TRANSITIONGRADEBOOK

Getting Started

TG Interface Overview

Students

Reports

School Year Migration

GETTING STARTED

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**.

admin only

TRANSITIONGRADEBOOK

Getting Started

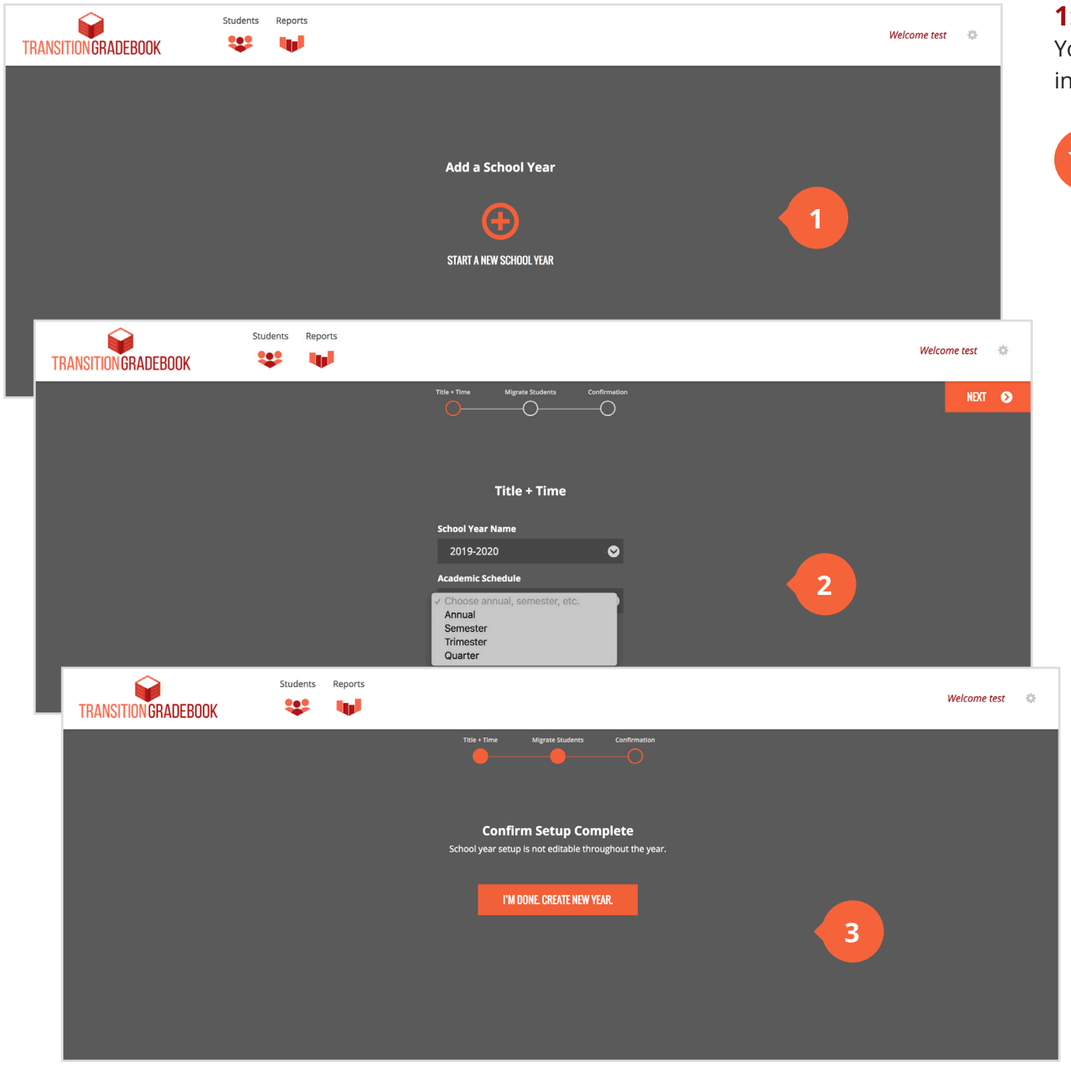
TG Interface Overview

Students

Reports

School Year Migration

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.

