

*IMPORTANT THAT THIS IS DONE BY FRIDAY, AUG. 19, 2011
MUST BE DONE TO TAKE ATTENDANCE ON FIRST DAY*

txGradebook & First Day Attendance Instructions

Setting up your grade book:

- Access the Tidehaven Web Site for the txGradebook pdf training manual. IF you feel the need to absolutely print, try to only print the pages you need.
- Log on to your txGradebook by entering <http://txconnect.esc3.net/Tidehaven> in the address bar of Internet Explorer. You can also use the icon on your desktop if you are on a school computer.
- Start with Registration and Log In and click New User. Everyone has to do this for the new school year. Your username/password will not work from last year, however you can use the same username/password from last year. You can also follow the instructions on page 8 of the pdf file.

txGradebook

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

User ID:

Password:

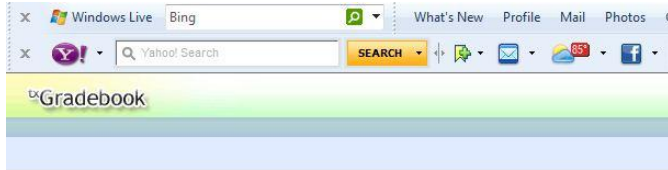
Login

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

Forgot 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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- On Registration Step 1, provide your Staff ID (SSN), your last name, and first initial. Click Next.



Registration Step 1

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

Staff ID:

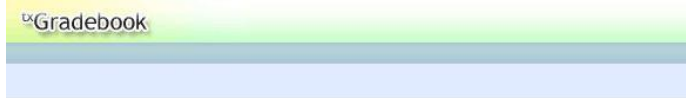
Last name:

First Initial:

[Next](#)

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- On Registration Step 2, provide your User ID, Password, confirm your Password, and choose a PIN.



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

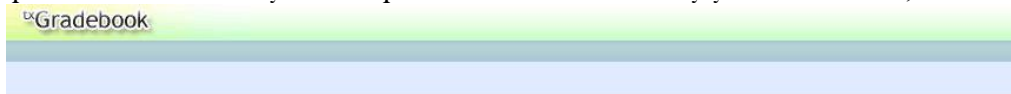
Confirm Password:
Password must match entry in password field exactly (case sensitive)

PIN:
Must contain 4 numbers (example: 1234)

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- On Registration Step 3, choose from the list of Questions on the drop down menu. Provide answers to these questions as well. Try to use questions and answer only you can answer, but that you can remember



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](#)

easily. [Back To Login](#)

- Scroll to page 12 to update your Course Notes for each of your classes, if you would like to post a note about your class such as indicate your conference time, post an announcement, or add any other course related material for all parents to see in the txConnect parent portal.
- Scroll to pages 37-42 for instructions on how to set up your Categories for each of your courses. Remember, you must use the categories already set up for your campus. **DO NOT SET UP ANY NEW CATEGORIES. THESE CATEGORIES ARE SET IN THE TISD STUDENT HANDBOOK.**

They are:

<u>Blessing Elementary</u>	
Daily Grades	60%
Tests	40%

<u>Markham Elementary</u>	
Daily Grades	60%
Tests	40%

<u>Tidehaven Intermediate</u>	
Daily Grades/Homework	60%
Tests	40%

<u>Tidehaven High School</u>	
Daily Grades/ Homework	50%
Weekly Tests	25%
Six Weeks Test	25%

Choose **Percentage** as weighting type.

Now you are ready to start setting up assignments in your gradebook. (Pages 49 in txGradebook February 2011 training guide.)

First Day Attendance:

- Log on to txGradebook (<http://txconnect.esc3.net/Tidehaven>)
- From the Attendance menu, select **Post/View Attendance**
- The first day of school (8/22/11) should come up automatically.
- Select the period you want to take attendance for. (Elementaries will only have 2nd period. The students you are taking attendance for will be the students assigned to you at the 10:00 snapshot time.)
- On the first day of school everyone is **PRESENT**. (Teachers, below are instructions on how to indicate if a student does not show up for your class or was not on your attendance roster.)
- Enter your pin number and save.
- Print out your attendance. (High School and Junior High teachers must print attendance for **EVERY PERIOD OF THE DAY** on the first day of school. Starting on the second day, attendance needs to be printed for 2nd period only and sent to the office. However, attendance must be posted for every period of the day.)
- On your printed attendance sheet **ON THE FIRST DAY OF SCHOOL**, highlight with a marker any student who does not attend your class and add any student who is in your class but not currently on your attendance roster. (High school and junior high teachers, because some students may have a hard time locating your classroom on the first day, please give your students plenty of time to get to class before highlighting them as “No shows”.)
- Sign and date
- Place your roster outside your door for the office to pick up.

Have a great year!