

tx Gradebook 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 screenshot shows the 'Grade Reporting' application interface. The top navigation bar includes 'Maintenance', 'Utilities', and 'Reports'. The breadcrumb trail is 'Maintenance > Gradebook Options > District'. The 'Options' tab is selected, showing fields for 'Password expiration (Nbr days): 90', 'txGradebook Use Flag: Gradebook is enabled', and 'Photo URL:'. Below these is a 'District-wide Message' section with a rich text editor. The message content is 'WELCOME TO THE 2017-2018 SCHOOL YEAR! We are Great!'. The right sidebar contains a text box with instructions about the district-level txGradebook Message and the txGradebook Use flag.

Grade Reporting Version: 3.1 Build: 0279

Maintenance Utilities Reports

Maintenance > Gradebook Options > District

SessionTimer: 38 min and 20 sec

Save

Options Hint Questions Administrative Users Std-Based Conv Tbl Std-Based Grid Standards Std-Based Crs Setup Reading Levels

Password expiration (Nbr days): 90 txGradebook Use Flag: Gradebook is enabled

Photo URL:

District-wide Message:

File Edit Insert View Format

Comic Sans 14pt A B I U X X

Heading 1

WELCOME TO THE 2017-2018 SCHOOL YEAR!
We are Great!

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

The screenshot shows the 'Hint Questions' tab in the txGradebook application. The interface includes a top navigation bar with links for Student Information, Change Application, Exit Application, and Help. Below this, a status bar displays the school year (2016-2017), campus (001: 001 TxEIS High 09-12), and session timer (59 min and 44 sec). The main content area features a 'Delete' button and a list of hint questions. A text box on the right provides instructions on creating hint questions.

Delete	Hint Questions
<input type="checkbox"/>	What is your favorite pets name
<input type="checkbox"/>	What is your favorite color
<input type="checkbox"/>	What is your middle name
<input type="checkbox"/>	What is your mothers maiden name
<input type="checkbox"/>	Who was your favorite teacher growing up
<input type="checkbox"/>	Where were you born

Rows: 6 + Add

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

Maintenance > Campus Profile > Campus Information Maintenance

SessionTime: 59 min and 51 sec

STR110 County/District #: PRISHU

Campus ID:

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					
		889	David	C	Parilla		000					

Advisor Number: Name:
First Middle Last Generation

Role ID: From Grade Level: To Grade Level:
From Name Range: To Name Range:

Staff ID: Phone: Ext:
Discipline Approver: ☐ Receive Discipline Referral E-mail: ☐ E-mail Address:

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						<input checked="" type="checkbox"/>
		102	002753			Matocha	Linda	ANGELA		ELA			<input type="checkbox"/>
		104	003782			Valle	Sylvia	C		ELA	409		<input type="checkbox"/>
		105	003775			Valadez	Suzanne	BETHINE		ELA			<input type="checkbox"/>
		107	003311			Roby	Patricia	Irene		ELA	411		<input type="checkbox"/>
		109	001193			Benavides	Annette	D		ELA	607		<input type="checkbox"/>
		110	001126			Baker	Amber	Michael		ELA	613		<input type="checkbox"/>
		111	001110			Audit	AMANDA	K		ELA	207		<input type="checkbox"/>
		112	002109			Greene	Hope	Paige		ELA	207		<input type="checkbox"/>
		114	003004			Ontiveros	MARTIN	MLayne		ELA	206		<input type="checkbox"/>
		115	002099			Graf	Hilda	Sue		ELA	216		<input type="checkbox"/>
		125	001559			Cowden	Clyde	Garrett		ELA	108		<input type="checkbox"/>
		150	003441			Sanchez	Richard	Lee		ELA	623		<input type="checkbox"/>
		200	003908			Wiechring	Vanissa	Ann					<input type="checkbox"/>
		202	003470			Schmidt	ROBERT	Michael		MTH	502		<input type="checkbox"/>

+ Add

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

Name: Tiffany Arredondo

First Middle Last Generation

Maximum Values

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

Restrictions

Department: Subject Area: Reserved Room:

Designators

1: 2: 3:

Elementary

Grade: Section:

Exclude from Fall PEIMS: ☒

Instructor Schedule

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.

Grade Reporting Version: 9.1 Build: 0279

Maintenance > Gradebook Options > District

SessionTimer: 57 min and 11 sec

STG0090 County/District #: PRISHU

Save

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	Password	Run Group	Campus
		Admin, Admin	//	Active	05			
		admin, admin	04/05/2017	Active	07			
		Admin, Campus	//	Active	04			
		Cadmin, Cadmin	//	Active	05			
		Escobar, Diane J.	//	Active	04			
		Haley, James L.	//	Active	04			
		Shipley, Rosemary B.	//	Active	07			

Rows: 7

+ Add

Multi Campus User: ☒

Run Group Report: ☐

Name: Admin, Admin

User Name: Admin1

Staff ID: 004003

Status: Active Change Status

Type of User: Maintenance

Access	Campus	Type of User
<input checked="" type="checkbox"/>	001-001 TxEIS High 09-12	Maintenance
<input type="checkbox"/>	004-004 Aransas 05-12	Read Only
<input type="checkbox"/>	005-005 Port Lavaca 09-12	Read Only
<input type="checkbox"/>	006-006 Red River DAEP KG-12	Read Only
<input type="checkbox"/>	007-County Coop	Read Only
<input type="checkbox"/>	041-041 Robertson Junior 07-08	Read Only
<input type="checkbox"/>	102-102 Scurry Pre-K	Read Only
<input type="checkbox"/>	103-103 San Patricio 03-04	Read Only

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

Student Information

Change Application

Exit Application

Help

Maintenance

Utilities

Reports

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, Annette 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

Type of User:

Change Status

Access	Campus	Type of User
<input checked="" type="checkbox"/>	001-001 TxElS High 09-12	Maintenance
<input type="checkbox"/>	004-004 Aransas 05-12	Read Only
<input type="checkbox"/>	005-005 Port Lavaca 09-12	Read Only
<input type="checkbox"/>	006-006 Red River DAEP KG-12	Read Only
<input type="checkbox"/>	007-County Coop	Read Only
<input type="checkbox"/>	041-041 Robertson Junior 07-08	Read Only
<input type="checkbox"/>	102-102 Scurry Pre-K	Read Only
<input type="checkbox"/>	103-103 San Patricio 03-04	Read Only
<input type="checkbox"/>	104-104 Tarrant County 05-06	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