TRANSITIONGRADEBOOK

Getting Started

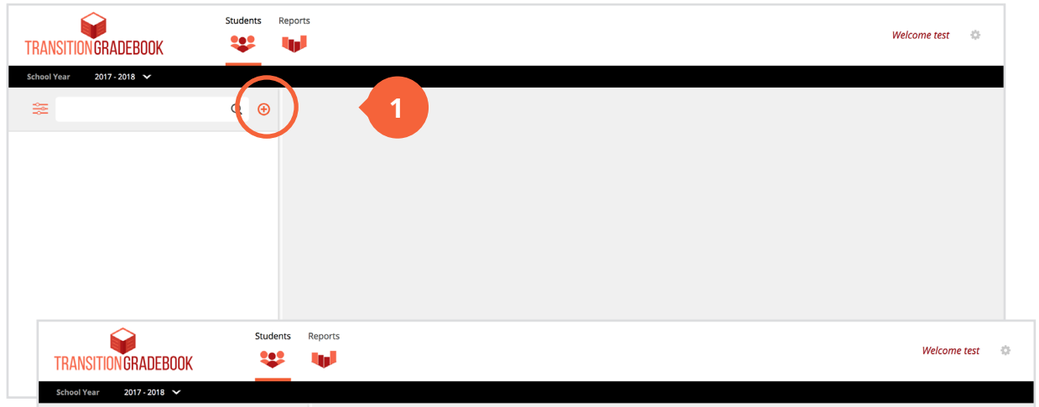
TG Interface Overview

Students

Reports

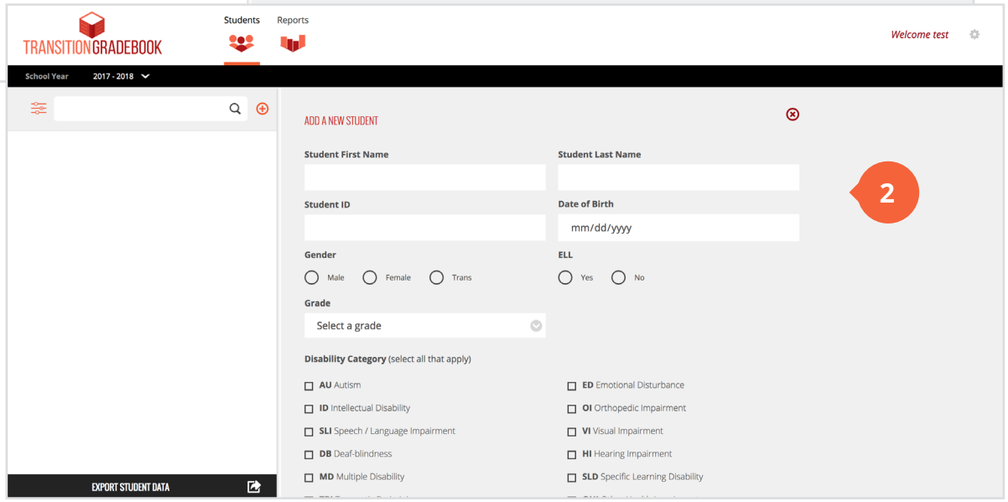
School Year Migration

GETTING STARTED: Add Students



1: Add a Student

Click ⊕ to add a student.



2: Enter Student Detail & Save

TRANSITIONGRADEBOOK

Getting Started

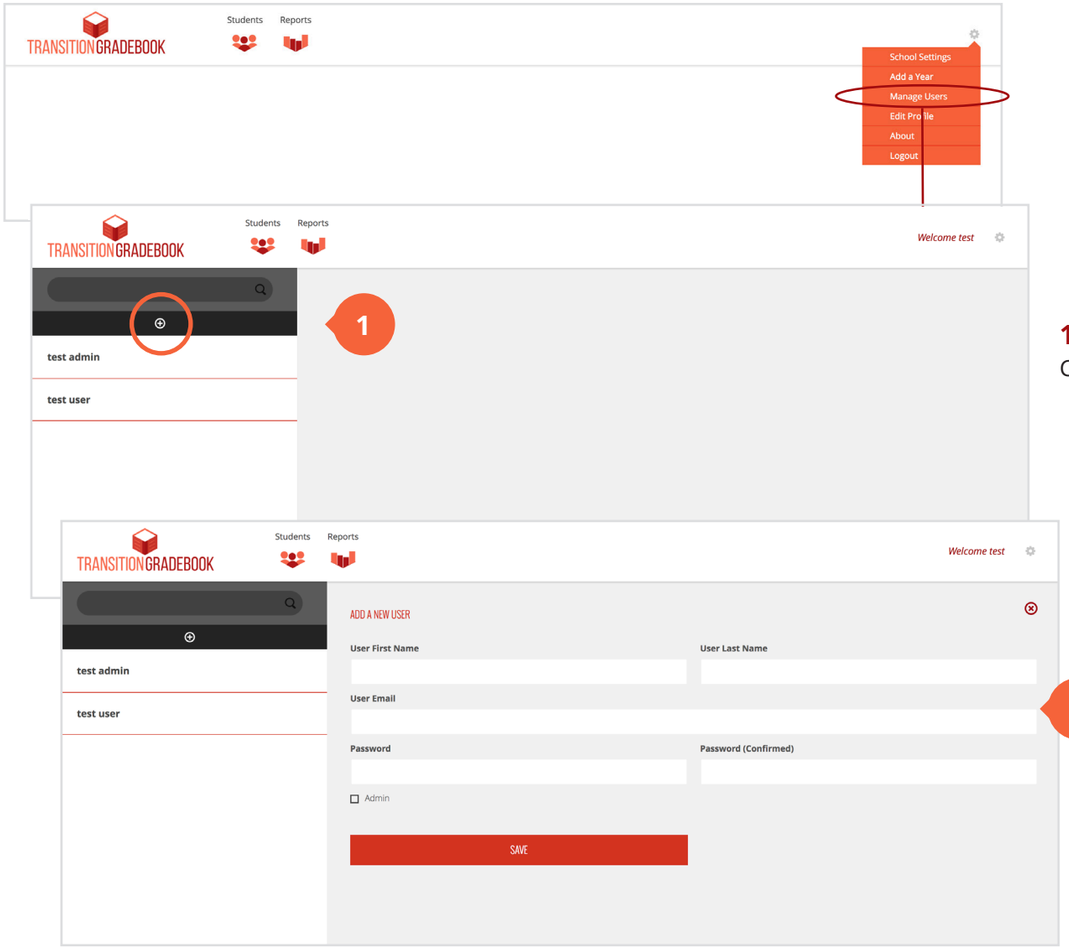
TG Interface Overview

Students

Reports

School Year Migration

GETTING STARTED: Add Users



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.

