

# txGradebook for Teachers

**Version 2.12**

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## Overview

The txGradebook application is an integrated classroom management system that allows teachers to maintain and post student data, including attendance and grades. This application also allows you to receive transfer students and produce IPRs. Various inquiry pages allow you to view student demographic data, contact information, attendance records, schedules, test scores, and more.

txGradebook's integration with the TxEIS Student systems makes it unnecessary to perform imports and exports of data in order to populate the records. Data is shared between the systems, thereby eliminating much of the work needed to maintain two systems. The application provides real-time data that is updated any time grades, attendance, or student/teacher schedules change. Data is written directly to the district database. Teachers may access txGradebook anywhere with an Internet connection (school or home).

## User Types

### ■ Teachers

Teachers do not have administrative access and are directed to the Announcements page when they log on. The Admin tab is not displayed in the main menu, and some reports that require administrative access are not displayed in the Reports submenu.

- Teachers who teach courses for which students must meet UIL eligibility requirements (e.g., band and athletics) can be granted access to the UIL report in the Reports menu. The UIL report allows a teacher to view his students' working cycle averages for all of their courses to determine UIL eligibility and locate students who may be at risk of losing eligibility.
- Teachers can be granted access to the Special Program report in the Reports menu. The report allows teachers to view a listing of the special populations for each student in the class.

### Long-Term Substitute Teachers

Long-term substitute teachers can be granted access to use txGradebook on behalf of a teacher who is out for an extended period of time. When the substitute logs in to txGradebook as the teacher, the substitute can select the teacher for whom he is substitute teaching. Then, the substitute teacher can proceed to use txGradebook as the teacher.

### ■ Administrators

There are various levels of security assigned to txGradebook administrators. Administrators can be given either full maintenance or inquiry-only access, and administrators can be assigned access to a single campus or all campuses. The access level is displayed on the Administrator Options page. Campus-level administrators can also be assigned Discipline-only access.

# Registration

The Registration page allows teachers to register for access to txGradebook. The logon process is self-administered, which means that you choose your user ID and password during registration. If you forget or lose your logon information, or if you want to change your password, you must go through an automated process to reset your password.

A staff ID can be associated with multiple user accounts, which allows you to have both an instructor account and one or more administrator accounts, and to create them in any order. The user ID must be different for each account.

Instructors must re-register each year before logging on, as all txGradebook non-administrative user accounts are deleted at the end of each school year. (Administrative user accounts are retained.)

To register, you must provide your staff ID and name. You must be associated with the school district for the current school year. Upon registering, you will create your user ID, password, and PIN.

If you forgot your password or PIN, click the link under Forget your password on the Login page to go to the Reset Password page where you can reset your password using an automated process.

If you forgot your user ID, you must contact the campus txGradebook administrator for this information.

txGradebook

**Login**  
Please login using your user ID and password

User ID:

Password:

**New User?**  
If you have not yet created an account, click [here](#)

**Forget your password?**  
If you have created an account, but forgot your password, to reset your password click [here](#)

## Register:

From the Login page, click the link under New User to go to the Teacher Registration page. The Registration Step 1 page is displayed.

At any point during the registration process, you can click Back to Login to cancel your registration and return to the Login page. Any data you entered up to that point is not saved.

### Step 1:

1. In the Staff ID field, type your staff ID number (your nine-digit social security number or six-digit district-assigned employee ID number). This data is entered here only once in order to verify your identity. You are not required to enter the data again unless you need to reset your password.
2. In the Last Name field, type your last name.
3. In the First Initial field, type the first letter of your first name.
4. Click Next.

Registration Step 1

Please provide your Staff ID, your last name, and your first initial

Staff ID:

Last name:

First Initial:

[Back To Login](#)

- If you did not enter all required data, a red asterisk is displayed next to the fields that are missing data. You must provide the information to continue.
- If you entered the data correctly, the Registration Step 2 page is displayed.

The screenshot shows a web browser window with the address bar displaying `http://localhost/bxGradebook/Registration/Registration.aspx`. The page title is "Gradebook". The main content area is titled "Registration Step 2" and includes the instruction "Please provide a User ID, Password and Personal Identification Number". The form contains four input fields: "User ID" with the value "dmullens", "Password" (masked with dots), "Confirm Password" (masked with dots), and "PIN" (masked with dots). Below each field is a validation message: "Must be between 6 and 8 alpha-numeric" for User ID, "Must be between 6 and 9 alpha-numeric characters; Must contains at least 3 of the following character types: uppercase, lowercase, numeric, punctuation" for Password, "Password must match entry in password field exactly (case sensitive)" for Confirm Password, and "Must contain 4 numbers (example: 1234)" for PIN. A "Next" button is located at the bottom center of the form.

## Step 2:

1. In the User Name field, type a user name that will identify you when you log on to the system, such as a combination of letters from your first and last name.
  - Your user name must be six to eight characters and must be unique within the district.
  - Your user name is not case-sensitive.
  - If you type a name that is already used, the system suggests an available alternative you can use.
2. In the Password field, type a password that you will use when you log on to the system.
  - The 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 the password exactly as it was typed above. The step confirms that you typed your password as you intended.
4. In the PIN field, type a four-digit numeric personal identification number (PIN) that you will use when you post data. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed.

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 data to continue.
- If you entered all required data correctly, the Registration Step 3 page is displayed.

Address: <http://localhost/txGradebook/Registration/Registration.aspx> Go Links

Gradebook

### Registration Step 3

Please provide answers to three personal questions, when verifying your identity to recover a lost password, one of these three will be asked at random.

Question 1: WHAT IS YOUR MOTHERS MAIDEN NAME? ▾  
Answer 1: Rossum

Question 2: WHAT COUNTRY DO YOU LIVE IN? ▾  
Answer 2: America

Question 3: WHAT KIND OF VEHICLE DO YOU DRIVE? ▾  
Answer 3: Honda

Next

Step 3:

1. In the Question 1 field, select a question to which you will provide an answer. The questions are asked in the event that you lose your registration information.
2. In the Answer field, type the answer to Question 1. You will be required to answer the question correctly in order to recover your registration information. Be sure to select questions for which you will easily remember your answer. Answers are case-sensitive.
3. Repeat the process for Question 2 and Question 3.

---

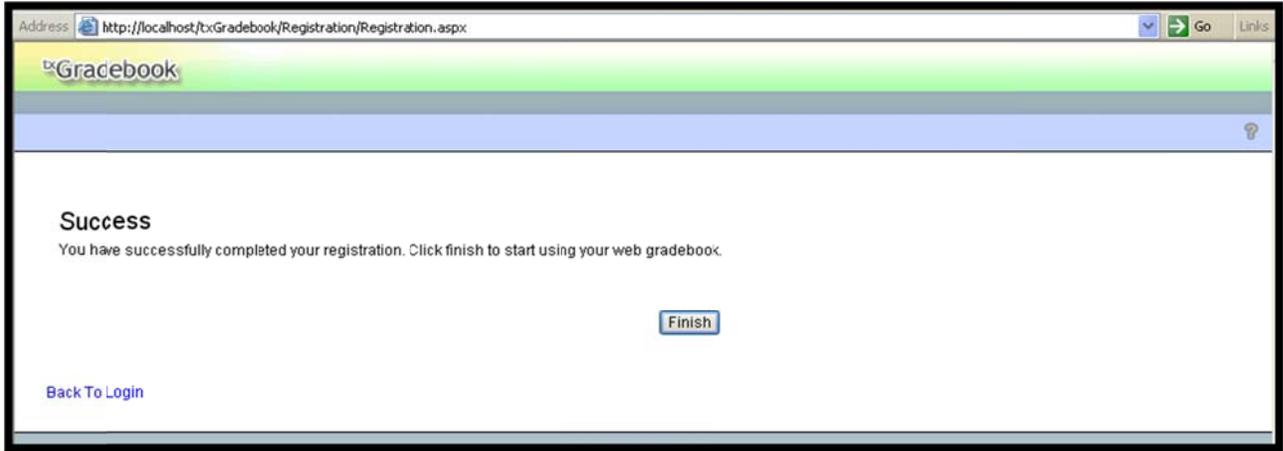
**Note:** You must select three different questions. You cannot repeat any questions/answers on the page.

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4. Click Next.

- If you entered any data incorrectly, a red asterisk is displayed next to the fields with incorrect data. You must provide the correct data to continue.
- If you entered all required data, a "Success" message is displayed.

5. Click Finish. You are redirected to the Announcements page.



### Reset your account:

Your account can be set to R (reset) under the following circumstances:

- Your account must be reset if you forgot your password and user ID. You are not allowed to register for another account, because you can have only have one user ID associated with your employee ID.

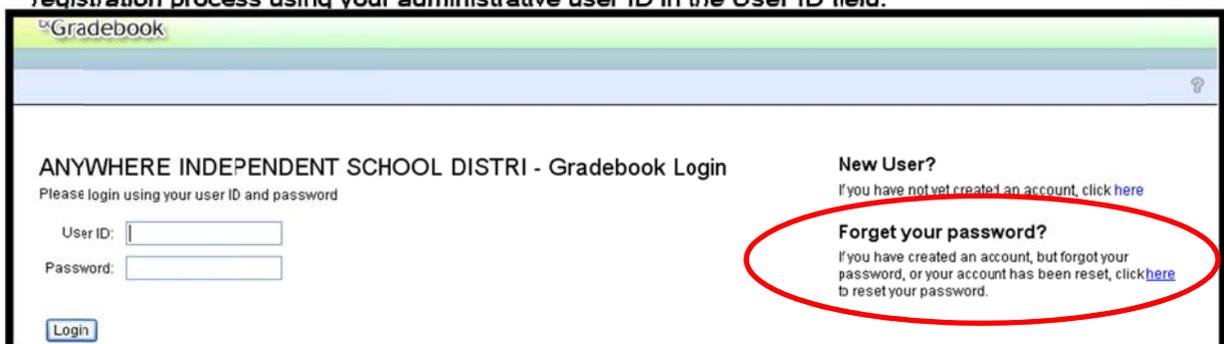
If you forgot your password and user ID, contact the campus administrator to have your account reset. The administrator will provide you with your user ID, and your account status will be changed to R to indicate that your account was reset.

The next time you attempt to access txGradebook, click the link under Forget your password to go to the Reset Password page. Proceed through the process for resetting your password using your original user ID in the User ID field. Once you log on to txGradebook, you can use the [Update Profile](#) page to change your PIN and hint questions if necessary.

- If your account is locked due to multiple login attempts using invalid data (user ID/password), you must contact the campus administrator to have your account reset.

The next time you attempt to access txGradebook, click the link under Forget your password to go to the Reset Password page. Proceed through the process for resetting your password using your original user ID in the User ID field.

- If your account is set to R because you are a new administrative user, when you register for txGradebook, click the link under New User to go to the Registration page. Proceed through the registration process using your administrative user ID in the User ID field.