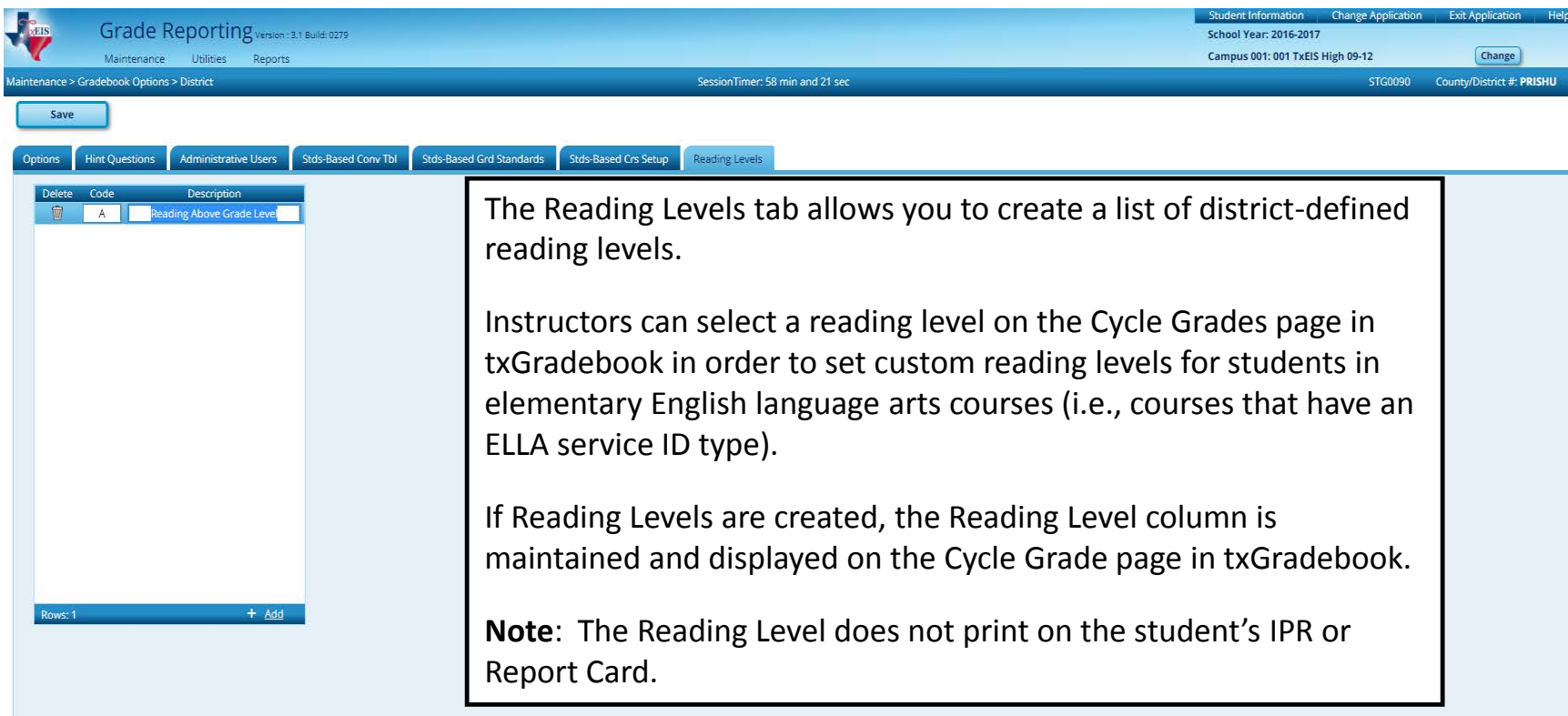
Stds-Based tabs

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 screenshot displays the 'Grade Reporting' software interface. The top navigation bar includes links for 'Student Information', 'Change Application', 'Exit Application', and 'Help'. Below this, the 'Maintenance' section is active, showing 'Gradebook Options > District'. The 'Reading Levels' tab is selected, displaying a table with columns for 'Delete', 'Code', and 'Description'. The table contains one row with the code 'A' and the description 'Reading Above Grade Level'. A 'Save' button is located above the table. To the right of the table, a text box explains the function of the Reading Levels tab and includes a note about its visibility on student reports.

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: 58 min and 21 sec STG0090 County/District #: PRISHU

Save

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

Delete	Code	Description
	A	Reading Above Grade Level

Rows: 1 + Add

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


The screenshot shows the 'Options' tab in the txGradebook application. The interface includes a top navigation bar with links for Student Information, Change Application, Exit Application, and Help. Below this is a header section with 'Grade Reporting' and 'Version: 3.1 Build: 0279'. The main content area is divided into several sections: 'Options' (with checkboxes for 'Allow Semester Override', 'Allow New Categories', 'Allow Discipline Referrals', 'Allow Assignment Rubrics', 'Open for Grade Posting', 'Allow Prior Days Posting', 'Allow Grade Modification to Prior Cycle', 'Use Elementary Skills-based Report Card', and 'Use Report Card Narrative'), 'Weighting Types' (with checkboxes for 'Allow Weighting Type Percentage', 'Allow Weighting Type Points', and 'Allow Weighting Type Multiplier'), 'Display Program Information' (with checkboxes for 'Economically Disadvantaged', 'Special Education', 'Gifted and Talented', 'Bilingual/ESL', 'LEP', 'Migrant', 'Title I', 'Pregnancy', 'At Risk', 'CTE', and 'Generic'), and 'Standard-Based Grading' (with checkboxes for 'Allow Standards-Based Grading' and 'Allow Teachers to Select Courses for Stds-Based Grading', and a dropdown for 'Standards-Based Grading Conversion Tbl'). A 'Campus-wide Message' section is at the bottom, featuring a rich text editor with a menu bar (File, Edit, Insert, View, Format) and a toolbar with various formatting options.

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 ReportingVersion: 3.1 Build: 0279

MaintenanceUtilitiesReports

Student InformationChange ApplicationExit ApplicationHelp

School Year: 2016-2017

Campus 001: 001 TxEIS High 09-12Change

Maintenance > Gradebook Options > Campus

SessionTimer: 53 min and 51 sec

STG0100County/District #: PRISHU

Save

OptionsTeacher ProfilesCategoriesAdministrative 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



Grade Reporting Version: 3.1 Build: 0279

Maintenance Utilities Reports

Student Information Change Application Exit Application Help
School Year: 2016-2017
Campus 001: 001 TxEd High 09-12 Change

Maintenance > Gradebook Options > Campus SessionTimer: 59 min and 51 sec STG0100 County/District #: PRISHU

Save

Options Teacher Profiles Categories Administrative Users

Delete	Description	Lock Weight	Default Weight	Weight Type
<input checked="" type="checkbox"/>	Athletics	<input checked="" type="checkbox"/>	100	
<input type="checkbox"/>	DC Assignments	<input type="checkbox"/>	25	Percentage ▾
<input type="checkbox"/>	DC Final Exam	<input type="checkbox"/>	25	Percentage ▾
<input type="checkbox"/>	DC Tests	<input type="checkbox"/>	50	Percentage ▾
<input checked="" type="checkbox"/>	Formative/Daily	<input checked="" type="checkbox"/>	40	
<input checked="" type="checkbox"/>	Summative/Major	<input checked="" type="checkbox"/>	60	
<input type="checkbox"/>	Targeted Practice	<input type="checkbox"/>	0	

+ Add

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

SessionTime: 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	From 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					
		000	Cecilia	C	Cecilia		000					00368

+ Add

Advisor Number: 000 Name: April Knudson Benavidez 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

Maintenance > Master Schedule > Campus Schedule

SessionTime: 59 min and 30 sec

Student Information Change Application Ex
School Year: 2016-2017
Campus 001: 001 TxELS High 09-12

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						<input checked="" type="checkbox"/>
		102	002753			Matocha	Linda	ANGELA		ELA	409		<input type="checkbox"/>
		104	003782			Valle	Sylvia	C		ELA			<input type="checkbox"/>
		105	003775			Valadez	Suzanne	BETHINE		ELA			<input type="checkbox"/>
		107	003311			Roby	Patricia	Irene		ELA	411		<input type="checkbox"/>
		109	001193			Benavides	Annette	D		ELA	607		<input type="checkbox"/>
		110	001126			Baker	Amber	Michael		ELA	613		<input type="checkbox"/>
		111	001110			Audit	AMANDA	K		ELA	207		<input type="checkbox"/>
		112	002109			Greene	Hope	Paige		ELA	207		<input type="checkbox"/>
		114	003004			Ontiveros	MARTIN	MLayne		ELA	206		<input type="checkbox"/>
		115	002099			Graf	Hilda	Sue		ELA	216		<input type="checkbox"/>
		125	001559			Cowden	Clyde	Garrett		ELA	108		<input type="checkbox"/>
		150	003441			Sanchez	Richard	Lee		ELA	623		<input type="checkbox"/>
		200	003908			Wiechring	Vanissa	Ann					<input type="checkbox"/>
		202	003470			Schmidt	ROBERT	Michael		MTH	502		<input type="checkbox"/>

1 / 6

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

Name: Tiffany Arredondo
First Middle Last Generation

+ Add

Instructor Schedule

Maximum Values

Study Halls/Day: Sections/Sem: 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.

The screenshot shows the 'Campus Administrative Users' tab in the txGradebook application. The interface includes a top navigation bar with 'Grade Reporting' and 'Maintenance' tabs. Below the navigation bar, there is a 'Save' button and a 'Search By Name:' field. A table lists existing users, including 'Admin, Admin' and 'Cadmin, Cadmin'. At the bottom, there is a form for adding a new user, with fields for Name, User Name, Staff ID, Status, Type of User, and Run Group Report. A red box highlights the '+ Add' button. A text box on the right side of the interface provides instructions: 'Click the **Add** button to add the administrator information to the Campus Administrative Users tab.'

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
		Cadmin, Cadmin	//	Active	Maintenance	05/22/2017	02/21/2017	No

Rows: 2

+ Add

Name: Admin, Admin
User Name: Admin1
Staff ID: 004003
Status: Active
Type of User: Maintenance
Run Group Report: ☐

Change Status

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

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

The screenshot shows the 'Attendance' application interface. The top navigation bar includes 'Maintenance', 'Utilities', and 'Reports'. The breadcrumb trail is 'Maintenance > Grade Book Options > Campus Options'. The 'Campus' tab is selected. The form contains the following fields:

Default Abs Cd:	U Unexcused Absence	A Day: Period ADA Attendance Taken	02
Default Tdy Cd:	T Tardy	B Day: Period ADA Attendance Taken	02

Below the form is a large empty text area. The right side of the image contains two text boxes explaining the purpose of the form.

