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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, attendance, and discipline. It works in conjunction with "txGradebook." Parents can access "txConnect" from anywhere with an Internet connection.

The "txConnect" application consists of the following:

- Registration and Login
- Student Summary
- Attendance
- Grades
- Assignments
- Discipline
- Immunizations
- Assessments
- Alerts Subscription
- My Account
- Online Student Registration
- 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 Help

On any page in txConnect, the parent can display Help for a page by clicking Help in the upper-right corner of the page. The Help topic opens for the page displayed.

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 must change the language every time he visits txConnect.

System Requirements and Browser Settings

For information about system requirements and recommended browser settings, see the System Requirements link found on the Contents tab of the txConnect online Help system.

Mobile App

txConnect is also available as a mobile application that can be used to access student data from most mobile devices. The application displays data that is available from the txConnect Web site; however, the pages were reformatted for use in a smart phone environment. The online registration component of txConnect is also available from the mobile application.

An eight-minute video tutorial on the txConnect mobile app is available here: http://youtu.be/HnUB_qThP6E

This Overview and Orientation video provides step-by-step instructions for using the txConnect mobile app, including getting started, logging in, navigation, adding students, viewing student data, setting alerts, and reading alert messages.
Registration and Login

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

-how to download forms for enrolling a new student in the district

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

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

This link is not displayed unless the district has provided online enrollment forms.

On the Login page, under **New Student**, the parent clicks the link to download enrollment forms. The Enrollment Forms page is displayed.
Any forms provided by the district are displayed in a numbered list. Instructions for enrollment are also displayed if provided.

For each form, an icon indicates the type of file (e.g., Microsoft Word, Microsoft Excel, and PDF). If additional instructions for the specific form have been provided by the district, they are displayed below the form name.

The parent clicks the form name to open the form. It will automatically open in the appropriate program.

The parent can print the forms, complete them by hand, and take them to the district or campus office to enroll the student.

How to Register As a New txConnect 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 wants to change it, he will go through an automated process to reset his password.

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 types a user name that will identify him when he logs on to TxCConnect, 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 (i.e., 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 notifies him that the user name is taken. Another user name must be entered.

2. In the **Password** field, the parent enters a password that he will use when he logs on to TxCConnect.
   - 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.

   The field is required if:
   - The parent is new to the district and is registering a new student.
   - The parent is updating an existing student's enrollment information.
   - The parent wishes to receive attendance or grade alerts.

5. Click **Next**.

   - If all required data was not entered, a red message is displayed to the right of each field that is missing data. That information must be provided before he can continue.
   - If the data was entered correctly, the Hint Question - Step 2 of 3 page is displayed.

![Registration](image)

**Step 2:**

1. In the **Question** field, the parent selects a question to which he will provide an answer. The question is asked in the event that the parent 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. The answer is 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 is displayed to the right of each field that has incorrect data. That information must be provided before he can continue.
   - If the data was entered correctly, the Add Students - Step 3 of 3 page is displayed.
Step 3:
If the parent/guardian is new to the district, he can skip this step initially. His student’s portal ID will be provided by the campus at a later time. The parent/guardian can click Complete to continue to the My Account page.

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.

   Note: The student portal ID must be typed exactly as it is printed (i.e., uppercase and lowercase letters).

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 is displayed 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. The parent can repeat the previous steps to add another student or click Complete. 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 is 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 10 minutes. He should try logging on again after 10 minutes.

### How to Register a New Student at the Campus or District

The Online Student Enrollment - New Students page allows the parent/guardian to go through the steps required to register a new student using forms provided by the campus and district, and then request a student registration key, which will allow him to complete the registration process.

To access this page, click the **Manage My New Students** link on the My Account page.

There are two types of forms that may be required for online student registration:

- **Downloadable Enrollment Forms (i.e., static forms)** - These forms can be viewed, printed, completed by hand, and returned to the campus. Downloadable enrollment forms will vary by campus and district, such as a home language survey.

- **Dynamic forms** - These forms are presented online and can be completed and submitted online, including student address information and family contact information.
Step 1:

Under **Step One: Downloadable Enrollment Forms**, any forms required by the campus or district are listed.

1. Click each form to view it.

2. The parent/guardian will print and complete all forms, and take the completed forms to the campus or district.
Step 2:

Under Step Two: Student Address Information, the parent/guardian can enter the home address for his student (both physical and mailing), and the home phone number. The parent/guardian can enter multiple sets of addresses if needed.

Note: Most families will enter only one address. In rare cases, the parent/guardian may need to enter multiple addresses, such as a family in which one child lives with one parent/guardian, and another child lives with another parent/guardian.

1. In the Select an address to edit field, the parent/guardian will select New if he is registering a new student or adding new address information.

   To edit a previously entered address, the parent/guardian should select the address he wants to edit. The existing addresses are listed by the name (i.e., description) given to the address when it was first added for the student.

2. In the Enter a name for this address information field, if the parent/guardian is entering a new address, he will type a name for the address that will help him identify it, such as “Home” or “Dad's house.”

3. The parent/guardian will enter the required address and telephone information, and then click Save Changes to save the information.

Step 3:

Under Step Three: Family Contact Information, the parent/guardian can enter contact information for up to four parents-guardians and five emergency contacts.

1. In the Select a contact to edit field, the parent/guardian will select New if he is registering a new student or adding new contact information.

   To edit a previously entered contact, the parent/guardian should select the contact whose information he wants to edit. The existing contacts are listed by the name (i.e., description) given to the contact when it was first added for the student.

2. In the Enter a name for this contact information field, if the parent/guardian is entering a new contact, he will type a name for the address that will help him identify it, such as “Grandma” or “Neighbor.”

3. The parent/guardian will enter the required name, address, telephone, and other information for the contact, and then click Save Changes to save the information.

Steps 4 and 5:

There are two possible methods for parents/guardians to request a registration key. One of the following options will be available, as determined by the district.

Option 1 - E-mail validation:

For Step Four, a registration key will be sent to the parent/guardian in an e-mail message. Once the parent/guardian obtains the key, he can enter the key on this page (Step Five) to complete the process. To do this, the parent/guardian will follow these steps:
1. The parent/guardian clicks **Request registration key** to request a key for his student. A message is sent to the parent/guardian’s e-mail address that contains the new 16-character student registration key. Also, a message pops up to inform him that the e-mail message was sent.

   ![Image showing an email with a registration key]

   Click **Close** to close the message.

