

SKYWARD

STUDENT INFORMATION SYSTEM



GETTING TO THE SKYWARD WEBSITE

- **LOG INTO THE DISTRICT WEBSITE: WWW.EPSCHOOLSRI.COM**



The screenshot shows the top navigation bar of the East Providence School District website. On the left is the district's logo, which includes the text "CITY OF EAST PROVIDENCE" and "INCORPORATED 1846". To the right of the logo is the text "East Providence School District". Below this is a horizontal menu with six items: "Home" (with a house icon), "About Us", "Schools", "Teachers", "Students", and "Parents". A red arrow points to the "Teachers" link. Below the navigation bar, there is a "Teachers" section with a dark blue header. To the right of this header is a "Helpful Links" section containing a link for "Skyward Login". A second red arrow points to the "Skyward Login" link.

LOGGING INTO SKYWARD

SKYWARD®

East Providence Public Schools
East Providence Public Schools - Live Conversion Data
05/05/14

Login ID:

Password:

[Forgot your Login/Password?](#)

05.14.06.00.07

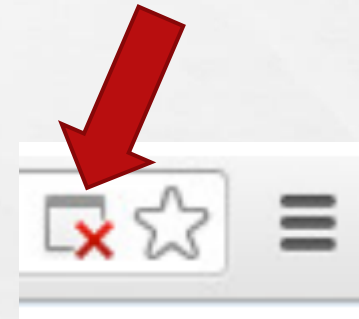
Login Area:

**Enter your login and password,
then click the login button.**

**Be sure the Login area drop down
is set to All Areas.**

ALLOW POP-UPS

- **USE GOOGLE CHROME**



SKYWARD HOME PAGE

East Providence Public Schools

Account | Preferences | Exit | ?

Home | **Teacher Access** ←

⏪ ⏩ Educator Access Plus Home

★ Favorites ▾ 📄 New Window 🖨️ My Print Queue

Jump to Other Dashboards

Skyward User

Reset Dashboards | Select Widgets

My Print Queue

Job	Status
<i>No items available.</i>	

District News

No news to display

Recent Programs

- EA Plus Home WAIEP
- My Students WAIEPITAIMS
- My Students With Disabilities WAIEPITAISD

Favorites

No favorites available.

Educator Access Plus

"Educator Access Plus" Home Page Welcome to Skyward's Educator Access Plus system. This screen is called the "Home Page". Districts can post information on this screen. This area allows for free format text or if you are familiar with HTML, you can post links and images that may be specific to your district.

Welcome to Skyward

TAKING ATTENDANCE – OPTION 1

The screenshot shows a web interface for a teacher's dashboard. At the top, there are navigation tabs for 'Home' and 'Teacher Access'. Below the tabs is a search bar. On the left side, there is a 'Teacher Access' menu with several options: 'My Gradebook - MG', 'My Students - MS', 'My Classes - MC', 'Post Daily Attendance - DA', 'My Homeroom - MH', 'My Students With Disabilities - SD', 'My LEP Students - LE', and 'My Section 504 Students - SE'. A red arrow points from a callout box to the 'My Classes - MC' option. In the center-right, there is a 'Class List' table with columns for 'Terms', 'Period', 'Days Meet', 'Class', 'Description', and 'Class Options'. A red arrow points from a second callout box to the 'Class Options' links in the table. The background of the dashboard is light gray with a subtle mountain landscape image.

Click on My Classes

Class List

<u>Terms</u>	<u>Period</u>	<u>Days Meet</u>	<u>Class</u>	<u>Description</u>	<u>Class Options</u>
1 - 4	1	MTWRF	100000 / 07	Advisory	Class Options
1 - 4	2	MTWRF	100001 / 02	English Language Arts - Gr.5	Class Options
1 - 4	4	MTWRF	100021 / 02	Mathematics - Gr.5	Class Options
1 - 4	5	MTWRF	100031 / 01	Science - Gr.5	Class Options
1 - 4	6	MTWRF	100041 / 02	Social Studies - Gr.5	Class Options

Contains the Options for each class listed

SELECT ATTENDANCE

Click Attendance to take attendance for the class listed

Be sure the right class was selected

Class Options

- Class Options
 - My Gradebook
 - Attendance
 - Discipline
 - Message Center
 - Survey
 - Test Scores
 - Recommendations
 - Reports
 - District Assessment Tracker

My Print Queue Back

Prev

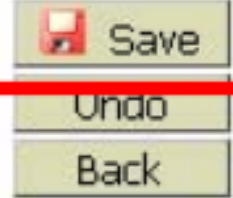
Class Roster for **100000/10 Advisory**

[Alert Legend](#)

Last Name ↑	First Middle	Grade	Alerts	Student Indicators	A	I	Discipline	Test Scores	Recommendations
Medeiros	Hayley	06							
Monteiro	Justin Joseph	06							
Morin	Scott	06							
Rodriguez	Joshua J	06							
Seal	Amaya A	06							
Shallcross	Alaina Lyn	06							
Simao	Devyn M	06							
Simmons	Jovanni E	06							
Soderquist	Marco	06							

