

## edYOUshed Training – Monday, September 12, 2016

### ***What is edYOUshed?***

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

### **Training Objectives:**

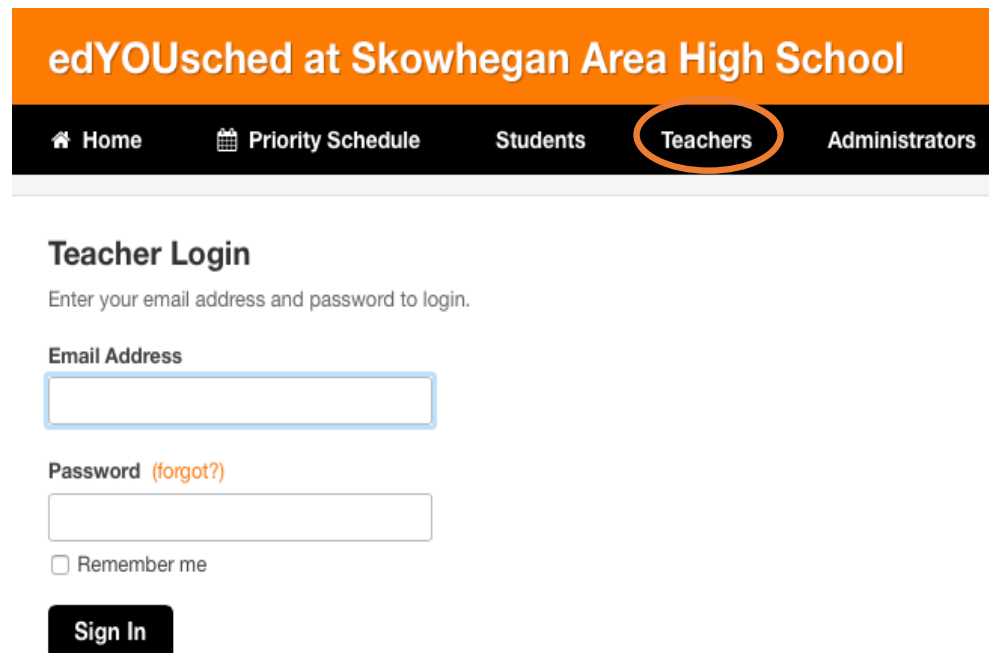
- Learn to access and log in to your edYOUshed account.
- Learn to tag students.
- Learn to respond to students requests.
- Learn to view & manage your tags.
- Learn to search tags for your block 2 classes.
- Learn to take attendance in edYOUshed for your tagged CSI students.

### **Timeframe:**

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

### ***Accessing and logging in to edYOUshed:***

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.”



The screenshot shows the website interface for edYOUshed at Skowhegan Area High School. The top navigation bar is orange with the text "edYOUshed at Skowhegan Area High School". Below this is a black menu bar with white text and icons for "Home", "Priority Schedule", "Students", "Teachers", and "Administrators". The "Teachers" link is circled in orange. Below the menu bar is the "Teacher Login" section, which includes the instruction "Enter your email address and password to login." and two input fields: "Email Address" and "Password (forgot?)". There is also a "Remember me" checkbox and a "Sign In" button.

**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.”

## edYOUshed at Skowhegan Area High School

[Home](#) [Priority Schedule](#) [Students](#) [Teachers](#) [Administrators](#) [Support](#)

[Teachers](#) → [Tag Student](#)

Logged in as Gregory Henderson - [Account Settings](#) - [Log Out](#) [Print](#)

[Tag Student](#)

[Manage Tags](#)

[Quick Search](#)

[Student Announcements](#)

[Parent Email](#)

