

ESCHOOL PLUS USERS GUIDE

COLONIAL SCHOOL DISTRICT

Revised October 2008
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LOGGING INTO ESCHOOL PLUS

Log into Eschool as you normally would.

URL: eschoolplus.doe.k12.de.us

Username = col + 1st initial + last name (EX: colktaggart)

Password = last 6 digits of your SSN

The following screen will appear:

The screenshot shows the eSchoolPlus Teacher Access Center interface. The browser window title is "My Home - Microsoft Internet Explorer". The address bar shows the URL: <https://eschoolplus.doe.k12.de.us/TAC/Content/Admin/Menu/Default.aspx>. The page header includes the eSchoolPlus logo, "Teacher Access Center", and navigation icons for Help, Print, and Home. The main content area is titled "My Home" and features a sidebar with navigation links such as "View Student List", "Take Attendance", and "Morning Bulletin". The "My Classes" section displays a table of classes with columns for Period, Course, Description, Room, Cycles, Marking Periods, and Actions. The table lists several Geography 10 classes in room N105. The "My Reports" section shows a table with columns for File Name, Last Modified, and Delete, and a message stating "You do not have any reports." The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 2:42 PM.

Period	Course	Description	Room	Cycles	Marking Periods	Actions
HR	N/A	Primary Homeroom	N105			List Att ✓ Pic ✓ - - - -
	N/A	Primary Homeroom	N105			List Att ✓ Pic ✓ - - - -
1	0221 - 1	Geography 10	N105	M, T, W, R, F	M1, M2	List - - - - IPR - -
2	0221 - 3	Geography 10	N105	M, T, W, R, F	M1, M2	List - - - - IPR - -
3	0221 - 4	Geography 10	N105	M, T, W, R, F	M1, M2	List - - - - IPR - -
4	0221 - 7	Geography 10	N105	M, T, W, R, F	M1, M2	List - - - - IPR - -
5	0221 - 8	Geography 10	N105	M, T, W, R, F	M1, M2	List - - - - IPR - -
6	0221 - 10	Geography 10	N105	M, T, W, R, F	M1, M2	List - - - - IPR - -

ENTERING ATTENDANCE ON ESCHOOL PLUS

On the left navigation bar, click, “Take Attendance”
The following screen will appear:

My Classes

Courses: Attendance Courses Attendance Date: 8/22/2007 RC Run: 4 IPR Date: 9/26/2007

Period	Course	Description	Room	Cycles	Marking Periods	Actions
HR	N/A	Primary Homeroom	N105			List Att Pic ✓ - - - -
	N/A	Primary Homeroom	N105			Att Pic ✓ - - - -

My Reports

File Name	Last Modified	Delete
You do not have any reports.		All None

Delete

Click on “Att”
Your homeroom information will populate.

IF the student is absent, check the box in column “A”. You DO NOT need to mark “P” for present. Scroll to the bottom of the page. Click “Save.”

ENTERING GRADES INTO ESCHOOL

Setting Categories

On the left navigation bar, click on “Define Assessments”

On the top of the screen, make sure your “RC Run” is set to the correct marking period.

You will see this screen:

My Classes

Courses: Graded Course Attendance Date: 8/22/2007 RC Run: 1 IPR Date: 9/26/2007

Period	Course	Description	Room	Cycles	Marking Periods	Actions						
Building: 340490 - William Penn High School Primary Staff: Taggart, Kristen												
1	0221 - 1	Geography 10	N105	M, T, W, R, F	M1, M2	List	-	Def	Score	IPR	RC	-
2	0221 - 3	Geography 10	N105	M, T, W, R, F	M1, M2	List	-	Def	Score	IPR	RC	-
3	0221 - 4	Geography 10	N105	M, T, W, R, F	M1, M2	List	-	Def	Score	IPR	RC	-
4	0221 - 7	Geography 10	N105	M, T, W, R, F	M1, M2	List	-	Def	Score	IPR	RC	-
5	0221 - 8	Geography 10	N105	M, T, W, R, F	M1, M2	List	-	Def	Score	IPR	RC	-
6	0221 - 10	Geography 10	N105	M, T, W, R, F	M1, M2	List	-	Def	Score	IPR	RC	-

My Reports

File Name	Last Modified	Delete
You do not have any reports.		All None

Delete

Defining Assessments is where we choose what activities one will be giving grades for in a particular class. Click on “DEF” for the class that you would like to define your assessments.

