Teacher Access

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

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.

Functionality described here may vary in availability depending upon your district/entity configuration.
** Denotes Required Field to save screen.
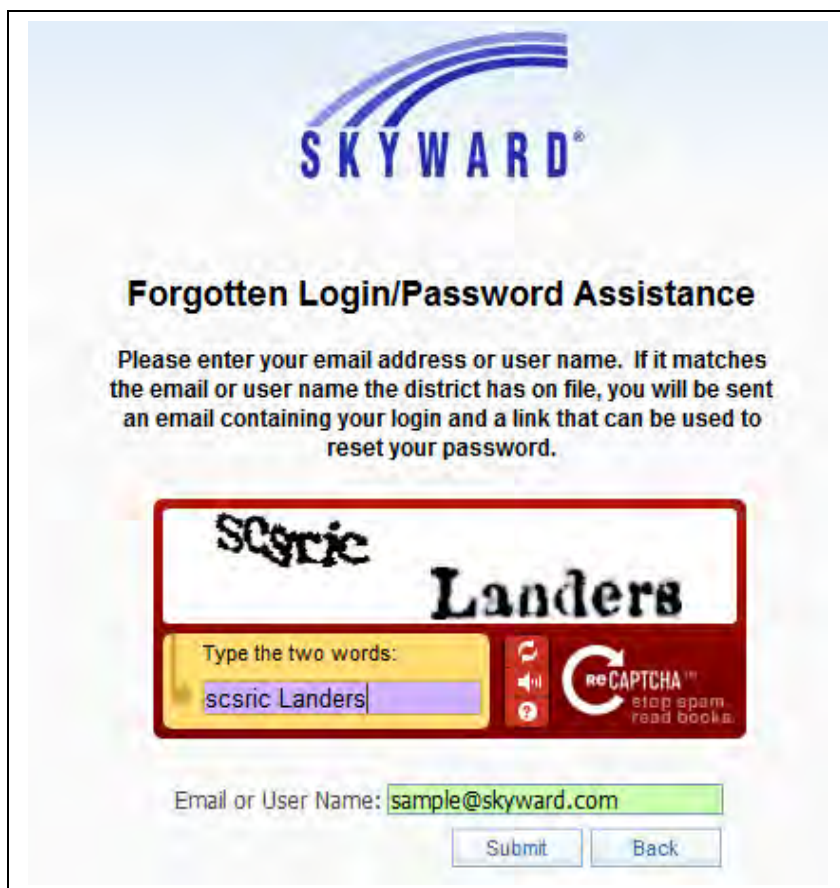
Login Area: This area is used to select which part of the System you wish to log into. The options include: All Areas, Employee Access, Family/Student Access, or Secured Access. When selecting an area, you will only be able to see options that pertain to that area when logging in with the exception of 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

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.

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

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 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.

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.
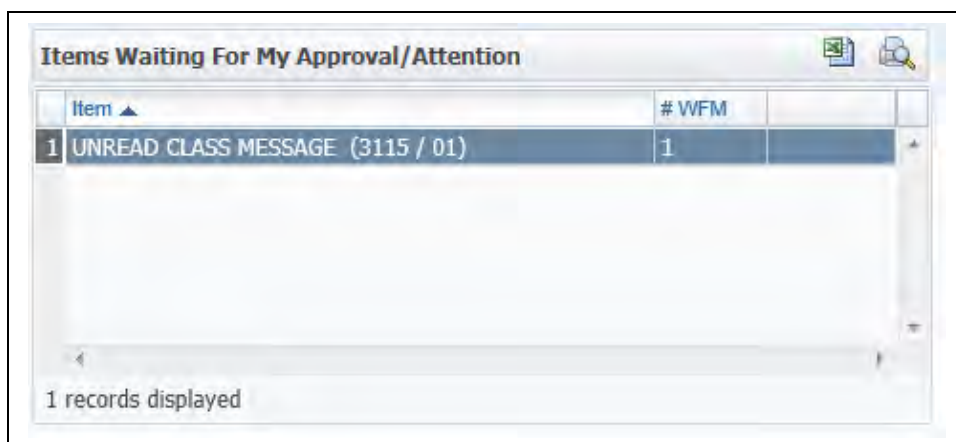
After clicking on the Yellow Circle Alert icon, you can click on the **Unread Class Message (3115/01).**
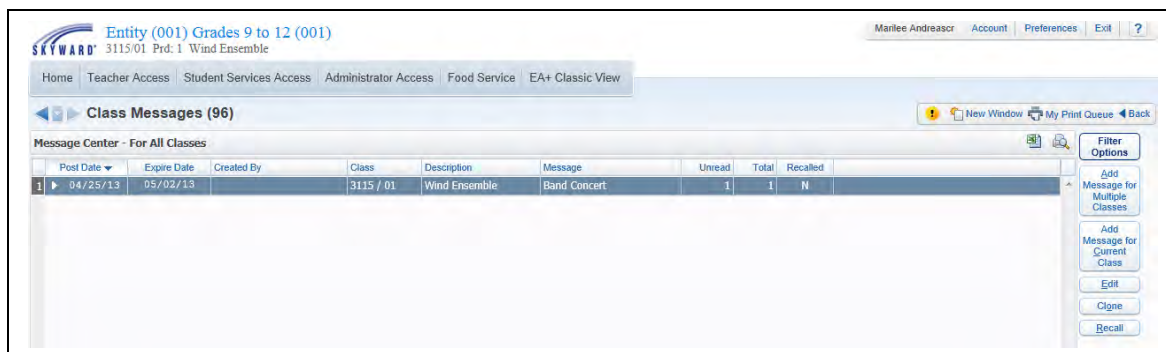
It will then take you the **Class Message** screen where you can read the message.

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.

	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	

My Print Queue (228)

Print Queue for Marilee Andreascr

View
Delete
Rerun
Convert to Excel
View Status
Tasks
Save this Report
Saved Reports
Back

25 records displayed

Records above are automatically deleted after 3 days.

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.

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

Save

Reset

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

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

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Class Summary
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Add/Drop
Entry/Withdrawal
RTI Information
IHP
Emergency Contacts
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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

The "My Students" area allows you to view information related to a specific student in a class that you instruct.
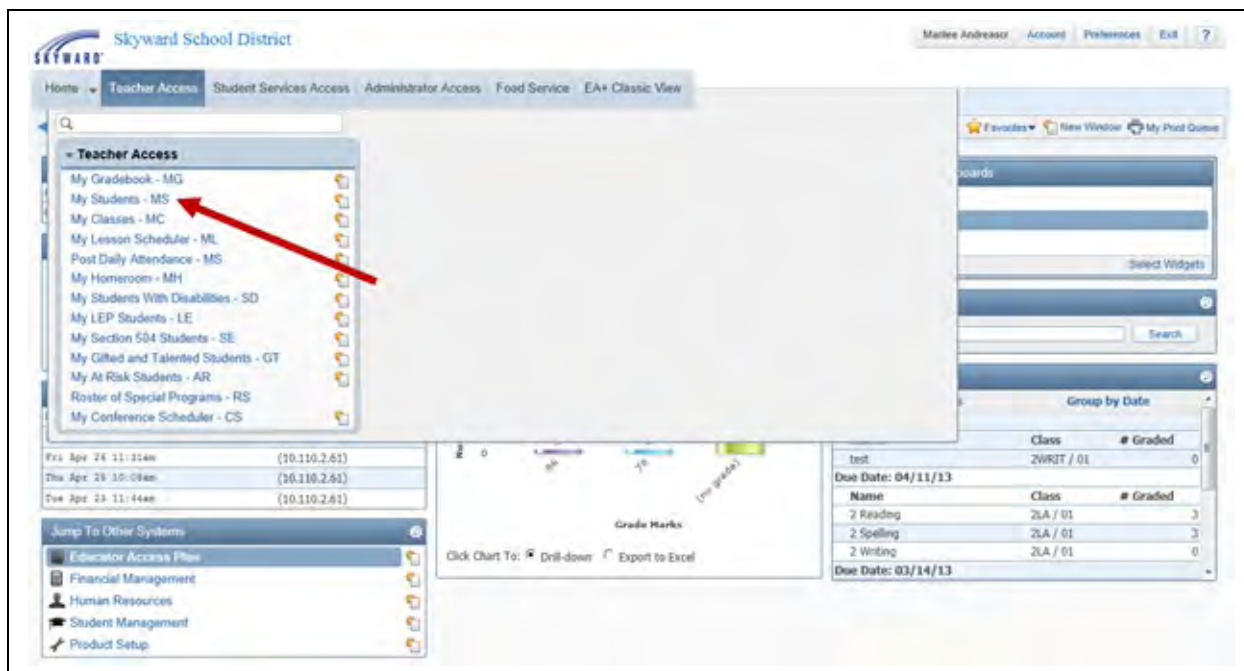
You can access **My Students** by clicking on **Teacher Access.**

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**.

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

The Profile 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**.

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

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

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**.

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

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

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

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

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.

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

SKYWARD®

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

SKYWARD®

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

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

Attendance

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

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

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

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

Previous Year

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

If you select Next Year, the classes that the student is currently scheduled into for the upcoming school year will show. The course requests for the student will also display.

Add/Drops

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.
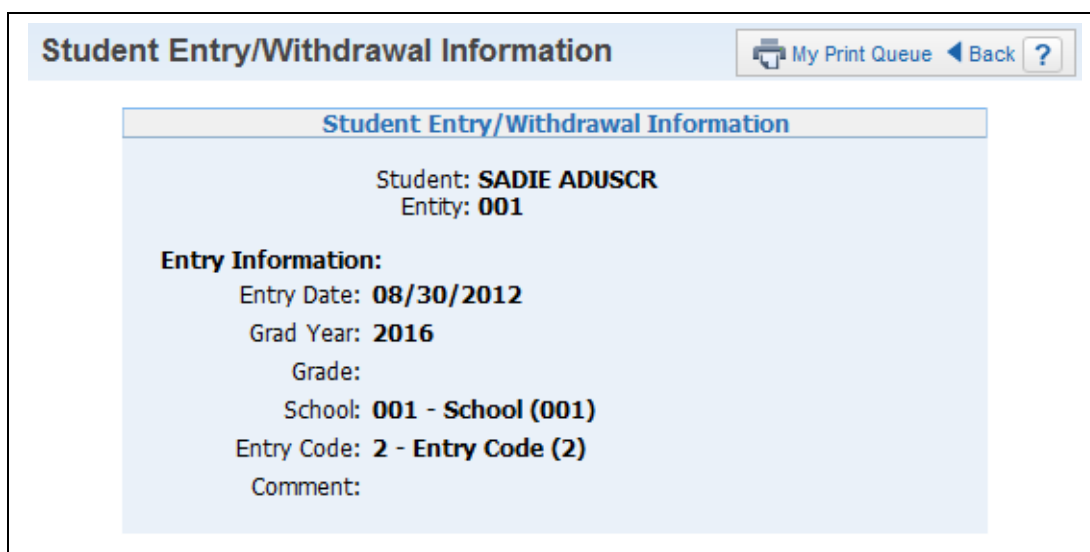
Entry/Withdrawal

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.

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

RTI Information

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

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

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

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

Add File for Referrals

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

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

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

Add Intervention

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

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.

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

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

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

Add

- ****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

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 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.
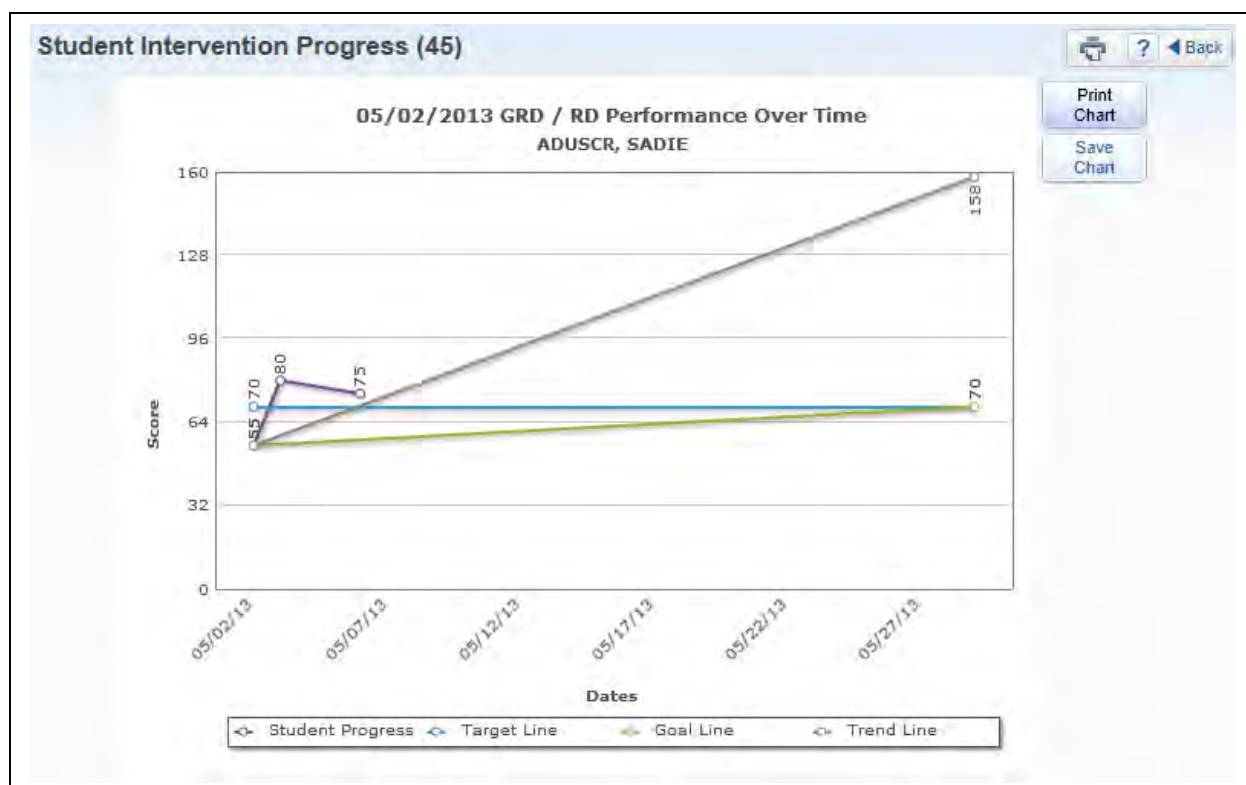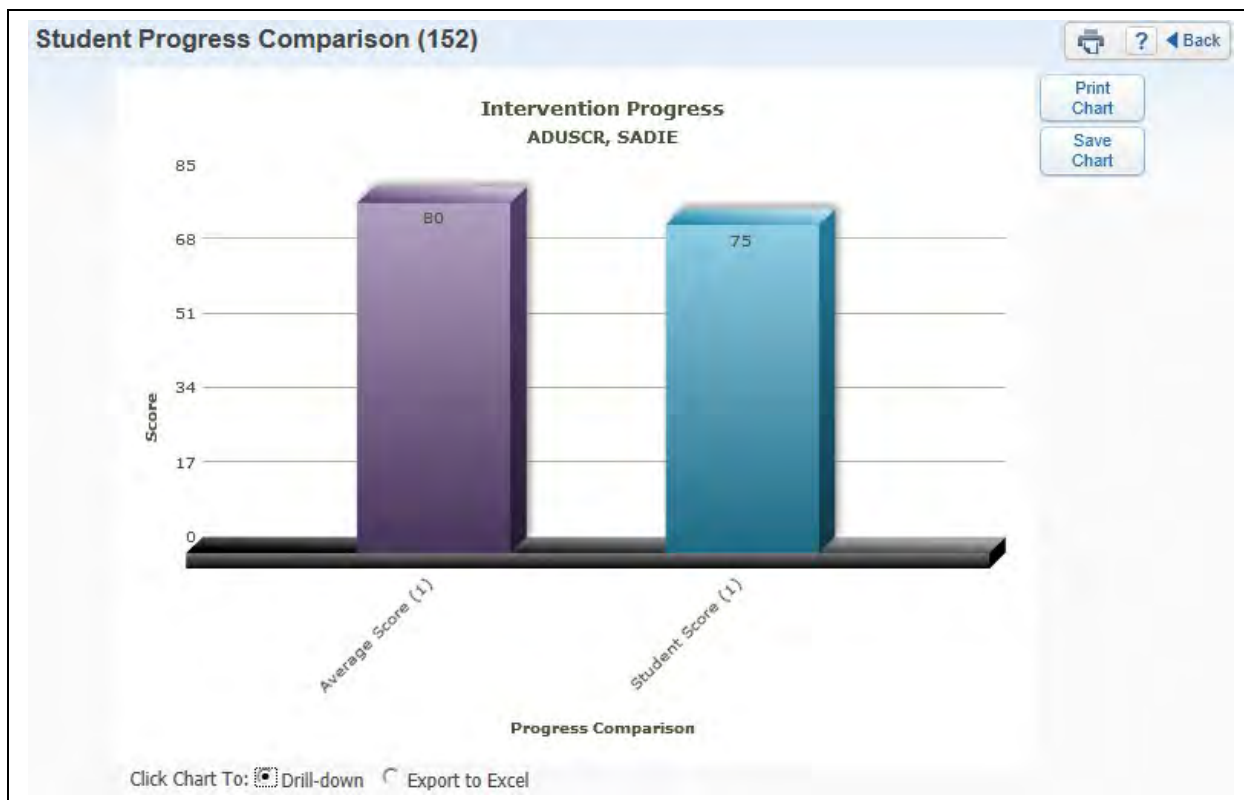