### Account Settings

#### Change Password

Current Password

Password

New Password

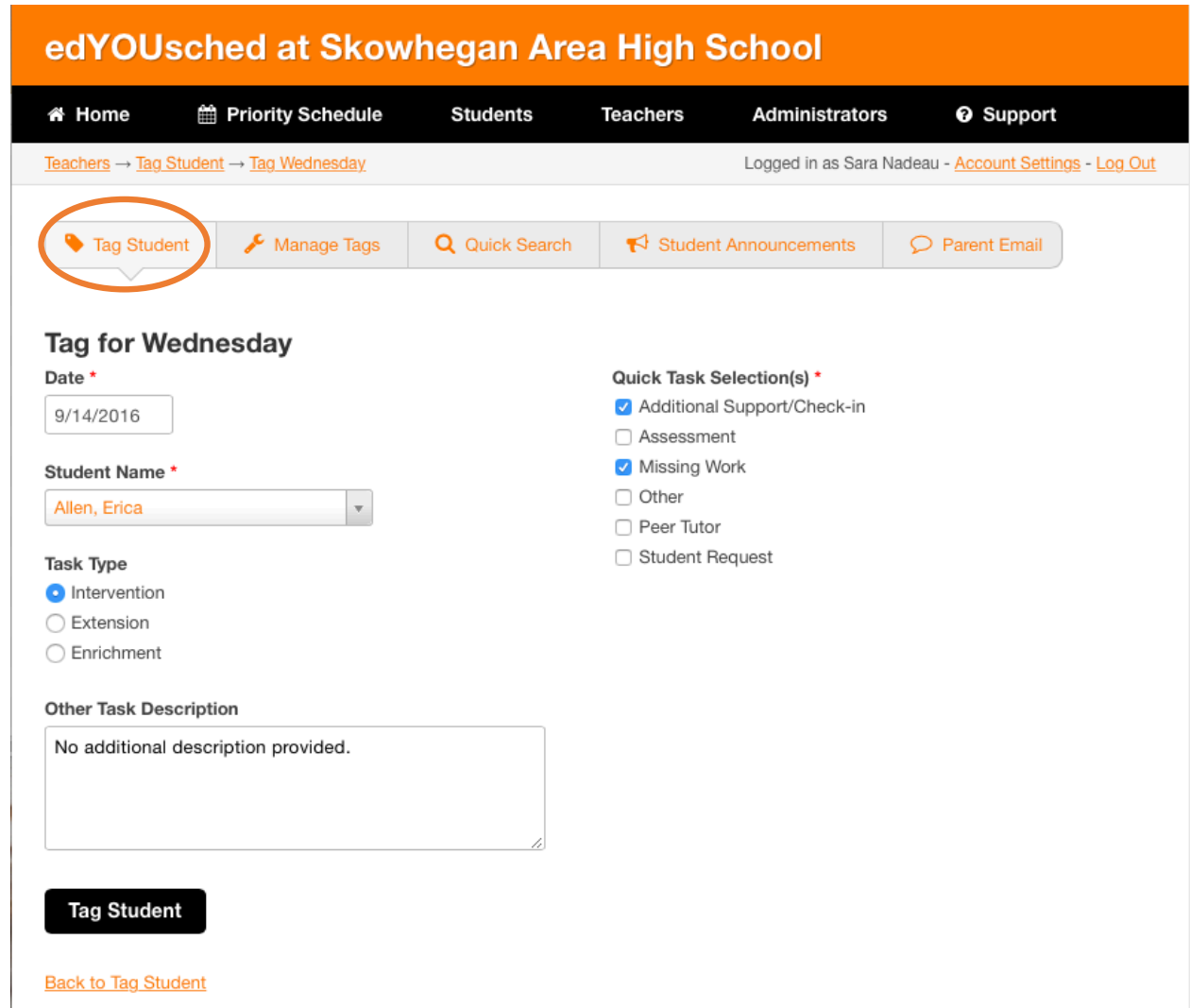
Password

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.



The screenshot shows the edYOUshed interface for Skowhegan Area High School. The top navigation bar is orange with the school name. Below it is a black navigation bar with links for Home, Priority Schedule, Students, Teachers, Administrators, and Support. A breadcrumb trail shows Teachers → Tag Student → Tag Wednesday. The user is logged in as Sara Nadeau. A toolbar contains buttons for Tag Student (circled in orange), Manage Tags, Quick Search, Student Announcements, and Parent Email. The main form is titled 'Tag for Wednesday' and includes fields for Date (9/14/2016), Student Name (Allen, Erica), Task Type (Intervention selected), and Quick Task Selection(s) (Additional Support/Check-in and Missing Work selected). There is also an Other Task Description field with the text 'No additional description provided.' and a Tag Student button at the bottom.