2. The parent/guardian checks his e-mail inbox for the message that contains the registration key.

   ![Image showing a message with a registration key]

3. In the **Registration Key** field, the parent/guardian must enter the exact registration key in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field. Then, he clicks **Submit** to validate the key.

4. If the correct key was entered, the **Enter Student Info** button is displayed. The parent/guardian can click **Enter Student Info** to add demographic data for the student.

   **Option 2 - CAPTCHA validation:**

   **Note:** This option is primarily used during a short-term registration event, such as Kinder Roundup.

   For **Step Four**, a registration key will be displayed on the page once the parent/guardian correctly enters the CAPTCHA code. The key is automatically entered in the **Step Five** field. To do this, the parent/guardian will follow these steps:
1. The parent/guardian clicks **Request registration key** to request a key for his student.

2. The parent/guardian enters the CAPTCHA code, which is displayed below the **Request registration key** button. He must enter it exactly as it appears on the page. Then he clicks **Continue**.

3. If the parent/guardian typed the CAPTCHA code correctly, a registration key is displayed in the **Registration Key** field (Step 5) allowing him to complete the registration process.

4. The parent/guardian clicks ✔️ to validate the key. Then the **Enter Student Info** button is displayed. The parent/guardian can click **Enter Student Info** to add demographic data for the student.

**Step 6:**

Under **Step Six: Student Information (registration key)**, where **registration key** is the actual key entered for the student, the parent/guardian can enter additional required demographic information for the student. He can also indicate whether the individuals listed as the student’s emergency contacts are allowed to transport the student from school.

1. When the parent/guardian clicks **Enter Student Info**, the fields under **Step 6** are displayed allowing him to enter the data.

2. The parent/guardian enters all required data, and then clicks **Submit**. Or, he can click **Save data and submit later** if he has not completed all information and needs to continue at a later time.

3. Once the parent/guardian clicks **Submit**, the student’s registration information is submitted to the district, and a check mark and date are displayed under **Step Four** in the **Submitted to District** column. To complete the registration process, the parent/guardian must go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus.

**Note:** The parent/guardian can click **Submit** to submit the registration multiple times, if necessary. If he has previously submitted information for a student, and he needs to update information before the student is actually registered at the campus, he must click **Submit** again. Otherwise, any changes will not be submitted to the district.
Final Steps:

Once the parent/guardian has completed in-person registration at the district or campus, he will be issued a student portal ID for each student he successfully registered. The student portal ID is issued by the campus. The parent/guardian can use the portal ID to add the student to his account.

Once a student is completely registered and added to his account, the student will be listed on the parent/guardian’s My Account page under Students.

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. Or, the parent can reset his password by automated e-mail message.

From the Login page, click the link under Forgot your User Name/Password to go to the Forgot Password page. TheForgot Password page is displayed.

Using User Name and Hint Questions

1. Under Reset by user name & hint question in the User Name field, the parent types his user name.

2. Click Next. The Answer Hint Question page is displayed with his hint question.
3. In the **Answer** field, the parent types the answer exactly as he entered it when he registered in **tx**Connect.

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

5. In the **New Password** field, the parent types a new password that he will use when he logs on to **tx**Connect.
   
   - 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).

6. 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.

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

**Using E-mail Address:**

1. Under **Reset by e-mail** in the **E-mail** field, the parent types his e-mail address.

2. Click **Submit**. When he clicks **Submit**, a message is sent to his e-mail address that contains a new password.
3. The parent returns to txConnect, and logs on using his user name and new password. Once he is logged on, he can reset his password as described previously in this guide.

How to Retrieve a User Name

If the parent has forgotten his user name, he can retrieve it by using his e-mail address.

From the Login page, the parent clicks the link under **Forgot your User Name/Password** to go to the Forgot Password page. The Forgot Password page is displayed.

1. Under **Forgot User name** in the **E-mail** field, the parent types his e-mail address.

2. The parent clicks **Submit**. When he clicks **Submit**, a message is sent to his e-mail address that contains his user name and a new password.

3. The parent returns to txConnect and logs on using his user name and new password. Once he is logged on, he can reset his password as described previously in this guide.

How to Access a District or Campus Calendar

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

On the Login page under **Need Calendars**, click the link to download a calendar. The Calendars page is displayed.
1. District calendars are listed first in a numbered list.

2. If there are campus-level calendars, a drop down field allows the parent to select the campus. In the **Campus Calendars** field, select the campus, and the campus-level calendars are displayed in a numbered list.

3. For each calendar, an icon indicates the type of file (e.g., Microsoft Word and PDF). If additional instructions for the specific calendar have been provided, they are displayed below the calendar name.

4. Click the calendar name to open the calendar. It will automatically open in the appropriate program.

5. The parent can print the calendars as needed.
Summary

The Summary page displays an alphabetical list of students that the parent has added to his account either through registration as a new user or through his My Account page.

From the Summary page, the parent/guardian can click the settings button to go to the Edit Settings For My Students page where he can register his e-mail address for the students associated with his txConnect account. From all other pages in txConnect, the parent/guardian can click the settings button to go to the My Account page where he can manage his account settings.

From any page in txConnect, the parent/guardian can click the pencil icon in the student list on the left side of the page to go directly to the online registration page. The icon is only displayed if the parent/guardian has registered his e-mail address to the student.

For iTCCS districts, the following is displayed:

The parent/guardian can click register for electronic grades to go to the Edit Settings For My Students page where he can register his e-mail address to a student and request report cards and IPRs in electronic format.
The summary for the first student in the list is displayed including the following:

- If the student attended multiple campuses, a tab is displayed for each campus.

- If campus notes have been entered in the Student system, they are displayed under Campus Notes.

- The student’s class schedule is displayed, including period, course title, instructor name, current grade average for each class, and attendance for the current date. If administrators have disabled the student schedules, the message “Student schedule is not available at this time” is displayed, and the schedule is not displayed.

- If attendance has not been posted for the course, the attendance for the course under Today’s Attendance is blank.

- Any failing grades under Current Average are highlighted.

- If the course is set up to post letter grades, letter grades are displayed under Current Average.

- If the student is enrolled in an elementary campus which has only one period, one attendance status is displayed for the entire day.

(iTCCS only) If the parent/guardian has registered his e-mail address to the student and selected Request electronic report card and IPR on the Edit Settings For My Students page in txConnect, a View Report Card icon and/or View IPR icon is displayed when the electronic version of the report card or IPR is available for the parent/guardian to view. This is not available for TxEIS districts.

