



Teacher Access Center 3.0



Teacher Access Center 3.0 Feature Improvements

The following features are in addition to the features that were previously released in 2.5 Service Packs 1 and 2.

- Added Search option to find a student and view Student Detail Drawer from any page.
- Improved how student information is accessed from Teacher Access Center on all pages that list students. The Student Detail Drawer provides quick access to today's schedule, demographic, contact, full schedule, Interim Progress, Report Card, Transcript, Test Scores, and Student Success Plan information
- Replaced the Student Summary option with a Student Detail Drawer that allows you to keep the student's row in view while viewing additional student detail.
- Added ability to next and previous through list of students in your class when working in the Student Detail drawer.
- Provided ability to view a student's notes and missing assignments from Attendance, Report Cards, and Interim Progress options.
- Provided Show Published Only option for notes on Student Detail drawer so you can hide notes that are not published if you want to show a student his or her information on the Student Detail drawer.
- Added the ability to see the student's average for mark types at the top of the Student Detail drawer when you are in Gradebook.
- Moved grading scale information out of the Student Detail drawer so you can see more information specific to an individual student. Now, you can assign a student a Grading Scale by using Action > Edit Grading Scale on the Entry page.
- Redesigned options to improve and simplify interfaces for:
 - Class List
 - Attendance Entry
 - Report Cards
 - Interim Progress Reports
 - Competencies
 - Gradebook Setup
 - Recommendations
 - Interventions
 - Classroom Issues
- Improved navigation by allowing teachers to switch classes from any class-related page.
- Added ability to switch between multiple course and single course view in Attendance, Report Cards, IPRs, and Gradebook.
- Improved the Classroom Issues option on the Home page so you can add an issue for the class you selected on the home page, without having to select the class on the Classroom Issues page.
- Combined Classroom Issues and Classroom Issues Mass Entry so you no longer need to pick a different option based on how many students you want to report an issue for.

- Improved how courses, marking periods, and dates are selected through out the application by adding a Class selector which displays additional class information.
- Simplified how you select an intervention for Interventions > SSP Interventions so you can use a selector instead of navigating to a list page.
- Added ability to see the student alerts on all pages that list students.
- Included functionality to allow teachers to select the columns to display on a page.
- Added ability to specify a primary sort for student lists.
- Provided the option to have a copy of emails you send sent to your email.
- Added ability for you to type in additional email addresses when sending emails so you can include other staff in your school, if needed.
- Improved rubric score entry by redesigning layout of the page.
- Improved Notifications and provided subscription options.
- Support for the Chrome browser (version 25 and 26) has been added to the legacy pages.

Overview of Training Objectives

- Use Home page options to access classes, reports, and links.
- Use the My Classes icon shortcuts to quickly move to options.
- Use the Tools – Settings to set preferences for Attendance and email.
- Use the new Search option to find a student, view their photo, and Student Drawer.
- Use the revised Gradebook Setup to add categories and assignments.
- Use the revised TAC Attendance – Entry by List.
- Use the revised TAC Grade Reporting options:
 - Competencies
 - Interim Progress
 - Report Cards
- Use the revised Classroom Management /Email option.
- Use the revised Classroom Management/ Class List (roster) option.
- Use the revised Recommendations option.
- Use the revised Interventions option.
 - Classroom Issues
 - SSP Interventions
- Use the new Notifications subscriptions to add teacher subscriptions to events.
- Use the new Notifications view to view teacher messages.

Home Page

Period	Course	Attendance	Grade	Issues
	Primary Homeroom			!
	Secondary Homeroom			!
CPT	11TH GRADE CHEMISTRY			
CPT	9th Grade English			
1	English 9 (8144-200)			!
	English 9 (8144-201)			!
4	English 9 (8144-5)			!
	English 9 (8144-10)			!
	Well Fitness (8901-10)			
5	English 9 (8149-102)			!

My Classes

- Use the View field to change the list of classes displayed.
- Click  to mark attendance as taken today for the selected class (this only displays if today is an attendance date).
- Click each icon in the My Classes pane to access the appropriate pages. Use the Home button on the Navigation toolbar to return. Mouse over an icon if you are unsure what to use it for.
- Click on the name of a class to go to the **Class List** or access this through Class Management – Roster.

Lunch Counts

- Click on the apple to enter lunch counts for your students.

Login Name (New options)

- Click **Settings** to change your settings for themes, Multiple/Single mode selector view, and email settings.
- Click Notification Subscription to set up which notifications you wish to receive.
- Click **Log Out** to exit.

Notifications (New option)

- Scroll through the notifications you have.
- Click on the Date or Type column heading to sort.
- If you want to remove a notification, check the box by the notification and then click Delete.

Tools

- Click Set Environment to return to page to pick database.
- Click links that have been set up by your district.
- Click UserVoice. This option may not display.

Navigation

- Click on the buttons on the Navigation toolbar to move to an application without selecting a class.

Student Search (New option)

A search box with a magnifying glass icon on the left and the text 'derek' entered inside. The box has a thin border and is highlighted with a blue border.

Show All Students Close

Student Name	Student ID	Building	Grade
ALBITZ, Derick T	20120762	7	05
BARKER, Derek J	20040614	SB2	13
Daisetta, Derek A	20070759	SB2	10
Dauphin, Derrick S	20050774	SB2	12
Denton, Derek	20070529	SB2	10
Deposit, Derek E	20070377	SB2	10
DeSoto, Darice L	20050522	SB2	11
Dillsburg, Darius	20080585	SB2	09
Dorris, Daniel C	20060141	SB2	11
Dorris, Danielle M	20050238	SB2	11

In Settings, you can determine whether the Student Detail Drawer opens automatically if only one student is selected by the Search.

- Click on Search box and enter name – use last name, first name (or just last or first). Search is a *sounds like*. Press Enter or Search icon to search.
- Window displays students in your classes.
- Click **Show All Students** to expand the list to students in your building. If Show All Students is grayed out, this option is enabled in Administration > System Setup > Building > Teacher Access Center, on the **Student Access** tab.
- Down arrow shows pictures of students.
- Click name to see Student Drawer.

