

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## FOR SAP TEACHERS - VIEWING BASIC STUDENT INFORMATION FOR STUDENTS NOT IN YOUR CLASS

### Purpose

For SAP teachers to see student information of students who are not in their class.

This is for SAP teachers only.

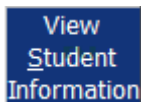
### Procedure

In Skyward, click on Student Search

The screenshot shows the Skyward Educator Access Plus interface. The browser title is "Skyward Educator Access Plus - Windows Internet Explorer". The page header includes the Skyward logo and the "EDUCATOR ACCESS™ plus" logo. The user name is "Mary Cole" and there are links for "Account Information" and "Change Pass". The navigation tree on the left includes "Educator Access Plus", "Teacher Access", "Administrator Access", and "Student Search - By Entity". A context menu is open over "Student Search - By Entity", listing options such as "View Gradebooks by Student", "View Attendance by Student", "View Discipline and enter Referrals by Student", "View or Update Test Scores by Student", "View current year scheduling information by Student", "View Next Year Course Recommendations by Student", and "View Report Options by Student". The main content area shows a welcome message for "Mary Cole" and a note that the screen is called the "Home Page".

Find the desired student and click on it once to select it

+ Alexander | John D



Click on the View Student Information button

You may now access any of the following information in Read Only mode

