edYOUsched Training – Monday, September 12, 2016

**What is edYOUsched?**
edYOUsched is a web-based application that allows teachers & school staff to schedule specific students for intervention/enrichment activities.

**Training Objectives:**
- Learn to access and log in to your edYOUsched account.
- Learn to tag students.
- Learn to respond to students requests.
- Learn to view & manage your tags.
- Learn to search tags for your block 2 classes.
- Learn to take attendance in edYOUsched for your tagged CSI students.

**Timeframe:**
Wednesday, September 28 will be the first CSI session for tagging students.

**Accessing and logging in to edYOUsched:**
1. Open your preferred internet browser.
2. Click on the “EdYouSched” link on the SAHS website under “Quick Links.”
3. OPTIONAL – bookmark the website.
4. Click “Teachers” from the menu bar.
5. Enter your school email in the “Email Address” field.
6. The default password for all teachers is Teacher@54. Enter this in the password field and then click “Sign In.”
Changing your **password**: *(you can do this after the training)*
1. After logging in, click on “Account Settings.”
2. Enter your current password.
3. Enter your new password and confirm new password.
4. Click “Submit.”

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**Account Settings**

Change Password

- **Current Password**
  - 
- **Password**
- **New Password**
  - 
- **Password**
- **Confirm Password**

[Submit]
Tagging a student for CSI:
1. From the “Teachers” menu, click “Tag Student.”
2. CSI will only run on Wednesdays – ignore the other days and click “Wednesday.”
3. Verify the date of the tag – edYOUshed will allow you to tag a student only for the next immediate Wednesday. Example: If today is Monday, September 12, you can only tag a student for Wednesday, September 14.
4. In the “Student Name” drop down menu, type either the first or last name of the student and then select the correct name – a list of students will automatically generate.
   **A student who has already been tagged will not appear in the search.**
5. Select the “Task Type” – Intervention, Extension or Enrichment.
6. Select the “Quick Task Selections” – multiple selections are permitted.
7. Type any other specific info in the “Other Task Description” box if needed.
8. Click the “Tag Student” button.
Viewing your tags:

1. From the "Teachers" menu, click "Manage Tags" and then "My Tags." This generates a list of tags, organized by date.
2. OPTIONAL – View your tags in a calendar format by clicking "My Calendar" from the "My Tags" screen.
Responding to Student Requests:

Students cannot assign a tag for a teacher to themselves. Students can, however, send a request to a specific teacher to be tagged by that teacher. In order for the tag to be assigned, the teacher must respond to the student request.

1. When a student submits a request to be tagged, an email is sent to the teacher’s email. Additionally, the request is added to the “Student Requests” list in the “My Tags” menu.
2. You must take TWO steps when responding to a tag request from a student:
   a. From the “Student Requests” screen, click “Request. Please Take Action” under the “Action” heading. Select the appropriate response from the options. Assuming you approve the request, select “Request Completed.”
   b. Tag the student using the standard process for tagging a student. **Selecting “Request Completed” does not automatically tag the student.**
**Searching tags for your block 2 classes:**
At the end of block 2, you will need to search tags based on your block 2 class room. This will allow you to share with your block two class where tagged students need to report for CSI. Students who are not tagged will report to their advisory group.

1. From the “Teachers” menu, click “Quick Search.”
2. Leave “Date” set to “is today.”
3. If it is a Day 1, leave “Day 1” set to “is” and then select the room for your Block 2, Day 1 class. Leave the other fields as they are and click “search.” To search your Block 2, Day 2 class, complete the same process using the Day 2 fields instead of the Day 1 fields.
4. A list of students from your block 2 class who have been tagged will be displayed.

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![Search interface](image.png)

Be sure to search on the correct Day.
Taking attendance during CSI.

Taking attendance will be the trickiest aspect of the CSI block. We must be able to account for students at any time during the school day, including the CSI block where groups of student will change week to week. You will use both PowerSchool and edYOUSched to account for students during CSI.

PART 1 – Account for your Advisory group students.

1. In edYOUSched from the “Teachers” menu, click “Quick Search.”
2. Leave “Date” set to “is today.”
3. Select your advisory room from the drop down menu.
4. A list of students from your advisory group who have been tagged will be displayed.
   a. Mark these students as “TG” (tagged) in PowerSchool attendance.
   b. Any of your advisory students who are not on the edYOUSched list are expected to be with you in your advisory group. If any of these are absent, mark them as absent in PowerSchool.
PART 2 – Account for your tagged students.

In edYOUshed, from the “Teachers” menu, click, “Manage Tags” and then “My Attendance.” A list of students you have tagged for the current CSI session will be displayed. If any of the students you have tagged do not show up, change their status from “Yes” to “No.” You can also indicate whether each student worked during their CSI time with you by changing status from “Yes” to “No.”

<table>
<thead>
<tr>
<th>Date</th>
<th>Student Name</th>
<th>Attended</th>
<th>Worked Today</th>
<th>Teacher Comments</th>
<th>Tag Details</th>
<th>view</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/12/2016</td>
<td>edYOUshed, Hello</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>