



EA Plus Teacher Module (Manual)

Created by: Firm Solutions, Inc.

Skyward EA Plus Teacher Module

Table of Contents

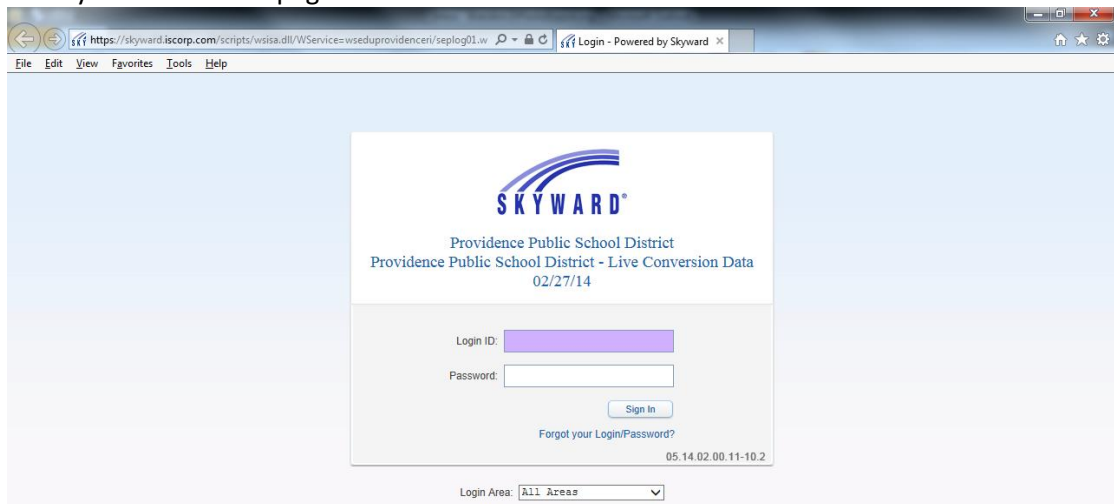
Adding desktop shortcut	3
Login to Skyward EA Plus	4
Home Page	5-6
My Students Link	7-8
My Classes Link	9
Post Daily Attendance	10-14
▪ By Name	11-12
▪ Codes	13-14
My Students Disabilities/LEP/Section 504	15
Reports	16

Skyward EA Plus Teacher Module

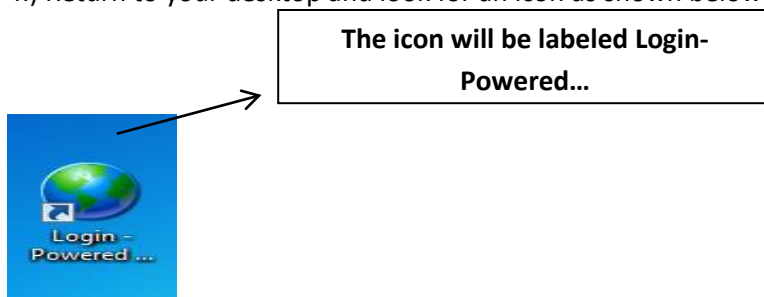
Adding a desktop shortcut for the Teacher Module

This document shows you how to add a shortcut to your desktop for the Skyward EA Plus Teacher Module. This will allow you to simply click on the icon each time you need to access the system from your desktop.

- 1.) Click on the link below in step (a) which should take you to the Skyward EA Plus Teacher Module webpage
 - a. <https://skyward.iscorp.com/scripts/wsisd.dll/WService=wseduprovidenceri/seplog01.w>
- 2.) Once you reached the page it will look like this...



- 3.) **Right click** anywhere on the page and select **Create shortcut**, a message will pop up asking “Do you want to put a shortcut to this website on your desktop?” Click **YES**
- 4.) Return to your desktop and look for an icon as shown below:



- 5.) **Right click** on the icon
 - a. Select **Rename**
 - b. Rename the icon **Skyward Teacher Module (or whatever you prefer)**

You now have a link on your desktop to the Skyward Teacher Module

If any errors occur, please contact your schools “TST”

