



Secondary Use of eSchoolPLUS Teacher Access Center Manual

August 2014 Revision 2

Student Information Systems Support -

*"Our mission is to provide comprehensive resources to
foster student achievement, decision-making and staff efficiency."*

Secondary Use of Teacher Access Center (TAC)

Purpose:

eSchoolPlus+ Teacher Access Center (TAC) is available to secondary teachers as an OPTIONAL tool for accessing valuable student information. **TAC does not replace Pinnacle**, the official FCPS secondary gradebook package, but will be an additional resource available to secondary teachers. TAC offers teachers access to expanded student demographic data, attendance information as well as valuable testing information. This is available at school or from home.

TAC provides –

- Easy access to Class Rosters and Seating Charts
- Easy access to Student Demographic Data to include Contact Information
- Student Schedule, Testing & Attendance Information
- Ability to email students, parents & guardians

The following manual provides a general overview of TAC and the functionality available to secondary teachers. TAC offers comprehensive HELP within the software. Use this document as your guide, log in and explore! The software is intuitive and easy to use.



For Help Desk assistance for TAC or any other SIS software, contact –

Student Information Systems Help Desk

301-644-5433

eschoolplus@fcps.org

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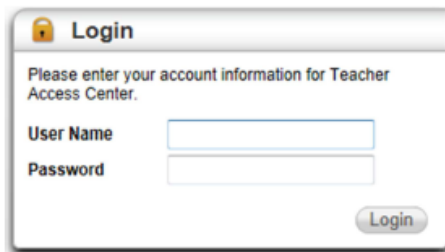
Logging into Teacher Access Center -

Login Teacher Access Center TAC

The Teacher Access Center (TAC) is web-based and can be accessed from school or home.

To log into TAC

- Access the login screen
 - From School:
 - From the **App Menu**, go to **Staff Applications > FCPS Links > Teacher Access Center**.
 - From Home or School:
 - Go to www.fcps.org > Employees > TAC - Teacher Access Center
Or
 - In your web browser, go to <http://ive.fcps.org/TAC>
- On the **Login** screen, use your normal FCPS User Name and Password, then click Login
- If prompted select FCPS Student Live on the Set Environment window.



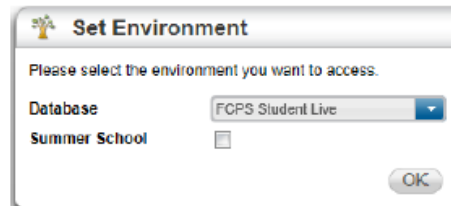
Login

Please enter your account information for Teacher Access Center.

User Name

Password

Login



Set Environment

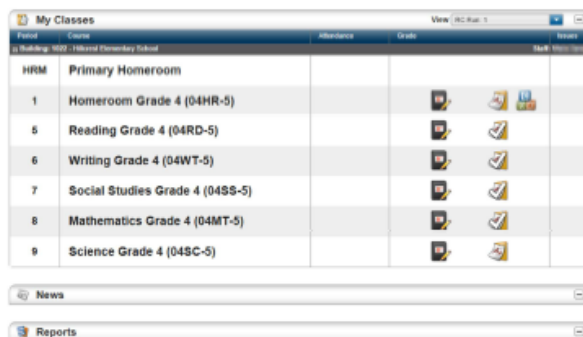
Please select the environment you want to access.

Database

Summer School

OK

- Your home page of the TAC will appear.



Period	Course	Attendance	Grade	Notes
HRM	Primary Homeroom			
1	Homeroom Grade 4 (04HR-5)			
5	Reading Grade 4 (04RD-5)			
6	Writing Grade 4 (04WT-5)			
7	Social Studies Grade 4 (04SS-5)			
8	Mathematics Grade 4 (04MT-5)			
9	Science Grade 4 (04SC-5)			

News

Reports

To log out of the TAC

- In the top-right corner of your screen, click on the door icon to exit the secure connection to TAC.



The TAC home page will now appear.

If at any time you want to return to your home page, simply click on the Home icon.

