

# Training Guide

**TX Connect**  
**2.9.0**





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# Introduction

The parent portal application, txConnect, provides parents and guardians Web access to school-related information about their students including grades, attendance, and discipline. It works in conjunction with txGradebook. Parents/guardians can access txConnect from anywhere with an Internet connection. A txConnect mobile app is also available.

The txConnect application consists of the following:

- Registration and Login
- Student Summary
- Attendance
- Grades
- Assignments
- Discipline
- Immunizations
- Assessments
- Alerts Subscription
- My Account
- Online Student Registration
- Administrator Access
- Mobile app

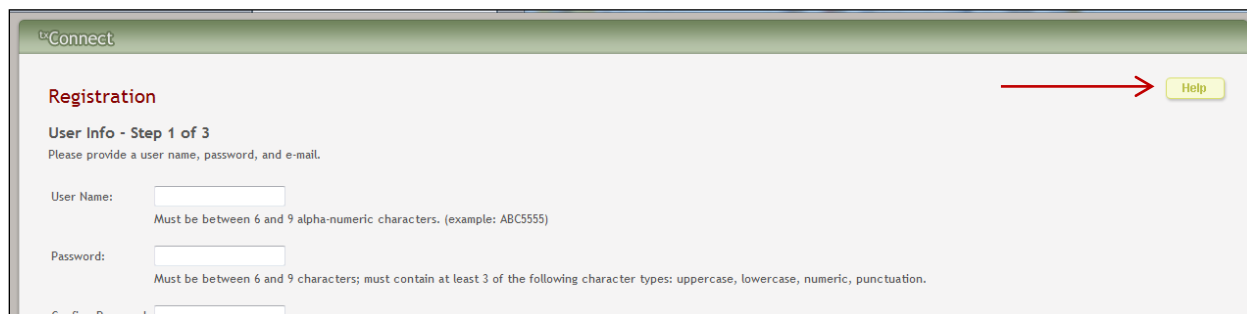
This training guide is for district and campus use. For more information about administrator access, see the txSuite Administrator Training Guide.

## Standards-Based and Skills-Referenced Courses

Throughout this guide you will see references to standards-based/skills referenced courses. Standards-based and skills-referenced are different names for the same type of grading. TxEIS districts refer to this assessment type as standards-based grading; iTCCS districts refer to this assessment type as skills-referenced grading. Users in TxEIS districts will see the name standards, where users in iTCCS districts will see the name skills.

## How to Display Help

On any page in txConnect, the parent can display Help for a page by clicking Help in the upper-right corner of the page. The Help topic opens for the page displayed.



## How to Display a Page in Another Language

The parent can change the language in which a page is displayed by clicking the language from the list of available languages at the bottom of the page. The list is available on all pages, so the language can be changed on any page.

- Some information may not be translated to other languages if the campus or district has not created a translated version.
- The parent's language setting is saved until he changes to another language.
- If the browser uses *persistent cookies*, and/or if the default language has been set for the browser to a preferred language, the language setting is saved so the parent does not need to change the language every time he visits txConnect. Otherwise, the parent must change the language every time he visits txConnect.

## System Requirements and Browser Settings

For information about system requirements and recommended browser settings, see the System Requirements link found on the Contents tab of the txConnect online Help system.

## Mobile App

txConnect is also available as a mobile application that can be used to access student data from most mobile devices. The application displays data that is available from the txConnect Web site; however, the pages were reformatted for use in a smart phone environment. The online registration component of txConnect is also available from the mobile application.

If the parent has established a txConnect account, he can use the same user name and password to log on to the txConnect mobile app.

An eight-minute video tutorial on the txConnect mobile app is available here:

[http://youtu.be/HnUB\\_qThP6E](http://youtu.be/HnUB_qThP6E)

This Overview and Orientation video provides step-by-step instructions for using the txConnect mobile app, including getting started, logging in, navigation, adding students, viewing student data, setting alerts, and reading alert messages.

# Registration and Login

When a parent accesses txConnect, the following Login page is displayed. The parent must register as a new user.

Welcome to txConnect for TxEIS ISD [Help](#)

**Login**  
Please enter your user name and password.  
User Name:   
Password:

**New txConnect User?**  
If you need to create an account, click [here](#)

**Have a New Student?**  
If you are new to the district and wish to enroll one or more students, please click [here](#), or, login if you already have an account, then, complete the Online Student Enrollment process.

**Looking For Calendars?**  
To view calendars for the district click [here](#)

**Forgot your User Name/Password?**  
If you need help recovering your user name/password, click [here](#)

**Browser Requirements**  
The minimum browser requirements for the bSuite applications are as follows:

- Internet Explorer 8.0 or later
- Mozilla Firefox 7.0 or later
- Safari 5.0 or later (Mac only)
- Chrome (the latest version)

**The Parent Portal Mobile site is available!**  
From your smartphone or mobile device, please visit our mobile site at:  
<https://bsuiteqa2.esc20.com/tcm015116/Login.aspx>

**District Message**  
Welcome to txConnect for TxEIS ISD.  
This is a District Message test to see if the message displays in txConnect immediately after adding/saving in TxEIS Registration.

Version 2.9.0  
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Available languages: [English](#) [Español](#)

## How to Download Forms for Enrolling a New Student in the District

It is not necessary for the parent to be a registered user or logged on to access the enrollment forms.

If a student has not previously enrolled in the district, the parent can download enrollment forms that he can print out, complete by hand, and take to the district or campus office in order to enroll the student.

This link is not displayed unless the district has provided online enrollment forms.

On the Login page under **Have a New Student**, the parent clicks the link to download enrollment forms.

**Welcome to txConnect for 218999 - TEST DISTRICT**

**Login**  
Please enter your user name and password.  
User Name:   
Password:

**The Parent Portal Mobile site is available**  
From your smartphone or mobile device, please visit <https://txconnpa.esc20.net/PAPVMob/LogIn>

**District Message**  
Welcome to txConnect for Test Independent School District keeping up with your students' progress.

**New txConnect User?**  
If you need to create an account, click [here](#)







**Have a New Student?**  
If you are new to the district and wish to enroll one or more students, please click [here](#), or, login if you already have an account, then, complete the Online Student Enrollment process.

New to District students may manually enroll using the downloadable forms. Click [here](#).

**Looking For Calendars?**  
To view calendars for the district, click [here](#)

The Enrollment Forms page is displayed.

**Enrollment Forms**

1.  [High School Volleyball Schedule](#)
2.  [District-Wide Calendar](#)
3.  [High School Football Schedule](#)
4.  [Parent Checklist](#)
5.  [Health Inventory](#)
6.  [Photo Release](#)

Click [here](#) to return to the txConnect Login page.

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

- Any forms provided by the district are displayed in a numbered list. Instructions for enrollment are also displayed if provided.
- For each form, an icon indicates the type of file (e.g., Microsoft Word, Microsoft Excel, and PDF). If additional instructions for the specific form have been provided by the district, they are displayed below the form name.
- The parent clicks the form name to open the form. It will automatically open in the appropriate program.
- The parent can print the forms, complete them by hand, and take them to the district or campus office to enroll the student.



## How to Register as a New txConnect User

The registration process is self-administered, which means that the parent chooses his user name and password. If he forgets or loses his password or wants to change it, he will go through an automated process to reset his password.

From the Login page, click the link under **New txConnect User** to go to the Registration page.  
Or, click the link under **Have a New Student**.

**Welcome to txConnect for 218999 - TEST DISTRICT**

**Login**  
Please enter your user name and password.  
User Name:   
Password:

**The Parent Portal Mobile site is available**  
From your smartphone or mobile device, please visit <https://txconnpa.esc20.net/PAPVMob/LogIn>

**District Message**  
Welcome to txConnect for Test Independent School District keeping up with your students' progress.

**New txConnect User?**  
If you need to create an account, click [here](#)

**Have a New Student?**  
If you are new to the district and wish to enroll one or more students, please click [here](#), or, login if you already have an account, then, complete the Online Student Enrollment process.

New to District students may manually enroll using the downloadable forms. Click [here](#).

**Looking For Calendars?**  
To view calendars for the district click [here](#)

The Registration User Info - Step 1 of 3 page is displayed.

**Registration**

**User Info - Step 1 of 3**  
Please provide a user name, password, and e-mail.

User Name:   
Must be between 6 and 9 alpha-numeric characters. (example: ABC5555)

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

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

E-mail:   
Must be a valid e-mail address format. (example: name@name.com)

**Your email address is required if:**

- You are new to the district and you are registering a new student.
- You wish to update your existing students' enrollment information.
- You wish to receive attendance or grade alerts.

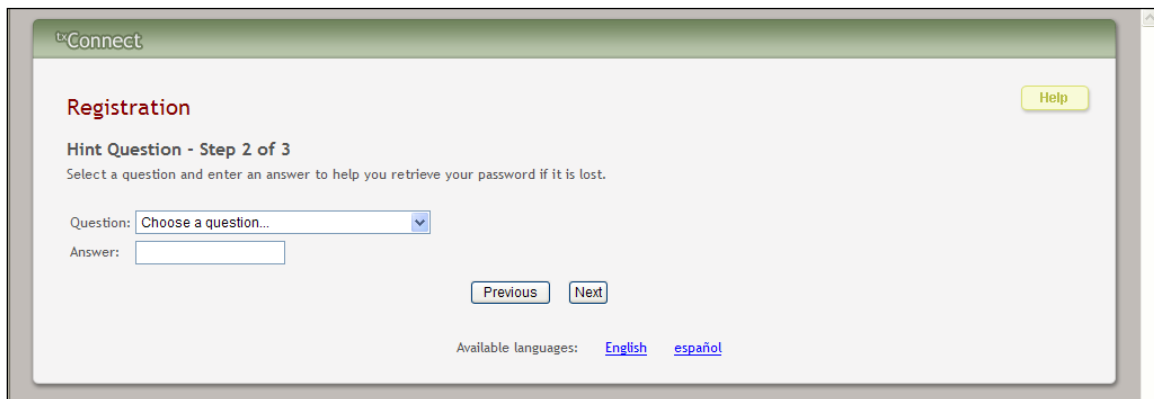
Available languages: [English](#) [Español](#)

**Step 1:**

1. In the **User Name** field, the parent types a user name that will identify him when he logs on to txConnect, such as a combination of letters from his first and last names.
  - The user name must be six to nine characters and must be unique (i.e., not used by anyone else in the district).
  - The user name is not case-sensitive (i.e., it does not matter if it is uppercase or lowercase letters).
  - If the parent types a user name that is already taken, the system notifies him that the user name is taken. Another user name must be entered.
2. In the **Password** field, the parent enters a password that he will use when he logs on to txConnect.
  - The password must be six to nine alphanumeric characters.
  - It must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
  - The password is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
3. In the **Confirm Password** field, the parent retypes his password exactly as it was typed above. This step confirms that the parent typed his password as intended.
4. The **E-mail** field is used to send the parent attendance, grade average, and assignment alerts.

The field is required if:

- The parent is new to the district and is registering a new student.
  - The parent is updating an existing student's enrollment information.
  - The parent wishes to receive attendance or grade alerts.
5. Click **Next**.
    - If all required data was not entered, a red message is displayed to the right of each field that is missing data. That information must be provided before he can continue.
    - If the data was entered correctly, the Hint Question - Step 2 of 3 page is displayed.



The screenshot displays the 'Registration' page for txConnect, specifically the 'Hint Question - Step 2 of 3' section. The page header includes the txConnect logo and a 'Help' button. The main content area contains the following elements:

- Registration** (Section Header)
- Hint Question - Step 2 of 3** (Section Header)
- Instruction: "Select a question and enter an answer to help you retrieve your password if it is lost."
- Question:** A dropdown menu with the text "Choose a question..." and a downward arrow.
- Answer:** A text input field.
- Navigation buttons: "Previous" and "Next".
- Language options: "Available languages: English español".

**Step 2:**

1. In the **Question** field, the parent selects a question to which he will provide an answer. The question is asked in the event that the parent loses his password.
2. In the **Answer** field, the parent types the answer to the question. He will be required to answer the question correctly in order to recover his password. The parent should select a question for which he will easily remember the answer. The answer is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
3. Click **Next**.

If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. That information must be provided before he can continue.

If the data was entered correctly, the Add Students - Step 3 of 3 page is displayed.

**Step 3:**

If the parent is new to the district, he can skip this step initially. His student's portal ID will be provided by the campus at a later time. The parent can click **Complete** to continue to the My Account page.

1. In the **Student Portal ID** field, the parent types his student's portal ID provided by the campus. If he does not have this ID, he must contact the campus to get the ID. He cannot continue without entering a valid student portal ID.

**Note:** The student portal ID must be typed exactly as it is printed (i.e., uppercase and lowercase letters).

2. In the **Student Birth Date** field, the parent types his student's complete birth date in the MM/DD/YYYY format (e.g., 01/19/1998). The date entered here must match the birth date in his student's record at the campus. He cannot continue without entering the correct birth date.
3. Click **Add**. The student's name is displayed in the **Added Students** box on the right side of the page. The parent must successfully add at least one student in order to create an account.

- The parent can repeat the previous steps to add another student or click **Complete**. The Summary page for the first student in the parent's alphabetical list is displayed.

## How to Log On

**Reminder:** A new user must create a user ID and provide a unique student portal ID for each student in order to gain access to students' records. District or campus administrators distribute the student portal IDs.

The screenshot shows the txConnect login interface. At the top, it says 'Welcome to txConnect for 218999 - TEST DISTRICT'. Below this is a 'Login' box with the instruction 'Please enter your user name and password.' It contains two input fields: 'User Name:' and 'Password:'. A 'Log In' button is positioned below the password field. To the right, there is a 'District Message' section featuring an image of a smartphone and text that reads: 'The Parent Portal Mobile site is available. From your smartphone or mobile device, please visit <https://txconpa.esc20.net/PAPVMob/Logi>'. At the bottom left, there is a link that says 'New txConnect User?'. At the bottom right, the text 'Welcome to txConnect for Test Independent School District' is partially visible.

- From the Login page in the **User Name** field, the parent types his user ID. The user ID is not case-sensitive.
- In the **Password** field, the parent types his password. The typed text is hidden. The password is case-sensitive.
- Click **Log In**. The student's Summary page is displayed.
  - If the parent has more than one student in his account, the Summary page for the first student in his list alphabetically is displayed.
  - If the parent entered an invalid user ID and/or password, an error message will prompt him to reenter the data.

**Warning:** If the parent has three unsuccessful attempts logging on (invalid user ID/password combinations), the system will lock out his account for 10 minutes. He should try logging on again after 10 minutes.

## Online Student Registration

### How to Register a New Student at the Campus or District

The Online Student Enrollment - New Students page allows the parent to go through the steps required to register a new student using forms provided by the campus and district, and then request a student registration key, which will allow him to complete the registration process.

If the parent already has a txConnect account, he can log on to txConnect and click the **Manage My New Students** link on the My Account page.

**My Account**  
This page allows you to review and change your account settings.

**Email Address** [Change](#)  
(your email address is important if you wish to receive alerts, to edit existing student registration information or to enroll a new student into the district)  
Email Address: Annette.Beard@esc20.net

**Password** [Change](#)  
Password: \*\*\*\*\*

**Hint Question** [Change](#)  
Question: What was the name of your first pet?  
Answer: Sandy

**Mobile Number / Text Messages**  
If you would like to receive text messages on your mobile phone, you may enter that cell phone number here. If you do NOT wish to receive text messages, please leave this blank.  
Mobile Number:  No hyphens.  
Confirm Mobile Number:

**Students** [Change](#) [Edit Settings](#) [Manage My New Students](#) **Register new students here.**  
Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.

Otherwise, from the Login page, the parent can click the link under **Have a New Student** and create an account.

**Welcome to txConnect for 218999 - TEST DISTRICT**

**Login**  
Please enter your user name and password.  
User Name:   
Password:

**New txConnect User?**  
If you need to create an account, click [here](#)

**Have a New Student?**  
If you are new to the district and wish to enroll one or more students, please click [here](#), or, login if you already have an account, then, complete the Online Student Enrollment process.

**District Message**  
Welcome to txConnect for Test Independent School District keeping up with your students' progress.

**The Parent Portal Mobile site is available**  
From your smartphone or mobile device, please visit <https://txconpa.esc20.net/PAPVMob/LogIn>

There are two types of forms that may be required for online student registration:

- **Downloadable Enrollment Forms (i.e., static forms)** - These forms can be viewed, printed, completed by hand, and returned to the campus. Downloadable enrollment forms will vary by campus and district, such as a home language survey.
- **Dynamic forms** - These forms are presented online and can be completed and submitted online, including student address information and family contact information.

The screenshot displays the 'New Students' registration page in txConnect. At the top, a navigation bar includes 'Summary', 'Attendance', 'Grades', 'Assignments', 'Discipline', 'Assessments', 'Alerts', 'My Account', and 'Logout'. The main content area is titled 'New Students' and includes a 'Help' button. Below the title, there is a brief instruction: 'In this page you can manage your new student registrations and request new student registrations. Only 10 new student registrations can be active at any given time. If you have more than 10 students you wish to register then please contact your school district for guidance.'

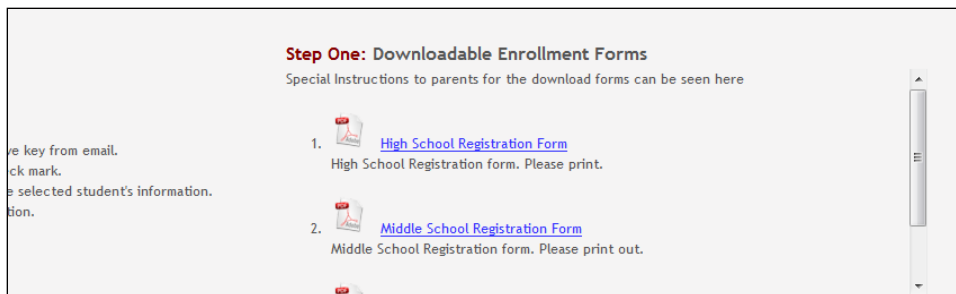
The interface is divided into several sections:

- New Student Registration steps:** A numbered list of 7 steps:
  - Download and complete any enrollment forms.
  - Complete the Student Address Information form.
  - Complete the Family Contact Information form.
  - Request a new student registration key then retrieve key from email.
  - Place key in open text box below and click the check mark.
  - Click the 'Enter Student Info.' button and fill out the selected student's information.
  - Go to your student's campus to finalize the registration.
- Step One: Downloadable Enrollment Forms:** This section provides 'Special Instructions to parents for the download forms can be seen here' and lists two downloadable forms:
  - [High School Registration Form](#): High School Registration form. Please print.
  - [Middle School Registration Form](#): Middle School Registration form. Please print out.
- Step Two: Student Address Information:** This section includes 'special instructions', a dropdown to 'Select an address to edit: New...', and a text box to 'Enter a name for this address information:'. Below this is a 'Physical Address' form with fields for 'Street Number (Physical)', 'Street Name (Physical)', and 'Street Direction (Physical)'. 'Save Changes' and 'Cancel' buttons are at the bottom.
- Step Three: Family Contact Information:** This section includes a dropdown to 'Select a contact to edit: New...', a text box to 'Enter a name for this contact information:', and a note: 'This is just a name so that this contact can be identified in Step 6. (Examples: Mom, Neighbor)'. Below is a form with fields for 'Contact: First Name', 'Contact: Middle Name', 'Contact: Last Name', and 'Contact: Generation' (set to 'default'). 'Save Changes' and 'Cancel' buttons are at the bottom.
- Step Four: To request a new student registration key, click here:** A 'Request registration key' button is provided.
- My New Students:** A table with columns 'Registration Key', 'Edit Data', 'Cancel', and 'Submitted to District?'. The first row shows a registration key in a text box with a checkmark, a 'Step Five' button with a left-pointing arrow, and a 'Cancel' button.
- Step Six: Student Information:** This section includes the instruction 'Select a Student from the My New Students grid.' and a vertical scrollbar.

At the bottom of the page, it says 'Available languages: [English](#) [Español](#)'.

**Step 1:**

Under **Step One: Downloadable Enrollment Forms**, any forms required by the campus or district are listed.

