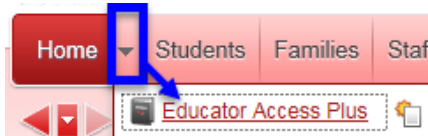
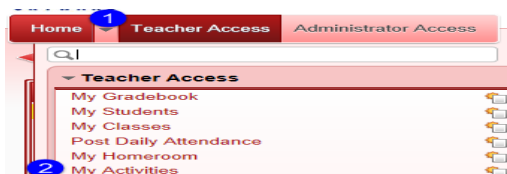


My Activities

To get to Teacher Access in Skyward, click on the dropdown arrow located to the right of the Home Tab. Choose Educator Access Plus.



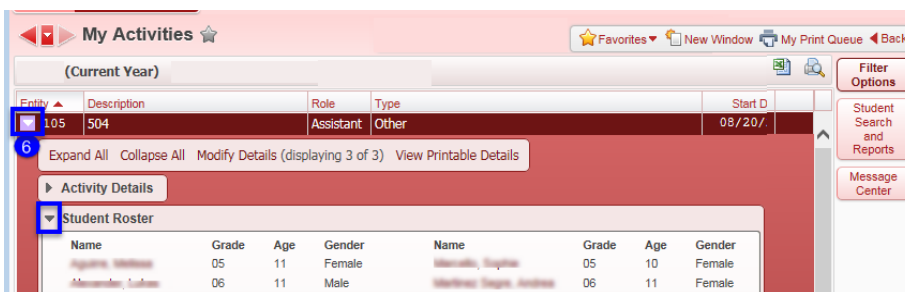
1. Teacher Access
2. My Activities



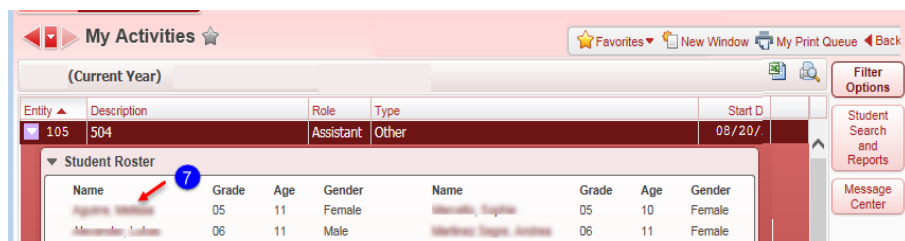
3. Verify Current Year Activity
4. Modify the filter to reflect Current Year, if needed
5. Select the correct current Activity



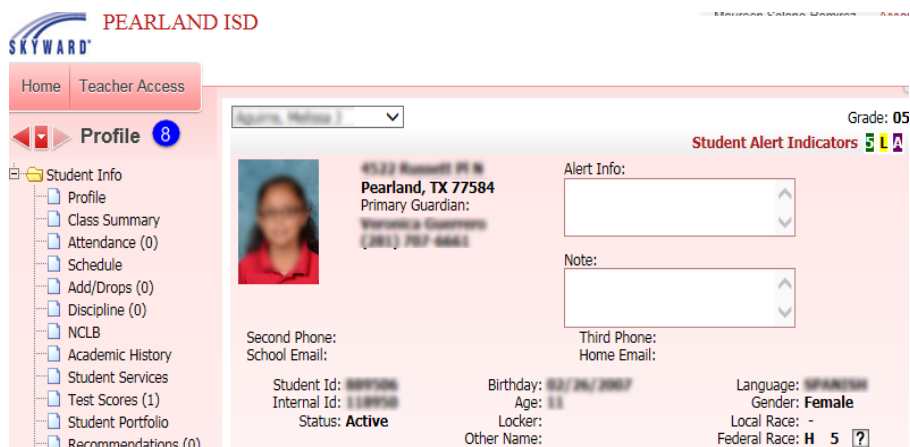
6. Click on the expand arrow to see the list of students



7. To go to the Student's Profile page, click on the student's name. Note: When the student's name shows a hyperlink, click on the student's name and you will be directed to the Profile page