admin only

GETTING STARTED: School Settings

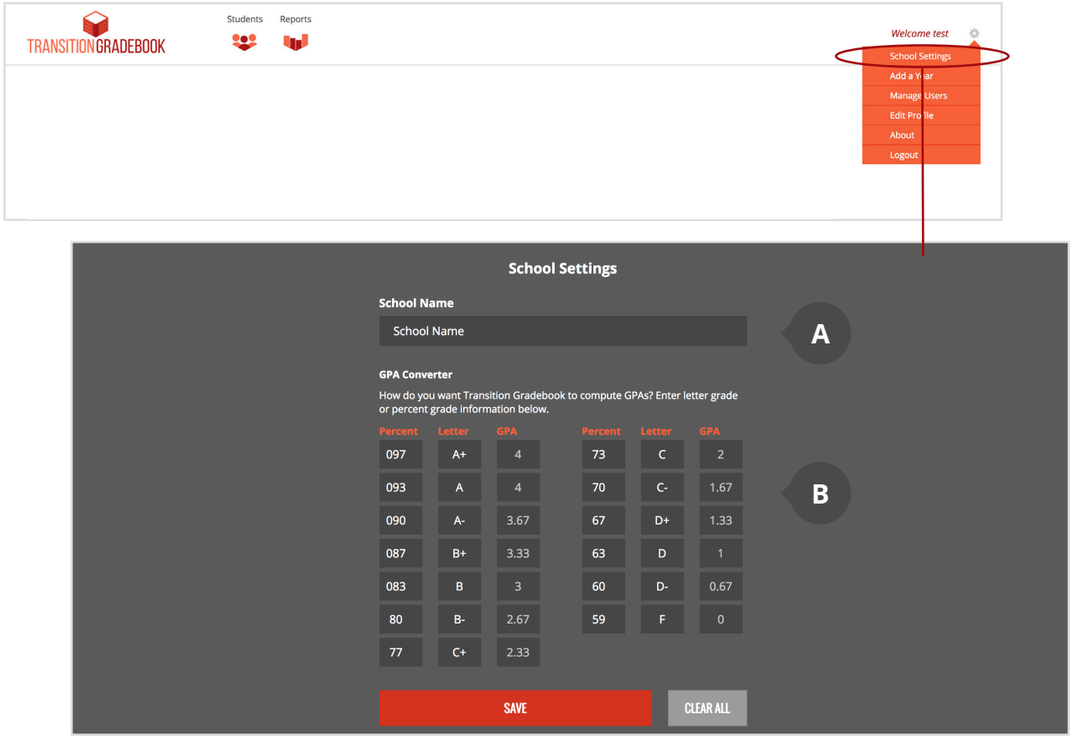
Getting Started

TG Interface Overview

Students

Reports

School Year Migration



A: School Name

Type in the name of your school

B: Grading System

Indicate what scale you want this app to use for determing a student's GPA

TRANSITIONGRADEBOOK

Getting Started

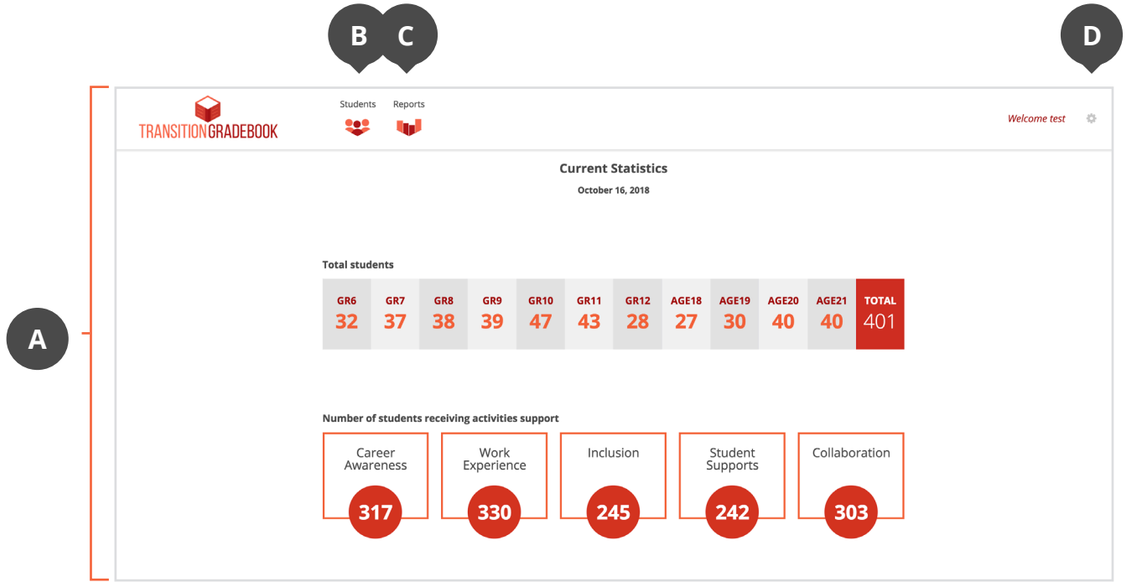
TG Interface Overview

Students

Reports

School Year Migration

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

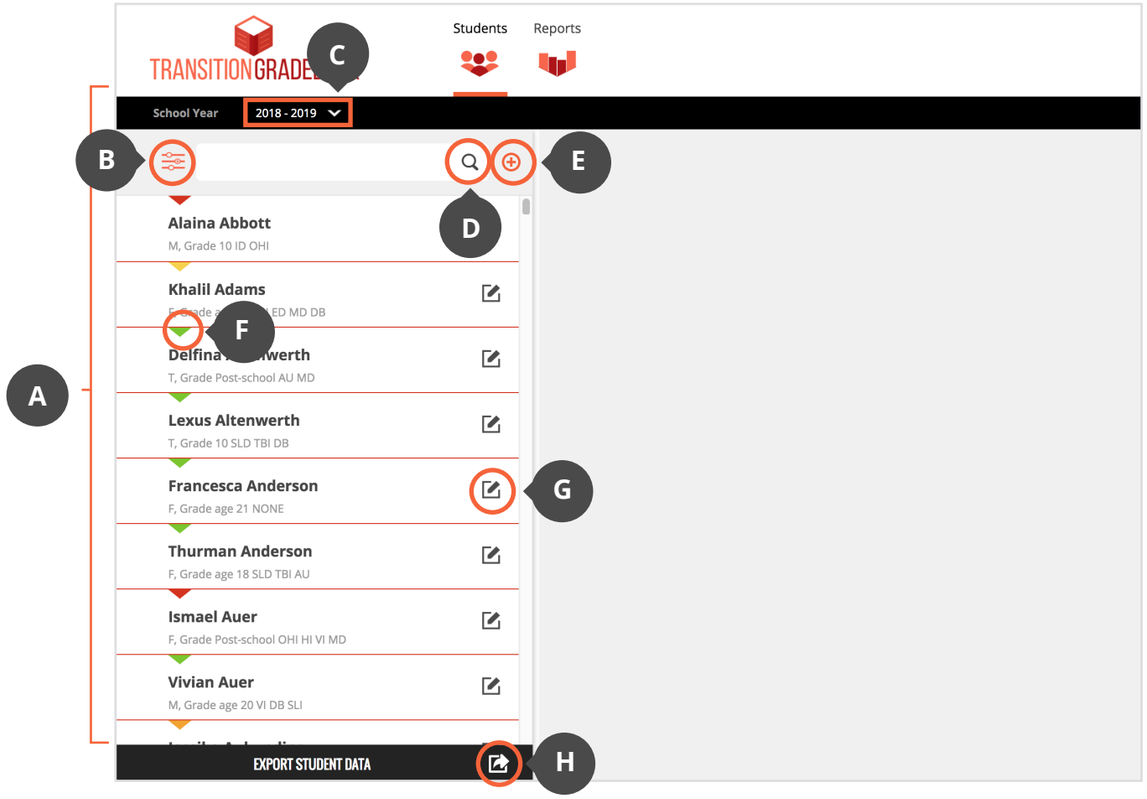
C: Reports
Individual and summary reports
Click to run a variety of different reports

D: Settings
Edit and update app settings
Update the following: school settings, add a year, manage users, edit profile, about and logout.

