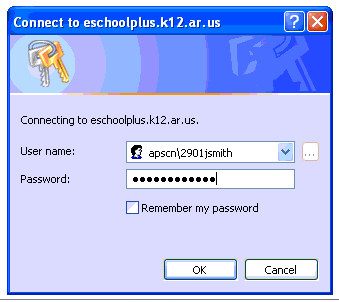
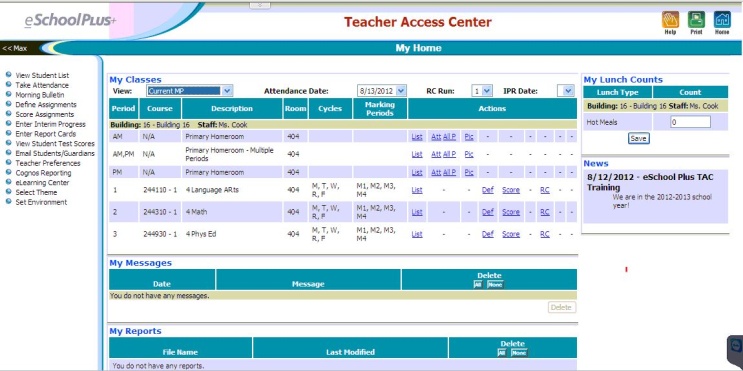
1. **LOG IN** to eSchoolPlus + ---------------*https://eschoolplus24.k12.ar.us/TAC24*



User Name: apscn\6091(first initial last name) Ex: apscn\6091jsmith

Password: \*\*\*\*\*\*\*\*\*\*\*\*\*

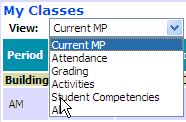


2. Teacher Access Center – My Home Page opens

Homeroom (if assigned) is listed first

Class List (My Classes)

3. View Options



Click drop down

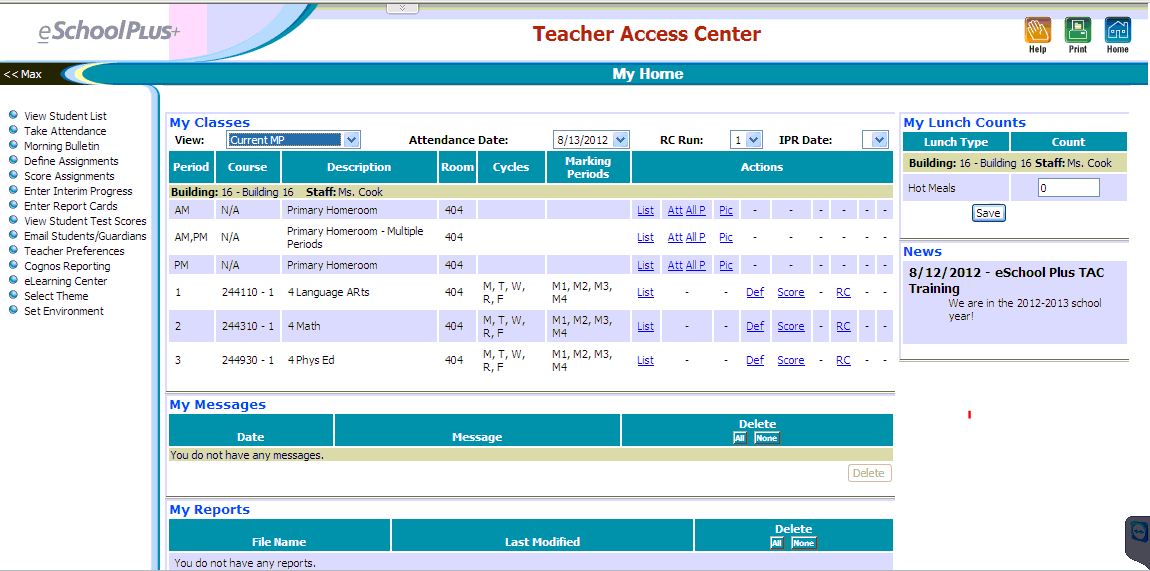
arrow to change.

