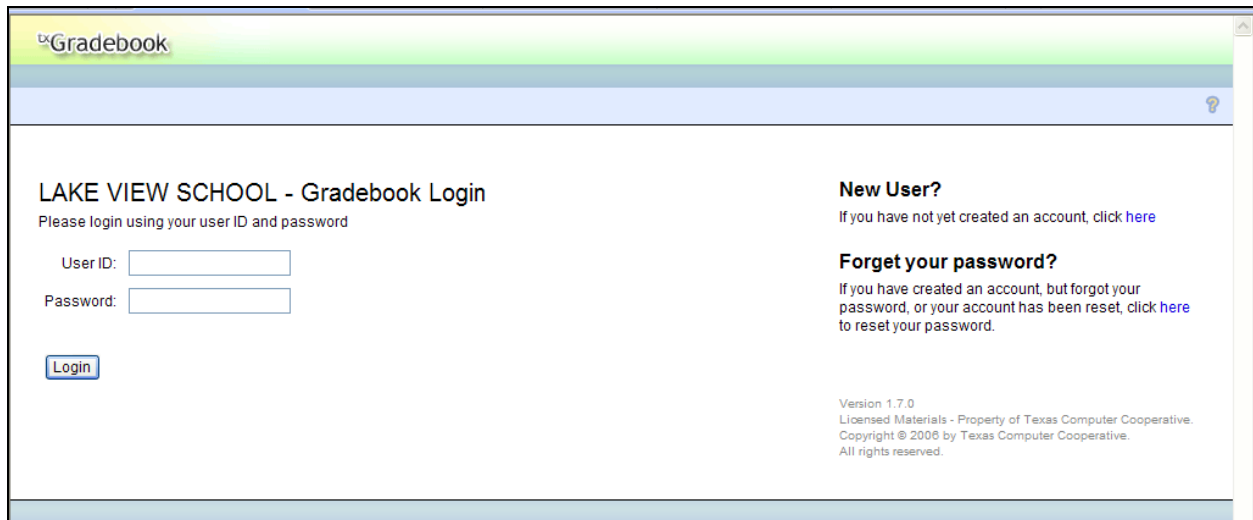


# Registration and Login

## Login Page

The Login page is the entry portal to txGradebook for both new users and those who have not yet registered on the system. If the district has specified hours of operation for txGradebook, the hours are displayed on the page. Also, special notices regarding system outages or other information may be displayed on the page, if applicable.



txGradebook

LAKE VIEW SCHOOL - Gradebook Login

Please login using your user ID and password

User ID:

Password:

Login

**New User?**  
If you have not yet created an account, click [here](#)

**Forget your password?**  
If you have created an account, but forgot your password, or your account has been reset, click [here](#) to reset your password.

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### To log on as a registered user:

If you have already registered, type your user ID and password, and then click the **Login** button. Your user ID is not case-sensitive. Your password is case-sensitive. The text typed in the **Password** field is hidden.

If you are a teacher with a non-administrative account, the Announcements page is displayed.

**Warning:** If you have three unsuccessful attempts to log on (invalid user ID/password combinations), the system will lock out your account. If your account is locked out, please contact the campus administrator to have your account reset.

