

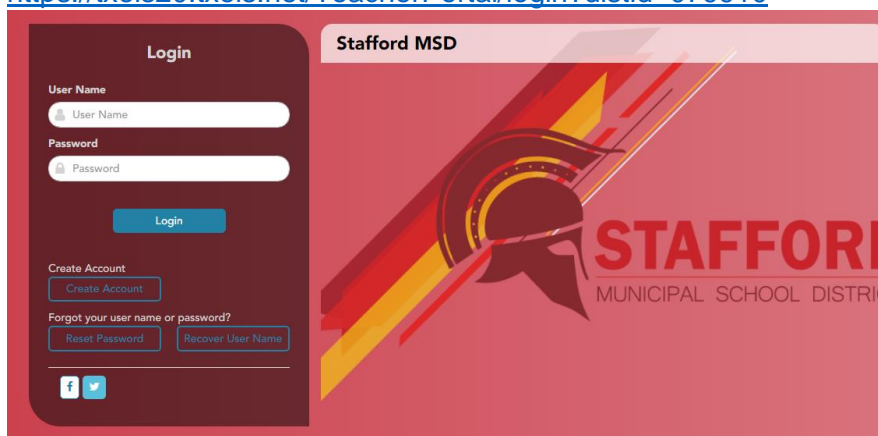
NEW ACCOUNT REGISTRATION

Instructors must register each year before logging on, as all non-administrative user accounts are deleted at the end of each school year.

Please follow the instructions/steps below to get started.

CREATE AN “ASCENDER TEACHERPORTAL” ACCOUNTS

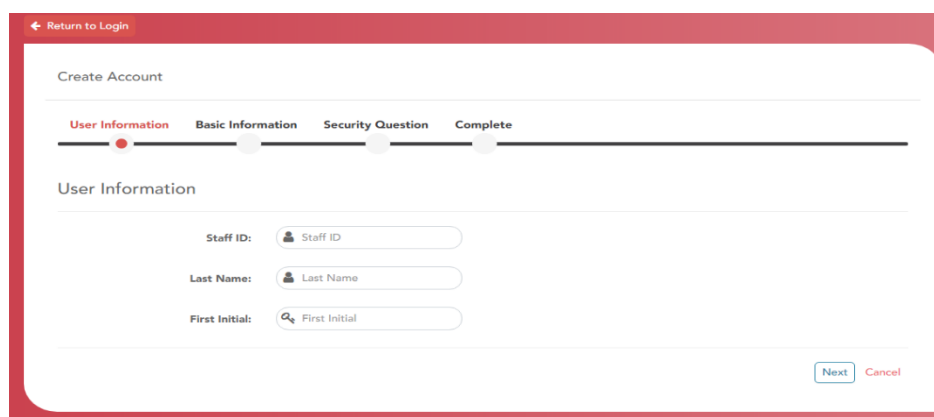
<https://txeis20.txeis.net/TeacherPortal/login?distid=079910>



The screenshot shows the login interface for Stafford MSD. On the left, there is a dark red sidebar with a 'Login' section containing fields for 'User Name' and 'Password', a 'Login' button, and a 'Create Account' button. Below the login section are links for 'Forgot your user name or password?' with 'Reset Password' and 'Recover User Name' buttons, and social media icons for Facebook and Twitter. The main content area has a light red background with the Stafford MSD logo and the text 'STAFFORD MUNICIPAL SCHOOL DISTRICT'.

From the Login page, click Create Account.

