

txGradebook

Adding Categories

1. Login to txGradebook
2. Select Settings > Administer Categories



3. Drag the Categories from the left, Available Categories, to the right, Selected Categories. The Selected Categories need to add to 100%. Type your 4 digit Pin and Save.

Weighting Type

Percentage

Available Categories
 Drag and drop (or double click) categories from this list onto the selected categories table.

- ▶ AP Evaluation
- ▶ AP Practice
- ▶ Evaluation
- ▶ Practice
- ▶ Pre-AP Evaluation

Add new category type

Selected Categories								
Delete	Category name	Color	Cycle 1		Cycle 2		Cycle 3	
			% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
<input type="checkbox"/>	Practice		60	<input type="text" value="0"/>	60	<input type="text" value="0"/>	60	<input type="text" value="0"/>
<input type="checkbox"/>	Evaluation		40	<input type="text" value="0"/>	40	<input type="text" value="0"/>	40	<input type="text" value="0"/>
Totals			100	<input type="text" value="0"/>	100	<input type="text" value="0"/>	100	<input type="text" value="0"/>

PIN: Save

[Copy categories to other course sections...](#)

4. If you want to drop a certain number of grades at the end of the six weeks, enter the number for each category. Type your Pin and Save.
5. Optional - Click on the color palette to choose a color for each category. This will color code lesson assignments.
6. If these categories will be the same in other courses, select Copy Categories to other course sections.

<input type="checkbox"/>	Evaluation		40	<input type="text" value="0"/>	40
Totals			100	<input type="text" value="0"/>	100

PIN: Save

[Copy categories to other course sections...](#)

7. Check the boxes in Semester 1 and Semester 2 that will be the same with category percentages. Type your Pin and Save.

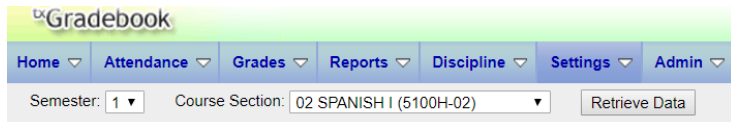
Course	Period	Copy
:5100H-02)	02	<input type="checkbox"/>
(5110H-04)	03	<input type="checkbox"/>
(5110H-06)	04	<input type="checkbox"/>
:5100H-01)	05	<input type="checkbox"/>
:5100H-05)	06	<input type="checkbox"/>
:ER (8356H-01)	07	<input type="checkbox"/>
:ER II (8357H-02)	07	<input type="checkbox"/>
:ER III (8358H-01)	07	<input type="checkbox"/>
:ER IV (8359H-01)	07	<input type="checkbox"/>

8. Type your Pin and Copy. Click Back to Categories.

PIN: Copy

[Back to Categories](#)

9. If you have any courses that need other categories, select the drop down to choose another course and then select Retrieve Data.



10. Repeat above steps for any other course sections that were not copied to yet.