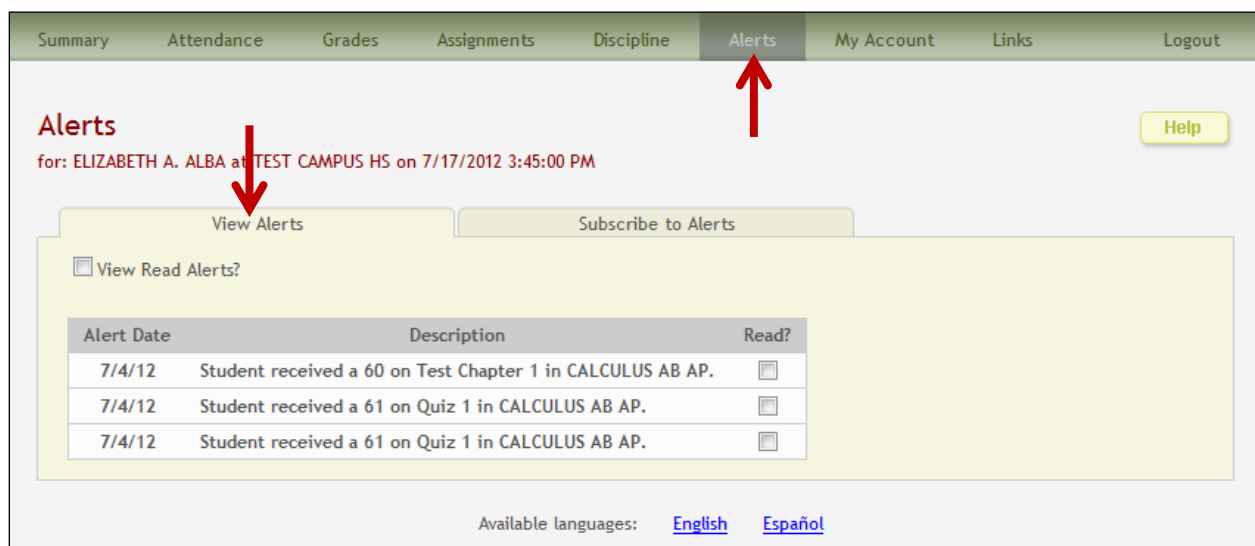
When you create a txConnect account, you are automatically subscribed to two alerts:

- Unexcused absence alerts, first occurrence of the day
- Failing grade alerts

Your alerts subscription can be changed at any time.

How to Read Alerts

To go directly to the Alerts page to read the message(s), click the alerts notification below the student's name from any page. Or, click **Alerts** in the main menu at the top of the page and select the student for whom you want to see alerts. The **View Alerts** tab is displayed by default.

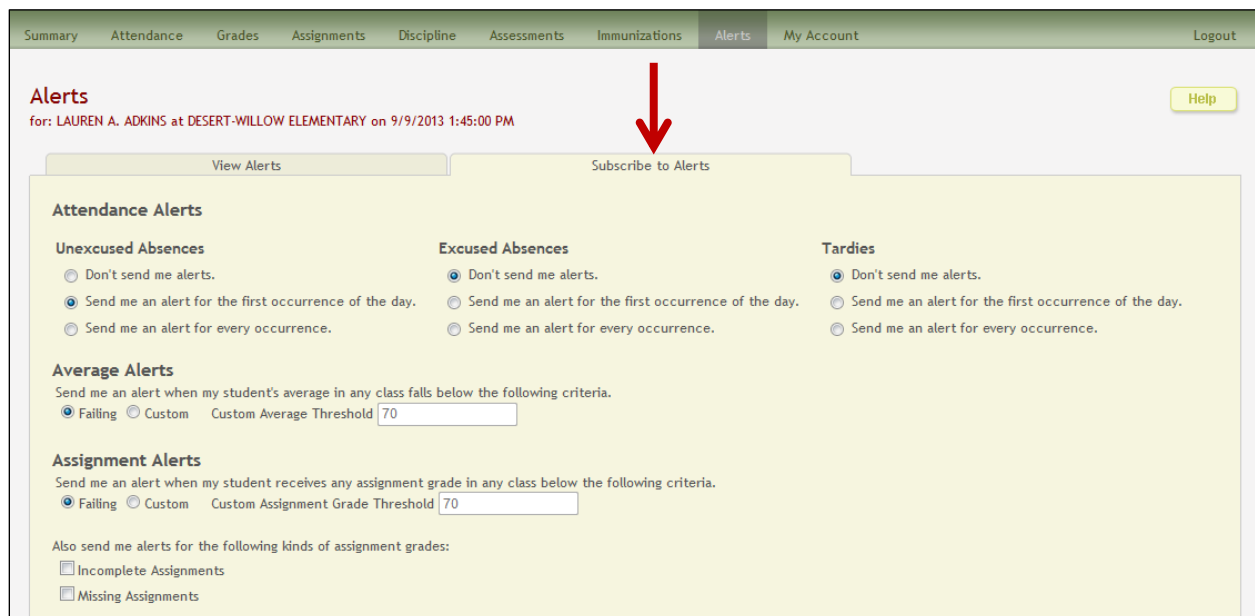


The complete alert message is displayed on the Alerts page under **Description**. If the student has more than one alert, the alerts are displayed in the order received, with the most recent alert at the top of the list.

- New alerts that have not been read are bolded.
- Once you have read an alert, you can select the **Read** check box to indicate that you have read the alert. The alert will then be shaded gray.
- If you select the **Read** check box accidentally, you can clear the check box to change the alert back to unread.
- You can adjust the page to display or hide the alerts you have already read:
 - To see only new, unread alerts, the **View Read Alerts** check box should be blank.
 - To see all alerts, the **View Read Alerts** check box should be selected.

How to Change an Alerts Subscription

From the Alerts page, click the **Subscribe to Alerts** tab if you want to change your alerts subscription.



The screenshot shows the 'Alerts' page for a student named LAUREN A. ADKINS at DESERT-WILLOW ELEMENTARY. The 'Alerts' tab is selected in the top navigation bar. Below the navigation bar, there are two tabs: 'View Alerts' and 'Subscribe to Alerts'. A red arrow points to the 'Subscribe to Alerts' tab. The 'Subscribe to Alerts' tab is active and shows settings for three categories of alerts: Attendance Alerts, Average Alerts, and Assignment Alerts.

Attendance Alerts

Unexcused Absences	Excused Absences	Tardies
☐ Don't send me alerts.	☒ Don't send me alerts.	☒ Don't send me alerts.
☒ Send me an alert for the first occurrence of the day.	☐ Send me an alert for the first occurrence of the day.	☐ Send me an alert for the first occurrence of the day.
☐ Send me an alert for every occurrence.	☐ Send me an alert for every occurrence.	☐ Send me an alert for every occurrence.