TRANSITION GRADEBOOK

- Getting Started
- TG Interface Overview
- **Students**
- Reports
- School Year Migration

STUDENTS OVERVIEW



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

TRANSITIONGRADEBOOK

Getting Started

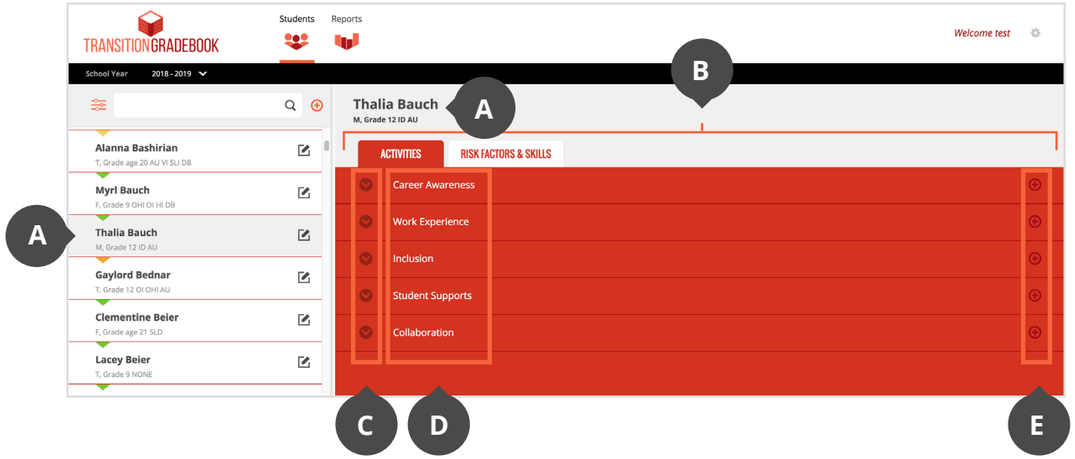
TG Interface Overview

Students

Reports

School Year Migration

STUDENTS DETAIL OVERVIEW: Activities



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.

TRANSITIONGRADEBOOK

Getting Started

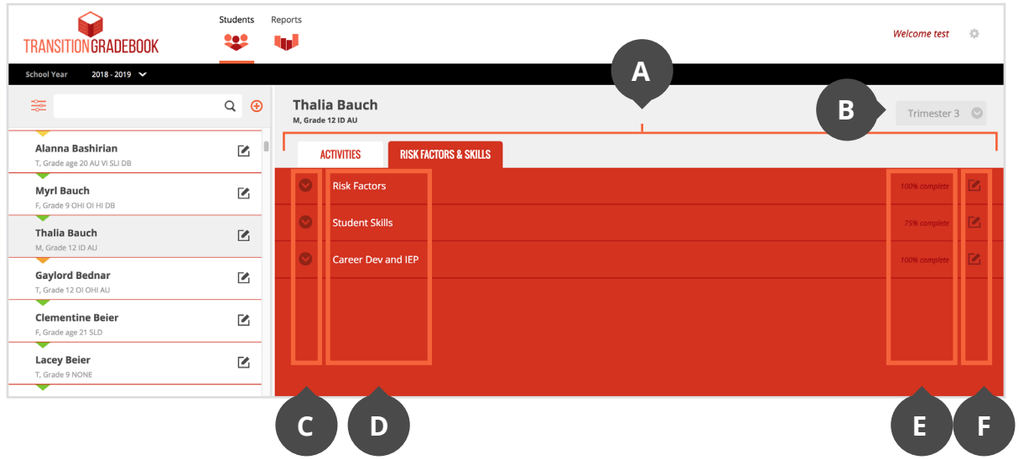
TG Interface Overview

Students

Reports

School Year Migration

STUDENTS DETAIL OVERVIEW: Risk Factors and Skills



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.

