

# Training Guide



**tx** **Connect**  
**AUGUST 2010**



**Texas Computer Cooperat**

**iTCCS ★ RSCCC ★ TxEIS**



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# Introduction

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

The txConnect application consists of the following:

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

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

## How to Display a Page in Another Language

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

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


## How to Display Help

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

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

The screenshot shows the txConnect website interface. At the top left, it says "Welcome to txConnect for TxEIS ISD". On the left side, there is a "Login" section with fields for "User Name" and "Password", and a "Log In" button. Below the login section are links for "New User?" and "Forgot your Password?". In the center, there is a "District Message" section with text about a winter break and school board meeting. On the right side, a yellow help pop-up box is visible, titled "Hide Help". It contains several links: "How do I log on to my account?", "How do I register as a new user?", "How do I change the language?", "How do I set up my browser?", "I forgot my password. How do I reset my password?", "Logon Tips", and "New users, please register by following the link under New User."

## How to Contact the Teacher

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

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

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

The screenshot shows the txConnect web application interface. At the top, there is a navigation bar with the following tabs: Summary, Attendance, Grades, Assignments, Alerts, My Account, Links, and Logout. On the left side, there is a sidebar with a 'Students' section containing three entries: RYAN C. CASTILLO (with a red '2 new alerts' indicator), SARA M. CASTILLO, and VERONICA B. CASTILLO. The main content area is titled 'Summary' and is for RYAN C. CASTILLO at Houston High School. Below the title, there is a 'Campus Notes' section with a message to parents/guardians regarding a Freshman Holiday celebration on Friday, Dec. 19, 2009, and the start of school on Monday, Jan. 05, 2010. It also mentions that progress reports will be sent every three weeks and must be returned with a parent/guardian signature. Below the notes is a 'Class Schedule' section, which is a table with the following data:

| Period | Course          | Instructor                       | Current Average<br>as of 12:32AM 7/28/10 | Today's Attendance<br>as of 1:59PM 8/3/10 |
|--------|-----------------|----------------------------------|--|---|
| 1      | BUS COMP INF SY | <a href="#">SHIRLEY S. BERRY</a> | 095                                      |   |
| 2      | GEOM            | <a href="#">LISA J. SCHEIDT</a>  | 085                                      |   |
| 3      | CHEM 1          | <a href="#">GUY S. VARGAS</a>    | 094                                      |   |
| 4      | BOYS ATHLTCS 3  | <a href="#">PETER J. BAILEY</a>  | 100                                      |   |
| 5      | 11TH ADVISORY   | <a href="#">DONNA H. RANGEL</a>  |  |   |
| 6      | ENG 3           | <a href="#">DONNA H. RANGEL</a>  | 091                                      |   |
| 7      | DIG GRAPH/ANIMA | <a href="#">PETER J. BAILEY</a>  | 098                                      |   |
| 8      | WLD HIST        | <a href="#">SUZETTE M. CANTU</a> | 084                                      |   |

At the bottom of the page, there is a language selection option: 'Available languages: [English](#) [español](#)'.



# Registration and Login

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

Welcome to txConnect for TxEIS ISD Help

**Login**  
Please enter your user name and password.  
User Name:   
Password:

**New User?**  
If you need to create an account, click [here](#)

**Forgot your Password?**  
If you need help recovering your password, click [here](#)

**District Message**  
Parents/Guardians,  
  
The Winter Break is fast approaching! Students will be released at 12:15 p.m. on Friday, 12-19-09. School will resume again on Monday, Jan. 05, 2010.  
  
We hope everyone has a safe and enjoyable holiday!  
  
If you ever have any questions, comments, or concerns; please feel free to call the Administration Office at (210) 555-5556, ext. 1235.  
  
The next School Board meeting is Tuesday, Jan. 19, 2010, at 6:45 p.m. in the High School cafeteria.  
  
If you experience technical difficulty and require immediate assistance, please call our District Assistant Technology Director, Mrs. Jane Doe at 210-555-5555 or email her at jane.doe@txeisisd.net.  
  
Thank you for your continued support! We appreciate you!!  
  
Testing the transformation service.  
  
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Available languages: [English](#) [español](#)

## How to Register as a New User

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

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

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

**Registration** Help

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

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

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

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

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

Next

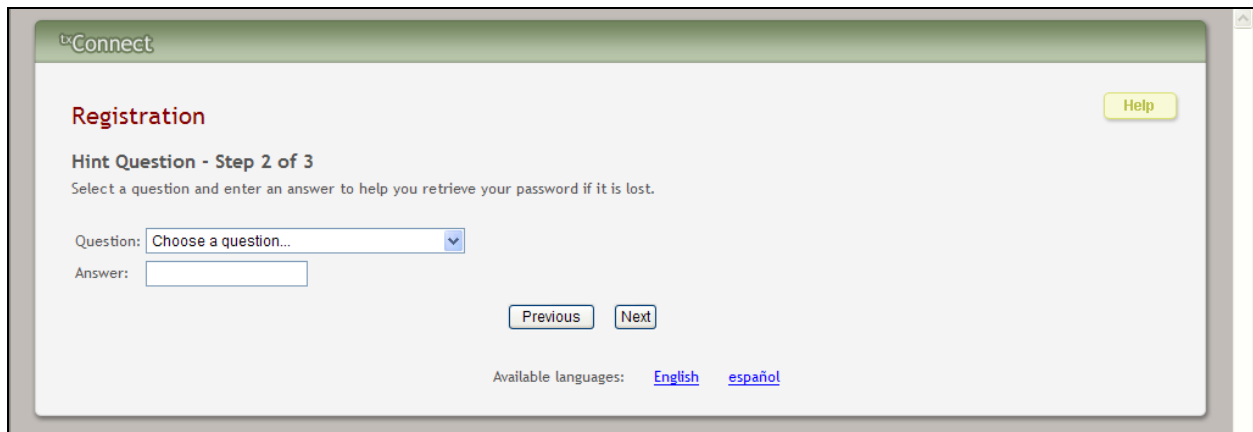
Available languages: [English](#) [español](#)

### Step 1:

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

5. Click **Next**.

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



txConnect

**Registration** [Help](#)

**Hint Question - Step 2 of 3**

Select a question and enter an answer to help you retrieve your password if it is lost.

