Training Guide



tx Connect AUGUST 2007



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Introduction

The parent portal application, txConnect, provides parents and guardians Web access to school-related information about their students including grades and attendance. It works in conjunction with txGradebook. Parents may access txConnect from anywhere with an Internet connection.

The txConnect application consists of the following:

- Registration and Login
- Student Summary
- Attendance
- Grades
- Assignments
- Alerts Subscription
- My Account
- Administrator Access

This training guide is for district and campus use.

How to Display a Page in Another Language

The parent may 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. This list is available on all pages, so that 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 will be saved so that the parent does not need to change the language every time he visits txConnect. Otherwise, the parent will need to change the language every time he visits txConnect.

How to Display Help

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

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



Registration and Login

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

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©Connect Welcome to txConnect for LAKE VIEW SCHOOL	Help
Login	District Message
Please enter your user name and password. User Name: Password: Log In	This is a test message for the district. The district calendar is on our website. This is a test of the district message board for the txconnect. Is there punctuation and line chagnes just as here? Look intxConnect and see.
New User? If you need to create an account, click <u>here</u>	Thank You
Foreot your Password?	QA Staff Quality Assurance
If you need help recovering your password, click <u>here</u>	Version 0.9.4.0 Licensed Materials - Property of Texas Computer Cooperative. Copyright © 2006 by Texas Computer Cooperative. All rights reserved.
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How to Register as a New User

The registration process is self-administered, which means that the parent chooses his user name and password. If he forgets or loses his password, or wishes to change it, he will go through an automated process to reset his password.

The parent must provide at least one valid Student Portal ID, which the campus will provide. The parent must have a valid Student Portal ID for every student he wishes to add to his account.

From the Login page, click the link under **New User** to go to the Registration page. The Registration User Info - Step 1 of 3 page is displayed.

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Connect		
Registration		Help
User Info - Step 1 of 3		
Please provide a user name, password, and e-mail.		
User Name: Must be between 6 and 9 alpha-numeric characters. (example: ABC5555)		
Password: Must be between 6 and 9 characters; must contain at least 3 of the following character typ	es: uppercase, lowercase, numeric, pi	unctuation.
Confirm Password: Password must match entry in password field exactly. (case sensitive)		
E-mail: Must be a valid e-mail address format. (example: name@name.com)		
		Next
Available languages: <u>English</u> <u>español</u>		
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Step 1:

- In the **User Name** field, the parent enters a user name that will identify him when he logs on to txConnect, such as a combination of letters from his first and last names.
 - The user name must be six to nine characters and must be unique (not used by anyone else in the district).
 - The user name is not case-sensitive (i.e., it does not matter if it is uppercase or lowercase letters).
 - If the parent types a user name that is already taken, the system will notify him that the user name is taken. Another user name needs to be entered.
- In the **Password** field, the parent enters a password that he will use when he logs on to txConnect.
 - The password must be six to nine alphanumeric characters.
 - It must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).

- The password is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
- 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.
- The **E-mail** field is used to send the parent attendance, grade average, and assignment alerts. It is an optional field.
- Click Next.
 - If all required data was not entered, a red message will appear to the right of each field that is missing data. That information must be provided before you can continue.
 - If the data was entered correctly, the Hint Question Step 2 of 3 page is displayed.

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Step 2:

- In the **Question** field, the parent selects a question to which he will provide an answer. This question will be asked in the event that he loses his password.
- In the **Answer** field, the parent types the answer to the question. He will be required to answer the question correctly in order to recover his password. The parent should select a question for which he will easily remember the answer. Answers are case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
- Click Next.
 - If the data was entered incorrectly, a red message will appear to the right of each field that has incorrect data. That information must be provided before you can continue.
 - If the data was entered correctly, the Add Students Step 3 of 3 page is displayed.

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Connect Registration Add Students - Step 3 of 3 Please provide a Student Portal ID and birth date for ea Student Portal ID: Student Birth Date: Enter date in MM/DD/YYYY format. Add	ch student you wish to add.	Added Students (none)	Help
	Available languages: <u>Englis</u>	<u>h</u> español	J
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Step 3:

- 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.
- 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.
- Click Add. The student's name will appear in the Added Students box on the right side of the page. The parent must successfully add at least one student in order to create an account.
- Repeat the previous steps to add another student, or click **Finish**. The Summary page for the first student in the parent's alphabetical list is displayed.

