



Texas Skyward User Group Conference

Textbook Tracking

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Textbook Tracking



This session will focus on keeping track of textbooks in your district.

- Overview of the textbook master
- Adding Textbooks
- Assigning Textbooks
- Entry by Student
- Entry by Staff
- Entry by Textbook
- Entry by Classroom
- Quick Entry/Return
- Reports
- Utilities

The textbook master is where the district inventory is kept. From here you can add, delete, edit, assign out books and return books.

Textbook Master Browse - Entity 000 - WS\AD\TE\TM\TM - 11476 - 05.16.06.00.07 - Google Chrome

broker4:89/scripts/cgiip.exe/WService=11054web/stextbrws001.w

Entity (000) (000) | Vickie Faggs | Account | Preferences | Exit | ?

Home | Students | Families | Staff | Student Services | Food Service | Office | Administration | Educator Access Plus | Advanced Features | Federal/State Reporting | Custom Reports

Textbook Master Browse (3650) | Favorites | New Window | My Print Queue

Views: Book Details | Filters: *All Textbook Titles

Book Code	Title	Ed.	Total Inventory	Total Assigned	Total Available	Total Created	Have To Return	Nbr On Order	ISBN
▶ 9th Math	9th Grade Math - Vol. 1	1	200	199		199	N		TRIF5604TRF
▶ Alg 1	Algebra 1		250,000	1	24	25	Y		12345
▶ Applied Sc	Applied Science I		100	100		100	Y		1234-5678-9
▶ Art History	Art History through Modern Times	3	1				Y		8761254320
▶ Astronomy I	Introduction to Astronomical Concepts and	3	300	1	299	300	Y		83471239587134
▶ Astronomy WB	Astronomical Concepts and Theories Work	2	200	100		100	N		34987123598125
▶ Book	Book		1	1		1	Y		
▶ CALCULUS AB	CALCULUS AB	5	35	23	12	35	Y		99991111222233
▶ CALCULUS AP	Calculus AB AP	2	30	30		30	Y		99991212333344
▶ English II	English II		45	45		45	Y		
▶ Ipad 1	Ipad 1		1	1		1	Y		
▶ JETSKI101	Jet Skiing 101 - Theories and Concepts of	1	100	100		100	N		8675309
▶ NewBook Test			30	30		30	Y		
▶ PHOTOJ - TXT	Photojournalism In the Reel World Textbo	3	85	84	1	85	Y	15	65465409879879
▶ qwqadwq	fafvdsa	1	1				Y		
▶ SPANISH 3TXT	Espanol para cada dia - Textbook	2	150	150		150	Y		12312321349837
▶ test			30		30	30	Y		

20 | 17 records displayed | Book Code: | ABC

Adding Textbooks

Textbook Title Maintenance - Entity 000 - W5\AD\TE\TM\TM - 11476 - 05.16.06.00.07 - Google Chrome

broker4:89/scripts/cgiip.exe/WService=11054web/stextedit001.w?isPopup=true

Textbook Title Maintenance (82)

Textbook Title Maintenance

* Book Code:

Short Title:

Title:

Medium Type:

Edition:

ISBN:

Cost: ?

Price: ?

Publisher:

? Owned By: District State

Entity:

Classroom Book:

MLC Number:

Adoption Year:

Implementation Year:

Expiration Year:

Textbook Inventory Details

Total Inventory:

Total Assigned:

Total Available:

Total Created:

Have to Return:

Number on Order:

Asterisk (*) denotes a required field

Assigning Textbooks to an Entity

Assign Textbooks to Entities - Entity 000 - WS\AD\TE\TM\TM - 11476 - 05.16.06.00.07 - Google Chrome

broker4:89/scripts/cgiip.exe/WService=11054web/stextedit004.w?isPopup=true

Assign Textbooks to Entities (81)

Assign Textbooks to Entities

Textbook Code:

Textbook Title:

Total Inventory: Total Assigned: Total Available:

Textbooks to Assign

Entity Selection

* Entity:

Inventory: Assigned: Available:

Select Textbook Numbers By: Range Individual

Low High

Textbook Number:

* Reason Not Available:

Distribution Code:

Asterisk (*) denotes a required field

Assign/Return by Student

Assign/Return - Entity 001 - WS\AD\TE\TM\SI\AS - 11455 - 05.16.06.00.07 - Google Chrome

broker4:89/scripts/cgiip.exe/WService=11054web/stextedit032.w?pWhereFrom=TextbookMaster&pMode=STU&pBookMstId=120&isf

Assign/Return (79)

Defaults

Due Date: 08/22/2016 Monday

Class books due at class end date

Late Fee: 0.00

Reason Not Available: AS Assigned to Stu

[Save Defaults](#)

Transaction Entry

Student: JONESJAM000 Jonescr, Jamiroquai James

Entity: 001 High School

Title: Zoology Introduction to Zoology

Scan Code: [REDACTED]

Last Scan: Introduction to Zoology (zoology 4)

Textbooks Assigned to Student (Jamiroquai Jonescr) Assigned Returned School Year: 2016

Book Code	Nbr	Title	Schl Yr	Date Received	Rec'd Cond	Date Due	Date Returned	Ret'd Cond	Tag Number	Serial Nbr
Zoology	4	Introduction to Zoology	2016	08/22/2016	NEW	08/22/2016				

1 records displayed Book Number:

[Edit](#)

[Return](#)

[Remove Returned Info](#)

[Print Receipt](#)

Assign/Return by Staff

Assign/Return - Entity 001 - WS\AD\TE\TM\SI\SF - 29533 - 05.16.06.00.07 - Google Chrome
 broker4:89/scripts/cgiip.exe/WService=11054web/stextedit032.w?pWhereFrom=TextbookMaster&pMode=STA&pBookMstId=120&isF

Assign/Return (79)

Defaults

Due Date:

Late Fee:

Reason Not Available:

Transaction Entry

Entity:

Title:

Last Scan:

Textbooks Assigned to Staff (Vickie Faggsgr) Assigned Returned School Year:

Book Code	Nbr	Title	Schl Yr	Date Received	Rec'd Cond	Date Due	Date Returned	Ret'd Cond	Tag Number	Serial N
Zoology	5	Introduction to Zoology	2016	08/22/2016	NEW	12/31/9999				

1 records displayed Book Number:

Entry by Textbook

Entry by Textbook - Entity 000 - WS\AD\TE\TN - 9304 - 05.16.06.00.07 - Google Chrome

broker4:89/scripts/cgiip.exe/WService=11054web/stextbrws019.w

Entity (000) (000) Vickie Faggscr Account Preferences Exit ?

Home Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Entry by Textbook (3646) Favorites New Window My Print Queue

Views: Records by Book Number Filters: All Records Quick Filter Attach

Book Nbr	Book Code	Description*	Serial Number	Tag Number	Cond.	Avail.	Reason Not Available	Entity Assne	Student Assigned To	Staff Assigned To
1	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001	Bill Jonescr	
2	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001	Stormy G Abadiscr	
3	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
4	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001	Jamiroquai J Jonescr	
5	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		Vickie L Faggscr
6	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
7	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
8	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
9	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
10	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
11	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
12	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
13	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
14	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
15	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
16	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
17	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
18	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
19	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		
20	Zoology	Introduction to Zoology			NEW	N	Assigned Entity	001		

20 records displayed Book Number:

Quick Entry

Quick Entry - Entity 000 - WSAD\TE\QA - 8973 - 05.16.06.00.07 - Google Chrome
 broker4:89/scripts/cgiip.exe/WService=11054web/stextedit032.w

Entity (000) (000) Vickie Faggs Account Preferences Exit ?

Home Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Quick Entry (220) Favorites New Window My Print Queue

Defaults

Due Date: 06/02/2017 Friday
 Class books due at class end date

Late Fee: 15.00

Reason Not Available: AS Assigned to Stu

Scan Search Order: Book Number

Save Defaults

Transaction Entry

Type: Student Staff

Student: ABBAMMON000 Abbamontescr, Montoya K

Entity: 041 Entity (041) Grades 6 to 8

Scan Code: [Empty]

Last Scan: Introduction to Zoology (zoology 15)