**edYOUshed at Skowhegan Area High School**

Home Priority Schedule Students Teachers Administrators Support

Teachers → Tag Student → Tag Wednesday Logged in as Sara Nadeau - Account Settings - Log Out

Tag Student Manage Tags Quick Search Student Announcements Parent Email

### Tag for Wednesday

**Date \***  
9/14/2016

**Student Name \***  
Allen, Erica

**Task Type**  
 Intervention  
 Extension  
 Enrichment

**Quick Task Selection(s) \***  
 Additional Support/Check-in  
 Assessment  
 Missing Work  
 Other  
 Peer Tutor  
 Student Request

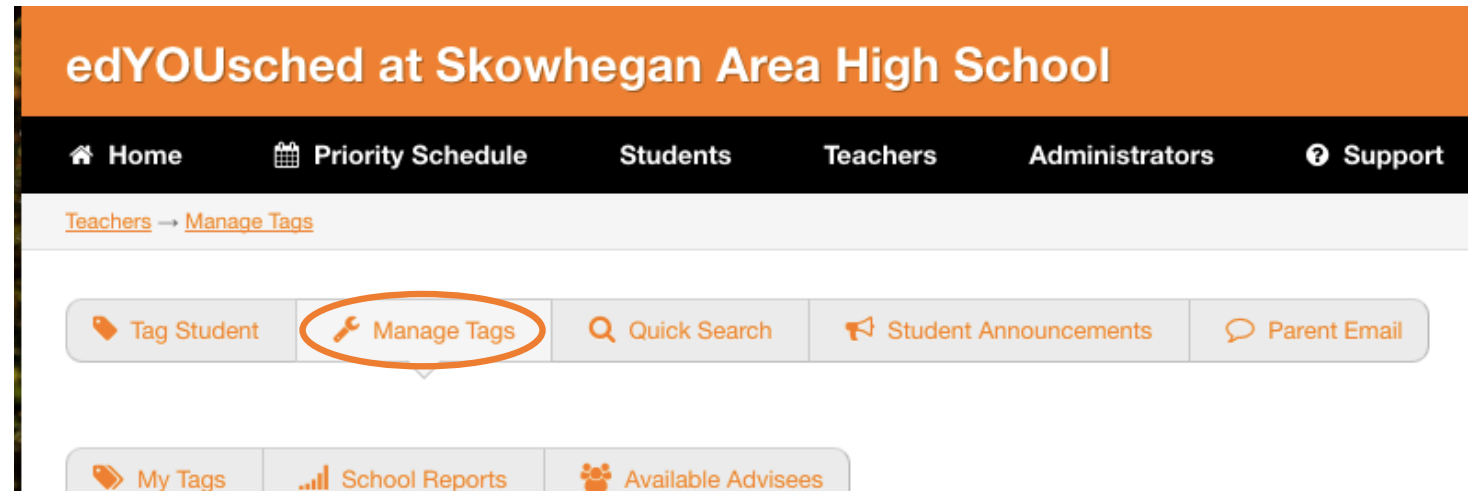
**Other Task Description**  
No additional description provided.

**Tag Student**

[Back to Tag Student](#)

