



## **TxEIS txGradebook**

---

---



Education Service Center Region 11  
1451 S. Cherry Lane  
White Settlement, Texas 76106

## **Table of Contents**

Administer Categories	3
Administer Assignments	9
Assignment Grades	
• Entering assignment Grades	14
• Student Profile Information	14
• Add course-specific notes by student	18
• Add comments or indicators to an assignment	19
• Mass enter, exclude, or delete grades	20
Transfer Student	21
Import Assignment Grades	23
Print assignment grades/navigate the page	24
Cycle Grades	26
Interim Progress Report (IPRs)	32
Discipline Referrals	37
Reports	41

## 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. If you have an assignment that falls under a category that is not included in the list, you may create a new category, if allowed by the campus. The category you create will be added to the master list and will be available for all teachers to use. The list of categories will continue to grow as you and the other teachers add categories.

You must also specify the type of weighting to use for calculating averages (e.g., percent-based, point-based, or multiplier-based). You can also assign your own category colors to enable color-coding of assignments on the Assignment Grades page.

### Notes for Apple mobile device users:

- The drag-and-drop functionality is not available for mobile devices. Instead, click a category under Available Categories to send it to the Selected Categories list.
- If the list of categories under Available Categories exceeds one screen, you can view the additional categories by using two fingers to scroll through the categories.

### Settings > Administer Categories

**Administer Categories**

**Weighting Type**

Percentage  Point  Multiplier

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

- ▶ 2nd. Six Weeks Project
- ▶ 3 week grade
- ▶ 6 weeks Grade (10/07/2008)
- ▶ Advertising
- ▶ After-School Rehearsal
- ▶ Art Projects-ACE/Daily
- ▶ Add new category type

Selected Categories								
			Cycle 1		Cycle 2		Cycle 3	
Delete	Category name	Color	% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
<input type="checkbox"/>	Daily Work	Yellow	25	1	25	1	25	1
<input type="checkbox"/>	Homework	Green	25	0	25	0	25	0
<input type="checkbox"/>	Quiz	Pink	20	0	20	0	20	0
<input type="checkbox"/>	Test	Red	30	0	30	0	30	0
<b>Totals</b>			100	>>	100		100	

Categories saved successfully.

PIN:

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

### To select the weighting type for the course section:

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 2 semester course. The weighting types are **Percentage, Point, or Multiplier**.

**Each weighting type is only displayed if the campus allows the weighting type (or if the teacher has already started using the weighting type before the restriction was put in place). Any weighting types not allowed by the campus are not displayed.**

**If you are using a weighting type that the campus decides to disallow partway through the current year, the following applies:**

- You can continue to use the weighting type until the end of the current year. After the current year, that weighting type will no longer be available.
- If you select another weighting type during the current year, you will not be able to reselect the disallowed weighting type.
- If a category is specific to a particular weighting type (specified in **Grade Reporting > Maintenance > Gradebook Options > Campus > Categories Tab**), the category is only displayed on this page if the appropriate weighting type is selected.

For detailed explanation of the formulas used to calculate working cycle averages, view the document titled Appendix A – Calculating Averages.

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 create a new category:

1. Click **Add new category type**. The Add Category section will appear below the available categories.

**NOTE:** If the campus does not allow teachers to add categories, the Add new category type button is disabled, and you cannot add new categories; you must use the categories established by the campus.

2. Type the name of the new category. You cannot type a name that is already included in the list. Please type carefully to avoid spelling errors.
3. Enter your **PIN** number and click **Add**.

The new category will be displayed in the list in alphabetical order. You may then drag it to your category list.

**NOTE:** Once a category is added to the list, it cannot be deleted from the list. If you add a category by mistake, you must contact your campus administrator to remove it. The category cannot be removed if it has assignments associated with it.

**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.

**Note:** If a category weight is locked, a lock icon is displayed next to the category name. The weight specified by the campus must be used and cannot be changed.

### Administer Categories

**Weighting Type**  
 Percentage    Point    Multiplier

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

- ▶ Chair Test
- ▶ Chpt 1 vocab
- ▶ **Classwork** ← **LOCKED WEIGHT**
- ▶ Classwork & Homework
- ▶ Competition Attendance
- ▶ Concert

Selected Categories								
			Cycle 1		Cycle 2		Cycle 3	
Delete	Category name	Color	% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
	Quiz		20	0	20	0	20	0
	Test		30	0	30	0	30	0
	Daily Work		25	1	25	1	25	1
	Homework		25	0	25	0	25	0
<b>Totals</b>			100	>>	100		100	

PIN:     **Percentage totals must all equal 100**

[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.

**Weighting Type**

Percentage    Point    Multiplier

- 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.

Delete	Category name	Color
	Quiz	
	Test	

- In the **Color** column, click to 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.

Cycle 1	
% Weight	# Drop
20	1

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

**To remove a category from a course:**

Delete	Category name	Color	% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
	Quiz		20	0	20	0	20	0
	Test		30	0	30	0	30	0

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

		Totals	100	>>	100		100	
--	--	--------	-----	----	-----	--	-----	--

**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.

PIN:

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

**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. It is recommended you also copy to semester 2 so it won't have to be done at the end of semester 1.

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.

Home Attendance Grades Reports Discipline Settings 307 - LEE, KIM C | logout

### Copy Categories

From : 01 ALG II HONORS (0206-01)

To:

**Semester: 1**

Course	Period	Copy
01 ALG II HONORS (0206-01)	01	<input type="checkbox"/>
03 ALGEBRA I (0201-03)	03	<input type="checkbox"/>
04 ALGEBRA I (0201-04)	04	<input type="checkbox"/>
05 ALGEBRA I (0201-05)	05	<input type="checkbox"/>
06 UIL-COMP SC (0217-06)	06	<input checked="" type="checkbox"/>
07 ALG II HONORS (0206-07)	07	<input checked="" type="checkbox"/>
08 ALGEBRA I (0201-08)	08	<input type="checkbox"/>
08 ENGLISH II (0102-08)	08	<input type="checkbox"/>

**Semester: 2**

Course	Period	Copy
01 ALG II HONORS (0206-01)	01	<input checked="" type="checkbox"/>
03 ALGEBRA I (0201-03)	03	<input type="checkbox"/>
04 ALGEBRA I (0201-04)	04	<input type="checkbox"/>
05 ALGEBRA I (0201-05)	05	<input type="checkbox"/>
06 UIL-COMP SC (0217-06)	06	<input checked="" type="checkbox"/>
07 ALG II HONORS (0206-07)	07	<input checked="" type="checkbox"/>
08 ALGEBRA I (0201-08)	08	<input type="checkbox"/>
08 ENGLISH II (0102-08)	08	<input type="checkbox"/>

PIN:

[Back to Categories](#)

**Select courses to copy on semester 1 AND 2 that are to have the same categories as the "From" Course.**

The From field displays the course from which you are copying assignments. 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.

## Copy Categories

Categories for 06 UIL-COMP SC (0217-06), semester 1, have been successfully saved.  
 Categories for 07 ALG II HONORS (0206-07), semester 1, have been successfully saved.  
 Categories for 01 ALG II HONORS (0206-01), semester 2, have been successfully saved.  
 Categories for 06 UIL-COMP SC (0217-06), semester 2, have been successfully saved.  
 Categories for 07 ALG II HONORS (0206-07), semester 2, have been successfully saved.

From : **01 ALG II HONORS (0206-01)**

To:

### Semester: 1

Course	Period	Copy
01 ALG II HONORS (0206-01)	01	<input type="checkbox"/>
03 ALGEBRA I (0201-03)	03	<input type="checkbox"/>
04 ALGEBRA I (0201-04)	04	<input type="checkbox"/>
05 ALGEBRA I (0201-05)	05	<input type="checkbox"/>
06 UIL-COMP SC (0217-06)	06	<input checked="" type="checkbox"/>
07 ALG II HONORS (0206-07)	07	<input checked="" type="checkbox"/>
08 ALGEBRA I (0201-08)	08	<input type="checkbox"/>
08 ENGLISH II (0102-08)	08	<input type="checkbox"/>

### Semester: 2

Course	Period	Copy
01 ALG II HONORS (0206-01)	01	<input checked="" type="checkbox"/>
03 ALGEBRA I (0201-03)	03	<input type="checkbox"/>
04 ALGEBRA I (0201-04)	04	<input type="checkbox"/>
05 ALGEBRA I (0201-05)	05	<input type="checkbox"/>
06 UIL-COMP SC (0217-06)	06	<input checked="" type="checkbox"/>
07 ALG II HONORS (0206-07)	07	<input checked="" type="checkbox"/>
08 ALGEBRA I (0201-08)	08	<input type="checkbox"/>
08 ENGLISH II (0102-08)	08	<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).

4. 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.

## Administer Assignments

The Administer Assignments page allows you to enter course assignments for your active courses, including extra credit assignments

- You can only enter assignments for active courses.
- Categories must be established for the course before you can enter assignments.
- For percentage-based weighting, assignments cannot be added unless category weights are set up and total 100.
- For each assignment you create, you must specify an assignment category and enter an assignment description and total number of possible points for the assignment. You can also enter the assignment date and due date, which are helpful when sorting grades on the Assignment Grades page.
- Assignment names must be unique within each category
- You cannot make changes to assignments once the cycle is closed.
- For courses that are part of a course group, any changes to an assignment will apply to all courses in the group. An assignment can only be modified or deleted if no grades exist for the assignment for any course in the group.