See the “How to Receive Electronic Report Cards and IPRs” section in the Grades chapter for more information.
How to Contact the Instructor

If the instructor has provided contact information, office hours, and/or other notes in \textit{tx}Gradebook, a yellow note icon \textcircled{1} is displayed beside the instructor’s name anywhere the instructor’s name appears (e.g. the Summary, Attendance, and Grades pages). The parent can click the icon to see the information.

If the instructor has provided an e-mail address via \textit{tx}Gradebook, his name is displayed as a link to his e-mail address anywhere the instructor’s name appears. If the parent clicks the name, the default e-mail client (as specified in his Internet Options settings) opens with the instructor’s address in the \texttt{To} field.

\textbf{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.

How to View Course Notes

If the instructor has provided a note about the course, a yellow note icon \textcircled{1} appears beside the course name anywhere the course name appears (e.g. the Summary, Attendance, and Grades pages). The parent can click \textcircled{1} to see the information, and then click \textit{close} to close the Course Note dialog box.
To display the student’s attendance, click Attendance on the menu at the top of the page. When the parent views the Attendance page, the Detailed Attendance tab is displayed by default.

If administrators have disabled the student schedules, the message “Student schedule is not available at this time” is displayed, and the attendance data is not displayed.

How to View Detailed Attendance

To access the Attendance page, click Attendance on the menu at the top of any page.

- In the **Semester** field, select the semester for which you want to view attendance data.
- The date is displayed in the column heading if the student was marked absent or tardy for any period during the day.
- If the student was not present for the entire class, a code is displayed 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.
How to View the Calendar View

The parent can 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 the parent scrolls down.

- In the Semester field, the parent/guardian selects the semester for which he wants to view attendance data.
- If the student was not present for the entire class for any period of the day, the day is highlighted on the calendar.
- The parent can 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 dialog box.

- Click Close to close the Attendance details dialog box for the highlighted day.
How to View the Totals View

The parent can click the **Totals View** tab to see attendance and tardies totals for the semester. The student's classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies are listed.

- In the **Semester** field, select the semester for which you want to view attendance data.

- If the student withdrew from a course, the withdrawn course and instructor's name are displayed in small print below the current course information. An asterisk is displayed next to the withdrawn course.
The parent can view his student’s grades by clicking **Grades** on the menu at the top of the page. When the Grades page opens, the Cycle Grades tab is displayed by default.

If administrators have disabled the student schedules, the message “Student schedule is not available at this time” is displayed, and the grade data is not displayed.

**How to View Assignment Grades for a Class**

The Cycle Grades tab 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. The parent clicks the grade average for the class and cycle he wants to view. The grade average is expanded below the period row to display all grade data that has been entered. In addition to the assignment grades, the calculated average and posted average are displayed.

- The parent can select **Show Blank Grades** to include any blank assignment grades. All assignments are displayed, including assignments with blank grades. If **Show Blank Grades** is not selected, blank assignment grades are not displayed. This is not applicable for courses that use standards-based/skills-referenced grading.

- If the student transferred into the class and has a transfer average from a prior course, the **Transfer Average** and **Weight** are displayed above the categories. For more information on calculating the average using a transfer grade, see Appendix B - Calculating Averages at the end of this guide.

- The **Calculated Average** is the average calculated using the student’s grades and the instructor’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.
• If a cycle override grade exists for the student (i.e., an average assigned by the instructor), and there is no posted average, the **Override Average** is displayed.

• For Leander ISD, the **Reading Level** field displays the student’s reading level (above, below, or on grade level) if the course title has the word “reading” in it.

• 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.

• If the possible points for an assignment is not 100, the instructor is using the percentage weighting type, and the grade is numeric, the possible points is displayed. For example, 90/95 is displayed if the student earned 90 points and the assignment was worth 95 points. In this case, the grade does not calculate as 90.

• If the instructor is using the points-based weighting type, the points earned and possible points are displayed. For example, 7/10 is displayed if the student earned 7 points and the assignment was worth 10 points.

• 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” is displayed next to the grade.

• If an assignment grade has been excluded, the message “excluded” is displayed in place of the grade.

• If an assignment is missing, an M is displayed in place of the grade.

**Note:** (iTCCS only) For courses that use skills-referenced grading, a campus-wide option determines how a grade of M is calculated in the student’s average:

- The grade M may be set to equal zero (or the lowest value allowed) when the student's average is calculated. If a student receives a grade of M (i.e., zero), the grade can be changed when the student completes the work.

- If grade M is not set to equal zero when the student’s average is calculated, the grade is bypassed.

This does not apply to courses that are not set up to use skills-referenced courses.

• If an assignment is incomplete, an I is displayed in place of the grade.

• If the instructor entered any notes related to the student's assignment grade, the notes are displayed below the grade.

• If the course uses the standards-based or skills-referenced type of assessment, assignments are associated with specific standards or skills. The standards/skills are grouped together into standard sets/skillsets. For these courses, the assignment grades
are sorted by standards/skills, and the standards/skills are displayed under the standards set/skillset heading. Note that an assignment may be associated with more than one standard/skill, so you may see the same assignment under multiple standard set/skillset headings.

- For each standard/skill, a final score is displayed. This is the student’s current average for the standard/skill, which is calculated by adding all scores for all assignments associated with the standard/skill throughout the semester, and dividing by the number of assignments. The final standard/skill score reflects skill scores for all cycles in the semester, even though only one cycle is displayed at a time.

- For each standard set/skillset, a final score is displayed. This is the average of all final scores for each standard set/skillset. The final standard set/skillset score reflects standard set/skillset scores for all cycles in the semester, even though only one cycle is displayed at a time. The average does not include scores of zero, unless zero is a valid grade for the campus. The final standard set/skillset score is rounded to one decimal place.

- The Calculated Average field at the bottom displays the average of the standard set/skillset final scores, which takes into account all cycles in the semester. This grade will be converted to a standard 100%-based grade using a conversion chart established by the district.

The overall score displayed is the highest score between the score average and the power law average. If an override score exists, the override score is always displayed.

**Note:** For iTCCS districts, the following applies:

- A district may choose to exclude a particular skillset from grade calculations. If a skillset has been excluded from grade calculation, any skill scores for the skillset will not be included in the student’s grade average; however, the grades will be displayed.
A campus may choose to specify a specific score to use for student grades in all courses that uses skills-referenced grading (Mode and average, Power Law and average, Mode and Power Law, or All). If the campus has specified a specific score, that score is used as the students’ average. If All is selected, the highest of the scores is used.

