



TxEIS txConnect Training Guide

August, 2012

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Introduction

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

The txConnect application consists of the following:

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

This training guide is for district and campus use.

How to Display a Page in another Language

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

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

txConnect

Welcome to txConnect for Rodeo ISD Help

Login

Please enter your user name and password.

User Name:

Password:

District Message

Welcome to Rodeo ISD's Parent Portal!! RETURNING PARENT PORTAL USERS CAN USE LAST YEAR'S USER NAME AND PASSWORD!!!!

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

Forgot your User Name/Password?
If you need help recovering your user name/password, click [here](#)

New Student?
Click [here](#) to find and download enrollment forms for your student.

Need Calendars?
To view calendars for the district click [here](#)

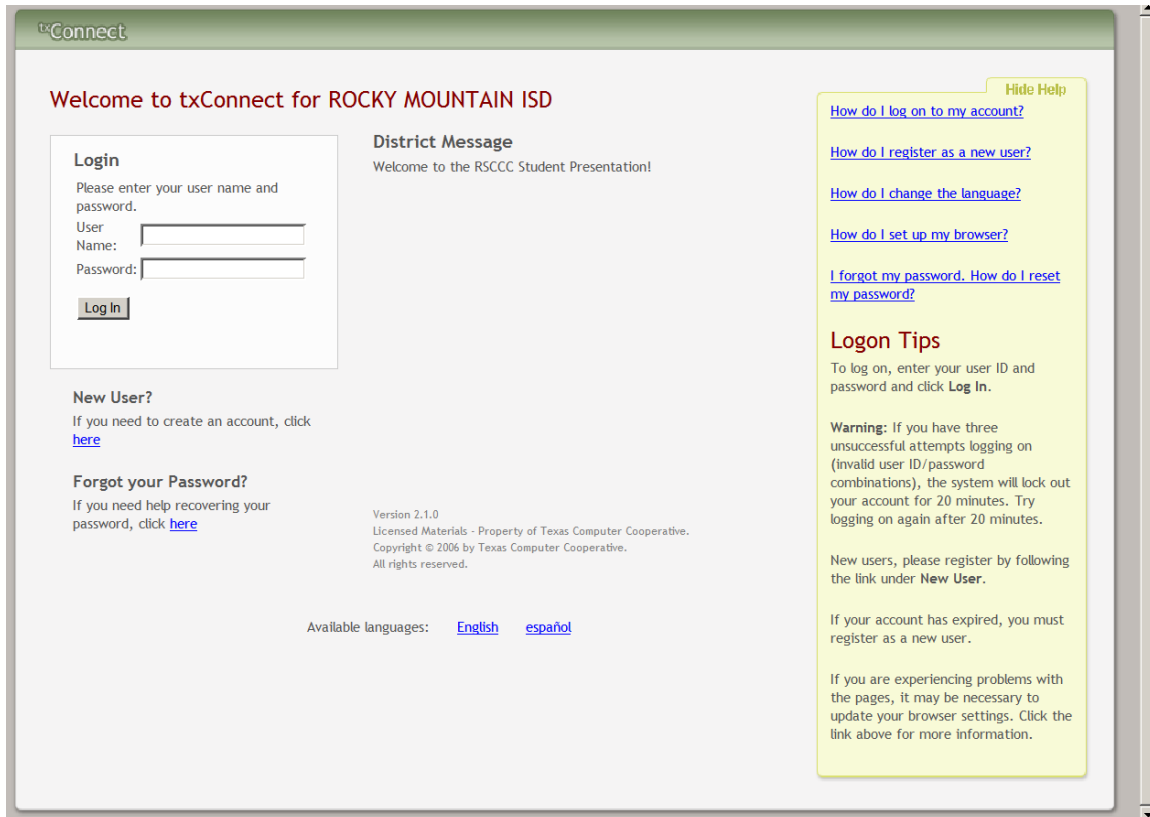
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Available languages: [English](#) [Español](#)

How to Display Help

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

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



How to Contact the Teacher

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

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

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

txConnect Summary Attendance Grades Assignments Alerts My Account Logout

Students
= Update Student Info

Dakota Smelley
2 new alerts

Summary
for: Dakota Smelley at Rodeo High School

Campus Notes

We are changing the time of our Parent Portal updates for grades from 3:00 p.m. on Mondays and Thursdays to 5:00 p.m. on those same days. Attendance will remain unchanged at 5:00 p.m. Monday through Friday.

Class Schedule

Period	Course	Instructor	Last Updated	Current Average as of 9:47AM 8/9/12	Today's Attendance as of 9:47AM 8/9/12
1	Government	DEBORAH C. DAY			
2	Physics	ALVA T. ALLEN			
3	Bus Info Mgmt 1	JOEY BRINDLE			
4	Dollars & Sense	BLAKE D. BORDEN			
5	Algebra 2	MALLORY K. MONTGOMERY			
6	Eng 4	JEFFREY L. HARPSTER			
7	WW2 Origins	DEBORAH C. DAY			

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

txConnect Summary Attendance Grades Assignments Alerts My Account Logout

Students
= Update Student Info

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Summary
for: Dakota Smelley at Rodeo High School

Campus Notes

We are changing the time of our Parent Portal updates for grades from 3:00 p.m. on Mondays and Thursdays to 5:00 p.m. on those same days. Attendance will remain unchanged at 5:00 p.m. Monday through Friday.