The screenshot shows the eSchoolPLUS Teacher Access Center interface. At the top, the navigation bar includes a 'Home' icon circled in red, along with 'Attendance', 'Class Management', 'Performance', and 'Recommendations'. Below this, the 'My Classes' section displays a table of classes for Building 3017 - Career & Tech Center. The 'News' section contains two announcements: one about attendance reporting for 8/14/2014 and another about browser requirements for 4/2/2014. The 'Reports' section shows a table with two entries for 'Class Roster 538510-1'.

Period	Course	Attendance	Grade	Issues
1-2	Comp Tech Anlst (538510-1)	[Attendance Icon]		
3-4	Comp Tech Anlst (538510-2)	[Attendance Icon]		
	Stdnt Srv Lrn B (561200-6)			
	Stud Serv Lrn A (561190-6)			

Name	Date
Class Roster 538510-1	11/8/2013 7:22:07 AM
Class Roster 538510-1	11/8/2013 7:22:42 AM



TAC provides comprehensive **HELP**. When sitting on a particular screen or field on a screen, simply click on the **HELP** icon in the upper right hand corner and open this valuable resource.

The screenshot shows the help page for the TAC Home Page. It includes a 'Contents' sidebar on the left and a main content area with the following text:

TAC Home Page

The Home page is a single location that lets you easily access all of the Teacher Access Center (TAC) capabilities. For example, you can quickly access a wide variety of pages from the My Classes pane. Some examples include the Gradebook, Report Card, Intern Progress, Attendance, and Classroom Issues pages. The News pane displays district-published news, and the Reports pane stores links to your previously-run reports.

The TAC Banner and the TAC Navigation bar display on all TAC pages to make your workflow efficient. You can access all TAC pages (including pages not accessible from the My Classes pane of the home page) from the TAC Banner and Navigation Bar which display at the top of each TAC page.

Navigation: Home

Related Tasks

- Entering Lunch Counts
- Login to TAC
- Logging Off
- Check/Reconnect database in use
- Set/Change Database Environment
- Viewing/Saving/Deleting Reports from the Home Page

For Links to TAC Documentation -
Tools/TAC Documentation

The screenshot shows the navigation bar with the 'Help' icon circled in red. A dropdown menu is open, showing the following options:

- Set Environment
- Cognos Published Reports
- Document Links
 - TAC Documentation
 - Pinnacle TAC Documentation
 - Attendance - Credit Recovery

My Classes –

To select a particular class, simply hover over the course, the course will be highlighted in blue and click.

Period	Course	Attendance	Grade	Issues
1-2	Comp Tech Anlst (538510-1)			
3-4	Comp Tech Anlst (538510-2)			
	Stdnt Srv Lrn B (561200-6)			
	Stud Serv Lrn A (561190-6)			

News

8/14/2014 - IMPORTANT Period 1/Block 1 Attendance
Welcome to Class Based Attendance! It is important to record your Period 1/Block 1 attendance within the first 20 minutes of class. This data entry is essential to the accuracy of the Attendance Morning Bulletin. Once your data entry has been completed, you can access the Bulletin online via TAC AND the attendance office can run the report as well. The data is live & real-time. When you click SAVE, it's available to all. Thank you!

*Notice the **News** section directly under My Classes. Check for important information & reminders.

Once a course has been selected, the **Class Roster** will appear.

Name	Alerts	Student ID	Grade	Gender	Homeroom	Birth Date
		10035468	11	Male		10/19/1998
		10006789	11	Male		03/27/1998
		10005358	11	Male	147	07/20/1998
		10002904	12	Male		01/23/1997
		10023703	11	Male	1310	07/26/1998
		10009872	11	Male		06/14/1998
		10012859	11	Female		05/18/1998
		10015762	10	Male		03/07/1999
		10009001	11	Male	1526	02/13/1998
		10010961	11	Male		11/18/1998
		10010440	10	Male		04/03/1999
		10016613	10	Male	147	08/03/1999
		20015078	11	Male		09/17/1998
		10031673	11	Male		09/13/1998
		10015542	10	Male		07/05/1999
		20000780	11	Male	2162	10/21/1996

Select the **Settings** icon and you can **modify your Class Roster** by showing/hiding columns & adding empty columns for tracking other data.

