

Training Guide



^{tx}Gradebook/^{tx}Connect

Administrator

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Introduction

The grade book application, txGradebook is an integrated classroom management system that allows teachers to maintain and post student data, including attendance and grades. The parent portal application, txConnect, provides parents and guardians Web access to information about their students including grades and attendance. txConnect works in conjunction with txGradebook, allowing parents to see up-to-date information from txGradebook. This document describes the administration pages associated with the txGradebook and txConnect systems.

There are four levels of administrative access for txGradebook. The districts control access to txGradebook through district and campus menus. Administrators can be given full maintenance access or inquiry-only access, and they can be given access to one campus or all campuses. Teachers who have no administrative access will be directed to the Announcements page when they log on. The Admin tab will not appear in the main menu, and some reports that require administrative access will not be displayed in the Reports submenu.

There is one level of administrative access for txConnect, which allows you to log on as a parent (i.e., to *impersonate* a parent) in order to see the data a parent would see. Administrative users can also view overall usage statistics for txConnect.

Administrative Access for txGradebook

To log on as a registered user:

A user who has already registered can enter his user ID and password and click the **Login** button. Your user ID is not case-sensitive. Your password is case-sensitive. The text typed in the **Password** field will be hidden.

If you log on with a district- or campus-level administrative user ID, the Administrator Options page is displayed instead of the Announcements page. You can access the Announcements page by selecting Announcements from the Home menu.

Administrator Options

The Administrator Options page is only available to users who log on to txGradebook with a district- or campus-level security administrative user ID. This page allows you to select the teacher for whom you wish to log on with administrative privileges. After you select a teacher from this page, you can access txGradebook as if you were that teacher; however, there are some differences:

- The Admin menu will appear in the main menu. Select Admin to return to this page to select another teacher.
- Under Settings, the Update Profile submenu item will be disabled.

To access the page:

Enter your administrative user ID and password on the Login page and click **Login**. Instead of going to the Announcements page, you will be redirected to the Administrator Options page.

The screenshot displays the txGradebook interface. At the top, the logo 'txGradebook' is on the left, and 'District: BESTVIEW SCHOOL Campus: BESTVIEW HIGH SCHOOL' is on the right. Below this is a navigation bar with 'Home', 'Attendance', 'Grades', 'Reports', 'Settings', and 'Admin'. The user's name '807 - ARMSTRONG, JOHN W' and a 'logout' link are in the top right. A breadcrumb trail shows 'Admin > Admin Options > Admin Student Grades'. The main content area is titled 'Administrator Options' and contains the following text: 'You are logged on as a maintenance administrator. You have administrator privileges for: all campuses.' There are two main sections: 'Run as Teacher' and 'Synchronize Data'. 'Run as Teacher' has two dropdown menus: 'Select Campus:' with '001 - BESTVIEW HIGH SCHOOL' selected, and 'Select Teacher:' with 'ARMSTRONG, JOHN W' selected. 'Synchronize Data' has a paragraph: 'Synchronizing data will cause the Gradebook application to retrieve the latest settings for BESTVIEW SCHOOL and all campuses.' and a 'Synchronize Data' button.

If you have full maintenance access, you will be able to perform all functions, including saving, posting, and printing. If you have inquiry-only access, you can view all pages, but all buttons (except Print buttons) will be disabled. Even if you change data in a field, you will not be able to save changes, so all changes will be lost when you leave the page. Inquiry-only users can print data.

To access a teacher’s grade book:

If you signed in with a district-level administrative logon, you must select a campus from the **Select Campus** drop-down field. Then, select the teacher from the **Select Teacher** drop-down field. The list will include all teachers in the district who currently have a user ID for txGradebook.

- If a teacher teaches at more than one campus, his name will appear in the list for each campus.
- The teacher list is sorted alphabetically by the teacher's last name.

If you signed in with a campus-level administrative logon, the drop-down list will include all teachers at your campus who currently have a user ID for txGradebook. The list is sorted alphabetically by the teacher's last name.

The campus ID and name of the teacher for whom you are using txGradebook are displayed on the right side of the main menu.