The following screen should appear:

Building: 340490 - William Penn High School
RC Run: 1
Marking Period: M1 08/22/2007 - 10/25/2007

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
0221	1	Geography 10	Taggart, Kristen	M1, M2	1	M, T, W, R, F

[Categories](#) | [Assessments](#) | [IPR Averages](#) | [Report Card Averages](#) | [Attachments](#)

Edit All Assessments

Date Assigned	Date Due	Category	Extra Credit	Description
08/23/2007	08/28/2007	Homework/Classwork	Not Extra Credit	Signed Syllabus
08/23/2007	08/28/2007	Homework/Classwork	Not Extra Credit	10 Things About Me
<input type="text"/>	<input type="text"/>	<input type="text" value="Homework/Classwork"/>	<input type="text" value="Not Extra Credit"/>	<input type="text" value="More..."/>

To establish the categories you would like for your class, click on the CATEGORIES tab.

You will see this screen:

0221 | 1 | Geography 10 | Taggart, Kristen | M1, M2 | 1 | M, T, W, R, F

[Categories](#) | [Assessments](#) | [IPR Averages](#) | [Report Card Averages](#) | [Attachments](#)

Calculate Average Using Total Points:

Include	Category	Weight	Drop Lowest	Exclude Missing	Percent
<input type="checkbox"/>	ACR - Accelerated Reader				
<input type="checkbox"/>	ASMT - Assessment				
<input type="checkbox"/>	CHP - Chapter				
<input type="checkbox"/>	CLF - Classwork and Fitness				
<input type="checkbox"/>	CLS - Classwork Assignments				
<input type="checkbox"/>	...				

There are more options to this screen; however the screen shot was reduced to save space.

Decide how you want to grade your class. You have 2 main options:

- Grade using total points – That is, assigning a point value to each assessment and totaling the points. At the end of the marking period, you will then divide the points the student earned by the points available. **IF you go with this option**, check the box on top of the categories list, “Calculate Average Using Total Points.” Then go down the list and select each category of assessment you will be using in your class. Be sure to only select categories you ACTUALLY will use in class. You can change this later, if necessary. You also have the option to drop the lowest grade in that category, and select how you want missing scores to reflect on the students’ grade.

- Grade using weights – You decide how much value you want to assign to each category and weight. For example:
 - Summative Assessments (Tests/Quizzes) – 50%
 - Homework/Classwork – 15%
 - Warm Ups – 10%
 - Group Work – 10%
 - Journals/Portfolio – 15%

IF you go with this option, go down the list and select each category of assessment you will be using in your class. Be sure to only select categories you ACTUALLY will use in class. You can change this later, if necessary. As you select each category, go across the row and enter the weight, select if you want to drop the lowest grade in that category, and how you want missing scores to reflect on the students’ grade. When you have completed entering that info for ALL categories, your weights and percentage column should be the same. If not, your weights DO NOT equal 100.

Explanation of columns:

1. **Calculate Average Using Total Points:** When you click this check box, you are telling the system to calculate grades using (total number of points earned / total number of points available). When this check box is selected, the weight column becomes unavailable.
2. **Include:** This is to choose the activity to be graded. For example, if one wanted to grade on classwork, simply check the **Include** box to the left of the Classwork category. This will open the rest of the fields in the Classwork row (excluding weight if the **Calculate Average Using Total Points** checkbox is selected).
3. **Weight:** When weight is used, the grades are calculated using the formula of $[(\text{total amount of points earned} \times \text{weight}) / (\text{total amount of points attempted} \times \text{weight})]$.
4. **Drop Lowest:** The number of assignments to exclude in the calculation according to lowest scores. For example if a student had the following grades in classwork: (100, 93, 74, 55) and I placed a '1' in the **Drop Lowest** category for classwork, the student's average would not include the '55' score into the average. If I had placed a '2' in the **Drop Lowest** category, the calculation would not include the '74' or the '55'.
5. **Exclude Missing:** The **Exclude Missing** has two options:
 - a. **Exclude missing scores from the average:** The calculation will ignore any blank marks.
 - b. **Missing scores will count as zero (0) in the average:** Any blank score in the gradebook will count as a zero points earned.

