# Training Guide

# ᵗˣSuite

## Administrative Access

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# Contents

# Introduction

This guide describes the administration pages associated with ᵗˣGradebook, ᵗˣConnect, and ᵗˣMyZone.

■  The grade book application, ᵗˣGradebook is an integrated classroom management system that allows teachers to maintain and post student data including attendance, grades, and discipline.

■  The parent portal application, ᵗˣConnect, provides parents and guardians Web access to information about their students including grades, attendance, and discipline. ᵗˣConnect works in conjunction with ᵗˣGradebook, allowing parents to see up-to-date information from ᵗˣGradebook.

■  The student portal application, ᵗˣMyZone provides students Web access to their personal school-related information, including course requests and graduation plans.

There are various levels of administrative access for ᵗˣGradebook. The districts control access to ᵗˣGradebook through district and campus menus. Administrators can be given full maintenance access or inquiry-only access, and they can be given access to one campus or all campuses. Campus-level administrators can also be assigned Discipline-only access.

Teachers who have no administrative access are directed to the Announcements page when they log on. The Admin tab does not appear in the main menu, and some reports that require administrative access are not displayed in the Reports submenu.

There is one level of administrative access for ᵗˣConnect, which allows you to log on as a parent (i.e., to *impersonate* a parent) in order to see the data a parent would see. Administrative users can also make the system active or inactive by date, allow student discipline data to be displayed for parents, and view overall usage statistics for ᵗˣConnect.

ᵗˣMyZone has no administrative access. Settings are handled in the Student system or in the configuration file.

## Known Issues

There are no known issues at this time.

# Administrative Access for <sup>tx</sup>Gradebook

**To log on as a registered user:**

If you have already registered, you can enter your user ID and password and click the **Login** button. Your user ID is not case-sensitive. Your password is case-sensitive. The text typed in the **Password** field is hidden.

If you log on with a district- or campus-level administrative user ID, the Administrator Options page is displayed instead of the Announcements page. You can access the Announcements page by selecting Announcements from the Home menu.

## Administrator Options

### Admin > Admin Options

The Administrator Options page is only available to users who log on to <sup>tx</sup>Gradebook with a district- or campus-level security administrative user ID. The page allows you to select the teacher for whom you want to log on with administrative privileges. After you select a teacher from this page, you can access <sup>tx</sup>Gradebook as if you were that teacher; however, there are some differences:

■ The Admin menu appears in the main menu. Select Admin to return to this page to select another teacher.

■ In the Settings menu, the Update Admin Profile menu item appears instead of Update Profile.

Enter your administrative user ID and password on the Login page, and then click **Login**. Instead of going to the Announcements page, you are redirected to the Administrator Options page.



■ If you have full maintenance access, you can perform all functions, including saving, posting, and printing.

■   If you have inquiry-only access, you can view all pages, but all buttons (except **Print** buttons) are disabled. Even if you change data in a field, you cannot save changes, so all changes are lost when you leave the page. Inquiry-only users can print data.

**To access a teacher's grade book:**

If you logged on with a district-level administrative logon, you must select a campus from the **Select Campus** drop-down field. Then, select the teacher from the **Select Teacher** drop-down field. The list includes all teachers in the district who currently have a user ID for <sup>tx</sup>Gradebook.

■   If a campus is not fully set up yet in <sup>tx</sup>Gradebook and Grade Reporting (i.e., a new campus), the campus is not included in the **Select Campus** drop down.

■   If a teacher teaches at more than one campus, his name appears in the list for each campus.

■   The teacher list is sorted alphabetically by the teacher's last name and includes the instructor ID.

If you logged on with a campus-level administrative logon, the drop-down list includes all teachers at the campus who currently have a user ID for <sup>tx</sup>Gradebook. The list is sorted alphabetically by the teacher's last name.

The campus ID and name of the teacher for whom you are using <sup>tx</sup>Gradebook are displayed on the right side of the main menu.
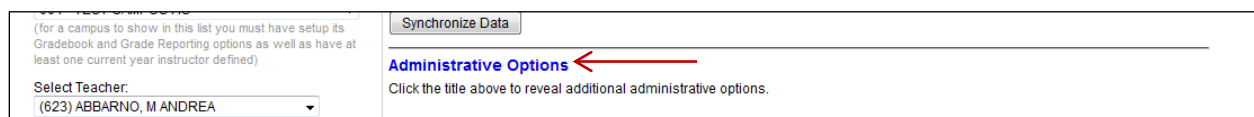
**To synchronize data:**

If you made changes to <sup>tx</sup>Gradebook settings in the iTCCS or TxEIS Student systems, the data must be synchronized to ensure that changes to the settings in the campus header are immediately transferred to <sup>tx</sup>Gradebook. To synchronize the data, click **Synchronize Data**. The data can be synchronized as often as necessary.

If the data was successfully synchronized, the page reloads with a message indicating that the data was successfully synchronized.

Campus header information is automatically refreshed every 30 minutes.
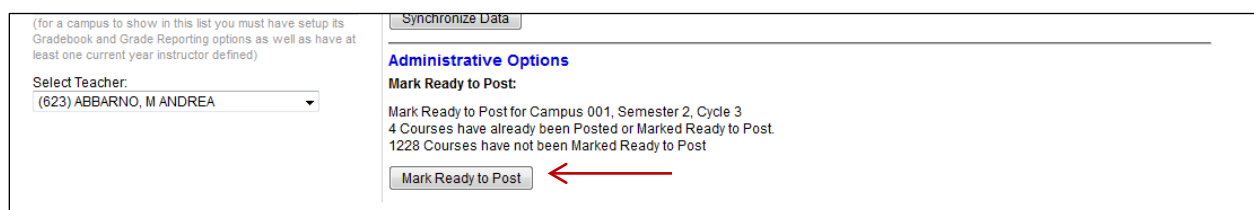
**To mark all courses as ready to post:**

Click the **Administrative Options** link.



The Administrative Options section expands, and the **Mark Ready to Post** button is displayed.

The **Mark Ready to Post** button allows you to mark all courses at the campus as ready to post, including any courses for which the instructor has not clicked **Mark grades as Ready to Post** on the Cycle Grades page. The button is only displayed for current cycles that are open for posting.

The following data is also displayed:

■   The campus, semester, and cycle for which you will be marking courses as ready to post.

■   The number of courses that have already been marked as ready to post (before clicking the button).

■   The number of courses that have not yet been marked as ready to post (before clicking the button).

1.   Click **Mark Ready to Post**. A message is displayed prompting you to confirm that you want to mark all remaining courses as ready to post.

Click **OK** to continue. The message "Mark Ready to Post Completed" is displayed.



2.   Click **View Courses Marked Ready to Post** to view a report of all courses that have been marked as ready to post for the cycle. The page can only be accessed through the Administrator Options page after all courses are marked as ready to post.

The report opens in a new window, and you can print the report from that window.

- The report heading includes the campus ID, semester, cycle, and date the report was generated. All courses/sections/periods ready to post are listed by teacher.

- To print the report displayed on the page, click **Print**. The Print dialog box opens allowing you to select your printer and settings. Click **Print** to continue, or click **Cancel** to cancel printing.

- To close the report, click **Close Window** in the report window. The Administrator Options page remains open on your desktop.

3. Click **Students with no Exam Grade** to view a report of all students who have a blank exam grade for the current cycle. The page can only be accessed through the Administrator Options page after all courses are marked as ready to post, and only if there are students with a blank exam grade.

The report opens in a new window, and you can print the report from that window.



- To print the report displayed on the page, click **Print**. The Print dialog box opens allowing you to select your printer and settings. Click **Print** to continue, or click **Cancel** to cancel printing.

- To close the report, click **Close Window** in the report window. The Administrator Options page remains open on your desktop.

# Update Admin Profile

**Settings > Update Admin Profile**

The Update Profile page allows you to view and update your administrative registration information, including your password, PIN, and hint questions. For added protection of this information, you must provide your current password to update data on this page, even though you have already logged on to the system.

**Note:** If you have three unsuccessful attempts to access the page (invalid password), the system logs out your account. If this occurs, contact your campus administrator to have your account reset.

To exit the Update Admin Profile pages without saving any changes, click Home or any other menu item to go to another page.



**To update your profile:**

1. In the **Current Password** field, type your current password. You must type your current password correctly in order to update any data in your profile.

2. If you want to change your password, type a new password in the **New Password** field.

   - The new password must be six to nine alphanumeric characters.

   - At least three characters must be one of the following: uppercase, lowercase, numeric, or punctuation.

   - Your password is case-sensitive.

3. In the **Confirm Password** field, retype your new password exactly as you typed it above.

4. If you want to update your PIN, type a new four-digit number in the **New PIN** field. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed.

5. If you want to update your hint questions, select **Update Hint Questions**. The questions are updated on the next page when you click **Next**.

6. Click **Next**.

   ● If you entered any data incorrectly, a red asterisk is displayed next to the fields that have incorrect data. You must provide the correct information to continue.

   ● If you leave a field blank, the field is not updated.

   ● If you entered all required data correctly, and you selected **Update Hint Questions**, the next page allows you to update your hint questions.

   ● If you entered all required data correctly, and you did not select **Update Hint Questions**, the Success page is displayed. To finish the Update Profile function, click **Finish**. You are redirected to the Announcements page.

7. If you selected **Update Hint Questions**, the next page allows you to update your answers to the hint questions.



8. In the **Question 1** field, select one of the hint questions.

9. In the **Answer 1** field, type the answer to the question you selected.

10. Repeat the process for **Question 2** and **Question 3**.

    **Note:** You must select three different questions. You cannot repeat any questions/answers on the page.

11. To save your changes and proceed to the final step, click **Next**.

    ● If you entered all required data correctly, the Success page is displayed.

    ● If you entered any data incorrectly, a red asterisk is displayed next to the fields that have incorrect data. You must provide the correct information to continue.

    ● If you leave a field blank, the field is not updated.

12. To finish the Update Profile function, click **Finish**. You are redirected to the Announcements page.
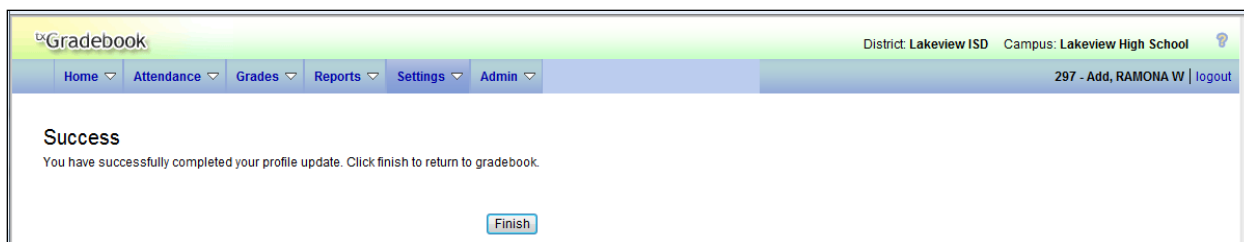
# Admin Student Grades - Find Student

### Admin > Admin Student Grades

The Admin Student Grades - Find Student page is the first step in viewing the Admin Student Grades page. You must select a specific student at a specific campus before viewing the Admin Student Grades page.

From the Admin menu, select Admin Student Grades. The Admin Student Grades - Find Student page is displayed.



**To find a student:**

1. Enter your student search data. You can search either by student ID or name; you *cannot* use both options at the same time.

   ● In the **Student ID** field, type the student's ID to search for the student by ID. You can type a partial ID to find IDs that start with the numbers you typed.

   ● In the **First Name** and/or **Last Name** fields, type all or part of the student's name to search for the student by name. The system returns a list of students whose names contain the letters you entered.

2. In the **Campus ID** field, type the campus at which the student is currently enrolled. If you are currently logged on with a campus administrative ID, the campus ID is set to the campus for which you are logged on and cannot be changed.

3. Click **Search**. A list of students who match the criteria entered above is displayed in the Search Results table. The search results include the student's ID, name, campus, grade level, and entry/withdrawal dates for each campus. Students are sorted by last name, first name, and enrollment date.

4. Click ⊙ under **Selection** to select the student record you want to view, and then click **View Student**.

# Admin Student Grades

### Admin > Admin Student Grades

The Admin Student Grades page allows administrative users to view semester and final averages, exam grades, and credits awarded for all of a student's courses, except courses that are excluded from grading. This allows administrators to discuss a student's academic performance with parents during a parent conference or telephone call. The page is only available to users who log on to <sup>tx</sup>Gradebook with a district- or campus-level security administrative user ID.

First, select a specific student at a specific campus on the Admin Student Grades - Find Student page. Locate the student and click **View Student**. The Admin Student Grades page is displayed.

A condensed overview of the student's cycle grades for all of his courses is displayed. His semester exam grade, semester and final averages, and credits awarded are also displayed. By default, the page displays all of the student's courses for the semester, including courses from which he has withdrawn. To see only the student's current courses, select **Show Current Courses Only**.

**Notes:**

■ The student's working cycle average is displayed for the current cycle, unless a posted or override grade exists.

■ The semester average is labeled as **Posted**, **Override**, or **Working**.

■ If all courses are displayed and the student has withdrawn from a course, the message "withdrawn" and the withdrawal date are displayed next to the course title.

**To show/hide the detailed view:**

1. To view all details for all courses for the current cycle, click **Show All Detail**.

   ● The detailed view includes the student's assignment grades, working cycle average, override grade (if present), and posted grade.

