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)

Category 1 (FA – Formative Assessment)

Assignment

Assignment

Assignment

Assignment

Assignment

Assignment

Category 2 (SA – Summative Assessment)

Assignment

Assignment

Assignment

Assignment

Assignment

Mark Type 2 (MIDEX- Midterm Exam)

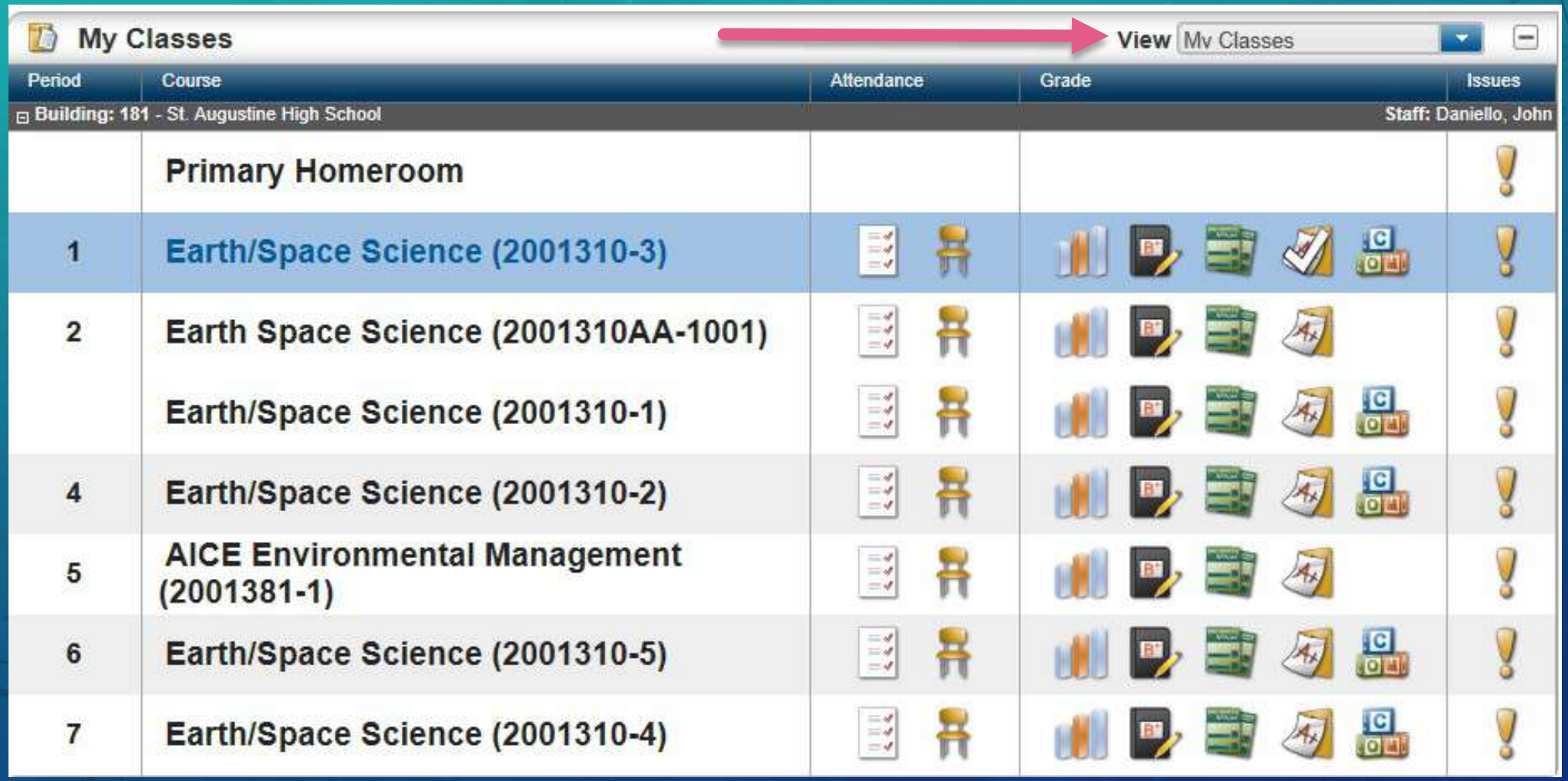
Category 4 (MTFNL – Midterm/Final Exam)

Assignment

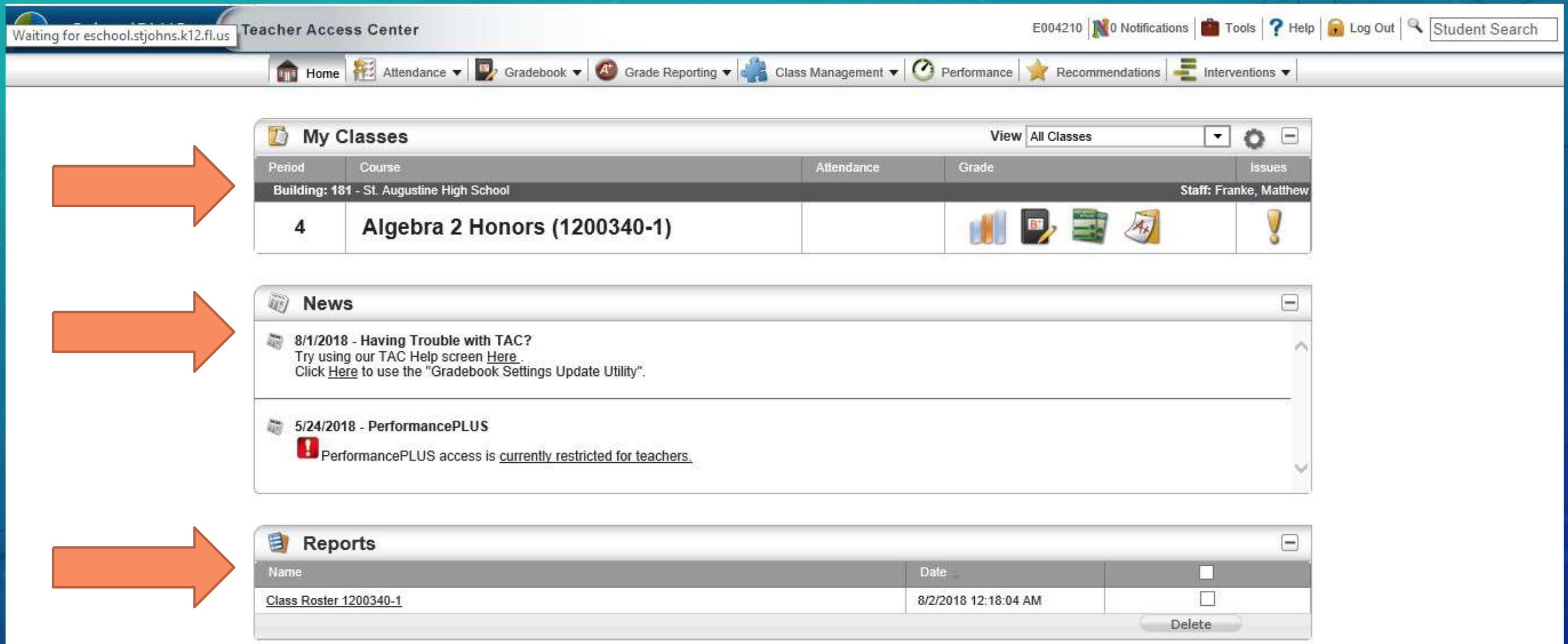
GRADEBOOK SETUP: VOCABULARY

- **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)



TAC HOME SCREEN (PANELS)



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 of TAC Reports.

