



# TRANSITION GRADEBOOK

## GETTING STARTED

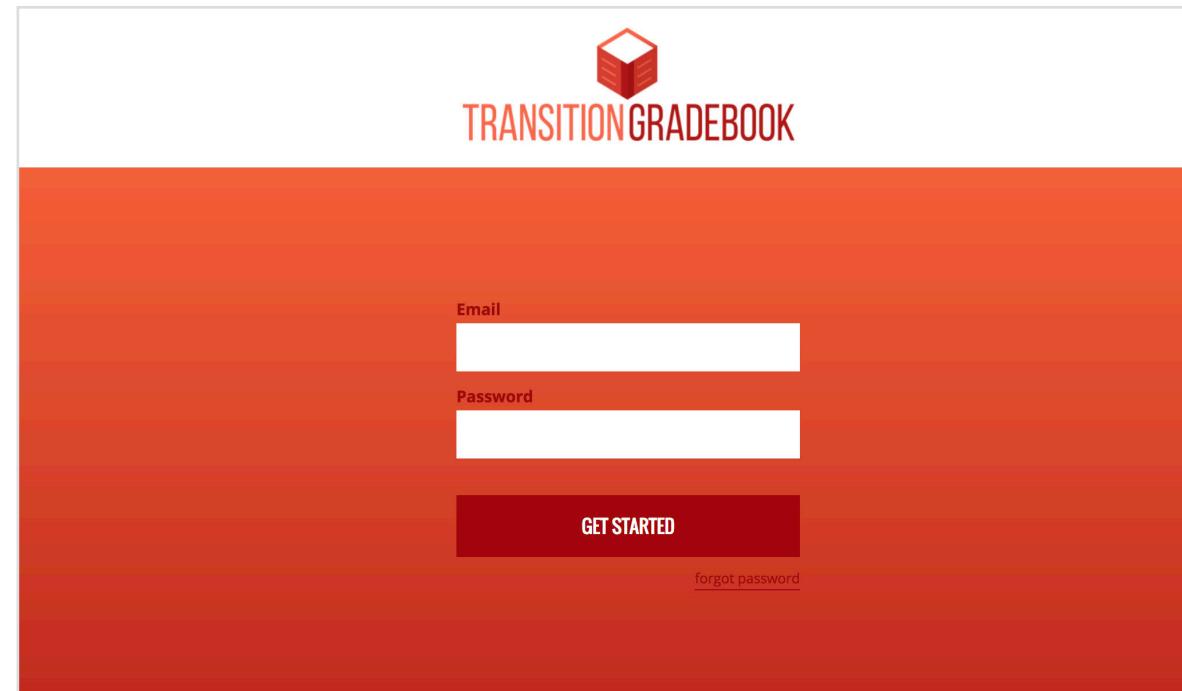
### Getting Started

TG Interface Overview

Students

Reports

School Year Migration



### LOGIN

Your app comes installed with two default accounts

#### Admin account login:

admin@test.com / password: password

#### User account login:

user@test.com / password: password



We recommend logging in with  
the administrator account first and  
**resetting the email and password.**



