



W S I P C

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WSIPC Guide to Educator Access Plus: Configuration

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About This Guide

Educator Access Plus has a number of configuration options. These options control the way information appears to users such as teachers, administrators, activity leaders, and activity assistants.

You can only access these configuration options if you have the proper security permissions. Access to these configuration options, as well as to other modules, is controlled by security settings. To learn how to set up security for specific users or groups of users, see the *WSIPC Guide to Security*.

What You Should Know Before You Start

You'll find that this Guide is much more helpful if you are familiar with Attendance, Discipline, Gradebook configuration, Student Demographics, and Security.

Be Sure You're Signed In

This Guide is intended to be read while you are working in Educator Access Plus, so be sure you are signed in. Many of the procedures and concepts discussed in the Guide are best understood if you practice as you read.


How to Use This Guide

This section shows you how to follow navigation paths in a Guide, and how to navigate around the Guide using various features. This section also describes how and when screen shots are used in the Guide.

Navigation Paths

The procedures in this Guide begin with navigation menu paths. Select the **Display Navigation Menu Paths** check box in User Preferences to ensure that you can follow these paths. The option is not available in User Preferences if it is already enabled for the entire district. To learn more about setting User Preferences, see the *WSIPC Guide to Skyward's School Management System*.

Getting Around

If you're using this Guide electronically, you can click any text in blue font to move to the section of the Guide that the text refers to. Because the Guides are published in PDF format, you can also use the PDF navigation pane to quickly move from one section to another. If the pane is hidden, click the **Bookmark** button  in the menu bar on the left side of the screen.

Screen Shots

You'll find screen shots throughout the guide to help you learn how to use the software. The data entered in the screen shots in this Guide is an example of the data you might enter. These screen shots are updated with each edition to make sure what you see on your screen matches what you see in the Guide. To prevent the Guide from becoming a lengthy picture book, WSIPC Guides use screen shots only to help illustrate a key idea or when options on a screen are described. This allows WSIPC Guides to be effective *and* concise.

What's in a WSIPC Guide

WSIPC Guides are designed to provide readers with everything they need to know to safely and effectively use Skyward's software. WSIPC strives to make Guides that address the diverse needs of these audiences. Therefore, this Guide doesn't contain information customized for specific audiences, districts, or schools.

If you need to create educational materials that address the specific needs of your Service Center or district, consider using this Guide as a starting point for developing your own customized materials.

Do Not Post This Guide to the Public Internet

The information contained in this Guide is copyright protected. You may store a digital copy of this Guide on your internal server for access by authorized users. Allowing access to this Guide by anonymous users, including search engine crawlers, is not permitted. If you are unsure whether your website is open or your server is protected from crawlers, contact your systems administrator.

What's New in This Edition

This section highlights the significant changes to the Guide since the last edition such as content about new features, important notes and cautions, and sections of the Guide that have been expanded or moved.

Description of Change	Page #
Updated the Guide to reflect WSIPC's July 2016 software release version 05.16.06.00.03.	N/A
Updated all dates to reflect the 2015-2016 school year.	N/A
Renamed the "Setting the Entry Cutoff Time" section to "Setting Entry Restrictions" and added information about new options.	18

Configuring District Setup Options

District Setup is used to apply options for your entire district, such as the type of student information that you want to appear in Educator Access Plus.

To configure District Setup options:

1. Go to Student Management\Educator Access Plus\EA Setup\CF\DS.
2. Configure the District Setup screen (Figure 1). Table 1 explains each option on this screen.
3. Click Save.

District Setup

Educator Access Plus - District Setup

- Show Parental Consent Icon in Educator Access Plus
- Allow Teachers to display Student's Food Service Key Pad # on Class Roster
- Show Student Profile Information for All Entities
- Only Display Health Condition Notes for Current Year
- Do Not Show Dropped Students on the EA+ My Students Browse
- Only Display Active IHP Forms

Ethnicity and Race Options

- Allow display of Federal/State Ethnicity
- Allow display of State Race
- Allow display of Federal Race
- Allow display of Local Race

Save Back

Figure 1 - District Setup options available for Educator Access Plus

Option	
Show Parental Consent Icon in Educator Access Plus	Allows the Parental Consent Note indicator to appear in Educator Access Plus. To learn more about Parental Consent Notes, see the <i>WSIPC Guide to Student Demographics and Families</i> .
Allow Teachers to display Student's Food Service Key Pad # on Class Roster	Teachers can show students' Food Service Key Pad numbers on Class Rosters. Some schools use this to help Food Service staff if students cannot remember their Key Pad numbers.
Show Student Profile Information for All Entities	If students are dual-enrolled, teachers see information for both of the student's Entities (even if they do not have security to one of the Entities) in multiple areas of Student Profile in Educator Access Plus.
Only Display Health Condition Notes for Current Year	Only the student's Health Condition Notes for the current year appear when you click the Health Condition button (red cross) that appears in the Gradebook.
Do Not Show Dropped Students on the EA+ My Students Browse	Students who dropped a teacher's class are not shown in Educator Access Plus\Teacher Access\My Students.
Only Display Active IHP Forms	Only the student's active Individual Health Plan forms appear in Educator Access Plus.
Allow display of Federal/State Ethnicity	Allows various Race and Ethnicity fields to appear on a student's Profile in Educator Access Plus.
Allow display of State Race	
Allow display of Federal Race	
Allow display of Local Race	

Table 1 - Configuration options available in District Setup

Configuring Entity Setup Options

Entity Setup for Educator Access Plus is used to specify a number of settings that apply to the Entity, such as how teacher names appear on reports and the maximum number of characters permitted for free-form comments.

To configure Entity Setup options:

1. Go to Student Management\Educator Access Plus\EA Setup\CF\ES.
2. Configure the Entity Setup Maintenance screen (Figure 2). Table 2 explains each option on this screen.
3. Click Save.

