

eSchoolPlus TAC: My Classes (RES)

****All options in TAC can easily be reached from the new drop down menus.**

Period	Course	Attendance	Grade
AM	Primary Homeroom		
PM	Primary Homeroom		
RDG	Reading 4th Grade (244120-1)		
RDG	Reading 4th Grade (244120-2)		
LA	Language Arts 4th Grade (244110-1)		
LA	Language Arts 4th Grade (244110-2)		



- 1 Use **AM** period for attendance. Attendance is only entered in the morning, so you **MUST** choose **M** (merge) for the system to count the student absent all day. Any students signing in or out during the day will be entered by the office.

Student ID	Name	Alerts	Course	Grade	Office	A	T	P	Dismiss Time	Arrive Time	Add Entry	Clear Entry
470005147	Amos, Zoey A		1157	04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			+	
470006219	Beckett, Richard		1157	04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			+	

- 2 **Attendance:** Click this link for AM and PM to turn in all students as present.
- 3 **Attendance:** Take attendance from a class list. Check students who are absent. Only check "P" to correct a student previously marked absent. Remember to save.
- 4 Click on the **Gradebook** to setup or enter grades.
- 5 Click to enter **Report Card** information.

eSchoolPlus TAC: Gradebook Setup (RES)

The screenshot shows the eSchoolPlus Gradebook Setup interface. At the top, there is a navigation bar with links for Home, Attendance, Gradebook, Grade Reporting, Class Management, Performance, and Recommendations. The Gradebook menu is open, showing options for Copy Assignments, Entry, and Setup. The main area is titled 'Gradebook Setup' and includes a 'Pre AF' dropdown, a 'Period: 1' dropdown, and a 'Change' button. Below this are tabs for Categories, Assignments, IPR Average, Report Card Average, and Attachments. A section titled 'Calculate average using total points:' has a checked checkbox. Below this is a table with columns for Category, Drop Lowest, Marking Periods, Exclude Missing, and Actions. The table contains one row for 'CLS - Classwork' with a 'Drop Lowest' value of 0, marking periods 1, 2, 3, and 4, and an 'Exclude Missing' dropdown set to 'Exclude missing scores from the average'. A save icon is visible in the Actions column.

Category	Drop Lowest	Marking Periods	Exclude Missing	Actions
CLS - Classwork	0	1: <input type="checkbox"/> 2: <input type="checkbox"/> 3: <input type="checkbox"/> 4: <input type="checkbox"/>	Exclude missing scores from the average	 

- 1 Gradebook Menu:** Choose Setup
- 2 Calculate...Points:** **IMPORTANT**- Be sure this box is checked.
- 3 Category:** These categories are options. You can choose to use one or more for your gradebook.
- 4 Drop Lowest:** Enter number of grades to automatically drop.
- 5 Marking Period:** **IMPORTANT - DO NOT** check any boxes.
- 6 Exclude Missing:** Determines whether missing scores should count as zero or be excluded from average.
- 7 Save:** Click save on far right when done.
- 8 Assignments:** Use this tab to setup individual assignments.
- 9 Change:** Use this link to switch between class gradebooks.

eSchoolPlus TAC: Assignment Setup (RES)

Gradebook Setup Pre AP Lang 8 (38811P-1) Marking Period: 1 Change

Categories Assignments IPR Average Report Card Average Attachments

Date Assigned	Due Date	Category	Title	Extra Credit	Points	Weight	File	Cannot Be Dropped	Publish	Actions
				Not Extra C		1.00		<input type="checkbox"/>	<input type="radio"/>	

- 1 **Assignment:** Use this tab to setup individual assignments.
- 2 **Date Assigned:** T = current date
- 3 **Date Due:** Required. T = current date
- 4 **Category:** Chose from categories setup on previous tab.
- 5 **Title:** Enter in text box. Click bubble beside title for detailed description.
- 6 **Extra Credit:** Change to *add to total points* if assignment is extra credit.
- 7 **Points:** Enter points possible.
- 8 **Weight:** DO NOT change weight. It defaults to 1.00 for correct averaging.
- 9 **Cannot Be Dropped:** If the option to allow scores to be dropped from the average was setup on the categories tab, checking this box will override that option for specific assignments.
- 10 **Publish:** Must be checked to show in HAC (Home Access Center).

Icon	Publish Status	Description
	not published	Assignment cannot be viewed in HAC.
	assignment published	Assignment can be viewed in HAC, but no scores can be viewed.
	scores published	Both assignment and scores are visible in HAC.
- 11 **Save:** Click save to the far right before exiting screen.

eSchoolPlus TAC: Gradebook Entry (RES)

The screenshot displays the eSchoolPlus Gradebook interface. At the top, the title bar reads "Gradebook Pre AP Lang 8 (38811P-1), MP: 1" with a "Change" button. Below this is a dropdown menu for "All Categories". On the right, a red box labeled "1" highlights the "Section 1" assignment tab, which shows "8/24/2016 10.00" and a score of "0.00". Below the tabs is a table with columns: "#", "Name", "Alerts", "Grade", "Average (0.00)", and "0.00". The first row shows student "Victoria" with a red "2" next to her name. The second row shows student "Abigail". Below the table is a toolbar with a dropdown menu labeled "3" for "Actions/Reports" and several icons. A red "4" highlights the "Animal Farm Questions C..." assignment tab, which shows "9/15/2016 12.00" and a score of "0.00".

- 1 Click on assignment tab to open **Assignment Details**. Changes can be made to the assignment setup here.
- 2 Click on student name to open **Student Details**. This screen gives you easy access to student information without leaving the page. This works on any screen where student names are listed.
- 3 Run **Reports** such as Missing Scores, Printable Gradebook, Student Detail, and Student Averages.
- 4 Add a new **Assignment** directly to the gradebook from the entry page.