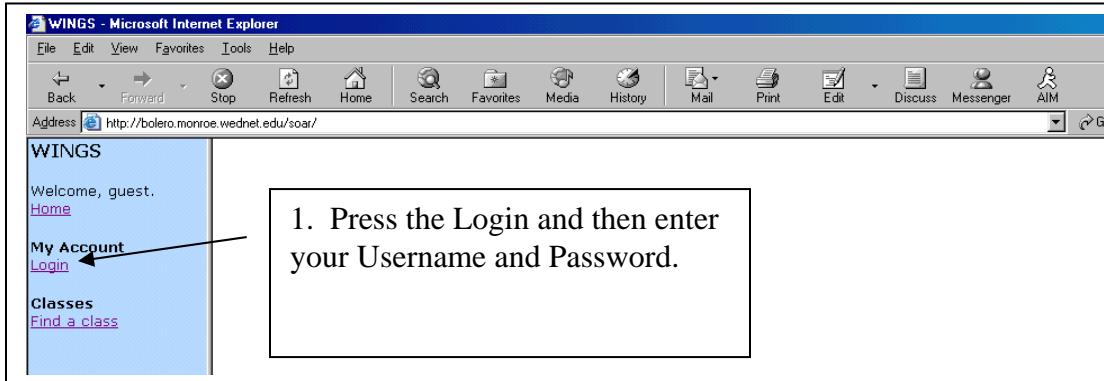


TEC WINGS Cheat Sheet

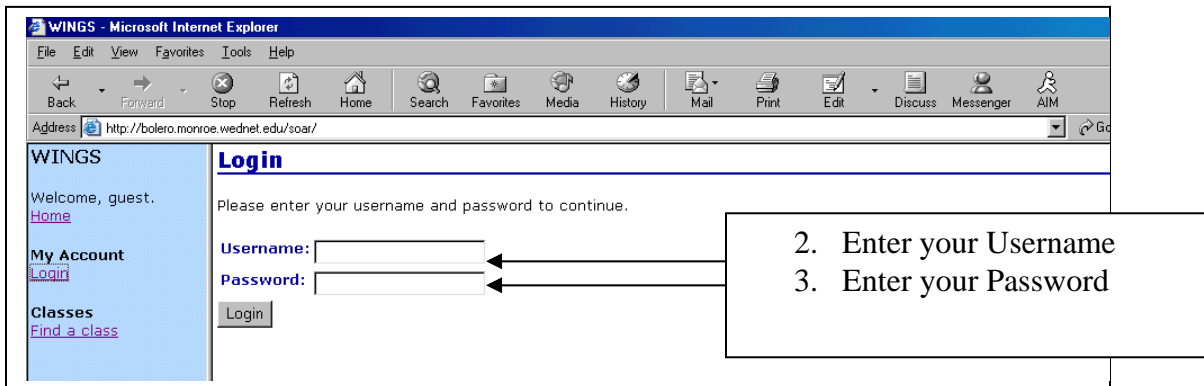
To login to Wings:

- Type this address [http:// www.wingsnw.com/](http://www.wingsnw.com/) into the address bar at the top of Internet Explorer
- Then choose The Enrichment Cooperative



The screen will look like this:

1. Press the Login
2. Enter your Username
3. Enter your Password.



Class Registration

1. Select a Specific Student
2. Student's Name will be listed on the Left Hand Menu
3. Use the Find a Class tool
4. Select school year 2010 and press Update
5. Choose one or two drop down filters to restrict your search
6. Press Search

The screenshot shows the Sky Valley WINGS website in Microsoft Internet Explorer. The page is titled "Search for Classes" and features a "New Search" section with various filters. A left-hand menu contains links for account management, messages, family, and classes. The search filters include School Year (set to 2003), Location (set to 2004), Title, Teacher, Grade Level (set to 3rd grade), Start/End Time, Start/End Date, Day, and Class Types (Normal classes, Permission-only classes, Workshops, SLP Meeting Times). There are also options to include classes with no available seats and include completed classes. A "Search" button is located at the bottom of the filter section.

1. Choose the student you would like to register.

2. Click on student ID to select student.

3. Click on the Find a Class tool to search for classes.

4. Select school year 2010 and press Update

5. Only choose one or two filters, i.e. Grade Level (pre-selected) and Day of the Week. Otherwise if you incorrectly select any of the filters, you will not see the course you are looking for.