Question:

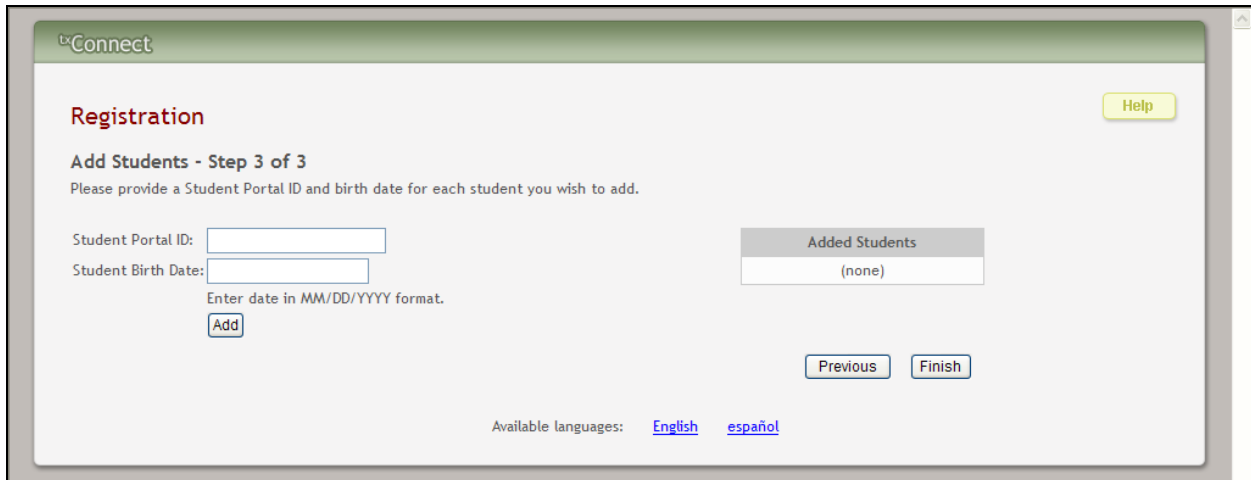
Answer:

[Previous](#) [Next](#)

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

**Step 2:**

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



**Step 3:**

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

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

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

**How to Log On**

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

1. From the Login page, in the **User Name** field, the parent types his user ID. The user ID is not case-sensitive.
2. In the **Password** field, the parent types his password. The typed text is hidden. The password is case-sensitive.
3. Click **Log In**. The student’s Summary page is displayed.
  - If the parent has more than one student in his account, the Summary page for the first student in his alphabetical list is displayed.

- If the parent entered an invalid user ID and/or password, an error message will prompt him to reenter the data.


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

## How to Reset a Password

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

If he has forgotten his user name, he must re-register.

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

A screenshot of the 'Forgot Password' page in the txConnect system. The page has a green header with the txConnect logo. Below the header, the title 'Forgot Password' is displayed in red. A yellow 'Help' button is in the top right corner. The main content area is titled 'Enter User Name' and contains a text input field labeled 'User Name:'. Below the input field is a 'Next' button. At the bottom of the page, there is a link for 'Available languages: English español'.

2. In the **User Name** field, the parent types his user name.
3. Click **Next**. The Answer Hint Question page is displayed with his hint question.

A screenshot of the 'Forgot Password' page in the txConnect system, showing the 'Answer Hint Question' step. The page has a green header with the txConnect logo. Below the header, the title 'Forgot Password' is displayed in red. A yellow 'Help' button is in the top right corner. The main content area is titled 'Answer Hint Question' and contains a text input field labeled 'Answer:'. Above the input field is the question: 'Question: What was the name of your first pet?'. Below the input field is a 'Next' button. At the bottom of the page, there is a link for 'Available languages: English español'.

4. In the **Answer** field, the parent types the answer exactly as he entered it when he registered in txConnect. (Later on whenever he updates the hint question in his account, that answer must be entered here.)

5. Click **Next**. The Set New Password page is displayed.



txConnect

**Forgot Password** [Help](#)

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

New Password:

Confirm Password:

[Finish](#)

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

6. In the **New Password** field, the parent types a new password that he will use when he logs on to txConnect.

- The password must be six to nine alphanumeric characters.
- It must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
- The password is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).

7. In the **Confirm Password** field, the parent retypes his password exactly as it was typed above. This step confirms that he typed his password as intended.

8. Click **Finish**. The Summary page for the first student in his alphabetical list is displayed.

# Summary

The Summary page displays an alphabetical list of students that the parent has added to his account either through registration as a new user or through his My Account page. The summary for the first student in the list is displayed including the following:

- A tab for each campus if the student withdrew from a campus.

The screenshot shows the txConnect interface. At the top, there are navigation tabs: Summary, Attendance, Grades, Assignments, Alerts, My Account, and Links. A 'Logout' link is in the top right. On the left, a 'Students' sidebar lists RYAN C. CASTILLO (with 2 new alerts), SARA M. CASTILLO, and VERONICA B. CASTILLO. The main content area is titled 'Summary' and is for RYAN C. CASTILLO at Houston High School. It includes a 'Help' button, 'Campus Notes' (a message about a holiday celebration and progress reports), and a 'Class Schedule' table.

| Period | Course          | Instructor       | Current Average<br>as of 12:32AM 7/28/10 | Today's Attendance<br>as of 1:59PM 8/3/10 |
|--------|-----------------|------------------|--|---|
| 1      | BUS COMP INF SY | SHIRLEY S. BERRY | 095                                      |   |
| 2      | GEOM            | LISA J. SCHEIDT  | 085                                      |   |
| 3      | CHEM 1          | GUY S. VARGAS    | 094                                      |   |
| 4      | BOYS ATHLTCS 3  | PETER J. BAILEY  | 100                                      |   |
| 5      | 11TH ADVISORY   | DONNA H. RANGEL  |  |   |
| 6      | ENG 3           | DONNA H. RANGEL  | 091                                      |   |
| 7      | DIG GRAPH/ANIMA | PETER J. BAILEY  | 098                                      |   |
| 8      | WLD HIST        | SUZETTE M. CANTU | 084                                      |   |

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

- Campus notes created in iTCCS or RSCCC.
- The student's class schedule including period, course title, instructor name, current grade average for each class, and attendance for the current date.
- Blank attendance for a course under **Today's Attendance** if attendance has not been posted for the course.
- Any highlighted failing grades under **Current Average**.
- Letter grades displayed under **Current Average** if the course is set up to post letter grades.
- One attendance status for the entire day, if the student is enrolled in an elementary campus which has only one period.



