

1st Day of School Mass Activation for Secondary Teachers

The accurate and timely activation of students in txGradebook is critical for MISD to determine the number of students enrolled on the first day of school!

Mass Activation is a one-day process that will require teachers to activate students on the 1st day of school during the campus' chosen ADA period only. Teachers will use the Post/View Attendance screen in txGradebook to **ACTIVATE** students.

IMPORTANT – FIRST DAY PROCEDURES

- ❖ You must have a printed attendance roster for **EACH** class period and **MANUALLY** record attendance on the attendance roster.
- ❖ For the **ADA period only**, you must **ELECTRONICALLY** post/activate attendance and **PRINT** the attendance roster.
- ❖ All students must bring a copy of his/her schedule to be admitted to your class.
- ❖ If a student is physically present in your classroom and does not appear in txGradebook, check the student's schedule to ensure the student should be in your classroom.
- ❖ Ensure that students do not answer "roll call" for a student who is not physically present. This will result in activating students who are not physically present and will result in inaccurate enrollment counts.
- ❖ Identify those students who are present in your classroom and activate them on the Post/View Attendance screen by posting the screen.

To activate a student, teachers

- 1 Select the radio button for **Activate** next to each student that is present in your classroom (ADA period only).
- 2 Leave students **Inactive** on the roster who **ARE NOT PRESENT** in your classroom (ADA period only).
- 3 Enter your PIN and click **Post**.

The screenshot shows the txGradebook interface for posting attendance. At the top, there are navigation tabs: Home, Attendance, Grades, Reports, Settings, Admin, PGP. Below that, it says 'Attendance > Post/View Attendance > Attendance Rosters'. The date is 8/26/2015, Semester 1, Period 02. The last day for mass activation is 8/27/2015 (TR0). There is a PIN field with a '3' inside and a 'Post' button. Below is a table of students with columns for Student ID, Last name, First name, Attendance, Grade, and Course Section. The 'Attendance' column has radio buttons for 'Activate' and 'Inactive (TR0)'. Some 'Activate' buttons are circled with red boxes and numbered 1 and 2.

Student ID	Last name	First name	Attendance	Grade	Course Section
820182	ARAGUZ	KYLE A	Inactive (TR0)	12	02 COMM APPL (1500-22)
836475	BROADWAY	STEVEN A	Inactive (TR0)	11	02 COMM APPL (1500-22)
820530	CRAIN	MICHELLE A	Inactive (TR1)	12	02 COMM APPL (1500-22)
856835	DAWKINS	AMBER L	Inactive (TR0)	12	02 COMM APPL (1500-22)
845516	DORANTES	TAYLOR B	Inactive (TR0)	12	02 COMM APPL (1500-22)
815735	FOWLES	CHARLES A	Inactive (TR0)	12	02 COMM APPL (1500-22)
860878	HADLEY	NICOLE A	Inactive (TR0)	12	02 COMM APPL (1500-22)
821377	HYATT	MINDY L	Inactive (TR0)	12	02 COMM APPL (1500-22)

After posting, the page will redisplay and

- 1 Any students marked **ACTIVATE** will display as **PRESENT**.
- 2 Any non-activated students will display as **INACTIVE**.
- 3 Any errors will display as shown in the example (**ERROR-NOT ACTIVATED**) and the student will not be activated.

The screenshot shows the txGradebook interface after posting. The date is 8/26/2015, Semester 1, Period 02. The last day for mass activation is 8/26/2015 (TR0). The attendance status is 'Successfully posted'. Below is a table of students with columns for Student ID, Last name, First name, Attendance, Grade, and Course Section. The 'Attendance' column shows 'INACTIVE', 'PRESENT', and 'ERROR - NOT ACTIVATED'. Some 'PRESENT' and 'ERROR - NOT ACTIVATED' cells are circled with red boxes and numbered 1, 2, and 3.

Student ID	Last name	First name	Attendance	Grade	Course Section
820182	ARAGUZ	KYLE A	INACTIVE	12	02 COMM APPL (1500-22)
836475	BROADWAY	STEVEN A	PRESENT	11	02 COMM APPL (1500-22)
820530	CRAIN	MICHELLE A	PRESENT	12	02 COMM APPL (1500-22)
856835	DAWKINS	AMBER L	PRESENT	12	02 COMM APPL (1500-22)
845516	DORANTES	TAYLOR B	PRESENT	12	02 COMM APPL (1500-22)
815735	FOWLES	CHARLES A	INACTIVE	12	02 COMM APPL (1500-22)
860878	HADLEY	NICOLE A	PRESENT	12	02 COMM APPL (1500-22)
821377	HYATT	MINDY L	INACTIVE	12	02 COMM APPL (1500-22)
821816	KALTAH	WYSTEEN M	PRESENT	12	02 COMM APPL (1500-22)
831500	KAMINSKI	SARA	UNKNOWN ERROR	11	02 COMM APPL (1500-22)
824256	MERSIOVSKY	STEVEN M	PRESENT	12	02 COMM APPL (1500-22)
820786	MILLER	JUSTIN A	ERROR - NOT ACTIVATED	12	02 COMM APPL (1500-22)
863345	MOETZ	KATHA S	PRESENT	11	02 COMM APPL (1500-22)

After activating students who are present and posting your class, **print the attendance roster.**

- ❖ If a student is listed in txGradebook as *inactive* and is *not present* in the classroom, no additional action is needed. The student's 1st day status is correct.
- ❖ If a student is *physically present* in the classroom and *their name does not appear in txGradebook*, write the student's name on the bottom of the printed attendance roster.
- ❖ **Sign and date the attendance roster sheet and provide it to the office staff.**
- ❖ The office staff will run a report at the end of the ADA period to identify teachers who have not posted.

You have now completed the Mass Activation process!

IMPORTANT

Any corrections or errors should be reported to the campus attendance clerk immediately.

Enrollment counts are closely evaluated by district leaders. These numbers are used to evaluate overcrowding of campuses, as well as to determine which campuses can accept students on an affidavit.

FOR THE FIRST 3 DAYS OF SCHOOL, YOU MUST:

1. **DO A PHYSICAL HEAD COUNT IN YOUR ADA PERIOD ONLY AND TURN IT INTO THE OFFICE NO LATER THAN 11:30 A.M.**
2. **PRINT, VERIFY, AND SIGN YOUR ADA PERIOD ATTENDANCE ROSTER AND TURN IT INTO THE OFFICE.**

After the 1st Day of School

Begin the standard attendance posting procedures by posting students as **Absent or Present**. Notify office staff if a student comes to your classroom but does not appear in the txGradebook.