Teacher Gradebook Procedures

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Initial Login – Self Registration

Screen Resolution

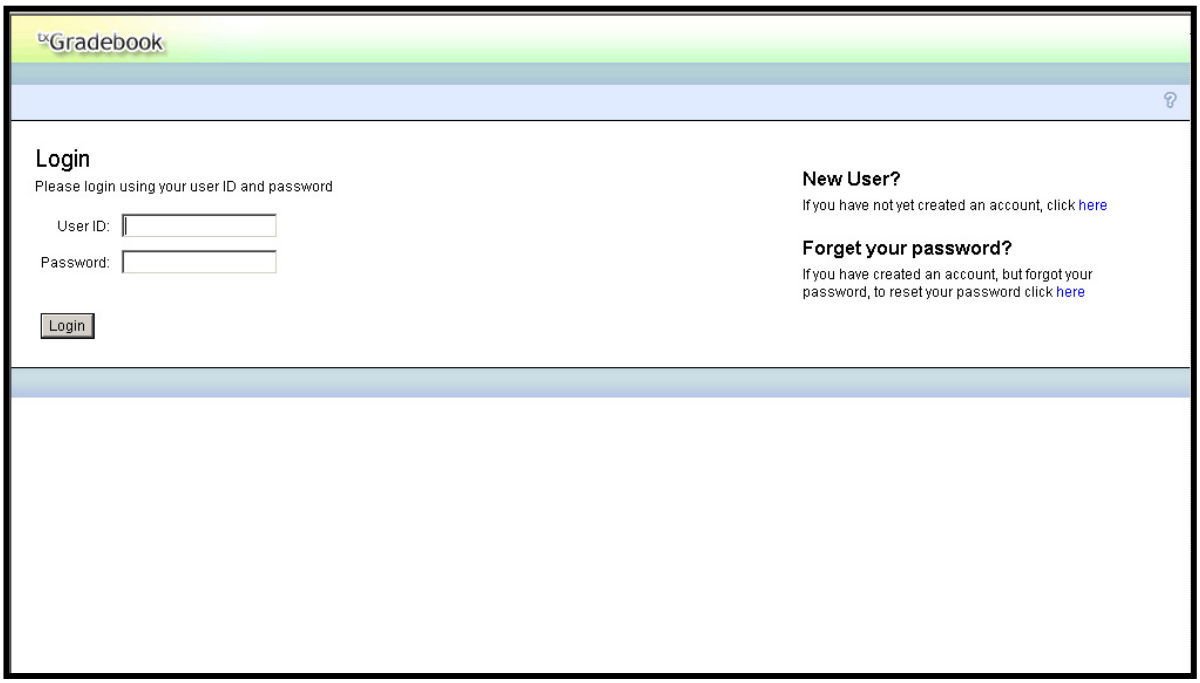
Each computer must be set with a screen resolution of at least 1024 x 768 in order for all grade book screens to display properly.

txGradebook Login Page

The page below is the entry portal to the Grade Book application for both new users and for those who have not yet registered on the system. Previously registered users simply type in their User ID and Password and click the Login button.

When a new user that has not previously signed into the Grade Book application wishes to access the system, they must start on this page also, but since they do not have a User ID or Password, they are required to click the link below the "**New User?**" on the right of the page to begin the registration process.

It is important to note that once established, a User ID cannot be changed or deleted.



Once they have clicked the "New User?" link, the **"Registration Step 1"** page will be displayed as shown on the next page.

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New User Registration Step 1

The **"Registration Step 1"** page is the beginning of the process to authenticate a new user. First the new user will enter their Staff ID as assigned by the district, then their last name in the **Last name** field and finally the first initial of their first name in the **First initial** field.

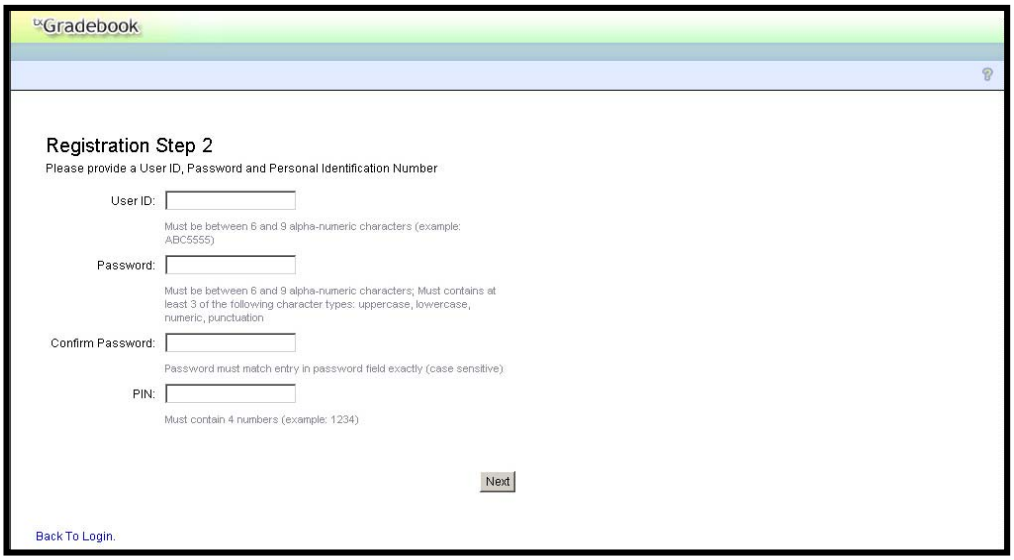
Once this data has been entered, click the next button and the **"Registration Step 2"** page will be displayed as shown on the next page.

New User Registration Step 2

The **"Registration Step 2"** page requires that the user enter their User ID (Check with District administrator to determine if special formatting is required), password and PIN. The following describes the system requirements for User ID, Password and PIN formatting:

User ID – Should be between 6 and 8 alphanumeric characters unique within the district. The User ID is not case sensitive. If you type an ID that is already used, the system will suggest an available alternative you may use. Once a User ID has been set, it cannot be edited or deleted.

- **Password** – Will be between 6 and 9 alphanumeric characters and must contain at least three of the following character types; uppercase, lowercase, numeric or punctuation. Your password is case-sensitive.
- **PIN** – The PIN must be four numeric characters. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed.



After all fields have been completed, click the next button. If one or more of the fields does not meet the system requirements, the system will display a red asterisk to the right of each field that has incorrect data. If the data in all fields are acceptable, the **"Registration Step 3"** page will be displayed as shown on the next page.

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New User Registration Step 3

On the Registration Step 3 page, the user will be asked to answer a set of three hint questions. These will be used to authenticate a user who has forgotten their password. There are drop-down menus for the three questions. The district determines questions that users may select. It is imperative to remember the answers that you select, as they are a very important part of the information required to get your password reset if you ever forget it.

txGradebook

Registration Step 3

Please provide answers to three personal questions, when verifying your identity to recover a lost password, one of these three will be asked at random.

Question 1: WHAT IS THE NAME OF YOUR FAVORITE TREE

Answer 1:

Question 2: WHAT WAS YOUR SECOND GRADE TEACHER'S NAME

Answer 2:

Question 3: WHAT WAS THE MAKE OF YOUR FIRST CAR

Answer 3:

Next

Back To Login.

Once you have selected and answered the hint questions, click the next button. If one or more of the fields does not meet the system requirements, the system will display a red asterisk to the right of each field that has incorrect data. If all system sign-on requirements have been met, the Success page will be displayed as shown on the next page.

NOTE: Answers to hint questions are case sensitive.

New User Registration Success Page

Once you have entered all of the required information on the previous three registration pages, the Success page will be displayed. If you click finish, you will be taken to the appropriate landing page for the level of access that you have been assigned by the district administrator.

txGradebook

Success

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

Finish

Back To Login.

New Administrative users

If your account is set to 'Reset' because you are a new administrative user, then when you register for the Grade Book application, click the link under **New User** to go to the Registration page. Proceed through the registration process using your administrative user ID in the **User ID** field.

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Teacher Password Reset

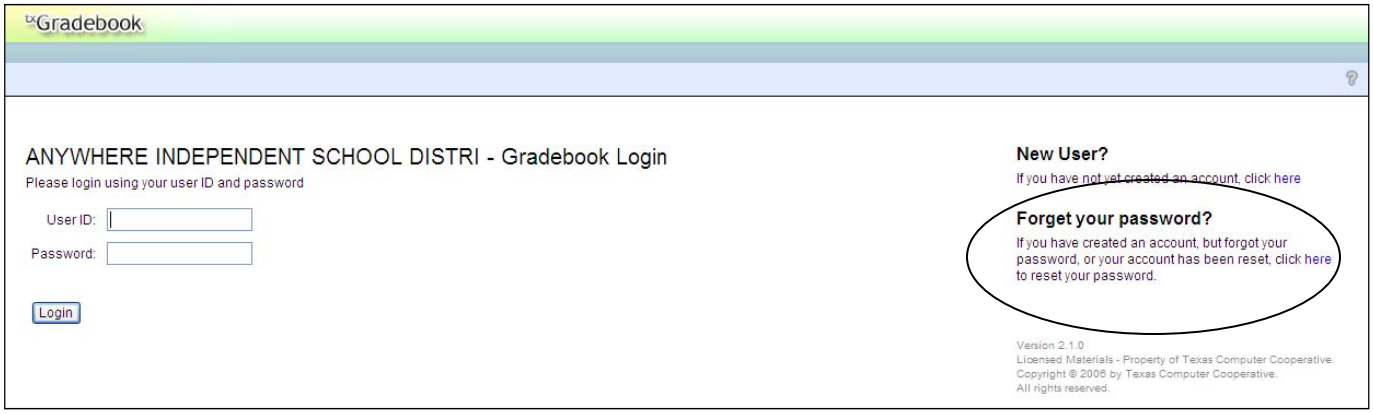
Your account may be set to R (reset) under the following circumstances:

- Your account must be reset if you have forgotten your password and user ID. You will not be allowed to register for another account, because you can have only one user ID associated with your employee ID.
    - If you have forgotten your password and user ID, contact your campus administrator to have your account reset. The administrator will provide you with your user ID, and your account status will be changed to 'Reset' to indicate that your account was reset.
    - The next time you attempt to access the Grade Book application, click the link under **Forget your password** to go to the Reset Password page. Proceed through the process for resetting your password using your original user ID in the **User ID** field. Once you have logged on to Grade Book, you may use the Update Profile page to change your PIN and hint questions if necessary.
- If your account is locked due to multiple login attempts using invalid data (user ID/password), then you must contact your campus administrator to have your account reset.
    - The next time you attempt to access the Grade Book application, click the link under **Forget your password** to go to the Reset Password page. Proceed through the process for resetting your password using your original user ID in the **User ID** field.

To reset your account:

If you forget your password, you may reset as described below.

On the right of the screen under Forget Your Password, it states, If you have created an account but forgot your password, to reset your password click here. Click on the here and the following screen is displayed:



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Reset Password Step 1

txGradebook

Reset Password Step 1

Please provide your Staff ID and User ID.

Staff ID:

User ID:

Next

Enter your Staff ID and your User ID and click Next.

NOTE: If you did not enter either field correctly, the following message is displayed: One or more of the following fields failed to match a user record or the user record is not active. Re-enter correct information and click Next.

Once you have successfully completed Reset Password Step 1, the following screen will be displayed:

Reset Password Step 2

txGradebook

Reset Password Step 2

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

Question: What is the first and last name of your first boyfriend or girlfriend?

Answer: Daniel Smith

Next

One of the three hint questions will be randomly displayed. Enter the hint question answer and click Next.

Once you have successfully completed Reset Password Step 2, the following screen is displayed:

<u>NOTE: Answers to hint questions are case sensitive.</u>

<u>If you also cannot remember the hint question answers, see the next section for the appropriate steps.</u>

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Reset Password Step 3

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Reset Password Step 3

Please create and confirm your new password.

Password:

Must be between 6 and 9 alpha-numeric characters; 3 out of every 4 characters must be one of the following: uppercase, lowercase, numeric, punctuation

Confirm Password:

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

Finish

Enter your new password. It must be between 6 and 9 alpha-numeric characters; 3 out of every 4 characters must be one of the following: uppercase, lowercase, numeric, or punctuation.

Enter your new password again in Confirm Password. It must match Password exactly.

Once you have successfully reset your password, the follow screen is displayed.

txGradebook District: BESTVIEW SCHOOL Campus: BESTVIEW HIGH SCHOOL

Home | Attendance | Grades | Reports | Settings 916 - MARTIN, STEPHANIE L | logout

Home > Announcements

Bestview ISD

BESTVIEW SCHOOL Announcements

Bestview ISD welcomes all teachers to the new school year

BESTVIEW HIGH SCHOOL Announcements

Super quae omnia ipse continens cuncta, nihil extra se uacuum deserens, nulli deo superiori, ut quidam putant, locum reliquit, quandoquidem ipse uniuersa sinu perfectae magnitudinis et potestatis incluserit, intentus semper operi suo et uadens per omnia et mouens cuncta et uiuificans uniuersa et conspiciens tota et in concordiam elementorum omnium discordantes materias sic connectens, ut ex disparibus elementis ita sit unus mundus ista coagmentata conspiratione solidatus, ut nulla ui dissolui possit, nisi cum illum solus ipse qui fecit ad maiora alia praestanda nobis solui iusserit

The Announcements page displays information posted by the district and campus for the teachers.

Teacher Forgotten Hint Questions

If you forget both your password and your hint questions, you will need to have the office reset your user ID then you can select the New User link from the txGradebook log in page.

At **"Registration Step 1",** enter the Staff ID as assigned by the district, then your last name in the **Last name** field and finally the first initial of their first name in the **First initial** field. At **"Registration Step 2",** enter your same user ID then enter a new password. Complete **"Registration Step 3"** to enter new hint question answers.

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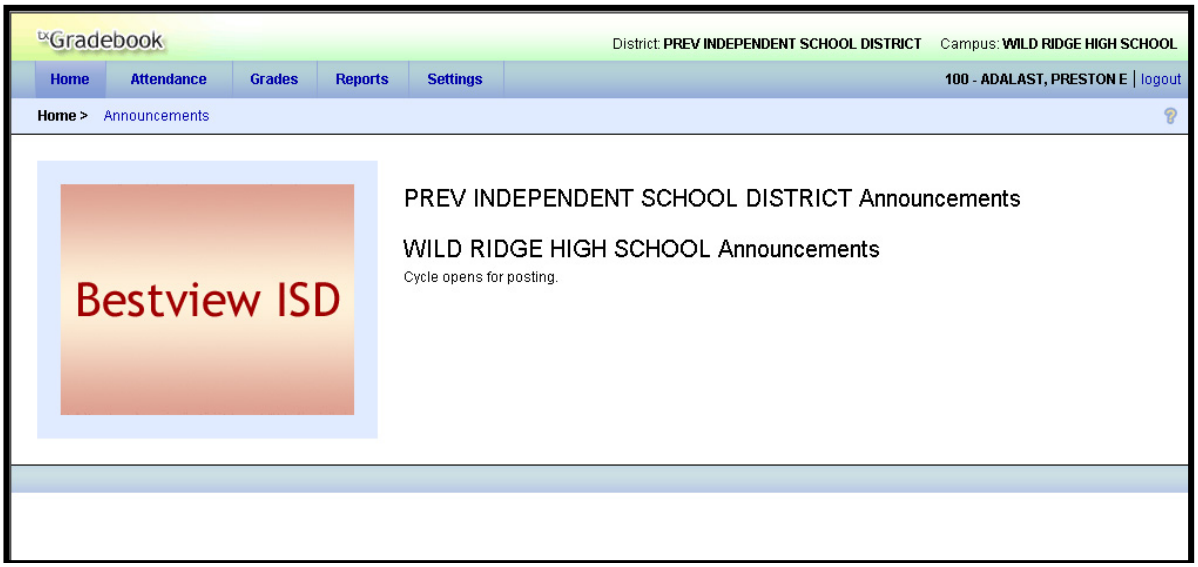
Menu Overview

Once you successfully log on to txGradebook, the Announcements page is displayed.



The following navigation tools are displayed at the top of every page in txGradebook.

• Your district name and campus name are displayed in the upper-right corner. If you currently teach courses at more than one campus, you can select which campus to view.

• The main menu provides access to all areas of txGradebook.

• Your ID and name are displayed on the right side of the main menu. If you teach at multiple campuses and your name happens to be entered differently at each campus (e.g., if your first name is entered as James at one campus and Jim at another campus), your name is displayed as it is entered at the campus you are currently viewing. In most cases, your name should be entered the same at all campuses.

• The submenu is displayed below the main menu when you mouse over a main menu item. The submenu provides links to the pages and functions within the main menu areas.

• District and campus announcements are displayed below the submenu. The announcements, which may contain important deadlines and information, are entered by your district and campus. Always check the announcements for new information.

• To return to this page after you log on, select Announcements from the Home menu.

To return to the previous page:
You cannot return to a page by clicking your browser's Back button. To return to a page, you must re-select it from the menu.

To access help:
On the right side of the submenu, click . The Help window opens. In the Help window, the help topic is displayed on the right. The help topic is specific to the page you are viewing. The navigation pane is displayed on the left, which allows you to browse other Help topics from this Help window.

To keep your session active:
If your session is idle for a specified amount of time (i.e., you are logged on but you have not made any changes that have hit the server), your session becomes inactive. This is a security measure designed to limit access to the system if you are unexpectedly called away from your computer. The time limit for idle sessions is set by the district.

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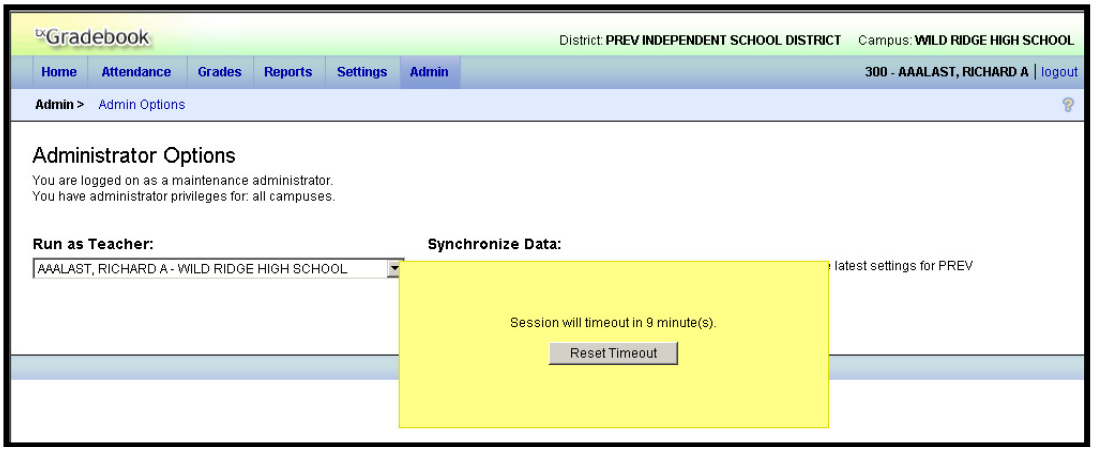
• Prior to becoming inactive, a warning window is displayed to let you know that your session will end soon.

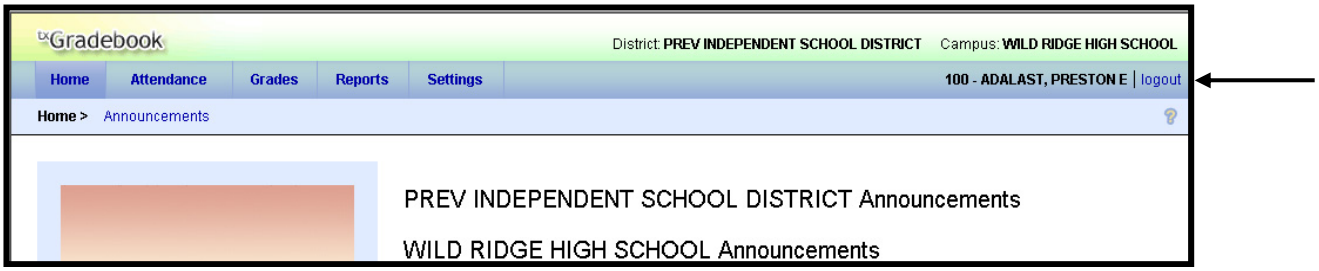
• To keep the session active, click **Reset Timeout**. The session timeout counter starts over, and you will not lose data on the page.

• To allow the session to expire, do not type or click on the page. A short time later, a message is displayed to inform you that your session timed out. The page is automatically redirected to the Login page.



Warning: Any data that was not saved when the session expired is lost.

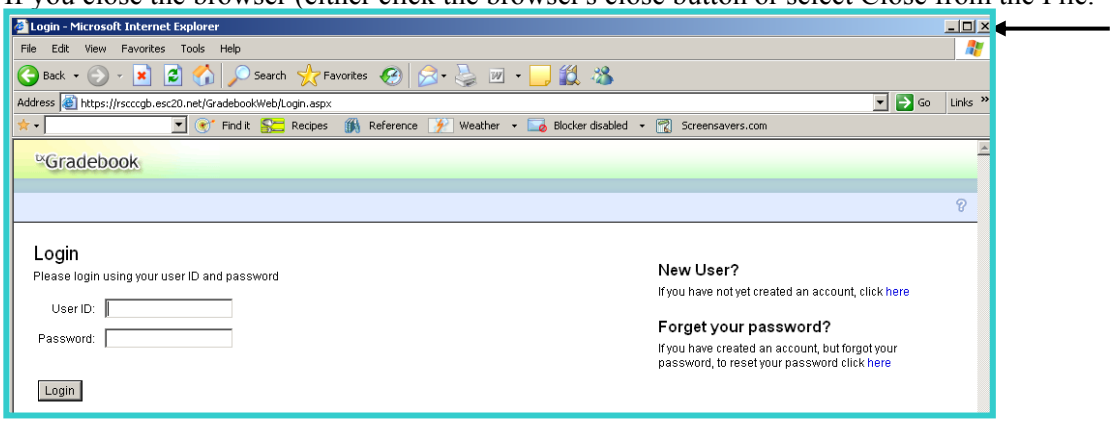
To log out:
The logout link is displayed to the right of your user ID. When you click the logout link, you are logged out of txGradebook and redirected to the Login page. You can also click ☒ to log out.



• Any data that was not saved is lost when you log out.

• After you log out, you cannot use the browser's Back button to return to the last page you visited. You must log on to txGradebook again to view the page.

• If you close the browser (either click the browser's close button or select Close from the File.



Click the X in the upper right side of the screen to close the grade book.

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txGradebook User Types

Administrators

There are four levels of security assigned to Grade Book administrators. When an administrator signs on, there is a message that describes what privileges that user is assigned. They may either be Maintenance or Inquiry, and may be assigned access to a single campus or all campuses.

UIL Teachers

Teachers who teach courses for which students must meet UIL eligibility requirements (e.g., band or athletics) can be granted access to the UIL report in the Reports menu. The UIL report allows a teacher to view his students' working cycle averages for all of their courses to determine UIL eligibility and locate students who may be at risk of losing eligibility.

Teachers

When a teacher, who has no administrative access, logs in they will be taken to the "Announcements" page for the campus that they are assigned.

NOTE: If you set up a gradebook user with district administrator access do not also set them up with campus administrator access. District level administrative users will have access to all campuses.

If a user needs administrative access but is also a teacher of a class, the user should set up an admin log in only.

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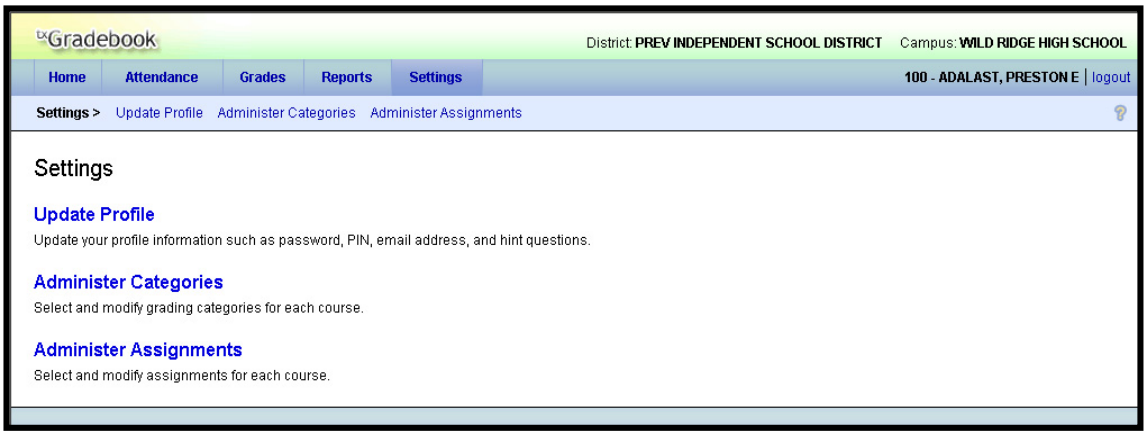
Settings – Update Profile

Update Teacher Profile

Update Profile allows you to change your password, PIN, or your hint questions at any time. To access update profile, click Settings on the top menu bar.

The Settings page will be displayed.



Click Update Profile and the Update Profile page will be displayed.

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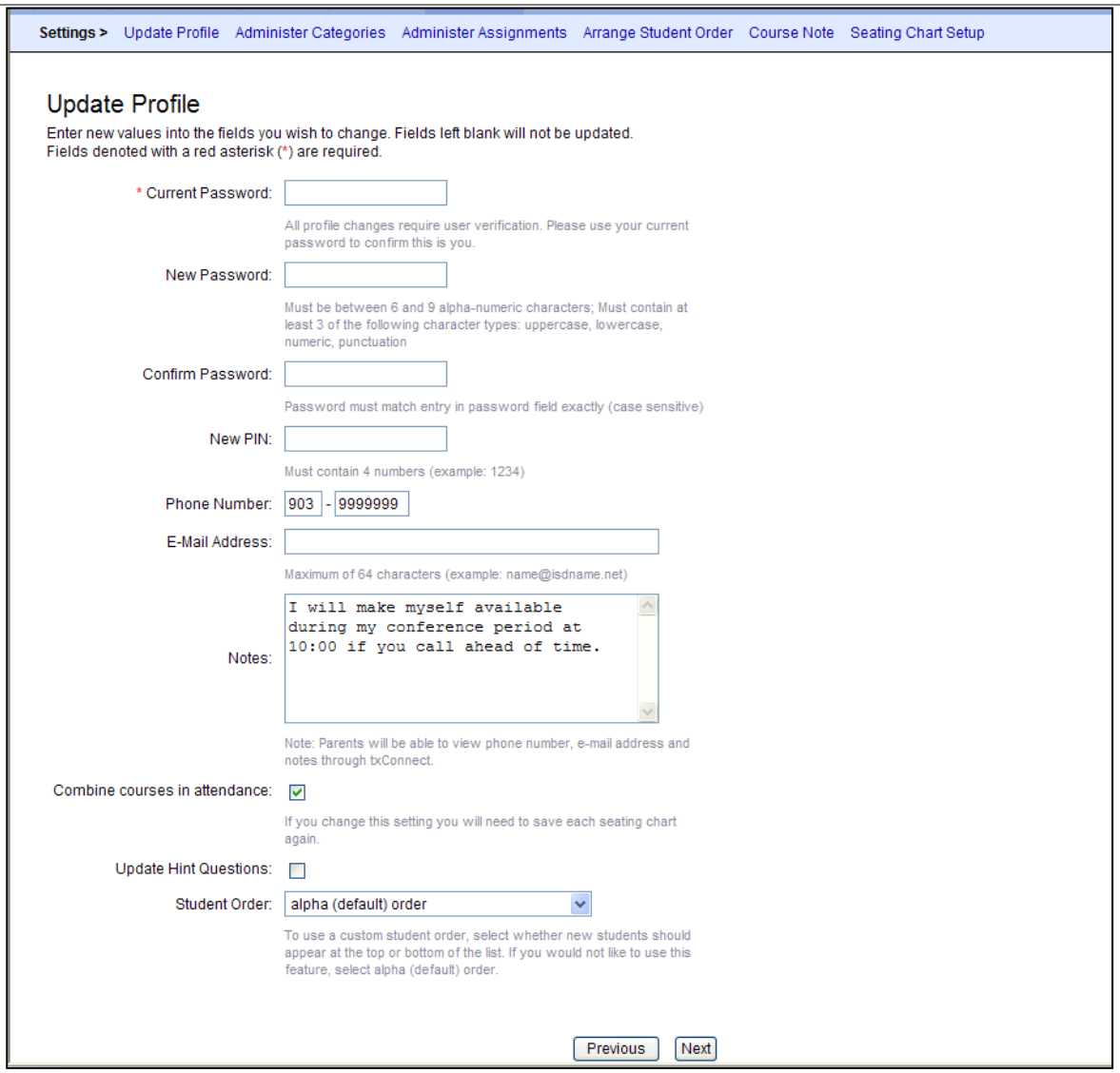

Current Password – You must type your current password correctly in order to update any data in your profile.

New Password - To change your password, enter the New Password, it must be between 6 and 9 alphanumeric characters and must contain at least three of the following character types; uppercase, lowercase, numeric or punctuation. Your password is case-sensitive.

Enter your password again in Confirm Password. It must match Password exactly.

PIN – You are required to be signed on to the system to change your PIN. Therefore, the Update Profile page does not require you to enter your old PIN again prior to changing your PIN. To change your PIN, simply enter a new 4-digit number that you wish to replace your old PIN. (Example: 1234), and click Next.

Phone Number -- If you wish to provide your telephone number to parents in the parent access Web site, txConnect, enter the number in this field in the AAA-NNNNNNN format. If you leave this field blank, your phone number will not be provided in txConnect.

E-Mail Address -- If you want to provide your e-mail address to parents in txConnect, type the address in the **E-mail Address** field (e.g., *someone@example.net*). If you leave the field blank, your e-mail address will not be provided in txConnect.

Notes -- If you wish to provide additional notes to parents, such as conference period availability, enter the notes in the **Notes** field. If entered, these comments will be viewable by parents in txConnect.

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Combine courses in attendance – This field was added so a PK teacher that teaches a morning class of PK and an afternoon class of PK where both the morning and afternoon classes are set to meet the ADA period, for example, second period. The PK teacher may uncheck this field and then the classes are listed separately in their attendance drop down and they can post the morning class separately from the afternoon class even though they meet the same period. This is also true for KG teachers that have a morning and an afternoon class.

Student Order –indicate where you want new students to be listed on the following pages and reports: Assignment Grades, Cycle Grades, IPR Comments, Print IPR, Assignment Grades Report, and Class Roster Report. This field works in conjunction with the Arrange Student Order page and is only available to users who are logged on as teachers. The field is not available to administrative users. (also see section on 'Settings-Arrange Student Order')

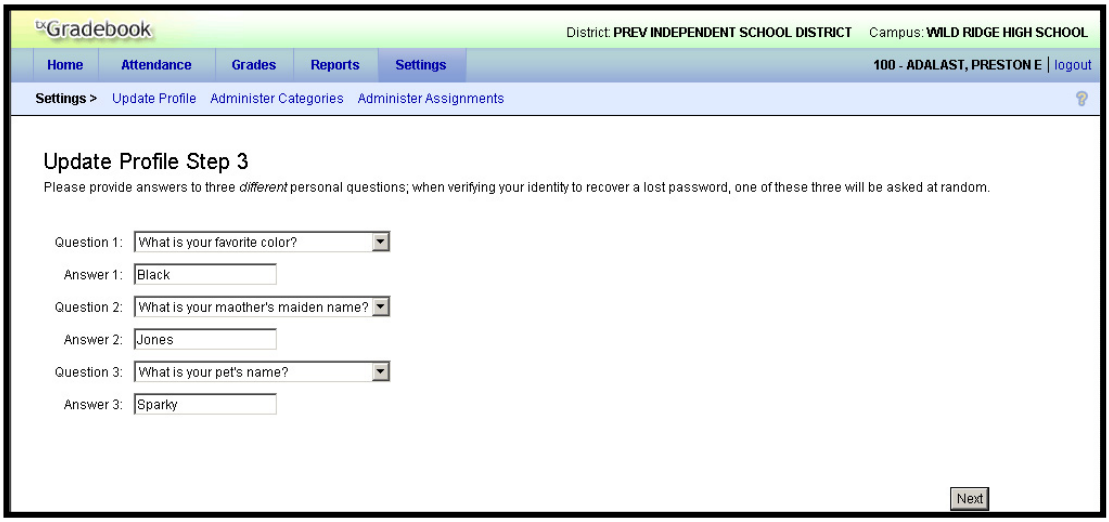
- **alpha (default) order** - All students are listed in alphabetical order, regardless of the custom sort order established on the Arrange Student Order page.
- **Add new students to the top of the list** - Any new students who have enrolled in the course section since you last saved a custom sort order are displayed at the top of the list. If you have not set up a custom sort order, new students are displayed in alphabetical order.
- **Add new students to the bottom of the list** - Any new students who have enrolled in the course section since you last saved a custom sort order are displayed at the bottom of the list. If you have not set up a custom sort order, new students are displayed in alphabetical order.
  The setting is the same for all of your classes.

Notes:

- If you select the option to list new students at the top or bottom of the list, but you have not set up a custom sort order for all course sections, only classes that have a custom sort order are affected. For all other course sections, all students are listed in alphabetical order.
- This field allows you to toggle between displaying students in alphabetical order and your custom sort order. If you have created a custom sort order, you can temporarily change this field so your students are displayed in alphabetical order. When you change the field again to add new students to the top or bottom of the list, your custom sort order is retained.

Hint Questions - If you only wish to update only your Hint Questions, click the checkbox at the bottom of the page, and then click Next. The Update Profile Step 3 page will be displayed as shown on the next page.

You may change your hint questions and/or answers and when done, click Next. To change the question, click the down arrow on the drop-down menu for the one that you wish to change and select the new question. After changing the question, type the new answer then click Next.



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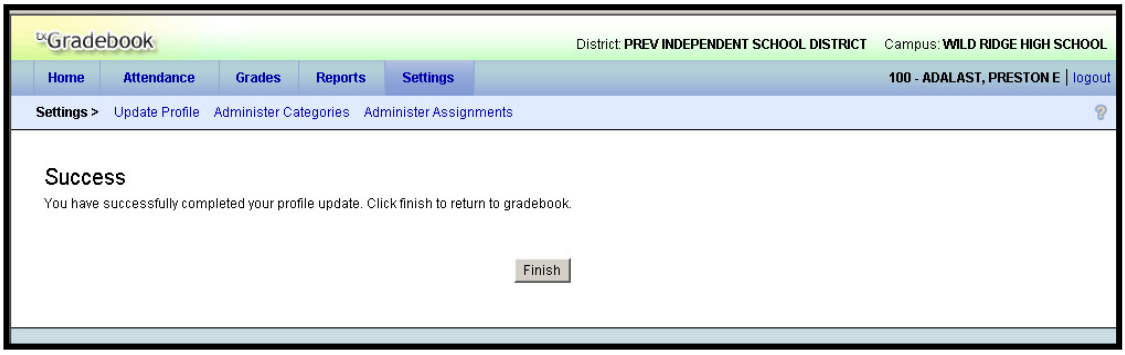
If the data meets the system parameters, the Success page shown below will be displayed. You can then click the Finish button to return to the Settings page.



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Settings – Arrange Student Order

txGradebook

District: TxEIS ISD Campus: Houston High School

Home | Attendance | Grades | Reports | Settings

273 - BAILEY, PETER J | logout

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

Semester: 2 Course Section: 06 VIDEO TECH (8953-01) Retrieve Data

Arrange Student Order

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

PIN: Save Arrangement

	Student List	
1	011638	CLARK, STACEY R
2	011276	ALLEN, MARIA L
3	011187	WIELAND, MYKIA R
4	010407	ADAMS, ANTHONY J
5	012123	COON, MEGAN C (withdrawn)
6	010637	BARNER, KIMBERLY H
7	012119	DAVID, BRIAN S
8	011338	VANDROSS, JULIA C
9	012486	ADAMS, ROBERT A
10	011637	BRINGHURST, BRENDAN C
11	011282	OAKES, HALEY E
12	011750	GUERRERO, JENARO
13	010434	HALTER, NISHAL L

For your custom student order to be utilized, you must update the 'Student Order' setting.
You may change this setting on the Update Profile page.

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

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

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

Note: Before using this page, you must set a preference for new students in the **Student Order** field on the Update Profile page. The field must be set to add students to the top of the list or bottom of the list. Otherwise, the order established on this page is not utilized on the other pages throughout txGradebook.

(Update Profile Page – selecting a student order)

Student Order: alpha (default) order

alpha (default) order
Add new students to the top of the list
Add new students to the bottom of the list

students should
ot like to use this

Previous Next

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To arrange the students:

1. From the Settings menu, select Arrange Student Order.
   The Arrange Student Order page is displayed allowing you to sort the students.
2. In the **Semester** field, click to select the semester of the course section for which you want to arrange students.
3. In the **Course Section** field, click to select the course section for which you want to arrange students.
4. Click **Retrieve Data**. All students in the selected course section are listed.
   - If you have not previously arranged students in this course section, the students are listed in alphabetical order.
   - If you have previously arranged the students, the students are listed in the last saved order.
   - Withdrawn and dropped students are included in the list.
   - To the right of the student list, a message indicates your current setting on the Update Profile page regarding the placement of new students. A link to the page is provided, allowing you to easily change your setting.
5. You can rearrange students using drag-and-drop. Click and hold the student ID or name, and drag the student to the new position.
6. You can click the student ID to view the student's profile.
7. To save the student order, in the **PIN** field, type your four-digit PIN.
8. Click **Save Arrangement**.
   - If your changes were saved successfully, the page reloads, and a message is displayed indicating that the student list order was saved.
   - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN to continue.
   - If you change any data on the page and then attempt to leave this page without saving the changes, a warning message is displayed.
     - Click **Continue** to leave this page without saving your changes.
     - Click **Cancel** to return to the page and save your changes.

