## txGradebook Teacher Training Guide

August 2017



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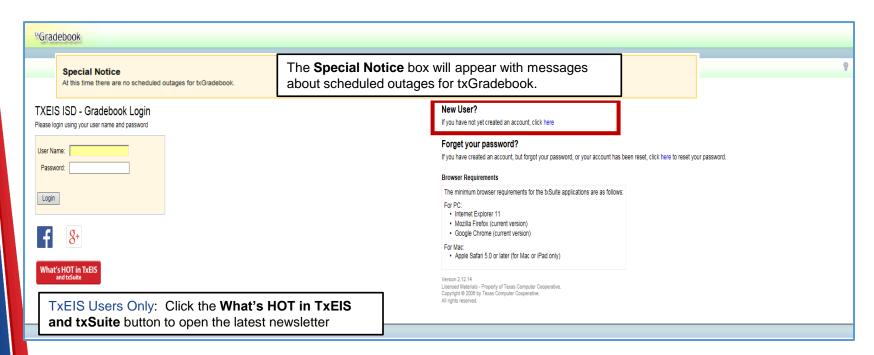


#### Overview - What is txGradebook?

- txGradebook is an integrated classroom management system that allows teachers to maintain and post student data, including attendance, grades, and discipline. The application also allows you to receive transfer students and produce Interim Progress Reports (IPRs). Various inquiry pages allow you to view student demographic data, contact information, attendance records, and schedules.
- We are fully integrated with our iTCCS and TxEIS Student Information Systems.
- The parent portal application, txConnect, works in conjunction with txGradebook.
- txGradebook is friendly and easy to use.

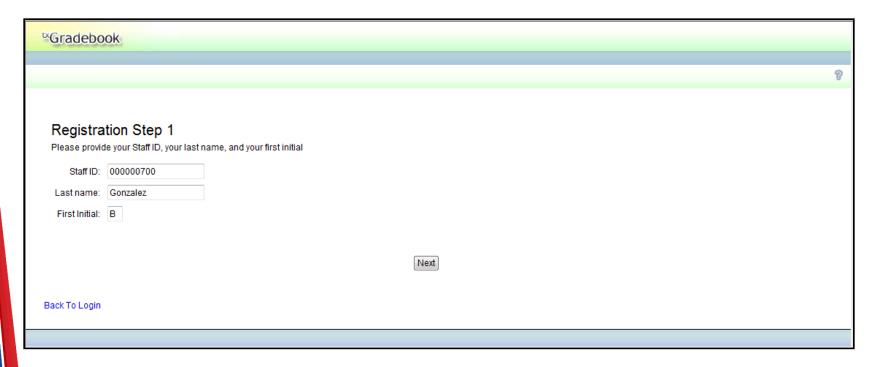


- Returning instructors must re-register each year before logging on, because all txGradebook non-administrative user accounts are deleted at the end of each school year.
- From this page, a user may establish an account by selecting the here link under the 'New User?' section.

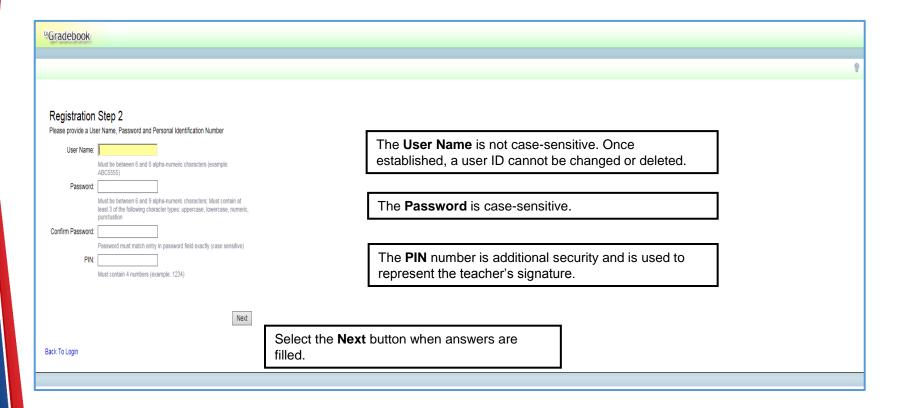




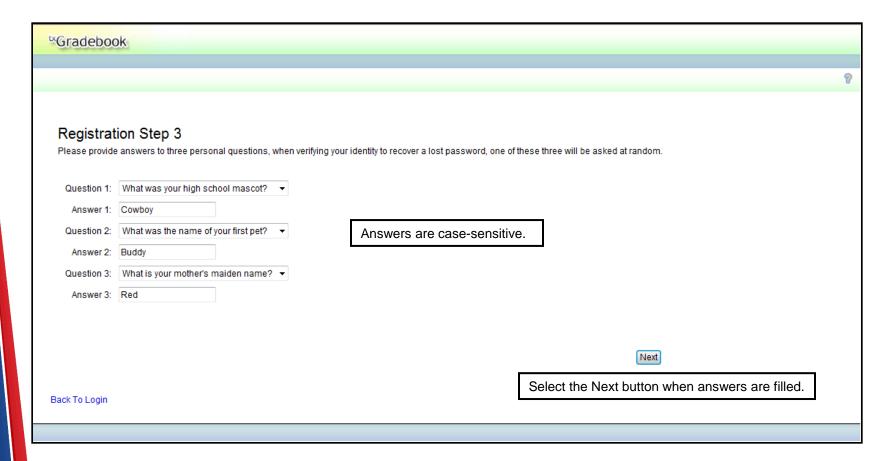
- Enter your appropriate Staff ID (SSN), Last name and First Initial.
- Select the **Next** button.



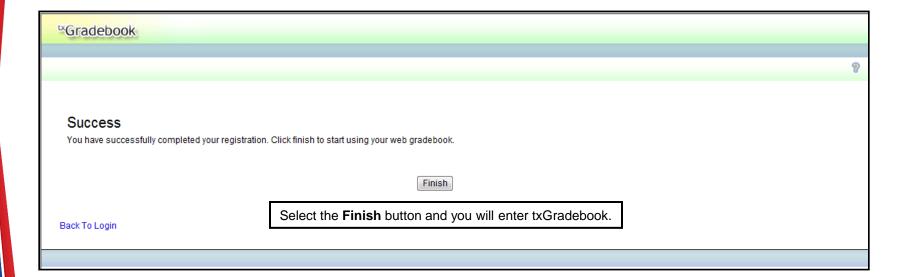






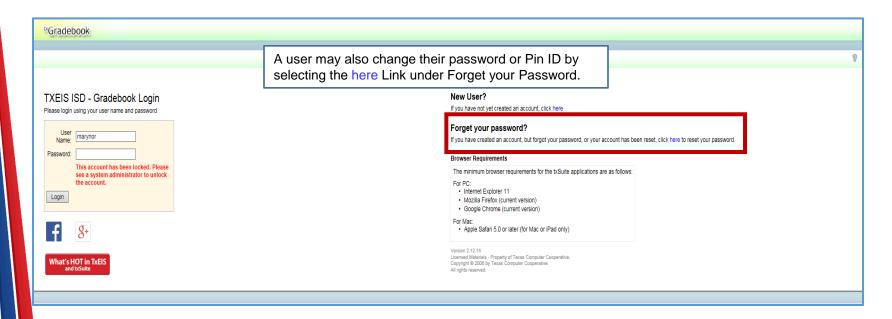




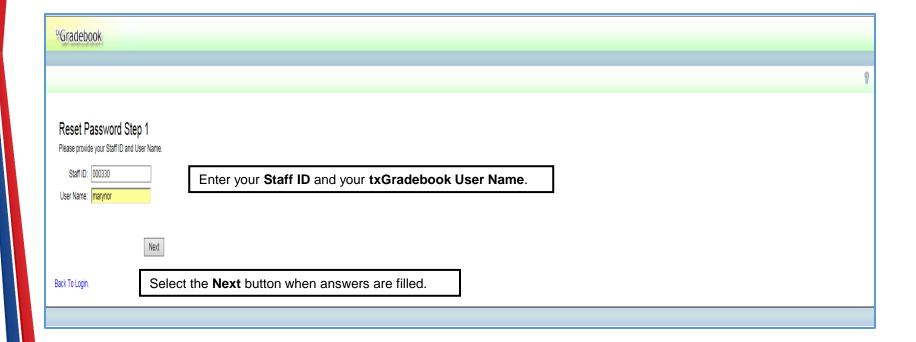




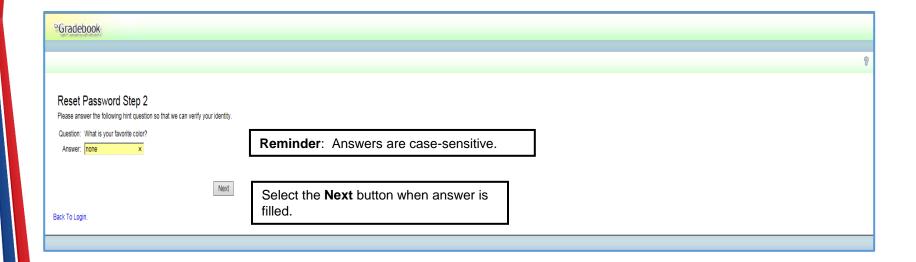
- WARNING: If you have three unsuccessful attempts to login, the system will lock your account. You will receive this message: 'This account has been locked. Please see a system administrator to unlock the account.'
- From this page, a user may reset their password by selecting the here link under the 'Forget your password?' section.



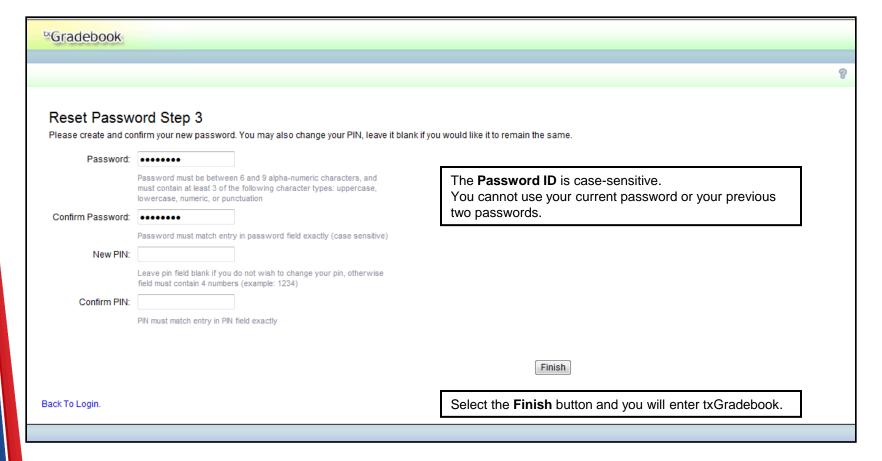








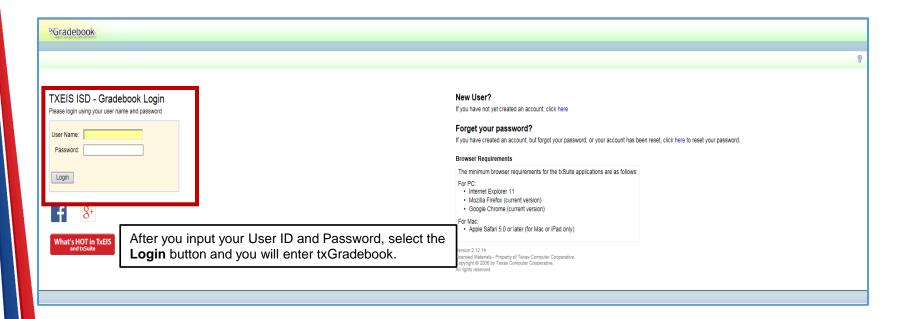






#### Login Established User

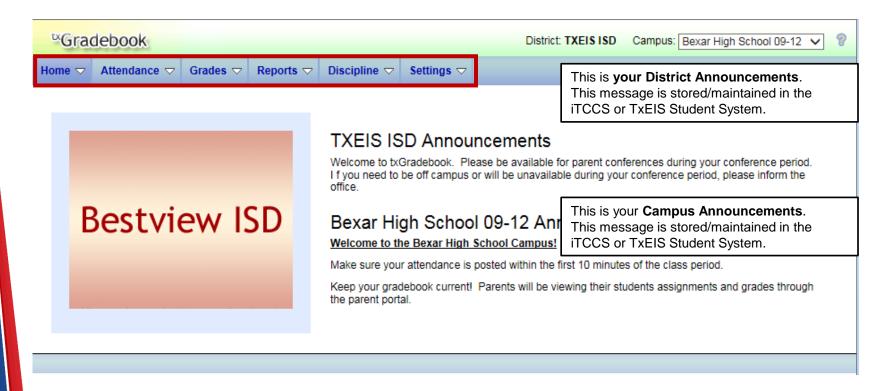
- Once your account has been created a user may login into txGradebook from this page.
- Under the **District Gradebook Login** section, enter your User Name and Password (which is case-sensitive).





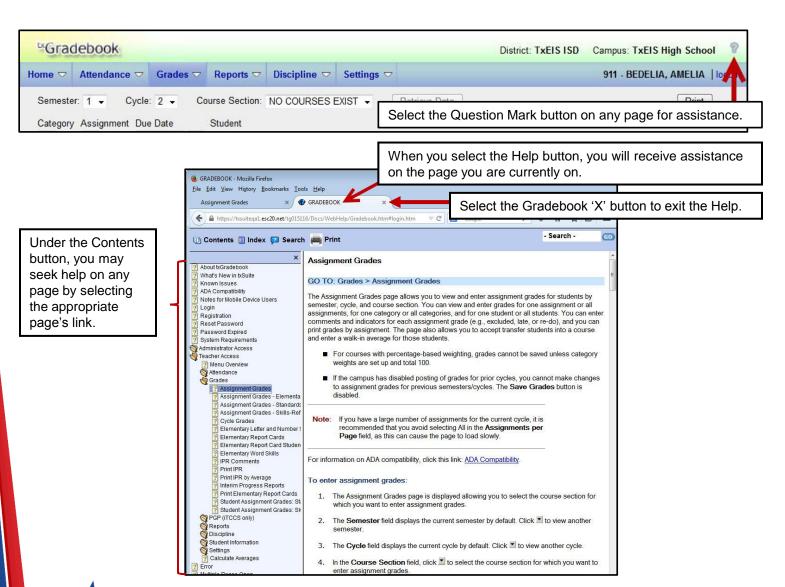
#### **Home Page**

txGradebook is a Menu Driven System.





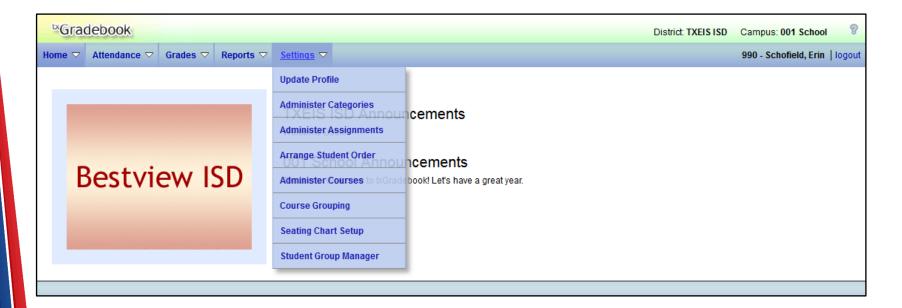
#### **Help Page**





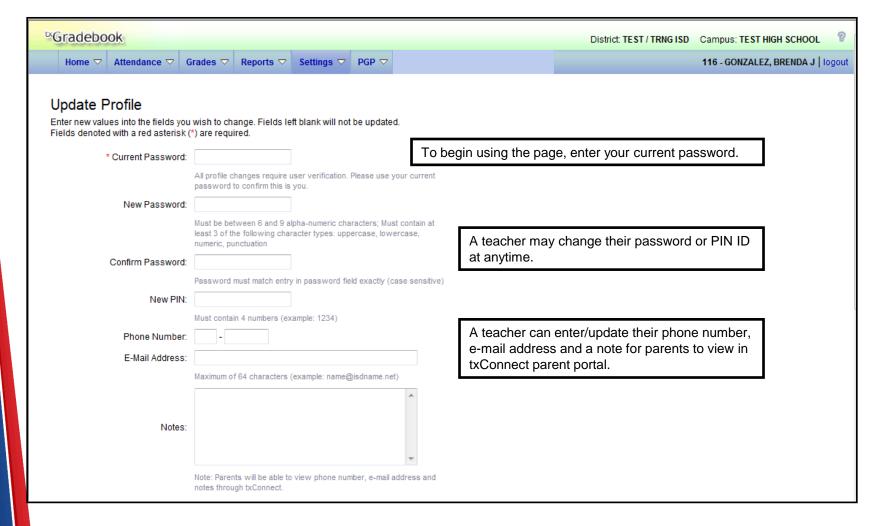
#### **Settings**

• To access any of the **Settings** pages, click on the **Settings** tab to display this menu or use the links in the sub-menu.