*Use to clean-up*

*your main page*

*Activities & Student Competencies not used in Ark***.**

**Attendance** –

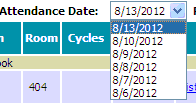


Click List to view students enrolled in this course.

Att – click to enter absence

All P – click if all students are present

Pic – *(Not used in Arkansas)*



Today’s date is always listed first.

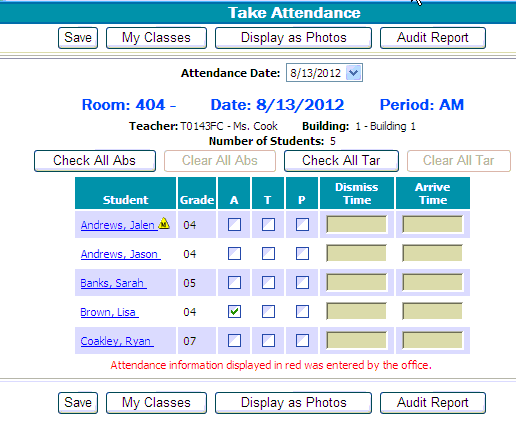
To change date, click drop-down arrow.

Teachers can only go back 10 days

**After 10 days, the office must enter**

***This option should only be used for***

***attendance when you have a substitute.***



**Click box next to student name to mark**

**Absent (A) or Tardy (T)**

To correct a mistake mark (P) Present

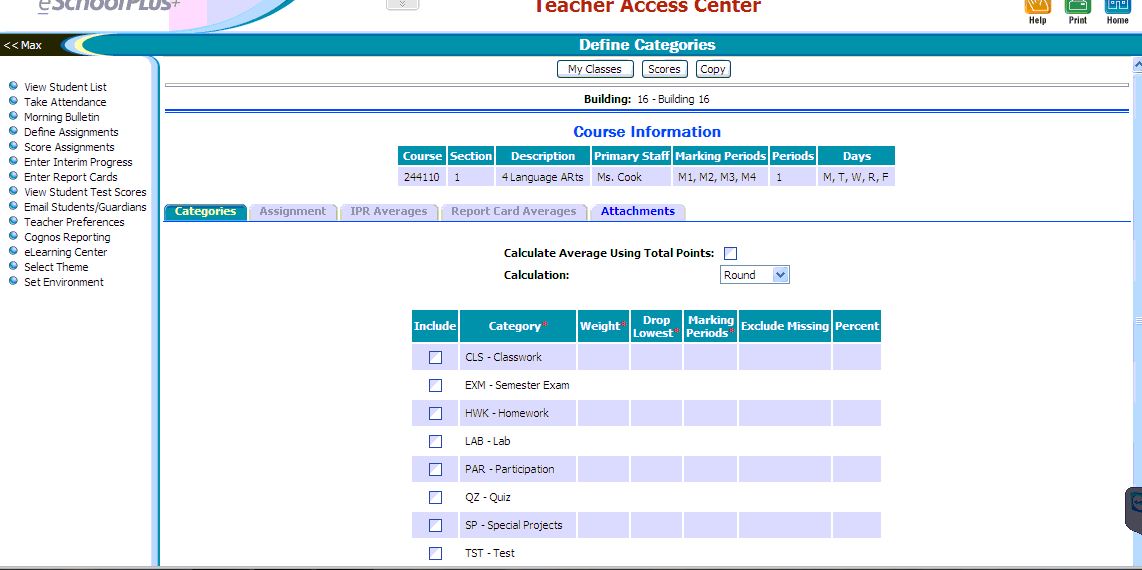
\*Student marked absent, but was in fact present.

i.e. detained in office – school business, etc.