**Getting Started**

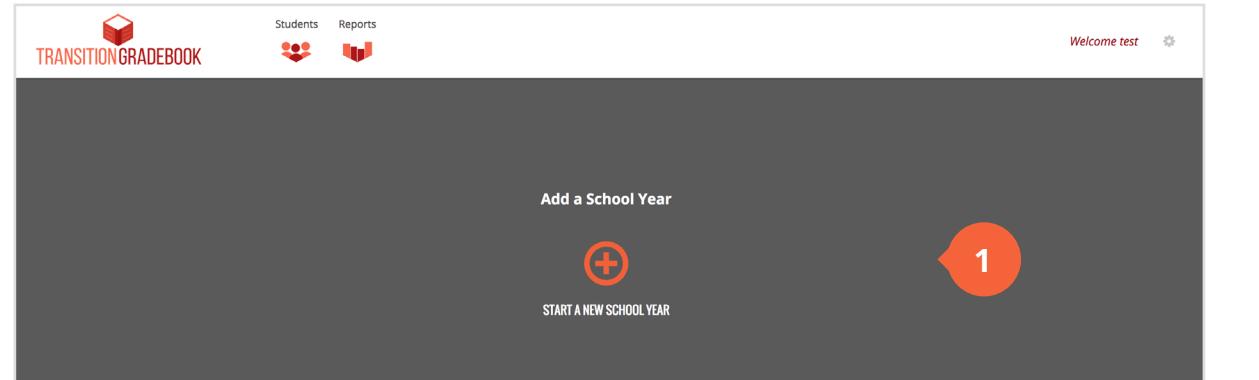
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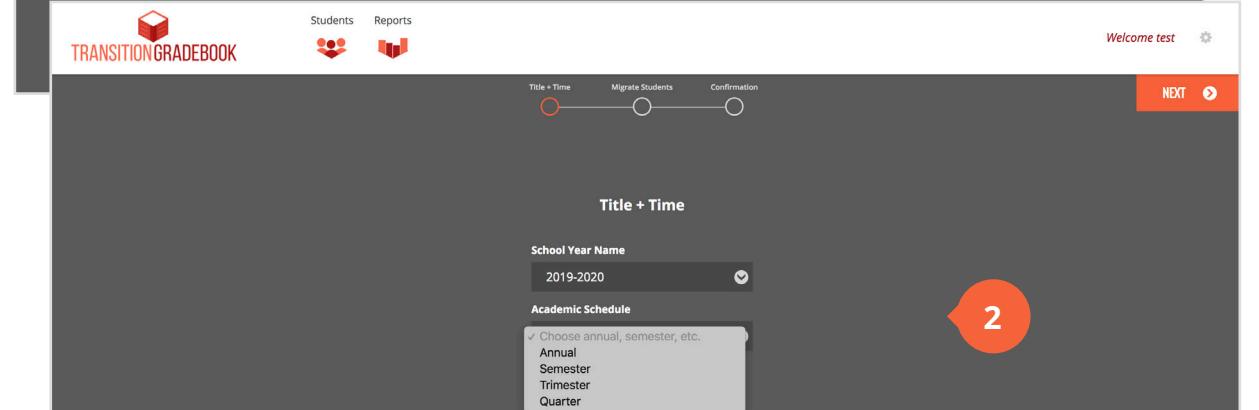
## GETTING STARTED: Add a Year



### 1: Add a School Year

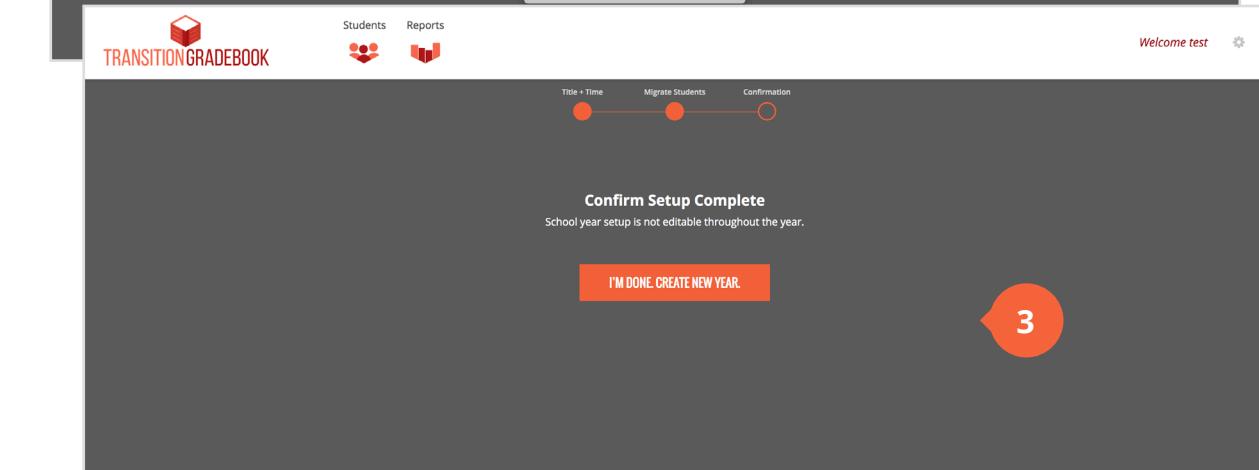
You will need to define your school year in order to enter student data.

