



TEACHER ACCESS CENTER TRAINING

TAC 4.1 GRADEBOOK SETUP

AUGUST 2, 2018

AUGUST 8, 2018

GRADEBOOK SETUP: VOCABULARY

Report Cards and IPRs

Mark Type 1 (M-Marking Period)

Mark Type 2 (MIDEX-
Midterm Exam)

Category 1 (FA – Formative
Assessment)

Category 2 (SA – Summative
Assessment)

Category 4 (MTFNL –
Midterm/Final Exam)

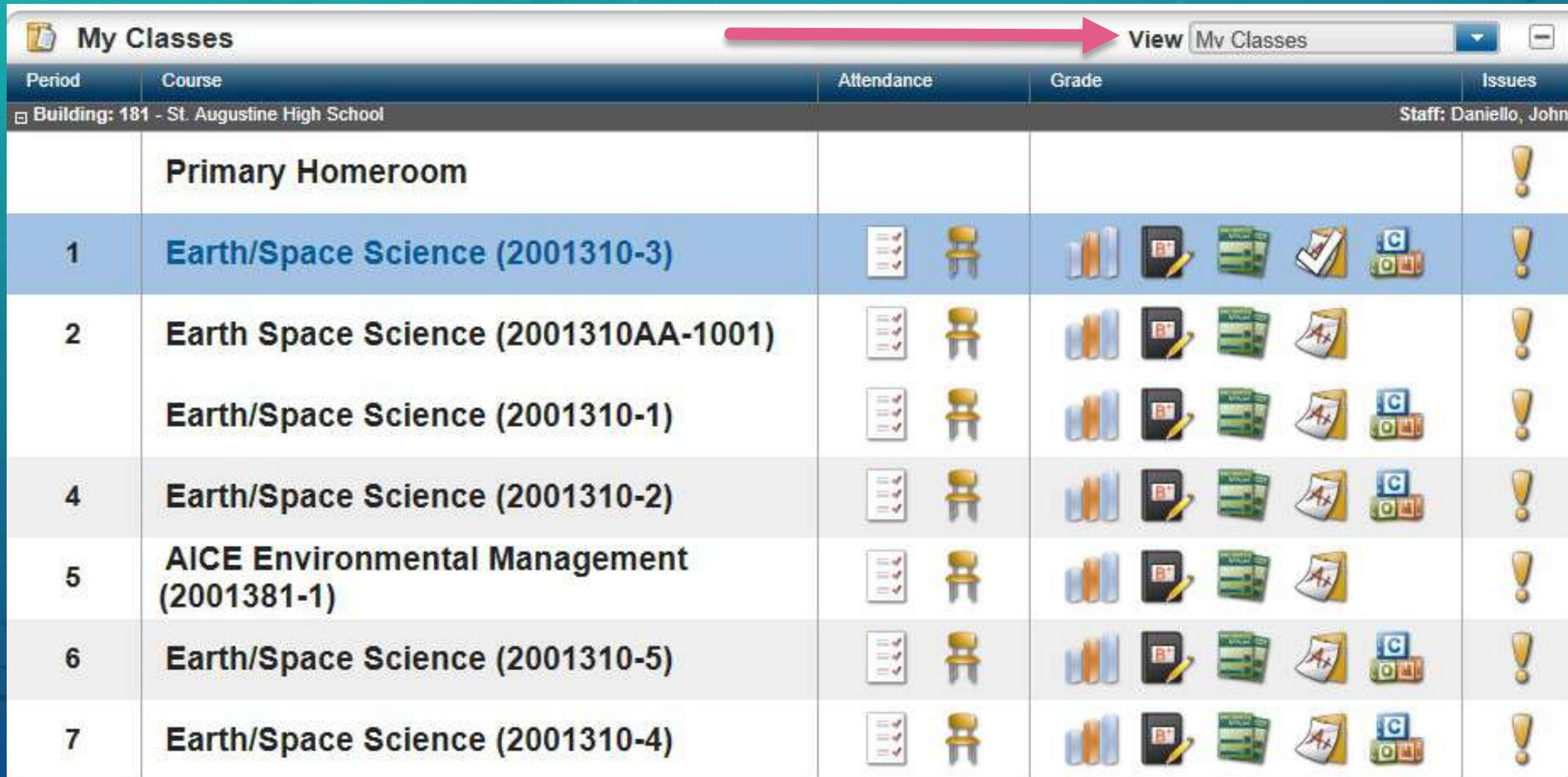
A	A	A	A	A	A	A	A	A	A	A
s s	s s	s s	s s	s s	s s	s s	s s	s s	s s	s s
i g	i g	i g	i g	i g	i g	i g	i g	i g	i g	i g
n	n	n	n	n	n	n	n	n	n	n
m	m	m	m	m	m	m	m	m	m	m
e	e	e	e	e	e	e	e	e	e	e
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GRADEBOOK SETUP: VOCABULARY

- **Report Card Average:** Displays the total average of all points for the marking periods (M1, M2, S1...). These are considered “Official Grades” to be reflected on report cards, transcripts, and other official documents.
- **Mark Type:** These are subdivisions of points that make up the Report Card Average and IPR Average (ex. M-Marking Period, MIDEX-Midterm Exam...).
- **IPR Average:** Display the “current” total average of all points for the marking period (M1, M2...). These are progress reports, not official grades, but can be used as a transfer grade in the gradebook for mid- marking period transfers.
- **Categories:** These are subdivisions of points that make up the Mark Types (ex. FA-Formative Assessment, SA-Summative Assessment, MTFNL-Midterm/Final Exam...).
- **Assignments:** These are the subdivisions of the Categories in which each student is given points in the gradebook (ex. Chapter 1 Homework, Section 1 Test, Daily Bell Work...).

TAC HOME SCREEN (SETTING THE VIEW)



My Classes View **My Classes**

Period	Course	Attendance	Grade	Issues
Building: 181 - St. Augustine High School		Staff: Daniello, John		
	Primary Homeroom			!
1	Earth/Space Science (2001310-3)	 	    	!
2	Earth Space Science (2001310AA-1001)	 	   	!
	Earth/Space Science (2001310-1)	 	    	!
4	Earth/Space Science (2001310-2)	 	    	!
5	AICE Environmental Management (2001381-1)	 	   	!
6	Earth/Space Science (2001310-5)	 	    	!
7	Earth/Space Science (2001310-4)	 	    	!

TAC HOME SCREEN (PANELS)

Waiting for eschool.stjohns.k12.fl.us Teacher Access Center E004210 0 Notifications Tools Help Log Out Student Search

Home Attendance Gradebook Grade Reporting Class Management Performance Recommendations Interventions

My Classes

View All Classes

Period	Course	Attendance	Grade	Issues
Building: 181 - St. Augustine High School		Staff: Franke, Matthew		
4	Algebra 2 Honors (1200340-1)		   	

News

8/1/2018 - Having Trouble with TAC?
Try using our TAC Help screen [Here](#).
Click [Here](#) to use the "Gradebook Settings Update Utility".

