txGradebook
Teacher Training Guide

August 2018

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Reports continued

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 user friendly and easy to use.

Login
New User
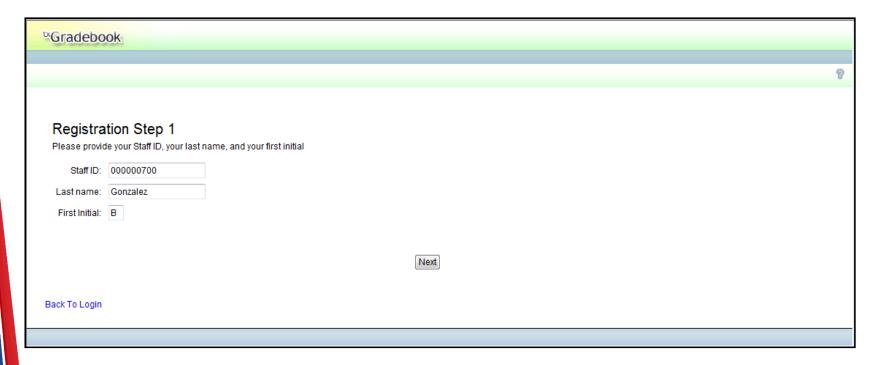
- Returning instructors must re-register each year before logging on, because all txGradebook non-administrative user accounts are deleted at the end of each school year.

- From this page, a user may establish an account by selecting the here link under the '**New User?**' section.

The **Special Notice** box will appear with messages about scheduled outages for txGradebook.

TxEIS Users Only: Click the **What's HOT in TxEIS and txSuite** button to open the latest newsletter

Login
New User
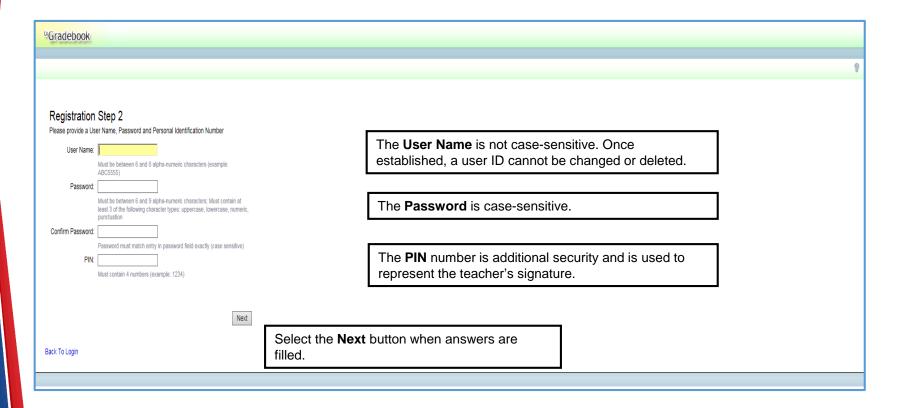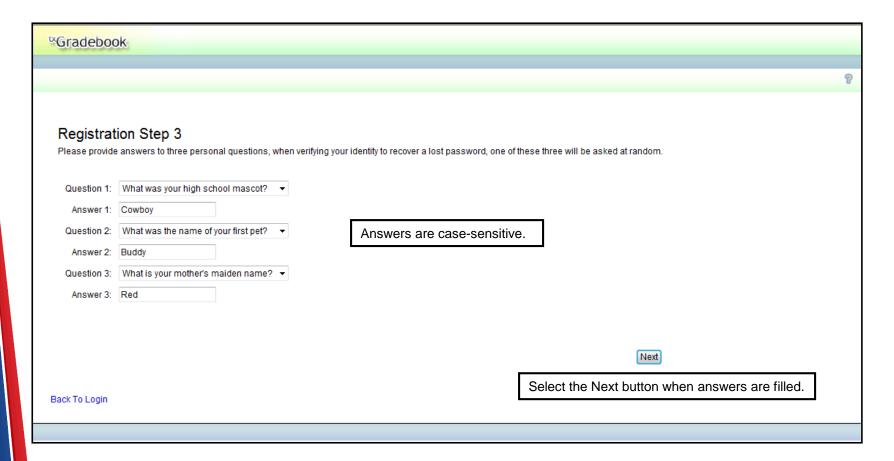
- Enter your appropriate **Staff ID**, **Last name** and **First Initial**.
- Select the **Next** button.

Login
New User

Registration Step 2

Please provide a User Name, Password and Personal Identification Number

User Name: [   ]

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

Password: [   ]

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

Confirm Password: [   ]

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

PIN: [   ]

Must contain 4 numbers (example: 1234)

The **User Name** is not case-sensitive. Once established, a user ID cannot be changed or deleted.

The **Password** is case-sensitive.

The **PIN** number is additional security and is used to represent the teacher's signature.

[Next]

Select the **Next** button when answers are filled.

Back To Login

*tx*Suite

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Login
New User

tx Gradebook

Registration Step 3

Please provide answers to three personal questions, when verifying your identity to recover a lost password, one of these three will be asked at random.

Question 1: What was your high school mascot?
Answer 1: Cowboy
Question 2: What was the name of your first pet?
Answer 2: Buddy
Question 3: What is your mother's maiden name?
Answer 3: Red

Answers are case-sensitive.

Next

Select the Next button when answers are filled.

Back To Login

Login
New User

Login
Reset a Password/PIN ID

- **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
Reset a Password/PIN ID

txGradebook

Reset Password Step 1
Please provide your Staff ID and User Name.

Staff ID: 000330

User Name: marynor

Enter your **Staff ID** and your **txGradebook User Name**.

Next

Back To Login.

Select the **Next** button when answers are filled.

Login
Reset a Password/PIN ID

txGradebook

Reset Password Step 2

Please answer the following hint question so that we can verify your identity.

Question: What is your favorite color?

Answer: none ✕

Reminder: Answers are case-sensitive.

Next

Select the **Next** button when answer is filled.

Back To Login.

Login
Reset a Password/PIN ID

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).
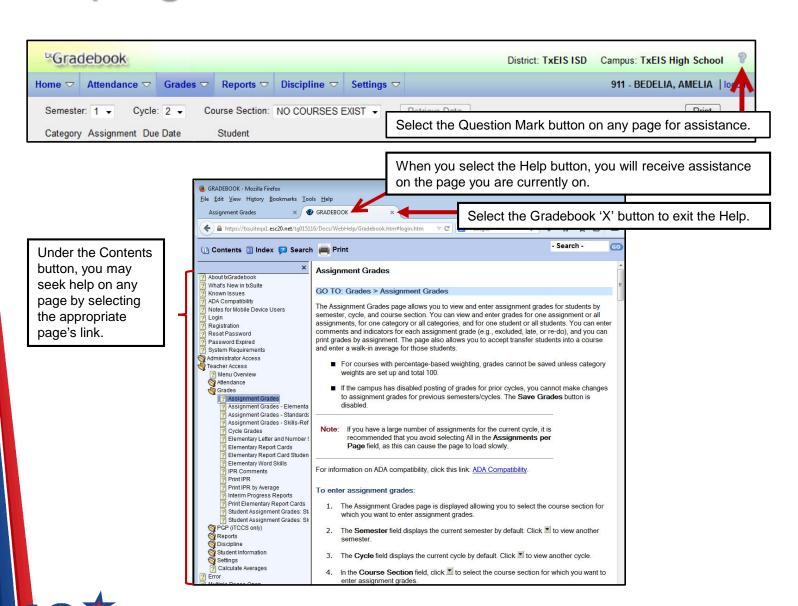
Home Page

- txGradebook is a Menu Driven System.

This is **your District Announcements**. This message is stored/maintained in the iTCCS or TxEIS Student System.

This is your **Campus Announcements**. This message is stored/maintained in the iTCCS or TxEIS Student System.

Help Page

Select the Question Mark button on any page for assistance.

When you select the Help button, you will receive assistance on the page you are currently on.

Select the Gradebook 'X' button to exit the Help.

Under the Contents button, you may seek help on any page by selecting the appropriate page's link.

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
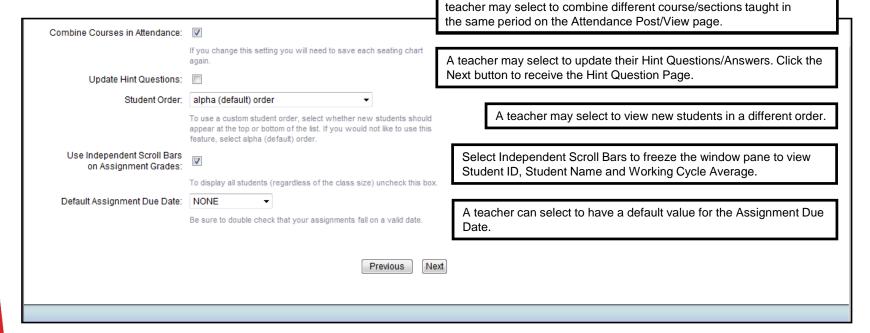
Update Profile

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 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)

Phone Number: [ ] - [ ]

E-Mail Address: [ ]

Maximum of 64 characters (example: name@isdname.net)

Notes: [ ]

Note: Parents will be able to view phone number, e-mail address and notes through txConnect.

> To begin using the page, enter your current password.

> A teacher may change their password or PIN ID at anytime.

> A teacher can enter/update their phone number, e-mail address and a note for parents to view in txConnect parent portal.

> How the teacher notes display in txConnect on the summary page, the teacher name will be hyperlinked when the email exist on the update profile page.

Settings
Update Profile

Combine Courses in Attendance: ☑

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

Update Hint Questions: ☐

Student Order: alpha (default) order ▾

To use a custom student order, select whether new students should appear at the top or bottom of the list. If you would not like to use this feature, select alpha (default) order.

Use Independent Scroll Bars on Assignment Grades: ☑

To display all students (regardless of the class size) uncheck this box.

Default Assignment Due Date: NONE ▾

Be sure to double check that your assignments fall on a valid date.

[Previous] [Next]

When the Combine Courses in Attendance box is selected, a teacher may select to combine different course/sections taught in the same period on the Attendance Post/View page.

A teacher may select to update their Hint Questions/Answers. Click the Next button to receive the Hint Question Page.

A teacher may select to view new students in a different order.

Select Independent Scroll Bars to freeze the window pane to view Student ID, Student Name and Working Cycle Average.

A teacher can select to have a default value for the Assignment Due Date.

tx Suite

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.
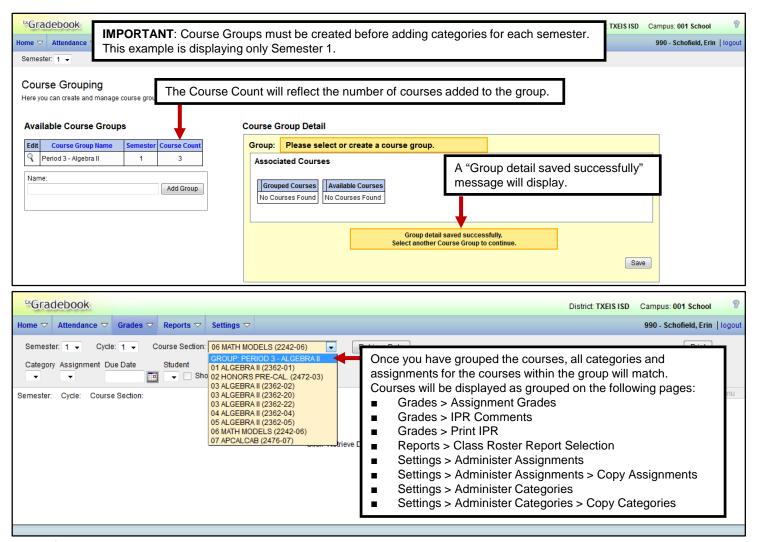
Settings
Course Grouping

- 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.

  o 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

IMPORTANT: Course Groups must be created before adding categories for each semester. This example is displaying only Semester 1.