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

Calculate average using total points: ☐ **Calculation:** Round

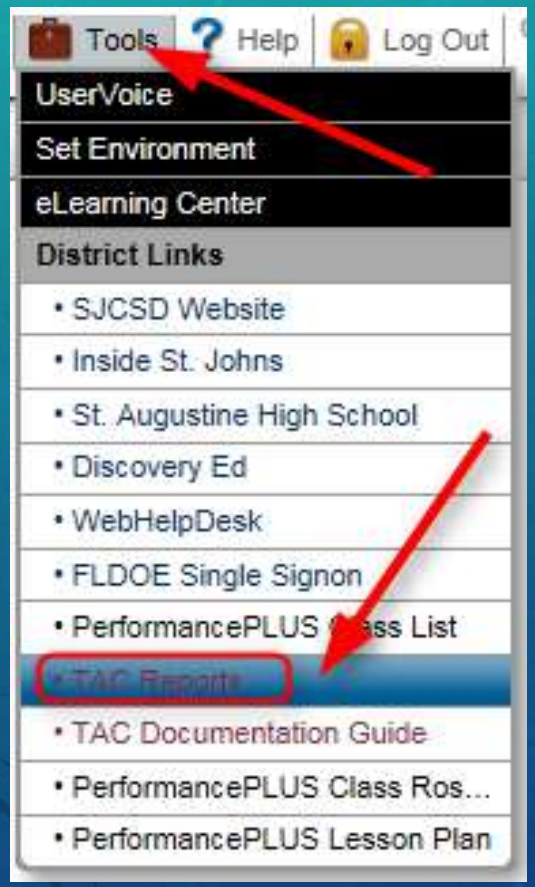
Gradebook Settings not editable here

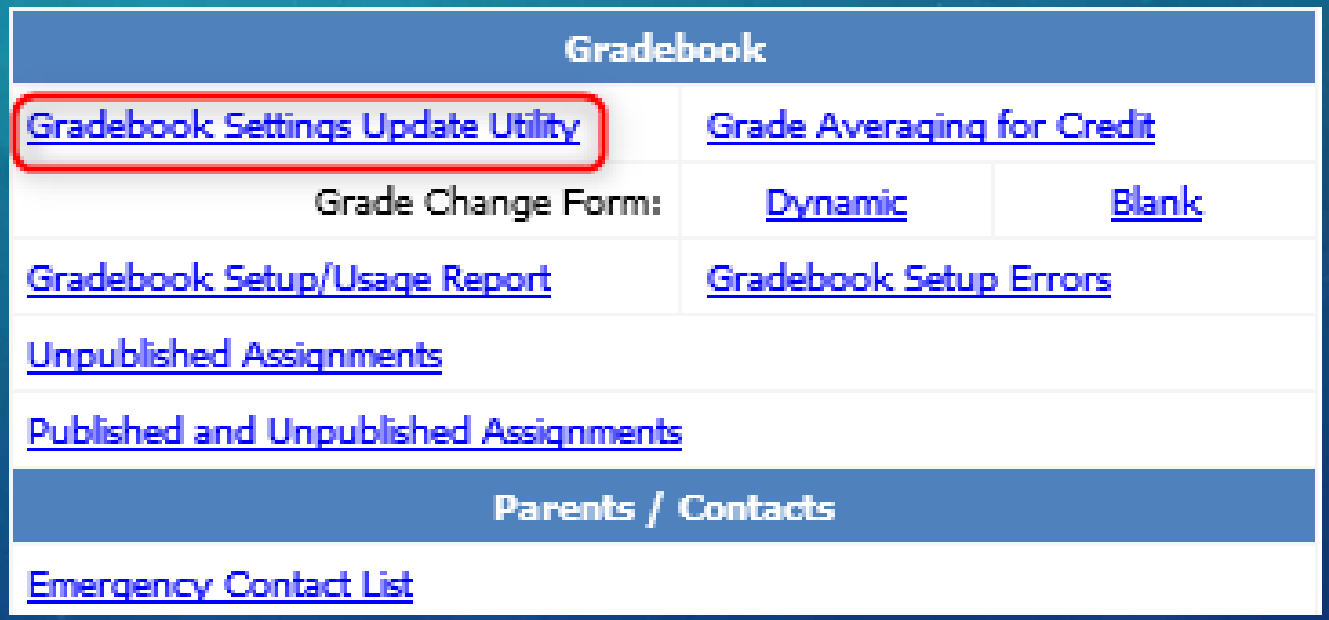
Category	Weight	Drop Lowest	Marking Periods	Exclude Missing
FA - Formative Assessment	20.00	0	Default	Missing scores count as zero(0) in the average
HW - Homework	5.00	0	Default	Missing scores count as zero(0) in the average
MTFNL - Midterm / Final Exam	0.00	0	Default	Missing scores count as zero(0) 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 SJCSD gradebook policy and their building's recommendations.

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

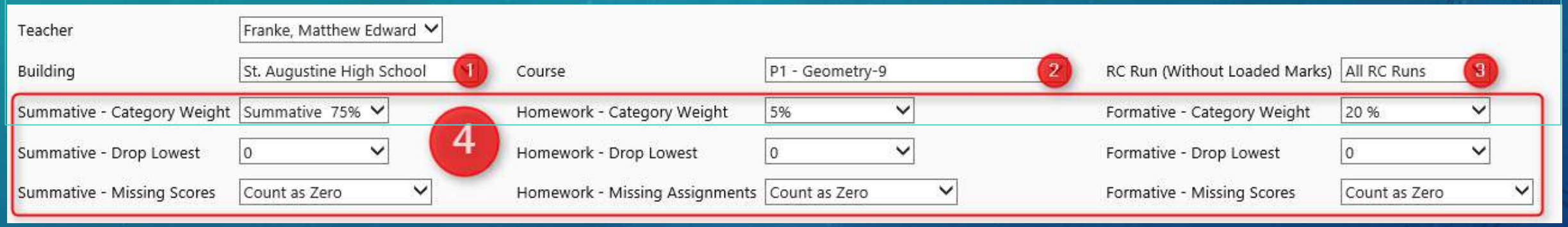




TAC: GRADEBOOK SETTINGS UPDATE UTILITY CONT.

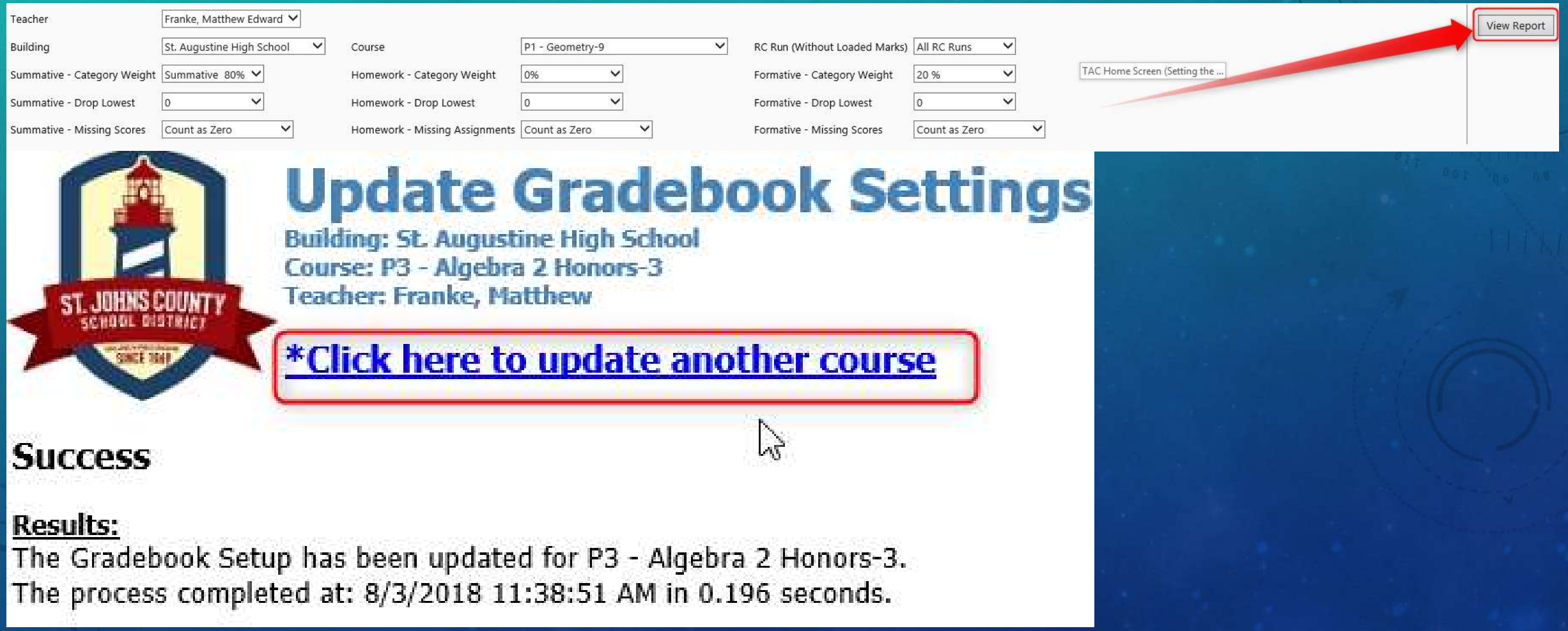
The Teacher Name will display automatically, then the teacher will:

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



TAC: GRADEBOOK SETTINGS UPDATE UTILITY

5. Click “View Report”
6. Review Results



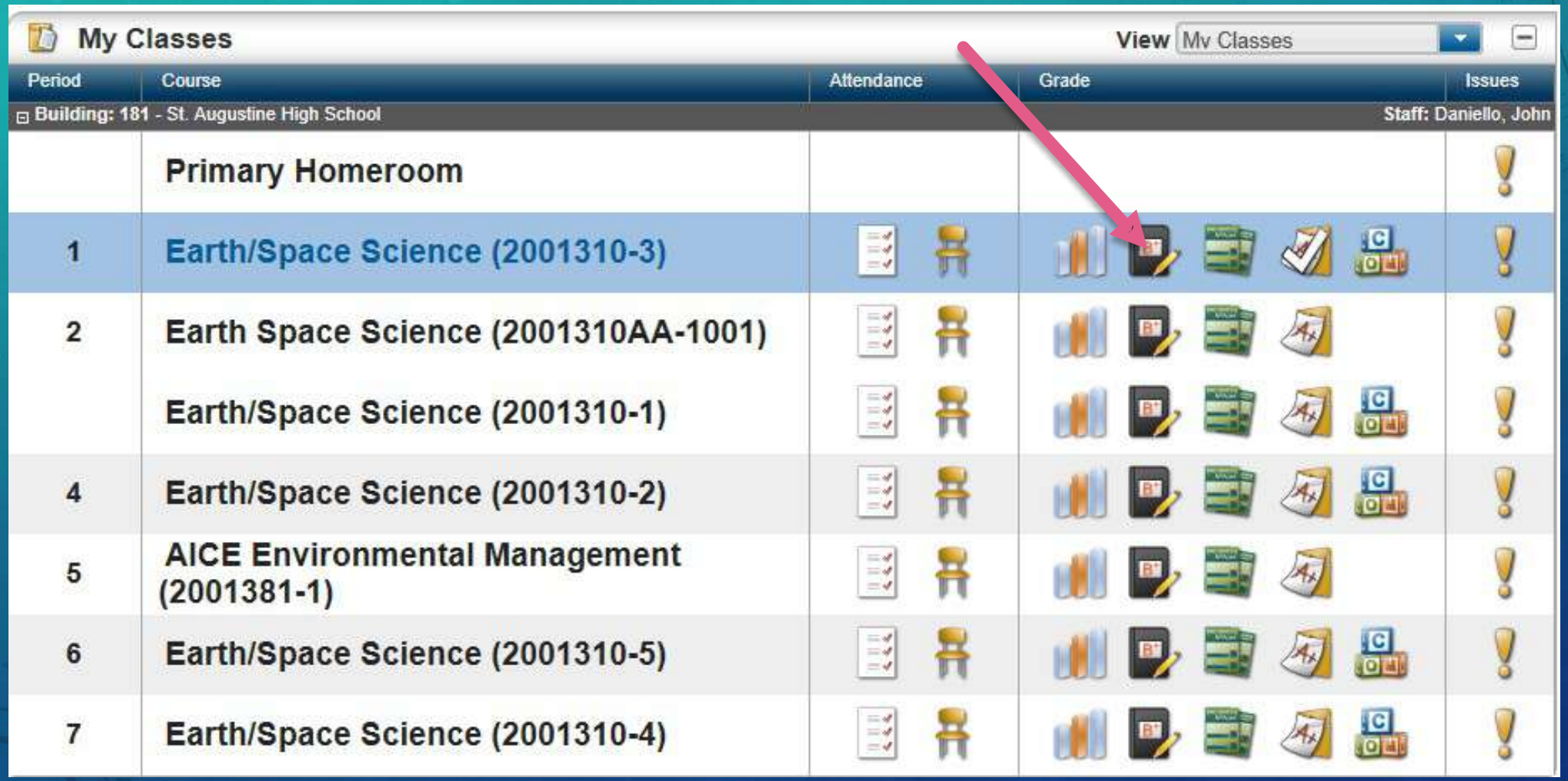
MANUALLY SETTING UP THE GRADEBOOK: COURSES

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**

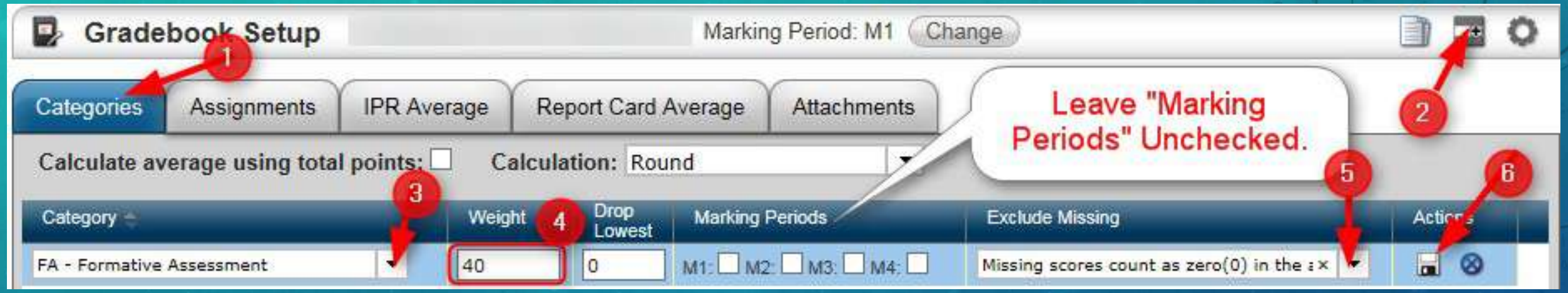
Click the “Gradebook” Icon from the Home page for the course.



TAC GRADEBOOK SETUP: Dual Enrollment

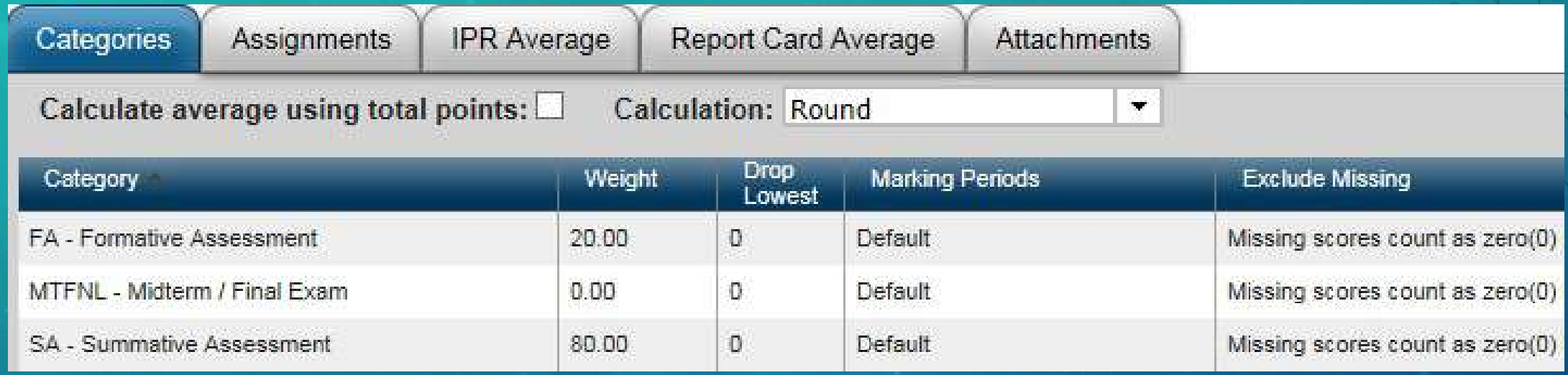
- Verify you are in the correct Marking Period
- Click on the “Gradebook” Tab, then on “Setup”

