



Texas Skyward User Group Conference

Using Task Manager In Student

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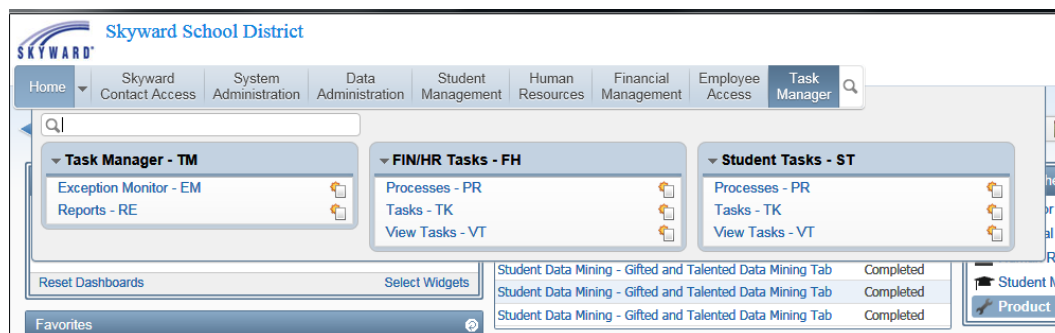
Session Title



Task Manager is Skyward's free tool that allows districts to setup their particular process flows. In many cases the data entry is just one part of the process. Get an idea of how this tool can be used on the student side to allow you to organize and track your processes when you identify the steps, staff, and data involved.

- Processes – Explain Task Manager Processes and show how to add new processes to the system.
- Completing Tasks – Demonstrate how to initiate a process and complete the tasks for that process.

Task Manager is setup in Product Setup.



Create the Task Process in the entity where the task will be completed.

Process Maintenance - PS\TM\ST\PR - 30910 - 05.16.06.00.03 - Internet Explorer

Process Maintenance








Process Maintenance

Area: Student

Entity: 001 - GILGAMESH HS 001 9-12

* Process Short Description: Student Enrollment

* Process Description: Student Enrollment (Cloned)

Icon:        None

Active - Allows tasks to be created off of this process

Instructions: registrar-enrollment forms and add student to DB
Counselor-schedule
Principal's Secretary-organize school tour
Meet with Activity Director

* Subject Selection: Assign Initiator as Subject
 Allow Subject to be selected from list of Students
 Allow Subject to be entered as free form text

Asterisk (*) denotes a required field

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Step maintenance – steps are setup for each staff member in the process.

Step Maintenance	
Student Enrollment	
Views:	General ▼
Filters:	*Skyward Default ▼
Seq ▲	Task Summary
1 ▶	Registrar
2 ▶	Counselors Secretary
3 ▶	Student's Advisor
4 ▶	Prin Sec to Building tour
5 ▶	Athletic Director
6 ▶	Fine Arts Director
7 ▶	No Further Action Needed
8 ▶	Arrange Building Tour

Monitor processes-sort tasks by open, closed or reassigned.

Product Setup Skyward Contact Access System Administration Data Administration Student Management Task Manager

Tasks

Views: All Tasks Filters: *Skyward Default

	Date Created	Time	Status	Entity	Description
1	02/18/2016 Thu	2:00 pm	Open	411 - Normandale Middle High School	Review applic
2	02/18/2016 Thu	1:49 pm	Closed	411 - Normandale Middle High School	Work Flow St
3	02/18/2016 Thu	1:48 pm	Closed	411 - Normandale Middle High School	register new
4	02/17/2016 Wed	12:27 pm	Open	411 - Normandale Middle High School	create sched
5	02/17/2016 Wed	12:27 pm	Closed	411 - Normandale Middle High School	create sched
6	02/17/2016 Wed	12:27 pm	Closed	411 - Normandale Middle High School	create sched



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THANK YOU FOR ATTENDING!