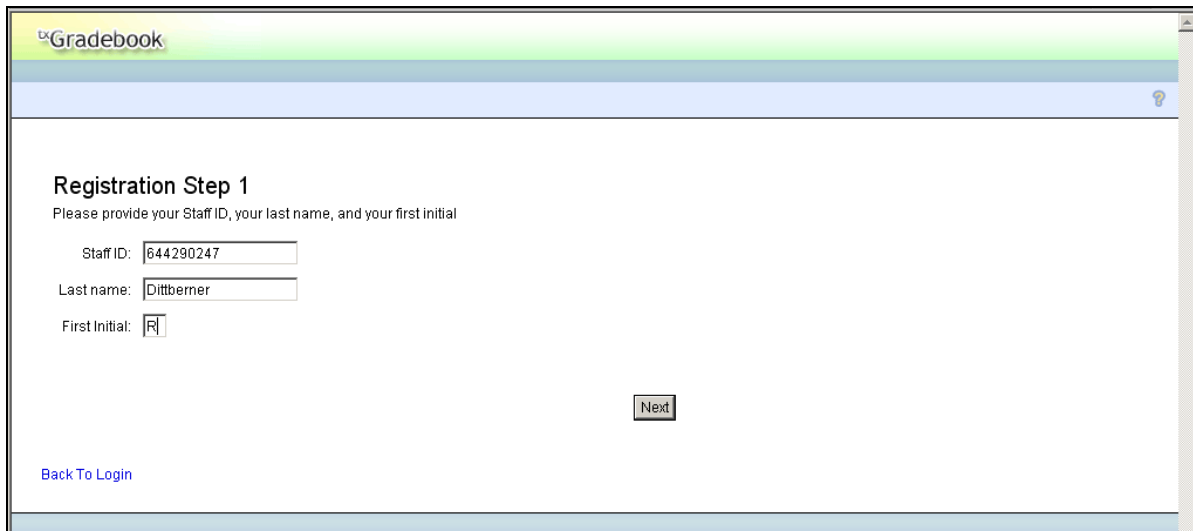
**New users: ALL teachers, new or not, must re-create their account each year: click the link on the Login page under New User to begin the registration process.**

## Registration Pages

### To register a new user:

If you are a new user who has not previously registered for txGradebook, click the link on the Login page under **New User** to begin the registration process.

The Registration Step 1 page is displayed.



txGradebook

Registration Step 1

Please provide your Staff ID, your last name, and your first initial

Staff ID:

Last name:

First Initial:

[Back To Login](#)

The **Registration Step 1** page is the beginning of the process to authenticate a new user.

1. Type a valid staff ID (assigned by the district), last name, and first initial.

**Your Staff ID is your Social Security number (numbers only - no spaces, dashes, etc.)**

2. Type the required data, and then click **Next**. The Registration Step 2 page is displayed.

**Registration Step 2**  
Please provide a User ID, Password and Personal Identification Number

User ID:   
Must be between 6 and 9 alpha-numeric characters (example: ABC5555)

Password:   
Must be between 6 and 9 alpha-numeric characters; Must contains at least 3 of the following character types: uppercase, lowercase, numeric, punctuation

Confirm Password:   
Password must match entry in password field exactly (case sensitive)

PIN:   
Must contain 4 numbers (example: 1234)

[Next](#)

[Back To Login](#)

3. The **Registration Step 2** page requires that you type a user ID, password, and personal identification number (PIN).

- **Your user ID must be 6-8 alphanumeric characters and unique within the district.** The user ID is not case-sensitive. Choose user ID that you can remember (you will use it often).  
**Note:** Once established, a user ID cannot be changed or deleted.
- **Your password must be 6-9 alphanumeric characters.** Use **at least three** of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234). Your password is case-sensitive.
- **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.

- Enter the required data, and then click **Next**. The Registration Step 3 page is displayed.

**Registration Step 3**  
Please provide answers to three personal questions, when verifying your identity to recover a lost password, one of these three will be asked at random.

Question 1: What is the first and last name of your first boyfriend or girlfriend?

Answer 1:

Question 2: Which phone number do you remember most from your childhood?

Answer 2:

Question 3: What was your favorite place to visit as a child?

Answer 3:

[Back To Login](#)

The **Registration Step 3** page requires that you select and answer a set of three hint questions. The questions will be asked in the event that you lose your registration information. The district determines questions that you can select.

**Note: 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.**

- Enter the required data, and then click **Next**. The **Success** page is displayed.

**Success**  
You have successfully completed your registration. Click finish to start using your web gradebook.

[Back To Login](#)

- Click **Finish**. You are redirected to the appropriate page according to your access level. If you are a teacher with a non-administrative account, the Announcements page is displayed.

## Update Profile Pages

The Update Profile pages allow you to change your password, PIN, or hint questions at any time. For administrative users, the Update Admin Profile pages are used instead.

