

HOW TO GET TO YOUR SKYWARD TEACHER'S LOG

1. To get to your teacher's log to add notes to a student record you need to go first to your Gradebook.
2. Click the link for the section you want to add a log entry.

My Gradebook

Current Year Classes

Prior Years Classes

Reports for All Classes

Posting Status

032 Elmer L. Meyers JR/SR HS

Dept	Subject	Terms	Period	Days Meet	Class	Description	
0	0	1 - 4	1	MTWRF	0720 / 2	ENGLISH 7	Gradebook
0	0	1 - 4	3	MTWRF	0820 / 2	ENGLISH 8	Gradebook

3. Then hover over Display Options then click on the "Teacher's Log" link.

The screenshot shows the Skyward Educator Access Plus interface. The 'Main Screen' is active, displaying a table of student data. A 'Display Options' dropdown menu is open, showing various options including 'Student Display', 'Assignment Display', 'Grade Period Display', 'Modify Gradesheet Sequence', 'Color Legend', and 'Tools'. The 'Tools' section is expanded, and the 'Teacher's Log' option is highlighted. An arrow points from the 'Teacher's Log' link in the previous step to this option in the menu.

4. The screen below will appear. Then click on the student you want to add an entry for.
 - a. You can click on the arrow next to the student's name to view the details for entries.
5. Then click on the "Add New Log Entry" button.

The screenshot shows the Skyward Teacher's Log interface. The 'Students' list is visible on the left, and the 'Add New Log Entry' button is highlighted in the top right corner. An arrow points from the 'Add New Log Entry' button in the previous step to this button in the screenshot.

6. The screen below will appear.
7. This will automatically select the current quarter in which you are adding the entry but you can also select a previous quarter.
8. Input information you want to share. *There is a maximum allotment of 500 characters.*
9. You can **uncheck both boxes for it to be a private note for you** or you can check the family **and/or** student access if you wish either parties to also see the note.

Teacher's Log - Entity 032 - 05.16.02.00.04 - Google Chrome

https://sms-skyapp.wbasd.k12.pa.us/scripts/wsisa.dll/WService=wsEApplus/sgrbkbrws004.w

Wilkes-Barre Area SD
0720/2 Prd: 1 ENGLISH 7

Andita Parker-Lloyd Account

Home Teacher Access Administrator Access Food Service

Teacher's Log

Students

Student

1 2 3 4 5 6 7 8 9 10 11 12 13

50 50.00 56 56.27

Expand All Collapse All View Printable Details

Log Entries

No Teacher Log Entries for selected student have been entered.

Teacher Log Entry Maintenance - Entity 032 - 05.16.02.00.04 - Google Chrome

https://sms-skyapp.wbasd.k12.pa.us/scripts/wsisa.dll/WService=wsEApplus/sgrbkedit008.v

Teacher Log Entry Maintenance

Teacher Log Entry for [Redacted]

Grading Period: Quarter 3 (01/25/2016 - 04/06/2016)

Summary: Type here a title

Detail: Place your message here. Examples of items you can place in here are notes from actions student did in class, 10th period visits, parent teacher conference attendance, and information you want saved for the future.

Maximum characters: 500, Remaining characters: 258

Post to Family Access: ☒ Post to Student Access: ☐

10. To see previous notes all you need to do is hit the arrow symbol next to the student's name you wish to review.

Teacher's Log

Students

Student	Q3 Grade	Q3 Percent
1 [Redacted]	50	50.00

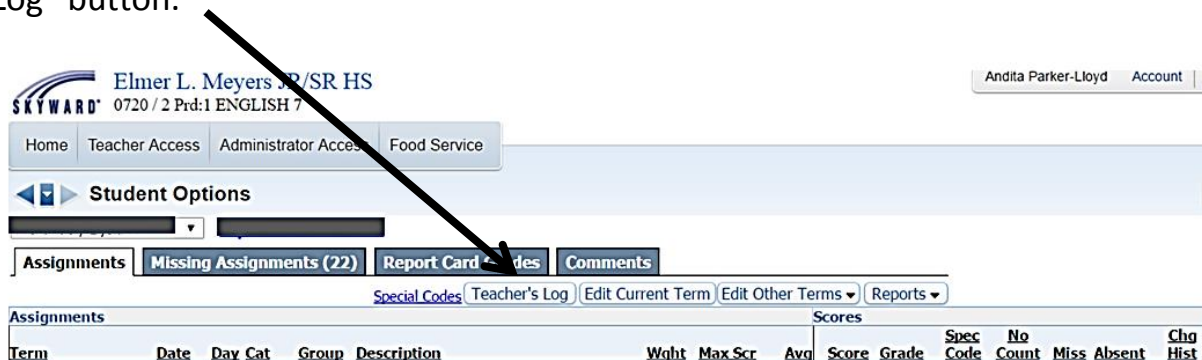
Expand All Collapse All View Printable Details

Log Entries

Edit	Delete	Grading Period	Summary	Detail	Fam	Stu	Date Created	Time Created	Created t
		Quarter 1	10-7-15	Mom came in with her to go over hints to help her.	Yes	Yes	10/07/15	2:59 PM	Andita Pa

ADDITIONALLY,

If you are in a student profile from your gradebook, you can just click on the “Teacher’s Log” button.



To complete more than one student—you just need to use the drop down menu to get to the next student.

FINALLY,

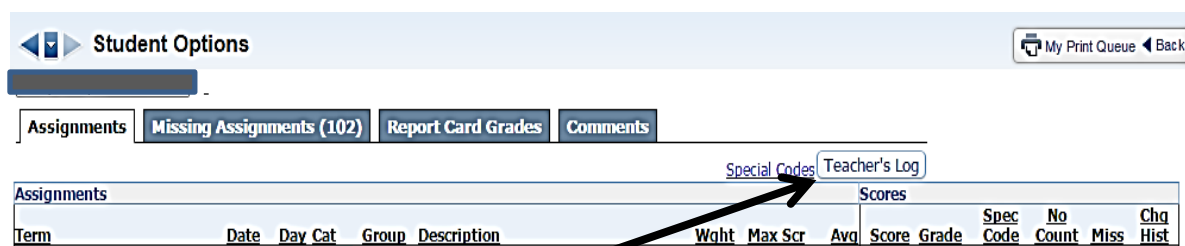
THE LOG ENTRIES ARE SAVED IN THE STUDENT RECORD PERMANENTLY.

If you’d like to find a former student’s log entries:

1. Go to your Historical gradebook



2. Select the gradebook for the class and year you had the student.
3. Once you are in that gradebook, click on the student’s name.
4. This will open up the assignments and other information for that student.



5. Click the “Teacher’s Log” button and you will be able to see your notes from the past.

Notes on Printing:

DO NOT print the log entries by using the “View Printable Details” link



The whole entry will **NOT** print out. Also, if you try to export it into excel it does not convert all of the data (*the details are not available*).

****The best way to print the entry is to actually print it after you *write it up* and *save it*. ****

Go back to the entry and click on the edit button. This will pull up the entry with the date time information added.

Using your mouse, right click on the log entry to print it. Try to stay in an area off to the side and not directly on the words.

To save paper you can print it as a PDF by changing the destination to print to “save as PDF”. This will allow you to save the document electronically.