Class Schedule

Period	Course	Instructor	Last Updated	Current Average as of 9:47AM 8/9/12	Today's Attendance as of 9:58AM 8/9/12
1	Government	DEBORAH C. DAY			
2	Physics	ALVA T. ALLEN			
3	Bus Info Mgmt 1	JOEY BRINDLE			
4	Dollars & Sense	BLAKE D. BORDEN			
5	Algebra 2	MALLORY K. MONTGOMERY			
6	Eng 4	JEFFREY L. HARPSTER			
7	WW2 Origins	DEBORAH C. DAY			

Teacher Note: JOEY BRINDLE
Phone: (817) 555-5555
My conference period is 2nd period, 9:45 - 10:45. Please call the office to schedule an appointment.
(close)

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

How to Access a District or Campus Calendar

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

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



Registration and Login

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

Welcome to txConnect for Rodeo ISD

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

District Message
Welcome to Rodeo ISD's Parent Portal! RETURNING PARENT PORTAL USERS CAN USE LAST YEAR'S USER NAME AND PASSWORD!!!!

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

Forgot your User Name/Password?
If you need help recovering your user name/password, click [here](#)

New Student?
Click [here](#) to find and download enrollment forms for your student.

Need Calendars?
To view calendars for the district click [here](#)

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

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

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

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

How to Register as a New User

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

The parent must provide at least one valid Student Portal ID, which the campus will provide. The parent must have a valid Student Portal ID for every student he wishes to add to his account.

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

User Name

- 6 to 9 characters
- **NOT** case-sensitive.

Password

- 6 to 9 characters
- **IS** case-sensitive.
- Must be a combination of three of the following: uppercase, lowercase, numeric, and/or punctuation.

Step 1:

- In the **User Name** field, the parent enters a user name that will identify him when he logs on to txConnect, such as a combination of letters from his first and last names.
- The **user name** must be six to nine characters and **must be unique** (not used by anyone else in the district).
- The user name is not case-sensitive (i.e., it does not matter if it is uppercase or lowercase letters).
- If the parent types a user name that is already taken, the system will notify him that the user name is taken. Another user name needs to be entered.
- In the **Password** field, the parent enters a password that he will use when he logs on to txConnect.
- The password must be six to nine alphanumeric characters.
- It must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
- The password is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
- In the **Confirm Password** field, the parent retypes his password exactly as it was typed above. This step confirms that the parent typed his password as intended.
- The **email** field is used to send the parent attendance, grade average, and assignment alerts. It is an optional field.
- Click **Next**.
- If all required data was not entered, a red message will appear to the right of each field that is missing data. That information must be provided before you can continue.
- If the data was entered correctly, the Hint Question - Step 2 of 3 page is displayed.

Step 2:

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

txConnect

Registration

Add Students - Step 3 of 3

Please provide a Student Portal ID and birth date for each student you wish to add.

Student Portal ID:

Student Birth Date:

Enter date in MM/DD/YYYY format.

Added Students
(none)

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

Step 3:

- In the **Student Portal ID** field, the parent types his student's portal ID provided by the campus. If he does not have this ID, he must contact the campus to get the ID. He cannot continue without entering a valid Student Portal ID.
- In the **Student Birth Date** field, the parent types his student's complete birth date in the MM/DD/YYYY format (e.g., 01/19/1998). The date entered here must match the birth date in his student's record at the campus. He cannot continue without entering the correct birth date.
- Click **Add**. The student's name will appear in the **Added Students** box on the right side of the page. The parent must successfully add at least one student in order to create an account.
- Repeat the previous steps to add another student, or click **Finish**. The Summary page for the first student in the parent's alphabetical list is displayed.

How to Log On

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

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

Warning: If the parent has three unsuccessful attempts logging on (invalid user ID/password combinations), the system will lock out his account for 20 minutes. He should try logging on again after 20 minutes.

txConnect

Welcome to txConnect for Rodeo ISD Help

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

District Message
Welcome to Rodeo ISD's Parent Portal!! RETURNING PARENT PORTAL USERS CAN USE LAST YEAR'S USER NAME AND PASSWORD!!!!

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

Forgot your User Name/Password?
If you need help recovering your user name/password, click [here](#)

New Student?
Click [here](#) to find and download enrollment forms for your student.

Need Calendars?
To view calendars for the district click [here](#)

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

How to Reset a Password

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

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

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



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



- In the **Answer** field, the parent types the answer exactly as he entered it when he registered in txConnect. (Later on whenever he updates the hint question in his account, that answer must be entered here.)
- Click **Next**. The Set New Password page is displayed.

txConnect

Forgot Password

Help

Set New Password

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

New Password:

Confirm Password:

