

## ADVANCED USE OF HEALTH REPORTS

### MESSAGING CENTER AND PROCESSING LISTS

The image shows two overlapping browser windows from the Skyward software. The top window is titled 'Health Condition' and displays a table of 'Health Condition Templates'. The bottom window is titled 'Processing Lists' and shows a table of available processing lists. A callout box is overlaid on the 'Processing List Information' screen, providing instructions on how to use processing lists.

**Health Condition Templates**

Template Type	Description
1) User	Asthma Need Meds
1) User	Campus list of Health Conditio
4) Skyward	Selected Health Condition Report

**Processing Lists**

Processing lists available for the (Health Condition) report

Description	Date Created
Burnett 8/18/16	08/18/2016

**Processing List Information**

\* Description: Need Asthma Action Plan  
Long Description: Need Asthma Action Plan

Run any report using a processing list. This will create a list of names for you to work with (send emails, put into a spreadsheet, etc). It will not have any data associated with it, only names.

When you hit save, it will print the report in the normal Skyward format.

To see the names list, go to your processing list screen and click on the right arrow to open the list.

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### Processing Lists

Processing lists available for the (Health Condition) report

Description	Date Created
▶ Burnett 8/18/16	08/18/2016
▶ Burnett 8/19/16	
▶ Cooper 8.18.16	
▶ IHP by campus	
▶ LEP medications	
▶ McMillan 8.18.16	
▼ Need Asthma Action Plan	09/19/2016

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

▼ Processing List Info

Nbr of Records: 100  
Long Description: Need Asthma Action Plan

▼ Names in Processing List

Add/Delete Names Change names in list using the Health Condition report

1	Ac	
2	Ac	
3	Ac	
4	Ar	
5	Ar	

Filter Options  
Print  
Create New Processing List  
Add  
Edit  
Delete  
Change Names in List  
Back

The number of students will appear here. You can modify this list by clicking here:

Changing the names using the health report will allow you to adjust your health report. This is a new feature that will need some exploring. Replace wil

▼ Names in Processing List

Add/Delete Names Change names in list using the Health Condition report

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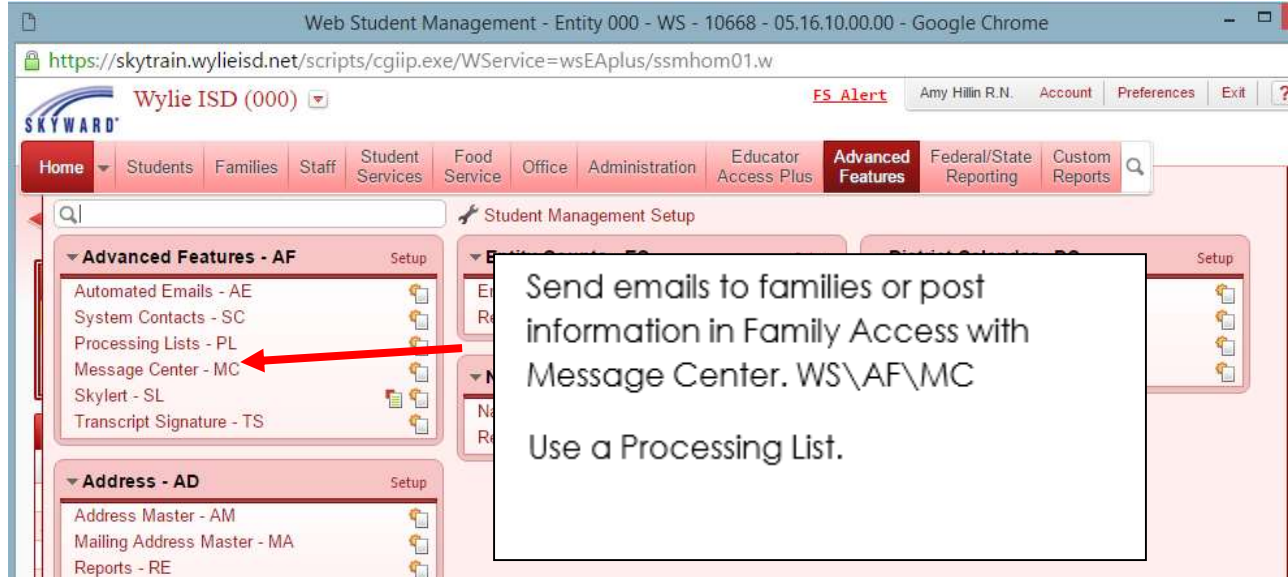
### List Options

Change names in the (Need Asthma Action Plan) list using the (Health Condition) report

- Add names to the **Need Asthma Action Plan** list with names from the **Health Condition** report
- Replace names on the **Need Asthma Action Plan** list with names from the **Health Condition** report
- Remove names from the **Need Asthma Action Plan** list that are on the **Health Condition** report
- Remove names from the **Need Asthma Action Plan** list that are not on the **Health Condition** report

Print  
Back

# ADVANCED USE OF HEALTH REPORTS



Web Student Management - Entity 000 - WS - 10668 - 05.16.10.00.00 - Google Chrome

https://skytrain.wylieisd.net/scripts/cgiip.exe/WService=wsEApplus/ssmhom01.w

Wylie ISD (000) ES Alert Amy Hillin R.N. Account Preferences Exit ?

