Teacher Access Center

Gradebook Tutorial for Teachers

Teacher Access Center - What is it?

Teacher Access Center is the gradebook system teachers of TISD use for official grade and attendance recording. Whether you teach one class or dozens, it is easy to keep track of your students' grades for assignments and daily attendance.

Let's get started!

Teacher Access Center

Teacher Access Center - How to log in

To log into Teacher Access Center (TAC), go to http://grades.tomballisd.net. Use the same username/password credentials that you use to log onto your TISD computer.

Welcome to

Teacher Access Center

User Name

Password

Sign In

Teacher Access Center - Overview

You can customize your TAC experience by clicking on your id number in the top-right corner, then click on **Settings**.

From here, you can change your background color, wallpaper, your attendance view, your gradebook settings, and email settings (emailing through TAC).

You can also set up specific **Notifications** you wish to receive through TAC or via email.

Tools offers the ability to change the environment (log out) as well as see some reports that have been custom-made for TISD that you can access.

Homepage

View: Make sure the view is set correctly **Recommendation - leave your view set to 'Current RC Run', this way you don't have to remember to change it**

Your homepage has three sections:

My Classes: you can see/access your classes, including rosters, attendance, entry, progress reports, report cards and competencies (if applicable).

News: Information for you to know.

Reports: Any reports and emails you generate will show up here.

What else can I do?

This menu banner is easy to use - just hover over each button to see quick links to items you have access to.

Attendance

The Attendance menu option allows you to generate an attendance bulletin, a photo list of your students, or a simple list. You can take attendance using the last two ways.

Additionally, you can take attendance from your home page:

Attendance - Attendance page for this class.

Attendance not taken - Click to indicate you have taken attendance and no students are absent.

Attendance was taken - this icon is view-only.

Attendance

From your homepage you have two options for taking attendance:

Click on this icon to mark your whole class present. This registers that you have taken (submitted) attendance.

Click on this icon to enter attendance on individual students. Entering attendance on at least one student registers that you have taken (submitted) attendance.

Failure to submit attendance will not only hurt your students and district funding, but will also be reported to your campus principal.

Gradebook

The Gradebook menu option offers: **Copy Assignments** (from one course to another), **Entry** (enter assignment grades), and **Setup** (create assignments).

You must create assignments in order to enter grades.

If you are teaching competency based courses, you will not use these features, but rather simply click on to enter course competencies.

Setup-Assignments

From the Setup screen, you can create your class assignments, including Date Assigned, Due Date, Category, Title, Points, Weight, etc.

Click to create a new assignment.

Date Assigned	Due Date	Category	Title	Extra Credit	R&C	Points	Weight	Attach	Cannot Be Dropped	Publish	Actions
		Daily - Daily Gra ▼		Not Extra ▼	◹		1.00		☐	◯	🖫 ⊗

Points

The total possible points for this assignment. This does not limit the points that can be entered as a score, so bonus points should not be included here. Because points are used in the formula for calculating averages, this should not be set to zero.

Weight

The relative weight of this assignment when calculating the average. When averages are determined, the weight is multiplied against both the earned points score and the total number of points possible.

The average for a category is calculated as the [sum of (each score X weight)] / [sum of (each total points X weight)]

Setup - Categories

On the Categories tab, you can manage if you want to allow the lowest grade in a category to be dropped (Drop Lowest). Example, if you want to allow the lowest two daily grades to be dropped for the students, click the ✏ icon to edit and change the value from '0' to '2'.

Categories	Assignments	IPR Average	Report Card Average	Attachments	

Calculate average using total points: ☐
Apply weight to course competency: ☐

Category ⬍	Weight	Drop Lowest	Marking Periods	Exclude Missing	Actions
Daily - Daily Grade	30.00	0	Default	Exclude missing scores from the average	✏
Major - Major Grade	70.00	0	Default	Exclude missing scores from the average	✏

Note: you should not change the Category weights. These are managed by the MIS department to align with current grading guidelines.

Entry

The Entry or Gradebook screen is where you will enter assignment grades (after you have created assignments).

You can display All Categories, just Daily or just Major.

If you have multiple classes in the same period, you can choose to display only one course or all courses that meet in the period.

M = Multiple classes   S=Single class

Entry

You can also run reports using the Actions/Reports drop-down

Actions/Reports ▼

Gradebook Assignment Averages Report	Graphical representation of the average score or percentage correct for assignments. You can use this report to compare the class averages to a student's averages to see how a student is progressing in relation to the rest of the class. You can graph assignment averages as a bar chart or a line graph. You can also select to display a 3-D version of each graph.
Gradebook Missing Scores Report	Lists any students with missing scores for a course. It includes the due date, short description, points, and weight of the missing assignment.
Gradebook Score Threshold Report	Lists students who are performing poorly or performing well based on a specified threshold. The report lists the student ID, name, and score or percentage correct for students who meet the threshold criteria you select.
Gradebook Student Detail Report	Lists the assignments by due date. For each assignment, the report lists total points, student score, class average, and description. The report prints totals by categories unless you run the report in the SBGB Detail mode. Additionally, the report includes a signature line.
Student Averages Report	Lists the students' Gradebook averages for a class for the selected mark or category and select what information you would like to include for students.

Entry

Additionally, there are options using the icons to the right on this screen:

Show/Hide Withdrawn Students

Save

Generate Roster Report

Settings
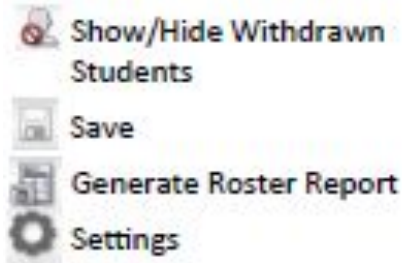
You can also create an assignment from this page by clicking on this icon.

