



Texas Skyward User Group Conference

Using Custom Forms for Online Registration, NSOE, and Online Forms

Michael Jagoditsh



Using Custom Forms in NSOE, OR & FA

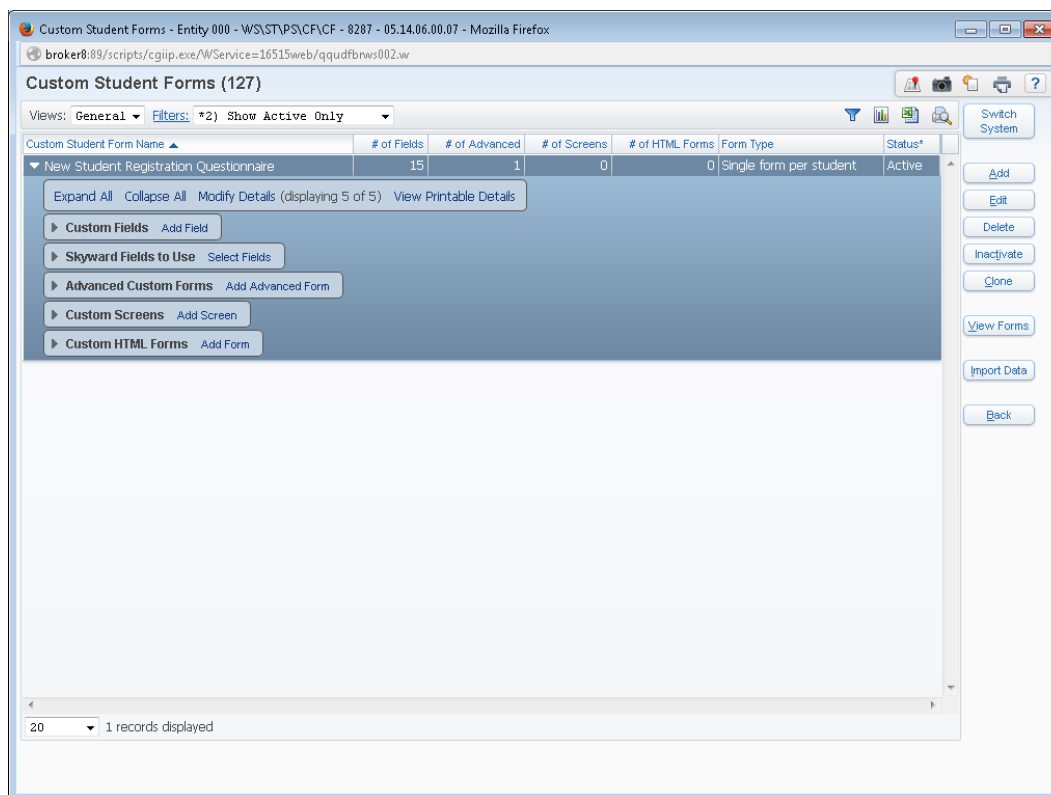


Using Custom Forms in NSOE, Online Registration and Online Forms (New Family Access)

- Custom Forms Overview
- Custom Fields & Skyward Fields
- Advanced Custom Forms
- Custom Screens
- Linking Custom Forms to NSOE
- Linking Custom Forms to Family Access Online Registration
- Linking Custom Forms to Online Forms
- Viewing & Printing Custom Forms
- Data Mining Custom Forms Data

Custom Forms Overview

• Custom Forms Overview



Custom Student Forms - Entity 000 - WS\ST\PS\CF\CF - 8287 - 05.14.06.00.07 - Mozilla Firefox

broker8:89/scripts/cgiip.exe/WService=16515web/gqudfbrws002.w

Custom Student Forms (127)

Views: General Filters: *2) Show Active Only

Custom Student Form Name	# of Fields	# of Advanced	# of Screens	# of HTML Forms	Form Type	Status*
▼ New Student Registration Questionnaire	15	1	0	0	Single form per student	Active

