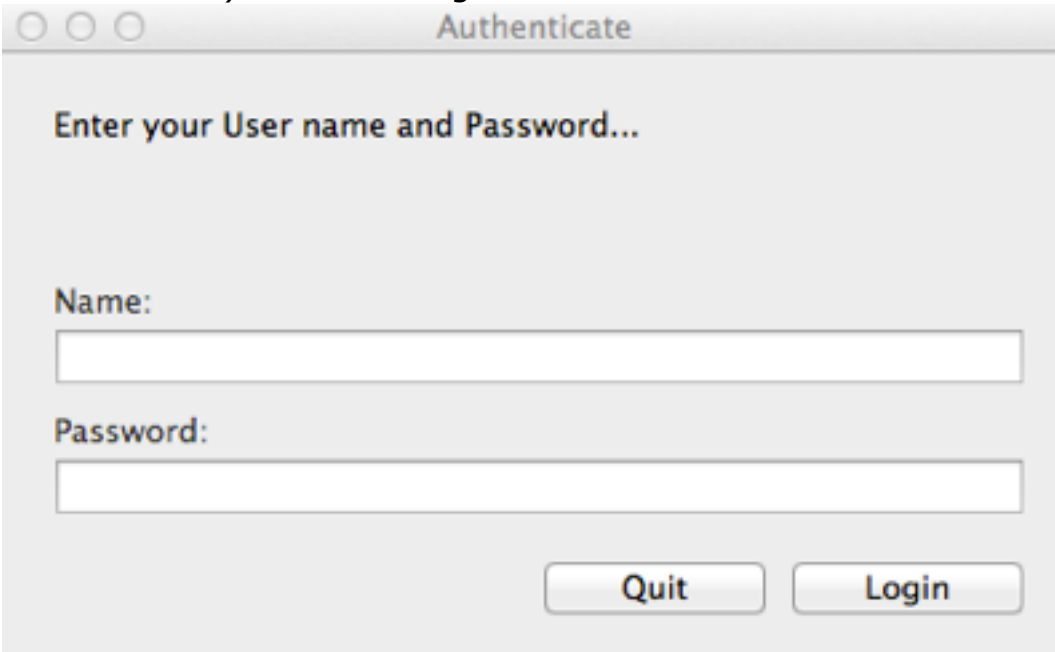


TAM Faculty Guide

The **TEACHER ACCESS MODULE (TAM)** provides an intuitive interface for faculty members to view their students' and advisees' biographical information as well as manage their students' grades, comments and attendance. Additionally, faculty can track interactions with students and advisees via the **Contact Log**.

Logging Into TAM

1. Open *FileMaker Pro* on your desktop.
2. From the File menu, select Open Remote.
3. Connect to the *FileMaker* Server and the TEACHER ACCESS file. Your *FileMaker* Server administrator will provide you with details on how to connect.
4. Click Open.
5. You will be presented with an authentication dialog box. Enter your User name and Password (provided by your *FileMaker* Server administrator) then click Login to continue.



The image shows a screenshot of an authentication dialog box titled "Authenticate". The dialog box contains the text "Enter your User name and Password...". Below this text, there are two input fields: "Name:" and "Password:". At the bottom right of the dialog box, there are two buttons: "Quit" and "Login".

Getting Started

When you first log into **TAM**, you are presented with the **Dashboard**. There are a total of four screens—**Dashboard**, **Students**, **Attendance** and **Grade Entry**—where you will do your work:

- The Dashboard allows you to view your scheduled classes, see a list of your advisees, view or print your graphic schedule, and change your TAM password.
- From Students you are able to view a list of your students, view biographical information about individual students and their family or families, view classes, grades, comments and attendance incidents for individual students, and record contacts with individual students.
- Attendance allows you to record attendance incidents for your students.
- Grade Entry allows you to enter grades and comments for your students.

Each of these are discussed in detail in this chapter.

Dashboard

When you first access **TAM**, the **Dashboard** displays a list of your classes on the top right with a list of your advisees below.

The screenshot shows the TeacherAccess interface for user Cristian Saborio. The top navigation bar includes 'Logout' and 'Quit' buttons. The main navigation tabs are 'Dashboard', 'Students', 'Attendance', and 'Grade Entry'. The dashboard is titled 'Welcome, Cristian Saborio!' and shows the 'Academic Year: 2012-2013'.