Click **Save**

Click **My Classes** to return to home page

**Gradebook**



**Define Categories -** Click **Def**

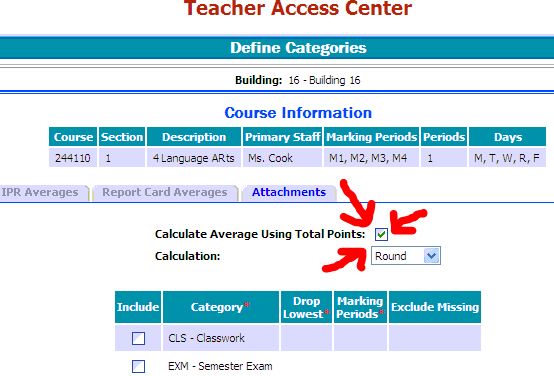
**This step only required once per year**

If this page does not appear –

click Categories Tab

\*If no categories have been selected,

this page should come up by default.



**MOST IMPORTANT!**

**!!CLICK THIS BOX!!**

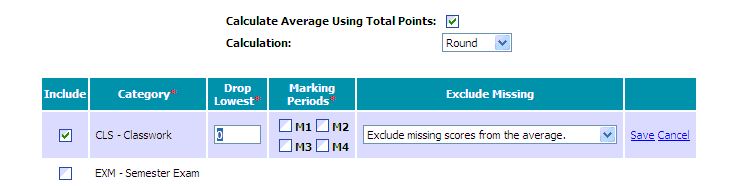
**Calculate Average Using**

**Total Points**

If this box is not checked, your grades will NOT average!

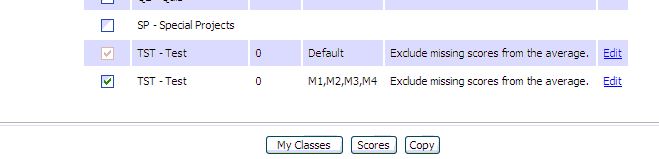
**Select all possible assignment types you plan to use during the year.**

You can always add categories later by clicking the categories tab again if needed.



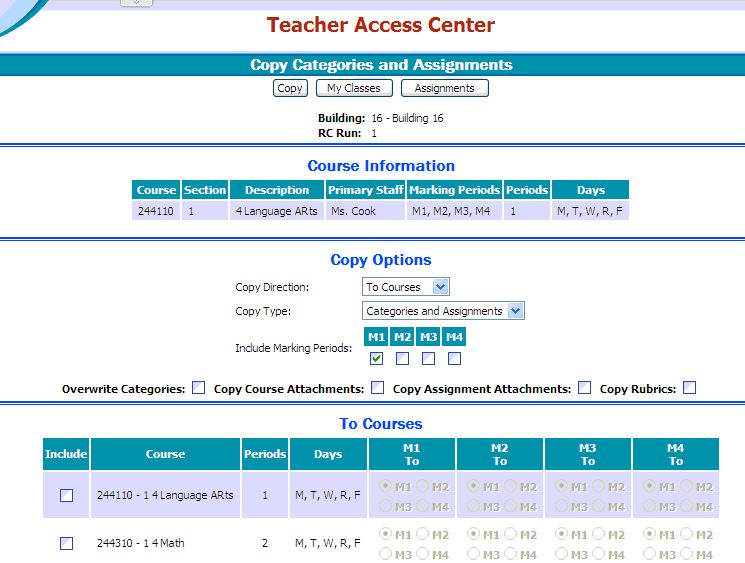
Click **Save**

**LEAVE BLANK!!** It will default to all year.



**For multiple classes use the COPY feature to duplicate your choices**

**OR Repeat the above steps for each class.**



This page will open.

1. Click all **Marking Periods**

2. Click **Overwrite Categories**

3. Check under **Include** for each class

to copy the categories to.

