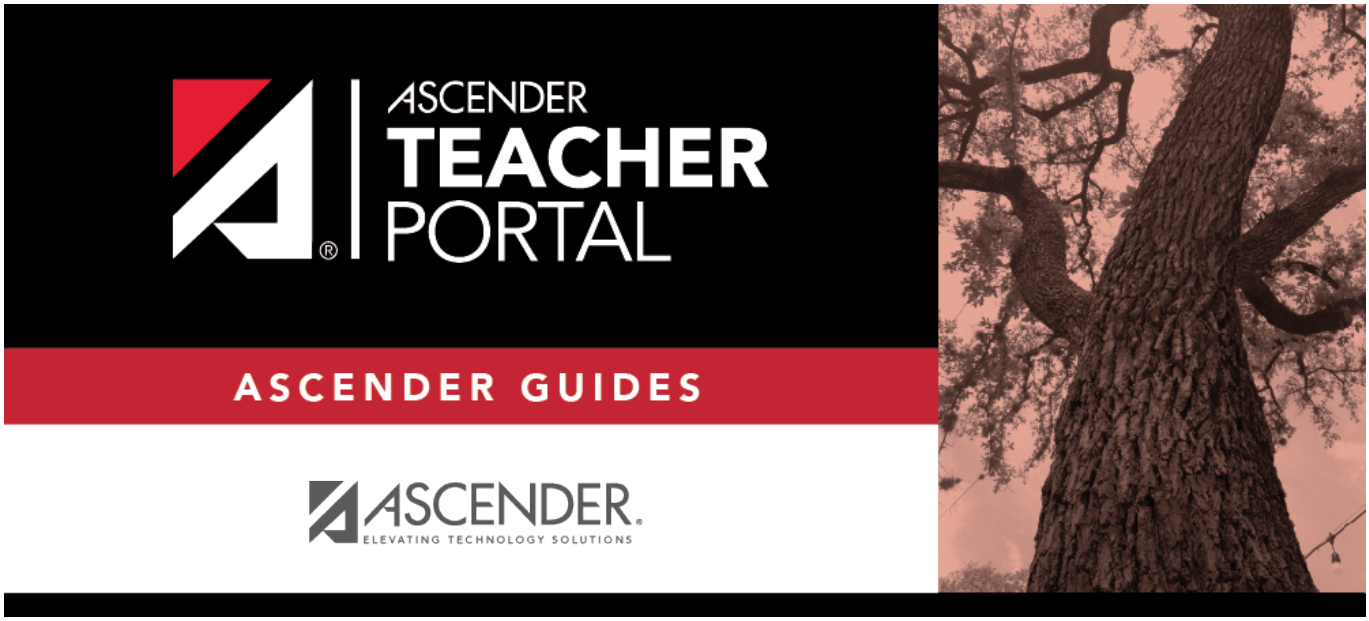


Long-Term Substitute Teachers

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Teacher Guide to ASCENDER TeacherPortal

Long-Term Substitute Teachers

Long-term substitute teachers can be granted access to use txGradebook on behalf of an instructor who is out for an extended period of time. When the substitute teacher logs in to txGradebook, he can select the instructor for whom he is substitute teaching. Then, the substitute teacher can proceed to use txGradebook as the instructor.

Prerequisites.

Before a long-term substitute teacher can access TeacherPortal, a substitute teacher record must already exist for him in TeacherPortal. These steps are covered in the TeacherPortal Administrator guide.

