



**Texas Skyward User Group Conference**

# **Qmlativ Student – Tips and Tricks**

**Tamara Kavanagh**



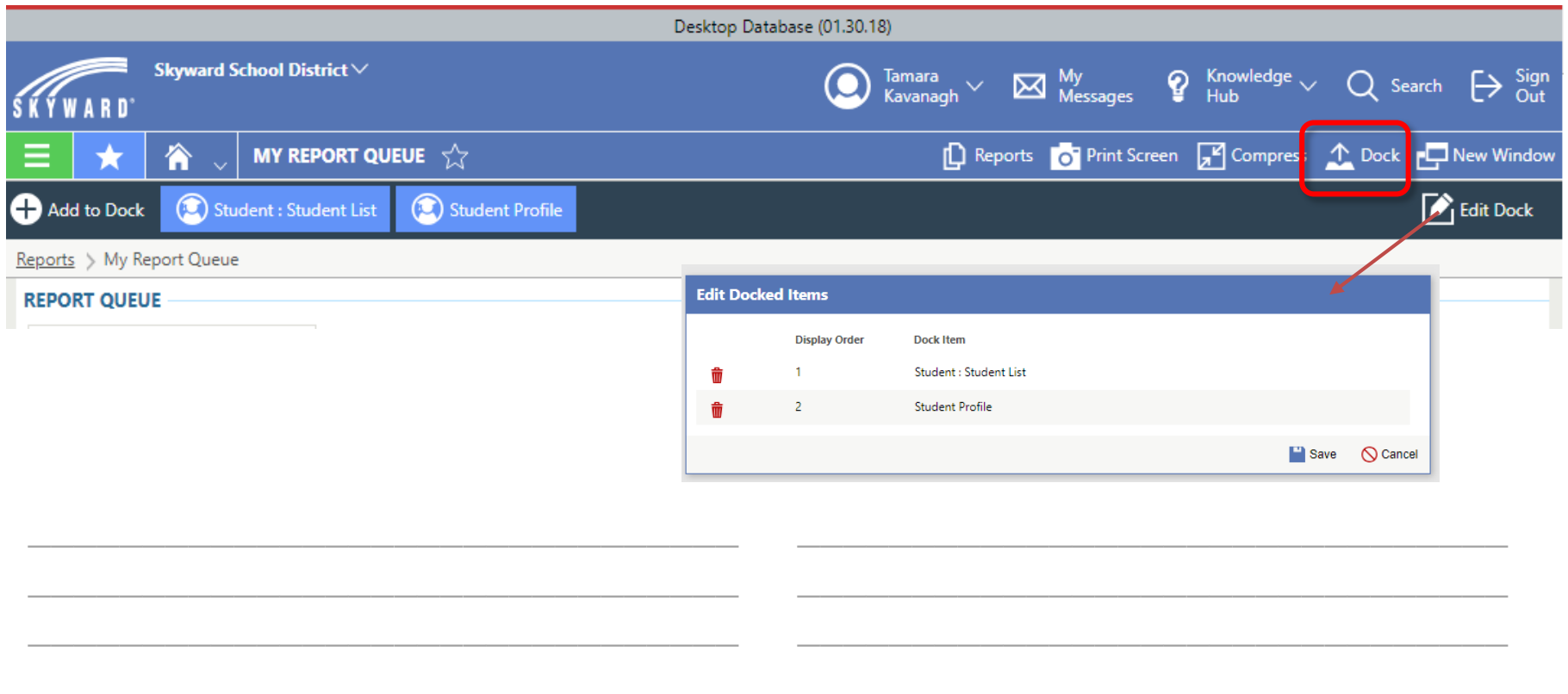
*This session will cover tips and tricks to help with moving around the system faster and to maximize your working area:*

- Dock and Favorites
- Browse or List screens
  - Gadget/Gear
  - Creating Views and Filters
  - Creating Tiles and Charts
- Multiple Windows
- Report Prompt Templates
  - My Report Queue

# Dock and Favorites

Both **Dock** and **Favorites** allows you to setup areas of the software that will allow easy access without having to go through the menus.