Entity Setup Maintenance

Teacher Name to Display on Reports for Entity 401

First and Last Name **John Smith**

Long Name ***District Defined***

Note: If not found, First and Last Name will be used

Short Name ***District Defined***

Last Name Only **Smith**

First Initial and Last Name **J Smith**

Prefix + Last Name **Mr. Smith**

Note: This option also applies to Family and Student Access.

Term Free Form Comment for Entity 401

Max Length:

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

Figure 2 - Entity Setup options available for Educator Access Plus

Option	Description
Teacher Name to Display on Reports for Entity [###]	Allows you to determine how the teacher’s name appears on reports generated within Educator Access Plus. District Defined refers to how the Long Name and Short Name are entered in the Staff Profile. The name option selected here also applies to Family Access and Student Access.
Term Free Form Comment for Entity [###]	Sets the maximum length for free-form comments in the selected Entity. The maximum characters allowed is 4,000.

Table 2 - Configuration options available in Entity Setup

Accessing Report Templates

You can configure the parameters for many Gradebook reports at the Entity level. This helps ensure that reports, such as Progress Reports, look the same when different teachers generate them. When teachers run a report, they can select the report template you've created.

To access Report Templates:

- Go to Student Management\Educator Access Plus\EA Setup\CF\RT.

To learn how to set up Entity-level Report Templates, see "Working with Report Templates" in the *WSIPC Guide to Secondary Gradebook Configuration* and "Creating Report Templates" in the *WSIPC Guide to Standards Gradebook Configuration*.

Configuring Attendance District Setup Options

The district-wide settings for Attendance District Setup in Educator Access Plus affect teachers' attendance entry and reporting. You must configure these options before teachers can enter attendance in Educator Access Plus and properly run reports.

To configure Attendance District Setup options:

1. Go to Student Management\Educator Access Plus\EA Setup\CF\AD.
2. Configure the Attendance District Setup screen (Figure 3). Table 3 explains each option on this screen.
3. Click Save.

Attendance District Setup

Do Not Show Classes on the Post Daily Attendance class list screen that do not take attendance

Only Display Previous Attendance for Days that the Class meets on the Attendance Entry - By Name screen

Allow Teachers to view Attendance Comments on the Attendance Entry screens

Allow Teachers to edit Attendance Comments if one hasn't been entered

Display Student's Grade Level on the Attendance Seating Chart

Display Student's School

Display Alert Information Bar (green)

Display Special Education Bar (dark blue)

Show Indicator even if IEP is expired

Display Section 504 Bar (light blue)

Display Critical Alert Information Bar (orange)

Display General Note Information Bar (light purple)

Carry Tardies Forward for Multiple Period Classes

Note: When this option is selected Tardies will be applied to subsequent periods for multiple period classes.
For a block class that meets 2 periods a tardy on the first period will carry forward and be applied to the next period.




Set cut off time for web Attendance Entry 12:00 AM

Display Survey Questions on Attendance Entry - By Name screen

Require confirmation of 100% Perfect Attendance for class

Save
Back

Figure 3 - Attendance District Setup options

Option	Description
Do Not Show Classes on the Post Daily Attendance class list screen that do not take attendance	Sections of a Course that do not have Keep Attendance selected in the Course Master (Student Management\Office\CS\BC\CM) aren't shown on the Post Daily Attendance screen.
Only Display Previous Attendance for Days that the Class meets on the Attendance Entry – By Name screen	Attendance Records for days that the class does not meet do not appear on the Attendance Entry – By Name screen.
Allow Teachers to view Attendance Comments on the Attendance Entry screens	Displays a clickable Comment button  (Figure 4) so teachers can view an attendance comment entered by the office.
Allow Teachers to edit Attendance Comments if one hasn't been entered	<p>Displays a clickable Comment button  (Figure 4) so teachers can enter a comment when marking students as Absent or Tardy. After the comment has been entered, the button appears as a clickable Note button  (Figure 4). Teachers can either pause their mouse pointer over the button to view the comment or they can click the button to edit the comment.</p> <p>Note: This option is not available unless Allow Teachers to view Attendance Comments on the Attendance Entry screens is selected.</p>
Display Student's Grade Level on the Attendance Seating Chart	Student's grade level appears on the teacher's attendance seating chart. This is helpful when classes have students of different grade levels.
Display Student's School	Shows the student's school on attendance entry screens.

Option	Description
Display Alert Information Bar (green)	Shows the selected Educator Access Plus indicators on attendance entry screens. Figure 5 shows what the teacher sees when a student has an alert and is also enrolled in Special Education.
Display Special Education Bar (dark blue)	<p>Note: The option to Show Indicator even if IEP is expired is only available if Display Special Education Bar (dark blue) is selected. It allows the Special Education bar to appear as long as the student has a non-WIP IEP and has not exited Special Ed.</p>
Show Indicator even if IEP is expired	
Display Section 504 Bar (light blue)	
Display Critical Alert Information Bar (orange)	
Display General Note Information Bar (light purple)	
Carry Tardies Forward for Multiple Period Classes	Applies tardies to subsequent periods for multiple period classes. For example, if an elementary class is scheduled for Periods 1 and 2, a Tardy for Period 1 carries forward and is also marked for Period 2.
Set cut off time for web Attendance Entry	Enforces attendance information to be entered by a certain time each day. After the cutoff time, teachers are no longer able to enter or edit attendance information. Figure 6 shows what the teacher sees after the cutoff time has passed.
Display Survey Questions on Attendance Entry – By Name screen	Shows survey questions on the Attendance Entry - By Name screen. Teachers can take the survey as they enter attendance. This is useful if you use a survey to determine the number of students who will eat a hot lunch on a particular day. Selecting this option can increase the likelihood that a teacher gives the survey.

