



W S I P C

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WSIPC Guide to Educator Access Plus for Teachers and Advisors

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About This Guide

This Guide discusses all features of Educator Access Plus relevant to teachers and advisors. You can use the *Advisor Access* and the *Teacher Access* area in Educator Access Plus to manage daily activities, such as taking attendance, creating lesson plans, tracking students' academic progress, recording grades, running reports, and much more.

Your Security level may prevent you from accessing all features described in this Guide. If you don't have access to a feature you need, contact the person in your district responsible for setting up Security in Skyward's School Management System.

This Guide does not cover Secondary and Standards Gradebook, Lesson Plans, Survey, Message Center, Conference Scheduler, Food Service, Special Education, nor the reports related to those modules. To learn more about these modules and their reports, see the corresponding WSIPC Guides.

The *WSIPC Guide to Attendance* contains more detailed information about the Attendance module, and is intended for attendance office personnel and administrators.

What You Should Know Before You Start

You'll find that this Guide is much more helpful if you're familiar with student information that's maintained in areas of the software such as Attendance, Family and Student Access, Gradebook, and Student Demographics.

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 05.16.06.00.06.	N/A
Updated all dates to reflect the 2015-2016 school year.	N/A
Added the "RTI" sub-section under the "My Students" section.	18
Updated the "Student Services" section.	27
Added the "Curriculum Maps" sub-section under the "Accessing Class Options" section.	50
Added the "Attendance Error Messages" sub-section under the "Taking Daily Attendance Using a Class Roster" section.	62
Added the "Positive Attendance" section.	67
Updated the "My Students with Disabilities" section.	78
Added the "Student Services Access" section.	83
Updated the "My Students Homeroom Entry" sub-section under the "Managing Food Service Information" section.	96

Signing In to Educator Access Plus

After signing in to Educator Access Plus, you are typically taken directly to the Educator Access Plus main screen. If you do not see this screen when you sign in, click the arrow to the right of the Home button and select Educator Access Plus (Figure 1).

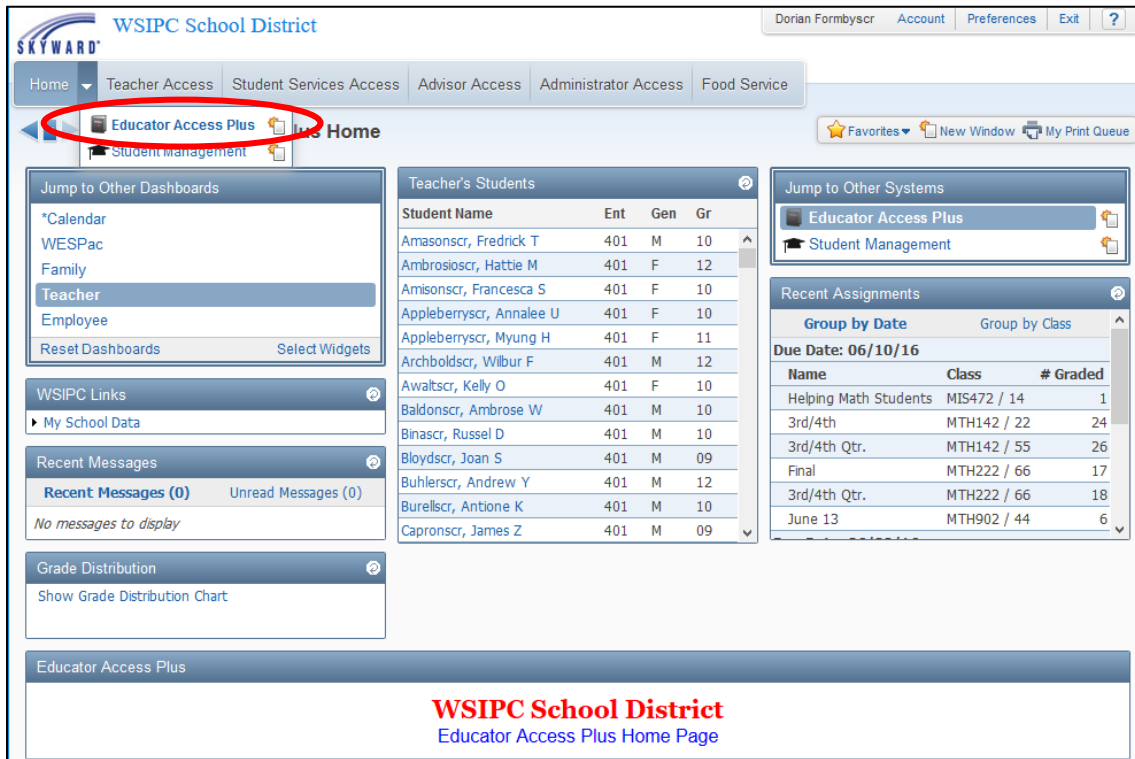


Figure 1 - You can access Educator Access Plus from the Home button

This Guide is organized to match what you see in Educator Access Plus. It focuses on the My Students and My Classes located under Teacher Access, as well as Advisor Access (Figure 2).

In the My Students area, you can find a variety of information about students enrolled in your classes. The My Classes area allows you to view and edit information related to your classes, such as Attendance, Discipline, and Test Scores. The Advisor Access area provides information about the students for whom you are listed as the advisor.

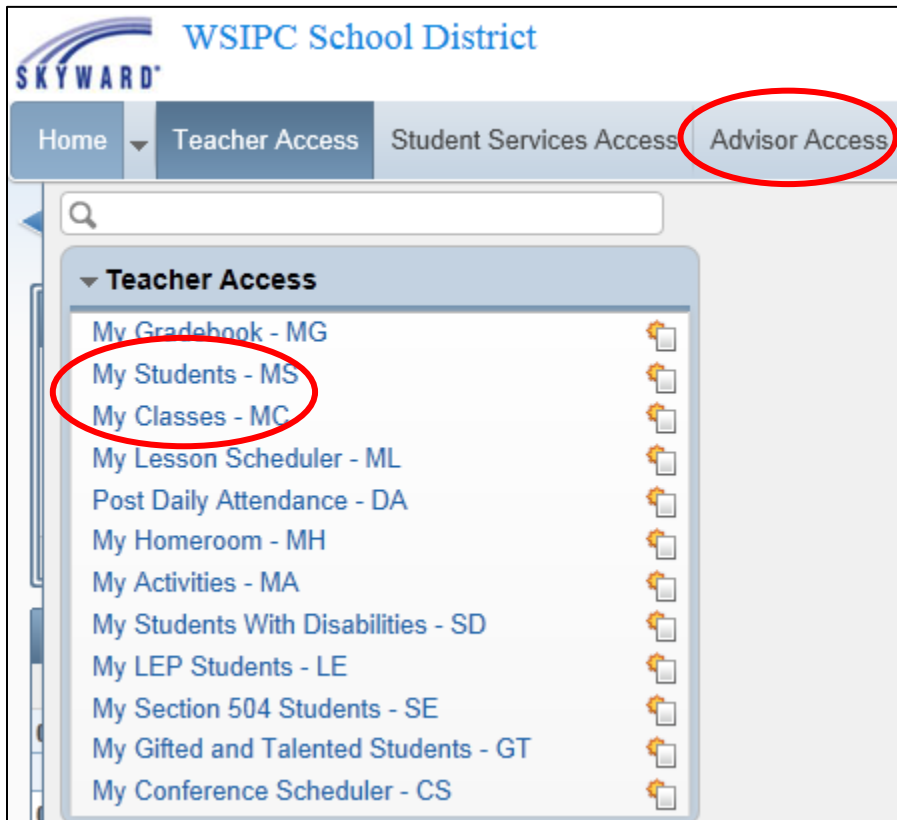


Figure 2 - The highlighted areas are this Guide's main area of focus

My Gradebook

You can use the My Gradebook link to access your Secondary and Standards Gradebook. To learn how to use each of the Gradebooks, see the *WSIPC Guide to Secondary Gradebook for Teachers* and the *WSIPC Guide to Standards Gradebook for Teachers*.

My Students

You can use the My Students area to view information about students enrolled in your classes. Your Security level may prevent you from accessing all features described in this section. If you don't have access to a feature you need, contact the person in your district responsible for setting up Security in Skyward's School Management System.

To access My Students:

1. Click My Students.

Tip Click any blue hyperlinked column heading to change the sort order in the My Students list. For example, click the Grade column heading to sort by this column.

2. Select a student and click Select.

Tip To find a student, type the student's last name in the Last Name search box in the lower-right corner of the screen and press Enter on your keyboard.

The Profile screen appears with a navigation tree on the left (Figure 3). The available information about the student is divided into areas, and each area appears as an item in the navigation tree.

3. To view an area, click the area in the navigation tree. Information for that area appears on the right side of the screen. The areas in the navigation tree are described in the sections below Figure 3.

Note The name of the area you are currently viewing for the student appears above the navigation tree. For example, in Figure 3 "Profile" appears above the navigation tree. If you click Schedule in the navigation tree, "Schedule" appears above the navigation tree.

WSIPC High School
Francesca S Amisonscr

Home Teacher Access Student Services Access Advisor Access Administrator Access Food Service

Profile My Print Queue Back

Amisonscr, Francesca S Grade: 10

No Image Available

1706 Scramble avenue
Scramble, WV 55555
Primary Guardian:
Raymond Amisonscr
(555) 867-4874

Critical Alert Information!
Sever peanut allergy. EPI pen in nurse's office.

Note:

Second Phone:
School Email: scramblehome2990@scr36.com
Student Access Login: **AMISOFRA000**

Third Phone:
Home Email: scramble6557@example.com
Student Access Password: *****

Student Id: **525542** Birthday: **01/01/2000** Language: **English**
Internal Id: **7990** Age: **16** Gender: **Female**
Status: **Active** Locker: Other Name:

School Information

Entity: **401/WSIPC High Scho** Advisor: **Sharmaine Vaccar**
School: **WSIPC High School** scramble5694@example.com
Homeroom: Hr Teacher: Disc Officer:

Family 1

Guardian Name	Background Check	Relation	Phone	Email
Raymond Amisonscr	No	Father	(555) 867-4874	Guardian@guardian.com
Eunice Amisonscr	No	Mother		Guardian@guardian.com

Sibling Name	Status	Relation	Grade	Entity
Samuel Amisonscr	Inactive	Sibling	Grade: Graduated	Entity: 401/WSIPC High Schoo
Todd Amisonscr	Active	Sibling	Grade: 08	Entity: 201/WSIPC Middle Sch

Emergency Contacts

Contact Name	Background Check	Relation	Phone	Email
Lorraine Heinzscr	No	GRANDPARENT	(555) 996-0036	
Raymond Amisonscr	No	Father	(555) 867-4874	Guardian@guardian.com
Eunice Amisonscr	No	Mother	(555) 867-4874	Guardian@guardian.com

Buttons: Email Teachers, Edit Login, Edit Guardian Email

Figure 3 - A student's information in Educator Access Plus. In this example the profile information is displayed and "Profile" appears above the navigation tree.

Profile

The Profile screen (Figure 4) shows the student’s basic demographic information. This information includes the student’s address, phone number, and the names and contact information of family members. The screen also allows you to email teachers, edit a student’s Student Access credentials, and edit a guardian’s email address. This section discusses these features.

Amisonscr, Francesca S
Grade: **10**

No Image Available

1706 Scramble avenue
Scramble, WV 55555
 Primary Guardian:
Raymond Amisonscr
(555) 867-4874

Critical Alert Information!

Severe peanut allergy. EPI pen in nurse's office.

Note:

Note field

Email Teachers

Edit Login

Second Phone: _____ Third Phone: _____

School Email: scramblehome7990@scr36.com Home Email: scramble6557@example.com

Student Access Login: **AMISOFRA000** Student Access Password: *****

Student Id: 525542	Birthdate: 01/01/2000	Language: English
Internal Id: 7990	Age: 16	Gender: Female
Status: Active	Locker: _____	
Other Name: _____		

School Information

Entity: **401/WSIPC High Scho** Advisor: **Sharmaine Vaccar**
 School: **WSIPC High School** scramble5694@example.com
 Homeroom: _____ Hr Teacher: _____
 Disc Officer: _____

Family 1

Guardian Name	Background Check	Relation	Phone	Email
Raymond Amisonscr	No	Father	(555) 867-4874	Guardian@guardian.com
Eunice Amisonscr	No	Mother		AGuardian2@guardian.com

Sibling Name	Status	Relation	Grade	Entity
Samuel Amisonscr	Inactive	Sibling	Grade: Graduated	Entity: 401/WSIPC High Schoo
Todd Amisonscr	Active	Sibling	Grade: 08	Entity: 201/WSIPC Middle Sch

Emergency Contacts

Contact Name	Background Check	Relation	Phone	Email
Lorraine Heinzescr	No	GRANDPARENT	(555) 996-0036	
Raymond Amisonscr	No	Father	(555) 867-4874	Guardian@guardian.com
Eunice Amisonscr	No	Mother	(555) 867-4874	AGuardian2@guardian.com

Edit Guardian Email

Figure 4 - Student Profile main screen

Emailing Teachers

You can send an email to other teachers in your Entity regarding an individual student. You can also send an email to every teacher in your Entity, to teachers who currently have your students enrolled in their classes, or to teachers who had your students scheduled in their classes at any time during the school year.

To email teachers:

1. Click Email Teachers.
2. Do one of the following:
 - Click All Staff.
 - Click All Student’s Teachers.
 - Click Student’s Current Term Teachers.
3. Select a teacher’s name in the Name Selection area, and click one of the buttons in the Message Recipients area (Figure 5).
4. Click Next to enter the email text in your default email software.

Note If your default email software fails to open, contact your district’s network administrator for assistance.

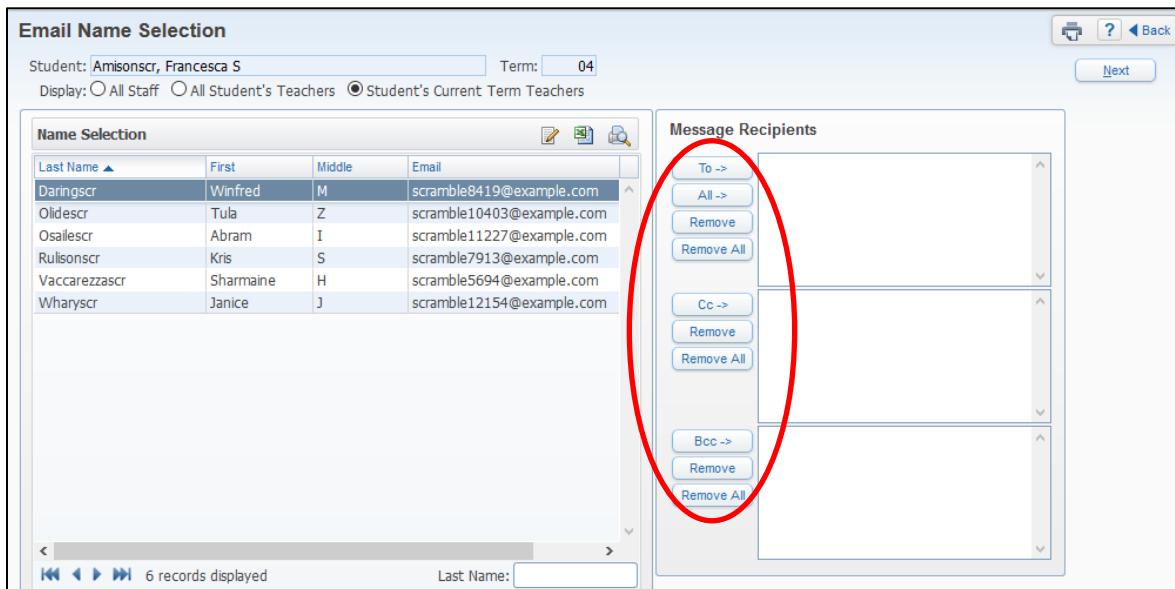


Figure 5 - Selecting teachers to generate an email regarding an individual student

Managing Student Access Credentials

Occasionally, students may need your assistance in retrieving their forgotten Student Access credentials. Depending on your Security level, you may be able to retrieve a student’s forgotten login and generate a new password. Credentials are confidential and must be managed discreetly. To learn more about Student Access credentials, see your district’s Security Administrator.

To manage Student Access Credentials:

1. Click **Edit Login**. The Student Access User Maintenance screen appears (Figure 6). Table 1 describes the available options on this screen.
2. Do one of the following.
 - To generate a login and password reset email, click **Save and Email Account Reset Link**. An email message containing the student’s login is sent to the student’s email addresses on record. The email includes a link to reset the password. Click **Back**.



Caution

Do not change the student’s login without consulting your office, as your district may use a specific login format.

- To create a new password, do the following:
 - a. Click **Generate** or type a new Password.
 - b. Select **Force password change at next login**.
 - c. Click **Save**.

Figure 6 - Editing a student’s Student Access credentials

Option	Description
Student	Name of the student.
Name Key	System-defined value from the first five characters of the student’s last name, first three characters of their first name, and a sequentially assigned unique number.
Login	Student’s login. The default login is based on the district’s Security configuration.
Password	Student’s password that was generated by the system if the student has not changed it. Once a student changes the password, it is masked.
Generate	Assigns a random eight-character alpha-numeric password. If the password is masked, Generate is available only after you click Set Password. After clicking Generate, the new password is visible until the user changes the password.
Cancel Password Change	Available only after you click Set Password. Backs out of the set password process and preserves the previous password.
Force password change at next login	Forces the student to change the assigned password the next time they sign in, which also causes the password to be masked.

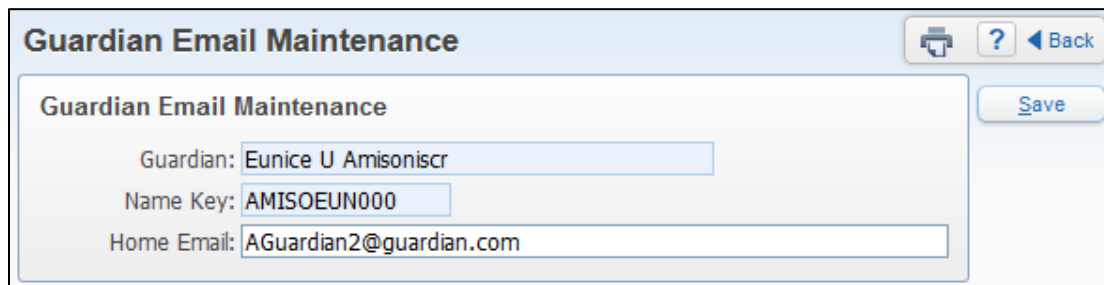
Table 1 - Options available on the Student Access User Maintenance screen

Editing Guardian Home Email Address

At a guardian's request, you can modify the guardian's home email address on the Guardian Email Maintenance screen (Figure 7). To see more information about a guardian or emergency contact, you can click the person's blue hyperlinked name on the Profile screen (Figure 4 on page 9). You can also click any blue hyperlinked email address to send an email message to that address.

To edit a guardian's home email address:

1. Click Edit Guardian Email.
2. In the Edit Guardian Email Address list, select a guardian and click Edit.
3. In the Home Email box, enter the new email address.
4. Click Save.



The screenshot shows a web interface titled "Guardian Email Maintenance". At the top right, there are icons for printing, help, and a "Back" button. The main content area has a sub-header "Guardian Email Maintenance" and a "Save" button on the right. Below the header, there are three input fields: "Guardian:" with the value "Eunice U Amisoniscr", "Name Key:" with the value "AMISOEUN000", and "Home Email:" with the value "AGuardian2@guardian.com".

Figure 7 - Changing a guardian's home email address

Class Summary

The Class Summary screen (Figure 8) shows grading and attendance information for each of the student's classes. The current grade is listed for each term or semester of the student's classes, and attendance information is listed for each day in the current and previous week. Attendance totals for the current term and the school year to date also appear.

Students' dropped classes are hidden by default, but you can choose to display them. When displayed, dropped classes are marked with a red asterisk.

To determine whether you see information about a student’s dropped classes:

- Click Show Dropped Classes or Hide Dropped Classes.

You can also customize the Class Summary screen and select various items, such as the teacher’s name and the class key, to display on this screen.

To customize the Class Summary screen:

1. Click Display Options.
2. Select the items you want to display on the screen.
3. Click Save.

Amionscr, Francesca S		Grade: 10																				
		Show Dropped Classes Display Options																				
401/WSIPC High School																						
Prd	Class	Term	Grades						Last Week 07/11 - 07/15					This Week 07/18 - 07/22					Absences		Tardies	
			T1	T2	S1	T3	T4	S2	M	T	W	R	F	M	T	W	R	F	T4	15-16	T4	15-16
1	SOC215/01	S1	B+	B+	B+													0	2	0	0	
1	SOC225/11	S2				A	A	A										2	2	3	3	
2	MTH310/02	S1	A-	B+	B+													0	1	0	0	
2	MTH320/22	S2				B+	A-	B+										2	2	0	0	
3	SCI210/03	S1	A	A	A													0	3	0	0	
3	SCI212/33	S2				A	A	A										2	2	0	0	
4	ENG210/04	S1	A	A	A													0	2	0	0	
4	ENG225/44	S2				A	A	A										2	2	0	0	
5	WLA300/05	S1	B+	A-	A-													0	1	0	0	
5	WLA302/55	S2				A	A	A										2	2	0	0	
6	PEH250/06	S1	A	A	A													0	1	0	0	
6	PEH252/66	S2				A	A	A										2	2	0	0	
Attendance Totals by Period:																		12	22	3	3	

Figure 8 - The Class Summary screen displays grading and attendance information for the student's classes

Attendance

The Attendance screen (Figure 9) shows the student’s attendance information by period. The number in parentheses after the word Attendance in the navigation tree indicates the number of days in the current school year for which the student has an Attendance Record.

