

Lubbock ISD TEAMS Gradebook Help

The Lubbock Independent School District (LISD) Gradebook (TEAMS) serves as a line of communication between the district, students and parents/guardians helping provide real-time grading data. This access to grades, assignments and attendance enables teachers, students and parents/guardians the ability to continually assess learning.

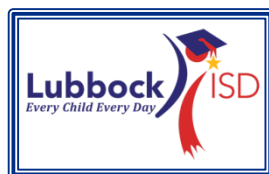
(Note there are clickable links throughout this document. Clicking links allows users to jump to that section of the document.)

- I. **How to Access Gradebook:**
 - a. [Student](#)
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- II. **How to Create Parent/Guardian Gradebook Account:**
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- III. [Facts and Questions – Parent/Guardian Gradebook Account](#)

- IV. [How to Edit Parent Contact Information](#)
Parent Notification System (phone calls, texts, e-mails)



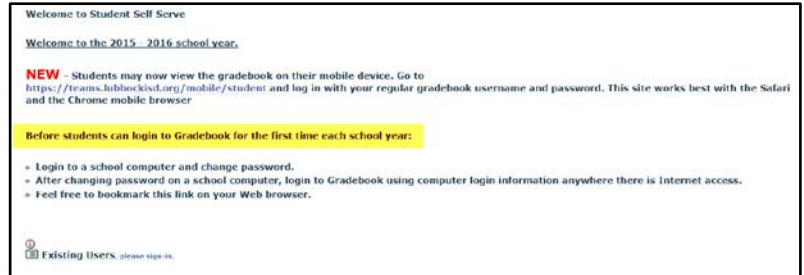
I. How to Access Gradebook – Student

1. To begin the process, go to **Gradebook > Students** at the top of the LISD Web site
www.lubbockisd.org.



(Note, there are also mobile views of Gradebook for parents/guardians and students)

2. All LISD students have access to Gradebook and do not have to create accounts.



3. Students log in with:

Username: student ID #

Password: self-selected

A screenshot of the "Student Self Serve Services" login page. The page has a navigation menu on the left with "Home" and "Sign In" options. The main content area is titled "Sign In" and contains a "Login" section with two input fields: "User ID: *" and "Password:". Both fields are highlighted with a red rounded rectangle. Below the input fields are four buttons: "Sign On", "Forgot User ID", "Forgot Password", and "Change Password".

4. Students **do** have to log in and set their password for the school year to access Gradebook.
5. Click [<HERE>](#) to view how-to instructions for setting student passwords.

II. How to Access Gradebook – Parent/Guardian

1. To begin the process, go to **Gradebook Access > Parent Access** at the top of the LISD Web site www.lubbockisd.org.



*(Note, there are mobile views of Gradebook for parents/guardians and students; however, parents/guardians need to go to the Gradebook **full site** to create a Gradebook account.)*

2. If you have previously registered for Gradebook access, you do not need to set up another account. You may log in with the username and password you have established by clicking **Existing Users**.



3. If you have never registered for online access to the Gradebook, then click on **New Users**.

Fill out all information on the screen to register for an account as a legal guardian for the student.

NOTE – All information must match the information in LISD’s main computer system.

For questions about the information, please visit with your child’s school office personnel.

- Parent/Guardian Last Name
- Parent/Guardian First Name
- Student ID (the student’s 9 digit number that starts with 100)
- Student Last Name
- Student First Name (type in the student’s legal first name, not what they go by)
- Student Birthdate (in mm-dd-yyyy format)
- Student SSN or State ID (the complete social security number with no dashes or spaces or the State number that can be retrieved from the school)
- Zip code of Parent/Guardian home address

- User ID (create your own user id to use as the username)
- Password (create your own password)
- Retype Password
- Security Question (create your own security question to use in case of forgotten password)
- Security Answer (create your own answer to the security question)

NewUserRegistration.jsp
Zoom: 125%

New User Registration

New User Registration

Parent/Guardian First Name *

Parent/Guardian Last Name *

Student Birthdate *

Student First Name *

Student ID *

Student Last Name *

Student SSN or State ID *

Zip code of Parent/Guardian home address *

User ID: *

Password: *

Retype Password: *

Security Question: *

Security Answer: *

4. You will also find several help documents on the log in page, as well as an e-mail to submit questions – gradebooksupport@lubbockisd.org

Welcome

Welcome to Parent Self Serve

Welcome to the 2016-2017 school year.

NEW - Existing Parent users may now view the gradebook on their mobile device. Go to <https://teams.lubbockisd.org/mobile/parent> and log in with your regular gradebook username and password.