The sample above is the graph showing **Performance Over Time.**

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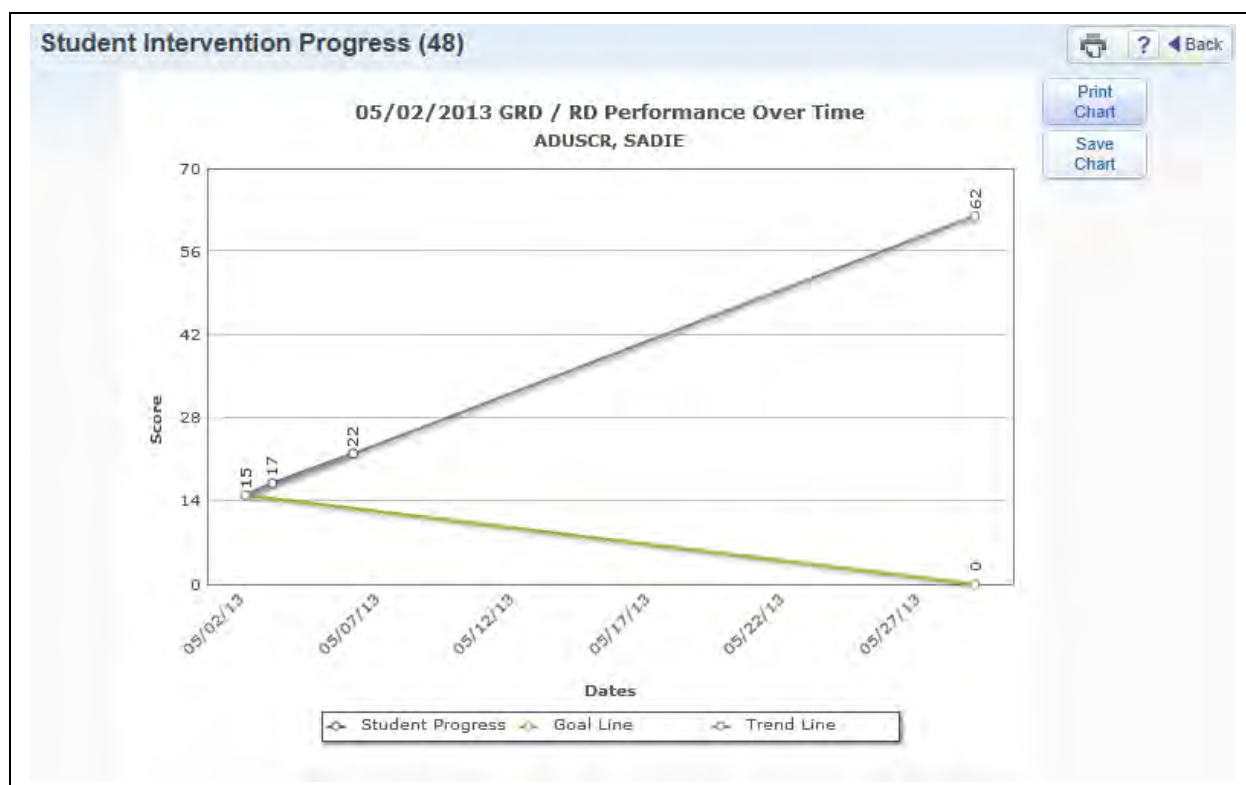
The sample above is the graph showing **Difference Over Time.**

- **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

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

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)

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

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.

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

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

Discipline

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

- **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)

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.
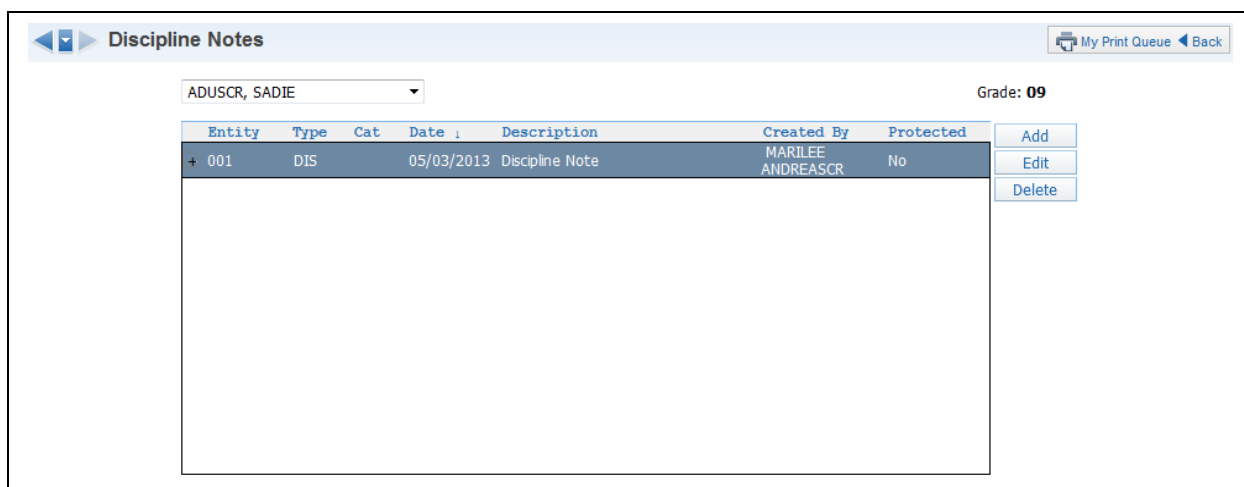
Delete Referral (blue X)

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 | ?

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. You will be allowed to see the action entered by the discipline officer.

NCLB

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 (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

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

Graduation Requirements

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

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

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

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

View Detail

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

View Attachment

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

Test Scores

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

Print

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

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 (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

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

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

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 (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

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.

Show Assistants

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

Custom 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

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

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.

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

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

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

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.

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.

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

Missing Assignment Tab

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 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**.

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

GPA/Class Rank Tab

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

Family Access Display – Message Center

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.

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

Family Access Display – Calendar

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.

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.

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

> **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**.

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

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.

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.

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

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.

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

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

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

My Gradebook

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

Attendance

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

Attendance Comment	Save
	Back
Comment: Parent called	

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

Alert Color Legend   My Print Queue ◀ Back ?

Alert Color Legend

(red)	Student has been Absent
(yellow)	Student has been Tardy
(green)	Student has Alert Information
(dark blue)	Student has Primary Disability/Handicap Information
(orange)	Student has Critical Alert Information
(light blue)	Student is Classified as Section 504
(purple)	Student is At-Risk
(light purple)	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.

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

Show Today's Attendance for All Periods.

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

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.

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

Show Survey Questions

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.

Click **Add New Template**.

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

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**.

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.

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

The selected student's discipline records display.

Add Discipline Referral

- **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)

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.

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

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

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.

Add Message to Multiple Classes

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** – 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

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

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 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 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 allows you to make modifications to an existing message.

Clone

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

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

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

Athletic Eligibility Posting

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

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

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**.

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

Educational Milestones

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 (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.

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

Expanded Test Score

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

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

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**.

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

Busing

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

Recommendations

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**.

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

Modify for Entire Class

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 (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.

- ****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.

- **** 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**.

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**.

Modify Settings on Map

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

Modify Settings on Unit

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

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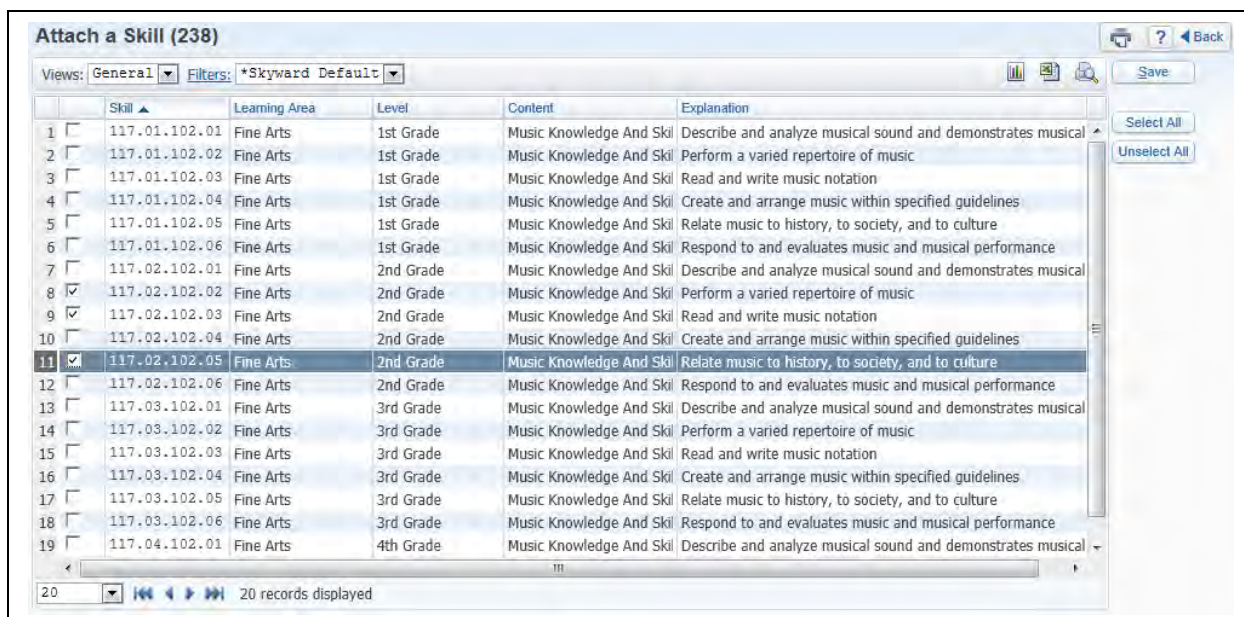
The Attach link in the Skills area allows you to attach Academic Standards to the Map Unit. The Academic Standards you see listed are based on the administrative setup of the Curriculum Master.

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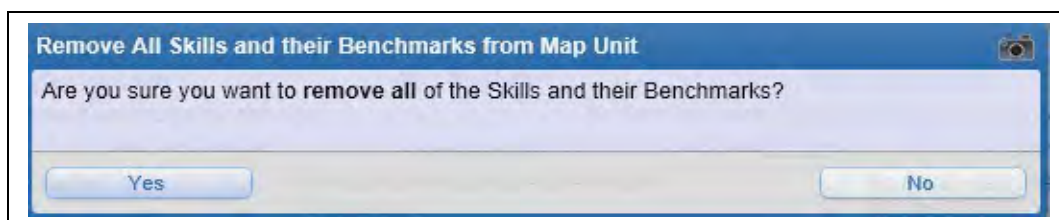
After you select **Remove All**, you will receive the above message. If you want to remove all of the Academic Standards/Skills, you will click **Yes**.

View (Skills)

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.

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

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

Add Benchmark (Skills)

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)

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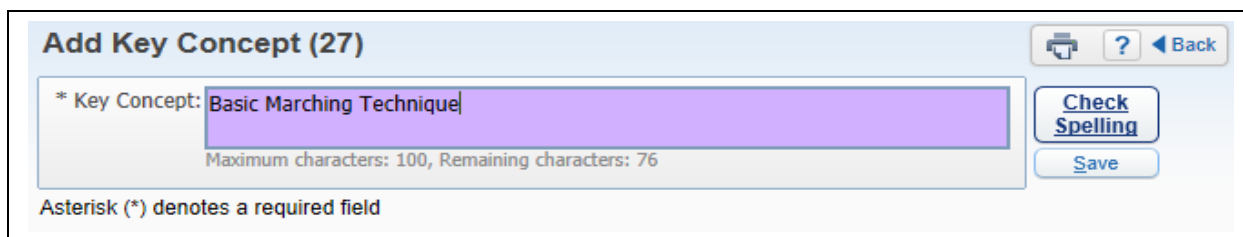
The Edit allows you to edit all fields for the Curriculum Map Unit.

Delete (General Benchmarks)
The Delete allows you to remove the Genearl Benchmark attached to the Map Unit.
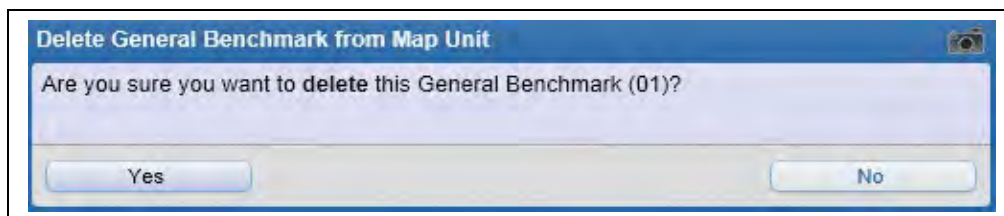
After you select **Delete**, you will receive the above message. If you want to remove the General Benchmark, you will click **Yes**.

Add (Key Concepts)

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

Add Multiple (Key Concepts)

Add Multiple Key Concept(s) (26)   🖨 ? ◀Back

Information:

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

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

Check Spelling
Save

Add New Key Concept Records Below: ?

Experience marching a drill on field.
Learn basic marching teachinques.
Ability to read drill charts.

☑ Remove Numbering from Each Entry ?   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)

Edit Key Concept (28)   🖨 ? ◀Back

* Key Concept: Basic Marching Technique

Maximum characters: 100, Remaining characters: 76

Check Spelling
Save

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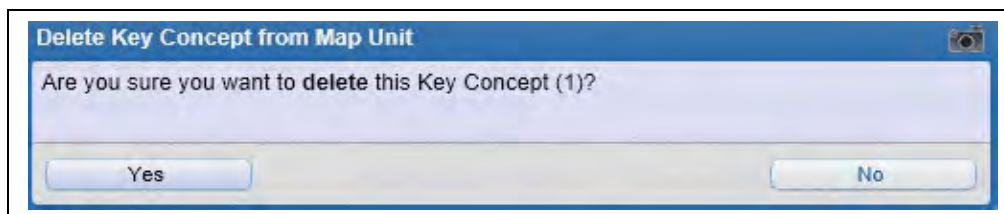
After you select **Delete**, you will receive the above message. If you want to remove the Key Concept, you will click **Yes**.

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)

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)

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)

The Edit allows you to modify the selected Activity.

Delete (Activity)
The Delete allows you to remove the selected Activity from the Map Unit.
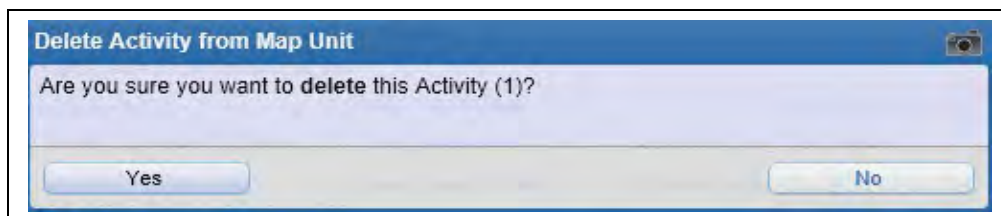
After you select **Delete**, you will receive the above message. If you want to remove the Activity, you will click **Yes**.

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)

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)

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)

The Edit allows you to modify the selected Assessment.

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

Delete (Assessments)
The Delete allows you to remove the selected Assessment from the Map Unit.
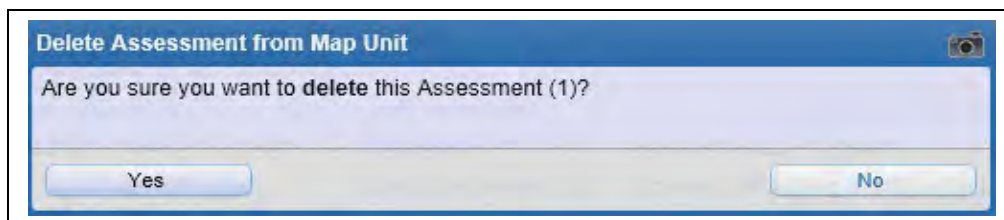
After you select **Delete**, you will receive the above message. If you want to remove the Assessment, you will click **Yes**.