If you click a standard/skill, the Assignment Skill Grades Trend dialog box opens. This displays a line chart depicting the student’s progress for the standard/skill. The vertical line represents the scores as established by the district, and the horizontal line represents the assignments that are associated with the selected standard/skill.

Click **Close** to close the dialog box.

2. To return to the unexpanded grade average view, click **close details** for the grade average that was 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**.

**How to View Semester and Final Averages**

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

**Note:** Grades displayed on the Semester Grades tab are preliminary until final grades are computed and credits are awarded.
For each period, the exam grade, semester average, final grade, and credits are displayed.

- **Exam** is the student's semester exam grade for the course.

- **Semester Average** is the student's posted semester average for the course.

- **Final Grade** is 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** is the number of credits received for the course that count toward graduation requirements.

### How to Receive Electronic Report Cards and IPRs (iTCCS Only)

iTCCS districts can allow parents/guardians to view electronic versions of their student's report cards and IPRs in PDF format. In order to view a student's report card or IPR in PDF format via txConnect, the parent must do the following:

- The parent must be a registered parent/guardian for the student. See the “How to Register an E-mail Address to a Student” section in the My Account chapter for more information on this process.

- The parent must select **Request electronic report card and IPR** on the Edit Settings For My Students page in txConnect.

When the student's report card or IPR is available, an e-mail message will be sent to the parent/guardian's registered e-mail address indicating that the report card or IPR is available to view in txConnect. A link to the district's txConnect login page is displayed as well.

The parent must log in to txConnect to view the report card or IPR. If the electronic report card or IPR is available for the parent to view, an icon is displayed on the student's Summary page providing a link to the .pdf file. Click the icon to open the file.

If the parent has not indicated that he wants to receive electronic report cards and IPRs, the student's report card or IPR will be delivered in paper format as usual.
Assignments

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

If administrators have disabled the student schedules, the message “Student schedule is not available at this time” is displayed, and the assignments data is not displayed.

How to View Assignments

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

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

2. In the Cycle field, the parent selects the cycle. He can select All to view assignments for all cycles.

3. For View, the parent selects the assignments he wants 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.

4. In the **View only assignments due before** field, the parent enters a date if he wants 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. Or, if he clicks in the date field, a calendar opens allowing you to select a date from the calendar. This field is optional. If a date is not entered, all assignments are included in the search.

**Note:** If a date is entered in the field and the instructor has not entered a due date for an assignment, the assignment is not displayed in the search results.

5. Select **include blank due dates** to include blank due dates in your search.

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

   - If an assignment grade has been dropped, the message “dropped” is displayed next to the grade.
   - If an assignment grade has been excluded, the message “excluded” is displayed in place of the grade.
   - If an assignment is missing, the message “missing” is displayed in place of the grade.
   - If an assignment is incomplete, the message “incomplete” is displayed in place of the grade.
   - For a standards-based/skills-referenced course, the **Standard/Skill Scores** heading is displayed instead of the **Category** heading. For each assignment, all standards/skills and their scores are listed.

7. In the Assignments table, click **Course** to sort the assignments by course, or click **Due Date** to sort the assignments by due date.
### Texas Computer Cooperative

**txConnect**

**Release 2.8.3**

**Assignments**

**for AUSTIN R. ADAMS at Lakeview High School on 3/2/2011 11:26:36 AM**

<table>
<thead>
<tr>
<th>Course</th>
<th>Assignment</th>
<th>Category</th>
<th>Due Date</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 2</td>
<td>&quot;To build a fire&quot; questions</td>
<td>Classroom</td>
<td>1/20/11</td>
<td></td>
</tr>
<tr>
<td>ENG 3</td>
<td>Benchmark Test</td>
<td>Tests</td>
<td>1/20/11</td>
<td></td>
</tr>
<tr>
<td>ENG 2</td>
<td>&quot;To build a fire&quot;</td>
<td>Classroom</td>
<td>1/21/11</td>
<td></td>
</tr>
<tr>
<td>ENG 3</td>
<td>Read &quot;To build a fire&quot;</td>
<td>Homework</td>
<td>1/21/11</td>
<td></td>
</tr>
<tr>
<td>ENG 3</td>
<td>Constitution sentence grammar online</td>
<td>Classroom</td>
<td>1/25/11</td>
<td></td>
</tr>
<tr>
<td>ENG 3</td>
<td>Short answer</td>
<td>Essays</td>
<td>1/20/11</td>
<td></td>
</tr>
<tr>
<td>ENG 3</td>
<td>Writing assignment</td>
<td>Classroom</td>
<td>1/20/11</td>
<td></td>
</tr>
</tbody>
</table>
The Discipline page allows the parent/guardian to view all of the student’s discipline records for one cycle or for the semester.

## How to View Discipline Records

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

1. In the **Semester** field, the parent selects the semester for which he wants to view discipline records.

2. In the **Cycle** field, the parent selects the cycle. He can select **All** to view records for all cycles.

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

The Assessments page allows the parent/guardian to see all of his student’s assessment scores.

How to View Assessments

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

1. For each assessment that can be viewed in txConnect, a tab is displayed. The parent clicks the tab to view the student’s assessment scores.

   If the student has no scores for a particular assessment, the tab is not displayed.

2. If the student has taken the assessment multiple times, a row is displayed for each date, and the parent can click 📅 to view the details for the specific administration date. A pop-up window opens to display the details.
3. For each assessment, a link is provided to an external Web site (e.g., Texas Education Agency), which provides a detailed explanation of the data displayed. The Web site will open in a new browser window.
The Immunizations page allows the parent/guardian to see all of his student’s immunization data, including a list of the student’s immunizations on record, and a list of immunizations due.

**How to View Immunizations**

Click **Immunizations** on the menu at the top of any page. The Immunizations page is displayed for the student currently selected. By default, the Immunizations List view is displayed.

A list of the student’s immunizations, including the date and series description is displayed.

1. The parent/guardian can click the **Immunizations Due** tab to view a list of any immunizations that are due for the student. The Immunizations Due tab is displayed.
If a previous series for a due immunization has been completed, the last series recorded by the district is also displayed. The series name and date of the previous series are displayed next to the due immunization.

Click **Immunizations List** to return to the list of all of the student’s immunizations.

