



# Teacher Access

## Overview

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[Forgot Login/Password Link](#)

### SkyPort Dashboard

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- Profile
- Class Summary
- Attendance
- Schedule
- Add/Drop
- Entry/Withdrawal
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- IHP
- Emergency Contacts
- Discipline
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- Graduation Requirements
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- Student Portfolio
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- Family Access Calendar
- Information Report
- Multi-Class Progress Report
- Progress Report Letter

#### My Classes

- My Gradebook
- Attendance
- Discipline
- Message Center
- Report Card Posting

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Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

Athletic Eligibility Posting  
Survey  
Food Service  
Educational Milestones  
Test Scores  
Busing  
Recommendations  
Curriculum Mapping  
Reports  
Lesson Scheduler  
Personal Graduation Plan Notes  
Interventions  
Assign Textbooks to Students  
Gradebook Tracker  
Online Assignment Templates  
Custom Forms

### **My Lesson Plans**

#### **Post Daily Attendance**

By Name  
By Seating Chart  
Assign Seats

#### **My Homeroom**

Profile  
Class Summary  
Attendance  
Schedule  
Add/Drops  
Entry/Withdrawal  
RTI Information  
IHP  
Emergency Contacts  
Discipline  
NCLB  
Academic History  
Graduation Requirements  
Educational Milestones  
Student Services  
Test Scores  
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Student Portfolio  
Recommendations  
Family Access History  
Activities  
Custom Forms  
Family Access Display Gradebook

Family Access Display Message Center  
Family Access Display Calendar  
Information Report  
Multi-Class Progress Report  
Progress Report Letter  
My Homeroom Roster  
Attendance Detail Report  
Progress Report  
Missing Assignment Report  
Report Card Summary  
Standards Report Card

**My Activities**

Student Profile  
Class Summary  
Attendance  
Schedule  
Add/Drop  
Entry/Withdrawal  
RTI Information  
IHP (Individual Health Plan)  
Emergency Contacts  
Discipline  
NCLB  
Academic History  
Graduation Requirements  
Educational Milestones  
Student Services  
Test Scores  
Busing  
Student Portfolio  
Recommendations  
Family Access History  
Activities  
Custom Forms  
Family Access Display Gradebook  
Family Access Message Center  
Family Access Calendar  
Information Report  
Multi-Class Progress Report  
Progress Report Letter  
Roster Report  
Attendance Report  
Progress Report  
Missing Assignment Report  
Report Card Summary  
Standards Report Card

**[My Students with Disabilities](#)**

**[My LEP Students](#)**

**[My Section 504 Students](#)**

**[My Gifted and Talented Students](#)**

**[My At Risk Students](#)**

**[Roster of Special Programs](#)**

**[My Conference Scheduler](#)**



## *How to Use This Guide*

### **Accessing this Document**

Click the main Teacher Guide link in SkyDoc.

Click the link for a specific area of the document.

Use the Help feature in the Skyward software to go directly to the section of the document related to the area where you are currently working.

### **Navigation**

From the main table of contents, click on the **Section Heading** to move to that area of the document.

Within each of the sections, click on the **Item Links** to drill down to the specific information for your search.

### **Conventions**

The features and functionality described in this guide may vary depending upon your district/entity configuration.

**\*\*** Next to a field name indicates that a value must be entered in that field in order to save the current screen.

## Login Screen

### Forgot Login/Password Link



Your district should be able to supply you with the URL (address) to access the Skyward Login Screen through a web browser.

**District Link:** The text that displays below the Skyward logo may be a link to another website such as your district's home page.

**Login ID:** You should enter the Login ID given to you by your district here. Your ID may be any combination of alphanumeric and special characters, and may include spaces. The Login ID is not case sensitive.

**Password:** If you were provided a password with your Login ID, you should enter it here exactly as it was given to you. The password may use alphanumeric and special character values, and is also case sensitive. It is best to keep your password private. Upon logging in, you may be prompted to change your password right away. Individual Districts will define any special requirements for minimum character settings within a password.

**Forgot your Login/Password?:** This can be used to reset your password or retrieve your login name if you forgot it. To use this option, you must know either your Login ID or the email address attached to your user account within Skyward.

**Skyward Version Number:** The series of numbers below the Forgot Password Link is used by Skyward Support to identify the version of the software your district is running.

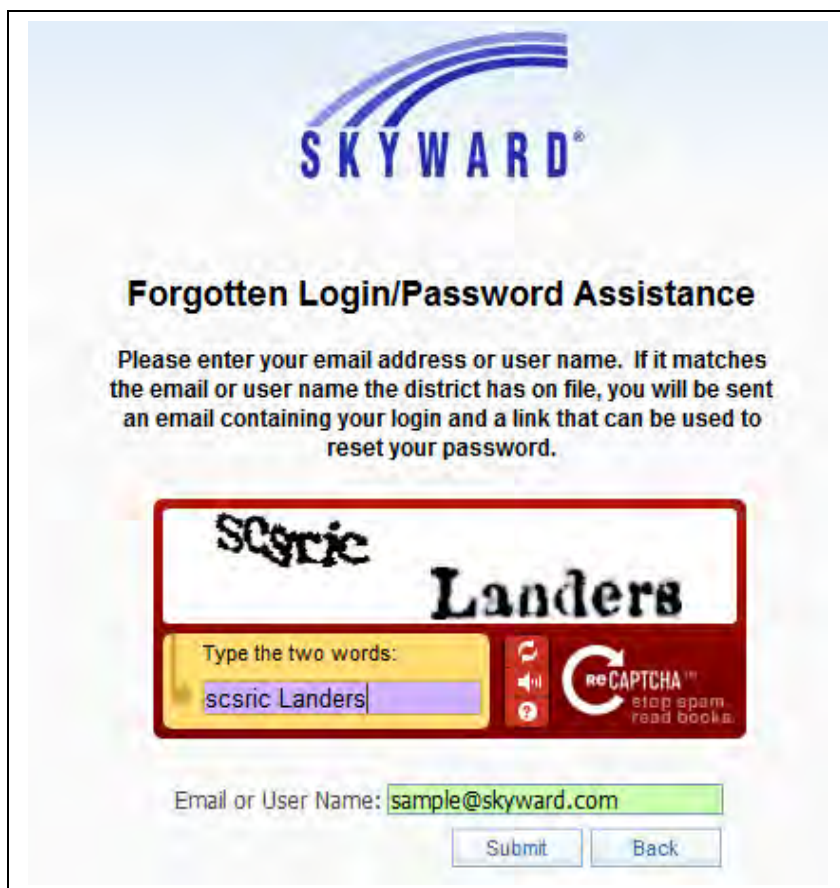
**Login Area:** This area is used to select which part of the System you wish to log into. The options include: All Areas, Employee Access, Family/Student Access, or Secured Access. When selecting an area, you will only be able to see options that pertain to that area when logging in with the exception of the All Areas option. Depending on the District Setup, you may be able to switch between the areas to which you have access. Teacher Access will be accessible from the All Areas or Secured Access areas.

**Skyward, Inc.:** The Skyward link at the bottom of the screen will take you to the Skyward.com home page.

**Operating System/Browser Version:** This area identifies the Operating System (e.g. Windows 7, Windows XP, OS X) and the Internet Browser (e.g. Internet Explorer, Safari, Chrome) with the version number that you are using to access your district's Skyward Database.

**Sign In:** Click this button after entering your Login and Password to access the system.

## Using the Forgot Login/Password Link



The screenshot shows the Skyward logo at the top, followed by the heading "Forgotten Login/Password Assistance". Below this is a paragraph of instructions: "Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password." The main form area has a red border and contains a CAPTCHA section with the text "scsrc Landers" and a "Type the two words:" label. Below the CAPTCHA is a text input field containing "sample@skyward.com". At the bottom of the form are "Submit" and "Back" buttons.

Upon clicking the "Forgot Your Login/Password?" link from the Login Screen, a screen similar to this will pop up.

**CAPTCHA:** This option is used to provide an extra level of security when requesting a Password Reset. You will need to type the letter and/or numbers as they appear in the box.

**Email or User Name:** Type either your email address that is attached to your account in Skyward or your Login ID.

**Submit:** Clicking this button will trigger an email to be sent to the Email Address attached to the user's account based on the email address or Login ID entered. There will be a link within that email that should be clicked to open a Reset Password Screen as seen below.

**Back:** This button will cancel the "Forgot Your Login/Password?" request and take you back to the Login Screen.

**Forgotten Login/Password Assistance**  
Please enter a new password.

Name: Daoustscr, Ignacia  
Login: amys  
New Password: .....  
Confirm New Password: .....  
[Submit](#)

Number of Special Characters Required: 1  
Minimum Password Length: 8  
Number of Passwords Before Reuse: 0

Name Used As: SECURITY USER  
STAFF  
STUDENT

This screen will display once the link in the received email is clicked. If the Login ID was forgotten, you can see it next to the Login field.

**New Password:** Enter the new password to be used with your account. The password must be different than the current one, and also must follow the requirements specified in the Number of Special Characters Required (those are things like spaces and punctuation), Minimum Password Length, and Number of Passwords before Reuse fields.

**Confirm New Password:** Re-enter your new password in this field. If this does not match the New Password field, you will be prompted of the fact.

**Name Used As:** This area indicates the parts of the system where the name connected to the Login ID are used. You may see Security User here; you may also see Staff, and perhaps Guardian, among others.

**Submit:** Click this button to save your password change. You will then be taken back to the Login Screen where you can use the Login ID and Password you just confirmed.

## Skyport Dashboard

**Skyward School District**  
Marilee Andreascr Account Preferences Exit ?

Home Teacher Access Student Services Access Administrator Access Food Service EA+ Classic View

**Educator Access Plus Home (1871)** Favorites New Window My Print Queue

**Teacher's Students**

Student Name	Ent	Gen	Gr
AARONSONSCR, ELROY K	001	M	GD
AARONSONSCR, KRYSTINA L	001	F	12
ADUSCR, SADIE	001	F	09
ADUSCR, Simon	001	M	11
AHRENDTSCR, HUNG O	001	M	11
BELLONSCR, DENVER T	001	M	10
CANINOSCR, RANDAL T	001	M	11
CANTALOUPSCR, MERRY	001	F	10
KASERSCR, VETA E	001	F	12
KEETHSCR, MARYANNE L	001	F	12
KIESLINGSCR, MIGUEL M	001	M	12
KIMREYSCR, CASANDRA W	001	F	12
KLEINESCR, MARLON J	001	M	11
MACFARLANDSCR, SHAD K	001	M	12

**Recent Messages**

Recent Messages (0) Unread Messages (0)

No messages to display

**Jump to Other Dashboards**

\*Calendar  
Skyward User  
Teacher

Reset Dashboards Select Widgets

**Grade Distribution**

3RD 4TH 5TH SM2 FNL

**Grade Mark Distribution**  
Grade Period 3RD

Click Chart To: ☒ Drill-down ☐ Export to Excel

**Recent Assignments**

Group by Class Group by Date

**Due Date: Today**

Name	Class	# Graded
test	2WRIT / 01	0

**Due Date: 04/11/13**

Name	Class	# Graded
2 Reading	2LA / 01	3
2 Spelling	2LA / 01	3
2 Writing	2LA / 01	0

**Due Date: 03/14/13**

**Educator Access Plus**

**Skyward TX School District**  
Welcome to Educator Access Plus!

After you log in to Skyward, this is always the first screen you will see. The SkyPort Dashboard allows you to navigate to the information you want to access for your students.

## Configuring Your Dashboard

**Select Widgets:** Allows you to determine the information that displays on your Dashboard.

The screenshot shows the 'Dashboard Maintenance (419)' window with the 'Teacher' tab selected. The window is divided into three main sections: 'Everyone's Widgets', 'Secured User Widgets', and 'Teacher Widgets'. Each section contains a list of widgets with checkboxes for selection. A legend at the bottom indicates that a star icon (\*) denotes a widget marked as default by the district.

Everyone's Widgets	Secured User Widgets	Teacher Widgets
<input type="checkbox"/> ★ Calendar Events	<input type="checkbox"/> ★ AP Invoices Awaiting My Approval	<input checked="" type="checkbox"/> ★ Grade Distribution
<input type="checkbox"/> ★ District Information	<input type="checkbox"/> ★ Budget Transfers Awaiting My Approval	<input checked="" type="checkbox"/> ★ Recent Messages
<input type="checkbox"/> My Upcoming Meetings	<input type="checkbox"/> ★ Credit Card Activity Needs to be Submitted	<input type="checkbox"/> ★ Upcoming Assignments
<input type="checkbox"/> ★ RSS Feeds	<input type="checkbox"/> ★ Customer Access Requests	
<input type="checkbox"/> ★ Stephanie's Time Off Newsfeed	<input type="checkbox"/> ★ District IEP Manager Tracker	
<input type="checkbox"/> ★ Task Manager	<input type="checkbox"/> ★ District News	
<input type="checkbox"/> ★ Weather	<input type="checkbox"/> ★ District Print Queue Activity	
	<input type="checkbox"/> ★ Employee Pseudo Approval	
	<input type="checkbox"/> ★ Individual Case Manager Tracker	
	<input type="checkbox"/> ★ Journal Entries Awaiting My Approval	
	<input type="checkbox"/> ★ Last Five Logins	
	<input type="checkbox"/> ★ Open Database Transactions	
	<input type="checkbox"/> ★ Recent Programs	
	<input type="checkbox"/> ★ Skyward Twitter Feed	
	<input type="checkbox"/> ★ Task History	
	<input type="checkbox"/> ★ Unsens E-mails	
		<input checked="" type="checkbox"/> ★ Recent Assignments
		<input checked="" type="checkbox"/> ★ Teacher's Students

★ Indicates a widget that has been marked as default by the district.

The Widgets you see listed will depend on the district setup. You will select the widgets you would like to utilize and click on **Save**.

**Add Dashboard:** Allows you to create additional dashboard views.

The screenshot shows the 'Add Dashboard' dialog box. It contains a text input field with the placeholder text 'Please enter the dashboard name:'. The text 'School Information' is entered in the field. Below the input field are two buttons: 'Save' and 'Back'.

You will need to enter the new dashboard name and click **Save**. After saving the dashboard name, you will then be able to select the widgets for your new dashboard.



**Rename Selected Dashboard:** Allows you to change the name of the dashboard.

**Delete Selected Dashboard:** Allows you to remove a dashboard.

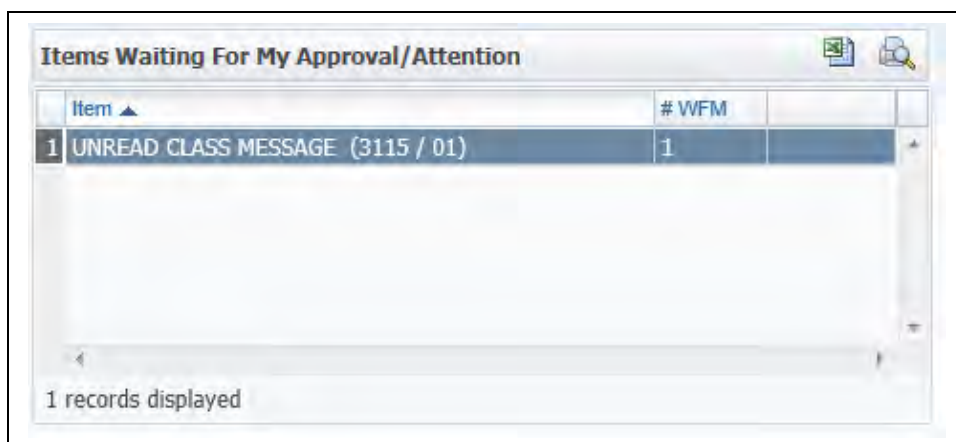
**Reset Selected Dashboard:** Allows you to reset the dashboard to the original defaulted widgets selected by the district.

**Uncheck All Items:** Deselects all of the widgets currently selected.

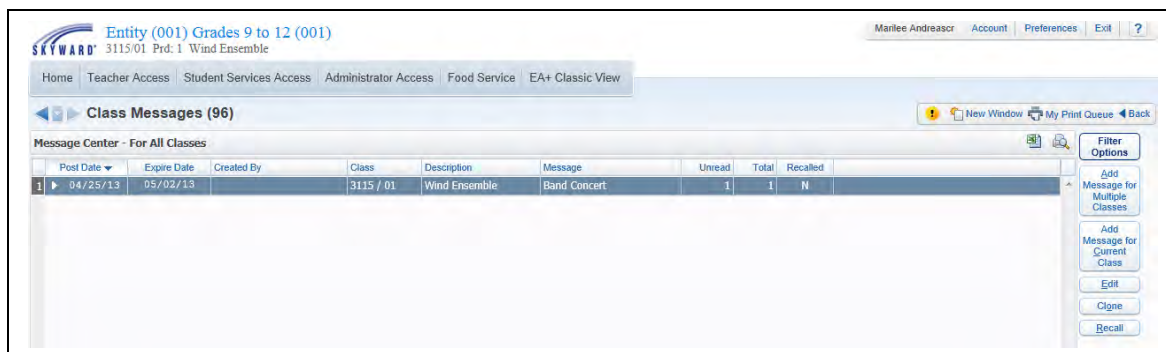
## Additional Options available on the Dashboard

### Yellow Circle with ! (Alerts)

The Alert displays when a parent creates or responds to a Message Center message.



After clicking on the Yellow Circle Alert icon, you can click on the **Unread Class Message (3115/01)**.



It will then take you the **Class Message** screen where you can read the message.

### New Window

This allows you operate multiple windows. When you click on the **New Window**, another window will open and allow you to navigate to a different area of the software.



## My Print Queue

Any process (report or utility) that you generate will run through your Print Queue. You can access the Print Queue from any screen; the button will always display in the upper right corner. Depending on the screen, the button may say "My Print Queue," but it could also just be the small printer icon as well. From this screen you can reopen the reports you previously ran, or review the status of a process run earlier. There is a district setting that controls how many days a report will remain available in your Print Queue; the number of days displays in the bottom left corner.

**My Print Queue (228)**

Print Queue for Marilee Andreascr

	Date ▼	Time	Report Description	Class	Wait List #	Status
1	05/12/2013 Sun	7:14 PM	Print Screen - My Conference Scheduler - \			Completed
2	05/12/2013 Sun	3:30 PM	Day Summary - Daily Attendance			Completed
3	05/12/2013 Sun	9:45 AM	Roster of Special Programs - test			Completed
4	05/11/2013 Sat	10:49 PM	Email activity message			Completed
5	05/11/2013 Sat	10:46 PM	Email activity message			Completed
6	05/11/2013 Sat	10:23 PM	Activities Message Center Wall Posts			Completed
7	05/11/2013 Sat	10:19 PM	Activities Message Center Wall Posts			Completed
8	05/11/2013 Sat	3:30 PM	Day Summary - Daily Attendance			Completed
9	05/11/2013 Sat	11:51 AM	Homeroom Report Card Summary			Completed
10	05/11/2013 Sat	10:48 AM	Homeroom Progress Report			Completed
11	05/10/2013 Fri	3:30 PM	Day Summary - Daily Attendance			Completed
12	05/09/2013 Thu	8:52 PM	Open All Imported Lesson Plans			Completed
13	05/09/2013 Thu	8:52 PM	Open All Imported Lesson Plans			Completed
14	05/09/2013 Thu	8:43 PM	Open Imported Lesson Plan			Completed

25 records displayed

Records above are automatically deleted after 3 days.




Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

**Account**

This option in the upper right corner can be selected to view the details of the account you are logged into. You can view the login history of the account, change the account password from here (along with maintaining a separate Family Access Password if you are guardian as well), and maintain Browse Filters that take a long time to load.

**Account Information (52)**

 Back

**Account Information**

Name:

User Name:

Password Last Changed:

School Email:

Email:

Phone:

Address:

**Family Access Wall Profile Picture**

☒ Use Default icon

☐ Use Staff picture

☐ Select a custom picture

Save

Change Password

Login History

Browse Filters

Complete your Skyward Training Evaluation

## Preferences

This button can be selected in the upper right hand corner and will allow you to set up options associated with your account. Changes here will not affect other users. Some of the things that can be done are changing your theme color from something other than Skyward Blue, turn on the ability to use the Check Spelling button, and set up Accessibility Options to make the software easier to navigate.

User Preferences (33)

Back

Miscellaneous Options

Theme Color:

Blue

Red

Pink

Green

Purple

Black

☒ Display **Check Spelling Button**  
☒ Display **Open/Save Dialog** Before Displaying Reports  
☒ Dim Background When Displaying Alerts  
☐ Maximize Large Windows ?  
☐ Automatically Display Popup Browse Details On Mouseover  
☒ Display Navigation Menu Paths ?  
☐ Disable Interface Animations ?  
☒ Display Browse Row Numbers ?  
☐ Enable Favorites Heads Up Display ?  
☐ Display Data Mining Favorites in General Favorites Menu  

Favorites Shortcut Key: Alt Key + (1-9) ?

Spreadsheet Format: Microsoft Office 2002+

Maximum EEL Results: 0 (0 = Use District Setting)

Accessibility Options

☐ Show Icon Text ?  
☐ Use Larger Font Sizes ?  
☐ Use High Contrast Color Theme ?  
☐ Optimize for Screen Readers ?  
☐ Use Enhanced Keyboard Navigation ?  
☐ Display Tooltip for Element with Focus

Window Titles ?

Entity

Description

Path

Menu ID

Release

Save

Reset

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

**Exit**

Use this button when logging out of Skyward. It is best to use the navigation buttons (including the Sign Out) within the software to close windows instead of using the browser's close button (i.e. the X). This ensures that nothing on the current screen was set up/entered incorrectly or is missing if it was required.

**Help (?)**

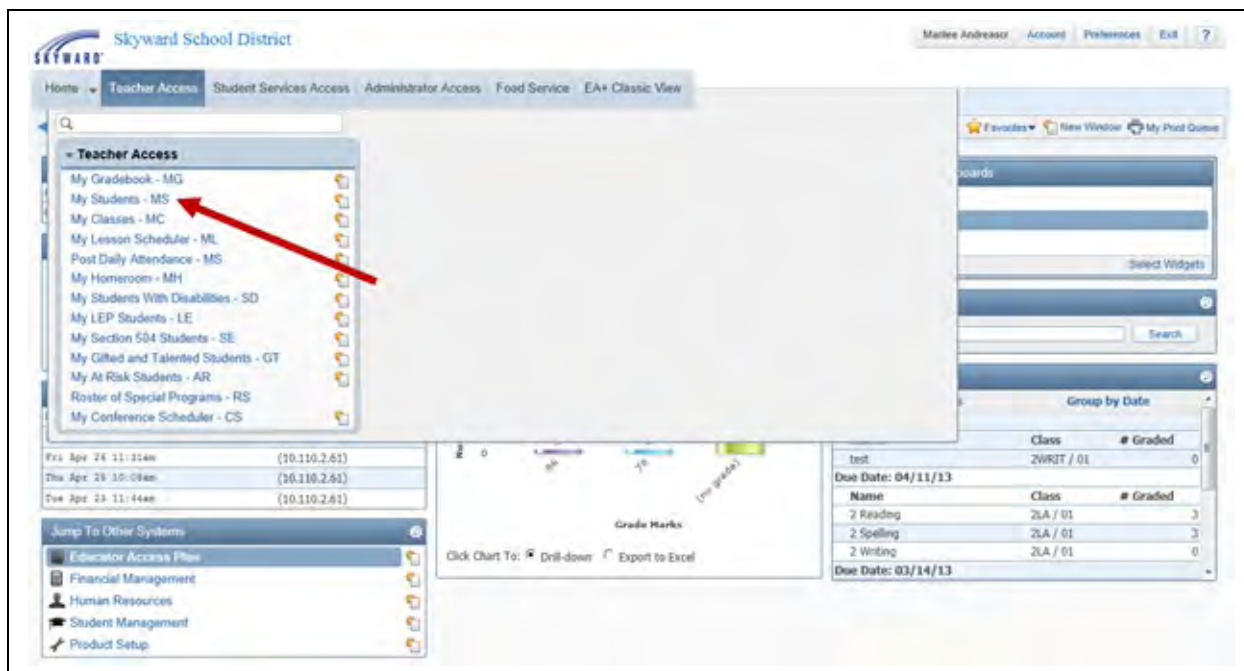
You can use the Help icon (the "?" symbol) in the upper right corner to access Customer Access and SkyDoc. Customer Access, depending on how your district is set up, could allow you to create a help ticket if something is not working as expected in the software. SkyDoc can be accessed to find Skyward's online documentation of the software.

## ***My Students***

- Profile
- Class Summary
- Attendance
- Schedule
- Add/Drop
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores
- Busing
- Student Portfolio
- Recommendations
- Family Access History
- Activities
- Custom Forms
- Family Access Display Gradebook
- Family Access Message Center
- Family Access Calendar
- Information Report
- Multi-Class Progress Report
- Progress Report Letter

## TEACHER ACCESS GUIDE

The “My Students” area allows you to view information related to a specific student in a class that you instruct.



You can access **My Students** by clicking on **Teacher Access**.

## TEACHER ACCESS GUIDE

The screenshot shows the Skyward School District Teacher Access interface. The top navigation bar includes links for Home, Teacher Access, Student Services Access, Administrator Access, Food Service, and EA+ Classic View. The main heading is "My Students (341)". Below this, there's a "Views: General" dropdown and a "Filters: Skyward Default" dropdown. A table lists 20 students with columns for Last Name, First, Middle, Email, Def Ent, S, Age, G, Gr, Primary Guardian, and Phone. The student "ADUSCR, SADIE" is highlighted in row 3. At the bottom, it says "20 records displayed" and "Last Name: [input field]".

Last Name	First	Middle	Email	Def Ent	S	Age	G	Gr	Primary Guardian	Phone
1 AARONSONSCR	ELROY	K	scramble2449@example.cc	001	A	30	M	GD	AARONSONSCR, LUCIANA	(555)595-3434
2 AARONSONSCR	KRYSTINA	L	scramble2914@example.cc	001	A	18	F	12	AARONSONSCR, LUCIANA	(555)595-3434
3 ADUSCR	SADIE			001	A	15	F	09	ADUSCR, ABBY	
4 ADUSCR	Simon			001	A	18	M	11	ADUSCR, ABBY	
5 AHRENDTSCR	HUNG	O	scramble7611@example.cc	001	A	17	M	11		
6 BELLONSCR	DENVER	T	scramble2355@example.cc	001	I	16	M	10	BELLONSCR, SUSANN	(555)595-2114
7 CANINOSCR	RANDAL	T	scramble1470@example.cc	001	A	16	M	11	CANINOSCR, ALVA	(555)225-0851
8 CANTALOUPOSCR	MERRY			001	A	15	F	10		
9 KASERSCR	VETA	E	scramble7619@example.cc	001	A	17	F	12		
10 KEETHSCR	MARYANNE	L	scramble1288@example.cc	001	A	17	F	12	KEETHSCR, TREY	(555)595-1821
11 KIESLINGSCR	MIGUEL	M	Scramble970@start.com	001	A	17	M	12	KIESLINGSCR, FELIPA	(555)595-0428
12 KIMREYSCR	CASANDRA	W	scramble1073@example.cc	001	A	17	F	12	KIMREYSCR, VALENTINE	(555)595-8056
13 KLEINESCR	MARLON	J	scramble899@example.cc	001	A	17	M	11	KLEINESCR, ROSALINA	(555)595-7870
14 MACFARLANDSCR	SHAD	K	scramble2305@example.cc	001	A	18	M	12	MACFARLANDSCR, LATORIA	(555)595-1340
15 MAIRESCR	LINN	F	scramble4638@example.cc	001	A	17	F	11	MAIRESCR, CIRA	(555)595-0527
16 RADOVICHSCR	EFREN	C	scramble2250@example.cc	001	A	18	M	12	RADOVICHSCR, KENNETH	(555)595-2650
17 RASMUSSONSCR	JACKIE	L	scramble1269@example.cc	001	A	17	M	11	RASMUSSONSCR, NOMA	(555)595-0872
18 REYSSCR	RAUL	B	scramble7393@example.cc	001	A	18	M	12	REYSSCR, SOLEDAD	
19 SANDMANSCR	DACIA	H	scramble3002@example.cc	001	A	17	F	11	SANDMANSCR, SON	(555)595-1929
20 SECKMANSCR	DERRICK	N	scramble6804@example.cc	001	A	17	M	12	SECKMANSCR, ENRIQUE	(555)595-2162

After clicking on **My Students**, you will see a list of students currently enrolled in one of your classes. You will highlight the student for whom you want to view information and click on **Select**.

The screenshot shows the Skyward School District Teacher Access interface with the profile of a student, SADIE ADUSCR, selected. The left sidebar lists various options under "Student Info" and "Reports". The main content area displays the student's profile, including contact information, school information, and family details. The student is currently in Grade 09.

**Student Info**

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (13)
- Activities (2)
- Custom Forms
- Family Access Display
- Gradebook
- Message Center
- Calendar
- Reports
- Information Report
- Multi-Class Progress Report
- Progress Report Letter

**Student Profile: ADUSCR, SADIE**

Grade: 09

**Student Alert Indicators:** Critical Alert Information! Severely Allergic to Peanuts.

**Address:** 1254 E MAPLE ST, AUSTIN, TX 55555  
**Primary Guardian:** ABBY ADUSCR (555) 135-8435

**Second Phone:** [Empty]  
**School Email:** SADE.ADUSCR@students.plusi.org  
**Student Access Login:** aduscsad000

**Third Phone:** [Empty]  
**Home Email:** [Empty]  
**Student Access Password:** new password

**Student ID:** 000000000004  
**Internal ID:** 9635  
**Status:** Active

**Birthdate:** 03/05/1998  
**Age:** 15  
**Locker:** 0098  
**Other Name:** [Empty]

**Language:** ENGLISH  
**Gender:** Female  
**Local Race:** -  
**Federal Race:** 1 3

**School Information:**

Entity: 001/Entity (001) Gr  
School: School (001)  
Homeroom: 20

**Advisor:** AGRIPINA TEXADAS  
**scramble4223@example.com**  
**Hr Teacher:** MARILEE ANDREASC  
**m.andreasc@skyward.k12.wi.us**

**Disc Officer:** [Empty]

**School Information:**

Entity: 950/9-12 Summer Rol  
School: School (001)  
Homeroom: [Empty]

**Advisor:** [Empty]  
**Hr Teacher:** [Empty]  
**Disc Officer:** [Empty]

**Family \*\*\*1**

ABBY ADUSCR Mother (555) 135-8435 lol@lolol.com  
Alonso Aduscr Inactive Sibling Grade: Graduated Entity: 001/Entity (001) Gra  
GERARDO ADMIRESCR Inactive Sibling Grade: 11 Entity: 001/Entity (001) Gra  
Simon Aduscr Inactive Sibling Grade: 11 Entity: 001/Entity (001) Gra

**Family 2**

Tab Malonescr (555) 478-6513

You can now select an item listed on the left side of the screen to view the selected information. The options you have available will depend on security access.

Functionality described here may vary in availability depending upon your district/entity configuration.  
 \*\* Denotes Required Field to save screen.

## Profile

**Profile** My Print Queue Back

**Student Info**

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (13)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar
- Reports
  - Information Report
  - Multi-Class Progress Report
  - Progress Report Letter

**ADUSCR, SADIE** Grade: 09 Email Teachers Edit Login

**1754 E MAPLE ST**  
AUSTIN, TX 55555  
Primary Guardian:  
**ABBY ADUSCR**  
(555) 135-8435

**No Image Available**

**Critical Alert Information!**  
Severely Allergic to Peanuts.

Note:

Second Phone: School Email: [SADE.ADUSCR@students.pusxi.org](mailto:SADE.ADUSCR@students.pusxi.org)  
Student Access Login: **aduscad000**

Third Phone: Home Email: **new password**  
Student Access Password: **new password**

Student Id: **000000000004** Birthday: **03/05/1998** Language: **ENGLISH**  
Internal Id: **9635** Age: **15** Gender: **Female**  
Status: **Active** Locker: **0098** Local Race: **-**  
Other Name: Federal Race: **1 3** ?

**School Information**

Entity: **001/Entity (001) Gr** Advisor: **AGRIPINA TEXADAS**  
School: **School (001)** [scramble4223@example.com](mailto:scramble4223@example.com)  
Homeroom: **20** Hr Teacher: **MARILEE ANDREASC**  
[m.andreas@skyward.k12.wi.us](mailto:m.andreas@skyward.k12.wi.us)  
Disc Officer:

**School Information**

Entity: **950/9-12 Summer Rol** Advisor:  
School: **School (001)** Hr Teacher:  
Homeroom: Disc Officer:

**Family \*\*\*1**

ABBY ADUSCR	Mother	(555) 135-8435	<a href="mailto:lol@lolol.com">lol@lolol.com</a>
Alonso Aduscr			
GERARDO ADMIRESCR	Inactive Sibling	Grade: <b>Graduated</b>	Entity: <b>001/Entity (001) Gra</b>
Simon ADUSCR	Active Sibling	Grade: <b>11</b>	Entity: <b>001/Entity (001) Gra</b>

**Family 2**

Tab Malonescr	(555) 478-6513
---------------	----------------

**Emergency Contacts**

GRACE ADUSCR	
WILLIAM EDUSCR	Biological father
ABBY ADUSCR	Mother (555) 135-8435 <a href="mailto:lol@lolol.com">lol@lolol.com</a>
Alonso Aduscr	Mother (555) 135-8435

Edit Guardian Email

The Profile displays a variety of student information, including demographic, family, school, and emergency contact information for the student.



## Email Teachers

**Email Name Selection (515)**

Student: ADUSCR, SADIE Term: 06

Display: ☐ All Staff ☐ All Student's Teachers ☒ Student's Current Term Teachers

**Name Selection**

	Last Name	First	Middle	Email
1	ANDREASCR	MARILEE	Y	m.andreasr@skyward.k12.wi.
2	ANNANSCR	RHODA	D	r.annanscr@skyward.k12.wi.u.
3	REUSSSCR	LEON	V	scramble4494@example.com
4	WINTERSTEENSCR	JENNY	L	scramble6052@example.com

4 records displayed Last Name:

**Message Recipients**

To -> ANDREASCR, MARILEE  
ANNANSCR, RHODA  
REUSSSCR, LEON  
WINTERSTEENSCR, JENNY

All ->

Remove

Remove All

Cc ->

Remove

Remove All

Bcc ->

Remove

Remove All

Next

The Email Teachers option allows you to email the student's teachers or all staff. Select the Message Recipients from All Staff or the Student's Teachers and click **Next**.

**Teacher Email (28)**

Teacher Email

From:

To:

Cc:

Bcc:

Subject:

Body:

Maximum characters: 5000, Remaining characters: 4652

[Check Spelling](#) [Send Email](#) [Review Email](#)

You can now create your message for the body of the email. If you would like to see what the email will look like, you can select "Review Email." After verifying the email, you can select **Send Email**.

### Edit Login

**Student Access User Maintenance (46)**

Student:

Name Key:

Login:

Password:

☐ Force password change at next login

[Check Spelling](#) [Save](#) [Save and Email Account Reset Link](#) [Set Password](#)

The Edit Login allows you to modify the student's login and password to Student Access. The student's password will not display if they have changed it from the district created password. If you set the password, you will be able to see the password and you will also have the ability to "Force password change at next login."

## Edit Guardian Email

Skyward School District

Marilee Andreascr Account Preferences Exit ?

Home Teacher Access Student Services Access Administrator Access Food Service EA+ Classic View

Edit Guardian Email Address (3765) New Window My Print Queue Back

Guardians

Name Key	Last Name	First	Middle	Relationship	Email
1 ADUSCABB000	ADUSCR	ABBY		Mother	lol@lolol.com
2 ADUSCAL0000	Aduscr	Alonso			
3 MALONTAB000	Malonescr	Tab			

When you Edit the Guardian's Email the program allows you to make modifications to a guardian's email address. Highlight the Guardian's Name and select **Edit**.

Guardian Email Maintenance (29)

Guardian Email Maintenance

Guardian: ABBY ADUSCR

Name Key: ADUSCABB000

Home Email: abby@scramble.com

Check Spelling Save Back ?

You can now modify the guardian's email address. If you change the guardian's email address, you are changing the email address throughout the software.

## Student Alert Indicators

Student Indicator Information

My Print Queue Back ?

Student Alert Indicator Information

Student: SADIE ADUSCR

Indicator	Reason Displayed for Student
5	Sadie is classified as 'Section 504'. Accommodations: • ORAL MATH TAKS
G	Sadie is marked as 'Gifted/Talented'.
P	Sadie has 'Parental Consent Note(s)'. 08/06/2012 - Parental Consent Comment: Parent Consents note
A	Sadie is marked as 'At Risk Of Not Graduating'.

The Student Alert Indicators allow you to view specific information for a student that is set up by administration. You can access this information by clicking on a student indicator. You can also see the information if you hover the mouse over the indicator.

## Hyperlinked Email Address

**Send Email (27)** Print ? Back

To: **abby@scramble.com** Check Spelling

Send Email Review Email

Cc:

Bcc:

Maximum characters: 20000, Remaining characters: 20000

From: **m.andreasr@skyward.k12.wi.us**

Subject:

☐ Send a Copy to Me

Good Afternoon Abby,  
I would like to meet with you regarding the process of Sadie. Please let me know when you would be available to meet.

Ms Andreasr

When you click on an individual's email address, it allows you to email the person directly from Skyward. You can create your message for the body of the email. If you would like to see what the email will look like, you can select "Review Email." After verifying the email, you can select **Send Email**.

## Hyperlinked Name

**Family Detail** My Print Queue Back

**Student Info**

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display**
  - Gradebook
  - Message Center
  - Calendar

**Guardian: ABBY ADUSCR** **Student: SADIE ADUSCR**

**Guardian's Relationship to the Student: Mother** **Family Title:**

**Address: 1254 E MAPLE ST AUSTIN, TX 55555**

**Primary Phone: (555) 135-8435** **Confidential Phone Number: No**

**Email: abby@scramble.com** **Primary Phone Long Distance: No**

**Receive Report Cards: Yes** **Hard Copy Report Cards: Yes** **Receive Forms: Yes**

**Family Transportation Code:** **Home Language: SPANISH**

When you click on the individual name on the Profile, the program will allow you to see additional information for the guardian or emergency contact.

## Class Summary

Class Summary

My Print Queue

Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

ADUSCR, SADIE

Grade: 09

Show Dropped Classes | Display Options

001/Entity (001) Grades 9 to 12

Prd	Class	Term	Grades													Last Week		This Week		Absences		Tardies									
			CZ1	1ST	CZ2	2ND	CZ3	3RD	EX1	SM1	CZ4	4TH	CZ5	5TH	CZ6	6TH	EX2	SM2	FNL	M	T	W	R	F	M	T	W	R	F	T6	12-13
0	2LA/01	Y										B		C				B	B									0	0	0	0
0	2READ/01	Y										A		C				B	A									0	0	0	0
0	2SPEL/01	Y										C		B				C	C									0	0	0	0
0	2WRIT/01	Y										A						A										0	0	0	0
1	Variab/01	Y													C			C										0	0	0	0
3	1102/12	Y																									0	1	0	4	
3	1102/12	Y																									0	0	0	0	
4	4446/01	SM																									0	0	0	0	
5	1255/01	Y		A							A							A									0	1	0	4	
6	3151/01	Y		A						A								A									0	1	0	4	
Attendance Totals by Period:																											0	3	0	12	

The Class Summary (Web Applications>Educator Access Plus>Teacher Access>My Students) will show the classes in which the student is enrolled. You can see their current and past grades for the class, as well as attendance for the current and past week. Click on the **Grade Mark** to view a Progress Detail Report for the selected grading period.

SKYWARD

Entity (001) Grades 9 to 12

Print

Close

TERM 5 - 5TH Progress Detail Report for SADIE ADUSCR


View Grade Marks

2SPEL/01 2 Spelling MARILEE ANDREASCR - There are no Missing assignments in TERM 5 - 5TH for this class

Assign Category	Date Due	Has Attach.	Description	Points Earned	Points Possible	Percent Earned	Grade	Spec. Code	Missing	No Count
Grade for TERM 5 - 5TH 02/25/13 - 04/11/13						85.00	B			
6WKS TEST/TEST (100.00% of TERM 5 Grade)				85.00	100.00	85.00	B			
6T/T	03/04/13		Assignment 1	85.00	100.00	85.00	B			

This screen will show all of the assignments entered for the class. If you want to see more information regarding the individual assignment, click on the assignment.

## Assignment Detail



Student: **SADIE ADUSCR**  
Assignment for **2 Spelling / 01**

Close

**Assignment Detail Information**

Assignment: **Assignment 1**  
Category: **6T/T - 6WKS TEST/TEST**  
Assign Date: **03/04/13**  
Due Date: **03/04/13**  
Max Score: **100**  
Weight Multiplier: **1.00**

**Assignment Score Detail for SADIE ADUSCR**


Grade: **B**  
Percent: **85.00%**  
Points Earned/Possible: **85 / 100**  
Special Code:  
No Count:  
Missing:  
Comment:  
Absent:

**Class Assignment Summary**

Class Average Score: **86.00**  
Class Median Score: **85**  
Class High Score: **98**  
Class Low Score: **75**

The Assignment Detail screen will display additional information.

## View Grade Marks on Progress Report



Student: **SADIE ADUSCR**  
Grade Marks for **2 Spelling / 01**

Close

**Grade Mark Group for Grade Level 09**

Grade Mark	Grade Value High	Grade Value Low
A	100.00	91.50
B	91.49	84.50
C	84.49	71.50
D	71.49	60.50
F	60.49	0.00

The View Grade Marks option allows you to see the grading scale being used by the student.

**Print on Progress Detail Report**

The Print button on the Progress Detail Report allows you to generate a copy of the information that displays on the screen. When you click on print, the program will ask you to specify the printer where you want the document sent. The document will go directly to the printer and not display on the screen first.

**Show/Hide Dropped Classes**

The Show/Hide Dropped Classes option allows you to determine the classes that will display for the student.

**Display Options**

[Save](#) | [Back](#)  
☒ Show Class Key/Section  
☐ Show Class Description  
☐ Show Teacher  
☐ Show Percent Earned in Gradebook  
☐ Show Days Meet

The Display Options allow you to determine the class/grade information that will display on the Class Summary screen.



## Attendance

Attendance

[My Print Queue](#)
[Back](#)

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

ADUSCR, SADIE

Grade: 09

001/Entity (001) Grades 9 to 12

Date	Parent Notified	-00-	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
01/30/2013 - Wednesday	No		U-	T-	U-	T-	U-	U-	T-	T-
01/29/2013 - Tuesday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/11/2012 - Tuesday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/10/2012 - Monday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/06/2012 - Thursday	Yes	D-SI	T-	T-	T-	T-	T-	T-	T-	T-

The Attendance (Web Applications>Educator Access Plus>Teacher Access>My Students) will show a record of a student's absences and tardies along with the reason, if indicated. There is also a box that will show if the parent has been notified.

## Schedule

**Schedule** My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (13)
- Activities (2)
- Custom Forms
- Family Access Display
- Gradebook
- Message Center
- Calendar
- Reports
- Information Report
- Multi-Class Progress Report
- Progress Report Letter

ADUSCR, SADIE Grade: 09

Current Year by Term | **Current Year by Period** | Current Term Only | Previous Year | Next Year

**001/Entity (001) Grades 9 to 12**

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
1	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
1	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
1	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
1	01	Variab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
1	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR JENNY WINTERSTEENSCR	0.167
1	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
1	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
1	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSCR	0.167
1	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSCR	0.167
Total credits for Term 1									1.669
2	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
2	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
2	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
2	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
2	01	Variab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
2	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR JENNY WINTERSTEENSCR	0.167
2	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
2	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
2	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSCR	0.167
2	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSCR	0.167
Total credits for Term 2									1.669

The Schedule (Web Applications>Educator Access Plus>Teacher Access>My Students) will show the student's current, past, and future schedule. The option to view future schedule will depend on security access established by administration. You can select the schedule you want view at the top of the screen.

### Current Year by Period View

**Schedule** My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (13)
- Activities (2)
- Custom Forms
- Family Access Display
- Gradebook
- Message Center
- Calendar
- Reports
- Information Report
- Multi-Class Progress Report
- Progress Report Letter

ADUSCR, SADIE Grade: 09

Current Year by Term | **Current Year by Period** | Current Term Only | Previous Year | Next Year

**001/Entity (001) Grades 9 to 12**

Period	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Period 0	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits
	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits
	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits
	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits
Period 1	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits
Period 2	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits
Period 3	<b>HONORS ENG I</b> LEON REUSSSCR JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> LEON REUSSSCR JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> LEON REUSSSCR JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> LEON REUSSSCR JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> LEON REUSSSCR JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> LEON REUSSSCR JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits

When viewing the Current Year by Period, the term will display horizontally across the top of the screen and the class periods will display vertically.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

## Current Term Only

Schedule

My Print Queue

Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (13)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 09

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
6	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
6	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
6	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
6	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
6	01	Variab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
6	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
6	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
6	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSCR	0.167
6	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSCR	0.167
Total credits for Term 6									1.336

950/9-12 Summer Roll to Regular

If you select to view the current term classes, only the current term class information will be viewable.

## Previous Year

Schedule

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (13)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 08

[Current Year by Term](#) | 
 [Current Year by Period](#) | 
 [Current Term Only](#) | 
 [Previous Year](#) | 
 [Next Year](#)

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	02	7331/02	U S GOVERNMENT	05	05	F	AG2	GENE CAMILLES	0.167
1	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 1									0.334
2	02	7331/02	U S GOVERNMENT	05	05	F	AG2	GENE CAMILLES	0.167
2	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 2									0.334
3	02	7331/02	U S GOVERNMENT	05	05	F	AG2	GENE CAMILLES	0.167
3	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 3									0.334
4	01	MUG100/001	Muggle Studies - Intro		01	MTWRF	22	KENTON AFRICA	0.167
4	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 4									0.334
5	01	MUG100/001	Muggle Studies - Intro		01	MTWRF	22	KENTON AFRICA	0.167
5	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 5									0.334
6	01	MUG100/001	Muggle Studies - Intro		01	MTWRF	22	KENTON AFRICA	0.167
6	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 6									0.334
Total credits for Year									2.000

950/9-12 Summer Roll to Regular

If you select Previous Year, the classes that the student was enrolled in for the prior school year will display.



## Add/Drops

Add/Drops

My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar
- Reports
  - Information Report
  - Multi-Class Progress Report
  - Progress Report Letter

ADUSCR, SADIE

Grade: 09

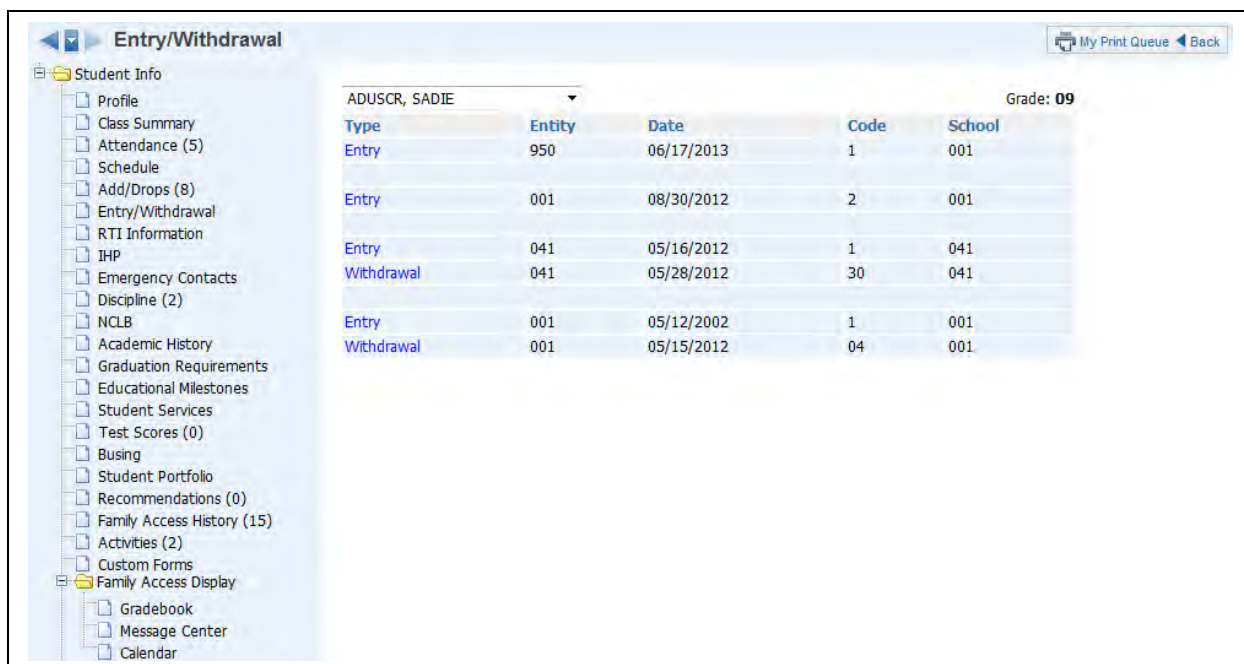
001/Entity (001) Grades 9 to 12

Class	Description	Type	Effective	Previous Terms	New Terms	Done By	Completed	Requested By
Variab/01	Variable Scale Grading	Add	03/04/2013	0 - 0	1 - 6	amys	03/04/2013	
2LA/01	2 Lang Arts	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2READ/01	2 Reading	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2SPEL/01	2 Spelling	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2WRIT/01	2 Writing	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
4446/01	Advanced Nutrition & Health	Add	09/21/2012	0 - 0	1 - 3	spyder	09/21/2012	
HMRM/002	HOMEROOM	Add	08/28/2012	0 - 0	1 - 6	ADMIN1	08/28/2012	
1102/12	HONORS ENG I	Add	08/20/2012	0 - 0	1 - 6	spyder	11/26/2012	

Total Adds: 8  
Total Drops: 0

The Add/Drops (Web Applications>Educator Access Plus>Teacher Access>My Students) area will display the student's add/drops of classes for the current year. The class, date, and who completed the scheduling modification will display.

## Entry/Withdrawal



**Entry/Withdrawal** My Print Queue Back

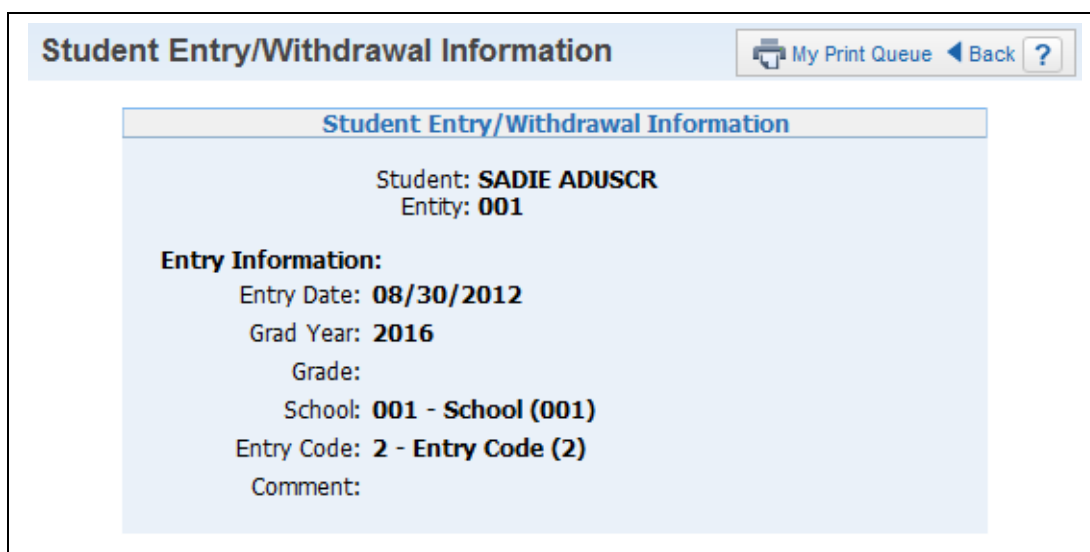
Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE Grade: 09

Type	Entity	Date	Code	School
Entry	950	06/17/2013	1	001
Entry	001	08/30/2012	2	001
Entry	041	05/16/2012	1	041
Withdrawal	041	05/28/2012	30	041
Entry	001	05/12/2002	1	001
Withdrawal	001	05/15/2012	04	001

The Entry/Withdrawal (Web Applications>Educator Access Plus>Teacher Access>My Students) area will show you information about when the student withdrew and/or entered certain schools/entities.



**Student Entry/Withdrawal Information** My Print Queue Back ?

**Student Entry/Withdrawal Information**

Student: **SADIE ADUSCR**  
Entity: **001**

**Entry Information:**

Entry Date: **08/30/2012**  
Grad Year: **2016**  
Grade:  
School: **001 - School (001)**  
Entry Code: **2 - Entry Code (2)**  
Comment:

If you click on either **Entry** or **Withdrawal**, you will see additional information related to the record.

## RTI Information

RTI Information

My Print Queue

Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 09

Watch List Flags

Print RTI Plan

Code	Criteria Type	Description
01	RDT	Did not Perform Satisfactorily on Readiness Test (PreK-3)

Team Referrals

Add Referral

			Referral Date	Date Received	Date Closed	Status	Criteria Type
	Attach	Custom Forms	05/02/2013	05/02/2013		New	GRD

Student Interventions

Add Intervention

*\* Indicates that Intervention is linked to a Team Referral*

			Criteria Type	Group	Area	Begin Date	End Date	Tier	Interv	Freq	Pri	Goal	Score
Edit	Data Points	Attach	Custom Forms	GRD	RD	FL	05/02/2013		2	AR	DLY	IF	55

The RTI – Response to Intervention (Web Applications>Educator Access Plus>Teacher Access>My Students) area allows you to view/add/modify intervention and referral records. Response to Intervention is a separate module that the district would need to purchase in order to add RTI information.

The **Watch List Flags** display at the top of the screen; these are administratively added to students. It will allow you to monitor students who may be struggling to succeed.



## Add Referral

### Team Referral Maintenance (64)

#### Student Information

Student: ADUSCSAD000 SADIE ADUSCR
Grade: 09

#### Team Referral Maintenance

\* Referral Date: 05/02/2013 Thursday

\* Date Received: 05/02/2013 Thursday
Date Closed:

\* Criteria Type: GRD Grading

\* Criteria Group: RD Reading

Referred By: ANDREMAR001 ANDREASCR MARILEE

Assigned Team:

Why is this student being referred?

What are the student being referred for?

List and describe your concerns.

Check Spelling
Submit
Save as WIP

Asterisk (\*) denotes a required field

The Add Referral allows you submit an RTI referral.

- **\*\*Referral Date** - Enter the date the referral is being made.
- **\*\*Date Received** - Enter the date the referral is being received by the district.
- **\*\*Criteria Type** - Select from a predefined list of Criteria Types; they are a broad category.
- **\*\*Criteria Group** - Select from a predefined list of codes created by the district. The Criteria Group is more specific (e.g. Language Arts, Mathematics, and Organization)
- **Referred By** - This field is automatically populated with your name.
- **Referral Questions** – This allows you the ability to enter additional information related to the referral. The questions available are created by the entity.

After you have completed the Referral, you can select either **Submit** or **Save as WIP**. If you use the option to **Save as WIP**, you will be able to edit and complete the referral. Once all of the information has been entered, you will want to select the option to **Submit**. After you **Submit** the referral, you will not be able to modify the referral.

## Edit Referral

### Team Referral Maintenance (75)

[Back](#)

#### Student Information

Student: ADUSCSAD000 SADIE ADUSCR Grade: 09

#### Team Referral Maintenance

Referral Date: 05/02/2013 Thursday

Date Received: 05/02/2013 Thursday Date Closed:

\* Criteria Type: GRD Grading

\* Criteria Group: RD Reading

Referred By: ANDREMAR001 ANDREASCR MARILEE Y

Assigned Team:

Why is this student being referred?

What are is the student being referred for?

List and describe your concerns.

Asterisk (\*) denotes a required field

[Check Spelling](#)  
[Submit](#)  
[Save as WIP](#)  
[Attach](#)  
[Custom Forms](#)

Edit allows you to make modifications to the Date Received, Date Closed, Criteria Type, Criteria Group, and Referred By. The Edit will only be available if you used the option to "Save as WIP."

## Referral Attachments

### RTI Referral Attachments (37)

#### Available Attachments for RTI Referral

Type	Description	Entered By	Entered Date	Entered Time	File Size
1 Attachments	Documentation regarding student progress in reading.	MARILEE Y ANDREASCR, TEA	05/02/2013	11:40 AM	387 KB

[View Attachment](#)  
[Add File](#)  
[Add Link](#)  
[Edit](#)  
[Delete](#)  
[Back](#)

The Attach option allows you to attach an external file or link.

## Add File for Referrals

**RTI Referral Attachments (31)**

**Add RTI Referral Attachment**

\* Type: Attachments

Entered Date: 05/02/2013

Entered Time: 11:38 AM

Entered By: MARILEE Y ANDREASCR, TEA

\* Description: Documentation regarding student progress in reading.

\* Attached File: ☒ Upload a New File ☐ Scan in a New File

G:\U\amys\3 - Sample Docume

☒ Display in Family Access

Asterisk (\*) denotes a required field

The Add File option allows you to browse to the location of the file and enter a description. You also have the ability to "Display in Family Access." Once you have attached the file, click **Save**.

## Add Link for Referrals

**RTI Referral Attachments (32)**

**Add RTI Referral Link**

\* Type: Attachments

Entered Date: 05/02/2013

Entered Time: 11:40 AM

Entered By: MARILEE Y ANDREASCR, TEA

\* Description:

\* URL: http://www.skyward.com

☒ Display in Family Access

Asterisk (\*) denotes a required field

The Add Link option allows you to enter a URL and description for the Referral. You also have the ability to "Display in Family Access." After you have entered the URL, click **Save**.

## Custom Forms

**Custom RTI Referral Custom Forms (113)**

**Student Information**

Student: SADIE ADUSCR Grade: 09

Views: General Filters: \*Skyward Default

Form Name	Form Type	Secured	One To One
1 Referral Form	Custom Screen	N	N

The Custom Forms area allows you to add, edit, and/or view additional information on a district form created for RTI Referrals.

## Add Intervention

### Add Student Interventions Detail (63)

#### Student Information

Student: ADUSCSAD000 ADUSCR SADIE

#### Intervention Details

☐ Instructional Strategy  
\* Criteria Type: GRD Grading  
\* Criteria Group: RD Reading \* Area: FL Fluency  
Begin Date: 05/02/2013 Thursday End Date:   
\* Tier: 2 Status: Open  
\* Intervention: AR Accelerated Reader  
Provider: ANDREMAR001 ANDREASCR MARILEE Y, TEA  
Intervention Frequency: DLY Daily Duration: 1M 1 Month  
Notes:   
Maximum characters: 250, Remaining characters: 250  
Student Strengths:   
Maximum characters: 250, Remaining characters: 250  
Student Weaknesses:   
Maximum characters: 250, Remaining characters: 250  
Results: IP In Progress  
\* Referral Person: ANDREMAR001 ANDREASCR MARILEE

#### Progress Monitoring

\* Goal: IF Increase Fluency Monitoring Frequency: BW Bi-Weekly  
Assessment Tool: Points Possible: 97 97  
Initial Score: 55 55 Target Value: 70 70  
Goal Notes:   
Maximum characters: 250, Remaining characters: 250  
Goal Status: Active

Check Spelling  
Save  
Save And Add New Intervention  
Save And Create Rtl Meetings

Asterisk (\*) denotes a required field

The Add Intervention area allows you to attach an intervention to a student.

- **Instructional Strategy** - If you select this option, you will not be able to select an intervention for the student. You will only be able to enter the Criteria Type, Criteria Group, Tier, Area, and Notes for the student.
- **\*\*Criteria Type** - Select from a predefined list of Criteria Types; they are a broad category.
- **\*\*Criteria Group** - Select from a predefined list of codes created by the district. The Criteria Group is more specific (e.g. Language Arts, Mathematics, and Organization).
- **\*\*Area** - Select the area that the intervention will be addressing. The area is a sub-area of the Criteria Group and is used to further identify the area in which the

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

student is struggling. The areas displaying will be based on the Criteria Group that has been selected.

- **\*\*Begin Date** - Enter the Date that the intervention will begin.
- **End Date** - The capability is available here to enter the end date of the intervention.
- **Tier** - Select the tier to which this intervention pertains.
- **\*\*Status** - Select whether the intervention is open or closed.
- **\*\*Intervention** - Select the intervention being used. It is going to represent the change of instruction that a student is receiving in order to improve performance and achieve adequate progress. The interventions displaying in the list are based on the Criteria Group selected.
- **Provider** - This allows you to select who will be overseeing the intervention. If you are going to be using the option to "Save and Create RTI Meeting," you will need to enter a Provider name.
- **Intervention Frequency** - Select how often the intervention is occurring.
- **Duration** - Select the length of time the intervention will be used.
- **Notes** - Enter any additional information pertaining to the intervention.
- **Student Strengths/Weaknesses** - Enter additional information regarding the student's strengths and weaknesses.
- **Results** - Select the status of the intervention.
- **Referral Person** - Enter the person making the intervention referral. It will default with your name in the field.
- **Initial Score** - Select the score prior to beginning the intervention. This will be used in the graphing of student's progress on the intervention.
- **Target Value** - Enter the value/score you are hoping to achieve by using the selected intervention. This value will be used in the graphing of the student's progress.
- **\*\*Goal** - Select the goal you would like the student to achieve by using the selected intervention.
- **Monitoring Frequency** - Select how often the student should be monitored for progress.
- **Assessment Tool** - Select the tool you will use for progress monitoring.
- **Points Possible** - Choose the points that will be possible when using progress monitoring.
- **Goal Notes** - Enter any additional information pertaining to the intervention goal.
- **Goal Status** - Select if the goal is active, completed, or failed.




After you have entered the required fields for the creation of the intervention, you have three options regarding saving the intervention.

**Save:** This saves the current intervention and returns you to the RTI screen.


**Save And Add New Intervention:** This saves the current intervention and returns to the add intervention screen.

**Save And Creation RtI Meetings:** This will save the current intervention and allows you to schedule RtI meetings with the student.

### Intervention Meeting Maintenance (155)

 Back

\* Title:

\* Date:    ☐ Mass add

\* Time:   to

Description: 

RTI Meeting to discuss Progress

Building:

Room:

\* Attendees: 

ADUSCR, SADIE  
ANDREASCR, MARILEE Y

Asterisk (\*) denotes a required field

This is a sample of what it will look like when you click on the option to **Save and Create RTI Meetings**. When setting up meetings, you do have the ability to Mass Add (Create) meetings for a range of dates.

## Edit Student Interventions

### Edit Student Interventions Detail (77)

#### Student Information

Student:

Check Spelling

Save

Attach

Custom Forms

#### Intervention Details

☐ Instructional Strategy

\* Criteria Type:

\* Criteria Group:

\* Area:

Begin Date:

End Date:

Tier:

Status:

\* Intervention:

Provider:

Intervention Frequency:

Duration:

Notes:

Maximum characters: 250, Remaining characters: 250

Student Strengths:

Maximum characters: 250, Remaining characters: 250

Student Weaknesses:

Maximum characters: 250, Remaining characters: 250

Results:

\* Referral Person:

Asterisk (\*) denotes a required field

The Edit allows you to make modifications to the student's intervention. All fields on the intervention can be modified with the exception of "Tier."

## Data Points

### View Student Intervention Data Points (34)

#### Goal IF Data Points for ADUSCR, SADIE

	Date ▼	Score	Target	Entered By	Display on Graph	Notes
1	05/02/2013	55	70	ANDREASCR, MARILEE Y	Y	Initial Score

Add

Edit

Delete

Create Graph

Data Points are used with Progress Monitoring. They can be graphed to determine the student's progress.

## Add

**Maintain Intervention Data Point Detail (37)**

Student Data Point Information

Student: ADUSCSAD000 ADUSCR, SADIE

\* Date: 05/02/2013 Thursday Goal: IF - Increase Fluency

Score: 75 Target Value: 70

\* Entered By: ANDREMAR001 ANDREASCR MARILEE

Notes:

Maximum characters: 250, Remaining characters: 250

☒ Display this Data Point on Graphs

Asterisk (\*) denotes a required field

Buttons: Check Spelling, Save, Save And Add Another

- **\*\*Date** - Enter the date of the Data Point.
- **\*\*Goal** - Select the goal of the Data Point.
- **\*\*Score** - Enter the score of the Data Point for Progress Monitoring.
- **Target Value** - Select the value/score used as the Target Value. The value that defaults is the value used in the creation of the intervention.
- **\*\*Entered By** - Select who the data point was entered by; your name will default.
- **Notes** - Enter any additional information or observations regarding the data point.
- **Display this Data Point on Graphs** - Select this option if you would like the data point to display the graph.

After the required information has been entered for the Data Point, you can select either **Save** or **Save and Add Another**.

## Edit

**Maintain Intervention Data Point Detail (39)**

Student Data Point Information

Student: ADUSCSAD000 ADUSCR, SADIE

\* Date: 05/02/2013 Thursday Goal: IF - Increase Fluency

Score: 75 Target Value: 70

\* Entered By: ANDREMAR001 ANDREASCR MARILEE

Notes:

Maximum characters: 250, Remaining characters: 250

☒ Display this Data Point on Graphs

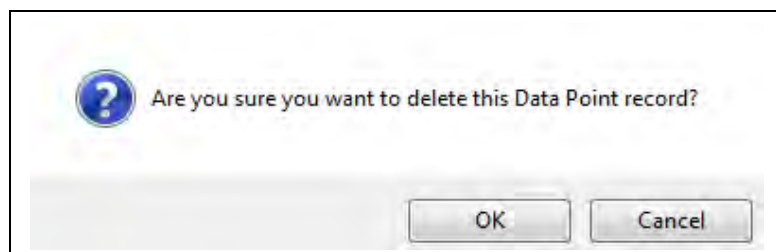
Asterisk (\*) denotes a required field

Buttons: Check Spelling, Save, Save And Add Another

The Edit allows you to make modifications to any field of the Data Point.



## Delete



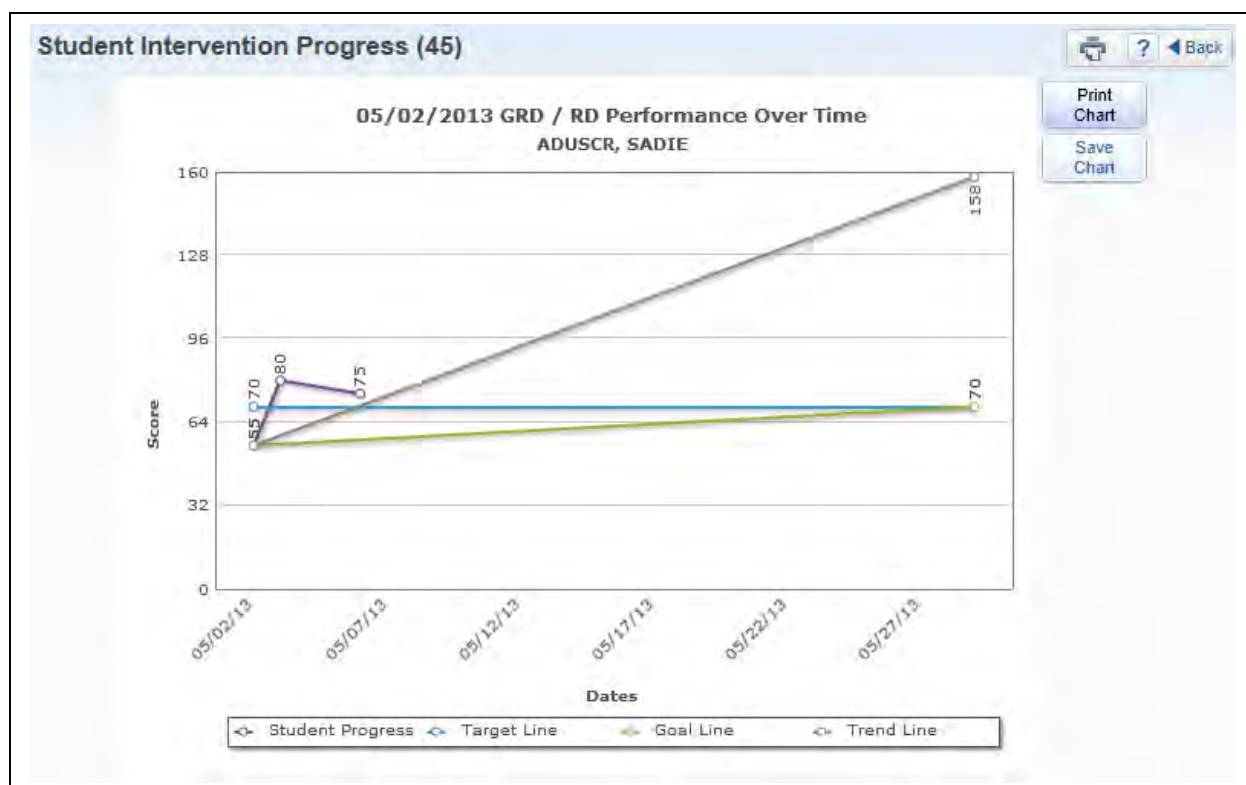
Highlight the Data Point and then click on **Delete**. You will receive the above message after selecting delete.

## Create Graph

The form is titled "Student Intervention Progress (34)". It contains two main sections: "Intervention Progress Monitoring Graphing Options" and "Line Options".  
**Intervention Progress Monitoring Graphing Options:**  
- Graph Type: Performance Over Time (dropdown menu with a help icon)  
- Graph Heading: 05/02/2013 GRD / RD Performance Over Time (text field)  
- X Axis Label: Weeks (text field)  
- Y Axis Label: Score (text field)  
- Start Date: 05/02/2013 (calendar icon) Thursday (text field)  
- End Date: 05/29/2013 (calendar icon) Wednesday (text field)  
- Graph By: ☐ Dates ☒ Weeks ☐ Months  
**Line Options:**  
- ☐ Show Target Line  
- ☐ Show Goal Line  
- ☐ Show Trend Line  
- ☐ Display Data Point values on Graph  
On the right side of the form, there are three buttons: "Create Graph", "Save and Graph", and a "Back" button with a left arrow icon.

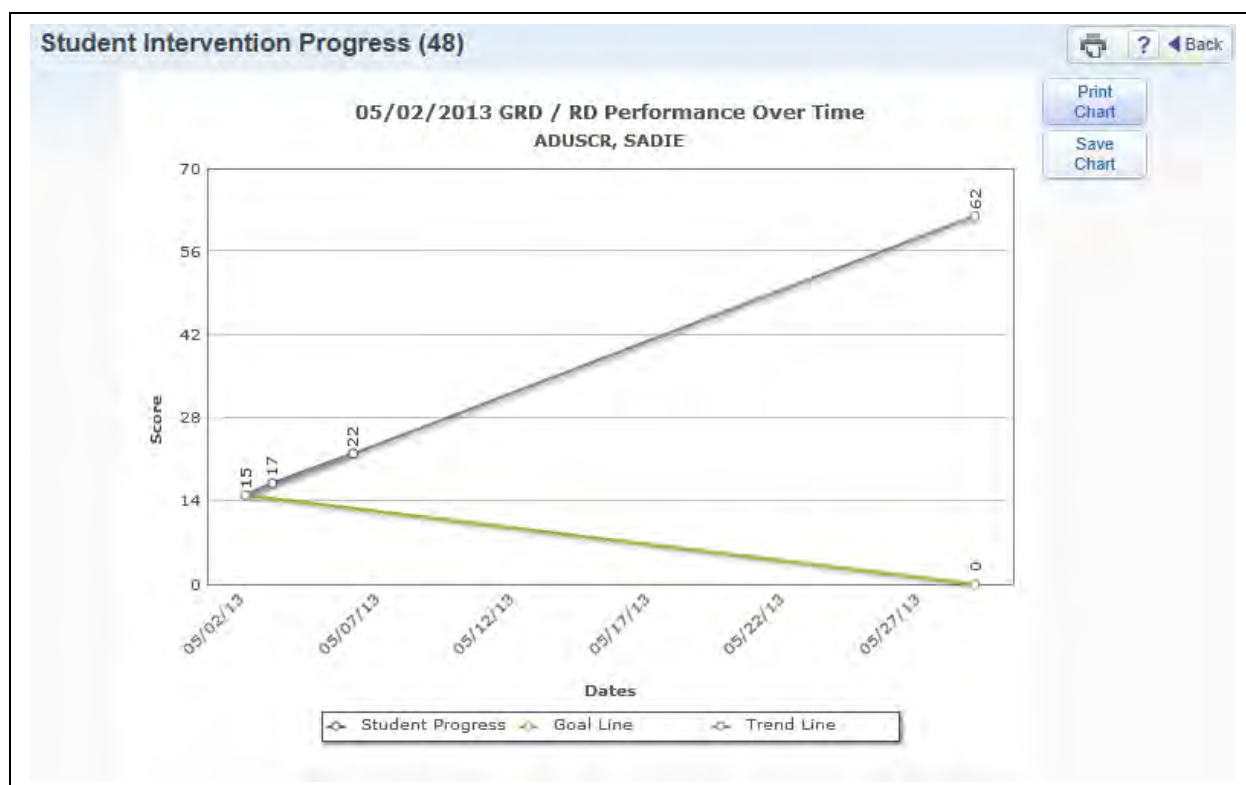
The Create Graph allows you to generate a graph of all of the data points used in Progress Monitoring for the student. Three different types of graphs can be generated.

- **Performance Over Time:** Use this to display a line graph for the student's data point scores for each date of the selected range.



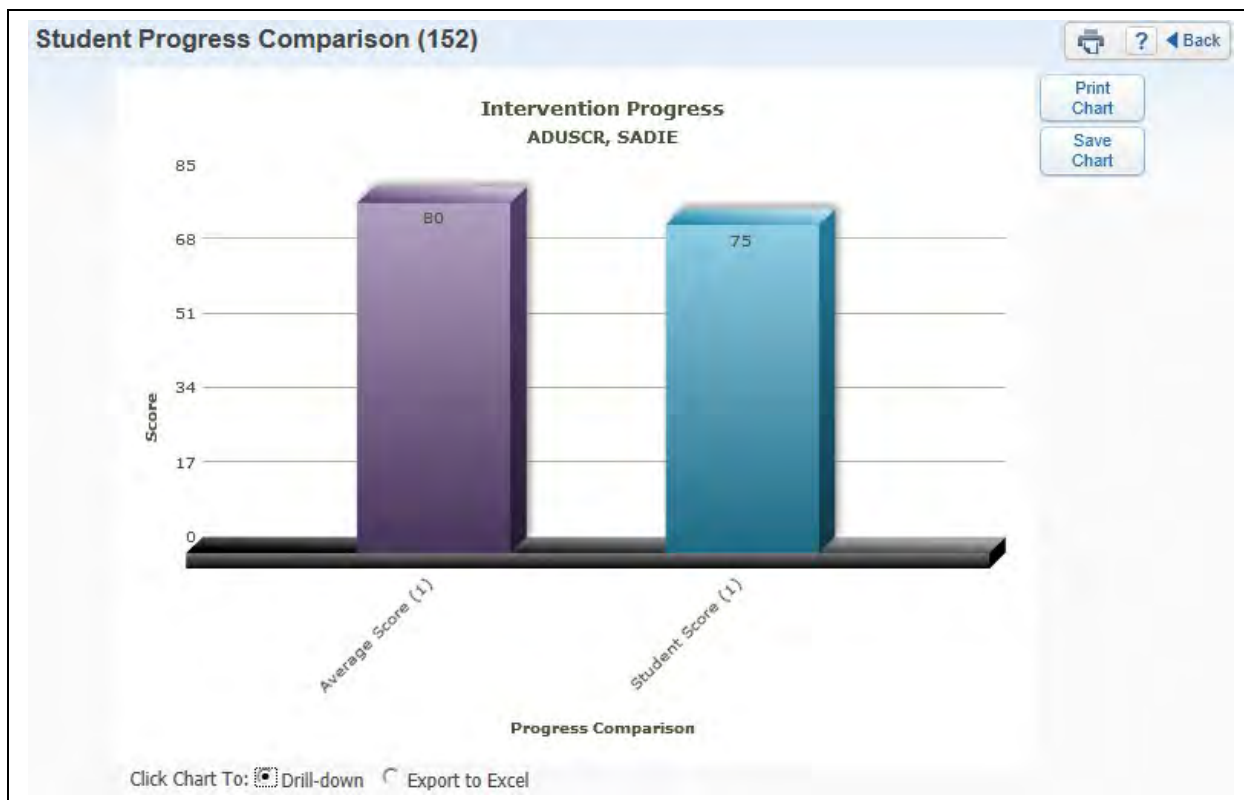
The sample above is the graph showing **Performance Over Time**.

- **Difference Over Time:** Use this to display a line graph of the difference between the data point scores and the target value for each date in the range.



The sample above is the graph showing **Difference Over Time**.

- **Student Progress Comparison:** Use this to display a bar graph of the student's last entered data point score and the average final score for all students within the selected range.



The sample above is the graph showing the Student **Progress Comparison**. You can click on the bar graph to drill-down to see additional information.

### Intervention Attachments

RTI Intervention Attachments (37)						
Available Attachments for RTI Intervention						
Type ▲	Description	Entered By	Entered Date	Entered Time	File Size	
1 Attachments	Literacy Running Records	MARILEE Y ANDREASCR, TEA	05/02/2013	3:04 PM	387 KB	<a href="#">View Attachment</a> <a href="#">Add File</a> <a href="#">Add Link</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Back</a>

The Attach allows you to attach an external file or link to an intervention.

## Add File for Intervention

The Add File allows you to browse to the location of the file and enter a description. You also have the ability to "Display in Family Access." Once you have attached the file, click **Save**.

## Add Link for Referrals

The Add Link allows you to enter a URL and description for the Intervention. You also have the ability to "Display in Family Access." After you have entered the URL, click **Save**.

## Custom Forms for Interventions

Form Name	Form Type	Secured	One To One
1 Intervention Form	Custom Screen	N	N

The Custom Forms allow you to add, edit, and/or view additional information on a district form created for RTI Interventions.

## IHP (Individual Health Plan)

**IHP** My Print Queue Back

**Student Info**

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display**
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE Grade: 09

**Individual Health Plan(IHP) Forms**

Year	Date	Time	Form Name	Person Entered	Doc Type	
<a href="#">Print</a>	2013	05/02/2013	4:43 PM	2012 IHP Seizure Plan	MARILEE Y ANDREASCR, TEA	HTML

The IHP (Web Applications>Educator Access Plus>Teacher Access>My Students) allows you to print a copy of the student's Individual Health Plan. The district would need to purchase the Health Records module in order to create IHP records for students.

## Emergency Contacts

**Emergency Contacts** My Print Queue Back

Student Info: ADUSCR, SADIE Grade: **09**

#	Contact Name	Relationship	Primary Phone	Secondary Phone
1	GRACE ADUSCR	Guardian		(555) 214-5895
2	WILLIAM EDUSCR	Father		
3	ABBY ADUSCR	Mother	(555) 135-8435	
4	Alonso Aduscr	Guardian	(555) 135-8435	
5	Tab Malonescr	Guardian	(555) 478-6513	

The Emergency Contacts (Web Applications>Educator Access Plus>Teacher Access>My Students) will show the student's emergency contacts and the primary/secondary phone numbers attached to the contact.

**Contact Detail** My Print Queue Back

Student Info: Contact: **GRACE ADUSCR** Student: **SADIE ADUSCR**

Contact's Relationship to the Student:

Address: **111 North Ave APT 1125  
AUSTIN, TX 55555**

Primary Phone:		Confidential Phone Number: <b>No</b>
Cellular:	<b>(555) 214-5895</b>	Primary Phone Long Distance: <b>No</b>
Work:	<b>(555) 896-3253</b>	
Email:		
Physician:	Dentist:	Hospital:
Ins. Company:	Policy #:	

You will see additional information regarding the emergency contact when you click on their name.

## Discipline

**Discipline Info**
[My Print Queue](#) [Back](#)

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE

Grade: **09**

Add

[View Notes](#) | [Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
05/03/13 *GENERIC	Location (CLASS)	JODIE TIEFENAUERSCR <a href="#">Referred by:</a> MARILEE ANDREASCR 05/03/13	No
08/15/12 *GENERIC		KELLEY ABBOTTSCR <a href="#">Referred by:</a> 08/15/12	Yes <a href="#">Details...</a>
08/09/12 CELL PHONE USE		MALCOLM HAUENSTEINSCR <a href="#">Referred by:</a> PAMELA FUELLSCR 08/09/12	Yes <a href="#">Details...</a>

Total Referrals:3

Discipline (Web Applications>Educator Access Plus>Teacher Access>My Students) will show the offense records attached to the student. You may have the ability to create a discipline referral depending upon security access.

### Add Discipline Referral

**New Discipline Referral**
[My Print Queue](#)

SADIE ADUSCR

Grade: **09**

School: School (001)
Officer: HAMITERSCR, CAMERON
Offense: \*G - \*GENERIC
Location: Location (CLASS)
Bus:

Date of Offense: May 03 2013 Fri, May 3 2013
Time of Offense: 10 : 26 AM

☐ Parent Notified

Comment: Sadie was texting during class.

Save

Back

Check Spelling

Entered: 05/03/13 at 10:26 AM

- **School** - Select the school where the discipline issue took place.
- **Officer** - Select the discipline officer for the discipline referral. This field might not display depending upon the configuration of the options for discipline.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.



- **Offense** - Select the offense for the discipline referral from the drop-down menu.
- **Location** - Choose the location where the discipline issue took place.
- **Bus** - If the issue occurred on the bus, select the bus number.
- **Date of Offense** - Enter the date the discipline issue took place.
- **Time of Offense** - Enter the time the discipline issue took place.
- **Comment** - Enter any additional information related to the discipline referral.
- **Parent Notified** - Select the check box if the parent was notified of this discipline referral.

After you have entered the Discipline Referral information, click **Save**.

### Edit Referral (icon of pencil)

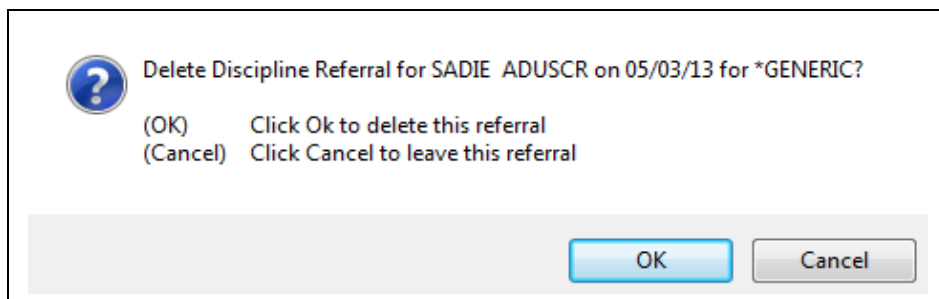
The screenshot shows the 'Edit Discipline Referral' form for student SADIE ADUSCR, Grade: 09. The form includes the following fields and controls:

- School:** School (001) (dropdown)
- Officer:** TIEFENAUERSCH, JODIE (dropdown)
- Offense:** \*G - \*GENERIC (dropdown)
- Location:** Location (CLASS) (dropdown)
- Bus:** (dropdown)
- Date of Offense:** May 03, 2013 (calendar icon, month/year/day, and full date: Fri, May 3 2013)
- Time of Offense:** 10 : 24 AM (time input fields)
- Parent Notified:** ☐ (checkbox)
- Comment:** Sadie was texting on her cell phone during class. (text area)
- Buttons:** Save, Back, Check Spelling
- Footer:** Entered: 05/03/13 at 10:24 AM

You will have the ability to edit a newly created discipline referral. When you edit the referral, you can modify all fields on the referral. You will not be able to edit the referral once the discipline officer addresses the referral.

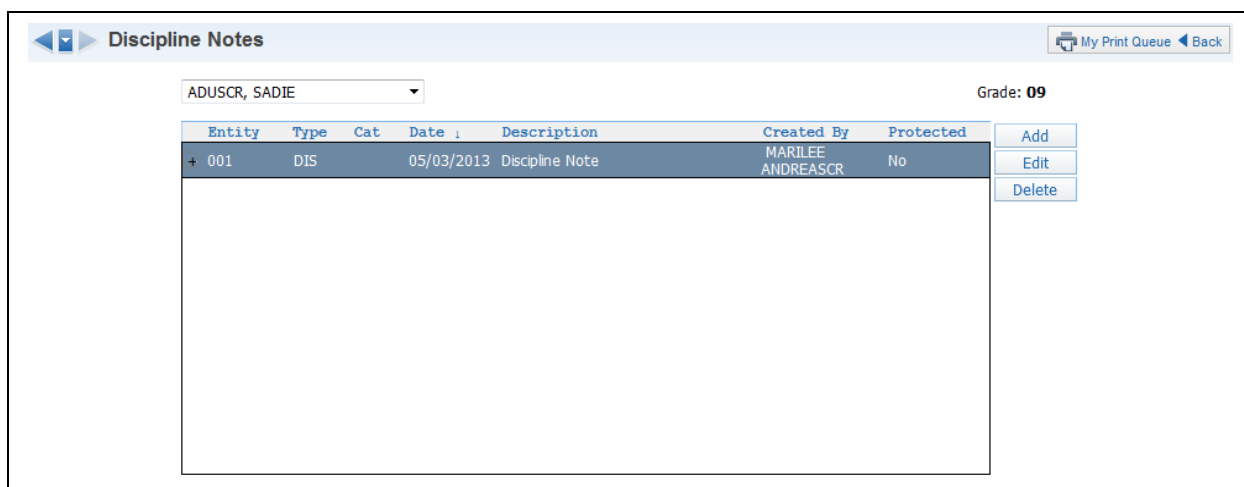
## Delete Referral (blue X)

You may have the ability to delete a discipline referral depending on your security access. You will not be able to delete the referral once the discipline officer addresses the referral.



After you click on the blue X for the referral, you will receive the message displayed above. You will click **OK** to delete the referral.

## View Notes






The View Notes option allows you to view the discipline notes for the selected student.

## Only Show Current Year Offenses/Show All Offenses

This option allows you to determine the discipline offenses that display for the student.

**Click on Offense**

Discipline Referral Details		 My Print Queue  Back 
<b>SADIE ADUSCR</b>		Grade: <b>09</b>
<div>Offense: <b>*G - *GENERIC</b></div> <div>Parent Notified: <b>Yes</b></div> <div>Date: <b>08/15/2012</b></div> <div>Time: <b>Not Available</b></div> <div>Location:</div> <div>School: <b>School (001)</b></div> <div>Officer: <b>KELLEY Y ABBOTTSCR</b></div> <div>Referred By:</div> <div>Comment:</div> <div>Entry Date: <b>08/15/2012</b></div> <div>Entry Time: <b>9:43 AM</b></div>		
<div>Action: <b>05 - OUT-OF-SCHOOL SUSPENSION</b></div> <div>Parent Notified: <b>Yes</b></div> <div>Date: <b>08/15/2012</b></div> <div>Time: <b>Not Available</b></div> <div>Comment:</div> <div>Entry Date: <b>08/15/2012</b></div> <div>Entry Time: <b>9:44 AM</b></div>		

When you click on the offense, you will be able to see additional information related to the discipline record. You will be allowed to see the action entered by the discipline officer.

## NCLB

**TX/NCLB Info** My Print Queue Back

**Student Info**

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE Grade: 09

State Student Number:	0000000000
Limited English Proficiency:	Yes
Limited English Proficiency Start Date:	08/01/2012
Gifted and Talented:	Yes
Chapter 1:	No
Post Secondary Opt:	No
Homebound Service:	No
Total Homebound Hours:	0
Assessment Hours:	0
Grad Standard Year:	2016
Transport Category:	

The NCLB - No Child Left Behind (Web Applications>Educator Access Plus>Teacher Access>My Students) shows selected state information that was collected on the student within the entity. This provides detailed NCLB information on students which is issued and used for state/federal reporting purposes.

## Academic History

Academic History

My Print Queue

Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (3)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

ADUSCR, SADIE

Grade: 09

Show Filter

Entity	School Year	Grade Level	Class	Description	Department	Subject	Terms	Grade One	Grade Two	Grade Three	
001	2012	08	113/01	ENGLISH-III	01	01	1 - 6	ATH:	PR1:	CP1:	1S
001	2012	08	7331/02	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	1S
001	2012	08	7331/05	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	1S
001	2012	08	MUG100/001	Muggle Studies		01	4 - 6	ATH:	PR1:	CP1:	1S
001	2013	09	0001/05	STUDY HALL	15	15	1 - 3	CZ1:	1ST:	CZ2:	2N
001	2013	09	101/03	FUND ENGLISH 1	01	01	1 - 6	PR1: A	CZ1:	1ST: A	PR
001	2013	09	1011/11	English 1		01	1 - 6	ATH:	PR1: B	CZ1:	1S
001	2013	09	1102/12	HONORS ENG I	01	01	1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	1255/01	French II	09	09	1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	2LA/01	2 Lang Arts			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	2READ/01	2 Reading			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	2SPEL/01	2 Spelling			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	2WRIT/01	2 Writing			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	3151/01	ART I	10	10	1 - 6	ATH:	PR1: A	CZ1:	1S
001	2013	09	4446/01	Adv Nutrition	07	07	1 - 3	ATH:	PR1:	CZ1:	1S
001	2013	09	HMRM/002	HOMEROOM			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	Varib/01	Variable Scale			1 - 6	ATH:	PR1:	CZ1:	1S

Academic History (Web Applications>Educator Access Plus>Teacher Access>My Students) will display the student's grade history throughout their history in a district. It will show the student's classes and grades. If a Standards Gradebook was used for the class, it will display a green paper icon. When you click on the green paper icon, you will be able to see the subject and skill grades for the student.

### Show Filter

Academic History Filters

School Year: \*\*Show All\*\*

Grade Level: \*\*Show All\*\*

Department: \*\*Show All\*\*

Subject: \*\*Show All\*\*

Grade Mark: \*\*Show All\*\*


The Show Filter option allows you to determine the classes and grades that will display on the Academic History screen.

Graduation Requirements (Web Applications>Educator Access Plus>Teacher Access>My Students) shows the progress of the student's credits and how many they have remaining before they can graduate. You will only see this option if the district has purchased the Graduation Requirements module.

### Show/Hide Courses

The Show/Hide Courses links allow you to display the courses that are being counted towards credit for a requirement.

## Selecting Specific Course when Showing Courses



Student: **SADIE ADUSCR**  
 Class Detail for **HONORS ENG I / 12**

Close

---

Class Information

Class: <b>HONORS ENG I / 12</b>	Description: <b>HONORS ENG I</b>
Department: <b>Language Arts</b>	Course Length: <b>YEAR (Y)</b>
Subject: <b>Language Arts</b>	Credits: <b>1.000</b>
Curriculum: <b>HONORS ENG I</b>	Grade Level: <b>9</b>
Explanation: <b>HONORS ENG I</b>	

[View Curriculum Map](#)
[View Lesson Plan](#)

---

Team Teaching Information

Teacher: <b>JENNY WINTERSTEENSCR</b>	Period: <b>3</b>
Start Date: <b>09/01/12</b>	Time: <b>10:00 AM - 10:45 AM</b>
End Date: <b>05/29/13</b>	Room: <b>6</b>
Teacher: <b>LEON REUSSSCR</b>	Period: <b>3</b>
Start Date: <b>09/01/12</b>	Time: <b>10:00 AM - 10:45 AM</b>
End Date: <b>05/29/13</b>	Room: <b>10</b>
Teacher: <b>LEON REUSSSCR</b>	Period: <b>3</b>
Start Date: <b>09/01/12</b>	Time: <b>10:00 AM - 10:45 AM</b>
End Date: <b>05/29/13</b>	Room:

When displaying the courses, you can click on the "Class Description" and it will open another window. It will display the class and teacher information. If using Curriculum Mapping and Lesson Plan, you can view that information for the class.

## Educational Milestones

The screenshot shows the 'Educational Milestones' page for student ADUSCR, SADIE. On the left is a navigation tree with categories like Student Info, Family Access Display, and others. The main area displays a table of milestones. At the top right, there are links for 'My Print Queue' and 'Back'. The student's grade is shown as 09.

Date Completed	Waived	Milestone	Entity	Grad Reqrmt
	No	PASS - TAKS PASS		Yes

Total Educational Milestones: 1

Educational Milestones (Web Applications>Educator Access Plus>Teacher Access>My Students) allows you to view Entity or District-defined milestones attached to the student's record.

## Student Services



The screenshot shows the 'Student Services' page for user MARILEE ANDREASCR on Saturday, May 4th, 2013. It displays a table of Section 504 plans for student SADIE ADUSCR. There are buttons for 'View Detail' and 'View Attach'.


	Date of Interest	Event Type	Contact Person	Event
1	08/01/2012 Wed	IAP Start		IAP has started. IAP does not have an End Date

Student Services (Web Applications>Educator Access Plus>Teacher Access>My Students) allows you to view Section 504 Plans for students.



## View Detail

**Section 504 View (749)**  

**Student Information** 

Name: SADIE ADUSCR Grade: 09

Dismissal Date:

IAP Begin Date: 08/01/2012 IAP End Date:

Last IAP Date:  Next IAP Date:

Status: ACTIVE

☐ Eval Consent Eval Meeting Date:

Eval Consent Date:  Next Eval Review Date:

Case Manager:

Referral Date:  Case Due Date:

Referral Type:

☐ Referred to IDEA Service Consent Date:


Date Referred to IDEA:


Disability:

Impairment:

Life Activity:

Accommodation: ORAL MATH TAKS

 Accommodation Notes:

 Section 504 Notes:

The View Details option allows you to see information related to the Section 504 Plan.

## View Attachment

**Section 504 Attachments (35)**  

Available Attachments for Section 504

Type	Description	Entered By	Entered Date	Entered Time	File Size	
1 Attachments	Section 504 Attachment	MARILEE Y ANDREASCR, TEA	05/04/2013	7:18 AM	387 KB	 

“View Attachment” allows you to see any Section 504 Plan attachment for the student.

## Test Scores

The screenshot shows the 'Test Scores (82)' window. At the top, there are tabs for 'General' and 'Filters: \*Skyward Default'. Below this is a table with columns: Date, Entity, Test, Edition, Level, Form, Test Name, and Available to Score?. Two records are listed:

	Date	Entity	Test	Edition	Level	Form	Test Name	Available to Score?
1	05/04/2013	001	3RDG	1edt	3rd		3rd Gr Reading	Yes
2	05/04/2013	001	ACT	Edt2		Col	ACT	No

Below the table are buttons: 'Expand All', 'Collapse All', and 'View Printable Details'. The 'Expand All' button is selected, showing a detailed view for 'SADIE ADUSCR's Scores'. This view includes a section for 'Scores - Scores' with a table of scores:

Rows	Scale Score	Nat. Pct						
Writing	21	0						
English	21	0						
Math	21	0						
Reading	20	0						
Science	24	0						
Composite	22	0						

Below this is a section for 'Stu-Adm - Stu-Admin' with a table of student information:

Rows	Grade Level	Test Type						

At the bottom, it says '20' and '2 records displayed'. On the right side, there are buttons: 'Enter Scores', 'Other Students With Test', 'Print', and 'Print All'.

Test Scores (Web Applications>Educator Access Plus>Teacher Access>My Students) is a place where you can view how the student performed on standardized tests. Depending on the setup of the test, you may have the ability to enter scores. You can see the scores for the test by expanding the test score record.

## Enter Scores

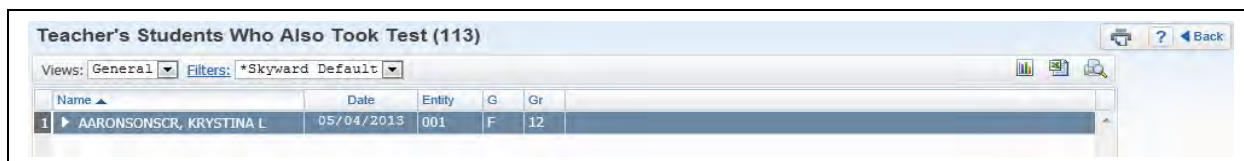
The screenshot shows the 'Test Score Entry for '3rd Gr Reading:1edt 3rd' on '05/04/2013'' window. It has a 'My Print Queue' button and a question mark icon. Below this is a table with columns: Students, Section Reading, Row (1) Results, Fluenc, and Sight Words. One student is listed:

Students	Section Reading	Row (1) Results	Fluenc	Sight Words
1 ADUSCRSADIE			0	0

On the right side, there are buttons: 'Save', 'Save and Back', 'Undo', and 'Back'.

The Enter Scores button will only be available if the test has been set up administratively to allow score entry through Educator Access Plus. After selecting **Enter Scores**, you will receive another screen that will allow you to enter the student's score(s). Once the score(s) have been entered, click **Save and Back**.