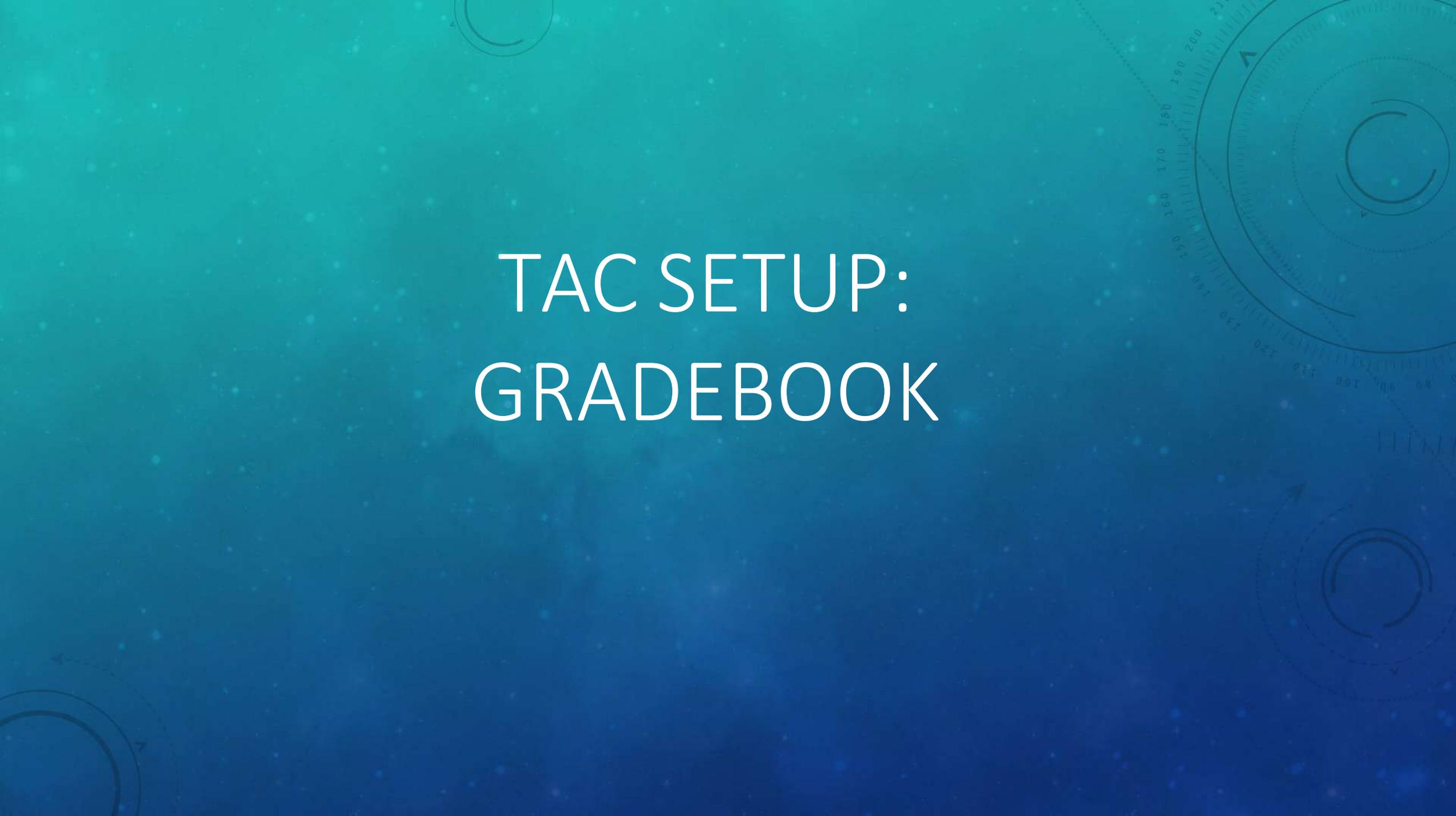
5/24/2018 - PerformancePLUS
 PerformancePLUS access is currently restricted for teachers.

Reports

Name	Date	
Class Roster 1200340-1	8/2/2018 12:18:04 AM	<input type="checkbox"/>

Delete

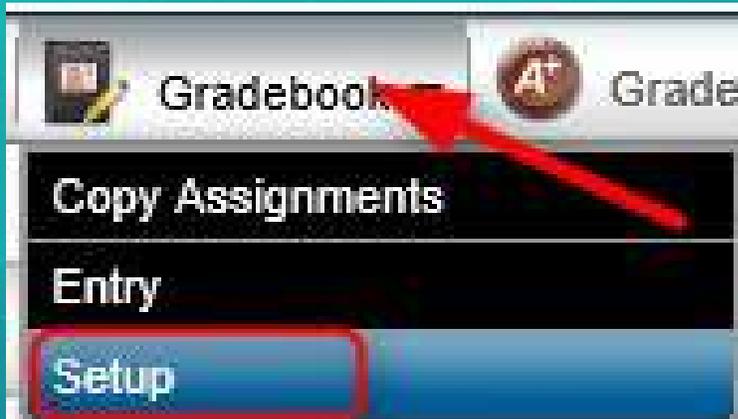
TAC SETUP: GRADEBOOK



GRADEBOOK SETUP: HIGH SCHOOL

The Gradebook category settings have been pre-populated with the district default settings (*see below) and cannot be edited on the setup screen.

To edit the Category options, teachers will use the [Gradebook Settings Update Utility](#) inside



Categories | Assignments | IPR Average of Report Card Averages | Attachments

Calculate average using total points: Calculation: Round

Gradebook Settings not editable here

Category	Weight	Drop Lowest	Marking Periods	Exclude Missing
FA - Formative Assessment	20.00	0	Default	Missing scores count as zero(0) in the average
HW - Homework	5.00	0	Default	Missing scores count as zero(0) in the average
MTFNL - Midterm / Final Exam	0.00	0	Default	Missing scores count as zero(0) in the average
SA - Summative Assessment	75.00	0	Default	Missing scores count as zero(0) in the average

TAC: GRADEBOOK SETTINGS UPDATE UTILITY

This Application only works with High School or Middle School level courses. Teachers can use this utility to update the category options in accordance with current SJCS D gradebook policy and their building's recommendations.

Navigate to: Tools > TAC Reports > Gradebook Settings Update Utility



Gradebook	
Gradebook Settings Update Utility	Grade Averaging for Credit
Grade Change Form:	Dynamic Blank
Gradebook Setup/Usage Report	Gradebook Setup Errors
Unpublished Assignments	
Published and Unpublished Assignments	
Parents / Contacts	
Emergency Contact List	

TAC: GRADEBOOK SETTINGS UPDATE UTILITY CONT.

The Teacher Name will display automatically, then the teacher will:

1. Select their Building
2. Select their Course
3. Select which RC Run(s)
4. Select the Gradebook Category Option settings

Teacher	Franke, Matthew Edward ▼				
Building	St. Augustine High School 1	Course	P1 - Geometry-9 2	RC Run (Without Loaded Marks)	All RC Runs 3
Summative - Category Weight	Summative 75% ▼	Homework - Category Weight	5% ▼	Formative - Category Weight	20 % ▼
Summative - Drop Lowest	0 ▼	Homework - Drop Lowest	0 ▼	Formative - Drop Lowest	0 ▼
Summative - Missing Scores	Count as Zero ▼	Homework - Missing Assignments	Count as Zero ▼	Formative - Missing Scores	Count as Zero ▼

TAC: GRADEBOOK SETTINGS UPDATE UTILITY

5. Click "View Report"

6. Review Results

Teacher	<input type="text" value="Franke, Matthew Edward"/>				
Building	<input type="text" value="St. Augustine High School"/>	Course	<input type="text" value="P1 - Geometry-9"/>	RC Run (Without Loaded Marks)	<input type="text" value="All RC Runs"/>
Summative - Category Weight	<input type="text" value="Summative 80%"/>	Homework - Category Weight	<input type="text" value="0%"/>	Formative - Category Weight	<input type="text" value="20 %"/>
Summative - Drop Lowest	<input type="text" value="0"/>	Homework - Drop Lowest	<input type="text" value="0"/>	Formative - Drop Lowest	<input type="text" value="0"/>
Summative - Missing Scores	<input type="text" value="Count as Zero"/>	Homework - Missing Assignments	<input type="text" value="Count as Zero"/>	Formative - Missing Scores	<input type="text" value="Count as Zero"/>

TAC Home Screen (Setting the ...)

[View Report](#)



Update Gradebook Settings

Building: St. Augustine High School
Course: P3 - Algebra 2 Honors-3
Teacher: Franke, Matthew

[*Click here to update another course](#)

Success

Results:

The Gradebook Setup has been updated for P3 - Algebra 2 Honors-3.
The process completed at: 8/3/2018 11:38:51 AM in 0.196 seconds.

