WSIPC Guide to Educator Access Plus for Teachers and Advisors
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## Contents

**About This Guide** ........................................................................................................... 1  
What You Should Know Before You Start ........................................................................... 1 
Be Sure You’re Signed In .................................................................................................... 1 
How to Use This Guide ..................................................................................................... 1 
Navigation Paths ................................................................................................................ 1 
Getting Around .................................................................................................................. 2 
Screen shots ...................................................................................................................... 2 
What is in a WSIPC Guide .................................................................................................. 2 
What’s New in This Edition .............................................................................................. 3

**Signing In to Educator Access Plus** ............................................................................. 4

**My Gradebook** ............................................................................................................. 6

**My Students** ................................................................................................................ 7 
Profile .................................................................................................................................. 9 
Emailing Teachers ............................................................................................................... 10 
Managing Student Access Credentials ............................................................................ 11 
Editing Guardian Home Email Address .......................................................................... 13 
Class Summary .................................................................................................................. 13 
Attendance ......................................................................................................................... 15 
Schedule ............................................................................................................................. 16 
Add/Drops ........................................................................................................................... 17 
Enter/Withdrawal ............................................................................................................... 18 
IHP ....................................................................................................................................... 18 
Emergency Contacts ........................................................................................................ 18 
Discipline ............................................................................................................................. 19 
Adding Referrals ............................................................................................................... 20 
Editing Referrals ................................................................................................................. 20 
Deleting Referrals ............................................................................................................... 21 
NCLB .................................................................................................................................. 21 
Academic History ............................................................................................................... 22 
Graduation Requirements ................................................................................................. 23 
Educational Milestones ..................................................................................................... 25 
Editing an Educational Milestone for a Single Student ................................................... 25 
Student Services ............................................................................................................... 26
Test Scores ................................................................. 26
Busing ................................................................. 28
Student Portfolio ..................................................... 29
Recommendations ..................................................... 29
Family Access History ........................................... 30
Activities ................................................................. 30
Custom Forms ........................................................... 31
Family Access and Student Access Display.................. 32
Reports ................................................................. 32
  Information Report .................................................. 32

My Classes ............................................................... 33
  Accessing the Class Profile ....................................... 34
    Options .............................................................. 35
    Class Profile ..................................................... 37
    Class Roster ...................................................... 38
    Enrollment Stats ................................................ 38
    Grades or Attendance Graph .................................. 38
  Accessing Class Options ......................................... 38
    My Gradebook ................................................... 40
    Attendance ........................................................ 40
    Discipline .......................................................... 40
    Message Center ................................................ 41
    Report Card Posting ............................................ 41
    Athletic Eligibility Posting .................................... 43
    Survey .............................................................. 43
    Food Service ..................................................... 43
    Educational Milestones ...................................... 43
    Test Scores ....................................................... 46
    Busing .............................................................. 46
    Recommendations ............................................. 46
    Reports ............................................................ 48
    Lesson Scheduler ............................................... 48
    Textbooks ........................................................ 48
    Gradebook Tracker ............................................. 50
    Online Assignment Templates ............................. 53
    Custom Forms ................................................... 53

My Lesson Scheduler .................................................. 54

Post Daily Attendance .................................................. 55
  Accessing the Class Listing ..................................... 55
This Guide discusses all features of Educator Access Plus relevant to teachers and advisors. You can use the Advisors Access and the Teacher Access area in Educator Access Plus to manage daily activities, such as taking attendance, creating lesson plans, tracking students’ academic progress, recording grades, running reports, and much more. Your security level may prevent you from accessing all features described in this Guide. If you don’t have access to a feature you need, contact the person in your district responsible for setting up security accounts.

What You Should Know Before You Start
You’ll find that this Guide is much more helpful if you’re familiar with Attendance, Family and Student Access, Gradebook, and Student Demographics.

Be Sure You’re Signed In
This Guide is intended to be read while you are working in Educator Access Plus, so be sure you are signed in. Many of the procedures and concepts discussed in the Guide are best understood if you practice as you read.

How to Use This Guide
This section shows you how to follow navigation paths in a Guide, and how to navigate around the Guide using various features. This section also describes how and when screen shots are used in the Guide.

Navigation Paths
The procedures in this Guide begin with navigation menu paths. Select the Display Navigation Menu Paths check box in User Preferences to ensure that you can follow these paths. The option is not available in User Preferences if it is already enabled for the entire district. To learn more about setting User Preferences, see the WSIPC Guide to Skyward’s School Management System.
Getting Around

If you’re using this Guide electronically, you can click any text in blue font to move to the section of the Guide that the text refers to. Because the Guides are published in PDF format, you can also use the PDF navigation pane to quickly move from one section to another. If the pane is hidden, click the Bookmark button  in the menu bar on the left side of the screen.

Screen shots

You’ll find screen shots throughout the guide to help you learn how to use the software. These screen shots are updated with each edition to make sure what you see on your screen matches what you see in the Guide. To prevent the Guide from becoming a lengthy picture book, WSIPC Guides use screen shots only to help illustrate a key idea or when options on a screen are described. This allows WSIPC Guides to be effective and concise.

What is in a WSIPC Guide

WSIPC Guides are designed to provide readers with everything they need to know to safely and effectively use Skyward’s software. WSIPC strives to make Guides that address the diverse needs of these audiences. Therefore, this Guide doesn’t contain information customized for specific audiences, districts, or schools.

If you need to create educational materials that address the specific needs of your Service Center or district, consider using this Guide as a starting point for developing your own customized materials.

This Guide does not cover Secondary and Standards Gradebook, Lesson Plans, Survey, Message Center, My Conference Scheduler, Food Service, Special Education, and the reports related to those modules. To learn more about these modules and their reports, see the corresponding WSIPC Guides.

The WSIPC Guide to Attendance contains more detailed information on the Attendance module, and is intended for attendance secretaries and administrators.
# What’s New in This Edition

This section highlights the significant changes to the Guide since the last edition such as content about new features, important notes and warnings, and sections of the Guide that have been expanded or moved.

<table>
<thead>
<tr>
<th>Description of Change</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Guide has been updated to reflect WSIPC’s July 2014 software release version 05.14.06.00.03.</td>
<td>N/A</td>
</tr>
<tr>
<td>All dates have been updated to reflect the 2013-2014 school year.</td>
<td>N/A</td>
</tr>
<tr>
<td>Added “My Homeroom” section, eliminating the <em>WSIPC Guide to Educator Access Plus for Homeroom Teachers</em></td>
<td>64</td>
</tr>
</tbody>
</table>
After signing in to Educator Access Plus, you are typically taken directly to the Educator Access Plus main screen. If you do not see this screen when you sign in, click the arrow to the right of the Home button and select Educator Access Plus (Figure 1).

Figure 1 - You can access Educator Access Plus from the Home button
This Guide is organized to match what you'll see in Educator Access Plus. It focuses on the My Students, My Classes, and Advisor Access areas highlighted in Figure 2 below.

In the My Students area, you can find a variety of information about students enrolled in your classes. The My Classes area allows you to view and edit information related to your classes, such as attendance, discipline and test scores. The Advisor Access area provides information about the students for whom you are listed as the advisor.
You can use the My Gradebook link to access your Secondary and Standards Gradebook. To learn how to use each of the Gradebooks, see the WSIPC Guide to Secondary Gradebook for Teachers and the WSIPC Guide to Standards Gradebook for Teachers.
You can use the My Students area to view information about students enrolled in your classes. Your security level may prevent you from accessing all features described in this section. If you don’t have access to a feature you need, contact the person in your district responsible for setting up security accounts.

To access My Students:

1. Click My Students.
2. Select a student and click Select, or enter a student’s last name in the Last Name search box.

**Note** You can click any blue hyperlinked column heading to change the sort order in the My Students browse. For example, click the Grade column heading to sort by this column.