Finish

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

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

Summary

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

Secondary Campus – Period Attendance

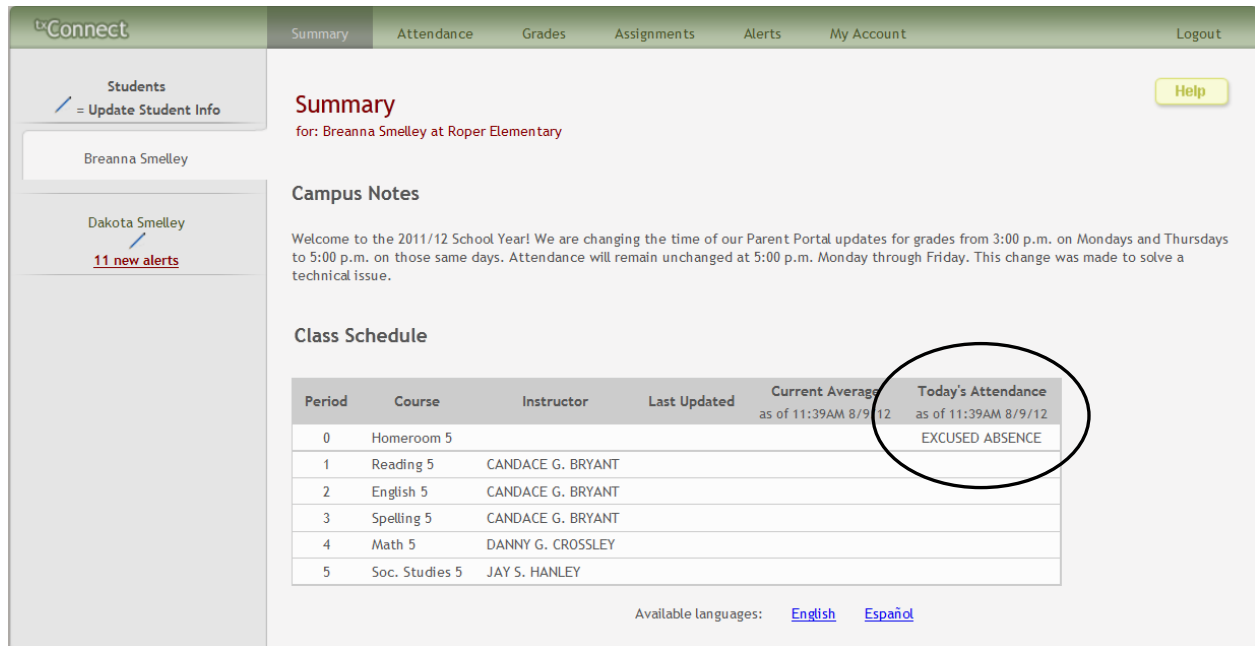
The screenshot shows the TxConnect interface. The 'Summary' tab is selected and circled in the top navigation bar. On the left sidebar, the student's name 'Dakota Smelley' is listed with a link to 'Update Student Info' and a notification for '11 new alerts'. The main content area is titled 'Summary for: Dakota Smelley at Rodeo High School'. It includes a 'Campus Notes' section with a message about update times, a 'Class Schedule' section with a table, and language options at the bottom.

Period	Course	Instructor	Last Updated	Current Average as of 10:17AM 8/9/12	Today's Attendance as of 10:17AM 8/9/12
1	Government	DEBORAH C. DAY			EXCUSED ABSENCE
2	Physics	ALVA T. ALLEN			EXCUSED ABSENCE
3	Bus Info Mgmt 1	JOEY BRINDLE			EXCUSED ABSENCE
4	Dollars & Sense	BLAKE D. BORDEN			
5	Algebra 2	MALLORY K. MONTGOMERY			
6	Eng 4	JEFFREY L. HARPSTER			
7	WW2 Origins	DEBORAH C. DAY			

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

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

Elementary – One period per day



txConnect

Summary Attendance Grades Assignments Alerts My Account Logout

Students
= Update Student Info

Breanna Smelley

Dakota Smelley
[11 new alerts](#)

Summary
for: Breanna Smelley at Roper Elementary

Campus Notes

Welcome to the 2011/12 School Year! We are changing the time of our Parent Portal updates for grades from 3:00 p.m. on Mondays and Thursdays to 5:00 p.m. on those same days. Attendance will remain unchanged at 5:00 p.m. Monday through Friday. This change was made to solve a technical issue.

Class Schedule



Period	Course	Instructor	Last Updated	Current Average as of 11:39AM 8/9/12	Today's Attendance as of 11:39AM 8/9/12
0	Homeroom 5				EXCUSED ABSENCE
1	Reading 5	CANDACE G. BRYANT			
2	English 5	CANDACE G. BRYANT			
3	Spelling 5	CANDACE G. BRYANT			
4	Math 5	DANNY G. CROSSLEY			
5	Soc. Studies 5	JAY S. HANLEY			