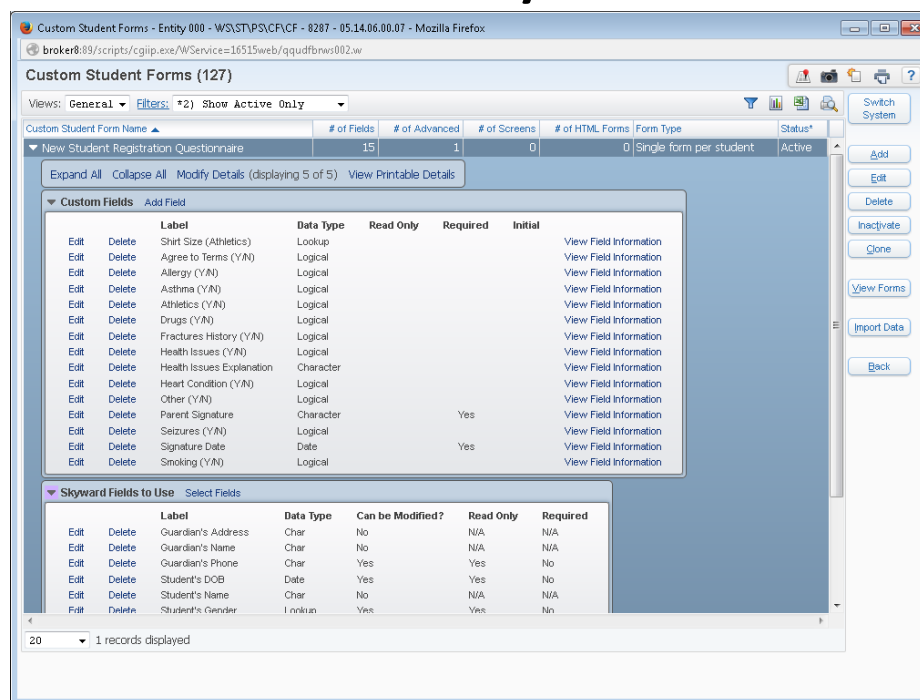
Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

- ▶ Custom Fields Add Field
- ▶ Skyward Fields to Use Select Fields
- ▶ Advanced Custom Forms Add Advanced Form
- ▶ Custom Screens Add Screen
- ▶ Custom HTML Forms Add Form

20 1 records displayed

Custom Fields & Skyward Fields

• Custom vs. Skyward Fields



The screenshot shows the 'Custom Student Forms (127)' interface. It displays a list of custom fields for the 'New Student Registration Questionnaire' form. The fields are categorized into 'Custom Fields' and 'Skyward Fields to Use'.

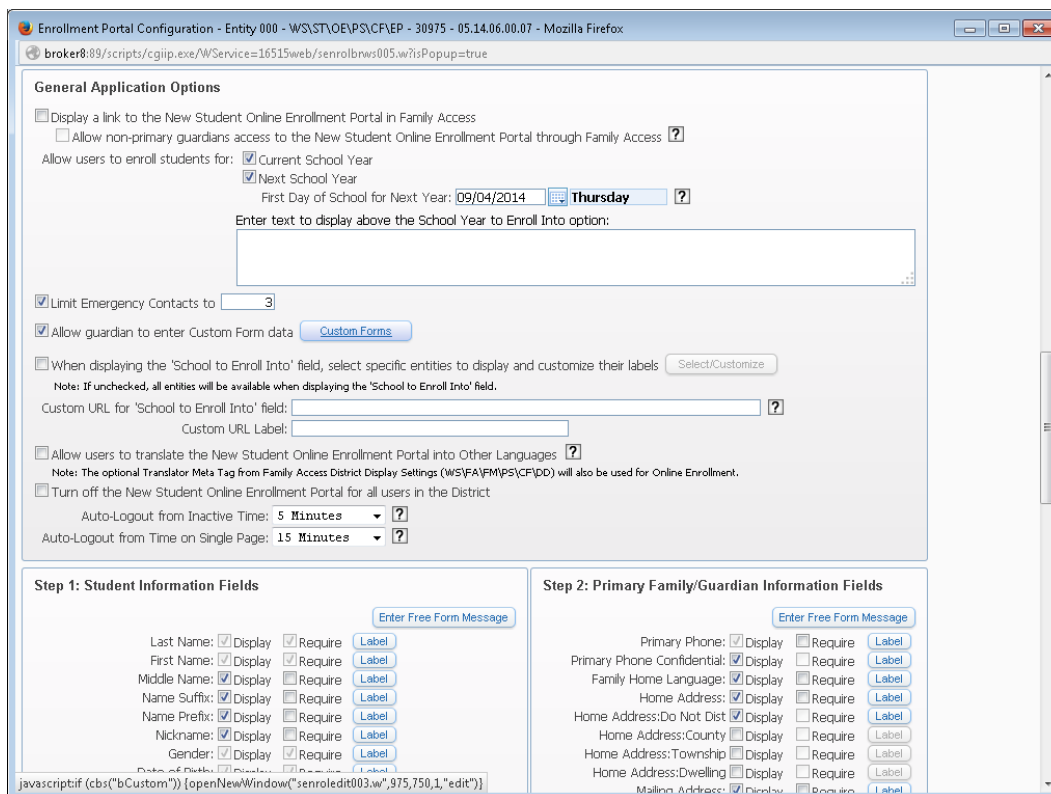
Label	Data Type	Read Only	Required	Initial
Shirt Size (Athletics)	Lookup			
Agree to Terms (Y/N)	Logical			
Allergy (Y/N)	Logical			
Asthma (Y/N)	Logical			
Athletics (Y/N)	Logical			
Drugs (Y/N)	Logical			
Fractures History (Y/N)	Logical			
Health Issues (Y/N)	Logical			
Health Issues Explanation	Character			
Heart Condition (Y/N)	Logical			
Other (Y/N)	Logical			
Parent Signature	Character		Yes	
Seizures (Y/N)	Logical			
Signature Date	Date		Yes	
Smoking (Y/N)	Logical			

