

Texas Skyward User Group Conference Managing Substitutes and EA+

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Managing Substitutes and EA+



- This session will focus on using the Substitute Assignment Feature.
 - Setting up a Substitute in Staff
 - Setting up a Substitute Assignment
 - Creating Substitute Security Group(s) and Assigning Security

Finding out about a long-term substitute



Because I am in PEIMS, I feel that everything should be documented. Before I will even set up a substitute in Skyward, the campus secretary, or the Substitute Coordinator must send me a sheet that shows who the substitute is, who he/she will be subbing for, and for how long that person should be in that classroom.

If all those questions are answered, I will proceed onto the setup. This is not a have-to-do, but when the other shoe falls, I like to know I have a soft landing by having this.

Long Term Substitute Form



Long Term Substitute Form

Campus: _____

Campus Contact: _____

Substitute: _____

Teacher: _____

Start Date: _____

Proposed End Date: _____

Form scanned and emailed to PEIMS Coordinator: Y N

For PEIMS Coordinator's Office Use Only:

Login Assigned to Sub: _____

Password Assigned to Sub: _____

Email Assigned to Sub: _____

Adding Substitute to Staff/Entity



Setting up a substitute in Staff

Menu Path: WS\SF\SF

Add/Enter as much information as you can/make sure that the box for substitute is checked/save.

- When you set up the sub in the campus staff, it should look like this:

The screenshot shows the 'Staff Information' form in a web browser. The form contains the following fields and options:

- Name: Edwina Makesalot
- Title: Long Term Substitute
- Initials: EM
- * Long Name: Mrs. Makesalot
- * Short Name: Makesalot
- SSN: 123-12-1234
- Employee ID: 1212
- Generate button
- Role checkboxes: Discipline Officer, Teacher, Substitute, Counselor
- Career Center Counselor or Administrator
- Contracted Through Third Party Vendor
- Default Entity: Make Entity 041 The Default Entity for this Staff Member

Below the Staff Information section is the 'Gradebook Information' section:

- Gradebook: None
- Gradebook File Name: [empty]
- File Folder Number: 000000

Asterisk (*) denotes a required field

Setting up the Substitute Assignments— Prepare to be Amazed



Setting up Substitute Assignment-Set date range and select teacher

Menu Path: WS\SF\SA

Step 1-Assign Sub by Teacher

Assign Subs by Teacher - Entity 102 - WS\SF\SA - 11262 - 05.16.06.00.08 - Google Chrome

https://sky.gilmerisd.org/scripts/wsisa.dll/WService=wsEPlus/ssubabrws003.w?isPopup=true

Assign Subs by Teacher

Entity:

Start Date:

End Date:

Teacher:

Teacher's Classes

Course/Sec ▲	Prds	Days	Term	Building	Room	Substitute
<i>There are no records to display; check your filter settings.</i>						

Assign Sub for All

Back

Setting Up the Sub Assignments- Prepare to be Amazed



Once you have entered your teacher, all of his/her classes should pull up.

- Be sure that you put the dates in correctly, or the assignments might not pull up the way you want.
- Click Assign Sub for all. This will put the sub you have requested into all of the classes.

Assign Subs by Teacher - Entity 102 - WS\SFSA - 11262 - 05.16.06.00.08 - Google Chrome

<https://sky.gilmerisd.org/scripts/wsisa.dll/WService=wsEPlus/ssubabrws003.w?isPopup=true>