## Other Students With Test

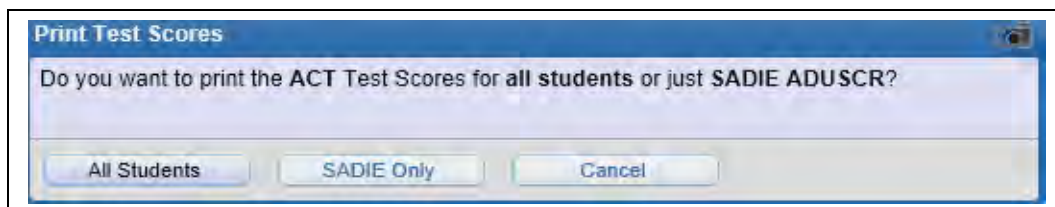


The screenshot shows a window titled "Teacher's Students Who Also Took Test (113)". It has a "Views" dropdown set to "General" and a "Filters" dropdown set to "\*Skyward Default". Below the dropdowns is a table with the following data:

	Name ▲	Date	Entity	G	Gr
1	AARONSONSCR, KRYSTINA L	05/04/2013	001	F	12

The Other Students with Test area will show other students who have also completed the highlighted test.

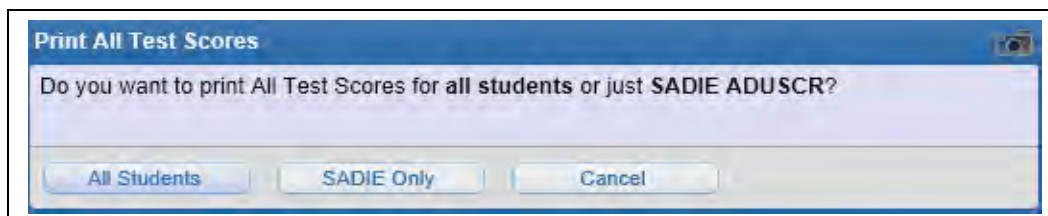
## Print



The screenshot shows a dialog box titled "Print Test Scores". It contains the text: "Do you want to print the ACT Test Scores for all students or just SADIE ADUSCR?". At the bottom, there are three buttons: "All Students", "SADIE Only", and "Cancel".

Print will allow you to print the scores for the highlighted test for either **All Students** or the **Selected Student**. This report will process in the print queue and will not go directly to the printer.

## Print All



The screenshot shows a dialog box titled "Print All Test Scores". It contains the text: "Do you want to print All Test Scores for all students or just SADIE ADUSCR?". At the bottom, there are three buttons: "All Students", "SADIE Only", and "Cancel".

Print All will print the scores for all tests for either **All Students** or the **Selected Student**. This report will process in the print queue and will not go directly to the printer.

## Busing

**Busing Information** My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09

Transportation Information					
Start Date	End Date	Transported	Transportation Category	Miles	Bus
08/24/2012	05/28/2013	Yes		5.00	

Bus Stops

Bus Route	Bus Stop
55 - Liberty St. and Seaview Ave (To School 06:00A-08:30A)	1.00 - Campbell Road

Bus Numbers

AM Bus Number	PM Bus Number
55	20

Pick Up Address

Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

Drop Off Address

Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

Busing (Web Applications>Educator Access Plus>Teacher Access>My Students) will display all busing information attached to the student. It will show the bus numbers, route, bus stops, and transportation information.

## Student Portfolio

**Portfolio**

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE

Grade: **09**

**Attachments**

Attachment	Type	Date	Time	
viper basic	Transcript	04/24/2013	5:51:AM	<a href="#">View</a>
Report Card - Term 2 (01/31/13)	Report Card	01/31/2013	11:04:AM	<a href="#">View</a>
Portfolio Attachment	Attachments	08/06/2012	9:28:AM	<a href="#">View</a>

**Highlights**

Type	School Year	Date	Grad Yr / GR	
<b>EDUCATION</b> Honor Roll	2012 - 2013	08/13/2012	2016 / 09	<a href="#">Hide</a>
<a href="#">Detail 01: Honor Roll</a>				

The Student Portfolio (Web Applications>Educator Access Plus>Teacher Access>My Students) allows you the ability to view the attachment and highlights for a student.

### View

The "View" under the attachment area allows you to open the attachment.

### Details/Hide

The Details allow you to view the information for the highlights.

## Recommendations

**Course Recommendation History**

ADUSCR, SADIE Grade: **09**

Entity	School Year	Course	Description	Course Length	Recommended By
001	2014	3116	Wind Ensemble 2	Y = YEAR	MARILEE ANDREASCR

The Recommendations area (Web Applications>Educator Access Plus>Teacher Access>My Students) allows you to view the courses that staff has recommended for the student.



## Family Access History

The screenshot shows the 'Family Access History' page. On the left is a navigation tree with categories like 'Student Info', 'Custom Forms', and 'Family Access Display'. The main content area shows a dropdown menu for 'ADUSCR, SADIE' and 'Grade: 09'. Below this, there are three sections for different users: 'SADIE ADUSCR (Student)', 'ABBY ADUSCR (Mother)', and 'Alonso Aduscr'. Each section displays the 'Last Login Time', 'Date', and '2013 Current School Year Activity' (Login(s)).

User	Last Login Time	Date	2013 Current School Year Activity
SADIE ADUSCR (Student)	04:14 PM	04/29/2013	3 Login(s)
ABBY ADUSCR (Mother)	03:07 PM	09/28/2012	11 Login(s)
Alonso Aduscr	12:52 PM	08/28/2012	1 Login(s)

Family Access History (Web Applications>Educator Access Plus>Teacher Access>My Students) allows you to see how many times the family and the student have logged into Family/Student Access during the current year. It will also display the last time the family or student logged in.

## Activities

**Activities**

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (1)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
- Gradebook
- Message Center
- Calendar

ADUSCR, SADIE

Grade: **09**

Year	Entity	Code	Description	Start Date	End Date
2013	001	OPC	Oil Painting	09/03/2011	05/29/2012
2013	001	P2P	Pay 2 Play	08/20/2012	06/01/2013

Show Details  
Show Assistants

Activities (Web Applications>Educator Access Plus>Teacher Access>My Students) will display different information related to the activities in which the student is enrolled.

### Show Details

**Activities**

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (1)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
- Gradebook
- Message Center
- Calendar

ADUSCR, SADIE

Grade: **09**

Year	Entity	Code	Description	Start Date	End Date
2013	001	OPC	Oil Painting	09/03/2011	05/29/2012
2013	001	P2P	Pay 2 Play	08/20/2012	06/01/2013

**Activity Details**  
 Leader: **LATONYA ABDISCR**  
 Type: **Both (Ex Curr & Comm)**      Extra Curricular: **Athletic**      Entity: **001**      Community: **Voluntary**

**Award**      **Award Comment**  
 No awards have been given for this activity.

Show Details  
Show Assistants

The Show Details option will allow you to see additional information related to the activity, such as the Activity Leader and the Awards for the activity.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.



## Show Assistants

Activities

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (1)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE

Grade: 09

Year	Entity	Code	Description	Start Date	End Date
2013	001	OPC	Oil Painting	09/03/2011	05/29/2012
2013	001	P2P	Pay 2 Play	08/20/2012	06/01/2013

Activity Assistants

Name  
Dana Acayscr

Show Details

Hide Assistants

My Print Queue Back

“Show Assistants” will allow to you see the assistants attached to the activity.

## Custom Forms

Custom Forms - University Visits (384)

Views: University Visits Filters: \*All Students

Last Name	First	Middle	S	Def Ent	Gr	Grad Yr	Name of College
ADUSCR	S R G	SADIE	A	001	09	2016	UW Stevens Point

Buttons: Add, Edit, Delete, Print Details, Print My Students, View Inactive Forms

The Custom Forms area (Web Applications>Educator Access Plus>Teacher Access>My Students) allows you to view, add, and modify Custom Forms attached to the student. Custom Forms are used to track additional information.

## Views

Custom Forms - University Visits (384)

Views: University Visits Filters: \*All Students

Views List:

- Main
- College Visits 2012
- College Visits in Texas
- College Visits1
- emergency form
- Example E (Entity Form)
- Example GA (Entity Form)
- for fun
- Hospital Visits
- Kristins multiple test form
- New Features Total
- Online Registration Form
- PE Results
- Sample sam
- Sample Test
- Scholarships
- Senior Trip
- Tech Savvy
- Testing SC
- University Campus Visits
- University Visiting
- University Visits**
- Vehicle
- Vehicle Info
- Vehicle Registration
- Visiting Schools
- Work Permit
- Work Permit ex
- Work Permits
- Workers Permit

Buttons: Add, Edit, Delete, Print Details, Print My Students, View Inactive Forms

The Views allow you to determine the Custom Form information that will display.

## Expanded Student Information

When you click the expand by the student's name, you will be able to see the information related to the Custom Form you selected in the View drop-down menu. You will also see Demographic Information in the General Area.

## Add

The ability to add a custom form to a student will depend on the administrative setup of the Custom Form. You can enter the required information on the Custom Form and then select **Save**.

## Edit

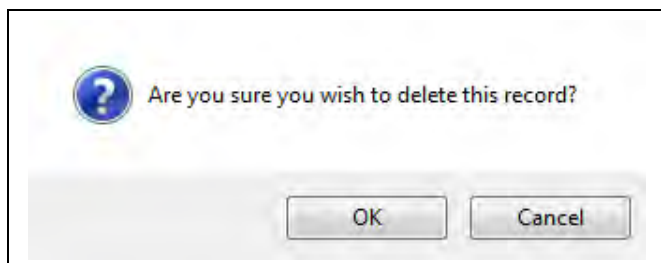
Edit allows you to make modifications to an existing Custom Form. The ability to edit a custom form will depend on the administrative setup of the Custom Form.

## Delete

Functionality described here may vary in availability depending upon your district/entity configuration.

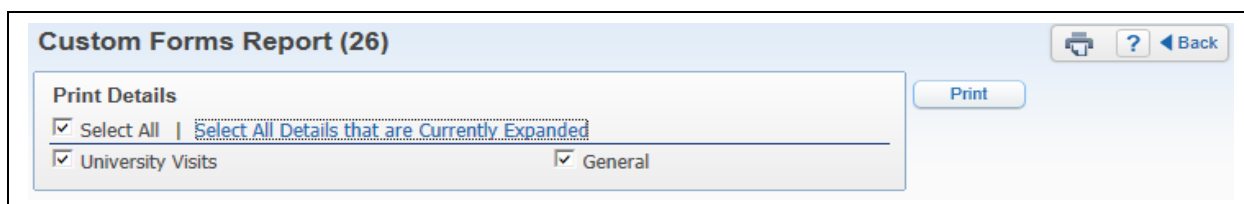
\*\* Denotes Required Field to save screen.

The Delete allows you to remove a custom form for a student. You will select the Custom Form in the Views drop-down menu and then select **Delete**. The ability to delete a Custom Form will depend on the administrative setup.



After clicking **Delete**, you will receive the above message. You can select **OK** to delete the Custom Form.

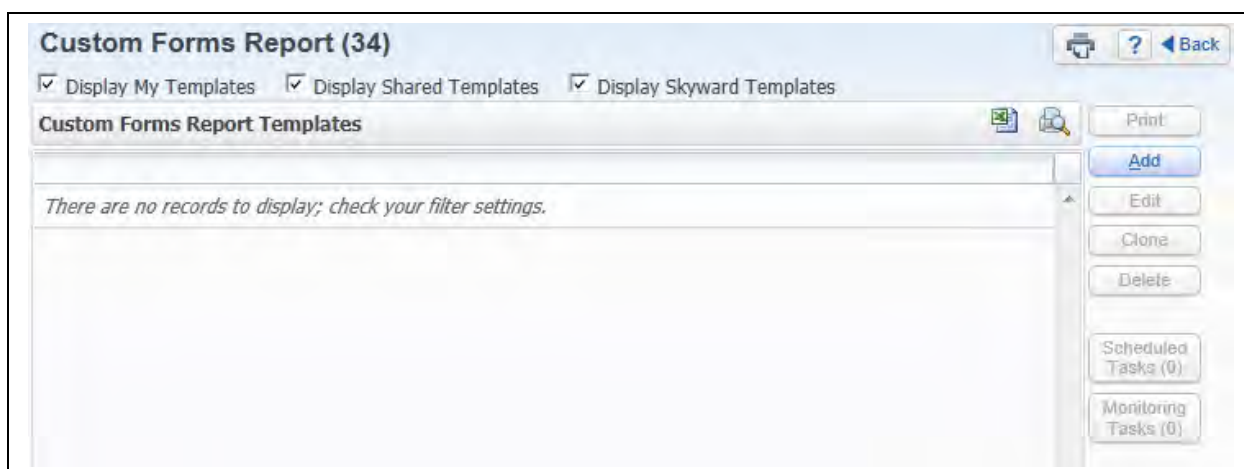
### Print Details



The Print Details section allow you to generate a report with the information you see when you expand the student's name.

### Print My Students

The Print My Students option allows you to print information entered on Custom Forms for the current student or all students.



Click **Add** to create a new report template.

**Custom Forms Report (89)**

Template Settings

\* Template Description:

☐ Print Greenbar

Custom Forms Report

☐ Print This Student Only ☒ Print for My Students ☐ Select Students to Print

**Available Custom Forms**

- Vehicle
- Vehicle Info
- Vehicle Registration
- Visiting Schools
- Work Permit
- Work Permit ex
- Work Permits

**Selected Custom Forms**

- University Visits

Asterisk (\*) denotes a required field

You can select the Custom Forms you want to display on the report. The list of Custom Forms is determined based on your access to the specific forms. After selecting the student(s) and Custom Forms, you will select **Save and Print**.

### View Inactive Forms

**Inactive Custom Forms (84)**

Views: General Filters: \*Skyward Default

Name	Type	Form Type
1 College Visits	Screen	Multiple

Expand All Collapse All View Printable Details

**Form Data**

	Date Created	Time Created	College/University Name	Date	Did they apply	Test Date
View	09/17/2012	12:43 pm	NIU	09/17/2012	Yes	08/10/2012

The View Inactive Forms area allows you to see Custom Forms that are attached to a student but are no longer being used.

## Family Access Display - Gradebook

### Progress Report Tab

**FA Gradebook** My Print Queue Back

Student Info: ADUSCR, SADIE Grade: **09**

**Gradebook** | Progress Report | Missing Assignments | Teacher's Log | GPA/Class Rank | Comments

Teacher will be updating the grades in the gradebook weekly

Classes for: **PROGRESS REPORT 6 (04/12/13-05/08/13)** Prev Next

[View All Classes](#) | [Hide Dropped Classes](#)

Click on the underlined grade to see the assignments that make up that grade.

Period	Class	Description	Term	ATH	PR1	CZ1	1ST	PR2	CZ2	2ND	PR3	CZ3	3RD	EX1	SM1	PR4	CZ4	4TH	PR5	CZ5	5TH	PR6	CZ6	6TH	EX2	SM2	FINL
0	<u>HMRM/002</u>	* HOMEROOM	Y																								
0	<u>2READ/01</u>	2 Reading	Y															<u>A</u>	<u>C</u>							<u>B</u>	
0	<u>2WRIT/01</u>	2 Writing	Y																							<u>A</u>	
0	<u>2SPEL/01</u>	2 Spelling	Y															<u>C</u>	<u>B</u>							<u>C</u>	
0	<u>2LA/01</u>	2 Lang Arts	Y															<u>C</u>								<u>B</u>	
1	<u>101/03</u>	* FUND ENGLISH 1	YR		<u>A</u>		<u>A</u>																				
1	<u>1011/11</u>	* English 1	Y		<u>B</u>		<u>B</u>																				
1	<u>Band I/01</u>	Band I	Y															<u>C</u>			<u>B</u>			<u>A</u>		<u>A</u>	
3	<u>1102/12</u>	HONORS ENG I	Y																								
5	<u>1255/01</u>	French II	Y												<u>A</u>											<u>A</u>	
6	<u>3151/01</u>	ART I	Y		<u>A</u>		<u>A</u>								<u>A</u>											<u>A</u>	

↓ -Indicates the class has been dropped

The Family Access Display - Gradebook (Web Applications>Educator Access Plus>Teacher Access>My Students) displays how the grade information will look in Family/Student Access. This will display the grades for every class in the student's schedule. You can view the progress report for the class by clicking on the Grade Mark for the Class.

**Entity (001) Grades 9 to 12** Print Close

**TERM 6 - 6TH Progress Detail Report for SADIE ADUSCR**

[View Grade Marks](#)


Band I/01 Band I - There are no Missing assignments in TERM 6 - 6TH for this class

Assign Category	Date Due	Has Attach.	Description	Scale (out of 4)	Weight	Grade	Spec. Code	Missing	No Count
<b>Grade for TERM 6 - 6TH 04/12/13 - 05/29/13</b>				<b>50.00</b>		<b>A</b>			
<b>6WKS TEST/TEST (100.00% of TERM 6 Grade)</b>				<b>3.50</b>		<b>B</b>			
6T/T	05/06/13		Quiz 15C	4.00	1.00	A			
6T/T	05/06/13		Chapter 15 Test	3.00	1.00	B			

**Default Grade Mark Group**

Grade Mark	Grade Value High	Grade Value Low
A	4.00	3.75
B	3.74	3.00
C	2.99	2.00
D	1.99	1.00
F	0.99	0.00

The progress report displays the assignment information as well as the grading scale. If you click on the assignment in the progress report, you will see additional information regarding the assignment.



Student: **SADIE ADUSCR**  
Assignment for **Band I / 01**

Close

---

**Assignment Detail Information**

Assignment: **Quiz 15C**  
Category: **6T/T - 6WKS TEST/TEST**  
Assign Date: **05/06/13**  
Due Date: **05/06/13**  
Max Score: **100**  
Weight Multiplier: **1.00**

---

**Assignment Score Detail for SADIE ADUSCR**

Grade: **A**  
Variable Scale Points: **4 out of 4**  
Special Code:  
No Count:  
Missing:  
Comment:  
Absent:

---

**Class Assignment Summary**

Class High Score: **98**  
Class Low Score: **98**

The information you see in the Assignment Detail screen depends on the configuration of Family Access.



## Missing Assignment Tab

The screenshot shows the 'Missing Assignments' tab selected. The left sidebar contains a tree view with 'Student Info' expanded, showing various categories like Profile, Class Summary, Attendance, Schedule, Add/Drops, Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline, NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores, Busing, Student Portfolio, Recommendations, Family Access History, Activities, Custom Forms, and Family Access Display. The main content area shows a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below the tabs, a table displays missing assignments for the current term.

Term	Date Due	Class	Assignment	Category	Points Possible	Points Earned	Percent	Grade	Absent
6TH	04/25/13 Thu	2WRIT/01	test	6T/T	100.00				

The Missing Assignment tab displays the student's missing assignments. The missing assignments displaying are determined by the configuration of Family Access.

## Teacher's Log Tab

The screenshot shows the 'Teacher's Log' tab selected. The left sidebar is the same as the previous screenshot. The main content area shows a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below the tabs, a table displays teacher log records. A legend at the bottom indicates that a red star icon denotes a dropped class.

Period	Class	Description	Term	Log Count
0	2LA/01	2 Lang Arts	Y	0
0	2READ/01	2 Reading	Y	0
0	2SPEL/01	2 Spelling	Y	0
0	2WRIT/01	2 Writing	Y	0
0	HMRM/002	HOMEROOM	Y	0
1	101/03	FUND ENGLISH 1	YR	0
1	1011/11	English 1	Y	0
1	Band I/01	Band I	Y	1
3	1102/12	HONORS ENG I	Y	0
4	4446/01	Advanced Nutrition & Health	SM	0
5	1255/01	French II	Y	0
6	0001/05	STUDY HALL	S1	0
6	3151/01	ART I	Y	0

★ - Indicates the class has been dropped

The Teacher's Log tab displays any Teacher Log records that have been selected to display in Family Access. You can view the Teacher Log record by clicking on **View Teacher Logs**.



**Teacher Log**

Student Info: ADUSCR, SADIE Grade: 09

**Band I/01 Band I 1**

**Grade Period** 6TH 6 WEEKS **Summary** Parent Contact

**Detail:** Emailed mom regarding missing assignments on 4/29/13

Navigation links: My Print Queue, Back, Back

Left sidebar links: Profile, Class Summary, Attendance (5), Schedule, Add/Drops (8), Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline (3), NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores (2), Busing, Student Portfolio, Recommendations (1), Family Access History (15), Activities (2), Custom Forms, Family Access Display, Gradebook, Message Center, Calendar.

The above screen is a sample of a Teacher Log record created for the student.

### GPA/Class Rank Tab

**GPA/Class Rank**

Student Info: ADUSCR, SADIE Grade: 09

**Gradebook** **Progress Report** **Missing Assignments** **Teacher's Log** **GPA/Class Rank** **Comments**

School Year	Cumulative GPA	Cumulative Earned Credits	Cumulative Failed Credits	Rank	Rank Date
2012 - 2013 <a href="#">Hide Detail</a>	0.000	0.000	0.000	1 of 10	05/06/2013
GPA Details for School Year 2012 - 2013					
<b>GPA Type</b>	<b>GPA</b>	<b>Rank</b>		<b>Rank Date</b>	
Semester 1	0.000	1 of 10		05/06/2013	
Semester 2	0.000				
Term 1	0.000	1 of 10		05/06/2013	
Term 2	0.000				
Term 3	0.000				
Term 4	0.000				
Term 5	0.000				
Term 6	0.000				
2011 - 2012 <a href="#">Show Detail</a>	0.000	0.000	0.000		

Left sidebar links: Profile, Class Summary, Attendance (5), Schedule, Add/Drops (8), Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline (3), NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores (2), Busing, Student Portfolio, Recommendations (1), Family Access History (15), Activities (2), Custom Forms, Family Access Display, Gradebook, Message Center, Calendar.

You can view the student's GPA and Class Rank in the GPA/Class Rank tab. **Show Detail** will show the GPA Types set up by the entity. The GPA/Class tab is available depending on the configuration of Family Access.

## Comments Tab

The screenshot shows the 'Comments' tab selected in the top navigation bar. On the left is a sidebar menu with 'Student Info' expanded, showing options like Profile, Class Summary, Attendance (5), Schedule, Add/Drops (8), Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline (3), NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores (2), Busing, Student Portfolio, Recommendations (1), Family Access History (15), Activities (2), Custom Forms, and Family Access Display. Under 'Family Access Display', 'Gradebook', 'Message Center', and 'Calendar' are listed. The main content area shows a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below this are tabs for 'Gradebook', 'Progress Report', 'Missing Assignments', 'Teacher's Log', 'GPA/Class Rank', and 'Comments'. The 'Comments' tab is active, displaying a table with columns 'Class', 'Description', and 'Comment'. The table has a header row and three data rows, all for 'Band I/01'.

Class	Description	Comment
Band I/01	Band I	Pleasure to have in class.
Band I/01	Band I	Active participant.
Band I/01	Band I	Sadie is doing a great job in Band and is a leader of her section.

The Comments tab will display report card comments for the entire year.

## Family Access Display – Message Center

The screenshot shows the 'Message Center' tab selected. The sidebar menu is similar to the previous screenshot, with 'Family Access Display' expanded to show 'Gradebook', 'Message Center', and 'Calendar'. The main content area shows a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below this is a dropdown for 'View Family Access Display of Message Center'. There are tabs for 'Message Center' (selected), 'Current', and 'Expired'. The 'Message Center' tab is active, displaying three sections: 'Advisor Messages', 'Activity Messages', and 'Class Messages'. Each section has a table of messages.

Advisor	Total Messages	Unread Messages
AGRIPINA TEXADASCR	0	0

Year	Entity	Description	Leader	Assistant(s)	Total Messages	Unread Messages
2013	001	Pay 2 Play \$10.00	LATONYA ABDISCR	Dana Acayscr	0	0

Period	Class	Description	Term	Teacher	Total Messages	Unread Messages
0	2LA/01	2 Lang Arts	Y	MARILEE ANDREASCR	0	0
0	2LA/01	2 Lang Arts	Y	PHOEBE ADDAMSSCR	0	0
0	2READ/01	2 Reading	Y	MARILEE ANDREASCR	0	0
0	2SPEL/01	2 Spelling	Y	MARILEE ANDREASCR	0	0
0	2WRIT/01	2 Writing	Y	MARILEE ANDREASCR	0	0
1	Band I/01	Band I	Y	MARILEE ANDREASCR	1	1 <a href="#">View Messages</a>
3	1102/12	HONORS ENG I	Y	JENNY WINTERSTEENSCR	0	0
3	1102/12	HONORS ENG I	Y	LEON REUSSSCR	0	0
5	1255/01	French II	Y	RHODA ANNANSCR	0	0
6	3151/01	ART I	Y	RHODA ANNANSCR	0	0

You can see all messages created in Message Center (Web Applications>Educator Access Plus>Teacher Access>My Students). You also have the ability to see if the message was read in Family/Student Access. Click **View Messages** to see the Message Center Message.

**Message Center**

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (1)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE Grade: 09

View Family Access Display of Message Center

**Current Messages**

Band 1/01 Band 1 Prd 1

Post Date	Summary	Posted By	Expiration Date
05/06/13	Marching Band Tryouts	MARILEE ANDREASCR	05/13/13

**Message:** We will be having Marching Band Tryouts on May 9th from 3-7 in the band room.

This is a sample of what the message will look like in Family/Student Access.

## Family Access Display - Calendar

**FA Calendar**

ADUSCR, SADIE Grade: 09

Previous Month **May 2013** Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Chapter 15 Test (B) Quiz 15C (A)	7	8 End of PROGRESS REPORT 6 2 Reading 2 Spelling 2 Writing	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Last Day of School End of 6TH 6 WEEKS 2 Reading 2 Spelling 2 Writing	30	31	

☒ Show Absences/Tardies
 ☒ Show Gradebook Assignments (Grade Earned)
 ☒ Show MC-Messages
 ☒ Show AC-Activity Events
 ☒ Show Student Services
 ☒ Show CC-Childcare Schedule
 ☒ Show ST-Student Tests
 ☒ Show Lunch Menus

The Calendar (Web Applications>Educator Access Plus>Teacher Access>My Students) screen gives you a view of what the family/student can see when they look at the calendar in Family/Student Access.

## Reports – Information Report

The Information Report (Web Applications>Educator Access Plus>Teacher Access>My Students) allows you to print an assortment of student information. The information you can print will depend on security access to information in My Students.

Information Report

ADUSCR, SADIE Grade: 09

View Report for This Student

**Options**

- ☒ Student Profile Information
- ☒ Family Member Information
- ☒ Use Mailing Address
- ☒ Print Confidential Phone Numbers
- ☐ Attendance Totals
  - ☐ Display Attendance for Term
    - Current Term : 04/12/13 - 05/29/13
  - ☐ Display Attendance for Date Range
 

NOTE: Only current year attendance (08/20/2012 to 05/29/2013) will display on this report.

Start: Apr 22 2013 Mon, Apr 22 2013

End: May 06 2013 Mon, May 6 2013
  - ☐ Print Only Attendance Totals
- ☒ Current Schedule
- ☒ Course Add/Drops
- ☒ Discipline Information
  - ☒ Current Year Only
- ☒ Academic History
  - School Year: 2012 to 2013
- ☒ Current Grades
  - Grade Buckets The report is limited to 18 grade buckets
- ☒ Show Teacher Comments
- ☒ Show Current Cumulative GPA
- ☒ Test Scores
- ☒ Course Recommendations
- ☒ Activities
- ☒ Message Center
  - ☒ Family Access
  - ☒ Student Access
- ☒ Entry/Withdrawal
  - Active: Apr 22 2013 Mon, Apr 22 2013
  - to: May 06 2013 Mon, May 6 2013

**Options:** Select the information you would like to print on the report.

- **Student Profile Information** – Prints demographic information; such as birth date, address, phone number, and alert information.
- **Family Member Information** – Displays Family Information; such as guardian names, phone numbers, and sibling names.
- **Use Mailing Address** – Displays the student's mailing address.
- **Print Confidential Phone Numbers** – Should phone numbers print that are flagged as confidential?
- **Attendance Totals** – Displays attendance information for the student. You can either select **Display Attendance for Term** or **Display Attendance for Date Range**.
  - Display Attendance for Term** – Allows you to select the term for which attendance will print.
  - Display Attendance for a Date Range** – Allows you to select the specific dates that attendance will print for on the report.
  - Print Only Attendance Totals** – If this option is not selected, it will show the days and periods when the student was not in attendance.
- **Current Schedule** – Displays the student's current year schedule.
- **Course Add/Drop** – Shows the date of when courses were added and dropped.
- **Discipline Information** – Displays the student's discipline offenses and action records.

**Current Year Only** – If this option is selected, only current year offenses and actions display.

- **Academic History** – Shows courses and grades for prior year(s).  
**School Year** – Allows you to determine the school year(s) for which the Academic History will print.
- **Current Grades** – Displays the current grades for all the student's courses.  
**Grade Buckets** – Allows you to select the grades that display.  
**Show Teacher Comments** – Displays the report card comments.  
**Show Current Cumulative GPA** – Displays the student's cumulative GPA value.
- **Test Scores** – Shows scores entered for standardized tests.
- **Course Recommendations** – Displays any course recommendations entered for the student.
- **Activities** – Allows you to view the activities in which the student is involved.
- **Message Center** – Displays any messages that were generated. You can select to display Family Access and/or Student Access.
- **Entry/Withdrawal** – Shows the entry/withdrawal records for the student based on the dates entered.
- **Picture** – If the picture exists for the student in Skyward, it can be displayed on the report.
- **Emergency Contacts** – Displays the emergency contacts for the student.
- **Student Access Login and Password** – Allows you to view the student's login and password for Student Access. If the student has changed their password from the one entered by the district, you will only see \*\*\*\*\* on the report.

After selecting the information you want to print on the report, select **View Report for Selected Student**.

## Reports – Multi-Class Progress Report

The Multi-Class Progress Report (Web Applications>Educator Access Plus>Teacher Access>My Students) lists the overall grade and category summary for the term specified.

The screenshot shows the 'Student Multi-Class Progress' report template. At the top, there is a navigation bar with a back arrow, the title 'Student Multi-Class Progress', and a 'My Print Queue' button with a 'Back' link. Below the navigation bar, a dropdown menu shows 'ADUSCR, SADIE' and the 'Grade: 09' is displayed. A button labeled 'View Report for Selected Student' is positioned below the dropdown. The main content area is divided into several sections: 'Grades' with a 'Display Grades for Term:' dropdown set to 'Current Term'; 'Options' with checkboxes for 'Display Signature Line' and 'Only print classes where student has less than' followed by a text input field for 'final percent'; 'Free Form Header' with two labeled text input fields (Label 1 and Label 2); and 'Free Form Footer' with four labeled text input fields (Label 1, Label 2, Label 3, and Label 4).

### Grades

- **Display Grades for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.

### Options

- **Display Signature Line** – This option will add space on the report for a signature.
- **Only print classes where student has less than \_\_\_\_ final percent** – This option provides you the ability to only print the report for students below a specific percentage.

**Free-Form Header/Footer** – Space to allow for the entry of additional information as needed on the report.

After verifying the options selected on the template, click **View Report for Selected Student**.

## Reports – Progress Report Letter

The Progress Report Letter (Web Applications>Educator Access Plus>Teacher Access>My Students) allows you to create a report for parents/guardians that will print the selected student's grades and/or assignment information for all classes in the student's schedule.

**Progress Report Letter** My Print Queue Back

ADUSCR, SADIE Grade: 09

[View Report for Selected Student](#)

**Grades**

Display Grades for Term: MIDTERM 1

☐ Only print classes with a grade mark of 100

☐ Only print classes with less than \_\_\_\_\_ percent

**Options**

**Body of Letter**

**Address Letter to**

☒ Student

☐ Guardian of Student

**Reports to Generate**

☐ One for Each Family

☒ Only First Family

☐ Print Mailing Address

**Fields to Print**

☐ Print Teacher's Name with Class

☐ Print Student's Student Access Login Info

☐ Print Guardian's Family Access Login Info

☐ Print Assignment Detail Info

☐ Include Percent with Course Grade

☐ Print Attendance

☐ Print Signature Line

☐ Print Dropped Classes

☐ Print Student's Current GPA

**Free Form Header**

Label 1: \_\_\_\_\_

Label 2: \_\_\_\_\_

**Free Form Footer**

Label 1: \_\_\_\_\_

Label 2: \_\_\_\_\_

Label 3: \_\_\_\_\_

Label 4: \_\_\_\_\_

### Grades

- **Display Grade for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report Letter.
- **Only print classes with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print classes with less/greater than \_\_\_\_ percent** – This option allows you to only print the progress report for students receiving less than or greater than the selected percentage.

### Options

- **Body of Letter** – This allows you to enter free-form text that will print on the Progress Report Letter.
- **Address Letter to Student/Guardian of Student** – Use this to select to whom the letter will be addressed.
- **Fields to Print** – What additional information would you like to print on the report?
  - Print Teacher's Name with Class** – This allows you to print the teacher's name on the report.
  - Print Student Access Login Info** – If you select this option, it will print student login and password information. If the student has changed their

password from the one created by the district, you will only see \*\*\*\*\* on the report.

**Print Guardian's Family Access Login Info** – If you select this option, it will print the guardian's login and password for Family Access. If the parents have changed their password from the one created by the district, you will only see \*\*\*\*\* on the report.

**Print Assignment Detail Info** – If this option is selected, you will see additional options that can be selected to determine the assignment information that will print.

**Include Percent with Course Grade** – This allows you to print the current grade book percentage on the report.

**Print Attendance** – This option allows you to print the student absence and tardy count per class.

**Print Signature Line** – This option allows you to add a space for parents/guardians to acknowledge the receipt of the report.

**Print Dropped Classes** – Should dropped classes display on the Progress Report Letter?

**Print Student's Current GPA** – Would you like the student's GPA to print on the report?

- **Reports to Generate** – This allows you to determine the families for whom to generate Progress Report Letters.
- **Print Mailing Address** – Should the family's mailing address print on the report?
- **Free-Form Header/Footer** – This allows for additional information to display on the Progress Report Letter.



## ***My Classes***

- My Gradebook
- Attendance
- Discipline
- Message Center
- Report Card Posting
- Athletic Eligibility Posting
- Survey
- Food Service
- Educational Milestones
- Test Scores
- Busing
- Recommendations
- Curriculum Mapping
- Reports
- Lesson Scheduler
- Personal Graduation Plan Notes
- Interventions
- Assign Textbooks to Students
- Gradebook Tracker
- Online Assignment Templates
- Custom Forms

## TEACHER ACCESS GUIDE

My Classes is a tool that allows you to access general information about any of your classes as it pertains to each student within the selected class.

The screenshot shows the Skyward School District interface. The top navigation bar includes 'Home', 'Teacher Access', 'Student Services Access', 'Administrator Access', 'Food Service', and 'EA+ Classic View'. The 'Teacher Access' menu is open, showing a list of options: 'My Gradebook - MG', 'My Students - MS', 'My Classes - MC' (highlighted with a red arrow), 'My Lesson Scheduler - ML', 'Post Daily Attendance - MS', 'My Homeroom - MH', 'My Students With Disabilities - SD', 'My LEP Students - LE', 'My Section 504 Students - SE', 'My Gifted and Talented Students - GT', 'My At Risk Students - AR', 'Roster of Special Programs - RS', and 'My Conference Scheduler - CS'. Below the menu, there is a 'Last Five Logins' table, a 'Grade Marks' chart, and a 'Due Date: Today' table.

Date	Time	IP Address
Mon May 06	9:04am	(10.110.2.71)
Sun May 05	7:05am	(10.1.1.63)
Sat May 04	9:46pm	(10.1.1.60)
Sat May 04	7:29pm	(10.1.1.60)
Sat May 04	6:51am	(10.1.1.64)

Name	Class	# Graded
Quiz 15C	Band I / 01	1
Chapter 15 Test	Band I / 01	1

Name	Class	# Graded
test	2WRIT / 01	0

You can access My Classes by clicking on **Teacher Access**.

The screenshot shows the 'My Classes' page for Marilee Andreasr. The page title is 'My Classes' and there is a 'My Print Queue' button. The table below lists the classes for '001 Entity (001) Grades 9 to 12'.

Dept	Subject	Terms	Period	Days Meet	Class	Description	Class Options
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	<a href="#">Class Options</a>
		1 - 6	0	MTWRF	2READ / 01	2 Reading	<a href="#">Class Options</a>
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	<a href="#">Class Options</a>
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	<a href="#">Class Options</a>
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	<a href="#">Class Options</a>
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	<a href="#">Class Options</a>
		1 - 6	1	MTWRF	Band I / 01	Band I	<a href="#">Class Options</a>
		1 - 6	2	MTWRF	TREND / 01	Trend	<a href="#">Class Options</a>
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	<a href="#">Class Options</a>

Locate the class and click on the **Class Options**.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

**Class Options**

Class Roster for **Band I/01 Band I**

Alert Legend

Last Name ↑	First Middle	Grade	Alerts	A	E	U	O	T	Discipline	Test Scores	Recommendations
AARONSONSCR	KRYSTINA L	12							1	3	
ADUSCR	SADIE	09							3	2	1
ADUSCR	Simon	11									1

After selecting **Class Options**, you will see your class roster along with alerts and additional information.

## My Gradebook

**Main Screen**

Students	Term Grade	FNL	SM2	EX2	6TH	CZ6	PR6	Chaptre	Quiz 1	5TH	CZ5	PR5	2
1 AARON KRYST	B	3.50	B	B	*					B		3.50	4
2 ADUSC SADIE	C	2.50	C	B	*	B	B	80	98	C		2.50	3
3 ADUSC Simon	B	3.00	B	B	*					B		3.00	2

My Gradebook will take you directly into the Gradebook for the selected class.

## Attendance

**Take Daily Attendance - By Name**

Take Attendance for **Monday, May 6, 2013**

Alert Legend | Show Today's Attendance for All Periods | View Class Summary | Print Class Roster

Alerts	Student Indicators	Last Name ↑	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Mon 5/06	Fri 5/03	Thu 5/02	Wed 5/01	Tue 4/30	Mon 4/29
	R	AARONSONSCR	KRYSTINA L	12	001															
	S R G P A	ADUSCR	SADIE	09	001															
	P	ADUSCR	Simon	11	001															

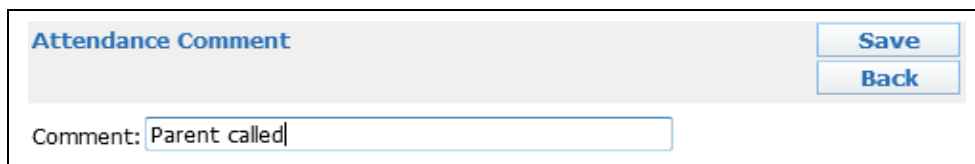
Attendance (Web Applications>Educator Access Plus>Teacher Access>My Classes) allows you to **Take Attendance by Name** for the selected class.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

All students default to “present” and you will need to select either Absent or Tardy for a student. After you have entered attendance for the class, click **Save**.

### Cmt



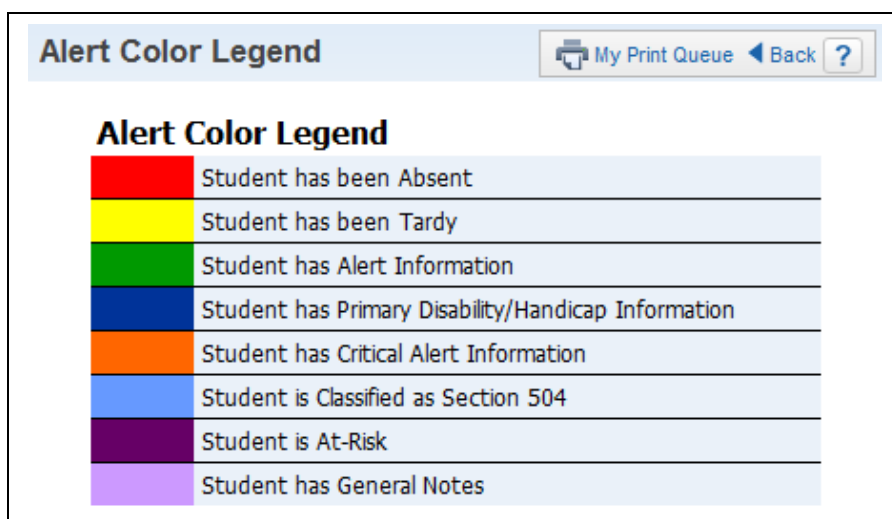
The screenshot shows a web form titled "Attendance Comment". It has a text input field with the value "Parent called". To the right of the input field are two buttons: "Save" and "Back".

The Cmt option allows you to enter an attendance comment with the maximum comment length of 30 characters. This option will depend on the attendance setup for the district.









### Counts

The counts that display will depend on the attendance setup for the entity. The values will reflect the number of times the student missed your class.

### Alert Legend



The screenshot shows a web form titled "Alert Color Legend". It has a header bar with a "My Print Queue" button, a "Back" button, and a help icon. Below the header is a table with 8 rows, each showing a colored square next to a description.

Alert Color Legend	
	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

The Alert Color legend will show you what the different colors next to the student’s name mean. The Alerts that display depend on the setup of attendance for the district.

## TEACHER ACCESS GUIDE

**Take Daily Attendance - By Name** My Print Queue

Take Attendance for **Monday, May 6, 2013**

[Alert Legend](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Print Class Roster](#)

Save  
Undo  
Back

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Mon 5/06	Fri 5/03	Thu 5/02	Wed 5/01	Tue 4/30	Mon 4/29
	R	AARONSONSCR	KRYSTINA L	12	001															
	S R G P A	ADUSCR	SADIE	09	001															
	P	ADUSCR	Simon	11	001															

Severely Allergic to Peanuts.

You can click on the Alert box to see additional information related to the alert.

### Show Today's Attendance for All Periods.

**Take Daily Attendance - By Name** My Print Queue

Take Attendance for **Monday, May 6, 2013**

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Print Class Roster](#)

Save  
Undo  
Back

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5
	R	AARONSONSCR	KRYSTINA L	12	001															
	S R G P A	ADUSCR	SADIE	09	001															
	P	ADUSCR	Simon	11	001															

Once **Show Today's Attendance for All Periods** has been selected, you will see that it shows the student's attendance for the entire day by periods.

### View Class Summary

**Class Summary** My Print Queue Back ?

Class Summary for **Band I / 01 Band I**  
Period: **1** Teacher: **MARILEE ANDREASCR** Days Meet: **MTWRF**

[Show Percent Earned in Gradebook](#)

Last Name	First Middle	Term	Grades	Last Week 04/29 - 05/03							This Week 05/06 - 05/10							Absences		Tardies			
				1ST	2ND	3RD	4TH	5TH	6TH	M	T	W	R	F	M	T	W	R	F	T6	12-13	T6	12-13
AARONSONSCR	KRYSTINA L	Y						B															
ADUSCR	SADIE	Y						C	B					J					1	1	0	0	
ADUSCR	Simon	Y						B															

This will show you a summary of attendance and grade information for your class. This shows all the students as well as their grades, absences, and tardies. Clicking on the blue letter under the day will show the Attendance Detail attached to the letter.

## Show Survey Questions

Take Daily Attendance - By Name
My Print Queue

Attendance cannot be taken after 4:00 PM via the web. Attendance must now be entered by the office.

Take Attendance for **Monday, May 6, 2013**

How many students are eating hot lunch? **2** Back

[Alert Legend](#) | 
[Show Previous Weeks Attendance](#) | 
[View Class Summary](#) | 
[Hide Survey Questions](#) | 
[Print Class Roster](#)

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5
	R	AARONSON	KRYSTINA L	12	001															
	S R G P A	ADUSCR	SADIE	09	001					1		1				J -				
	P	ADUSCR	Simon	11	001															

Once **Show Survey Question** is clicked, the survey question(s) will display. Survey questions are set up administratively by the entity. They can be set up to ask for a class total or allow you to select individual answers per student.

## Print Class Roster

The Print Class Roster provides a listing of all the students in your class with selected information.

Report Templates
My Print Queue Back

Student:

**Band I / 01 Prd:1 Band I - MARILEE ANDREASCR**

Report: **Class Roster**

Seq #	Report Template Name
900	Student Name & Student Info
910	Student Name;Grad Year;Grade;Birth date;Gender;Guardian Info
920	Student Name;ID;Phone;Advisor

Print  
Export to Excel  
Add a new Template  
View parameters of Template  
Clone Template  
Select Different Classes

Click **Add New Template**.

Report Templates
My Print Queue Back

Add a new Report Template for the Class Roster Report.

Sequence #:

Report Template Name:

Save  
Back

Enter a Report Template Name and select **Save**.

Class Roster

My Print Queue Back

Select Parameters for Class Roster Report for Band I / 01 Prd:1 Band I

10 - Class Roster

Class Roster Report Options: 57 chars - Portrait Report

Students

Display Students enrolled for Term: Current Term : 04/12/2013 - 05/08/2013 Save Undo Back

Options

Name Display:

☐ Last, First MI  
☐ First Middle Last  
☐ Last First Middle  
☒ First MI Last

ID Display:

☒ Student ID  
☐ Internal ID  
☐ Name Key  
☐ None

Sort by:

Last Name

Display Information

☐ Grade ☐ Grad Year ☐ Birth Date ☐ Advisor  
☐ Phone Number ☐ Second Phone ☐ Third Phone ☐ Email  
☐ Gender ☐ Current Cumulative GPA ☐ Home Address ☐ Mailing Address  
☐ Student Access Login and Password ☐ Print Student Picture ☐ Food Service Key Pad #

Family Information

☐ Primary Guardian ☐ Phone 2 ☐ Phone 3 ☐ Email  
☐ All Guardians ☐ Phone 1 ☐ Phone 2 ☐ Phone 3  
☐ Email ☐ Home Address ☐ Mailing Address

You can now select the student/family information you would like to print on the class roster. Not all of the options can be selected to print on the report; there is a character limit of 122.

After selecting the options for the report, click on **Save**.

Report Templates

My Print Queue Back

Student:

Band I / 01 Prd:1 Band I - MARILEE ANDREASCR

Report: Class Roster

Seq #	Report Template Name
10	Class Roster
900	Student Name & Student Info
910	Student Name;Grad Year;Grade;Birth date;Gender;Guardian Info
920	Student Name;ID;Phone;Advisor

Print

Export to Excel

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

Select Different Classes

You will highlight the template you just created and select either **Print** or **Select Different Classes**. Print will print for the class you are currently accessing and Select Different Classes allows you to pick multiple classes for which to run the report.

## Discipline

Discipline (Web Applications>Educator Access Plus>Teacher Access>My Classes) will show the offense records attached to the student. You may have the ability to create a discipline referral depending upon security access.

Student List

Lookup by Last Name:

First Name	Last Name	MI	Referrals	Status	Gender	Grad Yr	Phone
KRISTINA	AARONSONSCR	L	1	Active	Female	2013	(555)595-3434
SADIE	ADUSCR		3	Active	Female	2016	(555)135-8435
Simon	ADUSCR		0	Active	Male	2014	(555)135-8435

Highlight a student's name and click **Select**.

Discipline Info

Grade: **09**

[View Notes](#) | [Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
05/03/13 *GENERIC	Location (CLASS)	JODIE TIEFENAUERSCR Referred by: MARILEE ANDREASCR 05/03/13	No <input type="button" value="Edit"/> <input type="button" value="Delete"/>
08/15/12 *GENERIC		KELLEY ABBOTTSCR Referred by: 08/15/12	Yes <input data-bbox="1128 1087 1177 1108" type="button" value="Details..."/>
08/09/12 CELL PHONE USE		MALCOLM HAUENSTEINSCR Referred by: PAMELA FUELLESCR 08/09/12	Yes <input data-bbox="1128 1129 1177 1150" type="button" value="Details..."/>

Total Referrals: 3

The selected student's discipline records display.



## Add Discipline Referral

**New Discipline Referral** My Print Queue

**SADIE ADUSCR** Grade: **09**

School: School (001) Save

Officer: FOLWELLSR, RENITA Back

Offense: \*G - \*GENERIC Check Spelling

Location: Location (CLASS)

Bus:

Date of Offense: May 06 2013 **Mon, May 6 2013**

Time of Offense: 4 : 18 PM

☐ Parent Notified

Comment: Student was disrupting the class.

Entered: 05/06/13 at 4:18 PM

- **School** - Select the school where the discipline issue took place.
- **Officer** - Select the discipline officer for the discipline referral. This field might not display depending on the configuration of the options for discipline.
- **Offense** - Select the offense for the discipline referral from the drop-down menu.
- **Location** - Choose the location where the discipline issue took place.
- **Bus** - If the issue occurred on the bus, select the bus number.
- **Date of Offense** - Enter the date the discipline issue took place.
- **Time of Offense** - Enter the time the discipline issue took place.
- **Comment** - Enter any additional information related to the discipline referral.
- **Parent Notified** - Select this check box if the parent was notified of this discipline referral.

After you have entered the Discipline Referral information, click **Save**.

## Edit Referral (icon of pencil)

The screenshot shows the 'Edit Discipline Referral' form for student SADIE ADUSCR, Grade 09. The form includes the following fields and controls:

- School:** School (001) (dropdown menu)
- Officer:** TIEFENAUERSCH, JODIE (dropdown menu)
- Offense:** \*G - \*GENERIC (dropdown menu)
- Location:** Location (CLASS) (dropdown menu)
- Bus:** (empty dropdown menu)
- Date of Offense:** May 03, 2013 (calendar icon, dropdowns for month, day, year). A blue arrow points to 'Fri, May 3 2013'.
- Time of Offense:** 10 : 24 AM (dropdowns for hour, minute, AM/PM).
- Parent Notified:** ☐ (checkbox)
- Comment:** (large text area)
- Buttons:** Save (red icon), Back, Check Spelling (blue icon).
- Footer:** Entered: 05/03/13 at 10:24 AM

You will have the ability to edit a newly created discipline referral. When you edit the referral, you can modify all fields on the referral. You will not be able to edit the referral once the discipline officer addresses the referral.

## Delete Referral (blue X)

You may have the ability to delete a discipline referral depending upon your security access. You will not be able to delete the referral once the discipline officer addresses the referral.

The screenshot shows a confirmation dialog box with the following content:

- Icon:** A blue question mark icon.
- Text:** Delete Discipline Referral for Band I / 01 Prd:1 Band I on 05/03/13 for \*GENERIC?
- Instructions:**
  - (OK) Click Ok to delete this referral
  - (Cancel) Click Cancel to leave this referral
- Buttons:** OK (blue button), Cancel (grey button).

After you click on the blue X for the referral, you will receive the message displayed above. Click **OK** to delete the referral.

## View Notes

Discipline Notes

ADUSCR, SADIE

Grade: 09

Entity	Type	Cat	Date	Description	Created By	Protected	Add
+ 001	DIS		05/03/2013	Discipline Note	MARILEE ANDREASCR	No	

The View Notes option allows you to view the discipline notes for the selected student.

### Only Show Current Year Offenses/Show All Offenses

This option allows you to determine the discipline offenses that display for the student.

## Click on Offense

Discipline Referral Details

My Print Queue

Back

?

SADIE ADUSCR

Grade: 09

Offense: \*G - \*GENERIC

Parent Notified: Yes

Date: 08/15/2012

Time: Not Available

Location:

School: School (001)

Officer: KELLEY Y ABBOTTSCR

Referred By:

Comment:

Entry Date: 08/15/2012

Entry Time: 9:43 AM

Action: 05 - OUT-OF-SCHOOL SUSPENSION

Parent Notified: Yes

Date: 08/15/2012

Time: Not Available

Comment:

Entry Date: 08/15/2012

Entry Time: 9:44 AM

When you click on the offense, you will be able to see additional information related to the discipline record. It will allow you to see the action entered by the discipline officer.

## Message Center

Message Center (Web Applications>Educator Access Plus>Teacher Access>My Classes) is an easy way to communicate to a group of students or parents without sending home a written note. You may also use this as a tool for providing copies of a course syllabus or other documents through Student and Family Access.

**Class Messages (99)**

Message Center - For All Classes

	Post Date	Expire Date	Created By	Class	Description	Message	Unread	Total	Recalled
1	05/06/13	05/13/13		Band I / 01	Band I	Marching Band Tryouts			N
2	04/25/13	05/02/13		3115 / 01	Wind Ensemble	Band Concert	1	1	N

Filter Options

- Add Message for Multiple Classes
- Add Message for Current Class
- Edit
- Sign
- Recall

## Add Message to Multiple Classes

**New Class Message for Multiple Classes (241)**

Add a New Message

\* Message Summary:  Priority:

\* Message Detail:

View Style Toolbar:

We will be performing our Spring 'Pops' concert on May 9th beginning at 7 PM. There will be an awards ceremony at the conclusion of the concert.

Posting Options

Post From:  to:

☒ Only Post for Students currently enrolled in selected classes

☒ Post to Family Access

☒ Allow parents to respond to this message

☐ Post my email address for parents viewing this message

☒ Post to Student Access

☒ Allow students to respond to this message

☐ Post my email address for students viewing this message

☒ Post to Calendar

Place on Calendar Date:  Text:

Emailing Options

☒ Send as Email on  at  PM from  [Restore Default](#)

☐ Only Send Email for Students currently enrolled in selected classes

☐ Email to Students

☐ Email to Guardians (Leave checkboxes below blank to send to all guardians)

☐ Heads of Household Only ☐ Primary Guardians Only ☐ Report Card Recipients Only ☐ First Families Only

☐ Send an Email For Each Student in Same Family ☐ Do Not Show Student Name in Body of Email

☒ Display Additional details in the Email Body

☒ Course Description ☒ Period ☒ Teacher Name

Check Spelling

Save

Attach (0)

The option to Add Message to Multiple Classes allows you to create a single message and attach multiple classes to that message.

## Add a New Message

- **\*\*Message Summary** – Enter a summary for the message; the maximum character limit is 60.
- **\*\*Priority** – Select either Normal or High Priority for the message.

- **\*\*Message Detail** – Compose your complete message in the Message Detail.

#### Posting Options

- **Post From/To** – This allows you to determine the length of time the message will display in Family/Student Access.
- **Only Post for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Post to Family Access** – Select this option if the message should display in Family Access.
- **Allow parents to respond to this message** – If you select this option, parents will be able to respond to your message via Family Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for parents viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Student Access** – Select this option if the message should display in Student Access.
- **Allow students to respond to this message** – If you select this option, students will be able to respond to your message via Student Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for students viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Calendar** – Select this option to have the message display on the designated date in the Family/Student Access Calendar.

#### Emailing Options

- **Send an Email on** – This allows you to send the message as an email to guardians and/or students.
- **Only Send Emails for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Email to Students** – Select this option if the message should be emailed to the students.
- **Email Guardians** – Select the option if the message should be emailed to the guardians. If selecting this option, you can then determine the guardians that should receive the email.
- **Display Additional Details in the Email Body** – This allows you to determine if additional class information will display in the email.

## Class Selection

☐ Post to All Classes

Select the classes where this message should be saved

	Entity	Dept	Subj	Terms	Prd	Days Meet	Class	Description
1 <input checked="" type="checkbox"/>	001			1 to 6	1	MTWRF	Band I / 01	Band I
2 <input checked="" type="checkbox"/>	001			1 to 6	0	MTWRF	2LA / 01	2 Lang Arts
3 <input checked="" type="checkbox"/>	001			1 to 6	0	MTWRF	2READ / 01	2 Reading
4 <input checked="" type="checkbox"/>	001			1 to 6	0	MTWRF	2SPEL / 01	2 Spelling
5 <input checked="" type="checkbox"/>	001			1 to 6	0	MTWRF	2WRIT / 01	2 Writing
6 <input checked="" type="checkbox"/>	001			1 to 6	1	MTWRF	3115 / 01	Wind Ensemble
7 <input checked="" type="checkbox"/>	001			1 to 6	2	MTWRF	TREND / 01	Trend
8 <input checked="" type="checkbox"/>	001	10	10	1 to 6	0	MTWRF	3116 / 01	Wind Ensemble 2
9 <input checked="" type="checkbox"/>	001	10	10	1 to 6	3	MTWRF	3117 / 01	Wind Ensemble 3
10 <input checked="" type="checkbox"/>	101			1 to 6	1	MTWRF	1MUS / 01	1 Music

10 records displayed

Select All Clear All

- **Post to All Classes** – If you select this option, all courses at the bottom of the screen will be selected and grayed out.
- **Select Classes where this message should be saved** – Choose the class (es) that will see the message in Family/Student Access or receive an email.

## Attach

Attachment Maintenance (37)

Attachment Maintenance

1 - Grading Policy Sample.doc

Save Delete

G:\U\amys\1 - Grading Policy Sar Browse... Upload

Click on Browse to select a file

The Attach option allows you to attach a file to the message. The option to add an attachment will depend on the configuration of Educator Access Plus.

## Add Message for Current Class

**New Class Message for Selected Students (61)**

**Add a New Message**

\* Message Summary:  Priority:

\* Message Detail:  View Style Toolbar:

**Posting Options**

Post From:  to:

☒ Post to Family Access ☒ Post to Student Access

☒ Allow parents to respond to this message ☒ Allow students to respond to this message

☐ Post my email address for parents viewing this message ☐ Post my email address for students viewing this message

☒ Post to Calendar

Place on Calendar Date:  Text:

**Emailing Options**

☒ Send as Email on  at  AM from  [Restore Default](#)

☒ Email to Students

☒ Email to Guardians (Leave checkboxes below blank to send to all guardians)

☐ Heads of Household Only ☐ Primary Guardians Only ☐ Report Card Recipients Only ☐ First Families Only

☐ Send an Email For Each Student in Same Family ☐ Do Not Show Student Name in Body of Email

☒ Display Additional details in the Email Body

☒ Course Description ☒ Period ☒ Teacher Name

[Check Spelling](#)  
[Save](#)  
[Attach \(0\)](#)

The option to Add Message for Current Class allows you to create a message for the class selected in the My Classes screen.

### Add a New Message

- **Message Summary** – Enter a summary for the message; the maximum character limit is 60.
- **Priority** – Select either Normal or High Priority for the message.
- **Message Detail** – Compose your complete message in the Message Detail.

### Posting Options

- **Post From/To** – This allows you to determine the length of time the message will display in Family/Student Access.
- **Only Post for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Post to Family Access** – Select this option if the message should display in Family Access.
- **Allow parents to respond to this message** – If you select this option, parents will be able to respond to your message via Family Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for parents viewing this message** – When selecting this option, your name will be a hyperlink in the "Posted By" column of the message.
- **Post to Student Access** – Select this option if the message should display in Student Access.
- **Allow students to respond to this message** – If you select this option, students will be able to respond to your message via Student Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.

- **Post my email address for students viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Calendar** - Select this option to have the message display on the designated date in the Family/Student Access Calendar.

### Emailing Options

- **Send an Email on** – This allows you to send the message as an email to guardians and/or students.
- **Only Send Emails for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Email to Students** – Select this option if the message should be emailed to the students.
- **Email Guardians** – Select the option if the message should be emailed to the guardians. If selecting this option, you can then determine the guardians that should receive the email.
- **Display Additional Details in the Email Body** – This allows you to determine if additional class information will display in the email.

### Student Selection

☐ Post to All Students

Select students to receive the message

	Last Name	First Name	MI	Grad Year
1	<input checked="" type="checkbox"/> AARONSONSCR	KRYSTINA	L	2013
2	<input checked="" type="checkbox"/> ADUSCR	SADIE		2016
3	<input checked="" type="checkbox"/> ADUSCR	Simon		2014

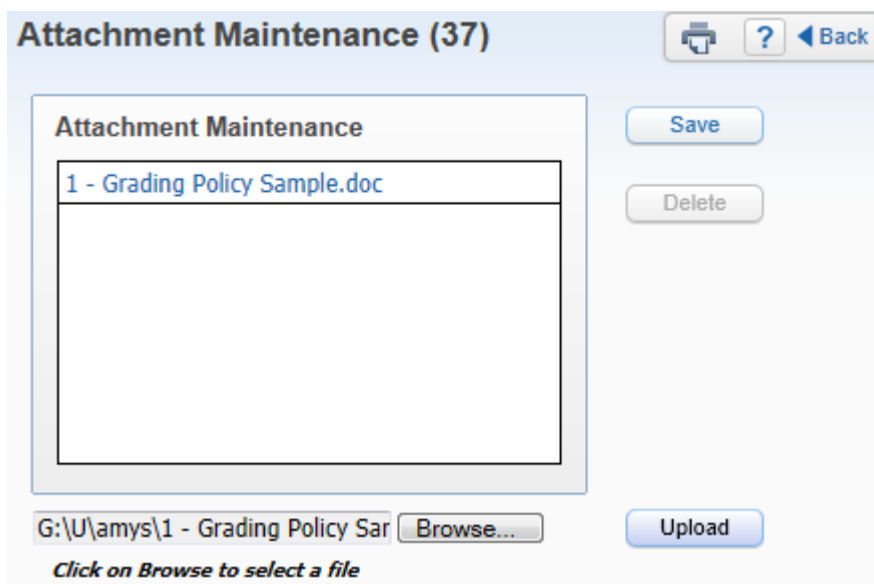
3 records displayed

Select All  
Clear All

- **Post to All Student** – If you select the option, all students at the bottom of the screen will be selected and grayed out.
- **Select Students to receive the message** – Choose the student(s) that will see the message in Family/Student Access or receive an email.



## Attach



The screenshot shows a web interface titled "Attachment Maintenance (37)". In the top right corner, there are three buttons: a printer icon, a question mark icon, and a "Back" button with a left-pointing arrow. The main area contains a box titled "Attachment Maintenance" which has a table with one row containing the text "1 - Grading Policy Sample.doc". To the right of this box are two buttons: "Save" and "Delete". Below the table box, there is a text input field containing the file path "G:\U\amys\1 - Grading Policy Sar", followed by a "Browse..." button. To the right of these is an "Upload" button. At the bottom of the interface, there is a note that says "Click on Browse to select a file".

The Attach option allows you to attach a file to the message. The option to add an attachment will depend on the configuration of Educator Access Plus.

## Edit

**Edit Class Message for Selected Students (63)** Print ? Back

**Edit the Message**

\* Message Summary:  Priority:

\* Message Detail:  View Style Toolbar: ▾

[Check Spelling](#)  
[Save](#)  
[Attach \(0\)](#)

**Posting Options**

Post From:  to:

☒ Post to Family Access  
☒ Allow parents to respond to this message  
☐ Post my email address for parents viewing this message  
☐ Post to Calendar  
 Place on Calendar Date:  Text:

☒ Post to Student Access  
☒ Allow students to respond to this message  
☐ Post my email address for students viewing this message

**Emailing Options**

☐ Send as Email on  at   from  [Restore Default](#)  
☐ Email to Students  
☐ Email to Guardians (Leave checkboxes below blank to send to all guardians)  
☐ Heads of Household Only ☐ Primary Guardians Only ☐ Report Card Recipients Only ☐ First Families Only  
☐ Send an Email For Each Student in Same Family  ☐ Do Not Show Student Name in Body of Email   
☐ Display Additional details in the Email Body  
☐ Course Description ☐ Period ☐ Teacher Name

☐ Post to All Students

**Select students to receive the message**

	Last Name	First Name	MI	Grad Year
1	<input checked="" type="checkbox"/> AARONSONSCR	KRYSTINA	L	2013
2	<input checked="" type="checkbox"/> ADUSCR	SADIE		2016

Edit allows you to make modifications to an existing message.

## Clone

**New Class Message for Selected Students (65)**

**Add a New Message**

\* Message Summary:  Priority:

\* Message Detail:

**Posting Options**

Post From:  to:

☒ Post to Family Access ☒ Post to Student Access

☒ Allow parents to respond to this message ☒ Allow students to respond to this message

☐ Post my email address for parents viewing this message ☐ Post my email address for students viewing this message

☐ Post to Calendar

Place on Calendar Date:  Text:

**Emailing Options**

☐ Send as Email on  at  PM from  [Restore Default](#)

☐ Email to Students

☐ Email to Guardians (Leave checkboxes below blank to send to all guardians)

☐ Heads of Household Only ☐ Primary Guardians Only ☐ Report Card Recipients Only ☐ First Families Only

☐ Send an Email For Each Student in Same Family ☐ Do Not Show Student Name in Body of Email

☐ Display Additional details in the Email Body

☐ Course Description ☐ Period ☐ Teacher Name

☒ Post to All Students

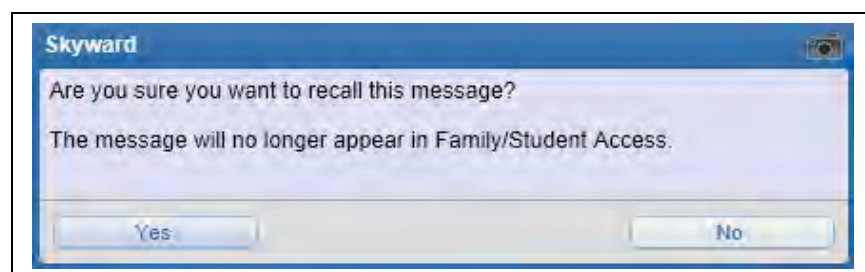
**Select students to receive the message**

	Last Name	First Name	MI	Grad Year
1	AARONSONSCR	KRYSTINA	L	2013
2	ADUSCR	SADIE		2016

The Clone option allows you to make a duplicate of the highlighted message. If an attachment was added, it will also clone the attachment.

## Recall

Recall allows you to remove the message from displaying in Family/Student Access. You will highlight the message and click **Recall**.



After selecting **Recall**, you will receive the message displaying above. If you do not want the message to display in Family/Student Access, you will select **Yes**.

## Un-Recall

The Un-Recall button will only display if the highlighted message was recalled. You will select Un-Recall to have the message return to displaying in Family/Student Access.

## Filter Options

- **Show Messages** – This allows you to determine the messages that will display on the Message Center screen.
- **Only Show Messages for the Selected Class** – Select this option to only display messages for the classes selected in My Classes.




## Report Card Posting

Grad Yr	First Name	Last Name	Alerts	ATH	PR6	C1	C2	RG	Free Form Comment
2013	KRYSTINA L	AARONSONSCR			97	002			
2016	SADIE	ADUSCR			98	001			Sadie is leader in class.
2014	Simon	ADUSCR			87				

Report Card Posting (Web Applications>Educator Access Plus>Teacher Access>My Classes) allows you to post grades and comments for the report card. This option should not be used if you are using the Skyward Gradebook. If you enter a grade in Report Card Posting, the gradebook will not reflect the grade entered here. When the district is automatically posting gradebook grades, you will not see the Save buttons.

After entering the grades and comments for the grading period open for posting, you will click on either the **Save** or **Save & Back**.

## View Grade Marks

**Grade Marks**
 My Print Queue
  Back
  ?




  

**Grade Marks**

Grade Mark	Speed Entry	Grad Year High	Description
100	100		100
99	99		99
98	98		98
97	97		97
96	96		96
95	95		95
94	94		94
93	93		93
92	92		92
91	91		91
90	90		90
89	89		89
88	88		88
87	87		87
86	86		86
85	85		85
84	84		84
83	83		83
82	82		82
81	81		81
80	80		80

View Grade Marks will display a list of Grade Marks that you can enter for a student's grade.

## View Comment Codes

**Comment Codes**
 My Print Queue
  Back
  ?

**Comment Codes**

Code	Description
001	Pleasure to have in class.
002	Active participant.

View Comment Codes will display a list of the codes that go along with the description, so you can enter the correct code associated with the comment.

## Alert Legend

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

Alert Color Legend
My Print Queue Back ?

### Alert Color Legend

	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

The Alert Legend will show what each different alert color represents that is attached to a student.

## Athletic Eligibility Posting

Post Athletic Grades
My Print Queue

*If this class has a Gradebook, then go to the Gradebook to transfer current grades for Athletic Eligibility.  
To manually enter Athletic Eligibility Grades, use this screen.*

[View Grade Marks](#)

Last Name†	First Middle	Gradebook Grades												Athletic Grade			
		PR1	1ST	PR2	2ND	PR3	3RD	SM1	PR4	4TH	PR5	5TH	PR6	6TH	SM2	FNL	
AARONSON	SCR, KRYSTINA L																Mass Assign and Overwrite Athletic Grade to: <input type="text"/>
																	<input type="button" value="Save"/> <input type="button" value="Undo"/> <input type="button" value="Back"/>

The Athletic Eligibility Posting (Web Applications>Educator Access Plus>Teacher Access>My Classes) allows you to specifically post grades for students participating in athletics or other activities. This option enables schools to quickly identify students that are not meeting minimum eligibility requirements for participation in extra-curricular activities. This is used at periodic intervals as defined by school administration.

If you are using the Gradebook, you will want to post the current grade through the Gradebook. You can enter the Athletic Grade and click **Save**.

## Survey

Survey Response

My Print Queue

Survey questions for **Tuesday, May 7, 2013**

How many students are eating hot lunch?

Save
 Undo
 Back

Grad Yr	First Middle	Last Name	Lunch Choice
Default all blank answers to:			
2013	KRYSTINA L	AARONSONSCR	CHOICE A
2016	SADIE	ADUSCR	CHOICE B
2014	Simon	ADUSCR	SALAD BAR

The Survey (Web Applications>Educator Access Plus>Teacher Access>My Classes) is a time-saving tool for recording student responses to questions created administratively. Example: Schools often find the class survey to be an effective tool for recording and reporting hot lunch or mile-count estimates taken during the beginning of the day.

You will select the desired response to the survey question(s) and click **Save**.

## Food Service

Food Service

My Print Queue

Food Service for **Tuesday, May 7, 2013**

Save
 Undo
 Back

Grad Yr	First Middle	Last Name	.50 SNACK	MILK
Select item for all students:				
2013	KRYSTINA L	AARONSONSCR	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2016	SADIE	ADUSCR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2014	Simon	ADUSCR	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Food Service (Web Applications>Educator Access Plus>Teacher Access>My Classes) option allows you to enter food service purchases in the classroom. The student's lunch balance in the Food Service module will be affected when entering food service purchases. You will choose the Food Service items and click **Save**.

## Educational Milestones

**Student Educational Milestones (63)**

Views: General Filters: \*Skyward Default

Code	Description	Type	Addl Dist Req	Update In EA	Fam Acc Display	Grad Req
1	PASS	TAKS PASS	No	No	No	Yes
2	SRPRJ	SR Project	No	No	Yes	No

Expand All Collapse All View Printable Details

**Students**

Last Name	First	Middle	School Year	Entity	Waived	Date Completed
AARONSONSCR	KRYSTINA	L	2013	001	NO	

Educational Milestones (Web Applications>Educator Access Plus>Teacher Access>My Classes) allow you to view any Educational Milestones attached to a student in the selected class.

## Test Scores

**Test Scores (56)**

Tests to Score

Date	Test	Description	Edition	Level	Form
02/01/2006	TAKS	TX- Knowledge & Skills Assmt.	0206	3-5	Eng
02/21/2013	TAKS	TX- Knowledge & Skills Assmt.			Eng
05/04/2013	3RDG	3rd Gr Reading	1edt	3rd	
05/04/2013	ACT	ACT	Edit2		Col
05/07/2013	3RDG	3rd Gr Reading	1edt	3rd	

Test Scores (Web Applications>Educator Access Plus>Teacher Access>My Classes) represent the student's level of success of the listed standardized tests. The tests you see listed are tests administratively attached to the students in the selected class. You may be able to update scores depending on the setup of the test.



## Expanded Test Score

The screenshot shows the 'Test Scores (56)' window. It contains a table of tests and a detailed view for a specific student.

Date	Test	Description	Edition	Level	Form
05/04/2013	3RDG	3rd Gr Reading	1edt	3rd	
05/04/2013	ACT	ACT	Edt2		Col
05/07/2013	3RDG	3rd Gr Reading	1edt	3rd	

Below the table, the 'Students' section is expanded for student KRISTINA L. AARONSONSCR. It shows a 'Reading - Reading Edit' section with a table of results.

Results	Fluenc	Sight Words
87	54	

When you expand by the test score, you are able to see the students attached to the test. You can expand by the student to view the test scores.

## Edit

The screenshot shows the 'Test Score Maintenance (56)' window. It displays a table with test scores for student KRISTINA L. AARONSONSCR. The 'Edit' button is visible next to the score.

Results	Fluency	Sight Words
1 01 Results	87	54

When you expand the student name, you may see an Edit button depending on the setup of the test. After you click Edit, it will allow you to modify the test scores.

## Score All Students

The screenshot shows the 'Test Score Entry for '3rd Gr Reading:1edt 3rd' on '05-07-2013'' window. It displays a table with student scores. The scores for student KRISTINA L. AARONSONSCR are highlighted in green.

Students	Section Reading	Row (1) Results	Fluenc	Sight Words
1 AARONSONSCR KRISTINA L			87	54
2 ADUSCR Simon			90	75

Enter the test scores for the students; the scores displaying in green are the scores that you updated. After the scores have been entered, click either **Save** or **Save and Back**.

## Busing

**Student List** My Print Queue Back

Lookup by Last Name:

First Name	Last Name	MI	Status	Gender	Grad Yr	Phone
KRYSTINA	AARONSON	SCR	Active	Female	2013	(555) 595-3434
SADIE	ADUSCR		Active	Female	2016	(555) 135-8435
Simon	ADUSCR		Active	Male	2014	(555) 135-8435

Busing (Web Applications>Educator Access Plus>Teacher Access>My Classes) allows you to view Busing Information for a student. Highlight a student and click **Select**.

**Busing Information** My Print Queue Back

Student Info:  Grade: **09**

Transportation Information						
Start Date	End Date	Transported	Transportation Category	Miles	Bus	
08/24/2012	05/28/2013	Yes		5.00		

Bus Stops	
Bus Route	Bus Stop
55 - Liberty St. and Seaview Ave (To School 06:00A-08:30A)	1.00 - Campbell Road

Bus Numbers			
AM Bus Number	55	PM Bus Number	20

Pick Up Address			
Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

Drop Off Address			
Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

Busing will display all busing information attached to the student. It will show the bus numbers, route, bus stops, and transportation information.

## Recommendations

Last Name	First	Middle	Def Ent	Age	G	Gr
1	AARONSONSCR	KRYSTINA	L	001	18 F	12
2	ADUSCR	SADIE	001	15 F	09	
3	ADUSCR	Simon	001	18 M	11	

Course	Course Description
NETWK2	Networking 2

Entity	School Year	Course	Course Description	Course Length	Recommended By
001	2014	NETWK2	Networking 2	S = SEMESTER	Katherine Prydesr

Recommendations (Web Applications>Educator Access Plus>Teacher Access>My Classes) allow you to view and/or select course recommendations for students when future scheduling. In order for course recommendations to be utilized, school administration must set up the Curriculum Master. Course Recommendations allow you to suggest specific course work for students that are enrolled in the selected class.

When you expand by a student's name, you will be able to see the Course Recommendation as well as the history of the Course Recommendation. You can individually attach a Course Recommendation by clicking on **Add Course Recommendation**.

Assign Course Recommendations for Simon ADUSCR

Class: Band I / 01 Band I

☐ Show Course Recommendations for All Entities

**Available Courses to Recommend in 2014**

- 3115 Wind Ensemble
- 3117 Wind Ensemble 3

**Recommended Courses in 2014**

- 3116 Wind Ensemble 2

Add All  
 Add  
 Remove  
 Remove All

Save

Select the Recommended Course and click **Save**.

## Modify for Entire Class

### Add Course Recommendation (454)

#### Assign Course Recommendations for All Selected Students

Class:

Band I / 01 Band I

☐ Show Course Recommendations for All Entities

#### Available Courses to Recommend in 2014

3115 Wind Ensemble  
3117 Wind Ensemble 3

Add All

Add

Remove

Remove All

#### Recommended Courses in 2014

3116 Wind Ensemble 2

#### Student Selection

##### Students in Band I / 01 Band I

Select	Last Name ▲	First	Middle	Def Ent	Age	G	Gr
1 <input checked="" type="checkbox"/>	AARONSONSCR	KRYSTINA	L	001	18	F	12
2 <input checked="" type="checkbox"/>	ADUSCR	SADIE		001	15	F	09
3 <input checked="" type="checkbox"/>	ADUSCR	Simon		001	18	M	11

Select All Students

Unselect All Students

3 records displayed

You will select the Recommended Course at the top of the screen and then select the students who will receive the Recommended Course at the bottom. After verifying the Course Recommendation and the students, you will click **Save**.

## Curriculum Map

**Curriculum Map Maintenance (93)**

Curriculum Map: **BAND 1** Unit: **Music History** (Weeks 25 to 30)

Show: [Descriptions](#) | [Explanations](#)

Skill(s)	
Learning Area: <b>Fine Arts</b>	Level: <b>1st Grade</b> Content: <b>Music Knowledge And Skills</b>
117.01.102.05	Relate music to history, to society, and to culture
117.01.102.06	Respond to and evaluates music and musical performance
Learning Area: <b>Fine Arts</b>	Level: <b>2nd Grade</b> Content: <b>Music Knowledge And Skills</b>
117.02.102.01	Describe and analyze musical sound and demonstrates musical artistry
117.02.102.02	Perform a varied repertoire of music

General Benchmark(s)		Key Concept(s)	
MUS. Students will gain a greater appreciation for the different eras of music (3 Proficient)		01. Understanding of the different musical time periods.	

Activity(s)	Assessment(s)	Resource(s)
01. Music Listening Journal	01. Music History Listening Assessment	01. Music History 101
02. Composition Activity		

Buttons: [Edit](#), [Print](#), [Add Map](#), [Delete Map](#), [Split Map](#), [Add Unit](#), [Delete Unit](#)

Curriculum Map (Web Applications>Educator Access Plus>Teacher Access>My Classes) allows you to view and add curriculum maps and/or units depending on whether the district has purchased the Curriculum Mapping module. The ability to add and modify curriculum maps will depend on the configuration of Curriculum Mapping. Curriculum Maps can display in Family/Student Access.

### Add Map

The Add Map allows you to create a new curriculum map. A curriculum map is the entire group of learning activities and goals for the content taught. Your course's full curriculum could be broken down into more than one map. Once the Curriculum Map is created, its contents are broken down into Map Units, which are the distinct topics taught within the class.

**Add Curriculum Map (56)**

\* Map Key:

\* Map Name:

Subject:

\* School Year Start:

\* School Year End:

[Check Spelling](#)

[Save](#)

Asterisk (\*) denotes a required field

- **\*\*Map Key** – Enter a code to identify the map.
- **\*\*Map Name** – Enter the Summary of the content of the map.
- **Subject** – Select a subject of the curriculum map.
- **\*\*School Year Start/End** – Select the start and end year of the curriculum map.

After entering the required fields, click **Save**.

## Add Unit

Add Unit allows you to create the distinct topics being taught within the course. Map Units would be used to break down the larger curriculum into smaller, more manageable pieces. A Map Unit can be as small as one day's learning activities or a group of activities which span a longer time frame.

**Add Curriculum Map Unit (27)**

Curriculum Map: BAND 1

\* Unit: Marching Band

\* Time Frame: Term 6

Explanation: Students will begin to learn the fundamentals of parade and field marching.

Asterisk (\*) denotes a required field

- **\*\* Unit** – Enter the name of the Map Unit.
- **\*\*Time Frame** – Select when this Map Unit will be covered. The options you see in the drop-down menu were created by the district.
- **Explanation** – The Explanation allows you to enter more information regarding the materials covered in the Map Unit.

After entering the required fields for the Map Unit, click **Save**.

**Curriculum Map Maintenance (63)**

Curriculum Map: BAND 1

Unit: Marching Band (Weeks 31 to 36)

Skill(s)

General Benchmark(s)

Key Concept(s)

Activity(s)

Assessment(s)

Resource(s)

No Skill(s) have been found for this Unit.

No General Benchmark(s) have been found for this Unit.

No Key Concept(s) have been found for this Unit.

No Activity(s) have been found for this Unit.

No Assessment(s) have been found for this Unit.

No Resource(s) have been found for this Unit.

Edit

Print

Add Map

Delete Map

Split Map

Add Unit

Delete Unit

You can add the Map Unit components by selecting the new Map Unit from the Unit drop-down menu.

## Edit

After the Map Unit has been selected from the drop-down menu, you will select **Edit**.

**Curriculum Map Maintenance (63)**

Curriculum Map: **BAND 1** Unit: **Marching Band** (Weeks 31 to 36)

Modify Settings on Map Modify Settings on Unit Show: Descriptions | Explanations

Attach Skill(s) View Mode

No Skill(s) have been found for this Unit.

Add General Benchmark(s) Add | Add Multiple Key Concept(s)

No General Benchmark(s) have been found for this Unit. No Key Concept(s) have been found for this Unit.

Add | Add Multiple Activity(s) Add | Add Multiple Assessment(s) Add | Add Multiple Resource(s)

No Activity(s) have been found for this Unit. No Assessment(s) have been found for this Unit. No Resource(s) have been found for this Unit.

Attach to Additional Curriculum Masters

## Modify Settings on Map

**Edit Curriculum Map (56)**

\* Map Key: **BAND 1**

\* Map Name: **BAND 1**

Subject: **14 - Other Electives**

\* School Year Start: **2012-13**

\* School Year End: **9998-99**

Check Spelling

Save

Asterisk (\*) denotes a required field

The Modify Settings on Map options allows you to edit all fields for the Curriculum Map.

## Modify Settings on Unit

**Edit Curriculum Map Unit (29)**

Curriculum Map: **BAND 1**

\* Unit: **Marching Band**

\* Time Frame: **Term 6**

Explanation: **Students will begin to learn the fundamentals of parade and field marching.**

Check Spelling

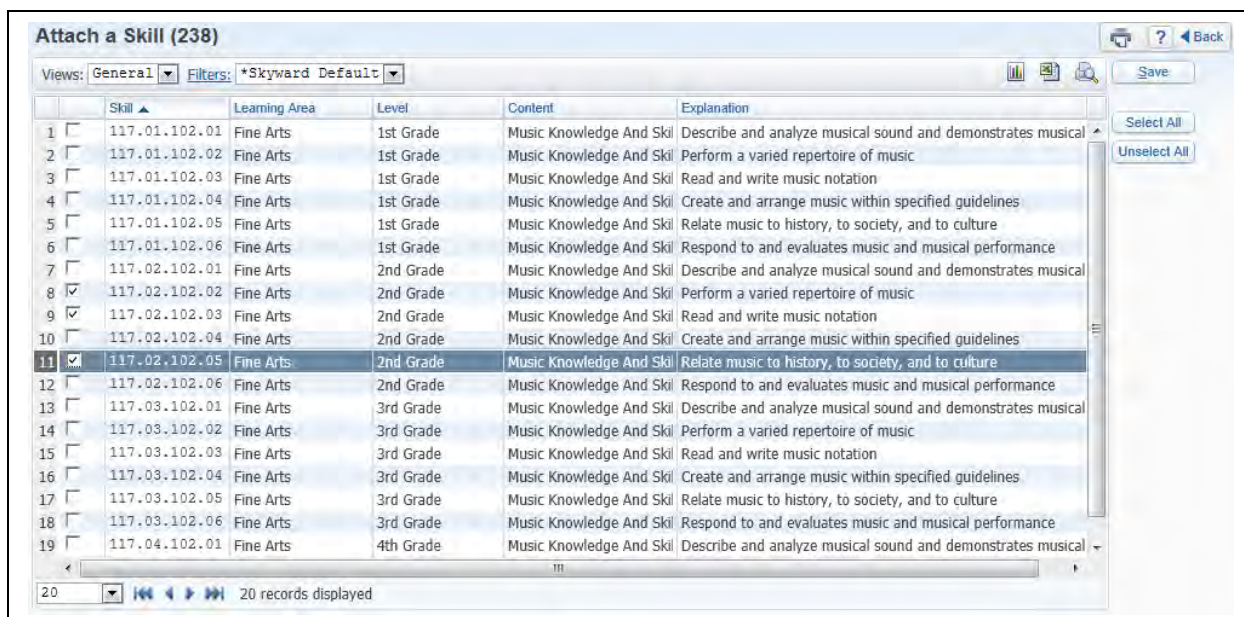
Save

Asterisk (\*) denotes a required field

The Modify Settings on Unit option allows you to edit all fields for the Curriculum Map Unit.



## Attach (Skills)

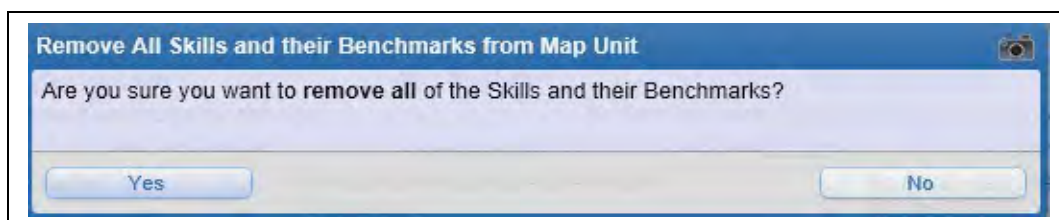


The Attach link in the Skills area allows you to attach Academic Standards to the Map Unit. The Academic Standards you see listed are based on the administrative setup of the Curriculum Master.

After selecting the Academic Standards/Skills, you will click on **Save**.

## Remove All (Skills)

The Remove All in the Skills area allows you to remove all of the Academic Standards/Skills attached to the Map Unit.



After you select **Remove All**, you will receive the above message. If you want to remove all of the Academic Standards/Skills, you will click **Yes**.



## View (Skills)

**Skill Maintenance (32)** Back

Standards Set: Texas Academic Standards

Learning Area: 117 Fine Arts

Level: 02 2nd Grade

Content: 102 Music Knowledge And Skills

Skill Key: 117.02.102 02

Summary: Perform a varied repertoire of music

**State Explanation**

Explanation: Perform a varied repertoire of music

**District Explanation**

Explanation: Perform a varied repertoire of music

The View next to the individual skill allows you to view additional information related to the selected Academic Standard/Skill.

## Remove (Skills)

The Remove next to the individual skill allows you to remove the Academic Standard/Skill attached to the Map Unit.

**Remove Skill from Map Unit**

Are you sure you want to remove this Skill (117.02.102.02)?

Yes No

After you select **Remove**, you will receive the above message. If you want to remove the Academic Standard/Skill, you will click **Yes**.

## Add Benchmark (Skills)

**Add Benchmark (30)**

\* Display Code: 1

\* Benchmark Type: Add a Freeform Benchmark

\* Description: Explain 2 different genres of music

Explanation: Explain 2 different genres of music.

Mastery Level: 3 Proficient

Check Spelling

Save

Asterisk (\*) denotes a required field

The Add Benchmark area allows you to create a benchmark for the selected Academic Standard/Skill.

- **\*\*Display Code** – This allows you to determine the code value that will display when viewing the Academic Standard/Benchmark.
- **\*\*Benchmark Type** – Select the Benchmark Type from the drop-down menu.
- **\*\*Description** – Enter a description of the Benchmark.
- **Explanation** – Enter additional information related to the Benchmark.
- **Mastery Level** – This allows you to select the mastery level of the Benchmark. The options you see in the drop-down menu were created by the district.

After the required Benchmark options have been added, click **Save**.

## Add (General Benchmarks)

**Add General Benchmark (27)**

\* Display Code: 01

\* Description: March in step

Explanation: Student will march in step while in parade formation.

Mastery Level: 3 Proficient

Asterisk (\*) denotes a required field

The Add in the General Benchmarks area allows you to create benchmarks for measuring student performance.

- **\*\*Display Code** – This allows you to determine the code value that will display when viewing the Academic Standard/Benchmark.
- **\*\*Description** – Enter a description of the Benchmark.
- **Explanation** – Enter additional information related to the Benchmark.
- **Mastery Level** – This allows you to select the mastery level of the Benchmark. The options you see in the drop-down menu were created by the district.

After the Benchmark fields have been selected/added, click **Save**.

## Edit (General Benchmarks)

**Edit General Benchmark (30)**

\* Display Code: 01

\* Description: March in step

Explanation: Student will march in step while in parade formation.

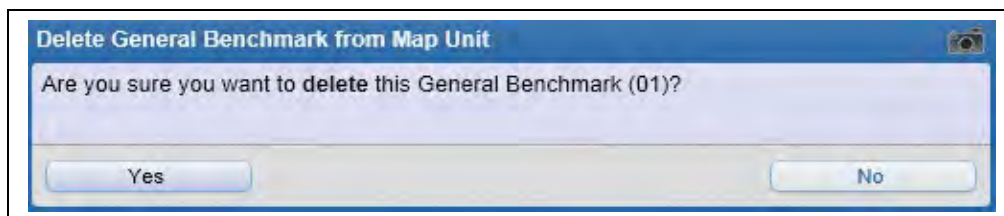
Mastery Level: 3 Proficient

Asterisk (\*) denotes a required field

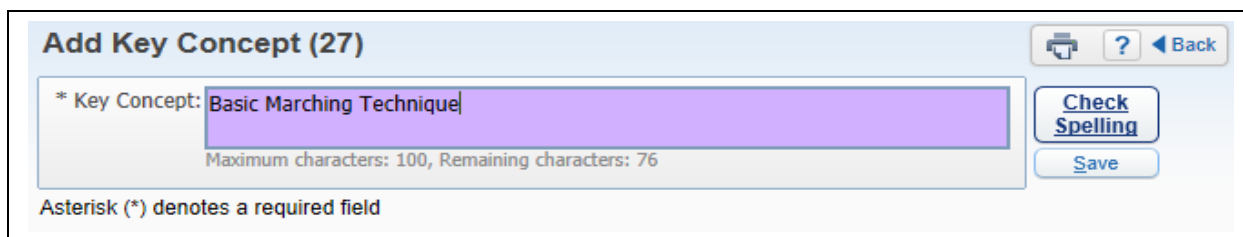
The Edit allows you to edit all fields for the Curriculum Map Unit.

**Delete (General Benchmarks)**

The Delete allows you to remove the General Benchmark attached to the Map Unit.



After you select **Delete**, you will receive the above message. If you want to remove the General Benchmark, you will click **Yes**.

**Add (Key Concepts)**A screenshot of a web form titled "Add Key Concept (27)". The form has a light blue header. Below the header is a text input field with the label "\* Key Concept:" and the text "Basic Marching Technique". Below the input field, it says "Maximum characters: 100, Remaining characters: 76". To the right of the input field are three buttons: a printer icon, a question mark icon, and a "Back" button. Below the input field are two buttons: "Check Spelling" and "Save". At the bottom of the form, it says "Asterisk (\*) denotes a required field".

Add will allow you define the objectives you will be covering during the Map Unit.

## Add Multiple (Key Concepts)

The screenshot shows a web form titled "Add Multiple Key Concept(s) (26)". It includes a printer icon, a help icon (?), and a "Back" button. The "Information:" section explains that multiple key concepts can be added at once by copying/pasting or typing, with a note about carriage returns. On the right are "Check Spelling" and "Save" buttons. The main area is a large purple text box labeled "Add New Key Concept Records Below: ?" containing the text: "Experience marching a drill on field.", "Learn basic marching techniques.", and "Ability to read drill charts.". At the bottom, there is a checkbox "Remove Numbering from Each Entry ?" and a text input field "Text to Remove from the Beginning of Each Entry: ?".

The Add Multiple section allows you to create multiple Key Concepts at one time. You can either copy/paste the Key Concepts from an existing document or manually type the Key Concepts. You must have at least one carriage return between Key Concepts.

### Remove Numbering from Each Entry

This option will automatically remove any numbers entered at the beginning of each Key Concept.

### Text to Remove from the Beginning of Each Entry

This option will automatically remove a specific text from the beginning of each Key Concept.

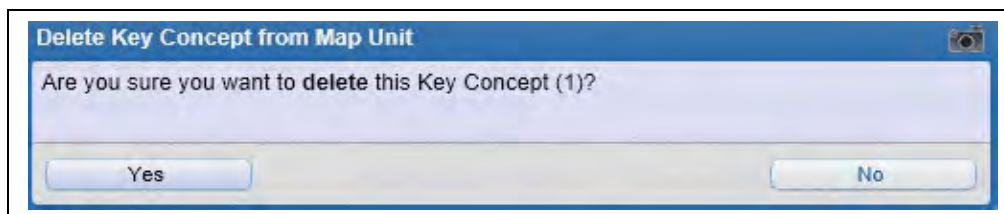
## Edit (Key Concepts)

The screenshot shows a web form titled "Edit Key Concept (28)". It includes a printer icon, a help icon (?), and a "Back" button. The main input field is labeled "\* Key Concept:" and contains the text "Basic Marching Technique". Below the field is a character count: "Maximum characters: 100, Remaining characters: 76". On the right are "Check Spelling" and "Save" buttons. At the bottom, a note states "Asterisk (\*) denotes a required field".

The Edit allows you to modify the selected Key Concept.

**Delete (Key Concepts)**

The Delete allows you to remove the selected Key Concept from the Map Unit.



After you select **Delete**, you will receive the above message. If you want to remove the Key Concept, you will click **Yes**.

**Blue Arrows (Key Concepts)**

The Blue Arrows to the left of the Key Concept allow you to change the order in which the Key Concepts display.

**Add (Activity)**A screenshot of a web-based form titled "Add Activity (27)". The form has a light blue header bar with the title and a small camera icon in the top right corner. Below the header, the main area is light blue and contains several fields and buttons. The "Description" field is highlighted in green and contains the text "Drill Chart Reading". The "Explanation" field is also highlighted in green and contains the text "Student will begin to understand how to read a drill chart and it flows between charts." Below the "Explanation" field, there are two buttons: "View Attached File" and "Remove Attached File". To the right of the form, there are three buttons: "Check Spelling", "Save", and "Back". At the bottom of the form, there is a note: "Asterisk (\*) denotes a required field".

Add allows you to create an activity for the Map Unit. The Activity is what students will be completing to work toward mastery of the materials outlined in the Map Unit.

- **\*\*Description** – Enter a description of the activity.
- **Explanation** – This allows you to enter more information related to the Activity for the Map Unit.
- **Attachment** – This allows you to place an attachment to the Activity. You will browse to the location of the file and upload the file.

After the required fields have been completed, you will click **Save**.

## Add Multiple (Activity)

**Add Multiple Activity(s) (27)**

**Information:**  
This process allows you to add **multiple Activity(s)** at once by either copying/pasting the Activity(s) from a document into the space below or by manually typing in the Activity(s).  
**Note:** There must be at least 1 carriage return (*the Enter key*) between each Activity in order for the process to recognize them as separate Activity(s). A single Activity cannot have a carriage return within it, as the process will then treat it as multiple Activity(s).

**Add New Activity Records Below:** ?

Parade march in school parking lot.  
Perform music while marching in place.

☒ Remove Numbering from Each Entry ?      Text to Remove from the Beginning of Each Entry:  ?

[Check Spelling](#)  
[Save](#)

The Add Multiple section allows you to create multiple Activities at one time. You can either copy/paste the Activities from an existing document or manually type the Activity. You must have at least one carriage return between Activities.

### Remove Numbering from Each Entry

This option will automatically remove any numbers entered at the beginning of each Activity.

### Text to Remove from the Beginning of Each Entry

This option will automatically remove a specific text from the beginning of each Activity.

## Edit (Activity)

**Edit Activity (30)**

\* **Description:** Drill Chart Reading

**Explanation:** Student will begin to understand how to read a drill chart and it flows between charts.

**Attachment:** [View Attached File](#) [Remove Attached File](#)

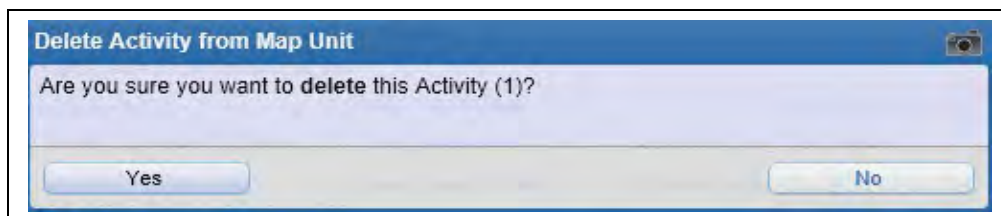
[Check Spelling](#)  
[Save](#)

Asterisk (\*) denotes a required field

The Edit allows you to modify the selected Activity.

**Delete (Activity)**

The Delete allows you to remove the selected Activity from the Map Unit.



After you select **Delete**, you will receive the above message. If you want to remove the Activity, you will click **Yes**.

**Blue Arrows (Activity)**

The Blue Arrows to the left of the Activity allow you to change the order in which the Activities display.

**Add (Assessments)**A screenshot of a web-based form titled "Add Assessment (27)". The form has a light blue header bar with the title and icons for print, help, and back. The main body is white and contains several fields: a "Description" field with the text "Perform simple drill chart", an "Explanation" field with the text "Perform simple drill chart without playing instrument.", and an "Attachment" field with two buttons: "View Attached File" and "Remove Attached File". To the right of the form, there are three buttons: "Check Spelling", "Save", and "Back". At the bottom left, there is a note: "Asterisk (\*) denotes a required field".

Add will allow you to determine how students will be monitored in working toward the mastery level of the benchmarks.

- **\*\*Description** – Enter a description of the Assessment.
- **Explanation** – This allows you to enter more information related to the Assessment for the Map Unit.
- **Attachment** – This allows you to place an attachment to the Assessment. You will browse to the location of the file and upload the file.

After the required fields have been completed, you will click **Save**.



## Add Multiple (Assessments)

**Add Multiple Assessment(s) (27)**

**Information:**  
This process allows you to add **multiple Assessment(s)** at once by either copying/pasting the Assessment(s) from a document into the space below or by manually typing in the Assessment(s).

**Note:** There must be at least 1 carriage return (*the Enter key*) between each Assessment in order for the process to recognize them as separate Assessment(s). A single Assessment cannot have a carriage return within it, as the process will then treat it as multiple Assessment(s).

**Add New Assessment Records Below: ?**

Perform marching drill while playing instrument.  
March in parade formation observing for accuracy

☒ Remove Numbering from Each Entry ?      Text to Remove from the Beginning of Each Entry: ?