**Note:** you will need to set up your school year each subsequent year as well.



### 2: Define Your Year

Set the name for the year, and choose whether you want to track data on an annual, semester, trimester, or quarter basis.



### 3: Confirm

Click to confirm the setup of your new year. You can now add students or users.



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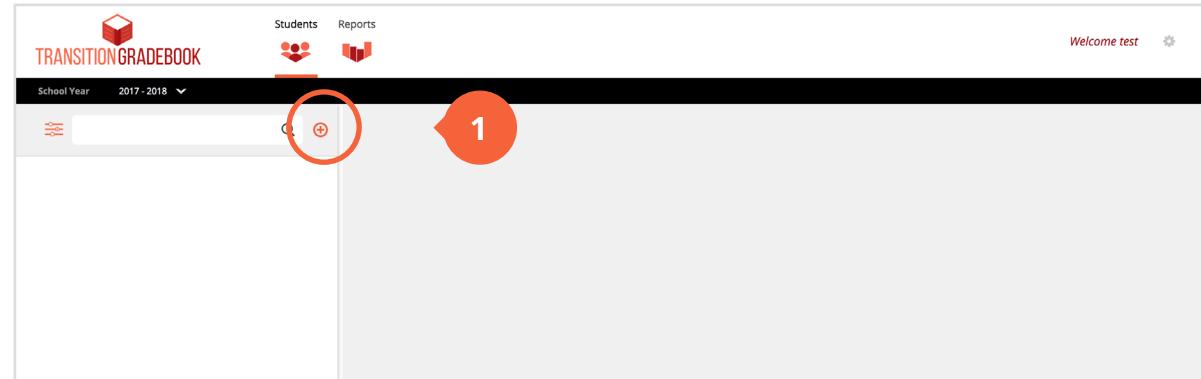
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### GETTING STARTED: Add Students



#### 1: Add a Student

Click to add a student.

ADD A NEW STUDENT

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: mm/dd/yyyy

Gender:  Male  Female  Trans      ELL:  Yes  No

Grade: Select a grade

Disability Category (select all that apply)

AU Autism       ED Emotional Disturbance  
 ID Intellectual Disability       OI Orthopedic Impairment  
 SLI Speech / Language Impairment       VI Visual Impairment  
 DB Deaf-blindness       HI Hearing Impairment  
 MD Multiple Disability       SLD Specific Learning Disability

EXPORT STUDENT DATA

#### 2: Enter Student Detail & Save

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## GETTING STARTED: Add Users

The screenshot illustrates the user addition process through three stages:

- Step 1: Add a User**  
Click the **+** button to add a user.
- Step 2: Enter User Detail**  
Set the user name, email and password and whether you'd like to give them admin credentials.

**1: Add a User**  
Click **+** to add a user.**2: Enter User Detail**  
Set the user name, email and password and whether you'd like to give them admin credentials.



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## GETTING STARTED: School Settings

The screenshot shows the Transition Gradebook interface. At the top, there is a navigation bar with the 'TRANSITIONGRADEBOOK' logo, 'Students', and 'Reports' links. On the right side, there is a vertical user menu with options: 'Welcome test', 'School Settings' (which is highlighted with a red circle), 'Add a Year', 'Manage Users', 'Edit Profile', 'About', and 'Logout'. A red arrow points from the 'School Settings' menu item down to the 'School Settings' page below.