Label	Data Type	Can be Modified?	Read Only	Required
Guardian's Address	Char	No	N/A	N/A
Guardian's Name	Char	No	N/A	N/A
Guardian's Phone	Char	Yes	Yes	No
Student's DOB	Date	Yes	Yes	No
Student's Name	Char	No	N/A	N/A
Student's Gender	Lookup	Yes	Yes	No

- When creating the Custom form fields ensure that you name them specifically in order to pull them for Data Mining
- Ex – do not just name them Yes/No instead Asthma (Y/N)

Link Custom Forms to NSOE

- Link Custom Forms (NSOE)



Enrollment Portal Configuration - Entity 000 - WS\ST\OE\PS\CF\EP - 30975 - 05.14.06.00.07 - Mozilla Firefox

broker8:89/scripts/cgiip.exe/WSservice=16515web/senrollbrws005.w?isPopup=true

General Application Options

Display a link to the New Student Online Enrollment Portal in Family Access

Allow non-primary guardians access to the New Student Online Enrollment Portal through Family Access ?

Allow users to enroll students for: Current School Year
 Next School Year

First Day of School for Next Year: 09/04/2014 Thursday ?

Enter text to display above the School Year to Enroll Into option:

Limit Emergency Contacts to

Allow guardian to enter Custom Form data [Custom Forms](#)

When displaying the 'School to Enroll Into' field, select specific entities to display and customize their labels [Select/Customize](#)

Note: If unchecked, all entities will be available when displaying the 'School to Enroll Into' field.

Custom URL for 'School to Enroll Into' field: ?
 Custom URL Label:

Allow users to translate the New Student Online Enrollment Portal into Other Languages ?

Note: The optional Translator Meta Tag from Family Access District Display Settings (WS\FA\FM\PS\CF\DD) will also be used for Online Enrollment.

Turn off the New Student Online Enrollment Portal for all users in the District

Auto-Logout from Inactive Time: 5 Minutes ?
 Auto-Logout from Time on Single Page: 15 Minutes ?