Class Roster Comp Tech Anlst (538510-1) [Change](#)

Total Students / (Active): 16 / (16)

Name	Alerts	Student ID	Grade	Gender	Homeroom	Birth Date

Class Roster Comp Tech Anlst (538510-1) [Change](#)

Total Students / (Active): 16 / (16)

Name	Alerts	Student ID	Grade	Gender	Homeroom	Birth Date
A		1003	11	Male		10/19/1998
A		1000	11	Male		03/27/1998
C	⚠	1000	11	Male	147	07/20/1998
E	⚠	1000	12	Male		01/23/1997
F		1002	11	Male	1310	07/26/1998
J		1000	11	Male		06/14/1998
P	⚠	1001	11	Female		05/18/1998
M		1001	10	Male		03/07/1999
M		1000	11	Male	1526	02/13/1998
F		1001	11	Male		11/18/1998
F		1001	10	Male		04/03/1999
S		1001	10	Male	147	08/03/1999

From the Class Roster you can select the report icon to **Generate Roster Report** –

Class Roster Comp Tech Anlst (538510-1) [Change](#)

Total Students / (Active): 16 / (16)

[Generate Roster Report](#)

Course Class Roster Report

Career & Tech Center 8/15/2014

Class Roster

Teacher: _____ **MPs:** M1, M2, M3, M4
Course: 538510-1 **Cycles:** M, T, W, R, F
Description: Comp Tech Anlst **Periods:** 1 - 2

Student	ID	Grade	Gender	Homeroom	Birthdate
		11	Male		10/19/1998
		11	Male		3/27/1998
		11	Male	147	7/20/1998
		12	Male		1/23/1997
		11	Male	1310	7/26/1998
		11	Male		6/14/1998
		11	Female		5/18/1998
		10	Male		3/7/1999
		11	Male	1526	2/13/1998
		11	Male		11/18/1998
		10	Male		4/3/1999
		10	Male	147	8/3/1999
		11	Male		9/17/1998
		11	Male		9/13/1998
		10	Male		7/5/1999
		11	Male	2162	10/21/1996

If there is an **ALERT** or additional piece of information available on a particular student, it will appear in an information box within the Alerts column shown highlighted below. Click the icon to display the alert or information.

Name	Alerts	Student ID	Grade	Gender	Homeroom	Birth Date
		100	11	Male		10/19/1998
		100	11	Male		03/27/1998
	⚠	100	11	Male	147	07/20/1998
	⚠	100	12	Male		01/23/1997
Hlima, James Lalnun		10023703	11	Male	1310	07/26/1998

Special Education Alerts ✕

Justin (1000) has the following special education alerts:

Student has Classification: Sp Ed Active

[Close](#)

Medical Alerts ✕

Walter (100) has the following medical alerts:

Medical Alerts: Anaphylaxis - Food (Administer Stock EAI per standing orders), Anaphylaxis - Seafood (Administer Stock EAI per standing orders)

[Close](#)

To Show/Hide Withdrawn Students –

While in the Class Roster select the Show/Hide Withdrawn Students icon shown below.

Options are –

- Do Not Show
- Sort with Active Students
- Group Below Active Students

Student Information – To find out more information about an individual student (*Contact, Registration, Today's Schedule, Report Card/IPR/Transcript or Testing information*) click on the student's name from the Class List as the name is a [link](#) to additional student data.

Use the icons on the left hand side of the pop up screen to navigate thru the additional pieces of student information.

To select another student, simply click on the arrow to reveal a drop down and an alphabetical class roster where you can make your next selection. The arrow is shown circled.

