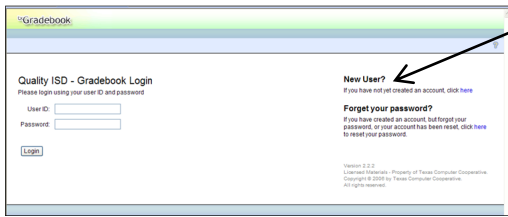


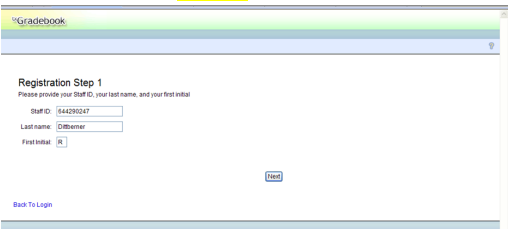
txGradeBook Quick Steps

Registration: (set up as new user at beginning of each new school year)

Detail Instructions begin on page 2.



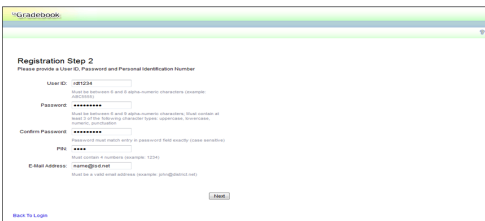
Click on the word **"here"** and the following screen will be displayed:



Type in your **Staff ID** in the Staff ID box.

Type in **Last name** and **first initial** and click **Next**.

The next screen will appear:



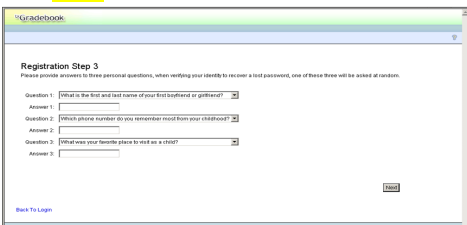
Your **user ID** must be six to eight alphanumeric characters and unique within the district. The user ID is not case-sensitive.

Please note: Once created it cannot be changed or deleted.

Your **password** must be six to nine alphanumeric characters. Use at least three of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234). Your password is case-sensitive. **Confirm** the password.

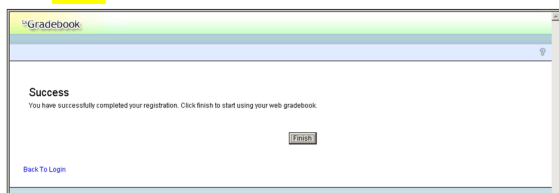
Your **PIN** must be **four numeric characters**. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed.

Click **Next**. The following screen will display:



You will select and answer **three hint questions**, this is used to recover your registration information and the **answers ARE CASE-SENSITIVE**.

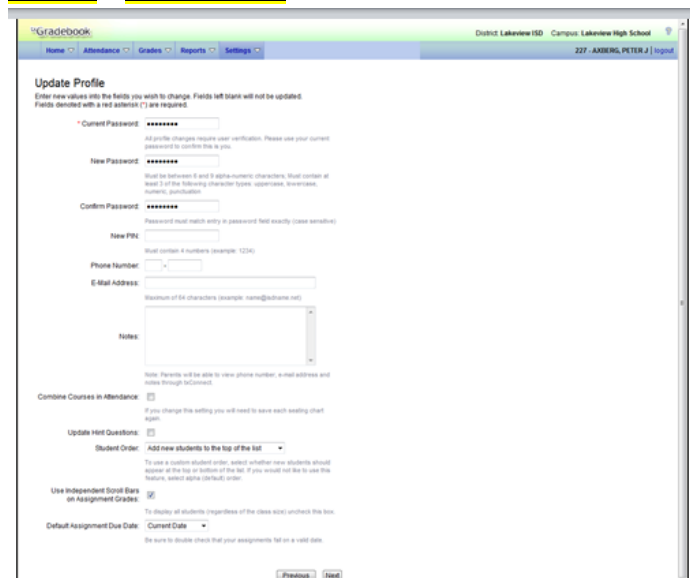
Click **Next**:



Click **Finish**. You have completed the setup of TxGradeBook.