[Check Spelling](#)  
[Save](#)

The Add Multiple section allows you to create multiple Assessments at one time. You can either copy/paste the Assessments from an existing document or manually type the Assessment. You must have at least one carriage return between Assessments.

### Remove Numbering from Each Entry

This option will automatically remove any numbers entered at the beginning of each Assessment.

### Text to Remove from the Beginning of Each Entry

This option will automatically remove a specific text from the beginning of each Assessment.

## Edit (Assessments)

**Edit Assessment (30)**

\* Description: Perform simple drill chart  
Explanation: Perform simple drill chart without playing instrument.

Attachment: [View Attached File](#) [Remove Attached File](#)

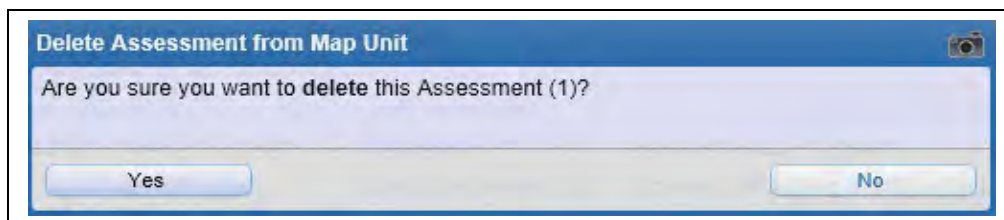
Asterisk (\*) denotes a required field

[Check Spelling](#)  
[Save](#)

The Edit allows you to modify the selected Assessment.

**Delete (Assessments)**

The Delete allows you to remove the selected Assessment from the Map Unit.



After you select **Delete**, you will receive the above message. If you want to remove the Assessment, you will click **Yes**.

**Blue Arrows (Assessments)**

The Blue Arrows to the left of the Assessment allow you to change the order in which the Assessments display.

**Add (Resources)**A screenshot of a web-based form titled "Add Resource (37)". The form has a light blue header bar with the title. In the top right corner of the header bar, there are three icons: a printer, a question mark, and a "Back" button. The main form area is white and contains several fields and buttons. On the left, there are three required fields marked with an asterisk: "\* Type:" with a dropdown menu showing "DVD - DVD"; "\* Description:" with a text input field containing "Watch Drum Corp"; and "\* Explanation:" with a larger text area containing "Watch Drum Corp performance to demonstrate the drill chart concept". Below these fields, there is an "\* Attachment:" label followed by two buttons: "View Attached File" and "Remove Attached File". On the right side of the form, there are three buttons: "Check Spelling", "Save", and a "Back" button. At the bottom left of the form, there is a note: "Asterisk (\*) denotes a required field".

- **\*\*Type** – Select the type of resources you will be using for the Activities.
- **\*\*Description** – Enter a description of the Resource.
- **Explanation** – This allows you to enter more information related to the Resource for the Map Unit.
- **Attachment** – This allows you to place an attachment to the Resource. You will browse to the location of the file and upload the file.

## Add Multiple (Resources)

**Add Multiple Resource(s) (37)** [Print] [?] [Back]

**Information:**  
This process allows you to add **multiple Resource(s)** at once by either copying/pasting the Resource(s) from a document into the space below or by manually typing in the Resource(s).

**Note:** There must be at least 1 carriage return (*the Enter key*) between each Resource in order for the process to recognize them as separate Resource(s). A single Resource cannot have a carriage return within it, as the process will then treat it as multiple Resource(s).

**Add New Resource Records Below:** [?]

\* Resource Type: OTHER - Other

Drill Chart for upcoming Marching season  
Music for Marching season

☒ Remove Numbering from Each Entry [?]      Text to Remove from the Beginning of Each Entry: [?]

Asterisk (\*) denotes a required field

[Check Spelling] [Save]

The Add Multiple area allows you to create multiple Resources at one time. You can either copy/paste the Resources from an existing document or manually type the Resource. You must have at least one carriage return between Assessments. The selected Resource Type will apply to all Resources entered.

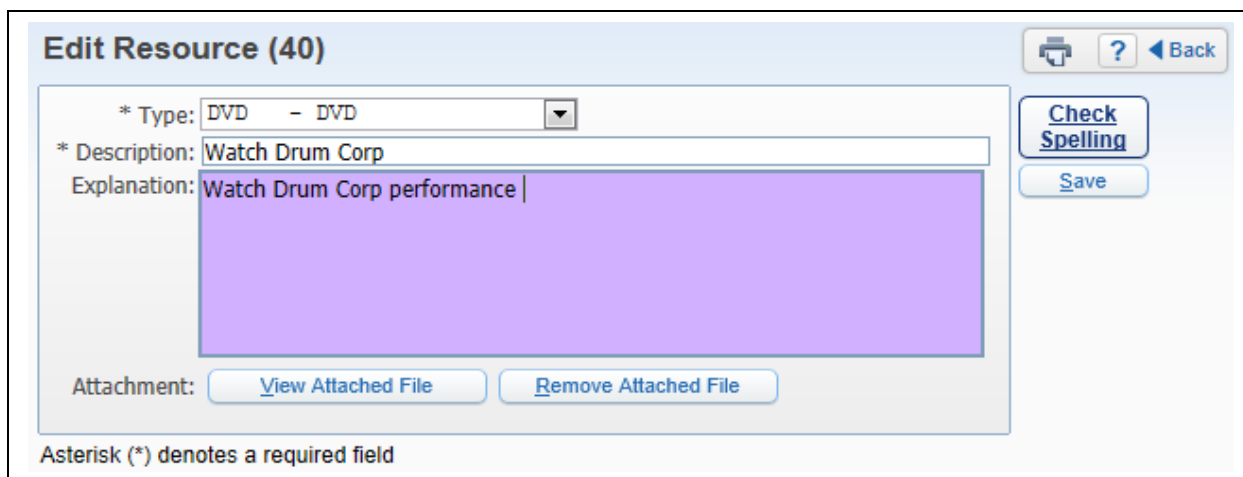
### Remove Numbering from Each Entry

This option will automatically remove any numbers entered at the beginning of each Resource.

### Text to Remove from the Beginning of Each Entry

This option will automatically remove a specific text from the beginning of each Resource.

## Edit (Resources)



The screenshot shows a web form titled "Edit Resource (40)". At the top right are icons for printing, help, and a back button. The form contains the following fields and buttons:

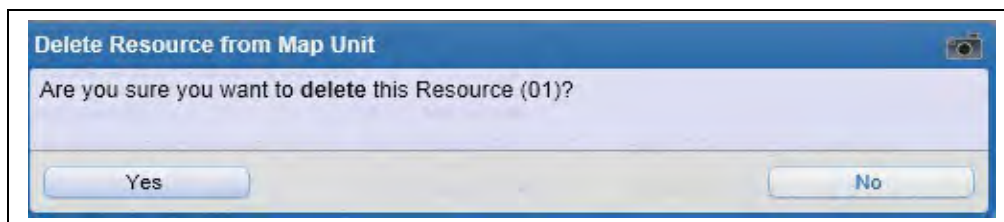
- \* Type: A dropdown menu currently showing "DVD - DVD".
- \* Description: A text input field containing "Watch Drum Corp".
- Explanation: A large text area containing "Watch Drum Corp performance |".
- Attachment: Two buttons, "View Attached File" and "Remove Attached File".
- Check Spelling: A button.
- Save: A button.

Asterisk (\*) denotes a required field

The Edit allows you to modify the selected Resource.

## Delete (Resources)

The Delete allows you to remove the selected Resource from the Map Unit.



The screenshot shows a dialog box titled "Delete Resource from Map Unit". It contains the text: "Are you sure you want to delete this Resource (01)?". At the bottom are two buttons: "Yes" and "No".

After you select **Delete**, you will receive the above message. If you want to remove the Resource, you will click **Yes**.

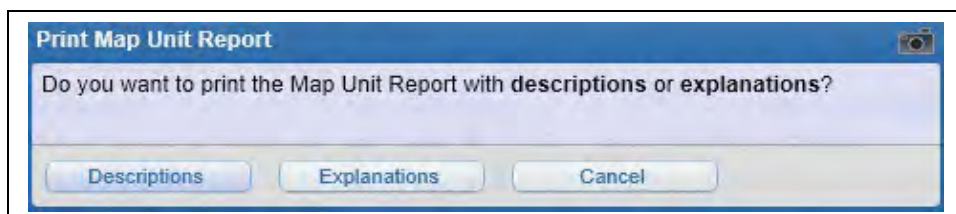
## Blue Arrows (Resources)

The Blue Arrows to the left of the Resources allow you to change the order in which the Resources display.

## View Mode

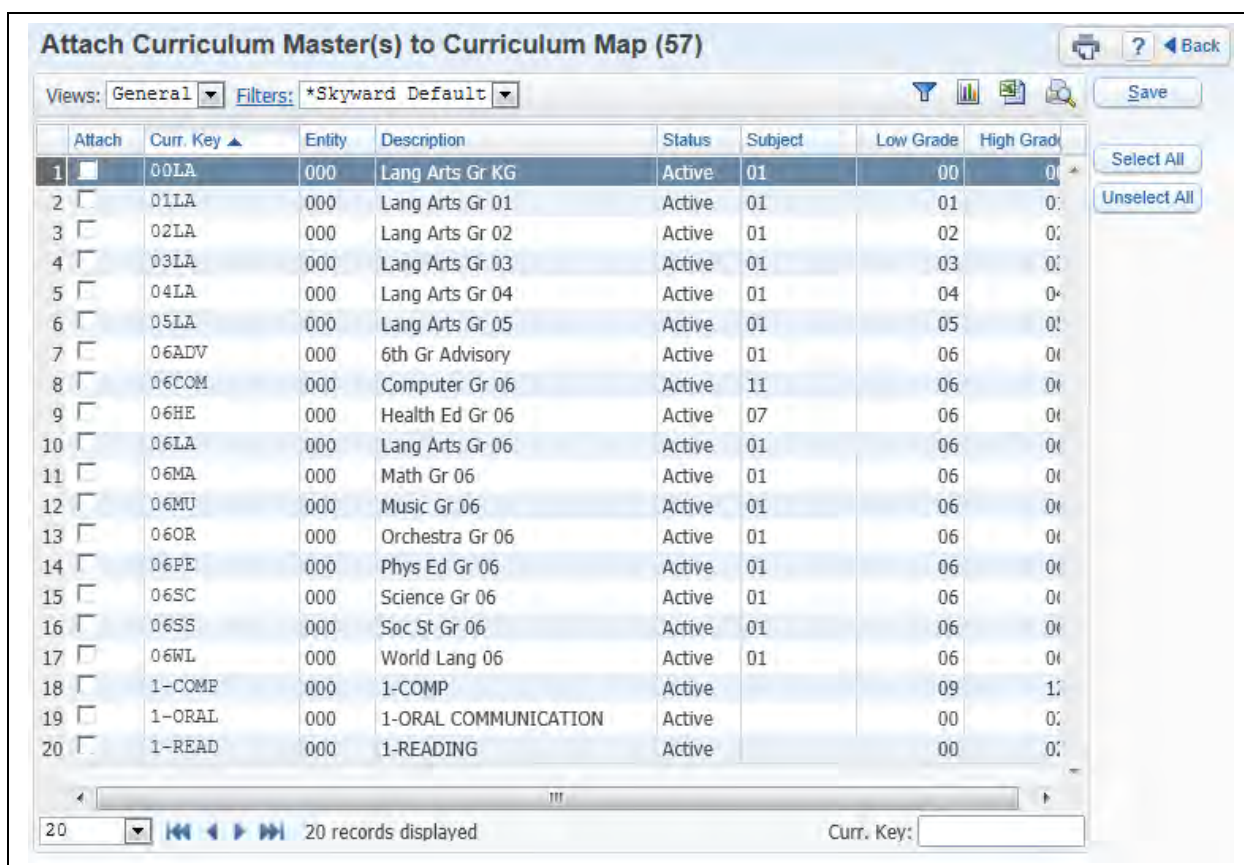
The View Mode returns you to the Curriculum Mapping screen where you cannot directly edit the Map Unit. You will select this option once you have completed the modifications to the Curriculum Map Unit.

## Print



You will print by either selecting **Descriptions** or **Explanations**. Selecting the option will determine what information will display on the report.

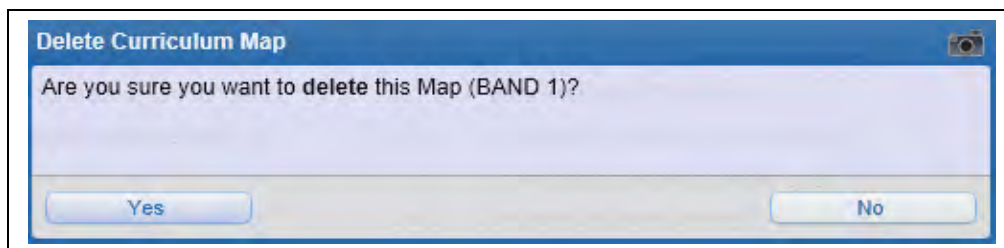
## Attach to Additional Curriculum Masters



This option allows you to attach the current Curriculum Map to additional curriculum masters; the curriculum master is attached to the course.

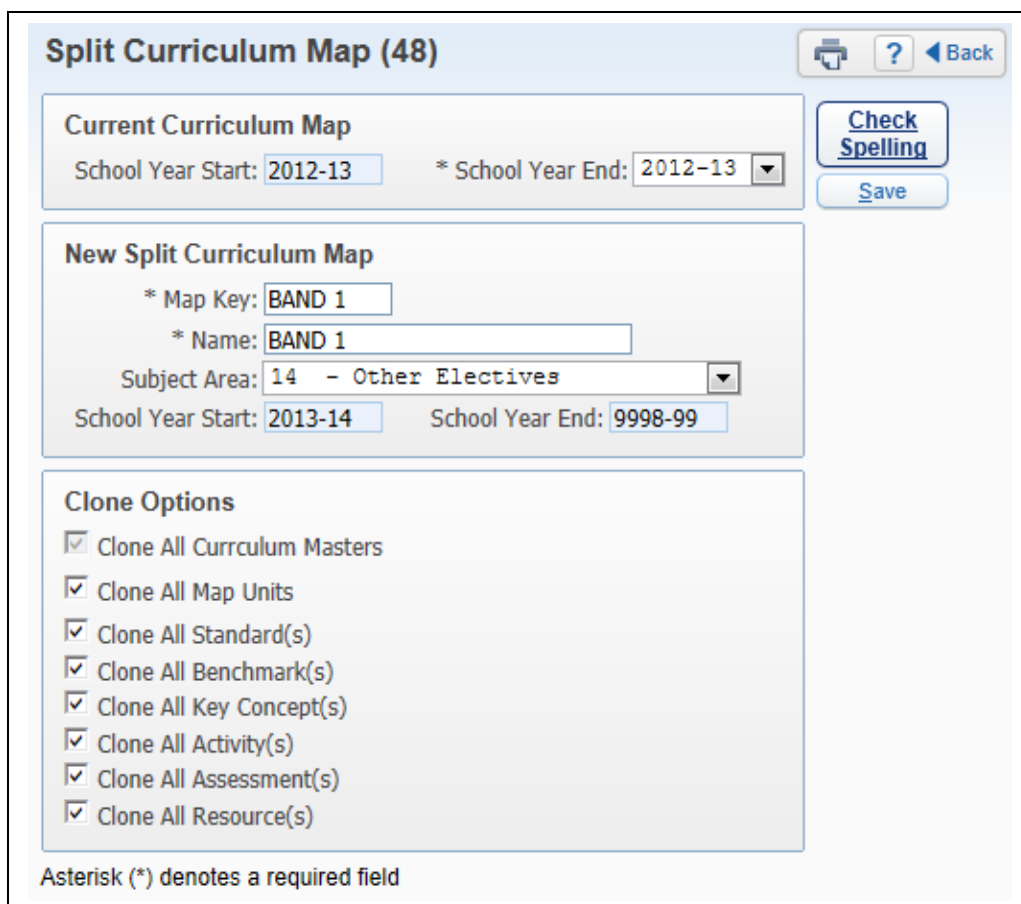
## Delete Map

The Delete Map option allows you to remove the selected Curriculum Map.



After you select **Delete**, you will receive the above message. If you want to remove the Curriculum Map, you will click **Yes**.

## Split Map

A screenshot of a web-based form titled "Split Curriculum Map (48)". The form has a light blue header bar with the title and icons for print, help, and back. The form is divided into three main sections. The first section, "Current Curriculum Map", contains fields for "School Year Start" (2012-13) and "\* School Year End" (2012-13), along with "Check Spelling" and "Save" buttons. The second section, "New Split Curriculum Map", contains fields for "\* Map Key" (BAND 1), "\* Name" (BAND 1), "Subject Area" (14 - Other Electives), "School Year Start" (2013-14), and "School Year End" (9998-99). The third section, "Clone Options", contains a list of checkboxes, all of which are checked: "Clone All Curriculum Masters", "Clone All Map Units", "Clone All Standard(s)", "Clone All Benchmark(s)", "Clone All Key Concept(s)", "Clone All Activity(s)", "Clone All Assessment(s)", and "Clone All Resource(s)". At the bottom, a note states "Asterisk (\*) denotes a required field".

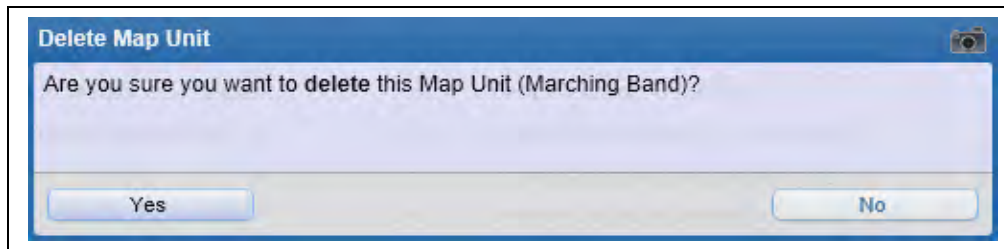
The Split Map allows you to create another map using the units already set up. This allows you to end one Curriculum Map to begin a new Curriculum Map with modifications. This option is used to historically track changes to the Curriculum Map.

- **Current Curriculum Map** – This allows you to enter an end date for the selected Curriculum Map.

- **New Split Curriculum Map** – This allows you to make modifications to the Curriculum Map information. The Start School year is based on the school year selected in the "Current School Year End."
- **Clone Options** – Select the information you would like to clone to the new Curriculum Map.

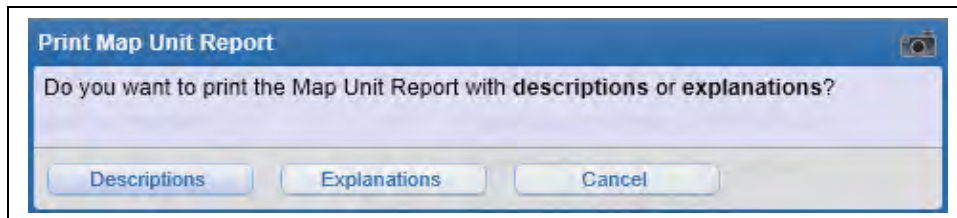
### Delete Unit

The Delete Unit will remove the selected Map Unit.



After you select **Delete Unit**, you will receive the above message. If you want to remove the Map Unit, you will click **Yes**.

### Print



You will print by either selecting **Descriptions** or **Explanations**. When you select either option, it will determine what information will display on the report.

## Reports

[Attendance Reports](#)  
[Secondary Gradebook Reports](#)  
[Standards Gradebook Reports](#)  
[Class Information](#)  
[Grade Proof Sheet](#)  
[Secondary Trend Grading](#)  
[Standards Trend Grading](#)

## General Report Information



Any report that you generate will display on the screen first and then you can choose to send it to the printer.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.



This is a sample of the screen you will see after selecting a report. You can then select the options for the information for the report. We will cover all of the options for each specific report.

## Report Range Template

Report Templates

My Print Queue
 Back

Student:  
 Band I / 01 Prd:1 Band I - MARILEE ANDREASCR  
 Report: Progress Detail

Seq #	Report Template Name
900	- Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals
910	- Curr Term;No Count;Comments;Sig;Attn Totals
920	- Curr Term;No Count;Ungraded;Comments;Sig;No Attn
930	- Curr Term;No Count;Comments;Sig;No Attn

Save current report ranges as a new Report Range Template

Use Template for Report Ranges

Clone Template

If you would like to use the same report parameters multiple times, you will select the option of Report Range Template. Each of the reports you see listed are a separate template and each have a unique sequence number. Sequence numbers beginning with 900 are Skyward created templates and no modifications can be made to the template. Reports with a sequence number of 800 are templates created by administration of the entity. Any report template beginning with 10 is a template you have created.

## Save Current Report Ranges as a New Report Range Template

This option will allow you to create a new template based on the ranges you selected on the prior screen.

Report Templates

My Print Queue
 Back

Save current Report Ranges as a Report Range Template.

Sequence #: 

Save

Report Template Name: 

Back

After clicking **Save current report ranges as new Report Range Template**, you will need to enter the Report Template Name. This name will not print on the report. Once you enter the report name, click **Save**.

The Report Template will now display in the list of Report Templates for the selected Report.

## Use Template for Report Ranges

This option allows you to use the ranges established in the template to generate the report.

## Clone Template

The Clone Template allows you to clone a template to make it your own.

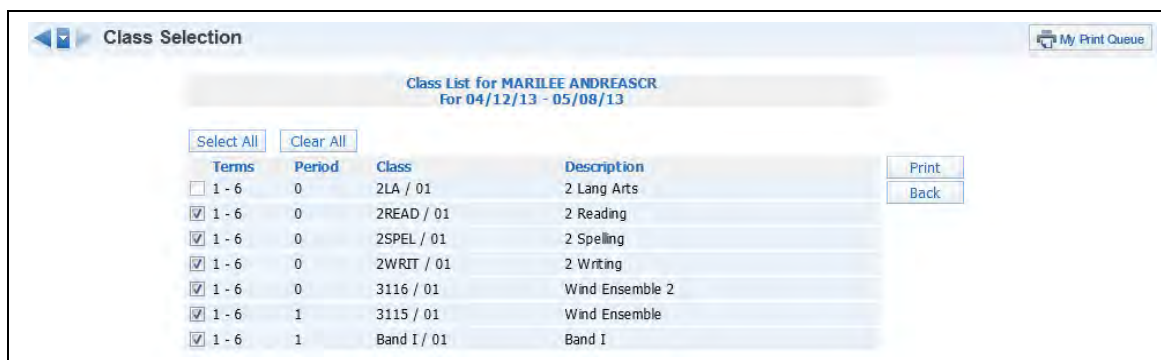
## Restore Defaults

The Restore Defaults option sets the options back to the Skyward defaults.

## View Report for All Students

The View Report for All Students will generate information for the entire class.

## Select Classes to View Report



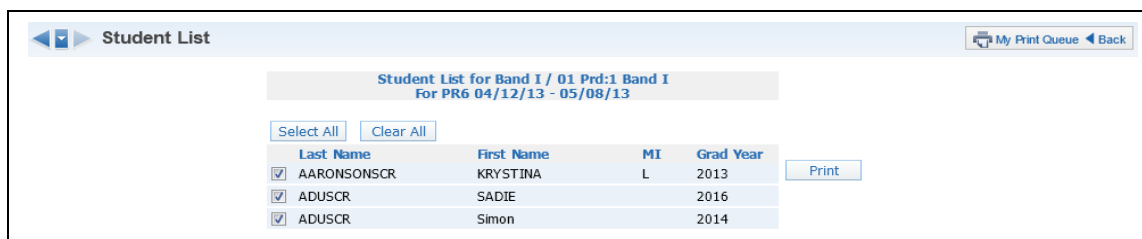
The screenshot shows the 'Class Selection' window. At the top, it says 'Class List for MARILEE ANDREASCR For 04/12/13 - 05/08/13'. Below this, there are 'Select All' and 'Clear All' buttons. A table lists the following classes:

Terms	Period	Class	Description
<input type="checkbox"/> 1 - 6	0	2LA / 01	2 Lang Arts
<input checked="" type="checkbox"/> 1 - 6	0	2READ / 01	2 Reading
<input checked="" type="checkbox"/> 1 - 6	0	2SPEL / 01	2 Spelling
<input checked="" type="checkbox"/> 1 - 6	0	2WRIT / 01	2 Writing
<input checked="" type="checkbox"/> 1 - 6	0	3116 / 01	Wind Ensemble 2
<input checked="" type="checkbox"/> 1 - 6	1	3115 / 01	Wind Ensemble
<input checked="" type="checkbox"/> 1 - 6	1	Band I / 01	Band I

On the right side of the table, there are 'Print' and 'Back' buttons. At the top right of the window, there is a 'My Print Queue' button.

The Select Classes to View Report allows you to generate the report for multiple classes.

## Select Students to View Report



The screenshot shows the 'Student List' window. At the top, it says 'Student List for Band I / 01 Prd:1 Band I For PR6 04/12/13 - 05/08/13'. Below this, there are 'Select All' and 'Clear All' buttons. A table lists the following students:

Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/> AARONSONSCR	KRYSTINA	L	2013
<input checked="" type="checkbox"/> ADUSCR	SADIE		2016
<input checked="" type="checkbox"/> ADUSCR	Simon		2014

On the right side of the table, there is a 'Print' button. At the top right of the window, there are 'My Print Queue' and 'Back' buttons.

The Select Students to View Report allows you to select the students who will print on the report.

## Attendance Reports

Detail Report

Summary Report by Class

### Attendance Report – Detail Report

The Detail Report for attendance can display the days and periods that a student was not in attendance. It will also show the breakdown of the absence categories consisting of Excused, Unexcused, Tardy, and Other.

The screenshot shows the 'Attendance Detail Report' interface. At the top, there's a title bar with navigation arrows and the text 'Attendance Detail Report'. To the right is a 'My Print Queue' button with a printer icon and a 'Back' button. Below the title bar, a subtitle reads 'Attendance Detail Report for Band I / 01 Prd:1 Band I'. There are two buttons: 'View Report for All Students' and 'Select Students to View Report'. The main section is titled 'Report Ranges' and contains two options: 'Display Attendance for Term' (unchecked) and 'Display Attendance for Date Range' (checked). The 'Current Term' is set to '04/12/2013 - 05/08/2013'. Under 'Display Attendance for Date Range', there are two rows of date pickers. The first row is 'On or After' with a calendar icon, 'Sep', '09', '2005', and a right arrow pointing to 'Fri, Sep 9 2005'. The second row is 'On or Before' with a calendar icon, 'Sep', '30', '2005', and a right arrow pointing to 'Fri, Sep 30 2005'. To the right of these options are two buttons: 'Report Range Templates' and 'Restore Defaults'. Below the 'Report Ranges' section is an 'Absence Types' section, followed by an 'Options' section with two checkboxes: 'Insert page break after each student' (unchecked) and 'Print only attendance totals' (unchecked).

### Report Ranges

- **Display Attendance for Term** – Select the term for which you want attendance to print.
- **Display Attendance for Date Range** – Enter the specific date range of the attendance.

- **Absence Types** – Verify the absence types you want to print on the report. All absence types default to being selected.

**Absence Types (55)**

Absence Type Selection - 001 Entity (001) Grades 9 to 12

**Available Excused Types**

**Selected Excused Types**

D - DAEP  
E - EXCUSED  
G - Excused Absence  
I - ISS  
M - MANDATORY TESTING

**Available Unexcused Types**

**Selected Unexcused Types**

1 - Rainy Day  
A - ABSENT  
B - OSS  
H - IAES  
J - TEACHER ABSENCE

**Available Tardy Types**

**Selected Tardy Types**

L - LATE - TEACHER ENTRY  
T - TARDY

**Available Other Types**

**Selected Other Types**

C - COLLEGE DAY  
F - SCHOOL TRIP  
K - Medical Absence Homebound  
N - NO SHOW  
O - OTHER

### Options

- **Insert page break after each student** – This option allows a separate attendance report for each student.
- **Print only attendance totals** – This option will only show the number of times the student has each absence category of Excused, Unexcused, Tardy, and Other.

## Attendance Report – Summary Report by Class

The Summary Report by Class will show an attendance breakdown by weeks for students in your class.

The screenshot shows the 'Attendance Summary Report By Class' window. At the top, there are navigation arrows and a title bar. Below the title bar, there's a subtitle 'Attendance Summary Report By Class for Band I / 01 Prd:1 Band I'. Two buttons are present: 'View Report for All Students' and 'Select Classes to View Report'. The 'Report Ranges' section has two options: 'Display Attendance for Term' (unchecked) and 'Display Attendance for Date Range' (checked). The 'Current Term' is set to '04/12/2013 - 05/08/2013'. The 'Date Range' section shows 'Start: Nov 19 2007' and 'End: Dec 21 2007'. The 'Absence Types' section has a tab labeled 'Absence Types'. The 'Options' section includes 'Id Display' (Student ID, Internal ID, Name Key, None) and three checkboxes: 'Print for Class Scheduled Days', 'Show Entered Attendance Only', and 'Print multiple meets as one class'. On the right side, there are three buttons: 'Report Range Templates', 'Restore Defaults', and 'My Print Queue Back'.

### Report Ranges

- **Display Attendance for Term** – Select the term for which you want attendance to print.
- **Display Attendance for Date Range** – Enter the specific date range of the attendance.
- **Absence Types** – Verify the absence type(s) you want to print on the report. All absence types default to being selected. The absence types you see listed are set up by administration in the entity.

**Absence Types (55)**

Absence Type Selection - 001 Entity (001) Grades 9 to 12

**Available Excused Types**

**Selected Excused Types**

D - DAEP  
E - EXCUSED  
G - Excused Absence  
I - ISS  
M - MANDATORY TESTING

**Available Unexcused Types**

**Selected Unexcused Types**

1 - Rainy Day  
A - ABSENT  
B - OSS  
H - IAES  
J - TEACHER ABSENCE

**Available Tardy Types**

**Selected Tardy Types**

L - LATE - TEACHER ENTRY  
T - TARDY

**Available Other Types**

**Selected Other Types**

C - COLLEGE DAY  
F - SCHOOL TRIP  
K - Medical Absence Homebound  
N - NO SHOW  
O - OTHER

## Options

- **ID Display**

Student ID - ID set up by the district

Internal ID - ID that is automatically given to the student by the program

Name Key - Every person entered into Skyward has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example - Mary Smith would be Smithmar000)

- **Print for Class Scheduled Days** - Attendance will display for only the days the class is scheduled to meet.
- **Show Entered Attendance Only** - If you wish to display a + sign in the attendance columns when a student was present, you will leave this option unchecked. If you want to only see the indicators on the report if the student has absence or tardy information entered, check the Show Entered Attendance Only option.
- **Print multiple meets as one class** - Multiple meets would be a class meeting for multiple class periods. (Example - class meeting 1<sup>st</sup> and 2<sup>nd</sup> periods of the day would be a class that has multiple meets)

## Secondary Gradebook Reports

[Grade Sheet Report](#)  
[Assignment Listing by Student](#)  
[Assignment Master Report](#)  
[Missing Assignment](#)  
[Email Progress Report](#)  
[View Emailed Reports](#)  
[Category Summary Report](#)  
[Online Assignment Analysis Report](#)  
[Benchmark Score Results](#)  
[Progress Detail](#)  
[Enhanced Multi-Class Progress Report](#)  
[Progress Summary](#)  
[Multi-Class Progress Report](#)  
[Partial Progress Detail Report](#)  
[Partial Progress Summary Report](#)  
[Partial Progress Multi-Class Progress Report](#)

## Grade Sheet Report

The Grade Sheet Report will print a spreadsheet like display of student assignments and scores along with an optional assignment legend. This report can be used as a hard copy of the Gradebook. You can also run this report as a blank grid with the student's name displaying on the left side of the report.

**Grade Sheet Report** My Print Queue Back

Select Parameters for Grade Sheet Report for Band I / 01 Prd:1 Band I

[View Report for All Students](#)
[Select Classes to View Report](#)
[Select Students to View Report](#)
[Export to Excel](#)
[Blank Sheet](#)

**Assignments**

☐ Display Grades and Assignments for Term  
 Current Term : 04/12/2013 - 05/08/2013

☒ Display Grades and Assignments for Date Range  
 Start:  Aug 15 2006 **Tue, Aug 15 2006**  
 End:  Sep 22 2006 **Fri, Sep 22 2006**

**Options**

**Student Options:**  
☐ Show Student Name  
☐ Show Student ID  
**Sort Students:**  
☒ Use Gradebook Sort Order  
☐ Random

**Assignment Options:**  
☐ Show Assignments  
☐ Show Max Score  
☐ Show Average Score  
☐ Show Absent Indicator  
**Assignment Legend Options:**  
☒ Show at Bottom of Each Page  
☐ Show on Separate Page  
☐ Don't Show at All

**Term Options:**  
☐ Show Term Grade Marks  
☐ Show Term Grade Percent  
**Special Code Options:**  
☐ Show All  
☒ Show as Gradebook  
☐ Show None  
**Other Display Options:**  
 Font Size 10  
☐ Show Signature Line

Number of Assignments per Page: 19      Number of Students per Page: 25

**Free Form Header**

Label 1:

Label 2:

**Free Form Footer**

Label 1:

Label 2:

Label 3:

Label 4:

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.



**Assignments**

- **Display Grades and Assignment for Term** – Select the term for which you want grade information to print.
- **Display Grades and Assignments for Date Range** – Enter the specific date range of the grade information.

**Student Options** – Select if you want the student's name and/or student ID to display on the report.

**Sort Students** – Select if you want the students to display in a random order or in the order displayed in the Gradebook. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort students in a random sort order while showing only the student ID.

**Assignment Options**

Select the assignment information you want to display on the report.

- **Show Assignments**
- **Show Max Score** – Displays the Max Score at the bottom of each assignment column.
- **Show Average Score** – Displays the Average Score at the bottom of each assignment column.
- **Show Absent Indicator** – Displays an absence column for each assignment whether or not a student was absent.

**Assignment Legend Options**

Select this option if you would like an assignment legend to print and to choose where the legend will display.

**Term Options**

You can select if you want the Term Grade Marks and/or Term Grade Percent to display.

**Special Code Options**

You can select if you want the Special Codes entered for the student's assignments to display on the report.

- **Show All** – If the student has both a score and a special code, only the special code will display when this option is selected.
- **Show as Gradebook** – If you can view the special code for the assignment on the Gradebook Main Screen, it will display on the report.
- **Show None** – No special codes will display.

**Other Display Options**

- **Font Size** – Select from the drop-down menu to change the size of the print to 10, 12, or 14 pt.
- **Show Signature Line** – This adds a space to the report to allow for a signature.

**Free-Form Header/Footer**

You can select to allow the entry of additional information as needed to the report.



## Secondary Gradebook Reports – Assignment Listing by Student

The Assignment Listing-By Student Report displays a listing of assignments and scores by student. This report provides four options:

- 1-An all assignment listing by student
- 2-A completed assignment listing by student
- 3-A missing assignment listing by student
- 4-A list of all missing assignments for the students in the class on one document

### All Assignments

The screenshot shows the 'Assignment Listing' configuration interface. At the top, there are buttons for 'View Report for All Students', 'Select Classes to View Report', and 'Select Students to View Report'. Below these, the 'Assignments' section has two main options: 'Display Assignments for Term' (selected) and 'Display Assignments for Date Range'. The 'Current Term' is set to '04/12/2013 - 05/08/2013'. Under 'Display Assignments for Date Range', the 'Start' date is 'Wed, Apr 17 2013' and the 'End' date is 'Wed, May 8 2013'. A red arrow points to the 'All' radio button in the 'Assignments' section. To the right of the main configuration area, there are buttons for 'Report Range Templates' and 'Restore Defaults'. Below the 'Assignments' section, the 'Options' section includes checkboxes for 'Do Not Print Assignments Marked "No Count"' and 'Show Signature Line'. The 'Fields to Print' section has checkboxes for 'Student Name', 'Student Id', 'Assignment Comments', 'Assignment Detailed Description', 'Assignment Average Score', 'Earned and Possible Points', 'Missing Assignment Indicator and Reason', 'Percent', and 'Grade Mark'. The 'Sort Students' section has radio buttons for 'Last Name' (selected) and 'Random'. At the bottom, there are sections for 'Free Form Header' (Label 1, Label 2), 'Free Form Footer' (Label 1, Label 2, Label 3, Label 4), and 'Class Comments' (Comment).

### Assignments

You can select to display assignment information for either a specific term or date range.

- **Display Grades and Assignments for Term** – Select the term for which you want grade information to print.
- **Display Grades and Assignments for Date Range** – Enter the specific date range of the grade information.

### Options

- **Do not print assignment marked "No Count"** – If this option is selected, "No Count" assignments will not display on the report.
- **Show Signature Line** – This adds a space for a signature line on the report.

**Fields to Print**

- **Student Name**
- **Student ID**
- **Assignment Comment**
- **Assignment Detail Description** – If this option is selected, it will print both the description and detailed description.
- **Assignment Average Score** – This displays the class average on the report.
- **Earned and Possible Points**
- **Missing Assignment Indicator and Reason** – If this option is selected, it will print the state of "Assignment is marked as Count as Missing."
- **Percent**
- **Grade Mark**

**Sort Students**

This option allows you to sort based on the Student's Last Name or Random order.

**Free-Form Header/Footer and Class Comments**

This area allows you to enter any messages that you want printed for the entire class.

**Completed Assignment Listing**

The screenshot displays the 'Assignment Listing' web application. At the top, there are navigation buttons: 'View Report for All Students', 'Select Classes to View Report', and 'Select Students to View Report'. Below these, the 'Assignments' section is active, showing 'Display Assignments for Term' with a date range of 'Current Term : 04/12/2013 - 05/08/2013'. The 'Display Assignments for Date Range' section shows 'Start: Apr 17 2013' and 'End: May 08 2013'. A red arrow points to the 'Completed' radio button under the 'Assignments' filter, which is currently selected. Other filters include 'All' and 'Missing'. The 'Options' section includes checkboxes for 'Do Not Print Assignments Marked "No Count"' and 'Show Signature Line'. The 'Fields to Print' section has checkboxes for 'Student Name', 'Student Id', 'Assignment Comments', 'Assignment Detailed Description', 'Assignment Average Score', 'Earned and Possible Points', 'Percent', and 'Grade Mark'. The 'Sort Students' section has radio buttons for 'Last Name' (selected) and 'Random'. The 'Free Form Header' and 'Free Form Footer' sections each have two text input fields labeled 'Label 1:' and 'Label 2:'. The 'Class Comments' section has a text input field labeled 'Comment:'. On the right side, there are buttons for 'Report Range Templates', 'Restore Defaults', and 'My Print Queue Back'.

When changing to **Completed**, the same options are available as in **All Assignments**, except that you do not have the Missing Assignment Indicator and Reason.

## Missing Assignment Listing

### Options

- **Do Not Print Assignments Marked "No Count"** – If this option is selected, "No Count" assignments will not display on the report.
- **Show Signature Line** – This adds a space for a signature line on the report.
- **Only Print Assignments that are Marked as Missing** – If this option is selected, only assignments flagged as Missing will display on the report.
- **Exclude Students with No Missing Assignments** – Select this option to only print the students having missing assignments.
- **Do Not Print Assignments until \_\_\_\_ days past the due date** – This allows a grace period for the entry of assignment scores before the assignment displays as missing. If this option is not selected, any assignments not scored and past the due date will display as missing.
- **Print for this Class Only** – Select this option to only print missing assignments for this class.
- **Print Details of Missing Assignments** – Select this option to show each missing assignment per student.
- **Fields to Print** – The fields listed below are the same fields explained earlier in the Assignment Listing by Student.

- **Print Summary of Missing Assignments** – Selecting this option will only show the missing assignment count per student.

Sorting	Fields to Print
<input checked="" type="radio"/> By Student	<input type="checkbox"/> Print Missing Assignment Count
<input type="radio"/> By Class	<input type="checkbox"/> Print Missing Assignment Class <span>?</span>
<input type="radio"/> By Teacher	

**Sorting** – Select to sort by student, by class, or by teacher. The options for by class or by teacher are only available if you select the option to “Print Missing Assignment Class.”

**Print Missing Assignment Count** – This displays the total number of missing assignments.

**Print Missing Assignment Class** – If this option is selected, the student will display once for each class in which they are enrolled.

## Secondary Gradebook Reports – Assignment Master Report

The Assignment Master Report is a listing of all assignments created for the class.

**Assignment Master** My Print Queue Back

Assignment Master Report for Band I / 01 Prd:1 Band I

[View Assignment Report](#)

**Assignments**

☒ Display Assignments for Term  
Current Term : 04/12/2013 - 05/08/2013

☐ Display Assignments for Date Range  
Start: Apr 17 2013 Wed, Apr 17 2013  
End: May 08 2013 Wed, May 8 2013

**Options**

**Sort Assignments by:**

- ☒ Term, Category, Due Date
- ☐ Category, Due Date
- ☐ Due Date

**Sort Sequence:**

- ☒ Descending
- ☐ Ascending

**Benchmark Options**

- ☐ Show Benchmarks for each Assignment
- ☐ Group Assignments by Benchmark
- ☐ Group Benchmarks/Assignments by Category
- ☒ Do Not Show Benchmarks

**Show Students:**

- ☒ Show All Students
- ☐ Only Show Students Missing the Assignment
- ☐ Do Not Show Students

**Student Display Options**

- ☒ Display Points Earned
- ☒ Display Percent and Grade Mark
- ☐ Display Special Code
- ☐ Display Assignment Comment

**Other Options**

- ☐ Only Display Assignments with at least one Missing

**Free Form Header**

Label 1:

Label 2:

**Free Form Footer**

Label 1:

Label 2:

Label 3:

[Report Range Templates](#)  
[Restore Defaults](#)

### Assignments

You can select to display assignment information for either a specific term or date range.

- **Display Grades and Assignments for Term** – Select the term for which you want grade information to print.
- **Display Grades and Assignments for Date Range** – Enter the specific date range of the grade information.

### Sort Assignments by

This option allows you to select how you would like the assignments sorted on the report.

- **Term, Category, Due Date** – This option would be beneficial if you are running this report for the entire semester. It will sort first by term, then category and within the category by the assignment due date.
- **Category, Due Date**
- **Due Date**

### Sort Sequence

The Sort Sequence determines how you want the assignments to be sorted. You can either sort by Descending or Ascending order.

### **Benchmark Options**

If you are attaching benchmarks/standards to assignments, you can determine the benchmark information that displays.

### **Show Students**

The Show Students option determines if student's assignment information will display on the report.

### **Student Display Options**

This option is not available if you select "Do Not Show Students."

### **Other Options**

- **Only Display Assignments with at least one Missing** – This option will only print the assignment if at least one student is missing the assignment.

**Free-Form Header/Footer** – This area allows you to enter any messages that you want printed for the entire class.

## Secondary Gradebook Reports – Missing Assignment

The Missing Assignment Report will print a report of students, listing assignments that have been marked as missing or are not scored and past the due date.

### Assignments

This option allows you to select to display assignment information for either a specific term or date range.

- **Display Grades and Assignments for Term** – Select the term for which you want grade information to print.
- **Display Grades and Assignments for Date Range** – Enter the specific date range of the grade information.

### Options

- **Do Not Print Assignments Marked “No Count”** – If this option is selected, “No Count” assignments will not display on the report.
- **Show Signature Line** – This adds a space for a signature line on the report.
- **Only Print Assignments that are Marked as Missing** – If this option is selected, only assignments flagged as Missing will display on the report. This option will not be available if you have selected “Do Not Print Assignment until \_\_\_ days past the due date.”
- **Exclude Students with No Missing Assignments** – Select this option to only print the students having missing assignments.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

- **Do Not Print Assignments until \_\_\_\_ days past the due date** – This allows you a grace period for the entry of assignment scores before the assignment displays as missing. If this option is not selected, any assignment not scored and past the due date will display as missing.
- **Print this Class Only** – Select this option to show each missing assignment per student.
- **Fields to Print**
  - Student Name**
  - Student ID**
  - Assignment Comments**
  - Assignment Detailed Description** – If this option is selected, it will print both the description and detailed description.
  - Assignment Average Score** – This displays the class average on the report.
  - Earned and Possible Points**
  - Each Student on a Separate Page** – Each student would have their own report page with their missing assignments.
  - Percent**
  - Grade Mark**
- **Print Summary of Missing Assignments** – Selecting this option will only show the missing assignment count per student.

Sorting	Fields to Print
<input checked="" type="radio"/> By Student	<input type="checkbox"/> Print Missing Assignment Count
<input type="radio"/> By Class	<input type="checkbox"/> Print Missing Assignment Class ?
<input type="radio"/> By Teacher	

**Sorting** – Select to sort by students, by class, or by teacher. The options for by class or by teacher are only available if you select the option to “Print Missing Assignment Class.”

**Print Missing Assignment Count** – This displays the total number of missing assignments.

**Print Missing Assignment Class** – If this option is selected, the student will display once for each class in which they are enrolled.



## Secondary Gradebook Reports – Email Progress Report

The Email Progress Report allows you to email a listing of the student's overall and assignment grades to parents and students that have a valid email address entered. Parents/Students that do not have an email address entered can have a Progress Report printed for an alternate method of delivery.

**Email Progress Detail** My Print Queue Back

Email Progress Detail Report for Band I / 01 Prd:1 Band I

Select Classes to View Report Next

**Grades and Students to Print**

Display Grades and Assignments for Term: Current Term : 04/12/2013 - 05/08/2013

☐ Only print students with a grade mark of 100

☐ Only print students with less than variable scale point value

☐ Only print students with less than absences

**Recipients**

☒ Guardians ☐ Students

**Report Format**

**Header Area**

☒ Display Student's Name ☐ Display Attendance Totals ☐ Display Student's Advisor

☐ Display Student's ID ☐ Only for Selected Term ☐ Display Grades for Previous Terms

**Free Form Header**

Label 1:

Label 2:

**Category Totals**

☒ Display Category Totals

**Assignment Detail**

☐ Do Not Print Assignments Marked as 'No Count'

☐ Do Not Print Ungraded (\*) Assignments

☐ Do Not Print Assignments Not Posted to Family Access

☒ Group Assignments by Category

**Fields to Print**

☒ Assignment Comments

☐ Assignment Detailed Description

☒ Missing Indicator and Reason

☒ Earned and Possible Points

☒ Variable Scale Point Value

☒ Grade Mark

☒ Special Codes

☐ Special Codes Legend

☐ Absences

☐ Absences Legend

[Report Range Templates](#)

[Restore Defaults](#)

### Grades and Students to Print

- **Display Grades and Assignment for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than \_\_\_\_ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than \_\_\_\_ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

### Recipients

This option will allow you to determine who will be receiving the email.

### Report Format Header Area

- **Display Student's Name**
- **Display Student's ID**

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

- **Display Attendance Totals** – This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will only be available if you select to “Display Attendance Totals.” Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student’s Advisor**
- **Display Grades for Previous Terms** – This option will list the overall grades the student has achieved in the same class for each previous term.
- **Free-Form Header** – This allows for information entered in this space to print at the top of each report.

### **Category Totals**

- **Display Category Totals** – This option shows how the students performed in each of the categories used in the Gradebook and it will also display how the grade is calculated.

### **Assignment Detail**

- **Do Not Print Assignments Marked as “No Count”** – Should assignments not included in the student’s grade appear on the report?
- **Do Not Print Ungraded (\*) Assignments** – Should any assignment not scored display on the report?
- **Do Not Print Assignments Not Posted to Family Access** – This option allows you to exclude assignments from displaying that are not selected to display in Family Access. The reason it may be grayed out is because the entity is forcing all assignments to display in Family/Student Access.
- **Group Assignments by Category** – If this option is selected, the assignments will be sorted based on category instead of by date.

### **Fields to Print**

- **Assignment Comments**
- **Assignment Detailed Description** – If this option is selected, both the description and detailed description will be printed.
- **Missing Indicator and Reason** – Select this option to print the statement of “Assignment is marked as Count as Missing.”
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option will print the Special Codes attached to the assignments during scoring.
- **Special Codes Legend** – This option will print a legend to reflect what the Special Codes signify.
- **Absences** – This option will display a column on the report showing if the student was not in attendance the day the assignment was due.
- **Absence Legend** – This option will print a legend to reflect what the Absence Codes signify.

**Date Sequence of Assignments** ☐ Descending (newest to oldest)  
☒ Ascending (oldest to newest)

**Footer Area**

- ☒ Display List of Missing Assignments
- ☐ Display Teacher's Log
- ☐ Display Signature Line
- ☐ Display Guardian Signature Line with Course and Teacher Names

**Free Form Footer**

Label 1:

Label 2:

Label 3:

Label 4:

**Class Comment**

### Date Sequence of Assignments

This option allows you to select how the assignments will sort on the report.

### Footer Area

- **Display List of Missing Assignments** – This option will print a separate listing of assignments that are either marked as missing or are not scored and past the due date.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher Log.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can select either this option or the **Display Signature Line**. This option will print a signature line with the wording of "Guardian Signature." It will also print the course information and teacher name.
- **Free-Form Footer/Class Comment** – This allows for the information entered in this space to print at the bottom of each report.

After selecting the options for the report, you will click **Next**.

**Student/Guardian Selection** My Print Queue

Student List for Band I / 01 Band I  
For PR6 04/12/13 - 05/08/13

Select All to Email Select All to Print Next  
Clear All to Email Clear All to Print Prev

Student Guardian	Email Report	Print Report	Email Address
AARONSONSCR, KRYSTINA L	<input type="checkbox"/>	<input type="checkbox"/>	KRYSTINA.AARONSONSCR@students.piusxi.org
AARONSONSCR, LUCIANA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	angelaf@google.com
ADUSCR, SADIE	<input type="checkbox"/>	<input type="checkbox"/>	SADE.ADUSCR@students.piusxi.org
ADUSCR, ABBY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	abby@scramble.com
Aduscr, Alonso	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
Malonescr, Tab	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
ADUSCR, Simon	<input type="checkbox"/>	<input type="checkbox"/>	Simon.ADUSCR@students.piusxi.org
ADUSCR, ABBY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	abby@scramble.com
Aduscr, Alonso	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available

The Student List displays all students and guardians based on the ranges selected. Individuals without an email address will not be available for email selection. After verifying the recipients of the email and report, click **Next**.

**Email Setup** My Print Queue

Email Progress Report Setup

Process Emails  
Prev

**Recipient Options**

- ☐ Send samples to MARILEE ANDREASCR and don't email guardians/parents
- ☐ Send a copy of all emails to MARILEE ANDREASCR (m.andreascr@skyward.k12.wi.us)

**Text Options**

Email Summary: **Progress Report** for [Student Name] in [Class Name]

Enter Text of Email: 

Please review the attached Progres Report. If you have any questions regarding the grade information, please let me know!

### Recipient Options

- **Send samples to (yourself) and don't email guardians/parents** – This option allows you to send test emails to yourself.
- **Send a copy of all emails to (yourself)** – This option allows you to send yourself an additional copy of every email generated by this process.

### Text Options

- **Enter Text of Email** – This allows you to enter any text you would like included in the email body.

After verifying the Recipients and Text Options, click the **Process Email** button. It will then process in the Print Queue and you will receive the progress report for those

parents/students without an email address and you will receive a report showing the error message or email status.

## Secondary Gradebook Reports – View Emailed Reports

The View Emailed Reports area allows you to check the delivery status of the emailed progress report and to view the attachments to the email progress report.


View Emailed Reports				My Print Queue Back	
Date Created	Time Created	To Address	Status		
05/08/2013	11:05 AM	abby@scramble.com	Unsent	<a href="#">View Attachment</a>	View
05/08/2013	11:05 AM	abby@scramble.com	Unsent	<a href="#">View Attachment</a>	
05/08/2013	11:04 AM	angelaf@google.com	Unsent	<a href="#">View Attachment</a>	
05/06/2013	4:25 PM	m.andreasr@skyward.k12.wi.us	Unsent		
05/06/2013	4:25 PM	scramble7148@example.com	Unsent		
05/04/2013	6:57 AM	scramble7199@example.com	Unsent		
05/03/2013	10:24 AM	scramble7148@example.com	Unsent		
05/03/2013	10:24 AM	m.andreasr@skyward.k12.wi.us	Unsent		
04/29/2013	1:58 PM	mrsmaam@scramble.skyward.com	Unsent		
04/29/2013	1:58 PM	mrsmaam@scramble.skyward.com	Unsent		
02/06/2013	11:36 AM	scramble2600@example.com	Unsent		
02/05/2013	4:22 PM	scramble2600@example.com	Unsent		


Email Count: 12

Each emailed Progress Report is displayed in this list. The Status indicates if the email was sent or if there was an error involved.

- **View Attachments** – This allows you to see a copy of the progress report attached to the email.

View Email

 My Print Queue

 Back

View Email

To: abby@scramble.com

CC:

BCC:

Subject: Progress Report for Simon ADUSCR in Band I / 01 Band I

Body: Please review the attached Progres Report. If you have any questions regarding the grade information, please let me know!

Date Created: Wednesday, May 8 2013

Time Created: 11:05 AM

Status: Unsent

Date Sent:

Time Sent:

Attachment: Yes

This is a sample of the information you will find when you click on the **View** button.

## Secondary Gradebook Reports – Category Summary Report

The Category Summary Report lists the students selected with their earned category averages and overall term grades.

The screenshot shows the 'Category Summary Report' interface. At the top, there's a title bar with navigation arrows and the text 'Category Summary Report'. To the right is a 'My Print Queue' button with a printer icon and a 'Back' button. Below the title bar, a subtitle reads 'Category Summary Report for Band I / 01 Prd:1 Band I'. There are two buttons: 'View Report for All Students' and 'Select Students to View Report'. The 'Assignments' section has two checkboxes: 'Display Category Percents for Term' (checked) and 'Display Category Percents for Date Range' (unchecked). The 'Current Term' is set to '04/12/2013 - 05/08/2013'. The 'Date Range' section shows 'Start: Apr 17 2013' and 'End: May 08 2013'. The 'Options' section has 'Student Options' with 'Show Student Name' checked and 'Show Student ID' unchecked. 'Sort Students' has 'Use Gradebook Sort Order' selected. There are 'Free Form Header' and 'Free Form Footer' sections, each with two text input fields labeled 'Label 1:' and 'Label 2:'. On the right side, there are three buttons: 'Report Range', 'Templates', and 'Restore Defaults'.

### Assignments

This option allows you to select to display assignment information for either a specific term or date range.

- **Display Category Percents for Term** – Select the term for which you want grade information to print.
- **Display Category Percents for Date Range** – Enter the specific date range of the grade information.

### Student Options

The Student Options allow you to print the student name and/or the student ID.

### Sort Students

The Sort Students option allows you to determine how the students are sorted on the report. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort students in a random sort order while showing only the student ID.

### Free-Form Header/Footer

This area allows you to enter any message that you want printed for the entire class.

## Secondary Gradebook Reports – Online Assignment Analysis Report

The Online Assignment Analysis Report will allow you to see which students got correct and/or incorrect answers to questions on the Online Assignment. It also will show you which students have not completed the Online Assignment.

**Online Assignment Analysis** My Print Queue Back

Online Assignment Analysis Report for Band I / 01 Prd:1 Band I

[View Online Assignment Report](#)

**Online Assignments**

☒ Print Online Assignments for Term  
Current Term : 04/12/2013 - 05/08/2013

☐ Print Online Assignments for Date Range  
Start: Apr 17 2013 Wed, Apr 17 2013  
End: May 08 2013 Wed, May 8 2013

**Options**

☒ Only Print Online Assignments that have been Graded and Posted to the Gradebook

☒ Print All Students

☐ Exclude Students who have not taken Online Assignment yet

☐ Only Print Students who got Answers Correct  
Note: Essay Questions are deemed correct if full points are earned by student

☐ Include Students who recieved partial points on an incorrect answer

☐ Only Print Students who got Answers Incorrect  
Note: Essay Questions are deemed incorrect if full points are not earned by student

☐ Exclude Students who received partial points on an incorrect answer

☐ Only Print Students who have not taken Online Assignment yet

[Report Range Templates](#)  
[Restore Defaults](#)

### Online Assignments

This option allows you to select to display online assignment information for either a specific term or date range.

- **Print Online Assignments for Term** - Select the term for which you want grade information to print.
- **Print Online Assignments for Date Range** - Enter the specific date range of the grade information.

### Options

- **Only Print Online Assignments that have been Graded and Posted to the Gradebook** – If this option is selected, it will only print online assignment information for students whose online assignment has been graded and posted to the Gradebook.
- **Print All Students** – This allows you to print the answers that students gave for each question.
- **Exclude Students who have not taken Online Assignment yet** – Should students who have not completed the online assignment display? If this option is selected, it will show the student and "Not Taken" on the report.
- **Only Print Students who got Answers Correct** – When this option is selected, it will only display the names of students who answered the question correctly.
- **Include Students who receive partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer display on the report?
- **Only Print Student who got Answers Incorrect** – When this option is selected, it will only display the names of students who answered the question incorrectly.
- **Exclude Students who received partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer be excluded from the report?

- **Only Print Students who have not taken Online Assignment yet** – This option displays a list of students who have not completed their online assignment. This option will not be available if you selected to “Only Print Online Assignments that have been Graded and Posted to the Gradebook.”

## Secondary Gradebook Reports – Benchmark Score Results

The Benchmark Score Results Report is used when using Online Assignments that have Academic Standards/Benchmarks attached to each question.

**Academic Standard Score Results** My Print Queue Back

Academic Standard Score Results for Band I / 01 Prd:1 Band I

[View Report for All Students](#) [Select Students to View Report](#)

**Report Parameters**

☒ Print Academic Standard(s) Scores for Term  
Current Term: 04/12/2013 - 05/08/2013

☐ Print Academic Standard(s) Scores for Date Range  
Start: Apr 17 2013 Wed, Apr 17 2013  
End: May 08 2013 Wed, May 8 2013

[Select Academic Standard\(s\)](#)

Academic Standard(s):  
117.01.102.01: Describe and analyze musical sound and demonstrates musical ...  
117.01.102.02: Perform a varied repertoire of music  
117.01.102.03: Read and write music notation  
117.01.102.04: Create and arrange music within specified guidelines

**Report Body**

**Classes to Print for Selected Students**

☒ Only Print this Class  
☐ Print Classes of this Course where I am the Teacher

**Options**

☐ Page Break by Student

**Fields to Print**

☒ Show the Mean/Median/Mode

[Report Range Templates](#)  
[Restore Defaults](#)

### Report Parameters

These options allow you to select to display Academic Standards/Benchmark information for either a specific term or date range.

- **Print Academic Standard(s)/Benchmark Scores for Term** - Select the term for which you want Standards/Benchmark information to print.
- **Print Academic Standards(s)/Benchmark Scores for Date Range** - Enter the specific date range of the Standards/Benchmark information.



- **Select Academic Standards/Benchmarks**

**Select Academic Standards (167)**

Views: General Filters: \*Skyward Default

Select	Content	Academic Standard	Academic Standard Summary
<input checked="" type="checkbox"/>	Music Knowledge And Skills	117.01.102.01	Describe and analyze musical sound and demonstrates musical artistry
<input checked="" type="checkbox"/>	Music Knowledge And Skills	117.01.102.02	Perform a varied repertoire of music
<input checked="" type="checkbox"/>	Music Knowledge And Skills	117.01.102.03	Read and write music notation
<input checked="" type="checkbox"/>	Music Knowledge And Skills	117.01.102.04	Create and arrange music within specified guidelines
<input type="checkbox"/>	Music Knowledge And Skills	117.01.102.05	Relate music to history, to society, and to culture
<input type="checkbox"/>	Music Knowledge And Skills	117.01.102.06	Respond to and evaluates music and musical performance
<input type="checkbox"/>	Music Knowledge And Skills	117.02.102.01	Describe and analyze musical sound and demonstrates musical artistry
<input type="checkbox"/>	Music Knowledge And Skills	117.02.102.02	Perform a varied repertoire of music
<input type="checkbox"/>	Music Knowledge And Skills	117.02.102.03	Read and write music notation
<input type="checkbox"/>	Music Knowledge And Skills	117.02.102.04	Create and arrange music within specified guidelines
<input type="checkbox"/>	Music Knowledge And Skills	117.02.102.05	Relate music to history, to society, and to culture
<input type="checkbox"/>	Music Knowledge And Skills	117.02.102.06	Respond to and evaluates music and musical performance
<input type="checkbox"/>	Music Knowledge And Skills	117.03.102.01	Describe and analyze musical sound and demonstrates musical artistry
<input type="checkbox"/>	Music Knowledge And Skills	117.03.102.02	Perform a varied repertoire of music
<input type="checkbox"/>	Music Knowledge And Skills	117.03.102.03	Read and write music notation
<input type="checkbox"/>	Music Knowledge And Skills	117.03.102.04	Create and arrange music within specified guidelines
<input type="checkbox"/>	Music Knowledge And Skills	117.03.102.05	Relate music to history, to society, and to culture
<input type="checkbox"/>	Music Knowledge And Skills	117.03.102.06	Respond to and evaluates music and musical performance
<input type="checkbox"/>	Music Knowledge And Skills	117.04.102.01	Describe and analyze musical sound and demonstrates musical artistry
<input type="checkbox"/>	Music Knowledge And Skills	117.04.102.02	Perform a varied repertoire of music

20 records displayed Content:

Choose the Academic Standards/Benchmarks that will be looked at for the report.

### Report Body

- **Classes to Print for Selected Students** – This option allows you to select the students that will display on the report.
- **Fields to Print** – You have the ability to print the Mean, Median, and Mode for each question and Standards/Benchmark.
- **Options** – This option allows you to determine if the report will page break by student.

## Secondary Gradebook Progress Reports – Progress Detail

The Progress Detail Report lists the overall grade and assignment scores for the specified term. If you have any questions on how the Gradebook is calculating the grade, run this report with the category totals selected.

### Grades and Students to Print

- **Display Grades and Assignment for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than \_\_\_\_ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than \_\_\_\_ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

### Report Format Header Area

- **Display Student's Name**
- **Display Student's ID**
- **Display Attendance Totals** – This option will print a single line with summary attendance totals.

- **Only for Selected Term** – This option will only be available if you select to “Display Attendance Totals.” Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student’s Advisor**
- **Display Grades for Previous Terms** – This option will list the overall grades the student has achieved in the same class for each previous term.
- **Free-Form Header** – This allows for information entered in this space to print at the top of each report.

**Category Totals**

- **Display Category Totals** – This shows how the student performed in each of the categories used in the Gradebook and it will also display how the grade is calculated.

**Assignment Detail**

- **Do Not Print Assignments Marked as “No Count”** – Should assignments not included in the student’s grade appear on the report?
- **Do Not Print Ungraded (\*) Assignments** – Should any assignment not scored display on the report?
- **Do Not Print Assignments Not Posted to Family Access** – This option allows you to exclude assignments from displaying that are not selected to display in Family Access. The reason it may be grayed out is because the entity is forcing all assignments to display in Family/Student Access.
- **Group Assignments by Category** – If this option is selected, it will sort the assignments based on category instead of by date.

**Fields to Print**

- **Assignment Comments**
- **Assignment Detailed Description** – If this option is selected, it will print both the description and detailed description.
- **Missing Indicator and Reason** – If this option is selected, it will print the statement of “Assignment is marked as Count as Missing.”
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option will print the Special Codes attached to the assignments during scoring.
- **Special Codes Legend** – This option will print a legend to reflect what the Special Codes signify.
- **Absences** – This option will display a column on the report showing if the student was not in attendance the day the assignment was due.
- **Absence Legend** – This option will print a legend to reflect what the Absence Codes signify.

**Date Sequence of Assignments**

This option will allow you to select how the assignments will sort on the report.

The screenshot shows a configuration window titled "Footer Area" with a light blue background. It contains several options and input fields:

- Footer Area**
  - ☒ Display List of Missing Assignments
  - ☐ Display Teacher's Log
  - ☐ Display Signature Line
  - ☐ Display Guardian Signature Line with Course and Teacher Names
- Free Form Footer**
  - Label 1:
  - Label 2:
  - Label 3:
  - Label 4:
- Class Comment**
  - A large text area with a vertical scrollbar on the right side.

**Footer Area**

- **Display List of Missing Assignments** – This option will print a separate listing of assignments that are either marked as missing or are not scored and past the due date.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher Log.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can select either this option or the **Display Signature Line**. This option will print a signature line with the wording of "Guardian Signature." It will also print the course information and teacher name.
- **Free-Form Footer/Class Comment** – This allows the information entered in this space to print at the bottom of each report.

## Secondary Gradebook Progress Reports – Enhanced Multi-Class Progress Report

The Enhanced Multi-Class Progress Report can display grades and assignments for a specific grading period. This report can be generated for the selected class or every class the student has in their schedule.

**Enhanced Multi-Class Progress Report** My Print Queue Back

Enhanced Multi-Class Progress Report for Band I / 01 Prd:1 Band I

[View Report for All Students](#) [Select Classes to View Report](#) [Select Students to View Report](#)

**Grades and Students to Print**

Display Grades and Assignments for Term: Current Term: 04/12/13 - 05/08/13

☐ Only print students with a grade mark of 100 ☐ Print dropped students

☐ Only print students with less than  variable scale point value

☐ Only print students with less than  absences

[Report Range Templates](#)  
[Restore Defaults](#)

**Report Header**

**Student Header**

☒ Display Student Name ☐ Display Student ID

☐ Display Student Advisor

**Class Header**

☐ Display Attendance Totals ☐ Only for Selected Term

**Free Form Header**

Label 1:

Label 2:

### Grades and Students to Print

- **Display Grades and Assignment for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than \_\_\_\_ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than \_\_\_\_ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

### Report Header

- **Display Student's Name**
- **Display Student's ID**
- **Display Attendance Totals** – This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will only be available if you select to "Display Attendance Totals." Only the attendance totals for the selected grading period will display with this option selected.

### Free-Form Header

The Free-Form Header allows information entered in this space to print at the top of each report.

Report Body	
<b>Classes to Print for Selected Students</b> <input checked="" type="radio"/> Only Print this Class <input type="radio"/> Only Print Classes where I am the Teacher <input type="radio"/> Print All Classes  <b>Assignments to Print</b> <input type="checkbox"/> Do Not Print Any Assignments or Categories <input type="checkbox"/> Do Not Print Assignments Marked as 'No Count' <input type="checkbox"/> Do Not Print Ungraded (*) Assignments <input type="checkbox"/> Do Not Print Assignments Not Posted to Family Access  <b>Assignment Date Order</b> <input checked="" type="radio"/> Ascending (oldest to newest) <input type="radio"/> Descending (newest to oldest)	<b>Category Options</b> <input type="checkbox"/> Display Category Totals <input checked="" type="checkbox"/> Group Assignments by Category  <b>Fields to Print</b> <input checked="" type="checkbox"/> Assignment Comments <input type="checkbox"/> Assignment Detailed Description <input checked="" type="checkbox"/> Missing Indicator and Reason <input checked="" type="checkbox"/> Earned and Possible Points <input checked="" type="checkbox"/> Variable Scale Point Value <input checked="" type="checkbox"/> Grade Mark <input checked="" type="checkbox"/> Special Codes <input type="checkbox"/> Special Codes Legend <input type="checkbox"/> Absences <input type="checkbox"/> Absences Legend
Report Footer	
<b>Student Footer</b> <input checked="" type="checkbox"/> Display Signature Line  <b>Free Form Footer</b> Label 1: <input type="text"/> Label 2: <input type="text"/> Label 3: <input type="text"/> Label 4: <input type="text"/>  <b>Comment</b> <input type="text"/>	<b>Class Footer</b> <input checked="" type="checkbox"/> Display Current Class Grade <input type="checkbox"/> Display Grades for <a href="#">Previous Terms</a> <input type="checkbox"/> Display Missing Assignments <input checked="" type="checkbox"/> Display Term Comments <input type="checkbox"/> Display Teacher's Log

### Classes to Print for Selected Students

This option allows you to select the classes that will print on the report.

- **Only Print this Class** – The current class is the only class that will print on the report.
- **Only Print Classes where I am the Teacher** – This option displays all of the classes the student has where you are the teacher.
- **Print All Classes** – This option displays every class in which the student is enrolled.

### Assignments to Print

- **Do Not Print Any Assignments or Categories** – Do you want assignment information and categories to display on the report?
- **Do Not Print Assignments Marked as "No Count"** – Should assignments not included in the student's grade appear on the report?
- **Do Not Print Ungraded (\*) Assignments** – Should any assignment not scored display on the report?
- **Do Not Print Assignments Not Posted to Family Access** – This option allows you to exclude assignments from displaying that are not selected to display in Family Access. This option it may be grayed out because the entity is forcing all assignments to display in Family/Student Access.

### Assignment Due Date

The Assignment Due Date allows you to select how the assignments will sort on the report.

### Category Options

- **Display Category Totals** – This will show how the student performed in each of the categories used in the Gradebook and it will also display how the grade is calculated.
- **Group Assignments by Category** – If this option is selected, it will sort the assignments based upon category instead of by date.

### Fields To Print

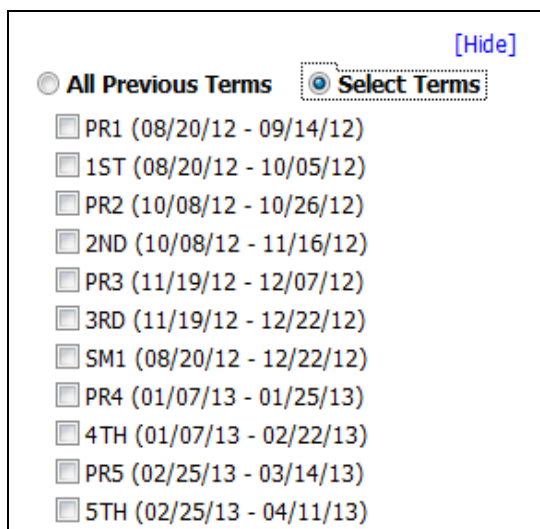
- **Assignment Comments**
- **Missing Indicator and Reason** – If this option is selected, it will print the statement of "Assignment is marked as Count as Missing."
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option will print the Special Codes attached to the assignments during scoring.
- **Special Codes Legend** – This option will print a legend to reflect what the Special Codes signify.
- **Absences** – This option will display a column on the report showing if the student was not in attendance the day the assignment was due.
- **Absence Legend** – This option will print a legend to reflect what the Absence Codes signify.

### Student Footer

- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.

### Class Footer

- **Display Current Class Grade** – This displays grades currently being earned by the student.
- **Displays Grades for Previous Terms** – This option allows you to determine the previous term grades that print. Click on the link for **Previous Terms**.



[Hide]

☐ All Previous Terms ☒ Select Terms

- ☐ PR1 (08/20/12 - 09/14/12)
- ☐ 1ST (08/20/12 - 10/05/12)
- ☐ PR2 (10/08/12 - 10/26/12)
- ☐ 2ND (10/08/12 - 11/16/12)
- ☐ PR3 (11/19/12 - 12/07/12)
- ☐ 3RD (11/19/12 - 12/22/12)
- ☐ SM1 (08/20/12 - 12/22/12)
- ☐ PR4 (01/07/13 - 01/25/13)
- ☐ 4TH (01/07/13 - 02/22/13)
- ☐ PR5 (02/25/13 - 03/14/13)
- ☐ 5TH (02/25/13 - 04/11/13)

You can either select **All Previous Terms** or **Select Terms**.

**All Previous Terms** – This option will print every grade present for all terms.

**Select Terms** – This option will allow you to select the prior term grades to print.

- **Display List of Missing Assignments** – This option will print a separate listing of assignments that are either marked as missing or are not scored and past the due date.
- **Display Term Comments** – This option will print the report card grade comments.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher Log.

**Free-Form Footer/Class Comment** – This allows the information entered in this space to print at the bottom of each report.

## Secondary Gradebook Progress Reports – Progress Summary

The Progress Summary Report displays only the overall grades for the selected terms; no assignment score will print.

**Progress Summary Report** My Print Queue Back

Progress Summary Report for Band I / 01 Prd:1 Band I

[View Report for All Students](#) [Select Classes to View Report](#) [Select Students to View Report](#)

**Assignments**  
Display Grades for Term: Current Term : 04/12/2013 - 05/08/2013

**Options**

- ☐ Only print students with less than \_\_\_\_ final variable scale point value
- ☒ Display Student Name
- ☒ Display Student ID
- ☐ Display Students in a Random Order
- ☐ Show Signature Line

**Free Form Header**  
Label 1:   
Label 2:

**Free Form Footer**  
Label 1:   
Label 2:   
Label 3:   
Label 4:

[Report](#) [Range](#) [Templates](#) [Restore](#) [Defaults](#)

### Assignments

- **Display Grades for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.

### Options

- **Only print students with less than \_\_\_\_ final percent** – This option provides the capability to only print the report for students below a specific percentage.
- **Display Student Name** – Select this option if you want the student's name to print.
- **Display Student ID** – This allows you to print the student's ID.
- **Display Students in Random Order** – If you will be posting this report in a public location and need to maintain grade confidentiality, you will select the option to "Display Student ID" and "Display Students in a Random Order."
- **Show Signature Line** – This option will add space on the report for a signature line.

**Free-Form Header/Footer** – This space allows for entry of additional information as needed in the report.



## Secondary Gradebook Progress Reports – Multi-Class Progress Report

The Multi-Class Progress Report lists the overall grade and category summary for the term specified. If a student is in multiple classes that you teach, each class will display on the report for the student.

**Multi-Class Progress** My Print Queue Back

Multi-Class Progress Report for Band I / 01 Prd:1 Band I

[View Report for All Students](#)

**Grades**

Display Grades for Term: **SM2 : 01/07/2013 - 05/29/2013**

**Options**

☐ Display Signature Line

☐ Only print students with less than  final variable scale point value

☐ Print Dropped Classes

[Report Range Templates](#)

[Restore Defaults](#)

**Free Form Header**

Label 1:

Label 2:

**Free Form Footer**

Label 1:

Label 2:

Label 3:

Label 4:

**Class Comments**

Comment:

### Grades

- **Display Grades for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.

### Options

- **Show Signature Line** – This option will add space on the report for a signature line.
- **Only print students with less than \_\_\_\_ final percent** – This option provides the capability to only print the report for students below a specific percentage.
- **Print Dropped Classes** – This option allows you to print the dropped classes on this report.

**Free-Form Header/Footer/Class Comments** – This space allows for entry of additional information as needed on the report.

## Secondary Gradebook Partial Progress Reports – Partial Progress Detail

The Partial Progress Detail report lists the current overall grade and assignment scores for a specified period of time. This report has the same information as the Progress Detail Report. The only difference is that you can run this report for a specific date range.

### Grades and Student to Print

- **Display Grades and Assignments for** – This allows you to determine the assignments that will print. You can select from Previous Week, Previous 2 Weeks, Previous 3 Weeks, Previous 4 Weeks or you can Enter Specific Dates.
- **Only print students with a grade mark of** – This option allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than \_\_\_\_ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than \_\_\_\_ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

### Display Grades

- **Current Term Grade** – Display the current grade based on all assignments for the entire term.

- **Cumulative Grade for Assignments on Report** – This option will print an overall grade based only on the assignments within the date ranges indicated. This grade will likely be different than the current term grade.

### **Header Area**

The Header Area allows you to select the student information to print on the report.

- **Display Student Name**
- **Display Student ID**
- **Display Attendance Totals** – This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will only be available if you select to “Display Attendance Totals.” Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student Advisor**

### **Free-Form Header**

The Free-Form Header allows for information entered in this space to print at the top of each report.

### **Category Totals**

- **Display Category Totals** – This shows how the student performed in each of the categories used in the Gradebook and it will also display how the grade is calculated.

### **Assignment Detail**

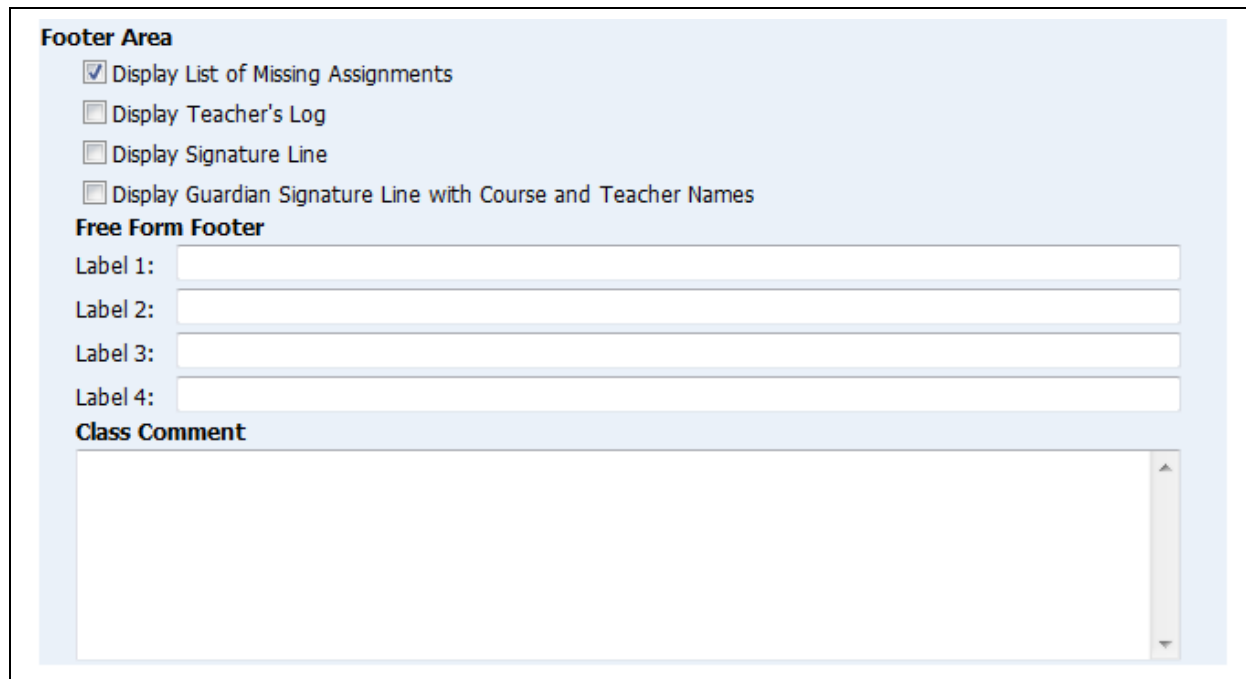
- **Do Not Print Assignments Marked as “No Count”** – Should assignments not included in the student’s grade appear on the report?
- **Do Not Print Ungraded (\*) Assignments** – Should any assignment not scored display on the report?
- **Do Not Print Assignments Not Posted to Family Access** – This option allows you to exclude assignments from displaying that are not selected to display in Family Access. This option may be grayed out because the entity is forcing all assignments to display in Family/Student Access.
- **Group Assignments by Category** – If this option is selected, it will sort the assignments based on category instead of by date.

### **Fields to Print**

- **Assignment Comments**
- **Assignment Detailed Description** – If this option is selected, both the description and detailed description will be printed.
- **Missing Indicator and Reason** – If this option is selected, it will print the statement of “Assignment is marked as Count as Missing.”
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option will print the Special Codes attached to the assignments during scoring.
- **Special Codes Legend** – This option will print a legend to reflect what the Special Codes signify.
- **Absences** – This option will display a column on the report showing if the student was not in attendance the day the assignment was due.
- **Absence Legend** – This option will print a legend to reflect what the Absence Codes signify.

## Date Sequence of Assignments

This option will allow you to select how the assignments will sort on the report.



The screenshot shows a configuration window titled "Footer Area" with a light blue background. It contains several checkboxes for footer options: "Display List of Missing Assignments" (checked), "Display Teacher's Log", "Display Signature Line", and "Display Guardian Signature Line with Course and Teacher Names". Below these is a section titled "Free Form Footer" with four text input fields labeled "Label 1:", "Label 2:", "Label 3:", and "Label 4:". At the bottom is a "Class Comment" section with a large text area and a vertical scrollbar.

### Footer Area

- **Display List of Missing Assignments** – This option will print a separate listing of assignments that are either marked as missing or are not scored and past the due date.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher Log.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can select either this option or the **Display Signature Line**. This option will print a signature line with the wording of "Guardian Signature." It will also print the course information and teacher name.
- **Free-Form Footer/Class Comment** – This allows the information entered in this space to print at the bottom of each report.

## Secondary Gradebook Partial Progress Reports-Partial Progress Summary

The Partial Progress Summary Report will list the current overall grade for a specific date range.

### Assignments

- **Display Grades and Assignments for** – This allows you to determine the assignments that will print. You can select from Previous Week, Previous 2 Weeks, Previous 3 Weeks, Previous 4 Weeks or you can enter Specific Dates.

### Options

- **Only print students with less than \_\_\_\_ final percent** – This option provides the capability to only print the report for students below a specific percentage.
- **Display Student Name** – Select this option if you want the student's name to print.
- **Display Student ID** – This allows you to print the student's ID.
- **Display Students in Random Order** – If you will be posting this report in a public location and need to maintain grade confidentiality, you will select the option to "Display Student ID" and "Display Students in a Random Order."
- **Show Signature Line** – This option will add space on the report for a signature line.
- **Show Current Term Grade** – If this option is not selected, it will only show the student's grade based on the date range entered.

**Free-Form Header/Footer** – Use this space to enter additional information as needed in the report.

## Secondary Gradebook Partial Progress Reports-Partial Multi-Class Progress Report

The Partial Multi-Class Progress Report lists the overall grade and category summary for the selected date range. If a student is in multiple classes that you teach, each class will display on the report for the student.

### Assignments

- **Display Grades for** – This allows you to determine the assignments that will print. You can select from Previous Week, Previous 2 Weeks, Previous 3 Weeks, Previous 4 Weeks or you can enter Specific Dates.

### Options

- **Show Signature Line** – This option will add space on the report for a signature line.
- **Only print students with less than \_\_\_\_ final percent** – This option provides the capability to only print the report for students below a specific percentage.
- **Print Dropped Classes** – This option allows you to print the dropped classes on this report.

**Free-Form Header/Footer/Class Comments** – Use this space to enter additional information as needed on the report.

## Standards Gradebook Reports

[Grade Sheet Report](#)  
[Progress Report](#)  
[Event Listing](#)  
[Skill/Event Listing](#)  
[Event Master Report](#)  
[Standards Report Card](#)  
[Custom Report Card](#)  
[Missing Events](#)  
[Progress Detail Report](#)  
[Email Progress Detail Report](#)  
[View Emailed Reports](#)  
[Enhanced Multi-Class Progress Report](#)  
[Online Event Analysis Report](#)

## Grade Sheet Report

The Grade Sheet Report will print a spreadsheet like display of events, subject/skills and scores along with a Subject/Skill/Event Legend. This report can be used as a hard copy of the Gradebook. The report can also be run as a blank grid with the student's name displaying in the left column of the report.

The screenshot shows the 'Grade Sheet Report' interface. At the top, there's a title bar with navigation arrows and a 'My Print Queue' button. Below the title bar, the report is titled 'Grade Sheet Report for TREND / 01 Prd:2 Trend'. There are two main buttons: 'View Report for All Students' and 'Export to Excel'. To the right, there's a 'Select Students to View Report' button. The main content area is divided into sections: 'Assignments' and 'Options'. Under 'Assignments', there are checkboxes for 'Display Grades and Assignments for Term' (with a dropdown for 'Current Term : 04/12/2013 - 05/29/2013') and 'Display Grades and Assignments for Date Range' (with 'Start' and 'End' date pickers set to May 08, 2013). Under 'Options', there are checkboxes for 'Student Options' (Show Student Name, Show Student ID), 'Column Options' (Show Events, Show Subjects/Skills), 'Sort Students' (Use Gradebook Sort Order, Random), and 'Other Display Options' (Font Size: 10, Show Signature Line, Show All Special Codes). There are also buttons for 'Report Range Templates' and 'Restore Defaults'. At the bottom, there are fields for 'Label 1', 'Label 2', 'Label 3', and 'Label 4' under 'Free Form Header' and 'Free Form Footer' sections. The page settings show 'Number of Events per Page: 16' and 'Number of Students per Page: 34'.

## Assignments

You can select to display assignment information for either a specific term or date range.

- **Display Grades and Assignments for Term** – Select the term for which you want grade information to print.
- **Display Grades and Assignments for Date Range** – Enter the specific date range of the grade information.

## Student Options

You can select if you want the student's name and/or student ID to display on the report.

### Column Options

The Column Options allow you to select either events, subject/skills, or both to display on the report.

### Sort Students

You can select if you want the students to display in a random order or in the order displayed in the Gradebook. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort students in a random sort order while showing only the student ID.

### Other Display Options

- **Font Size** – Select from the drop-down menu to change the size of the print to either 10, 12, or 14 pt.
- **Show Signature Line** – This adds a space to the report to allow for a signature.
- **Show All Special Codes** – If the student has a special code for the event, it will display that code on the report.

### Free-Form Header/Footer

The Free-Form Header/Footer allows you space for the entry of information as needed to the report.

## Standards Gradebook Progress Report

The Progress Report is an individualized report that can show a student's current subject, skill, and/or event grades. The report can be sent home with the students during progress report time, midterm time, or anytime throughout a term to give parents an idea how the student is performing in their classes.

The screenshot shows the 'Progress Report' configuration window. At the top, there are navigation arrows and a title bar. Below the title bar, a section titled 'Select Parameters for Progress Report for TREND / 01 Prd:2 Trend' contains three buttons: 'View Report for All Students', 'Select Classes to View Report', and 'Select Students to View Report'. The 'Grading Period' section shows 'Print Student Grades for Term' with a dropdown menu set to 'Current Term : 04/12/2013 - 05/29/2013'. The 'Options' section includes radio buttons for 'Print Skills' (All, Graded Only) and 'Print Events' (All, Graded Only, None). There are checkboxes for 'Print Attendance', 'Do Not Print Grades for Previous Terms', 'Print Teacher's Log', 'Print Grade Mark Legend', 'Print Signature Line', and 'Print Event Detailed Description'. The 'Classes to Print' section has checkboxes for 'Print Dropped Classes' and 'Print This Class Only'. On the right side, there are buttons for 'Report Range Templates' and 'Restore Defaults'. The 'Free Form Header' section has two text input fields labeled 'Label 1:' and 'Label 2:'. The 'Free Form Footer' section has four text input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:'.



### Grading Period

You will select a Grading Period for the report to display.

### Print Skills

- **All** – Select to print both graded and non-graded skills.
- **Graded Only** – Select to only print skills with grades on the report.

### Print Events

- **All** – Select to print both graded and non-graded events on the report.
- **Graded Only** – Select to only display events with scores in the gradebook.
- **None** – Select if you do not want events to print on the report.

### Print Attendance

You can select to print the student's attendance records on the report.

### Do Not Print Grades for Previous Terms

This option allows you to suppress past grades for previous terms from displaying. With this option selected, only the grades within the term selected for the report will print.

### Print Teacher's Log

The Print Teacher's Log will allow you to print the teacher's log on the report.

### Print Grade Mark Legend

You can select this option to print a legend of the grade marks used for the course.

### Print Event Detailed Description

The option will allow the detailed description of the events to be displayed on the report.

### Classes to Print

- **Print Dropped Classes** – Select to print a student's dropped classes.
- **Print This Class Only** – The Report prints for multiple classes by default and this option would be selected if you only wanted to print for the course listed at the top of the template.

### Free-Form Header/Footer

The Free-Form Header/Footer allows you space for the entry of additional information as needed to the report.

## Standards Gradebook Event Listing

The Event Listing Report will display the events created for the class and the subject/skills for which it relates. The report will also provide the event grades for the student.

### Events

You can select to display event information for either a specific term or a date range.

- **Display Grades and Events for Term** – Select the term for which you want grade information to print.
- **Display Grades and Events for Date Range** – Enter the specific date range of the grade information.

### Student Options

You will select if you want the student's name and/or student ID to display on the report.

### Sort Students

The Sort Students option allows you to select if you want the students to display in a random order or in the order displayed in the Gradebook. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort students in a random sort order while showing only the student ID.

### Only Graded Events

When this option is selected, only the events that were graded will display on the report.

### Display No Count Events

This option will display events marked as no count.

### Display Comments

The Display Comments option will display the student's event comments on the report.

**Display Event Detailed Description**

This option will allow the detailed description of the events to be printed on the report.

**Display Student's Signature**

This option will add a space to the report to allow for a signature.

**Free-Form Header/Footer**

The Free-Form Header/Footer allows you space for the entry of additional information as needed to the report.

## Standards Gradebook – Skill/Event Listing

The Skill/Event Listing report will print the events and the skills for a class. It also has the capability to print the skill grade on the report.

The screenshot shows the 'Skill/Event Listing' configuration window. At the top, there are navigation buttons: 'View Report for All Students', 'Select Classes to View Report', and 'Select Students to View Report'. Below these is the 'Grading Period' section with a dropdown menu showing 'Current Term : 04/12/2013 - 05/29/2013'. To the right of the main configuration area are three buttons: 'Report Range Templates', 'Restore Defaults', and 'My Print Queue Back'. The main configuration area is divided into several sections: 'Options' with a 'Free Form Header' section containing 'Label 1:' and 'Label 2:' text boxes; 'Report Format' with radio buttons for 'By Event' (selected) and 'By Skill', and a checkbox for 'Do Not Display Skills With No Events'; 'Event Detail' with checkboxes for 'Do Not Print Events Marked as 'No Count'' and 'Do Not Print Ungraded (\*) Events'; 'Date Sequence of Events' with radio buttons for 'Descending (newest to oldest)' (selected) and 'Ascending (oldest to newest)'; 'Event Fields to Print' with checkboxes for 'Event Comment', 'Event Detailed Description', 'Missing Indicator and Reason', 'Earned and Possible Points', 'Percent Earned', 'Grade Mark', 'Special Code', 'Total/Average for Events in each Skill', and 'Total/Average for Events in each Subject'; and a 'Footer Area' with a checkbox for 'Display Signature Line'.

**Grading Period**

You will select a Grading Period for the report.

**Report Format**

- **By Event** – Select this option to view the report listed by Event with subject listed below.
- **By Skill** – Select this option to sort events by skill.
  - Do Not Display Skill With No Events** – This option will not print the Skills that do not have an Event.

### Event Detail

- **Do Not Print Events Marked as "No Count"** – The events marked as no count for the student will not display on the report.
- **Do Not Print Ungraded (\*) Events** – Selecting this option will not print the events for the student that have not yet been graded.

### Date Sequence of Events

The Date Sequence of Events determines how you want the events sorted.

### Event Fields to Print

- **Event Comment** – Display the student's event comments on the report.
- **Event Detailed Description** – The option will allow the detailed description of the events to be printed on the report.
- **Missing Indicator and Reason** – This option will display an event that is marked as missing. If the event is not graded, the option to "Do Not Print Ungraded (\*) Events" must also be selected to display.
- **Earned and Possible Points** – Display the points the student scored on an event and the maximum points at which the event is valued.
- **Percent Earned** – The option will display the percentage earned for the event for the student.
- **Grade Mark** – Display the grade mark received for the event.
- **Special Code** – This option will print out special codes assigned to the event.
- **Total/Average for Events in each Skill** – This option will display the average that the class received for the event for each skill.
- **Total/Average for Events in each Subject** – This option will display the average that the class received for the event for each subject.

### Footer Area

- **Display Student Signature** – This option will add a space to the report to allow for a signature.
- **Free-Form Header/Footer** – The Free-Form Header/Footer allows you space to enter additional information as needed to the report.

## Standards Gradebook – Event Master Report

The Event Master Report lists all of the events that have been created for the class with various sort options. The report does not print per student; it prints per event.

**Event Master** My Print Queue Back

**Event Master Report for TREND / 01 Prd:2 Trend**

[View Event Report](#)

**Events**

☒ Display Events for Term  
Current Term : 04/12/2013 - 05/29/2013

☐ Display Events for Date Range  
Start: Apr 18 2013 Thu, Apr 18 2013  
End: May 09 2013 Thu, May 9 2013

**Options**

**Sort Events by:**

- ☒ Term, Subject/Skill, Due Date
- ☐ Subject/Skill, Due Date
- ☐ Due Date

**Show Students:**

- ☒ Show All Students
- ☐ Only Show Students Missing the Event
- ☐ Do Not Show Students

**Sort Sequence:**

- ☒ Descending
- ☐ Ascending

**Student Display Options**

- ☒ Display Points Earned
- ☒ Display Percent and Grade Mark
- ☐ Display Special Code
- ☐ Display Event Comment

**Other Options**

- ☐ Only Display Events with at least one Missing

**Free Form Header**

Label 1:

Label 2:

**Free Form Footer**

Label 1:

Label 2:

Label 3:

Label 4:

[Report Range](#)  
[Templates](#)  
[Restore Defaults](#)

### Events

You can select to display event information for either a specific term or date range.

- **Display Grades and Events for Term** – Select the term for which you want grade information to print.
- **Display Grades and Events for Date Range** – Enter the specific date range of the grade information.

### Sort Events by

- **Term, Subject/Skill, Due Date** – Select this sort if you would like to view the report by term first, then subject/skill, and lastly by due date.
- **Subject/Skill, Due Date** – Select this sort if you would like to view the report by subject/skill and then by due date.
- **Due Date** – This sort option will sort the events by due date.

### Sort Sequence

The Sort Sequence determines how you want the events sorted.

### Show Student

- **Show All Students** – Select the option if you would like to display all students in the class.

- **Only Show Students Missing the Event** – Choose this setting if you only want to print the students that have an event marked as missing.
- **Do Not Show Students** – Select this option to not print students on the report.

### Student Display Option

- **Display Points Earned** – Select this option to print the students' score for the event.
- **Display Percent and Grade Mark** – This option will print the students' event percent and grade mark on the report.
- **Display Special Code** – Print the special code that the students may have received for an event.
- **Display Event Comment** – Print the event comments on the report.

### Other Options

- **Only Display Events with at least one Missing** – Select this option to only print events that have a student marked as missing the event.

### Free-Form Header/Footer

The Free-Form Header/Footer allows you space for the entry of additional information as needed on the report.

## Standards Gradebook – Standards Report Card

The Standards Report Card allows you to print a report card for students. The Standards Report Card will print grade information for all classes attached to the student.

The screenshot shows the 'Standards Report Card' interface. At the top, there's a header with navigation arrows and the title 'Standards Report Card'. Below this, a sub-header reads 'Standards Report Card for TREND / 01 Prd:2 Trend'. A row of buttons includes 'View Report for All Students', 'Select Classes to View Report', 'Select Students to View Report', and 'Export to Excel'. The main area is divided into 'Grading Period:' and 'Report Options'. The 'Grading Period:' section shows 'Current Term : 04/12/2013 - 05/29/2013' with a dropdown arrow. Below it are several checkboxes: 'Print a blank report card', 'Separate comments onto a new page', 'Print comments only', 'Print for this class only', 'Only Print for Families Set to Receive a Hard Copy of the Report Card', and 'Post Report Cards to Family/Student Access'. A note states: 'Note: Posted Report Cards will also be available in the Student Portfolio tabs of EA+ and Student Management'. The 'Report Options' section on the right has buttons for 'Report Range Templates' and 'Restore Defaults'. At the bottom, the 'Print for Family:' section has radio buttons for 'Print for First Family Only' (selected), 'Print for Second Family Only', 'Print for First and Second Families', and 'Print for all Families'.

### Grading Period

You will select a Grading Period as a range for the report card. The report card will print all grading periods completed up to the term selected.

**Print a blank report card**

This option will not print the student's grades, comments, or attendance. The report card will still display the subject/skills for the class.

**Separate comments onto a new page**

You can select this option to print the comments posted for the term on a separate page.

**Print comments only**

The report card will only print comments. When this option is selected, it will not display subject/skills.

**Print for this class only**

When this option is selected, only the current class will print on the report card.

**Only Print for Families Set to Receive Hard Copy of the Report Card**

This option will only print the report cards for the students whose families are selected to receive a paper copy.

**Post Report Cards to Family/Student Access**

When this option is selected, the report cards will become viewable in Family/Student Access for the students and parents. This option should only be selected when the report card has been finalized and ready for display. The availability of this option will depend on the configuration of the Gradebook by the district.

- **Overwrite Existing Report Cards to Family/Student Access for the selected Date Range** – Select this option to overwrite any previous report cards that were posted to Family/Student Access for the range selected.

**Print for First Family Only**

- **Print for First Family Only** – This allows you to only print a hard copy for the student's primary family.
- **Print for Second Family Only** – Select this option to only print a hard copy for the Student's second family.
- **Print for First and Second Families** – This option will print a hard copy for the 1<sup>st</sup> and 2<sup>nd</sup> family attached to the student.
- **Print for all Families** – Print a hard copy for all of the families attached to the student.

## Standards Gradebook – Custom Report Card

The Custom Report Card allows you to print a report card that was set up and configured by the district.

### Grading Period

You will select a Grading Period as a range for the report card.

### Options

- **Print Dropped Classes with Grades** – Select the option to allow the student's dropped classes to print only if there were grades attached.
- **Print All Dropped Classes** – This allows you to print all of the student's dropped classes regardless of whether there were grades assigned to the class.
- **Only Print for Families Set to Receive a Hard Copy of the Report** – Select this option to print only for families that are attached to the student that are marked to receive a hard copy.

### Print for Family

- **Print for First Family Only** – This option allows you to only print a hard copy for the student's primary family.
- **Print for Second Family Only** – Print a hard copy for the Student's second family.
- **Print for First and Second Families** – This option will print a hard copy for the 1<sup>st</sup> and 2<sup>nd</sup> family attached to the student.
- **Print for all Families** – Print a hard copy for all of the families attached to the student.