Student Detail Drawer

If the drawer is accessed from a class, the Notes and Missing Assignments show. If the drawer is accessed from the Student Search, these sections will not display. The Student Detail Drawer also can be accessed as a pop-up from the following legacy pages: Morning Bulletin, Conduct Referrals List, SSP Interventions, and SSP goals.

Primary Contact Information

Nathan Doylestown - Guardian (Living With)
shannan.yakamavaca@sungardps.com
 Cell: (610) 868-2484 Home: (610) 867-0658

Amanda Doylestown

Notes Show Published Only **Add New Note**

Date	Message	
9/8/2012	Derek needs a note	<input type="checkbox"/>

Today's Schedule [View Full Schedule](#)

Period	Description	Room	Teacher	Time	Build
1	Glob Studies 1 (8244-1)	I220	Chalfont C	8:30 AM - 9:20 AM	SB
1	Trigonometry (9982-1)	N/A	Staff	8:30 AM - 9:20 AM	SH
2	Math IS Sels (8030-4)	C120	Reading R	9:25 AM - 10:15 AM	SH
4	Biology (8444-5)	I321	Lincoln L	11:15 AM - 12:05 PM	SB
5	Cul Arts I (8047-101)	I113	Staff	12:10 PM - 1:00 PM	SB

Missing Assignments

Due Date	Assignment	Attendance
9/12/2012	Aesthetic Judgement	
9/14/2012	Romeo & Juliet	
10/16/2012	Tybal's Family Tree	
9/3/2012	Romeo&Juliet Scene 4-6	
10/17/2012	Bobby Hial's Surprise Quiz off	
10/22/2012	Spot the Irony	



- << >> to beginning/end of student list
- < > to move to previous/next student
- Use dropdown to pick a different student

- Display the Student Detail drawer.
- View student's contacts.
- If accessed from a class, add a student note.
- Delete a student note.
- View the student's registration information.
- View the student's report cards, transcripts, or IPR information.
- View the student's test results.
- View the student's classwork.
- View the student's success plan.
- Click Help for the Student Detail drawer.
- If on a class, use the student name drop-down or arrows on top tab to move from one student to the next.

Gradebook Setup Page

The Gradebook Setup page has been revised to make it easier to enter categories and assignments.

Note: The Copy Setups option is still the legacy page at this time.

The screenshot displays the 'Gradebook Setup' interface for English 9 (8144-105) during the M2 marking period. The interface includes a navigation menu with options like Home, Attendance, Gradebook, Grade Reporting, Class Management, Performance, Recommendations, and Interventions. Below the navigation, there are tabs for Categories, Assignments, IPR Average, Report Card Average, and Attachments. The main area is a table with the following columns: Date Assigned, Due Date, Category, Title, Extra Credit, R & C, Points, Weight, Files, Cannot be Dropped, Publish, and Act. The table lists various assignments such as 'GP - Group Presentations', 'QUIZ - Quizzes', 'HWK - Homework', and 'TEST - Tests' with their respective dates, weights, and points.

Click the appropriate tab:

Categories

- Use the New icon to add a row for a new category.
- Use the dropdown to pick the appropriate category, enter weights and other information. If you leave marking periods blank, it assumes they are all the same and will create a default record. If you need some marking periods to differ, click on the desired ones. When finished, click Save icon or Enter to save.
- Double-click on a row or click the pencil icon to edit.
- Click the trash can to delete a row.

Assignments

- Use the New icon to add a row for a new assignment. Enter the appropriate information and click the Save icon.
- To edit a row, double click on a row or click the pencil icon to edit. Click Save or press Enter to save.
- For rubrics or competencies, click on the icon on the assignment row to add a rubric or competency.

- Click the trash can to delete a row.

IPR

- Use the Mark Type dropdown to select the mark type you wish to override. You might override because a mark type only contains certain categories, for example. The current definition for the categories (or mark types if an average setup) display below.
- Click the Override checkbox to enable editing.
- Click a category to include it. When selected, the default information for the category displays.

Report Cards

Note: For report card marks, you may be editing categories or the weights for an average setup.

- Use the Mark Type dropdown to select the mark type you wish to override. You might override because a mark type only contains certain categories, for example. The current definition for the categories (or mark types if an average setup) display below.
- Click the Override checkbox to enable editing.
- Click a category to include it. When selected, the default information for the category displays.

Attachments

- Click the Browse option to find the file to attach for the course. This file will be available in HAC.
- Click the folder icon to upload the file.
- Files can be deleted by clicking on the trash can.

Switch Classes or Marking Periods

- Use the Change option to switch marking periods or to a different class.

Copy Assignments

- Copy Assignments is still the legacy page in this version.

Gradebook Scores Page

#	Name	Course	Alerts	Grade	Average (47.37)	new rule 10/23/2012 40.00	hw1 10/24/2012 90.00	hw22 10/30/2012 90.00	grp presentatio 10/31/2012 90.00	hw3 10/31/2012 100.00	hw2 11/8/2012 69.00	quiz on r3/j11 11/23/2012 50.00	2 12/11/2012 10.00	Romo and Jul... 12/12/2012 100.00	hw4 12/12/2012 20.00
1	Addison, Alexandra	8144 - 10	▲ M ▲ @	10	0.00	34.29	54.72	45.31	99.00	82.46	58.44	33.38	7.75	99.00	17.13
2	Akron, Aleasa R	8144 - 10	▲ M @	F	0.00										
3	Alpine, Alicia C	8144 - 5	▲ M @	B	86.00	35.00	44.00	38.00	99.00	59.00	48.00	45.00		99.00	19.00
4	Alpine, Alysia M	8144 - 10	▲ M @	F	0.00										
5	Amboy, Adrian B	8144 - 5	▲ M @	A	93.26	35.00	58.00	50.00	99.00	71.00	48.00	50.00		99.00	19.00
6	Amity, Amber L	8144 - 5	▲ M @	95	94.60	35.00	54.00	46.00	99.00	98.00	56.00	44.00		99.00	19.00
7	Anaheim, Aviri	8144 - 5	▲ M @	A	91.00	35.00	60.00	42.00	99.00	78.00	48.00	44.00		99.00	19.00
8	Anthwerp, Andrew R	8144 - 5	▲ M @	B	89.09	35.00	59.00	46.00	99.00	87.00	59.00	33.00		99.00	14.00
9	Ardentville, Amanda J	8144 - 10	▲ M @	F	0.00										
10	Argyie, Ashley M	8144 - 5	▲ M @	B	88.32	35.00	19.00	46.00	99.00	76.00	59.00	47.00		99.00	19.00
11	Armona, Adam A	8144 - 10	▲ M @	F	0.00										
12	Athens, Alicia L	8144 - 10	▲ M @	F	0.00										
13	Auburn, Ashley M	8144 - 10	▲ M @	F	0.00										
14	Aurelius, Arnaldo	8144 - 5	▲ M @	C	75.43	35.00	52.00	42.00	99.00	55.00	59.00	12.00		99.00	19.00
15	Austwell, Andrew S	8144 - 10	▲ M @	F	0.00										
16	Azle, Amelia A	8144 - 5	▲ M @	B	80.27	35.00	56.00	46.00	99.00	82.00	59.00	12.00		99.00	19.00
17	Bastrop, B Zachary	8144 - 10	▲ M @	F	0.00										
18	Bechtelsville, Brittany M	8144 - 5	▲ M @	B	80.00	35.00	51.00	46.00	99.00	65.00	59.00	31.00		99.00	19.00
19	Beekmantown, Brittany G	8144 - 5	▲ M @	90	93.49	35.00	56.00	46.00	99.00	90.00	59.00	44.00		99.00	14.00

