Training Guide

txConnect
AUGUST 2009

Texas Computer Cooperative
iTCCS ★ RSCCC ★ TxEIS
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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
- Alerts Subscription
- My Account
- Administrator Access

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

How to Display a Page in Another Language

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

- Some information may not be translated to other languages, if the campus or district has not created a translated version.

- The parent’s language setting is saved until he changes to another language.

- If the browser uses persistent cookies, and/or if the default language has been set for the browser to a preferred language, the language setting is saved so the parent does not need to change the language every time he visits txConnect. Otherwise, the parent will need to change the language every time he visits txConnect.
How to Display Help

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

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

How to Contact the Teacher

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

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

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

**For:** JOSEPH N. ENNEN at Quality Middle School

**Campus Notes**

This is a campus wide message to see if the message saves after running ALTGR.

### Class Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Course</th>
<th>Instructor</th>
<th>Current Average</th>
<th>Today's Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PE II</td>
<td>JOHN D. GENERALLY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CONTENT MASTERY</td>
<td>KATHLEEN M. CUNNINGHAM</td>
<td>non-graded class</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>LANG ARTS II</td>
<td>FRANCIS NELSON</td>
<td>98</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PRE-ALGEBRA</td>
<td>CARLACE A. TISEE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>STUD SALS/HLTHB</td>
<td>JOHN R. AMOS</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>AA HIST B</td>
<td>MIKES R. BURLEY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>EAP SCI B</td>
<td>JOHN R. AMOS</td>
<td>99</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>SPAN I</td>
<td>CHERYL G. BEILER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Teacher Note:** CHERYL G. BEILER

Available by phone # is 225-4030.
Registration and Login

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

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.
Step 1:

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.

2. In the **Password** field, the parent enters a password that he will use when he logs on to txConnect.
   - The password must be six to nine alphanumeric characters.
   - It must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
   - The password is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).

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

4. The **E-mail** field is used to send the parent attendance, grade average, and assignment alerts. It is an optional field.

5. Click **Next**.
- If all required data was not entered, a red message 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:

1. 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.

2. In the **Answer** field, the parent types the answer to the question. He will be required to answer the question correctly in order to recover his password. The parent should select a question for which he will easily remember the answer. Answers are case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).

3. Click **Next**.

- If the data was entered incorrectly, a red message 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.
Step 3:

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

2. In the **Student Birth Date** field, the parent types his student's complete birth date in the MM/DD/YYYY format (e.g., 01/19/1998). The date entered here must match the birth date in his student's record at the campus. He cannot continue without entering the correct birth date.

3. Click **Add**. The student's name 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.

4. Repeat the previous steps to add another student, or click **Finish**. The Summary page for the first student in the parent's alphabetical list is displayed.

How to Log On

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

1. From the Login page, in the **User Name** field, the parent types his user ID. The user ID is not case-sensitive.

2. In the **Password** field, the parent types his password. The typed text will be hidden. The password is case-sensitive.

3. Click **Log In**. The student's Summary page is displayed.
   - If the parent has more than one student in his account, the Summary page for the first student in his alphabetical list is displayed.
   - If the parent entered an invalid user ID and/or password, an error message will prompt him to reenter the data.

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

How to Reset a Password

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

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

1. From the Login page, click the link under **Forgot your Password** to go to the Forgot Password page. The Forgot Password Enter User Name page is displayed.
2. In the **User Name** field, the parent types his user name.

3. **Click Next.** The Answer Hint Question page is displayed with his hint question.

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

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

6. 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).

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

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

- A tab for each campus if the student withdrew from a campus.
- Campus notes created in iTCCS or RSCCC.
- The student’s class schedule including period, course title, instructor name, current grade average for each class, and attendance for the current date.
- Blank attendance for a course under **Today's Attendance** if attendance has not been posted for 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.
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, the date is not displayed.
- If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon appears beside the teacher’s name. Click to see the information, and then click **close** to close the Teacher Note window.
Calendar View

1. 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.

2. Click **Close** to close the attendance details window for the highlighted day.

Totals View

1. 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.