Note This number may differ from what appears if not all Absence Types are included in the Absence Types to Count for EA+ in Attendance Entity Setup.

Each Attendance Record may show an Absence Type Code and Absence Reason Code. Pause your mouse pointer over an Attendance Record to see a description of the Absence Type and Absence Reason associated with the record.

Amisonscr, Francesca S									Grade: 10
401/WSIPC High School									
Date	Parent Notified	-1-	-2-	-3-	-4-	-5-	-6-	-7-	
06/21/2016 - Tuesday	No	U-	U-	U-	U-	U-	U-		
06/01/2016 - Wednesday	Yes	O-SR		O-SR					
05/11/2016 - Wednesday	No	L-							
05/03/2016 - Tuesday	Yes					O-SR	O-SR		
05/02/2016 - Monday	Yes					O-SR	O-SR		
04/27/2016 - Wednesday	No	L-							
04/19/2016 - Tuesday	No	L-							
04/12/2016 - Tuesday	Yes						O-SR		
04/05/2016 - Tuesday	Yes	O-SR	O-SR						
04/04/2016 - Monday	Yes	E-EX	E-EX	E-EX	E-EX	E-EX	E-EX		
03/10/2016 - Thursday	Yes	O-SR	O-SR	O-SR					
03/09/2016 - Wednesday	Yes			O-SR	O-SR	O-SR	O-SR		
03/08/2016 - Tuesday	Yes	O-SR	O-SR	O-SR					
12/31/2015 - Thursday	Yes			E-DD					
12/02/2015 - Wednesday	Yes	E-EX		E-EX					
10/26/2015 - Monday	Yes	E-IL	E-IL	E-IL	E-IL	E-IL	E-IL		
09/15/2015 - Tuesday	Yes				E-DD				

Figure 9 - The Attendance screen displays any Attendance Records a student has for the current school year

Schedule

The Schedule screen shows the student's current, previous, and future scheduling information in various formats. It provides an easy way to locate students throughout the day.

To change the information that appears on the screen:

- At the top of the Schedule screen (Figure 10), click Current Year by Term, Current Year by Period, Current Term Only, Previous Year, or Next Year. Table 2 describes each option.

Amisonscr, Francesca S										Grade: 10
Current Year by Term Current Year by Period Current Term Only Previous Year Next Year										
401/WSIPC High School										
Term	Period	Class	Description	Dept	Subject	Days	Room	Teacher		Credits
1	01	SOC215/01	WORLD HISTORY/CULTRE S1	HS	B2	MTWRF	H212	Dorian Formbyscr		0.250
1	02	MTH310/02	ALGEBRA II SEM 1	HS	C	MTWRF	H222	Winfred Daringscr		0.250
1	03	SCI210/03	BIOLOGY SEMESTER 1	HS	D1	MTWRF	H206	Abram Osalescr		0.250
1	04	ENG210/04	ENGLISH 10 SEMESTER 1	HS	A4	MTWRF	H213	Sharmaine Vaccarezzasc		0.250
1	05	WLA300/05	SPANISH II SEM 1	HS	ZZ	MTWRF	H114	Kris Rulisonscr		0.250
1	06	PEH250/06	YOGA/POWER WALK/FITNESS S1	HS	E	MTWRF	HGYM	Tula Olidescr		0.250
Total credits for Term 1										1.500
2	01	SOC215/01	WORLD HISTORY/CULTRE S1	HS	B2	MTWRF	H212	Dorian Formbyscr		0.250
2	02	MTH310/02	ALGEBRA II SEM 1	HS	C	MTWRF	H222	Winfred Daringscr		0.250
2	03	SCI210/03	BIOLOGY SEMESTER 1	HS	D1	MTWRF	H206	Abram Osalescr		0.250
2	04	ENG210/04	ENGLISH 10 SEMESTER 1	HS	A4	MTWRF	H213	Sharmaine Vaccarezzasc		0.250
2	05	WLA300/05	SPANISH II SEM 1	HS	ZZ	MTWRF	H114	Kris Rulisonscr		0.250
2	06	PEH250/06	YOGA/POWER WALK/FITNESS S1	HS	E	MTWRF	HGYM	Tula Olidescr		0.250
Total credits for Term 2										1.500
3	01	SOC225/11	WORLD HISTORY/CULTURE S2	HS	B2	MTWRF	H201	Janice Wharyscr		0.250
3	02	MTH320/22	ALGEBRA II SEM 2	HS	C	MTWRF	H222	Winfred Daringscr		0.250
3	03	SCI212/33	BIOLOGY SEMESTER 2	HS	D1	MTWRF	H206	Abram Osalescr		0.250
3	04	ENG225/44	ENGLISH 10 SEMESTER 2	HS	A4	MTWRF	H213	Sharmaine Vaccarezzasc		0.250
3	05	WLA302/55	SPANISH II SEM 2	HS	ZZ	MTWRF	H114	Kris Rulisonscr		0.250
3	06	PEH252/66	YOGA/POWER WALK/FITNESS S2	HS	E	MTWRF	GYM	Tula Olidescr		0.250
Total credits for Term 3										1.500
4	01	SOC225/11	WORLD HISTORY/CULTURE S2	HS	B2	MTWRF	H201	Janice Wharyscr		0.250
4	02	MTH320/22	ALGEBRA II SEM 2	HS	C	MTWRF	H222	Winfred Daringscr		0.250
4	03	SCI212/33	BIOLOGY SEMESTER 2	HS	D1	MTWRF	H206	Abram Osalescr		0.250
4	04	ENG225/44	ENGLISH 10 SEMESTER 2	HS	A4	MTWRF	H213	Sharmaine Vaccarezzasc		0.250
4	05	WLA302/55	SPANISH II SEM 2	HS	ZZ	MTWRF	H114	Kris Rulisonscr		0.250
4	06	PEH252/66	YOGA/POWER WALK/FITNESS S2	HS	E	MTWRF	GYM	Tula Olidescr		0.250
Total credits for Term 4										1.500
Total credits for Year										6.000

Figure 10 - The student's schedule in Current Year by Term view

Option	Description
Current Year by Term	Shows this year's schedule by term in a list format.
Current Year by Period	Shows this year's schedule in a grid format.
Current Term Only	Shows the current term's schedule in a list format.
Previous Year	Shows the previous year's schedule (if available) in a list format.
Next Year	Shows the next year's schedule (if available) in a list format.

Table 2 - The view options available on the Schedule screen

Add/Drops

The Add/Drops screen (Figure 11) shows a log of the student's scheduling transactions. This can help you find out when a student transferred into or out of a class. The number in parentheses next to Add/Drops in the navigation tree indicates the number of Scheduling Transaction Records logged for the student in the current school year.

Amisonscr, Francesca S								Grade: 10	
401/WSIPC High School									
Class	Description	Type	Effective	Previous Terms	New Terms	Done By	Completed	Requested By	
PEH242/66	WEIGHT TRAINING SEM 2	Add	05/18/2016	0 - 0	3 - 4	ADMIN55	07/18/2016		
PEH252/66	YOGA/POWER WALK/FITNESS S2	Drop	05/18/2016	3 - 4	0 - 0	ADMIN55	07/18/2016		
Total Adds:		1							
Total Drops:		1							

Figure 11 - The student's schedule changes for the current school year appear on the Add/Drops screen

Entry/Withdrawal

The Entry/Withdrawal screen (Figure 12) contains information about a student's Entry and Withdrawal Records in your district. You can click on the Type listed for any record (Entry or Withdrawal) to view additional information about the record.

Amisonscr, Francesca S				Grade: 10
Type	Entity	Date	Code	School
Entry	401	08/25/2014	P1	401
Entry	201	08/31/2011	P1	201
Withdrawal	201	06/09/2014	P1	201
Entry	103	12/28/2009	ENT	103
Withdrawal	103	06/10/2011	P1	103

Figure 12 - The Entry/Withdrawal screen displays information related to a student's entry and/or withdrawal from Entities within the district

RTI

The RTI screen allows you to view, add, and edit Intervention and Referral Records. To learn more about RTI, see the *WSIPC Guide to Response to Intervention*.

IHP

The IHP screen allows you to print a copy of the student's current Individual Health Plan. It includes the name of the plan and person who entered the plan.

Emergency Contacts

The Emergency Contacts screen (Figure 13) shows a listing of all emergency contacts attached to the student in an abbreviated format. You can click on the blue hyperlinked name of any emergency contact to see additional information such as the contact's address.

Amisonscr, Francesca S				Grade: 10
#	Contact Name	Relationship	Primary Phone	Secondary Phone
1	Lorraine L. Heinzescr	GRANDPARENT	(555) 996-0036	
2	Raymond V. Amisonscr	Father	(555) 867-4874	(555) 779-1734
3	Eunice U. Amisonscr	Mother	(555) 867-4874	(555) 945-0624

Figure 13 - All of a student's Emergency Contacts appear in Educator Access Plus

Discipline

The Discipline screen (Figure 14) allows you to view the student’s Discipline Records. Depending on your Security level, you can also add new Discipline Referral Records or edit referrals that you create. The number in parentheses next to Discipline in the navigation tree indicates the number of Discipline Records that the student has.

If your district has configured Educator Access Plus to show prior year offenses, you can click the [Only Show Current Year Offenses](#) link at the top of the Discipline screen to view current year offenses only (Figure 14).

Your district may choose to restrict viewing of prior years’ Discipline Records in Educator Access Plus to certain users only. If you are unable to view Prior Year Records, contact your office for assistance.

Each Discipline Record contains the date, offense, location, referring staff, discipline officer, and shows whether the parent has been notified.

To see comments and the action assigned to the referral:

- Click [Details](#) on a Discipline Record. Figure 14 shows the details for the second referral in the list.

To see detailed information about a Discipline Record:

- On a Discipline Record, pause your mouse pointer over the Offense Type and click the hyperlink. In Figure 14, the Offense Type attached to the second record is “Disrespect.”

Note If your Security level gives you access to the student’s Discipline Notes, a [View Notes](#) link is available in the upper left corner of the Discipline screen. Click this link to view, add, edit, and delete Discipline Notes for the student.

Amisonscr, Francesca S	Grade: 10	Add	
Only Show Current Year Offenses			
Offense	Location	Officer	Parent Notified
06/03/16 Bullying- Race	Classroom	Referred by: Dorian Formbyscr 07/18/16	No ✎ ✕
04/04/16 Disrespect	Classroom	Shawanna Kinnonscr Referred by: Shawanna Kinnonscr 07/18/16	No Details...
Total Referrals:2			



Figure 14 - The Discipline screen displays a student's Discipline Records

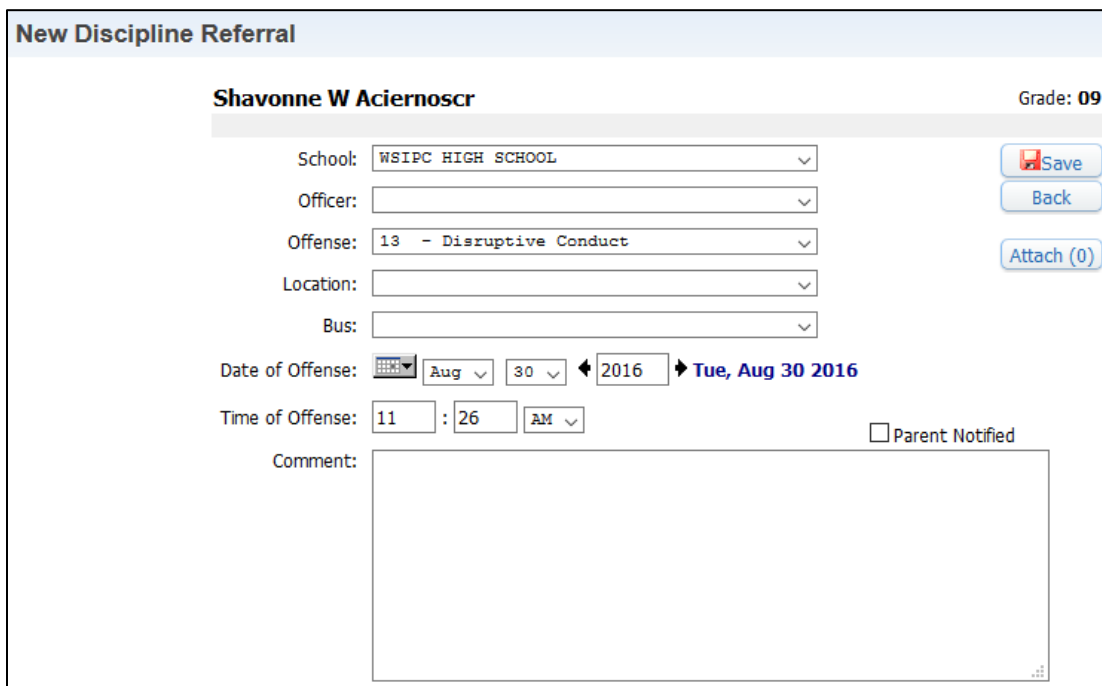
Adding Referrals

When a student commits a discipline offense, you can enter a Discipline Referral for the incident if you have the appropriate Security level to do so.

To add a Referral:

1. Click Add.
2. Configure the New Discipline Referral screen (Figure 15). Table 3 explains each option on this screen.
3. Click Save.

Note You can also edit and delete Referrals that you have entered. To edit a Referral, click the Edit button  next to the record you want to modify. To delete a Referral, click the Delete button  next to the record you want to remove, and then click OK when the confirmation message appears.



New Discipline Referral

Shavonne W Aciernoscr Grade: 09

School:

Officer:

Offense:

Location:

Bus:

Date of Offense:

Time of Offense: :

Parent Notified

Comment:

Figure 15 - The New Discipline Referral screen has several options to select to describe the incident.

Option	Description
School	School where the discipline incident occurred.
Officer	If your school defines specific staff Discipline Officers to be assigned to referrals, select one from the available list.
Offense	Select the Offense the student committed from the available list.
Location	Location where the Discipline incident occurred. This information is optional.
Bus	If the incident occurred on a bus, select a Bus Code. Bus Codes are defined by the District or School Administrator.
Date of Offense Time of Offense	Date and Time the incident occurred.
Comment	Allows you to describe the details of the Discipline Referral.
Parent Notified	Allows you to mark that the parent or guardian was notified of the Referral.
Attach	Allows you to add an attachment related to the Referral.

Table 3 - Options available when adding a New Discipline Referral

NCLB

The No Child Left Behind (NCLB) screen (Figure 16) displays the student's SSID Number. Most districts do *not* use the other fields on this screen to track data for State and Federal Reporting.

Amisonscr, Francesca S		Grade: 10
Student ID:	7.990	
State SSID Number	0300000291	
Limited English Proficiency:	No	
Gifted and Talented:	No	
Chapter 1:	No	
Post Secondary Opt:	No	
Homebound Service:	No	
Total Homebound Hours:	0	
Assessment Hours:	0	
Grad Standard Year:	2018	
Transport Category:		

Figure 16 - The student's SSID number is on the NCLB screen

Academic History

The Academic History screen (Figure 17) shows the student’s Courses and grades throughout his or her history in your district, as well as any Transfer Course detail that has been entered. By default, the information on this screen is sorted by school year. Click any blue hyperlinked column heading to sort by that column, and then click the Class, as highlighted in Figure 17, to view the Class Profile screen for the student’s class. To learn more about this screen, see “[Accessing the Class Profile](#)” (page 36).

Amisonscr, Francesca S Grade: 10

[Show Filter](#)

Entity	School Year	Grade Level	Class	Description	Department	Subject	Terms	Grade One	Grade Two	Grade Three	Grade Four	Grade Five	Grade Six	Grade Seven
103	2010	04	GRD045/01	GRADE 4-5			1 - 4	T1:	T2:	S1:	T3:	T4:	S2:	
103	2011	05	GRD005/03	FIFTH GRADE			1 - 3							
201	2012	06	COM600/01	COMPUTER APPS 6			1 - 1	T1: A						
201	2012	06	ENG600/01	LANG ARTS 6			1 - 2	T1: B	S1: A-					
201	2012	06	ENG610/01	LANG ARTS 6			3 - 4			T3: A-	S2: A			
201	2012	06	ENG625/01	READ/GEOG 6			1 - 2	T1: A-	S1: B-					
201	2012	06	ENG626/01	READ/GEOG 6			3 - 4			T3: A-	S2: A			
201	2012	06	MTH701/01	MATH LEVEL I			1 - 2	T1: B+	S1: A					
201	2012	06	MTH711/01	MATH LEVEL I			3 - 4			T3: A	S2: A			
201	2012	06	MUS800/05	BEGIN BAND S1			1 - 2	T1: B+	S1: B-					
201	2012	06	MUS802/05	BEGIN BAND S2			3 - 4			T3: D	S2: B-			
201	2012	06	PEH651/06	HEALTH/FIT SEM2			3 - 4			T3: A	S2: A			
201	2012	06	PEH810/01	LIFE SKILLS 6			2 - 2		T2: A-					
201	2012	06	SCI600/01	INTG SCI 6 S1			1 - 2	T1: A	S1: A-					
201	2012	06	SCI610/01	INTG SCI 6 S2			3 - 4			T3: B-	S2: B+			
201	2013	07	ENG700/01	LANG ARTS 7			1 - 2	ATH:	T1: B+	T2: A-	S1: A-			
201	2013	07	ENG710/01	LANG ARTS 7			3 - 4	ATH: B+				T3: B+	T4: A-	S2: B+
201	2013	07	MIS700/03	RES & PRES 7			3 - 3	ATH: A-	T3: B					

Figure 17 - The Academic History screen displays information for all available school years by default

Graduation Requirements

The Graduation Requirements screen (Figure 18) contains information about a student’s progress in Coursework Requirement Areas (CRAs) towards graduation. This screen displays the total number of credits required for each CRA, along with the number completed, the number in progress, the number scheduled for the next school year, and the number remaining. The final column shows the status of the CRA.

Amisonscr, Francesca S		Grade: 10					
Graduation Requirements		Course Requirements					
Requirement Areas	Required	Complete	In Progress	Scheduled 2016-17	Remaining	Status	
Total Credits Show All Courses	23.000	11.000	0.500	6.000	11.500	In Progress	
English	4.000	2.000		1.000	2.000	In Progress	
ENGLISH 9 Show Courses	1.000	1.000				Complete	
ENGLISH 10 Show Courses	1.000	1.000				Complete	
ENGLISH 11 Show Courses	1.000			1.000	1.000	In Progress	
ENGLISH 12	1.000				1.000		
Math	3.000	2.000			1.000	In Progress	
ALGEBRA I	1.000				1.000		
GEOMETRY Show Courses	1.000	1.000				Complete	
ALGEBRA II Show Courses	1.000	1.000				Complete	
Science	3.000	2.000			1.000	In Progress	
PHYSICAL SCI CHEMISTRY Show Courses	0.500	0.500				Complete	
BIOLOGY Show Courses	1.000	1.000				Complete	
PHYSICAL SCI PHYSICS Show Courses	0.500	0.500				Complete	
SCIENCE LAB	1.000				1.000		
Social Studies	3.000	1.000		1.000	2.000	In Progress	
CIVICS Show Courses	0.500	0.500				Complete	
CURRENT WORLD PROBLEMS	1.000				1.000		
US HISTORY Show Courses	1.000			1.000	1.000	In Progress	
Social Studies Electives Show Courses	0.500	0.500				Complete	
Health & Fitness	2.000	2.000				Complete	
HEALTH Show Courses	0.500	0.500				Complete	
FITNESS Show Courses	1.500	1.500				Complete	
Occupational Education	1.000				1.000		
Arts	1.000				1.000		
General Electives Show Courses	6.000	2.000	0.500	4.000	3.500	In Progress	

Figure 18 - The Graduation Requirements screen

You can also view the Courses that the student uses to satisfy each CRA or sub-area. In Figure 19, the student's Physical Education CRA Courses appear.

To determine whether Courses appear:

- Click Show Courses or Hide Courses next to the appropriate CRA or sub-area.

