txGradebook Administrator Training Guide

August 2017

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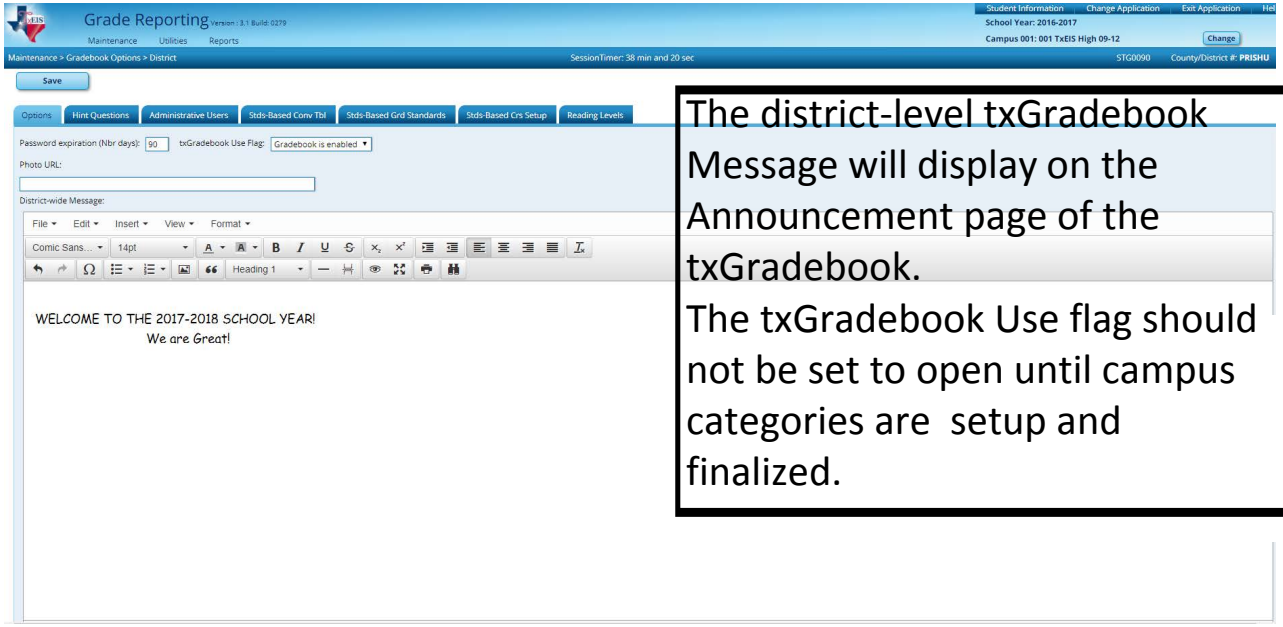
TxEIS District Set Up

for txGradebook

Options tab

Grade Reporting > Maintenance > Gradebook Options > District > Options tab

- The District Options tab allows you to set district-wide options for txGradebook.

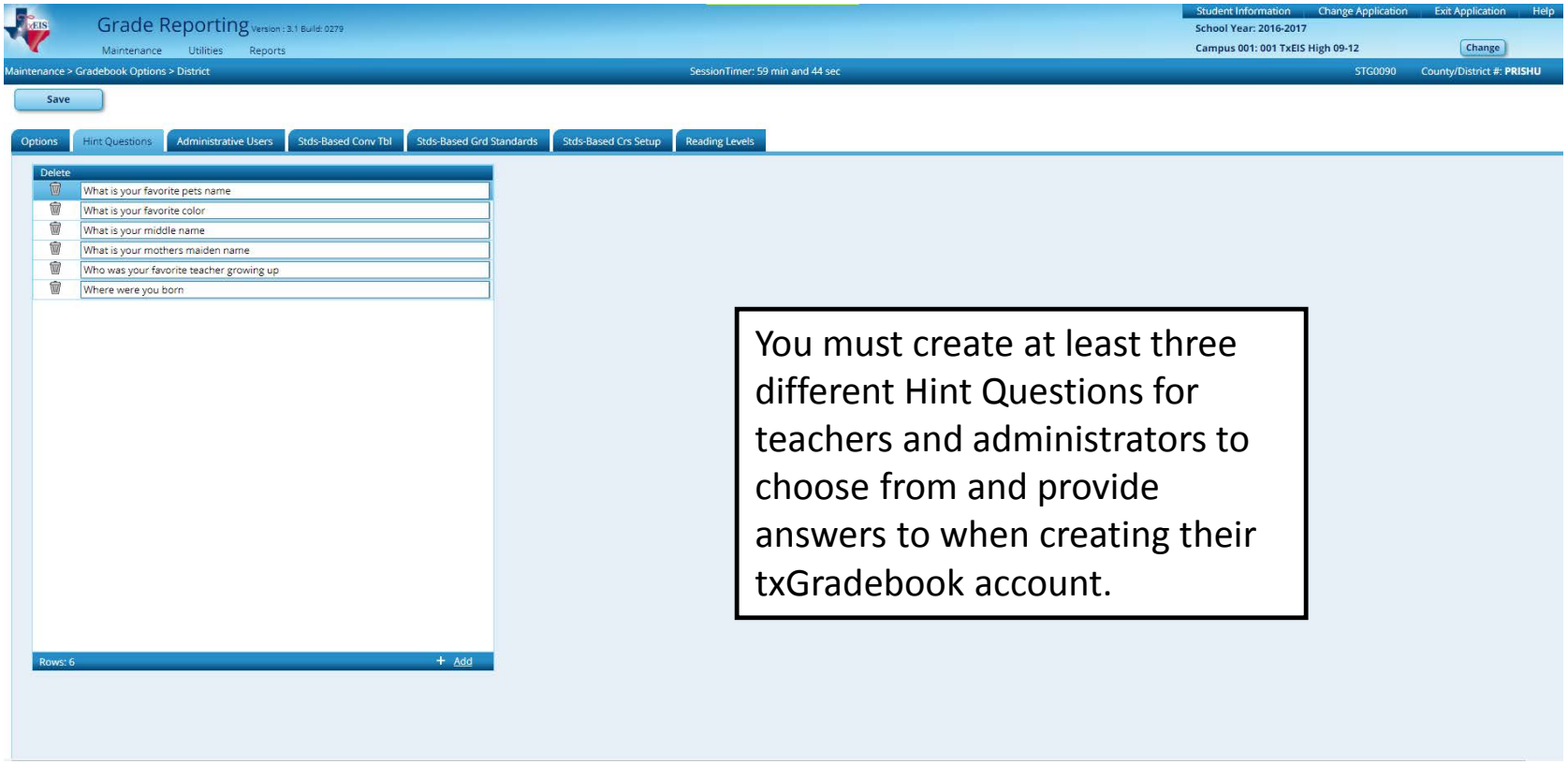


The district-level txGradebook Message will display on the Announcement page of the txGradebook.

The txGradebook Use flag should not be set to open until campus categories are setup and finalized.

Hint Questions tab

Grade Reporting > Maintenance > Gradebook Options > District > Hint Questions tab



You must create at least three different Hint Questions for teachers and administrators to choose from and provide answers to when creating their txGradebook account.

Steps in creating a txGradebook District Administrator User

- The administrative user must have a record in a campus table.
  - **Registration** application **Principal/Counselor** table

    OR

  - **Grade Reporting** application campus **Instructor** table.
- The txGradebook *District Administrator* user information is verified against the data in one of these campus tables.

Confirm User exists on the Principal/Counselor tab OR

Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor tab

Registration Version : 3.1 Build: 0279

Maintenance Utilities Reports

Student Information | Change Application | Exit Application | Help

School Year: 2016-2017

Campus 001: 001 TxEIS High 09-12 Change

Maintenance > Campus Profile > Campus Information Maintenance

SessionTimer: 59 min and 51 sec STR110 County/District #: PRISHU

Save

Campus ID: 001 Retrieve

Demographic Info | Control Info | Principal/Counselor

Delete	Details	Advisor Nbr	First Name	Middle	Last Name	Gen	Role Id	Frm Grd Lvl	To Grd Lvl	From Name Rng	To Name Rng	Staff ID
		000	April	Knudson	Benavidez		000	09	12			00120
		001	Norma	James	Richter		000					00326
		002	Ricky	Luis	Sanchez		003	09	12			00345
		003	Oscar	Marie	Roane		020	09	12			00329
		004	Elisabeth	Carmen	Flores		003	09	12			
		005	Sylvia	HUMBERTO	Van Lent		003	09	12			
		007	Sarah	E	Spurlock		003					
		880	AMANDA		AUCOIN		000					
		881	Lisa	Lynn	McPhail		000					
		882	Denise	C	Eichman		000					
		883	Kara	S	KUKLENSKI		000					
		884	Joan	Dowdy	Hughes		000					
		885	Danyelle	Juanita	Delgado		000					
		886	Benjamin	I	Bosquez		000					
		887	Dina		Kiser		000					
		888	Shirley	ANN	Taylor		000					

+ Add

Advisor Number: 000 Name: April (First) Knudson (Middle) Benavidez (Last) (Generation)

Role ID: Other From Grade Level: 09 To Grade Level: 12

From Name Range: To Name Range:

Staff ID: 001200 Phone: 555 - Ext:

Discipline Approver: Receive Discipline Referral E-mail: E-mail Address: 2017001000@Benavidez.edu

Click the **Add** button to add the administrator to the campus table, if needed.

Confirm User exists on the Instructor tab

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor tab

Grade Reporting Version : 3.1 Build: 0279

Maintenance Utilities Reports

Student Information | Change Application | Exit Application | Help

School Year: 2016-2017

Campus 001: 001 TxEIS High 09-12 Change

Maintenance > Master Schedule > Campus Schedule SessionTimer: 51 min and 36 sec STG0160 County/District #: PRISHU

Save

Course Selection | Course | Section | Instructor | Copy Course Section

Del	Details	Instr Id	Staff ID	Grade Lvl	Section	Name L	Name F	Name M	Gen Cd	Dept Nbr	Homeroom	Reserved Room	Excl From Fall PEIMS
		101	T00029			Arredondo	Tiffany						☑
		102	002753			Matocha	Linda	ANGELA		ELA			☐
		104	003782			Valle	Sylvia	C		ELA	409		☐
		105	003775			Valadez	Suzanne	BETHINE		ELA			☐
		107	003311			Roby	Patricia	Irene		ELA	411		☐
		109	001193			Benavides	Annette	D		ELA	607		☐
		110	001126			Baker	Amber	Michael		ELA	613		☐
		111	001110			Audit	AMANDA	K		ELA	207		☐
		112	002109			Greene	Hope	Paige			207		☐
		114	003004			Ontiveros	MARTIN	MLayne		ELA	206		☐
		115	002099			Graf	Hilda	Sue		ELA	216		☐
		125	001559			Cowden	Clyde	Garrett		ELA	108		☐
		150	003441			Sanchez	Richard	Lee		ELA	623		☐
		200	003908			Wiechring	Vanissa	Ann					☐
		202	003470			Schmidt	ROBERT	Michael		MTH	502		☐

1 / 6 + Add

Instr Nbr: 101 Staff ID: T00029 Home Room: Instructor Status : Active

Name: Tiffany (First) Middle Arredondo (Last) Generation

Instructor Schedule

Maximum Values: Study Halls/Day: Sections/Sem: Periods/Day: Preps/Sem: Contact Periods/Year:

Restrictions: Department: Subject Area: Reserved Room:

Designators: 1: 2: 3:

Elementary: Grade: Section:

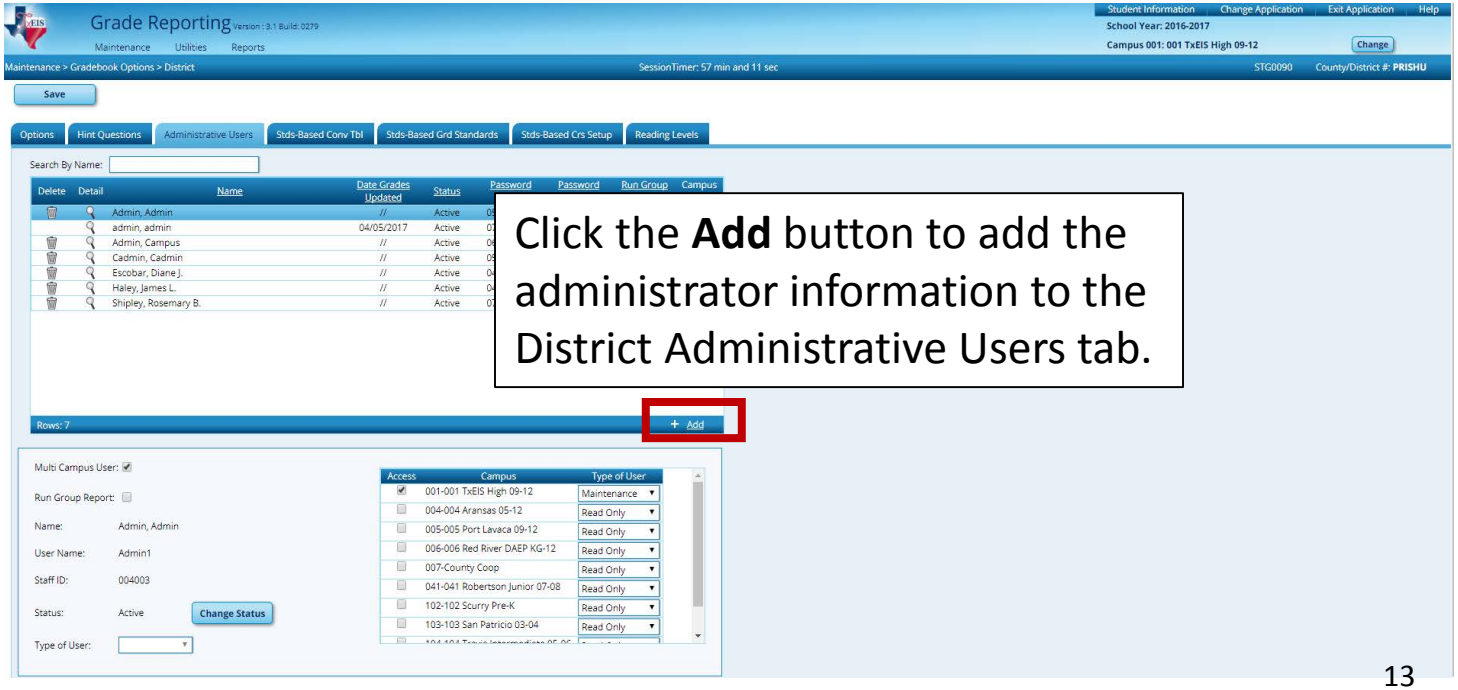
Exclude from Fall PEIMS: ☑

Click the **Add** button to add the administrator to the campus table, if needed.

District Administrative Users tab

Grade Reporting > Maintenance > Gradebook Options > District > Administrative Users tab

- Once you have confirmed the administrator has a record on the campus Principal/Counselor or Instructor table, you can now create a txGradebook District Administrator user.



Click the **Add** button to add the administrator information to the District Administrative Users tab.

District Administrative Users tab

Grade Reporting > Maintenance > Gradebook Options > District > Administrative Users tab

- Create a unique **User ID** that is 6-8 alphanumeric characters
  - User ID is not case-sensitive
- Type in **Staff ID** or select the ellipsis button to select from a list.
- Select **Type of User**.
  - **Inquiry** – may access the gradebook for any teacher in the district but cannot make changes, or
  - **Maintenance** – full maintenance capabilities for any teacher at any campus. These users may post attendance, enter grades, etc.
- Select whether user will have access to '**Run Group Report**'; which gives administrator the ability to run the UIL by Special Programs or Generic Programs.