### Language Options

- **Print in Home Language** – Select to print the report card in either English or Spanish as determined by the student's assigned home language. The Spanish translation must be set up by an administrator in order to print.
- **Print in English** – Print the report cards in English.



- **Print in Spanish (if Spanish version is not set up, English version will be used)** – Select to print the Spanish version of the report card. The Spanish translation must be set up by an administrator in order to print.

## Standards Gradebook – Missing Events

The Missing Events report will print all of the events that are missing for a student. It has the capability to display missing events from all of the student's classes.

### Events

You will need to select to display event information for either a specific term or date range.

- **Display Grades and Events for Term** – Select the term for which you want grade information to print.
- **Display Grades and Events for Date Range** – Enter the specific date range of the grade information.

### Options

- **Display No Count Events** – Select to include Events marked as no count on the report.
- **Only Print Events that are Marked as Missing** – If this option is selected, only events flagged as Missing will display on the report.
- **Exclude Students with no Missing Events** – This excludes students from displaying if they do not have an event that is marked as missing.

- **Print for this class only** – Select if you would like to display the list of missing events for this class only. If this option is unchecked, it will print the missing events in all of their classes.
- **Print Details of Missing Events** – Select to show each missing event per student.

### Sorting

You can select to either sort by student or random order. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort students in a random order while showing only the student ID.

### Page Break

This option will create a new page based on the student or class.

### Fields to Print

- **Student Name**
- **Student ID**
- **Comments** – If selected, the assignment comments will display for the student.
- **Event Detailed Description** – If this option is selected, it will print both the description and detailed description.
- **Signature Line** – This option will add a space to the report to allow for a signature.

### Print Summary of Missing Events

The Print Summary of Missing Events option will only show the missing assignment count per student.

Sorting	Fields to Print
<input checked="" type="radio"/> By Student	<input type="checkbox"/> Print Missing Event Count
<input type="radio"/> By Class	<input type="checkbox"/> Print Missing Event Class ?
<input type="radio"/> By Teacher	

- **Sorting** – Select to sort by student, by class, or by teacher.
- **Print Missing Event Count** – Display the total number of missing assignments.
- **Print Missing Event Class** – If this option is selected, the student will display once for each class in which they are enrolled.

### Free-Form Header/Footer

The Free-Form Header/Footer area allows you to enter any messages that you want printed for the entire class.

## Standards Gradebook – Progress Detail Report

The Progress Detail Report will show the subject, skill, and event grades for an individual student. The report has an option to select a specific date range as well as the capability of reporting by Term.

### Grading Period

You will select a Grading Period for the report to display.

### Classes to Print for Selected Students

- **Only Print this Class** – Select this option to only print the class from the gradebook in which you are currently working.
- **Only Print Classes where I am the Teacher** – This option will only print the classes the student is enrolled in that you are the teacher.
- **Print All Classes** – Select to print all of the classes in which the student is enrolled.

### Event Fields to Print

- **Event Comment** – This option will print the event comments for the student.
- **Event Detailed Description** – If this option is selected, it will print both the description and detailed description.
- **Missing Indicator and Reason** – Select the option to display an event if it is marked as missing. If the event is not graded, the option to “Do Not Print Ungraded(\*) Events” must also be selected to display.

- **Earned and Possible Points** – Select this option to display the points the student scored on an event and the maximum points at which the event is valued.
- **Percent Earned** – The option will display the percentage earned for the event for the student.
- **Grade Mark** – Display the grade mark received for the event.
- **Special Code** – If the student has a special code, it will display on the report.

#### Event Detail

- **Do Not Print Events Marked as "No Count"** – The events marked as no count for the student will not display on the report.
- **Do Not Print Ungraded (\*) Events** – This option will not print the events for the student that have not yet been graded.

#### Sort Sequence

The Sort Sequence determines how you want the events sorted.

#### Footer Area

- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can only select either this option or the "Display Signature Line." This option will print a signature line with the wording of "Guardian Signature." It will also print the course information and teacher name.

#### Free-Form Header/Footer

This area allows you to enter any messages that you want printed for the entire class.

#### Class Comment

The Class Comment area allows you to enter free-form comments for the entire class.

## Standards Gradebook – Email Progress Detail Report

The Email Progress Detail Report is a report/process that will generate emails to guardians and/or students which will include the Progress Detail Report for the student. Students/Guardians without an email address can have a report printed.

### Grading Period

You will select a Grading Period for the report to display.

### Free-Form Header

The Free-Form Header allows information entered in this space to print at the top of each report.

### Classes to Print for Selected Students

- **Only Print this Class** – Select this option to only print the current class.
- **Only Print Classes where I am the Teacher** – The option will only print the classes the student is enrolled in that you are the teacher.
- **Print All Classes** – Select to print all of the classes in which the student is enrolled.

### Event Fields to Print

- **Event Comments** – This option will print the event comments for the student.
- **Event Detailed Description** – If this option is selected, it will print both the description and detailed description.

- **Missing Indicator and Reason** – Select the option to display that an event is marked as missing. If the event is not graded, the option to “Do Not Print Ungraded(\*) Events” must also be selected to display.
- **Earned and Possible Points** – Display the points the student scored on an event and the maximum points at which the event is valued.
- **Percent Earned** – This option will display the percentage earned for the event for the student.
- **Grade Mark** – Display the grade mark received for the event.
- **Special Code** – If the student has a special code, it will display on the report.

### Event Detail

- **Do Not Print Events Marked as “No Count”** – The events marked as no count for the student will not display on the report.
- **Do Not Print Ungraded (\*) Events** – This option will not print the events for the student that have not yet been graded.

### Sort Sequence

The Sort Sequence determines how you want the events sorted.

### Footer Area

- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can only select either this option or the “Display Signature Line.” This option will print a signature line with the wording of “Guardian Signature.” It will also print the course information and teacher name.

**Free-Form Footer/Class Comment** – Allows for the information entered in this space to print at the bottom of each report.

After selecting the option for the Progress Detail Report, you will click on **Next**.

Student/Guardian Selection

My Print Queue

Student List for TREND / 01 Trend  
For 04/12/13 - 05/29/13

Select All Students

Select All Guardians

Select All to Print

Next

Clear All Students

Clear All Guardians

Clear All to Print

Prev

Student Guardian	Email Report	Print Report	Email Address
KASERSCR, VETA E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VETA.KASERSCR@students.piusxi.org
KEETHSCR, MARYANNE L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MARYANNE.KEETHSCR@students.piusxi.org
KEETHSCR, TREY	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
LAUNIUSSCR, KYLEE	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
KIESLINGSCR, MIGUEL M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MIGUEL.KIESLINGSCR@students.piusxi.org
KIESLINGSCR, FELIPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guardian@guardian.com
LEDGERWOODSCR, GERMAINE	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
KIMREYSCR, CASANDRA W	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CASANDRA.KIMREYSCR@students.piusxi.org
KIMREYSCR, VALENTINE	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
MCCAWLEYSCR, JAKE	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
KLEINESCR, MARLON J	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MARLON.KLEINESCR@students.piusxi.org
KLEINESCR, ROSALINA	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
LORANCESSCR, SOLEDAD	<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available

Individuals without an email address will not be available for email selection. After verifying the receipts of the email and report, click the **Next** button.

The screenshot shows a web interface titled "Email Setup" with a "My Print Queue" button in the top right. The main section is "Email Progress Report Setup". On the right side of this section are two buttons: "Process Emails" and "Prev". Below these buttons are two sections: "Recipient Options" and "Text Options".

**Recipient Options**

- ☐ Send samples to MARILEE ANDREASCR and don't email guardians/parents
- ☐ Send a copy of all emails to MARILEE ANDREASCR (m.andreascr@skyward.k12.wi.us)

**Text Options**

Email Summary: **Progress Report for [Student Name] in [Class Name]**

Enter Text of Email: Attached you will find a copy of your child's progress report. If you have any questions regarding the progress report, please let me know.

### Receipt Options

- **Send samples to (yourself) and don't email guardians/parents** – This option allows you to send test emails to yourself.
- **Send a copy of all emails to (yourself)** – This option allows you to send yourself an additional copy of every email generated by this process.

### Text Options

- **Enter Text of Email** – This allows you to enter any text you would like included in the email body.

After verifying the Recipient and Text Options, click on the **Process Email** button. It will then process in the Print Queue. You will receive the progress report for those parents/students without an email address and you will receive a report showing the error message or email status.

## Standards Gradebook – View Emailed Reports

The View Emailed Reports option allows you to check the delivery status of the emailed progress report and view the attachments to the email progress report.

View Emailed Reports				My Print Queue Back	
Date Created	Time Created	To Address	Status		
05/09/2013	12:28 PM	MARLON.KLEINESCR@students.piusxi.org	Unsent	<a href="#">View Attachment</a>	View
05/09/2013	12:28 PM	CASANDRA.KIMREYSCR@students.piusxi.org	Unsent	<a href="#">View Attachment</a>	
05/09/2013	12:28 PM	MIGUEL.KIESLINGSCR@students.piusxi.org	Unsent	<a href="#">View Attachment</a>	
05/09/2013	12:28 PM	Guardian@guardian.com	Unsent	<a href="#">View Attachment</a>	
05/09/2013	12:27 PM	MARYANNE.KEETHSCR@students.piusxi.org	Unsent	<a href="#">View Attachment</a>	
05/09/2013	12:27 PM	VETA.KASERSCR@students.piusxi.org	Unsent	<a href="#">View Attachment</a>	
05/08/2013	11:05 AM	abby@scramble.com	Unsent	<a href="#">View Attachment</a>	
05/08/2013	11:05 AM	abby@scramble.com	Unsent	<a href="#">View Attachment</a>	
05/08/2013	11:04 AM	angelaf@google.com	Unsent	<a href="#">View Attachment</a>	
05/06/2013	4:25 PM	m.andreasr@skyward.k12.wi.us	Unsent		
05/06/2013	4:25 PM	scramble7148@example.com	Unsent		
05/04/2013	6:57 AM	scramble7199@example.com	Unsent		
05/03/2013	10:24 AM	scramble7148@example.com	Unsent		
05/03/2013	10:24 AM	m.andreasr@skyward.k12.wi.us	Unsent		
04/29/2013	1:58 PM	mrsmaam@scramble.skyward.com	Unsent		
04/29/2013	1:58 PM	mrsmaam@scramble.skyward.com	Unsent		
02/06/2013	11:36 AM	scramble2600@example.com	Unsent		
02/05/2013	4:22 PM	scramble2600@example.com	Unsent		
				Email Count: 18	

Each emailed Progress Report is displayed in this list. The Status indicates if the email was sent or if there was an error involved.

### View Attachments

The View Attachments allows you to see a copy of the progress report attached to the email.

### View

View Email

My Print Queue

Back

View Email

To: MARLON.KLEINESCR@students.piusxi.org

CC:

BCC:

Subject: Progress Report for KLEINESCR, MARLON in Trend / 01

Body: Attached you will find a copy of your child's progress report. If you have any questions regarding the progress report, please let me know.

Date Created: Thursday, May 9 2013

Time Created: 12:28 PM

Status: Unsent

Date Sent:

Time Sent:

Attachment: Yes

This is a sample of the information you will find when you click on the **View** button.



## Standards Gradebook – Enhanced Multi-Class Progress Report

The Enhanced Multi-Class Progress Report can display grades and assignments for a specific grading period. This report can be generated for the selected class or all of the classes that the student has in their schedule.

**Enhanced Multi-Class Progress Report for TREND / 01 Prd:2 Trend**

View Report for All Students | Select Classes to View Report | Select Students to View Report

**Grades and Students to Print**

Display Grades and Events for Term: Current Term: 04/12/13 - 05/29/13

☐ Only print students with a grade mark of 100 ☐ Print dropped students

☐ Only print students with less than percent

☐ Only print students with less than absences

**Report Header**

**Student Header**

☒ Display Student Name ☐ Display Student ID

☐ Display Student Advisor

**Class Header**

☐ Display Attendance Totals

☐ Only for Selected Term

**Free Form Header**

Label 1:

Label 2:

**Report Body**

**Classes to Print for Selected Students**

☒ Only Print this Class

☐ Only Print Classes where I am the Teacher

☐ Print All Classes

**Events to Print**

☐ Do Not Print Any Events or Skills

☐ Do Not Print Events Marked as 'No Count'

☐ Do Not Print Ungraded (\*) Events

☐ Do Not Print Events Not Posted to Family Access

**Event Date Order**

☒ Ascending (oldest to newest)

☐ Descending (newest to oldest)

**Skill Options**

☐ Display Skill Totals

☒ Group Events by Skill

**Fields to Print**

☒ Event Comments

☐ Event Detailed Description

☒ Missing Indicator and Reason

☒ Earned and Possible Points

☒ Percent Earned

☒ Grade Mark

☒ Special Codes

☐ Special Codes Legend

☐ Absences

☐ Absences Legend

Report Range Templates | Restore Defaults

### Grades and Students to Print

- **Display Grades and Events for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than \_\_\_\_ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than \_\_\_\_ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

### Student Header

The Student Header allows you to select the student information to print on the report.

**Class Header**

The Class Header allows you to select if attendance information should display on the report.

- **Display Attendance Totals** – This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will only be available if you select to “Display Attendance Totals.” Only the attendance totals for the selected grading period will display with this option selected.

**Free-Form Header**

The Free-Form Header allows for information entered in this space to print at the top of each report.

**Class to Print for Selected Students**

You will select the classes that will print on the report.

- **Only Print this Class** – The current class is the only class that will print on the report.
- **Only Print Classes where I am the Teacher** – This displays all of the classes the student has where you are the teacher.
- **Print All Classes** – This displays every class in which the student is enrolled.

**Events to Print**

- **Do Not Print Any Events or Skills** – Do you want event information and skills to display on the report?
- **Do Not Print Events Marked as “No Count”** – Should events not included in the student’s grade appear on the report?
- **Do Not Print Ungraded (\*) Events** – Should any events not scored display on the report?
- **Do Not Print events Not Posted to Family Access** – This option allows you to exclude events from displaying that are selected to display in Family Access. The reason this area may be grayed out is because the entity is forcing all events to display in Family/Student Access.

**Event Date Order**

The Event Date Order allows you to select how the assignments will sort on the report.

**Skill Options**

- **Display Skill Totals** – This shows how the student performed in each of the skills used in the Gradebook and it will also display how the grade is calculated.
- **Group Events by Skill** – If this option is selected, it will sort the events based on skills instead of by date.

**Fields to Print**

- **Event Comments** – This option will print the event comments for the student.
- **Event Detail Description** – If this option is selected, it will print both the description and detailed description.
- **Missing Indicator and Reason** – This option is used to display that an event is marked as missing. If the event is not graded, the option to “Do Not Print Ungraded (\*) Events” must also be selected to display.
- **Earned and Possible Points** – This displays the points that the student scored on an event and the maximum points at which the event is valued.

- **Percent Earned** – The option will display the percentage earned for the event for the student.
- **Grade Mark** – Display the grade mark received for the event.
- **Special Code** – If the student has a special code, it will display on the report.
- **Special Codes Legend** – This option will print a legend to reflect what the Special Codes signify.
- **Absences** – This displays a column on the report showing if the student wasn't in attendance the day the event was due.
- **Absence Legend** – This option will print a legend to reflect what the Absence Codes signify.

**Report Footer**

**Student Footer**

☒ Display Signature Line

**Free Form Footer**

Label 1:

Label 2:

Label 3:

Label 4:

**Comment**

**Class Footer**

☒ Display Current Class Grade

☐ Display Grades for [Previous Terms](#)

☐ Display Missing Events

☒ Display Term Comments

☐ Display Teacher's Log

### Student Footer

- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.

### Class Footer

- **Display Current Class Grade** – This displays the grade currently being earned by the student.
- **Display Grades for Previous Terms** – This option allows you to determine the previous term grades that print. Click on the words of **Previous Terms**.

[\[Hide\]](#)

☐ All Previous Terms ☒ **Select Terms**

☐ 1ST (08/20/12 - 10/05/12)

☐ 2ND (10/08/12 - 11/16/12)

☐ 3RD (11/19/12 - 12/22/12)

☐ SM1 (08/20/12 - 12/22/12)

☐ 4TH (01/07/13 - 02/22/13)

☐ 5TH (02/25/13 - 04/11/13)

☐ SM2 (01/07/13 - 05/29/13)

☐ FNL (08/20/12 - 05/29/13)

You can either select **All Previous Terms** or **Selected Terms**.

**All Previous Terms** – This option will print every grade present for all terms.

**Select Terms** – This option will allow you to select the prior term grades to print.

- **Display List of Missing Events** – This option will print a separate listing of assignments that are either marked as missing or un-scored and past the due date.
- **Display Term Comments** – This option will print the report card grade comments.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher Log.

### Free-Form Footer/Class Comment

The Free-Form Footer/Class Comment allows for the information entered in this space to print at the bottom of each report.

## Standards Gradebook – Online Event Analysis Report

The Online Event Analysis Report will allow you to see which students got correct/incorrect answers to questions on the Online Event. It also will show you which students have not completed the Online Event.

The screenshot shows the 'Online Event Analysis' interface. At the top, there's a navigation bar with a back arrow, the title 'Online Event Analysis', and a 'My Print Queue' button with a back arrow. Below this is a header for the report: 'Online Event Analysis Report for TREND / 01 Prd:2 Trend'. A 'View Online Event Report' button is visible. The main section is titled 'Online Events' and contains two options: 'Print Online Events for Term' (checked) and 'Print Online Events for Date Range' (unchecked). The 'Current Term' is set to '04/12/2013 - 05/29/2013'. The 'Date Range' section shows 'Start: Apr 18 2013' (Thu, Apr 18 2013) and 'End: May 09 2013' (Thu, May 9 2013). To the right of these options are buttons for 'Report Range Templates' and 'Restore Defaults'. Below the 'Online Events' section is an 'Options' section with several checkboxes: 'Only Print Online Events that have been Graded and Posted to the Gradebook' (unchecked), 'Print All Students' (selected), 'Exclude Students who have not taken Online Event yet' (unchecked), 'Only Print Students who got Answers Correct' (selected), 'Include Students who recieved partial points on an incorrect answer' (unchecked), 'Only Print Students who got Answers Incorrect' (selected), 'Exclude Students who received partial points on an incorrect answer' (unchecked), and 'Only Print Students who have not taken Online Event yet' (selected). Notes for the 'Only Print Students who got Answers Correct' and 'Only Print Students who got Answers Incorrect' options state: 'Note: Essay Questions are deemed correct if full points are earned by student' and 'Note: Essay Questions are deemed incorrect if full points are not earned by student' respectively.

### Online Events

This option allows you to select to display online event information for either a specific term or date range.

- **Print Online Events for Term** - Select the term for which you want grade information to print.
- **Print Online Events for Date Range** - Enter the specific date range of the grade information.

### Options

- **Only Print Online Events that have been Graded and Posted to the Gradebook** – If this option is selected, it will only print online event information for students whose online assignment has been graded and posted to the Gradebook.
- **Print All Students** – This allows you to print the answers students gave for each question.

- **Exclude Students who have not taken Online Event yet** – Should students who have not completed the online event display? If this option is selected, it will show the student and “Not Taken” on the report.
- **Only Print Students who got Answers Correct** – When this option is selected, it will only display the names of students who answered the question correctly.
- **Include Students who receive partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer display on the report?
- **Only Print Students who got Answers Incorrect** – When this option is selected, it will only display the names of students who answered the question incorrectly.
- **Exclude Students who received partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer be excluded from the report?
- **Only Print Students who have not taken Online Event yet** – This displays a list of students who have not completed their online assignment. This option will not be available if you selected to “Only Print Online Assignments that have been Graded and Posted to the Gradebook.”

## Class Information

[Class Roster](#)  
[Student Information](#)  
[Custom Forms Report](#)  
[Gifted and Talented Report](#)

## Class Roster

The Class Roster Report provides a listing of all the students in your class with selected information. Not all of the options can be selected to print on the report; there is a character maximum of 122.

**Class Roster** My Print Queue Back

Select Parameters for Class Roster Report for Band I / 01 Prd:1 Band I

[View Report for All Students](#)
[Select Classes to View Report](#)
[Export to Excel](#)

Class Roster Report Options: 57 chars - Portrait Report

**Students**

Display Students enrolled for Term: SM2 : 01/07/2013 - 05/29/2013

**Options**

Name Display:

- ☐ Last, First MI
- ☐ First Middle Last
- ☐ Last First Middle
- ☒ First MI Last

ID Display:

- ☒ Student ID
- ☐ Internal ID
- ☐ Name Key
- ☐ None

Sort by: Last Name

Display Information:

- ☐ Grade
- ☐ Phone Number
- ☐ Gender
- ☐ Student Access Login and Password
- ☐ Grad Year
- ☐ Second Phone
- ☐ Current Cumulative GPA
- ☐ Print Student Picture
- ☐ Birth Date
- ☐ Third Phone
- ☐ Home Address
- ☐ Food Service Key Pad #
- ☐ Advisor
- ☐ Email
- ☐ Mailing Address

Family Information:

- ☐ Primary Guardian
- ☐ All Guardians
- ☐ Phone 2
- ☐ Phone 1
- ☐ Email
- ☐ Phone 3
- ☐ Phone 2
- ☐ Home Address
- ☐ Email
- ☐ Phone 3
- ☐ Mailing Address

[Report Range](#)  
[Templates](#)  
[Restore](#)  
[Defaults](#)

### Students

- **Display Students enrolled for Term** – Select the term for which to display enrolled students.

### Name Display

The Name Display allows you to choose how you would like the name to print on the report.

### ID Display

The ID Display allows you to select the ID you want to print on the report.

- **Student ID** – ID set up by the district.
- **Internal ID** – ID that is automatically given to the student by the program.
- **Name Key** – Every person entered into Skyward has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)

### Sort By

The Sort By allows you to determine the order that the names will display on the report.

**Display Information**

Display Information allows you to select the Demographic Information you want displayed on the report.

- **Grade**
- **Phone Number**
- **Gender**
- **Student Access Login and Password** – The password will only print if the student hasn't changed their password from the district defined password.
- **Grad Year**
- **Second Phone** – This is the second phone number for the student and not the family.
- **Current Cumulative GPA**
- **Print Student Picture**
- **Birth Date**
- **Third Phone** – This is the third phone number for the student and not the family.
- **Home Address**
- **Food Service Key Pad #** - This option is based on the district configuration settings.
- **Advisor**
- **Email**
- **Mailing Address**

**Family Information**

You can select the Family Information you want to display on the report. All options will be grayed out until you select **Primary Guardian**.

## Class Information – Student Information

The Student Information Report allows you to print an assortment of student information. The information you can print will depend on security access in My Students.

**Student Information** My Print Queue Back

[View Report for All Students](#) [Select Students to View Report](#)

**Options**

- ☒ Student Profile Information
- ☒ Family Member Information
- ☒ Use Mailing Address
- ☒ Print Confidential Phone Numbers
- ☐ Attendance Totals
  - ☐ Display Attendance for Term
    - Current Term : 04/12/13 - 05/29/13
  - ☐ Display Attendance for Date Range
    - NOTE: Only current year attendance (08/20/2012 to 05/29/2013) will display on this report.
    - Start:  Aug  20  2012  Mon, Aug 20 2012
    - End:  May  29  2013  Wed, May 29 2013
  - ☐ Print Only Attendance Totals
- ☒ Current Schedule
- ☒ Course Add/Drops
- ☒ Discipline Information
  - ☒ Current Year Only
- ☒ Academic History
  - School Year:  2012 to  2013
- ☒ Current Grades [Grade Buckets](#) The report is limited to 18 grade buckets
- ☒ Show Teacher Comments
- ☒ Show Current Cumulative GPA
- ☒ Test Scores
- ☒ Course Recommendations
- ☒ Activities
- ☒ Message Center
  - ☒ Family Access
  - ☒ Student Access
- ☒ Entry/Withdrawal
  - Active:  Aug  20  2012  Mon, Aug 20 2012
  - to:  May  29  2013  Wed, May 29 2013

[Report Range Templates](#) [Restore Defaults](#)

### Options

You will select the information you would like to print on the report.

- **Student Profile Information** – Print demographic information; such as birth date, address, phone number and alert information.
- **Family Member Information** – Display Family Information; such as guardian names, phone numbers, and sibling names.
- **Use Mailing Address** – Display the student's mailing address.
- **Print Confidential Phone Numbers** – Should phone numbers flagged as confidential print?
- **Attendance Totals** – Display attendance information for the student. You can either select **Display Attendance for Term** or **Display Attendance for Date Range**.
  - Display Attendance for Term** – This allows you to select the term for which attendance will print.
  - Display Attendance for a Date Range** – This allows you to select the specific dates attendance will print for on the report.
  - Print Only Attendance Totals** – If this option is not selected, it will show the days and periods the student was not in attendance.
- **Current Schedule** – Display the student's current year schedule.



- **Course Add/Drop** – This option will show the dates when courses were added and dropped.
- **Discipline Information** – Display the student’s discipline offenses and action records.
  - Current Year Only** – If this option is selected, only current year offenses and actions display.
- **Academic History** – Use this to show courses and grades for prior year(s).
  - School Year** – This allows you to determine the school year(s) for which the Academic History will print.
- **Current Grades** – Display the current grades for all the student’s courses.
  - Grade Buckets** – This allows you to select the grades that display.
  - Show Teacher Comments** – This displays the report card comments.
  - Show Current Cumulative GPA** – This displays the student’s cumulative GPA value.
- **Test Scores** – This shows scores entered for standardized tests.
- **Course Recommendations** – Display any course recommendations entered for the student.
- **Activities** – This allows you to view the activities in which the student is involved.
- **Message Center** – Display any messages that were generated. You can select to display Family Access and/or Student Access.
- **Entry/Withdrawal** – Show the entry/withdrawal records for the student based on the dates entered.
- **Picture** – If the picture exists for the student in Skyward, it can display on the report.
- **Emergency Contacts** – Display the emergency contacts for the student.
- **Student Access Login and Password** – This allows you to view the student’s login and password for Student Access. If the student has changed their password from the one entered by the district, you will only see \*\*\*\*\* on the report.

## Class Information – Custom Forms Report

The Custom Forms Report allows you to print information entered on Custom Forms. Custom Forms are set up by the district and allow information not currently being tracked in Skyward to be entered on the form.

- **Available Custom Forms** – View all of the custom forms available for you to select. The forms you see in this list are based on how the district set up the form.
- **Custom Forms to Print** – The forms displaying in this box are going to be the forms you will be printing. You can select multiple forms to print.

## Class Information – Gifted and Talented Report

The Gifted and Talented Report displays the student's gifted and talented information.

### Gifted and Talented Report (35)

[Back](#)

#### Template Settings

\* Template Description:

☐ Share this template with other users in the district

☐ Print Greenbar

[Check Spelling](#)  
[Save](#)  
[Save and Print](#)

#### Ranges

Low High

G&T Enrollment Date Range:

☒ All Classes [Classes](#)

#### Selection Options

☒ Print Student Namekey ☒ Print Ethnicity

☒ Print Other ID ☒ Print Race

☒ Print Default Entity

☒ Print GT Start and End Dates

#### Sorting Options

Move	Label	Select	Page Break
	Student Name	<input type="checkbox"/>	<input type="checkbox"/>
	Other ID	<input type="checkbox"/>	<input type="checkbox"/>
	Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>
	Course	<input type="checkbox"/>	<input type="checkbox"/>
	Race	<input type="checkbox"/>	<input type="checkbox"/>

Asterisk (\*) denotes a required field

### Ranges

The Ranges allow you to determine the date range for Gifted and Talented Records.

- All Classes** – This allows you to select the classes for which the Gifted and Talented information will display. To select the individual classes, uncheck the "All Classes" option and click on the "Classes" button.

**Select Classes - Class Details (21415)**

Views: **Class Details** Filters: **\*All Classes**

Save

Select	Course	Sec	Description	Entity	Subj	Tchr Alphakey	Teacher	Pd	Days	Terms
<input checked="" type="checkbox"/>	1MUS	01	1 Music	101		ANDREMAR00	MAndreasr	01	MTWRF	Y (01-06)
<input type="checkbox"/>	2LA	01	2 Lang Arts	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	2READ	01	2 Reading	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	2SPEL	01	2 Spelling	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	2WRIT	01	2 Writing	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	3115	01	Wind Ensemble	001		ANDREMAR00	MAndreasr	01	MTWRF	Y (01-06)
<input type="checkbox"/>	3116	01	Wind Ensemble 2	001	10	ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	3117	01	Wind Ensemble 3	001	10	ANDREMAR00	MAndreasr	03	MTWRF	Y (01-06)
<input type="checkbox"/>	Band I	01	Band I	001		ANDREMAR00	MAndreasr	01	MTWRF	Y (01-06)
<input type="checkbox"/>	TREND	01	Trend	001		ANDREMAR00	MAndreasr	02	MTWRF	Y (01-06)

20 10 records displayed Course: [ ]

Select All  
Deselect All

This is a sample of what it will look like when you click on the **Classes** button. It will allow you to select the individual classes. If you do not see any classes listed, you will want to check the date range of the report.

- **Print Student Namekey** – Every person entered into Skyward has a Namekey. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)
- **Print Other ID** – ID set up by the district.
- **Print Default Entity** – Display the student's default entity or the entity where the student spends a majority of their time.
- **Print GT Start and End Date** – This shows the start and end date of the Gifted and Talented Record.
- **Print Ethnicity** – Display the student's ethnicity.
- **Print Race** – Show the student's race.
- **Sorting** – This option allows you to sort the report based on Student Name, Other ID, Ethnicity, Course, and Race. You are also able to page break by your selected sort.

## Secondary Report Cards – Grade Proof Sheet

The Grade Proof Sheet Report lists the grades and comments you posted for your class. This report is a great report to run prior to the posting window closing because it will show all grades and comments that will display on the report cards. Only posted grades will display on this report.

The screenshot shows the 'Grade Proof Sheet' report interface. At the top, there is a header bar with navigation icons and the title 'Grade Proof Sheet'. Below this, a sub-header reads 'Grade Proof Sheet Report Band I / 01 Prd:1 Band I'. The main area contains three buttons: 'View Report for All Students', 'Select Classes to View Report', and 'Select Students to View Report'. A 'Term' dropdown menu is set to '3RD 6 WEEKS : 11/19/2012 - 12/22/2012'. Under the 'Options' section, there are two groups of checkboxes: 'Term Display' with 'Display Only the Selected Term' and 'Comment Display' with 'Display Free Form Comments' and 'Display Regular Comments'. On the right side, there is a vertical menu with links: 'Report Range Templates', 'Restore Defaults', and 'My Print Queue Back'.

### Term

You will select the term for which to display the posted grades and comments.

### Term Display

If this option is not selected, posted grades and comments will display for every grading period.

### Comment Display

- **Display Free Form Comments**
- **Display Regular Comments** – These are comments that are entered by using a comment code.

## Secondary Trend Grading – Academic Standard/Benchmark Trend Report

This report allows you to view each student's assignment scores in relation to the standards/benchmarks being assessed.

### Grades and Students to Print

- **Display Trend Percents for Term** – Select the term for which to display the grade information.
- **Print Dropped Students** – Select this option if you want the dropped students to display on this report.

### Student Header

The Student Header allows you to select the Student Information that will print.

### Free-Form Header

This option allows the entry of additional information as needed on the report.

### Academic Standards/Benchmark Options

- **Do Not Print Academic Standards that are not Attached to an Assignment** – Should Academic Standards not currently attached to an assignment print?
- **Do Not Print Assignments** – Should assignments print on this report?
- **Do Not Let Trend Percent Go Below the Lowest Academic Standard Percent** – Can the trend percent value be lower than the Academic Standards Percent.
- **Only Calculate a Trend Percent for \_\_\_\_ or more Academic Standard Scores** – This allows you to determine how many scores need to be entered in order to calculate a Trend Percent.

- **Print the Grade Mark for the Academic Standard and Assignment**
- **Do Not Print the Percentages for the Academic Standard and Assignment**
- **Hide the Average Column**
- **Hide the Trend Column**
- **Show the Academic Standard Total**

### Free-Form Footer/Class Comment

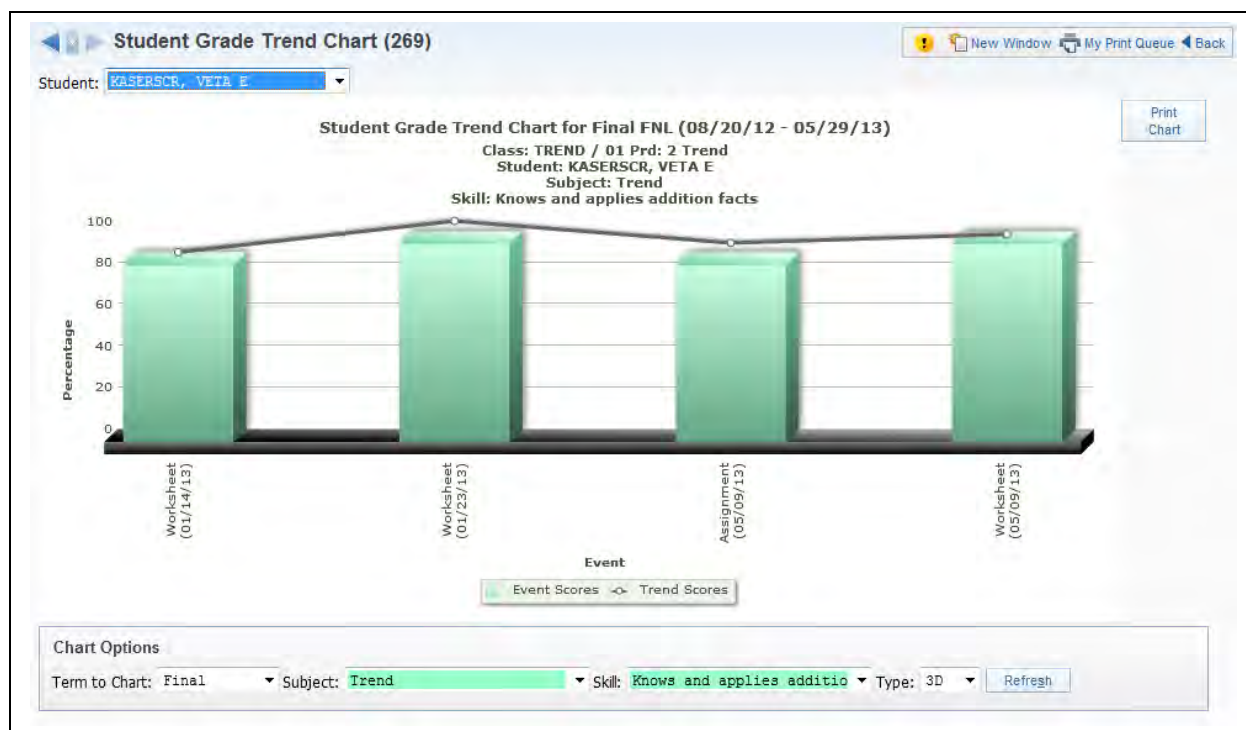
This allows you space for the entry of additional information as needed on the report.

### Standards Trend Grading – Skill Trend Grading by Event

The Skill Trend Grading by Event is not a true report but a view of the skill trend grade calculated by scored events.

Skill Trend Grading by Event					
		Trend Grade	Works W38-T 05/09	Assig W38-T 05/09	Works W23-W 01/23
Students					Works W22-M 01/14
1	KASER VETA				
Trend					
	Knows and applies addition facts	O	O	S	O
	Knows and applies subtraction facts				
	Knows and applies multiplication facts				
	Applies problem solving skills				
	Explains strategies through written form				
2	KEETH MARYA				
Trend					
	Knows and applies addition facts	O	S	S	N
	Knows and applies subtraction facts				
	Knows and applies multiplication facts				
	Applies problem solving skills				
	Explains strategies through written form				

The screen lists the students name first then breaks down the Subject by Skill. Event scores are listed in descending order. The Trend Grade calculation is based on a linear fit of all the students' event grades. Most recent event grades tend to have more impact on the student's trend grade than older grades. You can click on the bar graph to the right of the skill and a student grade trend chart will display.



This is a sample of the **Student Grade Trend Chart** for a student.



## Lesson Scheduler

The screenshot displays the 'Lesson Scheduler (465)' application window. At the top, there's a navigation bar with a back arrow, a forward arrow, and the title 'Lesson Scheduler (465)'. To the right of the title are buttons for 'New Window', 'My Print Queue', and 'Back'. Below the navigation bar is a header section for 'Week of May 5, 2013', with links for 'Return to Current Day', 'Print Schedule', and 'Lesson Scheduler'. The main header also includes '001 - Entity (001) Grades 9 to 12' and view options for 'Month', 'Week' (selected), and 'Day'. The main content area is a grid representing the weekly schedule. The columns represent days of the week: Sunday (May 5), Monday (May 6), Tuesday (May 7), Wednesday (May 8), Thursday (May 9), Friday (May 10), and Saturday (May 11). The rows represent time slots from 7 am to 4 pm. The 'No School' status is indicated for Sunday and Saturday. A 'Menu Options' dialog box is open over the Tuesday column, listing various actions like 'View Lesson Scheduler for Entity', 'Go To: My Lesson Plans', 'Reports: Lesson Plan Report', and 'Utilities: Copy Item(s) from Class to Class'. At the bottom left, there's a small text box with the code 'javascript:openMenu('week');'. At the bottom center, it says 'Lesson Scheduler Display Options'.

If your school district has purchased this module, you will be able to use My Lesson Scheduler to organize the day-to-day educational plan for a class.

Check the [My Lesson Plans](#) section of this document for more information on working with Lesson Plans.



## \*Personal Graduation Plan Notes – Texas Specific

\*Personal Graduation Plan Notes (176)

Views: General Filters: \*Skyward Default

	Last Name	First	Middle	Gender	Grade	Grad Year	Status	Course Dropped
1	AARONSONSCOR	KRYSTINA	L	Female	12	2013		
2	ADUSCR	SADIE		Female	09	2016		
3	ADUSCR	Simon		Male	11	2014		

Expand All Collapse All View Printable Details

Personal Graduation Plan Notes Add Note

Edit Delete 05/10/2013 MARILEE Y. ANDREASCR

Student is on track for Graduating on time.

You can enter Personal Graduation Notes for student's in your classes which will display on the student's Profile>TX NCLB - Grad Plan tab.

### Add Note

Personal Graduation Plan Maintenance (39)

Student Information

Student: SADIE ADUSCR

DOB-Age: 03/05/1998 - 15

Personal Graduation Plan Note

☐ Protect Note

Student has completed the state test and is on track for graduation

Check Spelling Save

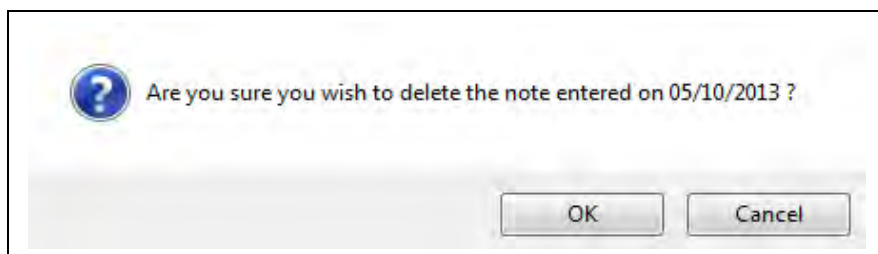
You can enter the Personal Graduation Plan Note for the student and select **Save**. If the "Protect Note" check box is selected, no other users will be able to view what has been entered.

## Edit Note

The Edit allows you to make modifications to your Personal Graduation Plan Note.

## Delete Note

The Delete option allows you to remove the Personal Graduation Plan Note for the student.



After you select **Delete**, you will receive the above message. If you want to delete the Personal Graduation Plan Note, you will click **Yes**.

## #Interventions – Texas Specific

	Last Name	First	Middle	Gender	Grade	Grad Year	Status	Course Dropped
1	AARONSONSC	KRISTINA	L	Female	12	2013		
2	ADUSCR	SADIE		Female	09	2016		
3	ADUSCR	Simon		Male	11	2014		

The #Interventions allow you to show what interventions have been tried with the student.

## Interventions

**Intervention Maintenance (211)**

Views: General Filters: \*Skyward Default

Select	Available Fields
<input checked="" type="checkbox"/>	1 AFTR = After School Program
<input type="checkbox"/>	2 ACAD = Accelerated Academics
<input checked="" type="checkbox"/>	3 ACMP = Academic Camp
<input checked="" type="checkbox"/>	4 ACRD = Accelerated Reading
<input type="checkbox"/>	5 AGRP = Advisory Groups
<input type="checkbox"/>	6 AMRI = Americorp
<input type="checkbox"/>	7 ASI = ASI
<input type="checkbox"/>	8 AVID = AVID
<input type="checkbox"/>	9 BEME = Best Men
<input type="checkbox"/>	10 BEST = Best Friends

Buttons: Save, Select All, Unselect All

Select the Intervention(s) that have been tried with the student. More than one intervention may be selected and others may be added during the school year. After selecting the intervention(s), you will click **Save**.

### Delete

The Delete option allows you to remove the Personal Graduation Plan Note for the student.

Are you sure you wish to delete the Intervention - ACMP?

Buttons: OK, Cancel

After you select **Delete**, you will receive the above message. If you want to delete the Intervention, you will click **Yes**.

## Assign Textbooks to Students

Last Name	First	Middle	Gender	Grade	Grad Year	Status	Course Dropped
1 AARONSONSKR	KRISTINA	L	Female	12	2013		
2 ADUSCR	SADIE		Female	09	2016		

Book Code	Description	Book Number	Condition	Due
MUS HISTORY	Music History	4	New	05/30/13

The Assign Textbook to Students option allows you to manage textbooks that have been assigned to students for the class if the district has purchased the Textbook Tracking module.

### Assign

Assigned	Book Title	Book Number
<input type="checkbox"/>	Music History	4

Total books available to this course: 1

Click on the drop-down menu next to the book title and select the book number. After selecting the book number, click **Save**.

## Edit/Return

**Student Textbook Maintenance (274)**

Students Textbook Maintenance

**Assignment Record Data**

Entity: 001  
 Student: ADUSCAD000 - SADIE ADUSCR  
 Book Code: MUS HISTORY  
 Title: Music History  
 Book Nbr: 4 Reference Nbr: 000 Cost: 50.00 Date Received: 05/10/2013  
 Date Due: 05/30/2013 Date Returned: 06/03/2013  
 Condition Received: N Condition Returned: N  
 Date Found:

**Lost Book Info**  
 Date Lost: Lost Fee: 0.00 Amt Paid: 0.00

**Late Fee Info**  
 Late Fee: 0.00 Amt Paid: 0.00

**Bad Condition Info**  
 Cond. Fee: 0.00 Amt Paid: 0.00

Save

Upon completion of the class, you can also return the books and track when a book is returned, if any late fee applies, or if the book is damaged/lost.

- **Date Due** – This displays the due date of the textbook; this field can be modified.
- **Date Returned** – When returning the textbook, enter the date the textbook was returned.
- **Condition Received** – This displays the textbook condition at the time the textbook was issued to the student; this field can be modified.
- **Condition Returned** – Select the textbook condition at the time the textbook was returned.
- **Date Found** – If the textbook was lost, you can enter the date it was found.
- **Lost Book Info** – If the textbook was lost, you will want to enter the date. Once you enter the date lost, you will be able to enter the lost fee. The fee that defaults is the cost of the book when it was created administratively. If the district also has fee management, the lost fee can automatically be billed to the student.
- **Late Fee Info** – The date returned must be after the due date in order to enter a late fee charge. If the district has fee management, the late fee can automatically be billed to the student.
- **Bad Condition Info** – After the date returned field has been entered, you will be able to enter a bad condition fee. If the district has fee management, the bad condition fee can automatically be billed to the student.

After you have entered/modified the textbook information, you can select **Save**.

## Gradebook Tracker

**Gradebook Tracker (215)**

Gradebook Tracker - Entity 001 / Data as of: 05/10/13 - 12:01 AM

Course	Sec	Last Name	First	Middle	Period Range	Stu Cnt	Asn Cnt	Asn N/G	Scr Tot	Scr Grd	Scr N/C	Scr N/G	Pct Grd
Band I	01	ANDREASCR	MARILEE	Y	TERM 6	3	5	1	15	8		7	53

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

**Assignment Scores By Grade Mark**

There are 3 students in Band I / 01 Band I for TERM 6.  
Beginning: 04/12/13 & Ending: 05/29/13. Data as of: 05/10/13 - 2:26 PM

Grade	% High	% Low	Count
A	4.00	3.75	8
B	3.74	3.00	0
C	2.99	2.00	0
D	1.99	1.00	0
F	0.99	0.00	0
Scores Graded			8
No Count			0
Scores Not Yet Graded			13
Total			21
Missing			7

**Prior Year Gradebooks**

No prior gradebooks were found for Band I / 01

Gradebook Tracker is a way for you to view statistical information for the class. The Gradebook Tracker allows you to view the grade information breakdown for the class. When you expand the record you will be able to view **Assignment Scores by Grade Mark** and **Prior Year Gradebook**. The information you see in the Gradebook Tracker is updated through a nightly process.

## Online Assignment Templates

**Online Assignment Templates (57)**

Views: General Filters: \*Skyward Default

Template Name Questions Default Points Auto Score Show Correct Random Questions Per Page Last Updated Created

There are no records to display; check your filter settings.

Buttons: Add, Edit, Delete, Clone, Reports, Clone from Another Teacher

An Online Assignment Template allows you to create an assignment/assessment for students. The Online Assignment Template will be attached to a Gradebook Assignment/Event and will then be available for the student to complete through Student Access. The benefit of using the Online Assignment Templates is that the template is available in the next school year. Also, you can clone the template and make modifications to the questions.



## Add Online Assignment Template

**Online Assignment Template Maintenance (28)**

**Template Setup Options**

\* Name:  Default Points per Question:

Description:  Maximum characters: 250, Remaining characters: 119

☐ Randomize Questions

**Student/Family Access Options**

☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

☐ Show Correct Answers

☐ Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page:

**Template Questions**

There are no records to display; check your filter settings.

0 records displayed

Asterisk (\*) denotes a required field

Buttons: Check Spelling, Save, Save and Back, Save and Add Questions

### Template Setup Options

- **\*\*Name** – Enter the name of the Online Assignment Template.
- **Description** – This allows you to enter more information related to the assignment. The description will display in Student Access. The description could be used for directions regarding the assignment/assessment.
- **Default Points per Question** – This allows you to enter the point value used for each question. You will have the ability to modify the point value when creating the question.
- **Randomize Questions** – This option allows the questions to display in a random order when completed in Student Access.
- **Auto-Score and Post to Gradebook** – If this option is selected, the online assignment will be automatically scored and the score entered in the Gradebook. When this option is selected, you can only use the types of Multiple Choice, True/False, and Matching.
- **Show Correct Answers** – This allows for the correct answers to display in Student Access for the online assignment.
- **Disable the "Check Spelling" button for this Online Assignment in Student Access** – Should the students be able to use Spell Check when completing the Online Assignment? The availability of this option will depend on the Gradebook configuration.
- **Questions per Page** – This allows you to determine the number of questions that display on a page.

After selecting the options for the Online Assignment Template, you will click on **Save and Add Questions**.

The screenshot displays the 'Question Maintenance (28)' window. At the top, it says 'Question for Music Theory Assessment'. Below this, 'Question Number: 1' is shown. The '\* Question Type:' dropdown is set to 'Multiple Choice', and its menu is open, showing options: 'Multiple Choice' (highlighted), 'True/False', 'Matching', 'Short Answer', and 'Essay'. To the right of the question type is a 'View Style Toolbar: ▾' button. Below the question type is the '\* Question:' text area. Further down is the 'Extra Content:' text area, also with a 'View Style Toolbar: ▾' button. At the bottom left, 'Points for Question:' is set to '1.0'. On the right side of the window, there are buttons: 'Check Spelling', 'Save and Back', 'Save and Add Another', and 'Attach(0)'. Below the main question area, there is a section titled 'Answers to Question Number 1'. It contains two rows: 'Answer A:' and 'Answer B:'. Each row has a text area, a 'View Style Toolbar: ▾' button, a 'Correct?' checkbox, and an 'Attach(0)' button.

You can select the type of question you want; if you choose the Auto-Score option the Short Answer and Essay options will not be available.



## Sample of Multiple Choice

The screenshot shows the 'Question Maintenance (28)' window. At the top, it says 'Question for Music Theory Assessment' and 'Question Number: 1'. The 'Question Type' is set to 'Multiple Choice'. The question text is 'How many lines make up the treble clef?'. There is an 'Extra Content' field below it. The 'Points for Question' is set to '1.0'. On the right side, there are buttons for 'Check Spelling', 'Save and Back', 'Save and Add Another', and 'Attach(0)'. Below the question, there is a section for 'Answers to Question Number 1'. It lists three answers: Answer A: 5, Answer B: 4, and Answer C: 3. Each answer has a 'View Style Toolbar' button. To the right of each answer, there is a 'Correct?' checkbox and an 'Attach(0)' button. A red arrow points to the 'Correct?' checkbox for Answer A, which is checked.

After you choose the type of question, you can enter the question you want to ask. Then in the bottom area you can enter the answers for Multiple Choice. You may have the option to use attachments for questions and answers depending on the setup of the Gradebook by the district.

## Sample of True/False

The screenshot shows the 'Question Maintenance (29)' window. At the top, it says 'Question for Music Theory Assessment' and 'Question Number: 2'. The 'Question Type' is set to 'True/False'. The question text is 'The treble and bass clef make up the grand staff'. There is an 'Extra Content' field below it. The 'Points for Question' is set to '1.0'. On the right side, there are buttons for 'Check Spelling', 'Save and Back', 'Save and Add Another', and 'Attach(0)'. Below the question, there is a section for 'Answers to Question Number 2'. It shows 'Correct Answer: True' with a radio button selected, and 'False' with an unselected radio button. At the bottom, there is a note: 'Asterisk (\*) denotes a required field'.

Enter the question and select the answer of True/False.

## Sample of Matching

**Question Maintenance (29)**

Question for Music Theory Assessment

Question Number: 3

\* Question Type: Matching

\* Question:

Match the composer with the time period

Extra Content:

Points for Question: 1.0 ☒ Allow Partial Credit

**Answers to Question Number 3**

Answer	Choices	Matches
B	1: JS Bach	A: Renaissance
D	2: Mozart	B: Baroque
A	3: Palestrina	C: 20th Century
E	4: Beethoven	D: Classical
C	5: Debussy	E: Romantic

You will enter the matching question. In the Choices area, you will determine the matches for the answers.

## Sample of Short Answer

**Question Maintenance (29)**

Question for Music Theory Assessment

Question Number: 4

\* Question Type: Short Answer

\* Question:

Extra Content:

Points for Question: 1.0

**Answers to Question Number 4**

Student has to enter one of these correct answers exactly for the system to give the student credit. You will have the opportunity to manually grade this answer.

Correct Answer A:

Correct Answer B:

Correct Answer C:

Correct Answer D:

Correct Answer E:

Correct Answer F:

Correct Answer G:

Correct Answer H:




Correct Answer I:

Correct Answer J:

Asterisk (\*) denotes a required field

If you choose the Short Answer question type, you will enter the question and then one or more correct answers. You will have the ability in the Gradebook to manually score it.

## Sample of Essay


**Question Maintenance (29)**   

Question for Music Theory Assessment


Question Number: **4**

\* Question Type: **Essay**

\* Question:

View Style Toolbar: 

Extra Content:

View Style Toolbar: 

Points for Question:

**Answers to Question Number 4**




Answers cannot be setup for Essay Questions. You will have the opportunity to manually grade this answer.

Asterisk (\*) denotes a required field

**Check Spelling**  
**Save and Back**  
**Save and Add Another**  
**Attach(0)**

If you choose the Essay type questions, you will enter the question. You will have to go into the Gradebook to manually grade the essay.

## Additional Functionality

**Online Assignment Template Maintenance (32)**   

**Template Setup Options**

\* Name:  Default Points per Question:

Description:

Maximum characters: 250, Remaining characters: 119

☐ Randomize Questions



**Student/Family Access Options**

☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

☐ Show Correct Answers

☐ Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page:

**Template Questions**  

	Number	Type	Question	Points	Attch
1	1	Multiple Choice	How many lines make up the treble clef?	1.0	N
2	2	True/False	The treble and bass clef make up the grand staff	1.0	N
3	3	Matching	Match the composer with the time period	1.0	N

**Add**  
**Edit**  
**Delete**  
**Shuffle Question Order**

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

## Edit Online Assignment Template

**Online Assignment Template Maintenance (32)** Print ? Back

**Template Setup Options**

\* Name:  Default Points per Question:

Description:   
 Maximum characters: 250, Remaining characters: 119

☐ Randomize Questions

**Student/Family Access Options**

☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

☐ Show Correct Answers

☐ Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page:

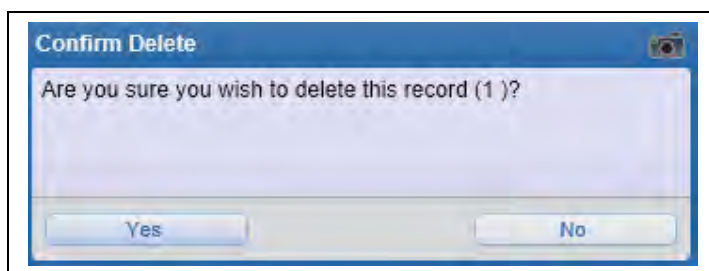
**Template Questions** Export Import

	Number	Type	Question	Points	Attach
1	1	Multiple Choice	How many lines make up the treble clef?	1.0	N
2	2	True/False	The treble and bass clef make up the grand staff	1.0	N
3	3	Matching	Match the composer with the time period	1.0	N

Add Edit Delete Shuffle Question Order

The Edit allows you to make modifications to the Online Assignment Template.

- **Add** – This allows you to create additional questions for the Online Assignment Template.
- **Edit** – This allows you to modify the highlighted question.
- **Delete** – This removes the highlighted questions.

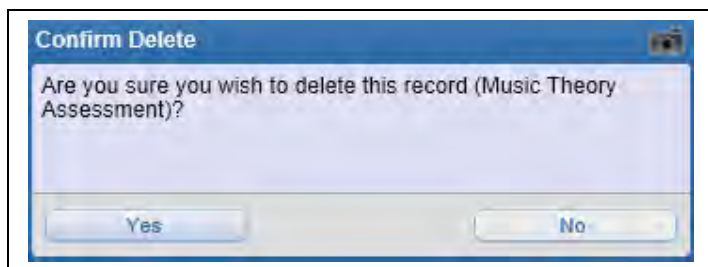


After selecting **Delete**, you will receive the above message. You will select **Yes** to remove the question.

- **Shuffle Question Order** – This allows you to have the program change the order of the questions.

## Delete Online Assignment Template

The Delete option allows you to remove the highlighted Online Assignment Template.



After you select **Delete**, you will receive the above message. If you want to delete the Online Assignment Template, you will click **Yes**.

## Clone Online Assignment Template

**Online Assignment Template Maintenance (32)** Print ? Back

**Template Setup Options**

\* Name: Music Theory Assessment Default Points per Question: 1.0

Description: Please complete the questions covering music theory to the best of your ability. Some questions may have multiple correct answers.  
Maximum characters: 250, Remaining characters: 119

☐ Randomize Questions

**Student/Family Access Options**

☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

☐ Show Correct Answers

☐ Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page: 5

**Template Questions to Clone** Save and Add Questions

Number	Type	Question	Points	Attch
1	Multiple Choice	How many lines make up the treble clef?	1.0	N
2	True/False	The treble and bass clef make up the grand staff	1.0	N
3	Matching	Match the composer with the time period	1.0	N

The Clone allows you to make a copy of an existing Online Assignment Template. You can then make modifications to the template. All fields can be modified when cloning a template. You will need to modify the name of the template in order to save the new template.

## Reports for Online Assignment Templates

The Reports allow you to generate a report of online assignment information.

### Answer Key

The screenshot shows a web interface titled "Online Assignment Reports (33)". In the top right corner, there are icons for a printer, a help/question mark, and a "Back" button. Below these is a "Print" button. The main area is titled "Report Options" and contains the following fields: "Online Assignment: Music Theory Assessment", "Report Type: Answer Key" (with a dropdown arrow), "Lines for Essay Questions: 8 (0 to 20)", and "Questions Per Page: 0 (0 = fit to page) Set to Same as Online Assignment".

The Answer Key will provide you with a listing of each question on the online assignment and the answers for the questions.

### Report Options

- **Lines for Essay Questions** – This determines the space allowed between questions for essay type questions.
- **Questions Per Page** – This allows you to determine the number of questions that will print on the page.
- **Set to Same as Online Assignment** – If you select this option, it will update the "Questions Per Page" to reflect how the online assignment was set up.

### Hard Copy of Blank Online Assignment

The screenshot shows the same web interface as above, but the "Report Type" dropdown is now set to "Hard Copy of Blank Online Assignment". All other fields remain the same: "Online Assignment: Music Theory Assessment", "Lines for Essay Questions: 8 (0 to 20)", and "Questions Per Page: 0 (0 = fit to page) Set to Same as Online Assignment".

The Hard Copy of Blank Online Assignment will display each question of the online assignment. This report would be used if a student wasn't able to complete the online assignment through Student Access; it will list all of the questions and allow the student to answer them.

### Report Options

- **Lines for Essay Questions** – This determines the space allowed between questions for essay type questions.
- **Questions Per Page** – This allows you to determine the amount of questions that will print on the page.
- **Set to Same as Online Assignment** – If you select this option, it will update the "Questions Per Page" to reflect how the online assignment was set up.

## Online Assignment Analysis

**Online Assignment Reports (33)**

Report Options

Online Assignment: **Music Theory Assessment**

Report Type: **Online Assignment Analysis**

☐ Only Print Online Assignments that have been Graded and Posted to the Gradebook

☒ Print All Students

☐ Exclude Students who have not taken Online Assignment yet

☐ Only Print Students who got Answers Correct

Note: Essay Questions are deemed correct if full points are earned by student

☐ Include Students who recieved partial points on an incorrect answer

☐ Only Print Students who got Answers Incorrect

Note: Essay Questions are deemed incorrect if full points are not earned by student

☐ Exclude Students who received partial points on an incorrect answer

☐ Only Print Students who have not taken Online Assignment yet

Print

The Online Assignment Analysis Report will allow you to see which students got correct/incorrect answers to the questions on the Online Assignment. It will also show you which students have not taken the Online Assignment.

### Report Options

- **Only Print Online Assignments that have been Graded and Posted to the Gradebook** – If this option is selected, it will only print online assignment information for students whose online assignment has been graded and posted to the Gradebook.
- **Print All Students** – This allows you to print the answers students gave for each question.
- **Exclude Students who have not taken Online Assignment yet** – Should students who have not completed the online assignment display? If this option is not selected, it will show the student and "Not Taken" on the report.
- **Only Print Students who got Answers Correct** – When this option is selected, it will only display the names of students who answered the question correctly.
- **Include Students who received partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer be excluded from the report?
- **Only Print Students who got Answers Incorrect** – When this option is selected, it will only display the names of students who answered the question incorrectly.
- **Exclude Students who received partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer be excluded from the report?
- **Only Print Students who have not taken Online Assignment** – This displays a list of students who have not completed their online assignment. This option will not be available if you selected to "Only Print Online Assignments that have been Graded and Posted to the Gradebook."



## Clone from Another Teacher

The Clone from Another Teacher option allows you to copy an online assignment template from another teacher. The availability of this option will depend on the Gradebook setup for the district.

**Clone Online Assignment Template (114)**

Views: General Filters: \*Skyward Default

Template Name	Last Name	First	Middle	Date Created	Date Updated
1 Basic Software Knowledge	Prydesr	Katherine	Anne	10/09/2012	10/09/2012
2 Music Theory Assessment 1	KOSLOKISCR	RETA	Y	06/28/2010	06/28/2010
3 Music Theory Assessment 2	KOSLOKISCR	RETA	Y	06/28/2010	06/28/2010
4 Online Assessment	KOSLOKISCR	RETA	Y	06/16/2011	06/16/2011
5 Quiz	OREJUELASCR	JEANIE	X	06/10/2009	06/10/2009
6 Sample	MERCURESCR	ROSAMARIA	P	06/02/2010	06/21/2010
7 Sample District Assessment	MERCURESCR	ROSAMARIA	P	06/02/2010	06/02/2010
8 Template 1	KOTEKSCR	VELVET	J	07/23/2009	07/23/2009
9 Template 2	KOTEKSCR	VELVET	J	07/23/2009	07/23/2009

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

**Assignment Details**

Description: Please answer the questions to the best of your ability.

**Questions**

Type	Question	Points	Answer(s)
1 Multiple Choice	How many lines are in the treble clef?	1.0	C. 5
2 Multiple Choice	How many spaces are in the treble clef?	1.0	C. 4
3 Multiple Choice	What is the interval in the attachment?	1.0	A. 3rd

14 records displayed

Template Name:

**Clone Template**

You will highlight the template and then select **Clone Template**. After cloning the template, you can make modifications to the Online Assignment Template.



## Custom Forms

**Custom Forms - University Visits (542)**

Views: University Visits Filters: \*All Students

Last Name	First	Middle	S	Def Ent	Gr	Grad Yr	Name of College
1	AARONSON	KRYSTINA	L	A	001	12	2013
2	ADUSCR	SADIE		A	001	09	2016 UW Stevens Point

Expand All Collapse All View Printable Details

**University Visits** Add

Edit	Delete	Date Created	Time Created	Name of College	Date of Visit	Student's Name
		05/05/2013	7:25 am	UW Stevens Point	05/03/2013	SADIE ADUSCR

**General**

**Grade Information**

Grad Yr/Grade: 2016/09	GLO:
Advance: No	Retain: No
NY Grad Year: 2016	Grad Req Base Yr: 2016
Graduated: Yes	Graduation Date: 06/15/2016
Entered 9th Grade:	

Custom Forms allow you to view, add, and modify Custom Forms attached to the students in your class. Custom Forms are used to track additional information.

## Views

**Custom Forms - University Visits (542)**

Views: University Visits Filters: \*All Students

Main

- College Visits 2012
- College Visits in Texas
- College Visits1
- emergency form
- Example E (Entity Form)
- Example GA (Entity Form)
- for fun
- Hospital Visits
- Kristins multiple test form
- New Features Total
- Online Registration Form
- PE Results
- Sample sam
- Sample Test
- Scholarships
- Senior Trip
- Tech Savvy
- Testing SC
- University Campus Visits
- University Visiting
- University Visits**
- Vehicle
- Vehicle Info
- Vehicle Registration
- Visiting Schools
- Work Permit
- Work Permit ex
- Work Permits
- Workers Permit

Last Name	First	Middle	S	Def Ent	Gr	Grad Yr	Name of College
1	AARONSON	KRYSTINA	L	A	001	12	2013
2	ADUSCR	SADIE		A	001	09	2016 UW Stevens Point

**Details**

Time Created	Name of College	Date of Visit	Student's Name
7:25 am	UW Stevens Point	05/03/2013	SADIE ADUSCR

**General**

**Grade Information**

Grad Yr/Grade: 2016/09	GLO:
Advance: No	Retain: No
NY Grad Year: 2016	Grad Req Base Yr: 2016
Graduated: Yes	Graduation Date: 06/15/2016
Entered 9th Grade:	

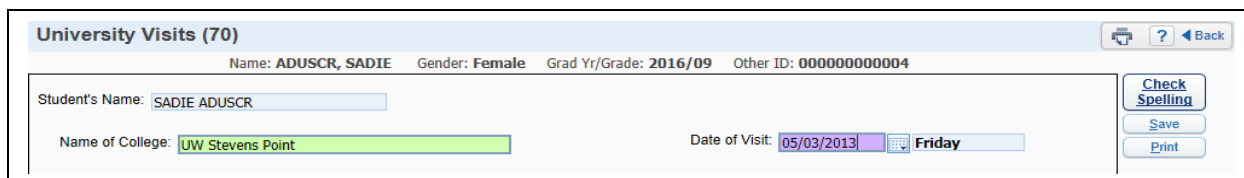
Age: 15 Gender: Female Special Ed: No Ancestry:

The Views allow you to determine the Custom Form information that will display.

## Expanded Student Information

When you click the expand by the student's name, you will be able to see the information related to the Custom Form you selected in the View drop-down menu. You will also see Demographic Information in the General Area.

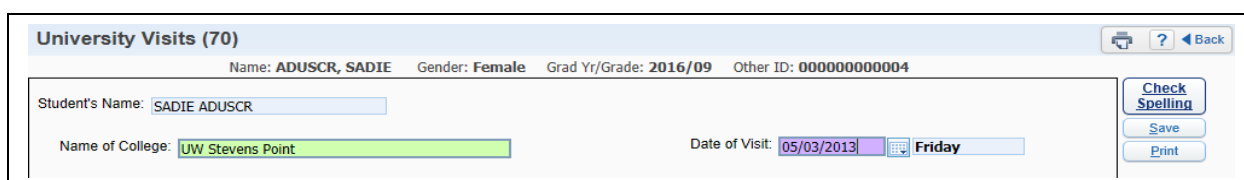
## Add



The screenshot shows a web form titled "University Visits (70)". At the top, it displays student information: Name: ADUSCR, SADIE; Gender: Female; Grad Yr/Grade: 2016/09; Other ID: 000000000004. Below this, there are input fields for "Student's Name" (containing SADIE ADUSCR), "Name of College" (containing UW Stevens Point), and "Date of Visit" (containing 05/03/2013 and Friday). On the right side, there are three buttons: "Check Spelling", "Save", and "Print". At the top right of the form, there are icons for printing, help, and a back button.

The ability to add a custom form to a student will depend on the administrative setup of the Custom Form. You can enter the required information on the Custom Form and then select **Save**.

## Edit

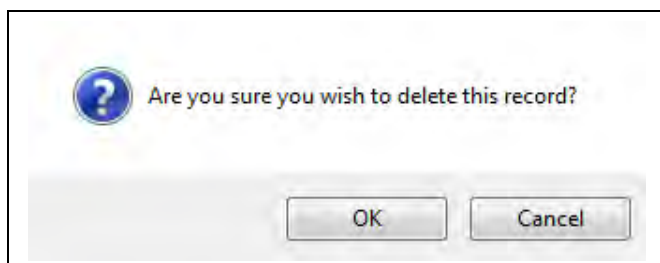


This screenshot is identical to the one above, showing the "University Visits (70)" form with the same student information and input fields. The "Save" button is highlighted, indicating the form is in edit mode.

Edit allows you to make modifications to an existing Custom Form. The ability to edit a custom form will depend on the administrative setup of the Custom Form.

## Delete

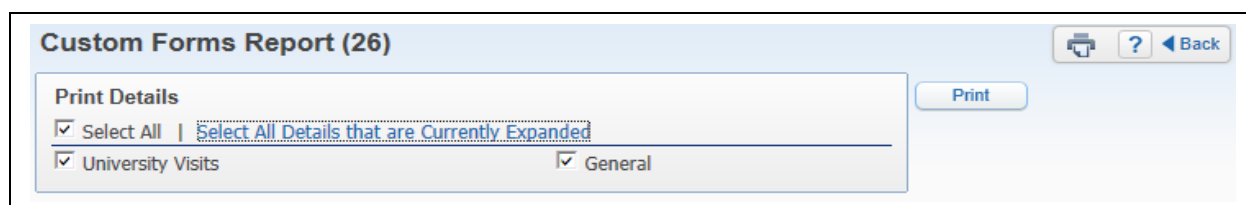
The Delete allows you to remove a custom form for a student. You will select the Custom Form in the Views drop-down menu and then select **Delete**. The ability to delete a Custom Form will depend on the administrative setup.



The screenshot shows a confirmation dialog box with a question mark icon and the text "Are you sure you wish to delete this record?". At the bottom, there are two buttons: "OK" and "Cancel".

After clicking **Delete**, you will receive the above message. You can select **OK** to delete the Custom Form.

## Print Details

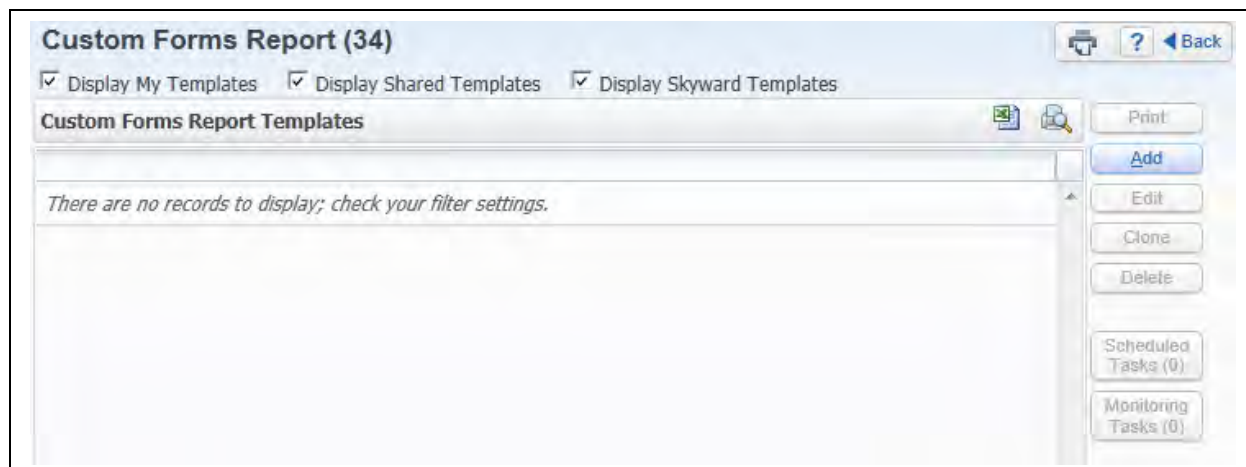


The screenshot shows the 'Custom Forms Report (26)' interface. At the top right, there are icons for printing, help, and a back button. Below the title, there is a 'Print Details' section. Inside this section, there are two checkboxes: 'Select All' and 'Select All Details that are Currently Expanded'. Below these, there are two more checkboxes: 'University Visits' and 'General'. A 'Print' button is located to the right of the 'Print Details' section.

The Print Details option allows you to generate a report with the information you see when you expand the student's name.

## Print For Entire Class



The Print For Entire Class option allows you to print information entered on Custom Forms for the current student or for all students.



The screenshot shows the 'Custom Forms Report (34)' interface. At the top right, there are icons for printing, help, and a back button. Below the title, there are three checkboxes: 'Display My Templates', 'Display Shared Templates', and 'Display Skyward Templates'. Below these, there is a section titled 'Custom Forms Report Templates'. This section contains a list of templates, but it is currently empty, displaying the message 'There are no records to display; check your filter settings.' To the right of the templates list, there are several buttons: 'Print', 'Add', 'Edit', 'Clone', 'Delete', 'Scheduled Tasks (0)', and 'Monitoring Tasks (0)'.

Click **Add** to create a new report template.

Custom Forms Report (89)

 Back

Template Settings

\* Template Description:   
☐ Print Greenbar

Custom Forms Report

☐ Print This Student Only ☒ Print for My Students ☐ Select Students to Print

Available Custom Forms

Vehicle  
Vehicle Info  
Vehicle Registration  
Visiting Schools  
Work Permit  
Work Permit ex  
Work Permits

Add All  
Add  
Remove  
Remove All

Selected Custom Forms

University Visits

Asterisk (\*) denotes a required field

Check Spelling  
Save  
Save and Print

You can select the Custom Forms you want to display on the report. The list of Custom Forms is determined based on the access you have to the specific forms. After selecting the student(s) and Custom Forms, you will select **Save and Print**.

## District Assessment

**District Assessment Tracker (75)**

Views: By Benchmarks Filters: \*Skyward Default

Benchmark	Academic Standard	Code
1 distinguish between beat/rhythm, higher/lower, louder/softer, faster/slower, and same/different in musical performances	117.01.102.06	1
2 identify repetition and contrast in music examples	117.01.102.01	3

Expand All Collapse All Modify Details (displaying 3 of 3) View Printable Details

**Gradebook Assignments Referencing this Benchmark**

Assignment	Due Date	Question(s)	Class (Gradebook)	District Assessment	Question(s)
District Assessment	05/10/2013	1	Band I / 01 Band I	Music Theory Version A	1
District Assessment	05/10/2013	1	Band I / 01 Band I	Music Theory Version A	1

**Summary Results**

My Combined Earned Average for Students who did not meet Benchmark: No students were found that did not meet this Benchmark.  
 Entity 001's Combined Earned Average for Students who did not meet Benchmark: No students were found that did not meet this Benchmark.  
 District's Combined Earned Average for Students who did not meet Benchmark: No students were found that did not meet this Benchmark.

**Individual Results**

Band I / 01 Band I:  
 Combined Earned Average for Students who did not meet Benchmark: No students were found in this Gradebook that did not meet this Benchmark.

Benchmark	Academic Standard	Code
3 use music terminology to explain sounds and performances	117.02.102.01	2

District Assessments are very similar to Online Assignments but they are set up by the district administrators; they are attached to your specific courses. Once they are attached to the courses, you can use the District Assessments in your Gradebook to administer the assessment through Student Access.

The District Assessment Tracker allows you to see how students performed on the assessment by expanding next to the Academic Benchmark/Standard.

### Gradebook Assignments Referencing this Benchmark

This option allows you to view the Gradebook assignments attached to a District Assessment.

### Summary Results

The Summary Results display the percentage of students not meeting the Benchmark.

### Individual Results

The Individual Results show the students who did not meet the Benchmark for the district assessment.

## My Lesson Plans

### Lesson Scheduler

The screenshot displays the 'Lesson Scheduler (465)' application window. At the top, there's a navigation bar with 'Week of May 5, 2013', 'Return to Current Day', 'Print Schedule', and a 'Menu Options' button. The main area shows a weekly grid with columns for Sunday through Saturday. A 'Menu Options' dropdown is open, listing various actions like 'View Lesson Scheduler for Entity', 'Go To: My Lesson Plans', 'Reports: Lesson Plan Report', and 'Utilities: Copy Item(s) from Class to Class'. The grid shows time slots from 7 am to 4 pm, with some slots highlighted in yellow. The bottom of the window has a status bar with 'javascript:openMenu('week');' and 'Lesson Scheduler Display Options'.

If your school district has purchased this module, you will be able to use My Lesson Scheduler to organize the day-to-day educational plan for a class.

## My Lesson Plans

You can create and modify Lesson Plans in My Lesson Plan found in the **Menu Options** drop-down list.

My Lesson Plans (54)

Views: General Filters: \*Skyward Default

Lesson Plan Objective Class Section

There are no records to display; check your filter settings.

20 0 records displayed Lesson Plan: ABC

Buttons: Add, Edit, Delete, Print, Print All, Open All Imported, Copy from Another Teacher, Import Plan

## Add Lesson Plan

Lesson Plan Maintenance (138)

Lesson Plan: Music History Class: Band I / 01 Band I Teacher: MARILEE ANDREASCR

Enter a Name for the Lesson Plan above, then click the Save button in order to enter information on the newly created Lesson Plan.

Buttons: Check Spelling, Save

Enter the name of the Lesson Plan and select a class from the drop-down menu. After the information has been entered, click **Save**.



**Lesson Plan Maintenance (65)**

Lesson Plan: Music History Rename this Lesson Plan Class: Band I / 01 Teacher: MARILEE ANDREASCR Show: Summaries | Details Print

Attach	Skill(s)
No Skill(s) have been attached to this Lesson Plan.	
Add	Objective
No Objective has been entered for this Lesson Plan.	
Add   Copy from Map	Assessment(s)
No Assessment(s) have been found entered for this Lesson Plan.	
Add   Copy from Map	Activity(s)
No Activity(s) have been entered for this Lesson Plan.	
Add   Copy from Map	Teacher Resource(s)
No Teacher Resource(s) have been entered for this Lesson Plan.	
Add   Copy from Map	Student Resource(s)
No Student Resource(s) have been entered for this Lesson Plan.	
Add	Note(s)
No Note(s) have been entered for this Lesson Plan.	

The view of the screen will depend on the Lesson Plan configuration.

### Attach (Skills)

The Attach Skill(s) option allows you to select Academic Standards/Benchmarks to the lesson plan. When attaching skills to a Lesson Plan, you can either copy the skills from **Curriculum Map** or **Curriculum Master**.

**Copy from Curriculum Map to Lesson Plan (134)**

Copy Skill(s) from: ☒ Curriculum Map ☐ Curriculum Master **BAND I**

Views: General Filters: \*Skyward Default Save

Copy	Skill	Description	Map	Unit
<input checked="" type="checkbox"/>	117.01.102.05	Relate music to history, to society, and to culture	BAND 1	Music History
<input type="checkbox"/>	117.01.102.06	Respond to and evaluates music and musical performance	BAND 1	Music History
<input type="checkbox"/>	117.02.102.01	Describe and analyze musical sound and demonstrates musical artistry	BAND 1	Music History
<input type="checkbox"/>	117.02.102.02	Perform a varied repertoire of music	BAND 1	Marching Band
<input type="checkbox"/>	117.02.102.02	Perform a varied repertoire of music	BAND 1	Music History
<input type="checkbox"/>	117.02.102.03	Read and write music notation	BAND 1	Marching Band
<input type="checkbox"/>	117.02.102.05	Relate music to history, to society, and to culture	BAND 1	Marching Band

Select All Unselect All

The **Copy from Curriculum Map** screen appears with a list of available Academic Standards attached to the Curriculum Map(s) for this Class. An Academic Standard may display multiple times on the list due to the fact that it is associated with more than one unit of a curriculum map.

After selecting the Academic Standard(s) for the Lesson Plan, click **Save**.



**Copy from Curriculum Master to Lesson Plan (193)**

Copy Skill(s) from: Curriculum Map Curriculum Master **Band I**

Views: General Filters: \*Skyward Default

Copy	Skill	Description
<input checked="" type="checkbox"/>	117.01.102.01	Describe and analyze musical sound and demonstrates musical artistry
<input type="checkbox"/>	117.01.102.02	Perform a varied repertoire of music
<input type="checkbox"/>	117.01.102.03	Read and write music notation
<input type="checkbox"/>	117.01.102.04	Create and arrange music within specified guidelines
<input type="checkbox"/>	117.01.102.05	Relate music to history, to society, and to culture
<input type="checkbox"/>	117.01.102.06	Respond to and evaluates music and musical performance
<input type="checkbox"/>	117.02.102.01	Describe and analyze musical sound and demonstrates musical artistry
<input type="checkbox"/>	117.02.102.02	Perform a varied repertoire of music
<input type="checkbox"/>	117.02.102.03	Read and write music notation
<input type="checkbox"/>	117.02.102.04	Create and arrange music within specified guidelines
<input type="checkbox"/>	117.02.102.05	Relate music to history, to society, and to culture
<input type="checkbox"/>	117.02.102.06	Respond to and evaluates music and musical performance
<input type="checkbox"/>	117.03.102.01	Describe and analyze musical sound and demonstrates musical artistry
<input type="checkbox"/>	117.03.102.02	Perform a varied repertoire of music
<input type="checkbox"/>	117.03.102.03	Read and write music notation
<input type="checkbox"/>	117.03.102.04	Create and arrange music within specified guidelines
<input type="checkbox"/>	117.03.102.05	Relate music to history, to society, and to culture
<input type="checkbox"/>	117.03.102.06	Respond to and evaluates music and musical performance
<input type="checkbox"/>	117.04.102.01	Describe and analyze musical sound and demonstrates musical artistry
<input type="checkbox"/>	117.04.102.02	Perform a varied repertoire of music

20 20 records displayed Skill: ABC

Select All Unselect All Save

Another option to attaching Academic Standards is the **Copy from Curriculum Master**. The screen will display with a list of available Academic Standards attached to the Curriculum Master.

After selecting the Academic Standard(s) to the Lesson Plan, select **Save**.

## View Skill

**Skill Maintenance (47)** [Print] [?] [Back]

Standards Set: Texas Academic Standards

Learning Area: 117 Fine Arts

Level: 01 1st Grade

Content: 102 Music Knowledge And Skills

Skill Key: 117.01.102 05

Summary: Relate music to history, to society, and to culture

**State Explanation & Benchmark(s)**

Explanation: Relate music to history, to society, and to culture

Benchmark(s): (Show/Hide)

**District Explanation & Benchmark(s)**

Explanation: Relate music to history, to society, and to culture

Benchmark(s): (Show/Hide)

The View Skill option allows you to see additional information related to the selected skill.

## Remove (Skills)

The Remove Skill option allows you to remove the skill from the selected Lesson Plan.

**Remove Skill from Lesson Plan**

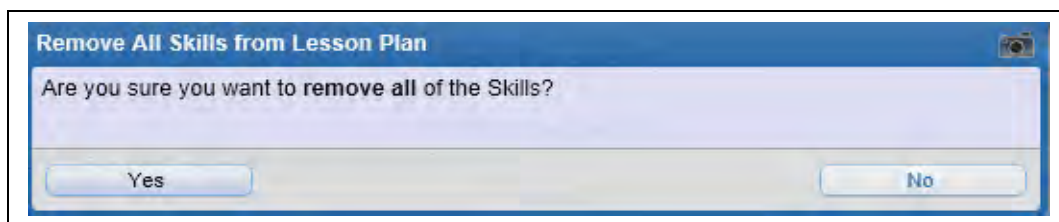
Are you sure you want to remove this Skill (117.01.102.05)?

Yes No

After you select **Remove**, you will receive the above message. If you want to remove the Academic Standards/Skill, you will click **Yes**.

**Remove All (Skills)**

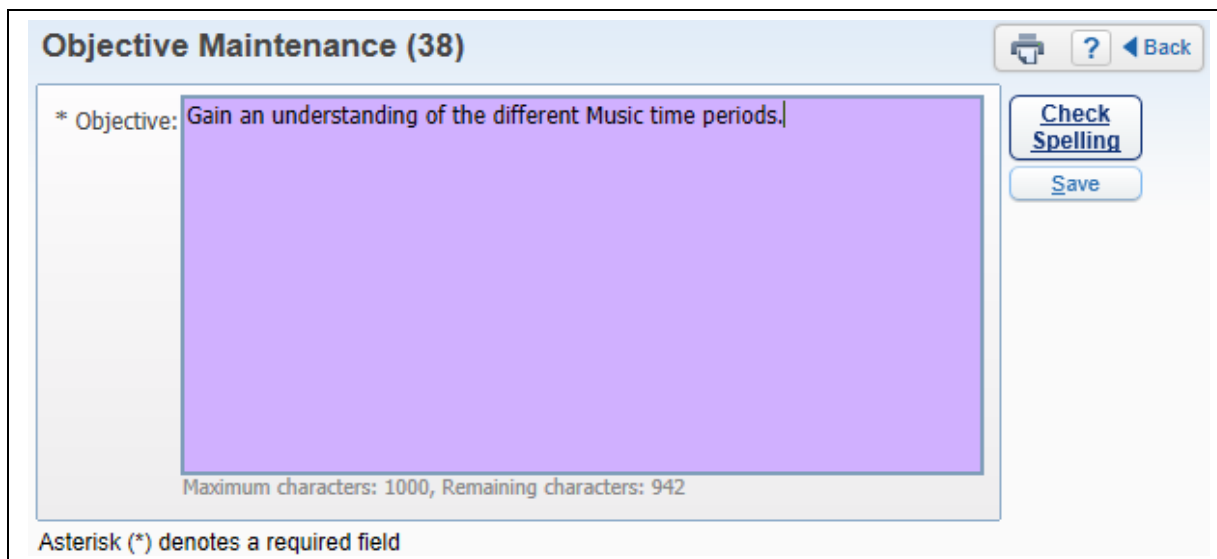
The Remove All Skill(s) option allows you to remove the skill(s) from the selected Lesson Plan.



After you select **Remove All**, you will receive the above message. If you want to remove all of the Academic Standards/Skill, you will click **Yes**.

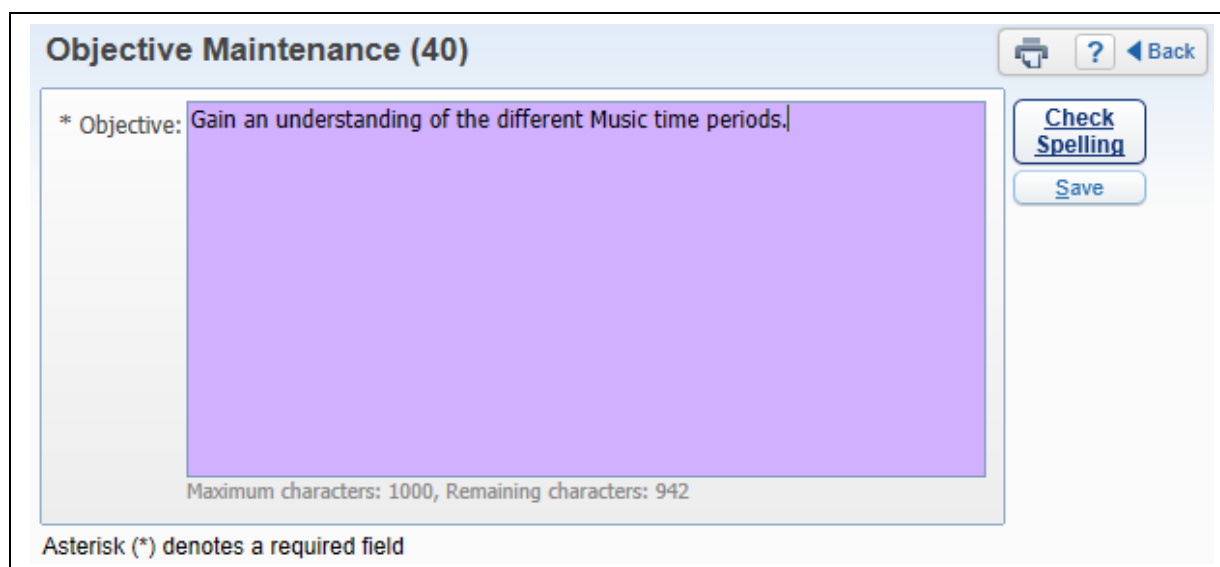
**Add (Objective)**

The Objective is used to show the desired outcome or reason for the Lesson Plan. You can only enter a single Objective for a Lesson Plan.

A screenshot of a web form titled "Objective Maintenance (38)". The form has a light blue header. On the right side of the header are icons for printing, help, and a "Back" button. The main area contains a text input field with the label "\* Objective:". The text inside the field is "Gain an understanding of the different Music time periods." Below the text field, it says "Maximum characters: 1000, Remaining characters: 942". To the right of the text field are two buttons: "Check Spelling" and "Save". At the bottom left, a note states "Asterisk (\*) denotes a required field".

Enter the Objective for the Lesson Plan and click **Save**.

## Edit (Objective)

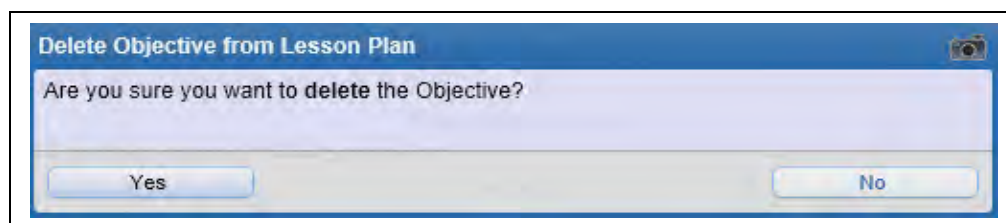


The screenshot shows a web form titled "Objective Maintenance (40)". At the top right, there are icons for printing, help, and a "Back" button. The main area contains a text input field with the label "\* Objective:" and the text "Gain an understanding of the different Music time periods." Below the input field, it says "Maximum characters: 1000, Remaining characters: 942". To the right of the input field are two buttons: "Check Spelling" and "Save". At the bottom left, a note states "Asterisk (\*) denotes a required field".

The Edit allows you to modify the objective of the Lesson Plan.

## Delete (Objective)

The Delete option allows you to remove the Objective from the Lesson Plan.



The screenshot shows a dialog box titled "Delete Objective from Lesson Plan". It contains the question "Are you sure you want to delete the Objective?". At the bottom, there are two buttons: "Yes" and "No".

After you select **Delete**, you will receive the above message. If you want to delete the Objective, you will click **Yes**.

## Add (Assessments)

Assessments allow you to create the means of assessing whether the students have retained the information.

**Assessment Maintenance (45)**

\* Summary: Music History Listening Quiz

Detail: Students will complete a Music History Listening Quiz on Student Access.

Maximum characters: 1000, Remaining characters: 928

Attachment: 5/9/2013 - 3 - Sample Document.doc

Select a File: G:\U\amys\3 - Sample Document.doc

Buttons: Check Spelling, Save, Remove, View, Browse..., Upload

Asterisk (\*) denotes a required field

- **\*\*Summary** – Enter the Assessment Summary of the Lesson Plan.
- **Detail** – This allows you to enter additional information regarding the Assessment.
- **Attachment** – This allows you the ability to attach a file to the Assessment. The availability of this option will depend on the Gradebook Configuration for the district.

## Copy from Map (Assessments)

The Copy from Map option allows you to select assessment(s) attached to the curriculum map for the course. This option will only be available if the district has purchased and set up Curriculum Mapping.

**Copy from Curriculum Map to Lesson Plan (65)**

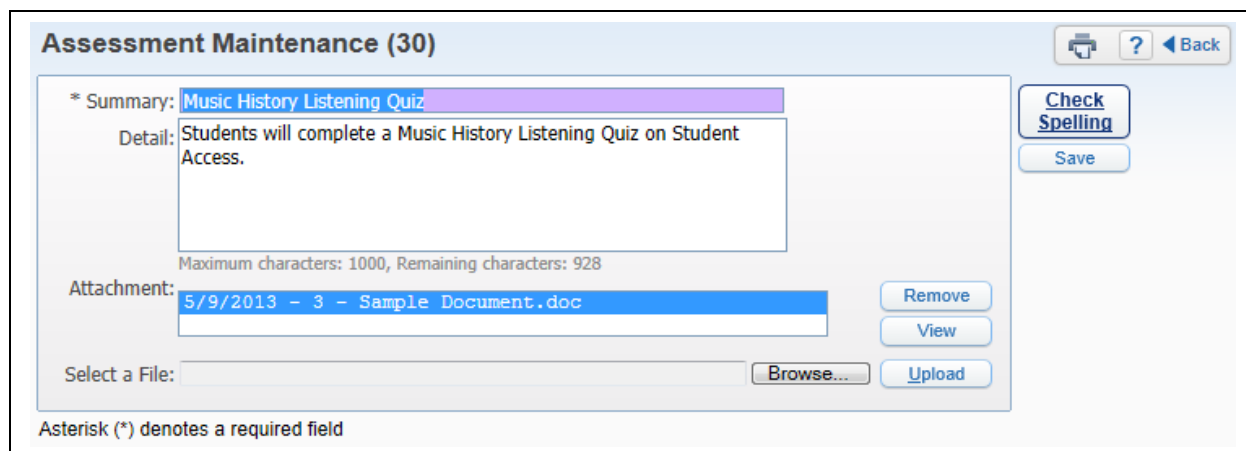
Views: General Filters: \*Skyward Default

Copy	Assessment	Map	Unit
1	March in parade for	BAND 1	Marching Band
2	Music History Listening Quiz	BAND 1	Music History
3	Perform marching drill	BAND 1	Marching Band
4	Perform simple drill	BAND 1	Marching Band

Buttons: Save, Select All, Unselect All

Select the Assessment(s) from the Curriculum Map and click **Save**.

## Edit (Assessments)

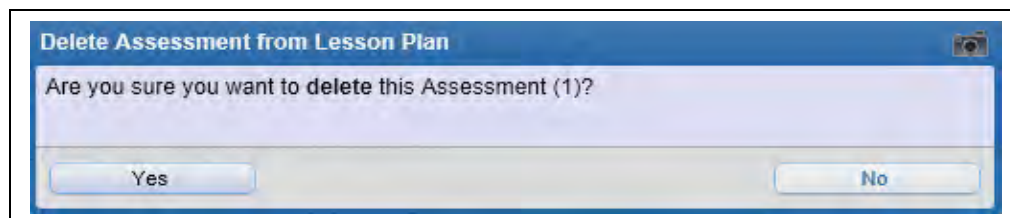


The screenshot shows the 'Assessment Maintenance (30)' form. At the top right are icons for print, help, and back. The form has two main sections: a text area for the summary and detail, and an attachment section. The summary is marked with an asterisk and contains the text 'Music History Listening Quiz'. The detail contains the text 'Students will complete a Music History Listening Quiz on Student Access.' Below the detail is a character count: 'Maximum characters: 1000, Remaining characters: 928'. The attachment section shows a file named '5/9/2013 - 3 - Sample Document.doc' with buttons for 'Remove', 'View', and 'Upload'. There is also a 'Browse...' button and a 'Select a File:' label. On the right side of the form are buttons for 'Check Spelling' and 'Save'. At the bottom left, a note states 'Asterisk (\*) denotes a required field'.

The Edit allows you to modify the Assessment of the Lesson Plan.

## Delete (Assessments)

The Delete option allows you to remove the Assessment from the Lesson Plan.



The screenshot shows a dialog box titled 'Delete Assessment from Lesson Plan'. It contains the question 'Are you sure you want to delete this Assessment (1)?'. At the bottom are two buttons: 'Yes' and 'No'.

After you select **Delete**, you will receive the above message. If you want to delete the Assessment, you will click **Yes**.

## Blue Arrows (Assessments)

The Blue Arrows to the left of the Assessments allow you to change the order in which the Assessments display.

## Add (Activity)

An Activity for the Lesson Plan allows you to determine what the students will be doing to learn the material.

**Activity Maintenance (32)**

\* Summary:

Type:

Detail:

Maximum characters: 1000, Remaining characters: 889

Attachment:

Select a File:

Asterisk (\*) denotes a required field

- **\*\*Summary** – Enter the Activity Summary of the Lesson Plan.
- **Detail** – This allows you to enter additional information regarding the Activity.
- **Attachment** – This allows you the ability to attach a file to the Activity. The availability of this option will depend on the Gradebook Configuration for the district.

## Copy from Map (Activity)

The Copy from Map option allows you to select activities attached to the curriculum map for the course. This option will only be available if the district has purchased and set up Curriculum Mapping.

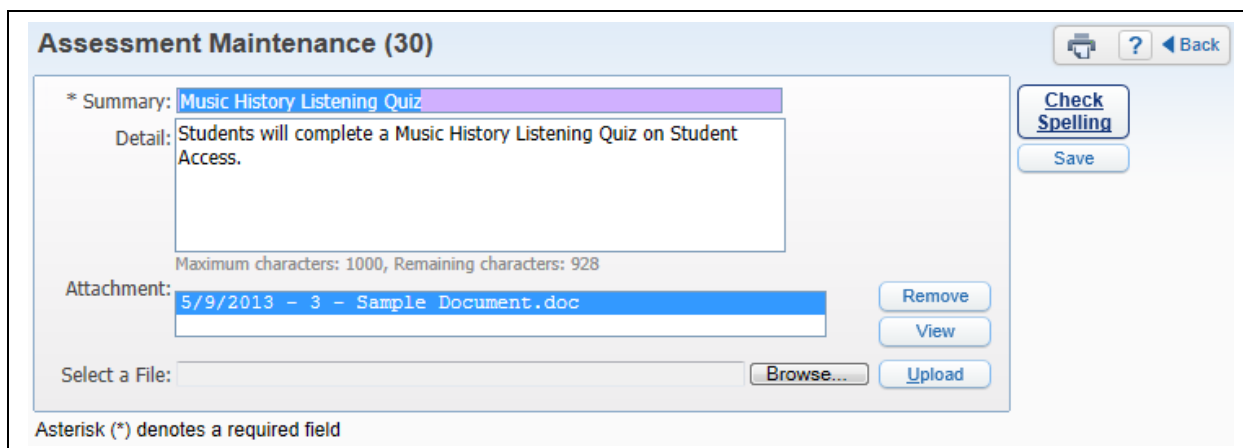
**Copy from Curriculum Map to Lesson Plan (70)**

Views:  Filters:

Copy	Activity	Map	Unit
<input checked="" type="checkbox"/>	Composition Activit	BAND 1	Music History
<input type="checkbox"/>	Drill Chart Reading	BAND 1	Marching Band
<input type="checkbox"/>	Music Listening Jou	BAND 1	Music History
<input type="checkbox"/>	Parade march in sc	BAND 1	Marching Band
<input type="checkbox"/>	Perform music whil	BAND 1	Marching Band

Select the Activities from the Curriculum Map and click **Save**.

## Edit (Activity)

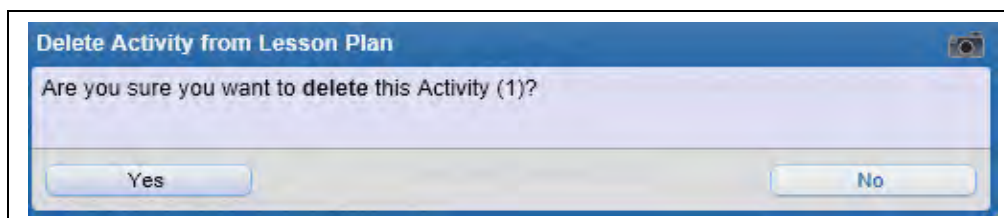


The screenshot shows a web form titled "Assessment Maintenance (30)". At the top right are icons for printing, help, and a back button. The form has two main sections. The first section is for the summary and detail, with a label "\* Summary:" indicating a required field. The summary text is "Music History Listening Quiz" and the detail text is "Students will complete a Music History Listening Quiz on Student Access." Below these is a character count: "Maximum characters: 1000, Remaining characters: 928". The second section is for attachments, with a label "Attachment:" and a text box containing "5/9/2013 - 3 - Sample Document.doc". To the right of this text box are buttons for "Remove", "View", and "Upload". Below the attachment section is a "Select a File:" label and a "Browse..." button. At the bottom right are buttons for "Check Spelling" and "Save". A note at the bottom left states "Asterisk (\*) denotes a required field".

