


## Teacher Access Center

TAC

1. New url: <http://tac20.esp.k12.ar.us>
2. User Name: **1608jsmith**

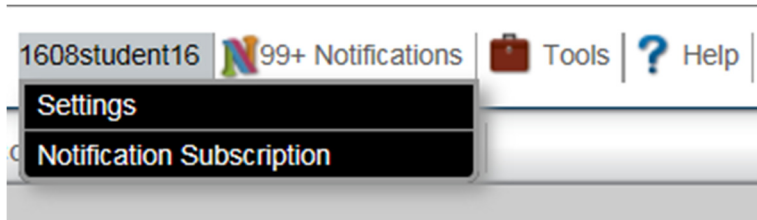
 **Login**

Please enter your account information for Teacher Access Center.

<b>User Name</b>	<input type="text" value="1608jsmith"/>
<b>Password</b>	<input type="password"/>

Login

3. New settings that must be set up first time: – hover over login name and choose settings



**Choices:**

**General** – Open Student Drawer on Search – choose

**Mutliple Classes in Period** –

- **M** = to display combined/multiple (good for special ed, Fine Arts with different levels meeting same period, and elementary PE)
- **S** = show only one class per period

**Appearance** – set personal preference

**Attendance** – set for List View

**Gradebook** – choose one

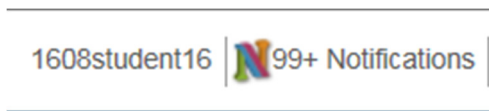
**Auto Saving** – choose one

- Auto save – has lag time
- Manual save with periodic auto save with time- if program crashes before time lapses, will loose work

**Grade Reporting** – Set the default view for Grade Reporting to be IPR or Report Card.

**Email** – choose

**Notification Subscription** – make selections and select Save. Notifications will be available in the TAC Banner. Notifications over 45 days old will be deleted by DIS.



4. **Student Drawer** – access to demographics etc when a student is chosen from the new Student Search feature in top right hand corner:

1608student16 | 99+ Notifications | Tools | Help | Log Out | Student Search

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

1608student16 | 99+ Notifications | Tools | Help | Log Out |  x

☒ Show All Students Close

Student Name	Student ID	Building	Grade
Bradley, Andrew	16008	BLDG16	12
Bradley, Ashleigh	16007	BLDG16	10

Andrew Bradley ? Close

Nickname | Student ID 16008 | Grade 12 | Age 17 | DOB 9/1/1998

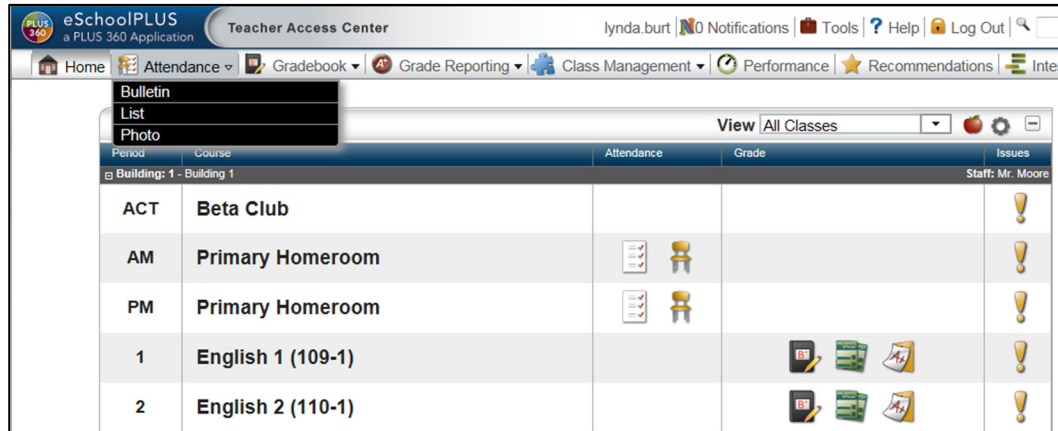
**Primary Contact Information**  
**Melinda Bradley - Mother (Living With)**  
  
**Primary Contact/Home:**  
(501) 580-4887  
  
**Marshall Bradley - Father (Living With)**  
  
**Primary Contact/Home:**  
(501) 580-4887

**Today's Schedule** [View Full Schedule](#) [Attendance Year View](#)

Period	Description	Room	Teacher	Time	Build
1	Photography (830-1)	115	Ms. Mitchell	7:45 AM - 8:35 AM	BL
2	Calculus (412-1)	117	Ms. Dawes	8:40 AM - 9:30 AM	BL
3	American Government (212-1)	107	Mr. Herda	9:35 AM - 10:25 AM	BL
4	Marketing (743-2)	201	Mr. Makya Ish-duoh	10:30 AM - 11:20 AM	BL