User Information:

- Cristian Saborio** (Full Name)
- 238 N. Main Street, Easthampton MA 01027 (Address)
- 4135870236 (Home Phone)
- Cristian.Saborio@irschool.com (Email)
- Social Studies (Department)

My Classes (5):

Class ID	Class Name	Shadow	Div	Terms	Grade Entry	Roster
124-1	English 10	<input type="checkbox"/>	US	F W S	Grade Entry	Roster
124-3	English 10	<input type="checkbox"/>	US	F W S	Grade Entry	Roster
217-1	Arab World and the West	<input type="checkbox"/>	US	F W S	Grade Entry	Roster
236-1	Ethics (Honors)	<input type="checkbox"/>	US	F W S	Grade Entry	Roster
269-2	United States History	<input type="checkbox"/>	US	F W S	Grade Entry	Roster

My Advisees (9):

ID	Name	Sex	Grade	B/D	Dorm	Room
1	AGRAWAL, Nathaniel	M	12	B	Jefferson	
2	CHRISTE, Margaret	F	7	D		
3	CUSICK, Spencer	M	7	D		
4	FERRIN, Sarah	F	11	B	Lincoln	
5	KASSA, John	M	12	B	Jefferson	
6	KINTER, Elliot	M	7	D		
7	LIBORIO, Samuel	M	7	D		
8	SAVINA, Joseph	M	7	D		

Logged in as: admin

Changing Your Password

1. From the Dashboard click on the blue text located at the bottom left labeled Change Password.
2. In the dialog box, enter your old password and new password in the appropriate fields.
3. Enter your new password again in the Again field.
4. Click Change to change your password or click Cancel to return to the Dashboard, leaving your original password unchanged.

The screenshot displays the 'TeacherAccess' web application. The top navigation bar includes 'Logout' and 'Quit'. The main navigation tabs are 'Dashboard', 'Students', 'Attendance', and 'Grade Entry'. The user is logged in as 'Cristian Saborio' for the '2012-2013' academic year. A 'My Classes (5)' table is visible, listing classes like 'English 10' and 'Arab World and the West'. A 'Change Password' dialog box is open in the foreground, featuring three text input fields labeled 'Old Password', 'New Password', and 'Again'. At the bottom of the dialog are 'Cancel' and 'Change' buttons. In the background dashboard, the 'Change Password' link is circled in red, with three red arrows pointing to the corresponding input fields in the dialog box.

Viewing/Printing Your Graphic Schedule

1. From the Dashboard, click on the blue text located on the bottom left labeled My Schedule. Your graphic schedule will open in a separate window.

Department: **Social Studies**
Fall 2012-2013

Cristian Saborio

	A	B	C	D	E
1		English 10 (9) 124-1 Rm 16	Arab World (6) 217-1 Rm 16	US Hist AP (10) 269-2 Rm 16	
2	English 10 (9) 124-1 Rm 16	Arab World (6) 217-1 Rm 16	US Hist AP (10) 269-2 Rm 16		English 10 (10) 124-3 Rm 16
3	Arab World (6) 217-1 Rm 16	US Hist AP (10) 269-2 Rm 16		English 10 (10) 124-3 Rm 16	
4	US Hist AP (10) 269-2 Rm 16		English 10 (10) 124-3 Rm 16		English 10 (9) 124-1 Rm 16
5					
6					
7		English 10 (10) 124-3 Rm 16		English 10 (9) 124-1 Rm 16	Arab World (6) 217-1 Rm 16
8					
9					

CSN	Course	Teacher	Terms	Room	TB
124-1	English 10	Saborio	F W S	Rm 16	B1
124-3	English 10	Saborio	F W S	Rm 16	F1
217-1	Arab World	Saborio	F W S	Rm 16	C1
269-2	US Hist AP	Saborio	F W S	Rm 16	D1

100 Preview

inRESONANCE

Change Password
[My Schedule](#)

Logged in as: admin

1. Choose Print from the *FMP* File menu.
2. To return to the Dashboard, close the schedule window as you would close any window on your computer.

Viewing and Printing Class Rosters

1. Click the Roster button next to the corresponding class, listed under My Classes. The class roster you selected will open in a separate window.
2. From the *FMP* File menu, select Print.
3. To return to the Dashboard, click the Continue button to the left of your Roster.

