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

** Denotes Required Field to save screen.

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How to Use This Guide

Accessing this Document

Click the main Teacher Guide link in SkyDoc.

Click the link for a specific area of the document.

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

Navigation

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

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

Conventions

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

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

Login Screen

[Forgot Login/Password Link](#)



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

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

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

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

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

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

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

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

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

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

[Using the Forgot Login/Password Link](#)



SKYWARD®

Forgotten Login/Password Assistance

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

scsric Landers

Type the two words:

scsric Landers

reCAPTCHA™ stop spam. read books.

Email or User Name: sample@skyward.com

Submit Back

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

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

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

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

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

Forgotten Login/Password Assistance
Please enter a new password.

Name: Daoustscr, Ignacia
Login: amys
New Password:
Confirm New Password:

Submit

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

Name Used As: SECURITY USER
STAFF
STUDENT

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

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

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

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

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

Skyport Dashboard

Skyward School District

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

Educator Access Plus Home (1871)

Recent Messages (0) Unread Messages (0)

No messages to display

Grade Distribution

3RD 4TH 5TH SM2 FIIL

Grade Mark Distribution

Grade Period 3RD

Number of Students

Grade Marks

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

Teacher's Students

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

Jump to Other Dashboards

*Calendar
Skyward User
Teacher
Reset Dashboards Select Widgets

Recent Assignments

Group by Class Group by Date

Due Date: Today

Name	Class	# Graded
test	2WRIT / 01	0

Due Date: 04/11/13

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

Due Date: 03/14/13

Educator Access Plus

Skyward TX School District

Welcome to Educator Access Plus!

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

Configuring Your Dashboard

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

Dashboard Maintenance (419)

Skyward User | Teacher

Everyone's Widgets

- ☐ ★ Calendar Events
- ☐ ★ District Information
- ☐ My Upcoming Meetings
- ☐ ★ RSS Feeds
- ☐ ★ Stephanie's Time Off Newsfeed
- ☐ ★ Task Manager
- ☐ ★ Weather
- ☐ ★ Daily Announcements Newsfeed
- ☐ ★ Lunch Menu Newsfeed
- ☐ ★ Notifications
- ☐ ★ School's Library Blog Newsfeed
- ☐ ★ Summertime Newsfeed
- ☐ ★ Vacation Newsfeed
- ☐ ★ Web Favorites

Secured User Widgets

- ☐ ★ AP Invoices Awaiting My Approval
- ☐ ★ Budget Transfers Awaiting My Approval
- ☐ ★ Credit Card Activity Needs to be Submitted
- ☐ ★ Customer Access Requests
- ☐ ★ District IEP Manager Tracker
- ☐ ★ District News
- ☐ ★ District Print Queue Activity
- ☐ ★ Employee Pseudo Approval
- ☐ ★ Individual Case Manager Tracker
- ☐ ★ Journal Entries Awaiting My Approval
- ☐ ★ Last Five Logins
- ☐ ★ Open Database Transactions
- ☐ ★ Recent Programs
- ☐ ★ Skyward Twitter Feed
- ☐ ★ Task History
- ☐ ★ Unsent E-mails
- ☐ ★ Available Funds
- ☐ ★ Check Requests Awaiting My Approval
- ☐ ★ Credit Card Transactions Awaiting My Approval
- ☐ ★ District Case Manager Tracker
- ☐ ★ District Login History Graph
- ☐ ★ District Print Queue
- ☐ ★ E-mail Errors
- ☐ ★ Favorites
- ☐ ★ Individual IEP Manager Tracker
- ☐ ★ Jump To Other Systems
- ☐ ★ My Print Queue
- ☐ ★ Program Locator
- ☐ ★ SBAA PO's Awaiting My Approval
- ☐ ★ Student Locator
- ☐ ★ Task Processes

Teacher Widgets

- ☒ ★ Grade Distribution
- ☒ ★ Recent Messages
- ☐ ★ Upcoming Assignments
- ☒ ★ Recent Assignments
- ☒ ★ Teacher's Students

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

Buttons: Save, Add Dashboard, Rename Selected Dashboard, Delete Selected Dashboard, Reset Selected Dashboard, Uncheck All Items

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.

Add Dashboard

Please enter the dashboard name:

School Information

Buttons: Save, Back

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

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

Delete Selected Dashboard: Allows you to remove a dashboard.

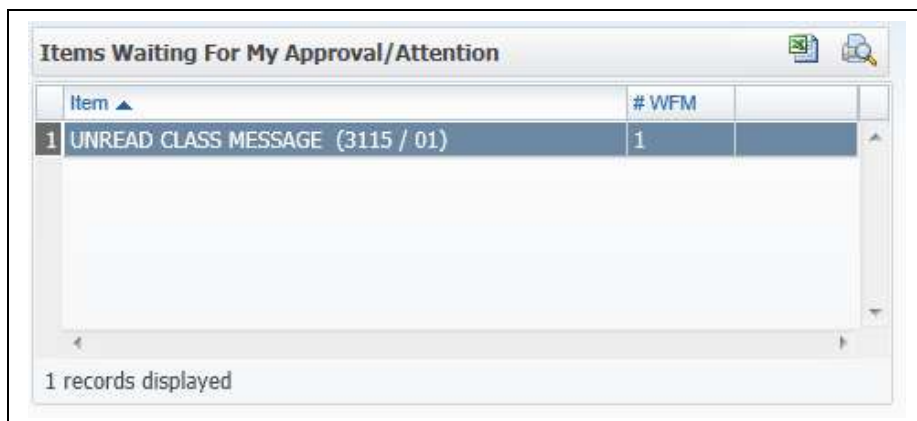
Reset Selected Dashboard: Allows you to reset the dashboard to the original defaulted widgets selected by the district.

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

Additional Options available on the Dashboard

Yellow Circle with ! (Alerts)

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



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



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

New Window

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

My Print Queue

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

My Print Queue (228)

Print Queue for Marilee Andreascr

View

	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

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.

Account Information (52)

 Back

Account Information

Name:

User Name:

Password Last Changed:

School Email:

Email:

Phone:

Address:

Family Access Wall Profile Picture

☒ Use Default icon

☐ Use Staff picture

☐ Select a custom picture

[Save](#)

[Change Password](#)

[Login History](#)

[Browse Filters](#)

[Complete your Skyward Training Evaluation](#)

Preferences

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

User Preferences (33)

Back

Miscellaneous Options

Theme Color:

☒ Blue	☐ Red	☐ Pink
☐ Green	☐ Purple	☐ Black

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

Favorites Shortcut Key: ?
Spreadsheet Format:
Maximum EEL Results: (0 = Use District Setting)

Accessibility Options

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

Window Titles ?

	Entity
	Description
	Path
	Menu ID
	Release

Save

Reset

Exit

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

Help (?)

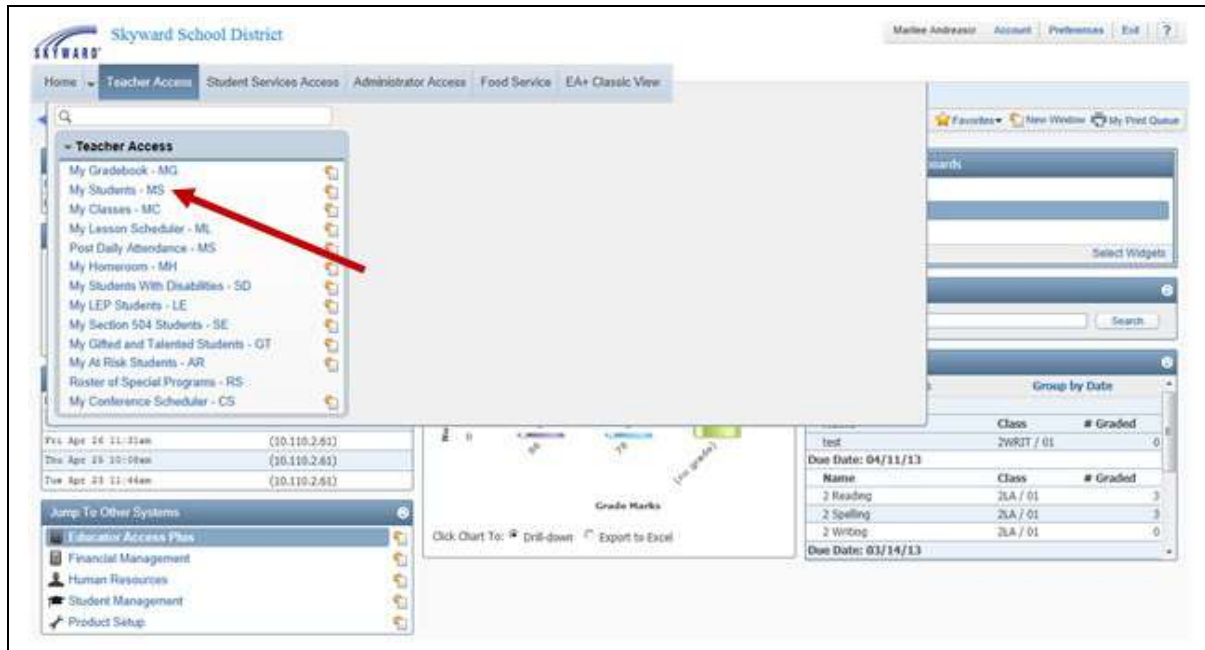
You can use the Help icon (the "?" symbol) in the upper right corner to access Customer Access and SkyDoc. Customer Access, depending on how your district is set up, could allow you to create a help ticket if something is not working as expected in the software. SkyDoc can be accessed to find Skyward's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

[My Students](#)

- [Profile](#)
- [Class Summary](#)
- [Attendance](#)
- [Schedule](#)
- [Add/Drop](#)
- [Entry/Withdrawal](#)
- [RTI Information](#)
- [IHP](#)
- [Emergency Contacts](#)
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- [Progress Report Letter](#)

TEACHER ACCESS GUIDE

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



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

TEACHER ACCESS GUIDE

The screenshot shows the Skyward School District Teacher Access interface. The top navigation bar includes links for Home, Teacher Access, Student Services Access, Administrator Access, Food Service, and EA+ Classic View. The main heading is "My Students (341)". Below this, there is a table of students with columns for Last Name, First, Middle, Email, Def, S, Age, G, Gr, Primary Guardian, and Phone. The student "ADUSCR, SADIE" is highlighted in the list. At the bottom of the table, it says "20 records displayed".

Last Name	First	Middle	Email	Def	S	Age	G	Gr	Primary Guardian	Phone
1 AARONSONSCOR	ELROY	K	scramble2449@example.co	001	A	30	M	GD	AARONSONSCOR, LUCIANA	(555)595-3434
2 AARONSONSCOR	KRYSTINA	L	scramble2914@example.co	001	A	18	F	12	AARONSONSCOR, LUCIANA	(555)595-3434
3 ADUSCR	SADIE			001	A	15	F	09	ADUSCR, ABBY	
4 ADUSCR	Simon			001	A	18	M	11	ADUSCR, ABBY	
5 AHRNDTSCOR	HUNG	O	scramble7011@example.co	001	A	17	M	11		
6 BELLONSCOR	DEIVIER	T	scramble2355@example.co	001	T	16	M	10	BELLONSCOR, SUSANN	(555)595-2114
7 CANINOSCOR	RANDAL	T	scramble1470@example.co	001	A	16	M	11	CANINOSCOR, ALVA	(555)225-0651
8 CANTALOUPOSCOR	MERRY			001	A	15	F	10		
9 KASERSCOR	YETA	E	scramble7619@example.co	001	A	17	F	12		
10 KEETHSCOR	MARYANNE	L	scramble1288@example.co	001	A	17	F	12	KEETHSCOR, TREY	(555)595-3821
11 KTESLINGSOR	MTIGUEL	M	Scramble9700@start.com	001	A	17	M	12	KTESLINGSOR, FELIPA	(555)595-0428
12 KIMREYSCOR	CASANDRA	W	scramble1073@example.co	001	A	17	F	12	KIMREYSCOR, VALENTINE	(555)595-8056
13 KLEINESCOR	MARLON	J	scramble899@example.co	001	A	17	M	11	KLEINESCOR, ROSALINA	(555)595-7870
14 MACFARLANDSCOR	SHAD	K	scramble2305@example.co	001	A	18	M	12	MACFARLANDSCOR, LATORCIA	(555)595-1340
15 MAIRESCOR	LINN	F	scramble4038@example.co	001	A	17	F	11	MAIRESCOR, CIRA	(555)595-0527
16 RADOVICHSCOR	EFFEN	C	scramble2250@example.co	001	A	18	M	12	RADOVICHSCOR, KENNETH	(555)595-2650
17 RASMUSSONSCOR	JACKIE	L	scramble1269@example.co	001	A	17	M	11	RASMUSSONSCOR, NOMA	(555)595-0872
18 REYSSCOR	RAUL	B	scramble7393@example.co	001	A	18	M	12	REYSSCOR, SOLEDAD	
19 SANDMANSOR	DACIA	H	scramble3002@example.co	001	A	17	F	11	SANDMANSOR, SON	(555)595-1929
20 SEOHMANSOR	DERRICK	N	scramble6804@example.co	001	A	17	M	12	SEOHMANSOR, ENRIQUE	(555)595-2162

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

The screenshot shows the Skyward School District Teacher Access interface for the profile of a student. The top navigation bar includes links for Home, Teacher Access, Student Services Access, Administrator Access, Food Service, and EA+ Classic View. The main heading is "Profile". On the left, there is a sidebar with a list of options: Student Info, Profile, Class Summary, Attendance (5), Schedule, Add/Drops (8), Entry/Withdrawal, RTI Information, IEP, Emergency Contacts, Discipline (2), NCLB, Academic History, Education Requirements, Educational Milestones, Student Services, Test Scores (0), Busing, Student Portfolio, Recommendations (0), Family Access History (13), Activities (2), Custom Forms, Family Access Display, Gradebook, Message Center, Calendar, and Reports. The main content area shows the profile of "ADUSCR, SADIE" in Grade 09. It includes a "No Image Available" placeholder, a "Critical Alert Information!" section with "Severely Allergic to Peanuts.", and a "Family" section with "ABBY ADUSCR" as the mother. The bottom of the screen shows the "Family" section with "ABBY ADUSCR" as the mother and "GERARDO ADIMRESCOR" as the father.

Student Info

ADUSCR, SADIE

Grade: 09

1254 E MAPLE ST
AUSTIN, TX 75555
Primary Guardian: ABBY ADUSCR (555) 135-8435

Critical Alert Information!
Severely Allergic to Peanuts.

Family

ABBY ADUSCR
Mother (555) 135-8435 lol@lol.com

GERARDO ADIMRESCOR
Father (555) 478-6513

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

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

Profile

Profile

ADUSCR, SADIE

Grade: 09

Student Alert Indicators [S] [G] [R] [A]

Critical Alert Information!
Severely Allergic to Peanuts.

Note:

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

No Image Available

Second Phone:
School Email: SADE.ADUSCR@students.pusd.org
Student Access Login: aduscsad000

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

Student Id: 000000000004
Internal Id: 9635
Status: Active

Birthdate: 03/05/1998
Age: 15
Locker: 0098
Other Name:

Language: ENGLISH
Gender: Female
Local Race: -
Federal Race: 1 3 [?]

School Information

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

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

School Information

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

Advisor:
Hr Teacher:
Disc Officer:

Family ***

ABBY ADUSCR	Mother	(555) 135-8435	lo@lolo.com
GERARDO ADIRESCOR	Inactive Sibling	Grade: Graduated	Entity: 001/Entity (001) Gra
Simon ADUSCR	Active Sibling	Grade: 11	Entity: 001/Entity (001) Gra
Family 2			
Tab Malonescor		(555) 478-6513	

Emergency Contacts

GRACE ADUSCR		
WILLIAM EDUSCR	Biological father	
ABBY ADUSCR	Mother	(555) 135-8435 lo@lolo.com
Alonso Aduscr		(555) 135-8435

Buttons: Email Teachers, Edit Login, Edit Guardian Email

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

Email Teachers

Email Name Selection (515)

Student: ADUSCR, SADIE Term: 06

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

Name Selection

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

4 records displayed Last Name:

Message Recipients

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

All ->
Remove
Remove All

Cc ->
Remove
Remove All

Bcc ->
Remove
Remove All

Next

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

Teacher Email (28)

Teacher Email

From: m.andreas@skyward.k12.wi.us

To: ANDREASCR, MARILEE; ANNANSCR, RHODA; REUSSSCR, LEON; WINTERSTEENSCR, JENNY;

Cc:

Bcc:

Subject: RE: ADUSCR, SADIE

Body: Good Afternoon,
We will be holding a meeting regarding Sadie's progress currently in her core academic courses. Please come to the meeting with Sadie's current grade in your class and any comments related to her progress. We will be meeting in B204 at 3:30 PM on Thursday.

If you cannot make the meeting on Thursday, please let me know!

Marilee

Maximum characters: 5000, Remaining characters: 4652

Check Spelling
Send Email
Review Email

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

** Denotes Required Field to save screen.

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

Edit Login

Student Access User Maintenance (46)

Student: SADIE ADUSCR

Name Key: ADUSCSAD000

Login: aduscsad000

Password: ●●●●●●●●●●●●●●

☐ Force password change at next login

[Check Spelling](#)

[Save](#)

[Save and Email Account Reset Link](#)

[Set Password](#)

[Back](#)

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

Name Key	Last Name	First	Middle	Relationship	Email
ADUSCABB000	ADUSCR	ABBY		Mother	ab@iolioi.com
ADUSCAL0000	Aduscr	Alonso			
HALONTAB000	Malonescr	Tab			

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

Guardian Email Maintenance (29)

Guardian: ABBY ADUSCR

Name Key: ADUSCABB000

Home Email: abby@scramble.com

[Check Spelling](#)

[Save](#)

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

Student Alert Indicators

Student Indicator Information

Student: SADIE ADUSCR

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

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

Hyperlinked Email Address

Send Email (27)

To: **abby@scramble.com** [Check Spelling](#) [Send Email](#) [Review Email](#)

Cc:

Bcc:

Maximum characters: 20000, Remaining characters: 20000

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

Subject:

☐ Send a Copy to Me

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

Ms Andreasr

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

Hyperlinked Name

Family Detail

My Print Queue Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

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

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

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

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

Email: abby@scramble.com

Receive Report Cards: **Yes** Hard Copy Report Cards: **Yes** Receive Forms: **Yes**
Family Transportation Code: Home Language: **SPANISH**

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

Class Summary

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

Assignment Detail Information

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

Assignment Score Detail for SADIE ADUSCR

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

Class Assignment Summary

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

The Assignment Detail screen will display additional information.

View Grade Marks on Progress Report



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

Close

Grade Mark Group for Grade Level 09

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

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

Print on Progress Detail Report

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

Show/Hide Dropped Classes

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

Display Options

[Save](#) | [Back](#)

- ☒ Show Class Key/Section
- ☐ Show Class Description
- ☐ Show Teacher
- ☐ Show Percent Earned in Gradebook
- ☐ Show Days Meet

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

Attendance

Attendance My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09

001/Entity (001) Grades 9 to 12

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

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

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

Schedule

Schedule My Print Queue Back

ADUSCR, SADIE Grade: 09

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

001/Entity (001) Grades 9 to 12

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

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

Current Year by Period View

Schedule My Print Queue Back

ADUSCR, SADIE Grade: 09

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

001/Entity (001) Grades 9 to 12

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

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

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

** Denotes Required Field to save screen.

Current Term Only

Schedule

My Print Queue Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (13)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 09

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

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

950/9-12 Summer Roll to Regular

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

Previous Year

Schedule

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (13)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 08

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

001/Entity (001) Grades 9 to 12

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

950/9-12 Summer Roll to Regular

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

Next 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

Student Portfolio

Recommendations (0)

Family Access History (13)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 10

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 1									0.167
2	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 2									0.167
3	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 3									0.167
4	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 4									0.167
5	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 5									0.167
6	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 6									0.167
Total credits for Year									1.000

Requested but not yet Scheduled

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
		1343	THEATRE III	10	10				1.000

950/9-12 Summer Roll to Regular

Total credits for Year									0.000

No Classes Scheduled

If you select Next Year, the classes 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

Add/Drops

My Print Queue Back

Student Info

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

ADUSCR, SADIE

Grade: 09

001/Entity (001) Grades 9 to 12

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

Total Adds: 8
Total Drops: 0

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

Entry/Withdrawal

ADUSCR, SADIE Grade: 09

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

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

Student Entry/Withdrawal Information

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

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

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

RTI Information

RTI Information My Print Queue Back

Student Info

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

ADUSCR, SADIE Grade: 09

Watch List Flags Print RTI Plan

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

Team Referrals Add Referral

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

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

Student Interventions Add Intervention

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

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

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

Add Referral

Team Referral Maintenance (64)

[Back](#)

Student Information

Student:
Grade:

[Check Spelling](#)
[Submit](#)
[Save as WIP](#)

Team Referral Maintenance

* Referral Date:

* Date Received: Date Closed:

* Criteria Type:

* Criteria Group:

Referred By:

Assigned Team:

Why is this student being referred?

What are the student being referred for?

List and describe your concerns.

Asterisk (*) denotes a required field

The Add Referral allows you submit an RTI referral.

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

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

Edit Referral

Team Referral Maintenance (75)

[Back](#)

Student Information

Student: Grade:

Team Referral Maintenance

Referral Date:

Date Received: Date Closed:

* Criteria Type:

* Criteria Group:

Referred By:

Assigned Team:

Why is this student being referred?

What are the student being referred for?

List and describe your concerns.

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

Asterisk (*) denotes a required field

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

Referral Attachments

RTI Referral Attachments (37)

Available Attachments for RTI Referral

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

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

The Attach 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

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

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

Add Intervention

Add Student Interventions Detail (63)

[Back](#)

Student Information

Student:

[Check Spelling](#)
[Save](#)
[Save And Add New Intervention](#)
[Save And Create Rtl Meetings](#)

Intervention Details

☐ Instructional Strategy

* Criteria Type: Grading

* Criteria Group: Reading

* Area: Fluency

Begin Date: End Date:

* Tier: Status:

* Intervention: Accelerated Reader

Provider: ANDREASCR MARILEE Y, TEA

Intervention Frequency: Daily Duration: 1 Month

Notes:

Maximum characters: 250, Remaining characters: 250

Student Strengths:

Maximum characters: 250, Remaining characters: 250

Student Weaknesses:

Maximum characters: 250, Remaining characters: 250

Results: In Progress

* Referral Person: ANDREASCR MARILEE

Progress Monitoring

* Goal: Increase Fluency

Monitoring Frequency: Bi-Weekly

Assessment Tool:

Points Possible: 97

Initial Score: 55

Target Value: 70

Goal Notes:

Maximum characters: 250, Remaining characters: 250

Goal Status:

Asterisk (*) denotes a required field

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

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

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

** Denotes Required Field to save screen.

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

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

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

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

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

Intervention Meeting Maintenance (155)

  [Back](#)

* Title: [Show Calendar](#)

* Date:  ☐ Mass add

* Time: to

Description:

Building:

Room:

* Attendees:

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

Asterisk (*) denotes a required field

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

Edit Student Interventions

Edit Student Interventions Detail (77)

Student Information

Student:

[Check Spelling](#)

[Save](#)

[Attach](#)

[Custom Forms](#)

Intervention Details

☐ Instructional Strategy

* Criteria Type:

GRD

▼ Grading

* Criteria Group:

RD

▼ Reading

* Area:

FL

▼ Fluency

Begin Date:

05/02/2013

▼ Thursday

End Date:

▼

Tier:

2

Status:

Open

▼

* Intervention:

AR

▼ Accelerated Reader

Provider:

ANDREMAR001

▼ ANDREASCR, MARILEE Y

Intervention Frequency:

DLY

▼ Daily

Duration:

1M

▼ 1 Month

Notes:

Maximum characters: 250, Remaining characters: 250

Student Strengths:

Maximum characters: 250, Remaining characters: 250

Student Weaknesses:

Maximum characters: 250, Remaining characters: 250

Results:

IP

▼ In Progress

* Referral Person:

ANDREMAR001

▼ ANDREASCR MARILEE

Asterisk (*) denotes a required field

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

Data Points

View Student Intervention Data Points (34)

Goal IF Data Points for ADUSCR, SADIE

[Add](#)

[Edit](#)

[Delete](#)

[Create Graph](#)

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

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

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

** Denotes Required Field to save screen.

Add

Maintain Intervention Data Point Detail (37)

Student Data Point Information

Student: ADUSCSAD000 ADUSCR, SADIE

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

Score: 75 Target Value: 70

* Entered By: ANDREMAR001 ANDREASCR MARILEE

Notes:

Maximum characters: 250, Remaining characters: 250

☒ Display this Data Point on Graphs

Asterisk (*) denotes a required field

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

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

Edit

Maintain Intervention Data Point Detail (39)

Student Data Point Information

Student: ADUSCSAD000 ADUSCR, SADIE

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

Score: 75 Target Value: 70

* Entered By: ANDREMAR001 ANDREASCR MARILEE

Notes:

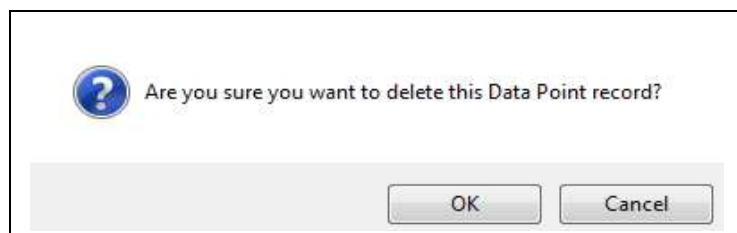
Maximum characters: 250, Remaining characters: 250

☒ Display this Data Point on Graphs

Asterisk (*) denotes a required field

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

Delete



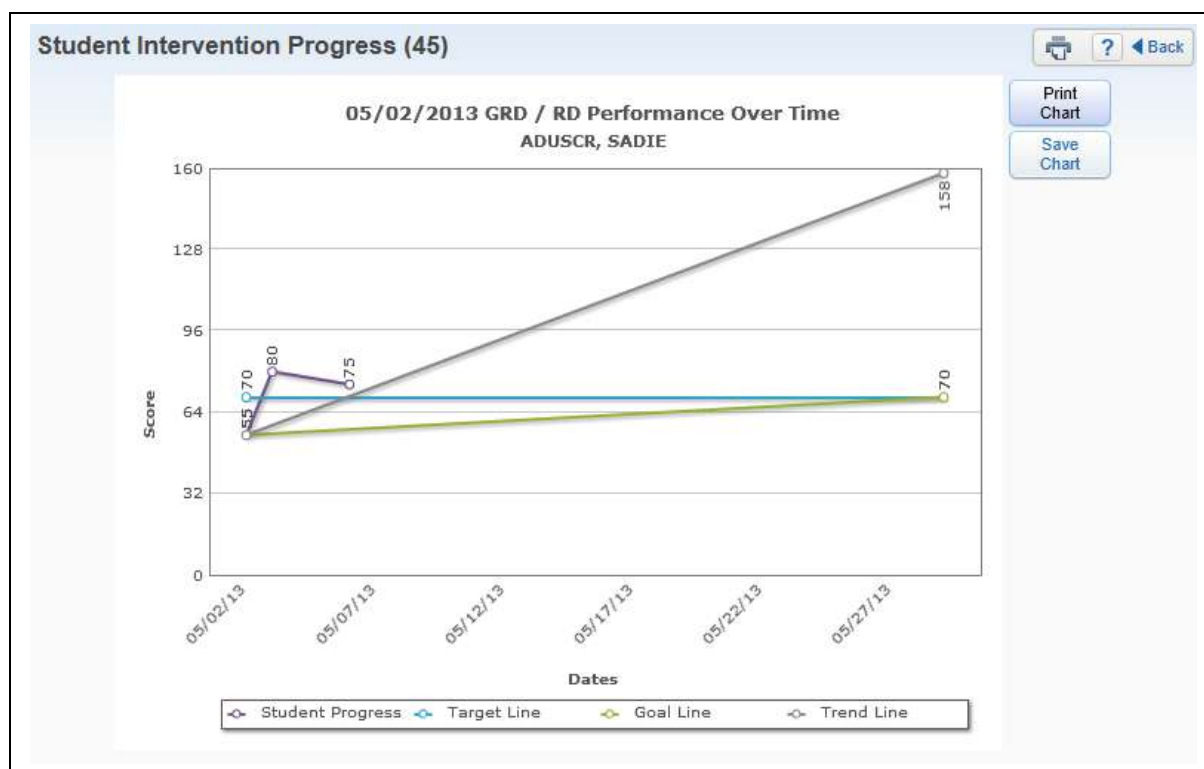
Highlight the Data Point and then click on **Delete**. You will receive the above message after selecting delete.

Create Graph

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

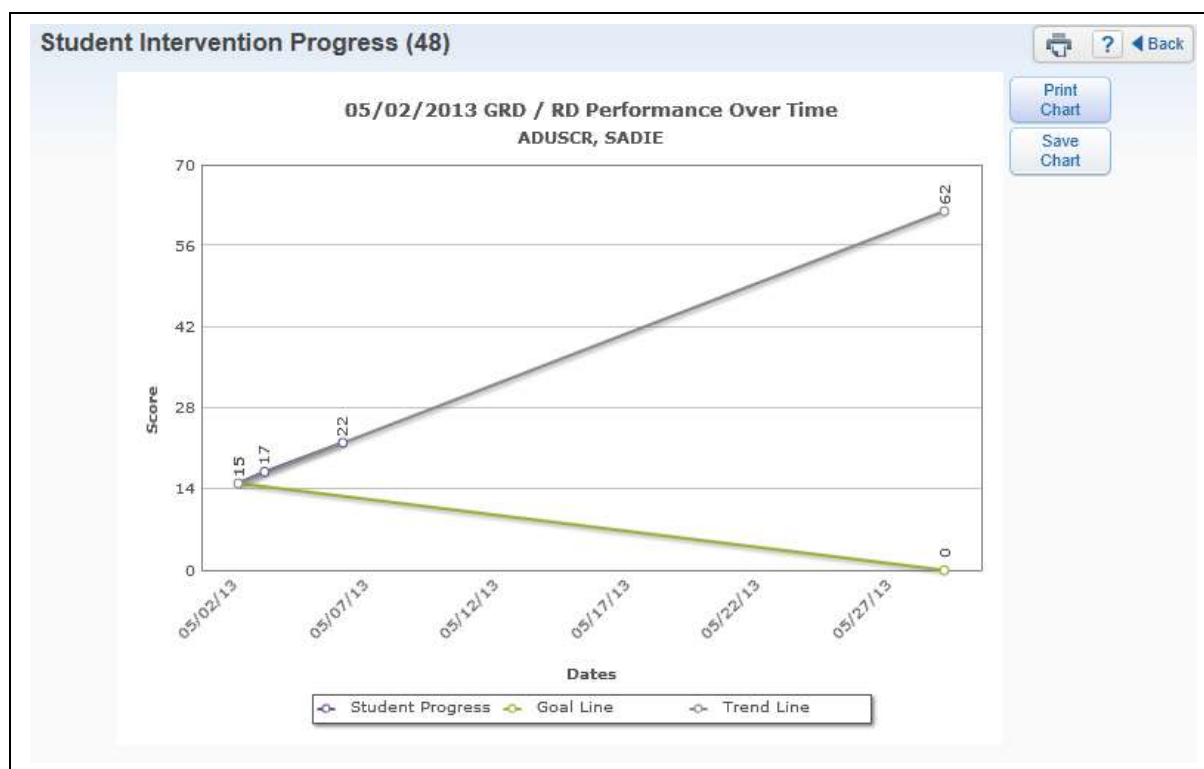
The Create Graph allows you to generate a graph of all of the data points used in Progress Monitoring for the student. Three different types of graphs can be generated.

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



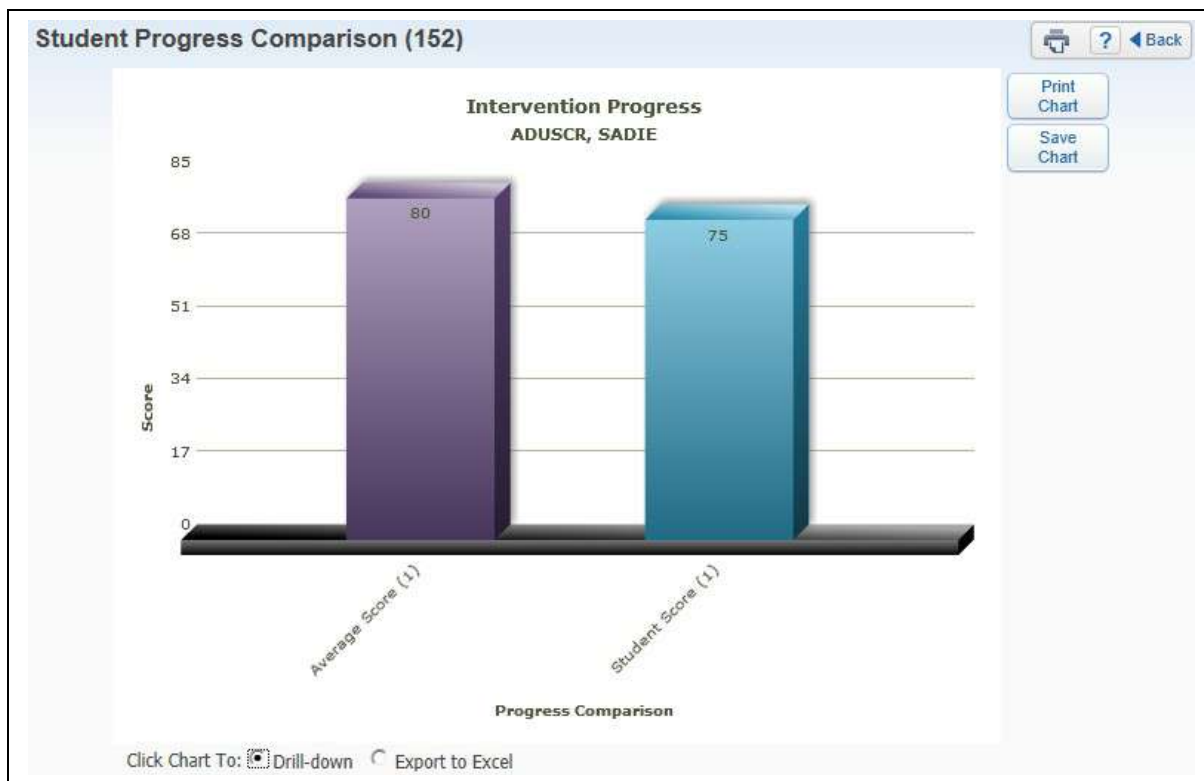
The sample above is the graph showing **Performance Over Time**.

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



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

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



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

Intervention Attachments

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

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

Add File for Intervention

RTI Intervention Attachments (32)

Add RTI Intervention Attachment

* Type: Attachments RTI Intervention

Entered Date: 05/02/2013

Entered Time: 3:03 PM

Entered By: MARILEE Y ANDREASCR, TEA

* Description: Literacy Running Records

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

G:\U\amys\3 - Sample Docume

☒ Display in Family Access

Asterisk (*) denotes a required field

Check Spelling Save Back

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

Add Link for Referrals

RTI Intervention Attachments (32)

Add RTI Intervention Link

* Type: Attachments RTI Intervention

Entered Date: 05/02/2013

Entered Time: 3:15 PM

Entered By: MARILEE Y ANDREASCR, TEA

* Description:

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

☒ Display in Family Access

Asterisk (*) denotes a required field

Check Spelling Save Back

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

Custom Forms for Interventions

Custom RTI Intervention Custom Forms (127)

Student Information

Student: SADIE ADUSCR Grade: 09

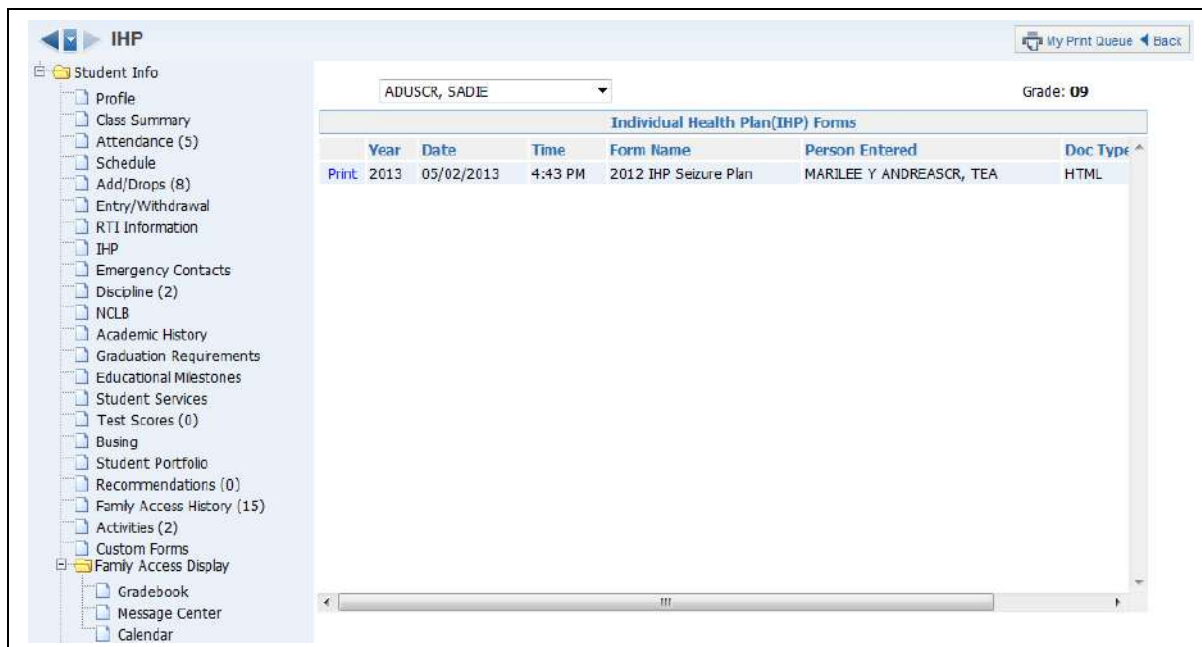
Views: General Filters: *Skyward Default

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

Add

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

IHP (Individual Health Plan)



The screenshot shows the IHP (Individual Health Plan) form in a web application. The interface includes a sidebar with a tree view of student information categories. The main area displays a table of Individual Health Plan (IHP) forms for a specific student.

Student Info

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

ADUSCR, SADIE Grade: **09**

Individual Health Plan(IHP) Forms

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

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

Emergency Contacts

Emergency Contacts My Print Queue Back

Student Info

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

ADUSCR, SADIE Grade: **09**

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

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

Contact Detail My Print Queue Back

Student Info

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

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

Contact's Relationship to the Student:

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

Primary Phone: Cellular: **(555) 214-5895** Confidential Phone Number: **No**
Work: **(555) 896-3253** Primary Phone Long Distance: **No**
Email:

Physician: Dentist: Hospital:
Ins. Company: Policy #:

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

Discipline

Discipline Info My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09 Add

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

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

Total Referrals: 3

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

Add Discipline Referral

New Discipline Referral My Print Queue

SADIE ADUSCR Grade: 09 Save Back Check Spelling

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

Date of Offense: May 03, 2013 Fri, May 3 2013

Time of Offense: 10 : 26 AM Parent Notified

Comment: Sadie was texting during class.

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

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

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

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

Edit Referral (icon of pencil)

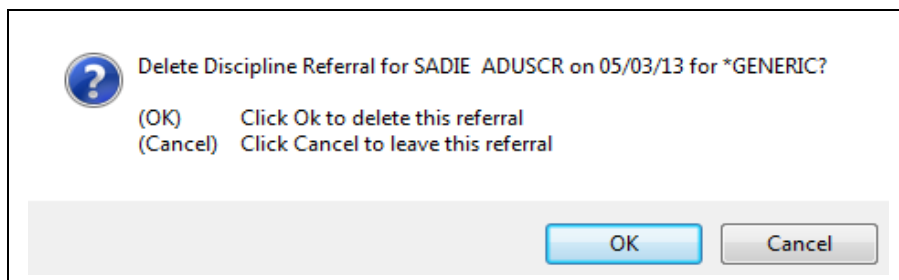
The screenshot shows the 'Edit Discipline Referral' form for student SADIE ADUSCR, Grade 09. The form includes the following fields and controls:

- School:** School (001) (dropdown menu)
- Officer:** TIEFENAUERSCH, JODIE (dropdown menu)
- Offense:** *G - *GENERIC (dropdown menu)
- Location:** Location (CLASS) (dropdown menu)
- Bus:** (dropdown menu)
- Date of Offense:** May 03, 2013 (calendar icon, dropdowns for month, day, and year, followed by a date display: Fri, May 3 2013)
- Time of Offense:** 10 : 24 AM (dropdowns for hour, minute, and AM/PM)
- Parent Notified:** ☐ (checkbox)
- Comment:** Sadie was texting on her cell phone during class. (text area)
- Buttons:** Save, Back, Check Spelling (on the right side)
- Footer:** Entered: 05/03/13 at 10:24 AM

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

Delete Referral (blue X)

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



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

View Notes



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

Only Show Current Year Offenses/Show All Offenses

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

Click on Offense

Discipline Referral Details		 My Print Queue  Back 
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

TX/NCLB Info

My Print Queue

Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (3)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

ADUSCR, SADIE

Grade: 09

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

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

Academic History

Academic History My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09

Show Filter

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

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

Show Filter

Academic History Filters

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

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

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

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

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

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

Graduation Requirements

Graduation Requirements

My Print Queue
Back

Student Info

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

ADUSCR, SADIE

Grade: 09

Graduation Requirements

Course Requirements

Requirement Areas	Required	Complete	In Progress	Scheduled 2013-14	Remaining	Status
Total Credits Show All Courses	26.000		1.000		26.000	In Progress
English Language Arts	4.000		0.500		4.000	In Progress
English I Hide Courses	1.000		0.500		1.000	In Progress

Year
Entity
Class Description
Teacher
Status
Credits
Grades

2013
Entity (001) Grades 9 to 12
1102/12 HONORS ENG I
JWinterste
In Progress
0.500

English II	1.000				1.000
English III	1.000				1.000
English IV	1.000				1.000
Mathematics	4.000				4.000
Algebra I	1.000				1.000
Geometry	1.000				1.000
Algebra II	1.000				1.000
Mathematics Electives	1.000				1.000
Science	4.000				4.000
Social Studies	3.500				3.500
World Geography Studies	1.000				1.000
World History Studies	1.000				1.000
US History Studies	1.000				1.000
US Government	0.500				0.500
Economics	0.500				0.500
Foreign Language	3.000				3.000
Level I	1.000				1.000
Level II	1.000				1.000
Level III	1.000				1.000
Physical Education	1.000				1.000
Foundations of Personal Fitness	0.500				0.500
Physical Education Electives	0.500				0.500
Fine Arts Show Courses	1.000		0.500		1.000
Health Education	0.500				0.500
General Electives	4.500				4.500

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

Show/Hide Courses

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

Selecting Specific Course when Showing Courses



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

Close

Class Information

Class: HONORS ENG I / 12	Description: HONORS ENG I
Department: Language Arts	Course Length: YEAR (Y)
Subject: Language Arts	Credits: 1.000
Curriculum: HONORS ENG I	Grade Level: 9
Explanation: HONORS ENG I	
View Curriculum Map	View Lesson Plan

Team Teaching Information

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

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

Educational Milestones

The screenshot shows the 'Educational Milestones' page for student ADUSCR, SADIE, Grade 09. On the left is a navigation menu with categories like Student Info, Family Access Display, and others. The main area displays a table of milestones. The table has columns: Date Completed, Waived, Milestone, Entity, and Grad Reqrmt. A summary line shows 'Total Educational Milestones: 1'.

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

Total Educational Milestones: 1

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

Student Services

The screenshot shows the 'Student Services' page for user MARILEE ANDREASCR on Saturday, May 4th, 2013. It displays a table for 'Section 504 - SADIE ADUSCR'. The table has columns: Date of Interest, Event Type, Contact Person, and Event. A single entry is visible for 08/01/2012, Wed, IAP Start, with the event description 'IAP has started. IAP does not have an End Date'.

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

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

View Detail

Section 504 View (749)

Student Information
Back

Name: SADIE ADUSCR
Grade: 09

Dismissal Date:
IAP Begin Date: 08/01/2012
IAP End Date:
Last IAP Date:
Next IAP Date:
Status: ACTIVE
☐ Eval Consent
Eval Meeting Date:
Eval Consent Date:
Next Eval Review Date:
Case Manager:
Referral Date:
Case Due Date:
Referral Type:
☐ Referred to IDEA
Service Consent
Service Consent Date:

Disability:
Impairment:
Life Activity:
Accommodation: ORAL MATH TAKS

+ Accommodation Notes:

+ Section 504 Notes:

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

View Attachment

Section 504 Attachments (35)							View Attachment Back	
Available Attachments for Section 504								
Type	Description	Entered By	Entered Date	Entered Time	File Size			
1 Attachments	Section 504 Attachment	MARILEE Y ANDREASCR, TEA	05/04/2013	7:18 AM	387 KB			

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

Test Scores

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

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

Below the table are buttons: 'Expand All', 'Collapse All', and 'View Printable Details'. The 'Expand All' button is active, and the '3rd Gr Reading' record is expanded, showing 'SADIE ADUSCR's Scores'.

Section: Scores - Scores

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

Section: Stu-Admin - Stu-Admin

Rows	Grade Level	Test Type						
20								

At the bottom, it says '2 records displayed'.

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

Enter Scores

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

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

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

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

Other Students With Test

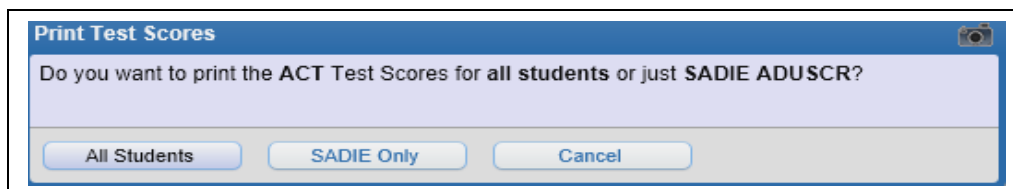


The screenshot shows a window titled "Teacher's Students Who Also Took Test (113)". It has a "Views" dropdown set to "General" and a "Filters" dropdown set to "*Skyward Default". Below the dropdowns is a table with the following data:

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

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

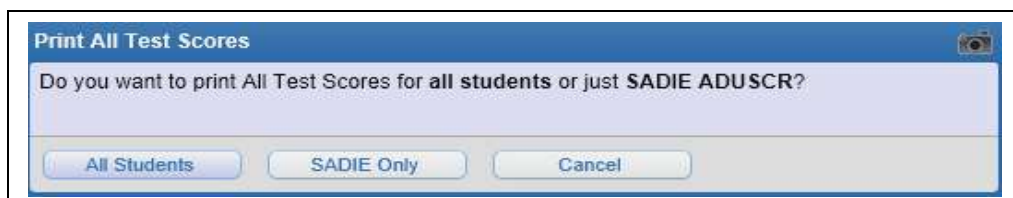
Print



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

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

Print All



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

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

Busing

Busing Information

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (3)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (2)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 09

Transportation Information

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

Bus Stops

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

Bus Numbers

AM Bus Number	55	PM Bus Number	20

Pick Up Address

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

Drop Off Address

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

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

Student Portfolio

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

Student Info

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

ADUSCR, SADIE Grade: **09**

Attachments

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

Highlights

Type	School Year	Date	Grad Yr / GR	
EDUCATION Honor Roll Detail 01 : Honor Roll	2012 - 2013	08/13/2012	2016 / 09	Hide

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

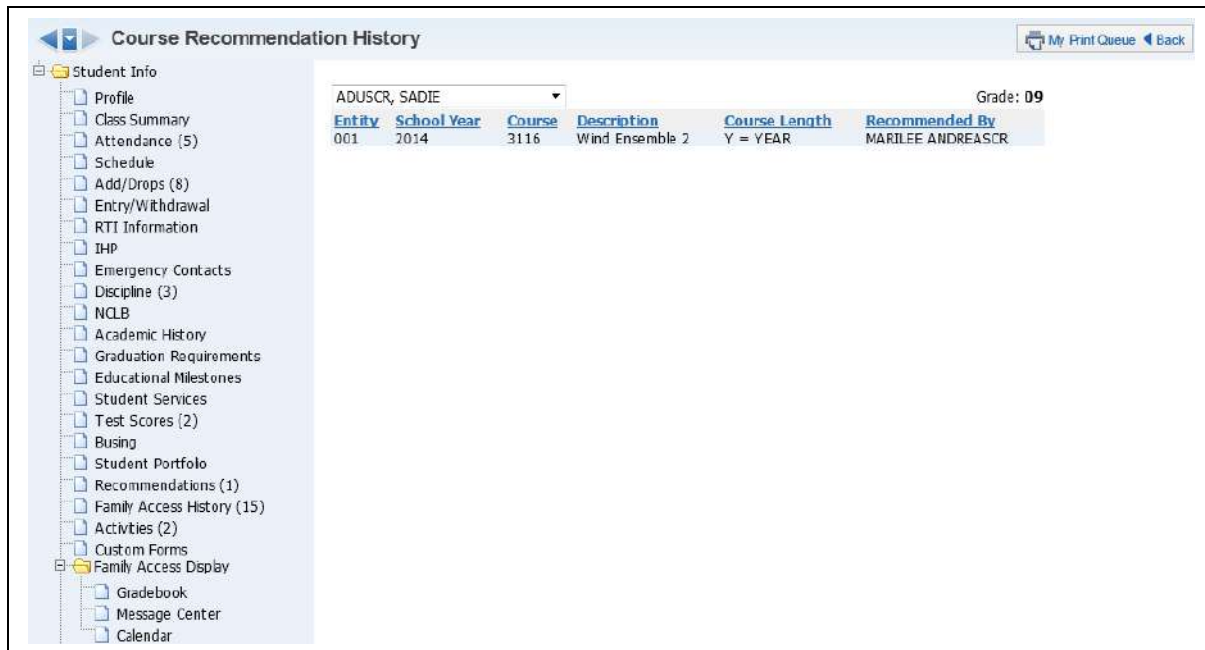
View

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

Details/Hide

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

Recommendations



Course Recommendation History My Print Queue Back

Student Info

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

ADUSCR, SADIE Grade: 09

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

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

Family Access History

Family Access History My Print Queue Back

Student Info

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

ADUSCR, SADIE Grade: 09

SADIE ADUSCR (Student)		
Last Login Time:	04:14 PM	Date: 04/29/2013
2013 Current School Year Activity: 3 Login(s)		

ABBY ADUSCR (Mother)		
Last Login Time:	03:07 PM	Date: 09/28/2012
2013 Current School Year Activity: 11 Login(s)		

Alonso Aduscr		
Last Login Time:	12:52 PM	Date: 08/28/2012
2013 Current School Year Activity: 1 Login(s)		

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

Activities

Activities

Student Info

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

ADUSCR, SADIE

Grade: 09

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

Show Details

Show Assistants

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

Show Details

Activities

Student Info

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

ADUSCR, SADIE

Grade: 09

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

Activity Details

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

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

Show Details

Show Assistants

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

Show Assistants

Activities

ADUSCR, SADIE Grade: 09

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

Activity Assistants

Name
Dana Acayscr

Show Details
Hide Assistants

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

Custom Forms

Custom Forms - University Visits (384)

Views: University Visits Filters: *All Students

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

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

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

Views

Custom Forms - University Visits (384)

Views: University Visits Filters: *All Students

Views List:

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

Last	Middle	S	Def Ent	Gr	Grad Yr	Name of College
A	A	001	09	2016	LW Stevens Point	

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

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

Expanded Student Information

Custom Forms - University Visits (384)

Views: University Visits Filters: *All Students

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

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

University Visits Add

Edit	Delete	Date Created	Time Created	Name of College	Date of Visit	Student's Name
		05/05/2013	7:25 am	UW Stevens Point	05/03/2013	SADIE ADUSCR

General

Grade Information

Grad Yr/Grade: 2016/09
 Advance: No
 NY Grad Year: 2016
 Graduated: Yes
 Entered 9th Grade:
 GLO:
 Retain: No
 Grad Req Base Yr: 2016
 Graduation Date: 06/15/2016

General Information

Date of Birth: 03/05/1998 Age: 15
 Local Race:
 Hispanic/Latino Eth: No
 1-American Indian or Alaskan Native: Yes
 2-Asian: No
 3-Black or African American: Yes
 Gender: Female Special Ed: No
 Ancestry:
 Resident: No
 Transported: Yes

20 1 records displayed

When you click 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

University Visits (70)

Name: ADUSCR, SADIE Gender: Female Grad Yr/Grade: 2016/09 Other ID: 000000000004

Student's Name: SADIE ADUSCR

Name of College: UW Stevens Point

Date of Visit: 05/03/2013 Friday

Check Spelling Save Print

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

Edit

University Visits (70)

Name: ADUSCR, SADIE Gender: Female Grad Yr/Grade: 2016/09 Other ID: 000000000004

Student's Name: SADIE ADUSCR

Name of College: UW Stevens Point

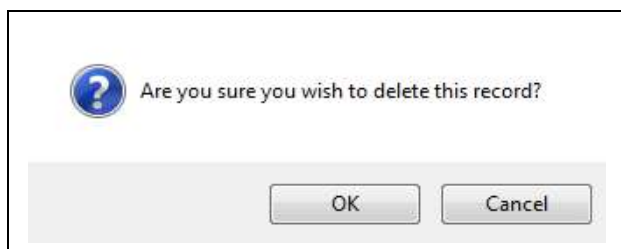
Date of Visit: 05/03/2013 Friday

Check Spelling Save Print

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

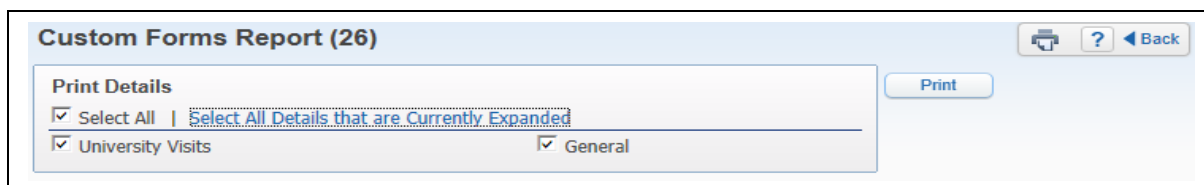
Delete

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



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

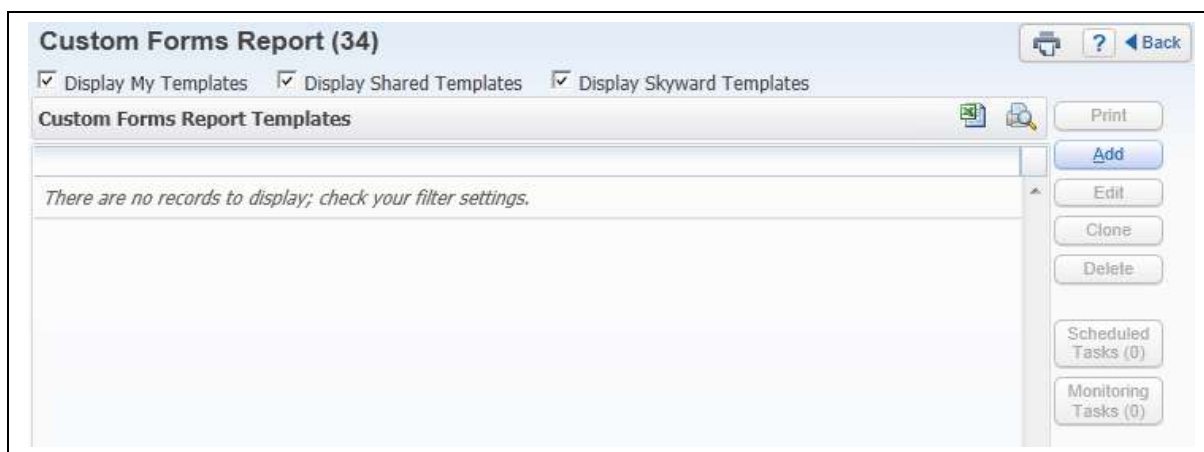
Print Details



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

Print My Students

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



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

Custom Forms Report (89)

Template Settings

* Template Description:

☐ Print Greenbar

Custom Forms Report

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

Available Custom Forms

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

Selected Custom Forms

- University Visits

Buttons: Add All, Add, Remove, Remove All

Check Spelling, Save, Save and Print

Asterisk (*) denotes a required field

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

View Inactive Forms

Inactive Custom Forms (84)

Views: General Filters: *Skyward Default

Name	Type	Form Type
1 College Visits	Screen	Multiple

Expand All Collapse All View Printable Details

Form Data

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

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

Family Access Display – Gradebook

Progress Report Tab

FA Gradebook

ADUSCR, SADIE Grade: 09

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

Teacher will be updating the grades in the gradebook weekly

Classes for: **PROGRESS REPORT 6 (04/12/13-05/08/13)** [View All Classes](#) [Hide Dropped Classes](#) [Prev](#) [Next](#)

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

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

↓ - Indicates the class has been dropped

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

Entity (001) Grades 9 to 12

TERM 6 - 6TH Progress Detail Report for SADIE ADUSCR

View Grade Marks

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

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

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

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



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

Close

Assignment Detail Information

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

Assignment Score Detail for SADIE ADUSCR

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

Class Assignment Summary

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

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

Missing Assignment Tab

The screenshot shows the 'Missing Assignments' tab selected in the 'Assignments' section. The student is ADUSCR, SADIE, Grade: 09. The 'Missing Assignments' tab is active, showing a table of missing assignments.

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

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

Teacher's Log Tab

The screenshot shows the 'Teacher's Log' tab selected in the 'Teacher Log' section. The student is ADUSCR, SADIE, Grade: 09. The 'Teacher's Log' tab is active, showing a table of teacher log records.

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

↓ -Indicates the class has been dropped

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

Teacher Log

Student Info: ADUSCR, SADIE Grade: 09

Band 1/01 Band 1 1

Grade Period: 6TH 6 WEEKS

Summary: Parent Contact

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

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

GPA/Class Rank Tab

GPA/Class Rank

Student Info: ADUSCR, SADIE Grade: 09

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

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

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

Comments Tab

The screenshot shows the 'Comments' tab selected in the top navigation bar. On the left is a sidebar with a tree view of student information categories. The main content area displays a dropdown menu for 'ADUSCR, SADIE' and 'Grade: 09'. Below this are tabs for 'Gradebook', 'Progress Report', 'Missing Assignments', 'Teacher's Log', 'GPA/Class Rank', and 'Comments'. The 'Comments' tab is active, showing a table of comments for the 6th week (04/12/2013 - 05/29/2013).

Class	Description	Comment
Grade Comments for 6TH 6 WEEKS (04/12/2013 - 05/29/2013)		
Band I/01	Band I	Pleasure to have in class.
Band I/01	Band I	Active participant.
Band I/01	Band I	Sadie is doing a great job in Band and is a leader of her section.

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

Family Access Display – Message Center

The screenshot shows the 'Message Center' tab selected. The sidebar on the left is identical to the previous screenshot. The main content area shows a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below this is a dropdown for 'View Family Access Display of Message Center'. The 'Message Center' tab is active, showing sub-tabs for 'Current' and 'Expired'. The 'Current' sub-tab is selected, displaying three sections: 'Advisor Messages', 'Activity Messages', and 'Class Messages'. Each section has a table of messages.

Advisor	Total Messages	Unread Messages
AGRIPINA TEXADASCR	0	0

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

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

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

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

** Denotes Required Field to save screen.

Message Center

Student Info: ADUSCR, SADIE Grade: 09

View Family Access Display of Message Center

Current Messages

Band 1/01 Band 1 Prd 1

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

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

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

Family Access Display - Calendar

FA Calendar

Student Info: ADUSCR, SADIE Grade: 09

Previous Month: **May 2013** Next Month

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

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

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.

The screenshot shows the 'Information Report' interface for student ADUSCR, SADIE, Grade 09. The interface includes a 'View Report for This Student' button and a list of options to be printed on the report. The options are organized into sections: Options, Attendance Totals, Current Schedule, Academic History, and other miscellaneous options. The 'Options' section includes checkboxes for Student Profile Information, Family Member Information, Use Mailing Address, Print Confidential Phone Numbers, Picture, Emergency Contacts, and Student Access Login and Password. The 'Attendance Totals' section includes checkboxes for Display Attendance for Term, Display Attendance for Date Range, and Print Only Attendance Totals. The 'Current Schedule' section includes checkboxes for Current Schedule, Course Add/Drop, Discipline Information, and Current Year Only. The 'Academic History' section includes checkboxes for Academic History, Current Grades, Show Teacher Comments, Show Current Cumulative GPA, Test Scores, Course Recommendations, Activities, Message Center, Family Access, Student Access, and Entry/Withdrawal. The 'Current Grades' section includes a dropdown for School Year (2012 to 2013) and a dropdown for Current Grades (Grade Buckets). The 'Print Only Attendance Totals' section includes a note: 'NOTE: Only current year attendance (08/20/2012 to 05/29/2013) will display on this report.' and a date range selector (Start: Apr 22 2013, End: May 06 2013). The 'Current Grades' section includes a note: 'The report is limited to 18 grade buckets.'

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

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

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

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

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

Reports – Multi-Class Progress Report

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

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

Grades

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

Options

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

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

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

Reports – Progress Report Letter

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

Progress Report Letter My Print Queue Back

ADUSCR, SADIE Grade: 09

[View Report for Selected Student](#)

Grades

Display Grades for Term: MIDTERM 1

☐ Only print classes with a grade mark of 100

☐ Only print classes with less than ___ percent

Options

Body of Letter

Address Letter to

☒ Student

☐ Guardian of Student

Reports to Generate

☐ One for Each Family

☒ Only First Family

☐ Print Mailing Address

Fields to Print

☐ Print Teacher's Name with Class

☐ Include Percent with Course Grade

☐ Print Dropped Classes

☐ Print Student's Student Access Login Info

☐ Print Attendance

☐ Print Student's Current GPA

☐ Print Guardian's Family Access Login Info

☐ Print Signature Line

☐ Print Assignment Detail Info

Free Form Header

Label 1: _____

Label 2: _____

Free Form Footer

Label 1: _____

Label 2: _____

Label 3: _____

Label 4: _____

Grades

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

The screenshot shows the Skyward School District interface. In the left-hand menu under 'Teacher Access', 'My Classes - MC' is highlighted with a red arrow. The main content area displays a 'Grade Marks' chart and a table of graded items.

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

Due Date: 04/25/13

Name	Class	# Graded
test	2WRIT / 01	0

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

The screenshot shows the 'My Classes' page for Marilee Andreas. It displays a table of classes with columns for Dept, Subject, Terms, Period, Days Meet, Class, Description, and Class Options.

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

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

Class Options

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

Prev Next **Class Roster for Band 1/01 Band I**

Alert Legend

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

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

My Gradebook

Main Screen

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Posting | Reports | Charts | Display Options | Quick Scoring | Export

Students

Term Grade	FNL	SM2	EX2	6TH	CZ6	PR6	Chapte W38-M 05/06	Quiz 1 W38-M 05/06	5TH	CZ5	PR5	2 W29-M 03/04	W2
B 3.50	B	B	*				100	100	B		3.50	4	
C 2.50	C	B	*	B		B	80	98	C		2.50	3	
B 3.00	B	B	*						B		3.00	2	

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

Attendance

Take Daily Attendance - By Name

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

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

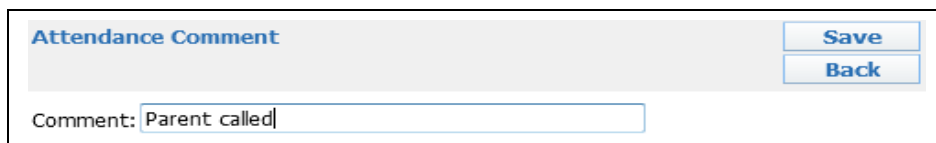
Save
Undo
Back

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

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

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

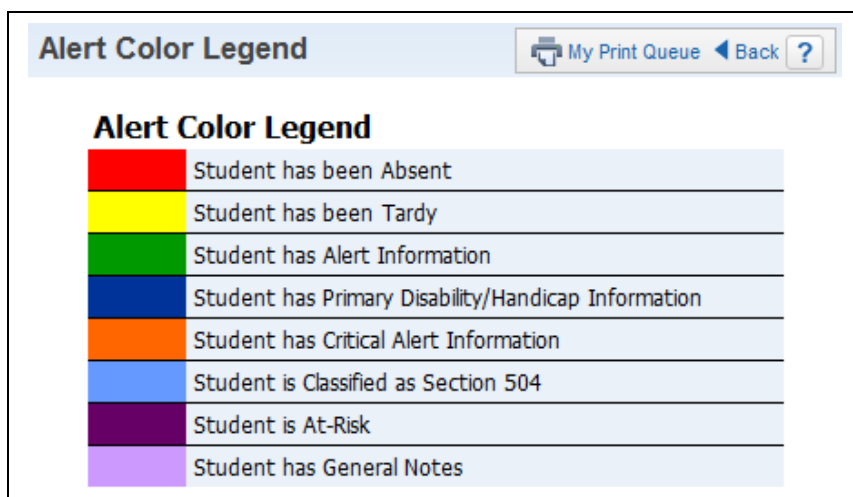
A screenshot of the 'Attendance Comment' form. It features a title bar with the text 'Attendance Comment' and two buttons, 'Save' and 'Back'. Below the title bar is a text input field with the placeholder text 'Comment: Parent called'.

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

A screenshot of the 'Alert Color Legend' form. The title bar includes the text 'Alert Color Legend' and navigation links: 'My Print Queue', 'Back', and a help icon. The main content area is titled 'Alert Color Legend' and contains a table with eight rows, each showing a colored square next to a description of the alert type.

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

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

Take Daily Attendance - By Name My Print Queue

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

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

Save
Undo
Back

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

Severely Allergic to Peanuts.

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

Show Today's Attendance for All Periods.

Take Daily Attendance - By Name My Print Queue

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

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

Save
Undo
Back

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

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

View Class Summary

Class Summary My Print Queue Back ?

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

[Show Percent Earned in Gradebook](#)

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

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

Show Survey Questions

Take Daily Attendance - By Name My Print Queue

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

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

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

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

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

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

Print Class Roster

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

Report Templates My Print Queue Back

Student:
Band I / 01 Prd:1 Band I - MARILEE ANDREASCR
Report: **Class Roster**

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

Print

Export to Excel

Add a new Template

View parameters of Template

Clone Template

Select Different Classes

Click **Add New Template**.

Report Templates My Print Queue Back

Add a new Report Template for the Class Roster Report.

Sequence #:

Report Template Name:

Save

Back

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

Class Roster

My Print Queue Back

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

10 - Class Roster

Class Roster Report Options: 57 chars - Portrait Report

Students

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

Save

Undo

Back

Options

Name Display:

ID Display:

Sort by: Last Name

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

☒ Student ID
☐ Internal ID
☐ Name Key
☐ None

Display Information

☐ Grade
☐ Phone Number
☐ Gender
☐ Student Access Login and Password

☐ Grad Year
☐ Second Phone
☐ Current Cumulative GPA
☐ Print Student Picture

☐ Birth Date
☐ Third Phone
☐ Home Address
☐ Food Service Key Pad #

☐ Advisor
☐ Email
☐ Mailing Address

Family Information

☐ Primary Guardian
☐ All Guardians

☐ Phone 2
☐ Phone 1
☐ Email

☐ Phone 3
☐ Phone 2
☐ Home Address

☐ Email
☐ Phone 3
☐ Mailing Address

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

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

Report Templates

My Print Queue Back

Student:

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

Report: Class Roster

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

Print

Export to Excel

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

Select Different Classes

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

Discipline

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

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

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

Offense	Location	Officer	Parent Notified
05/03/13 *GENERIC	Location (CLASS)	JODIE TIEFENAUERSCR Referred by: MARILEE ANDREASCR 05/03/13	No
08/15/12 *GENERIC		KELLEY ABBOTTSC Referred by: 08/15/12	Yes Details...
08/09/12 CELL PHONE USE		MALCOLM HAUENSTEINSC Referred by: PAMELA FUELLSC 08/09/12	Yes Details...

Total Referrals: 3

The selected student's discipline records display.

Add Discipline Referral

The screenshot shows a web form titled "New Discipline Referral" for a student named SADIE ADUSCR, who is in Grade 09. The form contains several fields: School (School 001), Officer (FOLWELLSCOR, RENITA), Offense (+0 - *GENERIC), Location (Location (CLASS)), and Bus (empty). The Date of Offense is set to May 06, 2013, and the Time of Offense is 4:18 PM. A checkbox for "Parent Notified" is present and unchecked. A comment box contains the text "Student was disrupting the class." On the right side of the form, there are buttons for "Save", "Back", and "Check Spelling". At the bottom right, it says "Entered: 05/06/13 at 4:18 PM".

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

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

Edit Referral (icon of pencil)

Edit Discipline Referral My Print Queue

SADIE ADUSCR Grade: 09

School:

Officer:

Offense:

Location:

Bus:

Date of Offense:

Time of Offense: :

☐ Parent Notified

Comment:

Entered: 05/03/13 at 10:24 AM

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

Delete Referral (blue X)

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

Delete Discipline Referral for Band I / 01 Prd:1 Band I on 05/03/13 for *GENERIC?