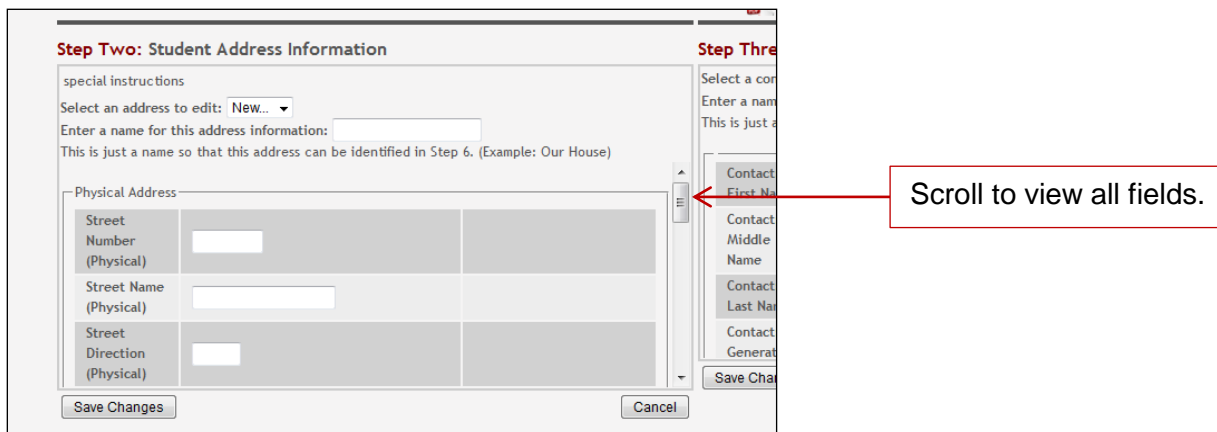


1. Click each form to view it.
2. The parent will print and complete all forms, and take the completed forms to the campus or district.

### Step 2:

Under **Step Two: Student Address Information**, the parent can enter the home address for his student (both physical and mailing), and the home phone number. The parent can enter multiple sets of addresses if needed.

**Note:** Most families will enter only one address. In rare cases, the parent may need to enter multiple addresses, such as a family in which one child lives with one parent, and another child lives with another parent.



1. In the **Select an address to edit** field, the parent selects *New* if he is registering a new student or adding new address information.  
To edit a previously entered address, the parent should select the address he wants to edit. The existing addresses are listed by the name (i.e., description) given to the address when it was first added for the student.
2. In the **Enter a name for this address information** field, if the parent is entering a new address, he types a name for the address that will help him identify it, such as “Home” or “Dad’s house.”
3. The parent enters the required address and telephone information, and then clicks **Save Changes** to save the information.

**Step 3:**

Under **Step Three: Family Contact Information**, the parent can enter contact information for up to four parents/guardians and five emergency contacts.

1. In the **Select a contact to edit** field, the parent selects *New* if he is registering a new student or adding new contact information.  
To edit a previously entered contact, the parent should select the contact whose information he wants to edit. The existing contacts are listed by the name (i.e., description) given to the contact when it was first added for the student.
2. In the **Enter a name for this contact information** field, if the parent is entering a new contact, he types a name for the address that will help him identify it, such as “Grandma” or “Neighbor.”
3. The parent enters the required name, address, telephone, and other information for the contact, and then clicks **Save Changes** to save the information.

**Steps 4 and 5:**

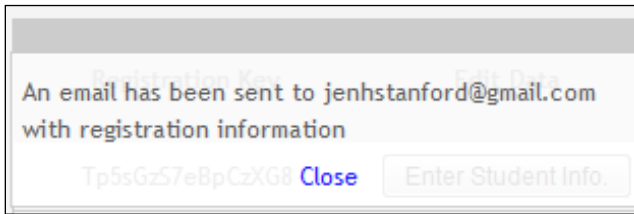
There are two possible methods for parents to request a registration key. One of the following options will be available, as determined by the district.

**Option 1 - E-mail validation:**

For **Step Four**, a registration key will be sent to the parent in an e-mail message. Once the parent obtains the key, he can enter the key on this page (**Step Five**) to complete the process. To do this, the parent will follow these steps:

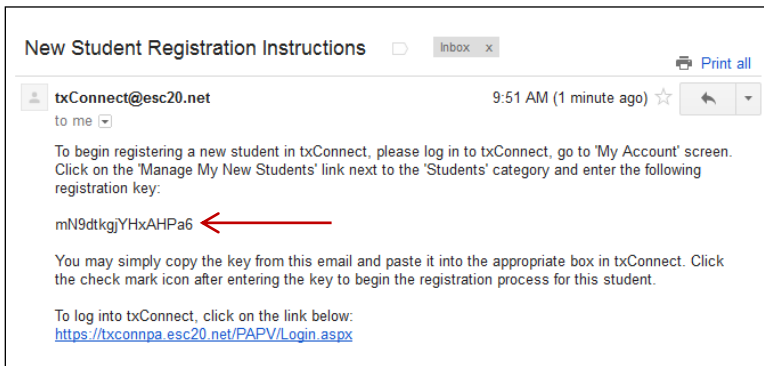



1. The parent clicks **Request registration key** to request a key for his student. A message is sent to the parent's e-mail address that contains the new 16-character student registration key. Also, a message pops up to inform him that the e-mail message was sent.



Click **Close** to close the message.

2. The parent checks his e-mail inbox for the message that contains the registration key.

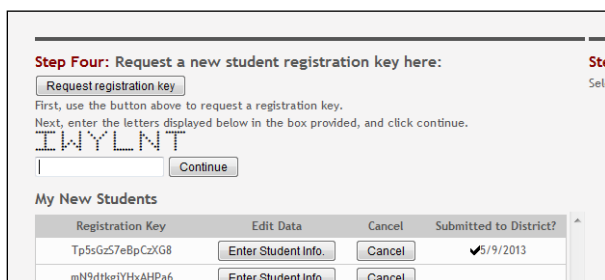


3. In the **Registration Key** field, the parent must enter the exact registration key in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field. Then, he clicks  to validate the key.
4. If the correct key was entered, the **Enter Student Info** button is displayed. The parent can click **Enter Student Info** to add demographic data for the student.

## Option 2 - CAPTCHA validation:

**Note:** This option is primarily used during a short-term registration event, such as Kinder Roundup.

For **Step Four**, a registration key will be displayed on the page once the parent correctly enters the CAPTCHA code. The key is automatically entered in the **Step Five** field. To do this, the parent will follow these steps:



1. The parent clicks **Request registration key** to request a key for his student.

- The parent enters the CAPTCHA code, which is displayed below the **Request registration key** button. He must enter it exactly as it appears on the page. Then he clicks **Continue**.
- If the parent typed the CAPTCHA code correctly, a registration key is displayed in the **Registration Key** field (**Step 5**) allowing him to complete the registration process.
- The parent clicks  to validate the key. Then the **Enter Student Info** button is displayed. The parent can click **Enter Student Info** to add demographic data for the student.

### Step 6:

Under **Step Six: Student Information (registration key)**, where *registration key* is the actual key entered for the student, the parent can enter additional required demographic information for the student. He can also indicate whether the individuals listed as the student's emergency contacts are allowed to transport the student from school.

- When the parent clicks **Enter Student Info**, the fields under **Step Six** are displayed allowing him to enter the data.

**Step Six: Student Information (NMeSjmZnXrKwHPFS)**

Select school year for enrollment: Current School Year (2012 - 2013) ▼

Select an address for this student: Mom's house ▼

Select which campus the student will attend: CEDRO MIDDLE SCHOOL (06 - 08) ▼

Student Data

First Name	Samantha
Middle Name	
Last Name	Beard
Generation	VI ▼
Nickname	
Date of Birth	05/28/1999

Scroll to view all fields. →

- (iTCCS only) In the **Select school year for enrollment** field, select the school year for which the enrollment applies.
- In the **Select an address for this student** field, select which address, of those entered in Step Two, is the address for the student.
- (iTCCS only) In the **Select which campus the student will attend** field, select the campus the student will attend next year.

- (TxEIS only) Click the **Select contacts for this student** link to open a dialog box allowing you to select which contacts, of those entered for **Step Three**, are associated with the student. In many cases, the parent will select all the contacts. However, within some families, a contact may be associated with one student but not the other.

A window opens allowing the parent to select the contacts to associate with the student. He must also indicate which contact is the primary contact for the student.

Click **Select** to close the window.

For iTCCS districts, the **Select contacts for this student** link is not displayed. Instead, contacts are selected as follows: Under **Parent 1**, **Parent 2**, **Parent 3**, **Parent 4**, and all emergency contacts, the first field listed allows the parent to select which contact, of those entered in **Step Three**, is the appropriate contact. For example, he may select Mom as **Parent 1**, and then select Dad as **Parent 2**, and so on. The contact selected for **Parent 1** will be considered the primary contact.

**Step Six: Student Information (NMeSjmZnXrKwHPFS)**

Parent 1		
Parent 1	Mom	←
Parent 1 Relationship	2 - Mother 1 - Natural	
Parent 1 Enrolling Student	<input checked="" type="radio"/> Yes <input type="radio"/> No	(Y - Yes, N- No )
Parent 1 Lives With Student	<input checked="" type="radio"/> Yes <input type="radio"/> No	(Y - Yes, N- No )
Parent 1 Federal Connection		(Y - Yes, N- No, 0-
Parent 1 Military Status		(0 - Not a military U.S. military, 2 - Dependent of me military dependen
Parent 1 Branch of Service		
Parent 1 Rank		
Parent 2		
Parent 2	Dad	←
Parent 2 Relationship		

**The following documentation storage feature is for iTCES districts only:**

If a field contains the **Document (+)** button, the parent can upload a file related to online registration, such as birth certificate, driver license, immunization record, and/or proof of residency.

Uploads		
SSN Document	<b>Document (-)</b>	(Upload of your SSN information )

Click **Document (+)**, and a window opens allowing you select and upload one or more files.

ent registration key here: Step Six: Student Informa

[Close](#)

**Document List**

Application: PARENT PORTAL Folder: NOT REGISTERED

App	Folder	Description	Date/Time	User	Delete

**Document Upload**

Select File to Upload:  No file selected.

Select Description:  ▾

Description:

Emergency Contact 5

- Under **Document Upload**, click **Browse**. Locate the file to be uploaded, and then click **Open**. Under **Description**, type a description of the file you are uploading.
- Click **Upload File**. A message is displayed indicating that the file upload was successful, and the details of the file are displayed. Click **Close** to close the window.

ent registration key here: Step Six: Student Informa

[Close](#)

File upload succeeded.

**Document List**

Application: PARENT PORTAL Folder: NOT REGISTERED

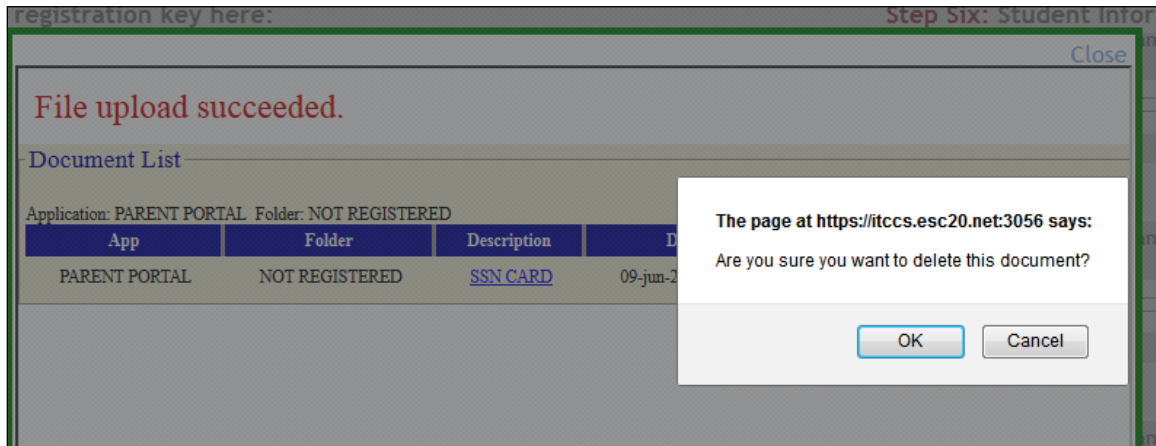
App	Folder	Description	Date/Time	User	Delete
PARENT PORTAL	NOT REGISTERED	<a href="#">SSN CARD</a>	09-jun-2014 11:18:19 am	Annette1	<input type="button" value="X"/>

Emergency Contact 5

The following file types are acceptable:

- Text: .txt
- Microsoft® applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx
- Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff
- Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv
- Audio: .wav
- PDF: .pdf
- Zipped: .zip

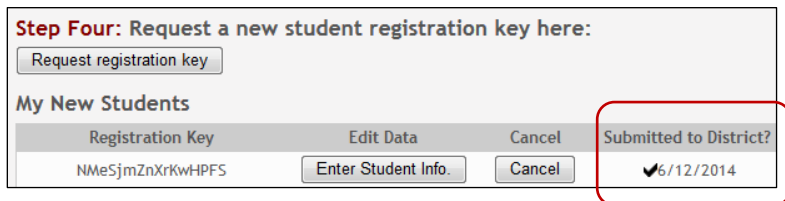
6. If a file already exists, you can delete it and re-add a different file. Click **Document (+)**, and then click **X**. A message is displayed prompting you to confirm that you want to delete the document. Click **OK** to continue.



7. In the data fields, the parent enters all required data, and then clicks **Submit**. Or, he can click **Save data and submit later** if he has not completed all information and needs to continue at a later time.

**Note:** The parent can click **Submit** to submit the registration multiple times if necessary. If he has previously submitted information for a student, and he needs to update information before the student is actually registered at the campus, he must click **Submit** again. Otherwise, any changes will not be submitted to the district.

8. Once the parent clicks **Submit**, the student's registration information is submitted to the district, and a check mark and date are displayed under **Step Four** in the **Submitted to District** column.



9. To complete the registration process, the parent must go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus.

### Final Steps:

Once the parent has completed in-person registration at the district or campus, he will be issued a student portal ID for each student he successfully registered. The student portal ID is issued by the campus. The parent can use the portal ID to add the student to his txConnect account.

Once a student is completely registered and added to his account, the student will be listed on the parent's My Account page under **Students**.

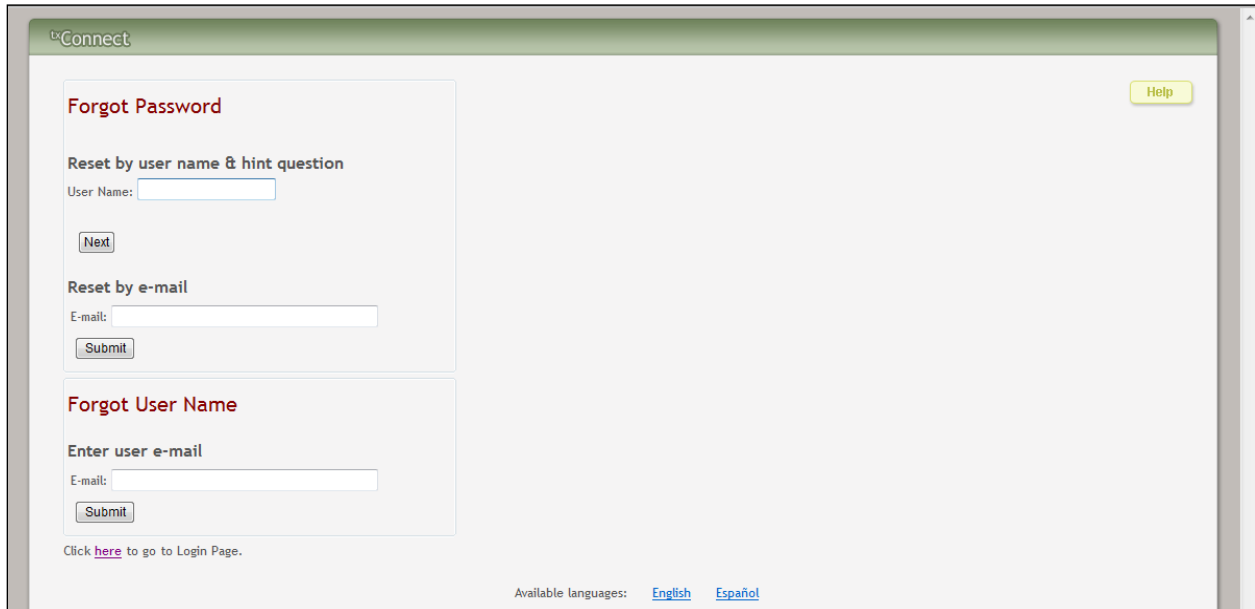
## How to Reset a Password

If the parent has forgotten his password, he can reset it using an automated process. He will be required to provide the answer to his hint question. With the correct answer, he can reset his password to a new password. Or, the parent can reset his password by automated e-mail message.

From the Login page, click the link under **Forgot your User Name/Password** to go to the Forgot Password page.

The screenshot shows the txConnect login interface. At the top, it says 'Welcome to txConnect for 218999 - TEST DISTRICT'. Below this is a 'Login' section with fields for 'User Name' and 'Password', and a 'Log In' button. To the right, there is a promotional banner for 'The Parent Portal Me' with a smartphone image and a URL. Below the login form, there are four sections with links: 'New txConnect User?' (link: here), 'Have a New Student?' (link: here), 'Looking For Calendars?' (link: here), and 'Forgot your User Name/Password?' (link: here). A red arrow points to the 'Forgot your User Name/Password?' link.

The Forgot Password/Forgot User Name page is displayed.



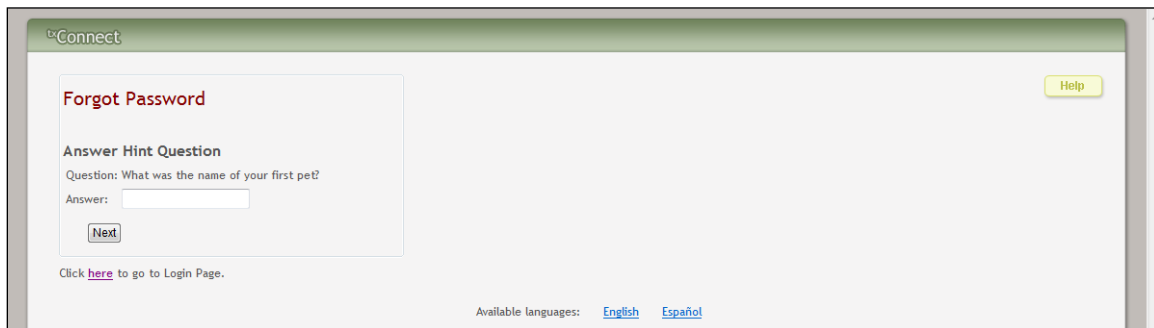
The screenshot shows the txConnect web interface. At the top left is the txConnect logo. In the top right corner, there is a yellow 'Help' button. The main content area is divided into three sections:

- Forgot Password**: This section contains two options for password reset. The first is 'Reset by user name & hint question', which includes a 'User Name:' text input field and a 'Next' button. The second is 'Reset by e-mail', which includes an 'E-mail:' text input field and a 'Submit' button.
- Forgot User Name**: This section includes an 'Enter user e-mail' text input field and a 'Submit' button.

At the bottom left, there is a link: 'Click [here](#) to go to Login Page.' At the bottom center, it says 'Available languages: [English](#) [Español](#)'.

## Using User Name and Hint Questions

1. Under **Reset by user name & hint question** in the **User Name** field, the parent types his user name.
2. Click **Next**. The Answer Hint Question page is displayed with his hint question.



The screenshot shows the txConnect web interface at the 'Answer Hint Question' step. The 'Forgot Password' section is active. It displays the question: 'Question: What was the name of your first pet?'. Below the question is an 'Answer:' text input field and a 'Next' button. At the bottom left, there is a link: 'Click [here](#) to go to Login Page.' At the bottom center, it says 'Available languages: [English](#) [Español](#)'.

3. In the **Answer** field, the parent types the answer exactly as he entered it when he registered in txConnect.
4. Click **Next**. The Set New Password page is displayed.



txConnect

**Forgot Password** [Help](#)

**Set New Password**  
Must be between 6 and 9 characters; must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation.

New Password:

Confirm Password:

[Finish](#)

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

5. In the **New Password** field, the parent types a new password that he will use when he logs on to txConnect.
  - The password must be six to nine alphanumeric characters.
  - It must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
  - The password is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
6. In the **Confirm Password** field, the parent retypes his password exactly as it was typed above. This step confirms that he typed his password as intended.
7. Click **Finish**. The Summary page for the first student in his alphabetical list is displayed.