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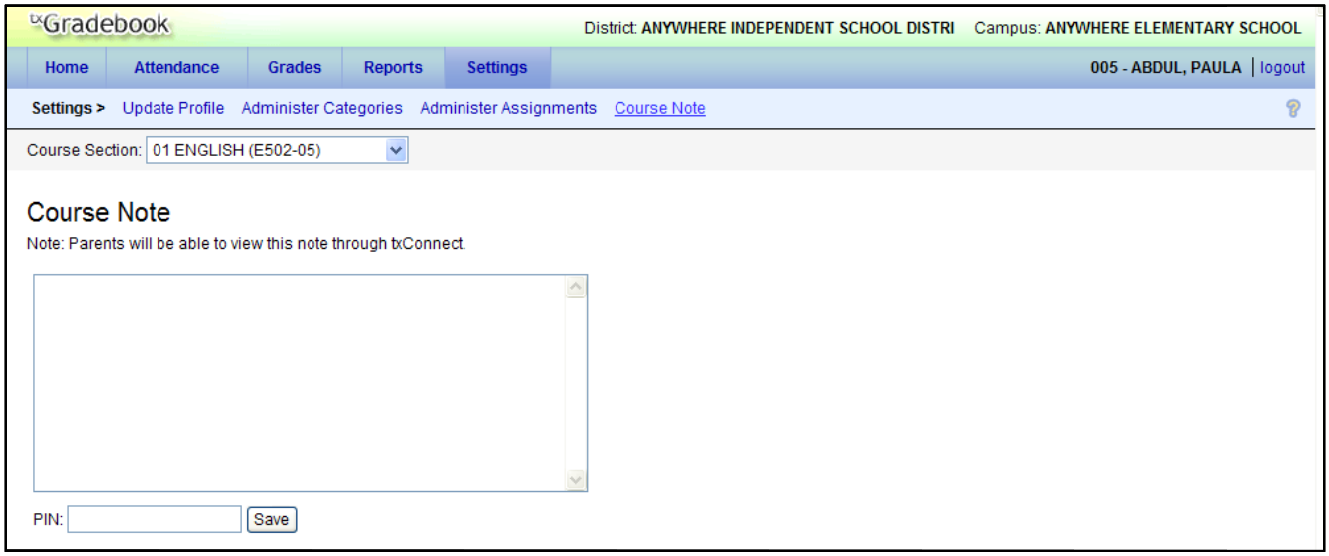
Settings - Course Note

To add or update course notes:

The Course Notes page allows you to add, update, or delete optional comments and notes about your course, such as reminders, announcements, or other course-related information. If entered, these comments will be viewable in the parent access Web site, txConnect.

To access the course notes page, select Course Note from the Settings menu. The Course Note page will be displayed.



- In the **Course Section** field, select the course section for which you wish to add, update, or delete notes. If any notes have previously been entered for this course, they will appear in the **Course Note** text box.
- In the **Course Note** text box, add, update, or delete course notes as necessary.
- In the **PIN** field, type your four-digit PIN.
- Click **Save**.

  If your notes were saved successfully, the page will reload, and a message will appear indicating that the data was saved successfully.

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

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

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

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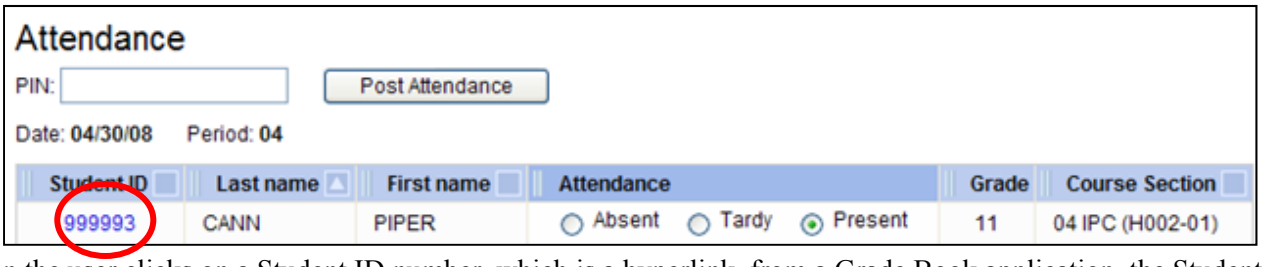
Student Profile

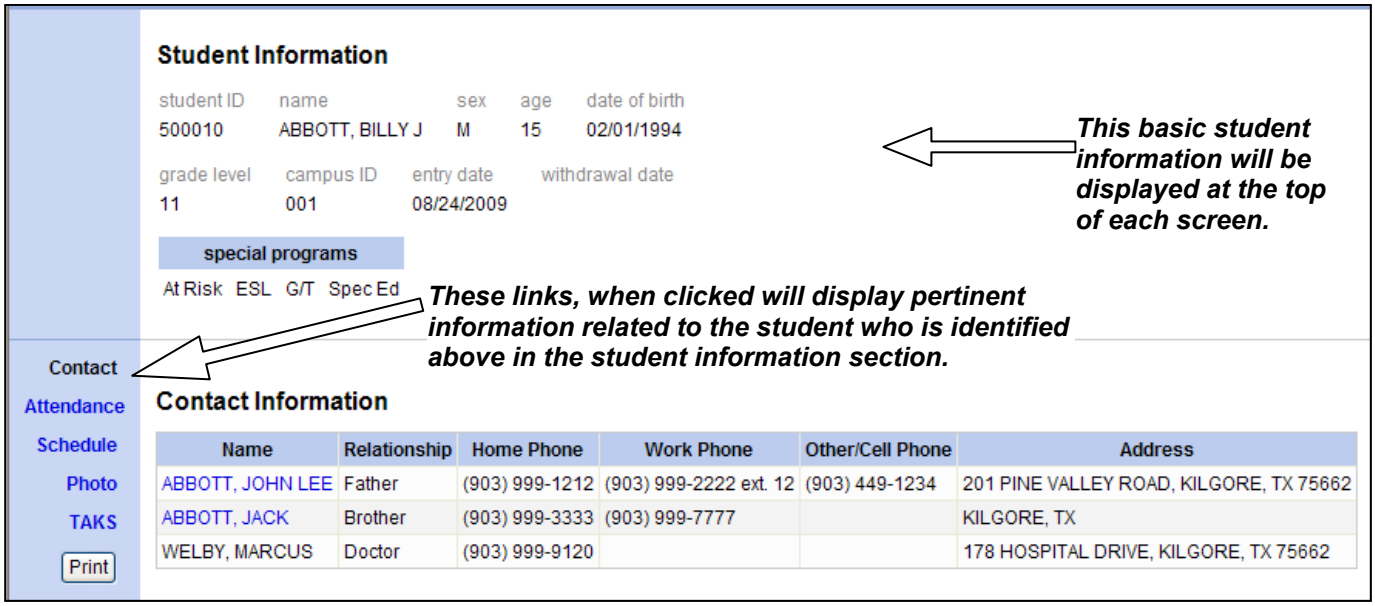
Another function of the Grade Book application is that it allows you access to vital student information. There are several pages that can be accessed to view the information including the Attendance, Assignment Grades, Cycle Grades, or IPR Selection pages.



When the user clicks on a Student ID number, which is a hyperlink, from a Grade Book application, the Student Profile page is displayed. This page is split horizontally with the top portion of the page continuously displaying the student information. The bottom of the page displays whichever data the user selects from the list of links on the left of the page. The following information at the top of the page:

- Student ID
- Name
- Sex
- Age
- Date of birth
- Grade level
- Campus ID
- Entry and withdrawal dates
- Special Programs

The Student Profile page defaults to show the Contact information for the student on the bottom half of the page. This information is pulled from the Demographic data in Registration.



Emails to Contacts

You can click the contact's name to send an e-mail message to the contact.

- If an e-mail address exists for the contact, you can click the contact's name to send an e-mail message to the contact. When you click the address, your default e-mail client (as specified in your Internet Options settings) opens with the contact's address in the **To** field.
- If you use Web-based e-mail (e.g., Gmail or Yahoo! Mail), you can copy the e-mail address from the default e-mail client to a Web-based e-mail message.

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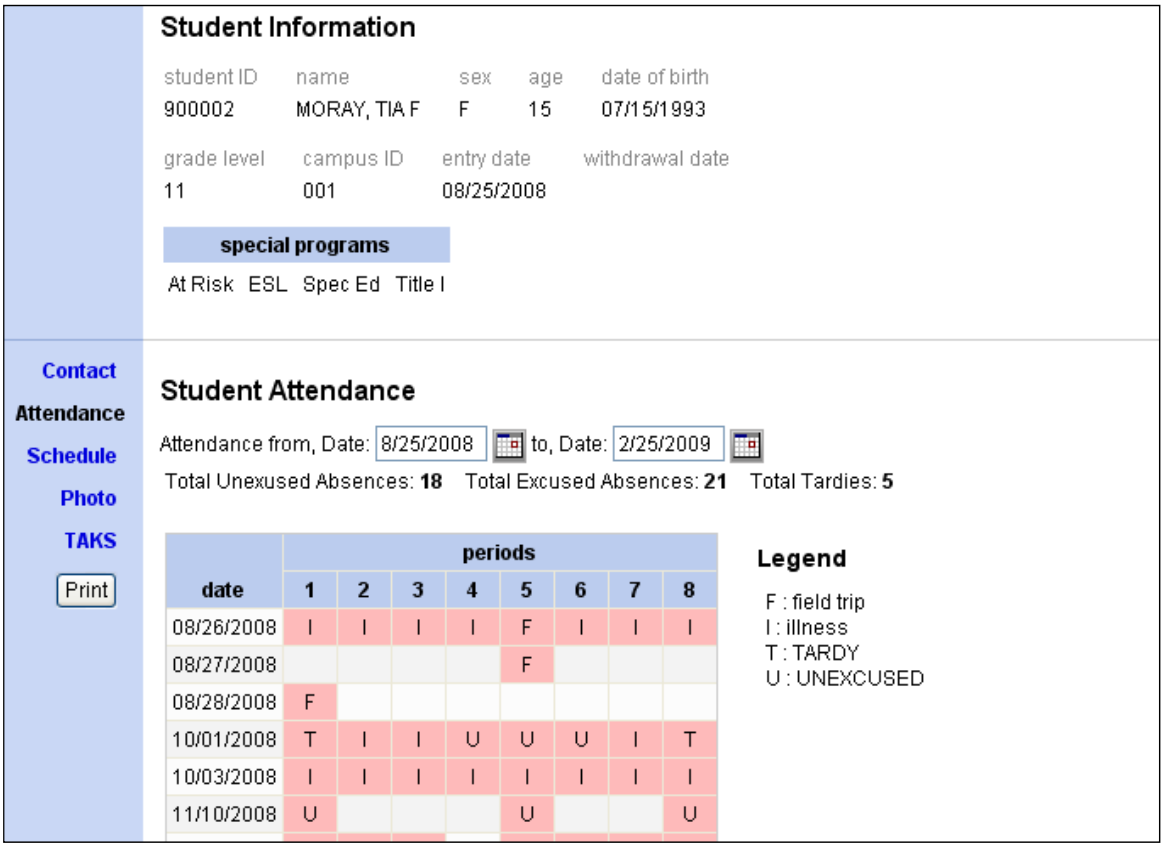
The pages that are available for users to select are:

- Contact
- Attendance
- Schedule
- Photo
- TAKS

You may also print any of the information that is displayed by clicking the "Print" button in the lower left of the page.

Student Profile Attendance

The student attendance link, when selected, will display any days/periods that the student was absent, tardy or unexcused. When you select the student profile to view from a Grade Book Attendance or Grades page, the system will default to the student enrollment date. If you wish to view other date ranges, either key the date in the proper format (MM/DD/YYYY) in the "Attendance from date" box or click the calendar icon and select the date from the calendar.



When you select the appropriate dates, if there are attendance issues, they will be displayed in a grid format. The date will be down the left hand column, appropriate periods are displayed across the top of the grid. If there are entries in the grid, a Legend will display to the right of the grid to explain the values. The example above has unexcused absences on multiple dates.

If there are no attendance data to show, no grid will be displayed.

The From Date and To Date fields allow you to specify the date range to view a student's absences and tardies.

Total fields are also available on this screen. They are, Total Unexcused Absences, Total Excused Absences, and Total Tardies. This allows the teachers to see the absence totals for the specified date range.

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Attendance:

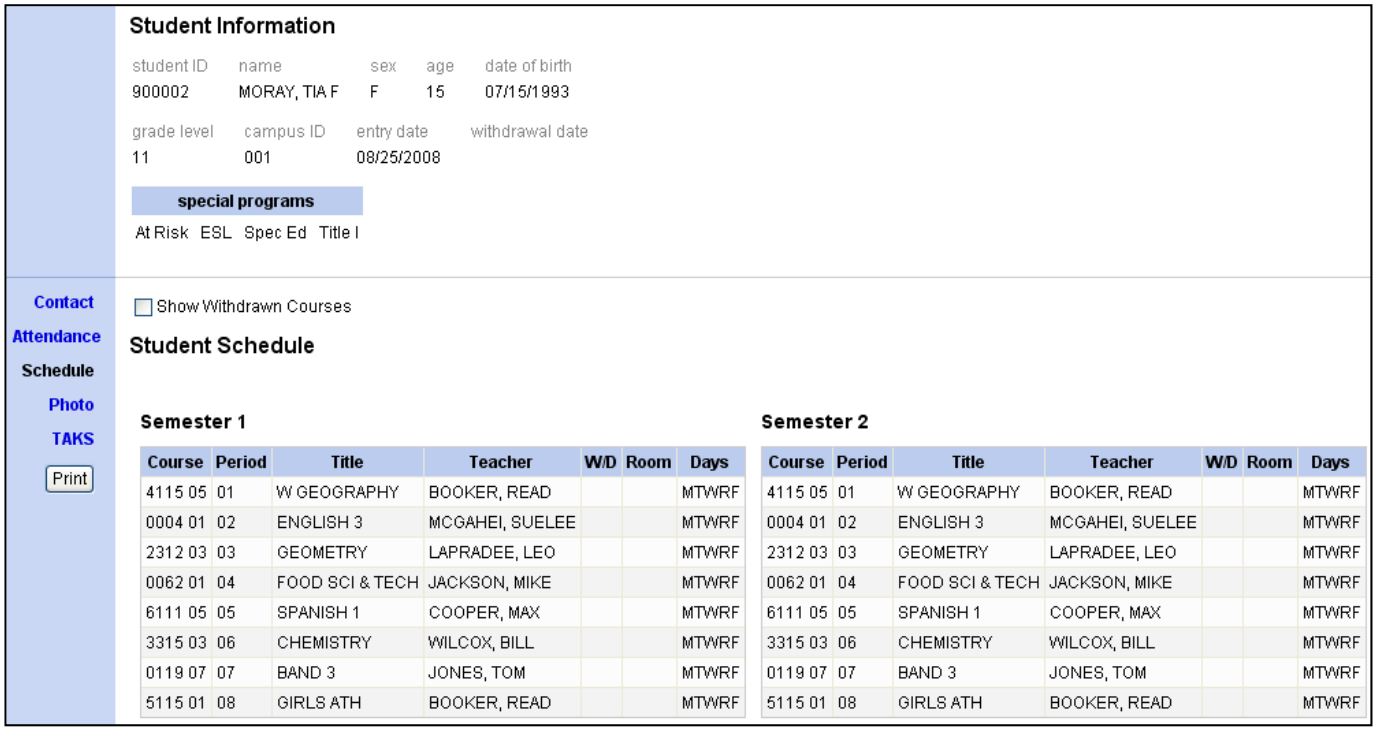
When attendance is submitted from the instructors' grade book any absence or tardy submitted will post to the attendance application as the default codes set in the attendance grade book options (the student will be marked either absent or tardy by the default codes). The attendance will be updated in the office to the correct attendance codes once it is understood why the student was absent. The particular codes will depend on the district posting codes created in the attendance application, these are the codes that will be reflected in the Legend on the student attendance page.

(*Examples:* A=Excused Absence, U=Unexcused, M=Medical, E=Extracurricular UIL, T=Tardy, districts have the option to create attendance codes depending on their campus/district needs.)

(Therefore, on this screen the instructor will be able to view a student's absence for all periods with the updated attendance codes)

Student Profile Schedule

The student schedule link, when selected, will display the current schedule for the student. The Student Schedule page displays the student's schedule for the entire school year. Two semesters are displayed at one time. The data displayed for each semester includes the course, period, course title, teacher, room, and days met. The page also indicates if the student has withdrawn from a course/period.



Student Information

student ID	name	sex	age	date of birth
900002	MORAY, TIA F	F	15	07/15/1993

grade level	campus ID	entry date	withdrawal date
11	001	08/25/2008	

special programs

At Risk ESL Spec Ed Title I

Contact
Attendance
Schedule
Photo
TAKS
Print

☐ Show Withdrawn Courses

Student Schedule

Semester 1

Course	Period	Title	Teacher	W/D	Room	Days
4115 05	01	W GEOGRAPHY	BOOKER, READ			MTWRF
0004 01	02	ENGLISH 3	MCGAHEI, SUELEE			MTWRF
2312 03	03	GEOMETRY	LAPRADEE, LEO			MTWRF
0062 01	04	FOOD SCI & TECH	JACKSON, MIKE			MTWRF
6111 05	05	SPANISH 1	COOPER, MAX			MTWRF
3315 03	06	CHEMISTRY	WILCOX, BILL			MTWRF
0119 07	07	BAND 3	JONES, TOM			MTWRF
5115 01	08	GIRLS ATH	BOOKER, READ			MTWRF

Semester 2

Course	Period	Title	Teacher	W/D	Room	Days
4115 05	01	W GEOGRAPHY	BOOKER, READ			MTWRF
0004 01	02	ENGLISH 3	MCGAHEI, SUELEE			MTWRF
2312 03	03	GEOMETRY	LAPRADEE, LEO			MTWRF
0062 01	04	FOOD SCI & TECH	JACKSON, MIKE			MTWRF
6111 05	05	SPANISH 1	COOPER, MAX			MTWRF
3315 03	06	CHEMISTRY	WILCOX, BILL			MTWRF
0119 07	07	BAND 3	JONES, TOM			MTWRF
5115 01	08	GIRLS ATH	BOOKER, READ			MTWRF

If "Show Withdrawn Courses" is selected, the program uses the system date to determine if the student has withdrawn from the class at the time the student schedule is accessed. The default is to not show the withdrawn courses.

If your campus has more than two semesters in a school year, click **Previous** or **Next** to view the student's schedule for the other semesters.

As with the other pages in the Student Profile, you may click the "Print" button to print the current page.

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Student Schedules:

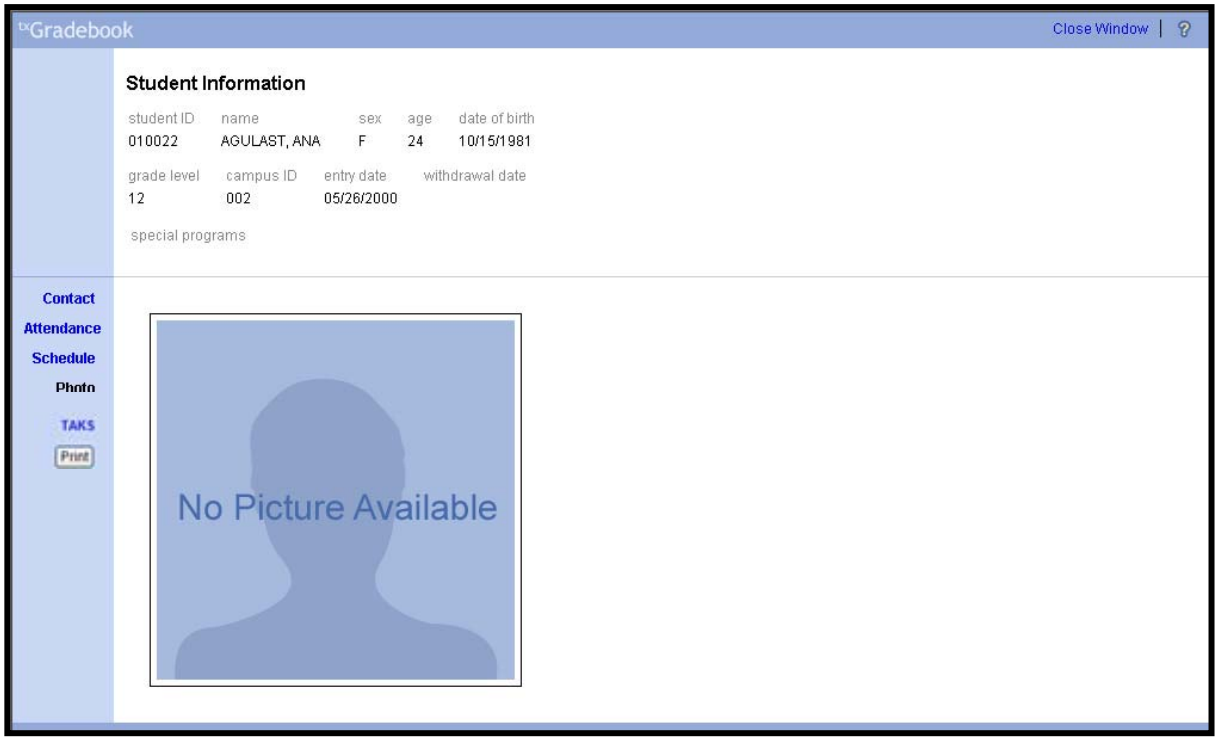
The Student Schedule page displays the student's schedule for the entire school year. Two semesters are displayed at one time. If your campus has more than two semesters in a school year, click Previous or Next to view the student's schedule for the other semesters. The data displayed for each semester includes the course, period, course title, teacher, room, and days met. The page also indicates if the student has withdrawn from a course/period.

(As schedule changes are made they will be reflected here when the changes are saved to the student information in the RSCCC grade reporting application.)

Student Profile – Photo

The Student Photo page displays the student's most recent photo, if available. If a photo is not available, an image will appear in place of the photo indicating that there is no photo on file for the student.

This option requires setup at the District level, in order to ensure a secure location for storage of student photos.



Student Photo Page:

The Student Photo page displays the student's most recent photo, if available.

The URL address for student photos is set up on the district grade book options tab, directing the grade book to the folder holding the student photos. Student photos' are named with their student id#s followed by .jpg

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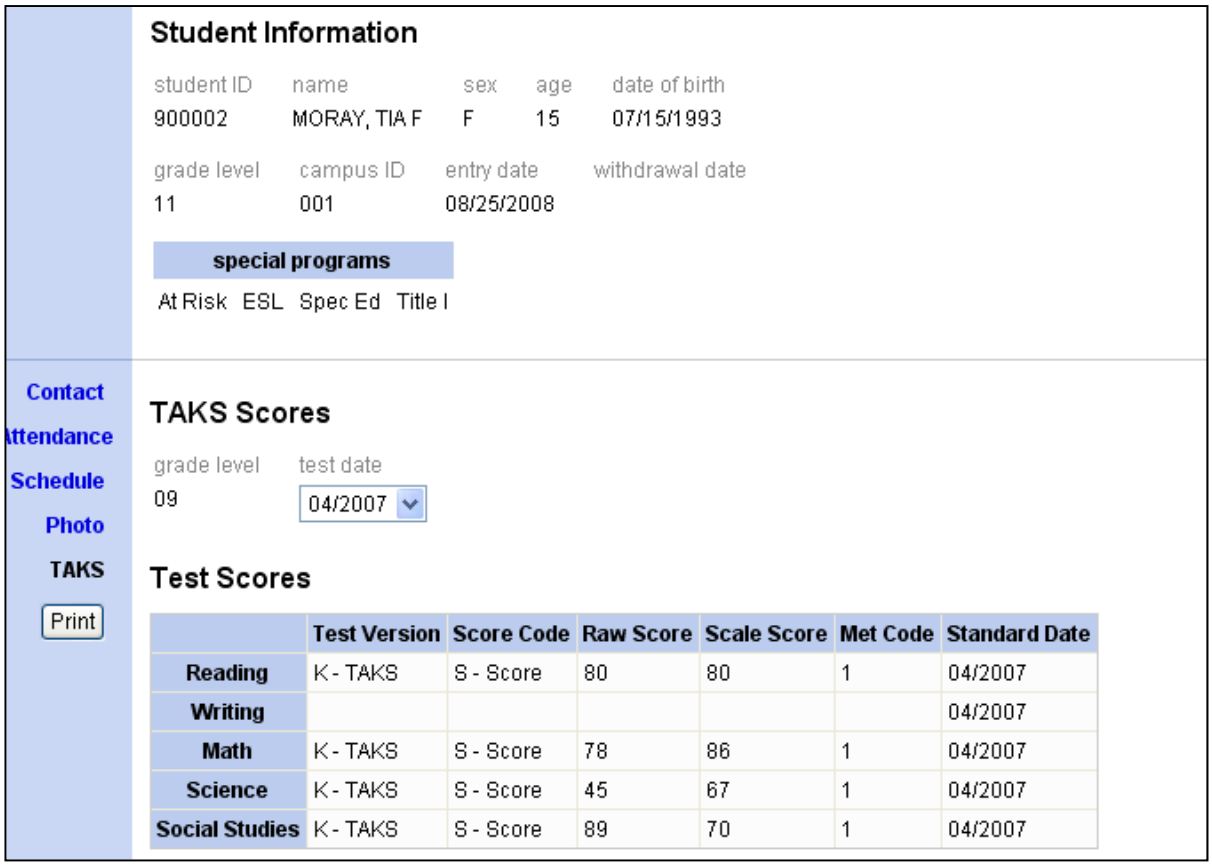
Student Profile - TAKS

This page of the student profile allows the teachers to see their students TAKS scores. The following displays the TAKS page:



Student Information

student ID	name	sex	age	date of birth
900002	MORAY, TIA F	F	15	07/15/1993

grade level	campus ID	entry date	withdrawal date
11	001	08/25/2008	

special programs

At Risk ESL Spec Ed Title I

Contact
Attendance
Schedule
Photo
TAKS
Print

TAKS Scores

grade level: 09
test date: 04/2007

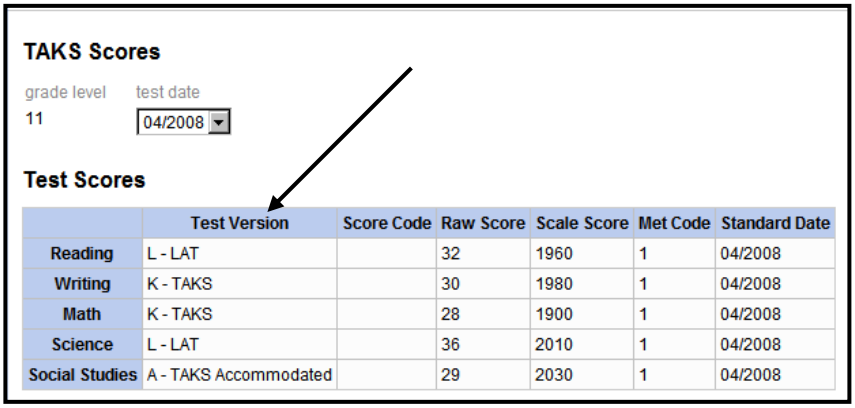
Test Scores

	Test Version	Score Code	Raw Score	Scale Score	Met Code	Standard Date
Reading	K - TAKS	S - Score	80	80	1	04/2007
Writing						04/2007
Math	K - TAKS	S - Score	78	86	1	04/2007
Science	K - TAKS	S - Score	45	67	1	04/2007
Social Studies	K - TAKS	S - Score	89	70	1	04/2007

The student's TAKS scores from RSCCC are displayed here for the teachers. To display TAKS scores for different administration dates, use the drop down menu under the test date field to select a prior administration date. The most current administration date is the default for retrieving the TAKS data.

The students TAKS Test Scores page will include the Test Version of the TAKS test, if you are displaying a TAKS test administered in the 2007-2008 school year and beyond. If you are displaying a test version from a prior school year the Test Version will display blank.

NOTE: TAKS data will only be available if the district has loaded or entered TAKS information into the TAKS application in RSCCC.



TAKS Scores

grade level: 11
test date: 04/2008

Test Scores

	Test Version	Score Code	Raw Score	Scale Score	Met Code	Standard Date
Reading	L - LAT		32	1960	1	04/2008
Writing	K - TAKS		30	1980	1	04/2008
Math	K - TAKS		28	1900	1	04/2008
Science	L - LAT		36	2010	1	04/2008
Social Studies	A - TAKS Accommodated		29	2030	1	04/2008

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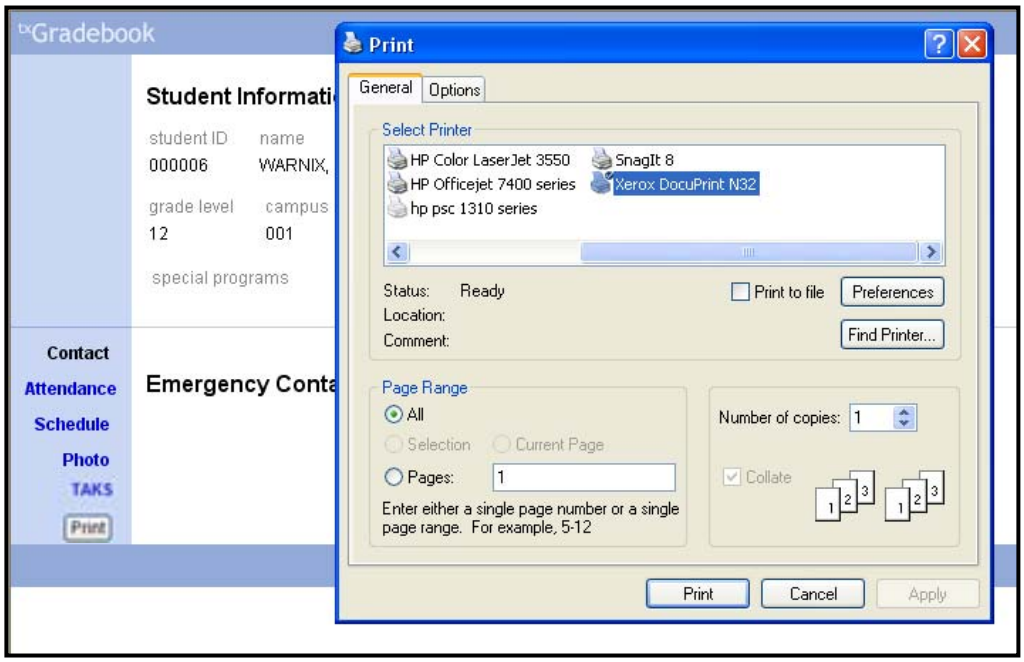
Student Profile Printing

The print button on the Student Information page allows you to print the information that you are viewing. When the print button is clicked, the printer interface page will be displayed to allow you to select the appropriate printer and any other formatting that you desire.



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Attendance

Teacher Attendance Posting

To access Attendance, click Attendance on the top menu bar. The Post/View Attendance page is displayed as shown below. The system will check for valid periods on the current date when the page is accessed. If there are no valid periods for that date, the message "No attendance to post" will be displayed.

txGradebook District: ANYWHERE INDEPENDENT SCHOOL DISTRI Campus: ANYWHERE MIDDLE SCHOOL

Home | Attendance | Grades | Reports | Settings | Admin 701 - CLEAVER, JUNE | logout

Attendance > Post/View Attendance

Date: 12/01/09 Semester: 1 Period: 05 Print

Attendance

PIN: Post

Date: 12/01/09 Semester: 1 Period: 05

Student ID	Last name	First name	Attendance	Grade	Course Section
400001	BLAST	SONIC	Absent Tardy Present	08	05 TUTORIAL A (9304-05) [Ready]
400003	BLU	JANUARY	Absent Tardy Present	08	05 TUTORIAL A (9304-05) [Ready]
300002	BRUNNY	JAN	Absent Tardy Present	07	05 TUTORIAL A (9304-05) [Ready]
300004	EGG	EASTER	Absent Tardy Present	07	05 TUTORIAL A (9304-05) [Ready]
400004	MESSENGER	IM	Absent Tardy Present	08	05 TUTORIAL A (9304-05) [Ready]
300005	MORE	SUMMER	Absent Tardy Present	07	05 TUTORIAL A (9304-05) [Ready]
300003	RABBITT	PETER	Absent Tardy Present	07	05 TUTORIAL A (9304-05) [Ready]
400002	ROLL	TOOTSIE	Absent Tardy Present	08	05 TUTORIAL A (9304-05) [Ready]
300001	STALLION	ROCKY	Absent Tardy Present	07	05 TUTORIAL A (9304-05) [Ready]
400005	WELLGO	TUE	Absent Tardy Present	08	05 TUTORIAL A (9304-05) [Ready]
# Students: 10					

PIN: Post

2.2.4.4)

Select Posting Date

The system displays the current date for attendance posting. If you need to post attendance for a date other than the current date, please see, **Posting Attendance for Other Than the Current Date,** on the following page. You may only post attendance for prior days if the District Administrator has selected the appropriate option to allow use of this feature.

The page below shows the view that is displayed when the calendar icon is clicked.

Home | Attendance | Grades | Reports | Settings | Admin 701 - CLEAVER, JUNE | logout

Attendance > Post/View Attendance

Date: 12/01/09 Semester: 1 Period: 05 Print

< November 2009 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
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	1	2	3	4	5

05

st name | Attendance | Grade | Course Section

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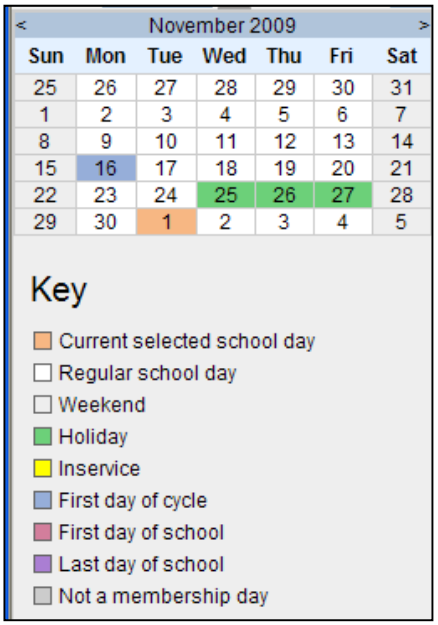
If there are valid periods for posting on the date selected, the first valid period in that day will be displayed.

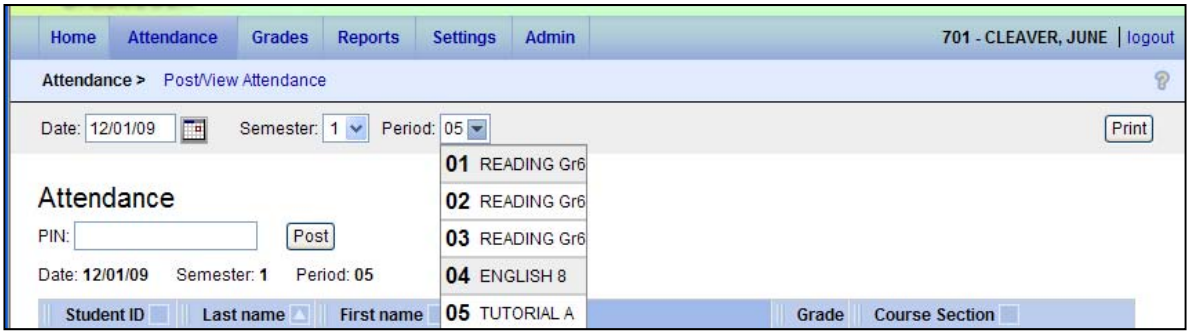
For multi-track campuses, the tracks are listed below the date and are highlighted with color coding, when applicable.



The message "Not a membership day" indicates a date where the particular student's calendar track does not include this date as an instructional day.

Select a Posting Period

All valid periods for attendance posting will be displayed in a drop-down menu. You will notice in the page below, the 02 period is grayed out. This indicates that the teacher has already posted attendance for period 02. Since the attendance for period 02 is posted, the system automatically displays the next period available for posting. You are still able to view the attendance that was posted for period 02, but it will be view only.



Note: If you marked the course as ready to post on the Cycle Grades page, then the message **[READY]** will be displayed in the **Course Section** column.

Courses will not be listed in the Period drop down if the course is set to max seats equal zero in the office. *(2.2.2.0)*

<u>NOTE FOR ELEMENTARY: Teachers at elementary campuses where attendance is posted once per day should be careful to select the correct period. Your campus will notify you of the proper period for your attendance posting.</u>

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Attendance posting for classes duration of two periods?

A class could be set up in grade reporting on the campus master schedule section tab with a Period begin and Period end that spans more than one period. All periods defined for the class will be available on the period dropdown on the attendance page in the gradebook. A policy should be developed locally on which period the teacher should always choose to post attendance. If the two periods involve the official attendance period, then this should always be the period that is chosen.

To sort and rearrange columns:

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

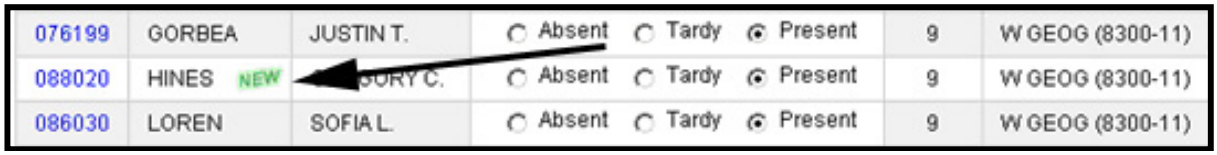
• To resort the list by another column heading, click in the column heading. The column is sorted in ascending order, as indicated by in the column heading. To sort the column in descending order, click again. The sort arrow changes direction.

If you sort by the last name column, the table actually sorts by last name, then first name. If you sort by the first name column, the table actually sorts by first name, then last name.

• To rearrange the columns, click on the left side of the column you want to move, and then drag the column to the desired location in the table. Before you drop the column in the new location, a red bar appears in the location in which it will drop.

New Students

If a new student is enrolled in a class, there will be a "New" designation in the Last Name column as shown below. A new student may not be counted absent during the ADA period of their first day of school at the campus.



Pre-posting by Campus Administrative Staff

If a student's attendance has been pre-posted by the campus office staff, the posting reason will be displayed, as entered by the office staff, and the attendance selections will not be present. The teacher may not select that student for attendance posting. The page below shows two students who were posted.

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Home | Attendance | Grades | Reports | Settings | Admin | 701 - CLEAVER, JUNE | logout

Attendance > Post/View Attendance

Date: 12/03/09 Semester: 1 Period: 05 Print

Attendance

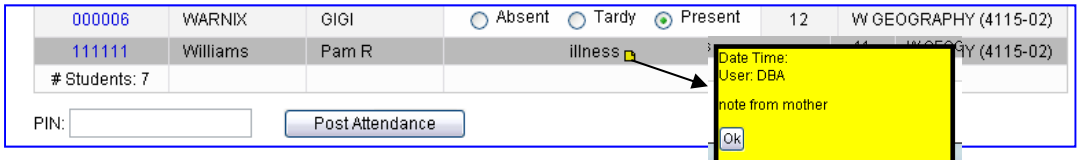
PIN: Post

Date: **12/03/09** Semester: **1** Period: **05**

Student ID	Last name	First name	Attendance	Grade	Course Section
400001	BLAST	SONIC	Absent Tardy Present	08	05 TUTORIAL A (9304-05) [Ready]
400003	BLU	JANUARY	Absent Tardy Present	08	05 TUTORIAL A (9304-05) [Ready]
300002	BRUNNY	JAN	Absent Tardy Present	07	05 TUTORIAL A (9304-05) [Ready]
300004	EGG	EASTER	medical excused	07	05 TUTORIAL A (9304-05) [Ready]
400004	MESSENGER	IM	Absent Tardy Present	08	05 TUTORIAL A (9304-05) [Ready]
300005	MORE	SUMMER	Absent Tardy Present	07	05 TUTORIAL A (9304-05) [Ready]
300003	RABBITT	PETER	field trip	07	05 TUTORIAL A (9304-05) [Ready]
400002	ROLL	TOOTSIE	Absent Tardy Present	08	05 TUTORIAL A (9304-05) [Ready]
300001	STALLION	ROCKY	Absent Tardy Present	07	05 TUTORIAL A (9304-05) [Ready]
400005	WELLGO	TUE	Absent Tardy Present	08	05 TUTORIAL A (9304-05) [Ready]
# Students: 10					

PIN: Post

Campus administrative staff can also post comments that can be viewed in the Gradebook.