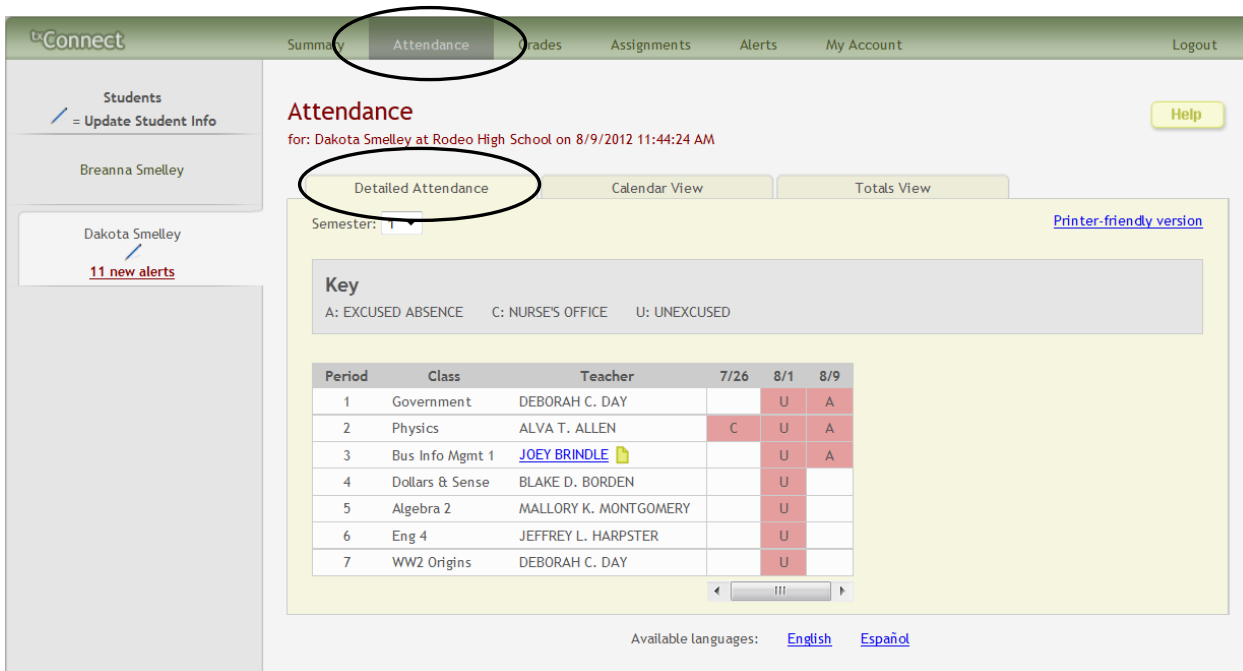
Available languages: [English](#) [Español](#)

Attendance

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

Detailed Attendance

- The date appears in the column heading if the student was marked absent or tardy for any period during that day.
- If the student was not present for the entire class, a code appears for the period and date. A description of each code is displayed in the **Key** section of the page (e.g., excused, unexcused until a note is received, etc.).
- If the student was present and on time for the entire day, no code appears for the date.
- If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon  appears beside the teacher's name. Click  to see the information, and then click **Close** to close the Teacher Note window.




Attendance
for: Dakota Smelley at Rodeo High School on 8/9/2012 11:44:24 AM

Detailed Attendance | Calendar View | Totals View

Semester: 1 [Printer-friendly version](#)

Key
A: EXCUSED ABSENCE C: NURSE'S OFFICE U: UNEXCUSED

Period	Class	Teacher	7/26	8/1	8/9
1	Government	DEBORAH C. DAY		U	A
2	Physics	ALVA T. ALLEN	C	U	A
3	Bus Info Mgmt 1	JOEY BRINDLE 		U	A
4	Dollars & Sense	BLAKE D. BORDEN		U	
5	Algebra 2	MALLORY K. MONTGOMERY		U	
6	Eng 4	JEFFREY L. HARPSTER		U	
7	WW2 Origins	DEBORAH C. DAY		U	

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

Calendar View

Click the **Calendar View** tab to see the attendance details in a calendar view instead of a table view. All months for the current school year are displayed as you scroll down.

- If the student was not present for the entire class for any period of the day, the day is highlighted on the calendar.
- Click the date to open the attendance details for the highlighted day. For each period, the student's attendance is displayed. The period is only listed if the student was marked absent or tardy for that period. Otherwise, the period is not listed in the attendance details window.
- Click **Close** to close the attendance details window for the highlighted day.

Detailed Attendance **Calendar View** Totals View

Semester: 1 ▼

July 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	31				

August 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	31	

September 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

October 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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	31			



November 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	

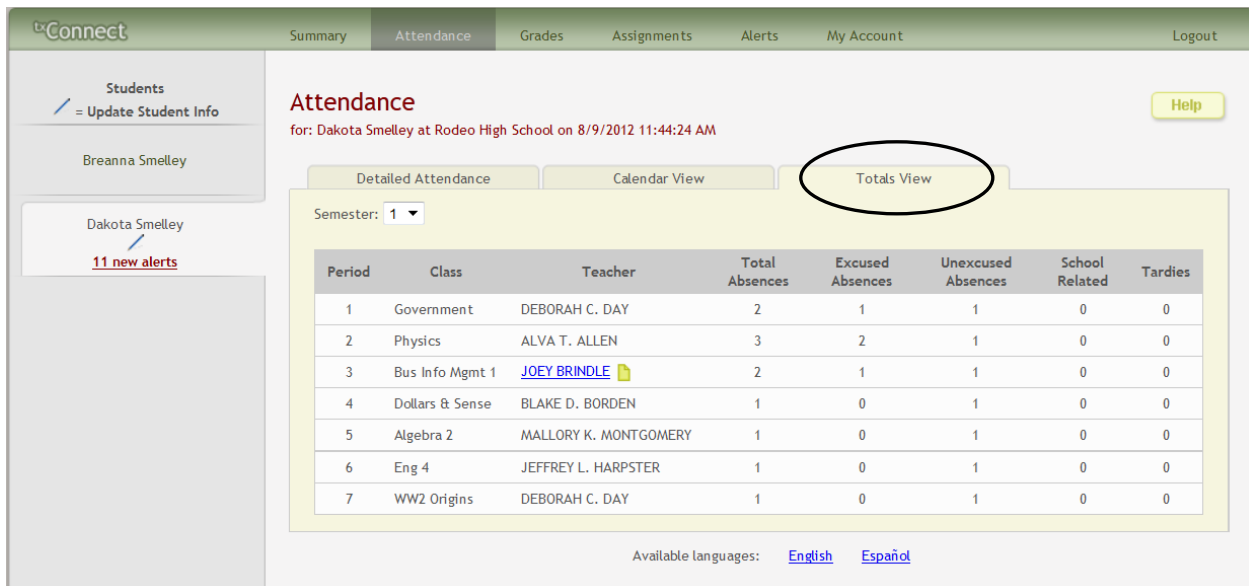
December 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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	31		

Totals View

Click the **Totals View** tab to see tardies and attendance totals for the semester.