# Attendance

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

## Detailed Attendance

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

**Attendance**  
for: RYAN C. CASTILLO at Houston High School on 8/3/2010 1:59:00 PM

Semester: 1

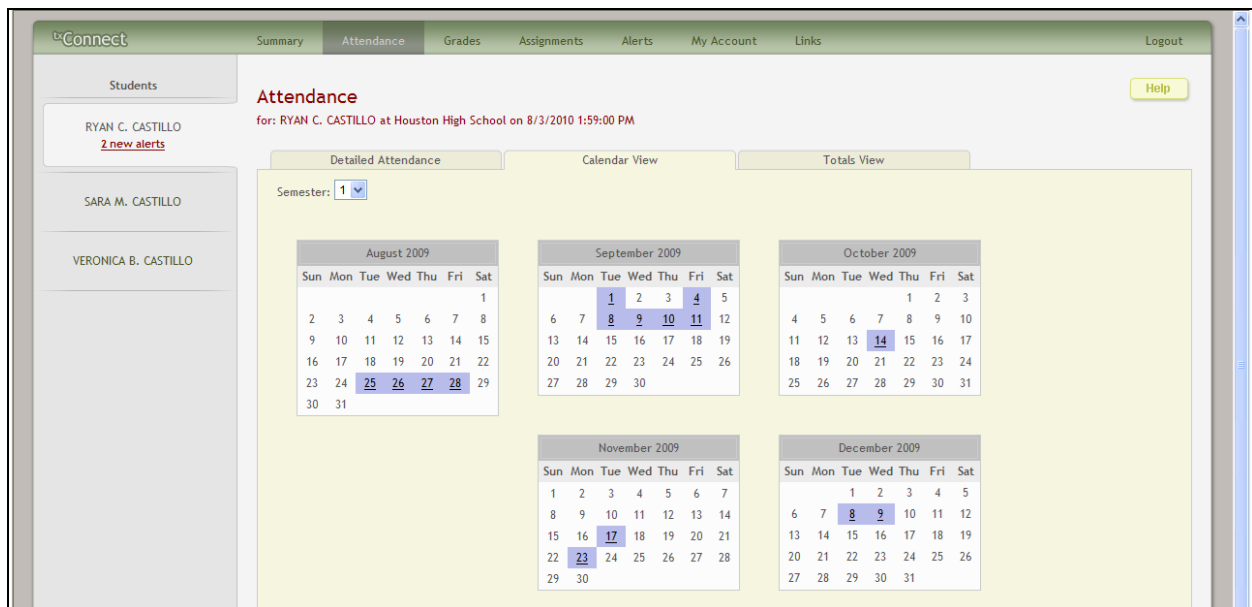
**Key**  
1: Excused Tardy - ill    4: Excused-Parent    A: PARENT NOTE ILL    D: MEDICAL NOTE    T: TARDY    U: UNEXCUSED UNTIL NOTE

| Period | Class           | Teacher          | 8/26 | 8/27 | 8/28 | 9/1 | 9/4 | 9/8 | 9/9 | 9/10 | 9/11 | 10/14 | 11/17 | 11/23 | 12/8 | 12/9 |
|--------|-----------------|------------------|------|------|------|-----|-----|-----|-----|------|------|-------|-------|-------|------|------|
| 1      | BUS COMP INF SY | SHIRLEY S. BERRY | A    | T    | 1    | T   | A   | A   | U   | U    | U    |       | 4     |       | D    | D    |
| 2      | GEOM            | LISA J. SCHEIDT  | A    |      | 1    |     | A   |     | U   | U    | U    |       | 4     |       | D    | D    |
| 3      | CHEM 1          | GUY S. VARGAS    | A    |      | 1    |     |     | T   | U   | U    | U    |       | 4     |       | D    | D    |
| 4      | BOYS ATHLTCS 3  | PETER J. BAILEY  | A    |      | 1    |     |     |     | U   | U    | U    | U     |       | 4     | T    | D    |
| 5      | 11TH ADVISORY   | DONNA H. RANGEL  |      |      | 1    |     |     |     | U   | U    | U    |       | 4     |       | D    | D    |
| 6      | ENG 3           | DONNA H. RANGEL  | A    |      | 1    |     |     |     | U   | U    | U    |       | 4     |       | D    | D    |
| 7      | DIG GRAPH/ANIMA | PETER J. BAILEY  | A    | T    | 1    |     |     |     | U   | U    | U    |       | 4     |       | D    | D    |
| 8      | WLD HIST        | SUZETTE M. CANTU | A    |      | 1    |     |     |     | U   | U    | U    |       | 4     |       | D    | D    |





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

## Calendar View

- The parent can click the **Calendar View** tab to see the attendance details in a calendar view instead of a table view. All months for the current school year are displayed as the parent scrolls down.
  - If the student was not present for the entire class for any period of the day, the day is highlighted on the calendar.
  - The parent can click the date to open the attendance details for the highlighted day. For each period, the student's attendance is displayed. The period is only listed if the student was marked absent or tardy for that period. Otherwise, the period is not listed in the attendance details dialog box.
- Click **Close** to close the attendance details dialog box for the highlighted day.



## Totals View

- The parent can click the **Totals View** tab to see attendance and tardies totals for the semester. The student's classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies are listed.
- If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon  appears beside the teacher's name. The parent can click  to see the information. Click **close** to close the Teacher Note dialog box.
- If the teacher has provided course notes, a yellow note icon  appears beside the course name. Click  to see the information. Click **close** to close the Course Note dialog box.