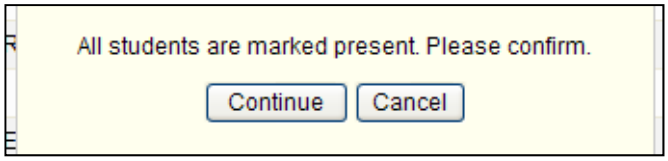


Posting Attendance

Students in self-paced and non-graded courses are included in the attendance list

Once all attendance for the class has been selected, enter your four digit PIN number either at the top or bottom of the page and click the Post Attendance button.

Note: If all students in the class are present, the teacher must enter their PIN and click the Post Attendance button. This process is required for the date to be recorded as posted to the system.



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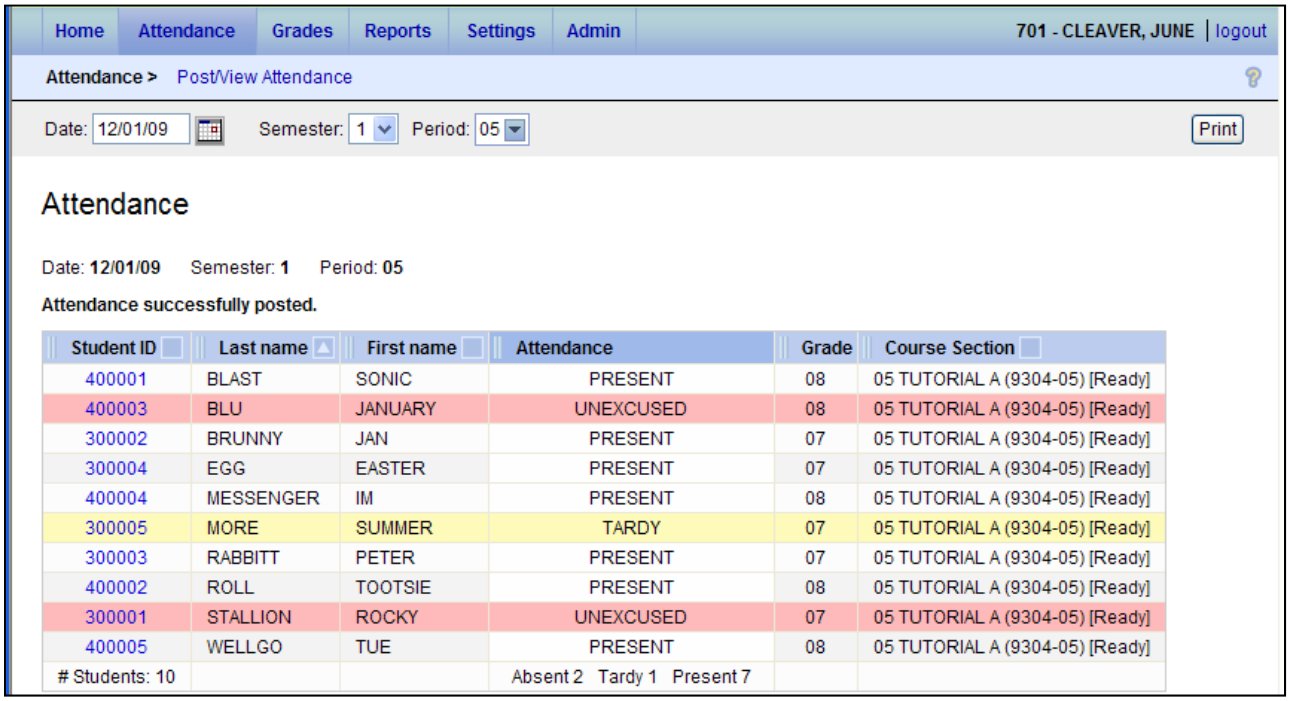
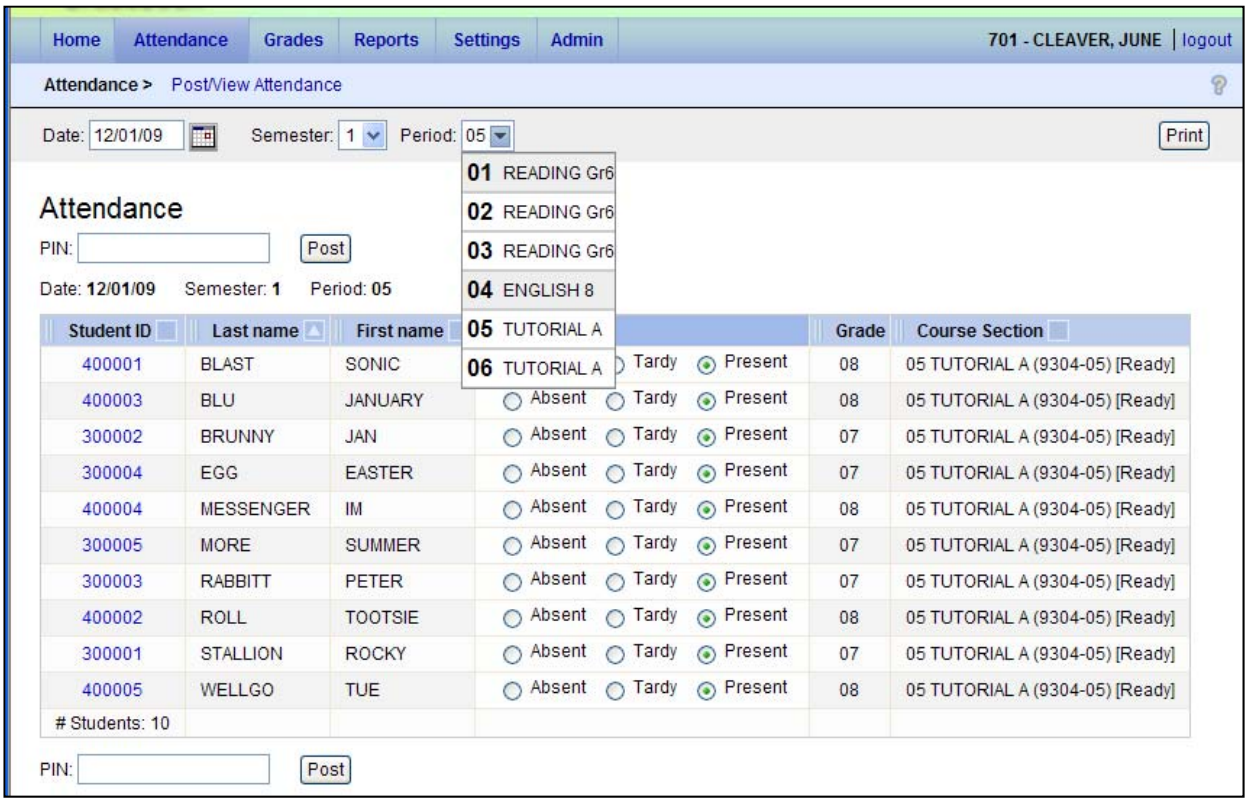
A message stating “Attendance successfully posted” will be displayed.



After posting is complete, the page changes to view only and only the selected attendance value for each student is displayed.



When the date, semester, and period are selected, a class list is displayed. It shows the student ID, student last and first name, radio buttons for Absent, Tardy and Present, Grade and Course Section. The student attendance defaults to Present, if the student is Absent or Tardy you must select the radio button next to that choice by clicking with your mouse pointer.

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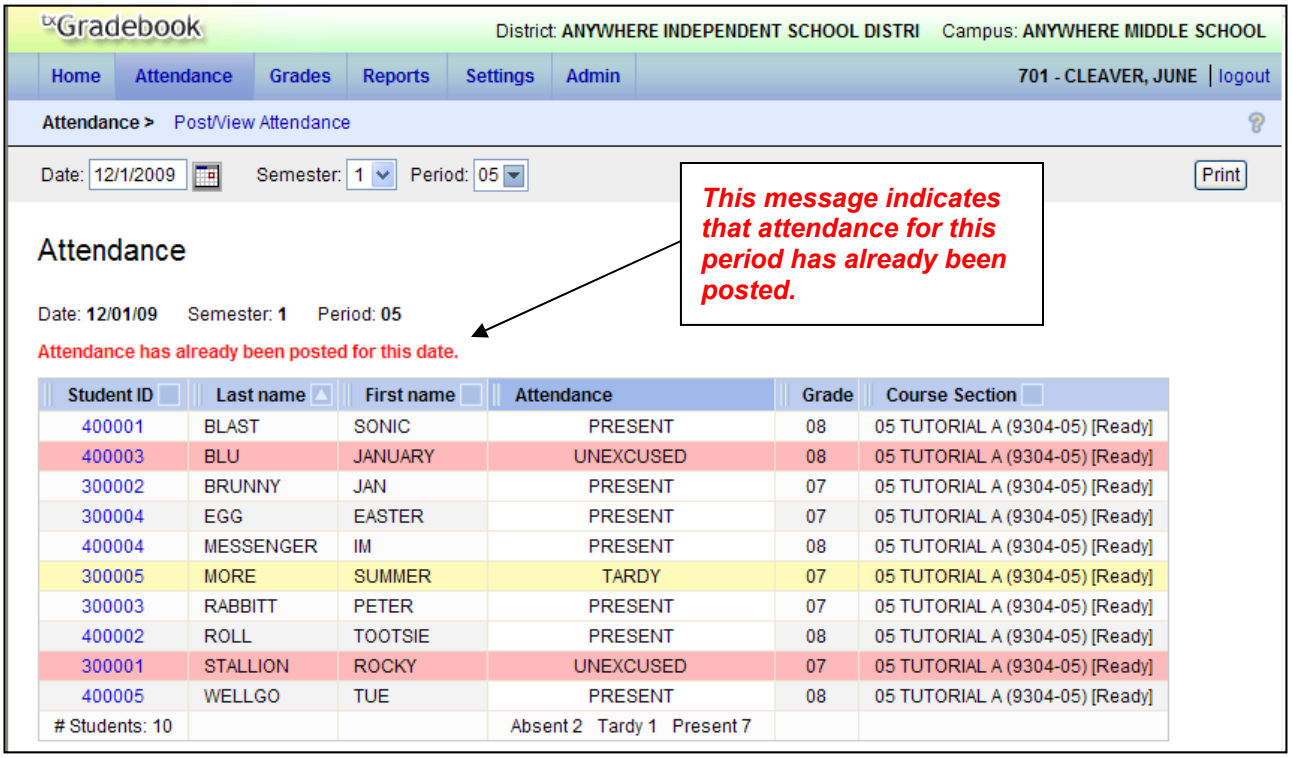
Teacher Attendance Inquiry

Teachers may view attendance for any valid date and posting period. After selecting the View/Post Attendance link, enter the date for which you wish to view attendance. The system will search to verify that there are valid periods in the date that you selected. If there are, an attendance page with the first valid period will be displayed. You may select any of the valid periods, by clicking the desired period on the drop-down menu. The displayed page will be view only and the user will receive a message stating that "Attendance has already been posted for this date". The students posted absent are shaded in red and the students posted tardy are shaded in yellow.



Note: Students may not be marked absent during the ADA period on the first day of school. Attendance can be posted for other periods on the first day of school.

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Posting Attendance for Other Than the Current Date

In order to post attendance for other than the current date, Campus Administrators must select **'Yes'** on the **Allow Attendance Posting for Prior Days** field on the Campus Grade Book Options Maintenance screen.

You may either key the appropriate date in the field or you may click on the calendar and select a date.

- If you key the date in the field, you may either click the calendar icon, or press the enter key and the information for that date will be loaded.
- If you click the calendar icon, the current month will be displayed along with a color coded table that highlights key days within the school year. You may navigate through the months by using the arrows on either side of the name of the month. When you select a day by clicking on it with your mouse pointer, that date will be inserted into the field and the system will search for valid posting periods on that day.

Printing Attendance

After the attendance has been successfully posted, the teacher may print the attendance roster by clicking on the print button in the upper right hand corner of the page. When the button is clicked, the print selection box will be displayed for you to direct the output to the proper printer. Below is an example of a class attendance sheet. It shows the District name, Campus name, Date, Period along with all attendance data. Note that the teacher ID and name are printed at the bottom of the page along with a signature line for verification purposes.

Attendance

District:ANYWHERE INDEPENDENT SCHOOL DISTRI

Campus:ANYWHERE HIGH SCHOOL

Date: 04/20/09

Period: 01

Student ID	Last name	First name	Attendance			Grade	Course Section
041017	ASHLEY	KARA D	Absent ___	Tardy ___	Present ___	09	01 ENGLISH 1 (0002-01)
041013	BASSEY	CHRISTINA G	Absent ___	Tardy ___	Present ___	09	01 ENGLISH 1 (0002-01)
041018	DANIELS	ELAYNE R	Absent ___	Tardy ___	Present ___	09	01 ENGLISH 1 (0002-01)
041015	HENDERSON	SAMATHA L	Absent ___	Tardy ___	Present ___	09	01 ENGLISH 1 (0002-01)
041014	HICKS	TAYLOR K	Absent ___	Tardy ___	Present ___	09	01 ENGLISH 1 (0002-01)
041012	JOHNSON	RICKY J	Absent ___	Tardy ___	Present ___	09	01 ENGLISH 1 (0002-01)
041001	Newman	Linda A	Absent ___	Tardy ___	Present ___	09	01 ENGLISH 1 (0002-01)
041002	Sanchez	Diago l	Absent ___	Tardy ___	Present ___	09	01 ENGLISH 1 (0002-01)
041016	SMITH	KANDACE K	Absent ___	Tardy ___	Present ___	09	01 ENGLISH 1 (0002-01)
041003	SMITH	LENA S	Absent ___	Tardy ___	Present ___	09	01 ENGLISH 1 (0002-01)

Students: 10

Printed on: 04/20/09 09:58:23 PM

102 - LEEMAN, CASEY ANN

Also see the report section – Attendance verification report.

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To record attendance on the first day of school:

On the first day of school, teachers may not use txGradebook to record or post attendance for the official attendance hour. You may only view and print data, and you must record attendance manually on printed roster sheets. Your campus will decide if the sheets will be printed in the office and distributed to teachers, or whether teachers will print their own rosters by following the steps below.

1. Click **Print** to print the attendance list for each period/course.

2. Mark attendance on the list manually. If you have students in a period who are not on the attendance list, print their names and student IDs in the space provided at the bottom of the list.

3. Sign and date the list on the lines provided.

Note: Students may not be marked absent during the ADA period on the first day of school. Attendance can be posted for other periods on the first day of school.

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Grades Process- Summarized Steps

One time set up:

1. **Create/Add/Copy Categories (assignment groups)**
   [Select-- Grades>Settings>Administer Categories]
   Assign weights to assignment categories

As needed, before entering grades:

2. **Create/Add/Copy Assignments**
   [Select-- Grades>Settings>Administer Assignments]
   Copy assignments to different classes, set due dates

Daily/Weekly, as needed:

3. **Grade Assignments**
   [Select-- Grade> Assignment Grades]

End of three week – progress grading period:

4. **Complete assignment grading for interim progress**
5. **Print IPR's**
   [Select-- Grades>Grades> Print IPR]

End of grading cycle – due date set by campus office:

6. **Complete assignment grading for report cards**
7. **Check for missing, blank, incomplete grades and missing exams**
   [Select --Grades>Reports>Blank/Missing Grades]
   [Select-- Grades>Reports>Missing Exam Grades]
8. **Verify cycle average, add citizenship grade, comments, then mark ready to post.**
   [Select-- Grades>Cycle Grades]
9. **After grades are posted by the office, communicate further cycle or semester grade changes to the campus office.**

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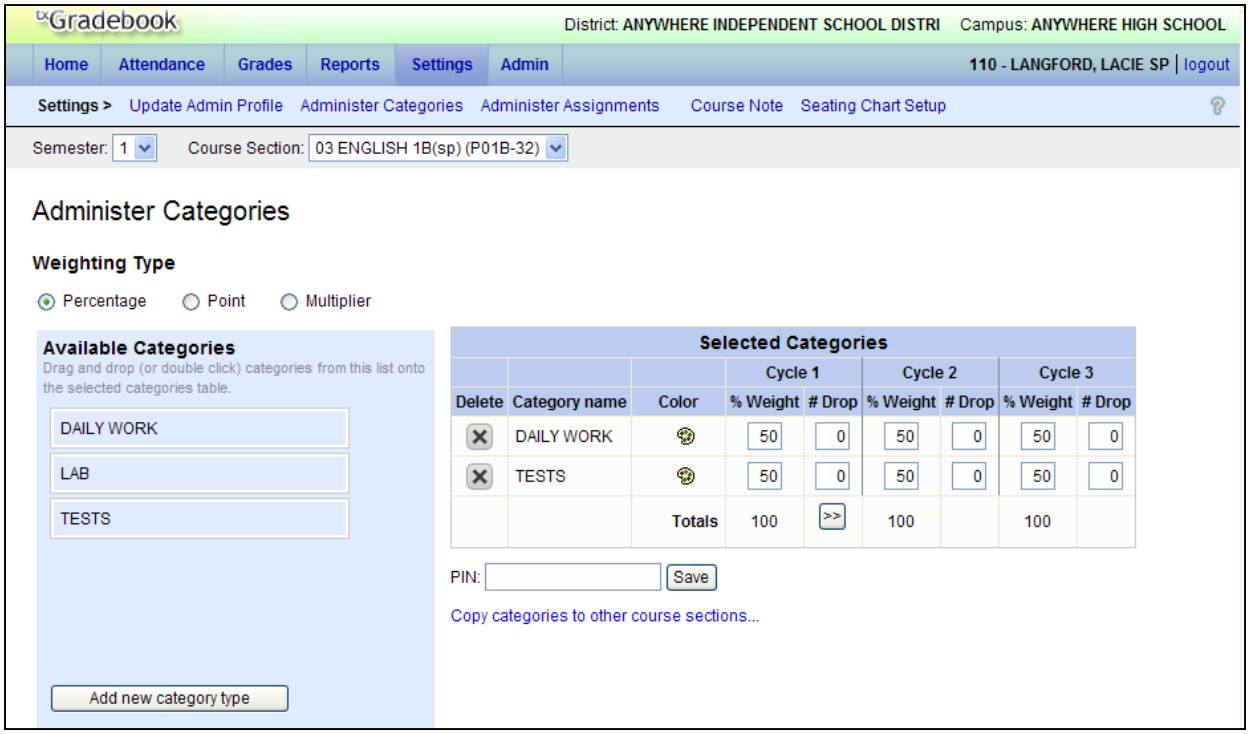
Grades - Administer Categories

Teachers must add categories before they will be allowed to add assignments and grades. Categories may be added by district staff and/or by the teachers. If cycle grades will be posted, then at least one category and assignment grade must be entered.

To access the Administer Categories section, select Settings on the top line menu and then select the Administer Categories link. The Administer Categories page will be displayed as shown below. The Administer Categories page allows you to establish categories that describe the types of assignments you will use in the selected course/cycle of the section. An initial set of categories, defined by the campus, will be set at the beginning of the year. If you have an assignment that falls under a category that is not included in the list, you may create a new category, if your district allows. The category you create will be added to the master list and will be available for all teachers to use. The list of categories will continue to grow as you and the other teachers add categories. You must also specify the type of weighting to use for calculating averages (e.g., percent-based, point-based, or multiplier-based). Color coding can also be added if desired. Once a category has been selected for use by a teacher, it can no longer be deleted from the list.



Weighting Types

Percentage Working Cycle Average Calculations

If you select percent-based weighting, you will assign percentages to each category. The percentages must total 100%.

Formula:

For each category, calculate:

Total Points Earned/# of Grades * Category Weight = Category Value

Take the sum of the Category Values:

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

Divide the Total by 100:

Total/100 = Average

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Note: If you have categories that do not yet have grades, then divide by the sum of the categories that do have grades, instead of 100.

For example, Category 1 is worth 40% of the grade, and Category 2 is worth 60% of the grade. The assignments for Category 1 will be averaged together, and that average will be 40% of the grade. The assignments for Category 2 will be averaged together, and that average will be 60% of the grade.

Points Working Cycle Average Calculations

If you select the points-based weighting, you will provide point values for each category. The point values must equal the total number of points for the cycle. When using the points-based weighting , the categories are only used for grouping similar assignments. The calculation is based on the total points on the assignments.

Formula: (Total Points Earned/Total Points Possible) / 100 = Average

For example, a course may have 1000 total possible points for the cycle. Category 1 has 300 points, and Category 2 has 700 points. All the assignments for Category 1 will be added together, and all the assignments for Category 2 will be added together. The system will determine the percentage of total points out of total possible points to calculate the cycle grade.

Multiplier Working Cycle Average Calculations

If you select multiplier-based weighting, you will provide a multiplier number (between 1 and 9) for each category. For multipliers greater than one, the individual assignment grades are counted multiple times. You will use the same calculations as point-based weighting. Multiplier-based weighting is often used in elementary schools.

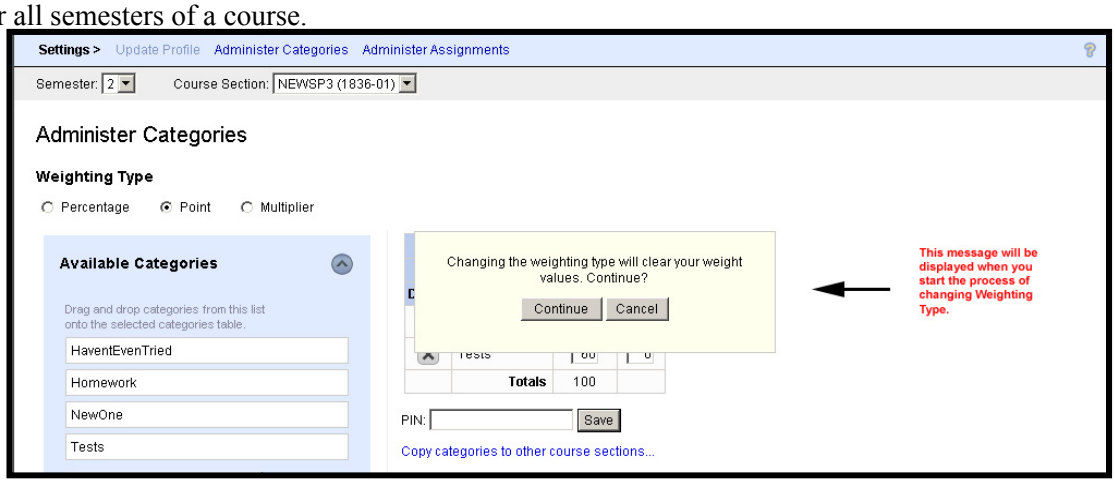
For example, Category 1 is assigned a multiplier of 4. Category 2 is assigned a multiplier of 6. The assignments for Category 1 will be averaged together, and that average will multiplied by 4. The assignments for Category 2 will be averaged together, and that average will be multiplied by 6. The totals for each calculation will be added together and divided by the number of assignments.

For every weighting type, the number of grades to drop is figured in when calculating the total points earned. If the number of grades entered is greater than the number of grades to drop, then 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, then no grades are dropped.

Changing the Weighting Type

If you change the weighting type after categories have been entered, a pop-up window will be displayed to notify you that all entered values for the category will be cleared if you change the weighting type. You may select OK to change the weights or cancel if you decide not to make the change.

The Weighting Type options are disabled for the second semester of a course. The Weighting Type must be the same for all semesters of a course.



Note: Please see Appendix 1 for the formulas for Percentage, Point and Multiplier Weighting Types.

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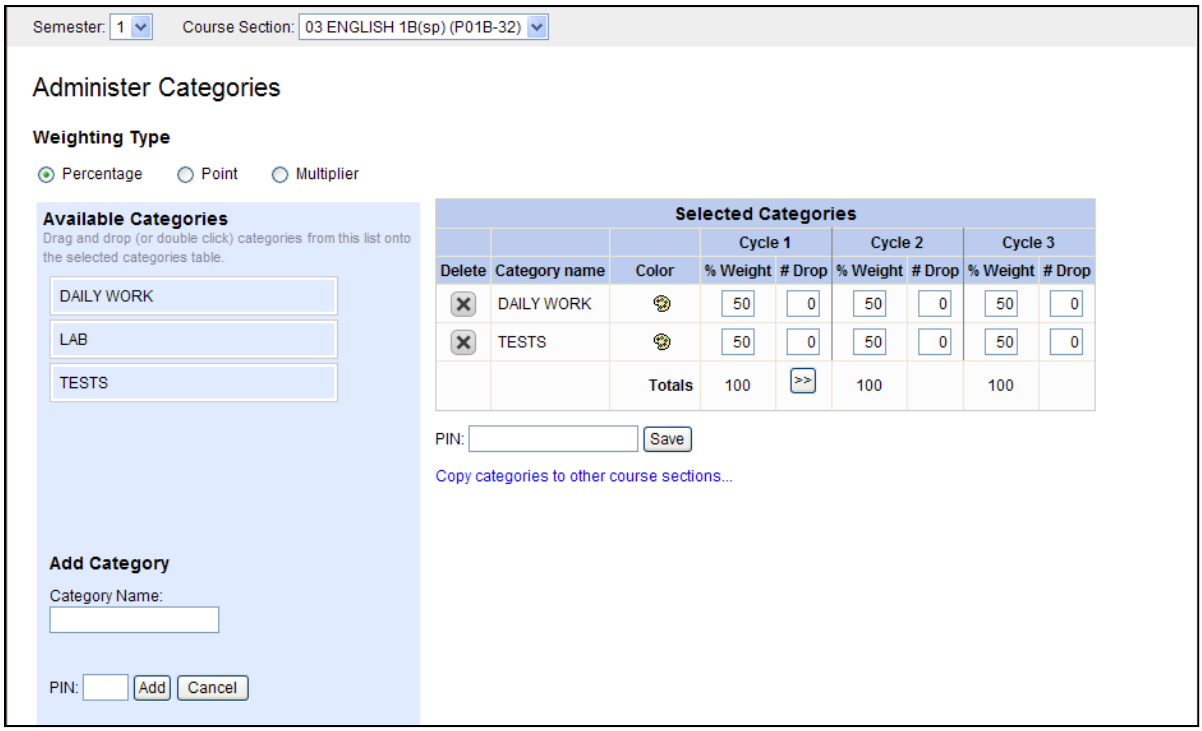
Create a New Category

In order to create a new category, click on the **Add new category type** button. The Add Category area with Category Name field is displayed. Type the name of the desired new category in the box, enter your PIN and click Add. The new category will be added to the list. If you decide to back out of the adding a category sequence, just click the Cancel button and the Add Category area will no longer be displayed. You can cancel at any time until you have entered your PIN and clicked Add.

The category will be added alphabetically into the Available Categories list. Once the new Category is in the list, you may drag and drop it to the Selected Categories box for inclusion or double click the category name.

If you add a category in error, it may be delete it as long as it has not been selected for you by yourself or another teacher. This may only be done by the Campus Administrator. Until it has been selected for use, there will be a button in the Delete column under Selected Categories for you to click to delete the category. After it has been selected for use with assignments, the button in the Delete column will no longer be displayed.



Select an Existing Category

In order to select categories for a course, simply click on the desired category in the left hand Available Categories box, hold the left mouse button, and drag it over to the Selected Categories box to insert it for the course. Once you have selected a category, you must determine the Weighting associated with grades in that course. The percentage total must add up 100% if weighting type is percentage.

Delete Categories

If you select a category for your class in error, you may delete it if you have no assignments for that category. To delete the category, click the icon in the delete column next to the category, enter your PIN and click the Save button.

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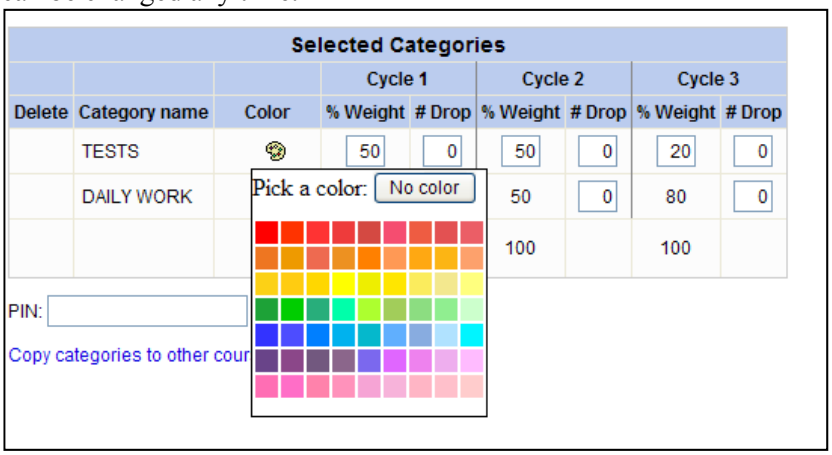
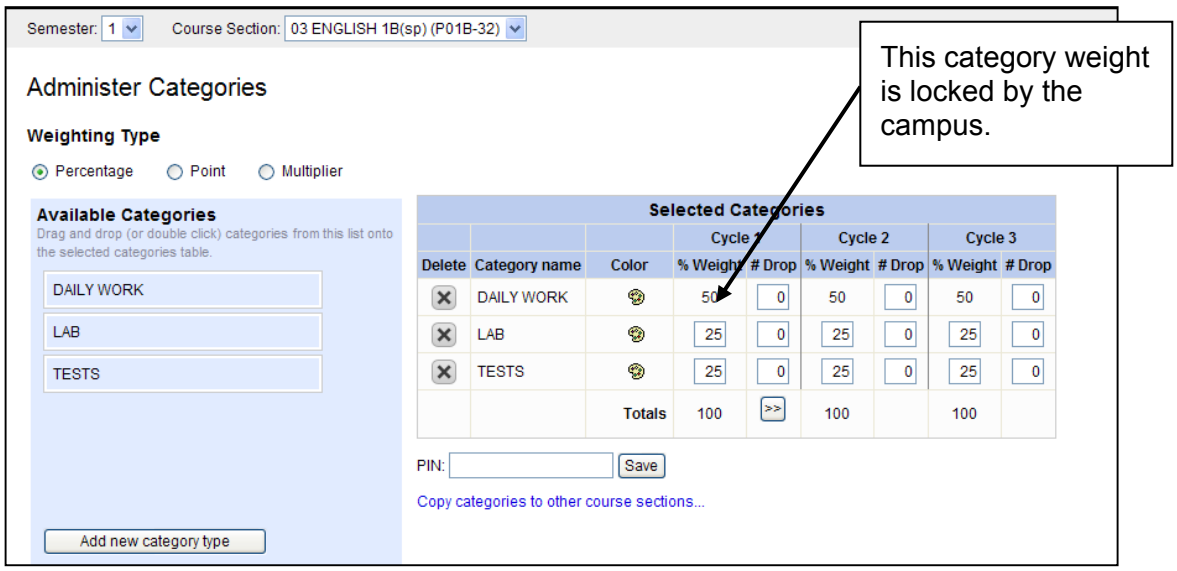
Category Color Coding

Under **Selected Categories** in the **Color** column, click to select a color for the category. The color is used to color-code assignments on the Assignment Grades page. By default, no color is assigned to the category. The color can be changed any time.



Locking Categories and Weights



The RSCCC Grade Reporting Grade Book Categories tab page will now allow the campus office to lock category weights. In the above example, the weights for Homework and Tests have been locked by the campus and may not be changed by the teacher.

The campus can also not permit the teachers to add any categories. Under the Available Categories, the Add new Category type button is grayed out and will not allow the teachers to add categories. The categories in the list were created by the campus. (see section on RSCCC Grade Reporting - Campus Gradebook Options)

Drop Grades

txGradebook has a feature to automatically drop the lowest grade in a "category" within a six weeks. This will apply if the course is set up with more than one category, the system will not look at assignments outside that category in considering what to drop. The grade that will be ignored is automatically determined once a new assignment is graded and that grade is the lowest.. It is coded on each cycle of each section for each teacher.

You can change the number drop field on the administer categories page after assignments have been graded. The working cycle average will change accordingly

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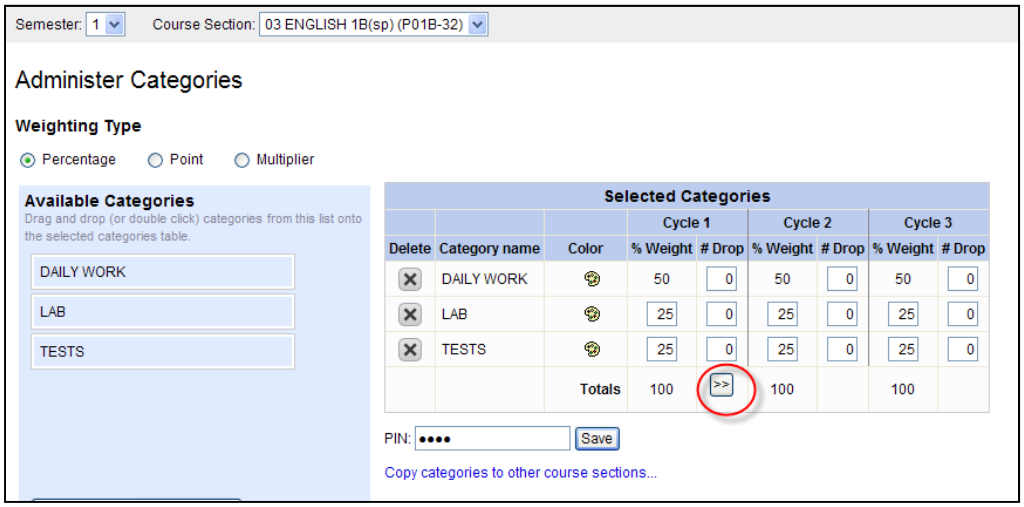
Copy Category From one Cycle to Another

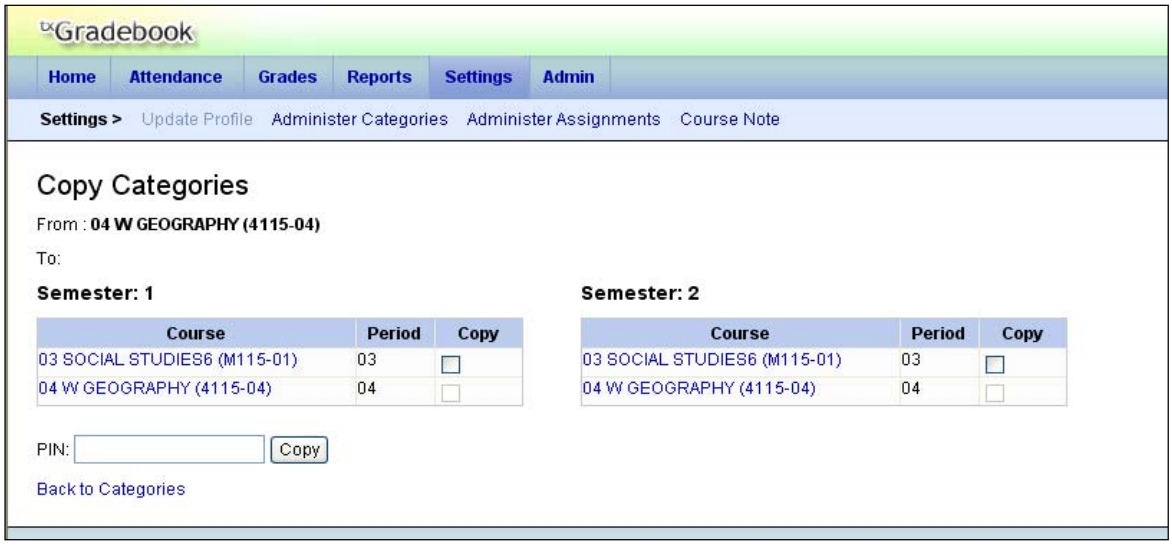
After entering the category weights (% weight, points, or multiplier) and # drops for the first cycle, you may manually enter the weights and # drops for the subsequent categories. If the weights and # drops will be the same for the remaining cycles, click the >>| to copy this information to the remaining categories.



If you are using the percentage weighting type, the total weight for each cycle must equal 100% or you will not be allowed to save the category.
When you are finished, enter your PIN and click the Save button. If all of the data was correct, you will receive a message stating "Categories successfully copied".

Copy Categories from One Class to Another

In addition to being able to create new categories on this page, you may also copy categories to other course sections as well. There is a link located below the box where your PIN is entered, that is named **Copy categories to other course sections**, when you click this link, the following page will be displayed:



The From Course Section displayed at the top of the page contains the categories that you want to copy to other courses. Under the heading Semester 1 and Semester 2 check the course/sections that you want this course's categories copied to. At the bottom of the list of courses, enter your PIN number and click Copy to copy the Categories to the selected courses.

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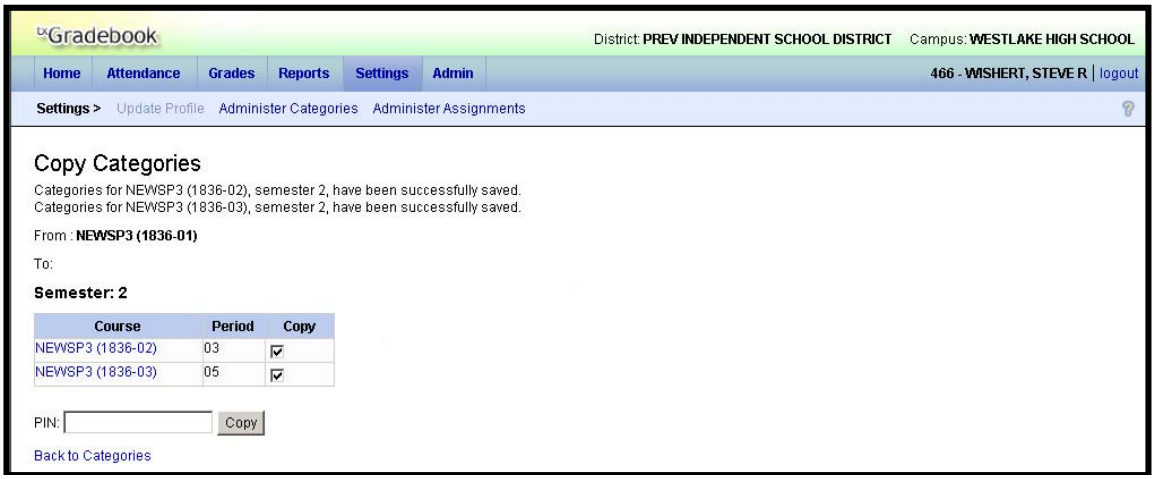
When you have selected the categories to copy, entered your PIN and clicked copy, if all data is correct, the system will display the following page showing the categories that were successfully copied.



