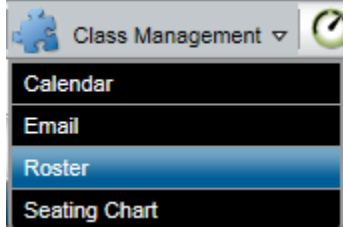


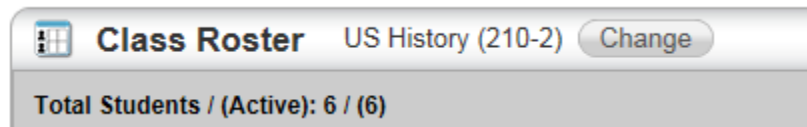
# eSchoolPlus+ Teacher Access Center (TAC) 3.1 Update Creating a Dated Blank Roster

Log into TAC 3.1 - <https://eschoolplus31.k12.ar.us/TAC3.1>

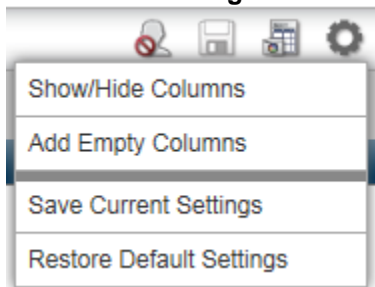
1. From **Class Management**, select **Roster** to display the Class Roster page.



To choose a different class period or homeroom, click **Change** to display your class schedule and choose the class to print.

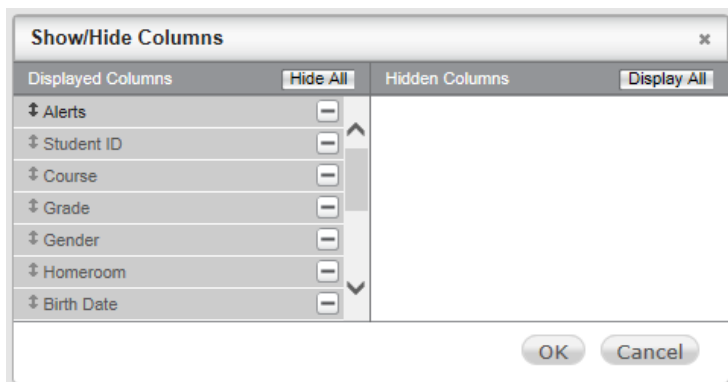



2. Click on the **Settings**  button and choose **Show/Hide Columns**.



Click on **Hide All** to only show Student Names on Roster, and click **OK**  
**OR**

Click the  and choose which columns to hide for the roster to be printed.



- Click on the **Settings**  button and choose Add Empty Columns.  
**Choose number of columns to add** - Select to add up to 20 blank columns.  
**Add date headers to columns** - Enter a check if a date should be printed as the heading of each column.  
**Enter start date** - If the Add date headers to columns box was checked, enter the first date to use.

5. Click **OK** to close the pop-up window and display the selected columns.
8. After columns are selected, click on the toolbar to generate the roster report.
9. If too many columns have been selected, an error will display indicating that the need to select fewer columns before printing. Click **OK** and then repeat steps 3-8.
10. After the PDF has been generated, the Course Class Roster Report page displays. The report can then be viewed, printed, or saved to a local drive. Additionally, the PDF file is saved automatically to the report directory and can be accessed from the Home page.