   ● Dropped grades display the message "(Dropped)" next to the grade.

   ● An I is displayed for any category that has an incomplete assignment grade. If an I grade is present, no averages are calculated, an I is displayed in place of the average, and total points are not displayed. The grade remains I until a grade is entered for the assignment.

   ● If the teacher is using points-based weighting, the points earned and possible points are displayed. For example, 9/10 is displayed if the student earned 9 points and the assignment is worth 10 points.

   ● If the teacher is using percentage-based weighting, the actual points and total possible points are displayed if the total possible points is less than 100 (e.g., 45/50).

   ● For each assignment, the due date and an indication of whether the assignment was late or a redo are displayed.

2.  Click **Hide All Detail** to return to the condensed view, or click **Close Details** for a particular course to condense the view for that course only. You can also click the current cycle grade to condense the view for that course.



### To view data for a previous cycle:

1.  To view details for a specific course for a previous cycle, click the grade average for the cycle under **Previous Cycles**.
2.  Click **Close Details** to close the view for that average.

### To print the data:

1.  Click **Print** to print the data displayed on the page. The Print dialog box opens allowing you to select your printer and settings.
2.  Click **Print** to continue, or click **Cancel** to cancel printing.

**To select another student:**

Click **Change Student** to select another student for whom to view data. The Admin Student Grades - Find Student page is displayed allowing you to search for another student.

# Admin Standards-Based/Skills-Referenced Courses

**Admin > Admin Standards-Based/Skills-Referenced Courses**

■    For TxEIS users, this page is used for courses using standards-based grades.

■    For iTCCS users, this page is used for courses using skills-referenced grades.

The Admin Standards-Based/Skills-Referenced Courses page is for campuses that are set up to use standards-based/skills-referenced grading. This page allows you to indicate if a course section is category-based (i.e., regular) or standards-based/skills-referenced.



**To select the assessment type:**

1.    In the **Teacher** field, select courses for a specific teacher. Or, select ALL to include all teachers.

2.  Select **Course ID** to retrieve courses by course number, or select **Course Name** to retrieve courses by name. Then, type the course number or course name in the field and click **Search**. The course sections are displayed according to your search criteria.

    ●   If SBG (for standards-based grading) or SKL (for skills-based grading) is displayed in the **Usage Indicator** column, the course section is set to standards-based/skills-referenced and has scores. You cannot change the assessment type unless you delete all existing standards/skills, scores, and assignments.

    ●   If CAT is displayed in the **Usage Indicator** column, the course section is set to category-based (i.e., regular) and has assignments. You cannot change the assessment type unless you delete all existing categories, grades, and assignments.

    ●   If the check box is unselected, the assessment type has not been indicated, and the course has no grades/scores. The course section is category-based (i.e., regular) by default. You can switch between category-based and standards-based/skills-referenced until an assignment grade is entered for the course section.

3.  To mark a course section as standards-based/skills-referenced, select the check box in the **Usage Indicator** column.

4.  To mark a course section as category-based, clear the check box in the **Usage Indicator** column.

5.  Click **Save** to save your changes.

# Elementary Skills-Based Grading

## Admin Elementary Skills-Based Setup

### Admin > Elementary Report Cards > Elementary Skills-Based Setup

The Admin Elementary Skills-Based Setup page allows you to set up grading types, skill sets, and associated skills for producing elementary skills-based report cards.

**Note:**  The **Skill Set Name**, **Skill Name**, and **Description** fields allow Spanish characters such as ¿and ñ.

**To set up elementary skills:**

1.  Under **Grade Type**, you can maintain a table of grading types that can be used for elementary skills-based report cards, such as E,S,U. The name should represent the scores that will be used to evaluate the students.

    ●  To add a new grade type, click **Add** below the **Grade Type** table. The **Enter Grades** fields are displayed.

        □  You can enter up to nine grade types, and each type can have up to three uppercase characters. Any lowercase characters will be converted to uppercase.

        □  Click **Add** under the **Enter Grades** fields to add the grade types to the **Grade Type** table. Otherwise, click **Cancel**.

    ●  Click **Save**.

        If your changes were saved successfully, a message is displayed indicating that the grade type changes were saved successfully.

    ●  Click ✖ to delete a grade type. The grade type is deleted.

        **Note:** You cannot delete or edit a grade type that is associated with a report card; the ✖ is not displayed.

2. Under **Available Skill Sets**, you can create skill sets for elementary skills-based report cards. For each skill set, you will be able to associate a list of specific skills.

   ● To add a new skill set, click **Add** below the **Available Skill Sets** table. A blank row appears in the table.

   ● In the **Skill Set Name** field, type the name of the skill set. You can type up to 50 characters.

   ● The **Skill Count** field displays the total number of skills currently associated with each skill set.

   ● Click **Save**.

     If your changes were saved successfully, a message is displayed indicating that the skill set changes were saved successfully.

   ● Click 🔍 to add or edit the specific skills associated with the skill set. The **Available Skills for *Skillset*** table is displayed and lists any skills currently associated with the skill set.

   ● Click ✖ to delete a skill set. The skill set is deleted.

   **Note:**  Some skill sets are included automatically (i.e., Letters and Numbers) and cannot be deleted. They appear dimmed in the table, and the ✖ is not displayed. However, you can click 🔍 to add additional skills to the predefined list.

3. Under **Available Skills for *Skillset***, you can create a list of specific skills to be associated with a skill set.

   ● To add a new skill to the selected skill set, click **Add** below the **Available Skills for *Skillset*** table. A blank row appears in the table.

   ● In the **Skill Name** field, type the name of the skill. You can type up to 50 characters.

   ● In the **Description** field, type a description of the skill as you want it to be displayed on the report card. The field is required and can be up to 50 characters.

   ● Click **Save**.

     If your changes were saved successfully, a message is displayed indicating that the skill changes were saved successfully.

   ● Click ✖ to delete a skill. The skill is deleted.

## Admin Skills-Based Report Card Setup

**Admin > Elementary Report Cards > Elementary Skills-Based Report Card Setup**

The Admin Skills-Based Report Card Setup consists of two pages that allow you to set up report cards that teachers can print from the Grades menu. You can create multiple report cards. For each report card, you select and enter data for the components that you want to print on the report card and select the skills that will be assessed on the report card. Each course is associated with a report card, so the report card options are applied to the course.

**To set up report cards:**

1. In the **Report Card** field, select the report card you are updating.

2. Select the report card components you want to include:

   - Select **Print Parent Signature Line** if you want to include a place for parents to sign the report card.

   - Select **Print Attendance** if you want the student's attendance data to be printed on the report card. If you select **Print Attendance**, two additional fields are displayed:

     □ In the **Attendance Period** field, indicate which period to use for reporting attendance on the report card.

       ○ If you select Report Card Period, attendance will be calculated based on the period for which the report card is being printed. For example, if the report card is printed for a fifth period reading class, attendance will be pulled for fifth period only. This is the default setting.

- ○ If you select ADA Period, when the report card prints, the program will determine what the ADA period is for the particular student's attendance track and only count absences incurred during that period.

  □ In the **Tardy Period** field, indicate which period to use for reporting tardies on the report card.

    - ○ If you select Report Card Period, tardies will be calculated based on the period for which the report card is being printed. For example, if the report card is printed for a fifth period reading class, tardies will be pulled for fifth period only. This is the default setting.

    - ○ If you select ADA Period, when the report card prints, the program will determine what the ADA period is for the particular student's attendance track and only count tardies incurred during that period.

    - ○ If a particular period is used for reporting tardies at the elementary level, you can select the period. This may or may not be the ADA period.

- Select **Print Letter Grid** if you want to include the letter grid for indicating the student's recognition skills related to alphabet letters, such as recognizing upper- and lower-case letters. This is only used if the letters skill set is associated with the course.

- Select **Print Number Grid** if you want to include the number grid for indicating the student's recognition and ability to write numbers. This is only used if the numbers skill set is associated with the course.

3. In the **Grading Type** field, select the grading type to be used on the report card. The drop down lists all grading types set up on the Admin > Elementary Skills-Based Setup page.

4. In the **Choose District Logo** field, you can select a logo to be included at the top of the report card. The drop down lists all images that have been copied to the correct location on the server by the district and are referenced in a key in the config file.

   **Notes:**

   - The logo file names will have "_elem_logo" somewhere in the file name (e.g., bestview_elem_logo.gif and bestview_elem_logo_new.gif).

   - The default logo for the district will always appear in the drop down, regardless of how the file is named. This is the image file for the log that appears on the <sup>tx</sup>Gradebook Login page; it can also be used for the report cards.

5. Under **Grading Type Description**, you can enter a detailed explanation of the grading type. A blank letter editor and formatting toolbar are displayed. The buttons on the toolbar allow you to change the font, size of font, attributes (bold, italic, underline), alignment, spacing, and other formatting of the text.

   For example, if the grading type is E,S,U, the description could be as follows:

   - E - Excellent

   - S - Satisfactory

   - U - Unsatisfactory

   This description will print on the report card under **Grading Scale**. It also appears on the Assignment Grades (skills-based) page when you move the pointer over the **Grade Types** field.

6. Under **District Message**, you can type a message that will be displayed on the report card for all students.

7. In the **Orientation** field, indicate if you want to use the narrow or wide orientation depending on your printer orientation setting.

8. Click **Save**.

   If your changes were saved successfully, a message is displayed indicating that the save was successful.

9. Click **Go to Step 2** to go to the next page for setting up elementary skills-based report cards.

   The Admin Skills-Based Report Card Setup - Step 2 page is displayed.



   The **Report Card** field displays the report card selected on the previous page.

10. Under **Available Skills**, the skill sets and skills established on Admin > Elementary Skills-Based Setup are listed. Select the skills to be included on the report card.

    Click [ >> ] to include the selected skills on the report card. The skills appear under **Selected Skills**, and are no longer displayed under **Available Skills**.

11. In the **Notes** field for each skill, you can add notes about the skill that will print on the report card.

    When you click in the field, the space expands to allow you to view more of the message you are typing. When you click out of the field, the space reverts to displaying only one row of the notes.

12. Under **Selected Skills**, select any skills to be removed from the report card.

    Click [<<] to remove the selected skills from the report card. The skills appear under **Available Skills**, and are no longer displayed under **Selected Skills**.

13. Click **Save**.

    If your changes were saved successfully, a message is displayed indicating that the save was successful.

14. You can click **Go to Step 1** to return to the Admin Skills-Based Report Card Setup - Step 1 page.

## Admin Elementary Skills-Based Courses

### Admin > Elementary Report Cards > Elementary Skills-Based Courses

The Admin Elementary Skills-Based Courses page allows you to associate a course (and all of its sections) with a specific elementary skills-based report card. The settings for the report card determine how grading is handled for the course.

**Note:** If a section is added to a course after the course is selected for elementary skills-based grading, the new section will not have elementary skills-based grading associated with it.

**To associate a course with a report card:**

Only courses that are eligible to be set up to use elementary skills-based grading report cards are listed.

**Note:** Courses that are being used as category-based or standards-based/skills-referenced courses (e.g., a category-based course that has one or more categories assigned) are not displayed, because they are no longer eligible to be used as an elementary skills-based course.

1. To narrow the list of courses, type all or part of a course name in the **Course Name** field, and then click **Search**. The list is filtered according to the data you entered.

2. In the **Report Card Type** field for each course, select the report card type for the course.

3. Click **Save**.

   If your changes were saved successfully, a message is displayed indicating that the courses were saved successfully.

# Discipline Referrals

## Discipline Referrals - Find Student

### Admin > Admin Discipline Referrals

The Discipline Referrals - Find Student page allows you to retrieve a student by campus and student ID or name, and view the discipline records entered for the student by a teacher in txGradebook.



**To find a student:**

1. Choose one of the following search options for finding the student. You can search either by student ID or name; you cannot use both options at the same time.

   ● In the **Student ID** autosuggest field, begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student IDs match the numbers you have typed. The drop-down list also displays student names. From the drop-down list you can select the student.

   ● In the **Last Name** or **First Name** autosuggest fields, begin typing the student's last or first name in one of the following formats:

      □ Last name, comma, first name

      □ Last name initial, comma, first name initial

      As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs. From the drop-down list you can select the student.

2. In the **Campus ID** field, type the campus at which the student is currently enrolled. If you are currently logged on with a campus administrative ID, the campus ID is set to the campus for which you are logged on and cannot be changed.

3. Under **Viewing Options**, select **Page break between incidents** if you want each incident to print on a separate page.

4.  Click **Search**.

    A list of students who match the criteria entered above are displayed in the **Search Results** table.



●   The search results include the student's ID, name, campus, grade level, and entry/withdrawal dates for each campus. Students are sorted by last name, first name, and enrollment date.

●   Students are retrieved whether or not they have discipline records.

5.  Under **Selection**, click ◌ to select the student record you want to view.

6.  Click **View Details** to view the discipline records for the selected student. The Admin Discipline Referrals page is displayed.

## Admin Discipline Referrals

### Admin > Admin Discipline Referrals

The Admin Discipline page allows you to view a student's discipline records.

To view this page, you must first select a specific student at a specific campus on the Discipline Referrals - Find Student page. Locate the student, and click **View Student**. The Admin Discipline Referrals page is displayed.

The following data is displayed:

■   At the top of the list, the campus is displayed, followed by a summary of referrals found by status and by severity.