The Course Count will reflect the number of courses added to the group.

A "Group detail saved successfully" message will display.

Once you have grouped the courses, all categories and assignments for the courses within the group will match. Courses will be displayed as grouped on the following pages:
- Grades > Assignment Grades
- Grades > IPR Comments
- Grades > Print IPR
- Reports > Class Roster Report Selection
- Settings > Administer Assignments
- Settings > Administer Assignments > Copy Assignments
- Settings > Administer Categories
- Settings > Administer Categories > Copy Categories

Settings
Administer Categories

- 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. Check with the campus Administrator to know which weighting type your campus allows *__before__* adding categories.
    - **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.

Settings
Administer Categories

- You can assign your 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.

Settings
Administer Categories

To Add Categories

Select the Weighting Type.

Select the available category, drag it and drop it in the **Selected Categories** section or you may double-click the available category.

Settings
Administer Categories

To Add Categories
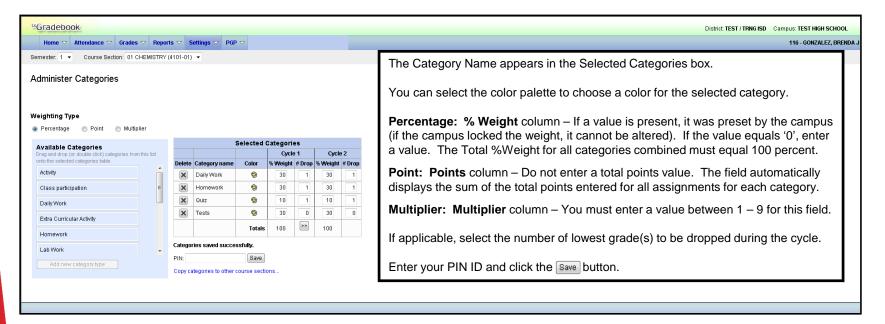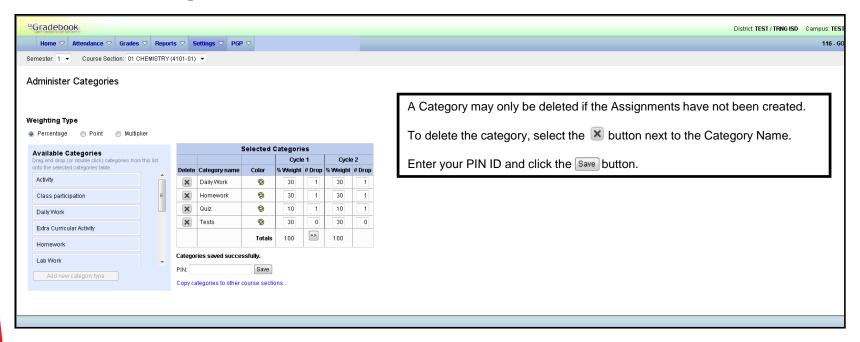
Settings
Administer Categories

To Delete Categories

A Category may only be deleted if the Assignments have not been created.

To delete the category, select the ☒ button next to the Category Name.

Enter your PIN ID and click the Save button.

Settings
Administer Categories

To Copy Categories

Once you have created your categories for a course-section, they can be copied to other course-section(s).

Select the '**Copy Categories to Other Course Section**' link.

Settings
Administer Categories

To Copy Categories

The **From** identifies the course/section from which you are copying categories.

Select each course-section you want the categories copied to.

You can copy Categories for both semester 1 and 2, if applicable. Or semester 1, 2, 3 and 4 if your campus has 4 semesters.

Enter your Pin ID and click the Copy button.

Example of campus using 4 semesters.

Settings
Administer Categories

To Copy Categories

Settings
Administer Assignments

- 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.

Settings
Administer Assignments
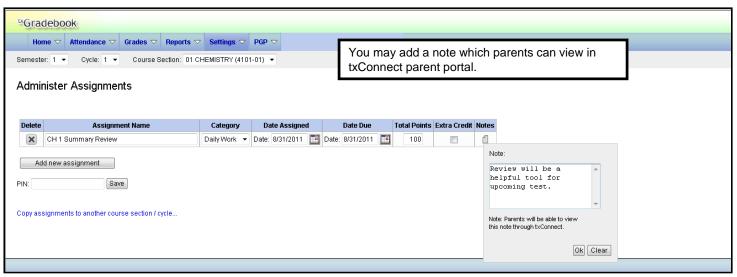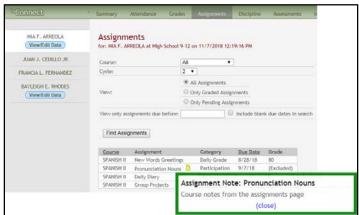
To Add Assignments

- 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. Due Dates are viewed in txConnect and Print to IPRs
- If using Total Points Weighting, enter the total points for the assignment.
- Enter a note, if applicable.
  - Parents will see the note in txConnect.
  - The note remains gray if left blank.
  - 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.

Settings
Administer Assignments

To Add Assignments

You may add a note which parents can view in txConnect parent portal.
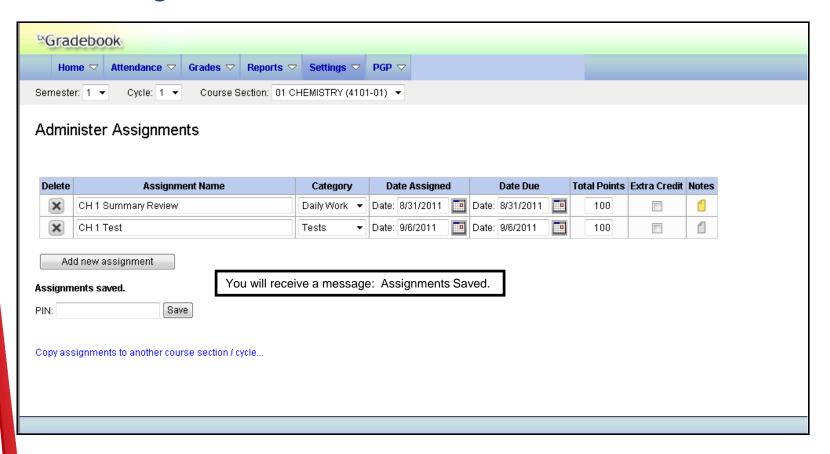
How the assignment note will display in txConnect on the summary page.

Settings
Administer Assignments

To Add Assignments
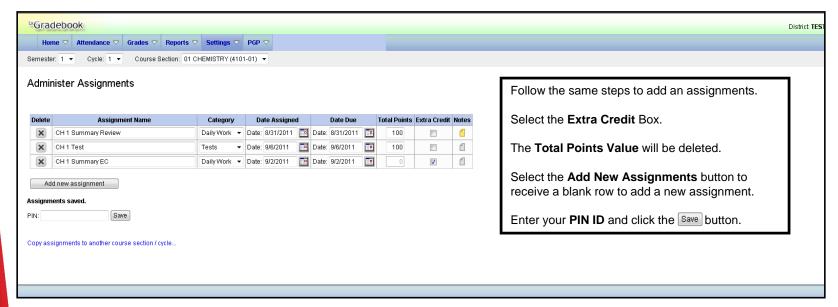
Settings
Administer Assignments
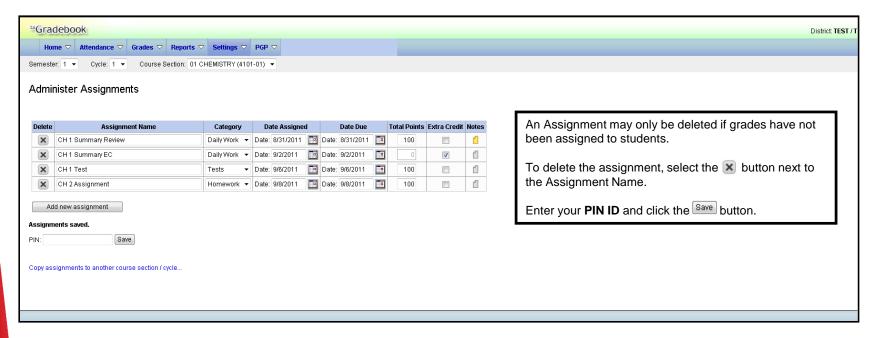
To Add Extra-Credit Assignments

- o 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.

Settings
Administer Assignments

To Delete Assignments

An Assignment may only be deleted if grades have not been assigned to students.

To delete the assignment, select the ☒ button next to the Assignment Name.

Enter your **PIN ID** and click the Save button.

Settings
Administer Assignments

To Copy Assignments

Once you have created your assignments for a course-section, they can be copied to other course-section(s).

Select the '**Copy Assignments to Another Course Section/ Cycle**' link.

Settings
Administer Assignments

To Copy Assignments

The **From Course** identifies the course/section from which you are copying assignments.

Under **Assignments to Copy**, select the **Check All Assignments** box if all apply or select the individual assignments.

Under **Course Sections to which to Copy**, you can select the box at the top of the cycle column to select all course-sections for the cycle or select the each course-section you want the assignments copied to.

Enter your **PIN ID** and click the Copy button.

Settings
Administer 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:

  o Assignment Grades Page

  o Cycle Grades Page

  o IPR Comments Page

  o Print IPR Page

  o Assignment Grades Report (listed as a sorting option)

  o Class Roster Report

    ▪ Note: Before using this page, you must set a preference for new students in the Student Order field on the Settings 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.
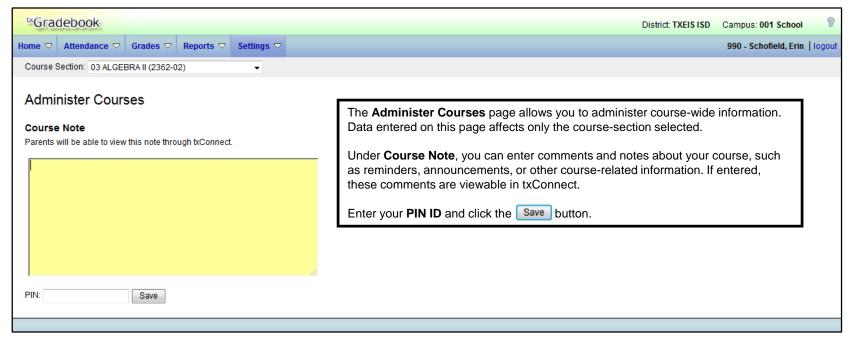
Settings
Arrange Student Order

To Arrange Students

Settings
Administer Courses

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

Under **Course Note**, you can enter comments and notes about your course, such as reminders, announcements, or other course-related information. If entered, these comments are viewable in txConnect.

Enter your **PIN ID** and click the Save button.

How course notes display on the summary page in txConnect.

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.
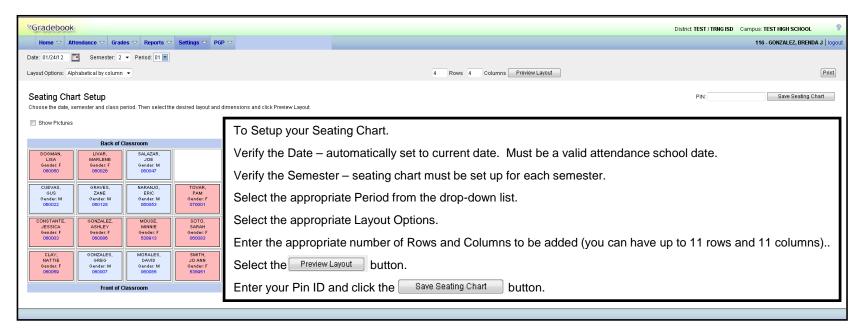
Settings
Seating Chart

- 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.

  o For more information, see the explanation on the **Help** page using the 'Notes about Combining and Uncombining Courses' link.

