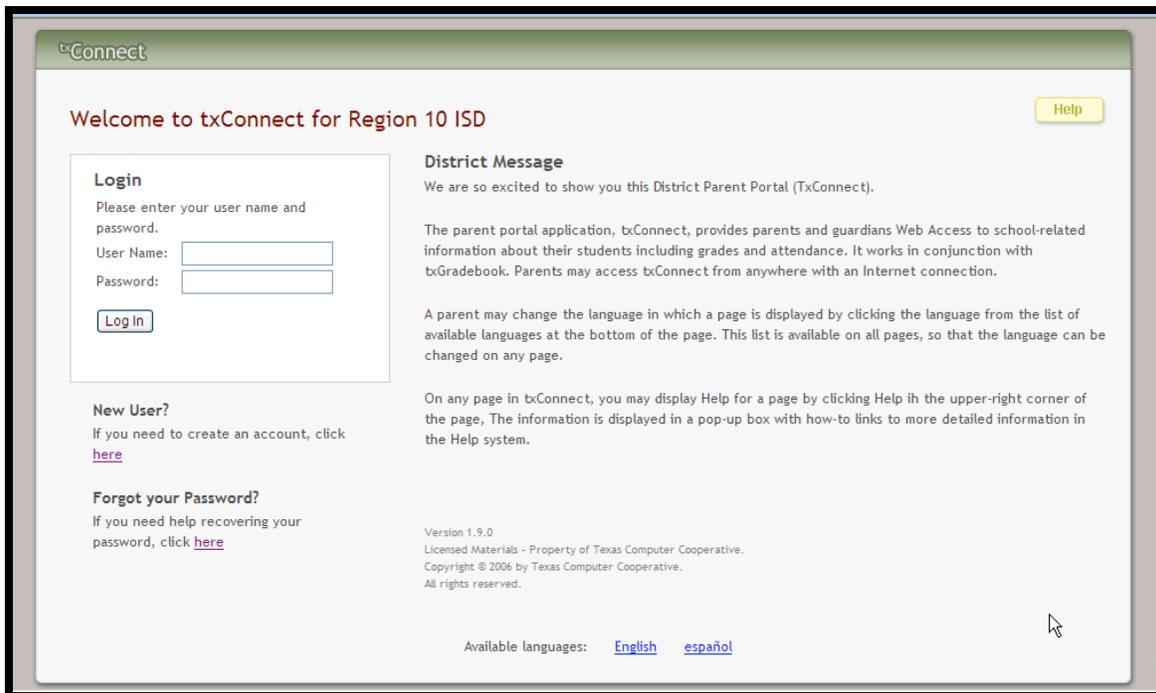# PARENTS

Parents can see **Attendance, Grades, Assignments, and Alerts (choices made by parents as to what kind of alerts they want).**

1. Parents can create their account by click on **New User?**

2. They will follow the steps to creating their login information.

3. The district message will appear on this screen.

4. The parents can choose if they want to see the screen in **English** or **Spanish**.

5. The online Help is also available to help them if they need it.

ONCE THE PARENT LOGS IN

SUMMARY TAB

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

A summary for the first student in the list is displayed including the following.

