

Training Guide



^{tx}Gradebook/^{tx}Connect

Administrative Access
JUNE 2010



Texas Computer Cooperative

iTCCS ★ RSCCC ★ TxEIS

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Introduction

The grade book application, txGradebook is an integrated classroom management system that allows teachers to maintain and post student data including attendance and grades. The parent portal application, txConnect, provides parents and guardians Web access to information about their students including grades and attendance. txConnect works in conjunction with txGradebook, allowing parents to see up-to-date information from txGradebook. This guide describes the administration pages associated with the txGradebook and txConnect systems.

There are four levels of administrative access for txGradebook. The districts control access to txGradebook through district and campus menus. Administrators can be given full maintenance access or inquiry-only access, and they can be given access to one campus or all campuses.

Teachers who have no administrative access are directed to the Announcements page when they log on. The Admin tab does not appear in the main menu, and some reports that require administrative access are not displayed in the Reports submenu.

There is one level of administrative access for txConnect, which allows you to log on as a parent (i.e., to *impersonate* a parent) in order to see the data a parent would see. Administrative users can also make the system active or inactive by date and view overall usage statistics for txConnect.

Administrative Access for txGradebook

To log on as a registered user:

If you have already registered, you can enter your user ID and password and click the **Login** button. Your user ID is not case-sensitive. Your password is case-sensitive. The text typed in the **Password** field is hidden.

If you log on with a district- or campus-level administrative user ID, the Administrator Options page is displayed instead of the Announcements page. You can access the Announcements page by selecting Announcements from the Home menu.

Administrator Options

The Administrator Options page is only available to users who log on to txGradebook with a district- or campus-level security administrative user ID. The page allows you to select the teacher for whom you want to log on with administrative privileges. After you select a teacher from this page, you can access txGradebook as if you were that teacher; however, there are some differences:

- The Admin menu appears in the main menu. Select Admin to return to this page to select another teacher.
- In the Settings menu, the Update Admin Profile menu item appears instead of Update Profile.

To access the page:

Enter your administrative user ID and password on the Login page, and then click **Login**. Instead of going to the Announcements page, you are redirected to the Administrator Options page.

The screenshot shows the txGradebook interface. At the top, the navigation menu includes Home, Attendance, Grades, Reports, Settings, and Admin. The Admin menu is selected, and the page title is "Administrator Options". Below the title, it states: "You are logged on as a maintenance administrator. You have administrator privileges for: all campuses." There are two main sections: "Run as Teacher" and "Synchronize Data". The "Run as Teacher" section has two dropdown menus: "Select Campus" (set to "001 - Houston High School") and "Select Teacher" (set to "AAMODT, JOAN MARIE"). The "Synchronize Data" section has a "Synchronize Data" button and a note: "Synchronizing data will cause the Gradebook application to retrieve the latest settings for TxEIS ISD and all campuses."

- If you have full maintenance access, you can perform all functions, including saving, posting, and printing.

- If you have inquiry-only access, you can view all pages, but all buttons (except Print buttons) are disabled. Even if you change data in a field, you cannot save changes, so all changes are lost when you leave the page. Inquiry-only users can print data.

To access a teacher's grade book:

If you logged on with a district-level administrative logon, you must select a campus from the **Select Campus** drop-down field. Then, select the teacher from the **Select Teacher** drop-down field. The list includes all teachers in the district who currently have a user ID for txGradebook.

- If a teacher teaches at more than one campus, his name appears in the list for each campus.
- The teacher list is sorted alphabetically by the teacher's last name.

If you logged on with a campus-level administrative logon, the drop-down list includes all teachers at the campus who currently have a user ID for txGradebook. The list is sorted alphabetically by the teacher's last name.

The campus ID and name of the teacher for whom you are using txGradebook are displayed on the right side of the main menu.

To synchronize data:

If you made changes to txGradebook settings in the iTCCS or RSCCC Student systems, the data must be synchronized to ensure that changes to the settings in the campus header are immediately transferred to txGradebook. To synchronize the data, click **Synchronize Data**. The data can be synchronized as often as necessary.

If the data was successfully synchronized, the page reloads with a message indicating that the data was successfully synchronized.

Campus header information is automatically refreshed every 30 minutes.

Update Admin Profile

The Update Admin Profile page allows you to view and update your administrative registration information, including your password, PIN, and hint questions. For added protection of this information, you must provide your current password to update data on this page, even though you have already logged on to the system.

Note: If you have three unsuccessful attempts to access the page (invalid password), the system logs out your account. If this occurs, contact your campus administrator to have your account reset.

To exit the Update Admin Profile pages without saving any changes, click Home or any other menu item to go to another page.

To access the page:

From the Settings menu, select Update Admin Profile. The Update Profile page is displayed.