The screenshot displays the 'Attendance' section for student RYAN C. CASTILLO. The interface includes a navigation bar with 'Summary', 'Attendance', 'Grades', 'Assignments', 'Alerts', 'My Account', and 'Links'. A sidebar on the left lists other students: SARA M. CASTILLO and VERONICA B. CASTILLO. The main content area shows a table of attendance data for Semester 1, with columns for Period, Class, Teacher, Total Absences, Excused Absences, Unexcused Absences, School Related, and Tardies. The table lists 8 rows of data for different classes and teachers.

| Period | Class           | Teacher          | Total Absences | Excused Absences | Unexcused Absences | School Related | Tardies |
|--------|-----------------|------------------|----------------|------------------|--------------------|----------------|---------|
| 1      | BUS COMP INF SY | SHIRLEY S. BERRY | 8              | 5                | 3                  | 0              | 5       |
| 2      | GEOM            | LISA J. SCHEIDT  | 7              | 4                | 3                  | 0              | 2       |
| 3      | CHEM 1          | GUY S. VARGAS    | 6              | 3                | 3                  | 0              | 3       |
| 4      | BOYS ATHLTCS 3  | PETER J. BAILEY  | 7              | 3                | 4                  | 0              | 3       |
| 5      | 11TH ADVISORY   | DONNA H. RANGEL  | 5              | 2                | 3                  | 0              | 2       |
| 6      | ENG 3           | DONNA H. RANGEL  | 6              | 3                | 3                  | 0              | 2       |
| 7      | DIG GRAPH/ANIMA | PETER J. BAILEY  | 6              | 3                | 3                  | 0              | 3       |
| 8      | WLD HIST        | SUZETTE M. CANTU | 6              | 3                | 3                  | 0              | 2       |

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

**Note:** If the student withdrew from a course, the withdrawn course and teacher’s name are displayed in small print below the current course information. An asterisk is displayed next to the withdrawn course.



# Grades

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

The screenshot shows the txConnect interface for viewing grades. The top navigation bar includes Summary, Attendance, Grades (selected), Assignments, Alerts, My Account, Links, and Logout. A sidebar on the left lists students: RYAN C. CASTILLO (with 2 new alerts), SARA M. CASTILLO, and VERONICA B. CASTILLO. The main content area is titled 'Grades' and shows 'Cycle Grades' for RYAN C. CASTILLO at Houston High School on 7/28/2010 12:32:03 AM. A dropdown menu shows 'Semester: 1'. Below are links for 'Show All' and 'Hide All'. A table displays the following data:

| Period | Class           | Teacher          | Previous Cycles |     | Current Cycle |
|--------|-----------------|------------------|-----------------|-----|---------------|
|        |                 |                  | 1               | 2   | 3             |
| 1      | BUS COMP INF SY | SHIRLEY S. BERRY | 092             | 095 | 095           |
| 2      | GEOM            | LISA J. SCHEIDT  | 084             | 083 | 085           |
| 3      | CHEM 1          | GUY S. VARGAS    | 085             | 086 | 094           |
| 4      | BOYS ATHLTCS 3  | PETER J. BAILEY  | 100             | 100 | 100           |
| 5      | 11TH ADVISORY   | DONNA H. RANGEL  |                 |     |               |
| 6      | ENG 3           | DONNA H. RANGEL  | 084             | 092 | 091           |
| 7      | DIG GRAPH/ANIMA | PETER J. BAILEY  | 089             | 095 | 098           |
| 8      | WLD HIST        | SUZETTE M. CANTU | 094             | 087 | 084           |

At the bottom, it says 'Available languages: English español'.

## How to View Assignment Grades for a Class

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

1. The parent clicks the grade average for the class and cycle he wants to view. The grade average is expanded below the period row to display all grade data that has been entered. In addition to the assignment grades, the calculated average and posted average are displayed.

**Grades**  
for: RYAN C. CASTILLO at Houston High School on 7/28/2010 12:32:03 AM

Semester: 1

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

| Period | Class           | Teacher          | Previous Cycles |     | Current Cycle |
|--------|-----------------|------------------|-----------------|-----|---------------|
|        |                 |                  | 1               | 2   | 3             |
| 1      | BUS COMP INF SY | SHIRLEY S. BERRY | 092             | 095 | 095           |
| 2      | GEOM            | LISA J. SCHEIDT  | 084             | 083 | 085           |
| 3      | CHEM 1          | GUY S. VARGAS    | 085             | 086 | 094           |

**Assignment**      **Due Date**      **Grade**      **Late**      **Redo**

**Homework (Weight 30%)**

| Assignment          | Due Date  | Grade      |
|---------------------|-----------|------------|
| symbols quiz 1      | 9/2/2009  | 85         |
| symbols quiz 2      | 9/3/2009  | 78         |
| s. not, s. fig quiz | 9/8/2009  | 89         |
| p. 7-12             | 9/9/2009  | 83         |
| poly. quiz          | 9/14/2009 | 89         |
| p. 13-17            | 9/17/2009 | 93         |
| matter quiz         | 9/18/2009 | 75         |
| density quiz        | 9/22/2009 | (excluded) |
| p. 19-24            | 9/28/2009 | 76         |
| periodic table quiz | 9/30/2009 | 80         |
| Homework average    |           | 83         |

**Tests (Weight 70%)**

| Test                  | Due Date  | Grade |
|-----------------------|-----------|-------|
| Math test 1           | 9/11/2009 | 81    |
| conversion test       | 9/16/2009 | 89    |
| matter test           | 9/25/2009 | 89    |
| atomic structure test | 10/2/2009 | 85    |
| Tests average         |           | 86    |



Citizenship 5  
Posted Average 085

(close details)

|   |                 |                  |     |     |     |
|---|-----------------|------------------|-----|-----|-----|
| 4 | BOYS ATHLTCS 3  | PETER J. BAILEY  | 100 | 100 | 100 |
| 5 | 11TH ADVISORY   | DONNA H. RANGEL  |     |     |     |
| 6 | ENG 3           | DONNA H. RANGEL  | 084 | 092 | 091 |
| 7 | DIG GRAPH/ANIMA | PETER J. BAILEY  | 089 | 095 | 098 |
| 8 | WLD HIST        | SUZETTE M. CANTU | 094 | 087 | 084 |

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

- If the student transferred into the class and has a transfer average from a prior course, the **Transfer Average** and **Weight** are displayed above the categories. For more information on calculating the average using a transfer grade, see Appendix 1 - Calculating Averages at the end of this guide.
- The **Calculated Average** is the average calculated using the student's grades and the teacher's method for calculating the average. The calculated average is not displayed for closed cycles.
- The **Posted Average** is the actual grade that was posted for the student for the class. In some circumstances, the posted grade is different than the calculated average. The posted average is the official grade that appears on the report card. For previous cycles, only the posted average is displayed.
- If a cycle override grade exists for the student (i.e., an average assigned by the teacher), and there is no posted average, the **Override Average** is displayed.
- Assignments are displayed by category. For each category, the category weight is displayed, and the average for each category is displayed.