TAC GRADEBOOK SETUP: Dual Enrollment



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

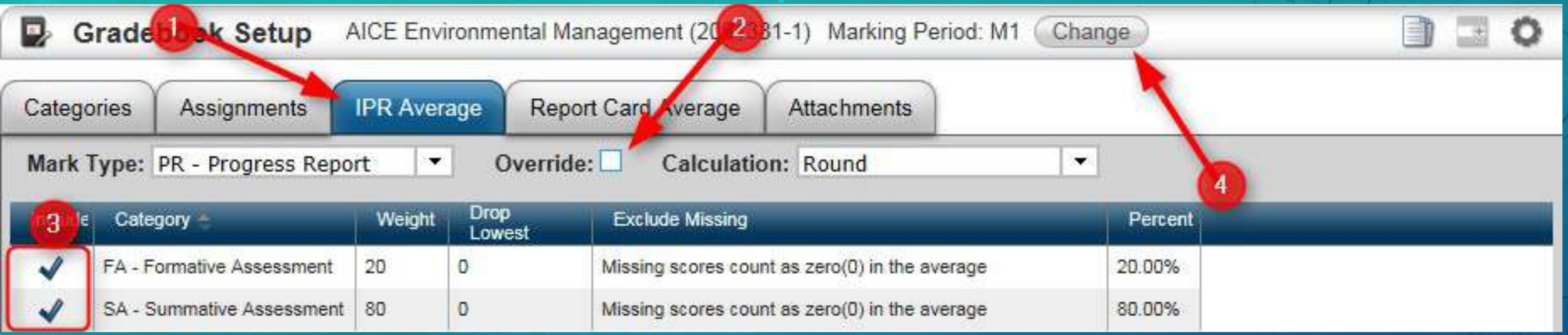


Category	Weight	Drop Lowest	Marking Periods	Exclude Missing
FA - Formative Assessment	20.00	0	Default	Missing scores count as zero(0)
MTFNL - Midterm / Final Exam	0.00	0	Default	Missing scores count as zero(0)
SA - Summative Assessment	80.00	0	Default	Missing scores count as zero(0)

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)

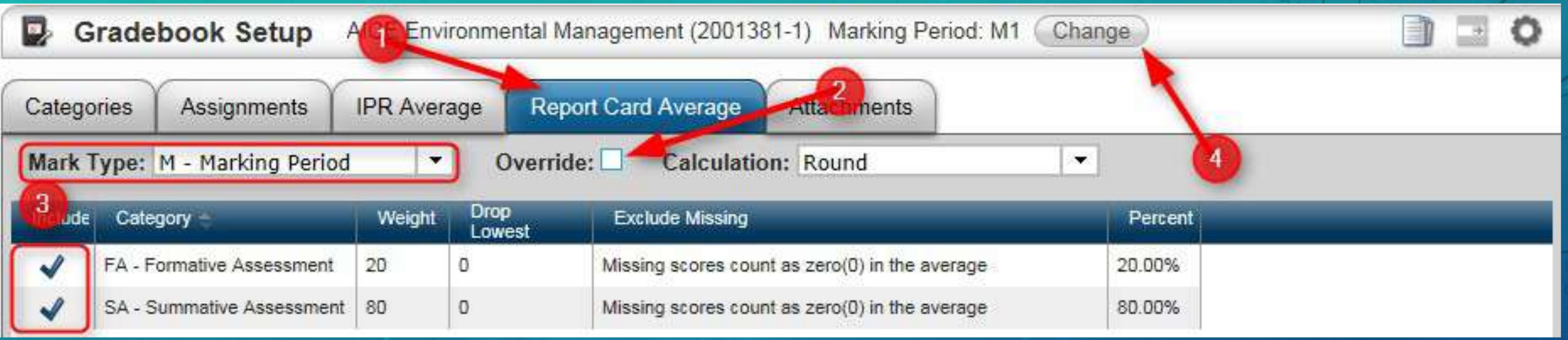


1. Select the IPR Average tab
2. Do not Click the Override button
3. All the check boxes for all other Categories will be check by default.
4. This applies to M1, M2, M3, M4.
5. *(AKA: "Just verify that it is not overridden in all marking periods, no other actions are required.")*

Note There is no SAVE button.*

TAC SETUP:
REPORT CARD AVERAGE

TAC REPORT CARD AVERAGE SETUP



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

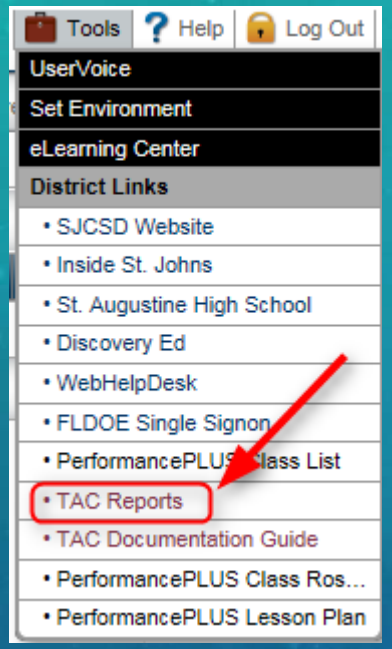
1. Navigate to: Tools > TAC Reports > Gradebook Setup Errors

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

3. Review any gradebook setup errors

4. Repeat as necessary

1.



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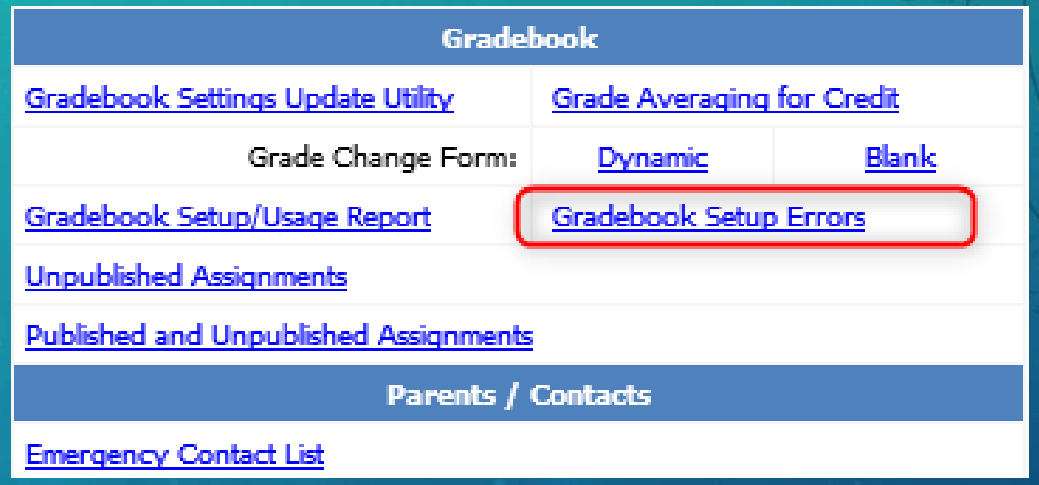

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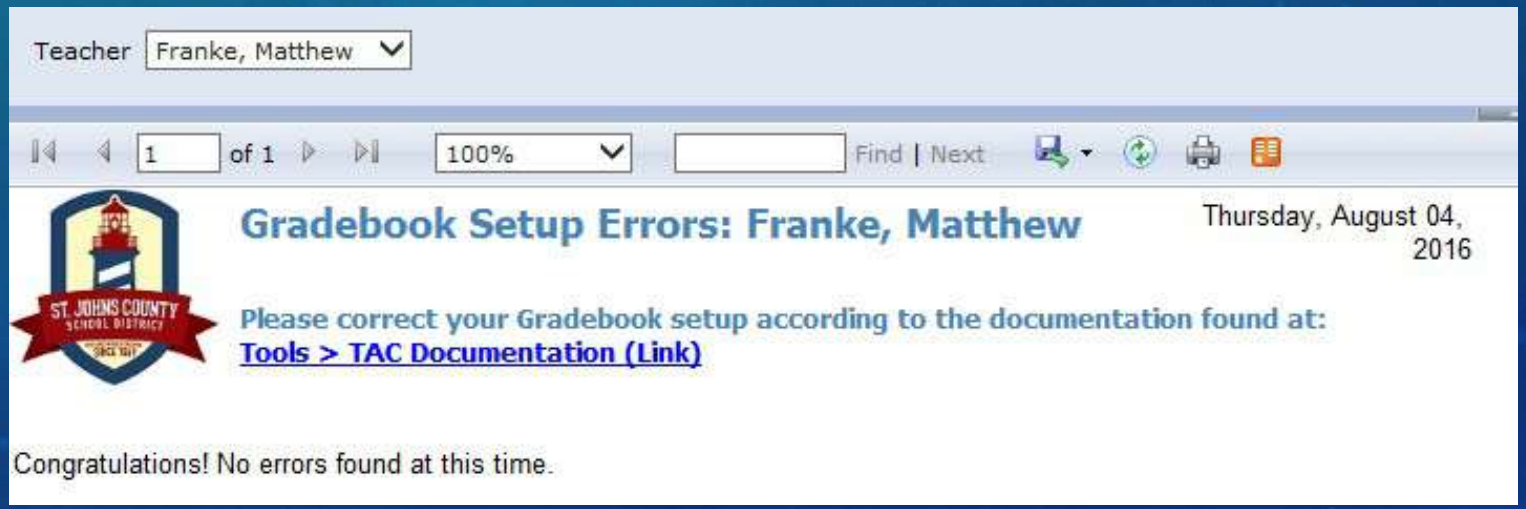
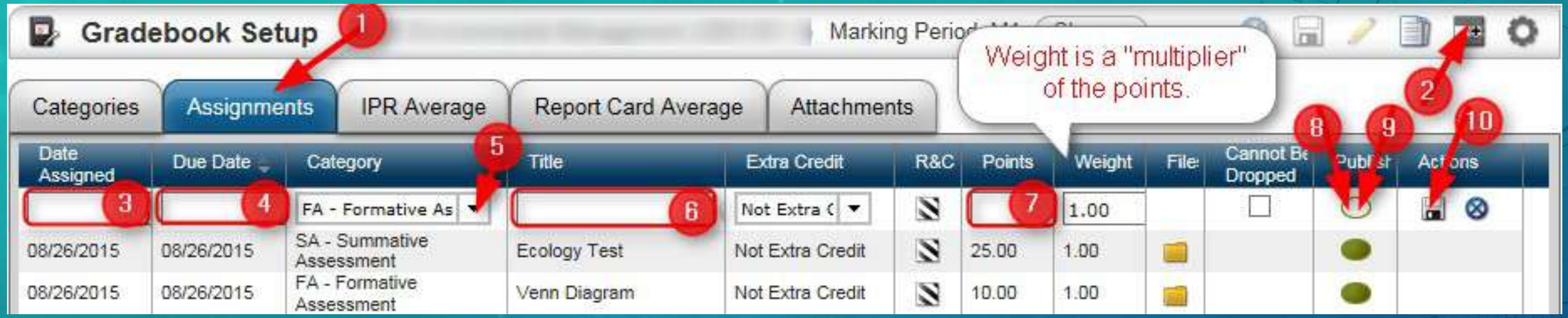