Gradebook District: TxEIS ISD Campus: Houston High School

Home Attendance Grades Reports Settings Admin 221 - AAMODT, JOAN MARIE | logout

Settings > Update Admin Profile Administer Categories Administer Assignments Course Note Seating Chart Setup

Update Profile

Enter new values into the fields you wish to change. Fields left blank will not be updated. Fields denoted with a red asterisk (*) are required.

* Current Password:

All profile changes require user verification. Please use your current password to confirm this is you.

New Password:

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

Confirm Password:

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

New PIN:

Must contain 4 numbers (example: 1234)

If you change this setting you will need to save each seating chart again.

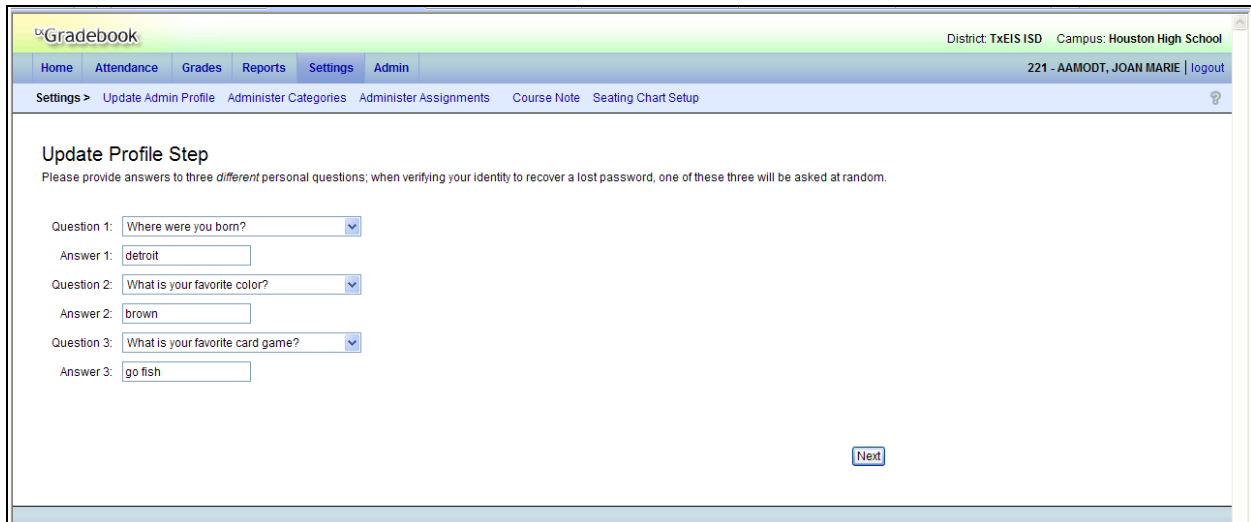
Update Hint Questions:

Previous Next

To update your profile:

1. In the **Current Password** field, type your current password. You must type your current password correctly in order to update any data in your profile.
2. If you want to change your password, type a new password in the **New Password** field.
 - The new password must be six to nine alphanumeric characters.
 - At least three characters must be one of the following: uppercase, lowercase, numeric, or punctuation.
 - Your password is case-sensitive.
3. In the **Confirm Password** field, retype your new password exactly as you typed it above.
4. If you want to update your PIN, type a new four-digit number in the **New PIN** field. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed.
5. If you want to update your hint questions, select **Update Hint Questions**. The questions are updated on the next page when you click **Next**.
6. Click **Next**.
 - If you entered any data incorrectly, a red asterisk is displayed next to the fields that have incorrect data. You must provide the correct information to continue.
 - If you leave a field blank, the field is not updated.
 - If you entered all required data correctly, and you selected **Update Hint Questions**, the next page allows you to update your hint questions.

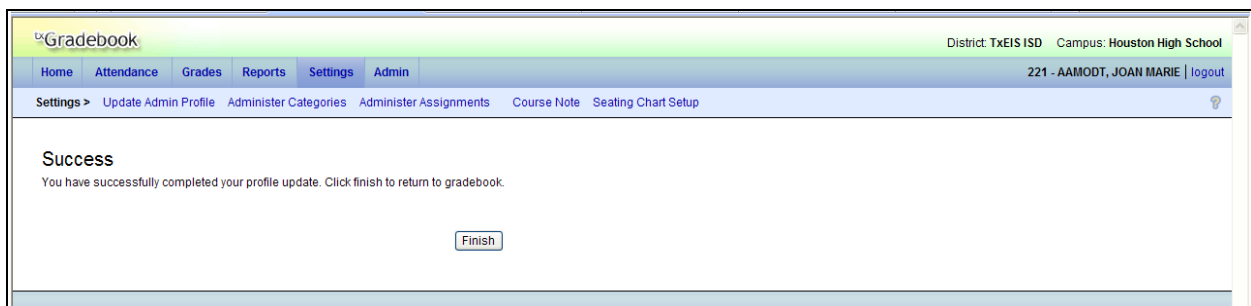
- If you entered all required data correctly, and you did not select **Update Hint Questions**, the Success page is displayed. To finish the Update Profile function, click **Finish**. You are redirected to the Announcements page.
7. If you selected **Update Hint Questions**, the next page allows you to update your answers to the hint questions.