## Dock



The screenshot shows the Skyward Desktop Database (01.30.18) interface. The top navigation bar includes the Skyward School District logo, user information for Tamara Kavanagh, and various utility icons like My Messages, Knowledge Hub, Search, and Sign Out. Below this is a secondary navigation bar with a home icon, a star icon, and a 'MY REPORT QUEUE' section. The 'Dock' icon, represented by a computer monitor with an upward arrow, is highlighted with a red box. Below the navigation bar, there are buttons for 'Add to Dock', 'Student : Student List', and 'Student Profile'. The 'Edit Dock' button is also visible. An 'Edit Docked Items' dialog box is open, showing a table with two items: 'Student : Student List' at display order 1 and 'Student Profile' at display order 2. The dialog box has 'Save' and 'Cancel' buttons at the bottom.

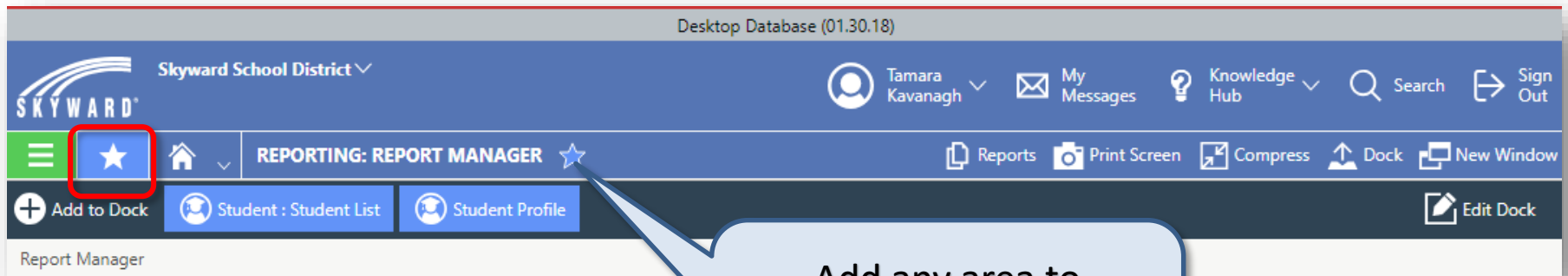
Display Order	Dock Item
1	Student : Student List
2	Student Profile

# Dock and Favorites



Both **Dock** and **Favorites** allows you to setup areas of the software that will allow easy access without having to go through the menus.

## Favorite



Add any area to Favorites by selecting the Star

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# Browse or List Screen



The **Browse** or **List** screen provides easy access to information that has been enter into your system.

Skyward High School - 001  
2018-2019 (Current)

Tamara Kavanagh | My Messages | Knowledge Hub | Search | Sign Out

STUDENT : STUDENT LIST

Reports | Print Screen | Compress | Dock | New Window


Student List

Search Full Name | View: Enrollment Records (Modified) | Filter: All Students | Add Student | More