Viewing Advisees Biographical Information

1. To view biographical information or family information for any of your advisees, click on his or her name in the list from the My Advisees list on the Dashboard.
2. Use the scroll bar on the right to scroll through the entire list if necessary. The student's basic enrollment information will be displayed on the top right with tabs for family information below. If the student has more than one family household, you can view that information by clicking on the appropriate Family sub tab.

The screenshot displays the TeacherAccess interface. At the top, there are navigation tabs for Dashboard, Students, Attendance, and Grade Entry. Below these are sub-tabs for Profile, Classes, Attendance, and Contact Log. The main content area shows the profile for Nathaniel Agrawal, including his name, grade (12), sex (M), class of (2013), and date of birth (7/6/1995). It also lists his advisor, Cristian Saborio, and his room (Jefferson Dorm). A list of family members is shown, including Parent A (Ronald Agrawal) and Parent B (Juliana Agrawal), with their respective contact information. An emergency contact section lists Ronald Agrawal as the father and Juliana Agrawal as the mother. The interface is logged in as 'admin' and shows the inRESONANCE logo.

1. Click on the Dashboard tab to return to the Dashboard.

Viewing Student Information

Students allows you to view biographical information for each of your students and advisees, see what classes they are enrolled in for the current term, view attendance incidents, and record contacts made with them. **Students** is divided into four sub tabs: **Profile**, **Classes**, **Attendance**, and **Contact Log** to help make managing students easier for you.

TeacherAccess

KEYSTONE teacher access Logout | Quit

Dashboard **Students** Attendance Grade Entry


Profile **Classes** Attendance **Contact Log** Academic Year: **2012-2013**

Students Search

of 9

- AGRAWAL, Nathaniel 12 Saborio, Cristian
- CHRISTE, Margaret 7 Saborio, Cristian
- CUSICK, Spencer 7 Saborio, Cristian
- FERRIN, Sarah 11 Saborio, Cristian
- KASSA, John 12 Saborio, Cristian
- KINTER, Eliot 7 Saborio, Cristian
- LIBORIO, Samuel 7 Saborio, Cristian
- SAVINA, Joseph 7 Saborio, Cristian
- TRISSEL, Ashley 7 Saborio, Cristian

Nathaniel AGRAWAL
Student

 12 Grade B B/D Sex M 2013 Class of 7/6/1995 DOB

Room Jefferson Dorm
Email nathanielagrawal@example.com Mailbox Locker Combination

Family 1 Family 2 Family 3 Family 4

Parent A
Ronald Agrawal
Name Work Phone 413-587-0236
ronald.agrawal@example.com Email Mobile Phone 413-587-0236

Parent B
Juliana Agrawal
Name Work Phone 413-587-0236
juliana.agrawal@example.com Email Mobile Phone 413-587-0236

Household
27 Savoy Rd RR2
North Adams MA 01247
Home Address

Emergency Contact

1 Ronald Agrawal Contact Father Relationship 413-587-0236 Home Phone	2 Juliana Agrawal Contact Mother Relationship 413-587-0238 Home Phone
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Logged in as: admin inRESONANCE

Searching for Students

When you first click the **Students** tab you are presented with a screen that allows you to search for individual students by name or grade. Additionally, you can view a list of all the students you teach for the current term or all of your advisees.

When you first click the **Students** tab you are presented with the **Search** screen. You can return to this screen any time by clicking the **Search** icon.

TeacherAccess

KEYSTONE teacher access Logout | Quit

Dashboard **Students** Attendance Grade Entry

Profile **Classes** Attendance Contact Log Academic Year: **2012-2013**

Students Search

of 9

- AGRAWAL, Nathaniel 12 Saborio, Cristian
- CHRISTE, Margaret 7 Saborio, Cristian
- CUSICK, Spencer 7 Saborio, Cristian
- FERRIN, Sarah 11 Saborio, Cristian
- KASSA, John 12 Saborio, Cristian
- KINTER, Eliot 7 Saborio, Cristian
- LIBORIO, Samuel 7 Saborio, Cristian
- SAVINA, Joseph 7 Saborio, Cristian
- TRISSEL, Ashley 7 Saborio, Cristian

Nathaniel Agrawal's Classes (9)