The Edit allows you to modify the Activity of the Lesson Plan.

## Delete (Activity)

The Delete option allows you to remove the Activity from the Lesson Plan.



The screenshot shows a dialog box titled "Delete Activity from Lesson Plan". It contains the text "Are you sure you want to delete this Activity (1)?" and two buttons at the bottom: "Yes" and "No".

After you select **Delete**, you will receive the above message. If you want to delete the Activity, you will click **Yes**.

## Blue Arrows (Activity)

The Blue Arrows to the left of the Activity allow you to change the order in which the Activities display.



### Add (Teacher Resources)

You have the ability to specify what materials are needed by you to present the topic.

**Teacher Resource Maintenance (37)**

\* Resource Needed: Music History Teacher Edition

Maximum characters: 1000, Remaining characters: 971

Type: TEXT - Textbook

Attachment: 5/9/2013 - 3 - Sample Document.doc

Select a File: G:\U\amys\3 - Sample Document.doc

Asterisk (\*) denotes a required field

- **\*\*Resource Needed** – Enter the Resource being used for the Lesson Plan.
- **Type** – Select the type of Resource. The types you see listed in the drop-down menu are Skyward defined types.
- **Attachment** – This allows you the ability to attach a file to the Resource. The availability of this option will depend on the Gradebook Configuration for the district.

### Copy from Map (Teacher Resources)

The Copy from Map option allows you to select resources attached to the curriculum map for the course. This option will only be available if the district has purchased and set up Curriculum Mapping.

**Copy from Curriculum Map to Lesson Plan (74)**

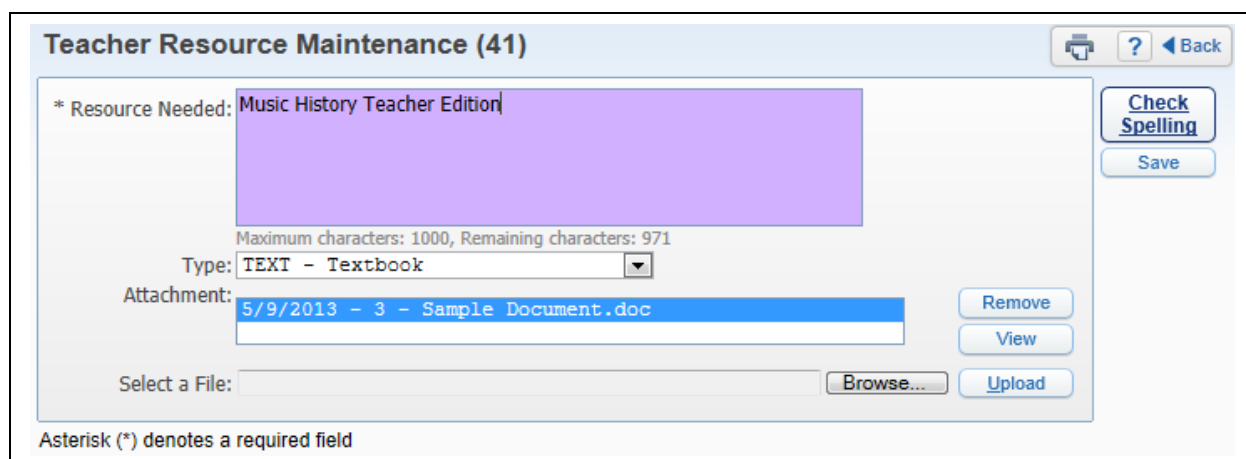
Views: General Filters: \*Skyward Default

Copy	Resource	Map	Unit
1	Drill Chart for upco	BAND 1	Marching Band
2	Music for Marching	BAND 1	Marching Band
3	Music History 101	BAND 1	Music History
4	Watch Drum Corp	BAND 1	Marching Band

Buttons: Save, Select All, Unselect All

Select the Resources from the Curriculum Map and click **Save**.

## Edit (Teacher Resources)

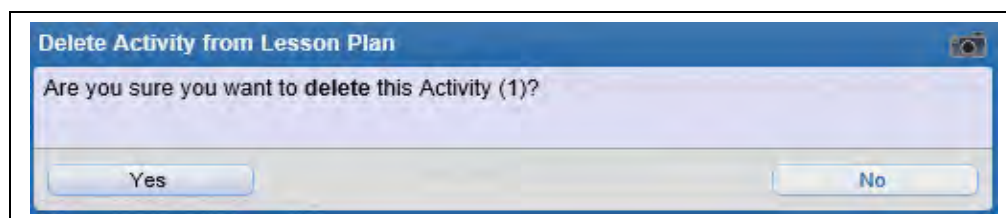


The screenshot shows a web form titled "Teacher Resource Maintenance (41)". At the top right are icons for printing, help, and a back button. The main form area has a label "\* Resource Needed:" followed by a large text input field containing "Music History Teacher Edition". Below this field is a character count: "Maximum characters: 1000, Remaining characters: 971". To the right of the text field are "Check Spelling" and "Save" buttons. Below the text field is a "Type:" label followed by a dropdown menu showing "TEXT - Textbook". Below that is an "Attachment:" label followed by a text field containing "5/9/2013 - 3 - Sample Document.doc". To the right of the attachment field are "Remove", "View", and "Upload" buttons. At the bottom left is a "Select a File:" label followed by a file selection button labeled "Browse...". At the bottom right is an "Upload" button. A note at the bottom left states "Asterisk (\*) denotes a required field".

The Edit allows you to modify the Teacher Resources of the Lesson Plan.

## Delete (Teacher Resources)

The Delete option allows you to remove the Teacher Resources from the Lesson Plan.



After you select **Delete**, you will receive the above message. If you want to delete the Teacher Resource, you will click **Yes**.

## Blue Arrows (Teacher Resources)

The Blue Arrows to the left of the Teacher Resource allow you to change the order the Teacher Resources display.

### Add (Student Resources)

You have the ability to specify what materials are needed by the students to learn the materials.

**Student Resource Maintenance (38)**

\* Resource Needed: Music History Textbook

Maximum characters: 1000, Remaining characters: 976

Type: TEXT - Textbook

Attachment: 5/9/2013 - 3 - Sample Document.doc

Select a File: G:\U\amys\3 - Sample Document.doc

Buttons: Check Spelling, Save, Remove, View, Upload

Asterisk (\*) denotes a required field

- **\*\*Resource Needed** – Enter the Resource being used for the Lesson Plan.
- **Type** – Select the type of Resource. The types you see listed in the drop-down menu are Skyward defined types.
- **Attachment** – This allows you the ability to attach a file to the Resource. The availability of this option will depend on the Gradebook Configuration for the district.

### Copy from Map (Student Resources)

The Copy from Map option allows you to select resources attached to the curriculum map for the course. This option will only be available if the district has purchased and set up Curriculum Mapping.

**Copy from Curriculum Map to Lesson Plan (75)**

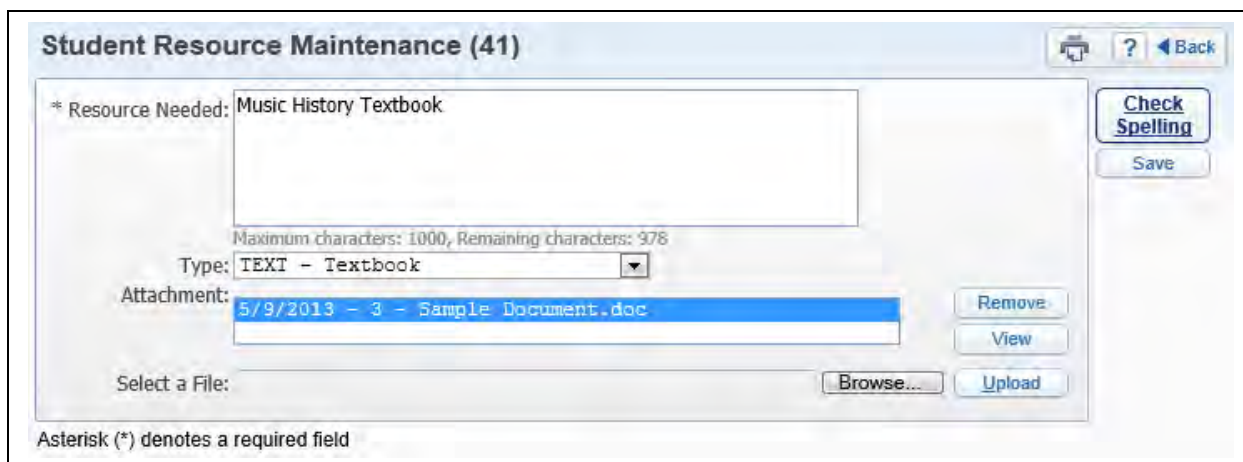
Views: General Filters: \*Skyward Default

Copy	Resource	Map	Unit
1	Drill Chart for upco	BAND 1	Marching Band
2	Music for Marching	BAND 1	Marching Band
3	Music History 101	BAND 1	Music History
4	Watch Drum Corp	BAND 1	Marching Band

Buttons: Save, Select All, Unselect All

Select the Resources from the Curriculum Map and click **Save**.

## Edit (Student Resources)

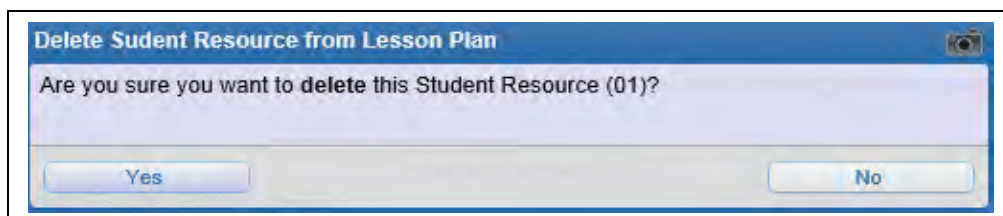


The screenshot shows a web form titled "Student Resource Maintenance (41)". It includes a text area for "Resource Needed" with the value "Music History Textbook". Below this is a character count: "Maximum characters: 1000, Remaining characters: 978". A dropdown menu for "Type" is set to "TEXT - Textbook". An "Attachment" list shows "5/9/2013 - 3 - Sample Document.doc" selected. To the right of the attachment list are buttons for "Remove", "View", and "Upload". A "Browse..." button is next to a "Select a File:" label. On the far right, there are buttons for "Check Spelling" and "Save". A footer note states: "Asterisk (\*) denotes a required field".

The Edit allows you to modify the Student Resource of the Lesson Plan.

## Delete (Student Resources)

The Delete option allows you to remove the Student Resource from the Lesson Plan.



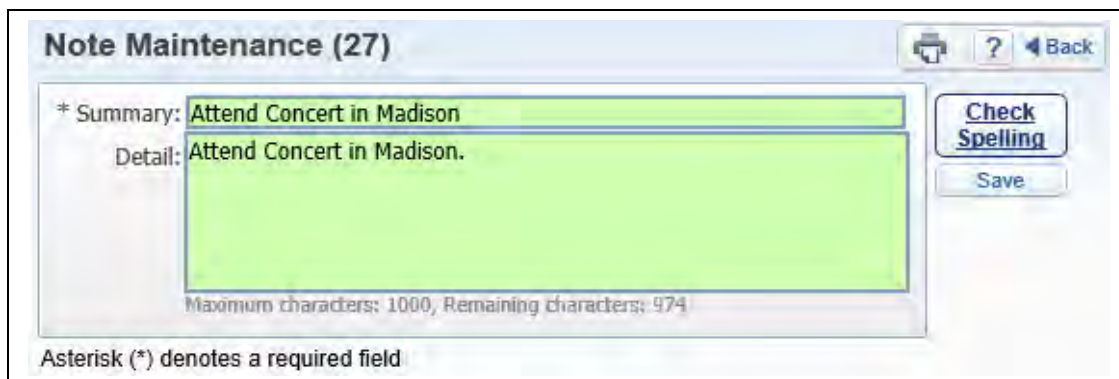
After you select **Delete**, you will receive the above message. If you want to delete the Student Resource, you will click **Yes**.

## Blue Arrows (Student Resources)

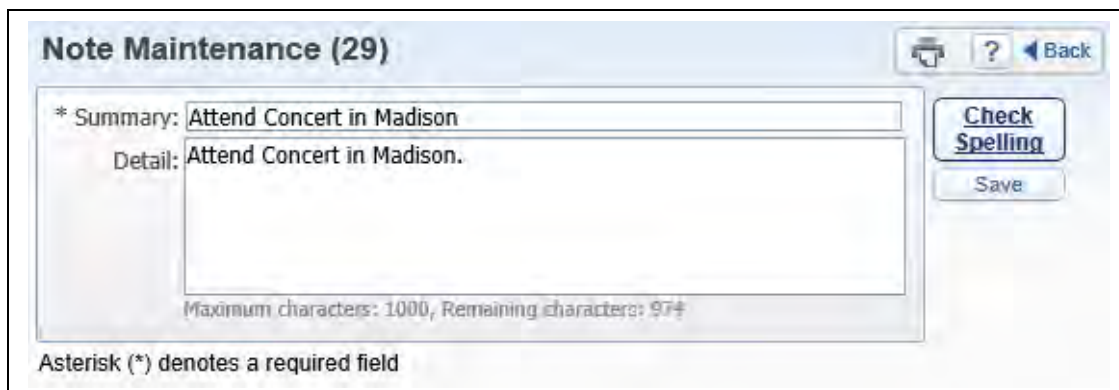
The Blue Arrows to the left of the Student Resource allow you to change the order in which the Student Resources display.

**Add (Notes)**

The Notes allow you to enter additional information related to the Lesson Plan.



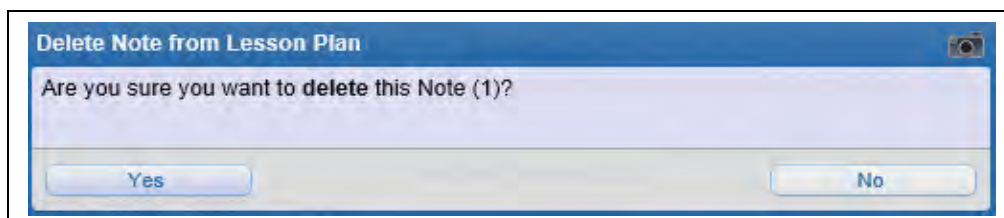
Enter the Note for the Lesson Plan and select **Save**.

**Edit (Notes)**

The Edit allows you to modify the Note of the Lesson Plan.

**Delete (Notes)**

The Delete option allows you to remove the Note from the Lesson Plan.

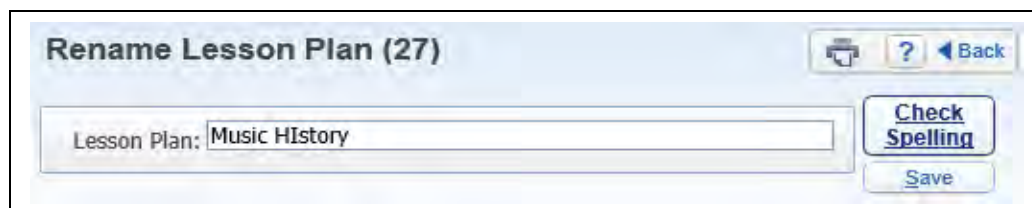


After you select **Delete**, you will receive the above message. If you want to delete the Note, you will click **Yes**.

**Blue Arrows (Test)**

The Blue Arrows to the left of the Test allow you to change the order in which the Tests display.

## Rename this Lesson Plan

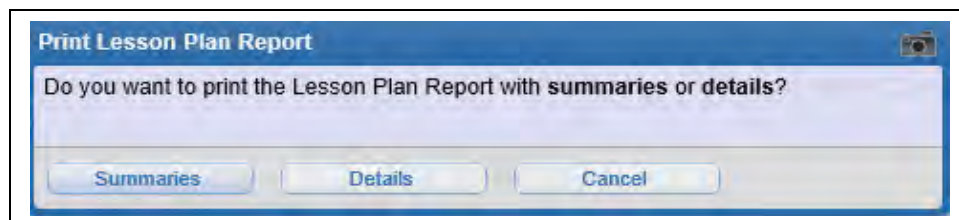
A screenshot of a web-based dialog box titled "Rename Lesson Plan (27)". The dialog has a light blue header bar. Below the header, there is a text input field labeled "Lesson Plan:" containing the text "Music HHistory". To the right of the input field are three buttons: a printer icon, a button with a question mark and the text "Back", and a button labeled "Check Spelling". Below the input field and the "Check Spelling" button is a "Save" button.

The Rename this Lesson Plan option allows you to change the name of the Lesson Plan.

## Show: Summaries/Details

This option allows you to determine the information that displays on the Lesson Plan. You can show either the Lesson Plan Summaries or Details.

## Print

A screenshot of a web-based dialog box titled "Print Lesson Plan Report". The dialog has a blue header bar. Below the header, there is a text input field containing the text "Do you want to print the Lesson Plan Report with summaries or details?". Below the input field are three buttons: "Summaries", "Details", and "Cancel".

The Print button allows you to generate the Lesson Plan Report. You can select to either show **Summaries** or **Details**.

## Edit Lesson Plan

Lesson Plan Maintenance (152)

Lesson Plan: Music History

Class: Band I / 01

Teacher: MARILEE ANDREASCR

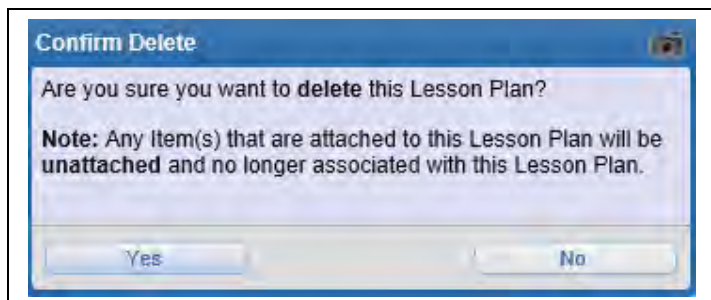
[Rename this Lesson Plan](#)
[Show: Summaries | Details](#)
[Print](#)

Attach   Remove All	<b>Skill(s)</b>	
	Learning Area: <b>Fine Arts</b>	Level: <b>1st Grade</b> Content: <b>Music Knowledge And Skills</b>
<a href="#">View</a>   <a href="#">Remove</a>	117.01.102.05	Relate music to history, to society, and to culture
<a href="#">View</a>   <a href="#">Remove</a>	117.01.102.06	Respond to and evaluates music and musical performance
	Learning Area: <b>Fine Arts</b>	Level: <b>2nd Grade</b> Content: <b>Music Knowledge And Skills</b>
<a href="#">View</a>   <a href="#">Remove</a>	117.02.102.01	Describe and analyze musical sound and demonstrates musical artistry
<b>Objective</b>		
<a href="#">Edit</a>   <a href="#">Delete</a>	Gain an understanding of the different Music time periods.	
<b>Assessment(s)</b>		
<a href="#">Add</a>   <a href="#">Copy from Map</a>		
<a href="#">Edit</a>   <a href="#">Delete</a> ↓	01.	Students will complete a Music History Listening Quiz on Student Access. ( <a href="#">Attach</a> )
<a href="#">Edit</a>   <a href="#">Delete</a> ↑	02.	Music History Listening Assessment
<b>Activity(s)</b>		
<a href="#">Add</a>   <a href="#">Copy from Map</a>		
<a href="#">Edit</a>   <a href="#">Delete</a> ↓	01.	Student will complete the Music Listening Activity while in class. This activity will cover all music periods. ( <a href="#">Attach</a> )
<a href="#">Edit</a>   <a href="#">Delete</a> ↑	02.	Composition Activity
<b>Teacher Resource(s)</b>		
<a href="#">Add</a>   <a href="#">Copy from Map</a>		
<a href="#">Edit</a>   <a href="#">Delete</a> ↓	01.	Music History Teacher Edition ( <a href="#">Attach</a> )
<a href="#">Edit</a>   <a href="#">Delete</a> ↑	02.	Music History 101
<b>Student Resource(s)</b>		
<a href="#">Add</a>   <a href="#">Copy from Map</a>		
<a href="#">Edit</a>   <a href="#">Delete</a> ↓	01.	Music History Textbook ( <a href="#">Attach</a> )
<a href="#">Edit</a>   <a href="#">Delete</a> ↑	02.	Music History 101
<b>Note(s)</b>		
<a href="#">Add</a>		
<a href="#">Edit</a>   <a href="#">Delete</a>	01.	Attend Concert in Madison.

The Edit allows you to make modifications to your Lesson Plans.

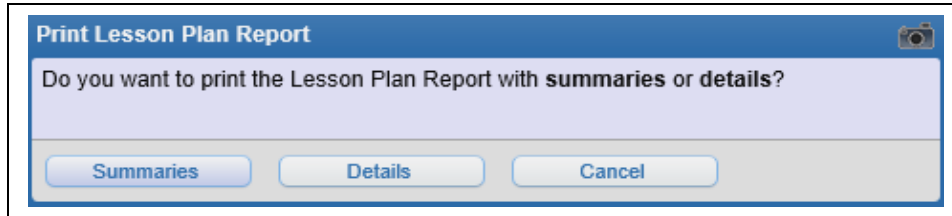
## Delete Lesson Plan

The Delete option allows you to remove the Lesson Plan.



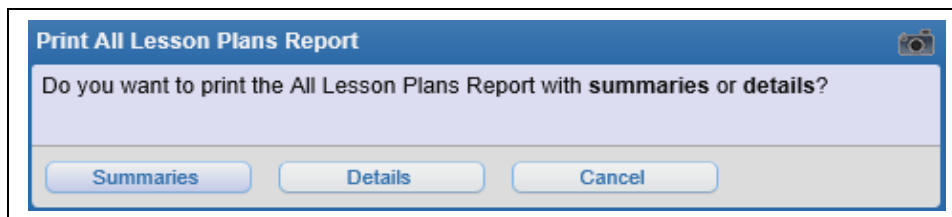
After you select **Delete**, you will receive the above message. If you want to delete the Lesson Plan, you will click **Yes**.

## Print Lesson Plan



The Print button allows you to generate the Lesson Plan Report for the highlighted Lesson Plan. You can select to either show the **Summaries** or **Details** of the Lesson Plan.

## Print All Lesson Plans



The Print button allows you to generate the Lesson Plan Report for all of the Lesson Plans. You can select to either show the **Summaries** or **Details** of the Lesson Plans.



## Copy from Another Teacher

**Copy Lesson Plan(s) from Another Teacher (327)**

Views: General Filters: \*Skyward Default

	Last Name ▲	First	Middle	# of Lesson Plans
3 ▶	AdamsCR	Yolo		0
4 ▶	addamsscr	phoebe		0
5 ▶	ADDAMSSCR	PHOEBE	F	0
6 ▶	AFRICASCR	KENTON	V	0
7 ▶	ALANSCR	JAMAR		0
8 ▶	ALMADASCR	RIVA	O	0
9 ▶	ALPAUGHSCR	RYANN	A	0
10 ▶	ALSPAUGHSCR	RANEE	F	0
11 ▶	AMSTUTZSCR	ERLINDA	P	0
12 ▶	ANDREASCR	MARILEE	Y	1
13 ▼	ANNANSCR	RHODA	D	1

Expand All Collapse All View Printable Details

▼ Lesson Plans




	Lesson Plan	Class	Entity	School Year
Copy View	Verb Conjugation	1255 / 01 French II	001	2012-13


14 ▶	APLINSR	NEOMA	L	0
15 ▶	ARDUINISCR	EDYTHE	C	0

20 20 records displayed Last Name: ABC

The Copy from Another Teacher option allows you to quickly copy Lesson Plans from other Teacher and also your own Lesson Plans. The availability of this option will depend on the setup of the Gradebook. Expand next to the teacher's name whose Lesson Plan you would like to copy.

## View Lesson Plan

**Lesson Plan Maintenance (152)**   

**Lesson Plan:** Music History **Class:** Band I / 01 **Teacher:** MARILEE ANDREASCR 

**Show:** Summaries | Details

---

**Skill(s)**

Learning Area: <b>Fine Arts</b>	Level: <b>1st Grade</b>	Content: <b>Music Knowledge And Skills</b>
117.01.102.05	Relate music to history, to society, and to culture	
117.01.102.06	Respond to and evaluates music and musical performance	
Learning Area: <b>Fine Arts</b>	Level: <b>2nd Grade</b>	Content: <b>Music Knowledge And Skills</b>
117.02.102.01	Describe and analyze musical sound and demonstrates musical artistry	

---

**Objective**

Gain an understanding of the different Music time periods.

---

**Assessment(s)**

01. Students will complete a Music History Listening Quiz on Student Access. [\(Attach\)](#)
02. Music History Listening Assessment

---

**Activity(s)**

01. Student will complete the Music Listening Activity while in class. This activity will cover all music periods. [\(Attach\)](#)
02. Composition Activity

---

**Teacher Resource(s)**

01. Music History Teacher Edition [\(Attach\)](#)
02. Music History 101

---

**Student Resource(s)**

01. Music History Textbook [\(Attach\)](#)
02. Music History 101

---


**Note(s)**

01. Attend Concert in Madison.

You can click on the **View** to see a preview of the Lesson Plan.

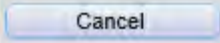
## Copy Lesson Plan

You will click on **Copy** to clone this Lesson Plan to your Lesson Scheduler.

**Copy Lesson Plan from Another Teacher** 

Select the Class you want to copy this Lesson Plan to:

- 2LA / 01 2 Lang Arts
- 2READ / 01 2 Reading
- 2SPEL / 01 2 Spelling
- 2WRIT / 01 2 Writing
- Band I / 01 Band I
- TREND / 01 Trend
- 3117 / 01 Wind Ensemble 3



You will click on the class you want the Lesson Plan cloned to after selecting **Copy**. After selecting the class, you will receive a green message stating "Cloned Successfully."

## Import Lesson Plan

The Import Lesson Plan allows you to attach a file containing your Lesson Plan.



- **Lesson Plan** – Enter the title of the Lesson Plan.
- **Class** – Select the class using the Lesson Plan.
- **Import File** – You will browse to the location of the file and then select “Attach.”

After you have the file attached to the Lesson Plan, click on **Save**. You can tell the Lesson Plans that have been imported because a red message will display stating “Imported.”

## Open All Imported

The Open All Imported will display the imported Lesson Plans.

## Edit Layout

You will find the option to edit layout of a Lesson Plan by expanding a Lesson Plan. The layout shows the way the Lesson Plan appears on the screen and on reports.

The screenshot shows the 'Lesson Plan Layout (30)' window. On the left is a 'Preview of Layout' section with a form containing fields for 'Lesson Plan:', 'Class:', and 'Teacher:'. Below these are five large rectangular boxes, each with a label: '<--Insert Academic Standards-->', '<--Insert Objective-->', '<--Insert Assessment(s)-->', '<--Insert Activity(s)-->', and '<--Insert Teacher Resource(s)-->'. On the right is the 'Settings for Family/Student Access' section. It has three radio buttons: 'Use this Layout' (selected), 'Use Default Family/Student Access Layout' (with a 'View' link), and 'Use another Layout' (with a 'Setup' link). Below this is a 'Layout' section with a 'Number of Rows to Display on Layout:' label and a row of radio buttons numbered 1 through 7, with 7 selected. Underneath are seven rows of 'Data Boxes on Row' labels, each followed by four radio buttons numbered 1 through 4. The bottom section is 'Data Box Setup', which contains seven dropdown menus labeled 'Data Box 1:' through 'Data Box 7:'. The selected values are: 'Academic Standards', 'Objective', 'Assessment (s)', 'Activity (s)', 'Teacher Resource (s)', 'Student Resource (s)', and 'Notes'. A 'Save' button is located at the top right of the settings section.

## Settings for Family/Student Access

This area allows you to determine how the Lesson Plan will look in Family/Student Access. The availability of this option will depend on the configuration of Lesson Plans for the district.

- **Use this Layout** – If you select this option, the layout on the screen is the layout that will be used in Family/Student Access.
- **Use Default Family/Student Access Layout** – If you select this option, the Lesson Plan will display using the district default layout for Family/Student Access.

**View** – This allows you to see the Default Family/Student Access Layout using the selected Lesson Plan.

Lesson Plan Maintenance (151)			Print ? Back
<b>Lesson Plan:</b> Music History	<b>Class:</b> Band I / 01	<b>Teacher:</b> MARILEE ANDREASCR	
		Show: Summaries   Details	
<b>Objective</b>			
Gain an understanding of the different Music time periods.			
<b>Skill(s)</b>			
<b>Learning Area:</b> Fine Arts	<b>Level:</b> 1st Grade	<b>Content:</b> Music Knowledge And Skills	
117.01.102.05	Relate music to history, to society, and to culture		
117.01.102.06	Respond to and evaluates music and musical performance		
<b>Learning Area:</b> Fine Arts	<b>Level:</b> 2nd Grade	<b>Content:</b> Music Knowledge And Skills	
117.02.102.01	Describe and analyze musical sound and demonstrates musical artistry		
<b>Activity(s)</b>			
01. Student will complete the Music Listening Activity while in class. This activity will cover all music periods. (Attach)			
02. Composition Activity			
<b>Assessment(s)</b>			
01. Students will complete a Music History Listening Quiz on Student Access. (Attach)			
02. Music History Listening Assessment			
<b>Teacher Resource(s)</b>			
01. Music History Teacher Edition (Attach)			
02. Music History 101			
<b>Student Resource(s)</b>			
01. Music History Textbook (Attach)			
02. Music History 101			
<b>Note(s)</b>			
01. Attend Concert in Madison.			

- **Use Another Layout** – This option allows you to create a separate layout for Family/Student Access.  
**Setup** – Use the Setup link to configure the Lesson Plan Layout for Family/Student Access.

**Number of Rows to Display** – Select the number of rows to display on the Lesson Plan Layout.

**Data Boxes on Row** – This allows you to determine the number of boxes that will display per row on the Lesson Plan Layout.

**Data Box Setup** – The Data Box Setup allows you to determine the Lesson Plan information that will display in each box.

### Adding a Lesson Scheduler Item

You can create a Daily Lesson Plan or Item to show a brief statement as to what is going to be taught on a specific date and time.



Click on the **+** (**Plus Sign**) next to the time or class period.

Add Item to Class:

Back

2LA / 01  
2READ / 01  
2SPEL / 01  
2WRIT / 01  
Band I / 01  
TREND / 01  
3117 / 01

Click on the Class where you would like to add a Daily Lesson Plan or Item.



## Create a General Item

**Add an Item (1183)**   

Band I / 01 Band I, Period 1

☒ Create a General Item ☐ Create a Gradebook Assignment

Pre-fill fields from an Item on a Lesson Plan: [Select Item](#)

\* Summary:

\* Date:   [Recurrence](#)

\* Start Time:  AM  AM

Details: [View Style Toolbar](#)

Learn about the composers of the Baroque Music Period

Internal Notes: [View Style Toolbar](#)

Listen to JS Bach inventions and explore the Baroque Period.

**Lesson Plan Options:**

☐ This item is not linked to a Lesson Plan

☒ This Item is linked to a Lesson Plan: [Select Lesson Plan](#)

☐ This Item is linked to an Item on a Lesson Plan: [Select Item](#)



☐ Save this Item as a new  on a Lesson Plan: [Select Lesson Plan](#)





Asterisk (\*) denotes a required field

[Check Spelling](#)  
[Save](#)  
[Save & Back](#)  
[Undo](#)  
[Attach](#)

## Item

- **Pre-fill fields from an Item on a Lesson Plan**

**Item Selection (104)**   

Views:  Filters:      [Select](#)

Item	Lesson Plan	Item Type
1 Composition Activity	Music History	Activity
2 Composition Activity	Music History - COPY	Activity
3 Music History Listening Assessment	Music History	Assessment
4 Music History Listening Assessment	Music History - COPY	Assessment
5 Music History Listening Quiz	Music History	Assessment
6 Music History Listening Quiz	Music History - COPY	Assessment
7 Music Listening Activity	Music History	Activity
8 Music Listening Activity	Music History - COPY	Activity

If you select an item to pre-fill, it will update the details of the Item.

- **\*\*Summary** – This allows you to enter the description of the Item.
- **\*\*Date** - Select the date on which the Item will occur.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

- **Recurrence** – This allows you to select if this Item will be reoccurring.

Select the Recurrence.

- **\*\*Start/Stop Time** – Enter the start and end time of the Item.
- **Details** – This allows you to enter the detailed information related to the Item.
- **Internal Notes** – This allows you to enter additional information related to the Item.

### Lesson Plan Options

- **This item is not linked to a Lesson Plan**
- **This item is linked to a Lesson Plan** – This allows you to link this Item to an existing Lesson Plan.

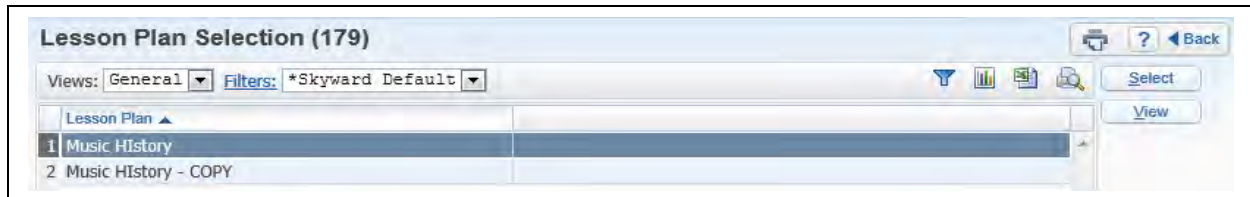
Highlight the existing Lesson Plan and click **Select**.

- **This Item is linked to an Item on a Lesson Plan** – This allows you to link the Item with an existing Activity or Assessment on Lesson Plan.

Highlight an existing Activity or Assessment and click on **Select**.



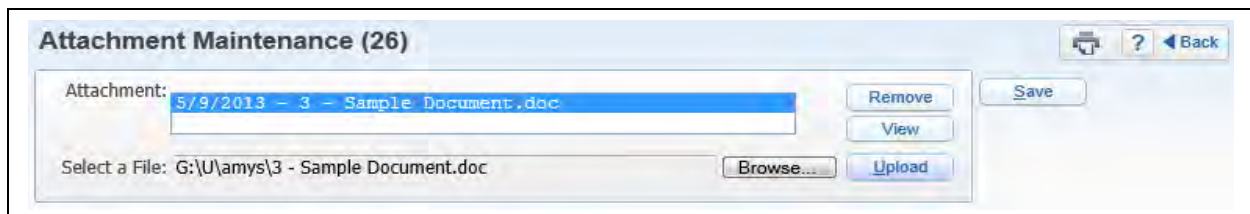
- **Save this Item as a new Activity/Assessment on a Lesson Plan** – This option allows you to create either a new Activity or Assessment for an existing Lesson Plan.



After selecting either Activity or Assessment, you will highlight the Lesson Plan and click **Select**.

### Attach

The Attach allows you to place an attachment to the Lesson Plan Item. The availability of this option will depend on the Gradebook Configuration for the district.



You will Browse to the location of the attachment and then click **Upload**.

## Create a Gradebook Assignment

Add an Item (1183)

Back

Band I / 01 Band I, Period 1
Add for Other Classes

☐ Create a General Item
☒ Create a Gradebook Assignment

Pre-fill fields from an Item on a Lesson Plan: [Select Item](#)

Pre-filled from Item: Composition Activity (Activity), Lesson Plan: Music HHistory

\* Summary: Composition Activity

\* Date: 05/09/2013 

\*Date will represent Assign, Proposed Due, and Actual Due dates

\* Start Time: 08:00 AM
\* Stop Time: 08:50 AM

Category: **ACT - 100.00% - GWKS TEST/TEST**

Details:
View Style Toolbar:

Composition Activity

Internal Notes:
View Style Toolbar:

Composition Activity

Assignment Group:
Max Score: 100
Weight Multiplier: 1.00

☒ Post to Family Access
☒ Post to Student Access

Lesson Plan Options:

☐ This item is not linked to a Lesson Plan

☐ This Item is linked to a Lesson Plan: [Select Lesson Plan](#)

☒ This Item is linked to an Item on a Lesson Plan: [Select Item](#)

☐ Save this Item as a new [Activity](#) on a Lesson Plan: [Select Lesson Plan](#)

Check Spelling

Save

Save & Back

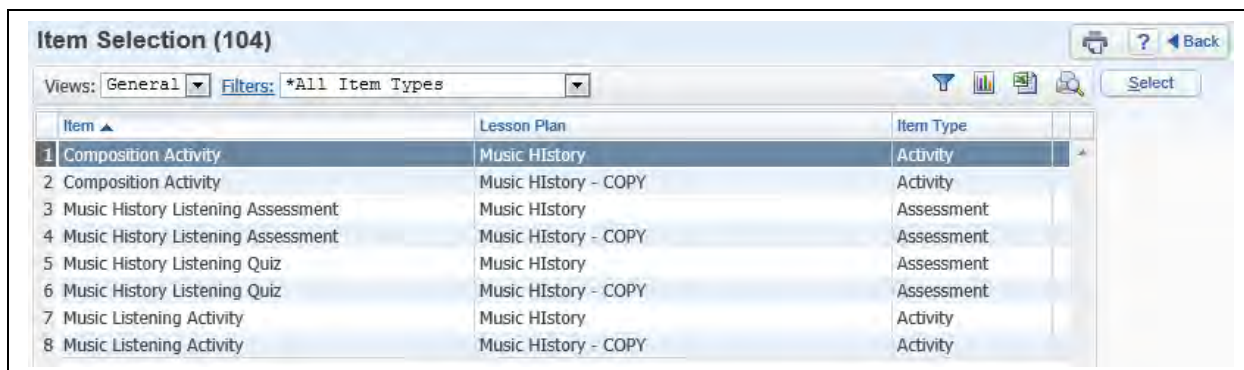
Undo

Attach

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

- **Pre-fill fields from an Item on a Lesson Plan**



The screenshot shows the 'Item Selection (104)' window. At the top, there are tabs for 'Views' (General) and 'Filters' (\*All Item Types). Below this is a table with three columns: 'Item', 'Lesson Plan', and 'Item Type'. The table contains 8 rows of data.

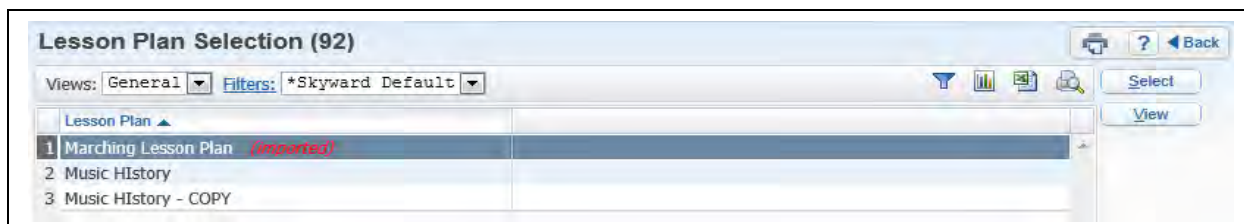
Item	Lesson Plan	Item Type
1 Composition Activity	Music History	Activity
2 Composition Activity	Music History - COPY	Activity
3 Music History Listening Assessment	Music History	Assessment
4 Music History Listening Assessment	Music History - COPY	Assessment
5 Music History Listening Quiz	Music History	Assessment
6 Music History Listening Quiz	Music History - COPY	Assessment
7 Music Listening Activity	Music History	Activity
8 Music Listening Activity	Music History - COPY	Activity

If you select an item to pre-fill, it will update the details of the Item.

- **\*\*Summary** – Enter the summary of the Gradebook Assignment. This summary will be used as the gradebook assignment description.
- **\*\*Date** – Select the date of the assignment. The date entered will be used in the gradebook as the Assign Date, Proposed Due Date, and Actual Due Date.
- **\*\*Start/Stop Time** – Enter the start and end time of the Item.
- **\*\*Category** – Select the category that will be attached to the assignment. The categories in the drop-down menu pull directly from the categories from the gradebook.
- **Details** – This allows you to enter the detailed information related to the Item.
- **Internal Notes** – This allows you to enter additional information related to the Item.
- **Assignment Group** – This allows you to create a customized group for assignments.
- **Max Score** – Enter the maximum value a student may receive for the assignment.
- **Weight Multiplier** – Typically remains at "1" unless you wish to adjust assignment values for varying difficulty in assignments.
- **Post to Family/Student Access** – Select this option to post the assignment information to Family/Student Access. If you are unable to deselect the Post to Family/Student Access, it is occurring because of an entity choice to have all assignments automatically posted to Family/Student Access.

### Lesson Plan Options

- **This item is not linked to a Lesson Plan**
- **This item is linked to a Lesson Plan** – This allows you to link this Gradebook Assignment to an existing Lesson Plan.



The screenshot shows the 'Lesson Plan Selection (92)' window. At the top, there are tabs for 'Views' (General) and 'Filters' (\*Skyward Default). Below this is a table with two columns: 'Lesson Plan' and an empty column. The table contains 3 rows of data.

Lesson Plan	
1 Marching Lesson Plan (Approved)	
2 Music History	
3 Music History - COPY	

Highlight the existing Lesson Plan and click on **Select**.

- **This Item is linked to an Item on a Lesson Plan** – This allows you to link the Gradebook Assignment with an existing Activity or Assessment on a Lesson Plan.

Item	Lesson Plan	Item Type
1 Composition Activity	Music History	Activity
2 Composition Activity	Music History - COPY	Activity
3 Music History Listening Assessment	Music History	Assessment
4 Music History Listening Assessment	Music History - COPY	Assessment
5 Music History Listening Quiz	Music History	Assessment
6 Music History Listening Quiz	Music History - COPY	Assessment
7 Music Listening Activity	Music History	Activity
8 Music Listening Activity	Music History - COPY	Activity

Highlight an existing Activity or Assessment and click **Select**.

- **Save this Item as a new Activity/Assessment on a Lesson Plan** – This option allows you to create either a new Activity or Assessment for an existing Lesson Plan.

Lesson Plan
1 Music History
2 Music History - COPY

After selecting either Activity or Assessment, you will highlight the Lesson Plan and click **Select**.

### Attach

The Attach allows you to place an attachment to the Lesson Plan Item. The availability of this option will depend on the Gradebook Configuration for the district.

You will Browse to the location of the attachment and then click **Upload**.

## Add for Other Classes

Add for Other Classes <span style="float: right;">Hide</span>								
	Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input type="checkbox"/>	001			1 to 6	0	MTWRF	2READ / 01	2 Reading
<input type="checkbox"/>	001			1 to 6	0	MTWRF	2SPEL / 01	2 Spelling
<input type="checkbox"/>	001			1 to 6	0	MTWRF	2WRIT / 01	2 Writing

The Add for Other Classes option allows you to select additional classes to which to add the assignment.

## Edit Lesson Scheduler Item

The screenshot shows the 'Lesson Scheduler (718)' window. At the top, it displays 'Week of May 5, 2013' and navigation options like 'Return to Current Day', 'Print Schedule', and 'Menu Options'. Below this is a grid showing the schedule for the week. A red arrow points to a yellow-highlighted activity on Thursday, May 9, at 8:00 AM, labeled '(08:00-08:50) Composition Activity'.

You can modify the Lesson Scheduler Item by clicking on the Item on the schedule.

Composition Activity Back

**Description:** Composition Activity Edit  
**Due Date:** 05/09/2013 Clone  
**Time:** 08:00 AM-08:50 AM Delete  
**Category:** 6WKS TEST/TEST  
**Notes:** Composition Activity  
**Lesson Plan:** Music Hstory  
**Class:** Band I / 01 (Period 1)  
**Max Score:** 100 ☒ Post to Family Access  
**Weight:** 1 ☒ Post to Student Access

<< Move to Wednesday
Move to Friday >>
View Gradebook

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.



## Edit

Edit an Item (1211)

Back

Band I / 01 Band I, Period 1
Add for Other Classes

\* Summary: Composition Activity

\* Date: 05/09/2013 Thursday \*Date will represent the Actual Due date

\* Start Time: 08:00 AM Stop Time: 08:50 AM

Category: 6T/T - 100.00% - SWAS TEST/TEST

Details:

View Style Toolbar:

Composition Activity

Internal Notes:

View Style Toolbar:

Composition Activity

Assignment Group:
Max Score: 100
Weight Multiplier: 1.00

☒ Post to Family Access
☒ Post to Student Access

Lesson Plan Options:

☐ This item is not linked to a Lesson Plan
☒ This Item is linked to a Lesson Plan: Select Lesson Plan

Selected Lesson Plan: Music History




☐ This Item is linked to an Item on a Lesson Plan: Select Item
☐ Save this Item as a new Activity on a Lesson Plan: Select Lesson Plan

Asterisk (\*) denotes a required field

Check Spelling
Save
Save & Back
Delete
Undo
Attach

The Edit allows you to make modifications to your Lesson Scheduler Item.

## Clone


**Add an Item (1211)**   

Band I / 01 Band I [Add for Other Classes](#)

☐ Create a General Item ☒ Create a Gradebook Assignment


Pre-fill fields from an Item on a Lesson Plan: [Select Item](#)


\* Summary:

\* Date:   **Thursday** *\*Date will represent Assign, Proposed Due, and Actual Due dates*

\* Start Time:  AM \* Stop Time:  AM

Category: **6T/I - 100.00% - 6WKS TEST/TEST**

Details:  

Internal Notes:  

Assignment Group:  ☒ Post to Family Access

Max Score:  ☒ Post to Student Access

Weight Multiplier:

**Lesson Plan Options:**

☐ This item is not linked to a Lesson Plan

☒ This Item is linked to a Lesson Plan: [Select Lesson Plan](#)

*Selected Lesson Plan: Music History*

☐ This Item is linked to an Item on a Lesson Plan: [Select Item](#)

☐ Save this Item as a new  on a Lesson Plan: [Select Lesson Plan](#)

[Check Spelling](#)

[Save](#)

[Save & Back](#)

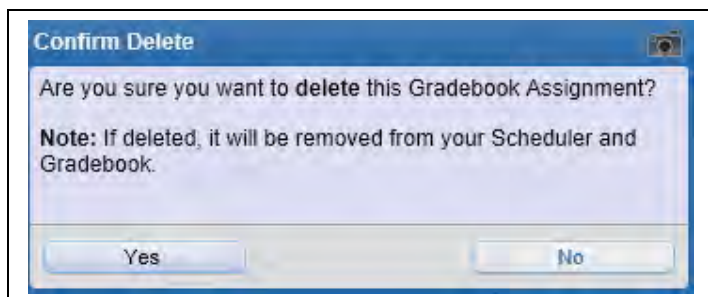
[Undo](#)

[Attach](#)

The Clone option allows you to make a copy of an existing Lesson Scheduler Item. When cloning the Item, you have the ability to make modifications to it.

## Delete

The Delete option allows you to remove the Item from the Lesson Scheduler.



After you select **Delete**, you will receive the above message. If you want to delete the Item, you will click **Yes**.

## Move to Prior/Future Day

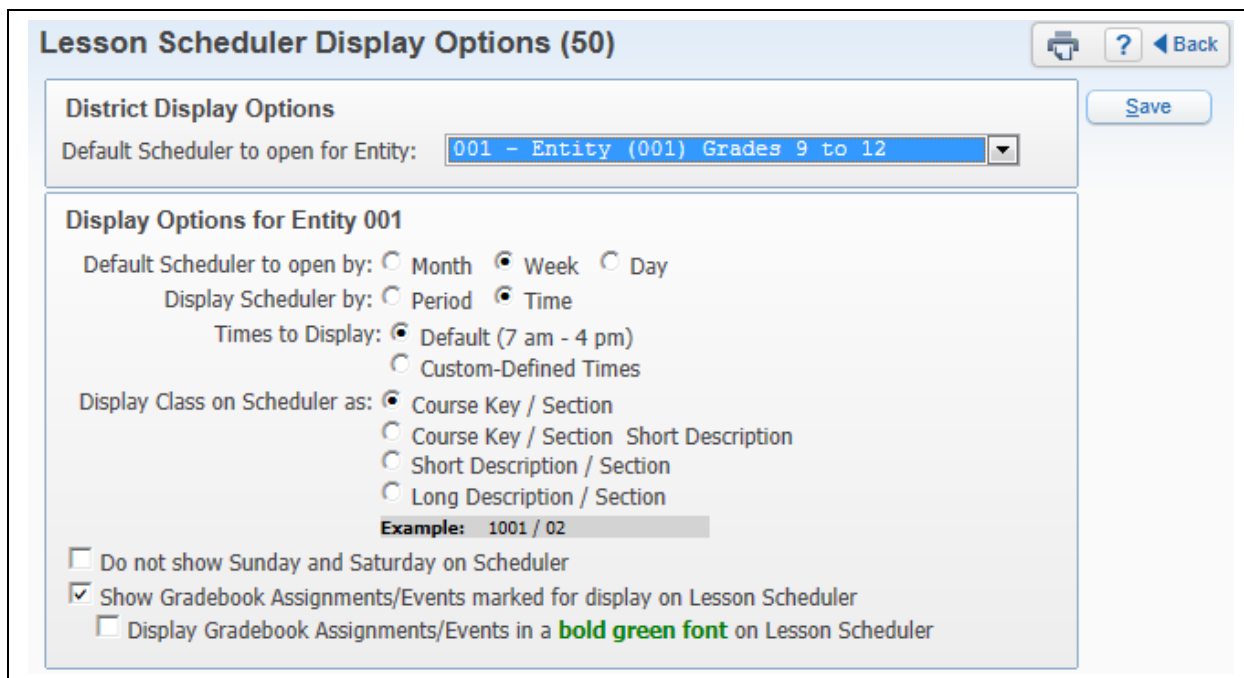
The Move to Prior/Future Day allows you to easily change the date of the Lesson Scheduler Item.

## View Gradebook

The View Gradebook option takes you directly into the Gradebook for the selected class.

The View Gradebook option takes you directly into the Gradebook for the selected class.

## Lesson Scheduler Display Options

A screenshot of the 'Lesson Scheduler Display Options (50)' window. The window has a title bar with a printer icon, a help icon, and a 'Back' button. Below the title bar is a 'Save' button. The main content area is divided into sections. The first section is 'District Display Options' with a dropdown menu for 'Default Scheduler to open for Entity:' showing '001 - Entity (001) Grades 9 to 12'. The second section is 'Display Options for Entity 001'. It contains several radio button options: 'Default Scheduler to open by:' with 'Month', 'Week' (selected), and 'Day'; 'Display Scheduler by:' with 'Period' and 'Time' (selected); 'Times to Display:' with 'Default (7 am - 4 pm)' (selected) and 'Custom-Defined Times'; and 'Display Class on Scheduler as:' with 'Course Key / Section' (selected), 'Course Key / Section Short Description', 'Short Description / Section', and 'Long Description / Section'. Below these is an 'Example:' field showing '1001 / 02'. At the bottom, there are three checkboxes: 'Do not show Sunday and Saturday on Scheduler' (unchecked), 'Show Gradebook Assignments/Events marked for display on Lesson Scheduler' (checked), and 'Display Gradebook Assignments/Events in a bold green font on Lesson Scheduler' (unchecked).

The Lesson Scheduler Display Options provide you with the ability to customize the way your Lesson Scheduler displays. The Display Option can be changed at any time and can be set up to your preference.



## District Display Options

- **Default Scheduler to open for Entity** – If you are in multiple entities, you can choose the entity you would like the Lesson Scheduler to default to when opened.

## Display Options for Entity

For each entity you are active in, you can customize a different display.

- **Default Scheduler to open by** – This option allows you to determine if the Scheduler will display by Month, Week, or Day when opened.
- **Display Scheduler by** – This option allows you to determine if the Lesson Scheduler will display the class periods or by time.

Lesson Scheduler (719)						
Week of May 5, 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	7 am	7 am	7 am	7 am	7 am	No School
	8 am	8 am	8 am	8 am	8 am	
	9 am	9 am	9 am	9 am	9 am	
	10 am	10 am	10 am	10 am	10 am	

The above is a sample of when you select to **Display Scheduler by Time**.

Lesson Scheduler (719)						
Week of May 5, 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	Prd 0: 2LA / 01	Prd 0: 2LA / 01	Prd 0: 2LA / 01	Prd 0: 2LA / 01	Prd 0: 2LA / 01	No School
	Prd 0: 2READ / 01	Prd 0: 2READ / 01	Prd 0: 2READ / 01	Prd 0: 2READ / 01	Prd 0: 2READ / 01	
	Prd 0: 2SPEL / 01	Prd 0: 2SPEL / 01	Prd 0: 2SPEL / 01	Prd 0: 2SPEL / 01	Prd 0: 2SPEL / 01	
	Prd 0: 2WRIT / 01	Prd 0: 2WRIT / 01	Prd 0: 2WRIT / 01	Prd 0: 2WRIT / 01	Prd 0: 2WRIT / 01	

The above is a sample of when you select to **Display Scheduler by Period**.

- **Times to Display** – This will allow you to determine the times that display on the Lesson Scheduler. The option will only display if you have selected the option to “Display Scheduler by Time.”  
**Default (7 am-4 pm)** – This displays each hour on the Lesson Scheduler.

**Custom-Defined Times** – This option allows you to create your own times that will display on the Lesson Scheduler.

**Custom-Defined Times (27)**

\* Time Label: Morning Meeting Remove  
 \* Start Time: 08:00 AM \* Stop Time: 08:15 AM  
 Display on: ☐ Sun ☒ Mon ☒ Tues ☒ Wed ☒ Thur ☒ Fri ☐ Sat

\* Time Label: Math Remove  
 \* Start Time: 08:15 AM \* Stop Time: 09:30 AM  
 Display on: ☐ Sun ☒ Mon ☒ Tues ☒ Wed ☒ Thur ☒ Fri ☐ Sat

\* Time Label: Break Remove  
 \* Start Time: 09:30 AM \* Stop Time: 09:45 AM  
 Display on: ☐ Sun ☒ Mon ☒ Tues ☒ Wed ☒ Thur ☒ Fri ☐ Sat

\* Time Label: Language Arts Remove  
 \* Start Time: 09:45 AM \* Stop Time: 11:30 AM  
 Display on: ☐ Sun ☒ Mon ☒ Tues ☒ Wed ☒ Thur ☒ Fri ☐ Sat

\* Time Label: Lunch Remove  
 \* Start Time: 11:30 AM \* Stop Time: 12:00 PM  
 Display on: ☐ Sun ☒ Mon ☒ Tues ☒ Wed ☒ Thur ☒ Fri ☐ Sat

Buttons on the right: Check Spelling, Save, Add Another Time, Remove All Times, Undo, Reset.

You will enter the time label, start/end times, and days. After the information has been entered, you will click on **Save**.

**Lesson Scheduler (720)**

Week of May 5, 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	<b>Morning Meeting</b> (+) 08:00 AM - 08:15 AM  <b>Math</b> (+) 08:15 AM - 09:30 AM  <b>Break</b> (+) 09:30 AM - 09:45 AM	<b>Morning Meeting</b> (+) 08:00 AM - 08:15 AM  <b>Math</b> (+) 08:15 AM - 09:30 AM  <b>Break</b> (+) 09:30 AM - 09:45 AM	<b>Morning Meeting</b> (+) 08:00 AM - 08:15 AM  <b>Math</b> (+) 08:15 AM - 09:30 AM  <b>Break</b> (+) 09:30 AM - 09:45 AM	<b>Morning Meeting</b> (+) 08:00 AM - 08:15 AM (08:00-08:50) Composition Activity <b>Math</b> (+) 08:15 AM - 09:30 AM (08:00-08:50) Composition Activity <b>Break</b> (+) 09:30 AM - 09:45 AM	<b>Morning Meeting</b> (+) 08:00 AM - 08:15 AM  <b>Math</b> (+) 08:15 AM - 09:30 AM  <b>Break</b> (+) 09:30 AM - 09:45 AM	No School

The above is a sample of the Lesson Scheduler displaying the Custom-Defined Times.

**Display Class on Scheduler as** – This option allows you to determine how class information will display on the Lesson Scheduler.

- **Course Key/Section**

Lesson Scheduler (719)						
Week of May 5, 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	Prd 0: 2LA / 01	Prd 0: 2LA / 01	Prd 0: 2LA / 01	Prd 0: 2LA / 01	Prd 0: 2LA / 01	No School

The above is a sample of when you select to display the **Course Key/Section**.

- **Course Key/Section Short Description**

Lesson Scheduler (719)						
Week of May 5, 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	Prd 0: 2LA / 01 2 Lang Arts	Prd 0: 2LA / 01 2 Lang Arts	Prd 0: 2LA / 01 2 Lang Arts	Prd 0: 2LA / 01 2 Lang Arts	Prd 0: 2LA / 01 2 Lang Arts	No School

The above is a sample of when you select to display the **Course Key/Section Short Description**.

- **Short Description/Section**

Lesson Scheduler (719)						
Week of May 5, 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	No School

The above is a sample of when you select to display the **Short Description/Section**.

- **Long Description/Section**

Lesson Scheduler (719)						
Week of May 5, 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	No School

The above is a sample of when you select to display the **Long Description/Section**.

**Do not show Sunday and Saturday on Scheduler** – This option allows you to determine if Sunday and Saturday display on the Lesson Scheduler.

Lesson Scheduler (719)				
Week of May 6, 2013				
Monday	Tuesday	Wednesday	Thursday	Friday
Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01
Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01

This is a sample of the Lesson Scheduler when selecting the option **Do not show Sunday and Saturday on Scheduler**.

**Show Gradebook Assignments/Events marked for display on Lesson Scheduler** – When creating an assignment/event in the Gradebook, you will find an option to “Show on Lesson Scheduler.” If this option is selected, the assignment/event will display on the Lesson Scheduler without creating a Lesson Scheduler Item.

**Display Gradebook Assignments/Events in a bold green font on Lesson Scheduler** – If this option is selected, any assignment/event will display in a green font on the Lesson Scheduler.

Lesson Scheduler (721)				
Week of May 6, 2013				
Monday	Tuesday	Wednesday	Thursday	Friday
Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01
Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01
Prd 0: 2 Spelling / 01	Prd 0: 2 Spelling / 01	Prd 0: 2 Spelling / 01	Prd 0: 2 Spelling / 01	Prd 0: 2 Spelling / 01
Prd 0: 2 Writing / 01	Prd 0: 2 Writing / 01	Prd 0: 2 Writing / 01	Prd 0: 2 Writing / 01	Prd 0: 2 Writing / 01
Prd 1: Band I / 01	Prd 1: Band I / 01	Prd 1: Band I / 01	Prd 1: Band I / 01	Prd 1: Band I / 01
			Composition Activity	Worksheet 28.B

The above is a sample of when you select to **Display Gradebook Assignment/Events in a bold green font on Lesson Scheduler**.

## Lesson Plan Reports

You can find the Lesson Plan Report in the **Menu Options**.

### Lesson Plan Report

You can run the Lesson Plan Report for your Lesson Plans. This report can show all Lesson Plans or a range of Lesson Plans. The report can be used to show all Lesson Plans on a given topic or to submit Lesson Plans to your administrator.

The screenshot shows a web form titled "Add Lesson Plan Report (64)". In the top right corner, there are icons for a printer, a help question mark, and a "Back" button. The form is divided into two main sections. The "Template Settings" section contains a required field for "Template Description" with the text "Lesson Plan Report" entered, and two checkboxes: "Share this template with other users in the district" and "Print Greenbar". The "Lesson Plan Ranges" section includes a "School Year" dropdown menu set to "2012-13", a checkbox for "Print All Lesson Plans for My Classes", and a "Lesson Plan Range" field with "ZZZZZZ" entered. To the right of these sections are three buttons: "Check Spelling", "Save", and "Save and Print". At the bottom left, a note states "Asterisk (\*) denotes a required field".

Enter the template description and select the school year. You can then select to either **Print All Lesson Plans for My Classes** or for the specified **Lesson Plan Ranges**. The Lesson Plan Range is based on the Name of the Lesson Plan. After verifying the ranges, you will select **Save and Print**.

## Lesson Schedule Report

The Lesson Schedule Report will show the Lesson Scheduler Items. It can be run for a specific date or for a range of dates. You can run this report anytime to get a schedule of your past, current, or upcoming Lesson Scheduler Items.

**Add Lesson Schedule Report (26)**

Template Settings

\* Template Description: Lesson Schedule

☐ Share this template with other users in the district

☐ Print Greenbar

Lesson Schedule Ranges

Print Schedule for: ☐ Month ☐ Date Range ☒ Specific Date

Enter Date: 05/10/2013 Friday

Asterisk (\*) denotes a required field

Enter the template description and then determine the Lesson Schedule Range. Within the ranges you can select to print the Lesson Scheduler for a **specific month**, **specific date**, or **specific date range**.

## Lesson Scheduler Utilities

You can find the Lesson Scheduler Utilities in the **Menu Options**.

### Copy Item(s) from Class to Class

This utility provides you with a quick way to copy a Lesson Item from one class to another.

**Copy Item(s) from Class to Class: Step 1 (184)**

This process allows you to copy Items from one Class to another Class. When copying, you can also choose which Gradebook Assignments/Events to copy by expanding the Item and selecting the Assignment/Event.

\* Note: During the copy process, if a Lesson Plan is found to be attached to a copied Item, the Lesson Plan will also be copied.

Copying Options

Copy From Class: Band I / 01 Band I

Copy To Class: 3117 / 01 Wind Ensemble 3

Select the Item(s) to Copy

Items for Band I / 01

Copy	Date	Item	Start Time	Stop Time	Lesson Plan?	Assignment(s) in Gradebook
<input checked="" type="checkbox"/>	05/09/2013	Music History Listening Assessment	12:01 AM	12:02 AM	Yes	No




Expand All Collapse All View Printable Details

Item Details

Lesson Plan	Entity	School Year
Music History	001	2012 - 2013

Select the class to Copy From and To. Once the "Copy From Class" has been selected, the Lesson Scheduler Items in that class will display at the bottom of the screen. After selecting the classes and Lesson Scheduler Items, you will click **Next**.


**Copy Item(s) from Class to Class: Step 2 (120)**

   Back

Step 2 of this process allows you to select a new Date when copying Items, and a new Due Date when copying Assignments/Events.

**Copying Options**  
Copying Item(s) from **Band I / 01 Band I** to **3117 / 01 Wind Ensemble 3**

**Item(s) to Copy**

Item	Date	*New Date*
Music History Listening Assessment	05/09/2013	05/09/2013 

\* The Lesson Plan **Music History** attached to this Item will be copied, as well.

Run

Previous

After selecting a “New Date,” you will select **Run**.

## Post Daily Attendance

By Name  
By Seating Chart  
Assign Seats

You can take attendance through Post Daily Attendance by using either **Take Daily Attendance-By Name** or the **Take Daily Attendance-By Seating Chart**. You can also take attendance by going to the Attendance tab in the Gradebook.

### Take Daily Attendance – By Name

Attendance for Friday, May 10, 2013

[View Attendance by Period](#) | ☐ Only Display Classes that Meet Today

001 Entity (001) Grades 9 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Attendance cannot be taken for a composite class
		1 - 6	0	MTWRF	2READ / 01	2 Reading	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
		1 - 6	1	MTWRF	Band 1 / 01	Band 1	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
		1 - 6	2	MTWRF	TREND / 01	Trend	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>

Select **By Name** in Post Daily Attendance.

Take Daily Attendance - By Name

Take Attendance for Friday, May 10, 2013

[Alert Legend](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Show Survey Questions](#) | [Print Class Roster](#)

[Save](#) [Undo](#) [Back](#)

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Fri 5/10	Thu 5/09	Wed 5/08	Tue 5/07	Mon 5/06	Fri 5/03
	R	AARONSONSCR	KRYSTINA L	12	001															
	S R G P A	ADUSCR	SADIE	09	001					1	1									
	P	ADUSCR	Simon	11	001															

All students default to present and you need to select either Absent or Tardy for a student. You may also see a third option that is determined and set up by the entity.

### Cmt

Attendance Comment

[Save](#) [Back](#)

Comment:









The Cmt allows you to enter an attendance comment; with the maximum comment length of 30 characters. This option will depend on the attendance setup for the district.















## Counts

The Counts that display will depend on the attendance setup for the entity. The values will reflect the number of times the student missed your class.

## Alert Legend

Alert Color Legend		My Print Queue	Back	?
<b>Alert Color Legend</b>				
	Student has been Absent			
	Student has been Tardy			
	Student has Alert Information			
	Student has Primary Disability/Handicap Information			
	Student has Critical Alert Information			
	Student is Classified as Section 504			
	Student is At-Risk			
	Student has General Notes			

The Alert Color Legend will show you what the different colors next to the student's name mean. The Alerts that display depend on the setup of the attendance for the district.

Take Daily Attendance - By Name															My Print Queue
Take Attendance for Friday, May 10, 2013															Save Undo Back
<a href="#">Alert Legend</a>   <a href="#">Show Today's Attendance for All Periods</a>   <a href="#">View Class Summary</a>   <a href="#">Show Survey Questions</a>   <a href="#">Print Class Roster</a>															
Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	
		AARONSON SCR	KRYSTINA L	12	001										Fri 5/10
		SADIE		09	001					1	1				Mon 5/06
		Simon		11	001										Fri 5/03

You can click on the Alert box to see additional information related to the alert.

## Show Today's Attendance for All Periods

**Take Daily Attendance - By Name** My Print Queue

Take Attendance for **Friday, May 10, 2013**

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Show Survey Questions](#) | [Print Class Roster](#)

Save Undo Back

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Period	Perk
	R	AARONSONSCR	KRYSTINA L	12	001											
	S R G P A	ADUSCR	SADIE	09	001					1		1				
	P	ADUSCR	Simon	11	001											

Once **Show Today's Attendance for All Periods** has been selected, you will then see that it shows the students' attendance for the entire day by periods.

## View Class Summary

**Class Summary** My Print Queue Back ?

Class Summary for **Band I / 01 Band I**  
 Period: **1** Teacher: **MARILEE ANDREASCR** Days Meet: **MTWRF**

[Show Percent Earned in Gradebook](#)

Last Name	First Middle	Term	Grades						Last Week 04/29 - 05/03		This Week 05/06 - 05/10		Absences T6 12-13		Tardies T6 12-13		
			1ST	2ND	3RD	4TH	5TH	6TH	M	T	W	R	F	M	T	W	R
AARONSONSCR	KRYSTINA L	Y					B	A									
ADUSCR	SADIE	Y					C	B					1	1	0	0	
ADUSCR	Simon	Y					B	B									

This will show you a summary of attendance and grade information for your class. This shows all of the students as well as their grades, tardies, and absences. Clicking on the blue lettering under the week for attendance will show the Attendance Detail attached to the letter.

## Show Percent Earned in Gradebook

**Class Summary** My Print Queue Back ?

Class Summary for **Band I / 01 Band I**  
 Period: **1** Teacher: **MARILEE ANDREASCR** Days Meet: **MTWRF**

[Hide Percent Earned in Gradebook](#)

Last Name	First Middle	Term	Grades						Last Week 04/29 - 05/03		This Week 05/06 - 05/10		Abs T6						
			1ST	1ST%	2ND	2ND%	3RD	3RD%	4TH	4TH%	5TH	5TH%		6TH	6TH%	M	T	W	R
AARONSONSCR	KRYSTINA L	Y								B	3.50	A	4.00						
ADUSCR	SADIE	Y								C	2.50	B	3.00						1
ADUSCR	Simon	Y								B	3.00	B	3.00						

Clicking this option in the Class Summary will show the percent attached to the letter grade on the student.

## Show Survey Question

Take Daily Attendance - By Name

My Print Queue

Take Attendance for **Friday, May 10, 2013**

Save

How many students are eating hot lunch? **2**

Undo

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

Back

Alerts	Student Indicators	Last Name†	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Choice	A	E	U	O	T	Period 0	Period 1
	R	AARONSONSCR	KRYSTINA L	12	001					CHOICE A							
	S R G P A	ADUSCR	SADIE	09	001					CHOICE B	1		1				
	P	ADUSCR	Simon	11	001					COLD LUNCH							

Once **Show Survey Question** is clicked, the survey questions will display. Survey questions are set up administratively by the entity. They can be set up to ask for a Class Total or allow you to select Individual Answers per student.

## Print Class Roster

The Print Class Roster provides a listing of all the students in your class with selected information.

Report Templates

My Print Queue Back

Student:  
**Band I / 01 Prd:1 Band I - MARILEE ANDREASCR**  
Report: **Class Roster**

Seq #	Report Template Name
900	Student Name & Student Info
910	Student Name;Grad Year;Grade;Birth date;Gender;Guardian Info
920	Student Name;ID;Phone;Advisor

Print

Export to Excel

Add a new Template

View parameters of Template

Clone Template

Select Different Classes

Click **Add New Template**.

Report Templates

My Print Queue Back

Add a new Report Template for the Class Roster Report.

Sequence #: 

Save

Report Template Name: 

Back

Enter a Report Template Name and select **Save**.

Class Roster

My Print Queue Back

Select Parameters for Class Roster Report for Band I / 01 Prd:1 Band I

10 - Class Roster

Class Roster Report Options: 57 chars - Portrait Report

Students

Display Students enrolled for Term: Current Term : 04/12/2013 - 05/08/2013

Save

Undo

Back

Options

Name Display:

☐ Last, First MI  
☐ First Middle Last  
☐ Last First Middle  
☒ First MI Last

ID Display:

☒ Student ID  
☐ Internal ID  
☐ Name Key  
☐ None

Sort by:

Last Name

Display Information

☐ Grade ☐ Grad Year ☐ Birth Date ☐ Advisor  
☐ Phone Number ☐ Second Phone ☐ Third Phone ☐ Email  
☐ Gender ☐ Current Cumulative GPA ☐ Home Address ☐ Mailing Address  
☐ Student Access Login and Password ☐ Print Student Picture ☐ Food Service Key Pad #

Family Information

☐ Primary Guardian ☐ Phone 2 ☐ Phone 3 ☐ Email  
☐ All Guardians ☐ Phone 1 ☐ Phone 2 ☐ Phone 3  
☐ Email ☐ Home Address ☐ Mailing Address

You can now select the student/family information you would like to print on the class roster. Not all of the options can be selected to print on the report; there is a character limit of 122.

After selecting the options for the report, click on the **Save**.

Report Templates

My Print Queue Back

Student:

Band I / 01 Prd:1 Band I - MARILEE ANDREASCR

Report: Class Roster

Seq #	Report Template Name
10	Class Roster
900	Student Name & Student Info
910	Student Name;Grad Year;Grade;Birth date;Gender;Guardian Info
920	Student Name;ID;Phone;Advisor

Print

Export to Excel

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

Select Different Classes

You will highlight the template you just created and select either **Print** or **Select Different Classes**. Print will print for the class you are currently accessing and Select Different Classes allows you to pick multiple classes for which to run the report.

After you have entered attendance for the class, you will click **Save**.

Take Daily Attendance - By Name

Take Attendance for **Friday, May 10, 2013**

How many students are eating hot lunch?

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

[Save](#) [Undo](#) [Back](#)

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Choice	A	E	U	O	T	Period	Perk
	R	AARONSONSCR	KRYSTINA L	12	001					Choice A							
	S R G P A	ADUSCR	SADIE	09	001					Choice B	2		2			J -	
	P	ADUSCR	Simon	11	001					Cold Lunch						L -	

Once the **Save** button is selected, the attendance will then be saved and show as green. Any changes will then be shown in red until you click **Save**.

### Selecting Absences Type and Reason (optional setting)

Take Daily Attendance - By Name

Take Attendance for **Friday, May 10, 2013**

How many students are eating hot lunch?

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

[Save](#) [Undo](#) [Back](#)

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Type	Reason	Cmt	Lunch Choice	A	E	U	O	T	Perk
	R	AARONSONSCR	KRYSTINA L	12	001				Choice A						
	S R G P A	ADUSCR	SADIE	09	001	J - TEACHER ABSE			Choice B	2		2			J -
	P	ADUSCR	Simon	11	001	L - LATE			Cold Lunch						L -

You can choose the different Types as well as the different Reasons to reflect why the student wasn't in attendance. If the student is present, simply leave them blank. The ability to enter Absence Types and Reasons will depend on the attendance setup for the entity. After you have entered attendance for the class, you will click **Save**.

### Attendance - By Seating Chart

Attendance for **Friday, May 10, 2013**

[View Attendance by Period](#) | ☐ Only Display Classes that Meet Today

**001 Entity (001) Grades 9 to 12**

Dept	Subject	Term	Period	Days Meet	Class	Description	Attendance Options
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Attendance cannot be taken for a composite class
		1 - 6	0	MTWRF	2READ / 01	2 Reading	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
		1 - 6	1	MTWRF	Band 1 / 01	Band 1	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
		1 - 6	2	MTWRF	TREND / 01	Trend	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	<a href="#">By Name</a>   <a href="#">By Seating Chart</a>   <a href="#">Assign Seats</a>

Attendance Taken: 9:48 PM by MARILEE ANDREASCR

Select **Post Daily Attendance-By Seating Chart** from the Post Daily Attendance screen.

**Take Daily Attendance - By Seating Chart** My Print Queue

Take Attendance for **Friday, May 10, 2013**

[Alert Legend](#) | [Show Pictures](#) | [Printer Friendly Listing](#)









SHAD K MACFARLANDSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present <input type="text"/>	LINN F MAIRES Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001 <b>ABSENT</b> <input type="text"/>	EFREN C RADOVICHSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 <b>TARDY</b> <input type="text"/>	JACKIE L RASMUSSONSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001 <b>ABSENT</b> <input type="text"/>	RAUL B REYSSCR Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present <input type="text"/>
--	---	--	---	--

Save Undo Back

All students default to present and you will need to select either Absent or Tardy for a student. You can click the paper next to the attendance to enter an attendance note. The comment is an optional setting determined by the attendance setup for the entity. The attendance will display in red until the **Save** button is selected.

### Alert Legend

**Alert Color Legend** My Print Queue Back ?

Alert Color Legend	
	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

The Alert Legend shows what the alerts mean that display below the student's name on the Seating Chart.

## Show Pictures

Take Daily Attendance - By Seating Chart

Take Attendance for Friday, May 10, 2013

[Alert Legend](#) | [Hide Pictures](#) | [Printer Friendly Listing](#)

Save  
Undo  
Back

My Print Queue

SHAD K MACFARLANDSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001	LINN F MAIRESER Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001	EFREN C RADOVICHSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001	JACKIE L RASMUSSONSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001	RAUL B REYSSER Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001
Present	ABSENT	TARDY	ABSENT	Present

When the **Show Pictures** option is selected, it will show the pictures for the students if the district has loaded the pictures in the database.

## Printer Friendly Listing

Seating Chart: 3117/01 Prd:3 Wind Ensemble 3

SHAD K MACFARLANDSCR Grade: 12 School: 001	LINN F MAIRESER Grade: 11 School: 001	EFREN C RADOVICHSCR Grade: 12 School: 001	JACKIE L RASMUSSONSCR Grade: 11 School: 001	RAUL B REYSSER Grade: 12 School: 001
Present	ABSENT	TARDY	ABSENT	Present

This option will allow you to print a copy of your seating chart. If you display the pictures on the seating chart, the Printer Friendly Listing can also print the pictures.

## Modification of Prior Day(s) Attendance

You may have the ability to modify a prior day(s) attendance depending on the setup of attendance for the entity. You will select **Post Daily Attendance-By Name**.

Take Daily Attendance - By Name

My Print Queue

Take Attendance for **Friday, May 10, 2013**

Save

Undo

Back

How many students are eating hot lunch? 2

[Alert Legend](#) | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

Alerts	Student Indicators	Last Name↑	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Choice	Default blanks to:	A	E	U	O	T	Fri 5/10	Thu 5/09	Wed 5/08
	R	AARONSON	KRYSTINA L	12	001					Choice A									
	S R G P A	ADUSCR	SADIE	09	001					Choice B	2	2				J -			
	P	ADUSCR	Simon	11	001					Cold Lunch						L -			

You will need to display previous weeks attendance. Then click on the previous date cell for the student whose attendance you want to modify. The number of days you can update attendance will depend on the setup of attendance for the entity.

Take Daily Attendance - By Name

My Print Queue ?

Save

Undo

Back

Modify Attendance for **Thursday, May 9, 2013**

First Middle	Last Name	GR	Sch	Absent	Tardy	Present
SADIE	ADUSCR	09	001			

Comment:

You can update the attendance for the student and click on **Save**.





## Clear Seating Chart

This option will clear the seating chart and allows you to start from scratch. The students will appear on a list on the side.

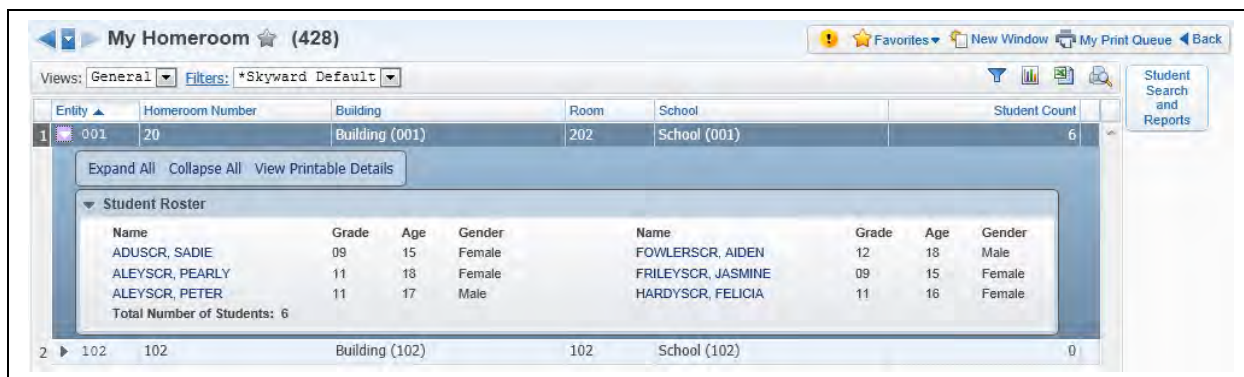
The screenshot shows the 'Assign Seats' interface. At the top, there is a header bar with navigation arrows and the title 'Assign Seats'. On the right, there is a 'My Print Queue' icon. Below the header, there are input fields for 'Number of Rows: 6' and 'Number of Seats Per Row: 6', each with a 'Refresh' button. To the right of these are 'Save', 'Undo', and 'Back' buttons. Below the input fields, there is a 'Show Pictures' link and a 'Clear Seating Chart' link. The 'Auto Assign Seats' section has a dropdown menu with options: 'By First Name', 'By Last Name', and 'At Random'. A 'Process' button is next to the dropdown. On the left, under 'Unassigned Seats:', there is a list of students with 'Select' buttons: EFREN C RADOVICHSCR, JACKIE L RASMUSSONSCR, LINN F MAIRESCR, RAUL B REYSSCR, and SHAD K MACFARLANDSCR. The main area is a 6x6 grid of 'Fill Seat' buttons.

## Auto Assign Seats

This option is used to assign students by either first name, last name, or at a random order.

## ***My Homeroom***

- Profile
- Class Summary
- Attendance
- Schedule
- Add/Drops
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores
- Busing
- Student Portfolio
- Recommendations
- Family Access History
- Activities
- Custom Forms
- Family Access Display Gradebook
- Family Access Display Message Center
- Family Access Display Calendar
- Information Report
- Multi-Class Progress Report
- Progress Report Letter
- My Homeroom Roster
- Attendance Detail Report
- Progress Report
- Missing Assignment Report
- Report Card Summary
- Standards Report Card



My Homeroom displays as an option when you have a homeroom class assigned. This area allows you to easily obtain information and reports for students in your homeroom.

### Student Information

You can access your student's information two different ways.

- 1) You can expand by the homeroom to view the students attached to your homeroom and then **click on their name**.
- 2) Another option is to click on the **Student Search and Reports** button.

### My Homeroom - Student Profile

**Profile**

ADUSCR, SADIE

Grade: 09

**Student Alert Indicators** S G A

**Critical Alert Information!**

Severely Allergic to Peanuts.

Note:

Second Phone: School Email: SADE.ADUSCR@students.puixi.org Student Access Login: aduscsad000 Third Phone: Home Email: Student Access Password: new password

Student Id: 000000000004 Birthdate: 03/05/1998 Language: ENGLISH  
Internal Id: 9635 Age: 15 Gender: Female  
Status: Active Locker: 0098 Local Race: - Federal Race: 1 3

**School Information**

Entity: 001/Entity (001) Gr Advisor: AGRIPINA TEXADAS  
School: School (001) scramble4223@example.com  
Homeroom: 20 Hr Teacher: MARILEE ANDREASC  
m.andreasc@skyward.k12.wi.us  
Disc Officer:

**School Information**

Entity: 950/9-12 Summer Rol Advisor:  
School: School (001) Hr Teacher:  
Homeroom: Disc Officer:

**Family \*\*\* 1**

ABBY ADUSCR Mother (555) 135-8435 lol@lolol.com  
Alonso Aduscr Inactive Sibling Grade: Graduated Entity: 001/Entity (001) Gra  
GERARDO ADMIRESCR Active Sibling Grade: 11 Entity: 001/Entity (001) Gra  
Simon ADUSCR

**Family 2**

Tab Malonescr (555) 478-6513

**Emergency Contacts**

GRACE ADUSCR Biological father (555) 135-8435 lol@lolol.com  
WILLIAM EDUSCR Mother (555) 135-8435 lol@lolol.com  
ABBY ADUSCR Mother (555) 135-8435 lol@lolol.com  
Alonso Aduscr (555) 135-8435

The Student Profile (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) displays a variety of student information including demographic, family, school and emergency contact information for the student.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

## Email Teachers

**Email Name Selection (515)**

Student: ADUSCR, SADIE Term: 06

Display: ☐ All Staff ☐ All Student's Teachers ☒ Student's Current Term Teachers

**Name Selection**

	Last Name	First	Middle	Email
1	ANDREASCR	MARILEE	Y	m.andreasr@skyward.k12.wi.us
2	ANNANSCR	RHODA	D	r.annanscr@skyward.k12.wi.us
3	REUSSSCR	LEON	V	scramble4494@example.com
4	WINTERSTEENSCR	JENNY	L	scramble6052@example.com

4 records displayed

**Message Recipients**

To -> ANDREASCR, MARILEE  
ANNANSCR, RHODA  
REUSSSCR, LEON  
WINTERSTEENSCR, JENNY

All ->

Remove

Remove All

Cc ->

Remove

Remove All

Bcc ->

Remove

Remove All

Next

The Email Teachers option allows you to email the student's teachers or all staff. Select the Message Recipients from All Staff or the Student's Teachers and click **Next**.

**Teacher Email (28)**

Teacher Email

From:

To:

Cc:

Bcc:

Subject:

Body:

Maximum characters: 5000, Remaining characters: 4652

[Check Spelling](#) [Send Email](#) [Review Email](#)

You can now create your message for the body of the email. If you would like to see what the email will look like, you can select "Review Email." After verifying the email, you can select **Send Email**.

### Edit Login

**Student Access User Maintenance (46)**

Student:

Name Key:

Login:

Password:

☐ Force password change at next login

[Check Spelling](#) [Save](#) [Save and Email Account Reset Link](#) [Set Password](#)

The Edit Login option allows you to modify the student's login and password to Student Access. The student's password will not display if they have changed it from the district created password. If you set the password, you will be able to see the password and you also have the ability to "Force password change at next login."

## Edit Guardian Email

Name Key	Last Name	First	Middle	Relationship	Email
1 ADUSCABB000	ADUSCR	ABBY		Mother	lol@lolol.com
2 ADUSCAL0000	Aduscr	Alonso			
3 MALONTAS000	Malonescr	Tab			

When you select to Edit the Guardians Email you can make modifications to a guardians' email address. Highlight the Guardian's Name and select **Edit**.

**Guardian Email Maintenance (29)**

Guardian: ABBY ADUSCR

Name Key: ADUSCABB000

Home Email: abby@scramble.com

[Check Spelling](#)

[Save](#)




You can now modify the guardian's email address. If you change the guardian's email address, you are changing the email throughout the software.

## Student Alert Indicators

Indicator	Reason Displayed for Student
<b>5</b>	Sadie is classified as 'Section 504'. Accommodations: • ORAL MATH TAKS
<b>G</b> <b>P</b>	Sadie is marked as 'Gifted/Talented'. Sadie has 'Parental Consent Note(s)'. 08/06/2012 - Parental Consent Comment: Parent Consents note
<b>A</b>	Sadie is marked as 'At Risk Of Not Graduating'.

The Student Alert Indicators allow you to view specific information for a student that is set up by administration. You can access this information by clicking on a student indicator. You can also see the information if you hover the mouse over the indicator.

## Hyperlinked Email Address

Send Email (27)    Back

To: **abby@scramble.com** [Check Spelling](#) [Send Email](#) [Review Email](#)

Cc:

Bcc:

Maximum characters: 20000, Remaining characters: 20000

From: **m.andreas@skyward.k12.wi.us**

Subject:

☐ Send a Copy to Me

Good Afternoon Abby,  
I would like to meet with you regarding the process of Sadie. Please let me know when you would be available to meet.  
Ms Andreas

When you click on an individual's email address, it allows you to email the person directly from Skyward. You can now create your message for the body of the email. If you would like to see what the email will look like, you can select "Review Email." After verifying the email, you can select **Send Email**.



## Hyperlinked Name

**Family Detail** My Print Queue Back

**Student Info**

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display**
  - Gradebook
  - Message Center
  - Calendar

**Guardian: ABBY ADUSCR** **Student: SADIE ADUSCR**

Guardian's Relationship to the Student: <b>Mother</b>		Family Title:	
Address: <b>1254 E MAPLE ST AUSTIN, TX 55555</b>			
Primary Phone: <b>(555) 135-8435</b>		Confidential Phone Number: <b>No</b>	
Email: <a href="mailto:abby@scramble.com">abby@scramble.com</a>		Primary Phone Long Distance: <b>No</b>	
Receive Report Cards: <b>Yes</b>		Hard Copy Report Cards: <b>Yes</b>	
Family Transportation Code:		Home Language: <b>SPANISH</b>	
		Receive Forms: <b>Yes</b>	

When you click on the individual name on the Student Profile, it will allow you to see additional information for the guardian or emergency contact.

## My Homeroom - Class Summary

Class Summary

Student Info

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Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

ADUSCR, SADIE

Grade: 09

Show Dropped Classes | Display Options

001/Entity (001) Grades 9 to 12

Prd	Class	Term	Grades													Last Week		This Week		Absences		Tardies						
			CZ1	1ST	CZ2	2ND	CZ3	3RD	EX1	SM1	CZ4	4TH	CZ5	5TH	CZ6	6TH	EX2	SM2	FNL	M	T	W	R	F	T	6	12-13	T
0	2LA/01	Y										B		C				B	B						0	0	0	0
0	2READ/01	Y										A		C				B	A						0	0	0	0
0	2SPEL/01	Y										C		B				C	C						0	0	0	0
0	2WRIT/01	Y										A						A							0	0	0	0
1	Variab/01	Y												C				C							0	0	0	0
3	1102/12	Y																							0	1	0	4
3	1102/12	Y																							0	0	0	0
4	4446/01	SM																							0	0	0	0
5	1255/01	Y		A						A									A						0	1	0	4
6	3151/01	Y		A						A									A						0	1	0	4
Attendance Totals by Period:																				0		3		0		12		

The Class Summary (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) will show the classes in which the student is enrolled. You can see the current and past grades for the class, as well as attendance for the current and past week. Click on the **Grade Mark** to view a Progress Detail Report for the selected grading period.

SKYWARD

Entity (001) Grades 9 to 12

Print Close

TERM 5 - 5TH Progress Detail Report for SADIE ADUSCR


View Grade Marks

2SPEL/01 2 Spelling MARILEE ANDREASCR - There are no Missing assignments in TERM 5 - 5TH for this class

Assign Category	Date Due	Has Attach.	Description	Points Earned	Points Possible	Percent Earned	Grade	Spec. Code	Missing	No Count
Grade for TERM 5 - 5TH 02/25/13 - 04/11/13						85.00	B			
6WKS TEST/TEST (100.00% of TERM 5 Grade)				85.00	100.00	85.00	B			
6T/T	03/04/13		Assignment 1	85.00	100.00	85.00	B			

This screen will show all of the assignments entered for the class. If you want to see more information regarding the individual assignment, click on the assignment.

## Assignment Detail



Student: **SADIE ADUSCR**  
 Assignment for **2 Spelling / 01**

Close

**Assignment Detail Information**

Assignment: **Assignment 1**  
 Category: **6T/T - 6WKS TEST/TEST**  
 Assign Date: **03/04/13**  
 Due Date: **03/04/13**  
 Max Score: **100**  
 Weight Multiplier: **1.00**

**Assignment Score Detail for SADIE ADUSCR**


Grade: **B**  
 Percent: **85.00%**  
 Points Earned/Possible: **85 / 100**  
 Special Code:  
 No Count:  
 Missing:  
 Comment:  
 Absent:

**Class Assignment Summary**

Class Average Score: **86.00**  
 Class Median Score: **85**  
 Class High Score: **98**  
 Class Low Score: **75**

The Assignment Detail screen will display additional information.

## View Grade Marks on Progress Report



Student: **SADIE ADUSCR**  
 Grade Marks for **2 Spelling / 01**

Close

**Grade Mark Group for Grade Level 09**

Grade Mark	Grade Value High	Grade Value Low
A	100.00	91.50
B	91.49	84.50
C	84.49	71.50
D	71.49	60.50
F	60.49	0.00

The View Grade Marks allows you to see the grading scale being used by the student.

**Print on Progress Detail Report**

The Print button on the Progress Detail Report allows you to generate a copy of the information that displays on the screen. When you click on print, you will be asked to which printer you want the document sent. The document will go directly to the print and not display on the screen first.

**Show/Hide Dropped Classes**

The Show/Hide Dropped Classes allows you to determine the classes that will display for the student.

**Display Options**

[Save](#) | [Back](#)  
☒ Show Class Key/Section  
☐ Show Class Description  
☐ Show Teacher  
☐ Show Percent Earned in Gradebook  
☐ Show Days Meet

The Display Options allow you to determine the class/grade information that will display on the Class Summary screen.

## My Homeroom - Attendance

**Attendance** My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09

**001/Entity (001) Grades 9 to 12**

Date	Parent Notified	-00-	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
01/30/2013 - Wednesday	No		U-	T-	U-	T-	U-	U-	T-	T-
01/29/2013 - Tuesday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/11/2012 - Tuesday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/10/2012 - Monday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/06/2012 - Thursday	Yes	D-SI	T-	T-	T-	T-	T-	T-	T-	T-

**Navigation Menu:**

- Student Info
  - Profile
  - Class Summary
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  - Schedule
  - Add/Drops (8)
  - Entry/Withdrawal
  - RTI Information
  - IHP
  - Emergency Contacts
  - Discipline (2)
  - NCLB
  - Academic History
  - Graduation Requirements
  - Educational Milestones
  - Student Services
  - Test Scores (0)
  - Busing
  - Student Portfolio
  - Recommendations (0)
  - Family Access History (15)
  - Activities (2)
  - Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

The Attendance (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) will show a record of a student's absences and tardies along with the reason, if indicated. There is also a box that will show if the parent has been notified.

## My Homeroom - Schedule

Schedule

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Add/Drops (8)

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ADUSCR, SADIE

Grade: 09

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
1	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
1	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
1	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
1	01	Variab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
1	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
1	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
1	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
1	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSCR	0.167
1	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSCR	0.167
Total credits for Term 1									1.669
2	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
2	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
2	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
2	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
2	01	Variab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
2	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
2	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
2	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
2	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSCR	0.167
2	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSCR	0.167
Total credits for Term 2									1.669

The Schedule (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) will show the student's current, past, and future schedule. The option to view future schedule will depend on security access established by administration. You can select the schedule you want to view at the top of the screen.

### Current Year by Period View

Schedule

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Add/Drops (8)

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Activities (2)

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ADUSCR, SADIE

Grade: 09

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

Period	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Period 0	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits
	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits
	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits
	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits
Period 1	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits
Period 2						
Period 3	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits
	<b>HONORS ENG I</b> JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits

When viewing the Current Year by Period, it will display the term horizontally across the top of the screen and the class period will display vertically.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

## Current Term Only

Schedule

My Print Queue Back

Student Info

Profile

Class Summary

Attendance (5)

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Recommendations (0)

Family Access History (13)

Activities (2)

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Progress Report Letter

ADUSCR, SADIE

Grade: 09

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
6	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
6	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
6	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
6	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
6	01	Variab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
6	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
6	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
6	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSCR	0.167
6	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSCR	0.167
Total credits for Term 6									1.336

950/9-12 Summer Roll to Regular

If you select to view the current term classes, only the current term class information will display.





If you select **Next Year**, the classes the student is currently scheduled into for the upcoming school year will display. The course requests for the student will also display.

## My Homeroom Add/Drops

Add/Drops

My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar
- Reports
  - Information Report
  - Multi-Class Progress Report
  - Progress Report Letter

ADUSCR, SADIE

Grade: 09

001/Entity (001) Grades 9 to 12

Class	Description	Type	Effective	Previous Terms	New Terms	Done By	Completed	Requested By
Variab/01	Variable Scale Grading	Add	03/04/2013	0 - 0	1 - 6	amys	03/04/2013	
2LA/01	2 Lang Arts	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2READ/01	2 Reading	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2SPEL/01	2 Spelling	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2WRIT/01	2 Writing	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
4446/01	Advanced Nutrition & Health	Add	09/21/2012	0 - 0	1 - 3	spyder	09/21/2012	
HMRM/002	HOMEROOM	Add	08/28/2012	0 - 0	1 - 6	ADMIN1	08/28/2012	
1102/12	HONORS ENG I	Add	08/20/2012	0 - 0	1 - 6	spyder	11/26/2012	

Total Adds: 8  
Total Drops: 0

Add/Drops (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) will display the student's add/drops of classes for the current year. It will show you the class, date, and who completed the scheduling modification.

## My Homeroom - Entry/Withdrawal

**Entry/Withdrawal** My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE Grade: 09

Type	Entity	Date	Code	School
Entry	950	06/17/2013	1	001
Entry	001	08/30/2012	2	001
Entry	041	05/16/2012	1	041
Withdrawal	041	05/28/2012	30	041
Entry	001	05/12/2002	1	001
Withdrawal	001	05/15/2012	04	001

The Entry/Withdrawal (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) will show you information about when the student withdrew and/or entered certain schools/entities.

**Student Entry/Withdrawal Information** My Print Queue Back ?

**Student Entry/Withdrawal Information**

Student: **SADIE ADUSCR**  
Entity: **001**

**Entry Information:**

Entry Date: **08/30/2012**  
Grad Year: **2016**  
Grade:  
School: **001 - School (001)**  
Entry Code: **2 - Entry Code (2)**  
Comment:

If you click on either **Entry** or **Withdrawal**, you will see additional information related to the record.

## My Homeroom - RTI Information

RTI Information

My Print Queue

Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 09

Watch List Flags

Code

Criteria Type

Description

01

RDT

Did not Perform Satisfactorily on Readiness Test (PreK-3)

Print RtI Plan

Team Referrals

Referral Date

Date Received

Date Closed

Status

Criteria Type

05/02/2013

05/02/2013

New

GRD

Add Referral

\* Indicates that Intervention is linked to a Team Referral

Student Interventions

Criteria Type

Group

Area

Begin Date

End Date

Tier

Interv

Freq

Pri Goal

Score

GRD

RD

FL

05/02/2013

2

AR

DLY

IF

55

Add Intervention

The RTI – Response to Intervention (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) allows you to view/add/modify intervention and referral records. Response to Intervention is a separate module the district would need to purchase in order to add RTI information.

The **Watch List Flags** display is at the top of the screen; these are administratively added to students. It will allow you to monitor students who may be struggling to succeed.

## Add Referral

### Team Referral Maintenance (64)

[Back](#)

#### Student Information

Student: ADUSCSAD000 SADIE ADUSCR
Grade: 09

[Check Spelling](#)
[Submit](#)
[Save as WIP](#)

#### Team Referral Maintenance

\* Referral Date: 05/02/2013 Thursday

\* Date Received: 05/02/2013 Thursday
Date Closed:

\* Criteria Type: GRD Grading

\* Criteria Group: RD Reading

Referred By: ANDREMAR001 ANDREASCR MARILEE

Assigned Team:

Why is this student being referred?

What are is the student being referred for?

List and describe your concerns.

Asterisk (\*) denotes a required field

The Add Referral option allows you submit an RTI referral.

- **\*\*Referral Date** - Enter the date the referral is being made.
- **\*\*Date Received** - Enter the date the referral is being received by the district.
- **\*\*Criteria Type** - Select from a predefined list of Criteria Types; they are a broad category.
- **\*\*Criteria Group** - Select from a predefined list of code created by the district. The Criteria Group is more specific (e.g. Language Arts, Mathematics, Organization)
- **Referred By** - This field is automatically populated with your name.
- **Referral Questions** - This allows you the ability to enter additional information related the referral. The questions available are created by the entity.