(OK) Click Ok to delete this referral

(Cancel) Click Cancel to leave this 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

Discipline Notes

ADUSCR, SADIE

Grade: 09

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

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

Only Show Current Year Offenses/Show All Offenses

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

Click on Offense

Discipline Referral Details

SADIE ADUSCR

Grade: 09

Offense: ***G - *GENERIC**

Parent Notified: **Yes**

Date: **08/15/2012**

Time: **Not Available**

Location:

School: **School (001)**

Officer: **KELLEY Y ABBOTTSCR**

Referred By:

Comment:

Entry Date: **08/15/2012**

Entry Time: **9:43 AM**

Action: **05 - OUT-OF-SCHOOL SUSPENSION**

Parent Notified: **Yes**

Date: **08/15/2012**

Time: **Not Available**

Comment:

Entry Date: **08/15/2012**

Entry Time: **9:44 AM**

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

Message Center

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



Add Message to Multiple Classes

The screenshot shows the 'New Class Message for Multiple Classes (241)' form. It is divided into several sections:

- Add a New Message:** Includes a 'Message Summary' field with 'Band Concert', a 'Priority' dropdown set to 'Normal', and a 'Message Detail' text area containing: 'We will be performing our Spring 'Pops' concert on May 9th beginning at 7 PM. There will be an awards ceremony at the conclusion of the concert.'
- Posting Options:** Includes 'Post From' and 'to' date pickers (05/06/2013 to 05/13/2013), checkboxes for 'Only Post for Students currently enrolled in selected classes', 'Post to Family Access', 'Post to Student Access', 'Allow parents to respond to this message', 'Allow students to respond to this message', 'Post my email address for parents viewing this message', and 'Post my email address for students viewing this message'. It also has a 'Post to Calendar' section with a date picker (05/09/2013) and a text field (Concert).
- Emailing Options:** Includes a 'Send as Email on' date/time picker (05/06/2013 at 05:07 PM) and a 'from' field (m.andreas@skyward.k12.wi.us). It has checkboxes for 'Only Send Email for Students currently enrolled in selected classes', 'Email to Students', and 'Email to Guardians (Leave checkboxes below blank to send to all guardians)'. Under 'Email to Guardians', there are checkboxes for 'Heads of Household Only', 'Primary Guardians Only', 'Report Card Recipients Only', and 'First Families Only'. There are also checkboxes for 'Send an Email For Each Student in Same Family' and 'Do Not Show Student Name in Body of Email'. A 'Display Additional details in the Email Body' section has checkboxes for 'Course Description', 'Period', and 'Teacher Name'.

Buttons on the right include 'Check Spelling', 'Save', and 'Attach (0)'.

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

Add a New Message

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

Posting Options

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

** Denotes Required Field to save screen.

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

Emailing Options

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

Class Selection

☐ Post to All Classes

Select the classes where this message should be saved

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

10 records displayed

Select All Clear All

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

Attach

Attachment Maintenance (37)

Attachment Maintenance

1 - Grading Policy Sample.doc

Save Delete

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

Click on Browse to select a file

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

Add Message for Current Class

New Class Message for Selected Students

MCHOR1/1-1 Mixed Chorus S1

* Message Summary: Priority: [Save](#) [Attach \(0\)](#)

* Message Detail: [View Style Toolbar: ↓](#)

Posting Options

Post Date: [Calendar](#)

☒ Post to Family Access ☒ Post to Student Access

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

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

☒ Post to Calendar

Place on Calendar Date: [Calendar](#) Text:

Emailing Options

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

☐ Email to Students

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

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

☐ Send an Email For Each Student in Same Family [?](#) ☐ Do Not Show Student Name in Body of Email [?](#)

☒ Email to Additional Recipients [View or Select Additional Recipients](#)

☒ Display Additional details in the Email Body

☒ Course Description ☒ Period ☒ Teacher Name

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.
- **Email to Additional Recipients** – This allows you to enter additional email addresses that will receive the email.
- **Display Additional Details in the Email Body** – This allows you to determine if additional class information will display in the email.

Student Selection

☐ Post to All Students

Select students to receive the message

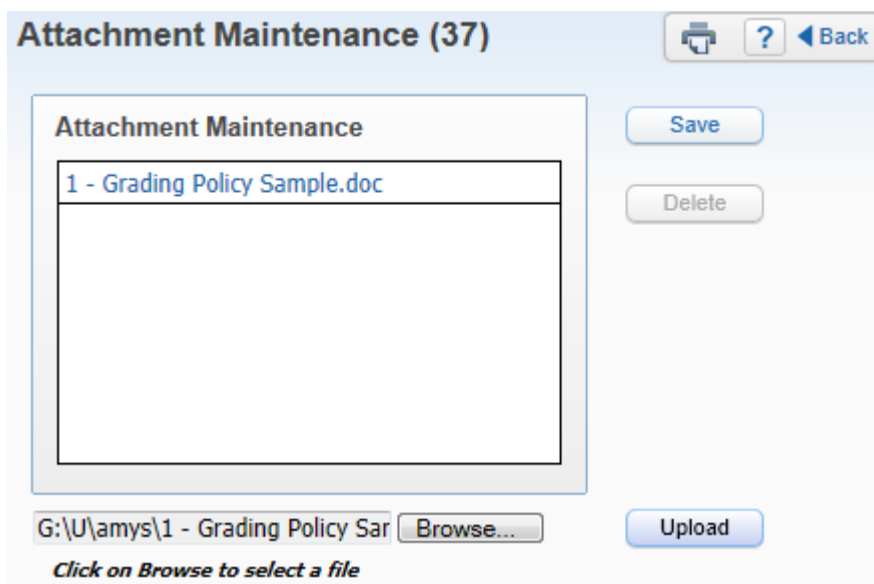
	Last Name	First Name	MI	Grad Year
1	☒ AARONSONSCR	KRISTINA	L	2013
2	☒ ADUSCR	SADIE		2016
3	☒ ADUSCR	Simon		2014

Select All
Clear All

3 records displayed

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

Attach



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

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

Edit

Print

Help

Back

Edit Class Message for Selected Students (63)

Edit the Message

* Message Summary: Priority:

* Message Detail:

View Style Toolbar:

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

Check Spelling

Save

Attach (0)

Posting Options

Post From: to:

☒ Post to Family Access

☒ Post to Student Access

☒ Allow parents to respond to this message

☒ Allow students to respond to this message

☐ Post my email address for parents viewing this message

☐ Post my email address for students viewing this message

☐ Post to Calendar

Place on Calendar Date: Text:

Emailing Options

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

☐ Email to Students

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

☐ Heads of Household Only

☐ Primary Guardians Only

☐ Report Card Recipients Only

☐ First Families Only

☐ Send an Email For Each Student in Same Family

☐ Do Not Show Student Name in Body of Email

☐ Display Additional details in the Email Body

☐ Course Description

☐ Period

☐ Teacher Name

☐ Post to All Students

Select students to receive the message

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

Edit allows you to make modifications to an existing message.

Clone

New Class Message for Selected Students (65)   

Add a New Message

* Message Summary: Priority:

* Message Detail: View Style Toolbar: 

Posting Options

Post From: to:

☒ Post to Family Access ☒ Post to Student Access

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

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

☐ Post to Calendar

Place on Calendar Date: Text:

Emailing Options

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

☐ Email to Students

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

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

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

☐ Display Additional details in the Email Body

☐ Course Description ☐ Period ☐ Teacher Name

☐ Post to All Students

Select students to receive the message [Select All](#) [Clear All](#)

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

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

Recall

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

Skyward 

Are you sure you want to recall this message?

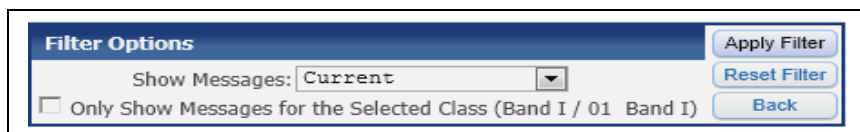
The message will no longer appear in Family/Student Access.

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.

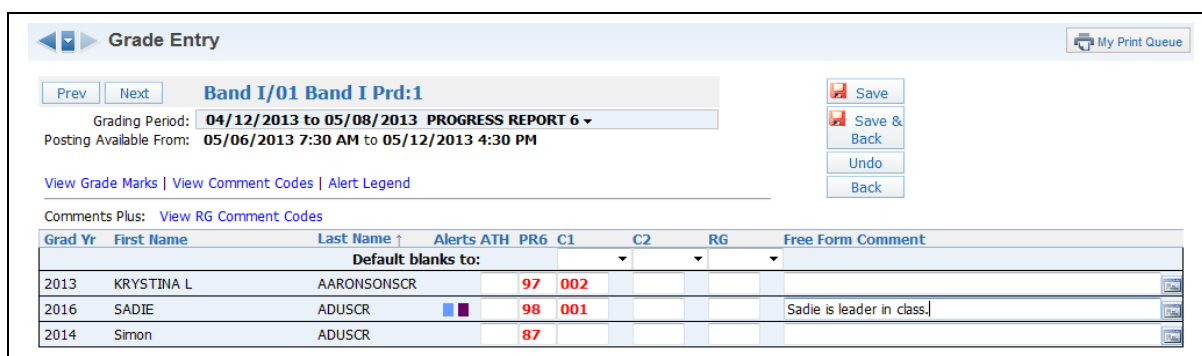
Filter Options



The Filter Options dialog box has a title bar 'Filter Options'. It contains a 'Show Messages:' dropdown menu currently set to 'Current'. Below this is a checkbox labeled 'Only Show Messages for the Selected Class (Band I / 01 Band I)'. To the right of the dropdown and checkbox are three buttons: 'Apply Filter', 'Reset Filter', and 'Back'.

- **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



The Report Card Posting interface shows a 'Grade Entry' header with a 'My Print Queue' icon. Below the header, there are 'Prev' and 'Next' buttons, and a title 'Band I/01 Band I Prd:1'. The 'Grading Period' is '04/12/2013 to 05/08/2013 PROGRESS REPORT 6' and the 'Posting Available From' is '05/06/2013 7:30 AM to 05/12/2013 4:30 PM'. On the right, there are buttons for 'Save', 'Save & Back', 'Undo', and 'Back'. Below these are links for 'View Grade Marks', 'View Comment Codes', and 'Alert Legend'. A 'Comments Plus' section with a link to 'View RG Comment Codes' is also present. The main table has columns: 'Grad Yr', 'First Name', 'Last Name', 'Alerts', 'ATH', 'PR6', 'C1', 'C2', 'RG', and 'Free Form Comment'. A 'Default blanks to:' row is above the data rows. The data rows are for students KRYSTINA L. AARONSONSCR (2013), SADIE ADUSCR (2016), and Simon ADUSCR (2014).

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

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

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

View Grade Marks

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

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

View Comment Codes

Comment Codes		 My Print Queue  Back 
Comment Codes		
Code	Description	
001	Pleasure to have in class.	
002	Active participant.	

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

Alert Legend

Alert Color Legend  My Print Queue  Back  ?

Alert Color Legend

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

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

[Athletic Eligibility Posting](#)

  **Post Athletic Grades**  My Print Queue

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

[View Grade Marks](#)

Last Name	First Middle	Gradebook Grades														Athletic Grade	
		PR1	1ST	PR2	2ND	PR3	3RD	SM1	PR4	4TH	PR5	5TH	PR6	6TH	SM2	FNL	
AARONSON	SCR KRYSTINA L																
Mass Assign and Overwrite Athletic Grade to:																	

Save Undo Back

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

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

Survey

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

How many students are eating hot lunch? **3**

Save
Undo
Back

My Print Queue

Grad Yr	First Middle	Last Name	Lunch Choice
2013	KRYSTINA L	AARONSONSCR	CHOICE A
2016	SADIE	ADUSCR	CHOICE B
2014	Simon	ADUSCR	SALAD BAR

Default: all blank answers to:

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

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

Food Service

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

Save
Undo
Back

My Print Queue

Grad Yr	First Middle	Last Name	.50 SNACK	MILK
2013	KRYSTINA L	AARONSONSCR	☐	☒
2016	SADIE	ADUSCR	☒	☒
2014	Simon	ADUSCR	☐	☒

Select item for all students: ☐ .50 SNACK ☐ MILK

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

Educational Milestones

Student Educational Milestones (63)

Views: General Filters: *Skyward Default

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

Expand All Collapse All View Printable Details

Students

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

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

Test Scores

Test Scores (56)

Tests to Score

Date	Test	Description	Edition	Level	Form	
1	02/01/2006	TAKS	TX- Knowledge & Skills Assmt.	0206	3-5	Eng
2	02/21/2013	TAKS	TX- Knowledge & Skills Assmt.	0206	3-5	Eng
3	05/04/2013	3RDG	3rd Gr Reading	1edt	3rd	
4	05/04/2013	ACT	ACT	Edt2	Col	
5	05/07/2013	3RDG	3rd Gr Reading	1edt	3rd	

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

Expanded Test Score

The screenshot shows the 'Test Scores (56)' window. It contains a table of tests with columns: Date, Test, Description, Edition, Level, and Form. The table lists three tests, with the third one (05/07/2013, 3RDG, 3rd Gr Reading) expanded. The expanded view shows student information (Last Name: AARONSONSCR, First: KRISTINA, Middle: L, School Year: 2012-13, Entity: 001) and a table of test results. The results table has columns for Fluency and Sight Words, with values 87 and 54 respectively. There are also buttons for 'Expand All', 'Collapse All', and 'View Printable Details'.

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

Results	Fluency	Sight Words
87	54	

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

Edit

The screenshot shows the 'Test Score Maintenance (56)' window. It displays a table with columns for 'Fluency' and 'Sight Words'. The table has one row with the values 87 and 54. There is a 'Save' button at the top right.

Fluency	Sight Words
87	54

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

Score All Students

The screenshot shows the 'Test Score Entry for 3rd Gr Reading: 1edt 3rd' on 05-07-2013' window. It displays a table with columns for 'Section Reading', 'Row (1) Results', 'Fluency', and 'Sight Words'. The table has two rows, one for KRISTINA L. AARONSONSCR and one for Simon ADUSCR. The scores for Simon are highlighted in green. There are buttons for 'Save', 'Save and Back', 'Undo', and 'Back' on the right side.

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

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

Busing

Student List My Print Queue Back

Lookup by Last Name:

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

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

Busing Information My Print Queue Back

Student Info: Grade: **09**

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

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

Bus Numbers	
AM Bus Number	PM Bus Number
55	20

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

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

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

Recommendations

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

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

Course Recommendations Add Course Recommendation

Show Course Recommendations for: ☐ All Entities ☒ All Teachers

Course	Course Description
NETWK2	Networking 2

Course Recommendation History

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

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

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

Add Course Recommendation (238)

Assign Course Recommendations for Simon ADUSCR

Class: Band I / 01 Band I

☐ Show Course Recommendations for All Entities

Available Courses to Recommend in 2014

3115	Wind Ensemble
3117	Wind Ensemble 3

Recommended Courses in 2014

3116	Wind Ensemble 2

Add All Add Remove Remove All

Save

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

Modify for Entire Class

Add Course Recommendation (454)

[Back](#)

Assign Course Recommendations for All Selected Students

Class:

☐ Show Course Recommendations for All Entities

Available Courses to Recommend in 2014

3115 Wind Ensemble
3117 Wind Ensemble 3

Recommended Courses in 2014

3116 Wind Ensemble 2

[Add All](#)
[Add](#)
[Remove](#)
[Remove All](#)

Student Selection

Students in Band I / 01 Band I

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

[Select All Students](#)
[Unselect All Students](#)

3 records displayed

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

Curriculum Map

Curriculum Map Maintenance (93)

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

Show: Descriptions | Explanations

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

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

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

Buttons: Edit, Print, Add Map, Delete Map, Split Map, Add Unit, Delete Unit

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

Add Map

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

Add Curriculum Map (56)

* Map Key: **MAR**

* Map Name: **Marching Band**

Subject: **14 - Other Electives**

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

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

Buttons: Check Spelling, Save, Back

Asterisk (*) denotes a required field

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

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

Add Unit

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

Add Curriculum Map Unit (27)

Curriculum Map:

* Unit:

* Time Frame:

Explanation:

[Check Spelling](#)

[Save](#)

Asterisk (*) denotes a required field

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

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

Curriculum Map Maintenance (63)

Curriculum Map:

Unit: (Weeks 31 to 36)

[Skill\(s\)](#)

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

General Benchmark(s)

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

Key Concept(s)

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

Activity(s)

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

Assessment(s)

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

Resource(s)

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

[Edit](#)

[Print](#)

[Add Map](#)

[Delete Map](#)

[Split Map](#)

[Add Unit](#)

[Delete Unit](#)

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

Edit

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

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 screenshot shows a window titled "Attach a Skill (238)". At the top, there are tabs for "Views: General" and "Filters: *Skyward Default". Below this is a table with columns: Skill, Learning Area, Level, Content, and Explanation. The table lists 19 skills, each with a checkbox in the first column. Skills 8, 9, and 11 are checked. To the right of the table are buttons for "Save", "Select All", and "Unselect All". At the bottom, there is a pagination bar showing "20" and "20 records displayed".

	Skill	Learning Area	Level	Content	Explanation
1	☐ 117.01.102.01	Fine Arts	1st Grade	Music Knowledge And Ski	Describe and analyze musical sound and demonstrates musical
2	☐ 117.01.102.02	Fine Arts	1st Grade	Music Knowledge And Ski	Perform a varied repertoire of music
3	☐ 117.01.102.03	Fine Arts	1st Grade	Music Knowledge And Ski	Read and write music notation
4	☐ 117.01.102.04	Fine Arts	1st Grade	Music Knowledge And Ski	Create and arrange music within specified guidelines
5	☐ 117.01.102.05	Fine Arts	1st Grade	Music Knowledge And Ski	Relate music to history, to society, and to culture
6	☐ 117.01.102.06	Fine Arts	1st Grade	Music Knowledge And Ski	Respond to and evaluates music and musical performance
7	☐ 117.02.102.01	Fine Arts	2nd Grade	Music Knowledge And Ski	Describe and analyze musical sound and demonstrates musical
8	☒ 117.02.102.02	Fine Arts	2nd Grade	Music Knowledge And Ski	Perform a varied repertoire of music
9	☒ 117.02.102.03	Fine Arts	2nd Grade	Music Knowledge And Ski	Read and write music notation
10	☐ 117.02.102.04	Fine Arts	2nd Grade	Music Knowledge And Ski	Create and arrange music within specified guidelines
11	☒ 117.02.102.05	Fine Arts	2nd Grade	Music Knowledge And Ski	Relate music to history, to society, and to culture
12	☐ 117.02.102.06	Fine Arts	2nd Grade	Music Knowledge And Ski	Respond to and evaluates music and musical performance
13	☐ 117.03.102.01	Fine Arts	3rd Grade	Music Knowledge And Ski	Describe and analyze musical sound and demonstrates musical
14	☐ 117.03.102.02	Fine Arts	3rd Grade	Music Knowledge And Ski	Perform a varied repertoire of music
15	☐ 117.03.102.03	Fine Arts	3rd Grade	Music Knowledge And Ski	Read and write music notation
16	☐ 117.03.102.04	Fine Arts	3rd Grade	Music Knowledge And Ski	Create and arrange music within specified guidelines
17	☐ 117.03.102.05	Fine Arts	3rd Grade	Music Knowledge And Ski	Relate music to history, to society, and to culture
18	☐ 117.03.102.06	Fine Arts	3rd Grade	Music Knowledge And Ski	Respond to and evaluates music and musical performance
19	☐ 117.04.102.01	Fine Arts	4th Grade	Music Knowledge And Ski	Describe and analyze musical sound and demonstrates musical

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.

The screenshot shows a confirmation dialog box with the title "Remove All Skills and their Benchmarks from Map Unit". The main text asks, "Are you sure you want to remove all of the Skills and their Benchmarks?". At the bottom, there are two buttons: "Yes" and "No".

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

View (Skills)

Skill Maintenance (32) [Print] [Help] [Back]

Standards Set: Texas Academic Standards

Learning Area: 117 Fine Arts

Level: 02 2nd Grade

Content: 102 Music Knowledge And Skills

Skill Key: 117.02.102 02

Summary: Perform a varied repertoire of music

State Explanation

Explanation: Perform a varied repertoire of music

District Explanation

Explanation: Perform a varied repertoire of music

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

Remove (Skills)

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

Remove Skill from Map Unit

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

Yes No

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

Add Benchmark (Skills)

Add Benchmark (30)

* Display Code: 1

* Benchmark Type: Add a Freeform Benchmark

* Description: Explain 2 different genres of music

Explanation: Explain 2 different genres of music.

Mastery Level: 3 Proficient

Check Spelling

Save

Asterisk (*) denotes a required field

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

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

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

Add (General Benchmarks)

Add General Benchmark (27)

* Display Code: 01

* Description: March in step

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

Mastery Level: 3 Proficient

Asterisk (*) denotes a required field

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

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

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

Edit (General Benchmarks)

Edit General Benchmark (30)

* Display Code: 01

* Description: March in step

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

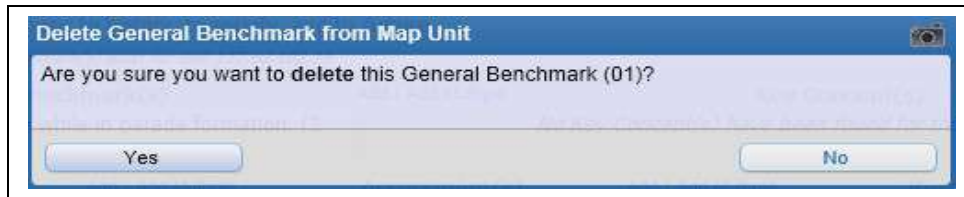
Mastery Level: 3 Proficient

Asterisk (*) denotes a required field

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

Delete (General Benchmarks)

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



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

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

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

Add Multiple (Key Concepts)

The screenshot shows a web form titled "Add Multiple Key Concept(s) (26)". At the top right are icons for printing, help, and a back button. Below the title is an "Information:" section with text explaining the process and a note about carriage returns. To the right of this section are "Check Spelling" and "Save" buttons. The main area is a large purple text box labeled "Add New Key Concept Records Below:". Inside the box, the following text is entered: "Experience marching a drill on field.", "Learn basic marching techniques.", and "Ability to read drill charts.". At the bottom of the form, there is a checkbox labeled "Remove Numbering from Each Entry" which is checked, and a text input field labeled "Text to Remove from the Beginning of Each Entry:".

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

Remove Numbering from Each Entry

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

Text to Remove from the Beginning of Each Entry

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

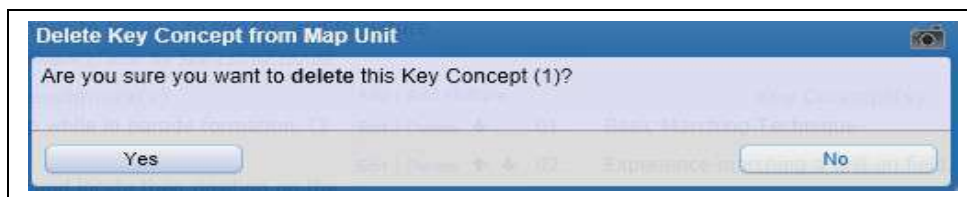
Edit (Key Concepts)

The screenshot shows a web form titled "Edit Key Concept (28)". At the top right are icons for printing, help, and a back button. The main area has a label "* Key Concept:" followed by a text input field containing "Basic Marching Technique". Below the input field, it says "Maximum characters: 100, Remaining characters: 76". At the bottom left, a note states "Asterisk (*) denotes a required field". To the right of the input field are "Check Spelling" and "Save" buttons.

The Edit allows you to modify the selected Key Concept.

Delete (Key Concepts)

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



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

Blue Arrows (Key Concepts)

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

Add (Activity)

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

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

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

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

Add Multiple (Activity)

The screenshot shows a web form titled "Add Multiple Activity(s) (27)". It includes a printer icon, a help icon, and a "Back" button. The "Information:" section explains that the process allows adding multiple activities at once by copying/pasting or manually typing, with a note about carriage returns. On the right are "Check Spelling" and "Save" buttons. The main area is a large green text box labeled "Add New Activity Records Below:" containing the text "Parade march in school parking lot." and "Perform music while marching in place." At the bottom, there is a checkbox for "Remove Numbering from Each Entry" (checked) and a text input field for "Text to Remove from the Beginning of Each Entry:".

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 screenshot shows a web form titled "Edit Activity (30)". It includes a printer icon, a help icon, and a "Back" button. The form has two main text areas: "* Description:" with the text "Drill Chart Reading" and "Explanation:" with the text "Student will begin to understand how to read a drill chart and it flows between charts." On the right are "Check Spelling" and "Save" buttons. Below the text areas are two buttons: "View Attached File" and "Remove Attached File". At the bottom, a note states "Asterisk (*) denotes a required field".

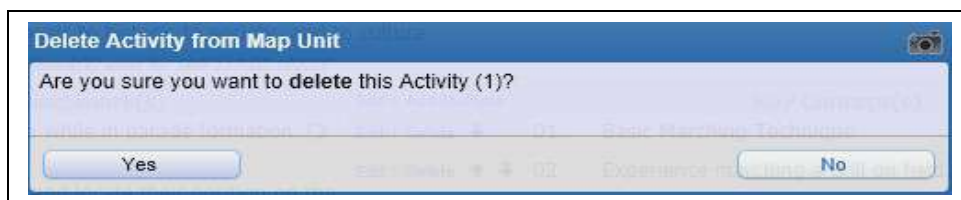
The Edit allows you to modify the selected Activity.

Delete (Activity)

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

** Denotes Required Field to save screen.

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



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

Blue Arrows (Activity)

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

Add (Assessments)

A screenshot of a web-based form titled "Add Assessment (27)". The form has a light blue header bar with the title and a small camera icon. Below the header, there are two text input fields: "Description:" and "Explanation:". The "Description:" field contains the text "Perform simple drill chart" and the "Explanation:" field contains the text "Perform simple drill chart without playing instrument." Below these fields, there are two buttons: "View Attached File" and "Remove Attached File". To the right of the form, there are three buttons: "Check Spelling", "Save", and "Back". At the bottom of the form, there is a note: "Asterisk (*) denotes a required field".

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

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

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

Add Multiple (Assessments)

Add Multiple Assessment(s) (27)

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

Add New Assessment Records Below: ?

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

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

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

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

Remove Numbering from Each Entry

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

Text to Remove from the Beginning of Each Entry

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

Edit (Assessments)

Edit Assessment (30)

* Description:
Explanation:

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

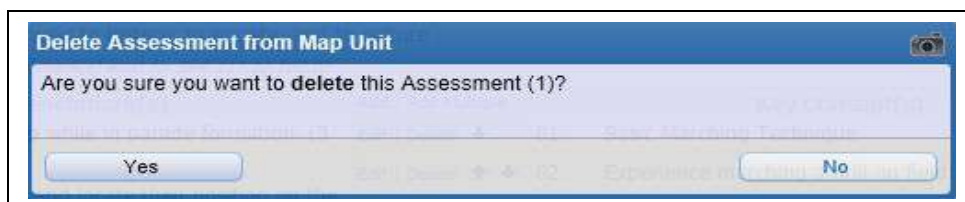
Asterisk (*) denotes a required field

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

The Edit allows you to modify the selected Assessment.

Delete (Assessments)

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



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

Blue Arrows (Assessments)

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

Add (Resources)

A screenshot of a web-based form titled "Add Resource (37)". The form has a light blue header bar with the title and a small camera icon. Below the header, there are several fields and buttons. The first field is labeled "* Type:" and has a dropdown menu with "DVD - DVD" selected. The second field is labeled "* Description:" and has a text input field with "Watch Drum Corp" entered. The third field is labeled "Explanation:" and has a larger text input field with "Watch Drum Corp performance to demonstrate the drill chart concept" entered. To the right of the form, there are three buttons: "Check Spelling", "Save", and "Back". At the bottom of the form, there are two buttons: "View Attached File" and "Remove Attached File". A note at the bottom left of the form states "Asterisk (*) denotes a required field".

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

Add Multiple (Resources)

Add Multiple Resource(s) (37)

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

Add New Resource Records Below: ?

* Resource Type: OTHER - Other

Drill Chart for upcoming Marching season
Music for Marching season

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

Asterisk (*) denotes a required field

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)

Edit Resource (40)

* Type: DVD - DVD

* Description: Watch Drum Corp

Explanation: Watch Drum Corp performance |

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

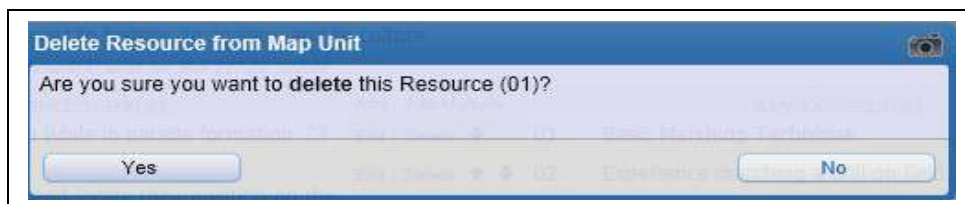
Asterisk (*) denotes a required field

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

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

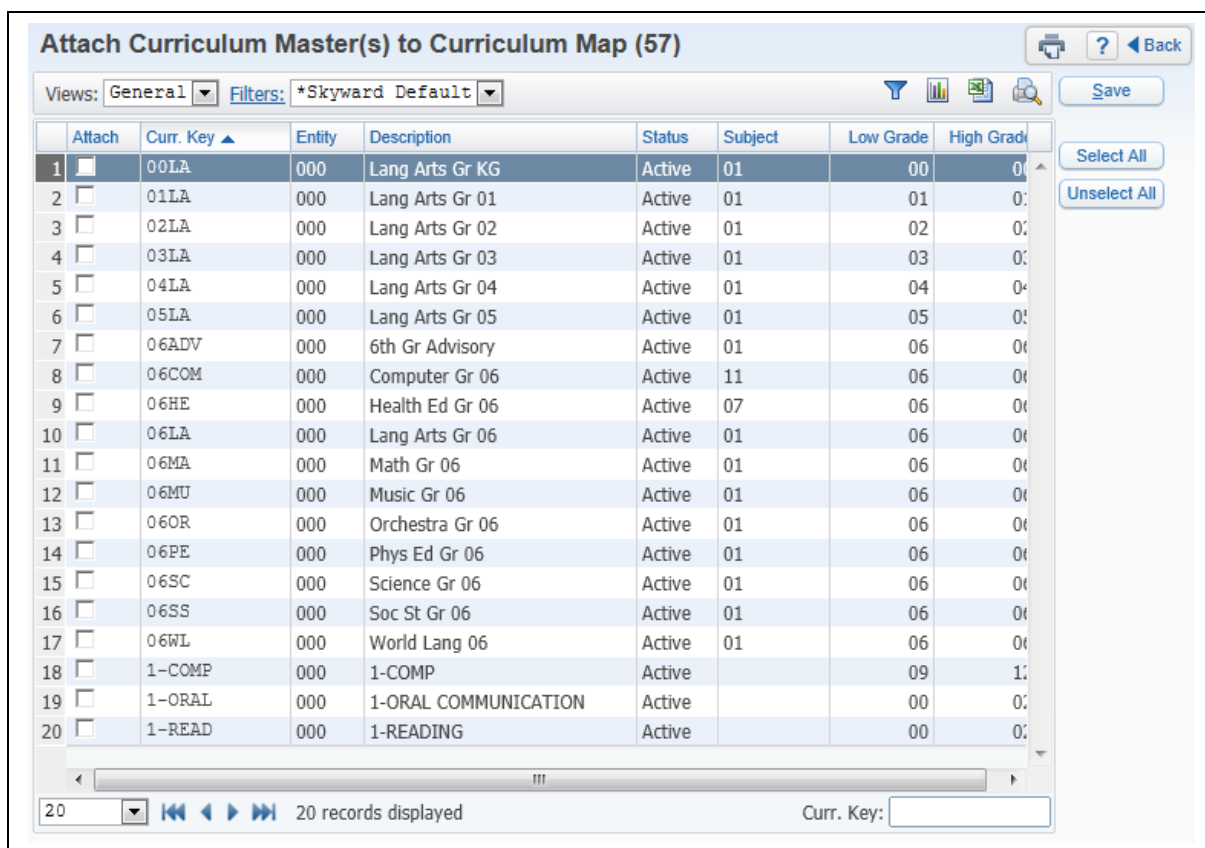
The View Mode returns you to the Curriculum Mapping screen where you cannot directly edit the Map Unit. You will select this option once you have completed the modifications to the Curriculum Map Unit.

Print



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

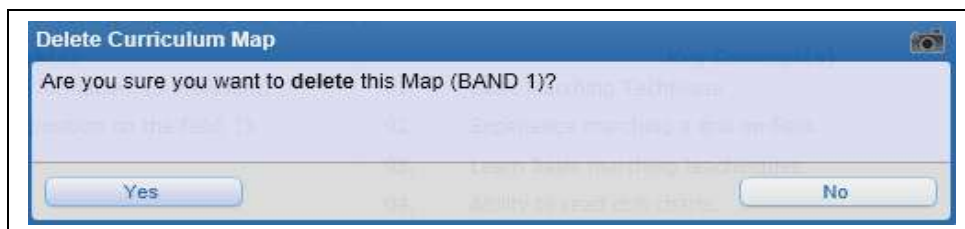
Attach to Additional Curriculum Masters



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

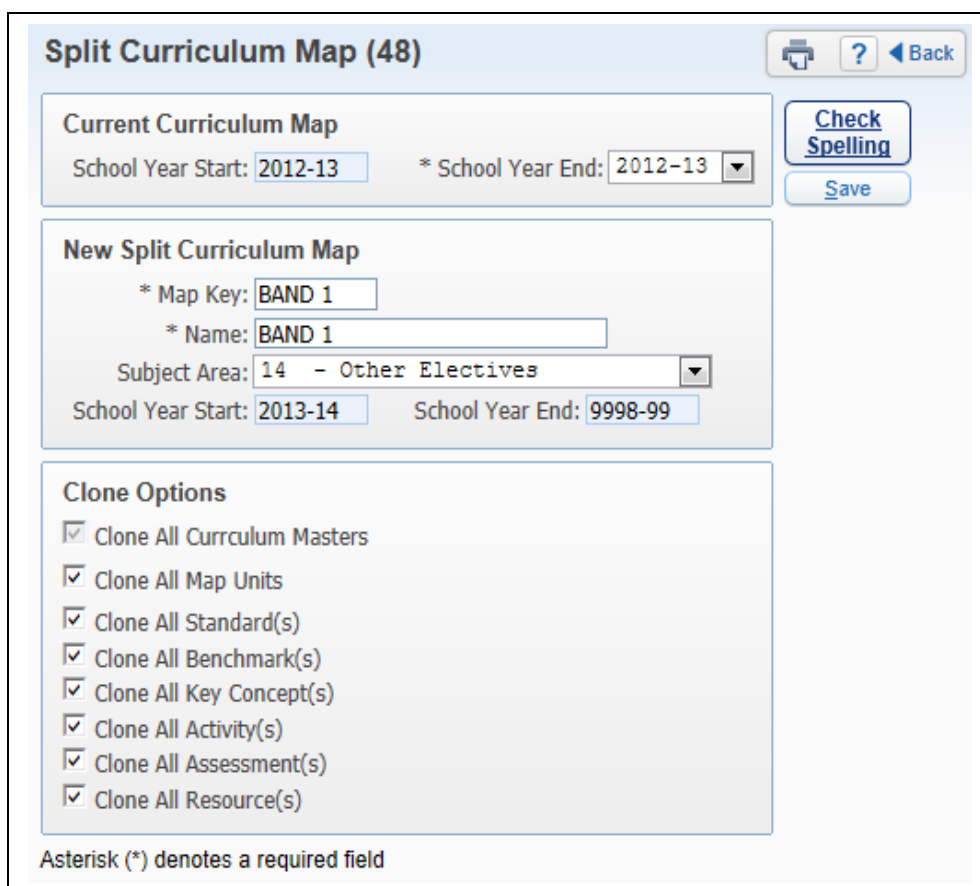
Delete Map

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



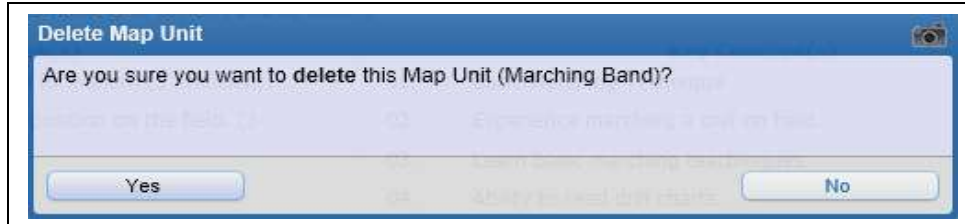
The Split Map allows you to create another map using the units already set up. This allows you to end one Curriculum Map to begin a new Curriculum Map with modifications. This option is used to historically track changes to the Curriculum Map.

- **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

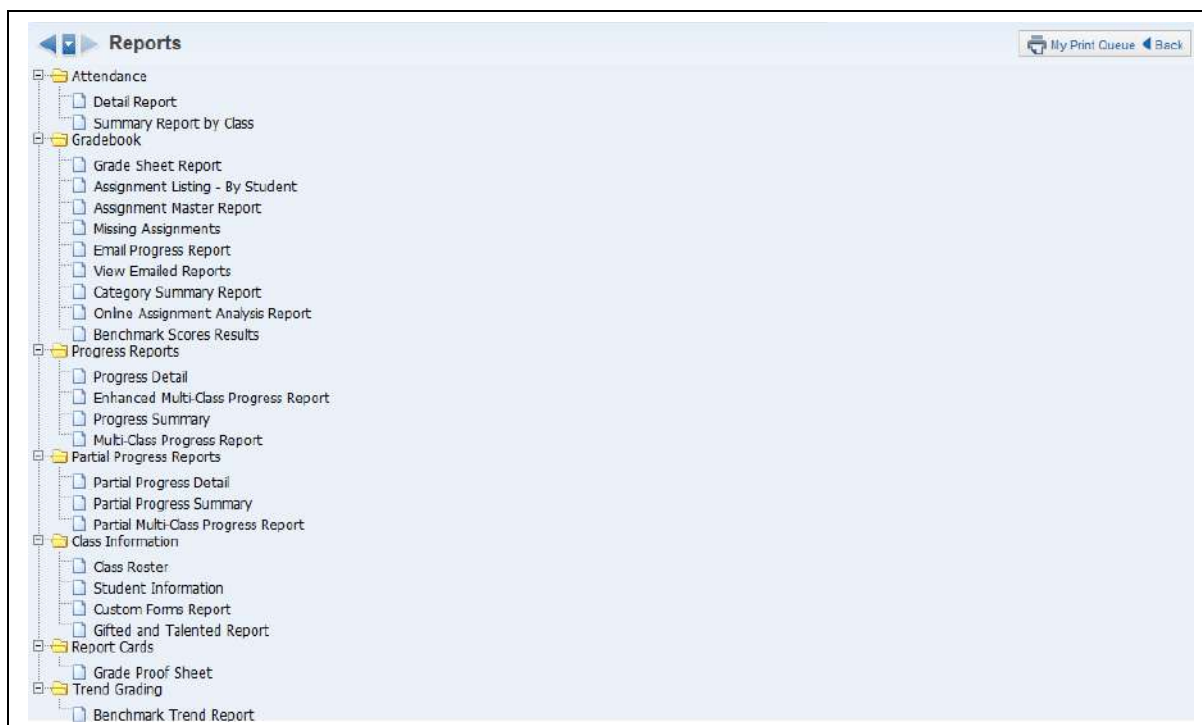


You will print by either selecting **Descriptions** or **Explanations**. When you select either option, it will determine what information will display on the report.

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

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

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.

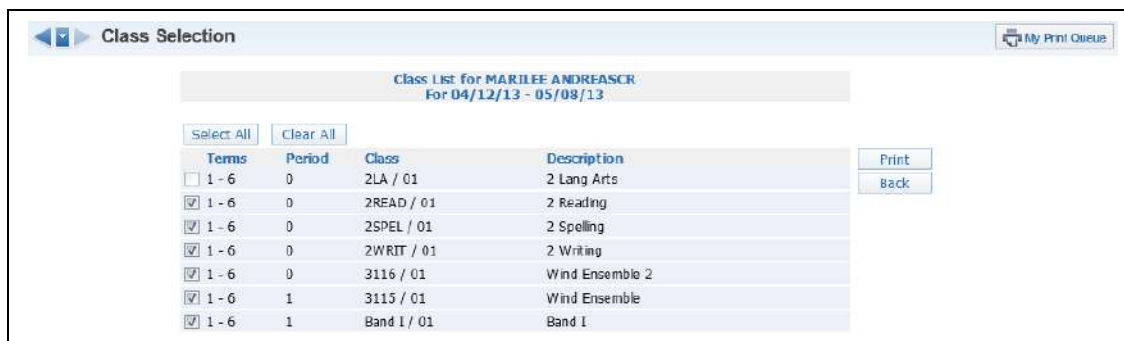
Restore Defaults

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

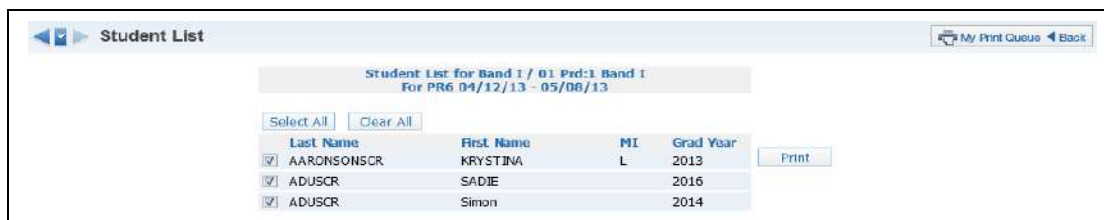


The screenshot shows the 'Class Selection' window. At the top, it says 'Class List for MARILEE ANDREASCR For 04/12/13 - 05/08/13'. Below this are 'Select All' and 'Clear All' buttons. A table lists classes with columns for Terms, Period, Class, and Description. To the right of the table are 'Print' and 'Back' buttons.

Terms	Period	Class	Description
☐ 1 - 6	0	2LA / 01	2 Lang Arts
☒ 1 - 6	0	2READ / 01	2 Reading
☒ 1 - 6	0	2SPEL / 01	2 Spelling
☒ 1 - 6	0	2WRIT / 01	2 Writing
☒ 1 - 6	0	3116 / 01	Wind Ensemble 2
☒ 1 - 6	1	3115 / 01	Wind Ensemble
☒ 1 - 6	1	Band I / 01	Band I

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

Select Students to View Report



The screenshot shows the 'Student List' window. At the top, it says 'Student List for Band I / 01 Prd:1 Band I For PR6 04/12/13 - 05/08/13'. Below this are 'Select All' and 'Clear All' buttons. A table lists students with columns for Last Name, First Name, MI, and Grad Year. To the right of the table is a 'Print' button.

Last Name	First Name	MI	Grad Year
☒ AARONSONSCR	KRYSTINA	L	2013
☒ ADUSCR	SADJE		2016
☒ ADUSCR	Simon		2014

The Select Students to View Report allows you to select the students who will print on the report.

Attendance Reports

[Detail Report](#)

[Summary Report by Class](#)

Attendance Report – Detail Report

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

The screenshot shows the 'Attendance Detail Report' interface. At the top, there's a title bar with navigation icons and a 'My Print Queue' link. Below the title, a subtitle reads 'Attendance Detail Report for Band I / 01 Prd:1 Band I'. Two buttons are present: 'View Report for All Students' and 'Select Students to View Report'. The 'Report Ranges' section has two options: 'Display Attendance for Term' (unchecked) with a dropdown for 'Current Term : 04/12/2013 - 05/08/2013', and 'Display Attendance for Date Range' (checked). The date range is set from 'On or After: Sep 09 2005' to 'On or Before: Sep 30 2005'. To the right of these options are buttons for 'Report Range Templates' and 'Restore Defaults'. Below the date range, there's an 'Absence Types' section. At the bottom, the 'Options' section includes 'Insert page break after each student' (unchecked) and 'Print only attendance totals' (unchecked).

Report Ranges

- **Display Attendance for Term** – Select the term for which you want attendance to print.
- **Display Attendance for Date Range** – Enter the specific date range of the attendance.

- **Absence Types** – Verify the absence types you want to print on the report. All absence types default to being selected.

Absence Types (55)



 Back

[Save](#)

Absence Type Selection - 001 Entity (001) Grades 9 to 12

Available Excused Types	Selected Excused Types
Add All Add Remove Remove All	D - DAEP E - EXCUSED G - Excused Absence I - ISS M - MANDATORY TESTING
Available Unexcused Types	Selected Unexcused Types
Add All Add Remove Remove All	1 - Rainy Day A - ABSENT B - OSS H - IAES J - TEACHER ABSENCE
Available Tardy Types	Selected Tardy Types
Add All Add Remove Remove All	L - LATE - TEACHER ENTRY T - TARDY
Available Other Types	Selected Other Types
Add All Add Remove Remove All	C - COLLEGE DAY F - SCHOOL TRIP K - Medical Absence Homebound N - NO SHOW O - OTHER

Options

- **Insert page break after each student** – This option allows a separate attendance report for each student.
- **Print only attendance totals** – This option will only show the number of times the student has each absence category of Excused, Unexcused, Tardy, and Other.

Attendance Report – Summary Report by Class

The Summary Report by Class will show an attendance breakdown by weeks for students in your class.

The screenshot shows the 'Attendance Summary Report By Class' interface. At the top, there is a title bar with navigation arrows and a 'My Print Queue' button. Below the title bar, the report title 'Attendance Summary Report By Class for Band I / 01 Prd:1 Band I' is displayed. Two buttons, 'View Report for All Students' and 'Select Classes to View Report', are present. The 'Report Ranges' section includes a checkbox for 'Display Attendance for Term' (set to 'Current Term : 04/12/2013 - 05/08/2013') and a checked checkbox for 'Display Attendance for Date Range'. The date range is set from 'Start: Nov 19 2007' to 'End: Dec 21 2007'. The 'Absence Types' section is currently selected. The 'Options' section includes radio buttons for 'Id Display' (Student ID, Internal ID, Name Key, None) and checkboxes for 'Print for Class Scheduled Days', 'Show Entered Attendance Only', and 'Print multiple meets as one class'. On the right side, there are buttons for 'Report Range Templates' and 'Restore Defaults'.

Report Ranges

- **Display Attendance for Term** – Select the term for which you want attendance to print.
- **Display Attendance for Date Range** – Enter the specific date range of the attendance.
- **Absence Types** – Verify the absence type(s) you want to print on the report. All absence types default to being selected. The absence types you see listed are set up by administration in the entity.

Absence Types (55)

[Back](#)

Absence Type Selection - 001 Entity (001) Grades 9 to 12

Available Excused Types

[Add All](#)
[Add](#)
[Remove](#)
[Remove All](#)

Selected Excused Types

D - DAEP
E - EXCUSED
G - Excused Absence
I - ISS
M - MANDATORY TESTING

Available Unexcused Types

[Add All](#)
[Add](#)
[Remove](#)
[Remove All](#)

Selected Unexcused Types

1 - Rainy Day
A - ABSENT
B - OSS
H - IAES
J - TEACHER ABSENCE

Available Tardy Types

[Add All](#)
[Add](#)
[Remove](#)
[Remove All](#)

Selected Tardy Types

L - LATE - TEACHER ENTRY
T - TARDY

Available Other Types

[Add All](#)
[Add](#)
[Remove](#)
[Remove All](#)

Selected Other Types

C - COLLEGE DAY
F - SCHOOL TRIP
K - Medical Absence Homebound
N - NO SHOW
O - OTHER

[Save](#)

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.

Grade Sheet Report

My Print Queue
Back

Select Parameters for Grade Sheet Report for Band I / 01 Prd:1 Band I

View Report for All Students

Select Classes to View Report

Select Students to View Report

Export to Excel

Blank Sheet

Assignments

☐ Display Grades and Assignments for Term
Current Term : 04/12/2013 - 05/08/2013

☒ Display Grades and Assignments for Date Range
Start: Aug 15 2006 Tue, Aug 15 2006
End: Sep 22 2006 Fri, Sep 22 2006

Options

Student Options:
☐ Show Student Name
☐ Show Student ID

Assignment Options:
☐ Show Assignments
☐ Show Max Score
☐ Show Average Score
☐ Show Absent Indicator

Term Options:
☐ Show Term Grade Marks
☐ Show Term Grade Percent

Sort Students:
☒ Use Gradebook Sort Order
☐ Random

Assignment Legend Options:
☒ Show at Bottom of Each Page
☐ Show on Separate Page
☐ Don't Show at All

Special Code Options:
☐ Show All
☒ Show as Gradebook
☐ Show None

Other Display Options:
Font Size 10
☐ Show Signature Line

Number of Assignments per Page: 19
Number of Students per Page: 25

Free Form Header

Label 1:
Label 2:

Free Form Footer

Label 1:
Label 2:
Label 3:
Label 4:

Report Range Templates

Restore Defaults

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

** Denotes Required Field to save screen.

Assignments

- **Display Grades and Assignment for Term** – Select the term for which you want grade information to print.
- **Display Grades and Assignments for Date Range** – Enter the specific date range of the grade information.

Student Options – Select if you want the student's name and/or student ID to display on the report.

Sort Students – Select if you want the students to display in a random order or in the order displayed in the Gradebook. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort students in a random sort order while showing only the student ID.

Assignment Options

Select the assignment information you want to display on the report.

- **Show Assignments**
- **Show Max Score** – Displays the Max Score at the bottom of each assignment column.
- **Show Average Score** – Displays the Average Score at the bottom of each assignment column.
- **Show Absent Indicator** – Displays an absence column for each assignment whether or not a student was absent.

Assignment Legend Options

Select this option if you would like an assignment legend to print and to choose where the legend will display.

Term Options

You can select if you want the Term Grade Marks and/or Term Grade Percent to display.

Special Code Options

You can select if you want the Special Codes entered for the student's assignments to display on the report.

- **Show All** – If the student has both a score and a special code, only the special code will display when this option is selected.
- **Show as Gradebook** – If you can view the special code for the assignment on the Gradebook Main Screen, it will display on the report.
- **Show None** – No special codes will display.

Other Display Options

- **Font Size** – Select from the drop-down menu to change the size of the print to 10, 12, or 14 pt.
- **Show Signature Line** – This adds a space to the report to allow for a signature.

Free-Form Header/Footer

You can select to allow the entry of additional information as needed to the report.

Secondary Gradebook Reports – Assignment Listing by Student

The Assignment Listing-By Student Report displays a listing of assignments and scores by student. This report provides four options:

- 1-An all assignment listing by student
- 2-A completed assignment listing by student
- 3-A missing assignment listing by student
- 4-A list of all missing assignments for the students in the class on one document

All Assignments

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	Fields to Print
☒ By Student	☐ Print Missing Assignment Count
☐ By Class	☐ Print Missing Assignment Class ?
☐ By Teacher	

Sorting – Select to sort by student, by class, or by teacher. The options for by class or by teacher are only available if you select the option to “Print Missing Assignment Class.”

Print Missing Assignment Count – This displays the total number of missing assignments.

Print Missing Assignment Class – If this option is selected, the student will display once for each class in which they are enrolled.

Secondary Gradebook Reports – Assignment Master Report

The Assignment Master Report is a listing of all assignments created for the class.

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	Fields to Print
☒ By Student	☐ Print Missing Assignment Count
☐ By Class	☐ Print Missing Assignment Class ?
☐ By Teacher	

Sorting – Select to sort by students, by class, or by teacher. The options for by class or by teacher are only available if you select the option to “Print Missing Assignment Class.”

Print Missing Assignment Count – This displays the total number of missing assignments.

Print Missing Assignment Class – If this option is selected, the student will display once for each class in which they are enrolled.

Secondary Gradebook Reports – Email Progress Report

The Email Progress Report allows you to email a listing of the student's overall and assignment grades to parents and students that have a valid email address entered. Parents/Students that do not have an email address entered can have a Progress Report printed for an alternate method of delivery.

Email Progress Detail My Print Queue Back

Email Progress Detail Report for Band I / 01 Prd:1 Band I

Select Classes to View Report Next

Grades and Students to Print

Display Grades and Assignments for Term: Current Term : 04/12/2013 - 05/08/2013

☐ Only print students with a grade mark of 100

☐ Only print students with less than variable scale point value

☐ Only print students with less than absences

Recipients

☒ Guardians ☐ Students

Report Format

Header Area

☒ Display Student's Name ☐ Display Attendance Totals ☐ Display Student's Advisor

☐ Display Student's ID ☐ Only for Selected Term ☐ Display Grades for Previous Terms

Free Form Header

Label 1:

Label 2:

Category Totals

☒ Display Category Totals

Assignment Detail

☐ Do Not Print Assignments Marked as 'No Count'

☐ Do Not Print Ungraded (*) Assignments

☐ Do Not Print Assignments Not Posted to Family Access

☒ Group Assignments by Category

Fields to Print

☒ Assignment Comments

☐ Assignment Detailed Description

☒ Missing Indicator and Reason

☒ Earned and Possible Points

☒ Variable Scale Point Value

☒ Grade Mark

☒ Special Codes

☐ Special Codes Legend

☐ Absences

☐ Absences Legend

[Report Range Templates](#)
[Restore Defaults](#)

Grades and Students to Print

- **Display Grades and Assignment for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than ____ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than ____ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

Recipients

This option will allow you to determine who will be receiving the email.

Report Format Header Area

- **Display Student's Name**
- **Display Student's ID**

- **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.

The screenshot shows a configuration interface with a light blue background. At the top, there is a section titled "Date Sequence of Assignments" with two radio button options: "Descending (newest to oldest)" and "Ascending (oldest to newest)". Below this is a section titled "Footer Area" containing four checkboxes: "Display List of Missing Assignments" (checked), "Display Teacher's Log", "Display Signature Line", and "Display Guardian Signature Line with Course and Teacher Names". Underneath the checkboxes is a section titled "Free Form Footer" with four text input fields labeled "Label 1:", "Label 2:", "Label 3:", and "Label 4:". At the bottom is a section titled "Class Comment" with a large text area and a vertical scrollbar on the right side.

Date Sequence of Assignments

This option allows you to select how the assignments will sort on the report.

Footer Area

- **Display List of Missing Assignments** – This option will print a separate listing of assignments that are either marked as missing or are not scored and past the due date.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher Log.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can select either this option or the **Display Signature Line**. This option will print a signature line with the wording of "Guardian Signature." It will also print the course information and teacher name.
- **Free-Form Footer/Class Comment** – This allows for the information entered in this space to print at the bottom of each report.

After selecting the options for the report, you will click **Next**.

Student/Guardian Selection My Print Queue

Student List for Band I / 01 Band I
For PR6 04/12/13 - 05/08/13

Select All to Email Select All to Print Next
Clear All to Email Clear All to Print Prev

Student	Guardian	Email Report	Print Report	Email Address
AARONSONSCR, KRYSTINA L		☐	☐	KRYSTINA.AARONSONSCR@students.piusxi.org
AARONSONSCR, LUCIANA		☒	☐	angelaf@google.com
ADUSCR, SADIE		☐	☐	SADE.ADUSCR@students.piusxi.org
ADUSCR, ABBY		☒	☐	abby@scramble.com
Aduscr, Alonso		☐	☐	No Email Address Available
Malonescr, Tab		☐	☐	No Email Address Available
ADUSCR, Simon		☐	☐	Simon.ADUSCR@students.piusxi.org
ADUSCR, ABBY		☒	☐	abby@scramble.com
Aduscr, Alonso		☐	☐	No Email Address Available

The Student List displays all students and guardians based on the ranges selected. Individuals without an email address will not be available for email selection. After verifying the recipients of the email and report, click **Next**.

Email Setup My Print Queue

Email Progress Report Setup

Process Emails
Prev

Recipient Options

☐ Send samples to MARILEE ANDREASCR and don't email guardians/parents
☐ Send a copy of all emails to MARILEE ANDREASCR (m.andreasr@skyward.k12.wi.us)

Text Options

Email Summary: **Progress Report for [Student Name] in [Class Name]**

Enter Text of Email:

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.

View Emailed Reports				
My Print Queue				
Date Created	Time Created	To Address	Status	
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.andreasr@skyward.k12.wi.us	Unsent	
05/06/2013	4:25 PM	scramble7148@example.com	Unsent	
05/04/2013	6:57 AM	scramble7199@example.com	Unsent	
05/03/2013	10:24 AM	scramble7148@example.com	Unsent	
05/03/2013	10:24 AM	m.andreasr@skyward.k12.wi.us	Unsent	
04/29/2013	1:58 PM	mrsmaam@scramble.skyward.com	Unsent	
04/29/2013	1:58 PM	mrsmaam@scramble.skyward.com	Unsent	
02/06/2013	11:36 AM	scramble2600@example.com	Unsent	
02/05/2013	4:22 PM	scramble2600@example.com	Unsent	

- **View Attachments** – This allows you to see a copy of the progress report attached to the email.

View Email

My Print Queue Back

View Email

To: **abby@scramble.com**

CC:

BCC:

Subject: **Progress Report for Simon ADUSCR in Band I / 01 Band I**

Body: **Please review the attached Progres Report. If you have any questions regarding the grade information, please let me know!**

Date Created: **Wednesday, May 8 2013**

Time Created: **11:05 AM**

Status: **Unsent**

Date Sent:

Time Sent:

Attachment: **Yes**

This is a sample of the information you will find when you click on the **View** button.

[Secondary Gradebook Reports - Category Summary Report](#)

The Category Summary Report lists the students selected with their earned category averages and overall term grades.

The screenshot shows the 'Category Summary Report' interface. At the top, there's a title bar with navigation arrows and the text 'Category Summary Report'. Below this, a subtitle reads 'Category Summary Report for Band I / 01 Prd:1 Band I'. Two buttons are present: 'View Report for All Students' and 'Select Students to View Report'. The 'Assignments' section has two checkboxes: 'Display Category Percents for Term' (checked) and 'Display Category Percents for Date Range' (unchecked). The 'Current Term' is set to '04/12/2013 - 05/08/2013'. The 'Date Range' section shows 'Start: Apr 17 2013' and 'End: May 08 2013'. The 'Options' section includes 'Student Options' with 'Show Student Name' checked and 'Show Student ID' unchecked, and 'Sort Students' with 'Use Gradebook Sort Order' selected. The 'Free Form Header' section has two labels, and the 'Free Form Footer' section has four labels. On the right, there are buttons for 'Report Range Templates' and 'Restore Defaults'. A 'My Print Queue' button with a printer icon and a 'Back' button are at the top right.

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?

- **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.

The screenshot shows the 'Academic Standard Score Results' report interface. At the top, there's a title bar with navigation arrows and a 'My Print Queue' link. Below the title, a subtitle reads 'Academic Standard Score Results for Band I / 01 Prd:1 Band I'. Two buttons are present: 'View Report for All Students' and 'Select Students to View Report'. The 'Report Parameters' section includes two main options: 'Print Academic Standard(s) Scores for Term' (selected) and 'Print Academic Standard(s) Scores for Date Range'. The 'Term' option shows a dropdown for 'Current Term: 04/12/2013 - 05/08/2013'. The 'Date Range' option shows 'Start: Apr 17 2013' and 'End: May 08 2013'. A 'Select Academic Standard(s)' button is next to a list of standards: '117.01.102.01: Describe and analyze musical sound and demonstrates musical ...', '117.01.102.02: Perform a varied repertoire of music', '117.01.102.03: Read and write music notation', and '117.01.102.04: Create and arrange music within specified guidelines'. On the right, there are buttons for 'Report Range Templates' and 'Restore Defaults'. The 'Report Body' section has 'Classes to Print for Selected Students' with radio buttons for 'Only Print this Class' (selected) and 'Print Classes of this Course where I am the Teacher'. It also has an 'Options' section with a checkbox for 'Page Break by Student'. Finally, the 'Fields to Print' section has a checked checkbox for 'Show the Mean/Median/Mode'.

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 Standard(s)/Benchmark Scores for Date Range** - Enter the specific date range of the Standards/Benchmark information.

- **Select Academic Standards/Benchmarks**

Select Academic Standards (167)

Views: General Filters: *Skyward Default

Save

Select	Content	Academic Standard	Academic Standard Summary
☒	Music Knowledge And Skills	117.01.102.01	Describe and analyze musical sound and demonstrates musical artistry
☒	Music Knowledge And Skills	117.01.102.02	Perform a varied repertoire of music
☒	Music Knowledge And Skills	117.01.102.03	Read and write music notation
☒	Music Knowledge And Skills	117.01.102.04	Create and arrange music within specified guidelines
☐	Music Knowledge And Skills	117.01.102.05	Relate music to history, to society, and to culture
☐	Music Knowledge And Skills	117.01.102.06	Respond to and evaluates music and musical performance
☐	Music Knowledge And Skills	117.02.102.01	Describe and analyze musical sound and demonstrates musical artistry
☐	Music Knowledge And Skills	117.02.102.02	Perform a varied repertoire of music
☐	Music Knowledge And Skills	117.02.102.03	Read and write music notation
☐	Music Knowledge And Skills	117.02.102.04	Create and arrange music within specified guidelines
☐	Music Knowledge And Skills	117.02.102.05	Relate music to history, to society, and to culture
☐	Music Knowledge And Skills	117.02.102.06	Respond to and evaluates music and musical performance
☐	Music Knowledge And Skills	117.03.102.01	Describe and analyze musical sound and demonstrates musical artistry
☐	Music Knowledge And Skills	117.03.102.02	Perform a varied repertoire of music
☐	Music Knowledge And Skills	117.03.102.03	Read and write music notation
☐	Music Knowledge And Skills	117.03.102.04	Create and arrange music within specified guidelines
☐	Music Knowledge And Skills	117.03.102.05	Relate music to history, to society, and to culture
☐	Music Knowledge And Skills	117.03.102.06	Respond to and evaluates music and musical performance
☐	Music Knowledge And Skills	117.04.102.01	Describe and analyze musical sound and demonstrates musical artistry
☐	Music Knowledge And Skills	117.04.102.02	Perform a varied repertoire of music

20 20 records displayed Content:

Choose the Academic Standards/Benchmarks that will be looked at for the report.

Report Body

- **Classes to Print for Selected Students** – This option allows you to select the students that will display on the report.
- **Fields to Print** – You have the ability to print the Mean, Median, and Mode for each question and Standards/Benchmark.
- **Options** – This option allows you to determine if the report will page break by student.

Secondary Gradebook Progress Reports – Progress Detail

The Progress Detail Report lists the overall grade and assignment scores for the specified term. If you have any questions on how the Gradebook is calculating the grade, run this report with the category totals selected.

Grades and Students to Print

- **Display Grades and Assignment for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than ____ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than ____ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

Report Format Header Area

- **Display Student's Name**
- **Display Student's ID**
- **Display Attendance Totals** – This option will print a single line with summary attendance totals.

- **Only for Selected Term** – This option will only be available if you select to “Display Attendance Totals.” Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student’s Advisor**
- **Display Grades for Previous Terms** – This option will list the overall grades the student has achieved in the same class for each previous term.
- **Free-Form Header** – This allows for information entered in this space to print at the top of each report.

Category Totals

- **Display Category Totals** – This shows how the student performed in each of the categories used in the Gradebook and it will also display how the grade is calculated.

Assignment Detail

- **Do Not Print Assignments Marked as “No Count”** – Should assignments not included in the student’s grade appear on the report?
- **Do Not Print Ungraded (*) Assignments** – Should any assignment not scored display on the report?
- **Do Not Print Assignments Not Posted to Family Access** – This option allows you to exclude assignments from displaying that are not selected to display in Family Access. The reason it may be grayed out is because the entity is forcing all assignments to display in Family/Student Access.
- **Group Assignments by Category** – If this option is selected, it will sort the assignments based on category instead of by date.

Fields to Print

- **Assignment Comments**
- **Assignment Detailed Description** – If this option is selected, it will print both the description and detailed description.
- **Missing Indicator and Reason** - If this option is selected, it will print the statement of “Assignment is marked as Count as Missing.”
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option will print the Special Codes attached to the assignments during scoring.
- **Special Codes Legend** – This option will print a legend to reflect what the Special Codes signify.
- **Absences** – This option will display a column on the report showing if the student was not in attendance the day the assignment was due.
- **Absence Legend** – This option will print a legend to reflect what the Absence Codes signify.

Date Sequence of Assignments

This option will allow you to select how the assignments will sort on the report.

The screenshot shows a web-based configuration interface for the 'Footer Area'. It has a light blue background. At the top, the title 'Footer Area' is in bold. Below it are four checkboxes: 'Display List of Missing Assignments' (checked), 'Display Teacher's Log', 'Display Signature Line', and 'Display Guardian Signature Line with Course and Teacher Names'. Below these is the section 'Free Form Footer' with four text input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:'. At the bottom is the 'Class Comment' section, which is a large text area with a vertical scrollbar on the right side.

Footer Area

- **Display List of Missing Assignments** – This option will print a separate listing of assignments that are either marked as missing or are not scored and past the due date.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher Log.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can select either this option or the **Display Signature Line**. This option will print a signature line with the wording of "Guardian Signature." It will also print the course information and teacher name.
- **Free-Form Footer/Class Comment** – This allows the information entered in this space to print at the bottom of each report.

Secondary Gradebook Progress Reports – Enhanced Multi-Class Progress Report

The Enhanced Multi-Class Progress Report can display grades and assignments for a specific grading period. This report can be generated for the selected class or every class the student has in their schedule.

Enhanced Multi-Class Progress Report My Print Queue ◀ Back

Enhanced Multi-Class Progress Report for Band I / 01 Prd:1 Band I

[View Report for All Students](#) [Select Classes to View Report](#) [Select Students to View Report](#)

Grades and Students to Print

Display Grades and Assignments for Term Current Term: 04/12/13 - 05/08/13 ▼

☐ Only print students with a grade mark of 100 ▼ ☐ Print dropped students

☐ Only print students with less ▼ than variable scale point value

☐ Only print students with less ▼ than absences

Report Header

Student Header

☒ Display Student Name ☐ Display Student ID

☐ Display Student Advisor

Class Header

☐ Display Attendance Totals

☐ Only for Selected Term

Free Form Header

Label 1:

Label 2:

[Report Range Templates](#)
[Restore Defaults](#)

Grades and Students to Print

- **Display Grades and Assignment for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than ____ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than ____ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

Report Header

- **Display Student's Name**
- **Display Student's ID**
- **Display Attendance Totals** – This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will only be available if you select to "Display Attendance Totals." Only the attendance totals for the selected grading period will display with this option selected.

Free-Form Header

The Free-Form Header allows information entered in this space to print at the top of each report.

Report Body

Classes to Print for Selected Students

☒ Only Print this Class
☐ Only Print Classes where I am the Teacher
☐ Print All Classes

Assignments to Print

☐ Do Not Print Any Assignments or Categories
☐ Do Not Print Assignments Marked as 'No Count'
☐ Do Not Print Ungraded (*) Assignments
☐ Do Not Print Assignments Not Posted to Family Access

Assignment Date Order

☒ Ascending (oldest to newest)
☐ Descending (newest to oldest)

Category Options

☐ Display Category Totals
☒ Group Assignments by Category

Fields to Print

☒ Assignment Comments
☐ Assignment Detailed Description
☒ Missing Indicator and Reason
☒ Earned and Possible Points
☒ Variable Scale Point Value
☒ Grade Mark
☒ Special Codes
☐ Special Codes Legend
☐ Absences
☐ Absences Legend

Report Footer

Student Footer

☒ Display Signature Line

Class Footer

☒ Display Current Class Grade
☐ Display Grades for [Previous Terms](#)
☐ Display Missing Assignments
☒ Display Term Comments
☐ Display Teacher's Log

Free Form Footer

Label 1:
 Label 2:
 Label 3:
 Label 4:

Comment

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

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

** Denotes Required Field to save screen.

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 Progress Reports – Multi-Class Progress Report

The Multi-Class Progress Report lists the overall grade and category summary for the term specified. If a student is in multiple classes that you teach, each class will display on the report for the student.

Grades

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

Options

- **Show Signature Line** – This option will add space on the report for a signature line.
- **Only print students with less than ____ final percent** – This option provides the capability to only print the report for students below a specific percentage.
- **Print Dropped Classes** – This option allows you to print the dropped classes on this report.

Free-Form Header/Footer/Class Comments – This space allows for entry of additional information as needed on the report.

Secondary Gradebook Partial Progress Reports – Partial Progress Detail

The Partial Progress Detail report lists the current overall grade and assignment scores for a specified period of time. This report has the same information as the Progress Detail Report. The only difference is that you can run this report for a specific date range.

Partial Progress Detail My Print Queue Back

Partial Progress Detail Report for Band I / 01 Prd:1 Band I

[View Report for All Students](#) [Select Classes to View Report](#) [Select Students to View Report](#)

Grades and Students to Print

Display Grades and Assignments for: Previous Week

☐ Only print students with a grade mark of 100

☐ Only print students with less than variable scale point value

☐ Only print students with less than absences

Display Grades

☒ Current Term Grade ☐ Cumulative Grade for Assignments on Report

Report Format

Header Area

☒ Display Student's Name ☐ Display Attendance Totals ☐ Display Student's Advisor

☐ Display Student's ID ☐ Only for Selected Days

Free Form Header

Label 1:

Label 2:

Category Totals

☒ Display Category Totals

Assignment Detail

☐ Do Not Print Assignments Marked as 'No Count'

☐ Do Not Print Ungraded (*) Assignments

☐ Do Not Print Assignments Not Posted to Family Access

☒ Group Assignments by Category

Fields to Print

☒ Assignment Comments

☐ Assignment Detailed Description

☒ Missing Indicator and Reason

☒ Earned and Possible Points

☒ Variable Scale Point Value

☒ Grade Mark

☒ Special Codes

☐ Special Codes Legend

☐ Absences

☐ Absences Legend

Date Sequence of Assignments ☐ Descending (newest to oldest) ☒ Ascending (oldest to newest)

[Report Range Templates](#)
[Restore Defaults](#)

Grades and Student to Print

- **Display Grades and Assignments for** – This allows you to determine the assignments that will print. You can select from Previous Week, Previous 2 Weeks, Previous 3 Weeks, Previous 4 Weeks or you can Enter Specific Dates.
- **Only print students with a grade mark of** – This option allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than ____ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than ____ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

Display Grades

- **Current Term Grade** – Display the current grade based on all assignments for the entire term.

- **Cumulative Grade for Assignments on Report** – This option will print an overall grade based only on the assignments within the date ranges indicated. This grade will likely be different than the current term grade.

Header Area

The Header Area allows you to select the student information to print on the report.