**School Settings**

**A:** **School Name**  
Type in the name of your school

**B:** **Grading System**  
Indicate what scale you want this app to use for determining a student's GPA

**School Name**  
School Name

**GPA Converter**  
How do you want Transition Gradebook to compute GPAs? Enter letter grade or percent grade information below.

Percent	Letter	GPA	Percent	Letter	GPA
097	A+	4	73	C	2
093	A	4	70	C-	1.67
090	A-	3.67	67	D+	1.33
087	B+	3.33	63	D	1
083	B	3	60	D-	0.67
80	B-	2.67	59	F	0
77	C+	2.33			

**SAVE** **CLEAR ALL**



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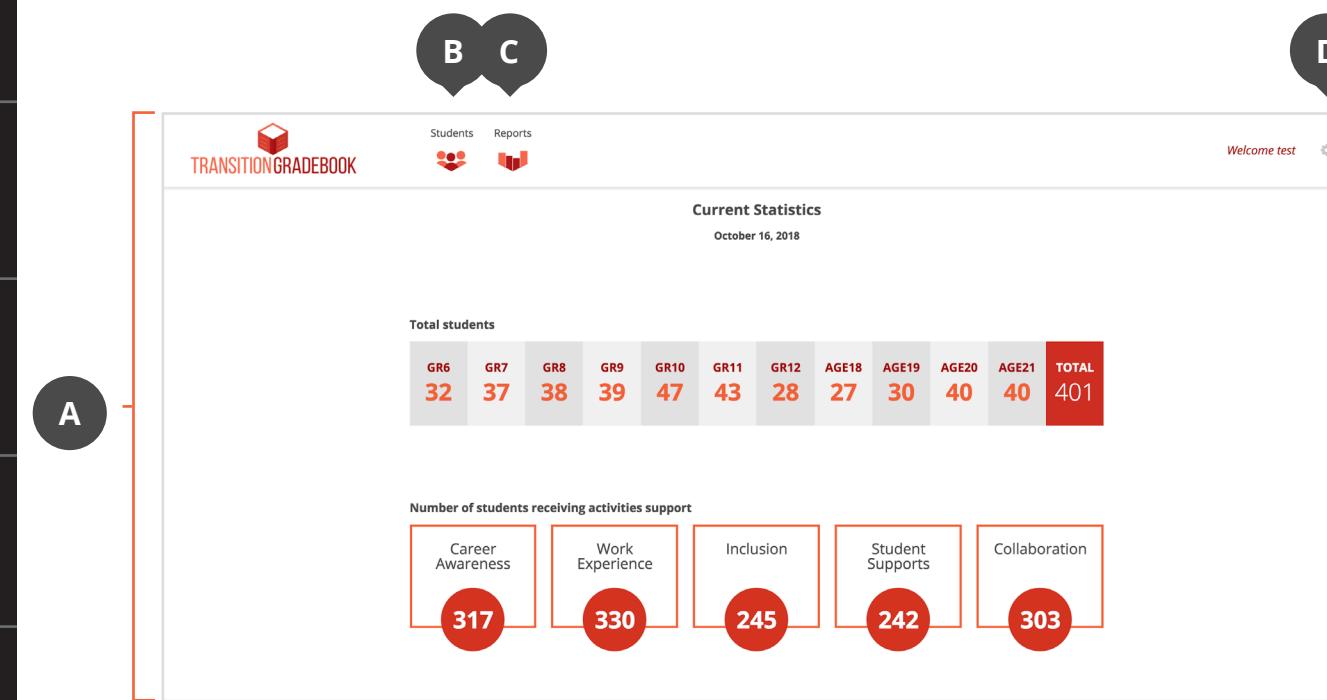
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## INTERFACE OVERVIEW



### A: User Dashboard

Current up-to-date user dashboard

including current stats on: total students, average number of activities per student, distribution of students across risk categories, off-track to graduate on time, chronically absent, and students who need intervention/support in 5 categories

### B: Students

Current and previous students

Click to view, add, edit, delete students and their activities

### C: Reports

Individual and summary reports

Click to run a variety of different reports

### D: Settings

Edit and update app settings

Update the following: school settings, add a year, manage users, edit profile, about and logout.