Option	Description
Require confirmation of 100% Perfect Attendance for class	If all students are marked Present, teachers receive a message requesting they confirm the perfect attendance.

Table 3 - Configuration options available for Attendance District Setup

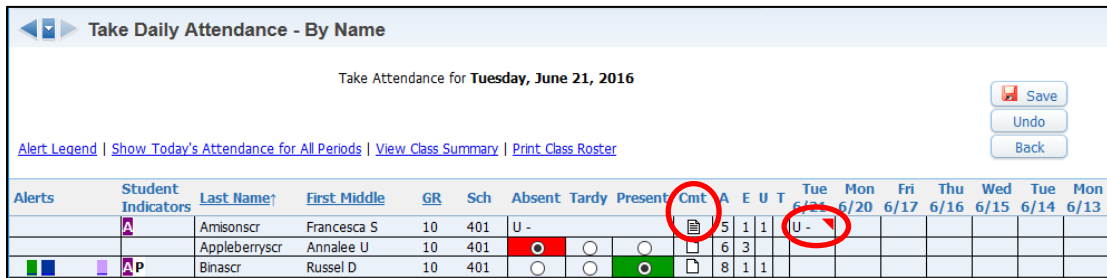


Figure 4 - Teachers can click the red triangle or comment button to view an attendance comment entered by the office. When marking a student Absent or Tardy, teachers can click the Cmt button to enter a comment or edit a comment they've entered.

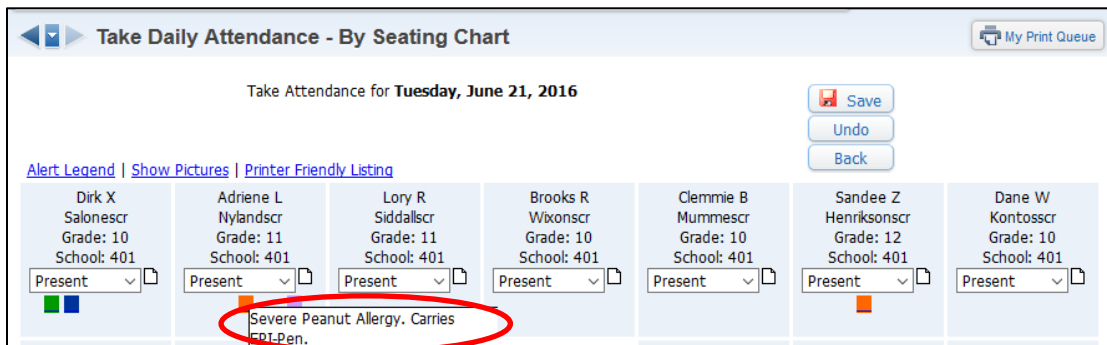


Figure 5 - The student's Alert information appears on the seating chart

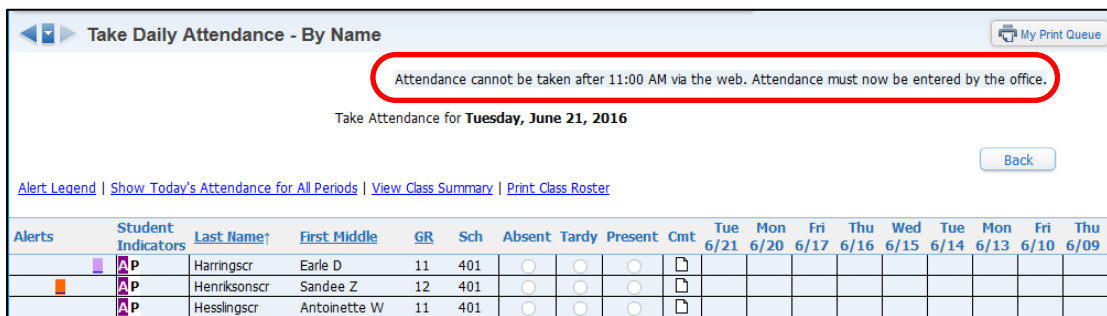


Figure 6 - Teachers cannot enter attendance after the specified cutoff time

Configuring Attendance Entity Setup Options

The Attendance Entity Setup configuration allows you to create Entity-specific settings for teachers' attendance entry and reporting. You must configure these options before teachers can enter attendance in Educator Access Plus and properly run reports.

To configure Attendance Entity Setup options:

1. Go to Student Management\Educator Access Plus\EA Setup\CF\AE.
2. Click the arrow to the left of the Entity.
3. Click the Edit link to the right of the area you want to configure.

Example To edit the Default Entry Types area, click Edit Defaults.

4. Select the desired options.
5. Click Save.

Attendance Entity Setup requires you to configure the following areas:

- [Setting Default Entry Types](#)
- [Setting Entry Restrictions](#)
- [Configuring Educator Access Plus Attendance Counting Options](#)

This section explains each of these areas.

Setting Default Entry Types

Default Entry Type options define the default values that appear when teachers post or modify attendance.

To set Default Entry Types:

1. From the Attendance Entity Setup screen, click Edit Defaults.
2. Configure the Default Entry Types screen (Figure 7). Table 4 explains each of the available options on this screen.
3. Click Save.

