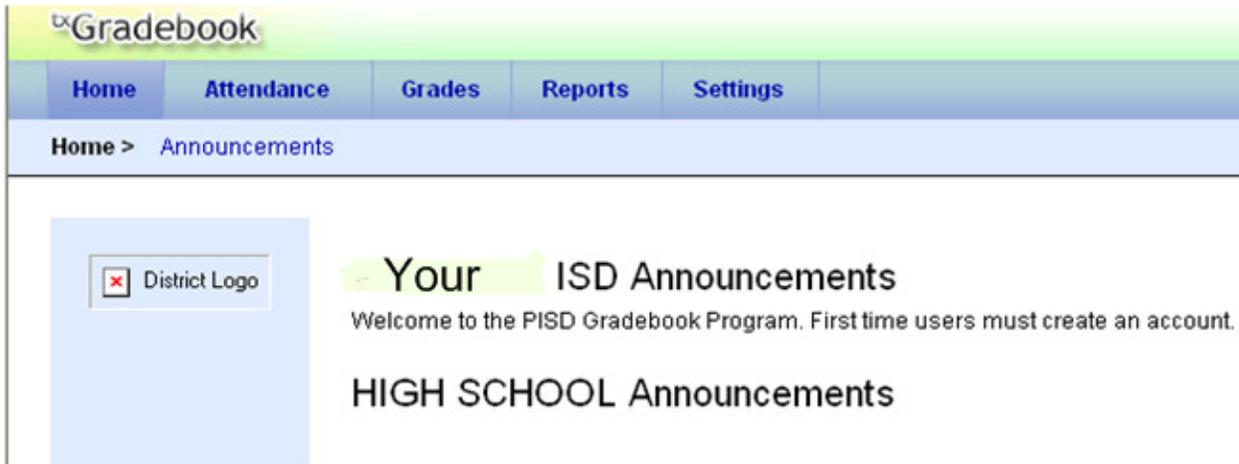
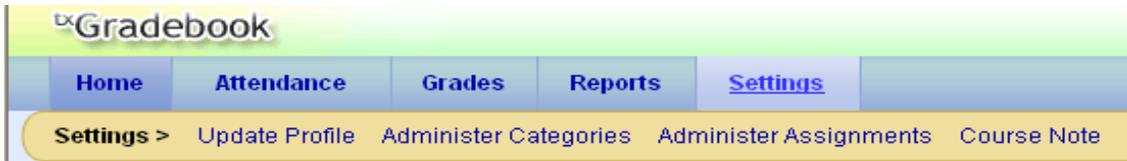


How to add grades using the txGradebook system. Each step will have a 😊 in front of it.

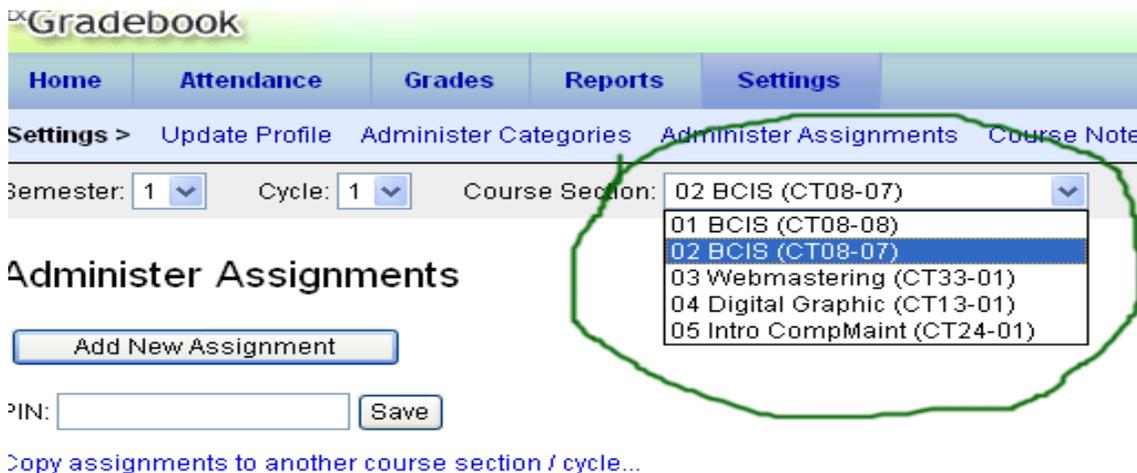
😊 Log in to the txGradebook portal that is on our website. You should get a page that looks like this:



😊 Hold your mouse over Settings (but don't click it), then Administer Assignments. Click Administer Assignments.



😊 Use the drop-down box at COURSE SELECTION and select the desired class:



☺ Click Add New Assignment:

Gradebook

Home Attendance Grades Reports Settings

Settings > Update Profile Administer Categories Administer Assignments Course Note

Semester: 1 Cycle: 1 Course Section: 02 BCIS (CT08-07)

### Administer Assignments

**Add New Assignment**

PIN:  Save

[Copy assignments to another course section / cycle...](#)

☺ Now, you MUST add information in the places that I have circled. I usually make the dates the same in both boxes. You only have to change the category box if the assignment is not a daily grade.

Home Attendance Grades Reports Settings

Settings > Update Profile Administer Categories Administer Assignments Course Note

Semester: 1 Cycle: 1 Course Section: 02 BCIS (CT08-07)

### Administer Assignments

Delete	Assignment Name	Category	Date Assigned	Date Due	Total
<input type="checkbox"/>	<input type="text"/>	Daily	Date: <input type="text"/>	Date: <input type="text"/>	

**Add New Assignment**

PIN:  Save

[Copy assignments to another course section / cycle...](#)

☺ Once you are done, type your PIN in the box and click the Save button.