8. In the **Question 1** field, select one of the hint questions.
9. In the **Answer 1** field, type the answer to the question you selected.
10. Repeat the process for **Question 2** and **Question 3**.

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

11. To save your changes and proceed to the final step, click **Next**.
- If you entered all required data correctly, the Success page is displayed.
 - If you entered any data incorrectly, a red asterisk is displayed next to the fields that have incorrect data. You must provide the correct information to continue.
 - If you leave a field blank, the field is not updated.
12. To finish the Update Profile function, click **Finish**. You are redirected to the Announcements page.



Admin Student Grades - Find Student

The Admin Student Grades - Find Student page is the first step in viewing the Admin Student Grades page. You must select a specific student at a specific campus before viewing the Admin Student Grades page.

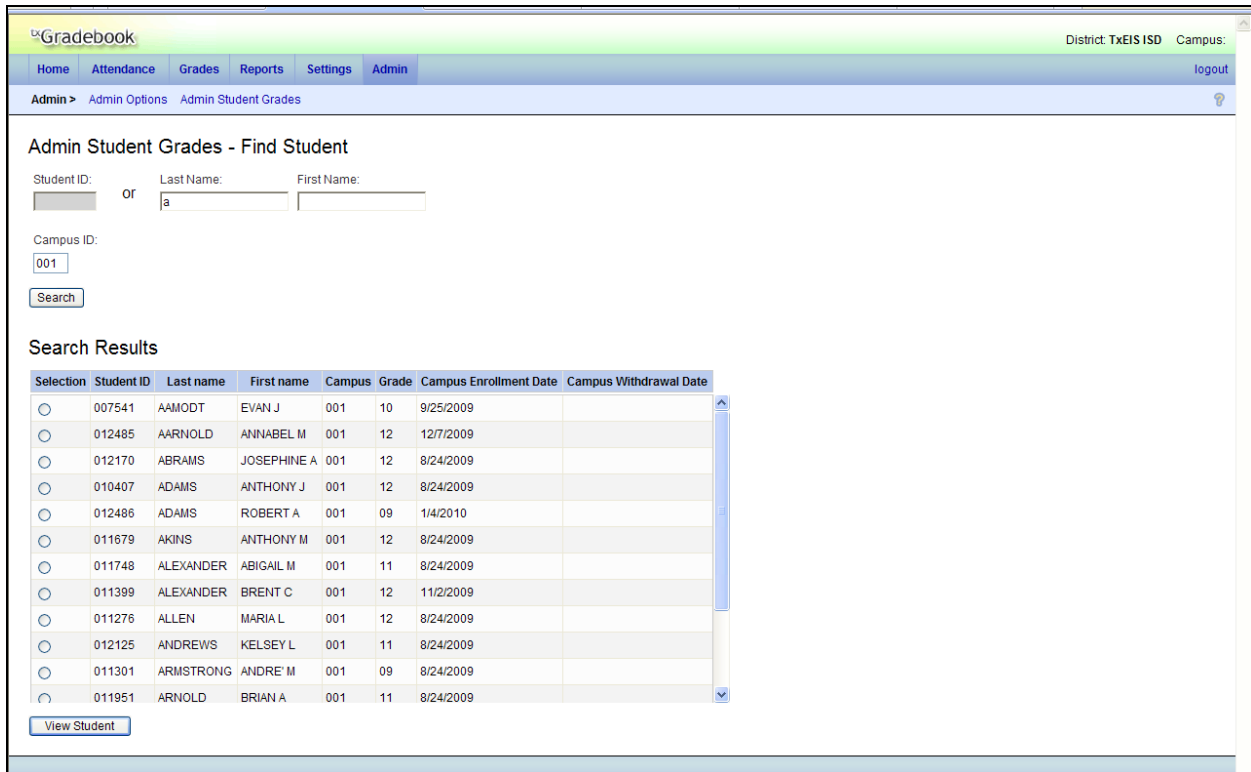
To access the page:

From the Admin menu, select Admin Student Grades. The Admin Student Grades - Find Student page is displayed. This page is only available to users who log on to txGradebook with a district- or campus-level security administrative user ID.

The screenshot shows the 'Admin Student Grades - Find Student' page in the txGradebook interface. The page includes a navigation menu with 'Home', 'Attendance', 'Grades', 'Reports', 'Settings', and 'Admin'. The 'Admin' menu is expanded to show 'Admin > Admin Options > Admin Student Grades'. The main content area is titled 'Admin Student Grades - Find Student' and contains search fields for 'Student ID', 'Last Name', 'First Name', and 'Campus ID'. There is a 'Search' button at the bottom.