How to Log On

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

- From the Login page, in the **User Name** field, the parent types his user ID. The user ID is not case-sensitive.
- In the **Password** field, the parent types his password. The typed text will be hidden. The password is case-sensitive.
- Click Log In. The student's Summary page is displayed.
 - If the parent has more than one student in his account, the Summary page for the first student in his alphabetical list is displayed.
 - If the parent entered an invalid user ID and/or password, an error message will prompt him to reenter the data.

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

How to Reset a Password

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

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

• From the Login page, click the link under **Forgot your Password** to go to the Forgot Password page. The Forgot Password Enter User Name page is displayed.

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- In the **User Name** field, the parent types his user name.
- Click **Next**. The Answer Hint Question page is displayed with his hint question.

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Answer Hint Question Question: What was your phone number growing up? אnswer:	Forgot Password								Help
Question: What was your phone number growing up? Answer:	Answer Hint Questio	on							
Answer: Available languages: English español עברת 한국어 אישא islenska	Question: What was your p	phone number growing up?							
Next Available languages: <u>English español חרות 한국어 خيب</u> <u>islenska</u>	Answer:								
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- In the **Answer** field, the parent types the answer exactly as he entered it when he registered in txConnect. (Later on whenever he updates the hint question in his account, that answer must be entered here.)
- Click Next. The Set New Password page is displayed.

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🚖 🏟 🌈 txConnect : Forgot Password		• 🔊 - 🖶	▼ Page ▼ ③ Tools ▼
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Forgot Password			Help
Set New Password			
Must be between 6 and 9 characters; must contain at least 3 of the following character types: uppercase, lowerca	se, numeric, p	unctuation.	
New Password:			
Confirm Password:			
		Finish	
Available languages: <u>English</u> español			
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- In the **New Password** field, the parent enters a new password that he will use when he logs on to txConnect.
 - The password must be six to nine alphanumeric characters.
 - It must be a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
 - The password is case-sensitive (i.e., it must always be typed exactly as it is entered here, including uppercase and lowercase letters).
- 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.
- Click **Finish**. The Summary page for the first student in his alphabetical list is displayed.

Summary

The Summary page shows an alphabetical list of students that a parent has added to his account either through registration as a new user or through his My Account page. A summary for the first student in the list is displayed including the following:

• A tab for each campus if the student withdrew from a campus.

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	ALYSSA R. ALLEN	for: ALYSSA R. ALLEN												
	ALLYSON G. ATKARI LAKE VIEW MIDDLE SCHOOL LAKE VIEW HIGH SCHOOL Campus Notes Semester Exams will be administered the week of May 21 thru May 24, 2007.													
	DAHRA D. BLAIR <u>3 new alerts</u>	RA D. BLAIR Graduation is May 25, 2007.												
	CHERYL B. JETT <u>3 new alerts</u>	Class Schedu	se Instructor	Current Average as of 10:54AM 6/15/07	Today's Attendance as of 10:54AM 6/15/07									
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- Campus notes created in iTCCS or RSCCC.
- The student's class schedule including period, course title, instructor name, current grade average for each class, and attendance for the current date.
- Blank attendance for a course under **Today's Attendance** if attendance has not been posted for that course.

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<u>s new alerts</u>	Period	Course	Instructor	Current Average as of 10:54AM 6/15/07	Today's Attendance as of 10:54AM 6/15/07									
CHERYL B. JETT	1	MATHEMATICS 4	AMBER ADAMS 🗋	090	PARENT NOTE ILL		=							
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	4	PHY ED 4	Amber Stuart	S										
	4	MUSIC 4	CHERYL DODSON	S										
	4	ART 4	EDWARD RODRIGUEZ	S										
	5	SCIENCE 4	AMBER ADAMS 🗋	090										
	6	READING GR 4	AMBER ADAMS 🗋	091										
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- A highlighted failing grade under **Current Average**.
- One attendance status for the entire day if the student is enrolled in an elementary campus which has only one period.

Attendance

To display the student's attendance, click **Attendance** on the menu at the top of the page. When you view the Attendance page, the Detailed Attendance tab is displayed by default.