Step 1: Student Information Fields

[Enter Free Form Message](#)

Last Name:	<input checked="" type="checkbox"/> Display	<input checked="" type="checkbox"/> Require	Label
First Name:	<input checked="" type="checkbox"/> Display	<input checked="" type="checkbox"/> Require	Label
Middle Name:	<input checked="" type="checkbox"/> Display	<input type="checkbox"/> Require	Label
Name Suffix:	<input checked="" type="checkbox"/> Display	<input type="checkbox"/> Require	Label
Name Prefix:	<input checked="" type="checkbox"/> Display	<input type="checkbox"/> Require	Label
Nickname:	<input checked="" type="checkbox"/> Display	<input type="checkbox"/> Require	Label
Gender:	<input checked="" type="checkbox"/> Display	<input checked="" type="checkbox"/> Require	Label
Date of Birth:	<input checked="" type="checkbox"/> Display	<input checked="" type="checkbox"/> Require	Label

Step 2: Primary Family/Guardian Information Fields

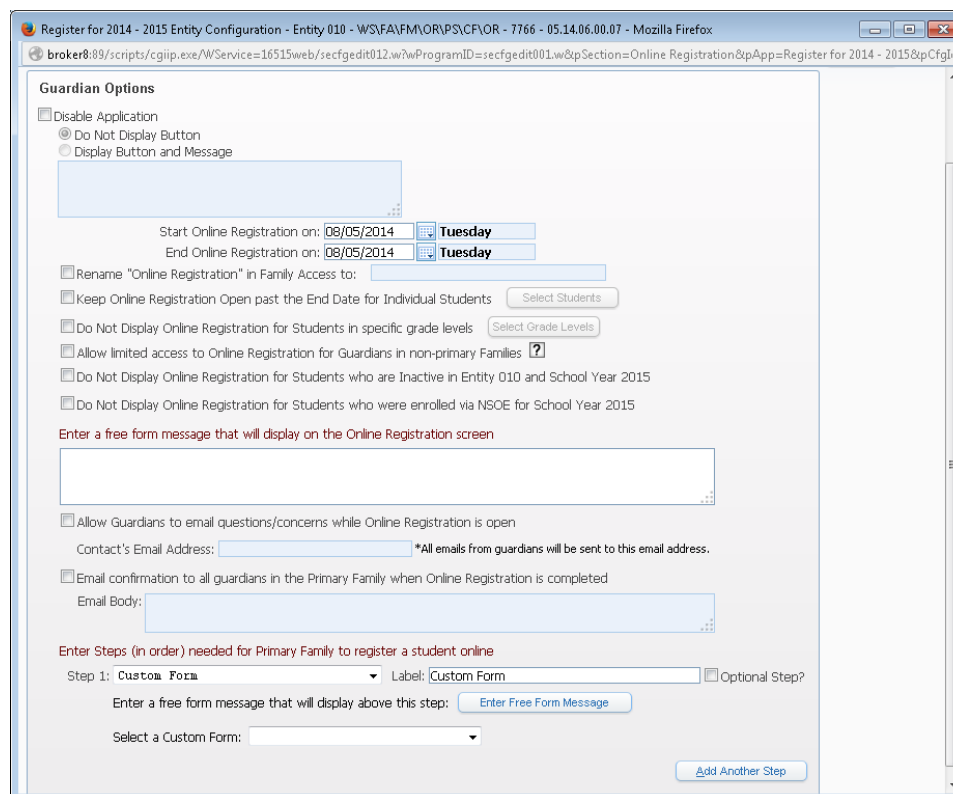
[Enter Free Form Message](#)

Primary Phone:	<input checked="" type="checkbox"/> Display	<input type="checkbox"/> Require	Label
Primary Phone Confidential:	<input checked="" type="checkbox"/> Display	<input type="checkbox"/> Require	Label
Family Home Language:	<input checked="" type="checkbox"/> Display	<input type="checkbox"/> Require	Label
Home Address:	<input checked="" type="checkbox"/> Display	<input type="checkbox"/> Require	Label
Home Address:Do Not Dist:	<input checked="" type="checkbox"/> Display	<input type="checkbox"/> Require	Label
Home Address:County:	<input type="checkbox"/> Display	<input type="checkbox"/> Require	Label
Home Address:Township:	<input type="checkbox"/> Display	<input type="checkbox"/> Require	Label
Home Address:Dwelling:	<input type="checkbox"/> Display	<input type="checkbox"/> Require	Label
Mailing Address:	<input checked="" type="checkbox"/> Display	<input type="checkbox"/> Require	Label

javascript:if (cbs("bCustom")) {openNewWindow("senroledit003.w",975,750,1,"edit");}

Link Custom Forms to Family Access Online Registration

- Link Custom Forms (FA)



