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Introduction

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

The txConnect application consists of the following:

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

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

How to Display a Page in Another Language

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

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

How to Display Help

On any page in txConnect, the parent can display Help for a page by clicking **Help** in the upper-right corner of the page. The information is displayed in a pop-up box with how-to links to more detailed information in the Help system.

To close the Help pop-up box, click **Hide Help**.

The screenshot shows the txConnect parent portal interface. At the top left, it says 'Welcome to txConnect for ORACLE TEST DISTRICT'. On the left, there is a 'Login' section with fields for 'User Name' and 'Password', and a 'Log In' button. Below the login section are links for 'New User?', 'Forgot your User Name/Password?', 'New Student?', and 'Need Calendars?'. In the center, there is a 'District Message' section with a welcome message. At the bottom, there is a version number (2.4.2.2) and copyright information. On the right side, a yellow 'Hide Help' pop-up box is displayed, containing several blue links: 'How do I log on to my account?', 'How do I register as a new user?', 'How do I access a calendar?', 'How do I change the language?', 'How do I set up my browser?', 'I forgot my password. How do I reset my password?', 'Logon Tips', and a warning about unsuccessful login attempts. The 'Logon Tips' section provides instructions on how to log on and what to do if the account is locked out.

How to Contact the Teacher

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

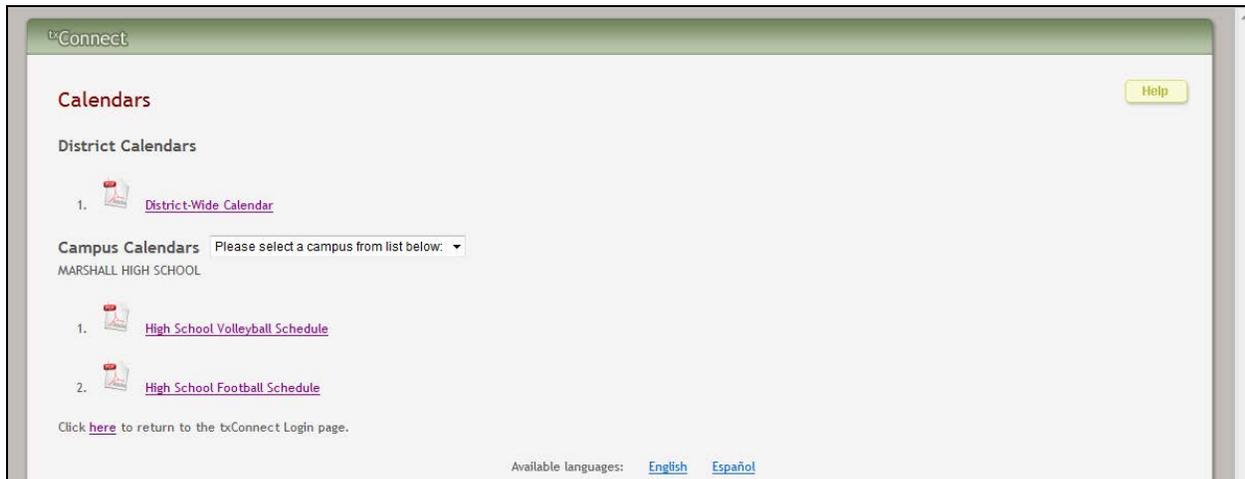
If the teacher has provided an e-mail address via txGradebook, his name is displayed as a link to his e-mail address anywhere the teacher's name appears. If the parent clicks the name, the default e-mail client (as specified in his Internet Options settings) opens with the teacher's address in the **To**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

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

How to Access a District or Campus Calendar

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

On the Login page under **Need Calendars**, click the link to download a calendar. The Calendars page is displayed.



1. District calendars are listed first in a numbered list.
2. If there are campus-level calendars, a drop down field allows the parent to select the campus. In the **Campus Calendars** field, select the campus, and the campus-level calendars are displayed in a numbered list.
3. For each calendar, an icon indicates the type of file (e.g., Microsoft Word and PDF). If additional instructions for the specific calendar have been provided, they are displayed below the calendar name.
4. Click the calendar name to open the calendar. It will automatically open in the appropriate program.
5. The parent can print the calendars as needed.

Registration and Login

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

The screenshot shows the txConnect login page for Oracle Test District. The page has a green header with the txConnect logo. Below the header, the text reads "Welcome to txConnect for ORACLE TEST DISTRICT" in red. A "Help" button is located in the top right corner. The main content area is divided into two columns. The left column contains a "Login" section with a form for entering a user name and password, and a "Log In" button. Below the login form are links for "New User?", "Forgot your User Name/Password?", "New Student?", and "Need Calendars?". The right column contains a "District Message" section with a welcome message and a link to the Oracle Test District Parent Portal. At the bottom of the page, there is a footer with version information and copyright details, and a language selection menu for "English" and "Español".

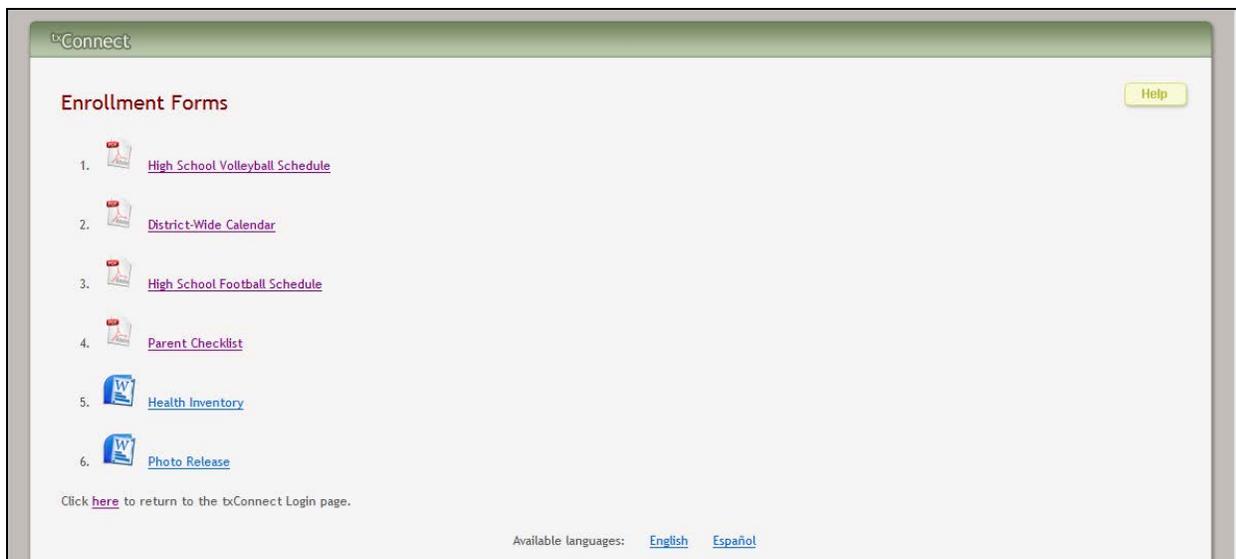
How to Enroll a New Student in the District

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

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

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

On the Login page, under **New Student**, the parent clicks the link to download enrollment forms. The Enrollment Forms page is displayed.



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

How to Register as a New User

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

The parent must have at least one valid student portal ID, which the campus provides. The parent must have a valid student portal ID for every student he wants to add to his account.

From the Login page, click the link under **New User** to go to the Registration page. The Registration User Info - Step 1 of 3 page is displayed.

Registration [Help](#)

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

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

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

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

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

[Next](#)

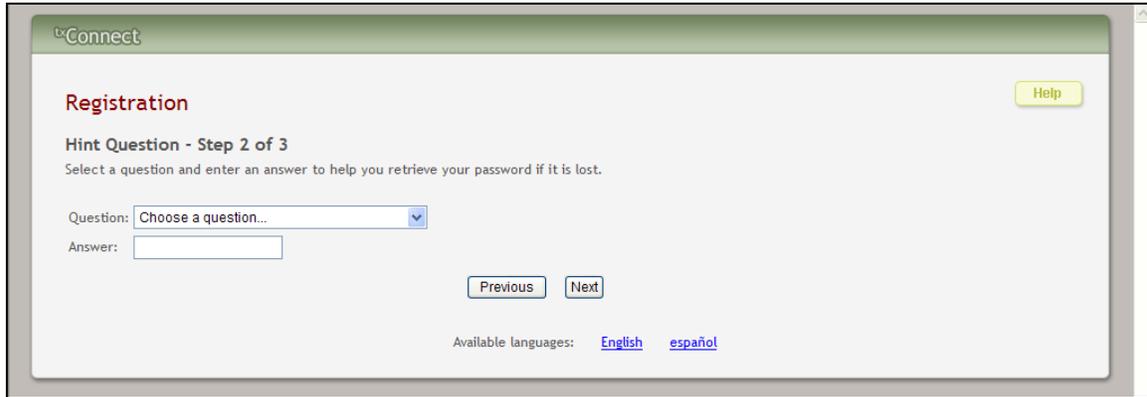
Available languages: [English](#) [español](#)