Detailed Attendance

- The date appears in the column heading if the student was marked absent or tardy for any period during that day.
- If the student was not present for the entire class, a code appears for the period and date. A description of each code is displayed in the **Key** section of the page (e.g., excused, unexcused until a note is received, etc.).
- If the student was present and on time for the entire day, the date is not displayed.
- If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon appears beside the teacher's name. Click to see the information, and then click **close** to close the Teacher Note window.



Calendar View

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

- If the student was not present for the entire class for any period of the day, the day is highlighted on the calendar.
- Click the date to open the attendance details for the highlighted day. For each period, the student's attendance is displayed. The period is only listed if the student was marked absent or tardy for that period. Otherwise, the period is not listed in the attendance details window.
- Click **Close** to close the attendance details window for the highlighted day.

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		CHERYL B. JETT <u>3 new alerts</u>		7 14	1 8 15	2 9 16	3 10 17	4 11 18	5 12 19	6 13 20		4 11	5 12	6 13	<u>7</u> <u>14</u>	1 8 15	2 9 16	3 10 17					
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Totals View

Click the Totals View tab to see tardies and attendance totals for the semester.

- The student's classes are listed by period, and the total number of school-related absences (e.g., UIL events or field trips), non-school-related absences (e.g., illness or family emergency), and tardies is listed.
- If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon appears beside the teacher's name. Click to see the information.
- StxConnect : Attendance Windows Internet Explorer 😋 💽 👻 🕖 http://it8914/txConnect/ParentAccess/Attendance/Attendance.aspx 🖌 🔶 🗙 Google P-🚖 🏟 🌈 txConnect : Attendance 🟠 🔹 🔝 🕤 🖶 🔹 🔂 Page 🔹 🚫 Tools 🔹 My Account Students Help Attendance for: DAHRA D. BLAIR at LAKE VIEW ELEMENTARY on 6/15/2007 10:54:14 AM ALYSSA R. ALLEN Detailed Attendance Calendar View Totals View ALLYSON G. ATKARI Semester: 2 🗸 Total School Non-School Teacher Period Class Tardies DAHRA D. BLAIR Absence Related Related 3 new alerts MATHEMATICS AMBER ADAMS 1 2 0 2 0 4 LANG ARTS 4 0 21 CHERYL B. JETT 2 AMBER ADAMS 21 3 D 3 new alerts 3 SOC STUDIES 4 AMBER ADAMS 🗋 0 0 0 1 4 PHY ED 4 Amber Stuart 0 0 0 0 MUSIC 4 0 0 4 CHERYL DODSON 0 0 0 ART 4 EDWARD RODRIGUEZ 0 4 0 0 5 SCIENCE 4 AMBER ADAMS 0 0 0 0 READING GR 4 AMBER ADAMS 🛅 0 0 6 0 0 7 SPELLING 4 AMBER ADAMS 0 0 0 0 8 HEALTH 4 AMBER ADAMS 🛅 0 0 0 0 English español Available languages: 🧐 Local intranet 🔩 100%
- Click **close** to close the Teacher Note window.

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.

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^{tx} Connect	Summary	Attendance	Grades Assignme	nts	Alerts	My Account	Logout
Students ALYSSA R. ALLEN	Grades for: DAHRA D	BLAIR at LAKE VIEW	ELEMENTARY on 6/15/20	007 10:54:1	14 AM		Help
		Cycle Grades		Semester	Grades		
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<u>s new alerts</u>	Period	Class	Teacher	Previou 1	is Cycles 2	Current Cycle	
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3 new alerts	2	LANG ARTS 4 🗋	AMBER ADAMS	100	095	093	
	3	SOC STUDIES 4	AMBER ADAMS	097	098	089	
	4	PHY ED 4	Amber Stuart	<u>s</u>	E	<u>s</u>	
	4	MUSIC 4	CHERYL DODSON	<u>S</u>	E	<u>s</u>	
	4	ART 4	EDWARD RODRIGUEZ	<u>5</u>	E	<u>s</u>	
	5	SCIENCE 4	AMBER ADAMS 🗋	095	094	<u>090</u>	
	6	READING GR 4	AMBER ADAMS 🗋	<u>091</u>	095	<u>091</u>	
	7	SPELLING 4	AMBER ADAMS 🗋	A	A	A	
	8	HEALTH 4	AMBER ADAMS 🗋	<u>E+</u>	<u>E+</u>	<u>E+</u>	
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How to View Assignment Grades for a Class

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

• Click the grade average for the class and cycle you wish to view. The grade average will be expanded below the period row to display all grade data that has been entered. In addition to the assignment grades, the calculated average and/or posted average are displayed.