Average Alerts

Send me an alert when my student's average in any class falls below the following criteria.

☒ Failing ☐ Custom Custom Average Threshold

Assignment Alerts

Send me an alert when my student receives any assignment grade in any class below the following criteria.

☒ Failing ☐ Custom Custom Assignment Grade Threshold

Also send me alerts for the following kinds of assignment grades:

☐ Incomplete Assignments

☐ Missing Assignments

An alerts subscription must be set for each student on your account.

There are three categories of alerts: attendance, grade average, and assignment grades.

Attendance Alerts

The attendance alerts allow you to receive alerts for your student's absences and tardies.

1. Under **Unexcused Absences**, select one of the following:
 - If you do not want to be notified of your student's unexcused absences, select **Don't send me alerts**.
 - If you only want to be notified of an unexcused absence for the first occurrence of the day, select **Send me an alert for the first occurrence of the day**.

- If you want to be notified of every unexcused absence throughout the day, select **Send me an alert for every occurrence.**
2. Under **Excused Absences**, select one of the following:
- If you do not want to be notified of your student's excused absences, select **Don't send me alerts.**
 - If you only want to be notified of an excused absence for the first occurrence of the day, select **Send me an alert for the first occurrence of the day.**
 - If you want to be notified of every excused absence throughout the day, select **Send me an alert for every occurrence.**
3. Under **Tardies**, select one of the following:
- If you do not want to be notified of your student's tardies, select **Don't send me alerts.**
 - If you only want to be notified of a tardy for the first occurrence of the day, select **Send me an alert for the first occurrence of the day.**
 - If you want to be notified of every tardy throughout the day, select **Send me an alert for every occurrence.**

Average Alerts

The average alert allows you to be notified when your student's grade average in a class falls below a specified grade. By default, you will receive an alert any time your student's grade average in a class falls below failing. You can change the alert by specifying another grade.

To specify another grade, select **Custom**. In the **Custom Average Threshold** field, type a numeric grade (0-110). Any time your student's average falls below this grade, you will receive an alert.

Assignment Alerts

The assignment alert allows you to be notified if your student receives an assignment grade below a specified grade in any class. By default, you will receive an alert any time your student receives a failing assignment grade in any class. You can change the alert by specifying another grade.

To specify another grade, select **Custom**. In the **Custom Assignment Grade Threshold** field, type a numeric grade (0-110). Any time your student receives an assignment grade below this grade in any class, you will receive an alert.

You can also choose to be notified if your student has an assignment marked as missing or incomplete.

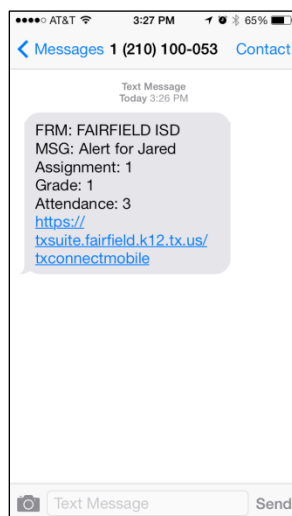
- Select **Incomplete Assignments** to be notified of incomplete assignments.
- Select **Missing Assignments** to be notified of missing assignments.

How to Receive Alert Notices by E-Mail or Text Message

The **Alert Notification Type** field allows you to indicate if you want to receive alert notices at your e-mail address, sent as text messages to your cell phone, or not sent. This field is only displayed if the district has set up notification services.

- To receive alert notices by e-mail, select *An email message*. Also, you must have already entered your e-mail address on the My Account page.
- To receive alert notices as text messages, you must first register your cell phone number, which is done on the My Account page. The *A text message* option does not appear in the drop-down list until you have registered your cell phone number.

Note: E-mail and text alert notices do not contain the information specific to the alert. The notice simply informs you that you have one or more unread alerts in his account. You must log on to txConnect to read the full alert message.



Click **Save Subscriptions** before leaving the Alerts page. Otherwise, the changes will not be saved.

Calculating Averages

To calculate a student's cycle average for a course, you must know the weighting type used for the course (percentage, point, or multiplier). The weighting type is displayed on the Grades > Cycle Grades page. Click the cycle average to see the detail view for the course.

- If the weighting type is percent-based, the category weights show % (e.g., 90%).
- If the weighting type is point-based, each assignment grade displays the earned points and total points (e.g., 9/10).
- If the weighting type is multiplier-based, the category weights show X (e.g., 2x).

You should perform the calculations for the appropriate weighting type for the course.

Percent-based

If the course uses percent-based weighting, the instructor assigns a percentage to each assignment category. Examples of assignment categories are homework, tests, labs, quizzes, etc. The percentages for all categories must total 100%.

Formula for percent-based:

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.

Extra credit:

If the student has extra credit points, include the extra credit (EC) points in the Total Points Earned.

(Points Earned 1 + Points Earned 2 + Points Earned 3 + EC) = Total Points Earned

Example:

The Homework category has three assignments. The student earned a 70/100, 80/100, and 90/95 for those assignments. He also has 10 points of extra credit.

$$(70 + 80 + 90 + 10) = 250$$

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%.

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

The weight for the Test category is 40%.

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

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

5. Take the sum of all Category Values.

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

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 for the categories that have grades, and then multiply by 100.

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

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

Example:

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

The student's Total is 79.4.

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

The student's average is 88.

Point-based

If the course uses point-based weighting, the instructor assigns point values for each assignment category. Examples of assignment categories are homework, tests, labs, quizzes, etc. The point values must equal the total number of points for the cycle. The calculation is based on the total points, not weighting.

Formula for point-based:

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

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

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.

$$40 + 50 = 90$$

Extra credit:

If the student has an extra credit assignment, add the points for the extra credit (EC) assignment to the Category Points.

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

Example:

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

$$135 + 5 = 140$$

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.

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

The student's average is 90.

Multiplier-based

If the course uses multiplier-based weighting, the instructor assigns 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 for multiplier-based:

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.

$$90 + 100 = 190$$

Extra credit:

If the student has an extra credit assignment, 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.

$$240 + 5 = 245$$

- For each category, multiply the Actual Category Points by the multiplier value.
Actual Category Points $\times$ M = Actual Category Value, where M is the multiplier value

Example:

The multiplier for the Homework category is 2.

$$240 \times 2 = 480$$

The multiplier for the Test category is 1.

$$190 \times 1 = 190$$

- 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.

$$480 + 190 = 670$$

2. 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.

$$100 + 100 = 200$$

- For each category, multiply the Possible Category Points by the multiplier value:
Possible Category Points $\times$ M = Possible Category Value, where M is the multiplier value

Example:

The multiplier for the Homework category is 2.

$$300 \times 2 = 600$$

The multiplier for the Test category is 1.

$$200 \times 1 = 200$$

- 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.

$$600 + 200 = 800$$

3. Calculate the average.

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

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

Example:

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

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

The student's average is 84.