### Settings > Administer Assignments

Home ▾ Attendance ▾ Grades ▾ Reports ▾ Discipline ▾ Settings ▾
307 - LEE, KIM C | [logout](#)

Semester: 1 ▾ Cycle: 1 ▾ Course Section: 01 ALG II HONORS (0206-01) ▾
[Retrieve Data](#)

### Administer Assignments

Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Rubric	Do Not Drop	Notes
	Chap 1 WS 1-10	Daily Work ▾	Date: 7/5/2017	Date: 7/5/2017	100	<input type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Chap 1 HM 11-15	Homework ▾	Date: 7/5/2017	Date: 7/6/2017	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Chap 1 Mid Quiz	Quiz ▾	Date: 7/6/2017	Date: 7/10/2017	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Chap 1 Test	Test ▾	Date: 7/5/2017	Date: 7/21/2017	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

PIN:

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

### To add an assignment:

You can enter assignments from day to day, or you can 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**.

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** – This is optional, however, this will show on the Parent Portal which is a great tool to use.
6. Enter the **Date Due** – This is optional, however, this will show on the Parent portal which is a great tool to use.

You can set a default date for this field on the bottom of the **Settings > Update Profile** page in the **Default Assignment Due Date** field. Valid options are no default date, the current date, or up to five days in the future. You can override the default date as needed.

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. Refer to the Appendix A-Calculating Grades > Extra Credit for an explanation of calculating grade averages with extra credit for each weighting type.
9. The **Do Not Drop** field allows you to indicate if you do not want to drop a particular assignment, even if it is the student's lowest grade and you have specified to drop one or more of the lowest grades in a particular category. This field does not apply to skills-based courses.
10. 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.
11. Enter your **PIN** and click **SAVE**

Only the following characters are allowed in **notes, comments, and administer assignments**:

Special characters can be used as follows:

Single-line field	Multi-line, free-form text box (notes or comments)
<ul style="list-style-type: none"> <li>■ upper-case and lower-case alphabetical letters</li> <li>■ numbers</li> <li>■ ! (exclamation mark)</li> <li>■ @ (at sign)</li> <li>■ &amp; (ampersand)</li> <li>■ # (number sign)</li> <li>■ () (parentheses)</li> <li>■ ? (question mark)</li> <li>■ . (comma)</li> <li>■ . (period)</li> <li>■ / (forward slash)</li> <li>■ \ (backward slash)</li> <li>■ : (colon)</li> <li>■ _ (underscore)</li> <li>■ - (hyphen/en dash (shorter))</li> <li>■ + (plus sign)</li> <li>■ ' (apostrophe)</li> </ul>	<ul style="list-style-type: none"> <li>■ upper-case and lower-case alphabetical letters</li> <li>■ numbers</li> <li>■ ! (exclamation mark)</li> <li>■ @ (at sign)</li> <li>■ &amp; (ampersand)</li> <li>■ # (number sign)</li> <li>■ () (parentheses)</li> <li>■ ? (question mark)</li> <li>■ . (comma)</li> <li>■ . (period)</li> <li>■ / (forward slash)</li> <li>■ \ (backward slash)</li> <li>■ : (colon)</li> <li>■ _ (underscore)</li> <li>■ - (hyphen/en dash (shorter))</li> <li>■ + (plus sign)</li> <li>■ ' ' (left and right single quotation marks/apostrophe)</li> <li>■ — (em dash (longer))</li> <li>■ ` (grave accent)</li> </ul>

**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  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**.

**Administer Assignments**

Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Rubric	Do Not Drop	Notes
	Chap 1 WS 1-10	Daily Work	Date: 7/5/2017	Date: 7/5/2017	100	<input type="checkbox"/>		<input type="checkbox"/>	
	Chap 1 HM 11-15	Homework	Date: 7/5/2017	Date: 7/6/2017	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Chap 1 Mid Quiz	Quiz	Date: 7/6/2017	Date: 7/10/2017	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Chap 1 Test	Test	Date: 7/5/2017	Date: 7/21/2017	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

PIN:

**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.

### Copy Assignments

From course: **01 ALG II HONORS (0206-01)** semester: **1** cycle: **1**

**Assignments to copy**

Check all Assignments

Chap 1 WS 1-10

Chap 1 HM 11-15

Chap 1 Mid Quiz

Chap 1 Test

**Course Sections to which to copy**

Semester: 1

Course	Period	Cycles		
		1	2	3
01 ALG II HONORS (0206-01)	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 ALGEBRA I (0201-03)	03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 ALGEBRA I (0201-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 ALGEBRA I (0201-05)	05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 UIL-COMP SC (0217-06)	06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 ALG II HONORS (0206-07)	07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 ALGEBRA I (0201-08)	08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 ENGLISH II (0102-08)	08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Semester: 2

Course	Period	Cycles		
		1	2	3
01 ALG II HONORS (0206-01)	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 ALGEBRA I (0201-03)	03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 ALGEBRA I (0201-04)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 ALGEBRA I (0201-05)	05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 UIL-COMP SC (0217-06)	06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 ALG II HONORS (0206-07)	07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 ALGEBRA I (0201-08)	08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 ENGLISH II (0102-08)	08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PIN:

[Back to Assignments](#)

↑

**Select individual assignments or ALL 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.

2. Under **Assignments to copy**, all assignments for the selected course are displayed. You may select specific assignments, or you may select **Check all Assignments**.
3. 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.
4. 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.

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.

5. To return to the Administer Assignments page, click **Back to assignments**. It is located under the PIN/Copy buttons.

## 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.

- For courses with percentage-based weighting, grades cannot be saved unless category weights are set up and total 100.
- If the campus has disabled posting of grades for prior cycles, you cannot make changes to assignment grades for previous semesters/cycles. The **Save Grades** button is disabled.
- If you have a large number of assignments for the current cycle, it is recommended that you avoid selecting All in the **Assignments per Page** field, as this can cause the page to load slowly.

### Grades > Assignment Grades

Home Attendance Grades Reports Discipline Settings

Semester: 1 Cycle: 1 Course Section: 01 ALG II HONORS (0206-01) Retrieve Data

Category: All Categories Assignment: All Assignments Due Date:  Student: All Students  Show withdrawn

Semester: 1 Cycle: 1 Course Section: 01 ALG II HONORS (0206-01)

Student ID	Student name	Cycle average	Daily Work Chap 1 WS 1-10 Due: 7/5/2017 Max: 100	Homework Chap 1 HM 11-15 Due: 7/6/2017 Max: 100	Daily Work Chap 1 WS 16-22 Due: 7/7/2017 Max: 100	Quiz Chap 1 Mid Quiz Due: 7/10/2017 Max: 100	Homework Chap 1 HM 23-30 Due: 7/10/2017 Max: 100
			100892	T Balogh, Ashlynn B	93	95	90
120175	T Boneck, Abigail R	100	100	100	100		
100359	T Burleson, Jakob A	90	100	80	70		
100527	T Carr JR, Jerry L	100	100	100	100		
100138	T Crain, Ethan R	88	90	85	90		
* 100201	T Doshier, Sawyer S	100	100	100	100		
110378	T Eckert, Brandyn D	100	100	100	95		
100376	T Garcia, Olivia G	88	100	75	100		
* 120850	T Hering, Claire N	90	80	100	80		
120339	T Martinez, Kaslyn L	83	100	65	100		
100965	T Nance, Lily S	100	100	100	75		
100341	T Perry, Taylor N	100	100	100	100		
100384	T Pierce, Victoria E	83	75	85	80		
* 120199	T Skipper, Hunter A	100	100	100	100		
100231	T Vela Rios, Kealey C	88	85	75	100		
120185	T Wallace, Kaley R	100	100	100	100		
<b>Overall Averages:</b>		94	95	91	92	0	0
			Exclude All 0 Fill	Exclude All 0 Fill	Exclude All 0 Fill	Exclude All 0 Fill	Exclude All 0 Fill

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

Assignment grades saved.  
 Sort Assignments by Date Due in: (  Ascending  Descending ) order.  
 PIN: Save Grades Calculate Averages

**To enter assignment grades:**

1. To enter assignment grades, select the **semester, cycle, and course section**. Click **Retrieve Data**.
2. 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.
3. Enter the grades in the fields provided.
4. 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**.

**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.

**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, test 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 anywhere it is available in txGradebook.

txGradebook

**Student Information**

Student ID	Name	Sex	Age	Date of Birth	Texas Unique ID
100201	Doshier, Sawyer S	F	15	12/03/2001	7427301592

Grade Level	Campus ID	Entry Date	Withdrawal Date
10	001	07/03/2017	

Physical Address	Mailing Address	Phone Number
4550 Woodhollow Dr, Alamo City, TX 32609	4550 Woodhollow Dr, Alamo City, TX 32609	(555) 387-8928

**Special Programs**

At Risk, ESL, G/T, Spec Ed, CTE Enrolled in Coherent Sequence of Career Tech Courses, LEP

**Generic Programs**

504 Program, Dyslexia

**Medical Alerts**

**Medical Alert 1:** Allergic to flying insects, bees, wasps.

**Action/Intervention:**  
Epi-Pen in the Nurse's Office.

**Contact Information**

Priority	Name	Relationship	Cell Phone	Home Phone	Business Phone	Other Phone	Address	RtT
2	Doshier, Randi Shae	Mother	(477) 787-8928 *	(555) 387-8928	(555) 202-8552	(555)	4550 Woodhollow Dr, Alamo City, TX 32609	
1	Doshier, Brandon Shae <small>(receive mailouts)</small>	Father	(477) 602-8174 *	(555)	(555)	(555)	4550 Woodhollow Dr, Alamo City, TX 32609	
3	Doshier, Billie Shae	Grandmother	(572) 329-5478	(555)	(555)	(555)	Alamo City, TX	

\* Phone preference

**Contact**

[Attendance](#)

[Schedule](#)

[Photo](#)

[TAKS](#)

[EOC](#)

[STAAR 3-8](#)

[PSAT/SAT/ACT](#)

[AP](#)

[ITBS](#)

To print student profile data, select the Student Information page you want to print from the list on the left side of the page, and then click **Print**. Each Student Information page must be printed separately.