Step 1:

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

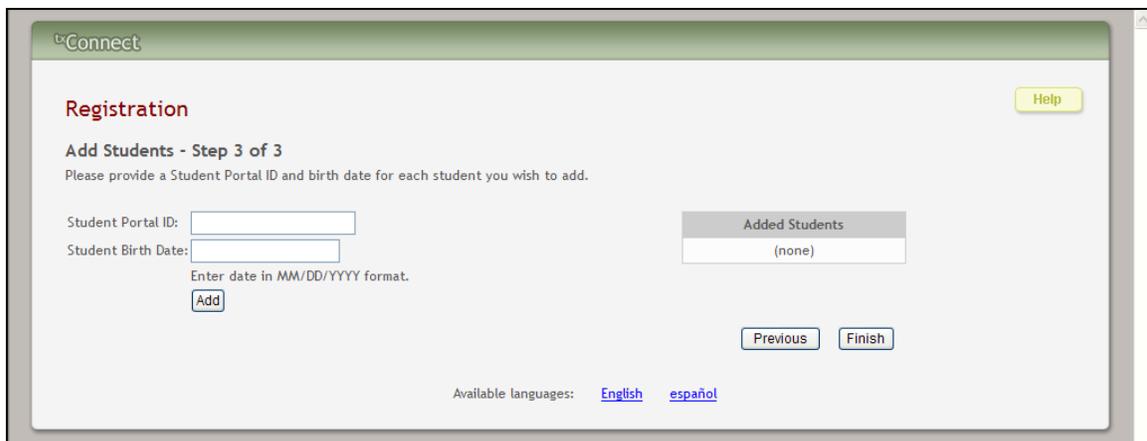
5. Click **Next**.

- If all required data was not entered, a red message is displayed to the right of each field that is missing data. That information must be provided before he can continue.
- If the data was entered correctly, the Hint Question - Step 2 of 3 page is displayed.



Step 2:

1. In the **Question** field, the parent selects a question to which he will provide an answer. The question is asked in the event that the parent loses his password.
2. In the **Answer** field, the parent types the answer to the question. He will be required to answer the question correctly in order to recover his password. The parent should select a question for which he will easily remember the answer. The answer is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
3. Click **Next**.
 - If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. That information must be provided before he can continue.
 - If the data was entered correctly, the Add Students - Step 3 of 3 page is displayed.



Step 3:

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

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

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

How to Log On

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

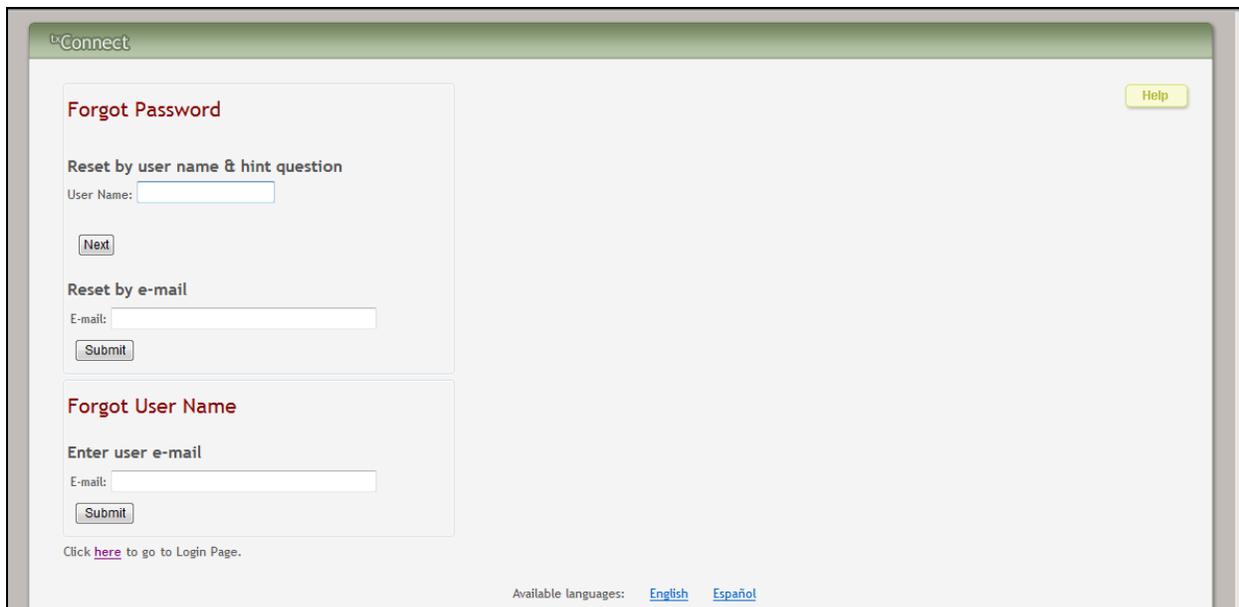
1. From the Login page, in the **User Name** field, the parent types his user ID. The user ID is not case-sensitive.
2. In the **Password** field, the parent types his password. The typed text is hidden. The password is case-sensitive.
3. Click **Log In**. The student's Summary page is displayed.
 -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

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

How to Reset a Password

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

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



Using User Name and Hint Questions

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



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



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

Using E-mail Address:

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

How to Retrieve a User Name

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

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

txConnect

Forgot Password

Reset by user name & hint question

User Name:

Next

Reset by e-mail

E-mail:

Submit

Forgot User Name

Enter user e-mail

E-mail:

Submit

Click [here](#) to go to Login Page.

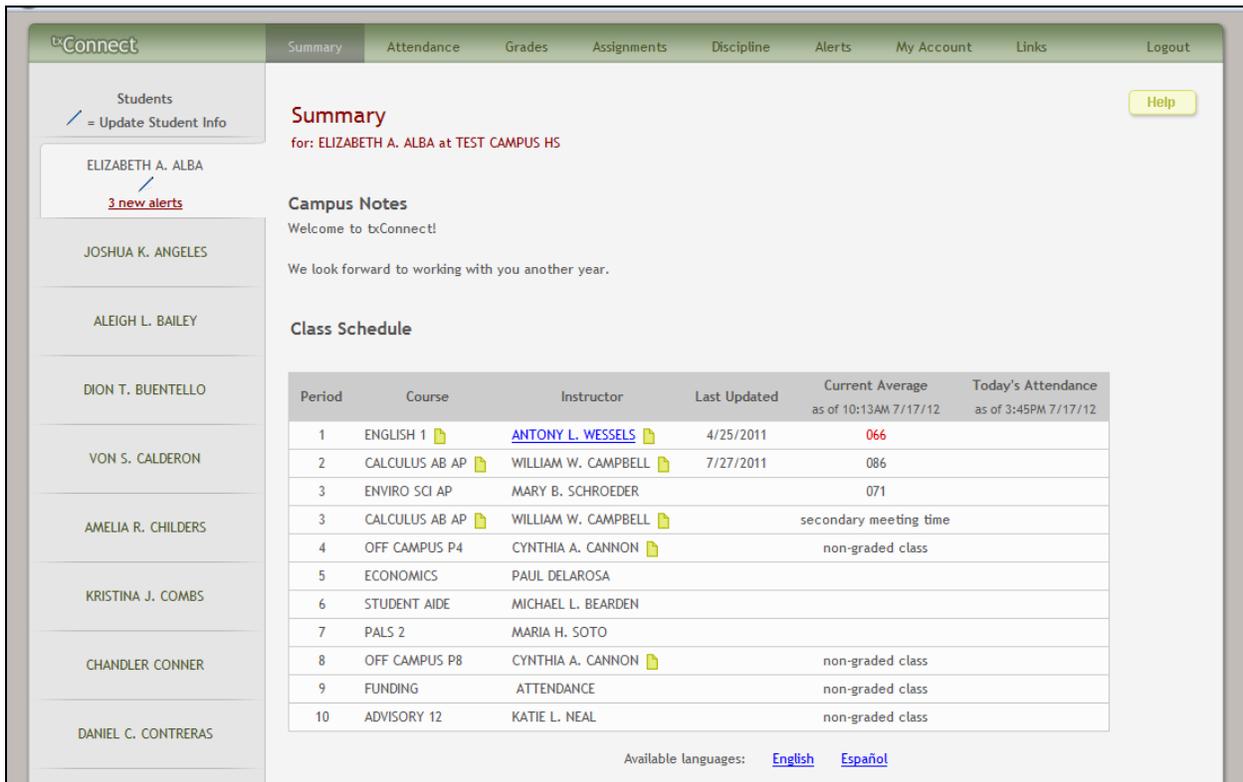
Available languages: [English](#) [Español](#)

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

Summary

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

(Available August 2012 for TxEIS) From any other page in txConnect, the parent/guardian can click the  icon in the student list on the left side of the page to go directly to the My Account page. The icon is only displayed if the parent/guardian has registered his e-mail address to the student.