To find a student:

1. Enter your student search data. You can search either by student ID or name; you *cannot* use both options at the same time.
 - In the **Student ID** field, type the student's ID to search for the student by ID. You can type a partial ID to find IDs that start with the numbers you typed.
 - In the **First Name** and/or **Last Name** fields, type all or part of the student's name to search for the student by name. The system returns a list of students whose names contain the letters you entered.
2. In the **Campus ID** field, type the campus at which the student is currently enrolled. If you are currently logged on with a campus administrative ID, the campus ID is set to the campus for which you are logged on and cannot be changed.
3. Click **Search**. A list of students who match the criteria entered above is displayed in the Search Results table. The search results include the student's ID, name, campus, grade level, and entry/withdrawal dates for each campus. Students are sorted by last name, first name, and enrollment date.



4. Click to select the student record you want to view, and then click **View Student**.

Admin Student Grades

The Admin Student Grades page allows administrative users to view semester and final averages, exam grades, and credits awarded for all of a student’s courses, except courses that are excluded from grading. This allows administrators to discuss a student’s academic performance with parents during a parent conference or telephone call. The page is only available to users who log on to txGradebook with a district- or campus-level security administrative user ID.

To access the page:

First, select a specific student at a specific campus on the Admin Student Grades - Find Student page. Locate the student and click **View Student**. The Admin Student Grades page is displayed.

Gradebook District: TxEIS ISD Campus: logout

Home Attendance Grades Reports Settings Admin

Admin > Admin Options Admin Student Grades

Student: 007541 - AAMODT, EVAN Semester: 2

Admin Student Grades

Show Current Courses Only

Period	Course	Teacher	Previous Cycles		Current Cycle	Exam	Semester Average	Final Grade	Credits
			1	2	3				
01	BAND 2 (7343-01)	CHANDLER, HECTOR							
02	GEOM (2223-02)	SCHEIDT, LISA	87	89	60		79 Working		
03	INT PH AND CHEM (3110-01)	CRUZ, KAREN							
04	BOYS ATHLE 2B (5424-01)	BAILEY, PETER	65						
05	10TH ADVISORY (0200-03)	CRUPPER, MARY							
06	U S HIST (4213-01)	CORTEZ, MELODY							
07	DIG GRAPH/ANIMA (8933-01)	BAILEY, PETER	93	95	91		93 Working		
08	ENG 2 (1223-02)	RAMIREZ, AMANDA							
Total Credits:									0.0

A condensed overview of the student's cycle grades for all of his courses is displayed. His semester exam grade, semester and final averages, and credits awarded are also displayed. By default, the page displays all of the student's courses for the semester, including courses from which he has withdrawn. To see only the student's current courses, select **Show Current Courses Only**.

Notes:

- The student's working cycle average is displayed for the current cycle, unless a posted or override grade exists.
- The semester average is labeled as Posted, Override, or Working.
- If all courses are displayed and the student has withdrawn from a course, the message "withdrawn" and the withdrawal date are displayed next to the course title.

To show/hide the detailed view:

1. To view all details for all courses for the current cycle, click **Show All Detail**.
 - The detailed view includes the student's assignment grades, working cycle average, override grade (if present), and posted grade.
 - Dropped grades display the message "(Dropped)" next to the grade.
 - An I is displayed for any category that has an incomplete assignment grade. If an I grade is present, no averages are calculated, an I is displayed in place of the average, and total points are not displayed. The grade remains I until a grade is entered for the assignment.
 - For each assignment, the due date and an indication of whether the assignment was late or a redo are displayed.
2. Click **Hide All Detail** to return to the condensed view, or click **Close Details** for a particular course to condense the view for that course only. You can also click the current cycle grade to condense the view for that course.

Gradebook District: TxEIS ISD Campus: logout

Home Attendance Grades Reports Settings Admin

Admin > Admin Options Admin Student Grades

Student: 007541 - AAMODT, EVAN Change Student Semester: 2 Print

Admin Student Grades

[Show All Detail](#) [Hide All Detail](#) Show Current Courses Only

Period	Course	Teacher	Previous Cycles		Current Cycle	Exam	Semester Average	Final Grade	Credits
			1	2	3				
01	BAND 2 (7343-01)	CHANDLER, HECTOR							
02	GEOM (2223-02)	SCHEIDT, LISA	87	89	60		79 Working		