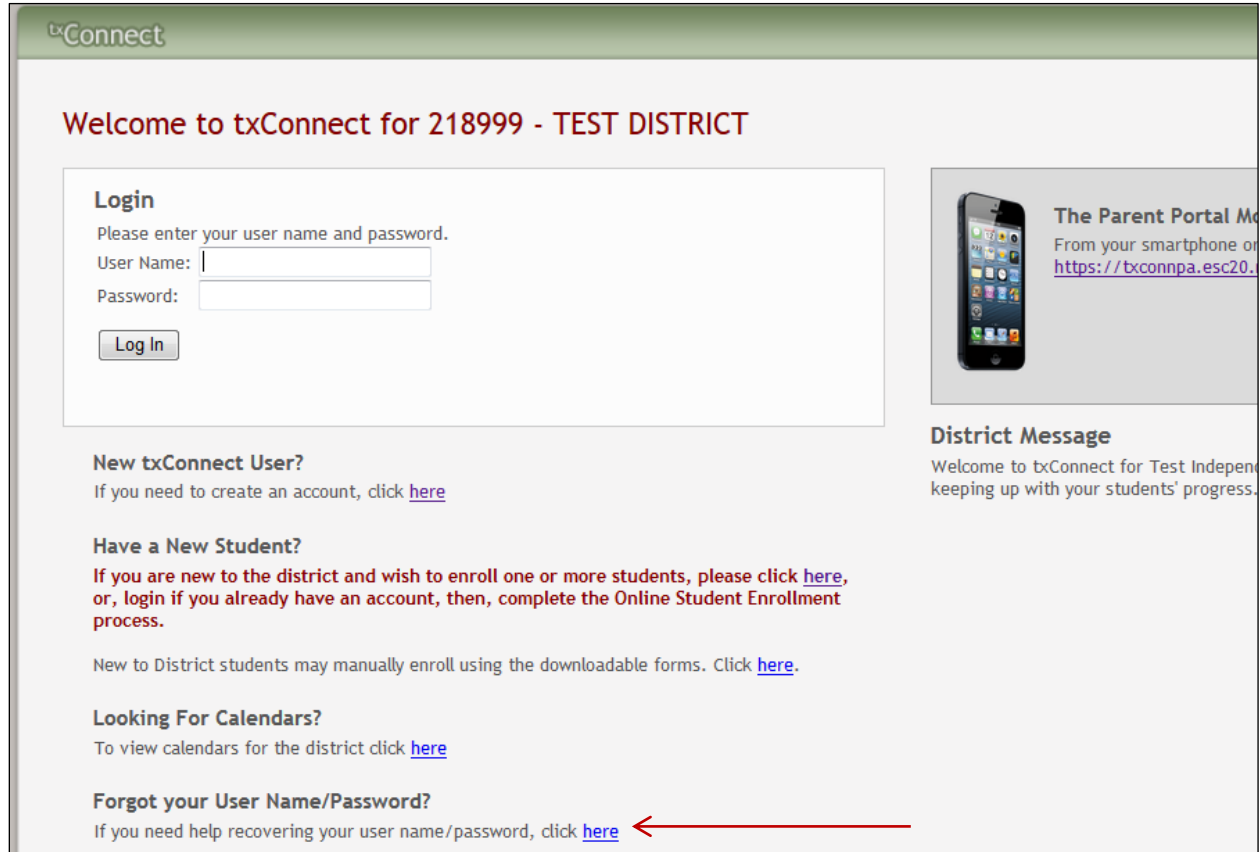
### Using E-mail Address:

1. Under **Reset by e-mail** in the **E-mail** field, the parent types his e-mail address.
2. Click **Submit**. When he clicks **Submit**, a message is sent to his e-mail address that contains a new password.
3. The parent returns to txConnect, and logs on using his user name and new password. Once he is logged on, he can reset his password as described previously in this guide.

## How to Recover a User Name

If the parent has forgotten his user name, he can recover it by using his e-mail address.

From the Login page, the parent clicks the link under **Forgot your User Name/Password** to go to the Forgot Password/Forgot User Name page.



The screenshot shows the txConnect login interface. At the top, it says "Welcome to txConnect for 218999 - TEST DISTRICT". Below this is a "Login" section with a "Please enter your user name and password." instruction, "User Name:" and "Password:" input fields, and a "Log In" button. To the right, there is a "The Parent Portal Mobile" section with a smartphone image and a URL: <https://bxconnpa.esc20...>. Below the login form are three sections: "New txConnect User?" with a "here" link, "Have a New Student?" with a "here" link, and "Looking For Calendars?" with a "here" link. The "Forgot your User Name/Password?" section is at the bottom, with a "here" link and a red arrow pointing to it from the right.

The Forgot Password/Forgot User Name page is displayed.

The screenshot shows the txConnect interface with three main sections:

- Forgot Password**:
  - Reset by user name & hint question**: Includes a "User Name:" input field and a "Next" button.
  - Reset by e-mail**: Includes an "E-mail:" input field and a "Submit" button.
- Forgot User Name**: Includes an "Enter user e-mail" section with an "E-mail:" input field and a "Submit" button. A red arrow points to this input field.

At the bottom left, there is a link: "Click [here](#) to go to Login Page." At the bottom center, it says "Available languages: [English](#) [Español](#)". A "Help" button is located in the top right corner.

1. Under **Forgot User Name** in the **E-mail** field, the parent types his e-mail address.
2. The parent clicks **Submit**. When he clicks **Submit**, a message is sent to his e-mail address which contains his user name and a new password.
3. The parent returns to txConnect and logs on using his user name and new password. Once he is logged on, he can reset his password as described previously in this guide.

## How to Access a District or Campus Calendar

If the district or campus has provided one or more calendars, the parent can access the calendars without logging on to txConnect. This link is not displayed unless the district or campus has provided at least one calendar.

On the Login page under **Looking For Calendars**, click the link to download a calendar.

The screenshot shows the txConnect login page for district 218999. The main heading is "Welcome to txConnect for 218999 - TEST DISTRICT". On the left, there is a "Login" section with fields for "User Name:" and "Password:", and a "Log In" button. Below the login form are sections for "New txConnect User?", "Have a New Student?", and "Looking For Calendars?". The "Looking For Calendars?" section contains the text "To view calendars for the district click [here](#)" with a red arrow pointing to the link. On the right side, there is a "District Message" box with a smartphone image and text about the parent portal.

The Calendars page is displayed. District calendars are listed first in a numbered list.

The screenshot shows the txConnect Calendars page. The main heading is "Calendars". In the top right corner, there is a "Help" button. Under "District Calendars", there is one item: "1. [District-Wide Calendar](#)". Under "Campus Calendars", there is a dropdown menu labeled "Please select a campus from list below:" with "MARSHALL HIGH SCHOOL" selected. Below the dropdown, there are two items: "1. [High School Volleyball Schedule](#)" and "2. [High School Football Schedule](#)". At the bottom, there is a link: "Click [here](#) to return to the txConnect Login page." and language options: "Available languages: [English](#) [Español](#)".

1. If there are campus-level calendars, a drop down field allows the parent to select the campus. In the **Campus Calendars** field, select the campus, and the campus-level calendars are displayed in a numbered list.

For each calendar, an icon indicates the type of file (e.g., Microsoft Word and PDF). If additional instructions for the specific calendar have been provided, they are displayed below the calendar name.

2. Click the calendar name to open the calendar. It will automatically open in the appropriate program.

The parent can print the calendars as needed.



# Summary

Once the parent is logged on, the Summary page displays an alphabetical list of students that the parent has added to his account either through registration as a new user or through his My Account page.

From the Summary page, the parent can click [Edit Student Settings](#) to go to the Edit Settings For My Students page where he can register his e-mail address for the students associated with his txConnect account. From all other pages in txConnect, the parent can click [Edit Student Settings](#) to go to the My Account page where he can manage his account settings.

From any page in txConnect, the parent can click [View/Edit Forms](#) in the student list on the left side of the page to go directly to the online registration page. The button is only displayed if the parent has registered his e-mail address to the student.

**txConnect** Summary Attendance Grades Assignments Discipline Assessments Immunizations Alerts My Account

**Account Settings**  
[Edit Student Settings](#)

LAUREN A. ADKINS  
[View/Edit Forms](#)

KASSANDRA M. AGUIRRE  
[View/Edit Forms](#)

MATTHEW T. ALLEN  
[View/Edit Forms](#)

KADEN M. BAILEY  
[View/Edit Forms](#)

DEREK J. BALDERAS  
[View/Edit Forms](#)

JACKSON I. CALVERT  
[View/Edit Forms](#)  
**2 new alerts**

WILLIAM W. COTHRELL

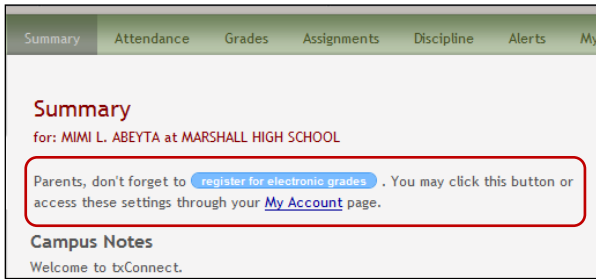
**Summary**  
for: JACKSON I. CALVERT

**Campus Notes**  
Parents: Remember Test High School now offers electronic, paperless grade reports- Interim Progress Reports and Report Cards!  
Instructions can be found at this link:  
<http://www.TESTisd.org/preview.aspx?name=ps.txconnect>  
under "Help with E Report Cards"  
Note: It is not enough to simply have a txConnect account, you must go through a separate process to register for electronic grades.  
One of the greatest benefits to receiving your grade reports electronically is the immediate access; no more waiting on the mail!  
If you have any questions or concerns, please contact your campus registrar.

**Class Schedule**

Period	Course	Instructor	Last Updated	Current Average as of 5:00AM 2/27/14	Today's Attendance 3:58PM 2/27/14
1	ADV CONST TECH	<a href="#">KIMBERLY K. CARSON</a>	2/26/2013	057	
2	ADV CONST TECH	<a href="#">KIMBERLY K. CARSON</a>			secondary meeting time
3	CHEM	BECKY BRITAIN	2/25/2013	044	
4	COMM APPL	KATHLEEN R. OCHESTER	2/25/2013	076	

- For iTCCS districts, the following is also displayed:



The parent can click [register for electronic grades](#) to go to the Edit Settings For My Students page where he can register his e-mail address to a student and request report cards and IPRs in electronic format.

- The summary for the first student in the list is displayed including the following:
  - If the student attended multiple campuses, a tab is displayed for each campus.





- If campus notes have been entered in the Student system, they are displayed under **Campus Notes**.
- The student’s class schedule is displayed, including period, course title, instructor name, current grade average for each class, and attendance for the current date. If administrators have disabled the student schedules, the message “Student schedule is not available at this time” is displayed, and the schedule is not displayed.
- If attendance has not been posted for the course, the attendance for the course under **Today’s Attendance** is blank. If the instructor has marked the student as absent or tardy, a message is displayed under **Today’s Attendance** indicating the nature of the absence.
- Any failing grades under **Current Average** are highlighted in red text.
- If the course is set up to post letter grades, letter grades are displayed under **Current Average**.
- If the student is enrolled in an elementary campus which has only one period, one attendance status is displayed for the entire day.
- (iTCCS only) If the parent has registered his e-mail address to the student and selected **Request electronic report card and IPR** on the Edit Settings For My Students page in txConnect, a **View Report Card** icon and/or **View IPR** icon is displayed when the electronic version of the report card or IPR is available for the parent to view. This is not available for TxEIS districts.



**Summary**  
for: BROOKE A. CARTER at MARSHALL HIGH SCHOOL

**Campus Notes**  
Welcome to txConnect.  
We look forward to working with you another year.

**Class Schedule**

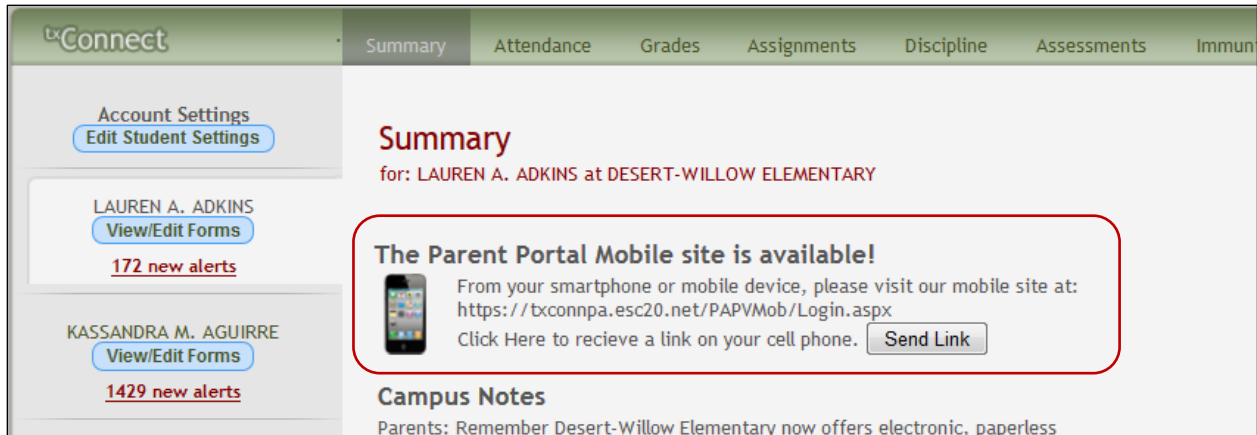
View Report Card:  (Created: 11/1/2012)      View IPR:  (Created: 2/28/2013)

Period	Course	Instructor	Last Updated	Current Average as of 5:00AM 7/1/13	Today's Attendance as of 9:45AM 7/1/13
1	JRNLSM NP 1 ADV				

See the “How to Receive Electronic Report Cards and IPRs” section in the Grades chapter for more information.

## How to Receive a Link to the txConnect Mobile App

If the parent has registered his cell phone number, which is done on the My Account page, the following information is displayed above the **Campus Notes**:



txConnect Summary Attendance Grades Assignments Discipline Assessments Immun

**Account Settings**  
[Edit Student Settings](#)

LAUREN A. ADKINS  
[View/Edit Forms](#)  
**172 new alerts**

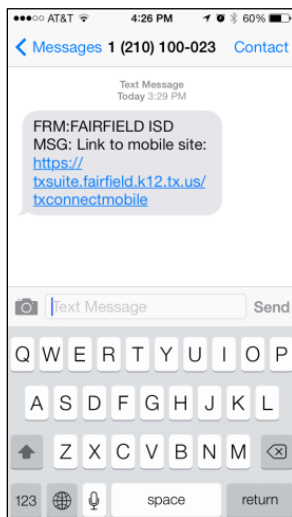
KASSANDRA M. AGUIRRE  
[View/Edit Forms](#)  
**1429 new alerts**

**Summary**  
for: LAUREN A. ADKINS at DESERT-WILLOW ELEMENTARY

**The Parent Portal Mobile site is available!**  
From your smartphone or mobile device, please visit our mobile site at:  
<https://txconnpa.esc20.net/PAPVMob/Login.aspx>  
Click Here to receive a link on your cell phone. [Send Link](#)


**Campus Notes**  
Parents: Remember Desert-Willow Elementary now offers electronic, paperless

The parent can click **Send Link** to receive a text message that contains a link to the txConnect login page for his student’s campus.




If the parent has not yet registered his cell phone number, the **Send Link** button is not displayed. Instead, a message is displayed indicating that he must first register his number from the My Account page.






**The Parent Portal Mobile site is available!**



From your smartphone or mobile device, please visit our mobile site at:  
<https://txsuite.fairfield.k12.tx.us/txconnectmobile>  
 We can send a link to your cell phone. But first, go to [My Account](#) and register your cell phone number.

## How to Contact the Instructor



If the instructor has provided contact information, office hours, and/or other notes in txGradebook, a yellow note icon  is displayed beside the instructor's name anywhere the instructor's name appears (e.g. the Summary, Attendance, and Grades pages). The parent can click the icon to see the information.






Class Schedule				
Period	Course	Instructor	Current Average as of 4:30AM 10/24/11	Today's Attendance as of 9:45AM 10/24/11
1	ALG 2 	<a href="#">ANTONY L. WESSELS</a> 	86	
2	CALCULUS AB AP 	WILLIAM W. CAMPBELL	Teacher Note: ANTONY L. WESSELS	
3	CALCULUS AB AP 	WILLIAM W. CAMPBELL	Phone: (210) 370-5555 <a href="#">click here</a>	
3	ENVIRO SCI AP	MARY B. SCHROEDER	071	<a href="#">(close)</a>
4	OFF CAMPUS P4	CYNTHIA A. CANNON 	non-graded class	

If the instructor has provided an e-mail address via txGradebook, his name is displayed as a link to his e-mail address anywhere the instructor's name appears. If the parent clicks the name, the default e-mail client (as specified in his Internet Options settings) opens with the instructor's address in the **To** field.

**Note:** If the parent uses Web-based e-mail (e.g., Gmail or Yahoo! Mail), he can copy the e-mail address from the default e-mail client to a Web-based e-mail message.

## How to View Course Notes

If the instructor has provided a note about the course, a yellow note icon  appears beside the course name anywhere the course name appears (e.g. the Summary, Attendance, and Grades pages). The parent can click  to see the information, and then click **close** to close the Course Note dialog box.

Class Schedule				
Period	Course	Instructor	Current Average as of 4:30AM 10/24/11	Today's Attendance as of 9:45AM 10/24/11
1	ALG 2 	<a href="#">ANTONY L. WESSELS</a> 	86	
2	CALCULUS AB AP 	WILLIAM W. CAMPBELL	Course Note: ALG 2	
3	CALCULUS AB AP 	WILLIAM W. CAMPBELL	Students will have an important test on 04/28/2009. <a href="#">click here</a> meeting time	
3	ENVIRO SCI AP	MARY B. SCHROEDER	071	<a href="#">(close)</a>
4	OFF CAMPUS P4	CYNTHIA A. CANNON 	non-graded class	

# Attendance

To display the student’s attendance, click **Attendance** on the menu at the top of the page. When the parent views the Attendance page, the **Detailed Attendance** tab is displayed by default.

If administrators have disabled the student schedules, the message “Student schedule is not available at this time” is displayed, and the attendance data is not displayed.

Attendance data is current as of the date and time you logged in. To refresh the attendance data displayed, you must log out and log in again.

## How to View Detailed Attendance

Summary Attendance Grades Assignments Discipline Assessments Immunizations Alerts My Account Logout

**Attendance** Help

for: JACKSON I. CALVERT on 2/27/2014 3:45:02 PM

Detailed Attendance Calendar View Totals View

Campus: TEST HIGH SCHOOL Semester: 2 [Printer-friendly version](#)

**Key**

2: TESTING UNEXCUSED      6: LATE UNEXCUSED ABSENCE      A: ABSENCE-EXCUSED      F: FAILURE TO ATTEND      O: UNVERIFIED-  
 T: LATE TO CLASS BUT PRESENT      U: UNEXCUSED

Period	Class	Teacher	1/7	1/9	1/29	2/7	2/8	2/18	2/26	3/4	3/20	3/22	3/25
1	ADV CONST TECH	KIMBERLY K. CARSON	A				A		T	2			A
2	ADV CONST TECH	KIMBERLY K. CARSON	A				A			2			A
3	CHEM	BECKY BRITTAİN	A				A						A
4	COMM APPL	KATHLEEN R. OCHESTER	A	U			A	F					A
5	US HIST	RHONDA M. GARRETT			T	A					T	T	
6	ENGLISH 3	ALLISON J. MODRALL				A							
7	MATH MODELS	SARAH E. LANE				A						T	
8	ART 1	PAULETTE M. MORGAN				A							
10	ADVISORY 9	ELIZABETH C. LAWSON									O		

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

In the **Semester** field, select the semester for which you want to view attendance data.

- The date is displayed in the column heading if the student was marked absent or tardy for any period during the day.
- If the student was not present for the entire class, a code is displayed for the period and date. A description of each code is displayed in the **Key** section of the page (e.g., excused, unexcused until a note is received, etc.).
- If the student was present and on time for the entire day, the date is not displayed.

## How to View the Calendar View

The parent can click the **Calendar View** tab to see the attendance details in a calendar view instead of a table view. All months for the current school year are displayed as the parent scrolls down.