District Administrative Users tab

Grade Reporting > Maintenance > Gradebook Options > District > Administrative Users tab

Grade Reporting Version : 3.1 Build: 0279

Maintenance Utilities Reports

Student Information | Change Application | Exit Application | Help

School Year: 2016-2017

Campus 001: 001 TxEIS High 09-12 Change

Maintenance > Gradebook Options > District SessionTimer: 59 min and 52 sec STG0090 County/District #: PRISHU

Save

Save Successful

Options | Hint Questions | Administrative Users | Stds-Based Conv Tbl | Stds-Based Grd Standards | Stds-Based Crs Setup | Reading Levels

Search By Name:

Delete	Detail	Name	Date Grades Updated	Status	Password Expires	Password Last Changed	Run Group Report	Campus Access
		Admin, Admin	//	Active	05/22/2017	02/21/2017	No	1
		admin, admin	04/05/2017	Active	07/20/2017	04/21/2017	Yes	All
		Admin, Campus	//	Active	06/04/2017	03/06/2017	Yes	1
		Audit, AMANDA K.	//	Reset	07/25/2017	07/25/2017	Yes	1
		Benavides, Arinette D.	//	Reset	07/25/2017	07/25/2017	Yes	All
		Bird, ASHTAIN F.	//	Reset	07/19/2017	07/19/2017	Yes	All
		Cadmin, Cadmin	//	Active	05/22/2017	02/21/2017	No	1
		Escobar, Diane J.	//	Active	04/19/2017	01/19/2017	Yes	1
		Haley, James L.	//	Active	04/19/2017	01/19/2017	Yes	1
		Shipley, Rosemary B.	//	Active	07/03/2017	04/04/2017	No	1

Rows: 10 + Add

Multi Campus User: ☑

Run Group Report: ☐

Name: Admin, Admin

User Name: Admin1

Staff ID: 004003

Status: Active Change Status

Type of User:

Access	Campus	Type of User
☑	001-001 TxEIS High 09-12	Maintenance
☐	004-004 Aransas 05-12	Read Only
☐	005-005 Port Lavaca 09-12	Read Only
☐	006-006 Red River DAEP KG-12	Read Only
☐	007-County Coop	Read Only
☐	041-041 Robertson Junior 07-08	Read Only
☐	102-102 Scurry Pre-K	Read Only
☐	103-103 San Patricio 03-04	Read Only

Click **Save**. You will receive a confirmation message.

District Administrative Users tab

- For each Administrative User, the following fields display on the Administrative Users tab:
  - **Date Grades Updated** – displays the date on which the user last updated grades in txGradebook
  - **Status**
    - *Active*: user has registered on the txGradebook Login page
    - *Inactive*: to prevent a user from logging onto txGradebook
    - *Reset*: to reset a user's account allowing him/her to register using the **New User** option on the txGradebook Login page
    - **Note**: You cannot delete an administrator user; however, you can make the user inactive.
  - **Type of User** – displays whether user has Maintenance or Inquiry-only access
  - **Password Expires** – displays the date user's password will expire
  - **Password Last Changed** – displays the date user last updated password
  - **Run Group Report** – displays whether or not user can run group report

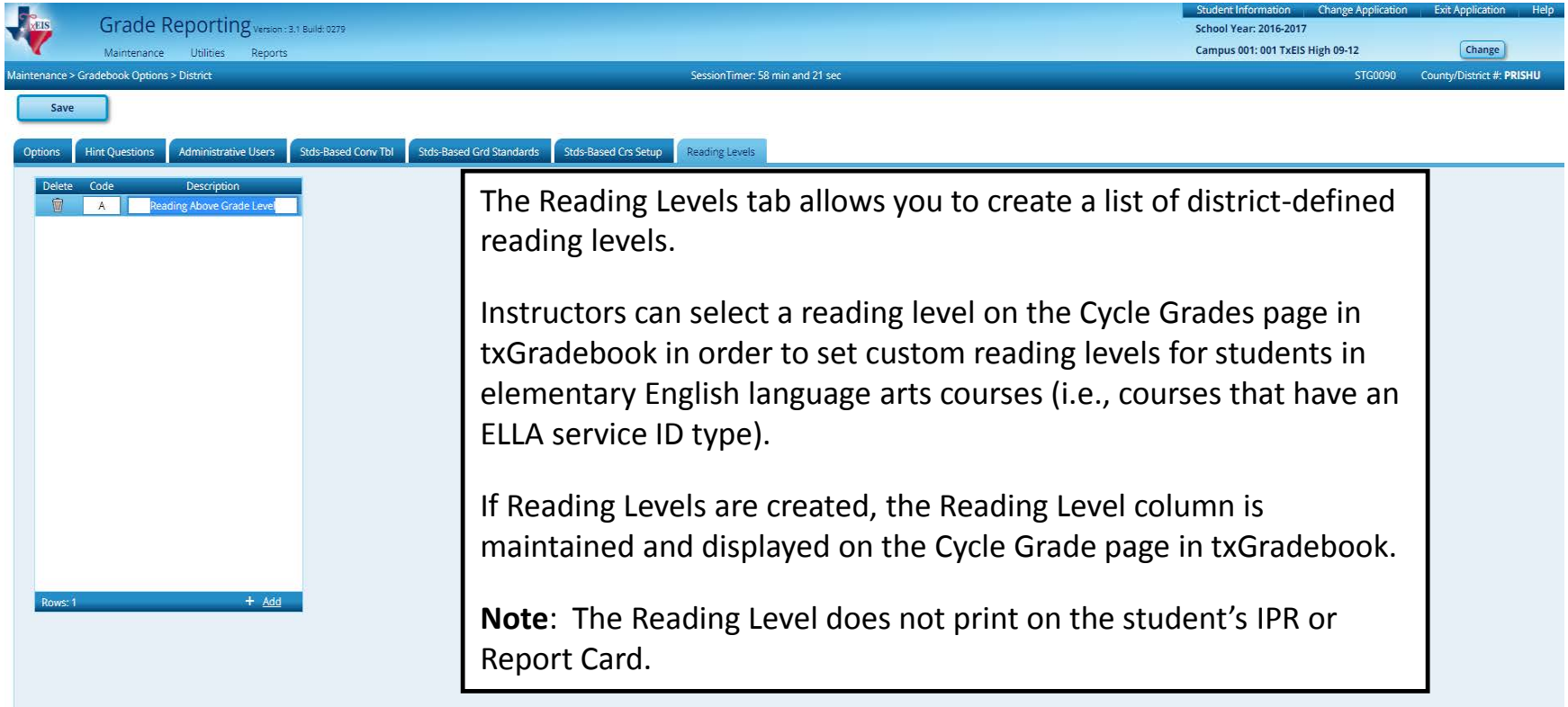
Stds-Based tabs

Grade Reporting > Maintenance > Gradebook Options > District

- There are three Standards Based Grading tabs:
  - Stds-Based Conv Tbl
  - Stds-Based Grd Standards
  - Stds-Based Crs Setup
- Standards based grading is available in TxEIS.
- Since this method of grade reporting is uncommon, handouts are available if needed.

Reading Levels tab

Grade Reporting > Maintenance > Gradebook Options > District > Reading Levels tab



The Reading Levels tab allows you to create a list of district-defined reading levels.

Instructors can select a reading level on the Cycle Grades page in txGradebook in order to set custom reading levels for students in elementary English language arts courses (i.e., courses that have an ELLA service ID type).

If Reading Levels are created, the Reading Level column is maintained and displayed on the Cycle Grade page in txGradebook.

Note: The Reading Level does not print on the student's IPR or Report Card.

TxEIS Campus Set Up

for txGradebook

Options tab

Grade Reporting > Maintenance > Gradebook Options > Campus > Options tab

Grade Reporting Version : 3.1 Build: 0279
Maintenance Utilities Reports
Student Information Change Application Exit Application Help
School Year: 2016-2017
Campus 001: 001 TxEIS High 09-12 Change
Maintenance > Gradebook Options > Campus
SessionTimer: 55 min and 16 sec
STG0100 County/District #: PRISHU

Save

Options | Teacher Profiles | Categories | Administrative Users

Options

Type of Posting: Both
Allow Semester Override
Allow New Categories
Allow Discipline Referrals
Allow Assignment Rubrics
Open for Grade Posting: Open
Allow Prior Days Posting
Allow Grade Modification to Prior Cycle
Use Elementary Skills-based Report Card:
Use Report Card Narrative:

Weighting Types

Allow Weighting Type Percentage:
Allow Weighting Type Points:
Allow Weighting Type Multiplier:

Display Program Information

Economically Disadvantaged
Special Education
Gifted and Talented
Bilingual/ESL
LEP
Migrant
Title I
Pregnancy
At Risk
CTE
Generic

Standard-Based Grading

Allow Standards-Based Grading
Allow Teachers to Select Courses for Stds-Based Grading:
Standards-Based Grading Conversion Tbl:

Campus-wide Message:

File Edit Insert View Format
Font Family Font Sizes Heading 1

This page allows you to setup how teachers will utilize or view data in txGradebook. The Open for Grade Posting should be set to Open only when grades are ready to be posted.

It also allows you to add a campus message that will be viewed by the teachers on the home page when they log into txGradebook.

Teacher Profiles tab

Grade Reporting > Maintenance > Gradebook Options > Campus > Teacher Profile tab

Grade Reporting Version : 3.1 Build: 0279

Maintenance Utilities Reports

Student Information | Change Application | Exit Application | Help

School Year: 2016-2017

Campus 001: 001 TxEIS High 09-12 Change

Maintenance > Gradebook Options > Campus SessionTimer: 53 min and 51 sec STG0100 County/District #: PRISHU

Save

Options | Teacher Profiles | Categories | Administrative Users

Details	Name	Date Grades Updated	Status	Password Expires	Password Last Changed	Type of User	Create Groups
	Arredondo, Tiffany	//	Active	05/01/2017	01/31/2017	UIL	2 - Course Wide
	Boyer, Beth	//	Reset	05/24/2017	02/23/2017		2 - Course Wide
	Parks, Matthew C.	//	Active	04/27/2017	01/27/2017	UIL	2 - Course Wide
	Silva, Roy	03/30/2017	Active	05/10/2017	02/09/2017	UIL	2 - Course Wide
	Winkler, Victoria R.	//	Active	05/09/2017	02/08/2017		2 - Course Wide

Name: Arredondo, Tiffany

User Name: ARREDOND

Staff ID: T00029

Date Grades Updated: //

Status: Active

Type of User: UIL

Password Expires: 05/01/2017

Password Last Changed: 01/31/2017

Create Groups: 2 - Course Wide

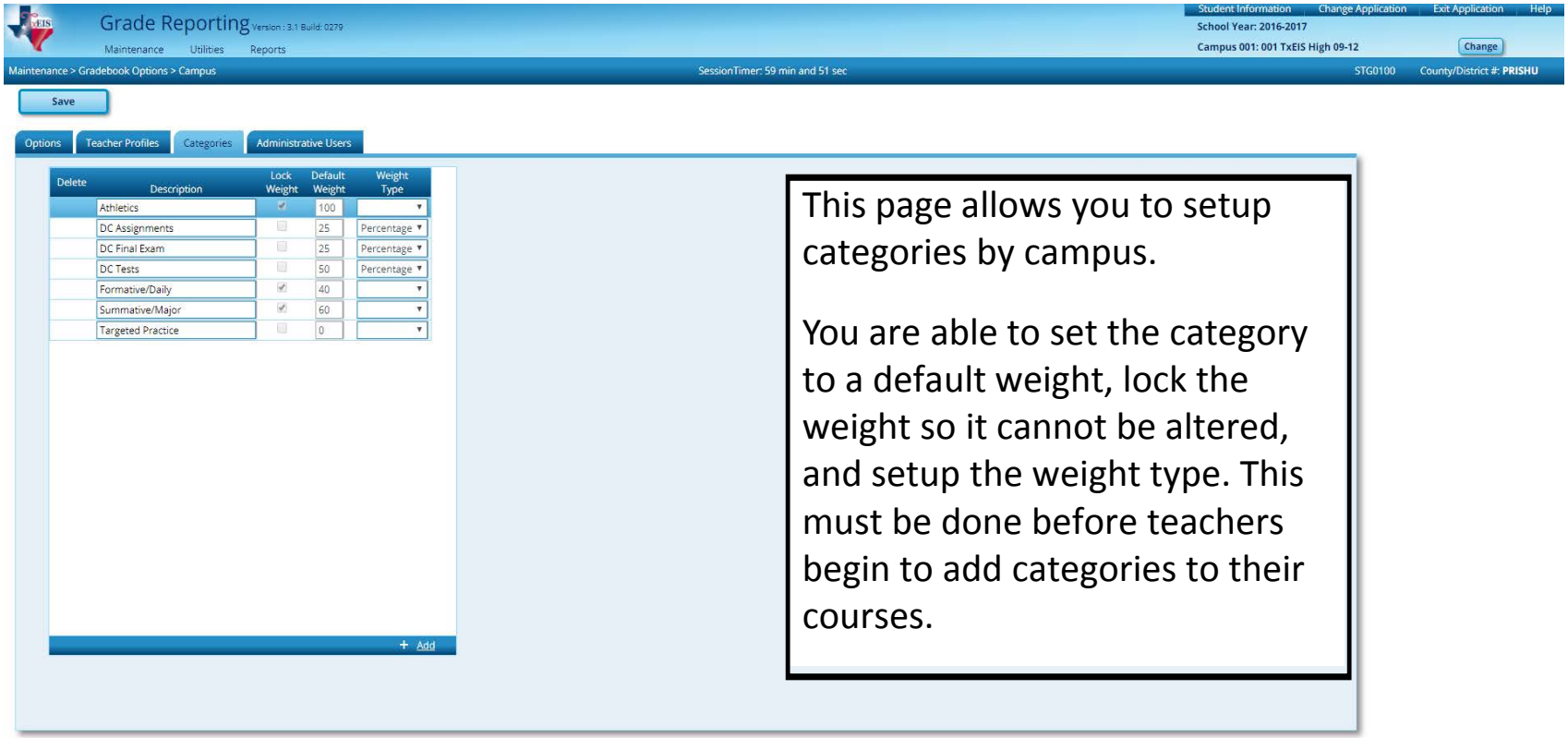
If a teacher is locked out of their txGradebook Account - set the teacher Status to Reset. Then the teacher goes to the forget password option in txGradebook.

This page allows you to change the teachers status code, when needed.

You can allow the teacher to access UIL reports and set campus wide or course wide student groups, if applicable.

Categories tab

Grade Reporting > Maintenance > Gradebook Options > Campus > Categories tab



This page allows you to setup categories by campus.

You are able to set the category to a default weight, lock the weight so it cannot be altered, and setup the weight type. This must be done before teachers begin to add categories to their courses.

Steps in creating a txGradebook Campus Administrator User

- The campus administrative user must have a record in a campus table.
  - **Registration** application **Principal/Counselor** table

    OR

  - **Grade Reporting** application campus **Instructor** table.
- The txGradebook *Campus Administrator* user information is verified against the data in one of these campus tables.

Confirm User exists on the Principal/Counselor tab OR

Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor tab

Registration Version : 3.1 Build: 0279

Maintenance Utilities Reports

Student Information | Change Application | Exit Application | Help

School Year: 2016-2017

Campus 001: 001 TxEIS High 09-12 Change

Maintenance > Campus Profile > Campus Information Maintenance

SessionTimer: 59 min and 49 sec STR110 County/District #: PRISHU

Save

Campus ID: 001 Retrieve

Demographic Info | Control Info | Principal/Counselor

Delete	Details	Advisor Nbr	First Name	Middle	Last Name	Gen	Role Id	Frm Grd Lvl	To Grd Lvl	From Name Rng	To Name Rng	Staff ID
		000	April	Knudson	Benavidez		000	09	12			00120
		001	Norma	James	Richter		000					00326
		002	Ricky	Luis	Sanchez		003	09	12			00345
		003	Oscar	Marie	Roane		020	09	12			00329
		004	Elisabeth	Carmen	Flores		003	09	12			
		005	Sylvia	HUMBERTO	Van Lent		003	09	12			
		007	Sarah	E	Spurlock		003					
		880	AMANDA		AUCOIN		000					
		881	Lisa	Lynn	McPhail		000					
		882	Denise	C	Eichman		000					
		883	Kara	S	KUKLENSKI		000					
		884	Joan	Dowdy	Hughes		000					
		885	Danyelle	Juanita	Delgado		000					
		886	Benjamin	I	Bosquez		000					
		887	Dina		Kiser		000					
		888	Shirley	ANN	Taylor		000					00368

+ Add

Advisor Number: 000 Name: April (First) Knudson (Middle) Benavidez (Last) (Generation)

Role ID: Other From Grade Level: 09 To Grade Level: 12

From Name Range: To Name Range:

Staff ID: 001200 Phone: 555 - Ext:

Discipline Approver: Receive Discipline Referral E-mail: E-mail Address: 2017001000@Benavidez.edu

Click the **Add** button to add the administrator to the campus table, if needed.