Once you select a student, the Profile screen appears (Figure 3) and a navigation tree appears on the left. The available information about the student is divided into areas, and each area appears as an item in the navigation tree. The name of the area that you are currently viewing for the student is highlighted in Figure 3.
Figure 3 - A student’s information is available in Educator Access Plus
Profile

The Profile screen (Figure 4) shows the student’s basic demographic information. This information includes the student’s address, phone number, and the names and contact information of family members. The screen also allows you to email teachers, edit a student’s Student Access credentials, and edit a guardian’s email address. This section discusses the following features:

- Emailing Teachers
- Managing Student Access Credentials
- Editing Guardian Home Email Address

![Student Profile main screen](image)

Figure 4 - Student Profile main screen
Emailing Teachers

You can send email to other teachers in your Entity regarding an individual student. You can also send email to every teacher in your Entity, to teachers who currently have your students enrolled in their classes, or to teachers who had your students scheduled in their classes at any time during the school year.

To email teachers:

1. Click Email Teachers.

2. Do one of the following:
   - Click All Staff.
   - Click All Student's Teachers.
   - Click Student’s Current Term Teachers.

3. Select a teacher’s name in the Name Selection area and click one of the buttons in the Message Recipients area (Figure 5).

4. Click Next to enter the email text in your default email software.

![Figure 5 - Selecting teachers to generate an email regarding an individual student](image)

**Note**
If your default email software fails to open, contact your district office administrator for assistance.
Managing Student Access Credentials

Occasionally, a student may need your assistance in retrieving their forgotten Student Access credentials. Depending on your security, you may be able to retrieve their forgotten login and generate a new password. Credentials are confidential and should be managed discreetly. To learn more about Student Access credentials, see the *WSIPC Guide to Family and Student Access Administration and Management*.

To manage Student Access Credentials:

1. Click **Edit Login**.

2. Make updates on the Student Access User Maintenance screen (Figure 6) in one of two ways. Table 1 describes the options on this screen that you can edit.

   - To generate a login and password reset email, click **Save and Email Account Reset Link**. An email message containing the student’s login is sent to the student’s email addresses on record. The email includes a link to reset the password. Click **Back**.

     **Caution** Do not change the student’s login without consulting your office as your district may use a specific login format.

   - To create a new password, click **Set Password** and do the following:

     a. Click **Generate**.

     b. Select **Force password change at next login**.

     c. Click **Save**.

![Figure 6 - Editing a student’s Student Access credentials](image-url)
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Name of the student.</td>
</tr>
<tr>
<td>Name Key</td>
<td>System-defined value from the first five characters of the student’s last name, first three characters of their first name, and a sequentially assigned unique number.</td>
</tr>
<tr>
<td>Login</td>
<td>Student’s login. The default login is the student’s Name Key.</td>
</tr>
<tr>
<td>Password</td>
<td>Student’s password that was generated by the system if the student has not changed it. Once a student changes the password, it is masked.</td>
</tr>
<tr>
<td>Generate</td>
<td>Assigns a random eight-character alpha-numeric password. If the password is masked, Generate is available only after clicking Set Password. After clicking Generate, the new password is visible until the user changes the password.</td>
</tr>
<tr>
<td>Set Password</td>
<td>Where you can enter a new password.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Once you click Set Password, the button label changes to Cancel Password Change.</td>
</tr>
<tr>
<td>Cancel Password Change</td>
<td>Available only after clicking Set Password. Backs out of the set password process and preserves the previous password.</td>
</tr>
<tr>
<td>Force password change at next login</td>
<td>Forces the student to change the assigned password the next time they sign in, which also causes the password to be masked.</td>
</tr>
</tbody>
</table>

Table 1 - Editing a student’s password on the Student Access User Maintenance screen
Editing Guardian Home Email Address

At a guardian’s request, you can modify the guardian’s home email address on the Guardian Email Maintenance screen (Figure 7). To see more information about a guardian or emergency contact, click their blue hyperlinked name on the Profile screen (Figure 4). You can also click any blue hyperlinked email address to send an email message.

To edit a guardian’s home email address:

1. Click Edit Guardian Email.
2. On the Edit Guardian Email Address list, select a guardian and click Edit.
3. In the Home Email box, enter the new email address.
4. Click Save.

Class Summary

The Class Summary screen (Figure 8) shows grading and attendance information for each of the student’s classes. The current grade is listed for each Term or Semester of the student’s classes, and attendance information is listed for each day in the current and previous weeks. Attendance totals for the current term and the school year to date also appear.

Students’ dropped classes are hidden by default, but can be displayed. When displayed, dropped classes are marked with a red asterisk.
To determine whether you see information about a student’s dropped classes:

- Click Show Dropped Classes or Hide Dropped Classes.

You can also customize the Class Summary screen and select various items, such as the teacher's name and the class key, to display on this screen.

To customize the display of the screen:

1. Click Display Options.

2. Select the items you want shown on the screen.

3. Click Save.

![Class Summary Screen](image)

**Figure 8 - The Class Summary screen displays grading and attendance information for the student's classes**
Attendance

The Attendance screen (Figure 9) shows the student’s attendance information by period. The number in parentheses after the word Attendance in the navigation tree indicates the number of days in the current school year for which the student has an attendance record.

Each attendance record may display an Absence Type code and Absence Reason code. Pause your mouse pointer over an attendance record to see a description of the Absence Type and Absence Reason associated with the record. To learn more about Attendance, see the *WSIPC Guide to Attendance*.

![Attendance Table]

*Figure 9 - The Attendance screen displays any attendance records a student has for the current school year*
Schedule

The Schedule screen shows the student’s current, previous, and future scheduling information in various formats. It provides an easy way to locate students throughout the day.

To change the information that appears on the screen:

- At the top of the Schedule screen (Figure 10), click Current Year by Term, Current Year by Period, Current Term Only, Previous Year, or Next Year. Table 2 describes each option.

![Figure 10 - The student's schedule in Current Year by Term view](image-url)
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year by Term</td>
<td>Displays this year’s schedule by term in a list format.</td>
</tr>
<tr>
<td>Current Year by Period</td>
<td>Displays this year’s schedule in a grid format.</td>
</tr>
<tr>
<td>Current Term Only</td>
<td>Displays the current term’s schedule in a list format.</td>
</tr>
<tr>
<td>Previous Year</td>
<td>Displays the previous year’s schedule (if available) in a list format.</td>
</tr>
<tr>
<td>Next Year</td>
<td>Displays the next year’s schedule (if available) in a list format.</td>
</tr>
</tbody>
</table>

Table 2 - The view options available on the Schedule screen

**Add/Drops**

The Add/Drops screen (Figure 11) shows a log of the student’s scheduling transactions. This can help you find out when a student transferred into or out of a class. The number in parentheses next to Add/Drops in the navigation tree indicates the number of scheduling transaction records logged for the student in the current school year.

![Add/Drops Screen](image)

**Figure 11 - The student's schedule changes for the current school year display on the Add/Drops screen**
Entry/Withdrawal

The Entry/Withdrawal screen (Figure 12) contains information about a student’s entry and withdrawal records in your district. Click on the Type listed for any record (Entry or Withdrawal) to view additional information about the record.

<table>
<thead>
<tr>
<th>Type</th>
<th>Entity</th>
<th>Date</th>
<th>Code</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry</td>
<td>401</td>
<td>06/27/2012</td>
<td>P1</td>
<td>401</td>
</tr>
<tr>
<td>Entry</td>
<td>201</td>
<td>09/02/2009</td>
<td>P1</td>
<td>201</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>201</td>
<td>06/11/2012</td>
<td>P1</td>
<td>201</td>
</tr>
<tr>
<td>Entry</td>
<td>103</td>
<td>12/31/2007</td>
<td>ENT</td>
<td>103</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>103</td>
<td>06/12/2009</td>
<td>P1</td>
<td>103</td>
</tr>
</tbody>
</table>

Figure 12 - The Entry/Withdrawal screen displays information related to a student's entry and/or withdrawal from Entities within the district

IHP

The IHP screen is not intended for use by Washington State districts. Do not use this screen.

Emergency Contacts

The Emergency Contacts screen (Figure 13) displays a listing of all emergency contacts attached to the student in an abbreviated format. Click on the blue hyperlinked name of any emergency contact to display additional information such as the contact’s address.