	FI	FT	WI	WT	SI	ST	Final
112-1 AP English Lit		A		A			
216-1 AP Gov & Pol		A-		A-			
426-1 Spanish IV		A-		A			
531-1 Hon Phys		A		A			
532-1 H Phys Lab		A		A			
506-1 AP Env Sci		A		A-			
507-1 AP Env Lab		A		A			
676-1 Life Draw		B+		A			

[Student Schedule](#)

112-1 AP English Literature **F W S** **Mcgonigle**
Course Terms Teacher

FI FT WI WT SI ST

This is the student comment written by the teacher for this individual student. It is an opportunity to discuss the student's progress during the particular marking period. It is generally entered in Teacher access module. If there is an intro comment for the section, then a field can be used on reports that concatenates the intro comment and the individual comment for reports.

Logged in as: admin inRESONANCE

TeacherAccess

KEYSTONE teacher access Logout | Quit

Dashboard **Students** Attendance Grade Entry

Academic Year: **2012-2013**

Search

Last Name or Grade

by: Name Grade

Search

[Show My Students](#)

[Show My Advisees](#)

Search Results (9)

	Sex	Grade	B/D	Advisor	Enrollment Status
AGRAWAL, Nathaniel	M	12	B	Saborio, Cristian	Enrolled Attending
CHRISTE, Margaret	F	7	D	Saborio, Cristian	Enrolled Attending
CUSICK, Spencer	M	7	D	Saborio, Cristian	Enrolled Attending
FERRIN, Sarah	F	11	B	Saborio, Cristian	Enrolled Attending
KASSA, John	M	12	B	Saborio, Cristian	Enrolled Attending
KINTER, Eliot	M	7	D	Saborio, Cristian	Enrolled Attending
LIBORIO, Samuel	M	7	D	Saborio, Cristian	Enrolled Attending
SAVINA, Joseph	M	7	D	Saborio, Cristian	Enrolled Attending
TRISSEL, Ashley	F	7	D	Saborio, Cristian	Enrolled Attending

Logged in as: admin inRESONANCE

To search by a student's name:

1. If the Search field is not available, click the Search icon.
2. Enter the full or partial name of the student in the Search field.
3. Select the Name radio button and click the Search icon. You will see a list of all students with that name in the Search Results window on the right.
4. Select the desired student by clicking on his or her name.

The **Students > Profile** screen will appear. To search for a new student, click the **Search** icon.

To search by a particular grade:

1. Click the Search icon if you are not on the Search screen.
2. Enter the grade of the student(s) in the Search field.
3. Select the Grade radio button and click the Search icon. A list of all students in that grade will appear in the Search Results window on the right.
4. Select the desired student by clicking on his or her name.

The **Students > Profile** screen will appear. To search for a new student, click the **Search** icon.

To display a list of all your students for the current term:

1. Click the Search icon if you are not on the Search screen.
2. Click the Show My Students link. A list of all your students will appear in the Search Results window on the right.
3. Select the desired student by clicking on his or her name.

To search for a new student, click the **Search** icon.

To display a list of all your advisees for the current term:

1. Click the Search icon.
2. Click Show My Advisees link. link on the Dashboard. A list of all your advisees will appear in the Search Results window on the right.
3. Select the desired student by clicking on his or her name.

To search for a new student, click the **Search** icon.

Viewing Student Profiles

To view a student's biographical information, find the desired student as described in the previous section. Select the student from the list on the right hand side of the screen.

The **Profile** screen (**Students > Profile**) will appear. The selected student will be highlighted in yellow within the list on the left, and the student/family information will be displayed on the right. A student can be related to up to four different households or families.

- To view household information, click on the appropriate Family sub tab. If there is only one household for this child, the other Family screens will be blank.

To search for a new student, click on the **Search** icon above the student list.

Viewing Students' Classes, Grades and Comments

The **Classes** screen (**Students > Classes**) allows you to view your students' and advisees' grades and comments for all classes for which they are enrolled in the current academic year. You cannot enter grades or comments from this screen.

1. To view a specific student's grade and comment information, click the Classes sub tab.
2. Search for the student by clicking the Search icon on the right.
3. Select the student from the list on the right. When selected, his or her name will be highlighted in yellow. The student's classes will appear on the top right of the screen.
4. Click the desired class from the list.
5. Click the desired term tab below to view grades and comment information.

