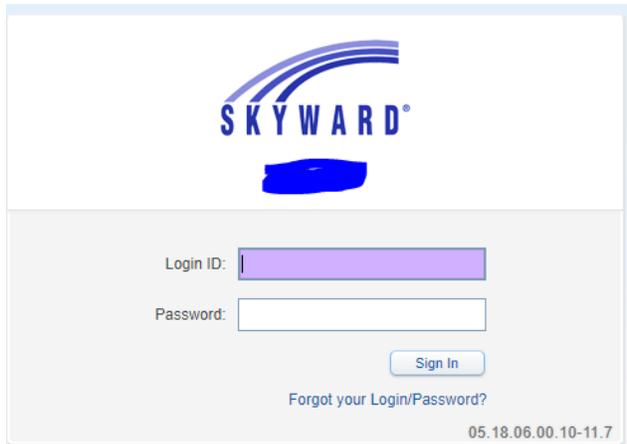


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The image shows the Skyward login interface. At the top is the Skyward logo. Below it are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. A link "Forgot your Login/Password?" is located below the "Sign In" button. At the bottom right of the login area, the version number "05.18.06.00.10-11.7" is displayed.

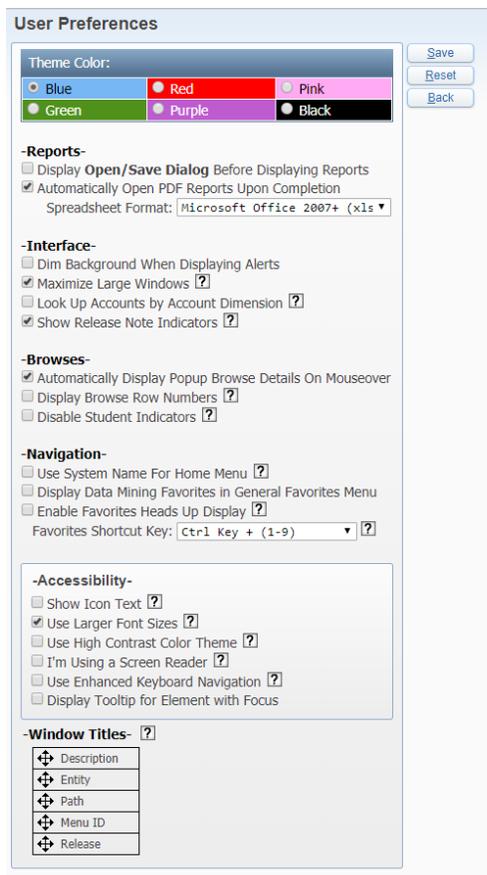
Reminder that Skyward makes major updates to Skyward in Feb, June, and Oct. Between these Releases, there will be Addendums and Database versions updated all throughout the year. You can hover over the number at the bottom of your log in screen to see what the numbers represent.

05 = SIF version number
.18 = The Year the Full Release was distributed (2018)
.06 = The Month the Full Release was distributed (June)
.00 = Increments with each PMP that is distributed after the Full Release
.10 = Increments for each Addendum after the PMP
-11.7 = Indicates the Database Version.

Knowing the version you are working with will help if corrections or major updates are released.



Menu Paths are located at the top of every screen. This is helpful when you have questions about features and functionality.



The image shows the "User Preferences" dialog box. It has a "Theme Color" section with radio buttons for Blue, Red, Pink, Green, Purple, and Black. There are "Save", "Reset", and "Back" buttons. The "Reports" section includes checkboxes for "Display Open/Save Dialog Before Displaying Reports", "Automatically Open PDF Reports Upon Completion", and a "Spreadsheet Format" dropdown set to "Microsoft Office 2007+ (xls)". The "Interface" section has checkboxes for "Dim Background When Displaying Alerts", "Maximize Large Windows", "Look Up Accounts by Account Dimension", and "Show Release Note Indicators". The "Browses" section has checkboxes for "Automatically Display Popup Browse Details On Mouseover", "Display Browse Row Numbers", and "Disable Student Indicators". The "Navigation" section has checkboxes for "Use System Name For Home Menu", "Display Data Mining Favorites in General Favorites Menu", and "Enable Favorites Heads Up Display", along with a "Favorites Shortcut Key" dropdown set to "Ctrl Key + (1-9)". The "Accessibility" section has checkboxes for "Show Icon Text", "Use Larger Font Sizes", "Use High Contrast Color Theme", "I'm Using a Screen Reader", "Use Enhanced Keyboard Navigation", and "Display Tooltip for Element with Focus". The "Window Titles" section has a list of items: "Description", "Entity", "Path", "Menu ID", and "Release", each with a plus icon.