Attendance  
for: JACKSON I. CALVERT on 2/27/2014 3:45:02 PM

Detailed Attendance | **Calendar View** | Totals View

Campus: TEST HIGH SCHOOL Semester: 2

December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

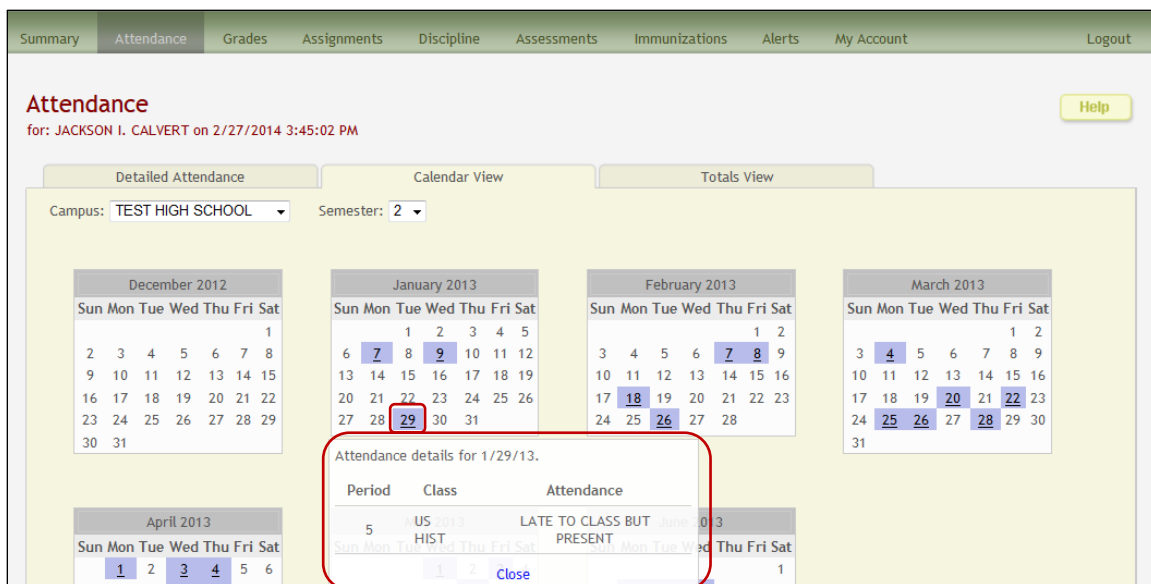
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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

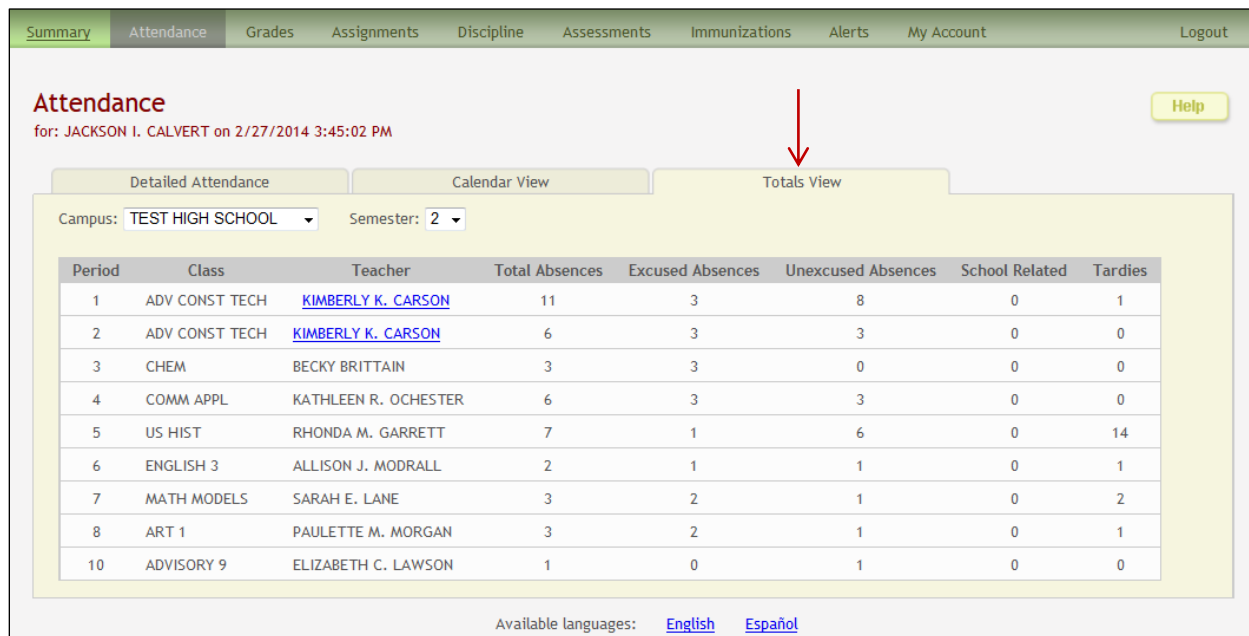
1. In the **Semester** field, the parent selects the semester for which he wants to view attendance data.  
If the student was not present for the entire class for any period of the day, the day is highlighted on the calendar.
2. The parent can click the date to open the attendance details for the highlighted day. For each period, the student's attendance is displayed. The period is only listed if the student was marked absent or tardy for that period. Otherwise, the period is not listed in the Attendance details dialog box.



Click **Close** to close the Attendance details dialog box for the highlighted day.

## How to View the Totals View

The parent can click the **Totals View** tab to see attendance and tardies totals for the semester. The student's classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies are listed.



In the **Semester** field, select the semester for which you want to view attendance data.

If the student withdrew from a course, the withdrawn course and instructor's name are displayed in small print below the current course information. An asterisk is displayed next to the withdrawn course.



# Grades

The parent can view his student's grades by clicking **Grades** on the menu at the top of the page. When the Grades page opens, the **Cycle Grades** tab is displayed by default.

If administrators have disabled the student schedules, the message "Student schedule is not available at this time" is displayed, and the grade data is not displayed.

Summary Attendance **Grades** Assignments Discipline Alerts My Account Links Logout

**Grades** Help

for: ELIZABETH A. ALBA at TEST CAMPUS HS on 7/18/2012 5:00:00 AM

Cycle Grades Semester Grades

Semester: 2

[Show All](#) [Hide All](#)  Show Blank Grades

Period	Class	Teacher	Previous Cycles		Current Cycle
			1	2	3
1	ENGLISH 1	<a href="#">ANTONY L. WESSELS</a>			066
2	CALCULUS AB AP	<a href="#">WILLIAM W. CAMPBELL</a>	50	60	086
3	ENVIRO SCI AP	MARY B. SCHROEDER	071	071	071
3	CALCULUS AB AP	<a href="#">WILLIAM W. CAMPBELL</a>	secondary meeting time		
4	OFF CAMPUS P4	<a href="#">CYNTHIA A. CANNON</a>	non-graded class		
5	ECONOMICS	PAUL DELAROSA			
6	STUDENT AIDE	MICHAEL L. BEARDEN			
7	PALS 2	MARIA H. SOTO			
8	OFF CAMPUS P8	<a href="#">CYNTHIA A. CANNON</a>	non-graded class		
9	FUNDING	ATTENDANCE	non-graded class		
10	ADVISORY 12	KATIE L. NEAL	non-graded class		

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

## How to View Assignment Grades for a Class

The Cycle Grades tab displays current grade averages for the current cycle and posted grade averages for previous cycles. For the current semester, the assignment grades for each class can be viewed. For previous semesters, only the posted average is available.

The screenshot shows the 'Grades' page for ELIZABETH A. ALBA at TEST CAMPUS HS on 7/18/2012 5:00:00 AM. The 'Cycle Grades' tab is active, showing a table with columns for Period, Class, Teacher, Previous Cycles (1, 2), and Current Cycle (3). The table lists two classes: ENGLISH 1 and CALCULUS AB AP. Below the table, the details for the selected class (ENGLISH 1) are expanded, showing assignment grades, averages, and a posted average of 60.

Period	Class	Teacher	Previous Cycles		Current Cycle
			1	2	3
1	ENGLISH 1	ANTONY L. WESSELS			066
2	CALCULUS AB AP	WILLIAM W. CAMPBELL	50	60	086

Assignment	Due Date	Grade	Late	Redo
<b>Category 24 (Weight 0%)</b>				
Category 24 average				
<b>Homework (Weight 20%)</b>				
hw1		85		
HOMEWORK 1		100		
Assignment 1		85		
Homework average		90		
<b>Labs (Weight 20%)</b>				
Labs average				
<b>Participation (Weight 20%)</b>				
Participation average				
<b>Quizzes (Weight 20%)</b>				
QUIZ 1		98		
Quizzes average		98		
<b>Tests (Weight 20%)</b>				
TEST 1		95		
Tests average		95		
Citizenship E				
Posted Average 60				

- The parent clicks the grade average for the class and cycle he wants to view. The grade average is expanded below the period row to display all grade data that has been entered. In addition to the assignment grades, the calculated average and posted average are displayed.
  - The parent can select **Show Blank Grades** to include any blank assignment grades. All assignments are displayed, including assignments with blank grades. If **Show Blank Grades** is not selected, blank assignment grades are not displayed. This is not applicable for courses that use standards-based/skills-referenced grading.



- If the student transferred into the class and has a transfer average from a prior course, the **Transfer Average** and **Weight** are displayed above the categories. For more information on calculating the average using a transfer grade, see Appendix B - Calculating Averages at the end of this guide.
- The **Calculated Average** is the average calculated using the student's grades and the instructor's method for calculating the average. The calculated average is not displayed for closed cycles.
- The **Posted Average** is the actual grade that was posted for the student for the class. In some circumstances, the posted grade is different than the calculated average. The posted average is the official grade that appears on the report card. For previous cycles, only the posted average is displayed.
- If a cycle override grade exists for the student (i.e., an average assigned by the instructor), and there is no posted average, the **Override Average** is displayed.
- For Leander ISD, the **Reading Level** field displays the student's reading level (above, below, or on grade level) if the course title has the word "reading" in it.
- Assignments are displayed by category. For each category, the category weight is displayed, and the average for each category is displayed.
- The calculated average, posted average, and category average are displayed as letter grades if the course is set up to post letter grades.
- If the possible points for an assignment is not 100, the instructor is using the percentage weighting type, and the grade is numeric, the possible points is displayed. For example, 90/95 is displayed if the student earned 90 points and the assignment was worth 95 points. In this case, the grade does not calculate as 90.

Practice Sheets (Weight 20%)		
PS4.1 (Winter Break Practice Sheet)	1/11/2013	100(300/300)
PS4.2	1/18/2013	100(210/210)
PS4.3	1/25/2013	100(210/210)
PS4.2 Content	1/18/2013	90
PS4.3 Content	1/25/2013	95
PS4.4	2/1/2013	86(180/210)
PS4.4 Content	2/1/2013	95

- If the instructor is using the points-based weighting type, the points earned and possible points are displayed. For example, 7/10 is displayed if the student earned 7 points and the assignment was worth 10 points.

Assignment	Due Date	Grade
<b>Assessments</b>		
HW 1	1/14/2013	15/20
review 1	1/14/2013	0/25
quiz 1	1/14/2013	28/30
review 2	1/25/2013	40/40
test 2	1/28/2013	95/100

- For each assignment, the due date and grade are displayed. The **Late** and **Redo** columns indicate if the assignment was turned in late or redone.

Assignment	Due Date	Grade	Late	Redo
<b>Classwork/Homework (Weight 50%)</b>				
Earthquake Lab	1/11/2013	75		
Reconstructing Pangaea Lab	1/22/2013	60	X	
Sea Floor Spreading Simulation	1/24/2013	100		
Lab 10 - The Ocean Floor	2/1/2013	78		

- If an assignment grade has been dropped, the message “dropped” is displayed next to the grade.

Qz 2.12 Models of Sinusoids	1/29/2013	100
Qz 2.9 More Sinusoids	1/31/2013	91
Hw WSs 2.2, 2.3, 2.9, Pg 98, Rev	2/13/2013	110
Notebook Qz	2/19/2013	70 (dropped)
Quizzes average		94

- If an assignment grade has been excluded, the message “(excluded)” is displayed in place of the grade.

Assignment	Due Date	Grade
<b>IWB (Weight 40%)</b>		
IWB 1	1/11/2013	(excluded)
IWB 2	1/18/2013	98

- If an assignment is missing, an M is displayed in place of the grade.

<b>Participation (Weight 25%)</b>		
Hands-on/P.A.C.	1/7/2013	65
Hands-on/Lab#2	1/24/2013	M
Participation	2/20/2013	95

**Note:** (iTCSS only) For courses that use skills-referenced grading, a campus-wide option determines how a grade of M is calculated in the student’s average:

- The grade M may be set to equal zero (or the lowest value allowed) when the student’s average is calculated. If a student receives a grade of M (i.e., zero), the grade can be changed when the student completes the work.
  - If grade M is not set to equal zero when the student’s average is calculated, the grade is bypassed.
  - This does not apply to courses regular courses.
- 
- If an assignment is incomplete, an I is displayed in place of the grade.
  - If the instructor entered any notes related to the student’s assignment grade, the notes are displayed below the grade.
  - If the course uses the standards-based or skills-referenced type of assessment, assignments are associated with specific standards or skills. The standards/skills are grouped together into standard sets/skillsets. For these courses, the assignment grades are sorted by standards/skills, and the standards/skills are displayed under the standards set/skillset heading. Note that an assignment may be associated with more than one standard/skill, so you may see the same assignment under multiple standard set/skillset headings.

7	CHEM 1	ALICE M. BOEHM			
8	ENG 2	SHIRLEY S. VIROST	93		
Assignment	Due Date	Grade	Late	Redo	
<b>English 3 -- standard set 1</b>					
<u>Literary terms</u>					
Book Report 1		4			
test assignment 2		2.3			
	Literary terms Final Score	3.2			
<u>Poetry design</u>					
Book Report 1		2			
test assignment 2		1.9			
	Poetry design Final Score	2			
<u>Theme</u>					
Book Report 1		5			
test assignment 2		1.6			
	Theme Final Score	3.3			
	English 3 -- standard set 1 Final Score	2.8			
<b>English 2 -- standard set 1</b>					
<u>Basic Sentence Parts</u>					
Book Report 1		4			
test assignment 2		1.6			
	Basic Sentence Parts Final Score	4			
<u>Characterization</u>					
Book Report 1		3			
test assignment 2		1.5			
	Characterization Final Score	2.3			

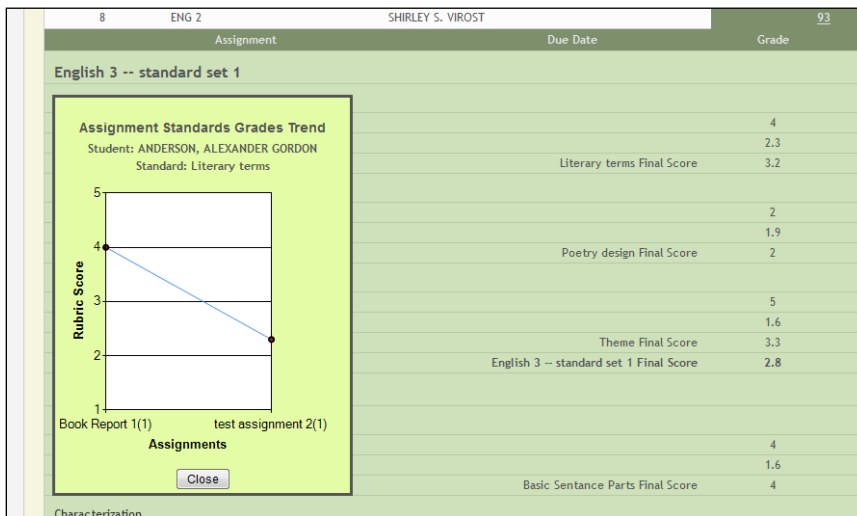
- For each standard/skill, a final score is displayed. This is the student’s current average for the standard/skill, which is calculated by adding all scores for all assignments associated with the standard/skill throughout the semester, and dividing by the number of assignments. The final standard/skill score reflects skill scores for all cycles in the semester, even though only one cycle is displayed at a time.
- For each standard set/skillset, a final score is displayed. This is the average of all final scores for each standard set/skillset. The final standard set/skillset score reflects standard set/skillset scores for all cycles in the semester, even though only one cycle is displayed at a time. The average does not include scores of zero, unless zero is a valid grade for the campus. The final standard set/skillset score is rounded to one decimal place.
- The **Calculated Average** field at the bottom displays the average of the standard set/skillset final scores, which takes into account all cycles in the semester. This grade will be converted to a standard 100%-based grade using a conversion chart established by the district.

The overall score displayed is the highest score between the score average and the power law average. If an override score exists, the override score is always displayed.

**Note:** For iTCCS districts, the following applies:

- A district may choose to exclude a particular skillset from grade calculations. If a skillset has been excluded from grade calculation, any skill scores for the skillset will not be included in the student's grade average; however, the grades will be displayed.
- A campus may choose to specify a specific score to use for student grades in all courses that uses skills-referenced grading (*Mode and average, Power Law and average, Mode and Power Law, or All*). If the campus has specified a specific score, that score is used as the students' average. If *All* is selected, the highest of the scores is used.

- If you click a standard/skill, the Assignment Skill Grades Trend dialog box opens. This displays a line chart depicting the student's progress for the standard/skill. The vertical line represents the scores as established by the district, and the horizontal line represents the assignments that are associated with the selected standard/skill.



Click **Close** to close the dialog box.

2. To return to the unexpanded grade average view, click **close** details for the grade average that was expanded.
3. To show assignment grades for the current cycle for all courses, click **Show All**.
4. To hide the assignment grades for all courses, click **Hide All**.

## How to View Semester and Final Averages

From the Grades page, the parent clicks the **Semester Grades** tab to see the student's posted semester and final averages. The data is only available for closed semesters. For the current semester, no data is displayed.

**Note:** Grades displayed on the Semester Grades tab are preliminary until final grades are computed and credits are awarded.

Grades  
for: Gage D. Aamodt at Lakeview High School on 4/9/2011 12:32:01 AM

Cycle Grades Semester Grades

Semester: 2

Period	Class	Teacher	Exam	Semester Average	Final Grade	Credits
1	ENG 2	AMANDA M. OELKE	070	076	086	1.0
2	CHEM 1	GUY S. SHEA-SMITH	068	060	063	0.0
3	ART 1	CAROLE A. CAZARES		100	100	0.5
4	BOYS ATHLEZAB	PETER J. BADGER		100	100	0.5
5	10TH ADVISORY	MARGARET C. CONNOLLY	non-graded class			
6	GEOM	LILLIBETH J. RYZSKNOWSKI	085	084	067	0.5
7	DIG GRAPH/ANI	PETER J. BADGER		095	095	0.5
8	U S HIST	ROGER A. COBLE				

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

For each period, the exam grade, semester average, final grade, and credits are displayed.

- **Exam** is the student's semester exam grade for the course.
- **Semester Average** is the student's posted semester average for the course.
- **Final Grade** is the student's posted final grade for the course. For one-semester courses, this grade is posted after the semester is closed. For year-long courses, this grade is only posted after the final semester of the year is closed.
- **Credits** is the number of credits received for the course that count toward graduation requirements.

## How to Receive Electronic Report Cards and IPRs (iTCCS Only)

iTCCS districts can allow parents to view electronic versions of their student's report cards and IPRs in PDF format. In order to view a student's report card or IPR in PDF format via txConnect, the parent must do the following:

- The parent must be a registered parent for the student. See the "How to Register an E-mail Address to a Student" section in the My Account chapter for more information on this process.
- The parent must select **Request electronic report card and IPR** on the Edit Settings For My Students page in txConnect.

When the student's report card or IPR is available, an e-mail message will be sent to the parent's registered e-mail address indicating that the report card or IPR is available to view in txConnect. A link to the district's txConnect login page is displayed as well.

The parent must log in to txConnect to view the report card or IPR. If the electronic report card or IPR is available for the parent to view, an icon is displayed on the student's Summary page providing a link to the .pdf file. Click the icon to open the file.

If the parent has not indicated that he wants to receive electronic report cards and IPRs, the student's report card or IPR will be delivered in paper format as usual.

# Assignments

The Assignments page allows the parent to view all of the student's assignments for all courses or for a specific course. He can view all assignments, only assignments that have been graded, or only pending assignments (assigned but not yet graded).

If administrators have disabled the student schedules, the message "Student schedule is not available at this time" is displayed, and the assignments data is not displayed.

## How to View Assignments

Click **Assignments** on the menu at the top of any page. The Assignments page is displayed for the student currently selected.