2. Click **close** to close the Teacher Note window.
<table>
<thead>
<tr>
<th>Period</th>
<th>Class</th>
<th>Teacher</th>
<th>Total Absences</th>
<th>School Related</th>
<th>Non-School Related</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MATHEMATICS</td>
<td>AMBER ADAMS</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>LANG ARTS 4</td>
<td>AMBER ADAMS</td>
<td>21</td>
<td>0</td>
<td>21</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>SOC STUDIES</td>
<td>AMBER ADAMS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>PHYS ED 4</td>
<td>Amber Stuart</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>MUSIC 4</td>
<td>CHERYL DOGSON</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>ART 4</td>
<td>EDWARD RODRIGUEZ</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>SCIENCE 4</td>
<td>AMBER ADAMS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>READING GR 4</td>
<td>AMBER ADAMS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>SPELLING 4</td>
<td>AMBER ADAMS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>HEALTH 4</td>
<td>AMBER ADAMS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
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.

How to View Assignment Grades for a Class

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

1. 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.
• The **calculated average** is the average calculated using the student's grades and the teacher's method for calculating the average. The calculated average is not displayed for closed cycles.

• The **posted average** is the actual grade that was posted for the student for the class. In some circumstances, the posted grade is different than the calculated average. The
posted average is the official grade that appears on the report card. For previous cycles, only the posted average is displayed.

- 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.

2. To return to the unexpanded grade average view, click close details for the grade average you expanded.

3. To show assignment grades for the current cycle for all courses, click Show All.

4. To hide the assignment grades for all courses, click Hide All.

5. If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon appears beside the teacher's name. If the teacher has provided course notes or assignment notes, the icon is also displayed by the course and/or assignment. 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.
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.

1. In the Course field, the parent selects a specific course or All to view assignments for all courses.

2. 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.

3. 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.

4. Click **Find Assignments**. All assignments that matched the criteria entered are displayed in the table at the bottom of the page.

5. In the Assignments table, click **Course** to sort the assignments by course, or click **Due Date** to sort the assignments by due date.
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 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.

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

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

**Attendance Alerts**

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

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

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

**Average 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 E-Mail**

If the parent wishes to have alert notices sent to his e-mail address, he needs to select the **Send me an email when an alert is generated** check box 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 will not contain the information specific to the alert. The notice will simply inform the parent that he has one or more unread alerts in his account.

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

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

How to Change a Hint Question/Answer

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

1. Next to Hint Question, click Change.
2. The parent makes changes to the question and/or answer and clicks **Save**.

   - If the data was entered incorrectly, a red message 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.

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

2. In the **Old Password** field, the parent enters his current password.

3. In the **New Password** field, the parent enters a new password.

4. In the **Confirm Password** field, the parent retypes his new password exactly as it was typed above.

5. Click **Save**.

   - If the data was entered incorrectly, a red message 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 Another Student to an Account**

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.
1. Next to Students, click Change.

2. Under Add New Student in the Student Portal ID field, the parent types his student's portal ID.

3. 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.

4. Click Add. The student's name will appear in the Students box.

5. 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.

6. To delete a student from an account, click next to the student to delete.

7. 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 Add or Update an E-Mail Address**

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

1. Next to Email Address, click Change.
2. In the **Email Address** field, the parent enters a current e-mail address and clicks **Save**.

   - If the data was entered incorrectly, a red message will appear to the right of the field. The e-mail address must be in a valid format to continue.

   - If the data was entered correctly, the new e-mail address will be displayed under **Email Address**.
Error Handling

In many cases, application errors that cause error messages are corrected quickly. Often if you wait for a while, then return to txConnect, the system will work properly.

If an error is caused by invalid data that you have entered, a message on the page will prompt you to correct your entry. Once you correct the error, you can continue.

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

- **Unexpected error**: This error is due to some exception that has been generated by the application. If you lose your session, you will be returned to the Login page; else, you will be returned to the current page. The application will log the exception information.

- **Database communication error**: This error will occur if the application is unable to communicate with the txConnect database. Usually, this is a very brief issue. Wait a few minutes, and then try the action again. This error will be logged in the event log.

- **Session loss error**: This error will occur if the session has been cleared because the application was reset. If you lose your session, you will be returned to the Login page. If this occurs, wait a few minutes, and then log on again. This error will be logged in the event log.

- **Configuration error**: This error occurs if there is an error in the web.config file or service environment. This error will be logged in the event log when starting the application.