- The student's classes are listed by period, and the total number of school-related absences (e.g., UIL events or field trips), non-school-related absences (e.g., illness or family emergency), and tardies is listed.
- If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon  appears beside the teacher's name. Click  to see the information.
- Click **Close** to close the Teacher Note window.



txConnect Summary Attendance Grades Assignments Alerts My Account Logout

Students
= Update Student Info

Breanna Smelley


Dakota Smelley
[11 new alerts](#)

Attendance
for: Dakota Smelley at Rodeo High School on 8/9/2012 11:44:24 AM

Help

Detailed Attendance Calendar View **Totals View**

Semester: 1

Period	Class	Teacher	Total Absences	Excused Absences	Unexcused Absences	School Related	Tardies
1	Government	DEBORAH C. DAY	2	1	1	0	0
2	Physics	ALVA T. ALLEN	3	2	1	0	0
3	Bus Info Mgmt 1	JOEY BRINDLE 	2	1	1	0	0
4	Dollars & Sense	BLAKE D. BORDEN	1	0	1	0	0
5	Algebra 2	MALLORY K. MONTGOMERY	1	0	1	0	0
6	Eng 4	JEFFREY L. HARPSTER	1	0	1	0	0
7	WW2 Origins	DEBORAH C. DAY	1	0	1	0	0

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

Grades

To display the student's grades, click Grades on the menu at the top of the page. When you view the Grades page, the Cycle Grades tab is displayed by default.

The screenshot shows the txConnect interface. At the top, the navigation bar includes 'Summary', 'Attendance', 'Grades' (circled), 'Assignments', 'Alerts', 'My Account', and 'Logout'. On the left sidebar, under 'Students', 'Breanna Smelley' and 'Dakota Smelley' are listed, with '19 new alerts' shown for Dakota Smelley. The main content area is titled 'Grades' and specifies 'for: Dakota Smelley at Rodeo High School on 8/9/2012 11:58:31 AM'. Below this, the 'Cycle Grades' tab is selected (circled), and the 'Semester' is set to '1'. There are links for 'Show All', 'Hide All', and a checkbox for 'Show Blank Grades'. A table displays the current cycle grades:

Period	Class	Teacher	Current Cycle 1
1	Government	DEBORAH C. DAY	79
2	Physics	ALVA T. ALLEN	94
3	Bus Info Mgmt 1	JOEY BRINDLE	98
4	Dollars & Sense	BLAKE D. BORDEN	
5	Algebra 2	MALLORY K. MONTGOMERY	
6	Eng 4	JEFFREY L. HARPSTER	
7	WW2 Origins	DEBORAH C. DAY	

At the bottom, it says 'Available languages: [English](#) [Español](#)'.

How to View Assignment Grades for a Class

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

- Click the grade average for the class and cycle you wish to view. The grade average will be expanded below the period row to display all grade data that has been entered. In addition to the assignment grades, the calculated average and/or posted average are displayed.

Cycle Grades

Semester Grades

Semester: 1

Show All

Hide All

Show Blank Grades



Period	Class	Teacher	Current Cycle	
1	Government	DEBORAH C. DAY	79	
2	Physics	ALVA T. ALLEN	94	
3	Bus Info Mgmt 1	JOEY BRINDLE	98	
Assignment	Due Date	Grade	Late	Redo
Daily Work/ Participation (Weight 25%)				
Chapter 2	8/10/2012	87 (dropped)		
Chapter 1	8/10/2012	95		
Daily Work/ Participation average		95		
Homework (Weight 25%)				
Homework average				
Projects (Weight 25%)				
Projects average				
Tests (Weight 25%)				
Test 1	8/17/2012	100		
Tests average		100		
				Citizenship 5
				Calculated Average 98
(close details)				
4	Dollars & Sense	BLAKE D. BORDER		
5	Algebra 2	MALLORY K. MONTGOMERY		
6	Eng 4	JEFFREY L. HARPSTER		
7	WW2 Origins	DEBORAH C. DAY		