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		<u>3 new alerts</u>		CL	T. 1	Previo	us Cycles	Current Cycle				
			Period	Class	Teacher	1	2	3				
		CHERYL B. JETT	1	MATHEMATICS 4	AMBER ADAMS 🗋	<u>095</u>	<u>094</u>	<u>090</u>				
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			Group Di	iscussion 1		/25/2007	93					
			Board W	ork	1	/25/2007	98					
			Poster		2	/15/2007	95					
			Show an	d Tell	2	/22/2007	85					
			Open Dis	scussion 2	2	/22/2007	91					
					Daily Participa	tion average	93					
			Home	work (Weight 15%)							
			Chapter	9	1	/16/2007	95					
			Chapter	9 summary	1	/19/2007	92					
			Chapter	10	1	/25/2007	91		2			~
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			Numbers	at (weight 20%)	1	/16/2007	99					
			If Only I	, Could		/16/2007	96					
			Once I C	Counted	1	/25/2007	95					
			Did You	Know	1	2/8/2007	95					
			My Favor	rite Things	2	/15/2007	100					
			Differen	ces Between	2	/22/2007	86					
					Jou	ırnal average	95					
			Quiz (V	Veight 20%)								
			Cycle 1	Quiz	2	/22/2007	95					
						Quiz average	95					

Quiz (W Cycle 1 Q	/eight 20%) Quiz	Journal	average	95		
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		And 7 And And 7	2007	95		
		Quiz	95			
					Citizenship	s
				Post	ed Average	095
		<u>(close details)</u>				
2	LANG ARTS 4 🗋	AMBER ADAMS 🗋	<u>100</u>	<u>095</u>	<u>093</u>	
3	SOC STUDIES 4	Amber adams 🗋	<u>097</u>	<u>098</u>	<u>089</u>	
4	PHY ED 4	Amber Stuart	<u>s</u>	E	<u>S</u>	
4	MUSIC 4	CHERYL DODSON	<u>5</u>	E	<u>s</u>	
4	ART 4	EDWARD RODRIGUEZ	<u>5</u>	E	<u>s</u>	
5	SCIENCE 4	AMBER ADAMS 🗋	095	094	<u>090</u>	
6	READING GR 4	AMBER ADAMS 🗋	<u>091</u>	095	<u>091</u>	
7	SPELLING 4	AMBER ADAMS 🗋	A	A	A	
8	HEALTH 4	AMBER ADAMS 🗋	<u>E+</u>	<u>E+</u>	<u>E+</u>	
		Available langu	lages:	English	<u>español</u>	

- The **calculated average** is the average calculated using the student's grades and the teacher's method for calculating the average. The calculated average is not displayed for closed cycles.
- The **posted average** is the actual grade that was posted for the student for the class. In some circumstances, the posted grade is different than the calculated average. The posted average is the official grade that appears on the report card.
- Assignments are displayed by category. For each category, the category weight is displayed, and the average for each category is displayed.
- 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 the teacher entered any notes related to the student's assignment grade, those notes are displayed below the grade.
- To return to the unexpanded grade average view, click **close details** for the grade average you expanded.
- To show assignment grades for the current cycle for all courses, click Show All.
- To hide the assignment grades for all courses, click Hide All.
- If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon appears beside the teacher's name. If the teacher has provided course notes or assignment notes, the icon is also displayed by the course and/or assignment. Click to see the information, and then click close to close the Note window.