This page has the following changes:

- Ability to change view from multiple classes meeting in the same period to a single class in the period.
 - Ability to add a grading scale to the student, using the Action – Edit Grading Scale.
 - Revised Rubric Score Entry page
 - Alias entry has been moved to the Classroom Management – Roster option.
- Change to use the Class List pop-up to change the class and grading period displayed.
 - If you have multiple classes that meet in the same period, use the Multiple/Single mode selector to switch between views.
 - Select a student and then click Action – Edit Grading Scale to switch to a different grading scale.

Rubric Score Entry

Student Rubric Score Entry English 9 (8144-105), MP: M2

Group Presentation (Due Date : 10/26/2012), Rubric Test Rubric

Criteria	Performance Levels		
	Poor	Average	Excellent
Followed Directions	3.00 This is a test of the spl checker	10.00	15.00
Demonstrated Effort	3.00	10.00	15.00
Provided Detail	3.00	10.00	15.00
Totals Per Level	9.00	30.00	45.00

Student ID	Name	Followed Directions	Demonstrated Effort	Provided Detail	Total
20070857	Alturas, Ashley N				0.00
20081005	Jvondale, Aaron	3.00	8.00	15.00	26.00
20081072	Carbondale, Courtney	14.00	10.00	9.00	33.00
20080457	Caroga, Cassie M	10.00	12.00	15.00	37.00
20081029	Deemston, Daniella	12.00	9.00	10.00	31.00
20081018	Doylestown, Derek	14.00	14.00	10.00	38.00
20081128	Farmington, Flesha A	15.00	15.00	15.00	45.00
20081007	Fredericksburg, Frances L	8.00	12.00	15.00	35.00
20081151	Jasper, Jeremy J	10.00	9.00	10.00	29.00
20081017	Kensington, Kelsie L	12.00	9.00	10.00	31.00
20080484	Macungie, Monica	15.00	15.00	15.00	45.00

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The Rubric display has been switched so the top section of the screen lists the criteria on the left and the performance levels as column headings. The top section can also be hidden. A Gradebook button has been added to make it easier to return to the Gradebook page.

- Click in a column and then click the Default Grade button to enter a default grade.
- Hide the rubric by clicking the up arrow on its title bar.
- Click the Gradebook icon to return to Gradebook Entry.

Attendance

The screenshot displays the 'Entry by List' interface in the eSchoolPLUS Teacher Access Center. The page is for Period 4 on 3/28/2013, showing a list of 96 students. The table includes columns for Alerts, Course, Grade, Office, A, T, P, Code, Dismiss Time, Arrive Time, Add Entry, and Clear Entry. The 'Alerts' column shows icons for various attendance issues. The 'Code' column has dropdown menus for selecting absence codes like 'Unexcused Absence (U)' and 'Unexcused Tardy (UT)'. The 'Arrive Time' column shows a time of 11:25 AM for one student.

The options available on the Attendance pages also depend on the district's setup, so you may not see everything shown in the screen below. Currently, the Attendance by Photos option is unavailable. It will be available in the 3.0 SP1 release.

If the district uses alternate accountability, an icon displays in the Alerts section for students who meet the alternate accountability criteria.

- Access attendance using the Attendance icon in My Classes list.
- Enter attendance and click Save.
- If you take attendance by class (as opposed to homeroom), click Change to find a different class and Date by using the Class List pop-up, then click OK.
- If you have multiple classes that take attendance in the same period, use the Multiple/Single mode selector to switch from a single class to multiples or vice versa.
- Use the Attendance option on the Navigation bar to switch to the Morning Bulletin. Run the report for your students and the date you just added attendance for.

Classroom Management - Roster

Class Roster Multiple Single Pd: 4 Change

Total Students / (Active): 196 / (196)

Student	Alerts	Student ID	Course	Grade	Gender	Homeroom	Birth Date
Addison, Alexandra	▲▲▲▲	20080658	1144-10	09	Female	C103	08/17/1997
Akron, Aleasa R	▲	20080138	1144-10	09	Female	C105	03/31/1997
Alpine, Alicia C	▲▲▲	20080760	1144-5	09	Female	C114	04/20/1997
Alpine, Alysia M	▲▲	20080277	1144-10	09	Female	C107	07/24/1997
Amboy, Adrian B	▲	20080713	1144-5	09	Male	C114	12/18/1996
Amity, Amber L	▲▲▲	20080636	1144-5	09	Female	C112	10/21/1996
Anaheim, Avri	▲▲▲	20080542	1144-5	09	Male	C111	06/23/1997
Antwerp, Andrew R	▲▲▲	20080655	1144-5	09	Male	C112	07/24/1997
Ardentville, Amanda J	▲▲▲	20080288	1144-10	09	Female	C107	02/08/1997
Argyle, Ashley M	▲▲▲	20080736	1144-5	09	Female	C114	09/17/1996
Armona, Adam A	▲▲▲	20070643	1144-10	09	Male	C101	07/10/1996
Athens, Alicia L	▲	20080561	1144-10	09	Female	C111	05/04/1997
Auburn, Ashley M	▲▲▲	20080459	1144-10	09	Female	C108	05/29/1997
Aurelius, Arraldo	▲	20081071	1144-5	09	Male	C116	03/03/1996
Austwell, Andrew S	▲	20080280	1144-10	09	Male	C107	02/26/1997
Azle, Amelia A	▲	20080882	1144-5	09	Female	C115	11/13/1996
Bastrop, B Zachary	▲	20080284	1144-10	09	Male	C107	02/26/1997
Bearhaven, Brittany M	▲	20080686	1144-5	09	Female	C114	08/01/1997