You may now click the Back to Categories link to go back to the Administer Categories page or make another selection from the menu.

Note: You may not add new categories or change the weighting type if the cycle is closed.

Note: If a campus does not have Campus Category requirements for the teachers, then you may select only one category if so desired.

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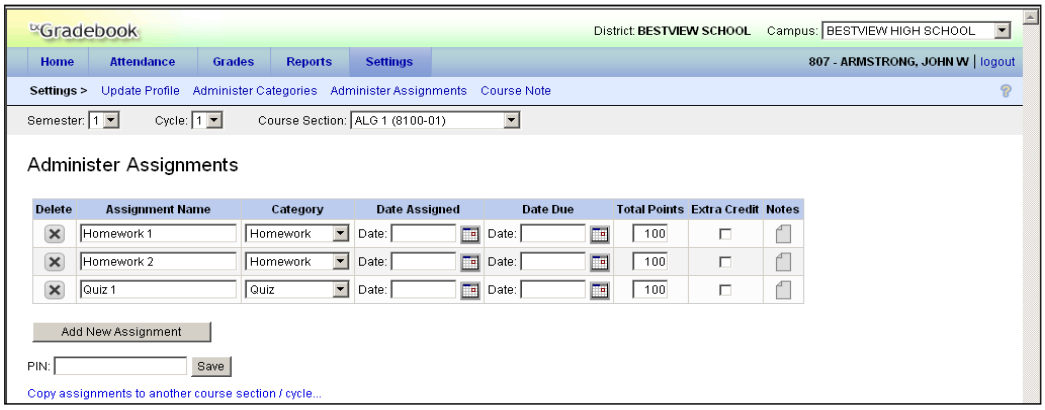
Administer Assignments

Creating Assignments

After selecting categories for a class, assignments must be added before students' grades can be entered.
To access Administer Assignments, click Settings on the top menu bar and select Administer Assignments on the submenu. The page below with no assignments is displayed.
Enter the assignment name; select a category from the drop-down menu. Select a date assigned and a date due by keying in the date in the proper format, or by clicking the calendar icon and selecting a date. Enter a total point value and if the assignment is for extra credit, select the extra credit check box.

Note: Assigned and Due dates are optional.



Enter the following information:

Assignment Name Enter the name of the assignment. The field can be up to 50 characters.

Notes:
• It is helpful to keep the assignment name as brief as possible; however the name should be descriptive enough to distinguish it from other assignments. Longer assignment names will require more space on the Assignment Grades page, which may result in a more cumbersome page. Assignment names can be changed at any time, as needed.
• You cannot add duplicate assignment names within a category. If you attempt to enter an assignment name that already exists for the category, a message is displayed indicating that there is an assignment with the same name.

Category Select a category from the drop-down list of categories previously assigned.

Date Assigned Enter the date the assignment was made. If the date is not entered, the date field is left blank.

Date Due Enter the date the assignment is due. If the date is not entered, the date field is left blank. A student that transfers into a course section will be automatically exempted from any assignments that were due before the student transferred into the course section if Date Due was entered on assignments

Total Points Enter the total number of points for this assignment if different than the default value of 100.

Note: this field should probably always be 100 when using the percentage weighting type. Total points other than 100 may lead to undesirable averages. When the weighting type being used is 'percentage' the total points field on all assignments should be 100. If an assignment has bonus questions, the assignment grade can be entered greater than 100 (ie.105) .

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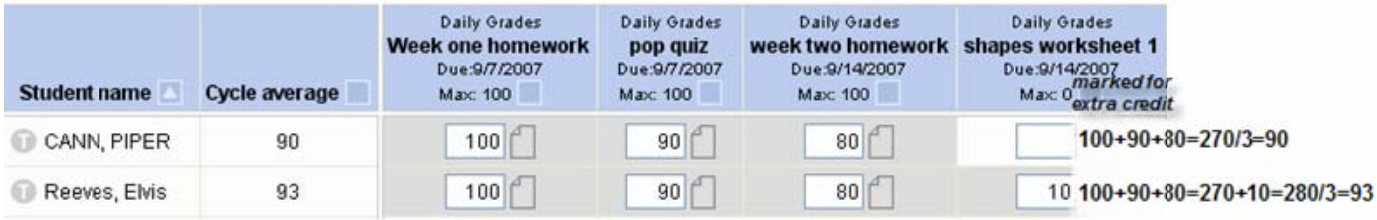
Extra Credit

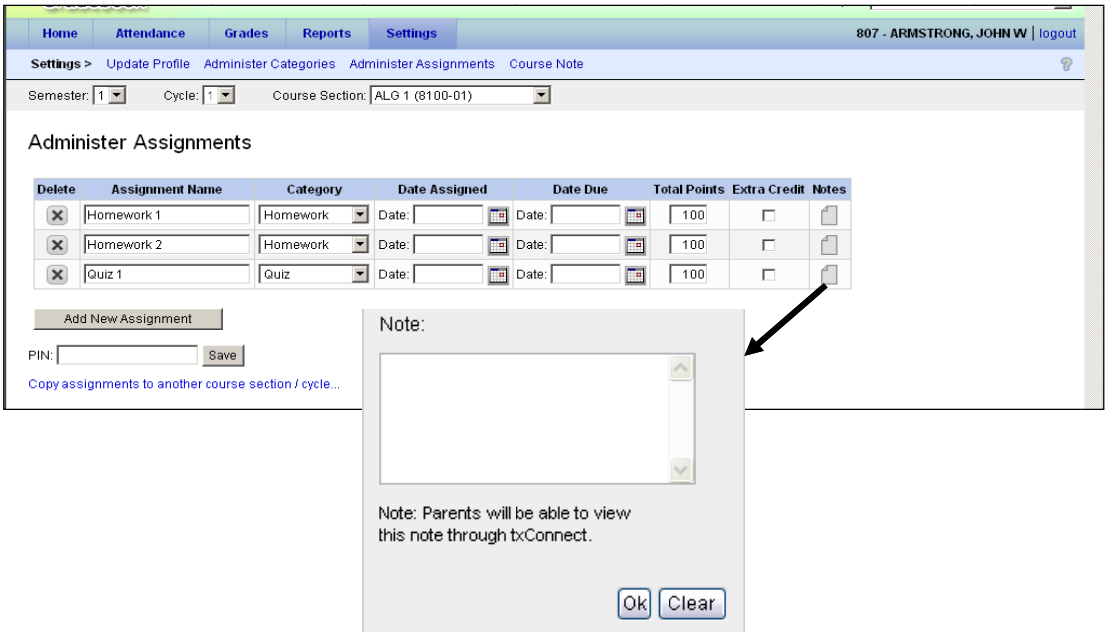
Click Extra Credit if this is an extra credit assignment. Extra credit assignments will be included in the category average if a grade is entered. If no grade is entered, it will be excluded.

How Extra Credit Assignments affect the calculated cycle average
The sample below has one category, "Daily Grades" which is set with a weight of 100%.
The assignment "shapes worksheet 1" is an extra credit assignment.
The second student completed the extra credit assignment.
Extra points are added to the total points of all the grades in the category.



Notes

In the **Notes** field, click to add optional notes for the assignment. If entered, these notes will be viewable in the parent access Web site, txConnect. Add the note in the **Note** window, and then click **Ok**. The note window will close, and the note icon will be yellow to indicate that a note was entered.



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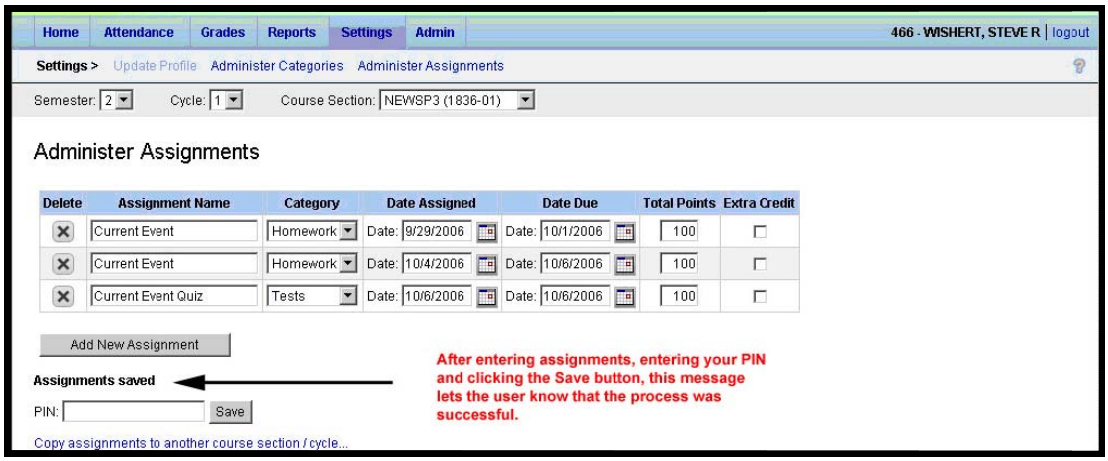
If there are more assignments to enter, click the Add New Assignment button for a new line. After you have entered all of the assignments for the course and section, enter your PIN number in the appropriate box and click the save button. You will receive a message that the assignments were successfully saved. As shown in the page below.



To delete an assignment, click ✖ under **Delete** for that assignment in the **Delete** column.

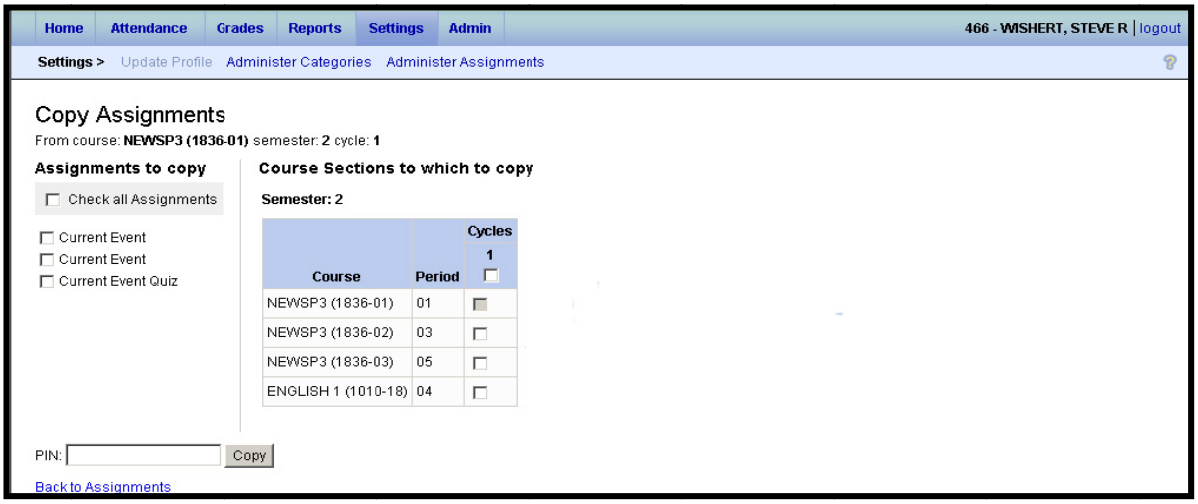
Note: You may not delete an assignment if grades have been posted for the assignment. The ✖ will not appear for those assignments. If you delete grades on the Assignment Grades page in order to delete an assignment, you must be sure to delete the grade for any withdrawn student.

Copying Assignments

After entering assignments in one course and section, you may copy those assignments to any other course and section. If you select the Copy assignments to another course section/cycle..., you can copy those assignments using the interface shown in the page below. You can choose to copy all assignments, or only select assignments by clicking the check boxes in the Assignments to copy column. You must then select the Course Sections to which to copy, those assignments that you have selected.

After your selections are made, enter your PIN and click the Copy button.

When copying assignments to the same semester, the date assigned and date due will be copied if they have been entered. When copying to a different semester, date assigned and date due will not be copied.



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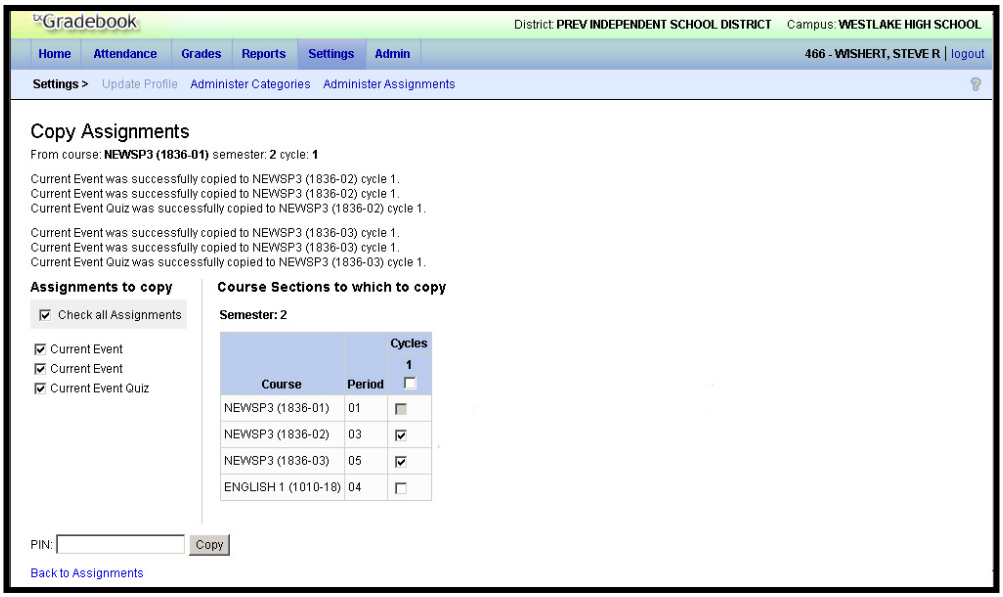
You will receive a confirmation of the assignments that have been copied, and which course and sections they have been copied to in the page shown below. You may then click the Back to Assignments link at the bottom of the page to continue working on the Administer Assignments page.



Teachers may enter assignments from day to day or they may be entered for an entire cycle at once.

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Assignment Grades

When you are ready to enter assignment grades for students, click Grades on the top menu bar and select Assignment Grades on the submenu. The Assignment Grades page will be displayed.

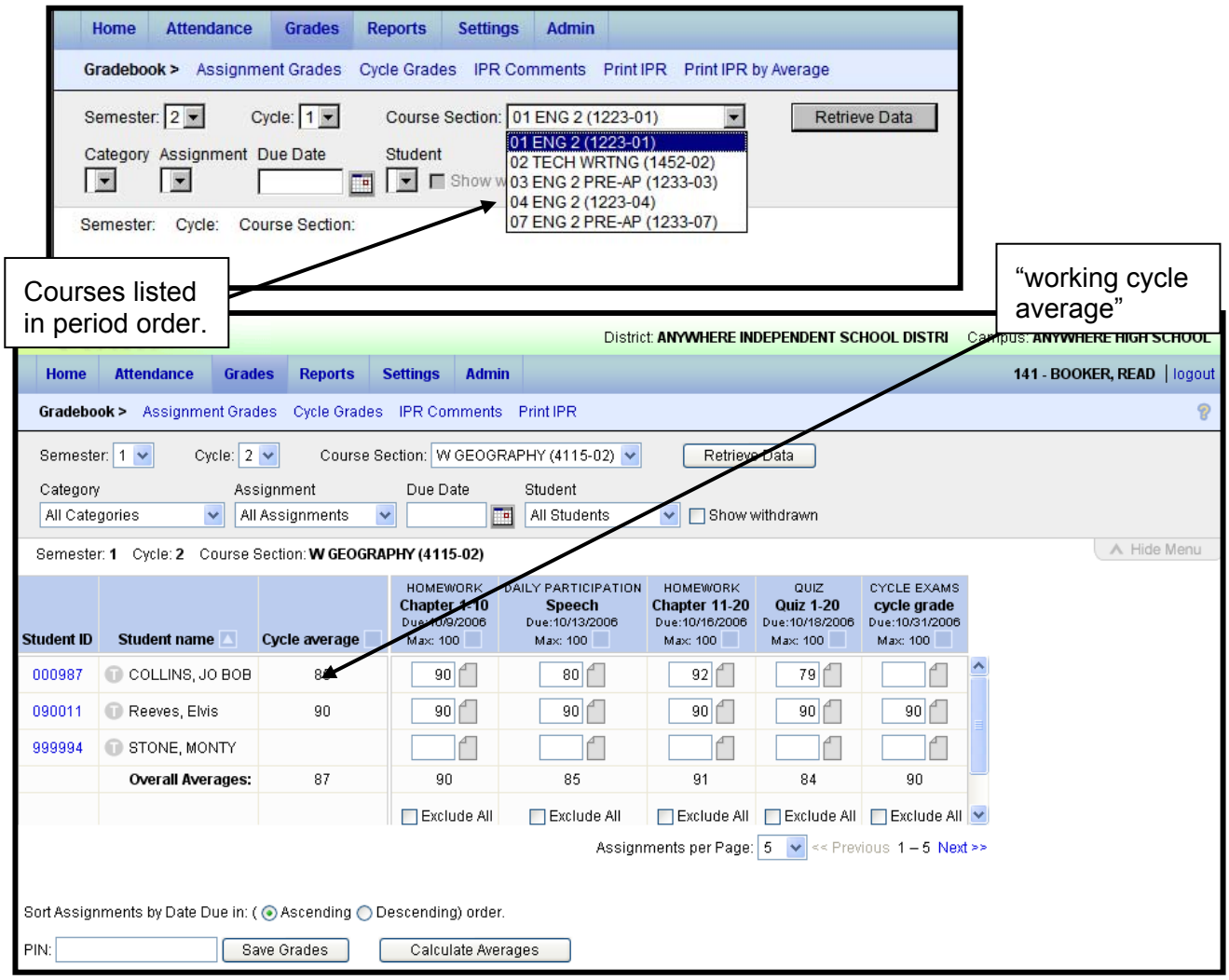
You may select the Semester, Cycle and the Course Section to display. You may also select Category, Assignment and Student. The Category drop-down menu will show all categories set up for that course and section. The Assignment drop-down will show all assignments set up for the course and section selected. The Student drop-down menu will allow you to select all students in the course and section or an individual student in that course and section for display. There is also a button to display withdrawn students for this course section. After making the appropriate selections, click the Retrieve Data button, to display requested data.

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

The drop down for selecting the class is listed in period order. The following Assignment Grades page displays the new order for the course drop down menu:

Note: If you marked the course as ready to post on the Cycle Grades page, then the message **[READY]** will be displayed in the **Course Section** drop-down list next to the course.

Courses will not be listed in the in the Course Section drop down if the course is set to max seats equal zero in the office. (2.2.2.0)



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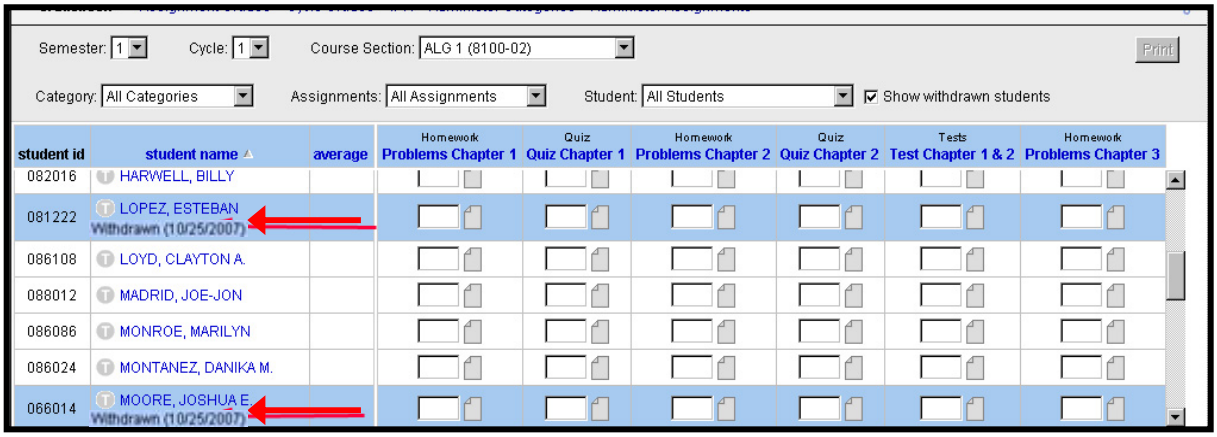
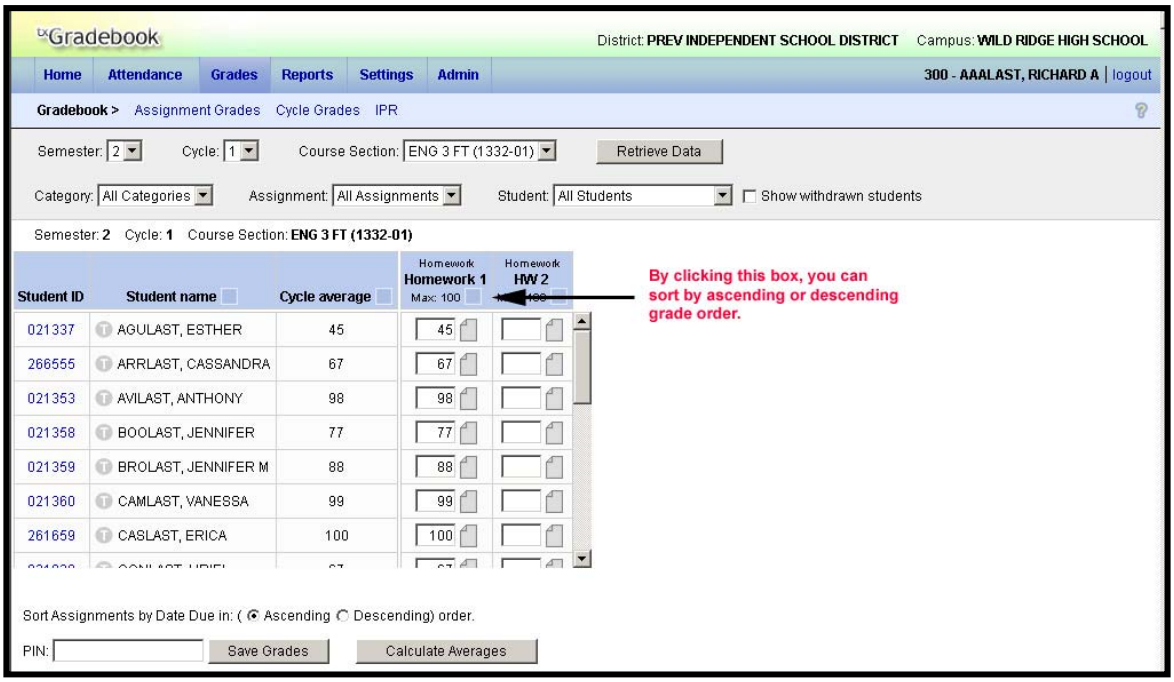
Withdrawn Students

If you click the Show withdrawn students' checkbox at the top of the Assignment Grades page, the withdrawn students in this course section are displayed. The following page shows two withdrawn students.



One-Click Header Sort

Each column that has values that may need to be sorted, has a caret next to the column header title. By clicking the caret, you invert the current sort order from ascending to descending or vice versa. On the page below, the fields that can be sorted are Student name, Cycle average, Homework1 and Homework2.



Sort Assignment by Due Date

Another option available on the Assignment Grades page is the Sort Assignments by due date field. Your choices are Ascending or Descending. To sort the assignments by due date; select the radio button next to your choice. The default is to sort assignments by due date in ascending order.

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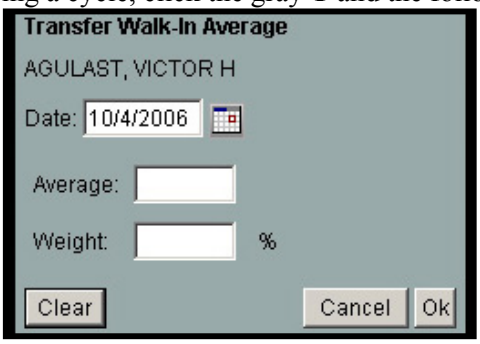
Transfer Walk-In Average

If a student is new to the class during a cycle, click the gray **T** and the following page will be displayed:



This is the student's Transfer Walk-In Average page. The student's name is displayed and the date that the student entered this course section. If the student transferred from the same course then the student's working cycle average from the transferred course section will be displayed in the Average field and the teacher can assign a weight for this transfer average.

If the student does not have a working cycle average to transfer for this course, then the teacher can enter a transfer Average for this student and the weight the teacher wants to assign to this transfer average. The teacher would then click **OK** and this average will be used in calculating the student's working cycle average based on the weight entered on this page for the new course.

After the Transfer page is saved the T icon will be shaded red, , to let you know that the student has a transfer grade. The icon is only red if the student has a transfer average without a weight. Once you enter a weight for the transfer average, the transfer icon is blue.

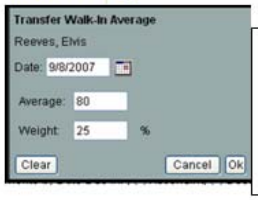
If the teacher makes a mistake or decides not to use a transfer average the teacher, may click to delete the average and weight or the teacher may cancel out of this page if accessed in error.

The system will display a student's working cycle average as a numeric grade if the student transferred from a course that posts letter grades to a course that posts numeric grades, even if a letter grade was entered for the transfer average.

<u>How transfer grades affect the calculated working cycle average</u>

The following two examples show how the transfer walk in average and weight effect the cycle average column.

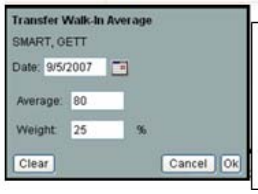
Student ID	Student name	Cycle average	Daily Grades Week one homework Due:9/7/2007 Max: 100	Daily Grades pop quiz Due:9/7/2007 Max: 100	Daily Grades week two homework Due:9/14/2007 Max: 100	Daily Grades shapes worksheet 1 Due:9/14/2007 Max: 0
999993	CANN, PIPER	90	100	90	80	
090011	Reeves, Elvis	95			100	



100

Gradebook average 100 * 75 = 7500
Walk in average 80 * 25 = 2000
Total 9500/100=95

999992	SMART, GETT	91		90	100	



90 + 100 = 190/2=95

Gradebook average 95 * 75 = 7125
Walk in average 80 * 25 = 2000
Total 9125/100=91

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Working Cycle Average

The **Cycle average** field displays the student's working cycle average. The average will be updated every time you access the page, click **Calculate Averages**, and/or save grades. If the student does not yet have a working cycle average, the field will be blank.

The working cycle average is calculated according to the weighting selected on the Administer Categories page. The working cycle average is rounded to a whole number. If the decimal value is .5 or greater, the grade is rounded up.

If you use percentage-based categories, and if you have a category that does not yet have grades (e.g., if it is early in the cycle and you have not administered any tests), the student's working cycle average will be calculated based on the percentages for the categories that have grades.

Enter Assignment Grades

Enter the students' grades for the assignments that have been graded. The following page shows the grades entered for assignments.

To enter grades down an assignment column, after entering the grade press the enter key. To enter grades across assignment columns for a student, after entering the grade press the tab key.

You may keep track of the grades that have been entered but not saved by the gray shaded areas. Once you have entered all required grades for a class, enter your PIN and click the Save button.

Notes about entering assignment grades:

- You may click the student ID to view the student's profile.
- Withdrawn students are not automatically displayed. To see withdrawn students in the list, select **Show withdrawn**. Withdrawn students will be displayed in a blue row, and the message **Withdrawn** and the withdrawal date will appear by the student's name. To hide withdrawn students, deselect **Show withdrawn**.
- The category for each assignment is displayed above the assignment description. The date due and total possible points are also displayed.
- If the course is set up for alphabetical or ESNU grade posting, you may enter letter grades or numeric grades. If you enter a letter grade, it will automatically be converted to a numeric grade for calculating the working cycle average, according to the conversion values set by your campus. To view averages as letter grades, select **Show averages as letter grades**.
- If you enter an invalid grade, such as a letter grade that does not have a conversion value, the cell will be shaded red. You must correct the entry before you can save the grades.
- Only whole numbers may be entered for numeric grades.
- Other codes may be entered in place of a grade:

M – Missing – average in as a grade of zero for the working cycle average. Missing grades can be dropped if applicable.
I – Incomplete – for any assignment grade of 'I', working cycle average will be 'I' until a grade is entered.
Blank – blank grades do not have an effect on the working cycle average

Once you have entered your PIN number and clicked Save then you should receive the message **Assignment grades saved.**

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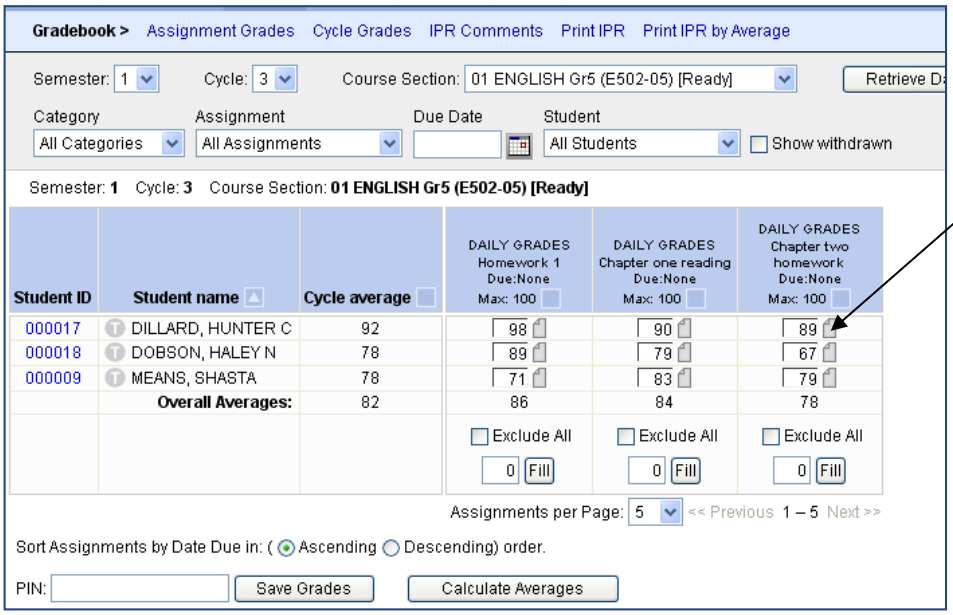
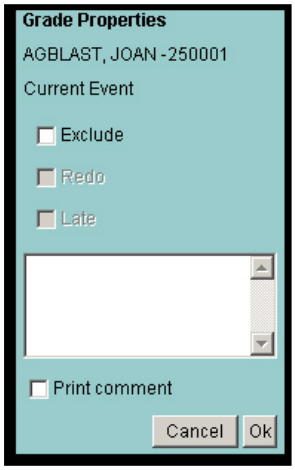
Excluding (Exempting) Assignments

Teachers can choose to exempt students from assignments. Excluding students from assignments can be done manually as shown on the following page by clicking the "note" icon next to the assignment grade box. When the icon is clicked there will be a pop-up box displayed on the page for the teacher to choose the exclude box as shown below.

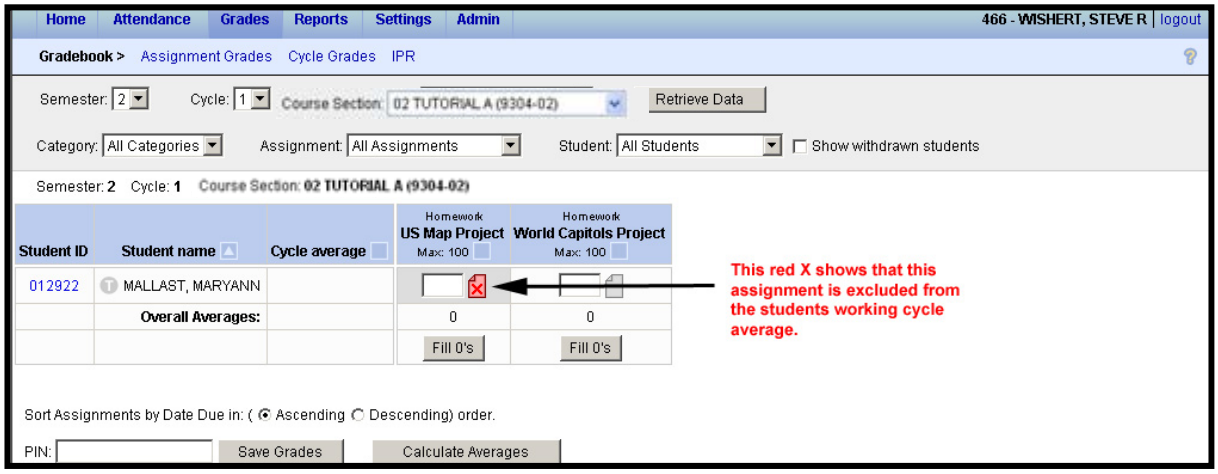


This is the "note" icon that teachers can use to exclude assignments from the student's working cycle average

This is the exclude assignment pop-up page that will be displayed when the "note" icon is clicked.



Once the exemption is selected, and you click **OK** the following page will show that the assignment is exempted for the student or students which will be acknowledged by the red "note" icon.



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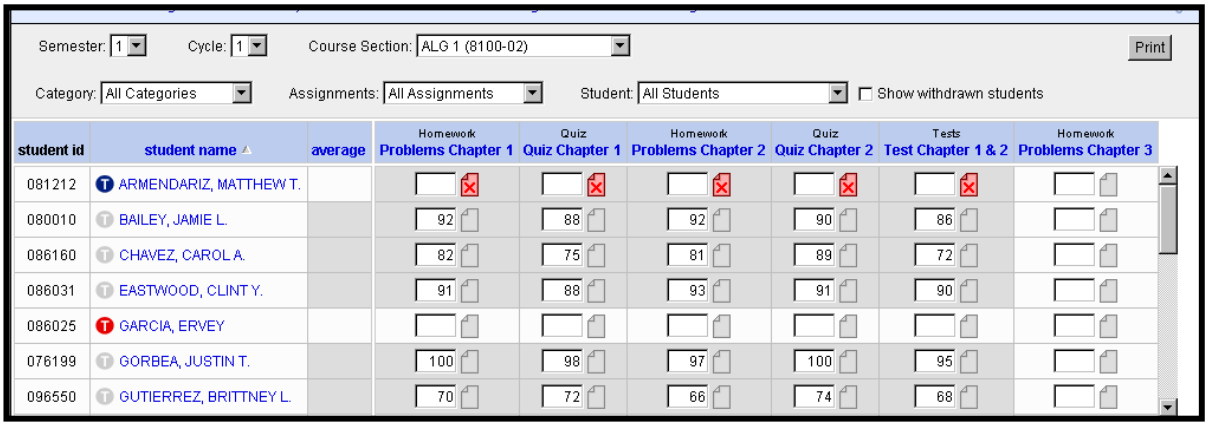
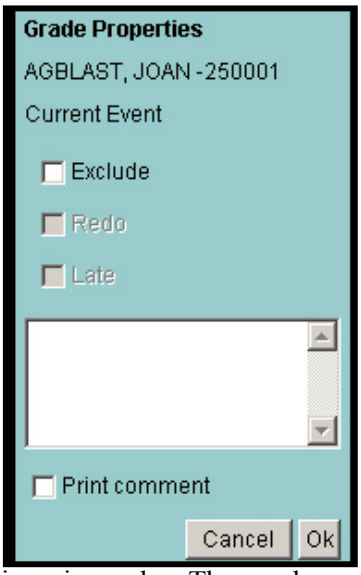
Excluding Assignments for Transfer Students

A student that transfers into a course section will be automatically excluded from any assignments that were due before the student transferred into the course section if Date Due was entered on assignments. If due dates were not entered on the assignments, you can manually exclude an assignment by clicking the note icon next to the assignment, and clicking the appropriate checkbox.



Enter Assignment Comments



If you click the note icon, which is located beside each grade field, a pop-up window will be displayed. Any notes that the teacher feels should be included about this assignment can be typed in the free form text field. If there is no grade entered for the assignment, then the Redo and Late checkboxes are disabled. If you would like your comments to print on the students IPR, you must click the Print Comments checkbox. Once your comments are complete, click the Ok button, and the box will disappear. You will note that when you add comments, the note icon next to the grade will be displayed as yellow.

Dropped Grades

txGradebook has a feature to automatically drop the lowest grade in a "category" within a six weeks. The number of grades to drop is indicated on the administer categories page.

Teachers will be able to tell which assignment grades have been dropped. The dropped grades are gray and italicized. The following Assignment Grades page displays a dropped grade:

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Student ID	Student name	Cycle average	Chapter Questions **Chp 12 questions 1-15** Due:4/23/2008 Max: 100	Homework **Chp 12 worksheet** Due:4/23/2008 Max: 100	Homework **Chp 12 reading, pgs 108-132** Due:4/25/2008 Max: 100
000400	ADAMSON, ALYSSA M		50	75	50
009077	ANDERSON, WARREN M	82	75	81	100
012502	DOE, JAMES	78	74	60	95
012503	DOE, JENNY				
009457	HAMM, MARK R	81	80	83	100
010106	LOPEZ, CESAR I	90	90	88	100
011287	MAGNON, KAITLIN S	77	55	69	100

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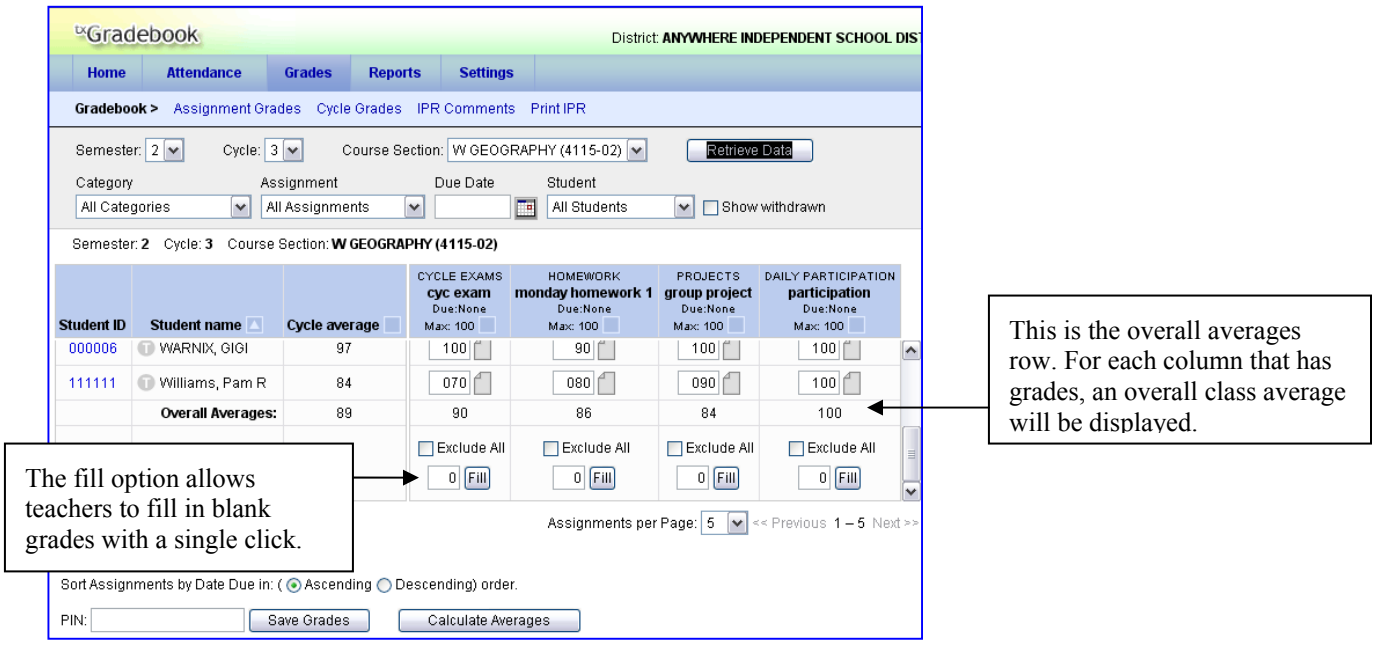
Assignment Average

An assignment average is displayed at the bottom of each assignment column. As the grades for each student are entered, the assignment average is automatically updated. The assignment grades may be sorted in ascending or descending order by clicking on the arrow in the Assignment column header.