■   For each record, the following information is displayed. This information is entered in ^tx^Gradebook on the Discipline > Discipline Referrals page:

●   **Submitted By** - the name of the ^tx^Gradebook user who submitted the referral

- **Severity** - the severity of the offense, such as Low, Medium, or High (High indicates a very severe offense.)

- **Offense Description** - the PEIMS offense code describing the offense

- **Referrer Comments** - comments related to the offense that were entered by the person who submitted the referral in <sup>tx</sup>Gradebook

- **Date/Time of Incident** - the date and time of the incident

- **Sent to Office** - whether or not the student was sent to the office as a result of the incident

- **Teacher's Course Section** - the course section in which the incident occurred, if applicable

- **Status**

  □ Pending - submitted referrals that are awaiting review and further action from an administrator.

  □ Reviewed - submitted referrals that have been reviewed by an administrator, and for which the administrator is taking no further action.

  □ Completed - submitted referrals that have been reviewed by an administrator, and for which further action was taken.

**To print the data:**

1. Click **Print** to print the data displayed on the page. The Print dialog box opens allowing you to select your printer and settings.

2. Click **Print** to continue, or click **Cancel** to cancel printing.

**To select another student:**

To select another student for whom to view data, click **Change Student**. The Discipline Referrals - Find Student page is displayed allowing you to search for another student.

# Long-Term Substitutes

**Admin > Admin Long-Term Substitutes**

(Available August 2012 for TxEIS) The Admin Long-Term Substitutes page allows you to maintain a list of long-term substitute teachers who are granted access to use <sup>tx</sup>Gradebook on behalf of a teacher who is out for an extended period of time.

When the substitute logs in to <sup>tx</sup>Gradebook as the teacher, the welcome page will display a field allowing the substitute to select the teacher for whom he is substitute teaching. Then, the substitute teacher can proceed to use <sup>tx</sup>Gradebook as the teacher.

Any existing long-term substitute teachers are listed in the **Long-Term Substitutes** grid.

**To add a long-term substitute teacher:**

1. By default, only current records (i.e., those that have already started and have not yet ended) are displayed. To view all records, including those that have ended or not yet started, click **Show Non-Current Records**, and then click **Retrieve**. The complete list is displayed.

2. To add a long-term substitute, click **Add Substitute Entry**. The **New Substitute Record** section appears with the following fields:

    ● In the **Select a substitute** field, select the name of the substitute teacher. The drop-down list is populated with the data from the sr_grpt_teach table, which is maintained in iTCCS on M/S Teacher Maint - Current Year WST0382.

    ● In the **Select a teacher** field, select the name of the teacher for whom the long-term substitute will be teaching.

    ● In the **Select a beginning date** field, type the first date the long-term substitute will be teaching. Use the MMDDYYYY format. Or, click 📅 to select the date from a calendar.

      You can leave the date blank if the begin date is unknown.

    ● In the **Select an ending date** field, type the last date the long-term substitute will be teaching. Use the MMDDYYYY format. Or, click 📅 to select the date from a calendar.

      You can leave the date blank if the end date is unknown.

3. Click **Save**. The long-term substitute teacher is added to the grid.

4. Click 🔍 to view information for an existing long-term substitute. The data is displayed in the fields on the right side of the page.

    Update the data as needed and click **Save**.

5. Click ❌ to delete a long-term substitute from the grid. A message is displayed prompting you to confirm that you want to delete the record.

Are you sure you wish to delete this record?

[ OK ]    [ Cancel ]
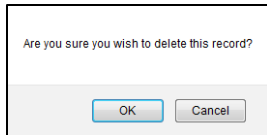
Click **OK** to continue.

# Other Administrative Tasks

## Copy Student Groups

**Settings > Student Group Manager > Copy Student Groups**

Once a teacher has established groups using the Student Group Manager, administrative users can copy the teacher's groups (and the students in the group) to another teacher. This page is only accessible from the Student Group Manager page. The page is only available for campus- and district-level administrative users.

<sup>tx</sup>Gradebook                                    District: **Lakeview ISD**    Campus: **Lakeview High School**

Home ▽   Attendance ▽   Grades ▽   Reports ▽   Settings ▽   Admin ▽                                    297 - Add, RAMONA W | logout

**Copy Student Groups**
You may copy student groups from one teacher to another here. You may not copy groups that already exist for the destination teacher.

Copy From Teacher : (297) Add, RAMONA W

(297) Add, RAMONA W

| Group Name | Student Count | Copy |
|---|---|---|
| Bears | 40 | ☐ |
| Chess club | 20 | ☐ |
| Freshmen class | 81 | ☐ |
| sophomore class | 74 | ☐ |

[ Copy >> ]

Copy To Teacher : (297) Add, RAMONA W

(297) Add, RAMONA W

| Delete | Group Name | Student Count |
|---|---|---|
| | Bears | 40 |
| | Chess club | 20 |
| | Freshmen class | 81 |
| | sophomore class | 74 |

Back to Student Group Manager ...

**To copy assignments:**

1. From the Student Group Manager page, click **Copy groups to another teacher**. The Copy Student Groups page is displayed.

2. The **Copy From Teacher** field displays the teacher ID and name of the teacher you are impersonating (i.e., the teacher selected in the **Run as Teacher** field on the Administrator Options page). You can select another teacher for which you have access.

   - The teacher's groups are displayed, including the number of students added to each group.

   - Select **Copy** for the group(s) you want to copy from this teacher to another teacher.

     You can only copy groups that do not already exist for the other teacher, and you can only copy groups to a teacher who has a <sup>tx</sup>Gradebook logon. The **Copy** field is disabled for all other groups. If you point the mouse over a disabled **Copy** field, a pop-up message is displayed indicating the reason the group cannot be copied (e.g., "Exists in destination").

3. By default, the **Copy To Teacher** field displays the teacher ID and name of the teacher you are impersonating. You can select another teacher.

   The selected teacher's existing groups are displayed, including the number of students added to each group.

4. Click **Copy >>**. The selected groups are listed under **Copy To Teacher** and are now included in the other teacher's list of groups.

   **Note:** You can only delete a group that has been copied to another teacher immediately after it has been copied (i.e., if it was copied by mistake). In this case, click  under **Delete** to delete the group. However, once you select another teacher under **Copy To Teacher** or leave the page, the  is no longer displayed under **Delete**, and you cannot delete the group from the other teacher.

5. Click **Back to Student Group Manager** to return to the Student Group Manager page.

# Administrator Reports

The following reports are only available to users who log on to ᵗˣGradebook with a district- or campus-level security administrative user ID.

## Assignment Grades Last Updated Report

**Reports > Assignment Grades Last Updated**

The Assignment Grades Last Updated Report lists the last date and time teachers saved assignment grades in ᵗˣGradebook. The report is sorted by teacher, course, and then section.

**Notes:**

■   The report may take several minutes to run.

■   The **Last Updated** column on the report is shaded red for teachers who have not updated assignment grades during the time frame specified. In order for the red shading to appear on the printed report, you must set your printer settings to enable background printing.



**To select report options:**

1.   Select the campus, semester, and cycle for which you want to print the report.

2.   In the **Days Since Last Updated** and **As of Date** fields, indicate the time frame for the report data.

     The semester and cycle begin and end dates are displayed for your information.

**Examples:**

- To see data for teachers who have not entered assignment grades in the past two weeks, type 14 in the **Days Since Last Updated** field, and type today's date in the **As of Date** field.

- To see data for teachers who did not enter assignment grades during the first cycle, type the number of days in the cycle in the **Days Since Last Updated** field, and type the ending cycle date in the **As of Date** field.

3. Select **Include All Teachers** if you want the report to list all teachers. If this option is selected, all teachers at the campus are listed, and the Last Updated column on the report is shaded red for the teachers who have not entered assignment grades during the specified time frame.

   If **Include All Teachers** is not selected, the report will only list teachers who have not entered assignment grades during the specified time frame.

4. Select **Include Withdrawn Students** to include withdrawn students in the student counts.

**To print the report:**

1. Once you have selected your options, click **Generate**. The report opens in a new window.

<sup>tx</sup>Gradebook                                                              Print | Close Window | ?

**Assignment Grades Last Updated Report**

| Viewing: | Semester 2, Cycle 1, As Of Date 02/21/2012 |
| Generated: | Tuesday, February 21, 2012 9:02 AM |
| Campus: | 001 |
| ████ : | if over 3 days |

**Instructor : (297) Add , RAMONA W**

| Course Section | Course Name | First Updated | Last Updated | Last Updated By | Total Students | Students With Grades |
|---|---|---|---|---|---|---|
| 01 (8953-01) | Printing Tech | | ████ | | 19 | 0 |

**Instructor : (227) AXBERG , PETER J**

| Course Section | Course Name | First Updated | Last Updated | Last Updated By | Total Students | Students With Grades |
|---|---|---|---|---|---|---|
| 03 (8953-03) | Printing Tech | | ████ | | 16 | 0 |
| 04 (5423-04) | BOYS ATHLE2AB | | ████ | | 12 | 0 |
| 04 (5433-04) | BOYS ATHLTCS 3 | | ████ | | 16 | 0 |
| 04 (5443-04) | BOYS ATHLTCS 4 | | ████ | | 16 | 0 |
| 07 (8953-07) | Printing Tech | | ████ | | 17 | 0 |

**Instructor : (208) BAILEY , DEBORAH LEE**

| Course Section | Course Name | First Updated | Last Updated | Last Updated By | Total Students | Students With Grades |
|---|---|---|---|---|---|---|
| 01 (4322-01) | ECO-FE | | ████ | | 18 | 0 |
| 03 (4324-03) | ECONOMICS AP | | ████ | | 14 | 0 |
| 04 (4321-04) | GOVERNMENT | | ████ | | 20 | 0 |
| 07 (4110-07) | WORLD GEOGRAPHY | | ████ | | 19 | 0 |
| 08 (4110-08) | WORLD GEOGRAPHY | | ████ | | 16 | 0 |

2. From the report window, click **Print** to print the report.
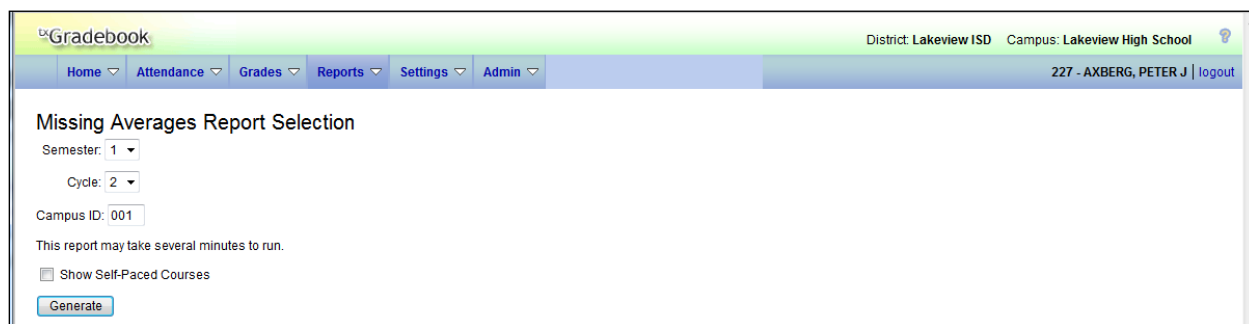
# Missing Averages Report

**Reports > Missing Averages**

The Missing Averages Report displays by campus the teachers who have students with no working cycle averages. Students in nongraded courses are not included.

If you are logged on to <sup>tx</sup>Gradebook with a district-level security administrative ID, you can produce the report for multiple campuses. Otherwise, you can only run the report for the campus displayed.

The report is sorted by teacher and includes the total number of students who do not have averages and the teacher's course sections.



**To select report options:**

1. Select the semester and cycle, and type the three-digit campus ID for which you want to print the report.

2. Select **Show Self-Paced Courses** to include self-paced courses on the Missing Averages Report.

   ● If the field is selected, students in both regular and self-paced courses are displayed.

   ● If the field is not selected, only students in regular courses are displayed.

**To print the report:**

1. Once you have selected your options, click **Generate**. The report opens in a new window.

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

# UIL Report

**Reports > UIL**

The report provides a list of students' working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility. Students are sorted by last name. Some teachers may be given access to this report.

■ If a posted grade exists for the semester and cycle, the posted grade is displayed.

■ If no posted grade exists, the override grade is displayed.

■ If no override grade exists, the working cycle average is displayed.

**Notes:**

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

■ The report can be exported to Microsoft Excel. If you use Microsoft Excel 2007, a warning message is displayed when you export the report. The message indicates that the report is in a different format than specified by the file extension.

● Click **Yes** to open the file. The report opens in Excel as expected.

● If you click **No**, the report does not open.

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

**To select report options:**

1.  Select the semester, cycle, and course section for which you want to print the report.

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

    ●  You can select a course section and a special program. If you make selections in both fields, the report includes only students in the course section who are enrolled in the special program.

    ●  If you select Generic, the generic program field is displayed allowing you to select a specific generic program. In the generic program field, select the generic program for which you want to produce the report, if applicable. Only generic programs for the campus are listed. If a generic program is selected, the report only includes students enrolled in the generic program.

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

**To print the report:**

1.  Once you have selected your options, click **Generate**. The report opens in a new window.

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

# Special Programs Report

**Reports > Special Programs**

The Special Programs Report provides a listing of the special populations for each student in the class. Some teachers may be given access to run this report.