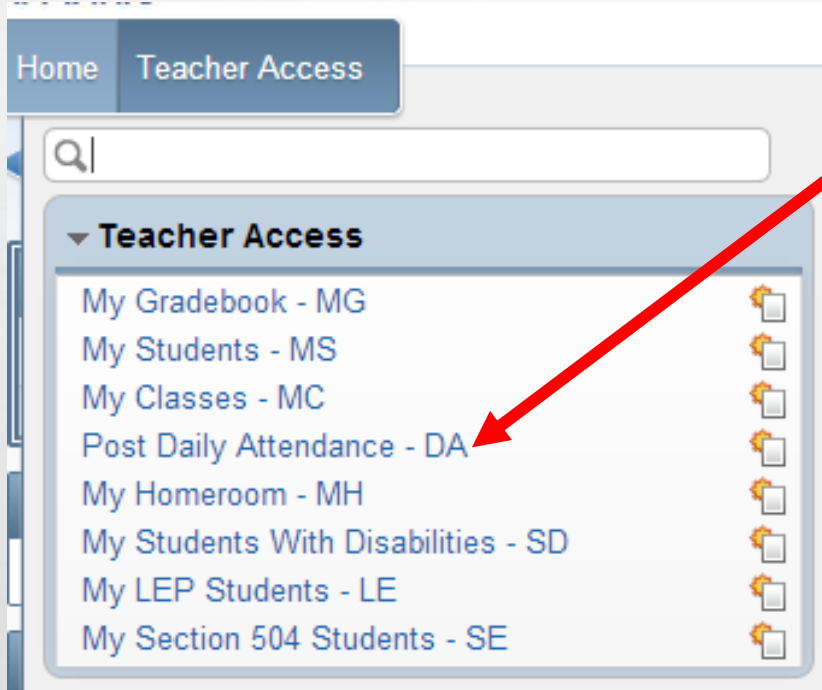
TAKE ATTENDANCE

To take attendance, use the radio buttons by each student. Be sure to click save!



Alerts	Student Indicators	Home Entity	Last Name↑	First Middle	GR	Absent	Tardy	Present	Absent Count	Tardy Count
		113	Medeiros	Hayley	06	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
			Monteiro	Justin Joseph	06	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
			Morin	Scott	06	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
			Rodriguez	Joshua J	06	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
			Seal	Amaya A	06	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
			Shallcross	Alaina Lyn	06	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
			Simao	Devyn M	06	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
			Simmons	Jovanni E	06	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
			Soderquist	Marco	06	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
			Trottier	Isabela Emilia	06	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
			Vieira	Tyla Cole	06	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
			Williams	Antonio Justin	06	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		

TAKING ATTENDANCE – OPTION 2



Click on Post Daily Attendance

Take attendance by Name or by Seating Chart

Seats can be assigned by the teacher so the Seating Chart option is current.

<u>Terms</u>	<u>Period</u>	<u>Days Meet</u>	<u>Class</u>	<u>Description</u>	<u>Attendance Options</u>
1 - 4	1	1234567	300120 / 022	Math 6	By Name By Seating Chart Assign Seats
1 - 4	5	1234567	300120 / 03	Math 6	By Name By Seating Chart Assign Seats
1 - 4	6	1234567	300120 / 04	Math 6	By Name By Seating Chart Assign Seats
1 - 4	7	1234567	300120 / 05	Math 6	By Name By Seating Chart Assign Seats

POST DAILY ATTENDANCE

Alerts	<u>First Middle</u> ↑	<u>Last Name</u>	<u>GR</u>	Absent	Tardy	Present	Absent Count	Tardy Count
	Student's names will appear here.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9	
<input type="checkbox"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	
<input type="checkbox"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	
<input type="checkbox"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11	
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	

Check the radio button to absent, or present. Be sure to save before leaving the attendance screen.

TAKING ATTENDANCE – OPTION 3

Home Teacher Access

Q

▼ Teacher Access

- My Gradebook - MG
- My Students - MS
- My Classes - MC
- Post Daily Attendance - DA
- My Homeroom - MH
- My Students With Disabilities - SD
- My LEP Students - LE
- My Section 504 Students - SE