- *The User Information page is displayed.*



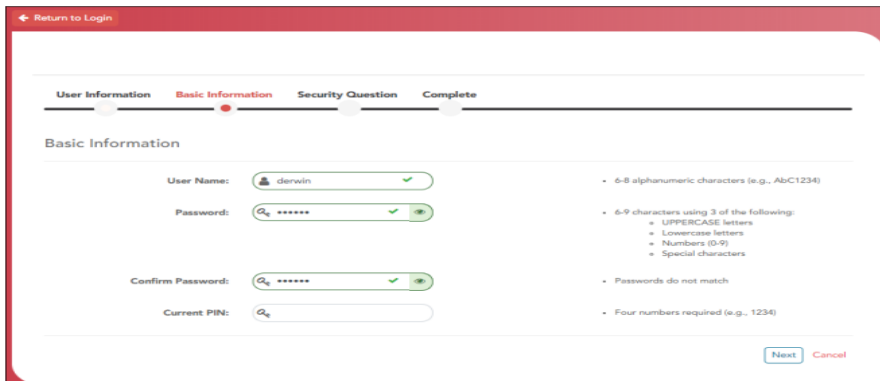
The screenshot shows the 'Create Account' page with a progress bar at the top indicating four steps: 'User Information', 'Basic Information', 'Security Question', and 'Complete'. The 'User Information' step is currently active. Below the progress bar, there are three input fields: 'Staff ID:' with a person icon, 'Last Name:' with a person icon, and 'First Initial:' with a magnifying glass icon. At the bottom right, there are 'Next' and 'Cancel' buttons.

Type your Staff ID (6 DIGITS), Last Name, First Initial. Click NEXT.

- *If you get an error, please get with your campus attendance clerk so that you can obtain your temporary Staff ID.*

BASIC INFORMATION

- If you entered the data in correctly, the Basic Information step opens.



The screenshot shows the 'Basic Information' step of a registration process. At the top, there is a progress bar with four stages: 'User Information', 'Basic Information' (highlighted with a red dot), 'Security Question', and 'Complete'. Below the progress bar, the 'Basic Information' section contains four input fields: 'User Name' (with 'derwin' entered and a green checkmark), 'Password' (with masked characters and a green checkmark), 'Confirm Password' (with masked characters and a green checkmark), and 'Current PIN' (with a question mark icon). To the right of these fields, there are three bullet points: '6-8 alphanumeric characters (e.g., AbC1234)', '6-9 characters using 3 of the following: UPPERCASE letters, Lowercase letters, Numbers (0-9), Special characters', and 'Passwords do not match'. At the bottom right, there are 'Next' and 'Cancel' buttons.

USERNAME: First Initial & Last Name

PASSWORD: 6-9 alphanumeric characters. Uppercase, lowercase, numeric or punctuation is recommended. Password will be case sensitive.

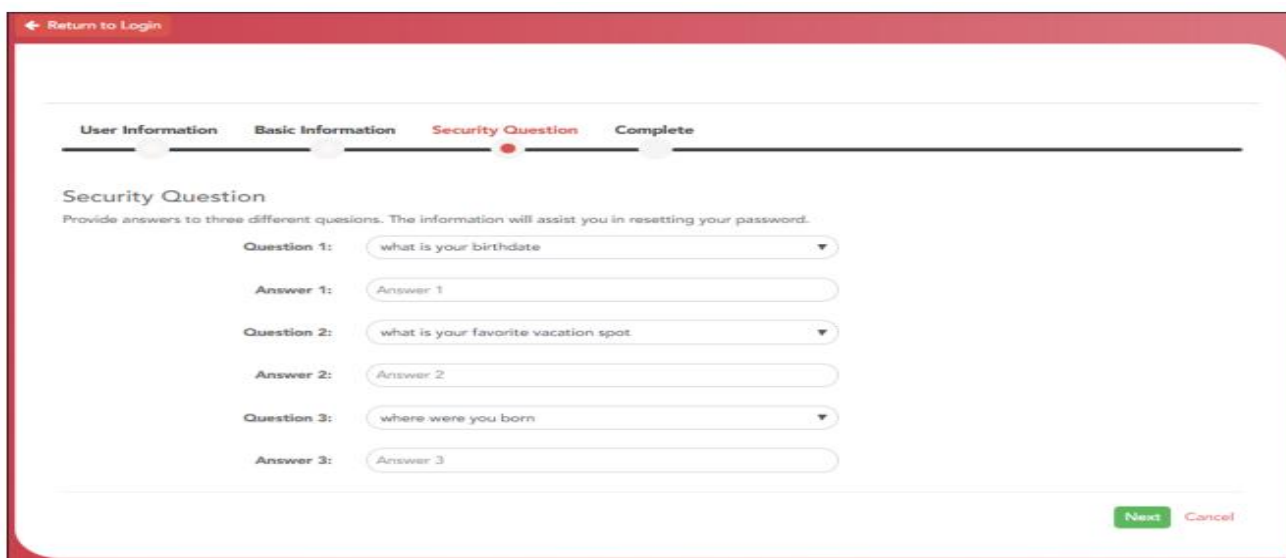
CONFIRM PASSWORD: Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.