Assignment

Due Date	Grade	Late	Redo
Tests (Weight 50%)			
Chapter 8 Test	1/28/2010	89	
Chapter 9 Test	2/10/2010	89	
		Tests Avg	89
Homework (Weight 30%)			
Lesson 8.1 pg. 436 #10-30 even, 48-64 even	1/18/2010	89	
Lesson 8.2 pg. 444 #10-14 evn, 20, 22, 26, 28, 48-54, 56	1/19/2010	87	
Lesson 8.3 pg. 452#8-22 even, 40-63	1/20/2010	80	
Lesson 8.4 pg.460 #14-24even,30-48even,52,54,59,60	1/21/2010	78	
Lesson 8.6 pg.475#14-30even,38-48	1/25/2010	89	
Lesson 8.7 pg.482 #8-20 even,42-50	1/26/2010	85	
Lesson 9.1 pg.501#10-26 even, 46-54	1/29/2010	90	
Lesson 9.2 pg.506#6-16 evn,37-38,40-44evn,48-52evn	2/1/2010	91	
Lesson 9.3 Rotations Worksheet	2/2/2010	92	
Lesson 9.4 pg.522 #8-30 even, 36, 37	2/4/2010	(Excluded)	
		Homework Avg	87
Class Work (Weight 20%)			
Lesson 8.5 pg.467 #4-20 even,27,28	1/22/2010	85	

To view data for a previous cycle:

1. To view details for a specific course for a previous cycle, click the grade average for the cycle under **Previous Cycles**.
2. Click **Close Details** to close the view for that average.

To print the data:

1. Click **Print** to print the data displayed on the page. The Print dialog box opens allowing you to select your printer and settings.
2. Click **Print** to continue, or click **Cancel** to cancel printing.

To select another student:

Click **Change Student** to select another student for whom to view data. The Admin Student Grades - Find Student page is displayed allowing you to search for another student.

Administrator Reports

The following reports are only available to users who log on to txGradebook with a district- or campus-level security administrative user ID.

Missing Averages Report

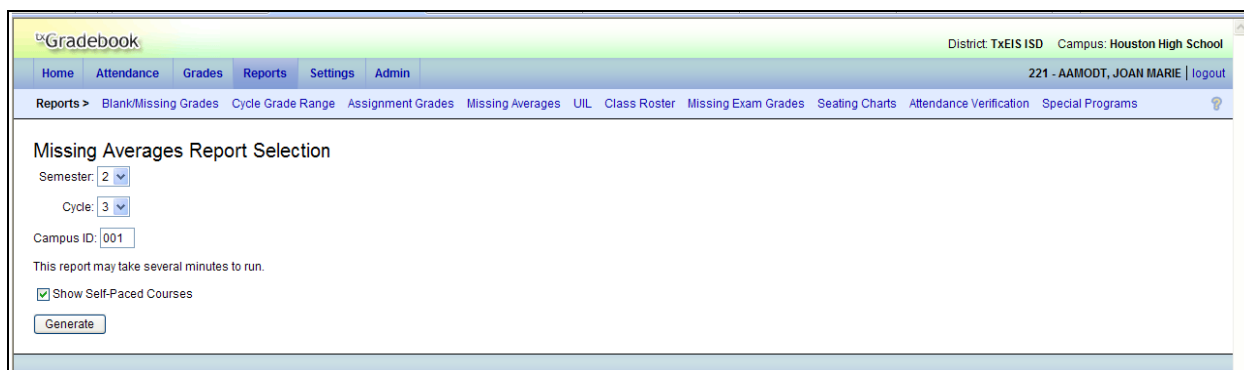
The Missing Averages Report displays by campus the teachers who have students with no working cycle averages. Students in nongraded courses are not included.

If you are logged on to txGradebook with a district-level security administrative ID, you can produce the report for multiple campuses. Otherwise, you can only run the report for the campus displayed.

The report is sorted by teacher and includes the total number of students who do not have averages and the teacher's course sections.

To access the report:

From the Reports menu, select Missing Averages Reports. The Missing Averages Report Selection page is displayed.



The screenshot shows the txGradebook web interface. The top navigation bar includes links for Home, Attendance, Grades, Reports, Settings, and Admin. The current user is identified as 221 - AAMODT, JOAN MARIE. The Reports menu is expanded, showing options like Blank/Missing Grades, Cycle Grade Range, Assignment Grades, Missing Averages, UIL, Class Roster, Missing Exam Grades, Seating Charts, Attendance Verification, and Special Programs. The 'Missing Averages Report Selection' page is displayed, featuring a form with the following fields: Semester (dropdown menu set to 2), Cycle (dropdown menu set to 3), and Campus ID (text input field containing 001). A note states 'This report may take several minutes to run.' There is a checked checkbox for 'Show Self-Paced Courses' and a 'Generate' button at the bottom.

To select report options:

1. Select the semester and cycle, and type the three-digit campus ID for which you want to print the report.
2. Select **Show Self-Paced Courses** to include self-paced courses on the Missing Averages Report.
 - If the field is selected, students in both regular and self-paced courses are displayed.
 - If the field is not selected, only students in regular courses are displayed.

To print the report:

1. Once you have selected your options, click **Generate**. The report opens in a new window.

Gradebook

Print | Close Window | ?

