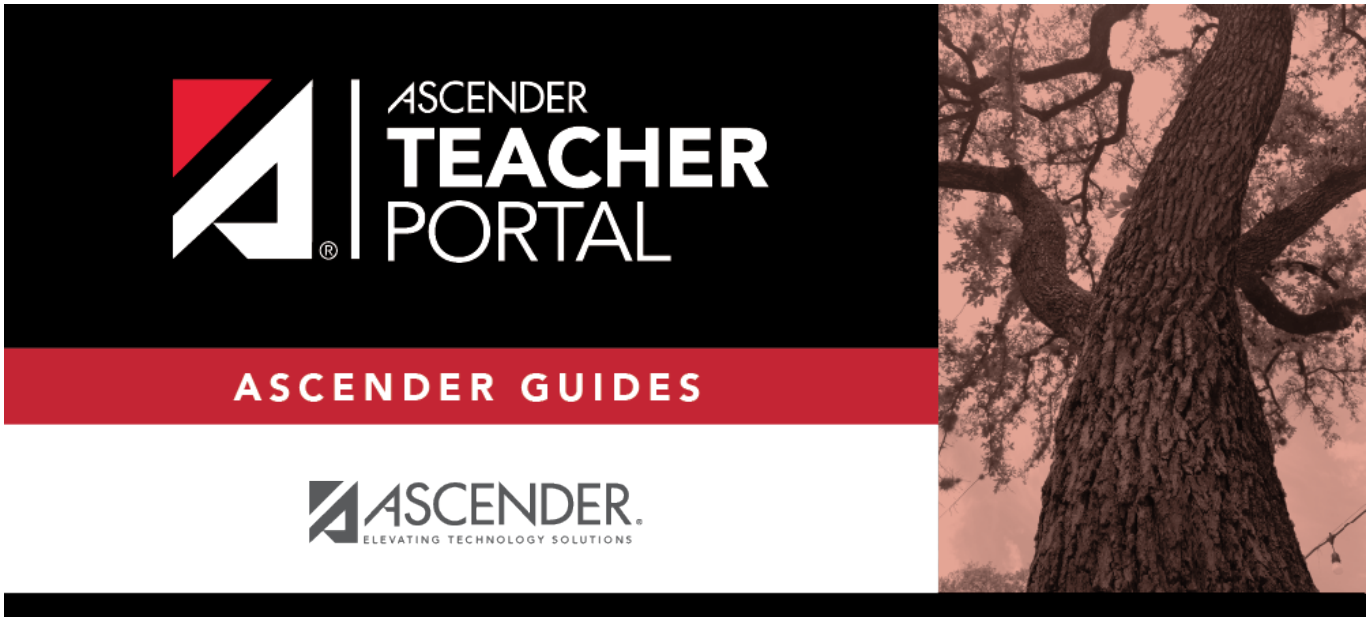


Long-Term Substitute Teachers

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long-term substitute teacher must create a txGradebook account in order to log on to txGradebook. The substitute teacher will log on to txGradebook with his own account, rather than with the instructor's account. Login > New User 1. Click the link on the Login page under New User to begin the registration process. The Registration Step 1 page is displayed. 2. Type your staff ID, last name, and first initial. You staff ID is either your nine-digit social security number or six-digit district-assigned employee ID number, depending on district-level settings. 3. Click Next. The Registration Step 2 page is displayed. 6 txGradebook - Access txGradebook as a Long-Term Substitute Teacher 4. Type the following: zz Your user ID must be six to eight alphanumeric characters and unique within the district. The user ID is not case-sensitive. Note: Once established, a user ID cannot be changed or deleted. zz Your password must be six to nine alphanumeric characters. Use at least three of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234). Your password is case-sensitive. zz Your PIN must be four numeric characters. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed. 5. Click Next. The Registration Step 3 page is displayed. 7 txGradebook - Access txGradebook as a Long-Term Substitute Teacher 6. Select and answer a set of three hint questions. The questions will be asked in the event that you lose your registration information. Note: If you forget your user ID or password, you will be required to answer the questions correctly in order to recover your registration information. Be sure to select questions for which you will easily remember your answer. Answers are case sensitive. 7. Click Next. The Success page is displayed. 8. Click Finish. You are redirected to the Announcements page. 8 txGradebook - Access txGradebook as a Long-Term Substitute Teacher 9 txGradebook - Access txGradebook as a Long-Term Substitute Teacher Log On to txGradebook If you are continuing from the previous step and are already logged on, you can skip this step. If you are not already logged on, you must log on to txGradebook using the user name and password created in the previous step. Once you are logged on, you can access the pages for the remaining steps. 1. From the Login page in the User ID field, type the user ID created in the previous step. 2. In the Password field, type your password. The typed text is hidden. The password is case sensitive. 3. Click Login. The Announcements page is displayed. 10 txGradebook - Access txGradebook as a Long-Term Substitute Teacher 11 txGradebook - Access txGradebook as a Long-Term Substitute Teacher Specify the Instructor When you log in to txGradebook, the Announcements page is the first page displayed. From here, you must specify the instructor for whom you are substitute teaching. You must select the instructor each time you log in. 1. In the Select a teacher to substitute for field, select the instructor for whom you are substitute teaching. zz Only instructors for whom you are substitute teaching assigned are listed. zz The substitute teacher's beginning and ending dates also determine which

instructors are listed. If the beginning date is in the future, the instructor is not listed until the current date is within the range of dates specified. Once the current date is past the substitute's ending date, the instructor is no longer listed. 2. Click Select Teacher. A message is displayed indicating that you are now substitute teaching for the selected instructor. The instructor's three-digit instructor number is also provided. 12 txGradebook - Access txGradebook as a Long-Term Substitute Teacher Note: Once you have selected an instructor, the Settings > Update Profile page is no longer available. See the Update Profile Settings chapter for information about how to update your profile settings. 3. To select another instructor, you must log out, and log in again. Then, select a different instructor. 13 txGradebook - Access txGradebook as a Long-Term Substitute Teacher Use txGradebook as the Instructor When logged in as a long-term substitute teacher, you can maintain and print most data that the instructor would be able to access, including attendance, assignments, grades, discipline, and reports. For assistance with these pages, view the Help for each page, as well as the txGradebook Overview guide. As you update and post data in the database tables, be aware that the instructor's name will be associated with some actions, and the substitute teacher's name will be associated with other actions. □□ If you mark grades as ready to post, the instructor's name is reflected. □□ If you post attendance, the instructor's name is reflected. □□ If you enter a discipline referral, the substitute's name is reflected. 14 txGradebook - Access txGradebook as a Long-Term Substitute Teacher 15 txGradebook - Access txGradebook as a Long-Term Substitute Teacher Update Profile Settings as Needed Once you have selected an instructor on the Announcements page, the Settings > Update Profile page is no longer available. If you need to make changes to your profile, you must log out, and then log in and access the Update Profile page before selecting an instructor. Settings > Update Profile For assistance with the fields on the page, view the online Help. 16 txGradebook - Access txGradebook as a Long-Term Substitute Teacher

Web-based Access for Teachers, Parents, and Students