Assign Subs by Teacher

Entity: 102

Start Date: 08/22/2016 Monday

End Date: 09/16/2016 Friday

Teacher: WATSOAMB000 Watson Amber M

Teacher's Classes

	Course/Sec ▲	Prds	Days	Term	Building	Room	Substitute
1	1001 /K07 - Discipline K	0	AB	1-4	102	K01	Makesalot, Edwina - Partial Sub (
2	1002 /07 - Language Arts K	0	AB	1-4	102	K01	Makesalot, Edwina - Partial Sub (
3	1003 /07 - High Freq Wd K	0	AB	1-4	102	K01	Makesalot, Edwina - Partial Sub (
4	1004 /07 - High Freq Wd 2 K	0	AB	1-4	102	K01	Makesalot, Edwina - Partial Sub (
5	1005 /07 - Alpha Know K	0	AB	1-4	102	K01	Makesalot, Edwina - Partial Sub (
6	1006 /07 - Reading Level K	0	AB	1-4	102	K01	Makesalot, Edwina - Partial Sub (
7	1007 /07 - Writing K	0	AB	1-4	102	K01	Makesalot, Edwina - Partial Sub (
8	1008 /07 - Math K	0	AB	1-4	102	K01	Makesalot, Edwina - Partial Sub (
9	1009 /07 - Counts To...K	0	AB	1-4	102	K01	Makesalot, Edwina - Partial Sub (
10	1010 /07 - Ident Num K	0	AB	1-4	102	K01	Makesalot, Edwina - Partial Sub (

13 records displayed

Course/Sec: ABC

Assign Sub for All

Back

Setting Up Substitute Assignments- Prepare to be Amazed...



Under the Assign Substitute Screen, enter the substitutes name and then you will be given 2 choices:

1. Assign sub only to dates that do not already have a sub.
2. Assign sub to all dates including those that already have a sub (unassign existing sub)
3. Click Save

https://sky.gilmerisd.org/scripts/wsis.dll/WService=wsEPlus/ssubabrws004.w

Assign Subs by Teacher

Assign Substitute

Course/Sec: All

Period: All

* Substitute: MAKESEDW000 Makeslot, Edwina

Assignment Option: Assign sub only to dates that do not already have a sub

Current Substitute Assignments

	Date ▼	Entity	Course/Sec	Prds	Actual Teacher
1	09/16/2016 Fri	102	ATTN K /K07 - ATTENDANCE K	2	Watson, Amber
2	09/16/2016 Fri	102	1012 /07 - Social Stud K	0	Watson, Amber
3	09/16/2016 Fri	102	1011 /07 - Science K	0	Watson, Amber
4	09/16/2016 Fri	102	1010 /07 - Ident Num K	0	Watson, Amber
5	09/16/2016 Fri	102	1009 /07 - Counts To...K	0	Watson, Amber
6	09/16/2016 Fri	102	1008 /07 - Math K	0	Watson, Amber
7	09/16/2016 Fri	102	1007 /07 - Writing K	0	Watson, Amber
8	09/16/2016 Fri	102	1006 /07 - Reading Level K	0	Watson, Amber
9	09/16/2016 Fri	102	1005 /07 - Alpha Know K	0	Watson, Amber
10	09/16/2016 Fri	102	1004 /07 - High Fun Wd 2 K	0	Watson, Amber

13 records displayed Date:

asterisk (*) denotes a required field

Now your sub has been assigned to all the classes that the teacher of record is assigned. The example will show you what this looks like in staff.

Home ▾ Students Families **Staff** Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Substitute Assignments ☆