- **Display Student Name**
- **Display Student ID**
- **Display Attendance Totals** – This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will only be available if you select to “Display Attendance Totals.” Only the attendance totals for the selected grading period will display with this option selected.
- **Display Student Advisor**

Free-Form Header

The Free-Form Header allows for information entered in this space to print at the top of each report.

Category Totals

- **Display Category Totals** – This shows how the student performed in each of the categories used in the Gradebook and it will also display how the grade is calculated.

Assignment Detail

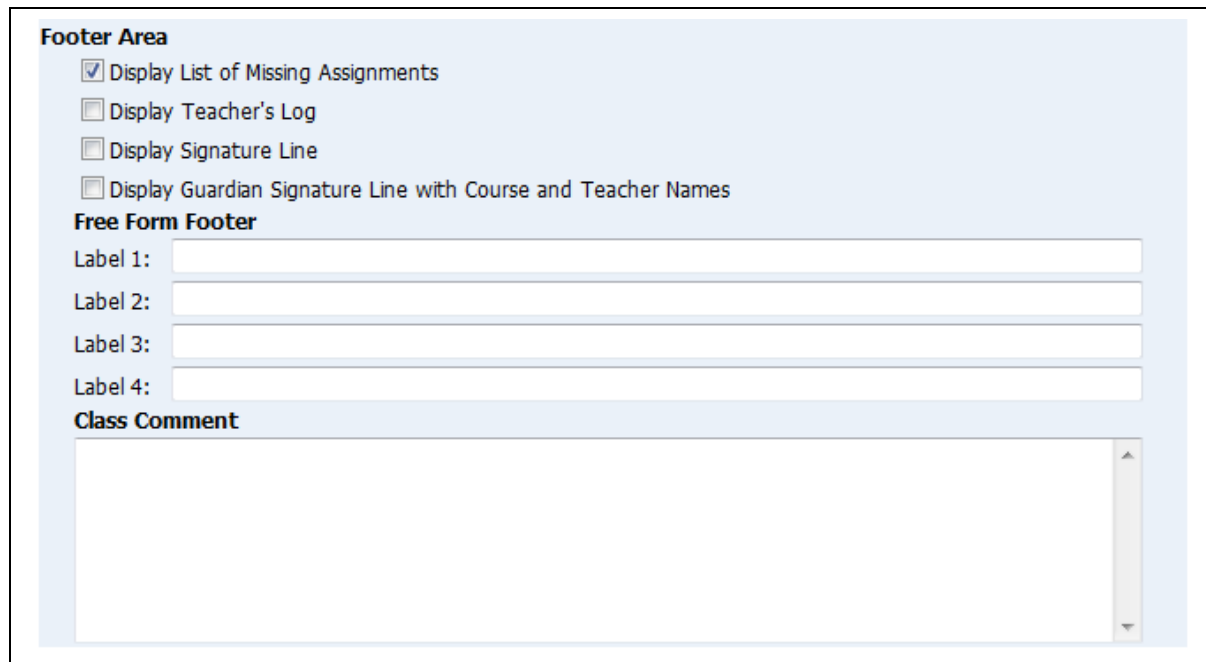
- **Do Not Print Assignments Marked as “No Count”** – Should assignments not included in the student’s grade appear on the report?
- **Do Not Print Ungraded (*) Assignments** – Should any assignment not scored display on the report?
- **Do Not Print Assignments Not Posted to Family Access** – This option allows you to exclude assignments from displaying that are not selected to display in Family Access. This option may be grayed out because the entity is forcing all assignments to display in Family/Student Access.
- **Group Assignments by Category** – If this option is selected, it will sort the assignments based on category instead of by date.

Fields to Print

- **Assignment Comments**
- **Assignment Detailed Description** – If this option is selected, both the description and detailed description will be printed.
- **Missing Indicator and Reason** – If this option is selected, it will print the statement of “Assignment is marked as Count as Missing.”
- **Earned and Possible Points**
- **Percent Earned**
- **Grade Mark**
- **Special Codes** – This option will print the Special Codes attached to the assignments during scoring.
- **Special Codes Legend** – This option will print a legend to reflect what the Special Codes signify.
- **Absences** – This option will display a column on the report showing if the student was not in attendance the day the assignment was due.
- **Absence Legend** – This option will print a legend to reflect what the Absence Codes signify.

Date Sequence of Assignments

This option will allow you to select how the assignments will sort on the report.



The screenshot shows a configuration form titled "Footer Area" with a light blue background. It contains several checkboxes for display options, a section for free form footer labels, and a large text area for a class comment.

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.

The screenshot shows the 'Multi-Class Progress' configuration window. At the top, there's a title bar with navigation arrows and a 'My Print Queue' button. Below the title bar, the main heading is 'Multi-Class Progress Report for Band I / 01 Prd:1 Band I'. A 'View Report for All Students' button is present. The 'Grades' section includes a 'Display Grades for Term:' dropdown menu currently set to 'SM2 : 01/07/2013 - 05/29/2013'. The 'Options' section contains three checkboxes: 'Display Signature Line', 'Only print students with less than ____ final variable scale point value', and 'Print Dropped Classes'. To the right of these options are three buttons: 'Report Range', 'Templates', and 'Restore Defaults'. The 'Free Form Header' section has two text input fields labeled 'Label 1:' and 'Label 2:'. The 'Free Form Footer' section has four text input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:'. The 'Class Comments' section features a large text area with a 'Comment:' label and a vertical scrollbar.

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

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Grade Sheet Report

The Grade Sheet Report will print a spreadsheet like display of events, subject/skills and scores along with a Subject/Skill/Event Legend. This report can be used as a hard copy of the Gradebook. The report can also be run as a blank grid with the student's name displaying in the left column of the report.

The screenshot shows the 'Grade Sheet Report' interface. At the top, there's a title bar with navigation arrows and a 'My Print Queue' link. Below the title, the report is for 'TREND / 01 Prd:2 Trend'. There are buttons for 'View Report for All Students', 'Export to Excel', and 'Select Students to View Report'. The 'Assignments' section has checkboxes for 'Display Grades and Assignments for Term' (with a dropdown for 'Current Term : 04/12/2013 - 05/29/2013') and 'Display Grades and Assignments for Date Range' (with start/end date pickers set to May 08, 2013). To the right of these are buttons for 'Report Range', 'Templates', and 'Restore Defaults'. Below the date range section are 'Options' for 'Student Options' (Show Student Name, Show Student ID), 'Column Options' (Show Events, Show Subjects/Skills), 'Sort Students' (Use Gradebook Sort Order, Random), and 'Other Display Options' (Font Size 10, Show Signature Line, Show All Special Codes). At the bottom, there are fields for 'Free Form Header' (Label 1, Label 2) and 'Free Form Footer' (Label 1, Label 2, Label 3, Label 4). Page counts are shown as 'Number of Events per Page: 16' and 'Number of Students per Page: 34'.

Assignments

You can select to display assignment information for either a specific term or date range.

- **Display Grades and Assignments for Term** – Select the term for which you want grade information to print.
- **Display Grades and Assignments for Date Range** – Enter the specific date range of the grade information.

Student Options

You can select if you want the student's name and/or student ID to display on the report.

Column Options

The Column Options allow you to select either events, subject/skills, or both to display on the report.

Sort Students

You can select if you want the students to display in a random order or in the order displayed in the Gradebook. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort students in a random sort order while showing only the student ID.

Other Display Options

- **Font Size** – Select from the drop-down menu to change the size of the print to either 10, 12, or 14 pt.
- **Show Signature Line** – This adds a space to the report to allow for a signature.
- **Show All Special Codes** – If the student has a special code for the event, it will display that code on the report.

Free-Form Header/Footer

The Free-Form Header/Footer allows you space for the entry of information as needed to the report.

[Standards Gradebook Progress Report](#)

The Progress Report is an individualized report that can show a student's current subject, skill, and/or event grades. The report can be sent home with the students during progress report time, midterm time, or anytime throughout a term to give parents an idea how the student is performing in their classes.

The screenshot shows the 'Progress Report' configuration window. At the top, there's a title bar with navigation arrows and a 'My Print Queue' button. Below the title bar, a section titled 'Select Parameters for Progress Report for TREND / 01 Prd:2 Trend' contains three buttons: 'View Report for All Students', 'Select Classes to View Report', and 'Select Students to View Report'. The 'Grading Period' section shows 'Print Student Grades for Term' with a dropdown menu set to 'Current Term : 04/12/2013 - 05/29/2013'. The 'Options' section includes radio buttons for 'Print Skills' (All, Graded Only, None) and 'Print Events' (All, Graded Only, None). Below these are checkboxes for 'Print Attendance', 'Do Not Print Grades for Previous Terms', 'Print Teacher's Log', 'Print Grade Mark Legend', 'Print Signature Line', and 'Print Event Detailed Description'. The 'Classes to Print' section has checkboxes for 'Print Dropped Classes' and 'Print This Class Only'. On the right side, there are buttons for 'Report Range Templates' and 'Restore Defaults'. The 'Free Form Header' section has two input fields labeled 'Label 1:' and 'Label 2:'. The 'Free Form Footer' section has four input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:'.

Grading Period

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

** Denotes Required Field to save screen.

You will select a Grading Period for the report to display.

Print Skills

- **All** – Select to print both graded and non-graded skills.
- **Graded Only** – Select to only print skills with grades on the report.

Print Events

- **All** – Select to print both graded and non-graded events on the report.
- **Graded Only** – Select to only display events with scores in the gradebook.
- **None** – Select if you do not want events to print on the report.

Print Attendance

You can select to print the student's attendance records on the report.

Do Not Print Grades for Previous Terms

This option allows you to suppress past grades for previous terms from displaying. With this option selected, only the grades within the term selected for the report will print.

Print Teacher's Log

The Print Teacher's Log will allow you to print the teacher's log on the report.

Print Grade Mark Legend

You can select this option to print a legend of the grade marks used for the course.

Print Event Detailed Description

The option will allow the detailed description of the events to be displayed on the report.

Classes to Print

- **Print Dropped Classes** – Select to print a student's dropped classes.
- **Print This Class Only** – The Report prints for multiple classes by default and this option would be selected if you only wanted to print for the course listed at the top of the template.

Free-Form Header/Footer

The Free-Form Header/Footer allows you space for the entry of additional information as needed to the report.

Standards Gradebook Event Listing

The Event Listing Report will display the events created for the class and the subject/skills for which it relates. The report will also provide the event grades for the student.

Events

You can select to display event information for either a specific term or a date range.

- **Display Grades and Events for Term** – Select the term for which you want grade information to print.
- **Display Grades and Events for Date Range** – Enter the specific date range of the grade information.

Student Options

You will select if you want the student's name and/or student ID to display on the report.

Sort Students

The Sort Students option allows you to select if you want the students to display in a random order or in the order displayed in the Gradebook. If you intend to post this report in a public location and need to maintain grade confidentiality, select to sort students in a random sort order while showing only the student ID.

Only Graded Events

When this option is selected, only the events that were graded will display on the report.

Display No Count Events

This option will display events marked as no count.

Display Comments

The Display Comments option will display the student's event comments on the report.

Display Event Detailed Description

This option will allow the detailed description of the events to be printed on the report.

Display Student's Signature

This option will add a space to the report to allow for a signature.

Free-Form Header/Footer

The Free-Form Header/Footer allows you space for the entry of additional information as needed to the report.

Standards Gradebook – Skill/Event Listing

The Skill/Event Listing report will print the events and the skills for a class. It also has the capability to print the skill grade on the report.

The screenshot shows the 'Skill/Event Listing' configuration window. At the top, there's a title bar with navigation arrows and a 'My Print Queue' button. Below the title bar, the main heading is 'Skill Event Listing Report for TREND / 01 Prd:2 Trend'. There are three buttons: 'View Report for All Students', 'Select Classes to View Report', and 'Select Students to View Report'. The 'Grading Period' section shows 'Show Student Grades for Term' with a dropdown menu set to 'Current Term : 04/12/2013 - 05/29/2013'. To the right of this section are two buttons: 'Report Range Templates' and 'Restore Defaults'. The 'Options' section is divided into several sub-sections: 'Free Form Header' with 'Label 1:' and 'Label 2:' text boxes; 'Report Format' with radio buttons for 'By Event' (selected) and 'By Skill', and a checkbox for 'Do Not Display Skills With No Events'; 'Event Detail' with checkboxes for 'Do Not Print Events Marked as 'No Count'' and 'Do Not Print Ungraded (*) Events'; 'Date Sequence of Events' with radio buttons for 'Descending (newest to oldest)' (selected) and 'Ascending (oldest to newest)'; and 'Event Fields to Print' with checkboxes for 'Event Comment', 'Event Detailed Description', 'Missing Indicator and Reason', 'Earned and Possible Points', 'Percent Earned', 'Grade Mark', 'Special Code', 'Total/Average for Events in each Skill', and 'Total/Average for Events in each Subject'. At the bottom, the 'Footer Area' has a checkbox for 'Display Signature Line'.

Grading Period

You will select a Grading Period for the report.

Report Format

- **By Event** – Select this option to view the report listed by Event with subject listed below.
- **By Skill** – Select this option to sort events by skill.
 - Do Not Display Skill With No Events** – This option will not print the Skills that do not have an Event.

Event Detail

- **Do Not Print Events Marked as “No Count”** – The events marked as no count for the student will not display on the report.
- **Do Not Print Ungraded (*) Events** – Selecting this option will not print the events for the student that have not yet been graded.

Date Sequence of Events

The Date Sequence of Events determines how you want the events sorted.

Event Fields to Print

- **Event Comment** – Display the student’s event comments on the report.
- **Event Detailed Description** – The option will allow the detailed description of the events to be printed on the report.
- **Missing Indicator and Reason** – This option will display an event that is marked as missing. If the event is not graded, the option to “Do Not Print Ungraded (*) Events” must also be selected to display.
- **Earned and Possible Points** – Display the points the student scored on an event and the maximum points at which the event is valued.
- **Percent Earned** – The option will display the percentage earned for the event for the student.
- **Grade Mark** – Display the grade mark received for the event.
- **Special Code** – This option will print out special codes assigned to the event.
- **Total/Average for Events in each Skill** – This option will display the average that the class received for the event for each skill.
- **Total/Average for Events in each Subject** – This option will display the average that the class received for the event for each subject.

Footer Area

- **Display Student Signature** – This option will add a space to the report to allow for a signature.
- **Free-Form Header/Footer** – The Free-Form Header/Footer allows you space to enter additional information as needed to the report.

Standards Gradebook – Event Master Report

The Event Master Report lists all of the events that have been created for the class with various sort options. The report does not print per student; it prints per event.

Events

You can select to display event information for either a specific term or date range.

- **Display Grades and Events for Term** – Select the term for which you want grade information to print.
- **Display Grades and Events for Date Range** – Enter the specific date range of the grade information.

Sort Events by

- **Term, Subject/Skill, Due Date** – Select this sort if you would like to view the report by term first, then subject/skill, and lastly by due date.
- **Subject/Skill, Due Date** – Select this sort if you would like to view the report by subject/skill and then by due date.
- **Due Date** – This sort option will sort the events by due date.

Sort Sequence

The Sort Sequence determines how you want the events sorted.

Show Student

- **Show All Students** – Select the option if you would like to display all students in the class.

- **Only Show Students Missing the Event** – Choose this setting if you only want to print the students that have an event marked as missing.
- **Do Not Show Students** – Select this option to not print students on the report.

Student Display Option

- **Display Points Earned** – Select this option to print the students' score for the event.
- **Display Percent and Grade Mark** – This option will print the students' event percent and grade mark on the report.
- **Display Special Code** – Print the special code that the students may have received for an event.
- **Display Event Comment** – Print the event comments on the report.

Other Options

- **Only Display Events with at least one Missing** – Select this option to only print events that have a student marked as missing the event.

Free-Form Header/Footer

The Free-Form Header/Footer allows you space for the entry of additional information as needed on the report.

Standards Gradebook – Standards Report Card

The Standards Report Card allows you to print a report card for students. The Standards Report Card will print grade information for all classes attached to the student.

The screenshot shows the 'Standards Report Card' interface. At the top, there's a title bar with navigation arrows and a 'My Print Queue' link. Below this, a subtitle reads 'Standards Report Card for TREND / 01 Prd:2 Trend'. A row of buttons includes 'View Report for All Students', 'Select Classes to View Report', 'Select Students to View Report', and 'Export to Excel'. The main area is titled 'Report Options' and contains a 'Grading Period' dropdown set to 'Current Term : 04/12/2013 - 05/29/2013'. Below this are several checkboxes: 'Print a blank report card', 'Separate comments onto a new page', 'Print comments only', 'Print for this class only', 'Only Print for Families Set to Receive a Hard Copy of the Report Card', and 'Post Report Cards to Family/Student Access'. A note states: 'Note: Posted Report Cards will also be available in the Student Portfolio tabs of EA+ and Student Management'. At the bottom, the 'Print for Family' section has radio buttons for 'Print for First Family Only' (selected), 'Print for Second Family Only', 'Print for First and Second Families', and 'Print for all Families'. On the right side, there are two buttons: 'Report Range Templates' and 'Restore Defaults'.

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.

The screenshot shows the 'Custom Report Card' configuration window. At the top, there's a title bar with navigation icons and a 'My Print Queue' link. Below the title bar is a section titled 'Select Parameters for Custom Report Card for TREND / 01 Prd:2 Trend'. This section contains three buttons: 'View Report for All Students', 'Select Classes to View Report', and 'Select Students to View Report'. The 'Grading Period' section shows 'Show Student Grades for Term' with a dropdown menu set to 'Current Term : 04/12/2013 - 05/29/2013'. The 'Options' section includes three checkboxes: 'Print Dropped Classes with Grades', 'Print All Dropped Classes', and 'Only Print for Families Set to Receive a Hard Copy of the Report Card'. The 'Print for Family:' section has four radio buttons: 'Print for First Family Only' (selected), 'Print for Second Family Only', 'Print for First and Second Families', and 'Print for all Families'. The 'Language Options:' section has three radio buttons: 'Print in Home Language' (selected), 'Print in English', and 'Print in Spanish (f Spanish version is not set up, English version will be used)'. On the right side, there are two buttons: 'Report Range Templates' and 'Restore Defaults'.

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	Fields to Print
☒ By Student	☐ Print Missing Event Count
☐ By Class	☐ Print Missing Event Class ?
☐ By Teacher	

- **Sorting** – Select to sort by student, by class, or by teacher.
- **Print Missing Event Count** – Display the total number of missing assignments.
- **Print Missing Event Class** – If this option is selected, the student will display once for each class in which they are enrolled.

Free-Form Header/Footer

The Free-Form Header/Footer area allows you to enter any messages that you want printed for the entire class.

Standards Gradebook – Progress Detail Report

The Progress Detail Report will show the subject, skill, and event grades for an individual student. The report has an option to select a specific date range as well as the capability of reporting by Term.

Grading Period

You will select a Grading Period for the report to display.

Classes to Print for Selected Students

- **Only Print this Class** – Select this option to only print the class from the gradebook in which you are currently working.
- **Only Print Classes where I am the Teacher** – This option will only print the classes the student is enrolled in that you are the teacher.
- **Print All Classes** – Select to print all of the classes in which the student is enrolled.

Event Fields to Print

- **Event Comment** – This option will print the event comments for the student.
- **Event Detailed Description** – If this option is selected, it will print both the description and detailed description.
- **Missing Indicator and Reason** – Select the option to display an event if it is marked as missing. If the event is not graded, the option to “Do Not Print Ungraded(*) Events” must also be selected to display.

- **Earned and Possible Points** – Select this option to display the points the student scored on an event and the maximum points at which the event is valued.
- **Percent Earned** – The option will display the percentage earned for the event for the student.
- **Grade Mark** – Display the grade mark received for the event.
- **Special Code** – If the student has a special code, it will display on the report.

Event Detail

- **Do Not Print Events Marked as "No Count"** – The events marked as no count for the student will not display on the report.
- **Do Not Print Ungraded (*) Events** – This option will not print the events for the student that have not yet been graded.

Sort Sequence

The Sort Sequence determines how you want the events sorted.

Footer Area

- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can only select either this option or the "Display Signature Line." This option will print a signature line with the wording of "Guardian Signature." It will also print the course information and teacher name.

Free-Form Header/Footer

This area allows you to enter any messages that you want printed for the entire class.

Class Comment

The Class Comment area allows you to enter free-form comments for the entire class.

Standards Gradebook – Email Progress Detail Report

The Email Progress Detail Report is a report/process that will generate emails to guardians and/or students which will include the Progress Detail Report for the student. Students/Guardians without an email address can have a report printed.

Grading Period

You will select a Grading Period for the report to display.

Free-Form Header

The Free-Form Header allows information entered in this space to print at the top of each report.

Classes to Print for Selected Students

- **Only Print this Class** – Select this option to only print the current class.
- **Only Print Classes where I am the Teacher** – The option will only print the classes the student is enrolled in that you are the teacher.
- **Print All Classes** – Select to print all of the classes in which the student is enrolled.

Event Fields to Print

- **Event Comments** – This option will print the event comments for the student.
- **Event Detailed Description** – If this option is selected, it will print both the description and detailed description.

- **Missing Indicator and Reason** – Select the option to display that an event is marked as missing. If the event is not graded, the option to “Do Not Print Ungraded(*) Events” must also be selected to display.
- **Earned and Possible Points** – Display the points the student scored on an event and the maximum points at which the event is valued.
- **Percent Earned** – This option will display the percentage earned for the event for the student.
- **Grade Mark** – Display the grade mark received for the event.
- **Special Code** – If the student has a special code, it will display on the report.

Event Detail

- **Do Not Print Events Marked as “No Count”** – The events marked as no count for the student will not display on the report.
- **Do Not Print Ungraded (*) Events** – This option will not print the events for the student that have not yet been graded.

Sort Sequence

The Sort Sequence determines how you want the events sorted.

Footer Area

- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Display Guardian Signature Line with Course and Teacher Names** – You can only select either this option or the “Display Signature Line.” This option will print a signature line with the wording of “Guardian Signature.” It will also print the course information and teacher name.

Free-Form Footer/Class Comment – Allows for the information entered in this space to print at the bottom of each report.

After selecting the option for the Progress Detail Report, you will click on **Next**.

Student/Guardian Selection

Student List for TREND / 01 Trend
For 04/12/13 - 05/29/13

Select All Students Select All Guardians Select All to Print Next
Clear All Students Clear All Guardians Clear All to Print Prev

Student	Guardian	Email Report	Print Report	Email Address
KASERSCR, VETA E		☒	☐	VETA.KASERSCR@students.piusxi.org
KEETHSCR, MARYANNE L		☒	☐	MARYANNE.KEETHSCR@students.piusxi.org
KEETHSCR, TREY		☐		No Email Address Available
LAUNIUSCR, KYLEE		☐		No Email Address Available
KIESLINGSCR, MIGUEL M		☒	☐	MIGUEL.KIESLINGSCR@students.piusxi.org
KIESLINGSCR, FELIPA		☒		Guardian@guardian.com
LEDGERWOODSCR, GERMAINE		☐		No Email Address Available
KIMREYSCR, CASANDRA W		☒	☐	CASANDRA.KIMREYSCR@students.piusxi.org
KIMREYSCR, VALENTINE		☐		No Email Address Available
MCCAWLEYSCR, JAKE		☐		No Email Address Available
KLEINESCR, MARLON J		☒	☐	MARLON.KLEINESCR@students.piusxi.org
KLEINESCR, ROSALINA		☐		No Email Address Available
LORANESCR, SOLEDAD		☐		No Email Address Available

Individuals without an email address will not be available for email selection. After verifying the receipts of the email and report, click the **Next** button.

The screenshot shows a web interface titled "Email Setup" with a "My Print Queue" link in the top right. The main section is "Email Progress Report Setup". On the right side of this section are two buttons: "Process Emails" and "Prev". Below these are two sections: "Recipient Options" and "Text Options".

Recipient Options

- ☐ Send samples to MARILEE ANDREASCR and don't email guardians/parents
- ☐ Send a copy of all emails to MARILEE ANDREASCR (m.andreascr@skyward.k12.wi.us)

Text Options

Email Summary: **Progress Report for [Student Name] in [Class Name]**

Enter Text of Email: Attached you will find a copy of your child's progress report. If you have any questions regarding the progress report, please let me know.

Receipt Options

- **Send samples to (yourself) and don't email guardians/parents** – This option allows you to send test emails to yourself.
- **Send a copy of all emails to (yourself)** – This option allows you to send yourself an additional copy of every email generated by this process.

Text Options

- **Enter Text of Email** – This allows you to enter any text you would like included in the email body.

After verifying the Recipient and Text Options, click on the **Process Email** button. It will then process in the Print Queue. You will receive the progress report for those parents/students without an email address and you will receive a report showing the error message or email status.

Standards Gradebook - View Emailed Reports

The View Emailed Reports option allows you to check the delivery status of the emailed progress report and view the attachments to the email progress report.

View Emailed Reports				My Print Queue Back	
Date Created	Time Created	To Address	Status		
05/09/2013	12:28 PM	MARLON.KLEINESCR@students.piusxi.org	Unsent	View Attachment	View
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.KEE THSCR@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	angela@google.com	Unsent	View Attachment	
05/06/2013	4:25 PM	m.andreas@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.andreas@skyward.k12.wi.us	Unsent		
04/29/2013	1:58 PM	mrsmaam@scramble.skyward.com	Unsent		
04/29/2013	1:58 PM	mrsmaam@scramble.skyward.com	Unsent		
02/06/2013	11:36 AM	scramble2600@example.com	Unsent		
02/05/2013	4:22 PM	scramble2600@example.com	Unsent		
				Email Count: 18	

Each emailed Progress Report is displayed in this list. The Status indicates if the email was sent or if there was an error involved.

View Attachments

The View Attachments allows you to see a copy of the progress report attached to the email.

View

View Email

 My Print Queue

 Back

View Email

To: MARLON.KLEINESCR@students.piusxi.org

CC:

BCC:

Subject: Progress Report for KLEINESCR, MARLON in Trend / 01

Body: Attached you will find a copy of your child's progress report. If you have any questions regarding the progress report, please let me know.

Date Created: Thursday, May 9 2013

Time Created: 12:28 PM

Status: Unsent

Date Sent:

Time Sent:

Attachment: Yes

This is a sample of the information you will find when you click on the **View** button.

Standards Gradebook – Enhanced Multi-Class Progress Report

The Enhanced Multi-Class Progress Report can display grades and assignments for a specific grading period. This report can be generated for the selected class or all of the classes that the student has in their schedule.

Enhanced Multi-Class Progress Report for TREND / 01 Prd:2 Trend

View Report for All Students Select Classes to View Report Select Students to View Report

Grades and Students to Print

Display Grades and Events for Term: Current Term: 04/12/13 - 05/29/13

☐ Only print students with a grade mark of 100 ☐ Print dropped students

☐ Only print students with less than percent

☐ Only print students with less than absences

Report Header

Student Header

☒ Display Student Name ☐ Display Student ID

☐ Display Student Advisor

Class Header

☐ Display Attendance Totals

☐ Only for Selected Term

Free Form Header

Label 1:

Label 2:

Report Body

Classes to Print for Selected Students

☒ Only Print this Class

☐ Only Print Classes where I am the Teacher

☐ Print All Classes

Events to Print

☐ Do Not Print Any Events or Skills

☐ Do Not Print Events Marked as 'No Count'

☐ Do Not Print Ungraded (*) Events

☐ Do Not Print Events Not Posted to Family Access

Event Date Order

☒ Ascending (oldest to newest)

☐ Descending (newest to oldest)

Skill Options

☐ Display Skill Totals

☒ Group Events by Skill

Fields to Print

☒ Event Comments

☐ Event Detailed Description

☒ Missing Indicator and Reason

☒ Earned and Possible Points

☒ Percent Earned

☒ Grade Mark

☒ Special Codes

☐ Special Codes Legend

☐ Absences

☐ Absences Legend

[Report Range Templates](#)

[Restore Defaults](#)

Grades and Students to Print

- **Display Grades and Events for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.
- **Only print students with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print students with less/greater than ____ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.
- **Only print students with less/greater than ____ absences** – This allows you to only print the progress report for students receiving less than or greater than the selected amount of absences.

Student Header

The Student Header allows you to select the student information to print on the report.

Class Header

The Class Header allows you to select if attendance information should display on the report.

- **Display Attendance Totals** – This option will print a single line with summary attendance totals.
- **Only for Selected Term** – This option will only be available if you select to “Display Attendance Totals.” Only the attendance totals for the selected grading period will display with this option selected.

Free-Form Header

The Free-Form Header allows for information entered in this space to print at the top of each report.

Class to Print for Selected Students

You will select the classes that will print on the report.

- **Only Print this Class** – The current class is the only class that will print on the report.
- **Only Print Classes where I am the Teacher** – This displays all of the classes the student has where you are the teacher.
- **Print All Classes** – This displays every class in which the student is enrolled.

Events to Print

- **Do Not Print Any Events or Skills** – Do you want event information and skills to display on the report?
- **Do Not Print Events Marked as “No Count”** – Should events not included in the student’s grade appear on the report?
- **Do Not Print Ungraded (*) Events** – Should any events not scored display on the report?
- **Do Not Print events Not Posted to Family Access** – This option allows you to exclude events from displaying that are selected to display in Family Access. The reason this area may be grayed out is because the entity is forcing all events to display in Family/Student Access.

Event Date Order

The Event Date Order allows you to select how the assignments will sort on the report.

Skill Options

- **Display Skill Totals** – This shows how the student performed in each of the skills used in the Gradebook and it will also display how the grade is calculated.
- **Group Events by Skill** – If this option is selected, it will sort the events based on skills instead of by date.

Fields to Print

- **Event Comments** – This option will print the event comments for the student.
- **Event Detail Description** – If this option is selected, it will print both the description and detailed description.
- **Missing Indicator and Reason** – This option is used to display that an event is marked as missing. If the event is not graded, the option to “Do Not Print Ungraded (*) Events” must also be selected to display.
- **Earned and Possible Points** – This displays the points that the student scored on an event and the maximum points at which the event is valued.

- **Percent Earned** – The option will display the percentage earned for the event for the student.
- **Grade Mark** – Display the grade mark received for the event.
- **Special Code** – If the student has a special code, it will display on the report.
- **Special Codes Legend** – This option will print a legend to reflect what the Special Codes signify.
- **Absences** – This displays a column on the report showing if the student wasn't in attendance the day the event was due.
- **Absence Legend** – This option will print a legend to reflect what the Absence Codes signify.

The screenshot shows a 'Report Footer' configuration window. It is divided into three main sections: 'Student Footer', 'Class Footer', and 'Free Form Footer'.
- **Student Footer**: Contains a checkbox for 'Display Signature Line' which is checked.
- **Class Footer**: Contains five checkboxes: 'Display Current Class Grade' (checked), 'Display Grades for Previous Terms' (unchecked), 'Display Missing Events' (unchecked), 'Display Term Comments' (checked), and 'Display Teacher's Log' (unchecked).
- **Free Form Footer**: Includes four text input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:', all of which are currently empty. Below these is a 'Comment' section with a large text area and a vertical scrollbar.

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**.

This screenshot shows a selection interface for 'Display Grades for Previous Terms'. At the top right is a '[Hide]' link. Below it are two radio buttons: 'All Previous Terms' (which is selected) and 'Select Terms' (which is highlighted with a dashed border). Under the 'Select Terms' option, there is a list of terms, each with an unchecked checkbox and a date range in parentheses:

- ☐ 1ST (08/20/12 - 10/05/12)
- ☐ 2ND (10/08/12 - 11/16/12)
- ☐ 3RD (11/19/12 - 12/22/12)
- ☐ SM1 (08/20/12 - 12/22/12)
- ☐ 4TH (01/07/13 - 02/22/13)
- ☐ 5TH (02/25/13 - 04/11/13)
- ☐ SM2 (01/07/13 - 05/29/13)
- ☐ FNL (08/20/12 - 05/29/13)

You can either select **All Previous Terms** or **Selected Terms**.

All Previous Terms – This option will print every grade present for all terms.

Select Terms – This option will allow you to select the prior term grades to print.

- **Display List of Missing Events** – This option will print a separate listing of assignments that are either marked as missing or un-scored and past the due date.
- **Display Term Comments** – This option will print the report card grade comments.
- **Display Teacher's Log** – This option allows you to print the entries created in the Teacher Log.

Free-Form Footer/Class Comment

The Free-Form Footer/Class Comment allows for the information entered in this space to print at the bottom of each report.

Standards Gradebook – Online Event Analysis Report

The Online Event Analysis Report will allow you to see which students got correct/incorrect answers to questions on the Online Event. It also will show you which students have not completed the Online Event.

The screenshot shows the 'Online Event Analysis' interface. At the top, there's a navigation bar with 'Online Event Analysis' and a 'My Print Queue' link. Below this is a header 'Online Event Analysis Report for TREND / 01 Prd:2 Trend'. A 'View Online Event Report' button is present. The main section is titled 'Online Events' and contains two options: 'Print Online Events for Term' (checked) and 'Print Online Events for Date Range'. The 'Current Term' is set to '04/12/2013 - 05/29/2013'. The 'Date Range' section shows 'Start: Apr 18 2013' and 'End: May 09 2013'. To the right of these options are buttons for 'Report Range Templates' and 'Restore Defaults'. Below the 'Online Events' section is an 'Options' section with several checkboxes: 'Only Print Online Events that have been Graded and Posted to the Gradebook' (unchecked), 'Print All Students' (selected), 'Exclude Students who have not taken Online Event yet' (unchecked), 'Only Print Students who got Answers Correct' (selected), 'Include Students who recieved partial points on an incorrect answer' (unchecked), 'Only Print Students who got Answers Incorrect' (selected), 'Exclude Students who received partial points on an incorrect answer' (unchecked), and 'Only Print Students who have not taken Online Event yet' (selected). Notes are provided for the 'Only Print Students who got Answers Correct' and 'Only Print Students who got Answers Incorrect' options.

Online Events

This option allows you to select to display online event information for either a specific term or date range.

- **Print Online Events for Term** - Select the term for which you want grade information to print.
- **Print Online Events for Date Range** - Enter the specific date range of the grade information.

Options

- **Only Print Online Events that have been Graded and Posted to the Gradebook** – If this option is selected, it will only print online event information for students whose online assignment has been graded and posted to the Gradebook.
- **Print All Students** – This allows you to print the answers students gave for each question.

- **Exclude Students who have not taken Online Event yet** – Should students who have not completed the online event display? If this option is selected, it will show the student and “Not Taken” on the report.
- **Only Print Students who got Answers Correct** – When this option is selected, it will only display the names of students who answered the question correctly.
- **Include Students who receive partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer display on the report?
- **Only Print Students who got Answers Incorrect** – When this option is selected, it will only display the names of students who answered the question incorrectly.
- **Exclude Students who received partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer be excluded from the report?
- **Only Print Students who have not taken Online Event yet** – This displays a list of students who have not completed their online assignment. This option will not be available if you selected to “Only Print Online Assignments that have been Graded and Posted to the Gradebook.”

[Class Information](#)

[Class Roster](#)

[Student Information](#)

[Custom Forms Report](#)

[Gifted and Talented Report](#)

[Class Roster](#)

The Class Roster Report provides a listing of all the students in your class with selected information. Not all of the options can be selected to print on the report; there is a character maximum of 122.

The screenshot shows the 'Class Roster' configuration window. At the top, there's a title bar with navigation arrows and the text 'Class Roster'. Below it, a subtitle reads 'Select Parameters for Class Roster Report for Band I / 01 Prd:1 Band I'. Three buttons are present: 'View Report for All Students', 'Select Classes to View Report', and 'Export to Excel'. The main section is titled 'Class Roster Report Options:' and includes a character count '57 chars - Portrait Report'. Under 'Students', there's a dropdown for 'Display Students enrolled for Term:' set to 'SM2 : 01/07/2013 - 05/29/2013'. The 'Options' section is divided into three columns: 'Name Display' with radio buttons for 'Last, First MI', 'First Middle Last', 'Last First Middle', and 'First MI Last' (selected); 'ID Display' with radio buttons for 'Student ID' (selected), 'Internal ID', 'Name Key', and 'None'; and 'Sort by:' with a dropdown set to 'Last Name'. Below these are checkboxes for 'Display Information' (Grade, Phone Number, Gender, Student Access Login and Password, Grad Year, Second Phone, Current Cumulative GPA, Print Student Picture, Birth Date, Third Phone, Home Address, Food Service Key Pad #, Advisor, Email, Mailing Address) and 'Family Information' (Primary Guardian, All Guardians, Phone 2, Phone 1, Email, Phone 3, Home Address, Mailing Address). On the right side, there are three buttons: 'Report Range Templates', 'Restore Defaults', and a 'My Print Queue' link with a 'Back' button.

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

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

** Denotes Required Field to save screen.

Display Information allows you to select the Demographic Information you want displayed on the report.

- **Grade**
- **Phone Number**
- **Gender**
- **Student Access Login and Password** – The password will only print if the student hasn't changed their password from the district defined password.
- **Grad Year**
- **Second Phone** – This is the second phone number for the student and not the family.
- **Current Cumulative GPA**
- **Print Student Picture**
- **Birth Date**
- **Third Phone** – This is the third phone number for the student and not the family.
- **Home Address**
- **Food Service Key Pad #** - This option is based on the district configuration settings.
- **Advisor**
- **Email**
- **Mailing Address**

Family Information

You can select the Family Information you want to display on the report. All options will be grayed out until you select **Primary Guardian**.

Class Information – Student Information

The Student Information Report allows you to print an assortment of student information. The information you can print will depend on security access in My Students.

Student Information [My Print Queue] [Back]

View Report for All Students | Select Students to View Report

Options

- ☒ Student Profile Information
- ☒ Family Member Information
- ☒ Use Mailing Address
- ☒ Print Confidential Phone Numbers
- ☐ Attendance Totals
 - ☐ Display Attendance for Term
 - Current Term : 04/12/13 - 05/29/13
 - ☐ Display Attendance for Date Range
 - NOTE: Only current year attendance (08/20/2012 to 05/29/2013) will display on this report.
 - Start: Aug 20 2012 Mon, Aug 20 2012
 - End: May 29 2013 Wed, May 29 2013
 - ☐ Print Only Attendance Totals
- ☒ Picture
- ☒ Emergency Contacts
- ☐ Student Access Login and Password
- ☒ Current Schedule
- ☒ Course Add/Drops
- ☒ Discipline Information
 - ☒ Current Year Only
- ☒ Academic History
 - School Year: 2012 to 2013
- ☒ Current Grades
 - Grade Buckets The report is limited to 18 grade buckets
- ☒ Show Teacher Comments
- ☒ Show Current Cumulative GPA
- ☒ Test Scores
- ☒ Course Recommendations
- ☒ Activities
- ☒ Message Center
 - ☒ Family Access
 - ☒ Student Access
- ☒ Entry/Withdrawal
 - Active: Aug 20 2012 Mon, Aug 20 2012
 - to: May 29 2013 Wed, May 29 2013

[Report Range Templates] [Restore Defaults]

Options

You will select the information you would like to print on the report.

- **Student Profile Information** – Print demographic information; such as birth date, address, phone number and alert information.
- **Family Member Information** – Display Family Information; such as guardian names, phone numbers, and sibling names.
- **Use Mailing Address** – Display the student's mailing address.
- **Print Confidential Phone Numbers** – Should phone numbers flagged as confidential print?
- **Attendance Totals** – Display attendance information for the student. You can either select **Display Attendance for Term** or **Display Attendance for Date Range**.
 - Display Attendance for Term** – This allows you to select the term for which attendance will print.
 - Display Attendance for a Date Range** – This allows you to select the specific dates attendance will print for on the report.
 - Print Only Attendance Totals** – If this option is not selected, it will show the days and periods the student was not in attendance.
- **Current Schedule** – Display the student's current year schedule.

- **Course Add/Drop** – This option will show the dates when courses were added and dropped.
- **Discipline Information** – Display the student's discipline offenses and action records.
 - Current Year Only** – If this option is selected, only current year offenses and actions display.
- **Academic History** – Use this to show courses and grades for prior year(s).
 - School Year** – This allows you to determine the school year(s) for which the Academic History will print.
- **Current Grades** – Display the current grades for all the student's courses.
 - Grade Buckets** – This allows you to select the grades that display.
 - Show Teacher Comments** – This displays the report card comments.
 - Show Current Cumulative GPA** – This displays the student's cumulative GPA value.
- **Test Scores** – This shows scores entered for standardized tests.
- **Course Recommendations** – Display any course recommendations entered for the student.
- **Activities** – This allows you to view the activities in which the student is involved.
- **Message Center** – Display any messages that were generated. You can select to display Family Access and/or Student Access.
- **Entry/Withdrawal** – Show the entry/withdrawal records for the student based on the dates entered.
- **Picture** – If the picture exists for the student in Skyward, it can display on the report.
- **Emergency Contacts** – Display the emergency contacts for the student.
- **Student Access Login and Password** – This allows you to view the student's login and password for Student Access. If the student has changed their password from the one entered by the district, you will only see ***** on the report.

[Class Information – Custom Forms Report](#)

The Custom Forms Report allows you to print information entered on Custom Forms. Custom Forms are set up by the district and allow information not currently being tracked in Skyward to be entered on the form.

- **Available Custom Forms** – View all of the custom forms available for you to select. The forms you see in this list are based on how the district set up the form.
- **Custom Forms to Print** – The forms displaying in this box are going to be the forms you will be printing. You can select multiple forms to print.

Class Information – Gifted and Talented Report

The Gifted and Talented Report displays the student's gifted and talented information.

Gifted and Talented Report (35)

[Back](#)

Template Settings

* Template Description:

☐ Share this template with other users in the district
☐ Print Greenbar

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

Ranges

Low
 High

☒ All Classes

Selection Options

☒ Print Student Namekey
☒ Print Other ID
☒ Print Default Entity
☒ Print GT Start and End Dates

☒ Print Ethnicity
☒ Print Race

Sorting Options

Move	Label	Select	Page Break
	Student Name	☐	☐
	Other ID	☐	☐
	Ethnicity	☐	☐
	Course	☐	☐
	Race	☐	☐

Asterisk (*) denotes a required field

Ranges

The Ranges allow you to determine the date range for Gifted and Talented Records.

- All Classes** – This allows you to select the classes for which the Gifted and Talented information will display. To select the individual classes, uncheck the "All Classes" option and click on the "Classes" button.

Select Classes - Class Details (21415)

Views: **Class Details** Filters: ***All Classes**

Save

Select	Course	Sec	Description	Entity	Subj	Tchr Alphakey	Teacher	Pd	Days	Terms
☒	1MUS	01	1 Music	101		ANDREMAR00	MAAndreascr	01	MTWRF	Y (01-05)
☐	2TA	01	2 Lang Arts	001		ANDREMAR00	MAAndreascr	00	MTWRF	Y (01-05)
☐	2READ	01	2 Reading	001		ANDREMAR00	MAAndreascr	00	MTWRF	Y (01-05)
☐	2SPEL	01	2 Spelling	001		ANDREMAR00	MAAndreascr	00	MTWRF	Y (01-05)
☐	2WRIT	01	2 Writing	001		ANDREMAR00	MAAndreascr	00	MTWRF	Y (01-05)
☐	3115	01	Wind Ensemble	001		ANDREMAR00	MAAndreascr	01	MTWRF	Y (01-05)
☐	3116	01	Wind Ensemble 2	001	10	ANDREMAR00	MAAndreascr	00	MTWRF	Y (01-05)
☐	3117	01	Wind Ensemble 3	001	10	ANDREMAR00	MAAndreascr	03	MTWRF	Y (01-05)
☐	Band I	01	Band I	001		ANDREMAR00	MAAndreascr	01	MTWRF	Y (01-05)
☐	TREND	01	Trend	001		ANDREMAR00	MAAndreascr	02	MTWRF	Y (01-05)

10 records displayed

Course:

Select All
Deselect All

This is a sample of what it will look like when you click on the **Classes** button. It will allow you to select the individual classes. If you do not see any classes listed, you will want to check the date range of the report.

- **Print Student Namekey** – Every person entered into Skyward has a Namekey. It consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be Smithmar000)
- **Print Other ID** – ID set up by the district.
- **Print Default Entity** – Display the student's default entity or the entity where the student spends a majority of their time.
- **Print GT Start and End Date** – This shows the start and end date of the Gifted and Talented Record.
- **Print Ethnicity** – Display the student's ethnicity.
- **Print Race** – Show the student's race.
- **Sorting** – This option allows you to sort the report based on Student Name, Other ID, Ethnicity, Course, and Race. You are also able to page break by your selected sort.

Secondary Report Cards – Grade Proof Sheet

The Grade Proof Sheet Report lists the grades and comments you posted for your class. This report is a great report to run prior to the posting window closing because it will show all grades and comments that will display on the report cards. Only posted grades will display on this report.

The screenshot shows the 'Grade Proof Sheet' report interface. At the top, there is a title bar with navigation arrows and the text 'Grade Proof Sheet'. To the right of the title bar is a button labeled 'My Print Queue' with a left arrow and the word 'Back'. Below the title bar, the report title 'Grade Proof Sheet Report Band I / 01 Prd:1 Band I' is displayed. Underneath the title, there are three buttons: 'View Report for All Students', 'Select Classes to View Report', and 'Select Students to View Report'. Below these buttons is a 'Term' section with a dropdown menu showing '3RD 6 WEEKS : 11/19/2012 - 12/22/2012'. To the right of the term dropdown is a vertical stack of three buttons: 'Report Range', 'Templates', and 'Restore Defaults'. Below the term dropdown is an 'Options' section. Under 'Term Display:', there is a checkbox labeled 'Display Only the Selected Term'. Under 'Comment Display:', there are two checkboxes: 'Display Free Form Comments' and 'Display Regular Comments'.

Term

You will select the term for which to display the posted grades and comments.

Term Display

If this option is not selected, posted grades and comments will display for every grading period.

Comment Display

- **Display Free Form Comments**
- **Display Regular Comments** – These are comments that are entered by using a comment code.

Secondary Trend Grading – Academic Standard/Benchmark Trend Report

This report allows you to view each student's assignment scores in relation to the standards/benchmarks being assessed.

Grades and Students to Print

- **Display Trend Percents for Term** – Select the term for which to display the grade information.
- **Print Dropped Students** – Select this option if you want the dropped students to display on this report.

Student Header

The Student Header allows you to select the Student Information that will print.

Free-Form Header

This option allows the entry of additional information as needed on the report.

Academic Standards/Benchmark Options

- **Do Not Print Academic Standards that are not Attached to an Assignment** – Should Academic Standards not currently attached to an assignment print?
- **Do Not Print Assignments** – Should assignments print on this report?
- **Do Not Let Trend Percent Go Below the Lowest Academic Standard Percent** – Can the trend percent value be lower than the Academic Standards Percent.
- **Only Calculate a Trend Percent for ____ or more Academic Standard Scores** – This allows you to determine how many scores need to be entered in order to calculate a Trend Percent.
- **Print the Grade Mark for the Academic Standard and Assignment**

- **Do Not Print the Percentages for the Academic Standard and Assignment**
- **Hide the Average Column**
- **Hide the Trend Column**
- **Show the Academic Standard Total**

Free-Form Footer/Class Comment

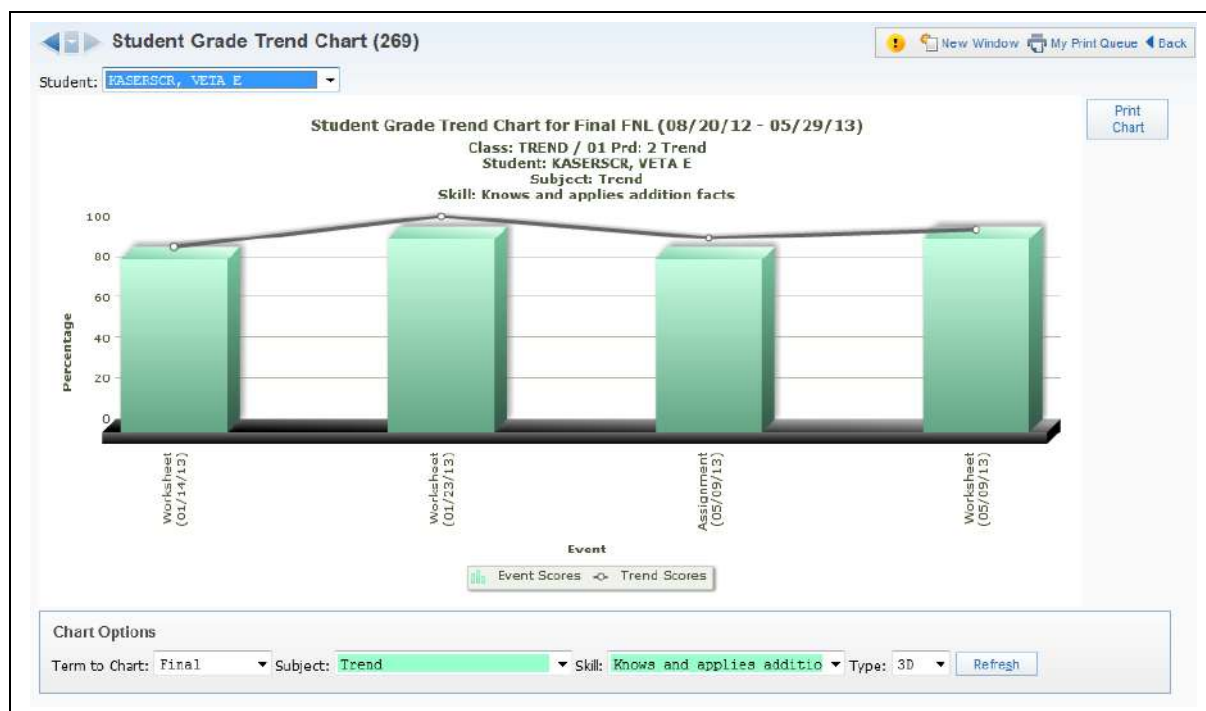
This allows you space for the entry of additional information as needed on the report.

Standards Trend Grading – Skill Trend Grading by Event

The Skill Trend Grading by Event is not a true report but a view of the skill trend grade calculated by scored events.

Skill Trend Grading by Event							My Print Queue ◀ Back	
Students	Trend Grade	Works W38-T 05/09	Assig W38-T 05/09	Works W23-W 01/23	Works W22-M 01/14			
1 KASER VETA								
Trend								
Knows and applies addition facts	0	O	S	O	S			
Knows and applies subtraction facts								
Knows and applies multiplication facts								
Applies problem solving skills								
Explains strategies through written form								
2 KEETH MARYA								
Trend								
Knows and applies addition facts	0	S	S	S	N			
Knows and applies subtraction facts								
Knows and applies multiplication facts								
Applies problem solving skills								
Explains strategies through written form								

The screen lists the students name first then breaks down the Subject by Skill. Event scores are listed in descending order. The Trend Grade calculation is based on a linear fit of all the students' event grades. Most recent event grades tend to have more impact on the student's trend grade than older grades. You can click on the bar graph to the right of the skill and a student grade trend chart will display.



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

Lesson Scheduler

The screenshot displays the Lesson Scheduler (465) interface. At the top, it shows the current week: Week of May 5, 2013. Below this, there are tabs for 'Month', 'Week', and 'Day'. The main area is a grid showing the schedule for Monday through Saturday. The time slots range from 7 am to 4 pm. A menu is open, showing options for viewing the scheduler for different entities (001, 041, 102), navigating to lesson plans, generating reports (Lesson Plan Report, Lesson Schedule Report), and utilities (Copy Item(s) from Class to Class). The grid shows that Monday and Saturday are 'No School' days. The time slots for Monday through Friday are currently empty, with some slots highlighted in yellow.

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

	Last Name	First	Middle	Gender	Grade	Grad Year	Status	Course Dropped
1	AARONSONSCR	KRYSTINA	L	Female	12	2013		
2	ADUSCR	SADIE		Female	09	2016		
3	ADUSCR	Simon		Male	11	2014		

You can enter Personal Graduation Notes for student's in your classes which will display on the student's Profile>TX NCLB - Grad Plan tab.

Add Note

Personal Graduation Plan Maintenance (39)

Student Information

Student: SADIE ADUSCR

DOB-Age: 03/05/1998 - 15

Personal Graduation Plan Note

☐ Protect Note

Student has completed the state test and is on track for graduation

Check Spelling

Save

You can enter the Personal Graduation Plan Note for the student and select **Save**. If the "Protect Note" check box is selected, no other users will be able to view what has been entered.

Edit Note

Personal Graduation Plan Maintenance (40)

Student Information
 Student: SADIE ADUSCR
 DOB-Age: 03/05/1998 - 15

Personal Graduation Plan Note
☐ Protect Note
 Student has completed the state test and is on track for graduation

Check Spelling
 Save

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.

Are you sure you wish to delete the note entered on 05/10/2013 ?

OK Cancel

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

#Interventions (172)

Views: General Filters: *Skyward Default

	Last Name	First	Middle	Gender	Grade	Grad Year	Status	Course Dropped
1	AARONSON	KRYSTINA	L	Female	12	2013		
2	ADUSCR	SADIE		Female	09	2016		
3	ADUSCR	Simon		Male	11	2014		

Expand All Collapse All View Printable Details

Interventions Interventions

	School Year	Intervention	Intervention Description
Delete	2012-2013	AFTR	After School Program

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

Interventions

	Select	Available Fields
1	☒	AFTR = After School Program
2	☐	ACAD = Accelerated Academics
3	☒	ACMP = Academic Camp
4	☒	ACRD = Accelerated Reading
5	☐	AGRP = Advisory Groups
6	☐	AMRI = Americorp
7	☐	ASI = ASI
8	☐	AVID = AVID
9	☐	BEME = Best Men
10	☐	BEST = Best Friends

Select the Intervention(s) that have been tried with the student. More than one intervention may be selected and others may be added during the school year. After selecting the intervention(s), you will click **Save**.

Delete

The Delete option allows you to remove the Personal Graduation Plan Note for the student.

Are you sure you wish to delete the Intervention - ACMP?

OK Cancel

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

Assign Textbooks to Students

Assign Textbooks to Students (169)

Views: General Filters: *Skyward Default

Last Name	First	Middle	Gender	Grade	Grad Year	Status	Course Dropped
AARONSONSC	KRISTINA	L	Female	12	2013		
ADUSCR	SADIE		Female	09	2016		

Expand All Collapse All View Printable Details

Assigned Textbooks

Edit/Return	Book Code	Description	Book Number	Condition	Due
	MUS HISTORY	Music History	4	New	05/30/13

ADUSCR Simon Male 11 2014

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

Assign Textbook (54)

Textbooks for Current Course

Assigned	Book Title	Book Number
☐	Music History	4

Total books available to this course: 1

Save

Click on the drop-down menu next to the book title and select the book number. After selecting the book number, click **Save**.

Edit/Return

Student Textbook Maintenance (274)

Students Textbook Maintenance

Assignment Record Data

Entity: 001

Student: ADUSCSAD000 - SADIE ADUSCR

Book Code: MUS HISTORY

Title: Music History

Book Nbr: 4 Reference Nbr: 000 Cost: 50.00 Date Received: 05/10/2013

Date Due: 05/30/2013 Date Returned: 06/03/2013

Condition Received: N Condition Returned: N

Date Found:

Lost Book Info

Date Lost: Lost Fee: 0.00 Amt Paid: 0.00

Late Fee Info

Late Fee: 0.00 Amt Paid: 0.00

Bad Condition Info

Cond. Fee: 0.00 Amt Paid: 0.00

Save

Upon completion of the class, you can also return the books and track when a book is returned, if any late fee applies, or if the book is damaged/lost.

- **Date Due** – This displays the due date of the textbook; this field can be modified.
- **Date Returned** – When returning the textbook, enter the date the textbook was returned.
- **Condition Received** – This displays the textbook condition at the time the textbook was issued to the student; this field can be modified.
- **Condition Returned** – Select the textbook condition at the time the textbook was returned.
- **Date Found** – If the textbook was lost, you can enter the date it was found.
- **Lost Book Info** – If the textbook was lost, you will want to enter the date. Once you enter the date lost, you will be able to enter the lost fee. The fee that defaults is the cost of the book when it was created administratively. If the district also has fee management, the lost fee can automatically be billed to the student.
- **Late Fee Info** – The date returned must be after the due date in order to enter a late fee charge. If the district has fee management, the late fee can automatically be billed to the student.
- **Bad Condition Info** – After the date returned field has been entered, you will be able to enter a bad condition fee. If the district has fee management, the bad condition fee can automatically be billed to the student.

After you have entered/modified the textbook information, you can select **Save**.

Gradebook Tracker

Gradebook Tracker (215) | Favorites | New Window | My Print Queue | Back

Gradebook Tracker - Entity 001 / Data as of: 05/10/13 - 12:01 AM

Course	Sec	Last Name	First	Middle	Period Range	Stu Cnt	Asn Cnt	Asn N/G	Scr Tot	Scr Grd	Scr N/C	Scr N/G	Pct Grd
Band I	01	ANDREASOR	MARILEE	Y	TERM 6	3	5	1	15	8		7	53

Expand All | Collapse All | Modify Details (displaying 2 of 2) | View Printable Details

Assignment Scores By Grade Mark

There are 3 students in Band I / 01 Band I for TERM 6.
Beginning: 04/12/13 & Ending: 05/29/13. Data as of: 05/10/13 - 2:25 PM

Grade	% High	% Low	Count
A	4.00	3.75	8
B	3.74	3.00	0
C	2.99	2.00	0
D	1.99	1.00	0
F	0.99	0.00	0
Scores Graded			8
No Count			0
Scores Not Yet Graded			13
Total			21
Missing			7

Prior Year Gradebooks

No prior gradebooks were found for Band I / 01

Gradebook Tracker is a way for you to view statistical information for the class. The Gradebook Tracker allows you to view the grade information breakdown for the class. When you expand the record you will be able to view **Assignment Scores by Grade Mark** and **Prior Year Gradebook**. The information you see in the Gradebook Tracker is updated through a nightly process.

Online Assignment Templates

Online Assignment Templates (57) | Favorites | New Window | My Print Queue | Back

Views: General | Filters: *Skyward Default

Template Name	Questions	Default Points	Auto Score	Show Correct	Random	Questions Per Page	Last Updated	Created
There are no records to display; check your filter settings.								

Actions: Add, Edit, Delete, Clone, Reports, Clone from Another Teacher

An Online Assignment Template allows you to create an assignment/assessment for students. The Online Assignment Template will be attached to a Gradebook Assignment/Event and will then be available for the student to complete through Student Access. The benefit of using the Online Assignment Templates is that the template is available in the next school year. Also, you can clone the template and make modifications to the questions.

Add Online Assignment Template

Online Assignment Template Maintenance (28)

Template Setup Options

* Name: Default Points per Question:

Description: Maximum characters: 250, Remaining characters: 119

☐ Randomize Questions

Student/Family Access Options

☐ Auto Score and Post to Gradebook If checked, only Multiple Choice, True/False and Matching questions are available

☐ Show Correct Answers

☐ Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page:

Template Questions

There are no records to display; check your filter settings.

0 records displayed

Asterisk (*) denotes a required field

Template Setup Options

- ****Name** – Enter the name of the Online Assignment Template.
- **Description** – This allows you to enter more information related to the assignment. The description will display in Student Access. The description could be used for directions regarding the assignment/assessment.
- **Default Points per Question** – This allows you to enter the point value used for each question. You will have the ability to modify the point value when creating the question.
- **Randomize Questions** – This option allows the questions to display in a random order when completed in Student Access.
- **Auto-Score and Post to Gradebook** – If this option is selected, the online assignment will be automatically scored and the score entered in the Gradebook. When this option is selected, you can only use the types of Multiple Choice, True/False, and Matching.
- **Show Correct Answers** – This allows for the correct answers to display in Student Access for the online assignment.
- **Disable the "Check Spelling" button for this Online Assignment in Student Access** – Should the students be able to use Spell Check when completing the Online Assignment? The availability of this option will depend on the Gradebook configuration.
- **Questions per Page** – This allows you to determine the number of questions that display on a page.

After selecting the options for the Online Assignment Template, you will click on **Save and Add Questions**.

The screenshot shows the 'Question Maintenance (28)' window. At the top, it says 'Question for Music Theory Assessment'. Below this, 'Question Number: 1' is displayed. The '* Question Type:' dropdown menu is open, showing options: 'Multiple Choice' (selected), 'True/False', 'Matching', 'Short Answer', and 'Essay'. To the right of the dropdown is a 'View Style Toolbar' button. Below the dropdown is the '* Question:' text area. Below that is the 'Extra Content:' text area, also with a 'View Style Toolbar' button. At the bottom left, 'Points for Question:' is set to '1.0'. On the right side of the window, there are buttons: 'Check Spelling', 'Save and Back', 'Save and Add Another', and 'Attach(0)'. Below the main question area, there is a section titled 'Answers to Question Number 1'. It contains two rows: 'Answer A:' and 'Answer B:'. Each row has a text area, a 'View Style Toolbar' button, and a 'Correct?' checkbox with an 'Attach(0)' button next to it.

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

Question Maintenance (28)

Question for Music Theory Assessment

Question Number: 1

* Question Type: Multiple Choice

* Question: How many lines make up the treble clef?

Extra Content:

Points for Question: 1.0

Answers to Question Number 1

Answer A: 5 ☒ Correct? [Attach\(0\)](#)

Answer B: 4 ☐ Correct? [Attach\(0\)](#)

Answer C: 3 ☐ Correct? [Attach\(0\)](#)

Buttons: [Check Spelling](#), [Save and Back](#), [Save and Add Another](#), [Attach\(0\)](#)

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

Question Maintenance (29)

Question for Music Theory Assessment

Question Number: 2

* Question Type: True/False

* Question: The treble and bass clef make up the grand staff

Extra Content:

Points for Question: 1.0

Answers to Question Number 2

Correct Answer: ☒ True ☐ False

Asterisk (*) denotes a required field

Buttons: [Check Spelling](#), [Save and Back](#), [Save and Add Another](#), [Attach\(0\)](#)

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

Sample of Matching

Question Maintenance (29)

Question for Music Theory Assessment

Question Number: 3

* Question Type: Matching

* Question:

Match the composer with the time period

View Style Toolbar: [v]

Extra Content:

View Style Toolbar: [v]

Points for Question: 1.0 ☒ Allow Partial Credit

Answers to Question Number 3

Answer	Choices	Matches
B	1: JS Bach	A: Renaissance
D	2: Mozart	B: Baroque
A	3: Palestrina	C: 20th Century
E	4: Beethoven	D: Classical
C	5: Debussy	E: Romantic

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

Sample of Short Answer

Question Maintenance (29)

Question for Music Theory Assessment

Question Number: 4

* Question Type: Short Answer

* Question:

View Style Toolbar: [v]

Extra Content:

View Style Toolbar: [v]

Points for Question: 1.0

Answers to Question Number 4

Student has to enter one of these correct answers exactly for the system to give the student credit. You will have the opportunity to manually grade this answer.

Correct Answer A:

Correct Answer B:

Correct Answer C:

Correct Answer D:

Correct Answer E:

Correct Answer F:

Correct Answer G:

Correct Answer H:

Correct Answer I:

Correct Answer J:

Asterisk (*) denotes a required field

If you choose the Short Answer question type, you will enter the question and then one or more correct answers. You will have the ability in the Gradebook to manually score it.

Sample of Essay

Question Maintenance (29)

Question for Music Theory Assessment

Question Number: **4**

* Question Type: **Essay**

* Question:

Extra Content:

Points for Question:

Answers to Question Number 4

Answers cannot be setup for Essay Questions. You will have the opportunity to manually grade this answer.

Asterisk (*) denotes a required field

Buttons: Check Spelling, Save and Back, Save and Add Another, Attach(0)

If you choose the Essay type questions, you will enter the question. You will have to go into the Gradebook to manually grade the essay.

Additional Functionality

Online Assignment Template Maintenance (32)

Template Setup Options

* Name: Default Points per Question:

Description:

Maximum characters: 250, Remaining characters: 119

☐ Randomize Questions

Student/Family Access Options

☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

☐ Show Correct Answers

☐ Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page:

Template Questions

Number	Type	Question	Points	Attach
1	Multiple Choice	How many lines make up the treble clef?	1.0	N
2	True/False	The treble and bass clef make up the grand staff	1.0	N
3	Matching	Match the composer with the time period	1.0	N

Buttons: Add, Edit, Delete, Shuffle Question Order

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

** Denotes Required Field to save screen.

Edit Online Assignment Template

Online Assignment Template Maintenance (32) Print ? Back

Template Setup Options

* Name: Default Points per Question:

Description: Maximum characters: 250, Remaining characters: 119

☐ Randomize Questions

Student/Family Access Options

☐ Auto Score and Post to Gradebook *If checked, only Multiple Choice, True/False and Matching questions are available*

☐ Show Correct Answers

☐ Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page:

Template Questions Add Edit Delete Shuffle Question Order

Number	Type	Question	Points	Attach
1	Multiple Choice	How many lines make up the treble clef?	1.0	N
2	True/False	The treble and bass clef make up the grand staff	1.0	N
3	Matching	Match the composer with the time period	1.0	N

The Edit allows you to make modifications to the Online Assignment Template.

- **Add** – This allows you to create additional questions for the Online Assignment Template.
- **Edit** – This allows you to modify the highlighted question.
- **Delete** – This removes the highlighted questions.

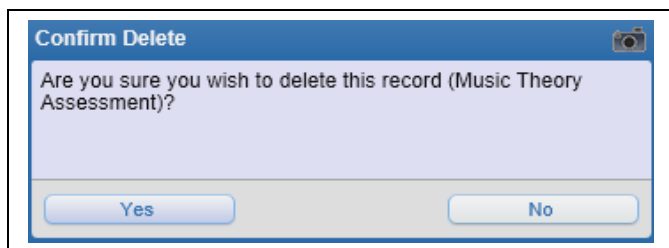


After selecting **Delete**, you will receive the above message. You will select **Yes** to remove the question.

- **Shuffle Question Order** – This allows you to have the program change the order of the questions.

Delete Online Assignment Template

The Delete option allows you to remove the highlighted Online Assignment Template.



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

Clone Online Assignment Template

Online Assignment Template Maintenance (32) Print ? Back

Template Setup Options

* Name: Music Theory Assessment Default Points per Question: 1.0

Description: Please complete the questions covering music theory to the best of your ability. Some questions may have multiple correct answers.
Maximum characters: 250, Remaining characters: 119

☐ Randomize Questions

Student/Family Access Options

☐ Auto Score and Post to Gradebook If checked, only Multiple Choice, True/False and Matching questions are available

☐ Show Correct Answers

☐ Disable the 'Check Spelling' button for this Online Assignment in Student Access

Questions per Page: 5

Template Questions to Clone Save and Add Questions

Number	Type	Question	Points	Atch
1	Multiple Choice	How many lines make up the treble clef?	1.0	N
2	True/False	The treble and bass clef make up the grand staff	1.0	N
3	Matching	Match the composer with the time period	1.0	N

The Clone allows you to make a copy of an existing Online Assignment Template. You can then make modifications to the template. All fields can be modified when cloning a template. You will need to modify the name of the template in order to save the new template.

Reports for Online Assignment Templates

The Reports allow you to generate a report of online assignment information.

Answer Key

The screenshot shows a web interface titled "Online Assignment Reports (33)". In the top right corner, there are icons for a printer, a question mark, and a "Back" button. Below these is a "Print" button. The main area is labeled "Report Options" and contains the following fields: "Online Assignment: Music Theory Assessment", "Report Type: Answer Key" (selected from a dropdown menu), "Lines for Essay Questions: 8 (0 to 20)", and "Questions Per Page: 0 (0 = fit to page)". A link "Set to Same as Online Assignment" is located next to the "Questions Per Page" field.

The Answer Key will provide you with a listing of each question on the online assignment and the answers for the questions.

Report Options

- **Lines for Essay Questions** – This determines the space allowed between questions for essay type questions.
- **Questions Per Page** – This allows you to determine the number of questions that will print on the page.
- **Set to Same as Online Assignment** – If you select this option, it will update the "Questions Per Page" to reflect how the online assignment was set up.

Hard Copy of Blank Online Assignment

The screenshot shows the same web interface as above, but with "Report Type: Hard Copy of Blank Online Assignment" selected in the dropdown menu. All other fields and buttons remain the same.

The Hard Copy of Blank Online Assignment will display each question of the online assignment. This report would be used if a student wasn't able to complete the online assignment through Student Access; it will list all of the questions and allow the student to answer them.

Report Options

- **Lines for Essay Questions** – This determines the space allowed between questions for essay type questions.
- **Questions Per Page** – This allows you to determine the amount of questions that will print on the page.
- **Set to Same as Online Assignment** – If you select this option, it will update the "Questions Per Page" to reflect how the online assignment was set up.

Online Assignment Analysis

Online Assignment Reports (33)

Report Options

Online Assignment: **Music Theory Assessment**

Report Type: **Online Assignment Analysis**

☐ Only Print Online Assignments that have been Graded and Posted to the Gradebook

☒ **Print All Students**

☐ Exclude Students who have not taken Online Assignment yet

☐ **Only Print Students who got Answers Correct**

Note: Essay Questions are deemed correct if full points are earned by student

☐ Include Students who recieved partial points on an incorrect answer

☐ **Only Print Students who got Answers Incorrect**

Note: Essay Questions are deemed incorrect if full points are not earned by student

☐ Exclude Students who received partial points on an incorrect answer

☐ **Only Print Students who have not taken Online Assignment yet**

The Online Assignment Analysis Report will allow you to see which students got correct/incorrect answers to the questions on the Online Assignment. It will also show you which students have not taken the Online Assignment.