Default Entry Types

Default Entry Types - 401 WSIPC High School

Absence - Default Type

Absent Type: W - WEB ABSENCE (Unexc-Absence) ▾

Absent Reason: ▾

Do Not Admit

Tardy - Default Type

Tardy Type: L - WEB TARDY (Tardy) ▾

Tardy Reason: ▾

Do Not Admit

User Defined Options

Use the User-Defined Attendance Option

Label:

User-Defined Type: ▾

User-Defined Reason: ▾

Allow teachers to select any Absence Type and Reason

Allow teachers to overwrite the selected Absence Types

Allow teachers to modify attendance for previous 15 ▾ days

Figure 7 - Default Entry Types screen

Option	Description
Absent Type	Default Type entered when a teacher selects Absent.
Absent Reason	Default Reason entered when a teacher selects Absent.
Do Not Admit	An absence of the selected Type and Reason is marked as Do Not Admit, and the student needs to reconcile the absence through the attendance office before returning to class. This option causes a red (if Absent) or yellow (if Tardy) alert indicator to appear next to the student's name on the Post Daily Attendance and Gradebook screens. Figure 8 shows an example of this indicator.
Tardy Type	Default Type entered when a teacher selects Tardy.
Tardy Reason	Default Reason entered when a teacher selects Tardy.
Use the User-Defined Attendance Option	Allows you to make a third Attendance Type available to teachers in addition to Absent and Tardy.
Label	Column heading for user-defined Attendance Type and Reason.
User-Defined Type	Name of the user-defined Attendance Type.
User-Defined Reason	Name of the user-defined Attendance Reason.
Allow teachers to select any attendance Type and Reason	Allows teachers to select Attendance Types and Reasons from all available Codes. When selected, the teacher sees a menu to select a Type and Reason from, rather than option buttons. Figure 9 shows the Take Daily Attendance screen without this option selected, and Figure 10 shows the Take Daily Attendance screen with this option selected.

Option	Description
Allow teachers to overwrite the selected Absence Types	Teachers can overwrite the selected Absence Types entered by the office.
Allow teachers to modify attendance for previous ## days	Teachers can change Attendance Records that have been entered.

Table 4 - Configuration options available for Default Entry Types in Attendance Entity Setup

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Tue 6/21	Mon 6/20	Fri 6/17	Thu 6/16	Wed 6/15	Tue 6/14	Mon 6/13	Fri 6/10	Thu 6/09
	A	Amison	Francesca S	10	401	U -				U -								
	A	Appleberryscr	Annalee U	10	401	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		W -								
	A	Appleberryscr	Russel D	10	401	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>										
	A	Appleberryscr	Merri W	10	401	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>										
	A	Appleberryscr	Carmen C	10	401	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>										

Figure 8 - The student has been entered as Absent and the student should be sent to the office to reconcile the absence

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Tue 6/21	Mon 6/20	Fri 6/17	Thu 6/16	Wed 6/15	Tue 6/14	Mon 6/13	Fri 6/10	Thu 6/09
	A	Alspaugh	Sacha T	11	401	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>										
	A	Appleberryscr	Myung H	11	401	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>										
	A	Bouldenscr	Andrew J	10	401	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>										

Figure 9 - The Allow teachers to select any attendance Type and Reason option is not configured. The teacher must select one of the attendance option buttons.

Configuring Attendance Entity Setup Options

Take Daily Attendance - By Name My Print Queue

Take Attendance for **Tuesday, June 21, 2016**

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

Alerts	Student Indicators	Last Name↑	First Middle	GR	Sch	Attendance		Cmt	A	E	U	T	Tue	Mon	Fri	Thu	Wed	Tue	
						Type	Reason						6/21	6/20	6/17	6/16	6/15	6/14	
	A	Alspaughscr	Sacha T	11	401	E - ABSENT EXCUS	DD - DOCTOR												
	A	Appleberryscr	Myung H	11	401		NN - NO NOTE		15	15									
	A	Bouldenscr	Andrew J	10	401						3								
	A	Geskescr	Rafael N	11	401	E - ABSENT EXCUSED			6	4	1								
	A	Iriescr	Erin W	10	401	I - IN-SCHOOL SUSP			6	5									
	A	Marcscr	Sol C	11	401	L - WEB TARDY			3	3									
	A	Mummescr	Clemmie B	10	401	O - SCHOOL RELATED			8	6									
	A	Nassscr	Cathey C	10	401	S - SUSPENSION			8	7	2								
	A	Overmyerscr	Jamal K	11	401	T - TARDY			4	4									
	A	Speasscr	Stanford D	11	401	U - ABSENT UNEXCUSE			6	5	1								
	A					W - WEB ABSENCE													
	A					X - EXPULSION													
	A					Z - IAES													

Figure 10 - The Allow teachers to select any attendance option is configured. A menu of Attendance Types and Reason Codes appears from which the teacher can select.

Setting Entry Restrictions

The Entry Restrictions configuration option allows you to set the time by which teachers must enter attendance entries or changes. If Set Cut Off Time for web Attendance Entry is selected, teachers can enter attendance only until the time you specify. Additional options allow you to restrict attendance to be saved only one time per class and during specified windows of time per period.

To set Entry Restrictions:

1. From the Attendance Entity Setup screen, click Entry Restrictions.
2. Configure the Entry Restrictions screen (Figure 11). Table 5 explains each option on this screen.
3. Click Save.

Figure 11 - The Entry Restrictions in Attendance Entity Setup allow you to set time restrictions for attendance entry in Educator Access Plus.

Option	Description
Set Cut Off Time for EA+ Attendance Entry	Allows you to specify a time that attendance can no longer be saved through Educator Access Plus.

Option	Description
Only Allow Attendance to be Saved Once per Class Period	<p>Restricts the saving of attendance to only one time per class through Educator Access Plus.</p> <p>You can restrict All Periods or Selected Periods.</p>
Only Allow Attendance to be Saved During Specified Time Window	<p>Allows you to specify the minutes before and after a class period starts that attendance can be taken through EA+. The Period Start Time is determined using the Attendance Period Start Time from the Bell Schedule assigned to the Calendar Day for the Class. To learn more about assigning Bell Schedules to Calendar Days, see "Configuring the Calendar" in the <i>WSIPC Guide to Attendance</i>.</p> <p>You can set this time restriction for All Periods or Selected Periods.</p>

Table 5 - Configuration options available for Entry Restrictions in Attendance Entity Setup

Configuring Educator Access Plus Attendance Counting Options

Educator Access Plus Attendance Counting Options allow you to specify which Attendance Types are included when calculating attendance counts. These counts appear on attendance entry screens in Educator Access Plus, as well as in the following reports:

- Standards Progress Report
- Secondary Progress Detail Report
- Enhanced Multi-Class Progress Report
- Secondary Progress Report Letter

You can also specify the Attendance Types and Reasons to be counted when filtering students on the Secondary Progress Detail Report and the Enhanced Multi-Class Progress Report. Additionally, you can configure which Attendance Types are included when displaying attendance counts to teachers as they take attendance.

