

## Realtime 504 - Staff Login & Teacher Survey Instructions:



1. Create a login to Realtime by [clicking on these directions](#) and following the steps.
2. Login to Realtime via <https://secure.fridaysis.com/wtps>

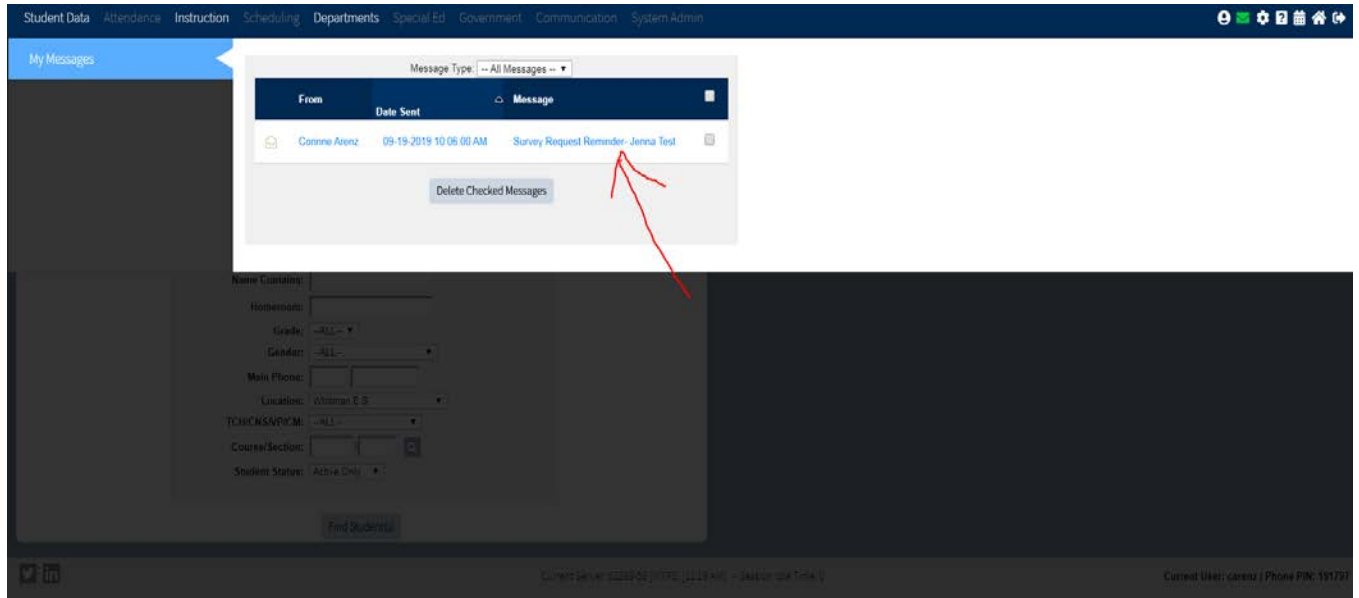
Washington Township Public School  
District

The login form for the Realtime system. It includes the Realtime logo at the top left. To the right of the logo is a checkbox labeled "Remember My Username". Below the logo are two input fields: "Username" and "Password". A dark blue "Log In" button is positioned below the password field. At the bottom of the form are two light blue buttons: "Forgot Password?" and "Log In Help".