TRANSITION GRADEBOOK

Getting Started

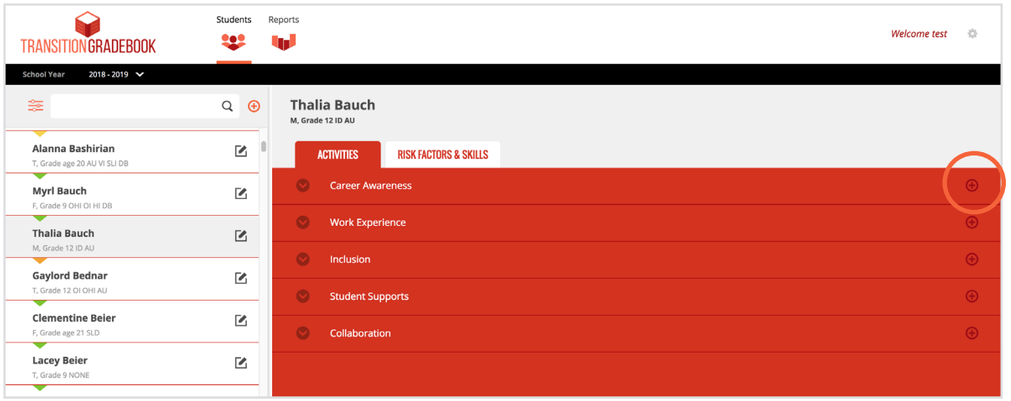
TG Interface Overview

Students

Reports

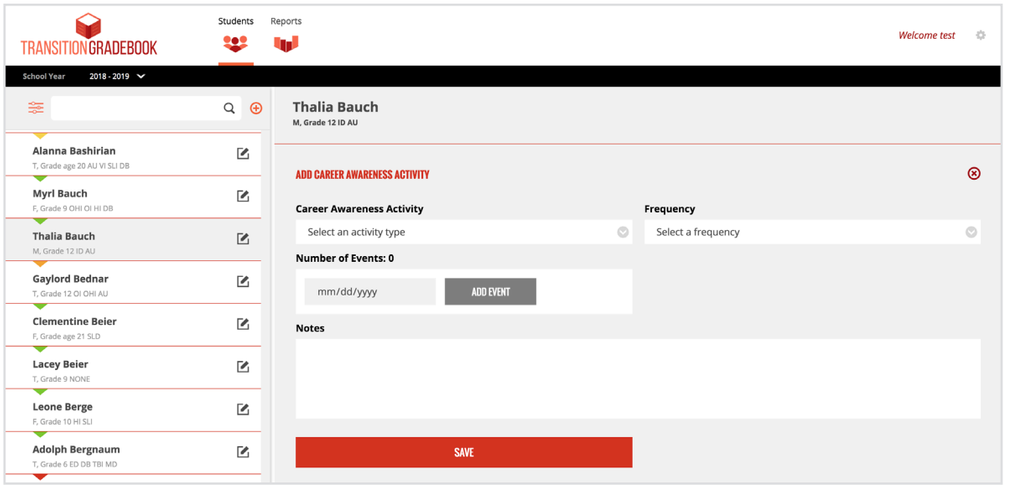
School Year Migration

STUDENTS: Activities, add an activity



1

1: Click ⊕ to add an activity



2

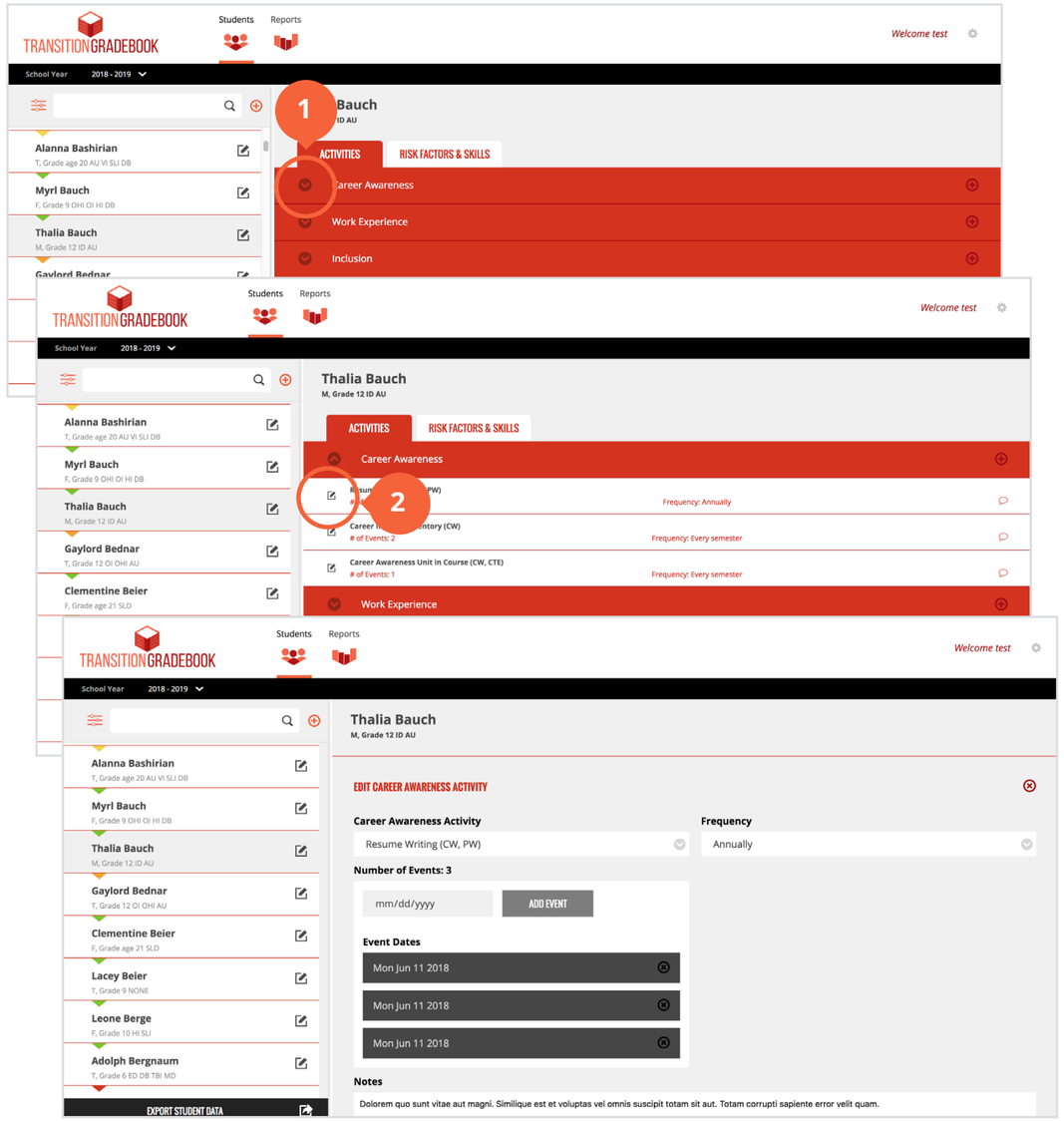
2: Complete activity form

Select activity type, frequency and number of events

TRANSITIONGRADEBOOK

- Getting Started
- TG Interface Overview
- **Students**
- Reports
- School Year Migration