Note The Absence Detail Report and Absence Summary Report do not use these options to calculate attendance counts. Instead, they use all Attendance Types.

To configure Educator Access Plus Attendance Counting Options:

1. From the Attendance Entity Setup screen, click Edit Options.
2. Configure the EA+ Attendance Counting Options screen (Figure 12). Table 6 explains each option on this screen.
3. Click Save.

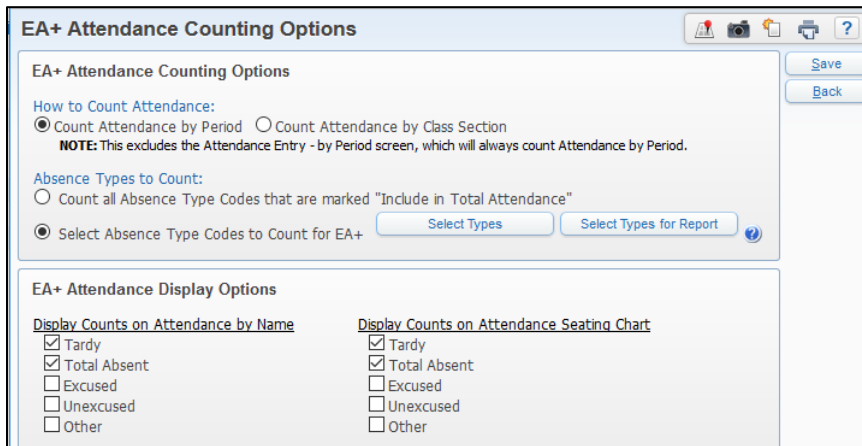


Figure 12 - The EA+ Attendance Counting Options in Attendance Entity Setup allow you to specify how attendance is counted and how it appears.

Option	Description
Count Attendance by Period	Allows you to specify whether attendance is counted by Period or Class Section for displaying in Educator Access Plus.
Count Attendance by Class Section	If a Class Section has two Class Meets, they are both included in Class Attendance Totals when Count Attendance by Class Section is selected.

Option	Description
<p>Count all Absence Type Codes that are marked “Include in Total Attendance”</p> <p>Select Absence Type Codes to Count for EA+</p>	<p>Allows either all Absence Types or selected Absence Types to be counted for displaying in Educator Access Plus.</p> <p>When you select Select Absence Type Codes to Count for EA+, you can click Select Types to specify the Attendance Types to include on attendance counts that appear on the following Progress Reports:</p> <ul style="list-style-type: none"> ▪ Standards Progress Report ▪ Secondary Progress Detail Report ▪ Enhanced Multi-Class Progress Report ▪ Secondary Progress Report Letter <p>When you Select Absence Type Codes to Count for EA+, you can Select Types for Report to specify the Attendance Types and Reasons to be counted when filtering students on the following Progress Reports:</p> <ul style="list-style-type: none"> ▪ Secondary Progress Detail Report ▪ Enhanced Multi-Class Progress Report <p>If no Attendance Types are selected using Select Types or Select Types for Report, all Attendance Types are counted on Progress Reports listed above.</p>
<p>Display Counts on Attendance by Name</p>	<p>Allows you to specify which Absence Types appear in the total absence count when taking attendance by name in Educator Access Plus. When selected, additional columns of Absent Count and Tardy Count appear on the Take Daily Attendance – By Name screen (Figure 13).</p>
<p>Display Counts on Attendance Seating Chart</p>	<p>Allows you to specify which Absence Types appear in the total absence count when taking attendance by seating chart in Educator Access Plus (Figure 14).</p>

Table 6 - Configuration options available for EA+ Attendance Counting Options in Attendance Entity Setup

Take Daily Attendance - By Name

Take Attendance for Tuesday, June 21, 2016

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

Alerts	Student Indicators	Last Name↑	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Absent Count	Tardy Count	Tue 6/21	Mon 6/20	Fri 6/17	Thu 6/16	Wed 6/15	Tue 6/14	Mon 6/13	Fri 6/10
	A P	Archboldscr	Alex D	11	401	○	○	○		5	1	-							
	A P	Clinkscr	Andrea M	11	401	○	○	○		23	10								
	A	Eadescr	Wille Y	10	401	○	○	○		2		W-							
	A	Edmonstonscr	Corliss M	10	401	○	○	○		12	3								

Figure 13 - When Display Counts on Attendance by Name is selected, additional columns appear on the screen.

Take Daily Attendance - By Seating Chart

Take Attendance for Tuesday, June 21, 2016

Alert Legend | Show Pictures | Printer Friendly Listing

Alex D Archboldscr Absent: 5 Tardy: 1 Grade: 11 School: 401 Tardy <input type="text"/>	Andrea M Clinkscr Absent: 23 Tardy: 10 Grade: 11 School: 401 Present <input type="text"/>	Aleida A Flinkscr Absent: 5 Tardy: 2 Grade: 10 School: 401 Present <input type="text"/>	Corliss M Edmonstonscr Absent: 12 Tardy: 3 Grade: 10 School: 401 Present <input type="text"/>	Evita I Rollascr Absent: 3 Tardy: 6 Grade: 10 School: 401 Present <input type="text"/>	Eugenio M Yaplescr Absent: 1 Tardy: 0 Grade: 10 School: 401 Present <input type="text"/>	Bud U Petitescr Absent: 11 Tardy: 10 Grade: 11 School: 401 Present <input type="text"/>
--	---	---	---	--	--	---

Figure 14 - When Display Counts on Attendance Seating Chart is selected, additional information appears for each student.