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)

- ****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)

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.
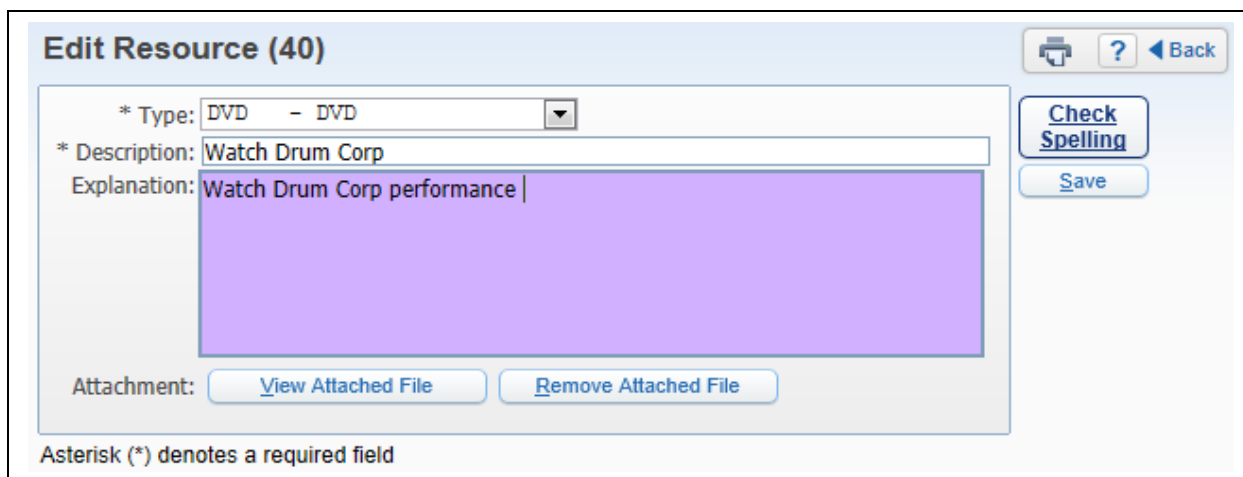
Remove Numbering from Each Entry
This option will automatically remove any numbers entered at the beginning of each Resource.

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)
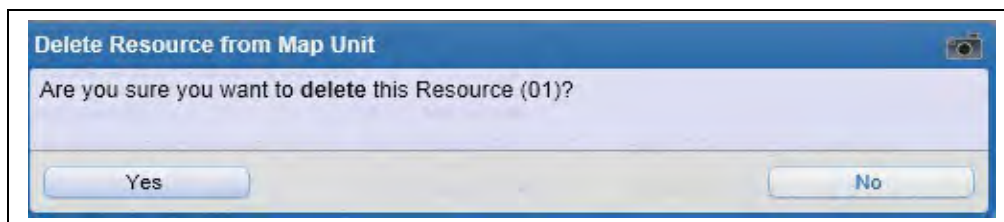
The Edit allows you to modify the selected Resource.

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

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
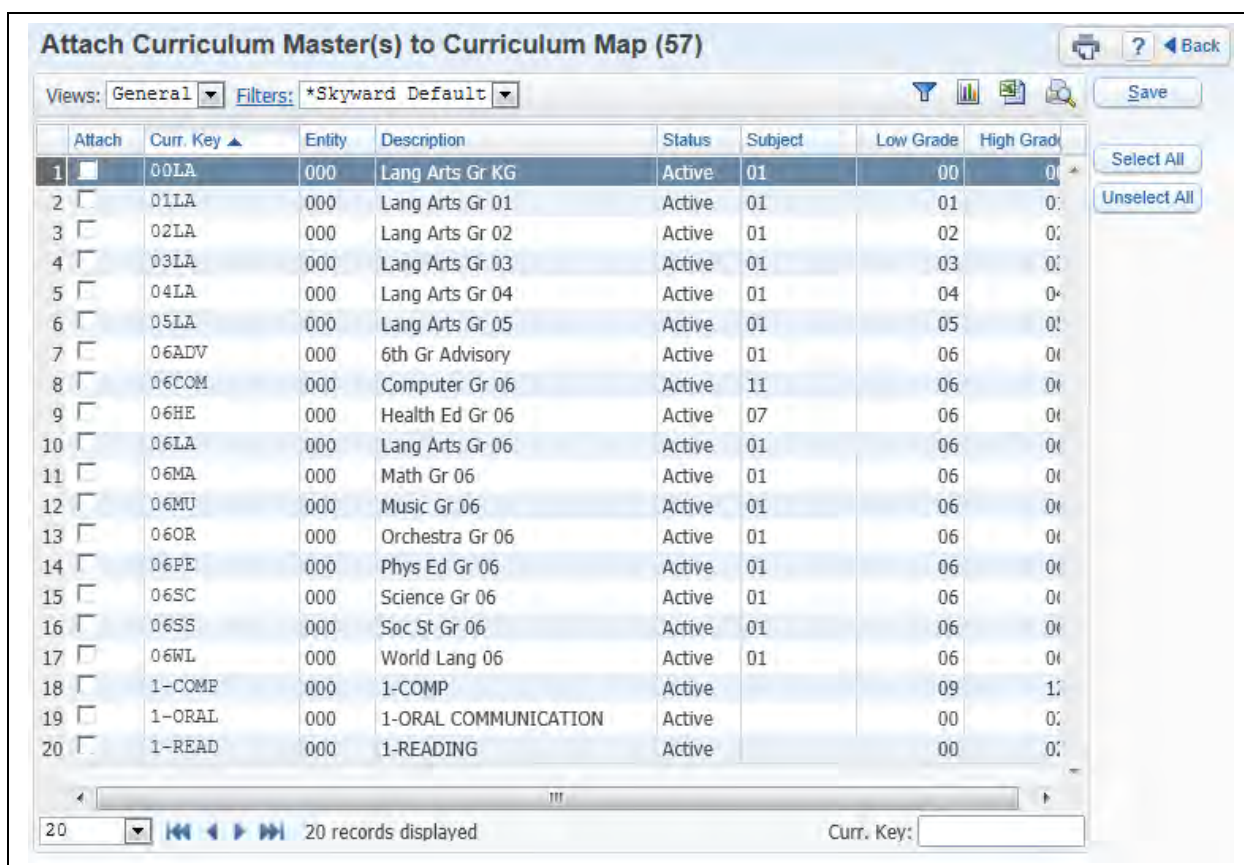
This option allows you to attach the current Curriculum Map to additional curriculum masters; the curriculum master is attached to the course.
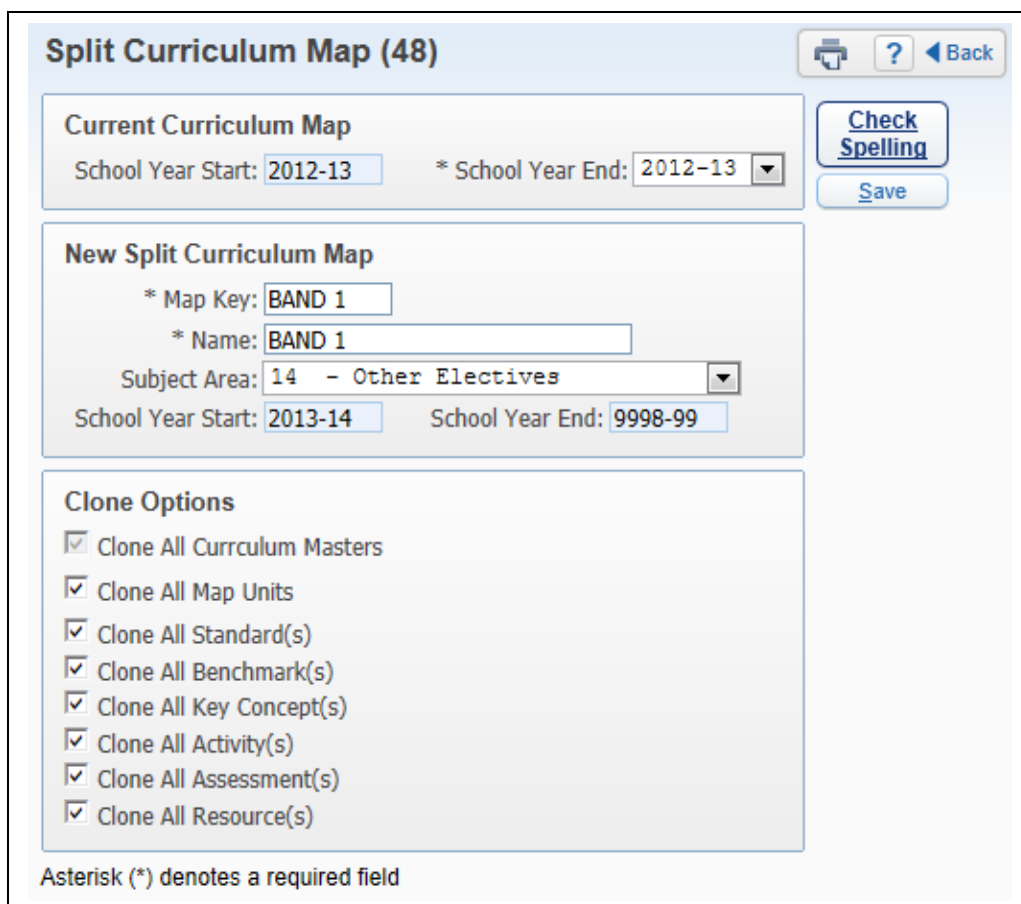
Delete Map
The Delete Map option allows you to remove the selected Curriculum Map.
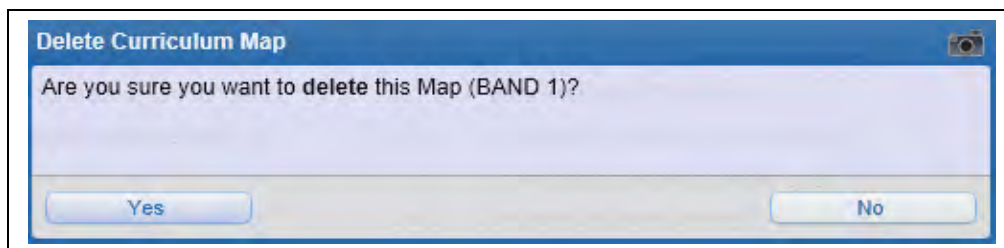
After you select **Delete**, you will receive the above message. If you want to remove the Curriculum Map, you will click **Yes**.

Split Map

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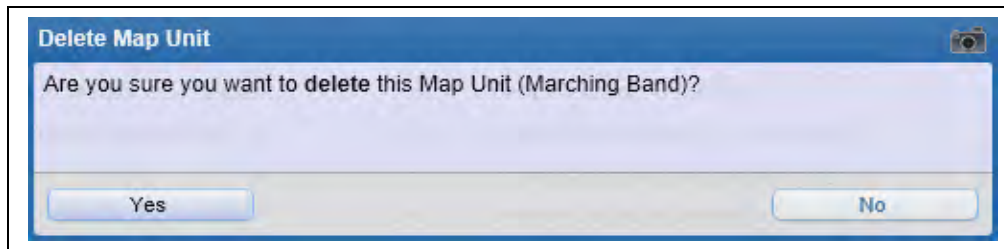
After you select **Delete Unit**, you will receive the above message. If you want to remove the Map Unit, you will click **Yes**.
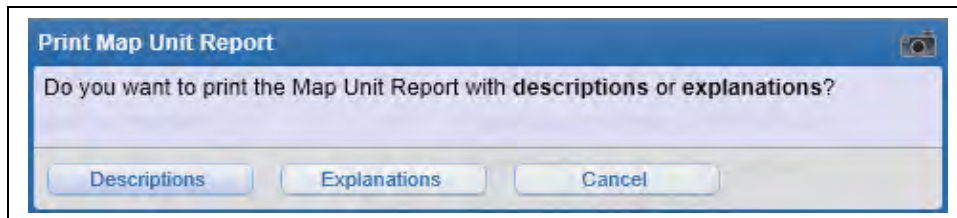
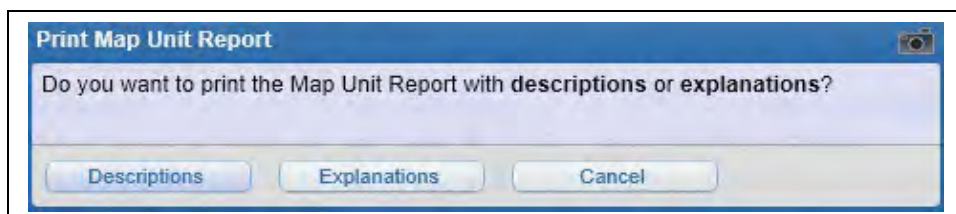**Print**

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

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.

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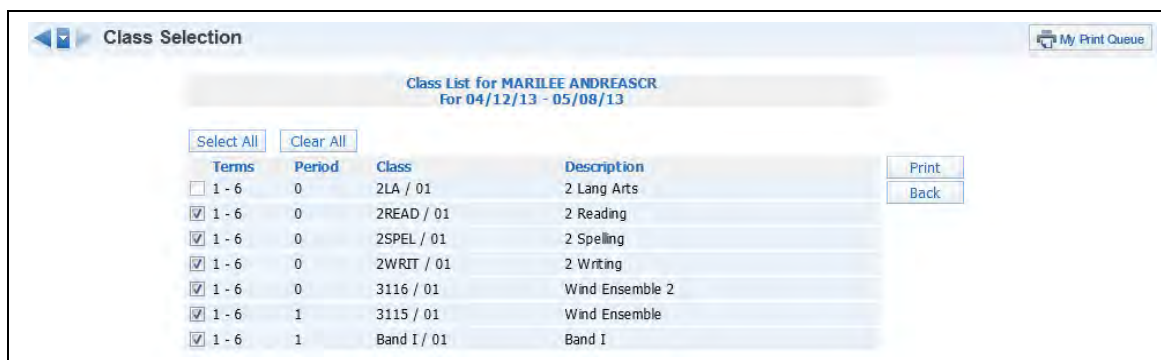
Restore Defaults
The Restore Defaults option sets the options back to the Skyward defaults.

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

Select Classes to View Report

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

Select Students to View Report

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
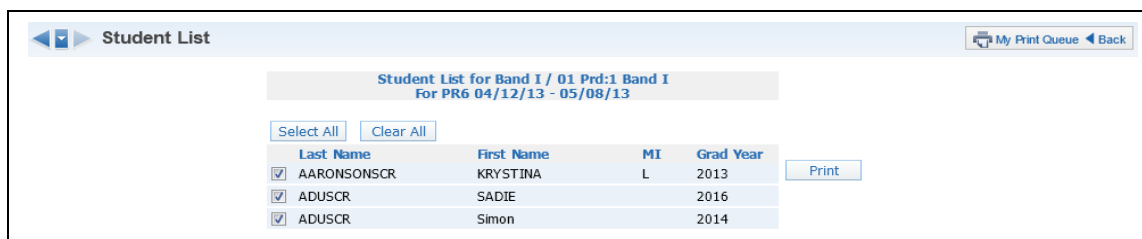The Detail Report for attendance can display the days and periods that a student was not in attendance. It will also show the breakdown of the absence categories consisting of Excused, Unexcused, Tardy, and Other.

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.

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.

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.

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 1st and 2nd 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.

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

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

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 – 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.

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.

- **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 – 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.

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
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**.

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**.

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.

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.

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.

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 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?

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

- **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.

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**

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.
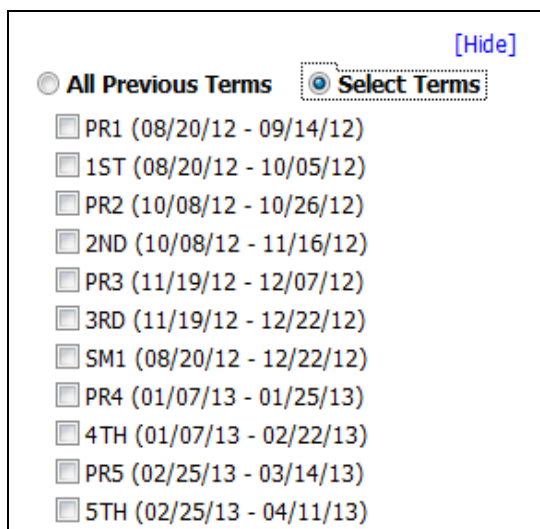
Fields to Print
- **Assignment Comments**
- **Assignment Detailed Description** – If this option is selected, it will print both the description and detailed description.
- **Missing Indicator and Reason** - If this option is selected, it will print the statement of "Assignment is marked as Count as 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 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 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.

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.

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.

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 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.

```
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
   [                                                          ▲  ]
   [                                                             ]
   [                                                             ]
   [                                                             ]
   [                                                          ▼  ]
```

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

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.

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.

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.

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.

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.

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

- **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.

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 1st and 2nd 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 1st and 2nd 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** – 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.

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

- **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**.

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.

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.

Date Created	Time Created	To Address	Status	
05/09/2013	12:28 PM	MARLON.KLEINESCR@students.piusxi.org	Unsent	View Attachment
05/09/2013	12:28 PM	CASANDRA.KIMREYSCR@students.piusxi.org	Unsent	View Attachment
05/09/2013	12:28 PM	MIGUEL.KIESLINGSCR@students.piusxi.org	Unsent	View Attachment
05/09/2013	12:28 PM	Guardian@guardian.com	Unsent	View Attachment
05/09/2013	12:27 PM	MARYANNE.KEETHSCR@students.piusxi.org	Unsent	View Attachment
05/09/2013	12:27 PM	VETA.KASERSCR@students.piusxi.org	Unsent	View Attachment
05/08/2013	11:05 AM	abby@scramble.com	Unsent	View Attachment
05/08/2013	11:05 AM	abby@scramble.com	Unsent	View Attachment
05/08/2013	11:04 AM	angelaf@google.com	Unsent	View Attachment
05/06/2013	4:25 PM	m.andreascr@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.andreascr@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

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.

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.

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**.

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.

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

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.

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.

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.

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

- **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.

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.

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.

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.