After you have completed the Referral, you can select either **Submit** or **Save as WIP**. If you use the option to **Save as WIP**, you will be able to edit and complete the referral. Once all of the information has been entered, you will want to select the option to **Submit**. After you **Submit** the referral, you will not be able to modify the referral.

## Edit Referral

### Team Referral Maintenance (75)

[Back](#)

#### Student Information

Student:   Grade:

[Check Spelling](#)  
[Submit](#)  
[Save as WIP](#)  
[Attach](#)  
[Custom Forms](#)

#### Team Referral Maintenance

Referral Date:

Date Received:   Date Closed:

\* Criteria Type:

\* Criteria Group:

Referred By:

Assigned Team:

Why is this student being referred?

What are is the student being referred for?

List and describe your concerns.

Asterisk (\*) denotes a required field

Edit allows you to make modifications to the Date Received, Date Closed, Criteria Type, Criteria Group and Referred By. The Edit will only be available if you used the option to "Save as WIP."

## Referral Attachments

### RTI Referral Attachments (37)

#### Available Attachments for RTI Referral

Type	Description	Entered By	Entered Date	Entered Time	File Size
1 Attachments	Documentation regarding student progress in reading.	MARILEE Y ANDREASCR, TEA	05/02/2013	11:40 AM	387 KB

[View Attachment](#)  
[Add File](#)  
[Add Link](#)  
[Edit](#)  
[Delete](#)  
[Back](#)

The Attach allows you to attach an external file or link.

## Add File for Referrals

The Add File allows you to browse to the location of the file and enter a description. You also have the ability to “Display in Family Access.” Once you have attached the file, click **Save**.

## Add Link for Referrals

The Add Link allows you to enter a URL and description for the Referral. You also have the ability to “Display in Family Access.” After you have entered the URL, click **Save**.

## Custom Forms

Form Name	Form Type	Secured	One To One
1 Referral Form	Custom Screen	N	N

The Custom Forms allows you to add, edit, and/or view additional information on a district form created for RTI Referrals.



## Add Intervention

### Add Student Interventions Detail (63)

#### Student Information

Student: ADUSCSAD000 ADUSCR SADIE

[Check Spelling](#)  
[Save](#)  
[Save And Add New Intervention](#)  
[Save And Create Rtl Meetings](#)

#### Intervention Details

☐ Instructional Strategy

\* Criteria Type: GRD Grading

\* Criteria Group: RD Reading

\* Area: FL Fluency

Begin Date: 05/02/2013 Thursday End Date:

\* Tier: 2 Status: Open

\* Intervention: AR Accelerated Reader

Provider: ANDREMAR001 ANDREASCR MARILEE Y, TEA

Intervention Frequency: DLY Daily Duration: 1M 1 Month

Notes:

Maximum characters: 250, Remaining characters: 250

Student Strengths:

Maximum characters: 250, Remaining characters: 250

Student Weaknesses:

Maximum characters: 250, Remaining characters: 250

Results: IP In Progress

\* Referral Person: ANDREMAR001 ANDREASCR MARILEE

#### Progress Monitoring

\* Goal: IF Increase Fluency

Monitoring Frequency: BW Bi-Weekly

Assessment Tool:

Points Possible: 97

Initial Score: 55

Target Value: 70

Goal Notes:

Maximum characters: 250, Remaining characters: 250

Goal Status: Active

Asterisk (\*) denotes a required field

The Add Intervention option allows you to attach an intervention to a student.

- **Instructional Strategy** - If you select this option, you will not be able to select an intervention for the student. You will only be able to enter the Criteria Type, Criteria Group, Tier, Area, and Notes for the student.
- **\*\*Criteria Type** - Select from a predefined list of Criteria Types; they are a broad category.
- **\*\*Criteria Group** - Select from a predefined list of code created by the district. The Criteria Group is more specific (e.g. Language Arts, Mathematics, Organization).
- **\*\*Area** - Select the area the intervention will be addressing. The area is a sub-area of the Criteria Group and is used to further identify the area in which the student is struggling. The areas displaying will be based on the Criteria Group that has been selected.
- **\*\*Begin Date** - Enter the Date the intervention will begin.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.



- **End Date** – This provides the capability to enter the end date of the intervention.
- **Tier** - Select the tier to which this intervention pertains.
- **\*\*Status** - Select if the intervention is open or closed.
- **\*\*Intervention** - Select the intervention being used. It is going to represent the change instruction a student is receiving in order to improve performance and achieve adequate progress. The interventions displaying in the list are based on the Criteria Group selected.
- **Provider** – This allows you to select who will be overseeing the intervention. If you are going to be using the option to “Save and Create RTI,” you will need to enter a Provider name.
- **Intervention Frequency** - Select how often the intervention is occurring.
- **Duration** - Select the length of time the intervention will be used.
- **Notes:** Enter any additional information pertaining to the intervention.
- **Student Strengths/Weaknesses** - Enter additional information regarding the student’s strengths and weaknesses.
- **Results** - Select the status of the intervention.
- **Referral Person** - Enter the person making the intervention referral. It will default with your name in the field.
- **Initial Score** - Select the score prior to beginning the intervention. This will be used in the graphing of student’s progress on the intervention.
- **Target Value** - Enter the value/score you are hoping to achieve by using the selected intervention. This value will be used in the graphing of the student’s progress.
- **\*\*Goal** - Select the goal you would like the student to achieve by using the selected intervention.
- **Monitoring Frequency** - Select how often the student should be monitored for progress.
- **Assessment Tool** - Select the tool you will use for progress monitoring.
- **Points Possible** - Choose the points that will be possible when using progress monitoring.
- **Goal Notes** - Enter any additional information pertaining to the intervention goal.
- **Goal Status** - Select if the goal is active, completed, or failed.




After you have entered the required fields for the creation of the intervention, you have three options regarding saving the intervention. Once you save the intervention, you cannot make modifications to that intervention.

**Save** – This saves the current intervention and returns to the RTI screen.


**Save And Add New Intervention** – This saves the current intervention and returns to the add intervention screen.

**Save And Creation RTI Meetings** – This saves the current intervention and allows you to schedule RTI meetings with the student.

### Intervention Meeting Maintenance (155)

 Back

\* Title:

\* Date:    ☐ Mass add

\* Time:   to

Description: 

RTI Meeting to discuss Progress

Building:

Room:

\* Attendees: 

ADUSCR, SADIE  
ANDREASCR, MARILEE Y

Asterisk (\*) denotes a required field

This is a sample of what it will look like when you click on the option to **Save and Create RTI Meetings**. When setting up meetings, you do have the ability to Mass Add (Create) meetings for a range of dates.

## Edit Student Interventions

### Edit Student Interventions Detail (77)

#### Student Information

Student:

Check Spelling

Save

Attach

Custom Forms

#### Intervention Details

☐ Instructional Strategy

\* Criteria Type:

\* Criteria Group:

\* Area:

Begin Date:

End Date:

Tier:

Status:

\* Intervention:

Provider:

Intervention Frequency:

Duration:

Notes:

Maximum characters: 250, Remaining characters: 250

Student Strengths:

Maximum characters: 250, Remaining characters: 250

Student Weaknesses:

Maximum characters: 250, Remaining characters: 250

Results:

\* Referral Person:

Asterisk (\*) denotes a required field

The Edit allows you to make modifications to the student's intervention. All fields on the intervention can be modified with the exception of "Tier."

## Data Points

### View Student Intervention Data Points (34)

#### Goal IF Data Points for ADUSCR, SADIE

	Date ▼	Score	Target	Entered By	Display on Graph	Notes
1	05/02/2013	55	70	ANDREASCR, MARILEE Y	Y	Initial Score

Add

Edit

Delete

Create Graph

Data Points are used with Progress Monitoring. They can be graphed to determine the student's progress.

## Add

**Maintain Intervention Data Point Detail (37)**

Student Data Point Information

Student: ADUSCSAD000 ADUSCR, SADIE

\* Date: 05/02/2013 Thursday Goal: IF - Increase Fluency

Score: 75 Target Value: 70

\* Entered By: ANDREMAR001 ANDREASCR MARILEE

Notes:

Maximum characters: 250, Remaining characters: 250

☒ Display this Data Point on Graphs

Asterisk (\*) denotes a required field

Buttons: Check Spelling, Save, Save And Add Another

- **\*\*Date** - Enter the date of the Data Point.
- **\*\*Goal** - Select the goal of the Data Point.
- **\*\*Score** - Enter the score of the Data Point for Progress Monitoring.
- **Target Value** - Select the value/score used as the Target Value. The value that defaults is the value used in the creation of the intervention.
- **\*\*Entered By** - Select who the data point was entered by; your name will default.
- **Notes** - Enter any additional information or observations regarding the data point.
- **Display this Data Point on Graphs** - Select this option if you would like the data point to display the graph.

After the required information has been entered for the Data Point, you can select either **Save** or **Save and Add Another**.

## Edit

**Maintain Intervention Data Point Detail (39)**

Student Data Point Information

Student: ADUSCSAD000 ADUSCR, SADIE

\* Date: 05/02/2013 Thursday Goal: IF - Increase Fluency

Score: 75 Target Value: 70

\* Entered By: ANDREMAR001 ANDREASCR MARILEE

Notes:

Maximum characters: 250, Remaining characters: 250

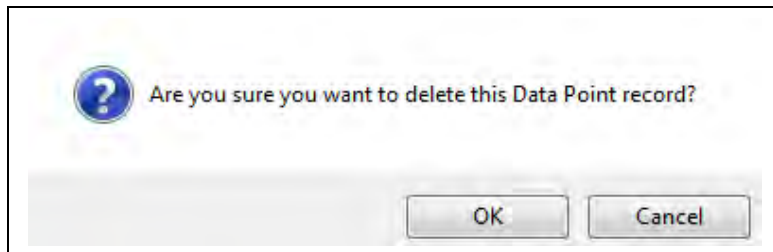
☒ Display this Data Point on Graphs

Asterisk (\*) denotes a required field

Buttons: Check Spelling, Save, Save And Add Another

The Edit allows you to make modifications to any field of the Data Point.

## Delete



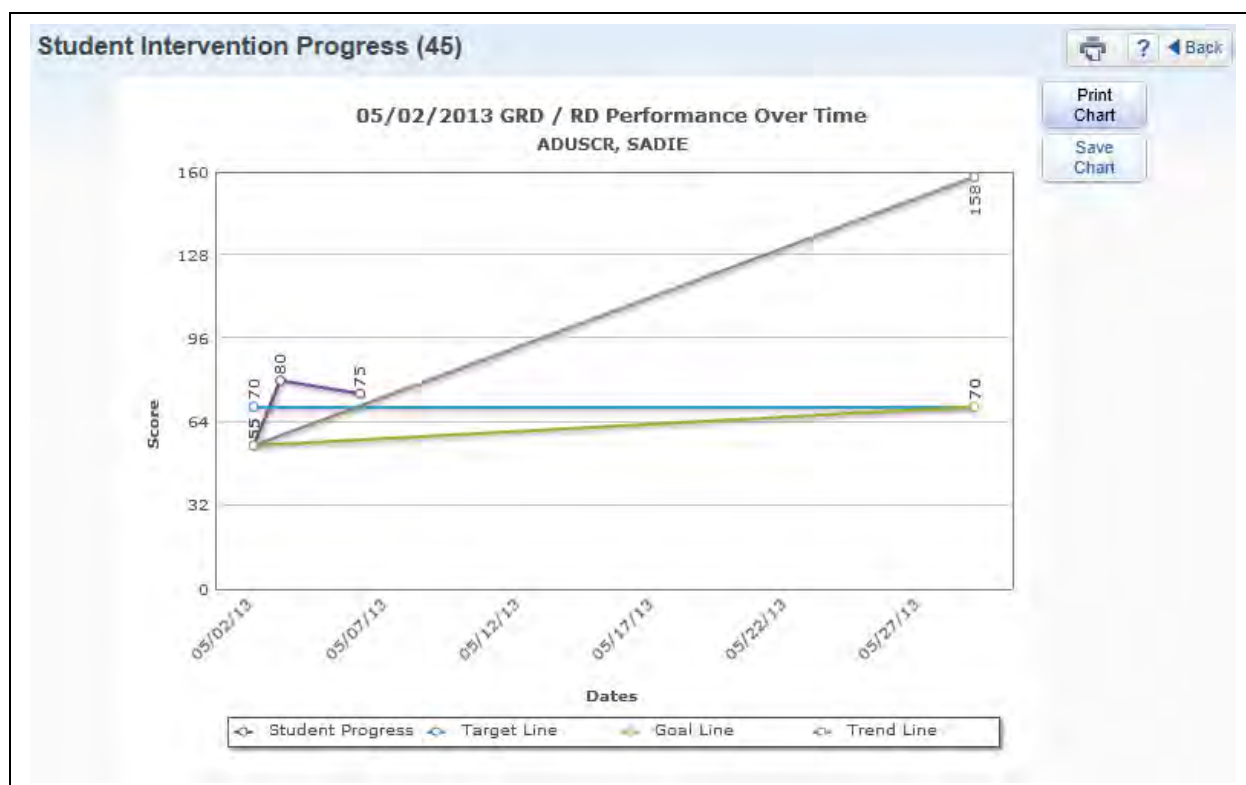
Highlight the Data Point and then click on the **delete**. You will receive the above message after selecting delete.

## Create Graph

The form is titled "Student Intervention Progress (34)" in a blue header bar. In the top right corner of the header are icons for a printer, a help question mark, and a "Back" button. The main content area is divided into two sections. The top section, "Intervention Progress Monitoring Graphing Options", contains several input fields: "Graph Type" is a dropdown menu set to "Performance Over Time" with a help icon; "Graph Heading" is a text box containing "05/02/2013 GRD / RD Performance Over Time"; "X Axis Label" is a text box with "Weeks"; "Y Axis Label" is a text box with "Score"; "Start Date" is a date picker set to "05/02/2013" with a "Thursday" button; "End Date" is a date picker set to "05/29/2013" with a "Wednesday" button; and "Graph By" has three radio buttons: "Dates", "Weeks" (which is selected), and "Months". The bottom section, "Line Options", contains four checkboxes: "Show Target Line", "Show Goal Line", "Show Trend Line", and "Display Data Point values on Graph", all of which are currently unchecked. On the right side of the form, there are two blue buttons: "Create Graph" and "Save and Graph".

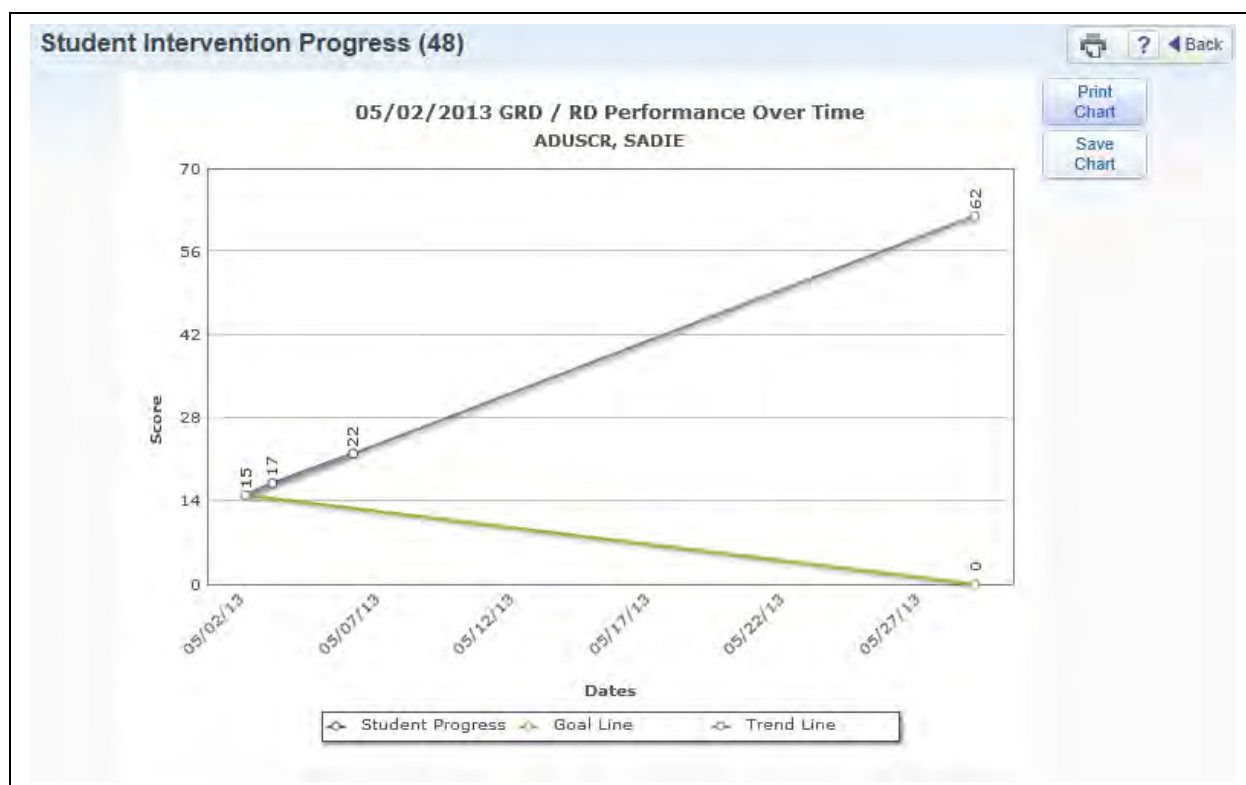
The Create Graph allows you to generate a graph of all of the data points used in Progress Monitoring for the student. Three different types of graphs can be generated.

- **Performance Over Time** - A line graph displays for the student's data point scores for each date in the selected range.



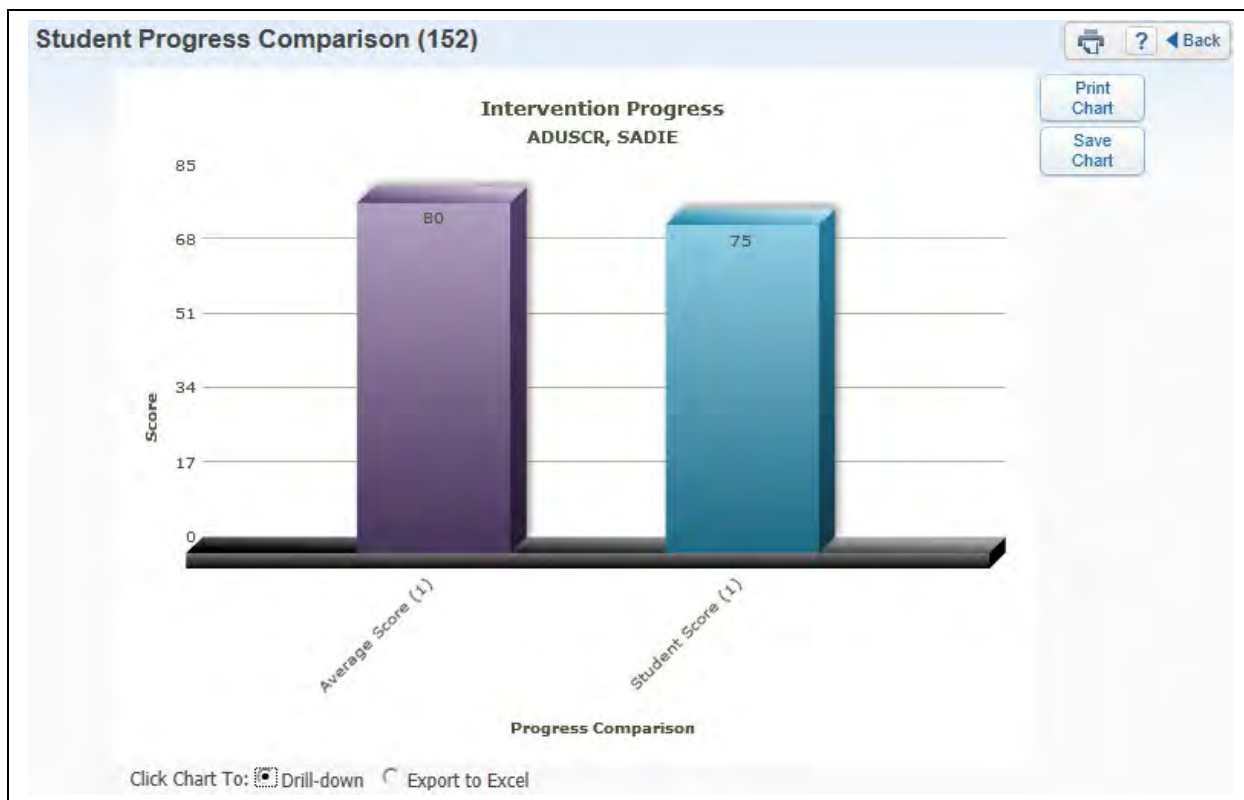
The sample above is the graph showing **Performance Over Time**.

- **Difference Over Time** – A line graph displays of the difference between the data point scores and the target value for each date in the range.



The sample above is the graph showing **Difference Over Time**.

- **Student Progress Comparison** – A bar graph displays of the student's last entered data point score and the average final score for all students within the selected range.



The sample above is the graph showing the Student **Progress Comparison**. You can click on the bar graph to drill down to see additional information.

### Intervention Attachments

RTI Intervention Attachments (37)						
Available Attachments for RTI Intervention						
Type ▲	Description	Entered By	Entered Date	Entered Time	File Size	
1 Attachments	Literacy Running Records	MARILEE Y ANDREASCR, TEA	05/02/2013	3:04 PM	387 KB	<a href="#">View Attachment</a> <a href="#">Add File</a> <a href="#">Add Link</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Back</a>

The Attach allows you to attach an external file or link to an intervention.



## Add File for Intervention

The Add File allows you to browse to the location of the file and enter a description. You also have the ability to "Display in Family Access." Once you have attached the file, click **Save**.

## Add Link for Referrals

The Add Link allows you to enter a URL and description for the Intervention. You also have the ability to "Display in Family Access." After you have entered the URL, click **Save**.

## Custom Forms for Interventions

Form Name	Form Type	Secured	One To One
1 Intervention Form	Custom Screen	N	N

The Custom Forms allow you to add, edit, and/or view additional information on a district form created for RTI Intervention.

## My Homeroom - IHP (Individual Health Plan)

**IHP** My Print Queue Back

**Student Info**

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display**
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE Grade: 09

Individual Health Plan(IHP) Forms						
	Year	Date	Time	Form Name	Person Entered	Doc Type
<a href="#">Print</a>	2013	05/02/2013	4:43 PM	2012 IHP Seizure Plan	MARILEE Y ANDREASCR, TEA	HTML

The IHP (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) allows you to print a copy of the student's Individual Health Plan. The district would need to purchase the Health Records module in order to create IHP records for students.

## My Homeroom - Emergency Contacts

**Emergency Contacts** My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09

#	Contact Name	Relationship	Primary Phone	Secondary Phone
1	GRACE ADUSCR	Guardian		(555) 214-5895
2	WILLIAM EDUSCR	Father		
3	ABBY ADUSCR	Mother	(555) 135-8435	
4	Alonso Aduscr	Guardian	(555) 135-8435	
5	Tab Malonescr	Guardian	(555) 478-6513	

Left sidebar menu: Student Info, Profile, Class Summary, Attendance (5), Schedule, Add/Drops (8), Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline (2), NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores (0), Busing, Student Portfolio, Recommendations (0), Family Access History (15), Activities (2), Custom Forms, Family Access Display, Gradebook, Message Center, Calendar.

The Emergency Contacts (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) will show the student's emergency contacts and the primary/secondary phone numbers attached to the contact.

**Contact Detail** My Print Queue Back

Student Info: Contact: GRACE ADUSCR Student: SADIE ADUSCR

Contact's Relationship to the Student:

Address: 111 North Ave APT 1125 AUSTIN, TX 55555

Primary Phone:		Confidential Phone Number: No
Cellular:	(555) 214-5895	Primary Phone Long Distance: No
Work:	(555) 896-3253	
Email:		
Physician:	Dentist:	Hospital:
Ins. Company:	Policy #:	

Left sidebar menu: Student Info, Profile, Class Summary, Attendance (5), Schedule, Add/Drops (8), Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline (2), NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores (0), Busing, Student Portfolio, Recommendations (0), Family Access History (15), Activities (2), Custom Forms, Family Access Display, Gradebook, Message Center, Calendar.

You will see additional information regarding the emergency contact when you click on their name.

## My Homeroom - Discipline

**Discipline Info** My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE Grade: **09** Add

[View Notes](#) | [Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
05/03/13 *GENERIC	Location (CLASS)	JODIE TIEFENAUERSCR <a href="#">Referred by:</a> MARILEE ANDREASCR 05/03/13	No <span><a href="#">Details...</a></span>
08/15/12 *GENERIC		KELLEY ABBOTTSCR <a href="#">Referred by:</a> 08/15/12	Yes <span><a href="#">Details...</a></span>
08/09/12 CELL PHONE USE		MALCOLM HAUENSTEINSCR <a href="#">Referred by:</a> PAMELA FUELLSCR 08/09/12	Yes <span><a href="#">Details...</a></span>

Total Referrals:3

Discipline (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) will show the offense records attached to the student. You may have the ability to create a discipline referral depending on security access.

### Add Discipline Referral

**New Discipline Referral** My Print Queue

**SADIE ADUSCR** Grade: **09**

School:  [Save](#)

Officer:  [Back](#)

Offense:  [Check Spelling](#)

Location:

Bus:

Date of Offense:    [Fri, May 3 2013](#)

Time of Offense:  :

☐ Parent Notified

Comment:

Entered: 05/03/13 at 10:26 AM

- **School** - Select the school where the discipline issue took place.
- **Officer** - Select the discipline officer for the discipline referral. This field might not display depending on the configuration of the options for discipline.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

- **Offense** - Select the offense for the discipline referral from the drop-down menu.
- **Location** - Choose the location of where the discipline issue took place.
- **Bus** - If the issue occurred on the bus, select the bus number.
- **Date of Offense** - Enter the date the discipline issue took place.
- **Time of Offense** - Enter the time the discipline issue took place.
- **Comment** - Enter any additional information related to the discipline referral.
- **Parent Notified** - Select whether the parent was notified of this discipline referral.

After you have entered the Discipline Referral information, click **Save**.

### Edit Referral (icon of pencil)

**Edit Discipline Referral** My Print Queue

**SADIE ADUSCR** Grade: 09

School: School (001) Save

Officer: TIEFENAUERSCR, JODIE Back

Offense: \*G - \*GENERIC Check Spelling

Location: Location (CLASS)

Bus:

Date of Offense: May 03 2013 Fri, May 3 2013

Time of Offense: 10 : 24 AM

☐ Parent Notified

Comment: Sadie was texting on her cell phone during class.

Entered: 05/03/13 at 10:24 AM

You will have the ability to edit a newly created discipline referral. When you edit the referral, you can modify all fields on the referral. You will not be able to edit the referral once the discipline officer addresses the referral.

### Delete Referral (blue X)

You may have the ability to delete a discipline referral depending on your security access. You will not be able to delete the referral once the discipline officer addresses the referral.

**Delete Discipline Referral for SADIE ADUSCR on 05/03/13 for \*GENERIC?**

(OK) Click Ok to delete this referral

(Cancel) Click Cancel to leave this referral

OK Cancel

After you click on the blue X for the referral, you will receive the message displayed above. You will click **OK** to delete the referral.

## View Notes

Discipline Notes

My Print Queue Back

ADUSCR, SADIE

Grade: 09




Entity	Type	Cat	Date	Description	Created By	Protected	
+ 001	DIS		05/03/2013	Discipline Note	MARILEE ANDREASCR	No	<div>Add</div> <div>Edit</div> <div>Delete</div>

The View Notes allows you to view the discipline notes for the selected student.

### Only Show Current Year Offenses/Show All Offenses

This option allows you to determine the discipline offenses that display for the student.

**Click on Offense**

Discipline Referral Details		 My Print Queue  Back 
<b>SADIE ADUSCR</b>		Grade: <b>09</b>
<div>Offense: <b>*G - *GENERIC</b></div> <div>Parent Notified: <b>Yes</b></div> <div>Date: <b>08/15/2012</b></div> <div>Time: <b>Not Available</b></div> <div>Location:</div> <div>School: <b>School (001)</b></div> <div>Officer: <b>KELLEY Y ABBOTTSCR</b></div> <div>Referred By:</div> <div>Comment:</div> <div>Entry Date: <b>08/15/2012</b></div> <div>Entry Time: <b>9:43 AM</b></div>		
<div>Action: <b>05 - OUT-OF-SCHOOL SUSPENSION</b></div> <div>Parent Notified: <b>Yes</b></div> <div>Date: <b>08/15/2012</b></div> <div>Time: <b>Not Available</b></div> <div>Comment:</div> <div>Entry Date: <b>08/15/2012</b></div> <div>Entry Time: <b>9:44 AM</b></div>		

When you click on the offense, you will be able to see additional information related to the discipline record. It will allow you to see the action entered by the discipline officer.

## My Homeroom - NCLB

**TX/NCLB Info** My Print Queue Back

**Student Info**

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE Grade: **09**

State Student Number:	0000000000
Limited English Proficiency:	Yes
Limited English Proficiency Start Date:	08/01/2012
Gifted and Talented:	Yes
Chapter 1:	No
Post Secondary Opt:	No
Homebound Service:	No
Total Homebound Hours:	0
Assessment Hours:	0
Grad Standard Year:	2016
Transport Category:	

The NCLB - No Child Left Behind (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) shows selected state information that was collected on the student within the entity. It provides detailed NCLB information on students which is issued and used for state/federal reporting purposes.



## My Homeroom - Academic History

**Academic History**

My Print Queue
Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
- Gradebook
- Message Center
- Calendar

ADUSCR, SADIE

Grade: 09

Show Filter

Entity	School Year	Grade Level	Class	Description	Department	Subject	Terms	Grade One	Grade Two	Grade Three	
001	2012	08	113/01	ENGLISH-III	01	01	1 - 6	ATH:	PR1:	CP1:	1S
001	2012	08	7331/02	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	1S
001	2012	08	7331/05	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	1S
001	2012	08	MUG100/001	Muggle Studies		01	4 - 6	ATH:	PR1:	CP1:	1S
001	2013	09	0001/05	STUDY HALL	15	15	1 - 3	CZ1:	1ST:	CZ2:	2N
001	2013	09	101/03	FUND ENGLISH 1	01	01	1 - 6	PR1: A	CZ1:	1ST: A	PR
001	2013	09	1011/11	English 1		01	1 - 6	ATH:	PR1: B	CZ1:	1S
001	2013	09	1102/12	HONORS ENG I	01	01	1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	1255/01	French II	09	09	1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	2LA/01	2 Lang Arts			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	2READ/01	2 Reading			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	2SPEL/01	2 Spelling			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	2WRIT/01	2 Writing			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	3151/01	ART I	10	10	1 - 6	ATH:	PR1: A	CZ1:	1S
001	2013	09	4446/01	Adv Nutrition	07	07	1 - 3	ATH:	PR1:	CZ1:	1S
001	2013	09	HMRM/002	HOMEROOM			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	Variab/01	Variable Scale			1 - 6	ATH:	PR1:	CZ1:	1S

Academic History (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) will display the student's grade history throughout their history in a district. It will show the student's classes and grades. If a Standards Gradebook was used for the class, it will display a green paper icon. When you click on the green paper icon, you will be able to see the subject and skill grades for the student.

### Show Filter

**Academic History Filters**

School Year: \*\*Show All\*\*
Grade Level: \*\*Show All\*\*
Department: \*\*Show All\*\*
Subject: \*\*Show All\*\*
Grade Mark: \*\*Show All\*\*

The Show Filter allows you to determine the classes and grades that will display on the Academic History screen.

## My Homeroom - Graduation Requirements

**Graduation Requirements**

Student Info

Profile  
Class Summary  
Attendance (5)  
Schedule  
Add/Drops (8)  
Entry/Withdrawal  
RTI Information  
IHP  
Emergency Contacts  
Discipline (3)  
NCLB  
Academic History  
Graduation Requirements  
Educational Milestones  
Student Services  
Test Scores (0)  
Busing  
Student Portfolio  
Recommendations (0)  
Family Access History (15)  
Activities (2)  
Custom Forms  
Family Access Display  
Gradebook  
Message Center  
Calendar  
Reports  
Information Report  
Multi-Class Progress Report  
Progress Report Letter

ADUSCR, SADIE

Grade: 09

**Graduation Requirements**
**Course Requirements**

Requirement Areas	Required	Complete	In Progress	Scheduled 2013-14	Remaining	Status
<b>Total Credits</b> <a href="#">Show All Courses</a>	<b>26.000</b>		<b>1.000</b>		<b>26.000</b>	<b>In Progress</b>
<b>English Language Arts</b>	<b>4.000</b>		<b>0.500</b>		<b>4.000</b>	<b>In Progress</b>
English I <a href="#">Hide Courses</a>	1.000		0.500		1.000	In Progress

Courses used for the English I Requirement

Year	Entity	Class Description	Teacher	Status	Credits	Grades
2013	Entity (001) Grades 9 to 12	<a href="#">1102/12 HONORS ENG I</a>	JWinterste	In Progress	0.500	
	English II	1.000				1.000
	English III	1.000				1.000
	English IV	1.000				1.000
	<b>Mathematics</b>	<b>4.000</b>				<b>4.000</b>
	Algebra I	1.000				1.000
	Geometry	1.000				1.000
	Algebra II	1.000				1.000
	Mathematics Electives	1.000				1.000
	<b>Science</b>	<b>4.000</b>				<b>4.000</b>
	<b>Social Studies</b>	<b>3.500</b>				<b>3.500</b>
	World Geography Studies	1.000				1.000
	World History Studies	1.000				1.000
	US History Studies	1.000				1.000
	US Government	0.500				0.500
	<b>Economics</b>	<b>0.500</b>				<b>0.500</b>
	<b>Foreign Language</b>	<b>3.000</b>				<b>3.000</b>
	Level I	1.000				1.000
	Level II	1.000				1.000
	Level III	1.000				1.000
	<b>Physical Education</b>	<b>1.000</b>				<b>1.000</b>
	Foundations of Personal Fitness	0.500				0.500
	Physical Education Electives	0.500				0.500
	<b>Fine Arts</b> <a href="#">Show Courses</a>	<b>1.000</b>		<b>0.500</b>		<b>1.000</b> In Progress
	<b>Health Education</b>	<b>0.500</b>				<b>0.500</b>
	<b>General Electives</b>	<b>4.500</b>				<b>4.500</b>

Graduation Requirements (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) shows the progress of the student's credits and how many they have remaining before they can graduate. You will only see this option if the district has purchased the Graduation Requirement module.


### Show/Hide Courses

The Show/Hide Courses option allows you to display the courses that are being counted toward credit for a requirement.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

## Selecting Specific Course when Showing Courses



Student: **SADIE ADUSCR**  
Class Detail for **HONORS ENG I / 12**

Close

**Class Information**  
Class: **HONORS ENG I / 12** Description: **HONORS ENG I**  
Department: **Language Arts** Course Length: **YEAR (Y)**  
Subject: **Language Arts** Credits: **1.000**  
Curriculum: **HONORS ENG I** Grade Level: **9**  
Explanation: **HONORS ENG I**  
[View Curriculum Map](#) [View Lesson Plan](#)

**Team Teaching Information**

Teacher: <b>JENNY WINTERSTEENSCR</b>	Period: <b>3</b>
Start Date: <b>09/01/12</b>	Time: <b>10:00 AM - 10:45 AM</b>
End Date: <b>05/29/13</b>	Room: <b>6</b>
Teacher: <b>LEON REUSSSCR</b>	Period: <b>3</b>
Start Date: <b>09/01/12</b>	Time: <b>10:00 AM - 10:45 AM</b>
End Date: <b>05/29/13</b>	Room: <b>10</b>
Teacher: <b>LEON REUSSSCR</b>	Period: <b>3</b>
Start Date: <b>09/01/12</b>	Time: <b>10:00 AM - 10:45 AM</b>
End Date: <b>05/29/13</b>	Room:

When displaying the courses, you can click on the "Class Description" and it will open another window. It will display the class and teacher information. If using Curriculum Mapping and Lesson Plan, you can view that information for the class.

## My Homeroom - Educational Milestones

**Educational Milestones**

ADUSCR, SADIE Grade: **09**

Date Completed	Waived	Milestone	Entity	Grad Reqrmt
	No	PASS - TAKS PASS		Yes

Total Educational Milestones: **1**

Educational Milestones (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) allows you to view Entity or District defined milestones attached to the student's record.

## My Homeroom - Student Services

Back

User Name: **MARILEE ANDREASCR** Saturday, May 4th, 2013



**Section 504 - SADIE ADUSCR**


Date of Interest	Event Type	Contact Person	Event
08/01/2012 Wed	IAP Start		IAP has started. IAP does not have an End Date

View Detail View Attach

Student Services allows you to view Section 504 Plans for students.

## View Detail

**Section 504 View (749)**  

**Student Information** 

Name: SADIE ADUSCR Grade: 09

Dismissal Date:

IAP Begin Date: 08/01/2012 IAP End Date:

Last IAP Date:  Next IAP Date:

Status: ACTIVE

☐ Eval Consent Eval Meeting Date:

Eval Consent Date:  Next Eval Review Date:

Case Manager:

Referral Date:  Case Due Date:

Referral Type:

☐ Referred to IDEA ☐ Service Consent


Date Referred to IDEA:  Service Consent Date:


Disability:

Impairment:

Life Activity:

Accommodation: ORAL MATH TAKS

 Accommodation Notes:

 Section 504 Notes:

The View Details option allows you to see information related to the Section 504 Plan.

## View Attachment

**Section 504 Attachments (35)**    

Available Attachments for Section 504

Type	Description	Entered By	Entered Date	Entered Time	File Size
1 Attachments	Section 504 Attachment	MARILEE Y ANDREASCR, TEA	05/04/2013	7:18 AM	387 KB

The View Attachment Option allows you to see any Section 504 Plan attachment for the student.

## My Homeroom - Test Scores

**Test Scores (82)**

Views: General Filters: \*Skyward Default

	Date	Entity	Test	Edition	Level	Form	Test Name	Available to Score?
1	05/04/2013	001	3RDG	1edt	3rd		3rd Gr Reading	Yes
2	05/04/2013	001	ACT	Edt2		Col	ACT	No

Expand All Collapse All View Printable Details

**SADIE ADUSCR's Scores**

Section: Scores - Scores

Rows	Scale Score	Nat. Pct						
Writing	21	0						
English	21	0						
Math	21	0						
Reading	20	0						
Science	24	0						
Composite	22	0						

Section: Stu-Adm - Stu-Admin

Rows	Grade Level	Test Type						

20 2 records displayed

Buttons: Enter Scores, Other Students With Test, Print, Print All

Test Scores (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) is an area where you can view how the student performed on a standardized test. Depending on the setup of the test, you may have the ability to enter scores. You can see the scores for the test by expanding on the test score record.

### Enter Scores

**Test Score Entry for '3rd Gr Reading:1edt 3rd' on '05/04/2013'**

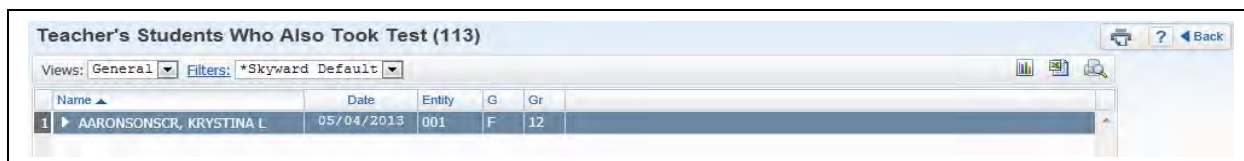
My Print Queue ?

Students	Section Reading	Row (1) Results	Fluenc	Sight Words
1 ADUSCRSADIE			0	0

Buttons: Save, Save and Back, Undo, Back

The Enter Scores button will only be available if the test has been set up administratively to allow score entry through Educator Access Plus. After selecting **Enter Scores**, you will receive another screen that will allow you to enter the student's score(s). Once the score(s) have been entered, click **Save and Back**.

## Other Students With Test



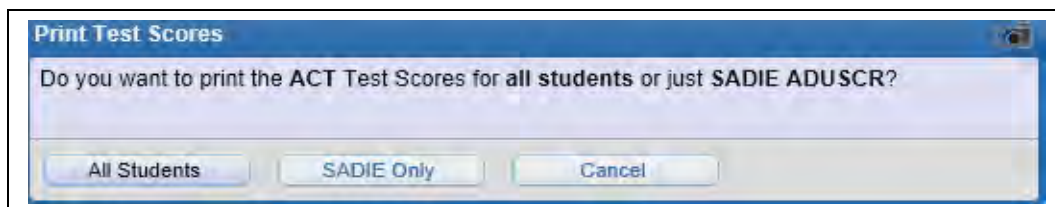
The screenshot shows a window titled "Teacher's Students Who Also Took Test (113)". It has a "Views" dropdown set to "General" and a "Filters" dropdown set to "\*Skyward Default". Below the dropdowns is a table with the following data:

	Name ▲	Date	Entity	G	Gr
1	AARONSONSCR, KRYSTINA L	05/04/2013	001	F	12

On the right side of the window, there are icons for printing, help, and a "Back" button.

Other Students with Test will show any other of your students who have also completed the highlighted test.

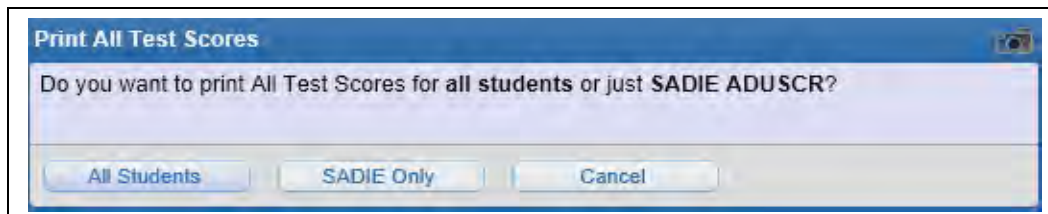
## Print



The screenshot shows a dialog box titled "Print Test Scores". It contains the text: "Do you want to print the ACT Test Scores for all students or just SADIE ADUSCR?". At the bottom, there are three buttons: "All Students", "SADIE Only", and "Cancel".

Print will allow you to print the scores for the highlighted test for either **All Students** or the **Selected Student**. This report will process in the print queue and not go directly to the printer.

## Print All



The screenshot shows a dialog box titled "Print All Test Scores". It contains the text: "Do you want to print All Test Scores for all students or just SADIE ADUSCR?". At the bottom, there are three buttons: "All Students", "SADIE Only", and "Cancel".

Print All will print the scores for all test scores for either **All Students** or the **Selected Student**. This report will process in the print queue and not go directly to the printer.



## My Homeroom - Busing

**Busing Information** My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09

Transportation Information					
Start Date	End Date	Transported	Transportation Category	Miles	Bus
08/24/2012	05/28/2013	Yes		5.00	

Bus Stops

Bus Route	Bus Stop
55 - Liberty St. and Seaview Ave (To School 06:00A-08:30A)	1.00 - Campbell Road

Bus Numbers

AM Bus Number	PM Bus Number
55	20

Pick Up Address

Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

Drop Off Address

Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

Busing (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) will display all busing information attached to the student. It will show the bus numbers, route, bus stops, and transportation information.



## My Homeroom - Student Portfolio

The screenshot shows the 'Portfolio' page for a student named ADUSCR, SADIE, in Grade 09. The left sidebar contains a tree view of portfolio items. The main content area displays the student's name and grade, followed by an 'Attachments' table and a 'Highlights' table.

**Portfolio Sidebar:**

- Student Info
  - Profile
  - Class Summary
  - Attendance (5)
  - Schedule
  - Add/Drops (8)
  - Entry/Withdrawal
  - RTI Information
  - IHP
  - Emergency Contacts
  - Discipline (3)
  - NCLB
  - Academic History
  - Graduation Requirements
  - Educational Milestones
  - Student Services
  - Test Scores (2)
  - Busing
  - Student Portfolio
  - Recommendations (0)
  - Family Access History (15)
  - Activities (2)
  - Custom Forms
  - Family Access Display
    - Gradebook
    - Message Center
    - Calendar

**Attachments Table:**

Attachment	Type	Date	Time	
viper basic	Transcript	04/24/2013	5:51:AM	<a href="#">View</a>
Report Card - Term 2 (01/31/13)	Report Card	01/31/2013	11:04:AM	<a href="#">View</a>
Portfolio Attachment	Attachments	08/06/2012	9:28:AM	<a href="#">View</a>

**Highlights Table:**

Type	School Year	Date	Grad Yr / GR	
EDUCATION Honor Roll	2012 - 2013	08/13/2012	2016 / 09	<a href="#">Hide</a>
Detail 01: Honor Roll				

The Student Portfolio (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) allows you the ability to view the attachment and highlights for a student.

### View

The view under the attachment area allows you to open the attachment.

### Details/Hide

The Details allow you to view the information for the highlights.

## My Homeroom - Recommendations

The screenshot shows the 'Course Recommendation History' interface. On the left is a navigation tree under 'Student Info' with various categories like Profile, Attendance, Schedule, etc. The main area displays a table of recommendations for student ADUSCR, SADIE, Grade 09. The table has columns for Entity, School Year, Course, Description, Course Length, and Recommended By. A single record is shown for Entity 001, School Year 2014, Course 3116, Description Wind Ensemble 2, Course Length Y = YEAR, and Recommended By MARILEE ANDREASCR. A 'My Print Queue' button is in the top right.

Entity	School Year	Course	Description	Course Length	Recommended By
001	2014	3116	Wind Ensemble 2	Y = YEAR	MARILEE ANDREASCR

Recommendations (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) allow you to view the courses the student has been recommended for by the staff.

## My Homeroom - Family Access History

The screenshot shows the 'Family Access History' page. On the left is a navigation menu with categories like 'Student Info', 'Custom Forms', and 'Family Access Display'. The main content area shows a dropdown menu for 'ADUSCR, SADIE' and 'Grade: 09'. It lists three users: SADIE ADUSCR (Student), ABBY ADUSCR (Mother), and Alonso Aduscr, each with their last login time, date, and 2013 current school year activity.

User	Last Login Time	Date	2013 Current School Year Activity
SADIE ADUSCR (Student)	04:14 PM	04/29/2013	3 Login(s)
ABBY ADUSCR (Mother)	03:07 PM	09/28/2012	11 Login(s)
Alonso Aduscr	12:52 PM	08/28/2012	1 Login(s)

Family Access History (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) allows you to see how many times the family and the student have logged into Family/Student Access during the current year. It will also display the last time the family or student logged in.

## My Homeroom - Activities

**Activities**

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (1)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
- Gradebook
- Message Center
- Calendar

ADUSCR, SADIE

Grade: **09**

Year	Entity	Code	Description	Start Date	End Date
2013	001	OPC	Oil Painting	09/03/2011	05/29/2012
2013	001	P2P	Pay 2 Play	08/20/2012	06/01/2013

Show Details  
Show Assistants

Activities (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) will display different information related to the activities in which the student is enrolled.

### Show Details

**Activities**

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (1)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
- Gradebook
- Message Center
- Calendar

ADUSCR, SADIE

Grade: **09**

Year	Entity	Code	Description	Start Date	End Date
2013	001	OPC	Oil Painting	09/03/2011	05/29/2012
2013	001	P2P	Pay 2 Play	08/20/2012	06/01/2013

**Activity Details**  
 Leader: **LATONYA ABDISCR**  
 Type: **Both (Ex Curr & Comm)**      Extra Curricular: **Athletic**      Entity: **001**      Community: **Voluntary**

**Award**      **Award Comment**  
 No awards have been given for this activity.

Show Details  
Show Assistants

The Show Details option will allow you to see additional information related to the activity, such as the Activity Leader and the Awards for the activity.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

## Show Assistants

Activities

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (1)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE

Grade: 09

Year	Entity	Code	Description	Start Date	End Date
2013	001	OPC	Oil Painting	09/03/2011	05/29/2012
2013	001	P2P	Pay 2 Play	08/20/2012	06/01/2013

Activity Assistants

Name  
Dana Acayscr

Show Details

Hide Assistants

My Print Queue Back

Show Assistants will allow you to see the assistants attached to the activity.

## My Homeroom - Custom Forms

Custom Forms - University Visits (384)

Views: University Visits Filters: \*All Students

Last Name	First	Middle	S	Def Ent	Gr	Grad Yr	Name of College
ADUSCR	S R G	SADIE	A	001	09	2016	UW Stevens Point

Buttons: Add, Edit, Delete, Print Details, Print My Students, View Inactive Forms

Custom Forms allow you to view, add, and modify Custom Forms attached to the student. Custom Forms are used to track additional information.

### Views

Custom Forms - University Visits (384)

Views: University Visits Filters: \*All Students

Views List:

- Main
- College Visits 2012
- College Visits in Texas
- College Visits1
- emergency form
- Example E (Entity Form)
- Example GA (Entity Form)
- for fun
- Hospital Visits
- Kristins multiple test form
- New Features Total
- Online Registration Form
- PE Results
- Sample sam
- Sample Test
- Scholarships
- Senior Trip
- Tech Savvy
- Testing SC
- University Campus Visits
- University Visiting
- University Visits**
- Vehicle
- Vehicle Info
- Vehicle Registration
- Visiting Schools
- Work Permit
- Work Permit ex
- Work Permits
- Workers Permit

Buttons: Add, Edit, Delete, Print Details, Print My Students, View Inactive Forms

The Views allow you to determine the Custom Form information that will display.



## Expanded Student Information

When you click the expand by the student's name, you will be able to see the information related to the Custom Form you selected in the View drop-down menu. You will also see Demographic Information in the General Area.

## Add

The ability to add a custom form to a student will depend on the administrative setup of the Custom Form. You can enter the required information on the Custom Form and then select **Save**.

## Edit

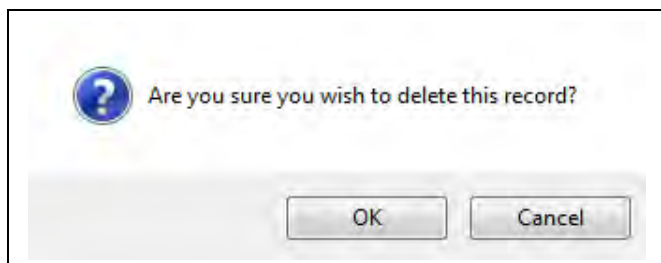
Edit allows you to make modifications to an existing Custom Form. The ability to edit a custom form will depend on the administrative setup of the Custom Form.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

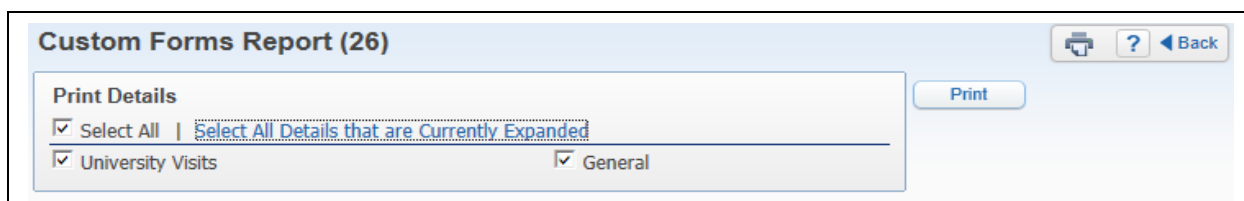
## Delete

The Delete allows you to remove a custom form for a student. You will select the Custom Form in the Views drop-down menu and then select **Delete**. The ability to delete a Custom Form will depend on the administrative setup.



After clicking **Delete**, you will receive the above message. You can select **OK** to delete the Custom Form.

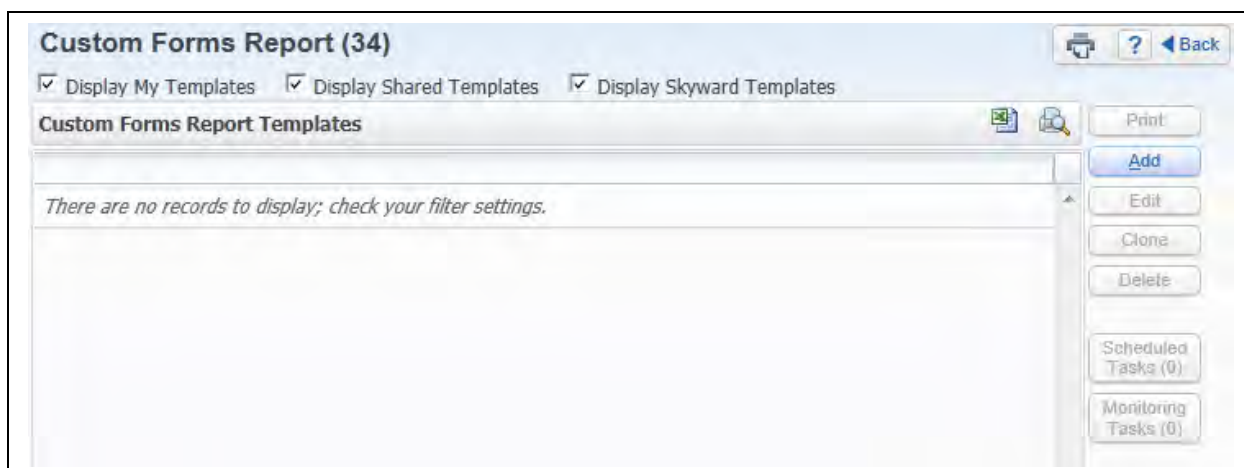
## Print Details



The Print Details allow you to generate a report with the information you see when you expand the student's name.

## Print My Students

The Print My Students area allows you to print information entered on Custom Forms for the current student or all students.



Click **Add** to create a new report template.



**Custom Forms Report (89)**

Template Settings

\* Template Description:

☐ Print Greenbar

Custom Forms Report

☐ Print This Student Only ☒ Print for My Students ☐ Select Students to Print

Available Custom Forms

- Vehicle
- Vehicle Info
- Vehicle Registration
- Visiting Schools
- Work Permit
- Work Permit ex
- Work Permits

Selected Custom Forms

- University Visits

Buttons: Add All, Add, Remove, Remove All

Check Spelling, Save, Save and Print

Asterisk (\*) denotes a required field

You can select the Custom Forms you want to display on the report. The list of Custom Forms is determined based on the access you have to the specific forms. After selecting the student(s) and Custom Forms, you will select **Save and Print**.

### View Inactive Forms

**Inactive Custom Forms (84)**

Views: General Filters: \*Skyward Default

Name	Type	Form Type
1 College Visits	Screen	Multiple

Expand All Collapse All View Printable Details

Form Data

View	Date Created	Time Created	College/University Name	Date	Did they apply	Test Date
View	09/17/2012	12:43 pm	NIU	09/17/2012	Yes	08/10/2012

The View Inactive Forms option allows you to see Custom Forms that are attached to a student but are no longer being used.

## My Homeroom - Family Access Display – Gradebook

### Progress Report Tab

**FA Gradebook** My Print Queue Back

Student Info: ADUSCR, SADIE Grade: **09**

**Gradebook** | Progress Report | Missing Assignments | Teacher's Log | GPA/Class Rank | Comments

Teacher will be updating the grades in the gradebook weekly

Classes for: **PROGRESS REPORT 6 (04/12/13-05/08/13)** Prev Next

[View All Classes](#) | [Hide Dropped Classes](#)

Click on the underlined grade to see the assignments that make up that grade.

Period	Class	Description	Term	ATH	PR1	CZ1	1ST	PR2	CZ2	2ND	PR3	CZ3	3RD	EX1	SM1	PR4	CZ4	4TH	PR5	CZ5	5TH	PR6	CZ6	6TH	EX2	SM2	FINL
0	<u>HMRM/002</u>	* HOMEROOM	Y																								
0	<u>2READ/01</u>	2 Reading	Y															<u>A</u>	<u>C</u>							<u>B</u>	
0	<u>2WRIT/01</u>	2 Writing	Y																							<u>A</u>	
0	<u>2SPEL/01</u>	2 Spelling	Y															<u>C</u>	<u>B</u>							<u>C</u>	
0	<u>2LA/01</u>	2 Lang Arts	Y															<u>C</u>								<u>B</u>	
1	<u>101/03</u>	* FUND ENGLISH 1	YR		<u>A</u>		<u>A</u>																				
1	<u>1011/11</u>	* English 1	Y		<u>B</u>		<u>B</u>																				
1	<u>Band I/01</u>	Band I	Y																<u>C</u>			<u>B</u>		<u>A</u>		<u>A</u>	
3	<u>1102/12</u>	HONORS ENG I	Y																								
5	<u>1255/01</u>	French II	Y												<u>A</u>											<u>A</u>	
6	<u>3151/01</u>	ART I	Y		<u>A</u>		<u>A</u>								<u>A</u>											<u>A</u>	

↓ -Indicates the class has been dropped

The Family Access Display - Gradebook (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) displays how the grade information will look in Family/Student Access. This will display the grades for every class in the student's schedule. You can view the progress report for the class by clicking on the Grade Mark for the Class.

**Entity (001) Grades 9 to 12** Print Close

**TERM 6 - 6TH Progress Detail Report for SADIE ADUSCR**

[View Grade Marks](#)


Band I/01 Band I - There are no Missing assignments in TERM 6 - 6TH for this class

Assign Category	Date Due	Has Attach.	Description	Scale (out of 4)	Weight	Grade	Spec. Code	Missing	No Count
<b>Grade for TERM 6 - 6TH 04/12/13 - 05/29/13</b>				<b>50.00</b>		<b>A</b>			
<b>6WKS TEST/TEST (100.00% of TERM 6 Grade)</b>				<b>3.50</b>		<b>B</b>			
6T/T	05/06/13		Quiz 15C	4.00	1.00	A			
6T/T	05/06/13		Chapter 15 Test	3.00	1.00	B			

**Default Grade Mark Group**

Grade Mark	Grade Value High	Grade Value Low
A	4.00	3.75
B	3.74	3.00
C	2.99	2.00
D	1.99	1.00
F	0.99	0.00

The progress report displays the assignment information as well as the grading scale. If you click on the assignment in the progress report, you will see additional information regarding the assignment.



Student: **SADIE ADUSCR**  
Assignment for **Band I / 01**

Close

---

**Assignment Detail Information**

Assignment: **Quiz 15C**  
Category: **6T/T - 6WKS TEST/TEST**  
Assign Date: **05/06/13**  
Due Date: **05/06/13**  
Max Score: **100**  
Weight Multiplier: **1.00**

---

**Assignment Score Detail for SADIE ADUSCR**

Grade: **A**  
Variable Scale Points: **4 out of 4**  
Special Code:  
No Count:  
Missing:  
Comment:  
Absent:

---

**Class Assignment Summary**

Class High Score: **98**  
Class Low Score: **98**

The information you see in the Assignment Detail screen depends on the configuration of Family Access.

## Missing Assignment Tab

The screenshot shows the 'Missing Assignments' tab selected. The left sidebar contains a tree view with 'Student Info' expanded, showing various categories like Profile, Class Summary, Attendance, Schedule, Add/Drops, Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline, NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores, Busing, Student Portfolio, Recommendations, Family Access History, Activities, Custom Forms, and Family Access Display. The main content area shows a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below the tabs, a table displays missing assignments.

Term	Date Due	Class	Assignment	Category	Points Possible	Points Earned	Percent	Grade	Absent
6TH	04/25/13 Thu	2WRIT/01	test	6T/T	100.00				

The Missing Assignment tab displays the student's missing assignments. The missing assignments that display are determined by the configuration of Family Access.

## Teacher's Log Tab

The screenshot shows the 'Teacher's Log' tab selected. The left sidebar is the same as the previous screenshot. The main content area shows a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below the tabs, a table displays Teacher Log records.

Period	Class	Description	Term	Log Count
0	2LA/01	2 Lang Arts	Y	0
0	2READ/01	2 Reading	Y	0
0	2SPEL/01	2 Spelling	Y	0
0	2WRIT/01	2 Writing	Y	0
0	HMRM/002	HOMEROOM	Y	0
1	101/03	FUND ENGLISH 1	YR	0
1	1011/11	English 1	Y	0
1	Band I/01	Band I	Y	1
3	1102/12	HONORS ENG I	Y	0
4	4446/01	Advanced Nutrition & Health	SM	0
5	1255/01	French II	Y	0
6	0001/05	STUDY HALL	S1	0
6	3151/01	ART I	Y	0

↓ - Indicates the class has been dropped

The Teacher's Log tab displays any Teacher Log records that have been selected to display in Family Access. You can view the Teacher Log record by clicking on **View Teacher Logs**.

**Teacher Log**

Student Info: ADUSCR, SADIE Grade: 09

**Band I/01 Band I 1**

**Grade Period**: 6TH 6 WEEKS

**Summary**: Parent Contact

**Detail**: Emailed mom regarding missing assignments on 4/29/13

The above screen is a sample of a Teacher Log record created for the student.

### GPA/Class Rank Tab

**GPA/Class Rank**

Student Info: ADUSCR, SADIE Grade: 09

**Gradebook** | **Progress Report** | **Missing Assignments** | **Teacher's Log** | **GPA/Class Rank** | **Comments**

School Year	Cumulative GPA	Cumulative Earned Credits	Cumulative Failed Credits	Rank	Rank Date
2012 - 2013 <a href="#">Hide Detail</a>	0.000	0.000	0.000	1 of 10	05/06/2013
GPA Details for School Year 2012 - 2013					
GPA Type	GPA	Rank		Rank Date	
Semester 1	0.000	1 of 10		05/06/2013	
Semester 2	0.000				
Term 1	0.000	1 of 10		05/06/2013	
Term 2	0.000				
Term 3	0.000				
Term 4	0.000				
Term 5	0.000				
Term 6	0.000				
2011 - 2012 <a href="#">Show Detail</a>	0.000	0.000	0.000		

You can view the student's GPA and Class Rank in the GPA/Class Rank tab. The **Show Detail** will show the GPA Types set up by the entity. The GPA/Class tab is available depending on the configuration of Family Access.

## Comments Tab

Comments

ADUSCR, SADIE Grade: 09

Gradebook Progress Report Missing Assignments Teacher's Log GPA/Class Rank Comments

Class	Description	Comment
<b>Grade Comments for 6TH 6 WEEKS (04/12/2013 - 05/29/2013)</b>		
Band I/01	Band I	Pleasure to have in class.
Band I/01	Band I	Active participant.
Band I/01	Band I	Sadie is doing a great job in Band and is a leader of her section.

The Comments tab will display report card comments for the entire year.

## My Homeroom - Family Access Display - Message Center

Message Center

ADUSCR, SADIE Grade: 09

View Family Access Display of Message Center

Message Center Current Expired

**Advisor Messages**

Advisor	Total Messages	Unread Messages
AGRIPINA TEXADASCR	0	0

**Activity Messages**  
[Show All Activities](#)

Year	Entity	Description	Leader	Assistant(s)	Total Messages	Unread Messages
2013	001	Pay 2 Play \$10.00	LATONYA ABDISCR	Dana Acayscr	0	0

**Class Messages**  
[Show All Classes](#)

Period	Class	Description	Term	Teacher	Total Messages	Unread Messages
0	2LA/01	2 Lang Arts	Y	MARILEE ANDREASCR	0	0
0	2LA/01	2 Lang Arts	Y	PHOEBE ADDAMSSCR	0	0
0	2READ/01	2 Reading	Y	MARILEE ANDREASCR	0	0
0	2SPEL/01	2 Spelling	Y	MARILEE ANDREASCR	0	0
0	2WRIT/01	2 Writing	Y	MARILEE ANDREASCR	0	0
1	Band I/01	Band I	Y	MARILEE ANDREASCR	1	1 <a href="#">View Messages</a>
3	1102/12	HONORS ENG I	Y	JENNY WINTERSTEENSCR	0	0
3	1102/12	HONORS ENG I	Y	LEON REUSSSCR	0	0
5	1255/01	French II	Y	RHODA ANNANSCR	0	0
6	3151/01	ART I	Y	RHODA ANNANSCR	0	0

You can see all messages created in Message Center (Web Applications>Educator Access Plus>Teacher Access>My Homeroom). You also have the ability to see if the message was read in Family/Student Access. Click **View Messages** to see the Message Center Message.

**Message Center**

Student Info: ADUSCR, SADIE Grade: 09

View Family Access Display of Message Center

**Current Messages**

Band 1/01 Band 1 Prd 1

Post Date	Summary	Posted By	Expiration Date
05/06/13	Marching Band Tryouts	MARILEE ANDREASCR	05/13/13

**Message:** We will be having Marching Band Tryouts on May 9th from 3-7 in the band room.

Left sidebar menu: Student Info (Profile, Class Summary, Attendance (5), Schedule, Add/Drops (8), Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline (3), NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores (2), Busing, Student Portfolio, Recommendations (1), Family Access History (15), Activities (2), Custom Forms), Family Access Display (Gradebook, Message Center, Calendar).

This is a sample of what the message will look like in Family/Student Access.

## My Homeroom - Family Access Display - Calendar

**FA Calendar**

Student Info: ADUSCR, SADIE Grade: 09

Previous Month May 2013 Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Chapter 15 Test (B) Quiz 15C (A)	7	8 End of PROGRESS REPORT 6 2 Reading 2 Spelling 2 Writing	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Last Day of School End of 6TH 6 WEEKS 2 Reading 2 Spelling 2 Writing	30	31	

☒ Show Absences/Tardies
 ☒ Show Gradebook Assignments (Grade Earned)
 ☒ Show MC-Messages
 ☒ Show AC-Activity Events
 ☒ Show Student Services
 ☒ Show CC-Childcare Schedule
 ☒ Show ST-Student Tests
 ☒ Show Lunch Menus

Left sidebar menu: Student Info (Profile, Class Summary, Attendance (5), Schedule, Add/Drops (8), Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline (3), NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores (2), Busing, Student Portfolio, Recommendations (1), Family Access History (15), Activities (2), Custom Forms), Family Access Display (Gradebook, Message Center, Calendar), Reports (Information Report, Multi-Class Progress Report, Progress Report Letter).

The Calendar (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) screen gives you a view of what the family/student can see when they look at the calendar in Family/Student Access.



## My Homeroom - Reports – Information Report

The Information Report (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) allows you to print an assortment of student information. The information you can print will depend on security access to information in My Students.

**Options:** Select the information you would like to print on the report.

- **Student Profile Information** – Print demographic information; such as birth date, address, phone number and alert information.
- **Family Member Information** – Display Family Information; such as guardian names, phone numbers, and sibling names.
- **Use Mailing Address** – Display the student's mailing address.
- **Print Confidential Phone Numbers** – Should phone numbers flagged as confidential print?
- **Attendance Totals** – Display attendance information for the student. You can either select **Display Attendance for Term** or **Display Attendance for Date Range**.
  - Display Attendance for Term** – This allows you to select the term for which attendance will print.
  - Display Attendance for a Date Range** – This allows you to select the specific dates attendance will print for on the report.
  - Print Only Attendance Totals** – If this option is not selected, it will show the days and periods that the student was not in attendance.
- **Current Schedule** – This displays the student's current year schedule.
- **Course Add/Drop** – Show the dates when courses were added and dropped.
- **Discipline Information** – Display the student's discipline offenses and action records.



**Current Year Only** – If this option is selected, only current year offenses and actions display.

- **Academic History** – Show courses and grades for prior year(s).  
**School Year** – This allows you to determine the school year(s) for which the Academic History will print.
- **Current Grades** – Display the current grades for all of the student's courses.  
**Grade Buckets** – This allows you to select the grades that display.  
**Show Teacher Comments** – Display the report card comments.  
**Show Current Cumulative GPA** – Display the student's cumulative GPA value.
- **Test Scores** – Show scores entered for standardized tests.
- **Course Recommendations** – Display any course recommendations entered for the student.
- **Activities** – This allows you to view the activities with which the student is involved.
- **Message Center** – Display any messages that were generated. You can select to display Family Access and/or Student Access.
- **Entry/Withdrawal** – Show the entry/withdrawal records for the student based on the dates entered.
- **Picture** – If the picture exists for the student in Skyward, it can display on the report.
- **Emergency Contacts** – Display the emergency contacts for the student.
- **Student Access Login and Password** – This allows you to view the student's login and password for Student Access. If the student has changed their password from the one entered by the district, you will only see \*\*\*\*\* on the report.

After selecting the information you want to print on the report, select **View Report for Selected Student**.

## My Homeroom - Reports – Multi-Class Progress Report

The Multi-Class Progress Report (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) lists the overall grade and category summary for the term specified.

The screenshot shows the 'Student Multi-Class Progress' report template. At the top, there is a navigation bar with a back arrow, the title 'Student Multi-Class Progress', and a 'My Print Queue' button with a back arrow. Below the navigation bar, there is a dropdown menu showing 'ADUSCR, SADIE' and a 'Grade: 09' label. A button labeled 'View Report for Selected Student' is positioned below the dropdown. The main content area is divided into several sections: 'Grades' with a 'Display Grades for Term:' dropdown set to 'Current Term'; 'Options' with checkboxes for 'Display Signature Line' and 'Only print classes where student has less than' followed by a text input field for 'final percent'; 'Free Form Header' with two input fields labeled 'Label 1:' and 'Label 2:'; and 'Free Form Footer' with four input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:'.

### Grades

- **Display Grades for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.

### Options

- **Display Signature Line** – This option will add space on the report for a signature.
- **Only print classes where student has less than \_\_\_\_final percent** – This option provides you the ability to only print the report for students below a specific percentage.

**Free-Form Header/Footer** – This space allows for entry of additional information as needed on the report.

After verifying the option selected on the template, click **View Report for Selected Student**.

## My Homeroom - Reports – Progress Report Letter

The Progress Report Letter (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) allows you to create a report for parents/guardians that will print the selected student's grades and /or assignment information for all classes in the student's schedule.

**Progress Report Letter** My Print Queue Back

ADUSCR, SADIE Grade: 09

[View Report for Selected Student](#)

**Grades**

Display Grades for Term: MIDTERM 1

☐ Only print classes with a grade mark of 100

☐ Only print classes with less than  percent

**Options**

**Body of Letter**

**Address Letter to**

☒ Student

☐ Guardian of Student

**Reports to Generate**

☐ One for Each Family

☒ Only First Family

☐ Print Mailing Address

**Fields to Print**

☐ Print Teacher's Name with Class

☐ Include Percent with Course Grade

☐ Print Dropped Classes

☐ Print Student's Student Access Login Info

☐ Print Attendance

☐ Print Student's Current GPA

☐ Print Guardian's Family Access Login Info

☐ Print Signature Line

☐ Print Assignment Detail Info

**Free Form Header**

Label 1:

Label 2:

**Free Form Footer**

Label 1:

Label 2:

Label 3:

Label 4:

### Grades

- **Display Grade for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report Letter.
- **Only print classes with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print classes with less/greater than \_\_\_\_ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.

### Options

- **Body of Letter** – This allows you to enter free-form text that will print on the Progress Report Letter.
- **Address Letter to Student/Guardian of Student** – This allows you to determine to whom the letter will be addressed.
- **Fields to Print** – What additional information would you like to print on the report?
  - Print Teacher's Name with Class** – This allows you to print the teacher's name on the report.
  - Print Student Access Login Info** – If you select this option, the student's login and password information will print. If the student has changed their

password from the one created by the district, you will only see \*\*\*\*\* on the report.

**Print Guardian's Family Access Login Info** – Select this option to print the guardian's login and password for Family Access. If the parent has changed their password from the one created by the district, you will only see \*\*\*\*\* on the report.

**Print Assignment Detail Info** – If this option is selected, you will see additional options that can be selected to determine the assignment information that will print.

**Include Percent with Course Grade** – This allows you to print the current grade book percentage on the report.

**Print Attendance** – This option allows you to print the student absence and tardy count per class.

**Print Signature Line** – This option allows you to add a space for parents/guardians to acknowledge the receipt of the report.

**Print Dropped Classes** – Should dropped classes display on the Progress Report Letter?

**Print Student's Current GPA** – Would you like the student's GPA to print on the report?

- **Reports to Generate** – This allows you to determine the families for which Progress Report Letters will be generated.
- **Print Mailing Address** – Should the families mailing address print on the report?
- **Free-Form Header/Footer** – This allows for additional information to display on the Progress Report Letter.

## My Homeroom – Reports - My Homeroom Roster

The Homeroom Roster Report provides a listing of all the students in your homeroom with selected information. Not all of the options can be selected to print on the report; there is a character maximum of 122.

### Name Display

The Name Display allows you to choose how you would like the name to print on the report.

### ID Display

The ID Display allows you to select the ID you want to print on the report.

- **Student ID** – This ID set up by the district.
- **Internal ID** – This ID is automatically given to the student by the program.
- **Name Key** – Every person entered into Skyward has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name, and a tie-breaker number. (Example – Mary Smith would be Smithmar000)

### Sort By

The Sort By allows you to determine the order in which the names will display on the report.

### Display Information

Display Information allows you to select Demographic Information that you want displayed on the report.

- **Grade**
- **Phone Number**
- **Gender**
- **Student Access Login and Password** – The password will only print if the student hasn't changed their password from the district-defined password.
- **Grad Year**
- **Second Phone** – This is the second phone number for the student and not the family.
- **Current Cumulative GPA**

- **Print Student Picture**
- **Birth Date**
- **Third Phone** – This is the third phone number for the student and not the family.
- **Home Address**
- **Food Service Key Pad #** - This option is based on the district configuration settings.
- **Advisor**
- **Email**
- **Mailing Address**

### Family Information

You can select the Family Information you want to display on the report. All options will be grayed out until you select **Primary Guardian**.

## My Homeroom – Reports – Attendance Detail Report

The Attendance Detail Report can display the days and periods that the student was not in attendance. It will also show the breakdown of the absence categories consisting of Excused, Unexcused, Tardy, and Other.

The screenshot shows the 'Attendance Detail' report form. At the top, there is a title bar 'Attendance Detail' with a 'My Print Queue' icon and a 'Back' button. Below this is a sub-header 'Attendance Detail Report'. The main content area is divided into sections: '10 - Attendance Detail', 'Report Ranges', 'Absence Types', and 'Options'. Under 'Report Ranges', there are two options: 'Display Attendance for Term' (checked) and 'Display Attendance for Date Range' (unchecked). The 'Current Term' is set to '04/12/2013 - 05/29/2013'. Under 'Date Range', there are fields for 'On or After' (Apr 20 2013) and 'On or Before' (May 11 2013). Under 'Options', there are checkboxes for 'Insert page break after each student' and 'Print only attendance totals'. On the right side of the form, there are buttons for 'Save', 'Undo', and 'Back'.

### Report Ranges

- **Display Attendance for Term** – Select the term for which you want attendance to print.
- **Display Attendance for Date Range** – Enter the specific date range of the attendance.

- **Absence Types** – Verify the absence types that you want to print on the report. All absence types default to being selected.

**Absence Types (55)**

Absence Type Selection - 001 Entity (001) Grades 9 to 12

**Available Excused Types**

**Selected Excused Types**

D - DAEP  
E - EXCUSED  
G - Excused Absence  
I - ISS  
M - MANDATORY TESTING

**Available Unexcused Types**

**Selected Unexcused Types**

1 - Rainy Day  
A - ABSENT  
B - OSS  
H - IAES  
J - TEACHER ABSENCE

**Available Tardy Types**

**Selected Tardy Types**

L - LATE - TEACHER ENTRY  
T - TARDY

**Available Other Types**

**Selected Other Types**

C - COLLEGE DAY  
F - SCHOOL TRIP  
K - Medical Absence Homebound  
N - NO SHOW  
O - OTHER

### Options

- **Insert page break after each student** – This option allows a separate attendance report for each student.
- **Print only attendance totals** – This option will only show the number of times the student has each absence category of Excused, Unexcused, Tardy, and Other.

## My Homeroom – Reports – Progress Report

The Progress Report lists the overall grade and assignment scores for the specified term.

**Progress Detail Report** My Print Queue Back ?

**Progress Detail Report for Homeroom 20**

[View Report for All Students](#) [Select Students to View Report](#)

Note: The Report Card Summary does not process Standards based Gradebooks.

**Assignments**  
 Display Grades for Term: Current Term : 04/12/2013 - 05/29/2013

**Options**

- ☒ Display Assignment Detail Information
- ☐ Only print student with less than    percent
- ☒ Display Signature Line
- ☐ Page Break by Student

**Free Form Header**

Label 1:

Label 2:

**Free Form Footer**

Label 1:

Label 2:

Label 3:

Label 4:

### Assignments

- **Display Grades for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.

### Options

- **Display Assignment Detail Information** – If you select this option, assignment information will display on the report.
- **Only print student with less than \_\_\_\_ percent** – This allows you to only print the progress report for students receiving less than the selected percentage.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge the receipt of the report.
- **Page Break by Student** – This allows for a separate report for each student.

### Free-Form Header/Footer

The Free-Form Header/Footer allows for the information entered in this space to print at the bottom of each report.



## My Homeroom – Reports – Missing Assignment Report

The Missing Assignment Report will print a report of students, listing assignments that have been marked as missing or are not scored and past the due date.

**All Missing Assignments** My Print Queue Back ?

**Missing Assignments Report for Homeroom #20**

[View Report for All Students](#) [Select Students to View Report](#)

**Assignments**

☒ Display Assignments for Term  
Current Term : 04/12/2013 - 05/29/2013

☐ Display Assignments for Date Range  
Start: Apr 20 2013 Sat, Apr 20 2013  
End: May 11 2013 Sat, May 11 2013

**Options**

☐ Exclude Students with No Missing Assignments  
☐ Only Print Assignments that are Marked as Missing  
☐ Do Not Print Assignments until \_\_\_\_\_ days past the due date. ?  
☐ Only Print for Selected Classes  
☒ Print Details of Missing Assignments  
☐ Print Summary of Missing Assignments

**Sorting**  
☒ By Student  
☐ Random

**Page Break**  
☒ By Student  
☐ By Class

**Fields to Print**  
☒ Display Student Name  
☐ Display Student Id  
☐ Show Signature Line

**Free Form Header**  
 Label 1: \_\_\_\_\_  
 Label 2: \_\_\_\_\_

**Free Form Footer**  
 Label 1: \_\_\_\_\_  
 Label 2: \_\_\_\_\_

### Assignments

You can select to display assignment information for either a specific term or date range.

- **Display Assignments for Term** – Select the term for which you want grade information to print.
- **Display Assignment for Date Range** – Enter the specific date range of the grade information.

### Options

- **Exclude Students with No Missing Assignments** – Select this option to only print the students having missing assignments.
- **Only Print Assignments that are Marked as Missing** – If this option is selected, only assignments flagged as missing will display on the report. This option will not be available if you have selected the option "Do Not Print Assignments until \_\_\_\_\_ days past the due date."
- **Do Not Print Assignments until \_\_\_\_\_ days past the due date** – If this option is not selected, any assignment not scored and past the due date will display as missing.
- **Print Details of Missing Assignments** – Select this option to show each missing assignment per student.

- **Print Summary of Missing Assignments** – Selecting this option will only show the missing assignment count per student.

### Free-Form Header/Footer

The Free Form Header/Footer allows for the information entered in this space to print on the report.

## My Homeroom – Reports – Report Card Summary

The Report Card Summary displays the classes and grades earned in each class.

**Report Card Summary** My Print Queue Back ?

**Report Card Summary for Homeroom 20**

[View Report for All Students](#) [Select Students to View Report](#)

Note: The Report Card Summary does not process Standards based Gradebooks.

**Options**

- ☐ Only print student with less than  percent [Select Grade Buckets to Display](#)  
The report is limited to 20 grade buckets
- ☐ Do Not Display Dropped Classes
- ☒ Display Signature Line
- ☐ Page Break by Student

**Free Form Header**

Label 1:

Label 2:

**Free Form Footer**

Label 1:

Label 2:

Label 3:

Label 4:

### Options

- **Only print student with less than \_\_\_\_ percent** – This allows you to only print the report for students receiving less than the selected percentage.
- **Do Not Display Dropped Classes** – Should dropped classes print on the report for students?
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Page Break by Student** – This allows a separate page per student.
- **Select Grade Buckets to Display** – This allows you to determine the grades that will display on the report.

Grade Buckets to Display						
Athletic	Citizenship	Midterm	Term	Sem Exam	Semester	Final
<input type="checkbox"/> ATH	<input type="checkbox"/> CZ1	<input type="checkbox"/> PR1	<input type="checkbox"/> 1ST	<input type="checkbox"/> EX1	<input type="checkbox"/> SM1	<input checked="" type="checkbox"/> FNL
	<input type="checkbox"/> CZ2	<input type="checkbox"/> PR2	<input type="checkbox"/> 2ND	<input type="checkbox"/> EX2	<input checked="" type="checkbox"/> SM2	
	<input type="checkbox"/> CZ3	<input type="checkbox"/> PR3	<input type="checkbox"/> 3RD			
	<input type="checkbox"/> CZ4	<input type="checkbox"/> PR4	<input type="checkbox"/> 4TH			
	<input type="checkbox"/> CZ5	<input checked="" type="checkbox"/> PR5	<input checked="" type="checkbox"/> 5TH			
	<input type="checkbox"/> CZ6	<input checked="" type="checkbox"/> PR6	<input checked="" type="checkbox"/> 6TH			

### Free-Form Header/Footer

The Free-Form Header/Footer allows for the information entered in this space to print on each of the reports.

### My Homeroom – Reports – Standards Report Card

The Standards Report Card allows you to print a report card for students. The Standards Report Card will print grade information for all classes attached to the student.

Standards Report Card
My Print Queue Back

Standards Report Card

View Report for All Students
Select Students to View Report

Report Options

**Grading Period:**  
Current Term : 04/12/2013 - 05/29/2013

☐ Print a blank report card  
☐ Separate comments onto a new page  
☐ Print comments only  
☐ Only Print for Families Set to Receive a Hard Copy of the Report Card  
☐ Post Report Cards to Family/Student Access  
**Note:** Posted Report Cards will also be available in the Student Portfolio tabs of EA+ and Student Management

**Print for Family:**  
☒ Print for First Family Only  
☐ Print for Second Family Only  
☐ Print for First and Second Families  
☐ Print for all Families

### Report Options

- **Grading Period** – Select a Grading Period as a range for the report card. The report card will print all grading periods completed up to the term selected.
- **Print a blank report card** – Use this option to not print the student's grades, comments, or attendance. The report card will still display the subject/skill grades for the classes.
- **Separate comments onto a new page** – Select this option to print the comments posted for the term on a separate page.
- **Print comments only** – The report card will only print comments. When the option is selected, it will not display subject/skill grades.

- **Only Print for Families Set to Receive a Hard Copy of the Report Card** – This option will only print the report cards for the students whose families are selected to receive a paper copy.
- **Post Report Cards to Family/Student Access** – When this option is selected, the report cards will become viewable in Family/Student Access for the students and parents. This option should only be selected when the report card has been finalized and ready for display.

**Print for Family**

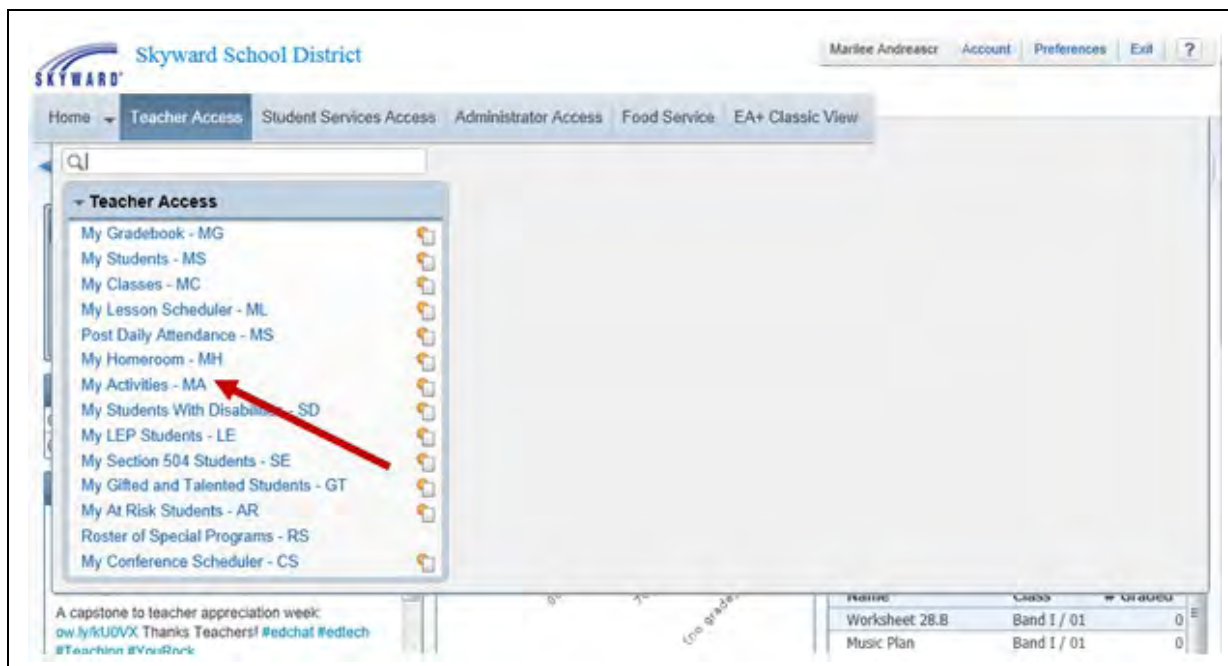
- **Print for First Family Only** – This allows you to only print a hard copy for the student's primary family.
- **Print for Second Family Only** – Select this option to only print a hard copy for the Student's second family.
- **Print for First and Second Families** – This option will print a hard copy for the 1<sup>st</sup> and 2<sup>nd</sup> family attached to the student.
- **Print for all Families** – Print a hard copy for all the families attached to the student.

## ***My Activities***

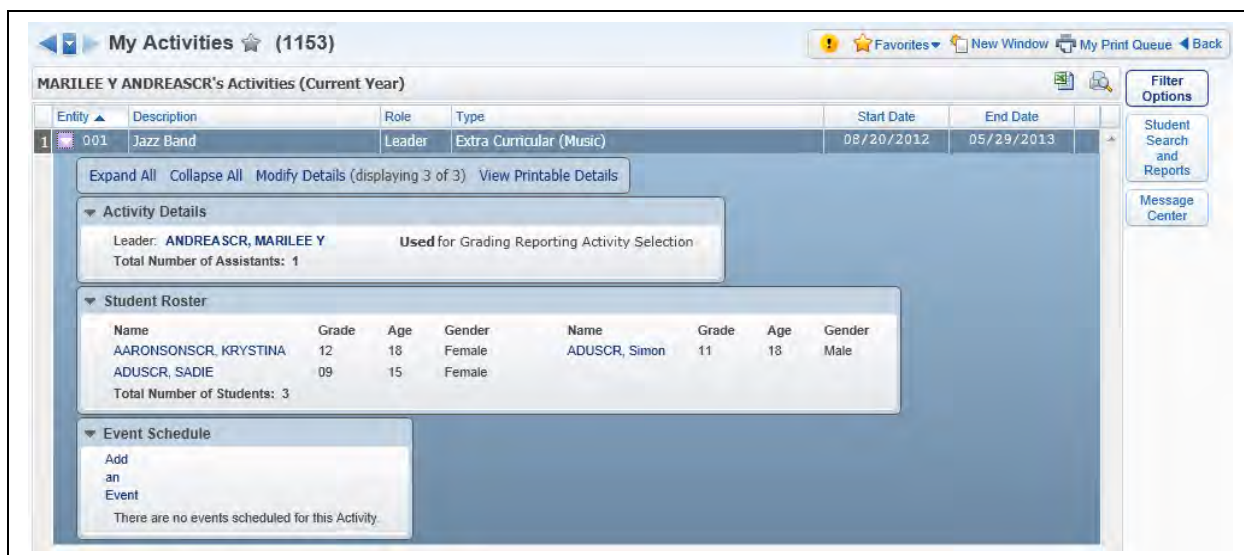
[Student Profile](#)  
[Class Summary](#)  
[Attendance](#)  
[Schedule](#)  
[Add/Drop](#)  
[Entry/Withdrawal](#)  
[RTI Information](#)  
[IHP \(Individual Health Plan\)](#)  
[Emergency Contacts](#)  
[Discipline](#)  
[NCLB](#)  
[Academic History](#)  
[Graduation Requirements](#)  
[Educational Milestones](#)  
[Student Services](#)  
[Test Scores](#)  
[Busing](#)  
[Student Portfolio](#)  
[Recommendations](#)  
[Family Access History](#)  
[Activities](#)  
[Custom Forms](#)  
[Family Access Display Gradebook](#)  
[Family Access Message Center](#)  
[Family Access Calendar](#)  
[Information Report](#)  
[Multi-Class Progress Report](#)  
[Progress Report Letter](#)  
[Roster Report](#)  
[Attendance Report](#)  
[Progress Report](#)  
[Missing Assignment Report](#)  
[Report Card Summary](#)  
[Standards Report Card](#)

## TEACHER ACCESS GUIDE

The My Activities link is available when you are an advisor/coach of an Activity. My Activities allow you to access the students' information.



You will find My Activities under **Teacher Access**.



### Student Information

You can access your student's information two different ways.

- 1) You can expand the activity to view the students attached to the activity and then **click on their name**.
- 2) Another option is to click on the **Student Search and Reports** button.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

## My Activities - Student Profile

The Student Profile (Web Applications>Educator Access Plus>Teacher Access>My Activities) displays a variety of student information including demographic, family, school, and emergency contact information for the student.

## Email Teachers

The Email Teachers option allows you to email the student's teachers or all staff. Select the Message Recipients from All Staff or the Student's Teachers and click **Next**.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

**Teacher Email (28)**

Teacher Email

From:

To:

Cc:

Bcc:

Subject:

Body:

Maximum characters: 5000, Remaining characters: 4652

[Check Spelling](#) [Send Email](#) [Review Email](#)

You can now create your message for the body of the email. If you would like to see what the email will look like, you can select "Review Email." After verifying the email, you can select **Send Email**.

### Edit Login

**Student Access User Maintenance (46)**

Student:

Name Key:

Login:

Password:

☐ Force password change at next login

[Check Spelling](#) [Save](#) [Save and Email Account Reset Link](#) [Set Password](#)

The Edit Login option allows you to modify the student's login and password to Student Access. The student's password will not display if they have changed it from the district created password. If you set the password, you will be able to see the password and you also have the ability to "Force password change at next login."



## Edit Guardian Email

Name Key	Last Name	First	Middle	Relationship	Email
1 ADUSCABB000	ADUSCR	ABBY		Mother	lol@lolol.com
2 ADUSCAL0000	Aduscr	Alonso			
3 MALONTAB000	Malonescr	Tab			

Selecting to Edit the Guardians Email allows you to make modifications to a guardians' email address. Highlight the Guardian's Name and select **Edit**.

**Guardian Email Maintenance (29)**

Guardian: ABBY ADUSCR

Name Key: ADUSCABB000

Home Email: abby@scramble.com

Buttons: Check Spelling, Save, Back

You can now modify the guardian's email address. If you change the guardian's email address, you are changing the email throughout the software.

## Student Alert Indicators

Indicator	Reason Displayed for Student
<b>S</b>	Sadie is classified as 'Section 504'. Accommodations: • ORAL MATH TAKS
<b>G</b>	Sadie is marked as 'Gifted/Talented'.
<b>P</b>	Sadie has 'Parental Consent Note(s)'. 08/06/2012 - Parental Consent Comment: Parent Consents note
<b>A</b>	Sadie is marked as 'At Risk Of Not Graduating'.

The Student Alert Indicators allow you to view specific information for a student that is set up by administration. You can access this information by clicking on a student indicator. You can also see the information if you hover the mouse over the indicator.

## Hyperlinked Email Address

**Send Email (27)**

To: **abby@scramble.com** [Check Spelling](#) [Send Email](#) [Review Email](#)

Cc:

Bcc:

Maximum characters: 20000, Remaining characters: 20000

From: **m.andreasr@skyward.k12.wi.us**

Subject:

☐ Send a Copy to Me

Good Afternoon Abby,  
I would like to meet with you regarding the process of Sadie. Please let me know when you would be available to meet.

Ms Andreasr

Clicking on an individual's email address allows you to email the person directly from Skyward. You can now create your message for the body of the email. If you would like to see what the email will look like, you can select "Review Email." After verifying the email, you can select **Send Email**.

## Hyperlinked Name

**Family Detail** [My Print Queue](#) [Back](#)

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

Guardian: **ABBY ADUSCR** Student: **SADIE ADUSCR**

Guardian's Relationship to the Student: **Mother** Family Title:

Address: **1254 E MAPLE ST  
AUSTIN, TX 55555**

Primary Phone: **(555) 135-8435** Confidential Phone Number: **No**

Email: **abby@scramble.com** Primary Phone Long Distance: **No**

Receive Report Cards: **Yes** Hard Copy Report Cards: **Yes** Receive Forms: **Yes**

Family Transportation Code: Home Language: **SPANISH**

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

When you click on the individual name on the Student Profile, you will be able to see additional information for the guardian or emergency contact.

## My Activities - Class Summary

Class Summary

My Print Queue

Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

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Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

ADUSCR, SADIE

Grade: 09

Show Dropped Classes

Display Options

001/Entity (001) Grades 9 to 12

Prd	Class	Term	Grades													Last Week		This Week		Absences		Tardies			
			CZ1	1ST	CZ2	2ND	CZ3	3RD	EX1	SM1	CZ4	4TH	CZ5	5TH	CZ6	6TH	EX2	SM2	FNL	04/22 - 04/26	04/29 - 05/03	T6	12-13	T6	12-13
0	2LA/01	Y										B		C				B	B			0	0	0	0
0	2READ/01	Y										A		C				B	A			0	0	0	0
0	2SPEL/01	Y										C		B				C	C			0	0	0	0
0	2WRIT/01	Y										A						A				0	0	0	0
1	Variab/01	Y												C				C				0	0	0	0
3	1102/12	Y																				0	1	0	4
3	1102/12	Y																				0	0	0	0
4	4446/01	SM																				0	0	0	0
5	1255/01	Y		A						A									A			0	1	0	4
6	3151/01	Y		A						A									A			0	1	0	4
Attendance Totals by Period:																					0		3	0	12

The Class Summary (Web Applications>Educator Access Plus>Teacher Access>My Activities) will show the classes in which the student is enrolled. You can see the current and past grades for the class, as well as attendance for the current and past week. Click on the **Grade Mark** to view a Progress Detail Report for the selected grading period.

SKYWARD

Entity (001) Grades 9 to 12

Print

Close

TERM 5 - 5TH Progress Detail Report for SADIE ADUSCR


View Grade Marks

2SPEL/01 2 Spelling MARILEE ANDREASCR - There are no Missing assignments in TERM 5 - 5TH for this class

Assign Category	Date Due	Has Attach.	Description	Points Earned	Points Possible	Percent Earned	Grade	Spec. Code	Missing	No Count
Grade for TERM 5 - 5TH 02/25/13 - 04/11/13						85.00	B			
6WKS TEST/TEST (100.00% of TERM 5 Grade)				85.00	100.00	85.00	B			
6T/T	03/04/13		Assignment 1	85.00	100.00	85.00	B			

This screen will show all of the assignments entered for the class. If you want to see more information regarding the individual assignment, click on the assignment.

## Assignment Detail



Student: **SADIE ADUSCR**  
Assignment for **2 Spelling / 01**

Close

**Assignment Detail Information**

Assignment: **Assignment 1**  
Category: **6T/T - 6WKS TEST/TEST**  
Assign Date: **03/04/13**  
Due Date: **03/04/13**  
Max Score: **100**  
Weight Multiplier: **1.00**

**Assignment Score Detail for SADIE ADUSCR**


Grade: **B**  
Percent: **85.00%**  
Points Earned/Possible: **85 / 100**  
Special Code:  
No Count:  
Missing:  
Comment:  
Absent:

**Class Assignment Summary**

Class Average Score: **86.00**  
Class Median Score: **85**  
Class High Score: **98**  
Class Low Score: **75**

The Assignment Detail screen will display additional information.

## View Grade Marks on Progress Report



Student: **SADIE ADUSCR**  
Grade Marks for **2 Spelling / 01**

Close

**Grade Mark Group for Grade Level 09**

Grade Mark	Grade Value High	Grade Value Low
A	100.00	91.50
B	91.49	84.50
C	84.49	71.50
D	71.49	60.50
F	60.49	0.00

The View Grade Marks option allows you to see the grading scale being used by the student.

**Print on Progress Detail Report**

The Print button on the Progress Detail Report allows you to generate a copy of the information that displays on the screen. When you click on print, it will ask you to specify to which printer you want the document sent. The document will go directly to the print queue and not display on the screen first.

**Show/Hide Dropped Classes**

The Show/Hide Dropped Classes allows you to determine the classes that will display for the student.

**Display Options**

☒ Show Class Key/Section  
☐ Show Class Description  
☐ Show Teacher  
☐ Show Percent Earned in Gradebook  
☐ Show Days Meet

[Save](#) | [Back](#)

The Display Options allow you to determine the class/grade information that will display on the Class Summary screen.