**Medical Alerts**

This section is displayed for any student who has medical circumstances you should be aware of. This information can be accessed by clicking the Star of Life icon  or the student ID.

100138	T	Crain, Ethan R	88	90
 100201	T	Doshier, Sawyer S	100	100
110378	T	Eckert, Brandyn D	100	100

 **Medical Alerts**

**Medical Alert 1:** Allergic to flying insects, bees, wasps.

**Action/Intervention:**  
Epi-Pen in the Nurse's Office.

- The **Medical Alert 1** and/or **Medical Alert 2** fields display medical alert information entered by the school nurse in the TxEIS Health application. This data is only displayed if the Consent to Display Alert field is selected in the TxEIS Health application.
- The **Action/Intervention** field displays any necessary actions or interventions a staff member may need to take on the student's behalf.

**Contact Information**

- The Contact Information page displays contact information for a list of people who may be contacted in case of emergency. The data displayed for each contact includes the name, relationship to the student, home phone number, work phone number (if available), cell/other phone (if available), and address.
- **The Priority column indicates the priority order of the contacts as established in the TxEIS Registration application.**
- **If the contact is designated as the person to receive mailouts for the student, the message (receive mailouts) is displayed below the contact's name.**
- **If the phone number has been designated as the preferred number for the contact, an asterick is displayed next to the phone number, and the phone number is displayed in a bold font.**
- The RtT (Right to Transport) column indicates if the contact person has the right to transport the student from school. If the contact has permission to transport the student, the vehicle icon  is displayed in the column. The icon is not displayed if the contact does not have permission to transport the student.
- Click the vehicle icon  to view information about the contact's vehicle. A dialog box opens that displays the following information:

Priority	Name	Relationship	Cell Phone	Home Phone	Business Phone	Other Phone	Address	RtT
2	Doshier, Randi Shae	Mother	<b>(477) 787-8928</b>	(555) 387-8928	(555) 202-8552	(555)	4550 Woodhollow Dr, Alamo City, TX 32609	
1	Doshier, Brandon Shae <small>(receive mailouts)</small>	Father	<b>(477) 602-8174 *</b>	(555)	(555)	(555)	4550 Woodhollow Dr, Alamo City, TX 32609	
3	Doshier, Billie Shae	Grandmother	(572) 329-5478	(555)	(555)	(555)	Alamo City, TX	

\* Phone preference

**Vehicle Information**

Heather Growing has the Right to Transport.

**Vehicle Information**

Vehicle Make: GMC  
 Vehicle Model: Terrain  
 Vehicle Color: WHI  
 License Plate Number: TOY 123

If an **email address** exists for the contact, you can click the contact's name to send an email message to the contact. When you click the address, your default email client opens.

- **Note:** If you use Web-based email (e.g. Gmail or Yahoo) you can copy the email address from the default email client to a Web-based email message.

### Student Attendance

The Student Attendance page displays an overview of the student's attendance for a specified date range. The student's attendance data from the specified date range is displayed by date and period. The totals for unexcused absences, excused absences, and tardies 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 beside the attendance table. The legend displays all codes that appear in the attendance data displayed for the student. 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.

### 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.

### 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.

### Test Scores

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

---

**Notes about entering assignment grades:**

- 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.
- If the course is set up to post alphabetical grades, the **Show averages as alpha** check box is displayed. To display averages as alphabetical grades, select **Show averages as alpha**. To display the averages as numbers, clear the **Show averages as alpha** field.

For courses that use alphabetical grades, a cookie is set to remember the setting, and the page always displays averages according to the setting by default. Averages are also displayed on the Cycle Grades page. Courses that use numeric grades always display grades numerically.

- If the course is set up for alphabetical or ESNU grade posting, you can enter letter grades or numeric grades. If you enter a letter grade, it is automatically converted to a numeric grade for calculating the working cycle average, according to the conversion values set by the campus.
- If you enter an invalid grade, such as a letter grade that does not have a conversion value, the cell will be shaded red. You must correct the entry before you can save the grades.
- Only whole numbers can be entered for numeric grades.
- Other codes may be entered in place of a grade:

**M – Missing (calculates as “0”)**

**I – Incomplete (working cycle, semester, and final average will be “I” until a grade is entered)**

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

- **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 the Appendix A – Calculating Grades document.

**To add course-specific notes by student:**

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):**

**With existing note:**

Del?	Cat	Note	Author	Last Updated
<input type="checkbox"/>	AT	Ashlynn has been late to class several times this month.	Lee	7/14/2017

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

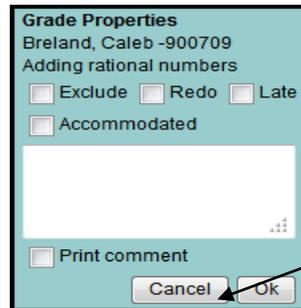
**Note Category codes:**

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

3. **Under Note**, you can update an existing note (up to 3269 characters).
4. Under **New Note**, select the category code indicating what the new note is related to, such as AT for attendance.
5. In the text box, type the new note. You can type up to 3269 characters per note.
6. To delete an existing note, select the **Delete** box and click **SAVE**.

**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 indicators and/or comment will print beneath the grade on the detailed student IPR and the Parent Portal.**

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 portal, select **Print comment**.

3. Click **OK**.

- The following icons are displayed in the grid according to the comments/indicators entered:

**Indicators:**

-  - Excluded
-  - Late (not excluded)
-  - Redo (not excluded)
-  - Accommodated

**Notes:**

-  - Excluded with comments
-  - Late or redo with comments
-  - Comments only
-  - No comments

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

**Note:** If an assignment is excluded for a student, and 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 does not count toward the number that will be dropped. Only nonexcluded grades are dropped.

- If the assignment grade is marked as late or redo (but not excluded), the  (late) or  (redo) icon is displayed.
- If you mark an assignment as excluded, late, or redo, the note icon next to the grade changes to indicate that grade properties exist. You can click the note icon to change the grade properties.
- If the assignment grade is marked as excluded, the  icon is displayed.
- If the assignment grade is marked as late or redo, 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 type 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. The **Exclude All** button for the column turns red, and all indicator icons are red to indicate that the grade is excluded for the student. To override the exclusion for a specific student, click , unselect **Exclude**, and then click **Ok** or **click Exclude All** at the bottom of the assignment grade column and it will deselect all excluded.

#### 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.

## Transfer Students

If a student transfers into the course from another 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 Chap 1 WS 1-10 Due: 7/5/2017 Max: 100
120195	T Aaron, Jackson S		
100378	<b>T</b> Atkins, Zaylen A		
100892	T Balogh, Ashlynn B	93	95

**Transfer Walk-In Average**  
Atkins, Zaylen A

Date: 7/10/2017

From: LEE, KIM C  
0206 -07

Average: 88

Weight: 0 %

Clear Cancel Ok

1. Beside each student's name is the transfer icon **T** (i.e., a gray T) indicating that he is not a transfer student. If a student transfers into the class, the red transfer icon **T** is displayed next to his name.
2. To accept the transfer student into the course section, click the red transfer icon **T**. The Transfer Walk-In Average dialog box opens.
3. The **Date** field displays the student's transfer date by default. To enter a different date, type over the date in the MMDDYYYY format, or click  to select a valid date from the calendar.
  - If there is only one track for the campus displayed, the calendar is color-coded according to the track, and a legend is provided for the colors. If this is a multi-track campus, the calendar is color-coded for multiple tracks.
  - If you enter an invalid date according to the calendar, an error message is displayed on the right side of the **Date** field. You must type or select a valid date.
  - You cannot select a date outside the current calendar year. Valid school dates begin with the earliest meeting day for any track at the campus and end with the latest meeting day for any track at the campus.
  - To close the calendar, you must click a valid date on the calendar or click the calendar icon.
4. In the **From** fields, the teacher name, course number, and section are displayed for the course from which the student transferred. This data is only displayed if the student transferred from a different section of the same course and has a transfer average.

5. In the **Average** field, the student's transfer average is displayed if available. Otherwise, you can 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 (ABCD or ESNU) grade.
  - If a student transferred from a course that posts letter grades to a course that posts numeric grades, and a letter grade is entered for his transfer average, the student's working cycle average is displayed as a numeric grade.
  - See the **Transfer Students** section of Appendix A - Calculating Averages page for an explanation of calculating averages for transfer students.
6. The **Weight** field displays a 0 for a transfer student who has not yet been accepted into the class. To accept the student into your class, type the weight you want to apply to the student's transfer average. For example, if a student transferred three weeks into a six-week cycle, you may want to enter a weight of 50%. The maximum weight you can enter is 99.