- [Parent Handout to create new account](#)
- [Folleto Para Padres](#)
- [Frequently Asked Questions about the parent self-serve](#)

If you are unable to see all of your children, please email the following information to: gradebooksupport@lubbockisd.org

1. Your Name
2. Student's Name and Campus you are able to see
3. Student(s) Name(s) and Campus(es) you are unable to see

Questions concerning grades should be directed to your child's teacher.

[New Users, please register.](#)

[Existing Users, please sign in.](#)

Gradebooksupport@lubbockisd.org

III. How to Edit Parent Contact Information – *Parent Notification System

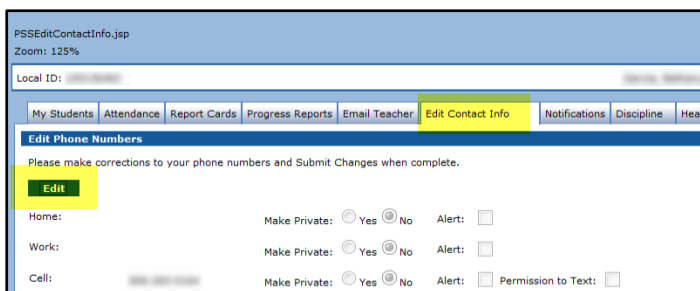
*(phone calls, texts, e-mails)

1. Log in to your Parent/Guardian Gradebook account.
2. Select student's name. If you have more than one student tied to your account, choose one.

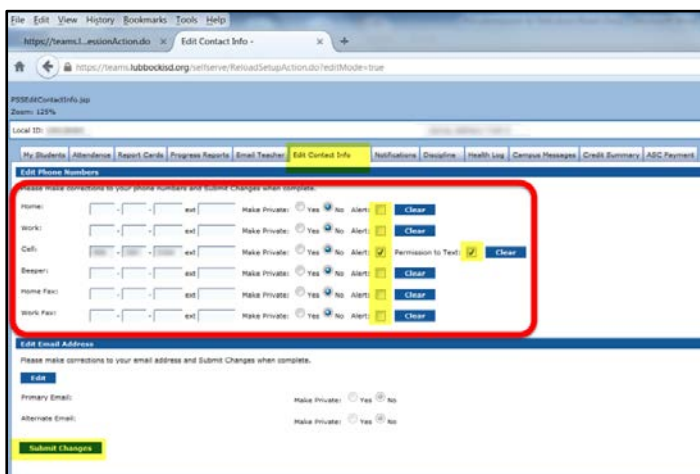


NOTE: Changing the contact information for one student, changes the contact information for all students tied to a parent/guardian account.

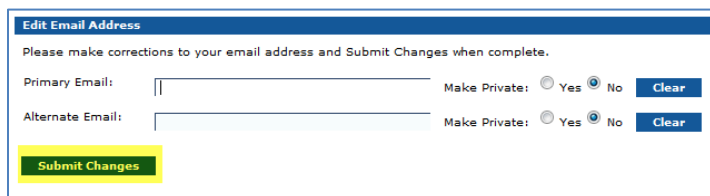
3. Click **Edit Contact Info**.
4. Click **Edit** in the **Edit Phone Numbers** section.
5. In this section you can edit phone numbers on which you will receive LISD **non-emergency** parent notification phone calls, e-mails and text messages.
6. To receive LISD **non-emergency** Parent Notifications on a particular number, select/deselect the **Alert** box to change.



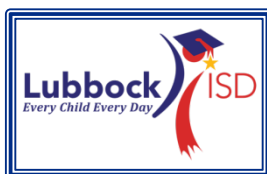
PLEASE ALLOW 1-2 BUSINESS DAYS FOR TEXT MESSAGE OPTIONS TO OCCUR.



7. To add or change email address(es), select the **Edit** button under the **Edit Email Addresses** section.
8. Once changes are made, click the **Submit Changes** button.



Questions? E-mail: gradebooksupport@lubbockisd.org or call (806) 219-0199.



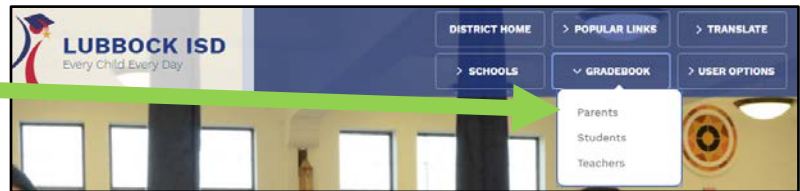


Indicaciones para los Padres de TEAMS – Autoservicio

Visite el sitio del Distrito de Lubbock:

www.lubbockisd.org

Bajo el menú que dice Gradebook seleccione el enlace de los Padres



Para los usuarios nuevos seleccione el enlace para abrir una cuenta nueva.