**To select report options:**

1.  Select the semester and course section for which you want to print the report.

2.  In the **As Of Date** field, type the date in the MM/DD/YYYY format. Or, click ⊞ to select the date from the calendar.

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

3.  Under **Viewing Options**, make the following selections:

    ● If you want the student names to be displayed on the report, select **View Student Names**. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student ID is always displayed on the report.

    ● If you want to narrow the student data to only course sections for the current semester/cycle, set the **View Course Section(s) option** to **Current**. Otherwise, select **All** to show data for all course sections.

      These options are disabled if you are logged on as an administrative user and select **Across Campus** under **Admin Options**.

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

    ● Select **Across Campus** if you want to view data for all courses across the campus. Otherwise, data is only displayed for the selected course section or for the impersonated teacher's courses.

      **Note:** If you logged on as a teacher for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However, once you select **Across Campus**, the message is removed because it may not apply to all instructors at the campus, and the fields are enabled.

    ● If **Across Campus** is selected, the **View Without Course/Section & Instructor in Grid Format** field is enabled.

      □ If you do not select **View Without Course/Section & Instructor in Grid Format**, the report is grouped by course/section. The report is similar to the report for nonadministrative users; however, the instructor is listed for each course/section. For nonadministrative users, the instructor is listed once at the top of the report.

      □ If you select **View Without Course/Section & Instructor in Grid Format**, the report data is displayed in a grid format, and the course/section and instructor are not displayed. The default sort is by student name; however, the grid can be re-sorted.

**To print the report:**

1.  Once you have selected your options, click **Generate**. The report opens in a new window.

**txGradebook**                                                    Print | Close Window | ?

**Special Programs Report**

Instructor:      AXBERG, PETER J
Viewing:         Semester 1, As Of Date 10/19/2011
Generated:       Wednesday, October 19, 2011 11:27 AM

**04 BOYS ATHLE2AB (5423-04)**

| Student ID | Student Name | Grade | Special Program | Generic Program |
|---|---|---|---|---|
| 013260 | ANDERSON, ALEXANDER G | 10 | Econ Disadv, Title I | |
| 012833 | BROWN, ZACHARY J | 10 | Title I | |
| 013118 | BURY, TYLER A | 10 | Title I | |
| 012942 | FROST, ALEJANDRO ALEXAND J | 10 | At Risk, Econ Disadv, Title I | |
| 012834 | HANSEN, JOSHUA C | 10 | Title I | |
| 011188 | JACKSON, AARON D | 10 | G/T, Title I | |
| 012094 | LONG, ALEC T | 10 | Title I | |
| 012141 | MEYER, RYAN G | 10 | Title I | |
| 011734 | MILLS, CONRAD A | 10 | At Risk, Title I | |
| 012034 | REICH, TUCKER W | 10 | Title I | |
| 008583 | SMITH, FREDERICK A | 10 | At Risk, Spec Ed, Title I | |
| 011991 | SUAREZ-LUGO, CHASE C | 10 | At Risk, Econ Disadv, Title I | |

**04 BOYS ATHL TCS 3 (5433-04)**

| Student ID | Student Name | Grade | Special Program | Generic Program |
|---|---|---|---|---|
| 011741 | APODOCA, MICHAELANGELO A | 11 | Title I | |
| 011348 | ARQUETA, BRENNEN M | 11 | G/T, Title I | |
| 012875 | AXBERG, LEONARDO A | 11 | At Risk, Title I | |
| 011264 | BROWNE, NICHOLAS J | 11 | Econ Disadv, Title I | |
| 013235 | BUSSEY, BRANDON X | 11 | Title I | |
| 012072 | GAGE, VINCENT D | 11 | Title I | |
| 012525 | GOODWIN, JOSHUA D | 11 | Title I | |

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

# Teacher's Disallowed Weighting Type Report

### Reports > Teacher's Weighting Type

The Teacher's Disallowed Weighting Type Report Selection page is only available to users who log on to txGradebook with a district- or campus-level security administrative user ID. The page allows you to produce a report of teachers who are using a weighting type that is not allowed by the campus. The report includes the teacher number, teacher name, the disallowed weighting type, and the course sections using the disallowed weighting type.

The campus weighting types allowed are set in the Student system:

■   In TxEIS, this is set in Grade Reporting on the Maintenance > Gradebook Options > Campus > Options tab.

■   In iTCCS, this is set in the Campus application on Campus txGradebook Options Maintenance WST0052.

**To select report options:**

1.  Select the campus and semester for which you want to print the report.
2.  The **Allowed weighting types** field displays the weighting types allowed at the selected campus.

**To print the report:**

1.  Once you have selected your options, click **Generate**. The report opens in a new window.

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

# Administrative Access for <sup>tx</sup>Connect

Administrator access to <sup>tx</sup>Connect is accomplished by a separate Administrator Login page using the Adminlogin.aspx file name in the application URL. Administrator access allows you to log on as a parent and view overall usage statistics for <sup>tx</sup>Connect.



## Administrator Login

The Administrator Login page accepts the same administrator user IDs used for <sup>tx</sup>Gradebook. Only administrators marked as active in <sup>tx</sup>Gradebook can log on to <sup>tx</sup>Connect.

To log on as an administrator, type your administrator user name and password, and then click **Log In**. The Administrator Options page is displayed.

**Warning:** If you have three unsuccessful attempts logging on (invalid user ID/password combinations), the system will lock out your account for 20 minutes. Try logging on again after 20 minutes.

## Administrator Options

Administrator access allows you to log on as a parent. You will be "impersonating" a parent and will be able to navigate through <sup>tx</sup>Connect as the parent. From the other tabs on this page, you can also manage the <sup>tx</sup>Connect settings and view overall usage statistics for <sup>tx</sup>Connect.

From the Administrator Login page, type your administrative user name and password, and then click **Log In**. The Administrator Options page is displayed with User Administration as the default tab.

## User Administration

Click the **User Administration** tab.



1.  Retrieve the user (i.e., parent) you want to impersonate using one of the following fields:

    ● In the **User** field, type all or part of the parent's user ID.

    ● In the **Email** field, type the parent's e-mail address.

    ● In the **Student ID** field, begin typing the student ID assigned to the parent. As you begin typing the ID, a drop-down list displays students whose student IDs match the numbers you have typed. The drop-down list also displays student names. From the drop-down list you can select the student.

    ● In the **Student Name** field, begin typing the student name assigned to the parent. As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs. From the drop-down list you can select the student.

2.  Click **Search**.

    ● The user(s) (i.e., parent(s)) who meet the criteria are displayed with the following information:

        □ The **User ID** column displays the parent's user ID.

        □ The **Email** column displays the parent's e-mail address.

- ☐ The **Student Count** column displays the number of students associated with the user ID. If you place the pointer over the number in the **Student Count** column, a pop-up window displays the students assigned to the user ID.

- ☐ The **Last Login** column displays the date and time the user last logged on to ᵗˣConnect.

● Click the page numbers at the bottom of the grid to view additional users.

● To sort the grid by user ID, student count, or last login, click the column heading. Click it once to sort in ascending order. Click it again to sort in descending order.

3. Once you locate the user you want to impersonate, click ⬇.

If you have successfully set yourself as a ᵗˣConnect parent user, the parent user ID is displayed in the **Active User** field under **User Administration**. Once you select a valid ᵗˣConnect parent user to impersonate, you can navigate through ᵗˣConnect as if you were that user.

**Note:** If you logged on with a campus-level administrator ID, the following applies:

● You can only impersonate users who have students at the campus to which you are associated.

● You can only view students associated with the campus to which you are logged on, even if the user you are impersonating has students at other campuses. For example, if you are logged on with a campus-level administrative ID for an elementary campus, and you impersonate a parent who has two students at that elementary campus and one student at the middle school campus, you will not see the middle school student; only the elementary students will be displayed.

● If a student is enrolled at multiple campuses, including the campus to which you are logged on, you can only see data for the student at the campus to which you are logged on.

4. To delete a user account, click ✖. A dialog box is displayed prompting you to confirm that you want to delete the account by typing DELETE. To continue, type DELETE, and then press **OK**. The user account is deleted.
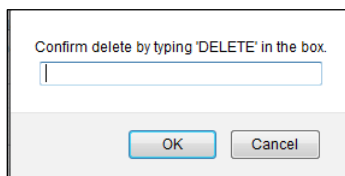


5. To view data for the user's students, select pages from the menu.

6. To return to this page and impersonate a different parent, select Admin from the menu at the top of the page.

## Settings

Click the **Settings** tab.



## Activate or Inactivate <sup>tx</sup>Connect

■   The <sup>tx</sup>Connect is field indicates if <sup>tx</sup>Connect is currently active or inactive.

   ●   The field displays "Active" if the application is currently available to users.

   ●   The field displays "Inactive" if the application is not currently available to users.

■   The **txConnect is active as of** field indicates the date for the active/inactive setting.

   □   If <sup>tx</sup>Connect is active, the date indicates when <sup>tx</sup>Connect became active.

   □   If <sup>tx</sup>Connect is inactive, the date indicates when <sup>tx</sup>Connect will become active.

   □   To change the date, click the date link.

      ○   Type the date in the MM/DD/YYYY format, or click  to select the date from a calendar.

      ○   Click **Set Active Date**. The new date is displayed, and the system is automatically activated or inactivated accordingly on that date.

**Discipline**

Under **txConnect Discipline**, you can indicate if you want to display discipline (with or without comments) for parents to view in txConnect.

■    If you select Show discipline with comments, the Discipline page is available for parents in txConnect, and any comments associated with an incident are displayed below the discipline record.

■    If you select Show discipline without comments, the Discipline page is available for parents in txConnect, but any comments associated with an incident are not displayed.

■    If you select No, the Discipline page is not available for parents in txConnect.
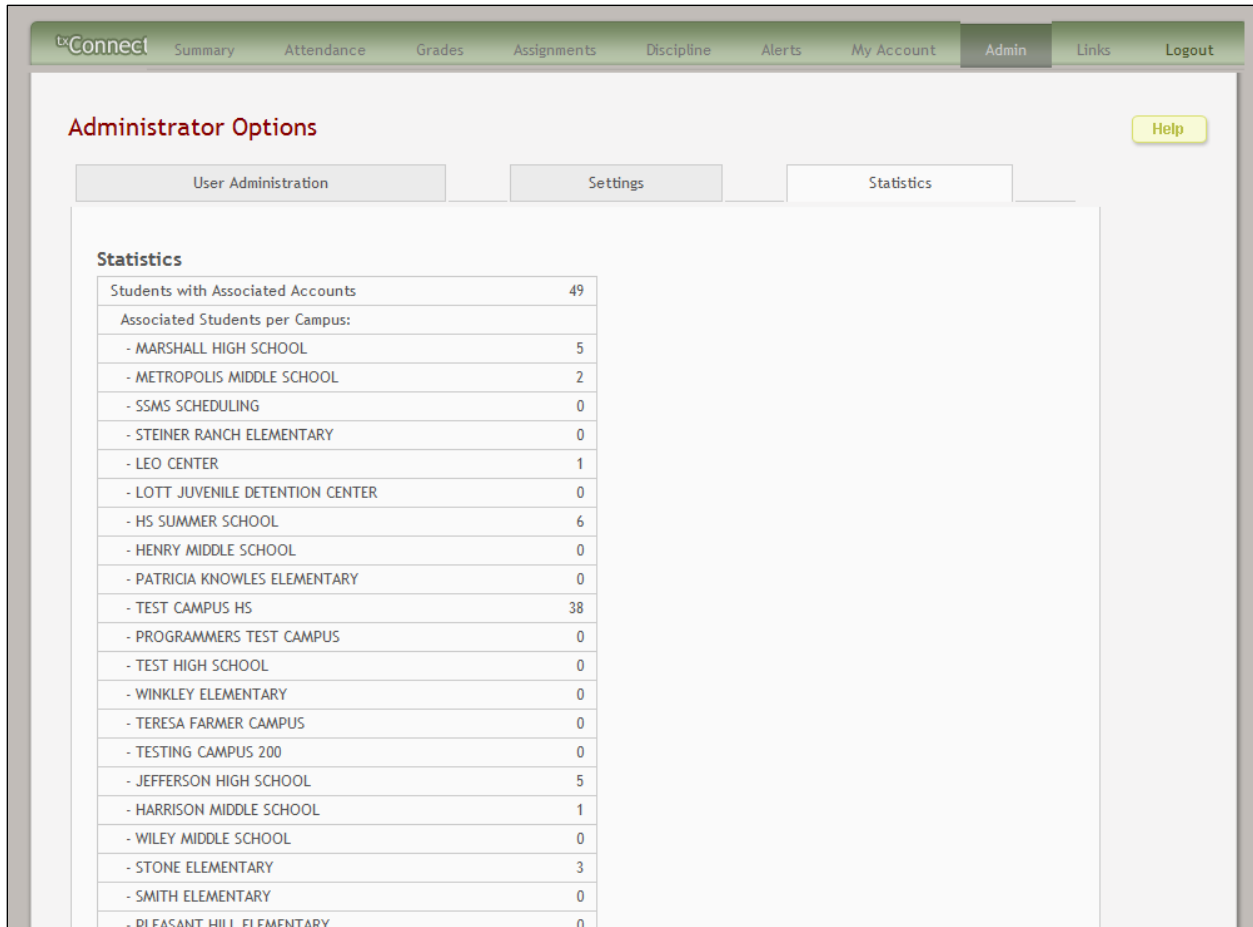
**Forms Management**

Under **Forms Management**, you can maintain a pool of forms that can be used for student online registration. This is only displayed if form management is enabled by the district in the config file.