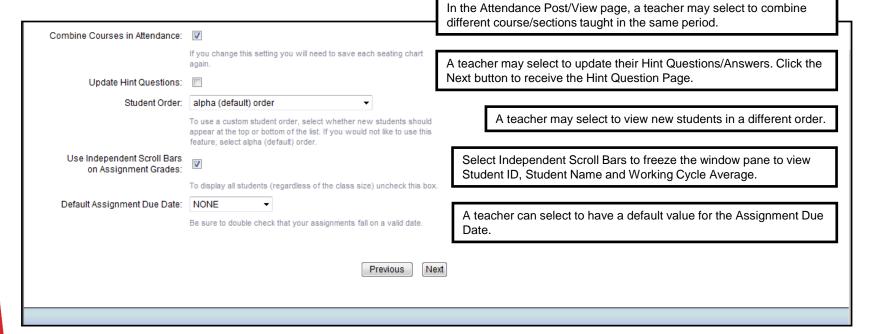


## Settings Update Profile





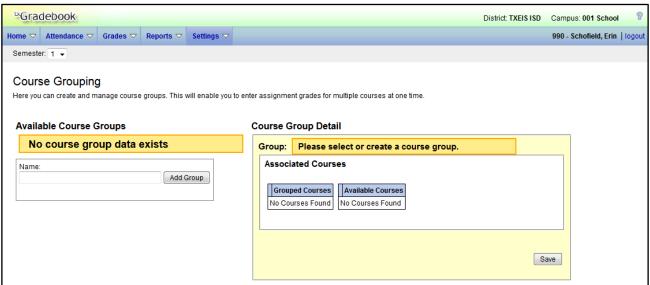
## **Settings Update Profile**





## Settings Course Grouping

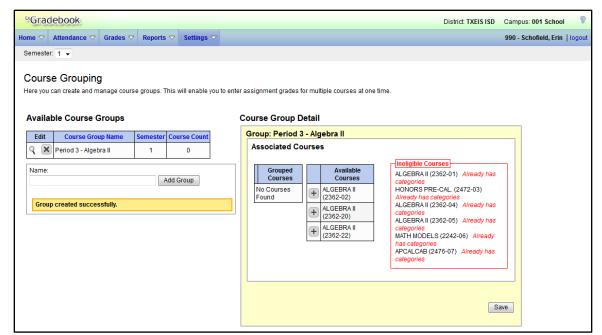
- The Course Grouping page allows you to group courses by semester.
- This allows you to enter grades, administer categories and assignments, and copy categories and assignments for multiple sections at the same time, without having to switch from section to section.
- **IMPORTANT**: You must group your courses at the beginning of the semester before any categories are added.
- Note: You can do all semester course grouping at the beginning of the school year instead of waiting.





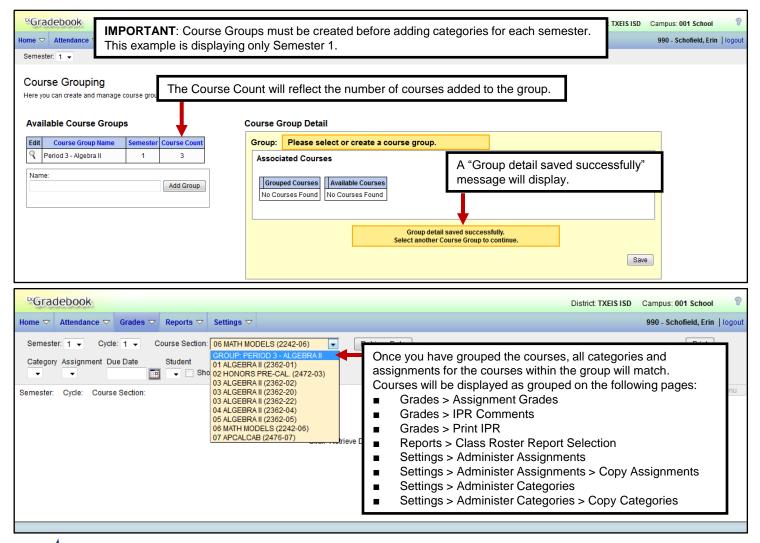
## Settings Course Grouping

- In the Semester field, click the drop-down to select the semester for which you want to group courses.
- Under Available Course Group in the Name field, type a group name and click the Add Group button. A "Group created successfully" message appears. Click on the spyglass for the course group you created.
  - You cannot use the same name for more than one group.
- Under **Course Group Detail**, select the Course Name you want to add to the group and click the + button. Select another course(s) and click **Save**.





## Settings Course Grouping





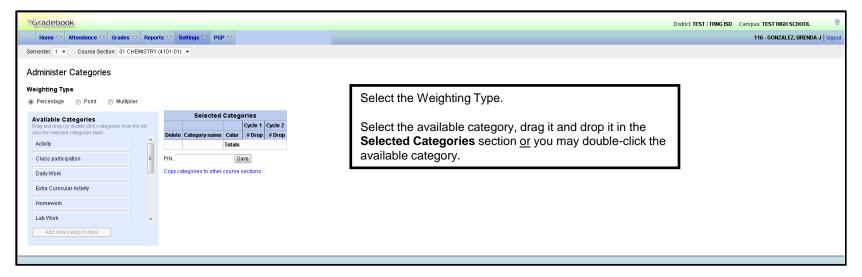
- The Administer Categories page allows you to establish categories that describe the types of assignments you will use in the selected semester for each course section.
- An initial set of categories, defined by the campus, is set at the beginning of the year.
  - A teacher can create a new category, if allowed by the campus. The category you
    create is added to the master list and will be available for all teachers to use.
- You must specify the type of weighting to use for calculating averages
  - Percent-Based you will assign percentages to each category. The percentages must total 100%.
  - Point-Based you will provide values to each category. The point values must equal
    the total number of points for the cycle. When using point-based weighting, the
    categories are only used for grouping similar assignments. The calculation is based
    on the total points, not weighting.
  - Multiplier-Based you will provide a multiplier number (between 1-9) for each category. For multipliers greater than one, the individual assignment grades are counted multiple times. Multiplier-based weighting is often used in elementary schools.



- You can assign you own category colors to enable color-coding of assignments on the Assignment Grades page.
- You can copy categories from one course to other course sections.
- **Note**: This page is disabled for standards-based/skills-referenced courses, because categories are not used for these courses.
- Apple mobile device users see Help for navigation assistance.

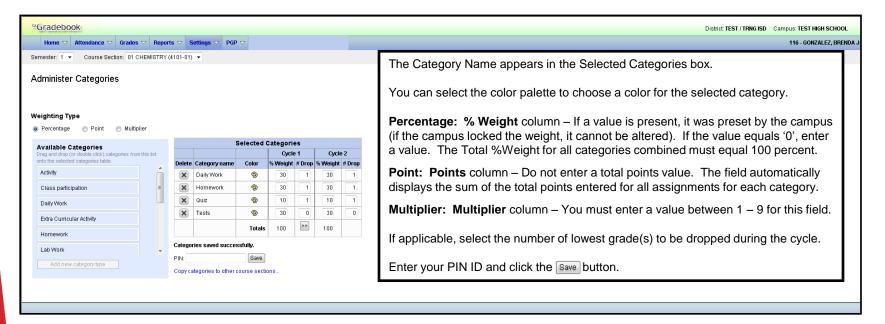


#### **To Add Categories**



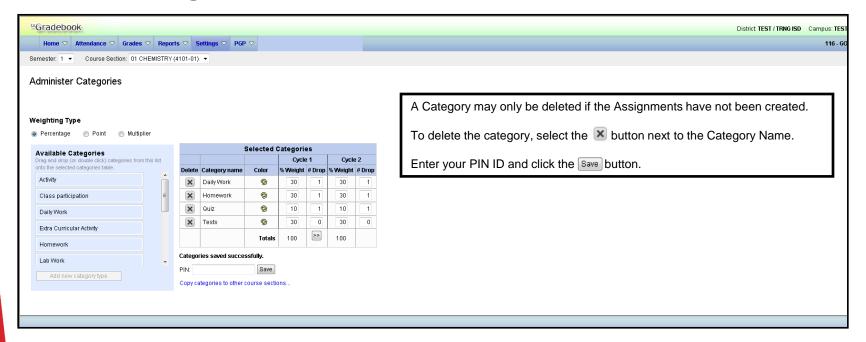


#### **To Add Categories**



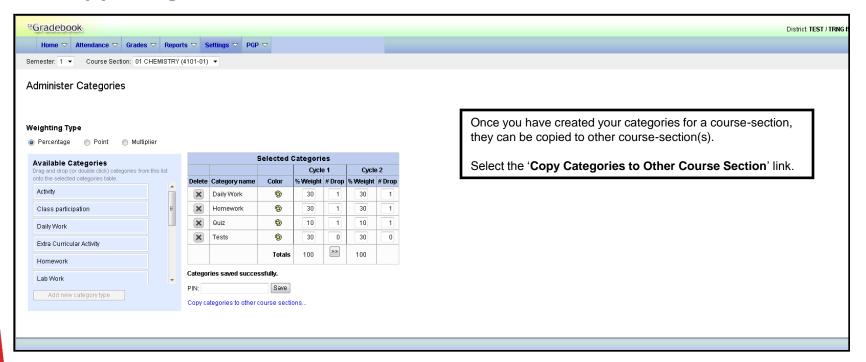


#### **To Delete Categories**



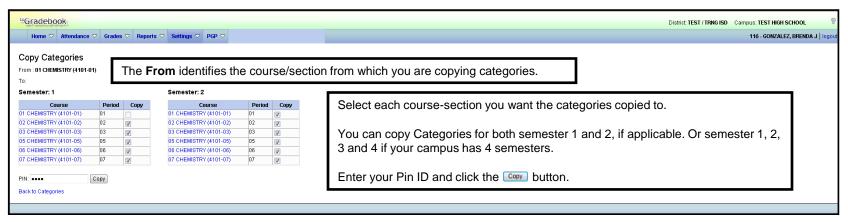


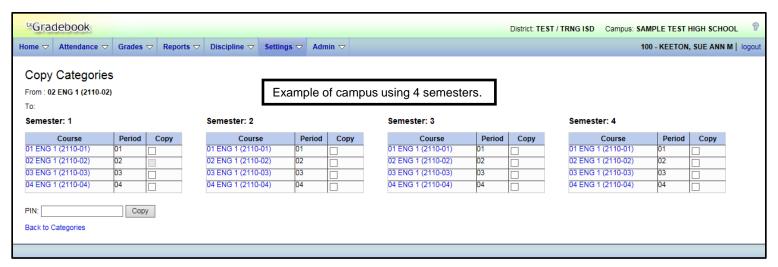
#### **To Copy Categories**





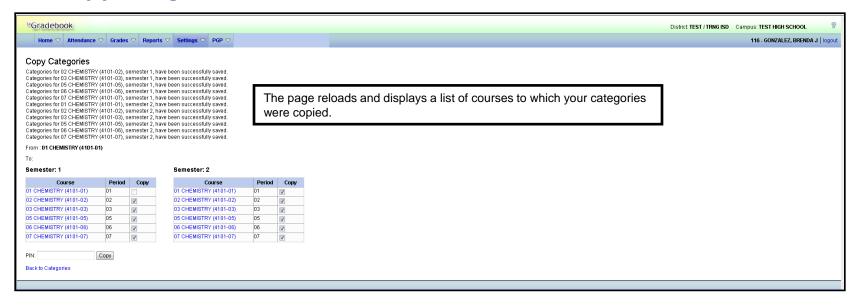
#### **To Copy Categories**







#### **To Copy Categories**





- The **Administer Assignments** page allows the teacher to build the assignments that will be administered for the selected course-section.
  - Categories must be established prior to using this page.
- You can only enter assignments for active courses.
- You can create extra credit assignments.
- You can enter an assignment date and due date.
  - This is helpful when sorting grades on the Assignment Grades page.
- Once the grading cycle is closed, a teacher cannot make changes to this page.



#### **To Add Assignments**

- Verify the semester/cycle and select the appropriate course-section.
- Enter the Assignment Name limit of 50 characters and is required.
- You cannot add duplicate assignment names within a category.
- Select the appropriate Category using the drop-down list.
- You may enter the **Date Assigned** or select the date from the Calendar feature.
- You may enter the **Due Date** or select the date from the Calendar feature.
- If using Total Points Weighting, enter the total points for the assignment.
- Enter a note, if applicable.
  - o Parents will see the note in txConnect.
  - The note remains gray if left blank.
  - o If a note exists, the note icon is yellow.
- Select the New Assignments button to receive a blank row to add an new assignment.
- Enter your PIN ID and click the Save button.

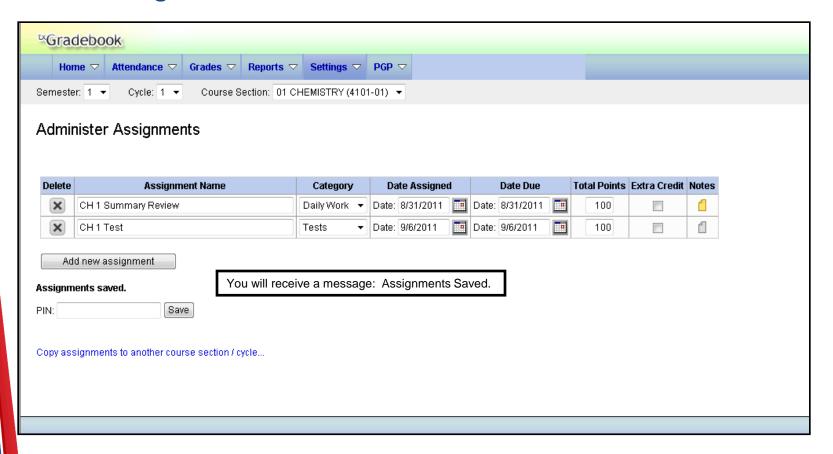


#### **To Add Assignments**





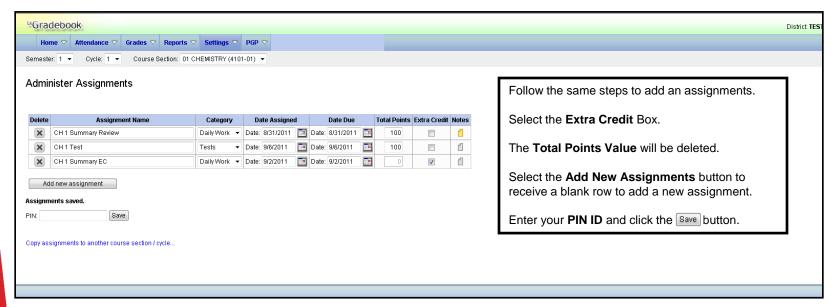
#### **To Add Assignments**





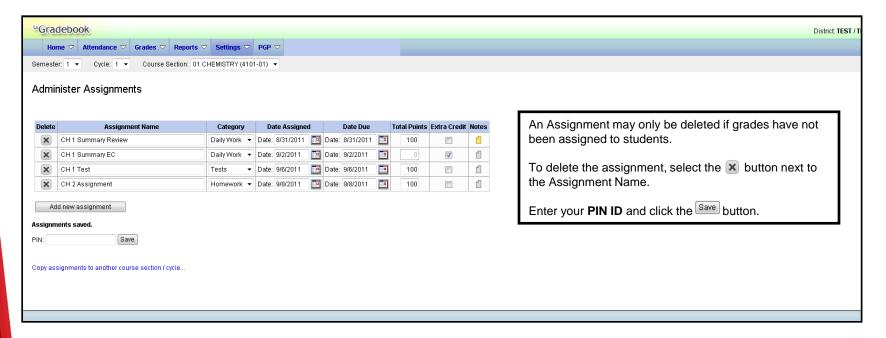
#### **To Add Extra-Credit Assignments**

Extra credit assignments add points to the average for the category selected. If a student has no grade or a zero for the extra credit assignment, it does not count against him when his average is calculated. For more information on calculating extra credit in a student's working cycle average, see the Extra Credit section and select the Calculate Averages link for an explanation of calculating averages with extra credit for each weighting type.



