Skyward EA Plus Teacher Module

EA Plus Teacher Module (Manual)

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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/wsisa.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:

   The icon will be labeled Login-Powered...

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”
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*
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.
- 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.
My Students

*If you click on the My Students link under the Teacher Access tab link you will see this page*

- 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.
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*
My Classes

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

- 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*

- 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.
Post Daily Attendance

*Click the Post Daily Attendance link under the Teacher Access tab*

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

- **Assign Seats** – you can arrange the students in whatever order you’d like for your seating chart.
1. Student ‘Alert’ and ‘Student Indicators’ – alerts = peanut allergies, bee stings, etc. Student indicators = 504 plan, LEP, etc.
   a. Alert Legend will tell you what each alert and student indicator means
2. 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’
3. 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
4. Skyward will display today’s date and attendance codes for the last 15 days
5. You can change the view from the last 15 days to show all attendance periods for today
6. 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.
Entering Attendance

- 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.
  o To edit a record just click the box that corresponds with that student and date.
  o You will not be able to edit office codes of A, T, S or E.

*See “Codes” section of manual for more information*
Codes (Absence/Tardy)

- **A = Absence (Office)** this code is ONLY entered by the office staff and cannot be edited by the teacher.
  - 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.
  - 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.
  - 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.
  - This code only means that the student was late to class NOT THAT THEY WERE TARDY TO SCHOOL
  - 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.
  - 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.
  - When a teacher marks a student as ‘Absent’ the W code will be displayed.
Codes Teacher View

- When a teacher marks a student ‘Absent’ by clicking the bubble this will result in a code of ‘W = Web Absence (Teacher)’
  - 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.
  - Skyward makes the differentiation between ‘Late to Class’ and ‘Tardy’ to school by using the L vs T codes.
  - 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.*
My Students Disabilities/LEP/Section 504

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

- 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.

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

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

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

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.

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