Missing Averages Report

Generated: Thursday, May 13, 2010 11:15 AM

Teacher: 273-PETER BAILEY Campus: 001

Course	Section	Number of Students with no Average
5414	01	23
5424	01	23
5433	01	19
5443	01	11
8953	01	18
Total		94

Teacher: 208-DEBORAH BALMACEDA Campus: 001

Course	Section	Number of Students with no Average
0109	01	1
4110	01	28
4110	02	27
4110	03	20
4110	04	3
4110	06	8
Total		87

Teacher: 230-CHERRYL BEARDIN Campus: 001

Course	Section	Number of Students with no Average
6113	01	21
6113	03	12
6333	01	15
6333	02	18
Total		66

2. From the report window, click **Print** to print the report.

UIL Report

The report provides a list of students' working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility. Students are sorted by last name. Some teachers may be given access to this report.

- If a posted grade exists for the semester and cycle, the posted grade is displayed.
- If no posted grade exists, the override grade is displayed.
- If no override grade exists, the working cycle average is displayed.

Notes:

- Teachers with access to run UIL reports can only run reports for their classes. Teachers cannot run the report by special programs.
- The report can be exported to Microsoft Excel. If you use Microsoft Excel 2007, a warning message is displayed when you export the report. The message indicates that the report is in a different format than specified by the file extension.
 - Click **Yes** to open the file. The report opens in Excel as expected.
 - If you click **No**, the report does not open.

The message is caused by a new security feature in Excel 2007. For more information, view blogs.msdn.com/vsofficedeveloper/pages/Excel-2007-Extension-Warning.aspx.

To access the report:

From the Reports menu, select UIL. The UIL Report Selection page is displayed allowing you to select the course for which you wish to produce the report.

To select report options:

1. Select the semester, cycle, and course section for which you want to print the report.
2. If you have been granted access to run student group reports in iTCCS or RSCCC, the **Special Programs** field is displayed. Select the group for which you want to produce the report, if applicable. If a program is selected, the report only includes students enrolled in the special program.
 - You can select a course section and a special program. If you make selections in both fields, the report includes only students in the course section who are enrolled in the special program.
 - If you select Generic, the generic program field is displayed allowing you to select a specific generic program. In the generic program field, select the generic program for which you want to produce the report, if applicable. Only generic programs for the campus are listed. If a generic program is selected, the report only includes students enrolled in the generic program.
3. To limit the report to students who have at least one course with a working cycle average below a specific grade (e.g., below 70), select **Show only students with at least one grade below**, and type a grade in the field.

To print the report:

1. Once you have selected your options, click **Generate**. The report opens in a new window.

Gradebook Export | Print | Close Window | ?

UIL Report

Course: No course selection
 Viewing: Semester 1, Cycle 1
 Special Group: At Risk
 Generated: Thursday, May 13, 2010 11:26 AM

007541 - AAMODT, EVAN

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
01 BAND 2 (7343-01)	01	CHANDLER, HECTOR			95
02 GEOM (2223-02)	02	SCHEIDT, LISA	84		84
03 INT PH AND CHEM (3110-01)	03	CRUZ, KAREN			80
04 BOYS ATHLE 2A (5423-01)	04	BAILEY, PETER	88		88
05 10TH ADVISORY (0200-03)	05	CRUPPER, MARY			
06 U S HIST (4213-01)	06	CORTEZ, MELODY			77
07 DIG GRAPH/ANIMA (8933-01)	07	BAILEY, PETER	86		89
08 ENG 2 (1223-02)	08	RAMIREZ, AMANDA	61	65	65

012110 - AYO, KATHRYN

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
01 CH MUS 1 (7213-01)	01	DIENST, JOYCE			
02 CHEM 1 (3223-04)	02	VARGAS, GUY			
03 PE 2A (5122-02)	03	CRUZ, TIMOTHY			
04 TH ARTS 1 (7413-02)	04	BURTON, MICHAEL			
05 10TH ADVISORY (0200-02)	05	VARGAS, GUY			
06 U S HIST (4213-01)	06	CORTEZ, MELODY			
07 GEOM (2223-01)	07	SCHEIDT, LISA			
08 ENG 2 (1223-02)	08	RAMIREZ, AMANDA	89		89

010732 - BANDOR, MORGAN

Course	Period	Teacher	Working Cycle Average	Override Cycle Average	Posted Cycle Average
01 ALG 1 (2113-03)	01	RUIZ, MARY			
02 SPAN 1 (6113-02)	02	CRUPPER, MARY			

2. From the report window, click **Print** to print the report.

Special Programs Report

The Special Programs Report provides a listing of the special populations for each student in the class. Some teachers may be given access to run this report.

To access the report:

From the Reports menu, select Special Programs. The Special Program Report Selection page is displayed allowing you to enter options for generating the report.

Gradebook District: TxEIS ISD Campus: Houston High School

Home Attendance Grades Reports Settings Admin 221 - AAMODT, JOAN MARIE | logout

Reports > Blank/Missing Grades Cycle Grade Range Assignment Grades Missing Averages UIL Class Roster Missing Exam Grades Seating Charts Attendance Verification Special Programs

Semester: 2 Course Section: NO COURSES EXIST As Of Date: 05/13/10

Special Program Report Selection

Viewing Options

View Student Names

View (Current All) Course Section(s)

Admin Options


Across Campus

View Without Course/Section & Instructor in Grid Format

This report may take several minutes to run.