Configuring Report Card District Setup

The Report Card District Setup area allows you to add an alert indicator that appears next to students who have been added to the Special Education or Section 504 module. Teachers see this alert indicator on the Grade Entry screen when they post grades for Report Cards.

To configure Report Card District Setup:

1. Go to Student Management\Educator Access Plus\EA Setup\CF\RD.
2. To display the alert indicator for Special Education students, select the Display Special Education Bar (dark blue) check box.
3. To display the alert indicator for Section 504 students, select the Display Section 504 Bar (light blue) check box.
4. Click Save.

Teachers can pause their mouse pointer over an indicator to see its meaning, click on the indicator to view student-specific information, or click Alert Legend to see definitions for all alert indicators. Figure 15 shows an example of how the Special Education alert indicator appears for a teacher on the Grade Entry screen.

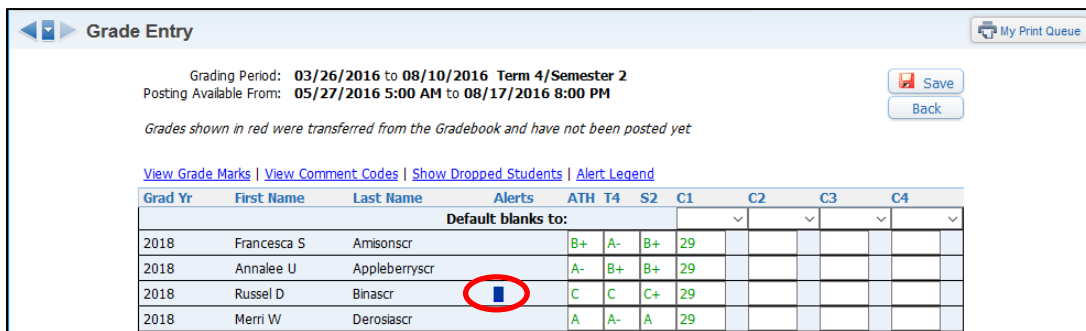


Figure 15 - A teacher can pause their mouse pointer over an alert indicator to view additional information about the indicator.

Configuring Comments Plus

You can use Comments Plus configuration options to create Entity-specific special Comment Types. For example, you can use these Comment Types when the Assessment area does not contribute to a Report Card grade, such as Work Habits or Reading Levels. Comments Plus is usually configured before the Grading Period starts, and must be configured before teachers post Grade comments for Report Cards. You can create a maximum of six Comments Plus comments. To learn more about Grade comments, see "Setting up and Maintaining Grade Comment Codes" and "Configuring and Maintaining Comments Plus" in the *WSIPC Guide to Secondary Gradebook Configuration*.

To configure Comments Plus:

1. Go to Student Management\Educator Access Plus\EA Setup\CF\CP. Existing comments for the current school year appear.

Note	To work with comments for a different school year, click Switch School Year, then select a different school year and click Apply.
-------------	---

2. Click a comment to select it.
3. Click Edit.
4. Configure the Comments Plus Maintenance screen (Figure 16). Table 7 describes each option on this screen.
5. Click Save.

Comments Plus Maintenance

Entity:

Year:

* Column Heading:

Description:

Grading Period Selection

Only show comment for Grade Period selected for Comments Plus

Grading Period	Start / Stop
<input type="checkbox"/> Term 1	09/03/13 - 11/01/13
<input type="checkbox"/> Term 2/Semester 1	09/03/13 - 01/24/14
<input type="checkbox"/> Term 3	01/25/14 - 03/28/14
<input checked="" type="checkbox"/> Term 4/Semester 2	03/29/14 - 08/13/14

Asterisk (*) denotes a required field

Figure 16 - Options available on the Comments Plus Maintenance screen

Option	Description
Entity	The Entity to which the comment belongs. You can't edit this field.
Year	The School Year to which the comment belongs. You can't edit this field.
Column Heading	Column heading displayed to teachers as they enter comments for Report Cards. Limited to three characters.
Description	Name of comment that shows on Report Cards, such as "Behavior." Limited to 20 characters.
Grading Period Selection	Allows you to apply the Comments Plus setup to specific Grading Periods.
Grading Periods	The Grading Periods for which Comments Plus is be used.

Table 7 - Configuration options available for Comments Plus

Adding a Comments Plus Special Code

Once you add a Comments Plus comment, you can add a Special Code, such as "Contributes to class discussions."

To add a Comments Plus Special Code:

1. Click Add Special Code in the Special Code area.
2. Configure the Special Code Maintenance screen (Figure 17). Table 8 describes each of these options.

Figure 17 - Creating a Comments Plus Special Code that a teacher can select from Educator Access Plus

Option	Description
Entity	The Entity to which the Comments Plus Special Code belongs. You can't edit this field. Note: Comments Plus Special Codes are Entity-specific and cannot be added to Entity 000.
Comment	The Comments Plus comment that the Special Code belongs to. You can't edit this field.
Year	The School Year to which the Comments Plus Special Code belongs. You can't edit this field.
Special Code	Alphanumeric code for the Comments Plus Special Code. It can be up to three characters. Once you add a code, you can't edit it. If you enter a Special Code that already exists, a message appears: "The Special Code entered already exists." Click OK and enter another value.

Option	Description
Description	Brief description of the Special Code.