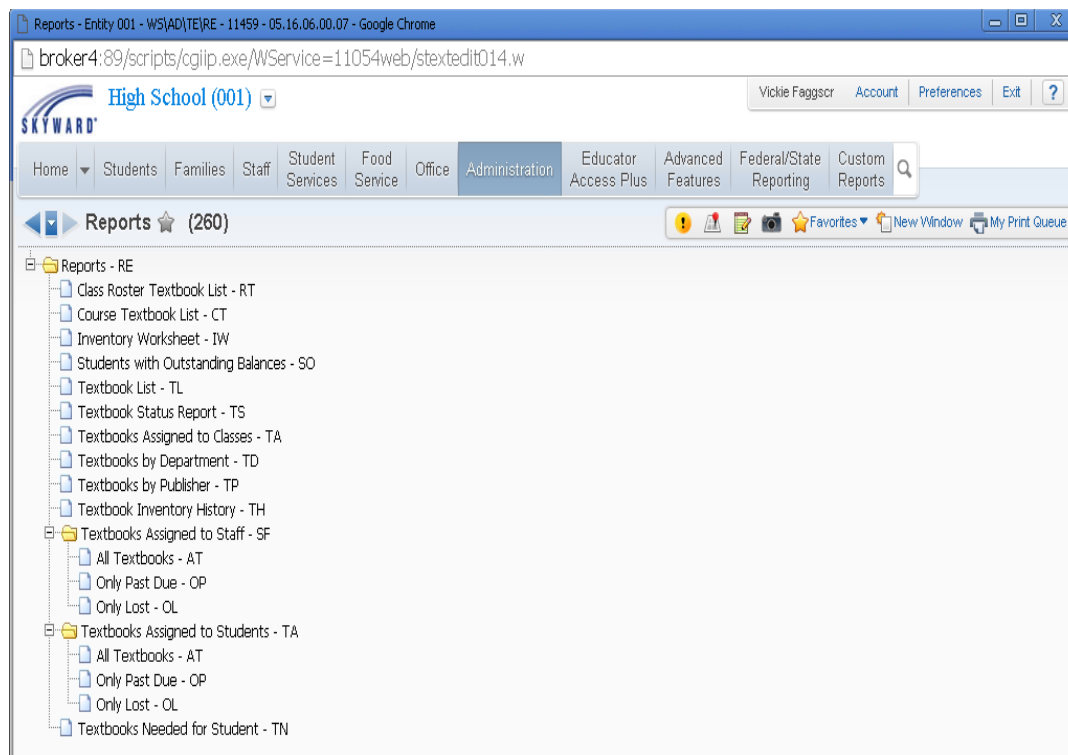
Textbooks Assigned to Student (Montoya Abbamontescr) Assigned Returned School Year: 2016

Book Code	Nbr	Title	Schl Yr	Date Received	Rec'd Cond	Date Due	Date Returned	Ret'd Cond	Tag Number	Serial N
JETSKI101	51	Jet Skiing 101 - Theories and Concl	2016	04/08/2016	NEW	12/31/2999				
Zoology	15	Introduction to Zoology	2016	08/22/2016	NEW	06/02/2017				

2 records displayed Book Number: [Empty]