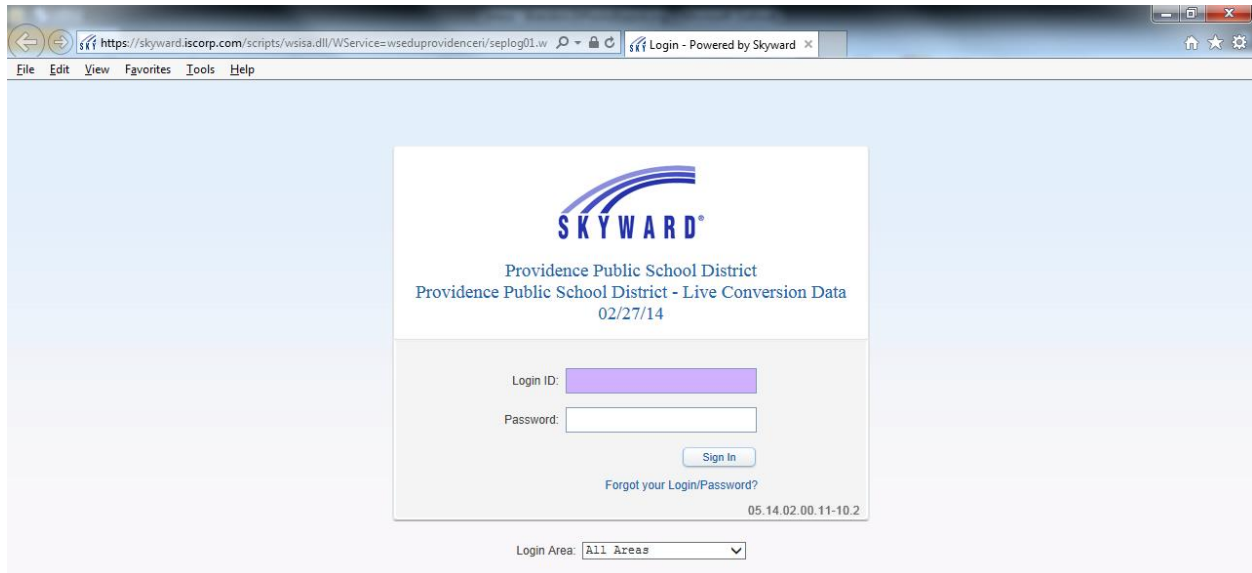
Skyward EA Plus Teacher Module

Login to Skyward Teacher Module Page

**** If you have performed the steps above and have created a desktop shortcut icon, click the desktop icon****

- 1.) You will now see the main login page of the Skyward Teacher Module.
 - a. Login with the same user name and password that you use to log into your computer

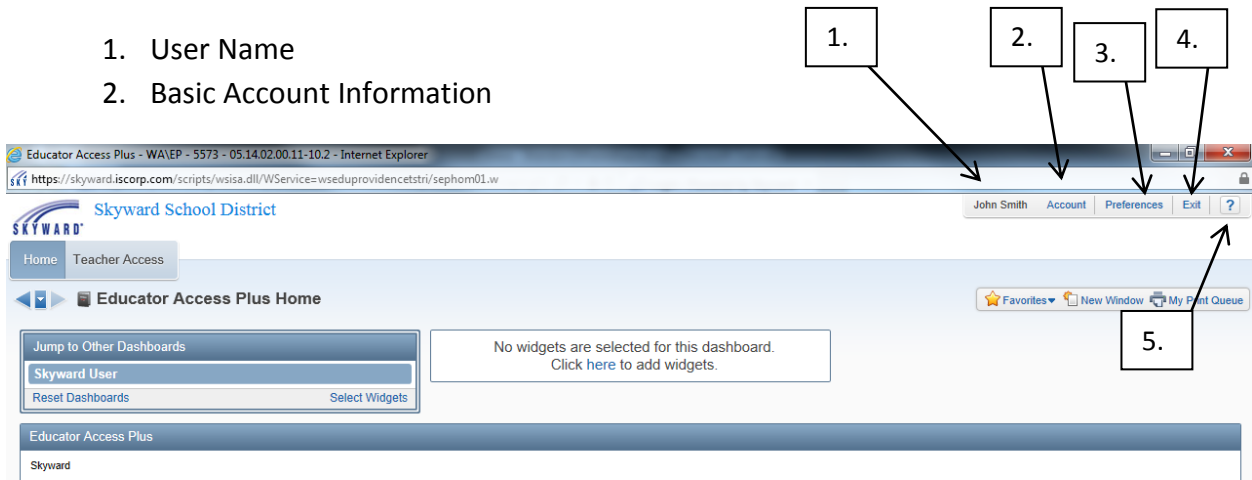
YOU WILL NOT NEED TO ENTER A DOMAIN



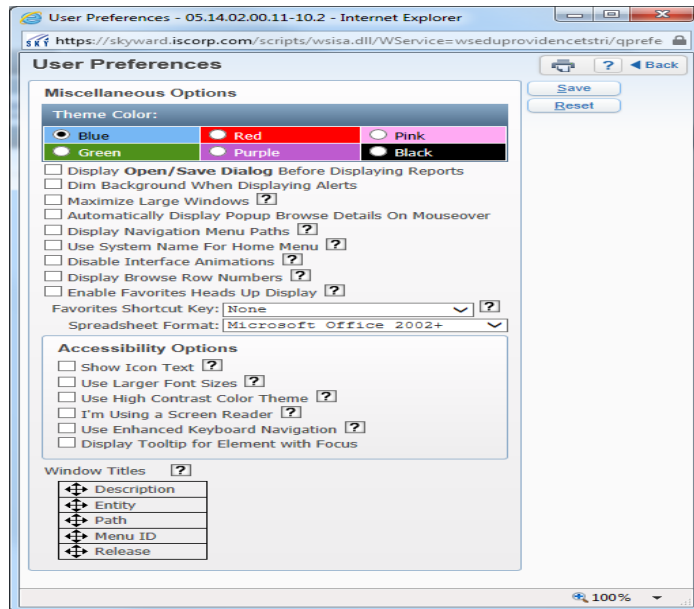
Skyward EA Plus Teacher Module

Home Page

1. User Name
2. Basic Account Information



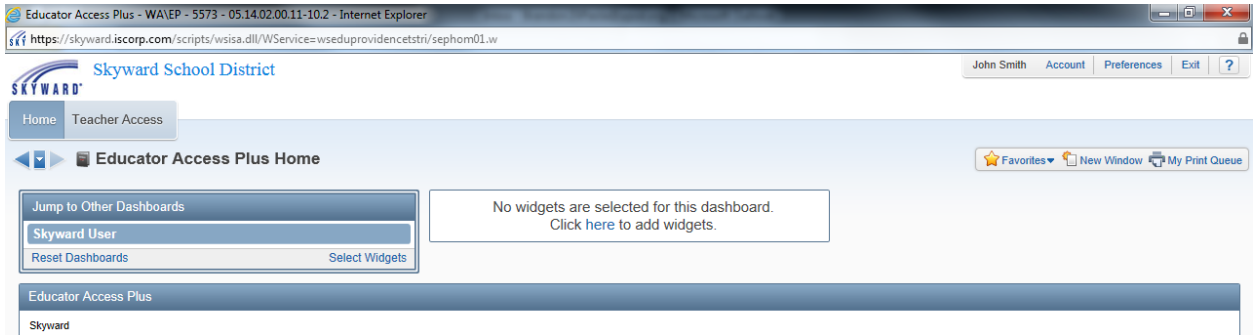
3. Preferences – The preferences are user defined and will be saved to your profile every time you login.