6. Press Search

To Add a Class to your child's schedule:

After you have filtered the course offerings you will see a screen like below

1. To view a description of the course Select the "?" symbol.
2. To add a class Select the green + sign
3. You will then be asked to confirm the addition
4. Choose enroll
5. Then reselect the Find a class tool

Search for Classes

Search Results

	Title	Teacher	Start Date	End Date	Days	Start Time	End Time	Location	Rm	Grade	Seats
?	Gymnastics, Boys - Level 2	Sky Valley Gym Academy, ,	09/16/02	06/27/03	Tu	10:00am	10:50am	Monroe	SVGA Sonneveldt	K - 10	3/6
+	Tae Kwon Do	Sky Valley Gym Academy, ,	09/16/02	06/27/03	Tu	10:00am	10:50am	Monroe	SVGA Petersen	1 - 4	9/10
?	Gymnastics, Girls - Level 2	Sky Valley Gym Academy, ,	09/16/02	06/27/03	Tu	11:00am	11:50am	Monroe	SVGA Sonneveldt	K - 10	1/6
+	Gymnastics, Girls - Level 3-4	Sky Valley Gym Academy, ,	09/16/02	06/27/03	Tu	11:00am	11:50am	Monroe	SVGA Harcrow	K - 10	5/6
+	Gymnastics, Girls - Level 1-2	Sky Valley Gym Academy, ,	09/16/02	06/27/03	Tu	12:30pm	1:20pm	Monroe	SVGA Harcrow	K - 10	5/6
+	PE Boys & Girls	Sky Valley Gym Academy, ,	09/16/02	06/27/03	Tu	12:30pm	1:20pm	Monroe	SVGA Petersen	1 - 4	13/15
+	Gymnastics, Girls - Level 2	Sky Valley Gym Academy, ,	09/16/02	06/27/03	Tu	1:30pm	2:20pm	Monroe	SVGA Sonneveldt	K - 10	5/6
+	Hands On Math I	Leahy, Michelle	09/30/02	06/27/03	Tu	11:00am	11:50am	Monroe	2	2 - 3	11/12
+	Hands on Math I	Leahy, Michelle	09/30/02	06/27/03	Tu	1:30pm	2:20pm	Monroe	2	2 - 3	12/12
+	Tech Trek Jr	Caswell, Lois	09/30/02	06/27/03	Tu	1:30pm	2:20pm	Monroe	11	2 - 8	13/12
+	Tech Trek Jr	Caswell, Lois	09/30/02	06/27/03	Tu	2:30pm	3:20pm	Monroe	11	2 - 8	12/12
+	Second Skills	Manthe, Christine	09/30/02	06/27/03	Tu, Th	12:30pm	1:20pm	Monroe	3	2 - 3	13/12
+	Art - Landscape Draw & Paint	Raschick, Glenn	01/06/03	06/27/03	Tu	11:00am	11:50am	Monroe	1	2 - 4	9/12
+	Lopez Island, Marine Biology	Lockwood, Sandelin, and Engle	06/30/03	07/02/03	Mo, Tu, We	8:00am	4:00pm	Monroe	Lopez Island	K - 12	--/--
+	Boys Gymnastics all levels	Sky Valley Gym Academy, ,	07/08/03	07/10/03	Tu, We	10:00am	1:00pm	Monroe	SVGA	K - 10	10/10

1. To view a description Press the "?" symbol

2. To add a class Press the Green +

Add a class

Confirm Add

You are attempting to add the following class to your schedule:

Class: Sewing II
Teacher: Williams, Janice
Dates: From 09/16/02 to 12/17/02
Times: From 1:30pm to 2:20pm
Days: Mo

Please confirm that you wish to enroll in this class by clicking the button below.