How to View Semester and Final Averages

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

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Connect	Summary	Attendance	Grades Assignm	nents	Alerts My Ac	count		Logout		
Students	Grades							Help		
ALYSSA R. ALLEN	for: DAHRA D.	BLAIR at LAKE VIEW	ELEMENTARY on 6/15/	2007 10:54:	14 AM					
		Cycle Grades		Semeste	r Grades					
ALLYSON G. ATKARI	Semester:	2 🗸								
DAHRA D. BLAIR	Period	Class	Teacher	Exam	Semester Average	Final Grade	Credits			
<u>3 new alerts</u>	1	MATHEMATICS 4	AMBER ADAMS 🗋		087	090				
	2	LANG ARTS 4 🗋	AMBER ADAMS 🗋		087	094				
	3	SOC STUDIES 4	AMBER ADAMS 🗋		087	095				
CHERYL B. JETT	4	PHY ED 4	Amber Stuart		087	S				
5 flew alerts	4	MUSIC 4	CHERYL DODSON		087	S				
	4	ART 4	EDWARD RODRIGUEZ		087	S				
	5	SCIENCE 4	AMBER ADAMS 🗋		087	094				
	6	READING GR 4	AMBER ADAMS 🗋		087	090				
	7	SPELLING 4	AMBER ADAMS 🗋		096	А				
	8	HEALTH 4	AMBER ADAMS 🗋		087	E+				
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For each period, the exam grade, semester average, final grade, and credits are displayed.

- **Exam** the student's semester exam grade for the course.
- Semester Average the student's posted semester average for the course.
- **Final Grade** the student's posted final grade for the course. For one-semester courses, this grade is posted after the semester is closed. For year-long courses, this grade is only posted after the final semester of the year is closed.
- **Credits** the number of credits received for the course that count toward graduation requirements.
- If the teacher has provided contact information, office hours, and/or other notes, a yellow note icon appears beside the teacher's name. If the teacher has provided course notes, the icon is also displayed by the course. Click to see the information, and then click **close** to close the Note window.

Assignments

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

How to View Assignments

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

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	t×Co.	nnect	Summary A	Attendance	Grades	Assignments	Alerts	My Account	Logout	
		Students ALYSSA R. ALLEN	Assignmen	ts AIR at LAKE VIEW	ELEMENTAR	Y on 6/15/2007 10:54	:14 AM		Help)
			Course:		All	~				
	, 	ALLISON G. ATKARI	View:		All As: Only	signments Graded Assignments				
		DAHRA D. BLAIR <u>3 new alerts</u>	View only assign	ments due before	O Only I	Pending Assignments				
		CHERYL B. JETT			Find	Assignments				
			<u>Course</u> Assi	gnment Catego No Selected Ass	ory <u>Due [</u> ignments	Date Grade				
					A	vailable languages:	<u>English</u>	<u>español</u>		
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- In the **Course** field, the parent selects a specific course or **All** to view assignments for all courses.
- For **View**, the parent selects the assignments he wishes to view.
 - All Assignments displays all assignments.
 - Only Graded Assignments displays only assignments that have been graded.

- **Only Pending Assignments** displays only assignments that have been assigned but not yet graded.
- In the View only assignments due before field, the parent enters a date if he wishes to view only assignments that were due before that date. For example, he can enter today's date to see all assignments that were due up to today. He can also click to select a date from the calendar. This field is optional. If a date is not entered, all assignments will be included in the search.

Note: If a date is entered in this field, and if the teacher has not entered a due date for an assignment, the assignment will not be displayed in the search results.

- Click **Find Assignments**. All assignments that matched the criteria entered are displayed in the table at the bottom of the page.
- In the Assignments table, click **Course** to sort the assignments by course, or click **Due Date** to sort the assignments by due date.



Alerts

Alerts are messages notifying a parent that his student has grades or attendance information of which he should be aware, such as an absence or a low grade. If the student has alerts, the number of alerts will be displayed below the student's name on the left side of the page.

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

- Unexcused absence alerts, first occurrence of the day
- Failing grade alerts

An alerts subscription may be changed at any time.

How to Read Alerts

To go directly to the Alerts page to read the message(s), click the alerts notification below the student's name. You may also click **Alerts** in the main menu at the top of the page and select the student for whom you wish to see alerts.



The complete alert message is displayed on the Alerts page under **Description**. If the student has more than one alert, the alerts are displayed in the order received, with the most recent alert at the top of the list.