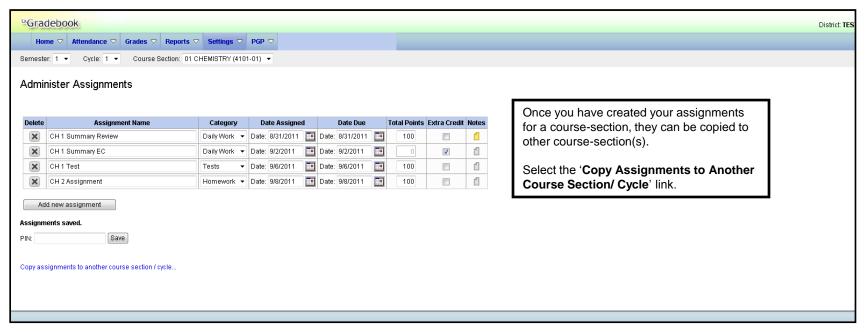


#### **To Delete Assignments**



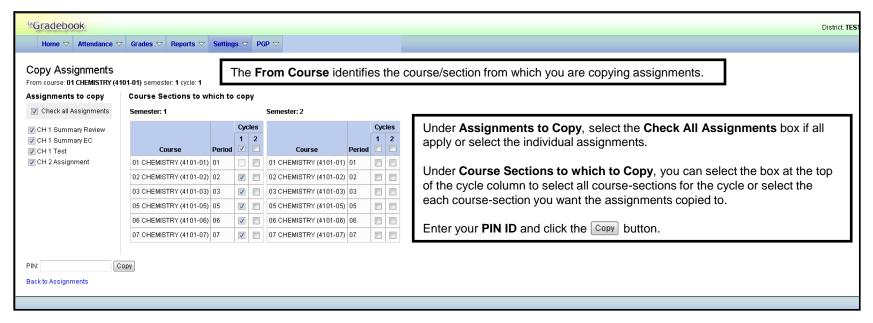


#### **To Copy Assignments**



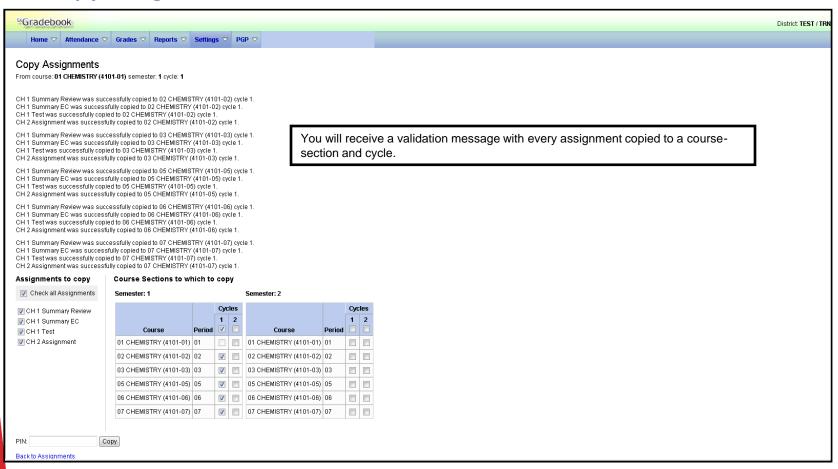


#### **To Copy Assignments**





#### **To Copy Assignments**





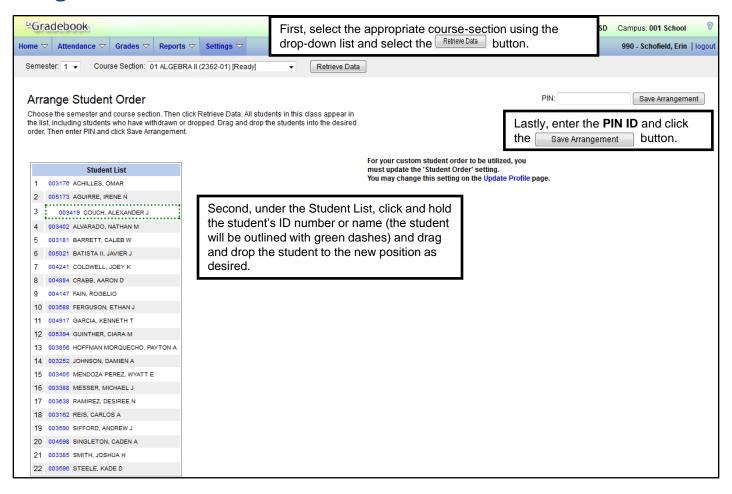
### Settings Arrange Student Order

- The **Arrange Student Order** page allows you to determine the order in which students are listed on the following:
  - Assignment Grades Page
  - Cycle Grades Page
  - IPR Comments Page
  - Print IPR Page
  - Assignment Grades Report (listed as a sorting option)
  - Class Roster Report
    - Note: Before using this page, you must set a preference for new students in the Student Order field on the Update Profile page. The field must be set to add students to the top of the list or bottom of the list. Otherwise, the order established on this page is not utilized on the above pages and reports throughout txGradebook.



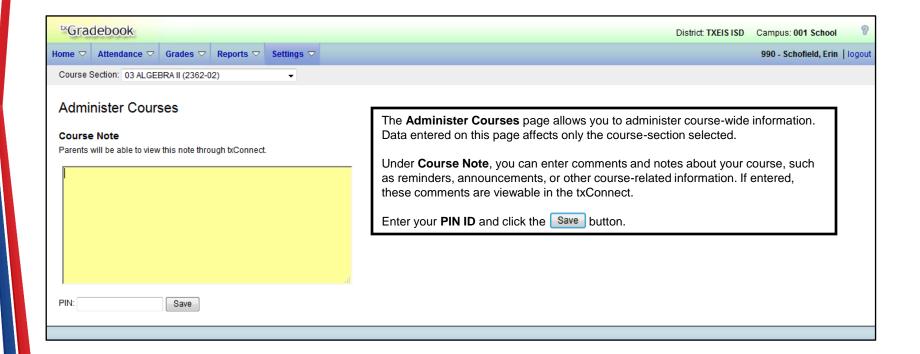
## Settings Arrange Student Order

#### **To Arrange Students**





### Settings Administer Courses





# Settings Seating Chart

- The Seating Chart page allows you to create and maintain seating charts for all of your classes.
- The seating chart lists the student name, gender, and student ID.
- The seats are color-coded by gender.
- Student seats can be rearranged at any time by selecting the Layout Options drop-down list.
  - Alphabetical by Row
  - Alphabetical by Column
  - Numerical by Row
  - Numerical by Column
  - Random Order
  - Blank the teacher has the option to manually select where the students are seated.
- If your district added the option to view pictures, select the Show Pictures box to view student pictures.

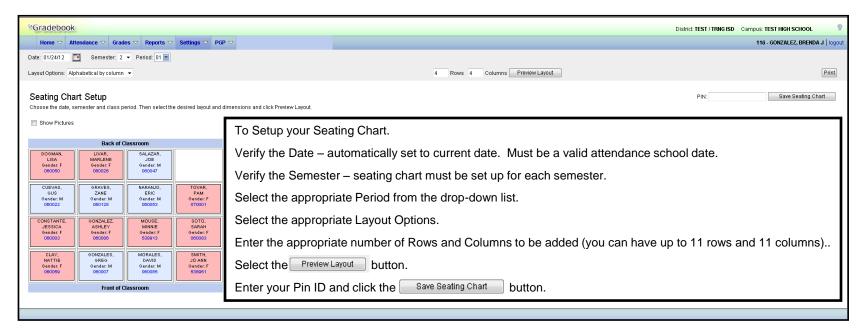


## Settings Seating Chart

- If a student transfers to the class, he is listed under the Unassigned Students box.
- If a student drops the course, his seat is blank.
- You must create a new seating chart for each semester of a course.
- In the teacher's **Update Profile** page, the teacher should setup the **Combine Courses in Attendance** prior to using the Seating Chart.
  - For more information, see the explanation on the Help page using the 'Notes about Combining and Uncombining Courses' link.



# **Settings Seating Chart**



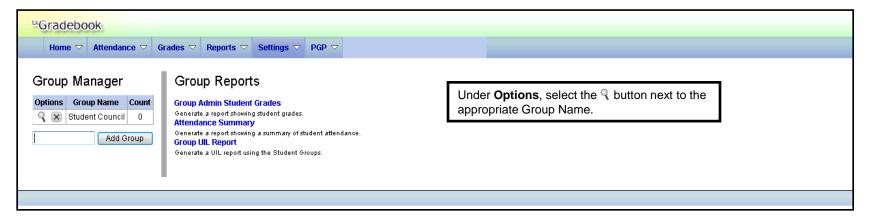


- The Student Group Manager page allows you to create and maintain groups of students for reporting purposes. Special group reports are available to provide data for the student groups.
  - Teachers can be given access in the iTCCS or TxEIS Student system to create student groups as follows:
    - No access. 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.
  - A group can have up to 1000 students.

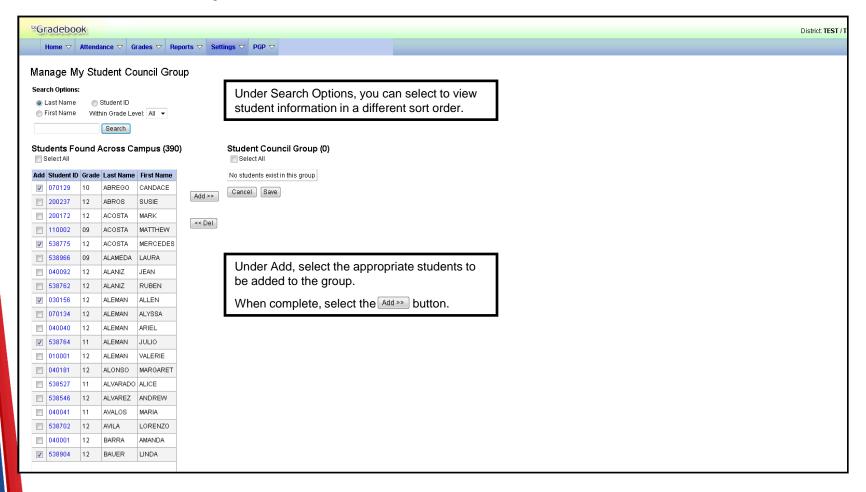




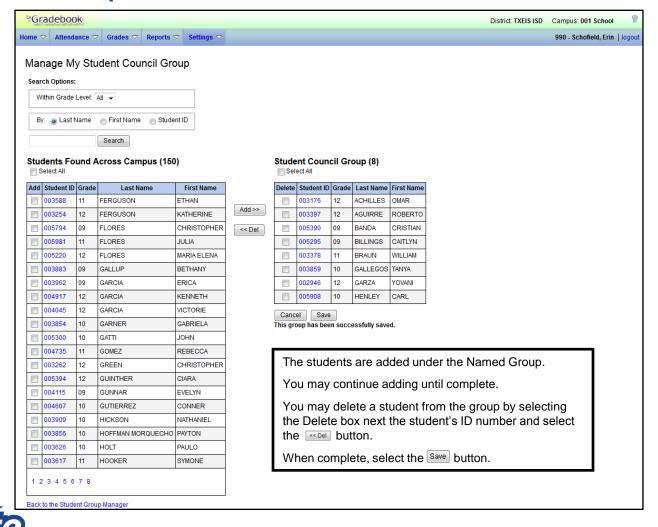




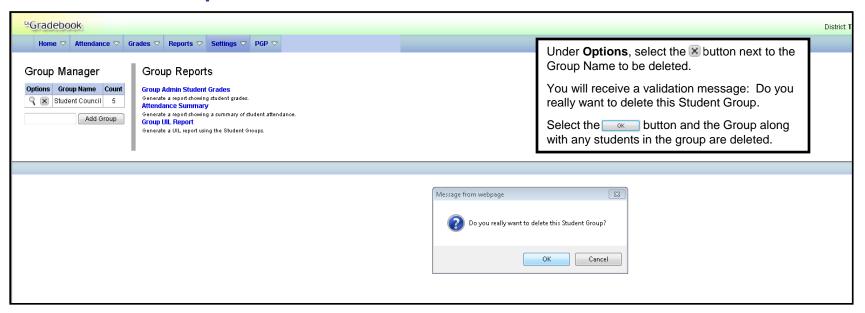








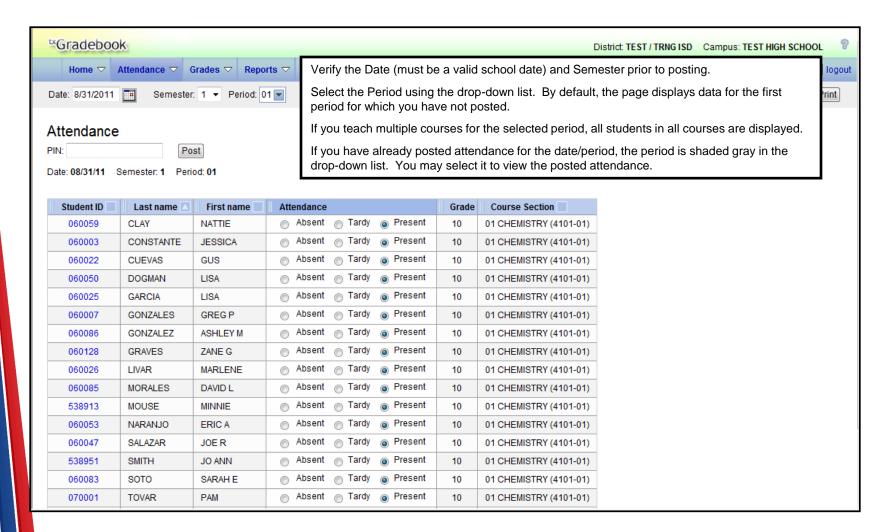
#### To Delete a Group





- The Post/View Attendance page allows you to record and post attendance for each period.
- You can also use the page to view attendance data that has already been posted.
- You can post attendance only once for each period/course.
  - o If you discover an error after you have posted, you must contact the attendance clerk to correct the error.
- The system checks for valid periods for the current date. If there are no valid periods for the date, the message "No attendance to post" is displayed.
- The page displays data for the current date by default.
- Attendance can only be posted for valid school days.
- For multi-track campuses, the tracks are listed below the date and are highlighted with color-coding, when applicable.
- Courses are only displayed on the days met. For example, a course meets only on Monday is displayed only when the attendance date is Monday.
  - Exception: You can select a Saturday if it is a valid school date, even if the course
    does not meet on Saturday. This may be used for bad weather makeup days.







