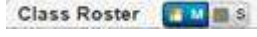**TAC Tips and tricks we have learned along the way…**

- The link to Teacher Access Center (TAC) is on the district website under Staff Resources>Teacher Access Center (TAC).
- Your username will always start with **tms**
- The district has already set your assignment categories and the weighted percentage based on Grading Policy.
- If you have multiple courses in the same class period, you can click on this icon it will join all courses per period for grades and attendance.
- If you click on this icon under any assignment – it will give you details on that assignment.
- If you click on this icon under any assignment – it will let you mass update scores for that assignment.
- Any blank left on an assignment calculates as a ZERO for the student.
- If you want to exclude a student or mark them exempt from a grade – entering EX in the grade field will EXCLUDE them from that assignment.
- If you want to drop a grade for a student – entering D in the grade field will drop that individual student's grade for that assignment.
- In the previous programs, you could set for it to drop the student's lowest grade – that is not an option with this system.
- If you want to indicate a student has a missing grade – entering M in the grade field will indicate it as Missing and calculate that assignment as a zero.
- The student's average will not calculate an assignment until the due date. Example – you have a due date of 8/1 but have already entered the grades (on 7/28) that grade will not average in until 8/1 when you have set the due date for the assignment. If you want it to calculate earlier, you will need to change the due date.
- Progress reports will be run by your campus registrar on the Friday of the 3rd week of each grading cycle.
- Directions on how to post your grades "ready" will be sent out prior to the close of the cycle.
- Only Absent and Tardy are to be entered for students – please do not enter PRESENT for a student
- Once we open Home Access Center (HAC), parents and students will be able to see their grades, attendance, etc. The district selected that as soon as you save an assignment and/or grade – it is visible to the parent/student.
- You must hit the save button (disk icon) anytime you want to save an entry. Other saving options are in the PDF titled "Autosave Setting" that was in the original email.
- If a student transfers into your class from another, you will see this icon next to the student's name. This will walk you through the options for capturing the grades for that student's other class.
- This will be the platform to enter discipline referrals (both classroom and office). It is called Interventions and will be activated shortly and additional data will be sent out.
- If you lock yourself out of your TAC account, please email Teresa Russell at trussell@tmisd.us to be unlocked.