Update Profile Pages

Settings > Update Profile (Detail instructions on page 5)



The Update Profile pages **allow you to change** your **password**, **PIN**, or **hint questions** at any time.

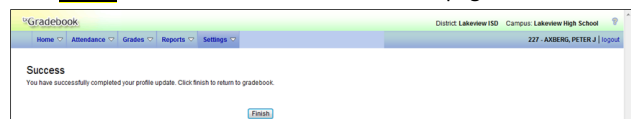
You can provide your **telephone number**, **e-mail address** and provide **additional notes** to parents in **txConnect**.

Select **Combine Courses in Attendance** if you want to combine classes for attendance reporting.

In the **Student Order** field, indicate where you want **new students** to be listed on the following pages and reports: Assignment Grades, Cycle Grades, IPR Comments, Print IPR, Assignment Grades Report, and Class Roster Report. This field works in conjunction with the **Arrange Student Order** page. Select **Use Independent Scroll Bars on Assignment Grades** if you want independent scroll bars for the assignment grades table on the Assignment Grades page.

In the **Default Assignment Due Date** field, indicate if you want a default date to be displayed in the Date Due field on the Administer Assignments page.

Click **Finish** to return to the Announcements page.



Other Account Maintenance (Detail instructions on page 6)

To recover a locked account:

If you have **three consecutive unsuccessful attempts** at signing in, your account will be locked, and you must contact your campus ^{tx}Gradebook administrator to have your password reset.

To change a password to continue:

For security purposes, your password will expire periodically. If your password has expired, you are redirected to the Password Expired page before the Announcements page is displayed.

1. Type your current password.
2. Type (and retype to confirm) your new password.
3. Click Submit.

To reset a password or recover a lost password:

To access the page:

From the Login page, click the link under **Forget your password? The Reset Password Step 1 page is displayed.**

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, or your account has been reset, click [here](#) to reset your password.



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Step 1, enter your **Staff ID** (SSN) and your User ID.

Step 2, **answer your Hint question**, it **MUST be exactly** as you typed it during the registration process.

Step 3, you will enter your **new Password** and then **confirm** it. **Note:** You cannot reuse your last password.

Step 4, Click **Finish** and it was take you back to the Announcements page.

To access Help:

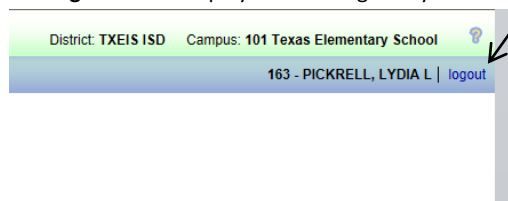
On the right side of the submenu, click **?**. The Help window opens.

To keep your session active:

If your session is idle for a specified amount of time (i.e., you are logged on but you have not made any changes that have hit the server), your session becomes inactive. **Warning:** Any data that was not saved when the session expired is lost.

To log out:

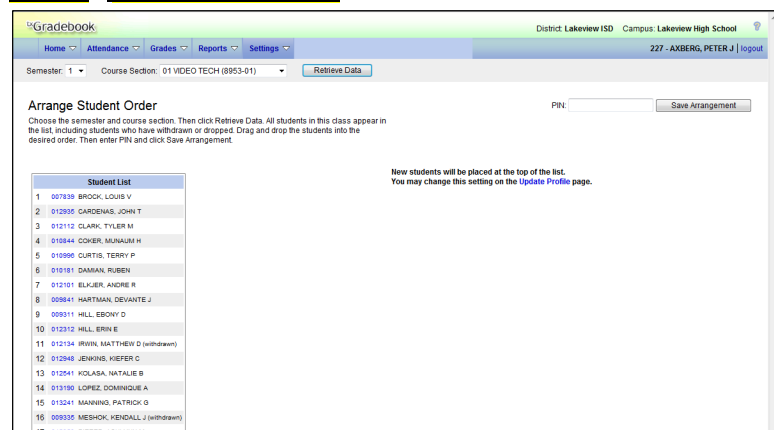
The **logout** link is displayed to the right of your user ID.