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- Use the Show/Hide Columns to add Alias and Alias display order. You can only add Aliases for classes that you can access in Gradebook.
- Enter aliases and Sort Order and click Save.
- Use the Empty columns to add date columns.
- Click the Report button on the toolbar to run the report.
- Change to a different class by clicking Change to access the Class List pop-up.
- If you have multiple classes that take attendance in the same period, use the Multiple/Single mode selector to switch from a single class to multiples or vice versa.
- If your district uses Student Competencies, you can access them here from the Class List pop-up.

Grade Reporting: Report Cards

Student ID	Name	Alerts	Credit	Marks		
				FIN	MP	EXAM
20071090	Allen, Aigner M	▲ ▲	0	A+	99	
20070935	Alpha, Alexander	▲ ▲ ▲	0	F		
20070857	Alturas, Ashley N	▲ ▲	0	F	10	100
20070739	Amenia, Andrew B	▲ ▲	0	F		
20080975	Atascadero, Adam J	▲ ▲	0	75	76	78
20081005	Avondale, Aaron	▲ ▲ ▲	0	F	34	45
20080980	Bakersfield, Brandon A	▲ ▲ ▲	0.5	F	B	C
20081072	Carbondale, Courtney	▲ ▲ ▲	0.5	F	78	79
20080457	Caroga, Cassie M	▲ ▲	0.5	F	C	C
20081029	Deemston, Daniella	▲ ▲ ▲	0.5	F	90	90
20081018	Doylestown, Derek	▲ ▲ ▲ ▲	0.5	F	72	51
20081128	Farmington, Flesha A	▲ ▲ ▲	0.5	F	100	94
20081007	Fredericksburg, Frances L	▲ ▲ ▲	0.5	F	78	80
20081151	Jasper, Jeremy J	▲ ▲ ▲	0.5	35	64	73
20081010	Kendall, Kandie A	▲ ▲	0	85		84
20081017	Kensington, Kelsie L	▲ ▲ ▲	0.5	F	69	76
20080464	Macungie, Monica	▲ ▲	0.5	F	100	96
20080462	Montebello, Michael K	▲ ▲	0.5	F	56	67

The Grade Reporting options are accessing new pages for Report Cards, Interim Progress, and Competency Entry in this version. The options available depend on your district's setup, so you may not see everything shown.

- Access report cards using the Report Cards icon in My Classes list.
- Enter grades and click Save.
- Change to a different class by using the Class List pop-up.
- If applicable, change from one class to multiple with the Multiple/Single mode selector.
- Try out the other options, such as Load from Gradebook, if applicable to your class.

Grade Reporting: Interim Progress

The screenshot shows the 'Interim Progress Report' interface. At the top, it indicates 'English 9 (8144-105), Date: 11/15/2012'. Below this is a table with the following columns: Student ID, Name, Alerts, Marks (MidIP, IPR, IPR2), and Comments (CM1, CM2). The table lists 20 students, with the 19th student, Rotan, Ruchael R., highlighted in blue. The 'Alerts' column contains yellow triangle icons, and the 'Marks' columns contain dropdown menus. The 'Comments' columns are empty.

Student ID	Name	Alerts	Marks			Comments	
			MidIP	IPR	IPR2	CM1	CM2
20070857	Alturas, Ashley N	▲	▼	95 ▼	▼	▼	▼
20081005	Avondale Aaron	▲ ▲	▼	▼	▼	▼	▼
20080980	Bakersfield, Brandon A	▲ ▲	▼	▼	▼	▼	▼
20081072	Carbondale, Courtney	▲ ▲ ▲	▼	▼	▼	▼	▼
20080457	Caroga, Cassie M	▲	▼	▼	▼	▼	▼
20081029	Deemstos, Daniella	▲ ▲ ▲	▼	▼	▼	▼	▼
20081018	Doylestown, Derek	▲ ▲ ▲ ▲	▼	▼	▼	▼	▼
20081128	Farmington, Flesha A	▲ ▲ ▲	▼	▼	▼	▼	▼
20081007	Fredericksburg, Frances L	▲ ▲ ▲	▼	▼	▼	▼	▼
20081151	Jasper, Jeremy J	▲ ▲ ▲	▼	▼	▼	▼	▼
20081017	Kensington, Kelsie L	▲ ▲ ▲	▼	▼	▼	▼	▼
20080464	Macungie, Monica	▲	▼	▼	▼	▼	▼
20080462	Montebelo, Michael K	▲	▼	▼	▼	▼	▼
20081096	Neylandville, Nicole	▲	▼	▼	▼	▼	▼
20081064	Reisel, Raquel R	▲ ▲ ▲	▼	▼	▼	▼	▼
20081030	Rosser, Rita	▲ ▲ ▲	▼	▼	▼	▼	▼
20081039	Rotan, Ruchael R	▲ ▲ ▲	▼	▼	▼	▼	▼
20080439	Sanctuan, Sylvia S	▲ ▲ ▲ ▲	▼	▼	▼	▼	▼
20080994	Sanderson, Sheila	▲ ▲ ▲	▼	▼	▼	▼	▼
20081155	Sweeney, Samuel S	▲	▼	▼	▼	▼	▼

The options available depend on the district's setup, so you may not see everything shown here.