PIN: 4 DIGITS. I would recommend using your Employee ID (i.e. 1600)

Click NEXT.

SECURITY QUESTION

- If you entered all required data correctly, the Security Question step opens.



The screenshot shows the 'Security Question' step of a registration process. At the top, there is a progress bar with four stages: 'User Information', 'Basic Information', 'Security Question' (highlighted with a red dot), and 'Complete'. Below the progress bar, the 'Security Question' section contains three questions, each with a dropdown menu and an answer field. The questions are: 'Question 1: what is your birthdate', 'Question 2: what is your favorite vacation spot', and 'Question 3: where were you born'. The answer fields are labeled 'Answer 1', 'Answer 2', and 'Answer 3'. At the bottom right, there are 'Next' and 'Cancel' buttons.

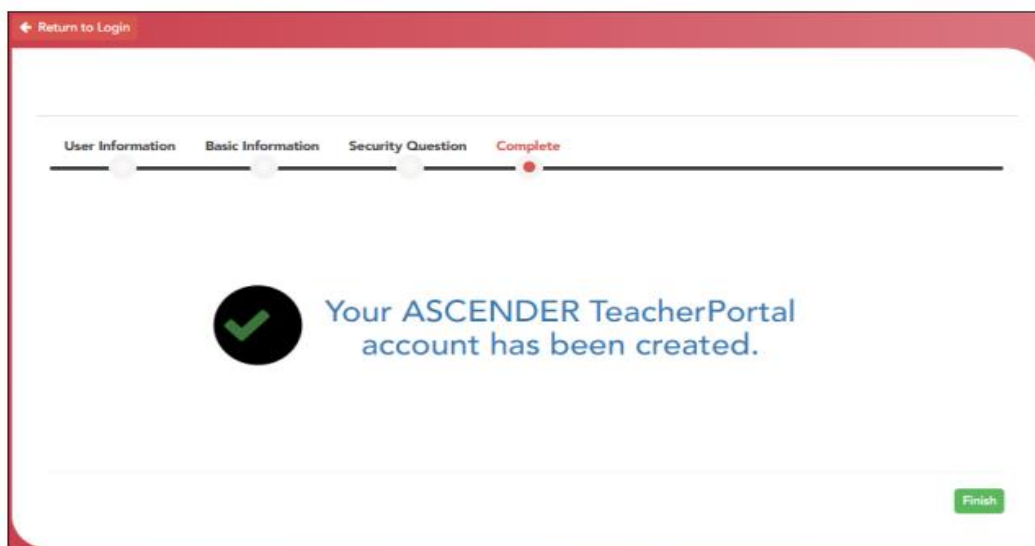
QUESTION: Select three questions to which you will provide an answer. The questions are asked in case you forget your password and need to reset it.

ANSWER: Type the answer to each question. If you forget your password, you will be required to answer the question correctly in order to recover your account. Be sure to select questions for which you will easily remember your answer. Answers are **CASE SENSITIVE.**

Click NEXT.

COMPLETE

-If you entered data, the Complete page opens.



Click FINISH.

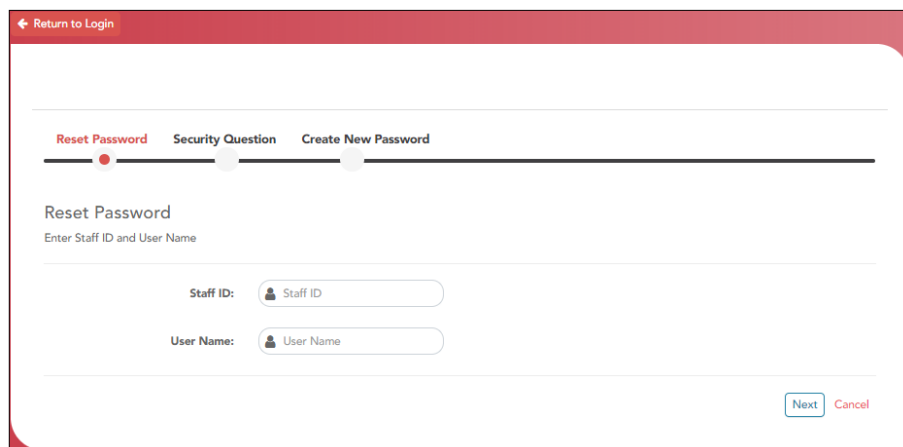
-The Announcements page opens.