The screenshot shows a student information pop-up window. At the top, there is a navigation bar with a dropdown arrow circled in red. Below this, the student's profile is displayed, including a photo and contact information for both parents. The 'Today's Schedule' section contains a table with the following data:

Period	Description	Room	Teacher	Time	Buildin
1 - 2	Comp Tech Anlst (538510-1)	147	Dorsch James	7:30 AM - 10:36 AM	CTC
3	CHEMISTRY 1 HONORS (193001-2)	A177	Rosenberry Howard	10:45 AM - 12:44 PM	THS
4	AP CALCULUS 1 AB (234101-2)	B131	Murrell Brandon	12:49 PM - 2:20 PM	THS

Other sections include 'Primary Contact Information' with parent details, 'Notes' with an 'Add New Note' button, and 'Missing Assignments' with columns for 'Due Date', 'Assignment', and 'Attendance'.

Quick View is shown above.

Registration Information View –

Registration Information

Building: Tuscarora High School	Homeroom:	Gender: Male
Status: Active	HRM Teacher:	Calendar: Regular
House/Team:	Sec. Homeroom: D103	Home Language: English
Counselor: Coleman Howard	Sec. HRM Teacher:	

District Registration Information

Family/Census #: A	Resident District: FCPS
Alt. Building: Career & Tech Center	Alt. District:

RC/IPR/TR View-

Use the RC/TRN to toggle between Report Cards & Transcripts.

Navigation: << < > >>

Nickname | Student ID [] | Grade 11 | Age 15 | DOB 10/19/1998

Report Card Summary

Quick View | Contact | Registration | RC/IPR/TRN

Courses for Report Card Run 1 Building 3017 - Career & Tech Center

Course	Course-Section	Status	Earned Credit	TERM1	TERM2	TERM3	TERM4	CRS	CRES	FINAL	CM
Comp Tech Anlst	538510-1	Active	0								

RC TRN

Transcript Summary

Transcript Courses Group By Year for 2013-2014

Building	Course	Course-Section	Department	Attempted Credit	Earned Credit	Course Level	FINAL
Gov. Thomas Johnson High School	CONNECT	563000-53	56	0	0	1	
Gov. Thomas Johnson High School	ENGLISH 10 HONORS	132111-14	13	1	1	1	A
Gov. Thomas Johnson High School	MODERN WLD HIST HONORS	161111-12	16	1	1	1	A
Gov. Thomas Johnson High School	SPANISH 4	264021-21	26	1	1	1	A
Gov. Thomas Johnson High School	CHEMISTRY 1 HONORS	193001-11	19	1	1	1	A
Gov. Thomas Johnson High School	PROGRAM COMP CONCEPTS	341010-24	34	1	1	1	A
Gov. Thomas Johnson High School	BIOLOGY HONORS	191111-23	19	1	1	1	A
Gov. Thomas Johnson High School	PRE CALC W/TRIG HONORS	233111-13	23	1	1	1	A

Total Earned Credit: 8

Test Summary View –

Test Summary

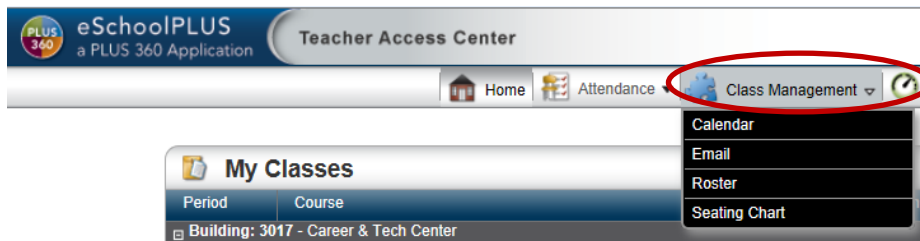
Global Scholar Performance Series												
				Perf Series Math				Perf Series Reading				
Test Date	Building	Age	Grade	NPR	Scale Score	SIP	PERF	NPR	Scale Score	LEX	SIP	PERF
8/20/2013	3077	14	10					94	3360	1320	90	
12/2/2013	3077	15	10						3325	1320	89	Above_Avg