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.
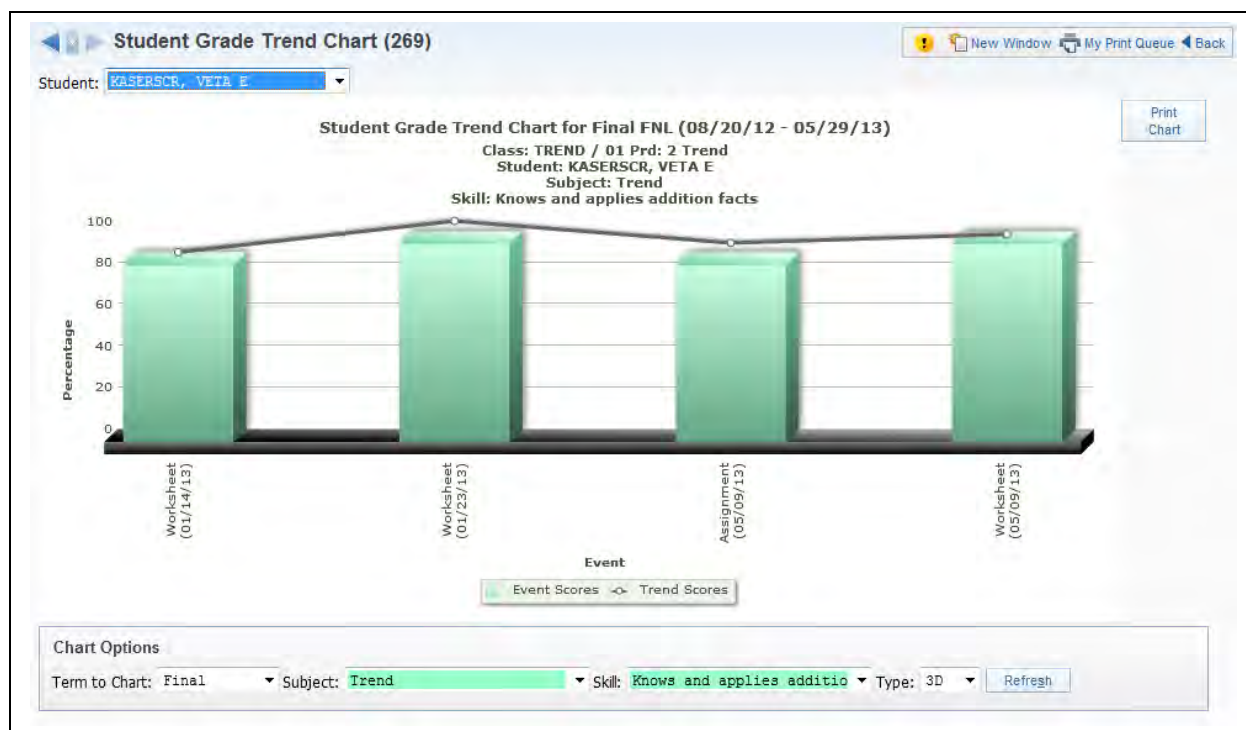
This is a sample of the **Student Grade Trend Chart** for a student.

Lesson Scheduler

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

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

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.
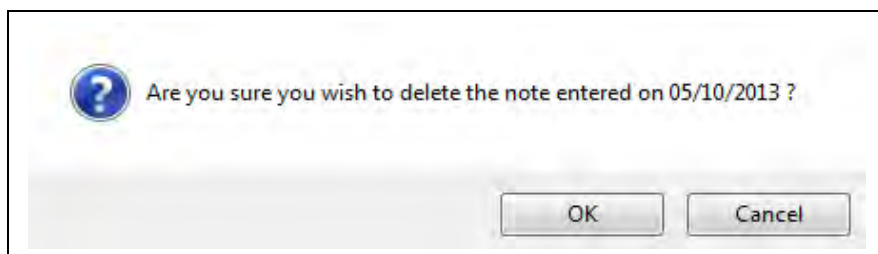
After you select **Delete**, you will receive the above message. If you want to delete the Personal Graduation Plan Note, you will click **Yes**.

#Interventions – Texas Specific

The #Interventions allow you to show what interventions have been tried with the student.

Interventions

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.

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

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

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

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 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

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

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**.

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

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

Enter the question and select the answer of True/False.

Sample of Matching

You will enter the matching question. In the Choices area, you will determine the matches for the answers.

Sample of Short Answer

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:

Explain the music of the baroque period.

Extra Content:

View Style Toolbar:

Points for Question: 1.0

Check Spelling

Save and Back

Save and Add Another

Attach(0)

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

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: 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

Check Spelling

Save

Save and Back

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

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

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.
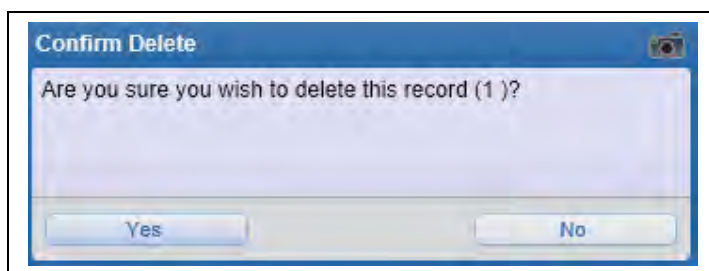
After selecting **Delete**, you will receive the above message. You will select **Yes** to remove the question.

- **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

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 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 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

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.

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 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

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
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 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.

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

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 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

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.

Add Lesson Plan

Enter the name of the Lesson Plan and select a class from the drop-down menu. After the information has been entered, click **Save**.

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**.

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**.

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

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.

After you select **Remove**, you will receive the above message. If you want to remove the Academic Standards/Skill, you will click **Yes**.
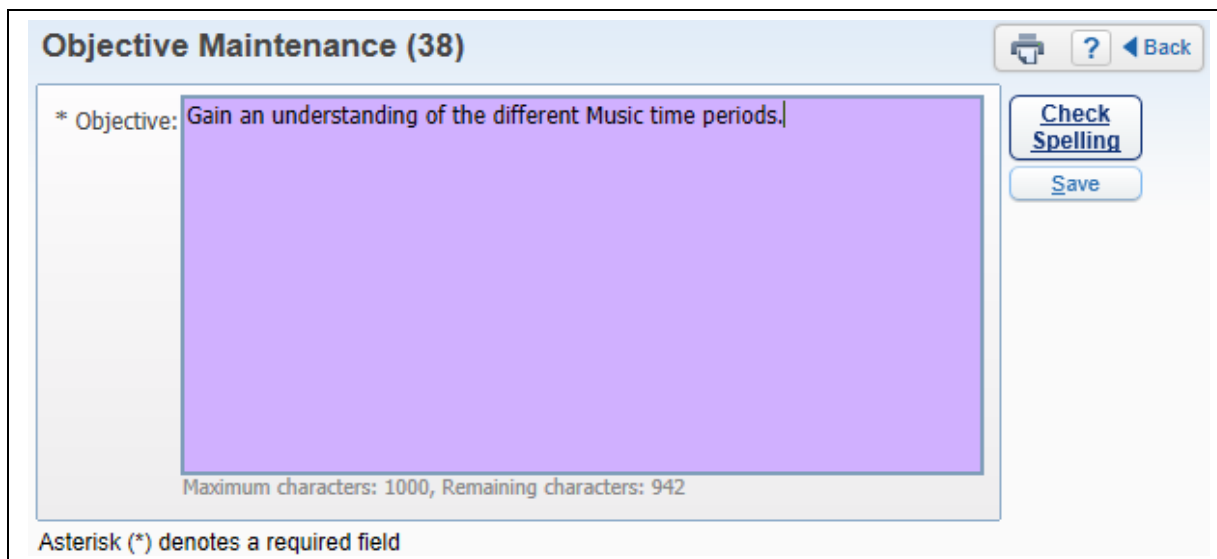
Remove All (Skills)
The Remove All Skill(s) option allows you to remove the skill(s) from the selected Lesson Plan.
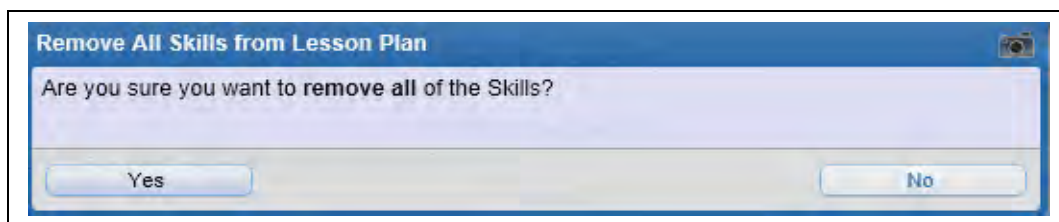
After you select **Remove All**, you will receive the above message. If you want to remove all of the Academic Standards/Skill, you will click **Yes**.
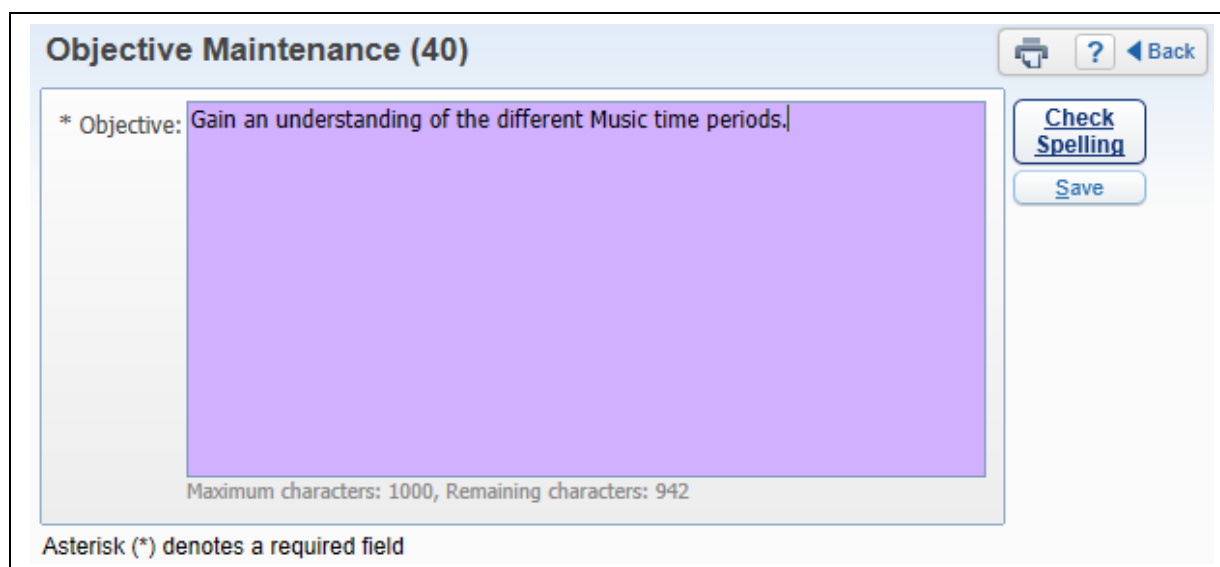
Add (Objective)
The Objective is used to show the desired outcome or reason for the Lesson Plan. You can only enter a single Objective for a Lesson Plan.

Enter the Objective for the Lesson Plan and click **Save**.

Edit (Objective)
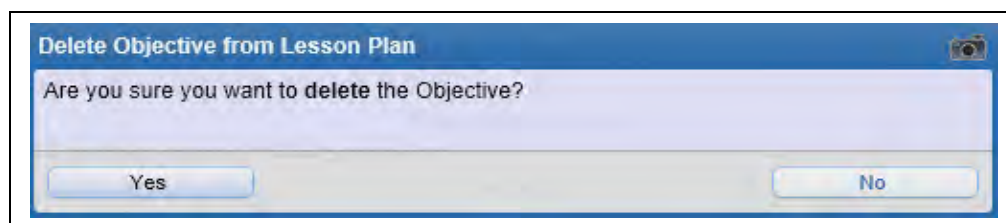
The Edit allows you to modify the objective of the Lesson Plan.

Delete (Objective)
The Delete option allows you to remove the Objective from the Lesson Plan.

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.

- ****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.
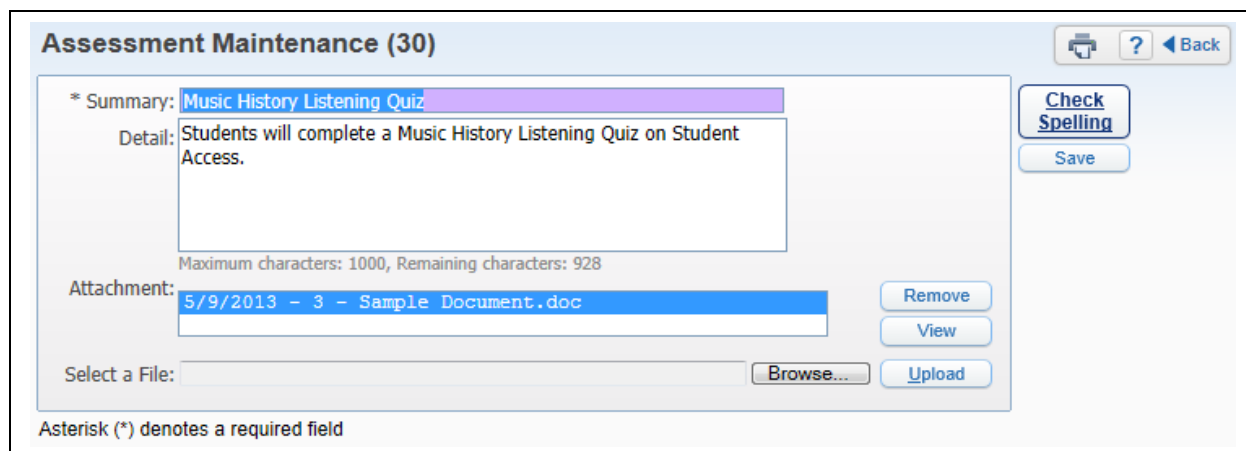
Select the Assessment(s) from the Curriculum Map and click **Save**.

Edit (Assessments)

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.

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.

- ****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.
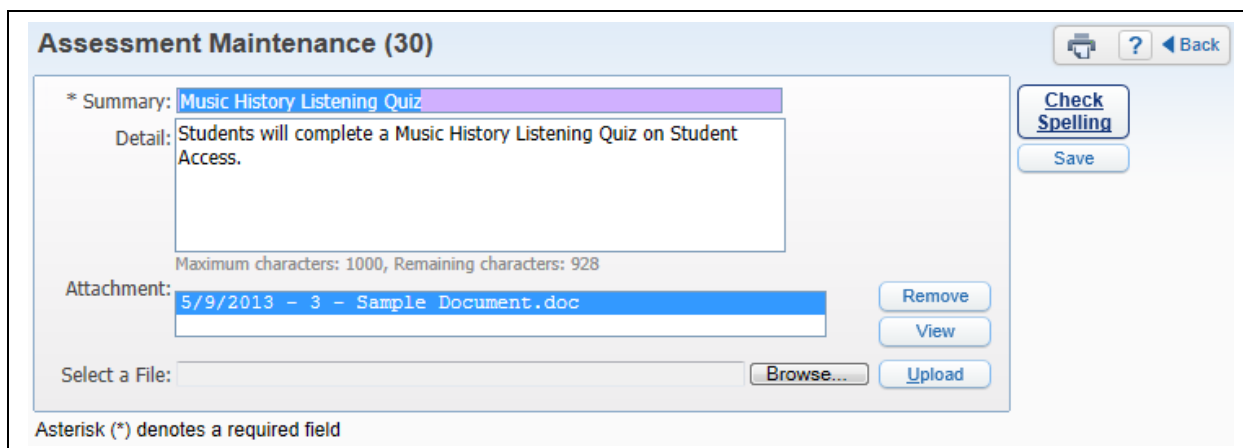
Select the Activities from the Curriculum Map and click **Save**.

Edit (Activity)

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.

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.

- ****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.
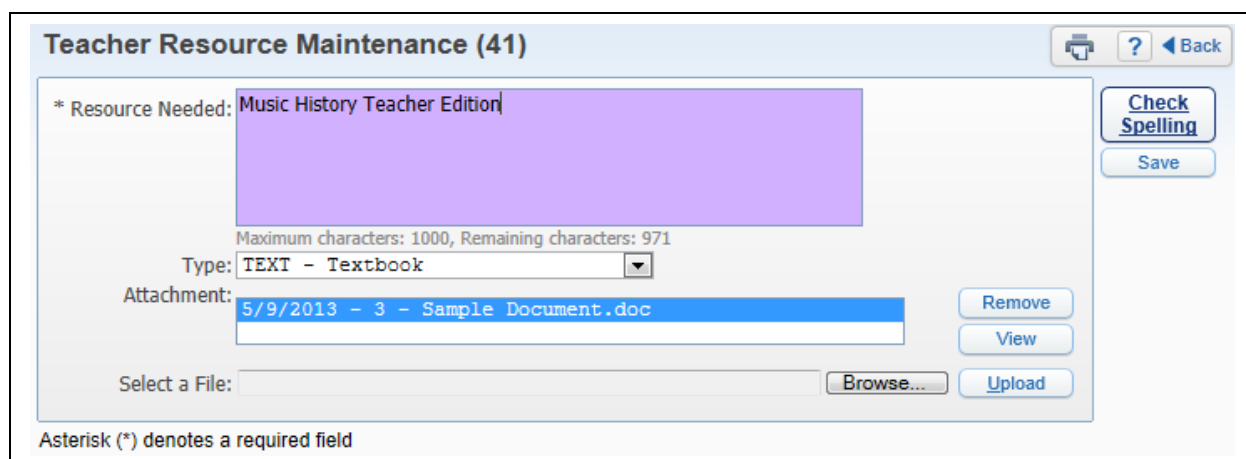
Select the Resources from the Curriculum Map and click **Save**.