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## STUDENTS OVERVIEW

The screenshot shows the 'Students Overview' page of the Transition Gradebook. At the top, there's a navigation bar with the 'TRANSITION GRADEBOOK' logo, a 'School Year' dropdown set to '2018 - 2019', and 'Students' and 'Reports' buttons. Below the navigation is a search bar with a magnifying glass icon and a plus sign icon for adding new students. The main area displays a list of student records:

Student Name	Grade	ID	Disability Category	Risk Level Indicator	Action
Alaina Abbott	M	Grade 10 ID OHI		Yellow	
Khalil Adams	F	Grade age 16 ED MD DB		Green	
Delfina Altenwerth	T	Grade Post-school AU MD		Yellow	
Lexus Altenwerth	T	Grade 10 SLD TBI DB		Yellow	
Francesca Anderson	F	Grade age 21 NONE		Green	
Thurman Anderson	F	Grade age 18 SLD TBI AU		Yellow	
Ismael Auer	F	Grade Post-school OHI HI VI MD		Green	
Vivian Auer	M	Grade age 20 VI DB SLI		Yellow	

At the bottom of the list is a 'EXPORT STUDENT DATA' button with a CSV icon.

### A: Student List

This list will contain all students in the selected year.

### B: Filter Students

Filter by grade, disability category, risk level, type of intervention needed. This will update the Student List to be only the filters you choose.

### C: Year

If you've got multiple years with data entered in this app, you'll be able to change the student list to the year you're interested in.

### D: Search

Search for a student here

### E: Add a Student

Click to add a New Student

### F: Risk Level Indicator

This colored triangle gives you a quick indication of the student's risk level. Green = Low, Yellow = Medium, Orange = High, Red = Ultra

### G: Edit

Edit the Student

### H: Export

Click to export a .csv file of the students in the student list



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## STUDENTS DETAIL OVERVIEW: Activities

The screenshot shows the 'Students Detail Overview' for 'Activities'. On the left, a sidebar lists students: Alanna Bashirian, Myrl Bauch, Thalia Bauch, Gaylord Bednar, Clementine Beier, and Lacey Beier. Thalia Bauch is selected, indicated by a grey arrow pointing to her name. The main content area is titled 'Thalia Bauch M, Grade 12 ID AU'. It has two tabs: 'ACTIVITIES' (which is highlighted in red) and 'RISK FACTORS & SKILLS'. Under 'ACTIVITIES', there is a list of categories: Career Awareness, Work Experience, Inclusion, Student Supports, and Collaboration. Each category has a small red arrow icon to its left, indicating it can be expanded. At the bottom right of the main content area is a red button labeled '+ ADD ACTIVITY'.

### A: Selected Student

Thalia Bauch is the selected student and all data in the table to the right corresponds to this student

### B: Activities Tab is Highlighted

List of activities for Student Thalia Bauch are visible.

### C: Toggle an Activity List Open

All activity categories are closed. Click arrow to open.

### D: Activity Categories

### E: Add Activity

Click to add an activity for this student.



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## STUDENTS DETAIL OVERVIEW: Risk Factors and Skills

The screenshot shows the 'Students Detail Overview' page for student Thalia Bauch. The top navigation bar includes 'Students' and 'Reports'. The main area displays student information: Alanna Bashirian (T, Grade age 20 AU VI SLI DB), Myrl Bauch (F, Grade 9 OHI OI HI DB), Thalia Bauch (M, Grade 12 ID AU), Gaylord Bednar (T, Grade 12 OI OHI AU), Clementine Beier (F, Grade age 21 SLD), and Lacey Beier (T, Grade 9 NONE). Below this is a list of activities: ACTIVITIES, RISK FACTORS & SKILLS (highlighted), Risk Factors, Student Skills, and Career Dev and IEP. A callout labeled 'A' points to the 'RISK FACTORS & SKILLS' tab. A callout labeled 'B' points to the 'Trimester 3' time period selector. Callouts labeled 'C' and 'D' point to the collapsed 'Risk Factors' and 'Student Skills' sections respectively. Callouts labeled 'E' and 'F' point to the '100% complete' and '75% complete' completion status indicators.