The screenshot shows the txConnect interface. The top navigation bar includes: Summary, Attendance, Grades, Assignments, Discipline, Alerts, My Account, Links, and Logout. A left sidebar lists students: ELIZABETH A. ALBA (with a pencil icon and '3 new alerts'), JOSHUA K. ANGELES, ALEIGH L. BAILEY, DION T. BUENTELLO, VON S. CALDERON, AMELIA R. CHILDERS, KRISTINA J. COMBS, CHANDLER CONNER, and DANIEL C. CONTRERAS. The main content area is titled 'Summary for: ELIZABETH A. ALBA at TEST CAMPUS HS'. It includes a 'Help' button, 'Campus Notes' (Welcome to txConnect! and We look forward to working with you another year.), and a 'Class Schedule' table.

Period	Course	Instructor	Last Updated	Current Average as of 10:13AM 7/17/12	Today's Attendance as of 3:45PM 7/17/12
1	ENGLISH 1 	ANTONY L. WESSELS 	4/25/2011	066	
2	CALCULUS AB AP 	WILLIAM W. CAMPBELL 	7/27/2011	086	
3	ENVIRO SCI AP	MARY B. SCHROEDER		071	
3	CALCULUS AB AP 	WILLIAM W. CAMPBELL 		secondary meeting time	
4	OFF CAMPUS P4	CYNTHIA A. CANNON 		non-graded class	
5	ECONOMICS	PAUL DELAROSA			
6	STUDENT AIDE	MICHAEL L. BEARDEN			
7	PALS 2	MARIA H. SOTO			
8	OFF CAMPUS P8	CYNTHIA A. CANNON 		non-graded class	
9	FUNDING	ATTENDANCE		non-graded class	
10	ADVISORY 12	KATIE L. NEAL		non-graded class	

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

- The summary for the first student in the list is displayed including the following:
 - If the student attended multiple campuses, a tab is displayed for each campus.
 - If campus notes have been entered in the Student system, they are displayed under **Campus Notes**.
 - The student's class schedule is displayed, including period, course title, instructor name, current grade average for each class, and attendance for the current date.
 - If attendance has not been posted for the course, the attendance for the course under **Today's Attendance** is blank.
 - Any failing grades under **Current Average** are highlighted.

- If the course is set up to post letter grades, letter grades are displayed under **Current Average**.
- If the student is enrolled in an elementary campus which has only one period, one attendance status is displayed for the entire day.
- If the teacher has provided a note about the course, a yellow note icon  appears beside the course name. The parent can click  to see the information, and then click **close** to close the Course Note dialog box.

Class Schedule

Period	Course	Instructor	Current Average as of 4:30AM 10/24/11	Today's Attendance as of 9:45AM 10/24/11
1	ALG 2 	ANTONY L. WESSELS 	86	
2	CALCU Course Note: ALG 2 	WILLIAM W. CAMPBELL 	86	
3	CALCU Students will have an important test on 04/28/2009. 			meeting time
3	ENVIRO SCI AP 	MARY B. SCHROEDER 	071	
4	OFF CAMPUS P4 	CYNTHIA A. CANNON 	non-graded class	

- If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon  appears beside the teacher's name. The parent can click  to see the information, and then click **close** to close the Teacher Note dialog box.

Class Schedule

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

- (iTCSS only) If the parent/guardian has registered his e-mail address to the student and selected **Request electronic report card and IPR** on the Edit Settings For My Students page in txConnect, a **View Report Card** icon and/or **View IPR** icon is displayed when the electronic version of the report card or IPR is available for the parent/guardian to view. This is not available for all districts.

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

Class Schedule

View Report Card:  View IPR: 

Period	Course	Instructor	Current Average as of 5:00AM 2/24/12	Today's Attendance as of 11:03AM 2/24/12
1	SWIMMING 9 1B	TIMOTHY E. SEVERINSON		

Attendance

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

How to View Detailed Attendance

To access the Attendance page, click Attendance on the menu at the top of any page.

Attendance
for: SEAN P. BLANCHARD at Lakeview High School on 2/2/2011 11:26:36 AM

Semester: 1

Key
A: PARENT NOTE ILL U: UNEXCUSED UNTIL NOTE

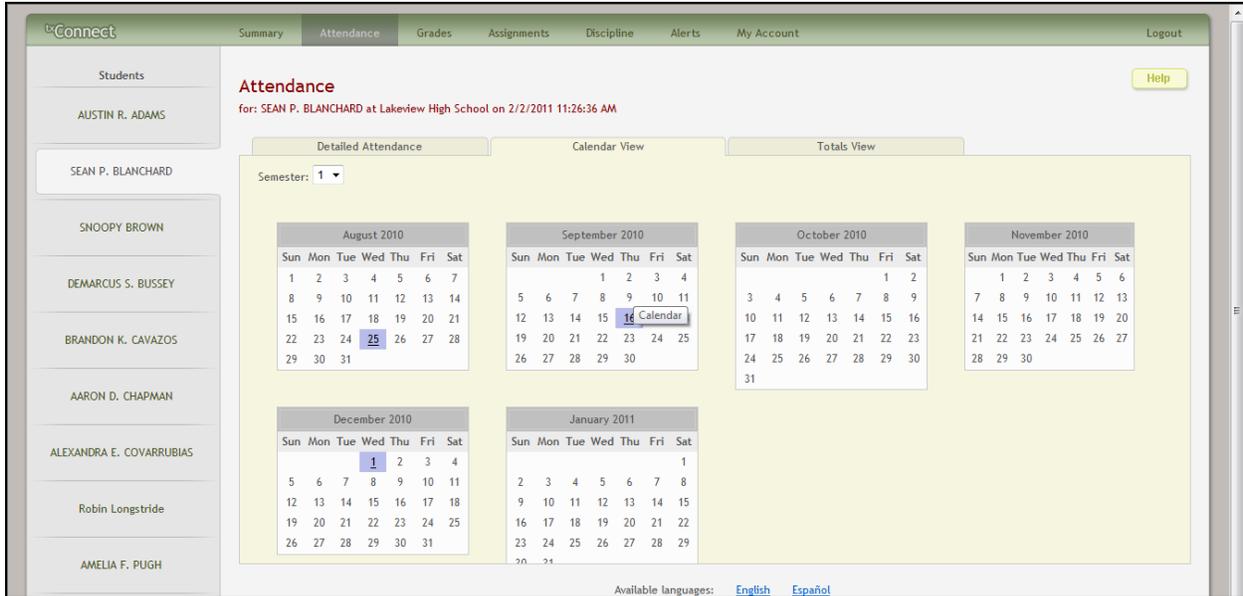
Period	Class	Teacher	8/25	9/16	12/1
1	BUSINFOR MANAGE	JERRY I. BOLIN	U		A
1	SPAN 1	CHERRYL G. BAZALDUA	U		A
2	ENG 1	BETHANY A. OLSON	U	U	
3	WORLD GEOGRAPHY	DEBORAH L. BALLARD	U		
4	BOYS ATHLE-1AB		U		
5	9TH ADVISORY	BETHANY A. OLSON	U		
6	ALG 1 (withdrawn)	MARY E. PLOESSL			
6	SPAN 1	JOYCE C. DAVIS	U		A
7	BUSINFOR MANAGE	ANDREW T. PITTMAN	U		
8	BIOL	NICOLE L. SHERMAN	U		

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

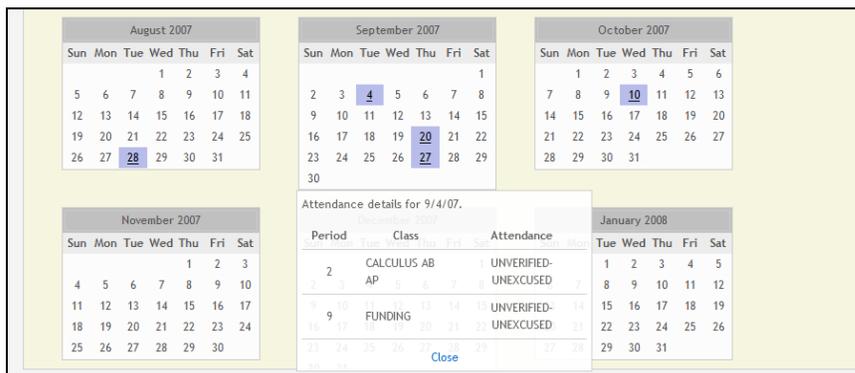
- In the **Semester** field, select the semester for which you want to view attendance data.
- The date is displayed in the column heading if the student was marked absent or tardy for any period during the day.
- If the student was not present for the entire class, a code is displayed for the period and date. A description of each code is displayed in the **Key** section of the page (e.g., excused, unexcused until a note is received, etc.).
- If the student was present and on time for the entire day, the date is not displayed.
- If the teacher has provided a note about the course, a yellow note icon appears beside the course name. The parent can click to see the information, and then click **close** to close the Course Note dialog box.
- If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon appears beside the teacher's name. The parent can click to see the information, and then click **close** to close the Teacher Note dialog box.