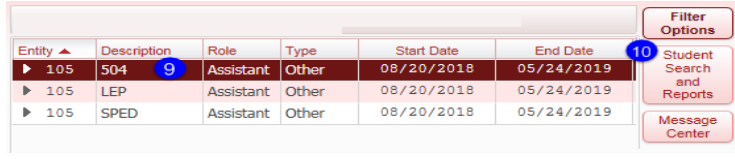
8. Profile page reflects student information; click the Back button to return to the previous screen



Grading Reports

9. Highlight the Activity

10. Select Student Search and Reports



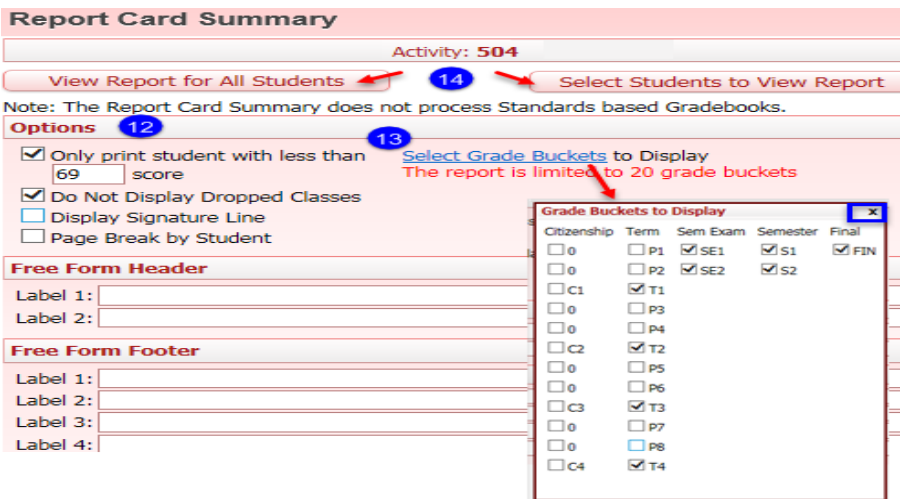
11. For Grading Reports **ALWAYS** choose *Report Card Summary*



12. Options – Choose grade parameters for student to verify failures

13. Select the current Term for grade report. Once selected, click the “x” to close grade term window.

14. Choose whether to view Report for All Student or Select Students individually for report.



15. Example: When the grade parameter of 69 was selected, only students who met that criteria will be listed.

Activity: 504 Description : 504

Student Name: *Ernest, Brian S.*

Course	Sec	Teacher	T1	T2	SE1	S1	T3	T4	SE2	S2	FIN
BAND 6	L1	Lisa Wills	98			98					98
LANGUAGE ARTS 6	90	Lisa Wills	65			65					65
MATH 6	90	Lisa Wills	62			62					62
PE 6	9B	Lisa Wills	100			100					100
READING 6	90	Lisa Wills	78			78					78
SCIENCE 6	90	Lisa Wills	84			84					84
SOC STUDIES 6	90	Lisa Wills	73			73					73