- Access interim progress reporting using the Interim Progress icon in My Classes list.
- Enter grades and click Save.
- Change to a different class by using the Class List pop-up.
- If applicable, change from one class to multiple with the Multiple/Single mode selector.
- If the district uses Individual IPRs, use the Individual option to add one.
- Try out the other options, if applicable to your class.

Grade Reporting: Competencies

The screenshot shows the 'Competency Entry' interface for the 4th Grade English Marking Period: M2. The interface includes a navigation bar with options like Home, Attendance, Gradebook, Grade Reporting, Class Management, Performance, Recommendations, and Interventions. The main area contains a table with the following columns: Student ID, Name, Able to write a term paper, Able to create an outline, Able to document research, Able to develop thesis topic, Able to write supporting content for thesis, and Follows required style guide. Each competency column has a dropdown menu with options like M, B, A, F, C, and empty. The table lists 20 students with their IDs and names.

Student ID	Name	Able to write a term paper	Able to create an outline	Able to document research	Able to develop thesis topic	Able to write supporting content for thesis	Follows required style guide
20080751	Ablene, Anthony J		M	M	M	M	M
20081098	Adams, Alexander		B	B	B	B	
20080793	Addiso, Amanda N		A	A	A		
20070702	Ahwahsee, Amanda L		F	F	F		
20081125	Akron, Ana Y		C	C	C		
20080138	Akron, Aleasa R		A	A	A		
20080618	Albany, Alexandra		C	C	C		
20080139	Alburis, Anthony R		A	A	A		
20080885	Alexander, Allan M		A	A	A		
20080598	Alexander, Adam C		A	A	A		
20071090	Allen, Aigner M		B	B	B	B	
20081068	Allenda, Amourette						
40000029	Almond, Alex						
20070935	Alpha, Alexander		A	A	A	A	A
20080760	Alpine, Alicia C						
20080277	Alpine, Alysia M						
20070867	Alvarez, Ashlee M		F	F	F	F	

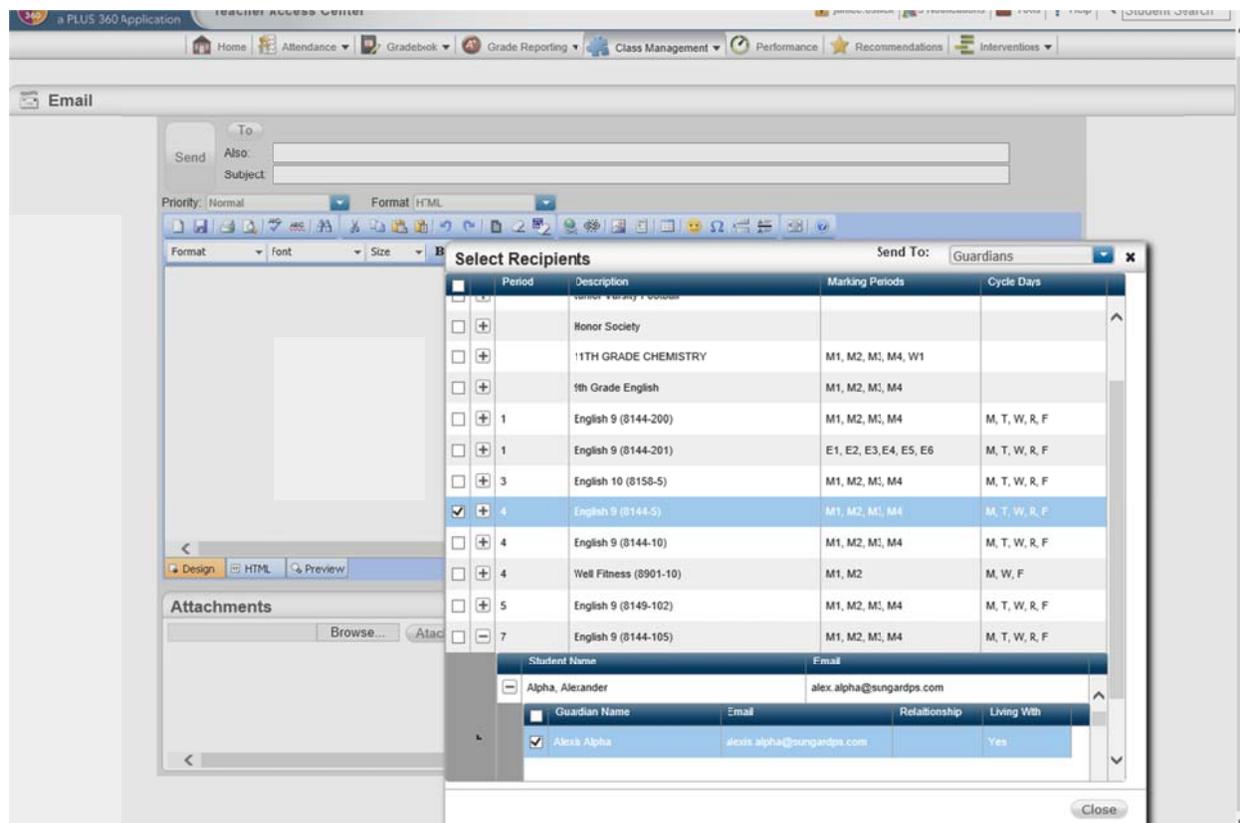
The options available depend on the district's setup, so you may not see everything shown here.

Note: The Competency by List (individual student entry) option is not available in this release. It will be available in the 3.0 SP1 release.

- Access Competencies using the Competency icon in My Classes list or from Grade Reporting – Competencies in the Navigation bar.
- Enter grades and click Save.
- Change to a different class by using the Class List pop-up.
- For free-text comments, click on a row and then the Note icon to add a comment.
- Use the Print option to print a report card. (Your district's template must be on your test server for this to work.)
- Try out the other options, such as Load from Gradebook, if applicable to your class.

Classroom Management: Email

The database server may not have email set up. If it is set up, do NOT send out emails unless you really want them to go out.