# Attendance Process

- **Teacher logs in to Grade book each day and chooses the attendance menu.**
- **The attendance page defaults to today's date and the first unposted period.**
- **Teacher marks absences and tardies.**
- **Teacher must post even if all students are present.**
- **Teacher saves and posts attendance.**
- **Office monitors posting by checking report of teachers that have not posted.**
- **Data is available in TxEIS Attendance as soon as the teacher posts/saves the data.**
- **Teachers can view but not make changes to periods that have already been posted.**

# Post/View Attendance

Gradebook District: ANYWHERE INDEPENDENT SCHOOL DISTRI Campus: ANYWHERE HIGH SCHOOL

Home Attendance Grades Reports Settings Admin 141 - BOOKER, READ | logout

Attendance > Post/View Attendance

Date: 08/27/09 Period: 01 Print

Attendance

PIN:  Post Attendance

Date: 08/27/09 Period: 01

Student ID	Last name	First name	Attendance			Grade	Course Section
500010	ABBOTT	BILLY J	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500099	ACAPELL	SHARON S	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500001	CREAM	BARRY	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500021	CREAM	LARRY	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500031	JACKSON	JACK D	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500013	JOHNSON	MIKE R	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500029	JOHNSON	MORRIS L	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500032	JONES	DARLENE A	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500028	NEWMAN	CASSANDRA N	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500012	NEWMAN	SHARON R	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500034	NORRIS	MORRIS N	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500027	PHILLIPS	DARLENE S	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500011	PHILLIPS	MCKENZIE L	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500022	RAMBLER	MARGARET	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500002	RAMBLER	MOESHOE	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500014	ROMALATE	DANIEL J	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500030	ROMALATE	DICK N	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500033	SMITH	CASSANDRA R	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
500035	STEPHENS	DICK L	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
888882	Thomas	Gwen G	<input type="radio"/> Absent	<input type="radio"/> Tardy	<input checked="" type="radio"/> Present	11	01 W GEOGRAPHY (4115-05)
# Students: 20							

PIN:  Post Attendance

## Attendance > Post/View Attendance

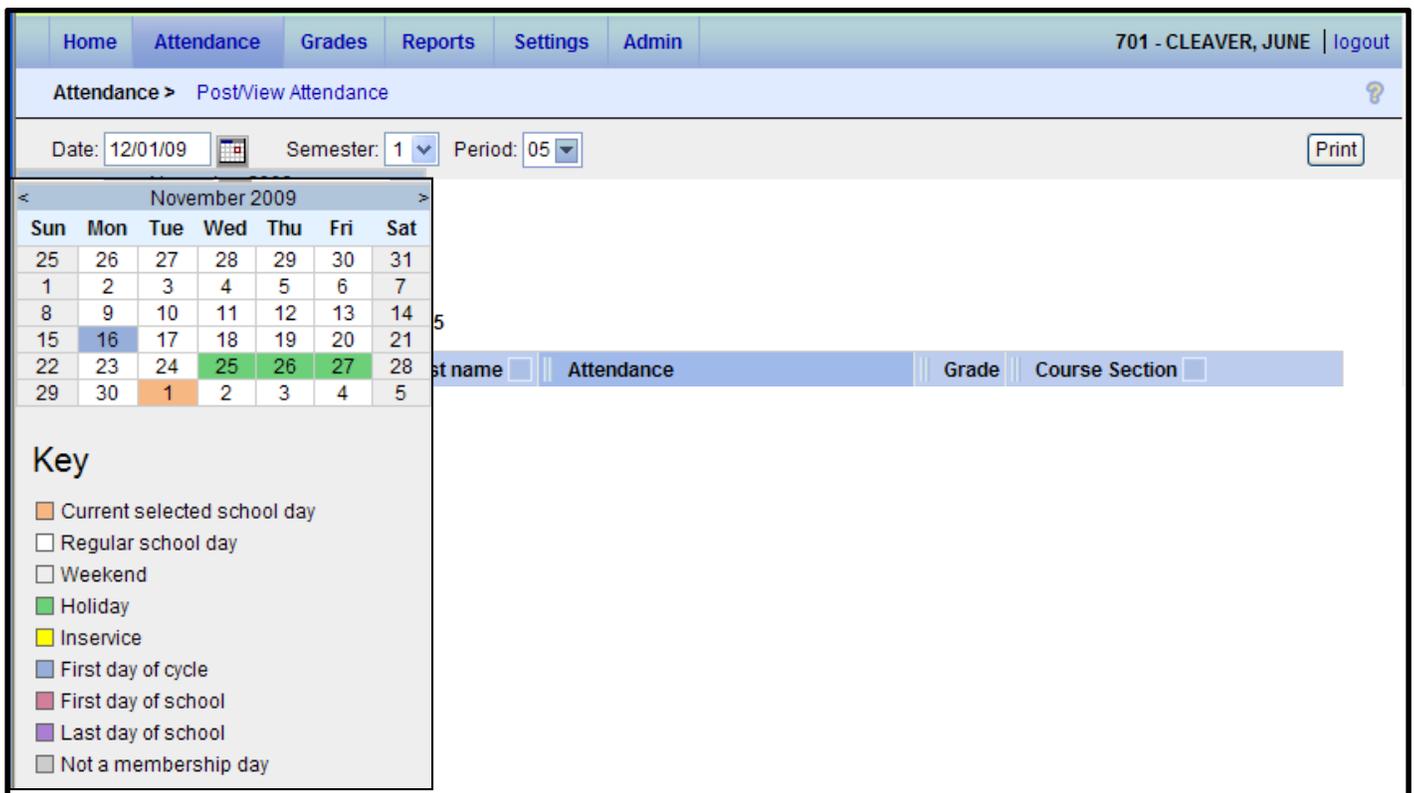
The Post/View Attendance page allows you to record and post attendance for each period. You can also use the page to view attendance data that has already been posted. You can post the data only once for each period/course. If you discover an error after you have posted, you must contact the attendance clerk to correct the error.

### [Notes about the first day of school](#)

- Note:**
- The Absent and Tardy fields are disabled during the ADA period, on the first day of school, and on the first day of enrollment.
  - The Absent and Tardy fields are enabled during the ADA period if the student has a withdrawal reason of 33 (status change).

### Record attendance:

1. The Date field displays the current date by default. You can type another date in the MMDDYYYY format, or click  to select a valid date from the calendar.
  - The calendar is color-coded according to the track, and a legend is provided for the colors. For multi-track campuses, the tracks are listed below the date and are highlighted with color coding, when applicable.
  - You cannot select a date outside the current calendar year. Valid school dates begin with the earliest meeting day for any track at the campus and end with the latest meeting day for any track at the campus. If you type or select an invalid date according to the calendar, an error message is displayed on the right side of the Date field. You must type or select a valid date.



Home Attendance Grades Reports Settings Admin 701 - CLEAVER, JUNE | logout

Attendance > Post/View Attendance ?

Date: 12/01/09  Semester: 1 Period: 05

< November 2009 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Key**

-  Current selected school day
- Regular school day
- Weekend
-  Holiday
-  Inservice
-  First day of cycle
-  First day of school
-  Last day of school
- Not a membership day

Student name  || Attendance  || Grade  || Course Section

- You can select a Saturday if Saturday is a valid attendance date, even if the course does not meet on Saturday. This may be used for bad weather makeup days.
  - To close the calendar, you must click a valid date on the calendar or click the calendar icon.
- 

- Note:**
- Some campuses may not allow you to post attendance for a prior date. In this case, the Post Attendance button is not displayed for prior dates.
  - Courses are only displayed on the days met. For example, if a course meets only on Monday, it is displayed only when the attendance date is a Monday.
- 

2. The Semester field displays the semester of the selected date by default. Click  to view another semester.
3. In the Period field, click  to select the period/course for which you want to view or record attendance. Only valid attendance periods are displayed in the drop-down list. The drop-down list provides period numbers with the courses you teach at each period. By default, the page displays the first period for which you have not posted attendance.
  - The list of active students for the selected date and period/course is displayed. The student ID, name, grade level, and course section are displayed for each student.
  - If you teach multiple courses for the selected period, all students in all courses are displayed.
  - If you select a date/period combination for which no course is taught, an error message notifies you that no students are enrolled in the selected date and period.
  - Attendance can be posted only once for each date/period. If you already posted attendance for this date/period, the period is shaded in the drop-down list. If you select a shaded period, a message notifies you that attendance has been posted for this date/period, and a view-only list is displayed.
4. By default, all students are set to Present. For students who are tardy or absent for this date/period, mark accordingly in the Attendance fields.
  - The Student ID field displays the student's ID. You can click the student ID to view the [student's profile](#). The total number of students enrolled in this period is displayed at the bottom of the column.
  - The Last name and First name fields display the names of the students in the course for the period selected.

Last name column in the Secondary field.

- The Grade field displays the student's grade level.
  - The Course Section field displays the course section in which the student is enrolled.
  - New students are indicated with **NEW** beside their student ID. The icon remains for one day only.
- 

- Note:** Students whose first day (or reentry day) is not the official first day of school cannot be marked absent during the ADA period on their first day. The Absent option is disabled.
-

- As you mark students Absent or Tardy, the rows change color. Tardy students are shaded yellow, and absent students are shaded red.
- 

**Note:**

- The Absent and Tardy buttons are enabled during the ADA period if the student has a withdrawal reason of 33 (status change).
- If the district allows tardies during the ADA period, the tardies may only be valid during a set number of minutes for the period. After this number of minutes has passed, the student should no longer be marked as Tardy and should be marked as Absent, although the program does not prevent you from marking a student as Tardy (except on the first day of semester 1). The number of minutes is determined by the district (and set in the config file). If applicable, a message is displayed above the table indicating when tardies are valid.

- 
- If a student's absence is preposted (e.g., a scheduled band trip or a student who called in sick), the student is shaded gray, and the Attendance field displays the reason for his absence. Preposted absences are handled by the attendance clerk, so you are not able to mark attendance for the student.
  - Students who are on a track that does not meet on the selected date are displayed on the page; however, the Absent/Tardy/Present fields are replaced by a message indicating that the date is not a membership day for the student.
  - If the attendance clerk entered comments associated with a student's pre-posted attendance for the date displayed, the comments icon  is displayed next to the pre-posted attendance.
    - Click  to view the comments. The Comments dialog box opens, and the comments are displayed. The date/time and user ID of the person who entered the comments are also displayed.
    - Click Close to close the Comments dialog box.
  - Students in self-paced and nongraded courses are included on the attendance list.
  - Students whose attendance is excluded from reporting are included in the list, but you are not able to record attendance for the students. This is a rare circumstance.
  - If a student withdrew from the course, he is no longer listed.
  - If attendance is already posted for the selected date/period/course, the attendance data is view only.

- Student absences and tardies are highlighted, and you can click  to view any comments associated with the absence.
  - If a student withdrew from the course since attendance was posted for the date, his attendance record is displayed.
  - If a student's enrollment date is after the selected attendance date, his attendance record is not displayed.
  - The Star of Life icon  is displayed for any student who has medical circumstances you should be aware of. To view details, click  or the student ID. The [student's profile](#) page opens and displays relevant data in the Medical Alerts section.
5. The columns can be [sorted](#) according to your preferences. If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.
  6. To print the attendance roster for one period or all periods, click Print. The [Attendance Roster Report Selection](#) page is displayed allowing you to make selections for printing the Attendance Roster report.

#### Post attendance:

After you have recorded attendance for the course, review your input carefully. You can post the data only once for each period/course. If you need to correct attendance after you have posted, you must contact the attendance clerk to correct the error. Follow procedures established by the campus (e.g., print the posted attendance report, make any corrections, sign the report, and submit it to the campus administrators).

When you are satisfied with your attendance input, you must post the data.

1. In the PIN field, type your four-digit PIN.
  - For your convenience, the PIN box and Post button are displayed at the top and bottom of the attendance list. You can use either box to post attendance.
  - The field is disabled for inquiry-only users.
2. Click Post.
  - If you indicated that all students are present (and no absences were previously entered by the attendance clerk), a message is displayed prompting you to confirm that all students are marked present.
 

Click Continue to confirm. Attendance is posted, and the All Present flag is set to Y (yes) in the database. Otherwise, click Cancel, and the attendance is not posted.
  - If your changes were saved successfully, the page reloads with a message indicating that the attendance was posted successfully. The attendance list is view only.
  - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN before you can continue.

If your campus does not allow you to post attendance for a prior date, the Post Attendance button is not displayed for prior dates.

# Student Profile

The Student Profile information pages display demographic and course-related data for the student selected, including contact information, attendance record, class schedule, assessment data, and photo. The Student Profile pages are not available through the menus. You must access the Student Profile pages by clicking a student's ID on the Attendance, Seating Chart Setup, Assignment Grades, Cycle Grades, or IPR Selection pages.

**Attendance**

PIN:

Date: 04/30/08    Period: 04

Student ID	Last name	First name	Attendance	Grade	Course Section
<a href="#">999993</a>	CANN	PIPER	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	04 IPC (H002-01)

From any of these pages, when the user clicks on a Student ID number, which is a hyperlink, the Student Profile page is displayed. This page is split horizontally with the top portion of the page continuously displaying the student information. The bottom of the page displays whichever data the user selects from the list of links on the left of the page.