Indicators	Full Name	Grad Year	Start Date	Start Date	Active	Grade	Student State ID	Current Active	Default Entity Code	Calendar Code	Default Active	Student Number	Gender	Start Date	ADA Code	End Da
AT RISK	Acescr, Jane J	2020	08/22/2018	08/22/2018	✓	11	S81239915	✓	001	001	✓	040035	F - Female	08/22/2018	1	
	Aguascr, Alonso	2021	08/22/2018	08/22/2018	✓	10	S81239916	✓	001	001	✓	030086	M - Male	08/22/2018	1	
AT RISK	Aguascr, Uriel A	2021	08/22/2018	08/22/2018	✓	10	S81239917	✓	001	001	✓	031394	M - Male	08/22/2018	1	
AT RISK	Ballsr, Lexi P	2020	08/22/2018	08/22/2018	✓	11	S81239937	✓	001	001	✓	031277	F - Female	08/22/2018	1	
AT RISK	Beauscr, Connor W	2021	08/22/2018	08/22/2018	✓	10	S81239918	✓	001	001	✓	040006	M - Male	08/22/2018	1	
AT RISK	Beckerscr, Renee	2019	08/22/2018	08/22/2018	✓	12	S81239919	✓	001	001	✓	031617	F - Female	08/22/2018	1	
AT RISK	Bellsr, Dawn L	2020	08/22/2018	08/22/2018	✓	11	S81239940	✓	001	001	✓	031308	F - Female	08/22/2018	1	
	Bellsr, Elizabeth	2019	08/22/2018	08/22/2018	✓	12	S81239929	✓	001	001	✓	038794	F - Female	08/22/2018	1	
	Brownsr, Samantha A	2020	08/22/2018	08/22/2018	✓	11	S81239941	✓	001	001	✓	041246	F - Female	08/22/2018	1	
AT RISK	Burnscr, Livia	2021	08/22/2018	08/22/2018	✓	10	S81239925	✓	001	001	✓	032683	F - Female	08/22/2018	1	
	Cooperscr, Ryan J	2020	08/22/2018	08/22/2018	✓	11	S81239938	✓	001	001	✓	031491	M - Male	08/22/2018	1	
	Dennersr, Nia M	2021	08/22/2018	08/22/2018	✓	10	S81239952	✓	001	001	✓	210001	F - Female	08/22/2018	1	
AT RISK	Dixonsr, Jessica L	2020	08/22/2018	08/22/2018	✓	11	S81239943	✓	001	001	✓	031344	F - Female	08/22/2018	1	

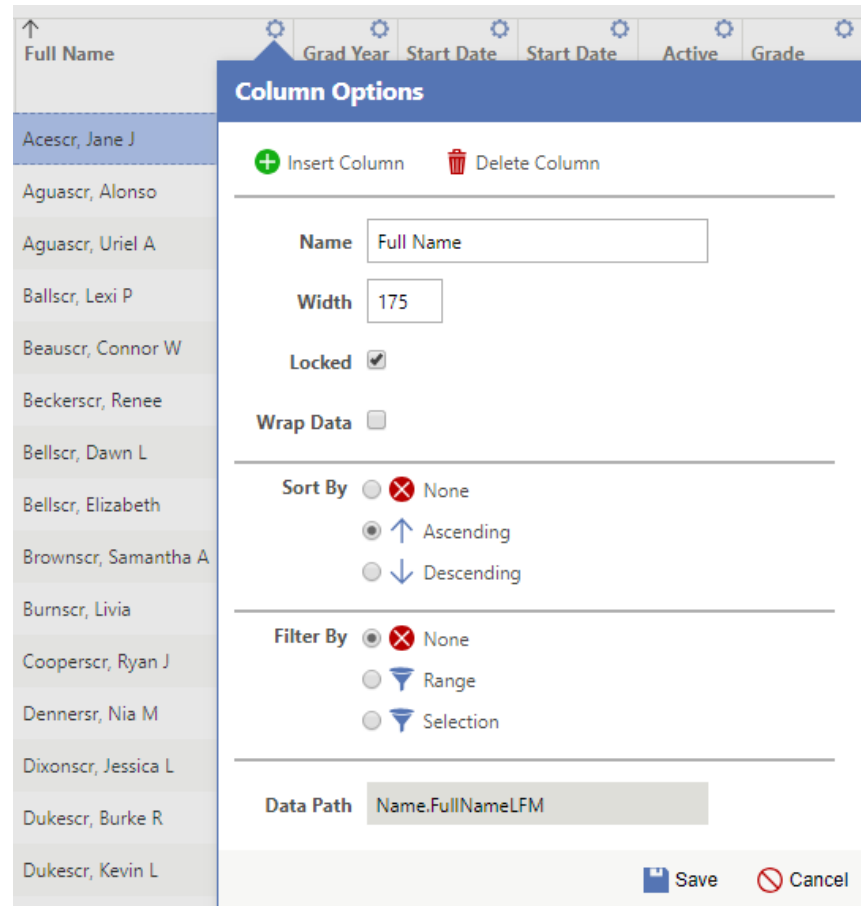
50 Total Records

# Browse or List Screen

You can customize your browse by inserting and/or deleting columns. Select the  symbol located in the upper right corner of a column.