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

The screenshot displays the 'Attendance' software interface. At the top, there's a navigation bar with 'Attendance' and 'Version: 3.1 Build: 0278'. Below it, a menu bar includes 'Maintenance', 'Utilities', and 'Reports'. The main header area shows 'Maintenance > Grade Book Options > Unposted Absences'. On the right, there are links for 'Student Information', 'Change Application', 'Exit Application', and 'Help'. Below these, it shows 'School Year: 2016-2017' and 'Campus 001: 001 TxEIS High 09-12'. A 'Change' button is also present. The session timer indicates '59 min and 47 sec'. The STA0105 and County/District #: PRISHU are also displayed.

Below the header, there's a search area with 'Date: 05-25-2017', 'Periods: 01', and a 'Retrieve' button. The 'Unposted Absences' tab is selected, showing a list of classes where attendance has not been posted. The report includes the date run (7/25/2017 1:52 PM), campus (001 001 TxEIS High 09-12), inquiry date/time (7/25/2017 1:48:39 PM), and the period (5/25/2017 Period: 01). The page is 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 1 RECREATION
971		1873	10	SLE 3 ENGLISH
971		1874	10	SLE ENG 4
732	Caridine, Carolyn D	5815	11	PRN INFORM TECH
125	Cowden, Clyde G	1832	10	ENGLISH 2
972	Friesenhahn, Emeri A	1871	10	ENGLISH 1
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 GOV/T
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.

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

District and Campus data successfully synchronized

Administrative Options

Click the title above to reveal additional administrative options.

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.

The screenshot shows the txGradebook web application interface. At the top, the header includes the txGradebook logo, the user's role as a maintenance administrator, and the campus name '001 High School'. A navigation bar contains links for Home, Attendance, Grades, Reports, Discipline, Settings, and Admin. The 'Admin' link is selected, and the 'Administrative Options' section is expanded, revealing the 'Mark Ready to Post' button. The interface also displays a 'Synchronize Data' button and a summary of course posting status for the current cycle.

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.

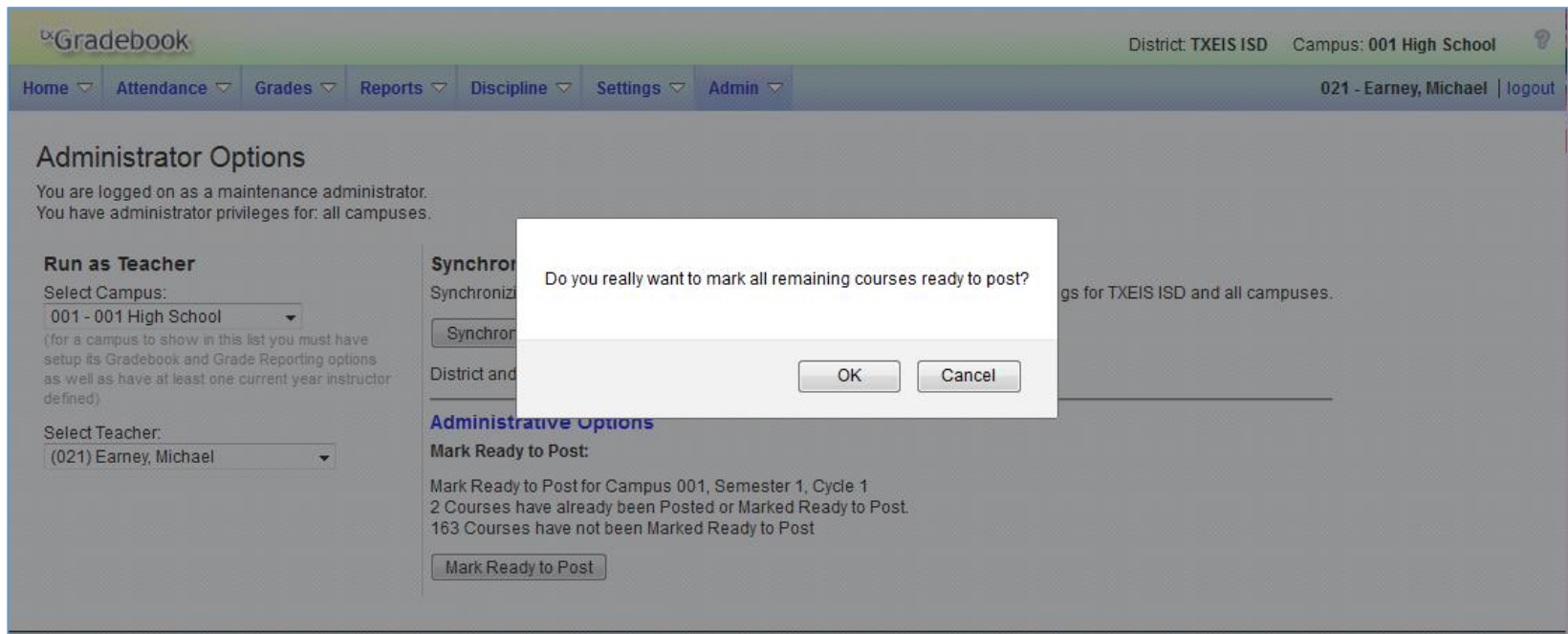
Run as Teacher
Select Campus:
001 - 001 High School
(for a campus to show in this list you must have setup its Gradebook and Grade Reporting options as well as have at least one current year instructor defined)
Select Teacher:
(032) VECCHIO, SUSAN DALE

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.



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.

Gradebook

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

Synchronize Data:

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

Synchronize Data

District and Campus data successfully synchronized

Administrative Options

Click the title above to reveal additional administrative options.

Mark Ready to Post Completed

View Courses Marked Ready to Post

View Students with no Exam Grade

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

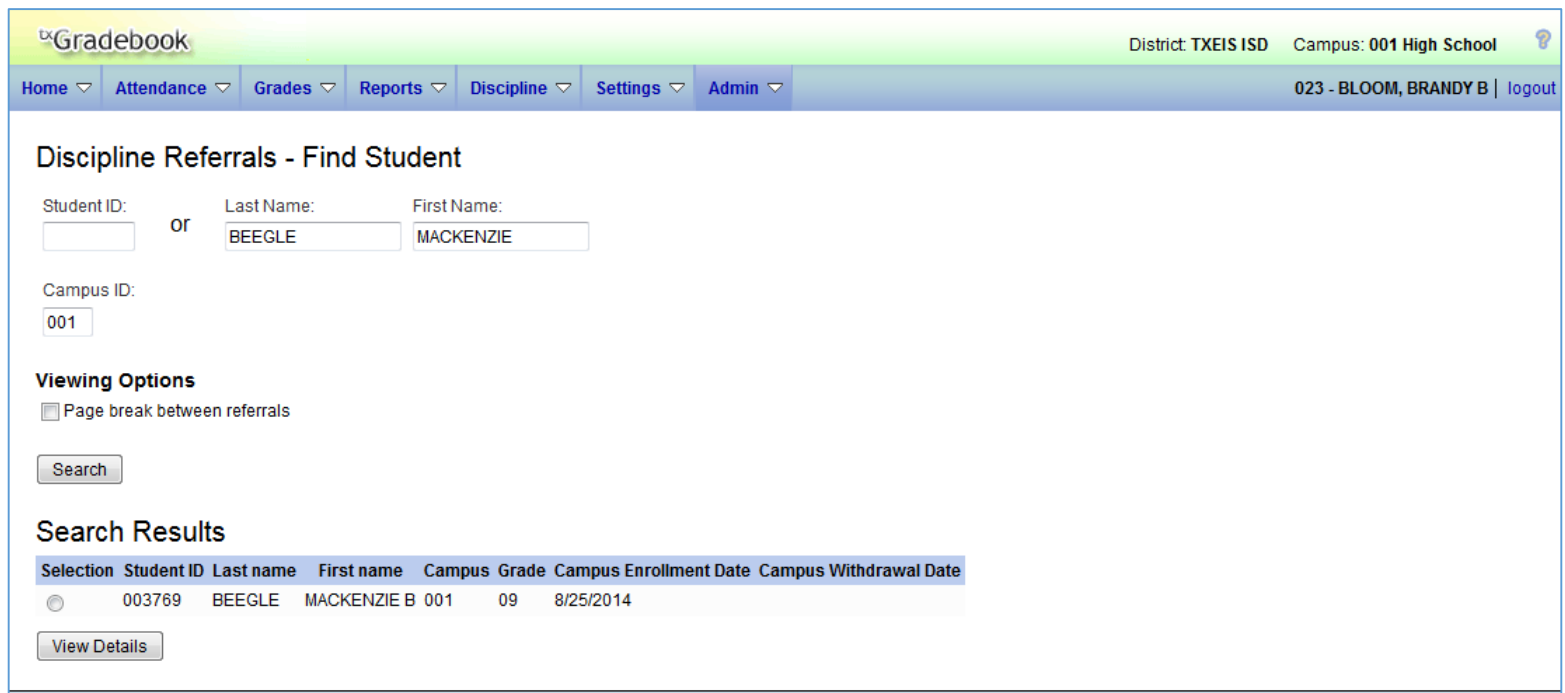
Admin > Admin Discipline Referrals

- 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.