- The calculated average, posted average, and category average are displayed as letter grades if the course is set up to post letter grades.
  - If the possible points for an assignment is not 100, the teacher is using the percentage weighting type, and the grade is numeric, the possible points is displayed. For example, 90/95 is displayed if the student earned 90 points and the assignment was worth 95 points. In this case, the grade does not calculate as 90.
  - If the teacher is using the points-based weighting type, the points earned and possible points are displayed. For example, 7/10 is displayed if the student earned 7 points and the assignment was worth 10 points. For each assignment, the due date and grade are displayed. The **Late** and **Redo** columns indicate if the assignment was turned in late or redone.
  - If an assignment grade has been dropped, the message “dropped” is displayed next to the grade.
  - If an assignment grade has been excluded, the message “excluded” is displayed in place of the grade.
  - If an assignment is missing, an M is displayed in place of the grade.
  - If an assignment is incomplete, an I is displayed in place of the grade.
  - If the teacher entered any notes related to the student’s assignment grade, the notes are displayed below the grade.
2. To return to the unexpanded grade average view, click **close details** for the grade average that was expanded.
  3. To show assignment grades for the current cycle for all courses, click **Show All**.
  4. To hide the assignment grades for all courses, click **Hide All**.
  5. If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon  appears beside the teacher’s name. If the teacher has provided course notes or assignment notes, the icon is also displayed by the course and/or assignment. The parent can click  to see the information, and then click **close** to close the Note dialog box.

## How to View Semester and Final Averages

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

**Grades**  
for: RYAN C. CASTILLO at Houston High School on 7/28/2010 12:32:03 AM

Semester: All



**Semester: 1**

| Period | Class           | Teacher          | Exam | Semester Average | Final Grade | Credits |
|--------|-----------------|------------------|------|------------------|-------------|---------|
| 1      | BUS COMP INF SY | SHIRLEY S. BERRY | E    | 094              |             | 00      |
| 2      | GEOM            | LISA J. SCHEIDT  | 084  | 084              |             | 00      |
| 3      | CHEM 1          | GUY S. VARGAS    | 080  | 087              |             | 00      |
| 4      | BOYS ATHLTCS 3  | PETER J. BAILEY  | 100  | 100              |             | 00      |
| 5      | 11TH ADVISORY   | DONNA H. RANGEL  |      |                  |             | 00      |
| 6      | ENG 3           | DONNA H. RANGEL  | 089  | 089              |             | 00      |
| 7      | DIG GRAPH/ANIMA | PETER J. BAILEY  | 089  | 093              |             | 00      |
| 8      | WLD HIST        | SUZETTE M. CANTU | E    | 088              |             | 00      |

**Semester: 2**

| Period | Class           | Teacher          | Exam | Semester Average | Final Grade | Credits |
|--------|-----------------|------------------|------|------------------|-------------|---------|
| 1      | BUS COMP INF SY | SHIRLEY S. BERRY |      | 080              |             |         |
| 2      | GEOM            | LISA J. SCHEIDT  |      |                  |             |         |
| 3      | CHEM 1          | GUY S. VARGAS    |      |                  |             |         |
| 4      | BOYS ATHLTCS 3  | PETER J. BAILEY  |      |                  |             |         |
| 5      | 11TH ADVISORY   | DONNA H. RANGEL  |      |                  |             |         |
| 6      | ENG 3           | DONNA H. RANGEL  | 060  | 080              |             |         |

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

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


# Assignments

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

## How to View Assignments

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

1. In the **Course** field, the parent selects a specific course. He can select All to view assignments for all courses.
2. In the **Cycle** field, the parent selects the cycle. He can select All to view assignments for all cycles.
3. For **View**, the parent selects the assignments he wants to view.
  - **All Assignments** displays all assignments.
  - **Only Graded Assignments** displays only assignments that have been graded.
  - **Only Pending Assignments** displays only assignments that have been assigned but not yet graded.

4. In the **View only assignments due before** field, the parent enters a date if he wants to view only assignments that were due before that date. For example, he can enter today's date to see all assignments that were due up to today. He can also click  to select a date from the calendar. This field is optional. If a date is not entered, all assignments are included in the search.

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

5. Click **Find Assignments**. All assignments that match the criteria entered are displayed in the table at the bottom of the page.
  - If an assignment grade has been dropped, the message “dropped” is displayed next to the grade.
  - If an assignment grade has been excluded, the message “excluded” is displayed in place of the grade.
  - If an assignment is missing, the message “missing” is displayed in place of the grade.
  - If an assignment is incomplete, the message “incomplete” is displayed in place of the grade.
  
6. In the Assignments table, click **Course** to sort the assignments by course, or click **Due Date** to sort the assignments by due date.

**Assignments**  
for: RYAN C. CASTILLO at Houston High School on 7/28/2010 12:32:03 AM

Course: All  
 Cycle: 3  
 All Assignments  
 Only Graded Assignments  
 Only Pending Assignments  
 View only assignments due before:

| Course          | Assignment              | Category   | Due Date | Grade        |
|-----------------|-------------------------|------------|----------|--------------|
| BUS COMP INF SY | Excel Spreadsheet 1     | Homework   | 11/16/09 | 80 (dropped) |
| BUS COMP INF SY | BCIS Excel Test 1       | Tests      | 11/17/09 | 81           |
| BUS COMP INF SY | Pt 8 App. 1             | Homework   | 11/18/09 | 82           |
| BUS COMP INF SY | Pt 8 App 2              | Homework   | 11/19/09 | 83           |
| BUS COMP INF SY | Pt 7 and 8 Test         | Tests      | 11/20/09 |              |
| BUS COMP INF SY | Payroll Project         | Class Work | 11/23/09 | 99           |
| BUS COMP INF SY | Pt. 9 App. 1            | Homework   | 11/24/09 | 78 (dropped) |
| BUS COMP INF SY | Pt. 9 App. 4            | Homework   | 11/30/09 | 90           |
| BUS COMP INF SY | Charts and Graphs Proj. | Lab        | 12/1/09  | 91           |
| BUS COMP INF SY | Part 10 App.            | Homework   | 12/2/09  | 86           |
| BUS COMP INF SY | Part 9 and 10 Test      | Tests      | 12/3/09  | 84           |
| CHEM 1          | mole quiz 1             | Homework   | 11/17/09 | 89           |
| CHEM 1          | mole quiz 2             | Homework   | 11/18/09 | 89           |