### Settings > Update Profile

**Update Profile**  
Enter new values into the fields you wish to change. Fields left blank will not be updated.  
Fields denoted with a red asterisk (\*) are required.

\* Current Password:

All profile changes require user verification. Please use your current password to confirm this is you.

New Password:

Must be between 6 and 9 alpha-numeric characters; Must contain at least 3 of the following character types: uppercase, lowercase, numeric, punctuation

Confirm Password:

Password must match entry in password field exactly (case sensitive)

New PIN:

Must contain 4 numbers (example: 1234)

Phone Number:  -

E-Mail Address:

Maximum of 64 characters (example: name@isdname.net)

Notes:

Note: Parents will be able to view phone number, e-mail address and notes through txConnect.

Combine Courses in Attendance:

If you change this setting you will need to save each seating chart again.

Update Hint Questions:

Student Order:

To use a custom student order, select whether new students should appear at the top or bottom of the list. If you would not like to use this feature, select alpha (default) order.

Use Independent Scroll Bars on Assignment Grades:

To display all students (regardless of the class size) uncheck this box.

Default Assignment Due Date:

Be sure to double check that your assignments fall on a valid date.

### To update a user profile:

1. In the **Current Password** field, type your current password. You must type your current password correctly in order to update any data in your profile.
2. To change your password, type a new password in the **New Password** field. 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).

3. Type your password again in the **Confirm Password** field. It must match the password you typed in the **New Password** field exactly.
4. To change your PIN, type a new four-digit PIN in the **New PIN** field.
5. If you want to provide your telephone number to parents in txConnect, type the number in the **Phone Number** field in the NNN-NNNNNNN format. If you leave the field blank, your phone number will not be provided in txConnect.
6. If you want to provide your e-mail address to parents in txConnect, type the address in the **Email Address** field (e.g., *someone@example.net*). If you leave the field blank, your e-mail address will not be provided in txConnect.
7. If you want to provide additional notes to parents, such as conference period availability, type the notes in the **Notes** field. If entered, the comments will be displayed for parents in txConnect.
8. Select **Combine Courses in Attendance** if you want to combine classes for attendance reporting. The field is selected by default. If you do not want to combine courses for attendance reporting (e.g., prekindergarten courses that meet morning and afternoon), clear the field.
9. If you want to update your hint questions, select **Update Hint Questions**. The questions are updated on the next page when you click **Next**.
10. In the **Student Order** field, indicate where you want new students to be listed on the following pages and reports: Assignment Grades, Cycle Grades, IPR Comments, Print IPR, Assignment Grades Report, and Class Roster Report. This field works in conjunction with the Arrange Student Order page and is only available to users who are logged on as instructors. The field is not available to administrative users.
  - *Alpha (default) order* - All students are listed in alphabetical order, regardless of the custom sort order established on the Arrange Student Order page.
  - *Add new students to the top of the list* - Any new students who have enrolled in the course section since you last saved a custom sort order are displayed at the top of the list.
  - *Add new students to the bottom of the list* - Any new students who have enrolled in the course section since you last saved a custom sort order are displayed at the bottom of the list.

The setting is the same for all of your classes.

**Notes:**

- If you select the option to list new students at the top or bottom of the list, but you have not set up a custom sort order for all course sections, only classes that have a custom sort order are affected. For all other course sections, all students are listed in alphabetical order.
- This field allows you to toggle between displaying students in alphabetical order and your custom sort order. If you have created a custom sort order, you can temporarily change this field so your students are displayed in alphabetical order. When you change

the field again to add new students to the top or bottom of the list, your custom sort order is retained.

11. Select **Use Independent Scroll Bars on Assignment Grades** if you want independent scroll bars for the assignment grades table on the Assignment Grades page. If you clear the field, the complete assignment grades table will be displayed. If the data requires more than one screen, the page scroll bars must be used to view the additional data.

**Note:** The field is ignored if you are using an Apple mobile device. The independent scroll bars are not available on Apple mobile devices.