Edit (Teacher Resources)

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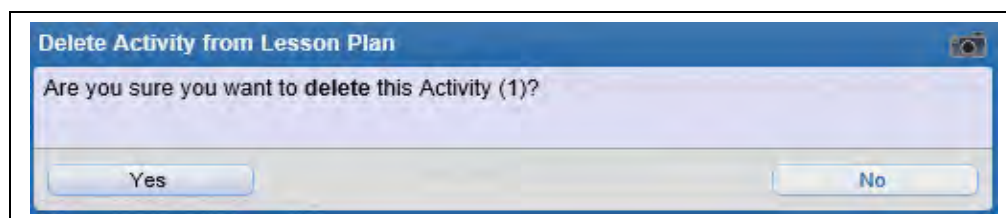
After you select **Delete**, you will receive the above message. If you want to delete the Teacher Resource, you will click **Yes**.

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.

- ****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.
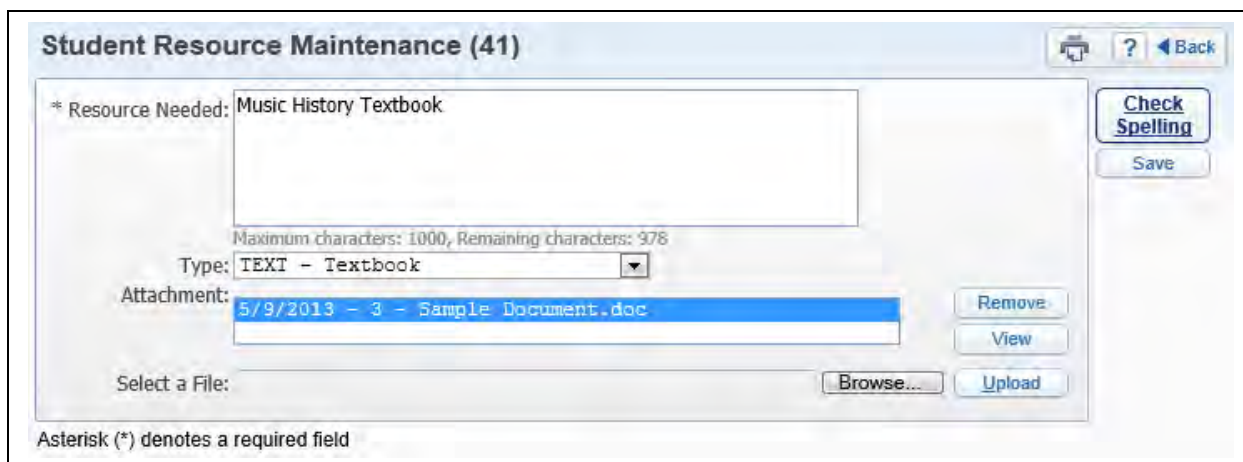
Select the Resources from the Curriculum Map and click **Save**.

Edit (Student Resources)

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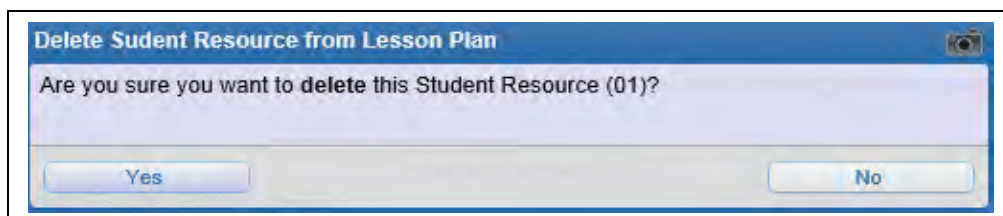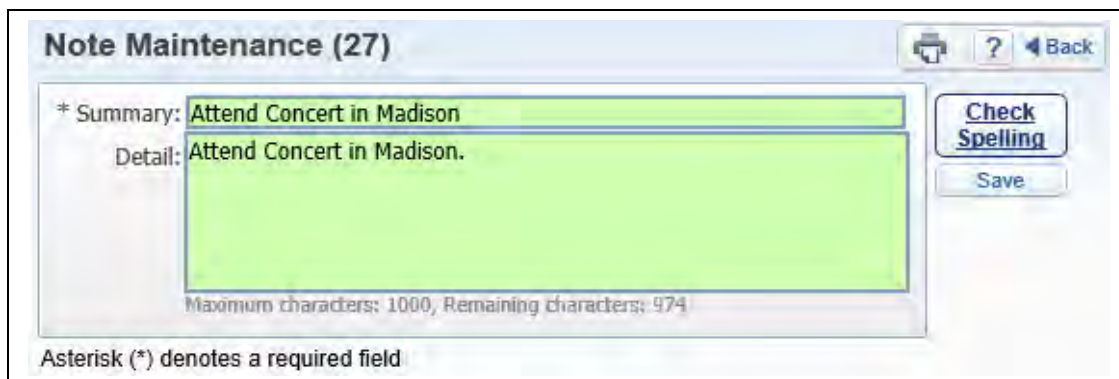
After you select **Delete**, you will receive the above message. If you want to delete the Student Resource, you will click **Yes**.

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.
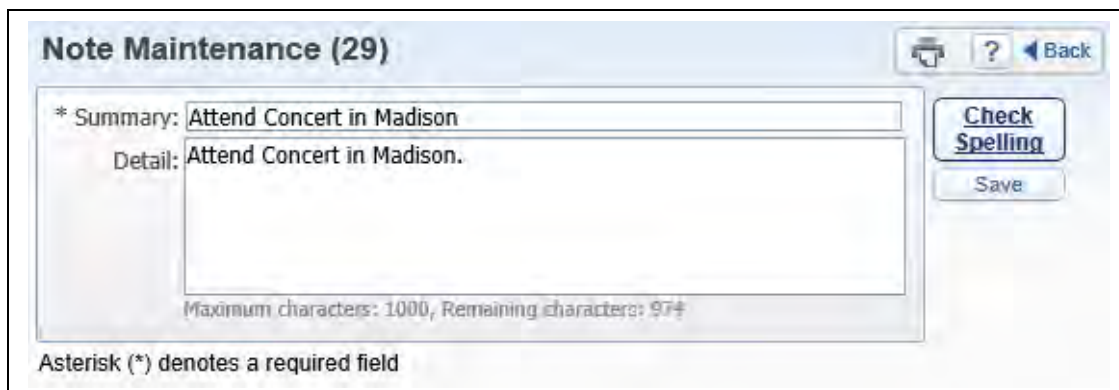
Add (Notes)
The Notes allow you to enter additional information related to the Lesson Plan.
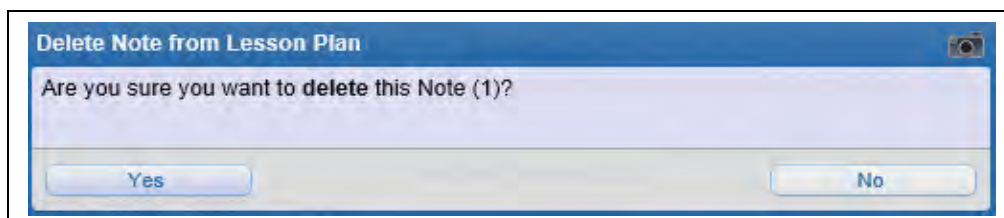
Enter the Note for the Lesson Plan and select **Save**.

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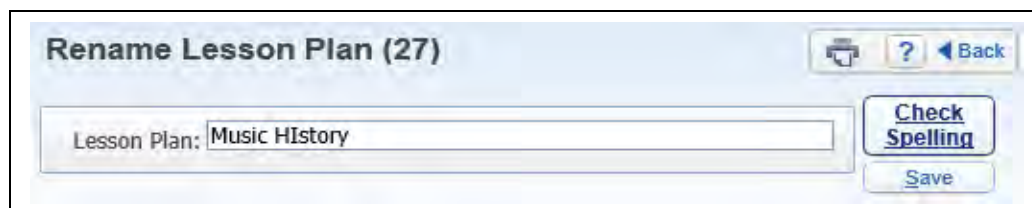
After you select **Delete**, you will receive the above message. If you want to delete the Note, you will click **Yes**.

Blue Arrows (Test)
The Blue Arrows to the left of the Test allow you to change the order in which the Tests display.
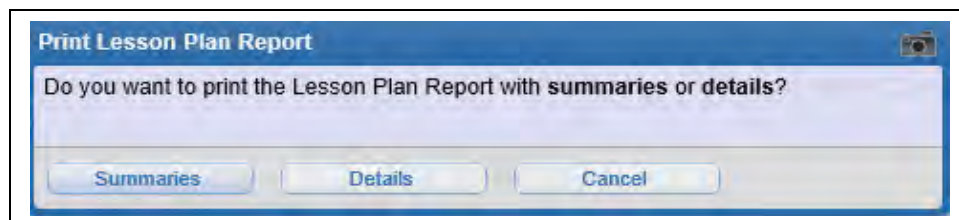
Rename this Lesson Plan

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

The Print button allows you to generate the Lesson Plan Report. You can select to either show **Summaries** or **Details**.

Edit Lesson Plan

The Edit allows you to make modifications to your Lesson Plans.

Delete Lesson Plan
The Delete option allows you to remove the Lesson Plan.
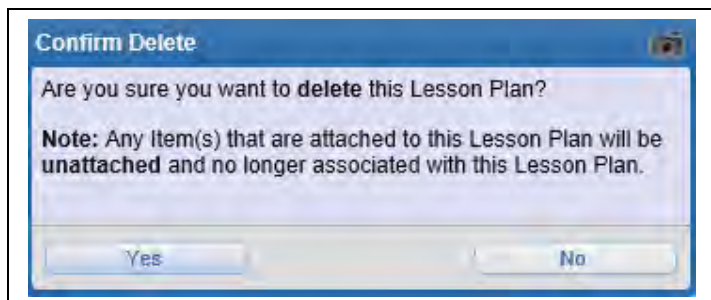
After you select **Delete**, you will receive the above message. If you want to delete the Lesson Plan, you will click **Yes**.

Print Lesson Plan
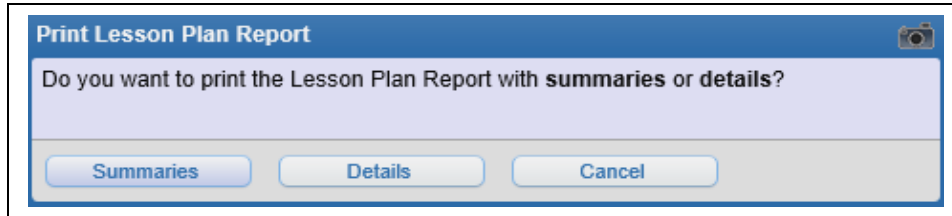
The Print button allows you to generate the Lesson Plan Report for the highlighted Lesson Plan. You can select to either show the **Summaries** or **Details** of the Lesson Plan.

Print All Lesson Plans
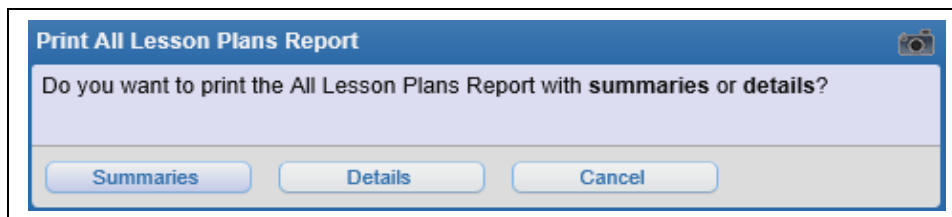
The Print button allows you to generate the Lesson Plan Report for all of the Lesson Plans. You can select to either show the **Summaries** or **Details** of the Lesson Plans.

Copy from Another Teacher

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

You can click on the **View** to see a preview of the Lesson Plan.
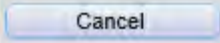
Copy Lesson Plan
You will click on **Copy** to clone this Lesson Plan to your Lesson Scheduler.

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.

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.

- **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.

Click on the Class where you would like to add a Daily Lesson Plan or Item.

Create a General Item

Item
- **Pre-fill fields from an Item on a Lesson Plan**

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.

- **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.
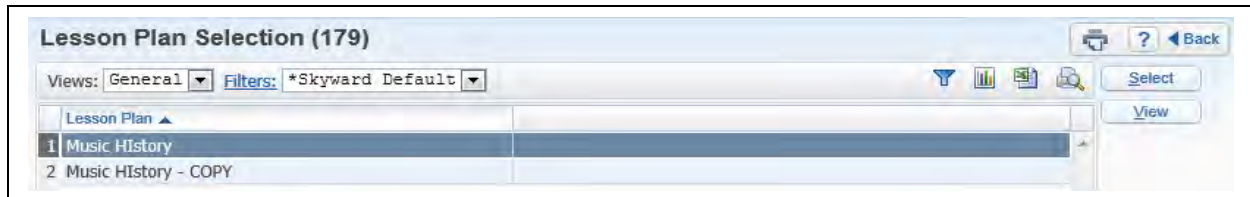
After selecting either Activity or Assessment, you will highlight the Lesson Plan and click **Select**.

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.
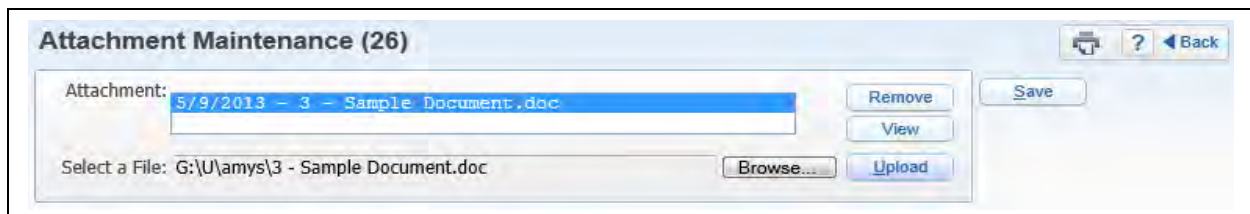
You will Browse to the location of the attachment and then click **Upload**.

Create a Gradebook Assignment

- **Pre-fill fields from an Item on a Lesson Plan**

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.

Highlight the existing Lesson Plan and click on **Select**.

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

- **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.

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.

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

The Add for Other Classes option allows you to select additional classes to which to add the assignment.

Edit Lesson Scheduler Item

You can modify the Lesson Scheduler Item by clicking on the Item on the schedule.

Edit

The Edit allows you to make modifications to your Lesson Scheduler Item.

Clone

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.
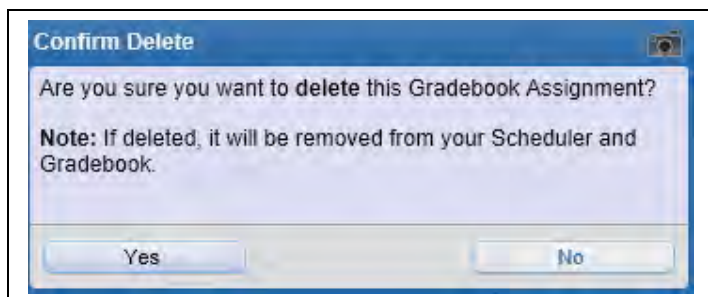
After you select **Delete**, you will receive the above message. If you want to delete the Item, you will click **Yes**.
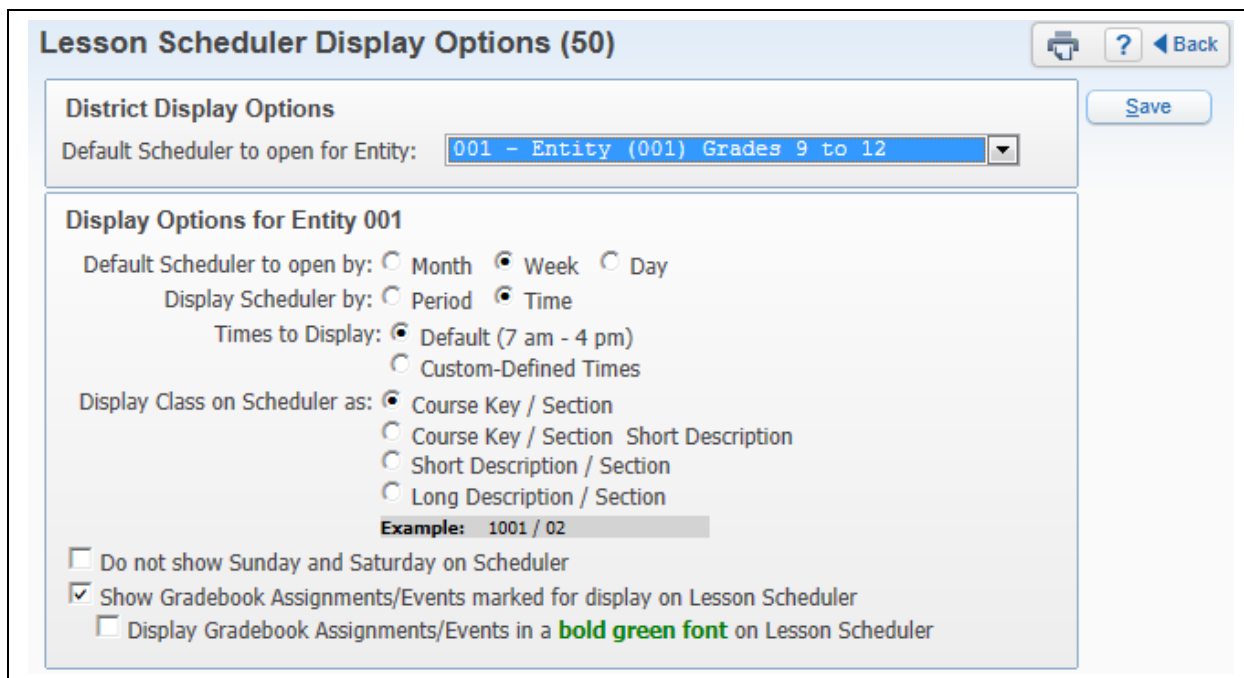
Move to Prior/Future Day
The Move to Prior/Future Day allows you to easily change the date of the Lesson Scheduler Item.