The screenshot shows the txGradebook interface. At the top, the logo 'txGradebook' is on the left, and 'District: TXEIS ISD' and 'Campus: 001 High School' are on the right. Below this is a navigation bar with tabs: Home, Attendance, Grades, Reports, Discipline, Settings, and Admin. The 'Admin' tab is selected. On the right side of the navigation bar, it says '023 - BLOOM, BRANDY B | logout'. The main content area is titled 'Discipline Referrals - Find Student'. It contains three input fields: 'Student ID:', 'Last Name:', and 'First Name:'. There is an 'or' between the 'Student ID' and 'Last Name' fields. Below these is a 'Campus ID:' field. Underneath the input fields is a section titled 'Viewing Options' with a checkbox labeled 'Page break between referrals'. At the bottom of this section is a 'Search' button.

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.



The screenshot shows the 'Gradebook' application interface. At the top, it displays 'District: TXEIS ISD' and 'Campus: 001 High School'. A navigation bar includes links for Home, Attendance, Grades, Reports, Discipline, Settings, and Admin. The 'Admin' link is selected, leading to the 'Discipline Referrals - Find Student' page. This page contains search fields for Student ID, Last Name (BEEGLE), and First Name (MACKENZIE). Below these is a 'Viewing Options' section with a checkbox for 'Page break between referrals'. A 'Search' button is present. The 'Search Results' section shows a table with one entry: Student ID 003769, Last name BEEGLE, First name MACKENZIE B, Campus 001, Grade 09, and Campus Enrollment Date 8/25/2014. A radio button is next to this entry, and a 'View Details' button is at the bottom.

Gradebook 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 Results

Selection	Student ID	Last name	First name	Campus	Grade	Campus Enrollment Date	Campus Withdrawal Date
<input type="radio"/>	003769	BEEGLE	MACKENZIE B	001	09	8/25/2014	

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.

Gradebook

District: TXEIS ISD Campus: ?

Home Attendance Grades Reports Discipline Settings Admin

logout

Student: 003769 - BEEGLE, MACKENZIE Change Student Print

Admin Discipline Referrals

Campus: (001) 001 High School

0 Completed, 0 Reviewed, 1 Pending Referrals found.
• 0 High, 0 Medium, 1 Low

Submitted By: erinsc

Student ID	Student Name	Grd Lvl
003769	BEEGLE, MACKENZIE	09
003680	BROWN, GRISELDA	09

Severity: Low Offense Description: Fighting with student

Referrer Comments:
STUDENTS BEGAN SHOUTING PROFANITY AT ONE ANOTHER AND THEN STARTED TO PULL EACH OTHERS' HAIR.

Date of Incident: 9/16/2014 Time of Incident: 2:42 PM ☐ Sent to Office

Teacher's Course Section: 01 GSUBATH2 (5232-01) [Ready]

Status: Pending Incident Location: On Campus

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.

txGradebook District: TXEIS ISD Campus: 001 High School

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

☐ Show Non-Current Records

Admin Long Term Substitutes

Administer your long term substitutes here.

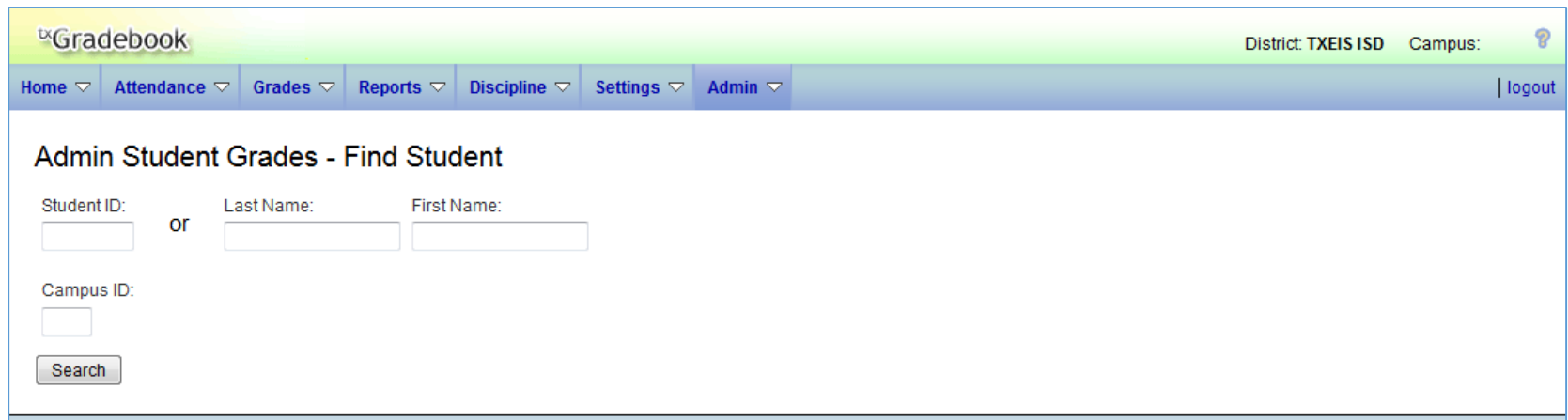
Long Term Substitutes

Edit	Substitute	Teacher	Begin Date	End Date
<input type="button" value="X"/>	(070) ROBBINS,ALEXIS	(046) THOMPSON,SIDNEY	04 May 2015	
<input type="button" value="X"/>	(071) SANTIAGO,SABRINA	(023) BLOOM,BRANDY	02 Feb 2015	

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.



The screenshot shows the 'txGradebook' interface. At the top, there's a green header bar with the 'txGradebook' logo on the left and 'District: TXEIS ISD' and 'Campus:' with a help icon on the right. Below this is a blue navigation bar with tabs: Home, Attendance, Grades, Reports, Discipline, Settings, and Admin. The 'Admin' tab is selected. On the right of the navigation bar is a 'logout' link. The main content area is titled 'Admin Student Grades - Find Student'. It contains search fields for 'Student ID:', 'Last Name:', and 'First Name:'. There is an 'or' label between the 'Student ID' and 'Last Name' fields. Below these is a 'Campus ID:' field. A 'Search' button is located at the bottom left of the search area.

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.

Gradebook

District: TXEIS ISD Campus: ?

Home

Attendance

Grades

Reports

Discipline

Settings

Admin

logout

Admin Student Grades - Find Student

Student ID:

or

Last Name:

First Name:

b

Campus ID:

Search

Search Results

Selection	Student ID	Last name	First name	Campus	Grade	Campus Enrollment Date	Campus Withdrawal Date
<input type="radio"/>	003882	BAYLISS	THOMAS E	041	08	8/25/2014	
<input type="radio"/>	004903	BEAIRD	CHANTAL A	101	03	8/25/2014	
<input checked="" type="radio"/>	003769	BEEGLE	MACKENZIE B	001	09	8/25/2014	
<input type="radio"/>	004095	BELL	MAKENZI E	041	08	8/25/2014	
<input type="radio"/>	005587	BENAVIDEZ	GRACELYN F	101	02	8/25/2014	
<input type="radio"/>	005716	BERG	JESUS MIGUEL M	101	02	8/25/2014	
<input type="radio"/>	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.