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

Q Student Management Setup

**Advanced Features - AF** Setup

- Automated Emails - AE
- System Contacts - SC
- Processing Lists - PL
- Message Center - MC**
- Skylert - SL
- Transcript Signature - TS

**Address - AD** Setup

- Address Master - AM
- Mailing Address Master - MA
- Reports - RE

Send emails to families or post information in Family Access with Message Center. WS\AF\MC  
Use a Processing List.



Message Center

Admin Message Center

Post/Send Date	Message Summary	Attachment	Post to FA	Post to SA	Email	Recalled
8/11/2015	Immunizations Needed for 7th Grade-McMillan		Y	N	Y	N

Filter Options  
Add

Add a new message.

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The image shows two overlapping web browser windows. The background window is titled "Admin Message Maintenance" and displays a form for creating a message. The "Message Summary" field contains "Asthma Action Plan needed". The "Message Detail" field contains a text message: "You have indicated that your child has asthma, however, we do not have an asthma action plan on file. In order to provide the best care for your child while they are school, we request that you ....". The "Post Date" is set to "09/19/2016" on a "Monday". The "Send as Email" section is checked, with the "from" field set to "Amy.Hillin@wylieisd.net". The "Post or Send Based on Students in" section has "Processing List" selected, with "Processing Lists" and "Asthma Action Plan" listed. The foreground window is titled "Attachment Maintenance" and shows a file upload interface. The file name "AIMchildactionplan.pdf" is entered in the text field. The "Choose File" button is highlighted with a red circle, and a red arrow points from the "Attach (1)" button in the background window to the "Choose File" button in the foreground window.

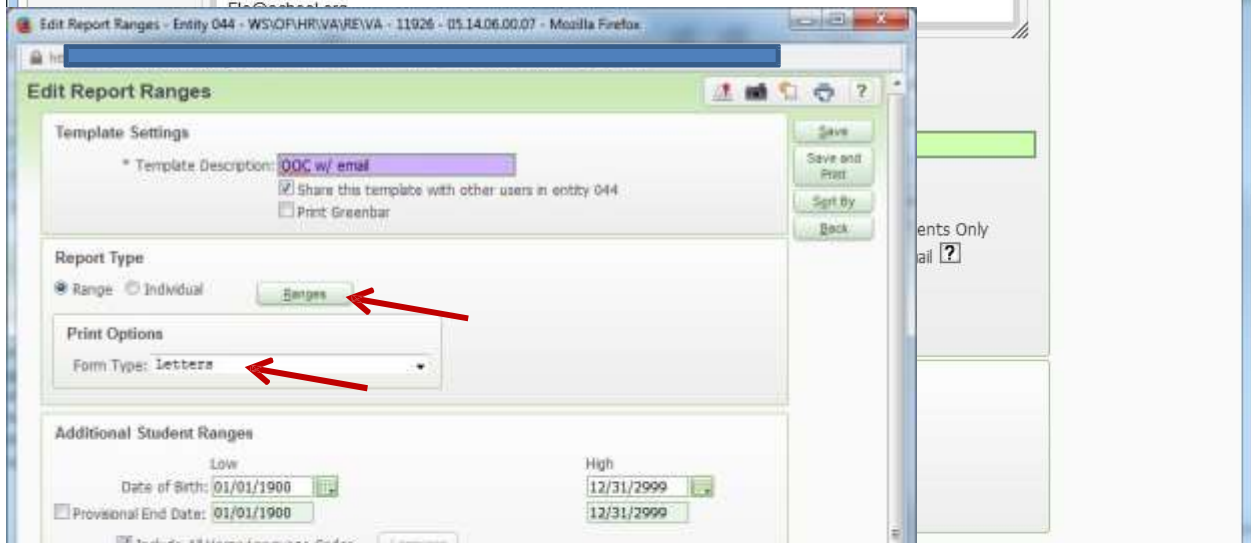
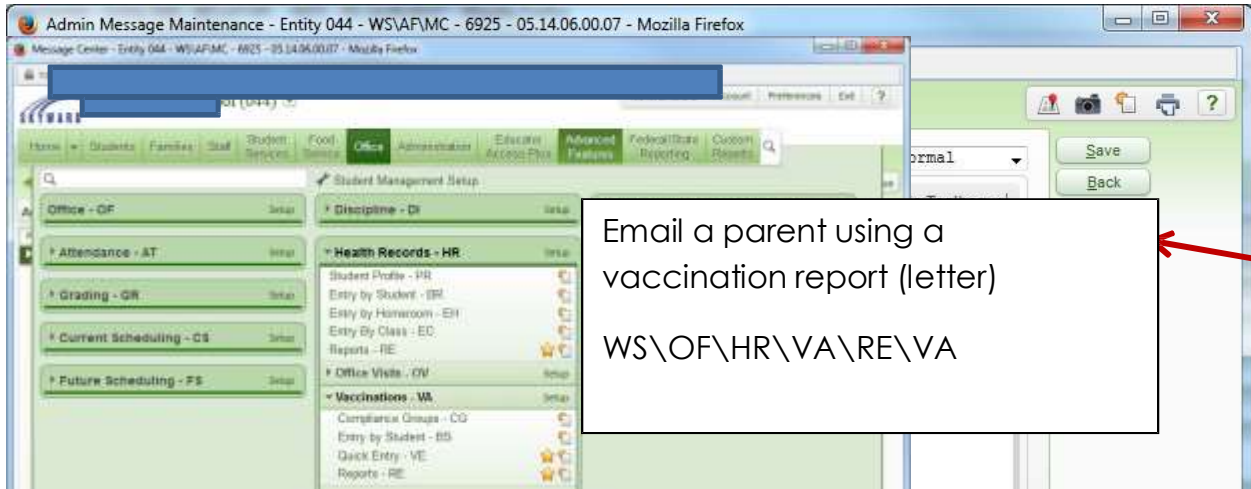
When you are ready, click SAVE. The emails will automatically be sent. It is difficult to retrieve the email so use caution prior to clicking SAVE.