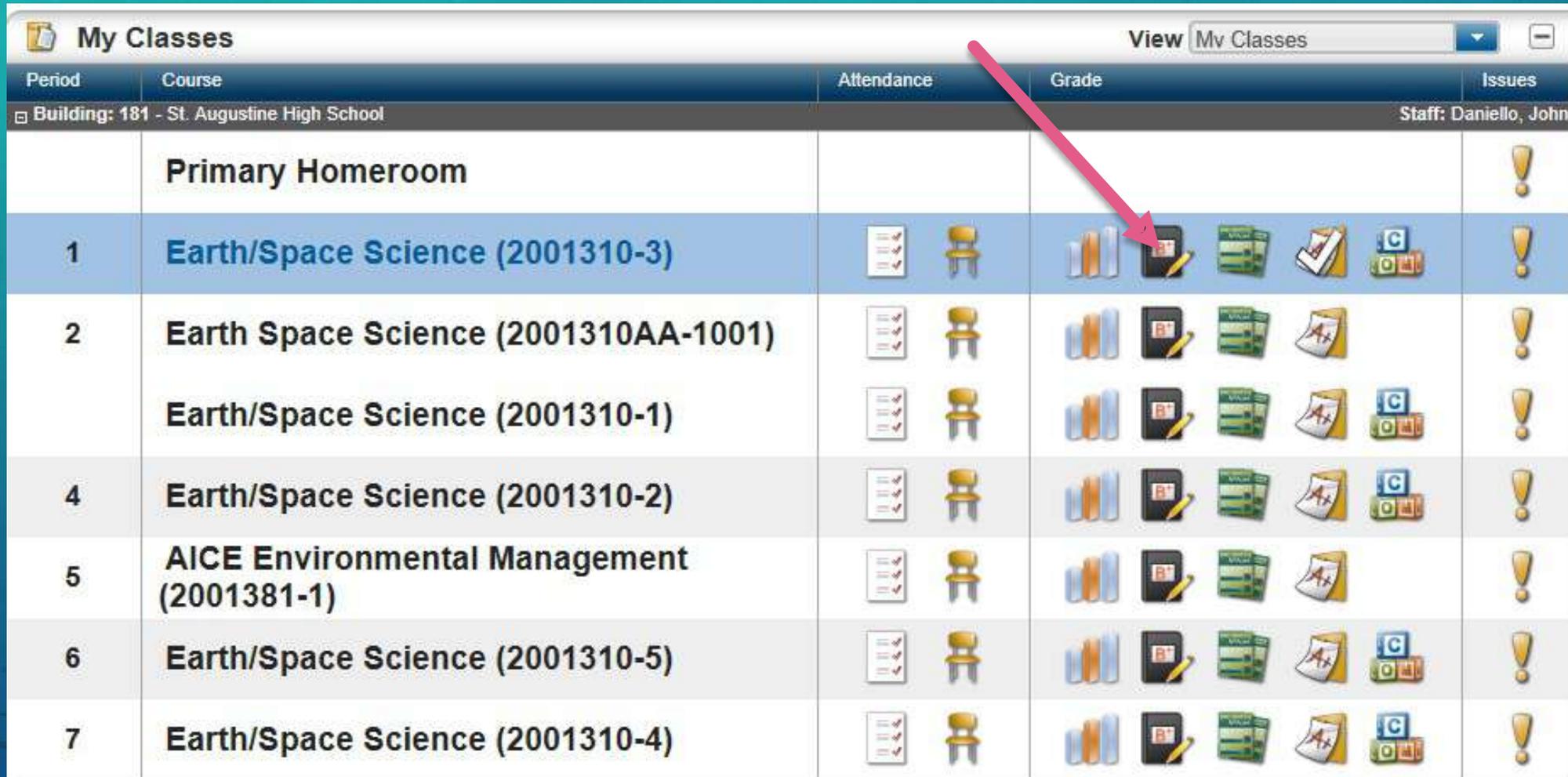
MANUALLY SETTING UP THE GRADEBOOK: COURSES

High School Courses: Dual Enrollment ONLY

- The gradebook should be set up according to the post-secondary institution's criteria with the teacher being the responsible party to verify the correct settings.

TAC: MANUALLY SETTING UP THE GRADEBOOK: Dual Enrollment

Click the “Gradebook” Icon from the Home page for the course.



The screenshot shows a web interface titled "My Classes" with a "View" dropdown set to "My Classes". The interface displays a table of classes with columns for "Period", "Course", "Attendance", "Grade", and "Issues". A red arrow points to the "Grade" column of the first Earth/Space Science course, specifically to the "Gradebook" icon.

Period	Course	Attendance	Grade	Issues
Building: 181 - St. Augustine High School				
Staff: Daniello, John				
	Primary Homeroom			!
1	Earth/Space Science (2001310-3)	 	   	!
2	Earth Space Science (2001310AA-1001)	 	  	!
	Earth/Space Science (2001310-1)	 	   	!
4	Earth/Space Science (2001310-2)	 	   	!
5	AICE Environmental Management (2001381-1)	 	  	!
6	Earth/Space Science (2001310-5)	 	   	!
7	Earth/Space Science (2001310-4)	 	   	!

TAC GRADEBOOK SETUP: Dual Enrollment



- Verify you are in the correct Marking Period
- Click on the “Gradebook” Tab, then on “Setup”

TAC GRADEBOOK SETUP: Dual Enrollment

The screenshot shows the 'Gradebook Setup' window with the 'Categories' tab selected. The window title is 'Gradebook Setup' and the marking period is 'M1'. The 'Categories' tab is highlighted with a red circle and arrow labeled '1'. Below the tabs, there are options for 'Calculate average using total points' (unchecked) and 'Calculation: Round'. A table lists categories with columns for 'Category', 'Weight', 'Drop Lowest', 'Marking Periods', 'Exclude Missing', and 'Actions'. The first row is 'FA - Formative Assessment' with a weight of '40' (circled in red and labeled '4'), 'Drop Lowest' of '0', and 'Marking Periods' M1, M2, M3, M4 all unchecked. A callout box points to the 'Marking Periods' column with the text 'Leave "Marking Periods" Unchecked.' and is labeled '5'. The 'Exclude Missing' dropdown is set to 'Missing scores count as zero(0) in the :x' and is labeled '5'. The 'Actions' column has a 'Save' button (labeled '6') and a 'Close' button. A red circle and arrow labeled '2' points to a '+' button in the top right corner.

Category	Weight	Drop Lowest	Marking Periods	Exclude Missing	Actions
FA - Formative Assessment	40	0	M1: <input type="checkbox"/> M2: <input type="checkbox"/> M3: <input type="checkbox"/> M4: <input type="checkbox"/>	Missing scores count as zero(0) in the :x	Save Close

1. Select the “Categories” Tab (**This Tab affects the Gradebook “total” averages and also the “current average” displaying in HAC.*)
2. Add a new row for a Category
3. Pick your category from the dropdown
4. Put in category weight (if not using “Total Points”)
5. Choose how to handle Missing Scores
6. Click the “Save” Button.

TAC CATEGORY SETUP: Dual Enrollment

Categories	Assignments	IPR Average	Report Card Average	Attachments
Calculate average using total points: <input type="checkbox"/> Calculation: Round				
Category	Weight	Drop Lowest	Marking Periods	Exclude Missing
FA - Formative Assessment	20.00	0	Default	Missing scores count as zero(0)
MTFNL - Midterm / Final Exam	0.00	0	Default	Missing scores count as zero(0)
SA - Summative Assessment	80.00	0	Default	Missing scores count as zero(0)

1. Individual Categories will be weighted according to the district defaults or your building's recommendations.
2. The MTFNL category will have a category weight of ZERO for the "Default" Marking Period.



TAC SETUP: IPR FOR ALL COURSES

TAC IPR SETUP (ALL COURSES)

The screenshot shows the 'Gradebook Setup' window for 'AICE Environmental Management (202331-1)' with a 'Marking Period: M1'. The 'IPR Average' tab is selected. The 'Mark Type' is 'PR - Progress Report', 'Override' is unchecked, and 'Calculation' is 'Round'. A table lists two categories: 'FA - Formative Assessment' (20% weight) and 'SA - Summative Assessment' (80% weight), both with 'Drop Lowest' set to 0 and 'Exclude Missing' set to 'Missing scores count as zero(0) in the average'. Red arrows and numbers 1-4 point to the IPR Average tab, the Override checkbox, the Change button, and the checkmarks in the table, respectively.