Full Name
Acescr, Jane J
Aguascr, Alonso
Aguascr, Uriel A
Ballsr, Lexi P
Beauscr, Connor W
Beckerscr, Renee
Bellsr, Dawn L
Bellsr, Elizabeth
Brownsr, Samantha A
Burnscr, Livia
Cooperscr, Ryan J
Dennersr, Nia M
Dixonscr, Jessica L
Dukescr, Burke R
Dukescr, Kevin L

## Gadget/Gear (Cog icon)



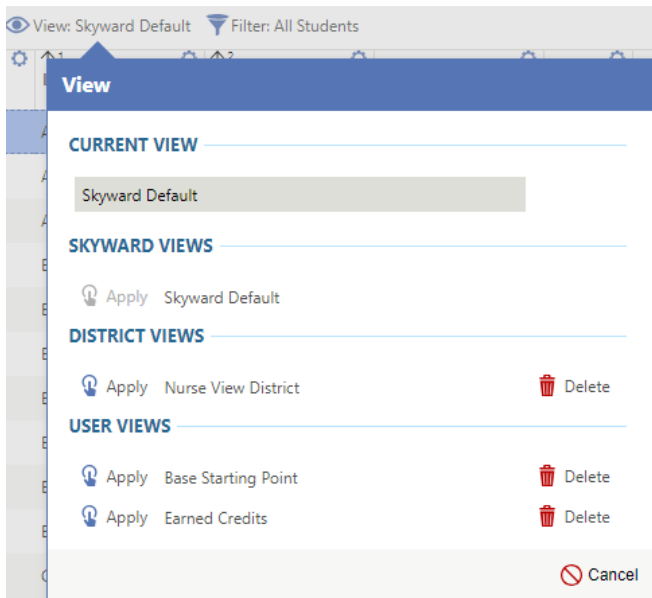
The screenshot shows a table with columns: Full Name, Grad Year, Start Date, Start Date, Active, and Grade. Each column has a cog icon in its header. The 'Full Name' column is selected, and a 'Column Options' dialog box is open. The dialog box contains the following settings:

- Column Options**
- Insert Column** (+ icon) and **Delete Column** (trash icon)
- Name:** Full Name
- Width:** 175
- Locked:**
- Wrap Data:**
- Sort By:**  None,  Ascending,  Descending
- Filter By:**  None,  Range,  Selection
- Data Path:** Name.FullNameLFM
- Buttons:** Save, Cancel

# Browse or List Screen

**Views** are used to display the selected list on your screen

**Filters** are used to narrow down the number of records selected on your screen



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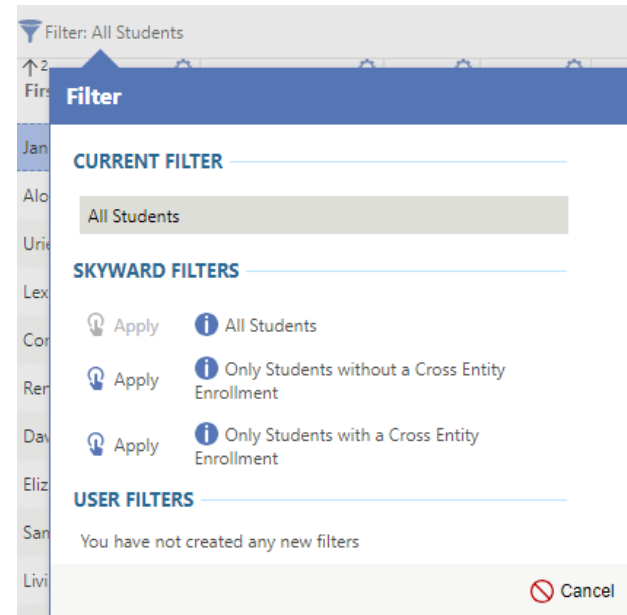
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## Views and Filter