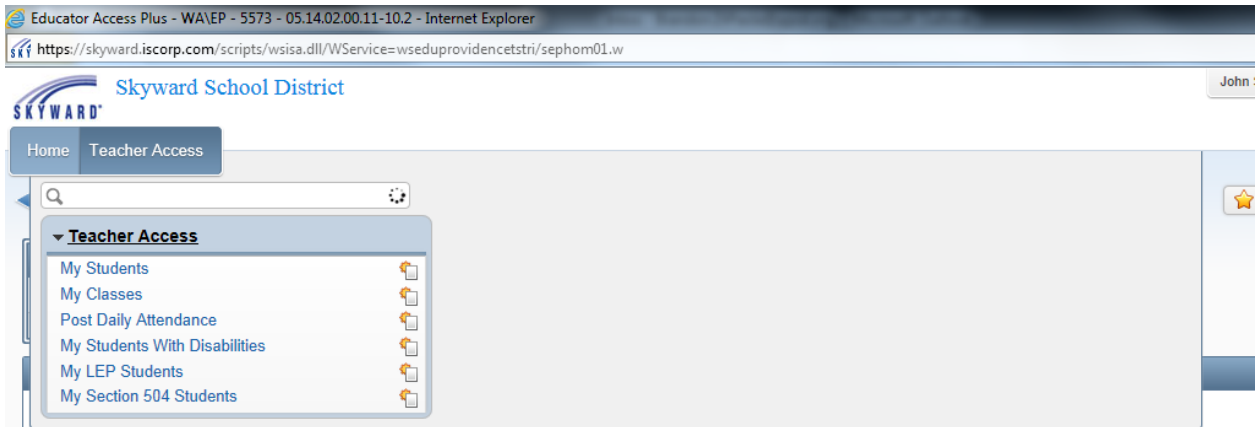
4. Exit – Will be used to log out of Skyward
5. ? – The question mark button will bring you to a Skyward documentation page that you can view more Skyward tutorials and manuals.

Skyward EA Plus Teacher Module

- Next to the **HOME** tab you will see the **TEACHER ACCESS** tab which is the default for all teachers. Based on your security credentials and current position you may see other tabs.



- If you click on the Teacher Access tab you will see a few links that you can access.



Skyward EA Plus Teacher Module

My Students

If you click on the [My Students](#) link under the Teacher Access tab link you will see this page

My Students - WA/EP/TAIMS - 5733 - 05.14.02.00.11-10.2 - Internet Explorer
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseuprovidencetstri/sepstu01.w?title=My Students

Skyward School District
John Smith Account Preferences Exit ?

Home Teacher Access

My Students

Views: General Filters: *Skyward Default

Last Name	First	Middle	Email	Def Ent	S	Age	G	Gr	Primary Guardian	Phone
CHAVARRIA	STIMMIAH			400	A	15	F	09	CHAVARRIA, KILVIN	(555)419-0426
CLARK	ADEWUNCI			400	A	17	M	09	CLARK, LINET	(555)943-3890
CLARK	CHRISTOPHER			400	A	15	F	09	CLARK, LINET	(555)943-3890
COLLADO	BENJIMIN			400	A	18	F	09	COLLADO, JOSHUA	(555)261-2936
COLON	MIRIAM			400	A	16	M	09	COLON, JANEA	(555)499-3314
CUELLO	CARLOS			400	A	14	F	09	CUELLO, CARLOS	(555)649-8272
CURRY	AZRYAH			400	A	15	F	09	CURRY, ELMER	(555)421-4030
DACRUZ	SCIARRA			400	A	17	M	09	DACRUZ, LUIS	(555)359-6121
DE LEON	ALEXANDER			400	A	14	F	09	DE LEON, NATASHA	(555)215-4902
DE LOS SANTOS	KAYRIE			400	A	16	M	09	DE LOS SANTOS, JESSICA	(555)578-1878
DE PAZ	JADIAH			400	A	15	F	09	DE PAZ, AARON	(555)419-3809
DE RENZI	GIOVANNY	C		400	A	15	M	09	ASHLEY, KATHERINE	(555)954-6567
DIABOULA	AMBER			400	A	15	M	10	DIABOULA, SKYLA	(555)632-2715
DIAZ	RYAN			400	A	18	F	09	DIAZ, ALEXIS	(813)541-8934
DUENAS CHAVEZ	MICHAEL	ALFREDO		400	A	15	F	09	CEBALLOS CLERIGA, VAUGH	(555)516-8505
ESTEVEZ VALDEZ	MARIO	D		400	A	15	F	09	ASIF, MELINA	(555)572-4046
FERRERAS	JAYDEN	URIEL		400	A	15	F	09	CHA, JANEA	(555)545-1328
GUERRERO	DANIELA			400	A	15	M	11	GUERRERO, LUIS	(555)383-0402
GUERRERO	VICTOR			400	A	18	F	10	GUERRERO, ELMER	(555)437-6874
JOSEPH	SHALANDA			400	A	17	M	10	JOSEPH, VICLEI	(555)426-9863

20 records displayed Last Name: ABC

100%

- This page will list all of your students, in all of your classes and list them in descending order by last name.
- If you click on the headers of each column you can sort your students by that column.
- **Def Ent** = This stands for Default Entity...Which is the students current entity (School) for example Central students would be default entity 139 and Charles Fortes Students would be 129.