TeacherAccess

KEYSTONE teacher access

Logout | Quit

Dashboard | **Students** | Attendance | Grade Entry

Profile | **Classes** | Attendance | Contact Log

Academic Year: **2012-2013**

Students Search

2 of 39

APPLE, Tessa
10 Snobeck, Regina

ARELLANO, Tess
12 Beerle, Bernard

BURRIS, Benjamin
11 Blackwood, Tomas

BURRIS, Rachel
10 Alemany, Nicole

DANAUDO, Surya
10 Cosen, Ian

ELLISON, Anne
12 Blackwood, Tomas

ESTEP, Chase
11 Warnack, Aaron

FERRARRA, Brett
10 Hyun, Gertrude

FRITSCH, Alexander
10 Kinneman, Ocie

GILLSTRAP, Remy
10 Blackwood, Tomas

Tess Arellano's Classes (6)

	FI	FT	WI	WT	SI	ST	Final
176-1 Utopian Literature Edson	A	A					
216-1 AP Gov & Pol Beerle	B+	B+					
217-1 Arab World Saborio	A	A					
225-1 Criminal Justice Catalan	A	A					
506-1 AP Env Sci Kitz	A	A					
507-1 AP Env Lab Kitz	A	A					

[Student Schedule](#)

176-1 Utopian Literature **F W S** **Edson**
Course Terms Teacher

FI FT WI WT SI ST

This is the student comment written by the teacher for this individual student. It is an opportunity to discuss the student's progress during the particular marking period. It is generally entered in Teacher access module. If there is an intro comment for the section, then a field can be used on reports that concatenates the intro comment and the individual comment for reports.

Logged in as: admin

inRESONANCE

Viewing Attendance

The **Attendance** screen (**Students > Attendance**) displays all attendance incidents for a particular student in the current academic year. It does not allow entry of attendance incidents.

1. Click the Attendance sub tab.
2. Find the student for whom you wish to view attendance incidents.

Attendance incidents will appear in the window on the right.

Contact Log

Interactions with individual students can be recorded on the **Contract Log** screen.

1. Find the student for whom you wish to view or enter contact items.
2. Select the student's name from the list on the left. All of the selected student's Contact items will appear to the right.

To create a new **Contact Log** item:

1. Find the desired student and select his or her name from the list on the left.
2. Click the New Item button. The New Item window will be displayed.
3. Enter the Type, Date, Time and any Notes you wish to record.
4. Click OK to add the Contact item. Click Cancel to close the window. The item will not be added.
5. To delete an item once you have created it, click the Trash can icon to the right of the item. A dialog box will appear asking if you wish to delete the item.
6. Click Delete if you do, or Cancel if not.

Taking Attendance

The **Attendance** tab allows you to take attendance for all your scheduled classes for the current term.

TeacherAccess

KEYSTONE teacher access Logout Quit

Dashboard Students Attendance Grade Entry

Academic Year: 2012-2013

Classes (4)			English 10 Roster			[<] 5/20/2013 [>]			
124-1	English 10	F W S	FERRARRA, Brett	A	L	ED	HOWARD, Sharon	Absent	⊗
124-3	English 10	F W S	GILLSTRAP, Remy	A	L	ED	LUMMUS, Donte	Late	⊗
217-1	Arab World	F W S	HOWARD, Sharon	ABS	A	L			
269-2	US Hist AP	F W S	JENG, Claudia	A	L	ED			
			LEIGHT, Eva	A	L	ED			
			LUMMUS, Donte	LT	A	L			
			PRICE, Yiorgos	A	L	ED			
			RILEY, Christopher	A	L	ED			
			VIGNE, Shameya	A	L	ED			

Logged in as: admin ABS = Absent today LT = Late today ED = Leaving Early today inRESONANCE

✦ **NOTE** The Attendance screen is often customized to suit individual school needs. The instructions here are for the default configurations. Consult your Registrar or your database administrator for taking attendance.

To create attendance incidents for today:

1. Click the Attendance tab. A list of all your classes will appear on the left.
2. Select the class for which you want to record attendance incidents by clicking on the class name.
3. A list of students enrolled in the selected class will appear under Roster.
4. Click the appropriate A (Absent) or L (Late) buttons to the right of a student's name create previous or future attendance records. Select a date by using the forward or back arrow buttons above the list on the far right.