# STUDENT PROFILE

Gradebook District: Lakeview ISD

Home Attendance Grades Reports Settings Admin

### Admin Student Grades - Find Student

Student ID:  or Last Name:  First Name:

Campus ID:

#### Search Results

Selection	Student ID	Last name	First name	Campus	Grade	Campus Enrollment Date	Campus Withdrawal Date
<input type="radio"/>	012485	ABELL	HARRISON A	101	03	8/22/2011	
<input type="radio"/>	013121	ABRAMS	ALEXANDRA L	041	06	9/22/2011	
<input type="radio"/>	012061	ADAMS	ALEXANDER J	001	09	8/29/2011	
<input type="radio"/>	012347	ADCOX	MONIQUE A	101	03	8/22/2011	
<input type="radio"/>	012464	ADCOX	NICOLE M	101	05	8/22/2011	
<input type="radio"/>	011519	ADLAWAN	CODY A	101	04	8/22/2011	
<input type="radio"/>	011992	AERNI	ERIN L	041	08	8/22/2011	
<input type="radio"/>	011811	AERNI	SAMUEL R	041	07	8/22/2011	
<input type="radio"/>	010818	AGUILAR	SARAH J	101	05	8/22/2011	
<input type="radio"/>	012564	AKINS	CADEN L	041	06	8/22/2011	8/23/2011
<input type="radio"/>	012650	AKINS	CARSON L	101	03	8/22/2011	
<input type="radio"/>	012704	AKINS	HOLLIE N	101	05	8/22/2011	
<input type="radio"/>	012078	ALDOVER	ALYNNIE R	001	09	8/22/2011	
<input type="radio"/>	013209	ALDOVER	THOMAS G	101	EE	8/22/2011	
<input type="radio"/>	012973	ALEXANDER	KYLE A	101	01	8/22/2011	
<input type="radio"/>	013107	ALLEN	JULIA T	101	01	8/30/2011	
<input type="radio"/>	013119	ALLEN	MADELERNE M	041	08	8/22/2011	
<input type="radio"/>	013240	ALLEN	MISHALAN	041	07	8/22/2011	
<input type="radio"/>	011428	ALLEN	NICOLE FRANCINE C	041	08	8/22/2011	

click on the student's ID number to view the student profile

# CONTACT INFO

Gradebook Close Window | ?

### Student Information

student ID	name	sex	age	date of birth
500010	ABBOTT, BILLY J	M	15	02/01/1994
grade level	campus ID	entry date	withdrawal date	
11	001	08/24/2009		

**special programs**

At Risk ESL G/T Spec Ed

### Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Other/Cell Phone	Address
ABBOTT, JOHN LEE	Father	(903) 999-1212	(903) 999-2222 ext. 12	(903) 449-1234	201 PINE VALLEY ROAD, KILGORE, TX 75662
ABBOTT, JACK	Brother	(903) 999-3333	(903) 999-7777		KILGORE, TX
WELBY, MARCUS	Doctor	(903) 999-9120			178 HOSPITAL DRIVE, KILGORE, TX 75662

Print

# ATTENDANCE

Gradebook
Close Window | ?

### Student Information

student ID	name	sex	age	date of birth
500010	ABBOTT, BILLY J	M	15	02/01/1994
grade level	campus ID	entry date	withdrawal date	
11	001	08/24/2009		

**special programs**

At Risk ESL G/T Spec Ed

### Student Attendance

Attendance from, Date: 8/24/2009 to, Date: 8/27/2009

Total Unexcused Absences: 3 Total Excused Absences: 0 Total Tardies: 1

date	periods						
	1	2	3	4	5	6	7
08/25/2009	U		T			U	
08/26/2009					U		

**Legend**

T: TARDY  
U: UNEXCUSED

**Contact**

**Attendance**

**Schedule**

**Photo**

**TAKS**

**EOC**

**STAAR 3-8**

**AT/SAT/ACT**

**AP**

**ITBS**

**Print**

# STUDENT SCHEDULE

Gradebook
Close Window | ?

### Student Information

student ID	name	sex	age	date of birth
500010	ABBOTT, BILLY J	M	15	02/01/1994
grade level	campus ID	entry date	withdrawal date	
11	001	08/24/2009		

**special programs**

At Risk ESL G/T Spec Ed

Show Withdrawn Courses

### Student Schedule

**Semester 1**

Course	Period	Title	Teacher	W/D	Room	Days
4115 05	01	W GEOGRAPHY	BOOKER, READ			MTWRF
0004 01	02	ENGLISH 3	MCGAHEI, SUELEE			MTWRF
2312 03	03	GEOMETRY	LAPRADEE, LEO			MTWRF
0062 01	04	FOOD SCI & TECH	JACKSON, MIKE			MTWRF
6111 05	05	SPANISH 1	COOPER, MAX			MTWRF
3315 03	06	CHEMISTRY	WILCOX, BILL			MTWRF
0119 07	07	BAND 3	JONES, TOM			MTWRF
5115 01	08	GIRLS ATH	BOOKER, READ			MTWRF

**Semester 2**

Course	Period	Title	Teacher	W/D	Room	Days
4115 05	01	W GEOGRAPHY	BOOKER, READ			MTWRF
0004 01	02	ENGLISH 3	MCGAHEI, SUELEE			MTWRF
2312 03	03	GEOMETRY	LAPRADEE, LEO			MTWRF
0062 01	04	FOOD SCI & TECH	JACKSON, MIKE			MTWRF
6111 05	05	SPANISH 1	COOPER, MAX			MTWRF
3315 03	06	CHEMISTRY	WILCOX, BILL			MTWRF
0119 07	07	BAND 3	JONES, TOM			MTWRF
5115 01	08	GIRLS ATH	BOOKER, READ			MTWRF

**Contact**

**Attendance**

**Schedule**

**Photo**

**TAKS**

**EOC**

**STAAR 3-8**

**AT/SAT/ACT**

**AP**

**ITBS**

# PHOTO

(available if student photos are uploaded and stored in the system)

Gradebook Close Window | ?

**Student Information**

student ID	name	sex	age	date of birth
500010	ABBOTT, BILLY J	M	15	02/01/1994
grade level	campus ID	entry date	withdrawal date	
11	001	08/24/2009		

**special programs**

At Risk ESL G/T Spec Ed

**Photo**



[Contact](#)  
[Attendance](#)  
[Schedule](#)  
[Photo](#)  


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[TAKS](#)  
[EOC](#)  
[STAAR 3-8](#)  
[SAT/SAT/ACT](#)  
[AP](#)  
[ITBS](#)

# ASSESSMENT DATA

(available if test data has been uploaded into TxEIS)

Gradebook Close Window | ?

**Student Information**

student ID	name	sex	age	date of birth
500010	ABBOTT, BILLY J	M	15	02/01/1994
grade level	campus ID	entry date	withdrawal date	
11	001	08/24/2009		

**special programs**

At Risk ESL G/T Spec Ed

**STAAR 3 - 8 Results**

Detail	Admin Date	Tst Grd Lvl	Grd Lvl Enroll	READING							MATH							WRITING					
				Tst Ver	Scr Cd	Scr Dflt	Raw Scr	Scr Scr	Above Grd	Disruption Flag	Tst Ver	Scr Cd	Scr Dflt	Raw Scr	Scr Scr	Above Grd	Disruption Flag	Tst Ver	Scr Cd	Scr Dflt	Raw Scr	Scr Scr	Disruption Flag
Q	04-2015	07	07	S	S		28	1568	No		S	S		17	1530	No		S	S		34	3292	
Q	03-2016	08	08	S	S		24	1545	No		S	S		15	1487	No							
Q	05-2016	08	08																				

[Contact](#)  
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[Schedule](#)  
[Photo](#)  


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[TAKS](#)  
[EOC](#)  
[STAAR 3-8](#)  
[SAT/SAT/ACT](#)  
[AP](#)  
[ITBS](#)

# Grades Process- Summarized Steps

*One time set up:*

**1. Create/Add/Copy Categories (assignment groups)**

[Select-- Grades>Settings>Administer Categories]

Assign weights to assignment categories

*As needed, before entering grades:*

**2. Create/Add/Copy Assignments**

[Select-- Grades>Settings>Administer Assignments]

Copy assignments to different classes, set due dates

*Daily/Weekly, as needed:*

**3. Grade Assignments**

[Select-- Grade> Assignment Grades]

*End of three week – progress grading period:*

**4. Complete assignment grading for interim progress**

**5. Print IPR's (if campus policy includes teacher printing of IPRs)**

[Select-- Grades>Grades> Print IPR]

*(a copy save because IPR grades are not saved in the system)*

*End of grading cycle – due date set by campus office:*

**6. Complete assignment grading for report cards**

**7. Check for missing, blank, incomplete grades and missing exams**

[Select --Grades>Reports>Blank/Missing Grades]

[Select-- Grades>Reports>Missing Exam Grades]

**8. Verify cycle average, add citizenship grade, comments, then mark ready to post.**

[Select-- Grades>Cycle Grades]

**9. After grades are posted by the office, communicate further cycle grade changes to the campus office.**

# Administer Categories

District: ANYWHERE INDEPENDENT SCHOOL DISTRI Campus: ANYWHERE HIGH SCHOOL

Home Attendance Grades Reports Settings Admin 141 - BOOKER, READ | logout

Settings > Update Profile Administer Categories Administer Assignments Course Note

Semester: 1 Course Section: 02 W GEOGRAPHY (4115-01)

### Administer Categories

**Weighting Type**

Percentage  Point  Multiplier

**Available Categories**

Drag and drop categories from this list onto the selected categories table.

DAILY WORK

LAB

TESTS

Add new category type

Selected Categories							
		Cycle 1		Cycle 2		Cycle 3	
Delete	Category name	% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
<input type="checkbox"/>	DAILY WORK	50	0	50	0	50	0
<input type="checkbox"/>	TESTS	50	0	50	0	50	0
Totals		100	>>	100		100	

PIN:  Save

[Copy categories to other course sections...](#)

## Settings > Administer Categories

The Administer Categories page allows you to establish categories that describe the types of assignments you will use in the selected semester and course section. An initial set of categories, defined by the campus, is set at the beginning of the year. If you have an assignment that falls under a category that is not included in the list, you can create a new category, if allowed by the campus. The category you create is added to the master list and will be available for all teachers to use. The list of categories will continue to grow as you and the other teachers add categories.

For your selected categories, you must specify the type of weighting to use for calculating averages (percent-based, point-based, or multiplier-based). You can also assign your own category colors to enable color-coding of assignments on the Assignment Grades page.

From this page, you can also copy categories from one course to other course sections.

### Set up categories:

1. In the Semester field, click  to select the semester for which you want to set up categories.
2. In the Course Section field, click  to select the course section for which you want to set up categories.

The available categories are listed under Available Categories, and your current category list for the selected course section is displayed under Selected Categories.

3. Under Weighting Type, click  to select the weighting type you want to use for the categories. You must use the same weighting type for all cycles in a semester.

- **Percentage** - If you select percent-based weighting, you will assign percentages to each category. The percentages must total 100%.
- **Point** - If you select point-based weighting, you will provide point values for each category. The point values must equal the total number of points for the cycle. When using point-based weighting, the categories are only used for grouping similar assignments. The calculation is based on the total points, not weighting.
- **Multiplier** - If you select multiplier-based weighting, you will provide 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.

See the [Calculate Averages How To guide](#) (PDF) for an explanation of calculating averages for each weighting type.

---

- Note:**
- You cannot change the weighting type if you have entered assignment grades for any category.
  - You cannot change the weighting type for the second semester of a two-semester course. The weighting type must be the same for all semesters of a course.
  - If you post an override cycle grade for a student even if there are no categories for the course, the weighting type is automatically set to percentage.
  - Each weighting type is only displayed if the campus allows the weighting type (or if the teacher has already started using the weighting type before the restriction was put in place). Any weighting types not allowed by the campus are not displayed.

If you are using a weighting type that the campus decides to disallow partway through the current year, the following applies:

- You can continue to use the weighting type until the end of the current year. After the current year, that weighting type will no longer be available.
  - If you select another weighting type during the current year, you will not be able to reselect the disallowed weighting type.
  - (TxEIS only) If a category is specific to a particular weighting type (as specified in Grade Reporting on the Maintenance > Gradebook Options > Campus > Categories tab in the Weight Type field), the category is only displayed on this page if the appropriate weighting type is selected.
- 

#### 4. Under Available Categories, the available categories are listed in alphabetical order.

- If a category weight is locked (as specified by the Lock Weight field on the campus-level categories maintenance page), a lock icon  is displayed next to the category name. The weight specified by the campus must be used and cannot be changed.
- To add a new category to the list of available categories, click Add new category type. The Add Category section is displayed below the available categories. If the campus disallows teachers from adding categories, the Add new category type button is disabled, and you cannot add new categories; you must use the categories established by the campus.

- In the Category Name field, type the name of the new category. You cannot type a name that is already included in the list of available categories. Please type carefully to avoid spelling errors.

Category names are not case-sensitive (e.g., if quiz already appears in the list, you cannot add Quiz).