Skyward EA Plus Teacher Module

Views: General Filters: *Skyward Default

Last Name	First	Middle	Email	Def	S	Age	G	Gr	Primary Guardian	Phone
CHAVARRIA	SIMMIAH			400	A	15	F	09	CHAVARRIA, KILVIN	(555)419-0426
CLARK	ADEWUNCI			400	A	17	M	09	CLARK, LINET	(555)943-3890
CLARK	CHRISTOPHER			400	A	15	F	09	CLARK, LINET	(555)943-3890
COLLADO	BENJIMIN			400	A	18	F	09	COLLADO, JOSHUA	(555)261-2936
COLON	MIRIAM			400	A	16	M	09	COLON, JANEA	(555)499-3314
CUELLO	CARLOS			400	A	14	F	09	CUELLO, CARLOS	(555)649-8272
CURRY	AZRYAH			400	A	15	F	09	CURRY, ELMER	(555)421-4030
DACRUZ	SCIARRA			400	A	17	M	09	DACRUZ, LUIS	(555)359-6121
DE LEON	ALEXANDER			400	A	14	F	09	DE LEON, NATASHA	(555)215-4902
DE LOS SANTOS	KAYRIE			400	A	16	M	09	DE LOS SANTOS, JESSICA	(555)578-1878
DE PAZ	JADIAH			400	A	15	F	09	DE PAZ, AARON	(555)419-3809
DE RENZI	GIOVANNY	C		400	A	15	M	09	ASHLEY, KATHERINE	(555)954-6567
DIABOULA	AMBER			400	A	15	M	10	DIABOULA, SKYLA	(555)632-2715
DIAZ	RYAN			400	A	18	F	09	DIAZ, ALEXIS	(813)941-8934
DUENAS CHAVEZ	MICHAEL	ALFREDO		400	A	15	F	09	CEBALLOS CLERIGA, VAUGH	(555)516-8505
ESTEVEZ VALDEZ	MARIO	D		400	A	15	F	09	ASIF, MELINA	(555)572-4046
FERRERAS	JAYDEN	URIEL		400	A	15	F	09	CHA, JANEA	(555)545-1328
GUERRERO	DANIELA			400	A	15	M	11	GUERRERO, LUIS	(555)383-0402
GUERRERO	VICTOR			400	A	18	F	10	GUERRERO, ELMER	(555)437-6874
JOSEPH	SHALANDA			400	A	17	M	10	JOSEPH, VICLEI	(555)426-9863

20 records displayed Last Name: [Search Box]

1. This will show you how many records are being displayed on screen. If you want to display more/less click the drop down and adjust accordingly. You can also go to the next page by clicking the arrows.
2. In this search box you can search for your students by last name only. If you are not sure of the full spelling of the students name type in part of the last name and Skyward will display the first occurring record.
3. There are 3 icons that you can run for your students. First one is the chart option, second is the Excel export, and third is the pdf display of your students that are on screen.

If you click on a student's name you will see basic demographic information for that student

Skyward Academy SIMMIAH CHAVARRIA

Home Teacher Access

Profile

Student Info

- Profile
- Class Summary
- Attendance (7)
- Schedule
- Add/Drops (6)
- Entry/Withdrawal
- IHP
- Emergency Contacts
- Discipline (0)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Test Scores (0)
- Busing
- Student Portfolio
- Recommendations (0)
- Family Access History (0)
- Activities (0)
- Family Access Display
 - Gradebook
 - Message Center
 - Calendar
- Reports
 - Information Report
 - Progress Report Letter

CHAVARRIA, SIMMIAH Grade: 09

No Image Available

102 Scramble avenue
YOUR TOWN, WI 55555
Primary Guardian:
KILVIN CHAVARRIA
(555) 419-0426

Alert Info:

Note:

Second Phone: (555) 419-0426
School Email: SB320199@students.ppsd.org
Student Access Login: **Student does not have permission to Student Access**

Student Id: 8320199 Birthday: 01/24/1999 Language: ENGLISH
Internal Id: 6064 Age: 15 Gender: Female
Status: Active Locker: Local Race: His - Hispanic
Other Name: Federal Race: 3 [?]

Third Phone: (555) 572-1265
Home Email:

School Information

Entity: 400/Skyward Academy Advisor:
School: School (400) Hr Teacher: Teresa Fullbrigh
Homeroom: 131 Disc Officer: Scramble39@start.com

Family ***1
KILVIN CHAVARRIA GUARDIAN (555) 419-0426

Emergency Contacts

No emergency contacts available for this student.

Email Teachers Edit Login Edit Guardian Email

Skyward EA Plus Teacher Module

My Classes

If you click the My Classes link under Teacher Access tab you will see this page

Dept	Subject	Terms	Period	Days Meet	Class	Description	Class Options
SCI		1 - 4	1	MTWRF	400CHE / 002	Chemistry	Class Options
		1 - 4	1	MTWRF	Homero / 01	Homeroom	Class Options
		1 - 4	2	MTWRF	Math / 01	Math	Class Options
		1 - 4	3	MTWRF	Englis / 01	English	Class Options
		1 - 4	4	MTWRF	Writin / 01	Writing	Class Options
		1 - 4	5	MTWRF	SS / 01	Social Studies	Class Options
		1 - 4	6	MTWRF	Scienc / 01	Science	Class Options

- This link will display your school number followed by school name
- If you teach in more than one school they will be listed under each other
- The column headers show basic information about your classes...For example terms, periods, course number/section, etc.