- In Settings (under your login name), choose whether you want to have a copy of email sent to you.
- Access email using the Class Management on the Navigation bar.
- Click To on the email to access the Select Recipients pop-up. Use the + or – option to expand/contract a list of students and/or guardians
- Select one or more students or guardians and click Close. The names should display next to To when you close the Select Recipients pop-up.
- If desired, add an address manually to the Also section.
- Since email addresses may be real, do NOT send emails unless you really want to!

Recommendations

The screenshot shows the eSchoolPLUS Teacher Access Center interface. The main window displays a table of student recommendations for English 9 (8144-5). A 'Course Chooser' pop-up window is open, showing a list of courses for selection. The table below represents the data visible in the 'Course Chooser' pop-up.

Building	Course	Description
SB2	8149	English 9
SB2	8152	English 10 (H)
SB2	8154	English 10
SB2	8158	English 10
SB2	8161	Pub Spk/Writ
SB2	8163	Journalism 1A
SB2	8165	Journalism 1B
SB2	8167	Journalism 2A
SB2	8169	Journalism 2B
SB2	8171	Reading 10 A
SB2	8173	Reading 10 B
SB2	8174	Reading 9 B

This option may not be available, depending on the district's setup.

- Access Recommendations using the Recommendations button on the Navigation bar.
- Use the Configure Columns option to change which columns display.
- Double-click on the Courses field to edit. Click on the ... to view a dropdown of courses.
- Enter course recommendations. Click Add to add a second recommendation.
- Click Save.
- Change to a different class by using the Class List pop-up, then click OK.

Interventions: Classroom Issues

The screenshot shows the 'Classroom Issues' form in the SunGard K-12 Teacher Access Center. The form is titled 'Classroom Issues' and is for 'English 9 (8144-5)' on '3/28/2013'. The 'Issue Details' section includes a 'Type' dropdown set to 'Cell Phone Incident', a 'Location' dropdown set to 'Classroom', and a 'Notes' text area containing 'Student was texting on cell phone during class and refused to turn it off'. There is an 'Issue s Resolved' checkbox which is currently unchecked. Below the form is a 'Students' table with one student listed: Alpine, Alicia C. At the bottom is a 'Teacher Actions' table with columns for Date, Teacher Action, From Date, To Date, Start Time, End Time, Completed, Parent Contacted, and Notes.

Name	Alerts	Student ID	Birth Date	Age	Grade	Counselor	Disciplinarian	Remove
Alpine, Alicia C	🚨	20080760	4/20/1997	15	09	Girard, Gracie	Ancram, Alana	<input type="checkbox"/>

Date	Teacher Action	From Date	To Date	Start Time	End Time	Completed	Parent Contacted	Notes
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The option may not be available, depending on the district's setup. Note that Classroom Issues and Mass Entry options have been combined.

- Access Classroom Issues using the Issues icon on the My Classes List.
- Enter issue information in the Issue Details section.
- Use the + sign to add a student. In the chooser you can pick one or multiple students. Save the issue.
- Use the Refer Student option on the toolbar to refer the issue to an administrator.
- Use the List option to view other issues.

Interventions: SSP Interventions

The screenshot displays the 'Intervention Responsibilities' interface for the 'Before School Tutor Program'. At the top, there is a navigation bar with various system icons and a search box. The main content area features a form for managing interventions. The 'Intervention' is set to 'BSP - Before School Tutor Program'. The 'Standard Intervention Progress Date(s)' are specified as 3/25/2013 through 3/29/2013. Below the form, a table lists the intervention details for staff member 'Hastings, Harold'. The table has four columns: 'Student Name', 'Plan', 'Intervention Date', and 'Marks'. The first row shows 'Allentown, Adam' with a 'NEW' plan and an intervention date of 3/25/2013. Each row includes a 'Notes' field and a 'Marks' dropdown menu.

Student Name	Plan	Intervention Date	Marks
Allentown, Adam	NEW	3/25/2013	PERF

The option may not be available, depending on the district's setup.

- Access SSP Interventions from the Interventions option on the Navigation bar.
- Use the Change option to bring up the Intervention List popup to switch to a different intervention.
- Enter data and click Save.

Notification Subscription

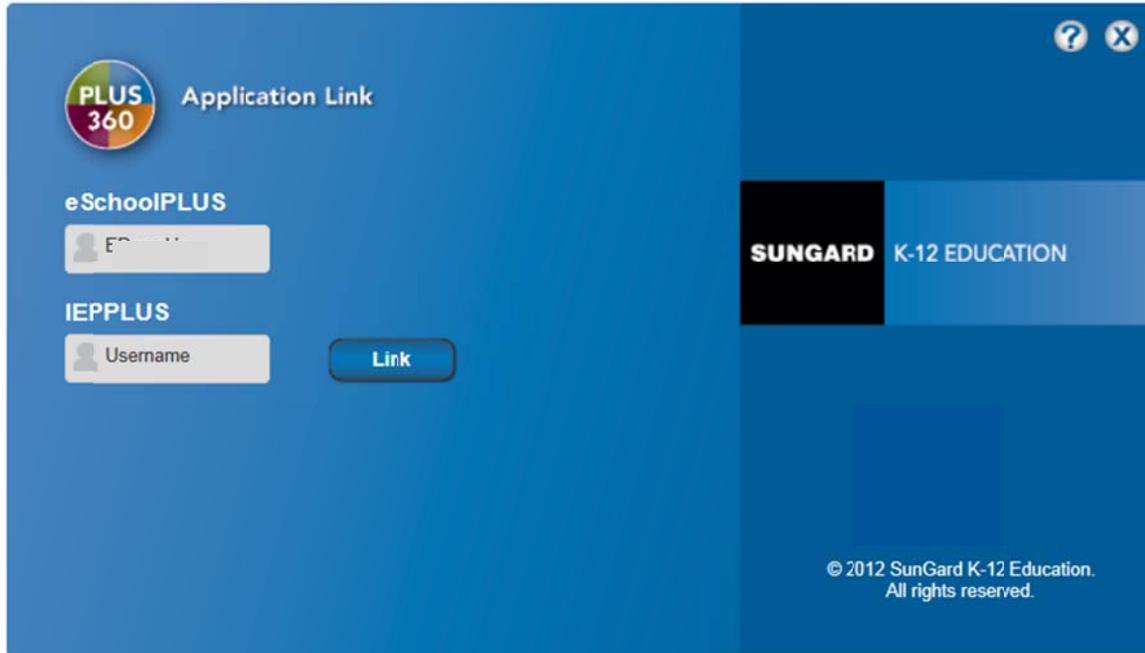
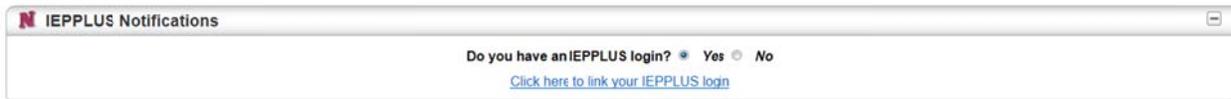
The screenshot shows the eSchoolPLUS Teacher Access Center interface. The user is logged in as Beth Farmer. The 'Notification Subscription' menu item is highlighted in a red box. Below the navigation bar, the 'My Classes' section is visible, showing a table of classes with columns for Period, Course, Attendance, Grade, and Issues. The table lists several classes, including Primary Homeroom, Secondary Homeroom, 11TH GRADE CHEMISTRY, 9th Grade English, and English 9 (8144-200, 8144-201, 8144-5, 8144-10) and Well Fitness (8901-10).