4. Click **Include ALL** button

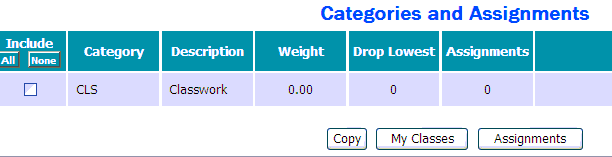


5. Click **Copy**

6. You will return to Define Categories Page



**CHECK & MAKE SURE THE BOX IS CHECKED!!**



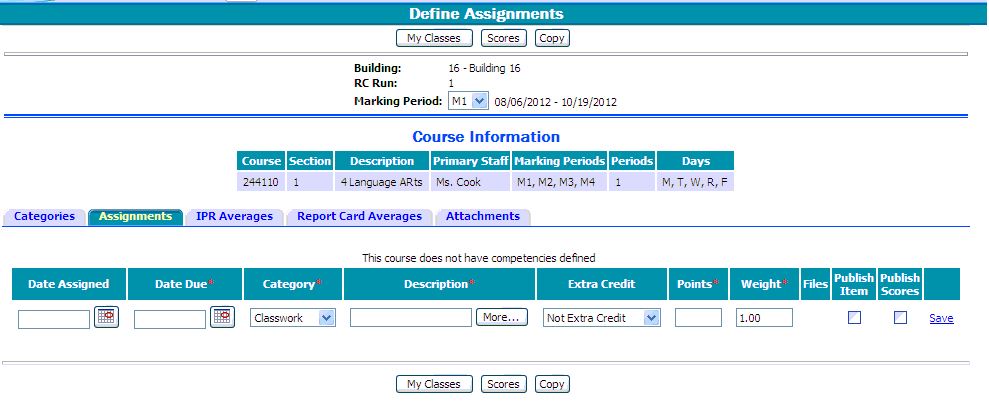
**My Home –** Click Def for each class

Go to Categories for each



**CHECK & MAKE SURE THE BOX IS CHECKED!!**

**Define Assignments -** Click **Def**



1.Click **Assignments** Tab

2. Click Calendar icon

to select date.

\*For HAC you can enter Date Assigned & enter Date Due either now or later. Not Required.

Parents will still see assignment online either way. Good way to show parents how long

students have to complete the work. **DATE DUE IS REQUIRED**.

3. Click drop down arrow and choose assignment type under Category.

4. Enter description (i.e. Page #s, Titles, etc. – Chapter 1 Definitions, p.7)

\*For HAC – Enter enough information so that you, parents, & students can recognize assignment.

If more room is needed, click More… and a larger box will open.

Use to enter specific requirements to be viewed in HAC

5. If Extra Credit Assignment – Choose option from drop down arrow. Otherwise hit TAB to skip

6. Points = Maximum points possible

7. DO NOT Change weight. (Hit Tab to skip) It is recommended to weight assignments, increase

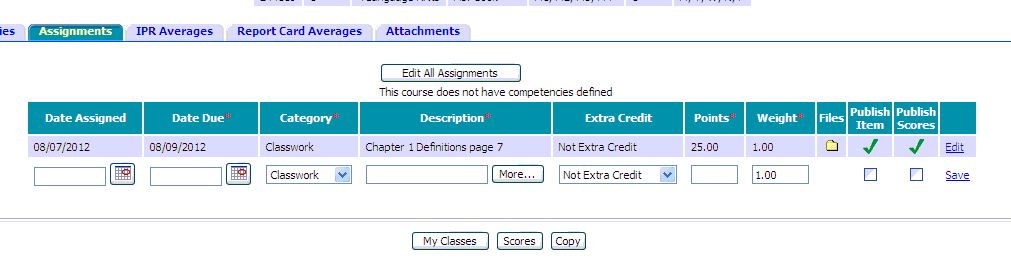
total points possible. (Ex.- 10 points Homework, 50 points for classwork, 100 points for test)

8. Files *(Not used in Arkansas at this time)*

9. Click Publish Item & Publish Scores to send to HAC.

10. Click Save

*(Not available in Arkansas)*



Continue to add assignments or **Click Scores** to enter grades.

**For multiple classes use the COPY feature to duplicate your choices**

This works the same as for copying Categories on the previous page.

Good option if you teach the same subject to several classes and they have the same assignments.

You can choose to copy all or select specific assignments to copy.

The **Edit All Assignments** button will open all assignments to adjust dates or other information for different classes after copying. Be sure to Click **Save** after making changes.

