

# Summer 2010 eSchoolPLUS and TAC Gradebook Class Schedule

- All classes are held in the Data Processing lab at 3310 Broad Street, 2<sup>nd</sup> floor, Room 2503.
- Please email Robin Guillory or Paula Michalko to register for classes and include the session in your email.
- All registration requests must be received **no later than noon the day before** the classes are scheduled.
- If no requests have been received by that time, **we will cancel that class.**
- Space is limited to the first 15 people that email Robin or Paula to register.
- Please **don't come to a class expecting us to be here unless you email us by noon the day before the class.**
- We can no longer pay stipends for attending classes.

All Data Processing training is posted on the district calendar. Please read this document and then proceed to the [Employee Training and Events Calendar](#) to see our summer training schedule.

Click on Calendars from the menu on the left side of the CPSB home page.

The screenshot shows the Calcasieu Parish Public Schools website. At the top, the logo reads "Calcasieu Parish Public Schools" with the tagline "All children are important to us." Below the logo is contact information: "3310 Broad St. • Lake Charles, LA 70615 • Phone: 337.217.4000 • Fax: 337.217.4001" and a list of values: "High Academic Achievement • Safe, Productive Environment • Stakeholder Satisfaction • Operational Efficiency". On the right, there is a "Schools" dropdown menu and a "Go" button. Below the header, there are two tabs: "Parents/Students" and "Employees". On the left side, there is a vertical navigation menu with buttons for: Home, Superintendent, Meet the Board, District Email, Blackboard, Crisis Management, Job Opportunities, Calendars, Publications, District Goals, District Policies, Financial Reports, Current Bids, and Contact Info. A red arrow points to the "Calendars" button. The main content area is titled "CPSB Bulletin Board" and contains several news items with dates and titles, each followed by a "read more..." link. At the bottom of the bulletin board, there is a link for "Email Us" and a note about website assistance.

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Schools  
Visit a School  Go

Parents/Students Employees

Home  
Superintendent  
Meet the Board  
District Email  
Blackboard  
Crisis Management  
Job Opportunities  
Calendars  
Publications  
District Goals  
District Policies  
Financial Reports  
Current Bids  
Contact Info

**CPSB Bulletin Board** [RSS](#) [Subscribe](#)

- 5.25.2010 **Celebrate the Success!** - More awards and recognitions for CPSS teachers and students! [read more...](#)
- 5.25.2010 **Alicia Jones Regional Teacher of the Year** - Alicia Jones, gifted teacher at Westlake High, has been selected as Regional Teacher of the Year at the high school level. She will move on to state competition.
- 5.25.2010 **2010-2011 Media Center Schedule** - Media Center Hours Beginning August 16, 2010 Announced [read more...](#)
- 5.17.2010 **Report Cards** - 2009-2010 CPSS School Session Ends. Report Cards will be mailed on Monday, May 31st.
- 5.17.2010 **Sixth Six-Weeks Period Ends** - May 31, 2010
- 5.14.2010 **Congratulations!** - Two Calcasieu Parish seniors earn recognition for thirteen years of perfect school attendance (K-12). [read more...](#)
- 5.12.2010 **Attention Employees** - Media Center Operations [read more...](#)
- 5.12.2010 **ATTENTION** - Child Welfare & Attendance Permit Dates [read more...](#)
- 5.11.2010 **CPSS Quarterly Report Online** - The Quarterly Report of the CPSS is available on our website under the "Publications" link or directly at the link below.  
<http://www.cpsb.org/publications/QuarterlyReport.pdf>

General questions about the school district? [Email Us](#)

Having trouble with the website? If you are in need of assistance, please [click here](#) to get help.

On the next screen click on the Employees Only - Training and Events Calendar

The screenshot shows the SharePoint interface with tabs for 'Parents/Students' and 'Employees'. Under the 'Employees' tab, the 'Calendars' section lists four options:

- [School & Holiday Calendar](#): This calendar lists the school holidays, in-service dates and six-weeks periods.
- [Board & Committee Calendar](#): This calendar lists the meeting dates of the school board and its committees.
- [Employees Only - Training and Events Calendar](#): This calendar is for employees only. It is used to schedule employee meetings, training, and other events. (Indicated by a red arrow)
- [2010-2011 School & Holiday Calendar](#): View the 2010-2011 District calendar approved by the board on January 12, 2010.

Having trouble with the website? If you are in need of assistance, please [click here](#) to get help.

Enter your email username and password on the pop-up screen.

The dialog box is titled 'Connect to sharepoint.cpsb.org'. It contains a warning: 'Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection)'. Below the warning are two input fields: 'User name:' and 'Password:'. There is also a checkbox labeled 'Remember my password' and 'OK' and 'Cancel' buttons at the bottom.

Click Broad Street then Submit to view only training events scheduled at Broad Street.

The screenshot shows the 'CPSB Employee Training/Event Calendar' page. It features a navigation menu with 'Home', 'Training/Event Calendar', and 'Live Meetings'. The main content area has a title 'Training/Events Calendar' and a sub-header 'Select any combination of calendars and click the Submit button to view the selected calendars or click the All Events see all calendar events together.' Below this, there are several checkboxes for different locations: 'Broad Street', 'College Street T&I', 'Kirkman Street', 'LCB Academy', 'Mill Street', 'Mossville', 'Other', 'Shattuck Street - Conference Rooms', and 'Shattuck Street - Labs'. The 'Broad Street' checkbox is checked. A red arrow points to the 'Submit' button.

Sometimes you have to click the More Items link to view all items scheduled on a day.

The screenshot shows a list of calendar events for a specific day. The events are:

- 8:00 AM: Data Processing
- 9:00 AM: eSchoolPLUS End of Year Procedures for Elementary/Middle
- 1:30 PM: eSchoolPLUS End of Year Procedures for Elementary/Middle

Below the last event, there is a link that says '1 more item', which is highlighted by a red arrow.