HSA													
				Algebra Test Scores				Biology Test Scores				English	
Test Date	Building	Age	Grade	SCALE SCORE	PASS/FAIL	PROFICIENCY	LITHO	SCALE SCORE	PASS/FAIL	PROFICIENCY	LITHO	SCALE SCORE	PASS/FAIL
5/23/2012	2075	13	08	465	P	ADV	092308544						
5/22/2014	3077	15	10					468	P	ADV	100818984		
1/9/2014	3077	15	10									426	P
1/10/2013	3077	14	09										

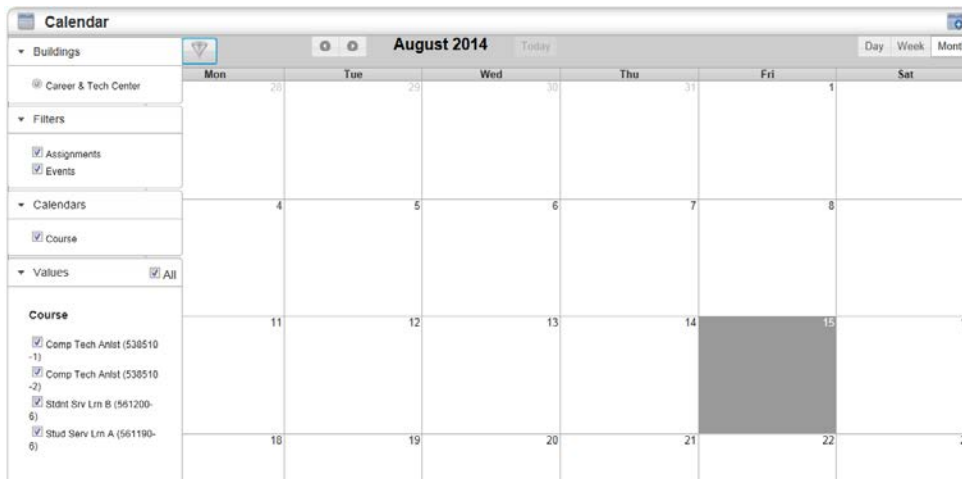
MSA												
MATH SCORES						READING SCORES						

Click on **Class Management** from the home page. From there you can:

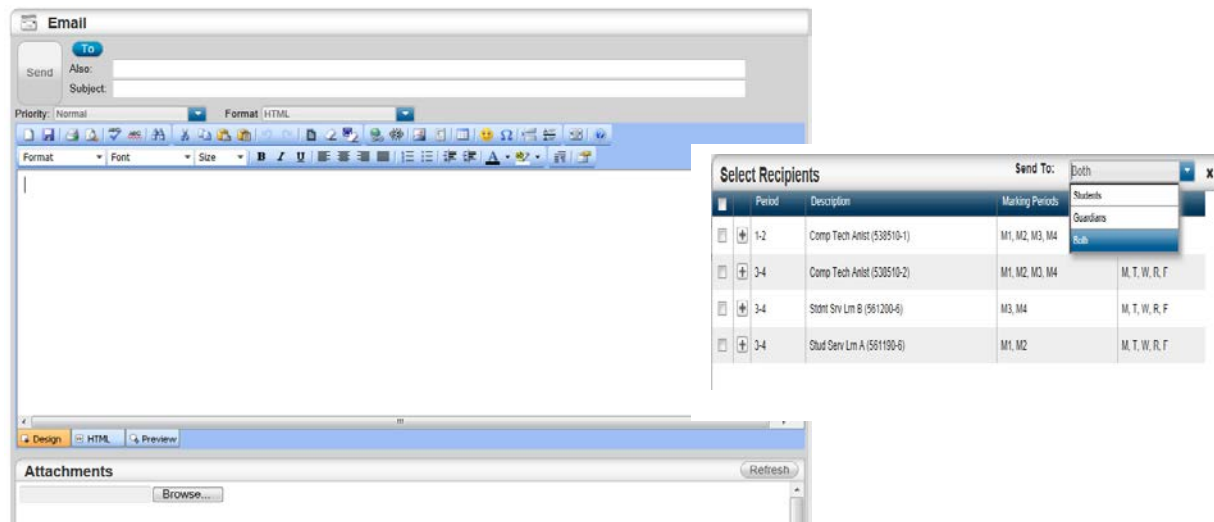
- Maintain your calendar
- Use the Email function
- View Roster and Generate Roster Report (Page 6)
- Create a Seating Chart