Category	Weight	Drop Lowest	Exclude Missing	Percent
FA - Formative Assessment	20	0	Missing scores count as zero(0) in the average	20.00%
SA - Summative Assessment	80	0	Missing scores count as zero(0) in the average	80.00%

1. Select the IPR Average tab
2. Do not Click the Override button
3. All the check boxes for all other Categories will be check by default.
4. This applies to M1, M2, M3, M4.
5. *(AKA: "Just verify that it is not overridden in all marking periods, no other actions are required.")*

Note* There is no SAVE button.



TAC SETUP: REPORT CARD AVERAGE

TAC REPORT CARD AVERAGE SETUP

Gradebook Setup | Environmental Management (2001381-1) | Marking Period: M1 | Change

Categories | Assignments | IPR Average | **Report Card Average** | Attachments

Mark Type: M - Marking Period | Override: | Calculation: Round

Include	Category	Weight	Drop Lowest	Exclude Missing	Percent
<input checked="" type="checkbox"/>	FA - Formative Assessment	20	0	Missing scores count as zero(0) in the average	20.00%
<input checked="" type="checkbox"/>	SA - Summative Assessment	80	0	Missing scores count as zero(0) in the average	80.00%

1. Select the Report Card Average tab
2. Do not Click the Override button
3. All the check boxes for all other Categories will be check by default.
4. This applies to M1, M2, M3, M4.
5. *(AKA: "Just verify that it is not overridden in all marking periods, no other actions are required.")*

Note* There is no SAVE button.

TAC GRADEBOOK SETUP ERRORS REPORT

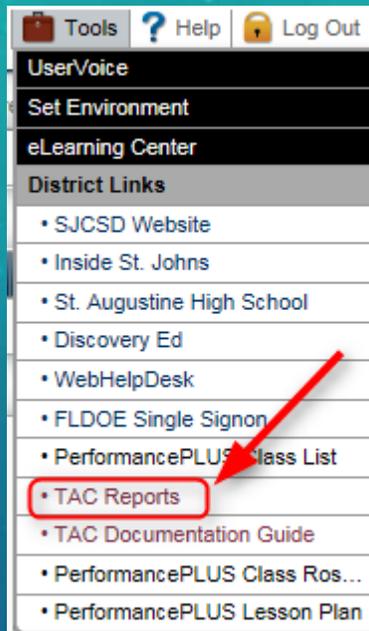
1. Navigate to: Tools > TAC Reports > Gradebook Setup Errors

2. The Report will automatically run for whoever is logged into the computer.

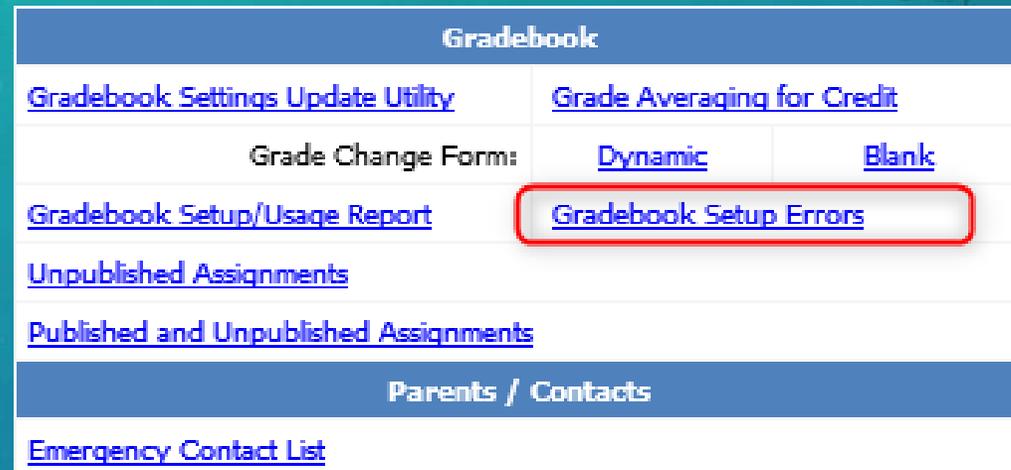
3. Review any gradebook setup errors

4. Repeat as necessary

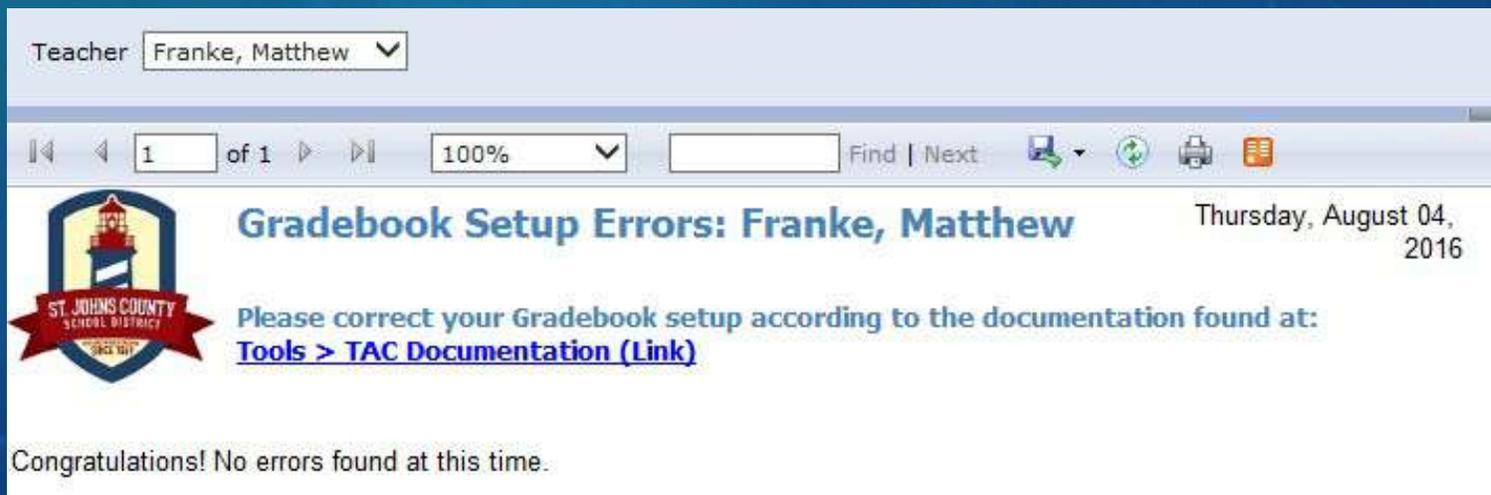
1.

