

WESPac

EDUCATOR ACCESS PLUS

TEACHER



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Documentation Key:

Path: Sequence of button clicks to access a specific area of WESPaC

Hot Key Underlined letter provided on a button allows keystroke navigation. To use, click on **Alt** plus the underlined hot key letter

Note: Information provided to clarify a process

Close Boxed word indicates a button in WESPaC

Edit Refers to pencil icon on a WESPaC button



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EDUCATOR ACCESS PLUS OVERVIEW

Web access for teachers and administrators to enter attendance and grades, view student demographic information, and run student reports.

Training Objectives

At the conclusion of this training, the class participant will be able to accurately perform the steps necessary to:

- Enter and update student attendance.
- Enter survey information for students.
- Enter class messages, making them viewable in Family Access.
- Add, update and delete student report card grades.
- View student information.
- View and enter student discipline information.
- Run and analyze attendance and grading reports.

Common Navigation

Home page: to return to the home page click on the link or click on the Skyward logo



Hyperlinks: words in blue and underlined will take the user to another screen with information.

Sorting: Headings that are typically underlined in a table format will allow the information to be sorted by that column. The new sort order will not typically save.

Common Buttons:



ATTENDANCE

Entering Attendance on a Class by Name

The purpose of this process is to familiarize the user with the necessary steps needed to properly add attendance to a class through Educator Access Plus.

Menu Path: EA Plus/Post Daily Attendance

If the attendance office has entered attendance on a student, the student will already have an attendance code attached to their record. Attendance information entered through the attendance office may not be overwritten by a teacher. These codes will appear similar to the following E-VA or E-IL. For a complete list of the codes for your school contact your Attendance Secretary.

View by either: View Attendance by Class or View Attendance by Period.

Colored bars can be used to indicate a student with alert information and/or that a student is receiving special education services.

As the attendance is marked on individual students, the circle you've selected will turn red.

Upon returning to the attendance area on the same day, the attendance information submitted is in green.

To view individual student information click once on the student's name. See Student Search for more information.

1. Select the hyperlink that reads **Post Daily Attendance**.
2. Select the hyperlink that reads **By Name**.
3. Select the circle next to the appropriate attendance information.
4. Select **Save**.
5. Select **Homepage** (in the left area of the header).
6. Select **Exit** (on the top right side of header) if you want to close EA+.

Entering Attendance on a Class by Seating Chart

Menu Path: EA Plus/Post Daily Attendance

If the attendance office has entered attendance on a student, the student will already have an attendance code attached to their record. Attendance information entered through the attendance office may not be overwritten by a teacher. These codes will appear similar to the following E-VA or E-IL. For a complete list of the codes for your school contact your Attendance Secretary.

View by either: View Attendance by Class or View Attendance by Period.

Colored bars can be used to indicate a student with alert information and/or that a student is receiving special education services.

As the attendance is marked on individual students, the word ABSENT or TARDY will turn red.

Upon returning to the attendance area on the same day, the attendance information submitted is in green.

To view individual student information click once on the student's name. See Student Search for more information.

1. Select the hyperlink that reads **Post Daily Attendance**.
2. Select the hyperlink that reads **By Seating Chart**.
3. Select the drop down arrow **BELOW** the students' name.
4. Select the correct attendance either **Absent** or **Tardy**.
5. Select **Save**.
6. Select **Homepage** (in the left area of the header).
7. Select **Exit** (on the top right side of header) if you want to close EA+.

Options for the Seating Chart:

Menu Path: EA Plus/Post Daily Attendance/Assign Seats

- **Show or Hide Pictures** (the pictures must be imported by the office)
- Assigning Seats:
 - Users can control the number of squares on the grid, just type in the **Number of Rows** and the **Number of Seats Per Row** then click on **Refresh**.
 - For Manual Seat movement: select the student you want to move by clicking on the **Select** button under the students' name. To move to an unoccupied seat click on **Fill Seat** button or to swap with another student click on **Swap Seats** (this button doesn't appear until the first student has been selected).
 - To clear and reassign seats: **Clear Seating Chart** removes all students from the chart and puts them in a holding bin on the left labeled Unassigned Seats.
 - Auto Assign has three options: **By First Name, By Last Name, At Random**, and then click **Process**. You can also choose to fill the seats manually (see above).
- Once changes are made, make sure to click on **Save** prior to leaving this screen. If you don't want to save your changes click on **Cancel**.
- **Alert Legend** will show what the colored bars below the names represent.
- **Printer Friendly Listing** is a hard coded report and will only print 5 seats across and 4 rows down on a page. If you have more rows and seats than that, you will get multiple pages for your printed seating chart. They will always print that there is "No Image Available" unless you actually have a picture loaded, even if you have hidden the image.