### A: Risk Factors and Skills Tab is Highlighted

List of risk factors and skills for Student Thalia Bauch are visible.

### B: Choose the Time Period

If your school is tracking data by quarters, semesters, or trimesters you will be able to toggle here to assign and view data from the correct time period.

### C: Toggle a Category Open

All categories are closed. Click arrow to open.

### D: Categories

### E: Percent Complete

Indicator of how much of this section has been completed.

### F: Edit Data in this Category

Click to add/edit data in this category.



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## STUDENTS: Activities, add an activity

The screenshot shows the Transition Gradebook interface for a student named Thalia Bauch. The 'ACTIVITIES' tab is active. A red circle with the number '1' is drawn around the '+' button located at the top right of the activity list area.

**1: Click + to add an activity**

The screenshot shows the 'ADD CAREER AWARENESS ACTIVITY' form. It includes fields for 'Activity Type', 'Frequency', 'Number of Events' (with a date picker and 'ADD EVENT' button), and a 'Notes' text area. A red circle with the number '2' is drawn around the 'SAVE' button at the bottom of the form.

**2: Complete activity form**

Select activity type, frequency and number of events



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## STUDENTS: Activities, view and edit an activity

The image displays three vertically stacked screenshots of the Transition Gradebook software interface, specifically the 'Activities' section for students.

- Screenshot 1:** Shows a list of students on the left: Alanna Bashirian, Myrl Bauch, Thalia Bauch, and Gaylord Bednar. The 'ACTIVITIES' tab is selected in the center, displaying three categories: Career Awareness, Work Experience, and Inclusion. A red circle with the number '1' highlights the 'ACTIVITIES' tab.
- Screenshot 2:** A detailed view for Thalia Bauch (M, Grade 12 ID AU). It shows the same three activity categories. A red circle with the number '2' highlights the edit icon (pencil) next to the 'Resume Writing (CW, PW)' entry under 'Career Awareness'.
- Screenshot 3:** A modal window titled 'EDIT CAREER AWARENESS ACTIVITY' for 'Resume Writing (CW, PW)'. It shows the frequency is 'Annually'. Below it, a table lists 'Number of Events: 3' with event dates: Mon Jun 11 2018, Mon Jun 11 2018, and Mon Jun 11 2018. A red circle highlights the 'ADD EVENT' button.

1: Click to open activities

2: Click to edit an activity

3: Edit and save



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## STUDENTS: Risk Factors & Skills, open, view, and edit

The screenshot shows the 'Students' section of the Transition Gradebook. A dropdown menu for 'Risk Factors' is open over a list of students. The menu has two tabs: 'ACTIVITIES' (selected) and 'RISK FACTORS & SKILLS'. The 'Risk Factors' tab is highlighted with a red circle and the number '1'. The dropdown menu also includes 'Student Skills' and 'Career Dev and IEP'.

1: Click to open

The screenshot shows a detailed view of student Thalia Bauch's risk factors. The 'RISK FACTORS & SKILLS' tab is selected. It displays various risk factors with their current status and completion percentage: Grade (100% complete), % of school time absent (excused or not) (0), # of behavior marks/office referrals this yr (0), Suspended this year (No), and Failing English/ELA class (No). A red circle with the number '2' highlights the edit icon for the grade entry.

2: Click to edit

The screenshot shows the 'Edit Risk Factors' form for student Thalia Bauch. The 'Grade' section allows selecting between Letter Grade (radio button), Percentage (radio button, selected), and GPA Point (radio button). The 'Percentage' field contains '94.19'. Other sections include: % of school time absent (excused or not) (0), # of behavior marks/office referrals (0), Was student suspended? (No), Did student fail English/ELA? (No), Did student fail Math? (No), Did student fail any other class? (No), On-track (enough credits) for grade? (Yes), Retained one or more years? (No), and Any extracurricular activities? (No).