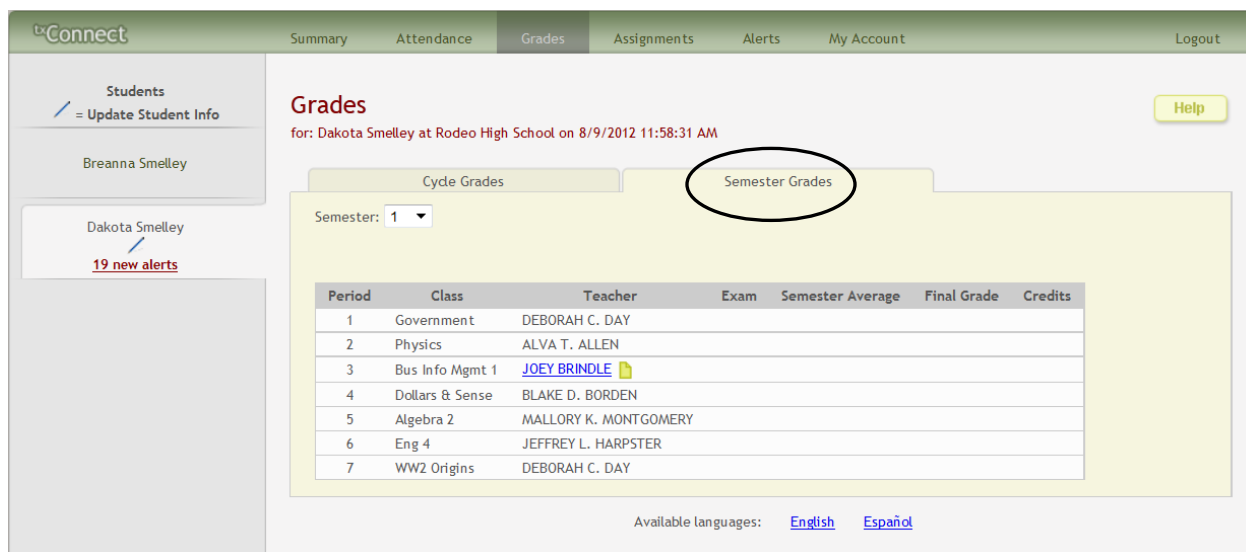
- The **calculated average** is the average calculated using the student's grades and the teacher's method for calculating the average. The calculated average is not displayed for closed cycles.
- The **posted average** is the actual grade that was posted for the student for the class. In some circumstances, the posted grade is different than the calculated average. The posted average is the official grade that appears on the report card.
- Assignments are displayed by category. For each category, the category weight is displayed, and the average for each category is displayed.
- The calculated average, posted average, and category average are displayed as letter grades if the course is set up to post letter grades.
- For each assignment, the due date and grade are displayed. The **Late** and **Redo** columns indicate if the assignment was turned in late or redone.
- If an assignment grade has been dropped, the message "dropped" will appear next to the grade.
- If the teacher entered any notes related to the student's assignment grade, those notes are displayed below the grade.
- To return to the unexpanded grade average view, click **close details** for the grade average you expanded.
- To show assignment grades for the current cycle for all courses, click **Show All**.
- To hide the assignment grades for all courses, click **Hide All**.
- If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon appears beside the teacher's name. If the teacher has provided course notes or assignment notes, the icon is also displayed by the course and/or assignment. Click to see the information, and then click **Close** to close the Note window.

How to View Semester and Final Averages

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

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


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



Grades
for: Dakota Smelley at Rodeo High School on 8/9/2012 11:58:31 AM

Cycle Grades Semester Grades

Semester: 1

Period	Class	Teacher	Exam	Semester Average	Final Grade	Credits
1	Government	DEBORAH C. DAY				
2	Physics	ALVA T. ALLEN				
3	Bus Info Mgmt 1	JOEY BRINDLE 				
4	Dollars & Sense	BLAKE D. BORDEN				
5	Algebra 2	MALLORY K. MONTGOMERY				
6	Eng 4	JEFFREY L. HARPSTER				
7	WW2 Origins	DEBORAH C. DAY				

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


Assignments

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

How to View Assignments

Click **Assignments** on the menu at the top of any page. The Assignments page will be displayed for the student currently being viewed.

The screenshot shows the txConnect interface. The top navigation bar includes links for Summary, Attendance, Grades, **Assignments** (circled), Alerts, My Account, and Logout. The left sidebar shows the 'Students' section with a link to 'Update Student Info' and a list of students, including Breanna Smelley and Dakota Smelley (who has 19 new alerts). The main content area is titled 'Assignments' and specifies the student as 'Dakota Smelley at Rodeo High School on 8/9/2012 11:58:31 AM'. It contains several filter fields: 'Course' (set to 'All'), 'Cycle' (set to '1'), and 'View' (with radio buttons for 'All Assignments' (selected), 'Only Graded Assignments', and 'Only Pending Assignments'). There is also a 'View only assignments due before:' field with a calendar icon. A 'Find Assignments' button is located below these filters. At the bottom, there is a table with headers 'Course', 'Assignment', 'Category', 'Due Date', and 'Grade', which currently displays 'No Selected Assignments'. At the very bottom, it says 'Available languages: English Español'.

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

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

- Click **Find Assignments**. All assignments that matched the criteria entered are displayed in the table at the bottom of the page.
- In the Assignments table, click **Course** to sort the assignments by course, or click **Due Date** to sort the assignments by due date.

txConnect Summary Attendance Grades **Assignments** Alerts My Account Logout

Students
= Update Student Info

Breanna Smelley

Dakota Smelley
19 new alerts

Assignments
for: Dakota Smelley at Rodeo High School on 8/9/2012 11:58:31 AM

Course: Bus Info Mgmt 1

Cycle: 1

View: ☐ All Assignments ☒ Only Graded Assignments ☐ Only Pending Assignments

View only assignments due before:

Find Assignments

Course	Assignment	Category	Due Date	Grade
Bus Info Mgmt 1	Chapter 1	Daily Work/ Participation	8/10/12	95
Bus Info Mgmt 1	Chapter 2	Daily Work/ Participation	8/10/12	87 (dropped)
Bus Info Mgmt 1	Test 1	Tests	8/17/12	100

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

Discipline

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

How to View Discipline Records

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

Discipline

for: **Dakota Smelley** at Rodeo High School on 8/9/2012 1:21:34 PM

Semester: 1
Cycle: 1
[Find Discipline](#)

Date	Infraction	Disciplinary Action	Reported by	Administrator
01: 19 PM	• Violation of Student Code of Conduct Not Covered Under TEC	• In-School Suspension		
<i>Dakota was caught cheating on a quiz. JBrindle ISS starting 8/9/2012 for 2 days</i>				

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

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

Alerts

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

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

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

An alerts subscription may be changed at any time.

