

SKYWARD Educator Access Training

- **Saving and Back buttons** – Always use these. Do not use the X to close out.
- Go to www.wallerisd.net and click on **Staff Resources**
- **Select Skyward Educator Access Plus**
- Enter provided username and password then Sign In
- **Check your email for login directions the first time**



WALLER ISD
Student DB.

Login ID:

Password:

[Forgot your Login/Password?](#)

Educator Access Plus Home

From the Home Screen you can select which widgets you want displayed. To do this, click on the button to select widgets.

The screenshot shows the "Educator Access Plus Home" interface. At the top, there are navigation tabs: "Home", "Teacher Access", "Advisor Access", and "EA+ Classic View". Below the tabs, there are utility buttons: "Favorites", "New Window", and "My Print Queue". The main content area is divided into several widget sections:

- Jump to Other Dashboards:** Includes links for "Calendar", "Teacher", and "Reset Dashboards". A "Select Widgets" button is highlighted with a red arrow.
- Teacher's Students:** A large blacked-out area, likely representing a list of students.
- Jump to Other Systems:** Includes links for "Educator Access Plus" and "Student Management".
- Recent Assignments:** Includes a "Group by Date" button and the text "No assignments to display".
- Grade Distribution:** Includes the text "No information to display".
- Recent Messages:** Includes "Recent Messages (0)" and "Unread Messages (0)", with the text "No messages to display".

At the bottom of the page, there is a blue banner with the text: "Welcome to Skyward's Educator Access Plus System." Below this banner, there is a small, faint note: "Check with your campus for individualized system data."

Sally Bender
July 2013

Select Widgets you would like displayed

Dashboard Maintenance

Teacher

Everyone's Widgets

- Calendar Events
- Last Five Logins
- Skyward Twitter Feed
- Web Favorites
- District Information
- RSS Feeds
- Weather

Secured User Widgets

- Customer Access Requests
- ★ Favorites
- Notifications
- ★ Recent Programs
- Task History
- Task Processes
- ★ District News
- ★ My Print Queue
- Program Locator
- Student Locator
- Task Manager

Teacher Widgets

- Grade Distribution
- Recent Messages
- Upcoming Assignments
- Recent Assignments
- Teacher's Students

Save
Add Dashboard
Rename Selected Dashboard
Delete Selected Dashboard
Reset Selected Dashboard
Uncheck All Items

Within each widget you can click the title and customize it

Newsfeeds to Display

- New York Times Home Page (U.S.)
- ESPN Top Headlines
- CNN Top Stories
- USA Today Top Headlines

Other:

Test Test Test

Check Spelling
Save
Back

To access your gradebook and attendance



Teacher Access will give you access to your gradebook and attendance screens

Advisor Access will give you access to activity accounts that may be set up for you.

Classic View will give you access to gradebook, attendance, and activity accounts on 1 screen.

Entering Attendance

Click Post Daily Attendance

Click By Name

Students are marked Present—Select to mark them Absent or Tardy

Alerts	Student Indicators	Last Name	First Middle	GR	Sch	Absent	Tardy	Present	Absent Count	Tardy Count	Period 1
	A			08	043				10		
	TI			08	043				1		
				08	043						
	A			08	043				14		

My Students

This tab will show a list of students you have. Click on the students name to see student profile information.

Student Profile Information

This is a list of information available for each student. When info is updated by registrar it is automatically updated for you.

Profile—Student personal information

Class Summary – student grade history

Attendance—attendance history

Schedule—students current and future schedule

Discipline – not sure how we are using this

Academic History – Shows previous years history

Test Scores – previous years STAAR and TAKS results

Family Access History – displays how many times a parent logs in

Activities—shows any groups the student may be associated with

Family Access Display

Gradebook – See what parent sees in their student's gradebook

Message Center – use to send messages to parents when they log in.