- In the PIN field, type your four-digit PIN.
- Click Add. The new category is displayed in the list of available categories in alphabetical order. You can then double-click it or drag it to your category list.

If you type your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN before you can continue.

- To close the Add Category section without adding a new category, click Cancel.
- Once a category is added to the list of available categories, it cannot be deleted from the list. If you add a category by mistake, you must contact your campus administrator to have it removed at the campus level. The category cannot be removed if it has assignments associated with it.

#### 5. Under Selected Categories:

- All categories for the selected course section are displayed for all valid cycles in the semester.
  - To add one of the available categories to your category list, click on the available category and drag it to your category list. Or, double-click the available category. The category is displayed at the bottom of your category list. If there is a default or locked weight, it is copied to the open cycles.
  - To remove a category from your category list, click ✕ beside that category in the Delete column.

---

**Note:** You cannot delete a category that has assignments associated with it. The ✕ is not displayed for those categories. If you need to delete a category and the ✕ is not displayed, check for grades and assignments for all cycles within the semester you are working with. All grades and assignments for the semester must be deleted first, including grades for withdrawn students. Note that all grades must be deleted before you can delete assignments.

---

- If a cycle is closed, the column heading for the cycle displays (closed), and the data cannot be changed.
- The table changes according to your selection in the Weighting Type field. For each cycle, the column heading is % Weight, Points, or Multiplier, according to your selection. For each category you add to your list, enter the appropriate values.
  - If you select Percentage for weighting type, the percentages must total 100%.
  - If you select a category created at the campus level, and the campus entered a weight for that category, the weight is displayed in the % Weight field for the category. You can change the weight, unless the campus locked the weight for the category. If the weight is locked, the weight is displayed in the field and cannot be changed.
  - If you select Point for weighting type, you cannot enter the total point values in the Points field. The field automatically displays the sum of the total points entered for all assignments for the category. For example, on the Administer Assignments page, if you enter five quizzes in the Quiz category, each with total points set to 100, the field displays 500.

- If you select Multiplier for weighting type, you must enter a value between 1-9 for the Multiplier field.
- In the Color column, click  to select a color for the category. A dialog box opens allowing you to select a color. Click a color to select it.
  - The color is used to color-code assignments on the Assignment Grades page.
  - By default, no color is assigned to the category.
  - The color can be changed any time.
- In the # Drop column for each cycle, type the number of items to be dropped during a cycle. For example, you may want to drop the student's three lowest grades from the homework category. The student's category average will always reflect the dropped grades.

---

**Warning:** If all assignments in the category do not have the same total points value (as entered on the Administer Assignments page), 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.

---

- Only non-excluded grades are dropped. If you exclude an assignment for a student on the Assignment Grades page, the assignment is not counted as one of the grades that will be dropped.
  - If you do not want to drop any grades from the category, type 0.
  - Note that you can specify on the Administer Assignments page if you do not want to drop a specific assignment within the category.
6. After you enter the weighting type value and number of assignments to drop for cycle 1, you can click  to copy the values to cycles 2 and 3.

### Save categories:

Before you leave the page, you must save your changes.

1. In the PIN field, type your four-digit PIN. The field is disabled for inquiry-only users.
2. Click Save.
  - If your changes were saved successfully, the page reloads with a message indicating that the categories were saved successfully.
  - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN to continue.
  - If the cycle is closed, you cannot save any changes. The button is disabled; the button says All Cycles Closed. If you attempt to make changes, a warning message notifies you that changes were not saved.
3. If you change any data on the page and then attempt to leave the page without saving the changes, a warning message is displayed. This includes attempting to change the Semester or Course Section fields before you save changes.

- Click Continue to leave the page without saving your changes.
- Click Cancel to return to the page and save your changes.

**Copy categories to another course section:**

Once you save the categories for a course, you can copy the categories to another course section.

1. Use the Semester and Course Section fields to select the course section from which you want to copy categories.
2. Click Copy categories to other course sections. The Copy Categories page is displayed. Review the Help for the [Copy Categories](#) page for additional instructions on copying categories.

# Administer Assignments

Gradebook District: ANYWHERE INDEPENDENT SCHOOL DISTRI Campus: ANYWHERE HIGH SCHOOL

Home Attendance Grades Reports Settings 141 - BOOKER, READ | logout

Settings > Update Profile Administer Categories Administer Assignments Course Note

Semester: 1 Cycle: 1 Course Section: 01 W GEOGRAPHY (4115-05)

### Administer Assignments

Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Notes
	European Map chart	DAILY WORK	Date: <input type="text"/>	Date: <input type="text"/>	100	<input type="checkbox"/>	<input type="text"/>
	chapter one worksheet	DAILY WORK	Date: <input type="text"/>	Date: <input type="text"/>	100	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	pop quiz chpater one	TESTS	Date: <input type="text"/>	Date: <input type="text"/>	100	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	six weeks class participation	DAILY WORK	Date: <input type="text"/>	Date: <input type="text"/>	100	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Europe poster project-X-credit	TESTS	Date: <input type="text"/>	Date: <input type="text"/>	0	<input checked="" type="checkbox"/>	<input type="text"/>

PIN:

[Copy assignments to another course section / cycle...](#)

## Settings > Administer Assignments

The Administer Assignments page allows you to enter assignments for your active courses, including extra credit assignments. You can also copy the assignments to other courses.

This page allows you to administer assignments for both category-based (i.e., regular) courses and standards-based/skills-referenced courses; different fields are displayed according to the type of course.

---

- Note:**
- Categories must be established for the course before you can enter assignments.
  - For percentage-based weighting, assignments cannot be added unless category weights are set up and total 100. Otherwise, an error message is displayed.
  - For each assignment you create, you must specify an assignment category (unless the course is standards-based/skills-referenced) and enter an assignment description and the total number of possible points for the assignment. You can also enter the assignment date and due date, which are helpful when sorting grades on the Assignment Grades page.
  - You can only enter assignments for active courses.
  - Assignment names must be unique within each category.
  - You cannot make changes to assignments once the cycle is closed.
  - For courses that are part of a course group, any changes to an assignment will apply to all courses in the group. An assignment can only be modified or deleted if no grades exist for the assignment for any course in the group.
- 

### Set up assignments:

1. In the Semester field, click  to select the semester for which you want to enter assignments.
2. In the Cycle field, click  to select the cycle for which you want to enter assignments.
3. In the Course Section field, click  to select the course section or group for which you want to enter assignments.
4. Click Retrieve Data.

All assignments that have previously been entered for the semester/cycle/course section are displayed. Otherwise, the message "No Assignment Exists" is displayed.

5. To add a new assignment if a blank row is not available, click Add new assignment. You can also press TAB from the last field on the previous row. A new row is displayed at the bottom of the assignments list.
  6. In the Assignment Name field, type a name for the assignment (e.g., Pop Quiz 1). The field can be up to 50 characters and is required.
-

**Note:** It is helpful to keep the assignment name as brief as possible; however, the name should be descriptive enough to distinguish it from other assignments. Longer assignment names require more space on the Assignment Grades page, which may result in a more cumbersome page.

---

- Assignment names can be changed at any time, as needed.
- You cannot add duplicate assignment names within a category. If you attempt to enter an assignment name that already exists for the category, a message is displayed indicating that there is an assignment with the same name.

See [Notes on Special Characters and Copy/Paste From Other Documents](#).

7. In the Category field, click  to select a category for the assignment.

- The categories are established on the Administer Categories page.
  - If a color has been assigned to the category on the Administer Categories page, the drop down displays the assigned color.
- 

**Note:** The Category field is not displayed for standards-based/skills-referenced courses; the Edit Skills column is displayed instead.

---

8. For standards-based/skills-referenced courses, in the Edit Standards/Skills field, the number of standards/skills currently associated for the assignment is displayed. To view or edit the standards/skills, click the # Standards/# Skills link. The Editing Standards/Skills for Assignment: *Assignment Name* dialog box is displayed.

- Under Available Standards/Skills, all available standard-sets/skillsets and associated standards/skills are displayed. Select the standards/skills you want to associate with the assignment. An assignment cannot be saved unless it has at least one standard/skill associated with it.
    - Click a standard/skill once to select it.
    - To select multiple consecutive standards/skills, click the first standard/skill, and then press and hold SHIFT while clicking the last standard/skill in the range.
    - To select multiple nonconsecutive standards/skills, click a standard/skill, and then press and hold CTRL while clicking the other standards/skills.
  - Click Add >> to associate the selected standards/skills with the assignment. The standards/skills are displayed under Selected Standards/Skills under the appropriate standard set/skillset name.
  - To remove a standard/skill for an assignment, select the standard/skill under Selected Standards/Skills, and then click << Del. The standard/skill is displayed under Available Standards/Skills and is no longer associated with the assignment.
- 

**Note:** You cannot delete a standard/skill if there are any assignment grades for the standard/skill.

---

- Click OK to close the dialog box and retain the changes. Otherwise, click Cancel to close the dialog box without retaining the changes.

The Edit Standards/Skills field is updated to reflect the number of standards/skills associated with the assignment.

---

**Note:** The Edit Standards/Skills field is only displayed for standards-based/skills-referenced courses; the Category field is displayed for category-based (i.e., regular) courses.

---

9. In the Date Assigned field, type the date the assignment was assigned, or click  to open the calendar and select a valid date. To close the calendar, you must click a valid date on the calendar or click the calendar icon.

**IMPORTANT:** This field is critical for running the Graded Assignment Count report. If this field is blank for an assignment, and you are using the From Date and To Date fields to specify a date range for the report, the assignment is not included in the report. However, if you do not specify a date range when running the report, assignments with blank Date Assigned fields are included in the report.

10. In the Date Due field, type the date the assignment is due, or click  to open the calendar and select a valid date. To close the calendar, you must click a valid date on the calendar or click the calendar icon.

You can set a default date for this field on the Update Profile page in the Default Assignment Due Date field. Valid options are no default date, the current date, or up to five days in the future. You can override the default date as needed.

11. In the Total Points field, type the total number of possible points for the assignment. The Total Points field cannot be zero, unless it is an extra credit assignment. This field is set to 100 by default.
- 

- Note:**
- This field is not displayed for standards-based/skills-referenced courses.
  - If you are using percentage-based weighting, if the field is not set to 100,  is displayed next to the Total Points field. When you click , the Total Point Warning dialog box is displayed indicating that you should review the Help for [Calculating Averages](#) to understand how the grades are calculated in this situation.

The Total Point Warning dialog box is also displayed when you click Save if the points are not set to 100. Select Do not show this message again if you do not want to receive this reminder every time you click Save.

- If you have assigned a rubric chart to this assignment, this field displays the total possible points for the rubric chart and cannot be updated.
- 

**Warning:** If all assignments in a category do not have the same total points value, then the calculations for dropping a specified number of assignments for the category (as indicated in the # Drop field on the Administer Categories page) 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.

---

12. In the Extra Credit field, indicate if the assignment is an extra credit assignment. If the assignment is for extra credit, the Total Points field must be set to zero. This field is not displayed for standards-based/skills-referenced courses or assignments that have a rubric chart assigned.

- Extra credit assignments add points to the average for the category selected.
- If a student has no grade or a zero for the extra credit assignment, it does not count against him when his average is calculated.

See the Extra Credit chapter of the [Calculate Averages How To guide](#) (PDF) for an explanation of calculating averages with extra credit for each weighting type.

13. Select Do Not Drop for an assignment if you do not want to drop that particular assignment, even if it is the student's lowest grade, and you have specified to drop one or more of the lowest grades in a particular category.

This field does not apply to standards-based/skills-referenced courses.

14. (TxEIS only) In the Rubric field, you can assign a rubric chart to the assignment, which allows you to grade the assignment using a rubric chart. The rubric charts are created on Settings > Rubric Setup.

- If a rubric chart is not currently associated with the assignment, the  icon (three black squares) is displayed.
  - Click  to associate a rubric chart with the assignment. The rubric chart dialog box is displayed.

Only rubric charts that you have created, and that have at least one skill and one score, are listed.

- Under Available Rubrics, click  for the rubric chart you want to use. The box becomes yellow  to indicate that it is selected.

The selected rubric chart is displayed under Previewing: *Rubric Name*, where *Rubric Name* is the name of the selected rubric chart.

- Click Assign Selected Rubric. The dialog box closes, and the rubric chart is associated with the assignment.
  - The rubric icon changes to  (four multicolored squares).
  - The Total Points field for the assignment changes to display the maximum possible points for the rubric chart (maximum possible points x skill count) and is read-only.