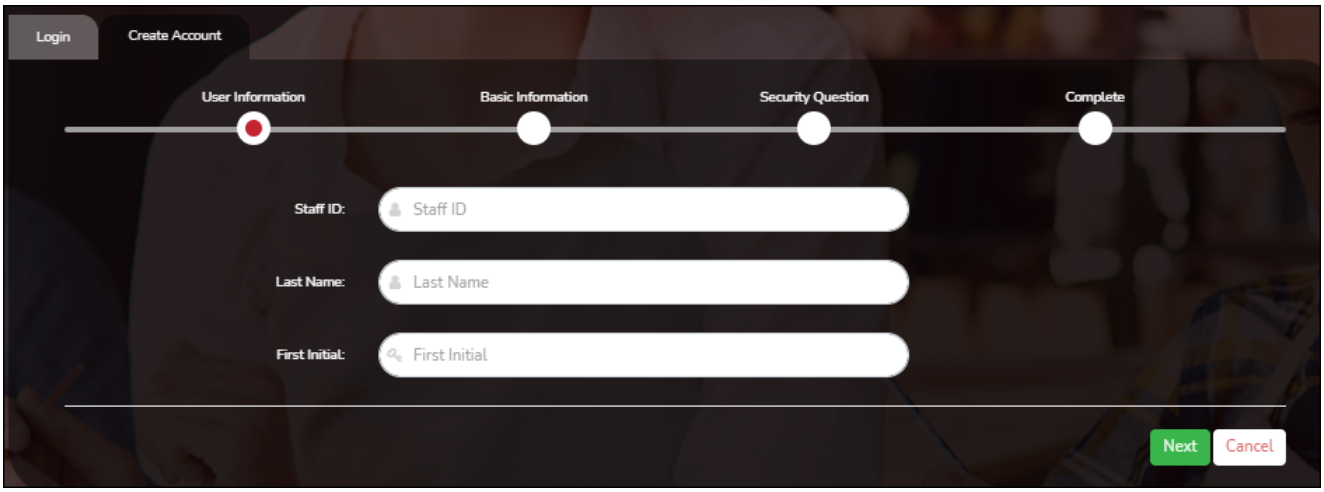
Create an ASCENDER TeacherPortal account.

A long-term substitute teacher must create a TeacherPortal account in order to log on to TeacherPortal. Substitute teachers will log on to TeacherPortal with their own accounts, rather than with the teacher's account.

❑ From the Login page, click **Create Account**. The User Information page is displayed.

To exit without saving any changes, click **Return to Login**.

User Information:

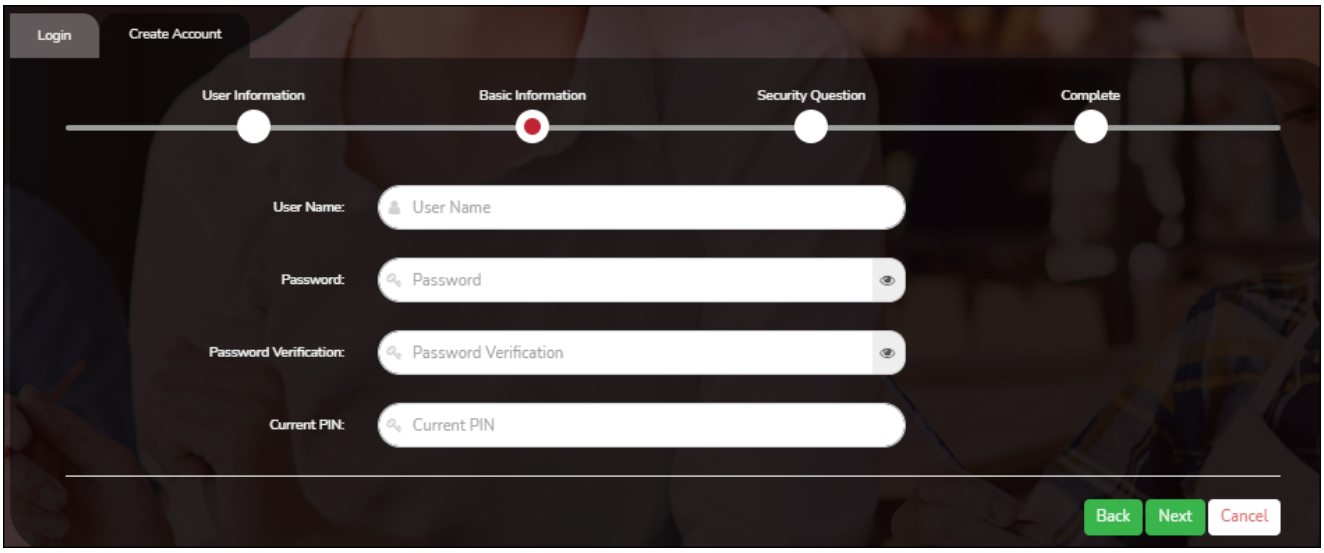


Staff ID	Type your staff ID number.
Last Name	Type your last name
First Initial	Type the first letter of your first name.

