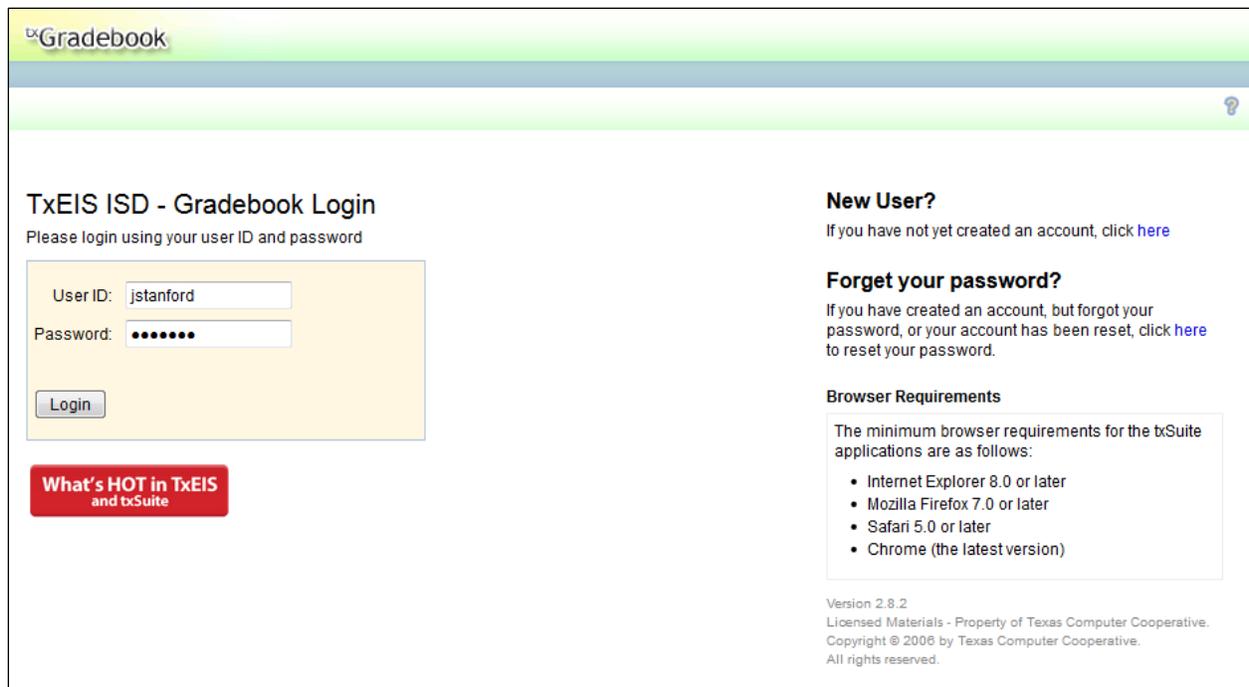


The Claude ISD gradebook website is:
<https://txsuite02.region16.net/tg006902>

The Registration page allows teachers to register for access to the gradebook. The logon process is self-administered, which means that you choose your user ID and password during registration. If you forget or lose your logon information, or if you want to change your password, you must go through an automated process to reset your password.

To register, you must provide your staff ID and name. You must be associated with the school district for the current school year. Upon registering, you will create your user ID, password, and PIN.

If you already registered, you are not allowed to register again. If you forgot your user ID, password, and /or PIN, click the link under Forget Your Password on the Login page to go to the Reset Password page where you can reset your password using an automated process.



txGradebook

TxEIS ISD - Gradebook Login
Please login using your user ID and password

User ID:

Password:

Login

What's HOT in TxEIS and txSuite

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.

Browser Requirements

The minimum browser requirements for the txSuite applications are as follows:

- Internet Explorer 8.0 or later
- Mozilla Firefox 7.0 or later
- Safari 5.0 or later
- Chrome (the latest version)

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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 an instructor 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.

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:

[Next](#)

[Back To Login](#)

1. Type a valid staff ID (your nine-digit social security number or six-digit district-assigned employee ID number), last name, and first initial.

Note: **Staff ID vs. social security number:**

For TxEIS districts as of TxEIS release 2.0.0000 (summer 2014): Districts may run a utility to convert staff social security numbers to the new six-digit staff ID. Once the district has run the conversion, only six-digit district-assigned staff IDs will be used; your social security number will no longer be used as your staff ID. If your district has run the conversion, you will register for txGradebook using your six-digit district-assigned staff ID number in the **Staff ID** field. If your district has not yet run the conversion, you will register using your nine-digit social security number in the **Staff ID** field. Note that if you register prior to the conversion using your social security number, and then need to reset the password after the conversion, you must use your six-digit staff ID to reset your password.

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 8 alpha-numeric characters (example: ABC5555)

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)

PIN:
Must contain 4 numbers (example: 1234)

E-Mail Address:
Must be a valid email address (example: john@district.net)

[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 six to eight alphanumeric characters and unique within the district. The user ID is not case-sensitive. Check with your district administrator to find out if special formatting is required.

Note: Once established, a user ID cannot be changed or deleted.

- 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.
 - 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.
4. (iTCCS only) In the **E-Mail Address** field, type your e-mail address (e.g., *someone@example.net*).

If **Require Teacher Email** is selected in the iTCCS Student system on District txGradebook Options Maintenance WST0051, you are required to provide an e-mail address. Otherwise, it is optional but recommended.

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

txGradebook

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:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

[Next](#)

[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.

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

txGradebook

Success

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

[Finish](#)

[Back To Login](#)

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

To exit the registration process:

At any point during the registration process, you can click **Back to Login** to cancel your registration and return to the Login page. Any data you entered up to that point is not saved.

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.

GO TO: 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. For added security, 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).