EdTech Teacher Getting Started Guide
2025-2026

Table of Contents

Course Expectations

Create Course Expectations

Create your Course Expectations documents for each class. You can start with this [template](#) but feel free to use/reuse elements of your Course Expectations from last year. Similar to last year, it may be helpful to create one general Course Expectations document and then adapt copies for each of your classes to include unique information such as Google Classroom join codes.

Submit Course Expectations

When you have finalized your Course Expectations, please submit them via this [form](#). Department Chairs will have access to the collected forms and can give feedback as needed. Your Course Expectations should be included in your Google Classrooms.

Email Course Expectations

Lastly, it is required that all teachers send a welcome email through TAC to parents/guardians during the first two weeks of school. This message does not need to be long, but the personal touch from teachers helps foster the sense of connection and community that we are looking to cultivate. In this message, please

include a copy of your approved Course Expectations. For technical support on sending email through TAC, please see the [Emailing from TAC Section](#) below.

ETHS Digital Agenda Templates

We've updated the popular agenda, planning, and calendar templates that have been offered in the past. [Feel free to use them by exploring the folder linked here](#).

Setting up TAC

As usual, you will need to set up your gradebook with the categories and assignments you are using for the school year. [Click here to access the official TAC User Guide](#) with information on how to do this. You may be prompted to log in with your ETHS credentials.
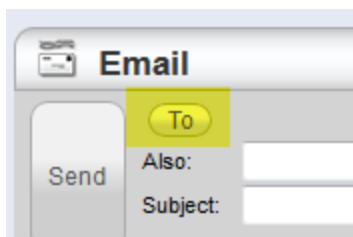
Emailing from TAC

The easiest way to contact students and families at the beginning of the year is to email them through TAC. Written instructions with screenshots are below as well as in the [TAC Instructions Guidebook.](#)

1. From 🧩 **Class Management** select **Email** to open the [Email page](#).
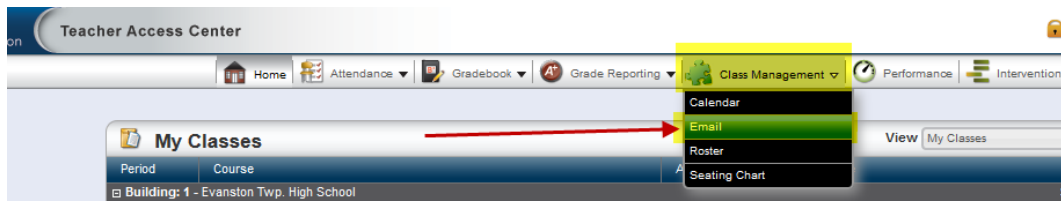
2. Click **To**. This opens the Select Recipients pop-up which lists your classes.

3. Select the type of recipients by using the Send To drop-down (located in the upper right of the Select Recipients pop-up) to select Students, Guardians, or Both. This selection determines which individuals can be selected in the next step.

4. Select the recipients by checking the appropriate boxes. To email everyone from a specific section (this is what you want for sending the initial back to school email) click the box next to the section. Remember to select all sections for the same period if you are trying to email just one period at a time.

   To select all classes, select the check box at the top in the header (good for mass emails to all students in your classes). To select individual recipients, click the plus sign next to the section to see a list of students and check the box next to the individual student names (good for individual communications).

Note: You cannot select a student or guardian that does not have an email address stored in the eSchoolPLUS System. Their names will display, but you will not be able to enter a check next to their name.

5. After selecting recipients, click **Close** to close the Select Recipients pop-up. The selected recipients will appear in the field adjacent to the **To** button.

6. Optionally add any additional recipients by typing email addresses in the Also field. You may use *either* semicolons or commas (but not both) to separate email addresses.

7. Enter the subject for the email in the Subject field.

8. Enter the email text in the email body field.

9. If you want to add attachments, refer to **Add Attachments** below.

10. If you want to include hyperlinks, write the words you want to hyperlink, select them by clicking and dragging the words, and then click on the icon that looks like a picture of a globe and chain link. Paste the link you want the words to go to in the menu that appears.


11. Click **Send** to send the email to the selected individuals. An individual email will be sent to each recipient (NOT an email with multiple addresses in the **To** field).

12. Repeat these steps for each group of students/guardians you want to email.

Adding Attachments to Email from TAC

Please be aware that files larger than 512K may not be sent this way. If you want to share larger files with students/parents, please post them on your teacher website or upload to Google Drive and provide a link to that posting in the email message you send from TAC.