Confirm User exists on the Instructor tab

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor tab

Grade Reporting Version : 3.1 Build: 0279

Maintenance Utilities Reports

Student Information | Change Application

School Year: 2016-2017

Campus 001: 001 TxEIS High 09-12

Maintenance > Master Schedule > Campus Schedule

SessionTimer: 59 min and 30 sec

STG0160

Save

Course Selection | Course | Section | Instructor | Copy Course Section

Del	Details	Instr Id	Staff ID	Grade Lvl	Section	Name L	Name F	Name M	Gen Cd	Dept Nbr	Homeroom	Reserved Room	Excl From Fall PEIMS
		101	T00029			Arredondo	Tiffany						☑
		102	002753			Matocha	Linda	ANGELA		ELA			☐
		104	003782			Valle	Sylvia	C		ELA	409		☐
		105	003775			Valadez	Suzanne	BETHINE		ELA			☐
		107	003311			Roby	Patricia	Irene		ELA	411		
		109	001193			Benavides	Annette	D		ELA	607		
		110	001126			Baker	Amber	Michael		ELA	613		
		111	001110			Audit	AMANDA	K		ELA	207		
		112	002109			Greene	Hope	Paige			207		
		114	003004			Ontiveros	MARTIN	MLayne		ELA	206		
		115	002099			Graf	Hilda	Sue		ELA	216		
		125	001559			Cowden	Clyde	Garrett		ELA	108		
		150	003441			Sanchez	Richard	Lee		ELA	623		
		200	003908			Wiechring	Vanissa	Ann					
		202	003470			Schmidt	ROBERT	Michael		MTH	502		

1 / 6

+ Add

Instr Nbr: 101 Staff ID: T00029 Home Room: Instructor Status : Active

Name: Tiffany (First) Middle Arredondo (Last) Generation

Instructor Schedule

Maximum Values: Study Halls/Day: Sections/Sem: Periods/Day: Preps/Sem: Contact Periods/Year:

Restrictions: Department: Subject Area: Reserved Room:

Designators: 1: 2: 3:

Elementary: Grade: Section:

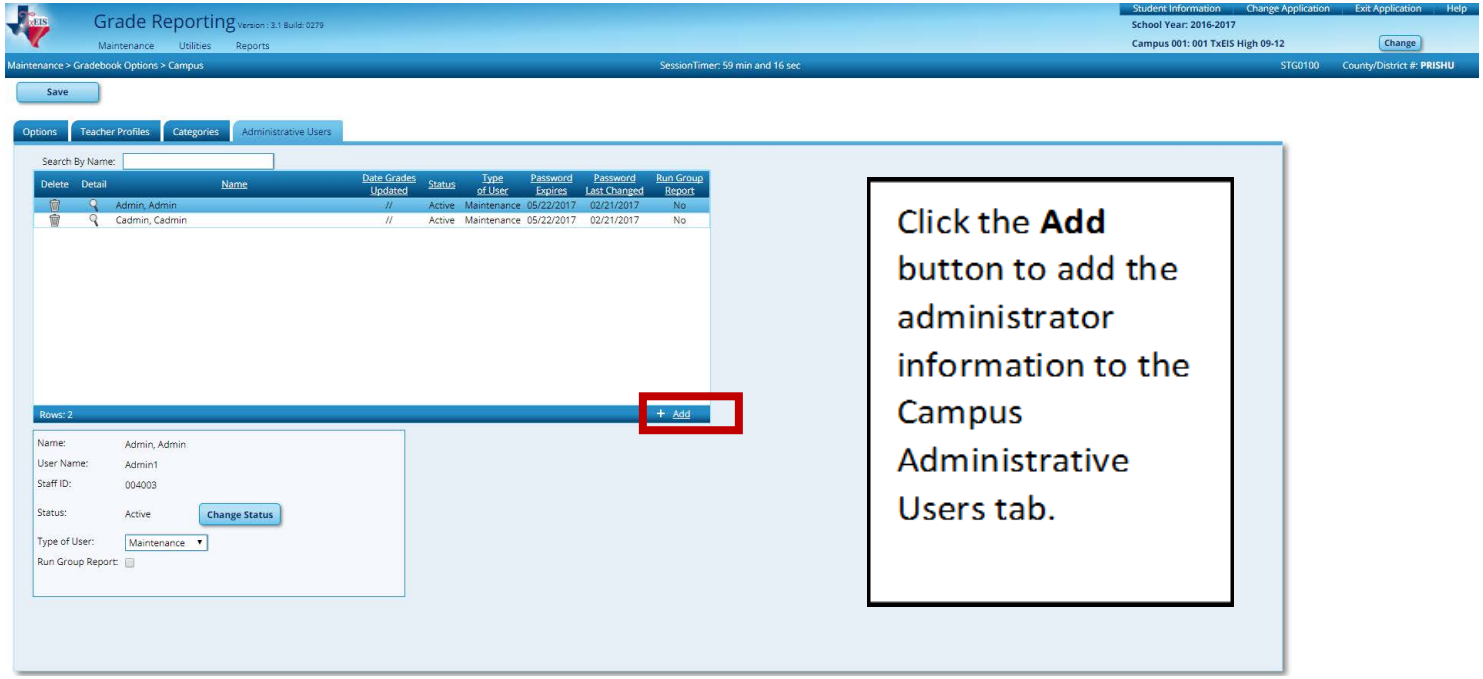
Exclude from Fall PEIMS: ☑

Click the **Add** button to add the administrator to the campus table, if needed.

Campus Administrative Users tab

Grade Reporting > Maintenance > Gradebook Options > Campus > Administrative Users tab

- Once you have confirmed the campus administrator has a record on the campus **Principal/Counselor** or **Instructor table**, you can now create a txGradebook Campus Administrator user.



Campus Administrative Users tab

Grade Reporting > Maintenance > Gradebook Options > Campus > Administrative Users tab

Grade Reporting Version : 3.1 Build: 0279

Maintenance Utilities Reports

Student Information | Change Application | Exit Application | Help

School Year: 2016-2017

Campus 001: 001 TxEIS High 09-12 Change

Maintenance > Gradebook Options > Campus SessionTimer: 59 min and 41 sec STG0100 County/District #: PRISHU

Save

Save Successful

Options | Teacher Profiles | Categories | Administrative Users

Search By Name:

Delete	Detail	Name	Date Grades Updated	Status	Type of User	Password Expires	Password Last Changed	Run Group Report
		Admin, Admin	//	Active	Maintenance	05/22/2017	02/21/2017	No
		Audit, AMANDA K.	//	Reset	Maintenance	07/25/2017	07/25/2017	Yes
		Cadmin, Cadmin	//	Active	Maintenance	05/22/2017	02/21/2017	No

Rows: 3 + Add

Name: Admin, Admin

User Name: Admin1

Staff ID: 004003

Status: Active Change Status

Type of User: Maintenance

Run Group Report:

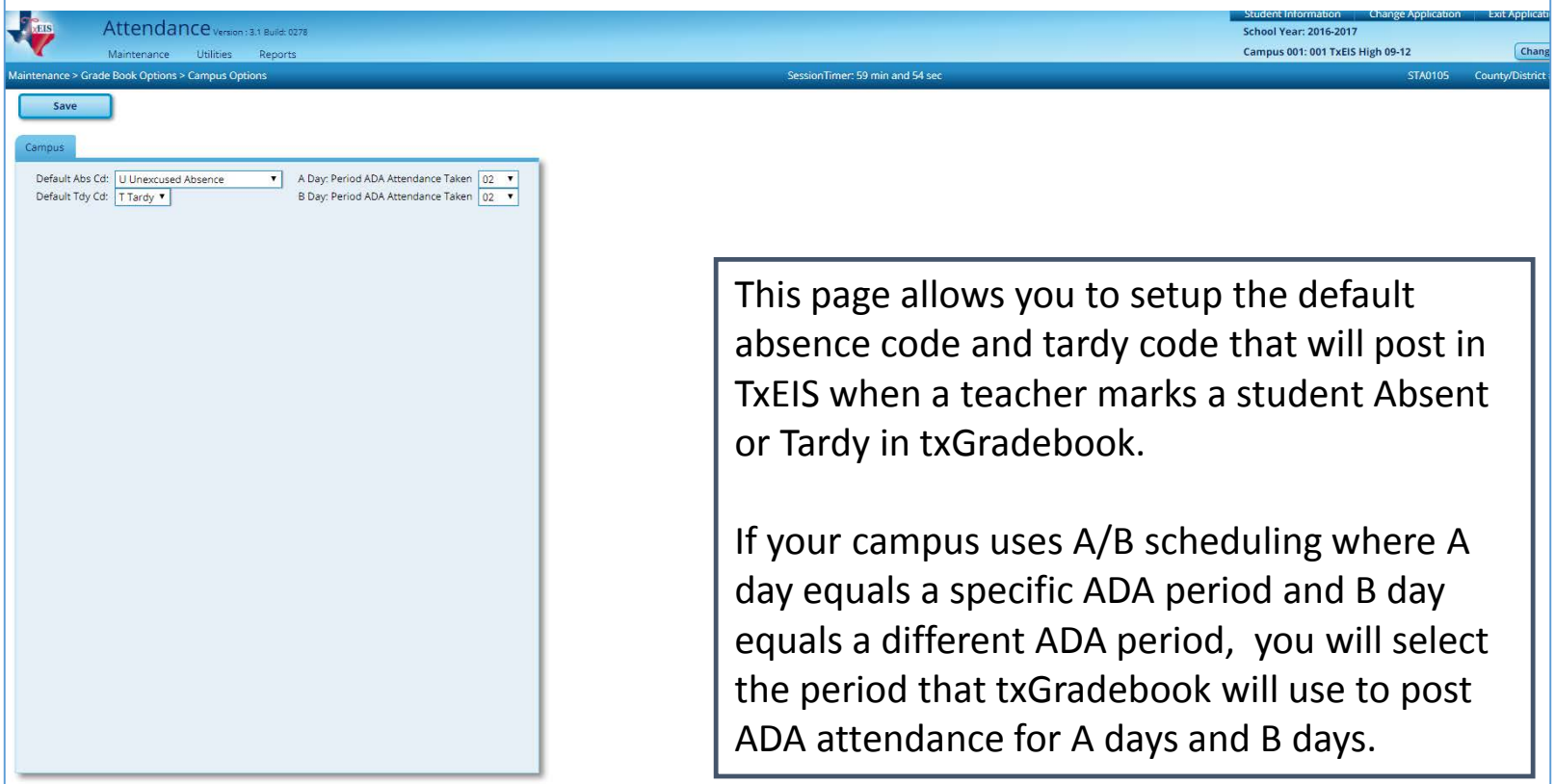
Click **Save**. You will receive a confirmation message.

- - - This page has been intentionally left blank - - -

TxEIS Attendance
txGradebook Options

Attendance Campus Options

Attendance > Maintenance > Grade Book Options > Campus Options > Campus tab



This page allows you to setup the default absence code and tardy code that will post in TxEIS when a teacher marks a student Absent or Tardy in txGradebook.

If your campus uses A/B scheduling where A day equals a specific ADA period and B day equals a different ADA period, you will select the period that txGradebook will use to post ADA attendance for A days and B days.

Unposted Absences

Attendance > Maintenance > Grade Book Options > Unposted Absences tab

Attendance Version : 3.1 Build: 0278

Maintenance Utilities Reports

Student Information | Change Application | Exit Application | Help

School Year: 2016-2017

Campus 001: 001 TxEIS High 09-12 Change

Maintenance > Grade Book Options > Unposted Absences

SessionTimer: 59 min and 47 sec STA0105 County/District #: PRISHU

Date: 05-25-2017 Periods: 01 Retrieve

Unposted Absences

Date Run: 7/25/2017 1:52 PM
Campus: 001 001 TxEIS High 09-12

List of Classes Where Attendance Has NOT Been Posted
Inquiry Date/Time: 7/25/2017 1:48:39 PM
For: 5/25/2017 Period: 01

Page: 1 of 2

Instr ID	Instr Name	Crs Nbr	Sec Nbr	Title
101	Arredondo, Tiffany	3802	10	INT PHY/CHEM
110	Baker, Amber M	9839	11	TEEN LEADERSHIP
418	Benavides, Anne M	4811	10	US HISTORY AP
109	Benavides, Annette D	1803	11	ENGLISH 3
501	Blanton, Barbara E	7802	10	SPANISH 2
300	Boyer, Beth	3811	10	BIO 1 PRE AP
988	Cannon, CANDACE J	0901	10	AERIE LAB
971	Carrasco, Caroline J	1321	10	BYD 1RECREATION
971		1873	10	SLE 3 ENGLISH
971		1874	10	SLE ENG 4
732	Carridine, Carolyn D	5815	11	PRN INFORM TECH
125	Cowden, Clyde G	1832	10	ENGLISH 2
972	Friesenhahn, Emeri A	1871	10	ENGLISH I
972		1872	10	ENGLISH 2
731	Gonzales, Gregory N	5803	10	BIM 1
115	Graf, Hilda S	1804	10	ENGLISH 4
212	Graybill, Holly S	2819	10	INDSTUDYMATH DC
112	Greene, Hope P	7701	10	KEY-E
230	HAHN, James G	7702	10	KEY-M
403	Hernandez, Jennifer	4804	11	US GOVT
220	Hernandez, Jennifer L	2833	10	MATH MODEL
204	Hernandez, Jennifer R	0987	11	STUD TCHR AIDE

After teachers post attendance, you can run this report to identify which teachers have not posted.

- - - This page has been intentionally left blank - - -

txGradebook Administrative Access

Administrative Access

- There are various levels of administrative access for txGradebook.
- The districts control access to txGradebook through district and campus menus.
- Administrators can be given full maintenance access or inquiry-only access, and they can be given access to one campus or all campuses.
- Campus-level administrators can also be assigned Discipline-only access.

Admin Options: Administrator Options

Admin > Admin Options

- Administrative users are allowed to select the teacher for whom they want to log on with administrative privileges.
- After selecting a teacher from this page, users can access txGradebook as if they were that teacher with the following differences:
  - The **Admin** menu appears in the main menu. Select **Admin** to return to this page to select another teacher.
  - In the **Settings** menu, the **Update Admin Profile** menu item appears instead of Update Profile.

txGradebook
District: TXEIS ISD Campus: 001 High School
Home | Attendance | Grades | Reports | Discipline | Settings | Admin
032 - VECCHIO, SUSAN DALE | logout

Administrator Options
You are logged on as a maintenance administrator.
You have administrator privileges for: all campuses.

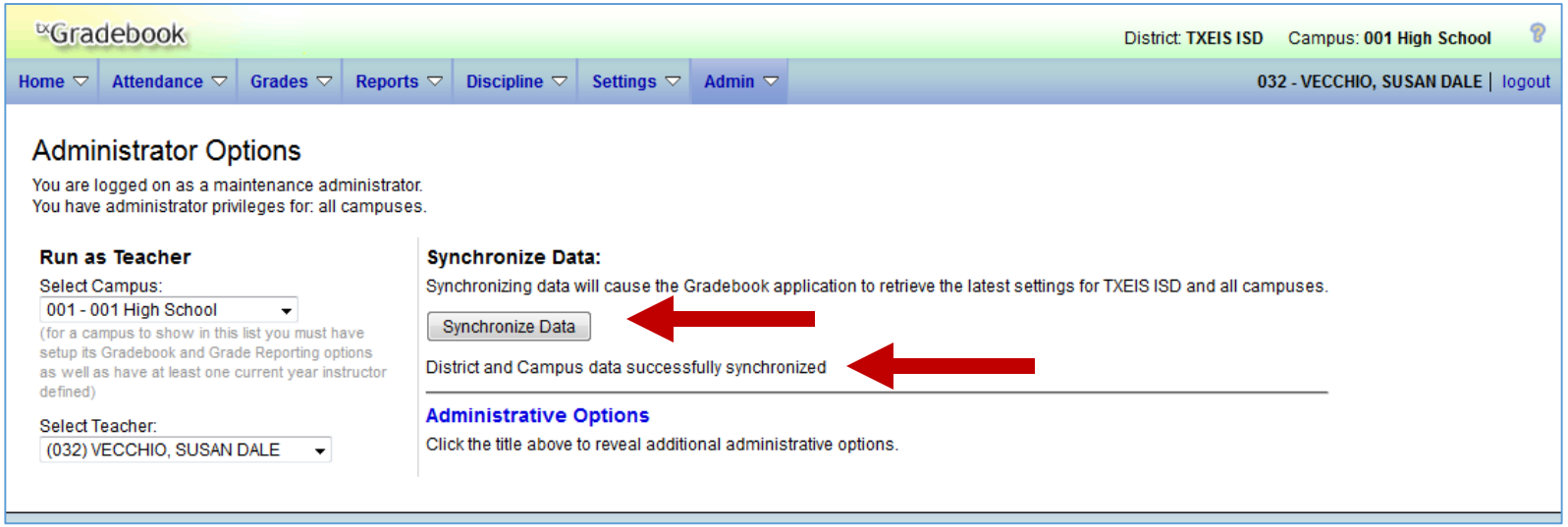
Run as Teacher
Select Campus:
001 - 001 High School
(for a campus to show in this list you must have setup its Gradebook and Grade Reporting options as well as have at least one current year instructor defined)
Select Teacher:
(032) VECCHIO, SUSAN DALE

Synchronize Data:
Synchronizing data will cause the Gradebook application to retrieve the latest settings for TXEIS ISD and all campuses.
Synchronize Data

Administrative Options
Click the title above to reveal additional administrative options.