Arrange Student Order

Note: Before using this page, you must set a preference for new students in the **Student Order** field on the **Update Profile** page. The field must be set to add students to the top of the list or bottom of the list. Otherwise, the order established on this page is not utilized on the other pages throughout ^{tx}Gradebook.

Settings > Arrange Student Order



Gradebook District: Lakeview ISD Campus: Lakeview High School

Home Attendance Grades Reports Settings 227 - AXBERG, PETER J | logout

Semester: 1 Course Section: 01 VIDEO TECH (8953-01) Retrieve Data

Arrange Student Order PIN: Save Arrangement

Choose the semester and course section. Then click Retrieve Data. All students in this class appear in the list, including students who have withdrawn or dropped. Drag and drop the students into the desired order. Then enter PIN and click Save Arrangement.

New students will be placed at the top of the list. You may change this setting on the Update Profile page.

	Student List
1	007839 BROOK, LOUIS V
2	012835 CARDENAS, JOHN T
3	012112 CLARK, TYLER M
4	010844 COKER, MUNAUM H
5	010880 CURTIS, TERRY P
6	010181 DAMIAN, RUBEN
7	010101 ELIJAH, ANDRE R
8	008641 HARTMAN, DEVANTE J
9	008011 HILL, EBONY D
10	010312 HILL, ERIN E
11	012134 IRWIN, MATTHEW D (withdrawn)
12	012848 JENKINS, KIEFER C
13	012041 KOLASA, NATALIE B
14	013180 LOPEZ, DOMINIQUE A
15	013041 MANNING, PATRICK G
16	009335 MISHOK, KENDALL J (withdrawn)
17	010408 RITTER, ASHLYN M

ATTENDANCE

Post/View Attendance

The 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.

Attendance > Post/View Attendance

The screenshot shows the Gradebook Attendance page for District Lakeview ISD, Campus Lakeview High School. The user is logged in as 227 - AXBERG, PETER J. The page displays the Attendance section for Date: 10/21/11, Semester: 1, and Period: 04. A table lists 12 students with their Student ID, Last name, First name, Attendance status (Absent, Tardy, Present), Grade, and Course Section. All students are marked as Present. A PIN field and a Post button are at the bottom.


Student ID	Last name	First name	Attendance	Grade	Course Section
013200	ANDERSON	ALEXANDER G	Present	10	04 BOYS ATHLETIC (5423-04)
012633	BROWN	ZACHARY J	Present	10	04 BOYS ATHLETIC (5423-04)
013118	BURY	TYLER A	Present	10	04 BOYS ATHLETIC (5423-04)
012942	FROST	ALEJANDRO ALEXANDRO J	Present	10	04 BOYS ATHLETIC (5423-04)
012934	HANSEN	JOSHUA C	Present	10	04 BOYS ATHLETIC (5423-04)
011188	JACKSON	ARON D	Present	10	04 BOYS ATHLETIC (5423-04)
012084	LONG	ALEC T	Present	10	04 BOYS ATHLETIC (5423-04)
012441	MEYER	RYAN G	Present	10	04 BOYS ATHLETIC (5423-04)
011734	MILLS	CONRAD A	Present	10	04 BOYS ATHLETIC (5423-04)
012034	REICH	TUCKER W	Present	10	04 BOYS ATHLETIC (5423-04)
008583	SMITH	FREDERICK A	Present	10	04 BOYS ATHLETIC (5423-04)
011991	SUAREZ-LUGO	CHASE C	Present	10	04 BOYS ATHLETIC (5423-04)

1. Select a posting date.
2. The Semester will default to the current Semester.
3. Select Period – by default the first period for which you have not posted attendance displays.

The screenshot shows the Gradebook Attendance page for District Lakeview ISD, Campus Lakeview High School. The user is logged in as 227 - AXBERG, PETER J. The page displays the Attendance section for Date: 10/21/11, Semester: 1, and Period: 01. A table lists 18 students with their Student ID, Last name, First name, Attendance status (Absent, Tardy, Present), Grade, and Course Section. Some students are marked as Tardy or Absent. A PIN field and a Post button are at the bottom.

