

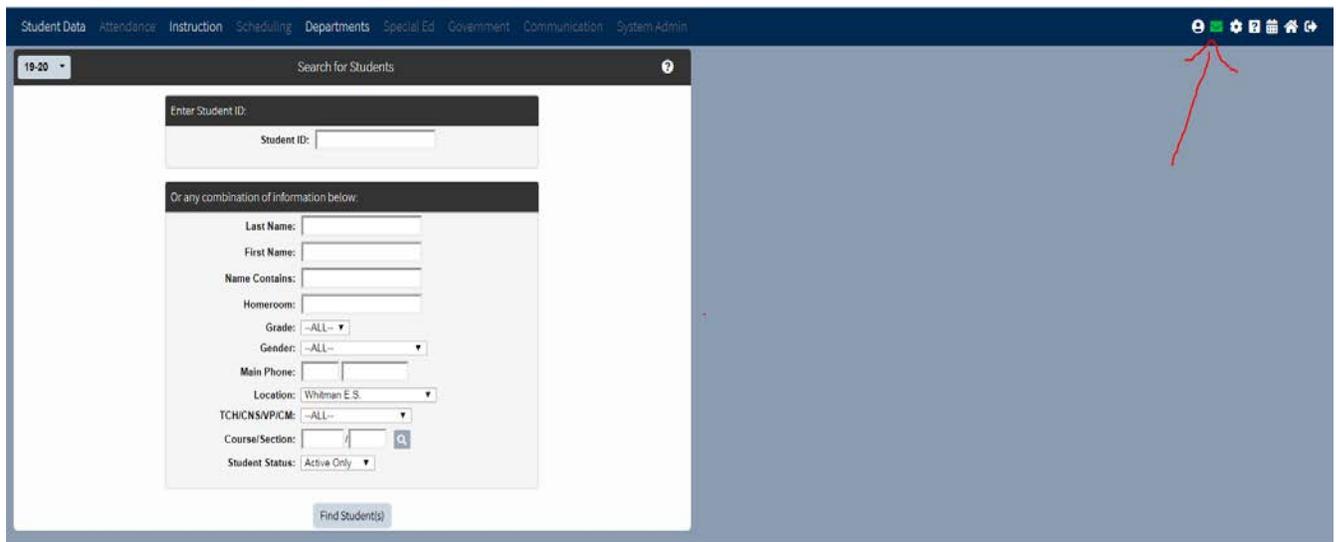
Realtime 504 - Staff Login & Teacher Survey Instructions:



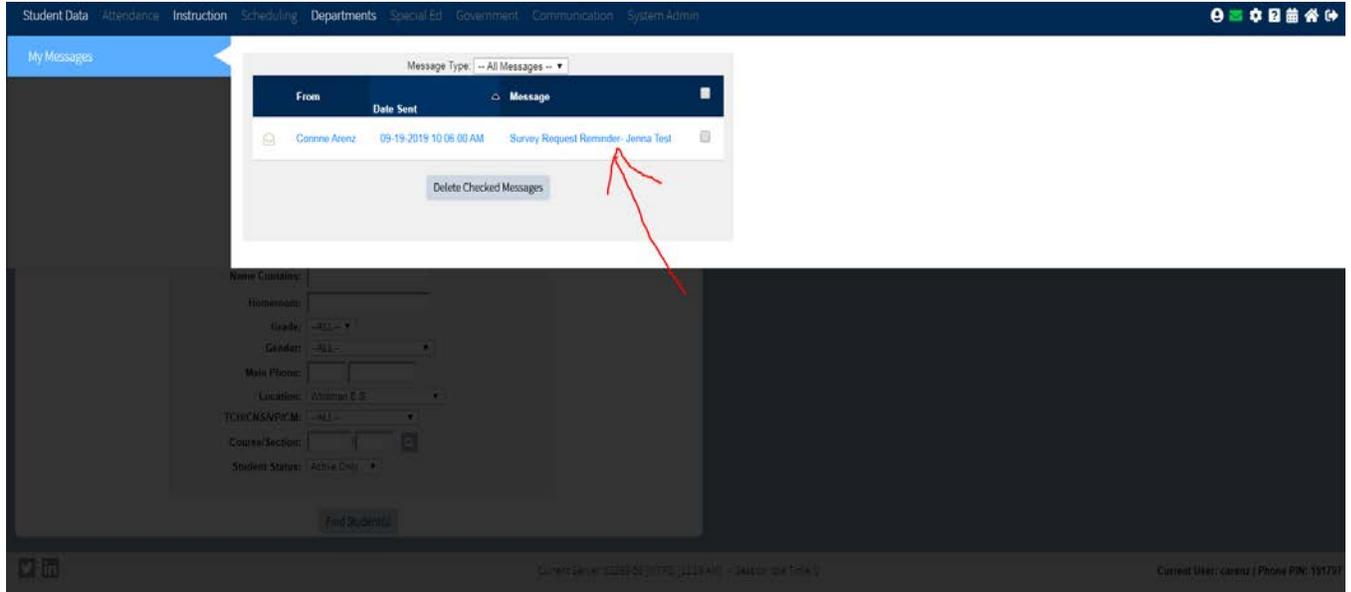
1. Create a login to Realtime by [clicking on these directions](#) and following the steps.
2. Login to Realtime via <https://secure.fridaysis.com/wtps>