To synchronize data:

If you have made changes to txGradebook settings in the iTCCS or RSCCC Student systems, the data must be synchronized to ensure that changes to the settings in the campus header are immediately transferred to txGradebook. To synchronize the data, click **Synchronize Data**. The data can be synchronized as often as necessary.

If the data was successfully synchronized, the page will reload with a message indicating that the data was successfully synchronized.

Campus header information is automatically refreshed every 30 minutes.

Admin Student Grades - Find Student

The Admin Student Grades - Find Student page is the first step in viewing the Admin Student Grades page. You must select a specific student at a specific campus before viewing the Admin Student Grades page.

To access the page:

From the Admin menu, select Admin Student Grades. The Admin Student Grades - Find Student page is displayed. This page is only available to users who log on to txGradebook with a district- or campus-level security administrative user ID.



To find a student:

1. Enter your student search data. You can search either by student ID or name; you *cannot* use both options at the same time.
 - In the **Student ID** field, type the student's ID to search for the student by his ID. You can type a partial ID to find IDs that start with the numbers you typed.
 - In the **First Name** and/or **Last Name** fields, type all or part of the student's name to search for the student by his name. The system will return a list of students whose names contain the letters you entered.
2. In the **Campus ID** field, type the campus at which the student is currently enrolled. If you are currently logged on with a campus administrative ID, the campus ID will be set to the campus for which you are logged on and cannot be changed.
3. Click **Search**. A list of students who match the criteria entered above will be displayed in the Search Results table. The search results will include the student's ID, name, campus, grade level, and entry/withdrawal dates for each campus. Students will be sorted by last name, first name, and enrollment date.

Admin Student Grades - Find Student

Student ID: OR Last Name: First Name:

Campus ID:

Search Results

Selection	Student ID	Last name	First name	Campus	Grade	Campus Enrollment Date	Campus Withdrawal Date
<input checked="" type="radio"/>	011569	SALAZAR	ANGEL D	101	01	8/27/2007	
<input type="radio"/>	010501	SALAZAR	MARIE N	001	11	8/27/2007	
<input type="radio"/>	011095	SALINAS	JACKIE R	101	01	8/27/2007	
<input type="radio"/>	011237	SAMBROAK	LYNN K	101	05	8/27/2007	
<input type="radio"/>	011228	SAMBROAK	TYLER T	041	06	8/27/2007	

4. Click to select the student record that you wish to view, and then click **View Student**.

Admin Student Grades

The Admin Student Grades page allows administrative users to view semester and final averages, exam grades, and credits awarded for all of a student's courses, except courses that are excluded from grading. This allows administrators to discuss a student's academic performance with parents during a parent conference or telephone call. This page is only available to users who log on to txGradebook with a district- or campus-level security administrative user ID.

To access the page:

First, select a specific student at a specific campus on the Admin Student Grades - Find Student page. Locate the student and click **View Student**. The Admin Student Grades page is displayed.

txGradebook District: LAKE VIEW SCHOOL Campus:
 Home Attendance Grades Reports Settings Admin
 Admin > Admin Options Admin Student Grades
 Student: 011569 - SALAZAR, ANGEL Change Student Semester: 2 Print
Admin Student Grades
 Show All Detail Hide All Detail Show Current Courses Only

Period	Course	Teacher	Previous Cycles		Current Cycle	Semester Average	Final Grade	Credits
			1	2	3			
01	LANGUAGE ARTS 1 (9011-14)	POLISH, KAREN	79	84				
02	MATHEMATICS 1 (9021-14)	POLISH, KAREN	90	86				
03	SOC STUDIES 1 (9031-14)	POLISH, KAREN	88	82				
04	SCIENCE 1 (9041-14)	POLISH, KAREN	88	81				
05	READING GR 1 (9111-14)	POLISH, KAREN	83	76				
06	SPELLING GR 1 (9311-14)	POLISH, KAREN	83	69				
07	PHY ED 1 (9401-14)	SMITH, BURTON						
07	MUSIC 1 (9501-14)	DODSON, CHERYL						
07	ART 1 (9601-14)	KINCAID, EDITH	0	89				
08	HEALTH 1 (9801-14)	POLISH, KAREN	82	86				

 Total Credits: 0.0

A condensed overview of the student's cycle grades for all of his courses is displayed. His semester exam grade, semester and final averages, and credits awarded are also displayed. By default, the page displays all of the student's courses for the semester, including courses from which he has withdrawn. To see only the student's current courses, select **Show Current Courses Only**.