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

- The error message, including the code that is displayed below the error message

- The action that you attempted when the error occurred
Appendix 1 - Calculating Averages

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

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

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

Percent-based

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

**Formula for percent-based:**

1. For each category, calculate the average of the assignment grades:

   \[(\text{Grade 1} + \text{Grade 2} + \text{Grade 3}) / 3 = \text{Category Average}\]

   **For example:**

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

   \[(70 + 80 + 90) / 3 = 80\]

   The Test category has two tests. The student earned a 90 and 100 for those tests.

   \[(90 + 100) / 2 = 95\]

   The Cycle Exam category has no grades yet.

**Extra credit:**

If the student has an extra credit assignment, include the extra credit (EC) assignment. Divide the total by the number of non-extra credit assignments:

\[(\text{Grade 1} + \text{Grade 2} + \text{Grade 3} + \text{EC}) / 3 = \text{Category Average}\]
For example:

The Homework category has three assignments. The student earned a 70, 80, and 90 for those assignments. The student also earned 10 points for an extra credit assignment.

\[(70 + 80 + 90 + 10) / 3 = 83.3\]

2. For each category, multiply the Category Average by the Category Weight:

\[\text{Category Average} \times \text{Category Weight} = \text{Category Value}\]

For example:

The weight for the Homework category is 50%.

\[80 \times 50\% = 40\]

The weight for the Test category is 40%.

\[95 \times 40\% = 38\]

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

3. Take the sum of all Category Values:

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

For example:

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

\[40 + 38 = 78\]

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

\[\left(\frac{\text{Total}}{100}\right) \times 100 = \text{Average (if all categories have grades)}\]

\[\left(\frac{\text{Total}}{\text{Cat Sum}}\right) \times 100 = \text{Average (if some categories do not yet have grades)}\]

For example:

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

The student's Total is 78.

\[(78 / 90) \times 100 = 86.6\]

The student's average is 87.
Point-based

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

**Formula for point-based:**

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

    Points 1 + Points 2 + Points 3 = Category Points

    **For example:**

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

    40 + 45 + 50 = 135

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

    40 + 50 = 90

    **Extra credit:**

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

    Category Points + EC = new Category Points

    **For example:**

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

    135 + 5 = 140

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

    Category 1 Points + Category 2 Points + Category 3 Points = Total Points

    **For example:**

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

    135 + 90 = 225

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

    \[(\text{Total Points} / \text{Total Possible Points}) \times 100 = \text{Average}\]
For example:

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

\[(225 / 250) \times 100 = 90\]

The student's average is 90.

Multiplier-based

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

Formula for multiplier-based:

1. Calculate the category actual value:

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

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

     For example:

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

     \[70 + 80 + 90 = 240\]

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

     \[90 + 100 = 190\]

   Extra credit:

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

   Actual Category Points + EC = new Actual Category Points

   For example:

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

   \[240 + 5 = 245\]

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

     Actual Category Points \(\times\) M = Actual Category Value, where M is the multiplier value
For example:

The multiplier for the Homework category is 2.

240 * 2 = 480

The multiplier for the Test category is 1.

190 * 1 = 190

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

Actual Category Value + Actual Category Value = Actual Value Total

For example:

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

480 + 190 = 670

2. Calculate the category possible value:

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

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

For example:

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

100 + 100 + 100 = 300

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

100 + 100 = 200

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

Possible Category Points * M = Possible Category Value, where M is the multiplier value

For example:

The multiplier for the Homework category is 2.

300 * 2 = 600

The multiplier for the Test category is 1.

200 * 1 = 200
• Add the sum of the possible category values for all categories.

Possible Category Value + Possible Category Value = Actual Value Total

For example:

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

600 + 200 = 800

3. Calculate the average:

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

(Actual Value Total / Possible Value) * 100 = Average

For example:

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

(670 / 800) * 100 = 83.7

The student's average is 84.

Transfer Students

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

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

Transfer Average * Transfer Weight = Transfer Value

For example:

The student's Transfer Average is 74.

The student's Transfer Weight is 55%.

74 * 55% = 40.7

The student's Transfer Value is 40.7.

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

For example:

The percent-based example above shows a Working Cycle Average of 87.
3. Calculate the weight for the Working Cycle Average:

100% - Transfer Weight = Working Cycle Average Weight

**For example:**

The student's Transfer Weight is 55%.

