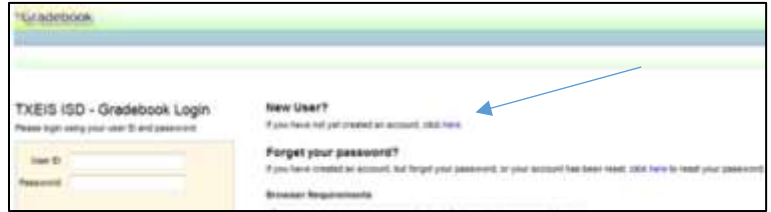


Creating txGradebook Account

1. Click on the link under New User to set your account up for the current school year.

2. Account creation:

- Staff ID – six digit district assigned employee id
- Username – **not case-sensitive** and must be 6-8 alphanumeric characters
- Password – must be between 6-9 characters and contain 3 of the following character types: uppercase, lowercase, numeric, punctuation (example: **Region10!**)
- Pin - must be four numeric characters. It is recommended that the PIN is not a commonly used and easily guessed number



* Long term substitutes:

- Complete steps 1 & 2 to create your own account
- Each time you log in you will select the teacher for whom you are substituting

Warning: If you have three unsuccessful login attempts (invalid user ID/password combinations), the system will lock your account and you will have to contact the campus administrator to have it reset.

Posting Attendance

1. From the menu at the top of the page click on **Attendance – Post/View Attendance**

2. Confirm Date, Semester, & Period

- date default to current date
- period defaults to first period of the day that attendance has **not** been posted

3. Confirm attendance

- student attendance defaults to present
- only absences & tardies (if applicable) need to be marked
- if a student has an absence that has been posted by the office that student's row will be shaded gray

Student ID	Last name	First name	Attendance	Grade	Course
073204	ALEGRIA	JOHN P	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	03 US
* 079430	BANDY	CANDRA M	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	03 US
000479	BARSTOW	THOMAS A	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	03 US
102366	CARLOS	JOHNNY A	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	03 US

4. Enter PIN and click Post.

This will need to be done for every period that you are responsible for taking attendance.

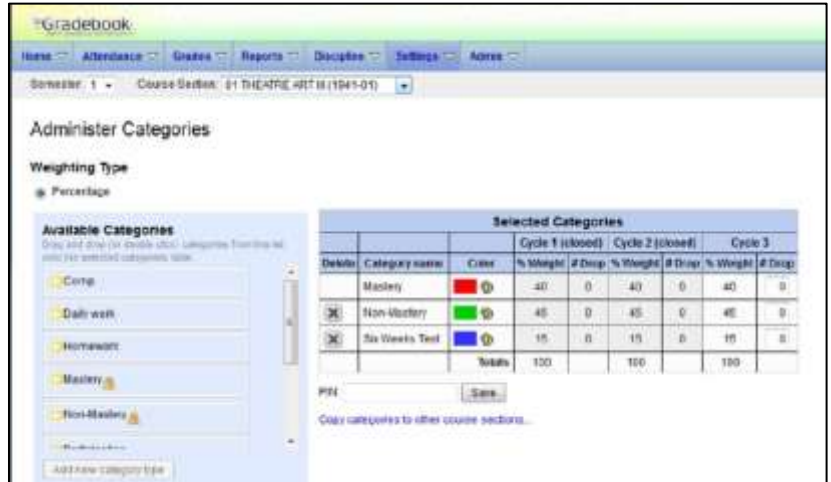
Grades

Before grades can be entered the following 2 steps must be done:

1. Administer Categories (Settings – Administer Categories)
2. Administer Assignments (Settings – Administer Assignments)

Administer Categories

1. Confirm Semester & Course Section
2. Select Weighting Type – this is preselected by some districts
3. Move categories from Available Categories to Selected Categories
4. In the Selected Categories table:
 - for each selected category enter the value for the weight
 - In the # Drop column for each cycle, type the number of items to be dropped during a cycle
5. Enter PIN and click Save.

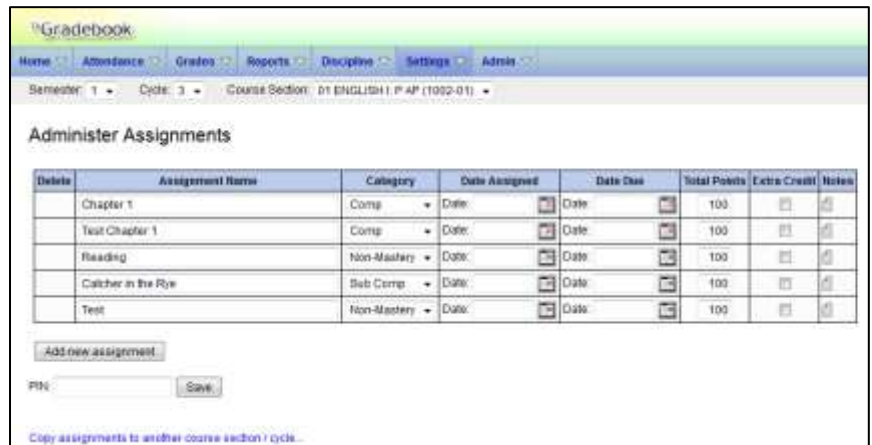


To copy categories to other courses click on the [Copy Categories to other course sections link](#)

Administer Assignments

1. Confirm Semester, Cycle, & Course Section
2. Click on Add New Assignment
3. Enter Assignment name & choose Category
4. Confirm Total Points value
5. Enter PIN and click Save

To copy categories to other courses click on the [Copy Categories to other course sections link](#)



Entering Grades (Grades – Assignment Grades)

1. Confirm Semester, Cycle, & Course Section and click Retrieve
2. Enter grades
3. Enter your PIN and click save
4. The Cycle average column will update as grades are entered and saved.