Sally Bender

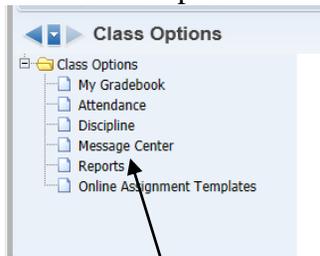
July 2013

My Classes

This tab will show a list of students by class.

JOHN ZEH's Classes							
043 SCHULTZ JUNIOR HIGH							
Dept	Subject	Terms	Period	Days Meet	Class	Description	Class Options
03	03	1 - 6	3	MTWRF	MM7LAB / 01	7TH MATH LAB	Class Options
03	03	1 - 6	4	MTWRF	MM8LAB / 02	PRE-ALGEBRA LAB	Class Options
03	03	1 - 6	5	MTWRF	MM7LAB / 02	7TH MATH LAB	Class Options
03	03	1 - 6	6	MTWRF	MM8LAB / 01	PRE-ALGEBRA LAB	Class Options
03	03	1 - 6	7	MTWRF	MM7LAB / 03	7TH MATH LAB	Class Options
03	03	1 - 6	8	MTWRF	MM8LAB / 03	PRE-ALGEBRA LAB	Class Options

Click Class Options



Can use the message center here to send out emails to parents

Click to send a message to the current class or to all classes



Create your message

New Class Message for Multiple Classes - Entity 043 - WA\EP\TA\MC\MS - 6117 - 05.13.06.00.05-10 - Windows Internet Explorer

https://wisdskyweb.wallerisd.net/scripts/cgip.exe/WService=wsEPlus/sepmsg04.w?multipleClasses=yes&isPopup=true

New Class Message for Multiple Classes

Add a New Message

* Message Summary: Priority: **Normal**

* Message Detail:

View Style Toolbar:

Posting Options

Post From: 08/06/2013 to: 08/13/2013

Only Post for Students currently enrolled in selected classes

Post to Family Access Post to Student Access

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

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

Post to Calendar

Place on Calendar Date: 08/06/2013 Text:

Emailing Options

Send as Email on 08/06/2013 at 10:07 AM from laweinert@wallerisd.net [Restore Default](#)

Only Send Email for Students currently enrolled in selected classes

Email to Students

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

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

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

Display Additional details in the Email Body

Course Description Period Teacher Name

Post to All Classes

Select the classes where this message should be saved

Entity	Dept	Subj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/>	043		1 to 6	2	MTWRF	ADV07 / 02	ADVISORY 07
<input type="checkbox"/>	043	03	1 to 6	1	MTWRF	MM7PA / 03	7 PAP MATH
<input type="checkbox"/>	043	03	1 to 6	3	MTWRF	MM7PA / 02	7 PAP MATH
<input type="checkbox"/>	043	03	1 to 6	4	MTWRF	MM8PRE / 01	PRE-ALGEBRA
<input type="checkbox"/>	043	03	1 to 6	5	MTWRF	MM7PA / 01	7 PAP MATH

Type the subject and message here

Select your posting options for family access

Select your emailing options

Select which classes to send the message to

My Gradebook

Click gradebook to see the gradebook for a selected class

SKYWARD

Home

My Gradebook

Current Year Classes | **Prior Years Classes**

Reports for All Classes | Posting Status

043 SCHULTZ JUNIOR HIGH

Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook
03	03	1 - 6	1	MTWRF	MM7PA / 01	7 PAP MATH	Gradebook
03	03	1 - 6	3	MTWRF	MM8PRE / 06	PRE-ALGEBRA	Gradebook
03	03	1 - 6	5	MTWRF	MM8PRE / 04	PRE-ALGEBRA	Gradebook
03	03	1 - 6	6	MTWRF	MM7PA / 02	7 PAP MATH	Gradebook
03	03	1 - 6	7	MTWRF	MM7PA / 03	7 PAP MATH	Gradebook
03	03	1 - 6	8	MTWRF	MM8PRE / 05	PRE-ALGEBRA	Gradebook

Sally Bender
July 2013

Entering Grades

Select Assignments—Add Assignments

Assignment Maintenance MS

Add Assignment

Category: MAJ - 60% - Major

Description:

Detailed Description:

Assignment Group:

Entered Date: **Mon, Jul 15 2013**

Assign Date: Jun 05 2013 Wed, Jun 5 2013

Proposed Due Date: Jun 05 2013 Wed, Jun 5 2013 Not in Grading Period Start/Stop Dates or Not in Open Grading Period

Actual Due Date: Jun 01 2013

Max Score: 100 Post to Family Access

Weight Multiplier: 1.00 Post to Student Access

Show Assignment Score As: Score Show Comments

Select the Classes where this Assignment should be added

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description	
<input type="checkbox"/>	043	03	03	1 to 6	1	MTWRF	MM7PA / 01	7 PAP MATH
<input type="checkbox"/>	043			1 to 6	2	MTWRF	ADV08 / 01	ADVISORY 08
<input type="checkbox"/>	043	03	03	1 to 6	3	MTWRF	MM8PRE / 06	PRE-ALGEBRA
<input type="checkbox"/>	043	03	03	1 to 6	5	MTWRF	MM8PRE / 04	PRE-ALGEBRA
<input type="checkbox"/>	043	03	03	1 to 6	6	MTWRF	MM7PA / 02	7 PAP MATH
<input type="checkbox"/>	043	03	03	1 to 6	7	MTWRF	MM7PA / 03	7 PAP MATH
<input type="checkbox"/>	043	03	03	1 to 6	8	MTWRF	MM8PRE / 05	PRE-ALGEBRA

Save and Score will allow you to enter grades for the assignment

- Pick a category Major or Minor for secondary, Daily or homework for elementary
- Description – Assignment Name
- Due date defaults to current date.
- If changing due date be sure it falls in the correct progress report period or six weeks period to count.
- Leave the Max score and weight as the default value
- Select the other classes to add the assignment to by clicking in the box
- Attach – you are able to upload documents for assignments for parents and students to access at home.
- Make assignment available online will allow you to create an online quiz

Display Options

- **Grade Period Display**

Grade Period Display

Display Assignments	Display Grade Period
<input type="button" value="Hide All"/>	<input type="button" value="Hide All"/>
<input type="button" value="Show All"/>	<input type="button" value="Show All"/>

		Grading Period	Date Range
<input type="checkbox"/>	<input type="checkbox"/>	1ST PROGRESS REPORT	08/27/2012 - 09/14/2012
<input type="checkbox"/>	<input type="checkbox"/>	1ST SIX WEEKS	08/27/2012 - 10/04/2012
<input type="checkbox"/>	<input type="checkbox"/>	2ND PROGRESS REPORT	10/08/2012 - 10/26/2012
<input type="checkbox"/>	<input type="checkbox"/>	2ND SIX WEEKS	10/08/2012 - 11/09/2012
<input type="checkbox"/>	<input type="checkbox"/>	3RD PROGRESS REPORT	11/12/2012 - 12/07/2012
<input type="checkbox"/>	<input type="checkbox"/>	3RD SIX WEEKS	11/12/2012 - 12/21/2012
<input type="checkbox"/>	<input type="checkbox"/>	4TH PROGRESS REPORT	01/08/2013 - 01/25/2013
<input type="checkbox"/>	<input type="checkbox"/>	4TH SIX WEEKS	01/08/2013 - 02/22/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5TH PROGRESS REPORT	02/25/2013 - 03/22/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5TH SIX WEEKS	02/25/2013 - 04/19/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6TH PROGRESS REPORT	04/22/2013 - 05/10/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6TH SIX WEEKS	04/22/2013 - 06/05/2013

* Signifies the Current Grade Period(s). These cannot be hidden.

Assignments By Date Range

 Only Show Assignments Within Date Range
 08/27/2012 to 06/05/2013

Current Six Weeks will always show.

Use this to view other grading periods. Check to see previous or hide previous six weeks.