Admin Options: Synchronizing Data

- If you made changes to txGradebook settings in the TxEIS Student system, the data must be synchronized to ensure that changes to the settings in the campus header are immediately transferred to txGradebook.
  - To synchronize the data, click **Synchronize Data**.
    - The data can be synchronized as often as necessary.
  - If the data was successfully synchronized, the page reloads with a message indicating that the data was successfully synchronized.



Admin Options: Marking Courses Ready to Post

- Click the **Administrative Options** link.
  - The section expands and the **Mark Ready to Post** button is displayed.
- The **Mark Ready to Post** button allows you to mark all courses at the campus as ready to post; including any courses for which the instructor has not clicked Mark grades as Ready to Post on the Cycle Grades page.
- The button is only displayed for current cycles that are open for posting.

txGradebook

District: TXEIS ISD Campus: 001 High School

Home | Attendance | Grades | Reports | Discipline | Settings | Admin

032 - VECCHIO, SUSAN DALE | logout

Administrator Options

You are logged on as a maintenance administrator.
You have administrator privileges for: all campuses.

Run as Teacher

Select Campus:
001 - 001 High School
(for a campus to show in this list you must have setup its Gradebook and Grade Reporting options as well as have at least one current year instructor defined)

Select Teacher:
(032) VECCHIO, SUSAN DALE

Synchronize Data:

Synchronizing data will cause the Gradebook application to retrieve the latest settings for TXEIS ISD and all campuses.

Synchronize Data

Administrative Options

Mark Ready to Post:

Mark Ready to Post for Campus 001, Semester 2, Cycle 3
0 Courses have already been Posted or Marked Ready to Post.
134 Courses have not been Marked Ready to Post

Mark Ready to Post

Admin Options:
Click the Mark Ready to Post button

- A message is displayed prompting you to confirm that you want to mark all remaining courses as ready to post.
- Click the **OK** button to continue.

txGradebook

District: TXEIS ISD Campus: 001 High School

Home | Attendance | Grades | Reports | Discipline | Settings | Admin

021 - Earney, Michael | logout

Administrator Options

You are logged on as a maintenance administrator.
You have administrator privileges for: all campuses.

Run as Teacher

Select Campus:
001 - 001 High School
(for a campus to show in this list you must have setup its Gradebook and Grade Reporting options as well as have at least one current year instructor defined)

Select Teacher:
(021) Earney, Michael

Do you really want to mark all remaining courses ready to post?

OK Cancel

Administrative Options

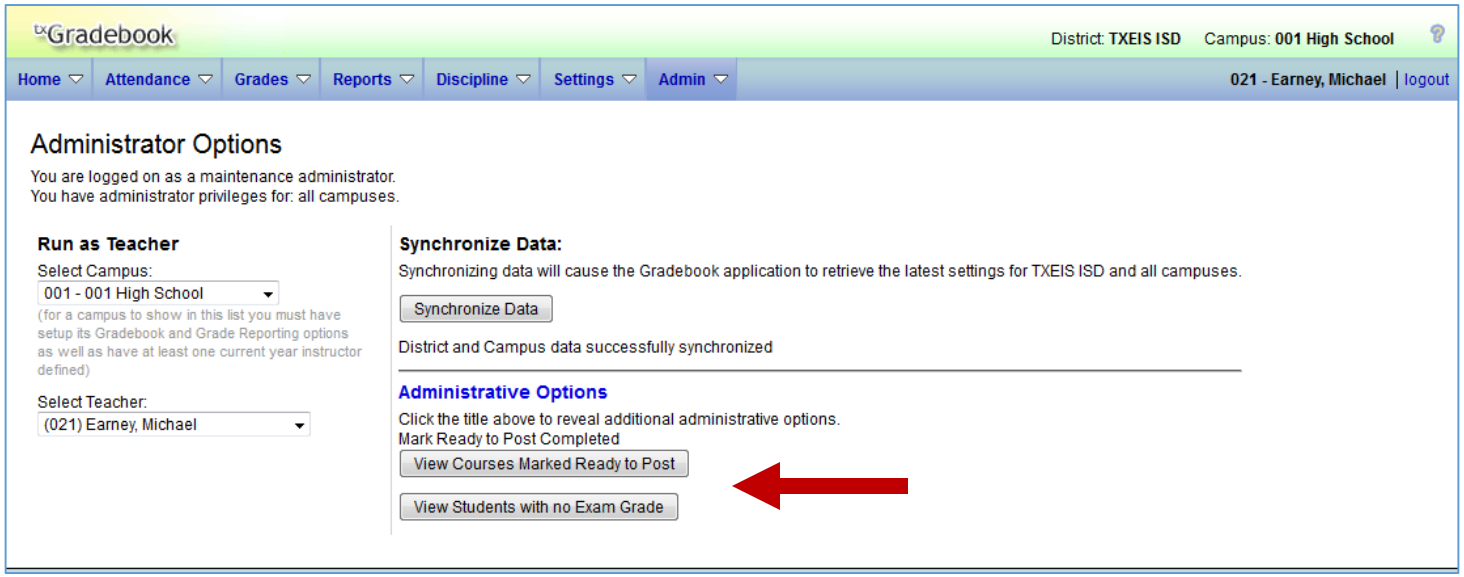
Mark Ready to Post:

Mark Ready to Post for Campus 001, Semester 1, Cycle 1
2 Courses have already been Posted or Marked Ready to Post.
163 Courses have not been Marked Ready to Post

Mark Ready to Post

Admin Options:
After Mark Ready to Post is Completed

- Click the **View Courses Marked Ready to Post** button to view a report of all courses that have been marked as ready to post for the cycle.
- Click the **Students with no Exam Grade** button to view a report of all students who have a blank exam grade for the current cycle.
  - Reports open in a new tab/window, and may be printed from there.
  - These Report options will only display after all courses are marked as ready to post.



Admin Options: Mark Ready to Post Reports

View Courses Marked Ready to Post

txGradebook

View Courses Marked Ready to Post

Viewing: **Campus 001, Semester 1, Cycle 3**

Generated: **Thursday, July 02, 2015 10:55 AM**

Teacher: 023-BLOOM, BRANDY B

Course	Section	Period
5432	01	01
5332	01	01
5232	01	01
5132	01	01
9009	03	03
5101	06	06
1120	08	08

Teacher: 021-Earney,Michael

Course	Section	Period
8504	04	04
8868	07	07

Teacher: 005-GATES, GREGORY J

Course	Section	Period
1120	05	05
1120	06	06

View Students with no Exam Grade

txGradebook

Errors on page - Students with no exam grade

Instructor	Course Name	Period	ID	Student Name
BLOOM,BRANDY B	5132 - 01	01	003769	BEEGLE, MACKENZIE B
BLOOM,BRANDY B	5132 - 01	01	003680	BROWN, GRISELDA C
BLOOM,BRANDY B	5132 - 01	01	003872	DEEDON, MADISON R
BLOOM,BRANDY B	5132 - 01	01	003935	DREYER, ELIDIA D
BLOOM,BRANDY B	5132 - 01	01	003679	GALLEGOS, KATE T
BLOOM,BRANDY B	5132 - 01	01	003620	JOYCE, MAKAYLA M
BLOOM,BRANDY B	5132 - 01	01	003618	LEIJA, SANDRA
BLOOM,BRANDY B	5132 - 01	01	003681	LIPKA, CLAUDIA N
BLOOM,BRANDY B	5132 - 01	01	003859	MINYEN, TANYA G
BLOOM,BRANDY B	5132 - 01	01	004340	TITMUS, ADRIANA A
BLOOM,BRANDY B	5232 - 01	01	005344	CORNELISON, ADRIANNA N
BLOOM,BRANDY B	5232 - 01	01	003638	DIAZ, DESIREE N
BLOOM,BRANDY B	5232 - 01	01	004088	ESPINOZA, CHEYANNE M
BLOOM,BRANDY B	5232 - 01	01	003519	GARZA, YASSMIN
BLOOM,BRANDY B	5232 - 01	01	003371	KITCHENS, PIPER S
BLOOM,BRANDY B	5232 - 01	01	004735	MARSHALL, REBECCA S
BLOOM,BRANDY B	5232 - 01	01	003372	RAMIREZ, MARICELA A
BLOOM,BRANDY B	5232 - 01	01	003597	WOODS, SARAH N
BLOOM,BRANDY B	5232 - 01	01	003594	ZOLLINGER, MARIA DEL ROSARIO E
BLOOM,BRANDY B	5332 - 01	01	003394	CAMPBELL, DANI J
BLOOM,BRANDY B	5332 - 01	01	005631	GAMEZ, CALEIGH M
BLOOM,BRANDY B	5332 - 01	01	003451	GONZALEZ, MARIA I
BLOOM,BRANDY B	5332 - 01	01	005345	HAUGHT, SHEANNA M
BLOOM,BRANDY B	5332 - 01	01	002986	HERNANDEZ, SARAH N

Admin Discipline Referrals: View Current Student Referrals

Admin > Admin Discipline Referrals

- This page allows you to retrieve a student and view the discipline records entered for the student by a teacher in txGradebook.
- Two search methods for finding the student are:
  - by campus and student ID, **or**
  - by campus and student name
- **Note**: You cannot use both search options at the same time.

txGradebook District: TXEIS ISD Campus: 001 High School

Home | Attendance | Grades | Reports | Discipline | Settings | Admin 023 - BLOOM, BRANDY B | logout

Discipline Referrals - Find Student

Student ID: or Last Name: First Name:

Campus ID:

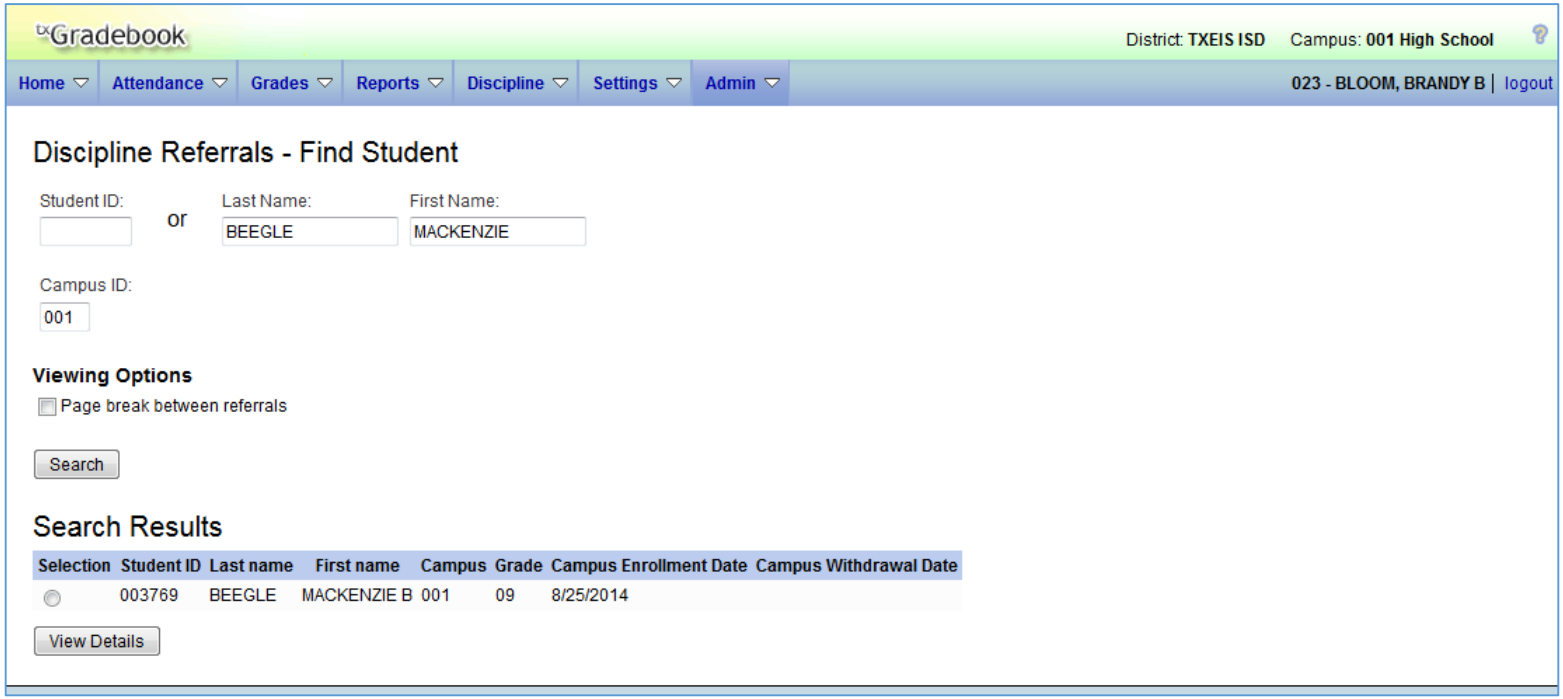
Viewing Options

Page break between referrals

Search

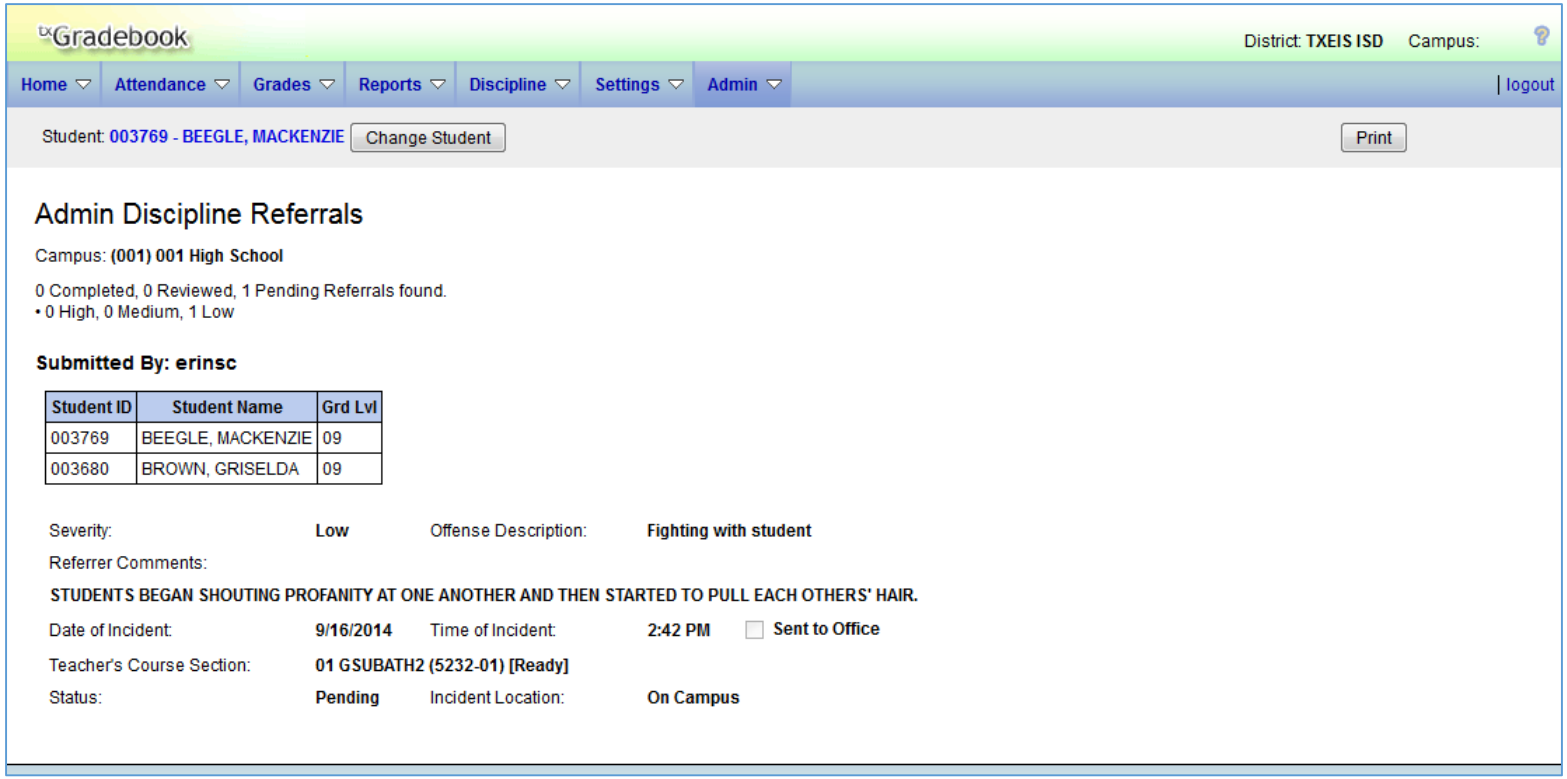
Admin Discipline Referrals: Search Results

- Click the **Search** button and a list of students who match the criteria you entered for your searching method.
- Students are retrieved whether or not they have discipline records.
- Click the ◯ button to select the student record and then click the **View Details** button to view the discipline records for the selected student.