#### **To Record Attendance**

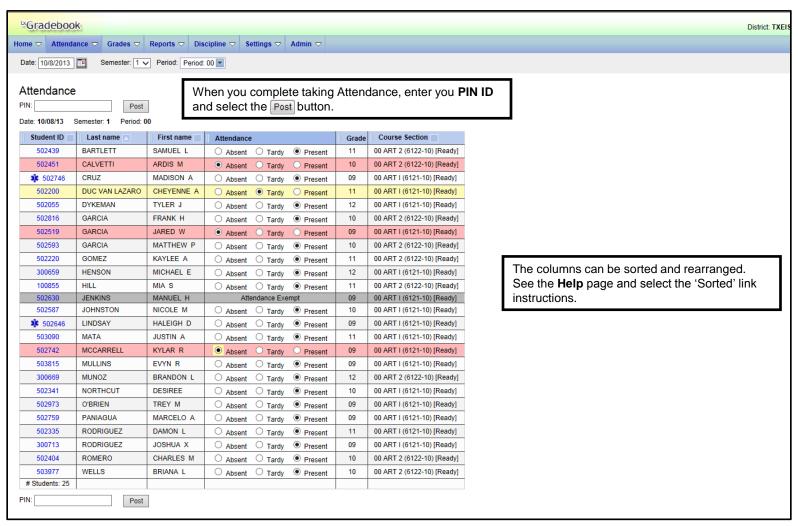
- When you select the date and period, a class list is displayed.
- All students are set to Present by default.
- Under Attendance, mark the students accordingly by clicking Absent button and/or Tardy button.
- Tardy students are shaded yellow, and absent students are shaded red.
- Students in self-paced and non-graded courses are included on the attendance list.
- You can click the student ID to view the student's profile.
- Some campuses may not allow students to be tardy during the ADA period.
  - o This is an option set by the campus. If set, the Tardy option is disabled during ADA.
- Some elementary campuses may not allow students to be absent during the elementary tardy period.
  - This is an option set by the campus. If set, the Absent option is disabled for the tardy period.
- TxEIS Only: The Tardy field may be disabled if the default tardy code field is blank in the TxEIS Student system.



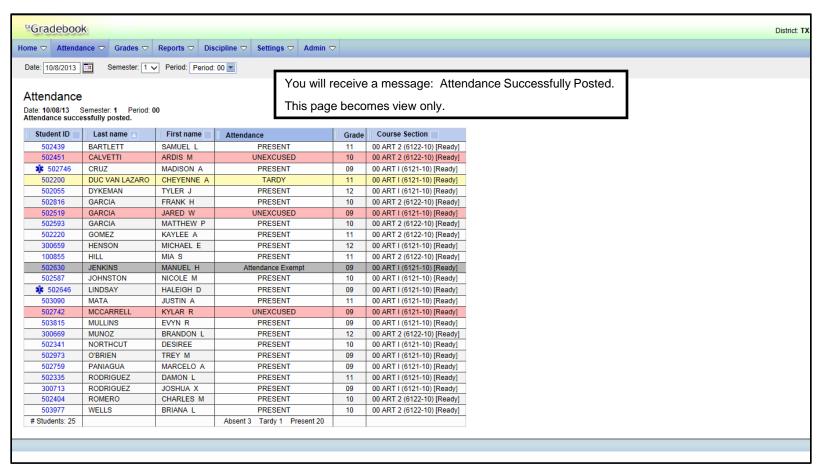
#### **To Record Attendance**

- A Tardy message may display with the amount of minutes a student may be Tardy before they are counted absent.
- If a student's absence is pre-posted (i.e., a scheduled band trip), the student is shaded gray, and the Attendance field displays the reason for the absence.
- Students whose attendance is excluded from reporting are included in the list as view only.
- Students who are on a track that does not meet on the selected date are displayed on the page; however, the Absent/Tardy/Present fields are replaced by a message indicating that the date is not a membership day for the student.
- If a student withdrew from the course, the message "withdrawn student" is displayed by their name.
- If the attendance clerk entered comments associated with a student's preposted attendance for the date displayed, the comments icon is displayed next to the pre-posted attendance. Click to view the comments.



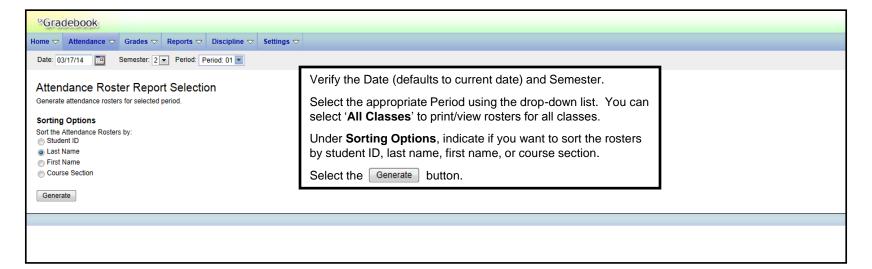






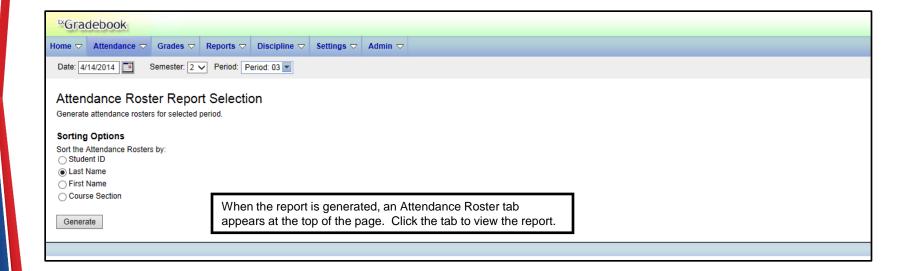


### Attendance Rosters



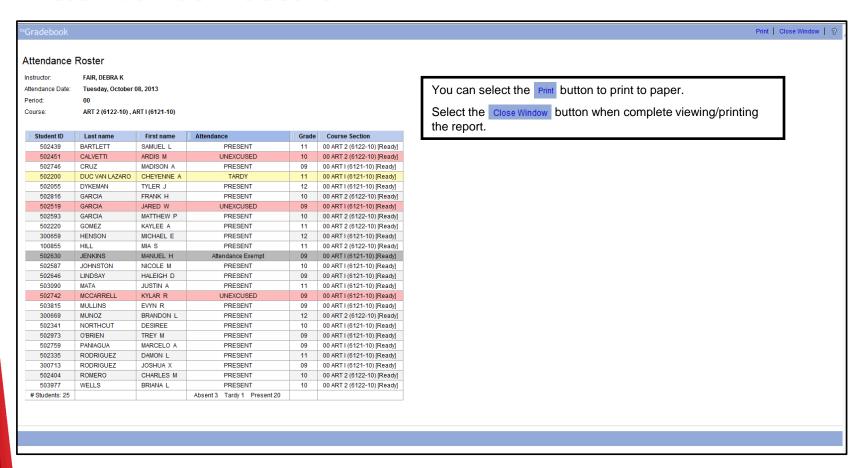


### **Attendance Rosters**





### Attendance Rosters



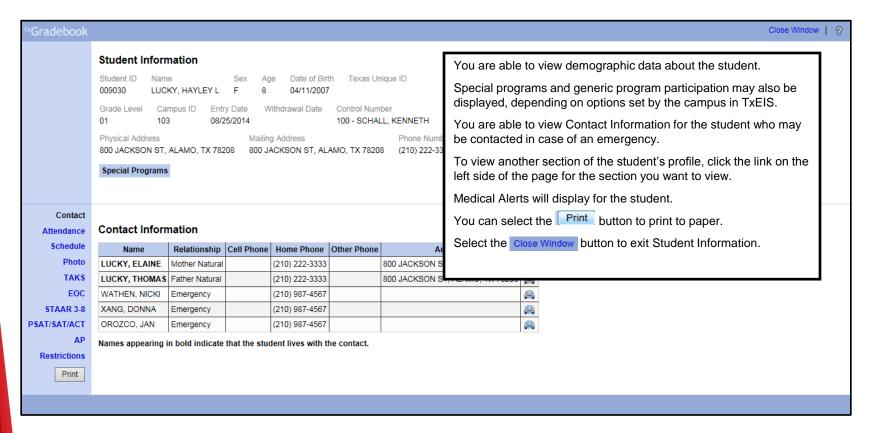


#### **Student Information**

- The Student Information pages display demographic and course-related data for the student selected, including contact information, attendance record, class schedule, test score data and photo.
- The **Student Information** pages are not available through the menus. You must access the Student Information pages by clicking a student's ID on:
  - Post/View Attendance page
  - Assignment Grades page
  - Cycle Grades page
  - IPR Comments page
  - Print IPR page
  - Seating Chart Setup
- There are a few features unique to iTCCS and unique to TxEIS users. For details, click on the Help.

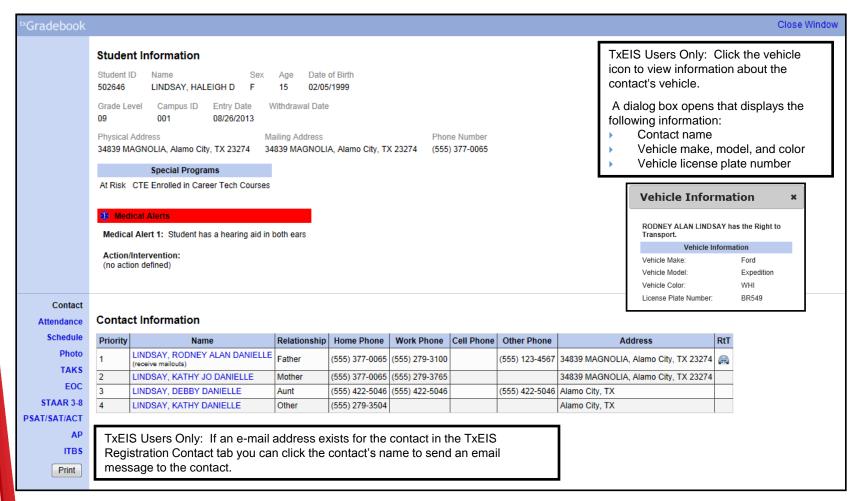


### Student Information Contact



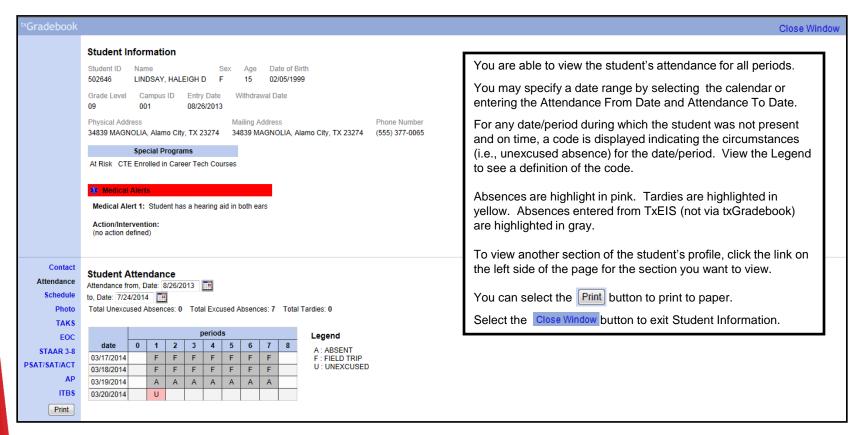


### Student Information Contact



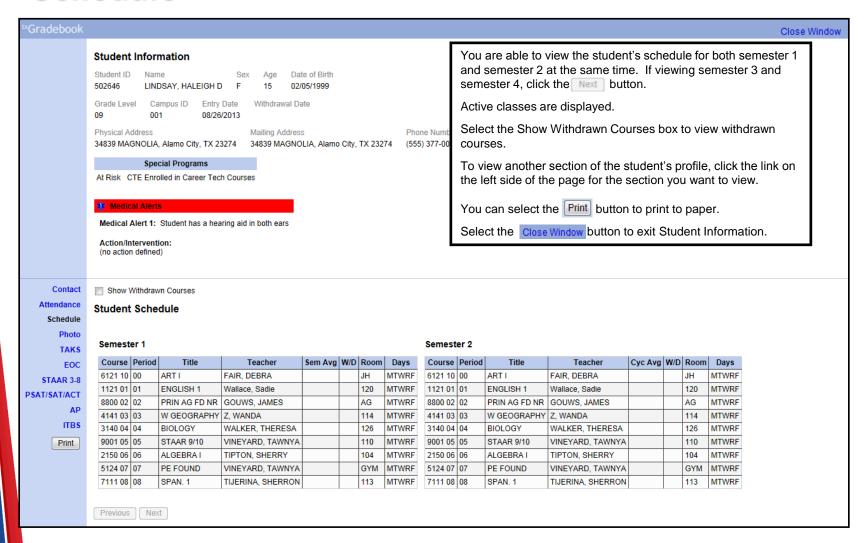


### Student Information Attendance



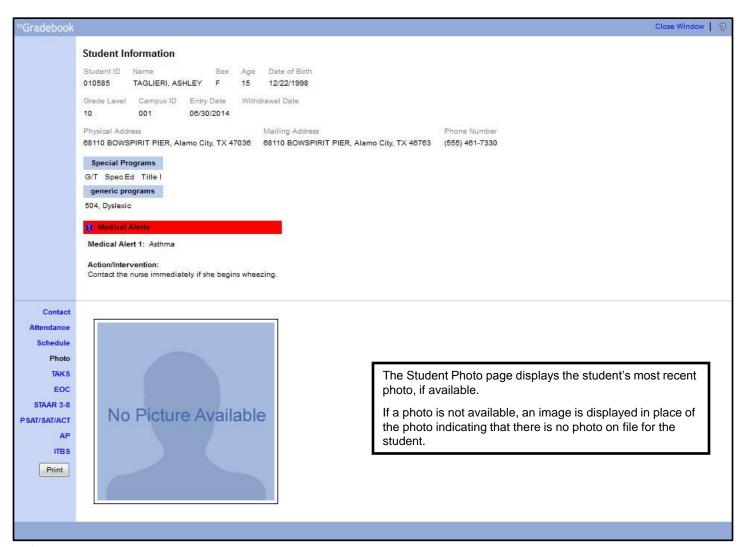


### Student Information Schedule





### **Student Information Photo**





### **Student Information TAKS**

Contact
Attendance
Schedule

gra

Photo TAKS

EOC STAAR 3-8

PSAT/SAT/ACT

AP ITBS

Print

#### **TAKS Scores**

grade level test date 06 04/2011 ▼

Test Scores

	Test Version	Score Code	Raw Score	Scale Score	Met Stnd	Standard Date
Reading	K - TAKS	S - Score	38	0749	Yes	04/2011
Writing						N/A
Math	K - TAKS	S - Score	42	0783	Yes	04/2011
Science						N/A
Social Studies						N/A

You are able to view the student's TAKS score information including the raw and scale score.

Use the Test Date drop-down list to select other TAKS results.

To view another section of the student's profile, click the link on the left side of the page for the section you want to view.

You can select the Print button to print to paper.

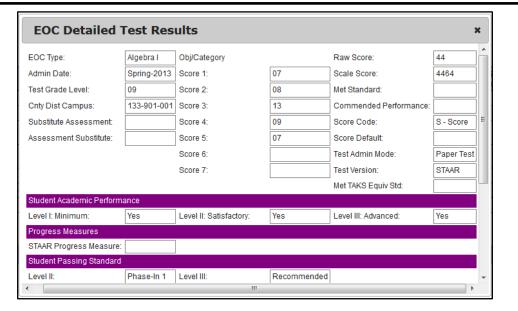
Select the Close Window button to exit Student Information.



### Student Information EOC Results

Contact Attendance	EOC Results			inis page d	lisplays the res									
Schedule	Details	Admin Dt	Tst Grade Lvl	Cnty Dist Camp	EOC Type	Raw Scr	Scale Scr	Met Std	Com Per	Score Code	Test Ver	Progress Measure	Substitute Assessment	Assessment Substitute
Photo	9	Spring-2013	09	133901001	A1 - Algebra I	44	4464			S	STAAR			
TAKS	9	Spring-2013	09	133901001	BI - Biology	44	4492			S	STAAR			
EOC	٩	Spring-2013	09	133901001	R1 - English I Reading	35	1965			s	STAAR			
STAAR 3-8 SAT/SAT/ACT	9	Spring-2013	09	133901001	W1 - English I Writing	40	1891			s	STAAR			
AP	Q	Spring-2013	09	133901001	WH - World History	47	4245			S	STAAR			
	9	Spring-2014	10	133901001	E2 - English II	61	4071			S	STAAR		No	
ITBS	9	Spring-2015	11	133901001	US - U.S. History	60	4767			S	STAAR		No	
Print		•	•					·			•			

Under **Details**, click the spyglass to view the details of the EOC test results for a particular test. The EOC Detailed Test Results dialog box is displayed. In addition to the fields listed above, detailed EOC data is displayed.