# Alerts

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

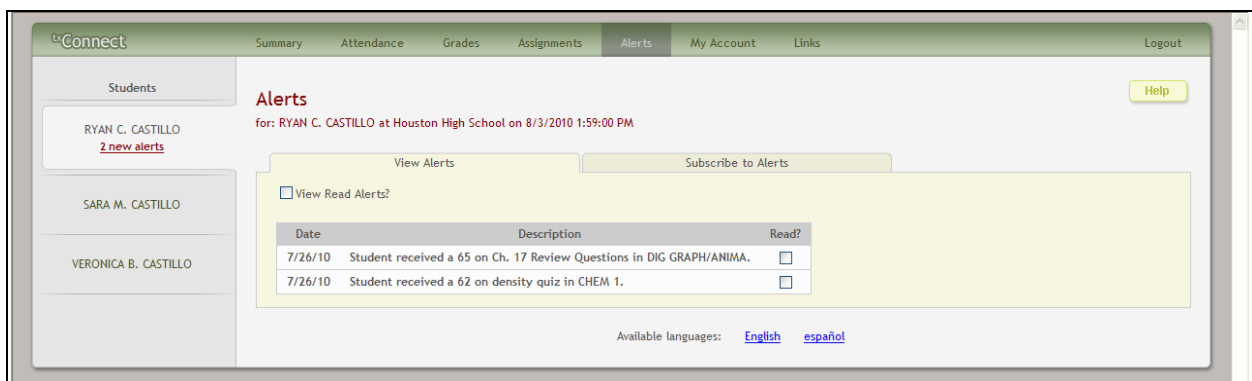
When a parent creates a txConnect account, he is automatically subscribed to two alerts:

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

An alerts subscription can be changed at any time.

## How to Read Alerts

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



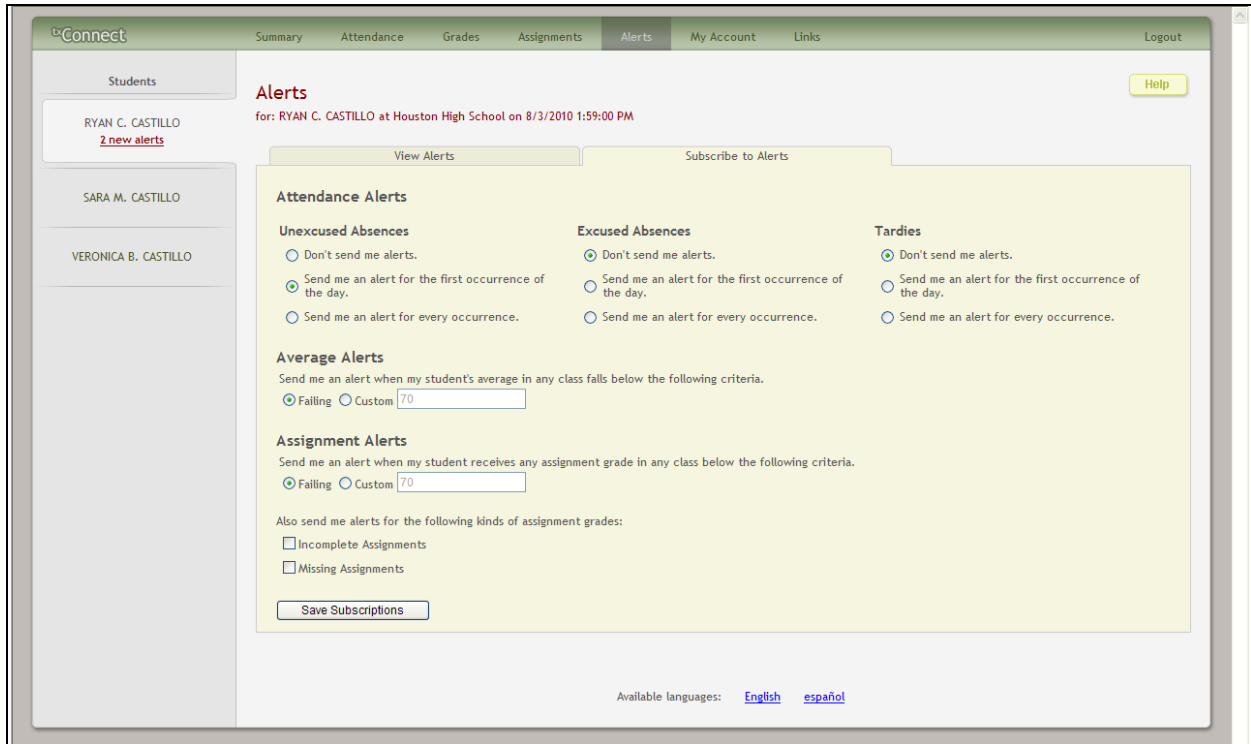
The complete alert message is displayed on the Alerts page under **Description**. If the student has more than one alert, the alerts are displayed in the order received, with the most recent alert at the top of the list.

