



TRANSFORMING LITERACY IN DALLAS ISD

2023-2024 HB 3 READING ACADEMIES

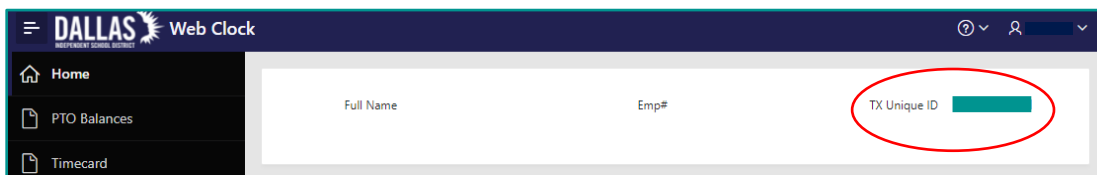
REGISTRATION INFORMATION

REGION III

Welcome to the 2023-2024 Texas Reading Academies! Your journey begins with your successful enrollment in the appropriate Reading Academy course/cohort. There are two main steps involved: 1) Registering for a Canvas account and 2) Enrolling into the appropriate course. Before you begin either one of those steps, you must retrieve your TEAL 10-digit unique ID. You will need this information to register. Your completion of the Reading Academies is linked to your unique ID and will be used by current and future employees to verify your status through the Texas Education Agency (TEA). Let's get started!

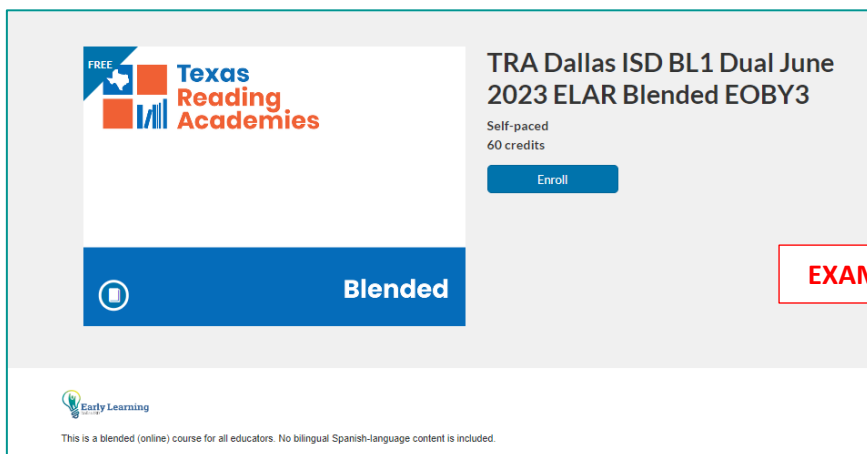
RETRIEVING YOUR 10-DIGIT UNIQUE ID

The fastest way to find your unique ID is by going to <https://webclock.dallasisd.org>. Once you log in with your EAD credentials, you will see your TX unique ID on the top right-hand corner of your screen (see example below). If you are on a handheld device, this information appears on the top left-hand corner of your screen. Write this number down or take a screenshot. You will need this information to register. If you are unable to retrieve your unique ID using Web Clock, click [here](#) for directions on finding your UID using your TEAL account.



REGISTERING FOR A CANVAS ACCOUNT AND ENROLLING IN YOUR READING ACADEMIES COURSE

Carefully follow the directions below to avoid creating multiple Canvas accounts and registering in multiple courses. First, click on the appropriate registration link that has been provided for you on page three of this document. Once you arrive at the screen below, click on the "ENROLL" button.



Once you click on the enroll button, you will be taken to the user registration page (see page 2). This page allows you to register for a Canvas (tealearn.com) account.

Be sure to fill out all fields of the registration form and avoid selecting the “I don't have one” option. **Use your Dallas ISD email to register. If you already have a Canvas account, you may sign in at the top right. Please do not create multiple accounts.**

The screenshot shows the TEA User Registration form. At the top left is the TEA logo, and at the top right is the text "© 2022 TEA | CustomDev". Below the logo is the title "User Registration" and a link "Already registered? Sign In". The form is titled "EDUCATOR INFORMATION" and contains several fields: "First Name", "Middle Name", and "Last Name" (each with a text input box); "Email (This will be your Canvas login)" (with a text input box); "TEA Uniq-ID" (with a text input box and a checkbox "I don't have one"); "District / Charter" (with a dropdown menu and a checkbox "I don't have one"); "Campus" (with a dropdown menu labeled "Select a District" and a checkbox "I don't have one"); and "Current Assignment/Role" (with a dropdown menu).