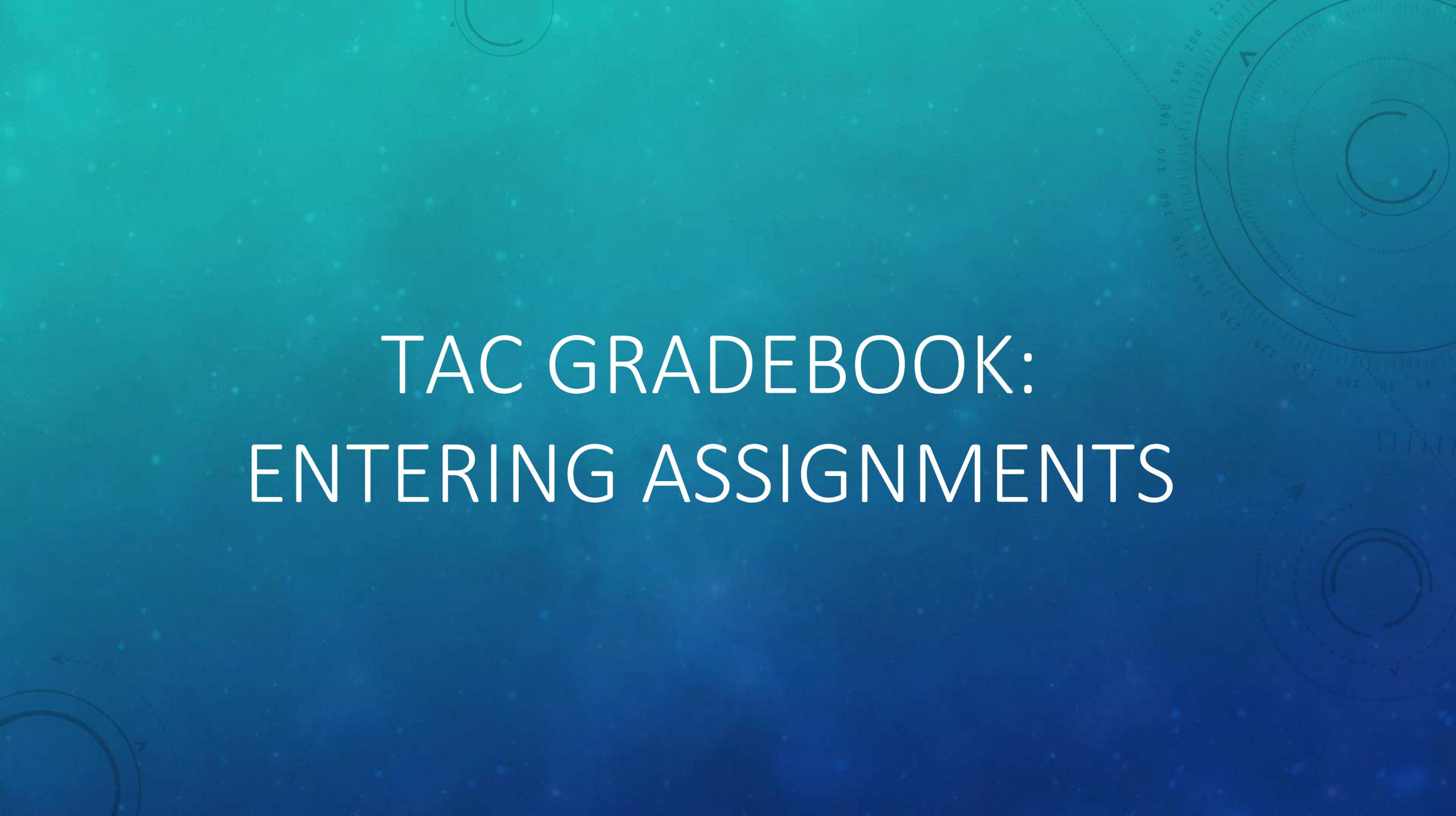


2.



3.



The background is a teal-to-blue gradient with a subtle pattern of small white stars. Faint technical diagrams, including circular gauges with scales and arrows, are visible in the corners.

TAC GRADEBOOK: ENTERING ASSIGNMENTS

TAC ASSIGNMENT SETUP

The screenshot shows the 'Gradebook Setup' window with the 'Assignments' tab selected. The interface includes a toolbar with icons for save, delete, and settings. A table lists assignments with columns for Date Assigned, Due Date, Category, Title, Extra Credit, R&C, Points, Weight, File, Cannot Be Dropped, Publish, and Actions. Red callouts 1-10 highlight key elements: 1 (Assignments tab), 2 (Add icon), 3 (Date Assigned), 4 (Due Date), 5 (Category dropdown), 6 (Title), 7 (Points), 8 (Publish), 9 (Publish button), and 10 (Actions). A tooltip states: 'Weight is a "multiplier" of the points.'

Date Assigned	Due Date	Category	Title	Extra Credit	R&C	Points	Weight	File	Cannot Be Dropped	Publish	Actions
		FA - Formative As		Not Extra C	☒		1.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/26/2015	08/26/2015	SA - Summative Assessment	Ecology Test	Not Extra Credit	☒	25.00	1.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08/26/2015	08/26/2015	FA - Formative Assessment	Venn Diagram	Not Extra Credit	☒	10.00	1.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. Click on the “Assignments” Tab
2. Add a new row for an Assignment.
3. Fill in the required fields.
4. *Note: The assignment will not be calculated into the student’s grade until the “Due Date”, even if a score is input.

TAC ASSIGNMENT SETUP

The screenshot shows the 'Gradebook Setup' window with the 'Assignments' tab selected. The interface includes a toolbar with icons for save, print, and settings. A callout box states: 'Weight is a "multiplier" of the points.' The table below lists existing assignments and a new one being added.

Date Assigned	Due Date	Category	Title	Extra Credit	R&C	Points	Weight	File:	Cannot Be Dropped	Pubst	Actions
		FA - Formative As		Not Extra C	/		1.00		<input type="checkbox"/>	<input type="radio"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
08/26/2015	08/26/2015	SA - Summative Assessment	Ecology Test	Not Extra Credit	/	25.00	1.00		<input type="checkbox"/>	<input checked="" type="radio"/>	
08/26/2015	08/26/2015	FA - Formative Assessment	Venn Diagram	Not Extra Credit	/	10.00	1.00		<input type="checkbox"/>	<input checked="" type="radio"/>	

5. Select the correct Category.
6. Add a title for the Assignment (Remember: Parents can see these!).
7. Fill in the Points and Weight (Weight is a multiplier for Points)
8. Click once (Half Green Oval) publish assignment to HAC;
9. Click twice (Full Green Oval) publish scores to HAC.
10. Save.



TAC GRADEBOOK: ATTACHMENTS

TAC GRADEBOOK SETUP: ATTACHMENTS

Categories		Assignments	IPR Average	Report Card Average	Attachments						
Date Assigned	Due Date	Category	Title	Extra Credit	R&C	Points	Weight	File	Cannot Be Dropped	Publish	Actions
08/26/2015	08/26/2015	SA - Summative Assessment	Ecology Test	Not Extra Credit		25.00	1.00		<input type="checkbox"/>	<input type="checkbox"/>	
08/26/2015	08/26/2015	FA - Formative Assessment	Venn Diagram	Not Extra Credit		10.00	1.00		<input type="checkbox"/>	<input type="checkbox"/>	

- To Add an attachment file to your assignment (so your students have access to it from Home Access Center in the “Classes” Tab)

1. Click on the Edit Icon for the assignment
2. Click on the “Files” Icon

TAC GRADEBOOK SETUP: ATTACHMENTS



1. Click the Browse button to navigate to where your file is saved.
2. Click the “Upload the selected file” button.
3. If you need to delete an attachment click the “Delete the attachment” button
4. Click the close button when finished.