Substitute Assignment - 08/22/2016 to 08/22/2016

	Date ▾	Substitute	Entity	Course/Sec	Prds	Actual Teacher
1	08/22/2016 Mon	Smith, Lanelle	102	ATTN /PK5 - ATTENDANCE PK	2	Smith-Cregler, Carol
2	08/22/2016 Mon	Monnier, Carla	102	ATTN K /K03 - ATTENDANCE K		Banuelos, Kim
3	08/22/2016 Mon	Monnier, Carla	102	5006 /K03 - HOMEROOM K	0	Banuelos, Kim
4	08/22/2016 Mon	Makesalot, Edwina	102	ATTN K /K07 - ATTENDANCE K	2	Watson, Amber
5	08/22/2016 Mon	Makesalot, Edwina	102	1012 /07 - Social Stud K	0	Watson, Amber
6	08/22/2016 Mon	Makesalot, Edwina	102	1011 /07 - Science K	0	Watson, Amber
7	08/22/2016 Mon	Makesalot, Edwina	102	1010 /07 - Ident Num K	0	Watson, Amber
8	08/22/2016 Mon	Makesalot, Edwina	102	1009 /07 - Counts To...K	0	Watson, Amber
9	08/22/2016 Mon	Makesalot, Edwina	102	1008 /07 - Math K	0	Watson, Amber
10	08/22/2016 Mon	Makesalot, Edwina	102	1007 /07 - Writing K	0	Watson, Amber
11	08/22/2016 Mon	Makesalot, Edwina	102	1006 /07 - Reading Level K	0	Watson, Amber
12	08/22/2016 Mon	Makesalot, Edwina	102	1005 /07 - Alpha Know K	0	Watson, Amber
13	08/22/2016 Mon	Makesalot, Edwina	102	1004 /07 - High Frq Wd 2 K	0	Watson, Amber
14	08/22/2016 Mon	Makesalot, Edwina	102	1003 /07 - High Freq Wd K	0	Watson, Amber
15	08/22/2016 Mon	Makesalot, Edwina	102	1002 /07 - Language Arts K	0	Watson, Amber
16	08/22/2016 Mon	Makesalot, Edwina	102	1001 /K07 - Discipline K	0	Watson, Amber

Filter Options

Assign Sub by Teacher

Modify Assignment

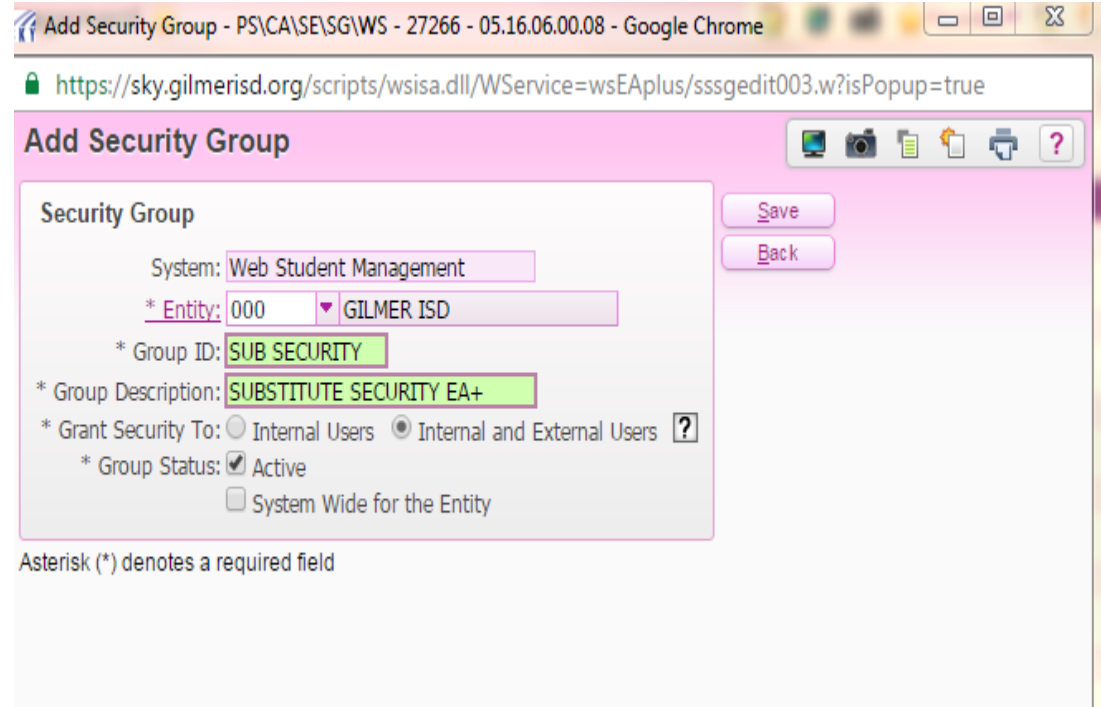
Unassign Substitute

Unassign All

Adding a Security Group

Menu Path: PS\CA\SE\SG\WS

- If you don't have a security group created, you will need to do so at this time to make this system work. An example is below:



Browser: Add Security Group - PS\CA\SE\SG\WS - 27266 - 05.16.06.00.08 - Google Chrome

URL: https://sky.gilmerisd.org/scripts/wsisa.dll/WService=wsEPlus/sssgedit003.w?isPopup=true

Add Security Group

Security Group

System: Web Student Management

* Entity: 000 GILMER ISD

* Group ID: SUB SECURITY

* Group Description: SUBSTITUTE SECURITY EA+

* Grant Security To: Internal Users Internal and External Users ?