Account-This area will allow the user to provide feedback on Skyward Professional Development Center.

Preferences- Use this to enlarge your text, change the color of your program, cause reports to automatically open when they are finished running, and enable a favorites shortcut key.

The Help button will allow you search out tutorials for viewing.

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Display- You have full control on how this looks and how you can make your day more functional.

The screenshot displays the 'Student Management' dashboard with a 'Dashboard Maintenance' pop-up window. The pop-up window is titled 'Skyward User' and contains two sections: 'Everyone's Widgets' and 'Secured User Widgets'. In the 'Everyone's Widgets' section, 'District Information' is checked, while 'My Upcoming Meetings', 'Skyward Twitter Feed', 'Last Five Logins', 'RSS Feeds', and 'Web Favorites' are unchecked. In the 'Secured User Widgets' section, 'District News', 'My Print Queue', 'Recent Programs', 'Student Locator', and 'Task Processes' are checked, while 'Favorites', 'Notifications', 'Release Notifications', and 'Task Manager' are unchecked. A legend at the bottom of the pop-up states: '* Indicates a widget that is suggested by the district.' To the right of the pop-up are buttons for 'Save', 'Add Dashboard', 'Rename Selected Dashboard', 'Delete Selected Dashboard', 'Reset Selected Dashboard', 'Uncheck All Items', and 'Back'. A red arrow points from the 'Select Widgets' button in the top-left dashboard panel to the 'Dashboard Maintenance' pop-up window.

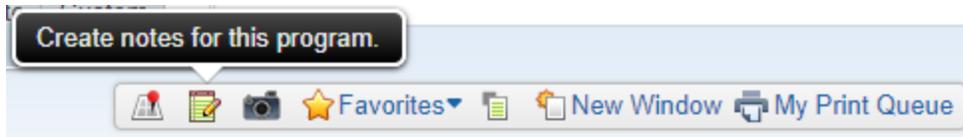


Any time your cursor becomes this icon, the item that you are hovering over is in a drag and drop mode. You can move item around to your liking.

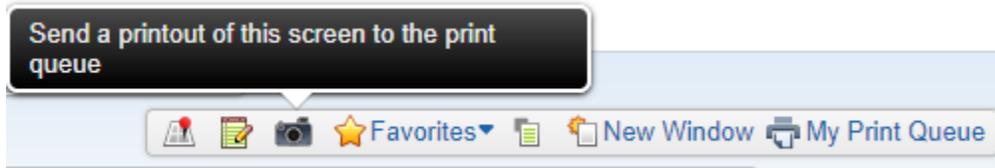
The screenshot shows a tooltip box with the text 'Find a student and view his or her daily schedule.' Below the tooltip is a row of shortcut icons: a calendar, a document, a camera, a star labeled 'Favorites', a document, a window labeled 'New Window', and a printer labeled 'My Print Queue'.

These quick shortcut icons will appear on most screens. When you are not sure what they do, you can hover over them to get the function. Student locator finds students based on the time and their schedule. If it is during a passing period, the locator will likely say "Unknown".