<table>
<thead>
<tr>
<th>#</th>
<th>Contact Name</th>
<th>Relationship</th>
<th>Primary Phone</th>
<th>Secondary Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lorraine L. Heintz</td>
<td>GRANDPARENT</td>
<td>(555) 906-0036</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Raymond V. Amisonsc</td>
<td>Both parents</td>
<td>(555) 867-4874</td>
<td>(555) 779-1734</td>
</tr>
<tr>
<td>3</td>
<td>Eunice U. Zyskowski</td>
<td>Both parents</td>
<td>(555) 867-4874</td>
<td>(555) 945-0624</td>
</tr>
</tbody>
</table>

Figure 13 - All of a student’s Emergency Contacts appear in Educator Access Plus
Discipline

The Discipline screen (Figure 14) allows you to view the student’s discipline records. Depending on your security permissions, you can also add new discipline referrals or edit referrals that you create. The number in parentheses next to the word Discipline in the navigation tree indicates the number of discipline records that the student has.

Your district may choose to restrict viewing of prior years’ discipline records in Educator Access Plus to certain users only. To learn more about Discipline District Configuration in Educator Access Plus, see the WSIPC Guide to Configuring Educator Access Plus. If you are unable to view prior year records, contact your office for assistance.

Each discipline record contains the date, offense, location, referring staff, discipline officer, and shows whether the parent has been notified.

To see comments and the action assigned to the referral:

- Click Details on a discipline record. Figure 14 shows the details for the second referral in the list.

To see detailed information about a discipline record:

- On a discipline record, pause your mouse pointer over the Offense Type and click the hyperlink. In Figure 14, the Offense Type attached to the first record is “Bullying - Disability.”

**Note**

If you have security permissions to the student’s Discipline Notes, a View Notes link is available in the upper left corner of the Discipline screen. Click this link to view, add, edit, and delete Discipline Notes for the student.
The Discipline screen displays a student's discipline records. If your district has configured Educator Access Plus to show prior year offenses, the “Only Show Current Year Offenses” link at the top of the Discipline screen is available to you.

Adding Referrals
When a student commits a discipline offense, you can enter a discipline referral for the incident if you have the appropriate security permissions to do so.

To add a Referral:

1. Click Add.
2. Configure the New Discipline Referral screen.
3. Click Save.

Editing Referrals
You can edit the Referrals that you have entered. You cannot edit Referrals created by others.

To edit a Referral:

1. Click the Edit button for the record to be edited.
2. Configure the Edit Discipline Referral screen.
3. Click Save.
Deleting Referrals

You can delete Referrals that you’ve entered.

To delete a Referral:

1. Click the Delete button \(\times\) for the record to be deleted.

2. A message of “Delete Discipline Referral for (student) on (date) for (Offense Type)” appears. Click OK.

NCLB

The No Child Left Behind (NCLB) screen (Figure 15) displays the student’s SSID Number. Most districts do not use the other fields on this screen to track data for state and federal reporting.

Figure 15 - The student’s SSID number is on the NCLB screen
Academic History

The Academic History screen (Figure 16) shows the student’s courses and grades throughout their history in your district, as well as any transfer course detail that has been entered. By default, it is sorted by school year. Click any blue hyperlinked column heading to sort by that column, and then click the class and section, as highlighted in Figure 16, to view the Class Profile screen for the student’s class. To learn more about this screen, see “Accessing the Class Profile” (page 34).

![Figure 16 - The Academic History screen displays information for all available school years by default](image-url)
Graduation Requirements

The Graduation Requirements screen (Figure 17) contains information about a student’s progress in Coursework Requirement Areas (CRAs) towards graduation. This screen displays the total number of credits required for each CRA, along with the number completed, the number in progress, the number scheduled for the next school year, and the number remaining. The final column shows the status of the CRA.

![Graduation Requirements Table]

You can also view the courses that the student uses to satisfy each CRA or sub-area. In Figure 18, the student’s Physical Education CRA courses appear.

To determine whether courses appear:

- Click Show Courses or Hide Courses next to the appropriate CRA or sub-area.
**Figure 18** - The Graduation Requirements screen with the Physical Education CRA expanded to show the courses used to fulfill the requirement.
Educational Milestones

The Educational Milestones screen (Figure 19) contains information about a student’s non-coursework progress toward graduation. This typically includes records for Culminating Projects and High School and Beyond Plans, meeting MSP/HSPE Reading and Writing Standards, and possibly a record for the Certificate of Academic Achievement. Your district customizes these non-coursework requirements.

![Figure 19 - The student's Educational Milestones are listed along with progress information](image)

### Editing an Educational Milestone for a Single Student

Your district may have configured Educational Milestones so that you can update them in Educator Access Plus. If an Educational Milestone is available for editing, an Edit hyperlink appears to the left of the Educational Milestone.

To edit an Educational Milestone for a single student:

1. Click Edit next to the desired Educational Milestone.

2. Configure the Educational Milestone Maintenance screen (Figure 20).

3. Click Save.
Student Services

The Student Services screen, if available, shows information about the student’s Special Education record. It is not intended for use by Washington State districts.

**Caution** Do not use this screen to view Special Education information. To learn more about Special Education, see the [WSIPC Guide to Special Education](#).

The Student Services screen does not pull information from the same location that the Special Education module does. As a result, the information shown in this area may not be accurate.

Test Scores

The Test Scores screen (Figure 21) displays a list of standardized tests a student has taken, as well as the scores for those tests. The number in parentheses next to Test Scores in the navigation tree indicates the number of test records present for the student.
Figure 21 - The Test Scores for Student screen displays a student’s test scores throughout their career in your district.

Some tests may be configured to allow you to enter scores. These tests appear on the screen with a green highlighted “Yes” in the Available to Score? column.

To enter scores for a test:

1. Select the test.
2. Click Enter Scores.
3. Configure the Test Score Entry screen.
4. Click Save and Back.

You can also review scores of other students who have taken a selected test.

To review other students’ scores for a selected test:

1. Select the test.
2. Click Other Students With Test.
3. Click the arrow next to a student’s name to view their test scores.
4. Click Back.
Busing

The Busing screen (Figure 22) contains information related to how a student is transported to and from school. This information is pulled from the Student Profile and is view-only. You can use the Busing screen to find out which bus the student rides to and from school.

Figure 22 - The Busing screen displays the student's transportation information
Student Portfolio

The Student Portfolio screen (Figure 23) is used as a digital locker to collect documents about students, such as their report cards, honor roll certificates, and samples of work done. You cannot add items to a student’s portfolio from this screen, but you can view Attachments.

To view an attachment in the student’s portfolio:

- Click View next to the attachment.

![Figure 23 - You can view both Attachments and Highlights from the Student Portfolio screen](image)

Recommendations

The Recommendations screen (Figure 24) shows you the student’s existing Course Recommendations. The number in parentheses next to the word Recommendations indicates the number of Course Recommendations the student has. A Course Recommendation, typically made by the student’s teacher, recommends what class a student should take in the next school year. For example, a student’s math teacher may recommend that a student take Geometry or Accelerated Geometry next year. To learn more about Course Recommendations, see the [WSIPC Guide to Future Scheduling Part 2: Managing Student Requests](#).

![Figure 24 - The Recommendations screen displays any Course Recommendations that are made for the student](image)
Family Access History

The Family Access History screen (Figure 25) provides login history information for students and guardians. The number in parentheses next to the words Family Access History in the navigation tree indicates the total number of logins in the current year for the student and their guardians. Each Family Access user’s number of current-year logins appears, along with the last login date and time. You can click on the Old Family/Student Access hyperlink to view the student and guardian login history in the Classic Family Access.

![Family Access History Screen](image)

**Figure 25 - The Family Access History screen displays historical login information**

Activities

The Activities screen (Figure 26) contains information on Activities in which a student is enrolled, such as Basketball or Honor Society. The number in parentheses next to the word Activities indicates how many Activities the student is enrolled in. To learn more about Activities, see the *WSIPC Guide to Activities*.