Note: if your view is set to (multiple) you will not have the icon to create an assignment. It will only be visible if your view is set to (single)

Entry

The **Set Indicators** icon ❗ allows you to identify certain indicators on a students' assignment grades.

☐ [Attendance]
☐ **C** Comments
☐ **H/R** History/Retake
☐ ~~10.00~~ Dropped Score
☐ [   ] Exceeds Maximum
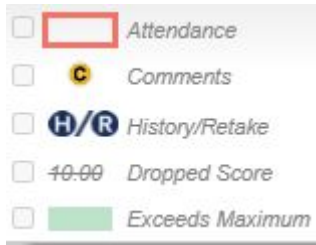
Walk-in grades can be entered when a student joins your class with a grade average already. **Before** you enter any assignment grades for your new student, this icon ⬤ will appear next to the student's name. Click on the icon and enter that grade 'walk-in' average there and it will automatically average in with the assignment grades you issue in the future.

Grade Reporting

Under the Grade Reporting menu button, you can access Interim Progress Report (IPR) information and Report Card (RC) information. You can also access these pages by clicking on the icons on your home page:

Interim Progress Report- Interim Progress page. A white checkmark overlay indicates that information has been entered.

Report Card - Report Card page. A white checkmark overlay indicates that information has been entered.

These are the screens you will need to go to, to submit progress reports and report card grades (marks).

Load from Gradebook -Click to load marks based on assignment averages from Gradebook.

From either page, you MUST click on the Load from Gradebook icon to submit your student's grades. Failure to submit grades will not only hurt your students, but will also be reported to your campus principal.

Grade Reporting

If you must manage an IPR or RC grade manually, (ex: you want to change a student's grade from '69' to '70') you can do so, but you should click the save icon in the upper right after making the correction.

If you make any changes after you have initially submitted (Load from Gradebook), you **must** click the Load from Gradebook button again to submit your changes.

Save - Click to save. If changes are made in Gradebook Entry, YOU MUST Load from Gradebook again.

Class Management

In Class Management, you have several pages including:

Calendar-see a calendar of course assignment due dates

Email-email a student, parent, whole class or all of your classes at once

Roster - see a roster of your homeroom students (if applicable)

Seating chart- create a seating chart with student photos

Email

The Email function allows you to email individuals, a class, or all of your classes.
Click on the To: button, and choose who you want to Send To:
      Guardians
      Students
      Both

Next, check the box beside the people you wish to communicate with.
- Check the box at the top of the checkbox column to address to all of your classes, or
- Check the box next to the course(s) you wish to select, or
- Check the plus sign to open a specific class, then check the box next to the student/guardian you wish to select

Then Close
Now you can generate the email you wish to send, including adding attachments.
* If you wish to have a copy of each email you send, you can select that in the Settings (hover over your ID number in the upper-right corner).
Copies of the email you send will also appear on your homepage, under your Reports.

Student Drawer

By clicking on a student's name from anywhere in your TAC, you can open the student's details (quick view):

Quick View

The Quick View displays the student's basic information. The student's photo is displayed, and any alerts are shown below the photo. If today's date is the student's birthday, Happy Birthday displays below the photo. Grids display the student's Primary Contact Information, Notes, Today's Schedule, and Missing Assignments (Notes and Missing Assignments are included only when a student is selected from a page displaying a course-section or competency group).
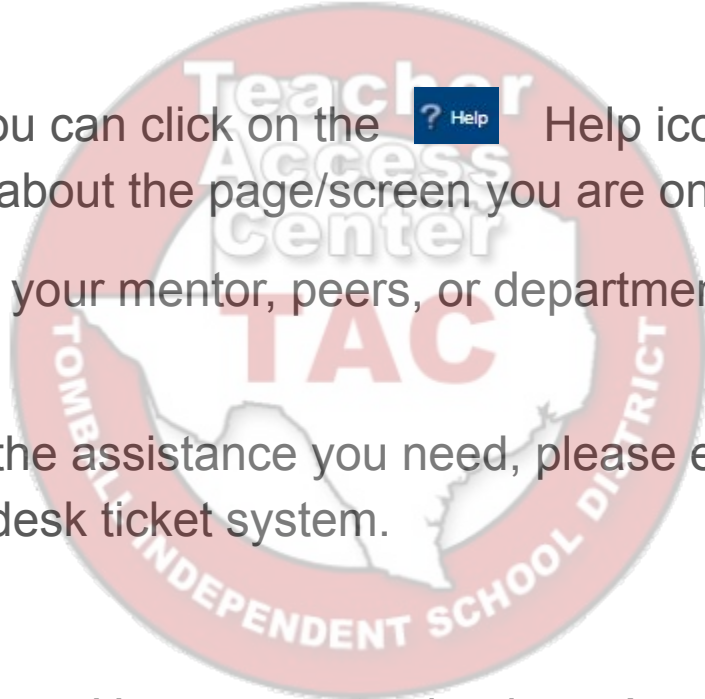
For more information, you can click on the **? Help** Help icon in the upper-left of your TAC to learn more about the page/screen you are on.

You can also check with your mentor, peers, or department/grade-level head for assistance.

If you are unable to get the assistance you need, please enter a helpdesk ticket via the Eduphoria! Helpdesk ticket system.

Have a great school year!