

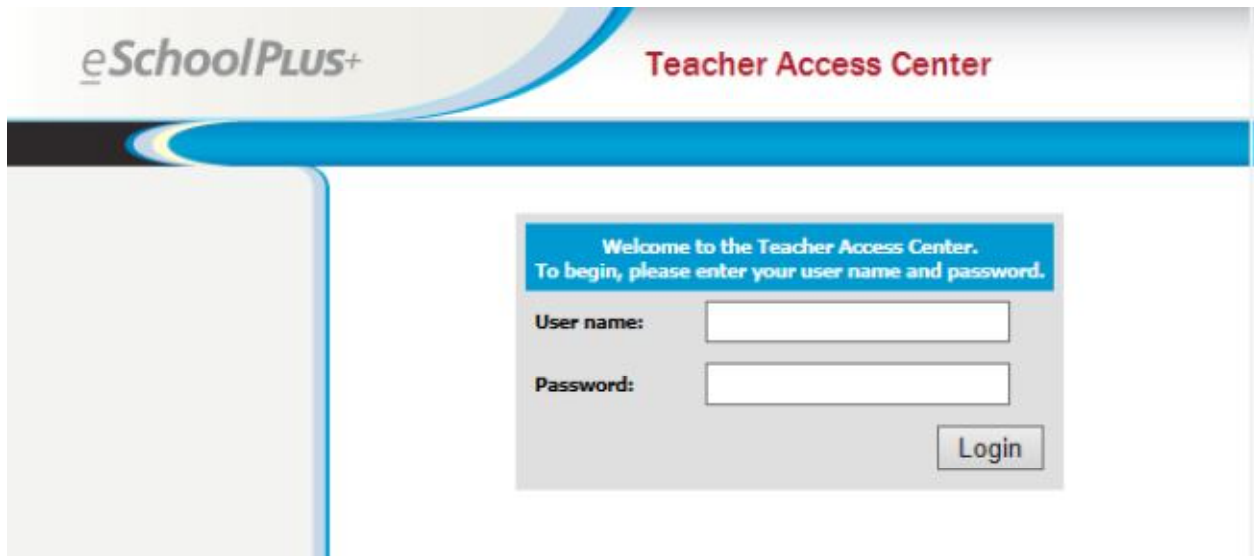
Teacher Access Center

Melbourne School District

Logging into eSchoolPLUS Teacher Access Center

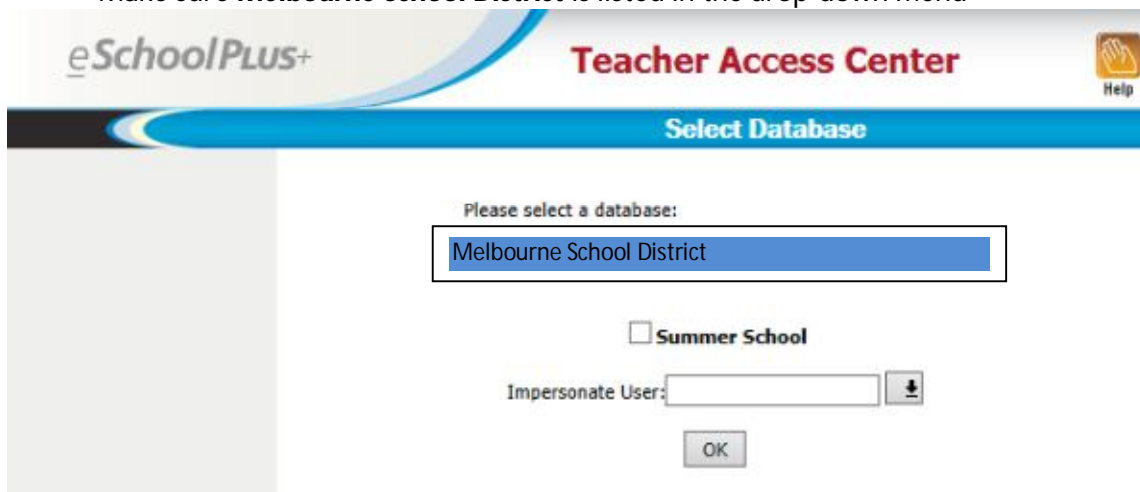
URL: <https://eschoolplus24.k12.ar.us/tac24>

- Enter eSchool/TAC Username: 3302firstinitiallastname (3302lhoskinds)
- Enter eSchool/TAC Password: _____ (case sensitive)



The screenshot shows the login interface for the eSchoolPLUS Teacher Access Center. The header includes the eSchoolPLUS+ logo and the text "Teacher Access Center". A blue banner contains the text "Welcome to the Teacher Access Center. To begin, please enter your user name and password." Below this, there are two input fields: "User name:" and "Password:". A "Login" button is positioned to the right of the password field.