STUDENTS: Activities, view and edit an activity



1: Click to open activities

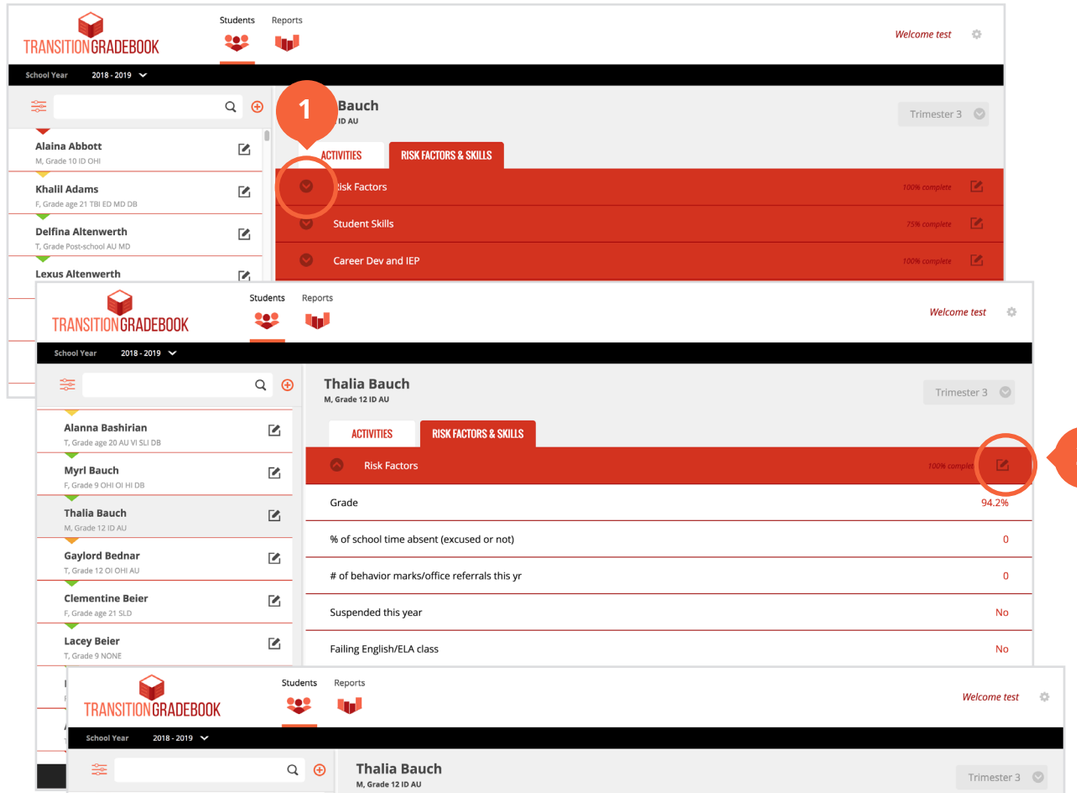
2: Click to edit an activity

3: Edit and save

TRANSITION GRADEBOOK

- Getting Started
- TG Interface Overview
- **Students**
- Reports
- School Year Migration

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



1: Click to open

2: Click to edit

3: Edit and save

TRANSITION GRADEBOOK

Getting Started

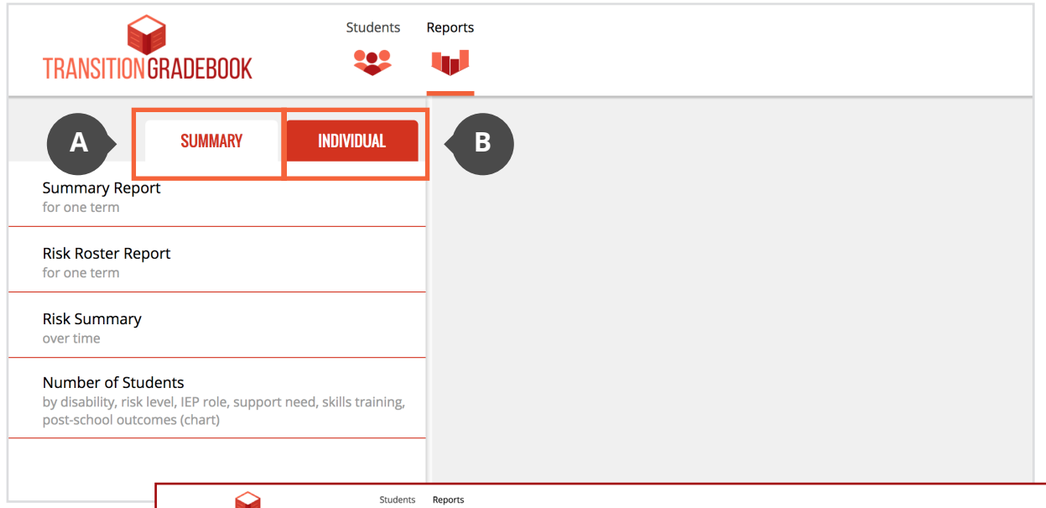
TG Interface Overview

Students

Reports

School Year Migration

REPORTS OVERVIEW

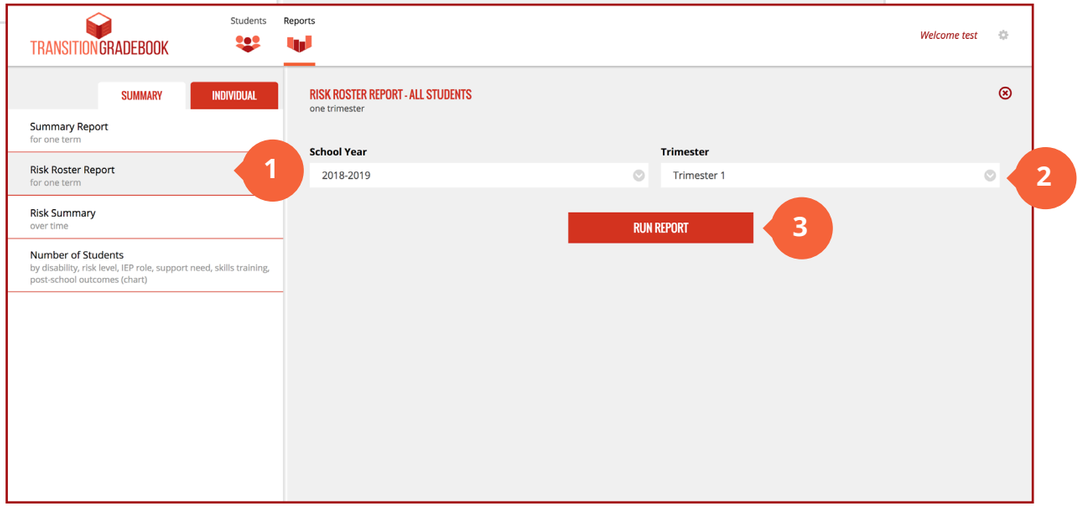


A: Summary Reports Tab

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.