2. A link is provided to an external Web site (e.g., Texas Department of State Health Services), which provides a detailed explanation of the data displayed. The Web site will open in a new browser window.
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 is 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 can be changed at any time.

How to Read Alerts

To go directly to the Alerts page to read the message(s), the parent clicks the alerts notification below the student’s name. He can also click Alerts in the main menu at the top of the page and select the student for whom he wants 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 bolded.

- Once the parent has read an alert, he can select 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 can 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 by clicking the **Subscribe to Alerts** tab.

![Alerts Subscription](image)

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**.
bullet 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.**

bullet 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:

bullet If he does not want to be notified of his student’s tardies, he selects **Don’t send me alerts.**

bullet 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.**

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

**Average Alerts**

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 Average Threshold** field, type a numeric grade (0-110). 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 can change the alert by specifying another grade.

To specify another grade, select **Custom.** In the **Custom Assignment Grade Threshold** field, type a numeric grade (0-110). 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 wants to have alert notices sent to his e-mail address, he must select Send me an email when an alert is generated at the bottom of the page. Also, he needs to have entered his e-mail address on the My Account page. The Send me an email when an alert is generated check box is not displayed if the district has not set up e-mail notification.

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

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

The parent/guardian 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.

If the parent/guardian is new to the district and has not yet added a student to his account, there will be no students listed initially. The parent can add students to his account from this page.
How to Add or Update an E-Mail Address

The parent must provide a valid e-mail address if he wants to receive alert notices by e-mail, edit existing student registration information, or enroll a new student into the district. 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**. The **Email Address** field is displayed.

2. In the **Email Address** field, the parent types a current e-mail address and clicks **Save**.
   - If the data was entered incorrectly, a red message is displayed to the right of the field. The e-mail address must be in a valid format (e.g., *someone@example.net*) to continue.
   - If the data was entered correctly, the new e-mail address is displayed under **Email Address**.

3. The parent can click **Cancel** not to change the e-mail address.
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. The Old Password, New Password, and Confirm Password fields are displayed.

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 is displayed to the right of each field that has incorrect data. The information must be provided to change the password.

- If the data was entered correctly, the new password is saved. The next time the parent logs on to txConnect, he must use the new password.

6. The parent can click Cancel not to change the password.

How to Change a Hint Question/Answer

The hint question/answer is used to verify the parent’s identity if he forgets 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. The Question and Answer fields are displayed.

2. The parent makes changes to the question and/or answer and clicks Save.
If the data was entered incorrectly, a red message is displayed to the right of each field that has incorrect data. The information must be provided to change the hint question/answer.

If the data was entered correctly, the new hint question is displayed under **Hint Question**.

3. The parent can click **Cancel** not to change the question and answer.

### How to Add or Delete a Student

If the parent wants to add a student to his txConnect account, he must have a valid student portal ID for the student issued by the student’s campus.

1. Next to **Students**, click **Change**. The **Add New Student - Student Portal ID** and **Birth Date** fields are displayed.

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 is displayed in the **Students** grid.

5. Click **Save** to save the changes.

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

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

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

7. Click **Cancel** not to add or delete a student.
How to Register an E-mail Address to a Student

The Edit Settings For My Students page allows the parent to register his e-mail address for the students associated with his \( ^{tx} \)Connect account. He must register his e-mail address for each student. It is a one-time procedure, and he can unregister his e-mail address if necessary.

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

![Edit Settings For My Students](image1)

1. When the parent/guardian clicks Edit Settings on the My Account page, the Edit Settings For My Students page is displayed. The parent/guardian can also access this page by clicking the settings button at the top of his list of students on the Summary page. The program compares the e-mail address entered for his account (in the Email Address section on the My Account page) to the e-mail address that is on file at the campus. His students are listed as follows:

- If the parent’s e-mail address matches the e-mail address for one of the student’s parents/guardians, he will have access to manage the student’s settings and register him at the campus via online registration. In iTCCS districts, the parent can also sign up to receive electronic IPRs and report cards. If the parent has not previously registered the student to his account, the Register button is displayed under the student’s name.

![Register](image2)
If the parent’s e-mail address does not match an e-mail address for any parents/guardians, he will not have access to manage the student’s settings and register him at the campus via online registration. The **Register** button is not displayed for the student.

If an incorrect e-mail address is entered for the parent’s ^mc^Connect account, the parent can change it on the My Account page under **Email Address**.

2. On the Edit Settings For My Students page, the parent can do the following:

- If the **Register** button is displayed for a student, the parent can click **Register** to register his e-mail address for the student.

  - When he clicks **Register**, a message is automatically sent to his e-mail address that contains a 24-character alphanumeric registration code. A link to the district’s ^mc^Connect login page may also be included.

  ![Registration Code Email](image)

  An email has been sent to crooke@eesc20.net with registration information.

  Close

  Complete the registration process by entering the registration key exactly as it appears in the email.

  Submit

  Or, click Cancel button to cancel the registration process.

  Cancel Registration

  From: txConnect@eesc20.net [mailto:txConnect@eesc20.net]
  Sent: Tuesday, April 03, 2012 8:46 AM
  To: Annette Brand
  Subject: Registration Instructions

  To register this email address to BRIANNA please log in to txConnect, go to My Account screen. Click on the Edit Settings link next to the Students' category and enter the following registration key: ezXgxeZpYpYpX9gCZx9Ax.

  You may simply copy the code from this email and paste it into the appropriate box in txConnect. Click ‘Submit’ after entering the key to complete the registration process.

  To log into txConnect, click on the link below: https://txconnect.eesc20.net/PAPV/Login.aspx

  Once the registration code is sent, the **Register** button is replaced with a field for the registration code. The parent must enter the exact registration code in the field in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field.

  ![Registration Code Input](image)

  JOSHUA K. ANGELES
  Your email address matches a parent email address associated with this student.

  You may:

  Complete the registration process by entering the registration key exactly as it appears in the email:

  Submit

  Or, click Cancel button to cancel the registration process.

  Cancel Registration

**Note:** The parent must be logged on to ^mc^Connect in order to complete the e-mail registration process.
The parent clicks **Submit**. If the correct code was entered, a message is displayed indicating that his e-mail address is registered to the student, and the **Unregister** button is displayed.

- The **Unregister** button is displayed if the parent’s e-mail address is registered to the student. If necessary, he can click **Unregister** to unregister his e-mail address for the student.