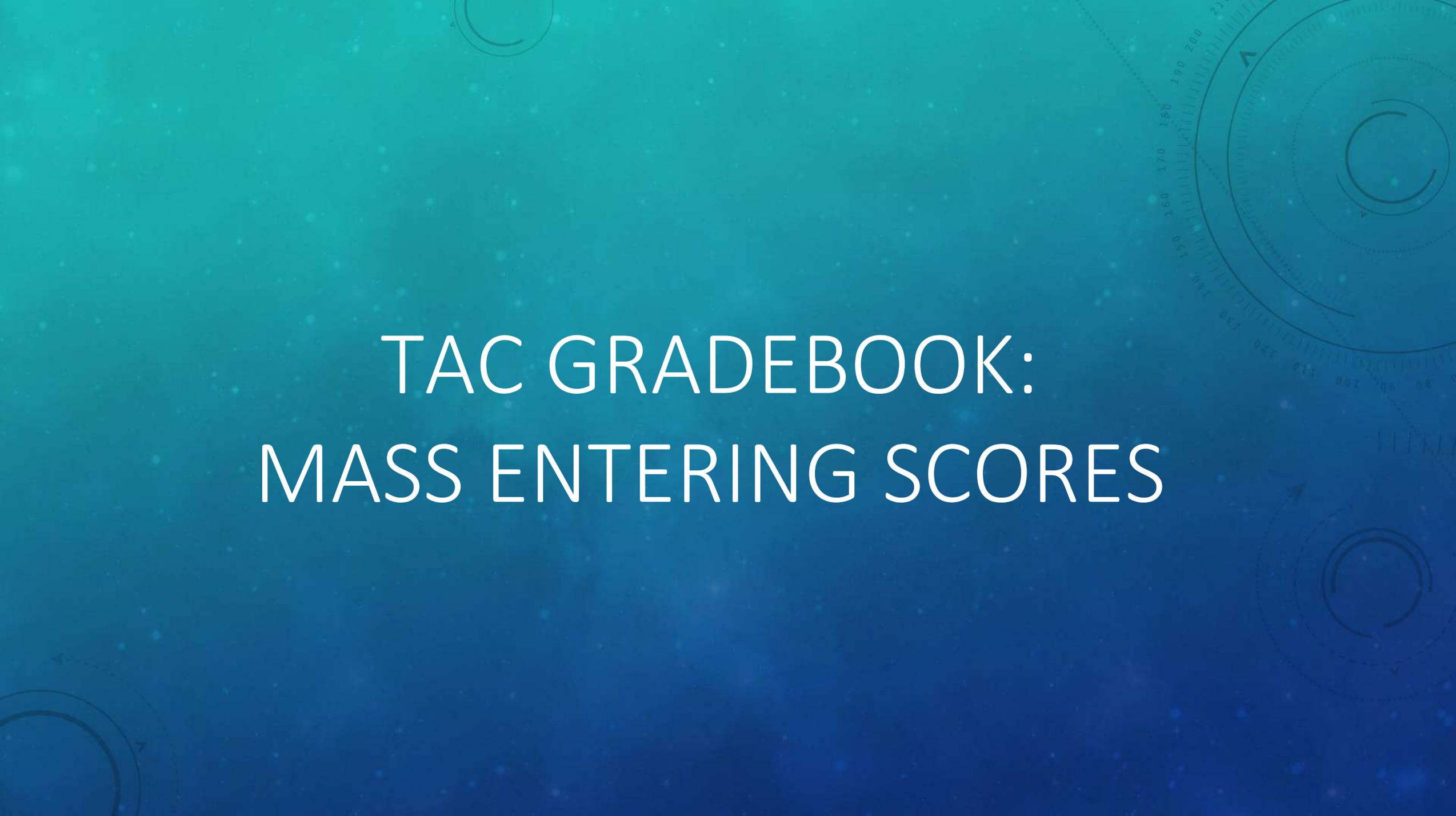
TAC GRADEBOOK SETUP: ATTACHMENTS



2001381 - 1 AICE Environmental Management			
Date Due	Date Assigned	Assignment	Category
08/26/2015	08/26/2015	Ecology Test	Summative Assessment
2109371 - 1 AICE European History			

Title: Assignment Course
Classwork: Ecology Test
Category: Summative Assessment
Due Date: 08/26/2015
Max Points: 25.00
Can Be Dropped: N
Extra Credit: N
Has Attachments: Y

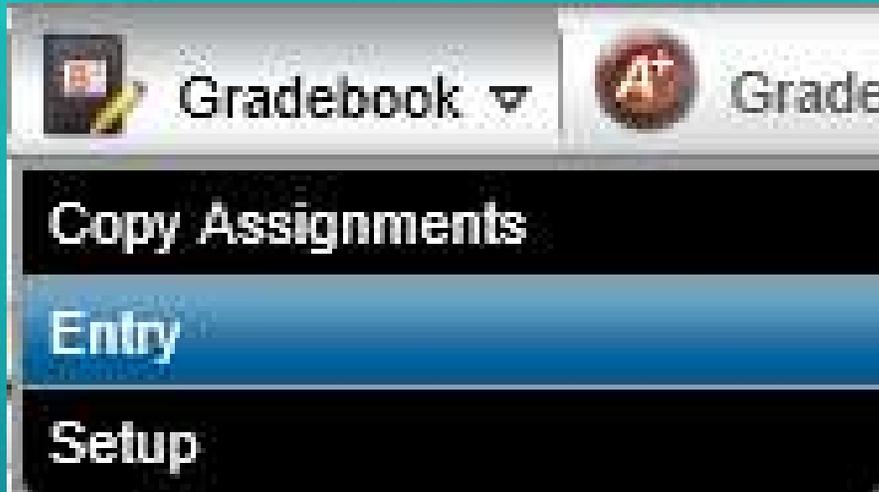
1. Student will navigate to “Classes” in Home Access Center
2. They will find your course and click on the Assignment Link



TAC GRADEBOOK: MASS ENTERING SCORES

TAC GRADEBOOK: MASS ENTERING SCORES

1.



2.



1. *Navigate to “Gradebook” Tab > Entry*

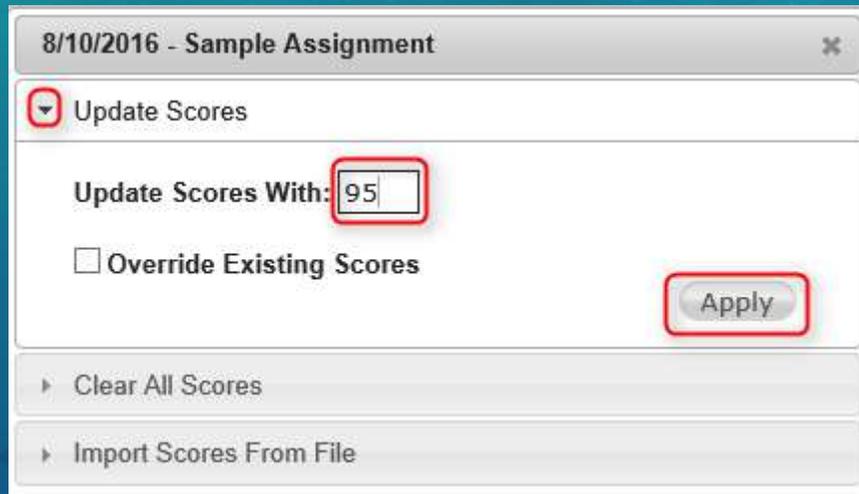
2. *Click on the “Mass Update Scores” Icon*

3. *Select Update Scores, input the score to update to, click Apply*

4. *The scores will be updated*

5. *Click Save*

3.



4.



5.



TAC TROUBLESHOOTING

The background features a blue-to-teal gradient with faint technical diagrams. On the right side, there are circular gauges with numerical scales (e.g., 150, 160, 170, 180, 190, 200) and arrows. On the left, there are partial circular diagrams with arrows. The overall aesthetic is technical and modern.

TAC TROUBLE SHOOTING TIPS



1. *Make sure that the View is set for the correct RC Run. It is best to set it on “My Classes” or “Current RC Run”*
2. *You can change Settings (Background) and Notification Subscription by clicking on the “E-Number”*
3. *Notifications are accessed through the Notifications Icon*
4. *Tools is where you can set your environment (make sure it’s not in Summer School!) AND where the [TAC Documentation](#) is found*
5. *The Help Icon is your Friend.*



TAC MANAGEMENT: USAGE REPORTS

TAC REPORTS: OVERVIEW

Teacher Access Center Reports

Class Lists		ESE Reports		
Class List	Bus List, by Class	ESE Roster for my HR/Classes	Text	Photos
Homeroom List	Bus List, by Homeroom	ESE Roster for Case Mgr/Service Providers	Text	Photos
Medical Alerts, by Class	Bus + Other Transportation, by Homeroom			
Medical Alerts, by Homeroom		MIS Form		
ELL Student List	Immigrant Student List	Section 504 List		
Student Data		Section 504 Accommodations		
Birthday List		Section 504 Plan Report (student)		
Classroom Issues and Conduct Referrals		MTSS/RTI List		
Standardized Test Summary		PEER Accommodations List		
Industry Certifications for Students		PEER Accommodations (student)		
Most Recent Major Tests		Gradebook		
Student Current Averages		Gradebook Settings Update Utility	Grade Averaging for Credit	
Multi-Year Attendance Patterns by Class or Homeroom		Grade Change Form:	Dynamic	Blank
Multi-Year Perfect Attendance by Class or Homeroom		Gradebook Setup/Usage Report	Gradebook Setup Errors	
Student Logins / Accounts		Unpublished Assignments		
Student Accounts by Classroom		Published and Unpublished Assignments		
Student Accounts by Homeroom	Student Account Cards (KG-05)	Parents / Contacts		
		Emergency Contact List		
		Guardians with no email address		
		HAC Last Accessed		
Advisors and Coaches		Accountability and Assessment Information		
Athletic Eligibility Check (only for Advisors/Coaches)		VAM Teacher Student Results	Guides for VAM/data score reports	
GPA by Activity (only for Advisors/Coaches)		Standards Based Reporting	VAM/data score FAQs	
Approved Field Study Location List		Student Testing Summary	VAM/data score formulas	
Field Studies Requests		Student Data Dashboard		
Field Studies Requests		Final Exam Raw Score Report		