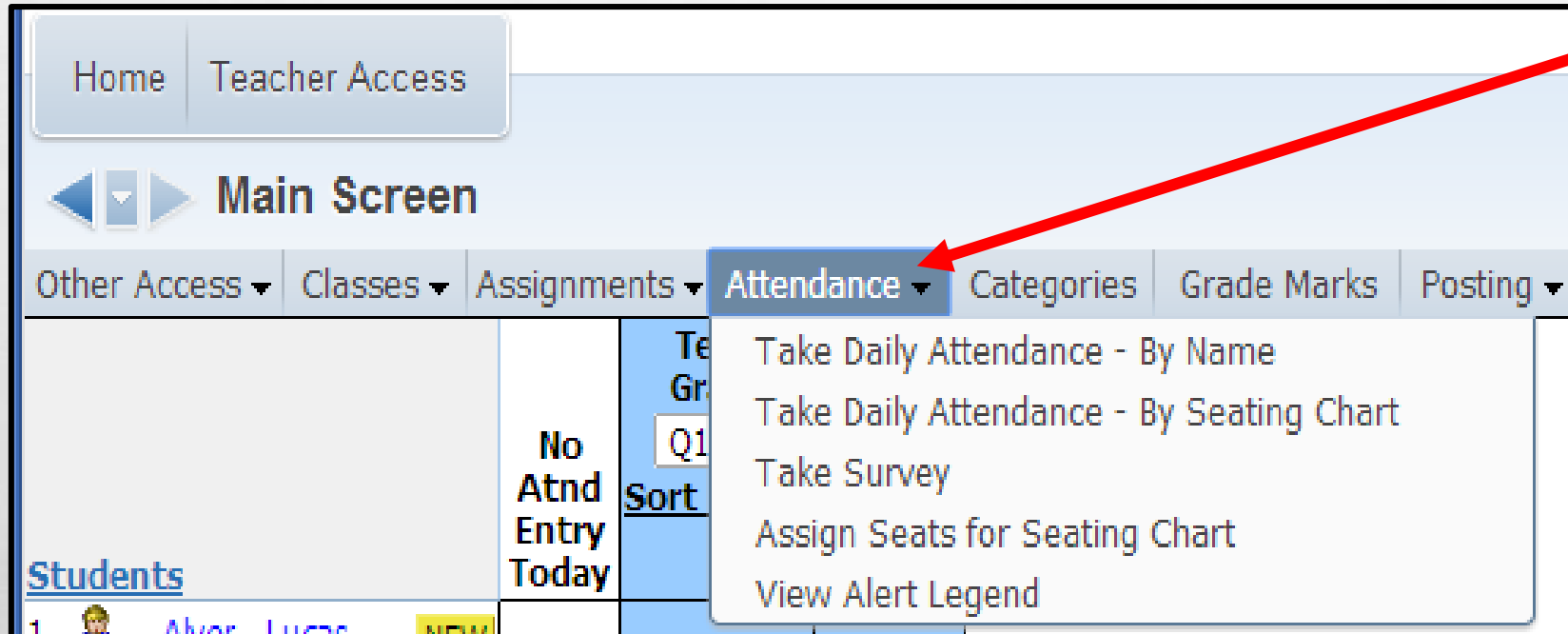
Click on My Gradebook

**Click on Gradebook link
for the current class**

112 East Providence High School

<u>Dept</u>	<u>Subject</u>	<u>Terms</u>	<u>Period</u>	<u>Days Meet</u>	<u>Class</u>	<u>Description</u>	
PE	PE	1 - 1	1	D F	211040 / 02	Fitness	Gradebook
PE	PE	1 - 1	1	A C E	211040 / 43	Fitness	Gradebook
PE	PE	2 - 2	1	A C D E F	211040 / 08	Fitness	Gradebook
PE	PE	4 - 4	1	A C E	211040 / 22	Fitness	Gradebook
PE	PE	4 - 4	1	D F	211040 / 23	Fitness	Gradebook
PE	PE	1 - 1	2	B D F	211040 / 02	Fitness	Gradebook
PE	PE	1 - 1	2	C E	211040 / 43	Fitness	Gradebook
PE	PE	2 - 2	2	B C D E F	211040 / 09	Fitness	Gradebook
PE	PE	3 - 3	2	B C D E F	211040 / 16	Fitness	Gradebook

ATTENDANCE USING GRADEBOOK



The screenshot shows a software interface with a navigation bar at the top containing 'Home' and 'Teacher Access'. Below this is a 'Main Screen' section with a navigation menu. The 'Attendance' menu is open, displaying the following options:

- Take Daily Attendance - By Name
- Take Daily Attendance - By Seating Chart
- Take Survey
- Assign Seats for Seating Chart
- View Alert Legend

The interface also shows a table with columns for 'Students', 'No Atnd Entry Today', and 'Sort'. A red arrow points from the text box on the right to the 'Attendance' menu item.

Click on the attendance menu and select: Take attendance by name or seating chart. There is an option for assigning seats so the seating chart option will be current.

POST ATTENDANCE FROM GRADEBOOK

Alerts	<u>First Middle</u> ↑	<u>Last Name</u>	<u>GR</u>	Absent	Tardy	Present	Absent Count	Tar
	Student's names will appear here.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9	
<input type="checkbox"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	
<input type="checkbox"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	
<input type="checkbox"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11	
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	

Use the radio buttons to enter the attendance data. Be sure to save before leaving the attendance screen..