1. A tab for each campus if the student withdrew from a campus.
2. **Campus notes** created in RSCCC.
3. The <u>student's class schedule</u> including **period**, **course title**, **instructor name**, **current grade average** for each class, and **attendance for the current date**.
4. Blank attendance for a course under **TODAY'S ATTENDANCE** if attendance has not been taken.
5. A <u>highlighted failing grade</u> under **CURRENT AVERAGE**.
6. Letter grades displayed under **CURRENT AVERAGE** if the course is set up to post letter grade.
7. One attendance status for the entire day if the student is enrolled in an elementary campus which has only one period.
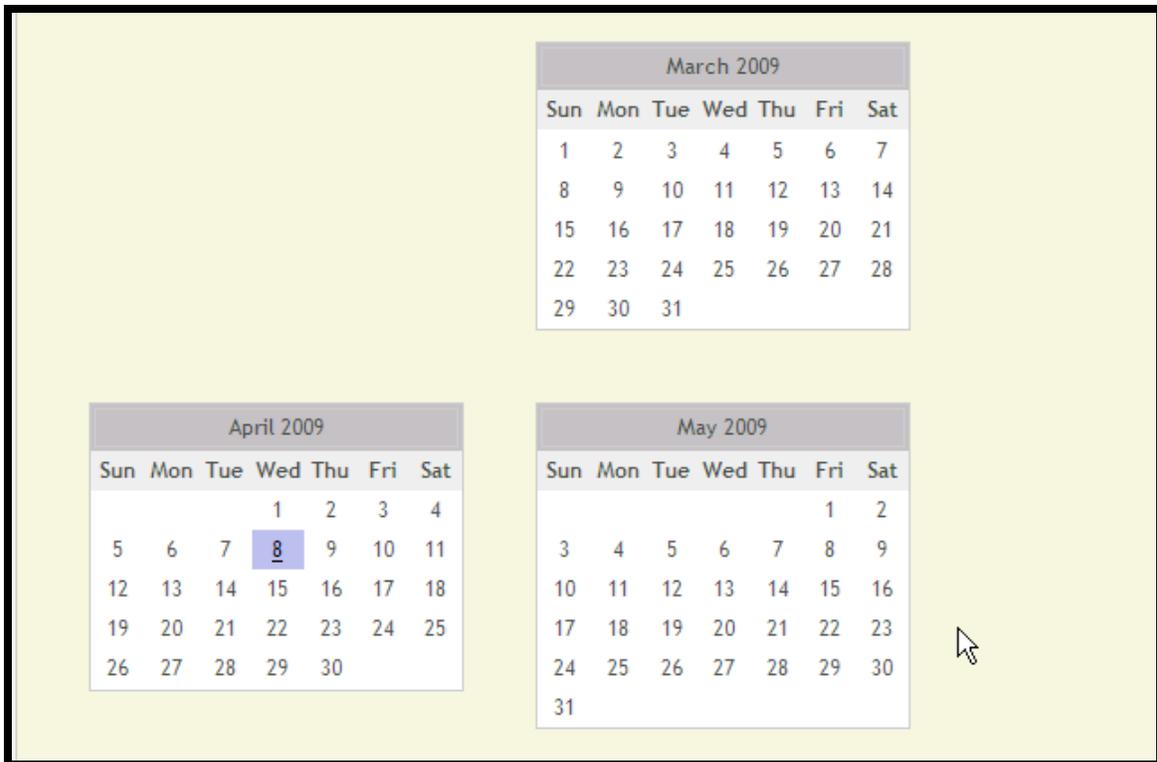
ATTENDANCE TAB

DETAILED ATTENDANCE

1. The date appears in the column heading if the student was marked absent or tardy for any period during that day.

2. If the student was not present for the entire class, a code appears for the period and date.

3. A description of each code is displayed in the Key section of the page. (e.g., excused unexcused, etc.)

4. If the student was present and on time for the entire day, the date is not displayed.

5. If the teacher has provided contact information, office hours, and/or other notes, a **yellow note icon** appears beside the teacher's name.

CALENDAR VIEW

Click the **CALENDAR VIEW TAB** to see the attendance details in a calendar view instead of a table view. All months for the current school year are displayed as you scroll down.

1. If the student was not present for the entire class for any period of the day, the day is highlighted on the calendar.

2. Click the date to open the attendance details for the highlighted day.

3. For each period the student's attendance is displayed.

4. The period is only listed <u>if the student was marked absent or tardy for that period</u>.

5. Otherwise, the period is not listed in the attendance details window.

TOTALS VIEW

Click the **TOTALS VIEW** to see tardies and attendance totals for the semester.

1. The student's classes are listed by period and the total number of school-related absences (e.g., UIL events or field trips), non-school related absences (e.g., illness or family emergency,) and tardies is listed.
2. If the teacher has provided contact information, office hours, and/or other notes, a **yellow note icon** appears beside the teacher's name.
3. Click the icon to see information.

GRADES

To display the student's grades, click **GRADES** on the menu at the top of the page.

When you view the Grades page, the Cycle Grades Tab is displayed by default.