Transfer Students

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

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

$\text{Transfer Average} \times \text{Transfer Weight} = \text{Transfer Value}$

Example:

The student's Transfer Average is 74.

The student's Transfer Weight is 55%.

$74 \times 55\% = 40.7$

The student's Transfer Value is 40.7.

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

Example:

The percent-based example above shows a Working Cycle Average of 87.

3. Calculate the weight for the Working Cycle Average.

$100\% - \text{Transfer Weight} = \text{Working Cycle Average Weight}$

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.

$\text{Working Cycle Average} \times \text{Working Cycle Average Weight} = \text{Working Cycle Average Value}$

Example:

The student's Working Cycle Average is 87.

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

$87 \times 45\% = 39.15$

The student's Working Cycle Average Value is 39.15.

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 39.5.

$$40.7 + 39.5 = 80.2$$

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 Assignments

For all weighting types, the instructor can specify a number of grades to drop for each category (e.g., drop the lowest two grades). If the instructor specified a number of grades to drop, the dropped grades are figured in when calculating the total points earned.

- Note:**
- 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.
- 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 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 will display 90 for the category average. If the student's category average is 90.49, the IPR and Cycle Grades page will 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.

Note: If you use the rounded category average to calculate a student's cycle average, you may get a different average than the average produced by the program, since the program does *not* use the rounded category average.

- Once the cycle average is calculated, it is rounded to the nearest whole number. The cycle average is always displayed as a whole number.
- When the semester average is calculated, the rounded cycle averages are used. The semester average is rounded to the nearest whole number. The semester average is always displayed as a whole number.

Missing and Incomplete Grades

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

- If a student has an assignment grade of M (missing), the grade is calculated as a zero. A missing grade can be dropped, if applicable.
- In some districts, for courses that use skills-referenced grading, 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.

This does not apply to courses that are not set up to use skills-referenced grading.

- 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 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.

$$b = \frac{\sum y - m(\sum x)}{N}$$

Use the new values for m and b in the nonlinear power law equation.

Checklists

Online Student Registration

The following steps cover the process of enrolling a new student in the district using online student registration.

Step	Task	Page
The district must first establish the appropriate settings to enable online registration.		
☐	Create a user account in txConnect.	
	☐ From the Login page, click the link under Have a New Student .	Login
	☐ On the Step 1 page, create a user name and password, and enter the e-mail address. Click Next .	Registration
	☐ On the Step 2 page, create a hint question. Click Next .	
	☐ The Step 3 page can be skipped for now if you do not yet have a Student Portal ID. Click Complete .	
☐	Complete online registration for the new student.	
	☐ If you are not already logged on, log on to txConnect using the user name and password created in the previous step.	Login
	☐ From the My Account page, click the Manage My New Students link. The Online Student Enrollment - New Students page is displayed.	My Account > Online Student Enrollment - New Students
	☐ Under Step One , download any static forms provided by the district or campus. Print and complete all forms, and take the completed forms to the district or campus.	
	☐ Under Step Two , enter the student's address information.	

Step	Task	Page
	☐ In the Select an address to edit field, select <i>New</i> if this is a new student.	My Account > Online Student Enrollment - New Students
	☐ In the Enter a name for this address information field, type a name for the new address, such as “Home” or “Dad’s house.”	
	☐ Enter the required address information and click Save Changes .	
	☐ Under Step Three , enter the student’s family contact information.	
	☐ In the Select a contact to edit field, select <i>New</i> if you are registering a new student or adding new contact information.	
	☐ In the Enter a name for this contact information field, type a name for the address that will help identify it, such as “Grandma” or “Neighbor.”	
	☐ Enter the required information for the contact and click Save Changes .	
	☐ Repeat for all additional contacts.	
	☐ Under Step Four , request a registration key. The district has two options: Option 1: E-mail Validation: If the district has selected the e-mail validation option, do the following:	
	☐ Click the Request registration key button. A message is sent to your e-mail address that contains the new 16-character student registration key	
	☐ Check your e-mail inbox for the message that contains the registration key.	

Step	Task	Page
	☐ In the Registration Key field, enter the exact registration key (Step Five). The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field.	My Account > Online Student Enrollment - New Students
	☐ Click  to validate the key. If the correct key was entered, the Enter Student Info button is displayed.	
	☐ Click Enter Student Info to add demographic data for the student. Skip to the Step Six steps described below.	
	☐ Option 2: CAPTCHA validation: Note: This option is primarily used during a short-term registration event, such as Kinder Roundup. If the district has selected the CAPTCHA validation option, do the following:	
	☐ Click the Request registration key button.	
	☐ Enter the CAPTCHA code, which is displayed below the Request registration key button. It must be entered exactly as it appears on the page. Click Continue .	
	☐ If the CAPTCHA code was typed correctly, a registration key is displayed in the Registration Key field (Step Five) allowing you to complete the registration process.	
	☐ Click  to validate the key. If the correct key was entered, the Enter Student Info button is displayed.	

Step	Task		Page
	☐	Click Enter Student Info to add demographic data for the student. Then, follow the Step Six steps described below.	My Account > Online Student Enrollment - New Students
	☐	Under Step Six , enter the additional required demographic information for the student. The fields under Step Six are displayed once you enter a valid registration key and click the Enter Student Info button.	
	☐	For some districts, you must select the school year to which the enrollment applies.	
	☐	Select the address for the student.	
	☐	For some districts, you must select the campus the student will attend next year.	
	☐	Select the contacts to associate with the student, and specify the primary contact for the student. See the “How to Register a New Student at the Campus or District” section of the Registration and Login chapter for more specific information about this step, which is handled differently for depending on your district.	
	☐	Click Submit . Or, click Submit and Save if you have not completed all information and need to continue at a later time.	
☐	Once you click Submit , your student’s registration information is submitted to the district, and a check mark and date are displayed under Step Four in the Submitted to District column. To complete the registration process, you must go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus.		