**Notes:**

- The student's transfer icon remains red  until a weight is entered and saved.
- Once you have entered and saved a weight, the student's transfer icon turns blue . The blue icon remains until the end of the semester.
- Any course assignments that were due prior to the student's transfer date are excluded for the student, and the  icon is displayed for the assignments. You can override the exclusion if you want to have the transfer student complete an assignment that was due prior to his transfer date. To override the exclusion, click , unselect **Exclude**, and then click **Ok**.

Student ID	Student name	Cycle average	Daily Work Chap 1 WS 1-10 Due: 7/5/2017 Max: 100	Homework Chap 1 HM 11-15 Due: 7/6/2017 Max: 100	Daily Work Chap 1 WS 16-22 Due: 7/7/2017 Max: 100	Quiz Chap 1 Mid Quiz Due: 7/10/2017 Max: 100	Homework Chap 1 HM 23-30 Due: 7/10/2017 Max: 100
120195	T Aaron, Jackson S						
100378	T Atkins, Zaylen A	88					
100892	T Balogh, Ashlynn B	93	95	90	85		

7. Click **Ok** to save the student's transfer data.

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

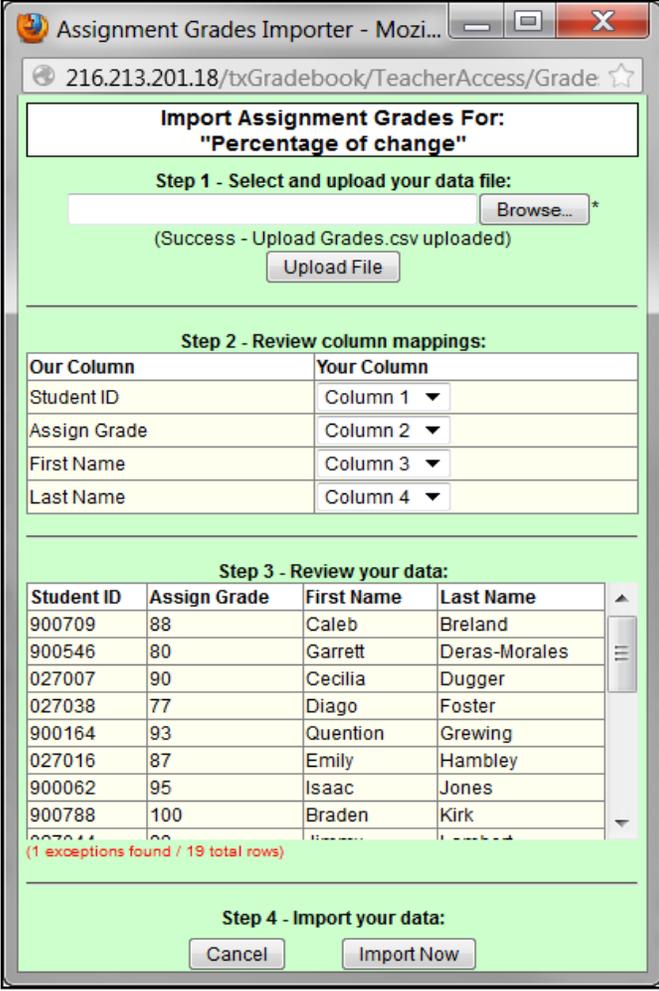
### To import assignment grades:

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.

**Note:** If the course has any withdrawn students, the import file has a record for the withdrawn students. Therefore, you must select **Show withdrawn students** on the Assignment Grades page to import the grade for the withdrawn students.

If you do not select **Show withdrawn students**, the import file will generate errors for the withdrawn students.

1. Click  to import grades for the assignment.



The screenshot shows a web browser window titled "Assignment Grades Importer - Mozi...". The address bar shows "216.213.201.18/txGradebook/TeacherAccess/Grade". The main content area is titled "Import Assignment Grades For: 'Percentage of change'".

**Step 1 - Select and upload your data file:**

There is a text input field and a "Browse..." button. Below it, a message says "(Success - Upload Grades.csv uploaded)". There is an "Upload File" button.

**Step 2 - Review column mappings:**

Our Column	Your Column
Student ID	Column 1 ▼
Assign Grade	Column 2 ▼
First Name	Column 3 ▼
Last Name	Column 4 ▼

**Step 3 - Review your data:**

Student ID	Assign Grade	First Name	Last Name
900709	88	Caleb	Breland
900546	80	Garrett	Deras-Morales
027007	90	Cecilia	Dugger
027038	77	Diago	Foster
900164	93	Qention	Grewing
027016	87	Emily	Hambley
900062	95	Isaac	Jones
900788	100	Braden	Kirk
027011	88	...	...

(1 exceptions found / 19 total rows)

**Step 4 - Import your data:**

There are "Cancel" and "Import Now" buttons.

2. Under **Step 1**, click **Browse** to select the data file. The Choose File to Upload dialog box is displayed allowing you to select the file. Locate the file and then click Open.

**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 you 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 top navigation bar with tabs for Home, Attendance, Grades, Reports, Discipline, and Settings. Below this is a filter section for Semester (1), Cycle (1), and Course Section (01 ALG II HONORS (0206-01)). A 'Retrieve Data' button is present. Below the filters are dropdown menus for Category, Assignment, Due Date, and Student. A 'Show withdrawn' checkbox is also visible. The main table header includes 'Semester: 1', 'Cycle: 1', and 'Course Section: 01 ALG II HONORS (0206-01)'. A 'Hide Menu' button is circled in the top right corner of the table area.

Student ID	Student name	Cycle average	Daily Work Chap 1 WS 1-10 Due: 7/5/2017 Max: 100	Homework Chap 1 HM 11-15 Due: 7/6/2017 Max: 100	Daily Work Chap 1 WS 16-22 Due: 7/7/2017 Max: 100	Quiz Chap 1 Mid Quiz Due: 7/10/2017 Max: 100	Homework Chap 1 HM 23-30 Due: 7/10/2017 Max: 100
120195	Aaron, Jackson S						

This screenshot is identical to the one above, but the 'Show Menu' button in the top right corner of the table area is circled.

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

The screenshot shows a control panel with three 'Exclude All' buttons, each with a '0' and a 'Fill' button. Below these is the 'Assignments per Page' dropdown menu, which is currently set to '5'. The dropdown list shows options for 5, 10, 15, 20, and All. Navigation links '<< Previous' and 'Next >>' are also visible.

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.

## 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.

### Grades > Cycle Grades

Home Attendance Grades Reports Discipline Settings									
Semester: 1		Course Section: 01 ALG II HONORS (0206-01)			Retrieve Data				
Cycle Grades									
Semester: 1 Section: 01 ALG II HONORS (0206-01)									
PIN: <input type="text"/>		Save		Calculate Semester Averages		Select courses to mark grades as Ready to Post.			
<input type="checkbox"/> Show Withdrawn Students									
Current Semester: 1, Cycle: 1									
ID	Name	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Report Card Narrative (5000 characters maximum)	Working Semester Average	Working Final Grade	Show Comment Legend
120195	Aaron, Jackson S		95	S			95	95	
100378	Atkins, Zaylen A			S					
100892	Balogh, Ashlynn B	89		S			89	89	
120175	Boneck, Abigail R	99		S			99	99	

#### 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 Average** 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 and is calculates the working final average.
- ✓ 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.

**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.

Current cycle information appears under the **Current Semester/Cycle** column.

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 X.
- To fill all blank exam grades with X (exempt), click **Fill Exempt Exams**. All blank grades for the exam are changed to X.
- 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. **You can also type N/G to assign an override grade of no grade.**
- If a final grade has been posted for a course, the grade is displayed under the **Final Grade** heading.

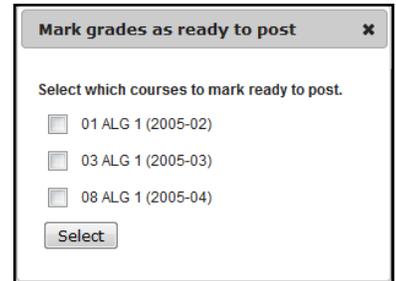
2. Enter your **PIN** and click **Save**.

**To post grades:**

1. After you enter cycle and/or semester grade data for the course, review your input carefully, and save all changes. Once the data is posted by the campus administrator, you cannot change any data. If you discover an error after grades are posted, you must contact the campus administrator and submit a grade change form to correct any errors.

**Note:** After grades are posted and the cycle is closed, you can 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 cannot post any changes. Instead, print your changes and submit your printout to the campus administrator.

2. When you are satisfied with your input for one or more of the cycle grades, notify the system that you are ready to post by clicking **Select courses to mark grades as Ready to Post**. This link is only displayed for current cycles that are open for posting. The campus determines when the cycle is open and closed for posting.

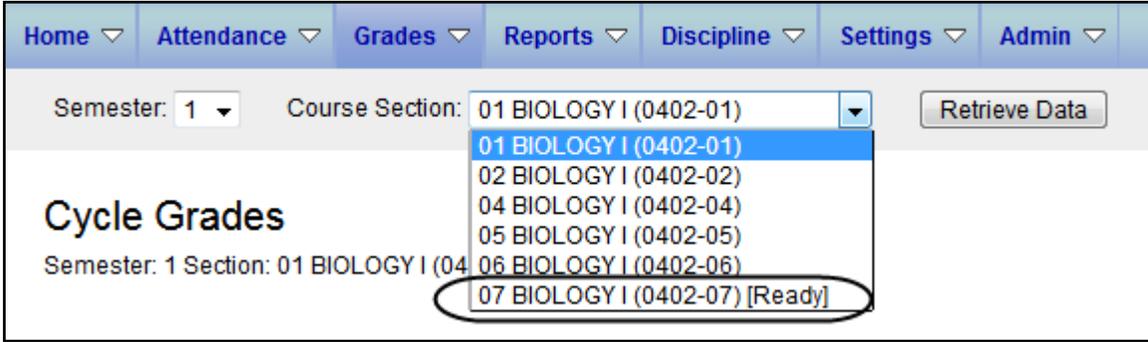


- A dialog box opens allowing you to select the course sections that are ready to post. All eligible courses are listed.
- Select the course(s), and then click **Select**. The dialog box closes, and the selected course(s) are listed below the **PIN** field.