To see additional information about the activity, such as the leader, type, and Entity:

- Click Show Details.

To see a list of assistants assigned to the activity:

- Click Show Assistants.
To see a list of requirements assigned to the activity and to see if the student has met the requirements:

- Click Show Reqmnts.

![Figure 26](image1)

Figure 26 - The Activities screen is shown with the Activity Details, Activity Assistants, and Activity Requirements sections expanded

### Custom Forms

The Custom Forms screen (Figure 27) shows all Custom Forms that are assigned to the student. From this screen, you may be able to enter information into the student’s Custom Forms. To learn more about Custom Forms, see the [WSIPC Guide to Custom Forms](#).

![Figure 27](image2)

Figure 27 - The Custom Forms screen displays available Custom Forms for the student
Family Access and Student Access Display

Family Access and Student Access Display shows you exactly what a student or guardian sees in the Home, Calendar, and Gradebook areas when they sign in to Family Access or Student Access.

To view Family Access Display information:

1. Click the plus sign next to Family Access Display or Student Access Display.
2. Click Home, Calendar, or Gradebook.

To learn more about the Home, Calendar, and Gradebook in Family and Student Access, see the WSIPC Guide to Family and Student Access for Students and Guardians.

Reports


Information Report

The Information Report allows you to select information about the student from several different areas of the system to be included on the report. For example, some of the items that you can include on this report are the student’s picture, emergency contacts, current schedule, discipline information, and academic history. You can customize this report to include information about individual students as necessary.
The My Classes area (Figure 28) allows you to view and edit information about your classes, such as attendance, discipline, and test scores. When you first access the My Classes area, the list of all your classes for the current year appears. The current term’s classes appear in black text, and classes for prior terms appear in gray text.

From the My Classes area, you can access information about each class in two different ways:

- Using the Class Profile area
- Using the Class Options area

The Class Profile area contains information about the class as a whole, such as the roster, enrollment statistics, and grades for all students in the class. The Class Options area contains information about individual students in a class, such as the student’s attendance and discipline information. Each of these areas is discussed in the following sections.

![Figure 28 - The My Classes area displays all classes to which you are assigned](image-url)
Accessing the Class Profile

You can use the Class Profile area to view general information about the class as a whole.

To access the Class Profile from Educator Access Plus:

1. Click My Classes.

2. Click the Class and Section you want to view. For example, in Figure 29, you’d click “MTH142 / 22” to view the Class Profile for Semester 2 of the Algebra class.

![Figure 29 - You access the Class Profile by clicking on the appropriate class and section number from the My Classes area.](image)

From the Class Profile screen (Figure 30), you can access class-related information. The Class Profile screen is divided into five areas:

- Options
- Class Profile
- Class Roster
- Enrollment Stats
- Grades or Attendance Graph

Each of these areas is discussed in the following sections.
The Options area of the Class Profile screen contains links to additional information about the entire class, such as View Class Summary and View Teacher Scorecard.

The following links are not covered in this Guide:

- View Gradebook
- View Lesson Scheduler
- View Curriculum Map

To learn more about these links, see the **WSIPC Guide to Secondary Gradebook for Teachers** and the **WSIPC Guide to Standards Gradebook for Teachers**.
View Class Summary
You can click View Class Summary to see a snapshot of grading and attendance information for the students in the class (Figure 31). The current term grade appears, along with the students’ absences for the current and prior week, as well as a total absence and tardy count for each student for the term and school year.

![Class Summary Table](image)

Figure 31 - The Class Summary shows a brief overview of students' current grades and attendance
View Teacher Scorecard
Your Entity may have configured a Teacher Scorecard for you to view. Teacher Scorecards present Entity-chosen metrics in a simple, straightforward graphical format. The information that appears in your Teacher Scorecard is display-only.

Figure 32 - This Teacher Scorecard displays the current grade distribution for the class, and the total number of absences for each student in the class during the current term

To learn how Teacher Scorecards are configured at the Entity level, see the WSIPC Guide to Educator Access Plus for Administrators.

Class Profile
The Class Profile area of the Class Profile screen shows you general information about the class, including Course information, Class Section information, and Meeting Times. You can click on any of the following four headings in the Class Profile area to see more information:

- Summary
- Course
- Class Section
- Meeting Times
Class Roster
The Class Roster area of the Class Profile screen shows you the list of students in the class. The roster shows both students currently active, as well as those who have dropped the class. You can click on a student’s name to view their Profile. To learn more about the Profile screen, see “Profile” (page 9).

Enrollment Stats
The Enrollment Stats area of the Class Profile screen shows you the total number of students enrolled in your class for each term. It also provides a student count broken out by gender for each term.

Grades or Attendance Graph
You can configure the graph in the lower-right area of the Class Profile screen to display either Attendance or Grading information for the current term. You can also configure the type of graph displayed: bar, line, or pie.

To configure the graph:

1. Click Graph Options.

2. Configure the options, and then click Update Graph.

Accessing Class Options
You can use the Class Options screen to view a class roster and see detailed information about the students in your class.

To access the Class Options screen:

1. Click My Classes.

2. Click Show All Classes or Only Show Current Classes to determine whether only classes from the current term or classes from the entire school year appear. Only one of these options appears at a time.

3. Click Class Options next to the class you want to work with. The class roster appears (Figure 33).
The Class Options screen allows you to view detailed information about a class.
The class roster’s default sort is alphabetical by last name. Click any blue hyperlinked column heading to change the sort order. You can click Prev or Next to access the previous or next class in your list of classes. Some students in your class roster may have color blocks in the Alerts column. To see what each color represents, click Alert Legend. On some Alerts, you may be able to click the color block to see more information.

You can also click a student’s name from the class roster to access student Profile information. See “My Students” (page 7) to learn more about student Profiles in Educator Access Plus.

There are a number of additional areas displayed in the menu tree on the left side of the Class Options screen. Each of these areas is discussed in the following sections.

**My Gradebook**

The Class Option of My Gradebook takes you to the Secondary or Standards Gradebook associated with the class. For detailed information about the Gradebooks, see the *WSIPC Guide to Secondary Gradebook for Teachers* and the *WSIPC Guide to Standards Gradebook for Teachers*.

**Attendance**

When you click Attendance, the Take Daily Attendance by Name screen appears. To learn how to take attendance, see “Taking Daily Attendance Using a Class Roster” (page 57).

**Discipline**

When you click Discipline, a roster of students enrolled in the current class appears. You can select a student to view their discipline referrals. Depending on your security, you may be able to add referrals to a student from this screen. To learn how to add a discipline referral to a student, see “Adding Referrals” (page 20).
**Message Center**

The Message Center allows you to post messages about your classes for students and guardians to view in Family Access. For example, you can notify guardians and students about upcoming tests, projects, and events. You can also schedule messages to be emailed to students and guardians at a later time, create a message for a specific class, or create a message for students and their guardians in several classes. Your district may also enable a feature that allows guardians and students to use Message Center to send messages to you.

To learn how to use Message Center to create, view, and manage messages, see the *WSIPC Guide to Message Center for Teachers, Advisors, and Activity Leaders*.

**Report Card Posting**

The Report Card Posting screen (Figure 34) lets you post grades and comments at the end of a Grading Period before report cards or progress reports are printed and sent home. If you use a Secondary or Standards Gradebook, update grades through the Gradebook. Grades added or updated using the Report Card Posting screen are not reflected in the Gradebook.

![Report Card Posting Screen](image)

*Figure 34 - You can post student grades from the Report Card Posting screen*
Managing the Information Displayed On-Screen
The Report Card Posting screen defaults to show only students currently enrolled in the selected class. You can select whether or not dropped students should appear on the Report Card Posting screen.

To determine whether dropped students appear in the student list:

- Click Show Dropped Students or Hide Dropped Students.

The Report Card Posting screen also defaults to show the current Grading Period. You can select a different Grading Period for which to post grades. The currently selected Grading Period is highlighted.

To change the Grading Period for which grades are posted:

1. Pause your mouse pointer over the Grading Period at the top of the screen (Figure 35). A list of available Grading Periods appears.