Step	Task	Page
☐	Once you have completed in-person registration at the district or campus, the campus staff reviews the student enrollment information, and determines if the information is complete. Campus staff will enter any additional information required for registration. Once the student is enrolled, the student portal ID is automatically assigned and can be distributed to you.	
☐	Once you have a student portal ID issued by the campus, you can add a student to your txConnect account.	
☐	Log on to txConnect.	Login
☐	From the My Account page, next to Students , click Change . The Add New Student fields are displayed.	My Account
☐	Type the student portal ID and birth date in the fields provided. The birth date entered here must match the birth date in the student's record at the campus.	
☐	Click Add .	
☐	Click Save . The student name will now be displayed in the Students list on the left side of every page.	
☐	Register your e-mail address for the student(s) associated with your txConnect account. You must register your e-mail address for each student. It is a one-time procedure that is required if you wish to update your student's registration information online.	
☐	Log on to txConnect.	Login
☐	From the My Account page, next to Students , click Edit Settings . The Edit Settings For My Students page is displayed. You can also access this page by clicking the Edit Student Settings button at the top of the Students list on the Summary page.	My Account > Edit Settings For My Students
	The program compares the e-mail address entered for your account (in the Email Address section on the My Account page) to the e-mail address that is on file at the campus. If your e-mail address matches the e-mail address for one of the student's parents, and you have not previously registered the student to your account, the Register button is displayed under the student's name.	

Step	Task		Page
	☐	Click Register . A message is automatically sent to your e-mail address that contains a 24-character alphanumeric registration code.	My Account > Edit Settings For My Students
	☐	Once the registration code is sent, the Register button is replaced with a field for the registration code. You must enter the exact registration code in the field in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field. Click Submit .	
☐	Once your e-mail address is registered for a student, the  button is displayed next to your student's name, and you can view and update online registration information for the student.		
	☐	Log on to txConnect.	Login
	☐	From the Summary page or the My Account page, click the  button. The Student Information for <i>Student Name</i> page is displayed.	My Account > Student Information for <i>STUDENT NAME</i> (where <i>STUDENT NAME</i> is the student's actual name)
	☐	Click the group heading for the form you want to update, such as Registration.	
	☐	Below the group heading, click Select for the form you want to update.	
	☐	If the form is a static form, a link to the file is displayed. Click the link to open the form. You can print the form, complete it by hand, and deliver the form to the campus or district.	
	☐	If the form is a dynamic form, the fields are displayed in a grid format with the current values.	
	☐	Click Edit for the field you want to update. A field is displayed below the current data, allowing you to update the data. Note: Some fields cannot be updated.	

Step	Task		Page
		Type over the existing value with the new value.	My Account > Student Information for <i>STUDENT NAME</i> (where <i>STUDENT NAME</i> is the student's actual name)
		Click Save Changes . An asterisk is displayed next to the field to indicate that the change is pending.	
	Once you save changes to the form, the campus staff is notified of your change and will need to approve the change before it is updated in your student's official records. Once an administrator has approved the change, the new data is displayed in the forms in ^{tx}Connect. For some districts, if the administrator rejects the change, he can enter a message indicating why the change was rejected, and the message will be displayed to you in ^{tx}Connect. If you enter new data for the field and click Save, the message is cleared, and the campus staff is notified of the new change.		

Accessing Student Data with the txConnect Mobile App

The following steps cover the steps required in order to access student data using the mobile app. The district must first enable access to the txConnect mobile app.

Step	Task	Page
If the mobile app is enabled for the district, any parent with a valid ^{tx}Connect account can access your student's data using the mobile app. The login credentials are the same for the mobile app as for the non-mobile app. However, you must register your cell phone number in order to do the following: • Receive a text message containing a link to the ^{tx}Connect login page for your student's campus • Receive alert notifications as text messages		
☐	Register a cell phone number. This step can only be completed from the ^{tx} Connect Web site; it cannot be done from the ^{tx} Connect mobile app.	My Account
	☐ Under Mobile Number/Text Message , type the cell phone number to be registered in the Mobile Number field.	
	☐ Retype the cell phone number in the Confirm Mobile Number field.	
	☐ Click Sign Up for Text Messages . You will receive a text message at the number entered which will contain a verification code.	
	☐ In the Verification Code field, type the verification code that was sent in the text message.	
	☐ Click Verify Code .	
	You can delete or change your cell phone number at any time.	
☐	Under Mobile Number/Text Message , click Change Number or Disable . The registered number is removed and disabled.	My Account

Step	Task	Page
	☐ To add a different number, repeat the steps for registering a cell phone number.	My Account
Once you have registered your cell phone number, you can request a link to the txConnect mobile app which will be delivered in a text message to the registered cell phone number. Please note that a link to the txConnect mobile app is also provided on the Login page for the txConnect non-mobile app.		
	☐ Click the Send Link button, which is displayed above the Campus Notes. A text message will be sent that contains a link to the txConnect login page for your student's campus.	Summary
Once you have registered your cell phone number, you can set your alerts subscription to receive alert notifications as text messages.		
	☐ Indicate that you want to receive alert notifications as text messages.	Alerts > Subscribe to Alerts (from either the mobile app or the non-mobile app)
	☐ In the Alert Notification Type field, select <i>A text message</i> .	
	☐ Click Save Subscriptions .	

txConnect Mobile App

You can find a link to the txConnect mobile app on the Login page for the txConnect non-mobile app.

Log In

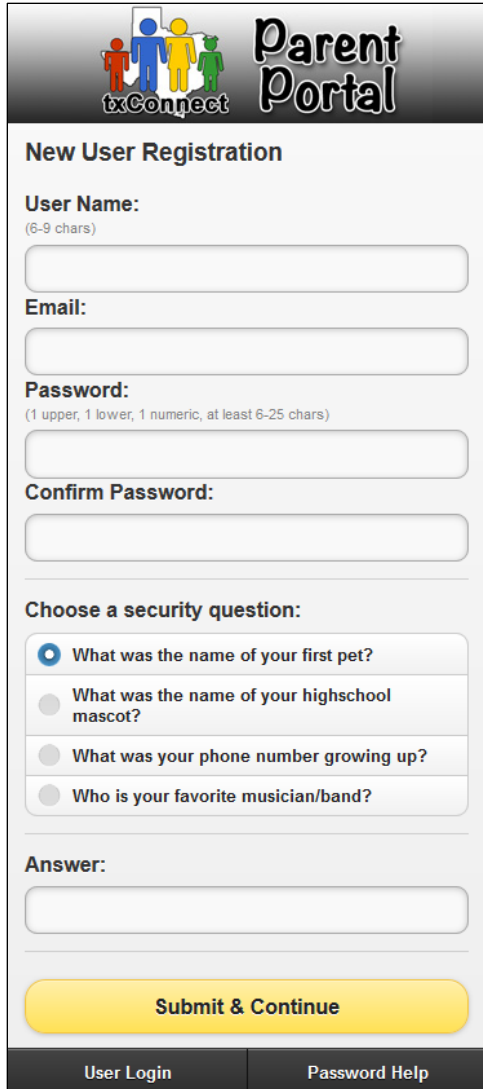
Already have a txConnect parent portal account? You can sign in using that account. You do not need a new account for the mobile version.