Health- Navigating Health Records Part 1

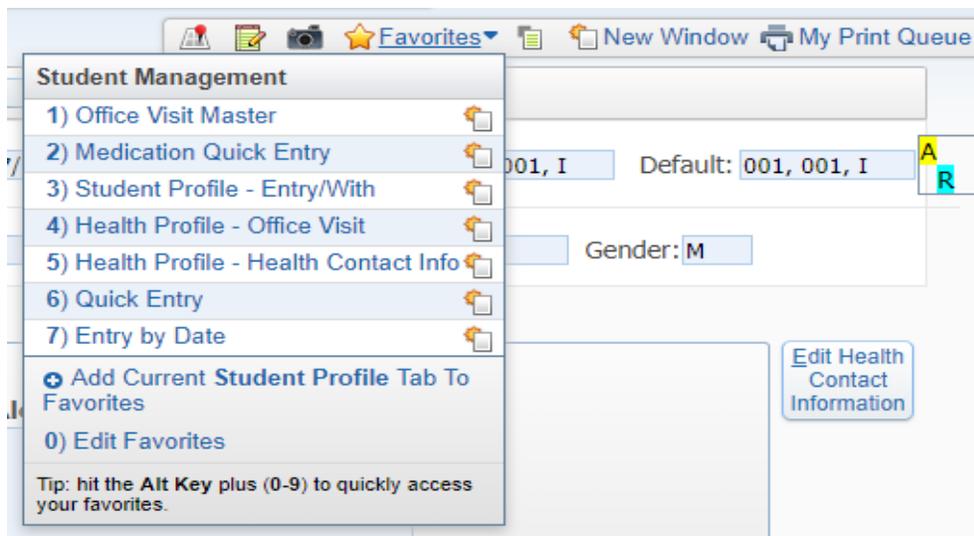


This feature allows the user to create their own notes for the program and screen.

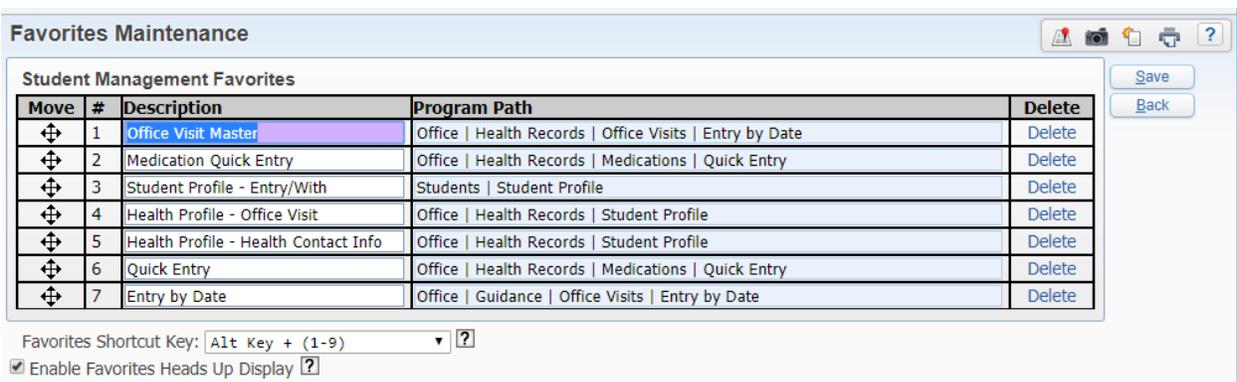


The camera will take a screen shot of the current Skyward window.

Click the drop down arrow to get to your favorite screens:



Edit favorites- move your favorites with the double arrows up and down to your preference. Rename your favorites to what you will recognize. Delete if needed. Enable the quick shortcut key

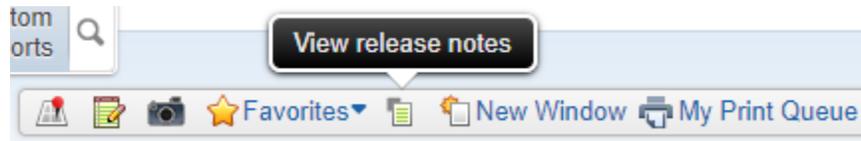


Favorites is designed to help users make certain places in Skyward a favorite, just like in a web browser. Favorites can be added by navigating to the screen that is frequently used and clicking on Favorites. The option will appear to add current screen to Favorites. Name the screen what you like and click save. You can also navigate to the screen you like and click the star by the name of the screen. It will change the star to yellow and automatically add the screen as it is shown to your favorites list. You can Edit Favorites to change the name or location in the list.

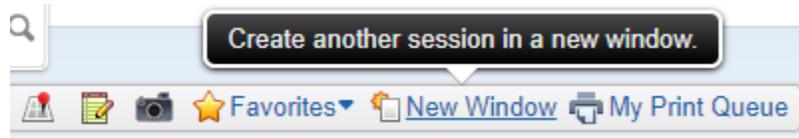


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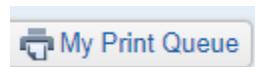
The arrows prior to the name of the screen allow you to navigate forward and back through screens that have been visited. The down arrow will drop a list of the previous places you have been and allow you to automatically jump to that screen.



This will allow the user to see release notes (if available) for the particular pathway/screen.



New Window allows the user to open another session in a separate window. This is best used when you are in the middle of charting and do not want to navigate from the current screen to look up information. Many times, users will go through the day with two screens showing (meds and office visits) to keep up with charts that are open and medications that are due.