How to Read Alerts

To go directly to the Alerts page to read the message(s), click the alerts notification below the student's name. You may also click **Alerts** in the main menu at the top of the page and select the student for whom you wish to see alerts.

The screenshot shows the txConnect interface. In the top navigation bar, the 'Alerts' menu item is circled. On the left sidebar, under 'Students', 'Dakota Smelley' is listed with a link to '5 new alerts'. The main content area is titled 'Alerts' and shows a list of alerts for Dakota Smelley at Rodeo High School on 8/9/2012. The list has columns for 'Alert Date', 'Description', and 'Read?'.

Alert Date	Description	Read?
8/9/12	Student received an Excused Absence in period 1.	<input type="checkbox"/>
8/9/12	Student received an Excused Absence in period 2.	<input type="checkbox"/>
8/9/12	Student received an Excused Absence in period 3.	<input type="checkbox"/>
8/9/12	Student received a 75 on Chapter 1 in Government.	<input type="checkbox"/>
8/9/12	Student received a 72 on Read Chapter 3 in Government.	<input type="checkbox"/>

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

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

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

How to Change an Alerts Subscription

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

The screenshot shows the 'Alerts' page for a student named Dakota Smelley. The 'Subscribe to Alerts' tab is highlighted and circled. The page is divided into several sections for configuring alerts:

- Attendance Alerts:**
 - Unexcused Absences:** Radio buttons for 'Don't send me alerts.', 'Send me an alert for the first occurrence of the day.', and 'Send me an alert for every occurrence.' (selected).
 - Excused Absences:** Radio buttons for 'Don't send me alerts.', 'Send me an alert for the first occurrence of the day.', and 'Send me an alert for every occurrence.' (selected).
 - Tardies:** Radio buttons for 'Don't send me alerts.', 'Send me an alert for the first occurrence of the day.', and 'Send me an alert for every occurrence.' (selected).
- Average Alerts:** Send me an alert when my student's average in any class falls below the following criteria. Radio buttons for 'Falling' and 'Custom' (selected) with a value of 95.
- Assignment Alerts:** Send me an alert when my student receives any assignment grade in any class below the following criteria. Radio buttons for 'Falling' and 'Custom' (selected) with a value of 95.

Additional options include checkboxes for 'Incomplete Assignments', 'Missing Assignments', and 'Send me an email when an alert is generated?'. A 'Save Subscriptions' button is located at the bottom of the form.

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

There are three categories of alerts: Attendance, Grade Average, and Assignment Grades.

Attendance Alerts

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

Under **Unexcused Absences**, the parent selects one of the following:

- If he does not want to be notified of his student's unexcused absences, he selects **Don't send me alerts.**
- If he only wants to be notified of an unexcused absence for the first occurrence of the day, he selects **Send me an alert for the first occurrence of the day.**

- If he wants to be notified of every unexcused absence throughout the day, he selects **Send me an alert for every occurrence**.

Under **Excused Absences**, the parent selects one of the following:

- If he does not want to be notified of his student's excused absences, he selects **Don't send me alerts**.
- If he only wants to be notified of an excused absence for the first occurrence of the day, he selects **Send me an alert for the first occurrence of the day**.
- If he wants to be notified of every excused absence throughout the day, he selects **Send me an alert for every occurrence**.

Under **Tardies**, the parent selects one of the following:

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

Average Alert

The average alert allows the parent to be notified that the student's grade average in a class falls below a specified grade. By default, the parent will receive an alert any time the student's grade average in a class falls below failing. The parent may change the alert by specifying another grade. To specify another grade, select **Custom**. In the custom field, type a numeric grade (0-100). Any time the student's average falls below this grade, the parent will receive an alert.

Assignment Alerts

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

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

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

How to Receive Alert Notices by email

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

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

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

My Account

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

My Account

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

Email Address [Change](#)
(your email address is important if you wish to receive alerts, or register to change your students information)
Email Address: ssmelley@esc11.net

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

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

Students [Change](#) [Edit Settings](#)
Click on Edit Settings to change your options for your students. You must associate your email with each student for whom you want to view/edit forms.

View/Edit Forms	Student Name	Associated Users	Last Login
	Breanna Smelley	ssmelley	8/9/12 1:29 PM
	Dakota Smelley	ssmelley	8/9/12 1:29 PM

(click the pencil icon above to manage that student's information)

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

How to Change a Hint Question/Answer

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

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

My Account

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

Hint Question

Question: What was the name of your first pet?

Answer:

- The parent makes changes to the question and/or answer and clicks **Save**.
- If the data was entered incorrectly, a red message will appear to the right of each field that has incorrect data. That information must be provided to change the hint question/answer.
- If the data was entered correctly, the new hint question will be displayed under **Hint Question**.