Once you complete this form and hit the “Register” button, you will receive the following notification below.

The screenshot shows a notification box titled "Complete Registration". Below the title is the text "Please check your email now to complete your registration." At the bottom right of the box is a blue button labeled "Continue".

Click “Continue”. You will be directed to the course card below. Click “Enroll in Course.”

The screenshot shows a course card for "Blended" courses. At the top left is the Texas Reading Academies logo. Below the logo is a blue button labeled "Blended". The course title is "TRA Dallas ISD BL1 Dual June 2023 ELAR Blended EOBY3" and it is identified as a "Self-paced Course". At the bottom left, there is a "Logged in as" field with a "Switch Account" link. At the bottom center is a button labeled "Enroll in Course".

You are now enrolled in your Reading Academies course! **Your final step is to go to the email you received from Instructure Canvas to complete your registration process and set up a password.** Please note that you will not receive access to the content until June 12th when the course opens for learners. If you encounter any problems with registration or have questions related to registration, send an email to readingacademies@dallasisd.org. Remember to include a phone number where you can be reached.

Registration is via the Texas Education Agency (TEA). Follow the link below based on your campus and assignment. **Read the information under “AUDIENCE” to ensure that you follow the correct registration link.**



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REGISTRATION LINKS REGION III (CAMPUS LIST BELOW)

ADMIN & ILCs

CAMPUSES	AUDIENCE	REGISTRATION LINK
All Conrad, Hillcrest, N. Dallas, Jefferson, and White Schools	I am a principal, AP, or ILC.	http://tiny.cc/06j7vz

LIBRARIANS

CAMPUSES	AUDIENCE	REGISTRATION LINK
All Conrad, Hillcrest, N. Dallas, Jefferson, and White Schools	I am a media specialist/librarian.	http://tiny.cc/95j7vz

If you have passed the Science of Teaching Reading (STR) certification exam, click [here](#). If not, proceed below.

GEN. ED. K-3 TEACHERS, SPED* TEACHERS, G/T TEACHERS, DEMO TEACHERS, AND READING INTERVENTIONISTS

CAMPUSES	AUDIENCE	REGISTRATION LINK
All Conrad, Hillcrest, N. Dallas, Jefferson, and White Schools	I am a K-3 gen. ed. teacher, SPED teacher, demo teacher, or reading interventionist.	http://tiny.cc/15j7vz

*This includes inclusion, collabs, units, etc. (all SPED categories except PPCD/ECSE)

BILINGUAL K-3 TEACHERS, BILINGUAL DEMO TEACHERS, AND BILINGUAL READING INTERVENTIONISTS

CAMPUSES	AUDIENCE	REGISTRATION LINK
All Conrad, Hillcrest, N. Dallas, Jefferson, and White Schools	I am a K-3 bilingual teacher, bilingual demo teacher, or bilingual reading interventionist.	http://tiny.cc/h5j7vz

REGION III SCHOOLS BY VERTICAL TEAM (FOR REFERENCE)

Conrad	Hillcrest	N. Dallas	Jefferson	White
<ul style="list-style-type: none"> • Hotchkiss • Jack Lowe • Jill Stone • Meadows • McShan 	<ul style="list-style-type: none"> • Frank • Kramer • Pershing • Preston Hollow • Roger 	<ul style="list-style-type: none"> • Chavez • Knight • Maple Lawn • Medrano • Milam • Zaragoza 	<ul style="list-style-type: none"> • Burnet • Cigarroa • Foster • May • Polk • Saldivar • Walnut Hill 	<ul style="list-style-type: none"> • Bush • Caillet • Chapel Hill • Degolyer • Gooch • Junkins • Marcus • Nathan Adams • Prestonwood Mont. • Withers