The screenshot shows the 'Notification Subscription' configuration page. The 'Daily Digest' checkbox is checked, with the text 'If checked, bundle my emails into a single daily digest email'. Below this is a table titled 'Registration Notifications' with the following columns: 'Do Not Subscribe', 'Subscribe', 'Subscribe with Email', and 'Notification'. The table lists various notification types, such as 'Student Withdrawn', 'Student Withdrawn from Summer School', 'Student's Primary Homeroom Changed', 'Student's Secondary Homeroom Changed', 'Student's Eligibility Status Changed', 'Contact Information Updated', 'Student's IEP Field Changed', 'Student's 504 Plan Status Changed', 'Student's Classification Status Changed', 'Student Medical Alerts Changed', and 'Student Disability Information Changed'.

- Do you have access to a list of notifications? Please note the specific list is configurable by the district. Please note also that receiving notifications is based on actions performed by your administrators.
- Can you easily subscribe to a notification?
- Can you subscribe to a notification receiving email?
- Can you click the daily digest to and receive a single email containing the notifications for that day?

Notification Subscription Testing for customers who use IEPPLUS

Scroll to the bottom of the page:



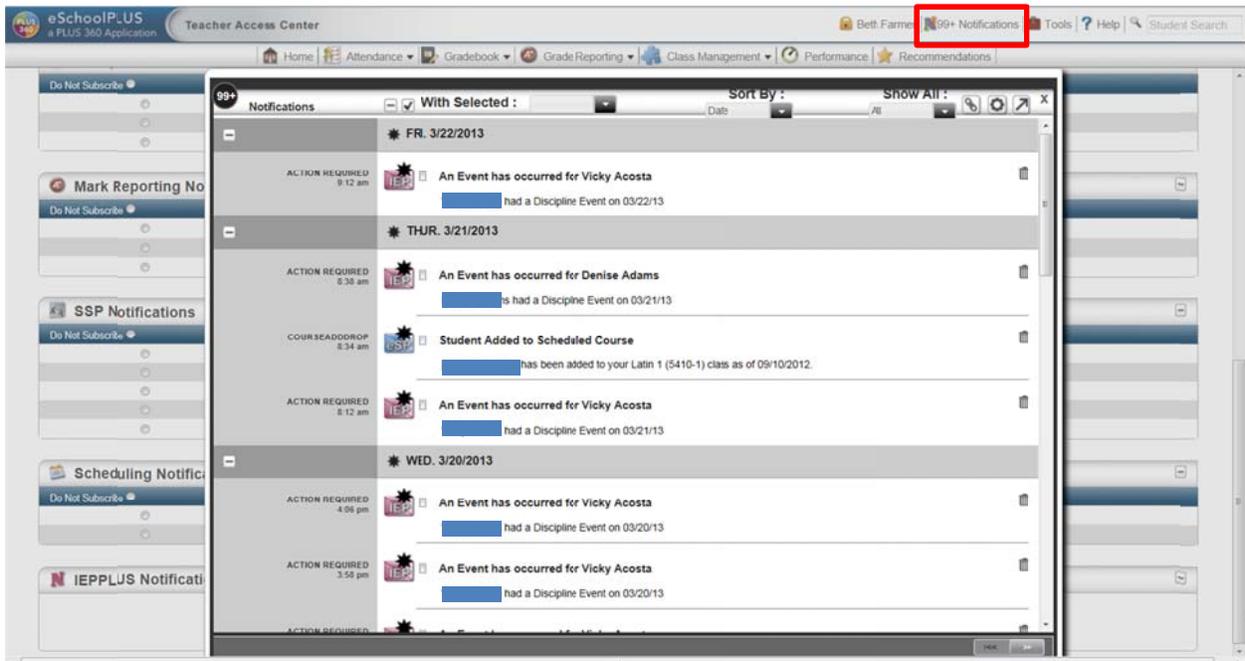
If you DO NOT have a login for IEPPLUS but are responsible for some IEP information

- Check “No” and make sure a list of other notifications appear.
- Subscribe as you would any other notification.

If you DO have a login for IEPPLUS

- Check “Yes” and click “Click here to link your IEPPLUS login”.
- The “Application Link” should appear. Can you enter both your eSchoolPLUS account and IEPPLUS account? (Note: these usernames may be the same.)
- Once the accounts are links, enter your IEPPLUS password, and close the window.
- The subscription page should be changed to provide a link to maintain your subscriptions in IEPPLUS.

Notifications Viewer



- If a number appears next to your “Notifications” message in the banner, click on it to bring up the notification viewer.
- If a student appears as a hyperlink (underlined, click it and bring up the student drawer.
- Use the filters at the top of the page to sort and filter the notifications that appear.
- Click the “settings” icon  to bring up the Notification Subscription page.
- Click the arrow icon  to “pop-out” the Notifications Viewer into its own window. This can be useful to keep open as you do your day-to-day Teacher Access Center processing.

