



User's Guide to TxGradebook

Education Service Center Region 12
Updated July, 2012

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Introduction

The txGradebook application is an integrated classroom management system that allows teachers to maintain and post student data, including attendance and grades.

Teachers may access txGradebook from anywhere with an Internet connection (school or home).

The txGradebook application consists of the following processes:


- Self-Register and Log On
- Set up Categories and Assignments
- Create Seating Charts
- Arrange Student Order
- Post and View Attendance
- Enter and Post Grades
- Produce IPRs
- Accept Transfer Students
- View Student Information
- Print Reports
- Administrator Access

Registration and Login

Teachers will need to register in the txGradebook at the beginning of each school year. The Registration process requires that a teacher setup their Login information.

Required Information to Enter:

- User ID (**not case-sensitive**)
- Password (**case-sensitive**)
- PIN Number
- Answer three hint questions



PEIMS ISD - Gradebook Login
Please login using your user ID and password

User ID:

Password:

New User?
If you have not yet created an account, click [here](#)


Forget your password?
If you have created an account, but forgot your password, or your account has been reset, click [here](#) to reset your password.

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Registration – Step 1

All teachers are new users for the beginning of each school year.

1. Go to the txGradebook website.
2. Under **New User**, click **here**.



PEIMS ISD - Gradebook Login
Please login using your user ID and password

User ID:

Password:

New User?
If you have not yet created an account, click [here](#)

Forget your password?
If you have created an account, but forgot your password, or your account has been reset, click [here](#) to reset your password.

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3. Enter a valid **Staff ID** (Social Security Number – no slashes), **Last Name**, and **First Initial**.

Registration Step 1

Please provide your Staff ID, your last name, and your first initial

Staff ID:

Last name:

First Initial:

[Next](#)[Back To Login](#)

NOTE: The system will not let the user create a security profile if the following is received:

Teacher already registered or not found

- The system cannot find a matching Staff ID (Social Security Number) in the current year Campus Instructor table.
- The system finds a security profile already exists for this Staff ID.
- If this happens, contact your PEIMS secretary.

Registration – Step 2

5. Enter a **User ID**.

- **User ID** must be **6 – 8 alphanumeric characters** and **unique within the district**. The User ID is **NOT** case sensitive.

Note: Once established, a User ID cannot be changed or deleted.

6. Enter a **Password**.

- The **password** must be **6 – 9 alphanumeric characters**. **Use at least three of the following: uppercase, lowercase, numeric, and/or punctuation (e.g. Rsgcc1)**. Your password is case sensitive.

7. Confirm **Password**.

8. Enter a four-digit **PIN** number.

- The **PIN** must be **four numeric characters**. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed.

Registration Step 2

Please provide a User ID, Password and Personal Identification Number

User ID:

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)

Next

[Back To Login](#)

9. Click **Next**.

Registration – Step 3

10. This page requires that you select and answer a set of three hint questions. If you forget your password in the future, you may reset your password if you successfully answer one of your hint questions. The district determines questions that you can select.

Note: You will be required to answer the questions correctly in order to recover your registration information. **BE SURE** to select questions for which you will easily remember your answer. **Answers are case-sensitive.**

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:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

Next

11. Click **Next**.
12. The **Success** page will be displayed.

Gradebook

?

Success

You have successfully completed your registration. Click finish to start using your web gradebook.

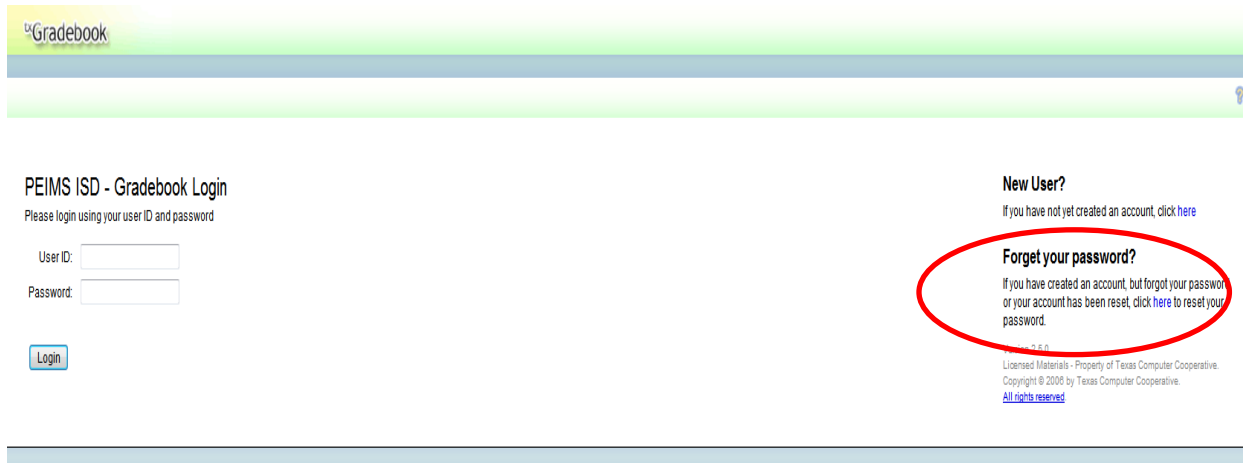
Finish

[Back To Login](#)

13. Click **Finish**. You will be redirected to the appropriate page according to your access level.
 - If you are a teacher with a non-administrative account, the Announcements page is displayed.
 - If you log in with a district OR campus level administrative user ID, the Admin Options page is displayed.

Forget Your Password?

1. From the **Login** page, click the link under **Forget your password?**



PEIMS ISD - Gradebook Login

Please login using your user ID and password

User ID:

Password:

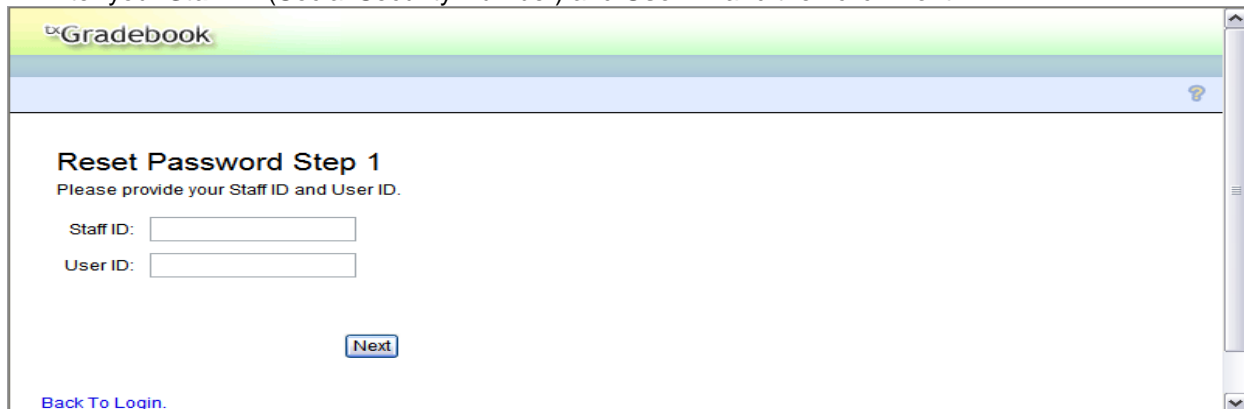
[Login](#)

New User?
If you have not yet created an account, click [here](#)

Forget your password?
If you have created an account, but forgot your password or your account has been reset, click [here](#) to reset your password.

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2. Enter your **Staff ID** (Social Security Number) and **User ID** and then click **Next**.



Reset Password Step 1

Please provide your Staff ID and User ID.

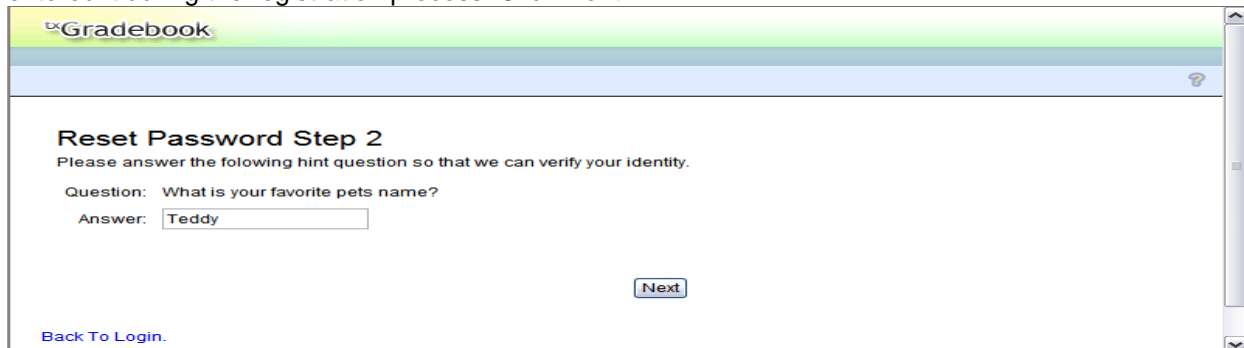
Staff ID:

User ID:

[Next](#)

[Back To Login.](#)

3. One of your hint questions will be randomly displayed. Enter the answer to the question exactly as you entered it during the registration process. Click **Next**.



Reset Password Step 2

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

Question: What is your favorite pets name?

Answer:

[Next](#)

[Back To Login.](#)

4. Enter a **NEW** password. Remember, the password must be **6 – 9 alphanumeric characters**. Use a combination of the following: **uppercase, lowercase, numeric, and/or punctuation**. Your password is case-sensitive.

Note: You cannot reuse your last password.

5. Confirm **Password**.

6. Enter a **NEW PIN** number (optional).

7. Confirm **PIN** number.

The screenshot shows a web browser window with the txGradebook logo in the top left. The page title is "Reset Password Step 3". Below the title, a message reads: "Please create and confirm your new password. You may also change your PIN, leave it blank if you would like it to remain the same." The form contains four input fields: "Password:" with a hint "Password must be between 6 and 9 alpha-numeric characters, and must contain at least 3 of the following character types: uppercase, lowercase, numeric, or punctuation"; "Confirm Password:" with a hint "Password must match entry in password field exactly (case sensitive)"; "New PIN:" with a hint "Leave pin field blank if you do not wish to change your pin, otherwise field must contain 4 numbers (example: 1234)"; and "Confirm PIN:" with a hint "PIN must match entry in PIN field exactly". A "Finish" button is located at the bottom right of the form area.

8. Click **Finish**.

Expired Password

For security purposes, your password will expire periodically. The amount of time that your password is valid is set by the district. If your password has expired, you will be redirected to the Password Expired page before the Announcements page is displayed.

1. Type your **current password**.
2. Type your **new password** and **confirm**.
3. Click **Submit**.

If you have entered the data correctly, your password will be changed, and the Announcements page will be displayed.

Other Account Maintenance

To Recover a Locked Account:

If you have **three consecutive unsuccessful attempts at signing in, your account will be locked**, and you must contact your campus txGradebook administrator to have your password reset. Once your account is reset, you can use the Reset Password (recover a lost password) procedure described in this document.

PEIMS ISD - Gradebook Login

Please login using your user ID and password

User ID: 240vcs

Password:

This account has been locked. Please see a system [administrator](#) to unlock the account.

Login

New User?

If you have not yet created an [account](#), click [here](#)

Forget your password?

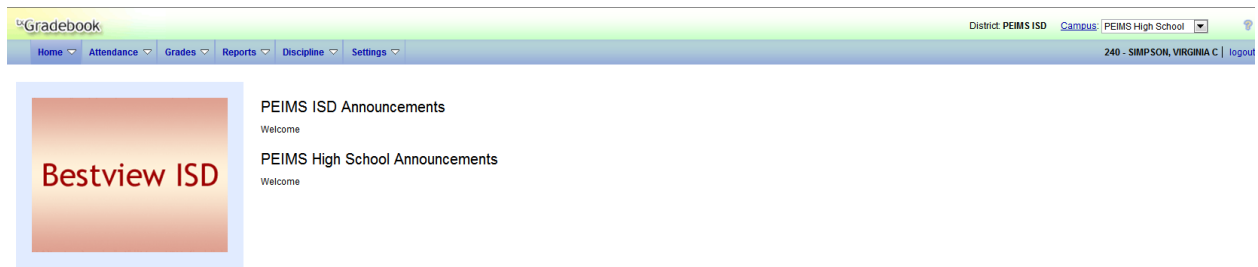
If you have created an account, but forgot your password, or [your account](#) has been reset, click [here](#) to reset your password.

If your account is locked, you must contact the campus administrator.

Administrator - Go into Grade Reporting/Maintenance/Grade Book Options/Teacher Profiles, highlight the teacher's name, and set the Lock Status to Reset. This will allow the teacher to reset their forgotten password.

The PEIMS secretary at your campus can unlock you or you may contact your tech.