1.    In the **Allow parents access to student data forms** field, indicate if you want to allow parents to view and/or access online forms in txConnect. The field is set to No by default.

●    If this field is set to Yes, the following is available:

□    The **Edit Settings** link will appear on the My Account page next to **Students** allowing the parent to register his e-mail address for his students.

□    The edit icon will be displayed in the **View/Edit Forms** column for the students allowing the parent to access online student registration forms.

□    On the Login page, the **New Student** link will be displayed allowing the parent to register a new student in the district.

□    On the Login page, the **Need Calendars** link will be displayed allowing the parent to access district and campus calendars.

●    If this field is set to No, parents will not have access to any online student registration functionality in txConnect. The **Edit Settings** link will not be displayed on the My Account page, and the edit icon under **View/Edit Forms** will not be enabled for any students. The **New Student** and **Need Calendar** links are also unavailable.

2.    Click the **Forms Management page** link to open the Forms Management page.


**Statistics**

Click the **Statistics** tab.

Under **Statistics**, the following information is displayed:

■   The **Students with Associated Accounts** is the district-wide number of students who are associated with a registered parent (i.e., the number of students for whom an account has been created).

■   Under **Associated Students per Campus** is the total number of students associated with a registered parent (i.e., the number of students for whom an account has been created) at each campus.

■   The **Total Users** is the district-wide total number of users who have registered as of today's date.

■   Under **Associated Users per Campus** is the total number of users with students registered at each campus. Note that a user is counted more than once if he has students at more than one campus, such as a user with a student in middle school and a student in high school.

■   The **Active Users since** field lets you set a date to see the district-wide number of users who have logged on since the specified date. To change the date, click the date link.

●   Type the date in the MM/DD/YYYY format, or click 🔲 to select the date.

●   Click **Set Range**. The statistics are updated to the new numbers.

# Form Management

The Form Management pages are only available if form management is enabled by the district in the config file.

## Forms Management

The Forms Management page allows district-level users to manage forms for online student registration, including static printable forms and customized forms for student online registration and demographic updates. This page can only be accessed from the Administrator Options page.

There are two types of forms that can be maintained via the Forms Management page: static forms and dynamic forms.

■   Static forms are documents that cannot be updated online; they can be viewed, printed, completed by hand, and returned to the campus. Static forms will vary by district and campus.

    **Notes:**

- Calendars and new student enrollment forms are static documents.

- Any static forms you upload must be ADA compliant.

■   Dynamic forms are presented online and can be completed and submitted online. These forms may include student online registration and demographic updates.

**To access the page:**

■   From the Administrator Login page, type your administrative user name and password, and then click **Log In**. The Administrator Options page is displayed with User Administration as the default tab.

■   Click the **Settings** tab.

■   Under **Forms Management**, click the **Forms Management page** link. The Forms Management page is displayed.
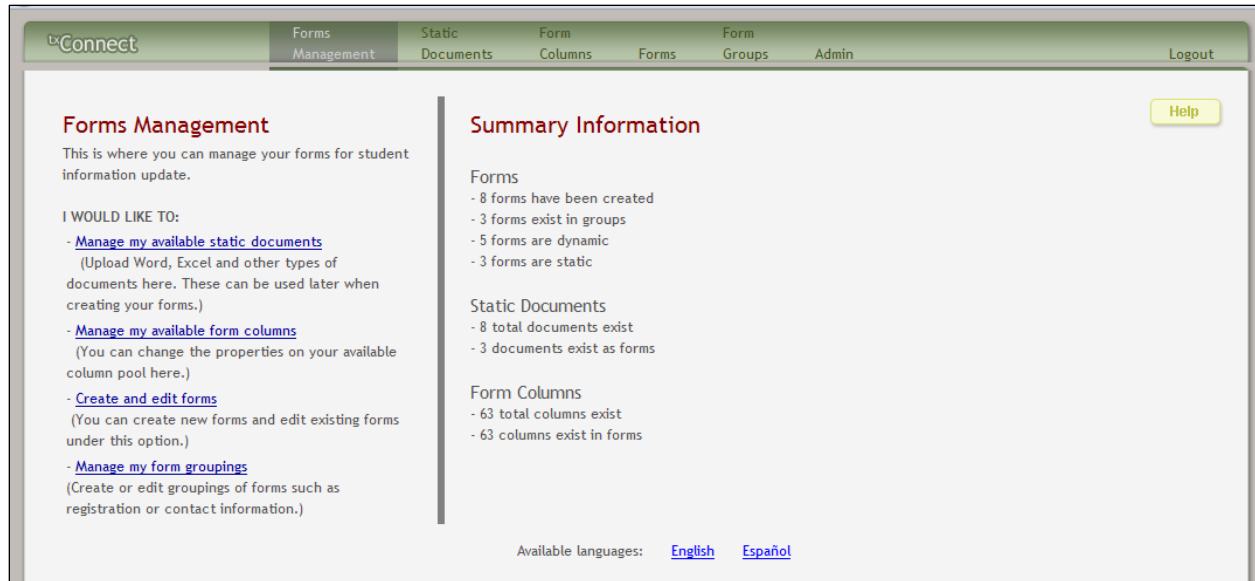
1. On the left side of the page under **I WOULD LIKE TO** are links to the menu items.

2. On the right side of the page under **Summary Information** is data on the number of existing forms and columns.

3. From the menu, select the menu item for the type of form you want to manage:

   ● Select **Static Documents** to maintain a pool of static forms that parents can view and print via <sup>tx</sup>Connect. From the Static Documents page, you can upload forms from your PC to the <sup>tx</sup>Connect server. Parents will be able to access these forms from <sup>tx</sup>Connect.

   ● Select **Form Columns** to manage a pool of columns (i.e., fields) that can be used to build customized dynamic forms for online student registration and demographic updates. Examples of columns are first name, last name, middle name, birth date, and sex.

   ● Select **Forms** to create dynamic and static forms using the pool of columns (i.e., fields) or static forms.

   ● Select **Form Groups** to maintain a set of headings that can be used to organize the forms. For example, you may create a heading named "Medical" to group all forms related to the student's health, such as medical contacts and emergency contacts. A form must be associated with a group in order to be accessible to parents.

   ● Select **Admin** to return to the Administrator Options page.

## Static Document Management

The Static Document Management page allows you to maintain a pool of static forms that parents can view and print via <sup>tx</sup>Connect. Static forms are documents that cannot be updated online; they can be viewed, printed, completed by hand, and returned to the campus. These forms will vary by district and campus.

From the Static Documents page, you can upload forms from your PC to the <sup>tx</sup>Connect server. Parents will be able to access these forms from <sup>tx</sup>Connect.

You can upload documents in the following formats:

- .doc (Microsoft Word)

- .docx (Microsoft Word)

- .pdf (Adobe Acrobat)

- .xls (Microsoft Excel)

- .xlsx (Microsoft Excel)

**Note:** Any static forms you upload should be ADA compliant.

**To access the page:**

From the Forms Management page, select Static Documents from the menu. The Static Document Management page is displayed.



1. Under **Upload a document**, click **Browse** to locate the form on your PC that you want to upload. A dialog box opens allowing you to select the file.

   Locate the file, and then click **Open**. The file name is displayed in the **Upload a document** field.

2. Click **Upload File** to upload the selected file to the <sup>tx</sup>Connect server. The file is uploaded to the server, and the **Your file was saved as** field displays the file name of the uploaded file.

3. Below the **Upload File** button, statistical information is displayed indicating the total number of documents uploaded and the total file size for all uploaded documents.

4. Under **All Documents**, a list of all uploaded documents is displayed in alphabetical order. The document name and file size are displayed.

5. To delete a document from the <sup>tx</sup>Connect server, click [X] for the document you want to delete.

   A message is displayed prompting you to confirm that you want to delete the file.

Click **OK**. The file is deleted.

**Note:** You cannot delete a document if it is in use (i.e., assigned to a group).

## Form Column Management

The Form Column Management page allows the district to manage a pool of columns (i.e., fields) that can be used to build customized dynamic forms for online student registration and demographic updates. Examples of columns are first name, last name, middle name, birth date, and sex. You can set options for each field, such as whether it can be updated by a parent/guardian without approval by the campus.

**To access the page:**

From the Forms Management page, select Form Columns from the menu. The Form Column Management page is displayed.

1.  Under **Available Columns**, a list of all available columns (i.e., fields) is displayed.

    ●   The list includes the database column name, database table name, and the application with which the field is associated (such as Registration).

    ●   The **Seq.** field indicates if the column is from a vertical tables. For example, the demo contact table has a sequence number for each person entered. If there are four contacts entered, they would have sequence numbers of 01, 02, 03, and 04.

        □   blank = a single record for the student, such as a name

        □   asterisk (*) = multiple records for the student, such as multiple contact records

        □   (iTCCS only) sequence number = a hard-coded sequence resulting in a static number of multiple-records

    ●   The **Updateable** column indicates if the district allows a parent/guardian to update the data in the field.

        □   True (i.e., yes) indicates that the district will allow parents/guardians to update the field.

        □   False (i.e., no) indicates that the district does not allow it to be updated.

    ●   You can click the column heading to sort the grid by that column. Click it once to sort the column in ascending order. Click it again to sort the column in descending order.

2.  Click 🔍 under **Edit** to edit settings for a particular field. The **Edit Column Information** section is displayed on the left side of the page.

    ●   The **Selected Column** field indicates the database name for the selected column. For a column in a vertical table, an asterisk or a sequence number is displayed in parentheses next to the column name.

    ●   The **From Table** field indicates the database name for the table in which the selected column exists.

    ●   Under **Default friendly display name**, a friendly name for the selected column is displayed as it will appear on the form. For example, if the database column name is sr_demo.dob, the friendly name might be Student Date of Birth.

    ●   For **Is column visible to the user**, select Yes to allow the field to be displayed for the parent/guardian on a form in <sup>tx</sup>Connect. If you select No, the field cannot be displayed on any forms for parents to see.

    ●   For **Will this column require an admin's review**, select Yes if a campus administrator must review a parent's/guardian's change before the change is made to the student's official record. If you select No, the change will automatically appear in the student's record when the parent/guardian updates the data.

    ●   For **Is physical documentation required for changes**, select Yes if the district requires the parent/guardian to submit physical evidence (i.e., paperwork) for changing this field. If you select No, the parent/guardian will be able to change the field without submitting physical evidence.

    ●   Under **Default instructions or information for this data**, you can type any special instructions for the parent that are specific to the field. You can type up to 255 characters.

    ●   Click **Save**. A message is displayed indicating that the data was saved successfully.

## Form Management

The Form Management page allows you to add, delete, and edit forms.

**Note:** A form must be added to a group in order to be accessible to parents. You can add a forms to a group on the Form Group Management page, which is described later in this chapter.

**To access the page:**

From the Forms Management page, select Forms from the menu. The Form Management page is displayed.



1.  Under **Available Forms**, a list of all available forms is displayed.

    **Note:** The Contacts and Registration forms are included automatically and cannot be removed.

    ● The list includes the form name, type of form (i.e., static or dynamic), and the campus with which the form is associated (if applicable).

    ● The **Editable** column indicates if the form is editable according to campus-level settings.

    ● Under **Columns**, the number of columns (i.e., fields) currently added to the form is displayed.

    ● You can click the column heading to sort the grid by that column. Click it once to sort the column in ascending order. Click it again to sort the column in descending order.

2.  To add a new form, do the following under **New Form**:

    ● In the **Name** field, type a name for the new form. You can type up to 50 characters.

    The name must be unique within the campus.

- In the **Campus** field, you can select a campus in order to assign the form to a specific campus. Or, select None if the form is used for all campuses in the district.

- In the **Visible** field, select Yes if you want the form to visible to parents/guardians in txConnect.

- For static forms (i.e., forms that cannot be completed online), select the form from the list of forms in the drop down. Leave this drop down set to No Document if you are creating a dynamic form.

- Under **Special Instructions or information for this form**, type any specific district-level instructions for the form, up to 500 characters. If you type more than 500 characters, you must clear the extra characters before you proceed.

- Click **Add**. The form opens on the Form Editor page where you can add fields and make other modifications. The Form Editor page is described in the next section of this guide.

3. To edit an existing form, under **Available Forms**, click 🔍 under **Options**. The form opens on the Form Editor page where you can make changes.

4. To delete an existing form, under **Available Forms**, click ❌ under **Options**.

   - A message is displayed prompting you to confirm that you want to delete the form.

     
     Are you sure you wish to delete?
     [ OK ]  [ Cancel ]
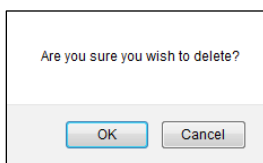
     Click **OK** to continue. The form is deleted.

   - You cannot delete a form if data exists for the form (i.e., a parent has submitted changes associated with the form).

## Form Editor

The Form Editor page allows you to change settings for a selected dynamic form, such as adding the fields to the form, assigning a "friendly" name, and determining the order in which the fields are displayed.

**To access the page:**

1. From the Forms Management page, select Forms from the menu. The Form Management page is displayed.

2. Under **Available Forms**, click 🔍 under **Options** for the form you want to manage. The form opens on the Form Editor page where you can make changes.