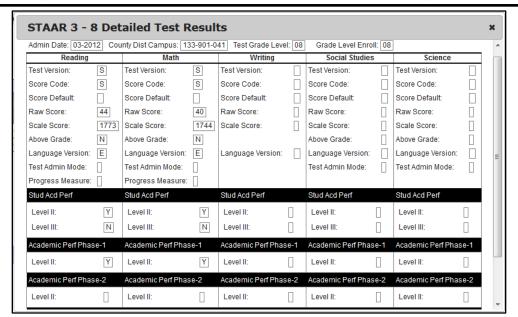




### **Student Information STAAR 3-8 Results**

Contact	STA	AR 3 - 8	Res	ults	Th	nis p	age	e dis	plays	the r	esu	ılts	of th	ne st	uden	ıt's Sta	ate	of T	еха	as As	sses	ssm	ent	s of	Aca	ıdem	ic Rea	adin	ess	s (S	ΓΑΑΙ	R) te	sts.
Attendance Schedule					READING				MATH				WRITING				SOCIAL STUDIES					SCIENCE											
Photo	Detail	Admin Date	Tst Grd Lvl	Grd Lvl Enroll				Raw Scr		Above Grd						Above Grd										Scl Scr	Above Grd					Scl Scr	Above Grd
TAKS	Q	03-2012		08	S	S		44	1773	N	S	S		40	1744	N																	
EOC	9	04-2012	08	08																		S	S		36	3926	N	s	S		42	4149	N
STAAR 3-8		•																								•							
PSAT/SAT/ACT																																	
AP																																	
ITBS																																	
Print																																	

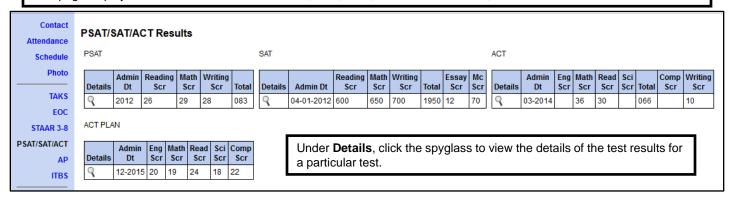
Under **Details**, click the spyglass to view the details of the STAAR test results for a particular test. The STAAR 3-8 Detailed Test Results dialog box is displayed. In addition to the fields listed above, STAAR detailed data is displayed.

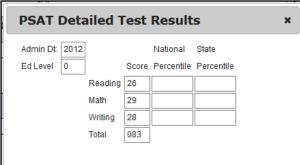




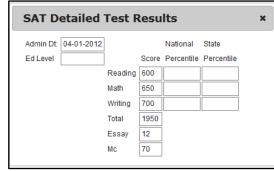
# **Student Information PSAT/SAT/ACT Results**

This page displays the results of the student's PSAT, SAT, ACT, and ACT PLAN tests, if test data is available for the student.





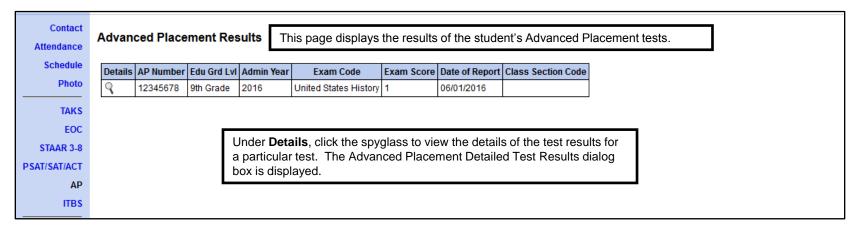
ACT D	etaile	d Test Resul	ts	:
Admin Dt.	03-2014			National
Ed Level	11		Score	Percentile
Test Loc		English		
		Math	36	
		Reading	30	
		Science		
		Total	066	
		Composite		
		Combined Eng/Wrt		
		Writing	10	

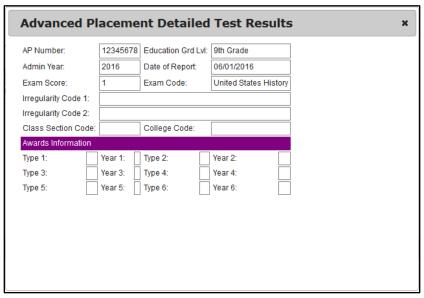


ACT PL	AN De	etailed	Test Re	sults	5	×
Admin Dt	12-2015					
Ed Level	08					
Test Loc	123456	National			National	
	Score	Percentile		Score	Percentile	
English	20		Usage			
Math	19		Rhetorical			
Reading	24		Pre-Algebra			
Science	18		Geometry			
Composite	22					



#### Student Information AP - Advanced Placement Results

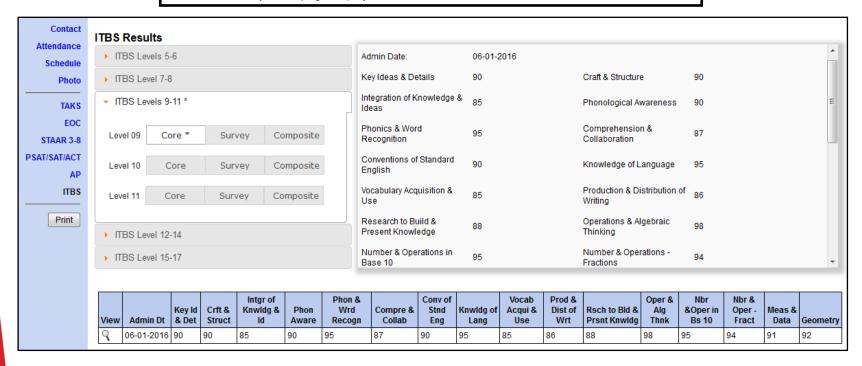






### **Student Information ITBS Results**

TxEIS Users Only: This page displays the results of the student's Iowa Test of Basic Skills tests.



Under **Core, Survey or Composite**, click to view the details of the test results for a particular test. The ITBS Results dialog box is displayed on the right.



- The Assignment Grades page allows you to view and enter assignment grades for students by semester, cycle, and course section.
- You can view and enter grades for one assignment or all assignments, for one category or all categories, and for one student or all students.
- Assignments are color-coded according to your category selections on the Administer Categories page.
- You can enter comments and indicators for each assignment grade (e.g., excluded, late, and redo), and you can print grades by assignment.
- The page also allows you to accept transfer students into a course and enter a walk-in average for the transfer students.
- If the campus has disabled posting of grades for prior cycles, you cannot make changes to assignment grades for previous semesters/cycles.
  - The Save Grades button is disabled.



- If the course is set up to post alphabetical grades, the Show averages as alpha field is displayed.
  - o To display averages as alphabetical grades, select Show averages as alpha.
  - To display the averages as numbers, clear the Show averages as alpha field.
- For courses that use alphabetical grades, the page always displays averages according to the setting by default.
  - Averages are also displayed on the Cycle Grades page. Courses that use numeric grades always display grades numerically.
- If the course is set up for alphabetical or ESNU grade posting, you can enter letter grades or numeric grades.
  - If you enter a letter grade, it is automatically converted to a numeric grade for calculating the working cycle average, according to the conversion values set by the campus in TxEIS.

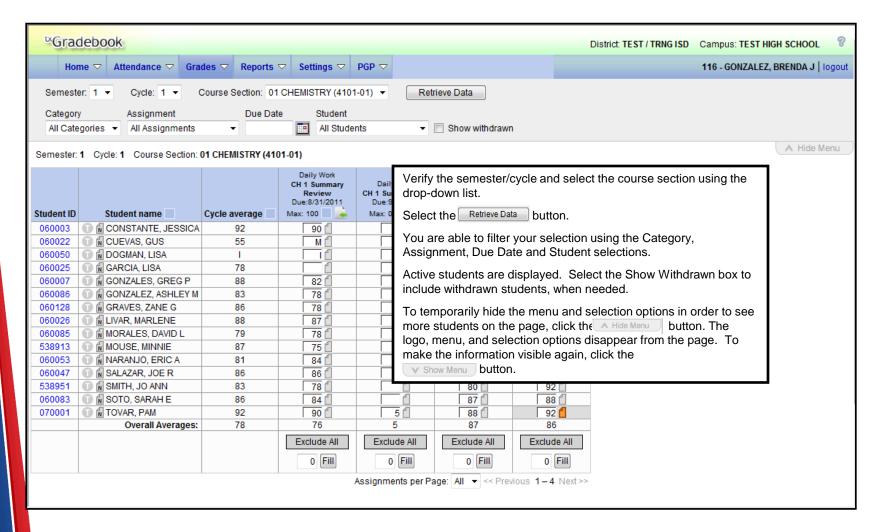


- The category for each assignment is displayed above the assignment description. The date due and total possible points are also displayed.
- If you type an invalid grade, such as a letter grade that does not have a conversion value, the cell is shaded red. You must correct the entry before you can save the grades.
- Only whole numbers can be entered for numeric grades.
- Other codes can be entered in place of a grade:
  - M Missing (The 'M' grade will count as a zero in computation.)
  - I Incomplete (If you type 'I' for any grade, the student's working cycle average, working semester average and working final average will be an 'I' until a grade is entered.)
  - X Excluded (The X functions the same way as clicking the note icon and selecting Exclude from the Grade Properties dialog box).

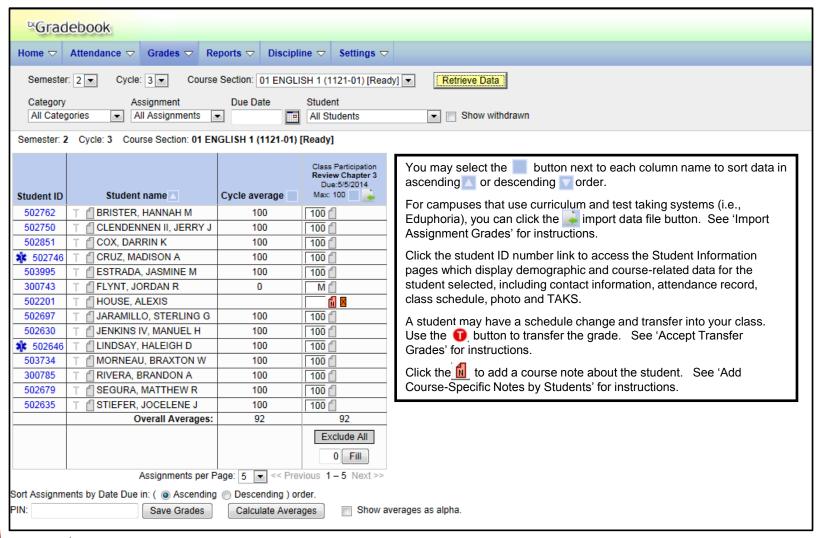


- The Cycle Average field displays the student's working cycle average. The average is updated every time you access the page, click Calculate Averages, and/or save grades.
- The working cycle average is calculated according to the weighting selected on the Administer Categories page. The working cycle average is rounded to a whole number.
  - o If the decimal value is .5 or greater, the grade is rounded up.
- If you use percentage-based categories, and you have a category that does not yet have grades (i.e., you have not administered any tests), the student's working cycle average is calculated based on the percentages for the categories that have grades.
- The Overall Averages (i.e., class averages) for the working cycle average and each assignment is displayed in the bottom row of the table. The overall averages are updated every time you click Calculate Averages and every time you save grades.

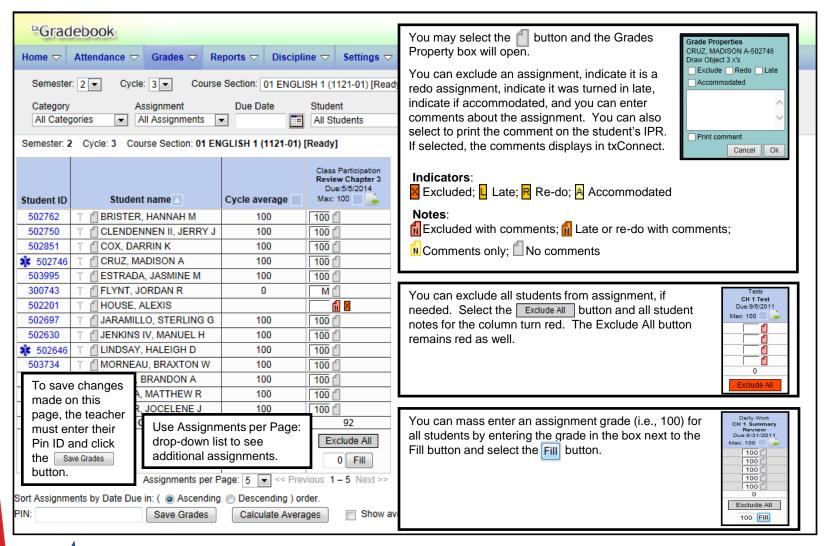






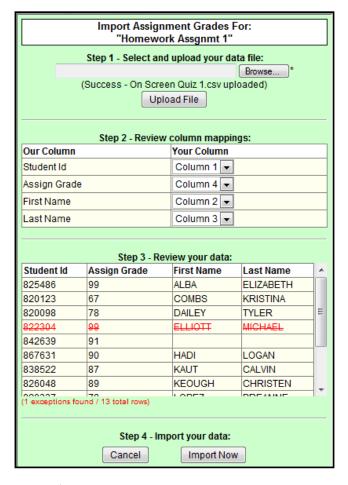


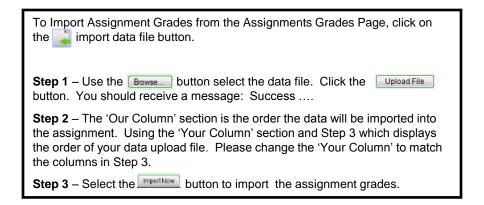






#### **To Import Assignment Grades**







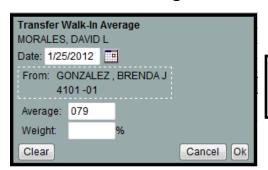
#### **To Accept Transfer Grades**

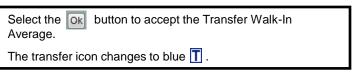
- If a student transfers into your class, you must accept the student into the course and enter their walk-in transfer average and weight.
  - The campus, student ID, course number, semester, and cycle must all be the same for the average to transfer.
- Beside each student's name is the transfer icon .
- For new transfer students who have a transfer average without a weight, the icon is red and you must enter a weight for the student's transfer average.
- To enter a weight for the transfer student's walk-in average, click
  - The Transfer Walk-In Average dialog box opens.



#### To Accept Transfer Grades

- The Date field defaults to the current date. This should be the student's entry date into your class. You can enter a different date or use the calendar to select a date.
  - Note: After you select the OK button to accept the grades, all assignments on the date and prior will be excluded from the txGradebook.
- The From box represents where the grade is transferring from.
- The Average is the Working Cycle Average from the previous class.
- In the Weight field, enter the weight you want to apply to the student's walk-in average.
  - For example, if a student transfers three weeks into a six-week cycle, you may want to enter a weight of 50%. The maximum weight you can enter is 99.