12. In the **Default Assignment Due Date** field, indicate if you want a default date to be displayed in the **Date Due** field on the Administer Assignments page. You can select no default date, the current date, or up to five days in the future. For example, if you selected *Current Date +2*, and the current date is May 20, the **Date Due** field on the Administer Assignments page will display May 22 by default. If May 22 occurs on the weekend, the **Date Due** field will display the date of the following Monday.
13. Click **Next**. If you selected **Update Hint Questions**, the Update Profile Step 3 page allows you to update your answers to the hint questions.

Gradebook District: Lakeview ISD Campus: Lakeview High School

Home Attendance Grades Reports Settings 227 - AXBERG, PETER J | logout

### Update Profile Step 3

Please provide answers to three *different* personal questions; when verifying your identity to recover a lost password, one of these three will be asked at random.

Question 1: What street did you live on as a child?

Question 2: What is your favorite fruit or vegetable?

Question 3: What is your middle name?

Next

14. You can change your hint questions and answers, and then click **Next**.
15. If you entered all required data, the Success page is displayed. Click **Finish** to return to the Announcements page.

Gradebook District: Lakeview ISD Campus: Lakeview High School

Home Attendance Grades Reports Settings 227 - AXBERG, PETER J | logout

### Success

You have successfully completed your profile update. Click finish to return to gradebook.

Finish

## Other Account Maintenance

### To recover a locked account:

If you have three consecutive unsuccessful attempts at signing in, your account will be locked, and you must contact your campus txGradebook administrator to have your password reset. Once your account is reset, you can use the Reset Password (recover a lost password) procedure described later in this guide to reset your password.

### To change a password to continue:

For security purposes, your password will expire periodically. The amount of time that your password is valid is set by the district. If your password has expired, you are redirected to the Password Expired page before the Announcements page is displayed.

1. Type your current password.
2. Type (and retype to confirm) your new password.
3. Click **Submit**.

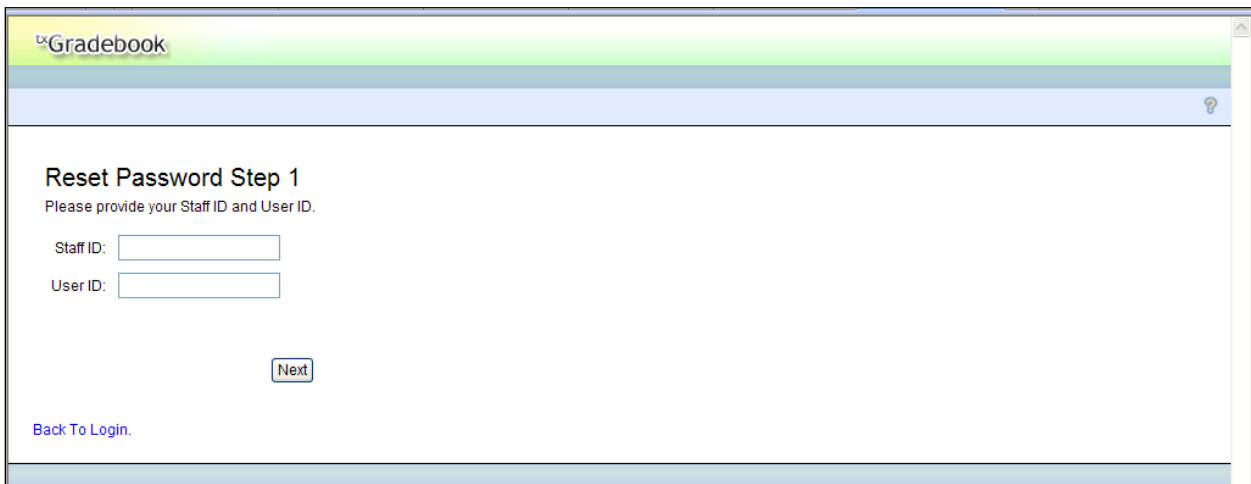
If you typed the data correctly, your password is changed, and the Announcements page is displayed.

### To reset a password or recover a lost password:

The Reset Password page allows you to reset your password in the event that you forget your password and need to regain access to txGradebook. You can also change your password at any time.