1. In the **Name** field, type a name for the form. The field can be up to 50 characters.

2. If the form is specific to one campus, select the campus in the **Campus** field. Otherwise, leave the field set to None if the form is for all campuses in the district.

3. The **Editable** field, which can also be set on the Form Management page, indicates if you want the fields on the form to be editable according to campus-level settings. If the field is set to Yes, the fields on the form will be editable according to campus-level settings. If you select No, it will override any other settings, and no fields on the form will be editable.

4. In the **Visible** field, select **Yes**, if you want the form to be visible to parents. Otherwise select **No**. This field overrides the campus-level setting.

5. Under **Special Instructions or information for this form**, which can also be entered on the Form Management page, type any specific district-level instructions for the form. You can type up to 500 characters.

6. Under **Form Fields**, you can add columns (i.e., fields) to the selected form.

   You must add at least one field to a form for the form to be valid.

   ● Click **Add** to add a new column to the form. A row is displayed in the grid.

   ● In the **Column Name** field, select the table/column you want to add to the form. The drop down lists all possible columns, including the column name, sequence number (if applicable), and table name.

Once you select a table/column, all subsequent columns that you add to the form must come from the same type of table (either vertical with multiple records, or single record). The drop-down list in the subsequent rows will filter out the tables that can no longer be selected based on the selection in the first row.

- □ A hyphen indicates a flag (single-record) table.

- □ An asterisk indicates a vertical (multi-record) table.

- □ (iTCCS only) A number indicates a hard-coded sequence in a multi-record table.

- In the **Friendly Name** field, type a "friendly" name for the field. For example, if the database column name is sr_demo.dob, the friendly name might be Student Date of Birth. The field can be up to 50 characters.

- The **Order** column allows you to indicate the order in which you want the fields to be displayed on the form. For example, select 1 if you want to field to be displayed at the top of the form.

- The **Field Set** field allows you to group related fields together in the form. For example, you could type Contact for all fields that are related to the student's contact information.

  The fields that you want to physically group together should also be together as indicated by the **Order** field. The fields with the same **Field Set** are grouped together in a box, but only if they are adjacent in the order. The box is drawn around one or more sequential fields that have a **Field Set** specified.

- Select **Edit.** if the field can be updated by parents on the form. If the **Editable** field is selected, the form field will be editable if it is also set to editable at the campus level. If **Editable** is not selected, it will override any other settings, and the form field will not be editable.

- Select **Req.** if the field is required of the parents/guardians. You cannot select this field if it is not editable.

- Under **Instructions**, click [...] to view any existing default instructions and add additional instructions. A dialog box opens.
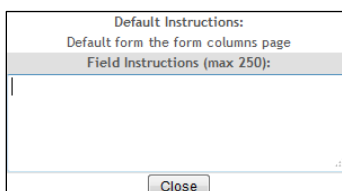


- □ Under **Default instructions**, any existing default instructions are displayed. They cannot be changed here.

- □ Under **Field Instructions**, add or update any additional instructions for the field. These instructions will be appended to the default instructions when the parent accesses the form in ^txConnect.

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

7. Click **Save** to save your changes.

8. Click the **Forms** link below the page title to return to the Form Management page.

## Form Group Management

The Form Group Management page allows you to create form group headings so you can associate related forms. A form must be associated with a group in order to be accessible to parents.

**To access the page:**

From the Forms Management page, select Form Groups from the menu. The Form Group Management page is displayed.



1. Under **Available Groups**, a list of all existing groups is displayed.

   The list includes the group name and number of forms currently associated with a group.

2. To add a new group, do the following under **Form Group Detail**:

   ● In the **Name** field, type a name for the group.

   ● Under **Special instructions or information for this form grouping**, type any special instructions for the form group, such as clarification about which forms should be associated.

   ● Click **Save**. The group is listed under **Available Groups**.

   ● Click **New** to add a new form group. The data in the fields is cleared allowing you to enter another group heading. Unsaved data is lost.

3. To add a form to a group, do the following:

   ● Click **Add**. A grid is displayed allowing you to associate forms with the group. Existing forms for the group are listed.

- In the first available blank row, in the **Form Name** field, select the form from the drop down. All available forms are listed in the drop down in alphabetical order.

- In the **Order** field, type the number indicating the order in which you want the forms to be listed within the group. For example, select 1 if you want the form to be listed first in the group.

- Select **Par Rev** if the form requires a parent to acknowledge that he has seen the form. This allows for a "digital signature."

- Select **Visible** to make the form visible to parents. If the field is not selected, the form will not be displayed in <sup>tx</sup>Connect, even if it is associated with a group.

- Select **Required** to indicate to the parents/guardians that the form must be reviewed. This is for information purposes only at this time.

4. To edit an existing group, under **Available Groups**, click 🔍 under **Options**. The fields on the left side of the page display the data for the selected group.

5. To delete an existing group, under **Available Groups**, click ✖ under **Options**.

   A message is displayed prompting you to confirm that you want to delete the group.
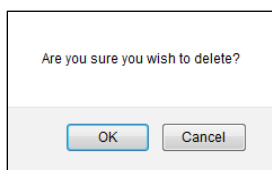
   

   Click **OK**. The group is deleted.

   **Notes:**

   - You cannot delete a group that has forms associated with it.

   - There are several form groups that cannot be deleted, such as Enrollment; you are only able to add forms to these groups.

   - Any form that is associated with the Enrollment group heading will be available for students who are not enrolled in the district (i.e., do not have a <sup>tx</sup>Connect logon and parent portal ID). The static forms can be used for enrolling a student in the district.

     □ If any forms have been associated with the Enrollment group, on the <sup>tx</sup>Connect Login page under **New Student**, a link is provided to allow parents to download enrollment forms.

     □ If no forms have been associated with the Enrollment group, the <sup>tx</sup>Connect Login page does not display the **New Student** link.

# Global Alert (TxEIS Only)

A global alert message can be displayed at the top of all pages of the <sup>tx</sup>Gradebook application (except the report and Reset Password pages) by adding the txSuiteAlertMessages.xml file in the root of drive C or D on the server. The message is displayed to all districts and campuses hosted on the server. This feature is available for TxEIS districts only.

The txSuiteAlertMessages.xml file is available on the SharePoint Web site in the Documents library in the Installation and Configuration folder.

**Note:** As of release 2.5.0 (March 2012), this has been implemented for <sup>tx</sup>Gradebook only.
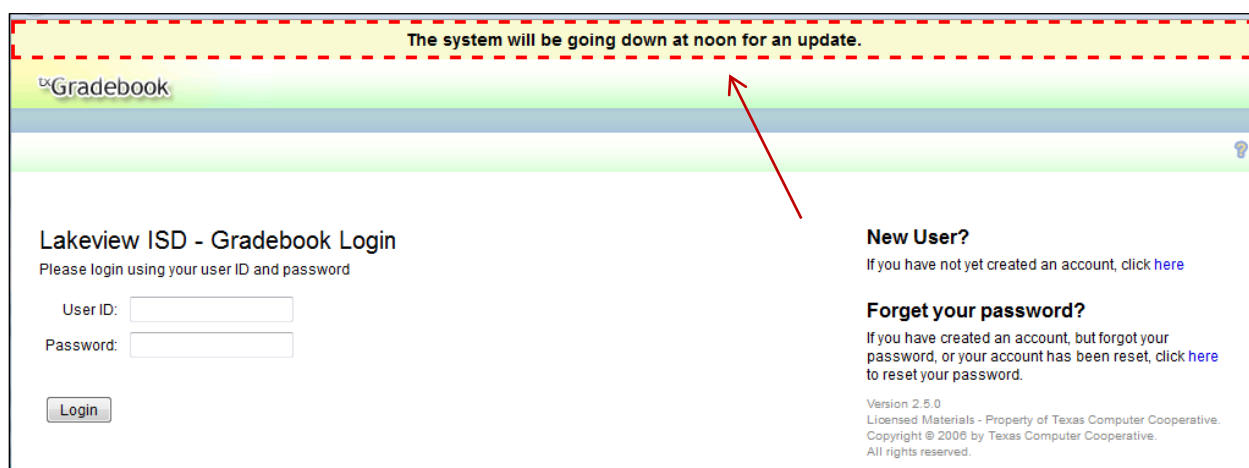


The txSuiteAlertMessages.xml file contains the following:

```
<?xml version="1.0" encoding="UTF-8"?>
<alertmessages>
    <alertmessage name="Default">
        <message>I am used when there is not a specific message for an application.</message>
    </alertmessage>
    <alertmessage name="txGradebook">
        <message>The system will be going down at noon for an update.</message>
    </alertmessage>
    <alertmessage name="txConnect">
        <message>I am a message for txConnect and override the default message.</message>
    </alertmessage>
    <alertmessage name="txMyZone">
        <message>I am a message for txMyZone and override the default message.</message>
    </alertmessage>
</alertmessages>
```

The text in the message tag determines the message displayed at the top of all pages in the application.

- The alert is not displayed if the text is blank or the file does not exist in the specified location.

- The default message (i.e., <alertmessage name="Default">) is displayed if a message does not exist for a specific application.

- If text exist for the specific application (e.g., <alertmessage name="txGradebook">), this text is displayed instead of the default message text.

# Appendix A - Checklists

The Checklists section provides step-by-step instructions for completing specific tasks. The pages are described in more detail elsewhere this guide or in the txSuite guides for the specific Student systems (i.e., iTCCS and TxEIS).

## Elementary Skills-Based Report Cards

From the txGradebook Admin menu, you can access the pages for managing elementary skills-based grading and report cards. These pages are available once you indicate in the Student system that you want to use elementary skills-based report cards.

| Step | Task | Page |
|---|---|---|
| ☐ | In the Student system (iTCCS or TxEIS), indicate if elementary teachers are allowed to produce skills-based report cards. If not, the related pages are not displayed in txGradebook. | iTCCS:<br><br>Campus txGradebook Options Maintenance WST0052 (**Uses Elementary Skills Report Cards** field)<br><br>TxEIS:<br><br>Grade Reporting > Maintenance > Gradebook Options > Campus (**Use Elementary Skills-based Report Card** field) |
| ☐ | Upload a logo graphic to print on the report cards. | iTCCS:<br><br>Submit the graphic to the iTCCS programming staff to be added to the correct folder.<br><br>TxEIS:<br><br>Upload the logo graphic file to the images folder.<br><br>**Note:** The image file name must contain "elem_logo" somewhere in the file name (e.g., bestview_elem_logo.gif and bestview_elem_logo_new.gif). |
| ☐ | Set up grading types, skill sets, and associated skills for producing elementary skills-based report cards. | Admin > Elementary Skills-Based Setup |

| | | |
|---|---|---|
| | ☐ In the **Grade Type** grid, maintain a table of grading types that can be used for elementary skills-based report cards, such as E,S,U. | |
| | ☐ In the **Available Skill Sets** grid, create skill sets for elementary skills-based report cards. For each skill set, you will be able to associate a list of specific skills. | |
| | ☐ In the **Available Skills for** *Skillset* grid, create a list of specific skills to be associated with a skill set. | |
| ☐ | Set up report cards that teachers can print from the tx Gradebook Grades menu. For each report card, you select the components you want to print on the report card, and you select the skills that will be assessed. Each course is associated with a report card, so the report card options are applied to the course.<br><br>☐ Select the report card components.<br><br>☐ Select the grading type and logo.<br><br>☐ Under **Grading Type Description**, provide an explanation of the grading type.<br><br>☐ Under **District Message**, enter a message for all students.<br><br>☐ On the Step 2 page, select the skills to be assessed on the report card. | Admin > Elementary Skills-Based Report Card Setup |
| ☐ | Associate a course (and all of its sections) with a specific elementary skills-based report card. | Admin > Elementary Skills-Based Courses |

# Form Management for Online Student Registration

From the ᵗˣConnect Administrator Options page, you can open the Forms Management page where you can access the pages for managing forms for online student registration, including static printable forms and customized forms for student online registration and demographic updates.

■ Static forms are documents that cannot be updated online; they can be viewed, printed, completed by hand, and returned to the campus. Static forms will vary by district and campus. Static forms include district and campus calendars.

Any static forms you upload should be ADA compliant.