Table 8 - Configuration options available for Comments Plus Special Codes

Configuring Discipline District Setup Options

You can use the options available in Discipline District Setup to configure the way Educator Access Plus users view and interact with Discipline data. The configuration options selected in Discipline District Setup apply to all Entities in the district. To learn more about the Discipline module, see the *WSIPC Guide to Discipline*.

To configure Discipline District Setup options:

1. Go to Student Management\Educator Access Plus\EA Setup\CF\DD.
2. Configure the Discipline District Setup screen (Figure 18). Table 9 describes each of these options.
3. Click Save.

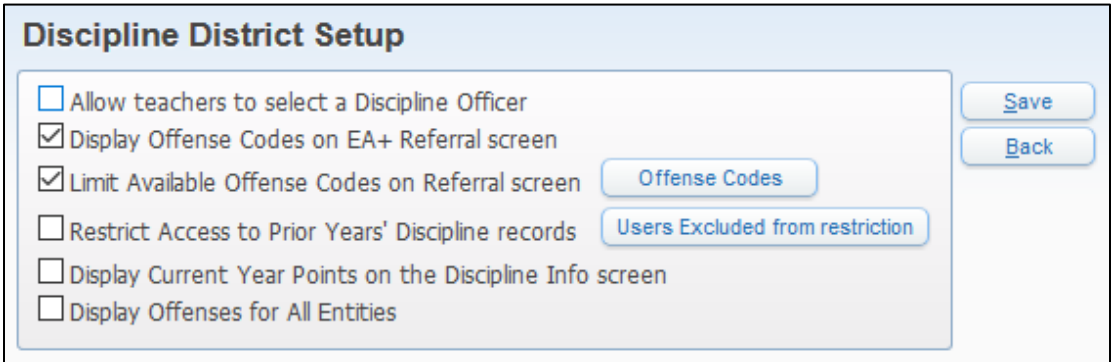


Figure 18 - Configuration options available for Discipline District Setup

Option	Description
Allow teachers to select a Discipline Officer	Teachers can select a Discipline Officer from a list when they enter or edit a Discipline Referral.
Display Offense Codes on EA+ Referral screen	When adding a Discipline Referral, Offense Codes appear for selection with both their Code and Short Description (such as "CHT – Cheating").

Option	Description
Limit Available Offense Codes on Referral screen	Specify which offenses are available for Educator Access Plus users to select when they enter Discipline Referrals. When you select this option, you must also select which Offense Codes appear.
Restrict Access to Prior Years' Discipline records	Prevents Secured users from viewing a students' prior school years' Discipline Records in Educator Access Plus. When this option is selected, you can also configure Users excluded from restriction to allow specific users to access students' Discipline Records from prior years.
Display Current Year Points on the Discipline Info screen	When Discipline Offense and Action Points are in use, this option allows students' total number of points for the current year to appear on the Discipline screen in their Profile in Educator Access Plus.
Display Offenses for All Entities	Allows offenses for all Entities to appear on the Discipline screen of the student's Profile in Educator Access Plus.

Table 9 - Configuration options available for Discipline District Setup

Managing Home Page Setup

The Educator Access Plus Home Page appears when you sign in. This area is located at the bottom of the Educator Access Plus Home screen, below any widgets you've added (Figure 19). To learn more about widgets, see the *WSIPC Guide to Configuring Skyward's School Management System Home Screen*.

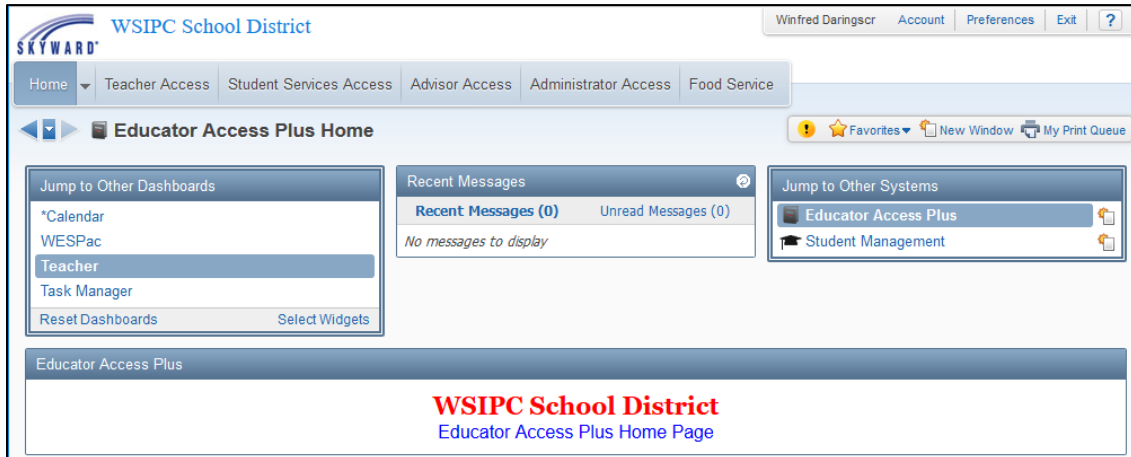


Figure 19 - When you sign in to Educator Access Plus, the Home screen appears

You can configure the Educator Access Plus Home Page area to display any information you want. For example, some schools use this area to remind teachers of upcoming events. The Educator Access Plus Home Page editor provides a basic set of controls to format the way information is presented on the screen. You can also create and modify content using Hypertext Markup Language (HTML).

To access Educator Access Plus Home Page Setup, do one of the following:

- Go to Student Management\Educator Access Plus\EA Setup\CF\HP.
- Go to Educator Access Plus and click Edit in the lower right corner of the Educator Access Plus Home Page area.

The editor (Figure 20) allows you to set the font, font size, background color, text color, alignment, and style. You can insert images or links to other Web pages as well.