☺ Important: Do you see that X under the word Delete? Use that if you want to delete an assignment. However, you can't delete an assignment if you entered grades into it.

Use this page only if you have the same assignment in more than one class. If it doesn't apply to you, go on to page 4.

😊 Helpful hint: If you have more than one class that has the exact same assignment, click on the link that reads Copy assignments to another course section/cycle:

**Gradebook**

Home Attendance Grades Reports Settings

Settings > Update Profile Administer Categories Administer Assignments Course Note

Semester: 1 Cycle: 1 Course Section: 01 BCIS (CT08-08)

### Administer Assignments

Delete	Assignment Name	Category	Date Assigned	Date Due
<input type="checkbox"/>	business letters: McNeil	Daily	Date: 8/27/2009	Date: 8/27/2009

Add New Assignment

PIN:  Save

[Copy assignments to another course section / cycle...](#)

😊 Now, select the course you want to copy and the place you want to send it to. Type your PIN in the box and click Save.

### Copy Assignments

From course: 01 BCIS (CT08-08) semester: 1 cycle: 1

**Assignments to copy**

Check all Assignments

business letters: McNeil

**Course Sections to which to copy**

Semester: 1

Course	Period	Cycles		
		1	2	3
01 BCIS (CT08-08)	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 BCIS (CT08-07)	02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 Webmastering (CT33-01)	03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 Digital Graphic (CT13-01)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 Intro CompMaint (CT24-01)	05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Semester: 2

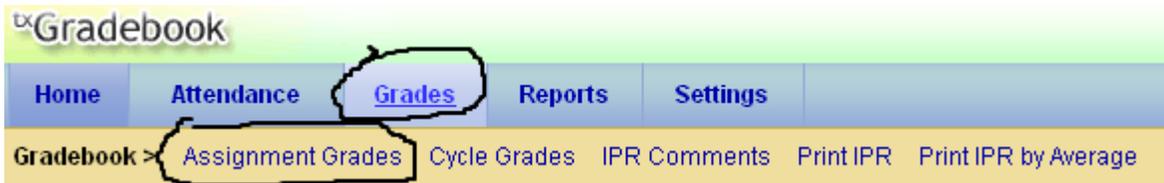
Course	Period	Cycles		
		1	2	3
01 BCIS (CT08-08)	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 BCIS (CT08-07)	02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 Webmastering (CT33-01)	03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 Digital Graphic (CT13-01)	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 Intro CompMaint (CT24-01)	05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PIN:  Copy

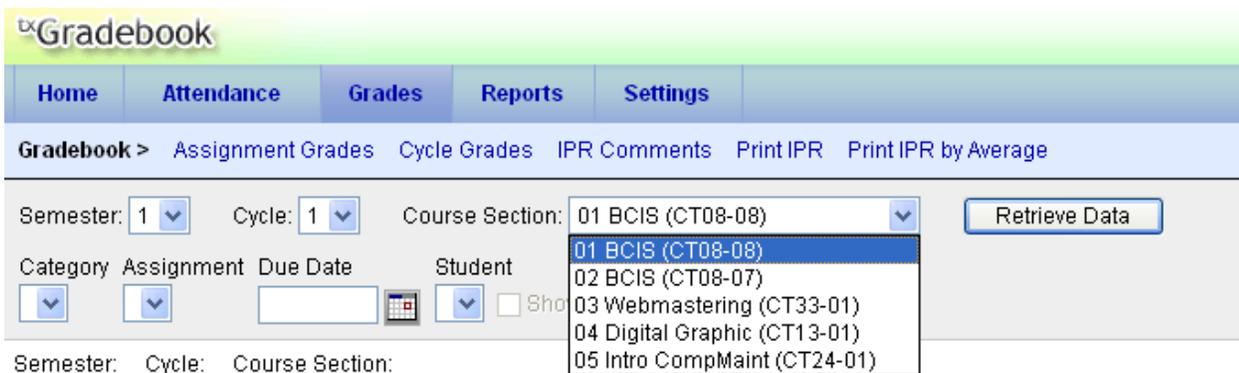
[Back to Assignments](#)

# How to enter number grades

☺ Here is how to enter the actual grades. Hold your mouse over Grades, then Assignment Grades. I have circled both of them in this illustration:



☺ Select the Course Section you want, then click Retrieve Data.



☺ Enter the grades in the proper boxes, then use your PIN to save your work. You don't have to click Calculate Averages.

**Gradebook**

Home Attendance **Grades** Reports Settings

Gradebook > Assignment Grades Cycle Grades IPR Comments Print IPR Pr

Semester: 1 Cycle: 1 Course Section: 01 BCIS (CT08-08)

Category: All Categories Assignment: All Assignments Due Date: Student: All Students

Semester: 1 Cycle: 1 Course Section: 01 BCIS (CT08-08)

Student ID	Student name	Cycle average	Daily business letters: McNeil Due: 8/27/2009 Max: 100
128191	[Redacted]		<input type="text"/>
128815	[Redacted]		<input type="text"/>
128878	Edwards, Jessica		<input type="text"/>
128882	Gilbert, James M.		<input type="text"/>
079183	Hammes, Hunter B.		<input type="text"/>
128888	[Redacted]		<input type="text"/>
128905	[Redacted]		<input type="text"/>
128904	[Redacted]		<input type="text"/>

Assignments per Page: All << Previous 1 - 1 Next >>

Sort Assignments by Date Due in: (  Ascending  Descending ) order.

PIN:  Save Grades Calculate Averages

That's the final step.