- New alerts that have not been read are bold.
- Once a parent has read an alert, he may click the **Read** check box to indicate that he has read the alert. The alert will be shaded gray.
- If the parent selects the **Read** check box accidentally, he can clear it to change the alert back to unread.
- The parent may adjust the page to display or hide the alerts he has already read.
 - To see only new, unread alerts, the **View Read Alerts** check box should be blank.
 - To see all alerts, the View Read Alerts check box should be selected.

How to Change an Alerts Subscription

From the Alerts page, the parent can change his alerts subscription. Click the **Subscribe to Alerts** tab.

Connect	Summary	Attendance	Grades	Assignments	Alerts	My Account	Logout	
Students	Alerts						Help	
ALYSSA R. ALLEN	for: DAHRA D	. BLAIR at LAKE VIEV	V ELEMENTAR	Y on 6/15/2007 10:5	4:14 AM			
		View Alerts		Subscrit	oe to Alerts			
ALLYSON G. ATKARI	Attend	ance Alerts						
	Unexcu	ised Absences	E	xcused Absence	5	Tardies		
3 new alerts	O Don	't send me alerts.		O Don't send me a	lerts.	O Don't send me	alerts.	
	O Sen	d me an alert for th urrence of the day.	e first	O Send me an ale occurrence of	rt for the first the day.	O Send me an ale occurrence of	ert for the first f the day.	
CHERYL B. JETT <u>3 new alerts</u>	⊙ Sen	d me an alert for ev urrence.	e an alert for every Send me an alert for every Send me occurrence.					
	Averag	ge Alerts						
	Send me	an alert when my s	tudent's aver	age in any class fall	s below the fo	llowing criteria.		
	 Failin 	ng O Custom 70						
	Assign	ment Alerts						
	Send me	an alert when my s	tudent recei	ves any assignment	grade in any c	lass below the following	criteria.	
	• Failin	ng O Custom 70						
	Also send	i me alerts for the f	ollowing kind	s of assignment gra	des:			
	✓ Incor	mplete Assignments						
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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.

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**.

Under Excused Absences, the parent selects one of the following:

- If he does not want to be notified of his student's excused absences, he selects **Don't** send me alerts.
- If he only wants to be notified of an excused absence for the first occurrence of the day, he selects **Send me an alert for the first occurrence of the day**.
- If he wants to be notified of every excused absence throughout the day, he selects **Send me an alert for every occurrence**.

Under Tardies, the parent selects one of the following:

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

Average Alert

The average alert allows the parent to be notified that the student's grade average in a class falls below a specified grade. By default, the parent will receive an alert any time the student's grade average in a class falls below failing. The parent may change the alert by specifying another grade.

To specify another grade, select **Custom**. In the custom field, type a numeric grade (0-100). Any time the student's average falls below this grade, the parent will receive an alert.

Assignment Alerts

The assignment alert allows the parent to be notified if the student receives an assignment grade below a specified grade in any class. By default, the parent will receive an alert any time the student receives a failing assignment grade in any class. The parent may change the alert by specifying another grade.

To specify another grade, select **Custom**. In the custom field, type a numeric grade (0-100). Any time the student receives an assignment grade below this grade in any class, the parent will receive an alert.

The parent may also choose to be notified if the student has an assignment marked as missing or incomplete. Select **Incomplete Assignments** to be notified of incomplete assignments. Select **Missing Assignments** to be notified of missing assignments.

How to Receive Alert Notices by E-Mail

If the parent wishes to have alert notices sent to his e-mail address, he needs to select the **Send me an email when an alert is generated** check box at the bottom of the page. Also, he needs to have entered his e-mail address on the My Account page.

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

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

My Account

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

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	HI	nt Question	Change										
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	4	ALYSSA R. ALLEN	Leighann	6/15/07 3:00 PM									
		ALLYSON G. ATKARI	Leighann	6/15/07 3:00 PM									
		DAHRA D. BLAIR	Leighann	6/15/07 3:00 PM									
		CHERYL B. JETT	Leighann	6/15/07 3:00 PM									
			Janeboe	6/13/0/ 2:20 PM									
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How to Change a Hint Question/Answer

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

• Next to **Hint Question**, click **Change**.