Report Options

- **Only Print Online Assignments that have been Graded and Posted to the Gradebook** – If this option is selected, it will only print online assignment information for students whose online assignment has been graded and posted to the Gradebook.
- **Print All Students** – This allows you to print the answers students gave for each question.
- **Exclude Students who have not taken Online Assignment yet** – Should students who have not completed the online assignment display? If this option is not selected, it will show the student and "Not Taken" on the report.
- **Only Print Students who got Answers Correct** – When this option is selected, it will only display the names of students who answered the question correctly.
- **Include Students who received partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer be excluded from the report?
- **Only Print Students who got Answers Incorrect** – When this option is selected, it will only display the names of students who answered the question incorrectly.
- **Exclude Students who received partial points on an incorrect answer** – Should students who earned partial credit for an incorrect answer be excluded from the report?
- **Only Print Students who have not taken Online Assignment** – This displays a list of students who have not completed their online assignment. This option will not be available if you selected to "Only Print Online Assignments that have been Graded and Posted to the Gradebook."

Clone from Another Teacher

The Clone from Another Teacher option allows you to copy an online assignment template from another teacher. The availability of this option will depend on the Gradebook setup for the district.

Clone Online Assignment Template (114)

Views: General Filters: *Skyward Default

Template Name	Last Name	First	Middle	Date Created	Date Updated
1 Basic Software Knowledge	Prydescr	Katherine	Anne	10/09/2012	10/09/2012
2 Music Theory Assessment 1	KOSLOSKISCR	RETA	Y	06/28/2010	06/28/2010
3 Music Theory Assessment 2	KOSLOSKISCR	RETA	Y	06/28/2010	06/28/2010
4 Online Assessment	KOSLOSKISCR	RETA	Y	06/16/2011	06/16/2011
5 Quiz	OREJUELASCR	JEANIE	X	06/10/2009	06/10/2009
6 Sample	MERCURESCR	ROSAMARIA	P	06/02/2010	06/21/2010
7 Sample District Assessment	MERCURESCR	ROSAMARIA	P	06/02/2010	06/02/2010
8 Template 1	KOTEKSCR	VELVET	J	07/23/2009	07/23/2009
9 Template 2	KOTEKSCR	VFLVET	J	07/23/2009	07/23/2009

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

Assignment Details

Description: Please answer the questions to the best of your ability.

Questions

Type	Question	Points	Answer(s)
1 Multiple Choice	How many lines are in the treble clef?	1.0	C. 5
2 Multiple Choice	How many spaces are in the treble clef?	1.0	C. 4
3 Multiple Choice	What is the interval in the attachment?	1.0	A. 3rd

20 14 records displayed Template Name: ABC

You will highlight the template and then select **Clone Template**. After cloning the template, you can make modifications to the Online Assignment Template.

Custom Forms

Custom Forms - University Visits (542)

Views: University Visits Filters: *All Students

Last Name	First	Middle	S	Def Ent	Gr	Grad Yr	Name of College
1	AARONSON	KRYSTINA	L	A	001	12	2013
2	ADUSCR	SADIE		A	001	09	2016 UW Stevens Point

Expand All Collapse All View Printable Details

University Visits Add

Edit	Delete	Date Created	Time Created	Name of College	Date of Visit	Student's Name
		05/05/2013	7:25 am	UW Stevens Point	05/03/2013	SADIE ADUSCR

General

Grade Information

Grad Yr/Grade: 2016/09	GLO:
Advance: No	Retain: No
NY Grad Year: 2016	Grad Req Base Yr: 2016
Graduated: Yes	Graduation Date: 06/15/2016
Entered 9th Grade:	

Custom Forms allow you to view, add, and modify Custom Forms attached to the students in your class. Custom Forms are used to track additional information.

Views

Custom Forms - University Visits (542)

Views: University Visits Filters: *All Students

View Drop-down Menu:

- Main
- College Visits 2012
- College Visits in Texas
- College Visits1
- Emergency form
- Example 1 (Entity Form)
- Example 9A (Entity Form)
- for fun
- Hospital Visits
- Kristina's multiple test form
- New Features Total
- Online Registration Form
- PE Results
- Sample exam
- Sample Test
- Scholarships
- Senior Trip
- Tech Savvy
- Testing SC
- University Campus Visits
- University Visiting
- University Visits**
- Vehicle
- Vehicle Info
- Vehicle Registration
- Visiting Schools
- Work Permit
- Work Permit ex
- Work Permits
- Workers Permit

Details

Time Created	Name of College	Date of Visit	Student's Name
7:25 am	UW Stevens Point	05/03/2013	SADIE ADUSCR

Grade Information

GLO:	
Retain: No	
Grad Req Base Yr: 2016	
Graduation Date: 06/15/2016	

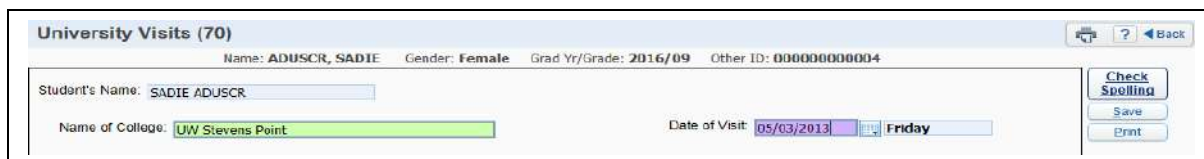
Age: 15 Gender: Female Special Ed: No Ancestry:

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

Expanded Student Information

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

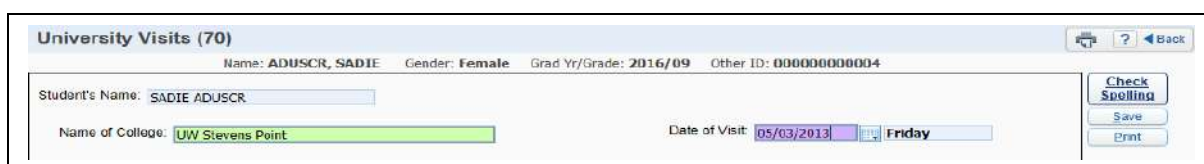
Add



The screenshot shows a web form titled "University Visits (70)". At the top, it displays student information: Name: ADUSCR, SADIE; Gender: Female; Grad Yr/Grade: 2016/09; Other ID: 000000000004. Below this, there are input fields for "Student's Name" (containing SADIE ADUSCR), "Name of College" (containing UW Stevens Point), and "Date of Visit" (containing 05/03/2013 and Friday). On the right side, there are three buttons: "Check Spelling", "Save", and "Print".

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

Edit

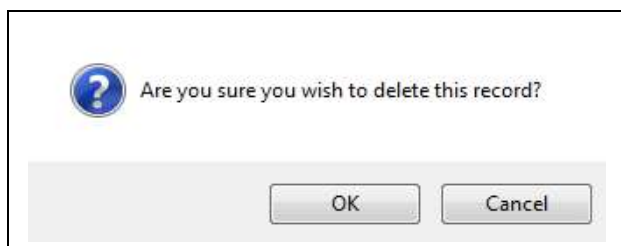


This screenshot is identical to the one above, showing the "University Visits (70)" form with the same student information and input fields.

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

Delete

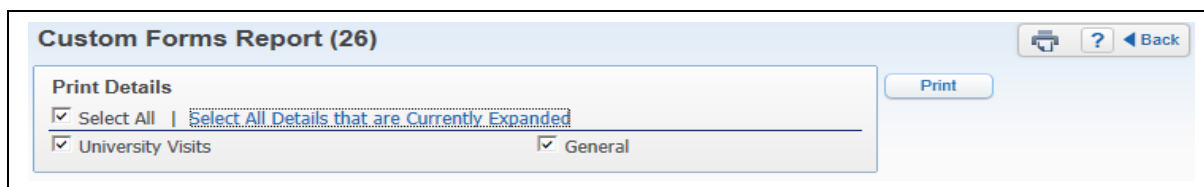
The Delete allows you to remove a custom form for a student. You will select the Custom Form in the Views drop-down menu and then select **Delete**. The ability to delete a Custom Form will depend on the administrative setup.



The screenshot shows a confirmation dialog box with a question mark icon and the text "Are you sure you wish to delete this record?". At the bottom, there are two buttons: "OK" and "Cancel".

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

Print Details

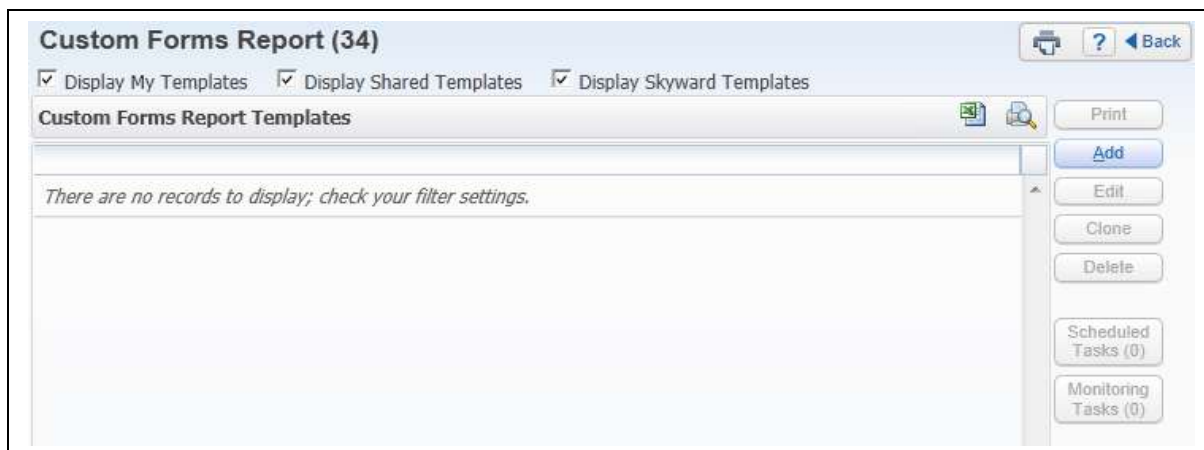


The screenshot shows the 'Custom Forms Report (26)' interface. At the top right are icons for printing, help, and a back button. Below the title bar is a 'Print Details' section with a 'Print' button. Inside this section, there are two rows of checkboxes: 'Select All' and 'University Visits' on the left, and 'Select All Details that are Currently Expanded' and 'General' on the right. The 'General' checkbox is checked.

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

Print For Entire Class

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



The screenshot shows the 'Custom Forms Report (34)' interface. At the top right are icons for printing, help, and a back button. Below the title bar are three checked checkboxes: 'Display My Templates', 'Display Shared Templates', and 'Display Skyward Templates'. Below these is a section titled 'Custom Forms Report Templates' with a search icon. The main area of this section is empty and contains the text 'There are no records to display; check your filter settings.' To the right of this section is a vertical toolbar with buttons for 'Print', 'Add', 'Edit', 'Clone', 'Delete', 'Scheduled Tasks (0)', and 'Monitoring Tasks (0)'.

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

Custom Forms Report (89)

Template Settings

* Template Description:

☐ Print Greenbar

Custom Forms Report

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

Available Custom Forms

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

Selected Custom Forms

- University Visits

Buttons: Add All, Add, Remove, Remove All

Asterisk (*) denotes a required field

Check Spelling, Save, Save and Print

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

District Assessment

District Assessment Tracker (75)

Views: By Benchmarks Filters: *Skyward Default

Chart Benchmarks

Benchmark	Academic Standard	Code
1 ▶ distinguish between beat/rhythm, higher/lower, louder/softer, faster/slower, and same/different in musical performances	117.01.102.06	1
2 ▼ identify repetition and contrast in music examples	117.01.102.01	3
3 ▶ use music terminology to explain sounds and performances	117.02.102.01	2

Expand All Collapse All Modify Details (displaying 3 of 3) View Printable Details

Gradebook Assignments Referencing this Benchmark

Assignment	Due Date	Question(s)	Class (Gradebook)	District Assessment	Question(s)
District Assessment	05/10/2013	1	Band 1 / 01 Band 1	Music Theory Version A	1
District Assessment	05/10/2013	1	Band 1 / 01 Band 1	Music Theory Version A	1

Summary Results

My Combined Earned Average for Students who did not meet Benchmark: No students were found that did not meet this Benchmark.

Entity 001's Combined Earned Average for Students who did not meet Benchmark: No students were found that did not meet this Benchmark.

District's Combined Earned Average for Students who did not meet Benchmark: No students were found that did not meet this Benchmark.

Individual Results

Band 1 / 01 Band 1:

Combined Earned Average for Students who did not meet Benchmark: No students were found in this Gradebook that did not meet this Benchmark.

District Assessments are very similar to Online Assignments but they are set up by the district administrators; they are attached to your specific courses. Once they are attached to the courses, you can use the District Assessments in your Gradebook to administer the assessment through Student Access.

The District Assessment Tracker allows you to see how students performed on the assessment by expanding next to the Academic Benchmark/Standard.

Gradebook Assignments Referencing this Benchmark

This option allows you to view the Gradebook assignments attached to a District Assessment.

Summary Results

The Summary Results display the percentage of students not meeting the Benchmark.

Individual Results

The Individual Results show the students who did not meet the Benchmark for the district assessment.

[My Lesson Plans](#)

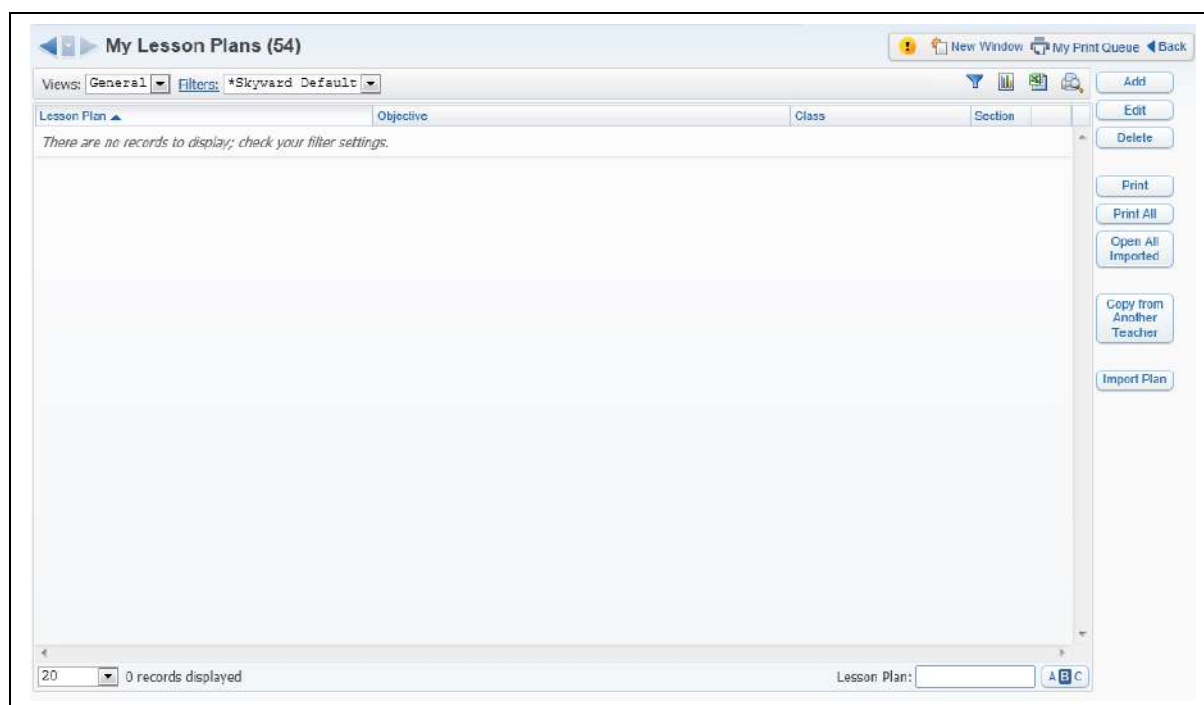
Lesson Scheduler

The screenshot displays the 'Lesson Scheduler (465)' application window. At the top, there are navigation buttons: 'Return to Current Day', 'Print Schedule', 'Menu Options', and '001 - Entity (001) Grades 9 to 12'. The main header shows the selected week: 'Week of May 5, 2013'. Below this, a 'Menu Options' dropdown is open, listing several actions: 'View Lesson Scheduler for Entity:', '001 Entity (001) Grades 9 to 12', '041 Entity (041) Grades 7 to 8', '102 Entity (102) Grades KG to 06', 'Go To: My Lesson Plans', 'Reports: Lesson Plan Report', 'Lesson Schedule Report', 'Utilities: Copy Item(s) from Class to Class'. The main area is a grid representing the school week. The days are Sunday (No School), Monday (7 am to 4 pm), Tuesday (7 am to 4 pm), Wednesday (7 am to 4 pm), Thursday (7 am to 4 pm), Friday (7 am to 4 pm), and Saturday (No School). The time slots are 7 am, 8 am, 9 am, 10 am, 11 am, 12 pm, 1 pm, 2 pm, 3 pm, and 4 pm. Some slots are highlighted in yellow, indicating they are currently selected or active. At the bottom left, there is a small text box with the code 'javascript:openMenu('week');'. At the bottom center, it says 'Lesson Scheduler Display Options'.

If your school district has purchased this module, you will be able to use My Lesson Scheduler to organize the day-to-day educational plan for a class.

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**.

Lesson Plan Maintenance (65)

Lesson Plan: Music History Class: Band I / 01 Teacher: MARILEE ANDREASCR
[Rename this Lesson Plan](#) [Show: Summaries | Details](#) [Print](#)

Attach Skill(s)
No Skill(s) have been attached to this Lesson Plan.

Add Objective
No Objective has been entered for this Lesson Plan.

Add | Copy from Map Assessment(s)
No Assessment(s) have been found entered for this Lesson Plan.

Add | Copy from Map Activity(s)
No Activity(s) have been entered for this Lesson Plan.

Add | Copy from Map Teacher Resource(s)
No Teacher Resource(s) have been entered for this Lesson Plan.

Add | Copy from Map Student Resource(s)
No Student Resource(s) have been entered for this Lesson Plan.

Add Note(s)
No Note(s) have been entered for this Lesson Plan.

The view of the screen will depend on the Lesson Plan configuration.

Attach (Skills)

The Attach Skill(s) option allows you to select Academic Standards/Benchmarks to the lesson plan. When attaching skills to a Lesson Plan, you can either copy the skills from **Curriculum Map** or **Curriculum Master**.

Copy from Curriculum Map to Lesson Plan (134)

Copy Skill(s) from: ☒ Curriculum Map ☐ Curriculum Master Band I

Views: General Filters: *Skyward Default

Copy	Skill	Description	Map	Unit
☒	117.01.102.05	Relate music to history, to society, and to culture	BAND 1	Music History
☐	117.01.102.06	Respond to and evaluates music and musical performance	BAND 1	Music History
☐	117.02.102.01	Describe and analyze musical sound and demonstrates musical artistry	BAND 1	Music History
☐	117.02.102.02	Perform a varied repertoire of music	BAND 1	Marching Band
☐	117.02.102.02	Perform a varied repertoire of music	BAND 1	Music History
☐	117.02.102.03	Read and write music notation	BAND 1	Marching Band
☐	117.02.102.05	Relate music to history, to society, and to culture	BAND 1	Marching Band

[Save](#) [Select All](#) [Unselect All](#)

The **Copy from Curriculum Map** screen appears with a list of available Academic Standards attached to the Curriculum Map(s) for this Class. An Academic Standard may display multiple times on the list due to the fact that it is associated with more than one unit of a curriculum map.

After selecting the Academic Standard(s) for the Lesson Plan, click **Save**.

Copy from Curriculum Master to Lesson Plan (193)

Copy Skill(s) from: ☐ Curriculum Map ☒ Curriculum Master **Band I**

Views: **General** Filters: *Skyward Default

Save

Copy	Skill	Description
☒	117.01.102.01	Describe and analyze musical sound and demonstrates musical artistry
☐	117.01.102.02	Perform a varied repertoire of music
☐	117.01.102.03	Read and write music notation
☐	117.01.102.04	Create and arrange music within specified guidelines
☐	117.01.102.05	Relate music to history, to society, and to culture
☐	117.01.102.06	Respond to and evaluates music and musical performance
☐	117.02.102.01	Describe and analyze musical sound and demonstrates musical artistry
☐	117.02.102.02	Perform a varied repertoire of music
☐	117.02.102.03	Read and write music notation
☐	117.02.102.04	Create and arrange music within specified guidelines
☐	117.02.102.05	Relate music to history, to society, and to culture
☐	117.02.102.06	Respond to and evaluates music and musical performance
☐	117.03.102.01	Describe and analyze musical sound and demonstrates musical artistry
☐	117.03.102.02	Perform a varied repertoire of music
☐	117.03.102.03	Read and write music notation
☐	117.03.102.04	Create and arrange music within specified guidelines
☐	117.03.102.05	Relate music to history, to society, and to culture
☐	117.03.102.06	Respond to and evaluates music and musical performance
☐	117.04.102.01	Describe and analyze musical sound and demonstrates musical artistry
☐	117.04.102.02	Perform a varied repertoire of music

Select All
Unselect All

20 20 records displayed Skill: ABC

Another option to attaching Academic Standards is the **Copy from Curriculum Master**. The screen will display with a list of available Academic Standards attached to the Curriculum Master.

After selecting the Academic Standard(s) to the Lesson Plan, select **Save**.

View Skill

Skill Maintenance (47)

Standards Set: Texas Academic Standards

Learning Area: 117 Fine Arts

Level: 01 1st Grade

Content: 102 Music Knowledge And Skills

Skill Key: 117.01.102 05

Summary: Relate music to history, to society, and to culture

State Explanation & Benchmark(s)

Explanation: Relate music to history, to society, and to culture

Benchmark(s): (Show/Hide)

District Explanation & Benchmark(s)

Explanation: Relate music to history, to society, and to culture

Benchmark(s): (Show/Hide)

The View Skill option allows you to see additional information related to the selected skill.

Remove (Skills)

The Remove Skill option allows you to remove the skill from the selected Lesson Plan.

Remove Skill from Lesson Plan

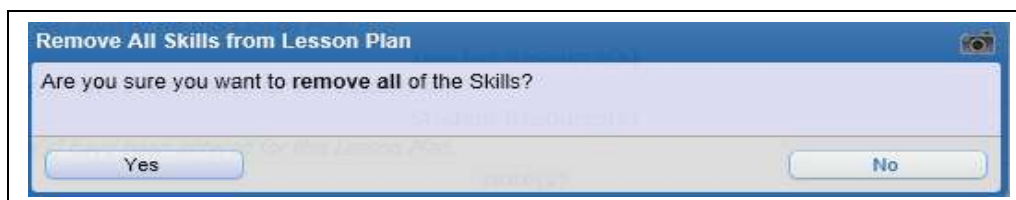
Are you sure you want to remove this Skill (117.01.102.05)?

Yes No

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

Remove All (Skills)

The Remove All Skill(s) option allows you to remove the skill(s) from the selected Lesson Plan.



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

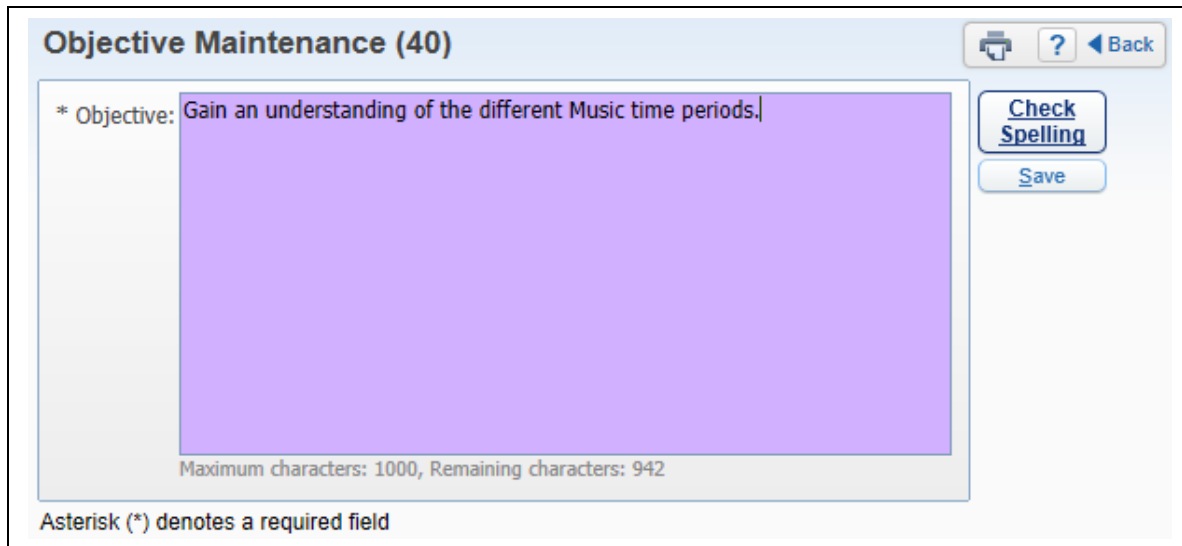
Add (Objective)

The Objective is used to show the desired outcome or reason for the Lesson Plan. You can only enter a single Objective for a Lesson Plan.

A screenshot of a web-based form titled "Objective Maintenance (38)". The form has a light blue header bar with the title and three icons: a printer, a question mark, and a "Back" button. Below the header, the main area has a light blue background. On the left, there is a label "* Objective:" followed by a large text input field. The input field contains the text "Gain an understanding of the different Music time periods." Below the input field, there is a status bar that reads "Maximum characters: 1000, Remaining characters: 942". On the right side of the form, there are two buttons: "Check Spelling" and "Save". At the bottom of the form, there is a note that reads "Asterisk (*) denotes a required field".

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

Edit (Objective)

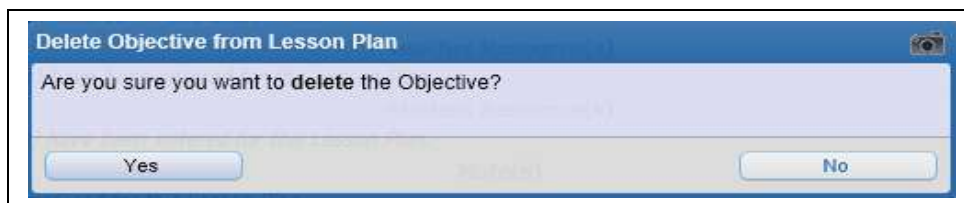


The screenshot shows a web form titled "Objective Maintenance (40)". At the top right, there are icons for printing, help, and a "Back" button. The main area contains a text input field with the label "* Objective:" and the text "Gain an understanding of the different Music time periods." Below the input field, it says "Maximum characters: 1000, Remaining characters: 942". To the right of the input field are two buttons: "Check Spelling" and "Save". At the bottom left, a note states "Asterisk (*) denotes a required field".

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

Delete (Objective)

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



The screenshot shows a dialog box titled "Delete Objective from Lesson Plan". It contains the question "Are you sure you want to delete the Objective?" and two buttons at the bottom: "Yes" and "No".

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

Add (Assessments)

Assessments allow you to create the means of assessing whether the students have retained the information.

Assessment Maintenance (45)

* Summary: Music History Listening Quiz

Detail: Students will complete a Music History Listening Quiz on Student Access.

Maximum characters: 1000, Remaining characters: 928

Attachment: 5/9/2013 - 3 - Sample Document.doc

Select a File: G:\U\amys\3 - Sample Document.doc

Buttons: Check Spelling, Save, Remove, View, Upload

Asterisk (*) denotes a required field

- ****Summary** – Enter the Assessment Summary of the Lesson Plan.
- **Detail** – This allows you to enter additional information regarding the Assessment.
- **Attachment** – This allows you the ability to attach a file to the Assessment. The availability of this option will depend on the Gradebook Configuration for the district.

Copy from Map (Assessments)

The Copy from Map option allows you to select assessment(s) attached to the curriculum map for the course. This option will only be available if the district has purchased and set up Curriculum Mapping.

Copy from Curriculum Map to Lesson Plan (65)

Views: General Filters: *Skyward Default

Copy	Assessment	Map	Unit
☐	March in parade for	BAND 1	Marching Band
☒	Music History Listen	BAND 1	Music History
☐	Perform marching	BAND 1	Marching Band
☐	Perform simple drill	BAND 1	Marching Band

Buttons: Save, Select All, Unselect All

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

Edit (Assessments)

Assessment Maintenance (30)

* Summary: Music History Listening Quiz

Detail: Students will complete a Music History Listening Quiz on Student Access.

Maximum characters: 1000, Remaining characters: 928

Attachment: 5/9/2013 - 3 - Sample Document.doc

Select a File: Browse...

Check Spelling

Save

Remove

View

Upload

Asterisk (*) denotes a required field

The Edit allows you to modify the Assessment of the Lesson Plan.

Delete (Assessments)

The Delete option allows you to remove the Assessment from the Lesson Plan.

Delete Assessment from Lesson Plan

Are you sure you want to delete this Assessment (1)?

Yes No

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

Blue Arrows (Assessments)

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

Add (Activity)

An Activity for the Lesson Plan allows you to determine what the students will be doing to learn the material.

Activity Maintenance (32)

* Summary:

Type:

Detail:

Attachment:

Select a File:

Maximum characters: 1000, Remaining characters: 889

Asterisk (*) denotes a required field

- ****Summary** – Enter the Activity Summary of the Lesson Plan.
- **Detail** – This allows you to enter additional information regarding the Activity.
- **Attachment** – This allows you the ability to attach a file to the Activity. The availability of this option will depend on the Gradebook Configuration for the district.

Copy from Map (Activity)

The Copy from Map option allows you to select activities attached to the curriculum map for the course. This option will only be available if the district has purchased and set up Curriculum Mapping.

Copy from Curriculum Map to Lesson Plan (70)

Views: Filters:

Copy	Activity	Map	Unit
☒	Composition Activit	BAND 1	Music History
☐	Drill Chart Reading	BAND 1	Marching Band
☐	Music Listening Jou	BAND 1	Music History
☐	Parade march in sc	BAND 1	Marching Band
☐	Perform music whil	BAND 1	Marching Band

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

Edit (Activity)

Assessment Maintenance (30)

* Summary: Music History Listening Quiz

Detail: Students will complete a Music History Listening Quiz on Student Access.

Maximum characters: 1000, Remaining characters: 928

Attachment: 5/9/2013 - 3 - Sample Document.doc

Select a File: Browse...

Buttons: Check Spelling, Save, Remove, View, Upload

Asterisk (*) denotes a required field

The Edit allows you to modify the Activity of the Lesson Plan.

Delete (Activity)

The Delete option allows you to remove the Activity from the Lesson Plan.

Delete Activity from Lesson Plan

Are you sure you want to delete this Activity (1)?

Buttons: Yes, No

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

Blue Arrows (Activity)

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

Add (Teacher Resources)

You have the ability to specify what materials are needed by you to present the topic.

Teacher Resource Maintenance (37)

* Resource Needed: Music History Teacher Edition

Maximum characters: 1000, Remaining characters: 971

Type: TEXT - Textbook

Attachment: 5/9/2013 - 3 - Sample Document.doc

Select a File: G:\U\amys\3 - Sample Document.doc

Buttons: Remove, View, Upload, Check Spelling, Save

Asterisk (*) denotes a required field

- ****Resource Needed** – Enter the Resource being used for the Lesson Plan.
- **Type** – Select the type of Resource. The types you see listed in the drop-down menu are Skyward defined types.
- **Attachment** – This allows you the ability to attach a file to the Resource. The availability of this option will depend on the Gradebook Configuration for the district.

Copy from Map (Teacher Resources)

The Copy from Map option allows you to select resources attached to the curriculum map for the course. This option will only be available if the district has purchased and set up Curriculum Mapping.

Copy from Curriculum Map to Lesson Plan (74)

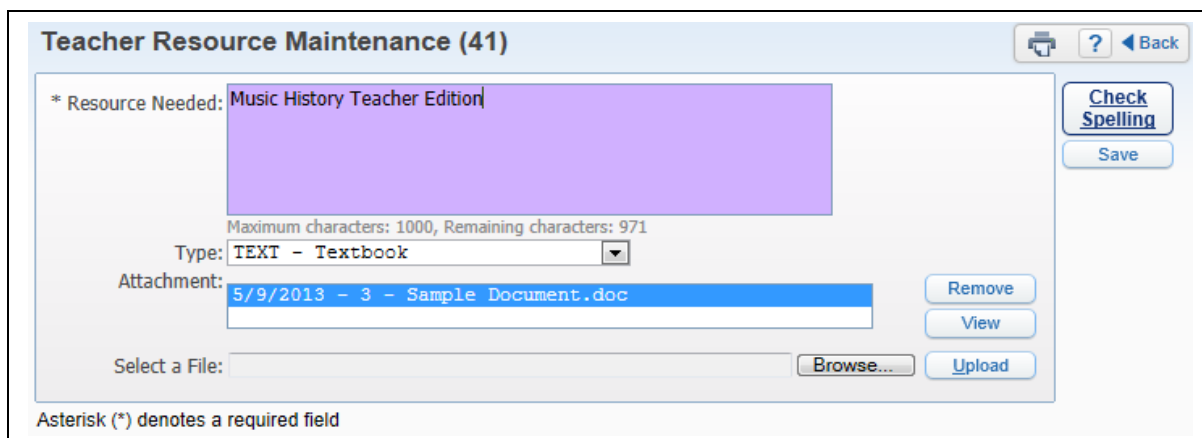
Views: General Filters: *Skyward Default

Copy	Resource	Map	Unit
1	Drill Chart for upco	BAND 1	Marching Band
2	Music for Marching	BAND 1	Marching Band
3	Music History 101	BAND 1	Music History
4	Watch Drum Corp	BAND 1	Marching Band

Buttons: Save, Select All, Unselect All

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

Edit (Teacher Resources)

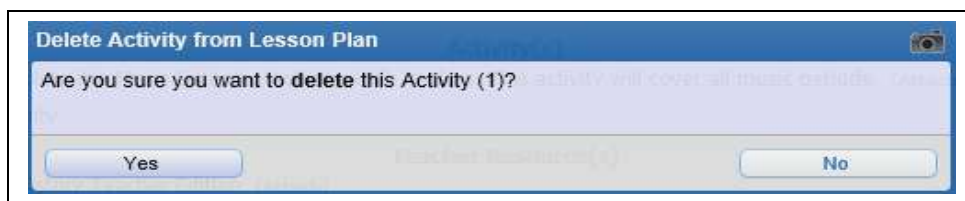


The screenshot shows a web form titled "Teacher Resource Maintenance (41)". At the top right are icons for printing, help, and a back button. The main form area has a label "* Resource Needed:" followed by a large text input field containing "Music History Teacher Edition". Below this field is a character count: "Maximum characters: 1000, Remaining characters: 971". To the right of the text field are "Check Spelling" and "Save" buttons. Below the text field is a "Type:" dropdown menu set to "TEXT - Textbook". Below that is an "Attachment:" field containing "5/9/2013 - 3 - Sample Document.doc", with "Remove" and "View" buttons to its right. At the bottom left is a "Select a File:" label and a "Browse..." button. To the right of the "Browse..." button is an "Upload" button. At the very bottom, a note states "Asterisk (*) denotes a required field".

The Edit allows you to modify the Teacher Resources of the Lesson Plan.

Delete (Teacher Resources)

The Delete option allows you to remove the Teacher Resources from the Lesson Plan.



The screenshot shows a dialog box titled "Delete Activity from Lesson Plan". It contains the question "Are you sure you want to delete this Activity (1)?" followed by a faint, partially visible text "activity will cover all music studies". At the bottom of the dialog are two buttons: "Yes" and "No".

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

Blue Arrows (Teacher Resources)

The Blue Arrows to the left of the Teacher Resource allow you to change the order the Teacher Resources display.

Add (Student Resources)

You have the ability to specify what materials are needed by the students to learn the materials.

Student Resource Maintenance (38)

* Resource Needed: Music History Textbook

Maximum characters: 1000, Remaining characters: 978

Type: TEXT - Textbook

Attachment: 5/9/2013 - 3 - Sample Document.doc

Select a File: G:\U\amys\3 - Sample Document.doc

Buttons: Check Spelling, Save, Remove, View, Upload

Asterisk (*) denotes a required field

- ****Resource Needed** – Enter the Resource being used for the Lesson Plan.
- **Type** – Select the type of Resource. The types you see listed in the drop-down menu are Skyward defined types.
- **Attachment** – This allows you the ability to attach a file to the Resource. The availability of this option will depend on the Gradebook Configuration for the district.

Copy from Map (Student Resources)

The Copy from Map option allows you to select resources attached to the curriculum map for the course. This option will only be available if the district has purchased and set up Curriculum Mapping.

Copy from Curriculum Map to Lesson Plan (75)

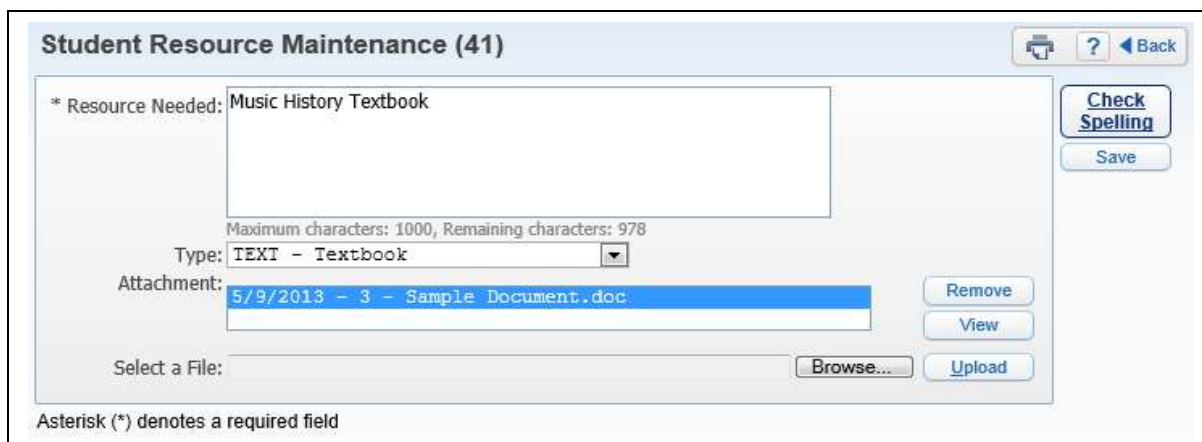
Views: General Filters: *Skyward Default

Copy	Resource	Map	Unit
1	Drill Chart for upco	BAND 1	Marching Band
2	Music for Marching	BAND 1	Marching Band
3	Music History 101	BAND 1	Music History
4	Watch Drum Corp	BAND 1	Marching Band

Buttons: Save, Select All, Unselect All

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

Edit (Student Resources)

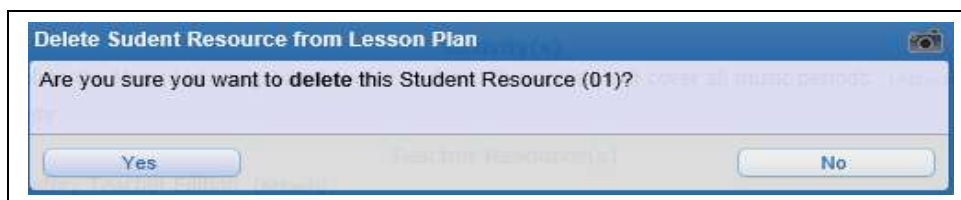


The screenshot shows a web form titled "Student Resource Maintenance (41)". At the top right are icons for printing, help, and a back button. The form contains a text input field for "Resource Needed" with the value "Music History Textbook". Below this is a character count: "Maximum characters: 1000, Remaining characters: 978". There is a dropdown menu for "Type" set to "TEXT - Textbook". An "Attachment" field shows a file named "5/9/2013 - 3 - Sample Document.doc" with "Remove" and "View" buttons. Below the attachment is a "Select a File:" label, a "Browse..." button, and an "Upload" button. On the right side, there are "Check Spelling" and "Save" buttons. A note at the bottom states "Asterisk (*) denotes a required field".

The Edit allows you to modify the Student Resource of the Lesson Plan.

Delete (Student Resources)

The Delete option allows you to remove the Student Resource from the Lesson Plan.



The screenshot shows a dialog box titled "Delete Student Resource from Lesson Plan". It contains the question "Are you sure you want to delete this Student Resource (01)?" and two buttons at the bottom: "Yes" and "No".

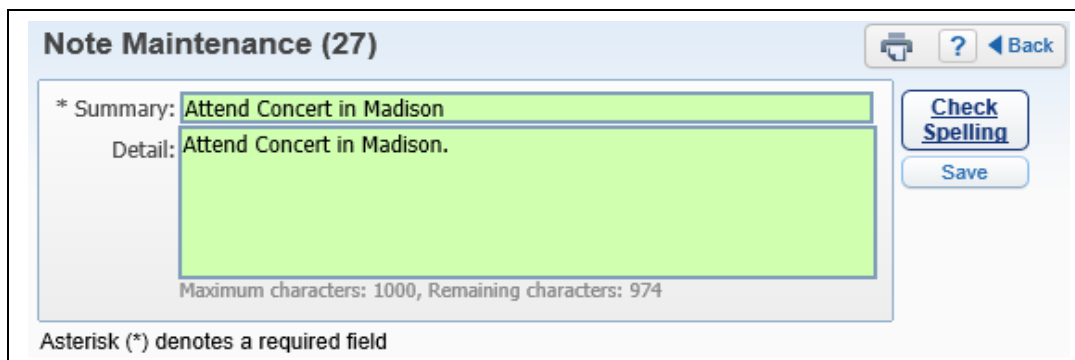
After you select **Delete**, you will receive the above message. If you want to delete the Student Resource, you will click **Yes**.

Blue Arrows (Student Resources)

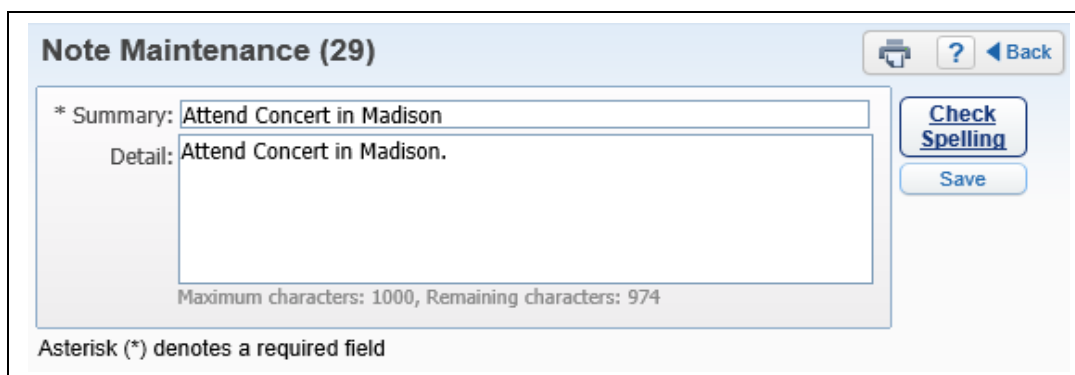
The Blue Arrows to the left of the Student Resource allow you to change the order in which the Student Resources display.

Add (Notes)

The Notes allow you to enter additional information related to the Lesson Plan.



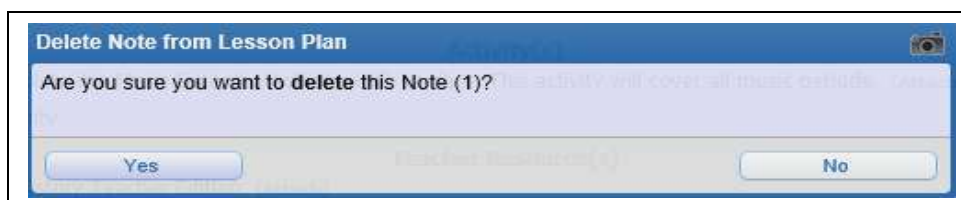
Enter the Note for the Lesson Plan and select **Save**.

Edit (Notes)

The Edit allows you to modify the Note of the Lesson Plan.

Delete (Notes)

The Delete option allows you to remove the Note from the Lesson Plan.



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

Blue Arrows (Test)

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

Rename this Lesson Plan

A screenshot of a web-based dialog box titled "Rename Lesson Plan (27)". The dialog has a light blue header bar. Below the header, there is a text input field labeled "Lesson Plan:" containing the text "Music HIsory". To the right of the input field are three buttons: a printer icon, a question mark icon, and a "Back" button. Below the input field are two more buttons: "Check Spelling" and "Save".

The Rename this Lesson Plan option allows you to change the name of the Lesson Plan.

Show: Summaries/Details

This option allows you to determine the information that displays on the Lesson Plan. You can show either the Lesson Plan Summaries or Details.

Print

A screenshot of a web-based dialog box titled "Print Lesson Plan Report". The dialog has a blue header bar. Below the header, there is a text input field labeled "Do you want to print the Lesson Plan Report with summaries or details?". To the right of the input field is a camera icon. Below the input field are three buttons: "Summaries", "Details", and "Cancel".

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

Edit Lesson Plan

Lesson Plan Maintenance (152)

Lesson Plan: Music History

Class: Band I / 01

Teacher: MARILEE ANDREASCR

[Rename this Lesson Plan](#)
[Show: Summaries | Details](#)
[Print](#)

Attach Remove All	Skill(s)	
View Remove	Learning Area: Fine Arts Level: 1st Grade Content: Music Knowledge And Skills	
	117.01.102.05	Relate music to history, to society, and to culture
View Remove	117.01.102.06	Respond to and evaluates music and musical performance
	Learning Area: Fine Arts Level: 2nd Grade Content: Music Knowledge And Skills	
View Remove	117.02.102.01	Describe and analyze musical sound and demonstrates musical artistry
Objective		
Edit Delete	Gain an understanding of the different Music time periods.	
Assessment(s)		
Add Copy from Map		
Edit Delete ↓	01. Students will complete a Music History Listening Quiz on Student Access. (Attach)	
Edit Delete ↑	02. Music History Listening Assessment	
Activity(s)		
Add Copy from Map		
Edit Delete ↓	01. Student will complete the Music Listening Activity while in class. This activity will cover all music periods. (Attach)	
Edit Delete ↑	02. Composition Activity	
Teacher Resource(s)		
Add Copy from Map		
Edit Delete ↓	01. Music History Teacher Edition (Attach)	
Edit Delete ↑	02. Music History 101	
Student Resource(s)		
Add Copy from Map		
Edit Delete ↓	01. Music History Textbook (Attach)	
Edit Delete ↑	02. Music History 101	
Note(s)		
Add		
Edit Delete	01. Attend Concert in Madison.	

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

Delete Lesson Plan

The Delete option allows you to remove the Lesson Plan.

Confirm Delete

Are you sure you want to delete this Lesson Plan?

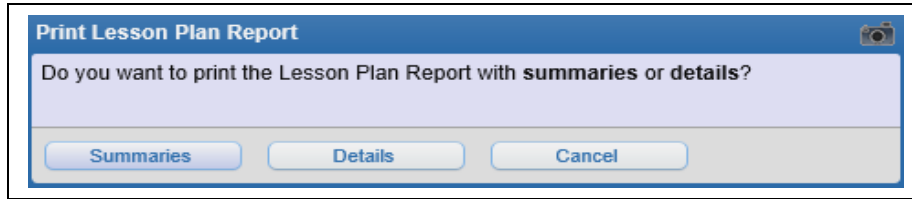
Note: Any Item(s) that are attached to this Lesson Plan will be unattached and no longer associated with this Lesson Plan.

Yes

No

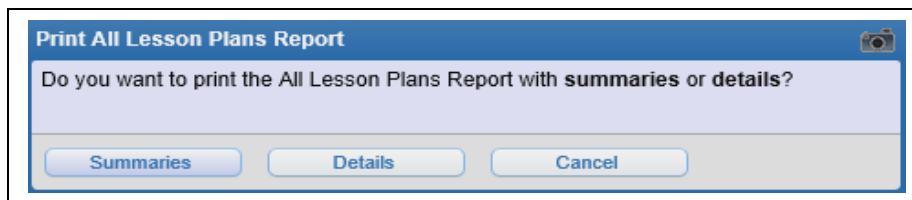
After you select **Delete**, you will receive the above message. If you want to delete the Lesson Plan, you will click **Yes**.

Print Lesson Plan



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

Print All Lesson Plans



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

Copy from Another Teacher

Copy Lesson Plan(s) from Another Teacher (327)

Views: General Filters: *Skyward Default

	Last Name ▲	First	Middle	# of Lesson Plans
3 ▶	AdamsCR	Yolo		0
4 ▶	addamsscr	phoebe		0
5 ▶	ADDAMSSCR	PHOEBE	F	0
6 ▶	AFRICASCR	KENTON	V	0
7 ▶	ALANSR	JAMAR		0
8 ▶	ALMADASCR	RIVA	O	0
9 ▶	ALPAUGHSCR	RYANN	A	0
10 ▶	ALSPAUGHSCR	RANEE	F	0
11 ▶	AMSTUTZSCR	ERLINDA	P	0
12 ▶	ANDREASCR	MARILEE	Y	1
13 ▼	ANNAMSCR	RHODA	D	1

Expand All Collapse All View Printable Details

▼ Lesson Plans

	Lesson Plan	Class	Entity	School Year
	Copy View Verb Conjugation	1255 / 01 French II	001	2012-13

14 ▶	APLINSR	NEOMA	L	0
15 ▶	ARDUJINISCR	EDYTHE	C	0

20 20 records displayed Last Name: ABC

The Copy from Another Teacher option allows you to quickly copy Lesson Plans from other Teacher and also your own Lesson Plans. The availability of this option will depend on the setup of the Gradebook. Expand next to the teacher's name whose Lesson Plan you would like to copy.

View Lesson Plan

Lesson Plan Maintenance (152)

Lesson Plan: Music History

Class: Band I / 01

Teacher: MARILEE ANDREASCR

Show: Summaries | Details

Print

Skill(s)

Learning Area: Fine Arts

Level: 1st Grade

Content: Music Knowledge And Skills

117.01.102.05

Relate music to history, to society, and to culture

117.01.102.06

Respond to and evaluates music and musical performance

Learning Area: Fine Arts

Level: 2nd Grade

Content: Music Knowledge And Skills

117.02.102.01

Describe and analyze musical sound and demonstrates musical artistry

Objective

Gain an understanding of the different Music time periods.

Assessment(s)

01. Students will complete a Music History Listening Quiz on Student Access. (Attach)

02. Music History Listening Assessment

Activity(s)

01. Student will complete the Music Listening Activity while in class. This activity will cover all music periods. (Attach)

02. Composition Activity

Teacher Resource(s)

01. Music History Teacher Edition (Attach)

02. Music History 101

Student Resource(s)

01. Music History Textbook (Attach)

02. Music History 101

Note(s)

01. Attend Concert in Madison.

You can click on the **View** to see a preview of the Lesson Plan.

Copy Lesson Plan

You will click on **Copy** to clone this Lesson Plan to your Lesson Scheduler.

Copy Lesson Plan from Another Teacher

Select the Class you want to copy this Lesson Plan to:

2LA / 01 2 Lang Arts

2READ / 01 2 Reading

2SPEL / 01 2 Spelling

2WRIT / 01 2 Writing

Band I / 01 Band I

TREND / 01 Trend

3117 / 01 Wind Ensemble 3

Entity

School

001

2012-

Cancel

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.



The screenshot shows a web form titled "Imported Lesson Plan Maintenance (138)". It includes a "Lesson Plan:" field with the text "Marching Lesson Plan", a "Class:" dropdown menu showing "Band I / 01 Band I", and a "Teacher:" field with the name "MARILEE ANDREASCR". Below these is an "Imported File:" section showing "(3 - Sample Document.doc)" with buttons for "Remove Attached File" and "View Attached File". On the right side, there are buttons for "Check Spelling" and "Save".

- **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.

The screenshot displays the 'Lesson Plan Maintenance (151)' interface. At the top, it shows the Lesson Plan: Music History, Class: Band I / 01, and Teacher: MARILEE ANDREASCR. There are links for 'Show: Summaries | Details' and a 'Print' button. The interface is divided into several sections:

- Objective:** Gain an understanding of the different Music time periods.
- Skill(s):**
 - Learning Area: Fine Arts, Level: 1st Grade, Content: Music Knowledge And Skills. 117.01.102.05: Relate music to history, to society, and to culture.
 - Learning Area: Fine Arts, Level: 2nd Grade, Content: Music Knowledge And Skills. 117.02.102.01: Describe and analyze musical sound and demonstrates musical artistry.
- Activity(s):**
 - 01. Student will complete the Music Listening Activity while in class. This activity will cover all music periods. (Attach)
 - 02. Composition Activity
- Assessment(s):**
 - 01. Students will complete a Music History Listening Quiz on Student Access. (Attach)
 - 02. Music History Listening Assessment
- Teacher Resource(s):**
 - 01. Music History Teacher Edition (Attach)
 - 02. Music History 101
- Student Resource(s):**
 - 01. Music History Textbook (Attach)
 - 02. Music History 101
- Note(s):**
 - 01. Attend Concert in Madison.

- **Use Another Layout** – This option allows you to create a separate layout for Family/Student Access.
Setup – Use the Setup link to configure the Lesson Plan Layout for Family/Student Access.

Number of Rows to Display – Select the number of rows to display on the Lesson Plan Layout.

Data Boxes on Row – This allows you to determine the number of boxes that will display per row on the Lesson Plan Layout.

Data Box Setup – The Data Box Setup allows you to determine the Lesson Plan information that will display in each box.

Adding a Lesson Scheduler Item

You can create a Daily Lesson Plan or Item to show a brief statement as to what is going to be taught on a specific date and time.



Click on the **+** (**Plus Sign**) next to the time or class period.

Add Item to Class:
[Back](#)

2LA / 01
2READ / 01
2SPEL / 01
2WRIT / 01
Band I / 01
TREND / 01
3117 / 01

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

Create a General Item

Add an Item (1183)

[Back](#)

Band I / 01 Band I, Period 1

☒ Create a General Item
 ☐ Create a Gradebook Assignment

Pre-fill fields from an Item on a Lesson Plan: [Select Item](#)

* Summary:

* Date: [Recurrence](#)

* Start Time: * Stop Time:

Details: View Style Toolbar: ▾

Learn about the composers of the Baroque Music Period

Internal Notes: View Style Toolbar: ▾

Listen to JS Bach inventions and explore the Baroque Period.

Lesson Plan Options:

☐ This item is not linked to a Lesson Plan
☒ This Item is linked to a Lesson Plan: [Select Lesson Plan](#)
☐ This Item is linked to an Item on a Lesson Plan: [Select Item](#)
☐ Save this Item as a new on a Lesson Plan: [Select Lesson Plan](#)

[Check Spelling](#)

[Save](#)

[Save & Back](#)

[Undo](#)

[Attach](#)

Asterisk (*) denotes a required field

Item

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

Item Selection (104)

Views: Filters:

Item	Lesson Plan	Item Type
1 Composition Activity	Music History	Activity
2 Composition Activity	Music History - COPY	Activity
3 Music History Listening Assessment	Music History	Assessment
4 Music History Listening Assessment	Music History - COPY	Assessment
5 Music History Listening Quiz	Music History	Assessment
6 Music History Listening Quiz	Music History - COPY	Assessment
7 Music Listening Activity	Music History	Activity
8 Music Listening Activity	Music History - COPY	Activity

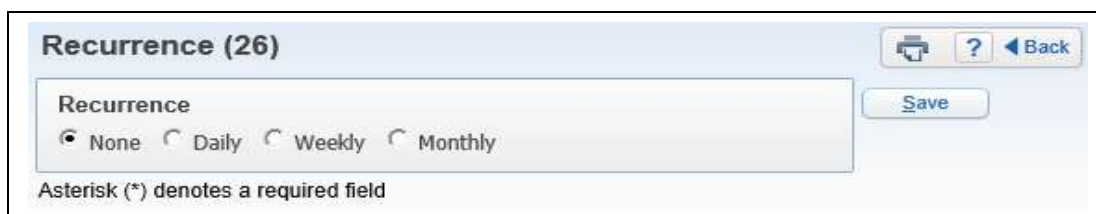
[Select](#)

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.

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

** Denotes Required Field to save screen.



Recurrence (26)

Recurrence

☒ None ☐ Daily ☐ Weekly ☐ Monthly

Asterisk (*) denotes a required field

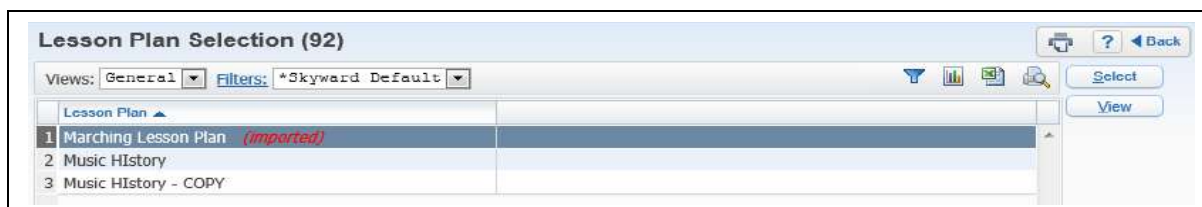
Buttons: Print, Help, Back, Save

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.



Lesson Plan Selection (92)

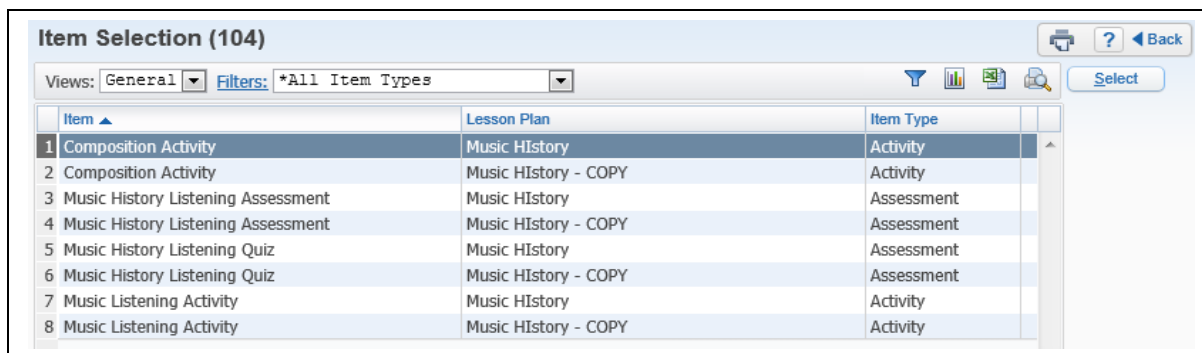
Views: General Filters: *Skyward Default

Lesson Plan
1 Marching Lesson Plan (imported)
2 Music History
3 Music History - COPY

Buttons: Select, View

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.



Item Selection (104)

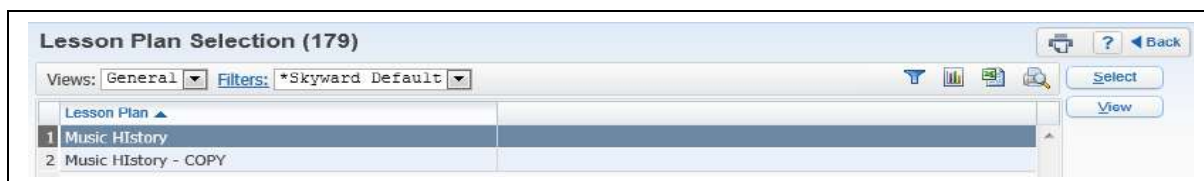
Views: General Filters: *All Item Types

Item	Lesson Plan	Item Type
1 Composition Activity	Music History	Activity
2 Composition Activity	Music History - COPY	Activity
3 Music History Listening Assessment	Music History	Assessment
4 Music History Listening Assessment	Music History - COPY	Assessment
5 Music History Listening Quiz	Music History	Assessment
6 Music History Listening Quiz	Music History - COPY	Assessment
7 Music Listening Activity	Music History	Activity
8 Music Listening Activity	Music History - COPY	Activity

Buttons: Select

Highlight an existing Activity or Assessment and click on **Select**.

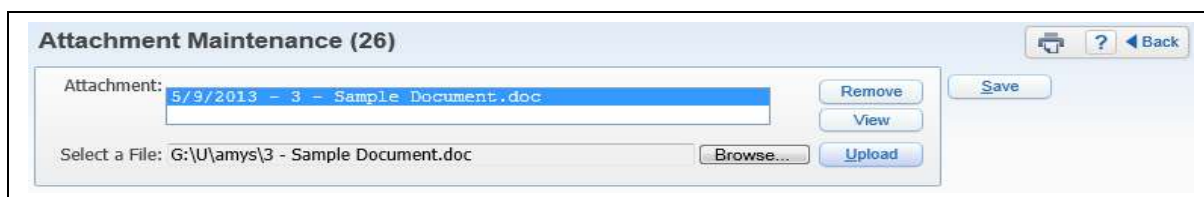
- **Save this Item as a new Activity/Assessment on a Lesson Plan** – This option allows you to create either a new Activity or Assessment for an existing Lesson Plan.



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

Attach

The Attach allows you to place an attachment to the Lesson Plan Item. The availability of this option will depend on the Gradebook Configuration for the district.



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

Create a Gradebook Assignment

Add an Item (1183)

[Back](#)

Band I / 01 Band I, Period 1
[Add for Other Classes](#)

☐ Create a General Item
 ☒ Create a Gradebook Assignment

Pre-fill fields from an Item on a Lesson Plan: [Select Item](#)

Pre-filled from Item: Composition Activity (Activity), Lesson Plan: Music History

* Summary: **Composition Activity**

* Date: **05/09/2013**

**Date will represent Assign, Proposed Due, and Actual Due dates*

Thursday

* Start Time: **08:00** **AM**

* Stop Time: **08:50** **AM**

Category: **6T/T - 100.00% - 6NKS TEST/TEST**

Details:

View Style Toolbar:

Composition Activity

Internal Notes:

View Style Toolbar:

Composition Activity

Assignment Group:

☒ Post to Family Access

Max Score:

☒ Post to Student Access

Weight Multiplier:

Lesson Plan Options:

☐ This item is not linked to a Lesson Plan

☐ This Item is linked to a Lesson Plan: [Select Lesson Plan](#)

☒ This Item is linked to an Item on a Lesson Plan: [Select Item](#)

☐ Save this Item as a new on a Lesson Plan: [Select Lesson Plan](#)

[Check Spelling](#)

[Save](#)

[Save & Back](#)

[Undo](#)

[Attach](#)

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

** Denotes Required Field to save screen.

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

Item Selection (104)		
Views: General Filters: *All Item Types		
Item	Lesson Plan	Item Type
1 Composition Activity	Music History	Activity
2 Composition Activity	Music History - COPY	Activity
3 Music History Listening Assessment	Music History	Assessment
4 Music History Listening Assessment	Music History - COPY	Assessment
5 Music History Listening Quiz	Music History	Assessment
6 Music History Listening Quiz	Music History - COPY	Assessment
7 Music Listening Activity	Music History	Activity
8 Music Listening Activity	Music History - COPY	Activity

If you select an item to pre-fill, it will update the details of the Item.

- ****Summary** – Enter the summary of the Gradebook Assignment. This summary will be used as the gradebook assignment description.
- ****Date** – Select the date of the assignment. The date entered will be used in the gradebook as the Assign Date, Proposed Due Date, and Actual Due Date.
- ****Start/Stop Time** – Enter the start and end time of the Item.
- ****Category** – Select the category that will be attached to the assignment. The categories in the drop-down menu pull directly from the categories from the gradebook.
- **Details** – This allows you to enter the detailed information related to the Item.
- **Internal Notes** – This allows you to enter additional information related to the Item.
- **Assignment Group** – This allows you to create a customized group for assignments.
- **Max Score** – Enter the maximum value a student may receive for the assignment.
- **Weight Multiplier** – Typically remains at “1” unless you wish to adjust assignment values for varying difficulty in assignments.
- **Post to Family/Student Access** – Select this option to post the assignment information to Family/Student Access. If you are unable to deselect the Post to Family/Student Access, it is occurring because of an entity choice to have all assignments automatically posted to Family/Student Access.

Lesson Plan Options

- **This item is not linked to a Lesson Plan**
- **This item is linked to a Lesson Plan** – This allows you to link this Gradebook Assignment to an existing Lesson Plan.

Lesson Plan Selection (92)	
Views: General Filters: *Skyward Default	
Lesson Plan	
1 Marching Lesson Plan <i>(imported)</i>	
2 Music History	
3 Music History - COPY	

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

- **This Item is linked to an Item on a Lesson Plan** – This allows you to link the Gradebook Assignment with an existing Activity or Assessment on a Lesson Plan.

Item	Lesson Plan	Item Type
1 Composition Activity	Music History	Activity
2 Composition Activity	Music History - COPY	Activity
3 Music History Listening Assessment	Music History	Assessment
4 Music History Listening Assessment	Music History - COPY	Assessment
5 Music History Listening Quiz	Music History	Assessment
6 Music History Listening Quiz	Music History - COPY	Assessment
7 Music Listening Activity	Music History	Activity
8 Music Listening Activity	Music History - COPY	Activity

Highlight an existing Activity or Assessment and click **Select**.

- **Save this Item as a new Activity/Assessment on a Lesson Plan** – This option allows you to create either a new Activity or Assessment for an existing Lesson Plan.

Lesson Plan
1 Music History
2 Music History - COPY

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

Attach

The Attach allows you to place an attachment to the Lesson Plan Item. The availability of this option will depend on the Gradebook Configuration for the district.

Attachment: 5/9/2013 - 3 - Sample Document.doc

Select a File: G:\U\amys\3 - Sample Document.doc

Buttons: Remove, View, Save, Upload, Browse...

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

Add for Other Classes

Add for Other Classes								Hide
	Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
☐	001			1 to 6	0	MTWRF	2READ / 01	2 Reading
☐	001			1 to 6	0	MTWRF	2SPEL / 01	2 Spelling
☐	001			1 to 6	0	MTWRF	2WRIT / 01	2 Writing

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

Edit Lesson Scheduler Item

The screenshot shows the 'Lesson Scheduler (718)' window. At the top, it displays 'Week of May 5, 2013' and navigation options like 'Return to Current Day', 'Print Schedule', and 'Menu Options'. Below this is a grid showing days from Sunday to Saturday. The Thursday column (May 9) has a yellow highlighted block for 'Composition Activity' from 8:00 AM to 8:50 AM. A red arrow points to this block.

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

Composition Activity
[Back](#)

Description: Composition Activity [Edit](#)

Due Date: 05/09/2013 [Clone](#)

Time: 08:00 AM-08:50 AM [Delete](#)

Category: 6WKS TEST/TEST

Notes: Composition Activity

Lesson Plan: Music Hstory

Class: Band I / 01 (Period 1)

Max Score: 100 ☒ **Post to Family Access**

Weight: 1 ☒ **Post to Student Access**

[<< Move to Wednesday](#)
[Move to Friday >>](#)
[View Gradebook](#)

Edit

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

** Denotes Required Field to save screen.

Edit an Item (1211)

 Back

Band I / 01 Band I, Period 1[Add for Other Classes](#)

* Summary: **Composition Activity**

* Date:  **Thursday** **Date will represent the Actual Due date*

* Start Time: * Stop Time:

Category: **6T/T - 100.00% - 6WKS TEST/TEST** ▼

Details:

View Style Toolbar: 

Composition Activity

Internal Notes:

View Style Toolbar: 

Composition Activity

Assignment Group: ☒ Post to Family Access

Max Score: ☒ Post to Student Access

Weight Multiplier:

Lesson Plan Options:

☐ This item is not linked to a Lesson Plan

☒ This Item is linked to a Lesson Plan:
Selected Lesson Plan: Music History

☐ This Item is linked to an Item on a Lesson Plan:

☐ Save this Item as a new on a Lesson Plan:

Asterisk (*) denotes a required field

[Check Spelling](#)

[Save](#)

[Save & Back](#)

[Delete](#)

[Undo](#)

[Attach](#)

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

Clone

Add an Item (1211)

[Back](#)

Band I / 01 Band I

Add for Other Classes

☐ Create a General Item
 ☒ Create a Gradebook Assignment

Pre-fill fields from an Item on a Lesson Plan: [Select Item](#)

* Summary:

* Date:
*Date will represent Assign, Proposed Due, and Actual Due dates

* Start Time:
 * Stop Time:

Category:

Details:

View Style Toolbar:

Internal Notes:

View Style Toolbar:

Assignment Group:
☒ Post to Family Access

Max Score:
☒ Post to Student Access

Weight Multiplier:

Lesson Plan Options:

☐ This item is not linked to a Lesson Plan

☒ This Item is linked to a Lesson Plan: [Select Lesson Plan](#)
Selected Lesson Plan: **Music HHistory**

☐ This Item is linked to an Item on a Lesson Plan: [Select Item](#)

☐ Save this Item as a new on a Lesson Plan: [Select Lesson Plan](#)

[Check Spelling](#)

[Save](#)

[Save & Back](#)

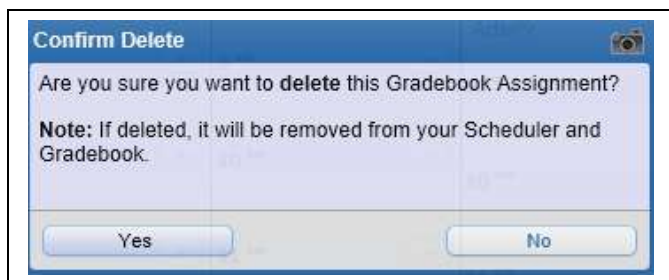
[Undo](#)

[Attach](#)

The Clone option allows you to make a copy of an existing Lesson Scheduler Item. When cloning the Item, you have the ability to make modifications to it.

Delete

The Delete option allows you to remove the Item from the Lesson Scheduler.