Ideas for Processing List Use:

- Vaccination reports at the beginning of the year (you can add an attachment of clinic locations)
- Health Condition Action Plans
- Hearing, Scoliosis and Vision Follow up letters
- Names of students with Medications
- Names of students with injury reports

# ADVANCED USE OF HEALTH REPORTS

## EMAIL PARENTS VIA VACCINATION REPORT

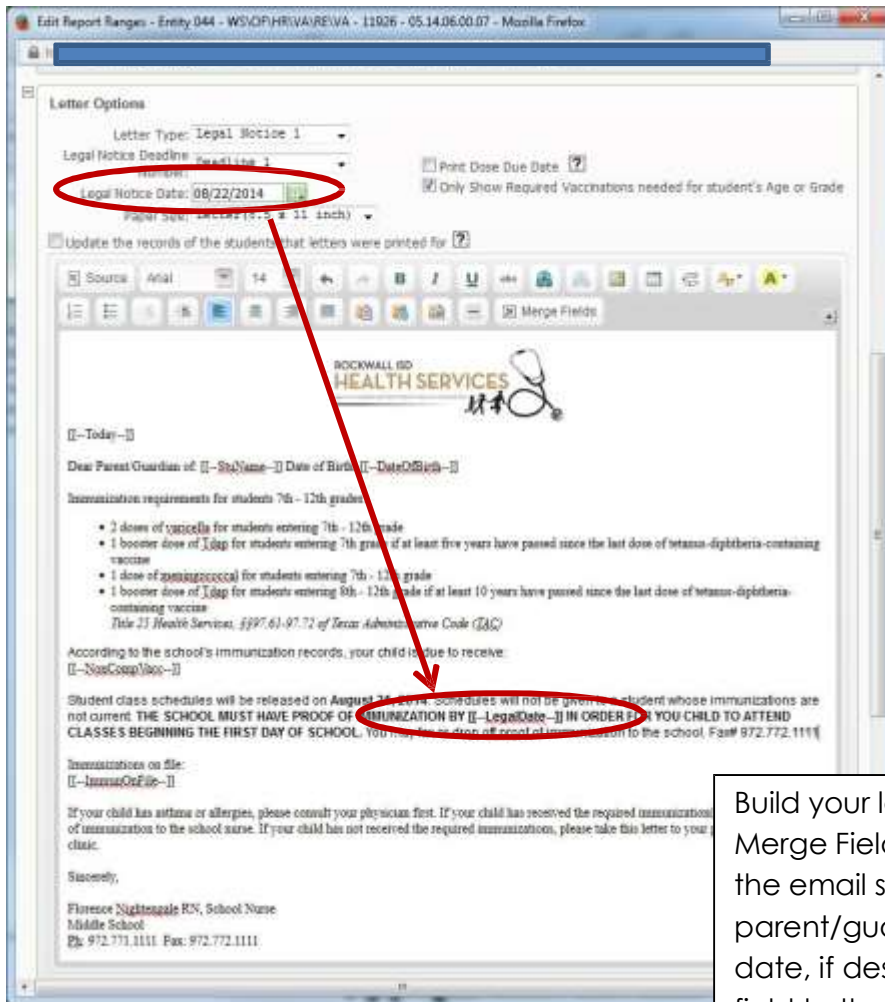


Name report and select desired Ranges.

Choose **Letters form type**. Additional Student Ranges: choose compliance.

Vaccination Ranges: choose school year, compliance date and date age effective.

# ADVANCED USE OF HEALTH REPORTS



Build your letter and select desired Merge Fields. The letter will attach to the email sent to the parent/guardian. Use a legal notice date, if desired and add that merge field to the letter.

Select your Email Options and edit the subject line and body, as desired.

Note: [Student Name] is a merge field, so do not edit this.