Gradebook

District: TXEIS ISD Campus: ?

Home Attendance Grades Reports Discipline Settings Admin

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

Admin Student Grades

Show All Detail Hide All Detail

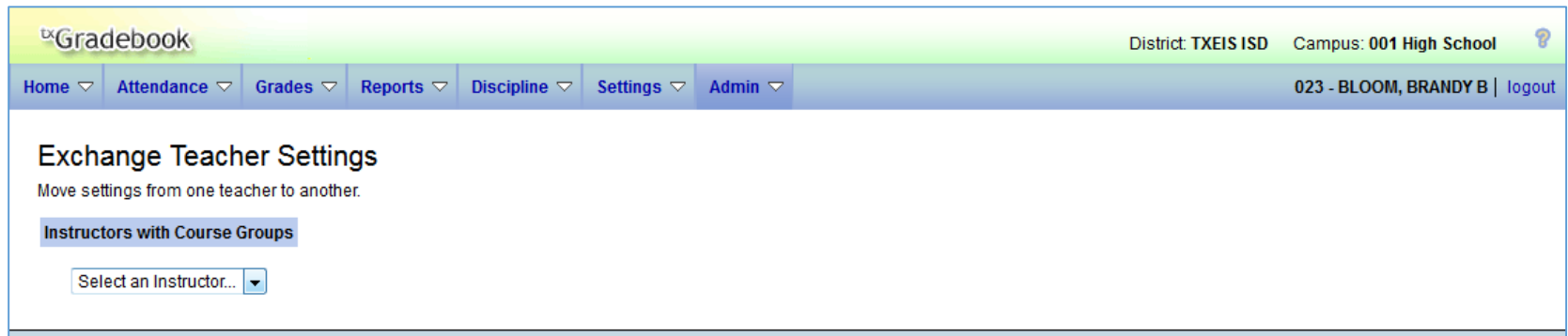
☐ Show Current Courses Only

Period	Course	Teacher	Previous Cycles		Current Cycle	Exam	Semester Average	Final Grade	Credits
			1	2	3				
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.



The screenshot shows the txGradebook web application interface. At the top, the txGradebook logo is on the left, and the user's district (TXEIS ISD) and campus (001 High School) are on the right. Below this is a navigation bar with tabs for Home, Attendance, Grades, Reports, Discipline, Settings, and Admin. The Admin tab is currently selected. On the right side of the navigation bar, the user's name (023 - BLOOM, BRANDY B) and a logout link are visible. The main content area is titled "Exchange Teacher Settings" and includes a sub-header "Move settings from one teacher to another." Below this, there is a section labeled "Instructors with Course Groups" which contains a dropdown menu labeled "Select an Instructor..." with a downward arrow.

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.

Gradebook District: TXEIS ISD Campus: 001 High School

Home Attendance Grades Reports Discipline Settings Admin 021 - Earney, Michael | logout

Update Profile

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

* Current Password:

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

New Password:

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

Confirm Password:

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

New PIN:

Must contain 4 numbers (example: 1234)

If you change this setting you will need to save each seating chart again.

Update Hint Questions: ☐

Previous Next

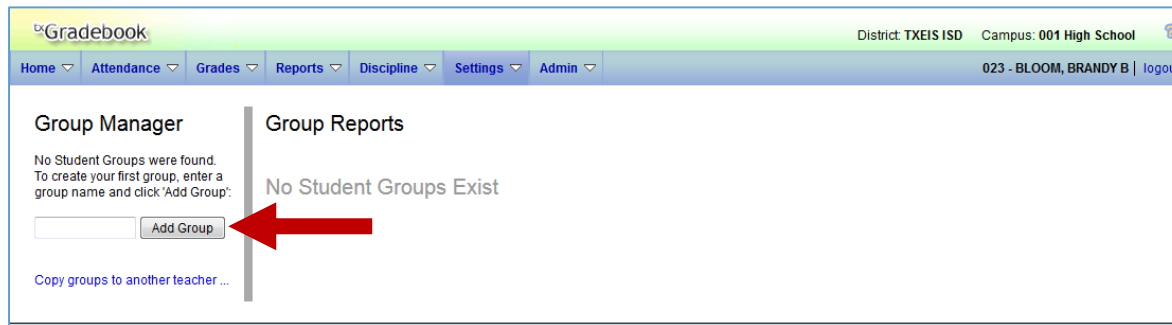
Student Group Manager

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

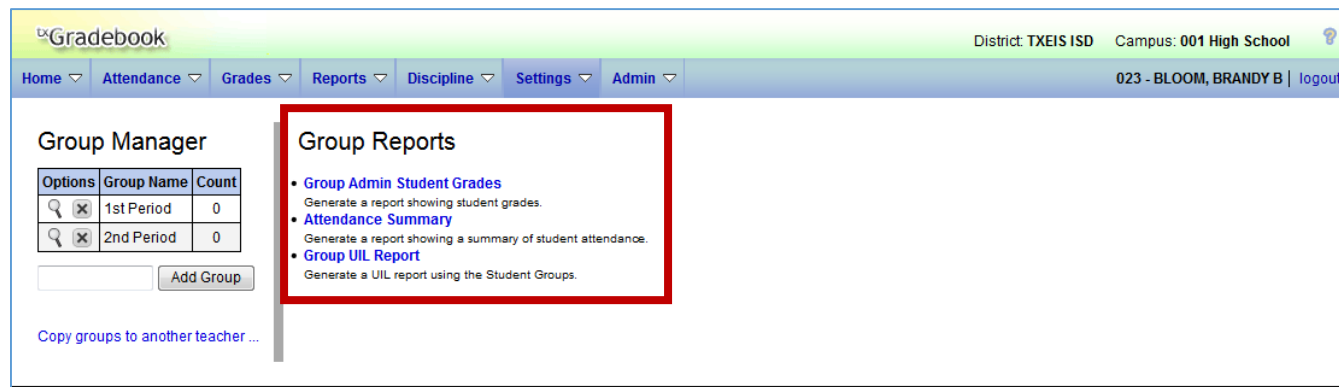
- To add a new group, type the group name in the text box under the **Group Manager** list, and then click the **Add Group** button.



The screenshot shows the Gradebook interface with the following elements:

- Header:** Gradebook logo, District: TXEIS ISD, Campus: 001 High School, and user information: 023 - BLOOM, BRANDY B | logout.
- Navigation:** Home, Attendance, Grades, Reports, Discipline, Settings, Admin.
- Group Manager:** A section with the text "No Student Groups were found. To create your first group, enter a group name and click 'Add Group'." Below this is a text input field and an "Add Group" button. A red arrow points to the "Add Group" button.
- Group Reports:** A section with the text "No Student Groups Exist".

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



The screenshot shows the Gradebook interface with the following elements:

- Header:** Gradebook logo, District: TXEIS ISD, Campus: 001 High School, and user information: 023 - BLOOM, BRANDY B | logout.
- Navigation:** Home, Attendance, Grades, Reports, Discipline, Settings, Admin.
- Group Manager:** A section with a table of groups and an "Add Group" button. The table has columns for Options, Group Name, and Count.
- Group Reports:** A section with a list of reports, highlighted by a red box. The reports are: Group Admin Student Grades, Attendance Summary, and Group UIL Report.

Options	Group Name	Count
<input type="checkbox"/>	1st Period	0
<input type="checkbox"/>	2nd Period	0

- 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: 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

The screenshot displays the txGradebook web application interface. At the top, the header includes the txGradebook logo, the district name 'TXEIS ISD', the campus name '001 High School', and a help icon. Below the header is a navigation bar with tabs for Home, Attendance, Grades, Reports, Discipline, Settings, and Admin. The main content area is divided into two sections: 'Group Manager' on the left and 'Group Reports' on the right.