■ Dynamic forms are presented online and can be completed and submitted online. These forms may include student online registration and demographic updates.

| Step | Task | Page |
|------|------|------|
| ☐ | Upload and maintain a pool of static documents that parents can view and print via ᵗˣConnect.<br><br>District and campus calendars can be uploaded here as well. | Admin > Forms Management > Static Document Management |
| ☐ | Establish settings for the pool of columns (i.e., fields) that can be used to build customized dynamic forms for online student registration and demographic updates.<br><br>☐ Indicate if the field is allowed to be seen by parents on any form.<br><br>☐ Indicate if a change to the field requires approval by an administrator.<br><br>☐ Indicate if the parent must provide physical documentation to change the field.<br><br>☐ Provide specific instructions for the field, if needed.<br><br>☐ Click **Save**. | Admin > Forms Management > Form Column Management |
| ☐ | Create a new form (static or dynamic).<br><br>☐ Name the form with a unique name. | Admin > Forms Management > Form Management |

| | | |
|---|---|---|
| | ☐ Associate the form with a specific campus, if necessary. | |
| | ☐ Indicate if the form is visible to parents/guardians in <sup>tx</sup>Connect. | |
| | ☐ Select a static document from those uploaded on the Static Document Management page, if applicable. | |
| | ☐ Provide instructions for the form. | |
| | ☐ Click **Add**. | |
| ☐ | Edit settings for a new/existing dynamic form. | Admin > Forms Management > Form Editor |
| | ☐ Edit the form name. | |
| | ☐ Associate the form with a specific campus, if necessary. | |
| | ☐ Indicate if the form is editable and/or visible to the parents. | |
| | ☐ Provide additional instructions for the form. | |
| | ☐ Under **Form Fields**, add columns (i.e., fields) to the form from the list of columns established on the Form Column Management page. | |
| | ☐ Give each field a "friendly name." This is the field name that will be displayed on the form for parents. | |
| | ☐ Establish the order in which fields will be displayed on the form, and group fields if needed using the **Field Set** column. | |
| | ☐ Indicate if the field can be edited by a parent/guardian. | |
| | ☐ Provide additional instructions for each field, if needed. | |
| | ☐ Click **Save**. | |

| ☐ | Delete an existing form, if necessary. | Admin > Forms Management > Form Management |
|---|---|---|
| ☐ | Create form group headings so you can associate related forms. A form must be associated with a group in order to be accessible to parents.<br><br>☐ Enter a name for the group.<br><br>☐ Provide specific instructions for the group.<br><br>☐ Click **Save** to save the group.<br><br>☐ Add a form to a group.<br><br>☐ Determine the order in which you want the group headings listed.<br><br>☐ Indicate if the parent/guardian is required to acknowledge that he has seen the form.<br><br>☐ Indicate if the form is visible to parents/guardians and/or required.<br><br>☐ Click **Save**.<br><br>☐ Delete a group, if necessary. | Admin > Forms Management > Form Group Management |
| ☐ | Review and accept or reject a student's pending registration changes made by the student's parent/guardian in the parent portal, tx Connect<br><br>☐ View the details of the pending update.<br><br>☐ In TxEIS, select **Accept** or **Reject** to approve or deny the pending update.<br><br>In iTCCS, select **Reject** for any changes you do not want to approve.<br><br>☐ (TxEIS only) Add comments as needed. | iTCCS:<br><br>txConnect - Student Registration Changes - WST1208<br><br>TxEIS:<br><br>Registration > Maintenance > Online Registration > Pending Updates |

| | ☐ | Click **Save**. | |
|---|---|---|---|

# Standards-Based/Skills-Referenced Grading

■ For TxEIS users, this process is used for standards-based assignment grades.

■ For iTCCS users, this process is used for skills-referenced assignment grades.

From the Student system and <sup>tx</sup>Gradebook Admin menu, you can access the pages for managing standards-based/skills-referenced grading. These pages are available once you indicate in the Student system that you want to use standards-based/skills-referenced grading.

| Step | Task | Page |
|---|---|---|
| In the iTCCS Student system, do the following: | | |
| ☐ | Under **Skills-Referenced Grading**, do the following:<br><br>☐ In the **Allow Skills-Referenced Grading** field, indicate if teachers can have courses that use skills-referenced grading. This enables skills-referenced grading at the campus.<br><br>☐ In the **Allow Teachers to Select Courses for SRG** field, indicate if teachers can select which courses use skills-referenced grading.<br><br>☐ Click **Save**. | Campus txGradebook Options Maintenance WST0052 |
| ☐ | Create and maintain one or more charts for converting power law scores to grades based on a traditional 100% grade.<br><br>☐ In the **Conversion Chart** field, type a name for the conversion chart.<br><br>☐ In the **Low Point** and **High Point** fields, indicate the lowest and highest power law scores allowed for the conversion chart.<br><br>☐ Under **Points**, enter each possible power law score.<br><br>☐ Under **Conversion Grade**, type a corresponding grade for each power law score. | Skills-Referenced Grading Conversion Chart Maintenance WST0315 |

| | | |
|---|---|---|
| | ☐ Click **Save**. | |
| ☐ | View a skills-referenced grading conversion chart. | Skills-Referenced Grading Conversion Chart Inquiry WST0316 |
| ☐ | Under **Skills-Referenced Grading** in the **Skills-Referenced Grading Conversion Table** field, select the conversion table to be used for skills-referenced courses. Click **Save**. | Campus txGradebook Options Maintenance WST0052 |
| ☐ | Create skillsets and assign specific skills to the skillset.<br><br>☐ In the **Skillset** field, type the name for the new skillset.<br><br>☐ In the **Skill** fields, type the name of each skill you want to add to the skillset.<br><br>☐ Click **Save**. | Skills-Referenced Grading Skills WST0070 |
| ☐ | Assign one or more skillsets to a course in order to indicate the group of skills taught in the course.<br><br>☐ In the **Course Number** field, select the course.<br><br>☐ In the **Skillset Name** field, select the existing skillset to associate with the course.<br><br>☐ Click **Save**. | Skills-Referenced Grading Skillset Courses Maintenance WST0150 |
| ☐ | View the existing skillsets for a course. | Skills-Referenced Grading Skillset Courses Inquiry WST0151 |
| In the TxEIS Student system, do the following: | | |
| ☐ | Create and maintain one or more charts for converting power law scores to grades based on a traditional grade.<br><br>☐ In the **Table** field, type a name for the conversion chart. | Grade Reporting > Maintenance > Gradebook Options > District > Stds-Based Conv Table |

| | | |
|---|---|---|
| | ☐ In the **Low Point Level** and **High Point Level** fields, indicate the lowest and highest power law scores allowed for the conversion chart. <br><br> ☐ Under **Points**, enter each possible power law score. <br><br> ☐ Under **Conversion Grade**, type a corresponding grade for each power law score. <br><br> ☐ Click **Save**. | |
| ☐ | Under **Standards-Based Grading**, do the following: <br><br> ☐ Select **Allow Standards-Based Grading** if teachers can have courses that use standards-based grading. This enables standards-based grading at the campus. <br><br> ☐ Select **Allow Teachers to Select Courses for Stds-Based Grading** if teachers can select which courses use standards-based grading. <br><br> ☐ In the **Standards-Based Grading Conversion Tbl** field, select the conversion table that will be used in <sup>tx</sup>Gradebook to convert points to a grade. <br><br> ☐ Click **Save** | Grade Reporting > Maintenance > Gradebook Options > Campus > Options |
| ☐ | Maintain standard sets and the standards associated with each standard set for standard-based grading concept. <br><br> ☐ In the **Standard-set** field, type the name for the new standard set. <br><br> ☐ In the **Standards** fields, type the name of each standard you want to add to the standard set. <br><br> ☐ Click **Save**. | Grade Reporting > Maintenance > Gradebook Options > District > Stds-Based Grd Standards |

| ☐ | Assign one or more standard sets to a course in order to indicate the group of standards taught in the course. <br><br> ☐ Retrieve the course by course number or title. <br><br> ☐ Click the course for which you want to assign one or more standard sets. <br><br> ☐ In the standard set grid, select the standard set you want to assign to the course. <br><br> ☐ Click **+Add** to insert a row and assign another standard set to the course. <br><br> ☐ Click **Save**. <br><br> ☐ Click **Available Crs** to toggle to Maintenance > Master Schedule > District Schedule > Available Courses where you can view the course records in the district master schedule. Click **Stds-Based Crs Setup** to return. | Grade Reporting > Maintenance > Gradebook Options > District > Stds-Based Crs Setup |
|---|---|---|
| From the <sup>tx</sup>Gradebook Admin pages, do the following (iTCCS and TxEIS): ||
| ☐ | Indicate if a course section is category-based (i.e., regular) or standards-based/skills-referenced. <br><br> ☐ Retrieve the course(s). <br><br> ☐ In the **Usage Indicator** field, indicate if the course uses standards-based/skills-referenced grading. <br><br> ☐ Click **Save**. | Admin > Admin Standards-Based/Skills-Referenced Courses |

# Appendix B - Configuration Files

The following tables list settings that are handled in the configuration file for each system.

## ᵗˣGradebook

| ᵗˣGradebook | | | | |
|---|---|---|---|---|
| **Action** | **Included By Default** | **Default Value** | **Key** | **Notes** |
| Indicate if you are using the TxEIS or iTCCS database. | Y | RSCCC | Database_Type | For TxEIS, value = RSCCC. For iTCCS, value = iTCCSORA. |
| (Optional) Indicate if you want to display a customized error page with a detailed error message. | Y | false | CustomErrorPage_ShowExceptionDetails | If value = false, only "friendly" error message is displayed. If value = true, both system message and "friendly" error messages are displayed. |
| Indicate the name of the district-level system administrator whom the teacher should contact to resolve problems. This is displayed on the error page if an error occurs. | Y | Joe Administrator | SysAdmin_Name | |
| Indicate the e-mail address of the system administrator whom the teacher should contact to resolve problems. This is displayed on the error page if an error occurs. | Y | sysadmin@someoneisd.net | SysAdmin_Email | |
| (Optional) Indicate the phone number of the system administrator whom the teacher should contact to resolve problems. This is displayed on the error page if an error occurs. | Y | (555) 555-5555 | SysAdmin_Phone | |
| Indicate the message displayed if a system error occurs. | Y | "A system error has occurred. Please contact a System Administrator if you need further assistance; otherwise, you may click the button below to continue." | GeneralExceptionMessage | |

| <sup>tx</sup>Gradebook | | | | |
|---|---|---|---|---|
| **Action** | **Included By Default** | **Default Value** | **Key** | **Notes** |
| Indicate the location of the student information file. | Y | ~/TeacherAccess/StudentInformation/StudentProfile.aspx | StudentInformationDefault | |
| (Optional) Indicate the location of the district logo. | Y | ~/images/bestview_logo.gif | DistrictLogo | Sample logo is displayed if key is not changed. |
| Set the time in minutes available to teachers before an inactive session expires. | Y | 30 | SessionTimeoutInMinutes | |
| Set the number of minutes before the teachers session will expire when a warning message is displayed. | Y | 10 | SessionWarningInMinutes | |
| Set the maximum number of pages that are cached during a teacher's <sup>tx</sup>Gradebook session. | Y | 14 | SessionViewStateCapacity | |
| Set the number of minutes that campus data is cached before it is removed from the database. | Y | 15 | CampusExpirationMinutes | |
| Set the number of minutes that district data is cached before it is removed and retrieved from the database again. | Y | 30 | DistrictExpirationMinutes | |
| Indicate the path to the .xml file where the TAKS score codes are located. | Y | TaksConversions.xml | TaksScoreCodes | iTCCS only. |
| Indicate the path to the .xml file where the TAKS score codes are located. | Y | TaksTestVersions.xml | TaksTestVersions | iTCCS only. |
| Indicate the path to the .xml file where the TAKS standards are located. | Y | TaksStandards.xml | TaksStandardsFile | iTCCS only. |
| Indicate the path to the .xml file where the TAKS objectives are located. | Y | TaksObjectives.xml | TaksObjectiveDescriptions | iTCCS only. |
| Set the file storage mechanic properties for the chart control used to display charting images in <sup>tx</sup>Gradebook. | Y | Storage=file;timeout=20; | ChartImageHandler | DO NOT EDIT. |

| <sup>tx</sup>Gradebook | | | | |
|---|---|---|---|---|
| **Action** | **Included By Default** | **Default Value** | **Key** | **Notes** |
| Increase the maximum amount of HTTP collection keys that will be processed by the server. | Y | 1000 | MaxHttpCollectionKeys | It is recommended that the value be set to 5000. |
| Indicate the address of the outgoing mail server. | Y | smtpserver.someISD.net | SMTP_Server | |
| Indicate the e-mail address that is displayed in the From field when a message is sent by the SMTP server. | Y | txConnect@someISD.net | From_Email | |
| (Optional) Indicate if the SMTP server requires authentication. | Y | false | Use_Authentication | If server requires authentication, value must = true. |
| (Optional) Indicate the account name with which the server should authenticate (if Use_Authentication = true). | Y | parentportal.transformation@gmail.com | Account_Name | If account name not specified, but Use_Authentication = true, From_Email value is used. |
| (Optional) Indicate the password of the account with which the server should authenticate (if Use_Authentication = true). | Y | region20 | Password | |
| (Optional) Indicate if the SMTP server uses SSL/TLS encryption. | Y | true | Use_Encryption | If SSL/TLS encryption is used, value must = true. |
| Indicate the number of minutes of the period in which a tardy is allowed during the ADA period. If indicated, a message is displayed to the teacher notifying him when tardies are valid. | N | 10 | AttendanceTardyTime | If set to 0, message is not displayed. |
| Display a customized message when an account is locked. | N | "This account has been locked. Please see a system administrator to unlock the account." | CustomMessage_AccountLocked | Any text in value of key is displayed to user instead of default message. |
| Display a customized message for failed login attempts. | N | "The user ID or password did not match our records. Please try again." | CustomMessage_FailedLogin | Any text in value of key is displayed to user instead of default message. |

| <sup>tx</sup>Gradebook | | | | |
|---|---|---|---|---|
| Action | Included By Default | Default Value | Key | Notes |
| Indicate the path to the text file which contains the hours of operation notice displayed on the Login page. | N | | HoursOfOperationFile | If key is not included, hours of operation section is not displayed on Login page. |
| Limit access to courses by teachers with class role = 01. | N | | LimitClassRole | If key is not included, or if value = 0, courses are not limited by class role.<br><br>If value = 1, courses are limited to class role 01. |
| Indicate the path name of the log file currently in use. | N | logs\ | LogPath | |
| Indicate the path to the text file which contains the notice information displayed on the Login page. | N | | NoticeFile | If key is not included, notice display section is not displayed on Login page. |
| Indicate if you want the application to display the one-, two-, three-, or four-digit version number on the login page. | N | {0}.{1}.{2} | VisibleVersionNumberFormat | First digit = major release identifier.<br><br>Second digit = minor release identifier.<br><br>Third digit = major update identifier.<br><br>Fourth digit = minor update identifier. |
| Set the path to the Student system Login page. | Y | blank | SISLoginURL | TxEIS always uses this value in the key if it exists.<br><br>iTCCS stores the URL in dr_internet_opt_urls.url and does not use the key. |
| <sup>tx</sup>Gradebook Connection String Keys | | | | |
| Set a configurable connection string used to attach to the Student system database. | Y | DSN=TP015222 | RSCCC_Connection_String | TxEIS only. Exists in connectionStrings section. |
| This is a configurable connection string used to attach to the Student system database. | Y | DSN=TP015222 | ITCCSORA_Connection_String | iTCCS only. Exists in connectionStrings section. |