1. Click **Browse** or **Choose File** (depending on your browser), to display the browser's file selection pop-up.
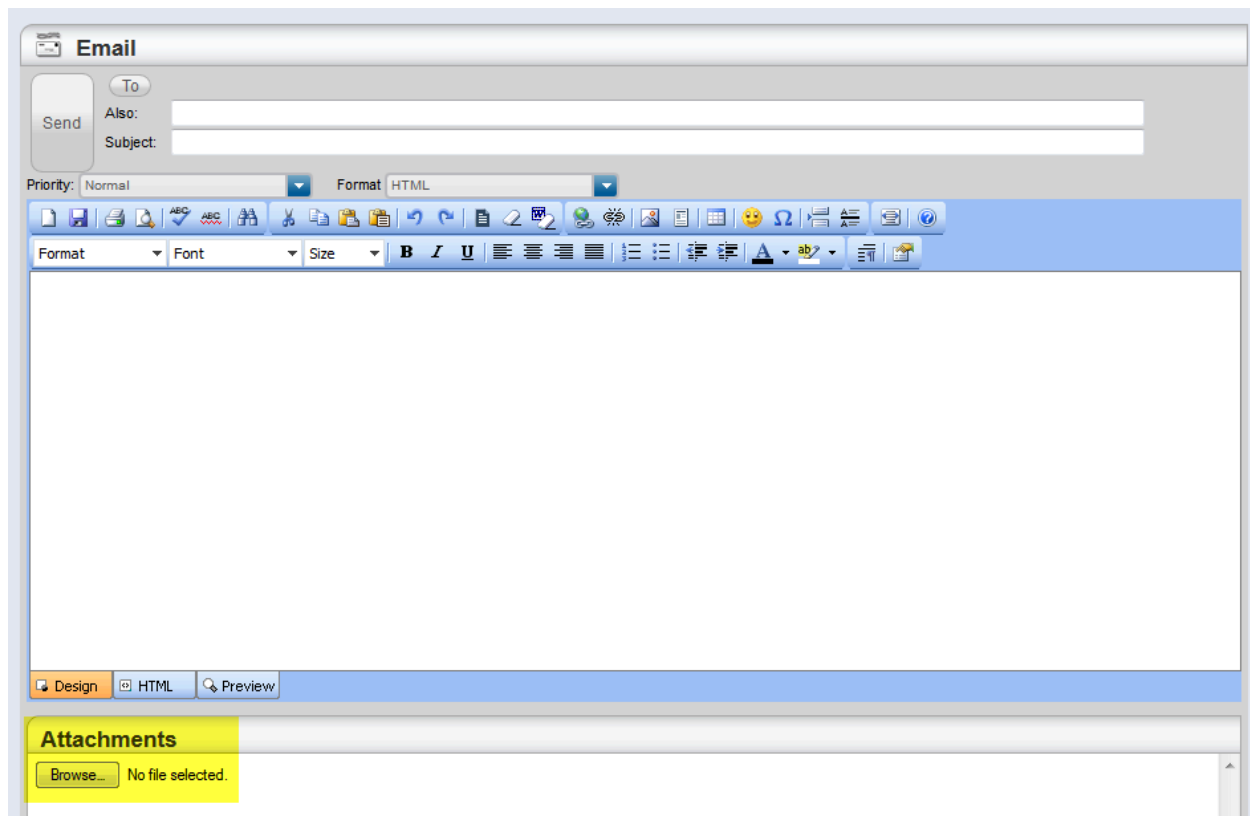
2. Select the file, and close the browser's file selection pop-up.

3. Click **Attach File** to attach the selected file.

4. Repeat this process to attach additional files.

Creating Google Classrooms

1. Go to Google Classroom at classroom.google.com.

2. If you've never signed in before, select "Teacher."

3. On the main Google Classroom Screen, click the "+" in the top right corner and select "Create class."

4. Enter the class information and click "Create." We recommend including the block number in the Title or Section to make it easier to locate for you and your students.

Monitoring Student Screens with Deledao

Teachers can monitor student activity on Chromebooks during their classes using Deledao Teacher. Classes have automatically been synced from TAC, so teachers do not need to set them up through Google Classroom. We recommend NOT using the scheduling feature and instead manually starting sessions when needed. Best practice includes removing any absent students from your monitoring session to protect student privacy when they are absent. For help with Deledao Teacher, contact edtech@eths202.org.