

Slide 1 - Slide 1

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Windows Internet Explorer". The page header includes the Skyward logo, "EDUCATOR ACCESS™ plus" with an apple icon, and "STUDENT MANAGEMENT" with a person icon. A "Print this tutorial" button is in the top right. The user name "SEAN LEE" is displayed, along with links for "Login History", "My Print Queue", and "Exit". The main heading is "Welcome to Educator Access Plus".

A yellow callout box is overlaid on the page, containing the following text:

- Take Daily Attendance By Name**
- Click here to access My Gradebook.
- What is the Take Daily Attendance By Name?**  
This teacher attendance method displays a list of all students enrolled in the specified course for a specific date, and allows for attendance records to be entered.
- Why would you use the Take Daily Attendance By Name?**  
This option would be used to enter student attendance records from the classroom when the teacher prefers to take the attendance in list format instead of by seating chart.

The left sidebar shows a tree view of navigation options: Educator Access Plus, Teacher Access (My Gradebook, My Students, My Classes, My Lesson Plans, Post Daily Attendance, My Homerooms, My Activities), Student Services Access, Gifted And Talented, My Students as IEP, Student Services Access, Advisor Access (My Students, Advisor Access Tutorial), and Administrator Access (Gradebook Tracker, Grade Posting Administration (0), Student Search - By Entity, Student Search - By District, Athletic Eligibility Post Tracking, Secondary Progress Report - By Entity, Secondary Progress Report Letter, Secondary Grade Sheet Report - By Entity, Standards Report Cards - By Entity, Standards Gradebook Analysis Report, Administrator Access Tutorial, My Food Service Information).

The bottom status bar shows "Done", "Local intranet | Protected Mode: Off", and "100%".

Slide 2 - Slide 2

Skyward Educator Access Plus - Windows Internet Explorer

**Entity (400) Grades 9 to 12**  
 Teacher: [SEAN LEE \(Team\)](#) Class: [300GE / 002 Prd:5 Geometr](#)

Home Page | [Gradebook](#) | Main Screen

View Tutorial  
 Customer Access  
 My Print Queue Back

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Posting | Reports | Charts | Display Options | Quick Scoring | Export

Take Daily Attendance - By Name  
 Take Daily Attendance - By Seating Chart  
 Take Daily Attendance - By Student  
 Assignments

After choosing a class and clicking the **Secondary Gradebook** link, click **Attendance** and select **Take Daily Attendance - By Name**.

Students	Attendance	Grade	Posting	Pop Quiz #	Story Prob	Magic 8 Ba
1 <a href="#">CROSWELLSR, FRED Y</a>	B 85.56%	B	B	31	8	14
2 <a href="#">DAUGHTRIDGESR, SETH Z</a>	C+ 78.89%	C+	B-	33	9	14
3 <a href="#">FARIESSR, ELVA V</a>	A- 91.11%	A-	B+	38	8	13
4 <a href="#">FREENEYSR, LINCOLN R</a>	B 86.67%	B	B+	35	10	15
5 <a href="#">GRAHNSR, FARRAH N</a>	C- 73.33%	C-	C	33	9	13
6 <a href="#">GREENLANDSCR, PATRICK A</a>	C 75.56%	C	C	32	7	14
7 <a href="#">HELLYHAMERSR, EAHMON</a>	B- 82.22%	B-	B	33	8	15
8 <a href="#">ISHMANSCR, ELISABETH J</a>	C+ 78.89%	C+	C+	31	8	13
9 <a href="#">JUNGERSR, BRYON A</a>	A 97.78%	A	A-	40	9	12
10 <a href="#">MARICLESR, RAMONA V</a>	A+ 98.89%	A+	A-	39	8	11
11 <a href="#">PACIFICOSR, MELODY H</a>	B 86.67%	B	B	29	10	10
12 <a href="#">PULICESR, VIRGINA P</a>	A 95.56%	A	A-	36	10	12
13 <a href="#">ROTONDOSR, EDMUND J</a>	A- 91.11%	A-	B+	35	8	13
14 <a href="#">TOMASEKSR, KELLI X</a>	B- 81.11%	B-	B-	35	9	15
15 <a href="#">TREASTERSR, CORY T</a>	B 87.78%	B	B+	37	10	15
16 <a href="#">WAGEMANSR, ELLIOT B</a>	A- 92.22%	A-	A-	40	9	12