Click the CLASS OPTIONS link to the right of any class you want to see more information

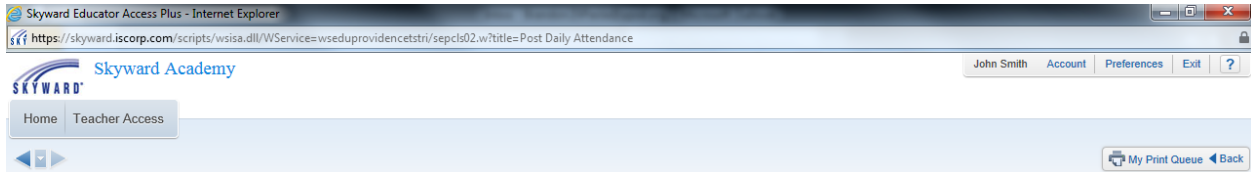
Last Name	First Middle	Grade	Alerts	Student Indicators	A	I	Discipline	Test Scores	Recommendations
CHAVARRIA	SIMMIAH	09							3
CLARK	ADEWUNCI	09							1
CLARK	CHRISTOPHER	09							1
COLLADO	BENJIMIN	09							
COLON	MIRIAM	09							1
CUELLO	CARLOS	09							
CURRY	AZRYAH	09							2
DACRUZ	SCIARRA	09							1 1
DE LEON	ALEXANDER	09							
DE LOS SANTOS	KAYRRIE	09							
DE PAZ	JADIAH	09							
DE RENZI	GIOVANNY C	09							
DIAZ	RYAN	09							2
DUENAS CHAVEZ	MICHAEL ALFREDO	09							
ESTEVEZ VALDEZ	MARIO D	09							1 1
FERRERAS	JAYDEN URIEL	09							1
LUNA IRIZARRY	DEAVEN J	09							2
RAVELO	JAYLEEN PAOLA	09							1
THIBEDAU	BRANDON CLIFFORD	09							
TORRES	AMAYA LEONARDO	09							2
VARGAS PORTILLO	KIANNA I	09							3 2 1

- In the My Classes link you can view all of the students in that class. You can see 'Alert' information and 'Student Indicators' if you click them you will see more information about that students alert.
- On the left hand side you have a few options that you can explore. Attendance can be done from this page, discipline records, and other options/reports.

Skyward EA Plus Teacher Module

Post Daily Attendance

Click the Post Daily Attendance link under the Teacher Access tab



Attendance for **Tuesday, June 10, 2014**

[View Attendance by Period](#) | Only Display Classes that Meet Today

Dept	Subject	Terms	Period	Days Meet	Class	Description	Attendance Options
400	SCI	1 - 4	1	MTWRF	400CHE / 002	Chemistry	By Name By Seating Chart Assign Seats
1 - 4	1	MTWRF			Homero / 01	Homeroom	By Name By Seating Chart Assign Seats
1 - 4	2	MTWRF			Math / 01	Math	By Name By Seating Chart Assign Seats
1 - 4	3	MTWRF			Englis / 01	English	By Name By Seating Chart Assign Seats
1 - 4	4	MTWRF			Writin / 01	Writing	By Name By Seating Chart Assign Seats
1 - 4	5	MTWRF			SS / 01	Social Studies	By Name By Seating Chart Assign Seats
1 - 4	6	MTWRF			Scienc / 01	Science	By Name By Seating Chart Assign Seats

- You will see all of your classes listed with basic class information.
- There are 2 attendance options...
 - o By Name – you can see all of your students in a list format
 - o By Seating Chart – you can see all of your students in box format displayed by seating chart

Take Daily Attendance - By Seating Chart

Take Attendance for **Wednesday, June 11, 2014**

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

[Alert Legend](#) | [Show Pictures](#) | [Printer Friendly Listing](#)

CARLOS CUELLO Absent: 0 Tardy: 0 Grade: 09 School: 400 Present	MARIO D ESTEVEZ VALDEZ Absent: 1 Tardy: 0 Grade: 09 School: 400 Present	GIOVANNY C DE RENZI Absent: 0 Tardy: 0 Grade: 09 School: 400 Present	KIANNA I VARGAS PORTILLO Absent: 2 Tardy: 2 Grade: 09 School: 400 Present	ADEWUNCI CLARK Absent: 0 Tardy: 1 Grade: 09 School: 400 Present	BRANDON C THIBEDAU Absent: 0 Tardy: 0 Grade: 09 School: 400 Present
AMAYA L TORRES Absent: 2 Tardy: 1 Grade: 09 School: 400 Present	DEAVEN J LUNA IRIZARRY Absent: 0 Tardy: 2 Grade: 09 School: 400 Present	MIRIAM COLON Absent: 2 Tardy: 0 Grade: 09 School: 400 Present	JAYDEN U FERRERAS Absent: 1 Tardy: 1 Grade: 09 School: 400 Present	CHRISTOPHER CLARK Absent: 2 Tardy: 1 Grade: 09 School: 400 Present	SIMMIAH CHAVARRIA Absent: 0 Tardy: 3 Grade: 09 School: 400 Present

- Assign Seats – you can arrange the students in whatever order you'd like for your seating chart.