Admin Discipline Referrals: View Details

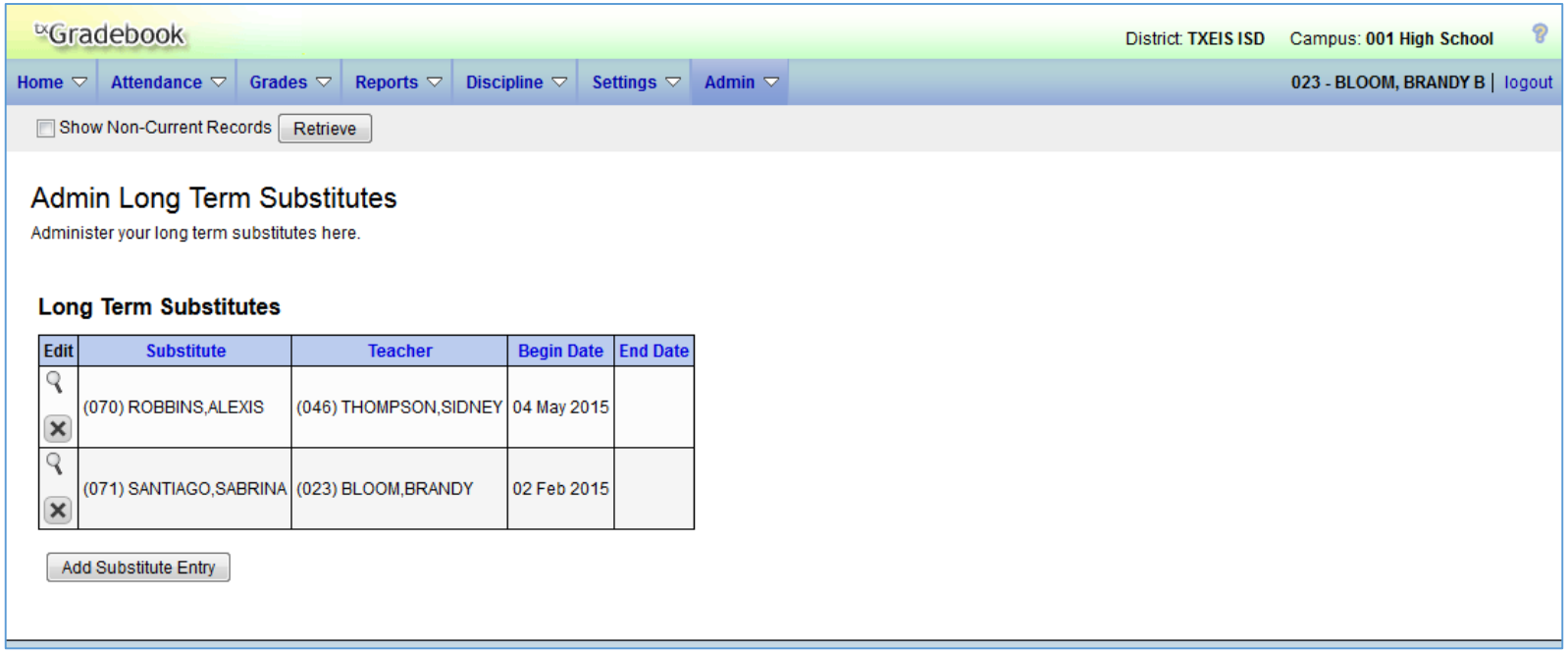
- The Admin Discipline Referrals page will now display the selected student's discipline data.
- To view data for another student, click the **Change Student** button.
- To print the data displayed on the page, click the **Print** button.



Admin Long-Term Substitutes

Admin > Long-Term Substitutes

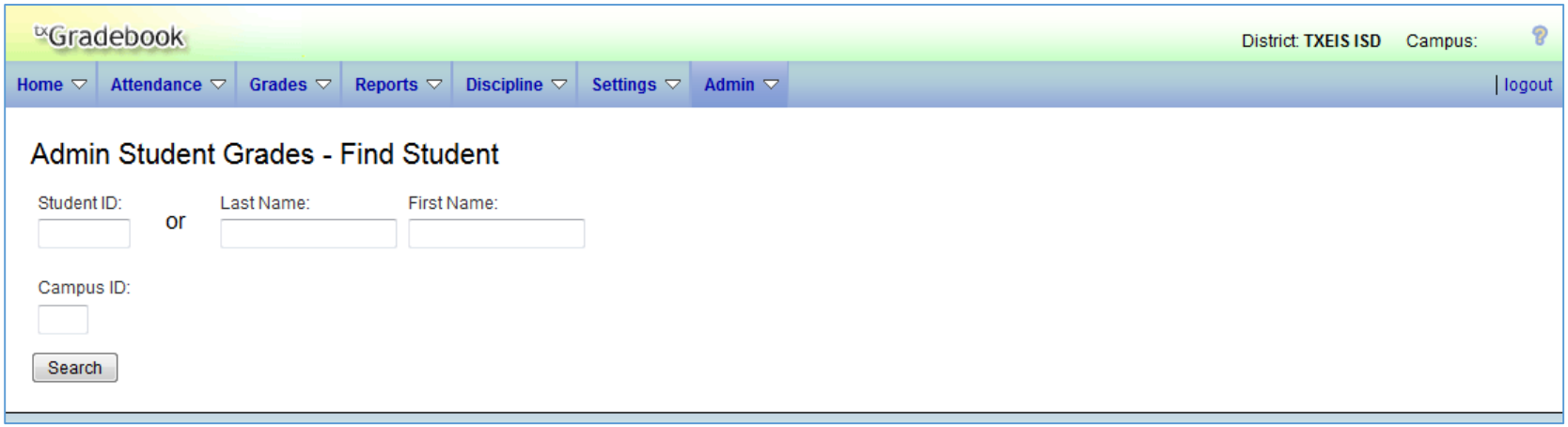
- This page allows you to maintain a list of long-term substitute teachers who are granted access to use txGradebook on behalf of a teacher who is out for an extended period of time.
- See the Long Term Substitutes document for full details.



Admin Student Grades – Find Student

Admin > Admin Student Grades

- This page is displayed allowing you to search for and select the student for whom you want to view grades.
- Enter your student search data. You can search either by student ID or name; you cannot use both options at the same time.
- Click the **Search** button.



Admin Student Grades – Find Student

- A list of students who match the criteria entered is displayed in the Search Results table.
- Click the button to select the student record you want to view, and then click the **View Student** button.

txGradebook

District: TXEIS ISD Campus:

Home | Attendance | Grades | Reports | Discipline | Settings | Admin | logout

Admin Student Grades - Find Student

Student ID: or Last Name: b First Name:

Campus ID:

Search

Search Results

Selection	Student ID	Last name	First name	Campus	Grade	Campus Enrollment Date	Campus Withdrawal Da
	003882	BAYLISS	THOMAS E	041	08	8/25/2014	
	004903	BEAIRD	CHANTAL A	101	03	8/25/2014	
	003769	BEEGLE	MACKENZIE B	001	09	8/25/2014	
	004095	BELL	MAKENZI E	041	08	8/25/2014	
	005587	BENAVIDEZ	GRACELYN F	101	02	8/25/2014	
	005716	BERG	JESUS MIGUEL M	101	02	8/25/2014	
	005918	BEVERIDGE	CHANIYA D	101	01	9/24/2014	

View Student

Admin Student Grades – Find Student: Viewing the Student's Grades

- This page allows administrative users to view cycle, semester, and final averages; exam grades and credits awarded for all of the selected student's courses, except courses that are excluded from grading.
- To view data for another student, click the **Change Student** button.
- To print the data displayed on the page, click the **Print** button.

txGradebook

District: TXEIS ISD Campus:

Home | Attendance | Grades | Reports | Discipline | Settings | Admin | logout

Student: 003769 - BEEGLE, MACKENZIE Change Student Semester: 1 Print

Admin Student Grades

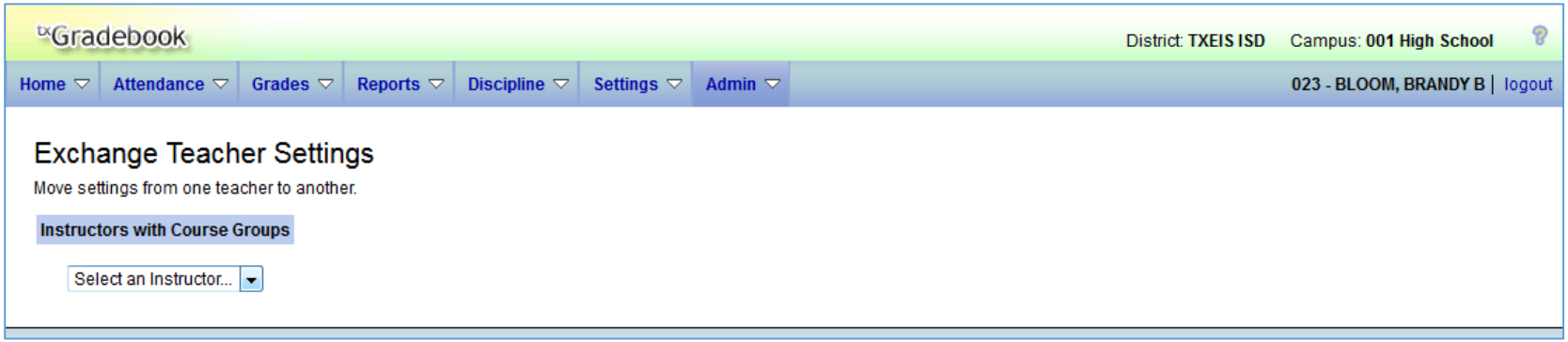
Show All Detail Hide All Detail Show Current Courses Only

Period	Course	Teacher	Previous Cycles 1	Previous Cycles 2	Current Cycle 3	Exam	Semester Average	Final Grade	Credits
01	GSUBATH1 (5132-01)	BLOOM, BRANDY	100				100 Working		
02	GEOMETRY (2252-02)	WIEDENFELD, VACANT	96				96 Working		
03	ENGLISH I (1122-03)	SUMERAK, SHARON	96				96 Working		
04	BIOLOGY I (3222-04)	HOFFMAN, JENNA	90				90 Working		
05	HUGRDEV (8857-05)	ZARRAGA, WILLIAM	97				97 Working		
06	W GEO (4122-06)	YBARRA, WILLIAM	94				94 Working		
07	PRINHUSR (8899-07)	ZARRAGA, WILLIAM	98				98 Working		
08	SPANISH II (6202-08)	MORALES, MARIA	90				90 Working		
								Total Credits:	0.0

Exchange Teacher Settings

Admin>Exchange Teacher Settings

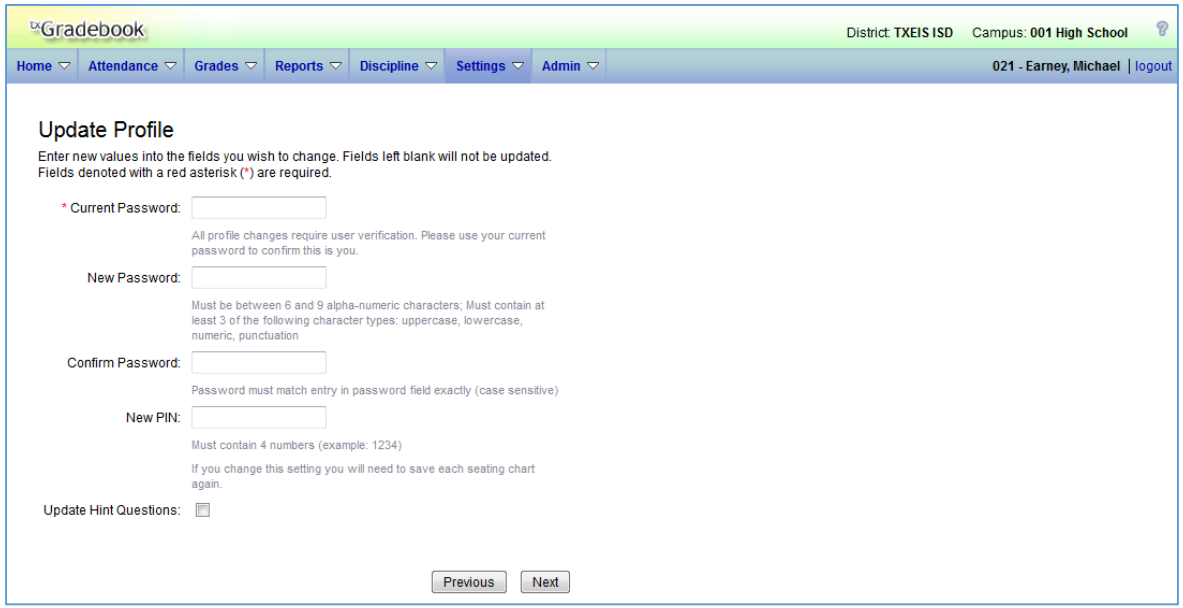
- This page allows a txGradebook administrator to move the setting for one teacher to another teacher, such as moving a student group from one teacher to another.



Update Admin Profile

Settings > Update Admin Profile

- This page allows users to view and update administrative registration information, including password, PIN, and hint questions.
- For added protection of this information, users must provide their current password to update data on this page, even though they have already logged on to the system.



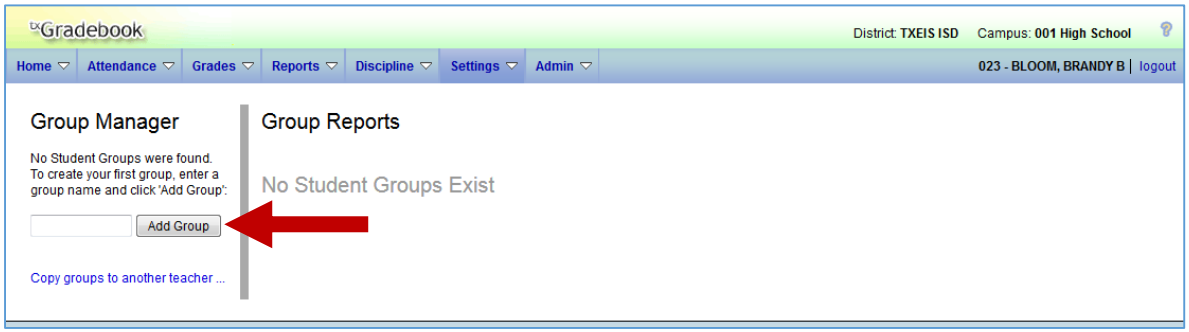
Student Group Manager

Settings > Student Group Manager

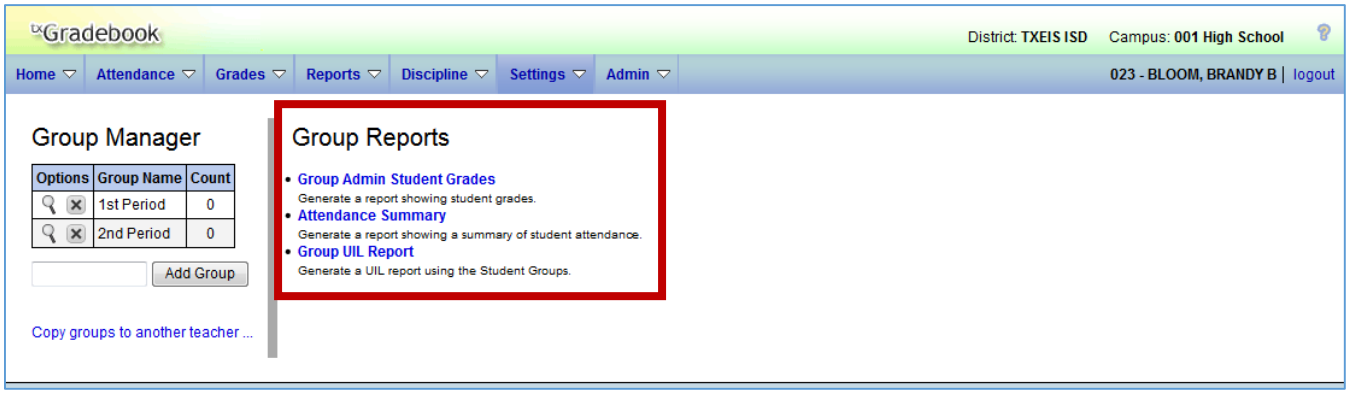
- This page allows you to create and maintain groups of students for reporting purposes.
  - The student groups can be campus-wide and are not limited to a particular course section.
  - Special group reports are available to provide data for the student groups.
  - Teachers can be given access in the Student system to create student groups as follows:
    - *No access* (you cannot create student groups). If you do not have access, the Student Group Manager page is not listed in the menu.
    - *Course-wide access* (you can create student groups that include only students enrolled in your courses).
    - *Campus-wide access* (you can create student groups that include any students at the campus). If you do not have this access, an administrative user (impersonating the teacher) can create groups for you. Groups can only be created for teachers who have a txGradebook account.
    - Users can run group reports for their own groups, regardless of who created the group.
    - Inquiry-only users cannot delete a group.