**\*\*NOTE: Assignments may be deleted if NO grades have been entered.**

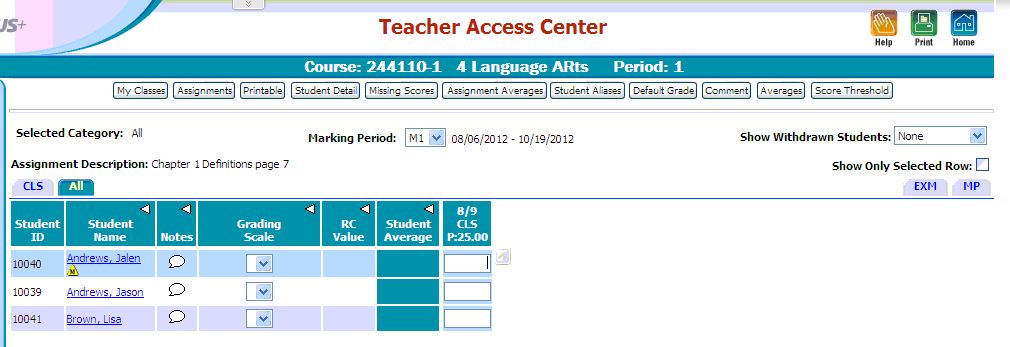
Be sure to delete scores or the delete option will not be available.

(Ex. Oops! I’m in the wrong class! or That assignment was a bad idea---just didn’t work)



**Enter Grades -** Click **Score**

**TIP: Make sure your gradebook has students in the same order as TAC.**



*Click arrow to hide column*

Indicates student has a

Medical Alert or SPED

*Enter student score*

*Hit Enter to go down the list*

*Saves automatically.*

*(Option Not available)*

**OPTIONS:**

Click Student’s Name to show individual information – address, phone, parents, schedule, and attendance.

Hover mouse over name to see date student enrolled if a new student.

Click Notes to enter comments about the student. You can choose to publish in HAC or keep for your

own information. Multiple notes may be added for each student and may be edited as needed. Only

one note allowed per date.

Example: Late work, Extended Time Allowed, etc.