Number of Rows: [Refresh](#)

Number of Seats Per Row: [Save](#)
[Undo](#)
[Back](#)

[Show Pictures](#) | [Clear Seating Chart](#)

CARLOS CUELLO Select	MARIO D ESTEVEZ VALDEZ Select	GIOVANNY C DE RENZI Select	KIANNA I VARGAS PORTILLO Select	ADEWUNCI CLARK Select	BRANDON C THIBEDAU Select
AMAYA L TORRES Select	DEAVEN J LUNA IRIZARRY Select	MIRIAM COLON Select	JAYDEN U FERRERAS Select	CHRISTOPHER CLARK Select	SIMMIAH CHAVARRIA Select
BENJIMIN COLLADO Select	JAYLEEN P RAVELO Select	MICHAEL A DUENAS CHAVEZ Select	AZRYAH CURRY Select	SCIARRA DACRUZ Select	ALEXANDER DE LEON Select
KAYRRIE DE LOS SANTOS Select	JADIAH DE PAZ Select	RYAN DIAZ Select	Fill Seat	Fill Seat	Fill Seat

Skyward EA Plus Teacher Module

By Name

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Absent Count	Tardy Count	Tue 6/10	Mon 6/09	Fri 6/06	Thu 6/05	Wed 6/04	Tue 6/03	Mon 6/02	Fri 5/30	Thu 5/29	Wed 5/28	Tue 5/27	Mon 5/26	Fri 5/23	Thu 5/22
		CHAVARRIA	SIMMIAH	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			3													
		CLARK	ADEWUNCI	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			1													
		CLARK	CHRISTOPHER	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			1													
		COLLADO	BENJIMIN	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>																
		COLON	MIRIAM	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			1													
		CUELLO	CARLOS	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>																
		CURRY	AZRYAH	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			2													
		DACRUZ	SCIARRA	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			1													
		DE LEON	ALEXANDER	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>																
		DE LOS SANTOS	KAYRIE	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>																
		DE PAZ	JADIAH	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>																
		DE RENZI	GIOVANNY C	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>																
		DIAZ	RYAN	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>																
		DUENAS CHAVEZ	MICHAEL ALFREDO	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>																
		ESTEVEZ VALDEZ	MARIO D	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			1													
		FERRERAS	JAYDEN URIEL	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>																
		LUNA IRIZARRY	DEAVEN J	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>																
		RAVELO	JAYLEEN PAOLA	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>																
		THIBEDAU	BRANDON CLIFFORD	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>																
		TORRES	AMAYA LEONARDO	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			2													
		VARGAS PORTILLOKIANNNA I		09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			3													

- Student 'Alert' and 'Student Indicators' – alerts = peanut allergies, bee stings, etc. Student indicators = 504 plan, LEP, etc.
 - Alert Legend will tell you what each alert and student indicator means
- Skyward will default every student to present and by clicking the bubble next to the students name you can change their attendance mark to 'Absent' or 'Tardy'
- Absent and tardy total count for this class for each student. This will tell you how many times the student was late for class or how many times the student was absent
- Skyward will display today's date and attendance codes for the last 15 days
- You can change the view from the last 15 days to show all attendance periods for today
- View Class Summary will display student's grades and attendance/tardy totals by quarter and for the year. Print Class Roster will give you a few options to print rosters for your class.

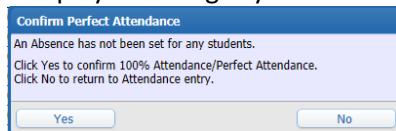
Skyward EA Plus Teacher Module

Entering Attendance

Take Attendance for **Tuesday, June 10, 2014**

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Absent Count	Tardy Count	Tue 6/10	Mon 6/09	Fri 6/06	Thu 6/05	Wed 6/04	Tue 6/03	Mon 6/02	Fri 5/30	Thu 5/29	Wed 5/28	Tue 5/27	Mon 5/26	Fri 5/23	Thu 5/22
		CHAVARRIA	SIMMIAH	09	400	●	○	○			3													
		CLARK	ADEWUNCI	09	400	○	○	●		1														
		CLARK	CHRISTOPHER	09	400	○	○	●		1														
		COLLADO	BENJIMIN	09	400	●	○	○																
		COLON	MIRIAM	09	400	○	○	●	1															
		CUELLO	CARLOS	09	400	○	○	●																
		CURRY	AZRYAH	09	400	●	○	○		2														
	5	DACRUZ	SCIARRA	09	400	○	○	●	1	1														
		DE LEON	ALEXANDER	09	400	○	○	●																
		DE LOS SANTOS	KAYRIE	09	400	○	○	●																
	1	DE PAZ	JADIAH	09	400	○	○	●																
	5	DE RENZI	GIOVANNY C	09	400	○	○	●																
		DIAZ	RYAN	09	400	●	○	○		2														
		DUENAS CHAVEZ	MICHAEL ALFREDO	09	400	○	○	●																
		ESTEVEZ VALDEZ	MARIO D	09	400	○	○	●	1															
		FERRERAS	JAYDEN URIEL	09	400	○	○	●		1														
		LUNA IRIZARRY	DEAVEN J	09	400	○	○	●		2														
	5	RAVELO	JAYLEEN PAOLA	09	400	○	○	●		1														
		THIBEDAU	BRANDON CLIFFORD	09	400	○	○	●																
		TORRES	AMAYA LEONARDO	09	400	○	○	●		2														
	5	VARGAS PORTILLO	GIANNNA I	09	400	○	○	●	3	2														

- Once you have marked your attendance accordingly click the save button
- If you have perfect attendance you will still need to click the save button and this message will be displayed letting Skyward know that you have taken attendance and everyone is



here. Click YES

- If you make a mistake you can click the undo button under the save button and this will bring every attendance mark back to present.
- If you want to edit an attendance record for a previous date you can do so up to 15 days back from the current date.