## My Activities - Attendance

**Attendance** My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09

**001/Entity (001) Grades 9 to 12**

Date	Parent Notified	-00-	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
01/30/2013 - Wednesday	No		U-	T-	U-	T-	U-	U-	T-	T-
01/29/2013 - Tuesday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/11/2012 - Tuesday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/10/2012 - Monday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/06/2012 - Thursday	Yes	D-SI	T-	T-	T-	T-	T-	T-	T-	T-

**Navigation Menu:**

- Student Info
  - Profile
  - Class Summary
  - Attendance (5)
  - Schedule
  - Add/Drops (8)
  - Entry/Withdrawal
  - RTI Information
  - IHP
  - Emergency Contacts
  - Discipline (2)
  - NCLB
  - Academic History
  - Graduation Requirements
  - Educational Milestones
  - Student Services
  - Test Scores (0)
  - Busing
  - Student Portfolio
  - Recommendations (0)
  - Family Access History (15)
  - Activities (2)
  - Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

The Attendance (Web Applications>Educator Access Plus>Teacher Access>My Activities) will show a record of a student's absences and tardies along with the reason, if indicated. There is also a box that will show if the parent has been notified.

## My Activities - Schedule

Schedule

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (13)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 09

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
1	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
1	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
1	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
1	01	Variab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
1	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
1	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
1	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
1	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSCR	0.167
1	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSCR	0.167
Total credits for Term 1									1.669
2	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
2	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
2	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
2	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
2	01	Variab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
2	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
2	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
2	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
2	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSCR	0.167
2	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSCR	0.167
Total credits for Term 2									1.669

The Schedule (Web Applications>Educator Access Plus>Teacher Access>My Activities) will show the student's current, past, and future schedule. The option to view future schedule will depend on security access established by administration. You can select the schedule you want view at the top of the screen.

### Current Year by Period View

Schedule

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

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Student Portfolio

Recommendations (0)

Family Access History (13)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 09

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

Period	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Period 0	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	<b>2 Reading</b> MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits
	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	<b>2 Writing</b> MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits
	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	<b>2 Spelling</b> MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits
	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	<b>2 Lang Arts</b> MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits
Period 1	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits	<b>Variable Scale</b> MARILEE ANDREASCR (Variab/01) MTWRF 0.167 credits
Period 2						
Period 3	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	<b>HONORS ENG I</b> LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits
	<b>HONORS ENG I</b> JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	<b>HONORS ENG I</b> JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits

When viewing the Current Year by Period, the term will display horizontally across the top of the screen and the class period will display vertically.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

## Current Term Only

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Progress Report Letter

ADUSCR, SADIE

Grade: 09

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
6	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
6	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
6	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
6	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
6	01	Variab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
6	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
6	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
6	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSR	0.167
6	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSR	0.167
Total credits for Term 6									1.336

950/9-12 Summer Roll to Regular

If you select to view the current term classes, only the current term class information will display.



## Previous Year

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Add/Drops (8)

Entry/Withdrawal

RTI Information

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Busing

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Recommendations (0)

Family Access History (13)

Activities (2)

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Progress Report Letter

ADUSCR, SADIE

Grade: 08

[Current Year by Term](#) | 
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001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	02	7331/02	U S GOVERNMENT	05	05	F	AG2	GENE CAMILLES	0.167
1	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 1									0.334
2	02	7331/02	U S GOVERNMENT	05	05	F	AG2	GENE CAMILLES	0.167
2	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 2									0.334
3	02	7331/02	U S GOVERNMENT	05	05	F	AG2	GENE CAMILLES	0.167
3	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 3									0.334
4	01	MUG100/001	Muggle Studies - Intro		01	MTWRF	22	KENTON AFRICA	0.167
4	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 4									0.334
5	01	MUG100/001	Muggle Studies - Intro		01	MTWRF	22	KENTON AFRICA	0.167
5	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 5									0.334
6	01	MUG100/001	Muggle Studies - Intro		01	MTWRF	22	KENTON AFRICA	0.167
6	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 6									0.334
Total credits for Year									2.000

950/9-12 Summer Roll to Regular

If you select Previous Year, the classes that the student was enrolled in for the prior school year will display.

## Next Year

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Family Access History (13)

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Progress Report Letter

ADUSCR, SADIE

Grade: 10

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 1									0.167
2	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 2									0.167
3	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 3									0.167
4	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 4									0.167
5	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 5									0.167
6	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 6									0.167
Total credits for Year									1.000

Requested but not yet Scheduled

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
		1343	THEATRE III	10	10				1.000

950/9-12 Summer Roll to Regular

Total credits for Year									0.000
------------------------	--	--	--	--	--	--	--	--	-------

No Classes Scheduled

If you select Next Year, the classes the student is currently scheduled into for the upcoming school year will show, along with the course requests for the student.

## My Activities - Add/Drops

Add/Drops

My Print Queue Back

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ADUSCR, SADIE

Grade: 09

001/Entity (001) Grades 9 to 12

Class	Description	Type	Effective	Previous Terms	New Terms	Done By	Completed	Requested By
Variab/01	Variable Scale Grading	Add	03/04/2013	0 - 0	1 - 6	amys	03/04/2013	
2LA/01	2 Lang Arts	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2READ/01	2 Reading	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2SPEL/01	2 Spelling	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2WRIT/01	2 Writing	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
4446/01	Advanced Nutrition & Health	Add	09/21/2012	0 - 0	1 - 3	spyder	09/21/2012	
HMRM/002	HOMEROOM	Add	08/28/2012	0 - 0	1 - 6	ADMIN1	08/28/2012	
1102/12	HONORS ENG I	Add	08/20/2012	0 - 0	1 - 6	spyder	11/26/2012	

Total Adds: 8  
Total Drops: 0

Add/Drops (Web Applications>Educator Access Plus>Teacher Access>My Activities) will display the student's add/drops of classes for the current year. It will show you the class, date, and who completed the scheduling modification.

## My Activities - Entry/Withdrawal

**Entry/Withdrawal** My Print Queue Back

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- Recommendations (0)
- Family Access History (15)
- Activities (2)
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ADUSCR, SADIE Grade: 09

Type	Entity	Date	Code	School
Entry	950	06/17/2013	1	001
Entry	001	08/30/2012	2	001
Entry	041	05/16/2012	1	041
Withdrawal	041	05/28/2012	30	041
Entry	001	05/12/2002	1	001
Withdrawal	001	05/15/2012	04	001

The Entry/Withdrawal (Web Applications>Educator Access Plus>Teacher Access>My Activities) will show you information about when the student withdrew and/or entered certain schools/entities.

**Student Entry/Withdrawal Information** My Print Queue Back ?

**Student Entry/Withdrawal Information**

Student: **SADIE ADUSCR**  
Entity: **001**

**Entry Information:**

Entry Date: **08/30/2012**  
Grad Year: **2016**  
Grade:  
School: **001 - School (001)**  
Entry Code: **2 - Entry Code (2)**  
Comment:

If you click on either **Entry** or **Withdrawal**, you will see additional information related to the record.

## My Activities - RTI Information

RTI Information

My Print Queue

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Busing

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ADUSCR, SADIE

Grade: 09

Watch List Flags

Print RTI Plan

Code	Criteria Type	Description
01	RDT	Did not Perform Satisfactorily on Readiness Test (PreK-3)

Team Referrals

Add Referral

			Referral Date	Date Received	Date Closed	Status	Criteria Type
	Attach	Custom Forms	05/02/2013	05/02/2013		New	GRD

Student Interventions

Add Intervention

*\* Indicates that Intervention is linked to a Team Referral*

			Criteria Type	Group	Area	Begin Date	End Date	Tier	Interv	Freq	Pri Goal	Score	
Edit	Data Points	Attach	Custom Forms	GRD	RD	FL	05/02/2013		2	AR	DLY	IF	55

The RTI – Response to Intervention (Web Applications>Educator Access Plus>Teacher Access>My Activities) allows you to view/add/modify intervention and referral records. Response to Intervention is a separate module the district would need to purchase in order to add RTI information.

The **Watch List Flags** display at the top of the screen; these are administratively added to students. This will allow you to monitor students who may be struggling to succeed.

## Add Referral

### Team Referral Maintenance (64)

#### Student Information

Student: ADUSCSAD000 SADIE ADUSCR
Grade: 09

#### Team Referral Maintenance

\* Referral Date: 05/02/2013 Thursday

\* Date Received: 05/02/2013 Thursday
Date Closed:

\* Criteria Type: GRD Grading

\* Criteria Group: RD Reading

Referred By: ANDREMAR001 ANDREASCR MARILEE

Assigned Team:

Why is this student being referred?

What are is the student being referred for?

List and describe your concerns.

Check Spelling

Submit

Save as WIP




Asterisk (\*) denotes a required field

The Add Referral allows you submit an RTI referral.

- **\*\*Referral Date** - Enter the date the referral is being made.
- **\*\*Date Received** - Enter the date the referral is being received by the district.
- **\*\*Criteria Type** - Select from a predefined list of Criteria Types; they are a broad category.
- **\*\*Criteria Group** - Select from a predefined list of code created by the district. The Criteria Group is more specific (e.g. Language Arts, Mathematics, Organization)
- **Referred By** - This field is automatically populated with your name.
- **Referral Questions** – This allows you the ability to enter additional information related the referral. The questions available are created by the entity.

After you have completed the Referral, you can select either **Submit** or **Save as WIP**. If you use the option to **Save as WIP**, you will be able to edit and complete the referral. Once all of the information has been entered, you will want to select the option to **Submit**. After you **Submit** the referral, you will not be able to modify the referral.

## Edit Referral

**Team Referral Maintenance (75)**




**Student Information**

Student: ADUSCSAD000 SADIE ADUSCR Grade: 09

**Team Referral Maintenance**

Referral Date: 05/02/2013 Thursday  
Date Received: 05/02/2013 Thursday Date Closed:   
\* Criteria Type: GRD Grading  
\* Criteria Group: RD Reading  
Referred By: ANDREMAR001 ANDREASCR MARILEE Y  
Assigned Team:

Why is this student being referred?  
  
What are is the student being referred for?  
  
List and describe your concerns.

Check Spelling  
Submit  
Save as WIP  
Attach  
Custom Forms

Asterisk (\*) denotes a required field

Edit allows you to make modifications to the Date Received, Date Closed, Criteria Type, Criteria Group, and Referred By. The Edit will only be available if you used the option to "Save as WIP."

## Referral Attachments

**RTI Referral Attachments (37)**



**Available Attachments for RTI Referral**

Type	Description	Entered By	Entered Date	Entered Time	File Size
1 Attachments	Documentation regarding student progress in reading.	MARILEE Y ANDREASCR, TEA	05/02/2013	11:40 AM	387 KB

View Attachment  
Add File  
Add Link  
Edit  
Delete  
Back

The Attach allows you to attach an external file or link.

## Add File for Referrals

**RTI Referral Attachments (31)**

Add RTI Referral Attachment

\* Type: Attachments

Entered Date: 05/02/2013

Entered Time: 11:38 AM

Entered By: MARILEE Y ANDREASCR, TEA

\* Description: Documentation regarding student progress in reading.

\* Attached File: ☒ Upload a New File ☐ Scan in a New File  
 G:\U\amys\3 - Sample Docume

☒ Display in Family Access

Asterisk (\*) denotes a required field

Check Spelling  
Save  
Back

The Add File allows you to browse to the location of the file and enter a description. You also have the ability to "Display in Family Access." Once you have attached the file, click **Save**.

## Add Link for Referrals

**RTI Referral Attachments (32)**

Add RTI Referral Link

\* Type: Attachments RTI Referral

Entered Date: 05/02/2013

Entered Time: 11:40 AM

Entered By: MARILEE Y ANDREASCR, TEA

\* Description:

\* URL: http://www.skyward.com

☒ Display in Family Access

Asterisk (\*) denotes a required field

Check Spelling  
Save  
Back

The Add Link allows you to enter a URL and description for the Referral. You also have the ability to "Display in Family Access." After you have entered the URL, click **Save**.

## Custom Forms

**Custom RTI Referral Custom Forms (113)**

Student Information

Student: SADIE ADUSCR Grade: 09

Views: General Filters: \*Skyward Default

Form Name	Form Type	Secured	One To One
1 Referral Form	Custom Screen	N	N

Add

The Custom Forms allow you to add, edit, and/or view additional information on a district form created for RTI Referrals.



## Add Intervention

### Add Student Interventions Detail (63)

#### Student Information

Student: ADUSCSAD000 ADUSCR SADIE

[Check Spelling](#)  
[Save](#)  
[Save And Add New Intervention](#)  
[Save And Create Rtl Meetings](#)

#### Intervention Details

☐ Instructional Strategy

\* Criteria Type: GRD Grading

\* Criteria Group: RD Reading

\* Area: FL Fluency

Begin Date: 05/02/2013 Thursday End Date:

\* Tier: 2 Status: Open

\* Intervention: AR Accelerated Reader

Provider: ANDREMAR001 ANDREASCR MARILEE Y, TEA

Intervention Frequency: DLY Daily Duration: 1M 1 Month

Notes:

Maximum characters: 250, Remaining characters: 250

Student Strengths:

Maximum characters: 250, Remaining characters: 250

Student Weaknesses:

Maximum characters: 250, Remaining characters: 250

Results: IP In Progress

\* Referral Person: ANDREMAR001 ANDREASCR MARILEE

#### Progress Monitoring

\* Goal: IF Increase Fluency

Monitoring Frequency: BW Bi-Weekly

Assessment Tool:

Points Possible: 97

Initial Score: 55

Target Value: 70

Goal Notes:

Maximum characters: 250, Remaining characters: 250

Goal Status: Active

Asterisk (\*) denotes a required field

The Add Intervention allows you to attach an intervention to a student.

- **Instructional Strategy** - If you select this option, you will not be able to select an intervention for the student. You will only be able to enter the Criteria Type, Criteria Group, Tier, Area, and Notes for the student.
- **\*\*Criteria Type** - Select from a predefined list of Criteria Types; they are a broad category.
- **\*\*Criteria Group** - Select from a predefined list of code created by the district. The Criteria Group is more specific (e.g. Language Arts, Mathematics, Organization).
- **\*\*Area** - Select the area the intervention will be addressing. The area is a sub-area of the Criteria Group and is used to further identify the area in which the student is struggling. The areas displaying will be based on the Criteria Group that has been selected.
- **\*\*Begin Date** - Enter the Date the intervention will begin.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

- **End Date** – You can enter the end date of the intervention.
- **Tier** - Select the tier to which this intervention pertains.
- **\*\*Status** - Select if the intervention is open or closed.
- **\*\*Intervention** - Select the intervention being used. It is going to represent the change instruction a student is receiving in order to improve performance and achieve adequate progress. The interventions displaying in the list are based on the Criteria Group selected.
- **Provider** – This allows you to select who will be overseeing the intervention. If you are going to be using the option to “Save and Create RTI,” you will need to enter a Provider name.
- **Intervention Frequency** - Select how often the intervention is occurring.
- **Duration** - Select the length of time the intervention will be used.
- **Notes:** Enter any additional information pertaining to the intervention.
- **Student Strengths/Weaknesses** - Enter additional information regarding the student’s strengths and weaknesses.
- **Results** - Select the status of the intervention.
- **Referral Person** - Enter the person making the intervention referral. It will default with your name in the field.
- **Initial Score** - Select the score prior to beginning the intervention. This will be used in the graphing of student’s progress on the intervention.
- **Target Value** - Enter the value/score you are hoping to achieve by using the selected intervention. This value will be used in the graphing of the student’s progress.
- **\*\*Goal** - Select the goal you would like the student to achieve by using the selected intervention.
- **Monitoring Frequency** - Select how often the student should be monitored for progress.
- **Assessment Tool** - Select the tool you will use for progress monitoring.
- **Points Possible** - Choose the points that will be possible when using progress monitoring.
- **Goal Notes** - Enter any additional information pertaining to the intervention goal.
- **Goal Status** - Select if the goal is active, completed, or failed.




After you have entered the required fields for the creation of the intervention, you have three options regarding saving the intervention. Once you save the intervention, you cannot make modifications to that intervention.

**Save** – This saves the current intervention and returns to the RTI screen.


**Save And Add New Intervention** – This saves the current intervention and returns you to the add intervention screen.

**Save And Creation RTI Meetings** – This saves the current intervention and allows you to schedule RTI meetings with the student.

### Intervention Meeting Maintenance (155)

 Back

\* Title:  [Show Calendar](#)

\* Date:    ☐ Mass add [Mass Add](#)

\* Time:   to

Description:

Building:

Room:

\* Attendees:

[Check Spelling](#)  
[Save](#)

Asterisk (\*) denotes a required field

This is a sample of what it will look like when you click on the option to **Save and Create RTI Meetings**. When setting up meetings, you do have the ability to Mass Add (Create) meetings for a range of dates.

## Edit Student Interventions

### Edit Student Interventions Detail (77)

#### Student Information

Student:

Check Spelling

Save

Attach

Custom Forms

#### Intervention Details

☐ Instructional Strategy

\* Criteria Type:

\* Criteria Group:

\* Area:

Begin Date:

End Date:

Tier:

Status:

\* Intervention:

Provider:

Intervention Frequency:

Duration:

Notes:

Maximum characters: 250, Remaining characters: 250

Student Strengths:

Maximum characters: 250, Remaining characters: 250

Student Weaknesses:

Maximum characters: 250, Remaining characters: 250

Results:

\* Referral Person:

Asterisk (\*) denotes a required field

The Edit allows you to make modifications to the student's intervention. All fields on the intervention can be modified with the exception of "Tier."

## Data Points

### View Student Intervention Data Points (34)

#### Goal IF Data Points for ADUSCR, SADIE

	Date ▼	Score	Target	Entered By	Display on Graph	Notes
1	05/02/2013	55	70	ANDREASCR, MARILEE Y	Y	Initial Score

Add

Edit

Delete

Create Graph

Data Points are used with Progress Monitoring. They can be graphed to determine the student's progress.

## Add

**Maintain Intervention Data Point Detail (37)**

Student Data Point Information

Student: ADUSCSAD000 ADUSCR, SADIE

\* Date: 05/02/2013 Thursday Goal: IF - Increase Fluency

Score: 75 Target Value: 70

\* Entered By: ANDREMAR001 ANDREASCR MARILEE

Notes:

Maximum characters: 250, Remaining characters: 250

☒ Display this Data Point on Graphs

Asterisk (\*) denotes a required field

Buttons: Check Spelling, Save, Save And Add Another

- **\*\*Date** - Enter the date of the data point.
- **\*\*Goal** - Select the goal of the data point.
- **\*\*Score** - Enter the score of the data point for Progress Monitoring.
- **Target Value** - Select the value/score used as the Target Value. The value that defaults is the value used in the creation of the intervention.
- **\*\*Entered By** - Select who the data point was entered by; your name will default.
- **Notes** - Enter any additional information or observations regarding the data point.
- **Display this Data Point on Graphs** - Select this option if you would like the data point to display the graph.

After the required information has been entered for the data point, you can select either **Save** or **Save and Add Another**.

## Edit

**Maintain Intervention Data Point Detail (39)**

Student Data Point Information

Student: ADUSCSAD000 ADUSCR, SADIE

\* Date: 05/02/2013 Thursday Goal: IF - Increase Fluency

Score: 75 Target Value: 70

\* Entered By: ANDREMAR001 ANDREASCR MARILEE

Notes:

Maximum characters: 250, Remaining characters: 250

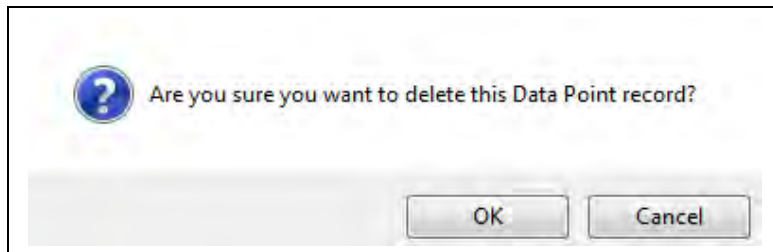
☒ Display this Data Point on Graphs

Asterisk (\*) denotes a required field

Buttons: Check Spelling, Save, Save And Add Another

The Edit allows you to make modifications to any field of the Data Point.

## Delete



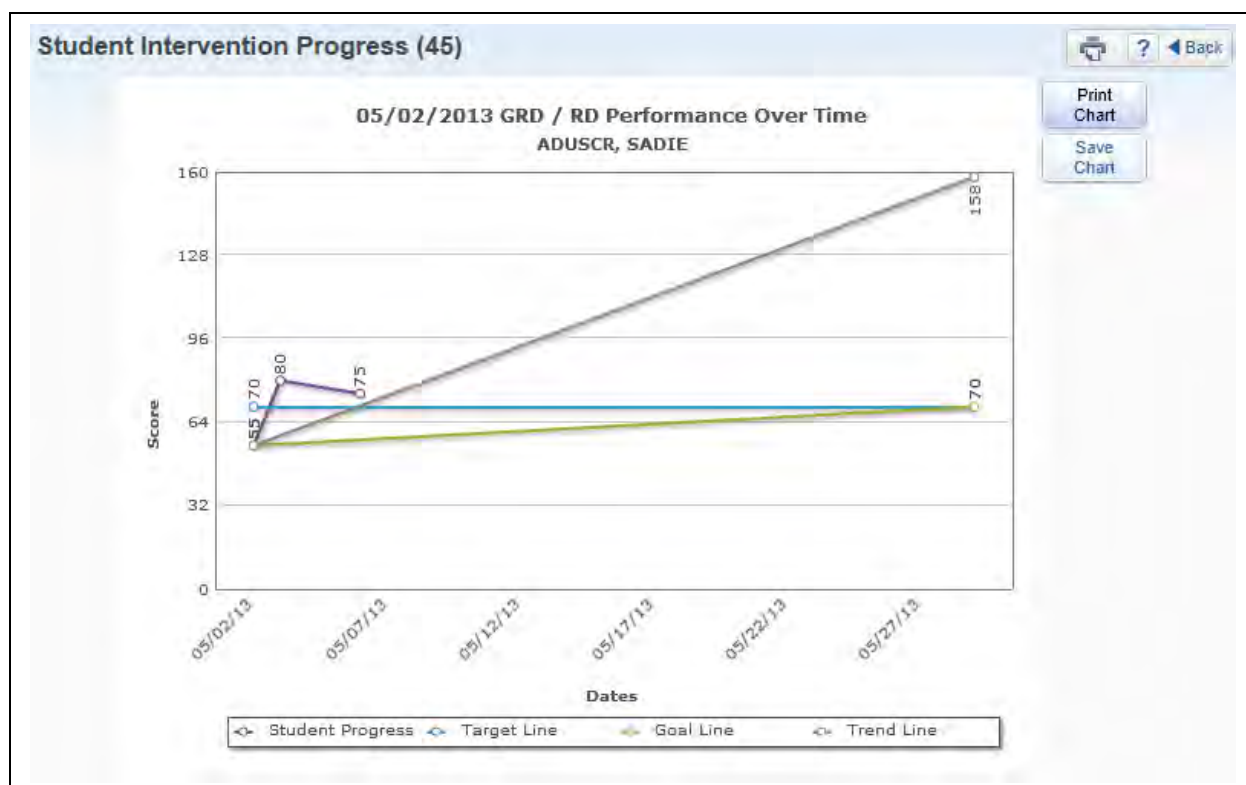
Highlight the Data Point and then click on the **delete**. You will receive the above message after selecting delete.

## Create Graph

The form is titled "Student Intervention Progress (34)" in a blue header bar. To the right of the title are icons for printing, help, and a back button. The main content area is divided into two sections. The top section, "Intervention Progress Monitoring Graphing Options", contains fields for "Graph Type" (set to "Performance Over Time"), "Graph Heading" ("05/02/2013 GRD / RD Performance Over Time"), "X Axis Label" ("Weeks"), "Y Axis Label" ("Score"), "Start Date" ("05/02/2013" with a calendar icon and "Thursday"), "End Date" ("05/29/2013" with a calendar icon and "Wednesday"), and "Graph By" with radio buttons for "Dates", "Weeks" (selected), and "Months". The bottom section, "Line Options", has four checkboxes: "Show Target Line", "Show Goal Line", "Show Trend Line", and "Display Data Point values on Graph". On the right side of the form, there are two buttons: "Create Graph" and "Save and Graph".

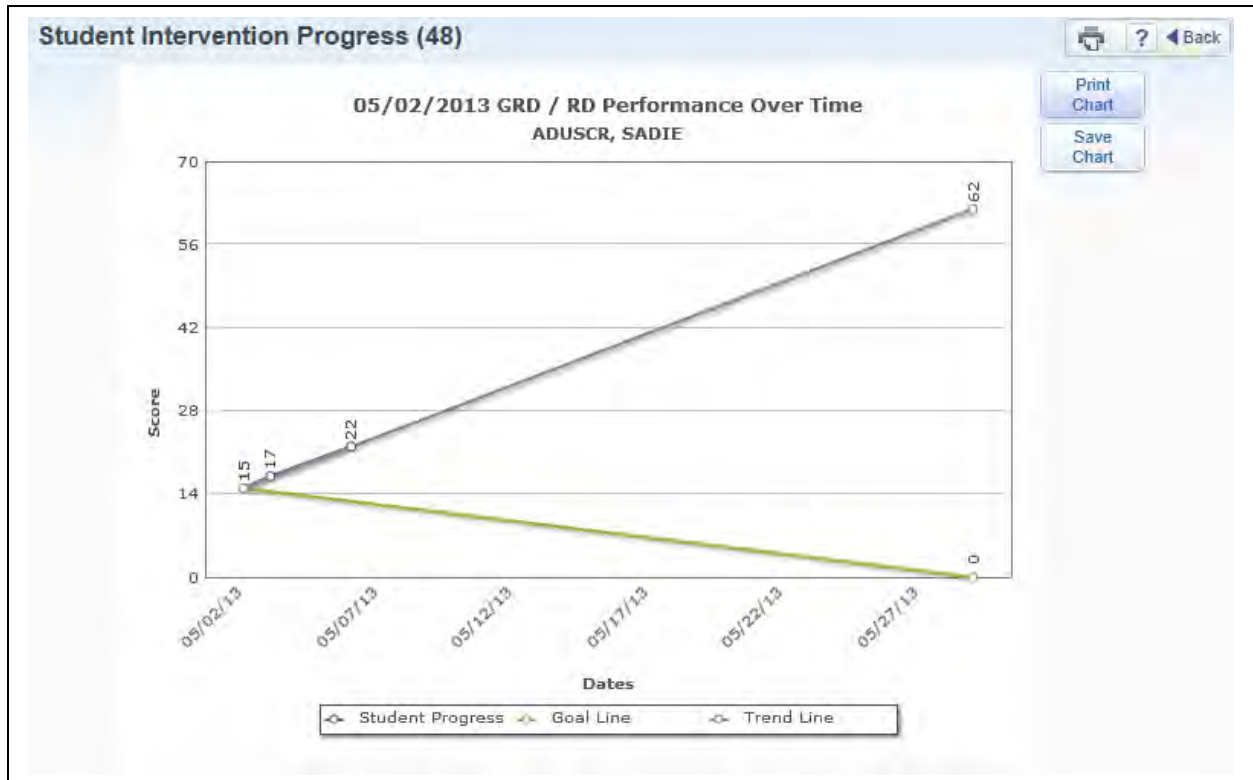
The Create Graph allows you to generate a graph of all of the data points used in Progress Monitoring for the student. Three different types of graphs can be generated.

- **Performance Over Time** – A line graph displays for the student's data point scores for each date in the selected range.



The sample above is the graph showing **Performance Over Time**.

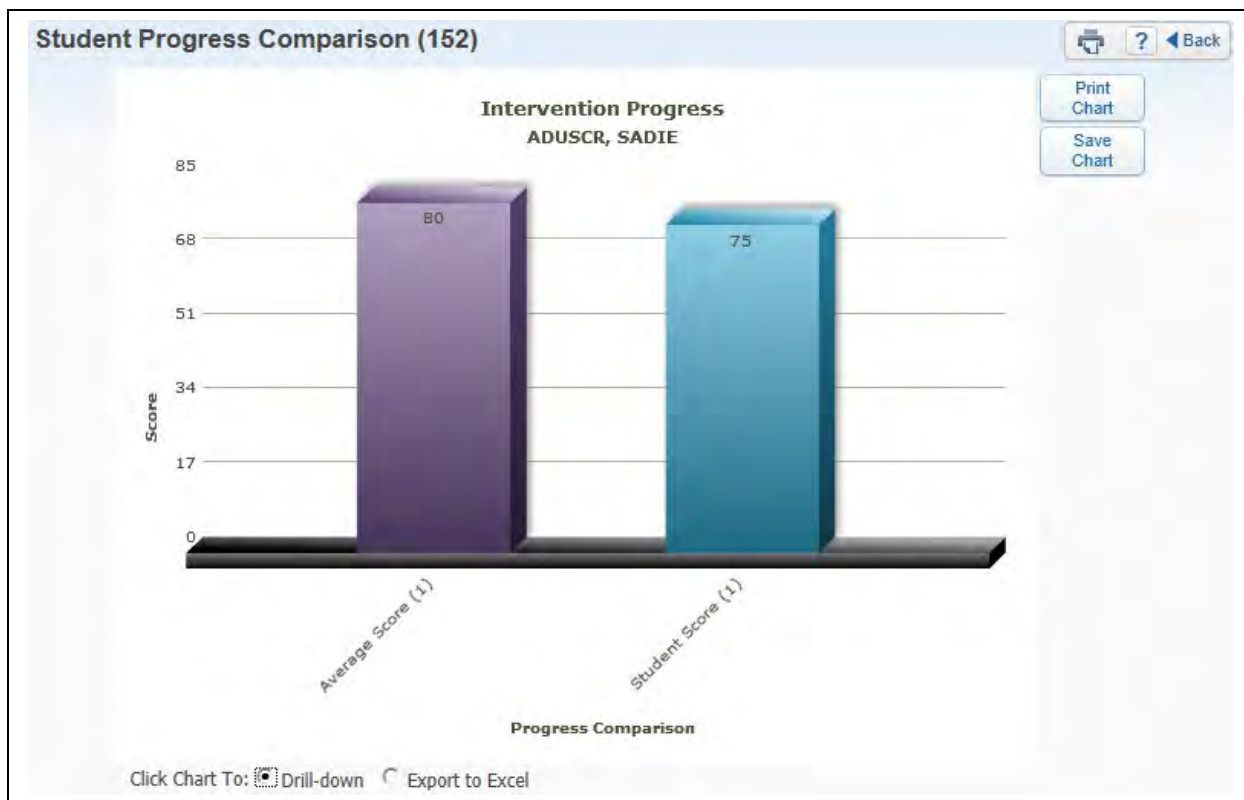
- **Difference Over Time** – A line graph displays of the difference between the data point scores and the target value for each date in the range.



The sample above is the graph showing **Difference Over Time**.



- **Student Progress Comparison** – A bar graph displays of the student's last entered data point score and the average final score for all students within the selected range.



The sample above is the graph showing the Student **Progress Comparison**. You can click on the bar graph to drill down to see additional information.

### Intervention Attachments

RTI Intervention Attachments (37)						
Available Attachments for RTI Intervention						
Type ▲	Description	Entered By	Entered Date	Entered Time	File Size	
1 Attachments	Literacy Running Records	MARILEE Y ANDREASCR, TEA	05/02/2013	3:04 PM	387 KB	<a href="#">View Attachment</a> <a href="#">Add File</a> <a href="#">Add Link</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Back</a>

The Attach allows you to attach an external file or link to an intervention.

## Add File for Intervention

**RTI Intervention Attachments (32)**

Add RTI Intervention Attachment

\* Type: Attachments RTI Intervention

Entered Date: 05/02/2013

Entered Time: 3:03 PM

Entered By: MARILEE Y ANDREASCR, TEA

\* Description: Literacy Running Records

\* Attached File: ☒ Upload a New File ☐ Scan in a New File  
 G:\U\amys\3 - Sample Docume [Browse](#)

☒ Display in Family Access

Asterisk (\*) denotes a required field

Check Spelling  
Save  
Back

The Add File allows you to browse to the location of the file and enter a description. You also have the ability to "Display in Family Access." Once you have attached the file, click **Save**.

## Add Link for Referrals

**RTI Intervention Attachments (32)**

Add RTI Intervention Link

\* Type: Attachments RTI Intervention

Entered Date: 05/02/2013

Entered Time: 3:15 PM

Entered By: MARILEE Y ANDREASCR, TEA

\* Description:

\* URL: http://www.skyward.com Run

☒ Display in Family Access

Asterisk (\*) denotes a required field

Check Spelling  
Save  
Back

The Add Link allows you to enter a URL and description for the Intervention. You also have the ability to "Display in Family Access." After you have entered the URL, click **Save**.

## Custom Forms for Interventions

**Custom RTI Intervention Custom Forms (127)**

Student Information

Student: SADIE ADUSCR Grade: 09

Views: General Filters: \*Skyward Default

Form Name	Form Type	Secured	One To One
1 Intervention Form	Custom Screen	N	N

Add

The Custom Forms allow you to add, edit, and/or view additional information on a district form created for RTI Referrals.

## My Activities - IHP (Individual Health Plan)

**IHP** My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE Grade: 09

**Individual Health Plan(IHP) Forms**

Year	Date	Time	Form Name	Person Entered	Doc Type	
<a href="#">Print</a>	2013	05/02/2013	4:43 PM	2012 IHP Seizure Plan	MARILEE Y ANDREASCR, TEA	HTML

The IHP (Web Applications>Educator Access Plus>Teacher Access>My Activities) allows you to print a copy of the student's Individual Health Plan. The district would need to purchase the Health Records module in order to create IHP records for students.

## My Activities - Emergency Contacts

**Emergency Contacts** My Print Queue Back

Student Info: ADUSCR, SADIE Grade: **09**

#	Contact Name	Relationship	Primary Phone	Secondary Phone
1	GRACE ADUSCR	Guardian		(555) 214-5895
2	WILLIAM EDUSCR	Father		
3	ABBY ADUSCR	Mother	(555) 135-8435	
4	Alonso Aduscr	Guardian	(555) 135-8435	
5	Tab Malonescr	Guardian	(555) 478-6513	

Left sidebar menu: Student Info, Profile, Class Summary, Attendance (5), Schedule, Add/Drops (8), Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline (2), NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores (0), Busing, Student Portfolio, Recommendations (0), Family Access History (15), Activities (2), Custom Forms, Family Access Display, Gradebook, Message Center, Calendar.

The Emergency Contacts (Web Applications>Educator Access Plus>Teacher Access>My Activities) will show the student's emergency contacts and the primary/secondary phone numbers attached to the contact.

**Contact Detail** My Print Queue Back

Contact: **GRACE ADUSCR** Student: **SADIE ADUSCR**

Contact's Relationship to the Student:

Address: **111 North Ave APT 1125 AUSTIN, TX 55555**

Primary Phone:		Confidential Phone Number: <b>No</b>
Cellular:	<b>(555) 214-5895</b>	Primary Phone Long Distance: <b>No</b>
Work:	<b>(555) 896-3253</b>	
Email:		
Physician:	Dentist:	Hospital:
Ins. Company:	Policy #:	

Left sidebar menu: Student Info, Profile, Class Summary, Attendance (5), Schedule, Add/Drops (8), Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline (2), NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores (0), Busing, Student Portfolio, Recommendations (0), Family Access History (15), Activities (2), Custom Forms, Family Access Display, Gradebook, Message Center, Calendar.

You will see additional information regarding the emergency contact when you click on their name.

## My Activities - Discipline

**Discipline Info**
[My Print Queue](#) [Back](#)

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE

Grade: **09**

Add

[View Notes](#) | [Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
05/03/13 *GENERIC	Location (CLASS)	JODIE TIEFENAUERSCR <a href="#">Referred by:</a> MARILEE ANDREASCR 05/03/13	No
08/15/12 *GENERIC		KELLEY ABBOTTSCR <a href="#">Referred by:</a> 08/15/12	Yes <a href="#">Details...</a>
08/09/12 CELL PHONE USE		MALCOLM HAUENSTEINSCR <a href="#">Referred by:</a> PAMELA FUELLESCR 08/09/12	Yes <a href="#">Details...</a>

Total Referrals:3

Discipline (Web Applications>Educator Access Plus>Teacher Access>My Activities) will show the offense records attached to the student. You may have the ability to create a discipline referral depending on security access.

### Add Discipline Referral

**New Discipline Referral**
[My Print Queue](#)

SADIE ADUSCR

Grade: **09**

School: School (001)
Officer: HAMITERSCR, CAMERON
Offense: \*G - \*GENERIC
Location: Location (CLASS)
Bus:

Date of Offense: May 03 2013 Fri, May 3 2013
Time of Offense: 10 : 26 AM

☐ Parent Notified

Comment: Sadie was texting during class.

Save

Back

Check Spelling

Entered: 05/03/13 at 10:26 AM

- **School** - Select the school where the discipline issue took place.
- **Officer** - Select the discipline officer for the discipline referral. This field might not display depending on the configuration of the options for discipline.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

- **Offense** - Select the offense for the discipline referral from the drop-down menu.
- **Location** - Choose the location of where the discipline issue took place.
- **Bus** - If the issue occurred on the bus, select the bus number.
- **Date of Offense** - Enter the date the discipline issue took place.
- **Time of Offense** - Enter the time the discipline issue took place.
- **Comment** - Enter any additional information related to the discipline referral.
- **Parent Notified** - Select whether the parent was notified of this discipline referral.

After you have entered the Discipline Referral information, click **Save**.

### Edit Referral (icon of pencil)

**Edit Discipline Referral** My Print Queue

**SADIE ADUSCR** Grade: 09

School: School (001) Save

Officer: TIEFENAUERSCR, JODIE Back

Offense: \*G - \*GENERIC Check Spelling

Location: Location (CLASS)

Bus:

Date of Offense: May 03 2013 Fri, May 3 2013

Time of Offense: 10 : 24 AM

☐ Parent Notified

Comment: Sadie was texting on her cell phone during class.

Entered: 05/03/13 at 10:24 AM

You will have the ability to edit a newly created discipline referral. When you edit the referral, you can modify all fields on the referral. You will not be able to edit the referral once the discipline officer addresses the referral.

### Delete Referral (blue X)

You may have the ability to delete a discipline referral depending on your security access. You will not be able to delete the referral once the discipline officer addresses the referral.

**Delete Discipline Referral for SADIE ADUSCR on 05/03/13 for \*GENERIC?**

(OK) Click Ok to delete this referral

(Cancel) Click Cancel to leave this referral

OK Cancel

After you click on the blue X for the referral, you will receive the message displayed above. You will click **OK** to delete the referral.

## View Notes

Discipline Notes

ADUSCR, SADIE

Grade: 09

Entity	Type	Cat	Date	Description	Created By	Protected
+ 001	DIS		05/03/2013	Discipline Note	MARILEE ANDREASCR	No

Add Edit Delete

View Notes allows you to view the discipline notes for the selected student.

### Only Show Current Year Offenses/Show All Offenses

This option allows you to determine the discipline offenses that display for the student.

### Click on Offense

Discipline Referral Details

My Print Queue Back ?

**SADIE ADUSCR** Grade: 09

Offense: **\*G - \*GENERIC**

Parent Notified: **Yes**

Date: **08/15/2012**

Time: **Not Available**

Location: **School (001)**

Officer: **KELLEY Y ABBOTTSCR**

Referred By:

Comment:

Entry Date: **08/15/2012**

Entry Time: **9:43 AM**

Action: **05 - OUT-OF-SCHOOL SUSPENSION**

Parent Notified: **Yes**

Date: **08/15/2012**

Time: **Not Available**

Comment:

Entry Date: **08/15/2012**

Entry Time: **9:44 AM**

When you click on the offense, you will be able to see additional information related to the discipline record. It will allow you to see the action entered by the discipline officer.

## My Activities - NCLB

The screenshot displays the 'TX/NCLB Info' web application. On the left is a navigation tree with categories like 'Student Info', 'Family Access Display', and 'Gradebook'. The main area shows a dropdown menu for the student 'ADUSCR, SADIE' and 'Grade: 09'. Below this is a table of NCLB-related data.

State Student Number:	0000000000
Limited English Proficiency:	Yes
Limited English Proficiency Start Date:	08/01/2012
Gifted and Talented:	Yes
Chapter 1:	No
Post Secondary Opt:	No
Homebound Service:	No
Total Homebound Hours:	0
Assessment Hours:	0
Grad Standard Year:	2016
Transport Category:	

The NCLB - No Child Left Behind (Web Applications>Educator Access Plus>Teacher Access>My Activities) shows selected state information that was collected on the student within the entity. It provides detailed NCLB information on students which is issued and used for state/federal reporting purposes.



## My Activities - Academic History

**Academic History**
[My Print Queue](#) [Back](#)

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
- Gradebook
- Message Center
- Calendar

ADUSCR, SADIE

Grade: 09

[Show Filter](#)

Entity	School Year	Grade Level	Class	Description	Department	Subject	Terms	Grade One	Grade Two	Grade Three	
001	2012	08	113/01	ENGLISH-III	01	01	1 - 6	ATH:	PR1:	CP1:	1S
001	2012	08	7331/02	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	1S
001	2012	08	7331/05	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	1S
001	2012	08	MUG100/001	Muggle Studies		01	4 - 6	ATH:	PR1:	CP1:	1S
001	2013	09	0001/05	STUDY HALL	15	15	1 - 3	CZ1:	1ST:	CZ2:	2N
001	2013	09	101/03	FUND ENGLISH 1	01	01	1 - 6	PR1: A	CZ1:	1ST: A	PR
001	2013	09	1011/11	English 1		01	1 - 6	ATH:	PR1: B	CZ1:	1S
001	2013	09	1102/12	HONORS ENG I	01	01	1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	1255/01	French II	09	09	1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	2LA/01	2 Lang Arts			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	2READ/01	2 Reading			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	2SPEL/01	2 Spelling			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	2WRIT/01	2 Writing			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	3151/01	ART I	10	10	1 - 6	ATH:	PR1: A	CZ1:	1S
001	2013	09	4446/01	Adv Nutrition	07	07	1 - 3	ATH:	PR1:	CZ1:	1S
001	2013	09	HMRM/002	HOMEROOM			1 - 6	ATH:	PR1:	CZ1:	1S
001	2013	09	Variab/01	Variable Scale			1 - 6	ATH:	PR1:	CZ1:	1S

Academic History (Web Applications>Educator Access Plus>Teacher Access>My Activities) will display the student's grade history throughout their history in a district. It will show the student's classes and grades. If a Standards Gradebook was used for the class, it will display a green paper icon. When you click on the green paper icon, you will be able to see the subject and skill grades for the student.

### Show Filter

**Academic History Filters**

School Year: **\*\*Show All\*\***

Grade Level: **\*\*Show All\*\***

Department: **\*\*Show All\*\***

Subject: **\*\*Show All\*\***

Grade Mark: **\*\*Show All\*\***

The Show Filter option allows you to determine the classes and grades that will display on the Academic History screen.

## My Activities - Graduation Requirements

**Graduation Requirements**

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (3)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 09

**Graduation Requirements**

**Course Requirements**

Requirement Areas	Required	Complete	In Progress	Scheduled 2013-14	Remaining	Status
<b>Total Credits</b> <a href="#">Show All Courses</a>	<b>26.000</b>		<b>1.000</b>		<b>26.000</b>	<b>In Progress</b>
<b>English Language Arts</b>	<b>4.000</b>		<b>0.500</b>		<b>4.000</b>	<b>In Progress</b>
English I <a href="#">Hide Courses</a>	1.000		0.500		1.000	In Progress


Year	Entity	Class Description	Teacher	Status	Credits	Grades
2013	Entity (001) Grades 9 to 12	<a href="#">1102/12 HONORS ENG I</a>	JWinterste	In Progress	0.500	
		English II				1.000
		English III				1.000
		English IV				1.000
		<b>Mathematics</b>				<b>4.000</b>
		Algebra I				1.000
		Geometry				1.000
		Algebra II				1.000
		Mathematics Electives				1.000
		<b>Science</b>				<b>4.000</b>
		<b>Social Studies</b>				<b>3.500</b>
		World Geography Studies				1.000
		World History Studies				1.000
		US History Studies				1.000
		US Government				0.500
		<b>Economics</b>				<b>0.500</b>
		<b>Foreign Language</b>				<b>3.000</b>
		Level I				1.000
		Level II				1.000
		Level III				1.000
		<b>Physical Education</b>				<b>1.000</b>
		Foundations of Personal Fitness				0.500
		Physical Education Electives				0.500
		<b>Fine Arts</b> <a href="#">Show Courses</a>			<b>0.500</b>	<b>1.000</b> In Progress
		<b>Health Education</b>				<b>0.500</b>
		<b>General Electives</b>				<b>4.500</b>

Graduation Requirements (Web Applications>Educator Access Plus>Teacher Access>My Activities) show the progress of the student's credits and how many they have remaining before they can graduate. You will only see this option if the district has purchased the Graduation Requirements module.

### Show/Hide Courses

The Show/Hide Courses option allows you to display the courses that are being counted toward credit for a requirement.

## Selecting Specific Course when Showing Courses



Student: **SADIE ADUSCR**  
 Class Detail for **HONORS ENG I / 12**

Close

---

Class Information

Class: <b>HONORS ENG I / 12</b>	Description: <b>HONORS ENG I</b>
Department: <b>Language Arts</b>	Course Length: <b>YEAR (Y)</b>
Subject: <b>Language Arts</b>	Credits: <b>1.000</b>
Curriculum: <b>HONORS ENG I</b>	Grade Level: <b>9</b>
Explanation: <b>HONORS ENG I</b>	

[View Curriculum Map](#)
[View Lesson Plan](#)

---

Team Teaching Information

Teacher: <b>JENNY WINTERSTEENSCR</b>	Period: <b>3</b>
Start Date: <b>09/01/12</b>	Time: <b>10:00 AM - 10:45 AM</b>
End Date: <b>05/29/13</b>	Room: <b>6</b>
Teacher: <b>LEON REUSSSCR</b>	Period: <b>3</b>
Start Date: <b>09/01/12</b>	Time: <b>10:00 AM - 10:45 AM</b>
End Date: <b>05/29/13</b>	Room: <b>10</b>
Teacher: <b>LEON REUSSSCR</b>	Period: <b>3</b>
Start Date: <b>09/01/12</b>	Time: <b>10:00 AM - 10:45 AM</b>
End Date: <b>05/29/13</b>	Room:

When displaying the courses, you can click on the "Class Description" and it will open another window. The class and teacher information will display. If using Curriculum Mapping and Lesson Plan, you can view that information for the class.

## My Activities - Educational Milestones

**Educational Milestones** My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE Grade: **09**

Date Completed	Waived	Milestone	Entity	Grad Reqrmt
	No	PASS - TAKS PASS		Yes

Total Educational Milestones: **1**

Educational Milestones (Web Applications>Educator Access Plus>Teacher Access>My Activities) allows you to view Entity or District-defined milestones attached to the student's record.

## My Activities - Student Services

Back

User Name: **MARILEE ANDREASCR** Saturday, May 4th, 2013



**Section 504 - SADIE ADUSCR** View Detail


	Date of Interest	Event Type	Contact Person	Event
1	05/01/2012 Wed	IAP Start		IAP has started. IAP does not have an End Date

View Attach

Student Services allows you to view Section 504 Plans for students.

## View Detail

**Section 504 View (749)**  

**Student Information** 

Name: SADIE ADUSCR Grade: 09

Dismissal Date:

IAP Begin Date: 08/01/2012 IAP End Date:

Last IAP Date:  Next IAP Date:

Status: ACTIVE

☐ Eval Consent Eval Meeting Date:

Eval Consent Date:  Next Eval Review Date:

Case Manager:

Referral Date:  Case Due Date:

Referral Type:

☐ Referred to IDEA Service Consent Date:


Date Referred to IDEA:


Disability:

Impairment:

Life Activity:

Accommodation: ORAL MATH TAKS

 Accommodation Notes:

 Section 504 Notes:

The View Details option allows you to see information related to the Section 504 Plan.

## View Attachment

**Section 504 Attachments (35)**  

Available Attachments for Section 504  

Type	Description	Entered By	Entered Date	Entered Time	File Size
1 Attachments	Section 504 Attachment	MARILEE Y ANDREASCR, TEA	05/04/2013	7:18 AM	387 KB

The View Attachment allows you to see any Section 504 Plan attachment for the student.

## My Activities - Test Scores

The screenshot shows the 'Test Scores (82)' window. At the top, there are tabs for 'General' and 'Filters: \*Skyward Default'. Below this is a table with columns: Date, Entity, Test, Edition, Level, Form, Test Name, and Available to Score?. Two records are listed:

	Date	Entity	Test	Edition	Level	Form	Test Name	Available to Score?
1	05/04/2013	001	3RDG	1edt	3rd		3rd Gr Reading	Yes
2	05/04/2013	001	ACT	Edt2		Col	ACT	No

Below the table are buttons: 'Expand All', 'Collapse All', and 'View Printable Details'. The 'Expand All' button is selected, showing a detailed view for 'SADIE ADUSCR's Scores'. This view has a section titled 'Section: Scores - Scores' and a table with columns: Rows, Scale Score, Nat. Pct, and several empty columns. The data is as follows:

Rows	Scale Score	Nat. Pct						
Writing	21	0						
English	21	0						
Math	21	0						
Reading	20	0						
Science	24	0						
Composite	22	0						

Below this is another section titled 'Section: Stu-Adm - Stu-Admin' with a table with columns: Rows, Grade Level, Test Type, and several empty columns. At the bottom, it says '20' and '2 records displayed'. On the right side of the window, there are buttons: 'Enter Scores', 'Other Students With Test', 'Print', and 'Print All'.

Test Scores (Web Applications>Educator Access Plus>Teacher Access>My Activities) is an area where you can view how the student performed on a standardized test. Depending on the setup of the test, you may have the ability to enter scores. You can see the scores for the test by expanding the test score record.

### Enter Scores

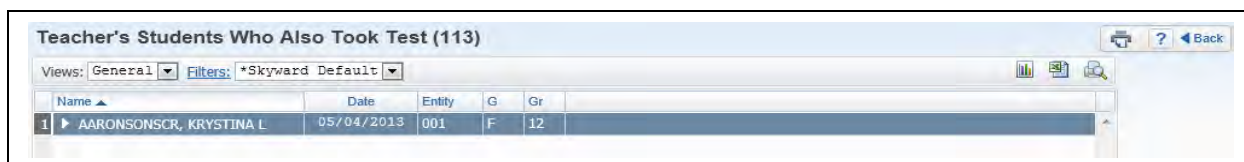
The screenshot shows the 'Test Score Entry for '3rd Gr Reading:1edt 3rd' on '05/04/2013'' window. It has a table with columns: Students, Section Reading, Row (1) Results, Fluenc, and Sight Words. The data is as follows:

Students	Section Reading	Row (1) Results	Fluenc	Sight Words
1 ADUSCRSADIE			0	0

On the right side of the window, there are buttons: 'My Print Queue', 'Save', 'Save and Back', 'Undo', and 'Back'.

The Enter Scores button will only be available if the test has been set up administratively to allow score entry through Educator Access Plus. After selecting **Enter Scores**, you will receive another screen that will allow you to enter the student's score(s). Once the score(s) have been entered, click **Save and Back**.

## Other Students With Test



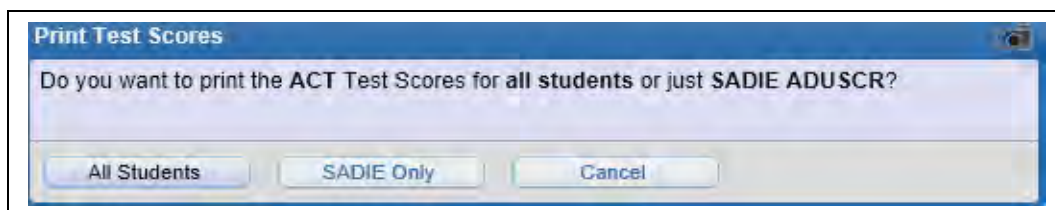
The screenshot shows a window titled "Teacher's Students Who Also Took Test (113)". It has a "Views" dropdown set to "General" and a "Filters" dropdown set to "\*Skyward Default". Below these is a table with the following data:

	Name ▲	Date	Entity	G	Gr
1	AARONSONSCR, KRYSTINA L	05/04/2013	001	F	12

On the right side of the window, there are icons for printing, help, and a "Back" button.

The Other Students with Test option will show any other of your students who have also completed the highlighted test.

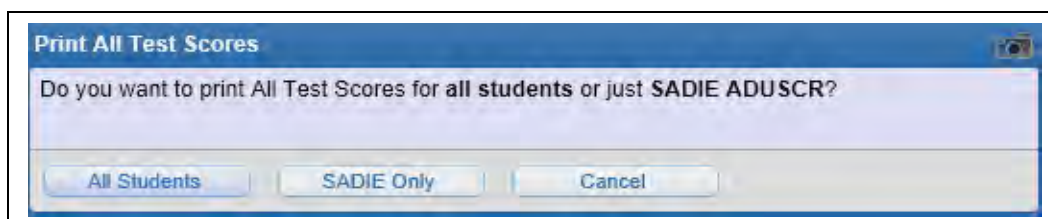
## Print



The screenshot shows a dialog box titled "Print Test Scores". It contains the text: "Do you want to print the ACT Test Scores for all students or just SADIE ADUSCR?". At the bottom, there are three buttons: "All Students", "SADIE Only", and "Cancel".

Print will allow you to print the scores for the highlighted test for either **All Students** or the **Selected Student**. This report will process in the print queue and not go directly to the printer.

## Print All



The screenshot shows a dialog box titled "Print All Test Scores". It contains the text: "Do you want to print All Test Scores for all students or just SADIE ADUSCR?". At the bottom, there are three buttons: "All Students", "SADIE Only", and "Cancel".

Print All will print the scores for all test scores for either **All Students** or the **Selected Student**. This report will process in the print queue and not go directly to the printer.



## My Activities - Busing

**Busing Information** My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09

**Transportation Information**

Start Date	End Date	Transported	Transportation Category	Miles	Bus
08/24/2012	05/28/2013	Yes		5.00	

**Bus Stops**

Bus Route	Bus Stop
55 - Liberty St. and Seaview Ave (To School 06:00A-08:30A)	1.00 - Campbell Road

**Bus Numbers**

AM Bus Number	PM Bus Number
55	20

**Pick Up Address**

Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

**Drop Off Address**

Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

Busing (Web Applications>Educator Access Plus>Teacher Access>My Activities) will display all busing information attached to the student. It will show the bus numbers, route, bus stops, and transportation information.



## My Activities - Student Portfolio

The screenshot shows the 'Portfolio' interface for a student named ADUSCR, SADIE, in Grade 09. The left sidebar contains a tree view of various student information categories. The main content area displays the 'Attachments' table and the 'Highlights' table.

**Portfolio**

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE

Grade: 09

Attachments

Attachment	Type	Date	Time	
viper basic	Transcript	04/24/2013	5:51:AM	<a href="#">View</a>
Report Card - Term 2 (01/31/13)	Report Card	01/31/2013	11:04:AM	<a href="#">View</a>
Portfolio Attachment	Attachments	08/06/2012	9:28:AM	<a href="#">View</a>

Highlights

Type	School Year	Date	Grad Yr / GR	
EDUCATION	2012 - 2013	08/13/2012	2016 / 09	<a href="#">Hide</a>
Honor Roll				
<a href="#">Detail 01: Honor Roll</a>				

The Student Portfolio (Web Applications>Educator Access Plus>Teacher Access>My Activities) allows you to view the attachment and highlights for a student.

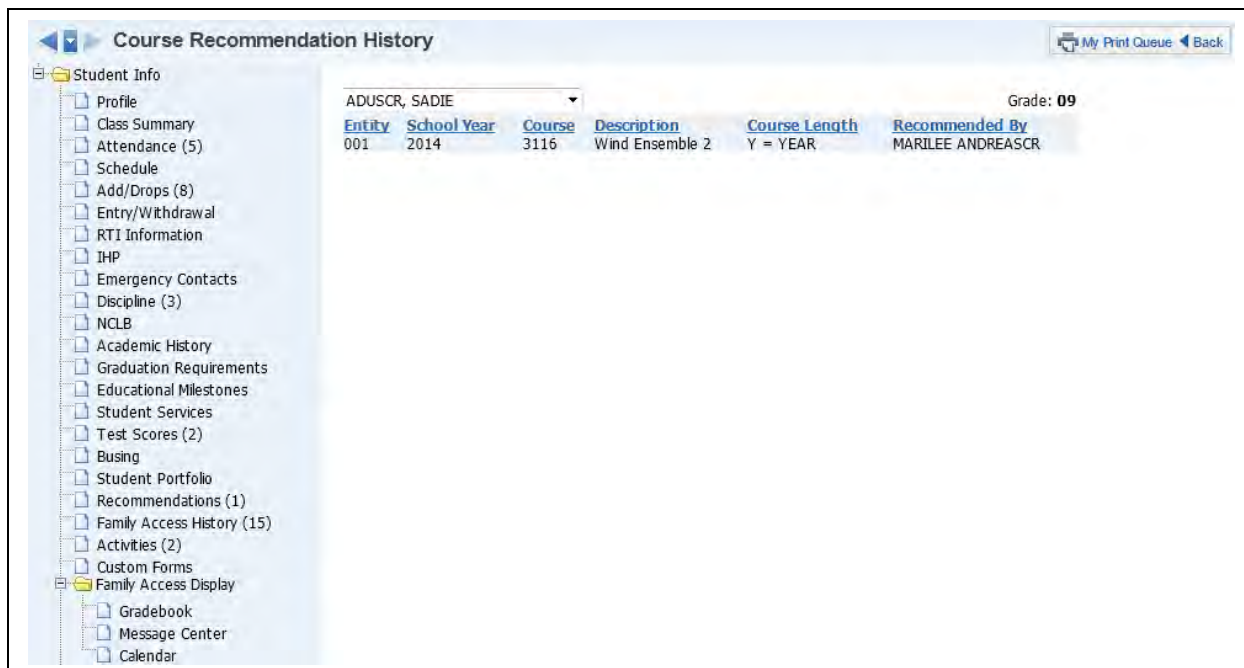
### View

The view under the attachment area allows you to open the attachment.

### Details/Hide

The Details allows you to view the information for the highlights.

## My Activities - Recommendations



**Course Recommendation History**

ADUSCR, SADIE Grade: **09**

Entity	School Year	Course	Description	Course Length	Recommended By
001	2014	3116	Wind Ensemble 2	Y = YEAR	MARILEE ANDREASCR

[My Print Queue](#) [Back](#)

**Student Info**

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (1)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

Recommendations (Web Applications>Educator Access Plus>Teacher Access>My Activities) allow you to view the courses that the staff has recommended for the student.

## My Activities - Family Access History

The screenshot displays the 'Family Access History' web application. On the left is a navigation tree with categories like 'Student Info', 'Custom Forms', and 'Family Access Display'. The main content area shows a dropdown menu for 'ADUSCR, SADIE' and 'Grade: 09'. It lists login history for three users: SADIE ADUSCR (Student), ABBY ADUSCR (Mother), and Alonso Aduscr. Each entry includes the last login time, date, and the number of logins for the current school year.

User	Last Login Time	Date	2013 Current School Year Activity
SADIE ADUSCR (Student)	04:14 PM	04/29/2013	3 Login(s)
ABBY ADUSCR (Mother)	03:07 PM	09/28/2012	11 Login(s)
Alonso Aduscr	12:52 PM	08/28/2012	1 Login(s)

Family Access History (Web Applications>Educator Access Plus>Teacher Access>My Activities) allows you to see how many times the family and the student have logged into Family/Student Access during the current year. It will also display the last time the family or student logged in.

## My Activities - Activities

Activities

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (1)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
- Gradebook
- Message Center
- Calendar

ADUSCR, SADIE

Grade: 09

Year	Entity	Code	Description	Start Date	End Date
2013	001	OPC	Oil Painting	09/03/2011	05/29/2012
2013	001	P2P	Pay 2 Play	08/20/2012	06/01/2013

Show Details

Show Assistants

Activities (Web Applications>Educator Access Plus>Teacher Access>My Activities) will display different information related to the activities in which the student is enrolled.

### Show Details

Activities

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (1)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
- Gradebook
- Message Center
- Calendar

ADUSCR, SADIE

Grade: 09

Year	Entity	Code	Description	Start Date	End Date
2013	001	OPC	Oil Painting	09/03/2011	05/29/2012
2013	001	P2P	Pay 2 Play	08/20/2012	06/01/2013

**Activity Details**

Leader: LATONYA ABDISCR

Type: Both (Ex Curr & Comm)

Extra Curricular: Athletic

Entity: 001

Community: Voluntary

**Award** Award Comment

No awards have been given for this activity.

Show Details

Show Assistants

The Show Details option will allow you to see additional information related to the activity, such as the Activity Leader and the Awards for the activity.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

## Show Assistants

Activities

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (1)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
  - Gradebook
  - Message Center
  - Calendar

ADUSCR, SADIE

Grade: 09

Year	Entity	Code	Description	Start Date	End Date
2013	001	OPC	Oil Painting	09/03/2011	05/29/2012
2013	001	P2P	Pay 2 Play	08/20/2012	06/01/2013

Activity Assistants

Name  
Dana Acayscr

Show Details

Hide Assistants

My Print Queue Back

Show Assistants will allow to you see the assistants attached to the activity.

## My Activities - Custom Forms

Last Name	First	Middle	S	Def Ent	Gr	Grad Yr	Name of College
ADUSCR S R G	SADIE		A	001	09	2016	UW Stevens Point

Custom Forms (Web Applications>Educator Access Plus>Teacher Access>My Activities) allow you to view, add, and modify Custom Forms attached to the student. Custom Forms are used to track additional information.

### Views

Last Name	First	Middle	S	Def Ent	Gr	Grad Yr	Name of College
ADUSCR S R G	SADIE		A	001	09	2016	UW Stevens Point

The Views option allows you to determine the Custom Form information that will display.



## Expanded Student Information

**Custom Forms - University Visits (384)**

Views: University Visits Filters: \*All Students

Last Name	First	Middle	S	Def Ent	Gr	Grad Yr	Name of College
ADUSCR	SADIE		A	001	09	2016	UW Stevens Point

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

**University Visits** Add

Edit	Delete	Date Created	Time Created	Name of College	Date of Visit	Student's Name
		05/05/2013	7:25 am	UW Stevens Point	05/03/2013	SADIE ADUSCR

**General**

**Grade Information**

Grad Yr/Grade: 2016/09  
Advance: No  
NY Grad Year: 2016  
Graduated: Yes  
Entered 9th Grade:

GLO:  
Retain: No  
Grad Req Base Yr: 2016  
Graduation Date: 06/15/2016

**General Information**

Date of Birth: 03/05/1998 Age: 15  
Local Race:  
Hispanic/Latino Eth: No  
1-American Indian or Alaskan Native: Yes  
2-Asian: No  
3-Black or African American: Yes  
Gender: Female Special Ed: No  
Ancestry:  
Resident: No  
Transported: Yes

20 1 records displayed

When you click to the student's name, you will be able to see the information related to the Custom Form you selected in the View drop-down menu. You will also see Demographic Information in the General Area.

## Add

**University Visits (70)**

Name: ADUSCR, SADIE Gender: Female Grad Yr/Grade: 2016/09 Other ID: 000000000004

Student's Name: SADIE ADUSCR

Name of College: UW Stevens Point

Date of Visit: 05/03/2013 Friday

Check Spelling  
Save  
Print

The ability to add a custom form to a student will depend on the administrative setup of the Custom Form. You can enter the required information on the Custom Form and then select **Save**.

## Edit

**University Visits (70)**

Name: ADUSCR, SADIE Gender: Female Grad Yr/Grade: 2016/09 Other ID: 000000000004

Student's Name: SADIE ADUSCR

Name of College: UW Stevens Point

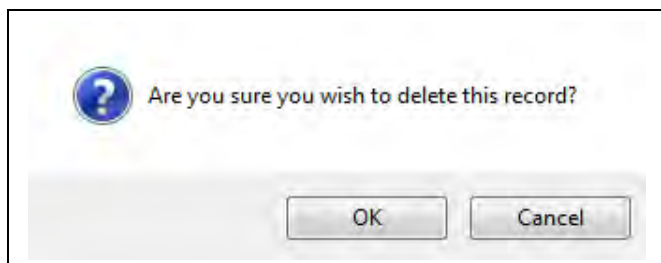
Date of Visit: 05/03/2013 Friday

Check Spelling  
Save  
Print

Edit allows you to make modifications to an existing Custom Form. The ability to edit a custom form will depend on the administrative setup of the Custom Form.

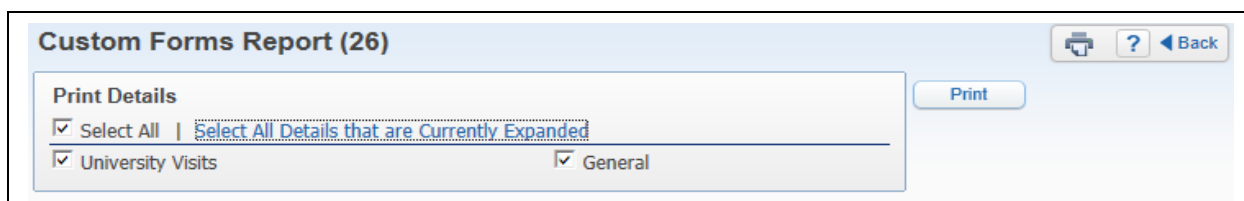
## Delete

The Delete allows you to remove a custom form for a student. You will select the Custom Form in the Views drop-down list and then select **Delete**. The ability to delete a Custom Form will depend on the administrative setup.



After clicking **Delete**, you will receive the above message. You can select **OK** to delete the Custom Form.

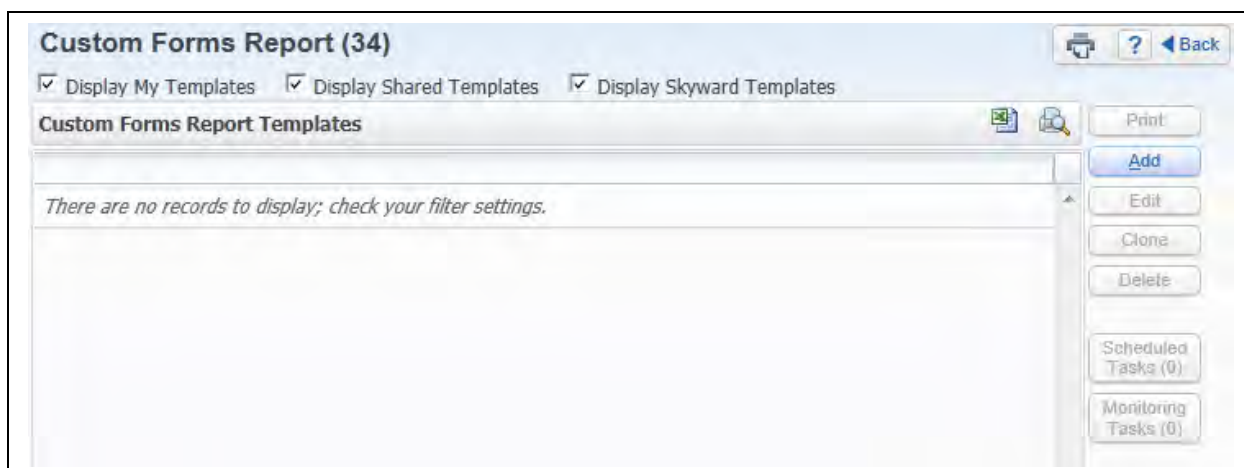
## Print Details



The Print Details option allows you to generate a report with the information you see when you expand the student's name.

## Print My Students

The Print My Students option allows you to print information entered on Custom Forms for the current student or all students.



Click **Add** to create a new report template.



**Custom Forms Report (89)**

Template Settings

\* Template Description:

☐ Print Greenbar

Custom Forms Report

☐ Print This Student Only ☒ Print for My Students ☐ Select Students to Print

Available Custom Forms

- Vehicle
- Vehicle Info
- Vehicle Registration
- Visiting Schools
- Work Permit
- Work Permit ex
- Work Permits

Selected Custom Forms

- University Visits

Buttons: Add All, Add, Remove, Remove All

Check Spelling, Save, Save and Print

Asterisk (\*) denotes a required field

You can select the Custom Forms you want to display on the report. The list of Custom Forms is determined based on the access you have to the specific forms. After selecting the student(s) and Custom Forms, you will select **Save and Print**.

### View Inactive Forms

**Inactive Custom Forms (84)**

Views: General Filters: \*Skyward Default

Name	Type	Form Type
1 College Visits	Screen	Multiple

Expand All Collapse All View Printable Details

Form Data

View	Date Created	Time Created	College/University Name	Date	Did they apply	Test Date
View	09/17/2012	12:43 pm	NIU	09/17/2012	Yes	08/10/2012

The View Inactive Forms allows you to see Custom Forms that are attached to a student, but are no longer being used.

## My Activities - Family Access Display – Gradebook

### Progress Report Tab

**FA Gradebook** My Print Queue Back

Student Info: ADUSCR, SADIE Grade: **09**

**Gradebook** | Progress Report | Missing Assignments | Teacher's Log | GPA/Class Rank | Comments

Teacher will be updating the grades in the gradebook weekly

Classes for: **PROGRESS REPORT 6 (04/12/13-05/08/13)** Prev Next

[View All Classes](#) | [Hide Dropped Classes](#)

Click on the underlined grade to see the assignments that make up that grade.

Period	Class	Description	Term	ATH	PR1	CZ1	1ST	PR2	CZ2	2ND	PR3	CZ3	3RD	EX1	SM1	PR4	CZ4	4TH	PR5	CZ5	5TH	PR6	CZ6	6TH	EX2	SM2	FINL
0	<u>HMRM/002</u>	* HOMEROOM	Y																								
0	<u>2READ/01</u>	2 Reading	Y															<u>A</u>	<u>C</u>							<u>B</u>	
0	<u>2WRIT/01</u>	2 Writing	Y																							<u>A</u>	
0	<u>2SPEL/01</u>	2 Spelling	Y															<u>C</u>	<u>B</u>							<u>C</u>	
0	<u>2LA/01</u>	2 Lang Arts	Y																<u>C</u>							<u>B</u>	
1	<u>101/03</u>	* FUND ENGLISH 1	YR		<u>A</u>		<u>A</u>																				
1	<u>1011/11</u>	* English 1	Y		<u>B</u>		<u>B</u>																				
1	<u>Band I/01</u>	Band I	Y																<u>C</u>			<u>B</u>		<u>A</u>		<u>A</u>	
3	<u>1102/12</u>	HONORS ENG I	Y																								
5	<u>1255/01</u>	French II	Y												<u>A</u>											<u>A</u>	
6	<u>3151/01</u>	ART I	Y		<u>A</u>		<u>A</u>								<u>A</u>											<u>A</u>	

↓ -Indicates the class has been dropped

The Family Access Display - Gradebook (Web Applications>Educator Access Plus>Teacher Access>My Activities) displays how the grade information will look in Family/Student Access. This will display the grades for every class in the student's schedule. You can view the progress report for the class by clicking on the Grade Mark for the Class.

**Entity (001) Grades 9 to 12** Print Close

**TERM 6 - 6TH Progress Detail Report for SADIE ADUSCR**

[View Grade Marks](#)

Band I/01 Band I - There are no Missing assignments in TERM 6 - 6TH for this class


Assign Category	Date Due	Has Attach.	Description	Scale (out of 4)	Weight	Grade	Spec. Code	Missing	No Count
<b>Grade for TERM 6 - 6TH 04/12/13 - 05/29/13</b>				<b>50.00</b>		<b>A</b>			
<b>6WKS TEST/TEST (100.00% of TERM 6 Grade)</b>				<b>3.50</b>		<b>B</b>			
6T/T	05/06/13		Quiz 15C	4.00	1.00	A			
6T/T	05/06/13		Chapter 15 Test	3.00	1.00	B			

**Default Grade Mark Group**

Grade Mark	Grade Value High	Grade Value Low
A	4.00	3.75
B	3.74	3.00
C	2.99	2.00
D	1.99	1.00
F	0.99	0.00

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.



Student: **SADIE ADUSCR**  
Assignment for **Band I / 01**

Close

---

**Assignment Detail Information**

Assignment: **Quiz 15C**  
Category: **6T/T - 6WKS TEST/TEST**  
Assign Date: **05/06/13**  
Due Date: **05/06/13**  
Max Score: **100**  
Weight Multiplier: **1.00**

---

**Assignment Score Detail for SADIE ADUSCR**

Grade: **A**  
Variable Scale Points: **4 out of 4**  
Special Code:  
No Count:  
Missing:  
Comment:  
Absent:

---

**Class Assignment Summary**

Class High Score: **98**  
Class Low Score: **98**

The information you see in the Assignment Detail screen depends on the configuration of Family Access.

## Missing Assignment Tab

The screenshot shows the 'Missing Assignments' tab selected. The left sidebar contains a tree view with 'Student Info' expanded, showing various categories like Profile, Class Summary, Attendance, Schedule, Add/Drops, Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline, NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores, Busing, Student Portfolio, Recommendations, Family Access History, Activities, Custom Forms, and Family Access Display. The main content area shows a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below the tabs, a table displays missing assignments for the current term.

Term	Date Due	Class	Assignment	Category	Points Possible	Points Earned	Percent	Grade	Absent
6TH	04/25/13 Thu	2WRIT/01	test	6T/T	100.00				

The Missing Assignment tab displays the student's missing assignments. The missing assignments displayed are determined by the configuration of Family Access.

## Teacher's Log Tab

The screenshot shows the 'Teacher's Log' tab selected. The left sidebar is identical to the previous screenshot. The main content area shows a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below the tabs, a table displays Teacher Log records. A legend at the bottom indicates that a red star icon denotes a dropped class.

Period	Class	Description	Term	Log Count
0	2LA/01	2 Lang Arts	Y	0
0	2READ/01	2 Reading	Y	0
0	2SPEL/01	2 Spelling	Y	0
0	2WRIT/01	2 Writing	Y	0
0	HMRM/002	HOMEROOM	Y	0
1	101/03	FUND ENGLISH 1	YR	0
1	1011/11	English 1	Y	0
1	Band I/01	Band I	Y	1
3	1102/12	HONORS ENG I	Y	0
4	4446/01	Advanced Nutrition & Health	SM	0
5	1255/01	French II	Y	0
6	0001/05	STUDY HALL	S1	0
6	3151/01	ART I	Y	0

★ - Indicates the class has been dropped

The Teacher's Log tab displays any Teacher Log records that have been selected to display in Family Access. You can view the Teacher Log record by clicking on **View Teacher Logs**.

**Teacher Log**

Student Info: ADUSCR, SADIE Grade: 09

**Band I/01 Band I 1**

**Grade Period**: 6TH 6 WEEKS

**Summary**: Parent Contact

**Detail**: Emailed mom regarding missing assignments on 4/29/13

The above screen is a sample of a Teacher Log record created for the student.

### GPA/Class Rank Tab

**GPA/Class Rank**

Student Info: ADUSCR, SADIE Grade: 09

**Gradebook** | **Progress Report** | **Missing Assignments** | **Teacher's Log** | **GPA/Class Rank** | **Comments**

School Year	Cumulative GPA	Cumulative Earned Credits	Cumulative Failed Credits	Rank	Rank Date
2012 - 2013 <a href="#">Hide Detail</a>	0.000	0.000	0.000	1 of 10	05/06/2013
GPA Details for School Year 2012 - 2013					
<b>GPA Type</b>	<b>GPA</b>	<b>Rank</b>		<b>Rank Date</b>	
Semester 1	0.000	1 of 10		05/06/2013	
Semester 2	0.000				
Term 1	0.000	1 of 10		05/06/2013	
Term 2	0.000				
Term 3	0.000				
Term 4	0.000				
Term 5	0.000				
Term 6	0.000				
2011 - 2012 <a href="#">Show Detail</a>	0.000	0.000	0.000		

You can view the student's GPA and Class Rank in the GPA/Class Rank tab. The **Show Detail** will show the GPA Types set up by the entity. The GPA/Class tab is available depending on the configuration of Family Access.

## Comments Tab

The screenshot shows the 'Comments' tab selected in the top navigation bar. On the left is a sidebar with a tree view of navigation options. The main content area displays a dropdown menu for 'ADUSCR, SADIE' and 'Grade: 09'. Below these are tabs for 'Gradebook', 'Progress Report', 'Missing Assignments', 'Teacher's Log', 'GPA/Class Rank', and 'Comments'. The 'Comments' tab is active, showing a table of comments for the 6th grade, 6 weeks (04/12/2013 - 05/29/2013).

Class	Description	Comment
<b>Grade Comments for 6TH 6 WEEKS (04/12/2013 - 05/29/2013)</b>		
Band I/01	Band I	Pleasure to have in class.
Band I/01	Band I	Active participant.
Band I/01	Band I	Sadie is doing a great job in Band and is a leader of her section.

The Comments tab will display report card comments for the entire year.

## My Activities - Family Access Display - Message Center

The screenshot shows the 'Message Center' tab selected. The sidebar on the left is the same as in the previous screenshot. The main content area shows a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below these are tabs for 'Current' and 'Expired'. The 'Current' tab is active, displaying three sections: 'Advisor Messages', 'Activity Messages', and 'Class Messages'. Each section has a table of messages.

**Advisor Messages**

Advisor	Total Messages	Unread Messages
AGRIPINA TEXADASCR	0	0

**Activity Messages**

[Show All Activities](#)

Year	Entity	Description	Leader	Assistant(s)	Total Messages	Unread Messages
2013	001	Pay 2 Play \$10.00	LATONYA ABDISCR	Dana Acayscr	0	0

**Class Messages**

[Show All Classes](#)

Period	Class	Description	Term	Teacher	Total Messages	Unread Messages
0	2LA/01	2 Lang Arts	Y	MARILEE ANDREASCR	0	0
0	2LA/01	2 Lang Arts	Y	PHOEBE ADDAMSSCR	0	0
0	2READ/01	2 Reading	Y	MARILEE ANDREASCR	0	0
0	2SPEL/01	2 Spelling	Y	MARILEE ANDREASCR	0	0
0	2WRIT/01	2 Writing	Y	MARILEE ANDREASCR	0	0
1	Band I/01	Band I	Y	MARILEE ANDREASCR	1	1 <a href="#">View Messages</a>
3	1102/12	HONORS ENG I	Y	JENNY WINTERSTEENSCR	0	0
3	1102/12	HONORS ENG I	Y	LEON REUSSSCR	0	0
5	1255/01	French II	Y	RHODA ANNANSCR	0	0
6	3151/01	ART I	Y	RHODA ANNANSCR	0	0

You can see all messages created in Message Center (Web Applications>Educator Access Plus>Teacher Access>My Activities). You also have the ability to see if the message was read in Family/Student Access. Click **View Messages** to see the Message Center Message.

The screenshot shows the 'Message Center' interface. On the left is a navigation menu with 'Student Info' expanded, showing options like Profile, Class Summary, Attendance (5), Schedule, Add/Drops (8), Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline (3), NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores (2), Busing, Student Portfolio, Recommendations (1), Family Access History (15), Activities (2), Custom Forms, and Family Access Display. The main area shows a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below this is a 'View Family Access Display of Message Center' dropdown. The 'Current Messages' section displays a message titled 'Band 1/01 Band 1 Prd 1' posted on 05/06/13 by MARILEE ANDREASCR, expiring on 05/13/13. The message text is: 'We will be having Marching Band Tryouts on May 9th from 3-7 in the band room.'

This is a sample of what the message will look like in Family/Student Access.

## My Activities - Family Access Display - Calendar

The screenshot shows the 'FA Calendar' interface. On the left is a navigation menu with 'Student Info' expanded, showing options like Profile, Class Summary, Attendance (5), Schedule, Add/Drops (8), Entry/Withdrawal, RTI Information, IHP, Emergency Contacts, Discipline (3), NCLB, Academic History, Graduation Requirements, Educational Milestones, Student Services, Test Scores (2), Busing, Student Portfolio, Recommendations (1), Family Access History (15), Activities (2), Custom Forms, and Family Access Display. The main area shows a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below this are 'Previous Month' and 'Next Month' buttons. The calendar for May 2013 is displayed, showing dates 1 through 31. Key events include: 'Chapter 15 Test (B) Quiz 15C (A)' on Monday, May 6; 'End of PROGRESS REPORT 6' with '2 Reading', '2 Spelling', and '2 Writing' on Wednesday, May 8; and 'Last Day of School End of 6TH 6 WEEKS' with '2 Reading', '2 Spelling', and '2 Writing' on Thursday, May 29. At the bottom, there are checkboxes for various display options: 'Show Absences/Tardies', 'Show MC-Messages', 'Show Student Services', 'Show Gradebook Assignments (Grade Earned)', 'Show AC-Activity Events', 'Show CC-Childcare Schedule', 'Show ST-Student Tests', and 'Show Lunch Menus'.

The Calendar (Web Applications>Educator Access Plus>Teacher Access>My Activities) screen gives you a view of what the family/student can see when they look at the calendar in Family/Student Access.



## My Activities - Reports – Information Report

The Information Report allows you to print an assortment of student information. The information you can print will depend on security access to information in My Students.

Information Report

ADUSCR, SADIE Grade: 09

View Report for This Student

**Options**

- ☒ Student Profile Information
- ☒ Family Member Information
- ☒ Use Mailing Address
- ☒ Print Confidential Phone Numbers
- ☒ Attendance Totals
  - ☐ Display Attendance for Term
    - Current Term : 04/12/13 - 05/29/13
  - ☐ Display Attendance for Date Range
    - NOTE: Only current year attendance (08/20/2012 to 05/29/2013) will display on this report.
    - Start: Apr 22 2013 Mon, Apr 22 2013
    - End: May 06 2013 Mon, May 6 2013
  - ☐ Print Only Attendance Totals
- ☒ Current Schedule
- ☒ Course Add/Drops
- ☒ Discipline Information
  - ☒ Current Year Only
- ☒ Academic History
  - School Year: 2012 to 2013
- ☒ Current Grades
  - Grade Buckets The report is limited to 18 grade buckets
- ☒ Show Teacher Comments
- ☒ Show Current Cumulative GPA
- ☒ Test Scores
- ☒ Course Recommendations
- ☒ Activities
- ☒ Message Center
  - ☒ Family Access
  - ☒ Student Access
- ☒ Entry/Withdrawal
  - Active: Apr 22 2013 Mon, Apr 22 2013
  - to: May 06 2013 Mon, May 6 2013

**Options:** Select the information you would like to print on the report.

- **Student Profile Information** – Print demographic information; such as birth date, address, phone number, and alert information.
- **Family Member Information** – Display Family Information; such as guardian names, phone numbers, and sibling names.
- **Use Mailing Address** – Display the student's mailing address.
- **Print Confidential Phone Numbers** – Should phone numbers flagged as confidential print?
- **Attendance Totals** – Display attendance information for the student. You can either select **Display Attendance for Term** or **Display Attendance for Date Range**.
  - Display Attendance for Term** – This allows you to select the term for which attendance will print.
  - Display Attendance for a Date Range** – This allows you to select the specific dates that attendance will print for on the report.
  - Print Only Attendance Totals** – If this option is not selected, it will show the days and periods that the student was not in attendance.
- **Current Schedule** – Display the student's current year schedule.
- **Course Add/Drop** – Show the date of when courses were added and dropped.
- **Discipline Information** – Display the student's discipline offenses and action records.
  - Current Year Only** – If this option is selected, only current year offenses and actions display.



- **Academic History** – Show courses and grades for prior year(s).  
**School Year** – This allows you to determine the school year(s) for which the Academic History will print.
- **Current Grades** – Display the current grades for all the student's courses.  
**Grade Buckets** – This allows you to select the grades that display.  
**Show Teacher Comments** – Display the report card comments.  
**Show Current Cumulative GPA** – Display the student's cumulative GPA value.
- **Test Scores** – Show scores entered for standardized tests.
- **Course Recommendations** – Display any course recommendations entered for the student.
- **Activities** – This allows you to view the activities in which the student is involved.
- **Message Center** – Display any messages that were generated. You can select to display Family Access and/or Student Access.
- **Entry/Withdrawal** – Show the entry/withdrawal records for the student based on the dates entered.
- **Picture** – If the picture exists for the student in Skyward, it can display on the report.
- **Emergency Contacts** – Display the emergency contacts for the student.
- **Student Access Login and Password** – This allows you to view the student's login and password for Student Access. If the student has changed their password from the one entered by the district, you will only see \*\*\*\*\* on the report.

After selecting the information that you want to print on the report, select **View Report for Selected Student**.

## My Activities - Reports – Multi-Class Progress Report

The Multi-Class Progress Report lists the overall grade and category summary for the term specified.

The screenshot shows the 'Student Multi-Class Progress' report template. At the top, there is a navigation bar with a back arrow, the title 'Student Multi-Class Progress', and a 'My Print Queue' button with a 'Back' link. Below the navigation bar, a dropdown menu shows 'ADUSCR, SADIE' and the 'Grade: 09' is displayed. A 'View Report for Selected Student' button is located below the student name. The main content area is divided into four sections: 'Grades' with a 'Display Grades for Term' dropdown set to 'Current Term'; 'Options' with checkboxes for 'Display Signature Line' and 'Only print classes where student has less than' followed by a text input for 'final percent'; 'Free Form Header' with two input fields labeled 'Label 1:' and 'Label 2:'; and 'Free Form Footer' with four input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:'.

### Grades

- **Display Grades for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.

### Options

- **Display Signature Line** – This option will add space on the report for a signature.
- **Only print classes where student has less than \_\_\_\_ final percent** – This option provides you the ability to only print the report for students below a specific percentage.

**Free-Form Header/Footer** – This space allows for the entry of additional information as needed on the report.

After verifying the option selected on the template, click **View Report for Selected Student**.

## My Activities - Reports – Progress Report Letter

The Progress Report Letter allows you to create a report for parents/guardians that will print the selected student's grades and/or assignment information for all classes in the student's schedule.

**Progress Report Letter** My Print Queue Back

ADUSCR, SADIE Grade: 09

[View Report for Selected Student](#)

**Grades**

Display Grades for Term: MIDTERM 1

☐ Only print classes with a grade mark of 100

☐ Only print classes with less than \_\_\_ percent

**Options**

**Body of Letter**

**Address Letter to**

☒ Student

☐ Guardian of Student

**Reports to Generate**

☐ One for Each Family

☒ Only First Family

☐ Print Mailing Address

**Fields to Print**

☐ Print Teacher's Name with Class

☐ Print Student's Student Access Login Info

☐ Print Guardian's Family Access Login Info

☐ Print Assignment Detail Info

☐ Include Percent with Course Grade

☐ Print Attendance

☐ Print Student's Current GPA

☐ Print Dropped Classes

☐ Print Signature Line

**Free Form Header**

Label 1: \_\_\_\_\_

Label 2: \_\_\_\_\_

**Free Form Footer**

Label 1: \_\_\_\_\_

Label 2: \_\_\_\_\_

Label 3: \_\_\_\_\_

Label 4: \_\_\_\_\_

### Grades

- **Display Grade for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report Letter.
- **Only print classes with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print classes with less/greater than \_\_\_ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.

### Options

- **Body of Letter** – This allows you to enter free-form text that will print on the Progress Report Letter.
- **Address Letter to Student/Guardian of Student** – This allows you to determine to whom the letter will be addressed.
- **Fields to Print** – What additional information would you like to print on the report?
  - Print Teacher's Name with Class** – This allows you to print the teacher's name on the report.
  - Print Student Access Login Info** – If you select this option, the student's login and password information will print. If the student has changed their

password from the one created by the district, you will only see \*\*\*\*\* on the report.

**Print Guardian's Family Access Login Info** – If you select this option, it will print the guardian's login and password for Family Access. If the parents changed their password from the one created by the district, you will only see \*\*\*\*\* on the report.

**Print Assignment Detail Info** – If this option is selected, you will see additional options that can be selected to determine the assignment information that will print.

**Include Percent with Course Grade** – This allows you to print the current grade book percentage on the report.

**Print Attendance** – This option allows you to print the student absence and tardy count per class.

**Print Signature Line** – This option allows you to add a space for parents/guardians to acknowledge the receipt of the report.

**Print Dropped Classes** – Should dropped classes display on the Progress Report Letter?

**Print Student's Current GPA** – Would you like the student's GPA to print on the report?

- **Reports to Generate** – This allows you to determine the families for whom Progress Report Letters will generate.
- **Print Mailing Address** – Should the family's mailing address print on the report?
- **Free-Form Header/Footer** – This allows for additional information to display on the Progress Report Letter.

## My Activities – Reports - My Activity Roster

The Activity Roster Report provides a listing of all of the students in your homeroom with selected information. Not all of the options can be selected to print on the report; there is a character maximum of 122.

**Activity Roster Report** [Printer Icon] My Print Queue [Back]

Select Parameters for Activity Roster Report

View Report for All Students Export to Excel

Activity Roster Report Options: 57 chars - Portrait Report

**Options**

Name Display:

- ☐ Last, First MI
- ☐ First Middle Last
- ☐ Last First Middle
- ☒ First MI Last

ID Display:

- ☒ Student ID
- ☐ Internal ID
- ☐ Name Key
- ☐ None

Sort by: Last Name ▼

**Display Information**

- ☐ Grade
- ☐ Phone Number
- ☐ Gender
- ☐ Student Access Login and Password
- ☐ Grad Year
- ☐ Second Phone
- ☐ Current Cumulative GPA
- ☐ Print Student Picture
- ☐ Birth Date
- ☐ Third Phone
- ☐ Home Address
- ☐ Food Service Key Pad #
- ☐ Advisor
- ☐ Email
- ☐ Mailing Address

**Family Information**

- ☐ Primary Guardian
- ☐ All Guardians
- ☐ Phone 2
- ☐ Phone 1
- ☐ Email
- ☐ Phone 3
- ☐ Phone 2
- ☐ Home Address
- ☐ Email
- ☐ Phone 3
- ☐ Mailing Address

Report Range Templates Restore Defaults

### Name Display

The Name Display allows you to choose how you would like the name to print on the report.

### ID Display

The ID Display allows you to select the ID you want to print on the report.

- **Student ID** – This ID is set up by the district.
- **Internal ID** – This ID is automatically given to the student by the program.
- **Name Key** – Every person entered into Skyward has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name, and a tie-breaker number. (Example – Mary Smith would be Smithmar000)

### Sort By

The Sort By allows you to determine the order in which the names will display on the report.

### Display Information

Display Information allows you to select Demographic Information that you want displayed on the report.

- **Grade**
- **Phone Number**
- **Gender**
- **Student Access Login and Password** – The password will only print if the student hasn't changed their password from the district-defined password.
- **Grad Year**
- **Second Phone** – This is the second phone number for the student and not the family.
- **Current Cumulative GPA**

- **Print Student Picture**
- **Birth Date**
- **Third Phone** – This is the third phone number for the student and not the family.
- **Home Address**
- **Food Service Key Pad #** - This option is based on the district configuration settings.
- **Advisor**
- **Email**
- **Mailing Address**

### Family Information

You can select the Family Information you want to display on the report. All options will be grayed out until you select **Primary Guardian**.

## My Activities – Reports – Attendance Detail Report

The Attendance Detail Report can display the days and periods when the student was not in attendance. It will also show the breakdown of the absence categories consisting of Excused, Unexcused, Tardy, and Other.

The screenshot shows the 'Attendance Detail' report interface. At the top, there's a title bar with 'Attendance Detail' and a 'My Print Queue' button. Below the title bar, the main content area is titled 'Attendance Detail Report'. Under this, there's a section '10 - Attendance Detail' with a sub-section 'Report Ranges'. In 'Report Ranges', there are two options: 'Display Attendance for Term' (checked) and 'Display Attendance for Date Range' (unchecked). The 'Current Term' is set to '04/12/2013 - 05/29/2013'. Below these, there are date range selectors: 'On or After' (Apr 20 2013) and 'On or Before' (May 11 2013). To the right of these selectors are buttons for 'Save', 'Undo', and 'Back'. Below the 'Report Ranges' section, there's an 'Absence Types' section and an 'Options' section. The 'Options' section has two checkboxes: 'Insert page break after each student' and 'Print only attendance totals'.

### Report Ranges

- **Display Attendance for Term** – Select the term for which you want attendance to print.
- **Display Attendance for Date Range** – Enter the specific date range of the attendance.

- **Absence Types** – Verify the absence types you want to print on the report. All absence types default to being selected.

**Absence Types (55)**

Absence Type Selection - 001 Entity (001) Grades 9 to 12

**Available Excused Types**

**Selected Excused Types**

D - DAEP  
E - EXCUSED  
G - Excused Absence  
I - ISS  
M - MANDATORY TESTING

**Available Unexcused Types**

**Selected Unexcused Types**

1 - Rainy Day  
A - ABSENT  
B - OSS  
H - IAES  
J - TEACHER ABSENCE

**Available Tardy Types**

**Selected Tardy Types**

L - LATE - TEACHER ENTRY  
T - TARDY

**Available Other Types**

**Selected Other Types**

C - COLLEGE DAY  
F - SCHOOL TRIP  
K - Medical Absence Homebound  
N - NO SHOW  
O - OTHER

### Options

- **Insert page break after each student** – This option allows a separate attendance report for each student.
- **Print only attendance totals** – This option will only show the number of times the student has each absence category of Excused, Unexcused, Tardy, and Other.

## My Activities – Reports – Progress Report

The Progress Report lists the overall grade and assignment scores for the specified term.

The screenshot shows the 'Progress Detail Report' interface. At the top, there's a header 'Progress Detail Report' with a 'My Print Queue' button, a 'Back' button, and a help icon. Below this is a sub-header 'Progress Report for Activity Jazz Band'. There are two buttons: 'View Report for All Students' and 'Select Students to View Report'. A note states: 'Note: The Report Card Summary does not process Standards based Gradebooks.' Under the 'Assignments' section, there's a dropdown for 'Display Grades for Term:' set to 'Current Term : 04/12/2013 - 05/29/2013'. The 'Options' section has four checkboxes: 'Display Assignment Detail Information' (checked), 'Only print student with less than' (unchecked) with a text input field and 'percent' label, 'Display Signature Line' (checked), and 'Page Break by Student' (unchecked). The 'Free Form Header' section has two text input fields labeled 'Label 1:' and 'Label 2:'. The 'Free Form Footer' section has four text input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:'.

### Assignments

- **Display Grades for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.

### Options

- **Display Assignment Detail Information** – If you select this option, assignment information will display on the report.
- **Only print student with less than \_\_\_\_\_ percent** – This allows you to only print the progress report for students receiving less than the selected percentage.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge the receipt of the report.
- **Page Break by Student** – This allows for a separate report for each student.

### Free-Form Header/Footer

The Free-Form Header/Footer allows for the information entered in this space to print at the bottom of each report.



## My Activities – Reports - Missing Assignment Report

The Missing Assignment Report will print a report of students, listing assignments that have been marked as missing or are not scored and past the due date.

**All Missing Assignments** My Print Queue Back ?

**Missing Assignments Report for Jazz Band**

[View Report for All Students](#) [Select Students to View Report](#)

**Assignments**

☒ Display Assignments for Term  
Current Term : 04/12/2013 - 05/29/2013

☐ Display Assignments for Date Range  
Start:  Apr  20  2013  Sat, Apr 20 2013  
End:  May  11  2013  Sat, May 11 2013

**Options**

☐ Exclude Students with No Missing Assignments  
☐ Only Print Assignments that are Marked as Missing  
☐ Do Not Print Assignments until  days past the due date. ?  
☐ Only Print for Selected Classes  
☒ Print Details of Missing Assignments  
☐ Print Summary of Missing Assignments

**Sorting**  
☒ By Student  
☐ Random

**Page Break**  
☒ By Student  
☐ By Class

**Fields to Print**  
☒ Display Student Name  
☐ Display Student Id  
☐ Show Signature Line

**Free Form Header**  
Label 1:   
Label 2:

**Free Form Footer**  
Label 1:   
Label 2:

### Assignments

You can select to display assignment information for either a specific term or date range.

- **Display Assignments for Term** – Select the term for which you want grade information to print.
- **Display Assignment for Date Range** – Enter the specific date range of the grade information.

### Options

- **Exclude Students with No Missing Assignments** – Select this option to only print the students having missing assignments.
- **Only Print Assignments that are Marked as Missing** – If this option is selected, only assignments flagged as missing will display on the report. This option will not be available if you have selected the option to “Do Not Print Assignments until \_\_\_\_ days past the due date.”
- **Do Not Print Assignments until \_\_\_\_ days past the due date** – If this option is not selected, any assignment not scored and past the due date will display as missing.
- **Print Details of Missing Assignments** – Select this option to show each missing assignment per student.

- **Print Summary of Missing Assignments** – Selecting this option will only show the missing assignment count per student.

### Free-Form Header/Footer

The Free-Form Header/Footer allows for the information entered in this space to print on the report.

## My Activities – Reports – Report Card Summary

The Report Card Summary displays the classes and grades earned in each class.

**Report Card Summary** My Print Queue Back ?

**Report Card Summary for Activity Jazz Band**

[View Report for All Students](#) [Select Students to View Report](#)

Note: The Report Card Summary does not process Standards based Gradebooks.

**Options**

- ☐ Only print student with less than  percent [Select Grade Buckets to Display](#)  
The report is limited to 20 grade buckets
- ☐ Do Not Display Dropped Classes
- ☒ Display Signature Line
- ☐ Page Break by Student

**Free Form Header**

Label 1:

Label 2:

**Free Form Footer**

Label 1:

Label 2:

Label 3:

Label 4:

### Options

- **Only print student with less than \_\_\_\_ percent** – This allows you to only print the report for students receiving less than the selected percentage.
- **Do Not Display Dropped Classes** – Should dropped classes print on the report for students?
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Page Break by Student** – This allows a separate page per student.
- **Select Grade Buckets to Display** – This allows you to determine the grades that will display on the report.