How to View the Calendar View

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



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



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

How to View the Totals View

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

Attendance
for: SEAN P. BLANCHARD at Lakeview High School on 2/2/2011 11:26:36 AM

Semesters: 1

Period	Class	Teacher	Total Absences	Excused Absences	Unexcused Absences	School Related	Tardies
1	BUSINFOR MANAGE	JERRY I. BOLIN	2	1	1	0	0
1	SPAN 1	CHERRYL G. BAZALDUA	2	1	1	0	0
2	ENG 1	BETHANY A. OLSON	2	0	2	0	0
3	WORLD GEOGRAPHY	DEBORAH L. BALLARD	1	0	1	0	0
4	BOYS ATHLE-1AB		1	0	1	0	0
5	9TH ADVISORY	BETHANY A. OLSON	1	0	1	0	0
6	SPAN 1 ALG 1*	JOYCE C. DAVIS MARY E. PLOESSL MARY E. PLOESSL	2	1	1	0	0
7	BUSINFOR MANAGE	ANDREW T. PITTMAN	1	0	1	0	0
8	BIOL	NICOLE L. SHERMAN	1	0	1	0	0

* Indicates a withdrawn course

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

- In the **Semester** field, select the semester for which you want to view attendance data.
- If the student withdrew from a course, the withdrawn course and teacher's name are displayed in small print below the current course information. An asterisk is displayed next to the withdrawn course.
- If the teacher has provided a note about the course, a yellow note icon appears beside the course name. The parent can click to see the information, and then click **close** to close the Course Note dialog box.
- If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon appears beside the teacher's name. The parent can click to see the information, and then click **close** to close the Teacher Note dialog box.

Grades

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

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

Semester: 2

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

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

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

How to View Assignment Grades for a Class

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

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

Semester: 2

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

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

Assignment Due Date Grade Late Redo

Category 24 (Weight 0%)
Category 24 average

Homework (Weight 20%)

hw1	85
HOMEWORK 1	100
Assignment 1	85
Homework average	90

Labs (Weight 20%)
Labs average

Participation (Weight 20%)
Participation average

Quizzes (Weight 20%)

QUIZ 1	98
Quizzes average	98

Tests (Weight 20%)

TEST 1	95
Tests average	95

Citizenship E
Posted Average 60

(close details)

3	ENVIRO SCI AP	MARY B. SCHROEDER	071	071	071
3	CALCULUS AB AP	WILLIAM W. CAMPBELL	secondary meeting time		

- The parent clicks the grade average for the class and cycle he wants to view. The grade average is expanded below the period row to display all grade data that has been entered. In addition to the assignment grades, the calculated average and posted average are displayed.
 - (Available August 2012 for TxEIS) The parent can select **Show Blank Grades** to include any blank assignment grades. All assignments are displayed, including assignments with blank grades. If **Show Blank Grades** is not selected, blank assignment grades are not displayed. This is not applicable for courses that use standards-based/skills-referenced grading.
 - If the student transferred into the class and has a transfer average from a prior course, the **Transfer Average** and **Weight** are displayed above the categories. For more information on calculating the average using a transfer grade, see Appendix A - Calculating Averages at the end of this guide.
 - The **Calculated Average** is the average calculated using the student's grades and the teacher's method for calculating the average. The calculated average is not displayed for closed cycles.
 - The **Posted Average** is the actual grade that was posted for the student for the class. In some circumstances, the posted grade is different than the calculated average. The posted average is the official grade that appears on the report card. For previous cycles, only the posted average is displayed.

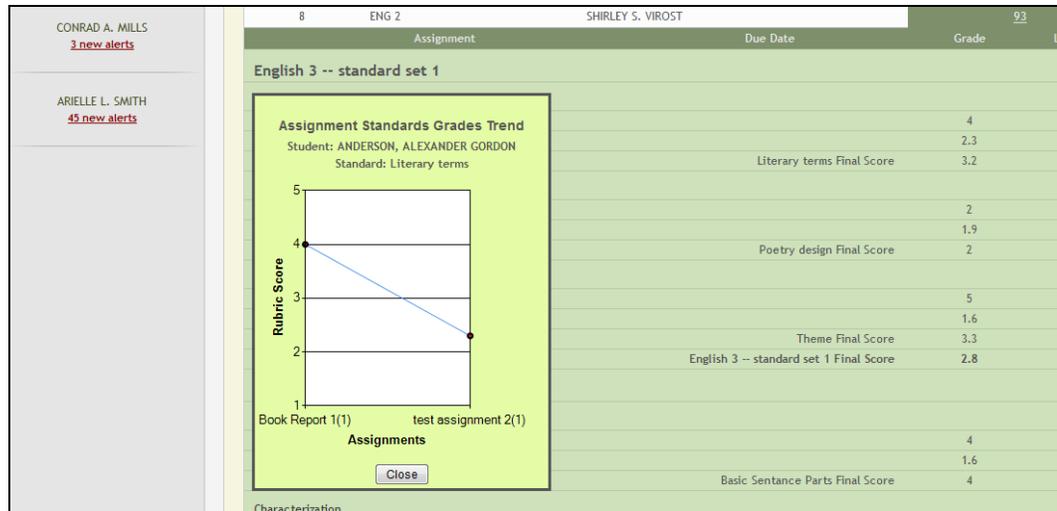
- If a cycle override grade exists for the student (i.e., an average assigned by the teacher), and there is no posted average, the **Override Average** is displayed.
- Assignments are displayed by category. For each category, the category weight is displayed, and the average for each category is displayed.
- The calculated average, posted average, and category average are displayed as letter grades if the course is set up to post letter grades.
- If the possible points for an assignment is not 100, the teacher is using the percentage weighting type, and the grade is numeric, the possible points is displayed. For example, 90/95 is displayed if the student earned 90 points and the assignment was worth 95 points. In this case, the grade does not calculate as 90.
- If the teacher is using the points-based weighting type, the points earned and possible points are displayed. For example, 7/10 is displayed if the student earned 7 points and the assignment was worth 10 points.
- For each assignment, the due date and grade are displayed. The **Late** and **Redo** columns indicate if the assignment was turned in late or redone.
- If an assignment grade has been dropped, the message “dropped” is displayed next to the grade.
- If an assignment grade has been excluded, the message “excluded” is displayed in place of the grade.
- If an assignment is missing, an M is displayed in place of the grade.
- If an assignment is incomplete, an I is displayed in place of the grade.
- If the teacher entered any notes related to the student’s assignment grade, the notes are displayed below the grade.
- If the course uses the standards-based or skills-referenced type of assessment, assignments are associated with specific standards or skills. The standards/skills are grouped together into standard sets/skillsets. For these courses, the assignment grades are sorted by standards/skills, and the standards/skills are displayed under the standards set/skillset heading. Note that an assignment may be associated with more than one standard/skill, so you may see the same assignment under multiple standard set/skillset headings.

CONRAD A. MILLS 3 new alerts ARIELLE L. SMITH 45 new alerts	7	CHEM 1	ALICE M. BOEHM	93	Late	Redo																																																																																																																								
	8	ENG 2	SHIRLEY S. VIROST																																																																																																																											
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- For each standard/skill, a final score is displayed. This is the student's current average for the standard/skill, which is calculated by adding all scores for all assignments associated with the standard/skill throughout the semester, and dividing by the number of assignments. The final standard/skill score reflects skill scores for all cycles in the semester, even though only one cycle is displayed at a time.
- For each standard set/skillset, a final score is displayed. This is the average of all final scores for each standard set/skillset. The final standard set/skillset score reflects standard set/skillset scores for all cycles in the semester, even though only one cycle is displayed at a time. The average does not include scores of zero, unless zero is a valid grade for the campus. The final standard set/skillset score is rounded to one decimal place.
- The **Calculated Average** field at the bottom displays the average of the standard set/skillset final scores, which takes into account all cycles in the semester. This grade will be converted to a standard 100%-based grade using a conversion chart established by the district.

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

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



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

2. To return to the unexpanded grade average view, click **close details** for the grade average that was expanded.
3. To show assignment grades for the current cycle for all courses, click **Show All**.
4. To hide the assignment grades for all courses, click **Hide All**.
5. If the teacher has provided a note about the course, a yellow note icon  appears beside the course name. The parent can click  to see the information, and then click **close** to close the Course Note dialog box.
6. If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon  appears beside the teacher's name. The parent can click  to see the information, and then click **close** to close the Teacher Note dialog box.

How to View Semester and Final Averages

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

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

The screenshot shows the 'Grades' page in txConnect for student Gage D. Aamodt. The page has a navigation bar with tabs for Summary, Attendance, Grades (selected), Assignments, Discipline, Alerts, and My Account. On the left, there is a sidebar with student names and alert counts. The main content area shows 'Grades' for 'Gage D. Aamodt at Lakeview High School on 4/9/2011 12:32:01 AM'. Below this, there are tabs for 'Cycle Grades' and 'Semester Grades'. A dropdown menu shows 'Semester: 2'. A table displays the following data:

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

At the bottom of the table area, it says 'Available languages: English Español'.