- To edit a record just click the box that corresponds with that student and date

Modify Attendance for **Friday, June 6, 2014**

First Middle	Last Name	GR	Sch	Absent	Tardy	Present
RYAN	DIAZ	09	400	○	○	●

- You will not be able to edit office codes of A, T, S or E
See "Codes" section of manual for more information

Skyward EA Plus Teacher Module

Codes (Absence/Tardy)

Type Code	Short Description	Long Description	Category	Count in Truancy	Disciplinary Action	Include in Total Attendance
A	Absence-Office	Absence (Office)	Unexcused	Y	Absence	Y
D	Early Dismissal	Early Dismissal	Unexcused	N	Absence	Y
E	Absence-Excused	Absence-Excused	Excused	N	Absence	Y
L	Late to Class	Late to Class	Tardy	N	Absence	N
S	Suspension	Suspension	Unexcused	Y	Out School Suspension	Y
T	Tardy	Tardy	Tardy	Y	Absence	Y
W	Web Absence	Web Absence (Teacher)	Unexcused	Y	Absence	Y

- **A = Absence (Office)** this code is ONLY entered by the office staff and cannot be edited by the teacher.
 - o This code would be entered if the teacher had a substitute.
 - The substitute would not have access to Skyward and would not be able to take attendance via Skyward. Therefore they will receive a roster from the main office. They will circle the students that are absent and send it back down to the main office who will enter the attendance accordingly.
 - This code would also be entered if the teacher was experiencing computer issues for the day. They would take the same procedures as the substitute (Get roster from main office...circle names...send back to main office).
- **D = Early Dismissal** this code will ONLY be entered by the office and cannot be edited by the teacher.
 - o This code will be entered if a student is early dismissed from school
- **E = Absence – Excused** this code is ONLY entered by the office staff and cannot be edited by the teacher.
 - o This code would be entered if the student brings in a note or the school is notified as to why the student was absent.
 - Any time you see the code E you should see another code following it for example E-D = Excused Absences for Doctors Apt...
- **L = Late to Class** the L code is entered by the Teachers via EA Plus.
 - o This code only means that the student was late to class **NOT THAT THEY WERE TARDY TO SCHOOL**
 - o If a student is tardy to school and does not have a late slip they are **NOT** to be marked as 'Tardy' by the teacher...They should be ask to go to the main office to receive a late slip.
- **S = Suspension** the S code is ONLY to be entered by the office staff to display that the student is suspended. (This code also cannot be edited by the teacher)
- **T = Tardy** the T code is ONLY entered by the office staff and cannot be edited by the teacher.
 - o This code will be entered if a student comes into school late and is Tardy for the day
- **W = Web Absences (Teacher)** the W code is entered by the teacher.
 - o When a teacher marks a student as 'Absent' the W code will be displayed.

Skyward EA Plus Teacher Module

Codes Teacher View

Alerts	Student Indicators	Last Name†	First Middle	GR	Sch	Absent	Tardy	Present	Absent Count	Tardy Count	Wed 6/11	Tue 6/10	Mon 6/09	Fri 6/06	Thu 6/05	Wed 6/04	Tue 6/03
		CHAVARRIA	SIMMIAH	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		3							
		CLARK	ADEWUNCI	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		1							
		CLARK	CHRISTOPHER	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2	1			A -		A - D		
		COLLADO	BENJIMIN	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									
		COLON	MIRIAM	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2							W -	
		CUELLO	CARLOS	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									
		CURRY	AZRYAH	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		2							
	5	DACRUZ	SCIARRA	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1	1							
		DE LEON	ALEXANDER	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1					W -			
		DE LOS SANTOS	KAYRRIE	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									
	7	DE PAZ	JADIAH	09	400	T -			2	1	T -		A -				W -
	5	DE RENZI	GIOVANNY C	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									
		DIAZ	RYAN	09	400	T -				3	T -		E - D				
		DUENAS CHAVEZ	MICHAEL ALFREDO	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		1					L -		
		ESTEVEZ VALDEZ	MARIO D	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		1							
		FERRERAS	JAYDEN URIEL	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1	1							W -
		LUNA IRIZARRY	DEAVEN J	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		2							
	5	RAVELO	JAYLEEN PAOLA	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		2			L -				
		THIBEDAU	BRANDON CLIFFORD	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>									
		TORRES	AMAYA LEONARDO	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2	1					L -		
	5	VARGAS PORTILLO	KIANNNA I	09	400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2	2							

- When a teacher marks a student 'Absent' by clicking the bubble this will result in a code of 'W = Web Absence (Teacher)'
 - o Skyward has to identify whether the code was entered by the Teacher or by the office staff that is why they use the A vs W.
- When a teacher marks a student 'Tardy' by clicking the bubble this will result in a code of 'L = Late to class'. A student can have multiple L codes throughout the day.
 - o Skyward makes the differentiation between 'Late to Class' and 'Tardy' to school by using the L vs T codes.
 - o The T code should only appear once on a student's attendance record per day, because they cannot be Tardy to school for multiple periods. Whichever period the student comes into school that is where the T code will reside.
- When a teacher marks a student as present by not editing their attendance it will result in a blank box displaying that the student was present for that period.
- If a student comes into class with a note explaining why they were absent that note should be brought to the main office and they will enter the E = Excused absences with a reason corresponding.