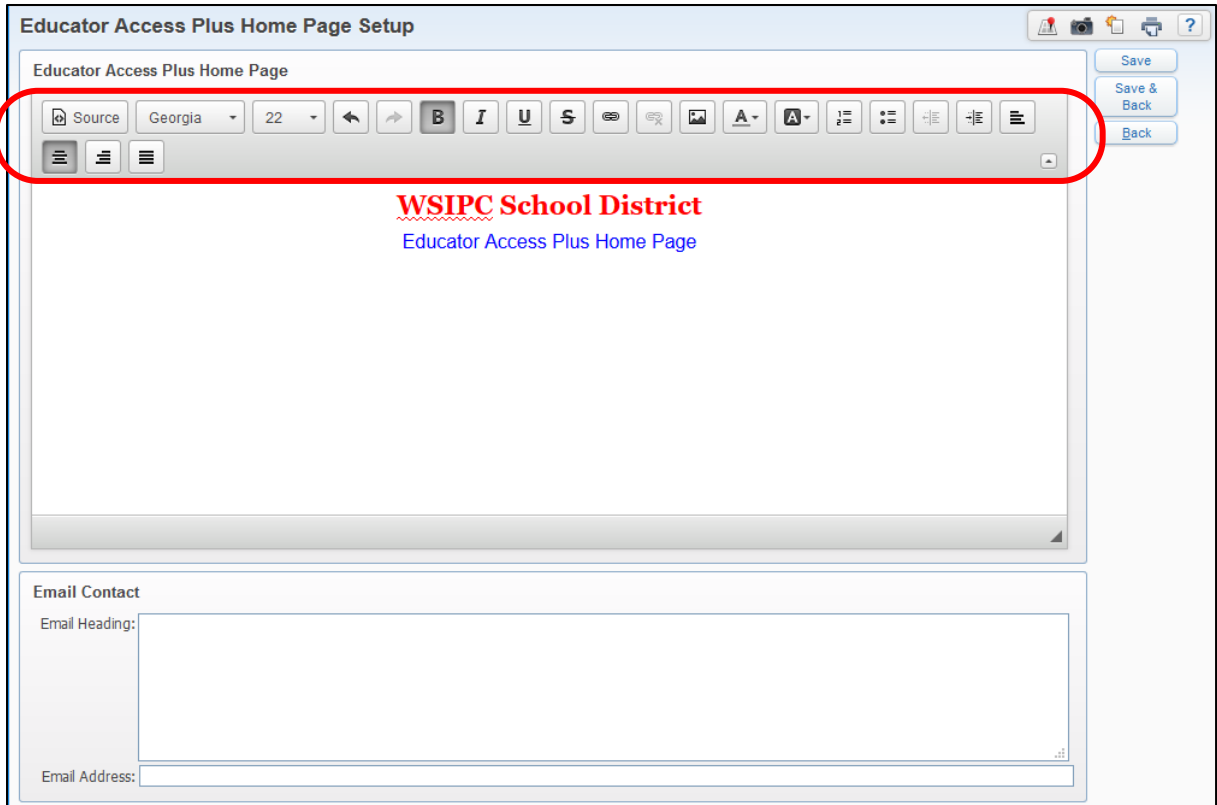


Figure 20 - Editing options appear at the top of the screen when you edit the Home Page in Educator Access Plus.

Configuring the Discipline Entity Setup Option

You can also configure the Discipline Entity Setup option. This single option is Entity-specific, and it allows you to send an email to staff members, who are marked as Discipline Officers, when a Discipline Referral is added to a student from Educator Access Plus.

To configure the Discipline Entity Setup option:

1. Go to Student Management\Educator Access Plus\EA Setup\CF\DE.
2. On the Discipline Entity Setup screen, select Send Email to Discipline Officer when Discipline Referral Created.
3. Click Save.

Utilities

This section explains the two utilities you can use when configuring Educator Access Plus.

Clone Comments Plus for New Year

If your Entity wants to use the same Comments Plus, or Comments Plus and Special Codes from one year to another, you can use the Clone Comments Plus for New Year Utility.

To run the Clone Comments Plus for New Year Utility:

1. In the Entity you want to clone your Entity Setup from, go to Student Management\Educator Access Plus\EA Setup\UT\CC.
2. Click Clone Comments Plus for New Year.
3. Click Clone.
4. On the Comments Plus Clone Year End screen, select Clone Comments Plus and Special Codes or Clone Comments Plus Only.
5. Click the arrow to the right of From School Year and select a school year. The To School Year box automatically defaults to the next school year and cannot be changed.
6. (Optional) Select Overwrite Existing Comments Plus and Special Codes.
7. Click Run.

Note The completed utility doesn't automatically appear on the Clone Comments Plus for New Year screen. To refresh the screen, click Back on the right side of the screen to return to the Utilities screen and then click Clone Comment Plus for New Year.

Clone Entity Setup to Other Entities

The Clone Entity Setup to Other Entities Utility allows you to choose which areas of Educator Access Plus configuration you want to clone to other Entities in your district.

To run the Clone Entity Setup to Other Entities Utility:

1. In the Entity you want to clone your Entity Setup from, go to Student Management\Educator Access Plus\EA Setup\UT\CE.
2. Click Clone Entity Setup to Other Entities.
3. Click Run Clone.
4. Configure the Clone From/To screen (Figure 21). Table 10 describes the options available on this screen.
5. Click Run.

Figure 21 - The Clone From/To screen allows you to specify which options should be cloned, and to which entities.

Option	Description
From School Year	Lists the School Year you want to clone your Entity Setup from.
To School Year	Lists the School Year you want to clone your Entity Setup to.
EA+ Entity Options to Clone	Check boxes indicate which areas of Educator Access Plus Entity Setup you want to clone.
Clone to Entities	Lists which Entities you want to clone your Educator Access Plus to.

Table 10 - Clone Entity Setup From/To options

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