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

- **Exam** is the student’s semester exam grade for the course.
- **Semester Average** is the student’s posted semester average for the course.
- **Final Grade** is the student’s posted final grade for the course. For one-semester courses, this grade is posted after the semester is closed. For year-long courses, this grade is only posted after the final semester of the year is closed.
- **Credits** is the number of credits received for the course that count toward graduation requirements.
- If the teacher has provided a note about the course, a yellow note icon  appears beside the course name. The parent can click  to see the information, and then click **close** to close the Course Note dialog box.
- If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon  appears beside the teacher’s name. The parent can click  to see the information, and then click **close** to close the Teacher Note dialog box.

How to Receive Electronic Report Cards and IPRs (iTCSS Only)

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

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

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

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

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

Assignments

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

How to View Assignments

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

1. In the **Course** field, the parent selects a specific course. He can select All to view assignments for all courses.
2. In the **Cycle** field, the parent selects the cycle. He can select All to view assignments for all cycles.
3. For **View**, the parent selects the assignments he wants to view.
 - **All Assignments** displays all assignments.
 - **Only Graded Assignments** displays only assignments that have been graded.
 - **Only Pending Assignments** displays only assignments that have been assigned but not yet graded.
4. In the **View only assignments due before** field, the parent enters a date if he wants to view only assignments that were due before that date. For example, he can enter today's date to see all assignments that were due up to today. He can also click  to select a date from the calendar. This field is optional. If a date is not entered, all assignments are included in the search.

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

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

MOLLY K. LAWARTHA CONRAD A. MILLS 3 new alerts ARIELLE L. SMITH 45 new alerts	<table border="1"> <thead> <tr> <th>Course</th> <th>Assignment</th> <th>Standard Scores</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>ENG 2</td> <td>Book Report 1</td> <td> Basic Sentence Parts: 4 Characterization: 3 Fiction Analysis: 4 Interjections: 5 Literary terms: 4 Parts of Speech: 1 Poetry design: 2 Prepositions: 5 Theme: 5 </td> <td>1/25/12</td> </tr> </tbody> </table>	Course	Assignment	Standard Scores	Due Date	ENG 2	Book Report 1	Basic Sentence Parts: 4 Characterization: 3 Fiction Analysis: 4 Interjections: 5 Literary terms: 4 Parts of Speech: 1 Poetry design: 2 Prepositions: 5 Theme: 5	1/25/12
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ENG 2	Book Report 1	Basic Sentence Parts: 4 Characterization: 3 Fiction Analysis: 4 Interjections: 5 Literary terms: 4 Parts of Speech: 1 Poetry design: 2 Prepositions: 5 Theme: 5	1/25/12						

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

The screenshot shows the 'Assignments' page for student AUSTIN R. ADAMS. The page includes a navigation menu at the top (Summary, Attendance, Grades, Assignments, Discipline, Alerts, My Account, Logout) and a sidebar with a list of other students. The main content area has a title 'Assignments' and a subtitle 'for: AUSTIN R. ADAMS at Lakeview High School on 2/2/2011 11:26:36 AM'. Below this are filters for Course (set to All), Cycle (set to All), and View (radio buttons for All Assignments, Only Graded Assignments, and Only Pending Assignments). A 'View only assignments due before:' field is also present. A 'Find Assignments' button is located below the filters. The main table displays the following data:

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

Discipline

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

How to View Discipline Records

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

The screenshot shows the txConnect interface for the Discipline page. At the top, there is a navigation bar with tabs for Summary, Attendance, Grades, Assignments, Discipline (selected), Alerts, My Account, and Logout. On the left, a sidebar lists students: GAGE D. AAMODT, STEVEN A. DARROW, ELIZABETH A. PARKER, JESSICA S. VIALE, and TYLER J. WIELAND. The main content area is titled 'Discipline' and shows the student's name 'GAGE D. AAMODT' and the school 'Lakeview High School'. Below this, there are dropdown menus for 'Semester: 2' and 'Cycle: All', and a 'Find Discipline' button. A table displays the discipline records:

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

At the bottom of the page, there are links for 'Available languages: English Español'.

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

Alerts

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

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

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

An alerts subscription can be changed at any time.

How to Read Alerts

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

The screenshot shows the txConnect Alerts page for a student named ELIZABETH A. ALBA. The page has a navigation bar at the top with tabs for Summary, Attendance, Grades, Assignments, Discipline, Alerts, My Account, Links, and Logout. On the left, there is a sidebar with a 'Students' section containing a list of student names: ELIZABETH A. ALBA (with '3 new alerts' in red), JOSHUA K. ANGELES, ALEIGH L. BAILEY, and DION T. BUENTELLO. The main content area is titled 'Alerts' and shows a notification for ELIZABETH A. ALBA at TEST CAMPUS HS on 7/17/2012 3:45:00 PM. Below this, there are buttons for 'View Alerts' and 'Subscribe to Alerts'. A checkbox labeled 'View Read Alerts?' is present. A table displays the alerts:

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

At the bottom of the page, there are links for 'Available languages: English Español'.

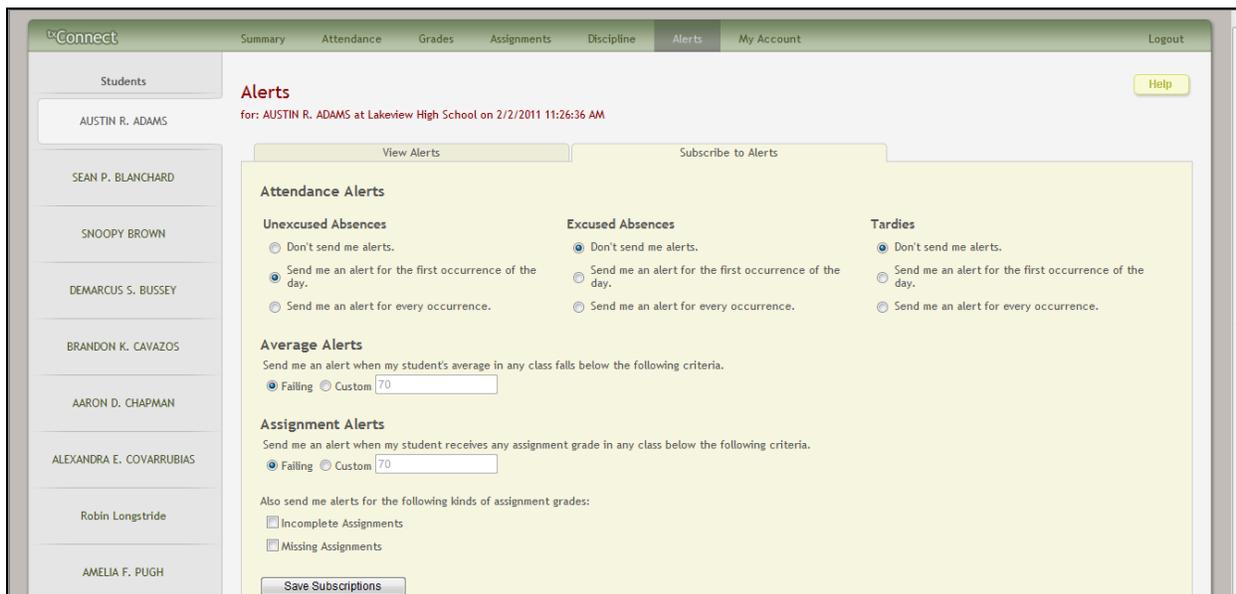
The complete alert message is displayed on the Alerts page under **Description**. If the student has more than one alert, the alerts are displayed in the order received, with the most recent alert at the top of the list.

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

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

How to Change an Alerts Subscription

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



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

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

Attendance Alerts

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

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

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

Average Alerts

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

To specify another grade, select **Custom**. In the custom field, type a numeric grade (0-100). Any time the student's average falls below this grade, the parent will receive an alert.

Assignment Alerts

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

To specify another grade, select **Custom**. In the custom field, type a numeric grade (0-100). Any time the student receives an assignment grade below this grade in any class, the parent will receive an alert.

The parent may also choose to be notified if the student has an assignment marked as missing or incomplete. Select **Incomplete Assignments** to be notified of incomplete assignments. Select **Missing Assignments** to be notified of missing assignments.

How to Receive Alert Notices by E-Mail

If the parent wants to have alert notices sent to his e-mail address, he must select **Send me an email when an alert is generated** at the bottom of the page. Also, he needs to have entered his e-mail address on the My Account page. The **Send me an email when an alert is generated** check box is not displayed if the district has not set up e-mail notification.