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t and	Connect	Summary	Attendance	Grades	Assignments	Alerts	My Account	Logo	ut
	My Account This page allows you to review	v and change your	account settings.					Help	
	Anne Question Question: What was the nam Answer: test Save Cancel	ne of your first pet?	*						

- The parent makes changes to the question and/or answer and clicks **Save**.
 - If the data was entered incorrectly, a red message will appear to the right of each field that has incorrect data. That information must be provided to change the hint question/answer.
 - If the data was entered correctly, the new hint question will be displayed under **Hint Question**.

How to Change a Password

The parent can change his password any time. For security purposes, it is recommended that the password be changed periodically.

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

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My Account								Help	
This page allows you to revi	iew and change your	account settings.							
Hint Question									
Question: What was the na	me of your first pet?								
Answer: test									
Password									
The new password must be punctuation.	between 6 and 9 ch	aracters and must	contain at lea	st 3 of the followin	ig character t	ypes: uppercase, lo	owercase, nume	ric,	
Old Password:									
New Password:									
Confirm Password:									
Save Cancel									

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

- In the **New Password** field, the parent enters a new password.
- In the Confirm Password field, the parent retypes his new password exactly as it was typed above.
- Click Save.
 - If the data was entered incorrectly, a red message will appear to the right of each field that has incorrect data. That information must be provided to change the password.
 - If the data was entered correctly, the new password will be saved. Next time the parent logs on to txConnect, he must use the new password.

How to Add Another Student to an Account

If the parent wishes to add another student to his txConnect account, he must have a valid Student Portal ID issued by the student's campus.

• Next to **Students**, click **Change**.

Delete	Student Name	Associated Users	Last Login	
×	ALYSSA R. ALLEN	Leighann	6/15/07 3:00 PM	Add New Student
×	ALLYSON G. ATKARI	Leighann	6/15/07 3:00 PM	Student Portal ID:
×	DAHRA D. BLAIR	Leighann	6/15/07 3:00 PM	Birth Date:
×	CHERYL B. JETT	Leighann JaneDoe	6/15/07 3:00 PM 6/15/07 2:26 PM	EDA
Save C Cmail Addre	ancel Idress :ss: leigh.dalros@esc2	0.net		

- Under Add New Student in the Student Portal ID field, the parent types his student's portal ID.
- 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.
- Click Add. The student's name will appear in the Students box.
- Click **Save** to save the changes.

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

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

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

How to Add or Update an E-Mail Address

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

• Next to Email Address, click Change.

Students			_					
Student Name	Associated Users	Last Login						
ALYSSA R. ALLEN	Leighann	6/15/07 3:00 PM						
ALLYSON G. ATKARI	Leighann	6/15/07 3:00 PM						
DAHRA D. BLAIR	Leighann	6/15/07 3:00 PM						
CHERYL B. JETT	Leighann	6/15/07 3:00 PM						
	JaneDoe	6/15/07 2:26 PM						
Email Address Email Address: leigh.d Save Cancel	alros@esc20.ne							
			Available languages:	English	<u>español</u>			
			Available languages:	<u>English</u>	<u>español</u>			

- In the **Email Address** field, the parent enters a current e-mail address and clicks **Save**.
 - If the data was entered incorrectly, a red message will appear to the right of the field. The e-mail address must be in a valid format to continue.
 - If the data was entered correctly, the new e-mail address will be displayed under **Email Address**.

Administrator Access

Administrator access is accomplished by a separate Login page and allows you to log on as a parent and view overall usage statistics for txConnect.

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Connect Welcome to txConnect for LAKE VIEW SCHOOL	Help
Administrator Login Please enter your user name and password. User Name: Password: Log In	Version 0.9.6.0 Licensed Materials - Property of Texas Computer Cooperative. Copyright © 2006 by Texas Computer Cooperative. All rights reserved.
Available langua	ges: <u>English español</u>
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Administrator Login

The Administrator Login page will accept the same administrator user IDs used for txGradebook. Only administrators marked as active in txGradebook will be able to log on to txConnect.