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

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

## How to Change an Alerts Subscription

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



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

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

### Attendance Alerts

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

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

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

### ***Average Alerts***

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

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

### ***Assignment Alerts***

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

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

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

## **How to Receive Alert Notices by E-Mail**

If the parent wants to have alert notices sent to his e-mail address, he must select **Send me an email when an alert is generated** at the bottom of the page. Also, he needs to have entered

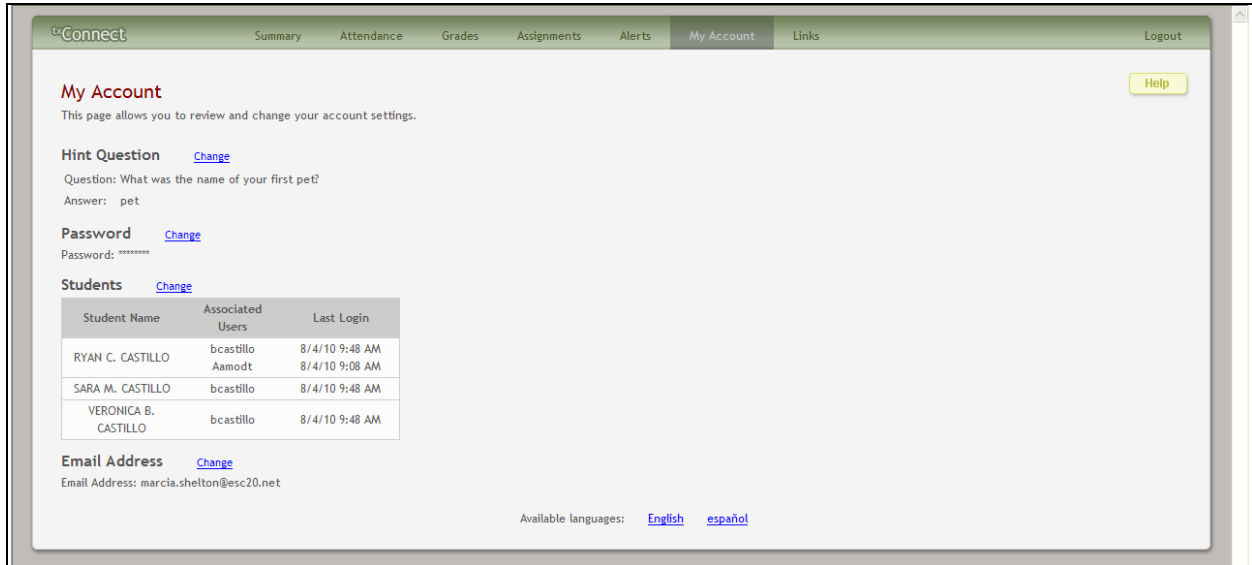
his e-mail address on the My Account page. The **Send me an email when an alert is generated** check box is not displayed if the district has not set up e-mail notification.

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

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

# My Account

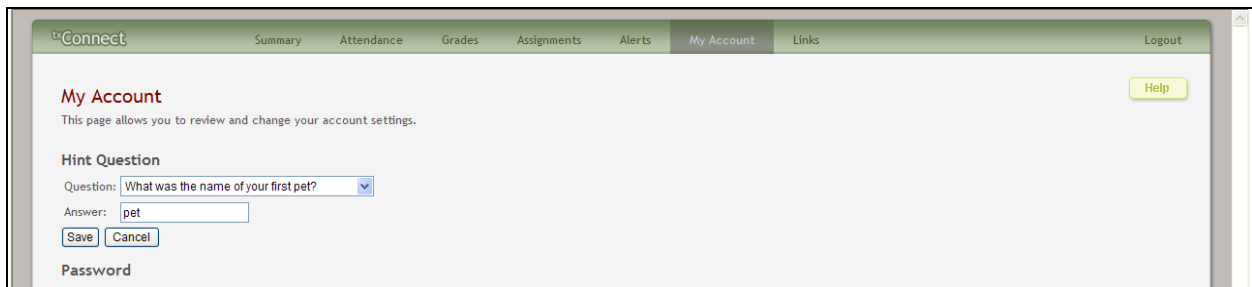
The parent can change his account settings through the My Account page. To access the My Account page, click **My Account** on the menu at the top of any page.



## How to Change a Hint Question/Answer

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

1. Next to **Hint Question**, click **Change**.



2. The parent makes changes to the question and/or answer and clicks **Save**.
  - If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. The information must be provided to change the hint question/answer.

- If the data was entered correctly, the new hint question is displayed under **Hint Question**.
3. The parent can click **Cancel** not to change the question and answer.

## How to Change a Password

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

1. Next to **Password**, click **Change**.

The screenshot shows the 'My Account' page in the txConnect interface. The page has a green header with navigation tabs: Summary, Attendance, Grades, Assignments, Alerts, My Account (selected), and Links. A 'Logout' link is in the top right. Below the header, the 'My Account' section includes a 'Help' button and a message: 'This page allows you to review and change your account settings.' The 'Hint Question' section shows a question 'What was the name of your first pet?' and an answer 'pet'. The 'Password' section contains instructions: 'The new password must be between 6 and 9 characters and must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation.' Below this are three input fields: 'Old Password:', 'New Password:', and 'Confirm Password:'. At the bottom of the form are 'Save' and 'Cancel' buttons.

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

## How to Add or Delete a Student

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

1. Next to **Students**, click **Change**.

**My Account** Help

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

**Hint Question**  
 Question: What was the name of your first pet?  
 Answer: pet

**Password**  
 Password: \*\*\*\*\*

**Students**

| Delete                   | Student Name         | Associated Users    | Last Login                       |
|--------------------------|----------------------|---------------------|----------------------------------|
| <input type="checkbox"/> | RYAN C. CASTILLO     | bcastillo<br>Aamodt | 8/4/10 9:48 AM<br>8/4/10 9:08 AM |
| <input type="checkbox"/> | SARA M. CASTILLO     | bcastillo           | 8/4/10 9:48 AM                   |
| <input type="checkbox"/> | VERONICA B. CASTILLO | bcastillo           | 8/4/10 9:48 AM                   |

**Add New Student**

Student Portal ID:

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

**Email Address**  
 Email Address: marcia.shelton@esc20.net

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

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

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

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

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

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

## How to Add or Update an E-Mail Address

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

- Next to **Email Address**, click **Change**.

txConnect Summary Attendance Grades Assignments Alerts My Account Links Logout

### My Account

This page allows you to review and change your account settings. [Help](#)

#### Hint Question

Question: What was the name of your first pet?  
Answer: pet

#### Password

Password: \*\*\*\*\*

#### Students

| Student Name         | Associated Users    | Last Login                       |
|----------------------|---------------------|----------------------------------|
| RYAN C. CASTILLO     | bcastillo<br>Aamodt | 8/4/10 9:48 AM<br>8/4/10 9:08 AM |
| SARA M. CASTILLO     | bcastillo           | 8/4/10 9:48 AM                   |
| VERONICA B. CASTILLO | bcastillo           | 8/4/10 9:48 AM                   |

#### Email Address

Email Address:

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

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

# External Links

The External Links page displays links for up to three external Web sites. The page can only be accessed from the menu if the district has provided at least one external link and is running Windows Server 2003 or earlier. This page is not currently available for districts running Windows Server 2008.