Home Page



The following items appear on the Home Page:

- Your **district name** and **campus name** are displayed in the upper-right corner. If you currently teach courses at more than one campus, you may select which campus to view.
- Your **ID** and **name** are displayed.
- The **logout** link.
- The **help icon** is displayed.
- **District** and **Campus Announcements** are displayed. These announcements, which may contain important deadlines and information, are entered by your district and campus. Always check the announcements for new information.
- The **Submenu** is displayed below the main menu when you mouse over a main menu item. The submenu provides links to the pages and functions within the main menu areas.
- To return to this page after you log on, select **Home** on the main menu.

To Access a Page:

From the menu bar, mouse over the menu name (e.g., Attendance) to display the contents of the menu. The submenu will appear in the row below the main menu.

From the **Submenu**, select the menu item. A page for the selected menu item will be displayed.

To Return to the Previous Page:

You cannot return to a page by clicking your browser's Back button. To return to a page, you must reselect it from the menu.

To Access Help:

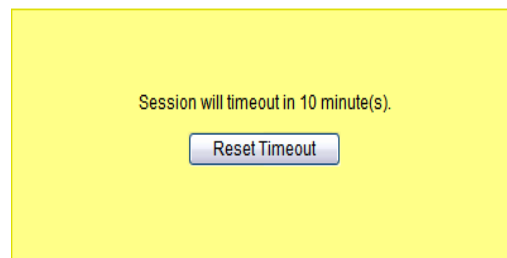
On the right side of the submenu, click the **?**. The Help window opens.

In the Help window, the Help topic is displayed on the right. The Help topic is specific to the page you are viewing. The navigation pane is displayed on the left, which allows you to browse other Help topics from this Help window.

To Keep Your Session Active:

If your session has been idle for a 20 minutes (i.e., you are logged on but you have not made any changes that have hit the server), your session will become inactive. This is a security measure designed to limit access to the system if you are unexpectedly called away from your computer. The time limit for idle sessions is set by your district.

- Prior to becoming inactive, a warning message will appear to let you know that your session will be ending soon.



- To keep the session active, click **Reset Timeout**. The session timeout counter will start over, and you will not lose data on the page.
- To allow the session to expire, do not type or click on the page. A short time later, a message is displayed to inform you that your session timed out. The page is automatically redirected to the Login page.
- **Warning: Any data that has not been saved when the session expires will be lost.**

User Types

Teachers

Teachers are directed to the Announcements page when they log on.

- Teachers who teach courses for which students must meet UIL eligibility requirements (e.g., band or athletics) can be granted access to the UIL report in the Reports menu. The UIL report allows a teacher to view his student's working cycle averages for all of their courses to determine UIL eligibility and locate students who may be at risk of losing eligibility.
- Teachers can be granted access to the Special Program report in the Reports menu. The report allows teachers to view a listing of the special populations for each student in the class.
- If you are a director of extra-curricular activities your campus secretary can provide you with the forms to set up Student Groups for you. With the Student Groups you can access all grades and attendance for the students in your group.

Settings – Update Profile

The Update Profile pages allow you to change your password, PIN, or hint questions at any time.

To access the page:

Select **Update Profile** from the **Settings** menu.

Update Profile

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

* Current Password:

All profile changes require user verification. Please use your current password to [confirm](#) this is you.

New Password:

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

Confirm Password:

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

New PIN:

Must contain 4 numbers (example: 1234)

Phone Number: -

E-Mail Address:

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

Notes:

My conference period is from 10:00 - 10:40. Please call the office for an appointment.

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

Combine [Courses](#) in Attendance: ☒

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

Update Hint Questions: ☐

Student 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:

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

Previous

Next

1. In the **Current Password** field, type your current password. You must type your current password correctly in order to update any data in the profile.
2. To change your password, type a new password in the **New Password** field. Your password must be 6-9 alphanumeric characters. Use at least three of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
3. Type your password again in the **Confirm Password** field. It must match the password you typed in the **New Password** field exactly.
4. To change your PIN, type a new four-digit PIN in the **New PIN** field.
5. Provide your telephone number to parents in txConnect by typing the number in the **Phone Number** field in the NNN-NNNNNNN format.
6. Provide your email address to parents in txConnect by typing the address in the **Email Address** field (e.g., some.one@krumisd.net)
7. Provide additional notes to parents, such as conference period information, by typing in the notes in the **Notes** field.
8. Select **Combine courses in attendance** if you want to combine classes for attendance reporting. The field is selected by default. If you do not want to combine courses for attendance reporting (e.g., pre-kindergarten courses that meet morning and afternoon), clear the field.
9. If you want to update your hint questions, select **Update Hint Questions**. The questions are updated on the next page when you click Next.
10. In the **Student Order** field, indicate where you want new students to be listed on the following pages and reports: Assignment Grades, Cycle Grades, IPR Comments, Print IPR, Assignment Grades Report, and Class Roster Report. This field works in conjunction with the Arrange Student Order page and is only available to users who are logged on as teachers. The field is not available to administrative users.
 - **Alpha (default) Order** – All students are listed in alphabetical order, regardless of the custom sort order established on the Arrange Student Order page.
 - **At the Top of the List** – Any new students who have enrolled in the course section since you last saved a custom sort order are displayed at the top of the list. If you have not set up a custom sort order, new students are displayed in alphabetical order.
 - **At the Bottom of the List** – Any new students who have enrolled in the course section since you last saved a custom sort order are displayed at the bottom of the list. If you have not set up a custom sort order, new students are displayed in alphabetical order.

The setting is the same for ALL of your classes.

Notes:

- If you selected the option to list new students at the top or bottom of the list, but you have not set up a custom sort order for all course sections, only classes that have a custom sort order are affected. For all other course sections, all students are listed in alphabetical order.

- This field allows you to **toggle** between displaying students in alphabetical order and your custom sort order. If you have created a custom sort order, you can temporarily change this field so your students are displayed in alphabetical order. When you change the field again to add new students to the top or bottom of the list, your custom sort order is retained.
11. Select **Use Independent Scroll Bars on Assignment Grades** if you want independent scroll bars for the assignment grades table on the Assignment Grades page. If you clear the field, the complete assignment grades table will be displayed. If the data requires more than one screen, the page scroll bars must be used to view the additional data.

Note: The field is ignored if you are using an Apple mobile device. The independent scroll bars are not available on Apple mobile devices.
 12. In the **Default Assignment Due Date** field, click to indicate if you want a default date to be displayed in the **Date Due** field on the Administer Assignments page. You can select no default date, the current date, or up to five days in the future. For example, if you selected Current Date +2, and the current date is May 20, the **Date Due** field on the Administer Assignments page will display May 22 by default. If May 22 occurs on the weekend, the **Date Due** field will display the date of the following Monday.
 13. Click **Next**. If you selected **Update Hint Questions**, the Update Profile Step 3 page allows you to update your answers to the hint questions.
 14. You can change your hint questions and answers, and then click **Next**.
 15. If you entered all required data, the Success page is displayed. Click **Finish** to return to the Announcements page.

Arrange Student Order

The Arrange Student Order page allows you to determine the order in which students are listed on the following pages:

- Grades, Assignment Grades
- Grades, Cycle Grades
- Grades, IPR Comments
- Grades, Print IPR
- Reports, Assignment Grades (listed as a sorting option)
- Reports, Class Roster

You must be logged on as a teacher to use this page. The page is not displayed for administrative users.

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 other pages throughout txGradebook.

To access the page:

From the **Settings** menu, select **Arrange Student Order**.

Gradebook

District: PEIMS ISD Campus: PEIMS High School 240 - SIMPSON, VIRGINIA C | logout

Home Attendance Grades Reports Discipline Settings

Semester: 2 Course Section: 02 Eng 4 (2033-02) Retrieve Data

Arrange Student Order

Choose the semester and course section. Then click Retrieve Data. All students in this class appear in the list, including students who have withdrawn or dropped. Drag and drop the students into the desired order. Then enter PIN and click [Save Arrangement](#).

PIN: Save Arrangement

Student List	
1	001519 Altshul, Rhianna C
2	001414 Angel-Villalpando, Jared A
3	001420 Bobo, Kourtney A
4	002303 Cesario, Gabriella L
5	001535 Christian, Rebecca F
6	001957 Deal, Maria S
7	002421 Donaldson, Valentin
8	003158 Franco, Destiny A
9	002696 Hale, Ashley N
10	002708 Sawyer, Mark S
11	002693 Simak, Katherine P
12	002273 Sproles, Christopher R
13	001570 Stevens, Randal L

For your custom student order to be utilized, you must update the "Student Order" setting. You may change this setting on the [Update Profile](#) page.

To Arrange the Students:

1. In the **Semester** field, select the semester of the course section for which you want to arrange students.
2. In the **Course Section** field, select the course section for which you want to arrange students.
3. Click **Retrieve Data**. All students in the selected course section are listed.
 - If you have not previously arranged students in this course section, the students are listed in alphabetical order.
 - If you have previously arranged the students, the students are listed in the last saved order.
 - Withdrawn and dropped students are included in the list.
 - To the right of the student list, a message indicates your current setting on the Update Profile page regarding the placement of new students. A link to the page is provided, allowing you to easily change your setting.
4. You can rearrange students using drag-and-drop. Click and hold the student ID or name, and drag the student to the new position.
5. You can click the student ID to view the student's profile.
6. To save the student order, in the **PIN** field, type your four-digit PIN.
7. Click **Save Arrangement**.

Settings – Administer Courses

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

To add course-wide data:

Gradebook District: PEIMS ISD Campus: PEIMS High School 240 - SIMPSON, VIRGINIA C | logout

Course Section: 02 Eng 4 (2033-02)

Administer Courses

Course Note
Parents will be able to view this note through bConnect.

You enter notes about your course, such as reminders, announcements, or other course-related information.

PIN:

From the **Settings** menu, select **Administer Courses**.

1. In the **Course Section** field, select the course section for which you want to add, update, or delete notes. If any notes were previously entered for the course, they are displayed in the **Course Note** text box.
2. In the **Course Note** text box, add, update, or delete course notes as necessary.
3. In the **PIN** field, type your four-digit PIN.
4. Click **Save**.
 - If your notes were saved successfully, the page reloads, and a message is displayed indicating that the data was saved successfully.
 - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must type the correct PIN to continue.

If you changed any data on the page and then attempt to leave the page without saving the changes, a warning message is displayed. This includes attempting to change the Course Section field before you save changes.

5. Click **Continue** to leave the page without saving your changes, or click **Cancel** to return to the page and save your changes.

Seating Chart Setup

The Seating Chart Setup page allows you to create and maintain seating charts for all of your classes. The seating chart lists the student name, gender, and ID. The seats are color-coded by gender. Student seats can be rearranged at any time.

Notes:

- If a student transfers to the class, he/she is listed under **Unassigned Students**.
- If a student drops the course, his/her seat is blank.

To access the page:

From the **Settings** menu, select **Seating Chart Setup**.

Gradebook District: PEIMS ISD Campus: PEIMS High School 240 - SIMPSON, VIRGINIA C. | logout

Home Attendance Grades Reports Discipline Settings

Date: 5/9/2012 Semester: 2 Period: 02

Layout Options: Random 4 Rows 3 Columns Preview Layout Print

Seating Chart Setup Choose the date, semester and class period. Then select the desired layout and dimensions and click Preview Layout.

☐ Show Pictures

Back of Classroom

Taitt, Sterling Gender: F 001517	Franco, Destiny Gender: F 003155	Donaldson, Valentin Gender: M 002421
Altochul, Rhianna Gender: F 001519	Sawyer, Mark Gender: M 002708	Hale, Ashley Gender: F 002060
White, Ravin Gender: F 002105	Bobo, Courtney Gender: F 001420	Chisman, Rebecca Gender: F 001635
Silvers, Randal Gender: M 001570	Thayer, Bailey Gender: F 002051	Woodcock, Martin Gender: M 002534

Front of Classroom

Unassigned Students

001414 Angel/Villalpando Jared (M)
002303 Casiano Gabriella (F)
001957 Deal Maria (F)
002053 Sihak Katherine (F)
002273 Sproles Christopher (M)
001380 Tricall Maranda (F)
001513 Woodrome Casey (F)

To create a seating chart:

1. The **Date** field displays the current date by default. You can type another valid attendance date in the MMDDYYYY format, or select a date from the calendar. To close the calendar, you must click a valid date on the calendar.
 - The date is used to verify current enrollment in the class.
 - If you are setting up a seating chart before the first day of school, enter the date of the first class.
2. The **Semester** field displays the semester of the selected date by default. Select another semester if necessary.
3. In the **Period** field, select the period/course for which you want to create a seating chart.

- By default, the field displays the first period for which you have not posted attendance.
- If a seating chart already exists for the course, the seating chart is displayed.
- If **Combine courses in attendance** is selected on the Update Profile page, the courses are combined by period.