- (iTCCS only) Select **Request electronic report card and IPR** to receive your student’s report cards and interim progress reports (IPRs) in PDF format instead of a printed copy.

When the report card or IPR becomes available, a message will be sent to the parent’s e-mail address notifying him that the document is available. The parent can log in to txConnect and access the link to the .pdf file from the Summary page for the student.

This option is not available for all districts.

3. Once the parent’s e-mail address is registered for a student, the pencil icon ✒️ is displayed next to the student on the My Account page. The parent can click ✒️ to view online registration information for the student.
How to View and Update Online Registration Information for a Student

The Student Information for *Student Name* page (where *Student Name* is the student’s name) allows parents to access forms for student online registration. A parent can only access the page if he is one of the student’s parents/guardians and has successfully registered his e-mail address to the student.

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

- Static forms cannot be updated online; they can be viewed, printed, completed by hand, and returned to the campus. Static forms will vary by campus and district, such as a home language survey.

- Dynamic forms are presented online and can be completed and submitted online. These forms may include student online registration and demographic updates.

To view or update information:

1. On the My Account page, the parent clicks the pencil icon for the student for whom he wants to view or update registration information. The icon is only displayed if he is the one of the student’s parents/guardians and his e-mail address is registered for the student. The Student Information for *Student Name* page is displayed.
2. The forms for the student’s online registration may be grouped under headings such as Medical, Transportation, and Other, depending on how the district has set them up. The parent clicks the heading to view the list of associated forms. The associated forms are displayed below the heading.

3. The parent locates the form he wants to view, and then he clicks Select for the form. The form data is displayed on the right side of the page.

- For static forms, if the district provided any special instructions for the form, the instructions are displayed. An icon also indicates the format of the document, such as Microsoft Word or PDF. The parent clicks the form name to open the form. The form opens in the associated program.

- For dynamic forms, the form will open on the right side of the page in a grid format with column headings and rows of data.
The left column displays all the information fields, such as **Grade**, **SSN**, and **Birth Date**.

The next column displays the current data for the field, if it exists.

If the district or campus provided specific instructions for the field, the instructions are displayed in the right column.

Some data can be updated, and some data cannot be updated. If the data can be updated, the **Edit** button is displayed.

- When you click **Edit**, an input field appears below the existing data allowing you to type the new information. A **Cancel** button is also displayed for the field.

- The input field will display the existing data. Type over the existing data with the new information. Otherwise, click **Cancel**.

- If a field is limited to a specific format or type of data, and you type invalid data, a message is displayed instructing you to correct the data. You must correct the data to continue.
○ If you have submitted a change in the field, but the change is still pending (i.e., not yet approved by an administrator), the original data is displayed with an asterisk next to it. You can click Edit to see the change you requested.

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

Note that some districts use a street directory system that automatically restricts student addresses to those that exist in the street directory. In this case, you will be restricted from entering any address for the student that does not exist in the street directory.

4. Click Save Changes to save any changes. Otherwise, click Cancel to clear any changes on the page.

● The campus staff will be notified of the parent’s changes and will need to approve them before they are updated in the student’s official records. If the parent has submitted a change that has not yet been approved, an asterisk is displayed next to the field to indicate that the change is pending.

● If the parent edits a pending field, his most recent change will overwrite the former pending change. The campus staff will approve the most recent change.

● For some campuses, if the campus staff rejects a change, a message is displayed in the right column with a note indicating the reason for the rejection.

The message is cleared once the parent/guardian clicks Edit, types new information in the field, and clicks Save.

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

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

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

![External Links Page](image)

**How to Access External Links**

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

In many cases, application errors that cause error messages are corrected quickly. Often if the parent waits for a while and then returns to txConnect, the system will work properly.

If an error is caused by invalid data that he has entered, a message on the page prompts him to correct the entry. Once he corrects the error, he 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 the parent loses his session, he is returned to the Login page or the current page. The application logs the exception information.

- **Database communication error**: This error occurs 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. The error is logged in the event log.

- **Session loss error**: This error occurs if the session has been cleared because the application was reset. If the parent loses his session, he is returned to the Login page. If this occurs, the parent should wait a few minutes and then log on again. The error is logged in the event log.

- **Configuration error**: This error occurs if there is an error in the web.config file or service environment. The error is 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 the parent attempted when the error occurred
Appendix B - 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 show % (e.g., 90%).
- If the weighting type is point-based, each assignment grade displays the earned points and total points (e.g., 9/10).
- If the weighting type is multiplier-based, the category weights 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 instructor 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, take the sum of all points earned for all assignments.

   Points Earned 1 + Points Earned 2 + Points Earned 3 = Total Points Earned

   **For example:**

   The Homework category has three assignments. The student earned a 70/100, 80/100, and 90/95 for those assignments.

   
   \[(70 + 80 + 90) = 240\]

   The Test category has two tests. The student earned a 45/50 and 100/100 for those tests.

   \[(45 + 100) = 145\]

   The Cycle Exam category has no grades yet.

   **Extra credit:**

   If the student has extra credit points, include the extra credit (EC) points in the Total Points Earned.

   \[(\text{Points Earned 1} + \text{Points Earned 2} + \text{Points Earned 3} + \text{EC}) = \text{Total Points Earned}\]
For example:

The Homework category has three assignments. The student earned a 70/100, 80/100, and 90/95 for those assignments. He also has 10 points of extra credit.

\[(70 + 80 + 90 + 10) = 250\]

2. For each category, take the sum of all possible points for all assignments.

Possible Points 1 + Possible Points 2 + Possible Points 3 = Total Possible Points

Note: Some instructors may have total possible points for an assignment that are not 100 (e.g., 90/95).

For example:

The Homework category has three assignments. The student earned a 70/100, 80/100, and 90/95 for those assignments.

\[(100 + 100 + 95) = 295\]

The student’s Total Possible Points for the Homework category is 295.

The Test category has two tests. The student earned a 45/50 and 100/100 for those tests.

\[(50 + 100) = 150\]

The student’s Total Possible Points for the Test category is 150.

3. For each category, divide the Total Points Earned by the Total Possible Points.

Total Points Earned / Total Possible Points = Category Average

For example:

The student’s Total Points Earned for the Homework category is 240. The student’s Total Possible Points for homework is 295.

\[240 / 295 = 81.4\]

The student’s Homework Category Average is 81.4.

The student’s Total Points Earned for the Test category is 145. The student’s Total Possible Points for the Test category is 150.

\[145 / 150 = 96.7\]

The student’s Test Category Average is 96.7.