The login form for Realtime features the Realtime logo at the top left. To its right is a "Remember My Username" checkbox. Below these 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".

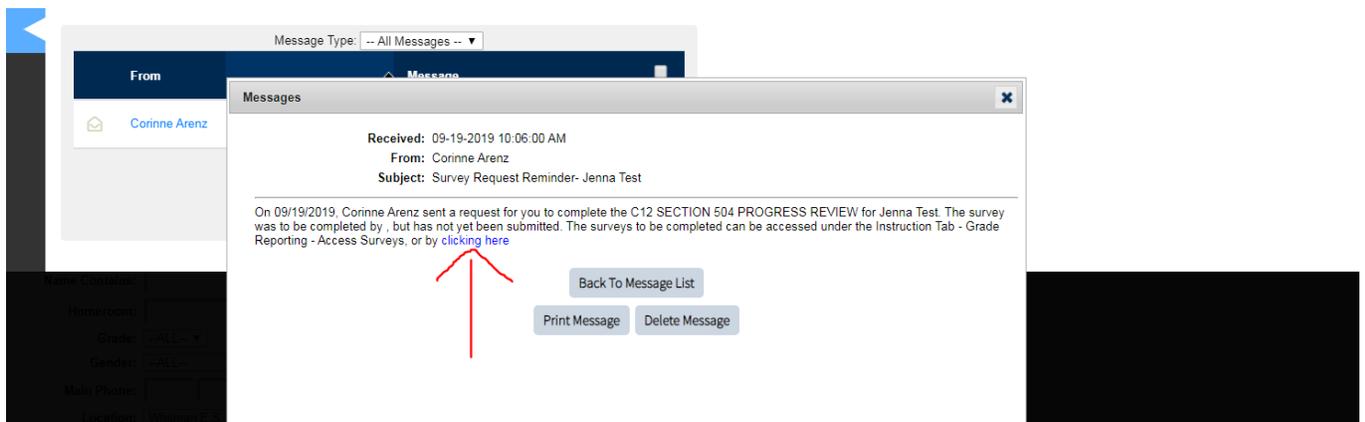
3. In the upper right-hand corner there will be an envelope, and if it is **green** that means you have a message > Click on the **green** envelope



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)

Student Data Attendance Instruction Scheduling Departments Special Ed Government Communication System Admin

Open Surveys Previously Submitted Surveys My SpEd Students My 504 Students

Access Survey Requests

| Student ID | Student | Request Date | Due Date | Survey | Last Modified Date | Case Manager | Event |
|------------|--------------|--------------|----------|---------------------------------|--------------------|--------------|---------------|
| 100000001 | Test, Tricia | 09/19/2019 | | C12 SECTION 504 PROGRESS REVIEW | | Corinne Arez | Initial - 504 |

Print / View G&O Library
Print / View Modifications Library
Demo G&O Interface

Add to My Menu

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

5. Were there any accommodations available to the student that was not utilized by the student?

6. Additional Comments

Cancel Changes Save Return Save and Print Results Submit Survey to 504 Team

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”