Register for 2014 - 2015 Entity Configuration - Entity 010 - WSFA\FM\OR\PS\C\F\OR - 7766 - 05.14.06.00.07 - Mozilla Firefox

broker8:89/scripts/cgiip.exe/WService=16515web/secfgedit012.w?wProgramID=secfgedit001.w&pSection=Online Registration&pApp=Register for 2014 - 2015&pCfgr

Guardian Options

Disable Application

Do Not Display Button

Display Button and Message

Start Online Registration on: 09/05/2014 Tuesday

End Online Registration on: 08/05/2014 Tuesday

Rename "Online Registration" in Family Access to:

Keep Online Registration Open past the End Date for Individual Students

Do Not Display Online Registration for Students in specific grade levels

Allow limited access to Online Registration for Guardians in non-primary Families

Do Not Display Online Registration for Students who are Inactive in Entity 010 and School Year 2015

Do Not Display Online Registration for Students who were enrolled via NSOE for School Year 2015

Enter a free form message that will display on the Online Registration screen

Allow Guardians to email questions/concerns while Online Registration is open

Contact's Email Address: *All emails from guardians will be sent to this email address.

Email confirmation to all guardians in the Primary Family when Online Registration is completed

Email Body:

Enter Steps (in order) needed for Primary Family to register a student online

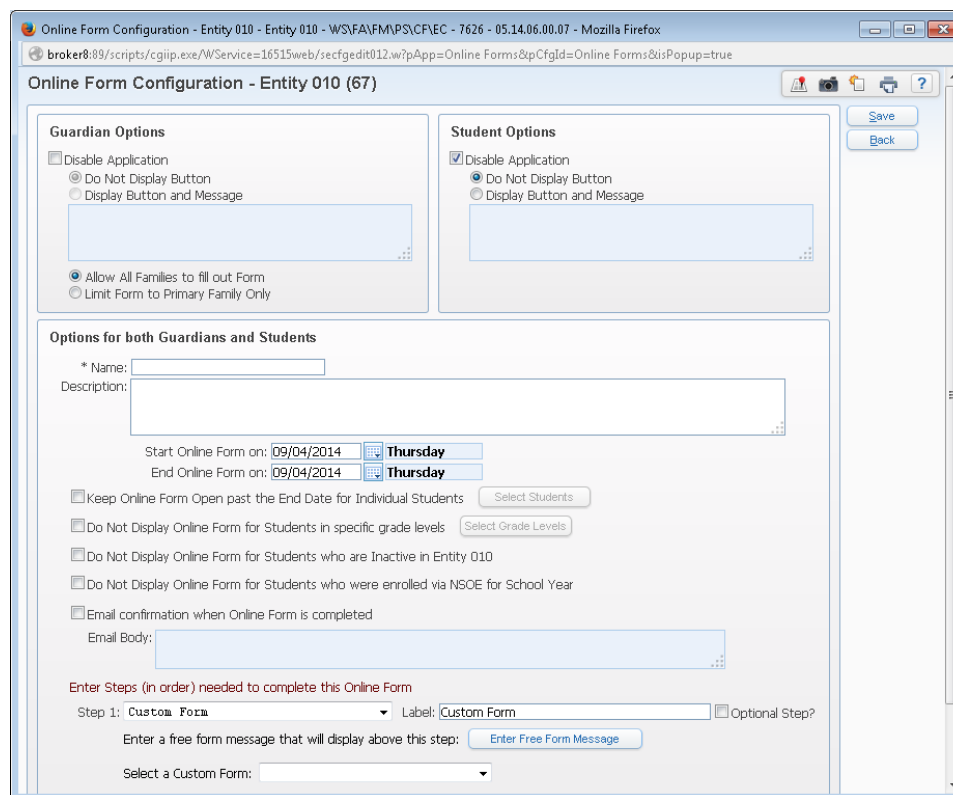
Step 1: Custom Form Label: Custom Form Optional Step?