# <sup>tx</sup>Connect

| <sup>tx</sup>Connect | | | | |
|---|---|---|---|---|
| Action | Included By Default | Default Value | Key | Notes |
| Indicate the languages supported. | Y | en; es | supportedLanguages | DO NOT EDIT. |
| Indicate the e-mail address of the system administrator whom the parent should contact to resolve problems. This is displayed on the error page if an error occurs. | Y | sysadmin@someoneisd.net | SysAdmin_Email | |
| Indicate the path name of the log file currently in use. | Y | logs\ | LogDir | |
| Set the file storage mechanic properties for the chart control used to display charting images in <sup>tx</sup>Gradebook. | Y | Storage=file;timeout=20; | ChartImageHandler | DO NOT EDIT. |
| Indicate the address of the outgoing mail server. | Y | smtpserver.someISD.net | SMTP_Server | |
| Indicate the e-mail address that will be displayed in the From field when a message is sent by the SMTP server. | Y | txConnect@someISD.net | From_Email | |
| (Optional) Indicate if the SMTP server requires authentication. | Y | false | Use_Authentication | If server requires authentication, value must = true. |
| (Optional) Indicate the account name with which the server should authenticate (if Use_Authentication = true). | Y | parentportal.transformation@gmail.com | Account_Name | If account name not specified, but Use_Authentication = true, From_Email value is used. |
| (Optional) Indicate the password of the account with which the server should authenticate (if Use_Authentication = true). | Y | region20 | Password | |
| (Optional) Indicate if the SMTP server uses SSL/TLS encryption. | Y | true | Use_Encryption | If SSL/TLS encryption is used, value must = true. |
| Indicate the database type used (Oracle or Sybase). | N | iTCCS: ORACLE TxEIS: SYBASE | Database_Type | Used only with Forms Management. |

| <sup>tx</sup>Connect | | | | |
|---|---|---|---|---|
| **Action** | **Included By Default** | **Default Value** | **Key** | **Notes** |
| Indicate if you want to allow administration of Forms Management. | N | false if this does not exist | AdminFormsMgmt | iTCCS only until June 2012.<br><br>If value = true, administrators can manage forms.<br><br>If value = false, forms management is not available for administrators. |
| Set the schema for an Oracle database. | N | D*cccddd*, where *ccc* is the county number and *ddd* is the district number (e.g., D218999) | ORACLE_Table_Prefix | iTCCS only. |
| Indicate the path to the text file which contains the enrollment page message. | N | | EnrollmentMsg | iTCCS only until June 2012. |
| Indicate the path to the directory which contains the IPR and report card PDF files. | N | | PathToParentReports | iTCCS only. |
| Indicate if you want the application to display the one-, two-, three-, or four-digit version number on the Login page. | N | {0}.{1}.{2} | VisibleVersionNumberFormat | First digit = major release identifier.<br><br>Second digit = minor release identifier.<br><br>Third digit = major update identifier.<br><br>Fourth digit = minor update identifier. |
| Increase the maximum amount of HTTP collection keys that will be processed by the server. | Y | 1000 | MaxHttpCollectionKeys | It is recommended that the value be set to 5000. |
| Allow a link to the district <sup>tx</sup>Connect site to appear in e-mail messages to parents. | Y | http://txConnect.someISD.net/Login.aspx | PathToParentPortal | If not present, no link will appear in the parent e-mail message. |
| **<sup>tx</sup>Connect Connection String Keys** | | | | |
| Set a configurable connection string used to attach to the PM <sup>tx</sup>Connect database. | Y | DSN=PM015222 | masterDatabase | TxEIS only. Exists in connectionStrings section. |
| Set a configurable connection string used to attach to the P1 <sup>tx</sup>Connect database. | Y | DSN=P1015222 | database1 | TxEIS only. Exists in connectionStrings section. |

**^tx^Connect**

| Action | Included By Default | Default Value | Key | Notes |
|---|---|---|---|---|
| Set a configurable connection string used to attach to the P2 ^tx^Connect database. | Y | DSN=P2015222 | database2 | TxEIS only. Exists in connectionStrings section. |

**^tx^Connect Connection String Keys (continued)**

| | | | | |
|---|---|---|---|---|
| Support real-time access to the database. | Y | DSN=ORPV;UID=ISPGDBK;PWD=ORACLE; | Host_Connection_String | iTCCS only. |

# <sup>tx</sup>MyZone

| <sup>tx</sup>MyZone | | | | |
|---|---|---|---|---|
| Action | Included By Default | Default Value | Key | Notes |
| Indicate if you are using the TxEIS or iTCCS database. | Y | RSCCC | Database_Type | For TxEIS, value = RSCCC. For iTCCS, value = iTCCSORA. |
| Set the time in minutes available to users before an inactive session expires. | Y | 20 | UserTimeout | |
| Set the number of minutes that campus data is cached before it is removed from the database. | Y | 0 | CacheTimeout | 0 = remains in cache until application domain is reset. |
| Allows you to run <sup>tx</sup>MyZone in debug mode; data is not saved to a database. | Y | Production | Mode | |
| Indicate if you want the application to display the one-, two-, three-, or four-digit version number on the Login page. | N | {0}.{1}.{2} | Global.VisibleVersionNumberFormat | First digit = major release identifier. Second digit = minor release identifier. Third digit = major update identifier. Fourth digit = minor update identifier. |
| Set the schema for an Oracle database. | N | D*cccddd*, where *ccc* is the county number and *ddd* is the district number (e.g., D218999) | ITCCSORA_Table_Prefix | iTCCS only. |
| <sup>tx</sup>MyZone Connection String Keys | | | | |
| Set a configurable connection string used to attach to the Student system database. | Y | DSN=TP015222 | RSCCC_Connection_String | TxEIS only. Exists in connectionStrings section. |
| Set a configurable connection string used to attach to the Student system database. | Y | DSN=TP015222 | ITCCSORA_Connection_String | iTCCS only. Exists in connectionStrings section. |

# Alert Service

| Alert Service | | | | |
|---|---|---|---|---|
| **Action** | **Included By Default** | **Default Value** | **Key** | **Notes** |
| Indicate the path to the directory where the alert service text logs are written. | Y | logs\ | LogDir | |
| Indicate the port to which the alert service will listen for run requests from the transformation service or the ForcePortalService application. | Y | 8181 | ListenerPort | |
| (Optional) Indicate the name that appears in the body of an event log message. | Y | D*XXXNNN* Transformation Service, where *XXX* is the county number and *NNN* is the district number (e.g., D218999) | ServiceLogName | This helps identify the service that generated the event in setups where more than one instance of a service is running on the same machine. |
| Indicate the address of the outgoing mail server. | Y | smtp.gmail.com | SMTP_Server | Enable this key to receive e-mail messages when failures occur. |
| Indicate the e-mail address that will be displayed in the From field when a message is sent by the SMTP server. | Y | parentportal.transformation@gmail.com | From_Email | Enable this key to receive e-mail messages when failures occur. |
| (Optional) Indicate the e-mail address to which messages regarding failures are sent. | Y | parentportal.testinginbox@gmail.com | Admin_Email | Enable this key to receive e-mail messages when failures occur. |
| (Optional) Indicate if the SMTP server requires authentication. | Y | true | Use_Authentication | Enable this key to receive e-mail messages when failures occur. If server requires authentication, value must = true. |
| (Optional) Indicate the account name with which the server should authenticate (if Use_Authentication = true). | Y | parentportal.transformation@gmail.com | Account_Name | Enable this key to receive e-mail messages when failures occur. If account name not specified, but Use_Authentication = true, From_Email value is used. |

| Alert Service | | | | |
|---|---|---|---|---|
| **Action** | **Included By Default** | **Default Value** | **Key** | **Notes** |
| (Optional) Indicate the password of the account with which the server should authenticate (if Use_Authentication = true). | Y | region20 | Password | Enable this key to receive e-mail messages when failures occur. |
| (Optional) Indicate if the SMTP server uses SSL/TLS encryption. | Y | True | Use_Encryption | Enable this key to receive e-mail messages when failures occur.<br><br>If SSL/TLS encryption is used, value must = true. |
| Indicate the district URL that parents and other users should use to access <sup>tx</sup>Connect from outside the network. | Y | | txConnectURL | |
| Enable a link back to <sup>tx</sup>Connect from e-mail message sent by the server. | Y | false | AllowAlertLink | To enable the link, set to true.<br><br>The link in the e-mail message will only display if a URL has been specified in the txConnectURL key. |
| Indicate the database type used. | N | ORACLE | DBType | iTCCS only. Optional. |

# Transformation Service

| Transformation Service | | | | |
|---|---|---|---|---|
| Action | Included By Default | Default Value | Key | Notes |
| Indicate if you are using the TxEIS or iTCCS database. | Y | ITCCSORA | Source_Database_Type | For TxEIS, value = RSCCC.<br><br>For iTCCS, value = iTCCSORA. |
| Specify the table prefix to append to the table names. | Y | D*cccddd*, where *ccc* is the county number and *ddd* is the district number (e.g., D218999) | ITCCS_Table_prefix | iTCCS only. |
| Indicate the path to the directory where the alert service text logs are written. | Y | logs\ | LogDir | |
| Indicate the path to the directory which contains the SQL loader control files. | Y | ControlFiles\ | ControlFileDir | |
| (Optional) Indicate the name that appears in the body of an event log message. | Y | Default Transformation Service | ServiceLogName | This helps identify the service that generated the event in setups where more than one instance of a service is running on the same machine. |
| Indicate the maximum number of simultaneous transformation subtasks that can be run during the nightly refresh. | Y | 1 | ThreadLimit | This value can be lowered if you receive errors due to too many database connections. |
| Indicate the number of times the service can retry the database. | Y | 5 | MaxRetries | Value must be between 0-10.<br><br>Once this number of retries is attempted, the service will wait a specific amount of time (as indicated in the TryAgainAfter key) before retrying the database. |
| Indicate the number of minutes the service should wait before retrying the database, if the service has previously failed to access the database. | Y | 30 | TryAgainAfter | |

**Transformation Service**

| Action | Included By Default | Default Value | Key | Notes |
|---|---|---|---|---|
| Indicate the time when refresh attempts are allowed after a failure. | Y | 22:00 | AllowReattemptAfter | This should be after the refresh time indicated in the transformationSchedule section. Use the 24-hour format (e.g., 22:45). |
| Indicate the time after which the service should stop attempting to refresh. | Y | 06:00 | TryUntil | Use the 24-hour format (e.g., 22:45). |
| Indicate the number of days an alert can age until it is deleted. | Y | 30 | MaxAlertAge | |
| Indicate the maximum number of days a user account can be inactive with no associated students before the account is deleted. | Y | 360 | MaxAccountInactivity | |
| Indicate the address of the outgoing mail server. | Y | smtp.gmail.com | SMTP_Server | Enable this key to receive e-mail messages when failures occur. |
| Indicate the e-mail address that will be displayed in the From field when a message is sent by the SMTP server. | Y | parentportal.transformation@gmail.com | From_Email | Enable this key to receive e-mail messages when failures occur. |
| (Optional) Indicate the e-mail address to which messages regarding failures are sent. | Y | parentportal.testinginbox@gmail.com | Admin_Email | Enable this key to receive e-mail messages when failures occur. |
| (Optional) Indicate if the SMTP server requires authentication. | Y | true | Use_Authentication | Enable this key to receive e-mail messages when failures occur.<br><br>If server requires authentication, value must = true. |
| (Optional) Indicate the account name with which the server should authenticate (if Use_Authentication = true). | Y | parentportal.transformation@gmail.com | Account_Name | Enable this key to receive e-mail messages when failures occur.<br><br>If account name not specified, but Use_Authentication = true, From_Email value is used. |

| Transformation Service | | | | |
|---|---|---|---|---|
| **Action** | **Included By Default** | **Default Value** | **Key** | **Notes** |
| (Optional) Indicate the password of the account with which the server should authenticate (if Use_Authentication = true). | Y | region20 | Password | Enable this key to receive e-mail messages when failures occur. |
| (Optional) Indicate if the SMTP server uses SSL/TLS encryption. | Y | True | Use_Encryption | Enable this key to receive e-mail messages when failures occur.<br><br>If SSL/TLS encryption is used, value must = true. |

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