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

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.

The above is a sample of when you select to **Display Scheduler by Time**.

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.

You will enter the time label, start/end times, and days. After the information has been entered, you will click on **Save**.

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**

The above is a sample of when you select to display the **Course Key/Section**.

- **Course Key/Section Short Description**

The above is a sample of when you select to display the **Course Key/Section Short Description**.

- **Short Description/Section**

The above is a sample of when you select to display the **Short Description/Section**.

- **Long Description/Section**

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.

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.

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.

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.

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.

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**.

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

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

Select **By Name** in Post Daily Attendance.

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

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

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.

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

Show Today's Attendance for All Periods

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

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

Clicking this option in the Class Summary will show the percent attached to the letter grade on the student.

Show Survey Question

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.

Click **Add New Template**.

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

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**.

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**.

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)

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

Select **Post Daily Attendance-By Seating Chart** from the Post Daily Attendance screen.

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. 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

The Alert Legend shows what the alerts mean that display below the student's name on the Seating Chart.

Show Pictures

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

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**.

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 wil depend on the setup of attendance for the entity.

You can update the attendance for the student and click on **Save**.

Post Daily Attendance – Assign Seats

Once the **Post Daily Attendance - Assign Seats** has been selected, you will then be able to select a student and then assign them to a specific seat.

Number of Rows/Number of Seats Per Row
This option can be set to whatever dimensions you need for your class.

Show Pictures
The Show Pictures option displays the student pictures in the seating chart.

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.

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

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.

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**.

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

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

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**.

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

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

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

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

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.

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.

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

Assignment Detail

The Assignment Detail screen will display additional information.

View Grade Marks on Progress Report

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

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

My Homeroom - Attendance

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

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

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.

Current Term Only

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

Previous Year

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

Next Year

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 (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

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.

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

My Homeroom - RTI Information

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

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

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

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

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

Add Intervention

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.

- **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.

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

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

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

Add

- **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

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 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

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

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)

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

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.

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

My Homeroom - Discipline

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

- **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 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)

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 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.

My Homeroom - NCLB

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 (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

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 (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.

Selecting Specific Course when Showing Courses

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 (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

Student Services allows you to view Section 504 Plans for students.

View Detail

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

View Attachment

The View Attachment Option allows you to see any Section 504 Plan attachment for the student.

My Homeroom - Test Scores

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

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

Other Students with Test will show any other of your students who have also completed the highlighted test.

Print

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

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 (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 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

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

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 (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

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.

Show Assistants

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

My Homeroom - Custom 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

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

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.

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

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

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.

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.

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

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

Missing Assignment Tab

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 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**.

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

GPA/Class Rank Tab

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

My Homeroom - Family Access Display – Message Center

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.

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

My Homeroom - Family Access Display – Calendar

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 1st and 2nd 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

The My Activities link is available when you are an advisor/coach of an Activity. My Activities allow you to access the students' information.
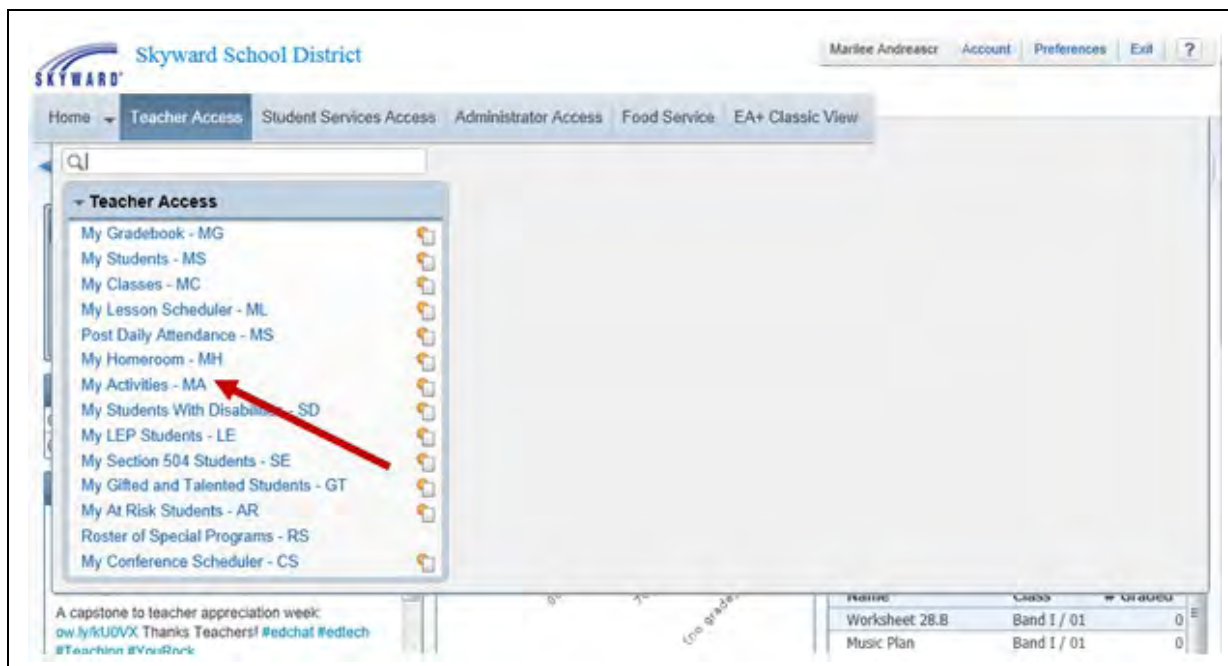
You will find My Activities under **Teacher Access**.
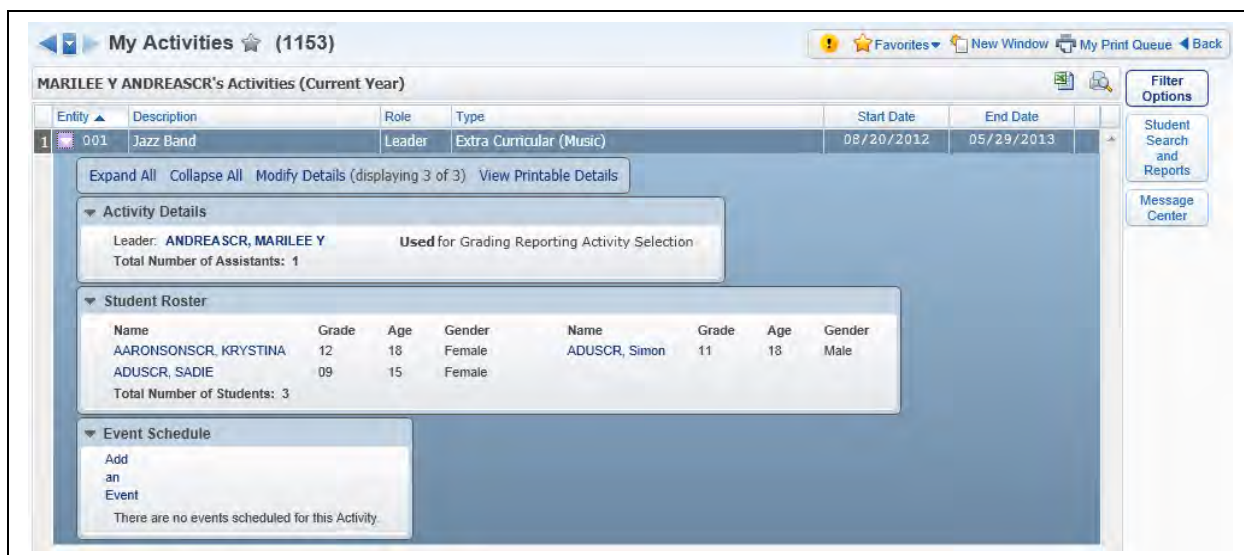
Student Information
You can access your student's information two different ways.
1) You can expand the activity to view the students attached to the activity and then **click on their name**.
2) Another option is to click on the **Student Search and Reports** button.

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**.

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

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

Selecting to Edit the Guardians Email allows you to make modifications to a guardians' email address. Highlight the Guardian's Name and select **Edit**.

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

Student Alert Indicators

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

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

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 Activites - Class Summary

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.

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

The Assignment Detail screen will display additional information.

View Grade Marks on Progress Report

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

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

My Activities - Attendance

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

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

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.

Current Term Only

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

Previous Year

			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
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- 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 CAMILLESCR	0.167
1	03	113/01	ENGLISH-IIIA	01	01	MTWRF	30	CANDIS RONCOSCR	0.167
								Total credits for Term 1	0.334
2	02	7331/02	U S GOVERNMENT	05	05	F	AG2	GENE CAMILLESCR	0.167
2	03	113/01	ENGLISH-IIIA	01	01	MTWRF	30	CANDIS RONCOSCR	0.167
								Total credits for Term 2	0.334
3	02	7331/02	U S GOVERNMENT	05	05	F	AG2	GENE CAMILLESCR	0.167
3	03	113/01	ENGLISH-IIIA	01	01	MTWRF	30	CANDIS RONCOSCR	0.167
								Total credits for Term 3	0.334
4	01	MUG100/001	Muggle Studies - Intro		01	MTWRF	22	KENTON AFRICASCR	0.167
4	03	113/01	ENGLISH-IIIA	01	01	MTWRF	30	CANDIS RONCOSCR	0.167
								Total credits for Term 4	0.334
5	01	MUG100/001	Muggle Studies - Intro		01	MTWRF	22	KENTON AFRICASCR	0.167
5	03	113/01	ENGLISH-IIIA	01	01	MTWRF	30	CANDIS RONCOSCR	0.167
								Total credits for Term 5	0.334
6	01	MUG100/001	Muggle Studies - Intro		01	MTWRF	22	KENTON AFRICASCR	0.167
6	03	113/01	ENGLISH-IIIA	01	01	MTWRF	30	CANDIS RONCOSCR	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

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 (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

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.

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

My Activities - RTI Information

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

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

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

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

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

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

Add Intervention

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.

- **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: Meeting   Show Calendar   Check Spelling

* Date: 05/23/2013   📅 **Thursday**   ☐ Mass add   Mass Add   Save

* Time: 12:00   PM   to 1:00   PM

Description: RTI Meeting to discuss Progress

Building: 001   ▼ Building (001)

Room: 20   ▼ 20

* 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

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

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

Add

- ****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

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 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

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

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)

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

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.

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

My Activities - Discipline

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

- **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 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)

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.

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

View Notes

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

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.

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

My Activities - NCLB

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 (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

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 (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

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 (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

Student Services allows you to view Section 504 Plans for students.

View Detail

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

View Attachment

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

My Activities - Test Scores

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 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 Other Students with Test option will show any other of your students who have also completed the highlighted test.

Print

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

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 (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 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

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

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 (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

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.

Show Assistants

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

My Activities - Custom Forms

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

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

Expanded Student Information

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

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

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.

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

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

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.

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

Missing Assignment Tab

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 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**.

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

GPA/Class Rank Tab

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

My Activities - Family Access Display – Message Center

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.

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

My Activities - Family Access Display – Calendar

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.

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.

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

- **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.

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.

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

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

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.

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.

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.

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.

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.

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.

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.

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 1st and 2nd 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.

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

The Edit allows you to make modifications to your Activity Event.

Delete Event

The Delete option allows you to remove the Activity Event.
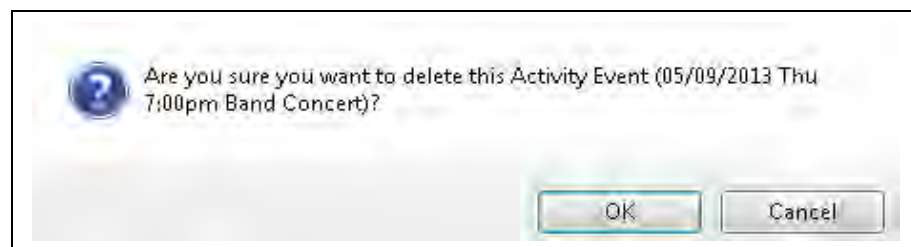
After you select **Delete**, you will receive the above message. If you want to delete the Activity Event, you will click **Yes**.

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

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.

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

- **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 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

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.

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

- **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

- **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 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 allows you to make modifications to an existing message.

Clone

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**.

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 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
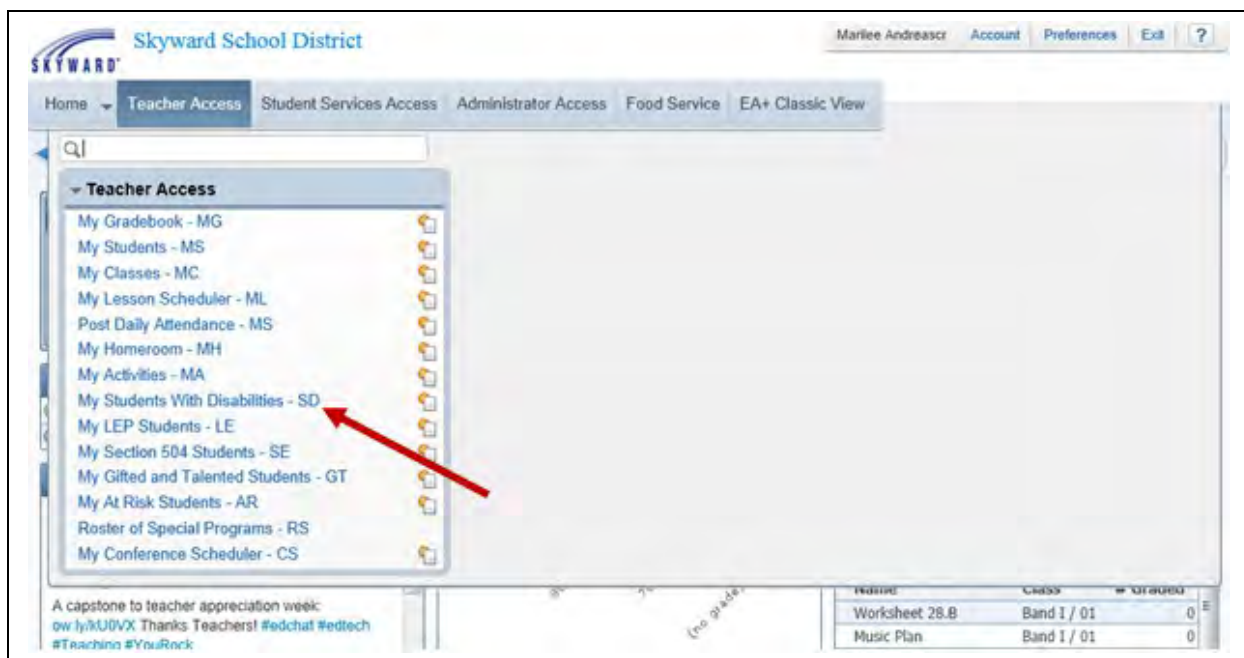
The My Students with Disabilities option allows you to view students and special education information.
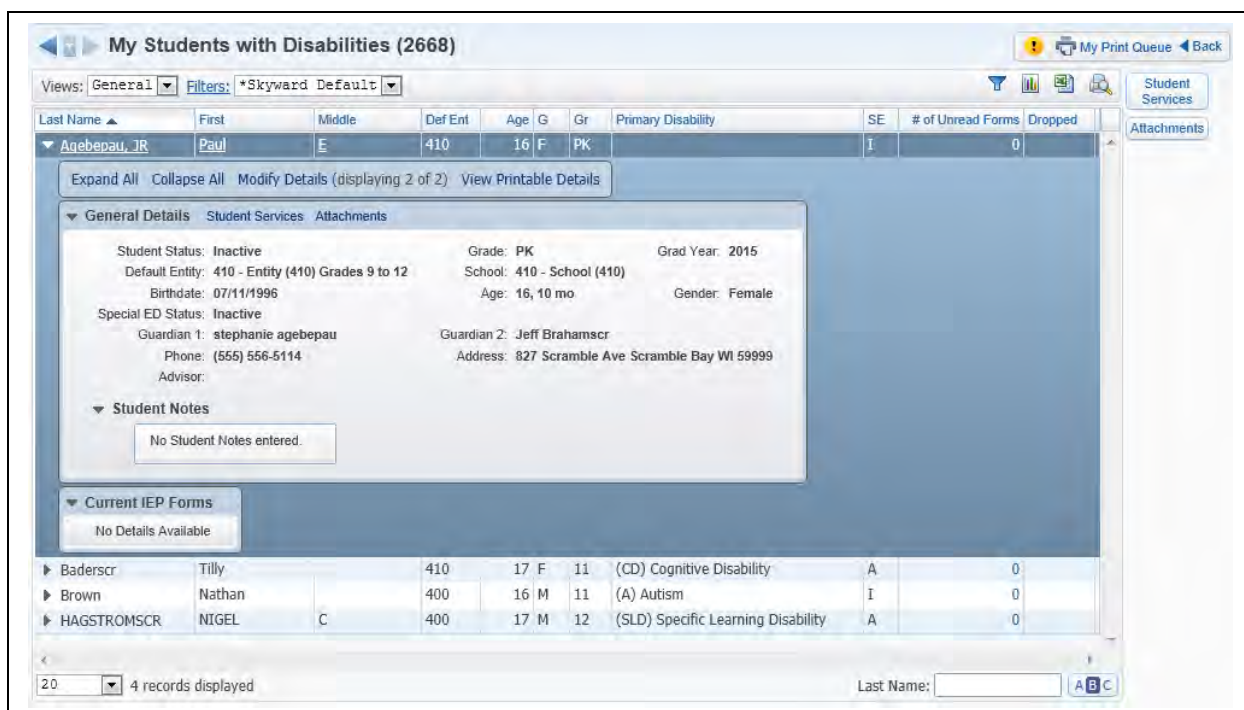
You can view Special Education Information by clicking on **Student Services**.