Group Manager



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

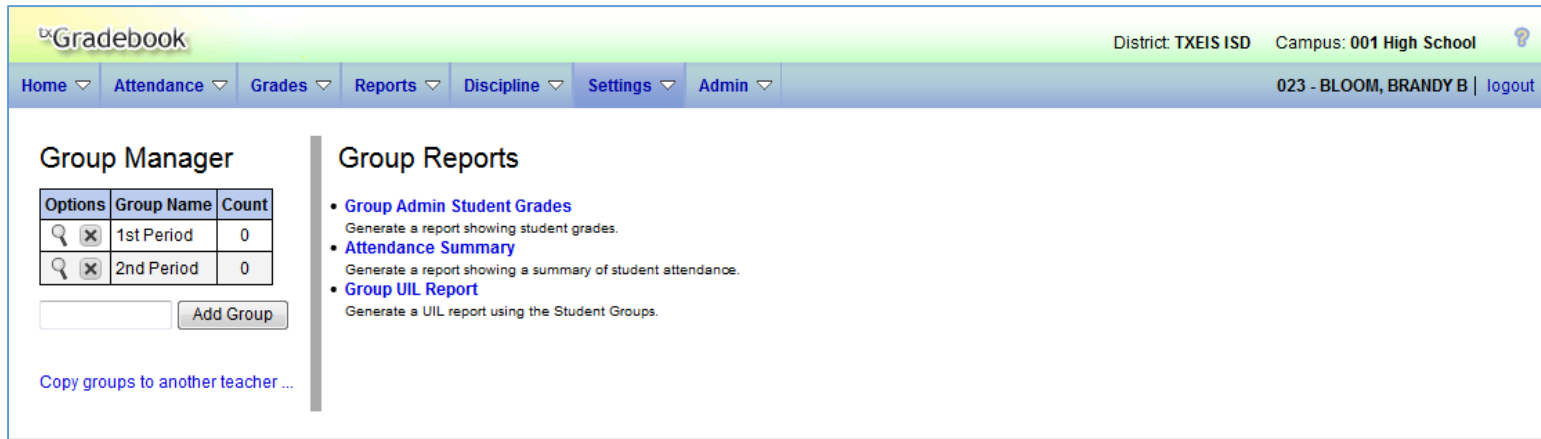
Below the table is an 'Add Group' button and a link 'Copy groups to another teacher ...'.

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.



The screenshot shows the Gradebook interface. At the top, the header includes the Gradebook logo, the district (TXEIS ISD), and the campus (001 High School). Below the header is a navigation bar with tabs for Home, Attendance, Grades, Reports, Discipline, Settings, and Admin. The main content area is divided into two sections: Group Manager and Group Reports. The Group Manager section contains a table with columns for Options, Group Name, and Count. It lists two groups: 1st Period and 2nd Period, both with a count of 0. Below the table is an 'Add Group' button and a link to 'Copy groups to another teacher ...'. The Group Reports section lists three report types: Group Admin Student Grades, Attendance Summary, and Group UIL Report, each with a brief description of the report.

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

[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 or Delete students from the group.
- A group can have up to 1000 students.
- Once students have been selected, click the **Save** button.

txGradebook District: TXEIS ISD Campus: 001 High School

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

Manage My 1st Period Group

Search Options:

Within Grade Level: All

By: ☒ Last Name ☐ First Name ☐ Student ID

Students Found Across Campus (166)

☐ Select All

Add	Student ID	Grade	Last Name	First Name
<input type="checkbox"/>	004884	10	AGUILERA CARDENAS	AARON
<input type="checkbox"/>	003376	09	ALARCON	LAVONNA
<input type="checkbox"/>	005119	12	ARREOLA	FRANK
<input type="checkbox"/>	003177	11	ARREOLA	JORDAN
<input type="checkbox"/>	005682	12	BARNETT	ANDREW

1st Period Group (0)

☐ Select All

No students exist in this group

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.

Gradebook

District: TXEIS ISD Campus: 001 High School

Home Attendance Grades Reports Discipline Settings Admin

023 - BLOOM, BRANDY B | logout

Copy Student Groups

You may copy student groups from one teacher to another here. You may not copy groups to an administrator or to a destination teacher where the group name already exists.

Copy From Teacher : (023) BLOOM, BRANDY B

(023) BLOOM, BRANDY B

Group Name	Student Count	Copy
1st Period	11	<input checked="" type="checkbox"/>
2nd Period	14	<input checked="" type="checkbox"/>

Copy To Teacher : (018) SUMERAK, SHARON FAITH

(018) SUMERAK, SHARON FAITH

Copy >>

No groups exist for teacher (018) SUMERAK, SHARON FAITH

[Back to Student Group Manager ...](#)

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.

Gradebook District: TXEIS ISD Campus: 001 High School

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

Copy Student Groups

You may copy student groups from one teacher to another here. You may not copy groups to an administrator or to a destination teacher where the group name already exists.

Copy From Teacher : (023) BLOOM, BRANDY B

(023) BLOOM, BRANDY B

Group Name	Student Count	Copy
1st Period	11	<input checked="" type="checkbox"/>
2nd Period	14	<input checked="" type="checkbox"/>

Copy >>

Copy To Teacher : (018) SUMERAK, SHARON FAITH

(018) SUMERAK, SHARON FAITH

Delete	Group Name	Student Count
<input checked="" type="checkbox"/>	1st Period	11
<input checked="" type="checkbox"/>	2nd Period	0

[Back to Student Group Manager ...](#)

- 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

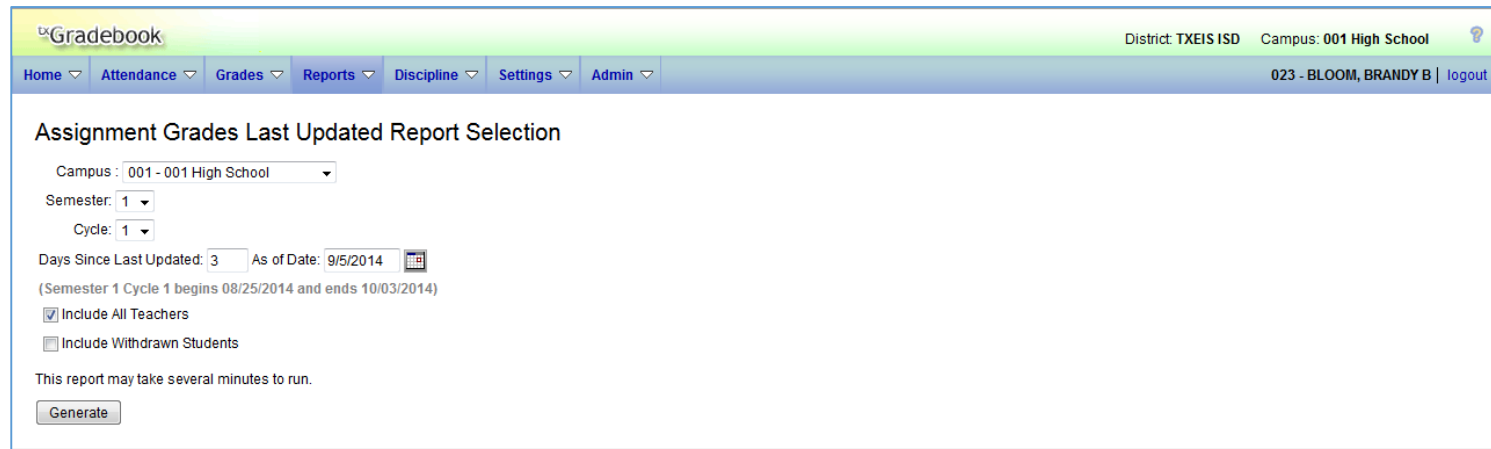
Reports

- 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.



The screenshot shows the txGradebook interface. At the top, the logo 'txGradebook' is on the left, and 'District: TXEIS ISD Campus: 001 High School' is on the right. Below this is a navigation bar with tabs: Home, Attendance, Grades, Reports, Discipline, Settings, and Admin. The 'Reports' tab is selected. On the right side of the navigation bar, it says '023 - BLOOM, BRANDY B | logout'. The main content area is titled 'Assignment Grades Last Updated Report Selection'. It contains the following fields and options: 'Campus: 001 - 001 High School' (dropdown), 'Semester: 1' (dropdown), 'Cycle: 1' (dropdown), 'Days Since Last Updated: 3' (input) and 'As of Date: 9/5/2014' (calendar icon). Below these is a note: '(Semester 1 Cycle 1 begins 08/25/2014 and ends 10/03/2014)'. There are two checkboxes: 'Include All Teachers' (checked) and 'Include Withdrawn Students' (unchecked). A warning message states 'This report may take several minutes to run.' At the bottom is a 'Generate' button.

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.