Exclude All

To mass exclude grades:

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

Fill Button

To mass enter grades:

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

If you have entered grades for all students who have turned in the assignment, and wish to enter zeros for all other students, type 0 in the **Fill** field and click **Fill**. All blank grade fields for that assignment will be changed to 0.

To mass replace blank grades with a value (e.g., 100), type the grade in the **Fill** field and click **Fill**. All blank grades for that assignment will be changed to the entered grade.

To mass delete grades:

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

Calculate Averages

At the bottom of the Assignment Grades page you will find the Calculate Averages button. You may click the Calculate Averages to calculate the students working cycle average.

You may wish to use this option to view students' average after entering grades, but before saving the grades.

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Rounding Numbers

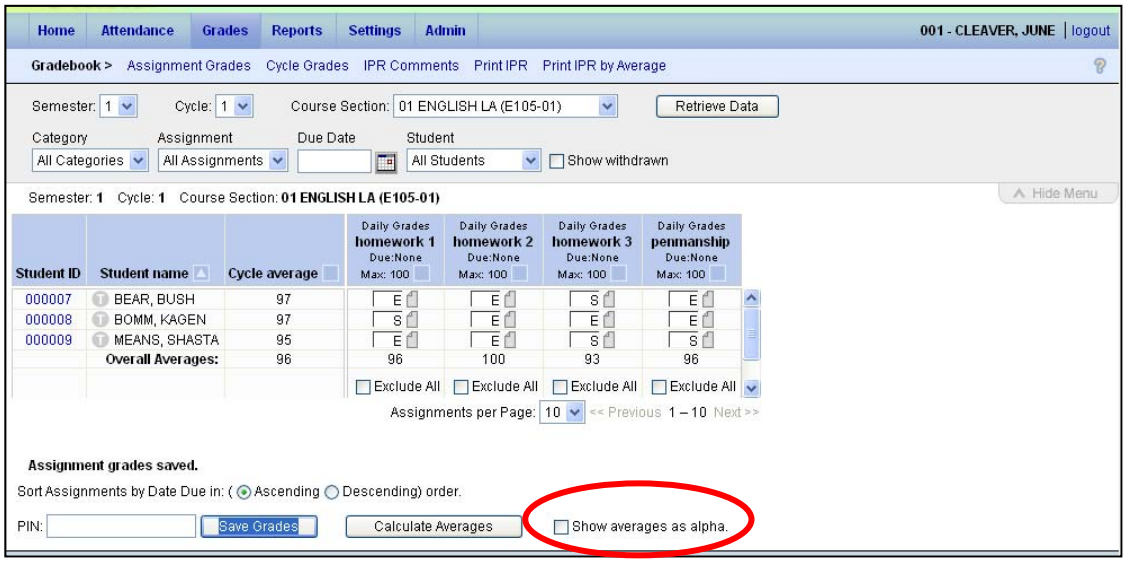
When calculating a student's cycle average, be aware of the following details:

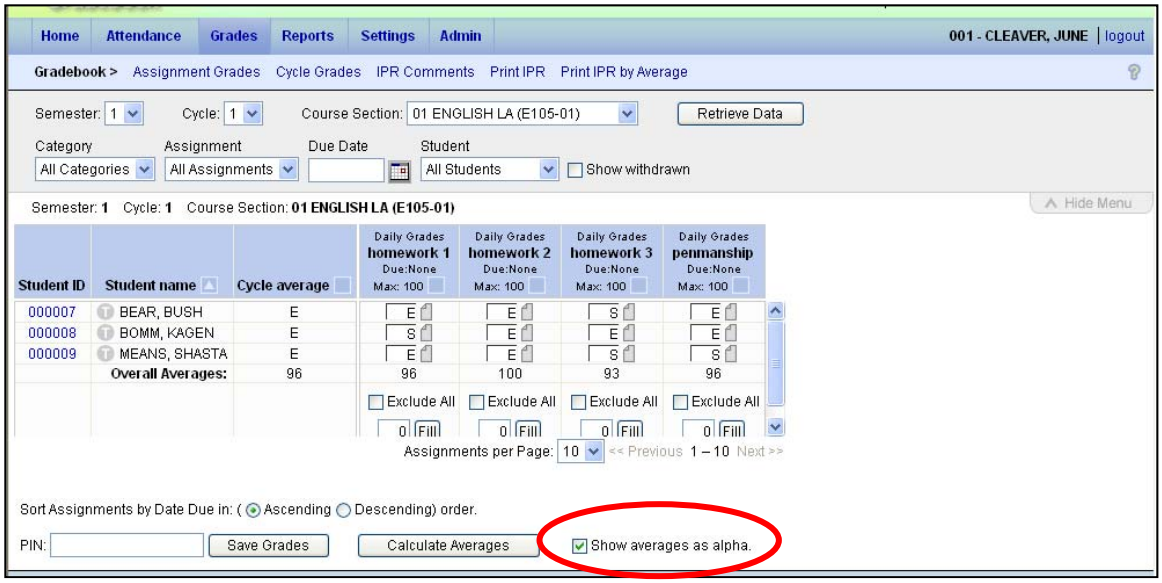
- Assignment grades are always whole numbers (i.e., no decimals).
- When a category average is displayed on a student's Cycle Grades page or IPR, it is rounded to the nearest whole number. If the number to the right of the decimal is 5 or greater, the displayed grade is rounded up. If the number to the 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 display 90 for the category average. If the student's category average is 90.49, the IPR and Cycle Grades page 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.

Alpha Grades

If the course is set up for alphabetical or ESNU grade posting in RSCCC, you may enter letter grades or numeric grades. If you enter a letter grade, it will automatically be converted to a numeric grade for calculating the working cycle average, according to the conversion values set by your campus. To view averages as letter grades, select **Show averages as alpha.**





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Interim Progress Reports (IPR)

The Interim Progress Report (IPR) is run for a specific period in time during the current semester/cycle to provide a report of a student's grades up to that point. You may print IPR's for selected students or all students. IPR's may be run anytime throughout the semester, including occasions when you may be meeting with a student's parents and wish to show them a detailed report of the student's grades.

Types of IPR's

- Campus level IPR's will list all courses for a student with the current cycle average and comments. These are processed by campus administrative staff. Campus level IPR's may be printed from RSCCC for all students or only students with failing grades.
- Teacher level IPR's may be printed for a single class or selected students. The teacher IPR lists the current cycle average including detailed assignment grades, comments, and notes for a particular class.

EDDY, TIMOTHY G

Teacher: SHIRLEY BLADES — Report Date: 4/15/2009 5:13:48 PM
Subject: BUS COMP INF SY — Period: 01

Current Average: Incomplete

Assignment	Due Date	Grade	Late	Redo
Homework (Weight 25%)				
Chapter 1 Keyboard Rules		Missing		
Homework Avg		**0**		
Tests (Weight 25%)				
Keyboard Row 1 Test		91		
Tests Avg		**91**		
Class Work (Weight 25%)				
Keyboard Practice		90		
Class Work Avg		**90**		
Chapter Questions (Weight 25%)				
Keyboard Rules #1 - 10		Incomplete		
Chapter Questions Avg		**Incomplete**		

Previous Averages: Cycle 1: **92** Cycle 2: **92**

Comments: K - DOES NOT COMPLETE CLASS WORK
L - CONFERENCE REQUESTED 357-2400

INTERIM PROGRESS REPORT FROM THE GRADEBOOK *(teacher)* (one page per subject)

INTERIM PROGRESS REPORT FROM FROM THE RSCCC (*campus office)* (all subjects on one page)

ANYWHERE INDEPENDENT SCHOOL DISTRI
ANYWHERE HIGH SCHOOL
Interim Progress Report
As of April 20, 2009 22:26

Student Name	Student Id	Grade Level	Semester	Cycle	School Yr	Control Nbr	Track
CARTWRIGHT, JOE L	900001	11	2	2	2008-2009	141	1

To the Parents/Guardians of:
JOE L CARTWRIGHT
121 PONDEROSA
KILGORE, TX 75662

Course	Period	Teacher	Curr Avg	Ovr Avg	Comment Codes	Notes
0004 ENGLISH 3	01 - 01	MCGAHEI, SUELEE	077			
4115 W GEOGRAPHY	01 - 01	BOOKER, READ	085		C	STUDENTS CAN MAKE UP WORK FOR A 10 POINT DEDUCTION
6111 SPANISH 1	02 - 02	COOPER, MAX	084			
0005 ENGLISH 4	02 - 02	FAY, TINA	084			
2312 GEOMETRY	03 - 03	LAPRADEE, LEO	080			
0062 FOOD SCI & TECH	04 - 04	JACKSON, MIKE	089			
3315 CHEMISTRY	06 - 06	WILCOX, BILL	077	080		
0119 BAND 3	07 - 07	JONES, TOM	087*			

NOTE: Progress grades are not saved in the system. To retain the progress grades, keep a printed copy of the IPR report.

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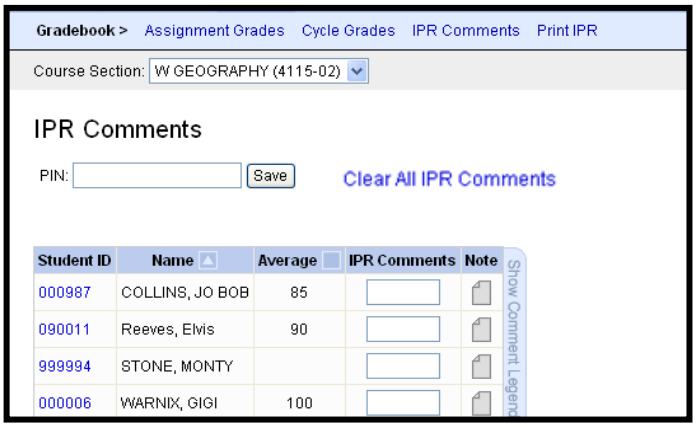
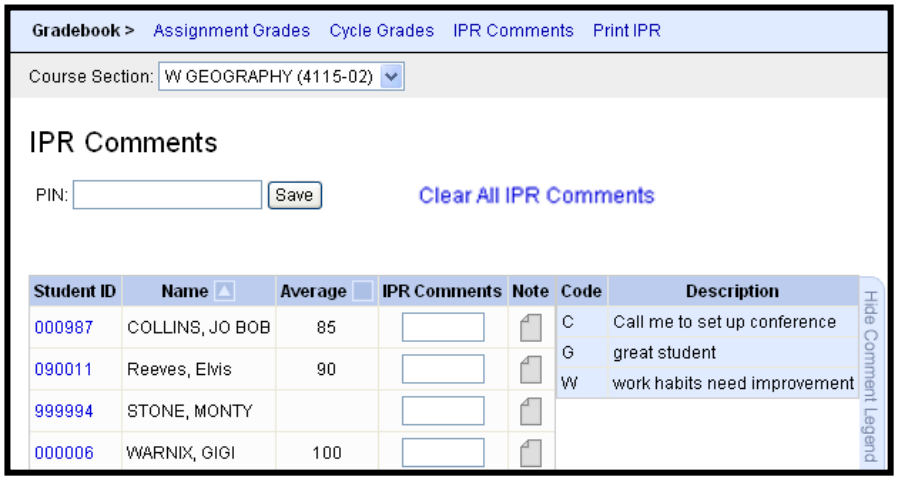
IPR Comments

To access the IPR comments page, click Grades on the top menu bar and select IPR comments on the submenu. When the IPR page is displayed as shown below, the IPR Comments Legend is collapsed so that it is not visible. In order to view the legend, click on the Show Comments Legend tab.



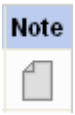
The IPR page with the Comments Legend displayed is shown below.



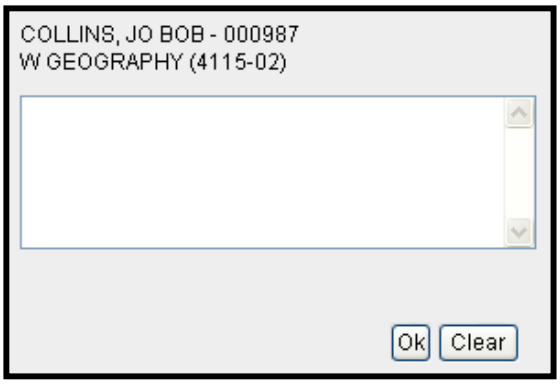
You may select up to five codes to be displayed on the student's IPR. If you know the codes that you wish to use, enter the corresponding letter for the code in the IPR Comments column. If you need to view all of the codes, click the "Display Comments Legend" as described above.

IPR Note

Notes may be added for students which will be included on the IPR form. Click the Note icon on the student row to add a comment.



A pop-up window for notes will be displayed as shown here.



After all comments have been entered for each student, enter your PIN and click the Save button. A message will inform you that the data was saved successfully. You may then click the "Print selected IPR's link to start the IPR printing process which is described below.

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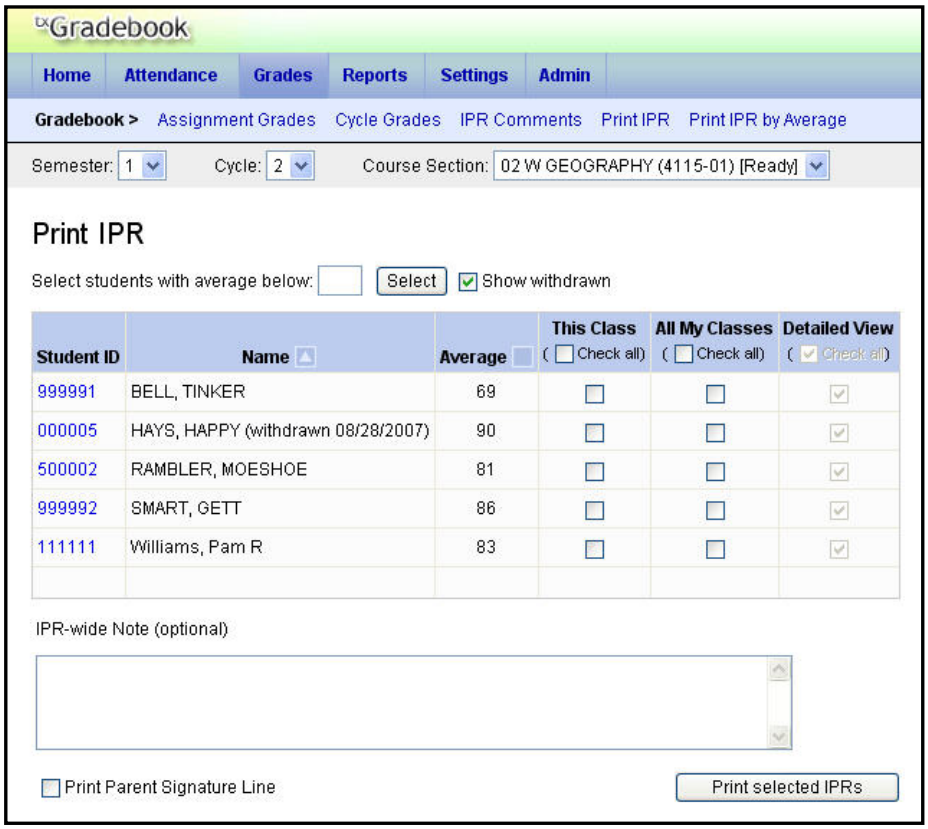
Print IPR

The Print IPR page allows you to select the students for whom you wish to print IPRs. For each student, you may select the courses for which you wish to print IPRs and the level of detail you wish to include on the report.

IPRs may be run anytime throughout the semester, including occasions when you may be meeting with a student's parents and wish to show them a detailed report of the student's grades.



The 'Select students with average below' is available so a teacher can enter an average, click the Select button, and any student with an average below the average that was entered is automatically checked in the This Class column to receive an IPR.

<u>To select students for printing:</u>

1. Select the semester, cycle, and course section for which to print IPRs.
   Note: If you marked the course as ready to post on the Cycle Grades page, then the message **[READY]** will be displayed in the **Course Section** drop-down list next to the course.
2. To print IPRs only for students with an average below a specific average for the course section, enter the average in the **Select students with averages below** field, and click **Select**. Those students will be selected for printing.
3. By default, withdrawn students are not displayed. To display withdrawn students, select **Show withdrawn**. To hide withdrawn students, deselect **Show withdrawn**.
4. Select **This Class** if you want to print an IPR for the student for only the selected course section. To select this option for all students in the selected course section, select **Check all**. If you select this option for any students, you cannot select the **All My Classes** option for those students.
5. Select **All My Classes** if you want to print IPRs for the student for all classes you teach in which that student is enrolled. To select this option for all students in the selected course section, select **Check all**. If you select this option for any students, you cannot select the **This Class** option for those students.

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To select the level of detail to print:

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

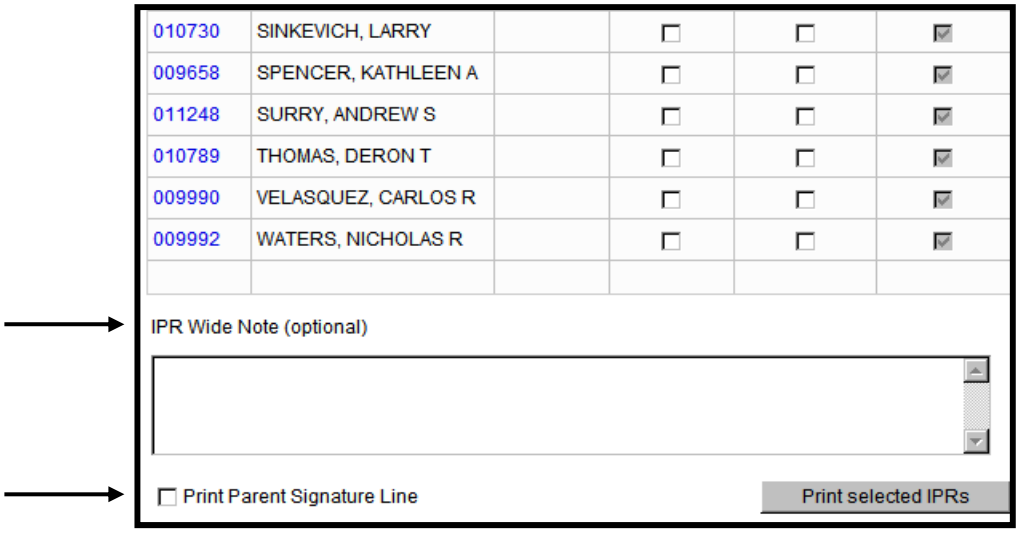
To enter a message that will appear on all IPRs to be printed:

In the optional **IPR Wide Note** field, you can enter a note that will appear on all IPRs that are selected for printing. The wide note will be added to the end of any notes entered in the **Note** field on the IPR Comments page. (Notes entered on the IPR Comments page are student specific.)

The note is not saved to the database. If a teacher wanted to print the same note for more than one class, the teacher can copy the note and paste it when she retrieves the next class.

To print the IPRs:

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



On the printed IPR assignments will be sorted by due date within each category. If a due date is not entered the assignments will be sorted alphabetically by assignment name.

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Missing and Incomplete Grades

If a student has an assignment grade of M (Missing) or an assignment grade of I (Incomplete) the grade of M and I printed on the IPR. If the working cycle average is I, then Incomplete is displayed for the average. The following displays the Missing and Incomplete on the IPR:

ROLL, TOOTSIE

Teacher: SAM ADAMS — Report Date: 5/28/2010 6:10:16 PM

Subject: Algebra 1 - J — Period: 01

Calculated Average: Incomplete

Assignment	Due Date	Grade	Late	Redo
TESTS (Weight 50%)				
cycle 3 exam		90		
pop quiz-chapter 25		76		
Quiz 6		76		
	TESTS Avg	**81**		
DAILY WORK (Weight 50%)				
Chapter 21-30 worksheet		Incomplete		
Daily Participation sw3		93		
Homework 1		90		
Homework 2		78		
journal 3		Missing		
project 6		90		
	DAILY WORK Avg	**Incomplete**		

Previously Posted Averages: Cycle 1: **78** Cycle 2: **80**

Comments:

Cycle Averages

NOTE: Working cycle averages printed on the IPR are not saved. The working cycle average represents the grade at that point in time. This average will change with each subsequent assignment grade entry. In order to have a record of the IPR grade, you must retain a copy of the report before distributing to parents.

- The working cycle average is displayed for the cycle for which the IPR is printed. It is listed as **Calculated Average**.
- The posted cycle averages for previous cycles are printed at the bottom of the IPR (above **Comments**).
- If a posted or override average exists for the current cycle, it is displayed at the top of the IPR (below **Subject**).
- Even if a posted or override average exists for the current cycle, the calculated average is printed in the center of the IPR.

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Point Based Courses

The labels on the IPR are named differently for point-based courses. The following displays an IPR for a point-based course:

Teacher: DEBBIE MOON — Report Date: 8/15/2008 2:59:39 PM
Subject: WORLD GEOGRAPHY — Period: 01

Current Average: 89

Assignment	Due Date	Grade	Late	Redo
Homework (Possible Points 270)				
US Capital Cities Worksheet	8/31/2007	85		
World Capital Cities Worksheet	9/7/2007	75		
Oceans of the World Worksheet	9/14/2007	90		
Homework Points Earned		**250**		
Chapter Tests (Possible Points 160)				
Mountain Ranges of the US	9/19/2007	65		
South American Countries Worksheet	9/21/2007	50		
Chapter Tests Points Earned		**115**		
Class Participation (Possible Points 75)				
World Geography Jeopardy	9/19/2007	75		
Group Project	9/27/2007	10		
Class Participation Points Earned		**85**		
Tests - Point (Possible Points 250)				
Practice Quiz Capital Cities	9/24/2007	125		
Practice Quiz Oceans	9/25/2007	95		
Tests - Point Points Earned		**220**		
Points Earned: 670 Possible Points: 755				

Next to the category, the "Possible Points"is displayed. At the bottom of each category "Points Earned" is displayed. At the bottom, total "Points Earned: xxx Possible Points: xxx" label is displayed.

Transfer Walk in Grades

If a transfer grade exists, the IPR will appear as follows:

ABBOTT, BILLY J

Teacher: READ BOOKER — Report Date: 12/11/2009 5:39:14 PM
Subject: W GEOGRAPHY — Period: 01

Posted Average: 84 Calculated Average: 84

Assignment	Due Date	Grade	Late	Redo
** 8/25/2009 Transfer Average from prior course (Weight 10%)*		*70*		
Remaining Average (Weight 90%) comes from the following:				
TESTS (Weight 50%)				
pop quiz chapter one		80		
TESTS Avg		**80**		
DAILY WORK (Weight 50%)				
chapter one worksheet		85 (Dropped)		
European Map chart		92		
THIS NOT WILL PRINT IF I CHECK BELOW				
six weeks class participation		90		
DAILY WORK Avg		**91**		

Previously Posted Averages:

Comments: W - work habits need improvement
He did his best

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Dropped grades

The IPR will indicate which grades are dropped in a category. The following displays an IPR with a dropped grade:

Interim Progress Reports

Back to IPR selection page...

POMPAY, STEPHEN M

Teacher: SUZANNE NOLANDER — Report Date: 8/15/2008 3:38:32 PM

Subject: WLD HIST — Period: 01

Current Average: 91

Assignment	Due Date	Grade	Late	Redo
Homework (Weight 25%)				
Chp 12 worksheet	4/23/2008	69 (Dropped)		
Bring world news article 1	4/25/2008	5		
Chp 12 reading, pgs 108-132	4/25/2008	100		
Chp 13 worksheet	4/30/2008	85		
Bring world news article 2	5/2/2008	100		
Chp 13 reading, pgs 133-151	5/2/2008	100		
Chp 14 worksheet	5/7/2008	97		
Bring world news article 3	5/9/2008	100		
Chp 14 reading, pgs 152-170	5/9/2008	100		
	Homework Avg	**98**		

Possible Points Less than 100

The report will display the possible points for the assignment if the possible points is not 100, the teacher is using the percentage weighting type, and the grade is numeric. 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.

SMYTH, JIMMIE

Teacher: SAM ADAMS — Report Date: 5/28/2010 6:46:05 PM

Subject: Algebra 1 - J — Period: 01

Calculated Average: 84

Assignment	Due Date	Grade	Late	Redo
TESTS (Weight 50%)				
cycle 3 exam		90		
pop quiz-chapter 25		76		
Quiz 6		76		
	TESTS Avg	**81**		
DAILY WORK (Weight 50%)				
Daily Participation sw3		**95**(90/95)		
Homework 1		90		
Homework 2		78		
	DAILY WORK Avg	**87**		

Previously Posted Averages: Cycle 1: **78** Cycle 2: **80**

Comments:

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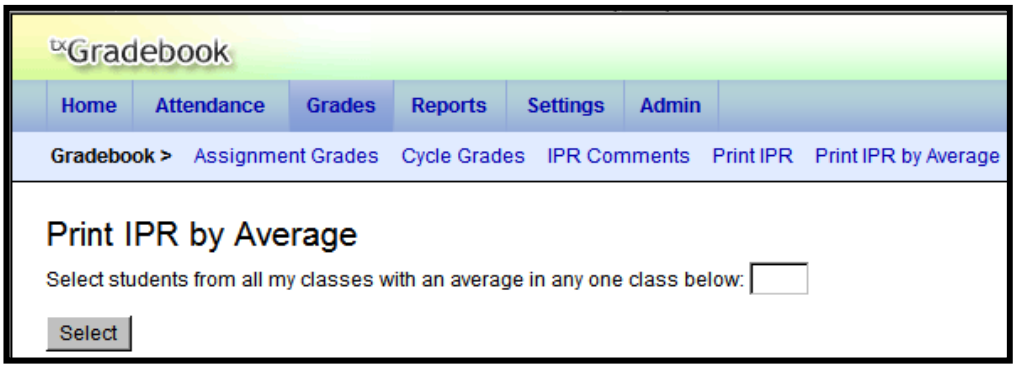
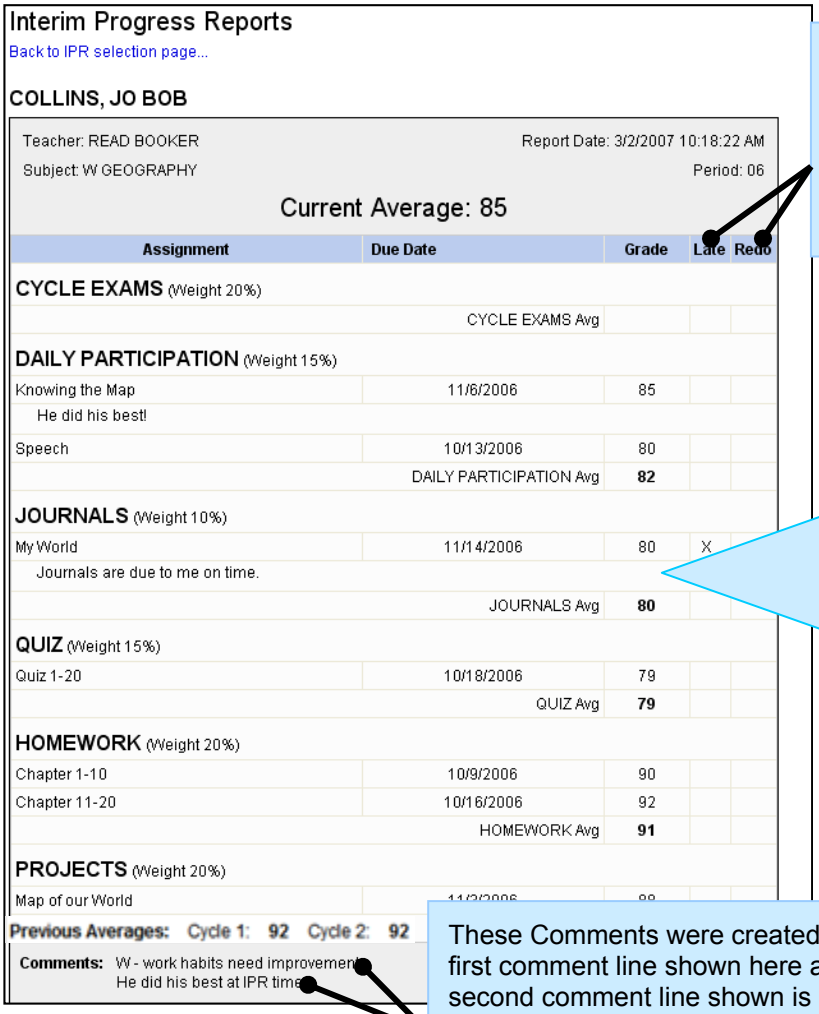
Print IPR by Average

The following displays the Print IPR by Average page:



This page functions very similar to the field on the Print IPR page to select students with average below. On this page the teacher will enter an average and any students from the All My Classes column on the Print IPR page will be automatically selected to have an IPR printed.

IPR Detailed View



***If* Late *or* Redo** had been selected on the Grade Properties Box next to an assignment; here is where it would be noted.

Message Created in Grade Properties Box, "Note" Icon Beside

These Comments were created on the IPR Comments Page. The first comment line shown here are from the Comment Legend. The second comment line shown is a comment created on the IPR Note field found on the IPR Comments page. A third comment line would display the 'wide note'.

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All My Classes-Non-detailed view

Interim Progress Reports

Back to IPR selection page...

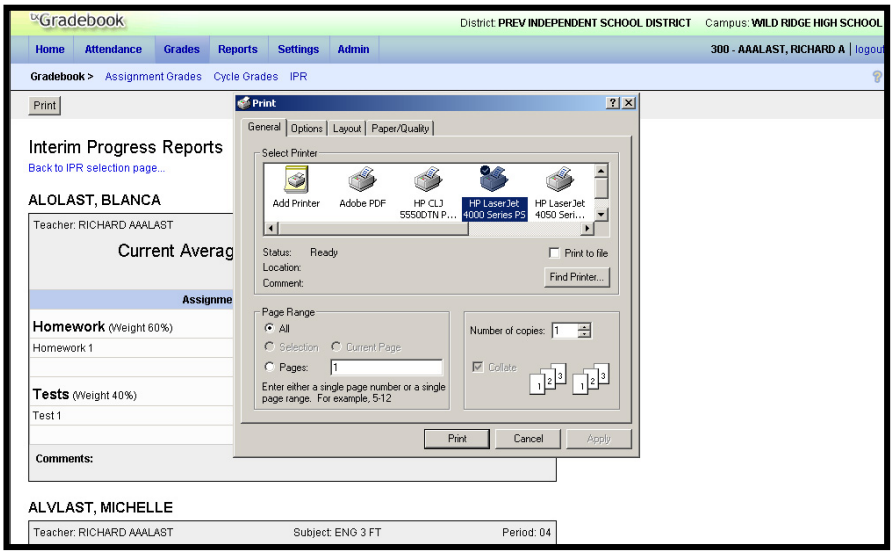
COLLINS, JO BOB

Course Name	Period	Current Average	Comments
US HISTORY	05	59	
W GEOGRAPHY	06	85	W - work habits need improvement He did his best at IPR time

If the IPR's displayed are correct, click the Print button in the upper left-hand corner of the page. The printer options box is displayed. Set up the print job to the appropriate printer with the parameters that you desire and click the print button.

> ***Important Note:*** *Before printing IPRs, it is recommended that you change the Page Setup options to disable printing of headers and footers when printing IPRs. Otherwise, page numbers for the entire group of IPRs and other unnecessary data will print in the header and footer of each IPR.*
>
> *In the browser from the File menu, select Page Setup, The Page Setup dialog box will open allowing you to change the settings.*
>
> *Under Header and Footers, delete all data in the Headers and Footers fields. Make note of the data that you are deleting, in case you wish to reset the headers and footers after you have printed IPRs.*
>
> *Click OK to save the settings and close the Page Setup dialog box.*

Once you click the Print button, the IPR's will be sent to the printer that you selected. Each will be printed on a separate page of paper.



This page shows a printed IPR. The IPR has the district heading, campus name and the semester and cycle that the report is for, at the top of the page.

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The IPR is addressed to the parents of the student. Any comments that were selected will be displayed at the bottom of the IPR in the "Comments" section. You can select for a signature line and date space to print for the parent to sign and return to the school if necessary.

ANYWHERE INDEPENDENT SCHOOL DISTRI
ANYWHERE MIDDLE SCHOOL

Interim Progress Report for Semester 1 Cycle 3

To the parents of:
TOOTSIE ROLL
9632 MARTING ROAD
KILGORE, TX 75662

Teacher: SAM ADAMS — Report Date: 5/28/2010 7:00:09 PM
Subject: Algebra 1 - J — Period: 01

Calculated Average: Incomplete

Assignment	Due Date	Grade	Late	Redo
TESTS (Weight 50%)				
cycle 3 exam		90		
pop quiz-chapter 25		76		
Quiz 6		76		
	TESTS Avg	**81**		
DAILY WORK (Weight 50%)				
Chapter 21-30 worksheet		Incomplete		
Daily Participation sw3		**95**(90/95)		
Homework 1		90		
Homework 2		78		
journal 3		Missing (dropped)		
project 6		88		
	DAILY WORK Avg	**Incomplete**		

Previously Posted Averages: Cycle 1: **78** Cycle 2: **80**

Comments: sample wide note message

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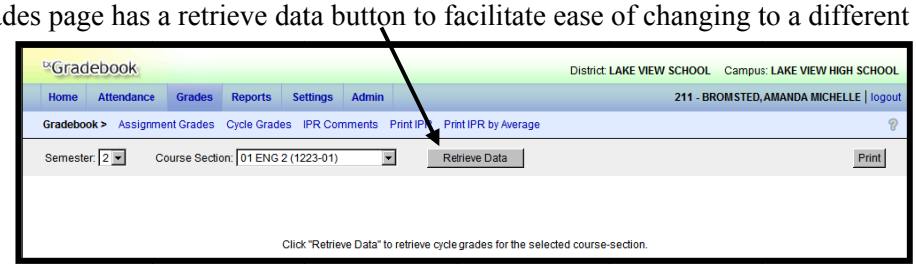
Cycle and Semester Averages

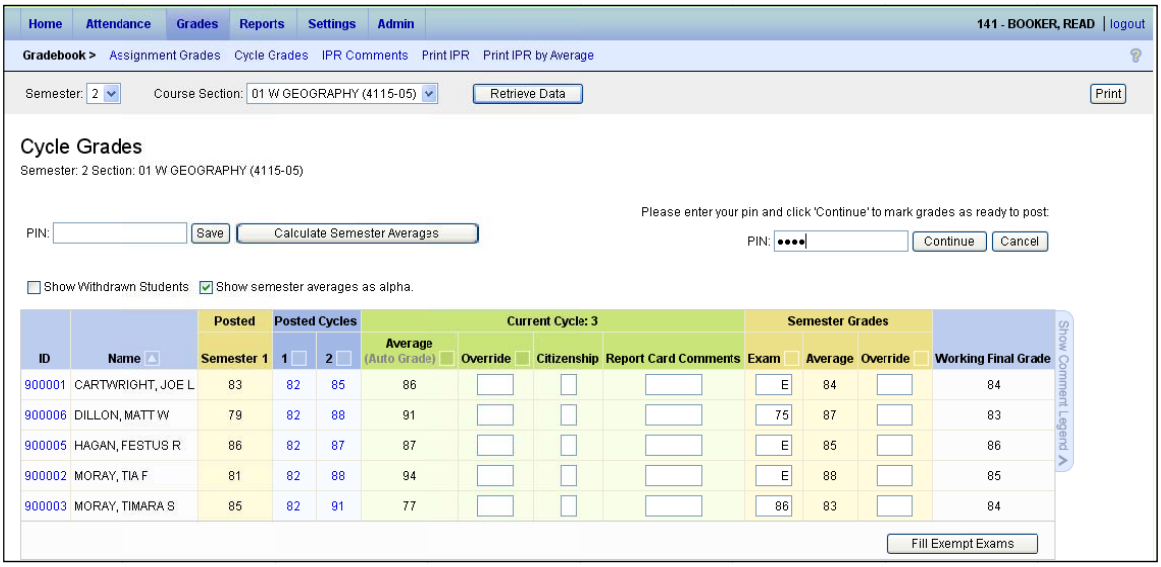
The Cycle Grades page allows you to review and enter end-of-cycle and end-of-semester grade data, including cycle and semester averages, override grades, exams, citizenship grades, and comments. When all data has been entered correctly and is ready to post, you must submit the cycle and/or semester grades to Administration.

For students that transfer into your class after a cycle has ended, the prior cycle grades are entered at the campus level but can be viewed in the grade book.

Courses will not be listed in the Course Section drop down if the course is set to max seats equal zero in the office. (2.2.2.0)

The Cycle Grades page has a retrieve data button to facilitate ease of changing to a different course/section.





The columns may be sorted according to your preferences. An arrow indicates the column and order by which the table is currently sorted.

- If a column can be sorted, a sort box appears in the column heading.
- To resort the list by another column heading, click in the column heading. The column will be sorted in ascending order, as indicated by in the column heading.
- To sort the column in descending order, click again. The sort arrow will change direction.