❑ Click **Next**.

If you entered the data correctly, the Basic Information step opens.

Basic Information:

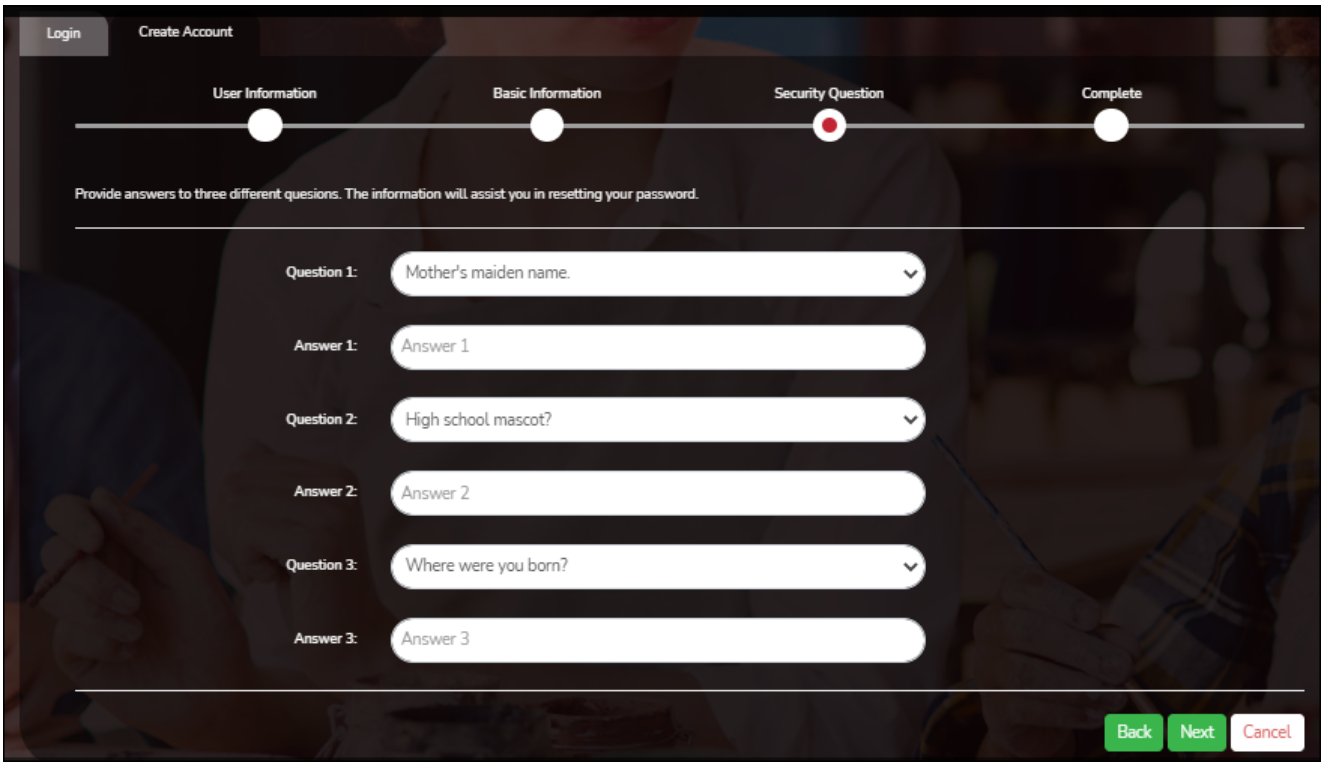


User Name	Type a unique user name that will identify you when you log on to the system, such as a combination of letters from your first and last name. • Your user name must be 6-25 alphanumeric characters and must be unique within the district. • Your user name is not case-sensitive. • If you type a name that is already used, available alternatives are suggested.
Password	Type a password that you will use when you log on to TeacherPortal. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: • Uppercase letters (A–Z) • Lowercase letters (a–z) • Numbers (0–9) • At least one allowed special character
Password Verification	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.
PIN	Type a four-digit numeric personal identification number (PIN) that you will use when you post data in TeacherPortal. **Avoid using 1234, 4321, or all the same number, as these are common and easily guessed.**

❑ Click **Next**.