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

Move to Prior/Future Day

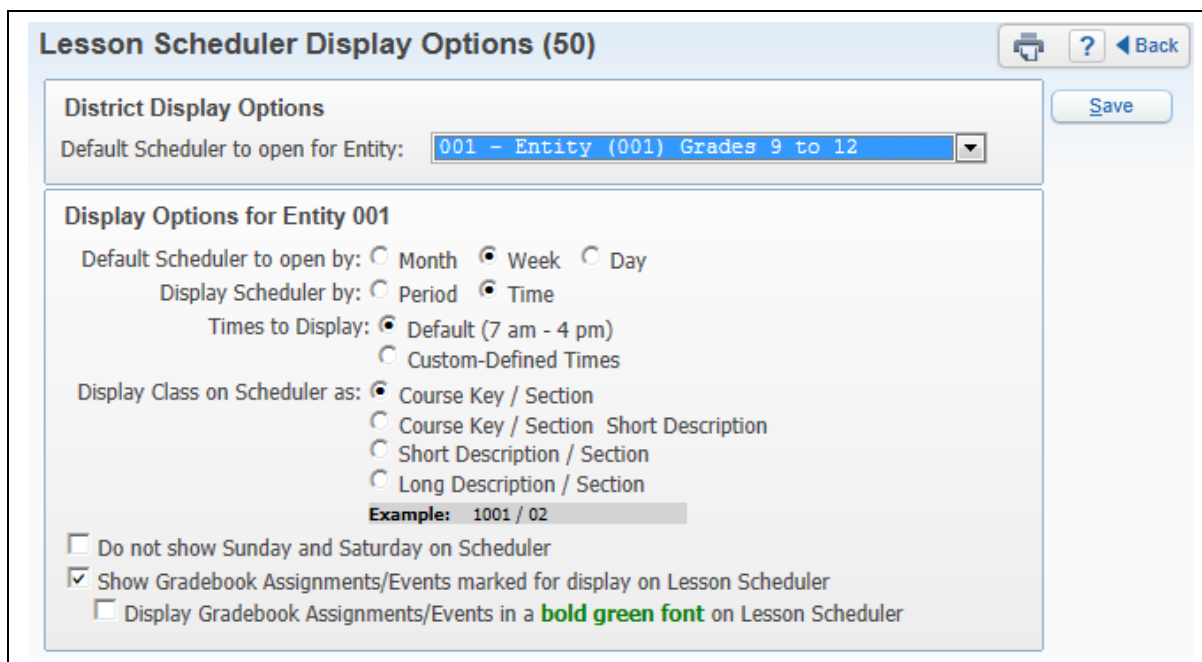
The Move to Prior/Future Day allows you to easily change the date of the Lesson Scheduler Item.

View Gradebook

The View Gradebook option takes you directly into the Gradebook for the selected class.

The View Gradebook option takes you directly into the Gradebook for the selected class.

Lesson Scheduler Display Options

A screenshot of the 'Lesson Scheduler Display Options (50)' window. The window has a title bar with a printer icon, a help icon, and a 'Back' button. Below the title bar, there is a 'District Display Options' section with a dropdown menu for 'Default Scheduler to open for Entity:' set to '001 - Entity (001) Grades 9 to 12'. To the right of this section is a 'Save' button. The main section is titled 'Display Options for Entity 001' and contains several radio button options: 'Default Scheduler to open by:' with 'Month', 'Week' (selected), and 'Day'; 'Display Scheduler by:' with 'Period' and 'Time' (selected); 'Times to Display:' with 'Default (7 am - 4 pm)' (selected) and 'Custom-Defined Times'; and 'Display Class on Scheduler as:' with 'Course Key / Section' (selected), 'Course Key / Section Short Description', 'Short Description / Section', and 'Long Description / Section'. Below these options is an 'Example:' field showing '1001 / 02'. At the bottom, there are three checkboxes: 'Do not show Sunday and Saturday on Scheduler' (unchecked), 'Show Gradebook Assignments/Events marked for display on Lesson Scheduler' (checked), and 'Display Gradebook Assignments/Events in a bold green font on Lesson Scheduler' (unchecked).

The Lesson Scheduler Display Options provide you with the ability to customize the way your Lesson Scheduler displays. The Display Option can be changed at any time and can be set up to your preference.

District Display Options

- **Default Scheduler to open for Entity** – If you are in multiple entities, you can choose the entity you would like the Lesson Scheduler to default to when opened.

Display Options for Entity

For each entity you are active in, you can customize a different display.

- **Default Scheduler to open by** – This option allows you to determine if the Scheduler will display by Month, Week, or Day when opened.
- **Display Scheduler by** – This option allows you to determine if the Lesson Scheduler will display the class periods or by time.

Lesson Scheduler (719)						
Week of May 5, 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	7 am +	7 am +	7 am +	7 am +	7 am +	No School
	8 am +	8 am +	8 am +	8 am +	8 am +	
	9 am +	9 am +	9 am +	9 am +	9 am +	
	10 am +	10 am +	10 am +	10 am +	10 am +	

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

Lesson Scheduler (719)						
Week of May 5, 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	Prd 0: 2LA / 01 +	Prd 0: 2LA / 01 +	Prd 0: 2LA / 01 +	Prd 0: 2LA / 01 +	Prd 0: 2LA / 01 +	No School
	Prd 0: 2READ / 01 +	Prd 0: 2READ / 01 +	Prd 0: 2READ / 01 +	Prd 0: 2READ / 01 +	Prd 0: 2READ / 01 +	
	Prd 0: 2SPEL / 01 +	Prd 0: 2SPEL / 01 +	Prd 0: 2SPEL / 01 +	Prd 0: 2SPEL / 01 +	Prd 0: 2SPEL / 01 +	
	Prd 0: 2WRIT / 01 +	Prd 0: 2WRIT / 01 +	Prd 0: 2WRIT / 01 +	Prd 0: 2WRIT / 01 +	Prd 0: 2WRIT / 01 +	

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

- **Times to Display** – This will allow you to determine the times that display on the Lesson Scheduler. The option will only display if you have selected the option to "Display Scheduler by Time."
Default (7 am-4 pm) – This displays each hour on the Lesson Scheduler.

Custom-Defined Times – This option allows you to create your own times that will display on the Lesson Scheduler.

Custom-Defined Times (27)

* Time Label: Morning Meeting [Remove](#)

* Start Time: 08:00 AM * Stop Time: 08:15 AM

Display on: ☐ Sun ☒ Mon ☒ Tues ☒ Wed ☒ Thur ☒ Fri ☐ Sat

* Time Label: Math [Remove](#)

* Start Time: 08:15 AM * Stop Time: 09:30 AM

Display on: ☐ Sun ☒ Mon ☒ Tues ☒ Wed ☒ Thur ☒ Fri ☐ Sat

* Time Label: Break [Remove](#)

* Start Time: 09:30 AM * Stop Time: 09:45 AM

Display on: ☐ Sun ☒ Mon ☒ Tues ☒ Wed ☒ Thur ☒ Fri ☐ Sat

* Time Label: Language Arts [Remove](#)

* Start Time: 09:45 AM * Stop Time: 11:30 AM

Display on: ☐ Sun ☒ Mon ☒ Tues ☒ Wed ☒ Thur ☒ Fri ☐ Sat

* Time Label: Lunch [Remove](#)

* Start Time: 11:30 AM * Stop Time: 12:00 PM

Display on: ☐ Sun ☒ Mon ☒ Tues ☒ Wed ☒ Thur ☒ Fri ☐ Sat

[Check Spelling](#)
[Save](#)
[Add Another Time](#)
[Remove All Times](#)
[Undo](#)
[Reset](#)

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

Lesson Scheduler (720)

Week of May 5, 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	Morning Meeting 08:00 AM - 08:15 AM	Morning Meeting 08:00 AM - 08:15 AM	Morning Meeting 08:00 AM - 08:15 AM	Morning Meeting 08:00 AM - 08:15 AM	Morning Meeting 08:00 AM - 08:15 AM	No School
	Math 08:15 AM - 09:30 AM	Math 08:15 AM - 09:30 AM	Math 08:15 AM - 09:30 AM	Math 08:15 AM - 09:30 AM (08:00-08:50) Composition Activity	Math 08:15 AM - 09:30 AM	
	Break 09:30 AM - 09:45 AM	Break 09:30 AM - 09:45 AM	Break 09:30 AM - 09:45 AM	Break 09:30 AM - 09:45 AM	Break 09:30 AM - 09:45 AM	

The above is a sample of the Lesson Scheduler displaying the Custom-Defined Times.

Display Class on Scheduler as – This option allows you to determine how class information will display on the Lesson Scheduler.

- **Course Key/Section**

Lesson Scheduler (719)						
Week of May 5, 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	Prd 0: 2LA / 01	Prd 0: 2LA / 01	Prd 0: 2LA / 01	Prd 0: 2LA / 01	Prd 0: 2LA / 01	No School

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

- **Course Key/Section Short Description**

Lesson Scheduler (719)						
Week of May 5, 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	Prd 0: 2LA / 01 2 Lang Arts	Prd 0: 2LA / 01 2 Lang Arts	Prd 0: 2LA / 01 2 Lang Arts	Prd 0: 2LA / 01 2 Lang Arts	Prd 0: 2LA / 01 2 Lang Arts	No School

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

- **Short Description/Section**

Lesson Scheduler (719)						
Week of May 5, 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	No School

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

- **Long Description/Section**

Lesson Scheduler (719)						
Week of May 5, 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	No School

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

Do not show Sunday and Saturday on Scheduler – This option allows you to determine if Sunday and Saturday display on the Lesson Scheduler.

Lesson Scheduler (719)				
Week of May 6, 2013				
Monday	Tuesday	Wednesday	Thursday	Friday
6	7	8	9	10
Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01
Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01

This is a sample of the Lesson Scheduler when selecting the option **Do not show Sunday and Saturday on Scheduler**.

Show Gradebook Assignments/Events marked for display on Lesson Scheduler – When creating an assignment/event in the Gradebook, you will find an option to “Show on Lesson Scheduler.” If this option is selected, the assignment/event will display on the Lesson Scheduler without creating a Lesson Scheduler Item.

Display Gradebook Assignments/Events in a bold green font on Lesson Scheduler – If this option is selected, any assignment/event will display in a green font on the Lesson Scheduler.

Lesson Scheduler (721)				
Week of May 6, 2013				
Monday	Tuesday	Wednesday	Thursday	Friday
6	7	8	9	10
Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01	Prd 0: 2 Lang Arts / 01
Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01	Prd 0: 2 Reading / 01
Prd 0: 2 Spelling / 01	Prd 0: 2 Spelling / 01	Prd 0: 2 Spelling / 01	Prd 0: 2 Spelling / 01	Prd 0: 2 Spelling / 01
Prd 0: 2 Writing / 01	Prd 0: 2 Writing / 01	Prd 0: 2 Writing / 01	Prd 0: 2 Writing / 01	Prd 0: 2 Writing / 01
Prd 1: Band I / 01	Prd 1: Band I / 01	Prd 1: Band I / 01	Prd 1: Band I / 01	Prd 1: Band I / 01
			Composition Activity	Worksheet 28.B

The above is a sample of when you select to **Display Gradebook Assignment/Events in a bold green font on Lesson Scheduler**.

Lesson Plan Reports

You can find the Lesson Plan Report in the **Menu Options**.

Lesson Plan Report

You can run the Lesson Plan Report for your Lesson Plans. This report can show all Lesson Plans or a range of Lesson Plans. The report can be used to show all Lesson Plans on a given topic or to submit Lesson Plans to your administrator.

Add Lesson Plan Report (64)

Template Settings

* Template Description: Lesson Plan Report

☐ Share this template with other users in the district

☐ Print Greenbar

Lesson Plan Ranges

School Year: 2012-13

☐ Print All Lesson Plans for My Classes

Lesson Plan Range: ZZZZZZ

Asterisk (*) denotes a required field

Enter the template description and select the school year. You can then select to either **Print All Lesson Plans for My Classes** or for the specified **Lesson Plan Ranges**. The Lesson Plan Range is based on the Name of the Lesson Plan. After verifying the ranges, you will select **Save and Print**.

Lesson Schedule Report

The Lesson Schedule Report will show the Lesson Scheduler Items. It can be run for a specific date or for a range of dates. You can run this report anytime to get a schedule of your past, current, or upcoming Lesson Scheduler Items.

Add Lesson Schedule Report (26)

Template Settings

* Template Description: Lesson Schedule

☐ Share this template with other users in the district

☐ Print Greenbar

Lesson Schedule Ranges

Print Schedule for: ☐ Month ☐ Date Range ☒ Specific Date

Enter Date: 05/10/2013 Friday

Asterisk (*) denotes a required field

Check Spelling

Save

Save and Print

Enter the template description and then determine the Lesson Schedule Range. Within the ranges you can select to print the Lesson Scheduler for a **specific month**, **specific date**, or **specific date range**.

Lesson Scheduler Utilities

You can find the Lesson Scheduler Utilities in the **Menu Options**.

Copy Item(s) from Class to Class

This utility provides you with a quick way to copy a Lesson Item from one class to another.

Copy Item(s) from Class to Class: Step 1 (184)

This process allows you to copy Items from one Class to another Class. When copying, you can also choose which Gradebook Assignments/Events to copy by expanding the Item and selecting the Assignment/Event.

* Note: During the copy process, if a Lesson Plan is found to be attached to a copied Item, the Lesson Plan will also be copied.

Copying Options

Copy From Class: Band I / 01 Band I

Copy To Class: 3117 / 01 Wind Ensemble 3

Select the Item(s) to Copy

Items for Band I / 01

Copy	Date	Item	Start Time	Stop Time	Lesson Plan?	Assignment(s) in Gradebook
1	05/09/2013	Music History Listening Assessment	12:01 AM	12:02 AM	Yes	No

Expand All Collapse All View Printable Details

Item Details

Lesson Plan	Entity	School Year
Music History	001	2012 - 2013

Next

Select the class to Copy From and To. Once the "Copy From Class" has been selected, the Lesson Scheduler Items in that class will display at the bottom of the screen. After selecting the classes and Lesson Scheduler Items, you will click **Next**.

Copy Item(s) from Class to Class: Step 2 (120)

   Back

Step 2 of this process allows you to select a new Date when copying Items, and a new Due Date when copying Assignments/Events.

Copying Options
Copying Item(s) from **Band I / 01 Band I** to **3117 / 01 Wind Ensemble 3**

Item(s) to Copy

Item	Date	*New Date*
Music History Listening Assessment	05/09/2013	05/09/2013 

** The Lesson Plan **Music History** attached to this Item will be copied, as well.*

Run

Previous

After selecting a "New Date," you will select **Run**.

Post Daily Attendance

[By Name](#)

[By Seating Chart](#)

[Assign Seats](#)

You can take attendance through Post Daily Attendance by using either **Take Daily Attendance-By Name** or the **Take Daily Attendance-By Seating Chart**. You can also take attendance by going to the Attendance tab in the Gradebook.

Take Daily Attendance – By Name

Attendance for Friday, May 10, 2013

[View Attendance by Period](#) | ☐ Only Display Classes that Meet Today

001 Entity (001) Grades 9 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Attendance cannot be taken for a composite class
		1 - 6	0	MTWRF	2READ / 01	2 Reading	By Name By Seating Chart Assign Seats
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	By Name By Seating Chart Assign Seats
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	By Name By Seating Chart Assign Seats
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	By Name By Seating Chart Assign Seats
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	By Name By Seating Chart Assign Seats
		1 - 6	1	MTWRF	Band I / 01	Band I	By Name By Seating Chart Assign Seats
		1 - 6	2	MTWRF	TREND / 01	Trend	By Name By Seating Chart Assign Seats
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	By Name By Seating Chart Assign Seats

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

Take Daily Attendance - By Name

Take Attendance for Friday, May 10, 2013

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

[Save](#) [Undo](#) [Back](#)

Alerts	Student Indicators	Last Name†	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	A	E	U	O	T	Fri 5/10	Thu 5/09	Wed 5/08	Tue 5/07	Mon 5/06	Fri 5/03
	R	AARONSONSCR	KRYSTINA L	12	001															
	S R G P A	ADUSCR	SADIE	09	001					1	1								J -	
	P	ADUSCR	Simon	11	001															

All students default to present and you need to select either Absent or Tardy for a student. You may also see a third option that is determined and set up by the entity.

Cmt

Attendance Comment

[Save](#) [Back](#)

Comment:

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

Counts

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

Alert Legend

Alert Color Legend

My Print Queue
 Back
 ?

Alert Color Legend

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

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

Take Daily Attendance - By Name
 My Print Queue

Take Attendance for **Friday, May 10, 2013**

Save
 Undo
 Back

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

Alerts	Student Indicators	Last Name	First Middle	GB	Sch	Absent	Tardy	Present	Cnt	A	E	U	O	T	Fri 5/10	Thu 5/09	Wed 5/08	Tue 5/07	Mon 5/06	Fri 5/03
	R	AARONSONSON	KRYSTINA L	12	001	○	○	○	0											
	A	SADIE		09	001	●	○	○	0	1	1									
	A	Simon		11	001	○	●	○	0											

Severely Allergic to Peanuts.

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

Show Today's Attendance for All Periods

Take Daily Attendance - By Name

Take Attendance for Friday, May 10, 2013

Alert Legend | Show Previous Weeks Attendance | View Class Summary | Show Survey Questions | Print Class Roster

Save
Undo
Back

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

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

View Class Summary

Class Summary

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

[Show Percent Earned in Gradebook](#)

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

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

Show Percent Earned in Gradebook

Class Summary

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

[Hide Percent Earned in Gradebook](#)

Last Name	First Middle	Term	Grades						Last Week 04/29 - 05/03		This Week 05/06 - 05/10		Abs T6		
			1ST	1ST%	2ND	2ND%	3RD	3RD%	4TH	4TH%	5TH	5TH%		6TH	6TH%
AARONSONSCR	KRYSTINA L	Y									B	3.50	A	4.00	
ADUSCR	SADIE	Y									C	2.50	B	3.00	1
ADUSCR	Simon	Y									B	3.00	B	3.00	

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

Show Survey Question

Take Attendance - By Name My Print Queue

Take Attendance for **Friday, May 10, 2013**

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

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

Save Undo Back

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Choice	A	E	U	O	T	Period 0	Period 1
	R	AARONSONSCR	KRYSTINA L	12	001					CHOICE A							
	S R G P A	ADUSCR	SADIE	09	001					CHOICE B	1		1				
	P	ADUSCR	Simon	11	001					COLD LUNCH							

Once **Show Survey Question** is clicked, the survey questions will display. Survey questions are set up administratively by the entity. They can be set up to ask for a Class Total or allow you to select Individual Answers per student.

Print Class Roster

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

Report Templates My Print Queue Back

Student:
Band I / 01 Prd:1 Band I - MARILEE ANDREASCR
Report: **Class Roster**

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

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

Click **Add New Template**.

Report Templates My Print Queue Back

Add a new Report Template for the Class Roster Report.

Sequence #:

Report Template Name:

Save Back

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

Class Roster

My Print Queue Back

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

10 - Class Roster

Class Roster Report Options: 57 chars - Portrait Report

Students

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

Save

Undo

Back

Options

Name Display:

ID Display:

Sort by: Last Name

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

☒ Student ID
☐ Internal ID
☐ Name Key
☐ None

Display Information

☐ Grade
☐ Phone Number
☐ Gender
☐ Student Access Login and Password

☐ Grad Year
☐ Second Phone
☐ Current Cumulative GPA
☐ Print Student Picture

☐ Birth Date
☐ Third Phone
☐ Home Address
☐ Food Service Key Pad #

☐ Advisor
☐ Email
☐ Mailing Address

Family Information

☐ Primary Guardian
☐ All Guardians

☐ Phone 2
☐ Phone 1
☐ Email

☐ Phone 3
☐ Phone 2
☐ Home Address

☐ Email
☐ Phone 3
☐ Mailing Address

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

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

Report Templates

My Print Queue Back

Student:

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

Report: Class Roster

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

Print

Export to Excel

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

Select Different Classes

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

After you have entered attendance for the class, you will click **Save**.

Take Daily Attendance - By Name

Take Attendance for **Friday, May 10, 2013**

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

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

[Save](#) [Undo](#) [Back](#)

Alerts	Student Indicators	Last Name↑	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Choice	Default blanks to:	A	E	U	O	T	Period	Perk
	R	AARONSONSCR	KRYSTINA L	12	001					Choice A								
	S R G P A	ADUSCR	SADIE	09	001					Choice B		2		2			J -	
	P	ADUSCR	Simon	11	001					Cold Lunch							L -	

Once the **Save** button is selected, the attendance will then be saved and show as green. Any changes will then be shown in red until you click **Save**.

Selecting Absences Type and Reason (optional setting)

Take Daily Attendance - By Name

Take Attendance for **Friday, May 10, 2013**

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

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

[Save](#) [Undo](#) [Back](#)

Alerts	Student Indicators	Last Name↑	First Middle	GR	Sch	Type	Reason	Cmt	Lunch Choice	Default blanks to:	A	E	U	O	T	Perk
	R	AARONSONSCR	KRYSTINA L	12	001				Choice A							
	S R G P A	ADUSCR	SADIE	09	001	J - TEACHER ABSE			Choice B		2		2			
	P	ADUSCR	Simon	11	001	L - LATE			Cold Lunch							

You can choose the different Types as well as the different Reasons to reflect why the student wasn't in attendance. If the student is present, simply leave them blank. The ability to enter Absence Types and Reasons will depend on the attendance setup for the entity. After you have entered attendance for the class, you will click **Save**.

Attendance - By Seating Chart

Attendance for **Friday, May 10, 2013**

[View Attendance by Period](#) | ☐ Only Display Classes that Meet Today

001 Entity (001) Grades 9 to 12

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
		1 - 6	0	MTWRF	2LA / 01	2 Lang Arts	Attendance cannot be taken for a composite class
		1 - 6	0	MTWRF	2READ / 01	2 Reading	By Name By Seating Chart Assign Seats
		1 - 6	0	MTWRF	2SPEL / 01	2 Spelling	By Name By Seating Chart Assign Seats
		1 - 6	0	MTWRF	2WRIT / 01	2 Writing	By Name By Seating Chart Assign Seats
10	10	1 - 6	0	MTWRF	3116 / 01	Wind Ensemble 2	By Name By Seating Chart Assign Seats
		1 - 6	1	MTWRF	3115 / 01	Wind Ensemble	By Name By Seating Chart Assign Seats
		1 - 6	1	MTWRF	Band I / 01	Band I	By Name By Seating Chart Assign Seats
		1 - 6	2	MTWRF	TREND / 01	Trend	By Name By Seating Chart Assign Seats
10	10	1 - 6	3	MTWRF	3117 / 01	Wind Ensemble 3	By Name By Seating Chart Assign Seats

Attendance Taken: 9:48 PM by MARILEE ANDREASCR

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

Take Daily Attendance - By Seating Chart
My Print Queue

Take Attendance for **Friday, May 10, 2013**
Save
Undo
Back

[Alert Legend](#) | [Show Pictures](#) | [Printer Friendly Listing](#)

SHAD K MACFARLANDSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present	LINN F MAIRESCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 11 Grade: 11 School: 001 ABSENT	EFREN C RADOVICHSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 TARDY	JACKIE L RASMUSSONSCR Home Entity: 041 Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 11 School: 001 ABSENT	RAUL B REYSSCR Absent: 0 Excused: 0 Unexcused: 0 Other: 0 Tardy: 0 Grade: 12 School: 001 Present

All students default to present and you will need to select either Absent or Tardy for a student. You can click the paper next to the attendance to enter an attendance note. The comment is an optional setting determined by the attendance setup for the entity. The attendance will display in red until the **Save** button is selected.

Alert Legend

Alert Color Legend
My Print Queue Back ?

Alert Color Legend

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

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

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.

Seating Chart: 3117/01 Prd:3 Wind Ensemble 3				
 SHAD K MACFARLANDSCR Grade: 12 School: 001	 LINN F MAIRESRCR Grade: 11 School: 001	 EFREN C RADOVICHSCR Grade: 12 School: 001	 JACKIE L RASMUSSONSCR Grade: 12 School: 001	 RAUL B REYSSCR Grade: 12 School: 001

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

Modification of Prior Day(s) Attendance

You may have the ability to modify a prior day(s) attendance depending on the setup of attendance for the entity. You will select **Post Daily Attendance-By Name**.

Take Daily Attendance - By Name My Print Queue

Take Attendance for **Friday, May 10, 2013**

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

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

Save Undo Back

Alerts	Student Indicators	Last Name†	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Lunch Choice	Default blanks to:	A	E	U	O	T	Fri 5/10	Thu 5/09	Wed 5/08
	R	AARONSONSCR	KRYSTINA L	12	001	☐	☐	☒		Choice A									
	S R G P A	ADUSCR	SADIE	09	001	☒	☐	☐		Choice B		2	2				J -		
	P	ADUSCR	Simon	11	001	☐	☒	☐		Cold Lunch							L -		

You will need to display previous weeks attendance. Then click on the previous date cell for the student whose attendance you want to modify. The number of days you can update attendance will depend on the setup of attendance for the entity.

Take Daily Attendance - By Name My Print Queue ?

Modify Attendance for **Thursday, May 9, 2013**

Save Undo Back

First Middle	Last Name	GR	Sch	Absent	Tardy	Present
SADIE	ADUSCR	09	001	☒	☐	☐
Comment:						

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

Clear Seating Chart

This option will clear the seating chart and allows you to start from scratch. The students will appear on a list on the side.

The screenshot shows the 'Assign Seats' interface. At the top, there is a navigation bar with a back arrow, a forward arrow, and the title 'Assign Seats'. On the right side of the bar is a 'My Print Queue' icon. Below the navigation bar, there are two input fields: 'Number of Rows: 6' and 'Number of Seats Per Row: 6', each with a 'Refresh' button. To the right of these fields are three buttons: 'Save' (with a red icon), 'Undo', and 'Back'. Below the input fields, there are two links: 'Show Pictures' and 'Clear Seating Chart'. The 'Clear Seating Chart' link is highlighted. Below the links, there is a section for 'Auto Assign Seats' with a dropdown menu showing 'By First Name', 'By Last Name', and 'At Random'. A 'Process' button is next to the dropdown. To the left of the seating chart is a list of 'Unassigned Seats' with five entries: 'EFREN C RADOVICHSCR', 'JACKIE L RASMUSSONSCR', 'LINN F MAIRESCR', 'RAUL B REYSSCR', and 'SHAD K MACFARLANDSCR'. Each entry has a 'Select' button. The seating chart itself is a 6x6 grid of 'Fill Seat' buttons.

Auto Assign Seats

This option is used to assign students by either first name, last name, or at a random order.

[My Homeroom](#)

[Profile](#)
[Class Summary](#)
[Attendance](#)
[Schedule](#)
[Add/Drops](#)
[Entry/Withdrawal](#)
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[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

Email Name Selection (515)

Student: ADUSCR, SADIE Term: 06

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

Name Selection

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

4 records displayed Last Name:

Message Recipients

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

All ->
Remove
Remove All

Cc ->
Remove
Remove All

Bcc ->
Remove
Remove All

Next

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

Teacher Email (28)

Teacher Email

From:

To:

Cc:

Bcc:

Subject:

Body:

Maximum characters: 5000, Remaining characters: 4652

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

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

Edit Login

Student Access User Maintenance (46)

Student:

Name Key:

Login:

Password:

☐ Force password change at next login

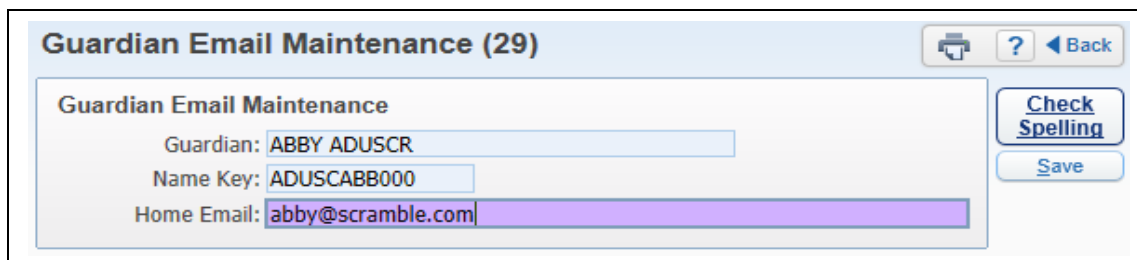
[Check Spelling](#) [Save](#) [Save and Email Account Reset Link](#) [Set Password](#)

The Edit Login 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

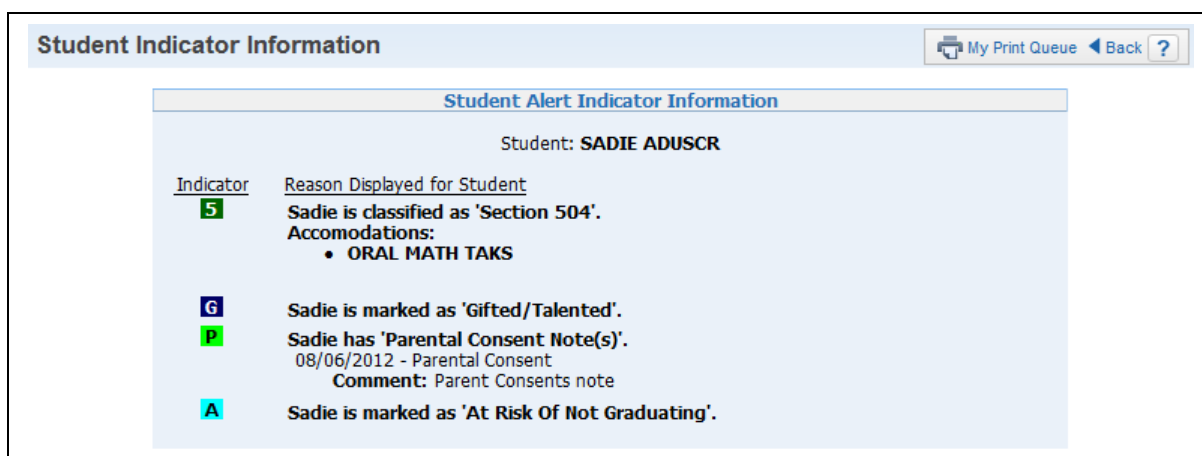


When you select to Edit the Guardians Email you can make modifications to a guardians' email address. Highlight the Guardian's Name and select **Edit**.



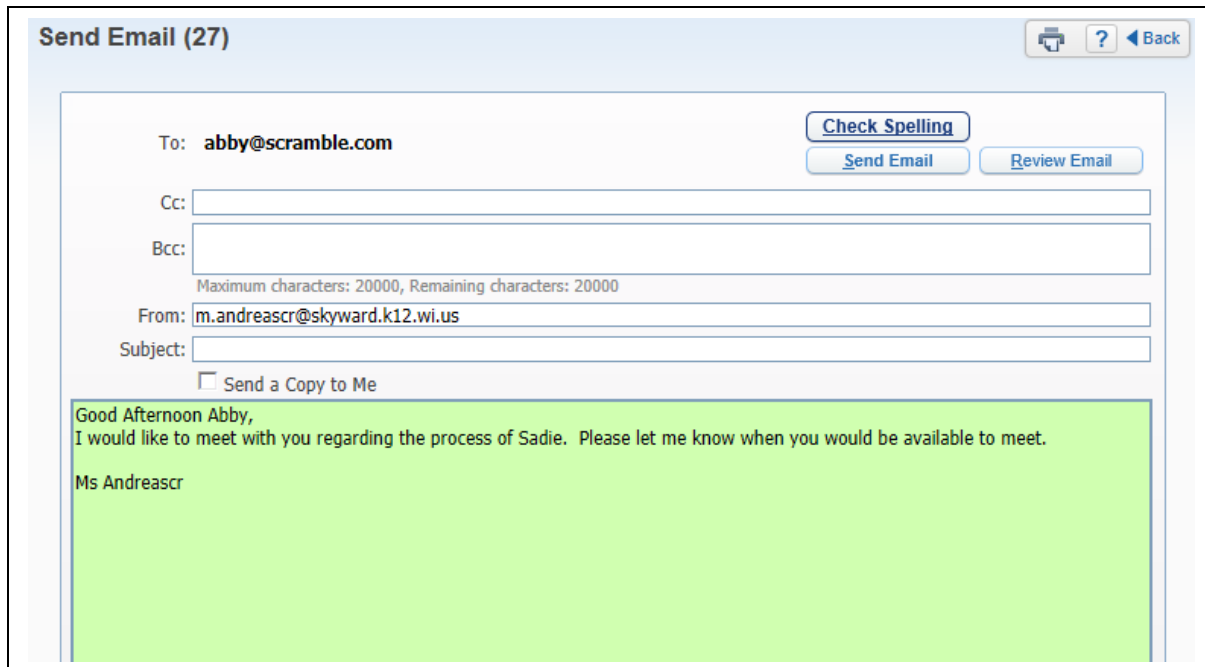
You can now modify the guardian's email address. If you change the guardian's email address, you are changing the email throughout the software.

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



Send Email (27)   

To: **abby@scramble.com** [Check Spelling](#) [Send Email](#) [Review Email](#)

Cc:

Bcc:

Maximum characters: 20000, Remaining characters: 20000

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

Subject:

☐ Send a Copy to Me

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

Ms Andreasr

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

Hyperlinked Name

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

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- Schedule
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- Entry/Withdrawal
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- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms

Family Access Display

- Gradebook
- Message Center
- Calendar

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

Guardian's Relationship to the Student:	Mother	Family Title:	
Address: 1254 E MAPLE ST AUSTIN, TX 55555			
Primary Phone:	(555) 135-8435	Confidential Phone Number:	No
Email: abby@scramble.com		Primary Phone Long Distance:	No
Receive Report Cards:	Yes	Hard Copy Report Cards:	Yes
Family Transportation Code:		Home Language:	SPANISH
		Receive Forms:	Yes

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

My Homeroom - Class Summary

Class Summary

Student Info: ADUSCR, SADIE Grade: 09

Show Dropped Classes | Display Options

001/Entity (001) Grades 9 to 12

Prd	Class	Term	Grades												Last Week 04/22 - 04/26		This Week 04/29 - 05/03		Absences		Tardies						
			CZ1	1ST	CZ2	2ND	CZ3	3RD	EX1	SM1	CZ4	4TH	CZ5	5TH	CZ6	6TH	EX2	SM2	FRL	M	T	W	R	F	T6	12-13	T6
0	2LA/01	Y									B	C					B	B						0	0	0	0
0	2READ/01	Y									A	C					B	A						0	0	0	0
0	2SPEL/01	Y									C	B					C	C						0	0	0	0
0	2WRIT/01	Y									A						A							0	0	0	0
1	Varab/01	Y															C							0	0	0	0
3	1102/12	Y																						0	1	0	4
3	1102/12	Y																						0	0	0	0
4	4446/01	SM																						0	0	0	0
5	1255/01	Y		A						A								A						0	1	0	4
6	3151/01	Y		A						A								A						0	1	0	4

Attendance Totals by Period: 0 3 0 12

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

Entity (001) Grades 9 to 12

TERM 5 - 5TH Progress Detail Report for SADIE ADUSCR

View Grade Marks

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

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

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

Assignment Detail



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

Close

Assignment Detail Information

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

Assignment Score Detail for SADIE ADUSCR

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

Class Assignment Summary

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

The Assignment Detail screen will display additional information.

View Grade Marks on Progress Report



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

Close

Grade Mark Group for Grade Level 09

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

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

Print on Progress Detail Report

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

Show/Hide Dropped Classes

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

Display Options

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

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

My Homeroom - Attendance

Attendance

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

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Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

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ADUSCR, SADIE

Grade: 09

001/Entity (001) Grades 9 to 12

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

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

My Homeroom - Schedule

Schedule | My Print Queue | Back

Student Info: ADUSCR, SADIE | Grade: 09

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

001/Entity (001) Grades 9 to 12

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

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

Current Year by Period View

Schedule | My Print Queue | Back

Student Info: ADUSCR, SADIE | Grade: 09

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

001/Entity (001) Grades 9 to 12

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

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

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

** Denotes Required Field to save screen.

Current Term Only

Schedule

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Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (13)

Activities (2)

Custom Forms

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Progress Report Letter

ADUSCR, SADIE

Grade: 09

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

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

950/9-12 Summer Roll to Regular

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

Previous Year

Schedule

Student Info

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Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

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Recommendations (0)

Family Access History (13)

Activities (2)

Custom Forms

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Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 08

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

001/Entity (001) Grades 9 to 12

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

950/9-12 Summer Roll to Regular

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

Next Year

Schedule

My Print Queue

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Student Info

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Entry/Withdrawal

RTI Information

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Student Services

Test Scores (0)

Busing

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Recommendations (0)

Family Access History (13)

Activities (2)

Custom Forms

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Gradebook

Message Center

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Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 10

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 1									0.167
2	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 2									0.167
3	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 3									0.167
4	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 4									0.167
5	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 5									0.167
6	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 6									0.167
Total credits for Year									1.000

Requested but not yet Scheduled

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
		1343	THEATRE III	10	10				1.000

950/9-12 Summer Roll to Regular

Total credits for Year									0.000

No Classes Scheduled

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

My Homeroom Add/Drops

Add/Drops

My Print Queue Back

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- Busing
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- Recommendations (0)
- Family Access History (15)
- Activities (2)
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- Reports
 - Information Report
 - Multi-Class Progress Report
 - Progress Report Letter

ADUSCR, SADIE

Grade: 09

001/Entity (001) Grades 9 to 12

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

Total Adds: 8
Total Drops: 0

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

[My Homeroom - Entry/Withdrawal](#)

Entry/Withdrawal My Print Queue Back

ADUSCR, SADIE Grade: 09

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

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

Student Entry/Withdrawal Information My Print Queue Back ?

Student Entry/Withdrawal Information

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

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

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

My Homeroom - RTI Information

RTI Information

My Print Queue

Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 09

Watch List Flags

Code

Criteria Type

Description

01

RD T

Did not Perform Satisfactorily on Readiness Test (PreK-3)

Print RTI Plan

Team Referrals

Referral Date

Date Received

Date Closed

Status

Criteria Type

05/02/2013

05/02/2013

New

GRD

Add Referral

* Indicates that Intervention is linked to a Team Referral

Student Interventions

Criteria Type

Group

Area

Begin Date

End Date

Tier

Interv

Freq

Pri

Goal

Score

GRD

RD

FL

05/02/2013

2

AR

DLY

IF

55

Add Intervention

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

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

Add Referral

Team Referral Maintenance (64)

[Back](#)

Student Information

Student:
Grade:

[Check Spelling](#)
[Submit](#)
[Save as WIP](#)

Team Referral Maintenance

* Referral Date:

* Date Received: Date Closed:

* Criteria Type:

* Criteria Group:

Referred By:

Assigned Team:

Why is this student being referred?

What are is the student being referred for?

List and describe your concerns.

Asterisk (*) denotes a required field

The Add Referral option allows you submit an RTI referral.

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

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

Edit Referral

Team Referral Maintenance (75)

[Back](#)

Student Information

Student: Grade:

Team Referral Maintenance

Referral Date:

Date Received: Date Closed:

* Criteria Type:

* Criteria Group:

Referred By:

Assigned Team:

Why is this student being referred?

What are is the student being referred for?

List and describe your concerns.

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

Asterisk (*) denotes a required field

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

Referral Attachments

RTI Referral Attachments (37)

Available Attachments for RTI Referral

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

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

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

Add File for Referrals

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

Add Link for Referrals

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

Custom Forms

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

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

Add Intervention

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

** Denotes Required Field to save screen.

Add Student Interventions Detail (63)

[Back](#)

Student Information

Student:

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

Intervention Details

☐ Instructional Strategy

* Criteria Type: Grading

* Criteria Group: Reading * Area: Fluency

Begin Date: End Date:

* Tier: Status:

* Intervention: Accelerated Reader

Provider: ANDREASCR MARILEE Y, TEA

Intervention Frequency: Daily Duration: 1 Month

Notes:

Maximum characters: 250, Remaining characters: 250

Student Strengths:

Maximum characters: 250, Remaining characters: 250

Student Weaknesses:

Maximum characters: 250, Remaining characters: 250

Results: In Progress

* Referral Person: ANDREASCR MARILEE

Progress Monitoring

* Goal: Increase Fluency Monitoring Frequency: Bi-Weekly

Assessment Tool: Points Possible: 97

Initial Score: 55 Target Value: 70

Goal Notes:

Maximum characters: 250, Remaining characters: 250

Goal Status:

Asterisk (*) denotes a required field

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

- **Instructional Strategy** - If you select this option, you will not be able to select an intervention for the student. You will only be able to enter the Criteria Type, Criteria Group, Tier, Area, and Notes for the student.
- ****Criteria Type** - Select from a predefined list of Criteria Types; they are a broad category.
- ****Criteria Group** - Select from a predefined list of code created by the district. The Criteria Group is more specific (e.g. Language Arts, Mathematics, Organization).
- ****Area** - Select the area the intervention will be addressing. The area is a sub-area of the Criteria Group and is used to further identify the area in which the student is struggling. The areas displaying will be based on the Criteria Group that has been selected.
- ****Begin Date** - Enter the Date the intervention will begin.
- **End Date** - This provides the capability to enter the end date of the intervention.
- **Tier** - Select the tier to which this intervention pertains.

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

** Denotes Required Field to save screen.

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

After you have entered the required fields for the creation of the intervention, you have three options regarding saving the intervention. Once you save the intervention, you cannot make modifications to that intervention.

Save – This saves the current intervention and returns to the RTI screen.

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

Save And Creation RTI Meetings – This saves the current intervention and allows you to schedule RTI meetings with the student.

Intervention Meeting Maintenance (155)

 Back

* Title:

* Date:  ☐ Mass add

* Time: to

Description:

RTI Meeting to discuss Progress

Building:

Room:

* Attendees:

ADUSCR, SADIE
ANDREASCR, MARILEE Y

Asterisk (*) denotes a required field

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

Edit Student Interventions

Edit Student Interventions Detail (77)

Student Information

Student:

[Check Spelling](#)

[Save](#)

[Attach](#)

[Custom Forms](#)

Intervention Details

☐ Instructional Strategy

* Criteria Type:

GRD

▼ Grading

* Criteria Group:

RD

▼ Reading

* Area:

FL

▼ Fluency

Begin Date:

05/02/2013

▼ Thursday

End Date:

▼

Tier:

2

Status:

Open

▼

* Intervention:

AR

▼ Accelerated Reader

Provider:

ANDREMAR001

▼ ANDREASCR, MARILEE Y

Intervention Frequency:

DLY

▼ Daily

Duration:

1M

▼ 1 Month

Notes:

Maximum characters: 250, Remaining characters: 250

Student Strengths:

Maximum characters: 250, Remaining characters: 250

Student Weaknesses:

Maximum characters: 250, Remaining characters: 250

Results:

IP

▼ In Progress

* Referral Person:

ANDREMAR001

▼ ANDREASCR MARILEE

Asterisk (*) denotes a required field

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

Data Points

View Student Intervention Data Points (34)

Goal IF Data Points for ADUSCR, SADIE

[Add](#)

[Edit](#)

[Delete](#)

[Create Graph](#)

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

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

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

** Denotes Required Field to save screen.

Add

Maintain Intervention Data Point Detail (37)

Student Data Point Information

Student: ADUSCSAD000 ADUSCR, SADIE

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

Score: 75 Target Value: 70

* Entered By: ANDREMAR001 ANDREASCR MARILEE

Notes:

Maximum characters: 250, Remaining characters: 250

☒ Display this Data Point on Graphs

Asterisk (*) denotes a required field

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

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

Edit

Maintain Intervention Data Point Detail (39)

Student Data Point Information

Student: ADUSCSAD000 ADUSCR, SADIE

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

Score: 75 Target Value: 70

* Entered By: ANDREMAR001 ANDREASCR MARILEE

Notes:

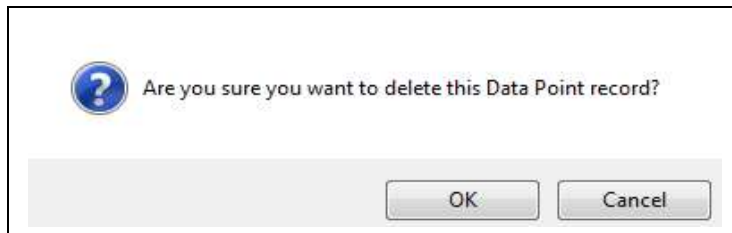
Maximum characters: 250, Remaining characters: 250

☒ Display this Data Point on Graphs

Asterisk (*) denotes a required field

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

Delete



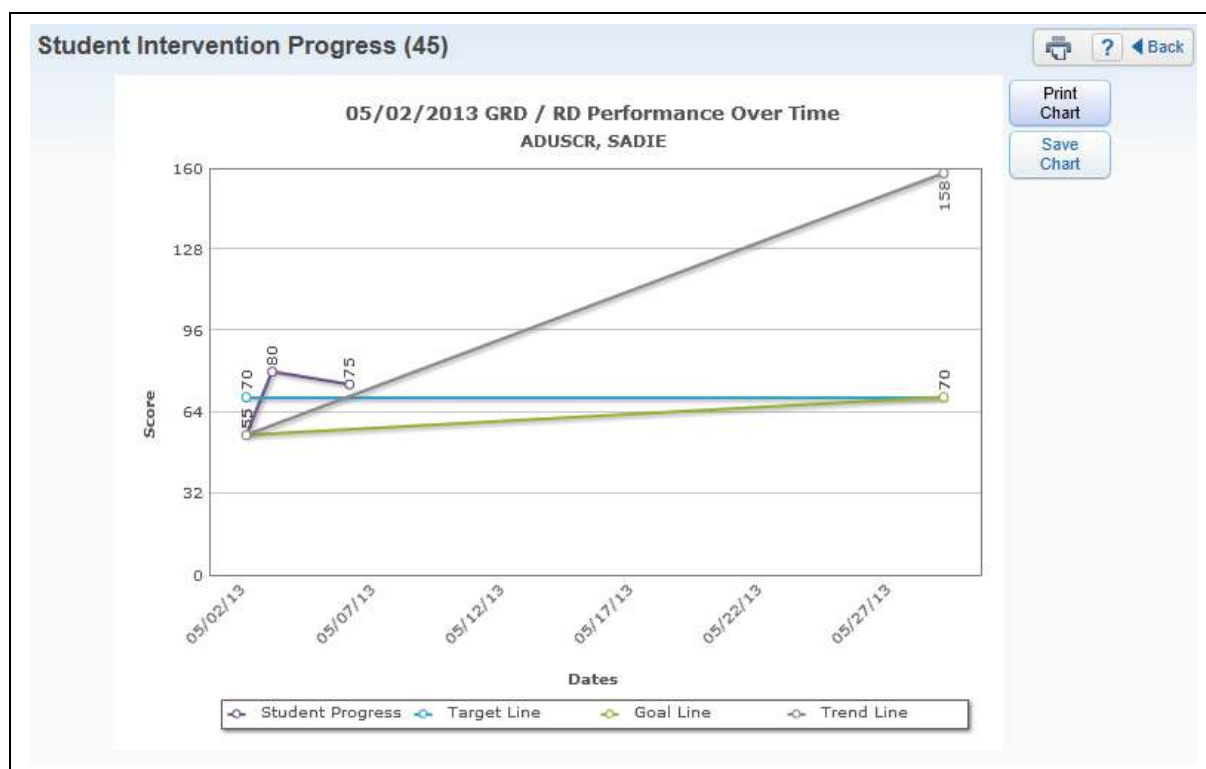
Highlight the Data Point and then click on the **delete**. You will receive the above message after selecting delete.

Create Graph

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

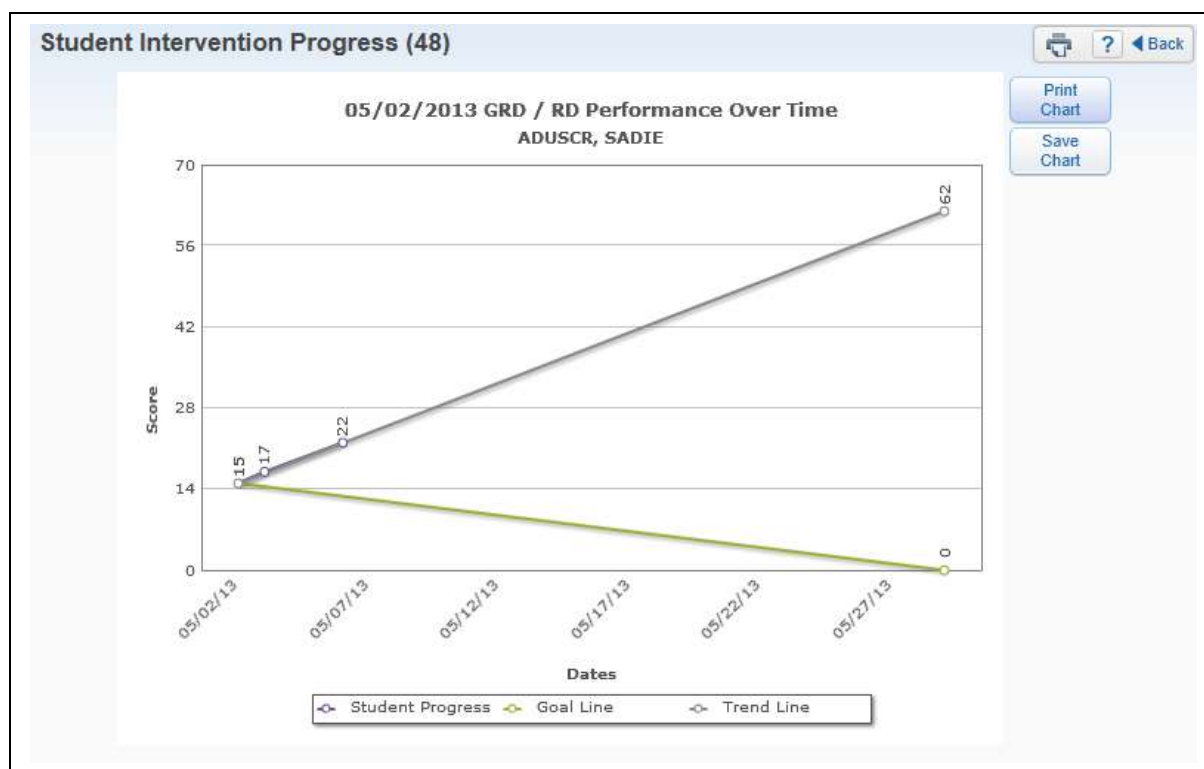
The Create Graph allows you to generate a graph of all of the data points used in Progress Monitoring for the student. Three different types of graphs can be generated.

- **Performance Over Time** - A line graph displays for the student's data point scores for each date in the selected range.



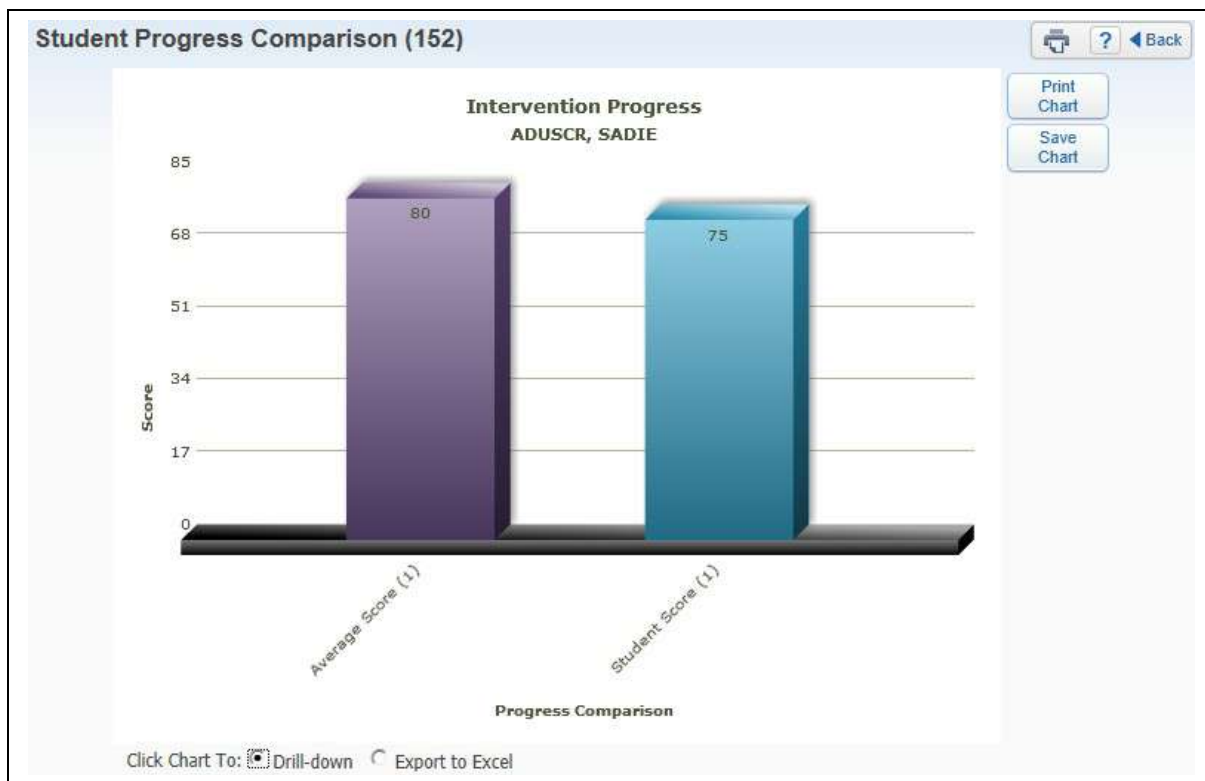
The sample above is the graph showing **Performance Over Time**.

- **Difference Over Time** – A line graph displays of the difference between the data point scores and the target value for each date in the range.



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

- **Student Progress Comparison** – A bar graph displays of the student's last entered data point score and the average final score for all students within the selected range.



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

Intervention Attachments

RTI Intervention Attachments (37)					
Available Attachments for RTI Intervention					
Type ▲	Description	Entered By	Entered Date	Entered Time	File Size
1 Attachments	Literacy Running Records	MARILEE Y ANDREASOR, TEA	05/02/2013	3:04 PM	387 KB

View Attachment
Add File
Add Link
Edit
Delete
Back

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

Add File for Intervention

RTI Intervention Attachments (32)

Add RTI Intervention Attachment

* Type: Attachments RTI Intervention

Entered Date: 05/02/2013

Entered Time: 3:03 PM

Entered By: MARILEE Y ANDREASCR, TEA

* Description: Literacy Running Records

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

G:\U\amys\3 - Sample Docume

☒ Display in Family Access

Asterisk (*) denotes a required field

Check Spelling Save Back

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

Add Link for Referrals

RTI Intervention Attachments (32)

Add RTI Intervention Link

* Type: Attachments RTI Intervention

Entered Date: 05/02/2013

Entered Time: 3:15 PM

Entered By: MARILEE Y ANDREASCR, TEA

* Description:

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

☒ Display in Family Access

Asterisk (*) denotes a required field

Check Spelling Save Back

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

Custom Forms for Interventions

Custom RTI Intervention Custom Forms (127)

Student Information

Student: SADIE ADUSCR Grade: 09

Views: General Filters: *Skyward Default

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

Add

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

[My Homeroom - IHP \(Individual Health Plan\)](#)

The screenshot displays the 'IHP' (Individual Health Plan) section of the Teacher Access Plus system. On the left is a sidebar with a tree view of navigation options. The main area shows a student selection dropdown set to 'ADUSCR, SADIE' and a 'Grade: 09' indicator. Below this is a table titled 'Individual Health Plan(IHP) Forms'. The table has columns for Year, Date, Time, Form Name, Person Entered, and Doc Type. A single record is visible for a 2012 IHP Seizure Plan entered by MARILEE Y ANDREASCR, TEA.

Year	Date	Time	Form Name	Person Entered	Doc Type
2013	05/02/2013	4:43 PM	2012 IHP Seizure Plan	MARILEE Y ANDREASCR, TEA	HTML

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

My Homeroom - Emergency Contacts

Emergency Contacts My Print Queue Back

Student Info

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

ADUSCR, SADIE Grade: 09

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

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

Contact Detail My Print Queue Back

Student Info

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

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

Contact's Relationship to the Student:

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

Primary Phone: Cellular: **(555) 214-5895** Confidential Phone Number: **No**
 Work: **(555) 896-3253** Primary Phone Long Distance: **No**
 Email:

Physician: Dentist: Hospital:
 Ins. Company: Policy #:

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

My Homeroom - Discipline

Discipline Info My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09 Add

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

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

Total Referrals: 3

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

Add Discipline Referral

New Discipline Referral My Print Queue

SADIE ADUSCR Grade: 09

School: School (001) Save

Officer: HAMITERSCR, CAMERON Back

Offense: *G - *GENERIC Check Spelling

Location: Location (CLASS)

Bus:

Date of Offense: May 03, 2013 Fri, May 3 2013

Time of Offense: 10 : 26 AM

☐ Parent Notified

Comment: Sadie was texting during class.

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

- **School** - Select the school where the discipline issue took place.
- **Officer** - Select the discipline officer for the discipline referral. This field might not display depending on the configuration of the options for discipline.
- **Offense** - Select the offense for the discipline referral from the drop-down menu.

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

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

Edit Referral (icon of pencil)

Edit Discipline Referral My Print Queue

SADIE ADUSCR Grade: 09

School: School (001) Save

Officer: TIEFENAUERSCH, JODIE Back

Offense: *G - *GENERIC Check Spelling

Location: Location (CLASS)

Bus:

Date of Offense: May 03 2013 Fri, May 3 2013

Time of Offense: 10 : 24 AM

☐ Parent Notified

Comment: Sadie was texting on her cell phone during class.

Entered: 05/03/13 at 10:24 AM

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

Delete Referral (blue X)

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

Delete Discipline Referral for SADIE ADUSCR on 05/03/13 for *GENERIC?

(OK) Click Ok to delete this referral

(Cancel) Click Cancel to leave this referral

OK Cancel

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

View Notes

The screenshot shows a web application titled "Discipline Notes". At the top right, there are links for "My Print Queue" and "Back". Below the title, there is a dropdown menu showing "ADUSCR, SADIE" and a label "Grade: 09". The main area contains a table with the following columns: Entity, Type, Cat, Date, Description, Created By, and Protected. The table has one row with the following data: Entity: 001, Type: DIS, Cat: (blank), Date: 05/03/2013, Description: Discipline Note, Created By: MARLEE ANDREASCR, Protected: No. To the right of the table are three buttons: Add, Edit, and Delete.

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

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

TX/NCLB Info

My Print Queue

Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (3)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

ADUSCR, SADIE

Grade: 09

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

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

My Homeroom - Academic History

Academic History My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09

Show Filter

Entity	School Year	Grade Level	Class	Description	Department	Subject	Terms	Grade One	Grade Two	Grade Three	
001	2012	08	113/01	ENGLISH-III A	01	01	1 - 6	ATH:	PR1:	CP1:	18
001	2012	08	7331/02	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	18
001	2012	08	7331/05	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	18
001	2012	08	MUG100/001	Muggle Studies		01	4 - 6	ATH:	PR1:	CP1:	18
001	2013	09	0001/05	STUDY HALL	15	15	1 - 3	CZ1:	1ST:	CZ2:	28
001	2013	09	101/03	FUND ENGLISH 1	01	01	1 - 6	PR1: A	CZ1:	1ST: A	PR
001	2013	09	1011/11	English 1		01	1 - 6	ATH:	PR1: B	CZ1:	18
001	2013	09	1102/12	HONORS ENG I	01	01	1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	1255/01	French II	09	09	1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	2LA/01	2 Lang Arts			1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	2READ/01	2 Reading			1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	2SPEL/01	2 Spelling			1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	2WRIT/01	2 Writing			1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	3151/01	ART I	10	10	1 - 6	ATH:	PR1: A	CZ1:	18
001	2013	09	4446/01	Adv Nutrition	07	07	1 - 3	ATH:	PR1:	CZ1:	18
001	2013	09	HMRM/002	HOMEROOM			1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	Variab/01	Variable Scale			1 - 6	ATH:	PR1:	CZ1:	18

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

Show Filter

Academic History Filters

School Year: **Show All**

Grade Level: **Show All**

Department: **Show All**

Subject: **Show All**

Grade Mark: **Show All**

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

My Homeroom - Graduation Requirements

Graduation Requirements

My Print Queue
Back

Student Info

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

ADUSCR, SADIE

Grade: 09

Graduation Requirements
Course Requirements

Requirement Areas		Required	Complete	In Progress	Scheduled 2013-14	Remaining	Status
Total Credits	Show All Courses	26.000		1.000		26.000	In Progress
English Language Arts		4.000		0.500		4.000	In Progress
English I	Hide Courses	1.000		0.500		1.000	In Progress

Courses used for the English I Requirement

Year	Entity	Class Description	Teacher	Status	Credits	Grades
2013	Entity (001) Grades 9 to 12	1102/12 HONORS ENG I	JWinterste	In Progress	0.500	
	English II	1.000				1.000
	English III	1.000				1.000
	English IV	1.000				1.000
	Mathematics	4.000				4.000
	Algebra I	1.000				1.000
	Geometry	1.000				1.000
	Algebra II	1.000				1.000
	Mathematics Electives	1.000				1.000
	Science	4.000				4.000
	Social Studies	3.500				3.500
	World Geography Studies	1.000				1.000
	World History Studies	1.000				1.000
	US History Studies	1.000				1.000
	US Government	0.500				0.500
	Economics	0.500				0.500
	Foreign Language	3.000				3.000
	Level I	1.000				1.000
	Level II	1.000				1.000
	Level III	1.000				1.000
	Physical Education	1.000				1.000
	Foundations of Personal Fitness	0.500				0.500
	Physical Education Electives	0.500				0.500
	Fine Arts Show Courses	1.000		0.500		1.000 In Progress
	Health Education	0.500				0.500
	General Electives	4.500				4.500

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



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

Close

Class Information

Class: HONORS ENG I / 12	Description: HONORS ENG I
Department: Language Arts	Course Length: YEAR (Y)
Subject: Language Arts	Credits: 1.000
Curriculum: HONORS ENG I	Grade Level: 9
Explanation: HONORS ENG I	
View Curriculum Map	View Lesson Plan

Team Teaching Information

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

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

[My Homeroom - Educational Milestones](#)

Educational Milestones My Print Queue Back

Student Info

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

ADUSCR, SADIE Grade: 09

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

Total Educational Milestones: 1

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

[My Homeroom - Student Services](#)

Back

User Name: MARILEE ANDREASCR Saturday, May 4th, 2013

Section 504 - SADIE ADUSCR View Detail

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

View Attach

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

View Detail

Section 504 View (749)

Student Information

Name: SADIE ADUSCR

Grade: 09

Back

Dismissal Date:

IAP Begin Date: 08/01/2012

IAP End Date:

Last IAP Date:

Next IAP Date:

Status: ACTIVE

☐ Eval Consent

Eval Meeting Date:

Eval Consent Date:

Next Eval Review Date:

Case Manager:

Referral Date:

Case Due Date:

Referral Type:

☐ Referred to IDEA

Service Consent

Date Referred to IDEA:

Service Consent Date:

Disability:

Impairment:

Life Activity:

Accommodation: ORAL MATH TAKS

+

Accommodation Notes:

+

Section 504 Notes:

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

View Attachment

Section 504 Attachments (35)

Available Attachments for Section 504

Type

Description

Entered By

Entered Date

Entered Time

File Size

1

Attachments

Section 504 Attachment

MARILEE Y ANDREASCR, TEA

05/04/2013

7:18 AM

387 KB

View Attachment

Back

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

My Homeroom - Test Scores

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

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

Below the table are buttons: 'Expand All', 'Collapse All', and 'View Printable Details'. The 'Expand All' button is active, showing a detailed view for 'SADIE ADUSCR's Scores'. This view includes a table for 'Section: Scores - Scores' with columns: Rows, Scale Score, Nat. Pct, and several empty columns.

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

Below this is a section for 'Stu-Admin - Stu-Admin' with a table for 'Rows' with columns: Grade Level, Test Type, and several empty columns.

Rows	Grade Level	Test Type						

At the bottom, it says '20' and '2 records displayed'.

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

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

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

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

Other Students With Test

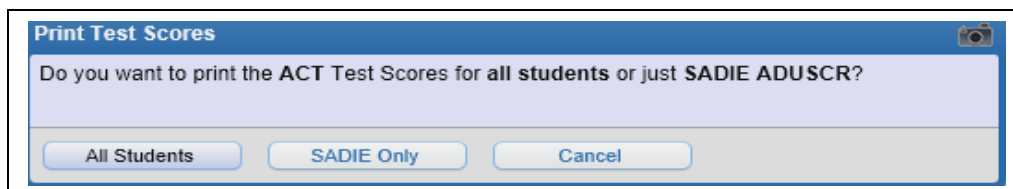


The screenshot shows a window titled "Teacher's Students Who Also Took Test (113)". It has a "Views" dropdown set to "General" and a "Filters" dropdown set to "*Skyward Default". Below the dropdowns is a table with the following data:

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

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

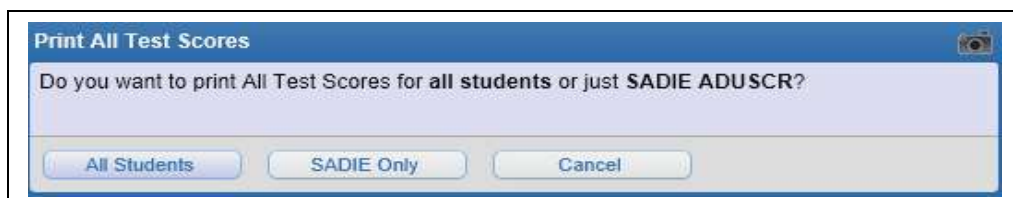
Print



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

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

Print All



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

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

My Homeroom - Busing

Busing Information

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

Student Info

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

ADUSCR, SADIE

Grade: 09

Transportation Information

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

Bus Stops

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

Bus Numbers

AM Bus Number	55	PM Bus Number	20

Pick Up Address

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

Drop Off Address

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

Busing (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

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

Student Info

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

ADUSCR, SADIE Grade: **09**

Attachments

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

Highlights

Type	School Year	Date	Grad Yr / GR	
EDUCATION Honor Roll	2012 - 2013	08/13/2012	2016 / 09	Hide
Detail 01: Honor Roll				

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

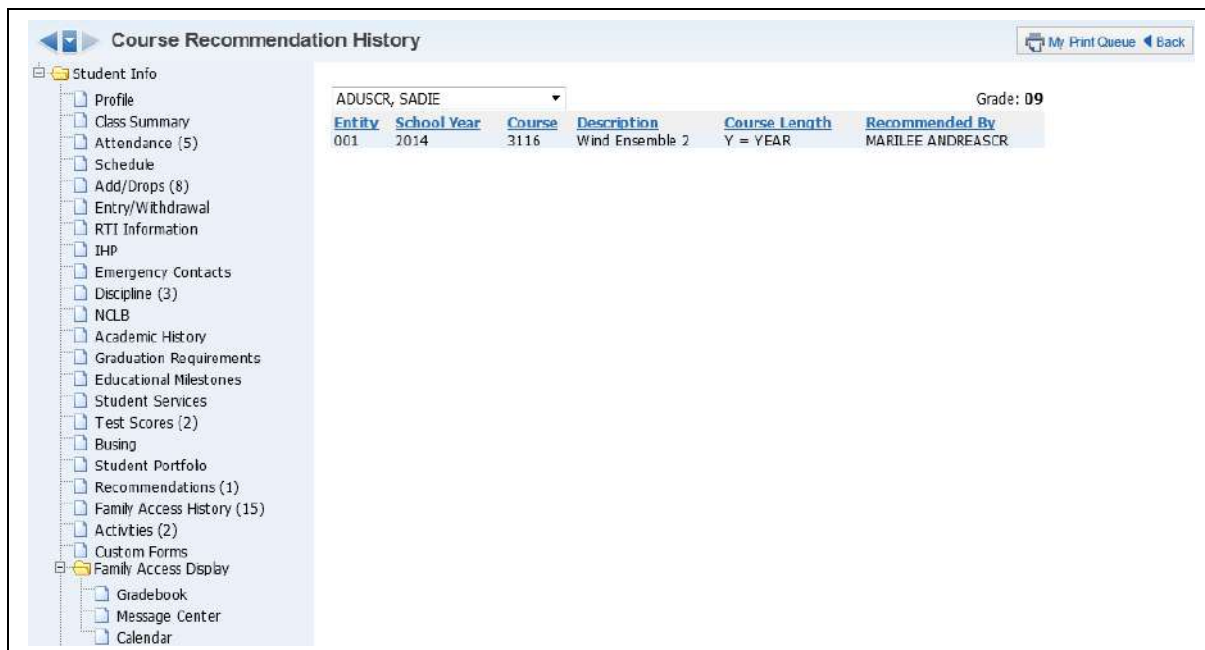
View

The view under the attachment area allows you to open the attachment.

Details/Hide

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

[My Homeroom - Recommendations](#)



Course Recommendation History [My Print Queue](#) [Back](#)

Student Info

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

ADUSCR, SADIE Grade: **09**

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

Recommendations (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) allow you to view the courses the student has been recommended for by the staff.

My Homeroom - Family Access History

Family Access History My Print Queue Back

Student Info

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

ADUSCR, SADIE Grade: 09

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

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

My Homeroom - Activities

Activities

Student Info

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

ADUSCR, SADIE

Grade: 09

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

Show Details

Show Assistants

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

Show Details

Activities

Student Info

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

ADUSCR, SADIE

Grade: 09

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

Activity Details

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

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

Show Details

Show Assistants

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

Show Assistants

Activities

ADUSCR, SADIE Grade: 09

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

Activity Assistants

Name
Dana Acayscr

Show Details
Hide Assistants

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

My Homeroom - Custom Forms

Custom Forms - University Visits (384)

Views: University Visits Filters: *All Students

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

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

Custom Forms allow you to view, add, and modify Custom Forms attached to the student. Custom Forms are used to track additional information.

Views

Custom Forms - University Visits (384)

Views: University Visits Filters: *All Students

Views List:

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

Table (Visible in background):

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

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

The Views allow you to determine the Custom Form information that will display.