Settings
Seating Chart

To Setup your Seating Chart.

Verify the Date – automatically set to current date. Must be a valid attendance school date.

Verify the Semester – seating chart must be set up for each semester.

Select the appropriate Period from the drop-down list.

Select the appropriate Layout Options.

Enter the appropriate number of Rows and Columns to be added (you can have up to 11 rows and 11 columns)..

Select the Preview Layout button.

Enter your Pin ID and click the Save Seating Chart button.

Settings
Student Group Manager

- 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.

  NOTE: In TxEIS, access is granted from Grade Reporting > Maintenance > Gradebook Options > Campus > Teacher Profiles Create Groups field.

Settings
Student Group Manager

To Create a Group

Under **Group Manager**, enter the Group Name.

Select the [Add Group] button.

Settings
Student Group Manager

To Create a Group

Settings
Student Group Manager

To Create a Group

Settings
Student Group Manager

To Create a Group

Settings
Student Group Manager

To Delete a Group

Attendance
Post/View Attendance
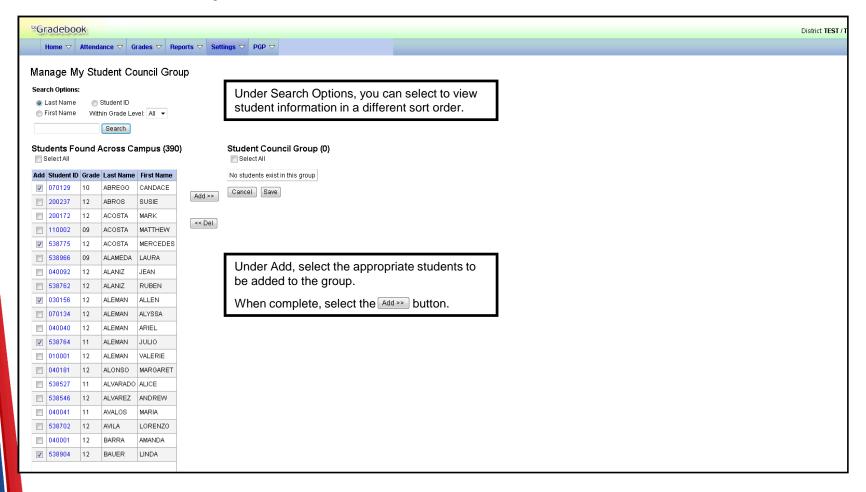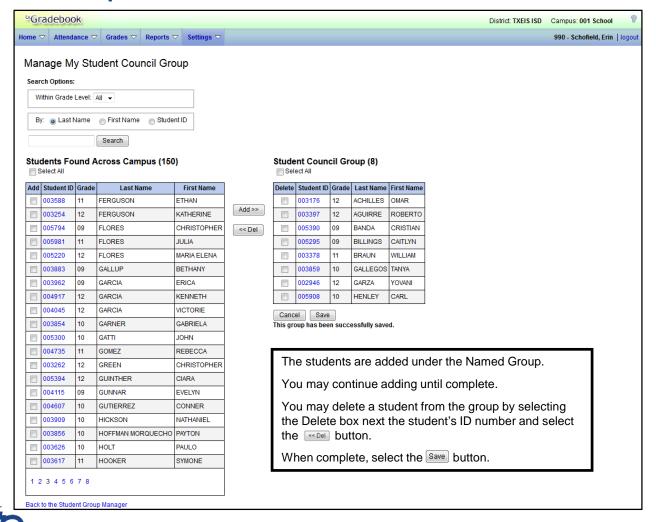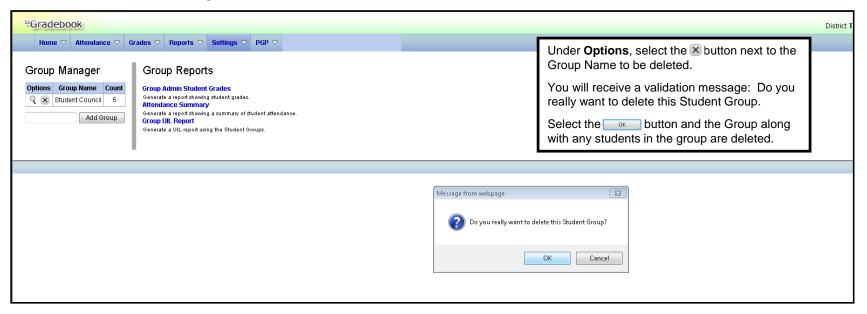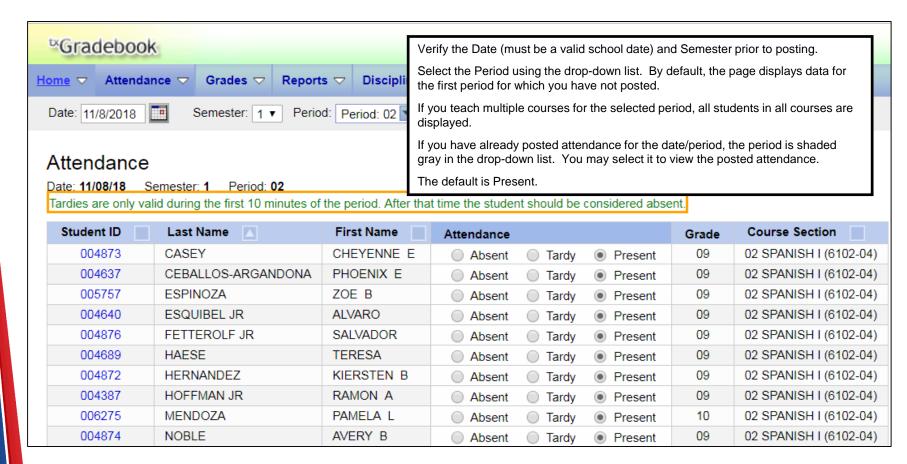
- The **Post/View Attendance** page allows you to record and post attendance for each period.

- 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.
  - 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.

Attendance
Post/View Attendance

txGradebook

Home ▽	Attendance ▽	Grades ▽	Reports ▽	Discipli

Date: 11/8/2018 [calendar]   Semester: 1 ▾   Period: Period: 02

Attendance

Date: **11/08/18**   Semester: **1**   Period: **02**

Tardies are only valid during the first 10 minutes of the period. After that time the student should be considered absent.

Student ID	Last Name ▲	First Name	Attendance	Grade	Course Section
004873	CASEY	CHEYENNE E	○ Absent ○ Tardy ● Present	09	02 SPANISH I (6102-04)
004637	CEBALLOS-ARGANDONA	PHOENIX E	○ Absent ○ Tardy ● Present	09	02 SPANISH I (6102-04)
005757	ESPINOZA	ZOE B	○ Absent ○ Tardy ● Present	09	02 SPANISH I (6102-04)
004640	ESQUIBEL JR	ALVARO	○ Absent ○ Tardy ● Present	09	02 SPANISH I (6102-04)
004876	FETTEROLF JR	SALVADOR	○ Absent ○ Tardy ● Present	09	02 SPANISH I (6102-04)
004689	HAESE	TERESA	○ Absent ○ Tardy ● Present	09	02 SPANISH I (6102-04)
004872	HERNANDEZ	KIERSTEN B	○ Absent ○ Tardy ● Present	09	02 SPANISH I (6102-04)
004387	HOFFMAN JR	RAMON A	○ Absent ○ Tardy ● Present	09	02 SPANISH I (6102-04)
006275	MENDOZA	PAMELA L	○ Absent ○ Tardy ● Present	10	02 SPANISH I (6102-04)
004874	NOBLE	AVERY B	○ Absent ○ Tardy ● Present	09	02 SPANISH I (6102-04)

Verify the Date (must be a valid school date) and Semester prior to posting.

Select the Period using the drop-down list. By default, the page displays data for the first period for which you have not posted.

If you teach multiple courses for the selected period, all students in all courses are displayed.

If you have already posted attendance for the date/period, the period is shaded gray in the drop-down list. You may select it to view the posted attendance.

The default is Present.

Attendance
Post/View Attendance

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.
  - 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: Attendance > Maintenance > Gradebook Options > Campus Options.

Attendance
Post/View Attendance
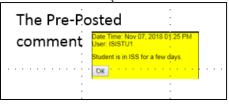
To Record Attendance

- 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 the attendance clerk entered comments associated with a student's pre-posted attendance for the date displayed, the comments icon is displayed next to the pre-posted attendance. Click to view the comments.

Attendance
Post/View Attendance

Attendance
Post/View Attendance

ᵗˣGradebook

Home ▽	Attendance ▽	Grades ▽	Reports ▽	Discipline ▽	Settings ▽	Admin ▽

Date: 11/7/2018 📅   Semester: 1 ▾   Period: Period: 01 ▾

Attendance

Date: **11/07/18**   Semester: **1**   Period: **01**
Attendance successfully posted.
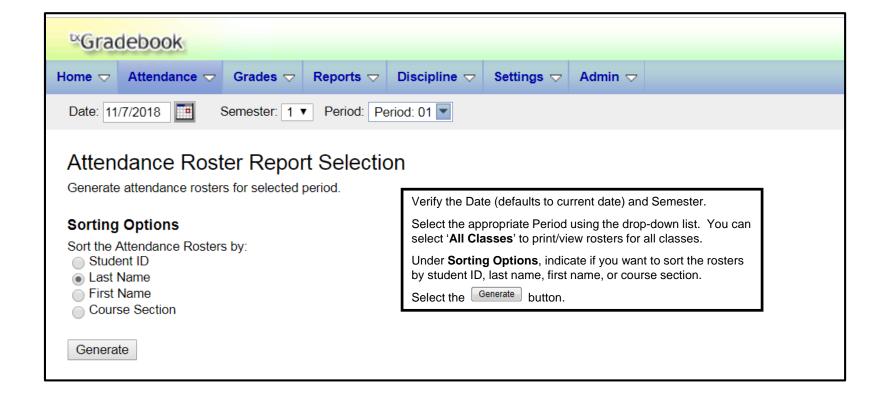
You will receive a message: Attendance Successfully Posted.

This page becomes view only.

Student ID	Last Name ▲	First Name	Attendance	Grade	Course Section
004833	ARREOLA	MIA F	ISS 📄	10	01 SPANISH II (6202-01)
004109	CEDILLO JR	JUAN J	Attendance Exempt	11	01 SPANISH II (6202-01)
004772	CHAPA	EMILY M	Not a Membership Day.	10	01 SPANISH II (6202-01)
004115	GIBSON	SAVANNA L	PRESENT	12	01 SPANISH II (6202-01)
005821	HARGROVE	TRENTON C	TARDY	11	01 SPANISH II (6202-01)
004143	LESCUER	PAOLA Y	PRESENT	10	01 SPANISH II (6202-01)
006181	SAN MIGUEL	ANGELITA I	ALL UNEXCUSED ABSENCES	10	01 SPANISH II (6202-01)
005760	SHOMETTE	RENE G	PRESENT	12	01 SPANISH II (6202-01)
005043 NEW	WILLIAMSON	ABEL	PRESENT	10	01 SPANISH II (6202-01)
004622	ZARRAGA	SAMANTHA O	PRESENT	10	01 SPANISH II (6202-01)
# Students: 10			Absent 2 Tardy 1 Present 5		

txSuite

Attendance
Attendance Rosters

Attendance
Attendance Rosters

Attendance Roster

You can select the Print button to print to paper.

Select the Close Window button when complete viewing/printing the report.