MANAGING YOUR PROFILE

RESET FORGOTTEN PASSWORD/LOCKED OUT

From the Login page, click Reset Password.

-The Reset Password page opens.

A screenshot of the 'Reset Password' page in the Ascender Teacher Portal. The page has a red header with a 'Return to Login' link. Below the header is a progress bar with three steps: 'Reset Password' (active, with a red dot), 'Security Question', and 'Create New Password'. The main content area is titled 'Reset Password' and includes the instruction 'Enter Staff ID and User Name'. There are two input fields: 'Staff ID' and 'User Name', each with a small person icon to its left. At the bottom right, there are 'Next' and 'Cancel' buttons.

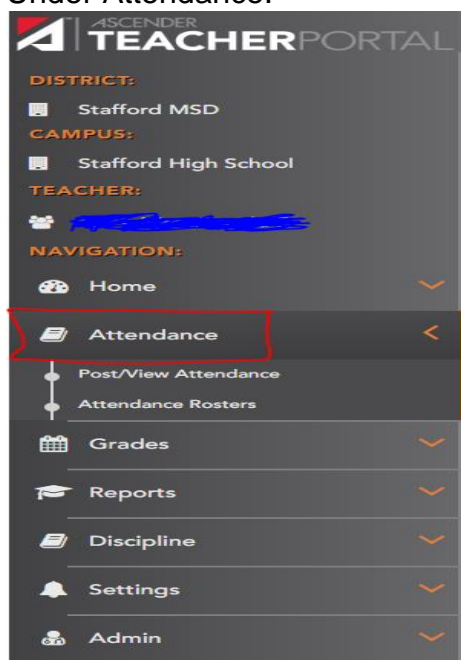
Enter in your 6-digit Staff ID and Username → Click NEXT → Answer your hint question → Click NEXT → Create New Password → Confirm New Password → Click FINISH.

Once you have been locked out of your TeacherPortal, you will need to follow the above steps. If you are not able to remember any of the information, you must contact your campus Registrar (1st) for assistance.

If your campus Attendance/Clerk/Registrar is not available, then you may contact the Chief Financial Officer or Business Office at peims@staffordmsd.org.

POSTING ATTENDANCE

Under Attendance:



By default, all students are set to PRESENT. For students who are tardy or absent for this date-period, you will mark accordingly.

*As you mark students ABSENT or TARDY, the rows change color.

Student ID	Last Name	First Name	Attendance	Grade	Course-Section
994254	BALDERRAMA	DANNA P	<input type="radio"/> Absent <input checked="" type="radio"/> Tardy <input type="radio"/> Present	11	01 ENVIRONM
993037	BURFORD-ZAWAHREH	TRACE	<input checked="" type="radio"/> Absent <input type="radio"/> Tardy <input type="radio"/> Present	11	01 ENVIRONM
981173	CADDELL	RILEY D	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	12	01 ENVIRONM
993929	CASTILLO JR	ALAN H	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	10	01 ENVIRONM
994450	CORTEZ	ZAYLEE B	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	12	01 ENVIRONM
981030	DELEON	HUNTER J	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	11	01 ENVIRONM

- Tardy students are shaded yellow.
- Absent students are shaded red.

After you have recorded attendance for the course, review your input CAREFULLY. Be sure to follow procedures established by the district for recording attendance.

When you are satisfied with your attendance input, you must post the data. Enter in your 4-digit PIN. Click POST

*If you indicated that all students are PRESENT (No Absences or Tardies previously entered from the Attendance Clerk), you are prompted to confirm that all students are marked present.

All students are marked present. Please confirm.

Confirm Cancel

Click CONFIRM

*Attendance is POSTED!