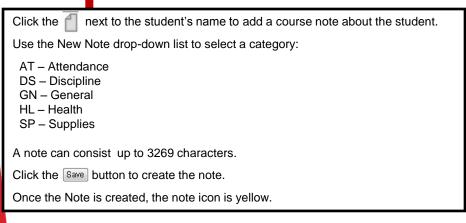


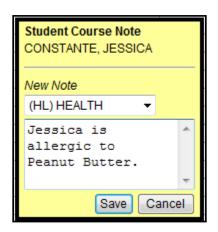




#### **To Add Course-Specific Notes by Students**

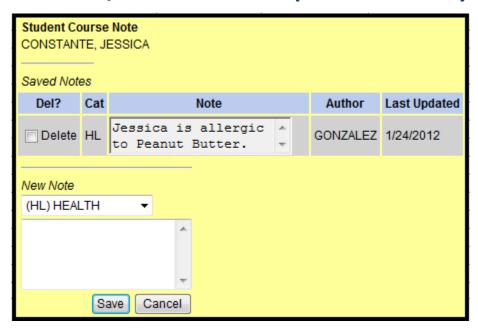
™Gradebook									
Home ▽	Attendance   Grades   Re	eports 🗸 Discipline	Settings 🗢						
Semester: 2 Cycle: 3 Course Section: 01 ENGLISH 1 (1121-01) [Ready] Retrieve Data									
Category Assignment Due Date Student All Categories All Assignments All Students Show withdrawn									
Semester: 2 Cycle: 3 Course Section: 01 ENGLISH 1 (1121-01) [Ready]									
Student ID	Student name	Cycle average	Class Participation Review Chapter 3 Due:5/5/2014 Max: 100						
502762	T BRISTER, HANNAH M	100	100 🖺						

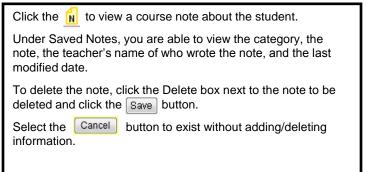






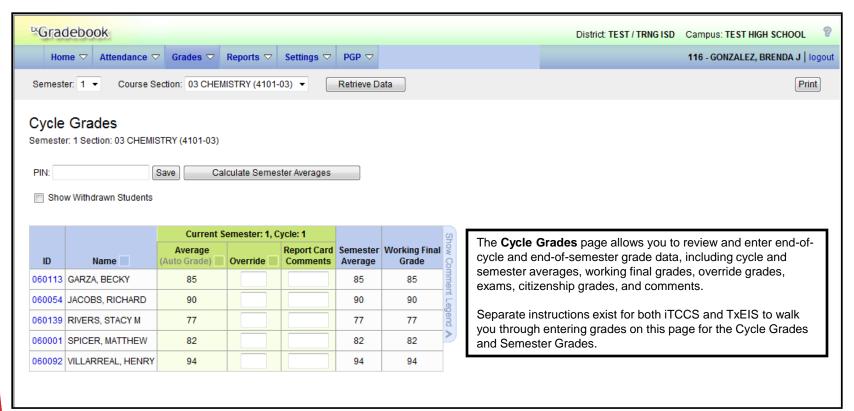
#### **To View/Delete Course-Specific Notes by Students**







## Grades Cycle Grades



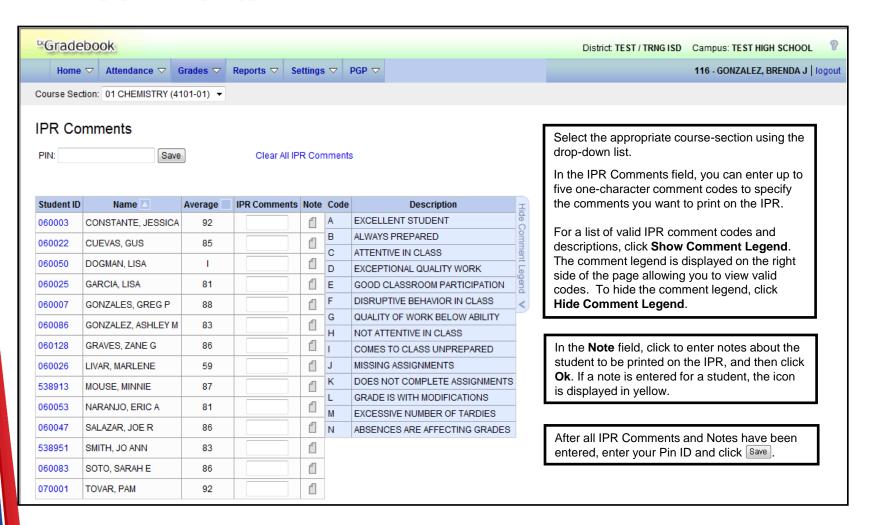


#### Grades IPR Comments

- The Interim Progress Report (IPR) is run for a specific point in time during the current semester/cycle to provide a report of a student's grades up to that point.
- IPRs can be run anytime throughout the semester, including occasions when
  the teacher meets with a student's parents and wants to show them a detailed
  report of the student's grades. In addition to displaying a student's grades and
  average, the teacher can also enter comments and notes associated with the
  student's performance.
- The Interim Progress Reports page displays IPRs for all students selected on the Print IPR page. Any comments entered on the IPR Comments page are displayed on the IPRs.
- Assignments on the IPR are sorted by due date within each category. If a due date is not entered, the assignments are sorted alphabetically by assignment name.



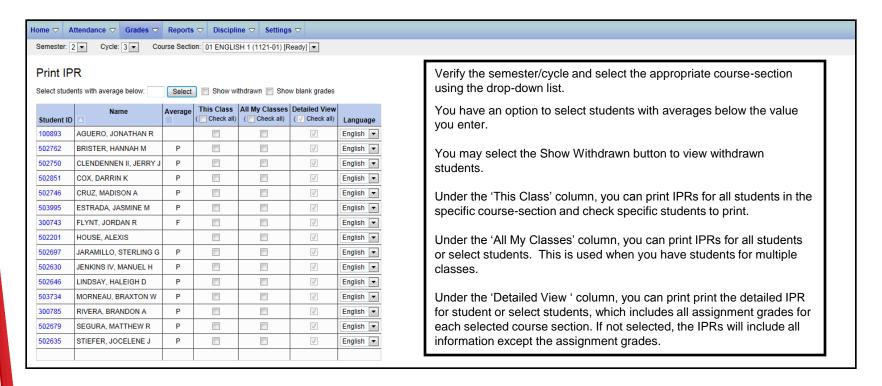
### Grades IPR Comments





- The Print IPR page allows you to select the students for whom you want to print IPRs. For each student, you can select the semester and cycle, the courses for which you want to print IPRs, and the level of detail you want to include on the report.
- Important Note: Before printing IPRs, it is recommended that you change the Page Setup options to disable printing of headers and footers when printing IPRs. Otherwise, page numbers for the entire group of IPRs and other unnecessary data will print in the header and footer of each IPR.
  - o In the browser from the Print menu, select Page Setup. The Page Setup dialog box opens allowing you to change the settings.
    - Under Headers and Footers, delete all data in the Headers and Footers fields.
    - **Note**: Make note of the data that you are deleting, in case you want to reset the headers and footers after you have printed IPRs.
    - Click OK to save the settings and close the Page Setup dialog box.





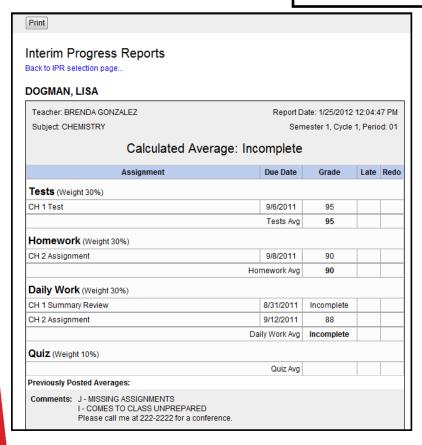


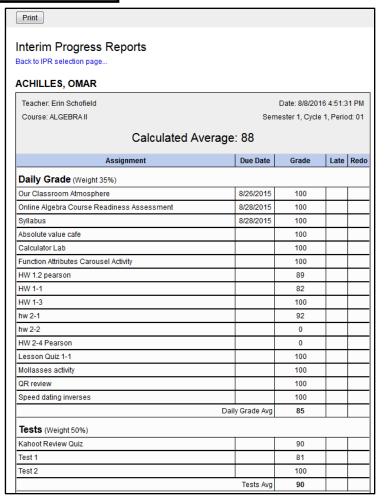
060007	GONZALES, GREG P	88		<b>√</b>	
060086	GONZALEZ, ASHLEY M	83		<b>V</b>	In the optional IPR Wide Note field, you can enter a note that will appear on all IPRs that are selected for printing. The wide note is added to the end of any notes entered in the <b>Note</b> field on the IPR Comments page. (Notes entered on the IPR Comments page are student specific.)  Select the 'Print Parent Signature Line' box if you want a parent signature line to print at the bottom of the IPR.  To print the IPRs, click the Print selected IPRs button. The selected IPRs are displayed in a separate window. If you entered comments or notes for the IPRs, the comments and/or notes are displayed on the IPRs.
060128	GRAVES, ZANE G	86		√	
060026	LIVAR, MARLENE	59		<b>√</b>	
538913	MOUSE, MINNIE	87		<b>√</b>	
060053	NARANJO, ERIC A	81		<b>√</b>	
060047	SALAZAR, JOE R	86		<b>√</b>	
538951	SMITH, JO ANN	83		<b>√</b>	
060083	SOTO, SARAH E	86		√	
070001	TOVAR, PAM	92		<b>V</b>	
	Note (optional) Parent Signature Line		Pri	nt selected IPRs	



These are examples of a student's IPR.

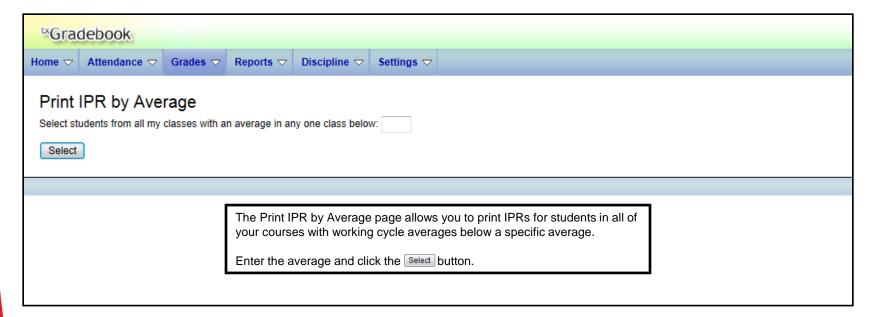
Select the Print button to print to paper.





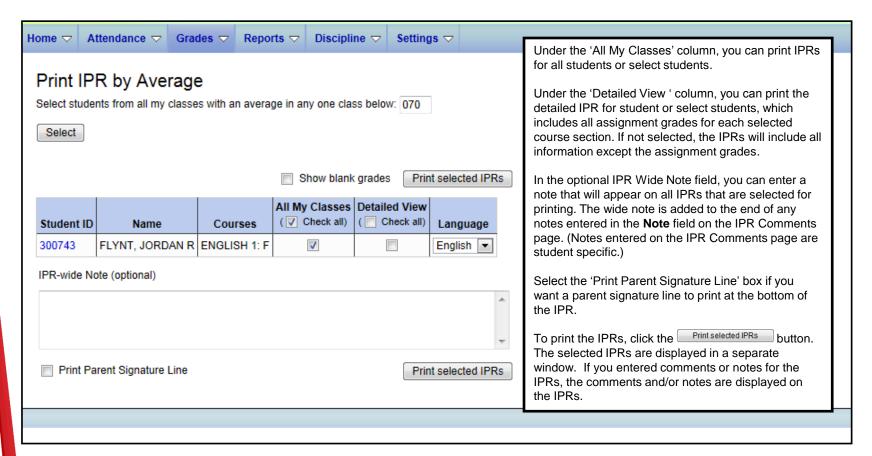


# Grades Print IPR by Average





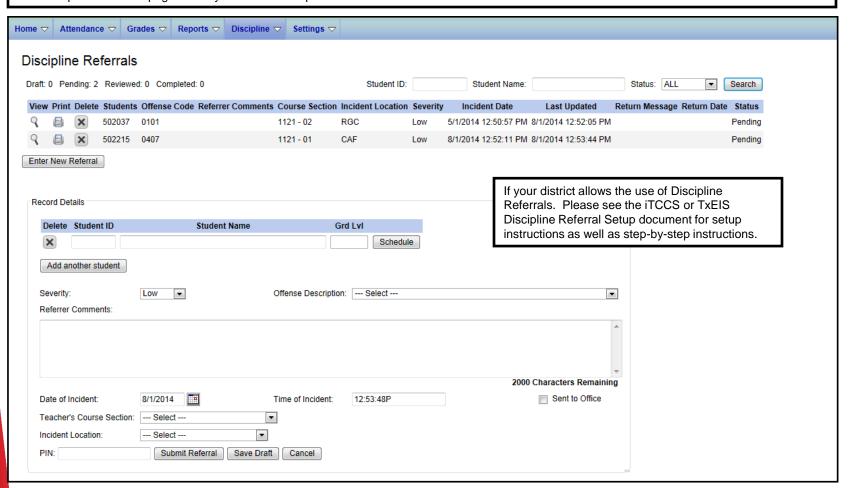
## Grades Print IPR by Average





## Discipline Entering Discipline Referrals

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



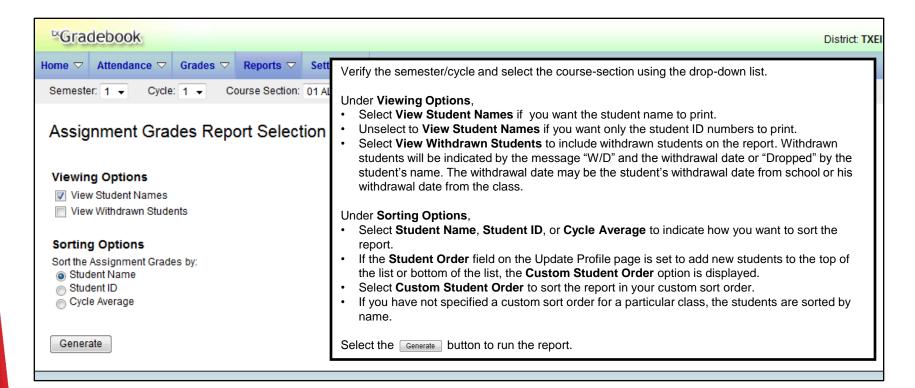


## Reports Assignment Grades

- The Assignment Grades report displays assignment grades for all students in a course according to the options entered. The overall assignment average and class average are also displayed.
  - Excluded grades are indicated by Ex next to the grade.
  - Dropped grades are indicated by D next to the grade.
  - Withdrawn students are indicated by W/D and the withdrawal date or Dropped next to the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class.
- The Category Legend as appears on the report matches the Cat ID (category ID) column (in the Assignment Legend) to the corresponding category name and category weight. The Assignment Legend matches the assignment ID heading to the corresponding assignment name, total points, and Cat (category) ID.

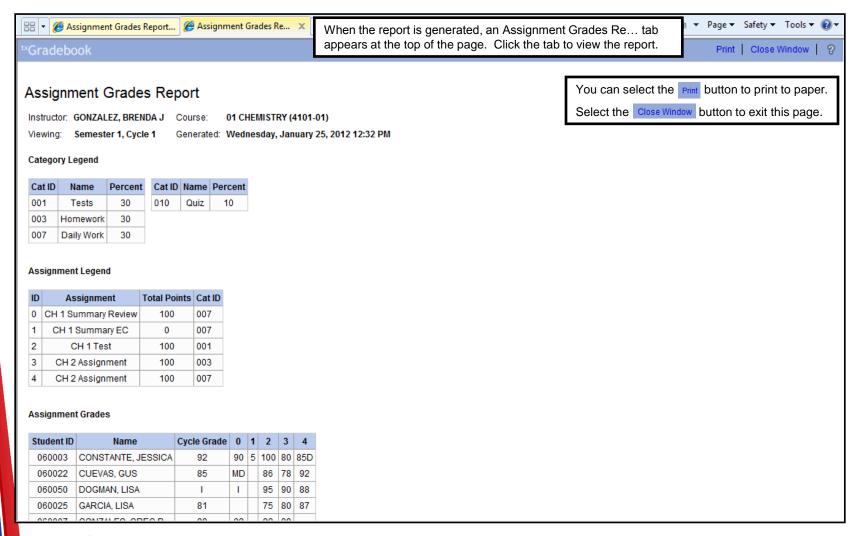


## Reports Assignment Grades





## Reports Assignment Grades



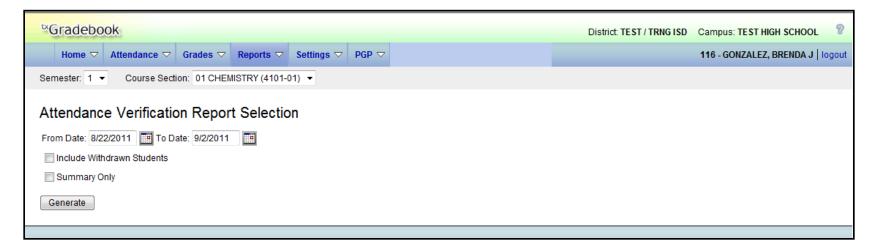


#### Reports Attendance Verification

- The Attendance Verification report produces a report showing attendance for all of your students for a selected course section and date range. You can view data for up to one semester. You can also generate a summary report that displays only totals for the selected date range.
  - The following codes are used:
    - A Absences
    - **S** School-related absences
    - **T** Tardies
- Inservice work days are indicated with an 'I' in the column heading.
- Saturday may be a valid attendance date, even if the course does not meet on Saturday. This may be used for bad weather makeup days.
- If you are printing the report for more than three weeks, see the Help page section under 'Notes'.