IMPORTANT:

It is **STRONGLY** recommended that you set the **Combine courses in attendance** field on the **Update Profile** page the way you want it for the semester before creating the seating chart. If you change the setting, the data will be preserved as much as possible; however, you must then verify that your seating charts are correct for all periods, make the necessary changes, and then save the seating charts again.

If you change the **Combine courses in attendance** field during the semester, the following applies.....

- If **Combine courses in attendance** was **NOT** originally selected and you have only one course per period, you created a seating chart, and then you selected **Combine courses in attendance**, the seating chart is not affected; however, you must resave the seating charts for all periods.
- If **Combine courses in attendance** was **NOT** originally selected and you have some periods with multiple courses (each with its own seating chart), you created a seating chart, and then selected **Combine courses in attendance**, the following occurs when you retrieve one of the periods on the Seating Chart Setup page:
 - *Only the seating chart for the first course in the list is preserved.
 - *The remaining students are displayed under Unassigned Students.
 - *If the first course in the list has no students enrolled, no seating chart is preserved. You must recreate the chart.
- If **Combine courses in attendance** was originally selected and you have only one course per period, you created a seating chart, and then you cleared **Combine courses in attendance**, the seating chart is not affected; however, you must resave the seating charts for all periods.
- If **Combine courses in attendance** was originally selected and you have some periods with multiple courses, you created a seating chart for students from multiple courses, and then you cleared **Combine courses in attendance**, the following occurs when you retrieve a period/course on the Seating Chart Setup page:
 - *Only the chart dimensions of the seating chart for the first period/course you attempt to edit is preserved.
 - *Only seats for students enrolled in the course are preserved.
 - *The remaining students are displayed under Unassigned Students.
 - *You must recreate the chart for the other courses that were previously combined in the period.

4. In the **Layout Options** field, select one of the following layouts for the seating chart.

- **Alphabetical by row** – Students are placed in alphabetical order by last name starting at the front-left corner of the room (from the teacher's perspective) and continuing horizontally, filling each seat until all students are placed. Empty seats are at the back of the room.

- **Alphabetical by column** – Students are placed in alphabetical order by last name starting at the front-left corner of the room (from the teacher’s perspective) and continuing vertically toward the back of the room, filling each seat until all students are placed. Empty seats are on the right side of the room
- **Numerical by row** – Students are placed in numerical order by student ID starting at the front-left corner of the room (from the teacher’s perspective) and continuing horizontally, filling each seat until all students are placed. Empty seats are at the back of the room.
- **Numerical by column** – Students are placed in numerical order by student ID starting at the front-left corner of the room (from the teacher’s perspective) and continuing vertically toward the back of the room, filling each seat until all students are placed. Empty seats are on the right side of the room.
- **Random** – Students are placed in random order. Empty seats are at the back of the room.
- **Blank** – A blank seating chart is displayed, and all students are listed either beside or below the chart (depending on the size of the chart).

Note: If you previously saved a seating chart and return to this page, the student seats are arranged according to your last saved layout; however, the Layout Options drop down is always set to Random by default.

5. In the **Rows** and **columns** fields, type the number of rows (horizontal) and columns (vertical) for the seating chart. You can have up to 11 rows and 11 columns.
 6. Click the **Preview Layout**. The seating chart is displayed according to the criteria entered.
 - If there are more students enrolled in the class than seats available, the extra students are listed under Unassigned Students either beside or below the seating chart (depending on the size of the chart).
 - Each seat lists the student’s name, gender, and ID.
 - You can click the student ID to view the student’s profile.
 - The seats are color-coded by gender. Seats for females are shaded pink, and seats for males are shaded blue.
- Note:** When you click **Preview Layout**, the changes **ARE NOT SAVED**. You must type your **PIN** and click **Save Seating Chart** to save the changes.
7. Select **Show Pictures** to display student photos in the seating chart. Clear the field to hide the student photos.
 8. You can manually arrange students as needed by dragging a student to a new location.
 - If a student is dragged to a new location that is currently occupied, the two students switch seats.
 - If the student is dragged to an unoccupied location, his original location becomes unoccupied.
 - You can drag students to and from the Unassigned Students list. If a student is dragged to a new location that is currently occupied, the two students switch places. The student from the list now has a seat, and the student who had a seat is now in the list.

9. To re-sort the students using one of the layout options, select an option from the **Layout Options** field,

and then click **Preview Layout**. The students are sorted according to the new layout.

10. To save your changes, type your four-digit PIN in the **PIN** field, and then click **Save Seating Chart**.

- If your changes were saved successfully, the page reloads, and a message is displayed indicating that the seating chart data was posted.
- If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN to continue.
- If you change any data on the page and then attempt to leave the page without saving the changes, a warning message is displayed.

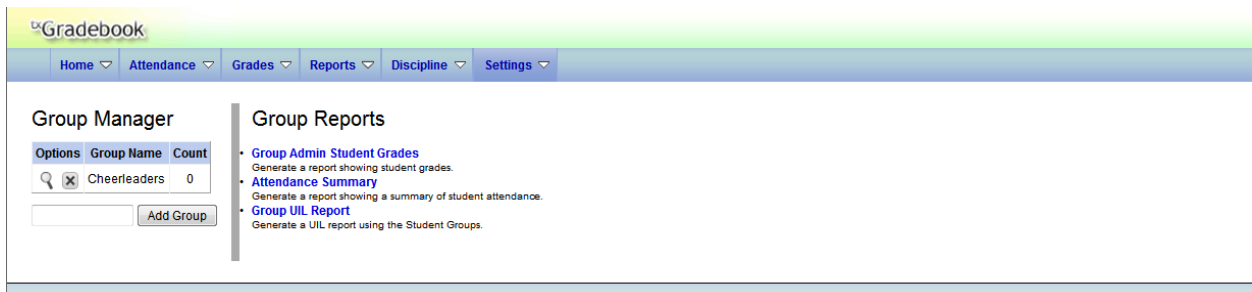
11. Click **Print** to print the seating chart for one period or all periods. The Seating Charts Report Selection page is displayed allowing you to make selections for running the report. See the Seating Charts Report section of this training guide for more information on running the report.

Student Group Manager

The Student Group Manager page allows your campus designated person to create and maintain groups of students for reporting purposes. The student groups can be campus-wide and are not limited to a particular course section. Special group reports are available to provide data for the student groups.

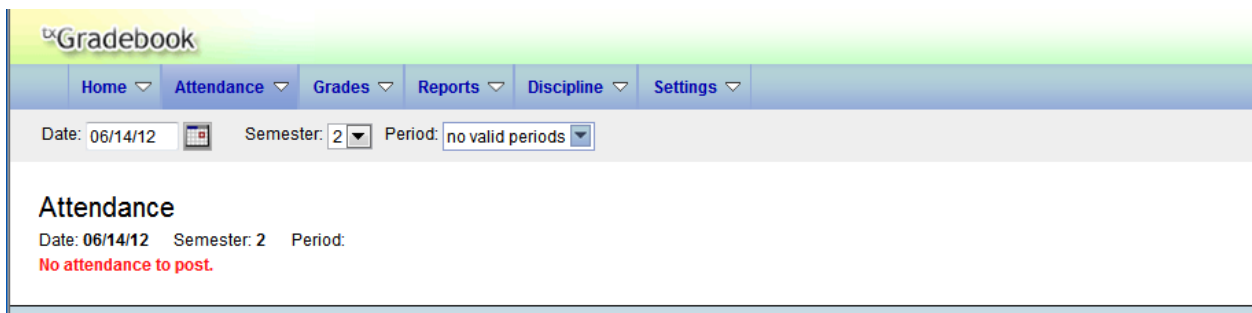
Teachers can be given access in the Student system to create student groups as follows:

- **No access** – The Student Group Manager page is not listed in the menu.
- **Campus-wide Access** – Your campus secretary or registrar can create student groups that include all students at the campus.



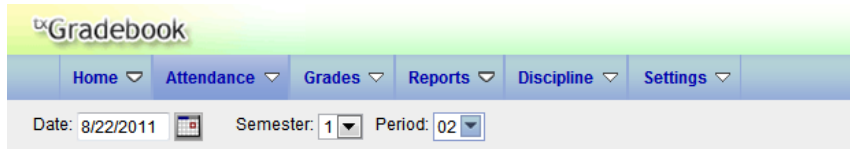
Attendance

To record or view Attendance data, select Post/View Attendance from the Attendance menu. 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.



To Access the Page:

From the **Attendance** menu, select **Post/View Attendance**.



The navigation bar for the Gradebook application. It features a header with the 'Gradebook' logo. Below the logo is a horizontal menu with buttons for 'Home', 'Attendance', 'Grades', 'Reports', 'Discipline', and 'Settings'. Underneath the menu is a date selection area with 'Date: 8/22/2011', a calendar icon, and dropdown menus for 'Semester: 1' and 'Period: 02'.

Attendance

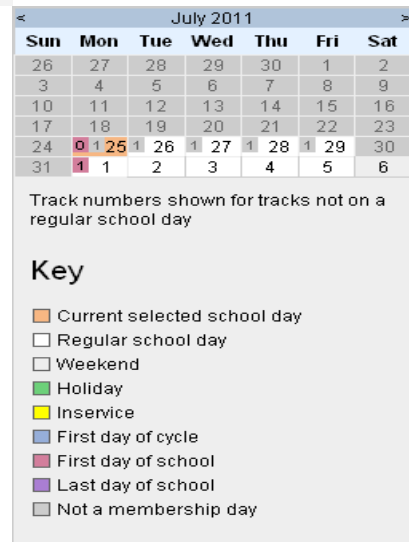
Date: 08/22/11 Semester: 1 Period: 02

Student ID	Last name	First name	Attendance	Grade	Co
001519 NEW	Altschul	Rhianna C	<input type="radio"/> Absent <input checked="" type="radio"/> Present	12	02 E
001414 NEW	Angel-Villalpando	Jared A	<input type="radio"/> Absent <input checked="" type="radio"/> Present	12	02 E
001420 NEW	Bobo	Kourtney A	<input type="radio"/> Absent <input checked="" type="radio"/> Present	12	02 E
002303 NEW	Casiano	Gabriella L	<input type="radio"/> Absent <input checked="" type="radio"/> Present	12	02 E
001535 NEW	Chrisman	Rebecca F	<input type="radio"/> Absent <input checked="" type="radio"/> Present	12	02 E
001957 NEW	Deal	Maria S	<input type="radio"/> Absent <input checked="" type="radio"/> Present	12	02 E
002421 NEW	Donaldson	Valentin	<input type="radio"/> Absent <input checked="" type="radio"/> Present	12	02 E

To Select a Posting Period:

1. The page displays data for the current date by default. To enter another date, type the date in the MMDDYYYY format, or open the calendar and select a valid date. To close the calendar, you must click a valid date on the calendar.

- You cannot select a date outside the current school calendar. Valid school dates begin with the earliest meeting day for any track at the campus and end with the latest meeting day from any track at the campus.



A calendar for July 2011. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The 25th is highlighted in orange, indicating it is the current selected school day. A key below the calendar explains the color coding: orange for 'Current selected school day', white for 'Regular school day', light gray for 'Weekend', green for 'Holiday', yellow for 'Inservice', blue for 'First day of cycle', pink for 'First day of school', purple for 'Last day of school', and light gray for 'Not a membership day'.

- Some campuses may not allow you to post attendance for a prior date. In this case the **Post Attendance** button is not displayed for prior dates.
 - Courses are only displayed on the days met. For example, a course that meets only on Monday is displayed only when the attendance date is a Monday.
2. The **Semester** field displays the semester of the selected date by default. Select another semester if necessary.
3. In the **Period** field, select the period/course for which you want to view or record attendance.

- The page defaults to the first period for which you have not posted attendance.
- The list of active students for the selected date and period/course is displayed.
- If you teach multiple courses for the selected period, all students in all courses will be displayed.
- If the course enrollment date is the same as date selected, the student is highlighted with “New”.

001519 NEW	Altschul	Rhianna C	<input type="radio"/> Absent	<input checked="" type="radio"/> Present	12	02 Eng 4 (2033-02)
------------	----------	-----------	------------------------------	--	----	--------------------

- Attendance can be posted only once for each date/period. If you have already posted attendance for this date/period, the period will be shaded gray in the drop-down list. If you select this period, a message notifies you that attendance has been posted for the date/period, and a view-only list is displayed.

To Record Attendance:

When the date and period are selected, a class list is displayed. All students are defaulted to Present. For students who are tardy or absent for the selected date/period, mark accordingly in the Attendance fields.

- As you mark students Absent or Tardy, the rows will change color. Tardy students will be shaded **YELLOW**, and absent students will be shaded **RED**.
- The total number of students enrolled in the period is displayed at the bottom of the column.
- 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.
- If a student's absence is pre-posted (e.g., a scheduled band trip or a student who called in sick), the student is shaded gray, and the Attendance field displays the reason for his absence. Pre-posted absences are handled by the attendance clerk, so you cannot mark attendance for the student.
- 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 his name.
- If the attendance clerk has entered comments associated with a student's pre-posted attendance for the date displayed, the comments icon will appear to the right of the pre-posted attendance. Click to view the comment.