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

A cookie will be set to remember the setting, and the page will always default to display averages according to the setting.

Withdrawn students are not automatically displayed. To see withdrawn students in the list, select **Show Withdrawn Students**. A withdrawn student will have the message **withdrawn** appear by his name. To hide withdrawn students, deselect **Show Withdrawn Students**.

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No Show students are not displayed.

For transfer students, the prior cycle grades are entered at the campus level.

Once saved, failing grades are highlighted in pink.

Save Button

You must save your grades before you exit the cycle grades page. Otherwise, your changes will be lost.

Important Note: Saving grades is different from posting grades. You may only post your grades once at the end of the cycle, as described below; however, you must save any changes every time you visit this page. This allows you to leave this page and return as you enter cycle grades data.

You can make changes and save your grades more than one time if you make a change shortly after you have marked the grades as ready to post; however, once the data has been posted by the office, you cannot change any data.

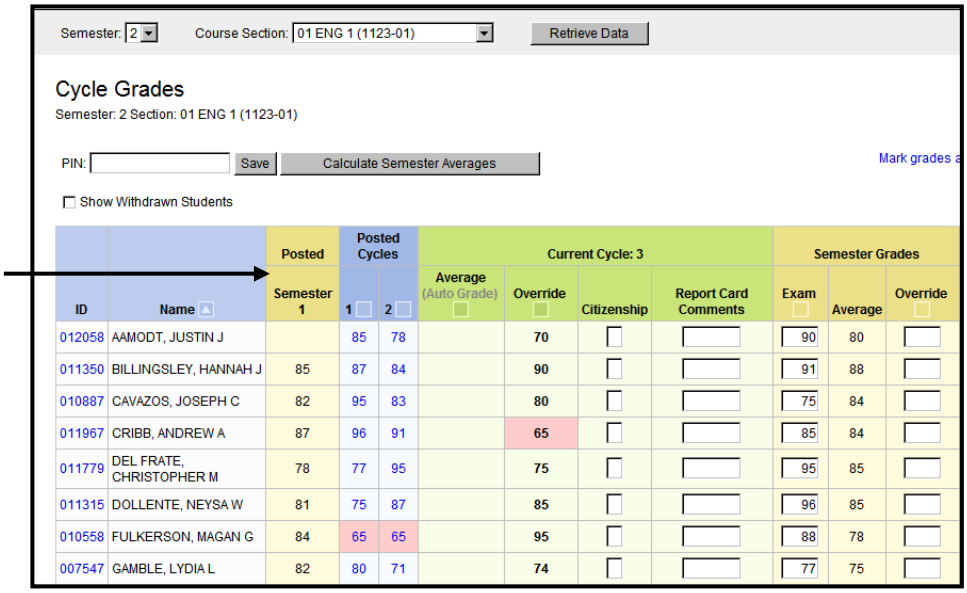
- If your changes were saved successfully, the page will reload, and a message will appear indicating that the cycle grades were saved successfully.
- If you typed your PIN incorrectly, the system will notify you that you provided an invalid PIN. You must provide the correct PIN before you can continue.

Previous Semester

The Cycle Grades page will display the previous semester average when the subsequent semester is selected.

Two semester

A two-semester course with an exam semester pattern of 1, will display the previous semester average. The following Cycle Grades page displays the previous semester average when semester 2 is selected:



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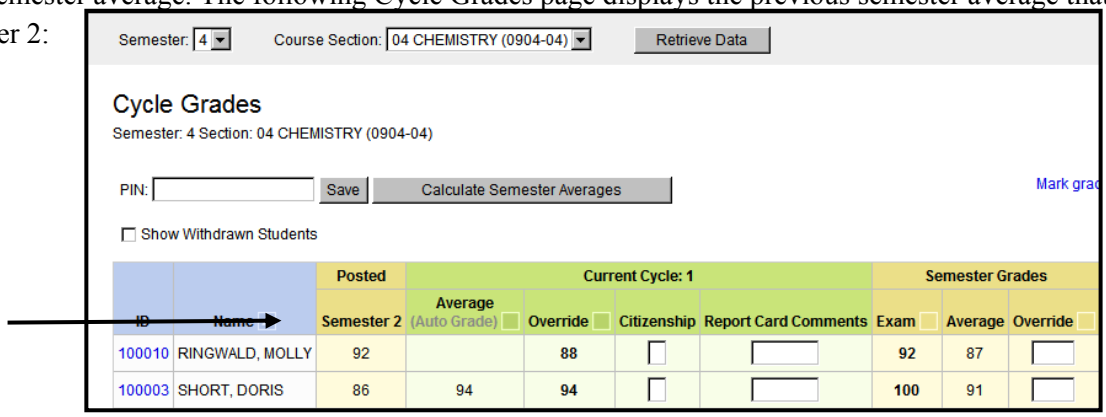
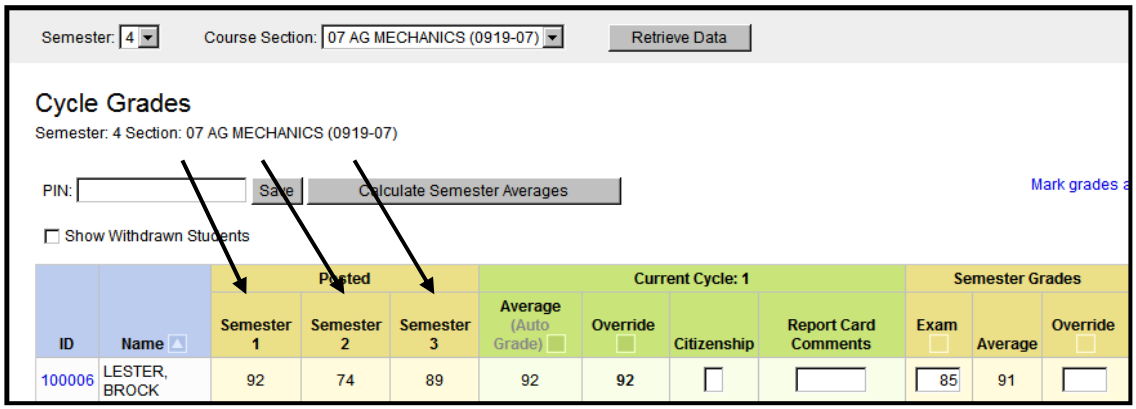
Four Semester

A four-semester course with an exam semester pattern of 2 (exams given every other semester) will display the previous semester average. The following Cycle Grades page displays the previous semester average that was given for semester 2:



A four-semester course with an exam semester pattern of 1 (exams given every semester), will display the previous semester averages. The following Cycle Grades page displays the previous semester averages that were given for each semester:



Since this four-semester course has an exam semester pattern of 1, the three previous semester averages display.

Posted Grades

For cycles that are closed, the following applies:

1. Posted cycle grades appear under the **Posted Cycles** heading below the cycle numbers. If you are currently in the first cycle of a semester, the **Posted Cycle** heading and cycle numbers are not displayed.
2. If a cycle is closed, the cycle average is pulled from the grade course record and is display-only.
3. For data on a posted cycle, click the cycle average. A pop-up window will open to display the posted cycle average, citizenship grade, calculated cycle average, and report card comments for that cycle. Click **Close** to close the window.
4. If an override grade was entered for the cycle grade, the override grade is displayed.

Cycle Average

For the current cycle, the following applies:

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

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

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

  For more information on calculating averages, view the Help for **Weighting Type** on the Administer Categories page.

Override grade (current cycle)

The **Override** field allows you to override a student's working cycle average with a different grade (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70).

If the student's cycle grade is pre-posted, the pre-posted grade will be displayed in this field. You may not override a pre-posted cycle grade.

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

Citizenship grade

The **Citizenship** field allows you to enter the student's citizenship grade for the current cycle.

Your campus may have the citizenship grade set to automatically give all students a default grade. If so, you will only need to enter a grade for those students who you wish to give a citizenship grade that is different than the default. Citizenship grades must be either E, S, N or U or A,B,C,D, or F.

Report Card Comments

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

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

Exams

If your campus administers exams, the **Exam** field allows you to enter the student's semester exam grade. If the student is exempt from the exam, you must enter the grade as E. On a campus where options have been set to expect exams, the exam grade cannot be left blank unless it is a student with a grade level that is set on the elementary table to not include exam.

Note: Some elementary campuses may have a grade conversion value for E. If your campus uses E as a grade, then the numeric value for the grade of E will be used for the semester exam, instead of exempt, for calculating the semester average. In this case, you cannot use E to indicate that the student is exempt from the exam.

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The Fill Exempt Exams button will automatically fill any blanks on exam grades with an E. This feature is for secondary campuses only. Elementary campuses that use semester exams may not post an E for exempt on exam grades.

011191	RAWLS, ALTON R	89	88		85			89	87	87	88
010410	REDMOND, SCOTT A	89	88		85			E	87	87	88
010861	RICKLES, ADAM K	89	88		85			E	87	87	88
010414	RUNNING, LOGAN G	89	88		85			65	87	87	88
010730	SINKEVICH, LARRY	89	88		85			71	87	87	88
009658	SPENCER, KATHLEEN A	89	88		85			E	87	87	88
011248	SURRY, ANDREW S	89	88		85			E	87	87	88
010789	THOMAS, DERON T	89	88		85			85	87	87	88
009990	VELASQUEZ, CARLOS R	89	88		85			90	87	87	88
009992	WATERS, NICHOLAS R	89	88		85			E	87	87	88

Fill Exempt Exams

Semester Average

End-of-semester information is displayed under the **Semester Grades** heading. End-of-semester information includes the following: exam, average, and override.

If a cycle grade is never calculated (assignments never graded) , the semester grade will not be calculated.

The **Average** field displays the student's working semester average, based on the data entered up to this point. This value will be recalculated every time you access the page, click **Calculate Semester Averages**, and/or save grades.

If it is not the last cycle of the semester, the **Semester Average** field displays the student's working semester average using the data that has been entered up to this point and set up information from RSCCC Campus control record. This value will be recalculated every time you click **Calculate Semester Averages** and every time you save grades.

During semesters that have semester exams:

- The Semester Exam field is displayed on the page.
- The Semester Average field displays the average of the cycles since the last semester that had an exam. The semester exam is included in the calculation according to campus settings.
- If the current cycle is the last cycle of the semester, the Exam and Semester Average fields are under the heading Semester Average.
- When viewing a previous semester that has a semester exam, the Exam and Semester Average fields display the posted grades.

During semesters that do not have semester exams:

- The Exam field is not displayed on the page.
- The Semester Average field displays the average of the cycles since the last semester that had an exam.
- When viewing a previous semester that does not have a semester exam, neither the exam nor the semester average is displayed.

Override grade (semester grades)

This field can be updated if the Gradebook options in RSCCC grade reporting allow override of the semester grade. The Semester Override field allows you to override a student's working semester average with a different grade.

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Working Final Average

The Working Final Grade is displayed on the Cycle Grades page. If the campus grading concept is Semester, then a Working Final Grade will not be calculated. If a student is in different sections of the same course, the Working Final Grade will include the previous semester average.

The working final grade is recalculated if a semester exam is administered or an override grade is entered for the current semester.

If a posted semester average exists for the current semester, the posted semester average is used in the final grade calculation. If there is no posted semester average for the current semester but an override semester grade exists, the override grade is used in the final grade calculation.

The calculation for the Working Final Grade is: the sum of the semester averages divided by the number of semesters with averages, which is dependent on the exam semester pattern. In semester 2, a two-semester course will use the semester 1 average and the cycle grades to calculate the Working Final Grade. The Working Final Grade is cumulative. In a four-semester school, if the course has an exam semester pattern of 2 and it is not the last semester; the calculation will use the previous semester grade and the working cycle average to calculate the Working Final Grade.

The Working Final Grade will not be posted to the student's record in RSCCC. The Grade Computation and Credit Assignment Utility will still need to be run by the campus office to assign the student's final grades.

Multiple Sections - Same Course

The following describes the process for situations in which a student has been enrolled in more than one section of the same course during the first semester, and another section of the course during the second semester.

If a semester average exists for only one of the first semester course sections, the semester one average is used to calculate the working final grade. Course sections are paired first when calculating the working final grade and the same course section exists for a prior semester. If one of the grades is blank, the course is paired with other sections of the same course. *(2.2.2.0)*

If a semester average exists for both of the first semester course sections, the system does not determine which average to use for the first semester. In this case, a question mark (?) is displayed for the semester one average and the working final grade.

Note: If the student was enrolled in one section of a course during semester one, and another section of the same course in semester two, the average for each semester is used to calculate the working final grade. *(2.1.0.0)*

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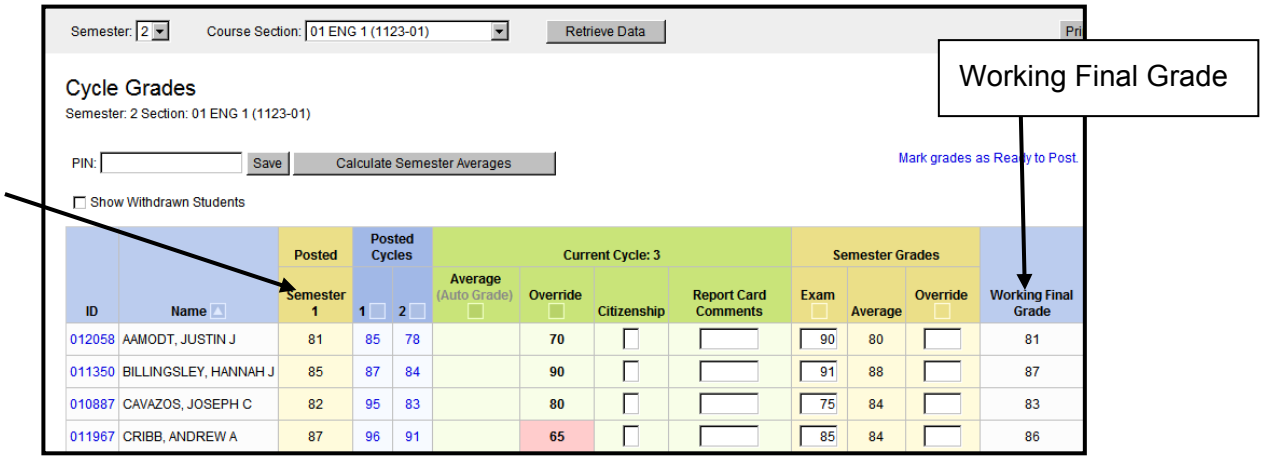
Two Semester Example

A two-semester course will display the semester 1 average and the Working Final Grade. The following Cycle Grades page displays the completed Working Final Grade since the exam grade has been entered:



ID	Name	Posted Semester 1	Posted Cycles 1	Posted Cycles 2	Current Cycle: 3 Average (Auto Grade)	Override	Citizenship	Report Card Comments	Semester Grades Exam	Average	Override	Working Final Grade
012058	AAMODT, JUSTIN J	81	85	78		70			90	80		81
011350	BILLINGSLEY, HANNAH J	85	87	84		90			91	88		87
010887	CAVAZOS, JOSEPH C	82	95	83		80			75	84		83
011967	CRIBB, ANDREW A	87	96	91		65			85	84		86

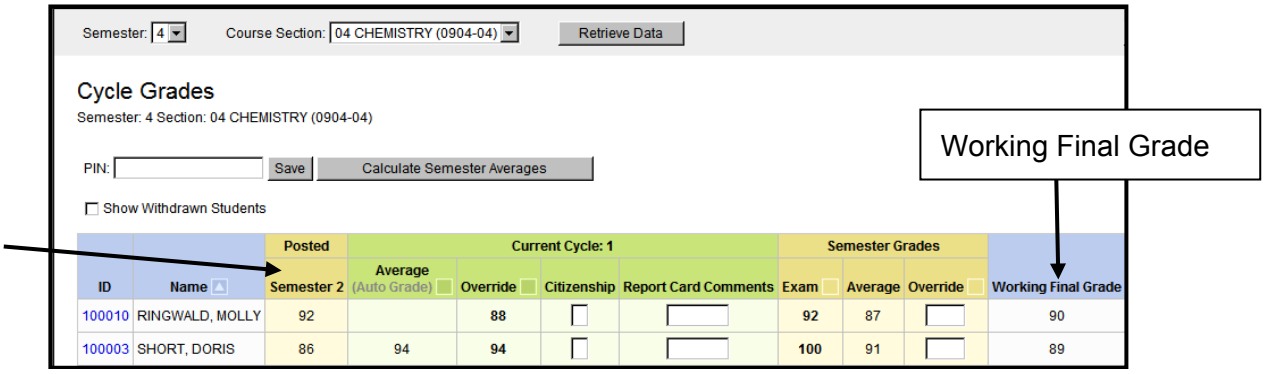
Four Semester Examples

For example, a four-semester course with exam semester pattern 2 will include the semester 3 cycle 1 grade in the Working Final Grade, since semester 3 will not have a semester average. The following is an example of this situation:

ID	Name	Posted Semester 2	Posted Cycles 1	Working Final Grade
100010	RINGWALD, MOLLY	92	85	89

The Working Final Grade for Semester 3 is calculated using:
Semester 2 Average = 92
Semester 3 Cycle 1 = 85
92 + 85 = 177/2 = 88.5 or 89.

A four-semester course with an exam semester pattern of 2, will display the semester 2 average and the Working Final Grade. The following Cycle Grades page for semester 4 displays the completed Working Final Grade:



ID	Name	Posted Semester 2	Current Cycle: 1 Average (Auto Grade)	Override	Citizenship	Report Card Comments	Semester Grades Exam	Average	Override	Working Final Grade
100010	RINGWALD, MOLLY	92		88			92	87		90
100003	SHORT, DORIS	86	94	94			100	91		89

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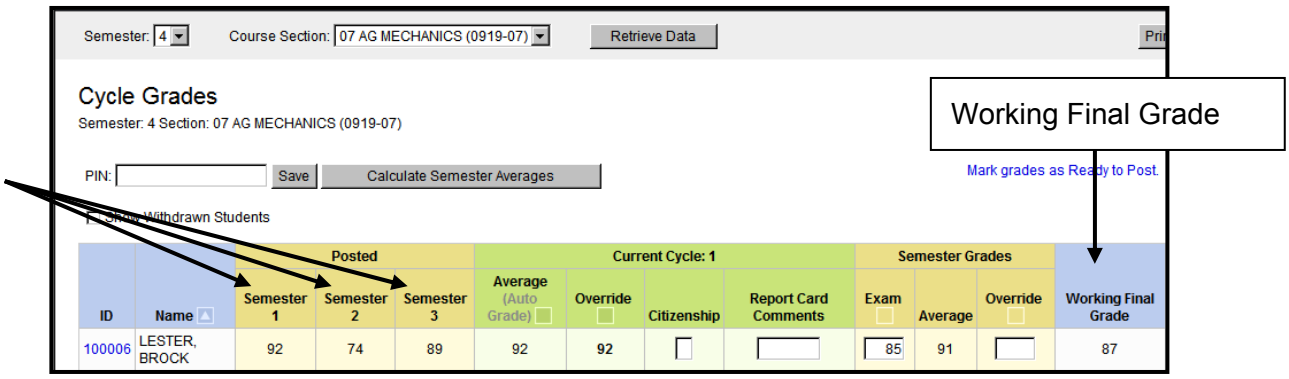
A four-semester course with an exam semester pattern of 1 will display the three previous semester averages and the Working Final Grade. The following Cycle Grades page for semester 4 displays the completed Working Final Grade:



This student's Working Final Grade calculation is:
Semester 1 Average = 92 +
Semester 2 Average = 74 +
Semester 3 Average = 89 +
Semester 4 Average = 91
Total 346/4 = 86.5 = 87.

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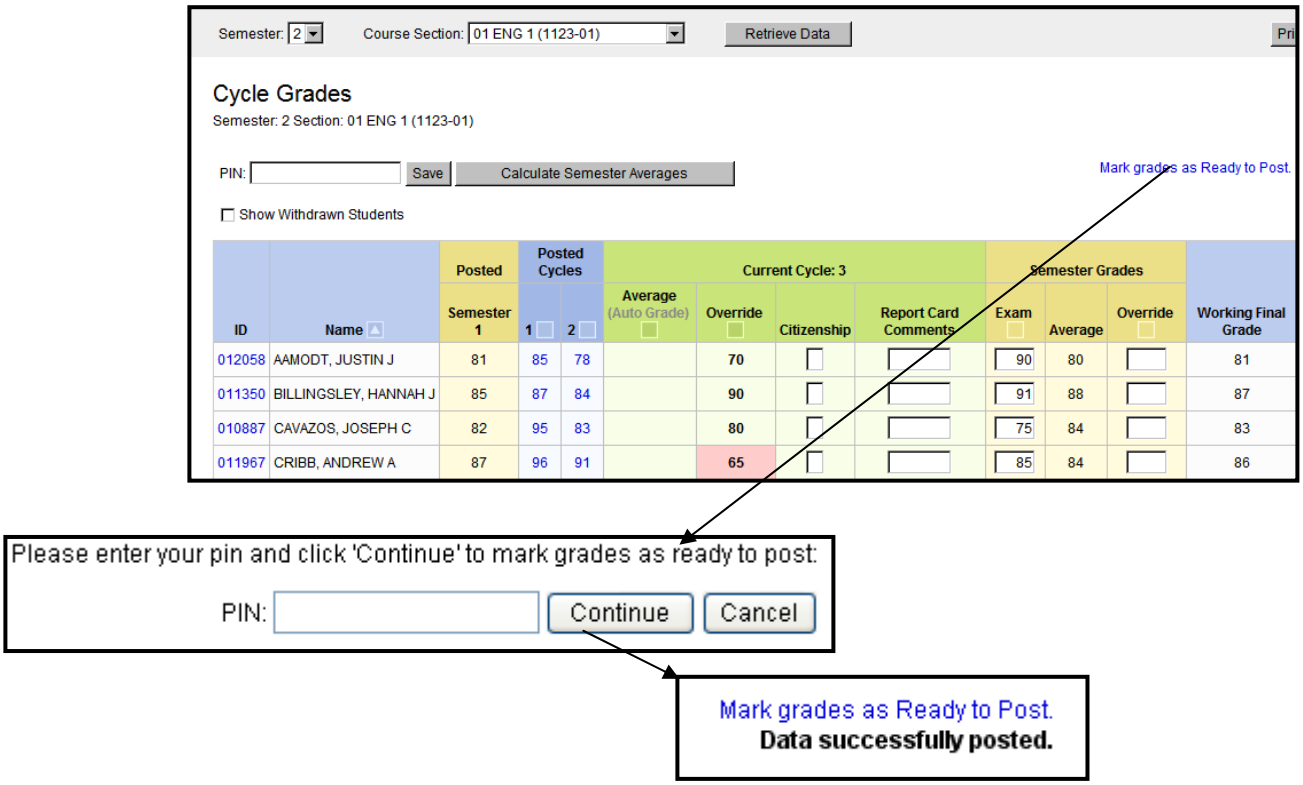
Mark Ready to Post

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

Note: After grades are posted and the cycle is closed, you can make changes to the grades and view the working cycle average (e.g., for a student who missed the last few days of a cycle due to illness); however, you cannot post any changes. Instead, you can print your changes and submit your printout to the campus administrator if this is the desired method for your campus.

When you are satisfied with your input for the cycle grades, notify the system that you are ready to post by clicking **Mark grades as Ready to Post**. The link is only displayed for current cycles that are open for posting. The campus office determines when the cycle is open and closed for posting.



In the **PIN** field, type your four-digit PIN, and then click **Continue** to indicate that your grades are ready to post. If your changes were saved successfully, the page will reload, and a message will appear indicating that the cycle grades were successfully sent to be posted. The message **[READY]** will be displayed in the **Course Section** drop-down list next to the course.

You can make changes and save your grades more than one time if you make a change shortly after you have marked the grades as ready to post; however, once the data has been posted by the office, you cannot change any data.

Your campus administrator can run a Missing Grades report to determine which teachers have posted their grades and which teachers have not yet posted their grades.

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Self-Paced Courses

A modified version of the Cycle Grades page is displayed to accommodate cycle grade data for these courses. If assignment grades are recorded for the self-paced course, the average (based on the assignment grades) appears under Posted Cycles.

The use of assignment grades is optional. If assignment grades are recorded for the self-paced course, the average (based on the assignment grades) is displayed under **Cycle Averages column.**

The semester grade must be manually entered in the override field, regardless of the data in the other fields.

The grade may be posted anytime a student completes the course.

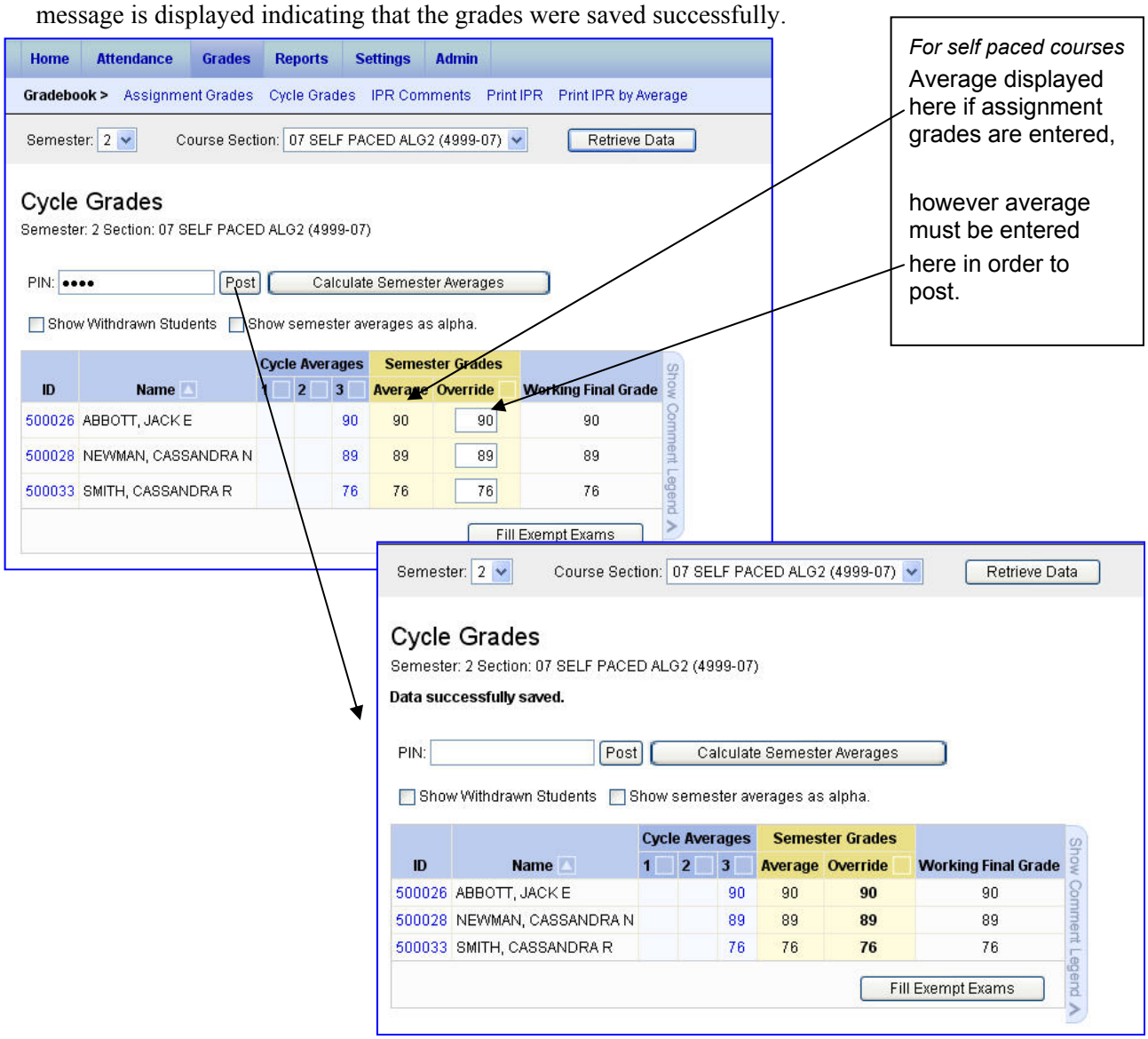
The semester grades for self-paced courses are automatically posted to the student's grade course record in RSCCC when they are saved.

To update data for self-paced courses:

1. Select the semester and course section. A modified version of the Cycle Grades page is displayed to accommodate cycle grade data for these courses.

   ..

2. Type your PIN, and then click **Post**. If your changes are saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.



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Print Cycle Grades

Click Print Button to print the cycle grades. Use this print button to format the page correctly.

Cycle Grades

Teacher: 141 - BOOKER, READ
Current Semester: 2
Current Cycle: 1
Course Section: 01 W GEOGRAPHY (4115-05)
Date / Time: 5/6/2009 4:25:14 PM

☐ Show semester averages as alpha.

ID	Name	Posted	Current Cycle: 1				Semester Average	Working Final Grade
		Semester 1	Average (Auto Grade)	Override	Citizenship	Report Card Comments		
900001	CARTWRIGHT, JOE L	83	82	**82**			82	83
900006	DILLON, MATT W	79	82	**82**			82	81
900005	HAGAN, FESTUS R	86	82	**82**			82	84
900002	MORAY, TIA F	81	82	**82**			82	82
900003	MORAY, TIMARA S	85	82	**82**			82	84

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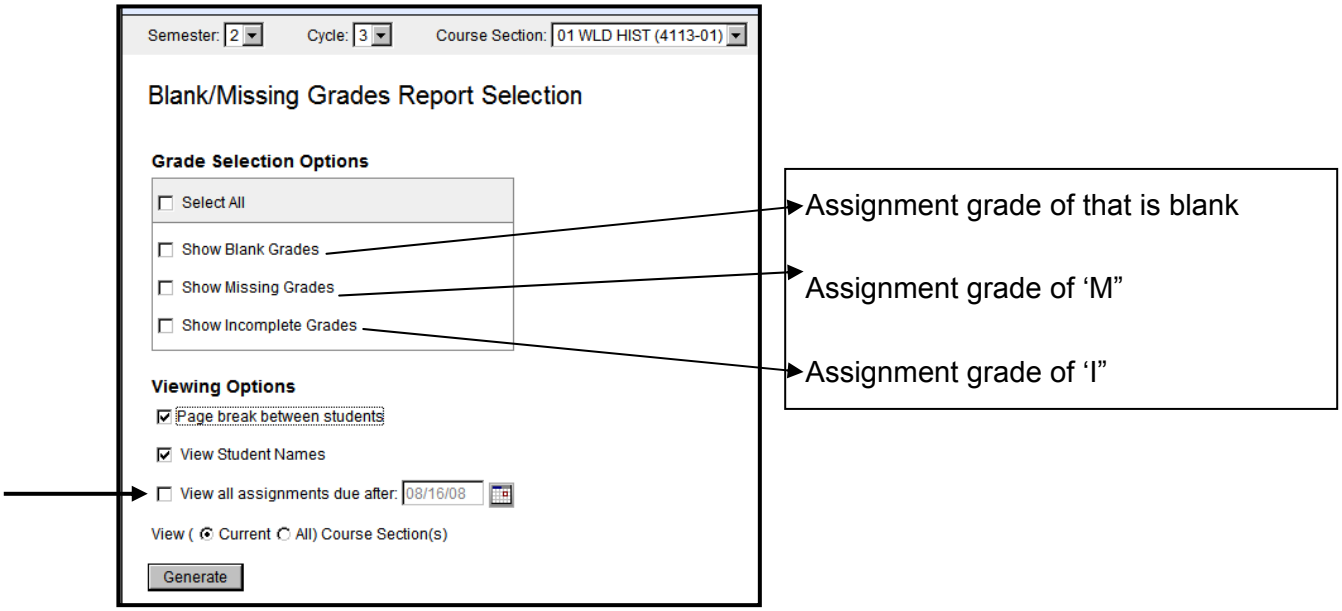
Reports

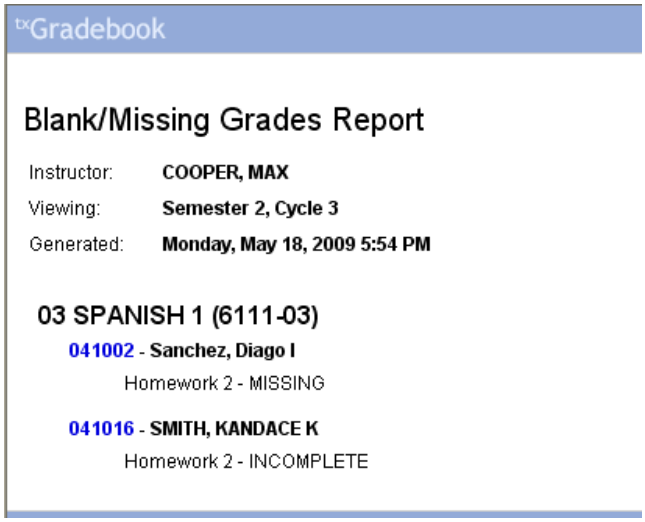
Blank/Missing Grades Report

An option is provided on the selection page to add a page break between students, which allows you to print one student per page. If the option is not selected, the students will print continuously. The following displays the Blank/Missing Report selection page: This report should be printed towards the end of the cycle, before you "Mark Ready to Post".



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

Once you have made the selections options you require for your report, click the 'Generate' button. The report will be displayed in a separate window.



When the report is displayed, you may either click the Print button in the upper right-hand corner of the page for a paper copy or you may click the 'Close Window'.

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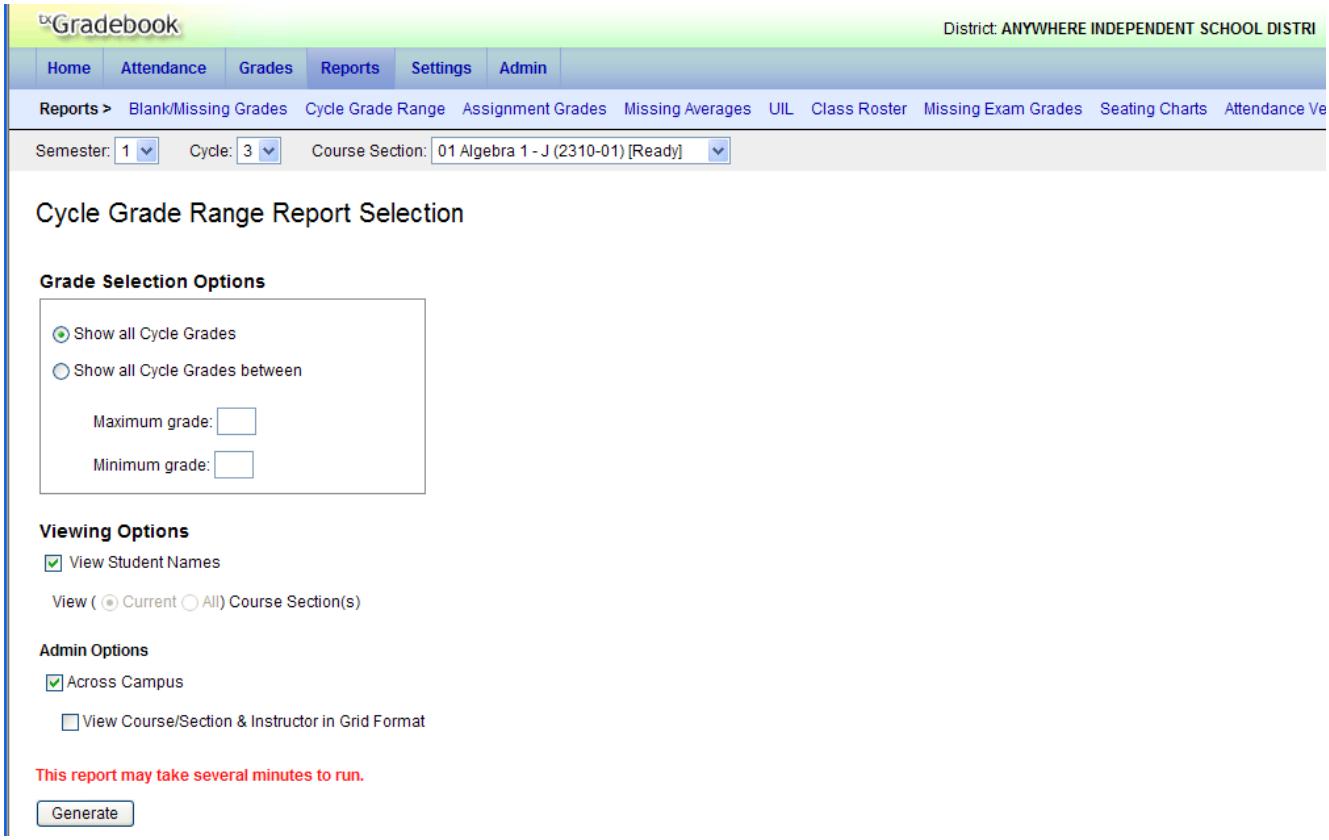
Cycle Grade Range Report

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



Once you have made the selections you require for your report, click the 'Generate' button. The report will be displayed in a separate window.

txGradebook

Cycle Grade Range Report

Instructor: **BOOKER, READ**

Viewing: **Semester 2, Cycle 3**

Generated: **Monday, May 18, 2009 2:44 PM**

01 W GEOGRAPHY (4115-05) [Ready]

Student ID	Student Name	Cycle Grade	Citizenship	Comments
900001	CARTWRIGHT, JOE L	86		
900006	DILLON, MATT W	91		
900005	HAGAN, FESTUS R	87		
900002	MORAY, TIA F	94		
900003	MORAY, TIMARA S	77		

When the report is displayed, you may either click the Print button in the upper right-hand corner of the page for a paper copy or you may click the 'Close Window'.

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The fields under **Admin Options** are only displayed if you are logged on as an administrative user.

- Select **Across Campus** if you want to view grades for all courses across the campus. Otherwise, grades are only displayed for the selected course section or for the impersonated teacher's courses.
- **Note:** If you logged on as a teacher for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However, once you select **Across Campus**, the message is removed because it may not apply to all instructors at the campus, and the fields are enabled.
- If **Across Campus** is selected, the **View Course/Section & Instructor in Grid Format** field is enabled.
- If you do *not* select **View Course/Section & Instructor in Grid Format**, the report is grouped by course/section. The report is similar to the report for nonadministrative users; however, the instructor is listed for each course/section. For nonadministrative users, the instructor is listed once at the top of the report.
- If you select **View Course/Section & Instructor in Grid Format**, the report data is displayed in a grid format, and the course/section and instructor are listed in grid columns. The grid can be sorted by student name, course/section, instructor name, or cycle grade.