Notes:

- The student's working cycle average is displayed for the current cycle, unless a posted or override grade exists.
- The semester average is labeled as Posted, Override, or Working.
- If all courses are displayed and the student has withdrawn from a course, the message "withdrawn" and the withdrawal date are displayed next to the course title.

To show/hide the detailed view:

- To view all details for all courses for the current cycle, click **Show All Detail**.
 - The detailed view includes the student's assignment grades, working cycle average, override grade (if present), and posted grade.
 - Dropped grades display the message (**Dropped**) next to the grade.
 - An I is displayed for any category that has an incomplete assignment grade. If an I grade is present, no averages are calculated, an I is displayed in place of the average, and total points are not displayed. The grade remains I until a grade is entered for the assignment.
 - For each assignment, the due date and an indication if the assignment was late or a redo are displayed.
- Click **Hide All Detail** to return to the condensed view, or click **Close Details** for a particular course to condense the view for that course only. You can also click the current cycle grade to condense the view for that course.

The screenshot shows the 'Admin Student Grades' page for student 011569 - SALAZAR, ANGEL in Semester 2. The page includes navigation tabs (Home, Attendance, Grades, Reports, Settings, Admin) and a 'Print' button. The main content area displays a table of course grades and a detailed assignment breakdown.

Period	Course	Teacher	Previous Cycles		Current Cycle	Semester Average	Final Grade	Credits
			1	2	3			
01	LANGUAGE ARTS 1 (9011-14)	POLISH, KAREN	79	84				
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04	SCIENCE 1 (9041-14)	POLISH, KAREN	88	81				
05	READING GR 1 (9111-14)	POLISH, KAREN	83	76				

Assignment		Due Date	Grade	Late	Redo
Journal (Weight 15%)					
Daily Writings					
			Journal Avg		83
Homework (Weight 20%)					
Grammar Greatness					
					74

To view data for a previous cycle:

- To view details for a specific course for a previous cycle, click the grade average for the cycle under **Previous Cycles**.
- Click **Close Details** to close the view for that average.

To print the data:

- To print the data displayed on the page, click **Print**. The Print window will open allowing you to select your printer and settings.

2. Click **Print** to continue, or click **Cancel** to cancel printing.

To select another student:

To select another student for whom to view data, click **Change Student**. The Admin Student Grades - Find Student page will be displayed allowing you to search for another student.

Missing Averages Report

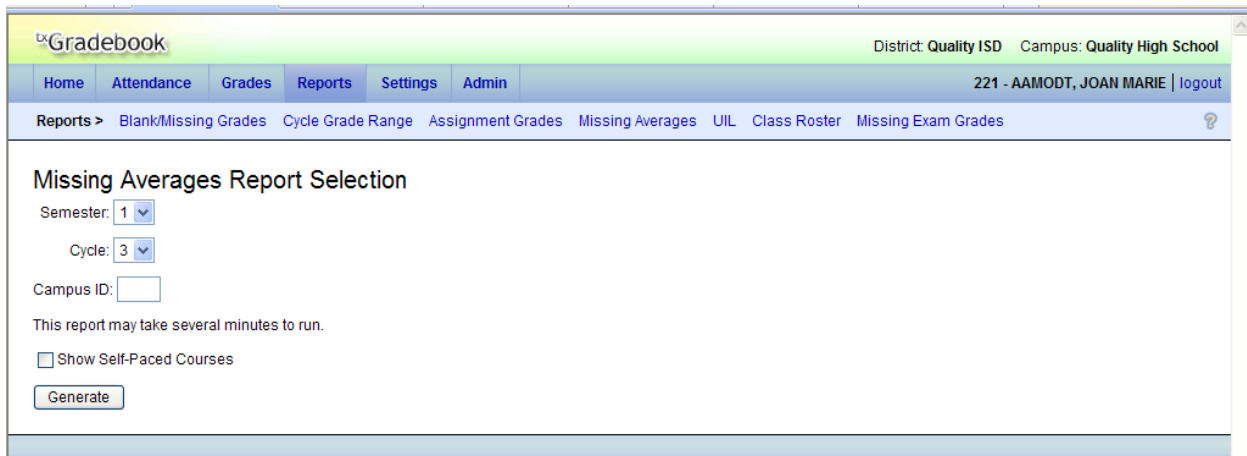
The Missing Averages Report is only available to users who log on to txGradebook with a district- or campus-level security administrative user ID. The report displays by campus the teachers who have students with no working cycle averages. Students in non-graded courses are not included.