Attendance Reports

Repeat Steps 9 & 10

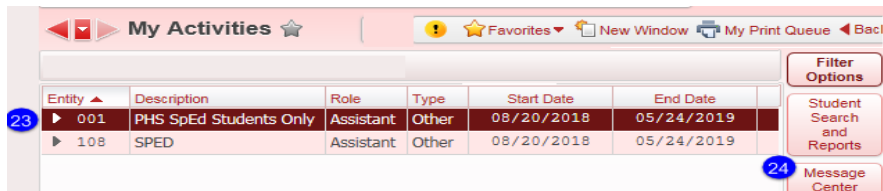
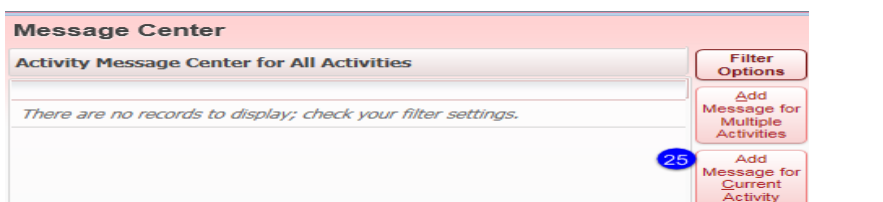
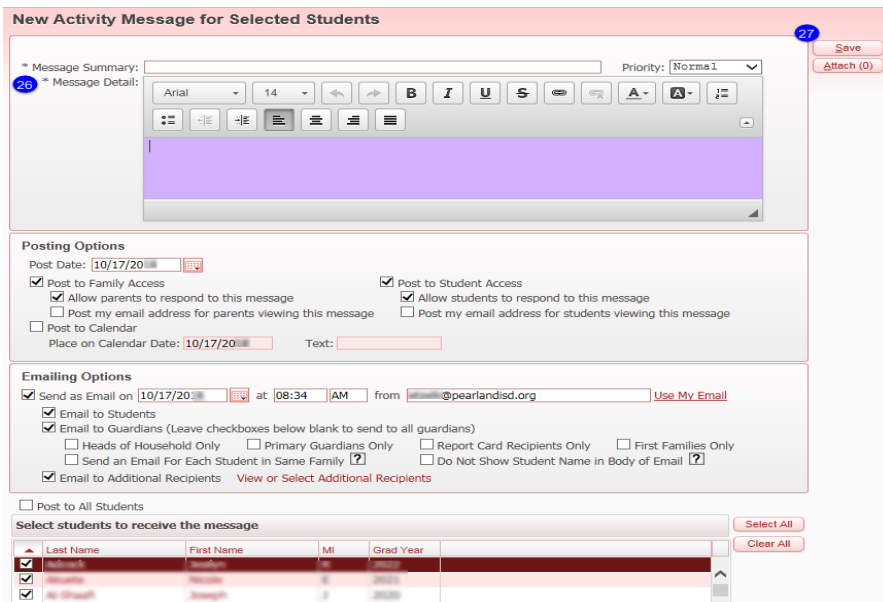
16. Select Attendance Detail Report



Either add a New Template or Modify Current Template

<p>17. Add a new Template</p>	<div style="text-align: right; font-weight: bold; font-size: small;">Report: Attendance Detail</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Seq #</th> <th style="text-align: left;">Report Template Name</th> <th style="text-align: right;">Print</th> </tr> </thead> <tbody> <tr> <td>900</td> <td>Curr Term;No page break;Show Details</td> <td style="text-align: right;">17 Add a new Template</td> </tr> <tr> <td>910</td> <td>Curr Term;Page break;Show Details</td> <td style="text-align: right;">View parameters of Template</td> </tr> <tr> <td>920</td> <td>Curr Term;No page break;Totals Only</td> <td></td> </tr> </tbody> </table>	Seq #	Report Template Name	Print	900	Curr Term;No page break;Show Details	17 Add a new Template	910	Curr Term;Page break;Show Details	View parameters of Template	920	Curr Term;No page break;Totals Only	
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900	Curr Term;No page break;Show Details	17 Add a new Template											
910	Curr Term;Page break;Show Details	View parameters of Template											
920	Curr Term;No page break;Totals Only												
<p>18. Enter a name of the report 19. Save</p>	<p style="text-align: center;">Add a new Report Template for the Attendance Detail Report.</p> <p>18 Sequence #: <input type="text" value="10"/> 19 Save</p> <p>Report Template Name: <input type="text" value="Attendance Report"/> Back</p>												
<p>20. Select the Date Range 21. Choose Absent Types 22. Save</p>	<p>10 - Attendance Report</p> <p>Report Ranges</p> <p><input type="checkbox"/> Display Attendance for Term Current Term : 08/20/2018 - 10/19/2018</p> <p><input checked="" type="checkbox"/> Display Attendance for Date Range</p> <p>On or After: <input type="text" value="Aug"/> <input type="text" value="20"/> <input type="text" value="2018"/> ➔ Mon, Aug 20 2018</p> <p>On or Before: <input type="text" value="May"/> <input type="text" value="24"/> <input type="text" value="2019"/> ➔ Fri, May 24 2019</p> <p>21 Absence Types</p> <p>Options</p> <p><input type="checkbox"/> Insert page break after each student</p> <p><input type="checkbox"/> Print only attendance totals</p> <p style="text-align: right;">22 Save Undo Back</p>												