* Group Status: Active System Wide for the Entity

Buttons: Save, Back

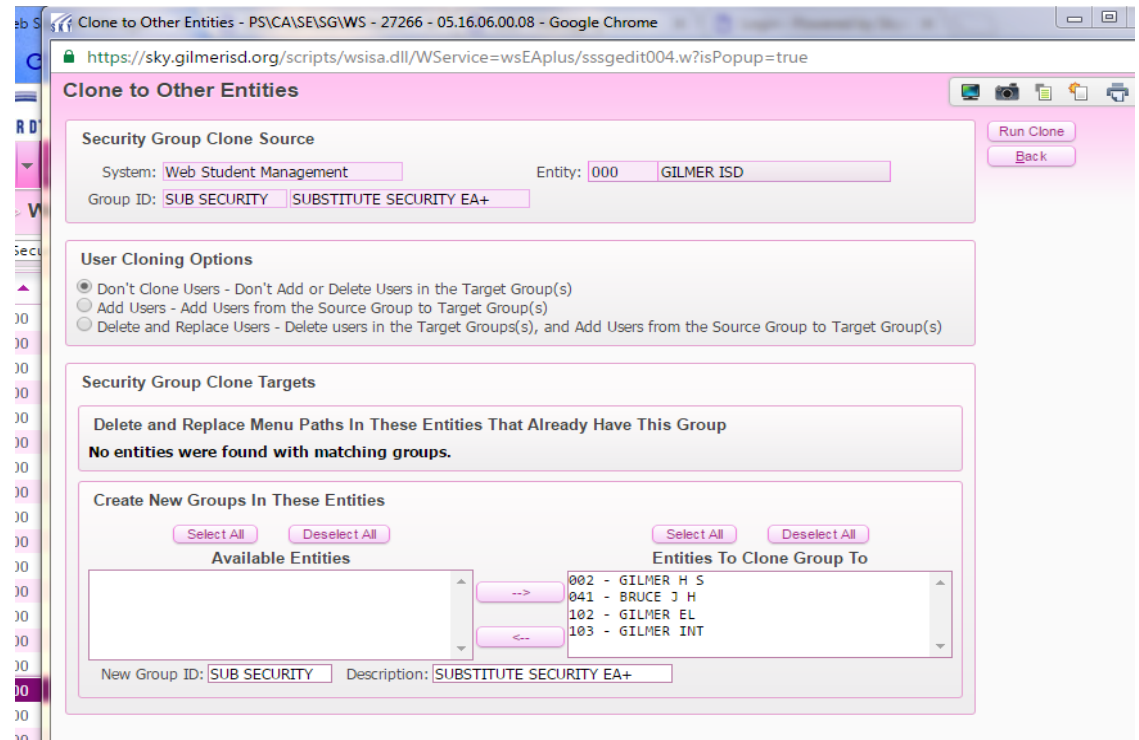
Asterisk (*) denotes a required field

Save and then Edit Security Levels

Adding Security for the Substitute.

Menu Path: PS\CA\SE\SG\WS

- Once you have determined the security access and assigned it, you could clone this to the entities or leave it under 000. This is up to you. Our district likes it cloned to the specific entity.
- To clone this to other entities, the menu path is PS\CA\SE\SG\WS\CLONE TO OTHER ENTITIES.