Amisonscr, Francesca S		Grade: 10					
Graduation Requirements		Course Requirements					
Requirement Areas		Required	Complete	In Progress	Scheduled		Status
		2016-17	Remaining				
Total Credits Show All Courses		23.000	11.000	0.500	6.000	11.500	In Progress
English		4.000	2.000		1.000	2.000	In Progress
ENGLISH 9 Hide Courses		1.000	1.000				Complete
Courses used for the ENGLISH 9 Requirement							
Year	Entity	Class Description		Teacher	Status	Credits Grades	
2015	WSIPC High School	ENG110/01 ENGLISH 9 S1		AWaagescr	Complete	0.500 T1:[A] T2:[A] S1:[A]	
2015	WSIPC High School	ENG125/11 ENGLISH 9 S2		AWaagescr	Complete	0.500 T3:[A] T4:[A] S2:[A]	
ENGLISH 10 Show Courses		1.000	1.000				Complete
ENGLISH 11 Show Courses		1.000				1.000	1.000 In Progress
ENGLISH 12		1.000					1.000

Figure 19 - The Graduation Requirements screen with the English 9 CRA expanded to show the courses used to fulfill the requirement

Educational Milestones

The Educational Milestones screen (Figure 20) contains information about a student's non-Coursework progress toward graduation. This typically includes records for Culminating Projects and High School and Beyond Plans, meeting MSP/HSPE Reading and Writing Standards, and possibly a record for the Certificate of Academic Achievement. Your district customizes these non-Coursework Requirements.

Amisonscr, Francesca S		Grade: 10					
Date	Completed	Waived Milestone	Additional Update		FamAcc	Grad	Biliteracy
			Entity	Dist Req	In EA+	Display	Reqmnt Language Method
Edit	No	CAAWSL - Cert of Acad Achievement-WAS	No	No	No	No	
	No	CulPrj - Culminating Project	No	Yes	No	Yes	
	No	Read - Transcript Reading Standard	No	No	No	Yes	
	No	Write - Transcript Writing Standard	No	No	No	Yes	
Total Educational Milestones:		4					

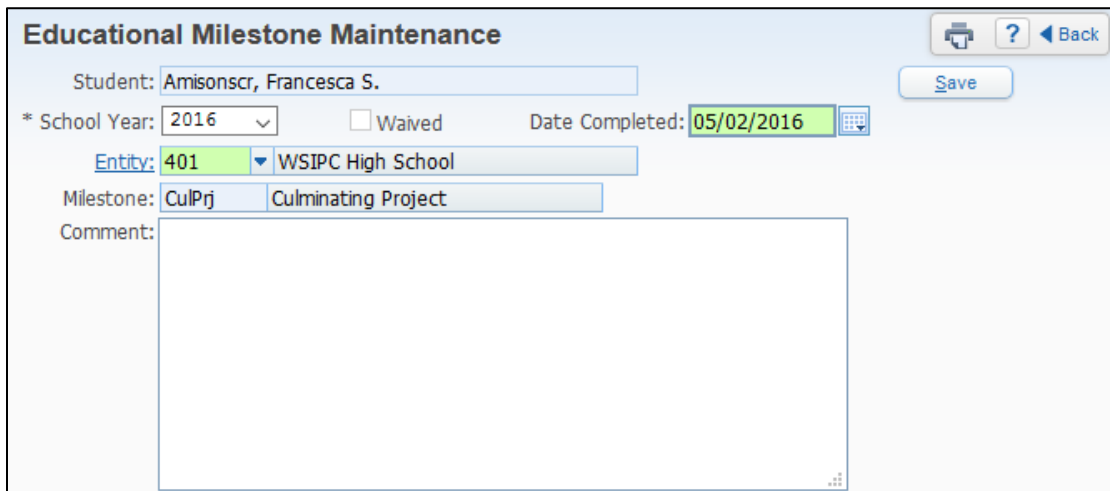
Figure 20 - The student's Educational Milestones are listed along with progress information.

Editing an Educational Milestone for a Single Student

Your district may have configured Educational Milestones so that you can update them in Educator Access Plus. If an Educational Milestone is available for editing, an Edit hyperlink appears to the left of the Educational Milestone.

To edit an Educational Milestone for a single student:

1. Click Edit next to the desired Educational Milestone.
2. Configure the Educational Milestone Maintenance screen (Figure 21).
3. Click Save.



The screenshot shows the 'Educational Milestone Maintenance' interface. At the top, there are icons for printing, help, and back. The main form contains the following fields:

- Student: Amisonscr, Francesca S.
- * School Year: 2016 (dropdown menu)
- Waived:
- Date Completed: 05/02/2016 (calendar icon)
- Entity: 401 (dropdown menu) | WSIPC High School
- Milestone: CulPrj | Culminating Project
- Comment: (empty text area)

A 'Save' button is located in the top right corner of the form area.

Figure 21 - You can edit students' Educational Milestones from within Educator Access Plus

Student Services

The Student Services screen shows information about the student’s Section 504, Special Education, and Gifted & Talented Records. This link only appears for students who have a record in one or more of those areas.

Note Your district must first configure the Special Education, Section 504, and Gifted & Talented modules in order for them to appear in Educator Access Plus.

Figure 22 shows a student with both Section 504 and Special Education Records available to view. If enabled, teachers can mark a form as “Read” if students have a Section 504 or Special Education Form attached to their records.

Figure 23 shows a student’s events in the Gifted & Talented module. You can click on View Detail to view additional details about the selected record.

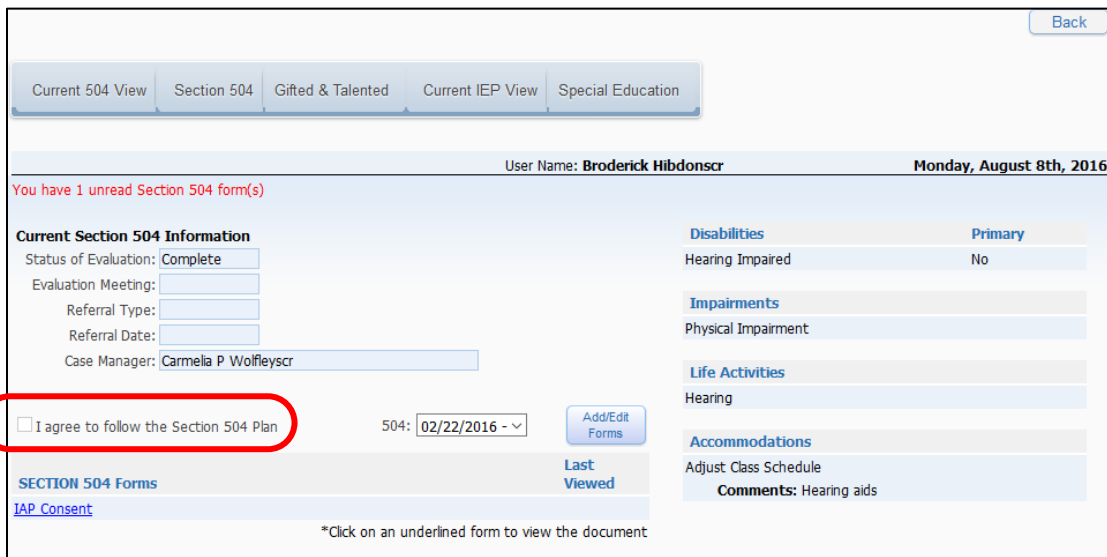


Figure 22 - Student Services – Current 504 View of a student with both Section 504 and Special Education Records with the option to view a form and mark as read

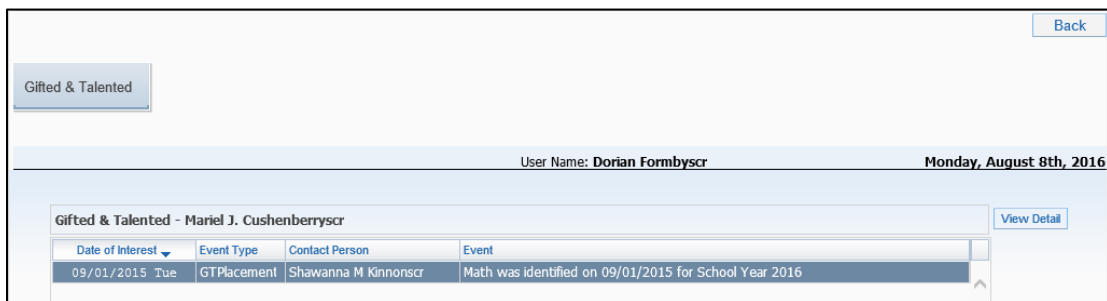


Figure 23 - Student Services view of a student with Gifted & Talented Records

Test Scores

The Test Scores screen (Figure 24) shows a list of standardized tests a student has taken, as well as the scores for those tests. The number in parentheses next to Test Scores in the navigation tree indicates the number of Test Records present for the student.

Date	Entity	Test	Edition	Level	Form	Test Name	Available to Score?
05/02/2016	401	TSBM	TSBM	11		WA STD TRANSCRIPT - TSBM	No

Rows	LEVEL	SCORE					
SB MATH	3	2688					

03/12/2015	401	6T09	6T09	9		GR 9, WRITING ASSESSMENT	Yes
------------	-----	------	------	---	--	--------------------------	-----

Figure 24 - The Test Scores for Student screen displays a student's test scores throughout their career in your district.

Entering Scores for a Test

Some tests may be configured to allow you to enter scores. These tests appear on the screen with a green highlighted Yes in the Available to Score? column, as shown in Figure 24 above.

To enter scores for a test:

1. Select the test.
2. Click Enter Scores.
3. Configure the Test Score Entry screen.

Note Each Test is unique and may include a field for the test Score and additional fields about the score.

4. Click Save and Back.

Reviewing Other Students' Scores for a Selected Test

You can also review scores of other students who have taken a selected test.

To review other students' scores for a selected test:

1. Select the test.
2. Click Other Students With Test.
3. Expand a student's record to view that student's test scores.
4. Click Back.

Busing

The Busing screen (Figure 25) contains information related to how a student is transported to and from school. This information is pulled from the Student Profile and is view-only. You can use the Busing screen to find out which bus the student rides to and from school.

Amisonscr, Francesca S ▼
Grade: **10**

Transportation Information

Start Date	End Date	Transported	Transportation Category
09/01/2015		Yes	AM - Morning

Bus Stops

Bus Route	Bus Stop
1 - Route 1 - Fruit Neighborhood (To School 06:50A-07:10A)	3.00 - 1st and Cherry St.

Bus Numbers

AM Bus Number	1	PM Bus Number	6
---------------	----------	---------------	----------

Pick Up Address

Address:	2121	W	CASINO RD
SUD:		P.O. Box:	
Address 2:			
City:	EVERETT, WA	Zip Code:	98204

Drop Off Address

Address:	2121	W	CASINO RD
SUD:		P.O. Box:	
Address 2:			
City:	EVERETT, WA	Zip Code:	98204

Figure 25 - The Busing screen displays the student's transportation information

Student Portfolio

The Student Portfolio screen (Figure 26) is used as a digital locker to collect documents about students, such as their Report Cards, Honor Roll certificates, and samples of work done. You cannot add items to a student's portfolio from this screen, but you can view attachments.

To view an attachment in the student's portfolio:

- Click **View** next to the attachment.

Amisonscr, Francesca S			Grade: 10	
Attachments				
Attachment	Type	Date	Time	
2016 Semester 2	Report Card	07/27/2016	1:57 PM	View
Highlights				
Type	School Year	Date	Grad Yr / GR	
HONORS AND ACTIVITIES Science Student of the Month - April 2016	2015 - 2016	07/27/2016	2018 / 10	

Figure 26 - You can view both Attachments and Highlights from the Student Portfolio screen.

Recommendations

The Recommendations screen (Figure 27) shows you the student's existing Course Recommendations. The number in parentheses next to Recommendations indicates the number of Course Recommendations the student has. A Course Recommendation, typically made by the student's teacher, recommends what class a student should take in the next school year. For example, a student's math teacher may recommend that a student take Geometry or Accelerated Geometry next year. To learn how to add Course Recommendations to a student, see "[Recommendations](#)" (page 43).

Amisonscr, Francesca S			Grade: 10		
Entity	School Year	Course	Description	Course Length	Recommended By
401	2017	MTH220	GEOMETRY SEM 1	SM = SEMESTER	Winfred Daringscr
401	2017	MTH222	GEOMETRY SEM 2	SM = SEMESTER	Winfred Daringscr

Figure 27 - The Recommendations screen displays any Course Recommendations that are made for the student.

Family Access History

The Family Access History screen (Figure 28) provides login history information for students and guardians. The number in parentheses next to Family Access History in the navigation tree indicates the total number of logins in the current year for the student and their guardians. Each Family Access user’s number of current-year logins appears, along with the last login date and time. You can click on the Old Family/Student Access hyperlink to view the student and guardian login history in the Classic Family Access.

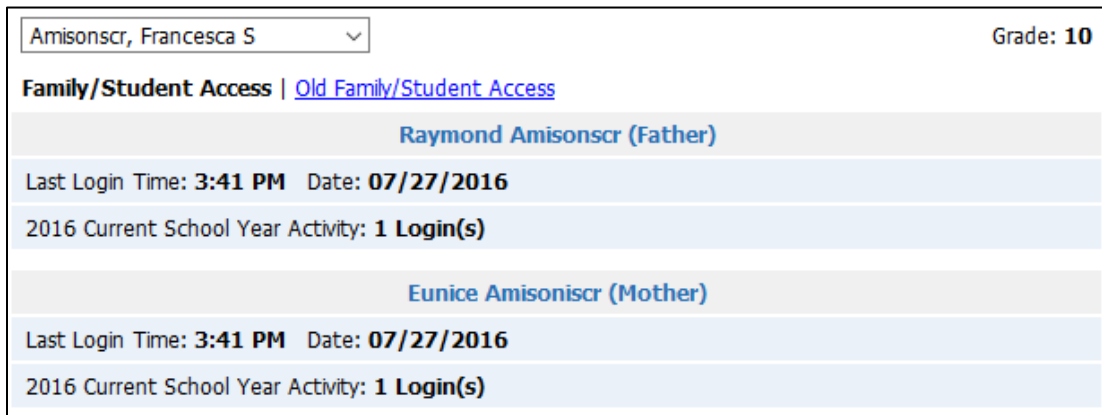


Figure 28 - The Family Access History screen displays historical login information

Activities

The Activities screen (Figure 29) contains information about the activities a student is enrolled in, such as Basketball or Honor Society. The number in parentheses next to Activities indicates how many activities the student is enrolled in. To learn more about the Activities module, see the *WSIPC Guide to Activities*.

To see additional information about the selected activity, such as the leader, type, and Entity:

- Click Show Details.

To see a list of assistants assigned to the activity:

- Click Show Assistants.

To see a list of requirements assigned to the activity and to see if the student has met the requirements:

- Click Show Reqmnts.

Amionscr, Francesca S Grade: 10

Year	Entity	Code	Description	Start Date	End Date
2016	401	ACA	Academic	09/01/2015	06/10/2016
2016	401	GBB	HS GIRLS BB VAR	11/09/2015	02/29/2016

Activity Details
 Leader: Adalberto Gonderscr Entity: 401
 Type: Extra Curricular Extra Curricular: Athletic Community:

Award Award Comment
 LTR

Activity Assistants
 Name
 Tula Olidescr

Student Requirements

Met	Code	Description
<input checked="" type="checkbox"/>	ATT	Attendance
<input checked="" type="checkbox"/>	FEE	Fees Paid
<input checked="" type="checkbox"/>	GPA	GPA

2016	401	SB	SOFTBALL	02/22/2016	05/24/2016
2016	401	SCI	Sci Olympiad	09/02/2015	06/11/2016
2016	401	VB	VOLLEYBALL V	09/01/2015	11/09/2015

Buttons: Hide Details, Hide Assistants, Hide Reqmnts

Figure 29 - The Activities screen is shown with the Activity Details, Activity Assistants, and Activity Requirements sections expanded.

Custom Forms

The Custom Forms screen (Figure 30) shows all Custom Forms that are assigned to the student. From this screen, you may be able to enter information into the student’s Custom Forms. To learn more about Custom Forms, see the *WSIPC Guide to Custom Forms in Student Management*.

Custom Forms - Main Favorites New Window My Print Queue Back

Views: Main Filters: *All Students

Last Name	First	Middle	S	Def Ent	Gr	Grad Yr
Amionscr	Francesca	S	A	401	10	2018

Expand All Collapse All Modify Details (displaying 3 of 3) View Printable Details

▶ Email Address Add All History

▼ INTERNET PERMISSION History

INTERNET PERMISSION DATE	INTERNET PERMISSION
09/01/2015	YES

▶ Student UDF Add All History

Buttons: Print Details, Print My Students, View Inactive Forms

Figure 30 - The Custom Forms screen displays available Custom Forms for the student

Family Access and Student Access Display

Family Access and Student Access Display shows you exactly what a student or guardian sees in the Home, Calendar, and Gradebook areas when they sign in to Family Access or Student Access.

To view Family Access Display information:

1. In the navigation tree, click the plus sign next to Family Access Display or Student Access Display.
2. Click Home, Calendar, or Gradebook.

To learn more about the Home, Calendar, and Gradebook in Family and Student Access, see the *WSIPC Guide to Family and Student Access for Students and Guardians*.

Reports

Several reports are available from My Students. Only the Information Report is covered in this Guide. To learn about the Multi-Class Progress Report, the Progress Report, the Progress Report Letter, and the Standards Report Card, see the *WSIPC Guide to Secondary Gradebook for Teachers* and the *WSIPC Guide to Standards Gradebook for Teachers*.

Information Report

The Information Report allows you to select information about the student from several different areas of the system to be included on the report. For example, some of the items that you can include on this report are the student's picture, emergency contacts, current schedule, discipline information, and academic history. You can customize this report to include information about individual students as necessary.

My Classes

The My Classes area (Figure 31) allows you to view and edit information about your classes, such as Attendance, Discipline, and Test Scores. When you first access the My Classes area, the list of all your classes for the current year appears. The current term's classes appear in black text, and classes for prior terms appear in gray text.

From the My Classes area, you can access information about each class in two different ways:

- Using the Class Profile area
- Using the Class Options area

The Class Profile area contains information about the class as a whole, such as the roster, enrollment statistics, and grades for all students in the class. The Class Options area contains information about individual students in a class, such as the student's attendance and discipline information. Each of these areas is discussed in the following sections.

Note The Class Information area appears if your Security level does not give you access to the Class Profile area.

Dorian Formbyscr's Classes

Classes: All Current

Dept	Subject	Terms	Period	Days Meet	Class	Description	Class Options
HS	H	1 - 2	1	MTWRF	MIS470 / 14	STUDENT AID S1	Class Options
HS	B2	1 - 2	1	MTWRF	SOC215 / 01	WORLD HISTORY/CULTRE S1	Class Options
HS	H	3 - 4	1	MTWRF	MIS472 / 14	STUDENT AID S2	Class Options
HS	C	3 - 4	1	MTWRF	MTH222 / 11	GEOMETRY SEM 2	Class Options
HS	B3	1 - 2	2	MTWRF	SOC310 / 02	U S HISTORY SEMESTER 1	Class Options
HS	C	3 - 4	2	MTWRF	MTH142 / 22	ALGEBRA I B S2	Class Options
HS	B2	1 - 2	3	MTWRF	SOC215 / 03	WORLD HISTORY/CULTRE S1	Class Options
HS	B2	1 - 2	4	MTWRF	SOC215 / 04	WORLD HISTORY/CULTRE S1	Class Options
HS	C	3 - 4	4	MTWRF	MTH902 / 44	PROFICIENCY MATH I SEM 2	Class Options
HS		1 - 2	5	MTWRF	MIS101 / 05	STUDY HALL S1	Class Options
HS	ZZ	1 - 2	5	MTWRF	MIS550 / 05	ACADEMIC SUPPORT S1	Class Options
HS		3 - 4	5	MTWRF	MIS105 / 55	STUDY HALL S2	Class Options
HS	C	3 - 4	5	MTWRF	MTH142 / 55	ALGEBRA I B S2	Class Options
HS	C	1 - 2	6	MTWRF	MTH220 / 06	GEOMETRY SEM 1	Class Options
HS	B2	1 - 2	6	MTWRF	SOC215 / 06	WORLD HISTORY/CULTRE S1	Class Options
HS	C	3 - 4	6	MTWRF	MTH222 / 66	GEOMETRY SEM 2	Class Options

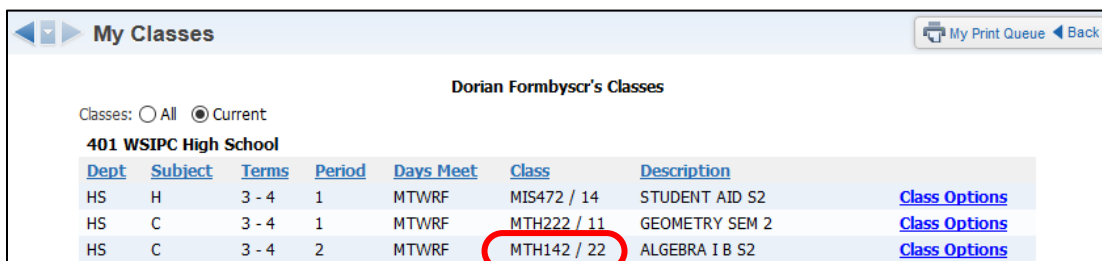
Figure 31 - The My Classes area displays all classes to which you are assigned

Accessing the Class Profile

You can use the Class Profile area to view general information about the class as a whole.