03/2010 ACT 10 8.56

javascript:EditAttendance('Alphabetical Listing'); Local intranet | Protected Mode: Off 100%

Slide 3 - Slide 3

Skyward Educator Access Plus - Windows Internet Explorer

EDUCATOR ACCESS<sup>plus</sup>

View Tutorial  
Customer Access

Take Attendance for **Tuesday, February 9, 2010**

Alert Legend | Show Today's Alerts | Class Roster | Questions | Print

Save

1. The default value for all students is **Present**.  
For students not present, select the **Absent** radio button.

2. Attendance history by **date** will display on this half of the screen and details can be seen by **scrolling**.

Alerts	Student Indicators	Home Entity	Student Name	GR Sch	Absent	Tardy	Present	Will the Packers win the Super Bowl?	Absent Count	Tardy Count	Tue 2/09	Mon 2/08	2/
		800	CROSWELLSR, FRED Y	11 MSA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Default blanks to:					
		310	DAUGHTRIDGESR, SETH Z	09 400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
			FARIESSR, ELVA V	11 400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
			FREENEYSCR, LINCOLN R	11 400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
	H		GRAHNSCR, FARRAH N	12 400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
			GREENLANDSCR, PATRICK A	10 400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
			HELLYHAMERSC, EAHMON	10 400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
			ISHMANSCR, ELISABETH J	12 400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
			JUNGERSR, BRYON A	12 400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
		340	MARICLESCR, RAMONA V	10 MSA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
			PACIFICOSCR, MELODY H	12 400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
		350	PULICESCR, VIRGINA P	10 MSA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
		350	ROTONDOSCR, EDMUND J	10 MSA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
		340	TOMASEKSCR, KELLI X	10 MSA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
		340	TREASTERSR, CORY T	10 MSA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
			WAGEMANSR, ELLIOT B	10 400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						

3. The attendance **type** and **reason code** that is attached to a student's record shows in the **grid**.  
Users can place the **mouse pointer** on a grid cell to see an pop-up explanation of any **code** listed.  
**Blank** grid cells indicate students were **present** that day.

Slide 4 - Slide 4

3. Select **Show Today's Attendance for All Periods** to view **previously entered attendance** for the current day.

Alert Legend | [Show Today's Attendance for All Periods](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

Save  
Undo  
Back

Alerts	Student Indicators	Home Entity	Student Name	GR Sch	Absent	Tardy	Present	Will the Packers win the Super Bowl?	Absent Count	Tardy Count	Tue 2/09	Mon 2/08
		800	CROSWELLSR, FRED Y	11 MSA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	▼				
		310						▼				
								▼				
								▼				
								▼				
								▼				
			JUNGERSSCR, BRYON A	12 400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	▼				
		340	MARICLESCR, RAMONA V	10 MSA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	▼				
			PACIFICOSCR, MELODY H	12 400	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	▼				
		350	PULICESCR, VIRGINA P	10 MSA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	▼				
		350	ROTONDOSCR, EDMUND J	10 MSA	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	▼				

2. If **Survey Questions** have been set up they can be **answered** and saved through attendance. The **Default blanks to** option allows teachers to mass assign the **same answer** to all students which can then be **edited** individually as needed.

1. **Alerts** that have been set up for the student as well as **Student Indicators** display here and will show details by hovering over with the **mouse pointer**.

