

# **eSchoolPLUS+**

## **Teacher Access Center (TAC)**

### **Jasper School District**

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## The Basics

### Terminology

- **APSCN** is the Arkansas Public School Computer Network that was established in 1992 for the purpose of implementing a statewide computer system linking all Arkansas public schools. The term APSCN is used frequently to reference the statewide computer system where we house student and financial data.
- **eSchoolPLUS** is the new SMS software replacing APSCNPLUS. Also called eSchool for short.
- **Teacher Access Center (TAC)** is the teacher gradebook portion of eSchoolPLUS. TAC is one of many modules in eSchoolPLUS and is what teachers will use to record grades and attendance.
- **Home Access Center (HAC)** is the parent/student portion of eSchoolPLUS.

### Notes

- eSchool cannot be accessed from home without connecting through a VPN to the state network. There are separate instructions for this if you would like to setup a VPN connection.
- The full eSchoolPLUS site that counselors, secretaries and other staff use requires Internet Explorer or Google Chrome. Please reference the below for system requirements:

#### Workstations Requirements for TAC

Teacher Access System (TAC) – A browser-based (on the Internet) student information system that allows a teacher to record attendance and grading information for classes and homerooms.

Any OS for Windows that will support the required browsers:

Internet Explorer 9.0 (10 in compatibility mode)

Firefox 44 and prior 4 versions

Safari 5.1.7

Adobe Acrobat Reader 4.0 or higher

Chrome 4.7, 4.8

MAC OS X with the required browsers:

Safari 5.0.5

Firefox 11.x

#### Browser Requirements for HAC

Home Access Center (HAC) – Allows parents, guardians and students to view pupil progress and selected tracking data such as demographics and test scores. It is primarily “view only”.

Any browser that can read HTML 4.01 and Cascading Style Sheets Level 1. These include:

Internet Explorer 9 or 10

Internet Explorer 5.0 or higher for Macintosh

Firefox 44 and prior 4 versions

Safari 5.1, 7 Chrome 4.7, 4.8

**Mobile Device Requirements** Kindle products Android 4.0.3, ice cream sandwich iOS 7.8, 9

## State Active Directory Account

eSchoolPLUS is hosted by the state. To use eSchool, each user will have an account on the state active directory server. This account will be used for eSchool, Cognos and several other services in the future.

- **Username:** 5102firstinitiallastname. Example: **5102mrutledge**
- **Domain:** Everyone’s domain is **APSCN**. When typing your username to login to eSchool you must type it in the following format:

DOMAIN\Username

Example: **APSCN\5102mrutledge**

The slash must be a backslash “\”. A forward slash “/” will result in an error.

This account password must meet the following requirements and be changed every 90 days:

### **SSO Password Policies:**

- **Minimum password length: 10**
- **Maximum password length: no limit**
- **Minimum lowercase characters: 1**
- **Minimum uppercase characters: 1**
- **Minimum Digits :1**
- **Minimum special characters: 0**
- **Allowed special characters: None**
- **Disallowed characters: All the special Characters and Punctuation’s (including @!#\$% \*& etc)**
- **Password dictionary: none**
- **Password History: 6**
- **Username cannot be part of the password: yes**

### **Setting up your account for the very first time**

1. Open Internet Explorer and go to [www.apscn.org](http://www.apscn.org)
2. Click on **Security > Security Resources > [ADE Single Sign On \(Sign In\)](#)**

### **Resetting your password**

- Every 90 days your password will expire. You will receive emails warning you of the upcoming expiration. To change your password, follow Password Policy above.

## **TAC**

### **Logging into TAC**

1. The website for eSchoolPLUS TAC is <https://eschoolplus31.k12.ar.us/TAC3.1>
  - Make sure you use https. The “s” is required. There is also a shortcut on each teacher’s desktop as well as a link on the Employee page on the district website.
2. Enter your user name and password. You **MUST** use the full DOMAIN\username format.
  - Example: **APSCN\5102mrutledge**

The slash must be a backslash “\”. A forward slash “/” will not work and will result in an error.

  - The domain and username are not case sensitive, but the password is case sensitive.
3. From the drop down menu, pick **Jasper School District** and click **OK**.
4. When you have finished working in TAC, use the **Logout** link at the top right of the screen.

### **TAC Home**

Once you have logged into TAC, you will be at your Home Page. You can return to this page anytime by clicking the Home icon at the top left of the screen. . The list of courses to display will depend on the option selected in the view drop down selection field.