ID	Name	Current Semester: 1, Cycle: 1				Semester Average	Working Final Grade
		Average (Auto Grade)	Override	Citizenship	Report Card Comments		
900709	Breland, Caleb	95		S		95	95
900546	Deras-Morales, Garrett H	95		S		95	95
027007	Dugger, Cecilia	95		S		95	95

To change the selected courses, click **Cancel**. The dialog box opens allowing you to reselect the course(s).

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 are saved successfully, the page reloads, and a message is displayed indicating that the cycle grades were successfully sent to be posted. The message “[Ready]” is displayed in the **Course Section** drop-down list next to the course.



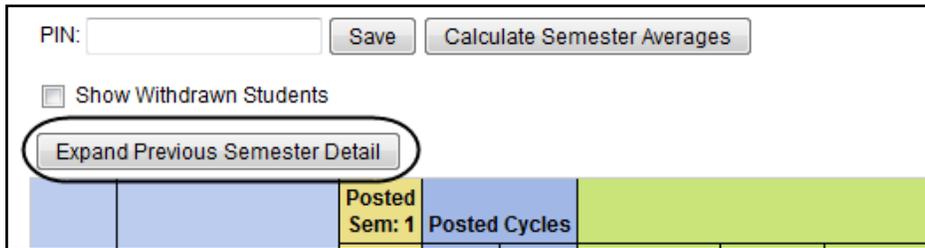
- You can submit your grades more than one time if you make a change shortly after you marked the grades as ready to post; however, once the data is posted by the campus administrator, you cannot change any data.
- The teacher should run a Missing Grades report to determine which teachers have posted their grades and which teachers have not yet posted their grades. **Reports > Blank/Missing Grades.**

**Note:** If the campus option is set to include exam grades in the semester average, a warning message is displayed if you do not enter an exam grade.

**To inquire about closed (posted) cycles/semesters:**

For cycles and semesters that are closed, the following applies:

- For closed semesters, the posted semester grades are displayed under the **Posted Sem: #** heading, where # is the closed semester. Click **Expand Previous Semester Detail** to view all data for the closed semesters, including the cycle grades, semester exam grades, and semester averages. If you are currently in the first semester, the **Posted Sem #** heading is not displayed.



Semester averages may or may not be displayed depending on your semester exam pattern and number of semesters.

Click **Collapse Previous Semester Detail** to hide data for the closed semester.

- Posted cycle grades for the current semester are displayed under the **Posted Cycles** heading below the cycle numbers. If you are currently in the first cycle of a semester, the **Posted Cycle** heading and cycle numbers are not displayed.

- If a cycle or semester is closed, the average is pulled from the grade course record and is display only. If an override grade was entered for the cycle grade, the override grade is displayed.

For data on a posted cycle, click the cycle average. A dialog box opens to display the posted cycle average, citizenship grade, and report card comments for the cycle.

- If an override grade was entered for the cycle or semester grade, the override grade is displayed.

***It is recommended that teachers PRINT or SAVE to a folder the Assignment Grades, Progress Reports (if they are run by the teachers), and Cycle Grades throughout the year.***

## 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.

### 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.

### Grades > IPR Comments

#### IPR Comments

PIN:   [Clear All IPR Comments](#)

Student ID	Name	Average	IPR Comments	Note	
120195	Aaron, Jackson S		B	M	Show Comment Legend
100378	Atkins, Zaylen A				
100892	Balogh, Ashlynn B	89	CA		
120175	Boneck, Abigail R	99			
100359	Burleson, Jakob A	82			

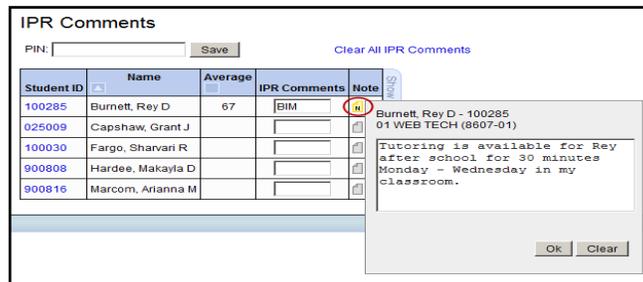
**To add comments:**

1. In the **Course Section** field, select the course section or group.
2. 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**.
3. When you are satisfied with the IPR comments and/or notes you have entered, you must save the data.
4. To clear all comments for all students displayed, click **Clear All Comments**. Enter your **PIN** and click **Save**.

**To add notes:**

In the **Note** field, click  to enter notes about the student to be printed on the IPR, and then click **Ok**. If a note is entered for a student, the  icon is displayed.

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



**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. The following steps may be different if using a different Browser than Firefox.

- 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.

**Print IPR**

Select students with average below:    Show withdrawn  Show blank grades

Student ID	Name	Average	This Class ( <input type="checkbox"/> Check all )	All My Classes ( <input type="checkbox"/> Check all )	Detailed View ( <input checked="" type="checkbox"/> Check all )	Language
100285	Burnett, Rey D	67	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spanish
025009	Capshaw, Grant J		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English
100030	Fargo, Sharvari R		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English
900808	Hardee, Makayla D		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English
900816	Marcom, Arianna M		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English

IPR-wide Note (optional)

End of year project due May 22.

Print Parent Signature Line

**Grades > Print IPR**

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.
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. To include blank grades, select **Show blank grades**. All assignments are displayed, including assignments with blank grades. If **Show blank grades** is not selected, blank assignment grades are not displayed.
5. 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. Detailed View is automatically checked.
6. 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.
7. In the **Language** field for each student, select the language in which to print the IPR. If you select a language other than English, the IPR headings and field are converted to the selected language; however, the student and course comments are only printed in the selected language if they have been entered in that language in the Student system. User-defined fields are not converted.

**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.

Interim Progress Reports				
<a href="#">Back to IPR selection page...</a>				
Burlison, Jakob A				
Teacher: KIM LEE		Date: 7/20/2017 7:42:37 AM		
Course: ALG II HONORS		Semester 1, Cycle 1, Period: 01		
<b>Calculated Average: 82</b>				
Assignment	Due Date	Grade	Late	Redo
<b>Quiz</b> (Weight 20%)				
Chap 1 Mid Quiz	7/10/2017	60		
Quiz Avg		<b>60</b>		
<b>Test</b> (Weight 30%)				
Test Avg				
<b>Daily Work</b> (Weight 25%)				
Chap 1 WS 1-10	7/5/2017	100		
Chap 1 WS 16-22	7/7/2017	70 (Dropped)		
Daily Work Avg		<b>100</b>		
<b>Homework</b> (Weight 25%)				
Chap 1 HM 11-15	7/6/2017	80		
Chap 1 HM 23-30	7/10/2017	85		
Homework Avg		<b>83</b>		
<b>Previously Posted Averages:</b>				
<b>Comments:</b>				

**Interim Progress Reports**  
[Back to IPR selection page...](#)

**Burleson, Jakob A**

Maestro: KIM LEE      Fecha: 7/20/2017 7:45:06 AM  
 Curso: ALG II HONORS      Semestre 1, Cido 1, Período: 01

**Promedio calculado 82**

Tarea	Fecha de vencimiento	Grado	Tarde	Rehacer
<b>Quiz (Peso 10%)</b>				
Chap 1 Mid Quiz	7/10/2017	60		
		<b>Quiz Promedio</b>	<b>60</b>	
<b>Test (Peso 30%)</b>				
		<b>Test Promedio</b>		
<b>Daily Work (Peso 25%)</b>				
Chap 1 WS 1-10	7/5/2017	100		
Chap 1 WS 16-22	7/7/2017	70 <b>Cancelado</b>		
		<b>Daily Work Promedio</b>	<b>100</b>	
<b>Homework (Peso 25%)</b>				
Chap 1 HM 11-15	7/6/2017	80		
Chap 1 HM 23-30	7/10/2017	85		
		<b>Homework Promedio</b>	<b>83</b>	
<b>Promedios anunciados con anterioridad:</b>				
<b>Comentarios:</b>				

**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.

## Discipline

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

The page is only available if the campus allows teachers to enter referrals in txGradebook; otherwise, the Discipline menu is not displayed. Inquiry-only users cannot submit referrals.