- If a rubric chart is currently associated with the assignment, the  icon (four multicolored squares) is displayed.
  - Click  to change or remove the rubric chart with the assignment. The rubric chart dialog box is displayed.

- Under Available Rubrics, click  for the rubric chart you want to use. Or, select No Rubric to remove the rubric chart from the assignment. The box becomes yellow  to indicate that it is selected.

The selected rubric chart is displayed under Previewing: *Rubric Name*, where *Rubric Name* is the name of the selected rubric chart. Or, the message "No Rubric" is displayed if you selected No Rubric.

- Click Assign Selected Rubric. The dialog box closes, and the Rubric and Total Points fields are updated on the Administer Assignments page according to your selection.
- 

**Note:** You can change the rubric chart assigned to an assignment only if no grades exist for the rubric chart.

---

15. In the Notes field, click  to add or update optional notes for the assignment. If entered, these notes are viewable in the parent portal, <sup>tx</sup>Connect.

The notes above on special characters for the Assignment Name field also apply to this field.

16. Add or update the note in the Note dialog box, and then click Ok. The Note dialog box closes, and the note icon is yellow  to indicate that a note was entered.
  17. To clear the note for the assignment, click Clear. The Note dialog box closes, and the note icon is gray  to indicate that there are no notes entered.
  18. To modify data for an assignment, type over the existing data with the new information.
  19. To delete an assignment, click  under Delete.
- 

- Note:**
- You cannot delete an assignment if grades have been posted for the assignment. The  is not displayed for those assignments.
  - If you delete grades on the Assignment Grades page in order to delete an assignment, you must be sure to delete the grade for any withdrawn student.
- 

### Save assignments:

Before you leave the page, you must save your changes.

1. In the PIN field, type your four-digit PIN. The field is disabled for inquiry-only users.
2. Click Save.
  - If your changes were saved successfully, the page reloads, and a message is displayed indicating that the assignments were saved successfully.
  - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN to continue.
  - If the cycle is closed, you cannot save any changes. The button is disabled; the button says Cycle Closed. If you attempt to make changes, a warning message notifies you that the changes will not be saved.
3. If you change any data on the page, and then attempt to leave the page without saving the changes, a warning message is displayed. This includes attempting to change the Semester, Cycle, or Course Section fields before you save changes.
  - Click Continue to leave this page without saving your changes.
  - Click Cancel to return to the page and save your changes.

## Copy assignments to another course section:

Once you have saved assignments for a course, you can copy the assignments to another course section.

1. Use the Semester, Cycle, and Course Section fields to select the course section from which you want to copy assignments.
2. Click Copy assignments to another course section/cycle. The Copy Assignments page is displayed. Review the Help for the [Copy Assignments](#) page for additional instructions on copying assignments.

**Gradebook** District: PREV INDEPENDENT SCHOOL DISTRICT Campus: WESTLAKE HIGH SCHOOL

Home Attendance Grades Reports Settings Admin 466 - WISHERT, STEVE R | [logout](#)

Settings > Update Profile Administer Categories Administer Assignments

### Copy Assignments

From course: **NEWSP3 (1836-01)** semester: 2 cycle: 1

Current Event was successfully copied to NEWSP3 (1836-02) cycle 1.  
Current Event was successfully copied to NEWSP3 (1836-02) cycle 1.  
Current Event Quiz was successfully copied to NEWSP3 (1836-02) cycle 1.

Current Event was successfully copied to NEWSP3 (1836-03) cycle 1.  
Current Event was successfully copied to NEWSP3 (1836-03) cycle 1.  
Current Event Quiz was successfully copied to NEWSP3 (1836-03) cycle 1.

**Assignments to copy**

Check all Assignments

Current Event  
 Current Event  
 Current Event Quiz

**Course Sections to which to copy**

Semester: 2

Course	Period	Cycles
		1
NEWSP3 (1836-01)	01	<input type="checkbox"/>
NEWSP3 (1836-02)	03	<input checked="" type="checkbox"/>
NEWSP3 (1836-03)	05	<input checked="" type="checkbox"/>
ENGLISH 1 (1010-18)	04	<input type="checkbox"/>

PIN:

[Back to Assignments](#)

# Assignment Grades

Gradebook District ANYWHERE INDEPENDENT SCHOOL DISTRI Campus: ANYWHERE HIGH SCHOOL

Home Attendance Grades Reports Settings Admin 141 - BOOKER, READ | logout

Gradebook > Assignment Grades Cycle Grades IPR Comments Print IPR Print IPR by Average

Semester: 1 Cycle: 1 Course Section: 01 W GEOGRAPHY (4115-05) Retrieve Data

Category Assignment Due Date Student  
 All Categories All Assignments All Students Show withdrawn

Semester 1 Cycle: 1 Course Section: 01 W GEOGRAPHY (4115-05) Hide Menu

Student ID	Student name	Cycle average	DAILY WORK European Map chart Due:None Max: 100	DAILY WORK chapter one worksheet Due:None Max: 100	TESTS pop quiz chapter one Due:None Max: 100	DAILY WORK six weeks class participation Due:None Max: 100	TESTS Europe poster project-X-credit Due:None Max: 0
500010	ABBOTT, BILLY J	90	92	85			
500099	ACAPELL, SHARON S						
500001	CREAM, BARRY	90	90	85			
500021	CREAM, LARRY	85	80	85			
500031	JACKSON, JACK D	90	78	90			
500013	JOHNSON, MIKE R	90	90	85			
500029	JOHNSON, MORRIS L	85	67	85			
500032	JONES, DARLENE A	87	82	87			
500028	NEWMAN, CASSANDRA N	85	80	85			
500012	NEWMAN, SHARON R	99	99	70			
500034	NORRIS, MORRIS N	85	80	85			
500027	PHILLIPS, DARLENE S	78	78	67			
500011	PHILLIPS, MCKENZIE L	85	80	85			
500022	RAMBLER, MARGARET	90	89	90			
500002	RAMBLER, MOESHOE	85	80	85			
500014	ROMALATE, DANIEL J	94	94	80			
500030	ROMALATE, DICK N	90	80	90			
500033	SMITH, CASSANDRA R	95	80	95			
500035	STEPHENS, DICK L	88	88	85			
888882	Thomas, Gwen G	88	70	88			

Assignments per Page: 5 << Previous 1 - 5 Next >>

Sort Assignments by Date Due in: (Ascending Descending) order.

PIN: Save Grades Calculate Averages

The Assignment Grades page allows you to view and enter assignment grades for students by semester, cycle, and course section. You can view and enter grades for one assignment or all assignments, for one category or all categories, and for one student or all students. You can enter comments and indicators for each assignment grade (e.g., excluded, late, or re-do), and you can print grades by assignment. The page also allows you to accept transfer students into a course and enter a walk-in average for those students.

- For courses with percentage-based weighting, grades cannot be saved unless category weights are set up and total 100.
- If the campus has disabled posting of grades for prior cycles, you cannot make changes to assignment grades for previous semesters/cycles. The Save Grades button is disabled.

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**Note:** If you have a large number of assignments for the current cycle, it is recommended that you avoid selecting All in the Assignments per Page field, as this can cause the page to load slowly.

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### Enter assignment grades:

1. The Assignment Grades page is displayed allowing you to select the course section for which you want to enter assignment grades.
2. The Semester field displays the current semester by default. Click  to view another semester.
3. The Cycle field displays the current cycle by default. Click  to view another cycle.
4. In the Course Section field, click  to select the course section for which you want to enter assignment grades.

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- Note:**
- If you marked the course as ready to post on the Cycle Grades page, the message "[READY]" is displayed in the Course Section drop-down list next to the course.
  - If you have created course groups on the Course Grouping page, the groups are listed in the drop down as well as the individual courses. Any group that does not have courses associated with it is not listed in the drop down.

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5. Click Retrieve Data.

You only need to click Retrieve Data the first time you retrieve a course section. After the first time, the student list automatically reloads when you change the Semester, Cycle, or Course Section field.

- The students and assignments are displayed according to your selections in the previous steps.
- Students are sorted by last name, unless you have specified a custom sort order on the [Arrange Student Order](#) page.

- The Star of Life icon  is displayed for any student who has medical circumstances you should be aware of. To view details, click  or the student ID. The [student's profile](#) page opens and displays relevant data in the Medical Alerts section.
- Next to the student's name, you can click  to add a course note about the student. The note icon is yellow  if a course note already exists for the student. The Student Course Note dialog box opens allowing you to enter or update comments.

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**Note:** These notes are *not* displayed to parents/guardians.

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- The student's name is displayed. Verify that you are adding/updating the note for the correct student.
- Under Saved Notes, any notes that already exist for the student are listed. You can view all notes for courses to which you have access. The note category, author, and date last updated are displayed under Cat, Author, and Last Updated.

[Note category codes](#)

- Under Note, you can update an existing note. The note can have up to 3269 characters. You can only update a note if you created it.
  - To delete an existing note, select Delete for the note. When you click Ok and then save your changes, the note is deleted. You can only delete a note if you created it, or if you are the teacher of record for the course. For example, the teacher of record can delete a note entered by an assistant teacher for the course.
  - Under New Note, click  to select the category code indicating what the new note is related to, such as AT for attendance.
- In the text box, type the new note. You can type up to 3269 characters per note.
- Click Save to save the changes and close the dialog box. Otherwise, click Cancel to close the dialog box without making the changes.

A report of course notes can be run from the Reports menu.

6. In the Category field, click  to select the category for which you want to enter assignment grades.
  - You can select one category or all categories.
  - If a color has been assigned to the category on the Administer Categories page, the drop down displays the assigned color.
7. In the Assignment field, click  to select the assignment for which you want to enter grades. You can select one assignment or all assignments.
8. In the Due Date field, type a date (in the MMDDYYYY format) if you want to limit the assignments displayed to those that are due on or after that date. Or, click  to select a valid date from the calendar. To close the calendar, you must click a valid date on the calendar.
9. In the Student field, click  to select the student for whom you want to enter assignment grades. You can select one student or all students.
10. The assignment grades table displays all students currently enrolled in the course section and the assignments, according to your selections. Enter the grades in the fields provided.

- To temporarily hide the menu and selection options in order to see more students on the page, click Hide Menu. The logo, menu, and selection options disappear from the page. To make the information visible again, click Show Menu.
- The category for each assignment is displayed above the assignment description. The date due and total possible points are also displayed.
- Click the note icon to add
- By default, the page displays only the first five assignments. Click  in the Assignments per Page field to change the number of assignments displayed.

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**Note:** If you have a large number of assignments for the current cycle, it is recommended that you avoid selecting All in the Assignments per Page field, as this can cause the page to load slowly.

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- If there are more assignments than can be displayed on the page, click << Previous and Next >> to view the other assignments.
- By default, the assignment grades table has its own scroll bars that work independently of the page. As data is added to the table, you may need to use the scroll bars to view the entire table. The independent scroll bars are displayed or not displayed according to your setting for the Use Independent Scroll Bars on Assignment Grades field on your Update Profile page. If the field is selected, the table will have vertical and horizontal scroll bars that are independent of the page scroll bars. Otherwise, the table will not have independent scroll bars, and you must use the page scroll bars if the data exceeds one screen.

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**Note:** The independent scroll bars are not available on mobile devices.

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- The Student ID field displays the student's ID. You can click the student ID to view the [student's profile](#).
- The Student name field displays the student's name.
  - Withdrawn students are not automatically displayed. To see withdrawn students in the list, select Show withdrawn. Withdrawn students are displayed in a blue row, and the message "Withdrawn" and the withdrawal date are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class.

To hide withdrawn students, clear Show withdrawn.

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**Note:** The Show withdrawn field is disabled if you are viewing data for a course group. If any modifications are needed for a withdrawn student, please select the actual course the withdrawn student is in to make those changes.

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- No Show students are not displayed.
- If the course is set up to post alphabetical grades, the Show averages as alpha check box is displayed.
  - To display averages as alphabetical grades, select Show averages as alpha.
  - To display the averages as numbers, deselect Show averages as alpha.

For courses that use alphabetical grades, a cookie is set to remember the setting, and the page will always display averages according to the setting by default. Averages are also displayed on the Cycle Grades page according to the setting. Courses that use numeric grades will always display grades numerically.