To access the Class Profile from Educator Access Plus:

1. Click My Classes.
2. Click the Class and Section you want to view. For example, in Figure 32, click "MTH142 / 22" to view the Class Profile for Semester 2 of the Algebra I B class.



The screenshot shows a web interface titled "My Classes" with a "My Print Queue" button and a "Back" button. Below the title, it says "Dorian Formby's Classes". There are radio buttons for "All" and "Current", with "Current" selected. Below that, it says "401 WSIPC High School". A table lists classes with columns: Dept, Subject, Terms, Period, Days Meet, Class, Description, and Class Options. The "MTH142 / 22" class is circled in red.

Dept	Subject	Terms	Period	Days Meet	Class	Description	Class Options
HS	H	3 - 4	1	MTWRF	MIS472 / 14	STUDENT AID S2	Class Options
HS	C	3 - 4	1	MTWRF	MTH222 / 11	GEOMETRY SEM 2	Class Options
HS	C	3 - 4	2	MTWRF	MTH142 / 22	ALGEBRA I B S2	Class Options

Figure 32 - You access the Class Profile by clicking on the appropriate class and section number from the My Classes area.

From the Class Profile screen (Figure 33), you can access class-related information. The Class Profile screen is divided into five areas. This section explains each of these areas.

The screenshot shows the 'Class Profile' interface. On the left, there is an 'Options' sidebar with buttons for 'View Gradebook', 'View Lesson Scheduler', 'View Class Summary', 'View Curriculum Map', and 'View Teacher Scorecard'. The main area is titled 'Class Profile' and includes tabs for 'Summary', 'Course', 'Class Section', and 'Meeting Times'. The 'Summary' tab is active, displaying class details: Class: MTH142 / 22 ALGEBRA I B S2, Teacher: Dorian Formbyscr, Scheduled Terms: 3 - 4 (01/23/16 - 08/10/16), Entity: 401 - WSIPC High School, Curriculum: MTH142 - ALGEBRA I B S2, Department: HS - HIGH SCHOOL, Subject: C - MATHEMATICS, and Gradebook: Secondary. Below this is a 'Class Roster' table with columns for Last Name, First, Middle, Gender, Terms, and Status. To the right of the roster is an 'Enrollment Stats' table comparing Term 3 and Term 4 for Enrolled, Females, and Males. At the bottom right is a 'TERM 4 Grades' pie chart showing the distribution of grades: F (14), I (4), A (1), B+ (1), C (1), C+ (1), D (3), and D+ (2).

Figure 33 - The Class Profile screen contains information that is relevant to the whole class

Options

The Options area of the Class Profile screen contains links to additional information about the entire class, such as View Class Summary and View Teacher Scorecard.

The following links are not covered in this Guide:

- View Gradebook
- View Lesson Scheduler
- View Curriculum Map

To learn more about these links, see the *WSIPC Guide to Secondary Gradebook for Teachers* and the *WSIPC Guide to Standards Gradebook for Teachers*.

View Class Summary

You can click View Class Summary to see a snapshot of grading and attendance information for the students in the class (Figure 34). The current term grade appears, along with the students' absences for the current and prior week, as well as a total absence and tardy count for each student for the term and school year.

Class Summary														My Print Queue		Back	?			
Class Summary for MTH142 / 22 ALGEBRA I B S2																				
Period: 2 Teacher: Dorian Formbyscr Days Meet: MTWRF																				
Show Percent Earned in Gradebook																				
Last Name	First Middle	Term	Grades				Last Week 07/18 - 07/22					This Week 07/25 - 07/29					Absences		Tardies	
			T1	T2	T3	T4	M	T	W	R	F	M	T	W	R	F	T4S	15-16	T4S	15-16
Awaltscr	Kelly O	S2			B+	F										11	15	2	4	
Bloydscr	Joan S	S2			F	F										3	11	0	0	
Capronscr	James Z	S2			C+	D+										2	4	1	1	
Cushenberryscr	Akiko K	S2			F	F										5	11	4	7	

Figure 34 - The Class Summary shows a brief overview of students' current grades and attendance.

View Teacher Scorecard

Your Entity may have configured a Teacher Scorecard (Figure 35) for you to view. A Teacher Scorecard presents Entity-chosen metrics in a simple, straightforward graphical format. The information that appears in your Teacher Scorecard is for display-only.

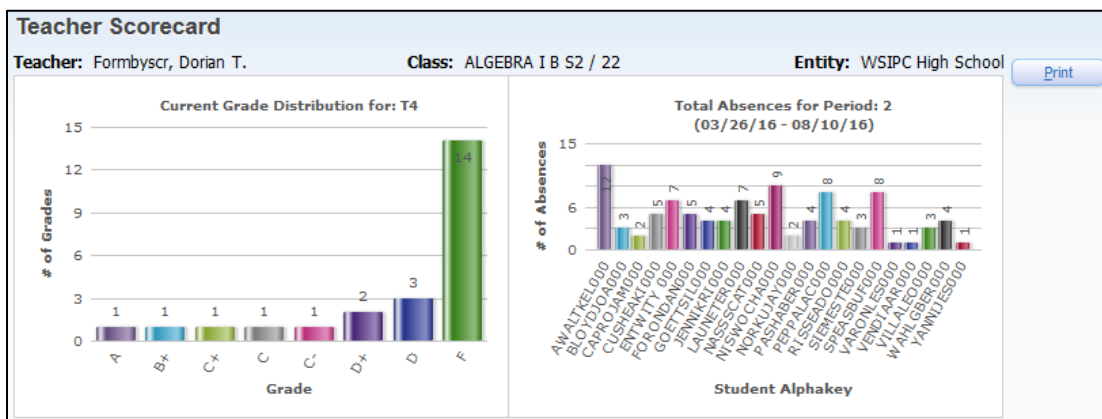


Figure 35 - This Teacher Scorecard displays the current grade distribution for the class, and the total number of absences for each student in the class during the current term.

To learn how Teacher Scorecards are configured at the Entity level, see "Teacher Scorecard Setup" in the *WSIPC Guide to Educator Access Plus for Administrators*.

Class Profile

The Class Profile area of the Class Profile screen shows you general information about the class, including Course information, Class Section information, and Meeting Times. You can click on any of the following four headings in the Class Profile area to see more information:

- Summary
- Course
- Class Section
- Meeting Times

Class Roster

The Class Roster area of the Class Profile screen shows you the list of students in the class. The roster shows students currently active, as well as those who have dropped the class. You can click on a student's name to view his or her Profile. To learn more about the Profile screen, see "[Profile](#)" (page 9).

Enrollment Stats

The Enrollment Stats area of the Class Profile screen shows you the total number of students enrolled in your class for each term. It also provides a student count broken out by gender for each term.

Grades or Attendance Graph

You can configure the graph in the lower-right area of the Class Profile screen to display either Attendance or Grading information for the current term. You can also configure the type of graph displayed (bar, line, or pie).

To configure the graph:

1. Click Graph Options.
2. Configure the options, and then click Update Graph.

Accessing Class Options

























You can use the Class Options screen to view a class roster and see detailed information about the students in your class.

To access the Class Options screen:

1. Click My Classes.
2. Click the All or Current Classes button to determine whether only classes from the current term or classes from the entire school year appear.
3. Click Class Options next to the class you want to work with. The class roster appears (Figure 36).

Prev Next Class Roster for **MTH142/22 ALGEBRA I B S2**

[Alert Legend](#)

Last Name ↑	First Middle	Grade	Alerts	Student Indicators	A	I	Discipline	Test Scores	Recommendations
Awaltscr	Kelly O	10		P	15	4	11	12	
Bloydscr	Joan S	09	 	SP	11		1	3	
Capronscr	James Z	09			4	1	4	13	
Cushenberryscr	Akiko K	09			11	7	14	13	
Entwislescr	Ty Y	09	 	SP	10	3	12	8	
Forondascr	Daniel F	10		P	6	1	3	4	
Goettlscr	Silva N	10			5			13	
Jennessscr	Marcelo U	10		P	3	3	4	9	
Launerscr	Terrilyn P	10		P	9		23	13	
Lindstedtscr	May A	09			2	1	1	8	
Nassscr	Cathey C	10			8	1		13	
Niswongerscr	Charley R	10			23		17	13	
Norkusscr	Jayson K	09			5	1	2	3	
Pashascr	Bertram J	09			5	2	2	3	
Risserscr	Adolph R	09	 	S	9	2		13	
Siemersscr	Steffanie Z	09			4			3	
Speasscr	Buford C	09		S	13		2	13	
Vanausdalscr	Randy Z	09			1	2	1	13	
Varonscr	Lester U	09			1		1	13	
Vendittiscr	Aaron W	10			2	4			
Villafuertescr	Leonard Y	09			5	1	16	13	
Wahlgrenscr	Bernie M	09			7	1	7	6	
Yanniscr	Jesusa O	09			1		3	13	
Zulegerscr	Eloise J	09			1			13	

These students have dropped this class.


Last Name ↑	First Middle	Grade	Alerts	Student Indicators	A	I	Discipline	Test Scores	Recommendations
Dillahuntyscr	Galen S	10					30	5	
Jennisonscr	Kristle B	09		P	2	1		3	
Juscr	Delcie D	10		P				13	

Figure 36 - The Class Options screen allows you to view detailed information about a class

The class roster's default sort is alphabetical by last name. Click any blue hyperlinked column heading to change the sort order. Click Prev or Next to access the previous or next class in your list of classes.

Some students in your class roster may have color blocks in the Alerts column. To see what each color represents, click Alert Legend. On some Alerts, you may be able to click the color block to see more information.

You can also click a student's name from the class roster to access student Profile information. See "[My Students](#)" (page 7) to learn more about student Profiles in Educator Access Plus.

This section explains the additional areas that appear in the menu tree on the left side of the Class Options screen.

My Gradebook

The Class Option of My Gradebook takes you to the Secondary or Standards Gradebook associated with the class. To learn more about these two type of Gradebooks, see the *WSIPC Guide to Secondary Gradebook for Teachers* and the *WSIPC Guide to Standards Gradebook for Teachers*.

Attendance

When you click Attendance, the Take Daily Attendance by Name screen appears. To learn how to take attendance, see "[Taking Daily Attendance Using a Class Roster](#)" (page 60).

Discipline

When you click Discipline, a roster of students enrolled in the current class appears. You can select a student to view their discipline referrals. Depending on your security, you may be able to add referrals to a student from this screen. To learn how to add a Discipline Referral Record to a student, see "[Adding Referrals](#)" (page 20).

Message Center

The Message Center area allows you to post messages about your classes for students and guardians to view in Family Access. For example, you can notify guardians and students about upcoming tests, projects, and events. You can also schedule messages to be emailed to students and guardians at a later time, create a message for a specific class, or create a message for students and their guardians in several classes. Your district may also enable a feature that allows guardians and students to use Message Center to send messages to you.

To learn how to use Message Center to create, view, and manage messages, see the *WSIPC Guide to Message Center for Teachers, Advisors, and Activity Leaders*.

Report Card Posting

The Report Card Posting screen (Figure 37) lets you post grades and comments at the end of a Grading Period before Report Cards or progress reports are printed and sent home. If you use a Secondary or Standards Gradebook, update grades through the Gradebook. Grades added or updated using the Report Card Posting screen are not reflected in the Gradebook.

Grad Yr	First Name	Last Name	Alerts	ATH	T4	S2	C1	C2	C3	C4	BEH	Free Form Comment
2018	Kelly O	Awaltscr	F	F	D	01						
2019	Joan S	Bloydscr	F	F	F	60	66					
2019	James Z	Capronscr	C-	D+	C-	01						
2019	Akiko K	Cushenberryscr	F	F	F	60	66					
2019	Ty Y	Entwislescr	F	F	F	60						
2018	Daniel F	Forondascr	F	F	F	60	66					
2018	Silva N	Goettlscr	F	D+	B-	01						
2018	Marcelo U	Jennessscr	F	F	F	60	66					
2018	Terrilyn P	Launerscr	F	F	D	01						

Figure 37 - You can post student grades from the Report Card Posting screen

Managing the Information Displayed On-Screen

The Report Card Posting screen defaults to show only students currently enrolled in the selected class. You can select whether or not dropped students should appear on the Report Card Posting screen.

To determine whether dropped students appear in the student list:

- Click Show Dropped Students or Hide Dropped Students.

The Report Card Posting screen also defaults to show the current Grading Period. You can select a different Grading Period for which to post grades. The currently selected Grading Period is highlighted.

To change the Grading Period for which grades are posted:

1. Pause your mouse pointer over the Grading Period at the top of the screen (Figure 38). A list of available Grading Periods appears.
2. Click the Grading Period that you want to post grades for.

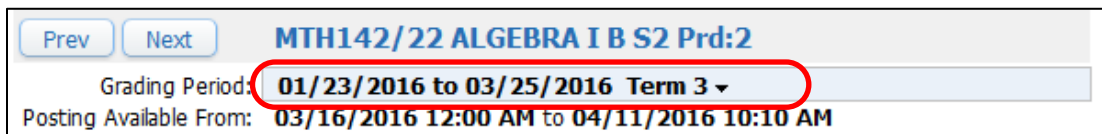


Figure 38 - You can click to select a different Grading Period

Posting Grades

When you finish using the options discussed above to control which students appear on the screen, you can post grades for the selected Grading Period.

To post grades:

1. Enter a grade for each student.

Tip To see a list of available Grade Marks, click View Grade Marks.

2. Enter predefined and free-form comments for each student. To see a list of available predefined comments, click View Comment Codes.
3. Click Save or Save & Back.

To learn about other methods of posting grades, see the *WSIPC Guide to Secondary Gradebook for Teachers* and the *WSIPC Guide to Standards Gradebook for Teachers*.

Athletic Eligibility Posting

The Athletic Eligibility Posting screen lets you manually enter grades for students participating in extracurricular activities. This allows administrative staff to determine whether students meet the minimum eligibility requirements to participate.

Note The Post Athletic Grades screen shows students enrolled in at least one activity.

To post Athletic Eligibility grades:

1. Enter an Athletic Grade for each student.

Tip To see a list of available Grade Marks, click View Grade Marks.

2. Click Save.

Survey

The Survey screen allows you to collect student responses to posted survey questions. For example, many schools take a survey during first period classes and use the results to estimate the number of hot lunches needed each day.

To learn more about surveys, see the *WSIPC Guide to Survey*.

Food Service

Your district may choose to make limited Food Service capability available in Educator Access Plus. If configured by your district, you can use the Food Service screen (Figure 39) to mark food items that your students want to purchase.

When you select Food Service from My Classes and select the check box for available item(s), you can add the selected items to the student’s food service purchases for the day (Figure 39).

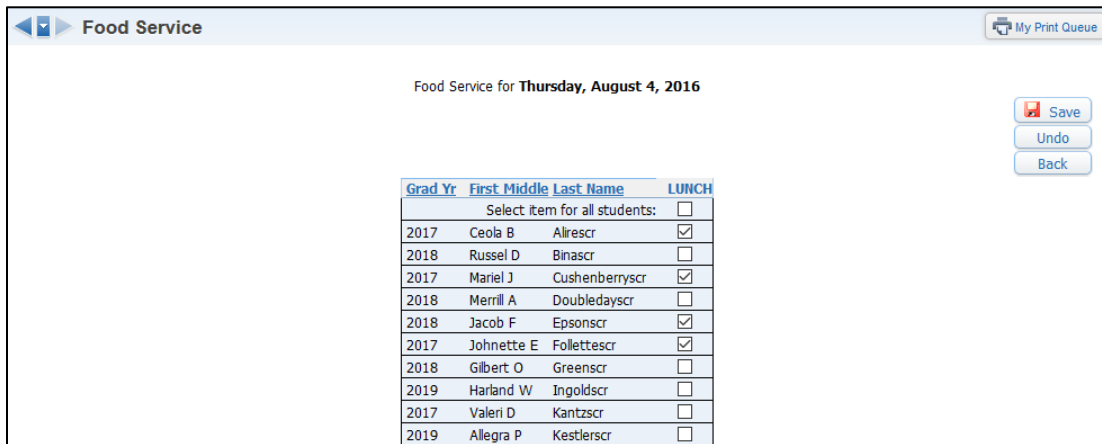


Figure 39 – Food Service screen

Educational Milestones

You can use the Student Educational Milestones screen (Figure 40) to view a list of your students’ Educational Milestones, which contain information about a student’s non-Coursework progress towards graduation. This typically includes records for High School and Beyond Plans, meeting MSP/HSPE/Smarter Balance English-Language Arts and Math Standards, and possibly a record for the Certificate of Academic Achievement. Your district customizes these non-Coursework Requirements.

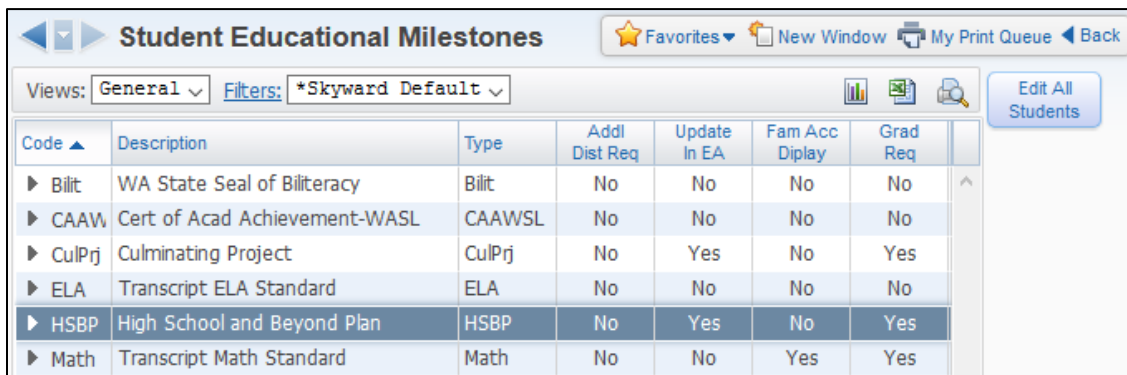


Figure 40 - Student Educational Milestones screen

Editing Educational Milestones for an Individual Student

When you access Educational Milestones from My Classes, you can edit Educational Milestone Records for individual students in the class, if your district has configured Educator Access Plus to allow you to edit Educational Milestones Records.

To learn how to edit Educational Milestones for an individual student, see "[Editing an Educational Milestone for a Single Student](#)" (page 21).

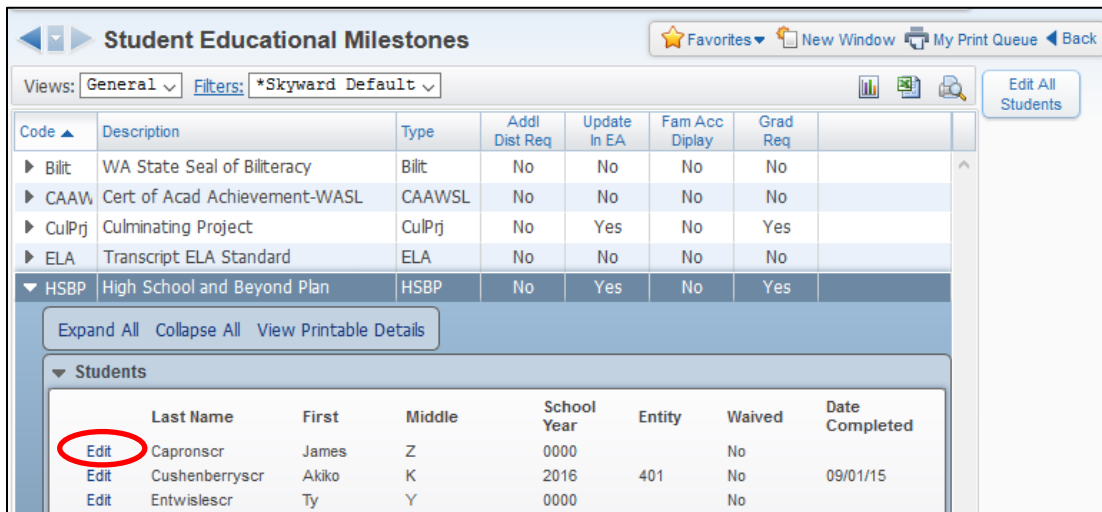


Figure 41 – Edit link on the Student Educational Milestones screen

Editing Educational Milestones for a Class

If your district has configured Educational Milestones so that you can update these records in Educator Access Plus, you can also edit Educational Milestones for an entire class.

For example, this can be helpful if your district lists Washington State History as an Educational Milestone. As a Washington State History teacher, at the end of the term, you can edit students' corresponding Educational Milestone to reflect that it has been completed.

When you edit an Educational Milestone in Educator Access Plus, the Educational Milestone Entry screen displays all students in your class. From this screen, you can update records for selected students. You can also mark all students in the class as Waived, or add a Date Completed to all students.