Responding to a Survey

Menu Path: EA Plus/My Classes/Class Options/Survey

The purpose of this process is to familiarize the user with the necessary steps needed to properly respond to a survey question through Educator Access Plus.

Survey Questions are set up by the office.

The survey questions can elicit a multiple choice, yes/no, or numeric answer.

The questions can be set up to record group answers or individual answers by each student.

If an individual answer is required of each student, a default answer can be selected by highlighting the appropriate response next to 'Default all blank answers to:' then selecting the default answer of your choice. It is then possible to change the responses of just those students who do not choose the default answer.

1. Select **Survey**.
2. Locate the question on the screen.
3. Respond to the question.
4. Select the **Save** button.
5. To answer a survey question for another class click on the My Classes link.
6. Select another class and repeat steps 1-3.

CLASS MESSAGES

Creating Class Messages for classes

The purpose of this process is to familiarize the user with the necessary steps needed to properly add class messages for a class through Educator Access which are viewed by guardians and students using Family Access.

Menu Path: EA Plus/My Classes/Class Options/Class Messages

Check these boxes only if you want your email address to be visible to guardians and/or students.

Class messages (viewable in Family Access) can be created for multiple classes at one time by placing a checkmark next to each class the message should display for.

Once a class message has been created for a class or classes, it can only be edited for the original class(es) it was created for.

1. Select **Add**.
2. Enter the following information:
 - **Message Summary**
 - **Message Detail**
 - **Priority**
 - **Display Start**
 - **Display End**
 - **Post my email address for parents viewing this message**
 - **Post my email address for parents viewing this message**
3. Check the box next to each class you'd like to post this message to.
4. Select **Save**.

GRADING

Entering Grade Marks on a Class

The purpose of this process is to familiarize the user with the necessary steps needed to properly add grade marks and comments to a class through Educator Access.

Menu Path: EA Plus/My Classes/Class Options

To view available comment codes or grade marks, click on the links to the respective area.

If a student already has a grade mark and/or comment on the screen, either the teacher already entered some data into the system or the office has entered grade information for the student. Either way, if the teacher wishes to modify the grade and/or comment code they may do so.

If a grading period is not available – contact the office to verify when the grading period will begin.

Free Form Comments (if activated) enables a 50 character comment to be entered.

You may also navigate through these fields using the enter key and directional arrows on your keyboard.

Before leaving this area and provided you want to save your work, make sure you have selected either of the two save options. The information entered will change from red to green in color, indicating they have been saved.

1. Select **Report Card Posting**.
2. Click in the correct grading/comment column corresponding with the correct student.
3. Enter a recognized Grade Mark and/or Comment Code (refer to the **View Grade Mark** or **View Comment Codes** hyperlinks).
 - a. Pre-set Comments can be entered two ways:
 - Auto-fill a Comment – select the comment code from the “Default blank comments to:” row beneath the Comment column you wish to auto-fill. Select **OK** to the pop-up box question, “Do you want to default all blank comments for Comment n to nnn?”
 - Manually Applied Comments - click in a comment box for a student and enter the code for the student.
4. Add Free Form comments (if applicable)
5. Use the mouse or Tab Key to navigate through the grade mark and comment column buckets for each student, entering the appropriate information.
6. Select **Save & Continue Entering Grades** or **Save & Back**.

REPORTS

Educator Access Plus allows you to run reports for all your classes, a single class or a single student. In many cases, you can select the term(s) or date range to report on and can choose many of the data elements that appear on the report.

Educator Access Plus uses Adobe Acrobat to generate reports. The reports are PDF files, and may take several seconds to generate. After a report is generated, you may save it to disk, print it, or close the report by clicking the X in the upper-right corner of the report; closing the report will not close Educator Access Plus. If the report has multiple pages, you can navigate through the pages using the blue right and left buttons at the bottom of the report screen. The following section discusses some of the reports available in Educator Access Plus.

Report Templates

Report templates allow you to quickly pick a set of established parameters to run a report. This saves you from having to pick the desired parameters each time you wish to run the report. Skyward has provided you with some standard templates for each report, but you can also create your own.

Create a Report Template

Menu Path: EA Plus/My Classes/ Class Options/Reports

The report Sequence number is system generated but you may change it.

To access your templates to a report you must press the Report Range Templates button.