3: Edit and save



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## REPORTS OVERVIEW

example

A: SUMMARY

B: INDIVIDUAL

Students Reports

TRANSITION GRADEBOOK

Summary Report for one term

Risk Roster Report for one term

Risk Summary over time

Number of Students by disability, risk level, IEP role, support need, skills training, post-school outcomes (chart)

SUMMARY INDIVIDUAL

RISK ROSTER REPORT - ALL STUDENTS one trimester

Welcome test

School Year 2018-2019

Trimester Trimester 1

RUN REPORT

### A: Summary Reports Tab

This is a list of all the summary reports you can run. A summary report includes a group of students.

### B: Individual Reports Tab

This is a list of all the individual reports you can run. An individual report is a report of the data on just one student.

1: Select the Report you want

2: Choose the correct time period from the dropdowns

3: Run Report

Report will immediately download as a pdf



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## SCHOOL YEAR MIGRATION

The screenshots illustrate the steps for adding a new school year:

- 1: Add a School Year**  
Click the to add a school year.
- 2: Define Your Year**  
Choose the name of the correct year, and set the academic schedule.

**1: Add a School Year**  
Click the to add a school year

**2: Define Your Year**  
Choose the name of the correct year,  
and set the academic schedule.



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## SCHOOL YEAR MIGRATION

**Migrate Students**  
All selected students will be moved to the next year and advanced a grade.  
You will be able to manually change the grade if the student did not advance.

**EXPORT SELECTED STUDENTS**

Alaina Abbott	<input checked="" type="checkbox"/>
Khalil Adams	<input checked="" type="checkbox"/>
Lexus Altenwerth	<input checked="" type="checkbox"/>
Francesca Anderson	<input checked="" type="checkbox"/>
Thurman Anderson	<input checked="" type="checkbox"/>
Vivian Auer	<input checked="" type="checkbox"/>

3

**3: Migrate Students**

By default, all students will be migrated into the next school year. You can un-check any student if you do not wish to migrate them. Click next to move students to the next year.

**Migrate Students**  
All selected students will be moved to the next year and advanced a grade.  
You will be able to manually change the grade if the student did not advance.

**EXPORT SELECTED STUDENTS**

Alaina Abbott	Exported	11
Khalil Adams	Exported	Post-school
Lexus Altenwerth	Exported	Exit Category
Francesca Anderson	Exported	Post-School Outcome
Thurman Anderson	Exported	11
Vivian Auer	Exported	Post-school
		Exit Category
		Post-School Outcome
		age 19

A

**A: Migrated students**

Students in the right-hand column are now migrated into the next school year.

B

**B: Student Grade**

Transition Gradebook will automatically move students into the next school grade. Here you can override that, if a student is repeating a grade or moving to post-school or any other grade for any reason.

C

**C: Delete**

If a student was migrated and shouldn't have been, you can delete them here.



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## SCHOOL YEAR MIGRATION

The screenshot shows the 'Migrate Students' step of the school year migration process. It displays a list of students being migrated, their current grade, and their post-school outcome. A red circle highlights the 'NEXT' button at the top right.

Student Name	Current Grade	Post-School Outcome
Alaina Abbott	M, Grade 10 ID OHI	11
Khalil Adams	F, Grade age 21 TBI ED MD DB	Post-school
Lexus Altenwerth	T, Grade 10 SLD TBI DB	11
Francesca Anderson	F, Grade age 21 NONE	Post-school
Thurman Anderson	F, Grade age 18 SLD TBI AU	Post-school
Vivian	M, Grade	Post-school

**4: Click Next**

The screenshot shows the 'Confirmation' step after clicking 'Next'. It displays a message confirming setup completion and provides an option to 'CREATE NEW YEAR'.

**5: Confirm Setup**