Student ID	Last name	First name	Attendance	Grade	Course Section
012933	BROCK	LOUIS V	Present	12	01 VIDEO TECH (8953-01)
012935	CARDENAS	JOHN T	Present	12	01 VIDEO TECH (8953-01)
012112	CLARK	TYLER W	Present	12	01 VIDEO TECH (8953-01)
010844	COOK	MURRAY H	Present	12	01 VIDEO TECH (8953-01)
010986	CURTIS	TERRY P	Present	12	01 VIDEO TECH (8953-01)
011181	COWAN	RUBEN	Present	12	01 VIDEO TECH (8953-01)
012101	ELKNER	ANDREW R	Present	12	01 VIDEO TECH (8953-01)
009841	HAYTMAN	DEWANTE J	Present	12	01 VIDEO TECH (8953-01)
009311	HILL	EBONY D	Present	12	01 VIDEO TECH (8953-01)
012312	HILL	ERIN E	Present	12	01 VIDEO TECH (8953-01)
012848	JENNIS	KEVIN C	Present	12	01 VIDEO TECH (8953-01)
012541	KOLASA	NATHAN B	Present	12	01 VIDEO TECH (8953-01)
011180	LOPEZ	DOMINIQUE A	Present	12	01 VIDEO TECH (8953-01)
013241	MANNING	PATRICK G	Present	12	01 VIDEO TECH (8953-01)
012928	RITTER	ASHLYN W	Present	12	01 VIDEO TECH (8953-01)
012162	SHANE	ALEJOS	Present	12	01 VIDEO TECH (8953-01)
012439	TARGETT	OLLIE J	Present	12	01 VIDEO TECH (8953-01)
012108	WILLIAMS	BANK G	Present	12	01 VIDEO TECH (8953-01)

To record attendance:

When you select the date and period, a class list is displayed. **All students are set to Present by default**. For students who are tardy or absent for the selected date/period, mark accordingly in the **Attendance** fields by clicking  for **Absent** or **Tardy**.

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

The **total number of students enrolled** in the period is **displayed at the bottom of the column**.

Note about posting Tardy: some campuses may not allow students to be tardy during the ADA period. If the campus does not allow you to record tardies during the ADA period, the **Tardy** option is disabled.

PEIMS note: 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**. The number of minutes is determined by the district. 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.

If a **student withdrew** from the course, he is **no longer listed**.

To post attendance:

1. Type your PIN in the **PIN** field.

Click **Post**. If your changes were saved successfully, the page reloads with a message indicating that the attendance was posted successfully.

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.

A confirmation message box with a green background. It contains the text "All students are marked present. Please confirm." and two buttons: "Continue" and "Cancel".

Click Continue to confirm. Attendance is posted, and the All Present flag in the database is set to Y (Yes).

After posting is complete, the attendance list is view only.

Setting up the Grade Book

Setting up Categories on the Administer Categories Page

Settings > Administer Categories

Administer Categories

Weighting Type
Assignment grades have been entered for this semester, the weighting type may not be modified.

☒ Percentage ☐ Point ☐ Multiplier

Available Categories
(Drag and drop (or double-click) categories from this list onto the selected categories table.)

- 6 Weeks Test
- Activity Assignment Quiz
- Chapter Test
- Classwork
- Computer Project
- Daily

Selected Categories

Delete	Category name	Color	Cycle 1 (closed)		Cycle 2		Cycle 3	
			% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
	Classwork	Yellow	25	0	25	0	25	0
	Homework	Blue	25	0	25	1	25	1
	Tests and Projects	Purple	25	0	25	0	25	0
	Interactive Notebook	Pink	25	0	25	2	25	2
	Totals		100		100		100	

PIN:

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

To select the weighting type for the course section:

Select the semester and course section for which you want to administer categories. Then under **Weighting Type**, select the weighting type you want to use for the categories.

Note: You must use the same weighting type for all cycles in a semester and for all semesters of a course.

If you select Percentage, you will assign percentages to each category. The percentages must total 100%.