- In the **User Name** field, type your user ID. The user ID is not case-sensitive.
- In the **Password** field, type your password. The typed text is hidden. The password is case-sensitive.

Tap **Remember User Name** and/or **Remember Password (24 hrs)** only if you are using your own mobile device and plan to use this app again at a later time.

A new user must create a user ID and provide a unique student portal ID for each student to gain access to a student's records. District or campus administrators distribute the student portal IDs.

- Tap **New User** to go to register a new txConnect user.
- Tap **Login Help** to view Help for the Log In page.
- Tap **Refresh** to clear unsaved data.



Parent Portal

New User Registration

User Name:
(6-9 chars)

Email:

Password:
(1 upper, 1 lower, 1 numeric, at least 6-25 chars)

Confirm Password:

Choose a security question:

- ☒ What was the name of your first pet?
- ☐ What was the name of your highschool mascot?
- ☐ What was your phone number growing up?
- ☐ Who is your favorite musician/band?

Answer:

Submit & Continue

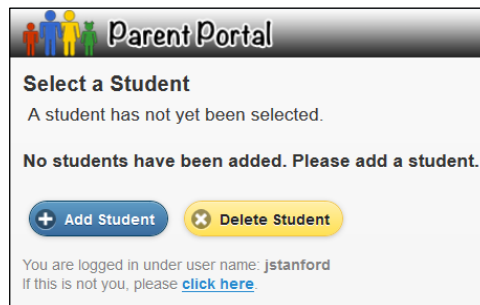
[User Login](#) [Password Help](#)

New txConnect User Registration

If you do not already have a txConnect account, you can create a new account from the mobile app.

- From the Log In page, tap **New User**.
- In the **User Name** field, type a user name that will identify you when you log on to txConnect, such as a combination of letters from your first and last name.
 - Your user name must be six to nine characters and must be unique (not used by anyone else in the district).
 - Your user name is not case-sensitive (i.e., it does not matter if you type uppercase or lowercase letters).
- In the **Email** field, enter your current e-mail address. Your e-mail address is required if:
 - You are new to the district and you are registering a new student.
 - You are updating an existing student's enrollment information.
 - You wish to receive attendance or grade alerts.
- In the **Password** field, type a password that you will use when you log on to txConnect.
 - The password must be six to nine alphanumeric characters.
 - You must use a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
 - Your password is case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).
- In the **Confirm Password** field, retype your password exactly as it was typed above. This step confirms that you typed your password as you intended.
- Under **Choose a security question**, select a question to which you will provide an answer. This question will be asked in the event that you lose your password.

- In the **Answer** field, type the answer to the question. You will be required to answer the question correctly in order to recover your password. The answer is case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).
- Click **Submit and Continue**. The Select a Student page is displayed.



Click **Add Student** to add a student to your account.



Forgot Password

If you forgot your password or want to reset it, you have two options.

- Tap **Reset Your Password** if you know your user name and can answer your security question.
- Tap **Request New Password** if you wish to have a new password sent to your e-mail address.



Parent Portal

Forgot Password

Select how you would like to reset your password.

–

Reset Your Password

If you know your username, and can answer your security question, you can reset your password.

Username:

Continue

[security question here]

Password:

Repeat Password:

Submit

+ Request New Password

Reset Your Password

If you know your user name, you can reset your password using your security question and answer.

- In the **Username** field, type your user name, and tap **Continue**.
- Your security question will be displayed. Type the answer below the question. If you answered the question correctly,
- In the **Password** field, type a password
- In the **Repeat Password** field, retype the password exactly as you typed it in the previous field.



Parent Portal

Forgot Password

Select how you would like to reset your password.

+ Reset Your Password

- Request New Password

Enter your email address, and we will send you a new password.

Continue

Back

Request New Password

You can request a new password, which will be sent to your e-mail address.

In the field, type your e-mail address. If it matches an e-mail address on file, a message will be sent to that address which contains a new password. You can then log on using the new password and reset it as needed.

Parent Portal

Select a Student
A student has not yet been selected.

Benjamin C Abell Jr Present	4 Alerts
Marvell E Acevedo Present	31 Alerts
Kathryn R Allen Present	
Brianna M Bragg Present	
Sabrina Chamberlain Present	14 Alerts
Thomas D Falls Present	
Alex M Hansen Present	
Jennifer S Shelton Present	

+ Add Student **x Delete Student**

You are logged in under user name: Mshelton
If this is not you, please [click here](#).

Select a Student

The number of alerts for a student is displayed to the right of the student's name.

- Tap the name of a student to view the student's alerts, news and announcements, class schedule, attendance, grades, and discipline.
- Tap **Add Student** to add a new student. You must have a valid student portal ID (provided by the district or campus) for each student.
- Tap **Delete Student**, and then tap next to the student name to delete a student from an account. If the student is successfully deleted from the account, his name no longer appears on the list of students.

Parent Portal

Select a Student
A student has not yet been selected.

Benjamin C Abell Jr Present	4 Alerts	
---------------------------------------	----------	--

Parent Portal

Add Student
Please add a student below.

Student Portal ID:

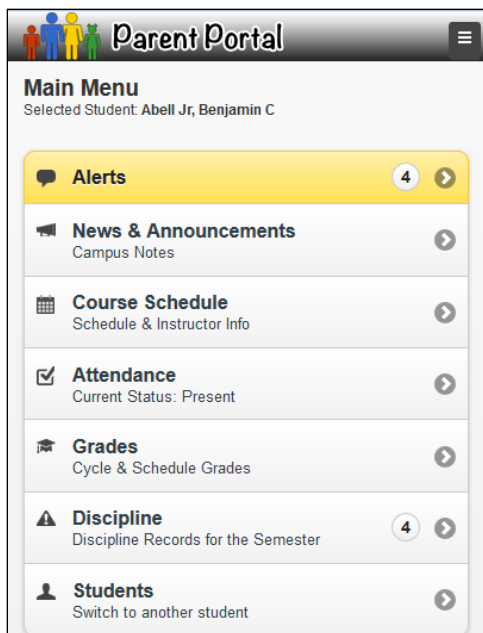
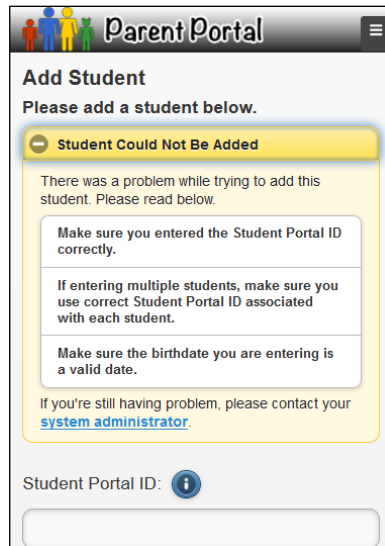
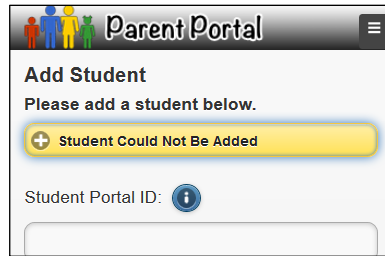
Student Birthday:

Save

Cancel

Add Student

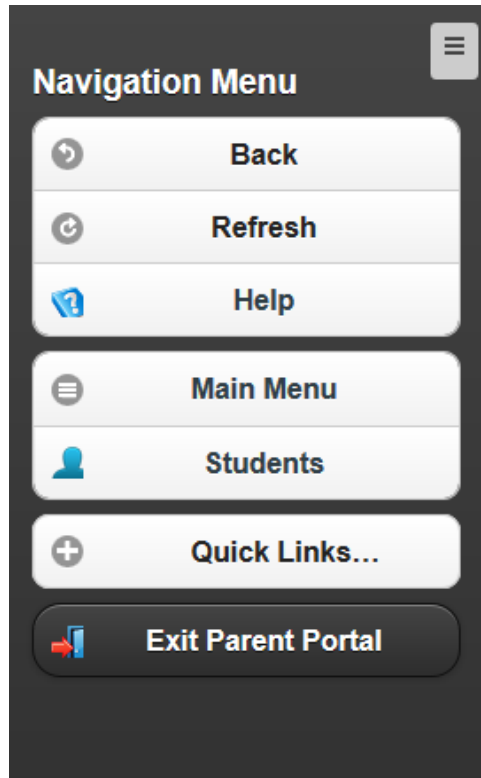
- In the **Student Portal ID** field, type your student's portal ID (provided by the district or campus).
- In the **Student Birthday** field, type your student's complete birth date or make a selection from the list (e.g., Apr 11, 1996). The date entered here must match the birth date in the student's record at the campus.
- Click **Save** to complete the request and add the student's name. If errors are encountered, click **+** to view the error details, and then click **-** to close the error details.



Main Menu

Each student has a main menu.

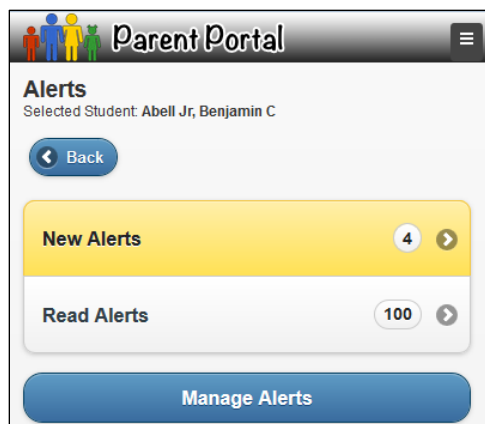
- Tap **Alerts** to read or set alerts for absences or low grades.
- Tap **News & Announcements** to view district and campus notices.
- Tap **Course Schedule** to view a schedule and teacher information.
- Tap **Attendance** to view detailed attendance information.
- Tap **Grades** to view cycle and schedule grades.
- Tap **Discipline** to view discipline records for the semester.
- Tap **Students** to access your list of students and select another student.
- Tap  to the pull out navigation menu to view the links found in the main menu.



Navigation Menu

The Navigation Menu is accessible from all screens in the mobile app.

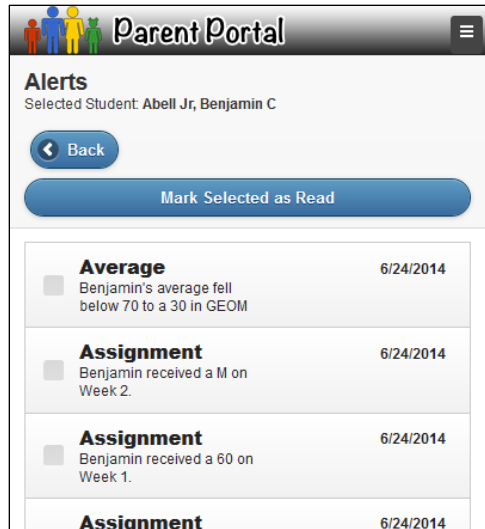
- Tap  to the pull access the navigation menu from any page.
- Tap **Back** to return to the page from which you came.
- Tap **Refresh** to clear any unsaved changes.
- Tap **Help** to view the online Help for the screen you are viewing.
- Tap **Main Menu** to return to the main menu.
- Tap **Students** to view your list of students.
- Tap **Quick Links** to access links to the main menu contents.
- Tap  to exit the navigation menu.
- Tap **Exit Parent Portal** to log out of the app.



Alerts

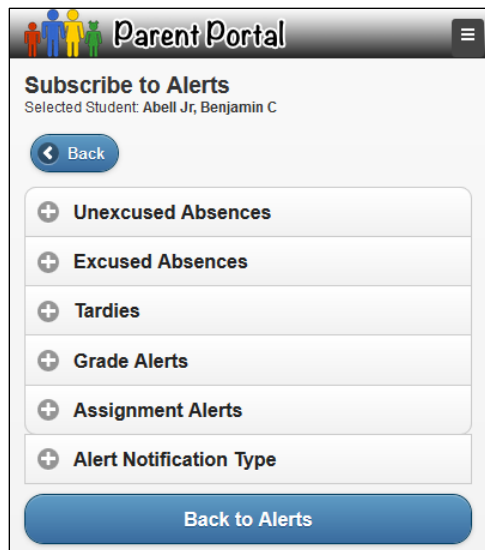
Alerts are messages notifying you that your student has grades or attendance information of which you should be aware. The number of alerts for the selected student is displayed on the right.

- Tap **New Alerts** or **Read Alerts** to view the new or read alerts for the selected student.
- Tap **Manage Alerts** to change the alerts subscription for the selected student.



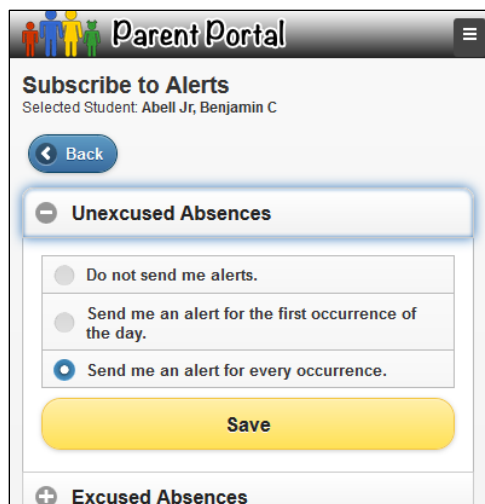
New and Unread Alerts

Select a row, and then tap **Mark Selected as Read** to move a new alert to the **Read Alerts** section.