### Discipline > Discipline Referrals

Discipline Referrals

Draft: 1 Pending: 1 Reviewed: 1 Completed: 1

Student ID:  Student Name:  Status: ALL

View	Print	Delete	Students	Offense	Referrer	Comments	Course Section	Incident	Location	Severity	Incident Date	Last Updated	Return Message	Return Date	Status
			120645	9999	After two times te...	-		RCR	Low	7/12/2017 11:26:20 AM	7/16/2017 11:28:08 AM				Draft
			100161,110249	9999	The two students w...	-		HAL	High	7/13/2017 11:04:39 AM	7/16/2017 11:14:02 AM				Pending
			100935	9999	This student was f...	-		RCR	Medium	7/14/2017 10:51:36 AM	7/16/2017 10:55:16 AM	I met with the Cou...	7/14/2017		Reviewed
			100160	0021	Garrett was in the...	-		CAF	Medium	7/11/2017 11:43:28 AM	7/16/2017 11:46:10 AM	Garrett admitted t...	7/11/2017		Completed

- Your existing referrals for the school year are displayed, as well as the following statistical data:
  - The **Draft** field indicates the number of referrals you have created but not submitted.
  - The **Pending** field indicates the number of referrals you have submitted that are awaiting review and further action from an administrator.
  - The **Reviewed** field indicates the number of submitted referrals that have been reviewed by an administrator, for which the administrator is taking no further action.
  - The **Completed** field indicates the number of submitted referrals that have been reviewed by an administrator, and for which further action was taken.

Up to five referrals are displayed at a time. If more referrals exist, you can page through the list to see the others.
- To retrieve a referral for a specific student and/or a specific status, do one or both of the following:
  - In the **Student ID** autosuggest field, begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student IDs match the numbers you have typed. The drop-down list also displays student names. From the drop-down list you can select the student.
  - In the **Student Name** autosuggest field, begin typing the student's name in one of the following formats:

As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs. From the drop-down list you can select the student.

- In the **Status** field, select a status to view only referrals with a specific status. Or, select ALL to see all referrals.

Leave both fields blank to retrieve all referrals sorted by status.

3. Click **Search**. The referrals grid is redisplayed according to the criteria specified.
4. Click **Enter New Referral** to enter a new discipline referral. The **Record Details** section is displayed allowing you to enter data for the new referral.

Enter New Referral

Record Details

Delete	Student ID	Student Name	Grd Lvl
✕	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Schedule"/>
<input type="button" value="Add another student"/>			

Severity:       Offense Description:

Referrer Comments:

2000 Characters Remaining

Date of Incident:        Time of Incident:        Sent to Office

Teacher's Course Section:

Incident Location:

PIN:

Retrieve the student(s) involved in the incident in one of the following ways:

- In the **Student ID** autosuggest field, begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student IDs match the numbers you have typed. The drop-down list also displays student names. From the drop-down list you can select the student.
- In the **Student Name** autosuggest field, begin typing the student's first or last name. As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs. From the drop-down list you can select the student.
- If more than one student was involved, click **Add another student** to retrieve the next student. A blank row is displayed allowing you to retrieve the student.
- To remove a student from the list, click . The student is removed.
- In the **Severity** field, indicate the severity of the offense. Select High if the nature of the offense is very severe.
- In the **Offense Description** field, select the PEIMS offense code describing the offense.
- Under **Referrer Comments**, type comments related to the offense. You can type up to 2000 characters.

**Notes on copy/paste from other documents:**

The program will not allow you to save notes or comments that contain unrecognizable characters which come from formatting in other documents, such as Microsoft Word. If you want to copy text from an external document, it is recommended that you copy the text from a document that does not contain hidden formatting, such as a .txt file created in Notepad. You can copy/paste text from a Microsoft Word document into a .txt file, and then copy/paste the text from the .txt file into the notes or comments field in txGradebook.

The **Date of Incident** field displays the current date by default. If necessary, type another date in the MM/DD/YYYY format. Or, click  to select the date from the calendar.

The **Time of Incident** field displays the current (i.e., system) time by default. If necessary, type another time in the HH:MM:SSA format, where *HH* is the hour, *MM* is the minutes, *SS* is the seconds, and *A* is a.m. (or P for p.m.).

Select **Sent to Office** if the student(s) were sent to the office because of the incident.

In the **Teacher's Course Section** (optional) field, you can select a course section if the incident occurred during class.

To see a student's schedule, click **Schedule** next to the student's name. The Schedule dialog box opens and displays the student's schedule, including the course section, period, course title, teacher name, withdrawn indicator, room number, and days the class meets.

Click  to close the Schedule dialog box.

In the **Incident Location** field, select the location in which the incident occurred, such as library or restroom.

To save a draft of the referral, which allows you to finish and submit the referral at a later time, type your four-digit PIN in the **PIN** field, and then click **Save Draft**.

If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN before you can continue.

If the referral is complete, and you are ready to submit the referral to an administrator for further action, type your four-digit PIN in the **PIN** field, and then click **Submit Referral**.

- A message is displayed indicating that the referral is saved.
- The referral will appear in the administrator's discipline referral list with a status of Pending.
- If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN before you can continue.

Click **Cancel** to close the **Record Details** section without saving any referral data. Any unsaved data in the **Record Details** fields is cleared.

Click  under **View** to view or edit the details of a referral. The **Record Details** section is displayed allowing you to view and update data for the selected referral.

**Note:** Only Draft and Pending referrals can be updated. The Reviewed and Completed referrals can only be viewed. The **Save Draft** and **Submit Referral** buttons are not displayed for Reviewed and Completed referrals.

Click **Print Record** to print the discipline referral. The report opens in a new window, and you can print the report from that window. The **Print Record** button is only displayed for a saved referral.

Click  under **Print** to print the discipline referral. The report opens in a new window, and you can print the report from that window.

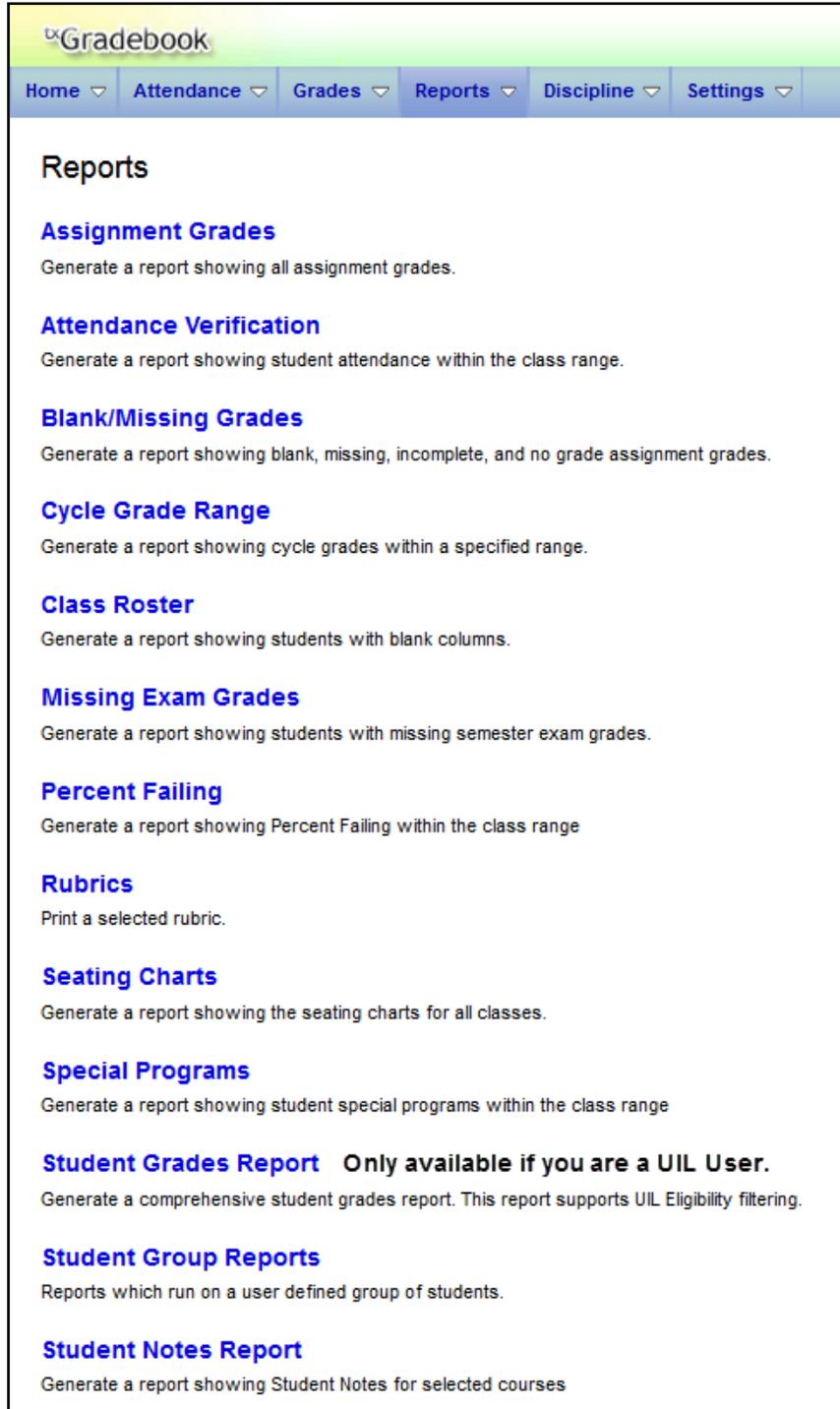
Click  under **Delete** to delete a referral. A message is displayed prompting you to confirm that you want to delete the referral.

Click **OK**. The referral is deleted.