TAC REPORTS: GRADEBOOK SETUP/USAGE

Teacher School Year Building
 Course

Navigation: 1 of 1 | 100% | Find | Next



Teacher Gradebook Setup/Usage Detail (*Includes Withdrawn Students)

Click the Icon in the "Category - WT" Column for Assignment Details

Suggested Best Practices - The following situations will be highlighted:
Sufficient Assignments per Category: There are at least 3 Summative Assignments and at least 6 Formative Assignments per Marking Period (*Prorated for current MP)
Scores Input on Time: The Initial Score Input is at most 7 days past the due date
Proper ASMT Weight in MP: An assignment is worth at most 25% of the Marking Period Grade
Categories Weighted Correctly: The selected Category Weight matches the actual calculated weight for the Marking Period

Teacher	Course	MP	Category - WT	Actual WT%/MP	# of Asmts	Avg Days from Due Date to Score Input				Category Student Avg	Category Total Points	Max Asmt Weight % in MP	
Franke, Matthew	P4: Algebra 2 Honors-1	M1	SA-75.00	79.0%	1					0.00	1.00	79.0%	
					Asmt Desc		Due Date	Publish Scores	WT	Score Input	Stu Avg Points (%)	Asmt Total Points	Asmt WT in MP
					3	8/14/2018	N	1.00	-	0.00	1.00	79.0%	
			FA-20.00	21.0%	2					0.00	2.00	10.5%	
					Asmt Desc		Due Date	Publish Scores	WT	Score Input	Stu Avg Points (%)	Asmt Total Points	Asmt WT in MP
					1	8/10/2018	N	1.00	-	0.00	1.00	10.5%	
2	8/13/2018	N	1.00	-	0.00	1.00	10.5%						

The background is a teal-to-blue gradient with faint technical diagrams, including a circular scale with numbers (150, 160, 170, 180, 190, 200) and arrows, and other circular patterns.

TAC CLASSROOM MANAGEMENT: STUDENT ACCOUNTS

TAC REPORTS: STUDENT ACCOUNTS (CLASSROOM/HOMEROOM/STUDENT CARDS KG-5)

Marking Period Course

Student(s)

1 of 2 ? 100% Find | Next

Student Active Directory Account

SENSITIVE INFORMATION
It is very important that this information is not shared with anyone else.
If you suspect that someone else has gained access to your account, please let your teacher know immediately!

School St. Augustine High School

Course Two-Dimensional Studio Art 1 (0101300-2)

Teacher Matthew Franke

Student ID [REDACTED]

Name [REDACTED]

Network Login ID [REDACTED]

Password [REDACTED]

To log into **Home Access Center**
Open your web browser to <https://homeaccess.stjohns.k12.fl.us>
Login using your network login ID and password above.

Microsoft Office365
Students will have access to a district-provided Microsoft Office365 account, including OneDrive, which allows your child to access their documents inside and outside the school.

To log into **Microsoft Office365**

The background is a teal-to-blue gradient with faint technical diagrams. A large circular scale with numerical markings (150, 160, 170, 180, 190, 200) and arrows is visible in the upper right. Other faint circular diagrams with arrows are scattered across the background.

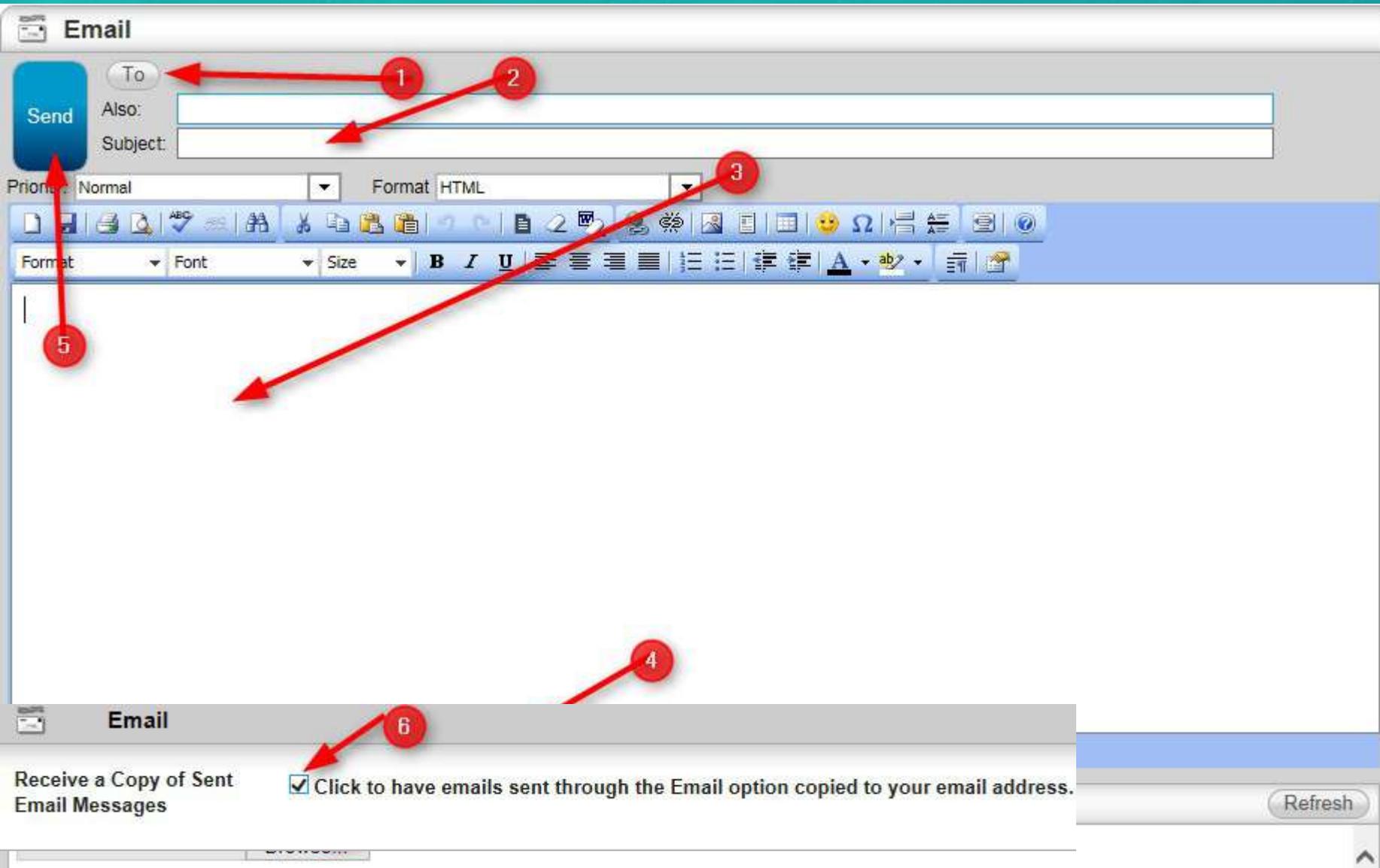
TAC CLASSROOM MANAGEMENT: EMAIL

TAC CLASSROOM MANAGEMENT: EMAIL



- From your Home Screen
 1. Click on the Class Management Tab
 2. Click on Email from the drop down menu

TAC CLASSROOM MANAGEMENT: EMAIL



1. Click the to button to select the recipients

TAC CLASSROOM MANAGEMENT: EMAIL

Select Recipients Send To: Both

<input type="checkbox"/>	Period	Description	Marking Periods	Cycle Days
<input type="checkbox"/>		Primary Homeroom		
<input checked="" type="checkbox"/>	2	Earth/Space Science (2001310-6)	M1, M2, M3, M4	M, T, W, R, F

1 (arrow to + icon) **2** (arrow to - icon)