example

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

TRANSITIONGRADEBOOK

Getting Started

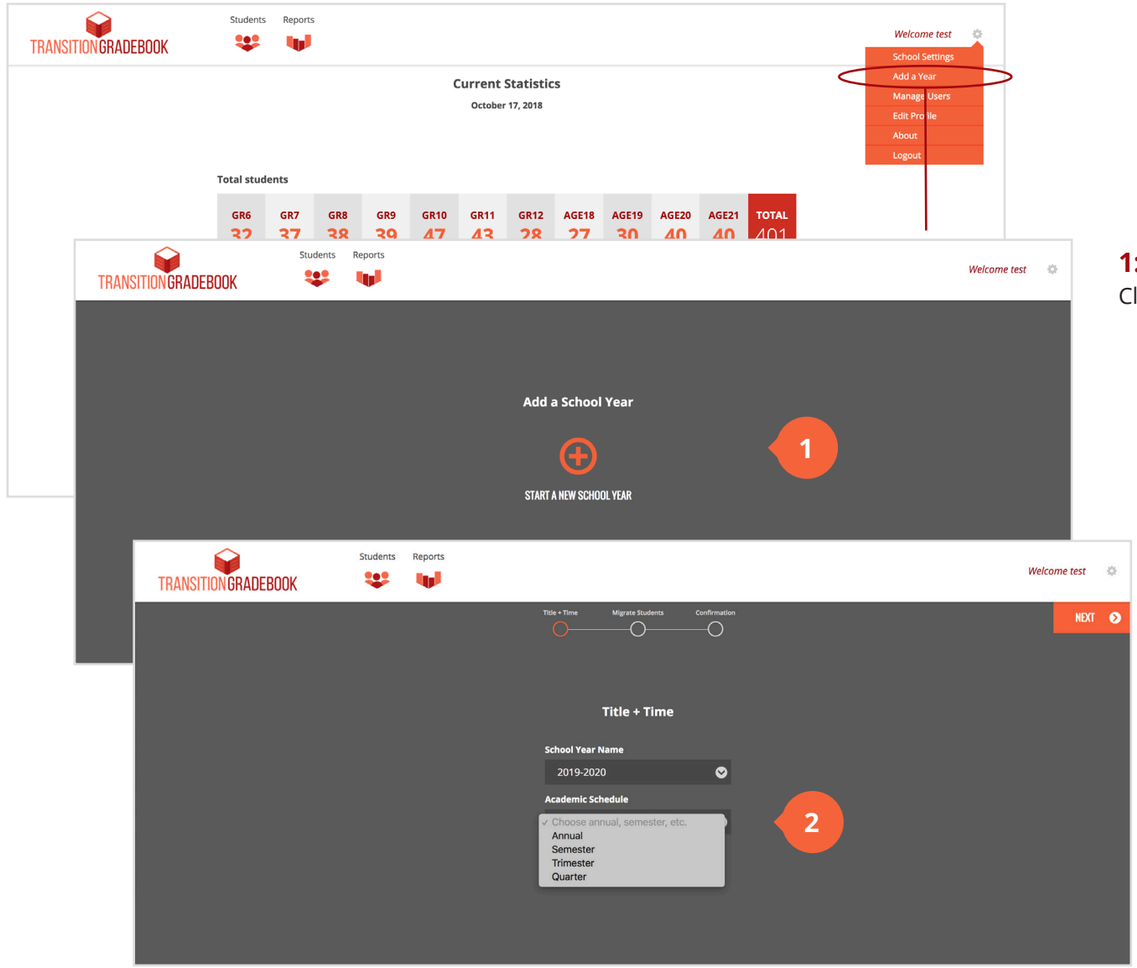
TG Interface Overview

Students

Reports

School Year Migration

SCHOOL YEAR MIGRATION



1: Add a School Year

Click the ⊕ to add a school year

2: Define Your Year

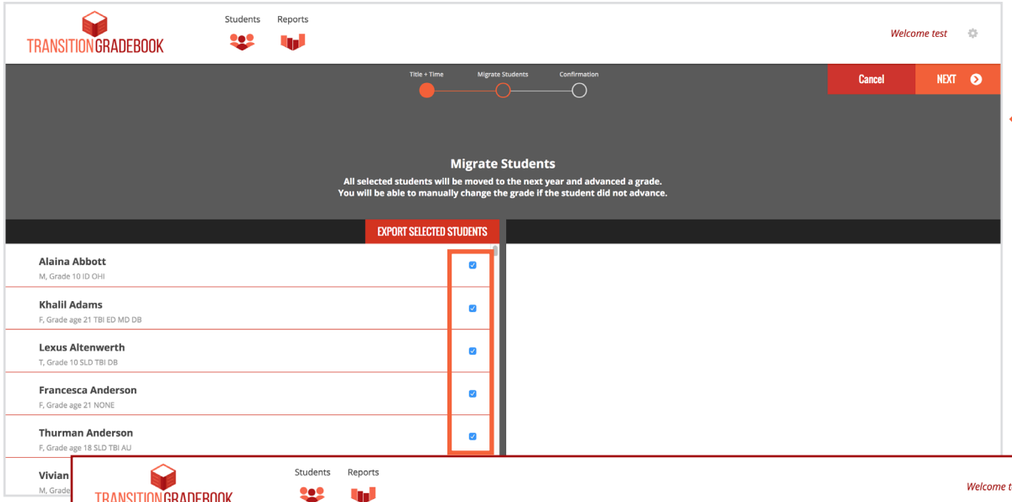
Choose the name of the correct year, and set the academic schedule.