Summary Attendance Grades **Assignments** Discipline Assessments Immunizations Alerts My Account

**Assignments**  
for: KASSANDRA M. AGUIRRE at TEST HIGH SCHOOL on 3/6/2014 5:00:02 AM

Course: ART 1 IB

Cycle: 2

View:
 

- All Assignments
- Only Graded Assignments
- Only Pending Assignments

View only assignments due before:   include blank due dates in search

Course	Assignment	Category	Due Date	Grade
ART 1 IB	Studio	Studio	3/1/13	95
ART 1 IB	IWB genre 1	IWB	3/8/13	90
ART 1 IB	Studio sketches genre	Studio	3/22/13	97
ART 1 IB	IWB genre 2	IWB	4/5/13	98
ART 1 IB	Studio midway genre	Studio	4/12/13	95
ART 1 IB	IWB genre 3	IWB	4/19/13	94

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

1. In the **Course** field, the parent selects a specific course. He can select *All* to view assignments for all courses.
2. In the **Cycle** field, the parent selects the cycle. He can select *All* to view assignments for all cycles.
3. For **View**, the parent selects the assignments he wants to view.
  - **All Assignments** displays all assignments.
  - **Only Graded Assignments** displays only assignments that have been graded.
  - **Only Pending Assignments** displays only assignments that have been assigned but not yet graded.

- In the **View only assignments due before** field, the parent enters a date if he wants to view only assignments that were due before that date. For example, he can enter today's date to see all assignments that were due up to today. Or, if he clicks in the date field, a calendar opens allowing you to select a date from the calendar. This field is optional. If a date is not entered, all assignments are included in the search.

**Note:** If a date is entered in the field and the instructor has not entered a due date for an assignment, the assignment is not displayed in the search results.

- Select **include blank due dates in search** to include blank due dates in your search.
- Click **Find Assignments**. All assignments that match the criteria entered are displayed in the table at the bottom of the page.
  - If an assignment grade has been dropped, the message "dropped" is displayed next to the grade.
  - If an assignment grade has been excluded, the message "excluded" is displayed in place of the grade.
  - If an assignment is missing, the message "missing" is displayed in place of the grade.
  - If an assignment is incomplete, the message "incomplete" is displayed in place of the grade.
  - For a standards-based/skills-referenced course, the **Standard/Skill Scores** heading is displayed instead of the **Category** heading. For each assignment, all standards/skills and their scores are listed.

Course	Assignment	Standard Scores	Due Date
ENG 2	Book Report 1	Basic Sentence Parts: 4 Characterization: 3 Fiction Analysis: 4 Interjections: 5 Literary terms: 4 Parts of Speech: 1 Poetry design: 2 Prepositions: 5 Theme: 5	1/25/12

- In the **Assignments** table, click **Course** to sort the assignments by course, or click **Due Date** to sort the assignments by due date.



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

**Assignments** Help

for: AUSTIN R. ADAMS at Lakeview High School on 2/2/2011 11:26:36 AM

Course:

Cycle:

View:  All Assignments  
 Only Graded Assignments  
 Only Pending Assignments

View only assignments due before:

Course	Assignment	Category	Due Date	Grade
ENG 3 (AP)	"to build a Fire" questions	Classwork	1/20/11	
ENG 3 (AP)	Benchmark	Tests	1/20/11	
ENG 3 (AP)	"To Build a Fire" Lit terms	Classwork	1/21/11	
ENG 3 (AP)	Read "To Build a Fire"	Homework	1/25/11	
ENG 3 (AP)	Combine sentences grammar review	Classwork	1/25/11	
ENG 3 (AP)	Short answer	Essays	1/26/11	
ENG 3 (AP)	Combining sentences - sub. conj.	Classwork	1/28/11	



# Discipline

The Discipline page allows the parent to view all of the student's discipline records for one cycle or for the semester.

## How to View Discipline Records

Click **Discipline** on the menu at the top of any page. The Discipline page is displayed for the student currently selected.

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

**Discipline** [Help](#)

for: GAGE D. AAMODT at Lakeview High School on 2/8/2011 8:06:13 AM

Semester: 2  
Cycle: All  
[Find Discipline](#)

Date	Infraction	Disciplinary Action	Referred by	Administrator
2/2/2011 12:00:00 AM	Failure to follow instructions	In-School Suspension	BADGER, PETER	TRUMP, DONALD
<i>this is a comment entered on a discipline entry record.</i>				
2/2/2011 12:00:00 AM	Possession of tobacco products	In-School Suspension	BADGER, PETER	TRUMP, DONALD
<i>this is a comment entered on a discipline entry record.</i>				
2/2/2011 12:00:00 AM	Leaving class without authorization	In-School Suspension	BADGER, PETER	TRUMP, DONALD
<i>this is a comment entered on a discipline entry record.</i>				

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

1. In the **Semester** field, the parent selects the semester for which he wants to view discipline records.
2. In the **Cycle** field, the parent selects the cycle. He can select *All* to view records for all cycles.
3. Click **Find Discipline**. All discipline records that match the criteria entered are displayed in the table at the bottom of the page.
  - The **Date** field displays the date and time of the discipline incident.
  - The **Infraction** field displays the specific violation.
  - The **Disciplinary Action** field displays a description of the action taken by campus officials in response to the discipline incident.
  - The **Referred** by field displays the name of the staff member who reported the incident.
  - The **Administrator** field displays the name of the campus administrator who is handling the incident and taking action.
  - Additional comments about the discipline incident may be displayed in italic font below the fields, if allowed by the district.



# Assessments

The Assessments page allows the parent to see all of his student's assessment scores.

## How to View Assessments

Click **Assessments** on the menu at the top of any page. The Assessments page is displayed for the student currently selected.

**Assessments** Help

for: SUMMER T. GAITHER at TxEIS High School

Advanced Placement  
[\(please visit this site to get information on how to interpret these results\)](#)

Details	AP Number	Edu Grd Lvl	Expected College Entrance	Admin Year	Exam Code	Exam Score	Date of Report	Service Type	Service Code	Class Section Code
	123	9		2010	United States History	9	09/03/2012	AI		
	35956216	9	WINTER/SPRING 2014	2012	Art:Studio Art-Drawing	3	03/15/2012	AI	5678	3

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

- For each assessment that can be viewed in txConnect, a tab is displayed. The parent clicks the tab to view the student's assessment scores.  
If the student has no scores for a particular assessment, the tab is not displayed.
- If the student has taken the assessment multiple times, a row is displayed for each date, and the parent can click to view the details for the specific administration date. A pop-up window opens to display the details.

Advanced Placement Detailed Test Results			
AP Number:	35956216	Education Grd Lvl:	9
Expected College Ent:	WINTER/SPRING 2014		
Admin Year:	2012	Date of Report:	03/15/2012
Service Type:	AI	Service Code:	5678
Exam Score:	3	Exam Code:	Art:Studio Art-Drawing
Irregularity Code 1:	School Reports Distraction During Administration of Exam		
Irregularity Code 2:	Tape/CD Not Scorable -- Score Projected From Remainder		
Exam Suppression Flag:	Yes	Class Section Code:	3
College Code:	356428		
Awards Information			
Type 1:	Distinction	Year 1:	2012
Type 2:	AP Diploma	Year 2:	2012
Type 3:	Honor	Year 3:	2011
Type 4:	National	Year 4:	2012
Type 5:	Distinction	Year 5:	2012
Type 6:	State	Year 6:	2011

- For each assessment, a link is provided to an external Web site (e.g., Texas Education Agency), which provides a detailed explanation of the data displayed. The Web site will open in a new browser window.

Summary	Attendance	Grades	Assignments	Discipline	Assess			
<h3>Assessments</h3> <p>for: SUMMER T. GAITHER at TxEIS High School</p> <table border="1"> <tr> <td>STAAR</td> <td>TAKS</td> <td>PSAT/SAT/ACT</td> </tr> </table> <p>Advanced Placement  <a href="#">(please visit this site to get information on how to interpret these results)</a></p>						STAAR	TAKS	PSAT/SAT/ACT
STAAR	TAKS	PSAT/SAT/ACT						

# Immunizations

The Immunizations page allows the parent to see all of his student's immunization data, including a list of the student's immunizations on record, and a list of immunizations due.

## How to View Immunizations

Click **Immunizations** on the menu at the top of any page. The Immunizations page is displayed for the student currently selected. By default, the **Immunizations List** view is displayed.

**Immunizations**  
for: MARY JO T. AGUERO at TxEIS Middle School

Immunizations List    Immunizations Due

Immunizations List  
[\(click here to learn more about your student's immunization requirements\)](#)

Immuniz. Date	Immuniz. Descr.	Series Descr.	Reaction	Exemption	Affidavit Date
04/06/1999	Polio	1st in Series	N		
06/25/1999	Polio	2nd in Series	N		
05/18/2000	Polio	3rd in Series	N		
04/24/2003	Polio	Booster	N		
02/04/2000	MMR	1st in Series	N		
04/24/2003	MMR	Booster	N		
04/06/1999	Hib Conjugate Vaccine	1st in Series	N		
06/25/1999	Hib Conjugate Vaccine	2nd in Series	N		
08/04/1999	Hib Conjugate Vaccine	3rd in Series	N		
05/18/2000	Hib Conjugate Vaccine	Booster	N		
04/06/1999	DTaP	1st in Series	N		
06/25/1999	DTaP	2nd in Series	N		
08/04/1999	DTaP	3rd in Series	N		
05/18/2000	DTaP	Booster	N		
04/24/2003	DTaP	Booster	N		
02/04/1999	Hepatitis B	1st in Series	N		
04/06/1999	Hepatitis B	2nd in Series	N		
08/04/1999	Hepatitis B	3rd in Series	N		
02/04/2000	Varicella (chickenpox)	1st in Series	N		
07/18/2002	Hepatitis A	1st in Series	N		
06/02/2003	Hepatitis A	Booster	N		

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

A list of the student's immunizations, including the date and series description is displayed.

1. The parent can click the **Immunizations Due** tab to view a list of any immunizations that are due for the student. The Immunizations Due tab is displayed.

Summary Attendance Grades Assignments Discipline Assessments **Immunizations** Alerts My Account Logout

**Immunizations** Help

for: MARY JO T. AGUERO at TxEIS Middle School

Immunizations List Immunizations Due

Immunizations Due  
( [click here to learn more about your student's immunization requirements](#) )

Immuniz. Descr.	Last Series	Last Date
Tdap	BBooster	04/24/2003
Meningococcal (MCV4)	-	-
Varicella (chickenpox)	1st in Series	02/04/2000

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

If a previous series for a due immunization has been completed, the last series recorded by the district is also displayed. The series name and date of the previous series are displayed next to the due immunization.

Click **Immunizations List** to return to the list of all of the student's immunizations.

2. A link is provided to an external Web site (e.g., Texas Department of State Health Services), which provides a detailed explanation of the data displayed. The Web site will open in a new browser window.

Summary Attendance Grades Assignments Discipline Assessments **Immunizations**

**Immunizations**

for: MARY JO T. AGUERO at TxEIS Middle School

Immunizations List Immunizations Due

Immunizations List  
( [click here to learn more about your student's immunization requirements](#) )

Immuniz. Date	Immuniz. Descr.	Series Descr.	Reaction	Exemption	Affidavit Da
04/06/1999	Polio	1st in Series	N		
06/25/1999	Polio	2nd in Series	N		



# Alerts

Alerts are messages notifying a parent that his student has grades or attendance information of which he should be aware, such as an absence or a low grade. If the student has alerts, the number of alerts is displayed below the student's name on the left side of the page.

Alerts can be sent to parents as e-mail messages or as text messages. However, a parent must register his cell phone in order to receive alerts as text messages, which can be done on the My Account page.

When a parent creates a txConnect account, he is automatically subscribed to two alerts:

- Unexcused absence alerts, first occurrence of the day
- Failing grade alerts

An alerts subscription can be changed at any time.

## How to Read Alerts

To go directly to the Alerts page to read the message(s), the parent clicks the alerts notification below the student's name. He can also click **Alerts** in the main menu at the top of the page and select the student for whom he wants to see alerts. The **View Alerts** tab is displayed by default.

Summary Attendance Grades Assignments Discipline Alerts My Account Links Logout

**Alerts** Help

for: ELIZABETH A. ALBA at TEST CAMPUS HS on 7/17/2012 3:45:00 PM

View Alerts Subscribe to Alerts

View Read Alerts?

Alert Date	Description	Read?
7/4/12	Student received a 60 on Test Chapter 1 in CALCULUS AB AP.	<input type="checkbox"/>
7/4/12	Student received a 61 on Quiz 1 in CALCULUS AB AP.	<input type="checkbox"/>
7/4/12	Student received a 61 on Quiz 1 in CALCULUS AB AP.	<input type="checkbox"/>

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

The complete alert message is displayed on the Alerts page under **Description**. If the student has more than one alert, the alerts are displayed in the order received, with the most recent alert at the top of the list.

- New alerts that have not been read are bolded.
- Once the parent has read an alert, he can select the **Read** check box to indicate that he has read the alert. The alert will be shaded gray.
- If the parent selects the **Read** check box accidentally, he can clear it to change the alert back to unread.
- The parent can adjust the page to display or hide the alerts he has already read.

- To see only new, unread alerts, the **View Read Alerts** check box should be blank.
- To see all alerts, the **View Read Alerts** check box should be selected.

## How to Change an Alerts Subscription

From the Alerts page, the parent can change his alerts subscription by clicking the **Subscribe to Alerts** tab.

An alerts subscription must be set for each student on the parent's account.

There are three categories of alerts: attendance, grade average, and assignment grades.

### Attendance Alerts

The attendance alerts allow the parent to indicate if he wants to receive alerts for absences and tardies.

1. Under **Unexcused Absences**, the parent selects one of the following:
  - If he does not want to be notified of his student's unexcused absences, he selects **Don't send me alerts.**
  - If he only wants to be notified of an unexcused absence for the first occurrence of the day, he selects **Send me an alert for the first occurrence of the day.**
  - If he wants to be notified of every unexcused absence throughout the day, he selects **Send me an alert for every occurrence.**
2. Under **Excused Absences**, the parent selects one of the following:
  - If he does not want to be notified of his student's excused absences, he selects **Don't send me alerts.**
  - If he only wants to be notified of an excused absence for the first occurrence of the day, he selects **Send me an alert for the first occurrence of the day.**

- If he wants to be notified of every excused absence throughout the day, he selects **Send me an alert for every occurrence**.
3. Under **Tardies**, the parent selects one of the following:
- If he does not want to be notified of his student's tardies, he selects **Don't send me alerts**.
  - If he only wants to be notified of a tardy for the first occurrence of the day, he selects **Send me an alert for the first occurrence of the day**.
  - If he wants to be notified of every tardy throughout the day, he selects **Send me an alert for every occurrence**.

### **Average Alerts**

The average alert allows the parent to be notified that the student's grade average in a class falls below a specified grade. By default, the parent will receive an alert any time the student's grade average in a class falls below failing. The parent may change the alert by specifying another grade.

To specify another grade, select **Custom**. In the **Custom Average Threshold** field, type a numeric grade (0-110). Any time the student's average falls below this grade, the parent will receive an alert.

### **Assignment Alerts**

The assignment alert allows the parent to be notified if the student receives an assignment grade below a specified grade in any class. By default, the parent will receive an alert any time the student receives a failing assignment grade in any class. The parent can change the alert by specifying another grade.

To specify another grade, select **Custom**. In the **Custom Assignment Grade Threshold** field, type a numeric grade (0-110). Any time the student receives an assignment grade below this grade in any class, the parent will receive an alert.

The parent may also choose to be notified if the student has an assignment marked as missing or incomplete.

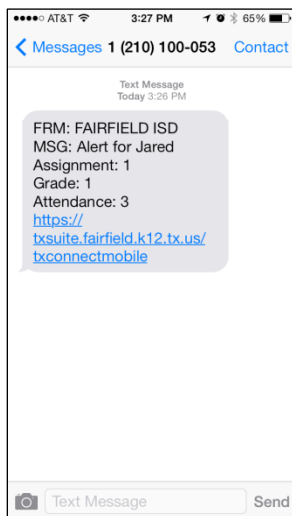
- Select **Incomplete Assignments** to be notified of incomplete assignments.
- Select **Missing Assignments** to be notified of missing assignments.

## How to Receive Alert Notices by E-Mail or Text Message

The **Alert Notification Type** field allows the parent to indicate if he wants to receive alert notices at his e-mail address, sent as text messages to his cell phone, or not sent. This field is only displayed if the district has set up notification services.

- To receive alert notices by e-mail, the parent must select *An email message*. Also, he needs to have entered his e-mail address on the My Account page.
- To receive alert notices as text messages, the parent must first register his cell phone number, which is done on the My Account page. The *A text message* option does not appear in the drop down until the parent has registered his cell phone number.

**Note:** E-mail and text alert notices do not contain the information specific to the alert. The notice simply informs the parent that he has one or more unread alerts in his account. The parent must log on to txConnect to read the full alert message.



The parent must click **Save Subscriptions** before leaving the Alerts page. Otherwise, the changes will not be saved.

# My Account

The parent can change his account settings through the My Account page. To access the My Account page, click **My Account** on the menu at the top of any page.

**My Account** Help

This page allows you to review and change your account settings.

**Email Address** [Change](#)  
(your email address is important if you wish to receive alerts, to edit existing student registration information or to enroll a new student into the district)  
 Email Address: Annette.Beard@esc20.net

**Password** [Change](#)  
 Password: \*\*\*\*\*

**Hint Question** [Change](#)  
 Question: What was the name of your first pet?  
 Answer: Sandy

**Students** [Change](#) [Edit Settings](#) [Manage My New Students](#) **Register new students here.**  
 Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.

View/Edit Forms	Student Name	Associated Users	Last Login
<a href="#">edit</a>	LAUREN A. ADKINS	Annette1	2/28/14 1:29 PM
<a href="#">edit</a>	KASSANDRA M. AGUIRRE	Annette1	2/28/14 1:29 PM
<a href="#">edit</a>	MATTHEW T. ALLEN	Annette1 Edmart01	2/28/14 1:29 PM 2/26/14 2:33 PM
<a href="#">edit</a>	KADEN M. BAILY	Annette1	2/28/14 1:29 PM
<a href="#">edit</a>	DEREK J. BALDERAS	Annette1 Edmart01	2/28/14 1:29 PM 2/26/14 2:33 PM
<a href="#">edit</a>	JACKSON I. CALVERT	Annette1 Edmart01	2/28/14 1:29 PM 2/26/14 2:33 PM
	WILLIAM W. COTHRELL	Annette1	2/28/14 1:29 PM
	ADAM O. DANIEL	Annette1	2/28/14 1:29 PM
	TERANCE P. DON JUAN	Annette1	2/28/14 1:29 PM
<a href="#">edit</a>	VANESSA A. DROUHARD	Annette1	2/28/14 1:29 PM
<a href="#">edit</a>	JAI J. GARCIA	Annette1	2/28/14 1:29 PM
<a href="#">edit</a>	MEGAN E.	Annette1	2/28/14 1:29 PM

If the parent is new to the district and has not yet added a student to his account, there will be no students listed initially. The parent can add students to his account from this page.

**My Account** Help

This page allows you to review and change your account settings.

**Email Address** [Change](#)  
(your email address is important if you wish to receive alerts, or register to change your student's information)  
 Email Address: jen\_hurt@yahoo.com

**Password** [Change](#)  
 Password: \*\*\*\*\*

**Hint Question** [Change](#)  
 Question: What was your phone number growing up?  
 Answer: 344-8784

**Students** [Change](#) [Manage My New Students](#) **Register new students here.**  
 Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.

View/Edit Forms	Student Name	Associated Users	Last Login
<p style="color: red;">There are no students associated with your account.            Click on the 'Change' link above to add one.            If you are registering a new student, click on the            Manage My New Students link.</p>			

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

## How to Add or Update an E-Mail Address

The parent must provide a valid e-mail address if he wants to receive alert notices by e-mail, edit existing student registration information, or enroll a new student into the district. His current e-mail address is displayed under **Email Address** if he previously entered it. The parent can add or update his e-mail address at any time.

1. Next to **Email Address**, click **Change**. The **Email Address** field is displayed.

**My Account**

This page allows you to review and change your account settings.

**Email Address**  
(your email address is important if you wish to receive alerts, to edit existing student registration information or to enroll a new student into the district)  
 Email Address: Annette.Beard@esc20.net

2. In the **Email Address** field, the parent types a current e-mail address and clicks **Save**.
  - If the data was entered incorrectly, a red message is displayed to the right of the field. The e-mail address must be in a valid format (e.g., someone@example.net) to continue.
  - If the data was entered correctly, the new e-mail address is displayed under **Email Address**.
3. The parent can click **Cancel** not to change the e-mail address.

## How to Change a Password

The parent can change his password any time. For security purposes, it is recommended that the password be changed periodically.