### **Entering Lunch Counts**

- If enabled for your school, you will see a apple icon on the right side of the screen. Click on Apple icon and simply enter in the total number of students eating lunch in the cafeteria and click save icon.

## Taking Attendance

1. To take attendance, click on chair icon on the home screen or click on attendance in the navigation bar.

Alternatively, if all students are present you can click on paper link and bypass the attendance page as a shortcut.

2. On the “**Entry by list**” page check the boxes **A** (Absent) or **T** (Tardy) next to each student as needed. You do not have to mark **P** (Present) for students that are present.

3. After all absences have been entered, click the “**Save**” icon.


**Note:** If a student was marked absent by mistake or came to class after attendance was saved you may go back in and click the **P** box beside the students name in order to correct the previously saved entry. Be sure to click **Save** icon after the correction is made.

**Note:** If attendance has been entered on students from the office, the attendance will display in TAC with a red **O** under the office column.

**Note: Elementary schools need to choose AM/PM (not AM or not PM.)**































### Example:

**Attendance** - The Attendance column displays icons on rows for classes in which attendance can be taken. If taking attendance is not permitted for a specific row, no buttons appear.

 **Attendance** - Click to open attendance page for this class.

 **Attendance not taken** - Click to indicate attendance has been taken and no students are absent.

 **Attendance was taken** - This icon is view-only and signifies attendance has been taken.

My Classes		View All Classes		
Period	Course	Attendance	Grade	Issues
Building: 16 - Building 16		Staff: Mr. Moore		
	Primary Homeroom			!
ACT	Beta Club			!
1	English 1 (109-1)	 	  	!
2	English 2 (110-1)	 	  	!
3	US History (210-1)	 	  	!
4	Spanish 2 (502-1)	 	  	!
5	English 3 (111-1)	 	  	!
6	Spanish 1 (501-1)	 	  	!
7	Prep Period (999800-1)			!

## Gradebook Setup

The gradebook in TAC allows teachers to enter students' scores for tests, quizzes, and other assignments. The gradebook consists of two menu options: Define Assignments and Score Assignments. The following is the process for a teacher to define assignments and enter grades.

- **Copying Categories and Assignments:** Once categories are set you can also use the copy function to copy assignments to and from classes.

### Defining Assignments

After your categories are defined, you can begin defining assignments for students.

1. From any screen click on Gradebook from navigation bar & choose setup.
2. Click the **Assignments** Tab.
3. Enter the required information about the assignment:
  - Date Assigned
  - Date Due – Note that the system will not include scores for an assignment in the calculated student average until the due date.
  - Category
  - Points – The total number of points possible.
  - Cannot be Dropped – You can select whether this assignment can be dropped if the category is setup to drop the lowest x number of scores for the average calculation.
  - Publish Item – Choose whether or not to publish the item for students and parents to see in HAC.  $\frac{1}{2}$  means publish assignment.
  - Publish Scores – Choose whether or not to publish scores for this assignment in HAC.
4. Click the **Save** button when finished. Full means publish assignment and score.

**Note:** To add another assignment click on the  on the tool bar to add a new row. And to change classes click on the “change” button on the tool bar.

**Note:** Once you save an assignment's information, the option to delete the assignment or to edit the assignment becomes available. Once you enter scores for an assignment, it can no longer be deleted without first deleting the scores.

**Note:** The tabs for IPR Averages and Report Card Averages are set with a default. You should only change information on these tabs if instructed to do so.

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### *Student Score Information-Click on Gradebook and select entry from the Navigation bar.*

The right side of the page has columns for each assignment for this class, in order by Date Due. The title, points possible, assignment detail icon, mass update scores icon, and publish assignment icon are included in the heading.

### Entering Scores

To enter scores simply type the scores in the appropriate box next to each student. Note that there are options-click on the “Actions/Report” drop down menu to enter a comment for a student's grade. For more information about the options available on this screen see the Teacher Access Center Teacher Guide on the Employee page on the district website.

**Note: You can also add assignments from this page! Click on the  to add one.**

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### ***Student Score Information***

The right side of the page has columns for each assignment for this class, in order by Date Due. The points possible are included in the heading. The class average for an assignment appears at the bottom of the page. The format of a score column is used to indicate the following:

### ***Entering Scores***

To enter scores simply type the scores in the appropriate box next to each student. Note that there are options at the top to enter a comment for a student's grade. You can also enter a note for a student from this screen. For more detailed information about the options available on this screen see the Teacher Access Center Teacher Guide on the Employee page on the district website.