To edit Educational Milestones for a class:

1. Select the desired Educational Milestone. If the Educational Milestone is available for editing, the Edit All Students button becomes available.
2. Click Edit All Students.
3. Configure the Educational Milestone Entry screen (Figure 42).

Tip You can edit Student Records individually from this screen, or you can click the Mark All As Waived or Mark All with Date Completed buttons to update Educational Milestones for all students in the class.

4. Click Save or Save and Back.

Last Name	First	Middle	School Year	Entity	W	Date Completed	Comment
Awaltscr	Kelly	O	2016	401	<input type="checkbox"/>	02/01/2015	
Bloydscr	Joan	S	2016	401	<input checked="" type="checkbox"/>		
Capronscr	James	Z	2016	401	<input type="checkbox"/>	06/01/2015	
Cushenberryscr	Akiko	K	2016	401	<input type="checkbox"/>		
Entwislescr	Ty	Y	2016	401	<input type="checkbox"/>		
Forondascr	Daniel	F	2016	401	<input type="checkbox"/>		
Goettlscr	Silva	N	2016	401	<input type="checkbox"/>		

Figure 42 - You can edit students' Educational Milestones from within Educator Access Plus.

Test Scores

The Test Scores screen (Figure 43) lists standardized tests that students in a class have taken, along with the scores received on those tests.

Date	Test	Description	Edition	Level	Form
05/26/2015	MPS M	MSP Math	2010	8	

Last Name	First	Middle	School Year	Entity	View Scores
Bloydscr	Joan	S	2014-15	702	View Scores
Capronscr	James	Z	2014-15	702	View Scores
Cushenberryscr	Akiko	K	2014-15	702	View Scores

Figure 43 - Example of a test in Test Scores

To see student scores for a test:

1. Expand the Test Score Record for the test you want to view.
2. Click **Expand All**.
3. To the right of the student's record, click **View Scores**.

Busing

You can use the Busing screen to view a list of students in your class. When you select a student from the list, the Busing screen from the student's Profile screen appears. See "[My Students](#)" (page 7) to learn more about students' Profiles in Educator Access Plus.

Recommendations

If your school uses Course Recommendations, you can suggest future Courses for students enrolled in your classes. These recommended Courses are used in the Future Scheduling process.

Note You can recommend a Course only if it is configured it to be assigned as a recommendation.

Making Course Recommendations

You can add recommendations to individual students or groups of students. For example, if you teach an Algebra Course, you can recommend that some students take Geometry the following year, some take Trigonometry, and some take Algebra again.

To make Course Recommendations for a single student:

1. Click **Recommendations**.
2. Expand a student's record.
3. Click **Add Course Recommendation**.
4. Select the Course you'd like to recommend.

5. Click **Add** to move it from the left side of the screen to the right.
6. Click **Save**.

To make Course Recommendations for multiple students:

1. Click **Recommendations**.
2. On the Course Recommendations screen, click **Modify for Entire Class**.
3. Select the Course you'd like to recommend.
4. Click **Add** to move it from the left side of the screen to the right.
5. Review the list of students in the Student Selection area of the screen and clear the check box for any students for whom the current recommendation does not apply.
6. Click **Save**.

Curriculum Maps

A Curriculum Map identifies key components of the curriculum taught, including standards, benchmarks, key concepts, activities, assessments, and resources. To learn more about Curriculum Maps, see the *WSIPC Guide to Curriculum Mapping*.

Reports

You can access a number of reports from the My Classes area. Some of these reports are also available under My Gradebook. Reports appear by category, such as Gradebook and Progress Reports. To learn more about reports available to teachers and advisors, see the *WSIPC Guide to Secondary Gradebook for Teachers* and the *WSIPC Guide to Standards Gradebook for Teachers*.

Lesson Scheduler

The Lesson Scheduler area contains a detailed description of which activities, assignments, and assessments are done on a specific day. To learn more about Lesson Scheduler, see the *WSIPC Guide to Lesson Scheduler and Lesson Plans for Teachers*.

Textbooks

You can use the Assign Textbooks to Students screen (Figure 44) to see which textbook is assigned to which student in your class. You can also use it to assign and collect textbooks to and from students. To learn more about textbooks, see the *WSIPC Guide to Textbook*.

To view textbooks assigned to a student:

1. Expand the student's record.
2. Expand the Assigned Textbooks area.

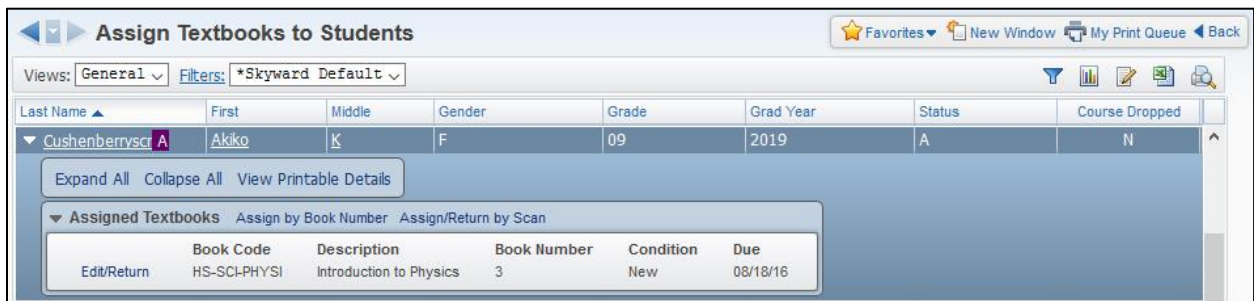


Figure 44 - Viewing textbooks assigned to a student

Assigning Textbooks

You can make textbook assignments at any time, though they are most frequently done at the beginning of a term.

To assign a textbook to a student:

1. Click Assign Textbooks to Students.
2. Expand a student's record.
3. Click Assign.
4. Select a book number from the menu next to the book title.
5. Click Save.

Collecting Textbooks

Textbook returns are done at any time, usually at the end of a term or when a student is dropped from the class. If a student loses a textbook, handle the loss the same way as a return.

To record collection of a book checked out to a student:

1. Click **Assign Textbooks to Students**.
2. Expand a student's record.
3. Click **Edit/Return** next to the textbook.
4. Enter the following information:
 - **Date Returned and Condition Returned**
OR
 - **Date Lost**
5. Click **Save**.

Gradebook Tracker

Gradebook Tracker provides statistical information on your Gradebook usage. The software runs the Gradebook Tracker Utility nightly, so any changes made in your Gradebook are not reflected in Gradebook Tracker until the next morning. Gradebook Tracker does *not* provide real-time information.

There are two expandable areas on the Gradebook Tracker screen:

- **Assignment Scores by Grade Mark** - Shows a count of all students in your class for the current term, and a breakdown of the number of assignments receiving each score.
- **Prior Year Gradebooks** - Lists any prior instances of the class that you have taught, and provides a **View Gradebook** link to your historical Gradebook for that class.

The Gradebook Tracker screen (Figure 45) also contains many columns that provide additional information about your use of Gradebook in the class. Table 4 provides additional information about the type of information presented in each column.

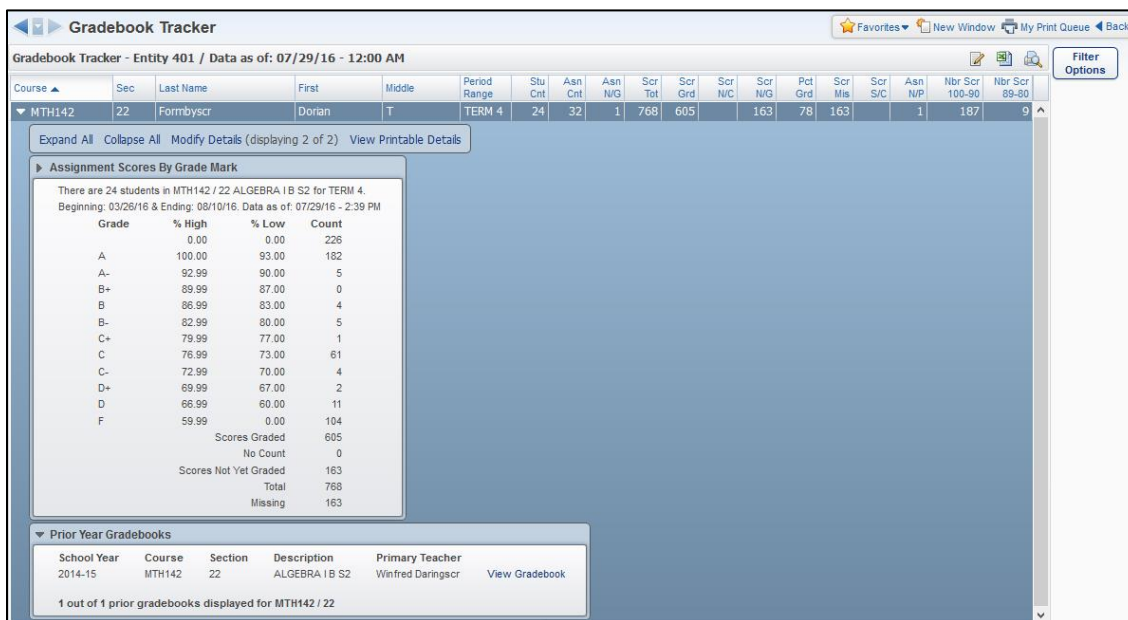


Figure 45 - Gradebook Tracker allows you to view statistical information about your use of Gradebook.

Column	Description
Course Sec	Course and Section Codes for the class.
Last Name First Middle	Name of the teacher.
Period Range	Term that the data is collected from.
Stu Cnt	Student Count – Number of students enrolled in the Class for the current Term.
Asn Cnt	Assignment Count – Number of assignments in the Gradebook for the current Term.
Asn N/G	Assignments Not Graded – Number of assignments in the Gradebook for the current Term where no student has received a score.

Column	Description
Scr Tot	Scores Total – Total number of possible assignment scores for the current Term (number of assignments x number of students).
Scr Grd	Scores Graded – Total number of assignment scores that have been Graded for the current Term.
Scr N/C	No Count Scores – Total number of assignments marked as No Count for the current Term.
Scr N/G	Scores Not Graded – Total number of assignment scores that have not been Graded for the current Term.
Pct Grd	Percentage Graded – Percentage of assignments that have been scored or marked as No Count for the current Term (rounded to the nearest percent).
Scr Mis	Scores Missing – Total number of assignments marked as Missing for the current Term.
Scr S/C	Scores with Special Codes – Total number of assignments marked with a Special Code for the current Term.
Asn N/P	Assignments Not Posted – Total number of scored assignments that have the Post to Family Access check box cleared for the current Term.
Nbr Scr 100-90	Number of scores receiving a percent score of 90-100% for the current Term.
Nbr Scr 89-80	Number of scores receiving a percent score of 80-89.99% for the current Term.
Nbr Scr 79-70	Number of scores receiving a percent score of 70-79.99% for the current Term.
Nbr Scr 69-60	Number of scores receiving a percent score of 60-69.99% for the current Term.
Nbr Scr 59-50	Number of scores receiving a percent score of 50-59.99% for the current Term.

Column	Description
Nbr Scr 49-1	Number of scores receiving a percent score of 0.01-49.99% for the current Term.
Nbr Scr 0	Number of scores receiving a percent score of 0% for the current Term.
YTD Asn	Year-to-Date Assignments – Total number of assignments for all Terms.
YTD N/G	Year-to-Date not Graded – Total number of assignments for all Terms where no student has received a score.
Pct Scr	Percentage Scored – Percentage of scored assignments for all Terms.
Exc Abs	Excused Absences – Number of student absences that were excused for all Terms.
UnExc Abs	Unexcused Absences – Number of student absences that were unexcused for all Terms.
Tdy	Tardies – Number of student tardies for all Terms.
Other Abs	Other Absences – Number of Entity defined student absences for all Terms.
Nbr Off	Number of Offenses – Number of student discipline offenses for all Terms.
F/A Logins	Family Access Logins – Number of Student and Guardian Family Access Logins in all Terms.
Last Assign Scored	Due date of the last assignment that was scored in Gradebook.

Table 4 - The columns available on the Gradebook Tracker screen

Online Assignment Templates

The Online Assignment Templates area allows you to create assignment templates that can be attached to assignments that students can complete in Student Access. You can have these assignments automatically scored and put directly into your Gradebook. To learn more about Online Assignments, see the *WSIPC Guide to Online Assignments for Teachers*.

Custom Forms

The Custom Forms screen shows all Custom Forms that are created for students in your class. You may be able to enter information into the student's Custom Forms from the screen. To learn more about Custom Forms, see the *WSIPC Guide to Custom Forms in Student Management*.

My Lesson Scheduler

A Lesson Schedule is a detailed description of what activities, assignments, and assessments are done on a specific day in a class. Lesson Scheduler is a separate module and is not covered in this Guide. To learn more about Lesson Scheduler, see the *WSIPC Guide to Lesson Scheduler and Lesson Plans for Teachers*.

Post Daily Attendance

You can take attendance for the current day only, using Post Daily Attendance.

Posting daily attendance involves the following processes:

- [Accessing the Class Listing](#)
- [Choosing an Attendance Method](#)
- [Configuring the Seating Chart](#)

This section explains each process.

Note You must take attendance even if no students are absent. Attendance is not recorded until you click Save on the Post Daily Attendance screen.

Accessing the Class Listing

Before you can take attendance, you must access the class listing. This allows you to see which classes you take attendance for.

Note The procedures in "[Choosing an Attendance Method](#)" (page 60) and "[Configuring the Seating Chart](#)" (page 64) assume that you have accessed the class listing.

To access the class listing:

1. Go to Educator Access Plus\Teacher Access\Post Daily Attendance.
2. If desired, click Classes All, Current, or Meeting Today (Figure 46) to determine whether only classes from the entire school year, classes from the current term, or only classes that meet today appear.

3. Do one of the following:
 - Next to View, click Class. This view lets you take attendance for each class individually, either By Name or By Seating Chart. Additionally, you can click Assign Seats to place the students in a seating arrangement that is viewed when taking attendance By Seating Chart.
 - Next to View, click Period. If you teach more than one class in the same period, such as Pre-Algebra and Algebra I, this view allows you to take attendance for the classes with By Name. If you teach more than one class in the same period, By Seating Chart and Assign Seats is not available (Figure 46).
4. Continue to "[Choosing an Attendance Method](#)" (page 60).

Attendance for **Friday, July 29, 2016**

Classes: All Current Meeting Today View: Class Period

401 WSIPC High School [Attendance Options](#)

Period	Time	Dept	Subject	Terms	Days Meet	Class	Description
Period: 1	08:00am - 08:55am	HS	C	3 - 4	MTWRF	MTH222 / 11	GEOMETRY SEM 2
		HS	H	3 - 4	MTWRF	MIS472 / 14	STUDENT AID S2
Period: 2	09:00am - 09:55am	HS	C	3 - 4	MTWRF	MTH142 / 22	ALGEBRA I B S2
Period: 4	11:00am - 11:55am	HS	C	3 - 4	MTWRF	MTH902 / 44	PROFICIENCY MATH I SEM 2
Period: 5	12:30pm - 01:25pm	HS	C	3 - 4	MTWRF	MIS105 / 55	STUDY HALL S2
		HS	C	3 - 4	MTWRF	MTH142 / 55	ALGEBRA I B S2
Period: 6	01:30pm - 02:25pm	HS	C	3 - 4	MTWRF	MTH222 / 66	GEOMETRY SEM 2

Figure 46 - The class list is currently set to Only Show Current Classes, and the Period View is selected. The By Seating Chart and Assign Seats options aren't available because the teacher has two classes scheduled for Period 5.

Tip Select Classes Meeting Today (Figure 46) to view *only* your classes that are scheduled to meet on the day you take attendance.

Choosing an Attendance Method

You can take attendance using either a class roster or a seating chart. Either of these methods is acceptable when taking attendance. This section describes both methods.

Taking Daily Attendance Using a Class Roster

You can take attendance using a class roster. This method is available whether you select the Class or Period view.

To take daily attendance using a class roster:

1. Click By Name next to the class or period for which you want to take attendance.
2. Select Absent or Tardy if a student is not present. The default value selected for all students is Present.
3. Click Save to return to the Post Daily Attendance screen.

Editing Daily Attendance Using a Class Roster

After you take attendance, you can edit attendance until a predetermined time set by your district, usually at the end of the school day. For example, you may need to do this if a student arrives to class late and you need to change the Attendance Record from Absent to Tardy.

Understanding the Take Daily Attendance – By Name Screen

You can gather a large amount of information from the Take Daily Attendance – By Name screen (Figure 47). The following sub-sections describe the items found on the screen.

Alerts	Student Indicators	Last Name†	First Middle	GR	Sch	Absent	Tardy	Present	Cmt	Absent Count	Tardy Count	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
	P	Awaltscr	Kelly O	10	401	○	○	○		15	4							
	SP	Bloydscr	Joan S	09	401	○	○	○		12			W -					
		Capronscr	James Z	09	401	○	○	○		4	2		L -					
		Cushenberryscr	Akiko K	09	401	○	○	○		11	7							
	SP	Entwislescr	Ty Y	09	401	○	○	○		10	3							

Figure 47 - The Take Daily Attendance - By Name screen provides information about students and their attendance.

Viewing Alert Indicators and Student Indicators

On the class roster, you may see some students with color blocks in the Alerts or Student Indicators column. In some cases, you may be able to click the Alert or Student Indicator color block to reveal additional information.

Accessing the Student Profile

You can click on a student’s name on the class roster to access the student’s Profile information. To learn more about student Profiles in Educator Access Plus, see “[My Students](#)” (page 7).

Absent Count and Tardy Count Columns

The Absent Count and Tardy Count columns show the total number of absences and tardies each student has incurred since the first day of class.

Attendance Display Options

You can choose to show students’ attendance history for the current class in previous weeks or the students’ attendance for the current day for all periods.

To change your Attendance Display Options:

- At the top of the Take Daily Attendance – By Name screen, click Show Today’s Attendance for All Periods or Show Previous Weeks Attendance.

Figure 48 shows the Take Daily Attendance - By Name screen with Show Today’s Attendance for All Periods selected. When a student is present, the corresponding cell is blank. If a student is absent or tardy for a period, the Attendance Type and Reason Codes appear in the corresponding cell. Pause your mouse pointer over an Absence Code to see the definition of that code (Figure 48).

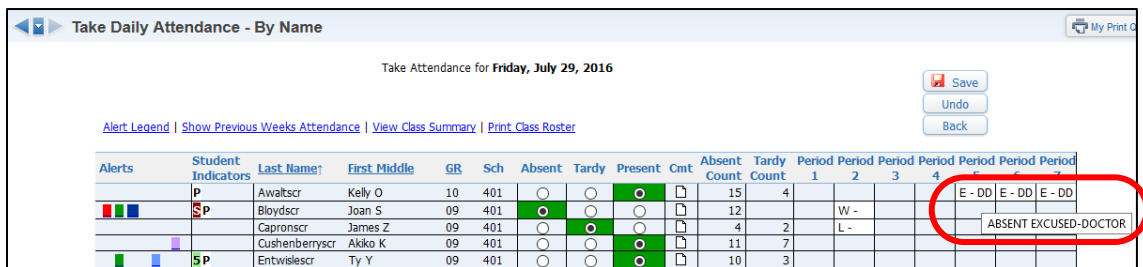


Figure 48 - The Take Daily Attendance - By Name screen with the Show Today’s Attendance for All Periods option selected. An Absence Code definition tool tip is highlighted.

Attendance Error Messages

Occasionally an error message may appear and you may not be able to take attendance. This can be caused by a setting in the Calendar Master or Calendar Day Maintenance, or in the Course, Class Section, or Class Meet Maintenance. Report any errors to your school office. Figure 49 shows an example error preventing attendance from being taken.

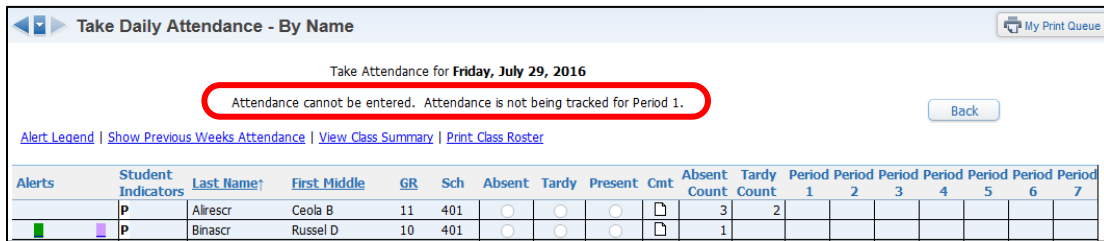


Figure 49 - The Take Daily Attendance - By Name screen with an error explaining why you cannot take attendance for a class

Entering Attendance Using a Seating Chart

The seating chart is a visual aid that shows where students sit in your class. It can be helpful as a reference when learning student names at the beginning of the term. You can use a seating chart to take attendance, as shown in Figure 50. If you teach more than one class in the same period, this method is only available if you select the Class view.