- Click **Login**
- Make sure **Melbourne School District** is listed in the drop-down menu



The screenshot shows the "Select Database" page. The header includes the eSchoolPLUS+ logo, the text "Teacher Access Center", and a "Help" icon. A blue banner contains the text "Select Database". Below this, there is a prompt "Please select a database:" followed by a drop-down menu with "Melbourne School District" selected. There is also an unchecked checkbox for "Summer School" and an "Impersonate User:" field with a download icon. An "OK" button is located at the bottom.

- Click **OK**

Teacher Access Center

Melbourne School District

Understanding Your "My Home" Page

The "My Home" page of *Teacher Access Center* allows you to access:

1. My classes
 - a. Class lists
 - b. Class attendance
 - c. Gradebook
2. News
3. My Reports
 - a. Gradebook reports and summaries
4. My Messages
5. My Lunch Counts

The screenshot shows the 'My Home' page of the Teacher Access Center. The page is titled 'My Home' and features a navigation menu on the left with options like 'View Student List', 'Take Attendance', and 'Morning Bulletin'. The main content area is divided into several sections:

- My Classes:** A table with columns for Period, Course, Description, Room, Cycles, Marking Periods, and Actions. The table shows one class: Period 1, Course 1510B-1, Description Chemistry - S2, Room A3, Cycles M, T, W, R, F, Marking Periods M4, M5, M6. The Actions column includes links for List, Att All P, Plc, Def, Score, IPR, RC, and Comp.
- My Messages:** A section with a table showing a message dated 6/12/2008 from Robert Atawater, stating that a student has been withdrawn from the Chemistry - S2 class.
- My Reports:** A table with columns for File Name, Last Modified, and Delete. It shows two reports: 'Assignment Averages 1510B-1 M6 ID 103121' and 'Averages 1510B-1 M6'.
- News:** A section on the right with a news item dated 5/15/2008 titled 'You are in the Training Database'.

Viewing a Class List

1. Select **List** under the **Actions** tab.
2. Select the **Show Options** button to view other information.

Teacher Access Center

Melbourne School District








Course Roster

[My Classes](#)[Report](#)[Seating Chart](#)[Show Options](#)

Course Information

Course	Section	Description	Building	Primary Staff	Marking Periods	Periods	Days
1510B	1	Chemistry - S2	330 - Training High School	John Doe	M4, M5, M6	1	M, T, W, R, F

Students

Student	ID	Grade	Gender	Homeroom	Birth Date
Bentley, Jackie Lynn 	102382	10	Female		2/23/1992
Casper, Jonathan Lewis 	102348	10	Male		10/4/1991
Eastman, Phillip Robert  	101222	10	Male		9/13/1991
Jones, Riley Steven 	103507	10	Male		2/12/1992
McGruffy, Jessica Rosemary 	102213	10	Female		9/7/1991
Simpson, John Bernard 	103121	10	Male		3/29/1992
Smith, Kim E	109020	10	Female		12/1/1996

[My Classes](#)[Report](#)[Seating Chart](#)[Show Options](#)

Taking Class Attendance

- If all students are present:
 1. Click **All P** under the **Actions** tab.
- If a student is absent:
 1. Click **Att** under the **Actions** tab.
 2. Place a checkmark in the box of the absent student in the **A** column.
 3. You do not need to mark students present on this screen.
- Once you have completed entering attendance for each class you MUST CLICK **SAVE**.

Teacher Access Center Melbourne School District

Take Attendance

Attendance Date:

1510B -1 Chemistry - S2 Period: 1

Teacher: John Doe Room: A3 Building: 330 - Training High School
Number of Students: 7

Student	Grade	A	T	P	Code	Dismiss Time	Arrive Time	Add Entry	Clear Entry
Bentley, Jackie Lynn	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="X"/>
Casper, Jonathan Lewis	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="X"/>
Eastman, Phillip Robert	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="X"/>
Jones, Riley Steven	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="X"/>
McGruffy, Jessica Rosemary	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="X"/>
Simpson, John Bernard	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="X"/>
Smith, Kim E	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="X"/>

Attendance information displayed in red was entered by the office.