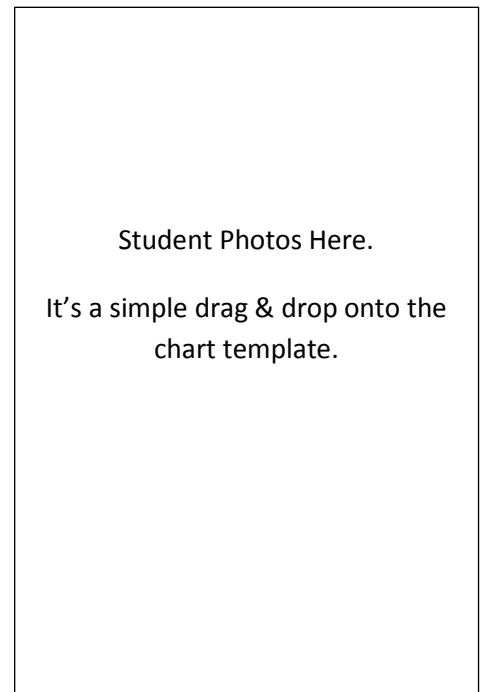
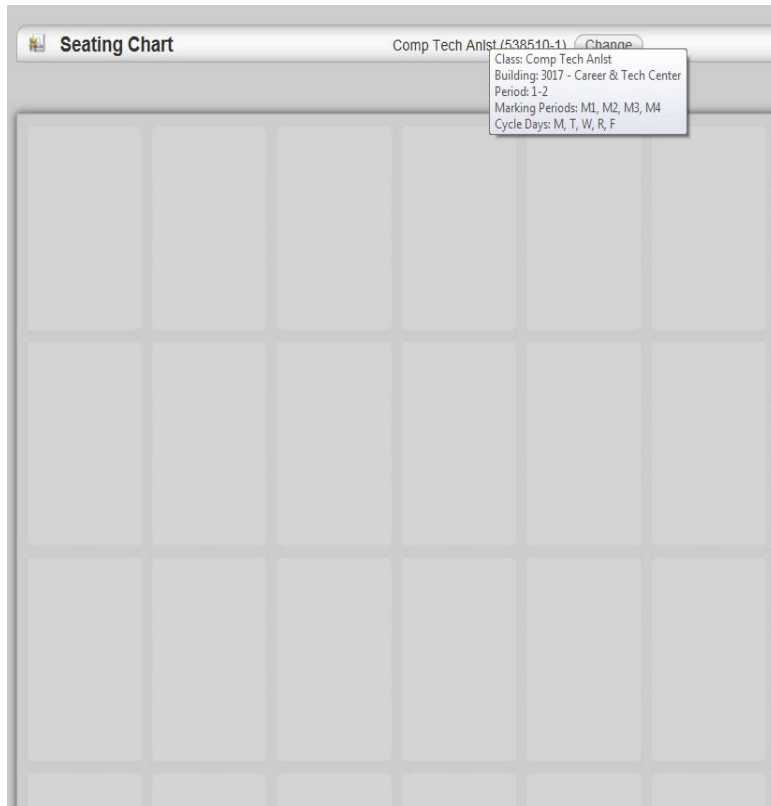
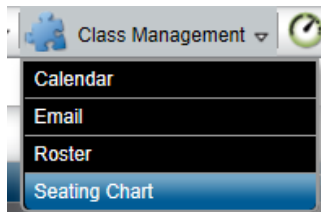
Calendar –



Email –



Seating Chart –



Maintain My Reports –

Upon running a report such as a Class Roster, it will appear in the **Reports** area of your home page. There is no central house cleaning of the items you maintain on your home page in this area. You will want to do regular house cleaning to delete the reports you no longer utilize. To delete a report, simply click the check box shown to the right of the report name & date it was generated and then click on the Delete button below.