2. Click to select a different Grading Period.

Posting Grades
When you finish using the options discussed above to control which students appear on the screen, you can post grades for the selected Grading Period.

To post grades:

1. Enter a grade for each student. For a list of available Grade Marks, click View Grade Marks.

2. Enter predefined and free-form comments for each student. To see a list of available predefined comments, click View Comment Codes.

3. Click Save or Save & Back.

To learn more about other methods of posting grades, see the WSIPC Guide to Secondary Gradebook for Teachers and the WSIPC Guide to Standards Gradebook for Teachers.
**Athletic Eligibility Posting**

The Athletic Eligibility Posting screen lets you manually enter grades for students participating in extracurricular activities. This allows administrative staff to determine whether students meet the minimum eligibility requirements to participate.

---

**Note**
The Post Athletic Grades screen shows students enrolled in at least one activity.

---

To post Athletic Eligibility grades:

1. Enter an Athletic Grade for each student. To see a list of available Grade Marks, click View Grade Marks.

2. Click Save.

**Survey**

The Survey screen allows you to collect student responses to posted survey questions. For example, many schools take a survey during first period classes and use the results to estimate the number of hot lunches needed each day.

To learn more about surveys, see the *WSIPC Guide to Survey*.

**Food Service**

Your district may choose to make limited Food Service capability available in Educator Access Plus. If configured by your district, you can use the Food Service screen to mark food items that your students want to purchase.

**Educational Milestones**

You can use the Student Educational Milestones screen (Figure 36) to view a list of your students’ Educational Milestones, which contain information about a student’s non-coursework progress towards graduation. This typically includes records for Culminating Projects and High School and Beyond Plans, meeting MSP/HSPE Reading and Writing Standards, and possibly a record for the Certificate of Academic Achievement. Your district customizes these non-coursework requirements.
When you access Educational Milestones from My Classes, you can edit Educational Milestones for a group of students. You can click the arrow next to any Educational Milestone to view a list of your students and their progress toward each Educational Milestone (Figure 37).

Your district may have configured Educational Milestones so that you can edit them in Educator Access Plus. If an Educational Milestone is available for editing, an Edit hyperlink appears to the left of the student’s name. If desired, you can edit a student’s record individually. To learn more about this process, see “Editing an Educational Milestone for a Single Student” (page 25).
**Editing Educational Milestones for a Class**

If your district has configured Educational Milestones so that you can update them in Educator Access Plus, you can also edit Educational Milestones for an entire class.

For example, this can be helpful if your district lists Washington State History as an Educational Milestone. As a Washington State History teacher, at the end of the term, you could edit students’ corresponding Educational Milestone to reflect that it has been completed.

When you edit an Educational Milestone in Educator Access Plus, the Educational Milestone Entry screen displays all students in your class. From this screen, you can update records for selected students. You can also mark all students in the class as Waived, or add a Date Completed to all students.

To mass edit an Educational Milestone in Educator Access Plus:

1. Click to select the desired Educational Milestone. If the Educational Milestone is available for editing, the Edit All Students button is available.

2. Click Edit All Students.

3. Configure the Educational Milestone Entry screen (Figure 38). You can edit student records individually from this screen, or use the Mark All As Waived or Mark All with Date Completed buttons to update Educational Milestones for all students in the class.

4. Click Save or Save and Back.

![Educational Milestone Entry](image)

*Figure 38 - You can edit students' Educational Milestones from within Educator Access Plus*
Test Scores

The Test Scores screen (Figure 39) lists standardized tests that students in a class have taken, along with the scores received on those tests.

![Test Scores Screen](image)

Figure 39 - Example of a test in Test Scores

To see student scores for a test:

1. Click the arrow next to the date of the test you want to view.
2. Click Expand All.

Busing

You can use the Busing screen to view a list of students in your class. When you select a student from the list, the Busing screen from their student Profile screen appears. See “My Students” (page 7) to learn more about students’ Profiles in Educator Access Plus.

Recommendations

If your school uses Course Recommendations, you can suggest future courses for students enrolled in your classes. These recommended courses are used in the Future Scheduling process. To learn more about Future Scheduling, see the *WSIPC Guide to Future Scheduling - Part 5: Concluding the Scheduling Process*.

**Note**
A course can be recommended only if an administrator configures it to be assigned as a recommendation.
Making Course Recommendations
You can add recommendations to individual students or groups of students. For example, if you teach an Algebra course, you could recommend that some students take Geometry the following year, some take Trigonometry, and some take Algebra again.

To make course recommendations for a single student:

1. Click Recommendations. The Course Recommendations screen appears.
2. Click the arrow next to a student’s name to expand their record.
3. Click Add Course Recommendation.
4. Select the course you’d like to recommend.
5. Click Add to move it from the left side of the screen to the right.
6. Click Save.

To make course recommendations for multiple students:

1. Click Recommendations. The Course Recommendations screen appears.
2. Click Modify for Entire Class.
3. Select the course you’d like to recommend.
4. Click Add to move it from the left side of the screen to the right.
5. Review the list of students in the Student Selection area of the screen and clear the check box for any students for whom the current recommendation does not apply.
6. Click Save.
Reports
You can access a number of reports from the My Classes area. Some of these reports are also available under My Gradebook. Reports appear by category, such as Gradebook and Progress Reports. To learn more about reports available to teachers and advisors, see the *WSIPC Guide to Secondary Gradebook for Teachers* and the *WSIPC Guide to Standards Gradebook for Teachers*.

Lesson Scheduler
The Lesson Scheduler contains a detailed description of which activities, assignments, and assessments are done on a specific day. Lesson Scheduler is a separate module and is not covered in this Guide.

Textbooks
You can use Assign Textbooks to Students to see which textbook is assigned to which student in your class. You can also use it to assign and collect textbooks to and from students. To learn more about textbooks, see the *WSIPC Guide to Textbook*.

To view textbooks assigned to a student:

1. Click the arrow next to a student’s last name.
2. Click the arrow next to Assigned Textbooks.

![Figure 40 - Viewing textbooks assigned to a student](image-url)
Assigning Textbooks
You can make textbook assignments at any time, though they are most frequently done at the beginning of a term.

To assign a textbook to a student:

1. Click Assign Textbooks to Students.
2. Click the arrow next to a student’s name to expand the record.
3. Click Assign.
4. Select a book number from the menu next to the book title.
5. Click Save.

Collecting Textbooks
Textbook returns are done at any time, usually at the end of a term or when a student is dropped from the class. If a student loses a textbook, handle the loss the same way as a return.

To record collection of a book checked out to a student:

1. Click Assign Textbooks to Students.
2. Click the arrow next to a student’s name to expand the record.
3. Click Edit/Return next to the textbook.
4. Configure the Student Textbook Maintenance screen.
5. Click Save.
Gradebook Tracker

Gradebook Tracker (Figure 41) provides statistical information on your Gradebook usage. The system runs the Gradebook Tracker Utility nightly, so any changes made in your Gradebook are not reflected in Gradebook Tracker until the next morning. Gradebook Tracker does NOT provide real-time information.

There are two expandable areas in the Gradebook Tracker screen:

- Assignment Scores by Grade Mark, which shows a count of all students in your class for the current term, and a breakdown of the number of assignments receiving each score.
- Prior Year Gradebooks, which lists any prior instances of the class that you have taught, and provides a link to your historical Gradebook for that class.

The Gradebook Tracker screen (Figure 41) also contains many columns that provide additional information about your use of Gradebook in the class. Table 3 provides additional information about the type of information presented in each column.