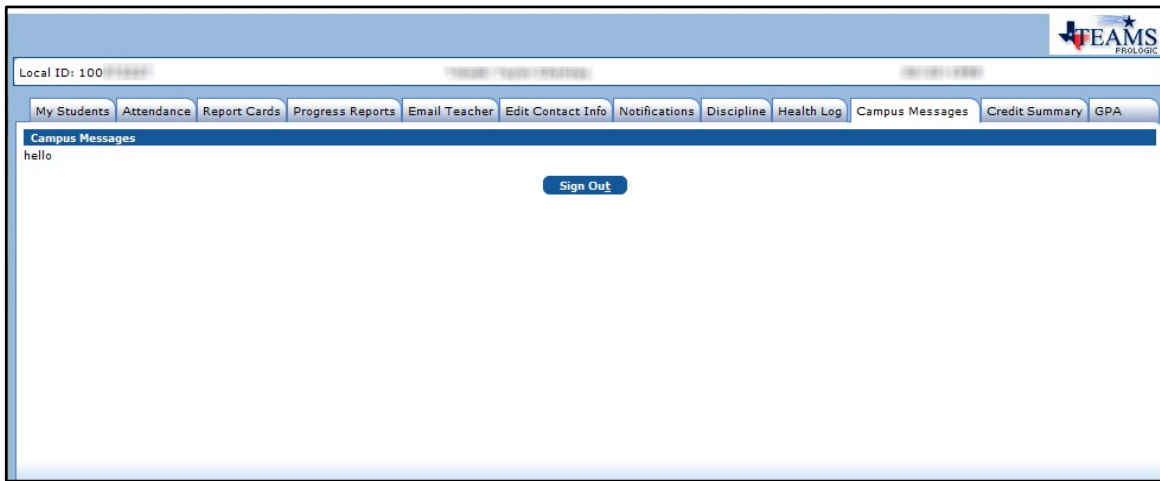
Después de crear su cuenta, seleccione el enlace de los Padres (**Existing Users**) para iniciar la sección de las calificaciones.

Consejo: Ponga el enlace de **Existing users** en favoritos para futuro acceso.

Llene la información de su estudiante. Si tiene otros niños que asisten a otras escuelas en el distrito, ellos se añadirán automáticamente a su cuenta.

Toda la información debe ser la misma que está en el sistema informático principal del distrito. Si tiene preguntas acerca de esta información, hable con el personal de oficina de su escuela.

- Apellido del Padre/Tutor
- Primer nombre del Padre/Tutor
- Identificación del estudiante – (es el número de 9 dígitos que empieza con 100)
- Apellido del estudiante
- Primer nombre del estudiante – (el nombre legal, no sobrenombres)
- Fecha de nacimiento del estudiante (el formato es: mm(mes)-dd(día)-yyyy(año))
- Número del seguro social (SSN) o identificación estatal (el número completo del seguro social sin guiones ni espacios, o el número del estado que pueden encontrar en la escuela)
- Código Postal del domicilio del Padre/Tutor
- **User ID** (crear su propio nombre de usuario)
- **Password** (crear su propia contraseña)
- **Retype Password** (escriba la contraseña otra vez)
- **Security Question** (escriba una pregunta de seguridad para usar en caso de olvidar la contraseña) **Security Answer** (escriba la respuesta a la pregunta de seguridad)



La pantalla de los padres se ve así.

A lo largo de la parte superior de la pantalla hay varias ventanas con información del estudiante.

- **My Students** – Lista de todos los estudiantes del Padre.
- **Attendance** – Muestra la asistencia del estudiante.
- **Report Cards** – Muestra el promedio de las calificaciones para el periodo de seis semanas en curso. (Puede oprimir el enlace del promedio para ver las tareas y las calificaciones de clase; puede seleccionar el nombre del maestro/a si desea mandarle un correo electrónico.
- **Progress Reports** – Muestra los promedios del informe de aprovechamiento por cada periodo de seis semanas
- **Email Teacher** – Permite a los padres enviar correos electrónicos a los maestros usando el Sistema del Gradebook
- **Edit Contact Info** – Hacer cambios necesarios a números de teléfonos o domicilios electrónicos
- **Notifications** – Permite recibir notificaciones sobre asistencia, calificaciones, diarias, o calificaciones de Reporte de Aprovechamiento, o calificaciones del periodo de Seis Semanas
- **Discipline** - Muestra los reportes de disciplina
- **Health Log** – Muestra las visitas a la enfermería
- **Campus Messages** – Muestra los mensajes de la escuela
- **Credit Summary** – Muestra los créditos que lleva el estudiante y los que todavía necesita para graduarse