Each weighting type is only displayed if the campus allows the weighting type.

For a detailed explanation of the formulas used to calculate working cycle averages, see [Appendix A - Calculating Averages](#) at the end of this guide and can also be found in the Help screen.

To add a category to a course:


FYI - If a cycle is closed, the column heading for the cycle displays (closed), and the data cannot be changed.

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 for the category, it is copied to the open cycles.

Under **Selected Categories** in the **# Drop** column for each cycle, type the number of items that can be dropped during a cycle. Only non-excluded grades are dropped.


Before you leave the page, you must save your changes. Type your **PIN**, and then click Save.

To remove a category from a course:

To remove a category from your category list, click  beside that category in the **Delete** column.

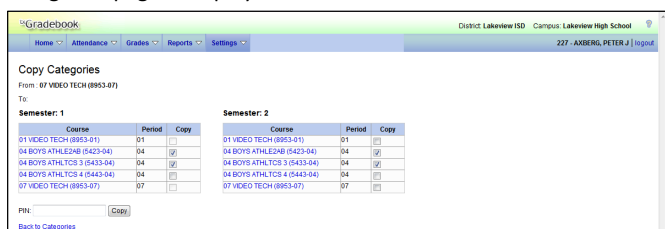
Note: You cannot delete a category that has assignments associated with it.

To copy categories from one cycle to another:

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.

To copy categories to another course section:

Select the semester and course section from which you want to copy categories, and then click **Copy categories to other course sections**. The Copy Categories page is displayed.



Semester: 1			Semester: 2		
Course	Period	Copy	Course	Period	Copy
01 VIDEO TECH (8953-01)	01	<input type="checkbox"/>	01 VIDEO TECH (8953-01)	01	<input type="checkbox"/>
04 BOYS ATHLE2AB (5423-04)	04	<input type="checkbox"/>	04 BOYS ATHLE2AB (5423-04)	04	<input type="checkbox"/>
04 BOYS ATHLTCS 3 (5433-04)	04	<input type="checkbox"/>	04 BOYS ATHLTCS 3 (5433-04)	04	<input type="checkbox"/>
04 BOYS ATHLTCS 4 (5443-04)	04	<input type="checkbox"/>	04 BOYS ATHLTCS 4 (5443-04)	04	<input type="checkbox"/>
07 VIDEO TECH (8953-07)	07	<input type="checkbox"/>	07 VIDEO TECH (8953-07)	07	<input type="checkbox"/>

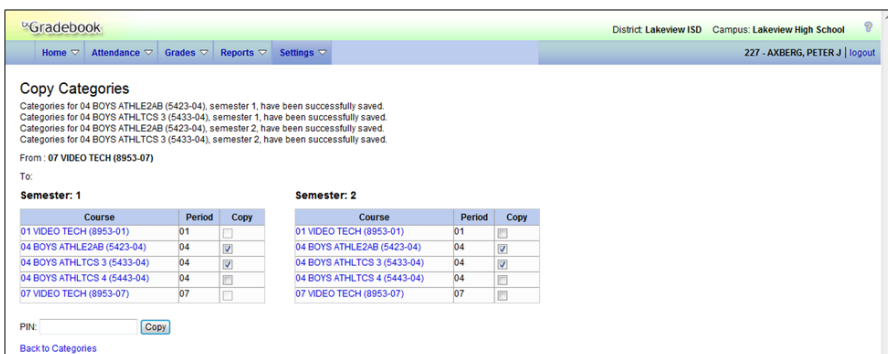
PIN:

[Back to Categories](#)

The **From** field displays the course from which you are copying assignments. In the table, all of your active courses are displayed with check boxes. Under **Copy**, select one or more courses to which you want to copy the categories. If any of your other courses have categories that have assignments, you cannot copy to those courses. The **Copy** check boxes for the courses are grayed out, and you cannot select the courses.

Type your PIN, and then **click Copy** to copy the categories.

If the categories are successfully copied, the page reloads and displays a list of courses to which your categories were copied. The changes are saved to the database.