The screenshot shows the 'Gradebook' application with a table of student grades. The table has columns for Student ID, Student Name, Cycle Average, and various assignment scores. The 'Cycle Average' column is highlighted in yellow, indicating it updates as grades are entered. The interface includes navigation tabs like Home, Attendance, Grades, Reports, Discipline, Settings, and Admin.

Posting Grades (Grades – Cycle Grades)

Once your campus has opened the cycle for posting:

1. Confirm Semester and select course section
2. Click [Select courses to mark grades as Ready to Post](#) link.
3. A dialog box opens allowing you to select the course sections that are ready to post.
4. Select the course(s), and then click **Select**. The dialog box closes and the selected course(s) are listed below the PIN field.
5. Enter **PIN** and click **Continue**
6. The message “[READY]” is displayed in the **Course Section** drop-down list next to the course.

The screenshot shows the 'Cycle Grades' dialog box. It includes a PIN field with 'Save' and 'Calculate Semester Averages' buttons. A 'Please enter your pin and click 'Continue' to mark grades as ready to post.' message is present. Below the PIN field, a red box highlights the 'Selected Courses' list, which includes '01 ENGLISH 1 (2212-12) [Ready]' and '01 ENGLISH 3 (1032-10) [Ready]'. There are also 'Continue' and 'Cancel' buttons.

Discipline

Submitting Discipline Referral (Discipline – Discipline Referrals)

1. Click Enter New Referral
2. Complete referral form
 - if multiple students were involved click on Add another student
 - Comments entered will be seen by administrator

The screenshot shows the 'Discipline Referrals' form. It includes a search bar with fields for 'Student ID', 'Student Name', and 'Status' (set to 'ALL'). Below the search bar, it says 'No Records Found' and has an 'Enter New Referral' button. The interface also shows navigation tabs for Home, Attendance, Grades, Reports, Discipline, Settings, and Admin.

- Enter PIN and Submit Referral

Viewing Discipline Referral (Discipline – Discipline Referrals)

Once referral status is Completed or Reviewed:

- Click on the spyglass icon to see comments entered by administrator

View	Print	Tools	Students	Offense Code	Referral Comments	Course Section	Location	Severity	Incident Date	Last Modified	Referral Message	Referral Date	Status
			110289	0012	The student has a...	0011-01	HSL	Medium	10/20/10 11:18:20 AM	10/20/10 3:58:13 PM			Out
			10430,013025	0041	Cases and Respon...		CRS	High	10/10/10 11:29:55 AM	10/20/10 4:01:22 PM			Pending
			110728	0089			PHL	Low	10/20/10 8:22:31 AM	10/20/10 8:22:45 AM			Pending
			110864	0021	work with a tea...		RDC	Low	10/20/10 2:58:10 PM	10/20/10 3:58:53 PM	work with a tea...	10/20/10	Reviewed
			110580	0050	The student's a...		RDC	Medium	10/20/10 8:25:20 AM	10/20/10 4:00:50 PM	This is the 2nd...	10/20/10	Completed

Accept transfer students

1. Beside the student's name is the transfer icon . For new transfer students without a weight, the icon is red , and you must enter a weight for the student's transfer average. To enter a weight for the student, click .

Note: Completed cycle grades are entered in TxEIS and appear in the gradebook as a posted grade.

2. The **Date** field displays data for the current date by default.
 3. In the **From** fields, the teacher name, course number, and section are displayed.
 4. In the **Average** field, type the student's walk-in average. This is the student's average in the class from which he transferred.
 5. You can enter a numeric grade or an alphabetical grade (ABCD or ESNU).
 6. In the **Weight** field, type the weight you want to apply to the student's walk-in average. For example, if a student transfers three weeks into a six-week cycle, you may want to enter a weight of 50%. The maximum weight you can enter is 99. The student's transfer icon remains red until a weight is entered and saved.
 7. Click **Ok** to save the student's transfer data.
 - ⊙ Any course assignments that were due prior to the student's transfer date are excluded for the student, and the icon is displayed on the assignments. You can override the exclusion if you want to have the transfer student complete an assignment that was due prior to his transfer date. To override the exclusion, click , deselect **Exclude**, and then click **Ok**.
 - ⊙ If you entered and saved the transfer average data for the student, the walk-in average is calculated in the working cycle average.
 - ⊙ Once you have entered and saved a weight for the walk-in average, the transfer icon changes to .
- If you have additional questions regarding other gradebook processes refer to the complete txGradebook guide.