Figure 41 - Gradebook Tracker allows you to view statistical information about your use of Gradebook
<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Sec</td>
<td>The course and section codes for the class.</td>
</tr>
<tr>
<td>Last Name First</td>
<td>Name of the teacher.</td>
</tr>
<tr>
<td>Middle</td>
<td></td>
</tr>
<tr>
<td>View Gradebook</td>
<td>Clicking this hyperlink takes you to the historical Gradebook in a View-Only mode. To find this hyperlink, click the arrow next to Prior Year Gradebooks to expand details.</td>
</tr>
<tr>
<td>Period Range</td>
<td>The Term from which the data is collected.</td>
</tr>
<tr>
<td>Stu Cnt</td>
<td>Student Count – Number of students enrolled in the Class for the current Term.</td>
</tr>
<tr>
<td>Asn Cnt</td>
<td>Assignment Count – Number of assignments in the Gradebook for the current Term.</td>
</tr>
<tr>
<td>Asn N/G</td>
<td>Assignments Not Graded – Number of assignments in the Gradebook for the current Term where NO student has received a score.</td>
</tr>
<tr>
<td>Scr Tot</td>
<td>Scores Total – Total number of possible assignment scores for the current Term (number of assignments x number of students).</td>
</tr>
<tr>
<td>Scr Grd</td>
<td>Scores Graded – Total number of assignment scores that have been Graded for the current Term.</td>
</tr>
<tr>
<td>Scr N/C</td>
<td>No Count Scores – Total number of assignments marked as No Count for the current Term.</td>
</tr>
<tr>
<td>Scr N/G</td>
<td>Scores Not Graded – Total number of assignment scores that have not been Graded for the current Term.</td>
</tr>
<tr>
<td>Pct Grd</td>
<td>Percentage Graded – Percentage of assignments that have been scored or marked as No Count for the current Term (rounded to the nearest percent).</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Scr Mis</td>
<td>Missing Scores – Total number of assignments marked as Missing for the current Term.</td>
</tr>
<tr>
<td>Scr S/C</td>
<td>Scores with Special Codes – Total number of assignments marked with a Special Code for the current Term.</td>
</tr>
<tr>
<td>Asn N/P</td>
<td>Assignments Not Posted – Total number of scored assignments that have the Post to Family Access check box cleared for the current Term.</td>
</tr>
<tr>
<td>Nbr Scr 100-90</td>
<td>Number of scores receiving a percent score of 90-100% for the current Term.</td>
</tr>
<tr>
<td>Nbr Scr 89-80</td>
<td>Number of scores receiving a percent score of 80-89.99% for the current Term.</td>
</tr>
<tr>
<td>Nbr Scr 79-70</td>
<td>Number of scores receiving a percent score of 70-79.99% for the current Term.</td>
</tr>
<tr>
<td>Nbr Scr 69-60</td>
<td>Number of scores receiving a percent score of 60-69.99% for the current Term.</td>
</tr>
<tr>
<td>Nbr Scr 59-50</td>
<td>Number of scores receiving a percent score of 50-59.99% for the current Term.</td>
</tr>
<tr>
<td>Nbr Scr 49-1</td>
<td>Number of scores receiving a percent score of 0.01-49.99% for the current Term.</td>
</tr>
<tr>
<td>Nbr Scr 0</td>
<td>Number of scores receiving a percent score of 0% for the current Term.</td>
</tr>
<tr>
<td>YTD Asn</td>
<td>Year-to-Date Assignments – Total number of assignments for all Terms.</td>
</tr>
<tr>
<td>YTD N/G</td>
<td>Year-to-Date not Graded – Total number of assignments for all Terms where NO student has received a score.</td>
</tr>
<tr>
<td>Pct Scr</td>
<td>Percentage Scored – Percentage of scored assignments for all Terms.</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Exc Abs</td>
<td>Excused Absences – Number of student absences that were excused for all Terms.</td>
</tr>
<tr>
<td>UnExc Abs</td>
<td>Unexcused Absences – Number of student absences that were unexcused for all Terms.</td>
</tr>
<tr>
<td>Tdy</td>
<td>Tardies – Number of student tardies for all Terms.</td>
</tr>
<tr>
<td>Other Abs</td>
<td>Other Absences – Number of Entity defined student absences for all Terms.</td>
</tr>
<tr>
<td>Nbr Off</td>
<td>Number of Offenses – Number of student discipline offenses for all Terms.</td>
</tr>
<tr>
<td>F/A Logins</td>
<td>Family Access Logins – Number of Student and Guardian Family Access Logins in all Terms.</td>
</tr>
<tr>
<td>Last Assign Scored</td>
<td>Due date of the last assignment that was scored in Gradebook.</td>
</tr>
</tbody>
</table>

Table 3 - The columns available in the Gradebook Tracker screen

Online Assignment Templates

The Online Assignment Templates area allows you to create assignment templates that can be attached to assignments that students can complete in Student Access. These assignments can be automatically scored and put directly into your Gradebook. To learn more about Online Assignments, see the WSIPC Guide to Online Assignments.

Custom Forms

The Custom Forms screen shows all Custom Forms that are created for students in your class. You may be able to enter information into the student’s Custom Forms from the screen. To learn more about Custom Forms, see the WSIPC Guide to Custom Forms.
A Lesson Schedule is a detailed description of what activities, assignments, and assessments are done on a specific day in a class. Lesson Scheduler is a separate module and is not covered in this Guide. To learn more about Lesson Scheduler, see the *WSIPC Guide to Lesson Scheduler*. 
You can take attendance using Post Daily Attendance. Attendance can be taken for the current day only.

Posting daily attendance involves the following processes:

- Accessing the Class Listing
- Choosing an Attendance Method
- Configuring the Seating Chart

This section explains each process.

**NOTE**
You must take attendance even if no students are absent. Attendance is not recorded until you click Save on the Post Daily Attendance screen.

**Accessing the Class Listing**

Before you can take attendance, you must access the class listing. This allows you to see all classes for which attendance can be taken.

**Note**
Each procedure in this section assumes that you have accessed the Class Listing.

To access the class listing:

1. Go to Educator Access Plus\Teacher Access\Post Daily Attendance.

2. If desired, click Show All Classes or Only Show Current Classes (Figure 42) to determine whether only classes from the current term or classes from the entire school year appear.
3. Do one of the following:
   - Click View Attendance by Class. This view lets you take attendance for each class individually with By Name, By Seating Chart or Assign Seats.
   - Click View Attendance by Period. If you teach more than one class in the same period, such as Pre-Algebra and Algebra, this view allows you to take attendance for the classes with By Name. If you teach more than one class in the same period, By Seating Chart and Assign Seats is not available (Figure 42).

   ![Attendance for Tuesday, July 1, 2014](image)

   **Figure 42** - The class list is currently set to Only Show Current Classes and attendance is taken with View Attendance by Period. The By Seating Chart and Assign Seats options aren't available because the teacher has three classes scheduled for Period 5.

   **Note** Select Only Display Classes that Meet Today (Figure 42) to view only your classes that are scheduled to meet on the day you take attendance.

### Choosing an Attendance Method

You can take attendance using one of two methods:

- Using a class roster
- Using a seating chart

Either of these methods is acceptable when taking attendance, and both methods are described in the following sections.
Taking Daily Attendance Using a Class Roster

You can take attendance using a class roster. This method is available whether you select View Attendance by Class or by Period.

To take daily attendance using a class roster:

1. Click By Name next to the class or period for which you want to take attendance.

2. Select Absent or Tardy if a student is not present. The default value selected for all students is Present.

3. Click Save to be returned to the Post Daily Attendance screen.

Editing Daily Attendance Using a Class Roster

After you take attendance, you can edit attendance until a predetermined time set by your district, usually at the end of the school day. For example, you may need to do this if a student arrives in class late and you need to change their attendance record from absent to tardy.

Understanding the Take Daily Attendance – By Name Screen

You can gather a large amount of information from the Take Daily Attendance – By Name screen (Figure 43). The following sections describe the items found on the screen.

Viewing Alert Indicators and Student Indicators

On the class roster, you may see some students with color blocks in the Alerts or Student Indicators column. In some cases, you may be able to click the Alert or Student Indicator color block to reveal additional information.
Accessing the Student Profile
You can click on a student’s name on the class roster to access the student’s Profile information. To learn more about student Profiles in Educator Access Plus, see “My Students” (page 7).

Absent Count and Tardy Count Columns
The Absent Count and Tardy Count columns show the total number of absences and tardies each student has incurred since the first day of class.

Attendance Display Options
You can also choose to display students’ attendance history for the current class in previous weeks or the students’ attendance for the current day for all periods.