## 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.



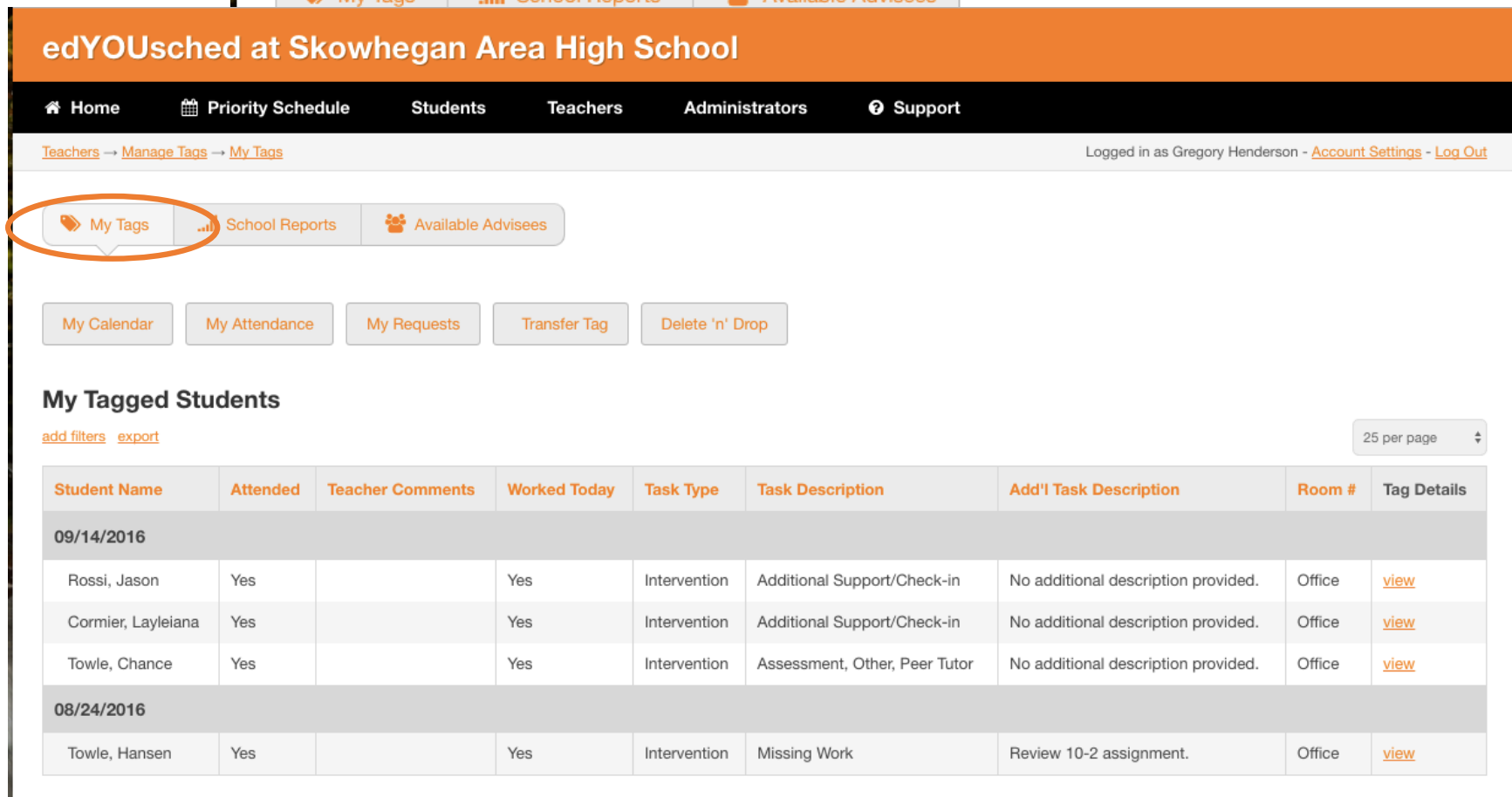
edYOUshed at Skowhegan Area High School

Home Priority Schedule Students Teachers Administrators Support

Teachers → Manage Tags

Tag Student **Manage Tags** Quick Search Student Announcements Parent Email

My Tags School Reports Available Advisees



edYOUshed at Skowhegan Area High School

Home Priority Schedule Students Teachers Administrators Support

Teachers → Manage Tags → My Tags Logged in as Gregory Henderson - Account Settings - Log Out