Slide 5 - Slide 5

Skyward Educator Access Plus - Windows Internet Explorer

EDUCATOR ACCESS<sup>plus</sup>

View Tutorial  
Customer Access

Take Attendance for **Tuesday, February 9, 2010**

Save  
Undo  
Back

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

Alerts	Student Indicators	Home Entity	Student Name	Grade	1	2	3	4	5	6	7	8	9	10	11	12	Present	Absent Count	Tardy Count	Period 1	Period 2
		800	CROSWELLSR, FRED Y	11 MSA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
		310	DAUGHTRIDGESCR, SETH Z	09 400	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
			FARIESSCR, ELVA V	11 400	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
			FREENEYSCR, LINCOLN R	11 400	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
	H		GRAHNSCR, FARRAH N	12 400	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
			GREENLANDSCR, PATRICK A	10 400	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
			HELLYHAMERSC, EAHMON	10 400	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
			ISHMANSCR, ELISABETH J	12 400	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
			JUNGERSSCR, BRYON A	12 400	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
		340	MARICLESCR, RAMONA V	10 MSA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
			PACIFICOSCR, MELODY H	12 400	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
		350	PULICESCR, VIRGINA P	10 MSA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
		350	ROTONDOSCR, EDMUND J	10 MSA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
		340	TOMASEKSCR, KELLI X	10 MSA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
		340	TREASTERSCR, CORY T	10 MSA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
			WAGEMANSR, ELLIOT B	10 400	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

2. Click **View Class Summary** to see more details.

1. Today's attendance for all periods will display on this half of the screen and details can be seen by **scrolling** to the right.

Slide 6 - Slide 6

Skyward Educator Access Plus - Windows Internet Explorer

EDUCATOR ACCESS plus

View Tutorial  
Customer Access

### Class Summary for 300GE / 002

Student Name	Term	Grades				Last Week 02/01 - 02/05					This Week 02/08 - 02/12					Absences		Tardies	Back
		T1	T2	T3	T4	M	T	W	R	F	M	T	W	R	F	T3	09-10	T3	
CROSWELLSR, FRED Y	YR			B															
DAUGHTRIDGESCR, SETH Z	YR			C+															
FARIESSCR, ELVA V	YR			A-															
FREENEYSCR, K																			
GRAHNSCR, K																			
GREENLANDSCR, PATRICK A	YR			C															
HELLYHAMERSC, EAHMON	YR			B-															
ISHMANSCR, ELISABETH J	YR			C+															
JUNGERSSCR, BRYON A	YR			A															
MARICLESCR, RAMONA V	YR			A+															
PACIFICOSCR, MELODY H																			
PULICESCR, VIRGINA P																			
ROTONDOSCR, EDMUND J																			
TOMASEKSCR, KELLI X																			
TREASTERSCR, CORY T																			
WAGEMANSR, ELLIOT B	YR			A-															

1. A snapshot of **grades**, last week and current week **attendance** as well as **absence** and **tardy totals** can be viewed on this screen.  
This **example** shows **no** records or totals. Your results will vary.

2. Click on an individual student's name to reveal the **Student Profile** screen.

3. Click Back.

Slide 7 - Slide 7

1. Click the **Alert Legend** link to reveal the legend.

Take Attendance for **Tuesday, February 9, 2010**

[Alert Legend](#) | [Show Previous Weeks Attendance](#) | [View Class Summary](#) | [Hide Survey Questions](#) | [Print Class Roster](#)

Save  
Undo  
Back

Alerts	Student Indicators	Home Entity	Student Name	Number Bowl?	Absent Count	Tardy Count	Period 1	Period 2
■		800	CROSWELLS					
		310	DAUGHTRID					
			FARIESSCR,					
■			FREENEYSC					
	■		GRAHNSCR,					
■			GREENLAND					
			HELLYHAME					
■			ISHMANSCR					
			JUNGERSSC					
		340	MARICLESCH					
			PACIFICOSC					
	■	350	PULICESCR,					
		350	ROTONDOS					
		340	TOMASEKSC					
		340	TREASTERS					
			WAGEMANS					

2. Each of the available **Alert** options is defined here.

3. Click **Back**.

**Alert Color Legend**

- Student has been Absent
- Student has been Tardy
- Student has Alert Information
- Student has Primary Disability/Handicap Information
- Student has Critical Alert Information
- Student is Classified as Section 504
- Student has General Notes

Slide 8 - Slide 8

Take Attendance for Tuesday, February 9, 2010

Alert Legend | Show Previous Weeks Attendance | View Class Summary | Show Survey Questions | Print Class Roster