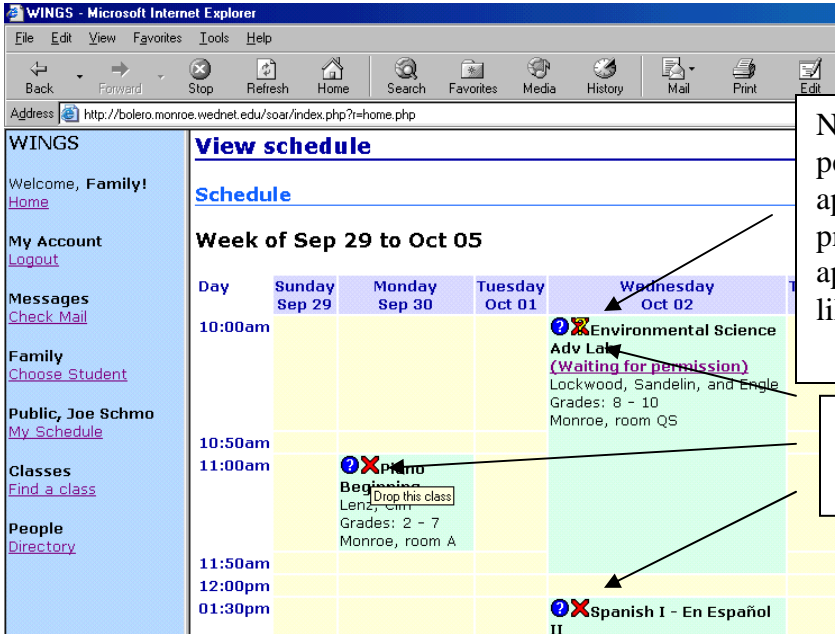
[Find a class](#)

3. This page will come up.
4. Select Enroll

5. After confirming your class addition - reselect the Find a Class link.

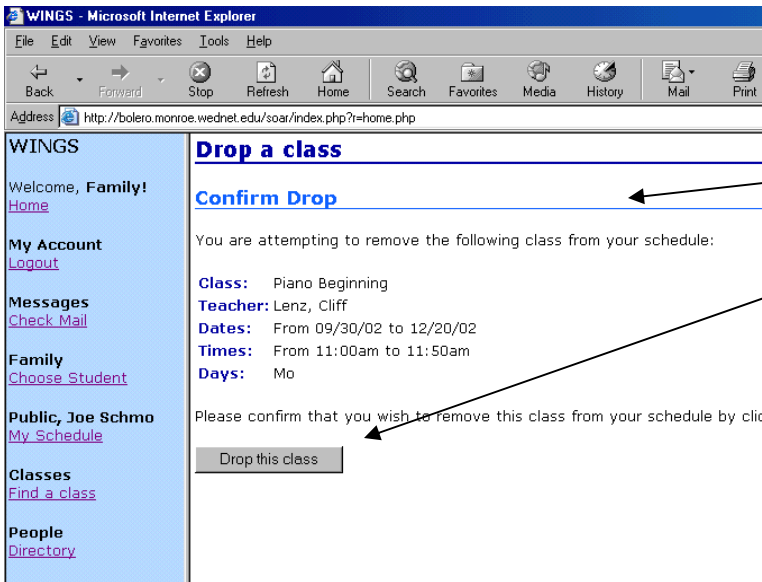
To Drop a Class from your child's schedule:

1. From the view my schedule screen press on the red X next to the class you want to drop.
2. You will then get a screen asking you to confirm your drop.
3. Press the Drop This Class button if you want to drop.



Note: This is how a permission only class appears on your schedule prior to approval. After approval it will look just like the others.

1. Press on the X (of the class you want to drop.)



2. This screen appears.
3. Press the Drop this class if you are sure.

WSLP Entry

1. Once you have selected a student click on the “Learning Plan” link under that student’s name. (A summary of your student’s SLP will appear. This is one continuous document with “jump” links that take you to the specific section of the document. Try it! Jump back and forth between sections of the SLP and notice how the scroll cursor at the right margin moves)
2. The learning goals for selected classes should appear within the SLP. It is now your job to enter goals etc for each of the four learning areas:
 - a. Select Mathematics at the top of the screen.
 - b. At the bottom of this section you will see the words “This review is currently due. [Click here to submit it.](#)”
 - c. Select a Certificated SLP consultant from the pull down menu.
 - d. Click Face to Face for the contact method
 - e. Select the applicable Essential instructional Materials
 - f. Within the Comments” box you will be prompted to enter an “Offsite Course Title”, “Goals” “Essential Instructional Materials” and the “Evidence of Progress.” (NOTE: This last category is consistent with the terminology used in the Big Picture as well as with the new ALE rules which emphasize progress toward goals. The emphasis on Evidence is also important since at Shenandoah they say “If there is no evidence, you didn’t do it”)
 - g. If you need to get up and walk away from the SLP and want to save your work, click on “Save Changes”
 - h. If you have finished entering all of your information and are ready for the SLP Consultant to review them, click “Submit for Approval”
 - i. If you want to exit without saving click on “Cancel”
 - j. If there are multiple entries under the same heading, copy and paste the template down below complete with the course title.
 - k. Repeat for all four of the Learning Areas.
 - l. To repeat for another child select “Choose Student” from the menu on the right and repeat the process.