VIEW ASSIGNMENT GRADES FOR A CLASS

1. The **CYCLE GRADES PAGE** displays current grade averages for the current cycle and posted grade averages for previous cycles.

2. For the current semester, the assignment grades for each class can be viewed.

3. Click the grade average for the class and cycle you wish to view.

4. The grade average will be expanded below the period row to display all grade data that has been entered.

5. The calculated average and/or posted average are displayed

6. The calculated average is the average calculated using the student's grade and the teacher's method for calculating the average.

7. The calculated average is not displayed for closed cycle.

8. The posted average is the actual grade that was posted for the student for the class.

9. The posted average is the official grade that appears on the report card.

10. Assignments are displayed by category.

11. For each category, the category weight is displayed and the average for each category is displayed.

12. For each assignment the due date and grades are displayed.

13. The **LATE** and **REDO COLUMNS** indicate if the assignment was turned in late or redone.

14. If the assignment grade has been dropped, the message "**dropped**" will appear next to the grade.

15. If the teacher entered any notes related to the student's assignment grade, those notes are displayed below the grade.

16. To show assignment grades for the current cycle for all courses, click on **SHOW ALL**.

17. To hide assignment grades for all courses, click **HIDE ALL**.

18. If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon appears by the teacher's name.

19. If the teacher has provided course notes or assignment notes, the icon is also displayed by the course and/or assignment.

HOW TO VIEW SEMESTER AND FINAL AVERAGES

1. From the **GRADES PAGE**, click the **SEMESTER GRADES TAB** to see the student's posted semester and final averages.

2. The data is only available for closed semesters.

3. For the current semester, no data is displayed.

4. For each period, the exam grade, semester average, final grade, and credits are displayed.

5. **EXAM** – the student's semester exam grade for the course.

6. **SEMESTER AVERAGE** – the student's posted final

7. **FINAL GRADE** – the student's posted final grade for the course.

    a. For one semester courses this grade is posted after the semester is closed.

    b. For year-long courses, this grade is only posted after the final semester of the year is closed.

8. **CREDITS** – the number of credits received for the courses that count toward graduation requirements.

ASSIGNMENTS

The assignments page allows parents to view all of the student's assignments for all courses or for specific course.

One may view all assignments, only assignments that have been graded or only pending assignments.

HOW TO VIEW ASSIGNMENTS

Click Assignments on the menu at the top of the page. The Assignments page will be displayed for the student currently being viewed.

1. In the **Course field**, the parent selects a specific course or **ALL** to view assignment for all courses.

2. For **View**, the parent selects the assignments he or she wishes to view:
    a) **ALL ASSIGNMENTS** displays all assignments.
    b) **Only Graded assignments**
    c) **Only Pending assignments**

3. In the **VIEW ONLY ASSIGNMENTS DUE BEFORE FIELD**, the parent enters a date if he or she wishes to view only assignments that were due before that date.

4. For example, he can enter today's date to see all assignments that were due up to today.

5. Click **FIND ASSIGNMENTS** – All assignments that matched the criteria entered are displayed in the table at the bottom of the page.

6. In the **ASSIGNMENTS TABLE**, click **COURSE** to sort the assignments by course, or click **DUE DATE** to sort by due date.

ALERTS

Alerts are messages notifying a parent that his student has grades or attendance information of which he or she should be aware, such as an absence or a low grade.

If the student has alerts, the number of alerts will be displayed below the student's name on the left side of the page.

When a parent creates a txConnect account, he or she is automatically subscribed to two alerts:

- Unexcused absence (first occurrence for the day)
- Failing grades

HOW TO READ ALERTS

1. Go to the Alerts page, click on the alerts notification below the student's name. You can also choose the Alerts in the main menu at the top of the page.

2. New alerts that haven't been read are bold.

3. Once a parent has read an alert, he or she may click the Read check box to indicate that the alert has been read. The alert will be shaded gray.

MY ACCOUNT

Parents can change:

1) his or her account settings through the My Account page. The hint question is used to verify the parent's identity if he or she has forgotten the password.

2) the password,

3) add another child to the txConnect if the school has issued a valid Student Portal ID.

4) add or update an email address.