The office has pre-posted attendance for this student. A teacher cannot over-ride attendance taken in the office.



Student ID	Last name	First name	Attendance	Grade	Course Section
400167	ANISTON	JENNIFER	UNEXCUSED ABSENCE	11	01 ENG 3 (H102-01)
102371	David	Alexys L	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	01 ENG 3 (H102-01)
102369	Dylan	Bob L	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	01 ENG 3 (H102-01)
400209	FUNICELLO	NANNETTE	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	01 ENG 3 (H102-01)
400264	JOLIE	ANGELINA	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	01 ENG 3 (H102-01)
400236	Jones	Landon D	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	01 ENG 3 (H102-01)
400207	NICKLAUS	JACK	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	01 ENG 3 (H102-01)
400206	PALMER	ARNOLD	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	01 ENG 3 (H102-01)
400186	PERRY	TYLER	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	01 ENG 3 (H102-01)
# Students: 9					

To Sort and Rearrange Columns:

The columns can be sorted and rearranged according to your preferences. An arrow indicates the column and order by which the table is currently sorted. If a column can be sorted, a sort box appears in the column heading.

- The column will be sorted in ascending order, as indicated by in the column heading. To sort the column in descending order, click again. The sort arrow will change direction.
- If you sort by the last name column, the table will actually sort by last name, then first name. If you sort by the first name column, the table will actually sort by first name, then last name.
- To rearrange the columns, click on the left side of the column you wish to move, and drag the column to the desired location in the table. Before you drop the column in the new location, a red bar will appear in the location in which it will drop.

To Post Attendance:

After you record attendance for the course, review your input carefully. **YOU CAN POST ATTENDANCE ONLY ONCE FOR EACH PERIOD/COURSE.** If you need to correct the attendance after you have posted, you must contact your attendance clerk to correct the error. Follow procedures established by your campus (e.g., print the posted attendance report, make any corrections, sign the report, and submit it to your campus administrator).

When you are satisfied with your attendance input, you must post the data.

1. Type your **PIN** in the **PIN field**.
2. Click **Post Attendance**. If your changes were saved successfully, the page will reload with a message indicating that the attendance was posted successfully.
3. If you indicated that all students are present (and no absences were previously entered by the attendance clerk), a message is displayed prompting you to confirm that all students are marked present.
 - Click **Continue** to confirm. Attendance is posted, and the All Present flag in the database is set to Y (yes).
 - Click **Cancel** not to confirm. Attendance is NOT posted.

All students are marked present. Please confirm.

4. After posting is complete, the attendance list is **VIEW ONLY**.

Home	Attendance	Grades	Reports	Settings	802 - Brindle, Joey logout
Attendance > Post/View Attendance Attendance Rosters					
Date: 08/05/11 Semester: 1 Period: 01 Print					

Attendance

Date: 08/05/11 Semester: 1 Period: 01

Attendance successfully posted.

Student ID	Last name	First name	Attendance	Grade	Course Section
400167	ANISTON	JENNIFER	UNEXCUSED ABSENCE	11	01 ENG 3 (H102-01)
102371	David	Alexys L	PRESENT	11	01 ENG 3 (H102-01)
102369	Dylan	Bob L	PRESENT	11	01 ENG 3 (H102-01)
400209	FUNICELLO	NANNETTE	UNEXCUSED ABSENCE	11	01 ENG 3 (H102-01)
400264	JOLIE	ANGELINA	PRESENT	11	01 ENG 3 (H102-01)
400236	Jones	Landon D	UNEXCUSED ABSENCE	11	01 ENG 3 (H102-01)
400207	NICKLAUS	JACK	PRESENT	11	01 ENG 3 (H102-01)
400206	PALMER	ARNOLD	PRESENT	11	01 ENG 3 (H102-01)
400186	PERRY	TYLER	PRESENT	11	01 ENG 3 (H102-01)
# Students: 9			Absent 3 Tardy 0 Present 6		

Note: Students whose first day (or reentry day) is not the official first day of school cannot be marked absent during the ADA period on their first day. The Absent option is disabled.

To Print Attendance Data:

1. To print the attendance list for the date/period/course displayed, click **Print**. The Print dialog box opens allowing you to select your printer and settings.
2. Click **Print** to continue, or click **Cancel** to cancel printing.

You can print the list whether it is posted or not posted. The printed attendance list for an unposted class will provide blanks in which you may mark attendance.

Attendance Roster

http://216.213.201.18/bstgradebook/Teacher/Access/Attendance/AttendanceRoster.aspx

Attendance Roster

Instructor: Brindie, Joey

Attendance Date: Friday, August 05, 2011

Period: 02

Course: ENG 3 (H102-02)

Student ID	Last name	First name	Attendance			Grade	Course Section
400239	Cottle	Richard J	Absent	___	Tardy	___	11 02 ENG 3 (H102-02)
400191	COOPER	BRADLEY	Absent	___	Tardy	___	11 02 ENG 3 (H102-02)
102524	Evans	Angie L	Absent	___	Tardy	___	11 02 ENG 3 (H102-02)
300917	Evans	Anthony L	Absent	___	Tardy	___	11 02 ENG 3 (H102-02)
400168	BAYEK	SELMA	Absent	___	Tardy	___	11 02 ENG 3 (H102-02)
400270	Johns	Morgan F	Absent	___	Tardy	___	11 02 ENG 3 (H102-02)
102463	Johnson	David L	Absent	___	Tardy	___	11 02 ENG 3 (H102-02)
400234	Schultz	Abigail	Absent	___	Tardy	___	11 02 ENG 3 (H102-02)
400208	WOODS	TIGER	Absent	___	Tardy	___	11 02 ENG 3 (H102-02)

Students: 9

Printed on: 08/05/11 10:47:58 AM

802 - Brindie, Joey

1 of 1

8/5/2011 10:48 AM

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 and course section. An initial set of categories, defined by the campus, will be set at the beginning of the year. You can also assign your own category colors to enable color-coding of assignments on the Assignment Grades page.

From the **Settings** menu, select **Administer Categories**.

Gradebook District: PEIMS ISD Campus: PEIMS High School

Home Attendance Grades Reports Discipline Settings

Semester: 2 Course Section: 02 Eng 4 (2033-02) 240 - SIMPSON, VIRGINIA C | logout

Administer Categories

Weighting Type

Percentage

Available Categories

Drag and drop (or double click) categories from this list onto the selected categories table.

- Daily Grade
- Journal
- Lab/ Quiz
- PM Practices
- Quiz Grades
- Quiz/Labs

Add Category

Category Name:

PIN: Add Cancel

Selected Categories

Delete	Category name	Color	Cycle 1 (closed)		Cycle 2 (closed)		Cycle 3	
			% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
X	Test/Project Grade	Red	60	0	60	0	60	0
X	Daily Grade	Green	40	0	40	0	40	0
Totals			100		100		100	

PIN: Save

Copy categories to other course sections...

To Select the Weighting Type for the Course Section:

1. Select the semester and course section for which you want to administer categories. Under **Weighting Type**, select the weighting type you want to use for the categories. You must use the same weighting type for all cycles in a semester and for all semesters of a course.

- **Percentage** – You will assign percentages to each category. The percentages must total 100%.
- **Point** – Provide point values for 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 total points, not weighting.
- **Multiplier** – Provide a multiplier number (between 1-9) for each category. For multipliers greater than one, the individual assignment grades are counted multiple times.

If you post an override cycle grade for a student even if there are no categories for the course, the weighting type is automatically set to percentage.

To Add a Category to a Course:

If the cycle is closed, the column heading for the cycle displays (closed), and the data cannot be changed.





1. To add one of the available categories to your category list, click on the available category and drag it to your category list. Or, double-click the available category. The category is displayed at the bottom of your category list. If there is a default or locked weight for the category, it is copied to the open cycles.

Percentage totals must equal 100

Available Categories
 Drag and drop (or double click) categories from this list onto the selected categories table.

Add Category
 Category Name:

PIN:

Selected Categories								
			Cycle 1		Cycle 2		Cycle 3	
Delete	Category name	Color	% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
	Daily Work		20	<input type="text" value="0"/>	20	<input type="text" value="0"/>	20	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	Book Reports		20	<input type="text" value="0"/>	20	<input type="text" value="0"/>	20	<input type="text" value="0"/>
	Homework		20	<input type="text" value="0"/>	20	<input type="text" value="0"/>	20	<input type="text" value="0"/>
	Test		40	<input type="text" value="0"/>	40	<input type="text" value="0"/>	40	<input type="text" value="0"/>
	Totals		100	<input type="button" value=""/> >>>	100		100	

PIN:

[Copy categories to other course sections...](#)

2. Under **Selected Categories**, the table changes according to your selection in the Weighting Type field. For each cycle, the column heading is %Weight, Points, or Multiplier, according to your selection. For each category you add to your list, type the appropriate values.

- If you select **Percentages** for weighting type, the percentages must total 100%.
- If you select **Point** for weighting type, you cannot enter the total point values in the Points field. The field automatically displays the sum of the total points entered for all assignments for the category. For example, on the Administer Assignments page, if you enter five tests in the Test category, each with total points set to 100, the field displays 500.
- If you select **Multiplier** for weighting type, you must type a value between 1-9 for the Multiplier field.
- If you selected a category created at the campus level, and the campus entered a weight for the category, the weight is displayed in the **%Weight** field for the category. You can change the weight, unless the campus locked the weight for the category. If the weight is locked, the weight is displayed in the field and cannot be changed.

3. In the **Color** column, select a color for the column. The color is used to color-code assignments on the Assignment Grades page. By default, no color is assigned to the category. The color can be changed at any time.

4. In the **Drop** column for each cycle, type the number of items that can be dropped during a cycle. For example, you may want to drop the student's three lowest grades from the homework category.

Warning: If all assignments in the category do not have the same total points value (as entered on the Administer Assignments page), the calculations for dropping a specified number of assignments for the category may result in an average that is different than expected. If the total points value varies, then the grade with the lowest number of points may not necessarily be the lowest grade.

- Only non-excluded grades are dropped. If you exclude an assignment for a student on the Assignment Grades page, the assignment is not counted as one of the grades that will be dropped.

- If you do not want to drop any grades from the category, type 0.
- If the #Drop field is set to a value other than 0 for any categories, the student's average will reflect the dropped grades.

5. Before you leave the page, you must save your changes. Type your **PIN**, and then click **Save**.

To Remove a Category from a Course:

Click the box with the X beside the category in the Delete column. You may not delete a category that has assignments associated with it. The X will not appear for those categories.

To Copy Categories from One Cycle to Another:

After you enter the weighting type value and number of assignments to drop for cycle 1, you can click the double arrows to copy the values to cycles 2 and 3.

To Copy Categories to Another Course Section:

Once you save the categories for a course, you can copy the categories to another course section. The category color-coding is also copied.

1. Select the semester and course section from which you wish to copy categories, and then click **Copy categories to other course sections**. The Copy Categories page will be displayed.

Gradebook District: ROCKY MOUNTAIN ISD Campus: Rocky Mountain High School

Home Attendance Grades Reports Settings 003 - Brainard, Kayla | logout

Settings > Update Profile Administer Categories Administer Assignments Arrange Student Order Course Note Seating Chart Setup

Copy Categories

From : 01 ALG II (H201-01)

To:

Semester: 1

Course	Period	Copy
01 ALG II (H201-01)	01	<input type="checkbox"/>
01 ALG II (H201-02)	01	<input checked="" type="checkbox"/>
06 GEOM (H202-01)	06	<input type="checkbox"/>

Semester: 2

Course	Period	Copy
01 ALG II (H201-01)	01	<input checked="" type="checkbox"/>
01 ALG II (H201-02)	01	<input checked="" type="checkbox"/>
06 GEOM (H202-01)	06	<input type="checkbox"/>

PIN:

[Back to Categories](#)

The **From** field displays the course from which you are copying categories. In the table, all of your active courses are displayed with check boxes.

2. Under **Copy**, select one or more courses to which you wish to copy the categories. If any of your other courses have categories that have assignments, then you may not copy to those courses. The **Copy** check boxes for those courses will be grayed out, and you will not be able to select those courses.
 - All categories for a course must be copied as a group to the other course; you cannot copy individual categories. The categories for a course section cannot be copied to itself.
 - You can click a course title to view the existing categories for that course.

3. Enter your **PIN**, and then click **Copy** to copy the categories.

If the categories were successfully copied, the page will reload and will display a list of courses to which your categories were copied. The changes are saved to the database.

Gradebook District: ROCKY MOUNTAIN ISD Campus: Rocky Mountain High School

Home Attendance Grades Reports Settings 003 - Brainard, Kayla | logout

Settings > Update Profile Administer Categories Administer Assignments Arrange Student Order Course Note Seating Chart Setup

Copy Categories

Categories for 01 ALG II (H201-02), semester 1, have been successfully saved.
 Categories for 01 ALG II (H201-01), semester 2, have been successfully saved.
 Categories for 01 ALG II (H201-02), semester 2, have been successfully saved.