- The Cycle average field displays the student's working cycle average. The average is updated every time you access the page, click Calculate Averages, or save grades. If the student does not yet have a working cycle average, the field is blank.
  - The working cycle average is calculated according to the weighting selected on the Administer Categories page.
  - The working cycle average is rounded to a whole number. If the decimal value is .5 or greater, the grade is rounded up.
  - If you use percentage-based categories, and you have a category that does not yet have grades (e.g., if it is early in the cycle and you have not administered any tests), the student's working cycle average is calculated based on the percentages for the categories that have grades.

For more information on calculations, view the Help for Weighting Type on the [Administer Categories](#) page.

- (ITCCS only) If you are viewing a posted cycle, and the posted cycle average differs from the calculated cycle average, both grades are displayed in the Cycle Average column. The calculated average is displayed as regular text, and the posted average is displayed as blue text in parentheses. If you hover over the posted average, a message appears indicating that you can request an update from the Cycle Grades page.
- When you enter or change a grade, the table cell turns gray to indicate that the grade was changed but not yet saved. Once you save the assignment grades, the cell is not gray.
- If you type an invalid grade, such as a letter grade that does not have a conversion value, the cell is shaded red. You must correct the entry before you can save the grades.
- Only whole numbers can be entered for numeric grades.
- Dropped grades are italicized.
- Assignments are displayed left to right in ascending order by the due date. (If there is no due date, they are displayed by the date assigned. Otherwise, the date entered is used.) To change the assignment display order to descending, change the Sort Assignments by Date Due in ( Ascending  Descending) order field to Descending.
- The assignments are color-coded according to the category. If a color is assigned to the category on the Administer Categories page, the column displays the selected color.
- If the course is set up for alphabetical or ESNU grade posting, you can type letter grades or numeric grades. If you type a letter grade, it is automatically converted to a numeric grade for calculating the working cycle average, according to the conversion values set by the campus.

- Other codes can be entered in place of a grade:
  - M - Missing
  - I - Incomplete (If you enter I for any grade, the student's working cycle average will be I until a grade is entered.)
  - X - Excluded (The X functions the same way as clicking the note icon and selecting Exclude from the Grade Properties dialog box.)

Only one shortcut code can be entered.

- (TxEIS only) If a rubric chart has been associated with the assignment, the  icon is displayed next to the grade field allowing you to grade the assignment using a rubric chart.
    - Click  to open the rubric in a dialog box. The dialog box is displayed allowing you to type a score for each skill.
    - When all scores have been entered, click Update Assignment Grade. The score (i.e., the sum of all scores entered) is calculated and displayed in the grade field.
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- Note:**
- When entering a score for a skill, you are not limited to the range specified in the rubric chart. For example, if the score range is 0 - 5, you are not prevented from typing 0 or 6.
  - If you type a score for some skills but not all skills in the rubric chart, the sum of the scores entered is calculated and displayed in the grade field.
  - If the grade for the assignment should be zero, you must type 0 for one of the skill scores.
  - You can type a grade directly into the grade field even if a rubric chart is assigned to the assignment.
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- To mass exclude grades for an assignment for all students, click Exclude All at the bottom of the assignment grade column. The Exclude All button for the column turns red, and all indicator icons are red to indicate that the grade is excluded for the student. To override the exclusion for a specific student, click , unselect Exclude, and then click Ok.
  - To mass enter an assignment grade for all students, use the Fill button at the bottom of each assignment grade column.
    - If you entered grades for all students who turned in the assignment, and you want to enter zeros for all other students, type 0 in the field, and then click Fill. All blank grade fields for the assignment are changed to 0.
    - To mass replace blank grades with a value (e.g., 100), type the grade in the field, and then click Fill. All blank grades for the assignment are changed to the entered grade.
    - To change all assignment grades to blanks, delete any data from the field, and then click Fill. All grades for the assignment are changed to blank.
  - The Overall Averages (i.e., class averages) for the working cycle average and each assignment are displayed in the bottom row of the table. The overall averages are updated every time you click Calculate Averages and every time you save grades.
  - For campuses that use curriculum and test taking systems (e.g., eInstruction and Eduphoria), you can click  to import a data file that includes the student's ID, assignment grade, first name, and last name. The icon appears in the column heading for each assignment.
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**Note:** Only .csv and .txt files can be imported.

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#### [Importing assignment grades](#)

- You can use the following keys to navigate the fields:

- Press ENTER after you enter each grade to move down the list to the next student. You can press SHIFT+ENTER to move up the list. You can also press the up and down arrow keys to move up and down the list.
  - Press TAB to move across the list to the next assignment. You can press SHIFT+TAB to move back to the left.
11. The columns can be [sorted](#) according to your preferences.
  12. To add comments or indicators associated with an assignment (e.g., excluded, late, re-do, or accommodated), click  next to the assignment grade. The Grade Properties dialog box opens allowing you to enter additional information about the student's assignment.
  13. Enter comments and/or select the appropriate indicator(s), and then click Ok.

- The following icons are displayed according to the comments/indicators entered:

- Indicators:

-  - Excluded
-  - Late (not excluded)
-  - Re-do (not excluded)
-  - Accommodated

- Notes:

-  - Excluded with comments
-  - Late or re-do with comments
-  - Comments only
-  - No comments

- If there is no grade for the assignment, it cannot be marked as late or re-do.
- If you want the indicators and/or comments to print on the student's IPR and display to parents in <sup>tx</sup>Connect, select Print comment.
- If the assignment grade is excluded (e.g., for a transfer student), the  icon is displayed. The grade will continue to be displayed in the field.

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**Note:** If an assignment is excluded for a student, and you have entered a number in the # Drop field on the Administer Categories page (indicating that you want to drop a specified number of assignments for a category), the assignment grade does not count toward the number that will be dropped. Only non-excluded grades are dropped.

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- If the assignment grade is marked as late or re-do (but not excluded), the  (late) or  (re-do) icon is displayed.
- If any instructional accommodations were made for the student for the assignment, the  (accommodated) icon is displayed.

- If you mark an assignment as excluded, late, or re-do, the note icon next to the grade changes to indicate that grade properties exist. You can click the note icon to change the grade properties.
    - If the assignment grade is marked as excluded, the  icon is displayed.
    - If the assignment grade is marked as late or re-do, the  icon is displayed
    - If the assignment grade has comments but is not marked as excluded, late, or re-do, the  icon is displayed.
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**Warning:** Your comments and/or selections are not actually saved until you type your PIN and click Save to save all data on the Assignment Grades page. When you click Ok, it only saves your notes until you save all data on the Assignment Grades page.

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14. To view the comments or indicators for an assignment, click the icon. The Grade Properties dialog box opens and displays comments and indicators that were previously entered.
    - Make any changes, if necessary, and then click Ok.
    - To close the Grade Properties dialog box without making changes, click Cancel.
  15. Before you leave the page, you must save the data. Any data that has changed since the last time you saved your grades is indicated by gray shading in the table cell.
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**Note:** Be aware that you may have changed data that is not currently displayed on the page. All changes are saved, including those that are not visible on the page. For example, if you are currently viewing assignment grades for one student, but you previously entered grades for other students, the grades for all students are saved, regardless of what is displayed on the page at the time you save the data.

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- In the PIN field, type your four-digit PIN. The field is disabled for inquiry-only users.
  - Click Save Grades.
    - If your changes were saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.
    - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN to continue.
  - If you change any data on the page and then attempt to leave this page without saving the changes, a warning message is displayed. This includes attempting to change the Semester, Cycle, or Course Section fields before you save changes.
    - Click Continue to leave this page without saving your changes.
    - Click Cancel to return to the page and save your changes.
16. From this page, you can print grades for one assignment at a time. If one assignment is selected, the Print button is displayed.

To print the assignment grades 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.

- Note:**
- Do not use the Print option in the browser's File menu. Instead, always use the Print button on the page. The printout using the Print button contains formatting to handle the features on the Assignment Grades page.
  - To print assignment grades for all assignments for the course, use the Assignment Grades Report. To access this report, select Assignment Grades Reports from the Reports menu. View the [Assignment Grades Report](#) Help page for information about the report.

#### Accept a transfer student:

If a student transfers into the course, you must accept the student into the course and enter his walk-in transfer average and weight. The campus, student ID, semester, and cycle must all be the same for the average to transfer.

Student ID	Student name	Cycle average	MINOR MAIN IDEA WORKSHEET 1 Due:None Max: 100	MINOR JOURNAL ASSIGNMENT 3 Due:None Max: 100	MAJOR COMPREHENSION POP QUIZ 3 Due:None Max: 100	MINOR LANGUAGE WORKBOOK CHARTER3 Due:None Max: 100	MAJOR SIX WEEK EXAM Due:None Max: 100
007369	 ADAMS, TRISTEN C	73	71	73	65	62	70
006687	 T			80	90	91	67
006829	 T			80	78	91	85
007436	 T			83	80	70	90

**Transfer Walk-In Average**  
ADAMS, TRISTEN C  
Date: 8/7/2017  
Average: 87  
Weight: 25 %  
Clear Cancel Ok

- Beside each student's name is the transfer icon  (i.e., a gray T) indicating that he is not a transfer student. If a student transfers into the class, the red transfer icon  is displayed next to his name.

To accept the transfer student into the course section, click the red transfer icon . The Transfer Walk-In Average dialog box opens.

- The Date field displays the student's transfer date by default. To enter a different date, type over the date in the MMDDYYYY format, or click  to select a valid date from the calendar.
  - If there is only one track for the campus displayed, the calendar is color-coded according to the track, and a legend is provided for the colors. If this is a multi-track campus, the calendar is color-coded for multiple tracks.
  - If you enter an invalid date according to the calendar, an error message is displayed on the right side of the Date field. You must type or select a valid date.
  - You cannot select a date outside the current calendar year. Valid school dates begin with the earliest meeting day for any track at the campus and end with the latest meeting day for any track at the campus.
  - To close the calendar, you must click a valid date on the calendar or click the calendar icon.
- In the From fields, the teacher name, course number, and section are displayed for the course from which the student transferred. This data is only displayed if the student transferred from a different section of the same course and has a transfer average.
- In the Average field, the student's transfer average is displayed if available. Otherwise, you can type the student's walk-in average. This is the student's average in the class from which he transferred. You can enter a numeric grade or an alphabetical (ABCD or ESNU) grade.

- 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 student's working cycle average is displayed as a numeric grade.
- The Weight field displays a 0 for a transfer student who has not yet been accepted into the class. To accept the student into your class, type the weight you want to apply to the student's transfer average. For example, if a student transferred three weeks into a six-week cycle, you may want to enter a weight of 50%. The maximum weight you can enter is 99.

- Note:**
- The student's transfer icon remains red  until a weight is entered and saved.
  - Once you have entered and saved a weight, the student's transfer icon turns blue . The blue icon remains until the end of the semester.
  - Any course assignments that were due prior to the student's transfer date are excluded for the student, and the  icon is displayed for the assignments. You can override the exclusion if you want the transfer student to complete an assignment that was due prior to his transfer date. To override the exclusion, click , unselect Exclude, and then click Ok.

2. To save the transfer data for the student, click Ok.

If you entered and saved the transfer average data for the student, his walk-in average is calculated in his working cycle average.

3. To close the dialog box without saving any data, click Cancel.

4. To clear all data previously entered for the transfer student, click Clear.

Any changes made for a transfer student must be saved after they are entered. The data entered is not actually saved until you type your PIN and click Save to save all data on the Assignment Grades page. When you click Ok, it only saves the data until you save all data on the Assignment Grades page.

### How transfer grades affect the calculated working cycle average

The following two examples show how the transfer walk in average and weight affect the cycle average column.