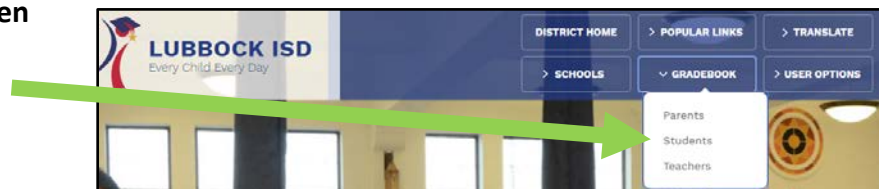
Cuando haya terminado con la sesión, recuerde oprimir el botón de salida (Sign Out.)

Si usted ha creado una cuenta pero no puede ver a sus otros hijos, por favor escriba un correo electrónico a Gradebooksupport@lubbockisd.org con la información siguiente.

1. Su Nombre
2. Los nombres de sus estudiantes y cuál es la escuela que sí puede ver
3. Los nombres de sus estudiantes y cuál es la escuela que no puede ver

Para los estudiantes que ya tienen una cuenta.

Seleccionar el enlace de los estudiantes.



Iniciar sesión con su registro existente.

IMPORTANTE:

Los estudiantes tienen primero que iniciar la sesión en una computadora de la escuela si se desea cambiar de la contraseña genérica a una contraseña personal.

Después de haber cambiado la contraseña, los estudiantes pueden tener acceso al Gradebook usando la ventana de registro.



CALIFICACIONES ESPECIALES que los maestros pueden poner en el sitio de calificaciones (gradebook)

E – Exempt – El estudiante está exento de hacer una determinada tarea o trabajo.

T – Turned in, Not Graded – La tarea se ha recibido y está en el proceso de ser calificada.

M – Missing – Se ha dado un cero, 0, que va a ser incluido en el promedio general del periodo de las seis semanas.

I – Incomplete – Las calificaciones del periodo de 6 semanas están incompletas hasta que el estudiante entregue todas las tareas.

H – Highly Satisfactory (valor numérico de 100) – Se usa en las escuelas primarias en clases de Arte, Música, Educación Física, y Conducta en todos los niveles.

S – Satisfactory (valor numérico de 80) – Se usa en las escuelas primarias en clases de Arte, Música, Educación Física, y Conducta en todos los niveles.

I – Improvement Needed (valor numérico de 60) - Se usa en las escuelas primarias en clases de Arte, Música, Educación Física, y Conducta en todos los niveles.

La ventana de las tareas

Para ver las tareas presentes y las calificaciones de las tareas dentro de una clase, seleccione el enlace de **Report Cards** y seleccione el promedio de la clase (numerical average)

ENG1 PAP - ENG 1 PAP A - A1 Hurlay, Barbara **Current Average: 67**

Home Attendance Report Cards **Assignments** Email Teacher Edit Contact Info

Assessment*
Average: 65
Weight: 60.0

Assignment Name	Grade Value	Assign Date	Due Date	Grade Scale	Maximum Value	Count	Note
TEST 1	70	02-02-2012	02-13-2012	100	100	1	Needs to attend tutorial
TEST 2	60	02-15-2012	02-15-2012	100	100	1	

Daily*
Average: 70
Weight: 40.0

Assignment Name	Grade Value	Assign Date	Due Date	Grade Scale	Maximum Value	Count	Note
DAILY 1	70	02-01-2012	02-13-2012	100	100	1	homework not complete

View Assignments by Date **Sign Out**

Los padres podrán ver las tareas organizadas en categorías que el maestro/a ha puesto para determinar el promedio general de las Seis Semanas. Esta página también va a mostrar el promedio de cada categoría individual y qué tanto va a contar cada tarea en el promedio general.

El promedio actual siempre se va a mostrar en la parte superior derecha.

Para ver las tareas en orden de fecha de vencimiento, seleccione el botón **View Assignments by Date**. Esto muestra la lista de tareas por fecha de vencimiento.

Si tiene preguntas sobre las categorías, qué tanto peso tiene una categoría individual, o las calificaciones de una tarea en particular, por favor llame al maestro/a o a la escuela.

Acceso desde un teléfono celular

Tanto los Padres como los estudiantes pueden tener acceso al sitio electrónico del registro de calificaciones (gradebook) desde un dispositivo electrónico con el mismo menú. Todas las cuentas corrientes pueden tener acceso al sitio electrónico. Cuando se visita el sitio por primera vez, se debe crear una cuenta nueva en una computadora antes de usar un dispositivo móvil.