From: 01 ALG II (H201-01)

To:

Semester: 1

Course	Period	Copy
01 ALG II (H201-01)	01	<input type="checkbox"/>
01 ALG II (H201-02)	01	<input checked="" type="checkbox"/>
06 GEOM (H202-01)	06	<input type="checkbox"/>

Semester: 2

Course	Period	Copy
01 ALG II (H201-01)	01	<input checked="" type="checkbox"/>
01 ALG II (H201-02)	01	<input checked="" type="checkbox"/>
06 GEOM (H202-01)	06	<input type="checkbox"/>

PIN:

[Back to Categories](#)

If you attempt to copy categories to a course that already has categories (but no assignments), a pop-up window will appear with a warning that you will override any categories that are already set up for the other course(s).

- Click **Back to Categories** to return to the Administer Categories page or make another selection from the menu.

To Change the Weighting Type:

If you change the weighting type after categories have been entered, a pop-up window will appear to notify you that all entered values for the categories will be cleared if you change the weighting type. You may click OK to change the weighting types, or you may cancel the action.

- You **CANNOT** change the weighting types if you have entered assignment grades for any category.
- You **CANNOT** change the weighting type for the second semester of a two-semester course. The weighting type must be the same for all semesters of a course.

Settings - Administer Assignments

The Administer Assignments page allows you to enter course assignments for your active courses, including extra credit assignments. For each assignment you create, you must specify an assignment category and enter an assignment description and the total number of possible points for the assignment. You must also enter the assignment date and due date. Required by our Board for use with Parent Portal

CATEGORIES MUST BE ESTABLISHED FOR THE COURSE BEFORE YOU CAN ENTER ASSIGNMENTS.

You CANNOT make changes to assignments once the cycle is closed.

From the **Settings** menu, select **Administer Assignments**.

Administer Assignments

Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Notes
<input type="checkbox"/>	Essay-Literature/Literacy	Daily Grade	Date: 5/16/2012	Date: 5/18/2012	100	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Journal and Reading Notebook	Daily Grade	Date: 5/18/2012	Date: 5/21/2012	100	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Delimmanade Group exercide	Daily Grade	Date: 5/21/2012	Date: 5/22/2012	100	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3 Week's Test	Test/Project Grade	Date: 5/23/2012	Date: 5/23/2012	100	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Quiz 9_16	Test/Project Grade	Date: 5/24/2012	Date: 5/24/2012	100	<input type="checkbox"/>	<input type="checkbox"/>

[Add new assignment](#)

Assignments saved.

PIN: [Save](#)

[Copy assignments to another course section / cycle...](#)

To Add an Assignment:

You may enter assignments from day to day, or may enter assignments for an entire cycle at once.

1. Select the **semester**, **cycle**, and **course section**. All assignments that have previously been entered for the semester/cycle/course section are displayed. If no assignments have been entered, a blank row will appear allowing you to add an assignment.
2. To add a new assignment if a blank row is not available, click **Add New Assignment**. You can also press Tab from the last field on the previous row. A new row will appear at the bottom of the assignments list.
3. Type a **name** for the assignment (e.g., Pop Quiz 1). The field can be up to 50 characters.
 - Keep assignment name as brief as possible
 - Longer assignment names will require more space on the Assignment Grades page
 - Assignment names may be changed at any time
 - You cannot add duplicate assignment names within a category; a message is displayed indicating that there is an assignment with the same name.
4. Select a **Category**.
5. Enter the **Date Assigned**
6. Enter the **Date Due**

7. Enter the total number of possible points for the assignment. The Total Points field cannot be zero, unless it is an extra credit assignment. This field defaults to 100.

Warning: If all assignments in a category do not have the same total points value, the calculations for dropping a specified number of assignments for the category may result in an average that is different than expected.

8. In the **Extra Credit** field, indicate if the assignment is an extra credit assignment. If the assignment is for extra credit, the Total Points field must be set to zero.

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.


9. In the **Notes** field, click to add optional notes for the assignment. If entered, these notes will be viewable in the txConnect Parent Portal. Add the note in the Note window, and then click **OK**. The note window closes, and the note icon will be yellow to indicate that a note was entered.
10. Enter your **PIN** and click **SAVE**. If your changes were saved successfully, the page will reload, and a message will appear indicating that the assignments were saved successfully.

To Delete an Assignment:

1. To delete an assignment, click under Delete for that assignment. You **CANNOT** delete an assignment if grades have been posted for the assignment. The X is not displayed for the assignments.

If you delete grades on the Assignment Grades page in order to delete an assignment, you must be sure to delete the grades for any withdrawn students.

2. Enter your **PIN** and click **SAVE**.



Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Notes
X	Essay-Literture/Literacy	Daily Grade	Date: 5/16/2012	Date: 5/18/2012	100	<input type="checkbox"/>	
X	Journal and Reading Notebook	Daily Grade	Date: 5/18/2012	Date: 5/21/2012	100	<input type="checkbox"/>	
X	Delimmanade Group exercide	Daily Grade	Date: 5/21/2012	Date: 5/22/2012	100	<input type="checkbox"/>	
X	3 Week's Test	Test/Project Grade	Date: 5/23/2012	Date: 5/23/2012	100	<input type="checkbox"/>	
X	Quiz 9_16	Test/Project Grade	Date: 5/24/2012	Date: 5/24/2012	100	<input type="checkbox"/>	

To Copy Assignments to Another Course Section:

Once you have saved assignments for a course, you may copy the assignments to another course section. Assignment notes are also copied with the assignments.

1. Select the **semester**, **cycle**, and **course section**. Click **Copy assignments to another course section/cycle**. The Copy Assignments page will be displayed.

Gradebook District: ROCKY MOUNTAIN ISD Campus: Rocky Mountain High School

Home Attendance Grades Reports Settings 003 - Brainard, Kayla | logout

Settings > Update Profile Administer Categories Administer Assignments Arrange Student Order Course Note Seating Chart Setup

Copy Assignments

From course: 01 ALG II (H201-01) semester: 1 cycle: 1

Assignments to copy

☒ Check all Assignments

☒ Relations: ordered pairs

☒ Tables and Graphs

☒ What is a function?

☒ Chapter 1 Review

☒ Chapter 1 Test

Course Sections to which to copy

Semester: 1

Course	Period	Cycles		
		1	2	3
01 ALG II (H201-01)	01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01 ALG II (H201-02)	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 GEOM (H202-01)	06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Semester: 2

Course	Period	Cycles		
		1	2	3
01 ALG II (H201-01)	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01 ALG II (H201-02)	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 GEOM (H202-01)	06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PIN:

[Back to Assignments](#)

The **From Course** field displays the course, semester, and cycle displayed on the previous page. This is the course from which you are copying categories.

- Under **Assignments to copy**, all assignments for the selected course are displayed. You may select specific assignments, or you may select **Check all Assignments**.
- Under **Course Sections to which to copy**, all course sections for all cycles are displayed. You may select specific course sections, or you may select the box at the top of the cycle column to select all course sections for that cycle.
- Enter your **PIN** and click **Copy**.

If the assignments were successfully copied, the page will reload, and a list of assignments and the courses to which the assignments were copied is displayed. The changes are saved to the database.

Gradebook District: ROCKY MOUNTAIN ISD Campus: Rocky Mountain High School

Home Attendance Grades Reports Settings 003 - Brainard, Kayla | logout

Settings > Update Profile Administer Categories Administer Assignments Arrange Student Order Course Note Seating Chart Setup

Copy Assignments

From course: 01 ALG II (H201-01) semester: 1 cycle: 1

Relations: ordered pairs was successfully copied to 01 ALG II (H201-02) cycle 1.
 Tables and Graphs was successfully copied to 01 ALG II (H201-02) cycle 1.
 What is a function? was successfully copied to 01 ALG II (H201-02) cycle 1.
 Chapter 1 Review was successfully copied to 01 ALG II (H201-02) cycle 1.
 Chapter 1 Test was successfully copied to 01 ALG II (H201-02) cycle 1.

Assignments to copy

☒ Check all Assignments

☒ Relations: ordered pairs

☒ Tables and Graphs

☒ What is a function?

☒ Chapter 1 Review

☒ Chapter 1 Test

Course Sections to which to copy

Semester: 1

Course	Period	Cycles		
		1	2	3
01 ALG II (H201-01)	01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01 ALG II (H201-02)	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 GEOM (H202-01)	06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Semester: 2

Course	Period	Cycles		
		1	2	3
01 ALG II (H201-01)	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01 ALG II (H201-02)	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 GEOM (H202-01)	06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are copying assignments for the current semester/cycle, then the entire assignment record is copied, including the assignment date, due date, and assignment notes. If you are copying assignments to a future semester/cycle, then the assignment record is copied without the assignment date and due date. The assignment notes are copied to the future semester/cycle.

- To return to the Administer Assignments page, click **Back to assignments**.

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, or redo), and you can print grades by assignment. This page also allows you to accept transfer students into a course and enter a walk-in average for the transfer students.






From the **Grades** menu, select **Assignment Grades**.

Semester: 1 Cycle: 2 Course Section: 02 Eng 4 (2033-02)

Student ID	Student name	Cycle average	Type Project Grade Due 10/10/2011 Max: 98	Daily Grade Due 10/10/2011 Max: 95	Daily Grade Due 10/10/2011 Max: 95
002708	Sawyer, Mark S	87	85	90	90
002663	Skhah, Katherine P	84	80	95	87
002273	Sproles, Christopher R	78	70	95	77
001570	Stevens, Randal L	91	90	85	98
001517	Taitt, Sterlee M	87	85	95	90
002651	Thayer, Bailey N	87	85	85	90
001386	Troxell, Maranda L	86	88	75	90
002105	White, Ravin A	92	90	95	88
002534	Woodcock, Martin D	1	0	0	98
001513	Woodrome, Casey L	86	80	95	95
	Overall Averages:	71	82	88	85

Assignments per Page: 5 << Previous 1 - 5 Next >>

You cannot make changes to assignment grades in previous cycles.
 Sort Assignments by Date Due in: (Ascending Descending) order.
 PIN: Save Grades Calculate Averages

M	The letter "M" calculates as "0" assignment grade until replaced with missing grade.
I	The letter "I" calculates as "I" in Cycle Average field.
X	The letter "X" will exclude the assignment grade.
	You can click to add a course note about the student. The note icon is yellow if a course note already exists for the student. The Student Course Note dialog box opens allowing you to enter or update comments.
	Transfer Icon – Allows you to enter a transfer average and weight for the student.
 (Red)	Comment Box – Exclude
 (Orange)	Comment Box – Redo & Late
 (Yellow)	Comment Box – Comment

To Enter Assignment Grades:

1. To enter assignment grades, select the **semester**, **cycle**, and **course section**.
2. Click **Retrieve Data**.
3. Select one or more categories, assignments, and/or students. You can also enter a due date to limit the assignments displayed to those that are due on or after that date. The assignment grades table will display all students currently enrolled in the course section and the assignments, according to your selections.
4. Enter the grades in the fields provided.

When you enter or change a grade, the table cell will turn gray to indicate that the grade has been changed but not yet saved. Once you save the assignment grades, the cell will not be gray.

5. Before you leave the page, you must save the data. Any data that has been changed since the last time you saved your grades is indicated by gray shading in the table cell. Enter your **PIN** and click **Save**.

If your changes were saved successfully, the page will reload, and a message will appear indicating that the grades were saved successfully.

Note: Be aware that you may have changed data that is not currently displayed on the page. All changes will be saved, including those that are not visible on the page. For example, if you are currently viewing assignment grades for one student, but you previously entered grades for other students, the grades for all students will be saved, regardless of what is displayed on the page at the time you save the data.

Notes about entering assignment grades:

- You can click the student ID to view the student's profile.
- Withdrawn students are not automatically displayed. To see withdrawn students in the list, select **Show withdrawn**. Withdrawn students will be displayed in a blue row, and the message **Withdrawn** will appear by the student's name. To hide withdrawn students, deselect **Show withdrawn**.
- The category for each assignment is displayed above the assignment description. The date due and total possible points are also displayed.
- Only whole numbers can be entered for numeric grades.
- Other codes may be entered in place of a grade:

M – Missing
I – Incomplete
X – Exclude

If you enter I for any grade, the student's working cycle average will be I until a grade is entered.

- Dropped grades are italicized.
- 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. If the student does not yet have a working cycle average, the field will be blank.

- 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. If the decimal value is .5 or greater, the grade is rounded up.
- If you use percentage-based categories, and if you have a category that does not yet have grades (e.g., if it is early in the cycle and you have not administered any tests), the student's working cycle average will be 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 will be displayed in the bottom row of the table. The overall averages will be updated every time you click **Calculate Averages** and every time you save grades.

For more information on working cycle average calculations, view Appendix 1 at the end of this document.