Enter a free form message that will display above this step:

Select a Custom Form:

Link Custom Forms to Online Forms

- Link to Online Forms (FA)



Online Form Configuration - Entity 010 - Entity 010 - WS\FA\FMVP\SCF\EC - 7626 - 05.14.06.00.07 - Mozilla Firefox

broker8:89/scripts/cgiip.exe/WService=16515web/secfgedit012.w?pApp=Online Forms&pCfgId=Online Forms&isPopup=true

Online Form Configuration - Entity 010 (67)

Guardian Options

Disable Application

Do Not Display Button

Display Button and Message

Allow All Families to fill out Form

Limit Form to Primary Family Only

Student Options

Disable Application

Do Not Display Button

Display Button and Message

Save

Back

Options for both Guardians and Students

* Name:

Description:

Start Online Form on: 09/04/2014

End Online Form on: 09/04/2014

Keep Online Form Open past the End Date for Individual Students

Do Not Display Online Form for Students in specific grade levels

Do Not Display Online Form for Students who are Inactive in Entity 010

Do Not Display Online Form for Students who were enrolled via NSOE for School Year

Email confirmation when Online Form is completed

Email Body:

Enter Steps (in order) needed to complete this Online Form

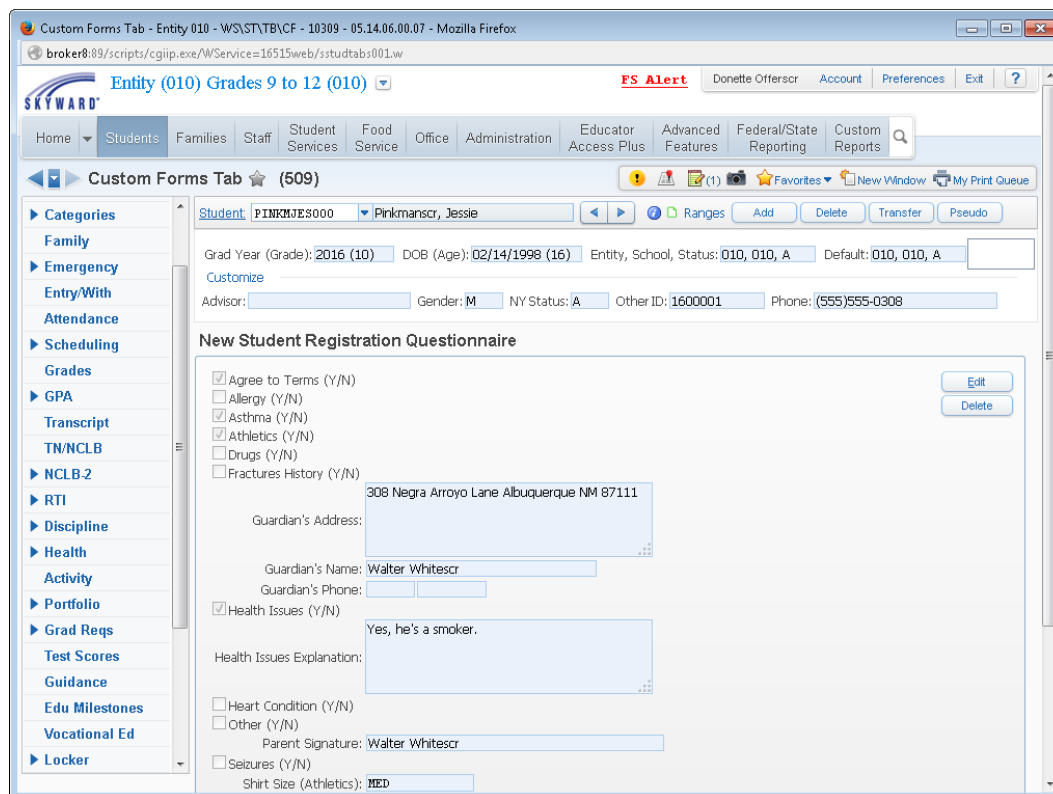
Step 1: Custom Form Label: Custom Form Optional Step?

Enter a free form message that will display above this step:

Select a Custom Form:

Viewing & Printing Custom Forms

- View\Print Custom Forms



Custom Forms Tab - Entity 010 - WS\ST\BYCF - 10309 - 05.14.06.00.07 - Mozilla Firefox

broker8:89/scripts/cgiip.exe/WService=16515web/sstudtab:001.w

Entity (010) Grades 9 to 12 (010) **FS Alert** Donette Offscr Account Preferences Exit ?