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Home > Parents >

Parents Directory ABCDEFGHOPSTV

- A:
 - Attendance
 - Bus Information
- B:
 - Calendars
 - College & Career Quick Links
 - Counseling & College / Career Readiness
 - Course Offerings Books
 - Endorsements, Careers, Pathways & Courses (HBS)
- C:
 - Gradebook Access and Grading Policy Information
- D:
 - Magnet / Specialty Programs
 - Meal Information
 - Middle & High School Handbook
 - Online Learning Programs
 - Open House Dates
 - Presentations (Email, USD-TV, Online Learning)
 - School Start and End Times (Bell Schedules)
 - School Supply Lists
- E:
 - Senior Activities and Graduation
 - Standardized Dress
 - State Testing Information
 - Student Code of Conduct (English/Versión Español)
 - Student Handbook
 - Student Health Services
 - Transfer-Guardianship-Address Verification
 - Trust Line
 - Volunteer in Lubbock ISD
- F:
 - How Request Records - Transcript - Shot Records

Parent Self-Serve FAQs

How do I obtain access?

You must be listed as a parent or guardian in the LISD system to have access to a Parent gradebook account. Contact the school office for more information. If you are a parent or guardian, click the Gradebook New Users link and fill out the required information for one of your children.

When I log in, I do not see all of my enrolled LISD children on the screen.

You will need to either contact someone in the office of the campus for the child(ren) that is not on your screen, or email gradebooksupport@lubbockisd.org with your name, your child's name, and your child's campus you are unable to see.

I forgot my password.

Click the "Forgot Password" button from the main existing users sign on screen.

How can I change my password?

Click the "Change Password" button from the main existing users sign on screen.

I do not remember my hint question.

Contact your child's campus office. Ask for your Parent Self-Serve information.

I cannot remember my username

Contact your child's campus office. Ask for your Parent Self-Serve information.

Is my child's Social Security number visible on the screen?

No it is not.

When I try to get the sign on screen, it goes away or the sign on screen won't appear.

Your pop-up blocker is turned on. You will need to allow the page to go through or turn off your pop-up blocker.

How can I print my child's grade or attendance screen?

You can either press the CTRL key and the P key at the same time on your keyboard or right click on the gradebook screen you are trying to print and select Print Screen or Print Screen Landscape

The gradebook website is hard to look at/use on my phone.

Try using the new mobile site located at <https://teams.lubbockisd.org/mobile/parent>

There are a lot of clicks to get to the gradebook. How can I just go to the login screen?

The easiest way is to create a bookmark or a favorite of the sign in page. You can also click and drag the icon in front of the URL to your desktop to create a shortcut.

Create a bookmark in Firefox -

<http://support.mozilla.org/en-US/kb/use-bookmarks-to-save-and-organize-websites>

Create a favorite in Internet Explorer -

http://windows.microsoft.com/en-US/windows7/exploring-the-internet#section_8

Create a bookmark in Chrome -

<http://support.google.com/chrome/bin/answer.py?hl=en&answer=95739&topic=14680&ctx=topic>

Create a bookmark in Safari –

<http://osxhelp.com/mastering-safari-learning-now-to-manage-and-tame-your-bookmarks/>

The six weeks average has been the same grade for the entire six weeks.

A couple of reasons this could happen.

1. Make sure you are looking at the Report Card tab instead of the progress report tab. The progress report tab only shows the grade the student had posted to their progress report and does not change after that posting deadline. The Report Card tab always shows the up-to-date average.
2. It is possible that the teacher has not entered assignments and grades. Please visit with the teacher or the principal.
3. It could be that your computer is holding an old screen in its memory. Clearing the browser history or cache should help with that.

<http://www.wikihow.com/Clear-Your-Browser's-Cache>

What do some of the letter grades mean for my student's assignments/averages?

E – Exempt – Student is exempt from completing the assignment.

T – Turned in, Not Graded – Teacher acknowledges the assignment is in the process of being graded.

M – Missing – A zero is averaged into the student's 6 weeks average.

I – Incomplete – The 6 weeks grade may be marked incomplete until all assignments are submitted by the student.

H – Highly Satisfactory (numerical value 100) – Used in elementary Art, Music, PE, and Elementary Citizenship.

S – Satisfactory (numerical value 80) – Used in elementary Art, Music, PE, and All levels Citizenship

I – Improvement Needed (numerical value 60) - Used in elementary Art, Music, PE, and All levels Citizenship