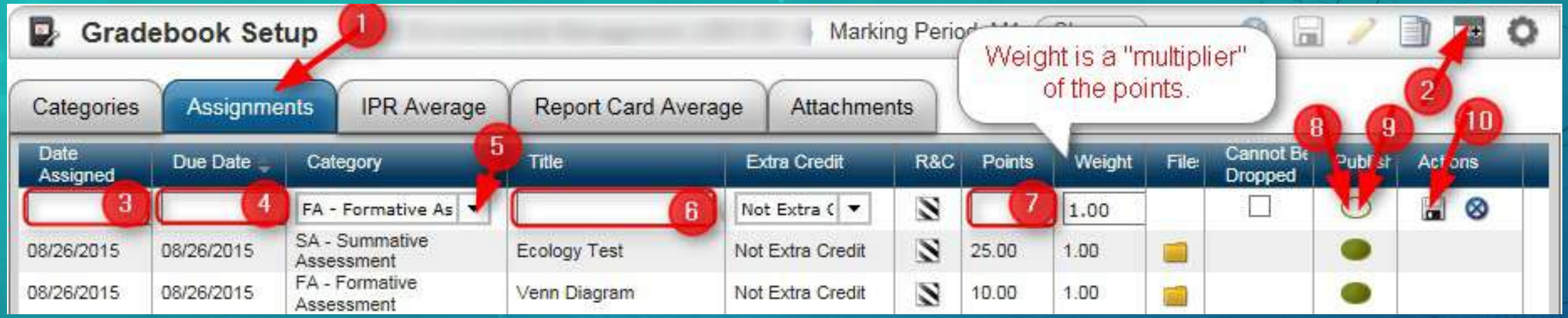
TAC GRADEBOOK: ENTERING ASSIGNMENTS

TAC ASSIGNMENT SETUP



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



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

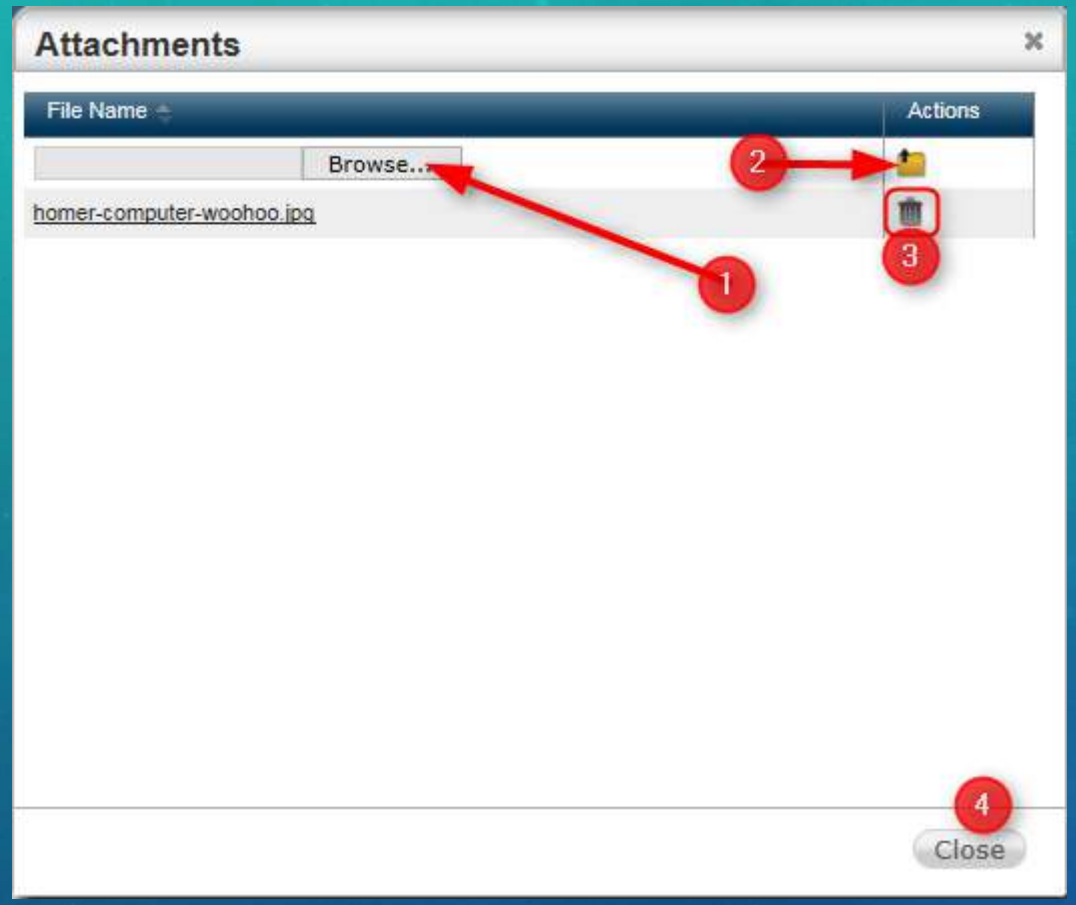
TAC GRADEBOOK SETUP: ATTACHMENTS

- To Add an attachment file to your assignment

(so your students have access to it from Home Access Center in the "Classes" Tab)

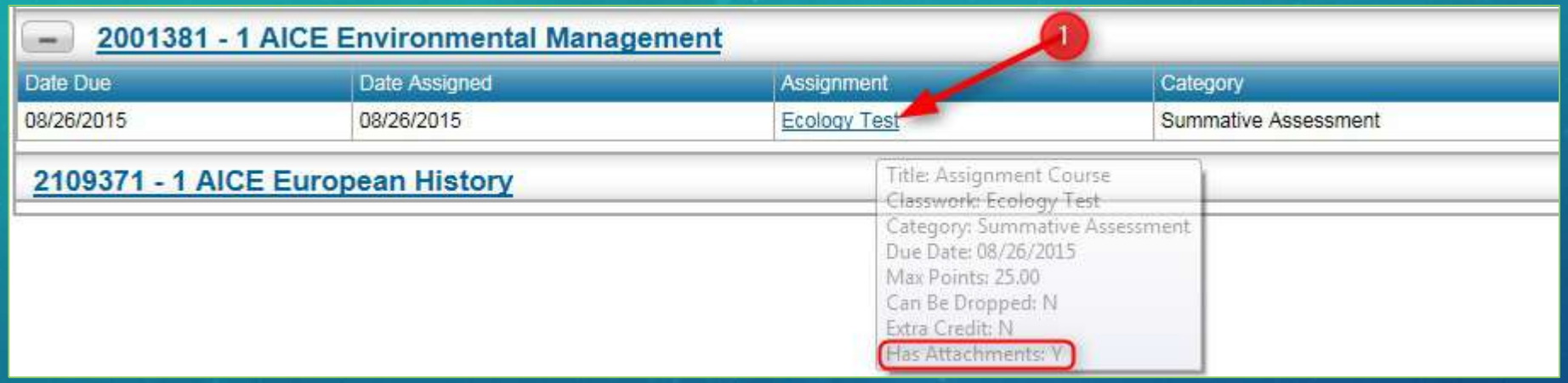
1. Click on the Edit Icon for the assignment
2. Click on the "Files" Icon

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.