Campus:	001 - High School 9-12
Instructor:	STEGALL, SARA CHARLES
Attendance Date:	Wednesday, November 07, 2018
Period:	01
Course:	SPANISH II (6202-01)

Student ID	Last Name	First Name	Attendance	Grade	Course Section
004833	ARREOLA	MIA F	ISS	10	01 SPANISH II (6202-01)
004109	CEDILLO JR	JUAN J	Attendance Exempt	11	01 SPANISH II (6202-01)
004772	CHAPA	EMILY M	Not a Membership Day.	10	01 SPANISH II (6202-01)
004115	GIBSON	SAVANNA L	PRESENT	12	01 SPANISH II (6202-01)
005821	HARGROVE	TRENTON C	TARDY	11	01 SPANISH II (6202-01)
004143	LESCUER	PAOLA Y	PRESENT	10	01 SPANISH II (6202-01)
006181	SAN MIGUEL	ANGELITA I	ALL UNEXCUSED ABSENCES	10	01 SPANISH II (6202-01)
005760	SHOMETTE	RENE G	PRESENT	12	01 SPANISH II (6202-01)
005043 NEW	WILLIAMSON	ABEL	PRESENT	10	01 SPANISH II (6202-01)
004622	ZARRAGA	SAMANTHA O	PRESENT	10	01 SPANISH II (6202-01)
# Students: 10			Absent 2 Tardy 1 Present 5		

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Attendance
Attendance Rosters

txGradebook

Attendance Roster

Campus:	001 - High School 9-12
Instructor:	STEGALL, SARA CHARLES
Attendance Date:	Friday, November 09, 2018
Period:	01
Course:	SPANISH II (6202-01)

Running the Attendance Roster for a future date prints a report with the Attendance Posting options. This may be used for substitutes to take attendance for example.

Student ID	Last Name	First Name	Attendance	Grade	Course Section
✳ 004833	ARREOLA	MIA F	Absent ___ Tardy ___ Present ___	10	01 SPANISH II (6202-01)
004109	CEDILLO JR	JUAN J	Attendance Exempt	11	01 SPANISH II (6202-01)
004772	CHAPA	EMILY M	Absent ___ Tardy ___ Present ___	10	01 SPANISH II (6202-01)
004115	GIBSON	SAVANNA L	Absent ___ Tardy ___ Present ___	12	01 SPANISH II (6202-01)
005821	HARGROVE	TRENTON C	Absent ___ Tardy ___ Present ___	11	01 SPANISH II (6202-01)
004143	LESCUER	PAOLA Y	Absent ___ Tardy ___ Present ___	10	01 SPANISH II (6202-01)
006181	SAN MIGUEL	ANGELITA I	Absent ___ Tardy ___ Present ___	10	01 SPANISH II (6202-01)
005760	SHOMETTE	RENE G	Absent ___ Tardy ___ Present ___	12	01 SPANISH II (6202-01)
005043	WILLIAMSON	ABEL	Absent ___ Tardy ___ Present ___	10	01 SPANISH II (6202-01)
004622	ZARRAGA	SAMANTHA O	Absent ___ Tardy ___ Present ___	10	01 SPANISH II (6202-01)
# Students: 10					
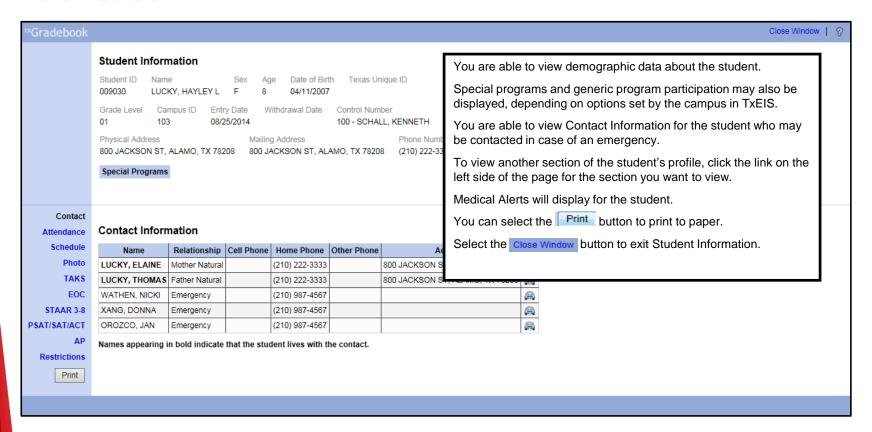
Student Information

- 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

txGradebook   Close Window | ?

Student Information

| Student ID | Name | Sex | Age | Date of Birth | Texas Unique ID |
| 009030 | LUCKY, HAYLEY L | F | 8 | 04/11/2007 | |

| Grade Level | Campus ID | Entry Date | Withdrawal Date | Control Number |
| 01 | 103 | 08/25/2014 | | 100 - SCHALL, KENNETH |

Physical Address   Mailing Address   Phone Numb
800 JACKSON ST, ALAMO, TX 78208   800 JACKSON ST, ALAMO, TX 78208   (210) 222-33

Special Programs

Contact Information

Name	Relationship	Cell Phone	Home Phone	Other Phone	A
LUCKY, ELAINE	Mother Natural		(210) 222-3333		800 JACKSON S
LUCKY, THOMAS	Father Natural		(210) 222-3333		800 JACKSON S
WATHEN, NICKI	Emergency		(210) 987-4567		
XANG, DONNA	Emergency		(210) 987-4567		
OROZCO, JAN	Emergency		(210) 987-4567		

Names appearing in bold indicate that the student lives with the contact.

Left sidebar links:
Contact
Attendance
Schedule
Photo
TAKS
EOC
STAAR 3-8
PSAT/SAT/ACT
AP
Restrictions
Print

Callout box:
You are able to view demographic data about the student.

Special programs and generic program participation may also be displayed, depending on options set by the campus in TxEIS.

You are able to view Contact Information for the student who may be contacted in case of an emergency.

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.

Medical Alerts will display for the student.

You can select the Print button to print to paper.

Select the Close Window button to exit Student Information.

Student Information Contact

Student Information Attendance
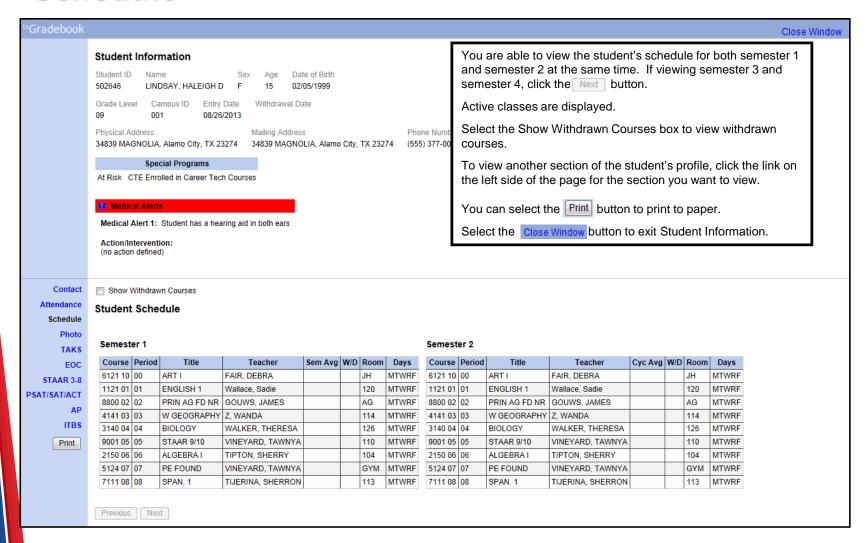
You are able to view the student's attendance for all periods.

You may specify a date range by selecting the calendar or entering the Attendance From Date and Attendance To Date.

For any date/period during which the student was not present and on time, a code is displayed indicating the circumstances (i.e., unexcused absence) for the date/period. View the Legend to see a definition of the code.

Absences are highlight in pink. Tardies are highlighted in yellow. Absences entered from TxEIS (not via txGradebook) are highlighted in gray.

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 Schedule

Student Information Photo

The Student Photo page displays the student's most recent photo, if available.

If a photo is not available, an image is displayed in place of the photo indicating that there is no photo on file for the student.

Student Information
TAKS

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

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

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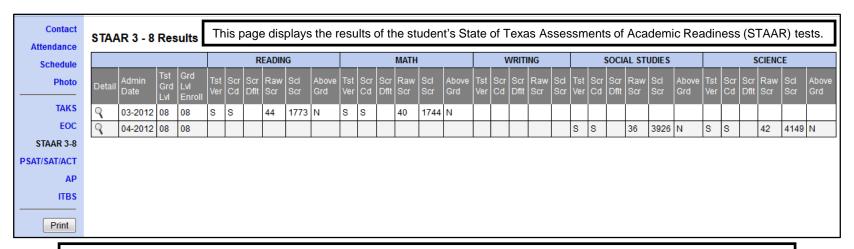
This page displays the results of the student's end-of-course (EOC) tests.

EOC Results

Contact
Attendance
Schedule
Photo

TAKS
EOC
STAAR 3-8
PSAT/SAT/ACT
AP
ITBS

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
🔍	Spring-2013	09	133901001	A1 - Algebra I	44	4464			S	STAAR			
🔍	Spring-2013	09	133901001	BI - Biology	44	4492			S	STAAR			
🔍	Spring-2013	09	133901001	R1 - English I Reading	35	1965			S	STAAR			
🔍	Spring-2013	09	133901001	W1 - English I Writing	40	1891			S	STAAR			
🔍	Spring-2013	09	133901001	WH - World History	47	4245			S	STAAR			
🔍	Spring-2014	10	133901001	E2 - English II	61	4071			S	STAAR		No	
🔍	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.
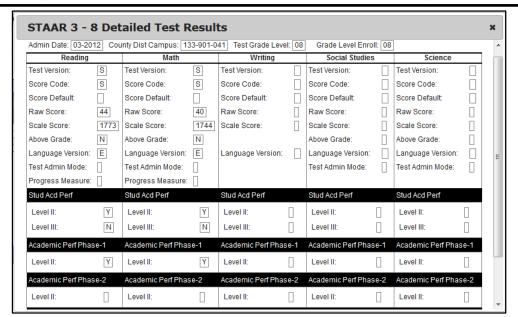
EOC Detailed Test Results ✕

EOC Type:	Algebra I	Obj/Category		Raw Score:	44
Admin Date:	Spring-2013	Score 1:	07	Scale Score:	4464
Test Grade Level:	09	Score 2:	08	Met Standard:	
Cnty Dist Campus:	133-901-001	Score 3:	13	Commended Performance:	
Substitute Assessment:		Score 4:	09	Score Code:	S - Score
Assessment Substitute:		Score 5:	07	Score Default:	
		Score 6:		Test Admin Mode:	Paper Test
		Score 7:		Test Version:	STAAR
				Met TAKS Equiv Std:	

Student Academic Performance

Level I: Minimum:	Yes	Level II: Satisfactory:	Yes	Level III: Advanced:	Yes

Progress Measures

STAAR Progress Measure:

Student Passing Standard

Level II:	Phase-In 1	Level III:		Recommended

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Student Information
STAAR 3-8 Results

STAAR 3 - 8 Results

This page displays the results of the student's State of Texas Assessments of Academic Readiness (STAAR) tests.

Contact
Attendance
Schedule
Photo

TAKS
EOC
STAAR 3-8
PSAT/SAT/ACT
AP
ITBS

Print

Detail	Admin Date	Tst Grd Lvl	Grd Lvl Enroll	READING						MATH						WRITING						SOCIAL STUDIES						SCIENCE					
				Tst Ver	Scr Cd	Scr Dflt	Raw Scr	Scl Scr	Above Grd	Tst Ver	Scr Cd	Scr Dflt	Raw Scr	Scl Scr	Above Grd	Tst Ver	Scr Cd	Scr Dflt	Raw Scr	Scl Scr	Above Grd	Tst Ver	Scr Cd	Scr Dflt	Raw Scr	Scl Scr	Above Grd	Tst Ver	Scr Cd	Scr Dflt	Raw Scr	Scl Scr	Above Grd
🔍	03-2012	08	08	S	S		44	1773	N	S	S		40	1744	N																		
🔍	04-2012	08	08																			S	S		36	3926	N	S	S		42	4149	N

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.