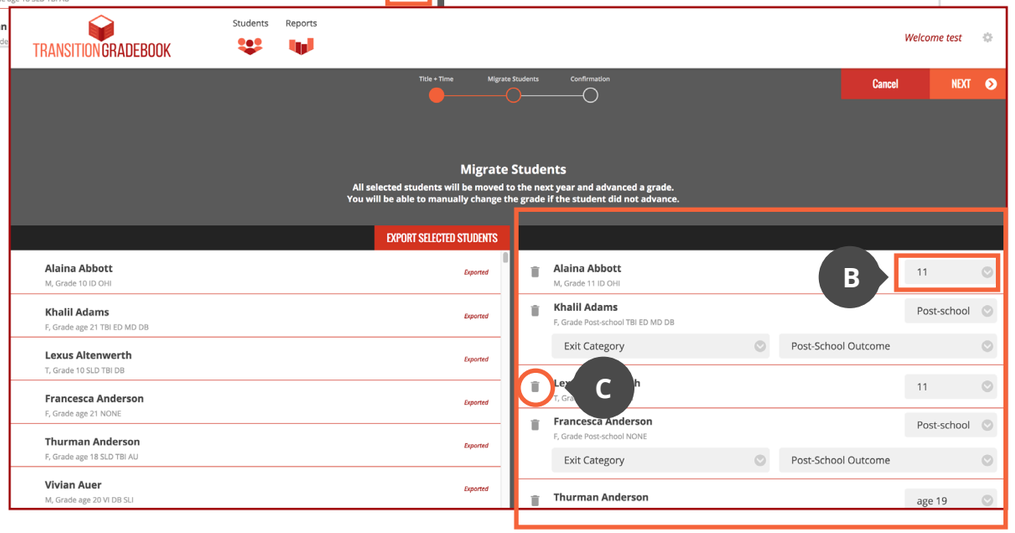
admin only

TRANSITION GRADEBOOK

- Getting Started
- TG Interface Overview
- Students
- Reports
- School Year Migration

SCHOOL YEAR MIGRATION





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.

A: Migrated students

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

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: Delete

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

TRANSITIONGRADEBOOK

Getting Started

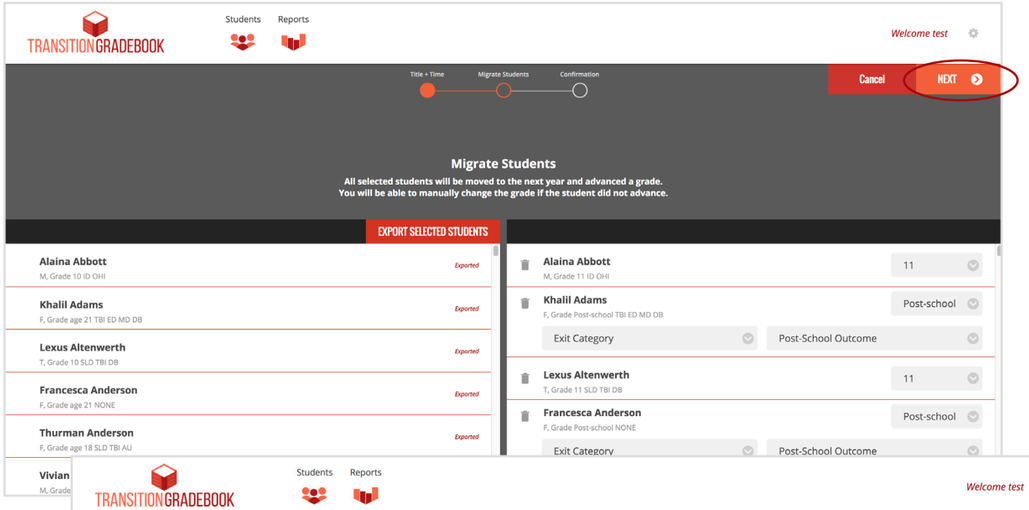
TG Interface Overview

Students

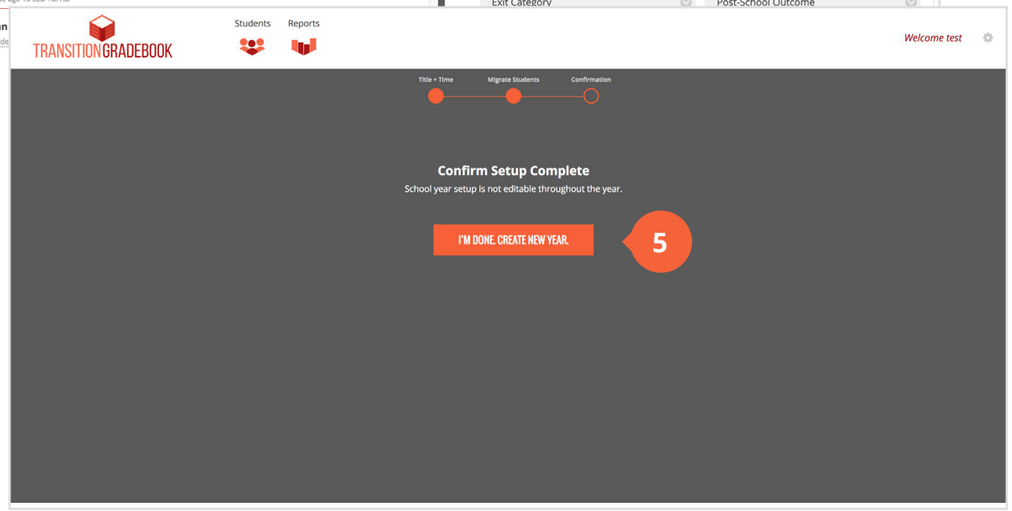
Reports

School Year Migration

SCHOOL YEAR MIGRATION



3: Click Next



5: Confirm Setup