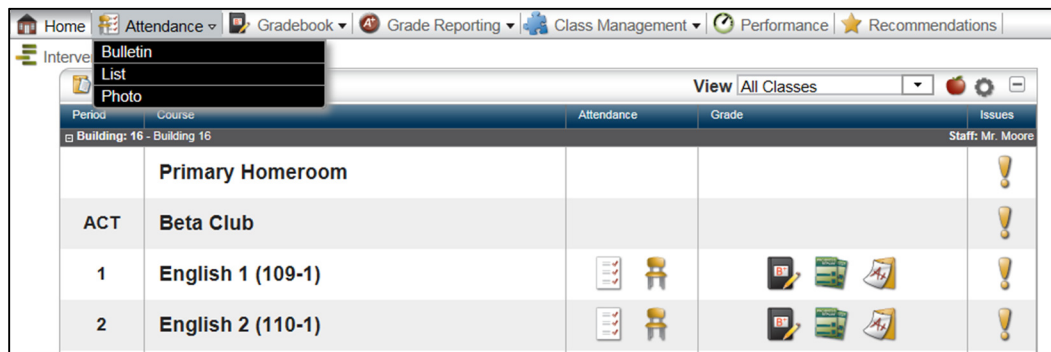
## 5. Attendance

### Homeroom Attendance Example (elementary):






Period	Course	Attendance	Grade	Issues
Building: 1 - Building 1				
ACT	Beta Club			!
AM	Primary Homeroom			!
PM	Primary Homeroom			!
1	English 1 (109-1)			!
2	English 2 (110-1)			!

### Period Attendance Example (secondary):



Period	Course	Attendance	Grade	Issues
Building: 16 - Building 16				
	Primary Homeroom			!
ACT	Beta Club			!
1	English 1 (109-1)			!
2	English 2 (110-1)			!

- If all present, click on  (in both AM and PM if elementary)
- If need to mark students absent or tardy, click on  and mark those absent and save.
- If ELEMENTARY, click on the **M**  **S** AM, PM,

and mark absences. Attendance will post to BOTH AM and PM. To save, click on




## 6. Defining Categories:

Path = Home Page > Gradebook > Setup> Category Tab

Categories:



To add categories – click on  on the toolbar – top right corner

- **NEVER EVER** check the 1,2,3,4 boxes in the MP field

Category	Weight	Drop Lowest	Marking Periods
CLS - Classwork	1.00	0	M1: <input type="checkbox"/> M2: <input type="checkbox"/> M3: <input type="checkbox"/> M4: <input type="checkbox"/>

DO NOT CHECK THESE BOXES

- If you set up more than one category, you **MUST use them all.**
- If you set up more than one category, the **total of the weights MUST equal 100.**  
If you set up a homework category, the JPS handbook states the weight cannot be more than 20%

Category	Weight
CLS - Classwork	10.00
HWK - Homework	10.00
TST - Test	80.00

- If you use total points as your average method, **ALL** your "like" classes must be set to use Total Points and you only need one category.

Categories	Assignments	IPR Average	Report Card Average	Attachments
Calculate average using total points: <input checked="" type="checkbox"/> Default Scale: <input type="text"/>				
Category	Drop Lowest	Marking Periods	Exclude Missing	
CLS - Classwork	0	Default	Exclude missing scores from the average	

- If the grade/subject you teach uses **S-N-U** instead of numeric grades, set the Default Scale:

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Calculate Average Using Total Points: ☐

Default Scale:

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7. **Creating Assignments:**

**Path = Gradebook > Setup > Assignment Tab**



To add assignments – click on on the toolbar – top right corner




8. **Entering scores**

**Path = Gradebook > Entry**

- Full name of assignment, now visible



- Can create a new assignment from this screen by clicking on - top right hand corner of toolbar
- A black triangle in the top-left corner of the score field indicates that the score is not saved

Example		
5/2/2016		
100.00		
		
73.83		
85.00		

- The score does NOT CALCULATE into the average until the due date arrives.

9. **Best new feature!!** – can now enter a walk-in grade for a student that transfers in during the quarter – whether from class within building or elsewhere.

- a. When a student enters on a date after last assignment due date, there will be a “sunburst” icon after their name....click on it.



The following screen pops up:

A screenshot of the 'Import Scores' dialog box. The title bar says 'Import Scores'. Below the title bar, it says 'Cho, Jonathan was added on: 05/05/16'. There are two radio buttons: 'Enter walk in percentage grade:' (selected) and 'Transfer scores from:'. The 'Enter walk in percentage grade:' option has a text input field next to it. Below the radio buttons is a table with four columns: 'Assignment', 'Weight', 'Score', and 'Import Assignment Scores Into'. At the bottom right of the dialog box are 'Import' and 'Cancel' buttons. The 'Import' button is circled.

Type the students transfer grade average in the field and click Import.....EASY!!

**WARNING: Once the walk-in information is saved, if an assignment setup for total points is updated, the calculated assignment points DO NOT CHANGE**

- The “transfer scores from”: field ONLY works when used on SAME TEACHER, SAME ASSIGNMENT, different period.



#### Troubleshooting Student Averages:

- If using categories to calculate the average (not Total Points), does the Category have a weight defined?
- Is the Due Date for one of the assignments in the future? Scores for future assignments are not included in the average until due date arrives.
- Is the assignment defined as an Extra Credit assignment by mistake?
- If using categories to calculate the average, is there at least one regular assignment in the category? Must use all categories you define