Subscribe to Alerts

- For **Unexcused Absences**, **Excused Absences**, and **Tardies**, choose from the following for each section:
 - To not be notified of a student's absences and/or tardies, select **Do not send me alerts**.
 - To be notified for the first occurrence of the day, select **Send me an alert for the first occurrence of the day**.
 - To be notified of every occurrence throughout the day, select **Send me an alert for every occurrence**.
- Tap **Save** to save the setting.



Grade Alerts

Send me an alert when the average in any class...

☒ is Failing

☐ falls below my custom threshold

Custom Threshold:

70

Save

- For **Grade Alerts** and **Assignment Alerts**, choose to send an alert when the average in any class is failing or falls below the set threshold. In the **Custom Threshold** field, type a numeric grade (0-100), or use the sidebar to make a selection. When the student's average falls below this grade, you will receive an alert.
- In addition, for **Assignment Alerts**, select **Incomplete Assignments** to be notified of incomplete assignments and/or select **Missing Assignments** to be notified of missing assignments.
- Tap **Save** to save the setting.

Assignment Alerts

Send me an alert when any assignment grade...

☒ is Failing

☐ falls below my custom threshold

Custom Threshold:

70

Also send me alerts for the following:

☒ Incomplete Assignments

☒ Missing Assignments

Save

Assignment Alerts

Alert Notification Type

How would you like to receive alerts?

☒ **An email message**

☐ **A text message**

☐ **Neither. Do not send alerts.**

Save

Back to Alerts

- For **Alert Notification Type**, select **An email message** to receive alert notifications by e-mail, select **A text message** to receive alert notifications as text messages, or select **Neither** if you do not wish to receive alert notifications.
- Tap **Save** to save the setting.
- Tap **Back to Alerts** to return to the Alerts page.

Parent Portal

Campus News
Campus: Txeis High School

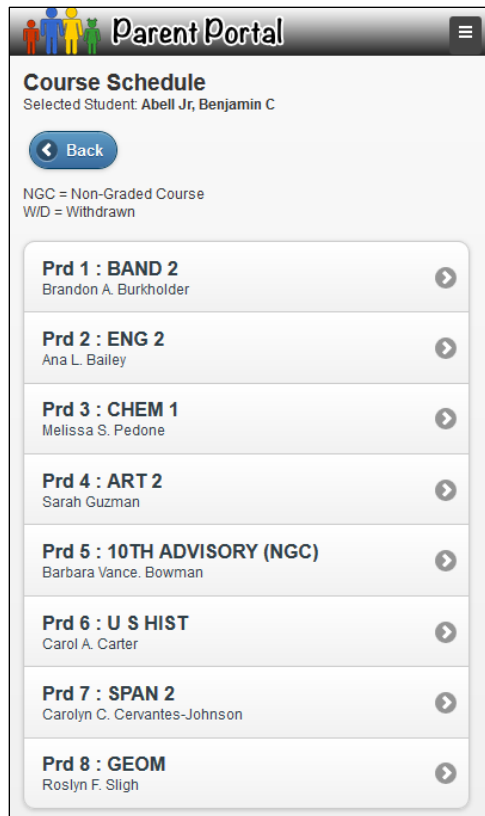
[← Back](#)

Welcome to txConnect for TxEIS High School.

This is a Campus message test to see if the message added displays immediately in txConnect without having to Refresh the database.

Campus News

Important information from the district and/or campus is displayed on this page.

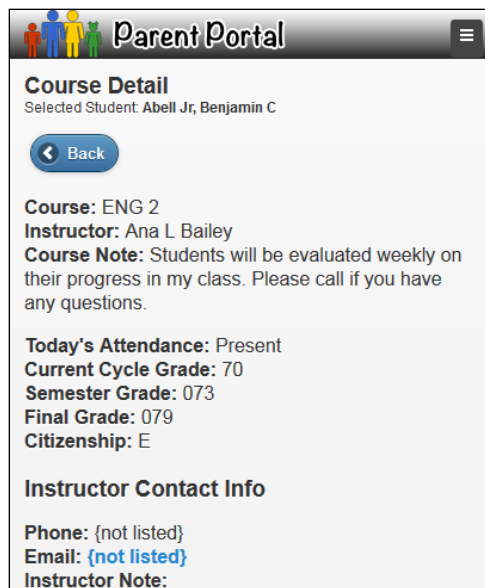


Course Schedule

View the schedule of the selected student.

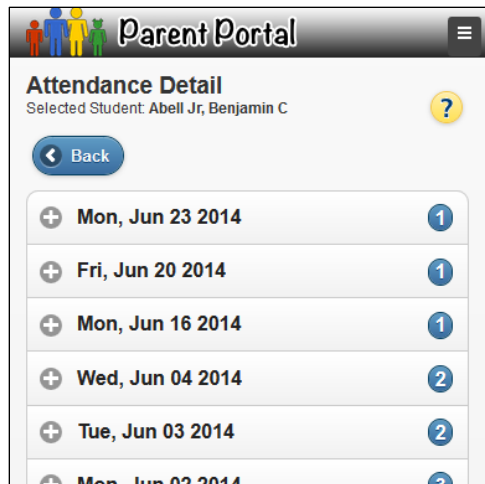
The student's course and instructor information is displayed.

To view additional information for each course, tap the arrow to the right of the course name. The Course Detail screen is displayed.



Course Detail

Course Detail displays the course, instructor, today's attendance, current cycle grade, semester grade, final grade, citizenship grade, and instructor contact information. If a course-specific note exists, it is displayed at the top of the page.



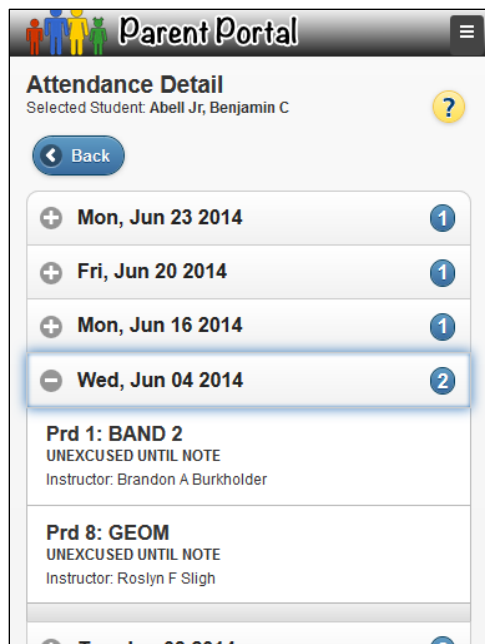
Attendance Detail

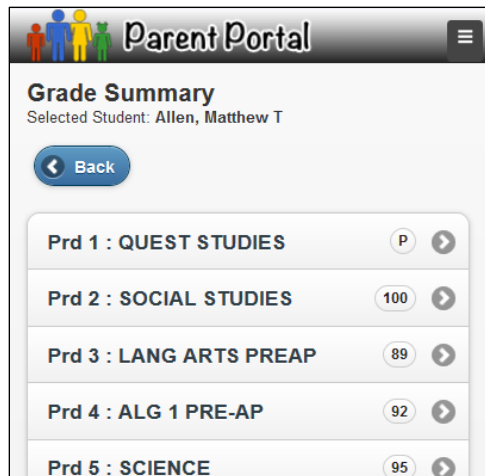
The list includes dates on which an attendance event occurred. An attendance event is any type of absence (excused, or unexcused) or tardy.