To enter attendance using a seating chart:

1. Click By Seating Chart next to a class.
2. Use the menu for each student to select Absent or Tardy if a student is not present. The default value selected for all students is Present.
3. Click Save to return to the Post Daily Attendance screen.

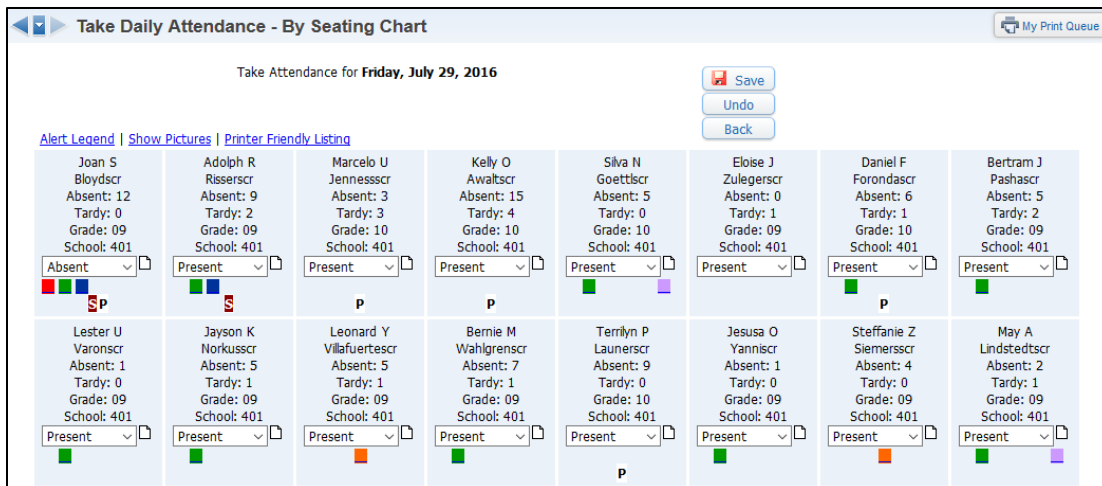


Figure 50 - Taking attendance using a seating chart. Note the alert indicators below several students' names.

Editing Daily Attendance Using a Seating Chart

After you take attendance for a class, you can edit attendance until a predetermined time set by your district, usually at the end of the school day. For example, you may need to do this if a student arrives in class late and you need to change the Attendance Record from Absent to Tardy.

Viewing Alert Indicators and Student Indicators

In the seating chart, you may see some students with color blocks in the Alerts row. To see what each color represents, click Alert Legend. On some Alerts, you may be able to click the color block to reveal more information.

Accessing the Student Profile

Click on a student's name on the seating chart to access the student's Profile information. To learn more about student Profiles in Educator Access Plus, see "[My Students](#)" (page 7).

Printing Seating Charts

When a teacher is absent and a substitute is teaching the class, print a copy of the seating chart for the substitute's use to learn students' names and take attendance.

To print the seating chart:

- Click Printer Friendly Listing and use your Web browser's print function.

Configuring the Seating Chart

You can use the Assign Seats tool to create and edit seating charts. You cannot configure seating charts when you select the Period view for periods that have multiple classes.

To configure the seating chart for a class:

- Click Assign Seats.

To change the number of rows and seats per row on a seating chart:

1. In the Number of Rows box at the top of the screen, enter the desired number of rows.
2. In the Number of Seats Per Row box, enter the desired number of seats per row.
3. Click Refresh to update the screen. The new arrangement appears.

Note	If you do not see all students enrolled in your class, there are not enough seats available. Add more rows or more seats per row.
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To determine whether student photos appear in the seating chart:

- Click Show Pictures or Hide Pictures.

Assigning Seats

Once you arrange the seating chart, you can assign students to each seat. There are several ways to do this.

To assign a student to an empty seat:

1. Locate the desired student in the Unassigned Seats list.
2. Click Select below the student's name.
3. Click Fill Seat on the appropriate seat location.

To rearrange existing seat assignments:

1. Click Select beneath the name of the student you want to move.
2. Do one of the following:
 - If changing places with another student, click Swap on the seat to which you want to move the student.
 - If moving to an empty seat, click Fill Seat on the empty seat.

Tip You can also assign seat assignments randomly, by last name, or by first name.

To automatically assign seats:

1. Select your desired assignment method (By Last Name, By First Name, or At Random) from the menu next to Auto Assign Seats.
2. Click Process. The seating chart is automatically filled.

If a pod-style arrangement is necessary, configure your chart with enough additional seats to leave unassigned so that they can represent open space around the pod. Figure 51 shows an example of this type of arrangement.

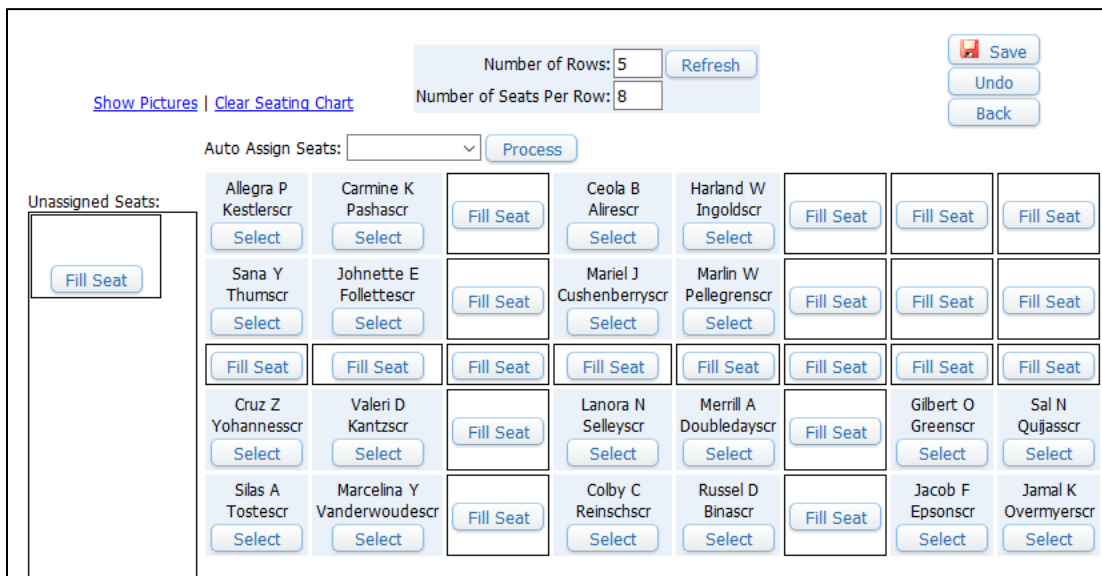


Figure 51 - When creating a pod-style seating arrangement, include additional seats in your chart to represent empty space around each pod.

Unassigning Seats

You can unassign students from their seats at any time during the term.

To unassign seats:

1. Do one of the following:
 - If you want to unassign all seats, click **Clear Seating Chart**.
 - If you want to unassign seats individually, click **Select** under the student's name.
2. When you finish working with the seating chart, click **Save**.

Positive Attendance

The Positive Attendance area of Educator Access Plus allows you to track students as they check in or out of different locations in the district. Students do not have to be scheduled into a class in the room they are checking in to, nor with the teacher overseeing the room. For example, students are allowed to go to several locations during a period of the day for Study Hall or focused support, and the district wants to track where the students go. Positive Attendance has also been used in Alternative Learning settings where the district wants to record contact time. If your Security level allows, you can set up a dedicated computer or kiosk where students can check in and out of the room or area.

Positive Attendance uses the Attendance Period Time Code associated with a Bell Schedule (which is associated with the Calendar Day) to identify the period of the day that a student is checking in or out of a location. Use an Absence Type Code that is unique to the Positive Attendance Record to help differentiate between a Positive Attendance Record and an Absence Record. You can also include the Location and Absence Reason Codes in the Positive Attendance Record.

Your district has two options for tracking Positive Attendance:

- **Option 1** - Create an Attendance Record using a unique Absence Type Code and an optional Absence Reason Code when a student checks in to a location. This option allows you to report on who checked in to a location.
- **Option 2** - Have the office use a utility to add an Attendance Type (such as "No Show") to each student and have the Positive Attendance process remove the Absence Type and reason from the selected period for students entering the room. This option allows you to report on which students did not check in to a location.

Setting Up Positive Attendance Scanning

The Positive Attendance Setup screen identifies where the student is checking in to, what period to update, the Positive Attendance option to use, which Scan Mode (Staff Monitored or Student Only) to use, and the defaults for Student Lookup. Figure 52 shows the Positive Attendance Setup screen. Table 5 describes the options on this screen.

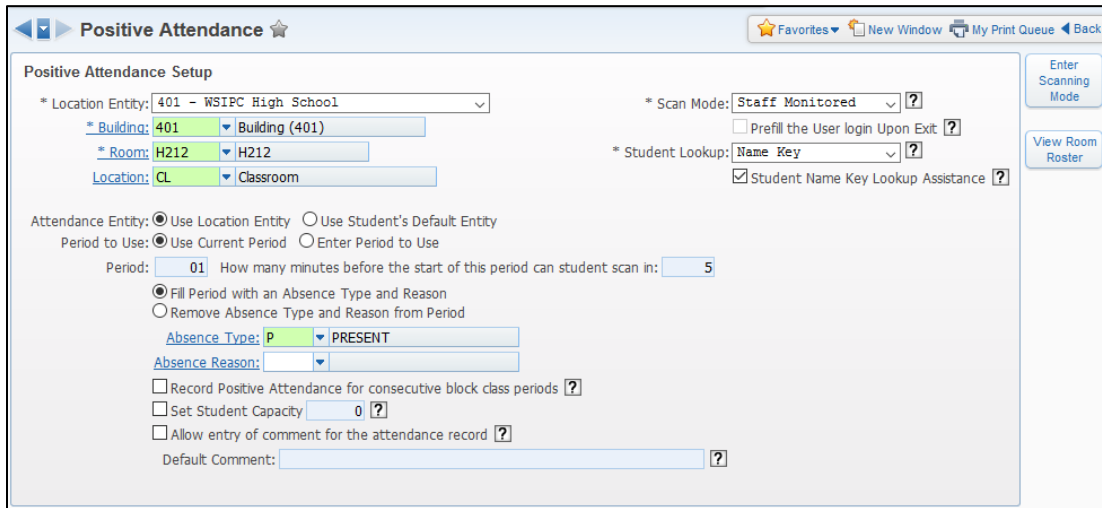


Figure 52 - The Positive Attendance Setup screen using the option to Fill Period with an Absence Type

Option	Description
Location Entity	Entity taking Positive Attendance. All Entities that your Security level allows access to appear for selection. This is typically the location of the Building and Room.
Building Room Location	Building and Room the students are checking in to. The available rooms are based on the selected building. The Location is optional and is used to identify a specific location within a room, such as a sub-area of a larger room.

Option	Description
Scan Mode	<p>Mode used on the scanning screen. Your district may use a third-party system to scan IDs. The Scan Modes are described below.</p> <p>Staff Monitored - A staff member checks in the students. A staff member must ok the scan before the Attendance Record is saved.</p> <p>Student Only - Students scan themselves in. A staff member doesn't monitor the students. After students enter their ID, the records are saved without any confirmation from the students.</p>
Prefill the User login Upon Exit	<p>Allows the user's Login ID to be automatically populated on the login screen without exiting the Scan Mode. This option is only available when the Scan Mode is set to Student Only.</p>
Student Lookup	<p>Type of identifier used to look up a student's record on the Scan screen.</p>
Student Name Key Lookup Assistance	<p>Allows users to see name suggestions while entering Name Keys when Scan Mode is set to Staff Monitored and Student Lookup is set to Name Key.</p>
Attendance Entity	<p>Allows you to select which Entity the attendance is tied to if students from multiple Entities in the district can check in to the Room. Options include:</p> <p>Use Location Entity - Creates the Attendance Record in the Entity specified in the Location Entity field, which may be different than the student's default Entity.</p> <p>Use Student's Default Entity - Creates the Attendance Record in the student's default Entity. You might use this option if students from across the district have the choice to attend the class in this location's Building or Room.</p>

Option	Description
Period to Use	Period of attendance that will be updated. The time scanned in must fall within the Period Times from the Bell Schedule attached to the Calendar for the student's Attendance Entity.
Fill Period with an Absence Type and Reason	Adds the Absence Type and Reason Code if an Attendance Record is created when the student checks in.
Remove Absence Type and Reason from Period	Clears the Absence Type and Reason Code upon check in, if students' Attendance Records are pre-populated.
Record Positive Attendance for consecutive block class periods	Allows Positive Attendance to also be updated for subsequent consecutive periods of multiple period classes when using the Scan Mode option. This does not apply when adding Attendance through the Room Roster screen.
Set Student Capacity	Sets a capacity limit on the number of students that can check in to a room at a given time. Once the capacity is met, students are no longer able to check in to the room. This does not apply when adding Attendance through the Room Roster screen.
Allow entry of comment for the attendance record	Allows users to enter a comment for the attendance date. Only available when using the Staff Monitored Scan Mode. You can add a comment only to attendance dates that do not already have a comment.
Enter Scanning Mode	Takes you to the Staff Monitored or Student Only Scan Mode screen.
View Room Roster	The Room Roster screen lists all students who have checked in to the room and period determined on the setup screen. You can add more students from this screen.

Table 5 - The options available on the Positive Attendance Setup screen

Entering Positive Attendance

The Positive Attendance screen allows you to add or remove the attendance for the selected period after select a student. Figure 53 shows the Positive Attendance screen using Staff Monitored as the Scan Mode.

To enter Positive Attendance:

1. From the Positive Attendance Setup screen, select Enter Scanning Mode.
2. Type the Student ID in the Scan or type in Student ID box.
3. Click Enter.
4. Select Save Attendance Changes.

The screenshot shows the 'Positive Attendance' web application interface. At the top, there are navigation icons and a title bar. Below the title bar, there are several sections:

- Location Info:** Includes fields for Building (401), Room (H212), and Location (CL Classroom).
- Scan Attendance for Period:** A dropdown menu set to '06'.
- *Scan or type in Student ID:** A dropdown menu showing 'ACKEREMO000' and an 'Enter' button.
- Student Info:** Includes fields for Student (Emory Ackerleyscr), Advisor (Jamar Alumbaughscr), Grad Year (2019), Sch (401), Cal (401), Enty/Prds (401-07), Date (08/04/2016), Day (Thursday), and Time (02:03 PM).
- Attendance Periods after Scan:** A row of buttons labeled -01-, -02-, -03-, -04-, -05-, -06-, -07-, -08-, -09-, and P-.

On the right side of the interface, there is a 'Save Attendance Changes' button.

Figure 53 - Example of the Staff Monitored scanning mode to add Positive Attendance for a student

Viewing the Room Roster

The Room Roster screen lists all students who have checked in to the specified room and period. You can see the time the students checked in to the room. The Location Period column is based on the period for the Location Entity. The Attendance Period column shows the period for the student’s Default Entity if different than the Location Entity.

To view the Room Roster:

1. From the Positive Attendance Setup screen, select View Room Roster.
2. On the Positive Attendance Room Roster screen, click Add (Figure 54).
3. Select additional students to add to the room.
4. Click Positive Attendance Report to run a report of students in the Room.

The screenshot shows the 'Positive Attendance' interface. At the top, there are navigation buttons: Favorites, New Window, My Print Queue, and Back. Below this, there are input fields for Building (401), Room (H212), Location (Classroom), and Period (06). The Date is set to 08/04/2016 and the Day is Thursday. A 'Views' dropdown is set to 'By Student' and 'Filters' are set to '*Skyward Default'. A table displays student attendance records with columns for Last Name, First, Middle, Gr, Location Period, Attendance Periods, Date, In Time, Out Time, Absence Type, Absence Reason, and Updated. Three students are listed: Ackerleyscr, Hackathornscr, and Pashascr. An 'Add' button and a 'Positive Attendance Report' button are visible on the right side of the table.

Last Name	First	Middle	Gr	Location Period	Attendance Periods	Date	In Time	Out Time	Absence Type	Absence Reason	Updated
Ackerleyscr	Emory	N	09	06 6	06 6	08/04/2016	2:03 pm		P		2:07 pm
Hackathornscr	Micha	B	10	06 6	06 6	08/04/2016	2:07 pm		P		2:07 pm
Pashascr	Carmine	K	11	06 6	06 6	08/04/2016	2:07 pm		P		2:08 pm

Figure 54 - Positive Attendance Room Roster displaying students who have checked in to a room

My Homeroom

The My Homeroom area provides information about your homeroom and its students.

To access My Homeroom:

1. Click Teacher Access.
2. Click My Homeroom, and then expand any record on the My Homeroom screen (Figure 55) to view additional information.

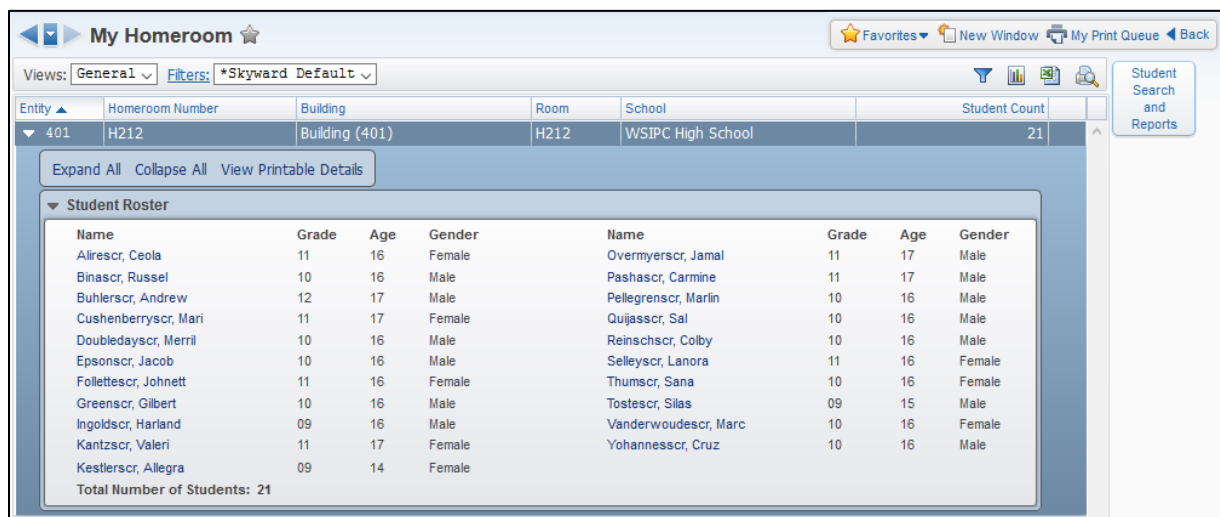


Figure 55 - The My Homeroom screen contains a student roster for your homeroom

Filters and Sort Options

If you are assigned several homerooms at more than one Entity, you can create a filter to show homerooms at only one Entity. By default, homerooms are sorted in order of the Entity they are associated with. You can also sort by any of the other columns (such as Homeroom Number, Building, or Room).

Student Roster

The My Homeroom screen contains a Student Roster area for each homeroom.

This roster shows the following information:

- A list of all students enrolled in the homeroom
- A link to each student's Profile screen in Educator Access Plus

Tip Click the student's name to navigate to that student's Profile screen in Educator Access Plus

- A student's grade level, age and gender

Using Student Search and Reports

In Educator Access Plus, you can see a list of all students enrolled in a homeroom and generate reports for individual students or groups of students.

To access Student Search and Reports:

1. From the main My Homeroom screen, click a homeroom to select it.
2. Click Student Search and Reports.

The list of available reports appears on the right side of the Student Search and Reports screen (Figure 56). To learn about these reports, see "[Running Available Reports](#)" (page 75).

The Student Search and Reports screen lists students enrolled in your homeroom, along with basic demographic information about each student.

Tip Click any student's hyperlinked name to view additional student demographic information.