Gradebook
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

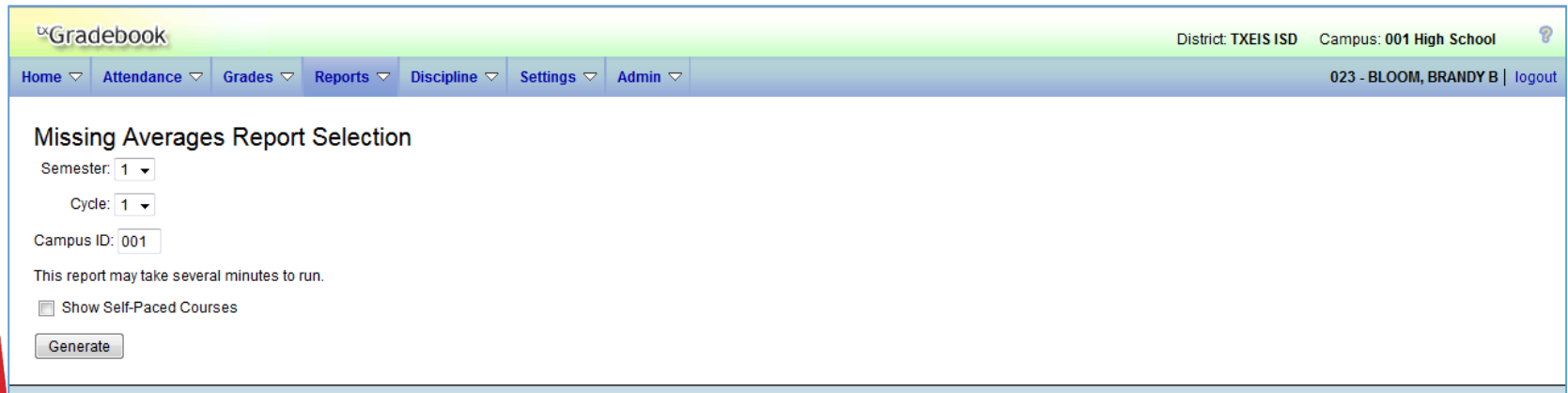
Instructor : (005) GATES , GREGORY J

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.



The screenshot shows the 'txGradebook' interface. At the top, it displays 'District: TXEIS ISD' and 'Campus: 001 High School'. Below this is a navigation bar with tabs: Home, Attendance, Grades, Reports, Discipline, Settings, and Admin. The 'Reports' tab is selected. On the right side of the navigation bar, it says '023 - BLOOM, BRANDY B | logout'. The main content area is titled 'Missing Averages Report Selection'. It contains the following fields and options:

- Semester: 1 (dropdown menu)
- Cycle: 1 (dropdown menu)
- Campus ID: 001 (text input)
- A message: 'This report may take several minutes to run.'
- A checkbox labeled 'Show Self-Paced Courses' (currently unchecked).
- A 'Generate' button.

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.

Gradebook

[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

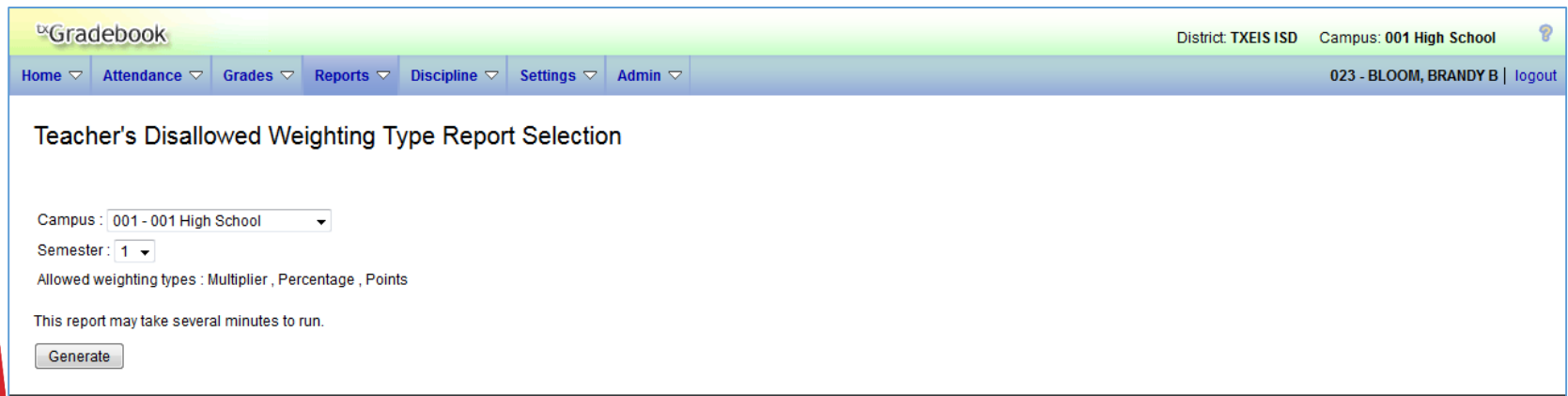
Teacher: 003-MICHAEL PIEPER Campus: 001

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 TxELS in Grade Reporting> Maintenance > Gradebook Options > Campus > Options tab.



The screenshot shows the Gradebook application interface. At the top, there's a header bar with the 'Gradebook' logo on the left and 'District: TXEIS ISD' and 'Campus: 001 High School' on the right. Below the header is a navigation menu with tabs: Home, Attendance, Grades, Reports, Discipline, Settings, and Admin. The 'Reports' tab is currently selected. In the top right corner of the main content area, it says '023 - BLOOM, BRANDY B | logout'. The main content area is titled 'Teacher's Disallowed Weighting Type Report Selection'. It contains a form with two dropdown menus: 'Campus' (set to '001 - 001 High School') and 'Semester' (set to '1'). Below these is a text label 'Allowed weighting types : Multiplier , Percentage , Points'. A note states 'This report may take several minutes to run.' At the bottom of the form is a 'Generate' button.

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 TxELS 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.

The screenshot shows the Gradebook interface for the Semester Grade Range Report. At the top, the header includes the Gradebook logo, the user's name (023 - BLOOM, BRANDY B), and a logout link. Below the header is a navigation bar with tabs for Home, Attendance, Grades, Reports, Discipline, Settings, and Admin. The main content area is titled "Semester Grade Range Report Selection". It contains three sections: "Grade Selection Options" with radio buttons for "Show all Semester Grades" and "Show all Semester Grades between" (selected), and input fields for "Maximum grade: 69" and "Minimum grade: 0"; "Viewing Options" with a checked checkbox for "View Student Names" and a "View" dropdown set to "All"; and "Admin Options" with a checked checkbox for "Across Campus" and an unchecked checkbox for "View Course/Section & Instructor in Grid Format". A red note states "This report may take several minutes to run." and a "Generate" button is at the bottom.

Gradebook 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.

Gradebook
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.

The screenshot shows the 'Gradebook' interface for 'District: TXEIS ISD' and 'Campus: 001 High School'. The user is logged in as '023 - BLOOM, BRANDY B'. The navigation bar includes links for Home, Attendance, Grades, Reports, Discipline, Settings, and Admin. The current page is 'Final Grade Range Report Selection'. It features a 'Semester: 1' and 'Cycle: 3' dropdown, and a 'Course Section: 01 GSUBATH1 (5132-01) [Ready]' dropdown. The 'Grade Selection Options' section has two radio buttons: 'Show all Final Grades' (selected) and 'Show all Final Grades between' (with input fields for 'Maximum grade:' and 'Minimum grade:'). A note states 'Note: Campus failing grade is 69 and below'. The 'Viewing Options' section has a checked checkbox for 'View Student Names' and a 'View' dropdown set to 'Current'. The 'Admin Options' section has checked checkboxes for 'Across Campus' and 'View Course/Section & Instructor in Grid Format'. A red warning message says 'This report may take several minutes to run.' and a 'Generate' button is at the bottom.

Gradebook 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

☒ 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

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.