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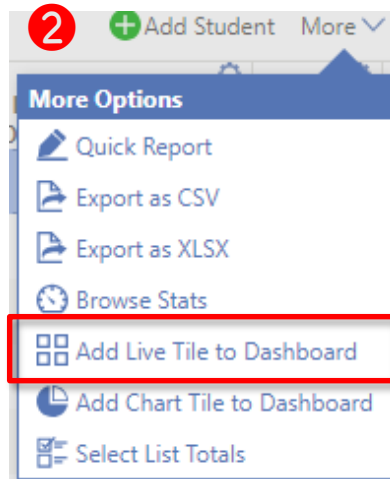
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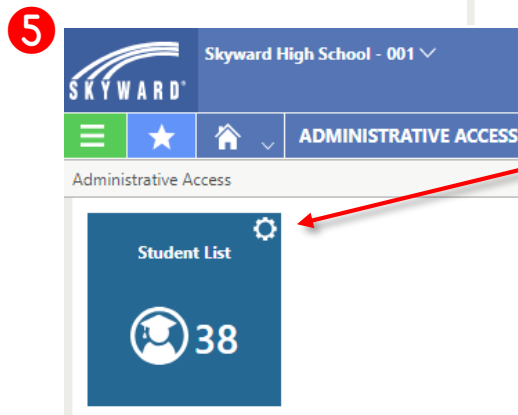
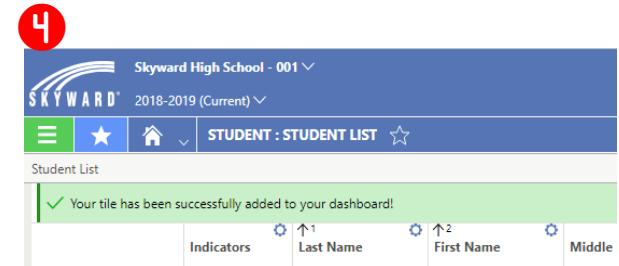
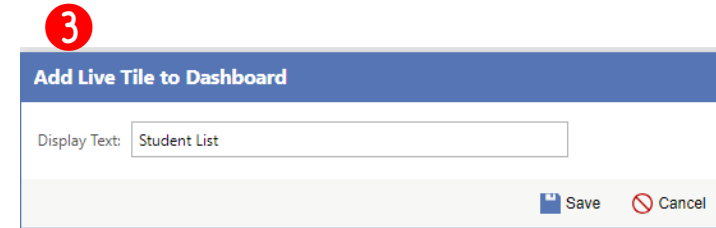
# Browse or List Screen

You can add a **Live Tile** to your Dashboard from any browse or list screen

1. Modify your Browse or List screen of how you want it to look for tile
2. Select the Add Live Tile to Dashboard option under More
3. Name your Tile and click Save
4. You will see a message stating 'Your tile has been successfully added to your dashboard'.
5. Click either Skywards logo or Home to access your dashboard to view your tile.