If you are logged on to txGradebook with a district-level security administrative ID, you can produce the report for multiple campuses. Otherwise, you can only run the report for the campus displayed.

The report is sorted by teacher and includes the total number of students who do not have averages and the teacher's course sections.

To access the report:

From the Reports menu, select Missing Averages Reports. The Missing Averages Report Selection page will be displayed.

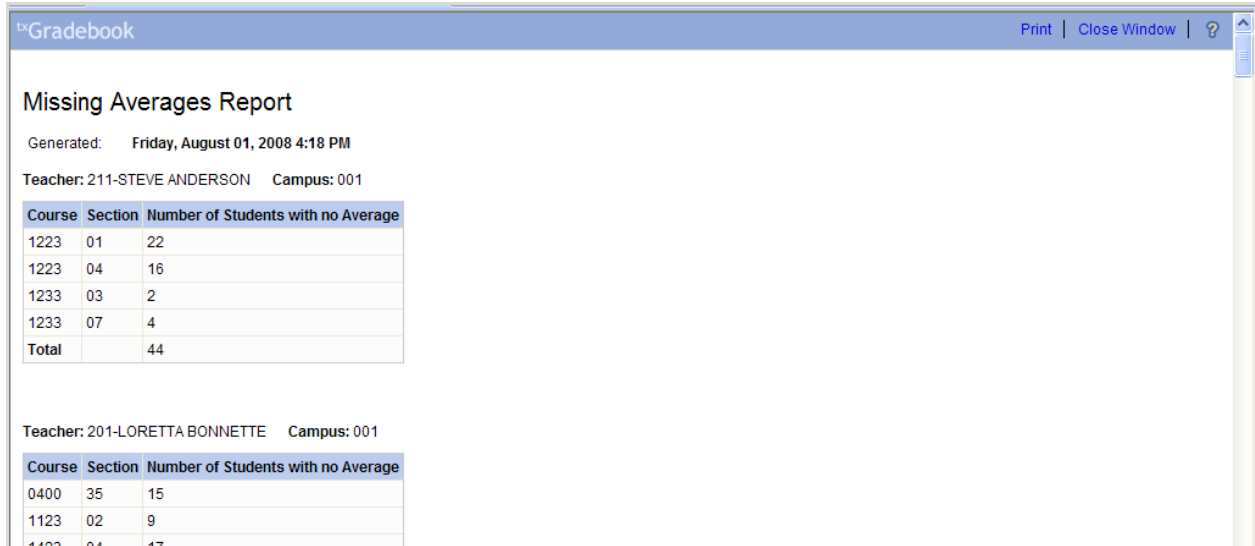


To select report options:

1. Select the semester, cycle, and campus ID for which you wish to print the report.
2. Select **Show Self-Paced Courses** to include self-paced courses on the Missing Averages Report.
 - If the field is selected, students in both regular and self-paced courses are displayed.
 - If the field is not selected, only students in regular courses are displayed.

To print the report:

1. Once you have selected your options, click **Generate**. The report will open in a new window.



The screenshot shows a web browser window titled "Gradebook". The page displays a "Missing Averages Report" generated on Friday, August 01, 2008 at 4:18 PM. The report is for Teacher: 211-STEVE ANDERSON, Campus: 001. It contains a table with the following data:

Course	Section	Number of Students with no Average
1223	01	22
1223	04	16
1233	03	2
1233	07	4
Total		44

Below this table, the report is for Teacher: 201-LORETTA BONNETTE, Campus: 001. It contains a table with the following data:

Course	Section	Number of Students with no Average
0400	35	15
1123	02	9
1123	04	7

2. From the report window, click **Print** to print the report.

Administrative Access for txConnect

Administrator access is accomplished by a separate Login page and allows you to log on as a parent and view overall usage statistics for txConnect.

