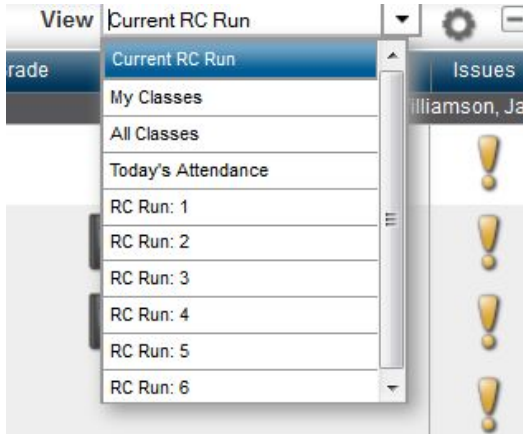


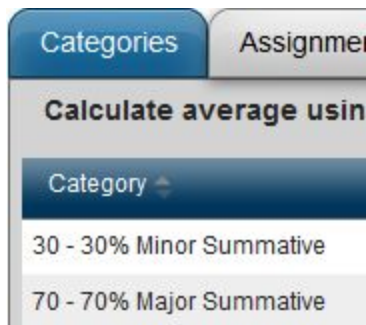
TAC Staff Reminders

1. Log in to TAC
Network username/password
Change view to Current Six Weeks



2. Categories
60 (major summative)/40 (minor summative)
AP Courses: 70 (major summative)/30 (minor summative)
Some courses will need to manually input categories & weights.

IMPORTANT: Staff will need to check categories in the Live database for each class **before** they add any assignment to gradebook.



Secondary staff will need to notify campus ITS, if categories and weights are not accurate. ITS will contact district.

3. Adding TEKS to assignments (create assignment, add TEKS)

Search for Standard by State Standard Number

“How To” document: [CLICK HERE](#)

4. Score assignments

Grades for **published** assignments should not be left blank.

They either need a number or a code.

Gradebook Score Codes:

MSG – missing/counts as a zero

EXC – excused/does not count against average

5. Auto Email

An automatic email will be sent to parents/students for grades below a 70 or with an MSG entered into the score box.

6. HAC: Please DO NOT post this video due to copyright

<https://www.youtube.com/watch?v=flgtN9KVOul>

Parent Communication

1. Score Notes – Easiest for parents to view as these notes are located on the Classwork tab in HAC. ***View HAC video below for demonstration.

How To Add Note to Score: [CLICK HERE](#)

2. Student Notes – not as easy to view from a parent perspective as these notes do not show up on the grade (classwork) screen. Parents will need to click on the Schedule tab to view Student Notes. ***View HAC video below for demonstration.

How To Add Student Notes: [CLICK HERE](#)

3. Student Email

How To Email Students & Guardians: [CLICK HERE](#)

4. TAC Calendar

How to Access Calendar: [CLICK HERE](#)