**Note:** Only Draft and Pending referrals can be deleted. The  is not displayed for Reviewed and Completed referrals.

## Reports

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



The screenshot shows the txGradebook interface. At the top, there is a navigation bar with the following menu items: Home, Attendance, Grades, Reports, Discipline, and Settings. Below the navigation bar, the page is titled "Reports". Underneath, there is a list of report categories, each with a description:

- Assignment Grades**: Generate a report showing all assignment grades.
- Attendance Verification**: Generate a report showing student attendance within the class range.
- Blank/Missing Grades**: Generate a report showing blank, missing, incomplete, and no grade assignment grades.
- Cycle Grade Range**: Generate a report showing cycle grades within a specified range.
- Class Roster**: Generate a report showing students with blank columns.
- Missing Exam Grades**: Generate a report showing students with missing semester exam grades.
- Percent Failing**: Generate a report showing Percent Failing within the class range.
- Rubrics**: Print a selected rubric.
- Seating Charts**: Generate a report showing the seating charts for all classes.
- Special Programs**: Generate a report showing student special programs within the class range.
- Student Grades Report** **Only available if you are a UIL User.**: Generate a comprehensive student grades report. This report supports UIL Eligibility filtering.
- Student Group Reports**: Reports which run on a user defined group of students.
- Student Notes Report**: Generate a report showing Student Notes for selected courses.

### 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.

- Excluded Grades - Ex
- Dropped Grades - D
- Withdrawn Students – W/D (the withdrawal date may be the student's withdrawal date from school or from the class)

#### Assignment Grades Report

Instructor: **LEE, KIM C**      Course: **01 ALG II HONORS (0206-01)**  
 Viewing: **Semester 1, Cycle 1**      Generated: **Thursday, July 20, 2017 8:39 AM**

**Category Legend**

Cat ID	Name	Percent	Cat ID	Name	Percent
2	Quiz	20	39	Homework	25
3	Test	30			
38	Daily Work	25			

**Assignment Legend**

ID	Assignment	Total Points	Cat ID	ID	Assignment	Total Points	Cat ID
0	Chap 1 WS 1-10	100	38	5	Chap 1 Test	100	3
1	Chap 1 HM 11-15	100	39				
2	Chap 1 WS 16-22	100	38				
3	Chap 1 Mid Quiz	100	2				
4	Chap 1 HM 23-30	100	39				

**Assignment Grades**

Student ID	Name	Cycle Grade	0	1	2	3	4	5
120195	Aaron, Jackson S							
100378	Atkins, Zaylen A							
100892	Balogh, Ashlynn B	89	95	90	85D	80	90	
120175	Boneck, Abigail R	99	100	100	100D	95		
100359	Burleson, Jakob A	82	100	80	70D	60	85	
100527	Carr JR, Jerry L	100	100	100	100D	100		
100138	Crain, Ethan R	89	90	85	90D	100	75	
100201	Doshier, Sawyer S	100	100	100	100D	100		
110378	Eckert, Brandyn D	94	100	100	95D	90	80	
100376	Garcia, Olivia G	91	100	75	100D	100		
120850	Hering, Claire N	81	80	100	80D	75	75	
120339	Martinez, Kaslyn L	88	100	65	100D	100		
100965	Nance, Lily S	90	100	100	75D	65		
100341	Perry, Taylor N	94	100	100	100D	100	65	
100384	Pierce, Victoria E	87	75D	85	80	100	80	
100231	Vela Rios, Kealey C	91	85D	75	100	100		
120185	Wallace, Kaley R	100	100	100	100D	100		
	<b>Class Average:</b>	92	95	90	92	91	79	

D - Dropped grade  
 Ex - Excluded grade

### 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.

Attendance Verification Report			1st Week							2nd Week					3rd Week				Total		
Student Name	Student ID	Grade	3 M	4 T	5 W	6 T	7 F	10 M	11 T	12 W	13 T	14 F	17 M	18 T	19 W	20 T	A	S	T		
Aaron, Jackson S.	120195	10															1	0	0		
Atkins, Zaylen A.	100378	10											U	F			1	1	0		
Balogh, Ashlynn B.	100892	10												T			0	0	1		
Boneck, Abigail R.	120175	10							T								0	0	1		
Burleson, Jakob A.	100359	10											T				0	0	1		
Carr, Jerry L.	100527	11							U						I		1	0	0		
Crain, Ethan R.	100138	10											C				1	0	0		
Doshier, Sawyer S.	100201	10															0	0	0		
Eckert, Brandyn D.	110378	11													U		1	0	0		
Garcia, Olivia G.	100376	10											U				1	0	0		
Hering, Claire N.	120850	10															0	0	0		
Martinez, Kaslyn L.	120339	10															0	0	0		
Nance, Lily S.	100965	10											A	D			2	0	0		
Perry, Taylor H.	100341	10															0	0	0		
Pierce, Victoria E.	100384	10											T				0	0	1		
Skipper, Hunter A. (Crs WD 07/17/2017) (WD 07/17/2017) ← WITHDRAWN	120199	10															0	0	0		
Vela Rios, Kealey C.	100231	10															0	0	0		
Wallace, Kaley R.	120185	10															0	0	0		

<b>Attendance Code Legend</b>		TEACHER'S SIGNATURE _____
*: Outside current course enrollment	A: EXCUSED ABSENCE	
C: COLLEGE DAY	D: DOCTOR'S NOTE ALL DAY ABSENCE	
F: FIELD TRIP	I: IN SCHOOL SUSPENSION	
T: TARDY	U: UNEXCUSED ABSENCE	

### 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. It is recommended to run this report prior to IPR's and Posting cycle Grades.

Blank/Missing Grades Report	
Instructor:	LEE, KIM C
Viewing:	Semester 1, Cycle 1
Generated:	Thursday, July 20, 2017 8:48 AM
<b>01 ALG II HONORS (0206-01)</b>	
120195 - Aaron, Jackson S	
Chap 1 HM 11-15 - BLANK	
Chap 1 HM 23-30 - BLANK	
Chap 1 Mid Quiz - BLANK	

### 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.

Cycle Grade Range Report				
Instructor:	LEE, KIM C			
Viewing:	Semester 1, Cycle 1			
Generated:	Thursday, July 20, 2017 9:33 AM			
<b>01 ALG II HONORS (0206-01) (Rm:307)</b>				
Student ID	Student Name	Cycle Grade	Citizenship	Comments
120195	Aaron, Jackson S	95	S	
100892	Balogh, Ashlynn B	89	S	
120175	Boneck, Abigail R	99	S	
100359	Burteson, Jakob A	82	S	

### 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.

Class Roster Report																								
Instructor: LEE, KIM C																								
Course: 03 ALGEBRA I (0201-03), 04 ALGEBRA I (0201-04), 05 ALGEBRA I (0201-05), 08 ALGEBRA I (0201-08)																								
Viewing: Semester 1																								
Generated: Thursday, July 20, 2017 9:27 AM																								
You can Display all or Birthday, Student Email, or Contact Information Individually.																								
Student ID	Name	Course Section	Birthday	Student Email	Contact Information																			
					Name	Relationship	Cell Phone	Home Phone	Business Phone	Other Phone											Address	Contact Email		
120279	Atkinson, Arasell	0201-08	08/27/2003	120279@Rodeo.com	Atkinson, Santos	Father	(572) 430-3641	(555)	(555)	(555)	966 Hunters Circle, Alamo City, TX 32816	Santos@120279.net												
					Atkinson, Martina	Mother	(572) 439-8311	(555)	(555) 539-8311	(555) 385-2765	966 Hunters Circle, Alamo City, TX 32816	Martina@120279.net												
					Atkinson, Leticia	Aunt	(572) 623-7669	(555)	(555)	(555)	Alamo City, TX	Leticia@120279.net												
					Atkinson, Alejandrina	Aunt	(658) 311-8016	(555)	(555)	(555)	Alamo City, TX	Alejandrina@120279.net												

### Missing Exam Grades

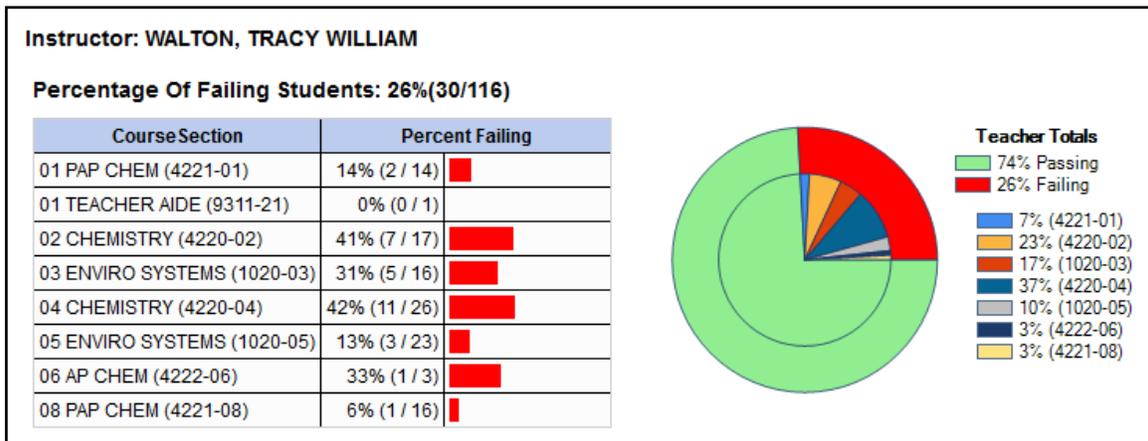
The **Missing Exam Grades Report** Selection page allows you to produce a report of students who are missing semester exam grades.