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

Custom Forms Tab (509) (1) Favorites New Window My Print Queue

Student: PINKME:000 Pinkmanscr, Jessie Ranges Add Delete Transfer Pseudo

Grad Year (Grade): 2016 (10) DOB (Age): 02/14/1998 (16) Entity, School, Status: 010, 010, A Default: 010, 010, A

Customize

Advisor: Gender: M NY Status: A Other ID: 1600001 Phone: (955)555-0308

New Student Registration Questionnaire

Agree to Terms (Y/N) Allergy (Y/N) Asthma (Y/N) Athletics (Y/N) Drugs (Y/N) Fractures History (Y/N)

Guardian's Address: 308 Negra Arroyo Lane Albuquerque NM 87111

Guardian's Name: Walter Whitescr

Guardian's Phone:

Health Issues (Y/N)

Health Issues Explanation: Yes, he's a smoker.

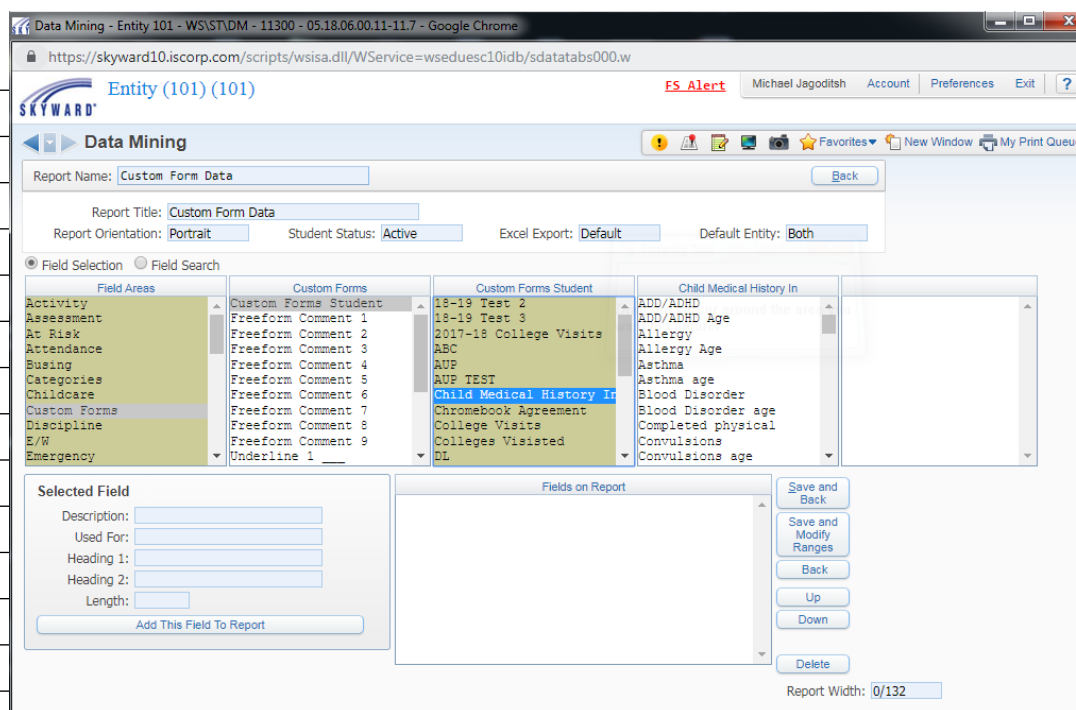
Heart Condition (Y/N) Other (Y/N) Seizures (Y/N)

Parent Signature: Walter Whitescr

Shirt Size (Athletics): MED

Data Mining Custom Forms Data

- Data Mining Forms Data



The screenshot shows the Skyward Data Mining interface for 'Entity (101) (101)'. The report name is 'Custom Form Data'. The report title is 'Custom Form Data'. The report orientation is 'Portrait', student status is 'Active', excel export is 'Default', and default entity is 'Both'. The interface is in 'Field Selection' mode.