Student Group Manager

- To add a new group, type the group name in the text box under the **Group Manager** list, and then click the **Add Group** button.



- Once a group has been created, you will see under **Group Reports**, any available Student Group Reports you can run.



Student Group Manager: Group Reports

- Special group reports are available to provide data for the student groups. Click one of the reports to run the report for a student group.
  - Group Admin Student Grades – shows student grades
  - Attendance Summary – shows a summary of student attendance
  - Group UIL – generates a UIL report using the Student Groups

txGradebook

District: TXEIS ISD Campus: 001 High School

Home | Attendance | Grades | Reports | Discipline | Settings | Admin

023 - BLOOM, BRANDY B | logout

Group Manager

Options	Group Name	Count
	1st Period	0
	2nd Period	0

Add Group

Copy groups to another teacher ...

Group Reports

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

Student Group Manager

- The **Group Manager** section allows you to delete or view the students in the group and/or add or delete students in the group.
  - The group is listed in the Group Manager list with a student count of 0.
  - To add or delete students in the group, click and the **Manage My 'Group Name' Group** page will display.
  - To delete a group entirely, click and a message will display asking you to confirm that you want to delete the group. Click the **OK** button to continue.
  - To copy a teacher's student groups to another teacher, click the **Copy groups to another teacher …** link.

txGradebook

District: TXEIS ISD Campus: 001 High School

Home | Attendance | Grades | Reports | Discipline | Settings | Admin

023 - BLOOM, BRANDY B | logout

Group Manager

Options	Group Name	Count
	1st Period	0
	2nd Period	0

Add Group

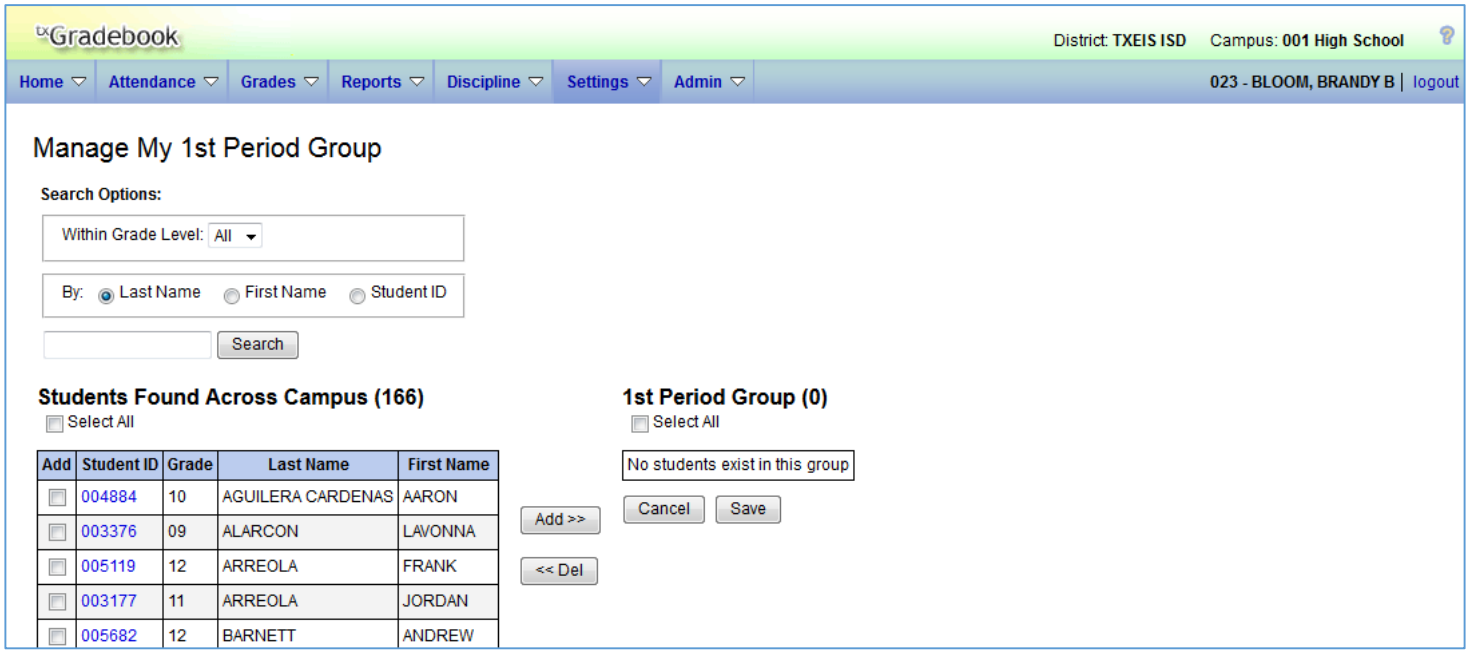
Copy groups to another teacher ...

Group Reports

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

Student Group Manager: Add/Delete Students

- After selecting the desired Group, the **Manage My 'Group Name' Group** page will display allowing you to Add [Add >>] or Delete [<< Del] students from the group.
- A group can have up to 1000 students.
- Once students have been selected, click the **Save** button.



Student Group Manager: Copy Groups to Another Teacher…

- The Copy groups to another teacher link is only displayed for administrative users.
- To copy the teacher's groups (and the students in the group) to another teacher, click the **Copy groups to another teacher**… link.

txGradebook

District: TXEIS ISD Campus: 001 High School

Home | Attendance | Grades | Reports | Discipline | Settings | Admin

023 - BLOOM, BRANDY B | logout

Group Manager

Options	Group Name	Count
	1st Period	0
	2nd Period	0

Add Group

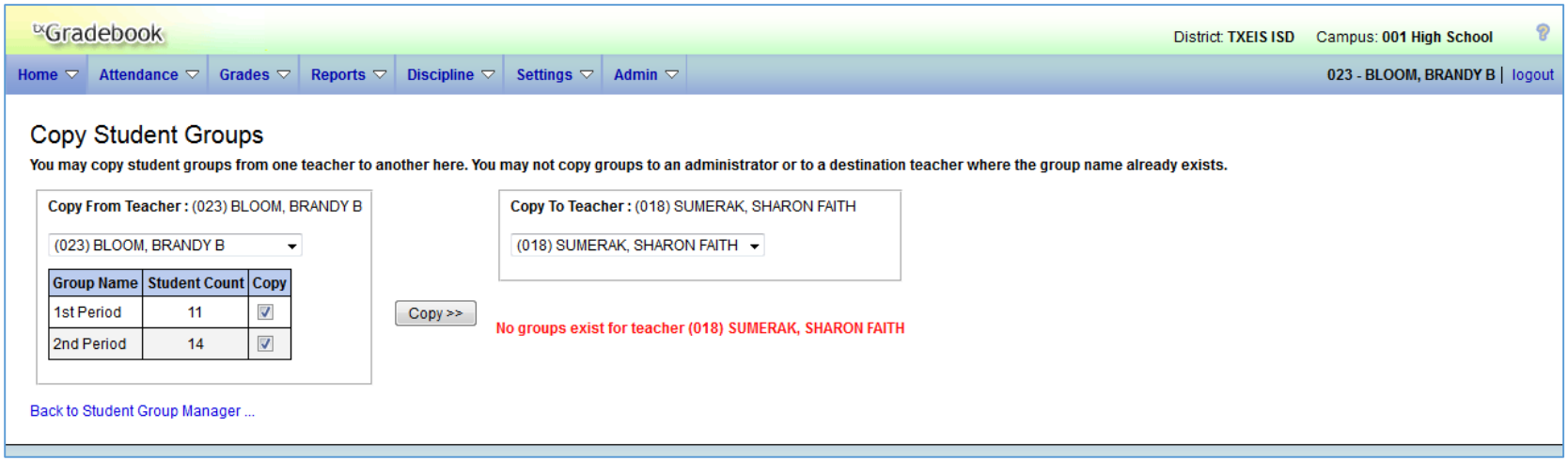
Copy groups to another teacher …

Group Reports

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

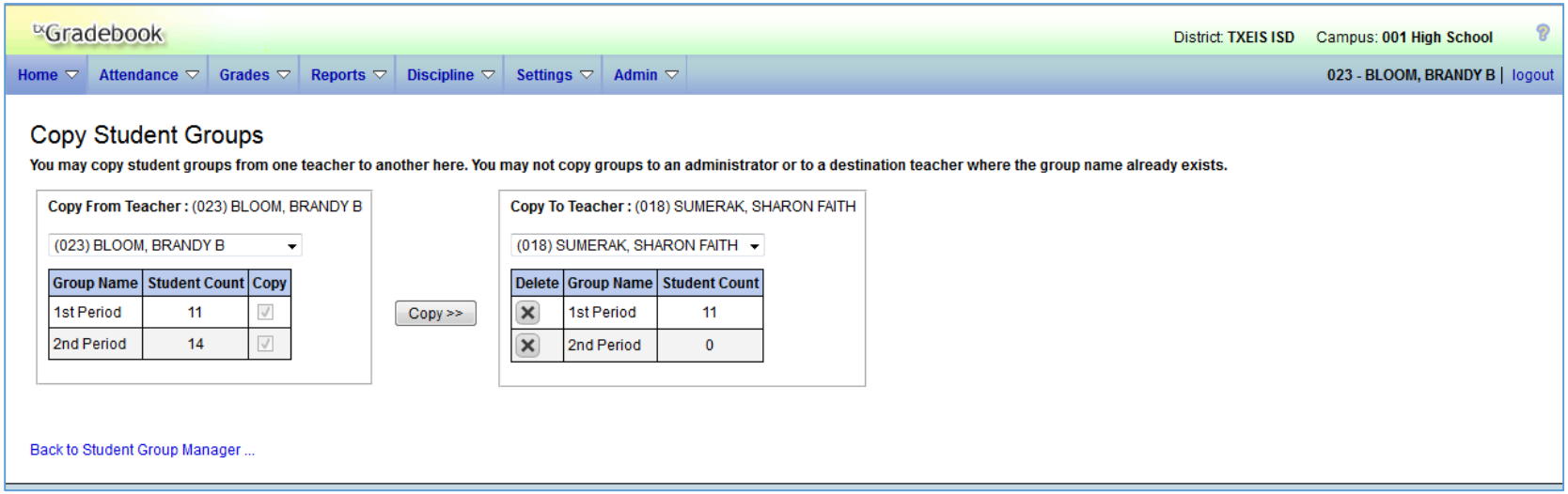
Student Group Manager: Copy Student Groups

- Use the dropdown to select the **Copy From Teacher** and the **Copy To Teacher**.
- Select the group(s) you want to copy from and click the **Copy** button.
- **Note**: You can only copy groups that do not already exist for the other teacher.



Student Group Manager: Copy Student Groups

- The selected groups are listed under **Copy To Teacher** and are now included in the other teacher's list of groups.



- **Warning**: You can only delete a group that has been copied to another teacher immediately after it has been copied (i.e., if it was copied by mistake).
  - Once you select another teacher under **Copy To Teacher** or leave the page, the delete ✕ button is no longer displayed under Delete, and you cannot delete the group from the other teacher.

- - - This page has been intentionally left blank - - -

txGradebook

Other Features

Other txGradebook Features

- Standards-Based Grading and Skill Reference Grading is available for campuses that use Standard-based grading using the Power Law Computation.
  - 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.
- Elementary Skill Based Grading is available for campuses to produce an elementary skill-based IPR's and report cards.
  - Skill based grading is designed to allow the campus to set up a course for a specific grade level using District or Campus defined skill sets and skills. Pre-defined skills are available for numbers, letters, and Spanish letters.
- Rubric Grading is available for campuses that allows teachers to use Rubric charts for grading assignments.
- Teachers have the ability to create discipline referrals in txGradebook if granted by the campus. A teacher can create and submit referrals to an administrator for review and further action.

txGradebook

Admin Reports

Administrator Reports

Reports > Admin Reports

- Assignment Grades Last Updated
- Missing Averages
- Teacher's Weighting Type
- Semester Grade Range Report
- Final Grade Range Report
- User Log Report

Reports

- Percent Failing
- Special Programs
- Students Grades Report and UIL Eligibility

Assignment Grades Last Updated Report

Reports > Admin Reports > Assignment Grades Last Updated

- This page allows you to produce a report showing the last date and time teachers saved assignment grades in txGradebook.
  - Click the **Generate** button. (The report may take several minutes to run.)
    - The report is sorted by teacher, course, and then section.
    - The Last Updated column on the report is shaded red for teachers who have not updated assignment grades during the time frame specified.
    - In order for the red shading to appear on the printed report, you must set your printer settings to enable background printing.

txGradebook

District: TXEIS ISD Campus: 001 High School

Home | Attendance | Grades | Reports | Discipline | Settings | Admin

023 - BLOOM, BRANDY B | logout

Assignment Grades Last Updated Report Selection

Campus : 001 - 001 High School

Semester: 1

Cycle: 1

Days Since Last Updated: 3 As of Date: 9/5/2014

(Semester 1 Cycle 1 begins 08/25/2014 and ends 10/03/2014)

☑ Include All Teachers

☐ Include Withdrawn Students

This report may take several minutes to run.

Generate

Assignment Grades Last Updated Report

- The report opens in a new window.
- You can select the Print button to print to paper.
- Select the Close Window button to exit this page.

txGradebook Print | Close Window | ?

Assignment Grades Last Updated Report

Viewing: **Semester 1, Cycle 1, As Of Date 09/05/2014**
Generated: **Monday, July 06, 2015 12:30 PM**
Campus: **001**
*: **if over 3 days**

Instructor : (023) BLOOM , BRANDY B

Course Section	Course Name	First Updated	Last Updated	Last Updated By	Total Students	Students With Grades
01 (5132-01)	GSUBATH1	8/29/2014 10:11:09 AM	9/22/2014 8:43:42 AM	admin	10	10
01 (5232-01)	GSUBATH2	8/29/2014 10:10:39 AM	9/22/2014 8:43:25 AM	admin	9	9
01 (5332-01)	GSUBATH3	8/29/2014 10:10:28 AM	9/22/2014 8:43:59 AM	admin	9	9
01 (5432-01)	GSUBATH4	8/29/2014 10:10:16 AM	9/22/2014 8:44:15 AM	admin	7	7
03 (9009-03)	HSSTAAR	9/7/2014 1:17:56 PM	9/21/2014 5:21:29 PM	admin	11	11
06 (5101-06)	PEITS	8/29/2014 10:11:22 AM	9/22/2014 8:44:52 AM	admin	3	3
08 (1120-08)	STUDY SKILLS	8/29/2014 8:24:12 AM	9/9/2014 9:09:21 AM	admin	4	4

Instructor : (021) Earney , Michael

Course Section	Course Name	First Updated	Last Updated	Last Updated By	Total Students	Students With Grades
04 (8504-04)	PRCRIMJUSTICE	8/31/2014 4:12:06 PM	9/22/2014 2:07:10 PM	admin	25	25
07 (8868-07)	LAWENF1	8/31/2014 4:12:25 PM	9/22/2014 2:14:18 PM	admin	23	23

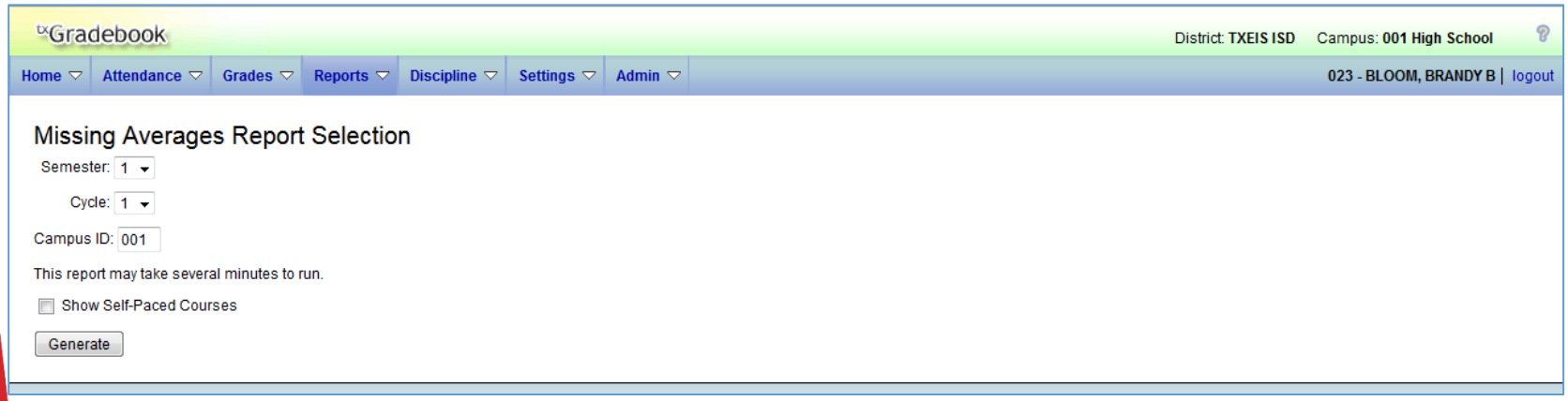
Instructor : (005) GATES , GREGORY J

Course Section	Course Name	First Updated	Last Updated	Last Updated By	Total Students	Students With Grades
05 (1120-05)	STUDY SKILLS	8/29/2014 8:23:00 AM	9/24/2014 8:03:47 AM	admin	2	2
06 (1120-06)	STUDY SKILLS	8/29/2014 8:23:17 AM	9/24/2014 8:04:45 AM	admin	3	3
07 (1120-07)	STUDY SKILLS	8/29/2014 8:23:36 AM	9/24/2014 8:05:02 AM	admin	2	2
08 (1123-08)	A+ ENG 1	9/9/2014 9:08:56 AM	9/24/2014 8:05:22 AM	admin	1	1
08 (1981-18)	A+ SOCIOLOGY		*		1	0
08 (1993-18)	A+ PSYCHOLOGY		*		1	0

Missing Averages Report

Reports > Admin Reports > Missing Averages Report

- This page allows you to produce a report by campus of teachers who have students with no working cycle averages.
  - Students in non-graded courses are not included.
  - Courses for which the max seats is zero are not included.
  - The data is sorted by teacher and includes the total number of students who do not have averages and the teacher's course sections.