Copy Categories

Categories for 04 BOYS ATHLE2AB (5423-04), semester 1, have been successfully saved.
Categories for 04 BOYS ATHLTCS 3 (5433-04), semester 1, have been successfully saved.
Categories for 04 BOYS ATHLE2AB (5423-04), semester 2, have been successfully saved.
Categories for 04 BOYS ATHLTCS 3 (5433-04), semester 2, have been successfully saved.

From: 07 VIDEO TECH (8953-07)

To:

Semester: 1			Semester: 2		
Course	Period	Copy	Course	Period	Copy
01 VIDEO TECH (8953-01)	01	<input type="checkbox"/>	01 VIDEO TECH (8953-01)	01	<input type="checkbox"/>
04 BOYS ATHLE2AB (5423-04)	04	<input checked="" type="checkbox"/>	04 BOYS ATHLE2AB (5423-04)	04	<input checked="" type="checkbox"/>
04 BOYS ATHLTCS 3 (5433-04)	04	<input checked="" type="checkbox"/>	04 BOYS ATHLTCS 3 (5433-04)	04	<input checked="" type="checkbox"/>
04 BOYS ATHLTCS 4 (5443-04)	04	<input type="checkbox"/>	04 BOYS ATHLTCS 4 (5443-04)	04	<input type="checkbox"/>
07 VIDEO TECH (8953-07)	07	<input type="checkbox"/>	07 VIDEO TECH (8953-07)	07	<input type="checkbox"/>

PIN:

[Back to Categories](#)

Setting up Assignments on the Administer Assignments Page

(Detail Instructions can be found on page 28.)

- You can **only** enter assignments for **active courses**.
- **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** and enter an **assignment description** and 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.
- Assignment **names must be unique** within each category.
- You **cannot make changes** to assignments **once the cycle is closed**.

Settings > Administer Assignments

Assignments Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Review
Chapter 1 Printing Techniques pop 1 - 10	Homework Classroom Quiz	01/01/2025	01/01/2025	10		<input type="checkbox"/>
Questions 1 - 25 and only	Homework Classroom Quiz	01/01/2025	01/01/2025	100		<input type="checkbox"/>
Printing Techniques Quiz	Activity Assignment Quiz	01/01/2025	01/01/2025	300		<input type="checkbox"/>
Homework 1	Interactive Homework	01/01/2025	01/01/2025	100		<input type="checkbox"/>

To add an assignment:

Select the **semester**, **cycle**, and **course section**

Press **TAB** from the last field on the previous row. A new row is displayed at the bottom of the assignments list.

Click **Add New Assignment**

In the **Assignment Name** field, **type a name for the assignment** (e.g., Pop Quiz 1). The field can be up to **50** characters.

Notes: See the Special Characters and Copy/Paste section of **Appendix C**

Assignment names can be **changed at any time**, as needed.

You **cannot add duplicate assignment names within a category**.

Keep the **assignment name as brief as possible**.

In the **Category field**, **select a category** for the assignment.

In the **Date Due** field, type the date the assignment is due in the MMDDYYYY format, or click calendar icon.

In the **Date Assigned** field, type the date the assignment is due in the MMDDYYYY format, or click calendar icon.

Or you may have set a default date for this field on the **Update Profile** page.

To edit an assignment:

To modify data for an assignment, **type over the existing data** with the new information.

Type your **PIN**, and then click **Save**.

To delete an assignment:

To **delete an assignment**, click **X** under the Delete for the assignment. You cannot delete an assignment if grades were posted for the assignment.

Type **PIN** and then click **Save**.

To copy assignments to another course section:

Click **Copy assignments to another course section/cycle**. The Copy Assignments page is displayed.