1. Next to **Password**, click **Change**. The **Old Password**, **New Password**, and **Confirm Password** fields are displayed.

2. In the **Old Password** field, the parent enters his current password.
3. In the **New Password** field, the parent enters a new password.
4. In the **Confirm Password** field, the parent retypes his new password exactly as it was typed above.
5. Click **Save**.
  - If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. The information must be provided to change the password.
  - If the data was entered correctly, the new password is saved. The next time the parent logs on to txConnect, he must use the new password.
6. The parent can click **Cancel** not to change the password.

## How to Change a Hint Question/Answer

The hint question/answer is used to verify the parent's identity if he forgets his password. The parent's current hint question and answer are displayed under **Hint Question**. He can change the question, the answer, or both.

1. Next to **Hint Question**, click **Change**. The **Question** and **Answer** fields are displayed.

2. The parent makes changes to the question and/or answer and clicks **Save**.
  - If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. The information must be provided to change the hint question/answer.
  - If the data was entered correctly, the new hint question is displayed under **Hint Question**.
3. The parent can click **Cancel** not to change the question and answer.

## How to Register a Cell Phone Number

Under **Mobile Number/Text Message**, the parent can register his cell phone number. This enables the parent to receive alert notifications as text messages, and it also allows him to receive a link to the txConnect login page for his student's campus in a text message.

**Mobile Number / Text Messages**

If you would like to receive text messages on your mobile phone, you may enter that cell phone number here. If you do NOT wish to receive text messages, please leave this blank.

Mobile Number:  No hyphens.

Confirm Mobile Number:

1. In the **Mobile Number** field, type the cell phone number to be registered in the AAANNNNNNN format, where AAA is the area code, and NNNNNNNN is the number. Do not use hyphens. Retype the number in the **Confirm Mobile Number** field to verify that the number is entered accurately.
2. Click **Sign Up for Text Messages**. The parent will receive a text message at the number entered which will contain a verification code. The fields above will be replaced with the following:

**Mobile Number / Text Messages**

You should receive a text message (at number provided) containing a verification code. Please enter that code here:

Verification Code

3. In the **Verification Code** field, type the verification code that was sent in the text message, and click **Verify Code**.

If the verification code is unsuccessful, click **Resend Code** to send a new code.

If you sent the code to the wrong cell number, click **Cancel**.

If the code was entered accurately, the following is displayed:

**Mobile Number / Text Messages**

Send text messages to this mobile number: (210) xxx-xxxx

4. The parent can click **Change or Disable** at any time to change the cell phone number registered, or to disable registration of the number. Clicking this button will remove the current number. The parent can re-start the process to register another number if needed.

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**Important Note:** If you change cell phone carriers, you will stop receiving alert message, and you must re-register the number.

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## How to Add or Delete a Student

If the parent wants to add a student to his txConnect account, he must have a valid student portal ID for the student issued by the student's campus.

1. Next to **Students**, click **Change**. The **Add New Student - Student Portal ID** and **Birth Date** fields are displayed.

Delete	Student Name	Associated Users	Last Login
<input type="checkbox"/>	GAGE D. AAMODT	Jshelton Mshelton Dshelton	2/7/11 2:21 PM 2/8/11 8:20 AM 2/2/11 3:40 PM
<input type="checkbox"/>	STEVEN A. DARROW	Mshelton	2/8/11 8:20 AM
<input type="checkbox"/>	ELIZABETH A. PARKER	Mshelton Dshelton	2/8/11 8:20 AM 2/2/11 3:40 PM
<input type="checkbox"/>	JESSICA S. VIALE	Mshelton	2/8/11 8:20 AM
<input type="checkbox"/>	TYLER J. WIELAND	Mshelton	2/8/11 8:20 AM

**Add New Student**

Student Portal ID:

Birth Date:

(Example: 03/11/1994)

2. Under **Add New Student** in the **Student Portal ID** field, the parent types his student's portal ID.
3. In the **Birth Date** field, the parent types the student's complete birth date in the MM/DD/YYYY format (e.g., 01/19/1998). The date entered here must match the birth date in the student's record at the campus.
4. Click **Add**. The student's name is displayed in the **Students** grid.
5. Click **Save** to save the changes.

If the student was successfully added to the account, his name appears in the **Students** list on the left side of every page. The students are listed in alphabetical order.

6. To delete a student from an account, click  next to the student to delete. Click **Save** to save the changes.

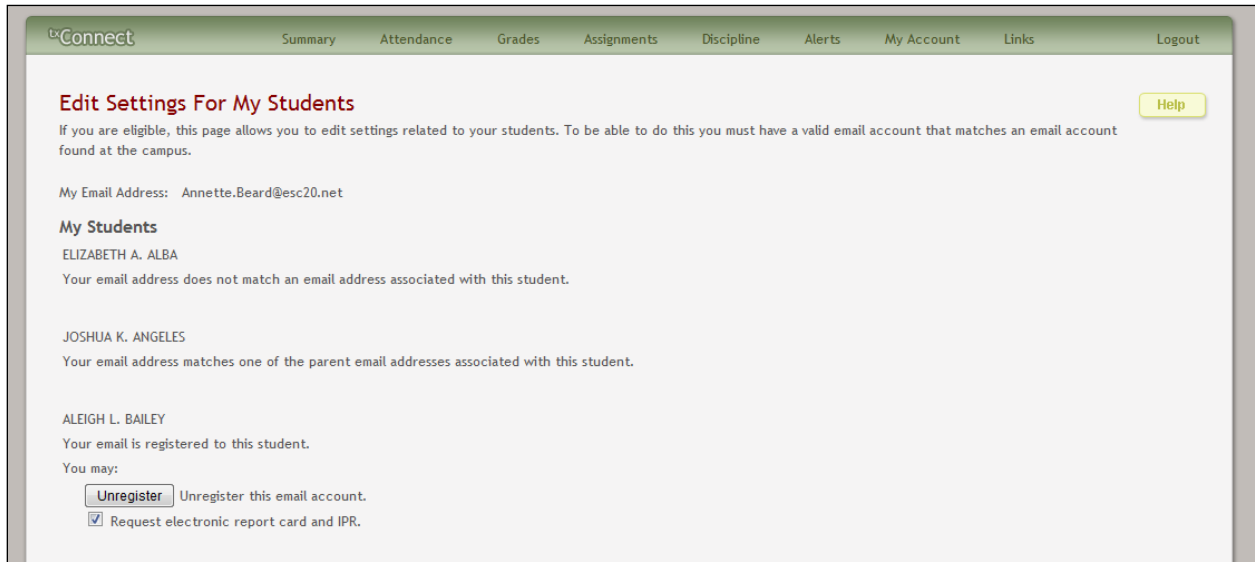
If the student was successfully deleted from the account, his name no longer appears in the **Students** list on the left side of every page.

7. Click **Cancel** not to add or delete a student.

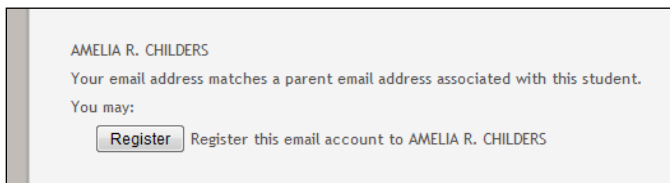
## How to Register an E-mail Address to a Student

The Edit Settings For My Students page allows the parent to register his e-mail address for the students associated with his txConnect account. He must register his e-mail address for each student. It is a one-time procedure, and he can unregister his e-mail address if necessary.

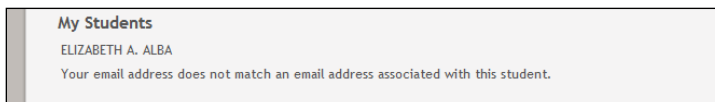
**Note:** For TxEIS districts, the parent must be designated as a guardian in the TxEIS Student system. The **Guardian** field must be selected for the parent/guardian in TxEIS Registration on the Maintenance > Student Enrollment > Contact tab.



- When the parent clicks **Edit Settings** link on the My Account page, the Edit Settings For My Students page is displayed. The parent can also access this page by clicking [Edit Student Settings](#) at the top of his list of students on the Summary page. The program compares the e-mail address entered for his account (in the **Email Address** section on the My Account page) to the e-mail address that is on file at the campus. His students are listed as follows:
  - If the parent's e-mail address matches the e-mail address for one of the student's parents, he will have access to manage the student's settings and register him at the campus via online registration. In iTCCS districts, the parent can also sign up to receive electronic IPRs and report cards. If the parent has not previously registered the student to his account, the **Register** button is displayed under the student's name.



- If the parent's e-mail address does not match an e-mail address for any parents, he will not have access to manage the student's settings and register him at the campus via online registration. The **Register** button is *not* displayed for the student.



If an incorrect e-mail address is entered for the parent's txConnect account, the parent can change it on the My Account page under **Email Address**.

2. On the Edit Settings For My Students page, the parent can do the following:

- If the **Register** button is displayed for a student, the parent can click **Register** to register his e-mail address for the student.
  - When he clicks **Register**, a message is automatically sent to his e-mail address that contains a 24-character alphanumeric registration code. A link to the district's txConnect login page may also be included.

- Once the registration code is sent, the **Register** button is replaced with a field for the registration code. The parent must enter the exact registration code in the field in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field.

**Note:** The parent must be logged on to txConnect in order to complete the e-mail registration process.

The parent clicks **Submit**. If the correct code was entered, a message is displayed indicating that his e-mail address is registered to the student, and the **Unregister** button is displayed.

- The **Unregister** button is displayed if the parent's e-mail address is registered to the student. If necessary, he can click **Unregister** to unregister his e-mail address for the student.

- (ITCCS only) The parent can select **Request electronic report card and IPR** to receive his student's report cards and interim progress reports (IPRs) in PDF format instead of a printed copy.

ALEIGH L. BAILEY  
 Your email is registered to this student.  
 You may:  
 Unregister this email account.  
 Request electronic report card and IPR.

When the report card or IPR becomes available, a message will be sent to the parent's e-mail address notifying him that the document is available. The parent can log in to txConnect and access the link to the .pdf file from the Summary page for the student.

This option is not available for all districts.

- Once the parent's e-mail address is registered for a student, the [edit](#) button is displayed next to the student on the My Account page. The parent can click [edit](#) to view online registration information for the student.

**My Account** [Help](#)

This page allows you to review and change your account settings.

**Email Address** [Change](#)  
 (your email address is important if you wish to receive alerts, to edit existing student registration information or to enroll a new student into the district)  
 Email Address: Annette.Beard@esc20.net

**Password** [Change](#)  
 Password: \*\*\*\*\*

**Hint Question** [Change](#)  
 Question: What was the name of your first pet?  
 Answer: Sandy

**Students** [Change](#) [Edit Settings](#) [Manage My New Students](#) [Register new students here.](#)

Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.

View/Edit Forms	Student Name	Associated Users	Last Login
<a href="#">edit</a>	LAUREN A. ADKINS	Annette1	2/28/14 1:29 PM
<a href="#">edit</a>	KASSANDRA M. AGUIRRE	Annette1	2/28/14 1:29 PM
<a href="#">edit</a>	MATTHEW T.	Annette1	2/28/14 1:29 PM

## How to View and Update Online Registration Information for a Student

The Student Information for *Student Name* page (where *Student Name* is the student's name) allows parents to access forms for student online registration. A parent can only access the page if he is one of the student's parents and has successfully registered his e-mail address to the student.

The displayed information is provided by the district. It may consist of static forms and dynamic forms.

- Static forms cannot be updated online; they can be viewed, printed, completed by hand, and returned to the campus. Static forms will vary by campus and district, such as a home language survey.
- Dynamic forms are presented online and can be completed and submitted online. These forms may include student online registration and demographic updates.

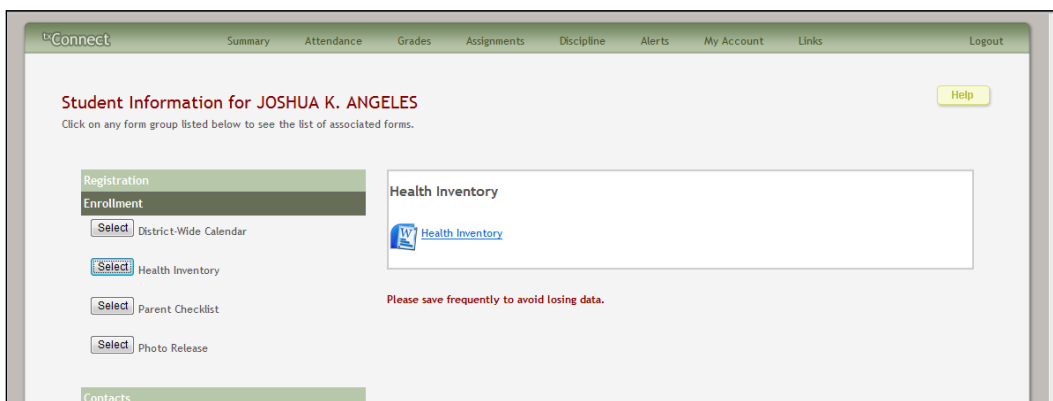
## To view or update information:

1. On the My Account page, the parent clicks the **edit** button for the student for whom he wants to view or update registration information. The button is only displayed if he is the one of the student's parents and his e-mail address is registered for the student.

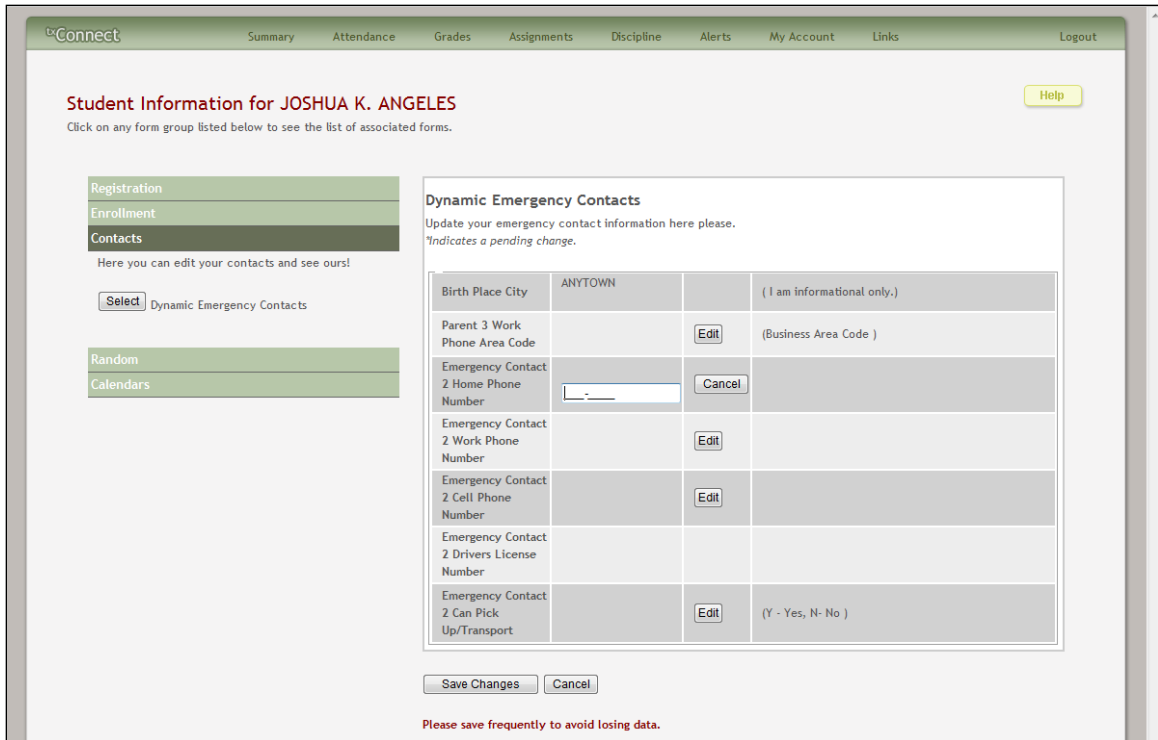
The Student Information for *Student Name* page is displayed.



2. The forms for the student's online registration may be grouped under headings such as Medical, Transportation, and Other, depending on how the district has set them up. The parent clicks the heading to view the list of associated forms. The associated forms are displayed below the heading.
3. The parent locates the form he wants to view, and then he clicks **Select** for the form. The form data is displayed on the right side of the page.
  - For static forms, if the district provided any special instructions for the form, the instructions are displayed. An icon also indicates the format of the document, such as Microsoft Word or PDF. The parent clicks the form name to open the form. The form opens in the associated program.



- For dynamic forms, the form will open on the right side of the page in a grid format with column headings and rows of data.



**Student Information for JOSHUA K. ANGELES**

Click on any form group listed below to see the list of associated forms.

Registration  
Enrollment  
**Contacts**  
Here you can edit your contacts and see ours!  
 Dynamic Emergency Contacts

Random  
Calendars

**Dynamic Emergency Contacts**  
Update your emergency contact information here please.  
*\*Indicates a pending change.*

Birth Place City	ANYTOWN	<input type="button" value="Edit"/>	( I am informational only.)
Parent 3 Work Phone Area Code		<input type="button" value="Edit"/>	(Business Area Code )
Emergency Contact 2 Home Phone Number	<input type="text" value=""/>	<input type="button" value="Cancel"/>	
Emergency Contact 2 Work Phone Number		<input type="button" value="Edit"/>	
Emergency Contact 2 Cell Phone Number		<input type="button" value="Edit"/>	
Emergency Contact 2 Drivers License Number			
Emergency Contact 2 Can Pick Up/Transport		<input type="button" value="Edit"/>	(Y - Yes, N- No )

Please save frequently to avoid losing data.

- The left column displays all the information fields, such as **Grade**, **SSN**, and **Birth Date**.
- The next column displays the current data for the field, if it exists.
- If the district or campus provided specific instructions for the field, the instructions are displayed in the right column.
- Some data can be updated, and some data cannot be updated. If the data can be updated, the **Edit** button is displayed.
  - When you click **Edit**, an input field appears below the existing data allowing you to type the new information. A **Cancel** button is also displayed for the field.

Email Address		<input type="button" value="Edit"/>	
Contact Home Phone Area Code	(210)	<input type="button" value="Edit"/>	
Contact Home Phone Number	987-8594	<input type="text" value="987-8594"/>	<input type="button" value="Cancel"/>
Contact Work Phone		<input type="button" value="Edit"/>	(Enter the

- The input field will display the existing data. Type over the existing data with the new information. Otherwise, click **Cancel**.
- If a field is limited to a specific format or type of data, and you type invalid data, a message is displayed instructing you to correct the data. You must correct the data to continue.
- If you have submitted a change in the field, but the change is still pending (i.e., not yet approved by an administrator), the original data is displayed with an asterisk next to it. You can click **Edit** to see the change you requested.

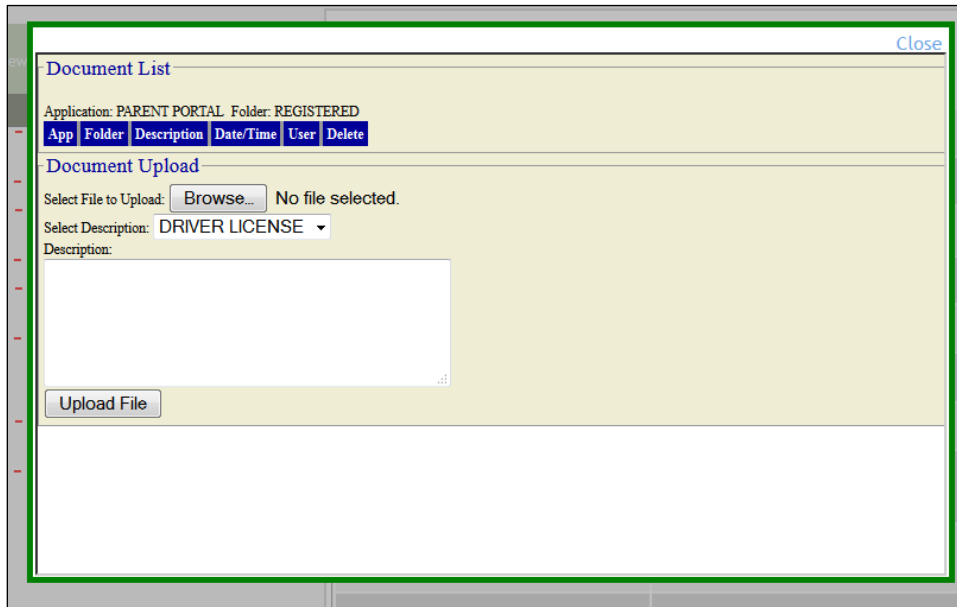
Once the change is approved by an administrator, the new data will be displayed in the grid.