To change your display:

- At the top of the Take Daily Attendance – By Name screen, click Show Today’s Attendance for All Periods or Show Previous Weeks Attendance.

Figure 44 shows the Take Daily Attendance - By Name screen with Show Today’s Attendance for All Periods selected. When a student is present, the corresponding cell is blank. If a student is absent or tardy for a period, the Attendance Type and Reason codes appear in the corresponding cell. Pause your mouse pointer over an absence code to see the definition of that code, as shown in Figure 44.
Entering Attendance Using a Seating Chart

The seating chart is a visual aid that shows where students sit in your class. It can be helpful as a reference when learning student names at the beginning of the term. You can use a seating chart to take attendance, as shown in Figure 45. If you teach more than one class in the same period, this method is only available if you select View Attendance by Class.

To enter attendance using a seating chart:

1. Click By Seating Chart next to a class.

2. Use the menu for each student to select Absent or Tardy if a student is not present. The default value selected for all students is Present.

3. Click Save to be returned to the Post Daily Attendance screen.

![Figure 45 - Taking attendance using a seating chart. Note the alert indicators below several students’ names.](image)

After you take attendance for a class, you can edit attendance until a predetermined time set by your district, usually at the end of the school day. For example, you may need to do this if a student arrives in class late and you need to change their attendance record from absent to tardy.
In the seating chart, you may see some students with color blocks in the Alerts column. To see what each color represents, click Alert Legend. On some Alerts, you may be able to click the color block to reveal more information.

Click on a student’s name on the seating chart to access the student’s Profile information. To learn more about student Profiles in Educator Access Plus, see “My Students” (page 7).

To print the seating chart:

- Click Printer Friendly Listing and use your Web browser’s print function.

**Configuring the Seating Chart**

You can use the Assign Seats tool to create and edit seating charts. You cannot configure seating charts when you use the View Attendance by Period option for periods that have multiple classes.

To configure the seating chart for a class:

- Click Assign Seats.

To change the number of rows and seats per row on a seating chart:

1. In the Number of Rows box at the top of the screen, enter the desired number of rows.

2. In the Number of Seats Per Row box, enter the desired number of seats per row.

3. Click Refresh to update the screen. The new arrangement appears.

**Note**

If you do not see all students enrolled in your class, there are not enough seats available. Add more rows or more seats per row.

To determine whether student photos appear in the seating chart:

- Click Show Pictures or Hide Pictures.
Assigning Seats

Once you arrange the seating chart, you can assign students to each seat. There are several ways to do this.

To assign a student to an empty seat:

1. Locate the desired student in the Unassigned Seats list.
2. Click Select below their name.
3. Click Fill Seat on the appropriate seat location.

To rearrange existing seat assignments:

1. Click Select beneath the name of the student you want to move.
2. Do one of the following:
   - If changing places with another student, click Swap Seats on the seat to which you want to move the student.
   - If moving to an empty seat, click Fill Seat on the empty seat.

**Tip**
You can also assign seat assignments randomly by last name, or by first name.

To automatically assign seats:

1. Select your desired assignment method (By Last Name, By First Name, or At Random) from the menu next to Auto Assign Seats.
2. Click Process. The seating chart is automatically filled.

If a pod-style arrangement is necessary, configure your chart with enough additional seats to leave unassigned so that they can represent open space around the pod. Figure 46 shows an example of this type of arrangement.
Figure 46 - When creating a pod-style seating arrangement, include additional seats in your chart to represent empty space around each pod

Unassigning Seats

You can unassign students from their seats at any time during the term.

To unassign all seats:

- Click Clear Seating Chart.

To unassign seats individually:

1. Click Select under the student’s name.

2. Click Fill Seat on a space in the Unassigned Seats box.

When you finish working with the seating chart:

- Click Save.
**Printing Seating Charts**

When a teacher is absent and a substitute is teaching the class, print a copy of the seating chart for the substitute to use to learn students’ names and take attendance.

To print the seating chart:

- Click Printer Friendly Listing and use your Web browser’s Print feature.
The My Homeroom area provides information about your homeroom and its students.

To access My Homeroom:

1. Click Teacher Access.

2. Click My Homeroom, and then click the arrow next to any record in the My Homeroom screen (Figure 47) to view additional information.

![My Homeroom Screen](image)

**Figure 47 - The My Homeroom screen contains a student roster for your homeroom**

If you are assigned several homerooms at more than one Entity, you can create a filter to show homerooms at only one Entity. By default, homerooms are sorted in order of the Entity they are associated with. You can also sort by any of the other columns (such as Homeroom Number, Building, or Room).

The My Homeroom screen contains a Student Roster area for each homeroom.
This roster shows the following information:

- A list of all students enrolled in the homeroom
- A link to each student’s Profile screen in Educator Access Plus
- A student’s grade level, age and gender

Each student’s name appears on the roster as a blue hyperlink. Click the student’s name to navigate to that student’s Profile screen in Educator Access Plus.

Using Student Search and Reports

In Educator Access Plus, you can see a list of all students enrolled in a homeroom and generate reports for individual students or groups of students. Click any student’s hyperlinked name to view additional student demographic information.

To access Student Search and Reports:

1. From the main My Homeroom screen, click a homeroom to select it.
2. Click Student Search and Reports.

The Student Search and Reports screen (Figure 48) lists students enrolled in your homeroom, along with basic demographic information about each student. The list of available reports appears on the right side of the screen.

Figure 48 - You can run the highlighted reports from the Student Search and Reports screen
Running Available Reports

You can run several reports from the Student Search and Reports screen. Table 4 provides a brief description of each report.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Homeroom Roster</td>
<td>Simplified version of the Class Roster Report. To learn more about this report, see the <a href="#">WSIPC Guide to Educator Access Plus for Teachers and Advisors</a>.</td>
</tr>
<tr>
<td>Attendance Detail Report</td>
<td>Shows attendance detail information for a student or group of students. To learn more about this report, see the <a href="#">WSIPC Guide to Educator Access Plus for Teachers and Advisors</a>.</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Simplified version of the larger Progress Detail Report that is available to teachers and administrative staff. To learn more about this report, see the <a href="#">WSIPC Guide to Educator Access Plus for Teachers and Advisors</a>.</td>
</tr>
<tr>
<td>Missing Assign. Report</td>
<td>Shows missing assignments for students who are in your homeroom. To learn more about this report, see the <a href="#">WSIPC Guide to Secondary Gradebook for Teachers</a>.</td>
</tr>
<tr>
<td>Report Card Summary</td>
<td>Shows individual or multiple students’ report cards. To learn more about this report, see the <a href="#">WSIPC Guide to Educator Access Plus for Teachers and Advisors</a>.</td>
</tr>
<tr>
<td>Standards Report Card</td>
<td>Provides a report of students’ academic progress. To learn more about this report, see the <a href="#">WSIPC Guide to Educator Access Plus for Teachers and Advisors</a>.</td>
</tr>
</tbody>
</table>

Table 4 - The reports available from the Student Search and Reports screen
The My Activities area allows you to view information and run reports on students in Activities for which you are an activity leader or activity assistant. To learn more about the options available in this area, see the *WSIPC Guide to Educator Access Plus for Activity Leaders and Activity Assistants.*
The My Students with Disabilities area (Figure 49) allows you to view basic information, such as Primary Disability, on students in your classes who have a record in the Special Education module. You can also view a student’s Attachments in the Special Education module from the My Students with Disabilities area. To learn more about the information presented in this area, see the WSIPC Guide to Special Education.

Figure 49 - The My Students with Disabilities area of Educator Access Plus

The Student Services button, if available, is used to view information about the student’s Special Education record. This button is not intended for use by Washington State districts.

Caution  Do not use this button to view Special Education information. The Student Services button and its accompanying screen do not pull information from the same location that the Special Education module does. As a result, the information shown in this area may not be accurate.
The My LEP Students area (Figure 50) allows you to view Limited English Proficiency (LEP) information for students who have a record on the Limited English Proficiency sub-tab of the NCLB-2 tab in Student Profile. The information displayed in this area is view-only and cannot be changed. To learn more about LEP, see the *WSIPC Guide to Student Demographics and Families*. 