STAAR 3 - 8 Detailed Test Results ✕

Admin Date: 03-2012   County Dist Campus: 133-901-041   Test Grade Level: 08   Grade Level Enroll: 08

Reading		Math		Writing		Social Studies		Science	
Test Version:	S	Test Version:	S	Test Version:		Test Version:		Test Version:	
Score Code:	S	Score Code:	S	Score Code:		Score Code:		Score Code:	
Score Default:		Score Default:		Score Default:		Score Default:		Score Default:	
Raw Score:	44	Raw Score:	40	Raw Score:		Raw Score:		Raw Score:	
Scale Score:	1773	Scale Score:	1744	Scale Score:		Scale Score:		Scale Score:	
Above Grade:	N	Above Grade:	N			Above Grade:		Above Grade:	
Language Version:	E	Language Version:	E	Language Version:		Language Version:		Language Version:	
Test Admin Mode:		Test Admin Mode:				Test Admin Mode:		Test Admin Mode:	
Progress Measure:		Progress Measure:							

Stud Acd Perf | **Stud Acd Perf** | **Stud Acd Perf** | **Stud Acd Perf** | **Stud Acd Perf**

| Level II: | Y | Level II: | Y | Level II: | | Level II: | | Level II: | |
| Level III: | N | Level III: | N | Level III: | | Level III: | | Level III: | |

Academic Perf Phase-1 | **Academic Perf Phase-1** | **Academic Perf Phase-1** | **Academic Perf Phase-1** | **Academic Perf Phase-1**

| Level II: | Y | Level II: | Y | Level II: | | Level II: | | Level II: | |

Academic Perf Phase-2 | **Academic Perf Phase-2** | **Academic Perf Phase-2** | **Academic Perf Phase-2** | **Academic Perf Phase-2**

| Level II: | | Level II: | | Level II: | | Level II: | | Level II: | |

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.

Under **Details**, click the spyglass to view the details of the test results for a particular test.
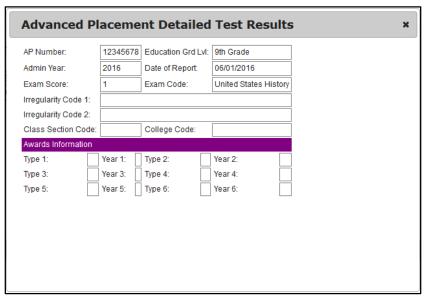
Student Information
AP - Advanced Placement Results

Advanced Placement Results

This page displays the results of the student's Advanced Placement tests.

Details	AP Number	Edu Grd Lvl	Admin Year	Exam Code	Exam Score	Date of Report	Class Section Code
🔍	12345678	9th Grade	2016	United States History	1	06/01/2016	

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

Contact
Attendance
Schedule
Photo

TAKS
EOC
STAAR 3-8
PSAT/SAT/ACT
AP
ITBS

Advanced Placement Detailed Test Results ✕

AP Number:	12345678	Education Grd Lvl:	9th Grade
Admin Year:	2016	Date of Report:	06/01/2016
Exam Score:	1	Exam Code:	United States History
Irregularity Code 1:			
Irregularity Code 2:			
Class Section Code:		College Code:	

Awards Information

Type 1:		Year 1:		Type 2:		Year 2:	
Type 3:		Year 3:		Type 4:		Year 4:	
Type 5:		Year 5:		Type 6:		Year 6:	

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.

Grades
Assignment Grades

- The **Assignment Grades** page allows you to view and enter assignment grades for students by semester, cycle, and course section.

- You can view and enter grades for one assignment or all assignments, for one category or all categories, and for one student or all students.

- Assignments are color-coded according to your category selections on the Administer Categories page.

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

Grades
Assignment Grades

- 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.

   o 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.

   o 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.

   o 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.

Grades
Assignment Grades
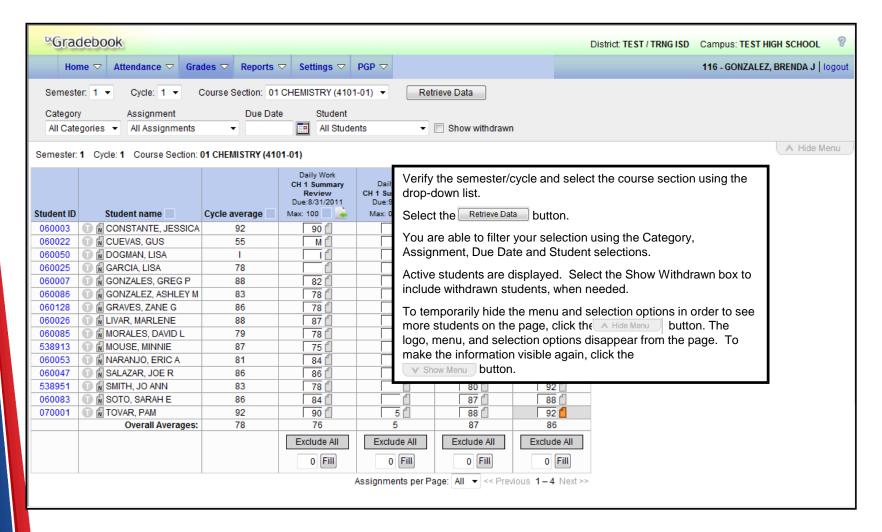
- The category for each assignment is displayed above the assignment description. The date due and total possible points are also displayed.

- 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:

  o **M** – Missing (The 'M' grade will count as a zero in computation.)

  o **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.)

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

Grades
Assignment Grades
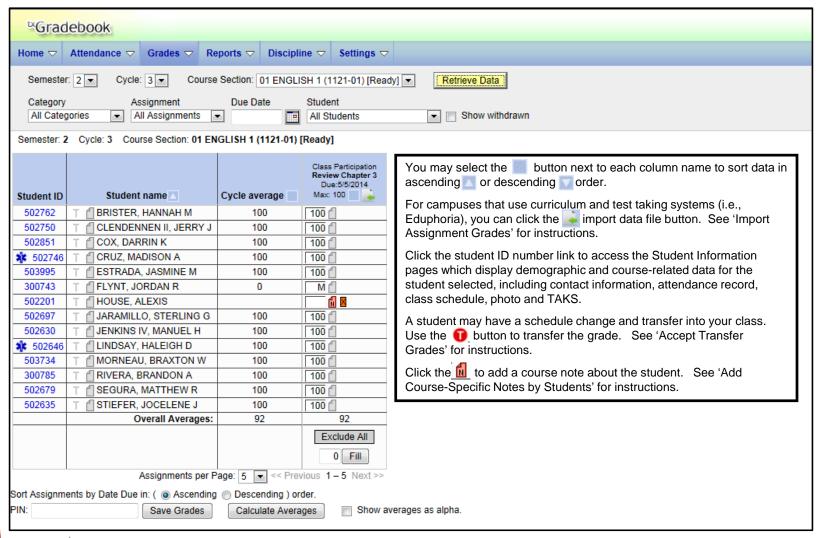
- The Cycle Average field displays the student's working cycle average. The average is updated every time you access the page, click Calculate Averages, and/or save grades.

- 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.

Grades
Assignment Grades

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

Select the [Retrieve Data] button.

You are able to filter your selection using the Category, Assignment, Due Date and Student selections.

Active students are displayed. Select the Show Withdrawn box to include withdrawn students, when needed.

To temporarily hide the menu and selection options in order to see more students on the page, click the [∧ Hide Menu] button. The logo, menu, and selection options disappear from the page. To make the information visible again, click the [∨ Show Menu] button.

Grades
Assignment Grades

Grades
Assignment Grades

Grades
Assignment Grades

To Import Assignment Grades

Import Assignment Grades For:
"Homework Assgnmt 1"

Step 1 - Select and upload your data file:

[Browse...] *

(Success - On Screen Quiz 1.csv uploaded)

[Upload File]

Step 2 - Review column mappings:

Our Column	Your Column
Student Id	Column 1 ▾
Assign Grade	Column 4 ▾
First Name	Column 2 ▾
Last Name	Column 3 ▾

Step 3 - Review your data:

Student Id	Assign Grade	First Name	Last Name
825486	99	ALBA	ELIZABETH
820123	67	COMBS	KRISTINA
820098	78	DAILEY	TYLER
822304	99	ELLIOTT	MICHAEL
842639	91		
867631	90	HADI	LOGAN
838522	87	KAUT	CALVIN
826048	89	KEOUGH	CHRISTEN
809237	70	LOPEZ	BREANNE

(1 exceptions found / 13 total rows)

Step 4 - Import your data:

[Cancel]   [Import Now]

To Import Assignment Grades from the Assignments Grades Page, click on the [icon] import data file button.

Step 1 – Use the [Browse...] button select the data file. Click the [Upload File] button. You should receive a message: Success ….

Step 2 – The 'Our Column' section is the order the data will be imported into the assignment. Using the 'Your Column' section and Step 3 which displays the order of your data upload file. Please change the 'Your Column' to match the columns in Step 3.

Step 3 – Select the [Import Now] button to import the assignment grades.

Grades
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.

Grades
Assignment Grades

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.
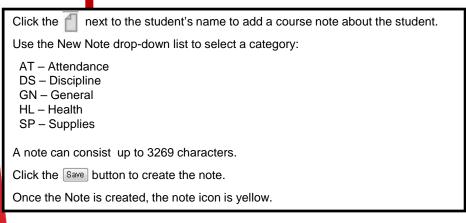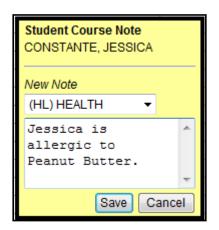
Transfer Walk-In Average
MORALES, DAVID L
Date: 1/25/2012
From: GONZALEZ , BRENDA J
4101 -01
Average: 079
Weight: %
Clear   Cancel Ok
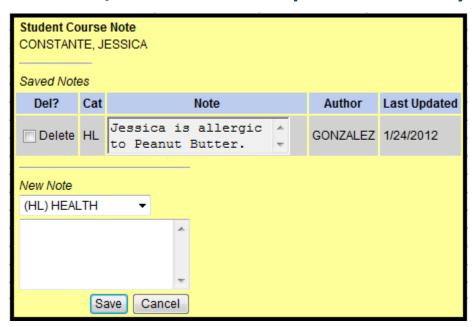
Select the Ok button to accept the Transfer Walk-In Average.

The transfer icon changes to blue T .

Grades
Assignment Grades

To Add Course-Specific Notes by Students

Click the 🗒 next to the student's name to add a course note about the student.

Use the New Note drop-down list to select a category:

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

A note can consist up to 3269 characters.

Click the [Save] button to create the note.

Once the Note is created, the note icon is yellow.

Grades
Assignment Grades

To View/Delete Course-Specific Notes by Students

Click the [N] to view a course note about the student.

