

TAC Grading for Phys Ed Teachers

Access TAC – From your **App Menu** at school, go to **Staff Applications > FCPS Links > Teacher Access Center**, or from home go to <http://ive.fcps.org/TAC>. Use your normal FCPS login, make sure **FCPS Student Live DB** is selected, and click **OK**. (If your classes don't show, change **View** from **Current MP** to **My Classes**).

Categories – At the beginning of each School Year, your **Categories** and **Effort Assignments** are created centrally and copied to your TAC gradebook. The breakdown is as follows:

MSR – Meets Student Responsibilities	0.1%
DAS – Demonstrates Appropriate Skills	70%
DKC – Demonstrates Knowledge of Concepts	30%

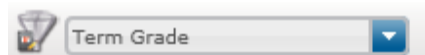
05/27/2014	05/30/2014	MSR - Meets Student Responsibility	MSR_9	Not Extra Credit		100.00	1.00			
05/19/2014	05/23/2014	MSR - Meets Student Responsibility	MSR_8	Not Extra Credit		100.00	1.00			
05/12/2014	05/16/2014	MSR - Meets Student Responsibility	MSR_7	Not Extra Credit		100.00	1.00			
05/05/2014	05/09/2014	MSR - Meets Student Responsibility	MSR_6	Not Extra Credit		100.00	1.00			

To edit, click on the edit icon and make any necessary changes or add assignments.

Add Grades - Click the **Gradebook icon** next to a class on the home page or click on the **Gradebook** Dropdown and select **Entry** from the menu bar across the top of your homepage. Enter the numeric score or an **E** to exempt a student from an assignment.

		MSR_1 1/14/2014 100.00	MSR_2 1/21/2014 100.00	MSR_3 1/27/2014 100.00	StickHandling_3 1/27/2014 100.00	ImplementQuiz 1/27/2014 100.00
Grade	Average (85.58)	82.86	0.00	79.67	92.33	87.00
ME	85.77	85.00		85.00	95.00	85.00
ME	88.77	85.00		85.00	95.00	95.00
ME	88.77	85.00		85.00	95.00	95.00
ME	88.77	85.00		85.00	95.00	95.00

- To mass enter the same grade for all students who have no grade yet for an assignment, click on the **Mass Update icon** to open the dialog box, click **Update Scores**, enter score and hit **Apply**. **Save**.
- To see the grades for one category only, click the category abbreviation from the dropdown.



- To enter comments about a student's grade, right click on the grade, click the **Enter Comment**. Set **Indicator** to show grades with comments 85.00 by clicking on the comment icon .


As you work in the TAC, you can return to the home screen by clicking the **Home Icon** . To change classes, click the Change button and select class and marking period.

Reports - Several reports can be viewed, printed, or exported from the **Gradebook** Screen. Click on the **Action** dropdown. The main two reports are:

- **View Printable** - Print all grades for a class, or print blank grade sheets (using **Roster Only**).
- **Run Student Detail** – Report shows one student per page with all assignment grades and averages.

Copy Categories and/or Assignments

Categories and assignments can be copied from one class to another, to multiple classes at once, and even from one term or semester to another of the same class.

- From your home page, Click the Gradebook dropdown on the menu bar for the class that has the categories/assignments that you want to copy
- Click the **Copy** icon  at the top of the screen
- On the **Copy Assignments** screen:
 - Under **Copy Options**:
 - Set the **Copy Direction** field to **To Courses**
 - Pick an option for the **Copy Type** field
 - Select the **Marking Periods** from which you want to copy information
 - If needed, check **Overwrite Categories**
 - In the **To Courses** section, select the course(s) and marking period(s) you want to **COPY TO**

Copy Options

Copy Direction: To Courses

Copy Type: Categories and Assignments

Include Marking Periods: Categories Only

Course Attachments Only

Overwrite Categories:
Copy Course Attachments:
Copy Assignment Attachments:

To Courses

Include	Course	Periods	Days	M1 To	M2 To	M3 To	M4 To
<input type="checkbox"/>	01PE - 1 01 Bentz PE	4	M, T, W, R, F	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4
<input type="checkbox"/>	02PE - 1 02 Toobill-Mortens PE	4	M, T, W, R, F	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4
<input type="checkbox"/>	03PE - 1 03 Mapes PE	4	M, T, W, R, F	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input checked="" type="radio"/> M3 <input type="radio"/> M4

- In the **Categories and Assignments** section (may need to scroll down to view), check the boxes for the categories/assignments to copy. Use the **All** buttons in each blue section to quickly select all categories and all assignments within each category.

Categories and Assignments								
Include All None	Category	Description	Weight	Drop Lowest	Assignments			
<input type="checkbox"/>	DAS	Demonstrates Appropriate Skills	70.00	0	6			
		<input type="checkbox"/> Include All None	Assign Date	Due Date	Marking Period	Title	Points	Weight
		<input type="checkbox"/>		01/27/2014	M3	SlickHandling_SE5	100.00	1.00
<input type="checkbox"/>	DKC	Demonstrates Knowledge of Concepts	30.00	0	4			
		<input type="checkbox"/> Include All None	Assign Date	Due Date	Marking Period	Title	Points	Weight
		<input type="checkbox"/>		01/27/2014	M3	ImplementQuiz_SE5	100.00	1.00
<input type="checkbox"/>	MSR	Meets Student Responsibility	0.01	0	36			
		<input type="checkbox"/> Include All None	Assign Date	Due Date	Marking Period	Title	Points	Weight
		<input type="checkbox"/>	01/14/2014	01/14/2014	M3	MSR_1	100.00	1.00
		<input type="checkbox"/>	01/21/2014	01/21/2014	M3	MSR_2	100.00	1.00

- Click **Copy** at the bottom of the screen. A message will appear to let you know the copying is complete.
- Be sure to update any **Due Dates** in your gradebook if you copied assignments across terms.