

txGradebook Before Start of School Suggested Checklist

It is recommended that you review this list and make necessary changes after you have run the Move to Grade Reporting Process (roll over), but before teachers start accessing txGradebook.

- 1.** Remember during the Move to Grade Reporting Process **all txGradebook logins** for teachers will be cleared from the system. Teacher login accounts will need to be recreated for the new school year (2018-2019). Administrator logins will only need to be recreated for the 2018-2019 school year if the option to clear txGradebook Administrative Logins was selected when running move to grade reporting. If the option to clear admin logins to txGradebook was not selected, then you will use the same user name and password from the previous year. Administrators must be on the TxEIS Registration Principal/Counselor tab for the proper campus, and then be added to the TxEIS Grade Reporting Gradebook Options District or Campus Administrative Users tab, if the admin user is a new admin user. Don't forget we have the multi-campus option for txGradebook administrators that may need access to more than one campus but not access to all campuses. Teachers will begin showing up on the TxEIS Grade Reporting Gradebook Options Teacher Profile tab when they have successfully created their txGradebook login accounts.
- 2.** Who will need an **Administrative login to txGradebook**? Decisions on who will have administrative access and what level of access that staff will need to txGradebook will need to be made **before** setting up login accounts in TxEIS on the Grade Reporting > Maintenance > Gradebook Options > District or Campus Administrative Users tab for txGradebook.
- 3.** Is there a teacher that needs access to students that are not on her class role, does she need an administrative log in or will a Student Group put together by an administrator to the gradebook that can access students from across the campus work? The Student Group reports are Read Only, the teacher would not be able to make any changes to student grades.
- 4. Type of Posting**, remember to have your No Shows out of TxEIS and your class rolls stable **before** letting teachers post attendance in txGradebook. Each campus can prevent teachers from posting attendance in txGradebook by setting the **Type of Posting** to Grades in **Grade Reporting > Maintenance > Gradebook Options > Campus > Options tab**. After your No Shows are taken care of and your class roles are stable remember to set the Type of Posting back to **Both**. How will attendance be taken during this time? Paper?
- 5. Weighting Type, for each campus**, what weighting type(s) will teachers be allowed to select when setting categories up in txGradebook for their courses? Percentage, Point, or Multiplier, you can select one, two or three weighting types, but you must select at least one. Access **Grade Reporting > Maintenance > Gradebook Options > Campus > Options tab** to set each campuses weighting type.
- 6.** Do your campus **categories** need to be reviewed, cleaned up or revised? Access **Grade Reporting > Maintenance > Gradebook Options > Campus > Categories tab**. This should be reviewed before teachers begin adding categories

to their course sections. Once teachers begin using available categories in ^{tx}Gradebook the categories are limited on the editing in TxEIS Grade Reporting.

7. Will you be **locking** the category weights? Access **Grade Reporting > Maintenance > Gradebook Options > Campus > Categories tab**.
8. Will you be allowing teachers to create categories? If you do not want teachers to create categories (it is recommended that you do not allow teachers to create categories) make sure the **Allow New Categories** field is **unchecked** on the **Grade Reporting > Maintenance > Gradebook Options > Campus > Options tab**. If you check this field teachers will be allowed to create categories that will be available for other teachers across the campus to select, you could end up with a test category with 2 or 3 different spellings, (i.e., Test, test, TEST, etc.).
9. Will campuses be using **Discipline Referrals** in ^{tx}Gradebook? Check the field for Allow Discipline Referrals in **Grade Reporting > Maintenance > Gradebook Options > Campus > Options tab** if the campus will be using Discipline Referrals, if not leave the field blank.
10. If you will be using Discipline Referrals be sure to access **TxEIS Discipline > Maintenance > Tables > District > Offense Codes tab** to select which offense codes you want to display for teachers to select on the Discipline Referrals page in ^{tx}Gradebook.
11. Who will be the **Discipline Approver for each campus** that is allowing teachers to use the Discipline Referrals in ^{tx}Gradebook? The discipline approver will be receiving the emails when the referral is submitted from ^{tx}Gradebook, and then taking action on the referral by either reviewing the referral or creating an incident for the referral. The Discipline Approver is set up on the **Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor tab**.
12. Do your **District and Campus ^{tx}Gradebook messages** need to be updated? To update the **Campus Messages: Grade Reporting > Maintenance > Gradebook Options > Campus > Options tab**. To update the **District Message: Grade Reporting > Maintenance > Gradebook Options > District > Options tab**.
13. The **Reading Levels** table is set up in **TxEIS Grade Reporting > Maintenance > Gradebook Options > District > Reading Levels tab** this is optional to use. The Reading Levels tab allows you to create a list of district defined reading levels. Instructors can select a reading level on the Cycle Grades page in ^{tx}Gradebook to set custom reading levels for students in **elementary English Language Arts courses** (i.e., courses that have an ELLA service ID type.)
14. Does your district use **Parent Portal**? Do the **District or Campus messages** need updating? Access **TxEIS Registration > Parent Portal > District > Options tab to update the district message**. Access **TxEIS Registration > Parent Portal > Campus > Options tab to update the campus message**.