Skyward runs attendance off period by period bases. The student will be calculated based on periods present throughout the day to determine their daily attendance; for this to be accurate attendance must be taken in every period in secondary schools.

Elementary schools will only be taking attendance 1 time in Homeroom period.

Skyward EA Plus Teacher Module

My Students Disabilities/LEP/Section 504

Teacher Access

- My Students
- My Classes
- Post Daily Attendance
- My Students With Disabilities
- My LEP Students
- My Section 504 Students

- My Students with Disabilities, My LEP Students, and My Section 504 Students will all show students in your classes that have the following specialties.

My LEP Students - WA/EP/TALE - 30211 - 05.14.02.00.11-10.2 - Internet Explorer
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsheduprovidencetstri/stncbbrws159.w?title=My LEP Students

Skyward School District
John Smith Account Preferences Exit ?

Home Teacher Access

My LEP Students

Views: General Filters: *Skyward Default

Last Name	First	Middle	Dropped	(1) Start Date	(1) School Year	(1) End Date	(1) School Year	(1) Served	(2) Start Date	(2) School Year	(2) End Date	(2) School Year	(2) Served
DE PAZ	JADIAH			10/20/2013	2014		0000	Yes					
DE RENZI	GIOVANNY	C		04/30/2014	2014		0000	No					
ESTEVEZ VALDEZ	MARIO	D		04/30/2014	2014		0000	No					

- If a student has a Disability, LEP, or 504 they will be under the according link and you can access more information about each of these by clicking the drop down menu next to the student's name.

My LEP Students - WA/EP/TALE - 30211 - 05.14.02.00.11-10.2 - Internet Explorer
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsheduprovidencetstri/stncbbrws159.w?title=My LEP Students

Skyward School District

Home Teacher Access

My LEP Students

Views: General Filters: *Skyward Default

Last Name	First	Middle	Dropped	(1) Start Date	(1) School Year	(1) End Date	(1) School Year	(1) Served	(2) Start Date	(2) School Year	(2) End Date	(2) School Year	(2) Served
DE PAZ	JADIAH			10/20/2013	2014		0000	Yes					

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

General Details

Student Status: Active
Default Entity: 400 - Skyward Academy
Birthdate: 03/29/1999
Guardian 1: AARON DE PAZ
Phone: (555) 419-3809
Advisor:

Grade: 09
School: 400 - School (400)
Age: 15, 2 mo
Guardian 2:
Address: 129 Scramble avenue YOUR TOWN WI 55555

LEP Details

Start Date	School Year	End Date	School Year	Served	LEP Level	Prof Level	Title III	Lang Code
10/20/2013	2014		0000	Yes	1	0.0	No	Spa

Designation: 1-Beginning/Preproduction
Language Code: Spa - SPANISH
Bil/Est Prog Type: Dual Language & Two-Way Immersion (TWI)
Support Del. Model: PO,SC
Special Accom: Magnification or Low Vision Aids (LV)
Entrance Comment:

- By clicking the drop down arrow you will be able to view information pertaining to that students specialty

Skyward EA Plus Teacher Module

Reports

- To access Skyward reports click the 'Teacher Access' tab > My Classes link > Class Options > Reports

The screenshot shows the Skyward Academy interface. On the left is a 'Class Options' menu with items like Attendance, Discipline, Message Center, Report Card Posting, Athletic Eligibility Posting, Survey, Food Service, Educational Milestones, Test Scores, Busing, Recommendations, Curriculum Map, Reports, Assign Textbooks to Students, and Online Assignment Templates. An arrow points to the 'Reports' item. The main area shows a 'Class Roster for Homero/01 Homeroom' table with columns for Last Name, First Middle, Grade, Alerts, Student Indicators, A, and Discipline Test Scores R.

Last Name ↑	First Middle	Grade	Alerts	Student Indicators	A	Discipline Test Scores R
CHAVARRIA	SIMMIAH	09				3
CLARK	ADEWUNCI	09				1
CLARK	CHRISTOPHER	09			2	1
COLLADO	BENJIMIN	09				
COLON	MIRIAM	09			2	
CUELLO	CARLOS	09				
CURRY	AZRYAH	09				2
DACRUZ	SCIARRA	09		5		1 1
DE LEON	ALEXANDER	09				1
DE LOS SANTOS	KAYRRIE	09				
DE PAZ	JADIAH	09				2 1

- There are 7 Skyward reports that you can run for entire class or for an individual student.

The screenshot shows the 'Attendance Detail Report for Homero / 01 Prd:1 Homeroom' configuration screen. Callout 1 points to the 'Report Ranges' section, callout 2 points to the 'Absence Types' section, and callout 3 points to the 'Select Students to View Report' button.

1. Above is an example of an Attendance Detail Report. You have the options of Report Ranges which you have the report run for a Term or an Attendance Date Range.
2. You must select the Absence Types (Codes) that you want to run in the report. For example if you only want to see how many times a student was Late to your class you would select the L code and everything else leave on the right hand side.

The screenshot shows the 'Absence Types' selection window. It has four sections: Available Excused Types, Available Unexcused Types, Available Tardy Types, and Available Other Types. Each section has 'Add All', 'Add', 'Remove', and 'Remove All' buttons. The 'Selected Excused Types', 'Selected Unexcused Types', 'Selected Tardy Types', and 'Selected Other Types' sections are currently empty.

3. The 'Select Students to View Report' option is where you can check off the students that you want to run the report for.