Figure 50 - The My LEP Students area in Educator Access Plus
The My Section 504 Students area (Figure 51) allows you to view basic information about your students’ Section 504 status. The information displayed in this area is view-only and cannot be changed. To learn more about Section 504, see the *WSIPC Guide to Section 504*.

![Figure 51 - The My Section 504 Students area of Educator Access Plus](image-url)
The My Gifted and Talented Students area (Figure 52) allows you to view basic information about your students who have been identified as Gifted and Talented. The information displayed in this area is view-only and cannot be changed. To learn more about the options available on this screen, see the WSIPC Guide to Gifted and Talented.

Figure 52 - The My Gifted and Talented Students area of Educator Access Plus
My Conference Scheduler

You can use My Conference Scheduler to schedule conferences with students and their guardians. Your district can also assign staff members, such as secretaries, to schedule conferences for you. To learn more about My Conference Scheduler, see the *WSIPC Guide to Conference Scheduler for Teachers.*
Managing Food Service Information

You can use the Food Service area (Figure 53) to view your personal Food Service information, and to process your Homeroom students’ Food Service payments. This section explains each process.

Figure 53 - Managing the Food Service area in Educators Access Plus

My Food Service Information

The My Food Service Information area allows you to view your own Food Service customer account balance, payments, and purchase history.

To access your Food Service customer account details:

1. Go to Educator Access Plus\Food Service\My Food Service Information.
2. Click the arrow next to your name to expand your record.
3. Click Expand All. Figure 54 shows an example of the expanded My Food Service Information screen.
The Account Information section shows an overview of your Food Service account, including the current balance and year-to-date payments and purchases.

The Payments section shows a history of payments made on your Food Service Account.

The Purchases section shows information on your purchases for the current week by default.

To view purchases from other weeks:

- Click the arrows to the left and right of Current Week.
My Student’s Homeroom Entry

The My Student’s Homeroom Entry area allows you to enter your Homeroom students’ Food Service purchases. Food Service is a separate module and is not covered in this Guide. To learn more about Food Service, see the WSIPC Guide to Food Service Administration and Management.
As an advisor, you can use the Advisor Access area of Educator Access Plus to monitor students’ academic progress, view a roster of students assigned to you, and view students’ attendance records, progress reports, missing assignments, and grades.

To see information about the students you advise:

1. Go to Educator Access Plus\Advisor Access\My Students.
2. Select from the listing of Advisor Options on the left side of the screen.

**Advisor Options**

The Advisor Options screen (Figure 55) shows a list of your active students by Entity, sorted in alphabetical order by last name. The Entities that appear are determined by the students to which you are assigned as advisor, and your security access. You can search for a student, view information about students you advise in different Entities, access a student’s profile information, and run various reports from this area.

![Figure 55 - The Advisor Options area. Available reports are listed on the left side of the screen.](image)
When you access the Advisor Options screen, active students at the lowest-numbered Entity appear by default.

To see your active students at a different Entity:

- Use the Entity box in the upper-left corner to select another Entity.

To show inactive students in the list of advisees:

- Select the Show Inactive Students check box.

**Searching for a Student**

The list of students is filtered by last name. By default, students whose last name begins with the letter A appear. You can search for students by their last name.

To view students whose last name begins with a different letter:

- Click the corresponding letter from the listing below the search results.

To search for a student by last name:

1. Type the student’s last name in the Lookup by Last Name box.

2. Click Search.

**Reports**

You can access a number of reports from the Advisor Options screen. Some of these reports are also available under My Gradebook or My Classes. Not all of these reports are discussed in this Guide. To learn more about reports available to teachers and advisors, see the *WSIPC Guide to Secondary Gradebook for Teachers* and the *WSIPC Guide to Standards Gradebook for Teachers*.

**Advising Roster**

The Advising Roster Report is a Class Roster Report that contains students you advise. This report displays a list of students enrolled in a specific Class during a specific Term. You can configure the report to include additional information about the student, such as phone number, address, gender, picture, and email address.
**Attendance Detail Report**

The Attendance Detail Report displays attendance detail for students you advise for all periods for a specific Term or date range. Choose the Absence Types to include in the report.

**Progress Report**

You can create Progress Reports for students you advise. This report is a simplified version of the larger Progress Detail Report available to teachers and administrative staff.

| Note | You cannot run this report for classes that use Standards Gradebook. |

To run the Progress Report from the Advisor Access area:

1. Click Progress Report.

2. Configure the Progress Report for Advisor Students screen. Figure 56 shows the parameters available for the Progress Report. Table 5 provides additional information about each parameter.

3. To print the report for all students you advise, click View Report for All Students.

4. To print the report for selected students you advise, click Select Students to View Report.
Figure 56 - The Progress Report parameters screen for Advisor students

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Grades for Term</td>
<td>Allows you to select the term for which you’d like to see grades. The default value is the current term.</td>
</tr>
<tr>
<td>Display Assignment Detail Information</td>
<td>Shows individual assignments on the report.</td>
</tr>
<tr>
<td>Only print students with less than ___ percent</td>
<td>Allows you to restrict the report output to students with grades at or below a desired level.</td>
</tr>
<tr>
<td>Display Signature Line</td>
<td>When selected, a line appears at the bottom of the report after both “Signature” and “Date” so that the Guardian can sign and date this information, if the Progress Report is to be returned.</td>
</tr>
<tr>
<td>Page Break by Student</td>
<td>Prints each student’s report on a separate page.</td>
</tr>
<tr>
<td>Free Form Header</td>
<td>Allows you to type free-form comments in the header area, up to 70 characters per line.</td>
</tr>
<tr>
<td>Free Form Footer</td>
<td>Allows you to type free-form comments in the footer area, up to 70 characters per line.</td>
</tr>
</tbody>
</table>

Table 5 - The fields available for configuration on the Progress Report for Advisor Student parameters screen
Missing Assignments Report
The Missing Assignments Report allows you to quickly view missing assignments for students you advise. To learn how to run this report, see the WSIPC Guide to Secondary Gradebook for Teachers.

Report Card Summary
The Report Card Summary shows report cards for individual students, or for many students.

To run the Report Card Summary from the Advisor Access area:


2. Configure the Report Card Summary for Advisor Students screen. Figure 57 shows the fields available for the Report Card Summary. Table 6 provides additional information about each parameter.

3. To print the report for all students you advise, click View Report for All Students.

4. To print the report for selected students you advise, click Select Students to View Report.

![Figure 57 - Options available for Report Card Summary](image)
### Option | Description
--- | ---
Only print students with less than ___ percent | Allows you to restrict the report output to students with grades at or below a desired level.
Select Grade Buckets to Display | Allows you to select the Grade Buckets that appear on the report.
Do Not Display Dropped Classes | Omits dropped classes on the Report Card Summary.
Display Signature Line | Causes lines to appear at the bottom of the report after the words “Signature” and “Date.”
Page Break by Student | Prints each student’s report on a separate page.
Free Form Header | Allows you to type free-form comments in the header area, up to 70 characters per line.
Free Form Footer | Allows you to type free-form comments in the footer area, up to 70 characters per line.

Table 6 - Fields available for configuration on the Report Card Summary for Advisor Students parameters screen

**Standards Report Card**
The Standards Report Card provides students and parents with an official report of the student’s academic progress. This report includes information on all of the Classes that students are enrolled in that use a Standards Gradebook, not just the Class from which the report is run. Your Gradebook Administrator defines most parameters for the Standards Report Card layout.
**Message Center**

Message Center allows you to post messages for students and guardians to view in Family Access. For example, you can notify parents and students about upcoming tests, projects, and events. You can also schedule messages to email to students and guardians at a later time. You can create a message for a specific class or create a message for students and their guardians in several classes. Your school can also enable a feature that allows parents and students to use Message Center to send messages to you.

To learn how to use Message Center, see the [WSIPC Guide to Message Center for Teachers, Advisors, and Activity Leaders](#).