Clone to Other Entities - PS\CA\SE\SG\WS - 27266 - 05.16.06.00.08 - Google Chrome

https://sky.gilmerisd.org/scripts/wsisa.dll/WService=wsEPlus/sssgedit004.w?isPopup=true

Clone to Other Entities

Security Group Clone Source

System: Web Student Management Entity: 000 GILMER ISD

Group ID: SUB SECURITY | SUBSTITUTE SECURITY EA+

User Cloning Options

Don't Clone Users - Don't Add or Delete Users in the Target Group(s)
 Add Users - Add Users from the Source Group to Target Group(s)
 Delete and Replace Users - Delete users in the Target Groups(s), and Add Users from the Source Group to Target Group(s)

Security Group Clone Targets

Delete and Replace Menu Paths In These Entities That Already Have This Group

No entities were found with matching groups.

Create New Groups In These Entities

Available Entities

Entities To Clone Group To

002 - GILMER H S
041 - BRUCE J H
102 - GILMER EL
103 - GILMER INT

New Group ID: SUB SECURITY Description: SUBSTITUTE SECURITY EA+

Once you have added your substitute, expand the arrow by their name, go to groups assigned by user, click which option you like best either Select Groups by Entity or Select Groups by Group ID.

Add your substitute to the Sub Group and now he/she will be able to take attendance and record grades.

GILMER ISD Skyward

Karen Holyfield Account Preferences Exit ?

Home Skyward Contact Access System Administration Data Administration Student Management Task Manager

Secured User

Views: User Information Filters: *Skyward Default

Last Name	First	Middle	Name Key	Login	Account Lock Threshold (5)	Active Secured User	Force Password Change	District Assigned Password	Password Last Changed
Makesalot	Edwina		MAKESEDW000	makesalote18884		Y	N	Y	09/15/2016

Expand All Collapse All Modify Details (displaying 3 of 3) View Printable Details

▼ User Information

Security Information Edit

User Name: makesalote18884 System Wide Access: No
 Invalid Attempts: 0 Submit Service Requests: No
 Submit User Group RFE: No
 Password Last Changed: 09/15/2016 Submit Billable RFE: No
 Days to Password Expiration: Customer Access ID:
 Active Secured User: Yes Send Email Notification: No
 Sys Wide Product Setup: No Sys Wide Student Management: No
 Sys Wide PEIMS: No

► Address Information Edit Address Information
 ► General Information Edit General Information

► Login History

▼ Groups Assigned to User Select Groups by Entity Select Groups by Group ID Remove All Groups

System	Entity ID	Group ID	Group Description	Group Status	Grant Security To
Remove Web Student Management	102	SUB SECURITY	SUBSTITUTE SECURITY EA+	Active	Internal & External

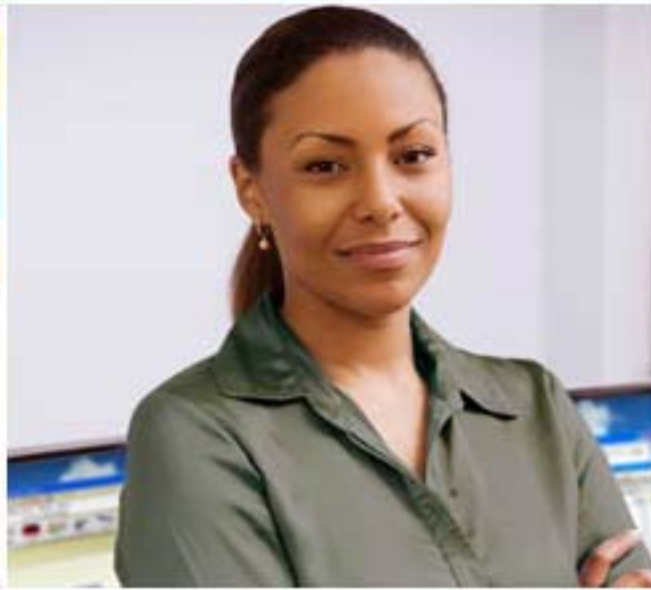
Total number of Groups: 1

Unlock Account
 Unlock Multiple Accounts
 Email Account Reset Link
 All Areas Login
 Web Login
 Mobile Login
 Select Groups by Entity
 Select Groups by Group ID
 Log

Setting up Sub Assignments- Prepare to be Amazed



Any Questions????



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