Progress report is only the first 3 weeks average in a grading period

- **Assignment Display**

Assignment Display Options

Show Average Score of the Assignment

Show Average Score of Term Grades

Show Assignment Group of the Assignment

Show "Term Grade" Column in a fixed location on Gradebook screen

Show Posted Grades in a different color on Gradebook screen

Show Comments for all Assignments

Only show recent assignments on Gradebook Screen (2 weeks old and 2 weeks in the future)

Show Earned Percent Column when Calculating Term Grade based on Minimum Percent

Sort Assignments by: Date Sequence

Date Sequence of the Assignments: Descending (newest to oldest) Ascending (oldest to newest)

Assignment Defaults

Maximum Score Default: 100

Post to Family Access Default: Yes Post to Student Access Default: Yes

Note: All Assignments are forced to Post to Family and Student Access for this entity.

Assignment Score Entry

Suppress the "value entered is greater than max score" message

Assignment Heading

Options use examples with the text "Characters" representing the assignment description, "08/20/2004" representing the due date, "Week 4 - Friday" representing a week and day, "Quiz" representing the category code, and "100" representing the max score of an example assignment.

Show Category color in Assignment Headings only

Description, Week, Category, Max Score Description, Week, Category, Max Score

Charac 08/20/2004 Quiz 100

Options for the way assignments show in your grade book view.

- **Student Display**

Name Display			Sample
<input type="radio"/> First Last	Full	Separated	Anthony A Anderson
<input type="radio"/> First Last	Full	Grouped	Anthony A Anderson
<input type="radio"/> First Last	Short	Separated	Antho Ander
<input type="radio"/> Last, First	Full	Separated	Anderson Anthony A
<input checked="" type="radio"/> Last, First	Full	Grouped	Anderson, Anthony A
<input type="radio"/> Last, First	Short	Separated	Ander Antho
<input type="radio"/> Suppress	Name	Completely	No Name Appears

Display Options
<input checked="" type="checkbox"/> Student ID
<input type="checkbox"/> Dropped Students
<input type="checkbox"/> Student Grade Level
<input type="checkbox"/> Student's School

Sorting Options
<input type="radio"/> Sort By First Name Last Name
<input checked="" type="radio"/> Sort By Last Name First Name
<input type="radio"/> Sort By Student's Assigned Seat
<input type="radio"/> Sort By Student's Grade located in "Term Grade" Column
<input type="radio"/> Sort By Gradesheet Sequence (Modify Gradesheet Sequence)

Options for how the students are displayed in grade book view.

- **List Assignments**

SKYWARD SSSPA / 02 Prd:1 8 AM HIST HONORS

Home

Assignments My Print Queue Back

Add Clone Report View Scores Assignment Display Clone From Existing Gradebook

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	OA	Fam	Stu
Assignments										

This is a list of your assignments for this class. You can Add, and clone assignments from other teachers gradebooks here. Use **Clone From Existing Gradebook** to copy assignment to another teachers gradebook.

Reports

Report: **Grade Sheet**

Seq #	Report Template Name
120	Term 1
130	FINAL GRADE
140	BYRD SEMESTER 1
150	BYRD SEMESTER 2
160	BYRD SEM 2
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig
960	Curr Term;Blank Grade Sheet;10 Font
970	Curr Term;Blank Grade Sheet;12 Font
980	Curr Term;Blank Grade Sheet;14 Font

Print

Export to Excel

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

Select Different Students

Select Different Classes

Select a report to print from the list or create your own. To add your own report, select add a new template

Adding a template—Select the button Add a new Template

Name the template (ex: Byrd Semester 2)

Select the criteria you want to display on your report

Assignments

Display Grades and Assignments for Term
 Current Term : 08/26/2013 - 09/13/2013

Display Grades and Assignments for Date Range
 Start: Aug 22 2011 **Mon, Aug 22 2011**
 End: Dec 20 2011 **Tue, Dec 20 2011**