Under Saved Notes, you are able to view the category, the note, the teacher's name of who wrote the note, and the last modified date.
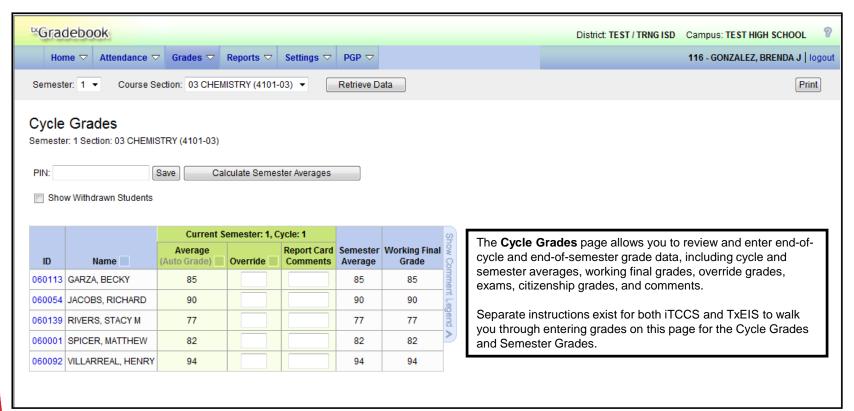
To delete the note, click the Delete box next to the note to be deleted and click the Save button.

Select the Cancel button to exist without adding/deleting information.

These notes do not print to txConnect or any reports.

Grades
Cycle Grades

The **Cycle Grades** page allows you to review and enter end-of-cycle and end-of-semester grade data, including cycle and semester averages, working final grades, override grades, exams, citizenship grades, and comments.

Separate instructions exist for both iTCCS and TxEIS to walk you through entering grades on this page for the Cycle Grades and Semester Grades.
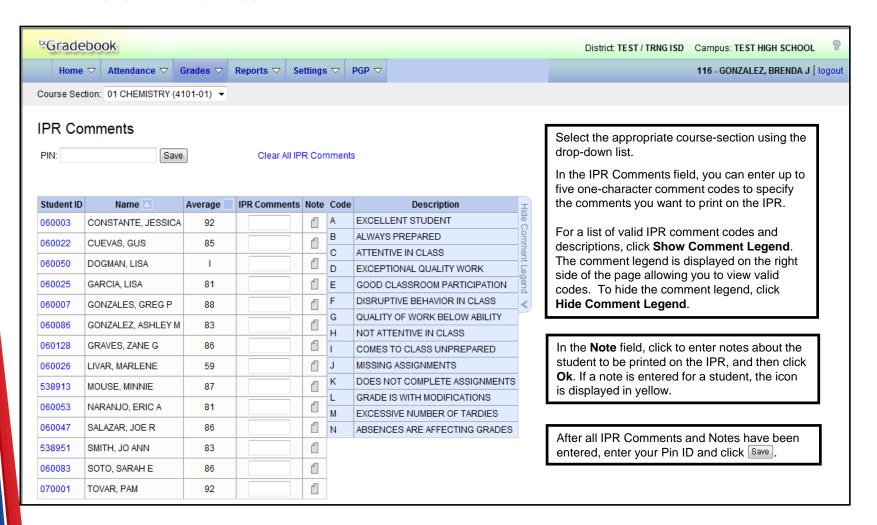
Grades
IPR Comments

- 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

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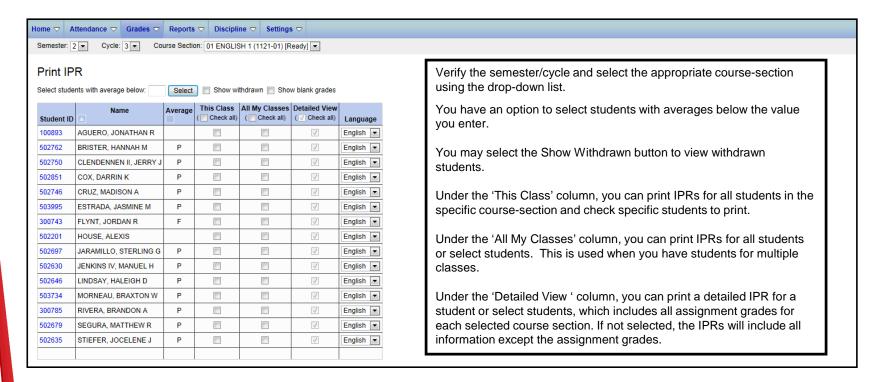
- The **Print IPR** page allows you to select the students for whom you want to print IPRs. For each student, you can select the semester and cycle, the courses for which you want to print IPRs, and the level of detail you want to include on the report.

- **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.

Grades
Print IPR

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

You have an option to select students with averages below the value you enter.

You may select the Show Withdrawn button to view withdrawn students.

Under the 'This Class' column, you can print IPRs for all students in the specific course-section and check specific students to print.

Under the 'All My Classes' column, you can print IPRs for all students or select students. This is used when you have students for multiple classes.

Under the 'Detailed View ' column, you can print a detailed IPR for a student or select students, which includes all assignment grades for each selected course section. If not selected, the IPRs will include all information except the assignment grades.

Grades
Print IPR

060007	GONZALES, GREG P	88	☐	☐	☑
060086	GONZALEZ, ASHLEY M	83	☐	☐	☑
060128	GRAVES, ZANE G	86	☐	☐	☑
060026	LIVAR, MARLENE	59	☐	☐	☑
538913	MOUSE, MINNIE	87	☐	☐	☑
060053	NARANJO, ERIC A	81	☐	☐	☑
060047	SALAZAR, JOE R	86	☐	☐	☑
538951	SMITH, JO ANN	83	☐	☐	☑
060083	SOTO, SARAH E	86	☐	☐	☑
070001	TOVAR, PAM	92	☐	☐	☑

IPR-wide Note (optional)

☐ Print Parent Signature Line   Print selected IPRs

In the optional IPR Wide Note field, you can enter a note that will appear on all IPRs that are selected for printing. The wide note is added to the end of any notes entered in the **Note** field on the IPR Comments page. (Notes entered on the IPR Comments page are student specific.)

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.

Grades
Print IPR

Assignment Notes will print when the Print option was selected when the note was entered on the Assignment Grades page. Also the Assignment codes, Exclude, Late and Redo are indicated along with the Due Date of assignments.

Select the Print button to print the IPR.

Interim Progress Reports
Back to IPR selection page...

ARREOLA, MIA F

Teacher: SARA STEGALL	Date: 11/7/2018 9:38:13 AM
Course: SPANISH II	Semester 1, Cycle 2, Period: 01

Calculated Average: 89

Assignment	Due Date	Grade	Late	Redo
Projects (Weight 15%)				
Projects Avg				
Daily Grade (Weight 10%)				
New Words Greetings	8/28/2018	80		
grade altered for new words				
Daily Grade Avg		**80**		
Quiz (Weight 10%)				
Quiz Avg				
Tests (Weight 20%)				
Tests Avg				
Participation (Weight 10%)				
Pronunciation Nouns	9/7/2018	(Excluded)		
Participation Avg				
Notebook (Weight 15%)				
Daily Diary	9/14/2018	100	X	
Notebook Avg		**100**		
Classwork (Weight 20%)				
Group Projects		85		
Classwork Avg		**85**		

Previously Posted Averages: Cycle 1:

Comments: A - OUTSTANDING STUDENT
B - POSITIVE ATTITUDE
C - PROGRESS IS SATISFACTORY
D - RESPONSIBLE BEHAVIOR

Grades
Print IPR by Average

Grades
Print IPR by Average

Print IPR by Average

Select students from all my classes with an average in any one class below: 070

[Select]

☐ Show blank grades   [Print selected IPRs]

Student ID	Name	Courses	All My Classes (☑ Check all)	Detailed View (☐ Check all)	Language
300743	FLYNT, JORDAN R	ENGLISH 1: F	☑	☐	English ▾

IPR-wide Note (optional)

☐ Print Parent Signature Line   [Print selected IPRs]

Under the 'All My Classes' column, you can print IPRs for all students or select students.

Under the 'Detailed View ' column, you can print the detailed IPR for student or select students, which includes all assignment grades for each selected course section. If not selected, the IPRs will include all information except the assignment grades.

In the optional IPR Wide Note field, you can enter a note that will appear on all IPRs that are selected for printing. The wide note is added to the end of any notes entered in the **Note** field on the IPR Comments page. (Notes entered on the IPR Comments page are student specific.)

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.

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.

Home ▽	Attendance ▽	Grades ▽	Reports ▽	Discipline ▽	Settings ▽

Discipline Referrals

Draft: 0 Pending: 2 Reviewed: 0 Completed: 0   Student ID: [   ] Student Name: [   ] Status: [ALL ▼] [Search]

View	Print	Delete	Students	Offense Code	Referrer Comments	Course Section	Incident Location	Severity	Incident Date	Last Updated	Return Message	Return Date	Status
🔍	🖨	✖	502037	0101		1121 - 02	RGC	Low	5/1/2014 12:50:57 PM	8/1/2014 12:52:05 PM			Pending
🔍	🖨	✖	502215	0407		1121 - 01	CAF	Low	8/1/2014 12:52:11 PM	8/1/2014 12:53:44 PM			Pending

[Enter New Referral]

If your district allows the use of Discipline Referrals. Please see the iTCCS or TxEIS Discipline Referral Setup document for setup instructions as well as step-by-step instructions.

Record Details

Delete	Student ID	Student Name	Grd Lvl	
✖	[ ]	[ ]	[ ]	[Schedule]

[Add another student]

Severity: [Low ▼]   Offense Description: [--- Select --- ▼]

Referrer Comments:

[   ]

2000 Characters Remaining

Date of Incident: [8/1/2014] 📅   Time of Incident: [12:53:48P]   ☐ Sent to Office

Teacher's Course Section: [--- Select --- ▼]

Incident Location: [--- Select --- ▼]

PIN: [   ] [Submit Referral] [Save Draft] [Cancel]

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.
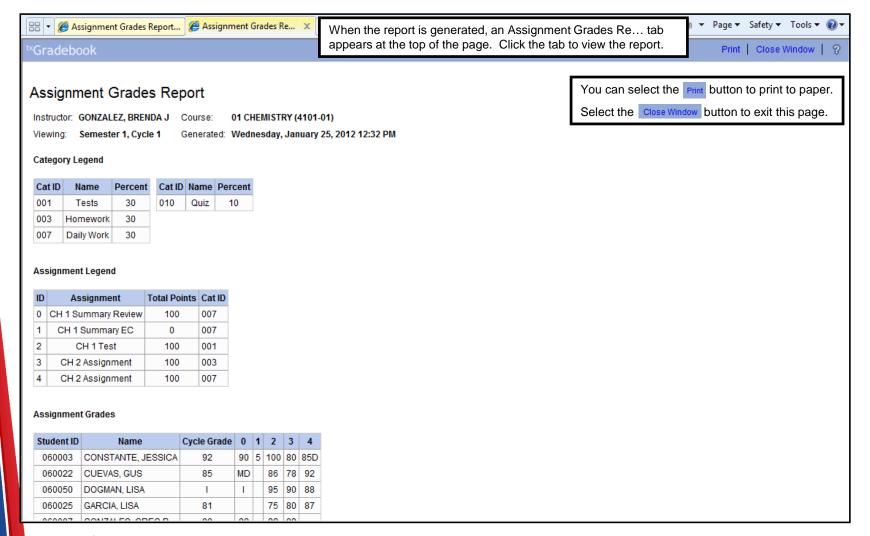
Reports
Assignment Grades

Reports
Assignment Grades

When the report is generated, an Assignment Grades Re… tab appears at the top of the page. Click the tab to view the report.

You can select the Print button to print to paper.