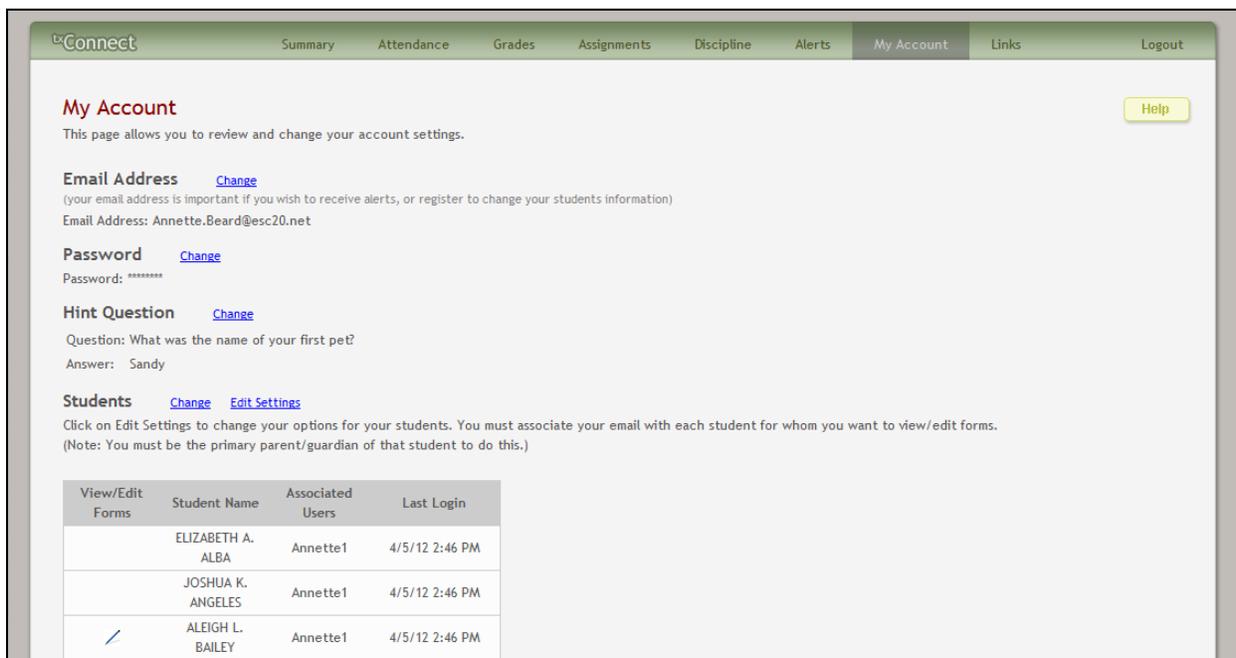
Note: E-mail alert notices do not contain the information specific to the alert. The notice simply informs the parent that he has one or more unread alerts in his account.

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

My Account

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

(Available August 2012 for TxEIS) From any other page in txConnect, the parent/guardian can click the  icon in the student list on the left side of the page to go directly to this page. The icon is only displayed if the parent/guardian has registered his e-mail address to the student.



My Account Help

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

Email Address [Change](#)
(your email address is important if you wish to receive alerts, or register to change your students information)
 Email Address: Annette.Beard@esc20.net

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

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

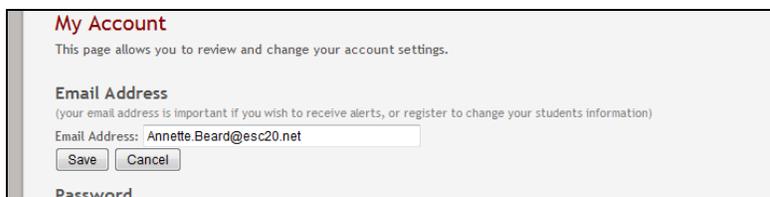
Students [Change](#) [Edit Settings](#)
 Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.
 (Note: You must be the primary parent/guardian of that student to do this.)

View/Edit Forms	Student Name	Associated Users	Last Login
	ELIZABETH A. ALBA	Annette1	4/5/12 2:46 PM
	JOSHUA K. ANGELES	Annette1	4/5/12 2:46 PM
	ALEIGH L. BAILEY	Annette1	4/5/12 2:46 PM

How to Add or Update an E-Mail Address

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

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



My Account

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

Email Address
(your email address is important if you wish to receive alerts, or register to change your students information)
 Email Address: Annette.Beard@esc20.net

Password

2. In the **Email Address** field, the parent types a current e-mail address and clicks **Save**.

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

How to Change a Password

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

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

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

How to Change a Hint Question/Answer

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

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

Hint Question

Question: What was the name of your first pet?

Answer: Sandy

Save Cancel

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

How to Add or Delete a Student

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

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

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

Add New Student

Student Portal ID: _____

Birth Date: ____/____/____
(Example: 03/11/1994)

Add

Save Cancel

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

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

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

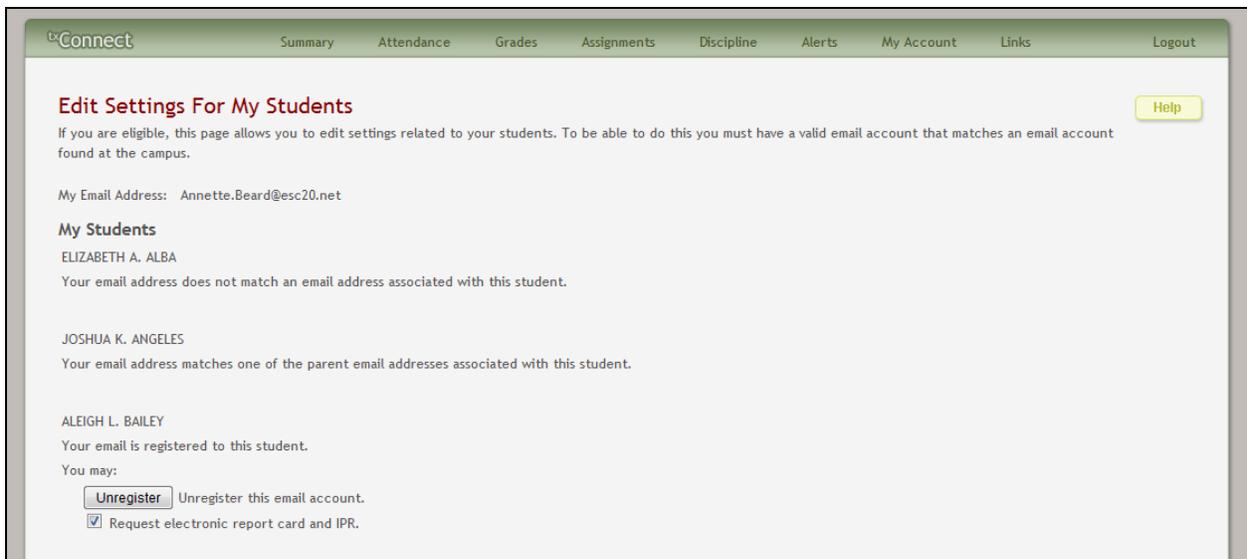
If the student was successfully deleted from the account, his name no longer appears in the **Students** list on the left side of every page.

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

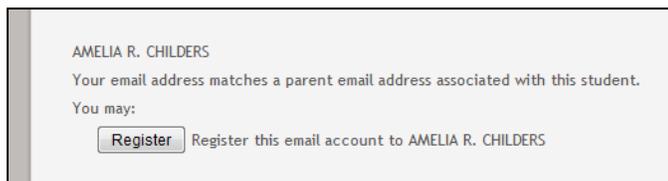
How to Register an E-mail Address to a Student

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

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



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



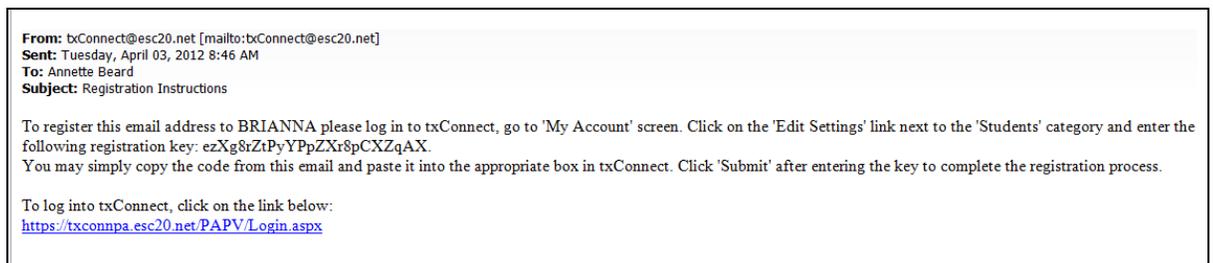
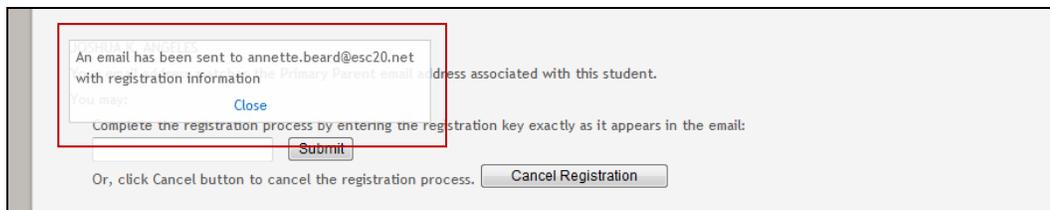
- If the parent's e-mail address does not match an e-mail address for any parents/guardians, he will not have access to manage the student's settings and register him at the campus via online registration. The **Register** button is not displayed for the student.