Gradebook District Lakewood ISD Campus Lakewood High School 227 - AXBERG, PETER J | Logout

Home Attendance Grades Reports Settings

Copy Assignments
From course: 07 VIDEO TECH (8953-07) semester: 1 cycle: 2

Assignments to copy
☐ Check all Assignments
☐ Questions Chapt 2 1-15
☐ Handout #12
☒ Week 3 notes
☒ Week 4 notes
☒ Week 5 notes
☐ Chapter 1
☐ Questions 1 - 25
☐ Chapter 1 test
☐ Week 1 notes
☐ Week 2 notes

Course Sections to which to copy

Semester: 1

Course	Period	Cycles
		1 2 3
01 VIDEO TECH (8953-01)	01	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
04 BOYS ATHLETICS (5423-04)	04	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
04 BOYS ATHLETICS 3 (5423-04)	04	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
04 BOYS ATHLETICS 4 (5423-04)	04	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
07 VIDEO TECH (8953-07)	07	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Semester: 2

Course	Period	Cycles
		1 2 3
01 VIDEO TECH (8953-01)	01	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
04 BOYS ATHLETICS (5423-04)	04	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
04 BOYS ATHLETICS 3 (5423-04)	04	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
04 BOYS ATHLETICS 4 (5423-04)	04	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
07 VIDEO TECH (8953-07)	07	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

PIN:

[Back to Assignments](#)

The **From** course field displays the **course**, **semester**, and **cycle** displayed on the previous page. This is the **course from which you are copying categories**.

Under **Assignments to copy**, all assignments for the selected course are displayed. You can select specific assignments, **or** you can select **Check all Assignments** to select all assignments.

Under **Course Sections to which to copy**, all course sections for all cycles are displayed. You can select specific course sections, or you can select the box at the top of the cycle column to select all course sections for the cycle.

After your selections are made, type your **PIN**, and then click **Copy**.

To return to the Administer Assignments page, click **Back to Assignments**.

Administer Courses

Settings > Administer Courses

Gradebook District Lakewood ISD Campus Lakewood High School 227 - AXBERG, PETER J | Logout

Home Attendance Grades Reports Discipline Settings

Course Section: 04 BOYS ATHLETICS 4 (5423-04)

Administer Courses

Assessment Type
Define how assessments in this course will be structured
Skills Referenced Grading

Course Note
Parents will be able to view this note through iConnect

PIN:

Under the **Course Note**, you can enter optional comments and notes **about the course**, such as reminders, announcements, or other course-related information. If entered, these comments are viewable in the parent portal.

Assignment Grades

To enter scores:

Select the semester, cycle, and course section.

Click **Retrieve Data**

Note: 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.

Select one or more categories, assignments, or students. You can also type a due date to limit the assignments displayed to those that are due on or after that date.

No Show students are not displayed.

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**. Type the grades in the fields provided.

Type your **PIN**, and then click **Save Grades**.

NOTE: Other codes can be entered in place of a grade:

M - Missing

I - Incomplete (If you type 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.

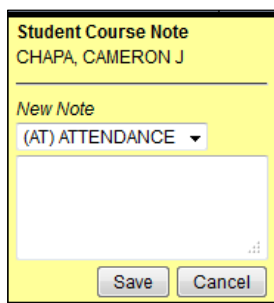
The **Cycle average** field displays the student's working cycle average. The average is updated every time you access the page, click **Calculate Averages**, and/or save grades.

To add course-specific notes by student:

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.

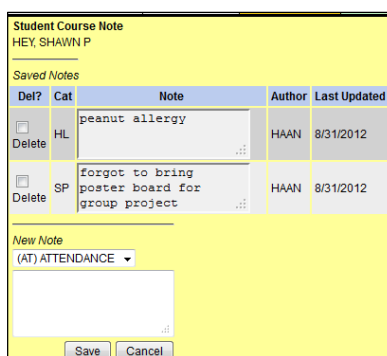
Note: These course-specific notes are *not* displayed to parents.

With no existing note(s):



The dialog box is titled "Student Course Note" and shows the student's name "CHAPA, CAMERON J". Below the name is a section labeled "New Note" with a dropdown menu set to "(AT) ATTENDANCE". There is a large text area for entering the note. At the bottom are "Save" and "Cancel" buttons.