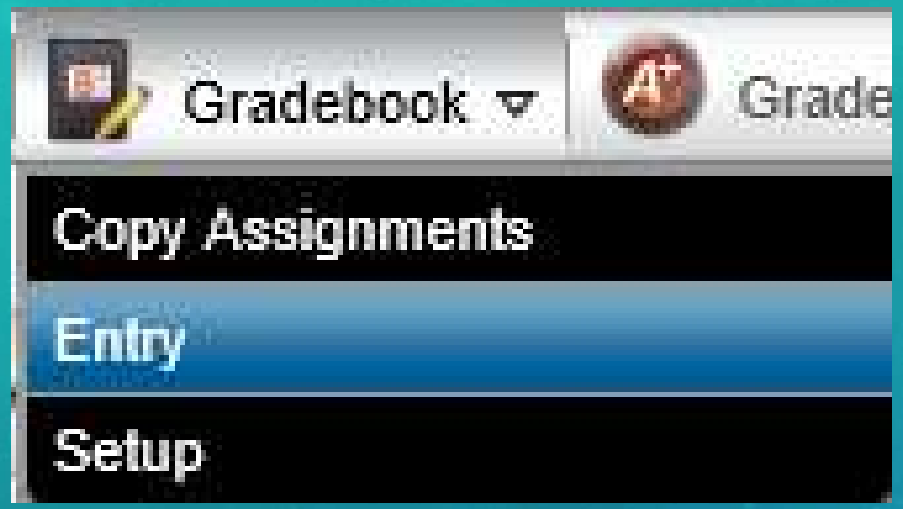
TAC GRADEBOOK SETUP: ATTACHMENTS



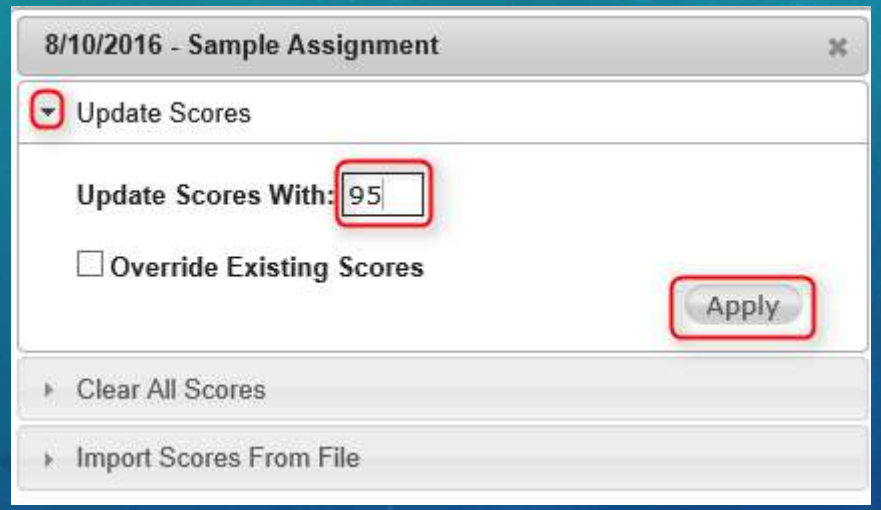
1. Student will navigate to “Classes” in Home Access Center
2. They will find your course and click on the Assignment Link

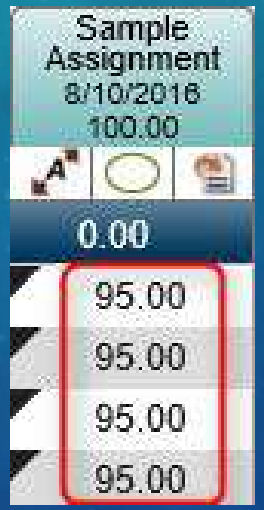
TAC GRADEBOOK: MASS ENTERING SCORES

TAC GRADEBOOK: MASS ENTERING SCORES

1. 

2.

3. 

4. 

5.

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*

TAC TROUBLESHOOTING

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

Class List	Bus List, by Class
Homeroom List	Bus List, by Homeroom
Medical Alerts, by Class	Bus + Other Transportation, by Homeroom
Medical Alerts, by Homeroom	
ELL Student List	Immigrant Student List

Student Data

- Birthday List
- Classroom Issues and Conduct Referrals
- Standardized Test Summary
- Industry Certifications for Students
- Most Recent Major Tests
- Student Current Averages
- Multi-Year Attendance Patterns by Class or Homeroom
- Multi-Year Perfect Attendance by Class or Homeroom

Student Logins / Accounts

Student Accounts by Classroom	
Student Accounts by Homeroom	Student Account Cards (KG-05)

Advisors and Coaches

- Athletic Eligibility Check (only for Advisors/Coaches)
- GPA by Activity (only for Advisors/Coaches)
- Approved Field Study Location List

Field Studies Requests

- Field Studies Requests

ESE Reports

ESE Roster for my HR/Classes	Text	Photos
ESE Roster for Case Mgr/Service Providers	Text	Photos
MIS Form		

- Section 504 List
- Section 504 Accommodations
- Section 504 Plan Report (student)
- MTSS/RtI List
- PEER Accommodations List
- PEER Accommodations (student)

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
- Guardians with no email address
- HAC Last Accessed

Accountability and Assessment Information

VAM Teacher Student Results	Guides for VAM/data score reports
Standards Based Reporting	VAM/data score FAQs
Student Testing Summary	VAM/data score formulas
Student Data Dashboard	
Final Exam Raw Score Report	

TAC REPORTS: GRADEBOOK SETUP/USAGE

Teacher: Franke, Matthew | School Year: 2019 | Building: St. Augustine High School