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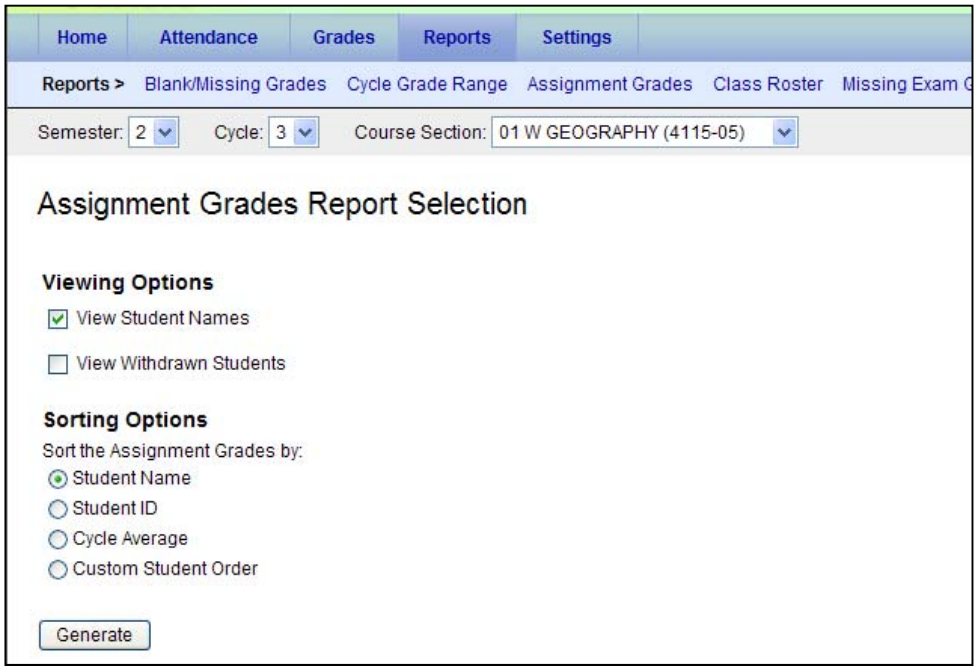
Assignment Grade Report

The Assignment Grades Report Selection page allows you to produce a report showing assignment grades for all students in a course according to options entered on this page.

Use the page below to make selections in the following fields to tailor the report to your needs:



Once you have made the selections you require for your report, click the 'Generate' button. The report will be displayed in a separate window.

Under **Sorting Options**, select **Student Name**, **Student ID**, or **Cycle Average** to indicate how you want to sort the report.

If the **Student Order** field on the Update Profile page is set to add new students to the top of the list or bottom of the list, the **Custom Student Order** option is displayed.

- Select **Custom Student Order** to sort the report in your custom sort order. (This option will appear if you have specified a custom order on the update profile page under settings.)
- If you have not specified a custom sort order for a particular class, the students are sorted by name.

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The following displays the Assignment Grades Report:

txGradebook Print

Assignment Grades Report

Instructor: **COOPER, MAX** Course: **03 SPANISH 1 (6111-03)**
Viewing: **Semester 2, Cycle 3** Generated: **Monday, May 18, 2009 6:02 PM**

Assignment Legend

ID	Assignment	Total Points
0	Homework 1	100
1	Homework 2	100
2	Quiz 1	100
3	Quiz 2	100

Assignment Grades Report

Student ID	Name	Cycle Grade	0	1	2	3
041017	ASHLEY, KARA D	79	90	81	76	70
041013	BASSEY, CHRISTINA G	79	Ex	79	76	80
041018	DANIELS, ELAYNE R	77	90	81	67	70
041015	HENDERSON, SAMATHA L	86	88	90	76	90
041014	HICKS, TAYLOR K	84	90	81	76	88
041012	JOHNSON, RICKY J	69	81	72	56	65
041001	Newman, Linda A	79	90	81	76	70
900009	PIPER, CAIN L (W/D 12/01/2008)					
041002	Sanchez, Diago I	58	67	M	76	88
041016	SMITH, KANDACE K	I	90	I	90	70
041003	SMITH, LENA S	93	99	81	94	99
	Class Average:	78	85	72	76	79

D - Dropped grade
Ex - Excluded grade

To indicate excluded grades an “Ex” is displayed in place of the grade.
To indicate dropped grades a “D” is displayed next to the grade.
Withdrawn students are indicated with a “WD” and the withdrawal date displayed after the student’s name.

Assignment Grades Report

Student ID	Name	Cycle Grade	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
000400	ADAMSON, ALYSSA M		Ex	Ex	Ex	Ex	Ex	Ex	Ex	Ex	Ex	Ex	Ex	Ex	Ex	Ex	Ex
009077	ANDERSON, WARREN M	84	75	81	100	2	83	86	69D	100	Ex	80	88	73D	80	100	80
012502	DOE, JAMES	81	74	80	95	80	85	90	65D	74	63D	70	87	88	89	75	71
012503	DOE, JENNY																
010878	GEBHARDT, COLE T (W/D 03/04/2008)	84	69D	81D	100	5	83	91	91	100	100	75	74	88	100	100	81

D - Dropped grade
Ex - Excluded grade

If on the parameters selection page, you choose not to view the report with names, the column with the student names will be left off. The data can still be sorted by student name, only the names will not be displayed.

When the report is displayed, you may either click the Print button in the upper right-hand corner of the page for a paper copy or you may click the ‘Close Window’.

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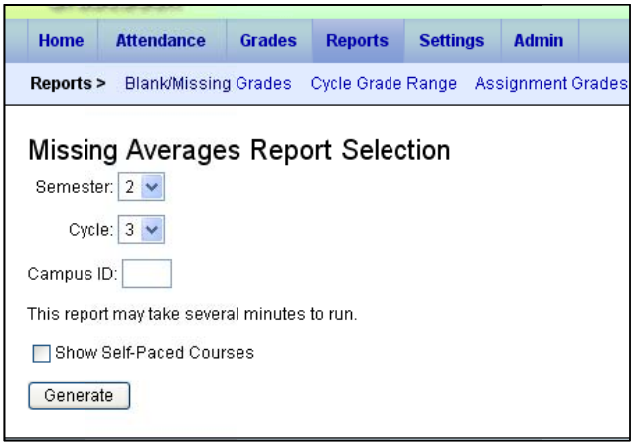
Missing Averages Reports *administrative users only*

This option generates a report showing teachers with students with missing cycle averages.

The Missing Averages Report Selection page is only available to users who log on to the Grade Book application with a district- or campus-level security administrative user ID. This page produces a report by campus of teachers who have students with no working cycle averages. The data is sorted by teacher and includes the total number of students who do not have averages and the teacher's course sections.

The Missing Averages Report will not include non-graded courses.

The following displays parameters for the Missing Averages Report:



If you select Show Self-Paced Courses, the report identifies those students that do not have a working cycle average and includes them in the count of students with missing averages. The teacher can post a semester average for self-paced courses when there are no assignments. If the student has a semester average, he will still be included in the count, since the report checks for a working cycle average and not for a semester average.

<u>To produce a report:</u>

1. From the Reports menu, select Missing Averages Reports. The Missing Averages Report Selection page is displayed allowing you to enter options for generating the report.
2. The **Semester** field defaults to the current semester. Click to print the report for another semester.
3. The **Cycle** field defaults to the current cycle. Click to print the report for another cycle.
4. If you are logged on to the Grade Book application with a district-level security administrative ID, you may select a campus.
5. To produce the report, click **Generate**.
6. The report will open in a new window, and you may print the report from that window. This page will remain open on your desktop.

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txGradebook Print | Close Window | ?

Missing Averages Report

Generated: **Thursday, December 11, 2008 9:59 PM**

Teacher: 005-PAULA ABDUL **Campus:** 101

Course	Section	Number of Students with no Average
E500	05	3
E501	05	3
E502	05	3
E503	05	3
E504	05	3
E505	05	3
Total		18

Teacher: 001-JUNE CLEAVER **Campus:** 101

Course	Section	Number of Students with no Average
E100	01	3
E101	01	3
E102	01	3
E103	01	3
E104	01	3
E105	01	3
Total		18

Teacher: 003-SIMON COWELL **Campus:** 101

Course	Section	Number of Students with no Average
8585	01	3
E300	03	3
E301	03	3
E302	03	3
E303	03	3
E304	03	3
E305	03	3
Total		21

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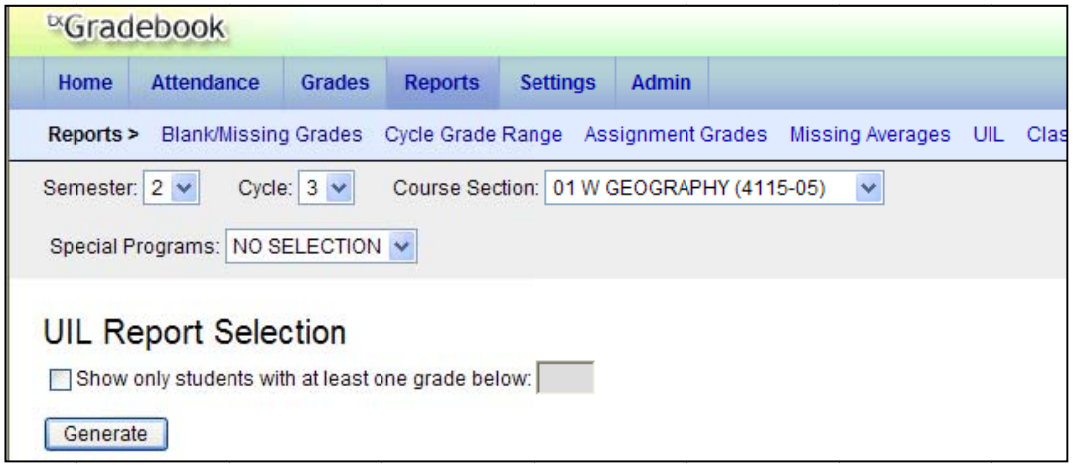
UIL Report *UIL users only*

The UIL Report Selection page is only available to users who log on to the Grade Book application with a UIL user ID. This option produces a report that displays your students' working cycle averages for all of their courses. This report allows you to determine UIL eligibility and locate students who may be at risk for losing eligibility. Courses in which the student has failing grades are shaded pink.



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

In the report parameters, if the "Show Only Students with at least one Grade Below" is selected, the report will use the working cycle average to select the students to be included on the report.

The posted grade will display if it exists. If there is no posted grade, the override grade is displayed if it exists. Otherwise, the working cycle average is displayed.

When the UIL report is generated for a previous semester and cycle, the posted grade always displays. If the grade is not posted to RSCCC, then the override grade displays and if there is not an override grade, then the working cycle average displays.

The UIL report has columns including the Working Cycle Average, the Override Cycle Average, and the Posted Cycle Average. Grades will appear in all three columns if they exist when the report is run.

To produce a report:

1. From the Reports menu, select UIL Report. The UIL Report Selection page is displayed allowing you to select the course for which you wish to produce the report.

2. The **Semester** and **Cycle** fields display the current semester and cycle. You may only produce a report for the current semester and cycle.

3. In the **Course Section** field, click to select the course for which you wish to produce the report.

4. To limit the report to students who have at least one course with a working cycle average below a specific grade (e.g., below 70), select **Show only students with at least one grade below**, and enter a grade in the field.

5. To produce the report, click **Generate**.

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6. The report will open in a new window, and you may print the report from that window. This page will remain open on your desktop.

UIL Report

Course: **07 BAND 3 (0119-07)**
Viewing: **Semester 2, Cycle 3**
Generated: **Tuesday, February 24, 2009 4:14 PM**

Showing students with grades under: 70

900001 - CARTWRIGHT, JOE L

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
01 W GEOGRAPHY (4115-05)	01	BOOKER, READ	86		
01 ENGLISH 3 (0004-02)	01	MCGAHEI, SUELEE	85		
02 SPANISH 1 (6111-01)	02	COOPER, MAX	79		
02 ENGLISH 4 (0005-01)	02	FAY, TINA	87		
03 GEOMETRY (2312-03)	03	LAPRADEE, LEO	83		
04 FOOD SCI & TECH (0062-01)	04	JACKSON, MIKE	69	70	
06 CHEMISTRY (3315-03)	06	WILCOX, BILL	84		
07 BAND 3 (0119-07)	07	JONES, TOM			

The report can be exported to Microsoft Excel.

txGradebook Export | Print | Close Window | ?

UIL Report

Course: **01 W GEOGRAPHY (4115-05)**
Viewing: **Semester 2, Cycle 3**
Special Group: **Generic - DEB**
Generated: **Friday, May 28, 2010 7:55 PM**

500010 - ABBOTT, BILLY

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
01 W GEOGRAPHY (4115-05)	01	BOOKER, READ	90		85
02 ENGLISH 3 (0004-01)	02	MCGAHEI, SUELEE	82		82
03 GEOMETRY (2312-03)	03	LAPRADEE, LEO	86		86

Notes for Microsoft Excel 2007 users:
If you use Microsoft Excel 2007, a warning message is displayed when you export the report. The message indicates that the report is in a different format than specified by the file extension.

- Click **Yes** to open the file. The report opens in Excel as expected.
- If you click **No**, the report does not open.

The message is caused by a new security feature in Excel 2007. For more information, view http://blogs.msdn.com/vsofficedeveloper/pages/Excel-2007-Extension-Warning.aspx.

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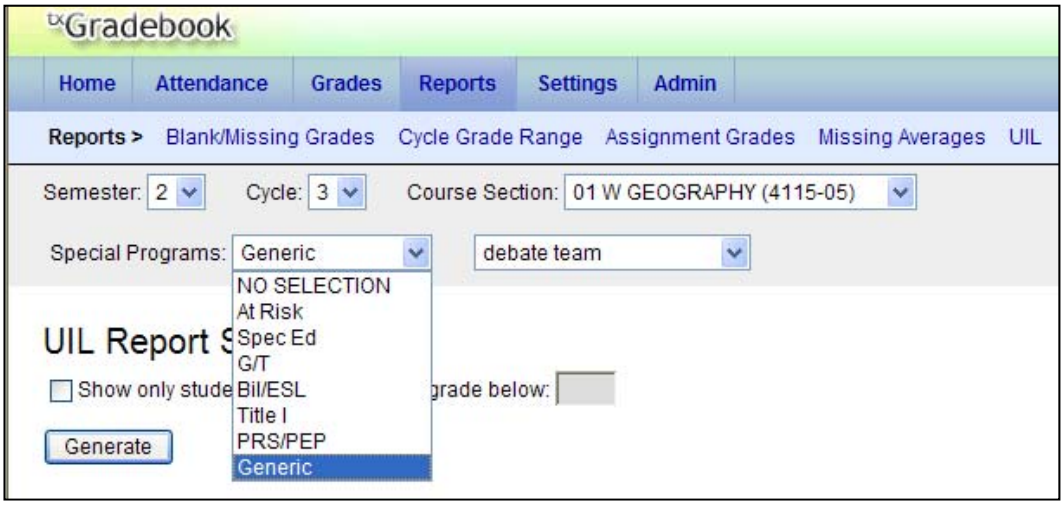
Run by Student Groups ***(administrative users only)***

If you have been granted access to run student group reports in RSCCC, the **Special Programs** field is displayed. Click to select the group for which you want to produce the report, if applicable. If a program is selected, the report only includes students enrolled in the special program.

- You can select a course section and a special program. If you make selections in both fields, the report includes only students in the course section who are enrolled in the special program.
- If you select Generic, the generic program field is displayed allowing you to select a specific generic program. In the generic program field, click to select the generic program for which you want to produce the report, if applicable. Only generic programs for the campus are listed. If a generic program is selected, the report only includes students enrolled in the generic program.



txGradebook Export | Print | Close Window

UIL Report

Course: **No course selection**
Viewing: **Semester 2, Cycle 3**
Special Group: **Generic - DEB**
Generated: **Saturday, May 29, 2010 2:05 PM**

Showing students with grades under: 80

900006 - DILLON, MATT

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
01 Pre Calc (2402-01)	01	LAPRADEE, LEO	84		84
02 ENGLISH 4 (0005-01)	02	FAY, TINA	78		78
04 ACCOUNTING (7112-07)	04	LAPRADEE, LEO	83		83
05 STUDY HALL A (9303-05)	05	JAMESON, JESSE	85		85
06 BCIS-T (7117-06)	06	GILMORE, JILL	97		97
08 COED ATHLETICS (5115-01)	08	BOOKER, READ	98		98

500027 - PHILLIPS, DARLENE

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
01 W GEOGRAPHY (4115-05)	01	BOOKER, READ	78		74
02 ENGLISH 3 (0004-01)	02	MCGAHEI, SUELEE	83		83
03 GEOMETRY (2312-03)	03	LAPRADEE, LEO	86		86
04 FOOD SCI & TECH (0062-01)	04	JACKSON, MIKE	85		85
05 SPANISH 1 (6111-05)	05	COOPER, MAX	81		81
06 CHEMISTRY (3315-03)	06	WILCOX, BILL	83		83
07 BAND 3 (0119-07)	07	JONES, TOM	83		83
08 COED ATHLETICS (5115-01)	08	BOOKER, READ	100		100

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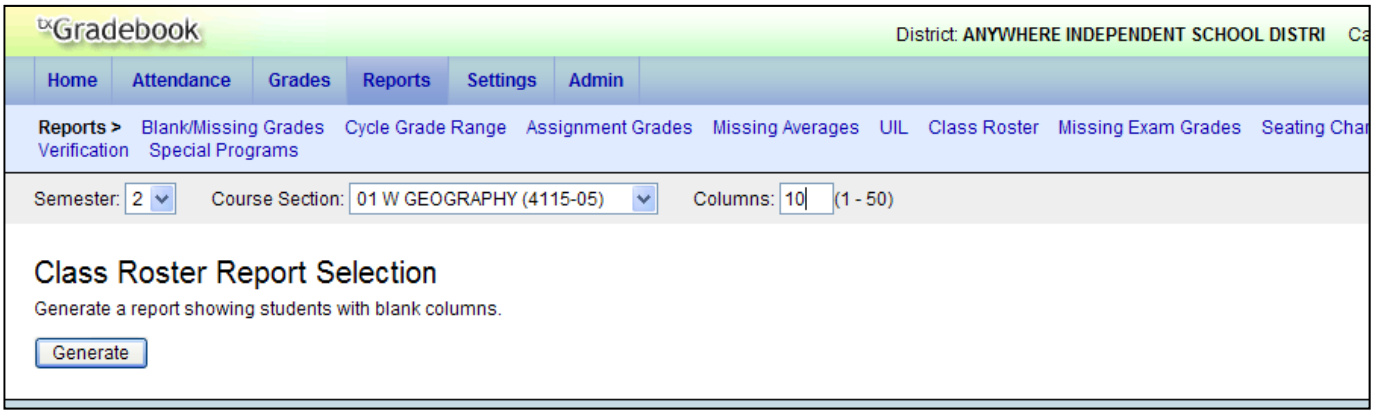
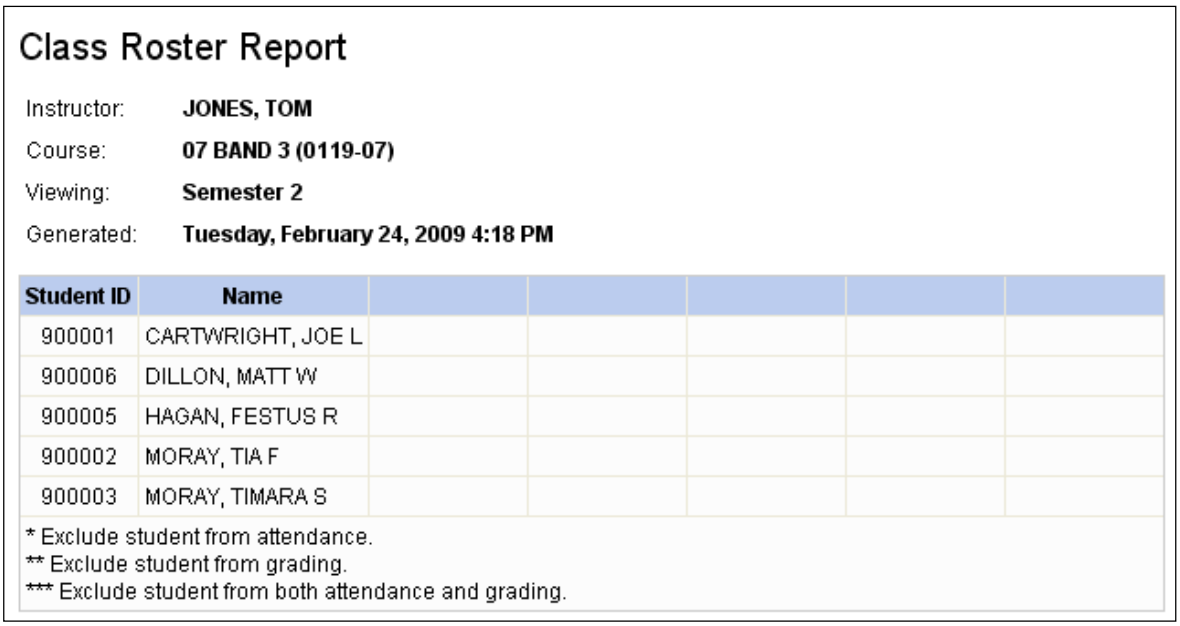
Class Roster Report

This report allows the teacher to produce a class roster with blank columns. The report is printed by semester and course. The Columns field allows you to specify the number of blank columns to display on the report. You can specify up to 50 columns. *(2.2.4.4)*

All courses in the teachers schedule will display in the course dropdown regardless if the course is non-graded or excluded from txGradebook for attendance and grades. This allows the teacher to print a roster for all of their classes.



This report will list students in your custom sort order if you have established a custom sort order on the Arrange Student Order page and selected a student order on the Update Profile page other than the default value. Once your custom order is established, any new students are added to the top or bottom of the list according to the setting on the Update Profile page. Otherwise, students are displayed in order by last name.



Class Roster Report

Instructor: **JONES, TOM**
Course: **07 BAND 3 (0119-07)**
Viewing: **Semester 2**
Generated: **Tuesday, February 24, 2009 4:18 PM**

Student ID	Name					
900001	CARTWRIGHT, JOE L					
900006	DILLON, MATT W					
900005	HAGAN, FESTUS R					
900002	MORAY, TIA F					
900003	MORAY, TIMARA S					

* Exclude student from attendance.
** Exclude student from grading.
*** Exclude student from both attendance and grading.

If the Report Exclusion field in Registration on Demo 1 is set to an “A” (excluded from attendance), one asterisk will print next to the student’s name. If the Report Exclusion field is set to a “G” (excluded from grades), two asterisks will print next to the student’s name. If the Report Exclusion field is set to a “B” (excluded from attendance and grades), three asterisks will print next to the student’s name. This informs the teacher if she is using the roster for attendance purposes or for grading purposes that the student’s with asterisk(s) will not be included.

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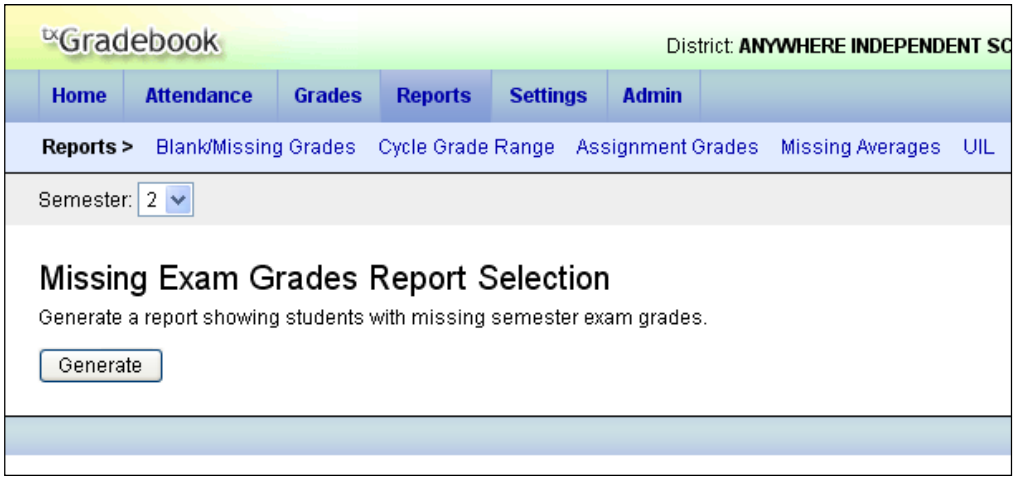
Missing Exam Grades Report

This report allows the teachers to produce a list of students who are missing semester exam grades. The report is printed by semester for all courses. The following displays the Missing Exam Grades Report:

This report should be printed towards the end of the cycle, before you “Mark Ready to Post”.



Missing Exam Grades Report

Instructor: **NOLANDER, SUZANNE**

Viewing: **Semester 2**

Generated: **Saturday, August 16, 2008 12:04 PM**

01 WLD HIST (4113-01)

Student ID	Name
012503	DOE, JENNY

02 WLD HIST (4113-02)

Student ID	Name
010093	ALEXIS, KENYA D
011626	AWALT, ALBERT
006713	BURDS, TYLER C
007933	CATONE, ERYN M
010400	FARLEY, JIMECIA N
010413	GREENSPAN, ASHLEY E
009875	HARRISON, STEPHANIE M

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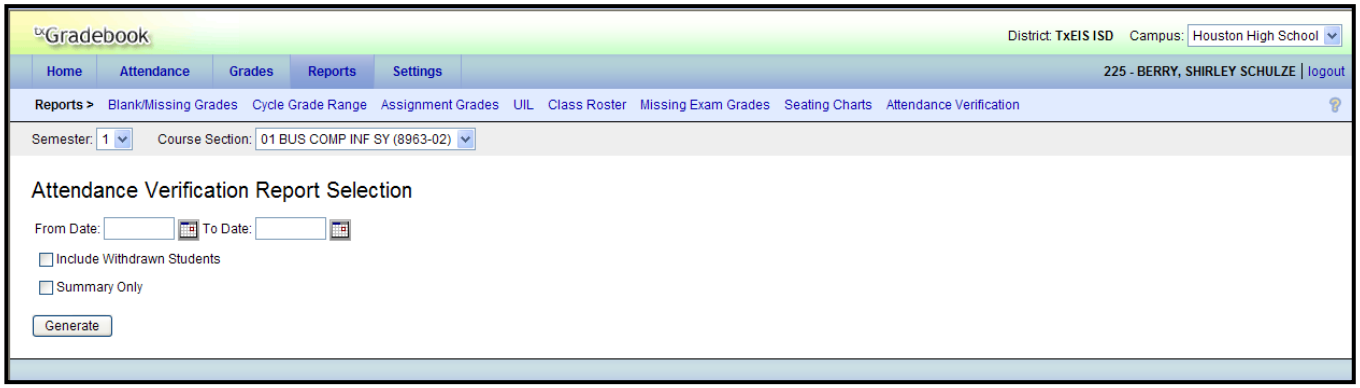
Attendance Verification Report

This report allows you to view attendance for all students in a course section for a specified date range. You can view attendance data for up to one semester. You can also generate a summary report that displays only totals for the selected date range.

The following displays the Attendance Verification report parameter page:



The teacher can select which semester (the semester defaults to the current semester) and which class to generate. The teacher then must specify the From Date and the To Date in MMDDYYYY format or select the dates from the calendar icons. The dates are required parameters. If both dates do not fall within the specified semester an error message will be generated. The report can be printed for a day, a week, a cycle, or a semester. The teacher may only print the report for one semester at a time. The report will not run for the entire school year. The other parameters are to Include Withdrawn Students or if they want the Summary Only report. The following shows the generated report:

txGradebook

Print | Close Window

Attendance Verification Report

Teacher: BERRY, SHIRLEY SCHULZE | Per: 01 | Crs: BUS COMP INF SY | Rm: 25 | Sch: Houston High School
Sem: 1 | Course Num: 8963 | Section Num: 02 | Student Count: 13 | ADA Reporting Period: 02
From: 08/24/2009 | To: 10/30/2009 | Campus: 001

			1st Week					2nd Week					3rd Week					4th Week					5th Week					6th Week					7th Week					8th Week					9th Week					Total		
Student Name	Student ID	Grade	24 M	25 T	26 W	27 T	28 F	31 M	1 T	2 W	3 T	4 F	H M	8 T	9 W	10 T	11 F	14 M	15 T	16 W	17 T	18 F	21 M	22 T	23 W	24 T	25 F	28 M	29 T	30 W	1 T	2 F	5 M	6 T	7 W	8 T	9 F	12 M	13 T	14 W	15 T	16 F	19 M	20 T	21 W	22 T	23 F	A	S	T
ARMSTRONG ANDRE' M.	011301	09																																															0	0	0
CASTILLO RYAN C.	012131	11		T	A	T			T			A		A	U	U	U																																6	0	3
COPELAND JACK T.	011922	09																																															0	0	0
DE LA RIVA JOSHUA A.	012030	09		A			A							T																																			2	0	1
FAUST SYDNEY M.	008769	12																																															0	0	0
HANNEN ANDY	009819	09		A																																													1	0	0
HERRERA ZOE J.	012007	10				A	T																																										1	0	1
JUSTICE SHAKARI J.	011350	10					T																																										0	0	1
LOCKLEAR COLTON A.	010715	09																																															0	0	0
MARTIN JOCELYN M.	011509	10				A																																											1	0	0
SALINAS MALCOLM J.	010994	09																																															0	0	0
SCHREINER FRANSHYARY C.	011709	11																																															0	0	0
SLADE TESSA N.	008071	09				T																																											0	0	1

Attendance Code Legend
A: PARENT NOTE ILL
T: TARDY
U: UNEXCUSED UNTIL NOTE

TEACHER'S SIGNATURE _____

The students are listed down the left side of the report. The dates for the weeks are listed across the top of the report. The absences posted by the teacher are displayed in pink and the tardies are displayed in yellow (just as they are when the teacher posts them on the attendance page). Absences posted or changed in RSCCC do not have a color.

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The Total columns at the far right of the report shows by student the number of absences by absence type and the number of tardies for this page, each page has a set of totals. At the end of the report is a summary that totals for all pages.

The Total column for A (Absences) includes absence types of A, C, D, H, I, K, M, R, S, U, V.
The Total column for S (School Related Absences) includes absence types of E and F.
The Total column for T (Tardies) includes only absence type of T.
If a student has a code of J (present in ISS) this absence type is not added to any of the total columns.

At the bottom of each page of the report is an Attendance Code Legend that explains the absence codes printed for the page.

A teacher signature line is printed at the bottom of each page so if the teacher is asked to verify her attendance she can sign the report and turn it in as a verification report.

The last page of the report gives summary totals for all pages. The following displays the Summary page for this report:

Attendance Verification Report

Teacher: BERRY, SHIRLEY SCHULZE | Per: 01 | Crs: BUS COMP INF SY | Rm: 25 | Sch: Houston High School
Sem: 1 | Course Num: 8963 | Section Num: 02 | Student Count: 13 | ADA Reporting Period: 02
From: 08/24/2009 | To: 10/30/2009 | Campus: 001

			Totals		
Student Name	Student ID	Grade	A	S	T
ARMSTRONG ANDRE' M.	011301	09	0	0	0
CASTILLO RYAN C.	012131	11	6	0	3
COPELAND JACK T.	011922	09	0	0	0
DE LA RIVA JOSHUA A.	012030	09	2	0	1
FAUST SYDNEY M.	008769	12	0	0	0
HANNEN ANDY	009819	09	1	0	0
HERRERA ZOE J.	012007	10	1	0	1
JUSTICE SHAKARI J.	011350	10	0	0	1
LOCKLEAR COLTON A.	010715	09	0	0	0
MARTIN JOCELYN M.	011509	10	1	0	0
SALINAS MALCOLM J.	010994	09	0	0	0
SCHREINER FRANSHYARY C.	011709	11	0	0	0
SLADE TESSA N.	008071	09	0	0	1

Attendance Totals Legend		
A: ABSENCES	S: SCHOOL-RELATED ABSENCES	T: TARDIES

TEACHER'S SIGNATURE _____

This is the Summary Totals for all pages, so you can see how many total absences the students have in each category for the date range generated.

If you requested on the report parameters page to generate the Summary Only, then this is the one page report that you would receive.

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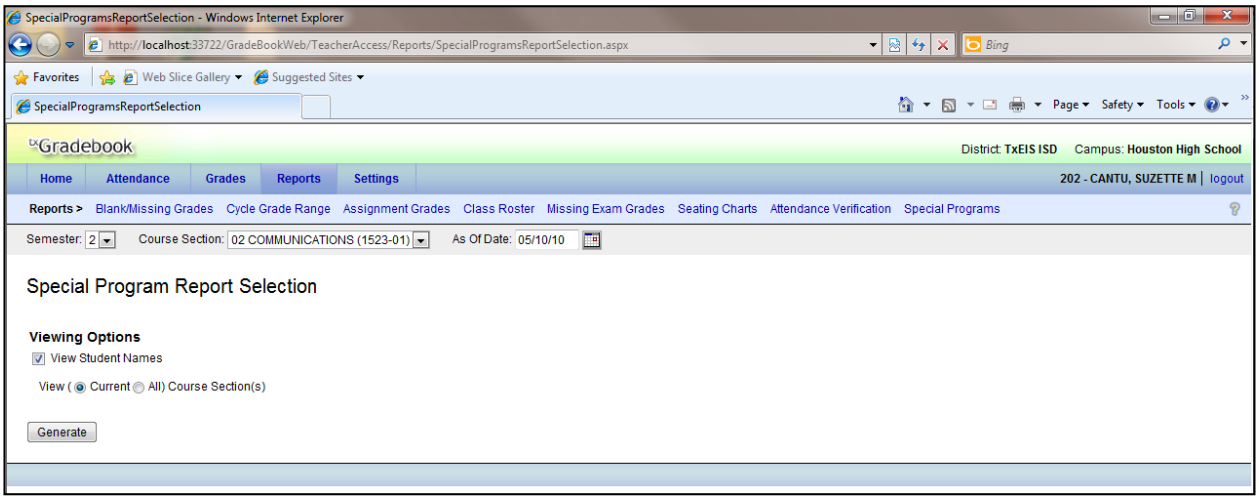
Special Program Report

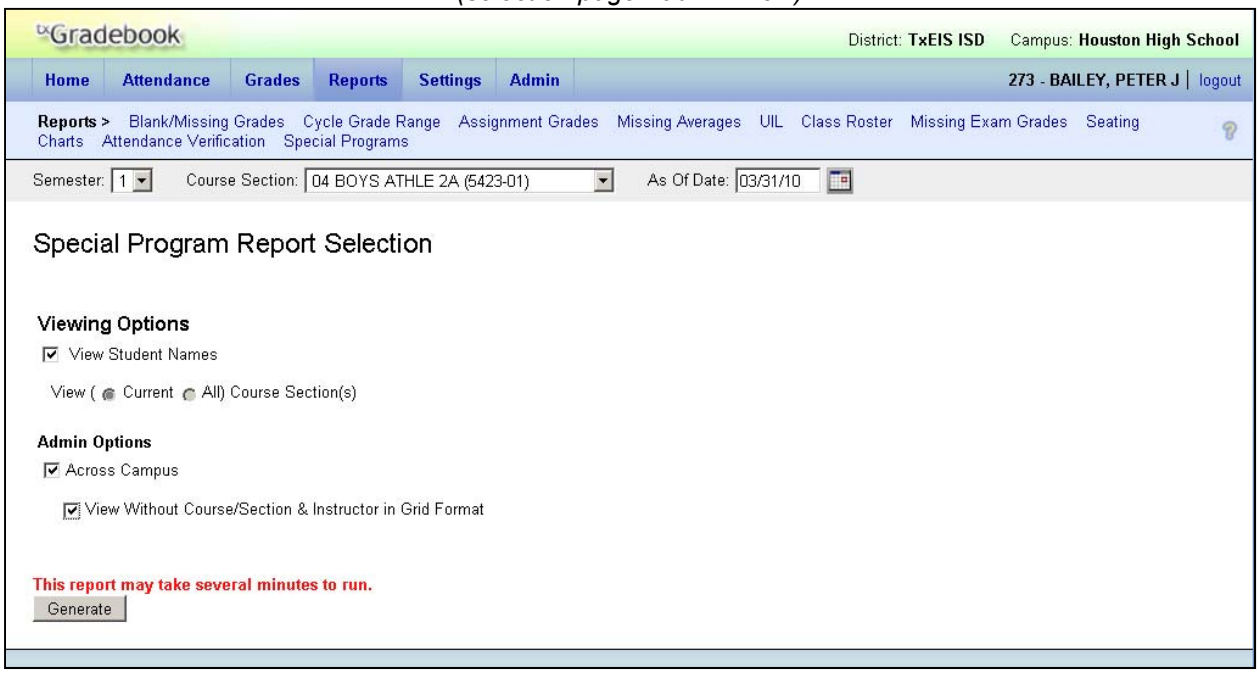
The Special Programs Report is only available to users who log on to txGradebook with a district- or campus-level administrative ID, campuses that allow teachers to have access to special programs information. The report provides a listing of the special populations for each student in the class. The teacher can only see special program participation if the campus has given access to the teachers. The campus selects the option to give access to the teachers on the Campus Grade Book Options page in RSCCC.

From the Reports menu, select Special Programs. The Special Program Report Selection page is displayed allowing you to enter options for generating the report.

(selection page - teacher view)



(selection page - admin view)



To select report options:

1. Select the semester and course section for which you want to print the report.
2. In the **As Of Date** field, type the date in the MM/DD/YYYY format. Or, click to select the date from the calendar.

   To close the calendar, you must click a valid date on the calendar, or click the calendar icon.

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3. Under **Viewing Options**, make the following selections:
   - Select **View Student Names** if you want the student names to be displayed on the report. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student ID is always displayed on the report.
   - Set the **View Course Section(s)** option to **Current** if you want to narrow the student data to only course sections for the current semester/cycle. Otherwise, select **All** to show data for all course sections.

   These options are disabled if you are logged on as an administrative user and select **Across Campus** under **Admin Options**.
4. The fields under **Admin Options** are only displayed if you are logged on as an administrative user.
   - Select **Across Campus** if you want to view data for all courses across the campus. Otherwise, data is only displayed for the selected course section or for the impersonated teacher's courses.

   Note: If you logged on as a teacher for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled.

   However, once you select **Across Campus**, the message is removed because it may not apply to all instructors at the campus, and the fields are enabled.
   - If **Across Campus** is selected, the **View Without Course/Section & Instructor in Grid Format** field is enabled.
   - If you do not select **View Without Course/Section & Instructor in Grid Format**, the report is grouped by course/section. The report is similar to the report for nonadministrative users; however, the instructor is listed for each course/section. For nonadministrative users, the instructor is listed once at the top of the report.
   - If you select **View Without Course/Section & Instructor in Grid Format**, the report data is displayed in a grid format, and the course/section and instructor are not displayed. The default sort is by student name; however, the grid can be re-sorted.

To print the report:

1. Once you have selected your options, click **Generate**. The report opens in a new window.
2. From the report window, click **Print** to print the report.