### To access the page:

From the Login page, click the link under **Forget your password**. The Reset Password Step 1 page is displayed.



txGradebook

Reset Password Step 1

Please provide your Staff ID and User ID.

Staff ID:

User ID:

[Back To Login.](#)



1. Type your staff ID and user ID, and then click **Next**. The Reset Password Step 2 page is displayed.

txGradebook

### Reset Password Step 2

Please answer the following hint question so that we can verify your identity.

Question: What is your favorite color?

Answer:

[Back To Login.](#)

2. One of your hint questions is displayed. In the **Answer** field, type the answer to the question exactly as you typed it during the registration process.
3. Click **Next**. If you typed the data correctly, the Reset Password Step 3 page is displayed.

txGradebook

### Reset Password Step 3

Please create and confirm your new password. You may also change your PIN, leave it blank if you would like it to remain the same.

Password:

Must be between 6 and 9 alpha-numeric characters; 3 out of every 4 characters must be one of the following: uppercase, lowercase, numeric, punctuation

Confirm Password:

Password must match entry in password field exactly (case sensitive)

New PIN:

Leave pin field blank if you do not wish to change your pin, otherwise field must contain 4 numbers (example: 1234)

Confirm PIN:

PIN must match entry in PIN field exactly

[Back To Login.](#)

4. In the **Password** field, type a new password. The password must be six to nine alphanumeric characters. Use a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234). Your password is case-sensitive.

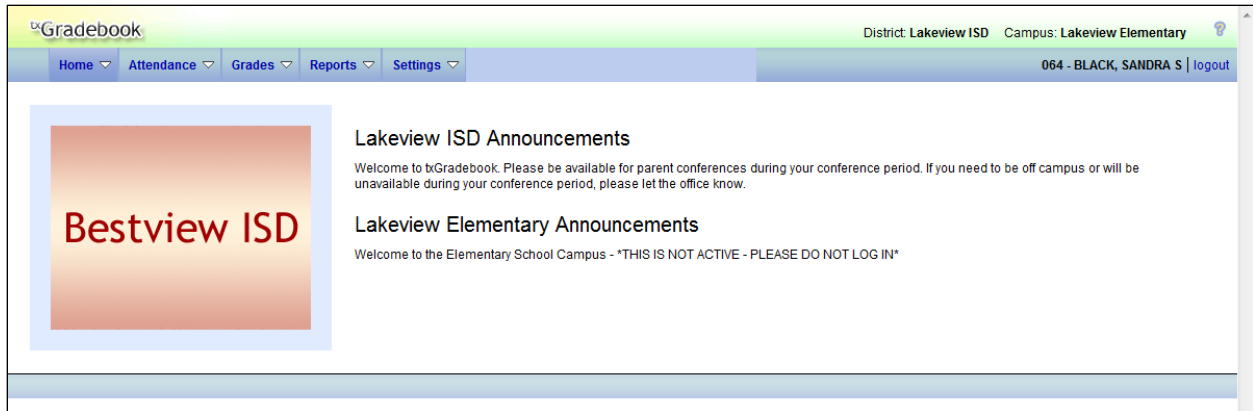
**Note:** You cannot reuse your last password.

5. Retype your password in the **Confirm Password** field.


6. If you want to change your PIN, type a new PIN in the **New PIN** field, and then retype the PIN in the **Confirm PIN** field. Click **Finish**. Once your password is changed, the Announcements page is displayed.

# Menu Overview

Once you successfully log on to txGradebook, the Announcements page is displayed.



The following navigation tools are displayed at the top of every page in txGradebook.

- Your district name and campus name are displayed in the upper-right corner. If you currently teach courses at more than one campus, you can select which campus to view.
- The main menu provides access to all areas of txGradebook.
- Your ID and name are displayed on the right side of the main menu. If you teach at multiple campuses and your name happens to be entered differently at each campus (e.g., if your first name is entered as James at one campus and Jim at another campus), your name is displayed as it is entered at the campus you are currently viewing. In most cases, your name should be entered the same at all campuses.
- The logout link is displayed to the right of your ID.
- The submenu is displayed below the main menu when you mouse over a main menu item. The submenu provides links to the pages and functions within the main menu areas.
- The Help button  is displayed on the right side of the submenu.
- District and campus announcements are displayed below the submenu. The announcements, which may contain important deadlines and information, are entered by your district and campus. Always check the announcements for new information.
- To return to this page after you log on, select Announcements from the Home menu.