Generate

To select report options:

1. Select the semester and course section for which you want to print the report.
2. In the **As Of Date** field, type the date in the MM/DD/YYYY format. Or, click  to select the date from the calendar.

To close the calendar, you must click a valid date on the calendar, or click the calendar icon.

3. Under **Viewing Options**, make the following selections:
 - If you want the student names to be displayed on the report, select **View Student Names**. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student ID is always displayed on the report.
 - If you want to narrow the student data to only course sections for the current semester/cycle, set the **View Course Section(s) option** to **Current**. Otherwise, select **All** to show data for all course sections.

These options are disabled if you are logged on as an administrative user and select **Across Campus** under **Admin Options**.
4. The fields under **Admin Options** are only displayed if you are logged on as an administrative user.
 - Select **Across Campus** if you want to view data for all courses across the campus. Otherwise, data is only displayed for the selected course section or for the impersonated teacher's courses.

Note: If you logged on as a teacher for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However, once you select **Across Campus**, the message is removed because it may not apply to all instructors at the campus, and the fields are enabled.
 - If **Across Campus** is selected, the **View Without Course/Section & Instructor in Grid Format** field is enabled.
 - If you do not select **View Without Course/Section & Instructor in Grid Format**, the report is grouped by course/section. The report is similar to the report for nonadministrative users; however, the instructor is listed for each course/section. For nonadministrative users, the instructor is listed once at the top of the report.
 - If you select **View Without Course/Section & Instructor in Grid Format**, the report data is displayed in a grid format, and the course/section and instructor are not displayed. The default sort is by student name; however, the grid can be re-sorted.

To print the report:

1. Once you have selected your options, click **Generate**. The report opens in a new window.

Gradebook Print | Close Window | ?

Special Programs Report

Viewing: Semester 2, As Of Date 05/13/2010
 Generated: Thursday, May 13, 2010 11:42 AM

01 ALG 1 (2113-03)
Instructor: RUIZ, MARYE

Student ID	Student Name	Grade	Special Program
011332	BALDERAS, EDWIN I	11	Title I
010732	BANDOR, MORGAN L	09	At Risk, Title I
010989	COLPITTS, ABRIANA M	09	G/T, Title I
012168	JONES, BRITTANY A	09	At Risk, Title I
010993	LUCAS, ALISHA R	09	Econ Disadv, ESL, Title I
012033	MARTINEZ, KRISTA M	09	Title I
008852	MARTINEZ-CARDONA, AISHA R	09	ESL, Title I
012086	MCNALLY, RYLEE K	09	Title I
012155	NEUGEBAUER, KATHERYND	09	Title I
012144	RIOS, DIANTE T	12	Title I
012085	ROBERTS, MONTEZ T	09	Title I
009922	SALAZAR, ALICE O	09	Title I
010168	TAGLIERI, GAGE D	09	Title I
011814	VALENZUELA, NICOLE M	09	Title I

01 ART 2 (7123-01)
Instructor: CLARK, CAROLEA

Student ID	Student Name	Grade	Special Program
012125	ANDREWS, KELSEY L	11	Title I
011959	COBURN, JESSICA L	11	Title I
012134	LEWIS, MATTHEW D	10	Title I
012000	LIND, MADELINE R	10	Title I

2. From the report window, click **Print** to print the report.

Administrative Access for txConnect

Administrator access to txConnect is accomplished by a separate Administrator Login page using the Adminlogin.aspx file name in the application URL. Administrator access allows you to log on as a parent and view overall usage statistics for txConnect.

Administrator Login

The Administrator Login page accepts the same administrator user IDs used for txGradebook. Only administrators marked as active in txGradebook can log on to txConnect.

To access the page:


To log on as an administrator, type your administrator user name and password, and then click **Log In**. The Administrator Options page is displayed.

