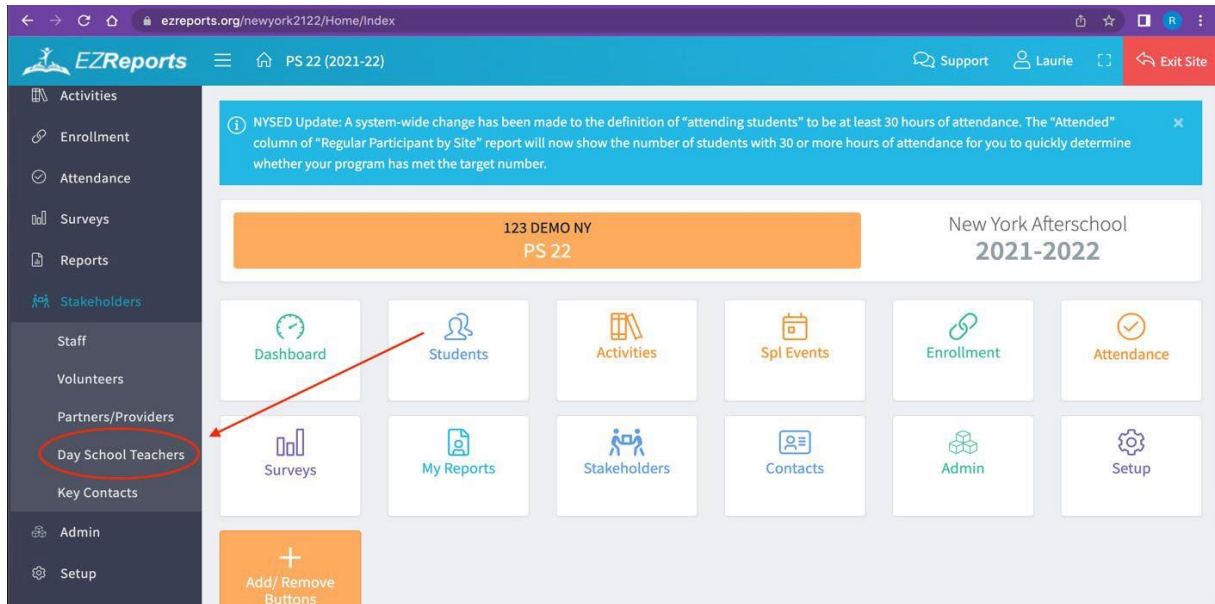


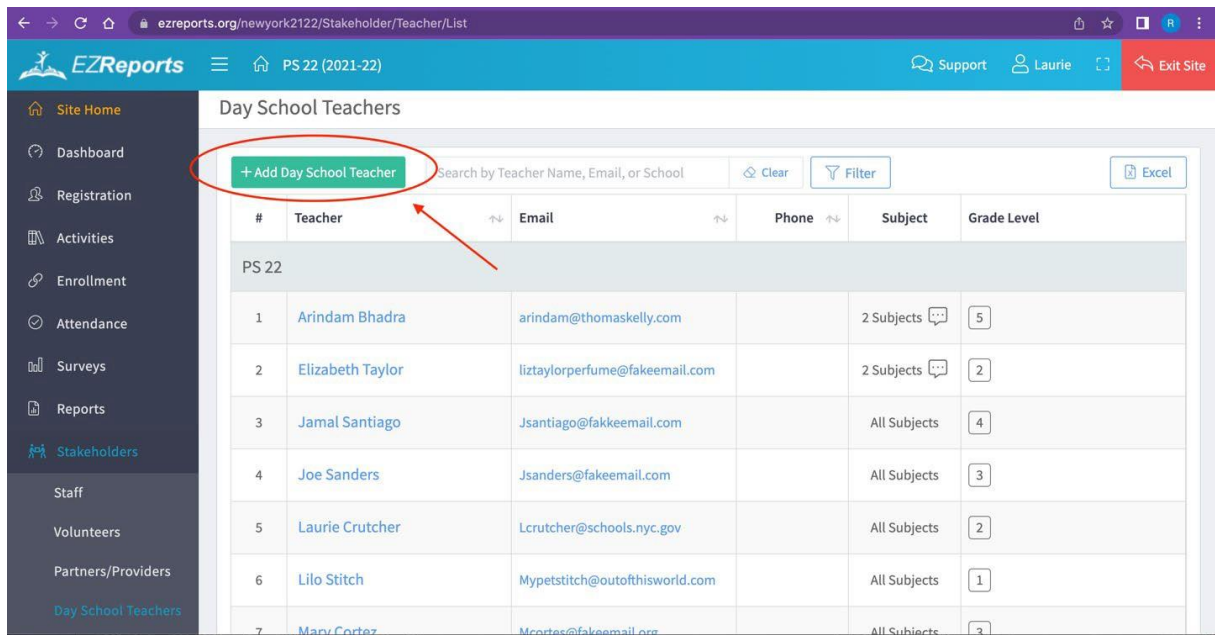
DIRECTIONS FOR SENDING TEACHER SURVEYS IN EZREPORTS

Step 1: Adding/Reviewing Day School Teachers

1. At the site level, go to Stakeholders – click on Day School Teachers



2. Add new teachers by clicking on the green button



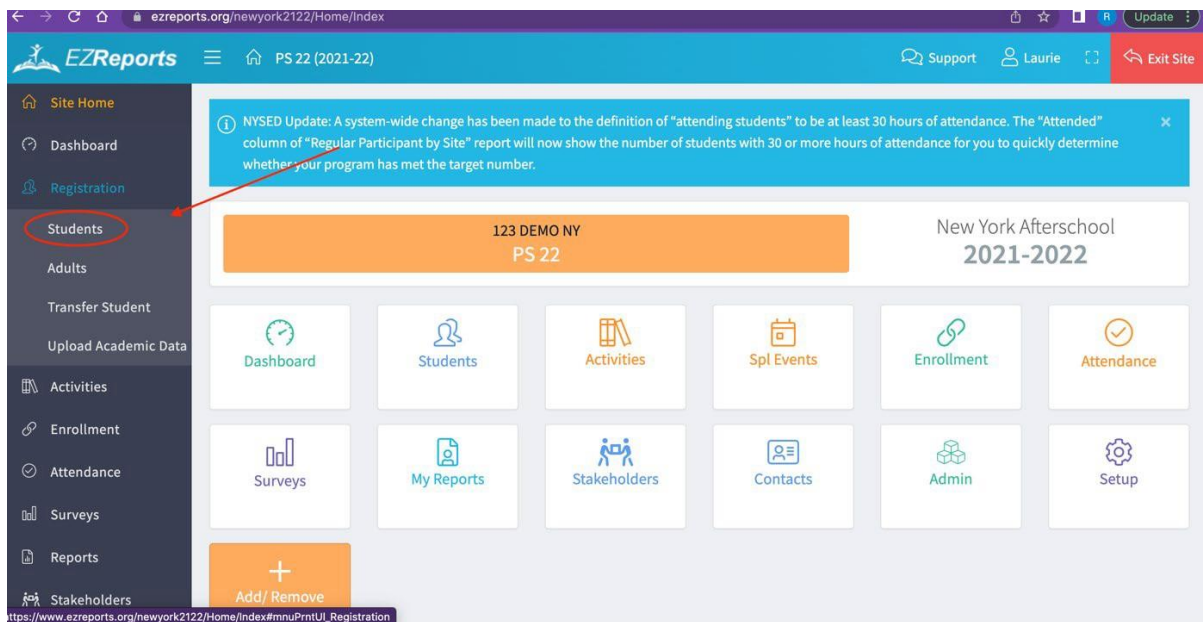
DIRECTIONS FOR SENDING TEACHER SURVEYS IN EZREPORTS

- For new elementary teachers, add first name, last name, school, email address, grade level and click Self-Contained Teacher (All Subjects)

The screenshot shows the 'Add Teacher' form in the EZReports application. The form is titled 'Add Teacher' and is part of the 'Stakeholders' section. It contains a 'Personal Information' section with fields for 'First Name', 'Last Name', 'School', 'Email', 'Work Phone (Optl)', 'Extn (Optl)', and 'Cell Phone (Optional)'. Below this is a 'Grade Level & Subject' section with checkboxes for grade levels (PreK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12) and a grid of checkboxes for subjects: English/Reading, Social Studies, Health, Art, Mathematics, Writing, Music, Reading Lab, Science, Speaking, P.E., Computer Technology, History, Listening, Academic Enrichment, and Science Lab. The 'Self-contained Teacher (All Subjects)' checkbox is highlighted. At the bottom, there are 'Save' and 'Cancel' buttons.