Missing Exam Grades Report	
Instructor:	LEE, KIM C
Viewing:	Semester 1
Generated:	Thursday, July 20, 2017 9:44 AM
<b>0102-08 ENGLISH II(08)</b>	
Student ID	Name
016022	Akins, Kelsi J
120848	Cockrell, Pierce E
120390	Elicerio, Peyton R

### 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. Nongraded courses are not included in the report.

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



### Rubrics

The Rubrics Selection page allows you to produce a report showing a rubric chart which has been set up on Settings > Rubric Setup. The asterisk \* shows the student skill score falls in this range. The score shows on Parent Portal, but not the skills and scores breakdown.

**Novel Presentation 1**

Instructor: LEE, KIM C Course: 08 ENGLISH II (0102-08)  
 Generated: Thursday, July 20, 2017 9:47 AM Semester: 1  
 Student: Akins, Kelsi J Cycle: 1

The Asterisk \* shows the student skill score falls in this range.

Skills	Scores								Student Score
	Below Average		Average		Above Average		Exceeds Expectations		
	Low Points	High Points	Low Points	High Points	Low Points	High Points	Low Points	High Points	
	0	5	6	10	11	15	16	20	
Organization	The essay lacks a clear introduction, structure, and conclusion.		The introduction states the main topic. A conclusion is needed.		The introduction states the main topic and provides a clear overview of the essay. A conclusion is needed.*		The introduction is inviting, states the main topic, and provides a clear overview of the essay. Information is relevant and presented logically. The conclusion is strong.		15
Focus and Detail	The main ideas are not clear.		There is one topic. Main ideas are somewhat clear.		There is one well-focused topic. Main ideas are clear but not well supported.*		There is one clear, well-focused topic. Main ideas are clear and supported by detailed, accurate information.		14
Sentence Structure, Grammar, and Spelling							-		18
Word Choice					-				15
Citations							-		18
<b>Total Points Possible: 100</b>									<b>Points Earned: 80</b>

### 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.

Instructor: LEE, KIM C  
 Generated: Thursday, July 20, 2017 9:56 AM

**Period: 01 Course: ALG II HONORS (0206-01) Semester: 1**

**Back of Classroom**

Vela, Rios, Kealey Gender: F 100231				Burleson, Jakob Gender: M 100359
	Perry, Taylor Gender: F 100341	Crain, Ethan Gender: M 100138	Martinez, Kaslyn Gender: F 120339	Deshier, Sawyer Gender: F 100201
Balogh, Ashlynn Gender: F 100892	Wallace, Kaley Gender: F 120185	Hering, Claire Gender: F 120850	Garcia, Olivia Gender: F 100376	Carr, Jerry Gender: M 100527
	Nance, Lily Gender: F 100965	Eckert, Brandyn Gender: M 110378	Boneck, Abigail Gender: F 120175	Pierce, Victoria Gender: F 100384

**Front of Classroom**

## Special Programs

The **Special Programs Report** is only available to users who log on to txGradebook with a district- or campus-level administrative ID, or teachers who have access to run the special programs report. The report provides a listing of the special populations for each student in the class.

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

- Maintenance > Gradebook Options > Campus > Options Tab

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

Special Programs Report				
Instructor:	LEE, KIM C			
Viewing:	Semester 1, As Of Date 07/20/2017			
Generated:	Thursday, July 20, 2017 10:03 AM			
01 ALG II HONORS (0206-01)				
Student ID	Student Name	Grade	Special Program	Generic Program
120195	Aaron, Jackson S	10	At Risk, G/T, Spec Ed, CTE Enrolled in Coherent Sequence of Career Tech Courses, LEP	Dyslexia, 504 Program

## Student Grades Report

The report is only available to users who log on to txGradebook with a district- or campus-level administrative ID, teachers who have access to run the student groups report, or teachers who have UIL access. 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.

If you select Show only students and courses that are UIL Eligible, the courses listed on this report are determined by the setting of the UIL eligibility field in the Student system, which exists on the district course record and the campus section record.

Student Grades Report						
Course:	01 ALG II HONORS (0206-01)					
Viewing:	Semester 1, Cycle 1					
Generated:	Thursday, July 20, 2017 10:48 AM					
Showing students with grades under: 70						
100138 - Crain, Ethan						
Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average	
01 ALG II HONORS (0206-01)	01	LEE, KIM	89			
02 ART II-DRAW (0703-02)	02	HANSEN, JENNIFER				
03 WORLD HISTORY (0302-03)	03	PAYNE, NICKY				
04 ENG II HONORS (0107-04)	04	MURPHY, KIM				
05 PROF COMM (3200-05)	05	PARLIAMENT, MYRTLE				
06 UIL-COMP SC (0217-06)	06	LEE, KIM	60			
07 PE 1 (0501-07)	07	MARTINEZ, LEE				
08 CHEMISTRY HONOR (0405-08)	08	MASSEY, LEE				

If asking for only students with a grade below a specific number it will pull up all the student's classes and highlight the lower grade in red.

### Student Group Reports

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:

8. The [Group Admin Student Grades](#) page allows you to run the Admin Student Grades report for a student group.
9. The [Attendance Summary](#) report generates a summary report of student attendance for a specified student group.
10. 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.

Admin Student Grades									
<a href="#">Show All Detail</a> <a href="#">Hide All Detail</a>			<input type="checkbox"/> Show Current Courses Only						
Period	Course	Teacher	Previous Cycles			Exam	Semester Average	Final Grade	Credits
			1	2	3				
01	WEB TECH (8607-01)	MEYER, LARRY	100	100	100	E	100 Posted		0.5
02	CHILD DEVELOPMT (8555-01)	Jones, Josie	80	80	80	E	80 Posted		0.5
03	US HISTORY (4200-01)	ROBERTS, REBA	85	85	85	E	85 Posted		0.5
04	PHYSICS (3200-03)	WILLIAMS, TONI	90	90	90	E	90 Posted		0.5
05	AP ENGLISH 3 (1201-02)	DOWNEY, DAVID	90	90	90	E	90 Posted		0.5
06	ALGEBRA 2 (2100-03)	WILLIAMS, TRACEY	85	85	85	E	85 Posted		0.5
07	THEATRE PROD 1 (7250-01)	WHITE, TODD	90	90	90	E	90 Posted		0.5
08	BOYS ATH 3 (5012-01)	SIMMONS, ROBIN	100	100	100	E	100 Posted		0.5
								Total Credits:	4.0

Attendance Summary Report																										
Student Group:		Math Club																								
From:		7/3/2017																								
To:		7/20/2017																								
Generated:		Thursday, July 20, 2017 10:59 AM																								
Student Name	Student ID	Grade	P1			P2			P3			P4			P5			P6			P7			P8		
			E	U	T	E	U	T	E	U	T	E	U	T	E	U	T	E	U	T	E	U	T	E	U	T
Aaron, Jackson S	120195	10	1																							
Burleson, Jakob A	100359	10		1																						
Crain, Ethan R	100138	10	1																							
Eckert, Brandyn D	110378	11	1																							
Nance, Lily S	100965	10	2																							

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

**Legend:** E = Excused, U = Unexcused, T = Tardy, █ = ADA Reporting Period

### Student Note Report

The Student Note Report Selection page allows you to produce a report displaying any of the following notes for one or all courses, and for one or all students.

- Course Notes:** Notes entered in the Course Notes field on Settings > Administer Courses. These are comments and notes entered by instructors about their course, such as reminders, announcements, and other course-related information. These notes are displayed to parents in txConnect.
- Student Course Notes:** Notes entered by clicking the note icon next to the student's name on Grades > Assignment Grades. These are course-specific notes entered by instructors about the student, and the notes are associated with specific categories. These notes are not displayed to parents in txConnect.
- Course Assignment Notes:** Notes entered in the Notes field on Settings > Administer Assignments. These are notes entered by instructors about their assignments. These notes are displayed to parents in txConnect.
- Student Assignment Notes:** Notes entered by clicking the note icon next to the student's assignment grade on Grades > Assignment Grades. These are assignment-specific notes entered by instructors about the student. The instructor has the option to display the note to parents in txConnect.
- IPR Notes:** Notes entered in the Note field on Grades > IPR Comments. These are student-specific notes entered by the instructors about the student relative to the IPR. These notes are printed on the IPR that is distributed to parents.

**Course Note Report**

Instructor: LEE, KIM C  
 Viewing: Semester 1, Cycle 1  
 Generated: Thursday, July 20, 2017 11:13 AM

**ALG II HONORS (0206-01)**

Note
Enter notes about the course, such as reminders, announcements, or other course-related information.

**Student Course Note Report**

Instructor: LEE, KIM C  
 Generated: Thursday, July 20, 2017 11:13 AM

**Note Category Legend**  
 AT: ATTENDANCE    DS: DISCIPLINE    GN: GENERAL    HL: HEALTH

**ALG II HONORS (0206-01)**  
 100892 - Balogh, Ashlynn B

Created By	Category	Last Updated	Note
Lee, Km	AT	7/14/2017	Ashlynn has been late to class several times this month.
Lee, Km	DS	7/20/2017	Ashlyn talks a great deal during lectures.
Lee, Km	SN	7/20/2017	Has been moved to a different seat in class as she disturbs those around her.
Lee, Km	HL	7/20/2017	Ashlynn has requested to go to the Nurse's Office 4 times in the past 2 weeks.

**Course Assignment Note Report**

Instructor: LEE, KIM C  
 Viewing: Semester 1, Cycle 1  
 Generated: Thursday, July 20, 2017 11:13 AM

Course assignment notes were not found for selected course(s).