This button will navigate directly to the print queue. From the print queue, users can view reports previously run and access the Tasks Feature.



The student line has several features. [Student:](#) is a clickable area (Student Lookup) that will allow the user to do a search for a student based on information other than the student's name. Provide any of the known information and click Search to attempt to find the student you are searching for.

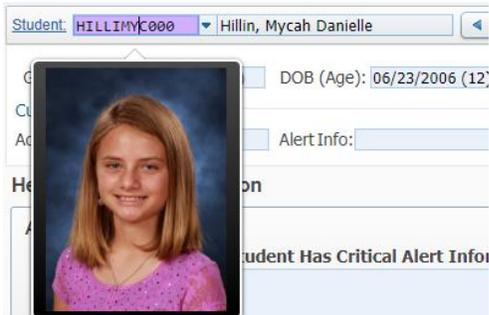
Student Lookup

[Back](#)

Student Filters	Individual Student Lookup
Last Name Begins: <input type="text"/>	Full Name (FML): <input type="text"/>
First Name Begins: <input type="text"/>	Full Name (LFM): <input type="text"/>
Middle Name Begins: <input type="text"/>	Other ID: <input type="text"/>
Date of Birth: <input type="text"/>	Alphakey: <input type="text"/>
Phone (1,2,3): <input type="text"/>	Other Name: <input type="text"/>
Guardian's Name (LF): <input type="text"/>	
Guardian's Email: <input type="text"/>	
Grade/Grad Yr: <input type="text"/> 9999	
Gender: <input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Both	
Current Year Status: <input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Both	
Next Year Status: <input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Both	
<input type="checkbox"/> Default Entity Only	

Hover over the student key to see the student's picture:

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Student: HILLIMY0000 Hillin, Mycah Danielle

DOB (Age): 06/23/2006 (12)

Alert Info:

Student Has Critical Alert Info



These arrows will allow you to scroll through the students alphabetically.



The Blue "i" button is a quick link to the student profile.

Profile

- Student Info
 - Profile
 - Attendance (0)
 - Schedule
 - Entry/Withdrawal
 - IHP
 - Emergency Contacts
 - Discipline (0)
 - Custom Forms
- Family Access Display
 - Home
 - Gradebook
- Student Access Display
 - Home
 - Gradebook
- Reports
 - Information Report

The profile has important information about the student's demographics. Additional information is seen by the setup of the district rights.

Anything in the profile that is underlined and blue is a hyperlink. You should be able to click on the name to get additional phone numbers or email to open your email program with their address prepopulated

Guardian Name	Background Check	Relation	Phone	Email
Amy Hillin	No	Mother		amy.hillin@wylieisd.net

Ranges

This area is important, as changes here will affect the students that you are able to see. For the most part, users will have their ranges set to:

Current Year Status:

If you need to look at information about a student who has withdrawn or moved to another campus in the district, you will need to return your range to Both. Ranges can apply different criteria to your views so that you can look at all or just a few of students who meet your preference.

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Customize Tabs

Move	Tab Name	Display Tab
↕	Health Contact Info	<input checked="" type="checkbox"/>
↕	All Health	<input checked="" type="checkbox"/>
↕	Childhood Illness	<input checked="" type="checkbox"/>
↕	Dental	<input type="checkbox"/>
↕	Disability	<input type="checkbox"/>
↕	Health Condition	<input checked="" type="checkbox"/>
↕	Health Test	<input checked="" type="checkbox"/>
↕	Hearing	<input checked="" type="checkbox"/>
↕	IHP	<input checked="" type="checkbox"/>
↕	Injury	<input checked="" type="checkbox"/>
↕	Medicaid	<input checked="" type="checkbox"/>
↕	Medication	<input checked="" type="checkbox"/>
↕	Office Visit	<input checked="" type="checkbox"/>
↕	Physical	<input checked="" type="checkbox"/>
↕	Scoliosis	<input checked="" type="checkbox"/>
↕	Tuberculosis	<input checked="" type="checkbox"/>
↕	Vaccinations	<input checked="" type="checkbox"/>
↕	Vision	<input checked="" type="checkbox"/>
↕	Diabetes Care Log	<input checked="" type="checkbox"/>

Save
Reset
Back
Sort A-Z

Customize Tabs In both Students and Office, every user has rights to customize their tabs. This feature allows the user to select which tabs they want to see and in what order they are preferred to be seen.