When you have selected all the categories you want, you have 3 options:

- My Classes – brings you back to list of classes you are teaching.
- Scores – This will bring you to the screen where you can enter student scores for the assessments.
- Copy – This will allow you to copy all the categories you just created for your class. This is helpful if you are teaching more than one section of the SAME class.

ENTERING GRADES INTO ESCHOOL

Entering Assessments

The next step to publishing your grades on Eschool is entering each individual assessment into the database. To do that, click on the assessments tab. You should see this screen:

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
0221	1	Geography 10	Taggart, Kristen	M1, M2	1	M, T, W, R, F

Categories **Assessments** IPR Averages Report Card Averages Attachments

Edit All Assessments

Date Assigned	Date Due*	Category*	Extra Credit	Description*	Points*	Weight
08/23/2007	08/28/2007	Homework/Classwork	Not Extra Credit	Signed Syllabus	10	1.00
08/23/2007	08/28/2007	Homework/Classwork	Not Extra Credit	10 Things About Me	10	1.00
<input type="text"/>	<input type="text"/>	<input type="text" value="Homework/Classwork"/>	<input type="text" value="Not Extra Credit"/>	<input type="text" value="More..."/>	<input type="text"/>	<input type="text" value="1.00"/>

Definitions of the fields on this screen are as follows:

1. **Date Assigned:** Enter the date that the assignment was assigned. You can use the calendar feature located to the right of the field.
2. **Date Due:** Enter the date the assignment was due. You can use the calendar feature located to the right of the field. Note – Grades will not factor into the student’s average until it has come due.
3. **Category:** Choose the category of the assignment from the dropdown option. The only categories that are available are the ones that you chose in the **Category** tab. If a category needed is not available in this field, click on the **Category** tab to add that category.
4. **Extra Credit:** There are three options to in the **Extra Credit** field:
 - a. **Not Extra Credit:** Use this option if the assignment is not an extra credit assignment.
 - b. **Add to Total Points:** Use this option to add the total amount of earned extra credit points to the total number of points earned to be calculated into the average.
 - c. **Add to Average:** Add the total amount of extra credit points earned to the calculated percentage average.
5. **Description:** Enter a description for the assignment. You may add as much free text as you like. If you would like a better view of your description field, click on the **More** button.

6. **Points:** Enter the total amount of points for this assignment.
7. **Weight:** Enter the weight of the assignment. Your weights here **MUST** equal the weights you assigned when you defined your categories.
8. **Files:** Allows you to attach files for that assignment (rubrics, samples, printable versions of the assignment, etc.)
9. **Publish Item:** Check this box if you wish this assignment to be viewed from Home Access Center.
10. **Publish Scores:** Check this box if you wish the scores to be viewed from Home Access Center.
11. **Edit/Delete:** Check this box if you wish to edit/delete a line.

NOTE: After crating an assessment, you **MUST** publish it right away. If you don't, your assessment will be lost.

At the top and bottom of this page, you will see a **COPY** button, where your categories and assessments may be copied from one course to another. This is helpful if you are teaching more than one section of the **SAME** class.