## Creating a Live Tile



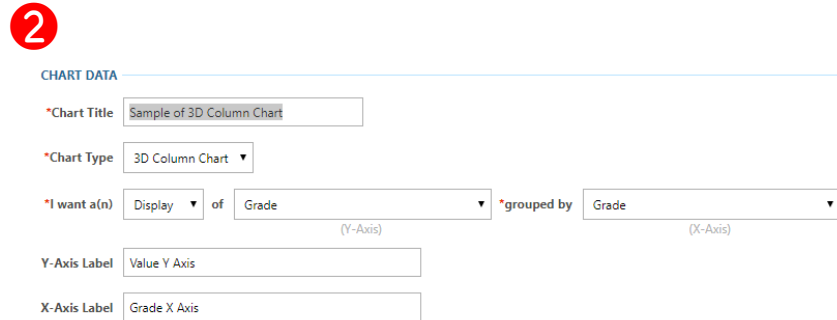
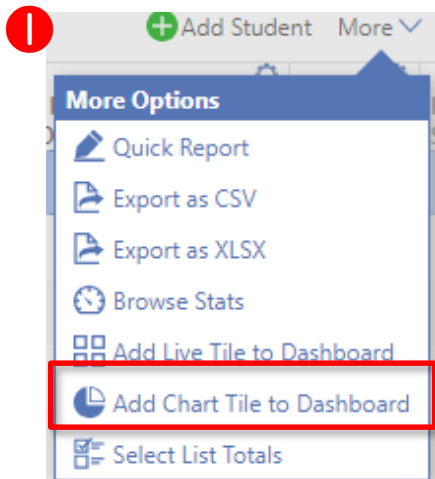
To maintain your tile, select the gadget (cog)

1. You can change the name
2. You can select your colors
3. You can change the size
4. If you have multiple tiles, you move them around by dragging and dropping them
5. You can delete your tile



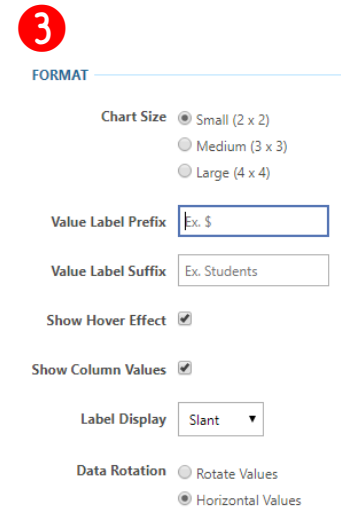
You can add a **Chart Tile** to your Dashboard from any brown or list screen.

## Creating a Chart Tile



The 'CHART DATA' form includes the following fields:

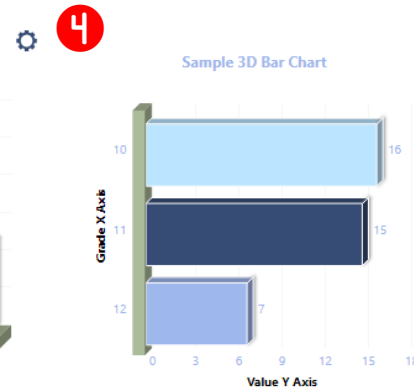
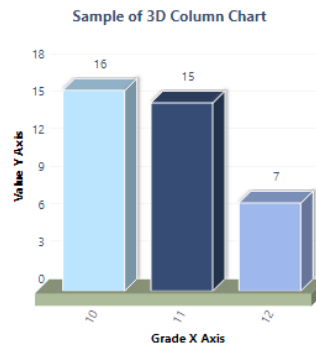
- \*Chart Title: Sample of 3D Column Chart
- \*Chart Type: 3D Column Chart
- \*I want a(n) Display of Grade (Y-Axis) \*grouped by Grade (X-Axis)
- Y-Axis Label: Value Y Axis
- X-Axis Label: Grade X Axis



The 'FORMAT' form includes the following options:

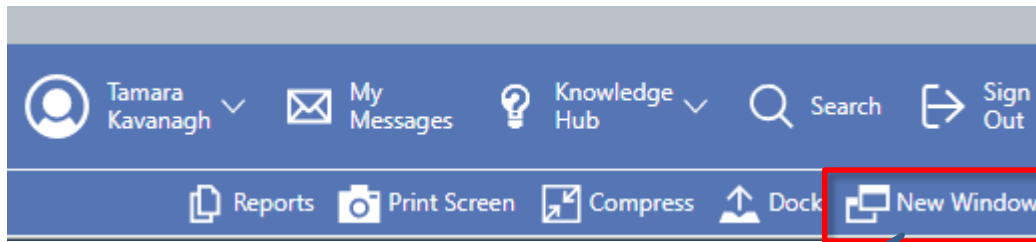
- Chart Size:  Small (2 x 2),  Medium (3 x 3),  Large (4 x 4)
- Value Label Prefix: Ex. \$
- Value Label Suffix: Ex. Students
- Show Hover Effect:
- Show Column Values:
- Label Display: Slant
- Data Rotation:  Rotate Values,  Horizontal Values