The number of attendance events for each date is displayed on the right.

- Tap + to expand the attendance details for a particular date.
- Tap - to close the attendance details for a particular date.

The student's attendance details are displayed, including the teacher name. If the teacher has provided an e-mail address, the teacher's name is displayed as a link to his e-mail address.



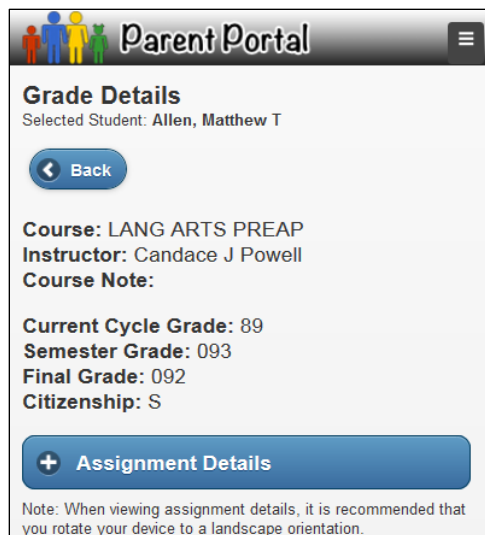


Grade Summary

The student's courses are displayed. The grade for each course is displayed on the right.

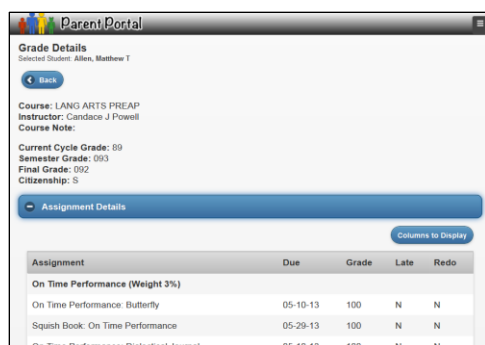
Tap the course to view the detailed grading summary.

Note: For non-graded courses, "NGC" is displayed in place of a grade.



Grade Details

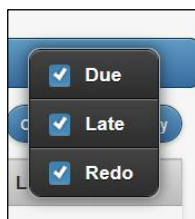
Tap **Assignment Details** to view the details of a particular assignment, such as assignment name, due date, grade, late, and redo.

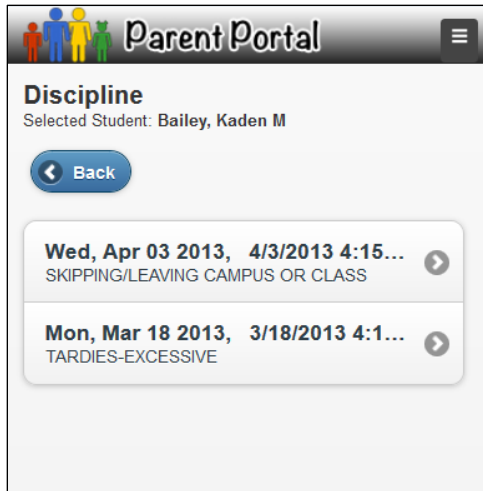


Assignment Details

When viewing assignment details, it is recommended that you rotate your device to a landscape orientation.

In addition to the assignment name and grade, the **Due** (date), **Late**, and **Redo** columns are displayed by default. Click **Columns to Display** to add or remove the **Due**, **Late**, and/or **Redo** columns from the screen.

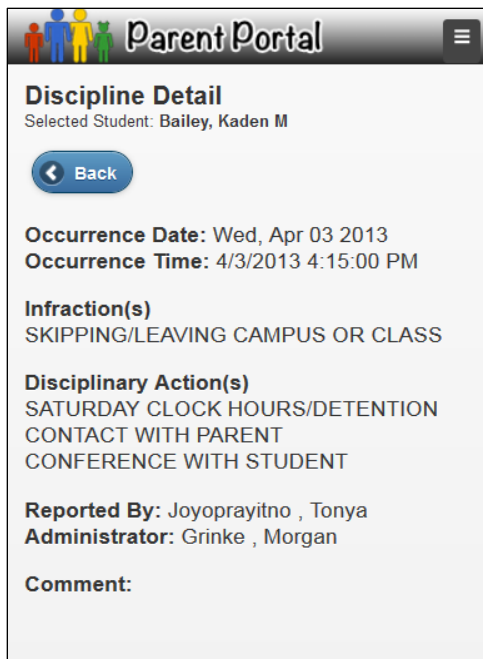




Discipline

A list of discipline incident dates along with a brief description is displayed.

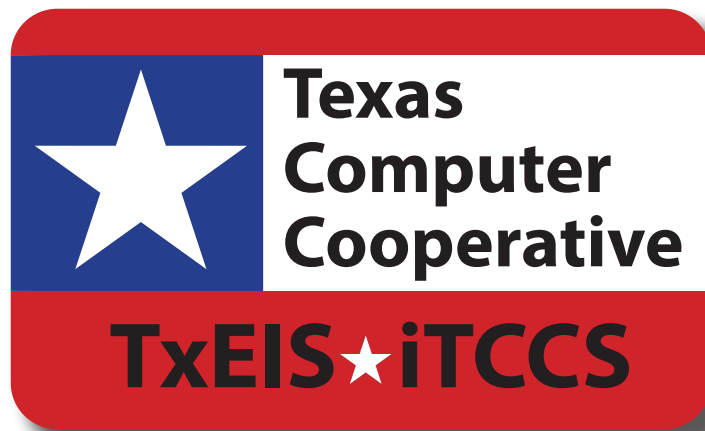
Tap a date to view the discipline details.



Discipline Detail

Discipline information for the selected date is displayed.

Discipline details include the occurrence date, occurrence time, infraction, disciplinary action, reported by, and administrator.



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