Importing Scores from previous Course / Walk-in Grade

If a student has entered a class, after the beginning of the marking period, and does not have scores for assignments that are from prior to their entry, an icon will display next to their name in the Gradebook. Clicking this icon brings up a window that allows the user to either enter a walk-in grade or choose to import scores from a class that they dropped during this marking period. Walk-in values are intended to be a percentage, so the values entered into the assignment will be the equivalent percentage based on how the assignment is defined. If importing assignment scores from another class is selected, a window displays allowing the user to select which class to select and which assignment scores to import. For both of these options to be available, the Allow grade entry before enrollment flag in the Mark Reporting configuration must be checked.

Import Assignments from a Previous Course and Walk-In Grades

- An icon displays next to the name of students that enrolled in the course after the start of the marking period.
- Clicking the icon brings up a window that allows the teacher to choose how the grades for assignments will be valued.
- If the option to Enter a Walk in grade is selected, a numeric value can be entered into the field.
- If the option to Transfer scores is selected, a course may be selected from the drop-down in the field.
- After a course is selected, a list of the assignments from the prior course display and the assignment in the current course that should receive that mark can be selected.
- When Import is clicked after the walk in value is selected, appropriate values are entered into the assignments from prior to the student's enrollment. Assignment values are marked as unsaved.

Copy Assignments from Within Student Drawer

When adding or updating an assignment, a new option, Copy, was placed next to the Save and Delete options. When selected, a Class Chooser option displays allowing the teacher to select which classes the assignment will be copied to. If the assignment is associated with a competency or category that does not exist for the class you selected to copy to, a message will be displayed.

Copy Assignments

- Copy option displays in assignment drawer.
- Class Chooser allows the teacher to select one or more classes to which the assignment will be copied.
- Appropriate messages display in the Message column.
- Assignment copies

Hide/Show Withdrawn Students Option

The ability to hide withdrawn students or indicate where they should display on the page was added to the Gradebook, Class Roster and Competency Grid pages. This option was also added to several of the rewritten pages and testing this feature will be mentioned on the applicable options.

Hide/Show Withdrawn Students

- Hide/Show Withdrawn Students icon displays on the Gradebook page.
- Withdrawn students display on the page based on the option selected.
- Hide/Show Withdrawn Students icon displays on the Class Roster page.
- Withdrawn students display on the page based on the option selected.
- Hide/Show Withdrawn Students icon displays on the Competency Grid page.
- Withdrawn students display on the page based on the option selected.

Reorder Assignments in Gradebook

An option was added to the Settings page to allow the teacher to select if assignments should display in Ascending Date or Descending Date order. The gradebook was updated to follow the order set by the teacher. A focus line was added to highlight the current date's assignment and always display it when gradebook is first opened.

Reorder Assignments in Gradebook

- Assignment order can be selected in the Teacher's Settings.
- Gradebook displays the assignments based on the Teacher's settings
- Focus line displays between the current assignment and the previous assignment.
- Current assignment displays when gradebook page is first opened.

PerformancePLUS and Dynamic Links

If the TAC configuration indicates that Teachers can access PerformancePLUS, then a new link to the Lesson Plan is added. The link to the PerformancePLUS Lesson plan was added to the District Links on the TAC Home Page. A link to the PerformancePLUS Class List was added as an icon next to each class on the TAC Home Page. Dynamic Links were added as an option in the Student Drawer.

PerformancePLUS and Dynamic Links

- In eSchoolPLUS, if the flag to allow Teachers Access to PerformancePLUS is checked in the Building TAC configuration, the dynamic link for the PerformancePLUS lesson plan is added.
- Link to the Lesson Plan displays in District Links within the Tools menu.
- Icons to access the PerformancePLUS Class List display next to the courses on the TAC Home Page.
- PerformancePLUS is opened in a new tab in the browser.
- District Links option is available within the Student Drawer.

Import PerformancePLUS Scores

If the TAC configuration indicates that Teachers can access PerformancePLUS, then the teacher will have the ability to import scores from PerformancePLUS assessments. In the Gradebook page, when the icon to Default Scores is clicked, a new option displays at the bottom of the pop-up window. When the option to Import is selected, a window displays that allows the teacher to select which test the scores should be imported from. Grades will be displayed in the gradebook page and must be saved.

Import PerformancePLUS Assessment Scores

- Import option displays in the Default Scores Window (name of window is now changed to Mass Update Scores).
- Assessments from PerformancePLUS are displayed and can be selected.
- If the total points from the selected assessment does not match the total points from the gradebook assignment, a prompt displays allowing the teacher to select that the score will be imported as a percentage or raw score.
- Appropriate scores are loaded onto the gradebook page.

Calendar

The calendar provides the teacher the ability to see assignments for classes in a calendar format. Events can be added to classes, competencies, homerooms and/or activities.

Calendar

- Calendar displays when option is selected from Class Management menu in navigation bar.
- Assignments for classes and competencies display.
- Events can be added/modified for all class types.
- Changes to filter options appropriately changes the information displayed in the calendar.
- Calendar can be viewed in different formats.

Photo Attendance/Seating Chart

The Seating Chart option allows the teacher to place student photos in a seating chart that can then be used to take attendance. The seating chart supports grid or free form layouts.

Seating Chart

- Seating chart displays when option is selected from Class Management menu in navigation bar.
- Clicking the Manage Seats icon brings out the Manage Seating Chart options window.
- If Grid option is selected, can update number of rows and seats per row and click Recalculate to change the chart.
- If Grid option is selected, can click Randomize to switch student seats randomly.
- Clicking Clear All removes all students from seats.
- Clicking Add All randomly adds all students to chart.
- If Free is selected as the placement type, students can be placed in any position on the chart.
- Class Chooser can be used to switch classes.
- Clicking Attendance places the page into Attendance Mode and teacher can take attendance.

Photo Attendance

- Photo Attendance page displays when Photo option is selected from the Attendance menu in navigation bar.
- If Photo Attendance is the default in the teacher's settings, clicking Attendance in the Navigation bar will open the Photo Attendance page.
- Can mark students absent by checking appropriate options in the student's photo.
- Clicking on the student name shows options for entering times or alternate attendance codes.
- Class Chooser can be used to switch classes.

