

txGradeBook

Creating your Login

Access the internet and key in the URL district's txGradeBook. The following screen is displayed:

txGradebook

Quality ISD - Gradebook Login

Please login using your user ID and password

User ID:

Password:

Login

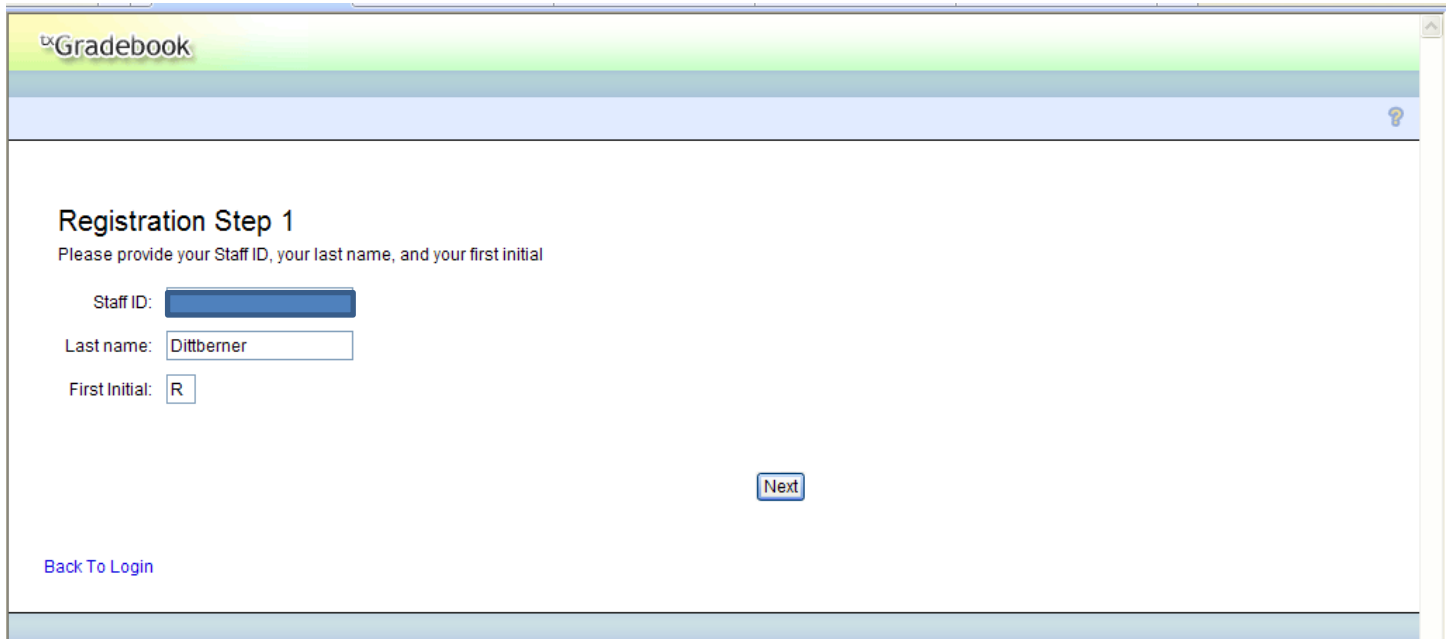
New User?
If you have not yet created an account, click [here](#)

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 the right side of the screen, under **New User**, click on the word **“here”**.

This should take you to the Registration Step 1 screen, shown below:



The screenshot shows the 'Gradebook' application interface. At the top is a green header bar with the 'Gradebook' logo. Below this is a light blue navigation bar containing a home icon and a help icon (a question mark). The main content area is white and titled 'Registration Step 1'. Below the title is a subtitle: 'Please provide your Staff ID, your last name, and your first initial'. There are three input fields: 'Staff ID' (a blue button), 'Last name' (a text box containing 'Dittberner'), and 'First Initial' (a text box containing 'R'). A blue 'Next' button is centered below the input fields. In the bottom left corner, there is a blue link labeled 'Back To Login'.

For the **Staff ID**, you must enter **6 digit employee id number**, and it must match the number stored in your district's TxEIS database. **IF** you are **a teacher** the staff ID must match the one on the instructor tab in Grade Reporting. **IF** you are **an administrator** the staff ID must match the one entered in Registration>Maintenance>Campus Profile>Campus Information Maintenance>Principal/Counselor tab.

Then enter your **Last name** and **First Initial** and **click** on the **Next** button.

This should take you to the Registration Step 2 screen, shown below:

txGradebook

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)

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[Next](#)

TEACHER'S- In the **User ID field**, enter an id that is between 6 and 8 alpha and/or numeric characters. **This ID is NOT case sensitive.**

ADMINISTRATOR'S- In the **User ID field**, enter the user id that was assigned to you by the txGradebook administrator. **This ID is NOT case sensitive.**

In the **Password field**, enter a 6 to 9 character password. The password **MUST** contain at least three of the following kinds of characters: numeric, lowercase, uppercase, and punctuation. The **password IS case sensitive**, and you must remember your password, as your district administrator will not be able to tell you what your password is. Also, your password will expire after some predetermined number of days, and you will be required to pick a new password at that time.

In the **PIN field**, enter four numeric digits. (You will be required to enter this PIN number when you makes changes and do a SAVE in gradebook.) Then **click** the **Next** button.

This should take you to the Registration Step 3 screen, shown below:

Gradebook

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](#)

Enter your answers to the three questions on this screen. **Answers are CASE SENSITIVE**, you will have to know the answers if you forget your password, AND, you will have to answer the questions exactly the way you first answer them on this screen. For example, if your answer to the question about your first car is Camero, then if you are asked this same question when you have forgotten your password, you must enter Camero, and not camero.

Click Next to go to the last screen, shown below.

Click the **FINISH** button to complete your registration, which should take you to the District and Campus Announcement page.

You are now a registered user of txGradeBook.