Message Center via Activity List

<p>23. Highlight Activity to send message 24. Click the Message Center tab</p>	 <p>My Activities</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Entity</th> <th>Description</th> <th>Role</th> <th>Type</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr style="background-color: #f2f2f2;"> <td>001</td> <td>PHS SpEd Students Only</td> <td>Assistant</td> <td>Other</td> <td>08/20/2018</td> <td>05/24/2019</td> </tr> <tr> <td>108</td> <td>SPED</td> <td>Assistant</td> <td>Other</td> <td>08/20/2018</td> <td>05/24/2019</td> </tr> </tbody> </table> <p style="text-align: right;">24 Message Center</p>	Entity	Description	Role	Type	Start Date	End Date	001	PHS SpEd Students Only	Assistant	Other	08/20/2018	05/24/2019	108	SPED	Assistant	Other	08/20/2018	05/24/2019
Entity	Description	Role	Type	Start Date	End Date														
001	PHS SpEd Students Only	Assistant	Other	08/20/2018	05/24/2019														
108	SPED	Assistant	Other	08/20/2018	05/24/2019														
<p>25. Either select Add Message for Multiple Activities or Current Activity</p>	 <p>Message Center</p> <p>Activity Message Center for All Activities</p> <p style="text-align: center; color: gray;">There are no records to display; check your filter settings.</p> <p style="text-align: right;">25 Add Message for Multiple Activities Add Message for Current Activity</p>																		
<p>26. Add your message and choose Posting Options, Emailing Options, and Students to receive the message. 27. Save</p>	 <p>New Activity Message for Selected Students</p> <p>* Message Summary: <input type="text"/> * Message Detail: <div style="border: 1px solid gray; padding: 5px; min-height: 100px;"></div></p> <p>Posting Options</p> <p>Post Date: <input type="text" value="10/17/20"/></p> <p><input checked="" type="checkbox"/> Post to Family Access <input checked="" type="checkbox"/> Post to Student Access</p> <p><input checked="" type="checkbox"/> Allow parents to respond to this message <input checked="" type="checkbox"/> Allow students to respond to this message</p> <p><input type="checkbox"/> Post my email address for parents viewing this message <input type="checkbox"/> Post my email address for students viewing this message</p> <p><input type="checkbox"/> Post to Calendar</p> <p>Place on Calendar Date: <input type="text" value="10/17/20"/> Text: <input type="text"/></p> <p>Emailing Options</p> <p><input checked="" type="checkbox"/> Send as Email on <input type="text" value="10/17/20"/> at <input type="text" value="08:34"/> AM from <input type="text" value="pearlandisd.org"/> Use My Email</p> <p><input checked="" type="checkbox"/> Email to Students</p> <p><input checked="" type="checkbox"/> Email to Guardians (Leave checkboxes below blank to send to all guardians)</p> <p><input type="checkbox"/> Heads of Household Only <input type="checkbox"/> Primary Guardians Only <input type="checkbox"/> Report Card Recipients Only <input type="checkbox"/> First Families Only</p> <p><input type="checkbox"/> Send an Email For Each Student in Same Family <input checked="" type="checkbox"/> Do Not Show Student Name in Body of Email <input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> Email to Additional Recipients View or Select Additional Recipients</p> <p><input type="checkbox"/> Post to All Students</p> <p>Select students to receive the message</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>Grad Year</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>McDonald</td> <td>Isabelle</td> <td>18</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>McDonald</td> <td>Isabelle</td> <td>18</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>McDonald</td> <td>Isabelle</td> <td>18</td> </tr> </tbody> </table> <p style="text-align: right;">27 Save Attach (0)</p>	Last Name	First Name	MI	Grad Year	<input checked="" type="checkbox"/>	McDonald	Isabelle	18	<input checked="" type="checkbox"/>	McDonald	Isabelle	18	<input checked="" type="checkbox"/>	McDonald	Isabelle	18		
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