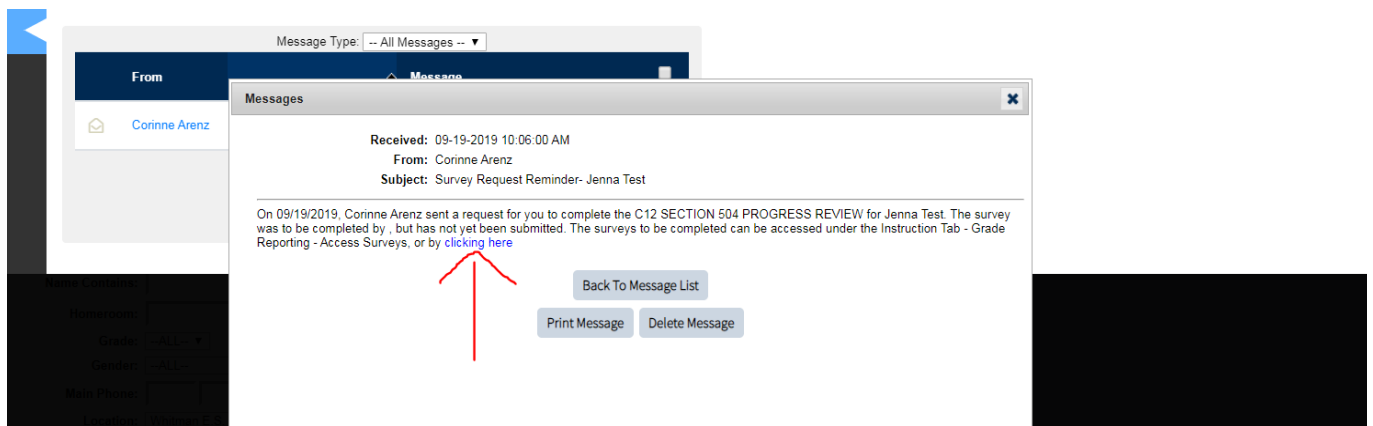
3. In the upper right-hand corner there will be an envelope, and if it is **green** that means you have a message > Click on the **green** envelope

A screenshot of the Realtime dashboard. The top navigation bar contains links for Student Data, Attendance, Instruction, Scheduling, Departments, Special Ed, Government, Communication, and System Admin. On the right side of the navigation bar is a row of icons, including an envelope icon which is highlighted with a red arrow. The main content area on the left is titled "Search for Students" and contains a form with various search criteria: Enter Student ID, Student ID, Last Name, First Name, Name Contains, Homeroom, Grade, Gender, Main Phone, Location, TCH/CNS/VP/CM, Course/Section, and Student Status. A "Find Student(s)" button is at the bottom of the search form.

4. You will see your list of messages. Find the message that states "Survey Request"  
> Click on the link in the message



5. In the message, it may say you have a survey request > Click on the link [clicking here](#) to access the survey



6. Once you are in “Open Surveys” > Click on the link C8 TEACHER INPUT FOR DETERMINATION OF ELIGIBILITY UNDER 504 (504 Initial only) or C12 SECTION 504 PROGRESS REVIEW (504 Review only)

The screenshot shows the 'Open Surveys' section of a web application. At the top, there are tabs for 'Open Surveys', 'Previously Submitted Surveys', 'My SpEd Students', and 'My 504 Students'. Below these is a section titled 'Access Survey Requests' with a help icon. A table lists survey requests with columns: Student ID, Student, Request Date, Due Date, Survey, Last Modified Date, Case Manager, and Event. The first row shows a request for 'C12 SECTION 504 PROGRESS REVIEW' for student 'Test, Tricia' on '09/19/2019'. A red arrow points to this link. Below the table are links for 'Print / View G&O Library', 'Print / View Modifications Library', and 'Demo G&O Interface'. An 'Add to My Menu' button is also present.

Student ID	Student	Request Date	Due Date	Survey	Last Modified Date	Case Manager	Event
100000001	Test, Tricia	09/19/2019		<a href="#">C12 SECTION 504 PROGRESS REVIEW</a>		Corinne Arend	Initial - 504

7. Once you enter for all fields > Click Submit Survey to 504 Team button

The screenshot shows a survey form with two main sections. The first section is titled '5. Were there any accommodations available to the student that was not utilized by the student?' and contains a large text area. The second section is titled '6. Additional Comments' and also contains a large text area. Both text areas have rich text editors with various formatting options. At the bottom of the form, there are four buttons: 'Cancel Changes', 'Save', 'Return', and 'Submit Survey to 504 Team'. A red arrow points to the 'Submit Survey to 504 Team' button.

8. If you do not finish your survey and need to regain access to it, you can go to the “Instruction” panel > Select Grade Reporting > The surveys are located under “Access Surveys”