Welcome to txConnect for LAKE VIEW SCHOOL

[Help](#)

Administrator Login
Please enter your user name and password.

User Name:

Password:

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Available languages: [English](#) [español](#)

Administrator Login

The Administrator Login page will accept the same administrator user IDs used for txGradebook. Only administrators marked as active in txGradebook will be able to log on to txConnect.

To access the page:

To log on as an administrator, enter your administrator user name and password and click **Log In**. The Administrator Options page is displayed.

Warning: If you have three unsuccessful attempts logging on (invalid user ID/password combinations), the system will lock out your account for 20 minutes. Try logging on again after 20 minutes.

Summary Attendance Grades Assignments Alerts My Account **Admin** Logout

Welcome to txConnect for LAKE VIEW SCHOOL

[Help](#)

Administrator Options

Impersonate User
Active User: No Active User

To impersonate a parent user, enter a valid parent User ID and click Set. You will then be able to navigate txConnect as that user. Select Admin from the top navigation bar to return to this page and set a different user.

User:

Statistics

Total Users	8
Students with Associated Accounts	26
Active Users since 02/14/2008	4

Available languages: [English](#) [español](#)

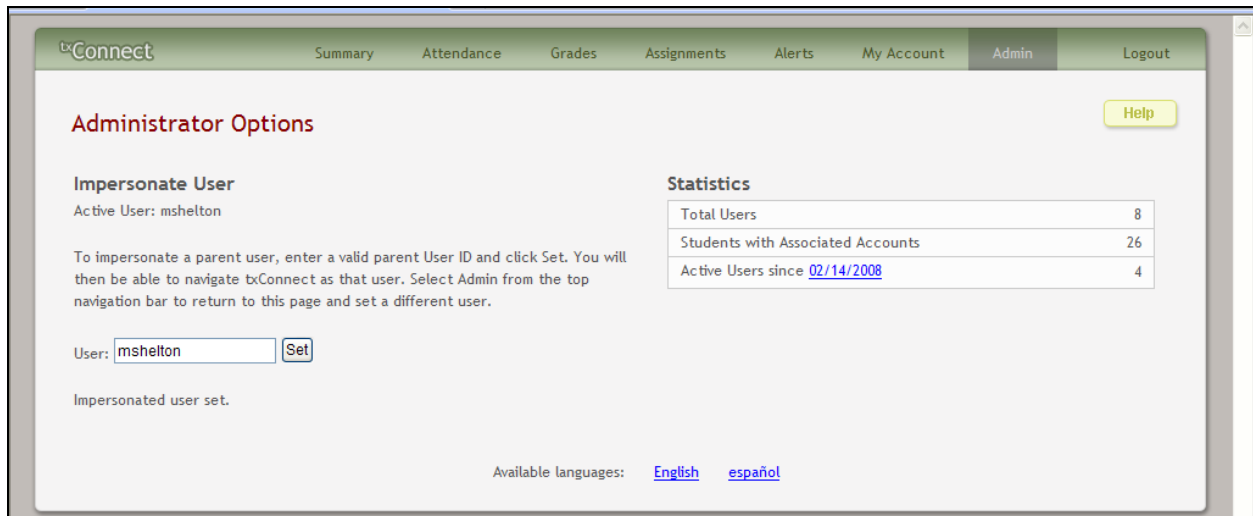
Impersonate User

You will be impersonating a parent and will be able to navigate through txConnect as that parent.

1. Enter the parent's user ID in the **User** field and click **Set**.

If you have successfully set yourself as a txConnect parent user, the parent user ID is displayed in the **Active User** field under **Impersonate User**.

2. To return to this page and set a different parent user ID, select **Admin** from the menu at the top of the page.




Statistics

The **Total Users** is the district-wide total number of users who have registered as of today's date.

The **Students with Associated Accounts** is the district-wide number of students who are associated with a registered parent (i.e., the number of students for whom an account has been created).

The **Active Users since** lets you set a date to see the district-wide number of users who have logged on since the specified date.

1. To change the date, click the date link.
2. Enter a date in the MM/DD/YYYY format, or click  to select a date.
3. Click **Set Range**. The statistic will be updated to the new number.