Setting Up Your **Gradebook**

- **Defining categories** (completed once at the beginning of school year)
 1. From your **home screen** select **Grading** from the drop-down menu.
 2. Under the **Actions** tab click **Def** for the first class.
 3. Select the **Categories** tab.

TOTAL POINTS SYSTEM

1. Check the box **Calculate Average Using Total Points**.
2. Allow the system to update.
3. Under the **Include** tab, check all categories you wish to use.
4. Under the **Drop Lowest** tab, insert a number to show whether a certain number of low scores by students are dropped. The default of "0" means no scores are dropped.
5. Under the **Exclude Missing** tab, click on the down menu to select an option.
6. Click **Save**.

Teacher Access Center

Melbourne School District

Working in Your **Gradebook**

• **Defining Assignments (Creating a Task)**

1. On the menu on the left-hand side click **Define Assignments or Assignments Tab**.
2. In the **Date Assigned** field, enter the date the assignment will be assigned to students.
3. In the **Date Due** field, enter the date the assignment is due.
4. In the **Category** field, select the **assignment** category type. Only those categories that have been **included** on the **Category** tab will be available for selection.
5. In the **Extra Credit** field, select whether this assignment applied for extra credit.

Three options are available:

- **Add to Total Points.** The extra points will be added to the numerator before averaging. Thus if a student had 180 points out of 200 possible points, plus 5 extra credit points, the average would be 185/200 or a 92.5 percent.
- **Add to Average.** The extra points will be added after the average is calculated. Thus if a student had 180 points out of 200 possible points, plus 5 extra credit points, the average without the extra credit would be 180/200 or 90 percent. With the 5 extra credit points, the average would be 95 percent.
- **Not Extra Credit.** The regular calculations apply.

6. In the **Description** field, enter the description of the assignment.

- This description appears above the scores section of the **Scores** page when you are in the **Score** column for this assignment and displays as a tool tip when you hover the mouse cursor over the heading for the assignment.
- The description will also display in the *Home Access Center* if you publish the item. Click **More...** if you want to add an extended description of the assignment.

7. In the **Points** field, enter the total **possible** points for this assignment.

8. In the **Weight** field, enter the relative weight of this assignment when calculating the average. **DO NOT CHANGE THE WEIGHT SECTION WHEN USING TOTAL POINTS! Leave the weight at 1.00.**

9. Check **Publish Item** if this assignment should be listed in the *Home Access Center*.

Teacher Access Center

Melbourne School District

10. Check **Publish Scores** if the score for this assignment should be listed in the *Home Access Center*.

11. Click **Save**.

- **Editing and Deleting an Assignment**

1. Click **Edit** next to the assignment record to edit the assignment.
2. Click **Delete** next to the assignment record to delete the assignment.
 - a. Assignments can only be deleted if no scores have been entered against the assignment.

- **Entering Gradebook Scores**

1. On the menu on the left-hand side click **Score Assignments**.
2. Click **Score** link for the course you want to enter scores for. The **Gradebook Scores** page displays.
3. To enter a score for a student, click in an assignment column and enter a score.
4. To fill a column with the same score click the **Default Grade** button on the top of the page.

- **Gradebook Scores Buttons**

The following buttons appear on the **Gradebook Scored Items** page:



My Classes: Goes to the **My Home** page.

Assessments: Goes to the **Define Gradebook Assignments** page. You can view or define assignments and update selected information for categories or averages.

Printable: Displays a printable version of the scores, including student name, ID, scores, and average. You can choose whether to print just a student list, or a list in grid format.

Student Detail: Displays a more detailed report of the students' scores.

Missing Scores: Displays a report of students who have one or more scores missing.

Teacher Access Center

Melbourne School District

Assignment Averages: Displays a graph of assignment averages as a report.

Student Aliases: Displays the ***Student Alias Entry*** page so you can enter alias names and order numbers for students to be used on reports.

Default Grade: Enters a default score for all students who do not have a score for the selected assignment.

Comment: Displays a pop-up where you can select a comment code, if available, and enter a free-text comment for the selected assignment for a student.