How to Change a Password

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


- Next to **Password**, click **Change**.
- In the **Old Password** field, the parent enters his current password.
- In the **New Password** field, the parent enters a new password.
- In the **Confirm Password** field, the parent retypes his new password exactly as it was typed above.
- Click **Save**.
- If the data was entered incorrectly, a red message will appear to the right of each field that has incorrect data. That information must be provided to change the password.
- If the data was entered correctly, the new password will be saved. Next time the parent logs on to txConnect, he must use the new password.

How to Add or Delete a Student

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

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

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



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

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

How to Register an Email Address to a Student

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

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

1. When the parent/guardian clicks **Edit Settings** on the My Account page, the Edit Settings for My Students page is displayed. The program compares the email address entered for his account (in the Email Address section on the My Account page) to the email address that is on file at the campus. His students are listed as follows:
 - If the parent's email address **MATCHES** the email address for one on the student's parents/guardians, he will have access to manage the student's settings.
 - If the parent's email address **DOES NOT** match an email address for any parents/guardians, he will not have access to manage the student's settings. The message "**Your email address does not match an email address associated with this student**" will be displayed.
2. If the Register button is displayed, the parent can click Register to register his email address for the student.
3. A message is automatically sent to his email address that contains a 24-character alphanumeric registration code. A link to the district's txConnect login page may also be included.
4. Once the registration code is sent, the Register button is replaced with a field for the registration code. The parent must enter the exact registration code in the field in order to complete the registration process.
5. Click **Submit**.
6. Once the parent's email address is registered for a student, the  icon is displayed next to the student on the My Account page. The parent can click  to view online registration information for the student.

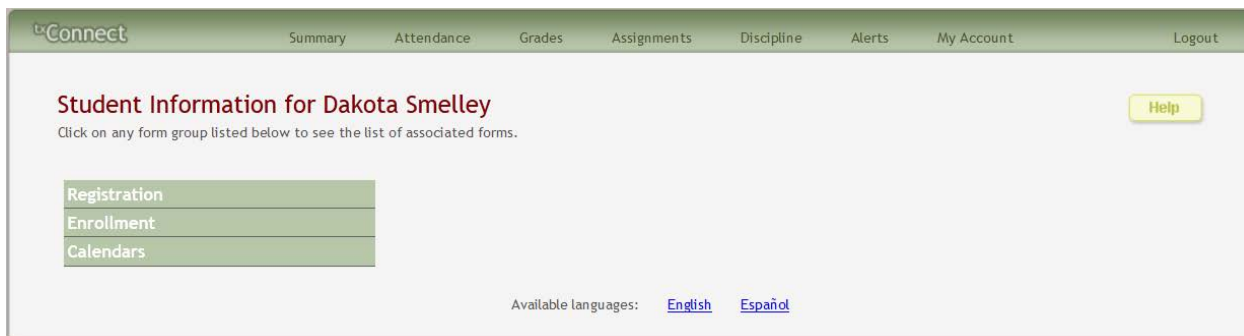
How to View and Update Online Registration Information for a Student

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

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

To view or update information:

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



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



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

Field Name	Current Data	Instructions
Student ID	901369	
First Name	Dakota	
Middle Name		
Last Name	Smelley	
Generation		
Student Area Code	(817) 817	Cancel

- The left column displays all the information fields, such as **Grade**, **SSN**, and **Birth Date**.
- The next column displays the current data for the field, if it exists.
- If the district or campus provided specific instructions for the field, the instructions are displayed in the right column.
- Some data can be updated, and some data cannot be updated. If the data can be updated, the **Edit** button is displayed.
 - When you click **Edit**, an input field appears below the existing data allowing you to type the new information. A **Cancel** button is also displayed for the field.
 - The input field will display the existing data. Type over the existing data with the new information. Otherwise, click **Cancel**.
 - If a field is limited to a specific format or type of data, and you type invalid data, a message is displayed instructing you to correct the data. You must correct the data to continue.
 - If you have submitted a change in the field, but the change is still pending (i.e., not yet approved by an administrator), the original data is displayed with an asterisk next to it. You can click **Edit** to see the change you requested.

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

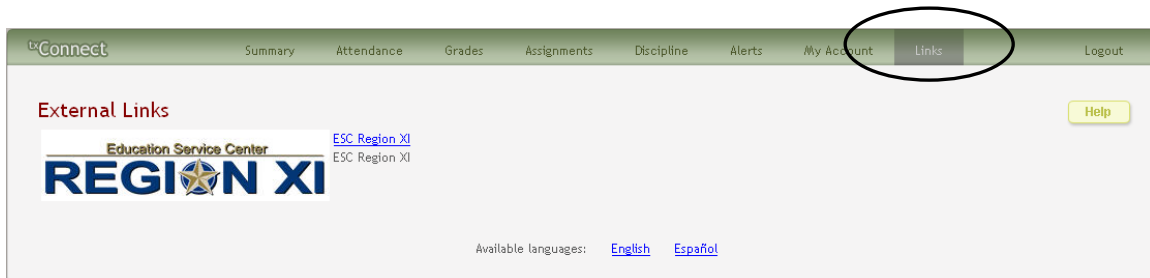
- Click **Save Changes** to save any changes. Otherwise, click **Cancel** to clear any changes on the page.
- The campus staff will be notified of the parent's changes and will need to approve them before they are updated in the student's official records. If the parent has submitted a change that has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

Once the campus staff has approved the change, the new data is displayed.

External Links

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

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



How to Access External Links

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