4. For each category, multiply the Category Average by the Category Weight.

Category Average x Category Weight = Category Value
For example:

The weight for the Homework category is 50%.

\[ 81.4 \times 50\% = 40.7 \]

The weight for the Test category is 40%.

\[ 96.7 \times 40\% = 38.7 \]

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

5. 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.

\[ 40.7 + 38.7 = 79.4 \]

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

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

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

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 79.4.

\[ \frac{79.4}{90} \times 100 = 88.2 \]

The student's average is 88.
Point-based

If the course uses point-based weighting, the instructor 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 instructor 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 has 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 x M = Actual Category Value, where M is the multiplier value

For example:

The multiplier for the Homework category is 2.

240 x 2 = 480

The multiplier for the Test category is 1.

190 x 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 x M = Possible Category Value, where M is the multiplier value

For example:

The multiplier for the Homework category is 2.

300 x 2 = 600

The multiplier for the Test category is 1.

200 x 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, and then multiply by 100.

   \[
   \frac{\text{Actual Value Total}}{\text{Possible Value}} \times 100 = \text{Average}
   \]

   **For example:**

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

   \[
   \frac{670}{800} \times 100 = 83.7
   \]

   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.

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

   **For example:**

   The student's Transfer Average is 74.

   The student's Transfer Weight is 55%.

   \[74 \times 55\% = 40.7\]

   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.

\[ 100\% - \text{Transfer Weight} = \text{Working Cycle Average Weight} \]

**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.

\[ \text{Working Cycle Average} \times \text{Working Cycle Average Weight} = \text{Working Cycle Average Value} \]

**For example:**

The student’s Working Cycle Average is 87.

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

\[ 87 \times 45\% = 39.15 \]

The student’s Working Cycle Average Value is 39.15.

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

\[ \text{Transfer Value} + \text{Working Cycle Average Value} = \text{Actual Working Cycle Average} \]

**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 instructor can specify a number of grades to drop for each category (e.g., drop the lowest two grades). If the instructor 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, 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, no grades are dropped.

Warning: If all assignments in a category do not have the same total points value, 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, the grade with the lowest number of points may not necessarily be the lowest grade.

Rounding Numbers

When calculating a student’s cycle average, the parent should 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, the parent should 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.
(iTCCS only) For courses that use skills-referenced grading, a campus-wide option determines how a grade of M is calculated in the student's average:

- The grade M may be set to equal zero when the student's average is calculated. If a student receives a grade of M, the grade can be changed when the student completes the work.
- If grade M is not set to equal zero when the student's average is calculated, the grade is bypassed.

This does not apply to courses that are not set up to use skills-referenced grading.

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.

### Power Law Computation

For campuses that use standards-based/skills-referenced grading, a student’s standard/skill score may reflect the average for the standard/skill, which is calculated by adding all scores for all assignments associated with the standard/skill, and dividing by the number of assignments. Or, the student’s score may be calculated using the power law computation. The higher of the two is always displayed as the student’s standard/skill score, unless the instructor has entered an override score.

The power law computation is based on the idea that a student’s later scores should have more weight than his earliest scores, because later scores are more reflective of the student’s accumulated knowledge.

The nonlinear power law equation is $y = m^* x^b$, where:

- $y$ is the score that is being predicted or computed.
- $x$ is the score on which the prediction is based, indicating the number of practices the student has had for the standard/skill. For example, if the student has had three assessments to date, starting with a homework assignment, then a quiz, and then a test, the $x$ score for the homework assignment would be 1, for the quiz would be 2, and for the test would be 3. Each score must have a corresponding assessment number.

Steps:

- Calculate the log of $x$ and the log of $y$ for all possible $x$ values and all possible $y$ values.
- Use the log values for $x$ and $y$ in the linear equation $y = mx + b$ (i.e., $\log(y) = m \cdot \log(x) + b$).
- Solve for $m$ in this linear equation to get the value for $b$ for the nonlinear equation.

$$m = \frac{\sum xy - \left(\frac{\sum x \sum y}{N}\right)}{\sum x^2 - \left(\frac{(\sum x)^2}{N}\right)}$$
• Solve for $b$ in this linear equation to get $\log(m)$. Calculate $m$ using the formula $m = e^{\log(m)}$ to get the value for $m$ in the nonlinear equation.

$$b = \frac{\sum y - m(\sum y)}{N}$$

Use the new values for $m$ and $b$ in the nonlinear power law equation.
# Online Registration for New Students