### Reports Attendance Verification



Verify the semester/cycle and select the course-section using the drop-down list.

In the From Date and To Date fields, type the beginning and ending dates in the MM/DD/YYYY format for the date range you want to print. You can click the calendar icon to select the dates from the calendar.

- Both dates must fall within the selected semester. Otherwise, an error message is displayed.
- To close the calendar, you must click a valid date on the calendar, or click the calendar icon.

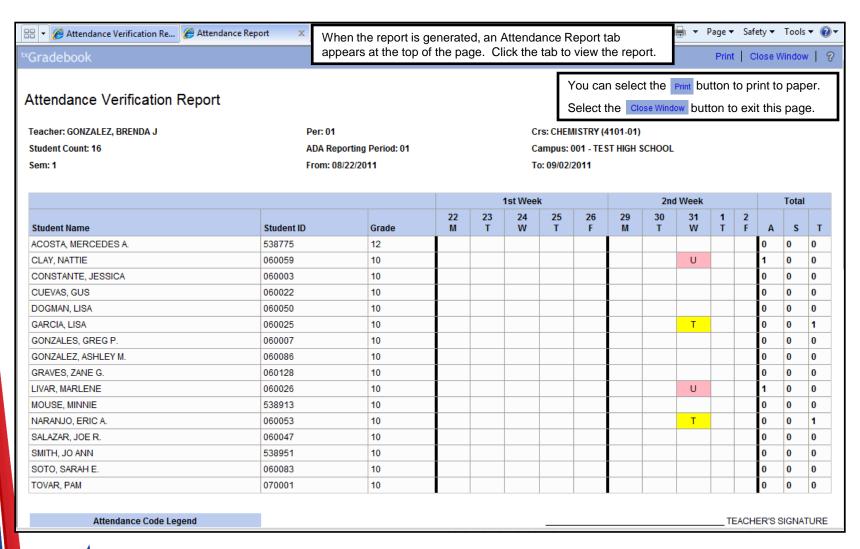
To include withdrawn students, select the 'Include Withdrawn Students' box.

To only print totals, select the 'Summary Only' box.

Select the Generate button to run the report.

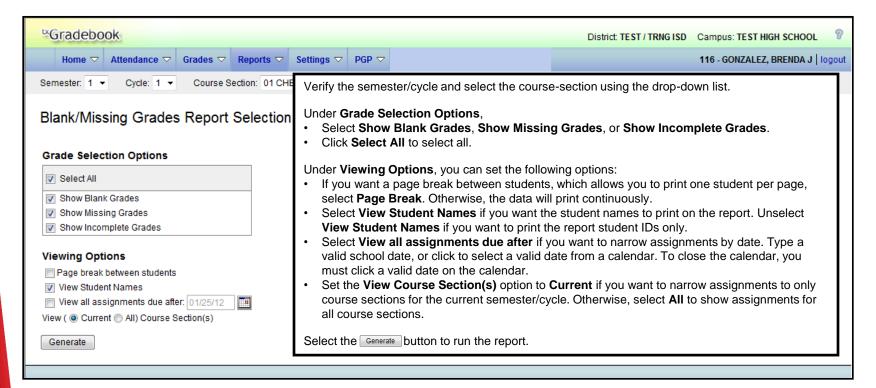


### Reports Attendance Verification



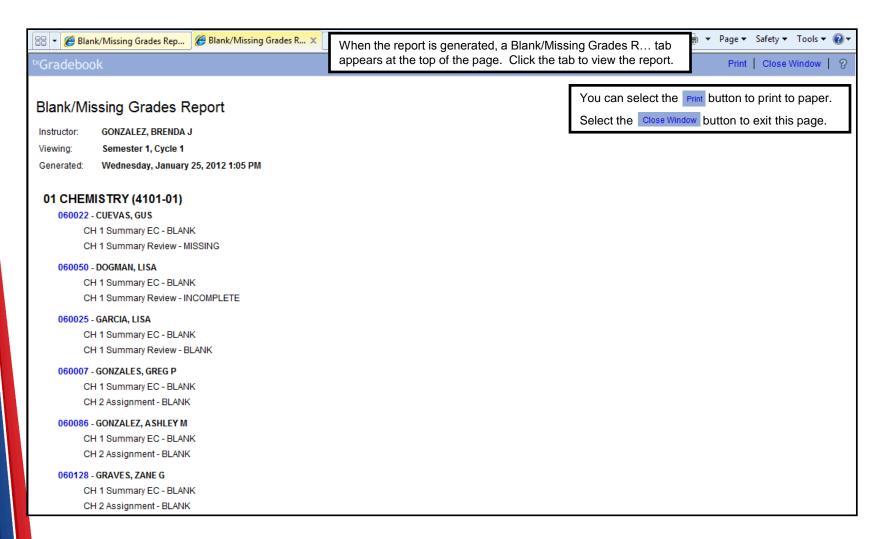


## Reports Blank/Missing Grades





## Reports Blank/Missing Grades



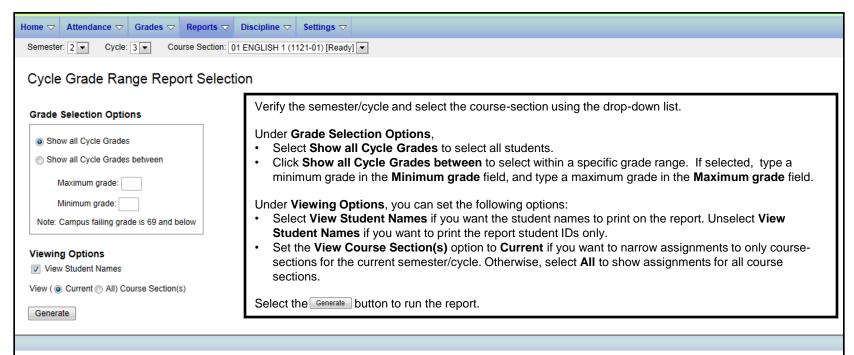


## Reports Cycle Grade Range

- The Cycle Grade Range report displays either working cycle averages, semester, or final grades that fall within a specified range according to options entered.
  - o If a posted grade exists, the posted grade is used.
  - o 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.
  - o If no grades exist, a blank is displayed.
- Administrative users have the option to view/print the cycle grades for all courses across the campus.

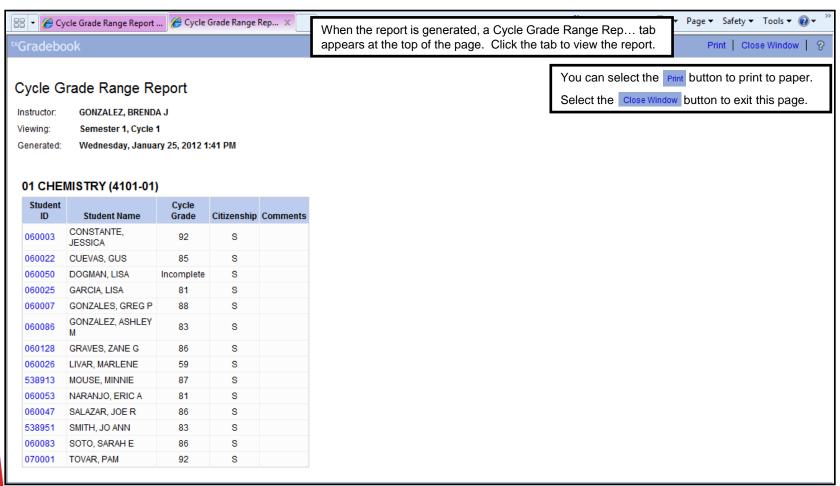


## Reports Cycle Grade Range



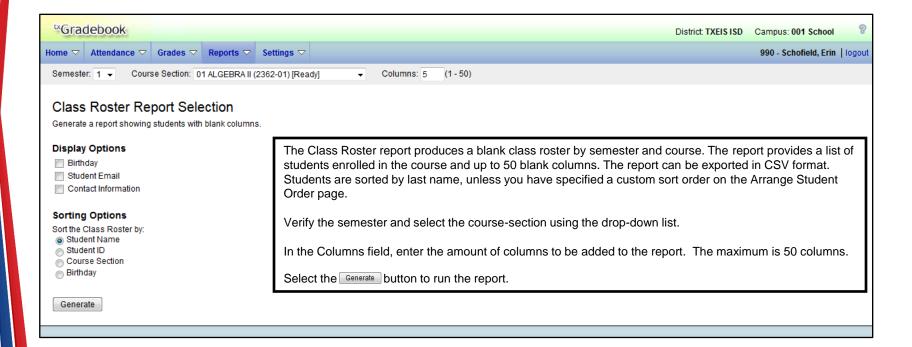


## Reports Cycle Grade Range



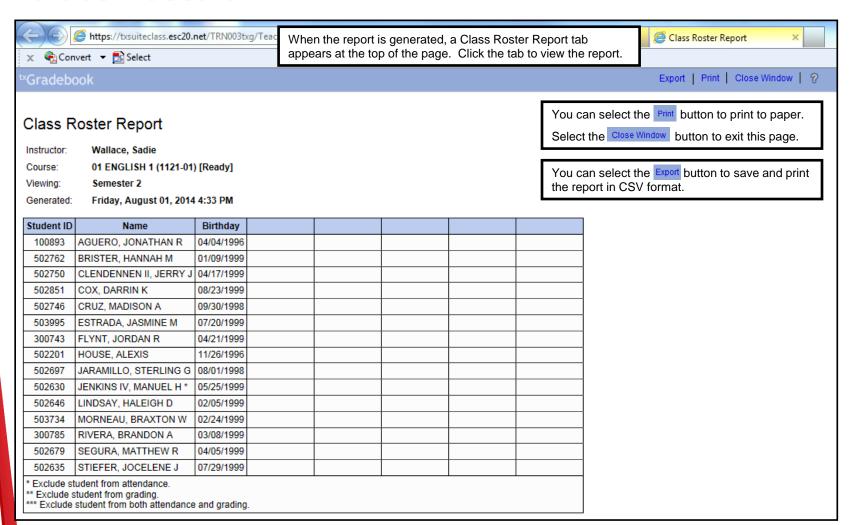


## **Reports Class Rosters**



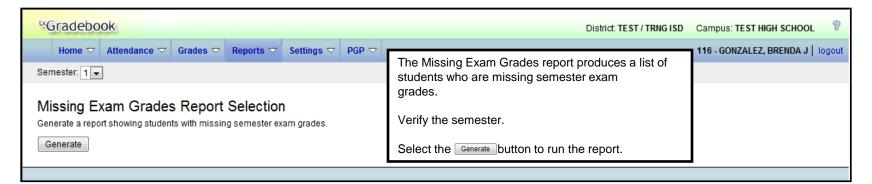


#### Reports Class Rosters



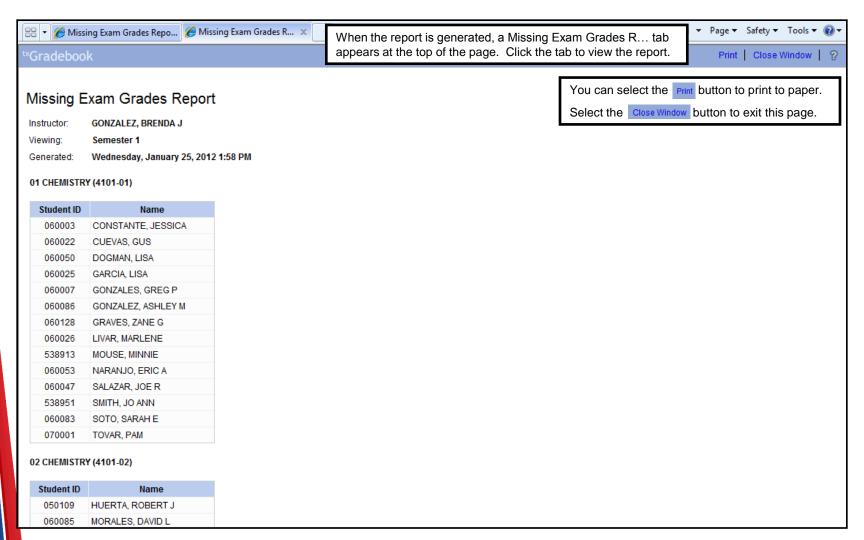


# Reports Missing Exam Grades



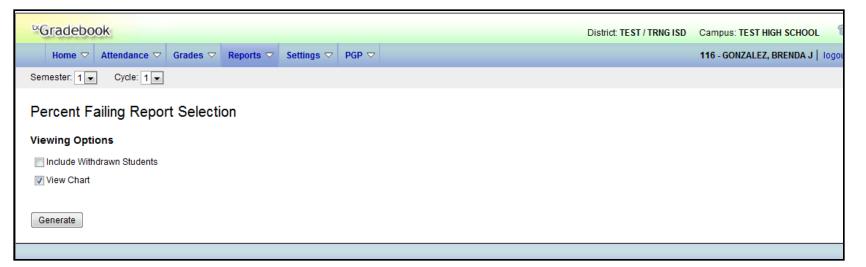


## Reports Missing Exam Grades





## Reports Percent Failing



The Percent Failing report 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.

Verify the semester/cycle.

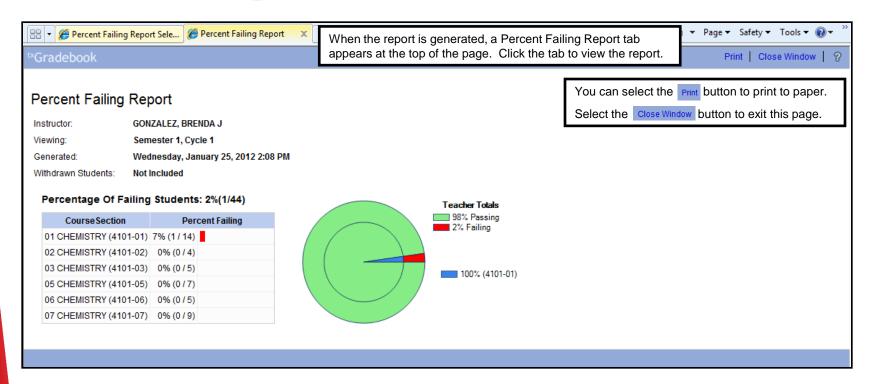
Under Viewing Options, you can set the following options:

- To include withdrawn students, select Include Withdrawn Students.
- Set the **View Chart** view the data in a pie chart as well as the grid format.
- The pie chart outer circle displays the data for all of the teacher's classes.
- If any of the teacher's students have failing averages, the pie chart inner circle displays a breakdown of failing students by class.

Select the Generate button to run the report.

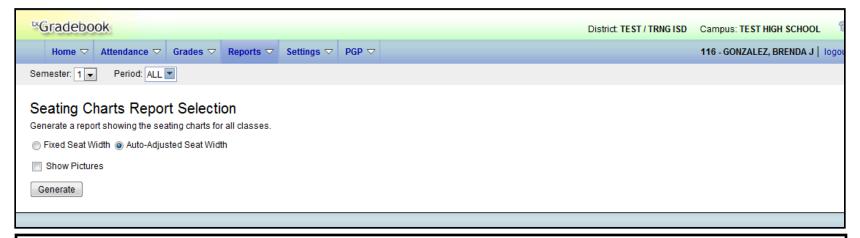


## Reports Percent Failing





## Reports Seating Charts



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

Verify the semester and select a specific period or all periods using the drop-down list.