My Tags **My Tags** School Reports Available Advisees

My Calendar My Attendance My Requests Transfer Tag Delete 'n' Drop

### My Tagged Students

[add filters](#) [export](#) 25 per page

Student Name	Attended	Teacher Comments	Worked Today	Task Type	Task Description	Add'l Task Description	Room #	Tag Details
<b>09/14/2016</b>								
Rossi, Jason	Yes		Yes	Intervention	Additional Support/Check-in	No additional description provided.	Office	<a href="#">view</a>
Cormier, Layleiana	Yes		Yes	Intervention	Additional Support/Check-in	No additional description provided.	Office	<a href="#">view</a>
Towle, Chance	Yes		Yes	Intervention	Assessment, Other, Peer Tutor	No additional description provided.	Office	<a href="#">view</a>
<b>08/24/2016</b>								
Towle, Hansen	Yes		Yes	Intervention	Missing Work	Review 10-2 assignment.	Office	<a href="#">view</a>

## 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. \*\***

The screenshot shows the top navigation bar of edYOUshed at Skowhegan Area High School. The breadcrumb trail is Teachers → Manage Tags → My Tags. Below the navigation bar, there are several buttons: My Tags, School Reports, Available Advisees, My Calendar, My Attendance, My Requests (circled in orange), Transfer Tag, and Delete 'n' Drop.

The screenshot shows the 'Student Requests' page. The title 'Student Requests' is circled in orange. Below the title are links for 'add filters' and 'export'. A dropdown menu shows '10 per page'. The table below has the following data:

Student Name	Requested Date	Request Type	Request Task	Action
<a href="#">Ouellette, Monika</a>	09/11/2016	Intervention	Other	Request Completed

## 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.

The screenshot shows the edYOUshed interface for Skowhegan Area High School. The top navigation bar includes Home, Priority Schedule, Students, Teachers (circled in orange), Administrators, and Support. Below the navigation bar, the user is logged in as Gregory Henderson, with links for Account Settings and Log Out. The main content area features a toolbar with buttons for Tag Student, Manage Tags, Quick Search (circled in orange), Student Announcements, and Parent Email. The search form includes dropdown menus for Date (set to 'is today'), Day 1 (set to 'is'), Day 2 (set to 'is'), and Advisory (set to 'is'). Each day dropdown is followed by a 'Select' dropdown menu. A text input field for Student Name contains the placeholder 'Type to search'. A black Search button is located at the bottom left. Two orange arrows point from the text 'Be sure to search on the correct Day' to the Day 1 and Day 2 dropdown menus.

edYOUshed at Skowhegan Area High School

Home Priority Schedule Students **Teachers** Administrators Support

Teachers → Quick Search Logged in as Gregory Henderson - Account Settings - Log Out

Tag Student Manage Tags **Quick Search** Student Announcements Parent Email

Date is today

Day 1 is Select

Day 2 is Select

Advisory is Select

Student Name Type to search

Search

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 edYOUshed to account for students during CSI.

### PART 1 – Account for your Advisory group students.

1. In edYOUshed 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 edYOUshed list are expected to be with you in your advisory group. If any of these are absent, mark them as absent in PowerSchool.

The screenshot displays the edYOUshed interface for Skowhegan Area High School. The top navigation bar includes links for Home, Priority Schedule, Students, Teachers, Administrators, and Support. The current page is titled "Teachers → Quick Search". A toolbar contains buttons for Tag Student, Manage Tags, Quick Search (circled in orange), Student Announcements, and Parent Email. Below the toolbar, there are several dropdown menus: Date (set to "is today"), Day 1 (set to "is" and "Select"), Day 2 (set to "is" and "Select"), and Advisory (set to "is" and "Select"). An orange arrow points to the "Select" dropdown in the Advisory field. At the bottom, there is a "Student Name" search box with the placeholder text "Type to search" and a "Search" button.

**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.”

The screenshot shows the edYOUshed interface for Skowhegan Area High School. The top navigation bar includes Home, Priority Schedule, Students, Teachers, Administrators, and Support. The breadcrumb trail is Teachers → Manage Tags → My Tags → Attendance. The user is logged in as Gregory Henderson. Below the navigation are buttons for My Tags, School Reports, and Available Advisees. The main section is titled 'Today's Attendance' and features a table with the following data:

Date	Student Name	Attended	Worked Today	Teacher Comments	Tag Details
09/12/2016	edYOUshed, Hello	Yes	Yes		<a href="#">view</a>