**Note:** Some districts use a street directory system that automatically restricts student addresses to those that exist in the street directory. In this case, you will be restricted from entering any address for the student that does not exist in the street directory

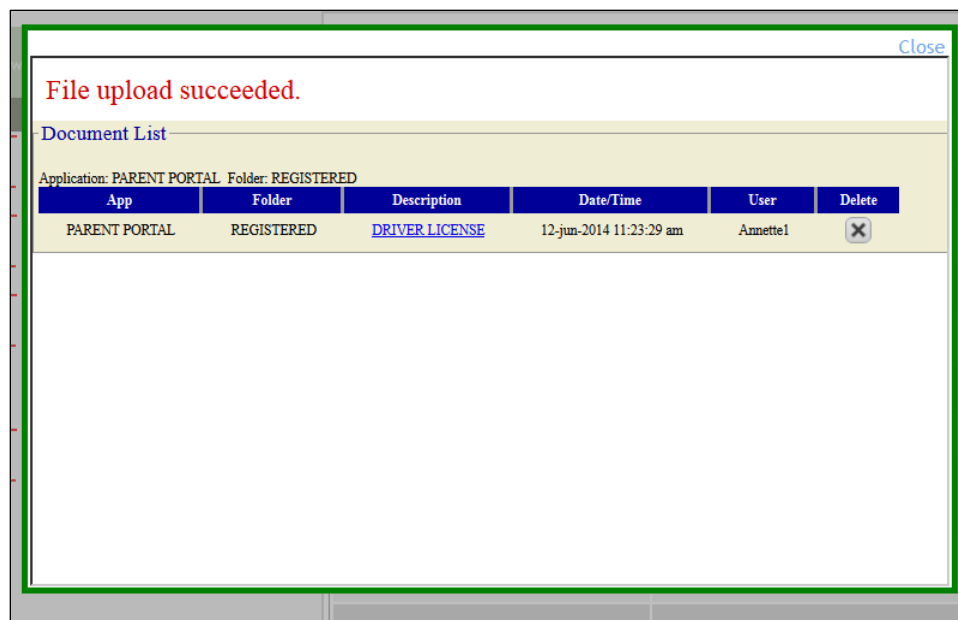
- If a field contains the **Document (+)** button, you can upload a file related to online registration, such as a birth certificate, driver license, immunization record, and/or proof of residency.

Driver License Document	Upload Document Here: <b>Document (+)</b>	(Upload of your Driver License information )
Birth Certificate Document	Upload Document Here: <b>Document (+)</b>	(Upload of your Birth Certificate information )

Click **Document (+)** and a window opens allowing you select and upload one or more files.



- › Under **Document Upload**, click **Browse**. Locate the file to be uploaded, and then click **Open**. Under **Description**, type a description of the file you are uploading.
- › Click **Upload File**. A message is displayed indicating that the file upload was successful, and the details of the file are displayed.



Click **Close** to close the window.

- ▶ If a file already exists, you can view it, or you can delete it and re-add a different file. Click **Document (+)**, and then click **X**. A message is displayed prompting you to confirm that you want to delete the file. Click **OK** to continue.

The following file types are acceptable:

Text: .txt.

Microsoft applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx.

Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff.

Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv.

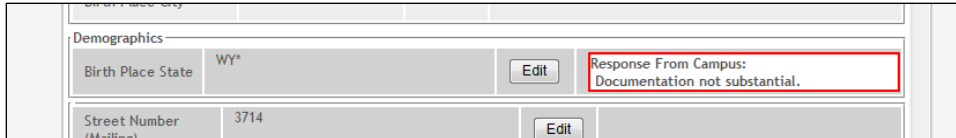
Audio: .wav.

PDF: .pdf.

Zipped: .zip.

4. Click **Save Changes** to save any changes. Otherwise, click **Cancel** to clear any changes on the page.
  - The campus staff will be notified of the parent's changes and will need to approve them before they are updated in the student's official records. If the parent has submitted a change that has not yet been approved, an asterisk is displayed next to the field to indicate that the change is pending.
  - If the parent edits a pending field, his most recent change will overwrite the former pending change. The campus staff will approve the most recent change.
  - For some campuses, if the campus staff rejects a change, a message is displayed in the right column with a note indicating the reason for the rejection.





The screenshot shows a form with a "Demographics" section. It includes fields for "Birth Place State" (containing "WY\*") and "Street Number (Mailing)" (containing "3714"). Each field has an "Edit" button. A red-bordered box highlights a message: "Response From Campus: Documentation not substantial."

The message is cleared once the parent clicks **Edit**, types new information in the field, and clicks **Save**.

- Once the campus staff has approved the change, the new data is displayed.



## External Links

The External Links page displays links for up to three external Web sites. The page can only be accessed from the menu if the district has provided at least one external link.

To access the External Links page, click **Links** on the menu at the top of any page.

### How to Access External Links

Click the link to open the Web site. If a graphic is provided, you can click the graphic or the link. The Web site opens in a new browser window.



## Appendix A - Error Handling

In many cases, application errors that cause error messages are corrected quickly. Often if the parent waits for a while and then returns to txConnect, the system will work properly.

If an error is caused by invalid data that he has entered, a message on the page prompts him to correct the entry. Once he corrects the error, he can continue.

The following types of errors may be generated in the txConnect application:

- **Unexpected error:** This error is due to some exception that has been generated by the application. If the parent loses his session, he is returned to the Login page or the current page. The application logs the exception information.
- **Database communication error:** This error occurs if the application is unable to communicate with the txConnect database. Usually, this is a very brief issue. Wait a few minutes, and then try the action again. The error is logged in the event log.
- **Session loss error:** This error occurs if the session has been cleared because the application was reset. If the parent loses his session, he is returned to the Login page. If this occurs, the parent should wait a few minutes and then log on again. The error is logged in the event log.
- **Configuration error:** This error occurs if there is an error in the web.config file or service environment. The error is logged in the event log when starting the application.

If an error persists, contact the system administrator at the e-mail address displayed on the error page. Be sure to provide the following:

- The error message, including the code that is displayed below the error message
- The action that the parent attempted when the error occurred



## Appendix B - Calculating Averages

To calculate a student's cycle average for a course, the parent must know the weighting type used for the course (percentage, point, or multiplier). The weighting type is displayed on the Cycle Grades page. Click the cycle average to see the detail view for the course.

- If the weighting type is percent-based, the category weights show % (e.g., 90%).
- If the weighting type is point-based, each assignment grade displays the earned points and total points (e.g., 9/10).
- If the weighting type is multiplier-based, the category weights show X (e.g., 2x).

The parent should perform the calculations for the appropriate weighting type for the course.

### Percent-based

If the course uses percent-based weighting, the instructor assigns a percentage to each assignment category. Examples of assignment categories are homework, tests, labs, quizzes, etc. The percentages for all categories must total 100%.

#### Formula for percent-based:

1. For each category, take the sum of all points earned for all assignments.

Points Earned 1 + Points Earned 2 + Points Earned 3 = Total Points Earned

#### Example:

The Homework category has three assignments. The student earned a 70/100, 80/100, and 90/95 for those assignments.

$$(70 + 80 + 90) = 240$$

The Test category has two tests. The student earned a 45/50 and 100/100 for those tests.

$$(45 + 100) = 145$$

The Cycle Exam category has no grades yet.

#### Extra credit:

If the student has extra credit points, include the extra credit (EC) points in the Total Points Earned.

(Points Earned 1 + Points Earned 2 + Points Earned 3 + EC) = Total Points Earned

#### Example:

The Homework category has three assignments. The student earned a 70/100, 80/100, and 90/95 for those assignments. He also has 10 points of extra credit.

$$(70 + 80 + 90 + 10) = 250$$

- For each category, take the sum of all possible points for all assignments.

Possible Points 1 + Possible Points 2 + Possible Points 3 = Total Possible Points

**Note:** Some instructors may have total possible points for an assignment that are not 100 (e.g., 90/95).

**Example:**

The Homework category has three assignments. The student earned a 70/100, 80/100, and 90/95 for those assignments.

$$(100 + 100 + 95) = 295$$

The student's Total Possible Points for the Homework category is 295.

The Test category has two tests. The student earned a 45/50 and 100/100 for those tests.

$$(50 + 100) = 150$$

The student's Total Possible Points for the Test category is 150.

- For each category, divide the Total Points Earned by the Total Possible Points.

Total Points Earned / Total Possible Points = Category Average

**Example:**

The student's Total Points Earned for the Homework category is 240. The student's Total Possible Points for homework is 295.

$$240 / 295 = 81.4$$

The student's Homework Category Average is 81.4.

The student's Total Points Earned for the Test category is 145. The student's Total Possible Points for the Test category is 150.

$$145 / 150 = 96.7$$

The student's Test Category Average is 96.7.

- For each category, multiply the Category Average by the Category Weight.

Category Average x Category Weight = Category Value

**Example:**

The weight for the Homework category is 50%.

$$81.4 \times 50\% = 40.7$$

The weight for the Test category is 40%.

$$96.7 \times 40\% = 38.7$$

The weight for the Cycle Exam category is 10%, but there is no category average.

- Take the sum of all Category Values.

Category Value 1 + Category Value 2 + Category Value 3 = Total



**Example:**

Add the category values for the Homework and Test categories. There is no category value for the Cycle Exam category.

$$40.7 + 38.7 = 79.4$$

6. Divide the Total by the sum of the weights for the categories that have grades, and then multiply by 100.

$$(\text{Total} / 100) \times 100 = \text{Average (if all categories have grades)}$$

$$(\text{Total} / \text{Cat Sum}) \times 100 = \text{Average (if some categories do not yet have grades)}$$

**Example:**

The sum of the weights of the Homework category and Test category is 90. The Cycle Exam category is omitted from the sum because it does not have grades.

The student's Total is 79.4.

$$(79.4 / 90) \times 100 = 88.2$$

The student's average is 88.

## Point-based

If the course uses point-based weighting, the instructor assigns point values for each assignment category. Examples of assignment categories are homework, tests, labs, quizzes, etc. The point values must equal the total number of points for the cycle. The calculation is based on the total points, not weighting.

**Formula for point-based:**

1. For each category, take the sum of points earned on all assignments.

$$\text{Points 1} + \text{Points 2} + \text{Points 3} = \text{Category Points}$$

**Example:**

The Homework category has three assignments, each worth 50 points. The student earned a 40, 45, and 50 for those assignments.

$$40 + 45 + 50 = 135$$

The Test category has two tests, each worth 50 points. The student earned a 40 and 50 for those tests.

$$40 + 50 = 90$$

**Extra credit:**

If the student has an extra credit assignment, add the points for the extra credit (EC) assignment to the Category Points.

$$\text{Category Points} + \text{EC} = \text{new Category Points}$$

**Example:**

The student's Homework Category Points is 135. The student was awarded 5 points for a homework extra credit assignment.

$$135 + 5 = 140$$

2. Take the sum of the points earned in all categories.

Category 1 Points + Category 2 Points + Category 3 Points = Total Points

**Example:**

Add the points for the Homework category and the Test category.

$$135 + 90 = 225$$

3. Divide the Total Points by the Total Possible Points, and multiply by 100.

(Total Points / Total Possible Points) x 100 = Average

**Example:**

The student's total points is 225. The total possible points is 250.

$$(225 / 250) \times 100 = 90$$

The student's average is 90.

## Multiplier-based

If the course uses multiplier-based weighting, the instructor assigns a multiplier number (between 1-9) for each category. For multipliers greater than one, the individual assignment grades are counted multiple times. Multiplier-based weighting is often used in elementary schools.

### Formula for multiplier-based:

1. Calculate the category actual value:

- For each category, add the sum of the points earned for each assignment:

Points Assignment 1 + Points Assignment 2 + Points Assignment 3 = Actual Category Points

**Example:**

The Homework category has three assignments, each worth 100 points. The student earned a 70, 80, and 90 for those assignments.

$$70 + 80 + 90 = 240$$

The Test category has two tests, each worth 100 points. The student earned a 90 and 100 for those tests.

$$90 + 100 = 190$$

**Extra credit:**

If the student has an extra credit assignment, add the points for the extra credit (EC) assignment to the Actual Category Points.

Actual Category Points + EC = new Actual Category Points

**Example:**

The student's Homework Actual Category Points is 240. The student was awarded 5 points for a homework extra credit assignment.

$$240 + 5 = 245$$

- For each category, multiply the Actual Category Points by the multiplier value.  
Actual Category Points x M = Actual Category Value, where M is the multiplier value

**Example:**

The multiplier for the Homework category is 2.

$$240 \times 2 = 480$$

The multiplier for the Test category is 1.

$$190 \times 1 = 190$$

- Add the sum of the actual category values for all categories.  
Actual Category Value + Actual Category Value = Actual Value Total

**Example:**

Add the actual values for the Homework category and the Test category.

$$480 + 190 = 670$$

2. Calculate the category possible value:

- For each category, add the sum of the possible points for each assignment:  
Possible Points Assignment 1 + Possible Points Assignment 2 + Possible Points Assignment 3 = Possible Category Points

**Example:**

The Homework category has three assignments, each worth 100 points.

$$100 + 100 + 100 = 300$$

The Test category has two assignments, each worth 100 points.

$$100 + 100 = 200$$

- For each category, multiply the Possible Category Points by the multiplier value:  
Possible Category Points x M = Possible Category Value, where M is the multiplier value

**Example:**

The multiplier for the Homework category is 2.

$$300 \times 2 = 600$$

The multiplier for the Test category is 1.

$$200 \times 1 = 200$$

- Add the sum of the possible category values for all categories.  
Possible Category Value + Possible Category Value = Actual Value Total

**Example:**

Add the possible values for the Homework category and the Test category.

$$600 + 200 = 800$$

3. Calculate the average.

Divide the actual category value by the possible category value, and then multiply by 100.

$(\text{Actual Value Total} / \text{Possible Value}) \times 100 = \text{Average}$

**Example:**

The student's value for actual points earned is 670. The value for possible points is 800.

$(670 / 800) \times 100 = 83.7$

The student's average is 84.

## Transfer Students

If a student transfers into the course during a cycle, the following calculations are used to determine his working cycle average:

1. For the transfer grade, multiply the Transfer Average by the Transfer Weight.

$\text{Transfer Average} \times \text{Transfer Weight} = \text{Transfer Value}$

**Example:**

The student's Transfer Average is 74.

The student's Transfer Weight is 55%.

$74 \times 55\% = 40.7$

The student's Transfer Value is 40.7.

2. Calculate the average of the student's assignment grades (for the remainder of the cycle) using the steps described above under Percent-based, Point-based, or Multiplier-based.

**Example:**

The percent-based example above shows a Working Cycle Average of 87.

3. Calculate the weight for the Working Cycle Average.

$100\% - \text{Transfer Weight} = \text{Working Cycle Average Weight}$

**Example:**

The student's Transfer Weight is 55%.

$100\% - 55\% = 45\%$

The student's Working Cycle Average Weight is 45%.

4. Calculate the Working Cycle Average Value.

$\text{Working Cycle Average} \times \text{Working Cycle Average Weight} = \text{Working Cycle Average Value}$

**Example:**

The student's Working Cycle Average is 87.

The student's Working Cycle Average Weight is 45%.

$87 \times 45\% = 39.15$

The student's Working Cycle Average Value is 39.15.

5. Take the sum of the Transfer Value and the Working Cycle Average Value.

Transfer Value + Working Cycle Average Value = Actual Working Cycle Average

**Example:**

The student's Transfer Value is 40.7.

The student's Working Cycle Average Value is 39.5.

$$40.7 + 39.5 = 80.2$$

The student's Actual Working Cycle Average is 80.

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 grade conversion table is used to determine the numeric value.

## Dropped Assignments

For all weighting types, the instructor can specify a number of grades to drop for each category (e.g., drop the lowest two grades). If the instructor specified a number of grades to drop, the dropped grades are figured in when calculating the total points earned.

- Note:**
- If the number of grades entered is greater than the number of grades to drop, the lowest X grades are dropped, where X is the specified number to drop for that category.
  - If the number of grades to drop is greater than or equal to the number of grades entered, no grades are dropped.

**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. If the total points value varies, the grade with the lowest number of points may not necessarily be the lowest grade.

## Rounding Numbers

When calculating a student's cycle average, the parent should be aware of the following details:

- Assignment grades are always whole numbers (i.e., no decimals).
- When a category average is displayed on a student's Cycle Grades page or IPR, it is rounded to the nearest whole number. If the number to the right of the decimal is 5 or greater, the displayed grade is rounded up. If the number to the right of the decimal is less than 5, the displayed grade is rounded down.

For example, if the student's category average is 89.5, the IPR and Cycle Grades page will display 90 for the category average. If the student's category average is 90.49, the IPR and Cycle Grades page will display 90 for the category average.

- When calculating a student's cycle average, the category average is *not* rounded. The program uses the entire unrounded number (i.e., 32-bit precision) to calculate the cycle average.

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**Note:** If you use the rounded category average to calculate a student's cycle average, you may get a different average than the average produced by the program, since the program does *not* use the rounded category average.

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- Once the cycle average is calculated, it is rounded to the nearest whole number. The cycle average is always displayed as a whole number.
- When the semester average is calculated, the rounded cycle averages are used. The semester average is rounded to the nearest whole number. The semester average is always displayed as a whole number.

## Missing and Incomplete Grades

When calculating a student's average, the parent should be aware of the following details:

- If a student has an assignment grade of M (missing), the grade is calculated as a zero. A missing grade can be dropped, if applicable.
- (iTCCS only) For courses that use skills-referenced grading, a campus-wide option determines how a grade of M is calculated in the student's average:
  - The grade M may be set to equal zero when the student's average is calculated. If a student receives a grade of M, the grade can be changed when the student completes the work.
  - If grade M is not set to equal zero when the student's average is calculated, the grade is bypassed.

This does not apply to courses that are not set up to use skills-referenced grading.

- If a student has an assignment grade of I (incomplete), no averages are calculated, and an I is displayed in place of the average. The grade remains an I until a grade is entered for the assignment.

## Power Law Computation

For campuses that use standards-based/skills-referenced grading, a student's standard/skill score may reflect the average for the standard/skill, which is calculated by adding all scores for all assignments associated with the standard/skill, and dividing by the number of assignments. Or, the student's score may be calculated using the power law computation. The higher of the two is always displayed as the student's standard/skill score, unless the instructor has entered an override score.

The power law computation is based on the idea that a student's later scores should have more weight than his earliest scores, because later scores are more reflective of the student's accumulated knowledge.

The nonlinear power law equation is  $y = m * x^b$ , where:

- $y$  is the score that is being predicted or computed.
- $x$  is the score on which the prediction is based, indicating the number of practices the student has had for the standard/skill. For example, if the student has had three assessments to date, starting with a homework assignment, then a quiz, and then a test, the  $x$  score for the homework assignment would be 1, for the quiz would be 2, and for the test would be 3. Each score must have a corresponding assessment number.

**Steps:**

- Calculate the log of  $x$  and the log of  $y$  for all possible  $x$  values and all possible  $y$  values.
- Use the log values for  $x$  and  $y$  in the linear equation  $y = mx + b$  (i.e.,  $\log(y) = m * \log(x) + b$ ).
  - Solve for  $m$  in this linear equation to get the value for  $b$  for the nonlinear equation.

$$m = \frac{\sum xy - \left[ \frac{\sum x \sum y}{N} \right]}{\sum x^2 - \left[ \frac{(\sum x)^2}{N} \right]}$$

- Solve for  $b$  in this linear equation to get  $\log(m)$ . Calculate  $m$  using the formula  $m = e^{\log(m)}$  to get the value for  $m$  in the nonlinear equation.

$$b = \frac{\sum y - m(\sum x)}{N}$$

Use the new values for  $m$  and  $b$  in the nonlinear power law equation.











# Checklists




## Online Student Registration

The following steps cover the process of enrolling a new student in the district using online student registration.