With existing note:




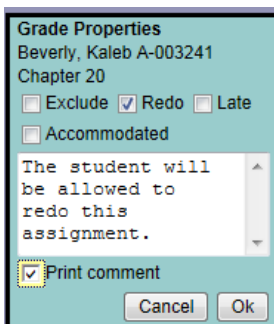
The dialog box is titled "Student Course Note" and shows the student's name "HEY, SHAWN P". Below the name is a section labeled "Saved Notes" containing a table of existing notes. Below the table is a section labeled "New Note" with a dropdown menu set to "(AT) ATTENDANCE". At the bottom are "Save" and "Cancel" buttons.

Del?	Cat	Note	Author	Last Updated
<input type="checkbox"/>	HL	peanut allergy	HAAN	8/31/2012
<input type="checkbox"/>	SP	forgot to bring poster board for group project	HAAN	8/31/2012

The student's name is displayed. Verify that you are adding/updating the note for the correct student.

To add comments or indicators to an assignment:

To add comments or indicators (e.g., excluded, late, redo, or accommodated) associated with an assignment, click  next to the assignment grade. The Grade Properties dialog box opens allowing you to enter additional information about that student's assignment.




The dialog box is titled "Grade Properties" and shows the student's name "Beverly, Kaleb A-003241" and the assignment "Chapter 20". Below this are checkboxes for "Exclude", "Redo", "Late", and "Accommodated". The "Redo" checkbox is checked. Below the checkboxes is a text area containing the comment "The student will be allowed to redo this assignment." At the bottom is a checkbox labeled "Print comment" which is checked, and "Cancel" and "Ok" buttons.

Select the appropriate indicator, and enter any comments.

If you want the indicators and/or comments to **print on the student's IPR** and **displayed in ^{bc}Connect**, select **Print comment**.

Click **Ok**.

NOTES: To **mass enter an assignment grade** for all students, use the **Fill** button at the bottom of each assignment grade column.

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 change **all assignment grades to blanks**, delete any data from the **Fill** field, and then click the **Fill** button. All grades for the assignment are changed to blank.

To print assignment grades:

From the **Assignment Grades** page, you can print grades for one assignment at a time. If one assignment is selected, the **Print** button is displayed on the page.

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.

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.

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 grades, 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.

Grades>Cycle Grades

Gradebook

District: Lakewood ISD Campus: Lakewood High School

227 - AXBERG, PETER J | Logout

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Attendance

Grades

Reports

Settings

Semester: 1 Course Section: 07 VIDEO TECH (8953-07) Retrieve Data Print

Cycle Grades

Semester: 1 Section: 07 VIDEO TECH (8953-07)

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

☐ Show Withdrawn Students

ID	Name	Posted Cycles		Current Semester: 1, Cycle: 2				Report Card Comments	Semester Average	Working Final Grade
		1	2	Average	Override	Citizenship	Exams			
011301	BARHAM, ANDRE M	84		83			S		84	84
011366	BLOUNT, TAYLOR R	77					S		77	77
012090	CARROLL, KEVIN J	84					S		84	84
011350	CHICKERY, SHAKARI J	86					S		86	86
012160	ELZEY, JAMES Q	84					S		84	84
012807	FIDERMUTZ, JORDAN L	85					S		85	85
010763	GRISWOLD, MEGAN L	84					S		84	84
012134	IRWIN, MATTHEW D						S			
010833	PAISLEY, CAROLINE M	79					S		79	79
012397	PHARRIS, JESSICA D	80					S		80	80
009966	ROBERTS, BRETT A	82					S		82	82
010825	RYDER, REBEKAH E	81					S		81	81
012952	SCHULTZ, NICOLE E	81					S		81	81
009942	VALENZUELA, MICHAEL L	75					S		75	75
010152	WALKER, ABBIE R	77					S		77	77

To post grades:

After you enter cycle and/or semester grade 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.

When you are satisfied with your input for one or more of the cycle grades, notify the system that you are ready to post by clicking **Select courses to mark grades as Ready to Post**. This link is only displayed for current cycles that are open for posting.

Mark grades as ready to post x

Select which courses to mark ready to post.

☐

01 ENGLISH 1 (2212-12) [Ready]

☐

01 ENGLISH 3 (1032-10) [Ready]☐☐☐☐☐☐

Select

Select the course(s), and then click **Select**. The dialog box closes, and the selected course(s) are listed below the **PIN** field.