ENTERING GRADES INTO ESCHOOL

Scoring Assessments

The next step to publishing your grades on Eschool is entering each student's scores into the database. To do that, click on the **Score Assessments** link on the left navigation bar. You should see this screen (you may get pushed passed this screen, if you were just entering assessments in for a class. If so, you will see a list of students in your class):

My Classes

Courses: Graded Course Attendance Date: 8/22/2007 RC Run: 1 IPR Date: 9/26/2007

Period	Course	Description	Room	Cycles	Marking Periods	Actions							
Building: 340490 - William Penn High School Primary Staff: Taggart, Kristen													
1	0221 - 1	Geography 10	N105	M, T, W, R, F	M1, M2	List	-	-	Def	Score	IPR	RC	-
2	0221 - 3	Geography 10	N105	M, T, W, R, F	M1, M2	List	-	-	Def	Score	IPR	RC	-
3	0221 - 4	Geography 10	N105	M, T, W, R, F	M1, M2	List	-	-	Def	Score	IPR	RC	-
4	0221 - 7	Geography 10	N105	M, T, W, R, F	M1, M2	List	-	-	Def	Score	IPR	RC	-
5	0221 - 8	Geography 10	N105	M, T, W, R, F	M1, M2	List	-	-	Def	Score	IPR	RC	-
6	0221 - 10	Geography 10	N105	M, T, W, R, F	M1, M2	List	-	-	Def	Score	IPR	RC	-

My Reports

File Name	Last Modified	Delete	
		All	None

Click on [Score](#) for the class you want to enter student scores for.

You will then get the following screen:

Assessment Description: Signed Syllabus

HCL POR PRO QOD TST **All** **Show Wit**

Student Id	Student Name	Notes	Grading Scale	Student Average	8/28 HCL Pts:10	8/28 HCL Pts:10
136665	Student names have been removed for confidentiality.			0.00 %	<input type="text"/>	<input type="text"/>
175578				0.00 %	<input type="text"/>	<input type="text"/>
145066				0.00 %	<input type="text"/>	<input type="text"/>
150310				0.00 %	<input type="text"/>	<input type="text"/>
184411				0.00 %	<input type="text"/>	<input type="text"/>
168680				0.00 %	<input type="text"/>	<input type="text"/>
109698				0.00 %	<input type="text"/>	<input type="text"/>

Description of columns on the top of this page (not in image above):

1. **My Classes:** Click this to return to the previous screen that lists your classes.
2. **Assessment:** Click this to go to the Define Assessments screen to update your assessments.
3. **Printable:** Click this to make a printable version of this screen of scores.
4. **Student Detail:** Click this to generate a Student Detail report that will detail each individual student's scores.
5. **Missing Scores:** Click this to generate a report of students with missing scores.
6. **Aliases:** Click this to create aliases for your students.
7. **Default Grade:** Click this to set a default grade for blank scores.
8. **Comment:** Allows you to enter comments regarding each specific students' assessment. There is a **Publish** checkbox on the pop-up screen. This will publish your notes on Home Access Center.
9. **Averages:** Click this to generate a report of class averages.

To save entered grades, click the "My Classes" Button and the grades will save automatically.

Description of each column (shown in image):

The tab at the top of the scoring grid is an option to see specific assessments. Clicking **All** will see all assessments where clicking **Class** will show only the assessments that are classified as Classwork.

1. **Student ID:** This is the students' ID number.
2. **Student Name:** This is the students' name.
3. **Notes:** Click on dialog button to add notes on the student. There is a **Publish** checkbox on the pop-up screen. This will publish your notes on Home Access Center.
4. **Student Average:** This is the student average of the student. This is automatically generated when scores are entered into the scores grid.
5. **Score Assessments:** The rest of the columns are the assessments that were created. Here is where you enter the scores earned for each of the assignments for each student.

ENTERING REPORT CARD GRADES

To enter your report card grades, click on **Enter Report Cards** on the left navigation bar. The screen will be similar to the interim grade screen.

Description of each column:

1. **Student Name** - This is the students' name.
2. **MP** – Marking period
3. **F** – Final Grade
4. **C1** – Comment 1 – select from the list
5. **C2** - Comment 2 – select from the list
6. **C3** - Comment 3 – select from the list
7. **Abs** – Enter the number of times the student was absent from your class.