Course: ALL

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

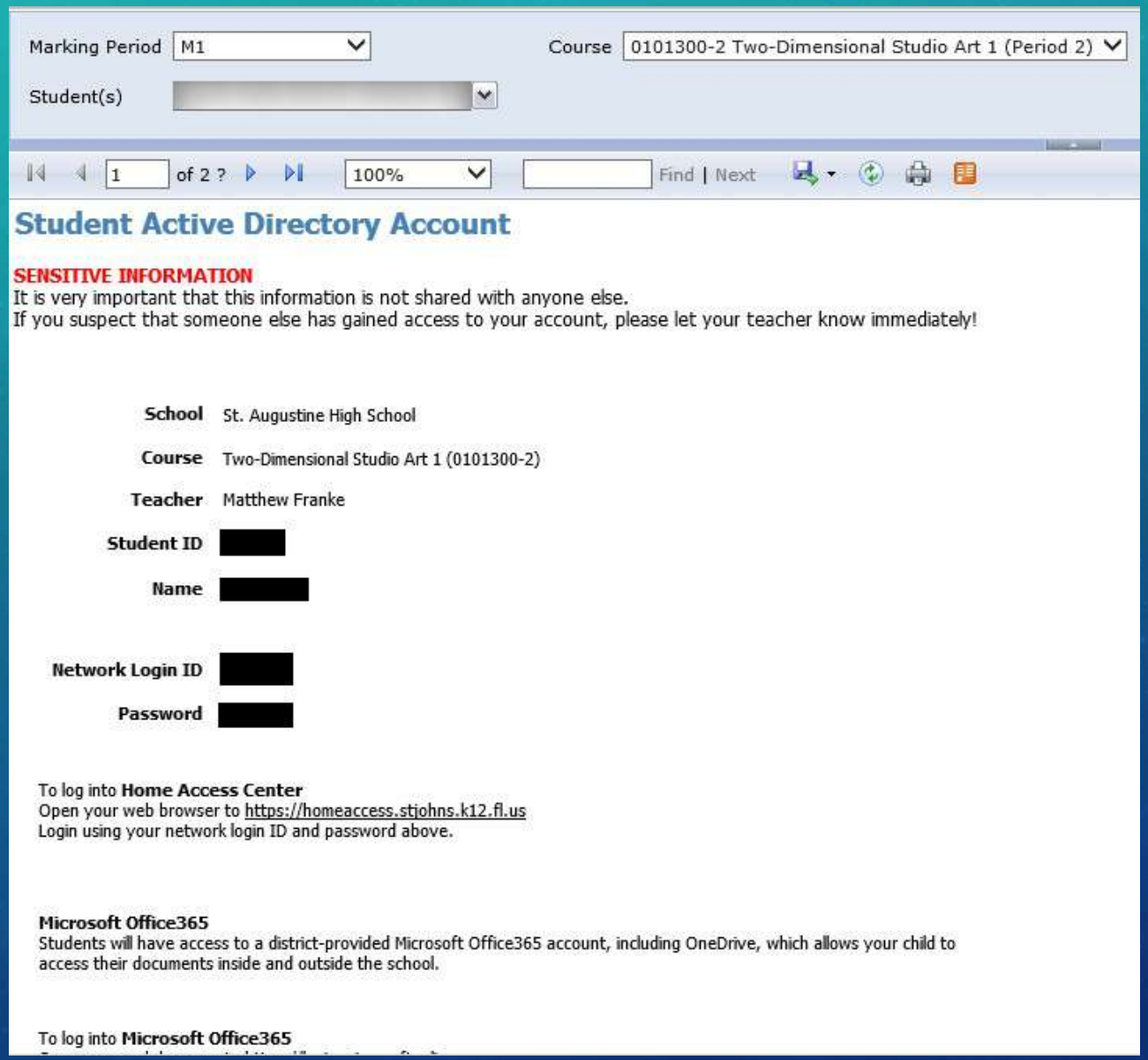
Suggested Best Practices - The following situations will be highlighted:
Sufficient Assignments per Category: There are at least 3 Summative Assignments and at least 6 Formative Assignments per Marking Period (*Prorated for current MP)
Scores Input on Time: The Inital Score Input is at most 7 days past 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 matchs 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 / -		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 / -		1.00	10.5%
					2	8/13/2018 / N / 1.00 / -		1.00	10.5%

8/2/2018 Page 1 of 1

TAC CLASSROOM MANAGEMENT: STUDENT ACCOUNTS

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



Marking Period M1 Course 0101300-2 Two-Dimensional Studio Art 1 (Period 2)

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]

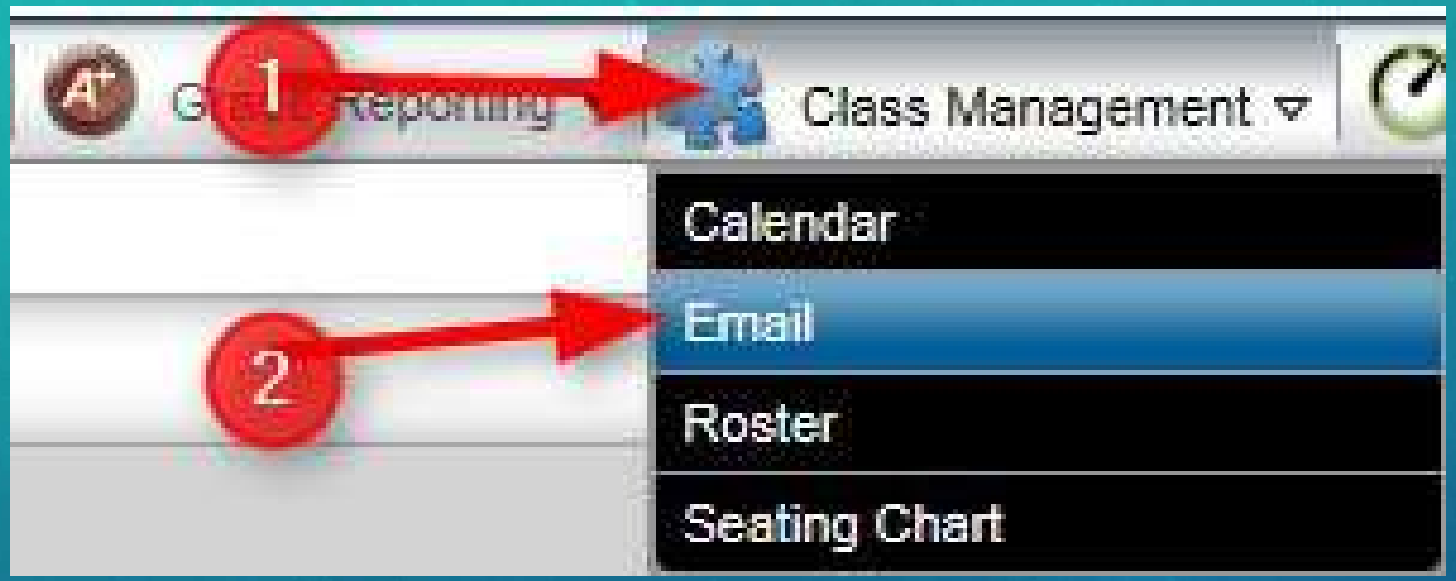
To log into **Home Access Center**
Open your web browser to https://homeaccess.stjohns.k12.fl.us
Login using your network login ID and password above.