If you entered all required data correctly, the Security Question step opens.

Security Question:



Question	Select three questions to which you will provide an answer. The questions are asked in the event that you forget your password. You must select three different questions. You cannot repeat any questions/answers.
Answer	Type the answer to each question. If you forget your password, you will be required to answer the question correctly in order to recover your account. Be sure to select questions for which you will easily remember your answer. Answers are case sensitive.

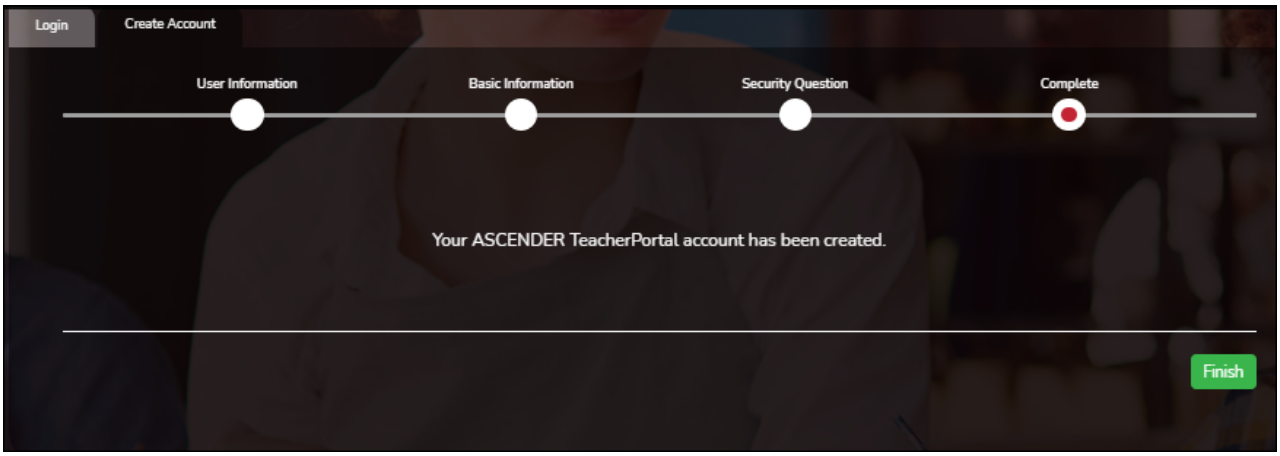
License Agreement

Review and accept the End User License Agreement (EULA) for ASCENDER. This agreement must be accepted in order to proceed.

❑ Select **Accept**.

❑ Click **Next**.

If you entered all required data, the Complete page opens.



❑ Click **Finish**.

The Announcements page opens.

Log On to TeacherPortal

Specify the Teacher

Use TeacherPortal as the Teacher

Update Profile Settings as Needed

Generate seating chart report.

Reports > Seating Charts

This report prints a teacher's seating charts for all periods or one period. For each period, the seating chart is displayed followed by a list of students who are not assigned to seats. The seating chart lists the student name, gender, and ID.

If printed for all periods, each period prints on a separate page.

NOTE: If that field has been changed, and the seating charts have not been re-saved on Settings > Manage Charts since the setting was changed, a warning message is displayed when the report is generated indicating that the reports will not be accurate until the Manage Seating Charts page has been re-saved. You must review the seating chart for each

period on the Manage Seating Charts page, make any necessary changes, and then re-save each chart.

❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.
Period	Select the period-course(s) to print the seating chart for, or select *ALL CLASSES* to print seating charts for all periods. If **Combine Courses in Attendance** is selected on your Settings > Update Profile page, the courses are combined by period.
width	Select the width setting for the report.
	Fixed Seat Width: Select to print a report in which all seats are the same width. This setting works for small and average-size classes. For larger classes, some seats may not print on the page.
	Auto-Adjusted Seat Width: Select to print a report in which each column is adjusted to the student name. Each column is only wide enough to accommodate the longest name in the column; therefore, some columns are wider than others. This setting is a better option for larger classes.
	For either width setting, you can adjust the orientation when you print. Select **Landscape** to increase the number of students that fit on the page.
Show Pictures	Select to display student photos in the seating chart. Photos are only available if they have been added by the district.

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

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