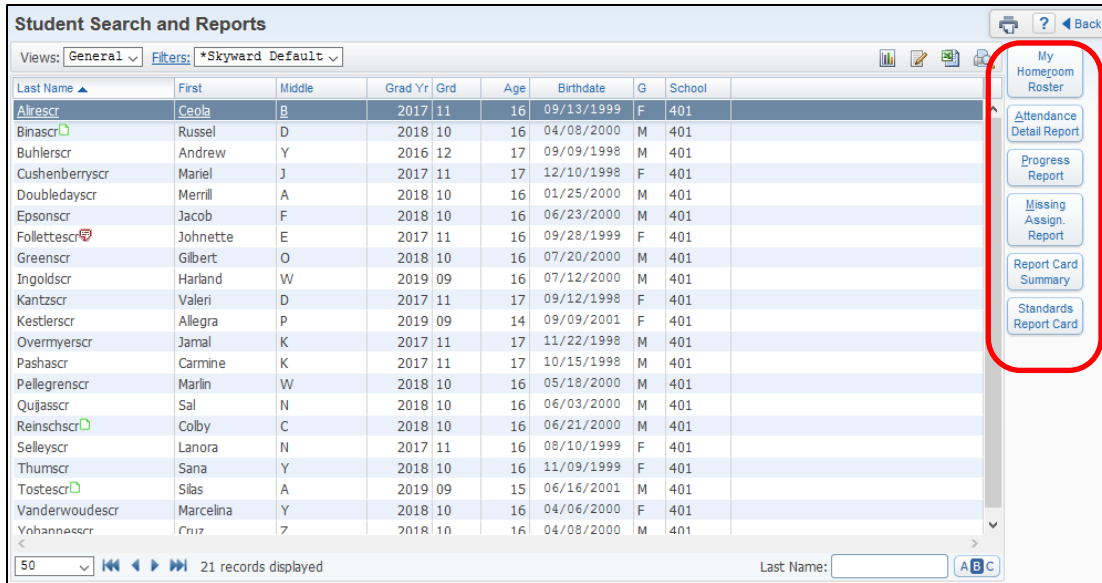


Figure 56 – Reports available from the Student Search and Reports screen

Running Available Reports

You can run several reports from the Student Search and Reports screen. Table 6 provides a brief description of each report.

Option	Description
My Homeroom Roster	Simplified version of the Class Roster Report. To learn more about this report, see “Class Roster Report” in the <i>WSIPC Guide to Secondary Gradebook for Teachers</i> .
Attendance Detail Report	Shows attendance detail information for a student or group of students. See “ Attendance Detail Report ” (page 90) to learn more about this report.
Progress Report	Simplified version of the larger Progress Detail Report that is available to teachers and administrative staff. To learn more about this report, see “Multi-Class Progress Report” in the <i>WSIPC Guide to Secondary Gradebook for Teachers</i> .
Missing Assign. Report	Shows missing assignments for students who are in your homeroom. To learn more about this report, see “Missing Assignments Report” in the <i>WSIPC Guide to Secondary Gradebook for Teachers</i> .

Option	Description
Report Card Summary	Shows individual or multiple students' Report Cards. See " Report Card Summary " (page 92) to learn more about this report.
Standards Report Card	Provides a report of students' academic progress. To learn more about this report, see "Standards Report Card" in the <i>WSIPC Guide to Standards Gradebook for Teachers</i> .

Table 6 - The reports available from the Student Search and Reports screen

My Activities

The My Activities area allows you to view information and run reports on students in activities for which you are an activity leader or activity assistant. To learn more about the options available in this area, see the *WSIPC Guide to Educator Access Plus for Activity Leaders and Assistants*.

My Students with Disabilities

The My Students with Disabilities screen (Figure 57) allows you to view basic information, such as Primary Disability, on students in your classes who have a record in the Special Education module.

To view information about the student’s Special Education Record:

- Select a student’s record and click the Student Services button in the upper right corner of the My Students with Disabilities screen.

To view a student’s Attachments in the Special Education module:

- Select a student’s record and click the Attachments button in the upper right corner of the My Students with Disabilities screen.

To learn more about the information presented in the My Students with Disabilities area, see the *WSIPC Guide to Special Education*.

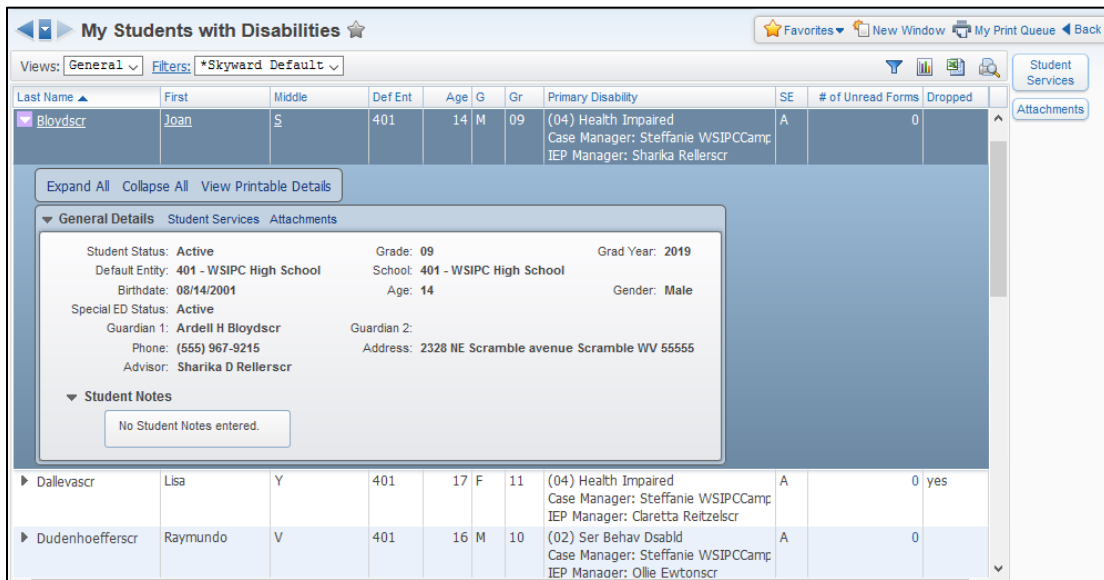


Figure 57 - The My Students with Disabilities area of Educator Access Plus

My LEP Students

The My LEP Students area (Figure 58) allows you to view Limited English Proficiency (LEP) information for students who have a record on the Limited English Proficiency sub-tab of the Special Prgms tab in Student Profile. The information displayed in this area is view-only and cannot be changed. To learn more about LEP, see “Special Programs Tab” in the *WSIPC Guide to Student Demographics and Families*.

The screenshot displays the 'My LEP Students' interface. At the top, there is a navigation bar with 'My LEP Students' and a search filter set to '*Skyward Default'. Below this is a table listing students. The first student, Kelly Q Awaltscr, is selected, and her details are expanded in a panel below. This panel is divided into 'General Details' and 'LEP Details'.

General Details:

- Student Status: Active
- Default Entity: 401 - WSIPC High School
- Birthdate: 05/04/1999
- Guardian 1: Melissa S Awaltscr
- Phone: (555) 072-6667
- Advisor: Sharmaine H Vaccarezascr
- Grade: 10
- School: 401 - WSIPC High School
- Age: 17, 3 mo
- Guardian 2: Louise R Ziebolscr
- Address: 98 SW Scramble avenue Scramble WV 55555
- Grad Year: 2018
- Gender: Female

LEP Details Table:

Start Date	School Year	End Date	School Year	Years Served	Entity	Program/Eligibility	Instructional
▶ 09/01/2009	2004	06/15/2010	2004	1.00	No	103	
▶ 08/31/2010	2005	06/10/2011	2005	1.00	No	103	
▶ 08/30/2011	2006	05/23/2013	2007	2.00	No	201	
▶ 08/31/2015	2016		0000	1.00	Yes	401	3 - Native American Student, Title III, English Language Development services N - Newcomer

Below the LEP details, there is a summary table for other students:

Last Name	First	Middle	Dropped	(1) Start Date	(1) School Year	(1) End Date	(1) School Year	(1) Years
▶ Emighscr	Arron	E		08/31/2004	1999	06/15/2010	2004	6.00
▶ Emighscr	Betty	J	YES	08/27/2002	1997	06/14/2010	2004	8.00

Figure 58 - The My LEP Students area in Educator Access Plus

My Section 504 Students

The My Section 504 Students area (Figure 59) allows you to view basic information about your students' Section 504 status. The information displayed in this area is view-only and cannot be changed. To learn more about Section 504, see the *WSIPC Guide to Section 504*.

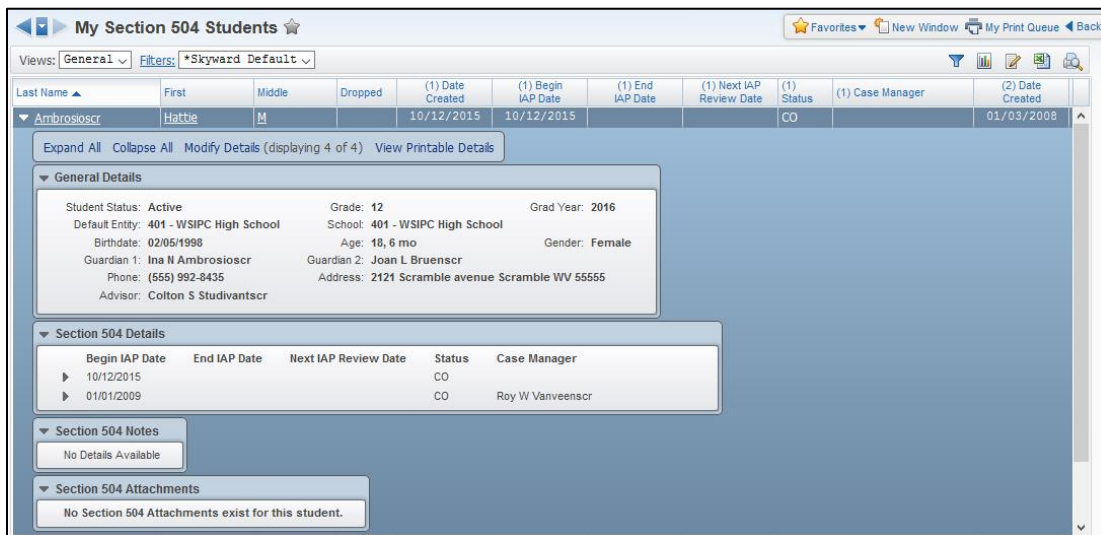


Figure 59 - The My Section 504 Students area of Educator Access Plus

My Gifted and Talented Students

The My Gifted and Talented Students area (Figure 60) allows you to view basic information about your students who have been identified as Gifted and Talented. The information displayed in this area is view-only and cannot be changed. To learn more about the Gifted & Talented module, see the *WSIPC Guide to Gifted and Talented*.

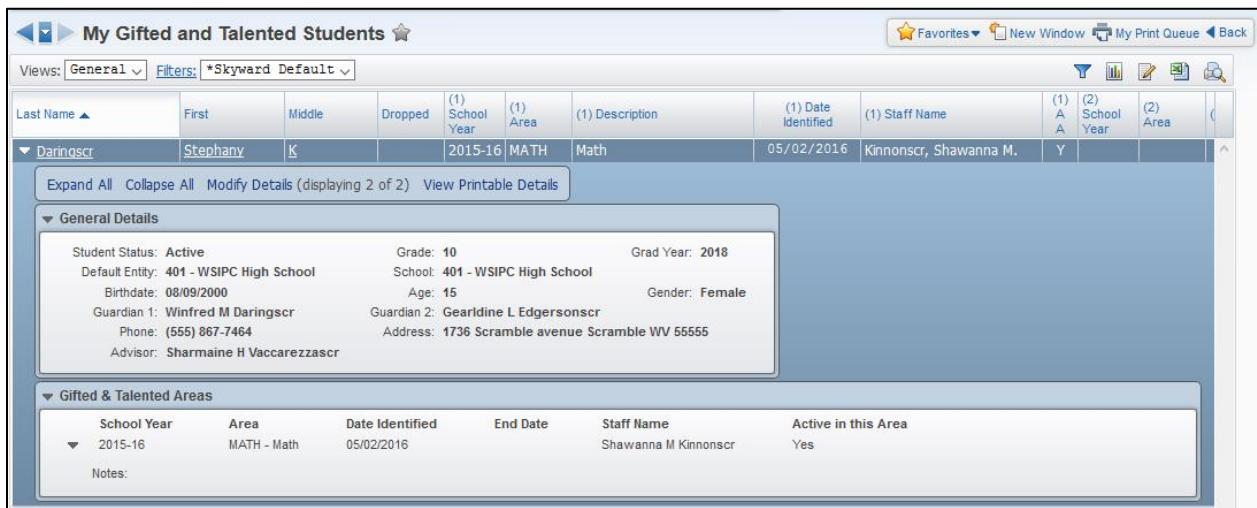


Figure 60 - The My Gifted and Talented Students area of Educator Access Plus

My Conference Scheduler

You can use My Conference Scheduler to schedule conferences with students and their guardians. Your district can also assign staff members, such as secretaries, to schedule conferences for you. To learn more about My Conference Scheduler, see the *WSIPC Guide to Conference Scheduler for Teachers*.

Student Services Access

If you are a Case Manager or IEP Manager, you can use the Student Services area of Educator Access Plus to monitor your students' academic progress; view a roster of students assigned to you; view students' Attendance Records, Progress Reports, grades, and missing assignments; and view and maintain your calendar. If you are an administrator for Gifted and Talented students, you can use this area to update students' Gifted & Talented Records.

This section explains each of the areas available through Student Services Access.

To access Student Services information about the students you manage:

1. Go to Educator Access Plus\Student Services Access.
2. Select one of the following areas:
 - Gifted & Talented
 - My Cases as Case Manager
 - My Students as IEP Manager
 - My Calendar

Each area is described below.

Gifted and Talented Options

With access to the Gifted & Talented area, you can add new records (for Highly Capable students for example), and edit information on existing Student Records. To learn more about working with this area, see the *WSIPC Guide to Gifted and Talented*.

My Cases as Case Manager Options

If you are a Special Education staff member who is designated as a Case Manager for students, you can use the My Case Manager Options screen. This screen shows a list of students whose cases you manage. From this screen, you can get a list of your students, as well as the status of an individual student's most recent Special Education Record.

To access cases as a Case Manager from Educator Access Plus:

- Go to Education Access Plus\Student Services Access\My Cases as Case Manager.

Figure 61 is an example of the view you have as a Case Manager, and the options available when accessed from Educator Access Plus. Table 7 explains the buttons on the right side of the My Cases as Case Manager screen.

To view information for an individual student:

- Click the student’s name.
- To view a student’s current Special Education information, click the Student Services area to the left of the Profile.

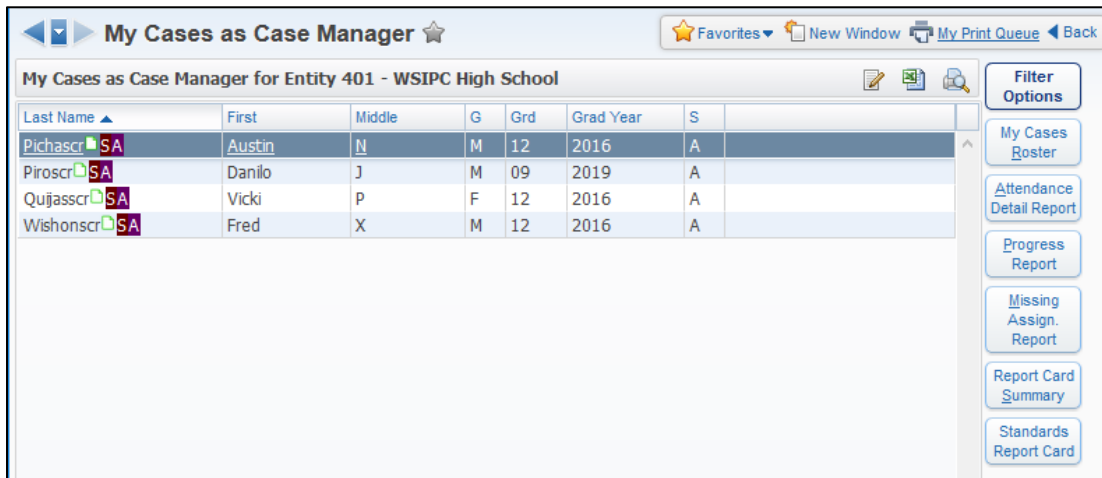


Figure 61 - The My Cases as Case Manager screen showing students and student indicators

Option	Description
Filter Options	Determines the list of students who appear on the screen. If you have students in more than one Entity, use this option to display the students in a different Entity.
My Cases Roster	Determines if the student is included based on the status of his or her Evaluation. Creates a report that displays a list of the user’s students and the information selected.

Option	Description
Attendance Detail Report	Creates a report that displays a list of the user’s students and attendance information in the format selected.
Progress Report	Creates a report that displays a list of the user’s students and a Progress Report for each student. To learn more about Progress Reports, see “Working with Secondary Gradebook Reports” in the <i>WSIPC Guide to Secondary Gradebook for Teachers</i> .
Missing Assign. Report	Creates a report that lists the missing assignments from the gradebook for the selected student.
Report Card Summary	Creates a report that displays a list of the user’s students and a Summary Report Card from the Secondary Gradebook for each student. See “ Report Card Summary ” (page 92) to learn more about this report.
Standards Report Card	Provides a report of students’ academic progress. To learn more about this report, see “ Standards Report Card ” (page 94). To learn more about Report Cards, see “Working with Standards Gradebook Reports” in the <i>WSIPC Guide to Standards Gradebook for Teachers</i> .

Table 7 - My Cases as Case Manager options

My Students as IEP Manager Options

If you are a Special Education staff member who is designated as an IEP Manager for students, you can get a list of your students, as well as the status of an individual student’s most recent Special Education Record. The My Students as IEP Manager screen shows a list of students whose IEP you manage.

To access students as an IEP Manager from Educator Access Plus:

- Go to Education Access Plus\Student Services Access\My Students as IEP Manager.

Figure 62 is an example of the view you have as an IEP Manager and the options available when you access this screen from Educator Access Plus. The options available on the My Students as IEP Manager screen are identical to those on the My Cases as Case Manager screen. Table 7 (page 85) describes the buttons on the right side of the My Students as IEP Manager screen.

To view information for an individual student:

1. Click the student’s name.
2. To view a student’s current Special Education information, click the Student Services area to the left of the Profile.

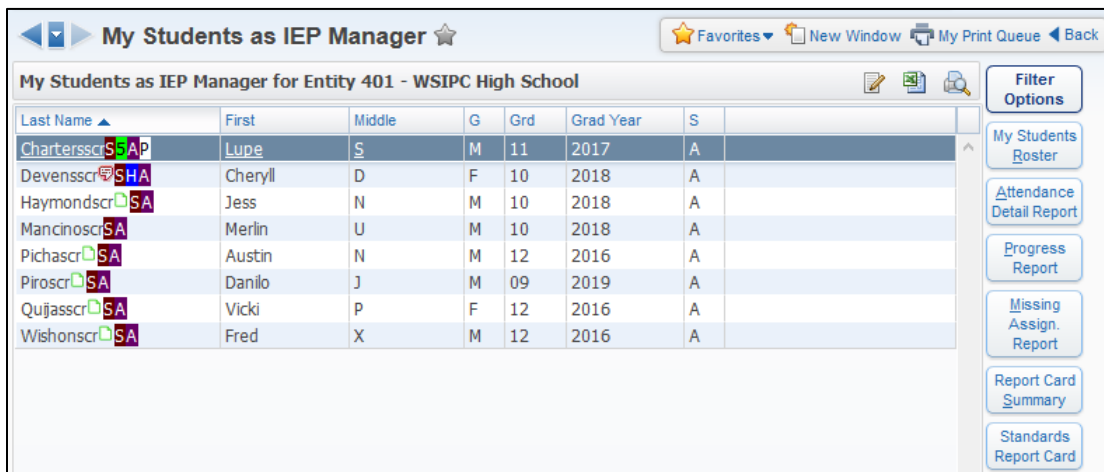


Figure 62 - The My Students as IEP Manager screen lists students for whom you manage IEPs.

My Calendar Options

The My Calendar area shows all of your scheduled classes, IEP Team Meetings, schedule blockers, and unavailability. You can block out periods of time when you are not available for IEP Team Meetings, and view IEP Meetings that have been scheduled for you. Select Calendar Filters to control what information appears.

Figure 63 shows an example calendar with scheduled classes (blue), an IEP Meeting (green), and a Schedule Blocker (red).

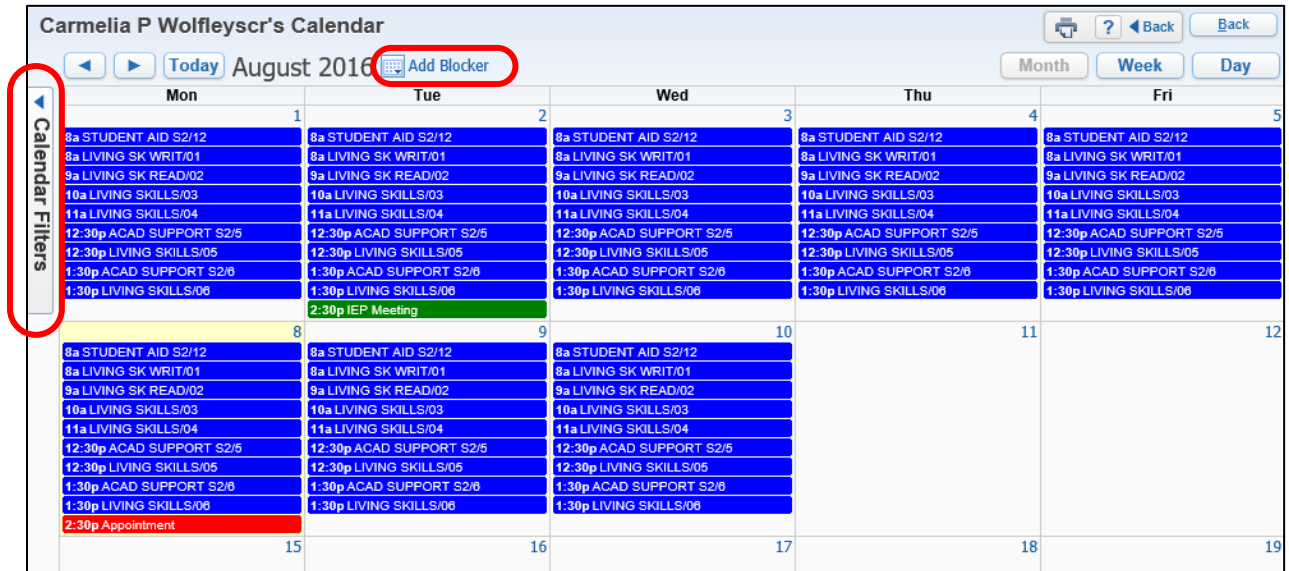


Figure 63 - An example of an IEP Manager’s calendar. Click Add Blocker to block out times you are unavailable to meet. Click Calendar Filters to change what appears.