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**

TAC CLASSROOM MANAGEMENT: EMAIL

TAC CLASSROOM MANAGEMENT: EMAIL

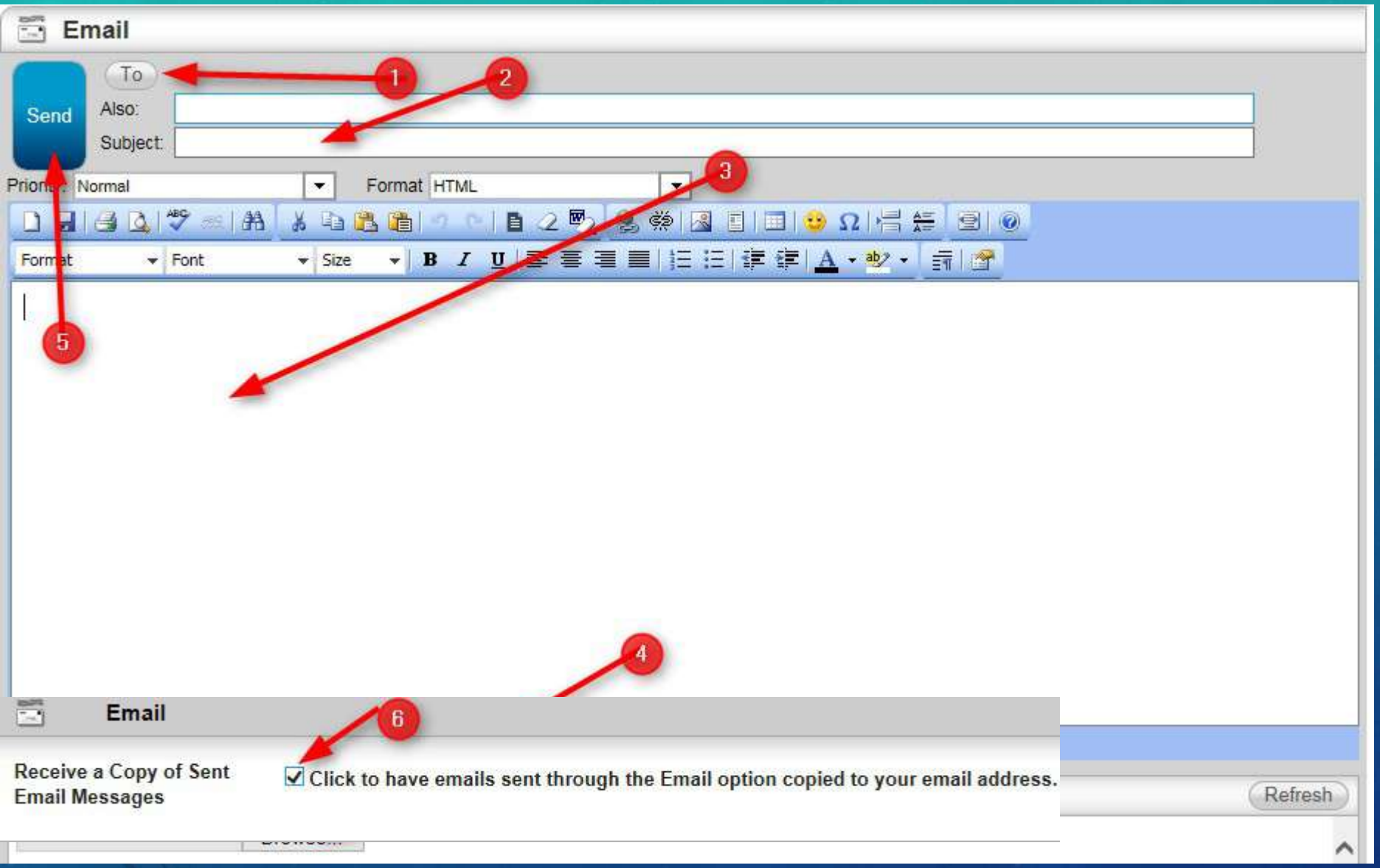


- From your Home Screen

1.Click on the Class Management Tab

2.Click on Email from the drop down menu

TAC CLASSROOM MANAGEMENT: EMAIL

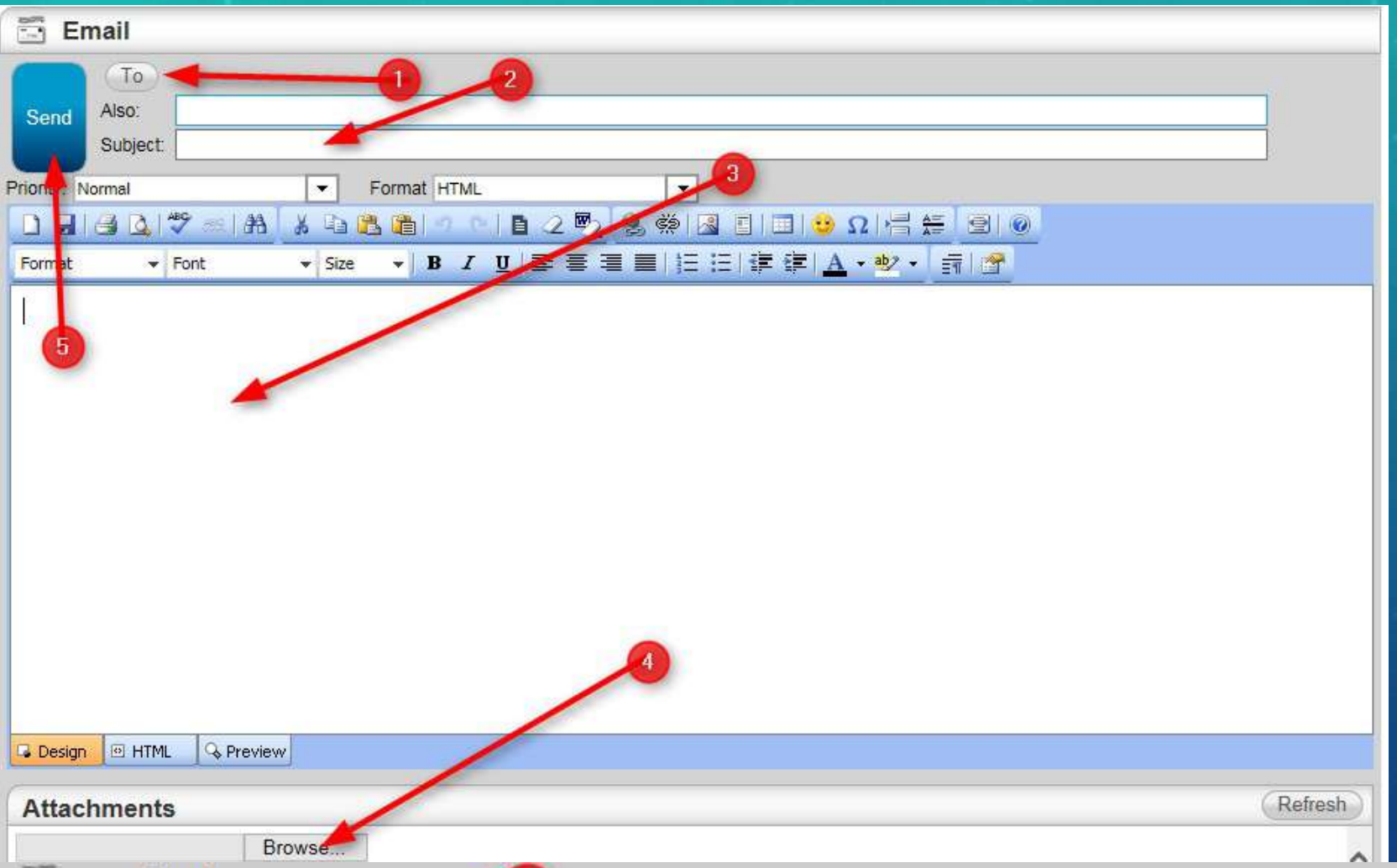


1. Click the to button to select the recipients

TAC CLASSROOM MANAGEMENT: EMAIL

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



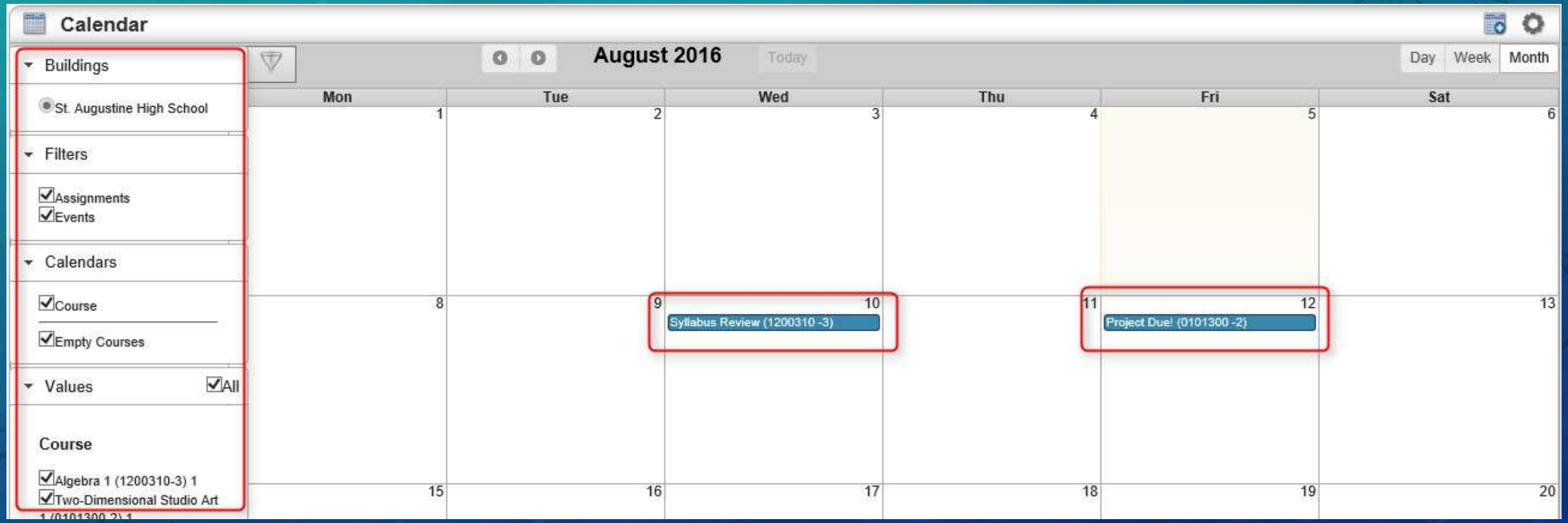
2. Add a subject for your message
3. Add the message
4. Add any attachments
5. Click send after you have proofread it.
6. **On the HOME Screen, in the "Settings" Menu off the your "E-Number", you can select to have a copy of any emails you send through the eSP Email Program.**

**Note: ALL emails are public record.*

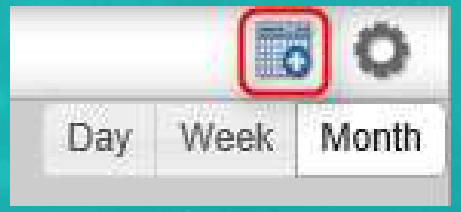
TAC CLASSROOM MANAGEMENT: CALENDAR

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.



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* Project Due!

Location

Start Date* 08/12/2016

End Date* 08/12/2016

All Day Event ☑

Event Message The Projects are due Today!

Publish Flag ☑

	Period	Description	Building	MP	Cycle Days
☐	2	Algebra 1 (1200310-3 1)	St. Augustine High School	M1, M2, M3, M4	M, T, W, R, F
☑	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:

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?