Options

<p>Student Options:</p> <p><input checked="" type="checkbox"/> Show Student Name <input type="checkbox"/> Show Student ID</p> <p>Sort Students:</p> <p><input checked="" type="radio"/> Use Gradebook Sort Order <input type="radio"/> Random</p>	<p>Assignment Options:</p> <p><input type="checkbox"/> Show Assignments <input type="checkbox"/> Show Max Score <input type="checkbox"/> Show Average Score <input type="checkbox"/> Show Absent Indicator</p> <p>Assignment Legend Options:</p> <p><input type="radio"/> Show at Bottom of Each Page <input type="radio"/> Show on Separate Page <input checked="" type="radio"/> Don't Show at All</p>	<p>Term Options:</p> <p><input checked="" type="checkbox"/> Show Term Grade Marks <input type="checkbox"/> Show Term Grade Percent</p> <p>Special Code Options:</p> <p><input type="radio"/> Show All <input checked="" type="radio"/> Show as Gradebook <input type="radio"/> Show None</p> <p>Other Display Options:</p> <p>Font Size: 10 <input type="checkbox"/> Show Signature Line</p>
---	---	---

Number of Assignments per Page: 15 Number of Students per Page: 36

Free Form Header

Label 1: _____

Label 2: _____

Free Form Footer

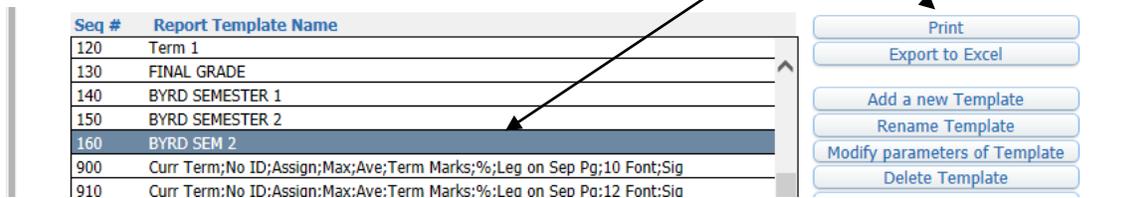
Label 1: _____

Label 2: _____

Label 3: _____

Click Save

Your new template will now show in the window. Click it to select it and then click the print button



Excel Export – any time you see this button it will take the information on that page and export it into an excel document. This feature is nice for mail merging.

- Click on the print queue icon
- Select the Report
- Click Convert to Excel



• **Quick Scoring**

Teacher: (Team) Cla:

Quick Scoring		Term Grade PG1	Math Page 08/24/2009 DWK 100	Math 08/24/2009 HWK 100
Students				
1		82 82.00%	80	100
2		78 77.50%	75	100
3		91 91.00%	90	100
4		90 90.10%	89	100
5		78 77.50%	75	100
6		91 91.00%	90	100
7		100 100.00%	100	100
8			*	*
9			*	*
10			*	*

Quick Scoring will bring a list of your assignments and lets you enter all grades for that class.

New button—shows when you have a new student added to your gradebook. It usually means there are grades that need to be transferred. To transfer the new grades select **Manually Enter Scores**. Put a check in the do not display box once you have finished grades for the new student.

Option #2 - Transfer Assignment/Term Scores From a Dropped Class	<i>Option not Available</i>
No dropped classes were found	
Option #3 - Manually Enter Term Scores	<input type="button" value="Manually Enter Scores"/>
Choose this option to manually enter term grade percents for closed grading periods	
Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course	<i>Option not Available</i>

The report card grades are the grades that need to be transferred to your gradebook (current grade column). To do this enter **the posted grade (Report Card Grade)** in the six weeks column **New Grade box**.

Enter Term Grades for Class RR7NAC / 01

Term	Current Grade	Current Percent	Report Card	Adjustment	New Grade	New Percent
SW1					<input type="text"/>	<input type="text"/> %
SW2					<input type="text"/>	<input type="text"/> %
SW3					<input type="text"/>	<input type="text"/> %
SM1	86	0.00%	86		?	<input type="text"/> %
SW4	88	88.49%	88	88.49%	<input type="text"/>	<input type="text"/> %