ADMINISTER CATEGORIES

Settings → Manage Categories

- This page allows you to establish categories that describe the types of assignments you will use in the selected semester and course-section.

Semester: 1 Course-Section: 01 ALGEBRA 1 (0801-31) Retrieve

Manage Categories

Semester: 1 Course-Section 01 ALGEBRA 1 (0801-31)

Weighting Type
 Percentage Point Multiplier

Available Categories

Drag and drop categories to Selected Categories.

- 6 Weeks Tests
- Activity Log
- Chapter Packets
- Class Participation
- Daily Work

Add Category Type

Selected Categories

Delete	Category Name	Color	Cycle 1		Cycle 2		Cycle 3	
			% Weight	# Drop	% Weight	# Drop	% Weight	# Drop
<input checked="" type="checkbox"/>	6 Weeks Tests	●	<input type="text" value="40"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	Class Participation	●	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/>	Daily Work	●	<input type="text" value="50"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals			<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

PIN: Save

[Copy categories to other course sections...](#)

Double click on the icon on the left of the appropriate category to send the categories to the right side or you may drag and drop the category into the 'Selected Categories' area.

***Be sure to select the correct category for the specific subject/section you teach. If the class is an AP class, select AP Non-major and AP Major. If the class is a Pre-AP, select Pre-AP Non-major and Pre-AP Major. For ES and ECC 'Specials/MAP' teachers must select Specials Non-major and Specials Major. ***

Optional: From the color column, you can select from the color palette a color to identify your daily or major grades.

Select Copy categories to other course sections... to copy categories to all your classes, select the boxes for all classes or periods available, click copy, type your pin and save.

CREATING ASSIGNMENTS & POSTING GRADES

In order to create an assignment, CATEGORIES must be established for the course under Settings> Manage Categories before you can add assignments.

Different fields are displayed according to the type of course selected (category-based (i.e., regular) courses and standards-based courses).

You cannot make changes to assignments once the cycle is closed.

Semester: 1 Cycle: 1 Course-Section: 02 SCIENCE ENRICHM (4218-32) [Ready] Retrieve

Manage Assignments

Semester:1 Cycle:1 Course-Section:02 SCIENCE ENRICHM (4218-32) [Ready]

Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Do Not Drop	Notes
	Lab Safety Poster	Daily work/Homework	Date: 08/30/2019	Date: 08/30/2019	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	MSDS Assignment	Daily work/Homework	Date: 09/03/2019	Date: 09/03/2019	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	MSDS Poster	Quiz/labs	Date: 09/03/2019	Date: 09/04/2019	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Cell Vocabulary	Daily work/Homework	Date: 09/05/2019	Date: 09/06/2019	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Macromolecule Vocabulary	Daily work/Homework	Date: 09/09/2019	Date: 09/10/2019	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Macromolecule foldable	Daily work/Homework	Date: 09/11/2019	Date: 09/12/2019	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Vocabulary Quiz	Quiz/labs	Date: 09/13/2019	Date: 09/13/2019	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Food Poster	Quiz/labs	Date: 09/17/2019	Date: 09/18/2019	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Enzyme Worksheet	Daily work/Homework	Date: 09/23/2019	Date: 09/25/2019	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Enzyme Drawing	Daily work/Homework	Date: 09/26/2019	Date: 09/26/2019	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Enzyme Test	Major Tests/Projects	Date: 09/30/2019	Date: 09/30/2019	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Add new assignment

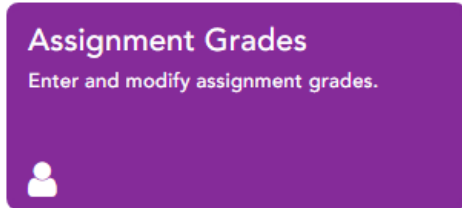
PIN: Save

Copy Assignments to Another Course-Section-Cycle

On this screen, you will be able to post notes that the parents will be able to see. Also, you can either indicate if extra credit will be offered or not. In addition, if you have additional classes that will be using the same assignments, you do have the option to copy those assignments to other course/sections.

GRADE POSTING

To begin, you will go to Grades>Assignment Grades



Once completed, you will enter in your PIN and Click Save.