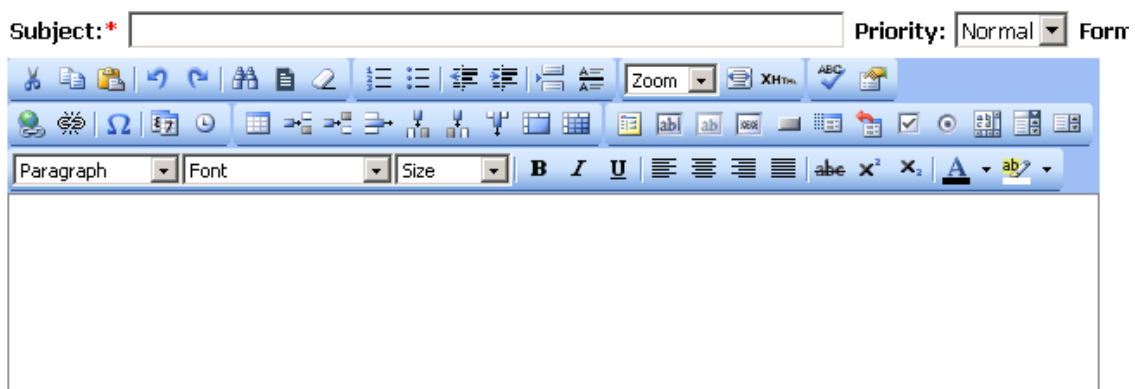
When you have entered all student info, select **SAVE**. You should print a copy of this for your records.

E-MAILING STUDENTS/PARENTS VIA ESCHOOL

To contact students and parents who have e-mail addresses on file with the district, click on **Email Students/Guardians** on the left navigation bar.

You will see a list of all your classes. Select the classes you want to send the message to. Once you have checked all the sections you would like to send the message to, scroll down. You will see an e-mail screen:

Invalid email addresses are displayed in red.



Just as you do in Outlook, type an appropriate subject matter (Ex: Geography Test Friday!!) In the body, type the information you would like to disseminate to your classes. Remember to always spell check. This message will be sent to all students and guardians who have e-mail on school, so be sure to represent yourself professionally at all times. Cyber-text should NOT be used (EX: ur = your; ty = thank you, etc.).

PRINTING GRADE SHEETS FOR STUDENTS

To print grade sheets to distribute to students, you need to click on the “Student Detail” button from the “Score assessment” page.

Course: 0221-4 Geography 10 Period: 3

My Classes Assessments Printable **Student Detail** Missing Scores Student Aliases Default Grade Comment

Selected Category: All
Assessment Description: How can you find somplace

HCL POR PRO QOD TST All Show Withdrawn Students: Show Only S

Student Id	Student Name	Notes	Grading Scale	Student Average	8/23 TST Pts:EC	8/24 QOD Pts:5	8/27 QOD Pts:5	8/28 HCL Pts:10	8/28 HCL Pts:10	8/29 QOD Pts:5	10/25 TST Pts:EC
	Student info has been deleted to retain confidentiality.			2.66 %			3.00				
				12.44 %	17.00	4.00	10.00				

A box will then pop up and ask what parameters you would like on the student report. You have the option to (un)check if you want student averages and class averages to be visible on the printed report. Then click “Run.”

You will see this screen:

William Penn High School 8/30/20

Student Detail Report

Student Name Removed

Course: Geography 10 Marking Period: M1
Teacher: Taggart, Kristen Period: 3

These are your assignments from 8/22/2007 to 8/30/2007, and the scores you earned for each. If your record differ, please see me privately as soon as possible.

Assignment	Due Date	Category	Score	Asmt Weight	Weighted Score	Class Average	Total Points	Weighted Total Points	Perce
Pre-Test	8/23	Test Scores		0.50	0.00	6.73	Extra credit: student point		
Live anywhere - Where & Why?	8/24	Question of the I		0.10	0.00	3.50	5	.5	0.0
Bridges Near Us	8/27	Question of the I	3.00	0.10	0.30	2.97	5	.5	60.0
Signed Syllabus	8/28	Homework/Class		0.15	0.00	0.00	10	1.5	0.0

Select the PRINTER icon from the top of the screen. Print as you would any other document. When you are done, click on the HOME icon (top right) on ESCHOOL (NOT internet explorer). Delete the “report” of your print out of student detail.