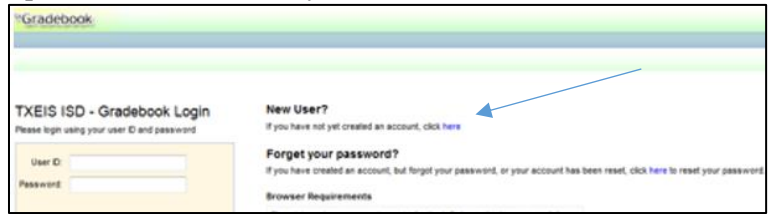


Creating txGradebook Account

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

2. Account creation:

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



* Long term substitutes:

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

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

Posting Attendance

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

2. Confirm Date, Semester, & Period

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

3. Confirm attendance

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

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

4. Enter PIN and click Post.

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

Grades

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

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

Administer Categories

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

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

Administer Assignments

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

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

Entering Grades (Grades – Assignment Grades)

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

Student ID	Student name	Cycle average	Comp Chapter 1		Comp Test Chapter 1		Non-Mission Teaching		Sub Comp Catcher in the Rye	
			Max: 100	Due None	Max: 100	Due None	Max: 100	Due None	Max: 100	Due None
770547	FOREHAND, CORA B	75	100		85		82		100	
500446	GARDNER, MADELEINE N	75	100		85		82		100	
770716	GILLESPIE, ADDISON L	75	100		85		82		100	
413017	GONZALEZ, LESLIE A	75	100		85		82		100	
500050	HANSON, DEWIN N	75	100		85		82		100	
770684	HEATH, SHARAH J	75	100		85		82		100	
500043	HUETE, SHELBY R	75	100		85		82		100	
300027	JACK, LESLIE P	75	100		85		82		100	
330094	MONCHER, MIKALAN	75	100		85		82		100	
500027	REYES-QUELLAR, JORDAN C	75	100		85		82		100	
500006	ROBERTS, NOAH S	75	100		85		82		100	
331211	WORLAND, VICTORIA V	75	100		85		82		100	
Overall Averages:		75	100		85		82		100	

Posting Grades (Grades – Cycle Grades)

Once your campus has opened the cycle for posting:

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

ID	Name	Posted Sem: 1	Posted Cycles	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Exam	Average	Override	Working Final Grade
818443	FORSTER, CHASE	S	1 E	100		E		88	93		87
831212	WORLD, BRADY	S	E E	100		E		87	83		87

Discipline

Submitting Discipline Referral (Discipline – Discipline Referrals)

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

Discipline Referrals

Draft: 0 Pending: 0 Reviewed: 0 Completed: 0 Student ID: Student Name: Status: ALL

No Records Found

- Enter PIN and Submit Referral

Viewing Discipline Referral (Discipline – Discipline Referrals)

Once referral status is Completed or Reviewed:

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

View	Print	Delete	Students	Offense Code	Referrer Comments	Course Section	Incident Location	Severity	Incident Date	Last Updated	Return Message	Return Date	Status
🔍	🖨️	🗑️	012890	0012	The student has a...	9011 - 01	HAL	Medium	1/29/2015 11:19:30 AM	1/29/2015 3:58:13 PM			Draft
🔍	🖨️	🗑️	013430,013825	0041	Caleb and Benjamin...	-	GMN	High	12/1/2014 11:20:55 AM	1/29/2015 4:01:22 PM			Pending
🔍	🖨️	🗑️	013739	0059		-	PKL	Low	1/30/2015 8:22:31 AM	1/30/2015 8:22:45 AM			Pending
🔍	🖨️	🗑️	013884	0021	Jordin used a four...	-	RGC	Low	1/5/2015 2:58:18 PM	1/29/2015 3:59:50 PM	Jordin apologized...	1/7/2015	Reviewed
🔍	🖨️	🗑️	013598	0058	She attempted to a...	-	RGC	Medium	1/15/2015 8:25:28 AM	1/29/2015 4:02:50 PM	This is the 2nd...	1/16/2015	Completed

If you have additional questions regarding other gradebook processes refer to the complete txGradebook guide.