**To access a page:**


From the menu bar, mouse over the menu name (e.g., Attendance) to display the contents of the menu. The submenu is displayed below the main menu.

From the submenu, select the menu item. A page for the selected menu item is displayed.

**To return to the previous page:**

You cannot return to a page by clicking your browser's Back button. To return to a page, you must reselect it from the menu.

**To access Help:**

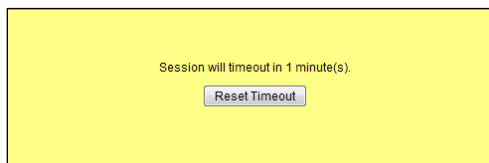
On the right side of the submenu, click . The Help window opens.

In the Help window, the Help topic is displayed on the right. The Help topic is specific to the page you are viewing. The navigation pane is displayed on the left, which allows you to browse other Help topics from this Help window.

**To keep your session active:**

If your session is idle for a specified amount of time (i.e., you are logged on but you have not made any changes that have hit the server), your session becomes inactive. This is a security measure designed to limit access to the system if you are unexpectedly called away from your computer. The time limit for idle sessions is set by the district.


- Prior to becoming inactive, a warning message is displayed to let you know that your session will end soon.



- To keep the session active, click **Reset Timeout**. The session timeout counter starts over, and you will not lose data on the page.
- To allow the session to expire, do not type or click on the page. A short time later, your session will time out and the page is automatically redirected to the Login page.

**Warning:** Any data that was not saved when the session expired is lost.

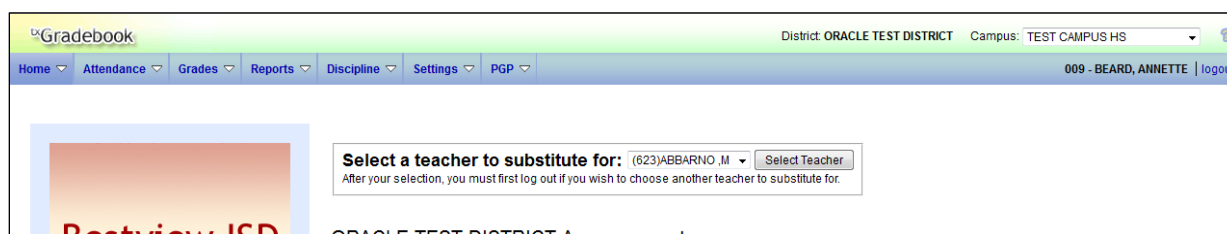
## To log out:

The **logout** link is displayed to the right of your user ID. When you click the **logout** link, you are logged out of txGradebook and redirected to the Login page. You can also click  to log out.

- Any data that was not saved is lost when you log out.
- After you log out, you cannot use the browser's Back button to return to the last page you visited. You must log on to txGradebook again to view the page.
- If you close the browser (either click the browser's close button or select Close from the File menu), you are logged out of txGradebook.

## Long-Term Substitute Teachers

In the **Select a teacher to substitute for** field, select the instructor for whom you are substitute teaching, and then click **Select Teacher**. Then, proceed to use txGradebook as if you were the instructor. This field is only displayed if you logged on as an instructor for whom a long-term substitute teacher has been assigned.



To select another instructor for whom to substitute, you must log out of txGradebook, and then log on as the next instructor and select the next instructor from this drop down.

## Notes:

- You can only access the Update Profile page before you select an instructor. Once you have selected an instructor, the Update Profile page is no longer available.
- Only instructors for which an administrator has assigned you as the substitute will be listed in the drop down, and only if the current date falls within the date range specified.
- As a long-term substitute, you can maintain and print any data that the instructor would be able to access.
  - 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.