Select the Close Window button to exit this page.

txGradebook

Print | Close Window

Assignment Grades Report

Instructor: **GONZALEZ, BRENDA J**   Course: **01 CHEMISTRY (4101-01)**

Viewing: **Semester 1, Cycle 1**   Generated: **Wednesday, January 25, 2012 12:32 PM**

Category Legend

Cat ID	Name	Percent	Cat ID	Name	Percent
001	Tests	30	010	Quiz	10
003	Homework	30			
007	Daily Work	30			

Assignment Legend

ID	Assignment	Total Points	Cat ID
0	CH 1 Summary Review	100	007
1	CH 1 Summary EC	0	007
2	CH 1 Test	100	001
3	CH 2 Assignment	100	003
4	CH 2 Assignment	100	007

Assignment Grades

Student ID	Name	Cycle Grade	0	1	2	3	4
060003	CONSTANTE, JESSICA	92	90	5	100	80	85D
060022	CUEVAS, GUS	85	MD		86	78	92
060050	DOGMAN, LISA	I	I		95	90	88
060025	GARCIA, LISA	81			75	80	87

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

txGradebook

District: **TEST / TRNG ISD**   Campus: **TEST HIGH SCHOOL**

Home ▽   Attendance ▽   Grades ▽   Reports ▽   Settings ▽   PGP ▽   116 - GONZALEZ, BRENDA J | logout

Semester: 1 ▾   Cycle: 1 ▾   Course Section: 01 CHE

Blank/Missing Grades Report Selection

Grade Selection Options

☑ Select All

☑ Show Blank Grades
☑ Show Missing Grades
☑ Show Incomplete Grades

Viewing Options

☐ Page break between students
☑ View Student Names
☐ View all assignments due after: 01/25/12 📅
View (⦿ Current ○ All) Course Section(s)

Generate

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

Under **Grade Selection Options**,
- Select **Show Blank Grades**, **Show Missing Grades**, or **Show Incomplete Grades**.
- Click **Select All** to select all.

Under **Viewing Options**, you can set the following options:
- If you want a page break between students, which allows you to print one student per page, select **Page Break**. Otherwise, the data will print continuously.
- Select **View Student Names** if you want the student names to print on the report. Unselect **View Student Names** if you want to print the report student IDs only.
- Select **View all assignments due after** if you want to narrow assignments by date. Type a valid school date, or click to select a valid date from a calendar. To close the calendar, you must click a valid date on the calendar.
- Set the **View Course Section(s)** option to **Current** if you want to narrow assignments to only course sections for the current semester/cycle. Otherwise, select **All** to show assignments for all course sections.

Select the Generate button to run the report.

txSuite

Reports
Blank/Missing Grades

When the report is generated, a Blank/Missing Grades R… tab appears at the top of the page. Click the tab to view the report.

You can select the Print button to print to paper.

Select the Close Window button to exit this page.

Blank/Missing Grades Report

Instructor: **GONZALEZ, BRENDA J**
Viewing: **Semester 1, Cycle 1**
Generated: **Wednesday, January 25, 2012 1:05 PM**

01 CHEMISTRY (4101-01)

060022 - **CUEVAS, GUS**
    CH 1 Summary EC - BLANK
    CH 1 Summary Review - MISSING

060050 - **DOGMAN, LISA**
    CH 1 Summary EC - BLANK
    CH 1 Summary Review - INCOMPLETE

060025 - **GARCIA, LISA**
    CH 1 Summary EC - BLANK
    CH 1 Summary Review - BLANK

060007 - **GONZALES, GREG P**
    CH 1 Summary EC - BLANK
    CH 2 Assignment - BLANK

060086 - **GONZALEZ, ASHLEY M**
    CH 1 Summary EC - BLANK
    CH 2 Assignment - BLANK

060128 - **GRAVES, ZANE G**
    CH 1 Summary EC - BLANK
    CH 2 Assignment - BLANK

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.
    - If a posted grade exists, the posted grade is used.
    - If no posted grade exists, the override grade is used.
    - If no override grade exists, the working cycle average is used.
    - If no working cycle average exists, the auto-grade is used.
    - If no grades exist, a blank is displayed.
- Administrative users have the option to view/print the cycle grades for all courses across the campus.

Reports
Cycle Grade Range

Cycle Grade Range Report Selection

Grade Selection Options

○ Show all Cycle Grades
○ Show all Cycle 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)

[Generate]

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

Under **Grade Selection Options**,
• Select **Show all Cycle Grades** to select all students.
• Click **Show all Cycle Grades between** to select within a specific grade range. If selected, type a minimum grade in the **Minimum grade** field, and type a maximum grade in the **Maximum grade** field.

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
Cycle Grade Range

When the report is generated, a Cycle Grade Range Rep… tab appears at the top of the page. Click the tab to view the report.

You can select the **Print** button to print to paper.

Select the **Close Window** button to exit this page.

Cycle Grade Range Report

Instructor:	GONZALEZ, BRENDA J
Viewing:	Semester 1, Cycle 1
Generated:	Wednesday, January 25, 2012 1:41 PM

01 CHEMISTRY (4101-01)

Student ID	Student Name	Cycle Grade	Citizenship	Comments
060003	CONSTANTE, JESSICA	92	S	
060022	CUEVAS, GUS	85	S	
060050	DOGMAN, LISA	Incomplete	S	
060025	GARCIA, LISA	81	S	
060007	GONZALES, GREG P	88	S	
060086	GONZALEZ, ASHLEY M	83	S	
060128	GRAVES, ZANE G	86	S	
060026	LIVAR, MARLENE	59	S	
538913	MOUSE, MINNIE	87	S	
060053	NARANJO, ERIC A	81	S	
060047	SALAZAR, JOE R	86	S	
538951	SMITH, JO ANN	83	S	
060083	SOTO, SARAH E	86	S	
070001	TOVAR, PAM	92	S	

Reports
Class Rosters

Reports
Class Rosters

When the report is generated, a Class Roster Report tab appears at the top of the page. Click the tab to view the report.

You can select the Print button to print to paper.

Select the Close Window button to exit this page.

You can select the Export button to save and print the report in CSV format.

Class Roster Report

Instructor:	**Wallace, Sadie**
Course:	**01 ENGLISH 1 (1121-01) [Ready]**
Viewing:	**Semester 2**
Generated:	**Friday, August 01, 2014 4:33 PM**

Student ID	Name	Birthday					
100893	AGUERO, JONATHAN R	04/04/1996					
502762	BRISTER, HANNAH M	01/09/1999					
502750	CLENDENNEN II, JERRY J	04/17/1999					
502851	COX, DARRIN K	08/23/1999					
502746	CRUZ, MADISON A	09/30/1998					
503995	ESTRADA, JASMINE M	07/20/1999					
300743	FLYNT, JORDAN R	04/21/1999					
502201	HOUSE, ALEXIS	11/26/1996					
502697	JARAMILLO, STERLING G	08/01/1998					
502630	JENKINS IV, MANUEL H *	05/25/1999					
502646	LINDSAY, HALEIGH D	02/05/1999					
503734	MORNEAU, BRAXTON W	02/24/1999					
300785	RIVERA, BRANDON A	03/08/1999					
502679	SEGURA, MATTHEW R	04/05/1999					
502635	STIEFER, JOCELENE J	07/29/1999					

* Exclude student from attendance.
** Exclude student from grading.
*** Exclude student from both attendance and grading.

Reports
Missing Exam Grades

txGradebook

District: **TEST / TRNG ISD**   Campus: **TEST HIGH SCHOOL**

Home ▽   Attendance ▽   Grades ▽   Reports ▽   Settings ▽   PGP ▽

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Semester: 1 ▾

Missing Exam Grades Report Selection

Generate a report showing students with missing semester exam grades.

Generate

The Missing Exam Grades report produces a list of students who are missing semester exam grades.

Verify the semester.

Select the Generate button to run the report.

Reports
Missing Exam Grades

When the report is generated, a Missing Exam Grades R… tab appears at the top of the page. Click the tab to view the report.

You can select the Print button to print to paper.

Select the Close Window button to exit this page.

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.
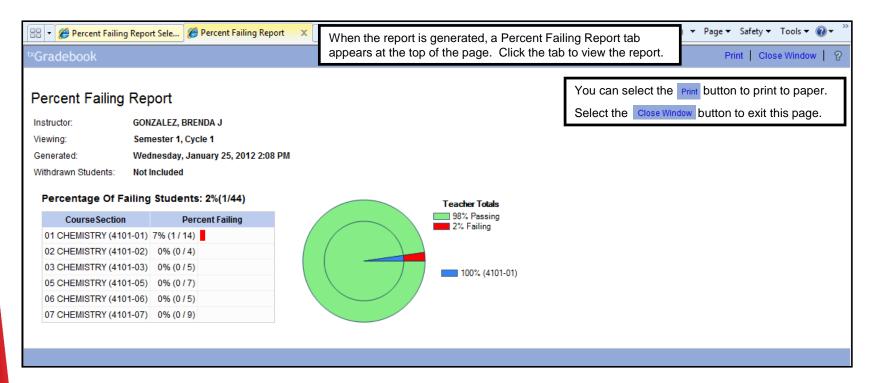
Under **Viewing Options**, you can set the following options:
- To include withdrawn students, select **Include Withdrawn Students**.
- Set the **View Chart** view the data in a pie chart as well as the grid format.
- The pie chart outer circle displays the data for all of the teacher's classes.
- If 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

When the report is generated, a Percent Failing Report tab appears at the top of the page. Click the tab to view the report.

You can select the Print button to print to paper.

Select the Close Window button to exit this page.

Percent Failing Report

Instructor:	GONZALEZ, BRENDA J
Viewing:	Semester 1, Cycle 1
Generated:	Wednesday, January 25, 2012 2:08 PM
Withdrawn Students:	Not Included

Percentage Of Failing Students: 2%(1/44)

Course Section	Percent Failing
01 CHEMISTRY (4101-01)	7% (1 / 14)
02 CHEMISTRY (4101-02)	0% (0 / 4)
03 CHEMISTRY (4101-03)	0% (0 / 5)
05 CHEMISTRY (4101-05)	0% (0 / 7)
06 CHEMISTRY (4101-06)	0% (0 / 5)
07 CHEMISTRY (4101-07)	0% (0 / 9)

Teacher Totals
- 98% Passing
- 2% Failing
- 100% (4101-01)

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.
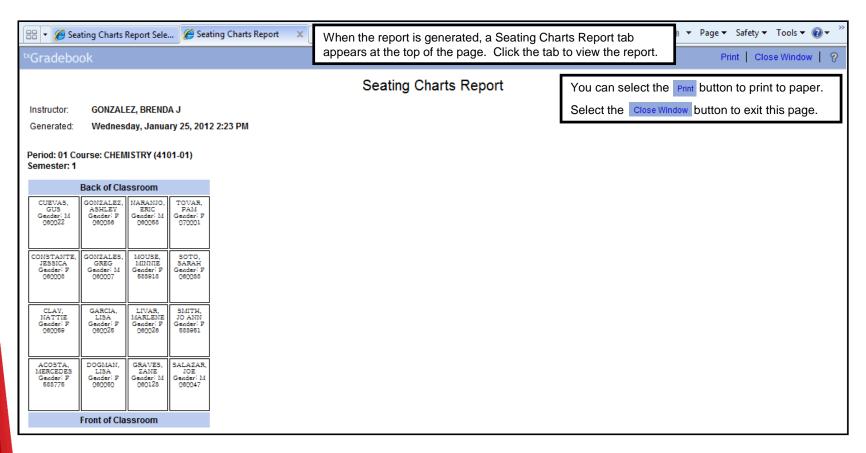
Under Seating Charts Report Selection:
- Select **FixedSeat Width** to print a report in which all seats are the same width. This setting works for small and average-size classes. For larger classes, some seats may not print on the page.
- Select **Auto-AdjustedSeat Width** to print a report in which 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
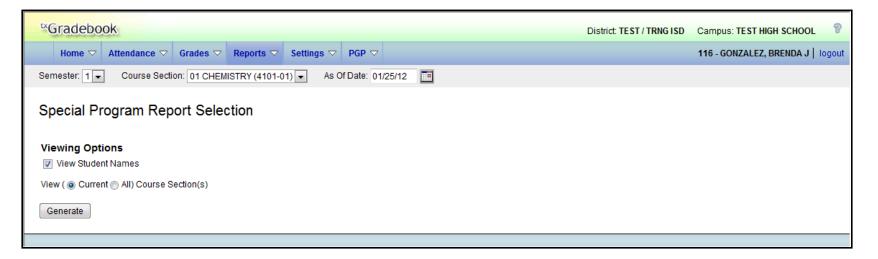
Reports
Special Programs

