

Customizing TAC Gradebook

Step 1 – Login to TAC

- www.fcps.org | Teacher Access Center

Step 2 – Navigate to Settings

- Hover over your name
- Select Settings



Step 3 – Make Updates as Desired

- General
 - Check **Open Student Drawer on Search** to have the Student Drawer open automatically when a Student Search returns only one student
 - Select the **Display** of M (Multiple) or S (Single)
 - M – to display combined/multiple classes when they meet in the same period
 - S – display one class per period, even if you are assigned combined/multiple classes for that period
- Appearance
 - Select a background
- Attendance
 - Select **Attendance View** to List View or Photo View
- Gradebook
 - **Assignment Sort**
 - Ascending by Due Date – lists assignments in earliest to latest date order
 - Descending by Due Date – lists assignments in latest to earliest date order
 - **Auto Save**
 - Auto save – saves scores immediately upon entry
 - Manual save with periodic auto save every _ minutes, immediately upon entry – Requires the save icon to be selected to save data. Enter a number between 1 – 99 to have the system save every X minutes
- Grade Reporting
- Email
 - Check if you want to receive copies of all emails sent through the email option