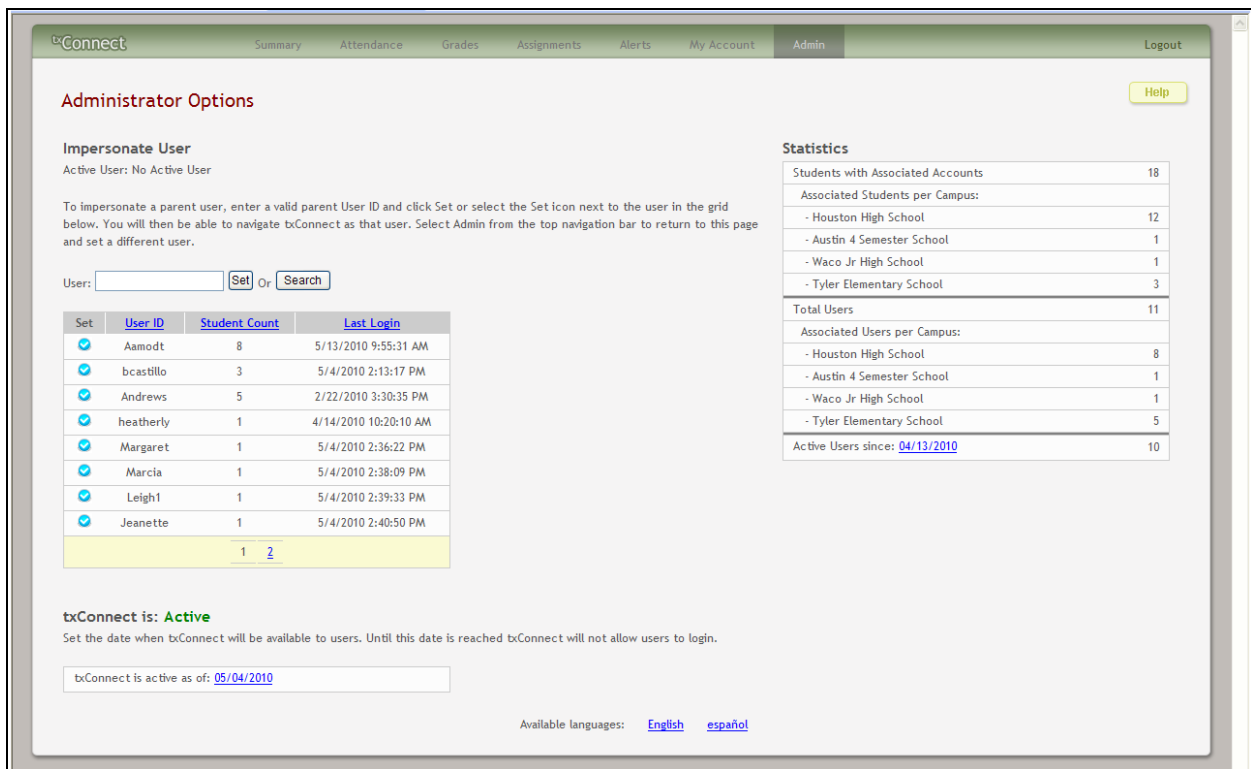
Warning: If you have three unsuccessful attempts logging on (invalid user ID/password combinations), the system will lock out your account for 20 minutes. Try logging on again after 20 minutes.

Statistics	
Total Users	8
Students with Associated Accounts	26
Active Users since 02/14/2008	4

Impersonate User


You will be impersonating a parent and will be able to navigate through txConnect as that parent.

- In the **User** field, type the parent’s user ID, and then click **Set**.
 - If you do not know the parent’s user ID, you can locate the parent in the user grid displayed below the **User** field. The grid displays all users that can be selected.
 - To search for a user, type all or part of the user ID, and then click **Search**. The users who meet the criteria are displayed.
 - Click the page numbers at the bottom of the grid to view additional users.
 - To sort the grid by user ID, student count, or last login, click the column heading. Click it once to sort in ascending order. Click it again to sort in descending order.
 - Once you locate the user, click .
 - If you have successfully set yourself as a txConnect parent user, the parent user ID is displayed in the **Active User** field under **Impersonate User**.
 - Once you select a valid txConnect parent user to impersonate, you can navigate through txConnect as if you were that user.
- To return to this page and impersonate a different parent, select Admin from the menu at the top of the page.



Activate or Inactivate txConnect


The **txConnect is** field indicates if txConnect is currently active or inactive.

- The field displays “Active” if the application is currently available to users.
- The field displays “Inactive” if the application is not currently available to users.
- The **txConnect is active as of** field indicates the date for the active/inactive setting.
 - If txConnect is active, the date indicates when txConnect became active.
 - If txConnect is inactive, the date indicates when txConnect will become active.
 - To change the date, click the date link.
 - Type the date in the MM/DD/YYYY format, or click  to select the date from a calendar.
 - Click **Set Active Date**. The new date is displayed, and the system is automatically activated or inactivated accordingly on that date.

Statistics

- The **Students with Associated Accounts** is the district-wide number of students who are associated with a registered parent (i.e., the number of students for whom an account has been created).
- Under **Associated Students per Campus** is the total number of students associated with a registered parent (i.e., the number of students for whom an account has been created) at each campus.
- The **Total Users** is the district-wide total number of users who have registered as of today's date.
- Under **Associated Users per Campus** is the total numbers of users with students registered at each campuses. Note that a user is counted more than once if he has students at more than one campus, such as a user with a student in middle school and a student in high school.
- The **Active Users since** lets you set a date to see the district-wide number of users who have logged on since the specified date.

To change the date, click the date link.

- Enter a date in the MM/DD/YYYY format, or click  to select a date.
- Click **Set Range**. The statistic is updated to the new number.