- 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.
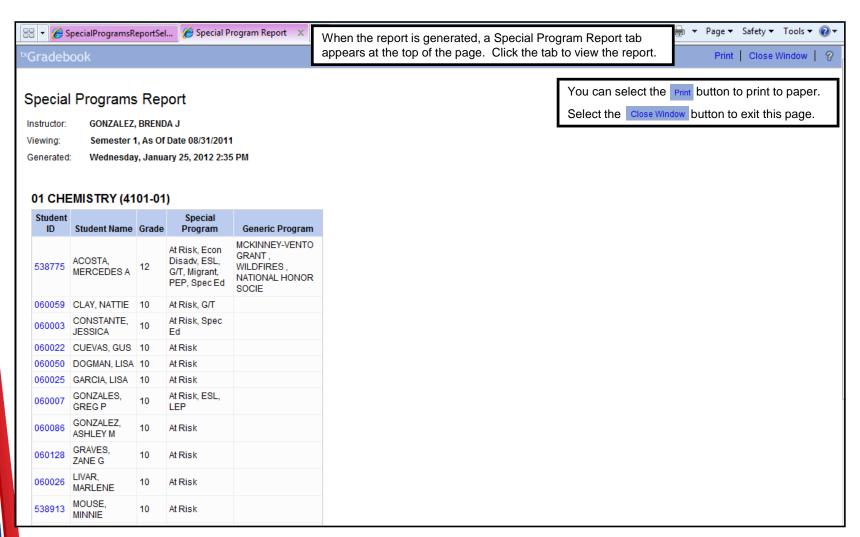
Under **Viewing Options**, you can set the following options:
- Select **View Student Names** if you want the student names to print on the report. Unselect **View Student Names** if you want to print the report student IDs only.
- Set the **View Course Section(s)** option to **Current** if you want 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

When the report is generated, a Special Program Report tab appears at the top of the page. Click the tab to view the report.

You can select the `Print` button to print to paper.

Select the `Close Window` button to exit this page.

Special Programs Report

Instructor: **GONZALEZ, BRENDA J**

Viewing: **Semester 1, As Of Date 08/31/2011**

Generated: **Wednesday, January 25, 2012 2:35 PM**

01 CHEMISTRY (4101-01)

Student ID	Student Name	Grade	Special Program	Generic Program
538775	ACOSTA, MERCEDES A	12	At Risk, Econ Disadv, ESL, G/T, Migrant, PEP, Spec Ed	MCKINNEY-VENTO GRANT , WILDFIRES , NATIONAL HONOR SOCIE
060059	CLAY, NATTIE	10	At Risk, G/T	
060003	CONSTANTE, JESSICA	10	At Risk, Spec Ed	
060022	CUEVAS, GUS	10	At Risk	
060050	DOGMAN, LISA	10	At Risk	
060025	GARCIA, LISA	10	At Risk	
060007	GONZALES, GREG P	10	At Risk, ESL, LEP	
060086	GONZALEZ, ASHLEY M	10	At Risk	
060128	GRAVES, ZANE G	10	At Risk	
060026	LIVAR, MARLENE	10	At Risk	
538913	MOUSE, MINNIE	10	At Risk	

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).
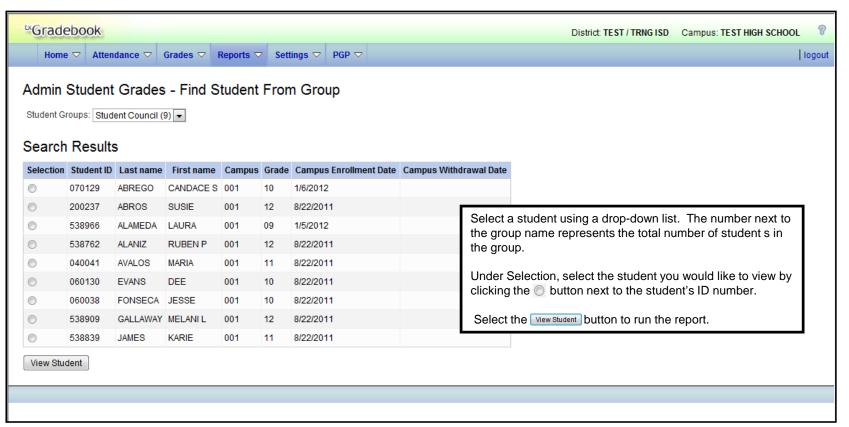
Reports
Student Group Reports – Group Admin Student Grades
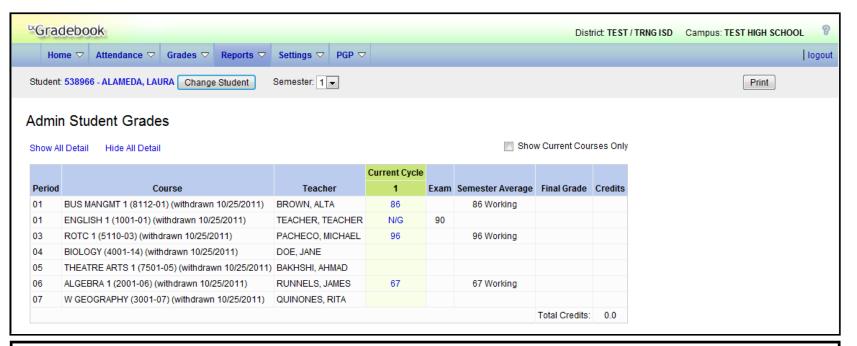
Reports
Student Group Reports – Group Admin Student Grades

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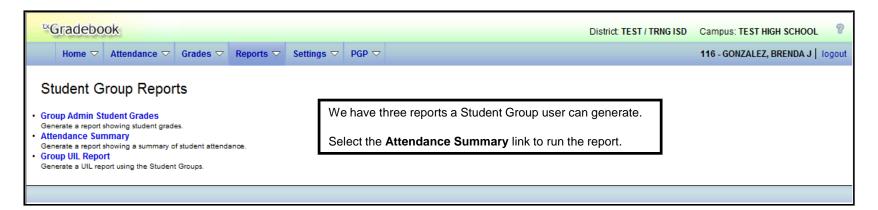
By default, the page displays all of the student's courses for the semester, including courses from which he has withdrawn. To see only the student's current courses, select **Show Current Courses Only**.

Select the Change Student button to select a different student.

To exit this page, select the Reports menu option.
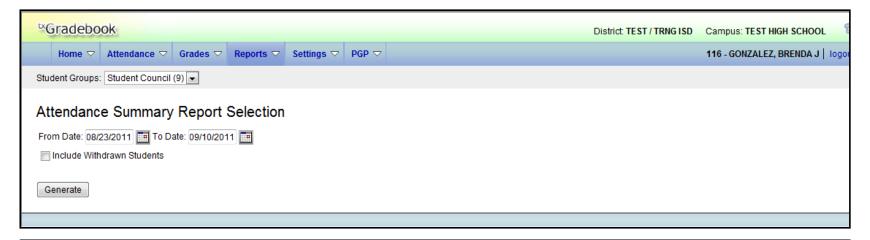
Reports
Student Group Reports – Attendance Summary

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

When the report is generated, an Attendance Summary tab appears at the top of the page. Click the tab to view the report.

You can select the Print button to print to paper.

Select the Close Window button to exit this page.

Attendance Summary Report

Student Group: **Student Council**
From: **8/23/2011**   To: **9/12/2011**
Generated: **Wednesday, January 25, 2012 4:29 PM**

Student Name	Student ID	Grade	P1 E	P1 U	P1 T	P2 E	P2 U	P2 T	P3 E	P3 U	P3 T	P4 E	P4 U	P4 T	P5 E	P5 U	P5 T	P6 E	P6 U	P6 T	P7 E	P7 U	P7 T
ABREGO, CANDACE S	070129	10	1	1		1	1		1	1		1	1		1	1		1	1		1	1	
ABROS, SUSIE	200237	12																					
ALAMEDA, LAURA	538966	09																					
ALANIZ, RUBEN P	538762	12																					
AVALOS, MARIA	040041	11																					
EVANS, DEE	060130	10																					
FONSECA, JESSE	060038	10																					
GALLAWAY, MELANI L	538909	12																					
JAMES, KARIE	538839	11																					

Selecting the student's id will take you to the Attendance portion of the Student Information page. There you will be able to see the detail of the selected range for that student.

Legend: E = Excused, U = Unexcused, T = Tardy

Reports
Student Group Reports – Group UIL Report

txGradebook

District: **TEST / TRNG ISD**   Campus: **TEST HIGH SCHOOL**

Home ▽   Attendance ▽   Grades ▽   Reports ▽   Settings ▽   PGP ▽

116 - GONZALEZ, BRENDA J | logout

Student Group Reports

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

We have three reports a Student Group user can generate.

Select the **Group UIL Report** link to run the report.

txSuite

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Reports
Student Group Reports – Group UIL Report

When the report is generated, a UIL Report tab appears at the top of the page. Click the tab to view the report.

You can select the Print button to print to paper.

Select the Close Window button to exit this page.

UIL Report

Student Group: **Student Council**
Viewing: **Semester 1, Cycle 1**
Generated: **Wednesday, January 25, 2012 4:34 PM**

070129 - ABREGO, CANDACE

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
01 ROTC 2 (5111-01)	01	PACHECO , MICHAEL			80
02 CHEMISTRY (4101-12)	02	HODGE , MOURETTE			90
03 THEATRE ARTS 2 (7502-03)	03	BAKHSHI , AHMAD			100

200237 - ABROS, SUSIE

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
01 COMM APPL (1201-01)	01	DEVLIN , HOPE			80
01 LAW ENFORCE 2 (8122-01)	01	FILBECK , ROBIN			85
02 US GOVT (3301-02)	02	CONTRERAS , JOSEPH			88
03 THEATRE ARTS 4 (7504-03)	03	BAKHSHI , AHMAD			82
04 ROTC 4 (5113-04)	04	PACHECO , MICHAEL			93
05 AP STATISTICS (2411-05)	05	KUHNER , FREDERICK			78
06 ANAT&PHYSLOGY (4301-16)	06	CHAVEZ , CARLOS			81
07 ENGLISH 4 (1004-07)	07	CORTES , ROSA			89

538966 - ALAMEDA, LAURA

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

Reports
Student Note Report

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

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

Under **Viewing Options**, make the following selections:
- If you want to print one course per page, select **Page break between courses**. Otherwise, the data will print continuously.
- In the **Sort Order** field, indicate if you want the report sorted by note category or user name.

Select the Generate button to run the report.
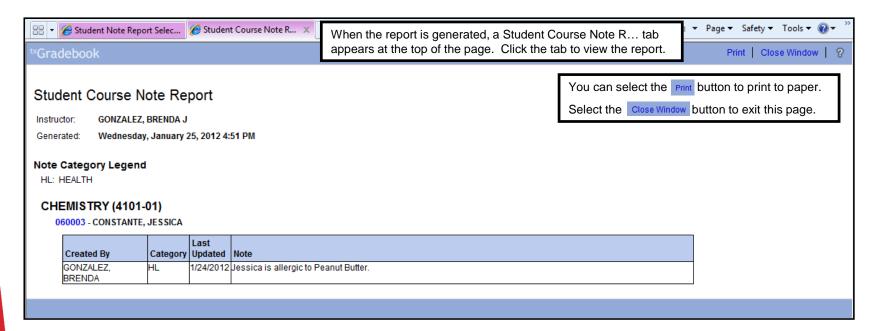
Reports
Student Note Report

Student Consulting Services