Grade Buckets to Display							x
Athletic	Citizenship	Midterm	Term	Sem Exam	Semester	Final	
<input type="checkbox"/> ATH	<input type="checkbox"/> CZ1	<input type="checkbox"/> PR1	<input type="checkbox"/> 1ST	<input type="checkbox"/> EX1	<input type="checkbox"/> SM1	<input checked="" type="checkbox"/> FNL	
	<input type="checkbox"/> CZ2	<input type="checkbox"/> PR2	<input type="checkbox"/> 2ND	<input type="checkbox"/> EX2	<input checked="" type="checkbox"/> SM2		
	<input type="checkbox"/> CZ3	<input type="checkbox"/> PR3	<input type="checkbox"/> 3RD				
	<input type="checkbox"/> CZ4	<input type="checkbox"/> PR4	<input type="checkbox"/> 4TH				
	<input type="checkbox"/> CZ5	<input checked="" type="checkbox"/> PR5	<input checked="" type="checkbox"/> 5TH				
	<input type="checkbox"/> CZ6	<input checked="" type="checkbox"/> PR6	<input checked="" type="checkbox"/> 6TH				

**Free-Form Header/Footer**

The Free-Form Header/Footer allows for the information entered in this space to print on each of the reports.

## My Activities – Reports – Standards Report Card

The Standards Report Card allows you to print a report card for students. The Standards Report Card will print grade information for all classes attached to the student.

### Report Options

- **Grading Period** – Select a Grading Period as a range for the report card. The report card will print all grading periods completed up to the term selected.
- **Print a blank report card** – Use this option to not print the student's grades, comments, or attendance. The report card will still display the subject/skill grades for the classes.
- **Separate comments onto a new page** – Select this option to print the comments posted for the term on a separate page.
- **Print comments only** – The report card will only print comments. When the option is selected, it will not display subject/skill grades.
- **Only Print for Families Set to Receive a Hard Copy of the Report Card** – This option will only print the report cards for the students whose families are selected to receive a paper copy.
- **Post Report Cards to Family/Student Access** – When this option is selected, the report cards will become viewable in Family/Student Access for the students and parents. This option should only be selected when the report card has been finalized and ready for display.

### Print for Family

- **Print for First Family Only** – Select this option to only print a hard copy for the student's primary family.
- **Print for Second Family Only** – Select this option to only print a hard copy for the Student's second family.
- **Print for First and Second Families** – This option will print a hard copy for the 1<sup>st</sup> and 2<sup>nd</sup> family attached to the student.
- **Print for all Families** – Print a hard copy for all the families attached to the student.

## Add an Event

The Add an Event option allows the leader of an activity to create an event associated with the activity. You will find the option to "Add an Event" by expanding by the activity.

**Add Event (44)**

Event Maintenance

Entity: 001 Entity (001) Grades 9 to 12 School Year: 2012-13

Activity: JBD Jazz Band

\* Date: 05/09/2013 Thursday Event Status: Active

Start Time: 07:00 PM End Time: 09:00 PM

Event Type: Conc Concert

\* Summary: Band Concert

\* Description: We will be performing our Band Concert on May 9th beginning at 7 PM

Location: GYM Main Gym

Contact Type: Staff

Contact: ANDREMAR001 ANDREASCR, MARILEE Y

Cost: \$0.00

Visible To: Leader, Assistants and Students

☒ Show this on the Public Events Calendar

Asterisk (\*) denotes a required field

### Event Maintenance

- **\*\*Date** – Enter the date the when event is occurring.
- **Event Status** – Select the events status.
- **Start/End Time** – Enter the Start and End time of the event.
- **Event Type** – Select the Event Type from the drop-down menu.
- **\*\*Summary** – Enter the summary of the event.
- **\*\*Description** – This allows you to enter more information related to the event.
- **Location** – Select where the event is going to be held.
- **Contact Type** – Select from either Staff or Student.
- **Contact** – Select the contact for the event.
- **Cost** – Enter the cost of attending this event.
- **Visible To** – Select who will be able to see this event. You also have an option to display the event on the Public Calendar.

After you have entered the required fields for the event, click **Save**.

## Edit Event

**Edit Event (47)**

Event Maintenance

Entity: 001 Entity (001) Grades 9 to 12 School Year: 2012-13

Activity: JBD Jazz Band

\* Date: 05/09/2013 Thursday Event Status: Active

Start Time: 07:00 PM End Time: 09:00 PM

Event Type: Conc Concert

\* Summary: Band Concert

\* Description: We will be performing our Band Concert on May 9th beginning at 7 PM

Location: GYM Main Gym

Contact Type: Staff

Contact:

Cost: \$0.00

Visible To: Leader, Assistants and Students

Created By: ANDREASCR, MARILEE Y

☒ Show this on the Public Events Calendar

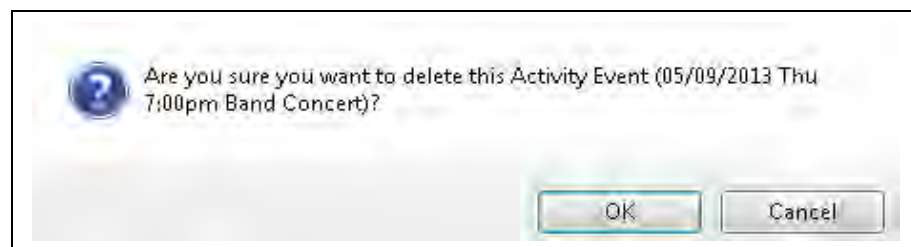
Asterisk (\*) denotes a required field

Buttons: Check Spelling, Save

The Edit allows you to make modifications to your Activity Event.

## Delete Event

The Delete option allows you to remove the Activity Event.



After you select **Delete**, you will receive the above message. If you want to delete the Activity Event, you will click **Yes**.

## Message Center

Message Center is an easy way to communicate to a group of students or parents without sending home a written note. You may also use this as a tool for providing copies of a course syllabus or other documents through Student and Family Access.





## Add Message to Multiple Activities

**New Activity Message for Multiple Activities (1161)**

Add a New Message for Jazz Band

\* Message Summary:  Priority:

\* Message Detail:

View Style Toolbar:

**Posting Options**

Post From:  to:

☒ Post to Family Access ☒ Post to Student Access

☒ Allow parents to respond to this message ☒ Allow students to respond to this message

☐ Post my email address for parents viewing this message ☐ Post my email address for students viewing this message

☒ Post to Calendar

Place on Calendar Date:  Text:

**Emailing Options**

☒ Send as Email on  at  PM from  [Restore Default](#)

☒ Email to Students

☒ Email to Guardians (Leave checkboxes below blank to send to all guardians)

☐ Heads of Household Only ☐ Primary Guardians Only ☐ Report Card Recipients Only ☐ First Families Only

☐ Send an Email For Each Student in Same Family ☐ Do Not Show Student Name in Body of Email

☐ Post to All Activities

Select the activities where this message should be saved

	Entity	Activity Year	Current Activity	Description
1	<input checked="" type="checkbox"/> 001	2013	Y	Jazz Band

[Select All](#) [Clear All](#)

The option to Add Message to Multiple Activities allows you to create a single message and attach multiple activities to that message.

### Add a New Message

- **\*\*Message Summary** – Enter a summary for the message; the maximum character limit is 60.
- **\*\*Priority** – Select either Normal or High Priority for the message.
- **\*\*Message Detail** – Compose your complete message in the Message Detail.

### Posting Options

- **Post From/To** – This allows you to determine the length of time the message will display in Family/Student Access.
- **Only Post for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Post to Family Access** – Select this option if the message should display in Family Access.
- **Allow parents to respond to this message** – If you select this option, parents will be able to respond to your message via Family Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for parents viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Student Access** – Select this option if the message should display in Student Access.

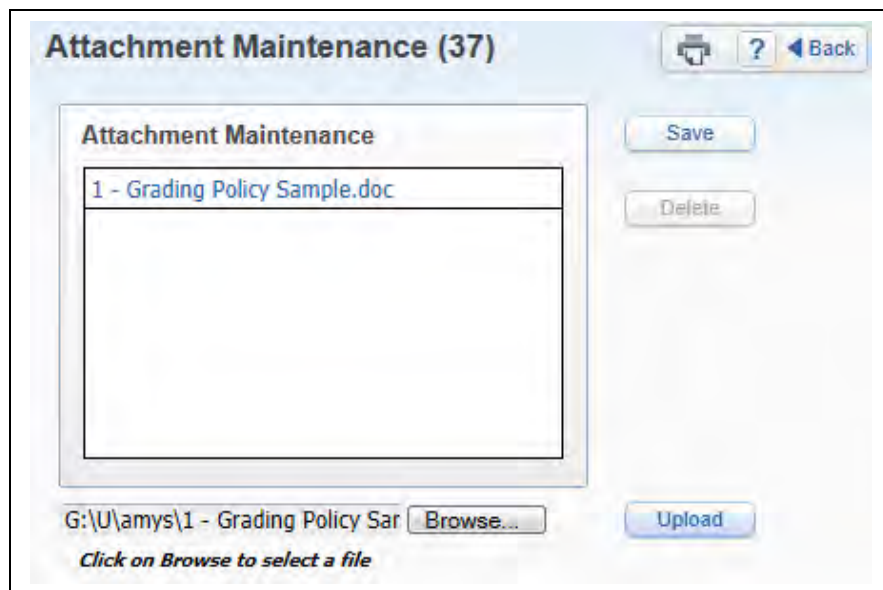


- **Allow students to respond to this message** – If you select this option, students will be able to respond to your message via Student Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for students viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Calendar** – Select this option to have the message display on the designated date in the Family/Student Access Calendar.

#### Emailing Options

- **Send an Email on** – This allows you to send the message as an email to guardians and/or students.
- **Only Send Emails for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Email to Students** – Select this option if the message should be emailed to the students.
- **Email Guardians** – Select this option if the message should be emailed to the guardians. If selecting this option, you can then determine the guardians that should receive the email.
- **Display Additional Details in the Email Body** – This allows you to determine if additional class information will display in the email.
- **Post to All Classes** – If you select the option, all courses at the bottom of the screen will be selected and grayed out.
- **Select Classes where this message should be saved** – Choose the class(es) that will see the message in Family/Student Access or receive an email.

#### Attach

The image shows a software window titled "Attachment Maintenance (37)". In the top right corner, there are icons for printing, help, and a "Back" button. The main area of the window contains a list box with one item: "1 - Grading Policy Sample.doc". To the right of the list box are "Save" and "Delete" buttons. Below the list box is a text field containing the file path "G:\U\amys\1 - Grading Policy Sar" followed by a "Browse..." button. At the bottom right is an "Upload" button. A small instruction at the bottom left reads "Click on Browse to select a file".

The Attach allows you to attach a file to the message. The option to add an attachment will depend on the configuration of Educator Access Plus.

## Add Message for Current Activity

**New Activity Message for Selected Students (58)**

**Add a New Message for Jazz Band**

\* Message Summary:  Priority:

\* Message Detail:

**Posting Options**

Post From:  to:

☒ Post to Family Access ☒ Post to Student Access

☒ Allow parents to respond to this message ☒ Allow students to respond to this message

☐ Post my email address for parents viewing this message ☐ Post my email address for students viewing this message

☒ Post to Calendar

Place on Calendar Date:  Text:

**Emailing Options**

☒ Send as Email on  at  PM from  [Restore Default](#)

☒ Email to Students

☐ Email to Guardians (Leave checkboxes below blank to send to all guardians)

☐ Heads of Household Only ☐ Primary Guardians Only ☐ Report Card Recipients Only ☐ First Families Only

☐ Send an Email For Each Student in Same Family ☐ Do Not Show Student Name in Body of Email

☐ Post to All Students

**Select students to receive the message**

	Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/>	AARONSONSCR	KRYSTINA	L	2013
<input checked="" type="checkbox"/>	ADUSCR	SADIE		2016
<input checked="" type="checkbox"/>	ADUSCR	Simon		2014

The option to Add Message for Current Activity allows you to create a message for the activity selected in the My Activities screen.

### Add a New Message

- **Message Summary** – Enter a summary for the message; the maximum character limit is 60.
- **Priority** – Select either Normal or High Priority for the message.
- **Message Detail** – Compose your complete message in the Message Detail.

### Posting Options

- **Post From/To** – This allows you to determine the length of time the message will display in Family/Student Access.
- **Only Post for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Post to Family Access** – Select this option if the message should display in Family Access.
- **Allow parents to respond to this message** – If you select this option, parents will be able to respond to your message via Family Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for parents viewing this message** – When selecting this option, your name will be a hyperlink in the "Posted By" column of the message.
- **Post to Student Access** – Select this option if the message should display in Student Access.

- **Allow students to respond to this message** – If you select this option, students will be able to respond to your message via Student Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for students viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Calendar** – Select this option to have the message display on the designated date in the Family/Student Access Calendar.

### Emailing Options

- **Send an Email on** – This allows you to send the message as an email to guardians and/or students.
- **Only Send Emails for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Email to Students** – Select this option if the message should be emailed to the students.
- **Email Guardians** – Select this option if the message should be emails to the guardians. If selecting this option, you can then determine the guardians that should receive the email.
- **Display Additional Details in the Email Body** – This allows you to determine if additional class information will display in the email.

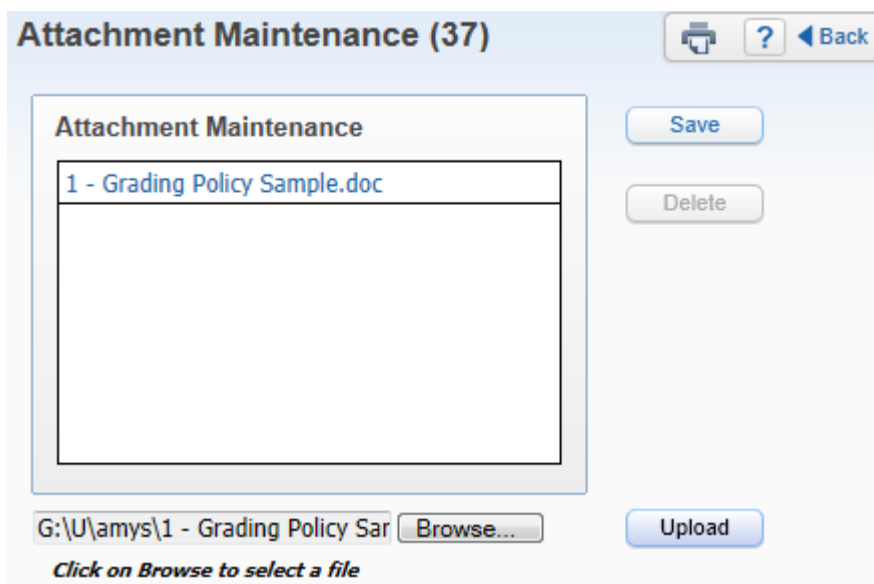
### Student Selection

The screenshot shows a dialog box titled "Post to All Students". Inside, there is a section "Select students to receive the message" with a table of students. The table has columns for selection, last name, first name, MI, and grad year. Three students are listed: Aaronson, Krystina (2013), Adus, Sadie (2016), and Adus, Simon (2014). All three are selected with checkboxes. To the right of the table are "Select All" and "Clear All" buttons. At the bottom, it says "3 records displayed".

	Last Name	First Name	MI	Grad Year
1 <input checked="" type="checkbox"/>	AARONSON	KRYSTINA	L	2013
2 <input checked="" type="checkbox"/>	ADUS	SADIE		2016
3 <input checked="" type="checkbox"/>	ADUS	Simon		2014

- **Post to All Student** – If you select this option, all students at the bottom of the screen will be selected and grayed out.
- **Select Students to receive the message** – Choose the student(s) that will see the message in Family/Student Access or receive an email.




## Attach



The screenshot shows a web interface titled "Attachment Maintenance (37)". At the top right, there are icons for printing, help, and a "Back" button. The main area is divided into two sections. On the left, a box titled "Attachment Maintenance" contains a table with one row: "1 - Grading Policy Sample.doc". Below the table is a large empty rectangular area. On the right, there are two buttons: "Save" and "Delete". At the bottom left, there is a text input field containing the file path "G:\U\amys\1 - Grading Policy Sar" and a "Browse..." button. Below this, a note says "Click on Browse to select a file". At the bottom right, there is an "Upload" button.


The Attach allows you to attach a file to the message. The option to add an attachment will depend on the configuration of Educator Access Plus.

## Edit

**Edit Activity Message for Multiple Activities (1133)**   

**Edit the Message for Jazz Band**

\* Message Summary:  Priority:

\* Message Detail:  View Style Toolbar: 

**Posting Options**

Post From:  to:

☒ Post to Family Access ☒ Post to Student Access

☒ Allow parents to respond to this message ☒ Allow students to respond to this message

☐ Post my email address for parents viewing this message ☐ Post my email address for students viewing this message

☒ Post to Calendar

Place on Calendar Date:  Text:

**Emailing Options**

☒ Send as Email on  at   from  [Restore Default](#)

☒ Email to Students

☒ Email to Guardians (Leave checkboxes below blank to send to all guardians)

☐ Heads of Household Only ☐ Primary Guardians Only ☐ Report Card Recipients Only ☐ First Families Only

☐ Send an Email For Each Student in Same Family  ☐ Do Not Show Student Name in Body of Email

☐ Post to All Activities

Asterisk (\*) denotes a required field

[Check Spelling](#) [Save](#) [Attach \(0\)](#)

Edit allows you to make modifications to an existing message.

## Clone

**New Activity Message for Multiple Activities (1133)**

Add a New Message for Jazz Band

\* Message Summary: **Band Concert** Priority: Normal

\* Message Detail: We will be having our spring 'Pops' concert on May 9th beginning at 7 PM.

View Style Toolbar: [v]

Check Spelling Save Attach (0)

**Posting Options**

Post From: 05/11/2013 to: 05/18/2013

☒ Post to Family Access ☒ Post to Student Access

☒ Allow parents to respond to this message ☒ Allow students to respond to this message

☐ Post my email address for parents viewing this message ☐ Post my email address for students viewing this message

☒ Post to Calendar

Place on Calendar Date: 05/11/2013 Text: Concert

**Emailing Options**

☒ Send as Email on 05/11/2013 at 10:46 PM from m.andreas@skyward.k12.wi.us [Restore Default](#)

☒ Email to Students

☒ Email to Guardians (Leave checkboxes below blank to send to all guardians)

☐ Heads of Household Only ☐ Primary Guardians Only ☐ Report Card Recipients Only ☐ First Families Only

☐ Send an Email For Each Student in Same Family ☐ Do Not Show Student Name in Body of Email

☐ Post to All Activities

Select the activities where this message should be saved

	Entity	Activity Year	Current Activity	Description
1	001	2013	Y	Jazz Band

Select All Clear All

The Clone allows you to make a duplicate of the highlighted message. If an attachment was added, it will also clone the attachment.

## Recall

Recall allows you to remove the message from displaying in Family/Student Access. You will highlight the message and click **Recall**.

**Skyward**

Are you sure you want to recall this message?

The message will no longer appear in Family/Student Access.

Yes No

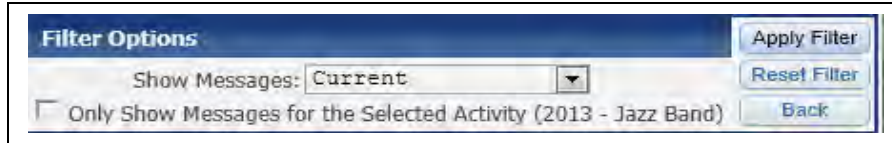
After selecting **Recall**, you will receive the message displaying above. If you do not want the message to display in Family/Student Access, you will select **Yes**.



### Un-Recall

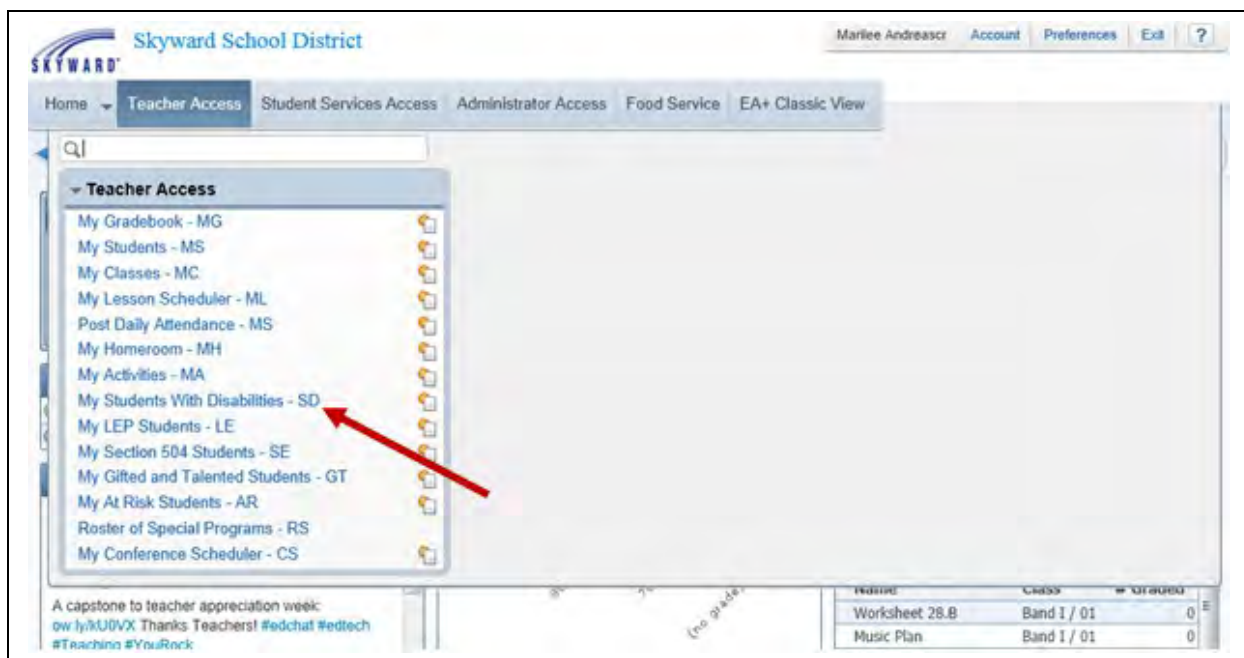
The Un-Recall button will only display if the highlighted message was recalled. You will select Un-Recall to have the message return to displaying in Family/Student Access.

### Filter Options

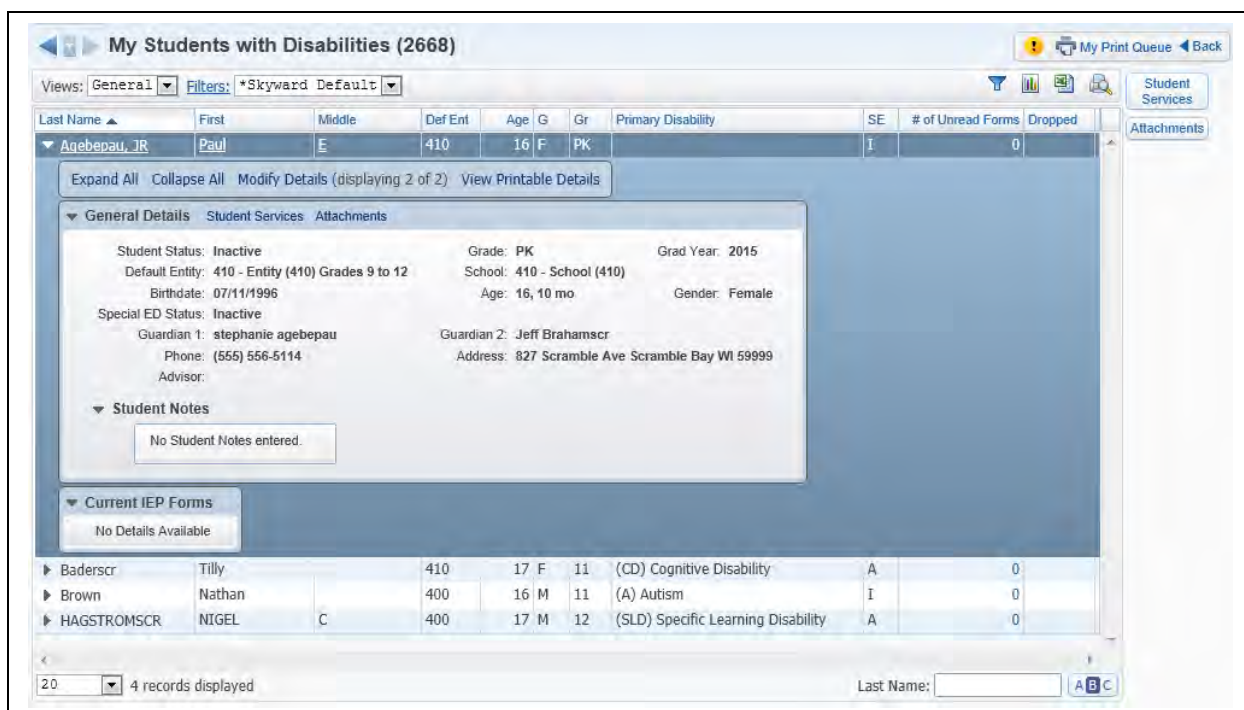
A screenshot of a web-based 'Filter Options' dialog box. The dialog has a blue header bar with the text 'Filter Options'. Below the header, there is a section labeled 'Show Messages:' followed by a dropdown menu currently set to 'Current'. To the right of this section are two buttons: 'Apply Filter' and 'Reset Filter'. Below the 'Show Messages' section is a checkbox labeled 'Only Show Messages for the Selected Activity (2013 - Jazz Band)'. To the right of this checkbox is a 'Back' button.

- **Show Messages** – This allows you to determine the messages that will display in the Message Center screen.
- **Only Show Messages for the Selected Activity** – Select this option to only display messages for the activity selected in My Activities.

## My Students with Disabilities



The My Students with Disabilities option allows you to view students and special education information.



You can view Special Education Information by clicking on **Student Services**.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.



Back

Current IEP View

Section 504

Gifted & Talented

User Name: ALVIN WILDERSCR

Saturday, May 11th, 2013

You have 0 unread form(s)

Case Manager: REESE WITHERSPOONSCR

IEP Manager: REESE WITHERSPOONSCR

SE School: School (123)

IEPs: 05/10/2013 - 05/09/2014 ▼

Disabilities

Primary

Autism	No
Cognitive Disability	Yes

Placements

Provider

No Placements	
---------------	--

Team Members

Title

Paul E Agebepau, JR	Student
---------------------	---------

Contact Date	Time	Person
05/11/2013	10:57 PM	ALVIN WILDERSCR
Comments: Goals and Objectives/Benchmark (I-6) sent		
04/02/2013	1:59 PM	Eina Phective
Comments: Notice of Agreement That a Three-Year-Reevaluation Not Needed (RE-3) sent		

This is a sample of the Special Education Information that displays. Depending on the configuration of Special Education you may be able to view the forms.

## View Attachments

Special Education Attachments (48)

Available Attachments for Special Education

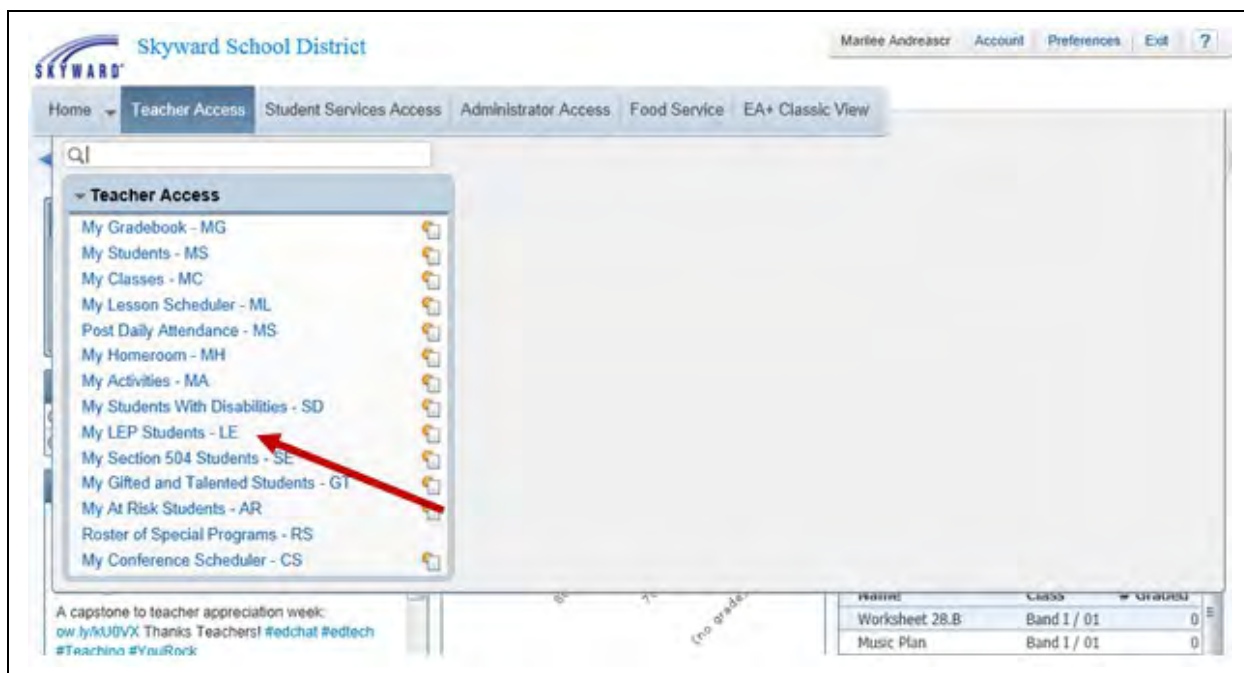
Type ▲	Description	Entered By	Entered Date	Entered Time	File Size
Attachments	Special Ed Attachments	ALVIN WILDERSCR	05/11/2013	11:06 PM	387 KB

View Attachment

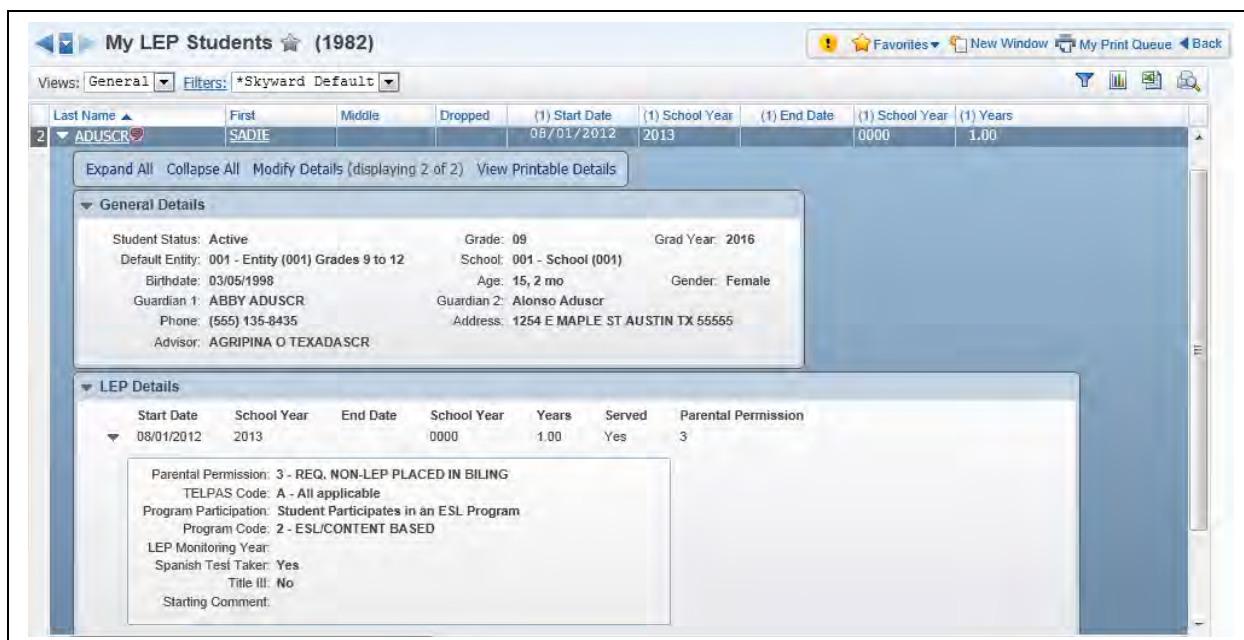
Back

The View Attachment option allows you to see any Special Education Attachments.

## My LEP Students



My LEP Students allows you to view your student's LEP records. You can access My LEP Students through **Teacher Access**.



You can view the student's LEP record by expanding next to the student's name; no modifications to the LEP record can be completed.

## General Details

▼ General Details

Student Status: Active

Grade: 09

Grad Year: 2016

Default Entity: 001 - Entity (001) Grades 9 to 12

School: 001 - School (001)

Birthdate: 03/05/1998

Age: 15, 2 mo

Gender: Female

Guardian 1: ABBY ADUSCR

Guardian 2: Alonso Aduscr

Phone: (555) 135-8435

Address: 1254 E MAPLE ST AUSTIN TX 55555

Advisor: AGRIPINA O TEXADASCR

The General Details display demographic information for the selected student.

## LEP Details

▼ LEP Details

Start Date	School Year	End Date	School Year	Years	Served	Parental Permission
08/01/2012	2013		0000	1.00	Yes	3

Parental Permission: 3 - REQ. NON-LEP PLACED IN BILING

TELPAS Code: A - All applicable

Program Participation: Student Participates in an ESL Program

Program Code: 2 - ESL/CONTENT BASED

LEP Monitoring Year:

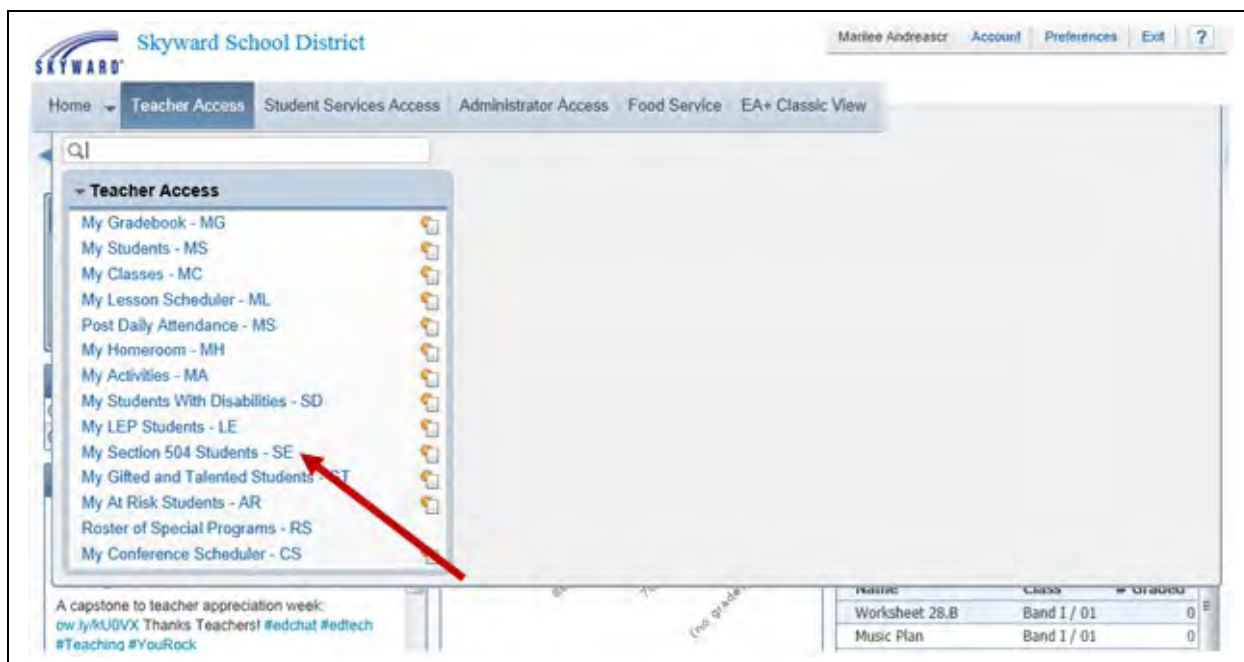
Spanish Test Taker: Yes

Title III: No

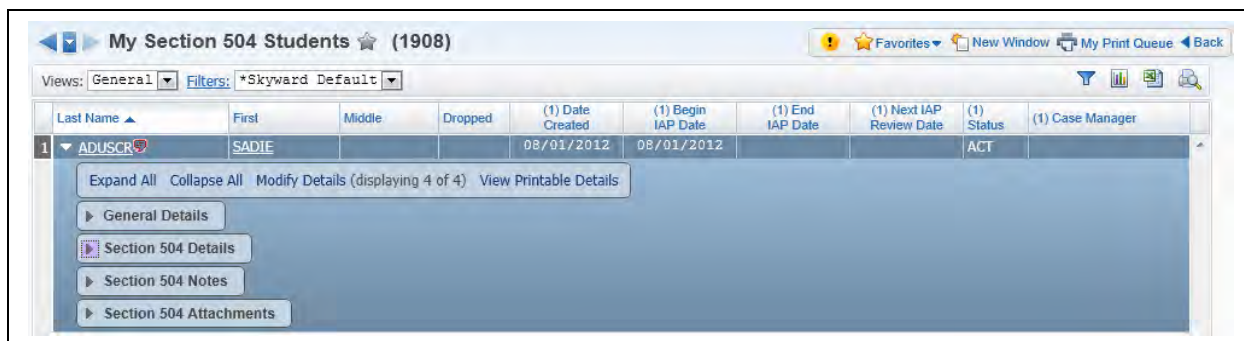
Starting Comment:

The LEP Details will display information related to the LEP Record.

## My Section 504 Students



My Section 504 Students allows you to view your student's Section 504 Plan. You can access My Section 504 Students through **Teacher Access**.



You can view the student's 504 record by expanding next to the student's name; no modifications to the 504 Plan can be completed.

## General Details

General Details		
Student Status: Active	Grade: 09	Grad Year: 2016
Default Entity: 001 - Entity (001) Grades 9 to 12	School: 001 - School (001)	
Birthdate: 03/05/1998	Age: 15, 2 mo	Gender: Female
Guardian 1: ABBY ADUSCR	Guardian 2: Alonso Aduscr	
Phone: (555) 135-8435	Address: 1254 E MAPLE ST AUSTIN TX 55555	
Advisor: AGRIPINA O TEXADA SCR		

The General Details area displays demographic information for the selected student.

## Section 504 Details

Section 504 Details								
Begin IAP Date	End IAP Date	Next IAP Review Date	Status	Case Manager				
08/01/2012			ACT					
<div> <div>Status of Eval: ACT - ACTIVE</div> <div> <div>IAP Begin Date: 08/01/2012</div> <div>Last IAP Date:</div> <div>Dismissal Date:</div> </div> <div> <div>Eval Meeting Date:</div> <div>Next IAP Date:</div> <div>IAP End Date:</div> </div> <div> <div>Case Manager:</div> <div>Case Due Date:</div> <div>Next Eval Review Date:</div> </div> <div> <div>Referral Type:</div> <div>Referral Date:</div> <div>IAP Status: N - None</div> </div> </div>								
Initial Eval Meeting Date:	Annual Review Meeting Date:	Reevaluation Date:						
Evaluation Consent: No	Eval Consent Date:							
Referred to IDEA: No	Date Referred to IDEA:							
Service Consent: No	Service Consent Date:							
<div>Disability Impairment Life Activity</div> <div>None   None   None</div>								
<div>Student Accommodations</div> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>MTH</td> <td>ORAL MATH TAKS</td> </tr> </tbody> </table>					Code	Description	MTH	ORAL MATH TAKS
Code	Description							
MTH	ORAL MATH TAKS							

The Section 504 Details area will display information related to the Section 504 Plan.

## Section 504 Notes

Section 504 Notes				
Date	Description	Category	Created By	Protected?
05/12/2013	504 Note		amys	No
Comment: Sadie's 504 plan must be followed. Any changes to this plan needs to have the approval of her parents.				

You can view any notes attached to the 504 Plan by expanding the Section 504 Note area.

## Section 504 Attachments

Section 504 Attachments						
Type	Description	Entered By	Entered Date	Entered Time	File Size	Original File
Attachments	Section 504 Attachment	MARILEE Y ANDREASCR, TEA	05/04/2013	7:18 AM	387 KB	3 - Sample Document.doc

The Section 504 Attachments area allows you to view any files attached to the Section 504 Plan. You can click in the link displaying under "Original File" to view the file.

## My Gifted and Talented Students

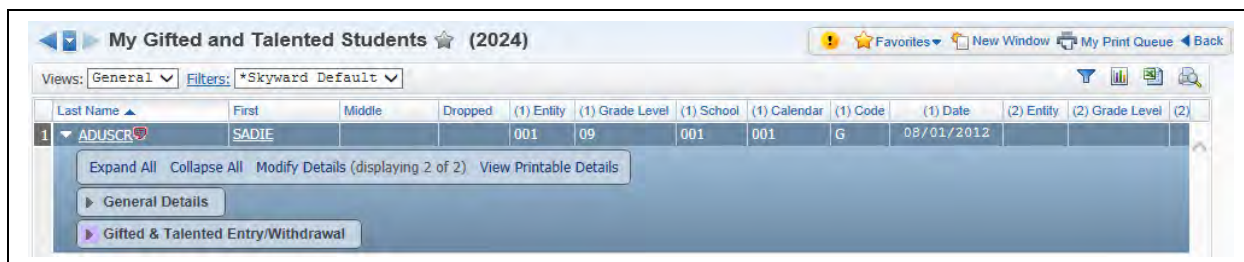
The screenshot shows the Skyward School District interface. The 'Teacher Access' menu is open, displaying a list of options. A red arrow points to 'My Gifted and Talented Students - GT'. The main content area shows a table of student data with columns for Name, Class, and # Graded. The table includes rows for Participation, Music Assessment, and Music Project. A 'Due Date: 05/15/13' is displayed at the bottom right.

Name	Class	# Graded
Participation	1MUS / 01	6
Participation 5/16	1MUS / 01	6
Music Assessment	1MUS / 01	0
Participation	1MUS / 02	0
Participation 5/16	1MUS / 02	0
Music Project	3117 / 01	5

Due Date: 05/15/13

My Gifted and Talented Students allows you to view your students flagged as Gifted and Talented. You can access My Gifted and Talented Students through **Teacher Access**.





You can view the student's Gifted and Talented record by expanding next to the student's name; no modifications to the record can be completed.

### General Details

General Details

Student Status: Active

Grade: 09

Grad Year: 2016

Default Entity: 001 - Entity (001) Grades 9 to 12

School: 001 - School (001)

Birthdate: 03/05/1998

Age: 15, 2 mo

Gender: Female

Guardian 1: ABBY ADUSCR

Guardian 2: Alonso Aduscr

Phone: (555) 135-8435

Address: 1254 E MAPLE ST AUSTIN TX 55555

Advisor: MARILEE Y ANDREASCR, TEA

The General Details area displays demographic information for the selected student.

### Gifted and Talented Entry/Withdrawal

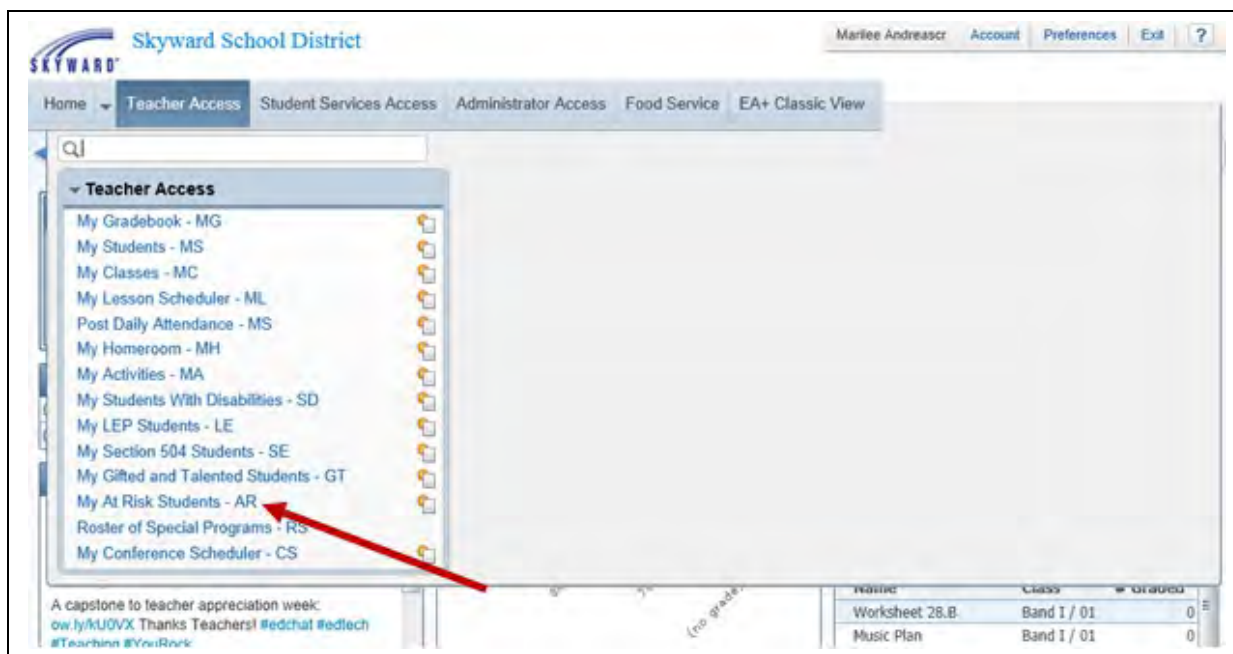
Gifted & Talented Entry/Withdrawal

Entity	Grade Level	School	Calendar	Code	Date
001	09	001	001	G	05/17/2013

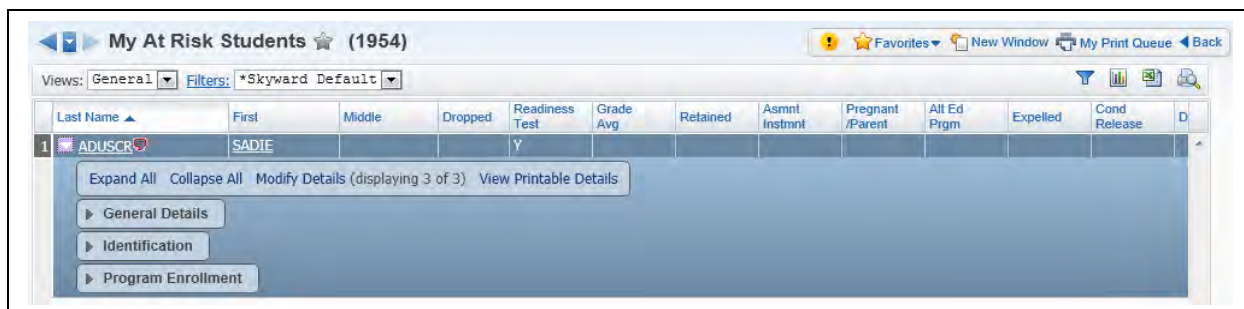
Comment: Gifted/Talented in Math

The Gifted and Talented Entry/Withdrawal area will display information related to the gifted and talented record.

## My At Risk Students



My At Risk Students allows you to view your student's At Risk records. You can access My At Risk Students through **Teacher Access**.



You can view the student's At Risk record by expanding next to the student's name; no modifications to the At Risk record can be completed.



## General Details

General Details		
Student Status: Active	Grade: 09	Grad Year: 2016
Default Entity: 001 - Entity (001) Grades 9 to 12	School: 001 - School (001)	
Birthdate: 03/05/1998	Age: 15, 2 mo	Gender: Female
Guardian 1: ABBY ADUSCR	Guardian 2: Alonso Aduscr	
Phone: (555) 135-8435	Address: 1254 E MAPLE ST AUSTIN TX 55555	
Advisor: AGRIPINA O TEXADA SCR		

The General Details area displays demographic information for the selected student.

## Identification

Identification			
Type	Entry Date	Dismissal Date	Identification Details
Did not Perform Satisfactorily on Readiness Test (PreK-3)	08/01/2012		Test of displayed information.

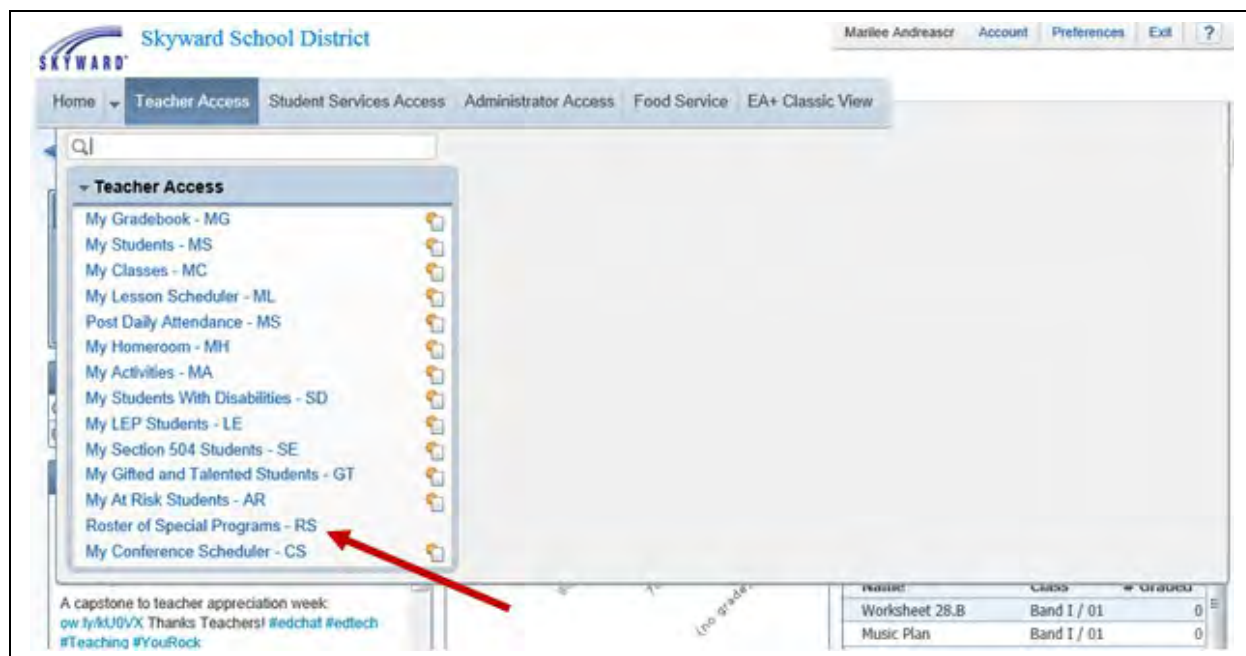
The At Risk Identification area will display the reason the student is flagged as At Risk.

## Program Enrollment

Program Enrollment			
Type	Entry Date	Dismissal Date	Program Enrollment Details
Activity	05/12/2013		Sadie will participate in tutoring.

You can view the programs the student is enrolled in regarding their At Risk record in the Program Enrollment area.

## *Roster of Special Programs*



The Roster of Special Programs is a Texas Specific Report. The report is going to display the students and their Special Program enrollment.

## Roster of Special Programs Template

**Roster of Special Programs Report (92)**

Template Settings

\* Template Description: **Roster of Special Programs**

☐ Share this template with other users in the district

☐ Print Greenbar

Check Spelling

Save

Save and Print

**Student Ranges**

\* School Year: 2013

\* As of Date: 05/12/2013

Low High

\* Camp ID of Residence: ZZZZZZZZ

\* Camp ID of Accountability: ZZZZZZZZ

\* Include Students: All Students

Special Programs: Options

☒ All Grades Grades

☒ All Flex Attendance Flex Attend

☒ All Stu Attribution Stu Att

☒ All SSI Promo Code SSI Promo

☒ All ADA Code ADA Code

\* Federal Race/Ethnicity

American Indian or Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

Races/Eth

**Individual Class Selection**

Classes Clear List

3115/01 , 3116/01 , 3117/01 , Band I/01

**Report/Export Options**

\* Print Options: Report

☐ Date of Birth ☐ Gender ☐ Other ID

☐ Student Attribution ☐ Federal Race ☐ SSI Promotion

☐ Namekey ☐ Hispanic/Latino ☐ ADA Code

☐ Camp ID of Res ☐ Camp ID of Acct ☐ Flex Attendance

☐ Student's Def Entity

**Sorting Options**

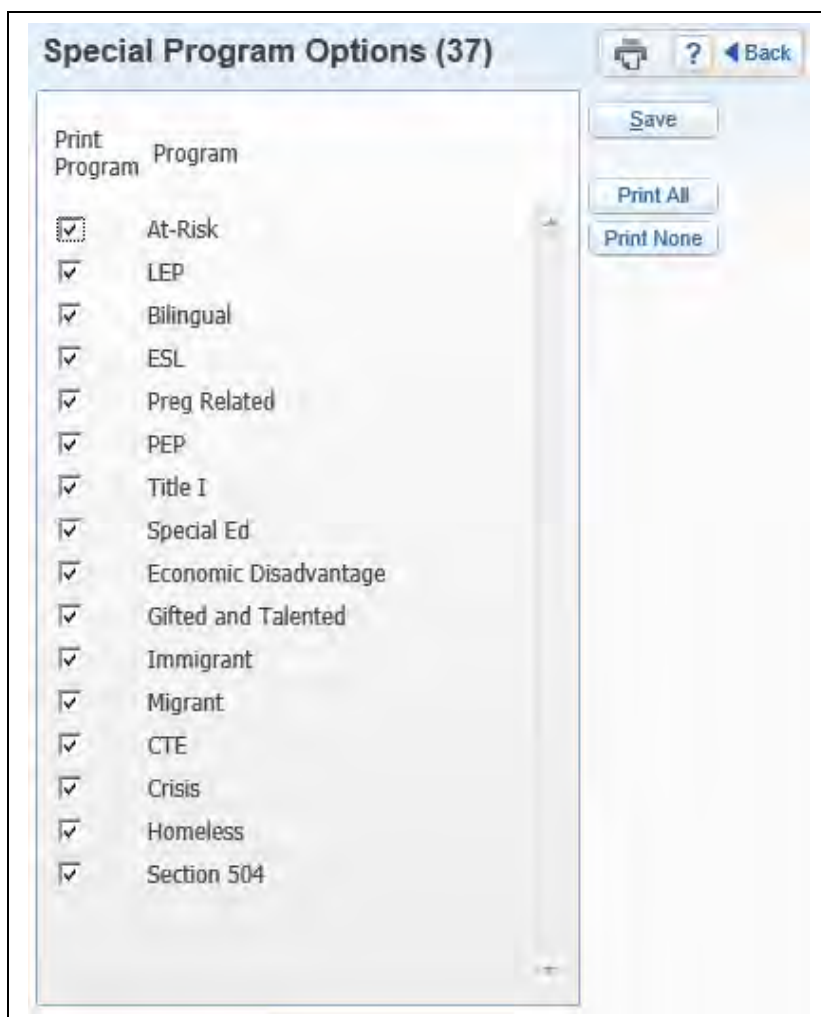
Move	Label	Select	Page Break
	Student Name	<input type="checkbox"/>	<input type="checkbox"/>
	Other ID	<input type="checkbox"/>	<input type="checkbox"/>

Asterisk (\*) denotes a required field

### Student Ranges

- **School Year** – Select the school year for which to generate the Roster of Special Programs Report.
- **As of Date** – Enter a date to look at if the student was enrolled in a Special Program on that date.
- **Camp ID of Residence**
- **Camp ID of Accountability**
- **Include Students** – Select the students based on the criteria selected.

- **Special Programs** – Select at least one Special Program.



Print Program	Program
<input checked="" type="checkbox"/>	At-Risk
<input checked="" type="checkbox"/>	LEP
<input checked="" type="checkbox"/>	Bilingual
<input checked="" type="checkbox"/>	ESL
<input checked="" type="checkbox"/>	Preg Related
<input checked="" type="checkbox"/>	PEP
<input checked="" type="checkbox"/>	Title I
<input checked="" type="checkbox"/>	Special Ed
<input checked="" type="checkbox"/>	Economic Disadvantage
<input checked="" type="checkbox"/>	Gifted and Talented
<input checked="" type="checkbox"/>	Immigrant
<input checked="" type="checkbox"/>	Migrant
<input checked="" type="checkbox"/>	CTE
<input checked="" type="checkbox"/>	Crisis
<input checked="" type="checkbox"/>	Homeless
<input checked="" type="checkbox"/>	Section 504

- **All Grades** – Select the Grade Levels to be looked at when generating the report. If you would like to pick specific grade levels, you will uncheck “All Grades” and then click on the “Grades” button.

**Grades Selection (37)**

Grades Selection

	Include	Code	Description
1	<input checked="" type="checkbox"/>	01	2024
2	<input type="checkbox"/>	02	2023
3	<input type="checkbox"/>	03	2022
4	<input type="checkbox"/>	04	2021
5	<input type="checkbox"/>	05	2020
6	<input type="checkbox"/>	06	2019
7	<input type="checkbox"/>	07	2018
8	<input type="checkbox"/>	08	2017
9	<input type="checkbox"/>	09	2016
10	<input type="checkbox"/>	10	2015
11	<input type="checkbox"/>	11	2014
12	<input type="checkbox"/>	12	2013
13	<input type="checkbox"/>	15	2028
14	<input type="checkbox"/>	EE	2027
15	<input type="checkbox"/>	GD	2012
16	<input type="checkbox"/>	KG	2025
17	<input type="checkbox"/>	PK	2026

17 records displayed

Buttons: Select All 17 Records, Deselect All 17 Records, Save, Back

- **All Flex Attendance** - Select the Flex Attendance to be looked at when generating the report. If you would like to pick flex attendance, you will uncheck “All Flex Attendance” and then click on the “Flex Attendance” button.

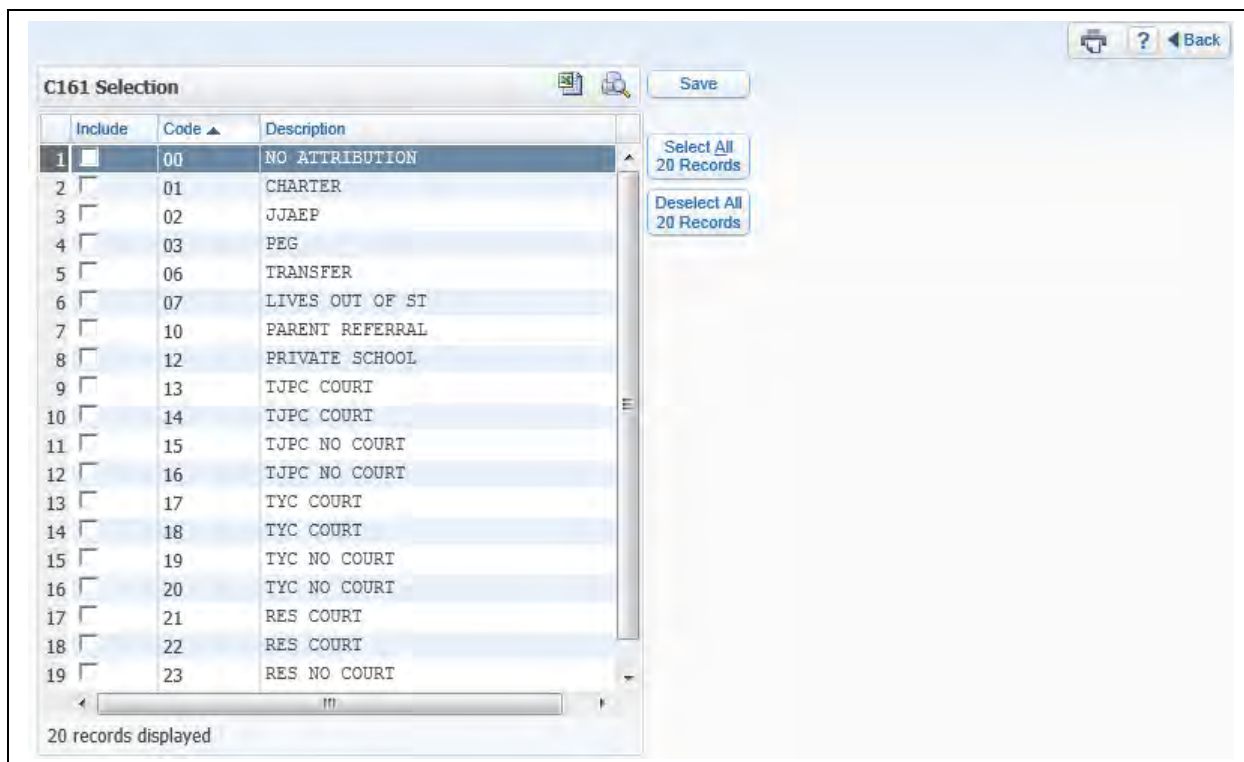
**C177 Selection**

C177 Selection

	Include	Code	Description
1	<input checked="" type="checkbox"/>	1	Flex Sch Day
2	<input type="checkbox"/>	2	HS Equiv
3	<input type="checkbox"/>	3	OFSDF

Buttons: Select All 3 Records, Deselect All 3 Records, Save, Back

- **All Student Attributions** - Select the Student Attributes to be looked at when generating the report. If you would like to pick specific Student Attributes, you will uncheck "All Student Attributions" and then click on the "Student Attributes" button.



C161 Selection

	Include	Code ▲	Description
1	<input checked="" type="checkbox"/>	00	NO ATTRIBUTION
2	<input type="checkbox"/>	01	CHARTER
3	<input type="checkbox"/>	02	JJAEP
4	<input type="checkbox"/>	03	PEG
5	<input type="checkbox"/>	06	TRANSFER
6	<input type="checkbox"/>	07	LIVES OUT OF ST
7	<input type="checkbox"/>	10	PARENT REFERRAL
8	<input type="checkbox"/>	12	PRIVATE SCHOOL
9	<input type="checkbox"/>	13	TJPC COURT
10	<input type="checkbox"/>	14	TJPC COURT
11	<input type="checkbox"/>	15	TJPC NO COURT
12	<input type="checkbox"/>	16	TJPC NO COURT
13	<input type="checkbox"/>	17	TYC COURT
14	<input type="checkbox"/>	18	TYC COURT
15	<input type="checkbox"/>	19	TYC NO COURT
16	<input type="checkbox"/>	20	TYC NO COURT
17	<input type="checkbox"/>	21	RES COURT
18	<input type="checkbox"/>	22	RES COURT
19	<input type="checkbox"/>	23	RES NO COURT

20 records displayed

Buttons: Save, Select All 20 Records, Deselect All 20 Records, Back

- **All SSI Promotion Codes** - Select the SSI Promotion Codes to be looked at when generating the report. If you would like to pick specific SSI Promotion Codes, you will uncheck "All SSI Promotion Codes" and then click on the "SSI Promotion" button.

The screenshot shows a window titled "C171 Selection" with a table of 14 records. Each record has a checkbox in the "Include" column, a "Code" column, and a "Description" column. The first record is selected. To the right of the table are buttons for "Select All 14 Records" and "Deselect All 14 Records". At the top right of the window are icons for print, help, and back, along with a "Save" button. A scrollbar at the bottom indicates "14 records displayed".

	Include	Code	Description
1	<input checked="" type="checkbox"/>	01	3 GRD PRO READ
2	<input type="checkbox"/>	02	3 GRD RET READ
3	<input type="checkbox"/>	03	5TH GRD PRO
4	<input type="checkbox"/>	04	5TH GRD RET
5	<input type="checkbox"/>	05	5TH GRD PRO
6	<input type="checkbox"/>	06	5TH GRD RET
7	<input type="checkbox"/>	07	5TH GRD PRO
8	<input type="checkbox"/>	08	5TH GRD RET
9	<input type="checkbox"/>	09	8TH GRD PRO
10	<input type="checkbox"/>	10	8TH GRD RET
11	<input type="checkbox"/>	11	8TH GRD PRO
12	<input type="checkbox"/>	12	8TH GRD RET
13	<input type="checkbox"/>	13	8TH GRD PRO
14	<input type="checkbox"/>	14	8TH GRD RET



- **All ADA Codes** - Select the ADA Codes to be looked at when generating the report. If you would like to pick specific ADA Codes, you will uncheck "All ADA Codes" and then click on the "ADA Code" button.

	Include	Code	Description
1	<input checked="" type="checkbox"/>	0	Entry Code (0)
2	<input type="checkbox"/>	2	Entry Code (2)
3	<input type="checkbox"/>	3	Entry Code (3)
4	<input type="checkbox"/>	33	Transfer
5	<input type="checkbox"/>	34	Mass Transfer
6	<input type="checkbox"/>	35	Mass Transfer
7	<input type="checkbox"/>	4	Entry Code (4)
8	<input type="checkbox"/>	5	Entry Code (5)
9	<input type="checkbox"/>	6	Entry Code (6)
10	<input type="checkbox"/>	7	Entry Code (7)
11	<input type="checkbox"/>	8	Entry Code (8)
12	<input type="checkbox"/>	EN8	Renenrolled
13	<input type="checkbox"/>	FE	Foreign Ex
14	<input type="checkbox"/>	NE	New Entry
15	<input type="checkbox"/>	RE	Reenrolled

15 records displayed

- **Federal Race/Ethnicity** - Select the Federal Race/Ethnicity of students to be looked at when generating the report. If you would like to pick specific Federal Race/Ethnicity Codes, you will click on the "Race Ethnicity" button.



## Individual Class Selection

You will need to click on the "Classes" button to select at least one class.

Select	Course	Sec	Description	Entity	Subj	Tchr Alphakey	Teacher	Pd	Days	Terms
<input checked="" type="checkbox"/>	1MUS	01	1 Music	101		ANDREMAR00	MAndreasr	01	MTWRF	Y (01-06)
<input type="checkbox"/>	2LA	01	2 Lang Arts	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	2READ	01	2 Reading	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	2SPEL	01	2 Spelling	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input type="checkbox"/>	2WRIT	01	2 Writing	001		ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input checked="" type="checkbox"/>	3115	01	Wind Ensemble	001		ANDREMAR00	MAndreasr	01	MTWRF	Y (01-06)
<input checked="" type="checkbox"/>	3116	01	Wind Ensemble 2	001	10	ANDREMAR00	MAndreasr	00	MTWRF	Y (01-06)
<input checked="" type="checkbox"/>	3117	01	Wind Ensemble 3	001	10	ANDREMAR00	MAndreasr	03	MTWRF	Y (01-06)
<input checked="" type="checkbox"/>	Band I	01	Band I	001		ANDREMAR00	MAndreasr	01	MTWRF	Y (01-06)
<input type="checkbox"/>	TREND	01	Trend	001		ANDREMAR00	MAndreasr	02	MTWRF	Y (01-06)

You will see each of your classes listed in this screen; you must select at least one class.

## Report/Export Options

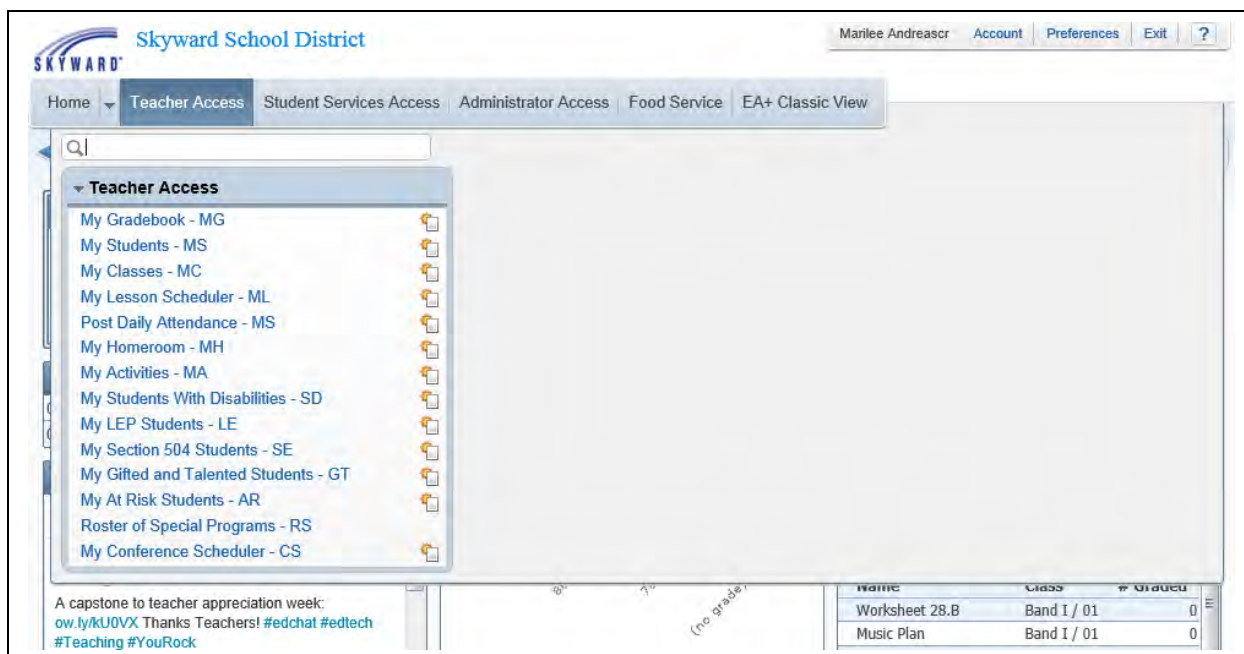
The Report/Export Options will allow you to select additional information to print on the report. You can also select whether it will be generated as a report or Excel file.

## Sorting Options

The sorting options allow you to determine how the report is sorted.

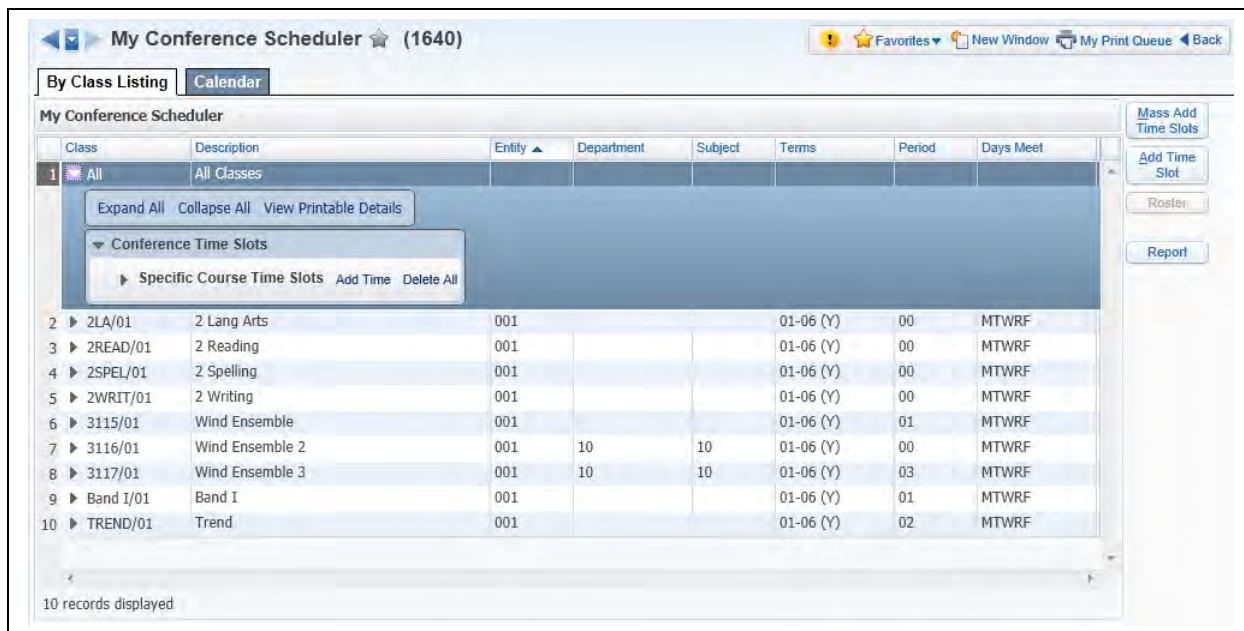
After verifying the options of this report, you will click on **Save and Print**.

## My Conference Scheduler



My Conference Scheduler can be used by you to set up times for Parent/Teacher Conferences. Guardians can also sign up for conferences via Family Access.

### By Class Listing



Time slots can be added for **All Classes** or **Individual Classes**.

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

### Adding a Time Slot for Individual Classes

There are two ways you can add a time slot for individual classes:

- 1) Highlight the class and then select **Add Time Slot**.
- 2) Expand the class and then click **Add Time**.

**Teacher Conference Maintenance (114)**

\* Title: Parent-Teacher Conference

\* Date: 05/14/2013 Tuesday

\* Time: 03:00 PM to 03:15 PM

Description: Spring Parent-Teacher Conferences

Building: 001 Building (001)

Room: 20 20

**Attendees**

There are no records to display; check your filter settings.

0 records displayed

Asterisk (\*) denotes a required field

### Teacher Conference Maintenance

The Add Time Slot option allows you to individually create a time slot for a parent/guardian.

- **\*\*Title** – Enter the name of the conference. It automatically defaults to “Parent-Teacher Conference.”
- **\*\*Date** – Select the date of the parent-teacher conference.
- **\*\*Time** – Enter the time of the parent-teacher conference.
- **Description** – This allows you to enter more information regarding the conference.
- **Building** – Select the building where the conference is being held.
- **Room** – Select the room of the parent-teacher conference.

- **Attendees** – You will select “Update Attendee” to select a parent/guardian for the time slot.

**Add Student Guardians (45)**

Student: ADUSCSAD000 ▼ ADUSCR, SADIE

**Student Guardians**

	▲	Last	First	Middle	Relationship
1	<input checked="" type="checkbox"/>	ADUSCR	ABBY		Mother
2	<input type="checkbox"/>	Aduscr	Alonso		
3	<input type="checkbox"/>	Malonescr	Tab		

Select  
Back

3 records displayed

☒ Send an E-mail Confirmation of this scheduled conference to selected Guardians

After selecting the student, you will see a list a guardians attached to the student. Once you choose the guardian(s), you will click **Select**.

After you have entered the required information for the time slot, you will select **Save**.

## Mass Add Time Slots

You can Mass Add Time Slots for individual classes or all classes by selecting the **Mass Add Time Slots** button.

## Mass Add Time Slots

- **\*\*Title** – Enter the name of the conference. It automatically defaults to “Parent-Teacher Conference.”
- **\*\*Date** – Select the date of the parent-teacher conference.
- **\*\*Time** – Enter the time of the parent-teacher conference.
- **\*\*Increment** – How often should the time slot occur?
- **Building** – Select the building where the conference is being held.
- **Room** – Select the room of the parent-teacher conference.

## Class Selection

- **Any Class** – If you select this option, it will mass create time slots for all of your classes.
- **By Individual Class(es)** – If you select this option, you will be able to create time slots for the selected classes.

After selecting the required fields, you will select **Mass Add and Close**.



## Maintaining Time Slots

The screenshot displays the 'My Conference Scheduler' web application. At the top, there's a navigation bar with a back arrow, the title 'My Conference Scheduler' with a star icon and '(1638)', and links for 'Favorites', 'New Window', 'My Print Queue', and 'Back'. Below this is a tabbed interface with 'By Class Listing' and 'Calendar'. The 'By Class Listing' tab is active, showing a table with columns: Class, Description, Entity, Department, Subject, Terms, Period, and Days Meet. The first row shows 'All' under Class and 'All Classes' under Description. Below the table are buttons for 'Expand All', 'Collapse All', and 'View Printable Details'. A 'Conference Time Slots' section is expanded, showing a sub-table with columns: Date, Start Time, End Time, Building, Room, Guardian(s), and Student. Each row in this sub-table has links for 'Edit', 'Delete', and 'Add Note'. The sub-table shows 10 records for the date 05/14/2013, all in Building (001) Room 20, with guardians listed as 'Add Guardian'. A '10 records displayed' message is at the bottom left. On the right side of the interface, there are buttons for 'Mass Add Time Slots', 'Add Time Slot', 'Roster', and 'Report'.

Class	Description	Entity	Department	Subject	Terms	Period	Days Meet
1 All	All Classes						

Expand All Collapse All View Printable Details

Conference Time Slots

Specific Course Time Slots Add Time Delete All

	Date	Start Time	End Time	Building	Room	Guardian(s)	Student
▶ Edit Delete Add Note	05/14/2013	4:00 pm	4:15 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	4:15 pm	4:30 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	4:30 pm	4:45 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	4:45 pm	5:00 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	5:00 pm	5:15 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	5:15 pm	5:30 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	5:30 pm	5:45 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	5:45 pm	6:00 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	6:00 pm	6:15 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	6:15 pm	6:30 pm	Building (001)	20	Add Guardian	

10 records displayed

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

## Edit Time Slot

**Teacher Conference Maintenance (120)**

\* Title:

Class:

\* Date:

\* Time:  PM to  PM

Description:

Building:

Room:

Status:

**Attendees**

*There are no records to display; check your filter settings.*

0 records displayed

Asterisk (\*) denotes a required field

Buttons: Check Spelling, Save, Back, Update Attendees, Clear Attendees

The Edit allows you to make modifications to the Time Slot. If you would like to select a parent/guardian for a specific time slot, you need to make sure that you have a class selected at the top of the screen.

## Delete

The Delete option allows you to remove the Time Slot.

**Delete Time Slot (40)**

Time Slot Information

Date:

Start Time:  PM End Time:  PM

Course:

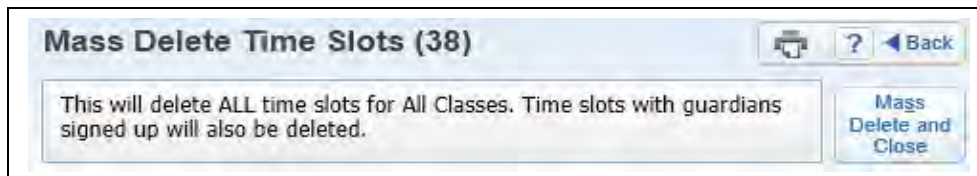
Guardian Signed Up?:

Buttons: Remove Time Slot, Back

After you select **Delete**, you will receive the above message. If you want to delete the Time Slot, you will click **Remove Time Slot**.

## Delete All


The Delete All option allows you to mass remove all Time Slots.



A screenshot of a web application dialog box titled "Mass Delete Time Slots (38)". The dialog has a light blue header bar with a printer icon, a help icon (?), and a "Back" button. Below the header, there is a text box containing the message: "This will delete ALL time slots for All Classes. Time slots with guardians signed up will also be deleted." To the right of the text box is a button labeled "Mass Delete and Close".

After you select **Delete All**, you will receive the above message. Clicking **Mass Delete and Close** will remove all time slots including those with guardians signed up.

## Add Note



A screenshot of a web application form titled "Conference Note Maintenance (37)". The form has a light blue header bar with a printer icon, a help icon (?), and a "Back" button. Below the header, there are several input fields: a date field labeled "\* Date:" with the value "05/12/2013" and a dropdown menu showing "Sunday"; a checkbox labeled "Protect Note"; a text field labeled "\* Summary:" with the value "Sadie's Conference"; and a text area labeled "Comment:" with the text "Sadies Conference", "-missing work", and "-tutoring". To the right of the input fields are three buttons: "Check Spelling" and "Save". At the bottom of the form, there is a note: "Asterisk (\*) denotes a required field".

The Add Note option allows you to create a note concerning the Conference.



## Add Guardian

**Add Student Guardians (120)**

Class: Band I/01 - Band I

Student: ADUSCSAD000 ▾ ADUSCR, SADIE

	▲	Last	First	Middle	Relationship
1	<input checked="" type="checkbox"/>	ADUSCR	ABBY		Mother
2	<input type="checkbox"/>	Aduscr	Alonso		
3	<input type="checkbox"/>	Malonescr	Tab		

3 records displayed

☒ Send an E-mail Confirmation of this scheduled conference to selected Guardians

The Add Guardian option allows you to sign up a guardian for the selected Time Slot.

- **Class** – Select the Class in which the student is enrolled.
- **Student** – The list of students that display is based on the selected class.
- **Student Guardians** – Select the guardian(s) for this Time Slot. The guardians that display are based on the Student selected.

After selecting the Guardian(s) for the Time Slot, you will click **Select**.

## Roster

Highlight a class in the list and then select **Roster**.

**MARILEE ANDREASCR - 3115 / 01 Prd: 1 Wind Ensemble (147)**

Students and Parents Signed Up for Current Term

Last Name ▲	First	Middle	Guardian Signed Up?	Date	Start Time	End Time	Attended?	Guardian(s)
1 AARONSONSCR	ELROY	K	No					
2 SANDMANSCR	DACIA	H	No					
3 SECKMANSCR	DERRICK	N	No					
4 SPARGOSCR	JERRELL	N	No					
5 SPELMANSCR	CHRISTOPHER	L	No					
6 TASSINSCR	ODIS	K	No					
7 TEMPELSR	LIONEL	Z	No					

7 records displayed

Add Close

You will see a list of students in the selected class. You will highlight the parent you want to sign up for a Time Slot and click **Add**.

**MARILEE ANDREASCR - 3115 / 01 Prd: 1 Wind Ensemble (112)**

Class Time Slots for Current Term

	Date ▲	Start Time	End Time	Building	Room	Status
1	05/14/2013	4:15 pm	4:30 pm	Building (001)	20	Open
2	05/14/2013	4:30 pm	4:45 pm	Building (001)	20	Open
3	05/14/2013	4:45 pm	5:00 pm	Building (001)	20	Open
4	05/14/2013	5:00 pm	5:15 pm	Building (001)	20	Open
5	05/14/2013	5:15 pm	5:30 pm	Building (001)	20	Open
6	05/14/2013	5:30 pm	5:45 pm	Building (001)	20	Open
7	05/14/2013	5:45 pm	6:00 pm	Building (001)	20	Open
8	05/14/2013	6:00 pm	6:15 pm	Building (001)	20	Open
9	05/14/2013	6:15 pm	6:30 pm	Building (001)	20	Open
10	05/14/2013	6:30 pm	6:45 pm	Building (001)	20	Open
11	05/14/2013	6:45 pm	7:00 pm	Building (001)	20	Open

11 records displayed

Select Back

You will now see a list of Class Time Slots. Highlight the Time Slot and click **Select** to assign the Time Slot.

### Add Student Guardians (43)

Student:

#### Student Guardians

	▲	Last	First	Middle	Relationship	
1	<input checked="" type="checkbox"/>	AARONSONSC	LUCIANA	M	PARENT	<input type="checkbox"/>
2	<input type="checkbox"/>	ZENORSCR	JOSUE	P	PARENT	<input type="checkbox"/>

☒ Send an E-mail Confirmation of this scheduled conference to selected Guardians

The last step in this process is to select the Guardian(s) for the Time Slot and click **Select**.

## Specific Course Time Slot Maintenance

**My Conference Scheduler** (1639)

By Class Listing | **Calendar**

Class	Description	Entity	Department	Subject	Terms	Period	Days Meet
6 ▶ 3115/01	Wind Ensemble	001			01-06 (Y)	01	MTWRF
7 ▶ 3116/01	Wind Ensemble 2	001	10	10	01-06 (Y)	00	MTWRF
8 ▶ 3117/01	Wind Ensemble 3	001	10	10	01-06 (Y)	03	MTWRF
9 ▼ Band I/01	Band I	001			01-06 (Y)	01	MTWRF

Expand All | Collapse All | View Printable Details

**Conference Time Slots**

▼ Specific Course Time Slots | Add Time | Delete All

	Date	Start Time	End Time	Building	Room	Guardian(s)	Student
▶ Edit   Reschedule   Delete   Add Note	05/12/2013	3:00 pm	3:30 pm	Building (001)	20	ABBY ADUSCR	SADIE ADUS
▶ Edit   Reschedule   Delete   Add Note	05/14/2013	4:00 pm	4:15 pm	Building (001)	20	ABBY ADUSCR	SADIE ADUS

▶ Time Slots for All Courses



10 ▶ TREND/01	Trend	001			01-06 (Y)	02	MTWRF
---------------	-------	-----	--	--	-----------	----	-------

10 records displayed

When you expand by the class in the By Class Listing, you will see the guardian(s) selected for the specific Time Slots.

## Edit

### Teacher Conference Maintenance (50)



\* Title: Parent-Teacher Conference

Class: Band I/01 - Band I

Date: 05/12/2013 Sunday

Time: 03:00 PM to 03:30 PM

Description: Spring Parent-Teacher Conference

Building: 001 Building (001)

Room: 20 20

Status: Active

Attendees

Attendees	Attended
1 ADUSCR, ABBY	<input type="checkbox"/>

1 records displayed

Check Spelling

Save

Back

Update Attendees

Clear Attendees

Asterisk (\*) denotes a required field

The Edit allows you to make modifications to the Time Slot. Also, when you edit the Time Slot for the guardian, you can select whether the guardian "Attended" the conference.

## Reschedule

### Teacher Conference Maintenance (49)

\* Title:

Class:

\* Date:

\* Time:   to

Description:

Building:

Room:

Attendees

Attendees ▲

Attended

1	ADUSCR, ABBY	<input type="checkbox"/>
---	--------------	--------------------------

1 records displayed

Asterisk (\*) denotes a required field

The Reschedule allows you to modify the date and time of the Parent/Teacher Time Slot.

Functionality described here may vary in availability depending upon your district/entity configuration.  
\*\* Denotes Required Field to save screen.



## Teacher Conference Report

The Teacher Conference Report allows you to generate a report display of the time slots for Parent/Teacher Conferences.

**Teacher Conferences Report (28)**

Template Settings

\* Template Description:

☐ Share this template with other users in the district

☐ Print Greenbar

Check Spelling

Save

Save and Print

Conference Ranges

Low High

Date:

Building:

Room:

☒ Include All Status Types

Print Options

Sort: ☒ By Date ☐ By Teacher

☒ Page Break on Sort

☒ Print Attendees

Asterisk (\*) denotes a required field

### Conference Ranges

- **Date** – This allows you to specify the date range of the Conference Time Slots.
- **Building** – You have the ability to set a range of buildings for which to print the Conference Time Slots. This field is important if you teach in multiple buildings.
- **Room** – You have the ability to set a range of room numbers for which to print the Conference Time Slots. This field is important if you have conferences set up in multiple rooms.
- **Include All Status Types** – If you uncheck the option to “Include All Status Types,” you can select the types that will print on the report.

**Conference Status (35)**

Views:  Filters:

	Code	Description
1 <input checked="" type="checkbox"/>	Cancelled	Cancelled
2 <input checked="" type="checkbox"/>	Closed	Closed
3 <input checked="" type="checkbox"/>	Completed	Completed
4 <input checked="" type="checkbox"/>	Open	Open
5 <input checked="" type="checkbox"/>	Rescheduled	Rescheduled

Select All

Deselect All

Select

Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

## Print Options

- **Page Break on Sort** – This allows you to create a page break based on the date.
- **Print Attendees** – By selecting this option, the report will display the attendees.

## My Conference Scheduler – Calendar

**My Conference Scheduler (62)**

By Class Listing | **Calendar**

Today May 13 — 17 2013 Add Meeting | Mass Add Time Slots

Month Week Day Print

	Mon 5/13	Tue 5/14	Wed 5/15	Thu 5/16	Fri 5/17
3pm					
4pm		4:00 - Parent-Teacher Conference			
		4:15 - Parent-Teacher Conference			
		4:30 - Parent-Teacher Conference			
		4:45 - Parent-Teacher Conference			
5pm		5:00 - Parent-Teacher Conference			
		5:15 - Parent-Teacher Conference			
		5:30 - Parent-Teacher Conference			
		5:45 - Parent-Teacher Conference			
6pm		6:00 - Parent-Teacher Conference			
		6:15 - Parent-Teacher Conference			
		6:30 - Parent-Teacher Conference			
		6:45 - Parent-Teacher Conference			
7pm					
8pm					

Calendar Options

The Conference Scheduler – Calendar displays the Time Slots in a Calendar View. Time Slots displaying in red are assigned Time Slots.



## Clicking on Time Slot

The screenshot shows a web-based form titled "Teacher Conference Maintenance (49)". The form contains several input fields and buttons. On the right side, there are buttons for "Check Spelling", "Save", "Reschedule", "Delete", "\*Notes", and "Back". Below these, there are buttons for "Update Attendees" and "Clear Attendees". The form fields include: "Title" (required, value: "Parent-Teacher Conference"), "Class" (value: "Band I/01 - Band I"), "Date" (value: "05/14/2013", day: "Tuesday"), "Time" (value: "04:00 PM to 04:15 PM"), "Description" (empty text area), "Building" (value: "001", dropdown: "Building (001)"), "Room" (value: "20", dropdown: "20"), and "Status" (value: "Active", dropdown). Below these fields is a table titled "Attendees" with columns "Attendees" and "Attended". The table contains one row with the name "ADUSCR, ABBY" and an "Attended" checkbox. At the bottom of the table, it says "1 records displayed". A note at the bottom left states "Asterisk (\*) denotes a required field".

**Teacher Conference Maintenance (49)**

\* Title:

Class:

Date:

Time:  PM to  PM

Description:

Building:

Room:

Status:

**Attendees**

Attendees	Attended
1 ADUSCR, ABBY	<input type="checkbox"/>

1 records displayed

Asterisk (\*) denotes a required field

When you click on the Time Slot on the Calendar, you are able to maintain information for that Time Slot.

- **Reschedule** – This allows you to modify the Date and Time of the Time Slot.

**Teacher Conference Maintenance (49)**

\* Title:  Check Spelling

Class:  Save

\* Date:   Back

\* Time:  PM to  PM

Description:

Building:

Room:

**Attendees** Update Attendees

Attendees ▲	Attended
1 ADUSCR, ABBY	<input type="checkbox"/>

1 records displayed

Asterisk (\*) denotes a required field

- **Delete** – The Delete allows you to remove the selected Time Slot. Once you click on the "Delete" it will be removed; you will not receive a message asking if you want to delete the Time Slot.
- **Notes** – This allows you to maintain the Conference Note(s).

**Conference Note Maintenance (38)**

\* Date:   ☐ Protect Note Check Spelling

\* Summary:  Save

Comment:

Asterisk (\*) denotes a required field

- **Update Attendees** – This allows you to determine the parents/guardians attending the Conference.

### Add Student Guardians (43)

Student: AARONELR000

AARONSONSCR, ELROY K

Student Guardians

Select

Back

	▲	Last	First	Middle	Relationship	
1	<input checked="" type="checkbox"/>	AARONSONSC	LUCIANA	M	PARENT	
2	<input type="checkbox"/>	ZENORSCR	JOSUE	P	PARENT	

2 records displayed

☒ Send an E-mail Confirmation of this scheduled conference to selected Guardians

## Add Meeting

**Teacher Conference Maintenance (114)**

\* Title:

\* Class:

\* Date:

\* Time:  AM to  AM

Description:

Building:

Room:

**Attendees**

Attendees	
There are no records to display; check your filter settings.	

0 records displayed

Asterisk (\*) denotes a required field

Buttons: Check Spelling, Save, Back, Update Attendees, Clear Attendees

### Teacher Conference Maintenance

The Add Time Slot allows you to individually create a time slot for a parent/guardian.

- **\*\*Title** – Enter the name of the conference. It automatically defaults to "Parent-Teacher Conference."
- **\*\*Date** – Select the date of the parent-teacher conference.
- **\*\*Time** – Enter the time of the parent-teacher conference.
- **Description** – This allows you to enter more information regarding the conference.
- **Building** – Select the building where the conference is being held.
- **Room** – Select the room of the parent-teacher conference.

**Attendees** – You will select "Update Attendee" to select a parent/guardian for the time slot.

## Mass Add Time Slots

**Mass Add Time Slots (116)**

**Mass Add Time Slots**

\* Title: Parent-Teacher Conference

\* Date: 05/13/2013 Monday

\* Start Time: 05:00 PM \* End Time: 07:00 PM

\* Increment (in minutes): 15

Building: 001 Building (001)

Room: 20 20

**Class Selection**

☐ Any Class ☒ By Individual Class(es)

**Available Classes**

- 2LA/01 - 2 Lang Arts
- 2READ/01 - 2 Reading
- 2SPEL/01 - 2 Spelling
- 2WRIT/01 - 2 Writing
- 3115/01 - Wind Ensemble
- 3116/01 - Wind Ensemble 2
- 3117/01 - Wind Ensemble 3
- Band I/01 - Band I
- TREND/01 - Trend

**Selected Classes**

Buttons: Add Class, Remove Class

Buttons on right: Check Spelling, Mass Add and Close, Back

Asterisk (\*) denotes a required field

### Mass Add Time Slots

- **\*\*Title** – Enter the name of the conference. It automatically defaults to "Parent-Teacher Conference."
- **\*\*Date** – Select the date of the parent-teacher conference.
- **\*\*Time** – Enter the time of the parent-teacher conference.
- **\*\*Increment** – How often should the time slot occur?
- **Building** – Select the building where the conference is being held.
- **Room** – Select the room of the parent-teacher conference.

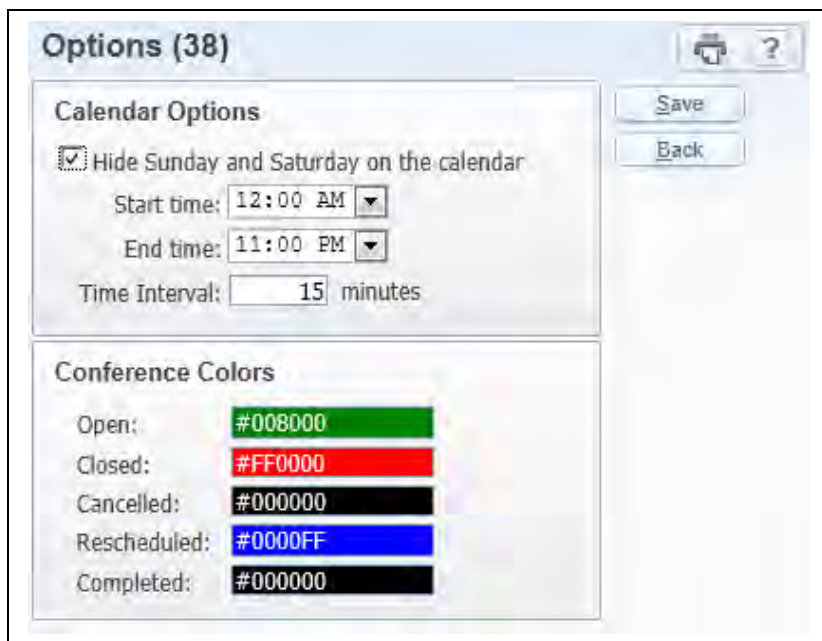
### Class Selection

- **Any Class** – If you select this option, it will mass create time slots for all of your classes.
- **By Individual Class(es)** – If you select this option, you will be able to create time slots for the selected classes.

## Additional Calendar Options

**Print** – When you click on print, it will automatically generate the Conference Schedule Report and process in the print queue.

**Calendar Options** – This allows you to determine the information that will display on the calendar.



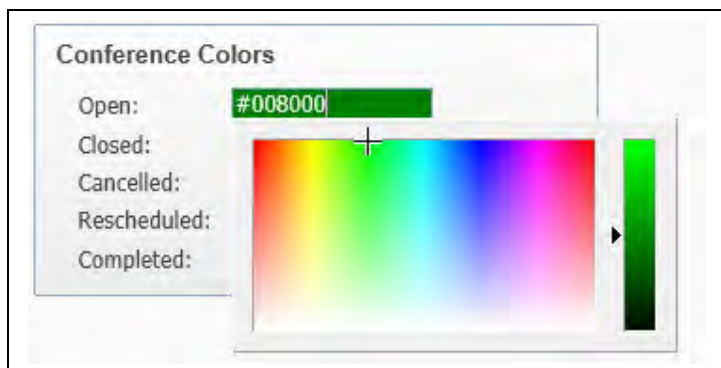
The screenshot shows a window titled "Options (38)" with a printer icon and a help icon in the top right. The "Calendar Options" section includes a checked checkbox for "Hide Sunday and Saturday on the calendar", a "Start time" dropdown set to "12:00 AM", an "End time" dropdown set to "11:00 PM", and a "Time Interval" input set to "15 minutes". The "Conference Colors" section lists five categories with corresponding color swatches and hex codes: "Open" (green, #008000), "Closed" (red, #FF0000), "Cancelled" (black, #000000), "Rescheduled" (blue, #0000FF), and "Completed" (black, #000000). "Save" and "Back" buttons are located to the right of the "Calendar Options" section.

### Calendar Options

- **Hide Sunday and Saturday on the calendar** – Should Sunday and Saturday display on the calendar?
- **Start/End Time** – What times should display on the calendar? If you have evening Parent/Teacher Conferences, you can select the specific times so you can easily see the Time Slots.
- **Time Intervals** – How should the Time Slots display?

### Conference Colors

The Conference Colors allow you to determine the display colors for specific conferences. You can modify the colors by clicking on the boxes.



The screenshot shows a "Conference Colors" window. It lists the same five categories as the previous window: "Open", "Closed", "Cancelled", "Rescheduled", and "Completed". The "Open" category has a green color swatch with the hex code #008000. A color selection tool is visible, featuring a rainbow gradient bar with a crosshair cursor positioned over it, and a vertical green color bar to the right.