1. Select the Add Live Tile to Dashboard option under More
2. Complete the area under CHART DATA, click next
3. Complete the area under FORMAT, click Save.
4. Click either Skywards logo or Home to access your dashboard to view your chart.

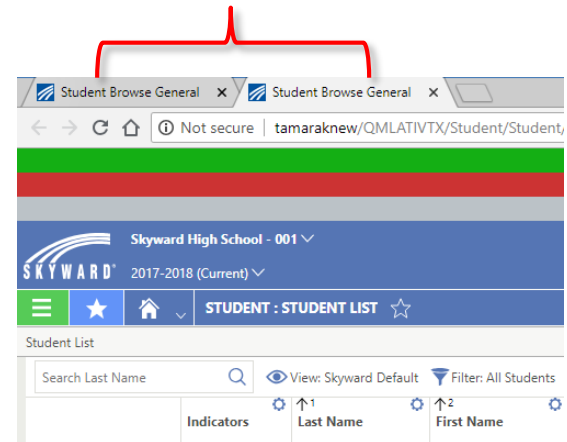


# Multiple Windows

**Multiple Windows** allows you to access more than one system screen at the same time.



When selected, a new browse window opens and displays a duplicate of the screen you were previously working on.



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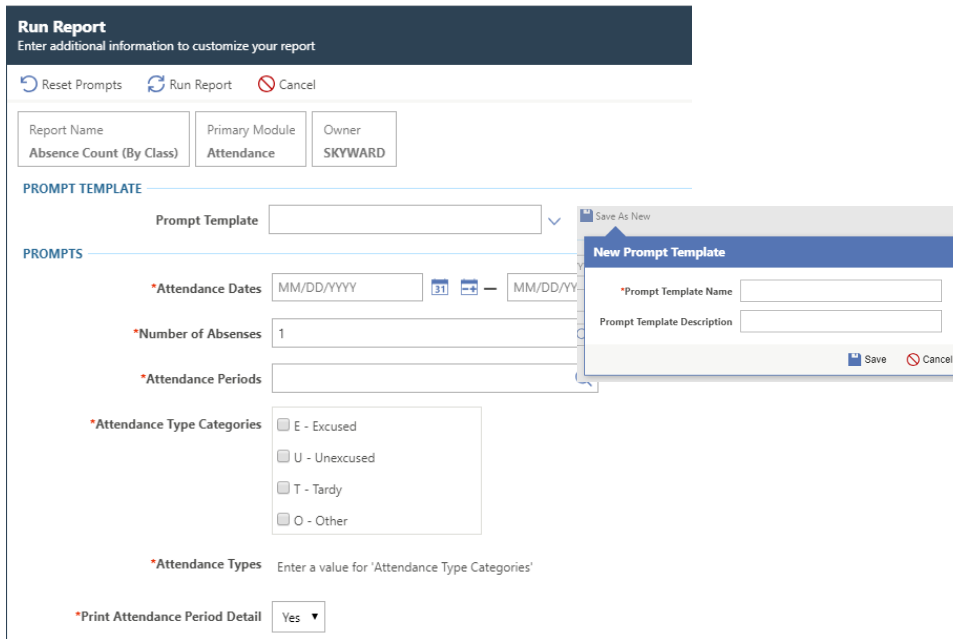
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# Report Prompt Templates

**Report Prompt Templates** allows you to save commonly used prompt values for a report you want to run several different ways.



