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txConnect Parent Portal

To access the txConnect Parent Portal:

Go to http://www.clarendon.k12.tx.us/txconnect or access the link by going to the Parent Info section of our school web page at http://www.clarendon.k12.tx.us.

A. To register for txConnect:

From the Login page of the site above, click the link under **New User** to go to the Registration page. The Registration Step 1 page will be displayed.

At any point during the registration process, you may click **Previous** to return to a previous step in the registration process.

Step 1:

1. In the **User Name** field, enter a user name that will identify you when you log on to txConnect, such as a combination of letters from your first and last name.

2. In the **Password** field, enter a password that you will use when you log on to txConnect.

3. In the **Confirm Password** field, retype your password exactly as it was typed above. This step confirms that you typed your password as you intended.

4. In the **Email Address** field, enter your current e-mail address.

5. Click **Next**.

Step 2:

1. In the **Question** field, select a question to which you will provide an answer. This question will be asked in the event that you lose your password.

2. In the **Answer** field, type the answer to the question. You will be required to answer the question correctly in order to recover your password. Be sure to select a question for which you will easily remember your answer. Answers are case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).

3. Click **Next**.

Step 3:

1. In the **Student Portal ID** field, type your student's Student Portal ID. If you do not have this ID, you must contact the campus to get the ID. **You cannot continue without entering a valid Student Portal ID.**

2. In the **Student Birth Date** field, type your 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 your student's record at the campus. **You cannot continue without entering the correct birth date.**

3. Click **Add**. Your student's name will appear in the **Added Students** box on the right side of the page. **You must successfully add at least one student in order to create an account.**

4. Repeat the previous steps to add another student, or click **Finish**.

B.   How to see attendance details

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

When you view the Attendance page, the Detailed Attendance view is displayed by default. If you have clicked another tab on the Attendance page, click **Detailed Attendance** to return to the Detailed Attendance view.

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

- If your 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 your student was present and on time for the entire day, nothing appears for the date.

- 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.

C.   How to see my student's 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, you can view the assignment grades for each class. For previous semesters, only the posted average is available.

1. To see your student's assignment grades, click **Grades** on the menu at the top of any page.

2. When you view the Grades page, the **Cycle Grades** view is displayed by default. If you have clicked another tab on the Grades page, click **Cycle Grades** to return to the Cycle Grades view.

3. Click the grade average for the class and cycle you wish to view. A box will open below the period row that displays all grade data that has been entered. In addition to the assignment grades, the calculated average and/or posted average are displayed.

   - The **calculated average** is the average calculated using your 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 your 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 your student's assignment grade, those notes are displayed below the grade.

4. To close the assignment grades box for a class, click **close details** for the class you wish to close.

5. To show assignment grades for the current cycle for all courses, click **Show All**.

6. To close the assignment grades windows for all courses, click **Hide All**.

7. 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.

D.   How to see semester and final averages

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

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

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

- The exam is your student's semester exam grade for the course.

- The semester average is your student's posted semester average for the course.

- The final grade is your 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.

- The credits are 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.

E.   How to see my student's assignments

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

1. To see your student's assignments, click **Assignments** on the menu at the top of any page. The Assignments page will be displayed for the student you are currently viewing.

2. In the **Course** field, select the course for which you wish to view assignments. Select All if you wish to view assignments for all courses.

3. For **View**, select the assignments you wish to view.

- Select **All Assignments** to see all assignments.

- Select **Only Graded Assignments** to see only assignments that have been graded.

- Select **Only Pending Assignments** to see only assignments that have been assigned but not yet graded.

4. In the **View only assignments due before** field, enter a date if you wish to view only assignments that were due before that date. For example, enter today's date if you wish to see all assignments that were due up to today. You can also click to select a date from the calendar. This field is optional. If you do not enter a date, all assignments will be included in the search.

   Note: If you enter a date 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.

5. Click **Find Assignments**. All assignments that matched the criteria you 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 the assignments by the due date.

F. How to see alerts for a student

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

When you create a txConnect account, you are automatically subscribed to two alerts:

- Unexcused absence alerts, first occurrence of the day

- Failing grade alerts

You may change your alerts subscription at any time, as described below.

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 your 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 you have read an alert, you may click the box under **Read** to indicate that you have read the alert. The alert will be shaded gray.

- If you select **Read** accidentally, you can uncheck **Read** to change the alert back to unread.

- You may adjust the page to display or hide the alerts you have already read.

  - If you wish to see only new, unread alerts, ensure that the **View Read Alerts** check box is not selected.

  - If you wish to see all alerts, ensure that the **View Read Alerts** check box is selected.

From the Alerts page, you can change your alerts subscription. Click the **Subscribe to Alerts** tab to go to the Subscribe to Alerts page. View the Help for the Subscribe to Alerts page for information about changing your alerts subscription.

G.   How to update my alerts subscription

When you create a txConnect account, you are automatically subscribed to two alerts:

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

The Subscribe to Alerts page allows you to change your alerts subscription at any time. To get to the Subscribe to Alerts page, click the **Subscribe to Alerts** tab on the Alerts page. Alert subscriptions must be set for each student on your account.

There are three categories of alerts: Attendance, Grade Average, and Assignment Grades.

Attendance alerts:

The attendance alerts allow you to indicate if you want to receive alerts for tardies and absences.

Under **Unexcused Absences**, select one of the following:

- If you do <u>not</u> want to be notified of your student's unexcused absences, select **Don't send me alerts**.
- If you only want to be notified of an unexcused absence on the first occurrence for the day, select **Send me an alert for the first occurrence of the day**.
- If you want to be notified of every unexcused absence throughout the day, select **Send me an alert for every occurrence**.

Under **Excused Absences**, select one of the following:

- If you do <u>not</u> want to be notified of your student's excused absences, select **Don't send me alerts**.
- If you only want to be notified of an excused absence on the first occurrence for the day, select **Send me an alert for the first occurrence of the day**.
- If you want to be notified of every excused absence throughout the day, select **Send me an alert for every occurrence**.

Under **Tardies**, select one of the following:

- If you do <u>not</u> want to be notified of your student's tardies, select **Don't send me alerts**.
- If you only want to be notified of a tardy on the first occurrence for the day, select **Send me an alert for the first occurrence of the day**.
- If you want to be notified of every tardy throughout the day, select **Send me an alert for every occurrence**.

Average alerts:

The average alert allows you to be notified if your student's grade average in a class falls below a specified grade. By default, you will receive an alert any time your student's grade average in a class falls below failing. You 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 your student's average falls below this grade, you will receive an alert.

Assignment alerts:

The assignment alert allows you to be notified if your student receives an assignment grade below a specified grade in any class. By default, you will receive an alert any time your student receives a failing assignment grade in any class. You 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 your student receives an assignment grade below this grade in any class, you will receive an alert.

You may also choose to be notified if your 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.

To receive alert notices by e-mail:

If you wish to have alert notices sent to your e-mail address, be sure to select the **Send me an email when an alert is generated** check box at the bottom of the page. Also, be sure you have entered your e-mail address on the My Account page.

Note: E-mail alert notices will not contain the information contained in the alert. The notice will simply inform you that you have one or more unread alerts in your account.

To save changes to your alerts subscription:

Be sure to click **Save Subscriptions** before leaving the page. Otherwise, your changes will not be saved.