

LEA TA Config

Setting up the LEA Teacher Assistant configuration will prevent unexpected changes to the district (LEA) TA configuration. The TA Configuration screen controls the display names shown in TAM. For example, if an LEA elected to use the terminology 'Grades' rather than 'Marks' the LEA Coordinator would use this screen to make the change. The top of the screen displays **Enterprise**, **Board** and **School**. Consider **Enterprise** the state level. Consider **Board** the LEA level. The **School** column is representative of schools.

Navigation: eSIS Start Screen > Administration > Navigation Maintenance

Navigating to the TA Configuration Screen

1. From the Navigation Maintenance screen, press **F7**
2. Type %TA Configuration% in the **Title** column.
3. Press **F8**.
4. Click the **TA Configuration** row.
5. Click **Navigate**.

Updating the TA Configuration Screen

1. Click **ADD**.
2. From the **Add Board** ellipsis (?), click the appropriate LEA.
3. Type the appropriate terminology in the following fields: **Mark Display Name**, **Assessment Display Name**, and **Category Display Name**.
4. Check the appropriate selections from **Show Fee/Assistance Tab**, **Show Teams Tab**, and **Show Programs Tab**.
5. Click **Save**.
Sec Progress Report, **El em Progress Report**, and **Middle/Sen. El em Progress Report** is all auto-filled.

DANGER! Never update **Sec Progress Report**, **El em Progress Report**, and **Middle/Sen. El em Progress Report**. These fields are automatically populated by the Company File settings previously created for the LEA.

Updating the TA Configuration Screen for One School within an LEA

1. Follow steps 1-5 in **Updating TA Configuration for the Entire LEA**.
2. Click **ADD**.
The **TA Configuration** screen now appears blank, with only the **Board** (LEA) name and auto-populated fields listed.
3. From the **Add School** ellipsis (?), click the appropriate School.
4. Type the appropriate terminology in the following fields: **Mark Display Name**, **Assessment Display Name**, and **Category Display Name**.
5. Check the appropriate selections from **Show Fee/Assistance Tab**, **Show Teams Tab**, and **Show Programs Tab**.
6. Click **Save**.
Sec Progress Report, **El em Progress Report**, and **Mi ddl e/Sen. El em Progress Report** is auto-filled.

DANGER! Never update **Sec Progress Report**, **El em Progress Report**, and **Mi ddl e/Sen. El em Progress Report**. These fields are automatically populated by the Company File settings previously created for the LEA.

7. Repeat steps 2-6 to continue to add individual Configuration setups to schools.

Note: Highlight the row with the school name you wish to view to see the options selected for that school.

Deleting from TA Configuration

If individual schools have been listed, the **School** column must be deleted prior to deleting the **Board**.

1. Highlight the row to be deleted.
2. Click **DEL**.
3. Click **Save**.
Note: You must click **Save** to have the row deleted from the screen.
4. Repeat 1-3 as needed.