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

The View Attachment option allows you to see any Special Education Attachments.

My LEP Students
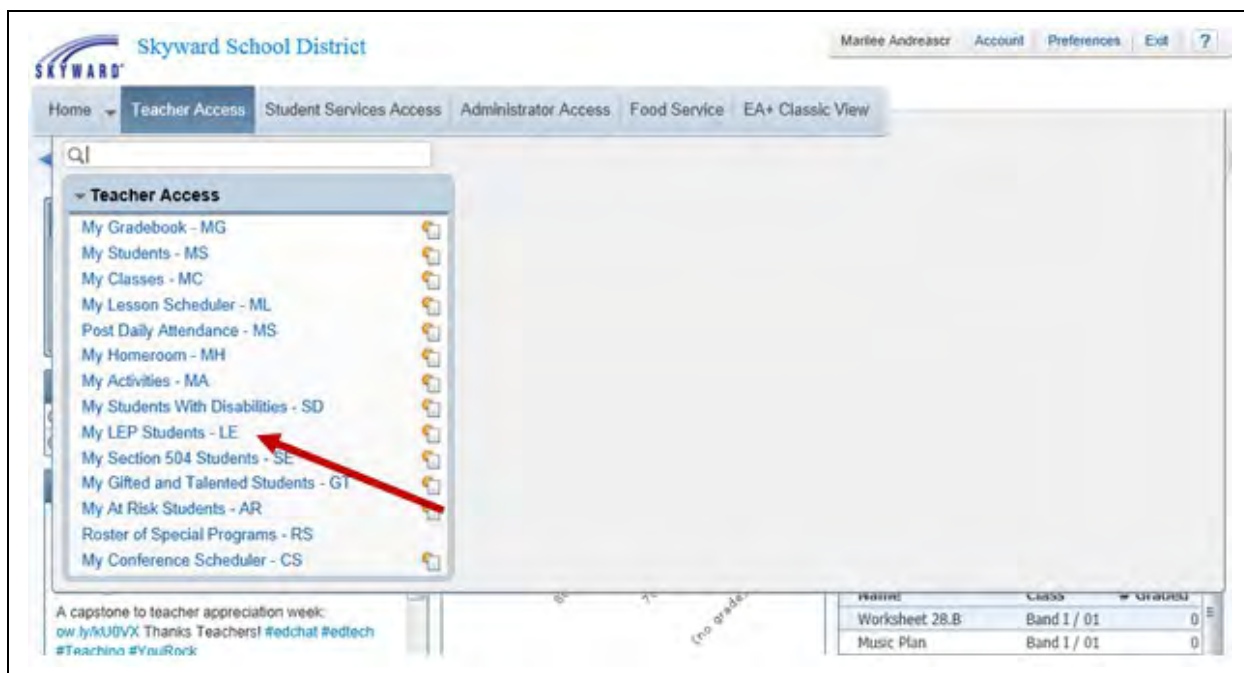
My LEP Students allows you to view your student's LEP records. You can access My LEP Students through **Teacher Access**.
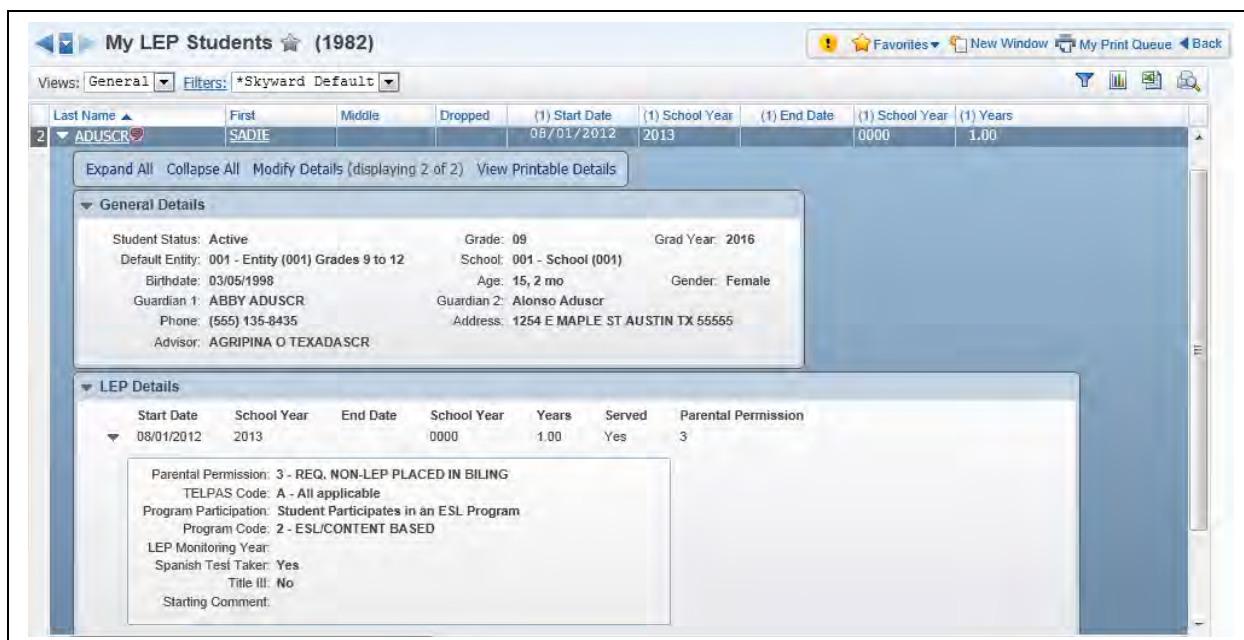
You can view the student's LEP record by expanding next to the student's name;no modifications to the LEP record can be completed.

General Details

The General Details display demographic information for the selected student.

LEP Details

The LEP Details will display information related to the LEP Record.

My Section 504 Students
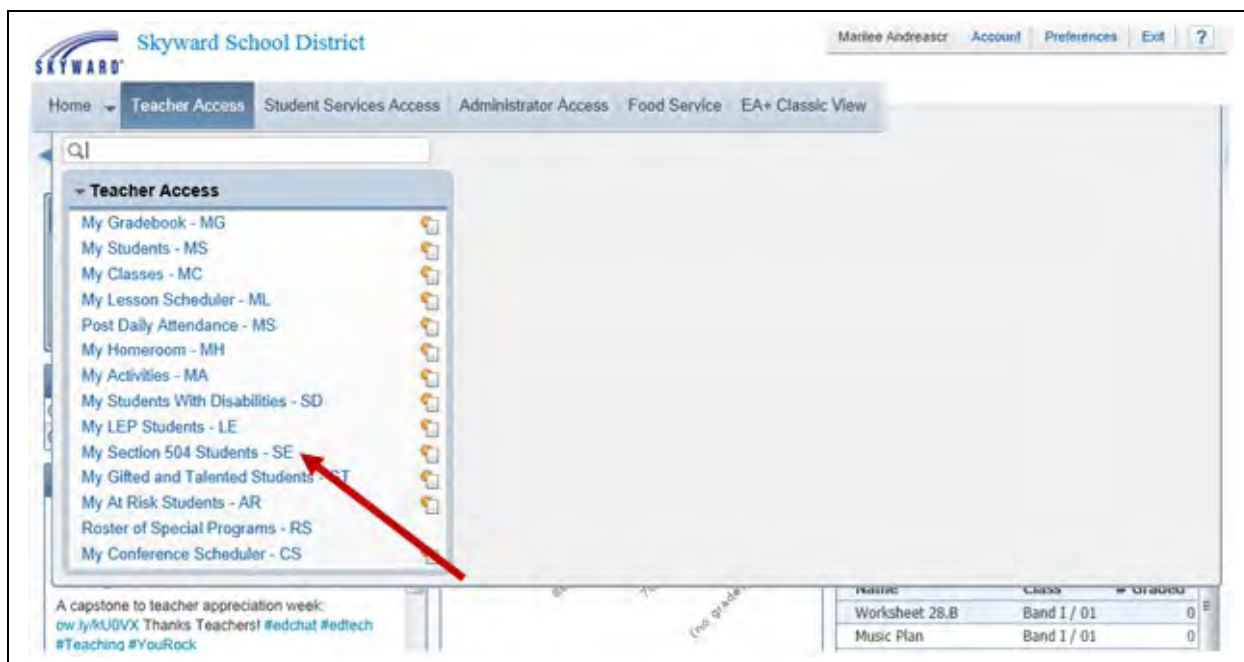
My Section 504 Students allows you to view your student's Section 504 Plan. You can access My Section 504 Students through **Teacher Access**.
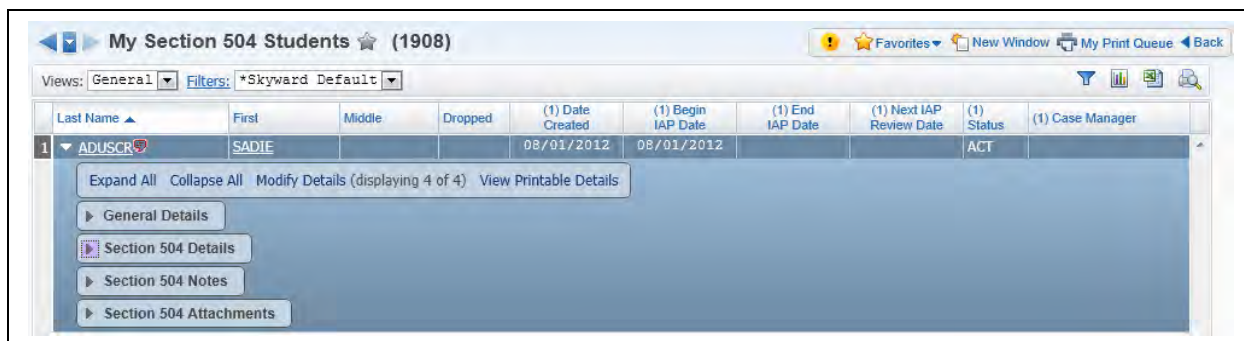
You can view the student's 504 record by expanding next to the student's name; no modifications to the 504 Plan can be completed.

General Details

The General Details area displays demographic information for the selected student.

Section 504 Details

The Section 504 Details area will display information related to the Section 504 Plan.

Section 504 Notes

You can view any notes attached to the 504 Plan by expanding the Section 504 Note area.

Section 504 Attachments

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

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**.
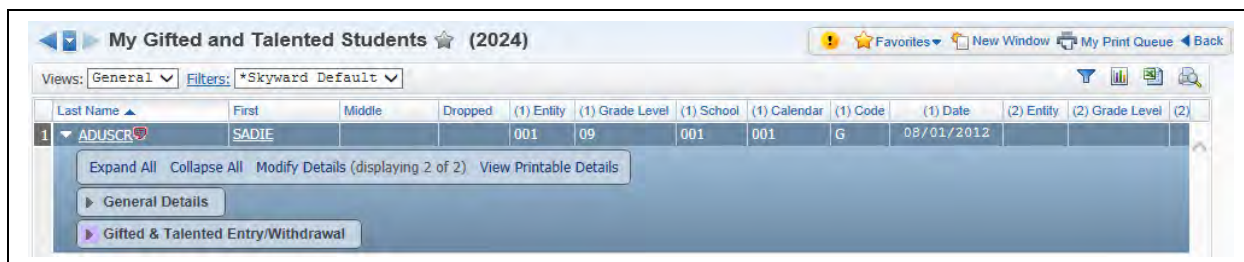
You can view the student's Gifted and Talented record by expanding next to the student's name;no modifications to the record can be completed.

General Details

The General Details area displays demographic information for the selected student.

Gifted and Talented Entry/Withdrawal

The Gifted and Talented Entry/Withdrawal area will display information related to the gifted and talented record.

My At Risk Students
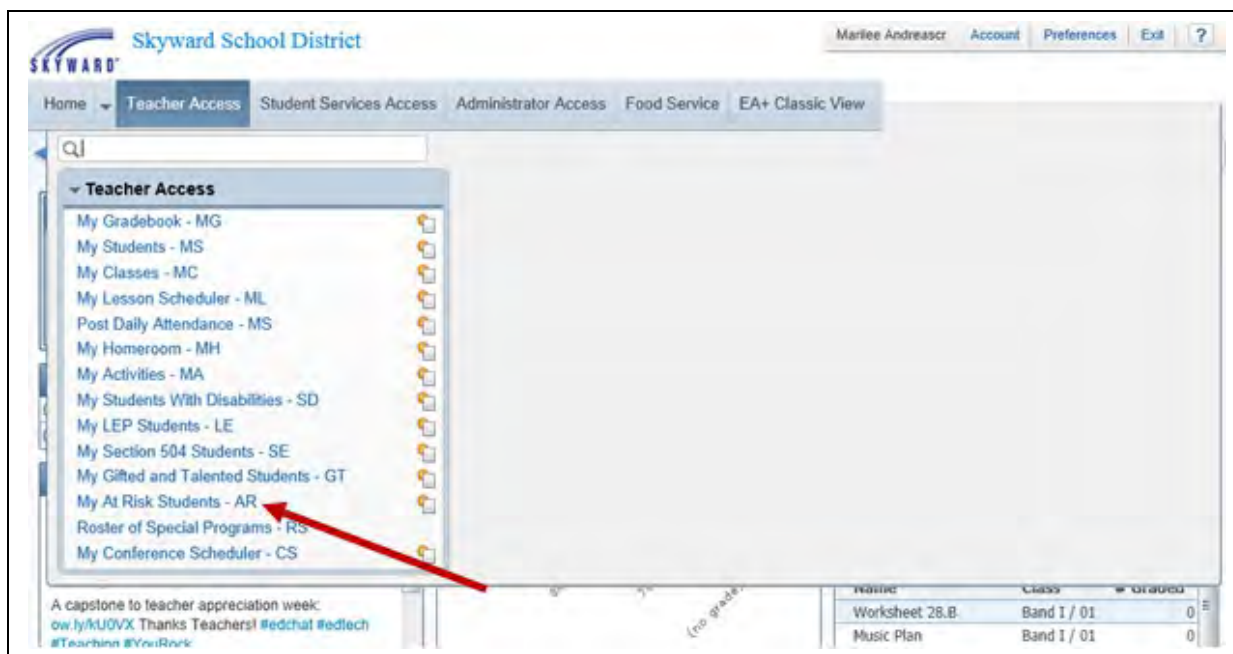
My At Risk Students allows you to view your student's At Risk records. You can access My At Risk Students through **Teacher Access**.
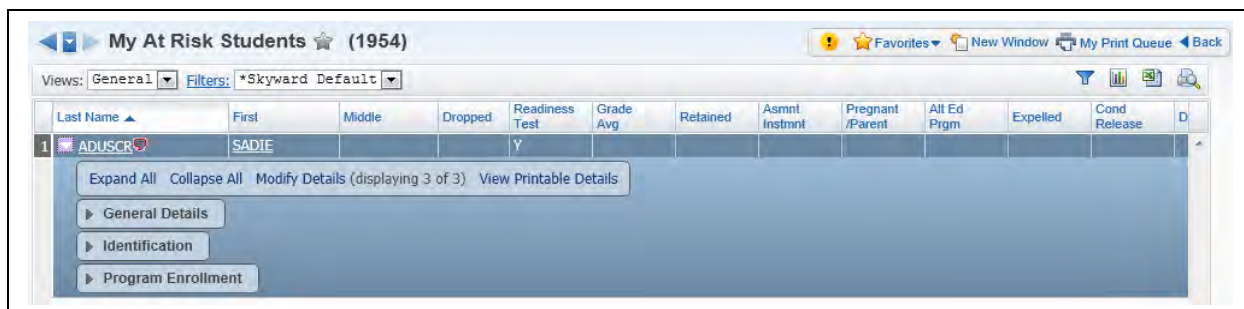
You can view the student's At Risk record by expanding next to the student's name; no modifications to the At Risk record can be completed.