Student ID	Student name	Cycle average	Daily Grades Week one homework Due:9/7/2007 Max: 100	Daily Grades pop quiz Due:9/7/2007 Max: 100	Daily Grades week two homework Due:9/14/2007 Max: 100	Daily Grades shapes worksheet 1 Due:9/14/2007 Max: 0
999993	 CANN, PIPER	90	100 	90 	80 	
090011	 Reeves, Elvis	95			100 	

Transfer Walk-In Average  
Reeves, Elvis  
Date: 9/9/2007  
Average: 80  
Weight: 25 %  
Clear Cancel Ok

100 ← Gradebook average  $100 * 75 = 7500$   
Walk in average  $80 * 25 = 2000$   
Total  $9500/100=95$

999992	 SMART, GETT	91		90 	100 	
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Transfer Walk-In Average  
SMART, GETT  
Date: 9/5/2007  
Average: 80  
Weight: 25 %  
Clear Cancel Ok

$90 + 100 = 190/2=95$  Gradebook average  $95 * 75 = 7125$   
Walk in average  $80 * 25 = 2000$   
Total  $9125/100=91$

# Interim Progress Reports

Semester:  Cycle:  Course Section:

## Print IPR

Select students with average below:    Show withdrawn

Student ID	Name ▲	Average	This Class	All My Classes	Detailed View
			( <input type="checkbox"/> Check all )	( <input checked="" type="checkbox"/> Check all )	( <input checked="" type="checkbox"/> Check all )
500010	ABBOTT, BILLY J	90	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500099	ACAPELL, SHARON S	69	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500001	CREAM, BARRY	90	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500021	CREAM, LARRY	85	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500031	JACKSON, JACK D	90	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500013	JOHNSON, MIKE R	90	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500029	JOHNSON, MORRIS L	85	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500032	JONES, DARLENE A	87	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500028	NEWMAN, CASSANDRA N	85	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500012	NEWMAN, SHARON R	99	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500034	NORRIS, MORRIS N	85	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500027	PHILLIPS, DARLENE S	78	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500011	PHILLIPS, MCKENZIE L	85	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500022	RAMBLER, MARGARET	90	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500002	RAMBLER, MOESHOE	85	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500014	ROMALATE, DANIEL J	94	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500030	ROMALATE, DICK N	90	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500033	SMITH, CASSANDRA R	95	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
500035	STEPHENS, DICK L	88	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
888882	Thomas, Gwen G	88	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

IPR-wide Note (optional)

Print Parent Signature Line

## Interim Progress Reports

The Interim Progress Reports page allows you to print IPRs for the students selected on the IPR Selection page. The page can only be accessed through the Print IPR page or the Print IPR by Average page. After you enter and save any comments for the IPRs and select the students for whom you want to print IPRs, click Print selected IPRs.

The page displays IPRs for all students selected on the Print IPR page. Any comments entered on the IPR Comments page are displayed on the IPRs. Assignments on the IPR are sorted by due date within each category. If a due date is not entered, the assignments are sorted alphabetically by assignment name.

- The working cycle average is displayed for the cycle for which the IPR is printed. It is listed as Calculated Average.
- The posted cycle averages for previous cycles are printed at the bottom of the IPR (above Comments).
- If a posted or override average exists for the current cycle, it is displayed at the top of the IPR (below Subject).
- If a posted or override average exists for the current cycle, the average is printed on the IPR.
- In the Grade column, the following may be displayed in place of a grade:
  - If the assignment is incomplete, the message "Incomplete" is displayed in place of the grade.
  - If the assignment grade is missing, the message "Missing" is displayed in place of the grade.
- In the Grade column, the following may be displayed next to a grade:
  - If the assignment grade is excluded from the grade average calculation, the message "(Excluded)" is displayed next to the grade.
  - If the assignment was turned in late, the message "(Late)" is displayed next to the grade.
  - If the assignment was redone, the message "(Redo)" is displayed next to the grade.
  - Dropped grades display the message "(Dropped)" next to the grade.
- If the possible points is not 100, the course is using the percentage weighting type, and the grade is numeric, the possible points for the assignment 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 course 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.
- For students who transferred into the class, the transfer date, transfer average, and transfer weight are displayed.
- If the course uses standards-based/skills-referenced grading, assignments are associated with specific standards/skills. The standards/skills are grouped together into standard sets/skillsets. For these courses, the assignment grades are sorted by standards/skills, and the standards/skills are displayed under the standard set/skillset heading. Note that an assignment may be associated with more than one standard/skill, so you may see the same assignment under multiple standard set/skillset headings.
  - The semester and cycle are displayed at the top of the IPR. The assignment grades are displayed for the semester-cycle only; however, the final scores and calculated average are cumulative for the semester.

- For each standard/skill, a final score is displayed. The score displayed is the highest score of the following:
  - The student's current average for the standard/skill, which is calculated by adding all scores for all assignments associated with the standard/skill, and dividing by the number of assignments.
  - The student's score as calculated using the power law computation. See the [Calculate Averages How To guide](#) (PDF) for more information.

If an override grade is entered, the override grade is always displayed.

The final standard/skill score reflects skill scores for all cycles in the semester, even though only one cycle is displayed at a time.

- For each standard set/skillset, a final score is displayed. This is the average of all final scores for each standard/skill. The final standard set/skillset score reflects standard set/skillset scores for all cycles in the semester, even though only one cycle is displayed at a time. The average does not include scores of zero, unless zero is a valid grade for the campus. The final standard set/skillset score is rounded to one decimal place.
- 

- The Total Score field at the bottom displays the average of the standard set/skillset final scores, which takes into account all cycles in the semester. This grade is converted to a standard 100%-based grade using a conversion chart established by the district.
- 

**Important:** Before printing IPRs, it is recommended that you change the Page Setup options to disable printing when printing IPRs. Otherwise, page numbers for the entire group of IPRs and other unnecessary data and footer of each IPR.

- In the browser from the File menu, select Page Setup. The Page Setup dialog box opens allowing settings.
  - Under Headers and Footers, delete all data in the Headers and Footers fields.
- 

**Note:** Make note of any data that you are deleting, in case you want to reset the headers and printed IPRs.

---

- Click OK to save the settings and close the Page Setup dialog box.
-

## Print IPRs:

1. To print the IPRs 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.

Although the IPRs are displayed on the page without page breaks, each IPR prints individually with page breaks between each IPR.

2. To return to the IPR Selection page, click back to IPR selection page.

**IPR Detailed View**

Interim Progress Reports  
[Back to IPR selection page...](#)

**COLLINS, JO BOB**

Teacher: READ BOOKER      Report Date: 3/2/2007 10:18:22 AM  
Subject: W GEOGRAPHY      Period: 06

Current Average: 85

Assignment	Due Date	Grade	Late	Redo
<b>CYCLE EXAMS (Weight 20%)</b>				
CYCLE EXAMS Avg				
<b>DAILY PARTICIPATION (Weight 15%)</b>				
Knowing the Map	11/6/2006	85		
He did his best!				
Speech	10/13/2006	80		
DAILY PARTICIPATION Avg <b>82</b>				
<b>JOURNALS (Weight 10%)</b>				
My World	11/14/2006	80	X	
Journals are due to me on time.				
JOURNALS Avg <b>80</b>				
<b>QUIZ (Weight 15%)</b>				
Quiz 1-20	10/18/2006	79		
QUIZ Avg <b>79</b>				
<b>HOMEWORK (Weight 20%)</b>				
Chapter 1-10	10/9/2006	90		
Chapter 11-20	10/16/2006	92		
HOMEWORK Avg <b>91</b>				
<b>PROJECTS (Weight 20%)</b>				
Map of our World	11/2/2006	88		

Previous Averages: Cycle 1: 92 Cycle 2: 92

Comments: W - work habits need improvement  
He did his best at IPR time

*If Late or Redo had been selected on the Grade Properties Box next to an assignment; here is where it would be noted.*

*Message Created in Grade Properties Box, "Note" Icon Beside Grade on Assignment Gr Page*

*These Comments were created on the IPR Comments Page. The first comment line shown here are from the Comment Legend. The second comment line shown is a comment created on the IPR Note field found on the IPR Comments page. A third comment line would display the 'wide note'.*

# Cycle Grades

Gradebook District: ANYWHERE INDEPENDENT SCHOOL DISTRI Campus: ANYWHERE HIGH SCHOOL

Home Attendance Grades Reports Settings Admin 141 - BOOKER, READ | logout

Gradebook > Assignment Grades Cycle Grades IPR Comments Print IPR Print IPR by Average

Semester: 1 Course Section: 01 W GEOGRAPHY (4115-05) Retrieve Data Print

### Cycle Grades

Semester: 1 Section: 01 W GEOGRAPHY (4115-05)

PIN:  Save Calculate Semester Averages Mark grades as Ready to Post.

Show Withdrawn Students  Show semester averages as alpha.

ID	Name	Current Cycle: 1				Semester Average	Working Final Grade	Code	Description
		Average (Auto Grade)	Override	Citizenship	Report Card Comments				
500010	ABBOTT, BILLY J	90	<input type="checkbox"/>	<input type="checkbox"/>	c	90	90	C	Call me to set up conference
500099	ACAPPELL, SHARON S	69	70	<input type="checkbox"/>		69	69	G	great student
500001	CREAM, BARRY	90	<input type="checkbox"/>	<input type="checkbox"/>		90	90	W	work habits need improvement
500021	CREAM, LARRY	85	<input type="checkbox"/>	<input type="checkbox"/>	w	85	85		
500031	JACKSON, JACK D	90	<input type="checkbox"/>	<input type="checkbox"/>		90	90		
500013	JOHNSON, MIKE R	90	<input type="checkbox"/>	<input type="checkbox"/>		90	90		
500029	JOHNSON, MORRIS L	85	<input type="checkbox"/>	<input type="checkbox"/>		85	85		
500032	JONES, DARLENE A	87	<input type="checkbox"/>	<input type="checkbox"/>		87	87		
500028	NEWMAN, CASSANDRA N	85	<input type="checkbox"/>	<input type="checkbox"/>		85	85		
500012	NEWMAN, SHARON R	99	<input type="checkbox"/>	<input type="checkbox"/>		99	99		
500034	NORRIS, MORRIS N	85	<input type="checkbox"/>	<input type="checkbox"/>		85	85		
500027	PHILLIPS, DARLENE S	78	<input type="checkbox"/>	<input type="checkbox"/>		78	78		
500011	PHILLIPS, MCKENZIE L	85	<input type="checkbox"/>	<input type="checkbox"/>		85	85		
500033	RANDLER, MARGARET	80	<input type="checkbox"/>	<input type="checkbox"/>		80	80		

Hide Comment Legend

## Grades > Cycle Grades

The Cycle Grades page allows you to review and enter end-of-cycle and end-of-semester grade data, including cycle and semester averages, working final grade, override grades, exams, citizenship grades, and comments. When all data has been entered correctly and is ready to post, you must submit the cycle and/or semester grades to the campus administrator.

## Update grades:

1. The Semester field displays the current semester by default. Click ▼ to view another semester.
2. In the Course Section field, click ▼ to select the course section for which you want to enter cycle and/or semester grades.
3. Click Retrieve Data. The semester-cycle grades table displays all students currently enrolled in the course section.
  - Students are sorted by last name, unless you have specified a custom sort order on the Arrange Student Order page.
  - You can use the following keys to navigate the fields:
    - Press ENTER after you enter each grade to move down the list to the next student. Press SHIFT+ENTER to move up the list. You can also press the up and down arrow keys to move up and down the list.
    - Press TAB to move across the list to the next assignment. Press SHIFT+TAB to move back to the left.
  - The ID field displays the student's ID. Click the student ID to view the [student's profile](#).
  - The Name field displays the name of the students in the course.
  - If the course is set up to post alphabetical grades, and the Show averages as alpha field on the Assignment Grades page is selected, alphabetical cycle grades are displayed. Otherwise, numeric cycle grades are displayed.
  - Withdrawn students are not automatically displayed. To see withdrawn students in the list, select Show Withdrawn Students. A withdrawn student has the message "withdrawn" and the withdrawal date displayed by his name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class.

To hide withdrawn students, clear Show Withdrawn Students.
  - No data is displayed for future cycles.
  - No Show students are not displayed.
  - Once saved, failing grades are highlighted in pink.

---

**Note:** For transfer students, the prior cycle grades are entered at the campus level.

---

*After office changes the current cycle, previously posted cycle column is displayed*

The screenshot shows a web browser window with the URL `http://localhost/txGradebook/TeacherAccess/Grades/CycleGrades.aspx`. The page title is "Gradebook" and it displays "District ANYWHERE INDEPENDENT SCHOOL DISTRI" and "Campus: ANYWHERE HIGH SCHOOL". The navigation menu includes "Home", "Attendance", "Grades", "Reports", "Settings", and "Admin". The user is identified as "102 - MULLENS, DJ" with a "logout" link. The breadcrumb trail is "Gradebook > Assignment Grades > Cycle Grades > IPR Comments > Print IPR".

Filters for "Semester: 1" and "Course Section: ENGLISH1 (0002-01)" are visible, along with a "Print" button. The main heading is "Cycle Grades". Below it are fields for "PIN:" with a "Save" button, a "Calculate Semester Averages" button, and a link "Mark grades as Ready to Post". There is also a checkbox for "Show Withdrawn Students".