**DEFAULT GRADE**



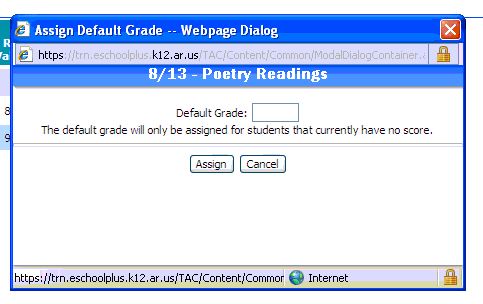
*Top of Score Page*



**Click column for the scores to be entered first.**



Click **Button**



**Enter Score for all students.**

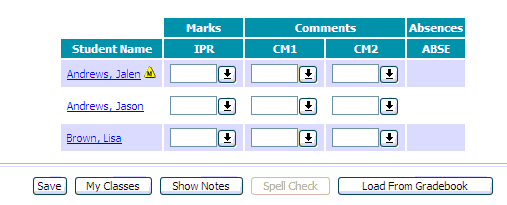
Click **Assign.**

**\*Good for Participation!**



**PROGRESS REPORTS REPORT CARDS**

Click IPR Click RC



Click **Load from Gradebook** Click **Load from**

Click **CM1/CM2** to add Comments **Gradebook**

Click **Save** Click **CM1/CM2** to add

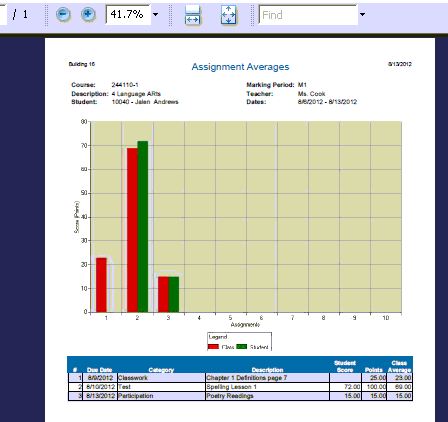
Comments

Click **Save**

**Look for the Big Green Check on the Home Page ✓**

**SCORE MENU OPTIONS**

*Compares Student to Class Average*



*See Student Average*

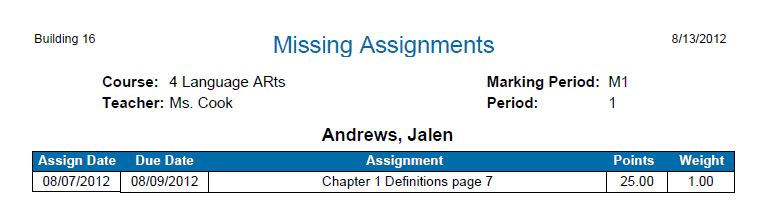
*Enter a Comment about a Score*

*Allows Teacher to Assign Alias to Students*



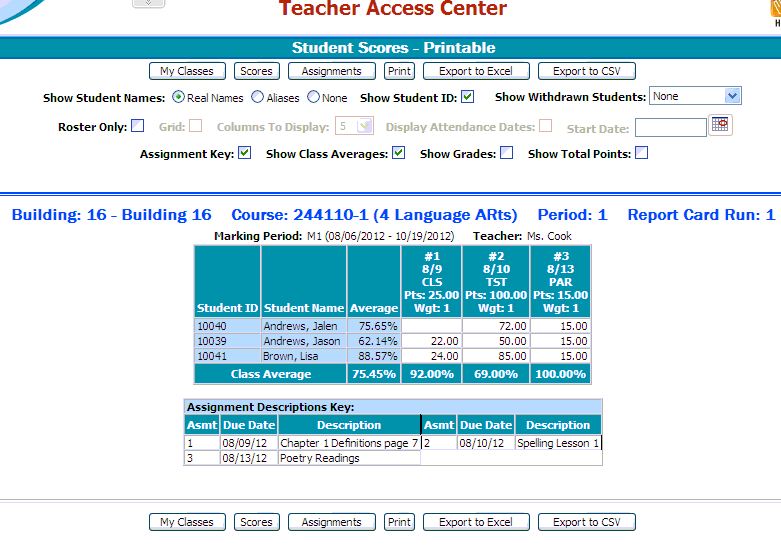
Report of all

Blank Grades



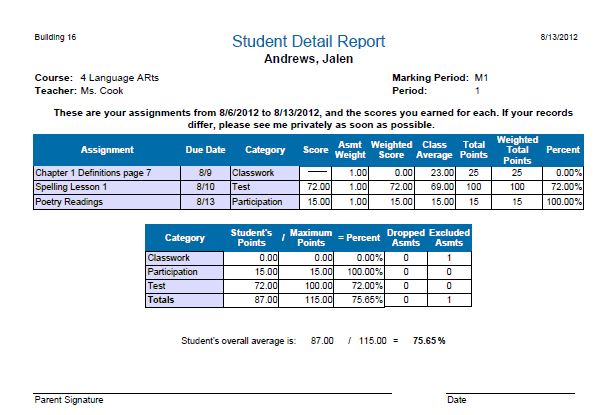
*Copy of Score Entry page*

*(Gradebook)*



*Report of a Single Student’s Scores*

*(Progress Report*



*Return*

*to Def*

*Page*

*Return*

*to Home*

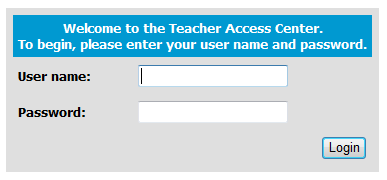
*Page*



*Lists all students above or below a given score*

**TAC UPGRADE – ADDED FEATURES**

1. Log In - <https://eschoolplus24.k12.ar.us/TAC24>



You no longer have to type apscn\ to access TAC.

**You can just enter 6091 and your user name.**

It will work either way.