**Run Report**  
Enter additional information to customize your report

Reset Prompts Run Report Cancel

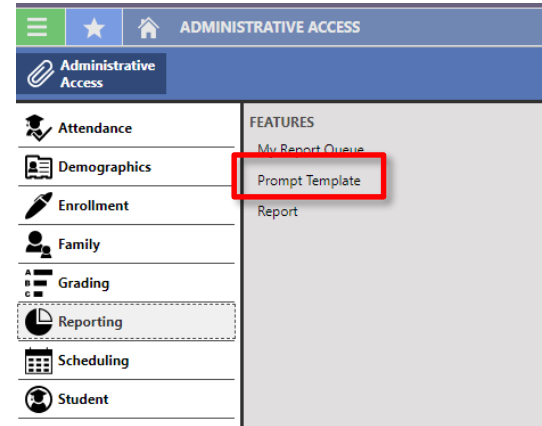
Report Name: Absence Count (By Class) Primary Module: Attendance Owner: SKYWARD

**PROMPT TEMPLATE**  
Prompt Template

**PROMPTS**

- \*Attendance Dates: MM/DD/YYYY
- \*Number of Absences: 1
- \*Attendance Periods:
- \*Attendance Type Categories:
  - E - Excused
  - U - Unexcused
  - T - Tardy
  - O - Other
- \*Attendance Types: Enter a value for 'Attendance Type Categories'
- \*Print Attendance Period Detail: Yes

**New Prompt Template**  
\*Prompt Template Name  
Prompt Template Description  
Save Cancel



**Prompt Template** – displays a list of all your saved templates.

# My Report Queue

*My Report Queue allows you to view historical information for any reports you have run.*

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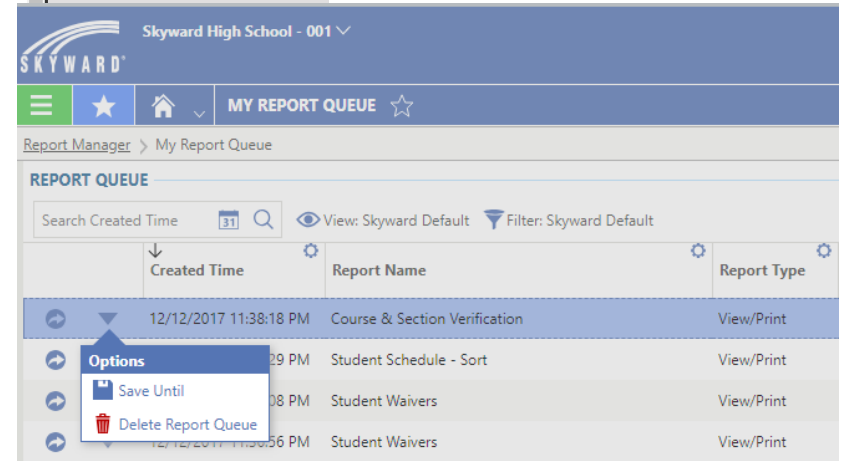
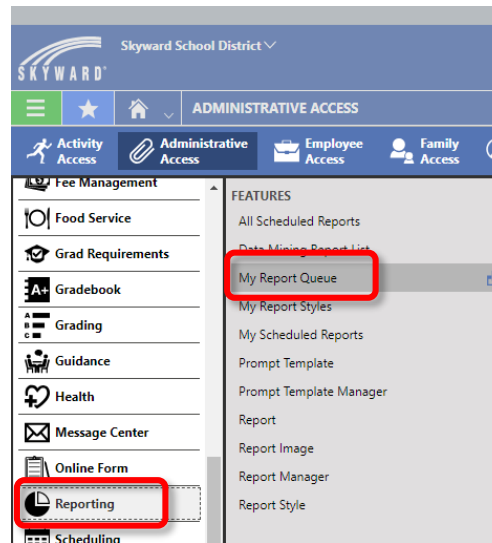
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Texas Skyward User Group Conference

**THANK YOU FOR ATTENDING!**