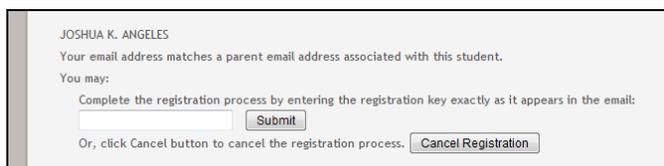
If an incorrect e-mail address is entered for the parent's txConnect account, the parent can change it on the My Account page under **Email Address**.

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

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



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



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

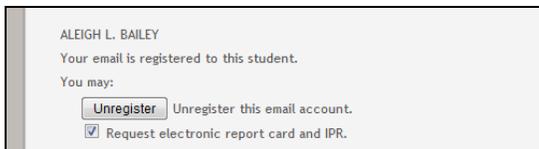
- The parent clicks **Submit**. If the correct code was entered, a message is displayed indicating that his e-mail address is registered to the student, and the **Unregister** button is displayed.



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



- (iTCES only) Select **Request electronic report card and IPR** to receive your student’s report cards and interim progress reports (IPRs) in PDF format instead of a printed copy.



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

This option is not available for all districts.

3. Once the parent’s e-mail address is registered for a student, the  icon is displayed next to the student on the My Account page. The parent can click  to view online registration information for the student.

My Account Help

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

Email Address [Change](#)
 (your email address is important if you wish to receive alerts, or register to change your students information)
 Email Address: jen.stanford@esc20.net

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

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

Students [Change](#) [Edit Settings](#)
 Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.
 (Note: You must be the primary parent/guardian of that student to do this.)

View/Edit Forms	Student Name	Associated Users	Last Login
	ELIZABETH A. ALBA	Annette1	10/24/11 10:05 AM
	JOSHUA K. ANGELES	Annette1	10/24/11 10:05 AM

How to View and Update Online Registration Information for a Student

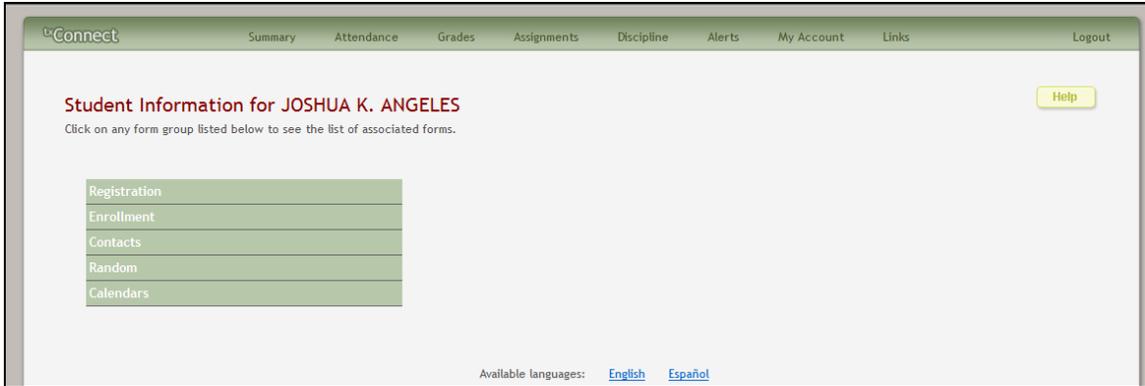
The Student Information for *Student Name* page (where *Student Name* is the student's name) allows parents to access forms for student online registration. A parent can only access the page if he is one of the student's parents/guardians and has successfully registered his e-mail address to the student.

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

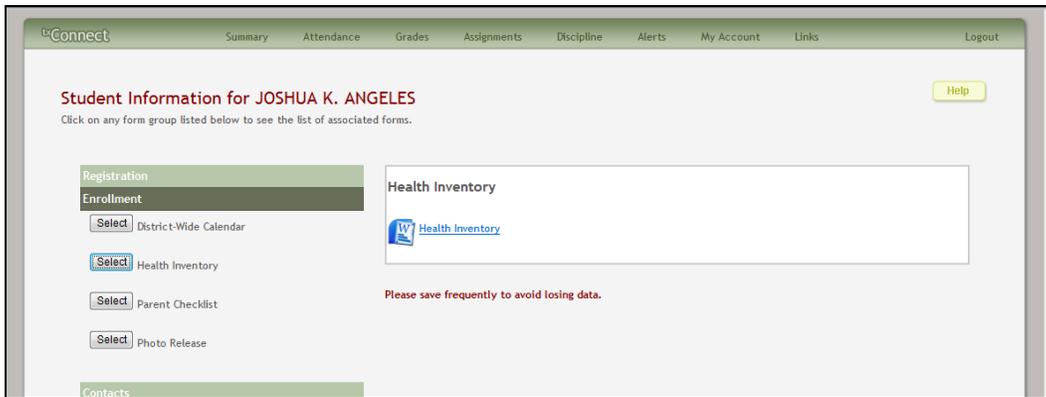
- Static forms cannot be updated online; they can be viewed, printed, completed by hand, and returned to the campus. Static forms will vary by campus and district, such as a home language survey.
- Dynamic forms are presented online and can be completed and submitted online. These forms may include student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

To view or update information:

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



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



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

Student Information for JOSHUA K. ANGELES

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

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

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

Please save frequently to avoid losing data.

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

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

- The input field will display the existing data. Type over the existing data with the new information. Otherwise, click **Cancel**.
- If a field is limited to a specific format or type of data, and you type invalid data, a message is displayed instructing you to correct the data. You must correct the data to continue.

- If you have submitted a change in the field, but the change is still pending (i.e., not yet approved by an administrator), the original data is displayed with an asterisk next to it. You can click **Edit** to see the change you requested.

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

4. Click **Save Changes** to save any changes. Otherwise, click **Cancel** to clear any changes on the page.
 - The campus staff will be notified of the parent's changes and will need to approve them before they are updated in the student's official records. If the parent has submitted a change that has not yet been approved, an asterisk is displayed next to the field to indicate that the change is pending.
 - If the parent edits a pending field, his most recent change will overwrite the former pending change. The campus staff will approve the most recent change.
 - Once the campus staff has approved the change, the new data is displayed.

External Links

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

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



How to Access External Links

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

Error Handling

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

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

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

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

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

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

Appendix A - Calculating Averages

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

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

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

Percent-based

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

Formula for percent-based:

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

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

For example:

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

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

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

$$(45 + 100) = 145$$

The Cycle Exam category has no grades yet.

Extra credit:

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

$$(\text{Points Earned 1} + \text{Points Earned 2} + \text{Points Earned 3} + \text{EC}) = \text{Total Points Earned}$$

For example:

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

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

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

$$\text{Possible Points 1} + \text{Possible Points 2} + \text{Possible Points 3} = \text{Total Possible Points}$$

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

For example:

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

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

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

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

$$(50 + 100) = 150$$

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

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

$$\text{Total Points Earned} / \text{Total Possible Points} = \text{Category Average}$$

For example:

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

$$240 / 295 = 81.4$$

The student's Homework Category Average is 81.4.

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

$$145 / 150 = 96.7$$

The student's Test Category Average is 96.7.

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

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

For example:

The weight for the Homework category is 50%.

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

The weight for the Test category is 40%.

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

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

5. Take the sum of all Category Values.

$$\text{Category Value 1} + \text{Category Value 2} + \text{Category Value 3} = \text{Total}$$

For example:

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

$$40.7 + 38.7 = 79.4$$

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

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

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

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 79.4.

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

The student's average is 88.

Point-based

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

Formula for point-based:

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

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

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.

$$40 + 50 = 90$$

Extra credit:

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

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

For example:

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

$$135 + 5 = 140$$

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

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

For example:

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

$$135 + 90 = 225$$

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

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

For example:

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

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

The student's average is 90.

Multiplier-based

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

Formula for multiplier-based:

1. Calculate the category actual value:

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

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

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.

$$90 + 100 = 190$$

Extra credit:

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

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

For example:

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

$$240 + 5 = 245$$

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

$$\text{Actual Category Points} \times M = \text{Actual Category Value, where } M \text{ is the multiplier value}$$

For example:

The multiplier for the Homework category is 2.

$$240 \times 2 = 480$$

The multiplier for the Test category is 1.

$$190 \times 1 = 190$$

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

Actual Category Value + Actual Category Value = Actual Value Total

For example:

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

$$480 + 190 = 670$$

2. Calculate the category possible value:

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

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

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 \times M = Possible Category Value, where M is the multiplier value

For example:

The multiplier for the Homework category is 2.

$$300 \times 2 = 600$$

The multiplier for the Test category is 1.

$$200 \times 1 = 200$$

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

Possible Category Value + Possible Category Value = Actual Value Total

For example:

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

$$600 + 200 = 800$$

3. Calculate the average.

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

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

For example:

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

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

The student's average is 84.

Transfer Students

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

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

Transfer Average x Transfer Weight = Transfer Value

For example:

The student's Transfer Average is 74.

The student's Transfer Weight is 55%.

$$74 \times 55\% = 40.7$$

The student's Transfer Value is 40.7.

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

For example:

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

3. Calculate the weight for the Working Cycle Average.

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

For example:

The student's Transfer Weight is 55%.