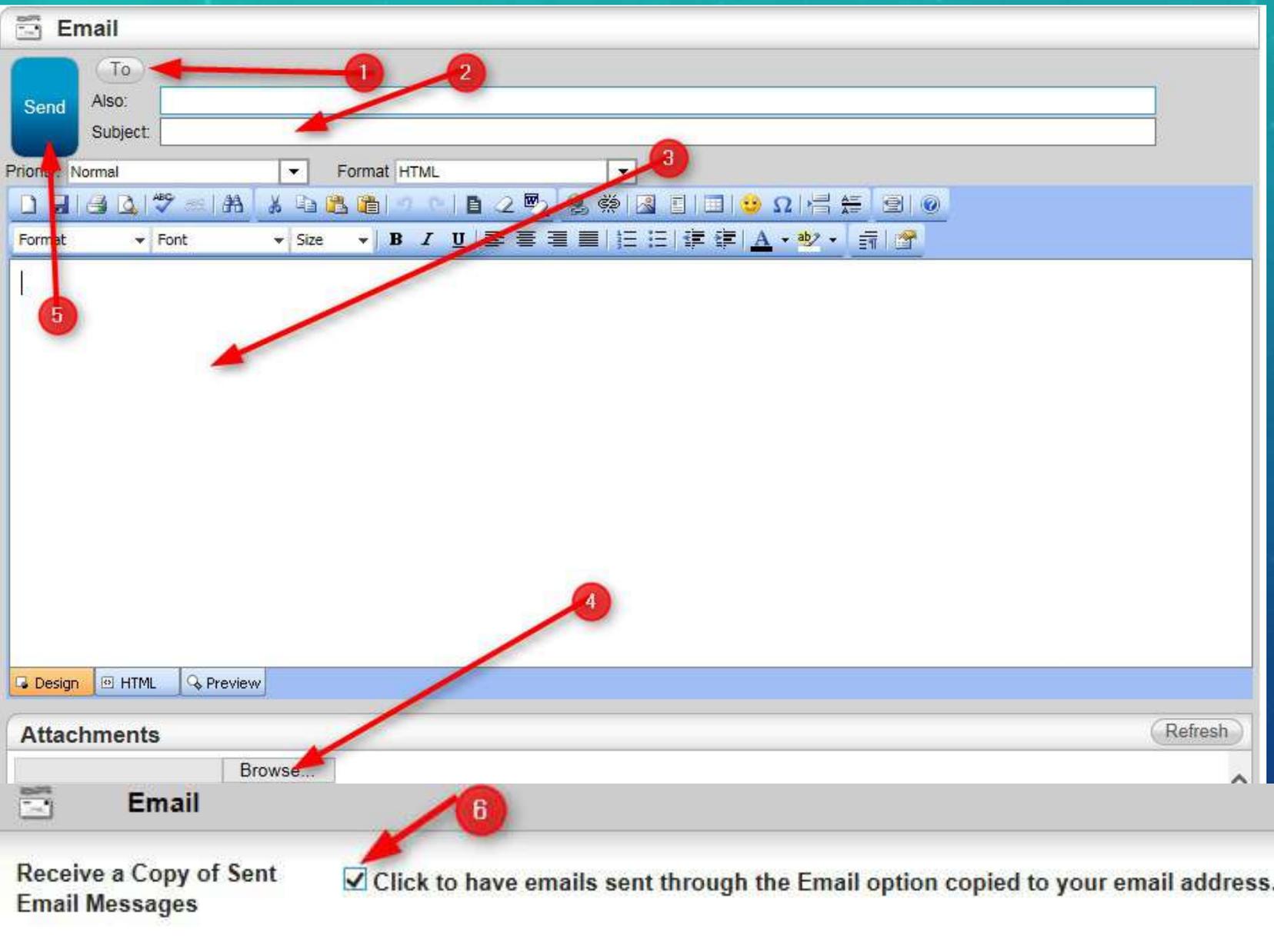
<input type="checkbox"/>	Student Name	Email
<input checked="" type="checkbox"/>		...yahoo.com

3 (arrow to + icon)

<input type="checkbox"/>	Guardian Name	Email	Relationship	Living With
<input checked="" type="checkbox"/>		...yahoo.com	Mother	Yes
<input checked="" type="checkbox"/>		...m	Father	No

1. Expand the selection of the class you would like to email.
2. Expand each student to see the guardian email.
3. Make sure the correct recipients are checked to receive the message.

TAC CLASSROOM MANAGEMENT: EMAIL



2. Add a subject for your message
3. Add the message
4. Add any attachments
5. Click send after you have proofread it.
6. On the HOME Screen, in the “Settings” Menu off the your “E-Number”, you can select to have a copy of any emails you send through the eSP Email Program.

**Note: ALL emails are public record.*

The background is a teal-to-blue gradient with faint, semi-transparent gear and circular patterns. The text is centered and reads:

TAC CLASSROOM MANAGEMENT: CALENDAR

TAC CLASSROOM MANAGEMENT: CALENDAR

1. Navigate to: Classroom Management > Calendar
2. The calendar lets you filter the view and what is displayed. This information is also visible in HAC.



A screenshot of the Classroom Management Calendar interface. The calendar is for August 2016, showing a grid of days from Monday to Saturday. The left sidebar contains filters and course selection options. Two events are highlighted with red boxes: 'Syllabus Review (1200310 -3)' on Wednesday, August 9th, and 'Project Due! (0101300 -2)' on Friday, August 11th.

Calendar Filters:

- Buildings: St. Augustine High School
- Filters: Assignments, Events
- Calendars: Course, Empty Courses
- Values: All
- Course: Algebra 1 (1200310-3) 1, Two-Dimensional Studio Art 1 (0101300-2) 1

Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20

TAC CLASSROOM MANAGEMENT: CALENDAR



3. You can also add events by clicking on the “Add New Event” Icon.
4. Fill out the fields to make the “event” show on the calendar for the selected class.

Event Detail

Subject*

Location

Start Date*

End Date*

All Day Event

Event Message

Publish Flag

<input type="checkbox"/>	Period	Description	Building	MP	Cycle Days
<input type="checkbox"/>	2	Algebra 1 (1200310-3 1)	St. Augustine High School	M1, M2, M3, M4	M, T, W, R, F
<input checked="" type="checkbox"/>	2	Two-Dimensional Studio Art 1 (0101300-2 1)	St. Augustine High School	M1, M2, M3, M4	M, T, W, R, F



TAC CLASSROOM MANAGEMENT: SEATING CHART

TAC CLASSROOM MANAGEMENT: SEATING CHART



- From your Home Screen
 1. Click on the Class Management Tab
 2. Click on Seating Chart from the drop down menu

TAC CLASSROOM MANAGEMENT: SEATING CHART



1. Add additional students
2. ...or Add All Students
3. Click Save
4. Click Print

*(*Note: this will export as a .PDF. If you have trouble start by making sure the Adobe Reader Settings are correct. If trouble persists, contact the School's Tech Support Specialist)*



TAC MANAGEMENT: NOTIFICATIONS

TAC NOTIFICATION SETUP:



Daily Digest If checked, bundle my emails into a single daily digest email

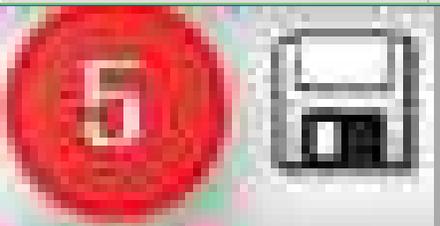
3

Attendance Notifications			
Do Not Subscribe	Subscribe	Subscribe with Email	Notification
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Submission Is Missing for Attendance

Mark Reporting Notifications			
Do Not Subscribe	Subscribe	Subscribe with Email	Notification
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Submission Is Missing for Report Card Marks
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Submission Is Missing for Interim Progress Marks
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Submission Is Missing for Student Competency

Scheduling Notifications			
Do Not Subscribe	Subscribe	Subscribe with Email	Notification
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Student Added to or Dropped from Scheduled Course
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Student Added to or Dropped from Scheduled Summer School Course

4
4
4



1. From the Home screen, click on the “E-Number” Icon
2. Click on “Notification Subscription”
3. Check “Daily Digest” so all notifications are bundled into a single Email.
4. Click “Subscribe with Email” notifications you would like to be both in your “Notifications” Icon AND in your Email.
5. Save.

QUESTIONS?

