



sub-select-teacher

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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. 2. Only instructors for whom you are substitute teaching assigned are listed. 3. 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. 4. 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. 5. 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. 6. To select another instructor, you must log out, and log in again. Then, select a different instructor. 7. txGradebook - Access txGradebook as a Long-Term Substitute Teacher