Student ID	Student name	Code average	Daily Grade Essay: Literature/Library Due 8/2/2011 Max: 100	Daily Grade Journal and Reading Notebook Due 8/2/2011 Max: 100	Daily Grade Demonstrate Group exercise Due 8/2/2011 Max: 100	Daily Grade Setting/Cooking/ Illustrations Due 8/2/2011 Max: 100	Test Project Due 8/2/2011 Max: 100
001519	Altshul, Rhianna C	93	95	B	A	A	100
001414	Angel-Villalpando, Jared A	72	85	B	A	A	22
001420	Bobo, Kourtney A	75	75	A	A	A	80
002303	Casiano, Gabriella L	69	75	B	A	B	45
001535	Chrisman, Rebecca F	82	85	B	A	A	88
001957	Deal, Maria S	72	75	B	A	A	71
002421	Donaldson, Valentin	82	75	B	A	A	75
003158	Franco, Destiny A	88	90	D	A	A	95
002666	Hale, Ashley N	78	90	B	A	A	54

To Add Course-Specific Notes by Student (this area is for teacher use only and does not appear in Parent Portal):

1. Click to add a course note about the student. The note icon is yellow if a course note already exists for the student.

With no existing note(s):

Student Course Note
 ANISTON, JENNIFER

New Note
 (AT) ATTENDANCE

With existing note:

Student Course Note
 ANISTON, JENNIFER

Saved Notes

Del?	Cat	Note	Author	Last Updated
<input type="checkbox"/>	AT	Jennifer is always late to class.	Brindle	8/6/2011

New Note
 (AT) ATTENDANCE

2. Under **Saved Notes**, any notes that already exist for the student are listed.

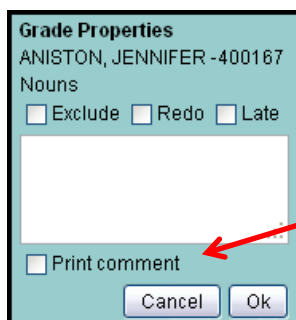
Note Category codes: AT – Attendance, DS – Discipline, GN – General, HL – Health, SP – Supplies

3. **Under Note**, you can update an existing note (up to 3269 characters).
4. To delete an existing note, select the **Delete** box and click **OK**.

Note: Your changes are not actually saved until you type your PIN and click **Save**. When you click **OK**, it only saves your notes until you save all data on the main page. A report of course notes can be run from the Reports page.

To Add Comments or Indicators to an Assignment:

1. To add comments or indicators associated with an assignment (e.g., excluded, late, or redo), click next to the assignment grade. The Grade Properties window will open allowing you to enter additional information about that student's assignment.



If **Print Comment** field is selected, the comment will print beneath the grade on the detailed student IPR and in txConnect.

2. Select the appropriate indicator and enter any comments.

If you want the indicators and/or comments to print on the student's IPR and displayed in the parent access Web site, txConnect, select **Print comment**.

3. Click **OK**.

- If there is no grade for the assignment, it cannot be marked as late or redo.
- If the assignment grade has been excluded (e.g., for a transfer student), the icon will appear. The grade remains in the field.

Note: If an assignment is excluded for a student, and if you have entered a number in the **# Drop** field on the Administer Categories page (indicating that you want to drop a specified number of assignments for a category), the assignment grade will not count toward the number that will be dropped. Only non-excluded grades are dropped.

- If the assignment grade is marked as late or redo (but not excluded), the icon is displayed.
- If the assignment grade has comments but is not marked as excluded, late, or redo, the icon is displayed.

Note: Your comments and/or selections are not actually saved until you enter your PIN and click **Save** to save all data on the Assignment Grades page. When you click **OK**, it only saves your notes until you save all data on the Assignment Grades page.

To Mass Enter Grades:

To mass enter an assignment grade for all students, use the **Fill** button at the bottom of each assignment grade column.

- If you have entered grades for all students who have turned in the assignment, and wish to enter zeros for all other students, type 0 in the **Fill** field and click **Fill**. All blank grade fields for that assignment will be changed to 0.
- To mass replace blank grades with a value (e.g., 100), type the grade in the **Fill** field and click **Fill**. All blank grades for that assignment will be changed to the entered grade.

To Mass Exclude Grades:

To mass exclude grades for an assignment for all students, click **Exclude All** at the bottom of the assignment grade column.

To Mass Delete Grades:

To change all assignment grades to blanks, delete any data from the **Fill** field and click **Fill**. All grades for that assignment will be changed to blank.

To Accept Transfer Students:



If a student transfers into the course, you must accept the student into the course and enter his 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.

Student ID	Student name	Cycle average	Daily Work Nouns Due:8/5/2011 Max: 100	Daily Work Verbs Due:8/5/2011 Max: 100	Homework Shakespear - Read Chapter 1 Due:8/5/2011 Max: 100	Test Chapter 1 Test Due:8/5/2011 Max: 100	Daily Work Pronouns Due:8/8/2011 Max: 100	Test Eduphoria Test Due:8/8/2011 Max: 100
400167	ANISTON, JENNIFER	68	65	75	100	50		
102371	David, Alexys L	93	95	75	100			
102369	Dylan, Bob L	93	95	75	100			
400209	FUNICELLO, NANNETTE	93	95	75	100			
400264	JOLIE, ANGELINA	93	95	75	100			
400207	NICKLAUS, JACK	93	95	75	100			
400206	PALMER, ARNOLD	93	95	75	100			
400186	PERRY, TYLER	93	95	75	100			
400236	Jones, London D	85	95	75	100			
400239	Castle, Richard J							

Transfer Walk-In Average
Castle, Richard J
Date: 8/5/2011
From: Brindle,Joey
H102 -02
Average: 85
Weight: 0 %

ClearCancelOk

1. Beside each student's name is the transfer icon .

- Campus Transfer Student (who have a transfer average without a weight) – The icon is  and you must enter a weight for the student's transfer average. Click **OK**.
- New Transfer Student (from another district) – The icon is  and you may enter a average and a weight for the student's transfer grade. Click **OK**.

2. The **Date** field defaults to the current date. To enter a different date (if the student's transfer date is different from the date displayed), type the date or click the calendar to select a valid date.


Note: The transfer date does not override the student's entry date for the course.

3. In the **From** fields, the teacher name, course number, and section are displayed for the course from which the student transferred. The data is only displayed if the student transferred from a different section of the same course and has a transfer average.

4. In the **Average** field, type the student's walk-in average. This is the student's average in the class from which he transferred. You can enter a numeric grade or an alphabetical grade (ABC or ESNU).

5. 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 may enter is 99.

6. Click **OK**.


- Any course assignments that were due prior to the student's transfer date will be excluded for the student, and the  icon is displayed for the assignments.


400239	 Castle, Richard J	85							
--------	---	----	---	---	---	---	---	---	---

- If you entered and saved the transfer average data for the student, his walk-in average is calculated in his working cycle average.

To Import Assignment Grades:

For campuses that use curriculum and test taking systems (e.g., eInstruction and Eduphoria), you can

click  to import a data file that includes the student's ID, assignment grade, first name, and last name. The icon appears in the column heading for each assignment.

1. Click  to import grades for the assignment.

Assignment Grades Importer - Mozilla Firefox

http://216.213.201.18/txGradebook/TeacherAccess/Grade:

Import Assignment Grades For: "Eduphoria Test"

Step 1 - Select and upload your data file:

*

(Success - Gradebook Test Import.csv uploaded)

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
400167	81	Aniston	Jennifer
102371	81	David	Alexys
102369	81	Dylan	Bob
400209	84	Funicello	Nannette
400264	81	Jolie	Angellina
400207	81	Nicklaus	Jack
400206	81	Palmer	Arnold
400186	81	Perry	Tyler
400206	81		

(1 exceptions found / 9 total rows)

Step 4 - Import your data:

2. Under **Step 1**, click **Browse** to select the data file. Locate the file, and then click **Open**. The file name is displayed.

Note: Only .csv and .txt files can be imported.

3. Click **Upload File**. When the upload is complete, the "Success" message is displayed indicating the name of the uploaded file.

4. Under **Step 2**, you can review the default file format and adjust the columns of your data, if necessary.

- Under **Our Column**, the default file format is listed. The format is determined according to the type of data found in the uploaded file. For example, a six-digit string of numbers is assumed to be the student ID, and a string of up to three characters is assumed to be an assignment grade.
- There are four columns (Student ID, Assign Grade, First Name, Last Name).
- Under **Your Column**, you can make adjustments as needed.
- If you assign the same column number to more than one column, the message "duplicate" is displayed by the duplicated column. You must correct this before proceeding.

5. As you make changes under **Step 2**, the data displayed under **Step 3** changes accordingly. Review the data under **Step 3** before importing the file.

- When the data under **Step 3** is being refreshed, the message "validating" is displayed. Wait until the message goes away.
- If errors are encountered, the records with errors are displayed in red with a strikethrough. The number of errors found is listed below the grid.
- The file can be imported even if errors exist (unless no valid records exist). The valid records are imported, and the invalid records are not imported.

6. When you are satisfied with the data under **Step 3**, click **Import Now**. The data is imported, and the assignment grade fields are populated.

7. You can click **Cancel** at any time to close the dialog box without importing the data.

To Print Assignment Grades:

From the Assignment Grades page, you can print grades for one assignment at a time. If one assignment is selected, the **Print** button is displayed on the page.

Note: Do not use the Print option in the browser's File menu. Instead, always use the **Print** button on the page. The output generated by the **Print** button contains formatting to handle the features on the Assignment Grades page.

To print the assignment grades displayed on the page, click **Print**. The Print window will open allowing you to select your printer and settings. Click **Print** to continue, or click **Cancel** to cancel printing.

To print assignment grades for all assignments for the course, use the Assignment Grades Report. To access this report, select Assignment Grades Reports from the Reports menu. View the Assignment Grades Report Help page for information about the report.

To Navigate the Page:

To temporarily hide the menu and selection options in order to see more students on the page, click **Hide Menu**. The logo, menu, and selection options will disappear from the page. To make that information visible again, click **Show Menu**.

The screenshot shows the Gradebook interface with the following elements:

- Header:** Gradebook logo, District: PEIMS 1SD, Campus: PEIMS High School, 240 - SIMPSON, VIRGINIA C | logout
- Navigation:** Home, Attendance, Grades, Reports, Discipline, Settings
- Filters:** Semester: 1, Cycle: 1, 02 Eng 4 (2033-02), Retrieve Data button
- Category:** Assignment, Due Date, Student, All Categories, All Assignments, All Students, Show withdrawn
- Table:**

Student ID	Student name	Cycle average	Daily Grade Essay: Liberman, Henry Due 6/23/2011 Max: 100	Daily Grade Journal and Reading Notebook Due 6/23/2011 Max: 100	Daily Grade Delimmanade Group exercise Due 6/23/2011 Max: 100	Daily Grade Selfing/Consume Illustrations Due 6/23/2011 Max: 100	Test Project Due 6/23/2011 Max: 100
001519	Altschul, Rhianna C	93	95	B	A	A	10
001414	Angel-Villalpando, Jared A	72	85	B	A	A	2
001420	Bobo, Kourtney A	75	75	B	A	A	6
002303	Casiano, Gabriela L	69	75	B	A	A	2
001535	Christman, Rebecca F	82	85	B	A	A	6
001957	Deal, Maria S	72	75	B	A	A	6
002421	Donaldson, Valentin	82	75	B	A	A	6
003158	Franco, Destiny A	88	90	B	A	A	6
002666	Hale, Ashley N	78	90	B	A	A	6
002708	Sawyer, Mark S	82	80	B	A	A	70
002863	Shrhak, Katherine P	85	85	B	A	A	78
- Buttons:** Hide Menu (circled in red)

By default, the page displays only the first five assignments. Click in the **Assignments per Page** field to change the number of assignments displayed.

If there are more assignments than can be displayed on the page, click **Previous** and **Next** to view the other assignments.

The assignment grades table has its own scroll bars that work independently of the page. As data is added to the table, you may need to use the scroll bars to view the entire table.

You can use the following keys to navigate the fields:

- Press **Enter** after you enter each grade to move down the list to the next student. You may press **Shift+Enter** to move up the list. You can also press the up or down arrow keys to move up and down the list.
- Press **Tab** to move across the list to the next field. You can press **Shift+Tab** to move back to the left.

Assignments are displayed left to right in ascending order by the due date. (If there is no due date, they are displayed by the date assigned. Otherwise, the date entered is used.) To change the assignment display order to descending, change the **Sort Assignments by Date Due in (Ascending Descending) order** field to Descending.

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, override grades, exams, citizenship grades, and comments. When all data has been entered correctly and is ready to post, you must submit the cycle and/or semester grades to the campus administrator.

Note: If the page displays an error indicating that there is invalid data on the page, but there is no indication of which data is invalid, contact the database administrator to have the invalid data cleared out of the database.

From the **Grades** menu, select **Cycle Grades**. The Cycle Grades page will be displayed.