Advisor Access

As an advisor, you can use the Advisor Access area of Educator Access Plus to monitor students' academic progress; view a roster of students assigned to you; and view students' Attendance Records, Progress Reports, missing assignments, and grades.

To see information about the students you advise:

1. Go to Educator Access Plus\Advisor Access\My Students.
2. Select from the listing of Advisor Options on the left side of the screen. To learn about these options, see "[Advisor Options](#)" below.

Advisor Options

On the Advisor Options screen (Figure 64) you can search for a student, view information about students you advise in different Entities, access a student's profile information, and run various reports from this area. Available reports are listed on the left side of the screen. To learn more about these reports, see "[Advisor Access Reports](#)" (page 89).

The Advisor Options screen shows a list of your active students by Entity.

To show inactive students in the list of advisees:

- Select the Show Inactive Students check box.

The Entities that appear on the Advisor Options screen are determined by the students to which you are assigned as advisor, and your security access. When you access the Advisor Options screen, active students at the lowest-numbered Entity appear by default.

To see your active students at a different Entity:

- In the Entity box in the upper-left corner, select a different Entity.

The students that appear on the Advisor Options screen are sorted in alphabetical order by last name. One letter of the alphabet appears at a time. To learn how to search for students, see "[Searching for a Student](#)" (page 89).

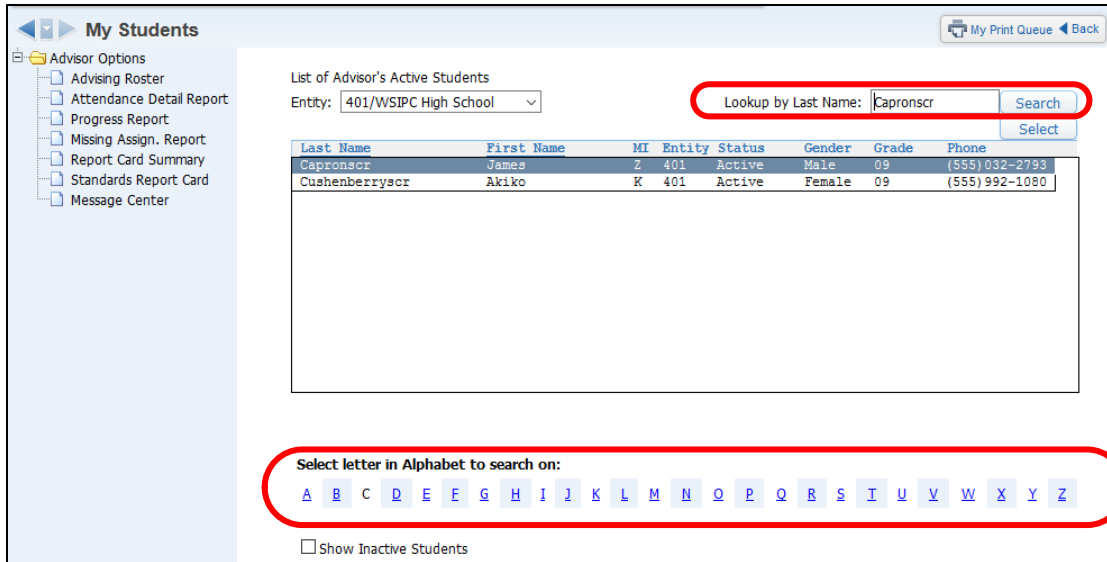


Figure 64 - The Advisor Options area with the Select letter in Alphabet to search on area and the Lookup by Last Name box highlighted

Searching for a Student

The list of students is filtered by last name. By default, students whose last name begins with the letter A appear. You can search for students by their last name.

To view students whose last name begins with a different letter:

- In the Select letter in Alphabet to search on option area, click the corresponding letter (Figure 64 above).

To search for a student by last name:

1. Type the student's last name in the Lookup by Last Name box (Figure 64 above).
2. Click Search.

Advisor Access Reports

You can access a number of reports from the Advisor Options screen. Some of these reports are also available under My Gradebook or My Classes. Not all of these reports are discussed in this Guide. To learn more about reports available to teachers and advisors, see the *WSIPC Guide to Secondary Gradebook for Teachers* and the *WSIPC Guide to Standards Gradebook for Teachers*.

Advising Roster

The Advising Roster Report is a Class Roster Report that contains students you advise. This report displays a list of students assigned to you as an advisor. You can configure the report to include additional information about the student, such as phone number, address, gender, picture, and email address.

Attendance Detail Report

The Attendance Detail Report displays attendance detail for students you advise for all periods for a specific Term or date range. Choose the Absence Types to include in the report.

Progress Report

You can create Progress Reports for students you advise. This report is a simplified version of the larger Progress Detail Report available to teachers and administrative staff.

Note You cannot run this report for classes that use Standards Gradebook.

To run the Progress Report from the Advisor Access area:

1. Click Progress Report.
2. Configure the Progress Report for Advisor Students screen. Figure 65 shows the parameters available for the Progress Report. Table 8 provides additional information about each parameter.
3. Do one of the following:
 - To print the report for all students you advise, click View Report for All Students.
 - To print the report for selected students you advise, click Select Students to View Report.

Figure 65 - The Progress Report parameters screen for Advisor students

Option	Description
Display Grades for Term	Allows you to select the term for which you'd like to see grades. The default value is the current term.
Display Assignment Detail Information	Shows individual assignments on the report.
Only print students with less than ___ percent	Allows you to restrict the report output to students with grades at or below a desired level.
Display Signature Line	Causes lines to appear at the bottom of the report after the words "Signature" and "Date" so that the Guardian can sign and date this information, if the Progress Report is to be returned.
Page Break by Student	Prints each student's report on a separate page.
Free Form Header	Allows you to type free-form comments in the header area, up to 70 characters per line.
Free Form Footer	Allows you to type free-form comments in the footer area, up to 70 characters per line.

Table 8 - The fields available for configuration on the Progress Report for Advisor Student parameters screen

Missing Assignments Report

The Missing Assignments Report allows you to quickly view missing assignments for students you advise. The report considers an Assignment missing if the Missing check box is selected for a student. Assignments may also appear on the report if they are ungraded and past the due date.

Report Card Summary

The Report Card Summary shows Report Cards for individual students, or for many students.

Note You cannot run this report for classes that use Standards Gradebook.

To run the Report Card Summary from the Advisor Access area:

1. Click Report Card Summary.
2. Configure the Report Card Summary for Advisor Students screen. Figure 66 shows the fields available for the Report Card Summary. Table 9 provides additional information about each parameter.
3. Do one of the following:
 - To print the report for all students you advise, click View Report for All Students.
 - To print the report for selected students you advise, click Select Students to View Report.

Report Card Summary for Advisor Students

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:

Figure 66 - Options available for Report Card Summary

Option	Description
Only print students with less than ___ percent	Allows you to restrict the report output to students with grades at or below a desired level.
Select Grade Buckets to Display	Allows you to select the Grade Buckets that appear on the report.
Do Not Display Dropped Classes	Omits dropped classes on the Report Card Summary.
Display Signature Line	Causes lines to appear at the bottom of the report after the words "Signature" and "Date."
Page Break by Student	Prints each student's report on a separate page.
Free Form Header	Allows you to type free-form comments in the header area, up to 70 characters per line.
Free Form Footer	Allows you to type free-form comments in the footer area, up to 70 characters per line.
Select Grade Buckets to Display	Allows you to select specific Grade Buckets to include on the report (such as T4, S2).

Table 9 - Fields available for configuration on the Report Card Summary for Advisor Students parameters screen

Standards Report Card

The Standards Report Card provides students and parents with an official report of the student’s academic progress. This report includes information on all of the Classes that students are enrolled in that use a Standards Gradebook, not just the Class from which the report is run. Your Gradebook Administrator defines most parameters for the Standards Report Card layout.

Message Center

The Message Center area in Advisor Access allows you to post messages for students and guardians to view in Family Access. For example, you can notify parents and students about upcoming tests, projects, and events. You can also schedule messages to email to students and guardians at a later time. You can create a message for a specific class or create a message for students and their guardians in several classes. Your school can also enable a feature that allows parents and students to use Message Center to send messages to you.

To learn how to use Message Center, see the *WSIPC Guide to Message Center for Teachers, Advisors, and Activity Leaders*.

Managing Food Service Information

You can use the Food Service area (Figure 67) to view your personal Food Service information, and to process your Homeroom students’ Food Service payments. This section explains each process.



Figure 67 - Managing the Food Service area in Educators Access Plus

My Food Service Information

The My Food Service Information area allows you to view your own Food Service customer account balance, payments, and purchase history.

To access your Food Service customer account details:

1. Go to Educator Access Plus\Food Service\My Food Service Information.
2. Click the arrow next to your name to expand your record.
3. Click Expand All. Figure 68 shows an example of the expanded My Food Service Information screen.

The screenshot displays the 'My Food Service Information' interface. At the top, there is a navigation bar with 'My Food Service Information' and a star icon. Below this, a 'Views' dropdown is set to 'Account Information' and a 'Filters' dropdown is set to '*Skyward Default'. A table lists account information for 'Formbyscr', 'Dorian', 'T', 'A', with a 'PY Balance' of \$3.10, 'YTD Pmts' of \$0.00, 'YTD Purch' of \$0.00, 'Cur Balance' of \$3.10, 'Last Pmt' of \$5.00, and 'Last Pmt. Date' of 05/31/2016. Below the table are buttons for 'Expand All', 'Collapse All', 'Modify Details (displaying 3 of 3)', and 'View Printable Details'. The main content area is divided into three expanded sections: 'Account Information', 'Payments', and 'Purchases'. The 'Account Information' section shows 'Prior Year Balance: \$3.10', 'Year To Date Payments: \$0.00', 'Year To Date Purchases: \$0.00', 'Current Balance: \$3.10', 'Lunch Type: A - Adult', 'Last Payment: \$5.00', 'Last Payment Date: 05/31/2016', and 'Check Number for Last Payment:'. The 'Payments' section is a table with columns 'Payment Date', 'Check Number', and 'Payment'. The 'Purchases' section shows a weekly breakdown for the week of 05/23/2016 to 05/29/2016, with 'Total Purchases' of \$0.00 for each day from Monday to Friday.

Last Name	First	Middle	L	PY Balance	YTD Pmts	YTD Purch	Cur Balance	Last Pmt	Last Pmt. Date	Chk #
Formbyscr	Dorian	T	A	\$3.10	\$0.00	\$0.00	\$3.10	\$5.00	05/31/2016	

Payment Date	Check Number	Payment
10/22/2015		\$20.00
11/28/2015		\$1.00
12/08/2015		\$5.00
01/07/2016		\$1.00
04/13/2016		\$10.00
05/05/2016		\$10.00
05/31/2016		\$5.00

Day	Day of Week	Total Purchases
Monday	05/23/2016	\$0.00
Tuesday	05/24/2016	\$0.00
Wednesday	05/25/2016	\$0.00
Thursday	05/26/2016	\$0.00
Friday	05/27/2016	\$0.00

Figure 68 - The Account Information, Payments, and Purchases categories have been expanded to display more information.

The **Account Information** section shows an overview of your Food Service account, including the current balance and year-to-date payments and purchases.

The **Payments** section shows a history of payments made on your Food Service Account.

Note If your district works with a vendor for entering Online Payments, you may have a **Make Online Payment** link in the Payment header. Click the link to open the **Online Payment Entry** screen.

The **Purchases** section shows information on your purchases for the current week by default.

To view purchases from other weeks:

- Click the arrows to the left and right of **Current Week**.

My Students Homeroom Entry

The **My Students Homeroom Entry** area allows you to enter Food Service purchases and payments for your Homeroom students. This is useful in a school where the students eat together as a class. Before you can use this feature, your district must first enable it in the Food Service module, assign staff to Homeroom Codes, assign Homerooms to students, and then assign staff the appropriate Security level to **My Students Homeroom Entry**.

This section explains how to set **Purchase Entry by Homeroom Defaults**, and how to enter purchases and payments using **Purchase Entry by Homeroom**.

The **My Students Homeroom Entry** screen contains a **Student Roster** area for each homeroom assigned to you.

Setting Purchase Entry by Homeroom Defaults

Purchase Defaults assist you with setting up available items for selection when using **Purchase Entry by Homeroom**. You can also make an item selection and assign it to the Customer as a default, similar to the **Standard Item** in **Point of Sale**.

To set Purchase Entry by Homeroom Defaults:

1. Go to Educator Access Plus\Food Service\EH.
2. Locate a Homeroom and click Purchase Defaults.
3. Configure the Purchase Defaults screen (Figure 69). Table 10 describes the options on this screen.

Tip Consider changing your Purchase Defaults if the Default Item changes, or if you want to change the available items.

4. Click Save.

Figure 69 - Entry by Homeroom Purchase Defaults screen

Option	Description
Use Customer Default Cafeteria	Purchases are applied under the Customer’s default Cafeteria.
Cafeteria	Specifies which location you want purchases and payments applied to. This option varies by cashier based on the cafeteria/line you work in.

Option	Description
Service Type	Meal being served. Note: Set the Service Type to the type of meal currently being served. For example, if you serve both breakfast and lunch, change the Service Type to accurately reflect the meal being served. You can change the Service Type between meals.
Show Customer Pictures	Allows customer pictures to appear on the Purchase Entry by Homeroom screen.
Default Item 1-5	Items available for use with Purchase Entry by Homeroom. Purchase entry is limited to showing five items at one time.
Show?	Allows individual items to show on the Purchase Entry by Homeroom screen.
Default?	Allows items to default as selected during Homeroom entry. Items that default as selected expedite the purchase process, and are similar to using the Standard Item in Point of Sale.

Table 10 - Options on the Entry by Homeroom Purchase Defaults screen

Entering Purchases Using Purchase Entry by Homeroom

You can use Purchase Entry by Homeroom to expedite the process of entering meal or individual item purchases for an entire classroom. This process works well for an elementary school where all students from one classroom enter the cafeteria at the same time.

To enter purchases using Purchase Entry by Homeroom:

1. Go to Educator Access Plus\Food Service\EH.
2. Locate a Homeroom and click Select.

Note If this is the first time you have accessed Purchase Entry by Homeroom, you are prompted to set Purchase Defaults if you did not already set them.

3. In the Meal Entry Date box, verify the date.

4. In the Cafeteria box, verify the cafeteria.
5. Verify or change the Service Type.
6. In the Purchase Entry area, select items students/Customers are buying.

Note If you have your Purchase Defaults set to use a default item, this item appears with a check mark for each student when you enter the Purchase Entry by Homeroom screen. If one or more students are not purchasing this item, clear the check box for the item (Figure 70).

Tip If a red exclamation point appears next to a student's name in the Purchase Entry area, this indicates that there is a Wanding Message for that student (Figure 70). Click the red exclamation point to read the message.

7. Click Save. The following message appears:

“Proceed with homeroom purchases?”

8. Click Yes. The following message appears:

“Purchases were successful.”

9. Click OK.

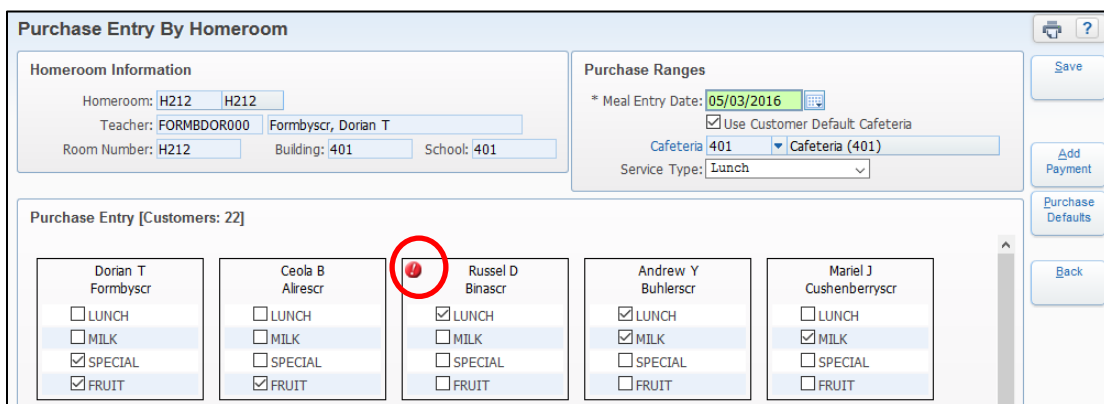


Figure 70 - Purchase Entry by Homeroom screen showing the Lunch item set as a default. In the Purchase Entry area, the red exclamation point indicates that there is a wanding message for the student.

Entering Payments Using Purchase Entry by Homeroom

You can also add payments to Customers using Purchase Entry by Homeroom. You can enter payments during a meal service, or use Purchase Entry by Homeroom as a payment entry screen only.

Note If entering payments outside a meal service, make sure you clear the check box for any default items.

To enter payments using Purchase Entry by Homeroom:

1. Go to Educator Access Plus\Food Service\EH.
2. Locate a Homeroom and click Select.
3. Click Add Payment.
4. Locate a Customer on the Payment Entry screen (Figure 71), and click Select.
5. Configure the Payment Maintenance screen (Figure 72). Table 11 describes the options on this screen.
6. Click Save & Close.
7. If you have additional payments to enter, repeat steps 4 through 6 until all payments are entered.
8. Click Close.
9. After you finish entering payments, do one of the following:
 - Continue selecting items for purchase, and click Save.
 - If you were in the Purchase Entry by Homeroom screen for payments only, click Back.

Note Payments are saved when you select Save & Close on the Payment Maintenance screen.

Customer Name ▲	S	Dflt Ent	Cafe	Price Cat		Customer Key
Alirescr, Ceola B.	A	401	401	SEC	1	ALIRECE0000
Binascr, Russel D.	A	401	401	SEC	1	BINASRUS000
Buhlerscr, Andrew Y.	A	401	401	SEC	1	BUHLEAND000
Cushenberryscr, Mariel J.	A	401	401	SEC	1	CUSHEMAR000
Doubledayscr, Merrill A.	A	401	401	SEC	1	DOUBLMER000
Epsonscr, Jacob F.	A	401	401	SEC	1	EPSONJAC000
Follettescr, Johnette E.	A	401	401	SEC	1	FOLLEJOH000

22 records displayed

Figure 71 - Purchase Entry by Homeroom Payment Entry screen

Payment Maintenance

Customer: Binascr, Russel D

Price Category: Cafeteria (SEC) Grade/Grad Yr: 2018

Default Entity: WSIPC High School

Guardian Information

Guardian: Vinascr, Renda O

Phone Number:

Address:

Balance:

----- PAYMENT INFORMATION -----

* Date of Payment:

Record Type:

Cafeteria: Cafeteria (401)

Check Number:

Reference Number:

Payment Amount: Cash Payment Status:

Payment From:

Note:

Total Batch Payments for Date and Cafeteria:

Figure 72 - Payment Maintenance screen showing Check Number and Payment Amount entered

AREA	PURPOSE OF AREA
Payment Maintenance	Customer information populated from the Food Service Customer Record.
AREA	PURPOSE OF AREA
Guardian Information / Payor Information	Guardian/Payor information populated from the Customer's Food Service Record.

AREA	PURPOSE OF AREA
Payment Information	Information about this payment.
Options in This Area	Description of Options
Cafeteria	Specifies which location purchases and payments are applied to. This option varies by cashier based on the cafeteria/line you work in.
Check Number	Number on checks being deposited into the Payor account.
Payment Amount	Dollar amount being deposited into the Payor account.
Cash Payment	Flag indicating that the payment made was cash, not check. If a Customer pays with cash, you must manually select the Cash Payment check box.
Note	Payment notes. For example, you may enter payment notes if the student gave you a \$20 bill, and you gave \$10 in change.
Reference Number Status Payment From Total Batch Payments for Date and Cafeteria	Information regarding the payment defaulted to the Payment Entry screen.

Table 11 - Options on the Payment Maintenance screen

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