Expanded Student Information

Custom Forms - University Visits (384)

Views: University Visits Filters: *All Students

Last Name	First	Middle	S	Def Ent	Gr	Grad Yr	Name of College
ADUSCR	SADIE		A	001	09	2016	UW Stevens Point

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

University Visits Add

Edit	Delete	Date Created	Time Created	Name of College	Date of Visit	Student's Name
		05/05/2013	7:25 am	UW Stevens Point	05/03/2013	SADIE ADUSCR

General

Grade Information

Grad Yr/Grade: 2016/09
 Advance: No
 NY Grad Year: 2016
 Graduated: Yes
 Entered 9th Grade:

GLO:
 Retain: No
 Grad Req Base Yr: 2016
 Graduation Date: 06/15/2016

General Information

Date of Birth: 03/05/1998 Age: 15
 Local Race:
 Hispanic/Latino Eth: No
 1-American Indian or Alaskan Native: Yes
 2-Asian: No
 3-Black or African American: Yes
 Gender: Female Special Ed: No
 Ancestry:
 Resident: No
 Transferred: Yes

1 records displayed

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

University Visits (70)

Name: ADUSCR, SADIE Gender: Female Grad Yr/Grade: 2016/09 Other ID: 000000000004

Student's Name: SADIE ADUSCR

Name of College: UW Stevens Point

Date of Visit: 05/03/2013 Friday

Check Spelling Save Print

The ability to add a custom form to a student will depend on the administrative setup of the Custom Form. You can enter the required information on the Custom Form and then select **Save**.

Edit

University Visits (70)

Name: ADUSCR, SADIE Gender: Female Grad Yr/Grade: 2016/09 Other ID: 000000000004

Student's Name: SADIE ADUSCR

Name of College: UW Stevens Point

Date of Visit: 05/03/2013 Friday

Check Spelling Save Print

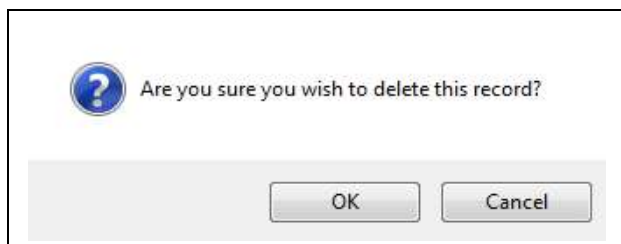
Edit allows you to make modifications to an existing Custom Form. The ability to edit a custom form will depend on the administrative setup of the Custom Form.

Delete

Functionality described here may vary in availability depending upon your district/entity configuration.

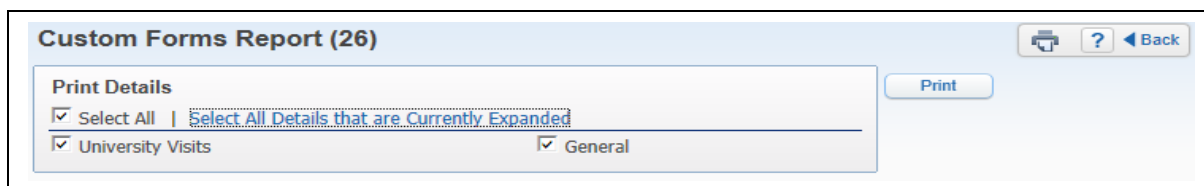
** Denotes Required Field to save screen.

The Delete allows you to remove a custom form for a student. You will select the Custom Form in the Views drop-down menu and then select **Delete**. The ability to delete a Custom Form will depend on the administrative setup.



After clicking **Delete**, you will receive the above message. You can select **OK** to delete the Custom Form.

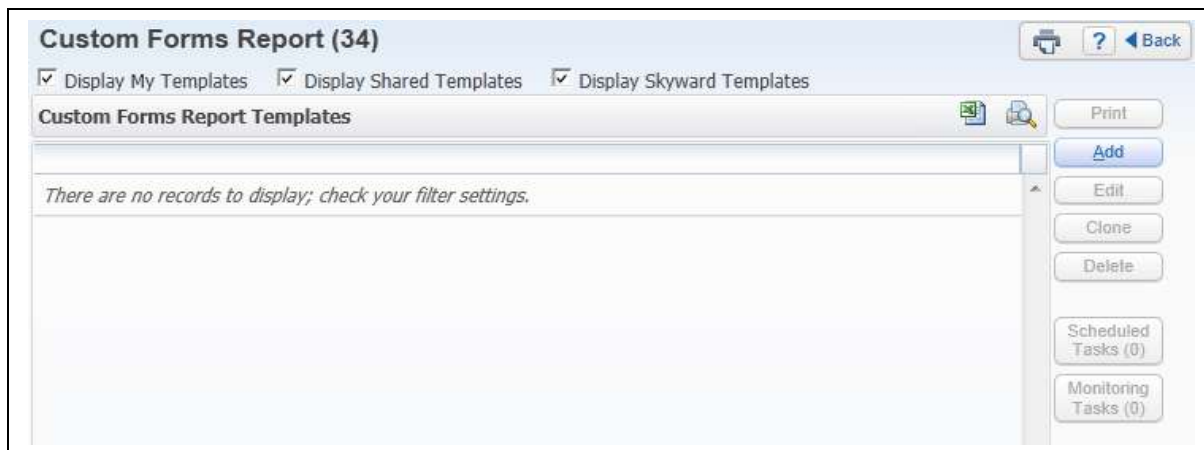
Print Details



The Print Details allow you to generate a report with the information you see when you expand the student's name.

Print My Students

The Print My Students area allows you to print information entered on Custom Forms for the current student or all students.



Click **Add** to create a new report template.

Custom Forms Report (89)

Template Settings

* Template Description:

☐ Print Greenbar

Custom Forms Report

☐ Print This Student Only ☒ Print for My Students ☐ Select Students to Print

Available Custom Forms

- Vehicle
- Vehicle Info
- Vehicle Registration
- Visiting Schools
- Work Permit
- Work Permit ex
- Work Permits

Selected Custom Forms

- University Visits

Buttons: Add All, Add, Remove, Remove All

Check Spelling, Save, Save and Print

Asterisk (*) denotes a required field

You can select the Custom Forms you want to display on the report. The list of Custom Forms is determined based on the access you have to the specific forms. After selecting the student(s) and Custom Forms, you will select **Save and Print**.

View Inactive Forms

Inactive Custom Forms (84)

Views: General Filters: *Skyward Default

Name	Type	Form Type
1 College Visits	Screen	Multiple

Expand All Collapse All View Printable Details

Form Data

View	Date Created	Time Created	College/University Name	Date	Did they apply	Test Date
	09/17/2012	12:43 pm	NIU	09/17/2012	Yes	08/10/2012

The View Inactive Forms option allows you to see Custom Forms that are attached to a student but are no longer being used.

My Homeroom - Family Access Display – Gradebook

Progress Report Tab

FA Gradebook

ADUSCR, SADIE Grade: 09

Gradebook Progress Report Missing Assignments Teacher's Log GPA/Class Rank Comments

Teacher will be updating the grades in the gradebook weekly

Classes for: **PROGRESS REPORT 6 (04/12/13-05/08/13)** [View All Classes](#) [Hide Dropped Classes](#) [Prev](#) [Next](#)

Click on the underlined grade to see the assignments that make up that grade.

Period	Class	Description	Term	ATH	PR1	CZ1	1ST	PR2	CZ2	2ND	PR3	CZ3	3RD	EX1	SM1	PR4	CZ4	4TH	PR5	CZ5	5TH	PR6	CZ6	6TH	EX2	SM2	FNL
0	HMRM/002	HOMEROOM	Y																								
0	2READ/01	2 Reading	Y																								
0	2WRIT/01	2 Writing	Y																								
0	2SPEL/01	2 Spelling	Y																								
0	2LA/01	2 Lang Arts	Y																								
1	101/03	FUND ENGLISH I	YR																								
1	1011/11	English I	Y																								
1	Band I/01	Band I	Y																								
3	1102/12	HONORS ENG I	Y																								
5	1255/01	French II	Y																								
6	3151/01	ART I	Y																								

↓ - Indicates the class has been dropped

The Family Access Display - Gradebook (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) displays how the grade information will look in Family/Student Access. This will display the grades for every class in the student's schedule. You can view the progress report for the class by clicking on the Grade Mark for the Class.

Entity (001) Grades 9 to 12

Print Close

TERM 6 - 6TH Progress Detail Report for SADIE ADUSCR

View Grade Marks

Band I/01 Band I - There are no Missing assignments in TERM 6 - 6TH for this class

Assign Category	Date Due	Has Attach.	Description	Scale (out of 4)	Weight	Grade	Spec. Code	Missing	No Count
Grade for TERM 6 - 6TH 04/12/13 - 05/29/13				50.00		A			
6WKS TEST/TEST (100.00% of TERM 6 Grade)				3.50		B			
6T/T	05/06/13		Quiz 15C	4.00	1.00	A			
6T/T	05/06/13		Chapter 15 Test	3.00	1.00	B			

Default Grade Mark Group

Grade Mark	Grade Value High	Grade Value Low
A	4.00	3.75
B	3.74	3.00
C	2.99	2.00
D	1.99	1.00
F	0.99	0.00

The progress report displays the assignment information as well as the grading scale. If you click on the assignment in the progress report, you will see additional information regarding the assignment.



Student: **SADIE ADUSCR**
Assignment for **Band I / 01**

Close

Assignment Detail Information

Assignment: **Quiz 15C**
Category: **6T/T - 6WKS TEST/TEST**
Assign Date: **05/06/13**
Due Date: **05/06/13**
Max Score: **100**
Weight Multiplier: **1.00**

Assignment Score Detail for SADIE ADUSCR

Grade: **A**
Variable Scale Points: **4 out of 4**
Special Code:
No Count:
Missing:
Comment:
Absent:

Class Assignment Summary

Class High Score: **98**
Class Low Score: **98**

The information you see in the Assignment Detail screen depends on the configuration of Family Access.

Missing Assignment Tab

The screenshot shows the 'Missing Assignments' tab selected in the 'Assignments' section. The student is ADUSCR, SADIE, in Grade 09. The 'Show only for Current Term' link is visible. The table below lists the missing assignments.

Term	Date Due	Class	Assignment	Category	Points Possible	Points Earned	Percent Grade	Absent
6TH	04/25/13 Thu	2WRIT/01	test	6T/T	100.00			

The Missing Assignment tab displays the student's missing assignments. The missing assignments that display are determined by the configuration of Family Access.

Teacher's Log Tab

The screenshot shows the 'Teacher's Log' tab selected in the 'Assignments' section. The student is ADUSCR, SADIE, in Grade 09. The table below lists the teacher log records.

Period	Class	Description	Term	Log Count
0	2LA/01	2 Lang Arts	Y	0
0	2READ/01	2 Reading	Y	0
0	2SPEL/01	2 Spelling	Y	0
0	2WRIT/01	2 Writing	Y	0
0	HMRM/002	HOMEROOM	Y	0
1	101/03	FUND ENGLISH I	YR	0
1	1011/11	English 1	Y	0
1	Band 1/01	Band I	Y	1
3	1102/12	HONORS ENG I	Y	0
4	4446/01	Advanced Nutrition & Health	SM	0
5	1255/01	French II	Y	0
6	0001/05	STUDY HALL	SL	0
6	3151/01	ART I	Y	0

↓ -Indicates the class has been dropped

[View Teacher Logs](#)

The Teacher's Log tab displays any Teacher Log records that have been selected to display in Family Access. You can view the Teacher Log record by clicking on **View Teacher Logs**.

Teacher Log

Student Info: ADUSCR, SADIE Grade: 09

Band 1/01 Band 1 1

Grade Period: 6TH 6 WEEKS

Summary: Parent Contact

Detail: Emailed mom regarding missing assignments on 4/29/13

The above screen is a sample of a Teacher Log record created for the student.

GPA/Class Rank Tab

GPA/Class Rank

Student Info: ADUSCR, SADIE Grade: 09

Gradebook Progress Report Missing Assignments Teacher's Log GPA/Class Rank Comments

School Year	Cumulative GPA	Cumulative Earned Credits	Cumulative Failed Credits	Rank	Rank Date
2012 - 2013 Hide Detail	0.000	0.000	0.000	1 of 10	05/06/2013
GPA Details for School Year 2012 - 2013					
GPA Type	GPA	Rank	Rank Date		
Semester 1	0.000	1 of 10	05/05/2013		
Semester 2	0.000				
Term 1	0.000	1 of 10	05/05/2013		
Term 2	0.000				
Term 3	0.000				
Term 4	0.000				
Term 5	0.000				
Term 6	0.000				
2011 - 2012 Show Detail	0.000	0.000	0.000		

You can view the student's GPA and Class Rank in the GPA/Class Rank tab. The **Show Detail** will show the GPA Types set up by the entity. The GPA/Class tab is available depending on the configuration of Family Access.

Comments Tab

The screenshot shows the 'Comments' tab selected in the top navigation bar. On the left is a sidebar menu with 'Student Info' expanded, showing various options like Profile, Class Summary, Attendance, etc. The main content area displays a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below this are tabs for 'Gradebook', 'Progress Report', 'Missing Assignments', 'Teacher's Log', 'GPA/Class Rank', and 'Comments'. The 'Comments' tab is active, showing a table of comments for the period '04/12/2013 - 05/29/2013'.

Class	Description	Comment
Grade Comments for 6TH 6 WEEKS (04/12/2013 - 05/29/2013)		
Band I/01	Band I	Pleasure to have in class.
Band I/01	Band I	Active participant.
Band I/01	Band I	Sadie is doing a great job in Band and is a leader of her section.

The Comments tab will display report card comments for the entire year.

My Homeroom - Family Access Display – Message Center

The screenshot shows the 'Message Center' tab selected. The sidebar menu is the same as in the previous screenshot. The main content area displays a dropdown for 'ADUSCR, SADIE' and 'Grade: 09'. Below this is a dropdown for 'View Family Access Display of Message Center'. The 'Message Center' tab is active, showing sub-tabs for 'Current' and 'Expired'. The 'Current' sub-tab is active, displaying three sections: 'Advisor Messages', 'Activity Messages', and 'Class Messages'.

Advisor Messages

Advisor	Total Messages	Unread Messages
AGRIPINA TEXADASCR	0	0

Activity Messages
[Show All Activities](#)

Year	Entity	Description	Leader	Assistant(s)	Total Messages	Unread Messages
2013	001	Pay 2 Play \$10.00	LATONYA ABDISCR	Dana Acayson	0	0

Class Messages
[Show All Classes](#)

Period	Class	Description	Term	Teacher	Total Messages	Unread Messages
0	2LA/01	2 Lang Arts	Y	MARILEE ANDREASCR	0	0
0	2LA/01	2 Lang Arts	Y	PHOEBE ADDAMSSCR	0	0
0	2READ/01	2 Reading	Y	MARILEE ANDREASCR	0	0
0	2SPEL/01	2 Spelling	Y	MARILEE ANDREASCR	0	0
0	2WRIT/01	2 Writing	Y	MARILEE ANDREASCR	0	0
1	Band I/01	Band I	Y	MARILEE ANDREASCR	1	1
3	1102/12	HONORS ENG I	Y	JENNY WINTERSTEENSCR	0	0
3	1102/12	HONORS ENG I	Y	LEON REUSSSCR	0	0
5	1255/01	French II	Y	RHODA ANNANSCR	0	0
6	3151/01	ART I	Y	RHODA ANNANSCR	0	0

You can see all messages created in Message Center (Web Applications>Educator Access Plus>Teacher Access>My Homeroom). You also have the ability to see if the message was read in Family/Student Access. Click **View Messages** to see the Message Center Message.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Message Center

Student Info: ADUSCR, SADIE Grade: 09

View Family Access Display of Message Center

Current Messages

Band 1/01 Band 1 Prd 1

Post Date	Summary	Posted By	Expiration Date
05/06/13	Marching Band Tryouts	MARILEE ANDREASCR	05/13/13

Message: We will be having Marching Band Tryouts on May 9th from 3-7 in the band room.

This is a sample of what the message will look like in Family/Student Access.

[My Homeroom - Family Access Display - Calendar](#)

FA Calendar

Student Info: ADUSCR, SADIE Grade: 09

Previous Month: **May 2013** Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Chapter 15 Test (B) Quiz 15C (A)	7	8 End of PROGRESS REPORT 6 2 Reading 2 Spelling 2 Writing	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Last Day of School End of 6TH 6 WEEKS 2 Reading 2 Spelling 2 Writing	30	31	

☒ Show Absences/Tardies ☒ Show Gradebook Assignments (Grade Earned)
☒ Show MC-Messages ☒ Show AC-Activity Events
☒ Show Student Services ☒ Show CC-Childcare Schedule ☒ Show ST-Student Tests ☒ Show Lunch Menus

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.

Information Report

ADUSCR, SADIE Grade: 09

View Report for This Student

Options

- ☒ Student Profile Information
- ☒ Family Member Information
- ☒ Use Mailing Address
- ☒ Print Confidential Phone Numbers
- ☐ Attendance Totals
 - ☐ Display Attendance for Term
 - Current Term : 04/12/13 - 05/29/13
 - ☐ Display Attendance for Date Range
 - NOTE: Only current year attendance (08/20/2012 to 05/29/2013) will display on this report.
 - Start: Apr 22 2013 Mon, Apr 22 2013
 - End: May 06 2013 Mon, May 6 2013
 - ☐ Print Only Attendance Totals
- ☒ Current Schedule
- ☒ Course Add/Drops
- ☒ Discipline Information
- ☒ Current Year Only
- ☒ Academic History
 - School Year: 2012 to 2013
- ☒ Current Grades
 - Grade Buckets The report is limited to 18 grade buckets.
- ☒ Show Teacher Comments
- ☒ Show Current Cumulative GPA
- ☒ Test Scores
- ☒ Course Recommendations
- ☒ Activities
- ☒ Message Center
- ☒ Family Access
- ☒ Student Access
- ☒ Entry/Withdrawal
 - Active: Apr 22 2013 Mon, Apr 22 2013
 - to: May 06 2013 Mon, May 6 2013

My Print Queue Back

Options: Select the information you would like to print on the report.

- **Student Profile Information** – Print demographic information; such as birth date, address, phone number and alert information.
- **Family Member Information** – Display Family Information; such as guardian names, phone numbers, and sibling names.
- **Use Mailing Address** – Display the student's mailing address.
- **Print Confidential Phone Numbers** – Should phone numbers flagged as confidential print?
- **Attendance Totals** – Display attendance information for the student. You can either select **Display Attendance for Term** or **Display Attendance for Date Range**.
 - Display Attendance for Term** – This allows you to select the term for which attendance will print.
 - Display Attendance for a Date Range** – This allows you to select the specific dates attendance will print for on the report.
 - Print Only Attendance Totals** – If this option is not selected, it will show the days and periods that the student was not in attendance.
- **Current Schedule** – This displays the student's current year schedule.
- **Course Add/Drop** – Show the dates when courses were added and dropped.
- **Discipline Information** – Display the student's discipline offenses and action records.

Current Year Only – If this option is selected, only current year offenses and actions display.

- **Academic History** – Show courses and grades for prior year(s).
School Year – This allows you to determine the school year(s) for which the Academic History will print.
- **Current Grades** – Display the current grades for all of the student's courses.
Grade Buckets – This allows you to select the grades that display.
Show Teacher Comments – Display the report card comments.
Show Current Cumulative GPA – Display the student's cumulative GPA value.
- **Test Scores** – Show scores entered for standardized tests.
- **Course Recommendations** – Display any course recommendations entered for the student.
- **Activities** – This allows you to view the activities with which the student is involved.
- **Message Center** – Display any messages that were generated. You can select to display Family Access and/or Student Access.
- **Entry/Withdrawal** – Show the entry/withdrawal records for the student based on the dates entered.
- **Picture** – If the picture exists for the student in Skyward, it can display on the report.
- **Emergency Contacts** – Display the emergency contacts for the student.
- **Student Access Login and Password** – This allows you to view the student's login and password for Student Access. If the student has changed their password from the one entered by the district, you will only see ***** on the report.

After selecting the information you want to print on the report, select **View Report for Selected Student**.

[My Homeroom - Reports – Multi-Class Progress Report](#)

The Multi-Class Progress Report (Web Applications>Educator Access Plus>Teacher Access>My Homeroom) lists the overall grade and category summary for the term specified.

The screenshot shows a web interface for the 'Student Multi-Class Progress' report. At the top, there is a title bar with navigation arrows and a 'My Print Queue' button. Below the title bar, a dropdown menu shows 'ADUSCR, SADIE' and the 'Grade: 09' is displayed. A button labeled 'View Report for Selected Student' is present. The main content area is divided into three sections: 'Grades' with a 'Display Grades for Term' dropdown set to 'Current Term'; 'Options' with checkboxes for 'Display Signature Line' and 'Only print classes where student has less than' followed by a text input for 'final percent'; and 'Free Form Header' and 'Free Form Footer' sections, each with two labeled text input fields (Label 1 and Label 2 for the header, and Label 1 through Label 4 for the footer).

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.

The screenshot shows the 'Progress Report Letter' form. At the top, there is a navigation bar with a back arrow, the title 'Progress Report Letter', and a 'My Print Queue' button with a back arrow. Below the navigation bar, a dropdown menu shows 'ADUSCR, SADIE' and the 'Grade: 09' is displayed. A 'View Report for Selected Student' button is located below the student name. The form is divided into several sections: 'Grades' with a 'Display Grades for Term:' dropdown set to 'MIDTERM 1', and two checkboxes for filtering by grade mark; 'Options' with a 'Body of Letter' text area, 'Address Letter to' radio buttons (Student selected), 'Reports to Generate' radio buttons (Only First Family selected), and a 'Print Mailing Address' checkbox; 'Fields to Print' with multiple checkboxes for including teacher names, student access info, guardian info, assignment details, course grades, attendance, signature lines, dropped classes, and current GPA; 'Free Form Header' with two label input fields; and 'Free Form Footer' with four label input fields.

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.

Class Roster Report [My Print Queue](#) [Back](#)

Select Parameters for Class Roster Report

[View Report for All Students](#) [Export to Excel](#)

Class Roster Report Options: 57 chars - Portrait Report

Options

Name Display:

- ☐ Last, First MI
- ☐ First Middle Last
- ☐ Last First Middle
- ☒ First MI Last

ID Display:

- ☒ Student ID
- ☐ Internal ID
- ☐ Name Key
- ☐ None

Sort by: Last Name ▼

Display Information

- ☐ Grade
- ☐ Phone Number
- ☐ Gender
- ☐ Student Access Login and Password
- ☐ Grad Year
- ☐ Second Phone
- ☐ Current Cumulative GPA
- ☐ Print Student Picture
- ☐ Birth Date
- ☐ Third Phone
- ☐ Home Address
- ☐ Food Service Key Pad #
- ☐ Advisor
- ☐ Email
- ☐ Mailing Address

Family Information

- ☐ Primary Guardian
- ☐ All Guardians
- ☐ Phone 2
- ☐ Phone 1
- ☐ Email
- ☐ Phone 3
- ☐ Phone 2
- ☐ Home Address
- ☐ Email
- ☐ Phone 3
- ☐ Mailing Address

[Report Range Templates](#)
[Restore Defaults](#)

Name Display

The Name Display allows you to choose how you would like the name to print on the report.

ID Display

The ID Display allows you to select the ID you want to print on the report.

- **Student ID** – This ID set up by the district.
- **Internal ID** – This ID is automatically given to the student by the program.
- **Name Key** – Every person entered into Skyward has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name, and a tie-breaker number. (Example – Mary Smith would be Smithmar000)

Sort By

The Sort By allows you to determine the order in which the names will display on the report.

Display Information

Display Information allows you to select Demographic Information that you want displayed on the report.

- **Grade**
- **Phone Number**
- **Gender**
- **Student Access Login and Password** – The password will only print if the student hasn't changed their password from the district-defined password.
- **Grad Year**
- **Second Phone** – This is the second phone number for the student and not the family.
- **Current Cumulative GPA**

- **Print Student Picture**
- **Birth Date**
- **Third Phone** – This is the third phone number for the student and not the family.
- **Home Address**
- **Food Service Key Pad #** - This option is based on the district configuration settings.
- **Advisor**
- **Email**
- **Mailing Address**

Family Information

You can select the Family Information you want to display on the report. All options will be grayed out until you select **Primary Guardian**.

[My Homeroom – Reports – Attendance Detail Report](#)

The Attendance Detail Report can display the days and periods that the student was not in attendance. It will also show the breakdown of the absence categories consisting of Excused, Unexcused, Tardy, and Other.

The screenshot shows the 'Attendance Detail' report interface. At the top, there's a header 'Attendance Detail' with a 'My Print Queue' button and a 'Back' button. Below this is a section titled 'Attendance Detail Report'. Underneath, there's a sub-section '10 - Attendance Detail' with a 'Report Ranges' tab. The 'Report Ranges' section contains two options: 'Display Attendance for Term' (checked) and 'Display Attendance for Date Range' (unchecked). The 'Current Term' is set to '04/12/2013 - 05/29/2013'. The 'Date Range' section shows 'On or After' as 'Apr 20 2013' (Sat, Apr 20 2013) and 'On or Before' as 'May 11 2013' (Sat, May 11 2013). There are 'Save', 'Undo', and 'Back' buttons on the right. Below the 'Report Ranges' section is an 'Absence Types' section, followed by an 'Options' section with two checkboxes: 'Insert page break after each student' and 'Print only attendance totals'.

Report Ranges

- **Display Attendance for Term** – Select the term for which you want attendance to print.
- **Display Attendance for Date Range** – Enter the specific date range of the attendance.

- **Absence Types** – Verify the absence types that you want to print on the report. All absence types default to being selected.

Absence Types (55)





Absence Type Selection - 001 Entity (001) Grades 9 to 12

Save

Available Excused Types Add All Add Remove Remove All	Selected Excused Types D - DAEP E - EXCUSED G - Excused Absence I - ISS M - MANDATORY TESTING
Available Unexcused Types Add All Add Remove Remove All	Selected Unexcused Types 1 - Rainy Day A - ABSENT B - OSS H - IAES J - TEACHER ABSENCE
Available Tardy Types Add All Add Remove Remove All	Selected Tardy Types L - LATE - TEACHER ENTRY T - TARDY
Available Other Types Add All Add Remove Remove All	Selected Other Types C - COLLEGE DAY F - SCHOOL TRIP K - Medical Absence Homebound N - NO SHOW O - OTHER

Options

- **Insert page break after each student** – This option allows a separate attendance report for each student.
- **Print only attendance totals** – This option will only show the number of times the student has each absence category of Excused, Unexcused, Tardy, and Other.

[My Homeroom – Reports – Progress Report](#)

The Progress Report lists the overall grade and assignment scores for the specified term.

Progress Detail Report My Print Queue Back ?

Progress Detail Report for Homeroom 20

[View Report for All Students](#) [Select Students to View Report](#)

Note: The Report Card Summary does not process Standards based Gradebooks.

Assignments
 Display Grades for Term: Current Term : 04/12/2013 - 05/29/2013 ▼

Options

- ☒ Display Assignment Detail Information
- ☐ Only print student with less than percent
- ☒ Display Signature Line
- ☐ Page Break by Student

Free Form Header

Label 1:

Label 2:

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4:

Assignments

- **Display Grades for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.

Options

- **Display Assignment Detail Information** – If you select this option, assignment information will display on the report.
- **Only print student with less than ____ percent** – This allows you to only print the progress report for students receiving less than the selected percentage.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge the receipt of the report.
- **Page Break by Student** – This allows for a separate report for each student.

Free-Form Header/Footer

The Free-Form Header/Footer allows for the information entered in this space to print at the bottom of each report.

[My Homeroom – Reports – Missing Assignment Report](#)

The Missing Assignment Report will print a report of students, listing assignments that have been marked as missing or are not scored and past the due date.

All Missing Assignments My Print Queue Back ?

Missing Assignments Report for Homeroom #20

[View Report for All Students](#) [Select Students to View Report](#)

Assignments

☒ Display Assignments for Term
Current Term : 04/12/2013 - 05/29/2013

☐ Display Assignments for Date Range
Start: **Sat, Apr 20 2013**
End: **Sat, May 11 2013**

Options

☐ Exclude Students with No Missing Assignments
☐ Only Print Assignments that are Marked as Missing
☐ Do Not Print Assignments until days past the due date. ?
☐ Only Print for Selected Classes
☒ Print Details of Missing Assignments
☐ Print Summary of Missing Assignments

Sorting
☒ By Student
☐ Random

Page Break
☒ By Student
☐ By Class

Fields to Print
☒ Display Student Name
☐ Display Student Id
☐ Show Signature Line

Free Form Header
 Label 1:
 Label 2:

Free Form Footer
 Label 1:
 Label 2:

Assignments

You can select to display assignment information for either a specific term or date range.

- **Display Assignments for Term** – Select the term for which you want grade information to print.
- **Display Assignment for Date Range** – Enter the specific date range of the grade information.

Options

- **Exclude Students with No Missing Assignments** – Select this option to only print the students having missing assignments.
- **Only Print Assignments that are Marked as Missing** – If this option is selected, only assignments flagged as missing will display on the report. This option will not be available if you have selected the option "Do Not Print Assignments until ____ days past the due date."
- **Do Not Print Assignments until ____ days past the due date** – If this option is not selected, any assignment not scored and past the due date will display as missing.
- **Print Details of Missing Assignments** – Select this option to show each missing assignment per student.

- **Print Summary of Missing Assignments** – Selecting this option will only show the missing assignment count per student.

Free-Form Header/Footer

The Free Form Header/Footer allows for the information entered in this space to print on the report.

[My Homeroom – Reports – Report Card Summary](#)

The Report Card Summary displays the classes and grades earned in each class.

Report Card Summary My Print Queue Back ?

Report Card Summary for Homeroom 20

[View Report for All Students](#) [Select Students to View Report](#)

Note: The Report Card Summary does not process Standards based Gradebooks.

Options

- ☐ Only print student with less than percent [Select Grade Buckets to Display](#)
The report is limited to 20 grade buckets
- ☐ Do Not Display Dropped Classes
- ☒ Display Signature Line
- ☐ Page Break by Student

Free Form Header

Label 1:

Label 2:

Free Form Footer

Label 1:

Label 2:

Label 3:

Label 4:

Options

- **Only print student with less than ____ percent** – This allows you to only print the report for students receiving less than the selected percentage.
- **Do Not Display Dropped Classes** – Should dropped classes print on the report for students?
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Page Break by Student** – This allows a separate page per student.
- **Select Grade Buckets to Display** – This allows you to determine the grades that will display on the report.

Grade Buckets to Display X

Athletic	Citizenship	Midterm	Term	Sem Exam	Semester	Final
☐ ATH	☐ CZ1	☐ PR1	☐ 1ST	☐ EX1	☐ SM1	☒ FNL
	☐ CZ2	☐ PR2	☐ 2ND	☐ EX2	☒ SM2	
	☐ CZ3	☐ PR3	☐ 3RD			
	☐ CZ4	☐ PR4	☐ 4TH			
	☐ CZ5	☒ PR5	☒ 5TH			
	☐ CZ6	☒ PR6	☒ 6TH			

Free-Form Header/Footer

The Free-Form Header/Footer allows for the information entered in this space to print on each of the reports.

[My Homeroom – Reports – Standards Report Card](#)

The Standards Report Card allows you to print a report card for students. The Standards Report Card will print grade information for all classes attached to the student.

Standards Report Card

My Print Queue Back

Standards Report Card

View Report for All Students Select Students to View Report

Report Options

Grading Period:
Current Term : 04/12/2013 - 05/29/2013

☐ Print a blank report card
☐ Separate comments onto a new page
☐ Print comments only
☐ Only Print for Families Set to Receive a Hard Copy of the Report Card
☐ Post Report Cards to Family/Student Access

Note: Posted Report Cards will also be available in the Student Portfolio tabs of EA+ and Student Management

Print for Family:
☒ Print for First Family Only
☐ Print for Second Family Only
☐ Print for First and Second Families
☐ Print for all Families

Report Options

- **Grading Period** – Select a Grading Period as a range for the report card. The report card will print all grading periods completed up to the term selected.
- **Print a blank report card** – Use this option to not print the student's grades, comments, or attendance. The report card will still display the subject/skill grades for the classes.
- **Separate comments onto a new page** – Select this option to print the comments posted for the term on a separate page.
- **Print comments only** – The report card will only print comments. When the option is selected, it will not display subject/skill grades.
- **Only Print for Families Set to Receive a Hard Copy of the Report Card** – This option will only print the report cards for the students whose families are selected to receive a paper copy.
- **Post Report Cards to Family/Student Access** – When this option is selected, the report cards will become viewable in Family/Student Access for the students and parents. This option should only be selected when the report card has been finalized and ready for display.

Print for Family

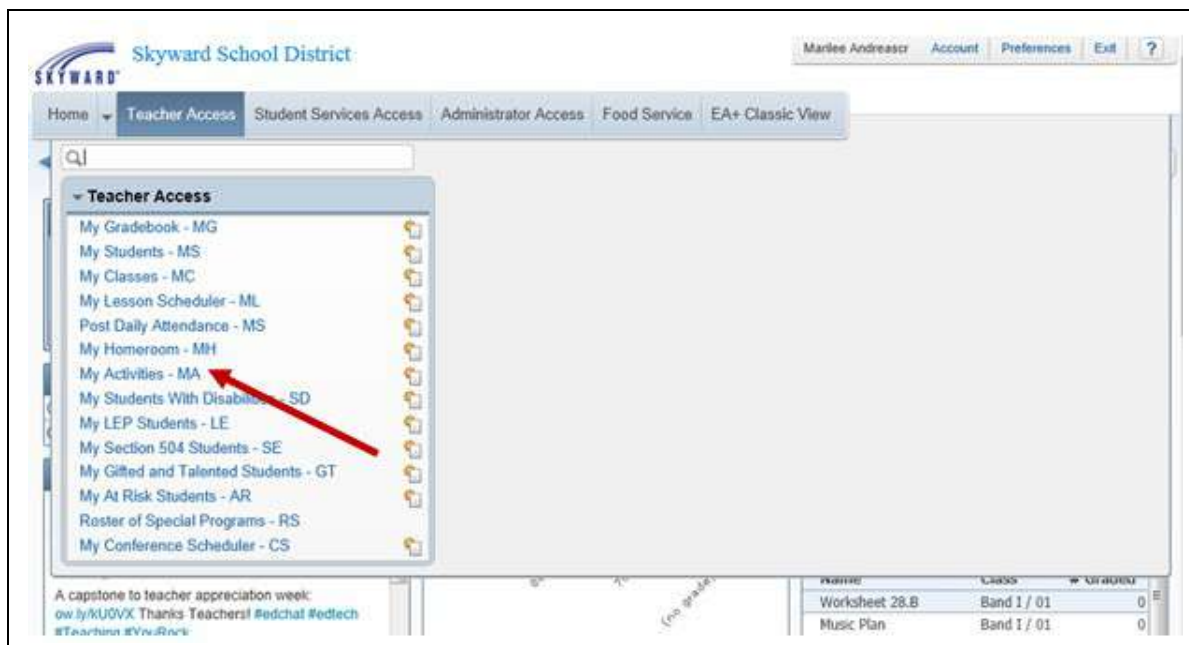
- **Print for First Family Only** – This allows you to only print a hard copy for the student's primary family.
- **Print for Second Family Only** – Select this option to only print a hard copy for the Student's second family.
- **Print for First and Second Families** – This option will print a hard copy for the 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 \(Individual Health Plan\)](#)
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[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](#)

Profile

Student Info

ADUSCR, SADIE

Grade: 09

1254 E MAPLE ST
AUSTIN, TX 78755
Primary Guardian:
ABBY ADUSCR
(555) 135-8435

No Image Available

Student Alert Indicators: Critical Alert Information! Severely Allergic to Peanuts.

Second Phone: School Email: SADE.ADUSCR@students.pusd.org Student Access Login: aduscsad000 Third Phone: Home Email: Student Access Password: new password

Student ID: 000000000004 Birthdate: 03/05/1998 Language: ENGLISH
Internal ID: 9635 Age: 15 Gender: Female
Status: Active Lock: 0098 Local Race: Federal Race: 1 3

School Information

Entity: 001/Entity (001) Gr Advisor: AGRIPITA TEXADAS
School: School (001) scramble1223@example.com
Homeroom: 20 Hr Teacher: MARILEE ANDREASCR
m.andreascr@skyward.k12.wi.us
Disc Officer:

School Information

Entity: 950/9-12 Summer Rol Advisor:
School: School (001) Hr Teacher:
Homeroom: Disc Officer:

Family ****

ABBY ADUSCR Mother (555) 135-8435 lo@lolol.com
Alonso Aduscr
GERARDO ADIMIRESCR Inactive Sibling Grade: Graduated Entity: 001/Entity (001) Gra
Simon ADUSCR Active Sibling Grade: 11 Entity: 001/Entity (001) Gra

Family 2

Tab Malonescr (555) 478-6513

Emergency Contacts

GRACE ADUSCR
WILLIAM EDUSCR Biological father
ABBY ADUSCR Mother (555) 135-8435 lo@lolol.com
Alonso Aduscr (555) 135-8435

Edit Guardian Email

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

Email Name Selection (515)

Student: ADUSCR, SADIE Term: 06

Display: ☐ All Staff ☐ All Student's Teachers ☒ Student's Current Term Teachers

Name Selection

	Last Name	First	Middle	Email
1	ANDREASCR	MARILEE	Y	m.andreascr@skyward.k12.wi.
2	ANNANSCR	RHODA	D	r.annanscr@skyward.k12.wi.us
3	REUSSSCR	LEON	V	scramble4494@example.com
4	WINTERSTEENSCR	JENNY	L	scramble6052@example.com

4 records displayed Last Name:

Message Recipients

To -> ANDREASCR, MARILEE
ANNANSCR, RHODA
REUSSSCR, LEON
WINTERSTEENSCR, JENNY

All ->
Remove
Remove All

Cc ->
Remove
Remove All

Bcc ->
Remove
Remove All

Next

The Email Teachers option allows you to email the student's teachers or all staff. Select the Message Recipients from All Staff or the Student's Teachers and click **Next**.

Teacher Email (28)

Teacher Email

From:

To:

Cc:

Bcc:

Subject:

Body:

Maximum characters: 5000, Remaining characters: 4652

[Check Spelling](#) [Send Email](#) [Review Email](#)

You can now create your message for the body of the email. If you would like to see what the email will look like, you can select "Review Email." After verifying the email, you can select **Send Email**.

Edit Login

Student Access User Maintenance (46)

Student:

Name Key:

Login:

Password:

☐ Force password change at next login

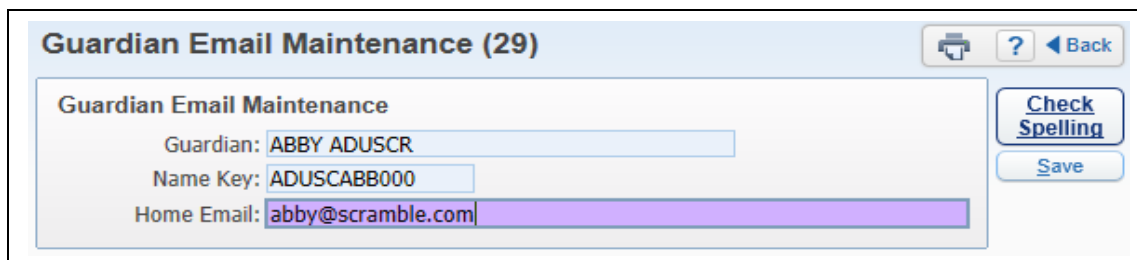
[Check Spelling](#) [Save](#) [Save and Email Account Reset Link](#) [Set Password](#)

The Edit Login 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

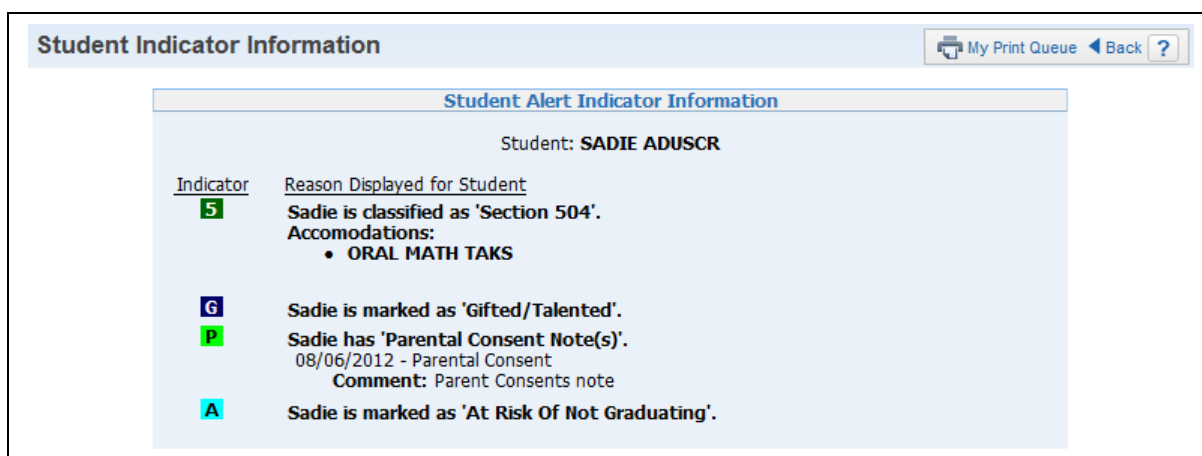


Selecting to Edit the Guardians Email allows you to make modifications to a guardians' email address. Highlight the Guardian's Name and select **Edit**.



You can now modify the guardian's email 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

Send Email (27) Print ? Back

To: **abby@scramble.com** Check Spelling Send Email Review Email

Cc:

Bcc:

Maximum characters: 20000, Remaining characters: 20000

From: **m.andreascr@skyward.k12.wi.us**

Subject:

☐ Send a Copy to Me

Good Afternoon Abby,
I would like to meet with you regarding the process of Sadie. Please let me know when you would be available to meet.

Ms Andreascr

Clicking on an individual's email address allows you to email the person directly from Skyward. You can now create your message for the body of the email. If you would like to see what the email will look like, you can select "Review Email." After verifying the email, you can select **Send Email**.

Hyperlinked Name

Family Detail My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
 - Gradebook
 - Message Center
 - Calendar

Guardian: **ABBY ADUSCR** Student: **SADIE ADUSCR**

Guardian's Relationship to the Student: **Mother** Family Title:

Address: **1254 E MAPLE ST
AUSTIN, TX 55555**

Primary Phone: **(555) 135-8435** Confidential Phone Number: **No**
Primary Phone Long Distance: **No**

Email: **abby@scramble.com**

Receive Report Cards: **Yes** Hard Copy Report Cards: **Yes** Receive Forms: **Yes**
Family Transportation Code: Home Language: **SPANISH**

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

When you click on the individual name on the Student Profile, you will be able to see additional information for the guardian or emergency contact.

My Activites - Class Summary

Class Summary

Student Info: ADUSCR, SADIE Grade: 09

Show Dropped Classes | Display Options

001/Entity (001) Grades 9 to 12

Prd	Class	Term	Grades														Last Week 04/22 - 04/26		This Week 04/29 - 05/03		Absences		Tardies				
			CZ1	1ST	CZ2	2ND	CZ3	3RD	EX1	SM1	CZ4	4TH	CZ5	5TH	CZ6	6TH	EX2	SM2	FHL	M	T	W	R	F	T6	12-13	T6
0	2LA/01	Y										B	C				B	B						0	0	0	0
0	2READ/01	Y										A	C				B	A						0	0	0	0
0	2SPEL/01	Y										C	B				C	C						0	0	0	0
0	2WRIT/01	Y										A					A							0	0	0	0
1	Varlab/01	Y											C				C							0	0	0	0
3	1102/12	Y																						0	1	0	4
3	1102/12	Y																						0	0	0	0
4	4446/01	SM																						0	0	0	0
5	1255/01	Y		A							A						A							0	1	0	4
6	3151/01	Y		A							A						A							0	1	0	4

Attendance Totals by Period: 0 3 0 12

The Class Summary (Web Applications>Educator Access Plus>Teacher Access>My Activities) will show the classes in which the student is enrolled. You can see the current and past grades for the class, as well as attendance for the current and past week. Click on the **Grade Mark** to view a Progress Detail Report for the selected grading period.

Entity (001) Grades 9 to 12

TERM 5 - 5TH Progress Detail Report for SADIE ADUSCR

2SPEL/01 2 Spelling MARILEE ANDREASCR - There are no Missing assignments in TERM 5 - 5TH for this class

Assign Category	Date Due	Has Attach.	Description	Points Earned	Points Possible	Percent Earned	Grade	Spec. Code	Missing	No Count
Grade for TERM 5 - 5TH 02/25/13 - 04/11/13						85.00	B			
6WKS TEST/TEST (100.00% of TERM 5 Grade)				85.00	100.00	85.00	B			
6T/T	03/04/13		Assignment 1	85.00	100.00	85.00	B			

This screen will show all of the assignments entered for the class. If you want to see more information regarding the individual assignment, click on the assignment.

Assignment Detail



Student: **SADIE ADUSCR**
 Assignment for **2 Spelling / 01**

Close

Assignment Detail Information

Assignment: **Assignment 1**
 Category: **6T/T - 6WKS TEST/TEST**
 Assign Date: **03/04/13**
 Due Date: **03/04/13**
 Max Score: **100**
 Weight Multiplier: **1.00**

Assignment Score Detail for SADIE ADUSCR

Grade: **B**
 Percent: **85.00%**
 Points Earned/Possible: **85 / 100**
 Special Code:
 No Count:
 Missing:
 Comment:
 Absent:

Class Assignment Summary

Class Average Score: **86.00**
 Class Median Score: **85**
 Class High Score: **98**
 Class Low Score: **75**

The Assignment Detail screen will display additional information.

View Grade Marks on Progress Report



Student: **SADIE ADUSCR**
 Grade Marks for **2 Spelling / 01**

Close

Grade Mark Group for Grade Level 09

Grade Mark	Grade Value High	Grade Value Low
A	100.00	91.50
B	91.49	84.50
C	84.49	71.50
D	71.49	60.50
F	60.49	0.00

The View Grade Marks option allows you to see the grading scale being used by the student.

Print on Progress Detail Report

The Print button on the Progress Detail Report allows you to generate a copy of the information that displays on the screen. When you click on print, it will ask you to specify to which printer you want the document sent. The document will go directly to the print queue and not display on the screen first.

Show/Hide Dropped Classes

The Show/Hide Dropped Classes allows you to determine the classes that will display for the student.

Display Options

[Save](#) | [Back](#)

- ☒ Show Class Key/Section
- ☐ Show Class Description
- ☐ Show Teacher
- ☐ Show Percent Earned in Gradebook
- ☐ Show Days Meet

The Display Options allow you to determine the class/grade information that will display on the Class Summary screen.

My Activities - Attendance

Attendance

[My Print Queue](#)
[Back](#)

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

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Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

ADUSCR, SADIE

Grade: 09

001/Entity (001) Grades 9 to 12

Date	Parent Notified	-00-	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
01/30/2013 - Wednesday	No		U-	T-	U-	T-	U-	U-	T-	T-
01/29/2013 - Tuesday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/11/2012 - Tuesday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/10/2012 - Monday	No		T-	T-	T-	T-	T-	T-	T-	T-
09/06/2012 - Thursday	Yes	D-SI	T-	T-	T-	T-	T-	T-	T-	T-

The Attendance (Web Applications>Educator Access Plus>Teacher Access>My Activities) will show a record of a student's absences and tardies along with the reason, if indicated. There is also a box that will show if the parent has been notified.

My Activities - Schedule

Schedule

ADUSCR, SADIE Grade: **09**

Current Year by Term | Current Year by Period | Current Term Only | Previous Year | Next Year

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
1	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
1	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
1	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
1	01	Varab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
1	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
1	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
1	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
1	05	1255/01	French II	09	09	MTWRF	11	RHODA ANHIANSCR	0.167
1	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANHIANSCR	0.167
Total credits for Term 1:									1.669
2	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
2	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
2	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
2	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
2	01	Varab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
2	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
2	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
2	04	4446/01	Advanced Nutrition & Health	07	07	MTWRF	25	ALISON ABEITASCR	0.333
2	05	1255/01	French II	09	09	MTWRF	11	RHODA ANHIANSCR	0.167
2	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANHIANSCR	0.167
Total credits for Term 2:									1.669

The Schedule (Web Applications>Educator Access Plus>Teacher Access>My Activities) will show the student's current, past, and future schedule. The option to view future schedule will depend on security access established by administration. You can select the schedule you want view at the top of the screen.

Current Year by Period View

Schedule

ADUSCR, SADIE Grade: **09**

Current Year by Term | Current Year by Period | Current Term Only | Previous Year | Next Year

001/Entity (001) Grades 9 to 12

Period	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Period 0	2 Reading MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	2 Reading MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	2 Reading MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	2 Reading MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	2 Reading MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits	2 Reading MARILEE ANDREASCR (2READ/01) MTWRF 0.167 credits
	2 Writing MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	2 Writing MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	2 Writing MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	2 Writing MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	2 Writing MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits	2 Writing MARILEE ANDREASCR (2WRIT/01) MTWRF 0.167 credits
	2 Spelling MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	2 Spelling MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	2 Spelling MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	2 Spelling MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	2 Spelling MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits	2 Spelling MARILEE ANDREASCR (2SPEL/01) MTWRF 0.167 credits
	2 Lang Arts MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	2 Lang Arts MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	2 Lang Arts MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	2 Lang Arts MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	2 Lang Arts MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits	2 Lang Arts MARILEE ANDREASCR (2LA/01) MTWRF 0.167 credits
Period 1	Variable Scale MARILEE ANDREASCR (Varab/01) MTWRF 0.167 credits	Variable Scale MARILEE ANDREASCR (Varab/01) MTWRF 0.167 credits	Variable Scale MARILEE ANDREASCR (Varab/01) MTWRF 0.167 credits	Variable Scale MARILEE ANDREASCR (Varab/01) MTWRF 0.167 credits	Variable Scale MARILEE ANDREASCR (Varab/01) MTWRF 0.167 credits	Variable Scale MARILEE ANDREASCR (Varab/01) MTWRF 0.167 credits
Period 2	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits	HONORS ENG I LEON REUSSSCR (1102/12) Rm 10 F 0.167 credits
Period 3	HONORS ENG I JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	HONORS ENG I JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	HONORS ENG I JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	HONORS ENG I JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	HONORS ENG I JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits	HONORS ENG I JENNY WINTERSTEENSCR (1102/12) MTWRF 0.000 credits

When viewing the Current Year by Period, the term will display horizontally across the top of the screen and the class period will display vertically.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Current Term Only

Schedule

My Print Queue

Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

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Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (13)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 09

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
6	00	2READ/01	2 Reading			MTWRF		MARILEE ANDREASCR	0.167
6	00	2WRIT/01	2 Writing			MTWRF		MARILEE ANDREASCR	0.167
6	00	2SPEL/01	2 Spelling			MTWRF		MARILEE ANDREASCR	0.167
6	00	2LA/01	2 Lang Arts			MTWRF		MARILEE ANDREASCR	0.167
6	01	Variab/01	Variable Scale Grading			MTWRF		MARILEE ANDREASCR	0.167
6	03	1102/12	HONORS ENG I	01	01	F	10	LEON REUSSSCR	0.167
6	03	1102/12	HONORS ENG I	01	01	MTWRF		LEON REUSSSCR JENNY WINTERSTEENSCR	0.000
6	05	1255/01	French II	09	09	MTWRF	11	RHODA ANNANSR	0.167
6	06	3151/01	ART I	10	10	MTWRF	AR	RHODA ANNANSR	0.167
Total credits for Term 6									1.336

950/9-12 Summer Roll to Regular

If you select to view the current term classes, only the current term class information will display.

Previous Year

Schedule

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (13)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 08

[Current Year by Term](#) |
 [Current Year by Period](#) |
 [Current Term Only](#) |
 [Previous Year](#) |
 [Next Year](#)

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	02	7331/02	U S GOVERNMENT	05	05	F	AG2	GENE CAMILLES	0.167
1	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 1									0.334
2	02	7331/02	U S GOVERNMENT	05	05	F	AG2	GENE CAMILLES	0.167
2	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 2									0.334
3	02	7331/02	U S GOVERNMENT	05	05	F	AG2	GENE CAMILLES	0.167
3	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 3									0.334
4	01	MUG100/001	Muggle Studies - Intro		01	MTWRF	22	KENTON AFRICA	0.167
4	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 4									0.334
5	01	MUG100/001	Muggle Studies - Intro		01	MTWRF	22	KENTON AFRICA	0.167
5	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 5									0.334
6	01	MUG100/001	Muggle Studies - Intro		01	MTWRF	22	KENTON AFRICA	0.167
6	03	113/01	ENGLISH-III	01	01	MTWRF	30	CANDIS RONCOS	0.167
Total credits for Term 6									0.334
Total credits for Year									2.000

950/9-12 Summer Roll to Regular

If you select Previous Year, the classes that the student was enrolled in for the prior school year will display.

Next 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

Student Portfolio

Recommendations (0)

Family Access History (13)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 10

Current Year by Term

Current Year by Period

Current Term Only

Previous Year

Next Year

001/Entity (001) Grades 9 to 12

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
1	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 1									0.167
2	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 2									0.167
3	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 3									0.167
4	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 4									0.167
5	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 5									0.167
6	00	113/07	ENGLISH-III	01	01	F		CANDIS RONCOSCR	0.167
Total credits for Term 6									0.167
Total credits for Year									1.000

Requested but not yet Scheduled

Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher	Credits
		1343	THEATRE III	10	10				1.000

950/9-12 Summer Roll to Regular

Total credits for Year									0.000

No Classes Scheduled

If you select Next Year, the classes the student is currently scheduled into for the upcoming school year will show, along with the course requests for the student.

My Activities - Add/Drops

Add/Drops

My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
 - Gradebook
 - Message Center
 - Calendar
- Reports
 - Information Report
 - Multi-Class Progress Report
 - Progress Report Letter

ADUSCR, SADIE

Grade: 09

001/Entity (001) Grades 9 to 12

Class	Description	Type	Effective	Previous Terms	New Terms	Done By	Completed	Requested By
Variab/01	Variable Scale Grading	Add	03/04/2013	0 - 0	1 - 6	amys	03/04/2013	
2LA/01	2 Lang Arts	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2READ/01	2 Reading	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2SPEL/01	2 Spelling	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
2WRIT/01	2 Writing	Add	02/13/2013	0 - 0	1 - 6	amys	02/13/2013	
4446/01	Advanced Nutrition & Health	Add	09/21/2012	0 - 0	1 - 3	spyder	09/21/2012	
HMRM/002	HOMEROOM	Add	08/28/2012	0 - 0	1 - 6	ADMIN1	08/28/2012	
1102/12	HONORS ENG I	Add	08/20/2012	0 - 0	1 - 6	spyder	11/26/2012	

Total Adds: 8
Total Drops: 0

Add/Drops (Web Applications>Educator Access Plus>Teacher Access>My Activities) will display the student's add/drops of classes for the current year. It will show you the class, date, and who completed the scheduling modification.

[My Activities - Entry/Withdrawal](#)

Entry/Withdrawal My Print Queue Back

ADUSCR, SADIE Grade: 09

Type	Entity	Date	Code	School
Entry	950	06/17/2013	1	001
Entry	001	08/30/2012	2	001
Entry	041	05/16/2012	1	041
Withdrawal	041	05/28/2012	30	041
Entry	001	05/12/2002	1	001
Withdrawal	001	05/15/2012	04	001

The Entry/Withdrawal (Web Applications>Educator Access Plus>Teacher Access>My Activities) will show you information about when the student withdrew and/or entered certain schools/entities.

Student Entry/Withdrawal Information My Print Queue Back ?

Student Entry/Withdrawal Information

Student: **SADIE ADUSCR**
Entity: **001**

Entry Information:
Entry Date: **08/30/2012**
Grad Year: **2016**
Grade:
School: **001 - School (001)**
Entry Code: **2 - Entry Code (2)**
Comment:

If you click on either **Entry** or **Withdrawal**, you will see additional information related to the record.

My Activities - RTI Information

RTI Information

My Print Queue

Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (2)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

Reports

Information Report

Multi-Class Progress Report

Progress Report Letter

ADUSCR, SADIE

Grade: 09

Watch List Flags

Code

Criteria Type

Description

01

RD

Did not Perform Satisfactorily on Readiness Test (PreK-3)

Team Referrals

Referral Date

Date Received

Date Closed

Status

Criteria Type

05/02/2013

05/02/2013

New

GRD

Student Interventions

Criteria Type

Group

Area

Begin Date

End Date

Tier

Interv

Freq

Pri

Goal

Score

GRD

RD

FL

05/02/2013

2

AR

DLY

IF

55

The RTI – Response to Intervention (Web Applications>Educator Access Plus>Teacher Access>My Activities) allows you to view/add/modify intervention and referral records. Response to Intervention is a separate module the district would need to purchase in order to add RTI information.

The **Watch List Flags** display at the top of the screen; these are administratively added to students. This will allow you to monitor students who may be struggling to succeed.

Add Referral

Team Referral Maintenance (64)

[Back](#)

Student Information

Student: Grade:

[Check Spelling](#)

[Submit](#)

[Save as WIP](#)

Team Referral Maintenance

* Referral Date:

* Date Received: Date Closed:

* Criteria Type:

* Criteria Group:

Referred By:

Assigned Team:

Why is this student being referred?

What are the student being referred for?

List and describe your concerns.

Asterisk (*) denotes a required field

The Add Referral allows you submit an RTI referral.

- ****Referral Date** - Enter the date the referral is being made.
- ****Date Received** - Enter the date the referral is being received by the district.
- ****Criteria Type** - Select from a predefined list of Criteria Types; they are a broad category.
- ****Criteria Group** - Select from a predefined list of code created by the district. The Criteria Group is more specific (e.g. Language Arts, Mathematics, Organization)
- **Referred By** - This field is automatically populated with your name.
- **Referral Questions** – This allows you the ability to enter additional information related the referral. The questions available are created by the entity.

After you have completed the Referral, you can select either **Submit** or **Save as WIP**. If you use the option to **Save as WIP**, you will be able to edit and complete the referral. Once all of the information has been entered, you will want to select the option to **Submit**. After you **Submit** the referral, you will not be able to modify the referral.

Edit Referral

Team Referral Maintenance (75)

[Back](#)

Student Information

Student: Grade:

Team Referral Maintenance

Referral Date:

Date Received: Date Closed:

* Criteria Type:

* Criteria Group:

Referred By:

Assigned Team:

Why is this student being referred?

What are the student being referred for?

List and describe your concerns.

[Check Spelling](#)
[Submit](#)
[Save as WIP](#)
[Attach](#)
[Custom Forms](#)

Asterisk (*) denotes a required field

Edit allows you to make modifications to the Date Received, Date Closed, Criteria Type, Criteria Group, and Referred By. The Edit will only be available if you used the option to "Save as WIP."

Referral Attachments

RTI Referral Attachments (37)

Available Attachments for RTI Referral

Type	Description	Entered By	Entered Date	Entered Time	File Size
1 Attachments	Documentation regarding student progress in reading.	MARILEE Y ANDREASCR, TEA	05/02/2013	11:40 AM	387 KB

[View Attachment](#)
[Add File](#)
[Add Link](#)
[Edit](#)
[Delete](#)
[Back](#)

The Attach allows you to attach an external file or link.

Add File for Referrals

The Add File allows you to browse to the location of the file and enter a description. You also have the ability to "Display in Family Access." Once you have attached the file, click **Save**.

Add Link for Referrals

The Add Link allows you to enter a URL and description for the Referral. You also have the ability to "Display in Family Access." After you have entered the URL, click **Save**.

Custom Forms

Form Name	Form Type	Secured	One To One
1 Referral Form	Custom Screen	N	N

The Custom Forms allow you to add, edit, and/or view additional information on a district form created for RTI Referrals.

Add Intervention

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Add Student Interventions Detail (63)

[Back](#)

Student Information

Student:

[Check Spelling](#)
[Save](#)
[Save And Add New Intervention](#)
[Save And Create Rtl Meetings](#)

Intervention Details

☐ Instructional Strategy

* Criteria Type: Grading

* Criteria Group: Reading * Area: Fluency

Begin Date: End Date:

* Tier: Status:

* Intervention: Accelerated Reader

Provider: ANDREASCR MARILEE Y, TEA

Intervention Frequency: Daily Duration: 1 Month

Notes:

Maximum characters: 250, Remaining characters: 250

Student Strengths:

Maximum characters: 250, Remaining characters: 250

Student Weaknesses:

Maximum characters: 250, Remaining characters: 250

Results: In Progress

* Referral Person: ANDREASCR MARILEE

Progress Monitoring

* Goal: Increase Fluency Monitoring Frequency: Bi-Weekly

Assessment Tool: Points Possible: 97

Initial Score: 55 Target Value: 70

Goal Notes:

Maximum characters: 250, Remaining characters: 250

Goal Status:

Asterisk (*) denotes a required field

The Add Intervention allows you to attach an intervention to a student.

- **Instructional Strategy** - If you select this option, you will not be able to select an intervention for the student. You will only be able to enter the Criteria Type, Criteria Group, Tier, Area, and Notes for the student.
- ****Criteria Type** - Select from a predefined list of Criteria Types; they are a broad category.
- ****Criteria Group** - Select from a predefined list of code created by the district. The Criteria Group is more specific (e.g. Language Arts, Mathematics, Organization).
- ****Area** - Select the area the intervention will be addressing. The area is a sub-area of the Criteria Group and is used to further identify the area in which the student is struggling. The areas displaying will be based on the Criteria Group that has been selected.
- ****Begin Date** - Enter the Date the intervention will begin.
- **End Date** - You can enter the end date of the intervention.
- **Tier** - Select the tier to which this intervention pertains.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

- ****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:

* Date:  ☐ Mass add

* Time: to

Description:

RTI Meeting to discuss Progress

Building:

Room:

* Attendees:

ADUSCR, SADIE
ANDREASCR, MARILEE Y

Check Spelling

Save

Asterisk (*) denotes a required field

This is a sample of what it will look like when you click on the option to **Save and Create RTI Meetings**. When setting up meetings, you do have the ability to Mass Add (Create) meetings for a range of dates.

Edit Student Interventions

Edit Student Interventions Detail (77)

Student Information

Student:

Intervention Details

☐ Instructional Strategy

* Criteria Type:

* Criteria Group: * Area:

Begin Date: End Date:

Tier: Status:

* Intervention:

Provider:

Intervention Frequency: Duration:

Notes:

Maximum characters: 250, Remaining characters: 250

Student Strengths:

Maximum characters: 250, Remaining characters: 250

Student Weaknesses:

Maximum characters: 250, Remaining characters: 250

Results:

* Referral Person:

[Check Spelling](#)

[Save](#)

[Attach](#)

[Custom Forms](#)

Asterisk (*) denotes a required field

The Edit allows you to make modifications to the student's intervention. All fields on the intervention can be modified with the exception of "Tier."

Data Points

View Student Intervention Data Points (34)

Goal IF Data Points for ADUSCR, SADIE

	Date	Score	Target	Entered By	Display on Graph	Notes
1	05/02/2013	55	70	ANDREASCR, MARILEE Y	Y	Initial Score

[Add](#)

[Edit](#)

[Delete](#)

[Create Graph](#)

Data Points are used with Progress Monitoring. They can be graphed to determine the student's progress.

Add

Maintain Intervention Data Point Detail (37)

Student Data Point Information

Student: ADUSCSAD000 ADUSCR, SADIE

* Date: 05/02/2013 Thursday Goal: IF - Increase Fluency

Score: 75 Target Value: 70

* Entered By: ANDREMAR001 ANDREASCR MARILEE

Notes:

Maximum characters: 250, Remaining characters: 250

☒ Display this Data Point on Graphs

Asterisk (*) denotes a required field

- ****Date** - Enter the date of the data point.
- ****Goal** - Select the goal of the data point.
- ****Score** - Enter the score of the data point for Progress Monitoring.
- **Target Value** - Select the value/score used as the Target Value. The value that defaults is the value used in the creation of the intervention.
- ****Entered By** - Select who the data point was entered by; your name will default.
- **Notes** - Enter any additional information or observations regarding the data point.
- **Display this Data Point on Graphs** - Select this option if you would like the data point to display the graph.

After the required information has been entered for the data point, you can select either **Save** or **Save and Add Another**.

Edit

Maintain Intervention Data Point Detail (39)

Student Data Point Information

Student: ADUSCSAD000 ADUSCR, SADIE

* Date: 05/02/2013 Thursday Goal: IF - Increase Fluency

Score: 75 Target Value: 70

* Entered By: ANDREMAR001 ANDREASCR MARILEE

Notes:

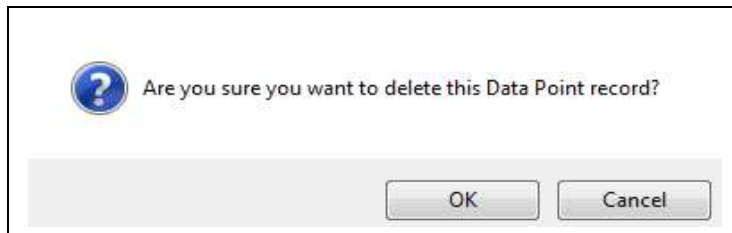
Maximum characters: 250, Remaining characters: 250

☒ Display this Data Point on Graphs

Asterisk (*) denotes a required field

The Edit allows you to make modifications to any field of the Data Point.

Delete



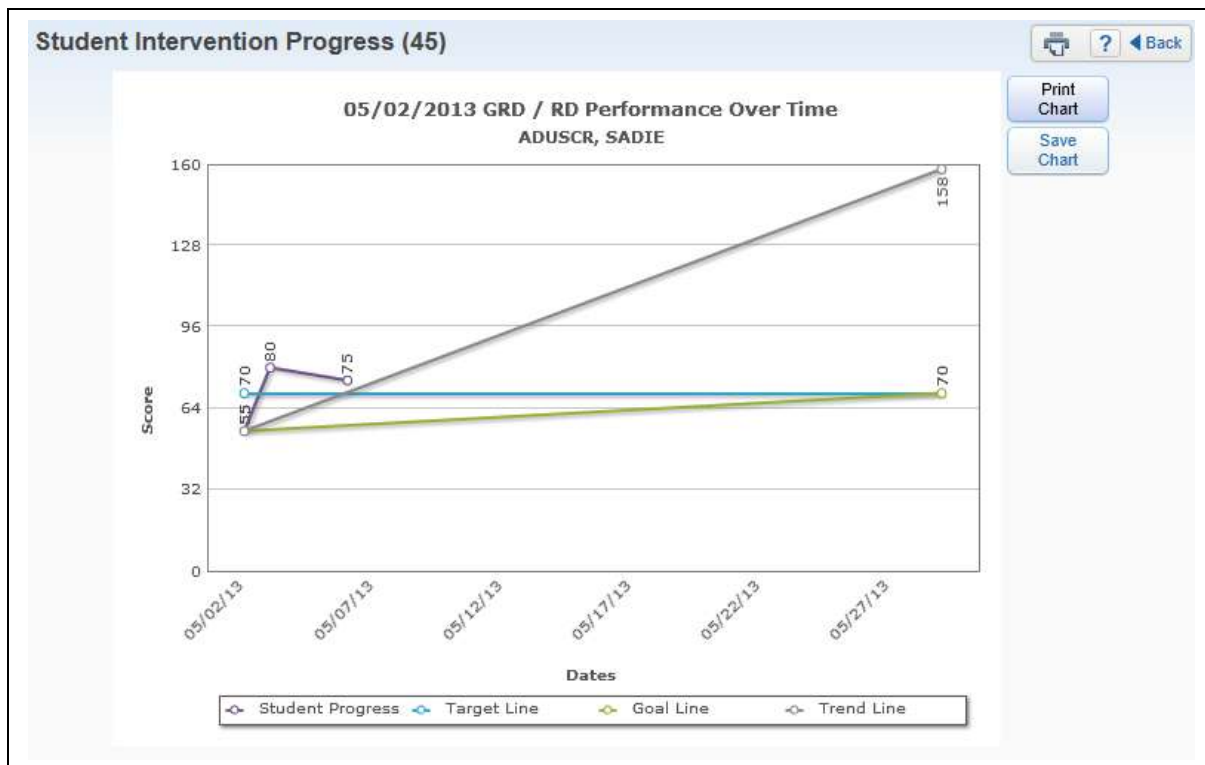
Highlight the Data Point and then click on the **delete**. You will receive the above message after selecting delete.

Create Graph

The form is titled "Student Intervention Progress (34)". It contains two main sections: "Intervention Progress Monitoring Graphing Options" and "Line Options".
Intervention Progress Monitoring Graphing Options:
- Graph Type: Performance Over Time (dropdown menu with a help icon)
- Graph Heading: 05/02/2013 GRD / RD Performance Over Time
- X Axis Label: Weeks
- Y Axis Label: Score
- Start Date: 05/02/2013 (calendar icon) Thursday
- End Date: 05/29/2013 (calendar icon) Wednesday
- Graph By: ☐ Dates ☒ Weeks ☐ Months
Line Options:
- ☐ Show Target Line
- ☐ Show Goal Line
- ☐ Show Trend Line
- ☐ Display Data Point values on Graph
On the right side of the form, there are three buttons: "Create Graph", "Save and Graph", and a "Back" button with a left arrow.