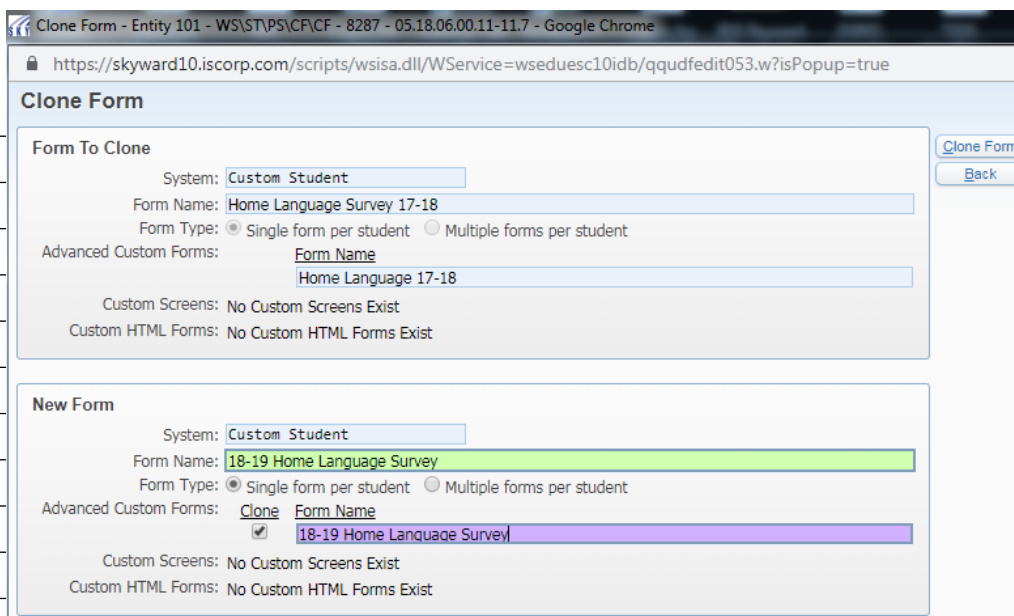
Field Areas	Custom Forms	Custom Forms Student	Child Medical History In
Activity	Custom Forms Student	18-19 Test 2	ADD/ADHD
Assessment	Freeform Comment 1	18-19 Test 3	ADD/ADHD Age
At Risk	Freeform Comment 2	2017-18 College Visits	Allergy
Attendance	Freeform Comment 3	ASC	Allergy Age
Busing	Freeform Comment 4	AUP	Asthma
Categories	Freeform Comment 5	AUP TEST	Asthma age
Childcare	Freeform Comment 6	Child Medical History In	Blood Disorder
Custom Forms	Freeform Comment 7	Chromebook Agreement	Blood Disorder age
Discipline	Freeform Comment 8	College Visits	Completed physical
E/W	Freeform Comment 9	Colleges Visisted	Convulsions
Emergency	Underline 1	DL	Convulsions age

The 'Selected Field' section contains the following fields:

- Description:
- Used For:
- Heading 1:
- Heading 2:
- Length:

The 'Fields on Report' section is currently empty. The interface includes buttons for 'Save and Back', 'Save and Modify Ranges', 'Back', 'Up', 'Down', and 'Delete'. The report width is 0/132.

• Cloning Custom Forms



The screenshot shows a web browser window with the URL `https://skyward10.iscorp.com/scripts/wsisa.dll/WService=wseduesc10idb/qqudfedit053.w?isPopup=true`. The page title is "Clone Form".

Form To Clone

- System: Custom Student
- Form Name: Home Language Survey 17-18
- Form Type: Single form per student Multiple forms per student
- Advanced Custom Forms:

Form Name
Home Language 17-18
- Custom Screens: No Custom Screens Exist
- Custom HTML Forms: No Custom HTML Forms Exist

New Form

- System: Custom Student
- Form Name: 18-19 Home Language Survey
- Form Type: Single form per student Multiple forms per student
- Advanced Custom Forms:

Clone	Form Name
<input checked="" type="checkbox"/>	18-19 Home Language Survey
- Custom Screens: No Custom Screens Exist
- Custom HTML Forms: No Custom HTML Forms Exist

Buttons: Clone Form, Back

- Use Year specific naming convention for forms that need to be filled out on a yearly basis



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THANK YOU FOR ATTENDING!