1. Select a report.
2. Set the parameters you want for your template.
3. Select **Report Range Templates**.
4. Select **Save current report ranges as a new Report Range Template**.
5. Enter a **Sequence #** and **Report Template Name**, select **Save**.
6. You can now use this report template to view and print these parameters when you choose this report.

Grading Proof Sheet Report for All Students

Menu Path: EA Plus/My Classes/ Class Options/Reports

1. Select **Grade Proof Sheet**.
2. Select the **Grading Period Range** you want to include in your report.
3. Check the box next to **Display Only the Selected Term** to limit the information contained on your report.
4. Check the box next to **Display Regular Comments** to include the comments you've posted for each student.
5. Select **View Report for All Students**.
6. **View** and/or **Print** the report.
7. Select the **X** to close this window
8. Select **Back** to return to the report option menu tree.

Grading Proof Sheet Report for Selected Students

Menu Path: EA Plus/My Classes/ Class Options/Reports

Select All will check all the boxes.

Clear All will clear out all the check marks.

Once you **Clear All**, you can individually check the names of the student(s) you want to include in your report.

Students enrolled in the class but not for the date range you have selected, will appear in a separate grouping below the currently enrolled students.

1. Select **Grade Proof Sheet**.
2. Select the **Grading Period Range** you want to include in your report.
3. Check the box next to **Display Comments** if desired
4. Select, **Select Students to View Report**.
5. Select only the students you want to view by placing a check mark in the box next to the student name.
6. Select **View Report**.
7. **View** and/or **Print** the report.
8. Select the **X** to close this window.
9. Select an additional student or click on the **Back** button.

Attendance Summary Report by Class

Menu Path: EA Plus/My Classes/ Class Options/Reports

Summary Report by Class contains a break down of absences and type by the week for that class. It also shows totals by attendance type

1. Select **Summary Report by Class**.
2. Select the **Date Range** you want to include in your report.
3. Check the box next to **Print for Class Scheduled Days** if desired.
4. Select **View Report for All Students**.
5. Select the **X** to close this window.
6. Select **Back** to return to the report options screen.

Attendance Detail Report for All or Selected Students

Menu Path: EA Plus/My Classes/ Class Options/Reports

Print each absent day displays some student demographic information, break down of absences and type by date and period and total attendance information broken down by days.

Not checking the **Print each absent day** displays some student demographic information and total attendance information broken down by absence type.

Clear All will clear out all the check marks.

Once you **Clear All**, you can individually check the names of the student(s) you want to include in your report.

Select All will check all the boxes.

1. Select **Detail Report**.
2. Select the **Date Range** you want to include in your report.
3. Check the box next to **Insert page break after each student** if you want the page break.
4. Check the box next to **Print each absent day** to see attendance detail rather than summary information.
5. Select **View Report for All Students** to see information on all students. (This option skips steps 6 through 8 below)
6. Or **Select Students to View Report**
7. Select only the students you want to view by placing a check mark in the box next to the student name.
8. Select **View Report**
9. Select the **X** to close this window.
10. Select **Back** to return to the report options screen.

Class Roster Report

Menu Path: EA Plus/My Classes/ Class Options/Reports

Watch the % of page width used in the top right corner while selecting options to print. It is possible to select a combination of items that exceeds the width of the page. When this happens you will get a message that reads as follows: "Warning: The report is wider than the page, at least one option will need to be unselected"

This report lists all students enrolled in a course. It is **not** a Current Class Roster in terms of listing only those students enrolled for the current term.

1. Select **Class Roster**
2. Select the parameters you want to print on your report.
3. Select **View Report for All Students.**
4. **View** and/or **print** the report
5. Select the **X** to close this window
6. Select **Back** to return to the report options screen.

STUDENT INFORMATION

Accessing Student Information

Menu Path: EA Plus/My Students

You can also get to all this information by double-clicking on a student name in a class

The number in parentheses after an information category indicates if there is any information in that area and the number of occurrences of that information.

If your building has **Student Indicators** set up, click on the indicator box to quickly view **Health Conditions, Special Ed, 504 or Gifted/Talented**

1. Highlight the student for whom you want to see additional detail, and click on **Select**.
2. You can view any of the following information categories. What you actually view is dependent upon the level of security given by your District coordinator.
 - **Profile**
 - **Attendance (0)**
 - **Schedule**
 - **Add/Drops (0)**
 - **Discipline (0)**
 - **NCLB**
 - **Academic History**
 - **Current Grades**
 - **Test Scores (0)**
 - **Family Access Display (0)**
 - **Information Report**
 - **Progress Report**
3. To choose another student, select from the drop-down menu near the top of the screen or click on the **My Students** link in the header.