Edit Return Print Receipt

Reports



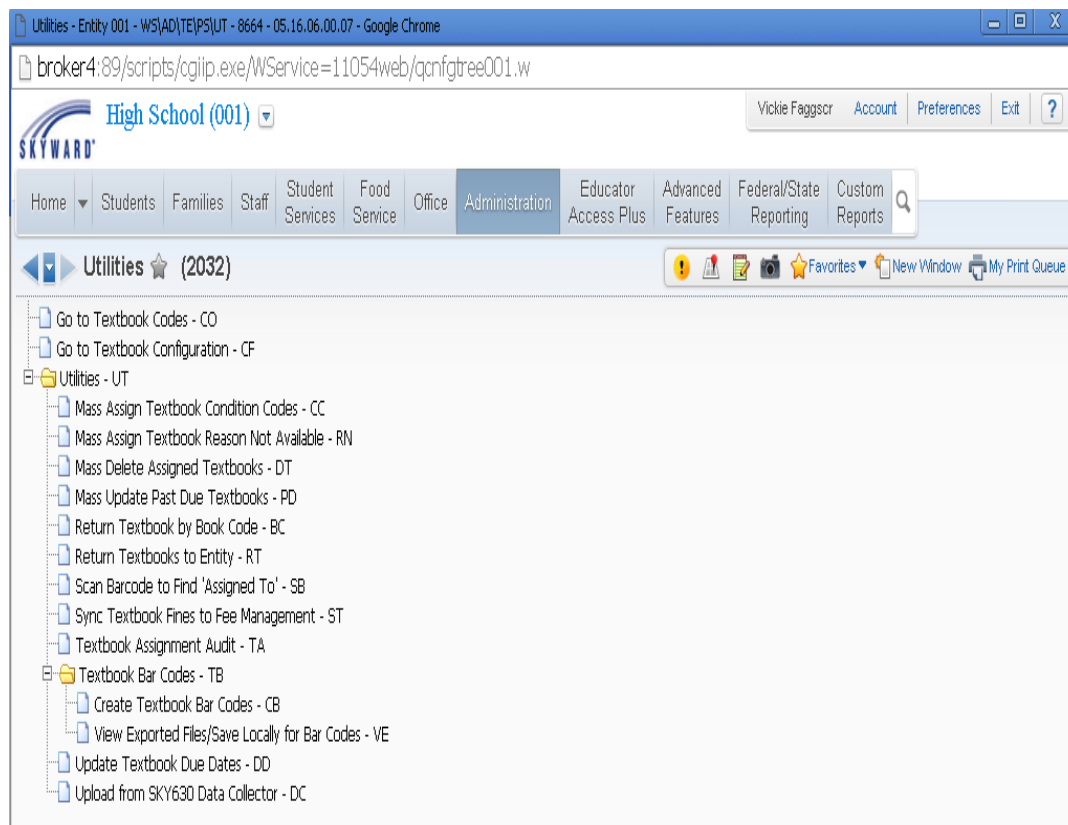
The screenshot shows a web browser window displaying the Skyward Reports page. The browser's address bar shows the URL: `broker4:89/scripts/cgiip.exe/WService=11054web/stextedit014.w`. The page title is "Reports - Entity 001 - WS\AD\TE\RE - 11459 - 05.16.06.00.07 - Google Chrome".

The page header includes the Skyward logo and the text "High School (001)". There are user account options: "Vickie Faggs", "Account", "Preferences", and "Exit". A navigation menu is visible with the following items: Home, Students, Families, Staff, Student Services, Food Service, Office, Administration (highlighted), Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports.

The main content area is titled "Reports (260)". It features a tree view of report categories:

- Reports - RE
 - Class Roster Textbook List - RT
 - Course Textbook List - CT
 - Inventory Worksheet - IW
 - Students with Outstanding Balances - SO
 - Textbook List - TL
 - Textbook Status Report - TS
 - Textbooks Assigned to Classes - TA
 - Textbooks by Department - TD
 - Textbooks by Publisher - TP
 - Textbook Inventory History - TH
 - Textbooks Assigned to Staff - SF
 - All Textbooks - AT
 - Only Past Due - OP
 - Only Lost - OL
 - Textbooks Assigned to Students - TA
 - All Textbooks - AT
 - Only Past Due - OP
 - Only Lost - OL
 - Textbooks Needed for Student - TN

Utilities



The screenshot shows a web browser window displaying the Skyward application. The address bar shows the URL: `broker4:89/scripts/cgiip.exe/WService=11054web/qcnfgtree001.w`. The page title is "High School (001)". The user is logged in as "Vickie Faggscr". The navigation menu includes: Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The "Utilities" menu is expanded, showing a list of utility options:

- Go to Textbook Codes - CO
- Go to Textbook Configuration - CF
- Utilities - UT
 - Mass Assign Textbook Condition Codes - CC
 - Mass Assign Textbook Reason Not Available - RN
 - Mass Delete Assigned Textbooks - DT
 - Mass Update Past Due Textbooks - PD
 - Return Textbook by Book Code - BC
 - Return Textbooks to Entity - RT
 - Scan Barcode to Find 'Assigned To' - SB
 - Sync Textbook Fines to Fee Management - ST
 - Textbook Assignment Audit - TA
- Textbook Bar Codes - TB
 - Create Textbook Bar Codes - CB
 - View Exported Files/Save Locally for Bar Codes - VE
- Update Textbook Due Dates - DD
- Upload from SKY630 Data Collector - DC



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THANK YOU FOR ATTENDING!