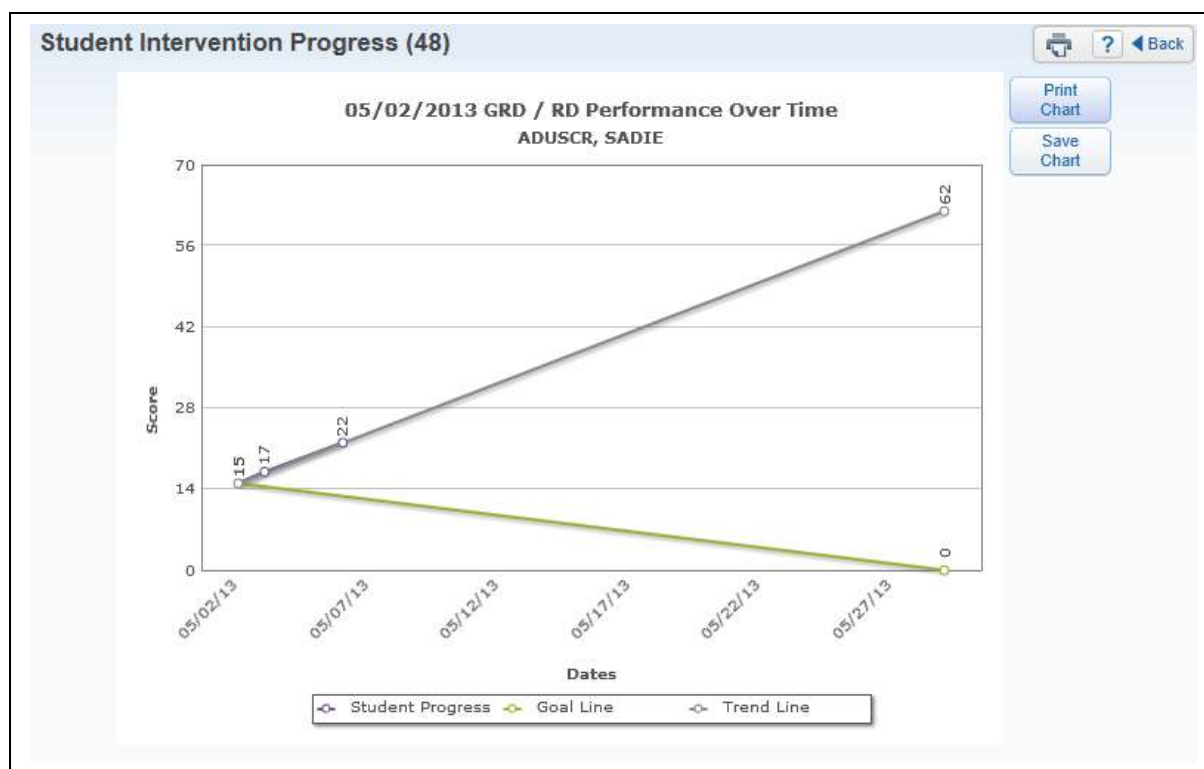
The Create Graph allows you to generate a graph of all of the data points used in Progress Monitoring for the student. Three different types of graphs can be generated.

- **Performance Over Time** – A line graph displays for the student's data point scores for each date in the selected range.



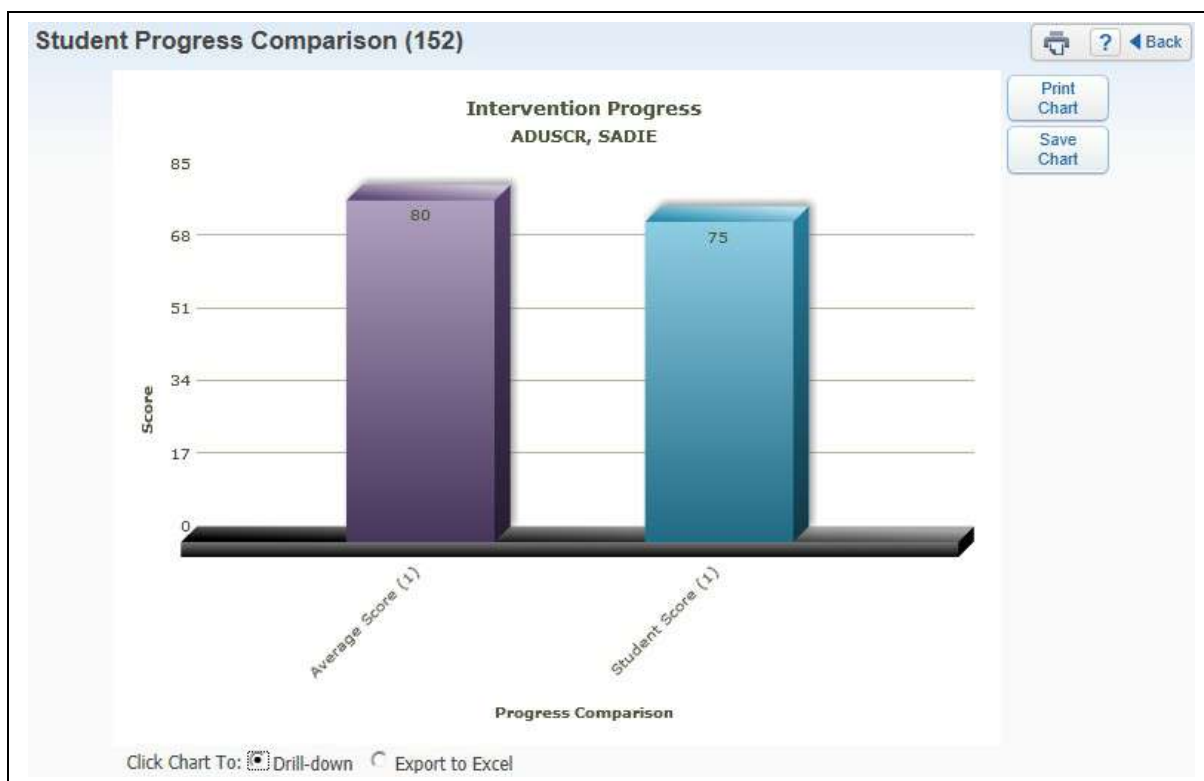
The sample above is the graph showing **Performance Over Time**.

- **Difference Over Time** – A line graph displays of the difference between the data point scores and the target value for each date in the range.



The sample above is the graph showing **Difference Over Time**.

- **Student Progress Comparison** – A bar graph displays of the student's last entered data point score and the average final score for all students within the selected range.



The sample above is the graph showing the Student **Progress Comparison**. You can click on the bar graph to drill down to see additional information.

Intervention Attachments

RTI Intervention Attachments (37)					
Available Attachments for RTI Intervention					
Type ▲	Description	Entered By	Entered Date	Entered Time	File Size
1 Attachments	Literacy Running Records	MARILEE Y ANDREASOR, TEA	05/02/2013	3:04 PM	387 KB

View Attachment
Add File
Add Link
Edit
Delete
Back

The Attach allows you to attach an external file or link to an intervention.

Add File for Intervention

The Add File allows you to browse to the location of the file and enter a description. You also have the ability to "Display in Family Access." Once you have attached the file, click **Save**.

Add Link for Referrals

The Add Link allows you to enter a URL and description for the Intervention. You also have the ability to "Display in Family Access." After you have entered the URL, click **Save**.

Custom Forms for Interventions

Form Name	Form Type	Secured	One To One
1 Intervention Form	Custom Screen	N	N

The Custom Forms allow you to add, edit, and/or view additional information on a district form created for RTI Referrals.

[My Activities - IHP \(Individual Health Plan\)](#)

IHP My Print Queue Back

Student Info

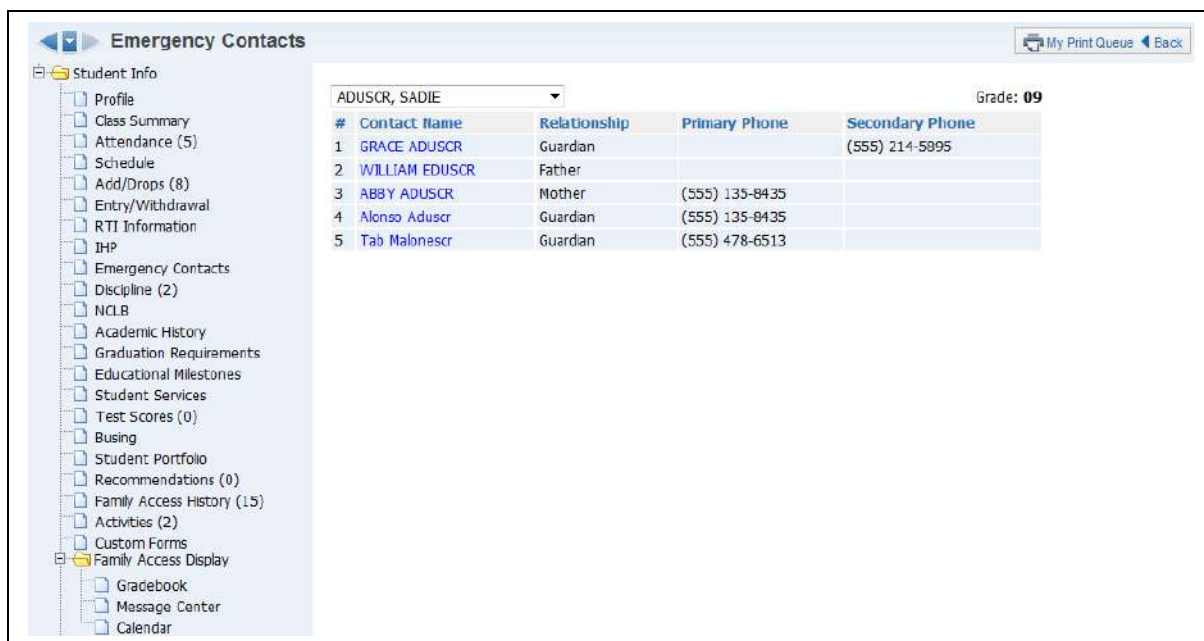
- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
 - Gradebook
 - Message Center
 - Calendar

ADUSCR, SADIE Grade: **09**

Individual Health Plan(IHP) Forms						
	Year	Date	Time	Form Name	Person Entered	Doc Type
Print	2013	05/02/2013	4:43 PM	2012 IHP Seizure Plan	MARILEE Y ANDREASCR, TEA	HTML

The IHP (Web Applications>Educator Access Plus>Teacher Access>My Activities) allows you to print a copy of the student's Individual Health Plan. The district would need to purchase the Health Records module in order to create IHP records for students.

My Activities - Emergency Contacts



Emergency Contacts My Print Queue Back

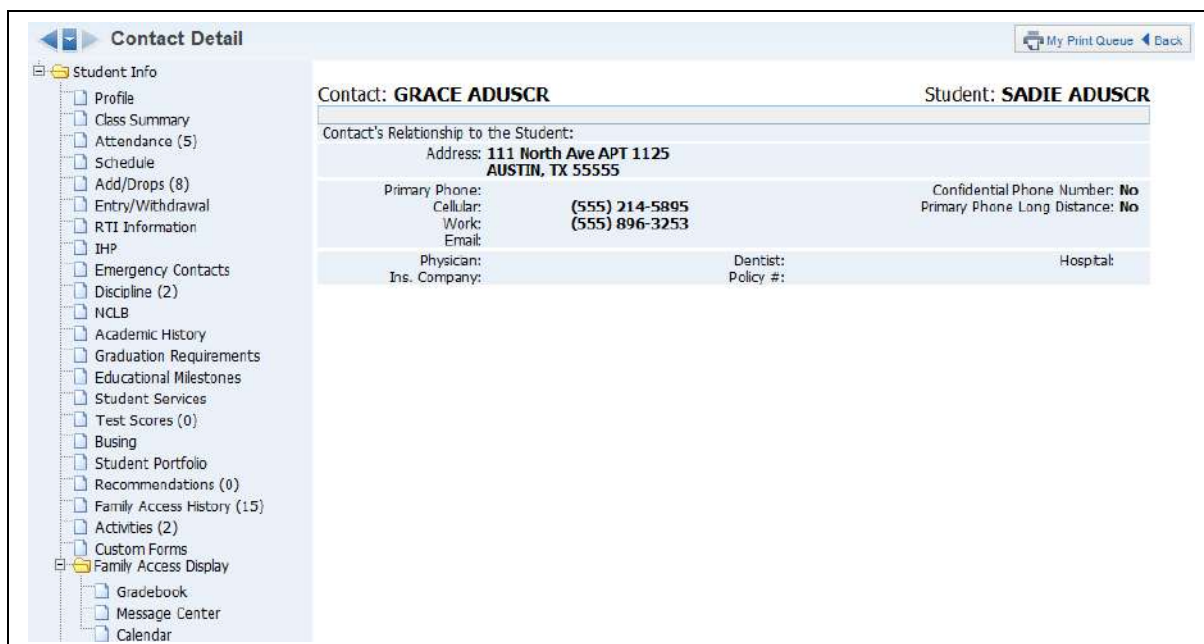
Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
- Gradebook
- Message Center
- Calendar

ADUSCR, SADIE Grade: **09**

#	Contact Name	Relationship	Primary Phone	Secondary Phone
1	GRACE ADUSCR	Guardian		(555) 214-5895
2	WILLIAM EDUSCR	Father		
3	ABBY ADUSCR	Mother	(555) 135-8435	
4	Alonso Aduscr	Guardian	(555) 135-8435	
5	Tab Malonescr	Guardian	(555) 478-6513	

The Emergency Contacts (Web Applications>Educator Access Plus>Teacher Access>My Activities) will show the student's emergency contacts and the primary/secondary phone numbers attached to the contact.



Contact Detail My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
- Gradebook
- Message Center
- Calendar

Contact: **GRACE ADUSCR** Student: **SADIE ADUSCR**

Contact's Relationship to the Student:

Address: **111 North Ave APT 1125 AUSTIN, TX 55555**

Primary Phone: Cellular: **(555) 214-5895** Confidential Phone Number: **No**
 Work: **(555) 896-3253** Primary Phone Long Distance: **No**
 Email:

Physician: Dentist: Hospital:
 Ins. Company: Policy #:

You will see additional information regarding the emergency contact when you click on their name.

My Activities - Discipline

Discipline Info My Print Queue Back

Student Info: ADUSCR, SADIE Grade: 09 Add

[View Notes](#) | [Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
05/03/13 *GENERIC	Location (CLASS)	JODIE TIEFENAUERSCR <i>Referred by: MARILEE ANDREASCR 05/03/13</i>	No Details...
08/15/12 *GENERIC		KELLEY ABBOTTSCR <i>Referred by: 08/15/12</i>	Yes Details...
08/09/12 CELL PHONE USE		MALCOLM HAUENSTEINSCR <i>Referred by: PAMELA FUELLSCR 08/09/12</i>	Yes Details...

Total Referrals: 3

Discipline (Web Applications>Educator Access Plus>Teacher Access>My Activities) will show the offense records attached to the student. You may have the ability to create a discipline referral depending on security access.

Add Discipline Referral

New Discipline Referral My Print Queue

SADIE ADUSCR Grade: 09

School: School (001) Save

Officer: HAMITERSCR, CAMERON Back

Offense: *G - *GENERIC Check Spelling

Location: Location (CLASS)

Bus:

Date of Offense: May 03, 2013 Fri, May 3 2013

Time of Offense: 10 : 26 AM

☐ Parent Notified

Comment: Sadie was texting during class.

Entered: 05/03/13 at 10:26 AM

- **School** - Select the school where the discipline issue took place.
- **Officer** - Select the discipline officer for the discipline referral. This field might not display depending on the configuration of the options for discipline.
- **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)

The screenshot shows the 'Edit Discipline Referral' form for student SADIE ADUSCR, Grade 09. The form includes the following fields and controls:

- School:** School (001) (dropdown)
- Officer:** TIEFENAUERSCH, JODIE (dropdown)
- Offense:** *G - *GENERIC (dropdown)
- Location:** Location (CLASS) (dropdown)
- Bus:** (dropdown)
- Date of Offense:** May 03, 2013 (calendar icon, dropdowns, and date text)
- Time of Offense:** 10 : 24 AM (time dropdowns)
- Parent Notified:** ☐ (checkbox)
- Comment:** Sadie was texting on her cell phone during class. (text area)
- Buttons:** Save, Back, Check Spelling
- Footer:** Entered: 05/03/13 at 10:24 AM

You will have the ability to edit a newly created discipline referral. When you edit the referral, you can modify all fields on the referral. You will not be able to edit the referral once the discipline officer addresses the referral.

Delete Referral (blue X)

You may have the ability to delete a discipline referral depending on your security access. You will not be able to delete the referral once the discipline officer addresses the referral.

The screenshot shows a confirmation dialog box titled 'Delete Discipline Referral for SADIE ADUSCR on 05/03/13 for *GENERIC?'. It includes the following elements:

- Question mark icon:** Indicates a warning or confirmation message.
- Text:** Delete Discipline Referral for SADIE ADUSCR on 05/03/13 for *GENERIC?
- Instructions:**
 - (OK) Click Ok to delete this referral
 - (Cancel) Click Cancel to leave this referral
- Buttons:** OK, Cancel

After you click on the blue X for the referral, you will receive the message displayed above. You will click **OK** to delete the referral.

View Notes

Discipline Notes

ADUSCR, SADIE Grade: 09

Entity	Type	Cat	Date	Description	Created By	Protected
001	DIS		05/03/2013	Discipline Note	MARLEE ANDREASCR	No

Add Edit Delete

View Notes allows you to view the discipline notes for the selected student.

Only Show Current Year Offenses/Show All Offenses

This option allows you to determine the discipline offenses that display for the student.

Click on Offense

Discipline Referral Details

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 Activities - NCLB

TX/NCLB Info

My Print Queue Back

Student Info

Profile

Class Summary

Attendance (5)

Schedule

Add/Drops (8)

Entry/Withdrawal

RTI Information

IHP

Emergency Contacts

Discipline (3)

NCLB

Academic History

Graduation Requirements

Educational Milestones

Student Services

Test Scores (0)

Busing

Student Portfolio

Recommendations (0)

Family Access History (15)

Activities (2)

Custom Forms

Family Access Display

Gradebook

Message Center

Calendar

ADUSCR, SADIE

Grade: 09

State Student Number:	0000000000
Limited English Proficiency:	Yes
Limited English Proficiency Start Date:	08/01/2012
Gifted and Talented:	Yes
Chapter 1:	No
Post Secondary Opt:	No
Homebound Service:	No
Total Homebound Hours:	0
Assessment Hours:	0
Grad Standard Year:	2016
Transport Category:	

The NCLB - No Child Left Behind (Web Applications>Educator Access Plus>Teacher Access>My Activities) shows selected state information that was collected on the student within the entity. It provides detailed NCLB information on students which is issued and used for state/federal reporting purposes.

My Activities - Academic History

Academic History
[My Print Queue](#) [Back](#)

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
 - Gradebook
 - Message Center
 - Calendar

ADUSCR, SADIE

Grade: 09

Show Filter

Entity	School Year	Grade Level	Class	Description	Department	Subject	Terms	Grade One	Grade Two	Grade Three	
001	2012	08	113/01	ENGLISH-III A	01	01	1 - 6	ATH:	PR1:	CP1:	18
001	2012	08	7331/02	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	18
001	2012	08	7331/05	U S GOVERNMENT	05	05	1 - 3	ATH:	PR1:	CP1:	18
001	2012	08	MUG100/001	Muggle Studies		01	4 - 6	ATH:	PR1:	CP1:	18
001	2013	09	0001/05	STUDY HALL	15	15	1 - 3	CZ1:	1ST:	CZ2:	28
001	2013	09	101/03	FUND ENGLISH 1	01	01	1 - 6	PR1: A	CZ1:	1ST: A	PR
001	2013	09	1011/11	English 1		01	1 - 6	ATH:	PR1: B	CZ1:	18
001	2013	09	1102/12	HONORS ENG I	01	01	1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	1255/01	French II	09	09	1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	2LA/01	2 Lang Arts			1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	2READ/01	2 Reading			1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	2SPEL/01	2 Spelling			1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	2WRIT/01	2 Writing			1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	3151/01	ART I	10	10	1 - 6	ATH:	PR1: A	CZ1:	18
001	2013	09	4446/01	Adv Nutrition	07	07	1 - 3	ATH:	PR1:	CZ1:	18
001	2013	09	HMRM/002	HOMEROOM			1 - 6	ATH:	PR1:	CZ1:	18
001	2013	09	Variab/01	Variable Scale			1 - 6	ATH:	PR1:	CZ1:	18

Academic History (Web Applications>Educator Access Plus>Teacher Access>My Activities) will display the student's grade history throughout their history in a district. It will show the student's classes and grades. If a Standards Gradebook was used for the class, it will display a green paper icon. When you click on the green paper icon, you will be able to see the subject and skill grades for the student.

Show Filter

Academic History Filters

School Year: **Show All**
Grade Level: **Show All**
Department: **Show All**
Subject: **Show All**
Grade Mark: **Show All**

The Show Filter option allows you to determine the classes and grades that will display on the Academic History screen.

My Activities - Graduation Requirements

Graduation Requirements

My Print Queue
Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
 - Gradebook
 - Message Center
 - Calendar
- Reports
 - Information Report
 - Multi-Class Progress Report
 - Progress Report Letter

ADUSCR, SADIE

Grade: 09

Graduation Requirements
Course Requirements

Requirement Areas		Required	Complete	In Progress	Scheduled 2013-14	Remaining	Status
Total Credits	Show All Courses	26.000		1.000		26.000	In Progress
English Language Arts		4.000		0.500		4.000	In Progress
English I	Hide Courses	1.000		0.500		1.000	In Progress

Year
Entity
Class Description
Teacher
Status
Credits
Grades

2013	Entity (001) Grades 9 to 12	1102/12 HONORS ENG I	JWinterste	In Progress	0.500	
	English II	1.000				1.000
	English III	1.000				1.000
	English IV	1.000				1.000
	Mathematics	4.000				4.000
	Algebra I	1.000				1.000
	Geometry	1.000				1.000
	Algebra II	1.000				1.000
	Mathematics Electives	1.000				1.000
	Science	4.000				4.000
	Social Studies	3.500				3.500
	World Geography Studies	1.000				1.000
	World History Studies	1.000				1.000
	US History Studies	1.000				1.000
	US Government	0.500				0.500
	Economics	0.500				0.500
	Foreign Language	3.000				3.000
	Level I	1.000				1.000
	Level II	1.000				1.000
	Level III	1.000				1.000
	Physical Education	1.000				1.000
	Foundations of Personal Fitness	0.500				0.500
	Physical Education Electives	0.500				0.500
	Fine Arts	1.000		0.500		1.000 In Progress
	Health Education	0.500				0.500
	General Electives	4.500				4.500

Graduation Requirements (Web Applications>Educator Access Plus>Teacher Access>My Activities) show the progress of the student's credits and how many they have remaining before they can graduate. You will only see this option if the district has purchased the Graduation Requirements module.

Show/Hide Courses

The Show/Hide Courses option allows you to display the courses that are being counted toward credit for a requirement.

Selecting Specific Course when Showing Courses

Student: **SADIE ADUSCR**
Class Detail for **HONORS ENG I / 12**Close

Class Information	
Class: HONORS ENG I / 12	Description: HONORS ENG I
Department: Language Arts	Course Length: YEAR (Y)
Subject: Language Arts	Credits: 1.000
Curriculum: HONORS ENG I	Grade Level: 9
Explanation: HONORS ENG I	
View Curriculum Map	View Lesson Plan

Team Teaching Information	
Teacher: JENNY WINTERSTEENSCR	Period: 3
Start Date: 09/01/12	Time: 10:00 AM - 10:45 AM
End Date: 05/29/13	Room: 6
Teacher: LEON REUSSSCR	Period: 3
Start Date: 09/01/12	Time: 10:00 AM - 10:45 AM
End Date: 05/29/13	Room: 10
Teacher: LEON REUSSSCR	Period: 3
Start Date: 09/01/12	Time: 10:00 AM - 10:45 AM
End Date: 05/29/13	Room:

When displaying the courses, you can click on the "Class Description" and it will open another window. The class and teacher information will display. If using Curriculum Mapping and Lesson Plan, you can view that information for the class.

[My Activities - Educational Milestones](#)

Educational Milestones My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
 - Gradebook
 - Message Center
 - Calendar

ADUSCR, SADIE Grade: 09

Date Completed	Waived	Milestone	Entity	Grad Reqrmt
	No	PASS - TAKS PASS		Yes

Total Educational Milestones: **1**

Educational Milestones (Web Applications>Educator Access Plus>Teacher Access>My Activities) allows you to view Entity or District-defined milestones attached to the student's record.

[My Activities - Student Services](#)

Back

User Name: MARILEE ANDREASCR Saturday, May 4th, 2013

Section 504 - SADIE ADUSCR View Detail

	Date of Interest	Event Type	Contact Person	Event
1	08/01/2012 Wed	IAP Start		IAP has started. IAP does not have an End Date

View Attach

Student Services allows you to view Section 504 Plans for students.

View Detail

Section 504 View (749)  

Student Information 

Name: Grade:

Dismissal Date:

IAP Begin Date: IAP End Date:

Last IAP Date: Next IAP Date:

Status:

☐ Eval Consent Eval Meeting Date:

Eval Consent Date: Next Eval Review Date:

Case Manager:

Referral Date: Case Due Date:

Referral Type:

☐ Referred to IDEA ☐ Service Consent

Date Referred to IDEA: Service Consent Date:

Disability:

Impairment:

Life Activity:

Accommodation:

 Accommodation Notes:

 Section 504 Notes:

The View Details option allows you to see information related to the Section 504 Plan.

View Attachment

Section 504 Attachments (35)  

Available Attachments for Section 504

Type	Description	Entered By	Entered Date	Entered Time	File Size	
1 Attachments	Section 504 Attachment	MARILEE Y ANDREASCR, TEA	05/04/2013	7:18 AM	387 KB	 

The View Attachment allows you to see any Section 504 Plan attachment for the student.

My Activities - Test Scores

Test Scores (82)

Views: General Filters: *Skyward Default

	Date	Entity	Test	Edition	Level	Form	Test Name	Available to Score?
1	05/04/2013	001	3RDG	1edt	3rd		3rd Gr Reading	Yes
2	05/04/2013	001	ACT	Edt2		Col	ACT	No

Expand All Collapse All View Printable Details

SADIE ADUSCR's Scores

Section: Scores - Scores

Rows	Scale Score	Nat. Pct						
Writing	21	0						
English	21	0						
Math	21	0						
Reading	20	0						
Science	24	0						
Composite	22	0						

Section: Stu-Admin - Stu-Admin

Rows	Grade Level	Test Type						

20 2 records displayed

Buttons: Enter Scores, Other Students With Test, Print, Print All

Test Scores (Web Applications>Educator Access Plus>Teacher Access>My 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

Test Score Entry for '3rd Gr Reading: 1edt 3rd' on '05/04/2013'

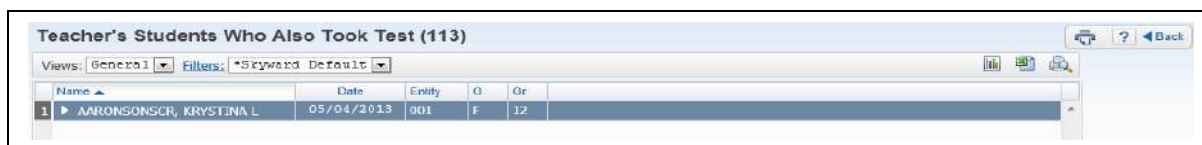
My Print Queue ?

Students	Section Reading	Row (1) Results	Fluenc	Sight Words
1 ADUSCRSADIE			0	0

Buttons: Save, Save and Back, Undo, Back

The Enter Scores button will only be available if the test has been set up administratively to allow score entry through Educator Access Plus. After selecting **Enter Scores**, you will receive another screen that will allow you to enter the student's score(s). Once the score(s) have been entered, click **Save and Back**.

Other Students With Test

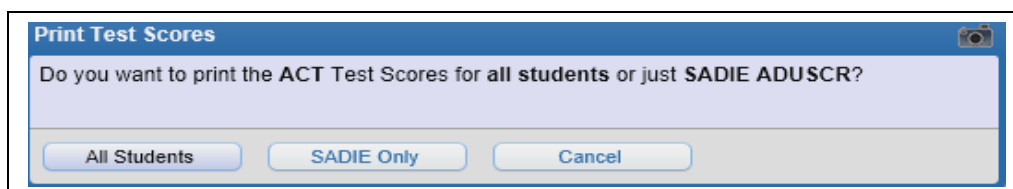


The screenshot shows a window titled "Teacher's Students Who Also Took Test (113)". It has a "Views" dropdown set to "General" and a "Filters" dropdown set to "*Skyward Default". Below the dropdowns is a table with the following data:

	Name	Date	Entity	G	Gr
1	AARONSONSCR, KRYSTINA L	05/04/2013	001	F	12

The Other Students with Test option will show any other of your students who have also completed the highlighted test.

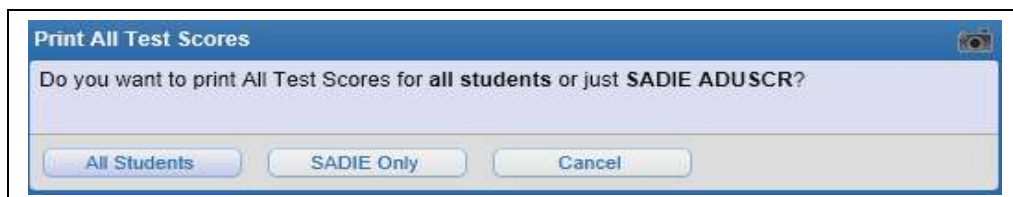
Print



The screenshot shows a dialog box titled "Print Test Scores". It contains the text: "Do you want to print the **ACT** Test Scores for **all students** or just **SADIE ADUSCR**?" Below the text are three buttons: "All Students", "SADIE Only", and "Cancel".

Print will allow you to print the scores for the highlighted test for either **All Students** or the **Selected Student**. This report will process in the print queue and not go directly to the printer.

Print All



The screenshot shows a dialog box titled "Print All Test Scores". It contains the text: "Do you want to print All Test Scores for **all students** or just **SADIE ADUSCR**?" Below the text are three buttons: "All Students", "SADIE Only", and "Cancel".

Print All will print the scores for all test scores for either **All Students** or the **Selected Student**. This report will process in the print queue and not go directly to the printer.

My Activities - Busing

Busing Information

My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
 - Gradebook
 - Message Center
 - Calendar
- Reports
 - Information Report
 - Multi-Class Progress Report
 - Progress Report Letter

ADUSCR, SADIE

Grade: 09

Transportation Information

Start Date	End Date	Transported	Transportation Category	Miles	Bus
08/24/2012	05/28/2013	Yes		5.00	

Bus Stops

Bus Route	Bus Stop
55 - Liberty St. and Seaview Ave (To School 06:00A-08:30A)	1.00 - Campbell Road

Bus Numbers

AM Bus Number	55	PM Bus Number	20

Pick Up Address

Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

Drop Off Address

Address:	1254	E	MAPLE ST
SUD:		P.O. Box:	
Address 2:			
City:	AUSTIN, TX	Zip Code:	55555

Busing (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

Portfolio [My Print Queue](#) [Back](#)

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
 - Gradebook
 - Message Center
 - Calendar

ADUSCR, SADIE Grade: **09**

Attachments

Attachment	Type	Date	Time	
viper basic	Transcript	04/24/2013	5:51:AM	View
Report Card - Term 2 (01/31/13)	Report Card	01/31/2013	11:04:AM	View
Portfolio Attachment	Attachments	08/06/2012	9:28:AM	View

Highlights

Type	School Year	Date	Grad Yr / GR	
EDUCATION	2012 - 2013	08/13/2012	2016 / 09	Hide
Honor Roll				
Detail 01 : Honor Roll				

The Student Portfolio (Web Applications>Educator Access Plus>Teacher Access>My Activities) allows you to view the attachment and highlights for a student.

View

The view under the attachment area allows you to open the attachment.

Details/Hide

The Details allows you to view the information for the highlights.

[My Activities - Recommendations](#)

Course Recommendation History [My Print Queue](#) [Back](#)

Student Info

- Profile
- Class Summary
- Attendance (5)
- Schedule
- Add/Drops (8)
- Entry/Withdrawal
- RTI Information
- IHP
- Emergency Contacts
- Discipline (3)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Student Services
- Test Scores (2)
- Busing
- Student Portfolio
- Recommendations (1)
- Family Access History (15)
- Activities (2)
- Custom Forms
- Family Access Display
 - Gradebook
 - Message Center
 - Calendar

ADUSCR, SADIE Grade: **09**

Entity	School Year	Course	Description	Course Length	Recommended By
001	2014	3116	Wind Ensemble 2	Y = YEAR	MARILEE ANDREASCR

Recommendations (Web Applications>Educator Access Plus>Teacher Access>My Activities) allow you to view the courses that the staff has recommended for the student.

[My Activities - Family Access History](#)

Family Access History My Print Queue Back

Student Info: Grade: **09**

SADIE ADUSCR (Student)	
Last Login Time: 04:14 PM	Date: 04/29/2013
2013 Current School Year Activity: 3 Login(s)	
ABBY ADUSCR (Mother)	
Last Login Time: 03:07 PM	Date: 09/28/2012
2013 Current School Year Activity: 11 Login(s)	
Alonso Aduscr	
Last Login Time: 12:52 PM	Date: 08/28/2012
2013 Current School Year Activity: 1 Login(s)	

Family Access History (Web Applications>Educator Access Plus>Teacher Access>My Activities) allows you to see how many times the family and the student have logged into Family/Student Access during the current year. It will also display the last time the family or student logged in.

My Activities - Activities

Activities

ADUSCR, SADIE Grade: 09

Year	Entity	Code	Description	Start Date	End Date
2013	001	OPC	Oil Painting	09/03/2011	05/29/2012
2013	001	P2P	Pay 2 Play	08/20/2012	06/01/2013

Show Details Show Assistants

Activities (Web Applications>Educator Access Plus>Teacher Access>My Activities) will display different information related to the activities in which the student is enrolled.

Show Details

Activities

ADUSCR, SADIE Grade: 09

Year	Entity	Code	Description	Start Date	End Date
2013	001	OPC	Oil Painting	09/03/2011	05/29/2012
2013	001	P2P	Pay 2 Play	08/20/2012	06/01/2013

Activity Details
 Leader: LATONYA ABDISCR
 Type: Both (Ex Curr & Comm) Extra Curricular: Athletic Entity: 001 Community: Voluntary

Award Award Comment:
 No awards have been given for this activity.

Show Details Show Assistants

The Show Details option will allow you to see additional information related to the activity, such as the Activity Leader and the Awards for the activity.

Show Assistants

Activities

ADUSCR, SADIE Grade: 09

Year	Entity	Code	Description	Start Date	End Date
2013	001	DPC	Oil Painting	09/03/2011	05/29/2012
2013	001	P2P	Pay 2 Play	08/20/2012	06/01/2013

Activity Assistants

Name
Dana Acayscr

Show Details
Hide Assistants

Show Assistants will allow to you see the assistants attached to the activity.

My Activities - Custom Forms

Custom Forms - University Visits (384)

Views: University Visits Filters: *All Students

Last Name	First	Middle	S	Def	Gr	Grad	Name of College
ADUSCR	S R G	SADIE	A	001	09	2016	LW Stevens Point

Buttons: Add, Edit, Delete, Print Details, Print My Students, View Inactive 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

Custom Forms - University Visits (384)

Views: University Visits Filters: *All Students

Views dropdown menu:

- Main
- College Visits 2012
- College Visits in Texas
- College Visits
- emergency form
- Example E (Entity Form)
- Example GA (Entity Form)
- for fun
- Hospital Visits
- Kristina's multiple test form
- New Features Total
- Online Registration Form
- PE Results
- Sample can
- Sample Test
- Scholarships
- Senior Trip
- Tech Savvy
- Testing SC
- University Campus Visits
- University Visiting
- University Visits**
- Vehicle
- Vehicle Info
- Vehicle Registration
- Visiting Schools
- Work Permit
- Work Permit ex
- Work Permits
- Workers Permit

Buttons: Add, Edit, Delete, Print Details, Print My Students, View Inactive Forms

The Views 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

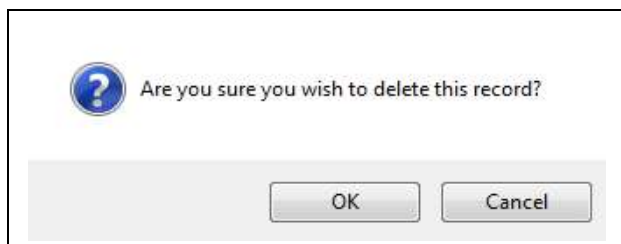
Edit allows you to make modifications to an existing Custom Form. The ability to edit a custom form will depend on the administrative setup of the Custom Form.

Delete

Functionality described here may vary in availability depending upon your district/entity configuration.

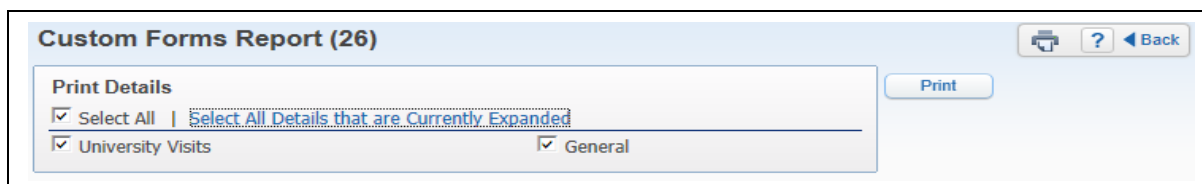
** Denotes Required Field to save screen.

The Delete allows you to remove a custom form for a student. You will select the Custom Form in the Views drop-down list and then select **Delete**. The ability to delete a Custom Form will depend on the administrative setup.



After clicking **Delete**, you will receive the above message. You can select **OK** to delete the Custom Form.

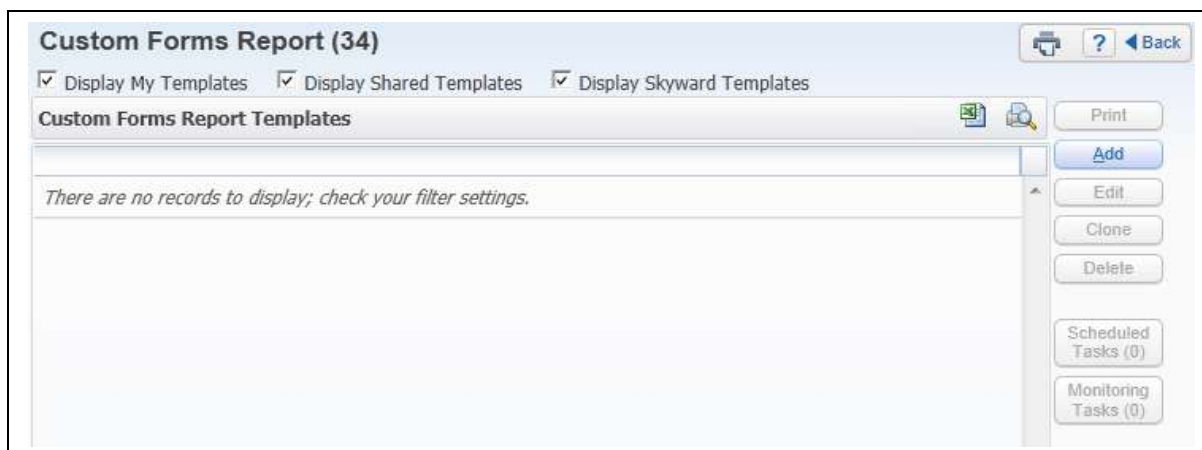
Print Details



The Print Details option allows you to generate a report with the information you see when you expand the student's name.

Print My Students

The Print My Students option allows you to print information entered on Custom Forms for the current student or all students.



Click **Add** to create a new report template.

Custom Forms Report (89)

Template Settings

* Template Description:

☐ Print Greenbar

Custom Forms Report

☐ Print This Student Only ☒ Print for My Students ☐ Select Students to Print

Available Custom Forms

- Vehicle
- Vehicle Info
- Vehicle Registration
- Visiting Schools
- Work Permit
- Work Permit ex
- Work Permits

Selected Custom Forms

- University Visits

Buttons: Add All, Add, Remove, Remove All

Buttons: Check Spelling, Save, Save and Print

Asterisk (*) denotes a required field

You can select the Custom Forms you want to display on the report. The list of Custom Forms is determined based on the access you have to the specific forms. After selecting the student(s) and Custom Forms, you will select **Save and Print**.

View Inactive Forms

Inactive Custom Forms (84)

Views: General Filters: *Skyward Default

Name	Type	Form Type
1 College Visits	Screen	Multiple

Buttons: Expand All, Collapse All, View Printable Details

Form Data

View	Date Created	Time Created	College/University Name	Date	Did they apply	Test Date
View	09/17/2012	12:43 pm	NIU	09/17/2012	Yes	08/10/2012

The View Inactive Forms allows you to see Custom Forms that are attached to a student, but are no longer being used.

My Activities - Family Access Display – Gradebook

Progress Report Tab

FA Gradebook

ADUSCR, SADIE Grade: 09

Gradebook Progress Report Missing Assignments Teacher's Log GPA/Class Rank Comments

Teacher will be updating the grades in the gradebook weekly

Classes for: **PROGRESS REPORT 6 (04/12/13-05/08/13)** [View All Classes](#) [Hide Dropped Classes](#) [Prev](#) [Next](#)

Click on the underlined grade to see the assignments that make up that grade.

Period	Class	Description	Term	ATH	PR1	CZ1	1ST	PR2	CZ2	2ND	PR3	CZ3	3RD	EX1	SM1	PR4	CZ4	4TH	PR5	CZ5	5TH	PR6	CZ6	6TH	EX2	SM2	FNL
0	HMRM/002	HOMEROOM	Y																								
0	2READ/01	2 Reading	Y																								
0	2WRIT/01	2 Writing	Y																								
0	2SPEL/01	2 Spelling	Y																								
0	2LA/01	2 Lang Arts	Y																								
1	101/03	FUND ENGLISH I	YR																								
1	1011/11	English I	Y																								
1	Band I/01	Band I	Y																								
3	1102/12	HONORS ENG I	Y																								
5	1255/01	French II	Y																								
6	3151/01	ART I	Y																								

↓ - Indicates the class has been dropped

The Family Access Display - Gradebook (Web Applications>Educator Access Plus>Teacher Access>My Activities) displays how the grade information will look in Family/Student Access. This will display the grades for every class in the student's schedule. You can view the progress report for the class by clicking on the Grade Mark for the Class.

Entity (001) Grades 9 to 12

Print Close

TERM 6 - 6TH Progress Detail Report for SADIE ADUSCR

View Grade Marks

Band I/01 Band I - There are no Missing assignments in TERM 6 - 6TH for this class

Assign Category	Date Due	Has Attach.	Description	Scale (out of 4)	Weight	Grade	Spec. Code	Missing	No Count
Grade for TERM 6 - 6TH 04/12/13 - 05/29/13				50.00		A			
6WKS TEST/TEST (100.00% of TERM 6 Grade)				3.50		B			
6T/T	05/06/13		Quiz 15C	4.00	1.00	A			
6T/T	05/06/13		Chapter 15 Test	3.00	1.00	B			

Default Grade Mark Group

Grade Mark	Grade Value High	Grade Value Low
A	4.00	3.75
B	3.74	3.00
C	2.99	2.00
D	1.99	1.00
F	0.99	0.00

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.



Student: **SADIE ADUSCR**
Assignment for **Band I / 01**

Close

Assignment Detail Information

Assignment: **Quiz 15C**
Category: **6T/T - 6WKS TEST/TEST**
Assign Date: **05/06/13**
Due Date: **05/06/13**
Max Score: **100**
Weight Multiplier: **1.00**

Assignment Score Detail for SADIE ADUSCR

Grade: **A**
Variable Scale Points: **4 out of 4**
Special Code:
No Count:
Missing:
Comment:
Absent:

Class Assignment Summary

Class High Score: **98**
Class Low Score: **98**

The information you see in the Assignment Detail screen depends on the configuration of Family Access.

Missing Assignment Tab

The screenshot shows the 'Missing Assignments' tab selected. The left sidebar contains a tree view with 'Family Access Display' expanded, showing 'Gradebook', 'Message Center', and 'Calendar'. The main content area has a student dropdown set to 'ADUSCR, SADIE' and a grade dropdown set to '09'. Below the tabs, a table displays missing assignments for the current term.

Term	Date Due	Class	Assignment	Category	Points Possible	Points Earned	Percent Grade	Absent
6TH	04/25/13 Thu	2WRIT/01	test	6T/T	100.00			

The Missing Assignment tab displays the student's missing assignments. The missing assignments displayed are determined by the configuration of Family Access.

Teacher's Log Tab

The screenshot shows the 'Teacher's Log' tab selected. The left sidebar is the same as in the previous screenshot. The main content area has the same student and grade dropdowns. Below the tabs, a table displays Teacher Log records.

Period	Class	Description	Term	Log Count
0	2LA/01	2 Lang Arts	Y	0
0	2READ/01	2 Reading	Y	0
0	2SPEL/01	2 Spelling	Y	0
0	2WRIT/01	2 Writing	Y	0
0	HMRM/002	HOMEROOM	Y	0
1	101/03	FUND ENGLISH I	YR	0
1	1011/11	English 1	Y	0
1	Band 1/01	Band I	Y	1
3	1102/12	HONORS ENG I	Y	0
4	4446/01	Advanced Nutrition & Health	SM	0
5	1255/01	French II	Y	0
6	0001/05	STUDY HALL	SL	0
6	3151/01	ART I	Y	0

↓ -Indicates the class has been dropped

The Teacher's Log tab displays any Teacher Log records that have been selected to display in Family Access. You can view the Teacher Log record by clicking on **View Teacher Logs**.

Teacher Log

Student Info: ADUSCR, SADIE Grade: 09

Band 1/01 Band 1 1

Grade Period: 6TH 6 WEEKS

Summary: Parent Contact

Detail: Emailed mom regarding missing assignments on 4/29/13

The above screen is a sample of a Teacher Log record created for the student.

GPA/Class Rank Tab

GPA/Class Rank

Student Info: ADUSCR, SADIE Grade: 09

Gradebook Progress Report Missing Assignments Teacher's Log GPA/Class Rank Comments

School Year	Cumulative GPA	Cumulative Earned Credits	Cumulative Failed Credits	Rank	Rank Date
2012 - 2013 Hide Detail	0.000	0.000	0.000	1 of 10	05/06/2013
GPA Details for School Year 2012 - 2013					
GPA Type	GPA	Rank	Rank Date		
Semester 1	0.000	1 of 10	05/05/2013		
Semester 2	0.000				
Term 1	0.000	1 of 10	05/05/2013		
Term 2	0.000				
Term 3	0.000				
Term 4	0.000				
Term 5	0.000				
Term 6	0.000				
2011 - 2012 Show Detail	0.000	0.000	0.000		

You can view the student's GPA and Class Rank in the GPA/Class Rank tab. The **Show Detail** will show the GPA Types set up by the entity. The GPA/Class tab is available depending on the configuration of Family Access.

Comments Tab

Comments

ADUSCR, SADIE Grade: 09

Gradebook Progress Report Missing Assignments Teacher's Log GPA/Class Rank Comments

Class	Description	Comment
Grade Comments for 6TH 6 WEEKS (04/12/2013 - 05/29/2013)		
Band I/01	Band I	Pleasure to have in class.
Band I/01	Band I	Active participant.
Band I/01	Band I	Sadie is doing a great job in Band and is a leader of her section.

The Comments tab will display report card comments for the entire year.

My Activities - Family Access Display – Message Center

Message Center

ADUSCR, SADIE Grade: 09

View Family Access Display of Message Center

Message Center current Expired

Advisor Messages

Advisor	Total Messages	Unread Messages
AGRIPINA TEXADASCR	0	0

Activity Messages
[Show All Activities](#)

Year	Entity	Description	Leader	Assistant(s)	Total Messages	Unread Messages
2013	001	Pay 2 Play \$10.00	LATONYA ABDISCR	Dana Acaysor	0	0

Class Messages
[Show All Classes](#)

Period	Class	Description	Term	Teacher	Total Messages	Unread Messages
0	2LA/01	2 Lang Arts	Y	MARILEE ANDREASCR	0	0
0	2LA/01	2 Lang Arts	Y	PHOEBE ADDAMSSCR	0	0
0	2READ/01	2 Reading	Y	MARILEE ANDREASCR	0	0
0	2SPEL/01	2 Spelling	Y	MARILEE ANDREASCR	0	0
0	2WRIT/01	2 Writing	Y	MARILEE ANDREASCR	0	0
1	Band I/01	Band I	Y	MARILEE ANDREASCR	1	1
3	1102/12	HONORS ENG I	Y	JENNY WINTERSTEENSCR	0	0
3	1102/12	HONORS ENG I	Y	LEON REUSSSCR	0	0
5	1255/01	French II	Y	RHODA ANNANSCR	0	0
6	3151/01	ART I	Y	RHODA ANNANSCR	0	0

You can see all messages created in Message Center (Web Applications>Educator Access Plus>Teacher Access>My Activities). You also have the ability to see if the message was read in Family/Student Access. Click **View Messages** to see the Message Center Message.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Message Center

Student Info: ADUSCR, SADIE Grade: 09

View Family Access Display of Message Center

Current Messages

Band 1/01 Band 1 Prd 1

Post Date	Summary	Posted By	Expiration Date
05/06/13	Marching Band Tryouts	MARILEE ANDREASCR	05/13/13

Message: We will be having Marching Band Tryouts on May 9th from 3-7 in the band room.

This is a sample of what the message will look like in Family/Student Access.

My Activities - Family Access Display - Calendar

FA Calendar

Student Info: ADUSCR, SADIE Grade: 09

Previous Month: **May 2013** Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Chapter 15 Test (B) Quiz 15C (A)	7	8 End of PROGRESS REPORT 6 2 Reading 2 Spelling 2 Writing	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Last Day of School End of 6TH 6 WEEKS 2 Reading 2 Spelling 2 Writing	30	31	

☒ Show Absences/Tardies
 ☒ Show Gradebook Assignments (Grade Earned)
 ☒ Show MC-Messages
 ☒ Show AC-Activity Events
 ☒ Show Student Services
 ☒ Show CC-Childcare Schedule
 ☒ Show ST-Student Tests
 ☒ Show Lunch Menus

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.

- **Academic History** – Show courses and grades for prior year(s).
School Year – This allows you to determine the school year(s) for which the Academic History will print.
- **Current Grades** – Display the current grades for all the student's courses.
Grade Buckets – This allows you to select the grades that display.
Show Teacher Comments – Display the report card comments.
Show Current Cumulative GPA – Display the student's cumulative GPA value.
- **Test Scores** – Show scores entered for standardized tests.
- **Course Recommendations** – Display any course recommendations entered for the student.
- **Activities** – This allows you to view the activities in which the student is involved.
- **Message Center** – Display any messages that were generated. You can select to display Family Access and/or Student Access.
- **Entry/Withdrawal** – Show the entry/withdrawal records for the student based on the dates entered.
- **Picture** – If the picture exists for the student in Skyward, it can display on the report.
- **Emergency Contacts** – Display the emergency contacts for the student.
- **Student Access Login and Password** – This allows you to view the student's login and password for Student Access. If the student has changed their password from the one entered by the district, you will only see ***** on the report.

After selecting the information that you want to print on the report, select **View Report for Selected Student**.

[My Activities - Reports – Multi-Class Progress Report](#)

The Multi-Class Progress Report lists the overall grade and category summary for the term specified.

The screenshot shows the 'Student Multi-Class Progress' report template. At the top, there is a navigation bar with a left arrow, a right arrow, and the title 'Student Multi-Class Progress'. On the right side of the bar are links for 'My Print Queue' and 'Back'. Below the navigation bar, there is a dropdown menu showing 'ADUSCR, SADIE' and a 'Grade: 09' label. A button labeled 'View Report for Selected Student' is positioned below the dropdown. The main content area is divided into three sections: 'Grades', 'Options', and 'Free Form Header/Footer'. The 'Grades' section contains a 'Display Grades for Term:' dropdown set to 'Current Term'. The 'Options' section has two checkboxes: 'Display Signature Line' and 'Only print classes where student has less than' followed by a text input field for 'final percent'. The 'Free Form Header' section has two text input fields labeled 'Label 1:' and 'Label 2:'. The 'Free Form Footer' section has four text input fields labeled 'Label 1:', 'Label 2:', 'Label 3:', and 'Label 4:'.

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.

The screenshot shows the 'Progress Report Letter' form. At the top, there's a header with navigation arrows, the title 'Progress Report Letter', and a 'My Print Queue' button with a 'Back' link. Below the header, a dropdown menu shows 'ADUSCR, SADIE' and the 'Grade: 09' is displayed. A 'View Report for Selected Student' button is present. The form is divided into several sections: 'Grades' with a 'Display Grades for Term:' dropdown set to 'MIDTERM 1', and checkboxes for 'Only print classes with a grade mark of 100' and 'Only print classes with less than ___ percent'. The 'Options' section includes a 'Body of Letter' text area, 'Address Letter to' (radio buttons for 'Student' and 'Guardian of Student'), 'Reports to Generate' (radio buttons for 'One for Each Family' and 'Only First Family'), and a 'Print Mailing Address' checkbox. The 'Fields to Print' section has checkboxes for 'Print Teacher's Name with Class', 'Print Student's Student Access Login Info', 'Print Guardian's Family Access Login Info', 'Print Assignment Detail Info', 'Include Percent with Course Grade', 'Print Attendance', 'Print Signature Line', 'Print Dropped Classes', and 'Print Student's Current GPA'. At the bottom, there are 'Free Form Header' and 'Free Form Footer' sections, each with multiple labeled text input fields (Label 1, Label 2, Label 3, Label 4).

Grades

- **Display Grade for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report Letter.
- **Only print classes with a grade mark of** – This allows you to only print the progress report for students receiving the selected grade.
- **Only print classes with less/greater than ___ percent** – This allows you to only print the progress report for students receiving less than or greater than the selected percentage.

Options

- **Body of Letter** – This allows you to enter free-form text that will print on the Progress Report Letter.
- **Address Letter to Student/Guardian of Student** – This allows you to determine to whom the letter will be addressed.
- **Fields to Print** – What additional information would you like to print on the report?
 - Print Teacher's Name with Class** – This allows you to print the teacher's name on the report.
 - Print Student Access Login Info** – If you select this option, the student's login and password information will print. If the student has changed their

password from the one created by the district, you will only see ***** on the report.

Print Guardian's Family Access Login Info – If you select this option, it will print the guardian's login and password for Family Access. If the parents changed their password from the one created by the district, you will only see ***** on the report.

Print Assignment Detail Info – If this option is selected, you will see additional options that can be selected to determine the assignment information that will print.

Include Percent with Course Grade – This allows you to print the current grade book percentage on the report.

Print Attendance – This option allows you to print the student absence and tardy count per class.

Print Signature Line – This option allows you to add a space for parents/guardians to acknowledge the receipt of the report.

Print Dropped Classes – Should dropped classes display on the Progress Report Letter?

Print Student's Current GPA – Would you like the student's GPA to print on the report?

- **Reports to Generate** – This allows you to determine the families for whom Progress Report Letters will generate.
- **Print Mailing Address** – Should the family's mailing address print on the report?
- **Free-Form Header/Footer** – This allows for additional information to display on the Progress Report Letter.

[My Activities – Reports - My Activity Roster](#)

The Activity Roster Report provides a listing of all of the students in your homeroom with selected information. Not all of the options can be selected to print on the report; there is a character maximum of 122.

Activity Roster Report [My Print Queue](#) [Back](#)

Select Parameters for Activity Roster Report

[View Report for All Students](#) [Export to Excel](#)

Activity Roster Report Options: 57 chars - Portrait Report

Options

Name Display:

- ☐ Last, First MI
- ☐ First Middle Last
- ☐ Last First Middle
- ☒ First MI Last

ID Display:

- ☒ Student ID
- ☐ Internal ID
- ☐ Name Key
- ☐ None

Sort by: Last Name

Display Information

- ☐ Grade
- ☐ Phone Number
- ☐ Gender
- ☐ Student Access Login and Password
- ☐ Grad Year
- ☐ Second Phone
- ☐ Current Cumulative GPA
- ☐ Print Student Picture
- ☐ Birth Date
- ☐ Third Phone
- ☐ Home Address
- ☐ Food Service Key Pad #
- ☐ Advisor
- ☐ Email
- ☐ Mailing Address

Family Information

- ☐ Primary Guardian
- ☐ All Guardians
- ☐ Phone 2
- ☐ Phone 1
- ☐ Email
- ☐ Phone 3
- ☐ Phone 2
- ☐ Home Address
- ☐ Email
- ☐ Phone 3
- ☐ Mailing Address

[Report Range Templates](#)
[Restore Defaults](#)

Name Display

The Name Display allows you to choose how you would like the name to print on the report.

ID Display

The ID Display allows you to select the ID you want to print on the report.

- **Student ID** – This ID is set up by the district.
- **Internal ID** – This ID is automatically given to the student by the program.
- **Name Key** – Every person entered into Skyward has a Name Key. It consists of the first 5 letters of the last name, first 3 letters of the first name, and a tie-breaker number. (Example – Mary Smith would be Smithmar000)

Sort By

The Sort By allows you to determine the order in which the names will display on the report.

Display Information

Display Information allows you to select Demographic Information that you want displayed on the report.

- **Grade**
- **Phone Number**
- **Gender**
- **Student Access Login and Password** – The password will only print if the student hasn't changed their password from the district-defined password.
- **Grad Year**
- **Second Phone** – This is the second phone number for the student and not the family.
- **Current Cumulative GPA**

- **Print Student Picture**
- **Birth Date**
- **Third Phone** – This is the third phone number for the student and not the family.
- **Home Address**
- **Food Service Key Pad #** - This option is based on the district configuration settings.
- **Advisor**
- **Email**
- **Mailing Address**

Family Information

You can select the Family Information you want to display on the report. All options will be grayed out until you select **Primary Guardian**.

[My Activities – Reports – Attendance Detail Report](#)

The Attendance Detail Report can display the days and periods when the student was not in attendance. It will also show the breakdown of the absence categories consisting of Excused, Unexcused, Tardy, and Other.

The screenshot shows the 'Attendance Detail' report configuration interface. At the top, there's a header 'Attendance Detail' with a 'My Print Queue' icon and a 'Back' button. Below this is a section titled 'Attendance Detail Report'. Underneath, there's a sub-section '10 - Attendance Detail' with a 'Report Ranges' tab. The 'Report Ranges' section contains two options: 'Display Attendance for Term' (checked) and 'Display Attendance for Date Range' (unchecked). The 'Current Term' is set to '04/12/2013 - 05/29/2013'. The 'Date Range' section shows 'On or After' as 'Apr 20 2013' (Sat, Apr 20 2013) and 'On or Before' as 'May 11 2013' (Sat, May 11 2013). There are 'Save', 'Undo', and 'Back' buttons on the right. Below the 'Report Ranges' section is an 'Absence Types' section, followed by an 'Options' section with two checkboxes: 'Insert page break after each student' and 'Print only attendance totals'.

Report Ranges

- **Display Attendance for Term** – Select the term for which you want attendance to print.
- **Display Attendance for Date Range** – Enter the specific date range of the attendance.

- **Absence Types** – Verify the absence types you want to print on the report. All absence types default to being selected.

Absence Types (55)





Absence Type Selection - 001 Entity (001) Grades 9 to 12

Save

Available Excused Types		Selected Excused Types	
Add All Add Remove Remove All		D - DAEP E - EXCUSED G - Excused Absence I - ISS M - MANDATORY TESTING	
Available Unexcused Types Add All Add Remove Remove All		Selected Unexcused Types 1 - Rainy Day A - ABSENT B - OSS H - IAES J - TEACHER ABSENCE	
Available Tardy Types Add All Add Remove Remove All		Selected Tardy Types L - LATE - TEACHER ENTRY T - TARDY	
Available Other Types Add All Add Remove Remove All		Selected Other Types C - COLLEGE DAY F - SCHOOL TRIP K - Medical Absence Homebound N - NO SHOW O - OTHER	

Options

- **Insert page break after each student** – This option allows a separate attendance report for each student.
- **Print only attendance totals** – This option will only show the number of times the student has each absence category of Excused, Unexcused, Tardy, and Other.

[My Activities - Reports - Progress Report](#)

The Progress Report lists the overall grade and assignment scores for the specified term.

The screenshot shows the 'Progress Detail Report' interface for 'Activity Jazz Band'. At the top right, there are links for 'My Print Queue', 'Back', and a help icon. Below the title, there are two buttons: 'View Report for All Students' and 'Select Students to View Report'. A note states: 'Note: The Report Card Summary does not process Standards based Gradebooks.' Under the 'Assignments' section, there is a dropdown menu for 'Display Grades for Term:' set to 'Current Term : 04/12/2013 - 05/29/2013'. The 'Options' section contains four checkboxes: 'Display Assignment Detail Information' (checked), 'Only print student with less than' (unchecked) with a text input field for 'percent', 'Display Signature Line' (checked), and 'Page Break by Student' (unchecked). Below the options are sections for 'Free Form Header' and 'Free Form Footer', each with multiple text input fields for labels.

Assignments

- **Display Grades for Term** – Select the term/semester/final grading period that will be used to generate the Progress Report.

Options

- **Display Assignment Detail Information** – If you select this option, assignment information will display on the report.
- **Only print student with less than ____ percent** – This allows you to only print the progress report for students receiving less than the selected percentage.
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge the receipt of the report.
- **Page Break by Student** – This allows for a separate report for each student.

Free-Form Header/Footer

The Free-Form Header/Footer allows for the information entered in this space to print at the bottom of each report.

[My Activities - Reports - Missing Assignment Report](#)

The Missing Assignment Report will print a report of students, listing assignments that have been marked as missing or are not scored and past the due date.

All Missing Assignments My Print Queue Back ?

Missing Assignments Report for Jazz Band

[View Report for All Students](#) [Select Students to View Report](#)

Assignments

☒ Display Assignments for Term
Current Term : 04/12/2013 - 05/29/2013

☐ Display Assignments for Date Range
Start: Apr 20 2013 Sat, Apr 20 2013
End: May 11 2013 Sat, May 11 2013

Options

☐ Exclude Students with No Missing Assignments
☐ Only Print Assignments that are Marked as Missing
☐ Do Not Print Assignments until _____ days past the due date. ?
☐ Only Print for Selected Classes
☒ Print Details of Missing Assignments
☐ Print Summary of Missing Assignments

Sorting
☒ By Student
☐ Random

Page Break
☒ By Student
☐ By Class

Fields to Print
☒ Display Student Name
☐ Display Student Id
☐ Show Signature Line

Free Form Header
 Label 1: _____
 Label 2: _____

Free Form Footer
 Label 1: _____
 Label 2: _____

Assignments

You can select to display assignment information for either a specific term or date range.

- **Display Assignments for Term** – Select the term for which you want grade information to print.
- **Display Assignment for Date Range** – Enter the specific date range of the grade information.

Options

- **Exclude Students with No Missing Assignments** – Select this option to only print the students having missing assignments.
- **Only Print Assignments that are Marked as Missing** – If this option is selected, only assignments flagged as missing will display on the report. This option will not be available if you have selected the option to “Do Not Print Assignments until _____ days past the due date.”
- **Do Not Print Assignments until _____ days past the due date** – If this option is not selected, any assignment not scored and past the due date will display as missing.
- **Print Details of Missing Assignments** – Select this option to show each missing assignment per student.

- **Print Summary of Missing Assignments** – Selecting this option will only show the missing assignment count per student.

Free-Form Header/Footer

The Free-Form Header/Footer allows for the information entered in this space to print on the report.

My Activities – Reports – Report Card Summary

The Report Card Summary displays the classes and grades earned in each class.

Report Card Summary My Print Queue Back ?

Report Card Summary for Activity Jazz Band

[View Report for All Students](#) [Select Students to View Report](#)

Note: The Report Card Summary does not process Standards based Gradebooks.

Options

☐ Only print student with less than _____ percent [Select Grade Buckets to Display](#)
The report is limited to 20 grade buckets

☐ Do Not Display Dropped Classes

☒ Display Signature Line

☐ Page Break by Student

Free Form Header

Label 1: _____

Label 2: _____

Free Form Footer

Label 1: _____

Label 2: _____

Label 3: _____

Label 4: _____

Options

- **Only print student with less than _____ percent** – This allows you to only print the report for students receiving less than the selected percentage.
- **Do Not Display Dropped Classes** – Should dropped classes print on the report for students?
- **Display Signature Line** – This option adds a space for parents/guardians to acknowledge receipt of the report.
- **Page Break by Student** – This allows a separate page per student.
- **Select Grade Buckets to Display** – This allows you to determine the grades that will display on the report.

Grade Buckets to Display X

Athletic	Citizenship	Midterm	Term	Sem Exam	Semester	Final
☐ ATH	☐ CZ1	☐ PR1	☐ 1ST	☐ EX1	☐ SM1	☒ FNL
	☐ CZ2	☐ PR2	☐ 2ND	☐ EX2	☒ SM2	
	☐ CZ3	☐ PR3	☐ 3RD			
	☐ CZ4	☐ PR4	☐ 4TH			
	☐ CZ5	☒ PR5	☒ 5TH			
	☐ CZ6	☒ PR6	☒ 6TH			

Free-Form Header/Footer

The Free-Form Header/Footer allows for the information entered in this space to print on each of the reports.

[My Activities - Reports - Standards Report Card](#)

The Standards Report Card allows you to print a report card for students. The Standards Report Card will print grade information for all classes attached to the student.

Report Options

- **Grading Period** – Select a Grading Period as a range for the report card. The report card will print all grading periods completed up to the term selected.
- **Print a blank report card** – Use this option to not print the student's grades, comments, or attendance. The report card will still display the subject/skill grades for the classes.
- **Separate comments onto a new page** – Select this option to print the comments posted for the term on a separate page.
- **Print comments only** – The report card will only print comments. When the option is selected, it will not display subject/skill grades.
- **Only Print for Families Set to Receive a Hard Copy of the Report Card** – This option will only print the report cards for the students whose families are selected to receive a paper copy.
- **Post Report Cards to Family/Student Access** – When this option is selected, the report cards will become viewable in Family/Student Access for the students and parents. This option should only be selected when the report card has been finalized and ready for display.

Print for Family

- **Print for First Family Only** – Select this option to only print a hard copy for the student's primary family.
- **Print for Second Family Only** – Select this option to only print a hard copy for the Student's second family.
- **Print for First and Second Families** – This option will print a hard copy for the 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.

Add Event (44)

Event Maintenance

Entity: 001 Entity (001) Grades 9 to 12 School Year: 2012-13

Activity: JBD Jazz Band

* Date: 05/09/2013 Thursday Event Status: Active

Start Time: 07:00 PM End Time: 09:00 PM

Event Type: Conc Concert

* Summary: Band Concert

* Description: We will be performing our Band Concert on May 9th beginning at 7 PM

Location: GYM Main Gym

Contact Type: Staff

Contact: ANDREMAR001 ANDREASCR, MARILEE Y

Cost: \$0.00

Visible To: Leader, Assistants and Students

☒ Show this on the Public Events Calendar

Asterisk (*) denotes a required field

Event Maintenance

- ****Date** – Enter the date the when event is occurring.
- **Event Status** – Select the events status.
- **Start/End Time** – Enter the Start and End time of the event.
- **Event Type** – Select the Event Type from the drop-down menu.
- ****Summary** – Enter the summary of the event.
- ****Description** – This allows you to enter more information related to the event.
- **Location** – Select where the event is going to be held.
- **Contact Type** – Select from either Staff or Student.
- **Contact** – Select the contact for the event.
- **Cost** – Enter the cost of attending this event.
- **Visible To** – Select who will be able to see this event. You also have an option to display the event on the Public Calendar.

After you have entered the required fields for the event, click **Save**.

Edit Event

Edit Event (47)

Event Maintenance

Entity: 001 Entity (001) Grades 9 to 12 School Year: 2012-13

Activity: JBD Jazz Band

* Date: 05/09/2013 Thursday Event Status: Active

Start Time: 07:00 PM End Time: 09:00 PM

Event Type: Conc Concert

* Summary: Band Concert

* Description: We will be performing our Band Concert on May 9th beginning at 7 PM

Location: GYM Main Gym

Contact Type: Staff

Contact:

Cost: \$0.00

Visible To: Leader, Assistants and Students

Created By: ANDREASCR, MARILEE Y

☒ Show this on the Public Events Calendar

Asterisk (*) denotes a required field

The Edit allows you to make modifications to your Activity Event.

Delete Event

The Delete option allows you to remove the Activity Event.

Are you sure you want to delete this Activity Event (05/09/2013 Thu 7:00pm Band Concert)?

OK Cancel

After you select **Delete**, you will receive the above message. If you want to delete the Activity Event, you will click **Yes**.

Message Center

Message Center is an easy way to communicate to a group of students or parents without sending home a written note. You may also use this as a tool for providing copies of a course syllabus or other documents through Student and Family Access.



Add Message to Multiple Activities

New Activity Message for Multiple Activities (1161)

Add a New Message for Jazz Band

* Message Summary: Priority:

* Message Detail: View Style Toolbar:

Posting Options

Post From: to:

☒ Post to Family Access
 ☒ Post to Student Access

☒ Allow parents to respond to this message
 ☒ Allow students to respond to this message

☐ Post my email address for parents viewing this message
 ☐ Post my email address for students viewing this message

☒ Post to Calendar
 Place on Calendar Date: Text:

Emailing Options

☒ Send as Email on at PM from [Restore Default](#)

☒ Email to Students
 ☒ Email to Guardians (Leave checkboxes below blank to send to all guardians)

☐ Heads of Household Only
 ☐ Primary Guardians Only
 ☐ Report Card Recipients Only
 ☐ First Families Only

☐ Send an Email For Each Student in Same Family
☐ Do Not Show Student Name in Body of Email

☐ Post to All Activities

Select the activities where this message should be saved

	Entity	Activity Year	Current Activity	Description
1	☒ 001	2013	Y	Jazz Band

The option to Add Message to Multiple Activities allows you to create a single message and attach multiple activities to that message.

Add a New Message

- ****Message Summary** – Enter a summary for the message; the maximum character limit is 60.
- ****Priority** – Select either Normal or High Priority for the message.
- ****Message Detail** – Compose your complete message in the Message Detail.

Posting Options

- **Post From/To** – This allows you to determine the length of time the message will display in Family/Student Access.
- **Only Post for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Post to Family Access** – Select this option if the message should display in Family Access.
- **Allow parents to respond to this message** – If you select this option, parents will be able to respond to your message via Family Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for parents viewing this message** – When selecting this option, your name will be a hyperlink in the "Posted By" column of the message.
- **Post to Student Access** – Select this option if the message should display in Student Access.
- **Allow students to respond to this message** – If you select this option, students will be able to respond to your message via Student Access. You will need to come

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

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

Attachment Maintenance (37)

Attachment Maintenance

1 - Grading Policy Sample.doc

Save

Delete

G:\U\amys\1 - Grading Policy Sar Browse...