Remember the arrows are a click, drag and drop feature.

Extra Information - Entity 000 - 05:18:06.00:10-11:7 - Google C... X

https://skyward-wb.wylieisd.net/scripts/wsisa.dll/WService=wsEPlus/st...

Extra Information

Space Available: 15

Extra Information to Display

Move	Field	Size	Select
↕	Advisor	42	<input checked="" type="checkbox"/>
↕	Alert Info Short	56	<input checked="" type="checkbox"/>
↕	Other ID	30	<input checked="" type="checkbox"/>
↕	Gender	17	<input checked="" type="checkbox"/>
	Address	82	<input type="checkbox"/>
	Advanced	21	<input type="checkbox"/>
	Alert Info Long	160	<input type="checkbox"/>
	CY Member	22	<input type="checkbox"/>
	Disc Officer	47	<input type="checkbox"/>
	Entity Entry Date	30	<input type="checkbox"/>
	GLO	15	<input type="checkbox"/>
	Grad Req Base Year	32	<input type="checkbox"/>
	Graduated	22	<input type="checkbox"/>
	Guardian 1	45	<input type="checkbox"/>
	Guardian 1 Second Phone	54	<input type="checkbox"/>
	Guardian 1 Third Phone	53	<input type="checkbox"/>
	Homerom	23	<input type="checkbox"/>
	Internal ID	27	<input type="checkbox"/>
	Language	33	<input type="checkbox"/>
	Library Card	37	<input type="checkbox"/>
	NY Grad Year	26	<input type="checkbox"/>
	NY Status	20	<input type="checkbox"/>
	Phone	44	<input type="checkbox"/>
	Race	29	<input type="checkbox"/>
	Retained	21	<input type="checkbox"/>
	Second Phone	43	<input type="checkbox"/>
	State ID	31	<input type="checkbox"/>
	Third Phone	42	<input type="checkbox"/>

Save
Reset
Back

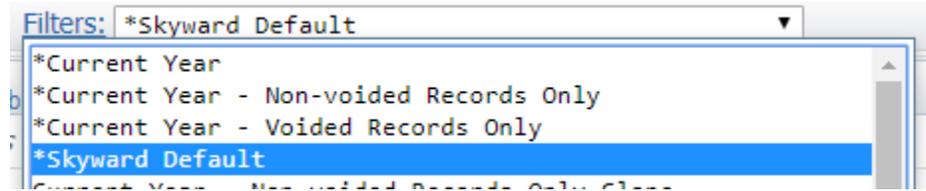
Customize Allows the user to set up extra information that they would like shown. This is user specific and will appear in all entities. There is a limit to the number of characters.

Filters: Apply Filter Add Filter View Filter Clone Filter Delete Filter Share Filter

This feature is found on most screens in Skyward. It is designed to allow users to create a view of information in the manner of which they prefer. Filters can not only narrow down a view, but also rearrange the information seen on the viewing window. A few filters are built by Skyward and available to users. There are times where the user will want to create their own. The user can start from scratch or clone another filter that might be close to what they are needing.

Health- Navigating Health Records Part 1

Many times, the filter is used to narrow down active records only, records for just this school year, or to customize the viewing window for Skyward.



Skyward Default will always be to see all record, voided or not, in the viewing window.

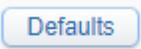
A filter can also be created quickly with the Filter Icon: 

Each of the column headers can be narrowed down with a high and low range quickly and then hit Apply



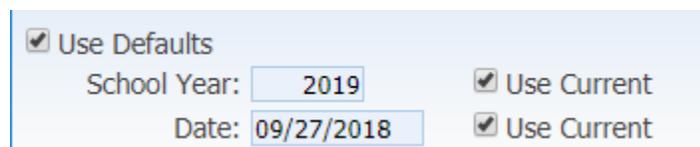
Filter. Columns that are actively being filtered will appear in highlighted green with a star next to the column header and a Reset button would revert the filter to the Skyward Default setting (includes all records).



Defaults: 

Setting Defaults is helpful in pre-populating fields with commonly used information. Defaults are entity specific, which means if the user has access to multiple entities, defaults must be set for each area, for each entity. Defaults are located in every health tab but Health Contact Info, All Health Vaccinations, Medicaid and IHP.

At a minimum, all areas should be using the defaults for the school year and date:



Defaults can also be set in Entry by Homeroom and Entry by Class.