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

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

4. Calculate the Working Cycle Average Value.

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

For example:

The student's Working Cycle Average is 87.

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

$$87 \times 45\% = 39.15$$

The student's Working Cycle Average Value is 39.15.

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

$\text{Transfer Value} + \text{Working Cycle Average Value} = \text{Actual Working Cycle Average}$

For example:

The student's Transfer Value is 40.7.

The student's Working Cycle Average Value is 39.5.

$$40.7 + 39.5 = 80.2$$

The student's Actual Working Cycle Average is 80.

If a student transferred from a course that posts letter grades to a course that posts numeric grades and a letter grade is entered for his transfer average, the grade conversion table is used to determine the numeric value.

Dropped Assignments

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

Notes:

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

Warning: If all assignments in a category do not have the same total points value, the calculations for dropping a specified number of assignments for the category may result in an average that is different than expected. If the total points value varies, the grade with the lowest number of points may not necessarily be the lowest grade.

Rounding Numbers

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

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

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

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

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

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

Missing and Incomplete Grades

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

- If a student has an assignment grade of M (missing), the grade is calculated as a zero. A missing grade can be dropped, if applicable.

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

Power Law Computation

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

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

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

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

Steps:

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

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

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

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

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

Appendix B - System Requirements

Operating System

txConnect can run on any operating system with the proper hardware requirements to support the minimum browser requirements.

Mobile Devices

txConnect is compatible with Apple mobile devices (i.e., iPad, iPod touch, and iPhone).

Browser Setup

The minimum browser requirements for txConnect are as follows:

- Internet Explorer 8.0 or later
- Mozilla Firefox 3.0 or later (for Windows XP or later and Mac OS X)
- Safari 4.0 or later (for Windows XP or later and Mac OS X)

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 pop-up windows from txConnect.

Windows Internet Explorer

To add txConnect to the trusted sites:

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

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 the **Security** tab.
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 txConnect.

Note: If the Web site address begins with https, then 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 will appear under **Websites**.
7. Click **Close** to close the Trusted sites dialog box.
8. Click **OK** to close the Internet Options dialog box.

To enable pop-up windows:

txConnect uses pop-up windows to display some information. txConnect must be set up as an allowed site.

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 the **Privacy** tab. 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 txConnect.
5. Click **Add**. The Web site will appear under **Allowed sites**.
6. Click **Close** to close the Pop-up Blocker Settings dialog box.
7. Click **OK** to close the Internet Options dialog box.

Mozilla Firefox

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

To enable cookies:

1. In the browser, from the Tools menu, select Options. The Options dialog box is displayed.
2. From the Options dialog box, click the **Privacy** icon.
3. Under **History** in the **Firefox Will** field, select Use custom settings from history.
4. Next to **Accept cookies from sites**, click **Exceptions**. The Exceptions - Cookies dialog box opens.
5. Under **Address of web site**, type the exact Web site address that you use to access txConnect.

6. Click **Allow**. The Web site is displayed under **Sites**, and the **Status** is set to Allow.
7. Click **Close** to close the Exceptions - Cookies dialog box.
8. Click **OK** to close the Options dialog box.

To enable pop-up windows:

txConnect uses pop-up windows to display some information. txConnect must be set up as an allowed site.

1. In the browser, from the Tools menu, select Options. The Options dialog box is displayed.
2. From the Options dialog box, click the **Content** icon.
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 txConnect.
5. Click **Allow**. The Web site will appear under **Sites**, and the **Status** will be set to Allow.
6. Click **Close** to close the Allowed Sites - Popups dialog box.
7. Click **OK** to close the Options dialog box.

To enable JavaScript for txConnect:

JavaScript must be enabled for proper operation of txConnect.

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

Safari for Mac OS X

To enable cookies for txConnect:

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

1. In the browser, from the menu bar, select Safari, and then select Preferences. The Preferences dialog box is displayed.
2. In the Preferences dialog box, select **Security**.
3. Next to **Accept Cookies**, select **Only from sites I visit**.

4. Close the Preferences dialog box.

To enable pop-up windows:

txConnect uses pop-up windows to display some information. By default, Safari blocks pop-up windows. The pop-up blocker must be disabled for proper operation of txConnect.

From the Safari menu, select Block Pop-Up Windows to clear the check mark to turn off this option.

To enable JavaScript for txConnect:

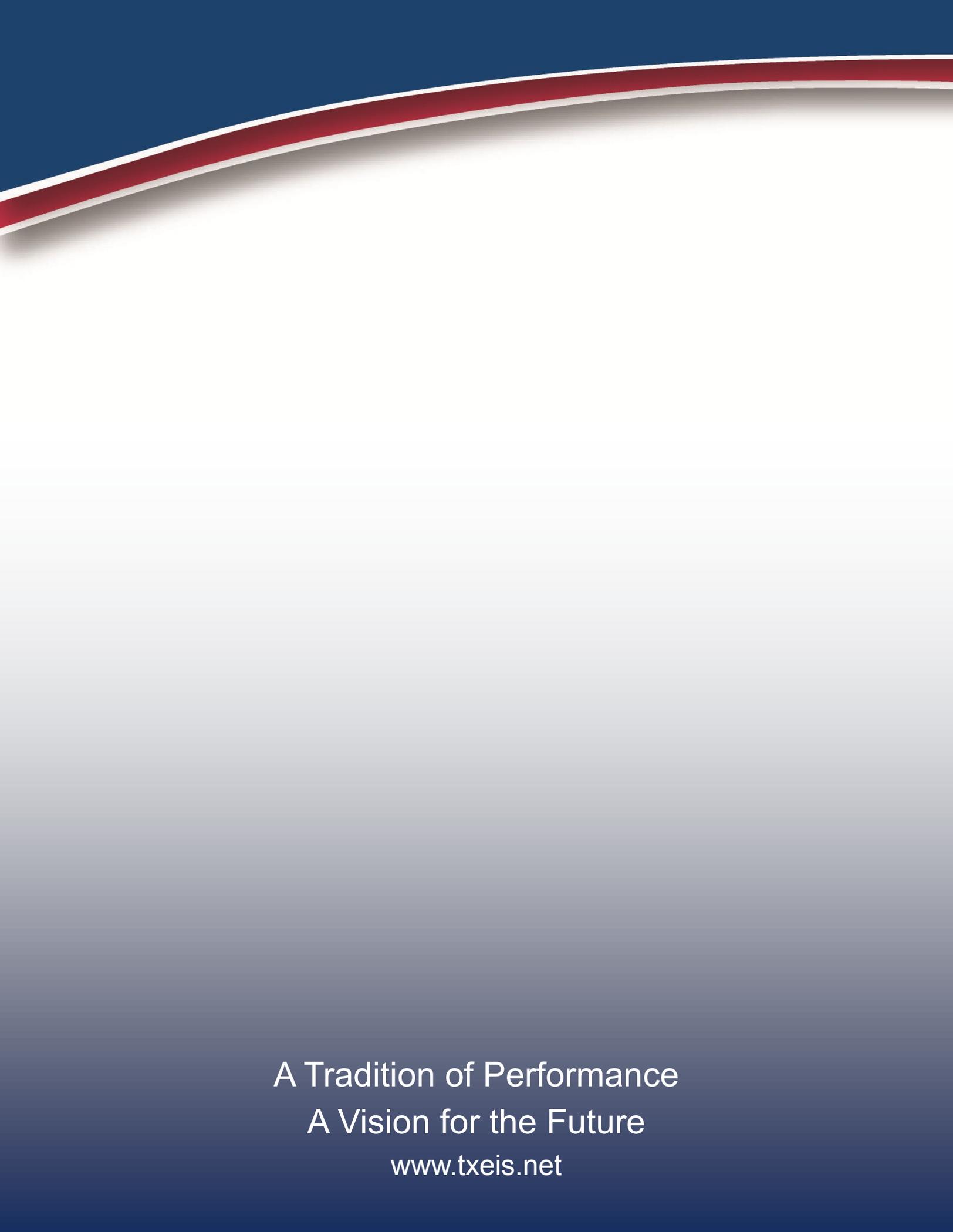
JavaScript must be enabled for proper operation of txConnect.

1. In the browser, from the menu bar, select Safari, and then select Preferences. The Preferences dialog box is displayed.
2. In the Preferences dialog box, select **Security**.
3. Next to **Web Content**, ensure that **Enable JavaScript** is selected.
4. Close the Preferences dialog box.

Window Navigation

- Users are encouraged to use the main menu and submenus to navigate from one page to another.
- The following suggestions will reduce the number of client workstation problems with txConnect.
 - Avoid using the keyboard function keys.
 - Do not use the browser toolbars; for example, Standard Buttons, Address Bar, or Links.
 - Click **Logout** to exit the application when finished; do not click  to exit the application.
 - If you attempt to open a page within txConnect from your Favorites list or the address bar, the system first displays the Login page if you are not already logged on. Once you successfully log on to txGradebook, the requested page is displayed.
 - Do not open multiple txConnect pages in different windows.

Warning: Do not use the Back button or shortcut keys to navigate from one window to another. Use of these in a maintenance function will produce unreliable results.



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