Missing Averages Report

- The report opens in a new window.
- You can select the Print button to print to paper.
- Select the Close Window button to exit this page.

txGradebook Print | Close Window | ?

Missing Averages Report

Generated: **Monday, July 06, 2015 1:57 PM**

Teacher: 004-KARA KENALTY **Campus:** 001

Course	Section	Number of Students with no Average
7122	05	1
Total		1

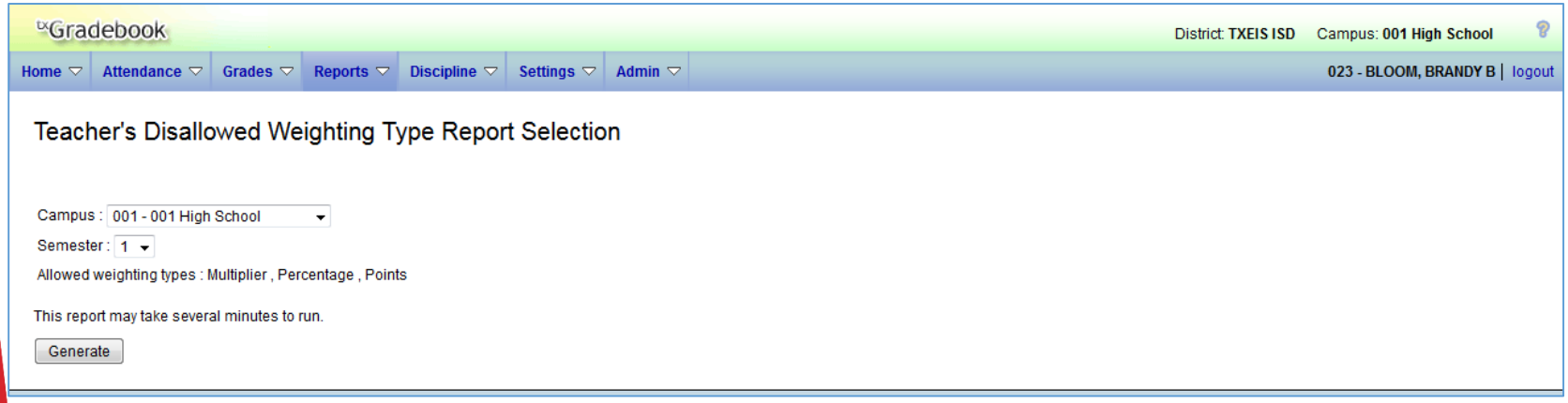
Teacher: 003-MICHAEL PIEPER **Campus:** 001

Course	Section	Number of Students with no Average
8639	02	1
8639	06	1
Total		2

Teacher's Weighting Type

Reports > Admin Reports > Teacher's Weighting Type

- This page allows you to produce a report of teachers who are using a weighting type that is not allowed by the campus.
  - The report includes the teacher number, teacher name, the disallowed weighting type, and the course sections using the disallowed weighting type.
  - The campus weighting types allowed are set in the in TxEIS in Grade Reporting> Maintenance > Gradebook Options > Campus > Options tab.



Teacher's Weighting Type

- The report opens in a new window.
- You will only see data on this report if you forget to lock down the campus weighting types in TxEIS prior to teachers selecting the weighting type in txGradebook.
- You can select the Print button to print to paper.
- Select the Close Window button to exit this page.

txGradebook Print | Close Window | ?

Teacher's Disallowed Weighting Type Report

No Disallowed Weighting Types have been found for the current selection.

Viewing:	Semester 1
Campus:	001
Allowed Weighting Types:	Multiplier , Percentage , Points
Generated:	Monday, July 06, 2015 2:03 PM

Semester Grade Range Report

Reports > Admin Reports > Semester Grade Range Report

- This page allows you to produce a report showing working semester grades that fall within a specified range according to options entered on the page or for all grades.
- For cycle grades, the following applies:
  - If a posted grade exists, the posted grade is used.
  - If no posted grade exists, the override grade is used.
  - If no override grade exists, the working cycle average is used.
  - If no working cycle average exists, the auto grade is used.
  - If no grades exist, a blank is displayed.
- You can run this report for the selected teacher or for the entire campus.

Semester Grade Range Report

Reports > Admin Reports > Semester Grade Range Report

- The fields under **Admin Options** allow administrators to select **Across Campus** if you want to view grades for all courses across the campus. Otherwise, grades are only displayed for the selected course section or for the impersonated teacher's courses.

txGradebook
District: TXEIS ISD Campus: 001 High School
Home | Attendance | Grades | Reports | Discipline | Settings | Admin
023 - BLOOM, BRANDY B | logout
Semester: 1 Cycle: 3 Course Section: 01 GSUBATH1 (5132-01) [Ready]

Semester Grade Range Report Selection

Grade Selection Options

Show all Semester Grades
Show all Semester Grades between
Maximum grade: 69
Minimum grade: 0
Note: Campus failing grade is 69 and below

Viewing Options

View Student Names
View (Current All) Course Section(s)

Admin Options

Across Campus
View Course/Section & Instructor in Grid Format

This report may take several minutes to run.

Generate

Semester Grade Range Report

- The report opens in a new window.
- You can select the Print button to print to paper.
- Select the Close Window button to exit this page.

txGradebook Print | Close Window | ?

Semester Grade Range Report

Viewing: **Semester 1, Cycle 3**

Generated: **Monday, July 06, 2015 2:12 PM**

01 PRINHUSR (8899-01) (Rm:007)

Instructor: ZARRAGA , WILLIAM ANN

Student ID	Student Name	Semester Grade	S:1 C:3 Citizenship	S:1 C:3 Comments
005300	BUTLER, JOHN C	15	S	
004706	DURAN, ADRIAN	58	S	
003979	JEFFERY, EDWARD C	68	S	
003936	MORRIS, SANDY M	69	S	
003236	ROSS, ANTONIO R	66	S	
003909	SIXTOS, SAMUEL E	15	S	
005802	WOLFE, SAMUEL A	29	S	
002987	ZVONAR, JOHN A	30	S	

01 PSYCHOLOGY DC (1994-11) (Rm:LIB)

Instructor: WEISIGER , TINA

Student ID	Student Name	Semester Grade	S:1 C:3 Citizenship	S:1 C:3 Comments
003177	ARREOLA, JORDAN M	(Blank)	S	
003383	CAMPOS, LUZ C	(Blank)	S	
003262	GREEN, CHRISTOPHER J	(Blank)	S	
002946	GUILLEN, YOVANI A	(Blank)	S	

01 SOCIOLOGY DC (1980-11) (Rm:LIB)

Instructor: WEISIGER , TINA

Student ID	Student Name	Semester Grade	S:1 C:3 Citizenship	S:1 C:3 Comments
003223	MEDEROS, VICTOR M	(Blank)	S	
003397	NUNEZ, DANIEL R	(Blank)	S	

Final Grade Range Report

Reports > Admin Reports > Final Grade Range Report

- This page allows you to produce a report showing working final grades that fall within a specified range according to options entered on the page or for all grades.
- You can run this report for the selected teacher or for the entire campus.

txGradebook
District: TXEIS ISD Campus: 001 High School
Home | Attendance | Grades | Reports | Discipline | Settings | Admin
023 - BLOOM, BRANDY B | logout
Semester: 1 Cycle: 3 Course Section: 01 GSUBATH1 (5132-01) [Ready]

Final Grade Range Report Selection

Grade Selection Options

- Show all Final Grades
- Show all Final Grades between
  - Maximum grade:
  - Minimum grade:

Note: Campus failing grade is 69 and below

Viewing Options

- [x] View Student Names

View (Current All) Course Section(s)

Admin Options

- [x] Across Campus
  - [x] View Course/Section & Instructor in Grid Format

This report may take several minutes to run.

Generate

Final Grade Range Report

- The report opens in a new window.
- You can select the Print button to print to paper.
- Select the Close Window button to exit this page.

txGradebook Print | Close Window | ?

Final Grade Range Report

Viewing: **Semester 1, Cycle 3**

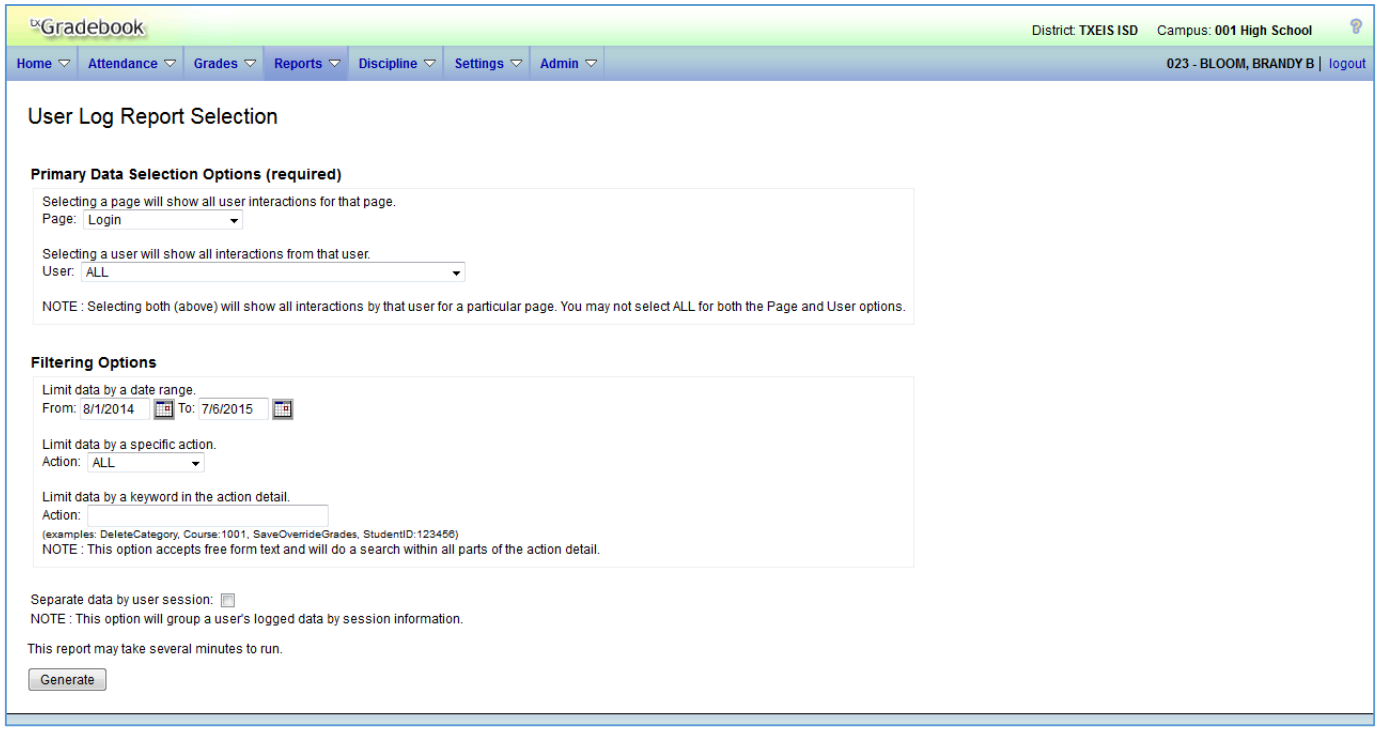
Generated: **Monday, July 06, 2015 2:31 PM**

Student ID	Student Name	Course/Section	Instructor	Final Grade	S:1 C:3 Citizenship	S:1 C:3 Comments
004884	AGUILERA CARDENAS, AARON D	01 PRINHUSR (8899-01) (Rm:007)	ZARRAGA, WILLIAM ANN	89		
004884	AGUILERA CARDENAS, AARON D	02 GEOMETRY (2252-02) (Rm:009)	WIEDENFELD, VACANT	85		
004884	AGUILERA CARDENAS, AARON D	03 AGFDFAB (8632-03) (Rm:029)	PIEPER, MICHAEL S	100		
004884	AGUILERA CARDENAS, AARON D	04 ENGLISH II (1222-04) (Rm:002)	SUMERAK, SHARON FAITH	85		
004884	AGUILERA CARDENAS, AARON D	05 BSUBATH2 (5222-05) (Rm:GYM)	ROMERO, RACHEL R	100		
004884	AGUILERA CARDENAS, AARON D	06 CHEMISTRY (3332-06) (Rm:SL01)	VECCHIO, SUSAN DALE	92		
004884	AGUILERA CARDENAS, AARON D	07 US HISTORY (4322-07) (Rm:008)	WRIGHT, WILLIAM	78		
004884	AGUILERA CARDENAS, AARON D	08 ART I (7122-08) (Rm:026)	KENALTY, KARA L	88		
003376	ALARCON, LAVONNA L	01 BIOLOGY I (3222-01) (Rm:006)	HOFFMAN, JENNA C	84		
003376	ALARCON, LAVONNA L	02 ENGLISH II (1222-02) (Rm:002)	SUMERAK, SHARON FAITH	73		
003376	ALARCON, LAVONNA L	03 W GEO (4122-03) (Rm:004)	YBARRA, WILLIAM	74		
003376	ALARCON, LAVONNA L	04 ALGEBRA I (2142-04) (Rm:009)	WIEDENFELD, VACANT	64		
003376	ALARCON, LAVONNA L	05 HUGRDEV (8857-05) (Rm:007)	ZARRAGA, WILLIAM ANN	81		
003376	ALARCON, LAVONNA L	06 US HISTORY (4322-06) (Rm:008)	WRIGHT, WILLIAM	70		
003376	ALARCON, LAVONNA L	07 LAWENF1 (8868-07) (Rm:10)	Earney, Michael	100		
003376	ALARCON, LAVONNA L	08 LNURTWEL (8861-08) (Rm:007)	ZARRAGA, WILLIAM ANN	64		

User Log Report

Reports > Admin Reports > User Log Report

- This page provides a report of all txGradebook user actions according to your specified criteria.
  - You can run the report by user, by page, or both.



User Log Report

- The report opens in a new window.
- You can select the Print button to print to paper.
- Select the Close Window button to exit this page.

txGradebook Print | Close Window | ?