The main table has the following structure:

ID	Name	Posted Cycles		Current Cycle: 2			Semester Average	Final Grade
		1	Average (Auto Grade)	Override	Citizenship	Report Card Comments		
500001	CREAM, BARRY	90					90	

A tooltip is displayed over the "90" in the "Posted Cycles" column for student CREAM, BARRY. The tooltip contains the following information:

- CREAM, BARRY - 500001
- ENGLISH 1 (0002-01)
- Semester: 1 Cycle: 1
- Posted Cycle Average: 90
- Calculated Cycle Average: 84
- Citizenship: S
- Report Card Comment: C
- close

4. The columns can be [sorted](#) according to your preferences.

## Closed Cycles/Semesters

For cycles and semesters that are closed, the following applies:

- For closed semesters, the posted semester grades are displayed under the Posted Sem: # heading, where # is the closed semester. Click Expand Previous Semester Detail to view all data for the closed semesters, including the cycle grades, semester exam grades, and semester averages. If you are currently in the first semester, the Posted Sem # heading is not displayed.

Semester averages may or may not be displayed depending on your semester exam pattern and number of semesters.

- A previous semester average is not displayed for one-semester courses or two-semester courses that use semester exam pattern 2.
- For four-semester courses that use semester exam pattern 2, the previous semester average is displayed.
- For four-semester courses that use semester exam pattern 1, the three previous semester averages are displayed.

Click Collapse Previous Semester Detail to hide data for the closed semester.

- Posted cycle grades for the current semester are displayed under the Posted Cycles heading below the cycle numbers. If you are currently in the first cycle of a semester, the Posted Cycle heading and cycle numbers are not displayed.
- If a cycle or semester is closed, the average is pulled from the grade course record and is displayed only. If an override grade was entered for the cycle or semester grade, the override grade is displayed.
- For data on a posted cycle, click the cycle average. A dialog box opens to display the posted cycle average, calculated cycle average, citizenship grade, and report card comments for the cycle. Click close to close the dialog box.

## Current Cycle

For the current cycle, the following applies:

- Current cycle information appears under the Current Cycle: *N* heading, where *N* is the cycle number.
- Current cycle information includes the following:
  - The Average/(Auto Grade) field displays the student's working cycle average, which is based on the data entered up to this point on the Assignment Grades page. This value is recalculated as assignment grade data is entered or changed for the student. The average becomes the student's

cycle average, unless the cycle grade is pre-posted or an override grade is entered in the Override field (either by the teacher or an administrator).

- If the grade in this field is an auto grade, the grade is displayed in parentheses in a lighter shade than a working cycle average. The auto grade is not displayed if the student has a working cycle average.
- For more information on calculating averages, view the Help for Weighting Type on the [Administer Categories](#) page.
- The Override field allows you to override a student's working cycle average with a different grade (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70). You can also type N/G to assign an override grade of no grade.
- If the student's cycle grade is pre-posted, the pre-posted grade is displayed in this field. You cannot override a pre-posted cycle grade.
- If you post an override grade for a student even if there are no categories for the course, the weighting type is automatically set to percentage.
- The Citizenship field allows you to enter the student's citizenship grade for the current cycle. Valid grades are E, S, N, U, A, B, C, D, and F.

---

**Note:** ● The campus may have the citizenship grade set to automatically give all students a default grade. If so, you only need to enter a grade for students whose citizenship grade differs from the default.

- 
- The Report Card Comments field allows you to enter up to five one-character comment codes to specify the comments you want to print on the report card (e.g., Excessive Talking and Finishes Work On Time).

For a list of valid report card comment codes and descriptions, click Show Comment Legend. The comment legend is displayed on the right side of the page allowing you to view valid codes. To hide the comment legend, click Hide Comment Legend.

- (TxEIS only) The Report Card Narrative field is displayed if enabled at the campus level, and only displayed for the current cycle. You can type up to 5000 characters which will appear on the student's report card.
- For Elementary English Language Arts courses at elementary campuses only, the Reading Level column is displayed. In the Reading Level field, click  to select the student's reading level.



- For TxEIS districts, the column is displayed for credit level E courses that have a service ID with ELLA. The available options are set by the district in the TxEIS Student system. The Reading Level field is only displayed if the table is setup in TxEIS Grade Reporting on Maintenance > Gradebook Options > District > Reading Levels.

## Enter end of Semester data (Override, Citizenship, Comments, Exam)

Gradebook District: ANYWHERE INDEPENDENT SCHOOL DISTRI Campus: Anywhere Alternative

Home Attendance Grades Reports Settings Admin 994 - CLINTON, HILIARY L | logout

Gradebook > Assignment Grades Cycle Grades IPR Comments Print IPR Print IPR by Average

Semester: 1 Course Section: 04 W HISTORY (4116-04) Retrieve Data Print

### Cycle Grades

Semester: 1 Section: 04 W HISTORY (4116-04)

PIN:  Save Calculate Semester Averages [Mark grades as Ready to Post.](#)

Show Withdrawn Students  Show semester averages as alpha.

ID	Name	Posted Cycles		Current Cycle: 3				Semester Grades			Working Final Grade
		1	2	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Exam	Average	Override	
002001	BENSON, OLIVIA S	80	75	83	<input type="checkbox"/>	S	<input type="text"/>	<input type="checkbox"/>	79	<input type="checkbox"/>	79
002008	FIBER, JACK J	70	67	68	<input type="checkbox"/>	S	<input type="text"/>	<input type="checkbox"/>	68	<input type="checkbox"/>	68
002009	REYNOLDS, JOY A	90	91	93	<input type="checkbox"/>	S	<input type="text"/>	<input type="checkbox"/>	91	<input type="checkbox"/>	91

Show Comment Legend

### Last Cycle (End of Semester)

During the last cycle of a semester, the following applies:

- End-of-semester information is displayed under the Semester Grades heading.
- End-of-semester information includes the following:
  - The Exam field allows you to enter the student's semester exam grade.
  - If the exam grade is incomplete, type I. If an I is saved and posted for either a cycle average or exam grade, the semester grade will be I.
  - If the student is exempt from the exam, type X.
    - To fill all blank exam grades with X (exempt), click Fill Exempt Exams. All blank grades for the exam are changed to X.
    - If the student has a pre-posted exam grade, it is displayed in the field and cannot be changed.
  - The Working Average field displays the student's working semester average, based on the data entered up to this point. The value is recalculated every time you access the page, click Calculate Semester Averages, or save grades.

- 
- The Override field allows you to override a student's working semester average with a different grade (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70). You can also type N/G to assign an override grade of no grade.
  - The Posted Average field displays the posted semester grade. The field is blank until a semester grade is posted.
  - For campuses that do not have semester exams every semester (e.g., a four-semester campus that has semester exams at the end of the second and fourth semesters), the semester averages are only calculated if there is a semester exam for the current semester.
    - During semesters that have semester exams, the following applies:
      - The Exam field is displayed.
      - The Working Average field displays the average of the cycles since the last semester that had an exam. The semester exam is included in the calculation according to campus settings.
      - If the current cycle is the last cycle of the semester, the Exam and Working Average fields are displayed under the heading Semester Grades. Otherwise, the working semester average is displayed under the heading Semester Average.
      - When you view a previous semester that has a semester exam, the Exam and Working Average fields display the posted grades.
      - You cannot enter a semester exam grade for a standards-based/skills-referenced course.

- During semesters that do not have semester exams:
  - The Exam field is not displayed.
  - The Working Average field displays the average of the cycles since the last semester that had an exam.
  - When you view a previous semester that does not have a semester exam, neither the exam nor the semester average is displayed.
- If a final grade has been posted for the course, the grade is displayed under the Working Final Grade heading.
- If the semester is closed, the Posted Average field displays the average from the grade course record.
- If a cycle grade is blank, the semester grade is not calculated.
- For the final grade, the following applies:
  - Final grade information is displayed under the Working Final Grade heading.
  - The working final grade includes the posted semester average for any previous semesters and the working semester average for the current semester.
  - If a posted semester average exists for the current semester, the posted semester average is used in the final grade calculation. If there is no posted semester average for the current semester, but an override semester grade exists, the override grade is used in the final grade calculation.
  - The working final grade is recalculated if a semester exam is administered or an override grade is entered for the current semester.
  - For an elementary course that is set to calculate grades using the cumulative year-to-date average (which does not use semester grades), the working final grade will include each posted cycle grade.
    - Example 1:  $(\text{Cycle 1} + \text{Cycle 2}) / 2 = \text{working final grade for cycle 2.}$
    - Example 2:  $(\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3}) / 3 = \text{working final grade for semester 1.}$
    - Example 3:  $(\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3} + \text{Cycle 4} + \text{Cycle 5} + \text{Cycle 6}) / 6 = \text{working final grade for semester 2.}$
  - For students who were enrolled in a different section of the same course during a previous semester, the working final grade includes the posted semester average for the other section (TxEIS only).
  - The working final grade is not displayed for campuses that use the semester grading concept.
  - For situations where a student has been enrolled in more than one section of the same course during the first semester, and another section of the course during the second semester, the following applies:
    - If a semester average exists for only one of the first semester course sections, the semester one average is used to calculate the working final grade.
    - If a semester average exists for both of the first semester course sections, the system does not determine which average to use for the first semester. In this case, a question mark (?) is displayed for the semester one average and the working final grade.

---

**Note:** If the student was enrolled in one section of a course during semester one, and another section of the same course in semester two, the average for each semester is used to calculate the working final grade.

---

## Save and print grades:

You must save your grades before you exit this page. Otherwise, your changes will be lost.

---

**Important:** Saving grades is different from posting grades. You can only post your grades once at the end of the cycle, as described below; however, you must save any changes every time you visit this page. This allows you to leave this page and return as you enter cycle grade data.

---

- In the PIN field, type your four-digit PIN.
- Click Save.
  - If your changes are saved successfully, the page reloads, and a message is displayed indicating that the cycle grades were saved successfully.
  - If you enter an invalid grade, the grade is highlighted in red, and an error message is displayed at the top of the page. You must correct the error before you can save any changes.
  - If you type your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN to continue.
- If you change any data on the page and then attempt to leave the page without saving the changes, a warning message is displayed. This includes attempting to change the Semester or Course Section fields before you save changes.

To print the cycle grades 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.

## Post cycle and/or semester grades:

After you enter cycle and/or semester grades data for the course, review your input carefully, and save all changes. Once the data is posted by the campus administrator, you cannot change any data. If you discover an error after grades are posted, you must contact the campus administrator to correct any errors.

After grades are posted and the cycle is closed, you can make changes to the grades and view the working cycle average (e.g., for a student who missed the last few days of a cycle due to illness); however, you cannot post any changes. Instead, print your changes and submit your printout to the campus administrator.

When you are satisfied with your input for one or more of the cycle grades, notify the system that you are ready to post.

- Click the Select courses to mark grades as Ready to Post link. This link is only displayed for current cycles that are open for posting. The campus determines when the cycle is open and closed for posting.
  - A dialog box opens allowing you to select the course sections that are ready to post. All eligible courses are listed. Select the course(s), and then click Select.
  - The dialog box closes, and the selected course(s) are listed below the PIN field. To change the selected courses, click Cancel. The dialog box opens allowing you to reselect the course(s).
- In the PIN field, type your four-digit PIN. The field is disabled for inquiry-only users.
- Click Continue to indicate that your grades for the selected course(s) are ready to post, or click Cancel to cancel the action.

- If your changes were saved successfully, the page reloads, and a message is displayed indicating that the cycle grades were successfully sent to be posted. The message "[READY]" is displayed in the Course Section drop-down list next to the course.
  - If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN to continue.
  - You can submit your grades more than one time if you make a change shortly after mark the grades as ready to post; however, once the data is posted by the campus administrator, you cannot change any data.
- 

- Note:**
- The campus administrator can run a report to determine which teachers have posted their grades and which teachers have not yet posted their grades.
  - If the campus option is set to include exam grades in the semester average, a warning message is displayed if you do not enter an exam grade.
- 

### Self-paced Courses

For self-paced courses, the following applies:

- A modified version of the Cycle Grades page is displayed to accommodate cycle grade data for self-paced courses.
- If assignment grades are recorded for the self-paced course, the average (based on the assignment grades) appears under Cycle Average. The use of assignment grades is optional for self-paced courses.
- The final grade must be manually entered in the Override field, regardless of the data in the other fields.
- The semester grades for self-paced courses are automatically posted when they are saved. Type your PIN, and then click Save. If your changes are saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.