(special programs report - by classroom)

Special programs Report

Instructor: **BAILEY, PETER J**

Viewing: **Semester 1, As Of Date 03/31/2010**

Generated: **Wednesday, March 31, 2010 10:57 AM**

04 BOYS ATHLE 2A (5423-01)

Student ID	Student Name	Grade	Special Program	Generic Program
007541	AAMODT, EVAN J	10	At Risk, Econ Disadv	
011319	AYO, SAMUEL C	10	Title I	
007759	BLOSE, WILLIAM J	10	Title I	
011618	BROWN, DEMEATRICE J	10	Title I	

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(special programs report – across campus grid format)

txGradebook Print | Close Window | ?

Special programs Report

Viewing: **Semester 1, As Of Date 03/31/2010**

Generated: **Wednesday, March 31, 2010 11:01 AM**

Student ID	Student Name	Grade	Special Program	Generic Program
012146	MATTHEWS, ALISON V	11	At Risk, Econ Disadv, ESL, G/T, Migrant, Spec Ed, Title I	GENERAL ED HOMEBOUND
011599	WALLS, CARL J	12	Title I	GENERAL ED HOMEBOUND
012131	CASTILLO, RYAN C	11	At Risk, Econ Disadv, G/T, Spec Ed, Title I	COLLEGE BOUND PROGRAM
012170	ABRAMS, JOSEPHINE A	12	Spec Ed	
010407	ADAMS, ANTHONY J	12	G/T, Title I	
011679	AKINS, ANTHONY M	12	Title I	
011748	ALEXANDER, ABIGAIL M	11	Title I	
011276	ALLEN, MARIA L	12	Title I	
012125	ANDREWS, KELSEY L	11	Title I	
011301	ARMSTRONG, ANDRE' M	09	ESL, Title I	
011951	ARNOLD, BRIAN A	11	G/T	
011784	ARROYO, MATTHEW R	09	Title I	
012102	AUSTIN, ALAN R	10	Econ Disadv, Title I	
012110	AYO, KATHRYN G	10	At Risk, Spec Ed	

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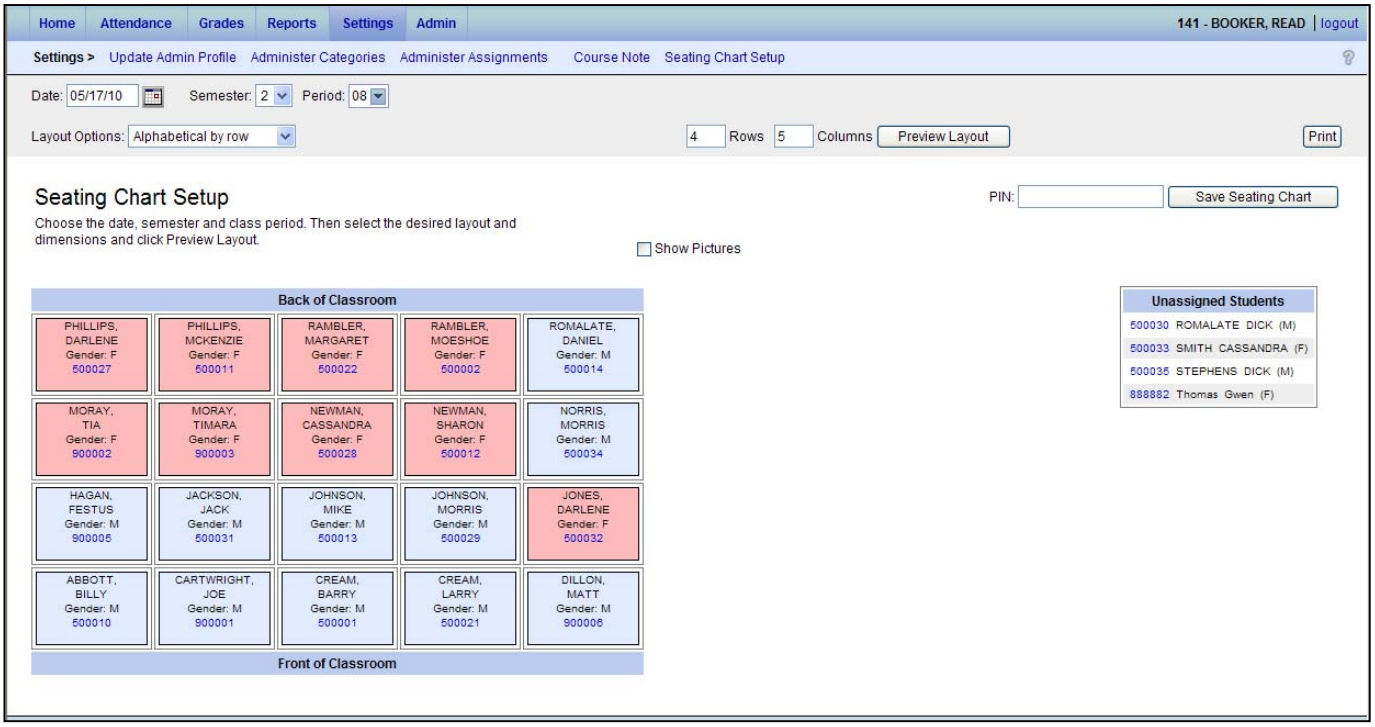
Seating Charts

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

Seating Chart Setup page



To create a seating chart:

1. The **Date** field displays the current date by default. You can type another valid attendance date in the MMDDYYYY format, or click to select a date from the calendar. To close the calendar, you must click a valid date on the calendar.

   The date is used to verify current enrollment in the class.
   If you are setting up a seating chart before the first day of school, enter the date of the first class.

2. Enter the Semester.

3. In the **Period** field, select the period/course for which you want to create a seating chart.
   - If a seating chart already exists for the course, the seating chart is displayed.
   - If **Combine courses in attendance** is selected on the Update Profile page, the courses are combine by period.

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

   - If **Combine courses in attendance** was not originally selected and you have only one course per period, you created a seating chart, and then you selected **Combine courses in attendance**, the seating chart is not affected; however, you must resave the seating charts for all periods.

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- If **Combine courses in attendance** was not originally selected and you have some periods with multiple courses (each with its own seating chart), you created a seating chart, and then you selected **Combine courses in attendance**, the following occurs when you retrieve one of the periods on the Seating Chart Setup page:

  - Only the seating chart for the first course in the list is preserved.
  - The remaining students are displayed under **Unassigned Students**.

  If the first course in the list has no students enrolled, no seating chart is preserved. You must recreate the chart.

- If **Combine courses in attendance** was originally selected and you have only one course per period, you created a seating chart, and then you cleared **Combine courses in attendance**, the seating chart is not affected; however, you must resave the seating charts for all periods.
- If **Combine courses in attendance** was originally selected and you have some periods with multiple courses, you created a seating chart for students from multiple courses and then you selected **Combine courses in attendance**, the following occurs when you retrieve a period/course on the Seating Chart Setup page:
- Only the chart dimensions of the seating chart for the first period/course you attempt to edit is preserved.
- Only seats for students enrolled in the course are preserved.
- The remaining students are displayed under **Unassigned Students**.
- You must recreate the chart for the other courses that were previously combined in the period.

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

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

   Note: If you previously saved a seating chart and return to this page, the student seats are arranged according to your last saved layout; however, the **Layout Options** drop down is always set to Random by default. Even if you selected an alphabetical or numerical arrangement, you may have manually moved students; therefore, the system assumes the students may have been moved.

5. In the **Rows** and **Columns** fields, type the number of rows (horizontal) and columns (vertical) for the seating chart. You can have up to 11 rows and 11 columns.

6. Click **Preview Layout**. The seating chart is displayed according to the criteria entered.
   - If there are more students enrolled in the class than seats available, the extra students are listed under **Unassigned Students** either beside or below the seating chart (depending on the size of the chart).
   - Each seat lists the student's name, gender, and ID.
   - You can click the student ID to view the student's profile.
   - The seats are color-coded by gender. Seats for females are shaded pink, and seats for males are shaded blue.

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7. You can manually arrange students as needed by dragging a student to a new location.
   - If a student is dragged to a new location that is currently occupied, the two students switch seats.
   - If the student is dragged to an unoccupied location, his original location becomes unoccupied.
   - You can drag students to and from the **Unassigned Students** list. If a student is dragged to a new location that is currently occupied, the two students switch places. The student from the list now has a seat, and the student who had a seat is now in the list.

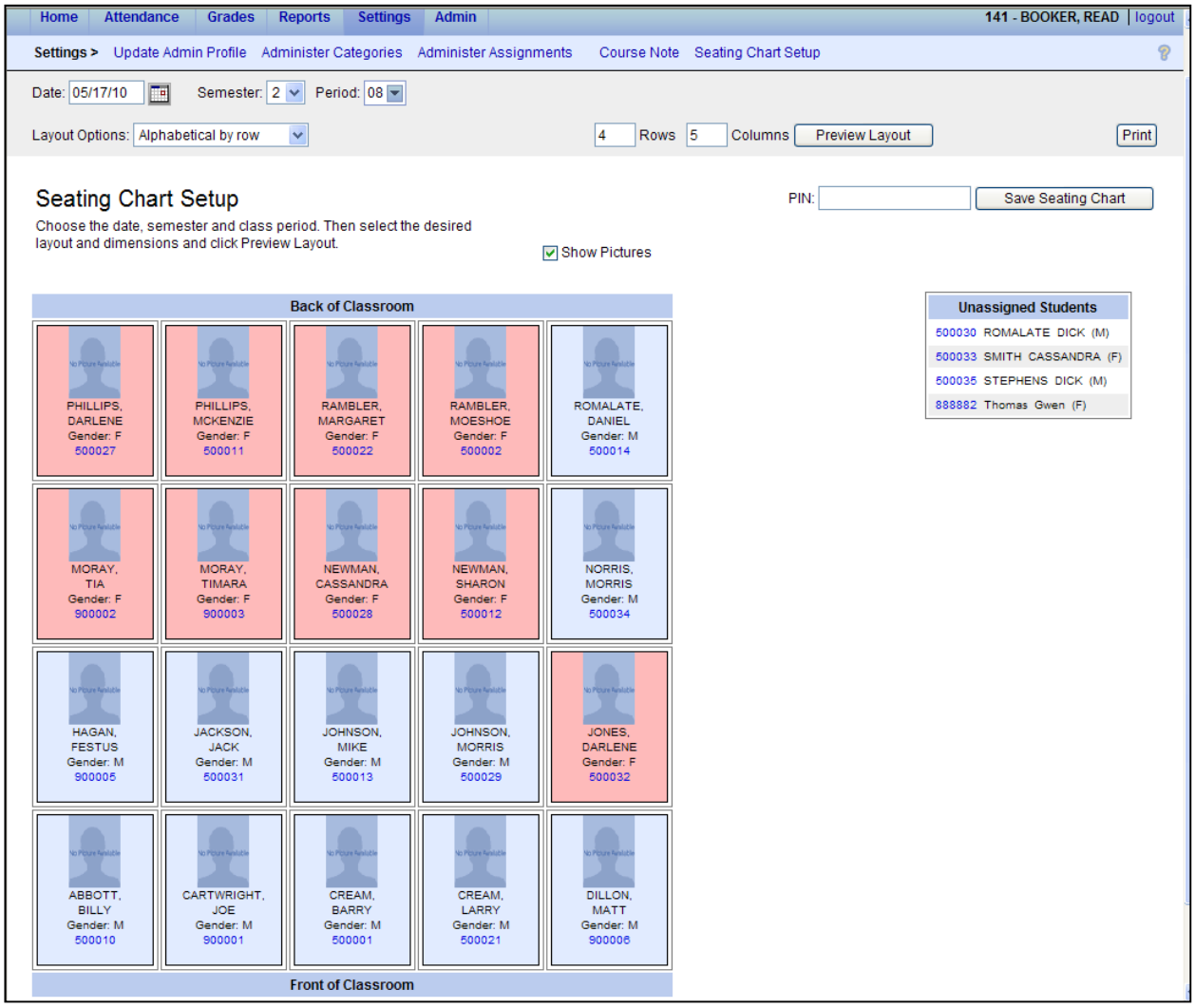
8. To re-sort the students using one of the layout options, select an option from the **Layout Options** field, and then click **Preview Layout**. The students are sorted according to the new layout. .

9. Changes must be saved before you leave the page. In the **PIN** field, type your four-digit PIN.

10. Click **Save Seating Chart**
    - If you change any data on the page and then attempt to leave this page without saving the changes, a warning message is displayed.
    - Click **Continue** to leave this page without saving your changes.
    - Click **Cancel** to return to the page and save your changes.

Show Pictures

Notice the check box "Show Pictures" in the middle of the screen below. If the user checks this box, then the pictures appear (on the seating chart, not on the list of unassigned students). Once the box is checked, it will remain checked while on this page even if the user switches classes, until the user specifically unchecks it. Upon initial entry to the page this option is not checked. The ability to view thumbnails also depends on the availability of the images as well. If no images are available then a default no picture available message will be displayed.



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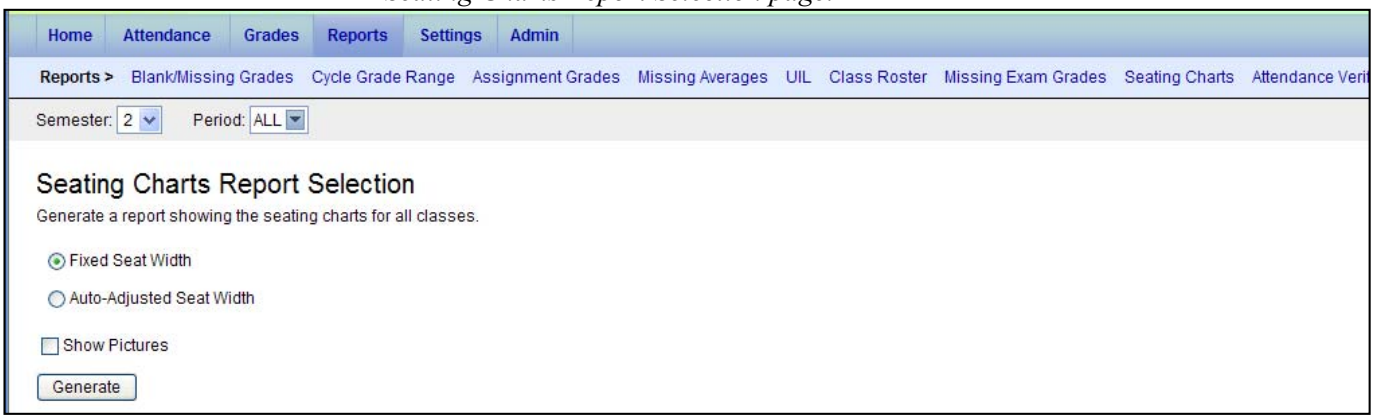
Seating Charts Report

The Seating Charts Report page produces a report of a teacher's seating charts for all periods or one period. **To access the report:** From the Reports menu, select Seating Charts.

Seating Charts Report Selection page.



To select report options:

1. Select the semester and period for the report. You can select one period, or you can select All Classes to print the report for all of the teacher's periods.

2. Select the width setting for the report.

   Select **Fixed Seat Width** to print a report in which all seats are the same width. This setting works for small and average-size classes. For larger classes, some seats may not print on the page.

   Select **Auto-Adjusted Seat Width** to print a report in which each column is adjusted to the student name. Each column is only wide enough to accommodate the longest name in the column; therefore, some columns are wider than others. This setting is a better option for larger classes.

   Note: For either width setting, you can adjust the orientation when you print. Select **Landscape** to increase the number of students that fit on the page.

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To print the report:

1. Select your options, and then click **Generate**. The report opens in a new window.

   Note: If the **Combine courses in attendance** field on the User Profile page has been changed, and the seating charts have not been resaved on the Seating Chart Setup page since the setting was changed, a warning message is displayed indicating that the reports will not be accurate until the Seating Chart Setup page has been resaved. You must review the seating chart for each period on the Seating Chart Setup page, make any necessary changes, and then resave each chart.

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

txGradebook Print

Seating Charts Report

Instructor: BOOKER, READ

Generated: Monday, May 17, 2010 3:15 PM

Period: 08 Course: COED ATHLETICS (5115-01)
Semester: 2

Back of Classroom

PHILLIPS, DARLENE Gender: F 500027	PHILLIPS, MCKENZIE Gender: F 500011	RAMBLER, MARGARET Gender: F 500022	RAMBLER, MOESHOE Gender: F 500002	ROMALATE, DANIEL Gender: M 500014
MORAY, TIA Gender: F 900002	MORAY, TIMARA Gender: F 900003	NEWMAN, CASSANDRA Gender: F 500028	NEWMAN, SHARON Gender: F 500012	NORRIS, MORRIS Gender: M 500034
HAGAN, FESTUS Gender: M 900005	JACKSON, JACK Gender: M 500031	JOHNSON, MIKE Gender: M 500013	JOHNSON, MORRIS Gender: M 500029	JONES, DARLENE Gender: F 500032
ABBOTT, BILLY Gender: M 500010	CARTWRIGHT, JOE Gender: M 900001	CREAM, BARRY Gender: M 500001	CREAM, LARRY Gender: M 500021	DILLON, MATT Gender: M 900006

Front of Classroom

Students with no assigned seat

Student ID	Name	Gender
500030	ROMALATE, DICK	M
500033	SMITH, CASSANDRA	F
500035	STEPHENS, DICK	M
888882	Thomas, Gwen	F

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Seating Carts Reports – Show Pictures

Reports > Blank/Missing Grades Cycle Grade Range Assignment Grades Missing Averages UIL

Semester: 2 Period: ALL

Seating Charts Report Selection

Generate a report showing the seating charts for all classes.

- Fixed Seat Width
- Auto-Adjusted Seat Width
- Show Pictures

Generate

txGradebook Print

Seating Charts Report

Instructor: **BOOKER, READ**

Generated: **Monday, May 17, 2010 3:21 PM**

Period: 08 Course: COED ATHLETICS (5115-01)
Semester: 2

Back of Classroom

JACKSON, JACK Gender: M 500031	CREAM, LARRY Gender: M 500021	RAMBLER, MARGARET Gender: F 500022	ROMALATE, DICK Gender: M 500030	ABBOTT, BILLY Gender: M 500010	CREAM, BARRY Gender: M 500001
HAGAN, FESTUS Gender: M 900005	JOHNSON, MORRIS Gender: M 500029	CARTWRIGHT, JOE Gender: M 900001	PHILLIPS, MCKENZIE Gender: F 500011	NEWMAN, SHARON Gender: F 500012	RAMBLER, MOESHOE Gender: F 500002
PHILLIPS, DARLENE Gender: F 500027	MORAY, TIMARA Gender: F 900003	ROMALATE, DANIEL Gender: M 500014	NORRIS, MORRIS Gender: M 500034	NEWMAN, CASSANDRA Gender: F 500028	JONES, DARLENE Gender: F 500032

Front of Classroom

Students with no assigned seat

Student ID	Name	Gender
900006	DILLON, MATT	M
500013	JOHNSON, MIKE	M
900002	MORAY, TIA	F
500033	SMITH, CASSANDRA	F
500035	STEPHENS, DICK	M
888882	Thomas, Gwen	F

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Appendix 1 – Weight Types

Following are the Weighting Type explanations and formulas:

Percentage - If you select percent-based weighting, you will assign percentages to each category. The percentages must total 100%.

Formula:

- For each category, calculate the average of the assignment grades:
  (Grade 1 + Grade 2 + Grade 3) / 3 = Category Average

  For example:

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

  (70 + 80 + 90) / 3 = 80

  The Test category has two tests. The student earned a 90 and 100 for those tests.

  (90 + 100) / 2 = 95

  The Cycle Exam category has no grades yet.

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

  Category Average * Category Weight = Category Value

  For example:

  The weight for the Homework category is 50%.

  80 * 50% = 40

  The weight for the Test category is 40%.

  95 * 40% = 38

  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

  For example:

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

  40 + 38 = 78

- Divide the Total by the sum of the weights for the categories that have grades, then multiply by 100:

  (Total / 100) * 100 = Average (if all categories have grades)

  (Total / Cat Sum) * 100 = Average (if some categories do not yet have grades)

  For 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 78.

  (78 / 90) * 100 = 86.6

  The student's average is 87.

Note: If all assignments in a category do not have the same total point value (as entered on the Administer Assignments page), then the calculation for dropping a specified number of assignments for the category may result in an average that is different than expected.

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Point - If you select point-based weighting, you will provide point values for each category. The point values must equal the total number of points for the cycle. When using point-based weighting, the categories are only used for grouping similar assignments. The calculation is based on the total points, not weighting.

Formula:

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

  Points 1 + Points 2 + Points 3 = Category Points

  For 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

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

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

  For example:

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

  135 + 90 = 225

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

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

  For example:

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

  (225 / 250) * 100 = 90

  The student's average is 90.

Note: If all assignments in a category do not have the same total point value (as entered on the Administer Assignments page), then the calculation for dropping a specified number of assignments for the category may result in an average that is different than expected.

Multiplier - If you select multiplier-based weighting, you will provide 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:

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

  For 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

- For each category, multiply the Actual Category Points by the multiplier value:

  Actual Category Points * M = Actual Category Value, where M is the multiplier value

  For example:

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The multiplier for the Homework category is 2.

240 * 2 = 480

The multiplier for the Test category is 1.

190 * 1 = 190

- Add the sum of the actual category values for all categories.

  Actual Category Value + Actual Category Value = Actual Value Total

  For example:

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

  480 + 190 = 670

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

  For 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 * M = Possible Category Value, where M is the multiplier value

  For example:

  The multiplier for the Homework category is 2.

  300 * 2 = 600

  The multiplier for the Test category is 1.

  200 * 1 = 200

- Add the sum of the possible category values for all categories.

  Possible Category Value + Possible Category Value = Actual Value Total

  For example:

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

  600 + 200 = 800

Calculate the average:

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

  (Actual Value Total / Possible Value) * 100 = Average

  For example:

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

  (670 / 800) * 100 = 83.7

  The student's average is 84.

  Note: If all assignments in a category do not have the same total point value (as entered on the Administer Assignments page), then the calculation for dropping a specified number of assignments for the category may result in an average that is different than expected.

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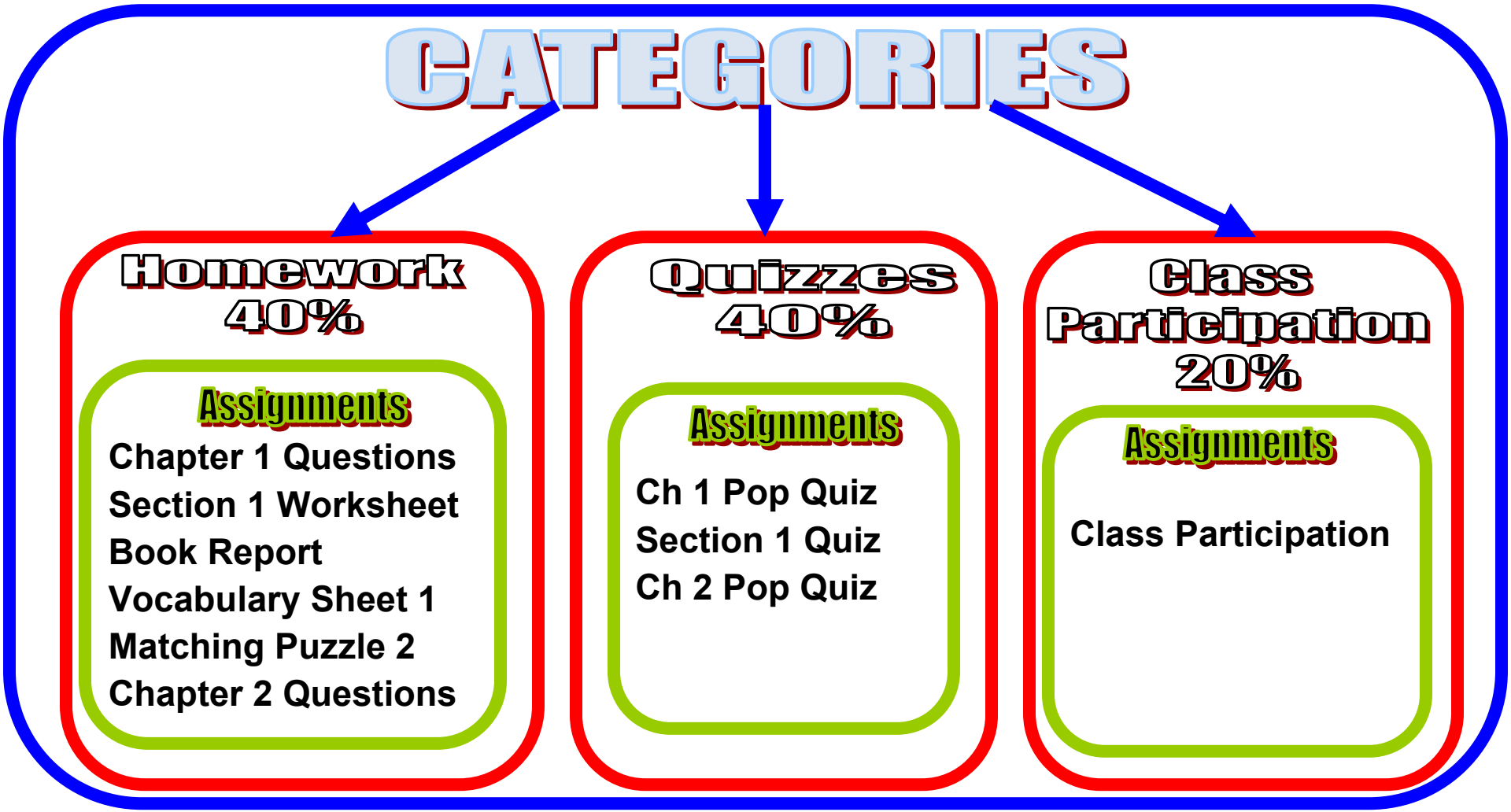
Appendix 2

MULTIPLE CATEGORIES



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Homework 40%

Assignment Grades

Chapter 1 questions	75
Section 1 Worksheet	82
Book Report	70
Vocabulary sheet 1	80
Matching Puzzle 2	90
Chapter 2 questions	75
	472/6=79

79 * 40%= 3160

Quizzes 40%

Assignment Grades

Ch 1 Pop Quiz	90
Section 1 Quiz	88
Ch 2 Pop Quiz	80
	258/3=86

86 * 40% = 3440

Class Participation 20%

Assignment Grades

Class Participation	95

95 * 20% = 1900

8500/100 =85

Cycle Average

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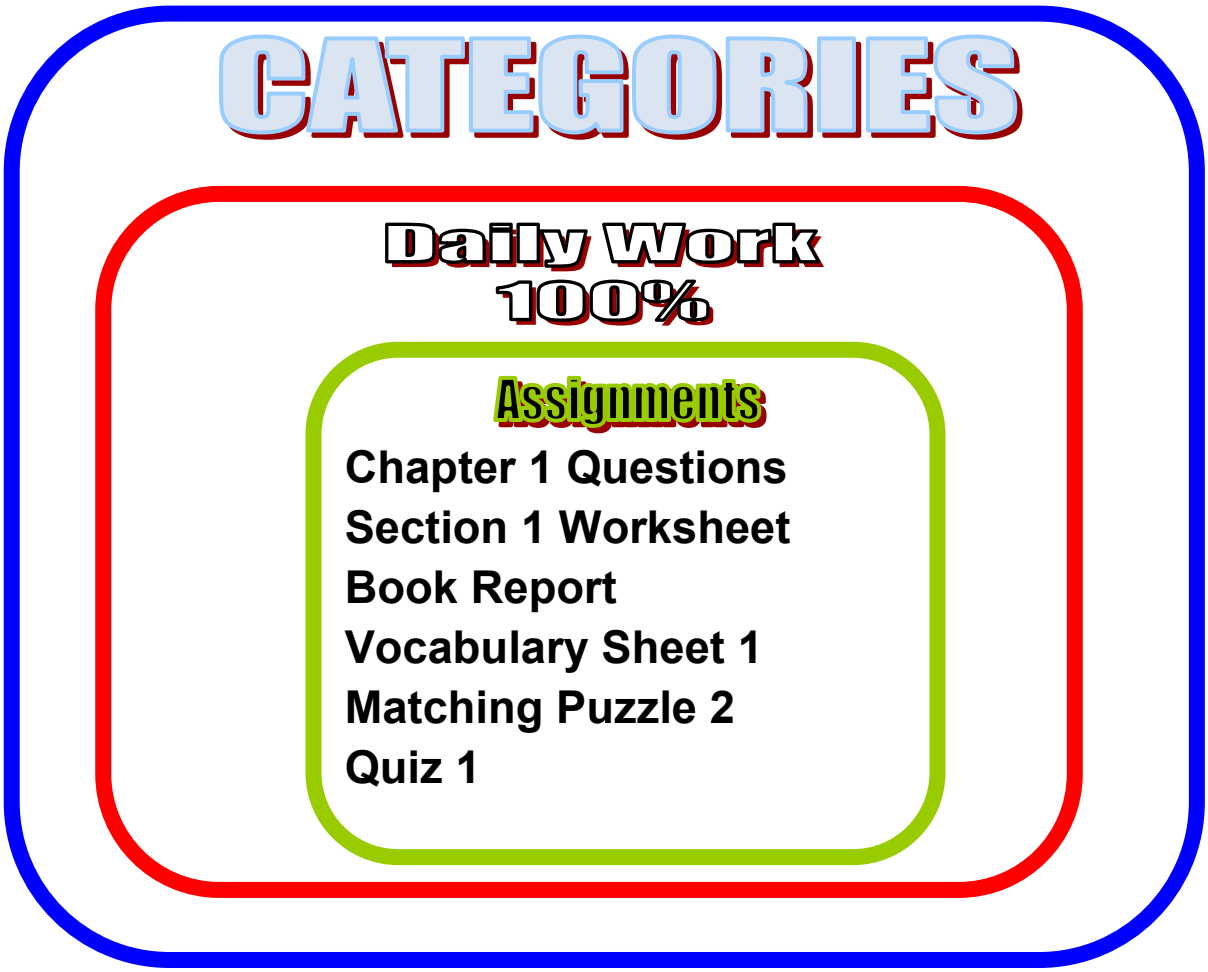
SINGLE CATEGORY



Daily Work 100%

	Assignment Grades
Chapter 1 Questions	75
Section 1 Worksheet	82
Book Report	70
Vocabulary Sheet 1	80
Matching Puzzle 2	90
Quiz 1	75
	472/6 = 79

Cycle Average

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Appendix 3 – Q & A

HOW DO EXTRA CREDIT ASSIGNMENTS PRINT ON IPR?

Teacher: LEO LAPRADEE — Report Date: 8/29/2007 8:27:34 PM
Subject: GEOMETRY — Period: 03

Current Average: 93

Assignment	Due Date	Grade	Late	Redo
Daily Grades (Weight 100%)				
Week one homework	9/7/2007	100		
week two homework	9/14/2007	80		
pop quiz	9/7/2007	90		
shapes worksheet 1	9/14/2007	10		
	Daily Grades Avg	**93**		

Comments:

Extra credit assignment

WHAT HAPPENS TO THE AVERAGE IF ASSIGNMENTS/GRADES FOR ONE CATEGORY DO NOT EXIST?

Selected Categories

Delete	Category name	Cycle 1 % Weight	Cycle 1 # Drop	Cycle 2 % Weight	Cycle 2 # Drop	Cycle 3 % Weight	Cycle 3 # Drop
✕	CYCLE EXAMS	25	0	25	0	25	0
	PROJECTS	25	0	25	0	25	0
	Daily Grades	50	0	50	0	50	0
	Totals	100	>>	100		100	

NO ASSIGNMENT FOR CYCLE EXAM

Semester: **1** Cycle: **1** Course Section: **Pre Calc (2402-01)**

Student ID	Student name	Cycle average	Daily Grades homework 1 Due:None Max: 100	PROJECTS project 1 Due:None Max: 100
999991	BELL, TINKER	93	100	80

(100 * 50 =5000) (80 * 25 = 2000) 5000+2000=7000 7000/75%=93.333

Teacher: LEO LAPRADEE — Report Date: 8/29/2007 10:27:41 PM
Subject: Pre Calc — Period: 01

Current Average: 93

Assignment	Due Date	Grade	Late	Redo
CYCLE EXAMS (Weight 25%)				
	CYCLE EXAMS Avg			
PROJECTS (Weight 25%)				
project 1		80		
	PROJECTS Avg	**80**		
Daily Grades (Weight 50%)				
homework 1		100		
	Daily Grades Avg	**100**		

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Q1. How will comments, entered on the assignments grade page, display in txConnect?

A. The comments entered on the assignments grade page will display in the parent access (txConnect) if the print comment box is checked. If not checked, these comments will not display in txConnect.

Q2. How will assignment grades that are left blank affect the cycle average? What about new students?

A. Blank grades do not affect the working cycle average. Blank grades are not included in the working cycle average. As new students move into the class, prior assignments can be left blank. If assignments have a due date and the transfer walk in feature is used, prior assignments will automatically be marked as excluded, which also will not be included in the working cycle average. If an assignment has been graded and some students are missing this grade, the assignment should be graded as M (missing) or I (incomplete). M grades average in to the working cycle average as zero.

Q3. What happens to automatically excluded assignments if due dates are changed?

A. If assignments are automatically excluded through the use of the transfer walk in feature and afterwards the due date for an assignment is changed, the assignment will remain excluded. Automatically excluded assignments must be checked and updated manually if due dates are changed.

Q4. How do assignments with blank grades appear on the interim progress report?

A. Interim progress reports show progress grades entered to date. Assignments that have not been graded are not included on progress reports. All graded and pending assignments are displayed for the parent in txConnect. If an assignment has been graded and some students are missing this grade, the assignment should be graded as M (missing) or I (incomplete). M grades average in to the working cycle average as zero. Excluded courses print on the IPR with (excluded) printed under the grades column.

Q5. Can the cycle override grade be 'I'?

A. An override grade of 'I' can be entered on the cycle grades page.

Q6. Can you change the number drop field after assignments have been graded?

A. You can change the number drop field on the administer categories page after assignments have been graded. The working cycle average will change accordingly.

Q7. During new user registration can two user IDs access the same staff ID (social security number)?

A. You cannot have two different user IDs accessing the same instructor record (social security number). The second person will receive the error message "Teacher already registered" on registration step 1.

Q8. Can you go on to cycle 2 before cycle 1 is pulled?

A. After you have selected the 'mark ready to post' option on the cycle grades screen, you can enter and save assignment grades for the next cycle (even before the previous cycle has been posted by the office). However, during this time, the cycle grade screen will not display the next cycle until steps have been completed by the office.

Q9. Does the gradebook attendance page allow posting attendance ahead of time?

A. If the attendance page is accessed for a date greater than the system (computer) date, the posting option is not displayed**.**

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Appendix 4 – System Requirements

PC Operating System

The recommended operating system is Microsoft Windows 2000 (current service pack), Microsoft Windows XP (Service Pack 2), or Microsoft Windows Vista.

Browser Setup

The minimum browser for txGradebook is Internet Explorer 6.0 or later. txGradebook will also work with Mozilla Firefox 3.0 or later for Windows 2000, Windows XP, or Windows Vista. Mac OS X users should use Firefox. Please check your browser settings to ensure that your browser is set up to accommodate the txGradebook requirements.

Note: Some antivirus software blocks cookies and pop-up windows. In addition to the instructions below, check your antivirus software to ensure that it is not blocking cookies or popup windows from txGradebook.

Windows Internet Explorer

To add txGradebook to the trusted sites:

Adding the txGradebook Web site to the trusted sites means that you trust txGradebook to use cookies. The use of cookies is required for proper operation of txGradebook.

1. In the browser, from the Tools menu, select Internet Options. The Internet Options dialog box is displayed.
2. From the Internet Options dialog box, click **Security**.
3. Under **Select a zone to view or change security settings**, click **Trusted sites**.
4. Click **Sites**. The Trusted sites dialog box is displayed.
5. Under **Add this website to the zone**, type the exact Web site address that you use to access txGradebook.

   Notes:
   • If the Web site address begins with https, select **Require server verification (https:) for all sites in this zone**.
   • If the Web site address does not begin with https, then ensure that **Require server verification (https:) for all sites in this zone** is *not* selected.

6. Click **Add**. The Web site is displayed under **Websites**.
7. To close the Trusted sites dialog box, click **Close**.
8. To close the Internet Options dialog box, click **OK**.

To disable the pop-up blocker for txGradebook:

txGradebook occasionally uses pop-up windows to display information. The pop-up blocker must be disabled for the txGradebook Web site for proper operation of txGradebook.

1. In the browser, from the Tools menu, select Internet Options. The Internet Options dialog box is displayed.
2. From the Internet Options dialog box, click **Privacy**. If **Turn on Pop-up Blocker** is selected, then continue.
3. Under **Pop-up Blocker**, click **Settings**. The Pop-up Blocker Settings dialog box is displayed.
4. Under **Address of website to allow**, type the exact Web site address that you use to access txGradebook.
5. Click **Add**. The Web site is displayed under **Allowed sites**.
6. To close the Pop-up Blocker Settings dialog box, click **Close**.
7. To close the Internet Options dialog box, click **OK**.

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Mozilla Firefox

To enable cookies for txGradebook:

The use of cookies is required for proper operation of txGradebook.

1. In the browser, from the Tools menu, select Options. The Options dialog box is displayed.
2. From the Options dialog box, click **Privacy**.
3. Under **Cookies**, click **Exceptions**. The Exceptions - Cookies dialog box is displayed.
4. Under **Address of web site**, type the exact Web site address that you use to access txGradebook.
5. Click **Allow**. The Web site is displayed under **Sites**, and the **Status** is set to Allow.
6. To close the Exceptions - Cookies dialog box, click **Close**.
7. To close the Options dialog box, click **OK**.

To enable pop-up windows for txGradebook:

txGradebook occasionally uses pop-up windows to display information. The pop-up blocker must be disabled for the txGradebook Web site for proper operation of txGradebook.

1. In the browser, from the Tools menu, select Options. The Options dialog box is displayed.
2. From the Options dialog box, click **Content**.
3. Next to **Block pop-up windows**, click **Exceptions**. The Allowed Sites - Popups dialog box is displayed.
4. Under **Address of web site**, type the exact Web site address that you use to access txGradebook.
5. Click **Allow**. The Web site is displayed under **Sites**, and the **Status** is set to Allow.
6. To close the Allowed Sites - Popups dialog box, click **Close**.
7. To close the Options dialog box, click **OK**.

To enable JavaScript for txGradebook:

JavaScript must be enabled for the txGradebook Web site for proper operation of txGradebook.

1. In the browser, from the Tools menu, select Options. The Options dialog box is displayed.
2. From the Options dialog box, click **Content**.
3. Ensure that **Enable JavaScript** is selected.
4. To close the Options dialog box, click **OK**.

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