Gradebook District: PEIMS ISD Campus: PEIMS High School

Home Attendance Grades Reports Discipline Settings

Semester: 1 Course Section: 02 Eng 4 (2033-02) Retrieve Data Print

Cycle Grades
Semester: 1 Section: 02 Eng 4 (2033-02)

PIN: Save

☐ Show Withdrawn Students ☐ Show semester averages as alpha

ID	Name	Posted Cycles				Semester Average	Working Final Grade
		1	2	3	Exam		
001519	Altschul, Rhianna C	93	80	93	88	89	89
001414	Angel-Villalpando, Jared A	72	89	89	88	84	84
001420	Bobo, Kourtney A	75	89	89	88	85	85
002303	Casiano, Gabriella L	70	89	89	88	84	84
001535	Chrisman, Rebecca F	82	89	89	88	87	87
001957	Deal, Maria S	72	89	89	88	84	84
002421	Donaldson, Valentin	82	89	89	88	87	87

Show Comment Legend

Notes about cycle grades:

- ✓ No data is displayed for future cycles.
- ✓ If it is not currently the last cycle of the semester, the **Semester Average** field displays the student's working semester average using the data that has been entered up to this point. This value will be recalculated every time you click **Calculate Semester Averages** and every time you save grades.
- ✓ If the semester is closed, the **Semester Average** field displays the average from the grade course record.
- ✓ If a pre-posted semester exam grade exists, it is displayed under **Semester Grades Columns** and cannot be changed.
- ✓ If a cycle grade is blank, the semester grade is not calculated.
- ✓ Withdrawn students are not automatically displayed. To see withdrawn students in the list, select **Show Withdrawn Students**. A withdrawn student will have the message withdrawn appear by his name. To hide withdrawn students, deselect **Show Withdrawn Students**.
- ✓ If the course is set up to post alphabetical grades, and the Show Averages as alpha field on the Assignment Grades page is selected, alphabetical grades are displayed. Otherwise, numeric grades are displayed.
- ✓ No Show students are not displayed.
- ✓ For transfer students, the prior cycle grades are entered at the campus level.
- ✓ Once saved, failing grades are highlighted in pink.

Notes about final grades:

- ✓ Final grade information is displayed under the **Working Final Grade** heading.
- ✓ The working final average includes the posted semester average for any previous semesters and the

working semester average for the current semester.

- ✓ If a posted semester average exists for the current semester, the posted semester average is used in the final average calculation. If there is no posted semester average for the current semester, but an override semester grade exists, the override grade is used in the final average calculation.
- ✓ The working final average is recalculated if a semester exam is administered or an override grade is entered for the current semester.
- ✓ For students who were enrolled in a different section of the same course during a previous semester, the working final average includes the posted semester average for the other section.
- ✓ The working final average is not displayed for campuses that use the semester grading concept.
- ✓ For situations where a student has been enrolled in more than one section of the same course during the first semester, and another section of the course during the second semester, the following applies:
 - If a semester average exists for only one of the first semester course sections, the semester one average is used to calculate the working final grade.
 - If a semester average exists for both of the first semester course sections, the system does not determine which average to use for the first semester. In this case, a question mark (?) is displayed for the semester one average and the working final grade.

Note: If the student was enrolled in one section of a course during semester one, and another section of the same course in semester two, the average for each semester is used to calculate the working final grade.

To Update Data for the Current Cycle:

1. Select the semester and course section, and then click **Retrieve Data**. The semester/cycle grades table will display all students currently enrolled in the course section. Students are sorted by last name, unless you have specified a custom sort order on the Arrange Student Order page.

You may click the student ID to view the student's profile.

Current cycle information appears under the **Current Cycle: N** heading, where N is the cycle number.

Current cycle information includes the following:

- The **Average/(Auto Grade)** field displays the student's working cycle average, which is based on the data entered up to this point on the Assignment Grades page. The value is recalculated as assignment grade data is entered or changed for the student. This average will become the student's cycle average, unless the cycle grade is pre-posted or an override grade is entered in the **Override** field (either by the teacher or an administrator).

If the grade in this field is an auto grade, the grade is displayed in parentheses and in a lighter shade than a working cycle average. The auto grade is not displayed if there is a working cycle average for the student.

- The **Override** field allows you to override a student's working cycle average with a different grade (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70).
- If the student's cycle grade is pre-posted, the pre-posted grade is displayed in this field. You cannot override a pre-posted cycle grade.
- If you post an override grade for a student even if there are no categories for the course, the weighting type will automatically be set to percentage.

- The **Citizenship** field allows you to enter the student's citizenship grade for the current cycle. Valid grades are ESNU or ABCDF (campus policy).

The campus may have the citizenship grade set to automatically give all students a default grade. You only need to enter grades for students whose citizenship grade differs from the default.

If the campus does not give citizenship grades, or if you are not allowed to post citizenship grades, the field will not be displayed.

- The **Report Card Comments** field allows you to enter up to five one-character comment codes to specify the comments you wish to print on the report card (e.g., Excessive Talking or Finishes Work on Time).

For a list of valid report card comment codes and descriptions, click **Show Comment Legend**. The comment legend will be displayed on the right side of the page allowing you to view valid codes. To hide the comment legend, click **Hide Comment Legend**.

To Update Data for the Last Cycle of a Semester:

1. Select the semester and course section. The semester/cycle grades table will display all students currently enrolled in the course section sorted by last name.

The end-of-semester information is displayed under the **Semester Grades** heading. End-of-semester information includes the following:

- The **Exam** field allows you to enter the student's semester exam grade. If the student is exempt from the exam, type **E**.
- To fill all blank exam grades with E (exempt), click **Fill Exempt Exams**. All blank grades for the exam are changed to E.
- The **Average** field displays the student's working semester average, based on the data entered up to this point. This value will be recalculated every time you access the page, click **Calculate Semester Averages**, and/or save grades.
- The **Override** field allows you to override a student's working semester average with a different grade.
- If a final grade has been posted for a course, the grade is displayed under the **Final Grade** heading.

2. Enter your **PIN** and click **Save**.

To Post Grades:

1. After you have entered cycle and/or semester grades data for the course, review your input carefully, and save all changes. Once the data has been posted by administration, you **MAY NOT** change any data. If you discover an error after grades have been posted, you must contact your campus administrator to correct any errors.

After grades have been posted and the cycle has closed, you may make changes to the grades and view the working cycle average (e.g., for a student who missed the last few days of a cycle due to illness); however, you may not post any changes. Instead, print your changes and submit your printout to the campus administrator.

2. When you are satisfied with your input for the cycle grades, notify the system that you are ready to post. Click **Mark grades as Ready to Post**. This link is only displayed for current cycles that are open

for posting. Your campus determines when the cycle is open and closed for posting.

3. In the **PIN** field, type your four-digit PIN, and then click **Continue** to indicate that your grades are ready to post. If your changes were saved successfully, the page will reload, and a message will appear indicating that the cycle grades were successfully sent to be posted.

You may submit your grades more than one time if you make a change shortly after you have marked the grades as ready to post; however, once the data has been posted by administration, you **MAY NOT** change any data. Your campus administrator can run a Missing Grades report to determine which teachers have posted their grades and which teachers have not yet posted their grades.

Grades – Interim Progress Report (IPRs)

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 may be meeting with a student's parents and wishes 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.

- The working cycle average is displayed for the cycle for which the IPR is printed. It is listed as Calculated Average.
- The posted cycle averages for previous cycles are printed at the bottom of the IPR (above comments).
- If a posted or override average exists for the current cycle, it is displayed at the top of the IPR (below subject).
- If a posted or override average exists for the current cycle, the average is printed on the IPR.
- Dropped grades display the message "(Dropped)" next to the grade.
- A grade of **I** indicates **INCOMPLETE**.
- A grade of **M** indicates **MISSING**.
- For students who transferred into the class, the transfer date, transfer average, and transfer weight are displayed.

ANISTON, JENNIFER

Teacher: Joey Brindle		Report Date: 8/5/2011 11:58:31 AM			
Subject: ENG 3		Period: 01			
Calculated Average: 68					
Assignment		Due Date	Grade	Late	Redo
Daily Work (Weight 20%)					
Nouns		8/5/2011	65		
Verbs		8/5/2011	75	X	
Daily Work Avg			70		
Book Reports (Weight 20%)					
Book Reports Avg					
Homework (Weight 20%)					
Shakespear - Read Chapter 1		8/5/2011	100		
Homework Avg			100		
Test (Weight 40%)					
Chapter 1 Test		8/8/2011	50		
Test Avg			50		
Previously Posted Averages:					
Comments: I - Poor Test Scores					

IPR Comments

The IPR Comments page allows you to enter IPR comments and notes that will appear on the printed IPRs. IPR comments are codes for preset descriptions that apply to all course sections for the student. IPR notes are free-text notes that apply only to the student for the selected course section.

From the Grades menu, select **IPR Comments**.

Home	Attendance	Grades	Reports	Settings
------	------------	--------	---------	----------

Gradebook > •Assignment Grades •Cycle Grades •IPR Comments •Print IPR •Print IPR by Average

Course Section: 01 ENG 3 (H102-01) ▼

IPR Comments

PIN: [Clear All IPR Comments](#)

Student ID	Name ▲	Average	IPR Comments	Note	Code	Description
400167	ANISTON, JENNIFER	68	<input type="text" value="I"/>		A	Pleasure to have in class.
102371	David, Alexys L	93	<input type="text"/>		B	Works well with others.
102369	Dylan, Bob L	93	<input type="text"/>		C	Parent conference requested.
400209	FUNICELLO, NANNETTE	93	<input type="text"/>		D	Comes to class unprepared.
400264	JOLIE, ANGELINA	93	<input type="text"/>		E	Excellent Student
400207	NICKLAUS, JACK	93	<input type="text"/>		F	Progressing Satisfactorily
400206	PALMER, ARNOLD	93	<input type="text"/>		G	Misbehaves in class
400186	PERRY, TYLER	93	<input type="text"/>		I	Poor Test Scores
400236	Jones, Landon D	85	<input type="text"/>		J	Incomplete Work
					K	Excessive Talking
					L	L
					M	M
					N	N

To Add Comments:

1. In the **IPR Comments** field, you can enter up to five one-character comment codes to specify the comments you wish to print on the IPR (e.g., Excessive Talking, Finishes Work On Time, or Conference Requested).

For a list of valid IPR comment codes and descriptions, click **Show Comment Legend**.
 The comment legend will be displayed on the right side of the page allowing you to view valid codes.
 To hide the comment legend, click **Hide Comment Legend**.

2. When you are satisfied with the IPR comments and/or notes you have entered, you must save the data.

To Add Notes:

In the **Note** field, click to enter notes about the student that will appear on the printed IPR, and then click **OK**. If a note has been entered for a student, the icon will appear.

Note: Your comments and/or notes are not actually saved until you enter your **PIN** and click **Save** to save all data on this page. When you click **OK**, it only saves your notes until you save all data on this page.

Carter, Amanda L - 101936
01 ALG II (H201-01)

Amanda has a missing test grade for Algebra II. She needs to arrange to take the Chapter 1 test.

Ok Clear

Print IPR

The Print IPR page allows you to select the students for whom you want to print IPRs. For each student, you may select 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.

- In the browser from the **File** 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.
-

To Access the Page:

From the **Grades** menu, select **Print IPR**.

To Select Students for Printing:

1. Select the **Semester**, **Cycle**, and **Course Section** for which to print IPRs. Students are displayed in order by last name, unless you have specified a custom sort order on the Arrange Student Order page.

Note: If you marked the course as ready to post on the Cycle Grades page, the message “[Ready]” is displayed in the Course Section drop-down list next to the course.

2. To print IPRs only for students with an average below a specific average for the course section, enter the average in the **Select students with averages below** field, and click **Select**. Those students will be selected for printing.
3. By default, withdrawn students are not displayed. To display withdrawn students, select **Show withdrawn**. To hide withdrawn students, deselect **Show withdrawn**.
4. Select **This Class** if you want to print an IPR for the student for only the selected course section. To select this option for all students in the selected course section, select **Check all**. If you select this option for any students, you cannot select the **All My Classes** option for the students.

5. Select **All My Classes** if you want to print IPRs for the student for all classes you teach in which that student is enrolled. To select this option for all students in the selected course section, select **Check all**. Otherwise, the IPRs will include all information except the assignment grades.

To Select the Level of Detail to Print:

Select **Detailed View** if you wish to print the detailed IPR, which includes all assignment grades for each selected course section. To select this option for all students in the selected course section, select **Check all**. Otherwise, the IPRs will include all information except the assignment grades.

To Enter a Message that Will Appear on All IPRs to be Printed:

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 will be 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.)

To Print the IPRs:

1. The **Print Parent Signature Line** field allows you to indicate if a parent signature line will print on the IPR. If this field is selected, the parent signature line will appear at the bottom of the IPR.
2. To print the IPRs, click **Print selected IPRs**. The selected IPRs will appear in a separate window. If you entered comments or notes for the IPRs, the comments and/or notes will appear on the IPRs.
3. Click **Print** to print the selected IPRs.