100% - 55% = 45%

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

4. Calculate the Working Cycle Average Value.

Working Cycle Average * Working Cycle Average Weight = Working Cycle Average Value

**For example:**

The student's Working Cycle Average is 87.

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

87 * 45% = 39.15

The student's Working Cycle Average Value is 39.15.

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

Transfer Value + Working Cycle Average Value = Actual Working Cycle Average

**For example:**

The student's Transfer Value is 40.7.

The student's Working Cycle Average Value is 39.5.

40.7 + 39.5 = 80.2

The student's Actual Working Cycle Average is 80.

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

**Dropped Assignments**

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

- If the number of grades entered is greater than the number of grades to drop, then the lowest X grades are dropped, where X is the specified number to drop for that category.

- If the number of grades to drop is greater than or equal to the number of grades entered, then no grades are dropped.

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 may result in an average that is different than expected. If the total points value varies, then the grade with the lowest number of points may not necessarily be the lowest grade.

Rounding Numbers

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

- Assignment grades are always whole numbers (i.e., no decimals).

- When a category average is displayed on a student's Cycle Grades page or IPR, it is rounded to the nearest whole number. If the number to the right of the decimal is 5 or greater, the displayed grade is rounded up. If the number to the right of the decimal is less than 5, the displayed grade is rounded down.

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

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

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

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

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

Missing and Incomplete Grades

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

- If a student has an assignment grade of M (missing), the grade is calculated as a zero. A missing grade can be dropped, if applicable.
• If a student has an assignment grade of I (incomplete), no averages are calculated, and an I is displayed in place of the average. The grade remains as an I until a grade is entered for the assignment.
Appendix 2 - System Requirements

PC Operating System

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

Browser Setup

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

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

Windows Internet Explorer

To add txConnect to the trusted sites:

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

1. In the browser, from the Tools menu, select Internet Options. The Internet Options dialog box is displayed.

2. From the Internet Options dialog box, click Security.

3. Under Select a zone to view or change security settings, click Trusted sites.

4. Click Sites. The Trusted sites dialog box is displayed.

5. Under Add this website to the zone, type the exact Web site address that you use to access txConnect.

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

6. Click Add. The Web site will appear under Websites.

7. To close the Trusted sites dialog box, click Close.

8. To close the Internet Options dialog box, click OK.
To disable the pop-up blocker for txConnect:

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

9. In the browser, from the Tools menu, select Internet Options. The Internet Options dialog box is displayed.

10. From the Internet Options dialog box, click Privacy. If Turn on Pop-up Blocker is selected, then continue.

11. Under Pop-up Blocker, click Settings. The Pop-up Blocker Settings dialog box is displayed.

12. Under Address of website to allow, type the exact Web site address that you use to access txConnect.

13. Click Add. The Web site will appear under Allowed sites.

14. To close the Pop-up Blocker Settings dialog box, click Close.

15. To close the Internet Options dialog box, click OK.

Mozilla Firefox

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

To enable cookies for txConnect:

1. In the browser, from the Tools menu, select Options. The Options dialog box is displayed.

2. From the Options dialog box, click Privacy.

3. Under Cookies, click Exceptions. The Exceptions - Cookies dialog box is displayed.

4. Under Address of web site, type the exact Web site address that you use to access txConnect.

5. Click Allow. The Web site will appear under Sites, and the Status will be set to Allow.

6. To close the Exceptions - Cookies dialog box, click Close.

7. To close the Options dialog box, click OK.

To enable pop-up windows for txConnect:

1. In the browser, from the Tools menu, select Options. The Options dialog box is displayed.

2. From the Options dialog box, click Content.
3. Next to **Block pop-up windows**, click **Exceptions**. The Allowed Sites - Popups dialog box is displayed.

4. Under **Address of web site**, type the exact Web site address that you use to access txConnect.

5. Click **Allow**. The Web site will appear under **Sites**, and the **Status** will be set to **Allow**.

6. To close the Allowed Sites - Popups dialog box, click **Close**.

7. To close the Options dialog box, click **OK**.

**To enable JavaScript for txConnect:**

1. In the browser, from the Tools menu, select Options. The Options dialog box is displayed.

2. From the Options dialog box, click **Content**.

3. Ensure that **Enable JavaScript** is selected.

4. To close the Options dialog box, click **OK**.