Step	Task	Page	
<input type="checkbox"/>	To enable online student registration in the district, the district must first create the forms required for online student registration, and establish the appropriate settings on the txConnect Administrator Options page. For more information on this process, see the txSuite Administrator Training Guide.		
	<input type="checkbox"/>	In the <b>Allow parents access to student data forms</b> field, select <b>Yes</b> .	Administrator Options > Settings
	<input type="checkbox"/>	In the <b>Allow parents access to new student enrollment</b> field, select <b>Yes</b> .	
	<input type="checkbox"/>	Select whether e-mail or CAPTCHA will be used for new student enrollment authentication.	
	<input type="checkbox"/>	Type a message that will be displayed to a parent once he successfully adds or updates online student registration. Click <b>Update Message</b> .	
<input type="checkbox"/>	The parent creates a user account in txConnect.		
	<input type="checkbox"/>	From the Login page, click the link under <b>Have a New Student</b> .	Login
	<input type="checkbox"/>	On the Step 1 page, create a user name and password, and enter the e-mail address. Click <b>Next</b> .	Registration
	<input type="checkbox"/>	On the Step 2 page, create a hint question. Click <b>Next</b> .	
	<input type="checkbox"/>	The Step 3 page can be skipped for now if you do not yet have a Student Portal ID. Click <b>Complete</b> .	



Step	Task	Page	
<input type="checkbox"/>	The parent completes online registration for the new student.		
	<input type="checkbox"/>	If the parent is not already logged on, log on to txConnect using the user name and password created in the previous step.	Login
	<input type="checkbox"/>	From the My Account page, click the <b>Manage My New Students</b> link. The Online Student Enrollment - New Students page is displayed.	My Account > Online Student Enrollment - New Students
	<input type="checkbox"/>	Under <b>Step One</b> , download any static forms provided by the district or campus. Print and complete all forms, and take the completed forms to the district or campus.	
	<input type="checkbox"/>	Under <b>Step Two</b> , enter the student's address information.	
	<input type="checkbox"/>	In the <b>Select an address to edit</b> field, select <i>New</i> if this is a new student.	
	<input type="checkbox"/>	In the <b>Enter a name for this address information</b> field, type a name for the new address, such as "Home" or "Dad's house."	
	<input type="checkbox"/>	Enter the required address information and click <b>Save Changes</b> .	
	<input type="checkbox"/>	Under <b>Step Three</b> , enter the student's family contact information.	
	<input type="checkbox"/>	In the <b>Select a contact to edit</b> field, select <i>New</i> if you are registering a new student or adding new contact information.	
	<input type="checkbox"/>	In the <b>Enter a name for this contact information</b> field, type a name for the address that will help identify it, such as "Grandma" or "Neighbor."	
	<input type="checkbox"/>	Enter the required information for the contact and click <b>Save Changes</b> .	

Step	Task	Page																		
	<table border="1"> <tr> <td data-bbox="341 268 418 352"><input type="checkbox"/></td> <td data-bbox="418 268 945 352">Repeat for all additional contacts.</td> </tr> <tr> <td data-bbox="341 352 418 1438"><input type="checkbox"/></td> <td data-bbox="418 352 945 1438"> <p>Under <b>Step Four</b>, request a registration key. The district has two options:</p> <p><b>Option 1: E-mail Validation:</b></p> <p>If the district has selected the e-mail validation option, do the following:</p> <table border="1"> <tr> <td data-bbox="341 588 418 787"><input type="checkbox"/></td> <td data-bbox="418 588 945 787">Click the <b>Request registration key</b> button. A message is sent to the parent's e-mail address that contains the new 16-character student registration key</td> </tr> <tr> <td data-bbox="341 787 418 919"><input type="checkbox"/></td> <td data-bbox="418 787 945 919">The parent checks his e-mail inbox for the message that contains the registration key.</td> </tr> <tr> <td data-bbox="341 919 418 1119"><input type="checkbox"/></td> <td data-bbox="418 919 945 1119">In the <b>Registration Key</b> field, enter the exact registration key (<b>Step Five</b>). The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field.</td> </tr> <tr> <td data-bbox="341 1119 418 1304"><input type="checkbox"/></td> <td data-bbox="418 1119 945 1304">Click  to validate the key. If the correct key was entered, the <b>Enter Student Info</b> button is displayed.</td> </tr> <tr> <td data-bbox="341 1304 418 1438"><input type="checkbox"/></td> <td data-bbox="418 1304 945 1438">Click <b>Enter Student Info</b> to add demographic data for the student. Skip to the <b>Step Six</b> steps described below.</td> </tr> </table> </td> </tr> <tr> <td data-bbox="341 1438 418 1705"><input type="checkbox"/></td> <td data-bbox="418 1438 945 1705"> <p><b>Option 2: CAPTCHA validation:</b></p> <p><b>Note:</b> This option is primarily used during a short-term registration event, such as Kinder Roundup.</p> <p>If the district has selected the CAPTCHA validation option, do the following:</p> <table border="1"> <tr> <td data-bbox="341 1705 418 1803"><input type="checkbox"/></td> <td data-bbox="418 1705 945 1803">Click the <b>Request registration key</b> button.</td> </tr> </table> </td> </tr> </table>	<input type="checkbox"/>	Repeat for all additional contacts.	<input type="checkbox"/>	<p>Under <b>Step Four</b>, request a registration key. 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Skip to the <b>Step Six</b> steps described below.	<input type="checkbox"/>	<p><b>Option 2: CAPTCHA validation:</b></p> <p><b>Note:</b> This option is primarily used during a short-term registration event, such as Kinder Roundup.</p> <p>If the district has selected the CAPTCHA validation option, do the following:</p> <table border="1"> <tr> <td data-bbox="341 1705 418 1803"><input type="checkbox"/></td> <td data-bbox="418 1705 945 1803">Click the <b>Request registration key</b> button.</td> </tr> </table>	<input type="checkbox"/>	Click the <b>Request registration key</b> button.	<p>My Account &gt; Online Student Enrollment - New Students</p>
<input type="checkbox"/>	Repeat for all additional contacts.																			
<input type="checkbox"/>	<p>Under <b>Step Four</b>, request a registration key. The district has two options:</p> <p><b>Option 1: E-mail Validation:</b></p> <p>If the district has selected the e-mail validation option, do the following:</p> <table border="1"> <tr> <td data-bbox="341 588 418 787"><input type="checkbox"/></td> <td data-bbox="418 588 945 787">Click the <b>Request registration key</b> button. A message is sent to the parent's e-mail address that contains the new 16-character student registration key</td> </tr> <tr> <td data-bbox="341 787 418 919"><input type="checkbox"/></td> <td data-bbox="418 787 945 919">The parent checks his e-mail inbox for the message that contains the registration key.</td> </tr> <tr> <td data-bbox="341 919 418 1119"><input type="checkbox"/></td> <td data-bbox="418 919 945 1119">In the <b>Registration Key</b> field, enter the exact registration key (<b>Step Five</b>). The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field.</td> </tr> <tr> <td data-bbox="341 1119 418 1304"><input type="checkbox"/></td> <td data-bbox="418 1119 945 1304">Click  to validate the key. If the correct key was entered, the <b>Enter Student Info</b> button is displayed.</td> </tr> <tr> <td data-bbox="341 1304 418 1438"><input type="checkbox"/></td> <td data-bbox="418 1304 945 1438">Click <b>Enter Student Info</b> to add demographic data for the student. Skip to the <b>Step Six</b> steps described below.</td> </tr> </table>	<input type="checkbox"/>	Click the <b>Request registration key</b> button. A message is sent to the parent's e-mail address that contains the new 16-character student registration key	<input type="checkbox"/>	The parent checks his e-mail inbox for the message that contains the registration key.	<input type="checkbox"/>	In the <b>Registration Key</b> field, enter the exact registration key ( <b>Step Five</b> ). The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field.	<input type="checkbox"/>	Click  to validate the key. If the correct key was entered, the <b>Enter Student Info</b> button is displayed.	<input type="checkbox"/>	Click <b>Enter Student Info</b> to add demographic data for the student. Skip to the <b>Step Six</b> steps described below.									
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<input type="checkbox"/>	Click the <b>Request registration key</b> button.																			

Step	Task	Page																
	<table border="1"> <tr> <td data-bbox="342 275 418 474"><input type="checkbox"/></td> <td data-bbox="418 275 943 474">Enter the CAPTCHA code, which is displayed below the <b>Request registration key</b> button. It must be entered exactly as it appears on the page. Click <b>Continue</b>.</td> </tr> <tr> <td data-bbox="342 474 418 674"><input type="checkbox"/></td> <td data-bbox="418 474 943 674">If the CAPTCHA code was typed correctly, a registration key is displayed in the <b>Registration Key</b> field (<b>Step Five</b>) allowing you to complete the registration process.</td> </tr> <tr> <td data-bbox="342 674 418 856"><input type="checkbox"/></td> <td data-bbox="418 674 943 856">Click  to validate the key. If the correct key was entered, the <b>Enter Student Info</b> button is displayed.</td> </tr> <tr> <td data-bbox="342 856 418 1024"><input type="checkbox"/></td> <td data-bbox="418 856 943 1024">Click <b>Enter Student Info</b> to add demographic data for the student. Then, follow the <b>Step Six</b> steps described below.</td> </tr> <tr> <td data-bbox="266 1024 342 1276"><input type="checkbox"/></td> <td data-bbox="342 1024 943 1276">Under <b>Step Six</b>, enter the additional required demographic information for the student.  The fields under <b>Step Six</b> are displayed once you enter a valid registration key and click the <b>Enter Student Info</b> button.</td> </tr> <tr> <td data-bbox="266 1276 342 1377"><input type="checkbox"/></td> <td data-bbox="342 1276 943 1377">(iTCCS districts only) Select the school year to which the enrollment applies.</td> </tr> <tr> <td data-bbox="266 1377 342 1444"><input type="checkbox"/></td> <td data-bbox="342 1377 943 1444">Select the address for the student.</td> </tr> <tr> <td data-bbox="266 1444 342 1539"><input type="checkbox"/></td> <td data-bbox="342 1444 943 1539">(iTCCS districts only) Select the campus the student will attend next year.</td> </tr> </table>	<input type="checkbox"/>	Enter the CAPTCHA code, which is displayed below the <b>Request registration key</b> button. It must be entered exactly as it appears on the page. Click <b>Continue</b> .	<input type="checkbox"/>	If the CAPTCHA code was typed correctly, a registration key is displayed in the <b>Registration Key</b> field ( <b>Step Five</b> ) allowing you to complete the registration process.	<input type="checkbox"/>	Click  to validate the key. If the correct key was entered, the <b>Enter Student Info</b> button is displayed.	<input type="checkbox"/>	Click <b>Enter Student Info</b> to add demographic data for the student. Then, follow the <b>Step Six</b> steps described below.	<input type="checkbox"/>	Under <b>Step Six</b> , enter the additional required demographic information for the student.  The fields under <b>Step Six</b> are displayed once you enter a valid registration key and click the <b>Enter Student Info</b> button.	<input type="checkbox"/>	(iTCCS districts only) Select the school year to which the enrollment applies.	<input type="checkbox"/>	Select the address for the student.	<input type="checkbox"/>	(iTCCS districts only) Select the campus the student will attend next year.	My Account > Online Student Enrollment - New Students
<input type="checkbox"/>	Enter the CAPTCHA code, which is displayed below the <b>Request registration key</b> button. It must be entered exactly as it appears on the page. Click <b>Continue</b> .																	
<input type="checkbox"/>	If the CAPTCHA code was typed correctly, a registration key is displayed in the <b>Registration Key</b> field ( <b>Step Five</b> ) allowing you to complete the registration process.																	
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<input type="checkbox"/>	Under <b>Step Six</b> , enter the additional required demographic information for the student.  The fields under <b>Step Six</b> are displayed once you enter a valid registration key and click the <b>Enter Student Info</b> button.																	
<input type="checkbox"/>	(iTCCS districts only) Select the school year to which the enrollment applies.																	
<input type="checkbox"/>	Select the address for the student.																	
<input type="checkbox"/>	(iTCCS districts only) Select the campus the student will attend next year.																	

Step	Task	Page
	<input type="checkbox"/> Select the contacts to associate with the student, and specify the primary contact for the student.  See the “How to Register a New Student at the Campus or District” section of the Registration and Login chapter for more specific information about this step, which is handled differently for TxEIS and iTCCS districts.	My Account > Online Student Enrollment - New Students
	<input type="checkbox"/> Click <b>Submit</b> . Or, click <b>Submit and Save</b> if you have not completed all information and need to continue at a later time.	
<input type="checkbox"/>	Once the parent clicks <b>Submit</b> , the student’s registration information is submitted to the district, and a check mark and date are displayed under <b>Step Four</b> in the <b>Submitted to District</b> column. To complete the registration process, the parent must go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus.	
<input type="checkbox"/>	To register another student, begin with the <b>Step Four</b> section and request another registration key.	
<input type="checkbox"/>	Once the parent has completed in-person registration at the district or campus, the campus will give the parent a student portal ID for each student successfully registered.	
<input type="checkbox"/>	The campus staff reviews the student enrollment information, and determines if the information is complete. Campus staff will enter any additional information required for registration. Once the student is enrolled, the student portal ID is automatically assigned and can be distributed to the parent. For more information on this process, see the Online Student Registration sections of the following guides: <ul style="list-style-type: none"> <li>■ TxEIS districts should view the TxEIS <sup>tx</sup>Suite Training Guide.</li> <li>■ iTCCS districts should view the iTCCS <sup>tx</sup>Suite Training Guide.</li> </ul>	
<input type="checkbox"/>	Once the parent has a student portal ID issued by the campus, he can add a student to his <sup>tx</sup> Connect account.	
	<input type="checkbox"/> Log on to <sup>tx</sup> Connect.	Login
	<input type="checkbox"/> From the My Account page, next to <b>Students</b> , click <b>Change</b> . The <b>Add New Student</b> fields are displayed.	My Account

Step	Task	Page
	<input type="checkbox"/> Type the student portal ID and birth date in the fields provided. The birth date entered here must match the birth date in the student's record at the campus.	My Account
	<input type="checkbox"/> Click <b>Add</b> .	
	<input type="checkbox"/> Click <b>Save</b> . The student name will now be displayed in the <b>Students</b> list on the left side of every page.	
<input type="checkbox"/>	The parent registers his e-mail address for the students associated with his txConnect account. He must register his e-mail address for each student. It is a one-time procedure that is required if the parent wishes to update his student's registration information online.	
	<input type="checkbox"/> Log on to txConnect.	Login
	<input type="checkbox"/> From the My Account page, next to <b>Students</b> , click <b>Edit Settings</b> . The Edit Settings For My Students page is displayed.  The parent can also access this page by clicking the <a href="#">Edit Student Settings</a> button at the top of the Students list on the Summary page.	My Account > Edit Settings For My Students
The program compares the e-mail address entered for his account (in the <b>Email Address</b> section on the My Account page) to the e-mail address that is on file at the campus. If the parent's e-mail address matches the e-mail address for one of the student's parents, and the parent has not previously registered the student to his account, the <b>Register</b> button is displayed under the student's name.		
	<input type="checkbox"/> Click <b>Register</b> . A message is automatically sent to the parent's e-mail address that contains a 24-character alphanumeric registration code.	My Account > Edit Settings For My Students
	<input type="checkbox"/> Once the registration code is sent, the <b>Register</b> button is replaced with a field for the registration code. You must enter the exact registration code in the field in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field. Click <b>Submit</b> .	

Step	Task	Page
<input type="checkbox"/>	<p>Once the parent's e-mail address is registered for a student, the  button is displayed next to the student's name, and the parent can view and update online registration information for the student.</p>	
<input type="checkbox"/>	<p>Log on to txConnect.</p>	<p>Login</p>
<input type="checkbox"/>	<p>From the Summary page or the My Account page, click the  button. The Student Information for <i>Student Name</i> page is displayed.</p>	<p>My Account &gt; Student Information for <i>Student Name</i> (where <i>Student Name</i> is the student's actual name)</p>
<input type="checkbox"/>	<p>Click the group heading for the form you want to update, such as Registration.</p>	
<input type="checkbox"/>	<p>Below the group heading, click <b>Select</b> for the form you want to update.</p>	
<input type="checkbox"/>	<p>If the form is a static form, a link to the file is displayed. Click the link to open the form. The parent can print the form, complete it by hand, and deliver the form to the campus or district.</p>	
<input type="checkbox"/>	<p>If the form is a dynamic form, the fields are displayed in a grid format with the current values.</p> <ul style="list-style-type: none"> <li data-bbox="341 1176 950 1428"> <input type="checkbox"/> Click <b>Edit</b> for the field you want to update. A field is displayed below the current data, allowing you to update the data. <b>Note:</b> Some fields cannot be updated.                 </li> <li data-bbox="341 1428 950 1522"> <input type="checkbox"/> Type over the existing value with the new value.                 </li> <li data-bbox="341 1522 950 1659"> <input type="checkbox"/> Click <b>Save Changes</b>. An asterisk is displayed next to the field to indicate that the change is pending.                 </li> </ul>	

Step	Task	Page
<input type="checkbox"/>	<p>Once a parent saves changes to the form, the campus staff is notified of the parent's change and will need to approve the change before it is updated in the student's official records.</p> <p>See the txSuite Administrator Training Guide for step-by-step instructions for approving parent changes.</p> <p>Once an administrator has approved the change, the new data is displayed in the forms in txConnect. For iTCCS, if the administrator rejects the change, he can enter a message indicating why the change was rejected, and the message will be displayed to the parent in txConnect.</p>	
<input type="checkbox"/>	<p>(iTCCS only) If the campus staff rejects a change submitted by the parent, a message is displayed in the right column, as entered by the administrator in the Student system. Once the parent enters new data for the field and clicks <b>Save</b>, the message is cleared, and the campus staff is notified of the new change.</p>	<p>My Account &gt; Student Information for <i>Student Name</i> (where <i>Student Name</i> is the student's actual name)</p>



## Accessing Student Data with the txConnect Mobile App

The following steps cover the process of enabling access to the mobile app, as well as steps required by parents in order to access student data using the mobile app.

Step	Task	Page
<p>The following steps must be completed at the district administrative level in order to enable the txConnect mobile app. Log on as an administrator using the txConnect Administrator Login page.</p>		
<input type="checkbox"/>	Turn on access to the mobile app for the district.	Administrator Options > Settings
	<input type="checkbox"/> Under <b>Parent Portal Mobile Control</b> in the <b>Allow users access to Parent Portal Mobile</b> field, select <b>Yes</b> .	
	<input type="checkbox"/> In the <b>Path to Parent Portal Mobile</b> field, type the URL for accessing the mobile version.	
	<input type="checkbox"/> Click <b>Save</b> .	
<p>Once the mobile app is enabled for the district, any parent with a valid txConnect account can access his student's data using the mobile app. The login credentials are the same for the mobile app as for the non-mobile app.</p> <p>However, the parent must register his cell phone number in order to do the following:</p> <ul style="list-style-type: none"> <li>• Receive a text message containing a link to the txConnect login page for the student's campus</li> <li>• Receive alert notifications as text messages</li> </ul>		
<input type="checkbox"/>	Register a cell phone number. This step can only be completed from the txConnect Web site; it cannot be done from the txConnect mobile app.	My Account
	<input type="checkbox"/> Under <b>Mobile Number/Text Message</b> , type the cell phone number to be registered in the <b>Mobile Number</b> field.	
	<input type="checkbox"/> Retype the cell phone number in the <b>Confirm Mobile Number</b> field.	

Step	Task	Page
	<input type="checkbox"/> Click <b>Sign Up for Text Messages</b> . The parent will receive a text message at the number entered which will contain a verification code.	My Account
	<input type="checkbox"/> In the <b>Verification Code</b> field, type the verification code that was sent in the text message.	
	<input type="checkbox"/> Click <b>Verify Code</b> .	
<p>The parent can delete or change his cell phone number at any time.</p>		
	<input type="checkbox"/> Under <b>Mobile Number/Text Message</b> , click <b>Change Number or Disable</b> . The registered number is removed and disabled.	My Account
	<input type="checkbox"/> To add a different number, repeat the steps for registering a cell phone number.	
<p>Once the parent has registered his cell phone number, he can request a link to the txConnect mobile app which will be delivered in a text message to the registered cell phone number. Please note that a link to the txConnect mobile app is also provided on the Login page for the txConnect non-mobile app.</p>		
<input type="checkbox"/>	Click the <b>Send Link</b> button, which is displayed above the Campus Notes. A text message will be sent that contains a link to the txConnect login page for the student's campus.	Summary
<p>Once the parent has registered his cell phone number, he can set his alerts subscription to receive alert notifications as text messages.</p>		
<input type="checkbox"/>	The parent indicates that he wants to receive alert notifications as text messages.	Alerts > Subscribe to Alerts (from either the mobile app or the non-mobile app)
	<input type="checkbox"/> In the <b>Alert Notification Type</b> field, select <i>A text message</i> .	
	<input type="checkbox"/> Click <b>Save Subscriptions</b> .	





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