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



## How to Access External Links

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



# Error Handling

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

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

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

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

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

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



# Appendix 1 - Calculating Averages

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

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

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

## Percent-based

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

### Formula for percent-based:

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

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

### For example:

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

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

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

$$(45 + 100) = 145$$

The Cycle Exam category has no grades yet.

### Extra credit:

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

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

**For example:**

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

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

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

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

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

**For example:**

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

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

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

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

$$(50 + 100) = 150$$

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

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

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

**For example:**

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

$$240 / 295 = 81.4$$

The student's Homework Category Average is 81.4.

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

$$145 / 150 = 96.7$$

The student's Test Category Average is 96.7.

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

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

**For example:**

The weight for the Homework category is 50%.

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

The weight for the Test category is 40%.

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

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

5. Take the sum of all Category Values.

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

**For example:**

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

$$40.7 + 38.7 = 79.4$$

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

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

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

**For example:**

The sum of the weights of the Homework category and Test category is 90. The Cycle Exam category is omitted from the sum because it does not have grades.

The student's Total is 79.4.

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

The student's average is 88.

## Point-based

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

### Formula for point-based:

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

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

#### For example:

The Homework category has three assignments, each worth 50 points. The student earned a 40, 45, and 50 for those assignments.

$$40 + 45 + 50 = 135$$

The Test category has two tests, each worth 50 points. The student earned a 40 and 50 for those tests.

$$40 + 50 = 90$$

#### Extra credit:

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

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

#### For example:

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

$$135 + 5 = 140$$

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

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

#### For example:

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

$$135 + 90 = 225$$

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

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

**For example:**

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

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

The student's average is 90.

**Multiplier-based**

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

**Formula for multiplier-based:**

1. Calculate the category actual value:

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

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

**For example:**

The Homework category has three assignments, each worth 100 points. The student earned a 70, 80, and 90 for those assignments.

$$70 + 80 + 90 = 240$$

The Test category has two tests, each worth 100 points. The student earned a 90 and 100 for those tests.

$$90 + 100 = 190$$

**Extra credit:**

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

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

**For example:**

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

$$240 + 5 = 245$$

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

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

**For example:**

The multiplier for the Homework category is 2.

$$240 \times 2 = 480$$

The multiplier for the Test category is 1.

$$190 \times 1 = 190$$

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

Actual Category Value + Actual Category Value = Actual Value Total

**For example:**

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

$$480 + 190 = 670$$

**2. Calculate the category possible value:**

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

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

**For example:**

The Homework category has three assignments, each worth 100 points.

$$100 + 100 + 100 = 300$$

The Test category has two assignments, each worth 100 points.

$$100 + 100 = 200$$

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

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

**For example:**

The multiplier for the Homework category is 2.

$$300 \times 2 = 600$$

The multiplier for the Test category is 1.

$$200 \times 1 = 200$$

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

Possible Category Value + Possible Category Value = Actual Value Total

**For example:**

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

$$600 + 200 = 800$$

3. Calculate the average.

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

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

**For example:**

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

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

The student's average is 84.

## Transfer Students

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

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

Transfer Average x Transfer Weight = Transfer Value

**For example:**

The student's Transfer Average is 74.

The student's Transfer Weight is 55%.

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

The student's Transfer Value is 40.7.

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

**For example:**

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

3. Calculate the weight for the Working Cycle Average.

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

**For example:**

The student's Transfer Weight is 55%.

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

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

4. Calculate the Working Cycle Average Value.

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

**For example:**

The student's Working Cycle Average is 87.

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

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

The student's Working Cycle Average Value is 39.15.

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

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

**For example:**

The student's Transfer Value is 40.7.

The student's Working Cycle Average Value is 39.5.

$$40.7 + 39.5 = 80.2$$

The student's Actual Working Cycle Average is 80.

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

## Dropped Assignments

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

**Notes:**

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

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

## Rounding Numbers

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

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

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

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

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

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

## Missing and Incomplete Grades

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

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

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

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# Appendix 2 - System Requirements

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## PC Operating System

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

## Browser Setup

The minimum browser for txConnect is Internet Explorer 6.0 or later. txConnect will also work with Mozilla Firefox 1.5 or later for Windows 2000, Windows XP, or Windows Vista. Mac OS X users should use Firefox or Safari. Please check your browser settings to ensure that your browser is set up to accommodate the txConnect requirements.

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

## *Windows Internet Explorer*

### To add txConnect to the trusted sites:

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

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

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

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

**To disable the pop-up blocker for txConnect:**

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

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

**Mozilla Firefox**

For proper operation of txConnect when using Mozilla Firefox, the use of cookies is required. The pop-up blocker must be disabled for the txConnect Web site, and JavaScript must be enabled for the txConnect Web site.

**To enable cookies for txConnect:**

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

**To enable pop-up windows for txConnect:**

1. In the browser, from the Tools menu, select Options. The Options dialog box is displayed.
2. From the Options dialog box, click **Content**.

3. Next to **Block pop-up windows**, click **Exceptions**. The Allowed Sites - Popups dialog box is displayed.
4. Under **Address of web site**, type the exact Web site address that you use to access txConnect.
5. Click **Allow**. The Web site will appear under **Sites**, and the **Status** will be set to Allow.
6. To close the Allowed Sites - Popups dialog box, click **Close**.
7. To close the Options dialog box, click **OK**.

#### **To enable JavaScript for txConnect:**

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

### ***Safari for Mac OS X***

#### **To enable cookies for txConnect:**

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

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

#### **To enable JavaScript for txConnect:**

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

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