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>The parent/guardian creates a user account in txConnect.</td>
<td>Registration</td>
</tr>
<tr>
<td>☐</td>
<td>From the Login page, click the link under <strong>New txConnect User</strong>.</td>
<td>Registration</td>
</tr>
<tr>
<td>☐</td>
<td>On the Step 1 page, create a user name and password, and enter the e-mail address. Click <strong>Next</strong>.</td>
<td>Registration</td>
</tr>
<tr>
<td>☐</td>
<td>On the Step 2 page, create a hint question. Click <strong>Next</strong>.</td>
<td>Registration</td>
</tr>
<tr>
<td>☐</td>
<td>The Step 3 page can be skipped for now if you do not yet have a Student Portal ID. Click <strong>Complete</strong>.</td>
<td>Registration</td>
</tr>
<tr>
<td>☐</td>
<td>The parent/guardian logs on to txConnect and completes online registration for the new student.</td>
<td>Registration</td>
</tr>
<tr>
<td>☐</td>
<td>Log on to txConnect using the user name and password created in the previous step.</td>
<td>Login</td>
</tr>
<tr>
<td>☐</td>
<td>From the My Account page, click the <strong>Manage My New Students</strong> link. The Online Student Enrollment - New Students page is displayed.</td>
<td>My Account &gt; Online Student Enrollment - New Students</td>
</tr>
<tr>
<td>☐</td>
<td>Under <strong>Step One</strong>, download any static forms provided by the district or campus. Print and complete all forms, and take the completed forms to the district or campus.</td>
<td>My Account &gt; Online Student Enrollment - New Students</td>
</tr>
<tr>
<td>☐</td>
<td>Under <strong>Step Two</strong>, enter the student’s address information.</td>
<td>My Account &gt; Online Student Enrollment - New Students</td>
</tr>
<tr>
<td>In the <strong>Select an address to edit</strong> field, select <em>New</em> if this is a new student.</td>
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<tr>
<td>In the <strong>Enter a name for this address information</strong> field, type a name for the new address, such as “Home” or “Dad’s house.”</td>
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<tr>
<td>Enter the required address information and click <strong>Save Changes</strong>.</td>
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<tr>
<td>Under <strong>Step Three</strong>, enter the student’s family contact information.</td>
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<tr>
<td>In the <strong>Select a contact to edit</strong> field, select <em>New</em> if you are registering a new student or adding new contact information.</td>
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<tr>
<td>In the <strong>Enter a name for this contact information</strong> field, type a name for the address that will help identify it, such as “Grandma” or “Neighbor.”</td>
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<tr>
<td>Enter the required information for the contact and click <strong>Save Changes</strong>.</td>
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<tr>
<td>Under <strong>Step Four</strong>, request a registration key. The district has two options:</td>
<td></td>
<td></td>
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<tr>
<td><strong>Option 1: E-mail Validation:</strong></td>
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<tr>
<td>If the district has selected the e-mail validation option, do the following:</td>
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<tr>
<td>Click the <strong>Request registration key</strong> button. A message is sent to the parent/guardian’s e-mail address that contains the new 16-character student registration key.</td>
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<tr>
<td>The parent/guardian checks his e-mail inbox for the message that contains the registration key.</td>
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</tr>
<tr>
<td>Step</td>
<td>Action</td>
<td></td>
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<tr>
<td>2.8.3</td>
<td>In the <strong>Registration Key</strong> field, enter the exact registration key (<strong>Step Five</strong>). The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>My Account &gt; Online Student Enrollment - New Students</td>
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<tr>
<td></td>
<td>Click 🔄 to validate the key.</td>
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<td></td>
<td>If the correct key was entered, the <strong>Enter Student Info</strong> button is displayed.</td>
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<tr>
<td></td>
<td>Click <strong>Enter Student Info</strong> to add demographic data for the student. Skip to the <strong>Step Six</strong> steps described below.</td>
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<tr>
<td></td>
<td><strong>Option 2: CAPTCHA validation:</strong></td>
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<td></td>
<td><strong>Note:</strong> This option is primarily used during a short-term registration event, such as Kinder Roundup.</td>
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<tr>
<td></td>
<td>If the district has selected the CAPTCHA validation option, do the following:</td>
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</tr>
<tr>
<td></td>
<td>Click the <strong>Request registration key</strong> button.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter the CAPTCHA code, which is displayed below the <strong>Request registration key</strong> button. It must be entered exactly as it appears on the page. Click <strong>Continue</strong>.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the CAPTCHA code was typed correctly, a registration key is displayed in the <strong>Registration Key</strong> field (<strong>Step Five</strong>) allowing you to complete the registration process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Click 🔄 to validate the key.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the correct key was entered, the <strong>Enter Student Info</strong> button is displayed.</td>
<td></td>
</tr>
</tbody>
</table>
Click **Enter Student Info** to add demographic data for the student. Then, follow the **Step Six** steps described below.

Under **Step Six**, enter the additional required demographic information for the student.

The fields under **Step Six** are displayed once you enter a valid registration key and click the **Enter Student Info** button.

Click **Submit**. Or, click **Submit and Save** if you have not completed all information and need to continue at a later time.

Once the parent/guardian clicks **Submit**, the student’s registration information is submitted to the district, and a check mark and date are displayed under **Step Four** in the **Submitted to District** column. To complete the registration process, the parent/guardian must go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus.

Once the parent/guardian has completed in-person registration at the district or campus, the campus will give the parent/guardian a student portal ID for each student successfully registered.

Once the parent/guardian has a student portal ID issued by the campus, he can add a student to his **tx**Connect account.

Log on to **tx**Connect.

From the My Account page, next to **Students**, click **Change**. The **Add New Student** fields are displayed.

Type the student portal ID and birth date in the fields provided. The birth date entered here must match the birth date in the student’s record at the campus.

Click **Add**.
The student name will now be displayed in the Students list on the left side of every page.

The parent/guardian registers his e-mail address for the students associated with his txConnect account. He must register his e-mail address for each student. It is a one-time procedure that is required if the parent/guardian wishes to update his student’s registration information online.

Log on to txConnect.

From the My Account page, next to Students, click Edit Settings.

The parent/guardian can also access this page by clicking the Edit Settings button at the top of the Students list on the Summary page.

The program compares the e-mail address entered for his account (in the Email Address section on the My Account page) to the e-mail address that is on file at the campus.

If the parent’s e-mail address matches the e-mail address for one of the student's parents/guardians, and the parent has not previously registered the student to his account, the Register button is displayed under the student’s name.

Click Register. A message is automatically sent to the parent/guardian’s e-mail address that contains a 24-character alphanumeric registration code.

Once the registration code is sent, the Register button is replaced with a field for the registration code. You must enter the exact registration code in the field in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the e-mail message and paste it into the field. Click Submit.
Once the parent's e-mail address is registered for a student, the pencil icon / is displayed next to the student's name, and the parent/guardian can view and update online registration information for the student.

- Log on to txConnect.
- From the Summary page or the My Account page, click the pencil icon /.
- Click the group heading for the form you want to update, such as Registration.
- Below the group heading, click Select for the form you want to update.
- If the form is a static form, a link to the file is displayed. Click the link to open the form. The parent/guardian can print the form, complete it by hand, and deliver the form to the campus or district.
- If the form is a dynamic form, the fields are displayed in a grid format with the current values.
  - Click Edit for the field you want to update. A field is displayed below the current data, allowing you to update the data.
    - **Note:** Some fields cannot be updated.
  - Type over the existing value with the new value.
  - Click Save Changes. An asterisk is displayed next to the field to indicate that the change is pending.
Once a parent saves changes to the form, the campus staff is notified of the parent/guardian’s change and will need to approve the change before it is updated in the student’s official records.

See the txSuite Administrator Training Guide for step-by-step instructions for approving parent/guardian changes.

Once an administrator has approved the change, the new data is displayed in the forms in txConnect. For iTCCS, if the administrator rejects the change, he can enter a message indicating why the change was rejected, and the message will be displayed to the parent/guardian in txConnect.

(iTCCS only) If the campus staff rejects a change submitted by the parent/guardian, a message is displayed in the right column, as entered by the administrator in the Student system. Once the parent/guardian enters new data for the field and clicks Save, the message is cleared, and the campus staff is notified of the new change.