General Details

The General Details area displays demographic information for the selected student.

Identification

The At Risk Identification area will display the reason the student is flagged as At Risk.

Program Enrollment

You can view the programs the student is enrolled in regarding their At Risk record in the Program Enrollment area.

Roster of Special Programs
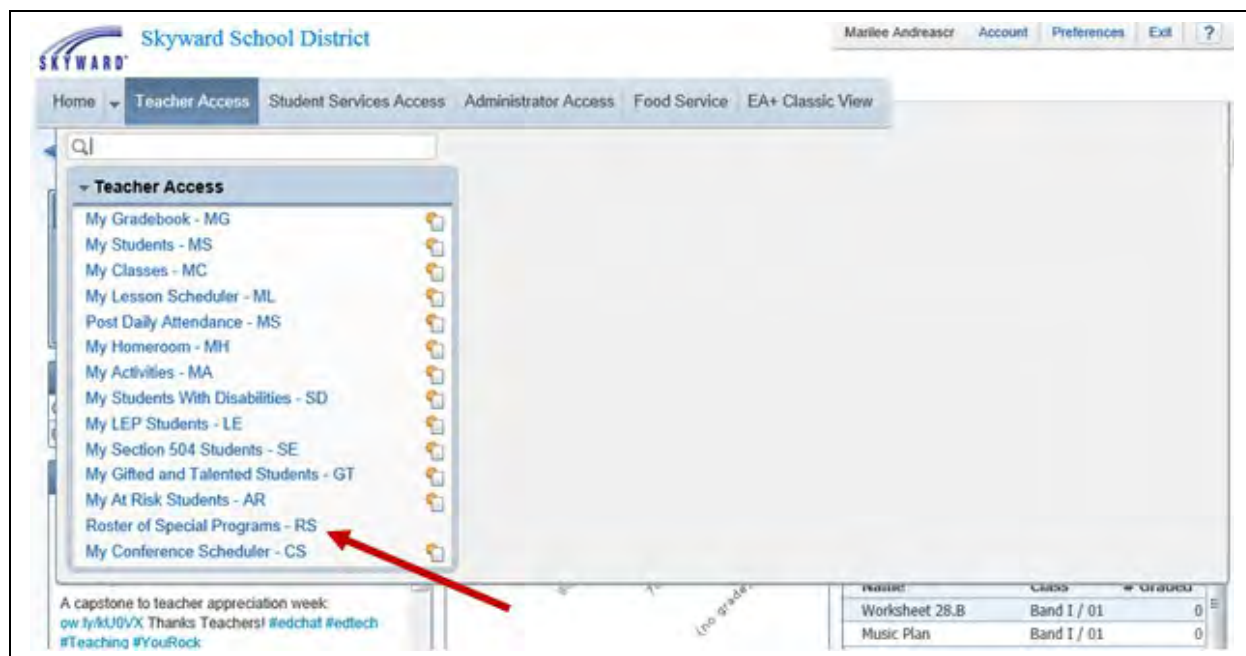
The Roster of Special Programs is a Texas Specific Report. The report is going to display the students and their Special Program enrollment.

Roster of Special Programs Template

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.

- **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.

- **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.
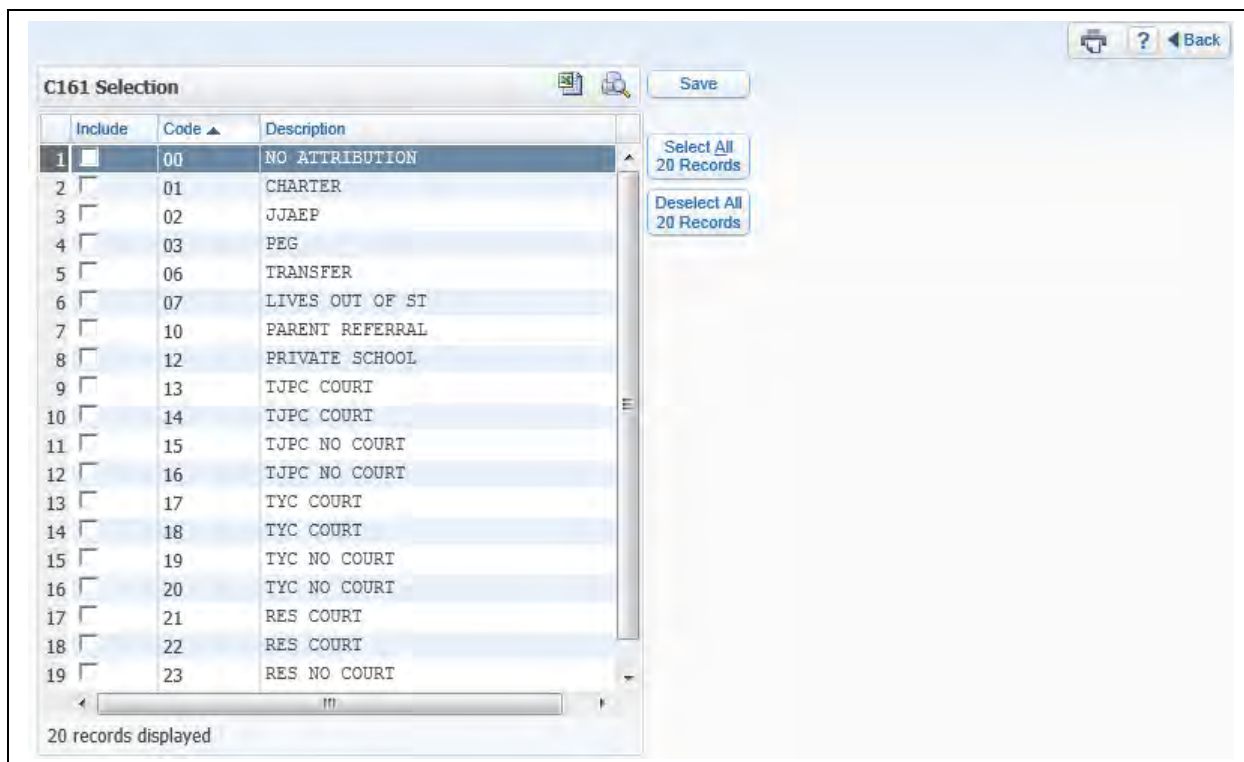
- **All Student Attributions** - Select the Student Attributes to be looked at when generating the report. If you would like to pick specific Student Attributes, you will uncheck "All Student Attributions" and then click on the "Student Attributes" button.

	Include	Code ▲	Description
1	☐	00	NO ATTRIBUTION
2	☐	01	CHARTER
3	☐	02	JJAEP
4	☐	03	PEG
5	☐	06	TRANSFER
6	☐	07	LIVES OUT OF ST
7	☐	10	PARENT REFERRAL
8	☐	12	PRIVATE SCHOOL
9	☐	13	TJPC COURT
10	☐	14	TJPC COURT
11	☐	15	TJPC NO COURT
12	☐	16	TJPC NO COURT
13	☐	17	TYC COURT
14	☐	18	TYC COURT
15	☐	19	TYC NO COURT
16	☐	20	TYC NO COURT
17	☐	21	RES COURT
18	☐	22	RES COURT
19	☐	23	RES NO COURT

C161 Selection

Save

Select All 20 Records

Deselect All 20 Records

20 records displayed

? ◀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.

- **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.

- **Federal Race/Ethnicity** - Select the Feneral 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.

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
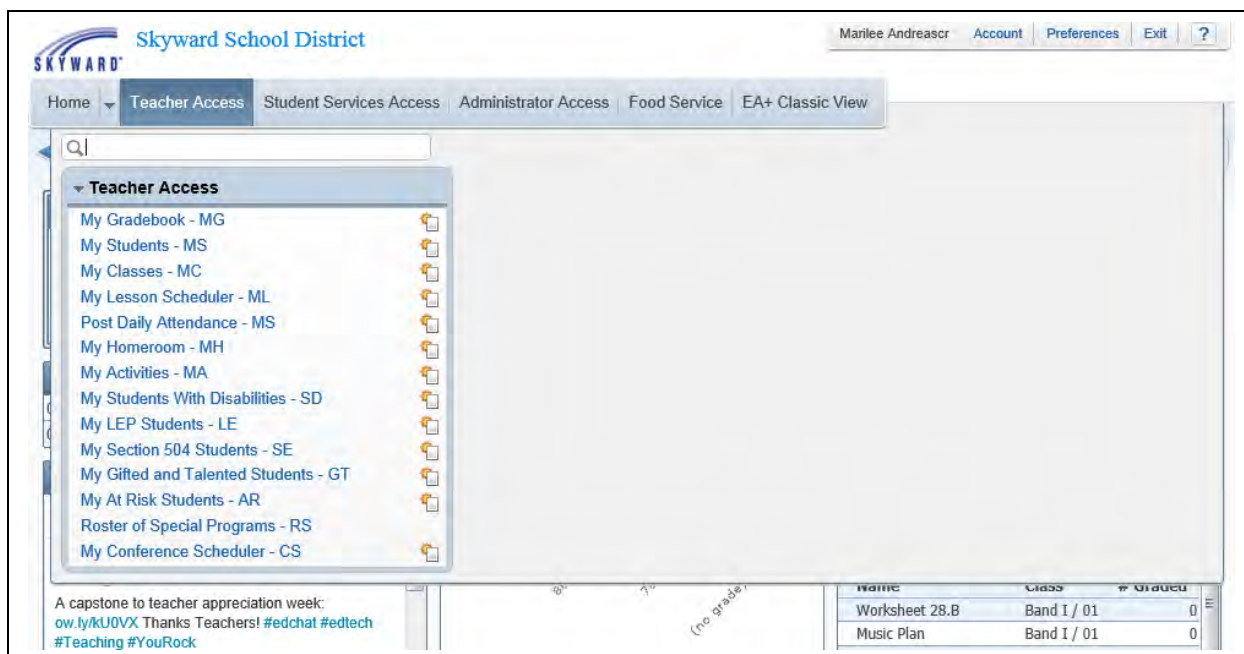
My Conference Scheduler can be used by you to set up times for Parent/Teacher Conferences. Guardians can also sign up for conferences via Family Access.

By Class Listing
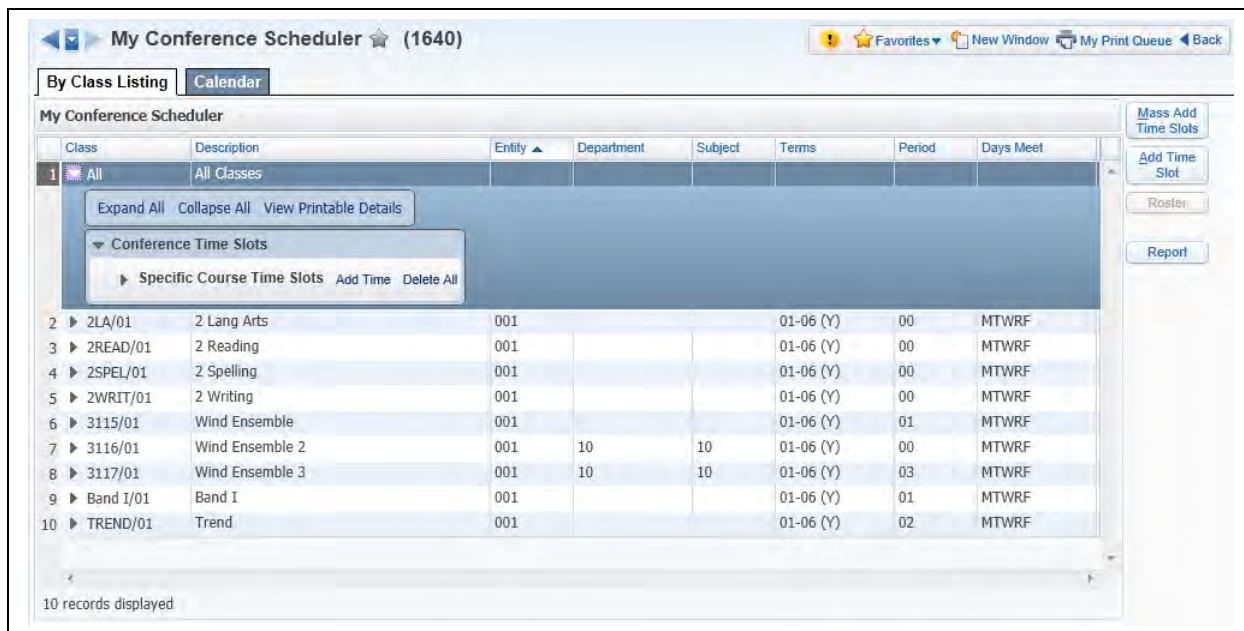
Time slots can be added for **All Classes** or **Individual Classes.**

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
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.

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

Edit Time Slot

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.
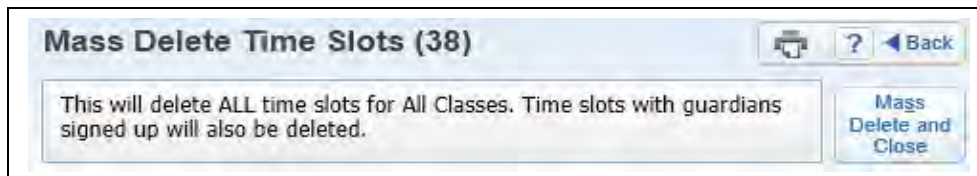
After you select **Delete**, you will receive the above message. If you want to delete the Time Slot, you will click **Remove Time Slot**.

Delete All

The Delete All option allows you to mass remove all Time Slots.

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

The Add Note option allows you to create a note concerning the Conference.

Add Guardian

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**.

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**.

You will now see a list of Class Time Slots. Highlight the Time Slot and click **Select** to assign the Time Slot.

The last step in this process is to select the Guardian(s) for the Time Slot and click **Select**.

Specific Course Time Slot Maintenance

When you expand by the class in the By Class Listing, you will see the guardian(s) selected for the specific Time Slots.

Edit

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

The Reschedule allows you to modify the date and time of the Parent/Teacher Time Slot.

Teacher Conference Report

The Teacher Conference Report allows you to generate a report display of the time slots for Parent/Teacher Conferences.

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.

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

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

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.

- **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).

- **Update Attendees** – This allows you to determine the parents/guardians attending the Conference.

Add Meeting

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
- ****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.
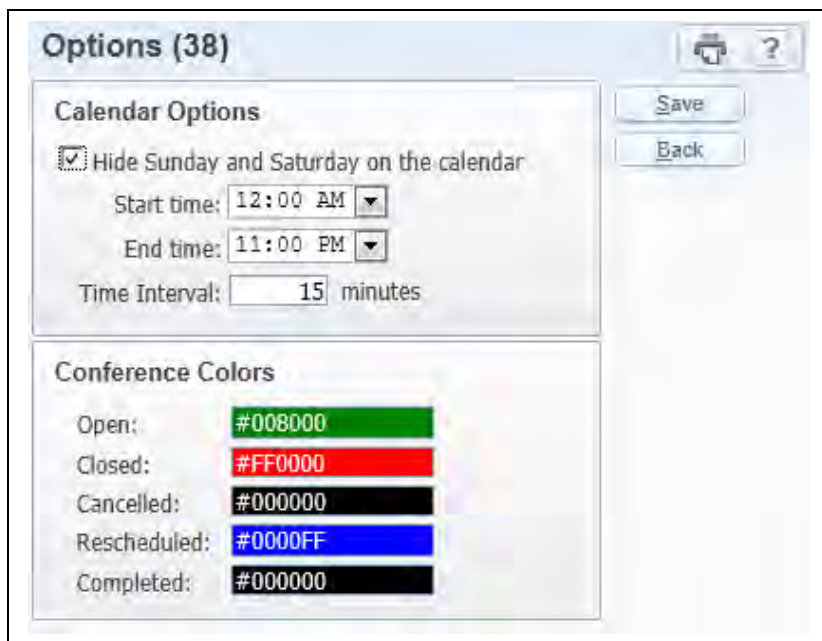- **Room** – Select the room of the parent-teacher conference.

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.

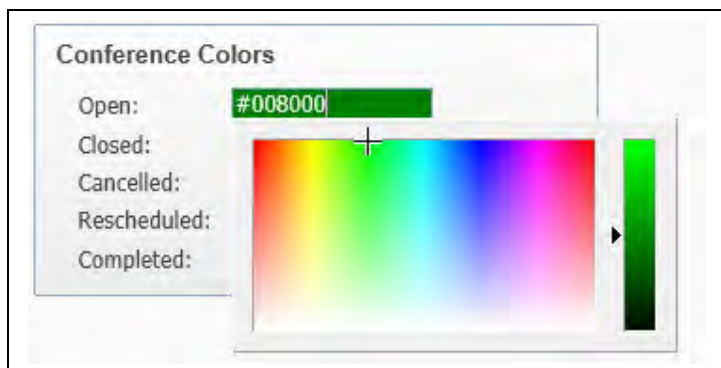**Calendar Options** – This allows you to determine the information that will display on the calendar.

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.