Print IPR by Average

The **Print IPR by Average** page allows you to print IPRs for students in all of your courses with working cycle averages below a specific average. On this page, you can specify the average. Then you can indicate your printing preferences on the Print IPR page.

To access the Print IPR by Average page, select **Print IPR by Average** from the **Grades** menu. The Print IPR by Average page will be displayed.



Print IPR by Average

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

Student Profile Information

The Student Profile information pages display demographic and course-related data for the student selected, including contact information, attendance record, class schedule, TAKS score data, and photo. The Student Profile pages are not available through the menus. You must access the Student Profile pages by clicking a student's ID on the Attendance, Seating Chart Setup, Assignment Grades, Cycle Grades, or IPR Selection pages.

Gradebook

Close Window | ?

Student Information

student ID name sex age date of birth

400167 ANISTON, JENNIFER F 16 05/28/1995

grade level campus ID entry date withdrawal date

11 001 07/25/2011

special programs

At Risk G/T Spec Ed

generic programs

504 Program

Contact

Attendance

Schedule

Photo

TAKS

Print

Contact Information

Name	Relationship	Home Phone	Work Phone	Other/Cell Phone	Address
Anniston, Analise	Mother				69403 Friends Hwy, Rocky Mountain, TX 76123
Casey, Ben	Doctor		(817) 555-5555		

Student Information

Contact Information

Notes:

- ### To Print Data:

- 52
June-12/IS/0

and options are correctly specified, click **Print**. The Print dialog box closes.

Each Student Profile information page must be printed separately. To print another page, repeat the previous steps.

To close the Student Profile page, click **Close Window**.

Student Attendance

The Student Attendance page displays an overview of the student's attendance from a specified date. The **Attendance From Date** field displays the student's enrollment date by default, and the **Attendance To Date** displays the current date. To select other dates, type the date, or click to open the calendar and select a date. To close the calendar, you must click a valid date on the calendar or click the calendar icon.

The student's attendance data from the specified date range is displayed by date and period.

- The totals for absences, tardies, and excused absences for the specified date range are also displayed.
- For any date/period during which the student was not present and on time, a code is displayed in the cell indicating the circumstances (e.g., tardy, ill, unexcused absence) for the date/period.
- Days without a posted absence code are not displayed.
- A legend is displayed next to the attendance table. The legend displays all codes that appear in the student's attendance data. The legend only displays codes that appear in the attendance data currently displayed. Codes that do not appear in the table are not included in the legend.
- Absences are highlighted in pink. Tardies are highlighted in yellow. Any absences entered from the Student system (i.e., not via xGradebook) are highlighted in gray.

Student Information

student ID	name	sex	age	date of birth
400167	ANISTON, JENNIFER	F	16	05/28/1995

grade level	campus ID	entry date	withdrawal date
11	001	07/25/2011	

special programs

At Risk G/T Spec Ed

generic programs

504 Program

Contact

Attendance

Schedule

Photo

TAKS

Print

Student Attendance

Attendance from, Date: 7/25/2011 to, Date: 8/5/2011

Total Unexcused Absences: 7 Total Excused Absences: 6 Total Tardies: 0

date	periods					
	1	2	3	4	5	6
08/02/2011	U					
08/04/2011	A	A	A	A	A	A
08/05/2011	U	U	U	U	U	U

Legend

A : EXCUSED ABSENCE
U : UNEXCUSED ABSENCE

Student Schedule

The **Student Schedule** page displays the student's schedule for the entire school year. Two semesters are displayed at one time. If your campus has more than two semesters in a school year, click **Previous** or **Next** to view the student's schedule for the other semesters.

The data displayed for each semester includes the course, period, course title, teacher, room, and days met.

By default, the courses from which the student has withdrawn are not displayed. Select **Show Withdrawn Courses** to include the withdrawn courses.

Note: If a student is withdrawn from a course in a future cycle, it is displayed in the student's schedule even if Show Withdrawn Courses is not selected.

☐ Show Withdrawn Courses

Student Schedule

Semester 1

Course	Period	Title	Teacher	W/D	Room	Days
H102 01	01	ENG 3	Brindle, Joey			MTWRF
HCEQ 03	02	EQUINE SCIENCE	Sons, David			MTWRF
H301 01	03	CHEM	Rizzoli, Jane			MTWRF
H202 03	04	GEOM	Pedigo, Debbie			MTWRF
HAT3 02	05	ATHLETICS 3	Sanderson, Karen			MTWRF
H402 03	06	W HIST	Wolsch, Cole			MTWRF

Semester 2

Course	Period	Title	Teacher	W/D	Room	Days
H102 01	01	ENG 3	Brindle, Joey			MTWRF
HCLP 03	02	LIVESTOCK PROD	Waters, Cole			MTWRF
H301 01	03	CHEM	Rizzoli, Jane			MTWRF
H202 03	04	GEOM	Pedigo, Debbie			MTWRF
HAT3 02	05	ATHLETICS 3	Sanderson, Karen			MTWRF
H402 03	06	W HIST	Wolsch, Cole			MTWRF

Student 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.

TAKS Objectives/Scores

For TxEIS districts, the TAKS Scores page displays the student's TAKS scores data.

Gradebook
Close Window | ?

Student Information

student ID

name

sex

age

date of birth

300864

Bacon, Kevin L

M

16

03/03/1992

grade level

campus ID

entry date

withdrawal date

09

001

08/04/2008

special programs

Spec Ed

Contact

Attendance

Schedule

Photo

TAKS

Print

TAKS Scores

grade level

test date

08

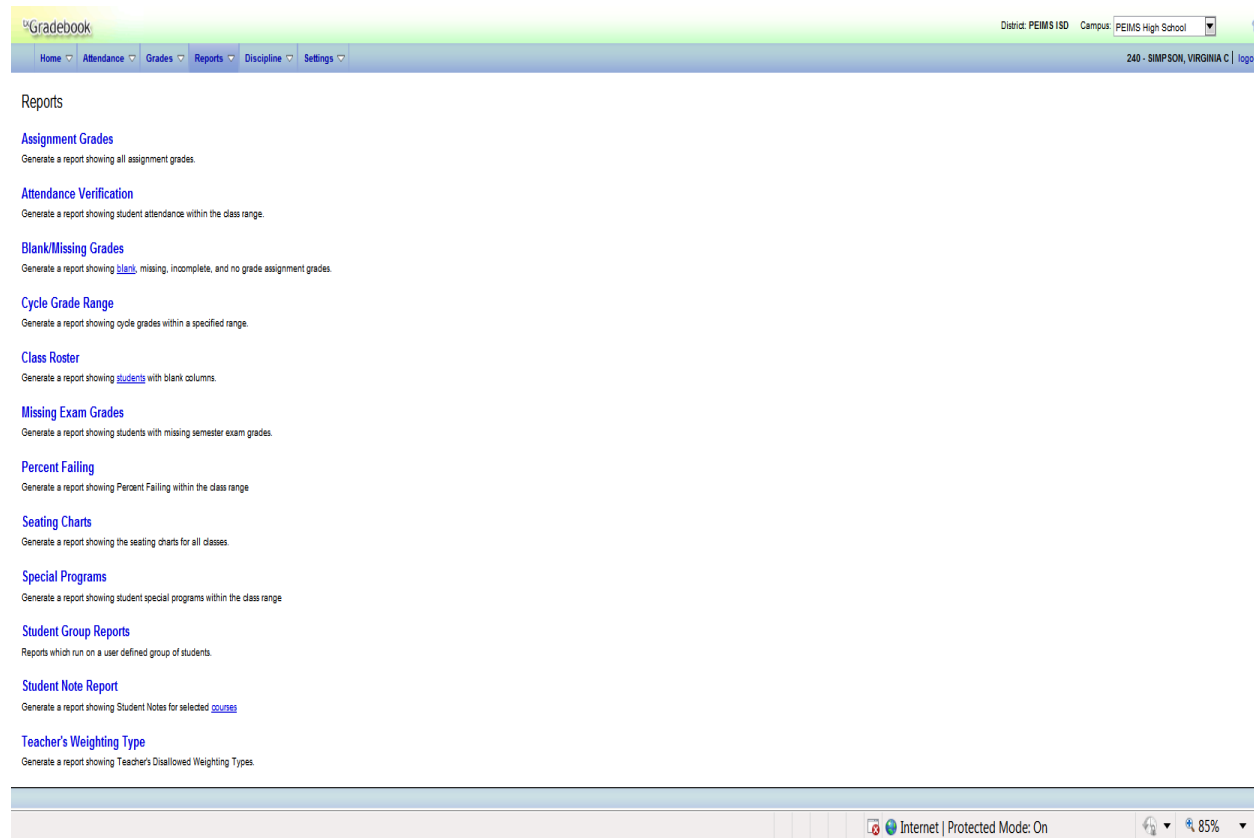
02/2008

Test Scores

	Test Version	Score Code	Raw Score	Scale Score	Met Code	Standard Date
Reading			45	2403	1	02/2008
Writing						02/2008
Math			39	2232	1	02/2008
Science			38	2221	1	02/2008
Social Studies			39	2307	1	02/2008

Reports

Several reports are available in txGradebook. The reports are accessed by clicking Reports on the main menu.



Assignment Grades

The **Assignment Grades Report** Selection page allows you to produce a report showing assignment grades for all students in a course according to options entered on this page. The overall assignment average and class average are also displayed.

Attendance Verification

The **Attendance Verification Report** Selection page allows you to produce 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

Notes:

- 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, you should set the printer orientation setting to landscape or the **Page Scaling** field to Shrink to Printable Area. If the Shrink to Printable Area setting is not enabled, the landscape orientation will accommodate up to six weeks plus the Total column per page. Additional weeks (up to one semester) can be generated by entering the appropriate dates in the **From Date** and **To Date** fields; however, the report will print on multiple sheets of paper with a Total column on each page.

Blank/Missing Grades

The **Blank/Missing Grades Report** Selection page allows you to produce a report showing blank, missing, and incomplete assignment grades according to options entered on this page.

Cycle Grade Range

The Cycle Grade Range Report Selection page allows you to produce a report showing cycle grades that fall within a specified range according to options entered on the page.

- 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 the cycle grades for all courses across the campus.

Class Roster

The **Class Roster Report** Selection page allows you to produce a blank class roster by semester and course. The report provides a list of students enrolled in the course and up to 50 blank columns.

Note: Students are sorted by last name, unless you have specified a custom sort order on the Arrange Student Order page.

Missing Exam Grades

The **Missing Exam Grades Report** Selection page allows you to produce a report of students who are missing semester exam grades.

Percent Failing

The Percent Failing Report Selection page allows you to produce a report of the percentage of a teacher's students who have a failing working cycle average. The report provides the percentage of failing students for each class as well as a total for all of the teacher's classes. The data can be displayed in a pie chart as well as a grid format.

Administrative users have the option to view the data for all teachers across the campus.

Seating Charts

The **Seating Charts Report** Selection page allows you to print a teacher's seating charts for all periods or one period. If you print the report for all periods, each period prints on a separate page.

- For each period, the seating chart is displayed followed by a list of students who are not assigned to seats.
- The seating chart lists the student name, gender, and ID.

- If **Combine courses in attendance** is selected on the Update Profile page, the courses are combined by period, and the courses are displayed in the heading on each page.

Special Programs

The **Special Programs Report** is only available to users who log on to *ixGradebook* 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.

Only the special programs selected on the following pages are included in the report:

If generic programs is selected on either page, the Generic column appears in the report and displays generic program information.

Student Group

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.

Teachers can be given access in the Student system to view student groups as follows:

- No access (you cannot view student group reports). If you do not have access, the Student Group Reports page is not listed in the menu.
- 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).

Click one of the following report titles to run the report for a student group:

- The [Group Admin Student Grades](#) page allows you to run the Admin Student Grades report for a student group.
- The [Attendance Summary](#) report generates a summary report of student attendance for a specified student group.
- The [Group UIL](#) report provides a list of students' working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility. The report is similar to the UIL report; however, you can produce the report for a specified student group.

Student Note

The Student Note Report Selection page allows you to produce a report showing course-specific student notes.

UIL

The UIL Report provides a list of students' working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility. Students are sorted by last name.

- If a posted grade exists for the semester and cycle, the posted grade is displayed.
- If no posted grade exists, the override grade is displayed.
- If no override grade exists, the working cycle average is displayed.

The report is only available to users who log on to *ixGradebook* with a district- or campus-level administrative ID, or teachers who have access to run the UIL report. However, the report can be run for

a student group by any user who has existing groups. If you are running the group report, the **Student Groups** field is displayed instead of the **Course Section** field.

Note: Teachers with access to run UIL reports can only run reports for their classes. Teachers cannot run the report by special programs.

The report can be exported to Microsoft Excel.



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