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

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

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France Portal Connect Summary Attendance Grades Asignments Alerts My Account Admin Legout Administrator Options Impersonate User Active User: No Active User To impersonate a parent user, enter a valid parent User ID and click Set. You will then be able to navigate toConnect as that user. Select Admin from the top navigation bar to return to this page and set a different user. User:	🔊 👻 🙋 http://it8914/txCo	nnect/AdministratorAcces	s/AdminSummary.aspx				✓ + >	Google	
Connection Summary Attendance Grades Assignments Alerts My Account Admin Logout	Parent Portal						ľ.		🖣 🔹 🔂 Page 👻 🍈 Too
Administrator Options Description Active User: To impersonate a parent user, enter a valid parent User ID and click Set. You with base able to navigate to Connect as that user. Select Admin from the top navigation har to return to this page and set a different user. Total Users 1 Uter: Set Mailable languages: Engish español	^{t×} Connect	Summary	Attendance Grades	; As	ssignments	Alerts	My Account	Admin	Logout
Impersonate User Active User: No Active User To impersonate a parent user, enter a valid parent User ID and click Set. You with the bable to navigate bConnect as that user. Select Admin from the top navigation bar to return to this page and set a different user. User:	Administrator O	ptions							Help
Active User Total Users 1 To impersonate a parent user, enter a valid parent User ID and click Set. You will then be able to navigate txConnect as that user. Select Admin from the top navigation bar to return to this page and set a different user. 1 Students with Associated Accounts 4 Active Users since 05/18/2007 1 User: Set Available languages: English español	Impersonate User				Statistics				
To impersonate a parent user, enter a valid parent User ID and click Set. You will then be able to navigate toConnect as that user. Select Admin from the top navigation bar to return to this page and set a different user. User: Set Available languages: English español	Active User: No Active Us	er			Total Users				1
then be able to navigate txConnect as that user. Select Admin from the top navigation bar to return to this page and set a different user. Active Users since 05/18/2007 1 User: Set Available languages: English español	To impersonate a parent	user, enter a valid par	ent User ID and click Set. You	ı will	Students w	4			
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User:Set Available languages: English español	navigation bar to return t	to this page and set a (lifferent user.						
Available languages: English español	User	Set							
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Impersonate User

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

- Enter the parent's user ID in the **User** field and click **Set**.
- If you have successfully set yourself as a txConnect parent user, the parent user ID is displayed in the **Active User** field under **Impersonate User**.
- To return to this page and set a different parent user ID, select **Admin** from the menu at the top of the page.

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🔶 🎄 🌈 Parent Portal			👌 -	🔊 🔹 🖶 🔹 🔂 Page 🗸 🎯 Tools 🗸 🎽
				^
ErConnect Summary	Attendance Grades	Assignments Aler	rts My Account	Admin Logout
Administrator Options				Help
Impersonate User		Statistics		
Active User: Leighann		Total Users	1	
To impersonate a parent user, enter a valid p	arent User ID and click Set. You will	Students with Ass	4	
then be able to navigate txConnect as that u	ser. Select Admin from the top	Active Users since	1	
navigation bar to return to this page and set	a different user.			
User: Leighann Set				
Impersonated user set.				
	Available languages:	<u>English</u> español		
				V analishusant

Statistics

The **Total Users** is the district-wide total number of users who have registered as of today's date.

The **Students with Associated Accounts** is the district-wide number of students who are associated with a registered parent (i.e., the number of students for whom an account has been created).

The **Active Users since** lets you set a date to see the district-wide number of users who have logged on since the specified date.

- To change the date, click the date link.
- Enter a date in the MM/DD/YYYY format, or click I to select a date.
- Click Set Range. The statistic will be updated to the new number.

Error Handling

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

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

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

- **Unexpected error:** This error is due to some exception that has been generated by the application. If you lose your session, you will be returned to the Login page; else, you will be returned to the current page. The application will log the exception information.
- **Database communication error:** This error will occur if the application is unable to communicate with the txConnect database. Usually, this is a very brief issue. Wait a few minutes, and then try the action again. This error will be logged in the event log.
- Session loss error: This error will occur if the session has been cleared because the application was reset. If you lose your session, you will be returned to the Login page. If this occurs, wait a few minutes, and then log on again. This error will be logged in the event log.
- Configuration error: This error occurs if there is an error in the web.config file or service environment. This error will be logged in the event log when starting the application.

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

- The error message, including the code that is displayed below the error message
- The action that you attempted when the error occurred