User Log Report

Data Selections: Page: Login
User: ALL
Filtering On: Action: ALL
Filtering Date: 8/1/2014 To 7/6/2015
Generated: Monday, July 06, 2015 2:39 PM

UserID	Page	Action	TimeStamp	ActionDetail
erinsc	Login	LOGIN	07/02/2015 @ 9:49	Success : UserID:erinsc,Password:[hidden]
erinsc	Login	LOGIN	07/02/2015 @ 9:53	Success : UserID:erinsc,Password:[hidden]
erinsc	Login	LOGIN	07/02/2015 @ 14:31	Success : UserID:erinsc,Password:[hidden]
erinsc	Login	LOGIN	07/02/2015 @ 15:39	Success : UserID:erinsc,Password:[hidden]
erinsc	Login	LOGIN	07/06/2015 @ 10:56	Success : UserID:erinsc,Password:[hidden]
erinsc	Login	LOGIN	07/06/2015 @ 12:01	Success : UserID:erinsc,Password:[hidden]
erinsc	Login	LOGIN	07/06/2015 @ 13:58	Success : UserID:erinsc,Password:[hidden]

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txGradebook

Other Useful Reports

Percent Failing Report

Reports > Percent Failing

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

txGradebook

District: TXEIS ISD Campus: 001 High School

Home | Attendance | Grades | Reports | Discipline | Settings | Admin

023 - BLOOM, BRANDY B | logout

Semester: 1 Cycle: 3

Percent Failing Report Selection

Viewing Options

- [ ] Include Withdrawn Students
- [x] View Chart

Admin Options

- [x] Across Campus
- [x] Force page break between instructors

This report may take several minutes to run.

Generate

Percent Failing Report

- The report opens in a new window.
- You can select the Print button to print to paper.
- Select the Close Window button to exit this page.

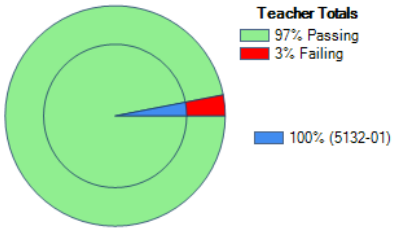
txGradebook Print | Close Window | ?

Percent Failing Report

Instructor: BLOOM, BRANDY B
Viewing: Semester 1, Cycle 1
Generated: Monday, July 06, 2015 4:10 PM
Withdrawn Students: Not Included

Percentage Of Failing Students: 3%(3/98)

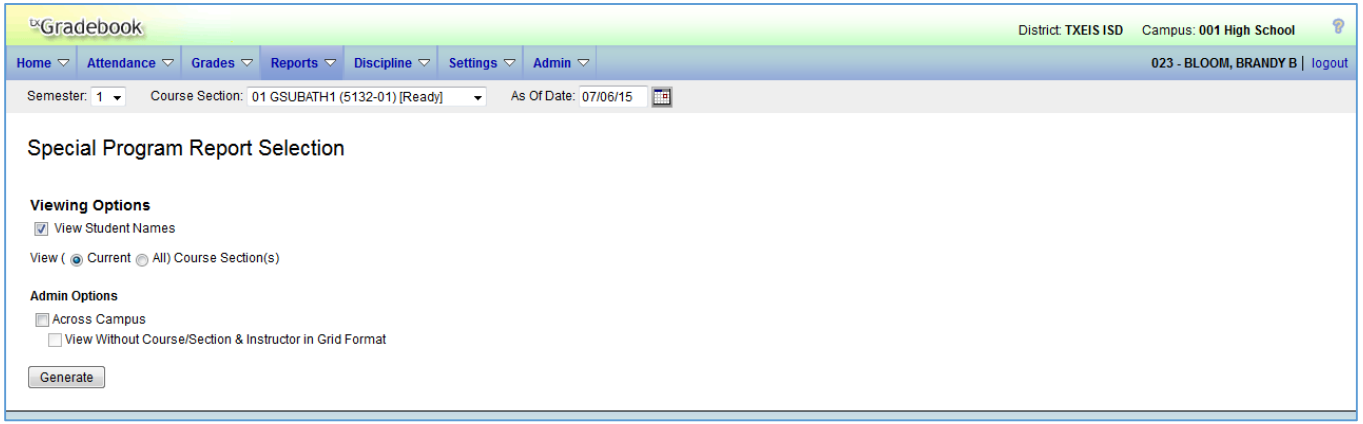
Course Section	Percent Failing
01 GSUBATH2 (5232-01)	0% (0 / 9)
01 GSUBATH1 (5132-01)	30% (3 / 10)
01 GSUBATH4 (5432-01)	0% (0 / 7)
01 GSUBATH3 (5332-01)	0% (0 / 9)
03 HSSTAAR (9009-03)	0% (0 / 11)
05 BSUBATH2 (5222-05)	0% (0 / 8)
05 BSUBATH1 (5122-05)	0% (0 / 13)
05 BSUBATH4 (5422-05)	0% (0 / 11)
05 BSUBATH3 (5322-05)	0% (0 / 13)
06 PEITS (5101-06)	0% (0 / 3)
08 STUDY SKILLS (1120-08)	0% (0 / 4)



Special Programs Report

Reports > Special Programs

- The report provides a listing of the special populations for each student in the class and is only available to txGradebook district or campus level administrative users or teachers who have access to run the special programs report.
- Only the special programs selected on the TxEIS Campus Grade Book Options tab in Grade Reporting page are included in the report.
  - If generic programs is selected, the Generic column appears in the report and displays generic program information.



Special Programs Report

- The report opens in a new window.
- You can select the Print button to print to paper.
- Select the Close Window button to exit this page.

txGradebook Print | Close Window | ?

Special Programs Report

Instructor: BLOOM, BRANDY B
Viewing: Semester 1, As Of Date 07/06/2015
Generated: Monday, July 06, 2015 3:04 PM

01 GSUBATH1 (5132-01) [Ready]

Student ID	Student Name	Grade	Special Program	Generic Program
003769	BEEGLE, MACKENZIE B	09	Econ Disadv, Title I, CTE Enrolled in Coherent Sequence of Career Tech Courses	
003680	BROWN, GRISELDA C	09	At Risk, Econ Disadv, Title I, CTE Enrolled in Coherent Sequence of Career Tech Courses	
003872	DEEDON, MADISON R	09	Title I	
003935	DREYER, ELIDIA D	09	At Risk, Econ Disadv, Title I, CTE Enrolled in Coherent Sequence of Career Tech Courses	
003679	GALLEGOS, KATE T	09	At Risk, Econ Disadv, Title I, CTE Enrolled in Coherent Sequence of Career Tech Courses	
003620	JOYCE, MAKAYLA M	09	At Risk, Econ Disadv, Title I, CTE Enrolled in Coherent Sequence of Career Tech Courses	
003618	LEIJA, SANDRA	09	Econ Disadv, Title I, CTE Enrolled in Coherent Sequence of Career Tech Courses	

Student Grades Report and UIL Eligibility

Reports > Student Grades Report and UIL Eligibility

- The Student Grades Report and UIL Eligibility Report provides a list of students' working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility.
  - Students are sorted by last name.
  - If a posted grade exists for the semester and cycle, the posted grade is displayed.
  - If an override grade exists, the override grade is displayed.
- The report is only available to txGradebook district or campus level administrative users or teachers who have access to run the special programs report.
  - However, the report can be run for a student group by any user who has existing groups. If you are running the group report, the Student Groups field is displayed instead of the Course Section field.
- **Note**: Teachers with access to run UIL reports can only run reports for their classes. Teachers cannot run the report by special programs.

Student Grades Report and UIL Eligibility

txGradebook

District: TXEIS ISD Campus: 001 High School

Home | Attendance | Grades | Reports | Discipline | Settings | Admin

023 - BLOOM, BRANDY B | logout

Semester: 1 Cycle: 1 Course Section: NO SELECTION

Special Programs: At Risk

UIL Report Selection

Show only students with at least one grade below:

Generate

- The report opens in a new window.
- You can select the Print button to print to paper.
- Select the Close Window button to exit this page.
- Select the Export button to export to Microsoft Excel.

txGradebook

Export | Print | Close Window

UIL Report

Course: No course selection

Viewing: Semester 1, Cycle 1

Special Group: At Risk

Generated: Monday, July 06, 2015 3:18 PM

003376 - ALARCON, LAVONNA

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
01 BIOLOGY I (3222-01)	01	HOFFMAN, JENNA	84		
02 ENGLISH II (1222-02)	02	SUMERAK, SHARON	73		
03 W GEO (4122-03)	03	YBARRA, WILLIAM	74		
04 ALGEBRA I (2142-04)	04	WIEDENFELD, VACANT	64		
05 HUGRDEV (8857-05)	05	ZARRAGA, WILLIAM	81		
06 US HISTORY (4322-06)	06	WRIGHT, WILLIAM	70		
07 LAWENF1 (8868-07)	07	Earney, Michael	100		
08 LNURTWEL (8861-08)	08	ZARRAGA, WILLIAM	64		

005782 - AVILES, MANUEL

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average

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txGradebook

TxEIS Reports

SGR1155 - Current Cycle Averages From Grade Book

Grade Reporting Version : 3.1 Build: 0279

Maintenance Utilities Reports

Student Information | Change Application | Exit Application | Help

School Year: 2016-2017

Campus 001: 001 TxEIS High 09-12 Change

Reports > Grade Reporting Reports > All > SGR1155 Current Cycle Averages From Grade Book

SessionTimer: 56 min and 16 sec

County/District #: PRISHU

Exit

Date Run: 7/25/2017 2:10 PM
Cnty-Dist: 123-456
Campus: 001

Current Cycle Averages From Grade Book
001 TxEIS High 09-12
Semester: 2 Cycle: 3 Type: Blank

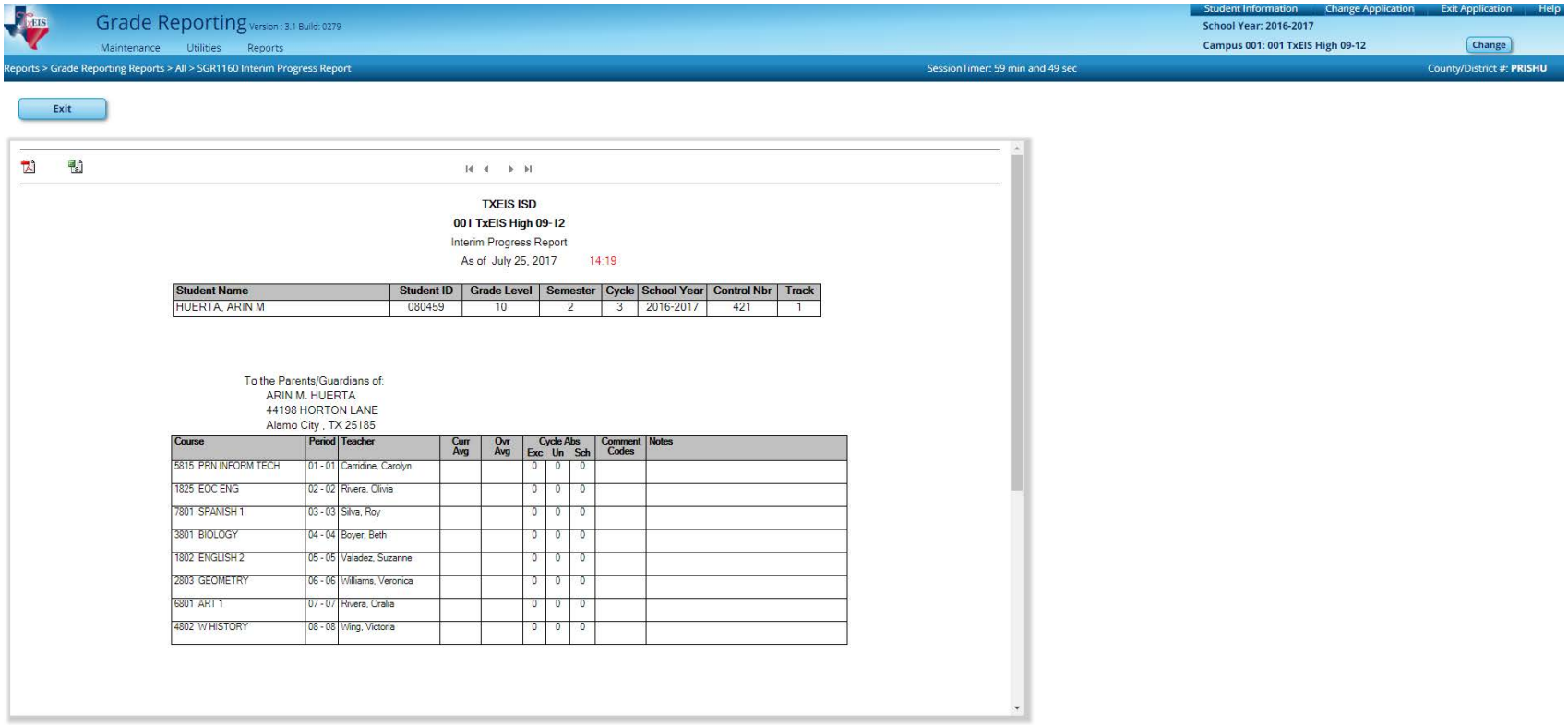
Program ID: SGR1155
Page: 1 of 143

Student ID	Student Name	Grd Lvl	Ctrl Nbr	Course	Grade	Override Grade	Instructor Name	Slf Pcd	Excl Grdbk
083384	ABLES, MERANDA	10	606	ART 1	Blank		Rivera, Oralia W		
				CHEMISTRY 1	Blank		Williamson, Veronica R		
				ENGLISH 2	Blank		Greene, Hope P		
				GEOMETRY	Blank		Williams, Veronica K		
				PRN HEALTH SCI	Blank		Valdez, Sylvia K		
				PRN INFORM TECH	Blank		Whitley, Vanessa A		
				SPANISH 1	Blank		Silva, Roy		
				W HIST PRE AP	Blank		Crady, Cole J		
100252	ACEVEDO, MARISSA F	09	800	9 GIRL ATH	Blank		Criado, Coreen M		
				ALGEBRA 1 PRE A	Blank		Schmidt, ROBERT M		
				BIO 1 PRE AP	Blank		White, Vanessa A		
				ENG 1 PRE AP	Blank		Greene, Hope P		
				MUSIC/BAND 2	Blank		Kelley, Joyce A		
				PRIN AG/FOOD/NA	Blank		Lopez, Kirah R		
				SPANISH 1	Blank		White, Vanessa A		
				THEATRE 1	Blank		CEARLEY, CHARLI M		
				W GEOGRAPHY	Blank		Uriegas, Susan A		
080188	ADAME, BIANCA R	09	404	ALGEBRA 1	Blank		Schmidt, ROBERT M		
				CHILD DEVELOPME	Blank		Schroeder, Roger		
				CHOIR 1	Blank		Valdez, Sybel S		
				ENGLISH 1	Blank		Valle, Sylvia C		
				INT PHY/CHEM	Blank		Mueller-White, MARIA A		
				PE 1A/FITNESS	Blank		Rivera, Olivia E		
				PRN INFORM TECH	Blank		Whitley, Vanessa A		
				W GEOGRAPHY	Blank		Brown, BOBBIE C		
080816	AGUERO, CLARISSA J	09	800	9 GIRL ATH	Blank		Criado, Coreen M		
				ALGEBRA 1 PRE A	Blank		Hernandez, Jennifer R		
				BIO 1 PRE AP	Blank		Boyer, Beth		
				ENG 1 PRE AP	Blank		Greene, Hope P		

This report allows you to run working cycle averages, blank grades, incomplete grades and/or failing grades from txGradebook.

SGR1160 - Interim Progress Report from Grade Book

- The report lists courses and working cycle averages from txGradebook for all students, only students with posted grades, or students with blank or failing grades.



Student Name	Student ID	Grade Level	Semester	Cycle	School Year	Control Nbr	Track
HUERTA, ARIN M	080459	10	2	3	2016-2017	421	1

Course	Period	Teacher	Curr Avg	Ovr Avg	Cycle Abs Exc	Un	Sch	Comment Codes	Notes
5815 PRN INFORM TECH	01 - 01	Carridine, Carolyn			0	0	0		
1825 EOC ENG	02 - 02	Rivera, Olivia			0	0	0		
7801 SPANISH 1	03 - 03	Silva, Roy			0	0	0		
3801 BIOLOGY	04 - 04	Boyer, Beth			0	0	0		
1802 ENGLISH 2	05 - 05	Valadez, Suzanne			0	0	0		
2803 GEOMETRY	06 - 06	Williams, Veronica			0	0	0		
6801 ART 1	07 - 07	Rivera, Oralia			0	0	0		
4802 W HISTORY	08 - 08	Wing, Victoria			0	0	0		

For Assistance Please Contact Your Student Consultant