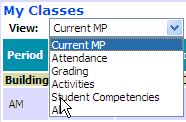
The first time you log in you may have to select OUR School District from the drop-down box.

After the first time, it should default to our school.

Please select a database:

Ar School for the Blind School District

2. View setting - In ***My Classes***, when you select another view



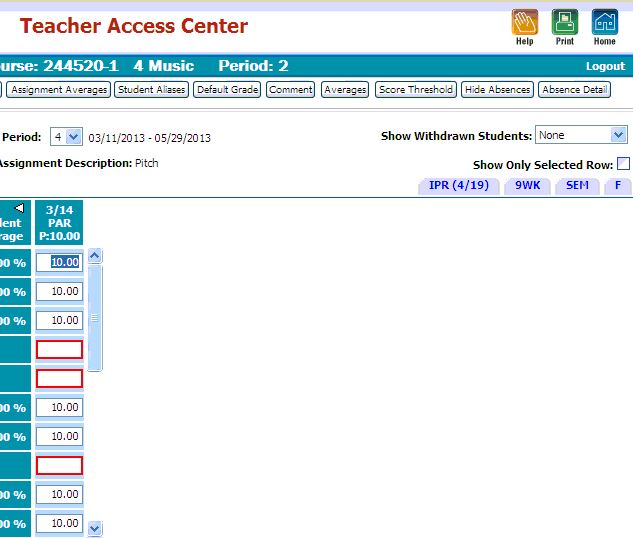
(such as Grading or Current MP), your gradebook will automatically open in this view until you change it.

3. Show Absences - In ***Scores.*** There is a new button at the top right hand side of the screen to **Show Absences.**



When clicked: The student's score box will be outlined in red to show the student was absent on that day. (See picture below)

Two new buttons appear (Hide Absences & Absence Detail).



Hide Absence turns this feature off.

Absence Detail - Click the student box for the grade then click this button. A detail box will pop up showing if the absence was entered as excused or unexcused.

4. My Messages - Home page - A new box shows messages at the bottom of the screen. If a student

is added, dropped, or has other alerts set by the office, you may get a notification here.

5. Logout - A new Logout button has been added on all pages. Click Logout when leaving TAC

without closing your browser. (Added security)

**JUST THE BASICS – Cheat Sheet.**

**1. Log in –** [**https://eschoolplus24.k12.ar.us/eschoolplus**](https://eschoolplus24.k12.ar.us/eschoolplus)**24**

Must be on school server or VPN to APSCN

**2. User Name: LEA#(first initial last name)** Ex. 6091jsmith

**Password: \*\*\*\*\*\*\*\*\*\*\*\***

* To Change Password go to apscn.org>Security> Security Resources>Self Management State Active Directory of Account Passwords (3rd choice under “Active Directory”)

**3. Def – Categories - Check the Box!!!**

Choose assignment types – Leave the marking period boxes BLANK!

**4. Def – Assignments - Enter information \***Indicates a required field

**5. Score – Enter Grades** Use Default Button to give all blank boxes the same grade

**6. IPR - Load Grades for Progress Reports**

**7. RC – Load Grades for Report Cards**

**8. Att – Attendance All P – All Present**

Elementary only – AM Homeroom & PM Homeroom = ½ day absence

AM/PM Homeroom = All Day (Most Used) – in the middle

**7. List – Class List** Click Print for quick roster (good for subs)



**Troubleshooting:**

* **Use the Help Button -** Brings up help for the screen you are on



* **Grades do not average –** Click the box in Categories **(**Def**)**

**Make sure that Marking Period boxes show default!**

If not, click Edit, uncheck the boxes, & Save

* **Can’t Log In –** Try changing password. Use Internet Explorer 8 or 9. (**NOT** 10!)
* **Change Password –https://adedata.arkansas.gov/security/**

**Single-Sign On (SSO)>ADE Single Sign On (Sign in)**

* **Any**  issues – Contact \_Cindy Wilkinson 296-1815 or cindy.wilkinson@asb.k12.ar.us