To delete an incident:

1. Click the Delete icon next to the item on the right.

Grades and Comments

The **Grade Entry** screen allows you to enter term-end marks and comments for students currently enrolled in your classes. Individual grades are entered from the **Grade List** sub tab. Narrative comments are entered from the **Narrative** sub tab.

The screenshot shows the TeacherAccess (iRPB-MacMess) interface. The top navigation bar includes 'Logout' and 'Quit'. The main navigation tabs are 'Dashboard', 'Students', 'Attendance', and 'Grade Entry'. Under 'Grade Entry', there are sub-tabs for 'Grade List' and 'Narrative'. The academic year is set to '2005-2006'. On the left, a 'Classes (4)' list shows 'Eng102-1 Eng 9' selected in yellow. The main area displays a 'Grade List' table with columns for 'IF', 'F', 'IW', 'W', 'IS', 'S', and 'YR'. The table lists 15 students, all with a grade of 'C' in the 'YR' column.

Grade List	IF	F	IW	W	IS	S	YR
CATANACH, Annalee		C		C		C	C
DILLENBURG, Diedra (Sarah)		C		C		C	C
DUFFER, Terry		C		C		C	C
EEDS, Jay (Jason)		C		C		C	C
FREDRICKSEN, Therese		C		C		C	C
GRESHAM, Tory		C		C		C	C
HOCH, Paz		C		C		C	C
KASOWSKI, Felton		C		C		C	C
LERTORA, Roselle		C		C		C	C
MUNSON, Devin		C		C		C	C
RINELLA, Briana (Alex)		C		C		C	C
RUDISAIL, Laure		C		C		C	C
SEABERG, Amalia		C		C		C	C
STOMBERG, Rosendo		C		C		C	C
VALLANDINGHAM, Ronald		C		C		C	C
WARREN, Phil		C		C		C	C

Entering Grades

To enter grades for students:

1. Click the Grades Entry tab.
2. Click the Grade List sub tab if it is not already chosen. A list of classes you teach will appear on the left.
3. Select the class from the list for which you wish to enter grades. The selected class will appear highlighted in yellow and students enrolled in that class will appear on the left.
4. Click under the appropriate term label for the student you wish to record a grade. A list of possible grades will appear.
5. Select the grade from the drop down list.

- Continue until you have entered all desired grades for your students.
- Select a different class to enter grades from the list on the left.

To delete a grade:

- Click into the field with the grade you wish to delete. The drop down list will appear. Click again in that same field to hide the list, then delete the grade using your Delete key.

Recording Narrative Comments

Narrative comments, introductory paragraphs, letter marks, and exam scores can be entered from the **Narrative** sub tab.

The screenshot shows the TeacherAccess (iRPB-MacMess) interface. At the top, there are 'Logout' and 'Quit' buttons. Below that is a navigation bar with 'Dashboard', 'Students', 'Attendance', and 'Grade Entry' (selected). Under 'Grade Entry', there are sub-tabs for 'Grade List' and 'Narrative' (selected). The academic year is set to '2005-2006'. The student's name is 'Celestine CIESIELSKI' and the advisor is 'McAllister, Susan'. On the left, there is a 'Classes (4)' list with 'Sci302-1 AP Chem' selected, and a 'Roster (13)' list. The main area shows a grid for entering grades and narrative comments for the Fall semester. The grid has columns for 'Mark' and 'Exam' and rows for 'Introductory Paragraph' and 'Narrative Comment'.

- Navigate to Grade Entry then click the Narrative sub tab. A list of your classes will appear on the top left.
- Select the desired class by clicking on it. A list of students enrolled in that class will appear below.

3. Select the desired student. His or her name will be highlighted in yellow and his or her name will appear on the screen to the right. Ensure you have selected the correct student.
4. Select the tab labeled with the appropriate term on the right below the student's name.
5. Type an Introductory Paragraph if you have not done so already. This paragraph will appear on the grade report for all students in the selected class. You need to type it only once.
6. Type the narrative comment for the selected student in the Narrative comment field below.
7. You may also enter letter marks and exam grades from this interface.

Exiting Teacher Access Module

1. To log out of TAM, click the Logout button at the top right corner of any screen. This will return you to the Login screen and leave the *FileMaker Pro* application running.
2. To exit TAM and quit *FileMaker Pro*, click the button labeled Quit at the top right corner of any screen.

Additional Questions

If you have any additional questions, please consult with your school **Registrar** or database administrator.