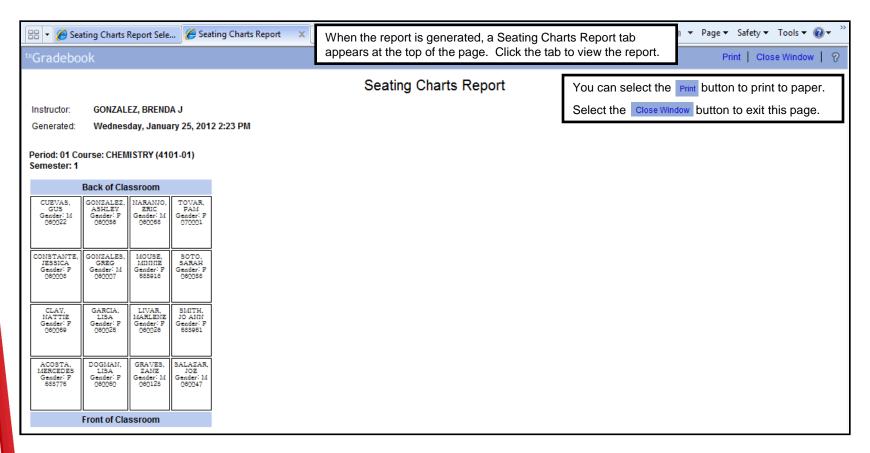
Under Seating Charts Report Selection:

- Select **FixedSeat Width** to print a report in which all seats are the same width. This setting works for small and average-size classes. For larger classes, some seats may not print on the page.
- Select Auto-AdjustedSeat Width to print a report in which each column is adjusted to the student name. Each column is only wide enough to
  accommodate the longest name in the column; therefore, some columns are wider than others. This setting is a better option for larger classes.
   Note: For either width setting, you can adjust the orientation when you print. Select Landscape to increase the number of students that fit on the
  page.
- Select Show Pictures to view student pictures, if applicable.

Select the Generate button to run the report.



## Reports Seating Charts





## Reports Special Programs

- The Special Programs Report is only available to users who log on to txGradebook with a district- or campus-level administrative ID, or teachers who have access to run the special programs report. The report provides a listing of the special populations for each student in the class.
- Your district/campus decides which special programs to display in the report.
   They are set up in TxEIS.
- If generic programs is selected on either page, the Generic column appears in the report and displays generic program information.



## Reports Special Programs



Verify the semester and course-section using the drop-down list.

The **As Of Date** field will display the current date. You can enter a date in the MM/DD/YYYY format or click to select the date from the calendar icon.

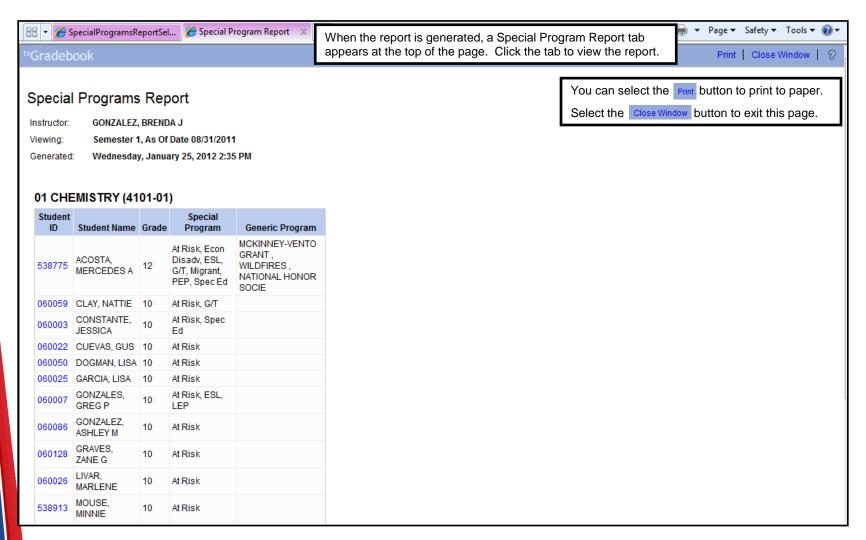
Under Viewing Options, you can set the following options:

- Select View Student Names if you want the student names to print on the report. Unselect View Student Names if you want to print the report student IDs only.
- Set the View Course Section(s) option to Current if you want to narrow assignments to only course-sections for the current semester/cycle. Otherwise, select All to show assignments for all course sections.

Select the Generate button to run the report.



## Reports Special Programs



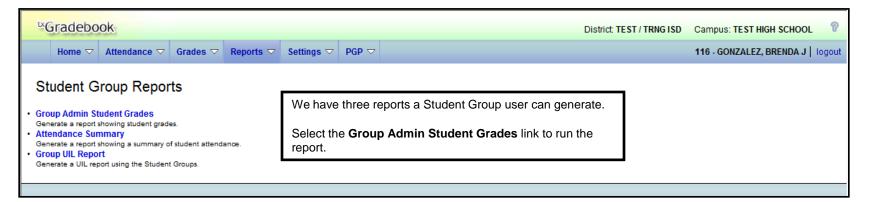


#### Reports Student Groups

- The Student Group Reports page allows you to run special group reports that provide data for the student groups. Some of the group reports mirror other reports available in the Reports menu.
  - If the teacher has no access (you cannot view student group reports), the Student Group Reports page is not listed in the menu.
  - Teachers can be given access in the Student system to view student groups.
    - Course-wide access (you can view student group reports that include only students enrolled in your courses).
    - Campus-wide access (you can view student group reports that include any students at the campus).

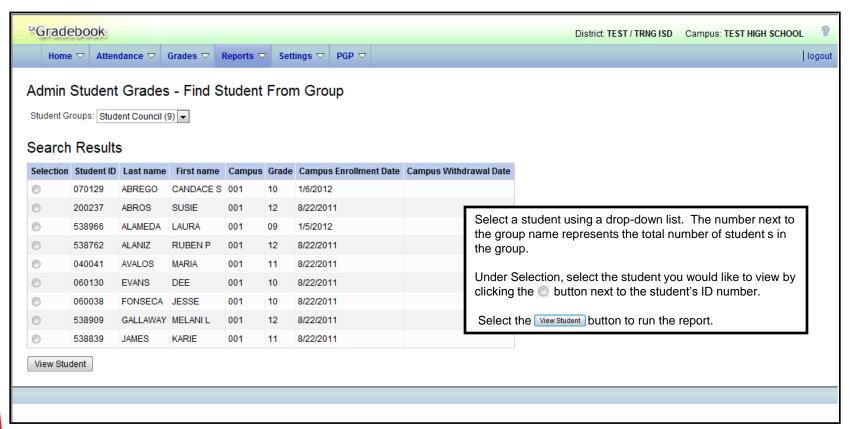


## Reports Student Group Reports - Group Admin Student Grades



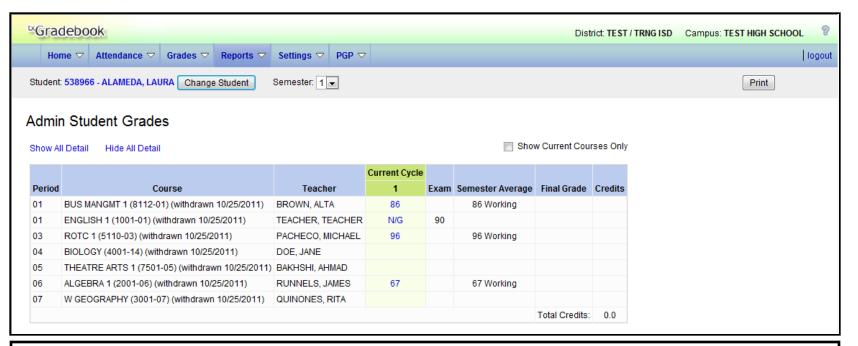


## Reports Student Group Reports - Group Admin Student Grades





#### Reports Student Group Reports - Group Admin Student Grades



The current semester displays. You can use the drop-down list to select a different semester.

You can select the **Show All Detail** link to view all assignments grades. Select the **Hide All Detail** link to view current cycle/semester grade information.

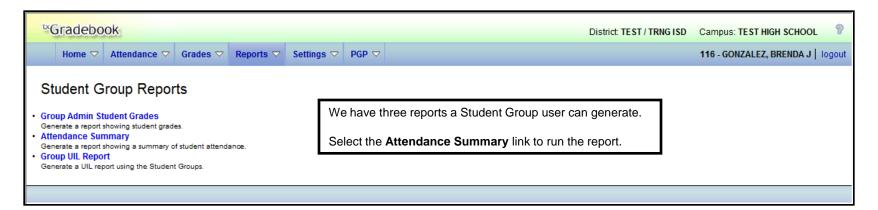
By default, the page displays all of the student's courses for the semester, including courses from which he has withdrawn. To see only the student's current courses, select **Show Current Courses Only**.

Select the Change Student button to select a different student.

To exit this page, select the Reports menu option.

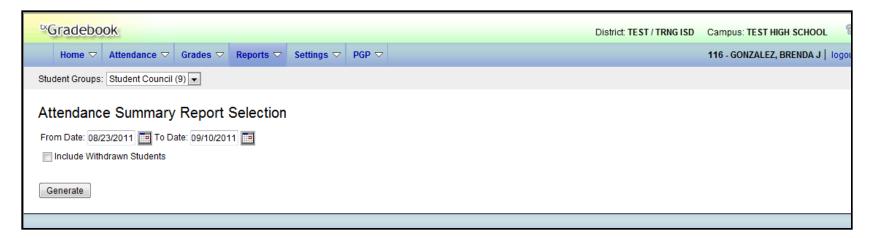


## Reports Student Group Reports – Attendance Summary





## Reports Student Group Reports – Attendance Summary



Select the appropriate Student Group using the drop-down list.

In the From Date and To Date fields, type the beginning and ending dates in the MM/DD/YYYY format for the date range you want to print. You can click the calendar icon to select the dates from the calendar.

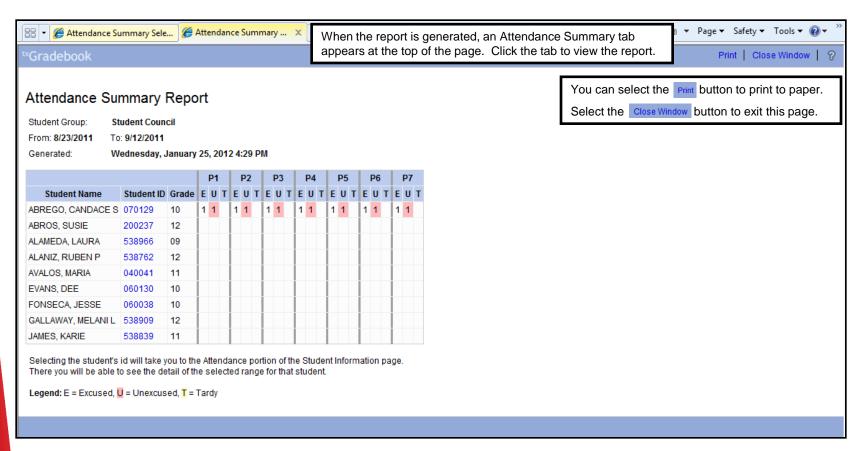
- Both dates must fall within the selected semester. Otherwise, an error message is displayed.
- To close the calendar, you must click a valid date on the calendar, or click the calendar icon.

To include withdrawn students, select the 'Include Withdrawn Students' box.

Select the Generate button to run the report.

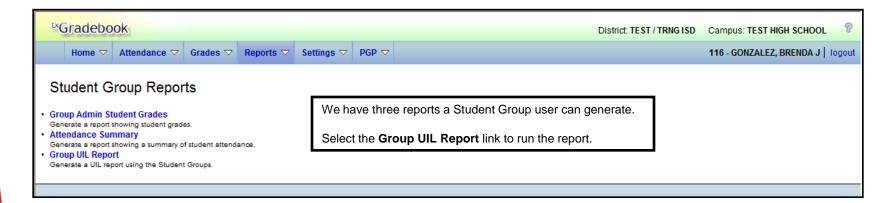


## Reports Student Group Reports – Attendance Summary



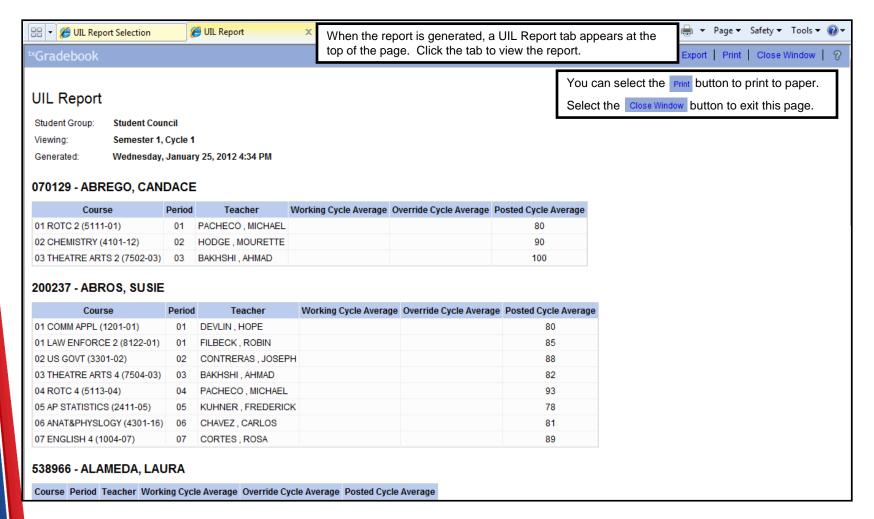


## Reports Student Group Reports – Group UIL Report



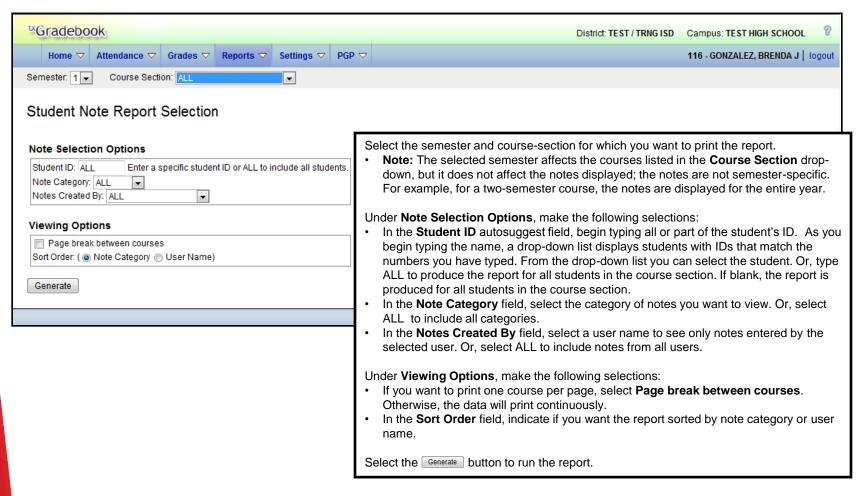


## Reports Student Group Reports – Group UIL Report



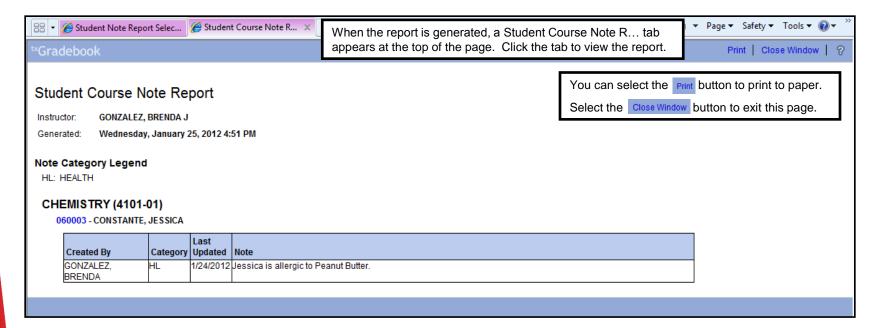


## Reports Student Note Report





## Reports Student Note Report







#### **Student Consulting Services**

(210) 370-5318