1. To save any changes made to attendance click **Save**. Information can be updated as long as attendance is open.

2. Click the **Print Class** link to view a roster report.

Alerts	Student Indicators	Home Entity	Student Name	Absent Count	Tardy Count	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
		800	CROSWELLSR, FRED Y	11	MSA							
		310	DAUGHTRIDGESR, SETH Z	09	400							
			FARIESSCR, ELVA V	11	400							
			FREENEYSCR, LINCOLN R	11	400							
	H		GRAHNSCR, FARRAH N	12	400							
			GREENLANDSCR, PATRICK A	10	400							
			HELLYHAMERSC, EAHMON	10	400							
			ISHMANSCR, ELISABETH J	12	400							
			JUNGERSSCR, BRYON A	12	400							
		340	MARICLESCR, RAMONA V	10	MSA							
			PACIFICOSCR, MELODY H	12	400							
		350	PULICESCR, VIRGINA P	10	MSA							
		350	ROTONDOSCR, EDMUND J	10	MSA							
		340	TOMASEKSCR, KELLI X	10	MSA							
		340	TREASTERSCR, CORY T	10	MSA							
			WAGEMANSR, ELLIOT B	10	400							



Slide 9 - Slide 9

The screenshot shows the Skyward Educator Access Plus interface in a Windows Internet Explorer browser window. The page title is "Skyward Educator Access Plus - Windows Internet Explorer". The interface includes a logo for "SKYWARD EDUCATOR ACCESS plus" and a "My Print Queue" icon. A "Back to Take Daily Attendance" button is visible in the top right.

Student: 300GE / 002 Prd:5 Geometry - SEAN LEE  
Report: Class Roster

Two callouts provide instructions: "1. Create a new template or highlight an existing template." points to the table below, and "2. Click Print to generate the report." points to the "Print" button in the right-hand menu.

Seq #	Report Template Name
800	Admin 1
900	Student Name & Student Info
910	Student Name:Grad_Year:Grade:Birth_date:Gender;Guardian Info
920	Stude

Buttons on the right side of the interface include: Print, Export to Excel, Back, Add a new Template, View parameters of Template, Clone Template, and Select Different Classes.

Slide 10 - Slide 10

The screenshot shows the Skyward Educator Access Plus interface. At the top, there is a navigation bar with 'Alert Roster' and 'Question' links. A 'Save' button and an 'Undo' button are visible in the top right corner. A 'We value your feedback' banner is also present. The main area contains a table with columns for Alerts, Student Indicators, Home Entity, Student Name, GR Sch, Type, and Attendance. The table lists several students with their respective home entities and school grades. Two rows are highlighted in red, indicating unsaved entries, while others are in green, indicating saved entries. The table data is as follows:

Alerts	Student Indicators	Home Entity	Student Name	GR Sch	Type	Atten
		800	CROSWELLSR, FRED Y	11 MSA		
		310	DAUGHTRIDGESR, SETH Z	09 400		
			FARIESSR, ELVA V	11 400	G - FIELD TRIP	FT - FIELD TRIP
			ERFENEYSR, LINCOLN R	11 400		
			ISHMANSR, ELISABETH J	12 400		
			JUNGERSR, BRYON A	12 400		
		340	MARICLESR, RAMONA V	10 MSA		
			PACIFICOSR, MELODY H	12 400		
		350	PULICESR, VIRGINA P	10 MSA		
		350	ROTONDOSR, EDMUND J	10 MSA		
		340	TOMASEKSR, KELLI X	10 MSA		
		340	TREASTERSR, CORY T	10 MSA		
			WAGEMANSR, ELLIOT B	10 400		

Four instructional callouts are overlaid on the screenshot:

1. Depending on school administration policy and the configuration settings for EA+, teachers may be required to enter the **Absence Type** and **Reason** for the student's attendance.
2. Under **Attendance**, there are two columns - **Type** and **Reason**. If a student is present, columns can be left **blank** and for other students use the arrows to access **drop-down** lists.
3. Current, **unsaved** entries will display in **red** while previously entered and **saved** entries show up in **green**.
4. Once attendance has been **recorded** for each student and you are ready to save any changes, click **Save**.  
This concludes the tutorial.