Step 2: Linking Teachers to Students

- In the site level, go to Registration – click on Students



DIRECTIONS FOR SENDING TEACHER SURVEYS IN EZREPORTS

2. Next to the student's name, click on the Edit button

Active Student(s) : 26

Edit

Drop

Delete

Attendance

View

20

Participants per Page

Go

Page 1 2 >>

List of Active Student(s) : Click on the column heading to sort

#	Last Name ▲	First Name	Type	DOB	District Student ID	Reg. Date	Grade	Hours Attended				Action
								Total	Smr	Fall	Spr	
1.	Anthony	Marc	S	09/16/10	234789999	10/04/21	1	10:00		4:00	6:00	<div><div></div><div></div><div></div></div>
2.	Apple	Fiona	S	10/01/07		10/04/21	2	13:00		7:00	6:00	<div><div></div><div></div><div></div></div>
3.	Bailey	Sandra	S	05/23/10	154797971	11/18/21	5					<div><div></div><div></div><div></div></div>
4.	Bravo	Johnny	S	11/11/11	265789444	10/04/21	5	6:00		2:00	4:00	<div><div></div><div></div><div></div></div>
5.	Canino	Tom	S	04/25/10	258901222	10/04/21	4					<div><div></div><div></div><div></div></div>
6.	Carey	Mariah	S	03/27/14	213456777	08/03/21	2	32:00		26:00	6:00	<div><div></div><div></div><div></div></div>
7.	Carina	William	S	04/25/10	290734555	08/03/21	3	5:00		5:00		<div><div></div><div></div><div></div></div>
8.	Carter	Benjamin	S	02/07/11	216772487	10/01/21	5	12:00		6:00	6:00	<div><div></div><div></div><div></div></div>
9.	Chestnut	Morris	S	01/01/08	298723000	08/03/21	8	3:00		3:00		<div><div></div><div></div><div></div></div>
10.	Grey	Lexi	S	09/10/11	245897663	08/03/21	5	15:00		9:00	6:00	<div><div></div><div></div><div></div></div>
11.	Grey	Meredith	S	10/02/13	290024305	08/03/21	3	14:00		8:00	6:00	<div><div></div><div></div><div></div></div>

3. Go to the School Data Tab for the student and click on the +Add Teacher button

≡
🏠 Abner Elementary (2022-23...
💬 👤 🗨️ ↶

🏠 Site Home
🕒 Dashboard
👤 Registration
📅 Activities
🔗 Enrollment
✅ Attendance
📊 Surveys
📄 Reports
👥 Stakeholders

Student Chavez, Rocio

← Prev
Next →

Personal
Medical
Family
Enrollment
Attendance
Notes

School Data
Assessments

Teachers

+ Add Teacher

⬆

No records found

✅

GPRA #3: School Attendance

⬆

⚠ **No Access due to Data Privacy.**

The School Day Attendance data is unloaded by State DOE for reporting and access to this data has been restricted for data privacy reasons.

✕ Close

DIRECTIONS FOR SENDING TEACHER SURVEYS IN EZREPORTS

4. Select the teacher's name from the list, or use the search box.

The screenshot shows the 'Select Teacher' dialog box in the EZReports interface. The dialog has a title bar with a close button (X). Below the title bar is a blue banner with the text 'Search and link an existing teacher to the student'. Underneath the banner is a search bar with the placeholder text 'Search' and a 'Clear' button. Below the search bar is the school name 'Abner Elementary'. A table lists the teachers available for selection:

	#	Teacher	
	1	Bismo, Pepto	Select
	2	Bogtrotter, Bruce	Select

Below the table is a 'Close' button. At the bottom of the dialog, there is a 'Stakeholders' link and a 'Close' button.

DIRECTIONS FOR SENDING TEACHER SURVEYS IN EZREPORTS

- The self-contained button will automatically populate once the teacher's name is selected. (Note: "self-contained" refers to teachers that teach all subjects and is not related to special education.) The room number is optional. Only one teacher needs to be selected.

Student Chavez, Rocio [< Prev](#) [Next >](#)

Personal Medical Family Enrollment Attendance Notes

School Data Assessments

Teacher	Subjects
Dite, Eru Self-Contained	All Subjects

GPRA #3: School Attendance

[No Access due to Data Privacy](#) [Close](#)

- Click next to go to the next student's School Data tab and repeat the steps in [Step 2: Linking Teachers to Students](#)

Student Fakestudent, Jinny [< Prev](#) [Next >](#)

Personal Medical Family Enrollment Attendance Notes

School Data Assessments

Teachers [+ Add Teacher](#)

No records found

GPRA #2: School GPA

2022-2023	Abner Elementary School	7
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