The screenshot shows the 'User Log Report Selection' page in the txGradebook interface. The page has a header with the txGradebook logo, navigation tabs (Home, Attendance, Grades, Reports, Discipline, Settings, Admin), and user information (District: TXEIS 1SD, Campus: 001 High School, 023 - BLOOM, BRANDY B | logout). The main content area is titled 'User Log Report Selection' and contains two sections: 'Primary Data Selection Options (required)' and 'Filtering Options'. The 'Primary Data Selection Options' section has two dropdown menus: 'Page' (set to 'Login') and 'User' (set to 'ALL'). A note below these states: 'NOTE : Selecting both (above) will show all interactions by that user for a particular page. You may not select ALL for both the Page and User options.' The 'Filtering Options' section has three input fields: 'Limit data by a date range' (From: 8/1/2014, To: 7/6/2015), 'Limit data by a specific action' (Action: ALL), and 'Limit data by a keyword in the action detail' (Action:). A note below these states: 'NOTE : This option accepts free form text and will do a search within all parts of the action detail.' At the bottom, there is a checkbox for 'Separate data by user session' (unchecked) and a note: 'NOTE : This option will group a user's logged data by session information.' Below this is a message: 'This report may take several minutes to run.' and a 'Generate' button.

txGradebook District: TXEIS 1SD Campus: 001 High School

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

User Log Report Selection

Primary Data Selection Options (required)

Selecting a page will show all user interactions for that page.
Page: Login

Selecting a user will show all interactions from that user.
User: ALL

NOTE : Selecting both (above) will show all interactions by that user for a particular page. You may not select ALL for both the Page and User options.

Filtering Options

Limit data by a date range.
From: 8/1/2014 To: 7/6/2015

Limit data by a specific action.
Action: ALL

Limit data by a keyword in the action detail.
Action:

(examples: DeleteCategory, Course:1001, SaveOverrideGrades, StudentID:123456)
NOTE : This option accepts free form text and will do a search within all parts of the action detail.

Separate data by user session: ☐

NOTE : This option will group a user's logged data by session information.

This report may take several minutes to run.

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]

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



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.

The screenshot shows the 'Gradebook' application interface. At the top, the header includes the 'Gradebook' logo, the user's name '023 - BLOOM, BRANDY B', and a 'logout' link. Below the header is a navigation bar with tabs for 'Home', 'Attendance', 'Grades', 'Reports', 'Discipline', 'Settings', and 'Admin'. The 'Reports' tab is selected. Under the 'Reports' tab, there are dropdown menus for 'Semester' (set to 1) and 'Cycle' (set to 3). The main content area is titled 'Percent Failing Report Selection'. It contains two sections: 'Viewing Options' and 'Admin Options'. In 'Viewing Options', there is an unchecked checkbox for 'Include Withdrawn Students' and a checked checkbox for 'View Chart'. In 'Admin Options', there are two checked checkboxes: 'Across Campus' and 'Force page break between instructors'. A red text warning states 'This report may take several minutes to run.' At the bottom of the form is a 'Generate' button.

Gradebook 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

☒ View Chart

Admin Options

☒ Across Campus

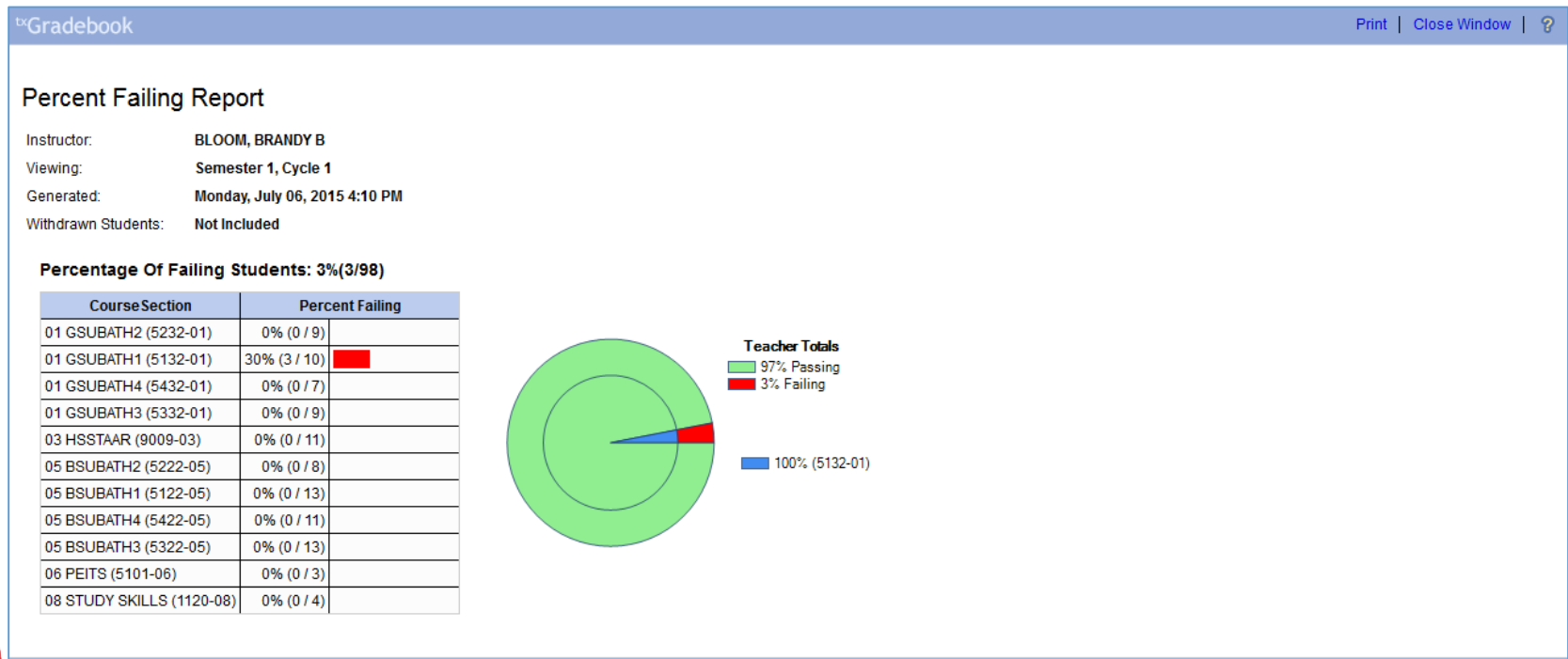
☒ Force page break between instructors

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.



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.

The screenshot shows the txGradebook web application interface. At the top, the header includes the txGradebook logo, the user's district (TXEIS ISD), and campus (001 High School). Below the header is a navigation bar with tabs: Home, Attendance, Grades, Reports (selected), Discipline, Settings, and Admin. The main content area is titled "Special Program Report Selection". It contains two sections: "Viewing Options" and "Admin Options". In the "Viewing Options" section, the "View Student Names" checkbox is checked, and the "View" radio buttons are set to "Current". In the "Admin Options" section, the "Across Campus" checkbox is checked, and the "View Without Course/Section & Instructor in Grid Format" checkbox is unchecked. A "Generate" button is located at the bottom of the form.

txGradebook District: TXEIS ISD Campus: 001 High School

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

Semester: 1 Course Section: 01 GSUBATH1 (5132-01) [Ready] As Of Date: 07/06/15

Special Program Report Selection

Viewing Options

☒ View Student Names

View (☒ Current ☐ All) Course Section(s)

Admin Options

☒ Across Campus

☐ View Without Course/Section & Instructor in Grid Format

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.

Gradebook
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

Gradebook 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.

Gradebook 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	Eamey, 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

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

Session Timer: 56 min and 16 sec

County/District #: PRISHU

Exit

Date Run: 7/25/2017 2:10 PM
Cntry-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	SIF Pod	Excl Grdbook
083384	ABLES, MERANDA	10	606	ART 1	Blank		Rivera, Cralia 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		
				PRN 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, Sybil S		
				ENGLISH 1	Blank		Valle, Sylvia C		
				INT PHY/CHEM	Blank		Mueller-White, MARIA A		
				PE 1/FITNESS	Blank		Rivera, Olivia E		
				PRN INFORM TECH	Blank		Whitley, Vanessa A		
				W GEOGRAPHY	Blank		Brown, BOBBIE C		
080816	AGUIERO, 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.

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 > SGR1160 Interim Progress Report

SessionTimer: 59 min and 49 sec

County/District #: PRISHU

Exit

TXEIS ISD
001 TxEIS High 09-12
Interim Progress Report
As of July 25, 2017 14:19

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

To the Parents/Guardians of:
ARIN M. HUERTA
44198 HORTON LANE
Alamo City, TX 78185

Course	Period	Teacher	Curr Avg	Ovr Avg	Cycle Abs Exc	Cycle Abs Un	Sch	Comment Codes	Notes
5615 PRIN INFORM TECH	01 - 01	Candine, 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 WHISTORY	08 - 08	Wing, Victoria			0	0	0		



**For Assistance Please Contact
Your Student Consultant**