Upload

Click on Browse to select a file

The Attach allows you to attach a file to the message. The option to add an attachment will depend on the configuration of Educator Access Plus.

Add Message for Current Activity

New Activity Message for Selected Students (58)   

Add a New Message for Jazz Band

* Message Summary: Priority:

* Message Detail: View Style Toolbar: 

Posting Options

Post From: to:

☒ Post to Family Access ☒ Post to Student Access

☒ Allow parents to respond to this message ☒ Allow students to respond to this message

☐ Post my email address for parents viewing this message ☐ Post my email address for students viewing this message

☒ Post to Calendar

Place on Calendar Date: Text:

Emailing Options

☒ Send as Email on at PM from [Restore Default](#)

☒ Email to Students

☐ Email to Guardians (Leave checkboxes below blank to send to all guardians)

☐ Heads of Household Only ☐ Primary Guardians Only ☐ Report Card Recipients Only ☐ First Families Only

☐ Send an Email For Each Student in Same Family  ☐ Do Not Show Student Name in Body of Email 

☐ Post to All Students

Select students to receive the message [Select All](#) [Clear All](#)

	Last Name	First Name	MI	Grad Year
1 ☒	AARONSONSCR	KRYSTINA	L	2013
2 ☒	ADUSCR	SADIE		2016
3 ☒	ADUSCR	Simon		2014

The option to Add Message for Current Activity allows you to create a message for the activity selected in the My Activities screen.

Add a New Message

- **Message Summary** – Enter a summary for the message; the maximum character limit is 60.
- **Priority** – Select either Normal or High Priority for the message.
- **Message Detail** – Compose your complete message in the Message Detail.

Posting Options

- **Post From/To** – This allows you to determine the length of time the message will display in Family/Student Access.
- **Only Post for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Post to Family Access** – Select this option if the message should display in Family Access.
- **Allow parents to respond to this message** – If you select this option, parents will be able to respond to your message via Family Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for parents viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Student Access** – Select this option if the message should display in Student Access.

- **Allow students to respond to this message** – If you select this option, students will be able to respond to your message via Student Access. You will need to come back to the Message Center to check for messages because the response will not come to your email.
- **Post my email address for students viewing this message** – When selecting this option, your name will be a hyperlink in the “Posted By” column of the message.
- **Post to Calendar** – Select this option to have the message display on the designated date in the Family/Student Access Calendar.

Emailing Options

- **Send an Email on** – This allows you to send the message as an email to guardians and/or students.
- **Only Send Emails for Students currently enrolled in selected classes** – By selecting this option, only currently enrolled students will see the message.
- **Email to Students** – Select this option if the message should be emailed to the students.
- **Email Guardians** – Select this option if the message should be emails to the guardians. If selecting this option, you can then determine the guardians that should receive the email.
- **Display Additional Details in the Email Body** – This allows you to determine if additional class information will display in the email.

Student Selection

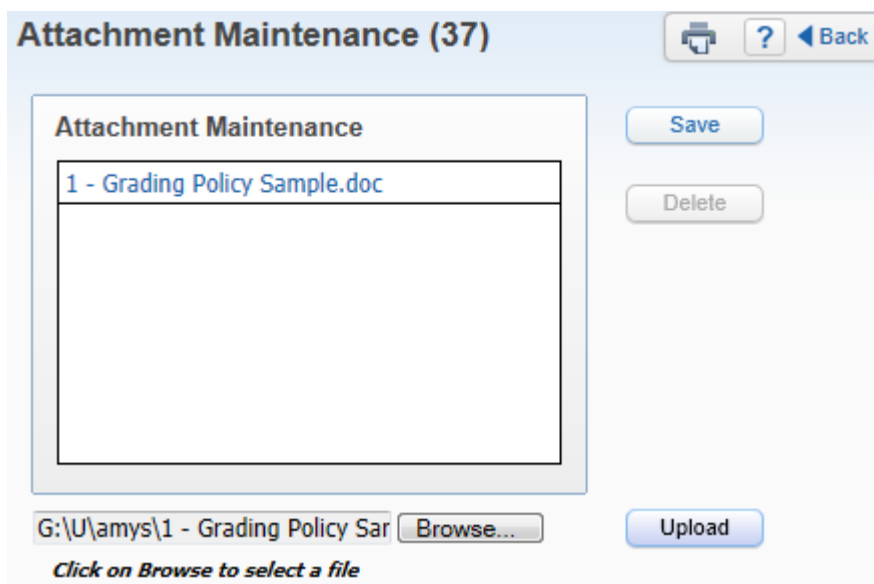
The screenshot shows a dialog box titled "Post to All Students" with a checkbox for "Post to All Students" (which is unchecked). Below the title bar is a section titled "Select students to receive the message" with a "Select All" button and a "Clear All" button. A table lists three students, all of whom are selected with checkboxes. The table has columns for a selection checkbox, Last Name, First Name, MI, and Grad Year. Below the table is a scroll bar and a status bar indicating "3 records displayed".

	Last Name	First Name	MI	Grad Year
1 ☒	AARONSONSCR	KRYSTINA	L	2013
2 ☒	ADUSCR	SADIE		2016
3 ☒	ADUSCR	Simon		2014

3 records displayed

- **Post to All Student** – If you select this option, all students at the bottom of the screen will be selected and grayed out.
- **Select Students to receive the message** – Choose the student(s) that will see the message in Family/Student Access or receive an email.

Attach



The screenshot shows a web-based interface titled "Attachment Maintenance (37)". At the top right, there are icons for printing, help (a question mark), and a "Back" button. The main area is divided into two columns. The left column has a header "Attachment Maintenance" and a table with one row containing the text "1 - Grading Policy Sample.doc". Below the table is a large empty rectangular box. The right column contains two buttons: "Save" and "Delete". At the bottom of the interface, there is a text input field containing the file path "G:\U\amys\1 - Grading Policy Sar", followed by a "Browse..." button. To the right of this is an "Upload" button. Below the text input field, there is a note: "Click on Browse to select a file".

The Attach allows you to attach a file to the message. The option to add an attachment will depend on the configuration of Educator Access Plus.

Edit

Edit Activity Message for Multiple Activities (1133)



Edit the Message for Jazz Band

* Message Summary: Priority:

* Message Detail:

View Style Toolbar: 

We will be having our spring 'Pops' concert on May 9th beginning at 7 PM.

Check Spelling

Save

Attach (0)

Posting Options

Post From: to:

☒ Post to Family Access

☒ Allow parents to respond to this message☐ Post my email address for parents viewing this message

☒ Post to Student Access

☒ Allow students to respond to this message☐ Post my email address for students viewing this message

☒ Post to Calendar

Place on Calendar Date:  Text:

Emailing Options

☒ Send as Email on  at from [Restore Default](#)

☒ Email to Students

☒ Email to Guardians (Leave checkboxes below blank to send to all guardians)

☐ Heads of Household Only☐ Primary Guardians Only☐ Report Card Recipients Only☐ First Families Only

☐ Send an Email For Each Student in Same Family ☐ Do Not Show Student Name in Body of Email 

☐ Post to All Activities

Asterisk (*) denotes a required field

Edit allows you to make modifications to an existing message.

Functionality described here may vary in availability depending upon your district/entity configuration.
** Denotes Required Field to save screen.

Clone

New Activity Message for Multiple Activities (1133)

Print ? Back

Add a New Message for Jazz Band

* Message Summary: Band Concert Priority: Normal

* Message Detail:

View Style Toolbar: [X]

We will be having our spring 'Pops' concert on May 9th beginning at 7 PM.

Posting Options

Post From: 05/11/2013 to: 05/18/2013

☒ Post to Family Access ☒ Post to Student Access

☒ Allow parents to respond to this message ☒ Allow students to respond to this message

☐ Post my email address for parents viewing this message ☐ Post my email address for students viewing this message

☒ Post to Calendar

Place on Calendar Date: 05/11/2013 Text: Concert

Emailing Options

☒ Send as Email on 05/11/2013 at 10:46 PM from m.andreas@skyward.k12.wi.us [Restore Default](#)

☒ Email to Students

☒ Email to Guardians (Leave checkboxes below blank to send to all guardians)

☐ Heads of Household Only ☐ Primary Guardians Only ☐ Report Card Recipients Only ☐ First Families Only

☐ Send an Email For Each Student in Same Family ? ☐ Do Not Show Student Name in Body of Email ?

☐ Post to All Activities

Select the activities where this message should be saved

[Select All](#) [Clear All](#)

	Entity	Activity Year	Current Activity	Description
1	☒ 001	2013	Y	Jazz Band

The Clone allows you to make a duplicate of the highlighted message. If an attachment was added, it will also clone the attachment.

Recall

Recall allows you to remove the message from displaying in Family/Student Access. You will highlight the message and click **Recall**.

Skyward

Are you sure you want to recall this message?

The message will no longer appear in Family/Student Access.

[Yes](#) [No](#)

After selecting **Recall**, you will receive the message displaying above. If you do not want the message to display in Family/Student Access, you will select **Yes**.

Un-Recall

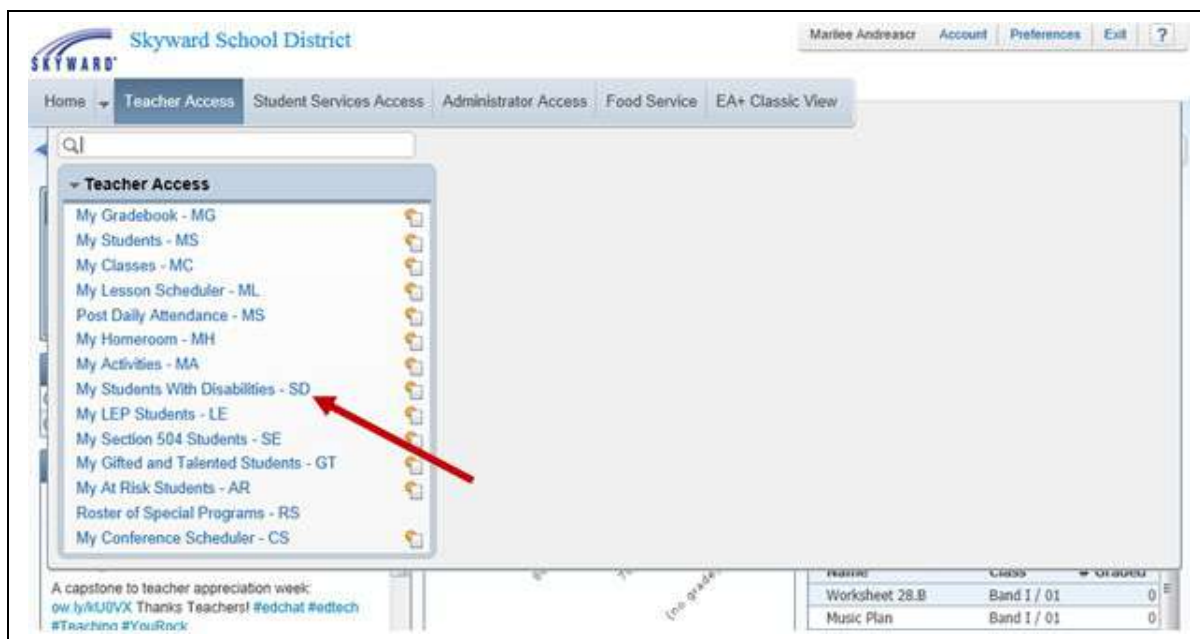
The Un-Recall button will only display if the highlighted message was recalled. You will select Un-Recall to have the message return to displaying in Family/Student Access.

Filter Options

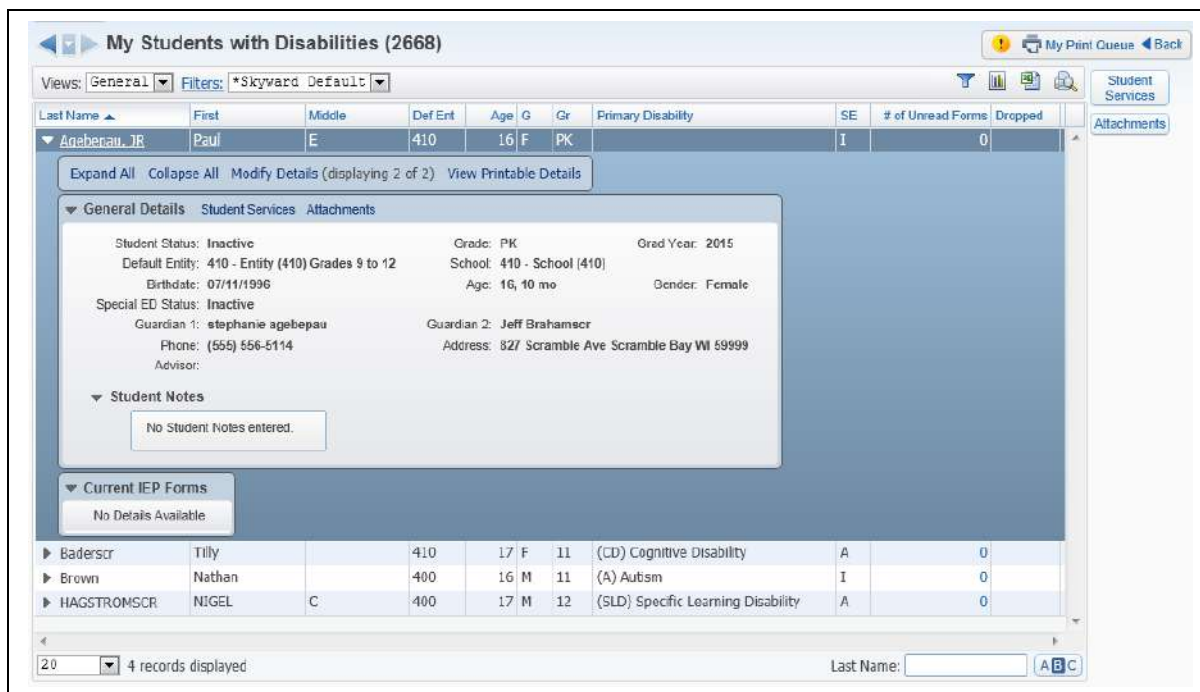
The screenshot shows a 'Filter Options' dialog box. It has a blue header bar with the text 'Filter Options'. Below the header, there is a label 'Show Messages:' followed by a dropdown menu currently set to 'Current'. To the right of the dropdown are three buttons: 'Apply Filter', 'Reset Filter', and 'Back'. Below the dropdown, there is a checkbox labeled 'Only Show Messages for the Selected Activity (2013 - Jazz Band)'. The checkbox is currently unchecked.

- **Show Messages** – This allows you to determine the messages that will display in the Message Center screen.
- **Only Show Messages for the Selected Activity** – Select this option to only display messages for the activity selected in My Activities.

My Students with Disabilities



The My Students with Disabilities option allows you to view students and special education information.



You can view Special Education Information by clicking on **Student Services**.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Back

Current IEP View | Section 504 | Gifted & Talented

User Name: ALVIN WILDERSCR

Saturday, May 11th, 2013

You have 0 unread form(s)

Case Manager: REESE WITHERSPOONSCR

IEP Manager: REESE WITHERSPOONSCR

SE School: School (123)

IEPs: 05/10/2013 - 05/09/2014

Disabilities

Primary

Autism

No

Cognitive Disability

Yes

Placements

Provider

No Placements

Team Members

Title

Paul E Agebepau, JR

Student

Contact Date

Time

Person

05/11/2013

10:57 PM

ALVIN WILDERSCR

Comments: Goals and Objectives/Benchmark (I-6) sent

04/02/2013

1:59 PM

Ena Phective

Comments: Notice of Agreement That a Three-Year-Reevaluation Not Needed (RE-3) sent

This is a sample of the Special Education Information that displays. Depending on the configuration of Special Education you may be able to view the forms.

View Attachments

Special Education Attachments (48)

Available Attachments for Special Education

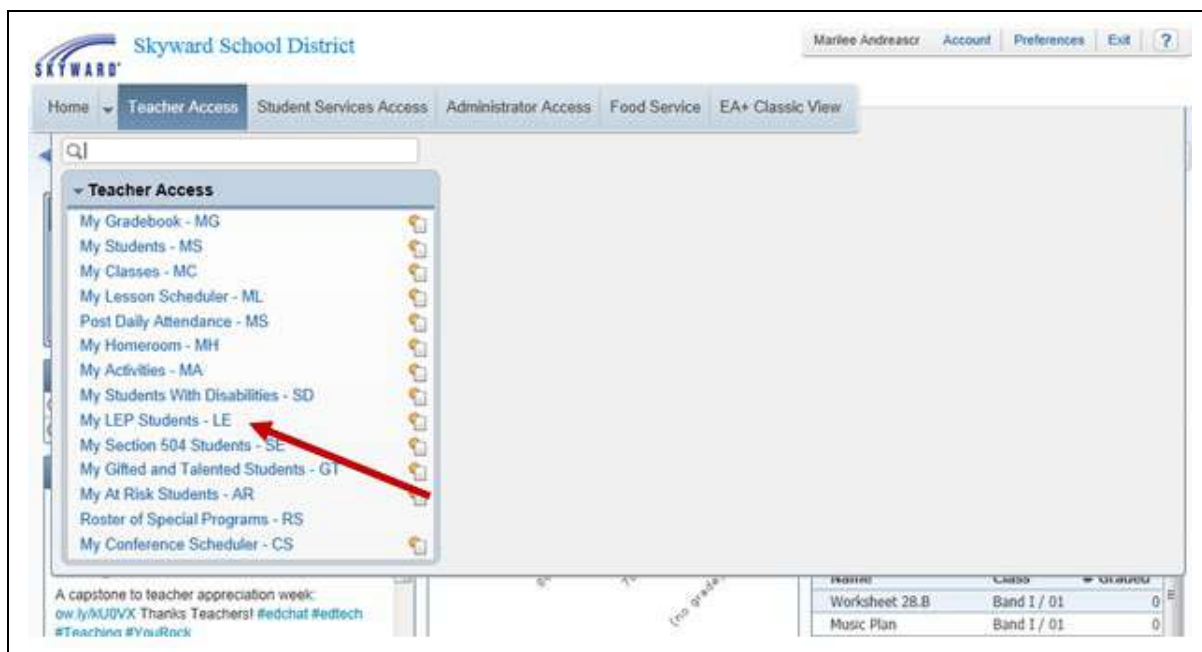
Type	Description	Entered By	Entered Date	Entered Time	File Size
Attachments	Special Ed Attachments	ALVIN WILDERSCR	05/11/2013	11:06 PM	387 KB

View Attachment

Back

The View Attachment option allows you to see any Special Education Attachments.

My LEP Students



My LEP Students allows you to view your student's LEP records. You can access My LEP Students through **Teacher Access**.



You can view the student's LEP record by expanding next to the student's name; no modifications to the LEP record can be completed.

General Details

▼ General Details

Student Status: Active	Grade: 09	Grad Year: 2016
Default Entity: 001 - Entity (001) Grades 9 to 12	School: 001 - School (001)	
Birthdate: 03/05/1998	Age: 15, 2 mo	Gender: Female
Guardian 1: ABBY ADUSCR	Guardian 2: Alonso Aduscr	
Phone: (555) 135-8435	Address: 1254 E MAPLE ST AUSTIN TX 55555	
Advisor: AGRIPINA O TEXADASCR		

The General Details display demographic information for the selected student.

LEP Details

▼ LEP Details

Start Date	School Year	End Date	School Year	Years	Served	Parental Permission
 08/01/2012	2013		0000	1.00	Yes	3

Parental Permission: 3 - REQ. NON-LEP PLACED IN BILING

TELPAS Code: A - All applicable

Program Participation: Student Participates in an ESL Program

Program Code: 2 - ESL/CONTENT BASED

LEP Monitoring Year:

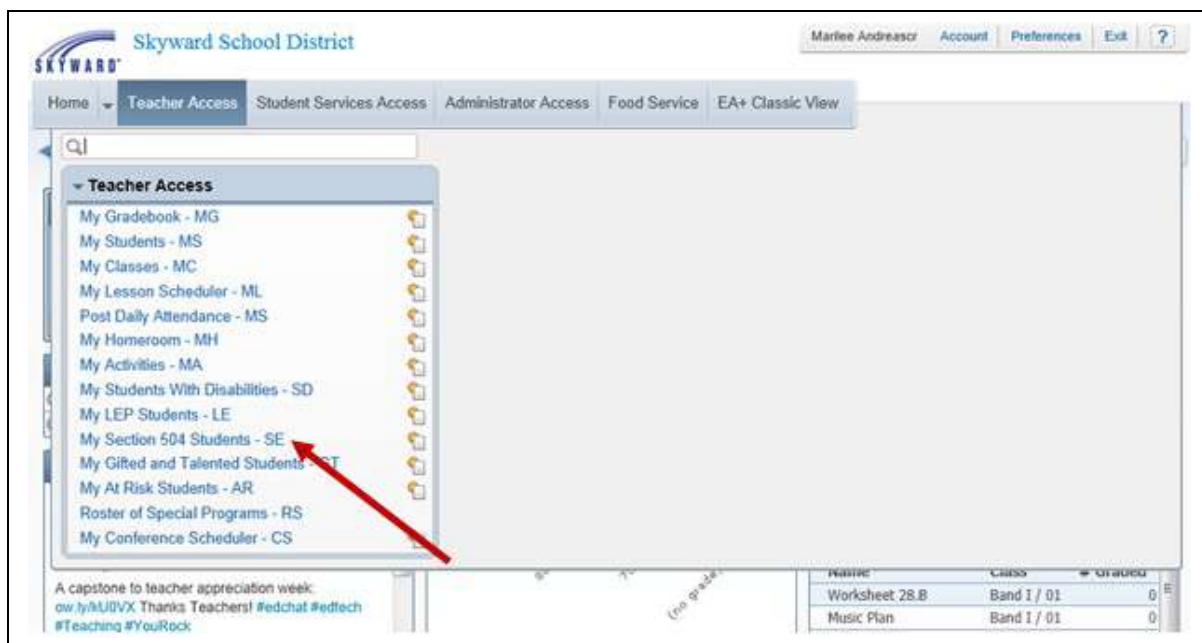
Spanish Test Taker: Yes

Title III: No

Starting Comment:

The LEP Details will display information related to the LEP Record.

My Section 504 Students



My Section 504 Students allows you to view your student's Section 504 Plan. You can access My Section 504 Students through **Teacher Access**.



You can view the student's 504 record by expanding next to the student's name; no modifications to the 504 Plan can be completed.

General Details

General Details		
Student Status: Active	Grade: 09	Grad Year: 2016
Default Entity: 001 - Entity (001) Grades 9 to 12	School: 001 - School (001)	
Birthdate: 03/05/1998	Age: 15, 2 mo	Gender: Female
Guardian 1: ABBY ADUSCR	Guardian 2: Alonso Aduscr	
Phone: (555) 135-8435	Address: 1254 E MAPLE ST AUSTIN TX 55555	
Advisor: AGRIPINA O TEXADA SCR		

The General Details area displays demographic information for the selected student.

Section 504 Details

Section 504 Details		
Begin IAP Date	End IAP Date	Next IAP Review Date
▼ 08/01/2012		
Status		Case Manager
ACT		
Status of Eval: ACT - ACTIVE IAP Begin Date: 08/01/2012 Eval Meeting Date: Case Manager: Referral Type: Dismissal Date: IAP End Date: Next IAP Date: Next Eval Review Date: Case Due Date: Referral Date: IAP Status: N - None		
Initial Eval Meeting Date:	Annual Review Meeting Date:	Reevaluation Date:
Evaluation Consent: No	Eval Consent Date:	
Referred to IDEA: No	Date Referred to IDEA:	
Service Consent: No	Service Consent Date:	
Disability Impairment Life Activity None None None		
▼ Student Accommodations		
Code	Description	
MTH	ORAL MATH TAKS	

The Section 504 Details area will display information related to the Section 504 Plan.

Section 504 Notes

Section 504 Notes				
Date	Description	Category	Created By	Protected?
▼ 05/12/2013	504 Note		amys	No
Comment: Sadie's 504 plan must be followed. Any changes to this plan needs to have the approval of her parents.				

You can view any notes attached to the 504 Plan by expanding the Section 504 Note area.

Section 504 Attachments

Section 504 Attachments						
Type	Description	Entered By	Entered Date	Entered Time	File Size	Original File
Attachments	Section 504 Attachment	MARILEE Y ANDREASCR, TEA	05/04/2013	7:18 AM	387 KB	3 - Sample Document.doc

The Section 504 Attachments area allows you to view any files attached to the Section 504 Plan. You can click in the link displaying under "Original File" to view the file.

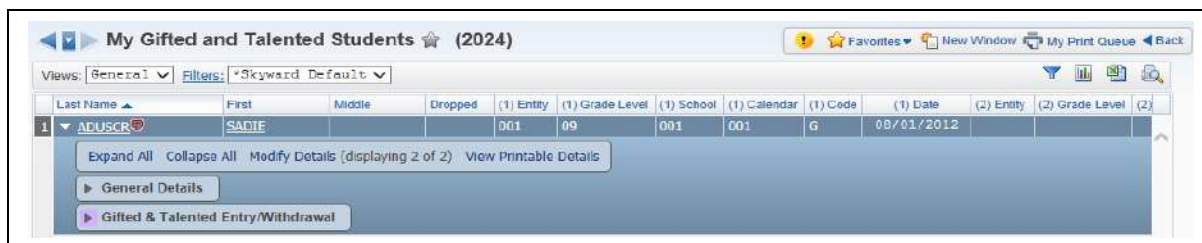
My Gifted and Talented Students

The screenshot shows the Skyward School District interface. The 'Teacher Access' menu is open, displaying a list of options. A red arrow points to 'My Gifted and Talented Students - GT'. The main content area shows a 'Grade Marks' section with a table of student performance data.

Name	Class	# Graded
Participation	1MUS / 01	6
Participation 5/16	1MUS / 01	6
Music Assessment	1MUS / 01	0
Participation	1MUS / 02	0
Participation 5/16	1MUS / 02	0
Music Project	3117 / 01	5

Due Date: 05/15/13

My Gifted and Talented Students allows you to view your students flagged as Gifted and Talented. You can access My Gifted and Talented Students through **Teacher Access**.



You can view the student's Gifted and Talented record by expanding next to the student's name; no modifications to the record can be completed.

General Details

General Details

Student Status: Active

Grade: 09

Grad Year: 2016

Default Entity: 001 - Entity (001) Grades 9 to 12

School: 001 - School (001)

Birthdate: 03/05/1998

Age: 15, 2 mo

Gender: Female

Guardian 1: ABBY ADUSCR

Guardian 2: Alonso Aduscr

Phone: (555) 135-8435

Address: 1254 E MAPLE ST AUSTIN TX 55555

Advisor: MARILEE Y ANDREASCR, TEA

The General Details area displays demographic information for the selected student.

Gifted and Talented Entry/Withdrawal

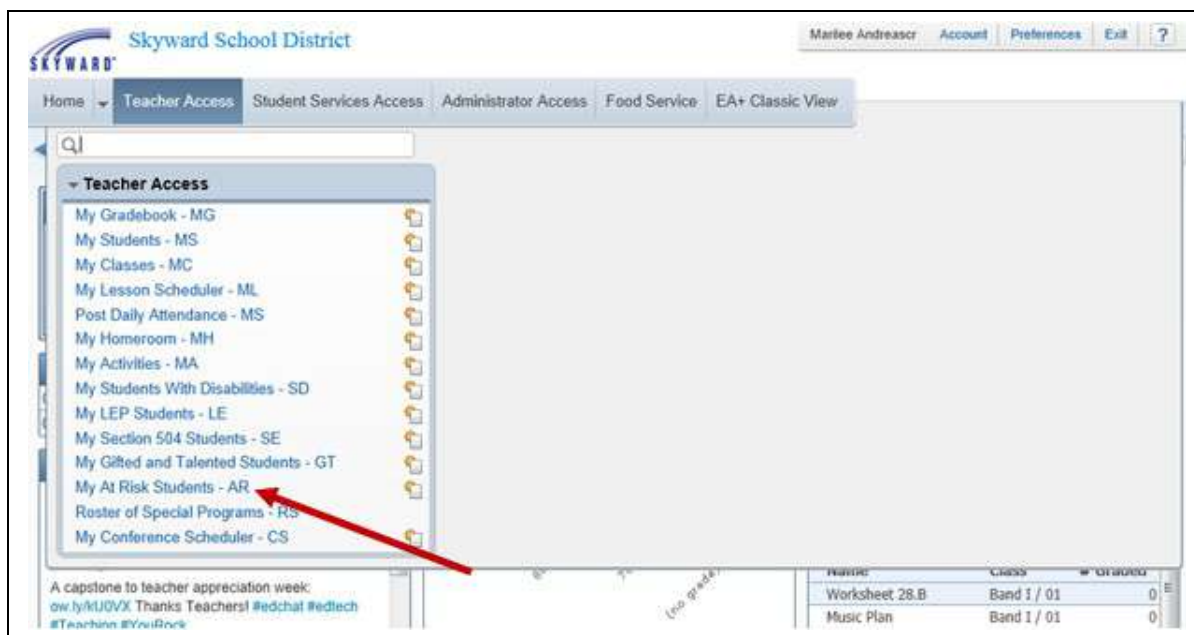
Gifted & Talented Entry/Withdrawal

Entity	Grade Level	School	Calendar	Code	Date
001	09	001	001	G	05/17/2013

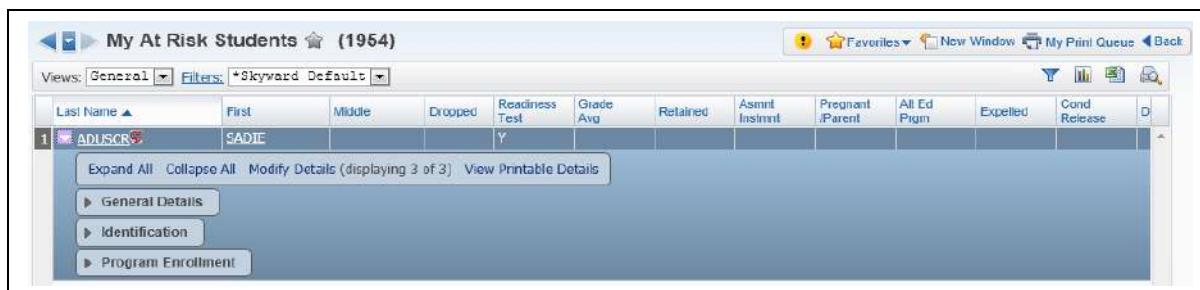
Comment: Gifted/Talented in Math

The Gifted and Talented Entry/Withdrawal area will display information related to the gifted and talented record.

[My At Risk Students](#)



My At Risk Students allows you to view your student's At Risk records. You can access My At Risk Students through **Teacher Access**.



You can view the student's At Risk record by expanding next to the student's name; no modifications to the At Risk record can be completed.

General Details

General Details		
Student Status: Active	Grade: 09	Grad Year: 2016
Default Entity: 001 - Entity (001) Grades 9 to 12	School: 001 - School (001)	
Birthdate: 03/05/1998	Age: 15, 2 mo	Gender: Female
Guardian 1: ABBY ADUSCR	Guardian 2: Alonso Aduscr	
Phone: (555) 135-8435	Address: 1254 E MAPLE ST AUSTIN TX 55555	
Advisor: AGRIPINA O TEXADA SCR		

The General Details area displays demographic information for the selected student.

Identification

Identification			
Type	Entry Date	Dismissal Date	Identification Details
Did not Perform Satisfactorily on Readiness Test (PreK-3)	08/01/2012		Test of displayed information.

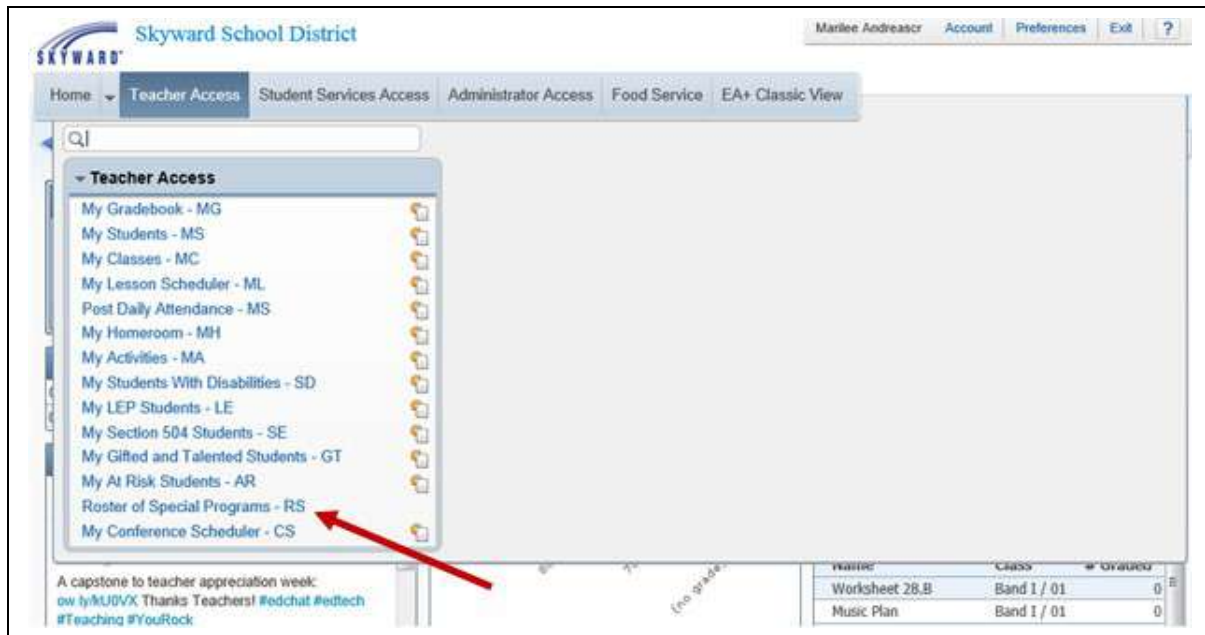
The At Risk Identification area will display the reason the student is flagged as At Risk.

Program Enrollment

Program Enrollment			
Type	Entry Date	Dismissal Date	Program Enrollment Details
Activity	05/12/2013		Sadie will participate in tutoring.

You can view the programs the student is enrolled in regarding their At Risk record in the Program Enrollment area.

Roster of Special Programs



The Roster of Special Programs is a Texas Specific Report. The report is going to display the students and their Special Program enrollment.

Roster of Special Programs Template

Roster of Special Programs Report (92)   

Template Settings

* Template Description: **Roster of Special Programs**

☐ Share this template with other users in the district

☐ Print Greenbar

Check Spelling

Save

Save and Print

Student Ranges

* School Year:

* As of Date:

Low High

* Camp ID of Residence:

* Camp ID of Accountability:

* Include Students: **All Students**

Special Programs: **Options**

☒ All Grades **Grades**

☒ All Flex Attendance **Flex Attend**

☒ All Stu Attribution **Stu Attr**

☒ All SSI Promo Code **SSI Promo**

☒ All ADA Code **ADA Code**

* Federal Race/Ethnicity

American Indian or Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

Races/Eth

Individual Class Selection

Classes **Clear List**

3115/01 , 3115/01 , 3117/01 , Band I/01

Report/Export Options

* Print Options: **Report**

☐ Date of Birth ☐ Gender ☐ Other ID

☐ Student Attribution ☐ Federal Race ☐ SSI Promotion

☐ Namekey ☐ Hispanic/Latino ☐ ADA Code

☐ Camp ID of Res ☐ Camp ID of Acct ☐ Flex Attendance

☐ Student's Def Entity

Sorting Options

Move	Label	Select	Page Break
	Student Name	☐	☐
	Other ID	☐	☐

Asterisk (*) denotes a required field

Student Ranges

- **School Year** – Select the school year for which to generate the Roster of Special Programs Report.
- **As of Date** – Enter a date to look at if the student was enrolled in a Special Program on that date.
- **Camp ID of Residence**
- **Camp ID of Accountability**
- **Include Students** – Select the students based on the criteria selected.

- **Special Programs** – Select at least one Special Program.

Print Program	Program
☒	At-Risk
☒	LEP
☒	Bilingual
☒	ESL
☒	Preg Related
☒	PEP
☒	Title I
☒	Special Ed
☒	Economic Disadvantage
☒	Gifted and Talented
☒	Immigrant
☒	Migrant
☒	CTE
☒	Crisis
☒	Homeless
☒	Section 504

- **All Grades** – Select the Grade Levels to be looked at when generating the report. If you would like to pick specific grade levels, you will uncheck “All Grades” and then click on the “Grades” button.

Grades Selection (37)

Grades Selection

	Include	Code ▲	Description
1	☒	01	2024
2	☐	02	2023
3	☐	03	2022
4	☐	04	2021
5	☐	05	2020
6	☐	06	2019
7	☐	07	2018
8	☐	08	2017
9	☐	09	2016
10	☐	10	2015
11	☐	11	2014
12	☐	12	2013
13	☐	15	2028
14	☐	EE	2027
15	☐	GD	2012
16	☐	KG	2025
17	☐	PK	2026

17 records displayed

- **All Flex Attendance** - Select the Flex Attendance to be looked at when generating the report. If you would like to pick flex attendance, you will uncheck “All Flex Attendance” and then click on the “Flex Attendance” button.

C177 Selection

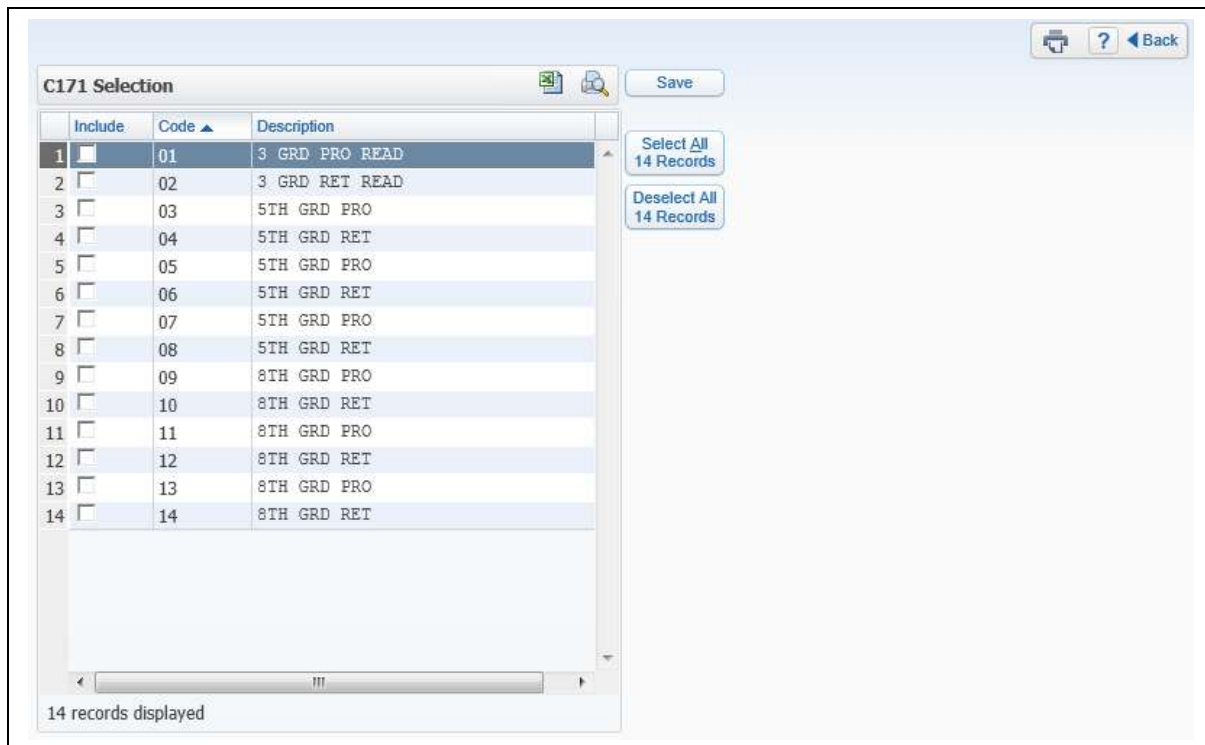
	Include	Code ▲	Description
1	☒	1	Flex Sch Day
2	☐	2	HS Equiv
3	☐	3	OFSDP

- **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.

The screenshot shows a window titled "C161 Selection" with a table of student attributes. The table has three columns: "Include", "Code", and "Description". The first row is selected, showing "NO ATTRIBUTION" with code "00". The table lists 20 records, with the last row being "RES NO COURT" with code "23". To the right of the table are buttons for "Save", "Select All 20 Records", and "Deselect All 20 Records". At the bottom of the window, it says "20 records displayed".

	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

- **All SSI Promotion Codes** - Select the SSI Promotion Codes to be looked at when generating the report. If you would like to pick specific SSI Promotion Codes, you will uncheck "All SSI Promotion Codes" and then click on the "SSI Promotion" button.



The screenshot shows a window titled "C171 Selection" with a table of 14 records. Each record has an "Include" checkbox, a "Code" column, and a "Description" column. The first record (row 1) is selected, with its checkbox checked. To the right of the table are two buttons: "Select All 14 Records" and "Deselect All 14 Records". At the top right of the window are icons for print, help, and back, along with a "Save" button. At the bottom left, it says "14 records displayed".

	Include	Code	Description
1	☒	01	3 GRD PRO READ
2	☐	02	3 GRD RET READ
3	☐	03	5TH GRD PRO
4	☐	04	5TH GRD RET
5	☐	05	5TH GRD PRO
6	☐	06	5TH GRD RET
7	☐	07	5TH GRD PRO
8	☐	08	5TH GRD RET
9	☐	09	8TH GRD PRO
10	☐	10	8TH GRD RET
11	☐	11	8TH GRD PRO
12	☐	12	8TH GRD RET
13	☐	13	8TH GRD PRO
14	☐	14	8TH GRD RET

- **All ADA Codes** - Select the ADA Codes to be looked at when generating the report. If you would like to pick specific ADA Codes, you will uncheck "All ADA Codes" and then click on the "ADA Code" button.

The screenshot shows a window titled "ADA Codes Selection (37)". Inside, there's a section "ADA Codes Selection" with a table of 15 records. Each record has an "Include" checkbox, a "Code" column, and a "Description" column. To the right of the table are buttons for "Select All 15 Records" and "Deselect All 15 Records". At the bottom, it says "15 records displayed".

	Include	Code ▲	Description
1	☐	0	Entry Code (0)
2	☐	2	Entry Code (2)
3	☐	3	Entry Code (3)
4	☐	33	Transfer
5	☐	34	Mass Transfer
6	☐	35	Mass Transfer
7	☐	4	Entry Code (4)
8	☐	5	Entry Code (5)
9	☐	6	Entry Code (6)
10	☐	7	Entry Code (7)
11	☐	8	Entry Code (8)
12	☐	EN8	Reenrolled
13	☐	FE	Foreign Ex
14	☐	NE	New Entry
15	☐	RE	Reenrolled

- **Federal Race/Ethnicity** - Select the Federal Race/Ethnicity of students to be looked at when generating the report. If you would like to pick specific Federal Race/Ethnicity Codes, you will click on the "Race Ethnicity" button.

Individual Class Selection

You will need to click on the "Classes" button to select at least one class.

Select Classes - Class Details (21427)

Views: **Class Details** Filters: **+All Classes**

Select	Course	Sec	Description	Entity	Subj	Tchr AlphaKey	Teacher	Pd	Days	Terms
☐	1MVS	01	1 Music	101		ANDREMAR00	MAndreascr	01	MTWRF	Y (01-06)
☐	2LA	01	2 Lang Arts	001		ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
☐	2READ	01	2 Reading	001		ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
☐	2SPEL	01	2 Spelling	001		ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
☐	2WRIT	01	2 Writing	001		ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
☒	3115	01	Wind Ensemble	001		ANDREMAR00	MAndreascr	01	MTWRF	Y (01-06)
☒	3116	01	Wind Ensemble 2	001	10	ANDREMAR00	MAndreascr	00	MTWRF	Y (01-06)
☒	3117	01	Wind Ensemble 3	001	10	ANDREMAR00	MAndreascr	03	MTWRF	Y (01-06)
☒	Band I	01	Band I	001		ANDREMAR00	MAndreascr	01	MTWRF	Y (01-06)
☐	TREND	01	Trend	001		ANDREMAR00	MAndreascr	02	MTWRF	Y (01-06)

Buttons: Save, Select All, Deselect All

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](#)

Skyward School District

Marilee Andreascr Account Preferences Exit ?

Home Teacher Access Student Services Access Administrator Access Food Service EA+ Classic View

Search

Teacher Access

- My Gradebook - MG
- My Students - MS
- My Classes - MC
- My Lesson Scheduler - ML
- Post Daily Attendance - MS
- My Homeroom - MH
- My Activities - MA
- My Students With Disabilities - SD
- My LEP Students - LE
- My Section 504 Students - SE
- My Gifted and Talented Students - GT
- My At Risk Students - AR
- Roster of Special Programs - RS
- My Conference Scheduler - CS

A capstone to teacher appreciation week.
[owJy/kU0VX](#) Thanks Teachers! [#edchat](#) [#edtech](#)
[#Teaching #YouRock](#)

Name	Class	# Graded
Worksheet 28.8	Band I / 01	0
Music Plan	Band I / 01	0

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

My Conference Scheduler ☆ (1640)

! Favorites New Window My Print Queue Back

By Class Listing Calendar

My Conference Scheduler

Class	Description	Entity	Department	Subject	Terms	Period	Days Meet
1 All	All Classes						
Expand All Collapse All View Printable Details							
Conference Time Slots							
Specific Course Time Slots Add Time Delete All							
2 2LA/01	2 Lang Arts	001			01-06 (Y)	00	MTWRF
3 2READ/01	2 Reading	001			01-06 (Y)	00	MTWRF
4 2SPEL/01	2 Spelling	001			01-06 (Y)	00	MTWRF
5 2WRIT/01	2 Writing	001			01-06 (Y)	00	MTWRF
6 3115/01	Wind Ensemble	001			01-06 (Y)	01	MTWRF
7 3116/01	Wind Ensemble 2	001	10	10	01-06 (Y)	00	MTWRF
8 3117/01	Wind Ensemble 3	001	10	10	01-06 (Y)	03	MTWRF
9 Band I/01	Band I	001			01-06 (Y)	01	MTWRF
10 TREND/01	Trend	001			01-06 (Y)	02	MTWRF

10 records displayed

Mass Add Time Slots
Add Time Slot
Roster
Report

Time slots can be added for **All Classes** or **Individual Classes**.

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**.

The screenshot shows the 'Teacher Conference Maintenance (114)' form. At the top right are icons for printing and help. The form contains several input fields: '* Title:' with 'Parent-Teacher Conference', '* Date:' with '05/14/2013' and a calendar icon, and '* Time:' with '03:00 PM' to '03:15 PM'. A 'Description:' field contains 'Spring Parent-Teacher Conferences'. Below these are 'Building:' (001) and 'Room:' (20) dropdown menus. On the right side, there are buttons for 'Check Spelling', 'Save', 'Back', 'Update Attendees', and 'Clear Attendees'. A section titled 'Attendees' shows a message: 'There are no records to display; check your filter settings.' and '0 records displayed'. At the bottom left, a note states: 'Asterisk (*) denotes a required field'.

Teacher Conference Maintenance

The Add Time Slot option allows you to individually create a time slot for a parent/guardian.

- ****Title** – Enter the name of the conference. It automatically defaults to "Parent-Teacher Conference."
- ****Date** – Select the date of the parent-teacher conference.
- ****Time** – Enter the time of the parent-teacher conference.
- **Description** – This allows you to enter more information regarding the conference.
- **Building** – Select the building where the conference is being held.
- **Room** – Select the room of the parent-teacher conference.

- **Attendees** – You will select “Update Attendee” to select a parent/guardian for the time slot.

Add Student Guardians (45)

Student: ADUSCSAD000 ▼ ADUSCR, SADIE

Student Guardians

		Last	First	Middle	Relationship	
1	☒	ADUSCR	ABBY		Mother	
2	☐	Aduscr	Alonso			
3	☐	Malonescr	Tab			

3 records displayed

☒ Send an E-mail Confirmation of this scheduled conference to selected Guardians

[Select](#) [Back](#)

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 (117)

Mass Add Time Slots

* Title: Parent-Teacher Conference

* Date: 05/14/2013 Tuesday

* Start Time: 04:00 PM * End Time: 07:00 PM

* Increment (in minutes): 15

Building: 001 Building (001)

Room: 20 20

Class Selection

☒ Any Class ☐ By Individual Class(es)

Asterisk (*) denotes a required field

Mass Add Time Slots

- ****Title** – Enter the name of the conference. It automatically defaults to “Parent-Teacher Conference.”
- ****Date** – Select the date of the parent-teacher conference.
- ****Time** – Enter the time of the parent-teacher conference.
- ****Increment** – How often should the time slot occur?
- **Building** – Select the building where the conference is being held.
- **Room** – Select the room of the parent-teacher conference.

Class Selection

- **Any Class** – If you select this option, it will mass create time slots for all of your classes.
- **By Individual Class(es)** – If you select this option, you will be able to create time slots for the selected classes.

Class Selection

☐ Any Class ☒ By Individual Class(es)

Available Classes

2LA/01 - 2 Lang Arts

2READ/01 - 2 Reading

2SPEL/01 - 2 Spelling

2WRIT/01 - 2 Writing

3116/01 - Wind Ensemble 2

3117/01 - Wind Ensemble 3

TREND/01 - Trend

Add Class

Remove Class

Selected Classes

Band I/01 - Band I

3115/01 - Wind Ensemble

After selecting the required fields, you will select **Mass Add and Close**.

Maintaining Time Slots

The screenshot displays the 'My Conference Scheduler' application. At the top, there's a navigation bar with 'By Class Listing' and 'Calendar' tabs. Below this, a table lists conference time slots. The table has columns for Class, Description, Entity, Department, Subject, Terms, Period, and Days Moot. The first row shows 'All' for Class and 'All Classes' for Description. Below the table, there's a section titled 'Conference Time Slots' with a sub-section 'Specific Course Time Slots'. This section contains a table with columns for Date, Start Time, End Time, Building, Room, Guardian(s), and Student. The table lists 10 records, all dated 05/14/2013, with start times ranging from 4:00 pm to 6:15 pm and end times ranging from 4:15 pm to 6:30 pm. The building is 'Building (001)' and the room is '20'. The guardian(s) column shows 'Add Guardian' for each record. The student column is empty. On the right side of the interface, there are buttons for 'Mass Add Time Slots', 'Add Time Slot', 'Roster', and 'Report'. At the bottom left, it says '10 records displayed'.

Class	Description	Entity	Department	Subject	Terms	Period	Days Moot
1 All	All Classes						

Expand All Collapse All View Printable Details

Conference Time Slots

Specific Course Time Slots Add Time Delete All

	Date	Start Time	End Time	Building	Room	Guardian(s)	Student
▶ Edit Delete Add Note	05/14/2013	4:00 pm	4:15 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	4:15 pm	4:30 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	4:30 pm	4:45 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	4:45 pm	5:00 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	5:00 pm	5:15 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	5:15 pm	5:30 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	5:30 pm	5:45 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	5:45 pm	6:00 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	6:00 pm	6:15 pm	Building (001)	20	Add Guardian	
▶ Edit Delete Add Note	05/14/2013	6:15 pm	6:30 pm	Building (001)	20	Add Guardian	

10 records displayed

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Edit Time Slot

Teacher Conference Maintenance (120)

* Title:

Class:

* Date:

* Time: PM to PM

Description:

Building:

Room:

Status:

Attendees

There are no records to display; check your filter settings.

0 records displayed

Buttons: [Check Spelling](#), [Save](#), [Back](#), [Update Attendees](#), [Clear Attendees](#)

Asterisk (*) denotes a required field

The Edit allows you to make modifications to the Time Slot. If you would like to select a parent/guardian for a specific time slot, you need to make sure that you have a class selected at the top of the screen.

Delete

The Delete option allows you to remove the Time Slot.

Delete Time Slot (40)

[Back](#)

Time Slot Information

Date:

Start Time: PM End Time: PM

Course:

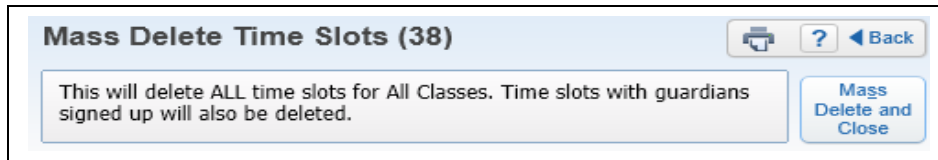
Guardian Signed Up?:

[Remove 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

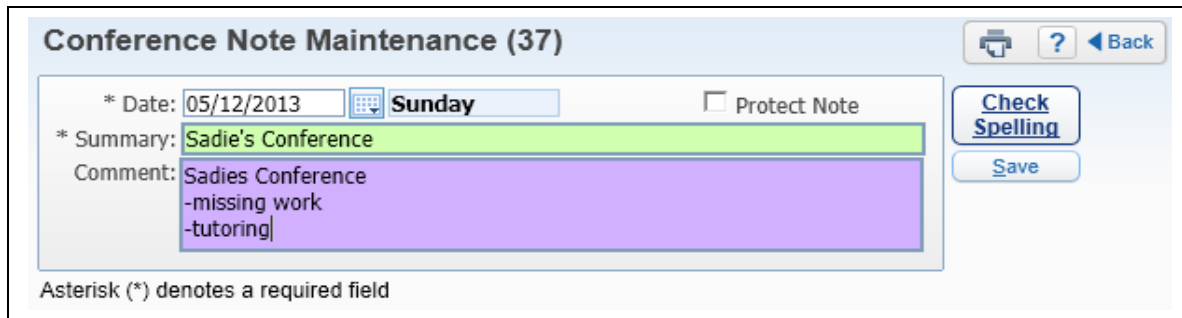
The Delete All option allows you to mass remove all Time Slots.



The screenshot shows a dialog box titled "Mass Delete Time Slots (38)". At the top right are icons for printing, help, and a "Back" button. A message box on the left states: "This will delete ALL time slots for All Classes. Time slots with guardians signed up will also be deleted." To the right of this message is a button labeled "Mass Delete and Close".

After you select **Delete All**, you will receive the above message. Clicking **Mass Delete and Close** will remove all time slots including those with guardians signed up.

Add Note



The screenshot shows a form titled "Conference Note Maintenance (37)". At the top right are icons for printing, help, and a "Back" button. The form contains the following fields and controls:

- * Date: 05/12/2013 (with a calendar icon) Sunday (with a dropdown arrow)
- ☐ Protect Note
- * Summary: Sadie's Conference (highlighted in green)
- Comment: Sadies Conference
-missing work
-tutoring (highlighted in purple)

At the bottom left, a note states: "Asterisk (*) denotes a required field". On the right side, there are two buttons: "Check Spelling" and "Save".

The Add Note option allows you to create a note concerning the Conference.

Add Guardian

Add Student Guardians (120)

Class: Band I/01 - Band I

Student: ADUSCSAD000 ADUSCR, SADIE

Student Guardians					
		Last	First	Middle	Relationship
1	☒	ADUSCR	ABBY		Mother
2	☐	Aduscr	Alonso		
3	☐	Malonescr	Tab		

3 records displayed

☒ Send an E-mail Confirmation of this scheduled conference to selected Guardians

Select

Back

The Add Guardian option allows you to sign up a guardian for the selected Time Slot.

- **Class** – Select the Class in which the student is enrolled.
- **Student** – The list of students that display is based on the selected class.
- **Student Guardians** – Select the guardian(s) for this Time Slot. The guardians that display are based on the Student selected.

After selecting the Guardian(s) for the Time Slot, you will click **Select**.

Roster

Highlight a class in the list and then select **Roster**.

MARILEE ANDREASCR - 3115 / 01 Prd: 1 Wind Ensemble (147)									
Students and Parents Signed Up for Current Term									
	Last Name ▲	First	Middle	Guardian Signed Up?	Date	Start Time	End Time	Attended?	Guardian(s)
1	AARONSONSCR	ELROY	K	No					
2	SANDMANSCR	DACIA	H	No					
3	SECKMANSCR	DERRICK	N	No					
4	SPARGOSCR	JERRELL	N	No					
5	SPELMANSCR	CHRISTOPHER	L	No					
6	TASSINSCR	ODIS	K	No					
7	TEMPELSCR	LIONEL	Z	No					

7 records displayed

You will see a list of students in the selected class. You will highlight the parent you want to sign up for a Time Slot and click **Add**.

MARILEE ANDREASCR - 3115 / 01 Prd: 1 Wind Ensemble (112)							
Class Time Slots for Current Term							
	Date ▲	Start Time	End Time	Building	Room	Status	
1	05/14/2013	4:15 pm	4:30 pm	Building (001)	20	Open	
2	05/14/2013	4:30 pm	4:45 pm	Building (001)	20	Open	
3	05/14/2013	4:45 pm	5:00 pm	Building (001)	20	Open	
4	05/14/2013	5:00 pm	5:15 pm	Building (001)	20	Open	
5	05/14/2013	5:15 pm	5:30 pm	Building (001)	20	Open	
6	05/14/2013	5:30 pm	5:45 pm	Building (001)	20	Open	
7	05/14/2013	5:45 pm	6:00 pm	Building (001)	20	Open	
8	05/14/2013	6:00 pm	6:15 pm	Building (001)	20	Open	
9	05/14/2013	6:15 pm	6:30 pm	Building (001)	20	Open	
10	05/14/2013	6:30 pm	6:45 pm	Building (001)	20	Open	

11 records displayed

You will now see a list of Class Time Slots. Highlight the Time Slot and click **Select** to assign the Time Slot.

Specific Course Time Slot Maintenance

My Conference Scheduler (1639)

By Class Listing | Calendar

Class	Description	Entity	Department	Subject	Terms	Period	Days Meet
6 ▶ 3115/01	Wind Ensemble	001			01-06 (Y)	01	MTWRF
7 ▶ 3116/01	Wind Ensemble 2	001	10	10	01-06 (Y)	00	MTWRF
8 ▶ 3117/01	Wind Ensemble 3	001	10	10	01-06 (Y)	03	MTWRF
9 ▼ Band I/01	Band I	001			01-06 (Y)	01	MTWRF
10 ▶ TREND/01	Trend	001			01-06 (Y)	02	MTWRF

Expand All Collapse All View Printable Details

Conference Time Slots

Specific Course Time Slots Add Time Delete All

	Date	Start Time	End Time	Building	Room	Guardian(s)	Student
▶ Edit Reschedule Delete Add Note	05/12/2013	3:00 pm	3:30 pm	Building (001)	20	ABBY ADUSCR	SADIE ADUS
▶ Edit Reschedule Delete Add Note	05/14/2013	4:00 pm	4:15 pm	Building (001)	20	ABBY ADUSCR	SADIE ADUS

Time Slots for All Courses

10 records displayed

Buttons on right: Mass Add Time Slots, Add Time Slot, Roster, Report

When you expand by the class in the By Class Listing, you will see the guardian(s) selected for the specific Time Slots.

Edit

Teacher Conference Maintenance (50)



* Title:

Class:

Date:

Time: to

Description:

Building:

Room:

Status:

Attendees

	Attendees ▲	Attended	
1	ADUSCR, ABBY	☐	

1 records displayed

Update Attendees

Clear Attendees

Asterisk (*) denotes a required field

The Edit allows you to make modifications to the Time Slot. Also, when you edit the Time Slot for the guardian, you can select whether the guardian "Attended" the conference.

Reschedule

Teacher Conference Maintenance (49)



* Title:

Class:

* Date: 

* Time: to

Description:

Building: 

Room: 

Attendees

	Attendees ▲	Attended	
1	ADUSCR, ABBY	☐	





1 records displayed

Asterisk (*) denotes a required field

The Reschedule allows you to modify the date and time of the Parent/Teacher Time Slot.

Functionality described here may vary in availability depending upon your district/entity configuration.
** Denotes Required Field to save screen.

Teacher Conference Report

The Teacher Conference Report allows you to generate a report display of the time slots for Parent/Teacher Conferences.

Teacher Conferences Report (28)

[Back](#)

Template Settings

* Template Description:

☐ Share this template with other users in the district
☐ Print Greenbar

[Check Spelling](#)
[Save](#)
[Save and Print](#)

Conference Ranges

Low High
 Date:
 Building:
 Room:
☒ Include All Status Types

Print Options

Sort: ☒ By Date ☐ By Teacher
☒ Page Break on Sort
☒ Print Attendees

Asterisk (*) denotes a required field

Conference Ranges

- **Date** – This allows you to specify the date range of the Conference Time Slots.
- **Building** – You have the ability to set a range of buildings for which to print the Conference Time Slots. This field is important if you teach in multiple buildings.
- **Room** – You have the ability to set a range of room numbers for which to print the Conference Time Slots. This field is important if you have conferences set up in multiple rooms.
- **Include All Status Types** – If you uncheck the option to “Include All Status Types,” you can select the types that will print on the report.

Conference Status (35)

[Back](#)

Views: Filters:

	Code	Description
1 ☒	Cancelled	Cancelled
2 ☒	Closed	Closed
3 ☒	Completed	Completed
4 ☒	Open	Open
5 ☒	Rescheduled	Rescheduled

[Select](#)
[Select All](#)
[Deselect All](#)

Print Options

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

- **Page Break on Sort** – This allows you to create a page break based on the date.
- **Print Attendees** – By selecting this option, the report will display the attendees.

My Conference Scheduler – Calendar

My Conference Scheduler (62)

By Class Listing | **Calendar**

Today May 13 — 17 2013 | Add Meeting | Mass Add Time Slots

Month | Week | Day | Print

	Mon 5/13	Tue 5/14	Wed 5/15	Thu 5/16	Fri 5/17
3pm					
4pm		4:00 - Parent-Teacher Conference			
		4:15 - Parent-Teacher Conference			
		4:30 - Parent-Teacher Conference			
		4:45 - Parent-Teacher Conference			
5pm		5:00 - Parent-Teacher Conference			
		5:15 - Parent-Teacher Conference			
		5:30 - Parent-Teacher Conference			
		5:45 - Parent-Teacher Conference			
6pm		6:00 - Parent-Teacher Conference			
		6:15 - Parent-Teacher Conference			
		6:30 - Parent-Teacher Conference			
		6:45 - Parent-Teacher Conference			
7pm					
8pm					

Calendar Options

The Conference Scheduler – Calendar displays the Time Slots in a Calendar View. Time Slots displaying in red are assigned Time Slots.

Clicking on Time Slot

Teacher Conference Maintenance (49)



* Title:

Class:

Date:

Time: PM to PM

Description:

Building:

Room:

Status:

Attendees

Attendees ▲	Attended
1 ADUSCR, ABBY	☐

1 records displayed

Asterisk (*) denotes a required field

When you click on the Time Slot on the Calendar, you are able to maintain information for that Time Slot.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

- **Reschedule** – This allows you to modify the Date and Time of the Time Slot.

Teacher Conference Maintenance (49)

* Title: Parent-Teacher Conference

Class: Band I/01 - Band I

* Date: 05/14/2013 Tuesday

* Time: 04:00 PM to 04:15 PM

Description:

Building: 001 Building (001)

Room: 20 20

Attendees

Attendees ▲	Attended
1 ADUSCR, ABBY	☐

1 records displayed

Asterisk (*) denotes a required field

Buttons: Check Spelling, Save, Back, Update Attendees

- **Delete** – The Delete allows you to remove the selected Time Slot. Once you click on the "Delete" it will be removed; you will not receive a message asking if you want to delete the Time Slot.
- **Notes** – This allows you to maintain the Conference Note(s).

Conference Note Maintenance (38)

* Date: 05/14/2013 Tuesday ☐ Protect Note

* Summary: Conference Note

Comment: Talk about end of year project, missing work.

Asterisk (*) denotes a required field

Buttons: Check Spelling, Save, Back

- **Update Attendees** – This allows you to determine the parents/guardians attending the Conference.

Add Student Guardians (43)

Student:

Student Guardians

Select

Back

		Last	First	Middle	Relationship	
1	☒	AARONSONSC	LUCIANA	M	PARENT	
2	☐	ZENORSCR	JOSUE	P	PARENT	

2 records displayed

☒ Send an E-mail Confirmation of this scheduled conference to selected Guardians

Add Meeting

Teacher Conference Maintenance (114)

* Title:

* Class:

* Date:

* Time: AM to AM

Description:

Building:

Room:

Attendees

There are no records to display; check your filter settings.	

0 records displayed

Update Attendees

Clear Attendees

Asterisk (*) denotes a required field

Teacher Conference Maintenance

The Add Time Slot allows you to individually create a time slot for a parent/guardian.

- ****Title** – Enter the name of the conference. It automatically defaults to "Parent-Teacher Conference."
- ****Date** – Select the date of the parent-teacher conference.
- ****Time** – Enter the time of the parent-teacher conference.
- **Description** – This allows you to enter more information regarding the conference.
- **Building** – Select the building where the conference is being held.
- **Room** – Select the room of the parent-teacher conference.

Attendees – You will select "Update Attendee" to select a parent/guardian for the time slot.

Mass Add Time Slots

Mass Add Time Slots (116)

Mass Add Time Slots

* Title:

* Date:

* Start Time: * End Time:

* Increment (in minutes):

Building:

Room:

Check Spelling

Mass Add and Close

Back

Class Selection

☐ Any Class
 ☒ By Individual Class(es)

Available Classes

2LA/01 - 2 Lang Arts

2READ/01 - 2 Reading

2SPEL/01 - 2 Spelling

2WRIT/01 - 2 Writing

3115/01 - Wind Ensemble

3116/01 - Wind Ensemble 2

3117/01 - Wind Ensemble 3

Band I/01 - Band I

TREND/01 - Trend

Add Class

Remove Class

Selected Classes

Asterisk (*) denotes a required field

Mass Add Time Slots

- ****Title** – Enter the name of the conference. It automatically defaults to “Parent-Teacher Conference.”
- ****Date** – Select the date of the parent-teacher conference.
- ****Time** – Enter the time of the parent-teacher conference.
- ****Increment** – How often should the time slot occur?
- **Building** – Select the building where the conference is being held.
- **Room** – Select the room of the parent-teacher conference.

Class Selection

- **Any Class** – If you select this option, it will mass create time slots for all of your classes.
- **By Individual Class(es)** – If you select this option, you will be able to create time slots for the selected classes.

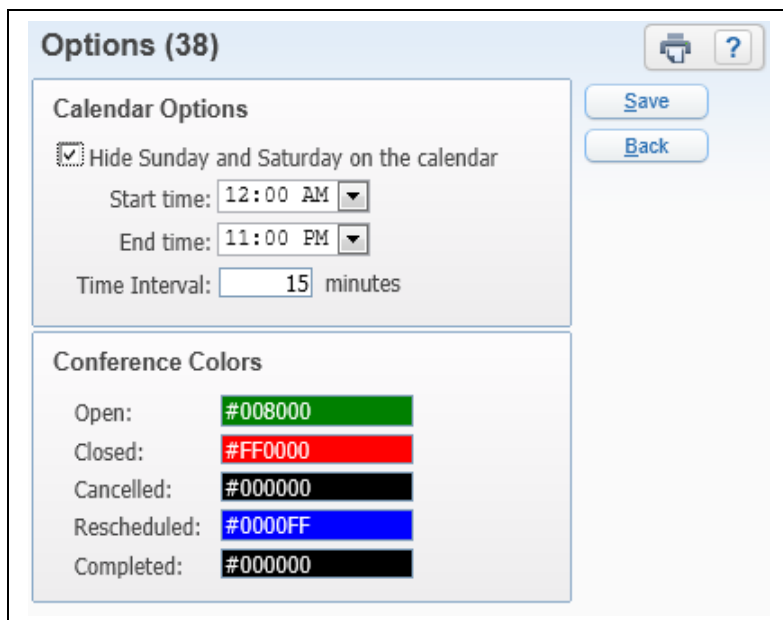
Additional Calendar Options

Print – When you click on print, it will automatically generate the Conference Schedule Report and process in the print queue.

Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

Calendar Options – This allows you to determine the information that will display on the calendar.



The screenshot shows a web interface titled "Options (38)". It contains two main sections: "Calendar Options" and "Conference Colors".

Calendar Options:

- ☒ Hide Sunday and Saturday on the calendar
- Start time: 12:00 AM (dropdown)
- End time: 11:00 PM (dropdown)
- Time Interval: 15 minutes

Conference Colors:

Open:	#008000
Closed:	#FF0000
Cancelled:	#000000
Rescheduled:	#0000FF
Completed:	#000000

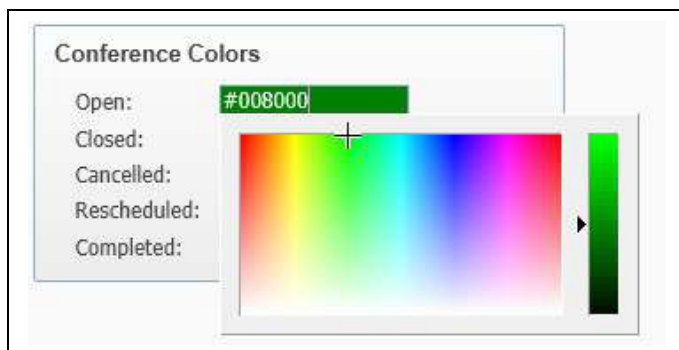
Navigation buttons: Save, Back, Print, Help.

Calendar Options

- **Hide Sunday and Saturday on the calendar** – Should Sunday and Saturday display on the calendar?
- **Start/End Time** – What times should display on the calendar? If you have evening Parent/Teacher Conferences, you can select the specific times so you can easily see the Time Slots.
- **Time Intervals** – How should the Time Slots display?

Conference Colors

The Conference Colors allow you to determine the display colors for specific conferences. You can modify the colors by clicking on the boxes.



The screenshot shows the "Conference Colors" section with a list of status colors. The "Open" status is highlighted, and a color picker is open, showing a rainbow gradient and a vertical color bar.

Open:	#008000
Closed:	
Cancelled:	
Rescheduled:	
Completed:	