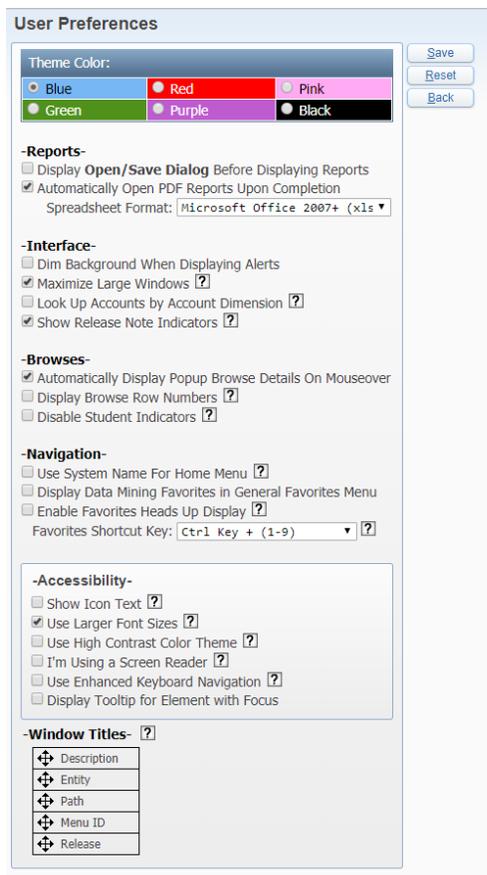Health- Navigating Health Records Part 1
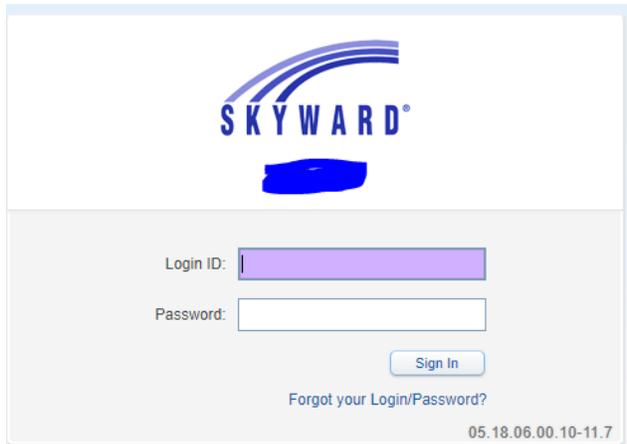
Reminder that Skyward makes major updates to Skyward in Feb, June, and Oct. Between these Releases, there will be Addendums and Database versions updated all throughout the year. You can hover over the number at the bottom of your log in screen to see what the numbers represent.

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.

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.

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

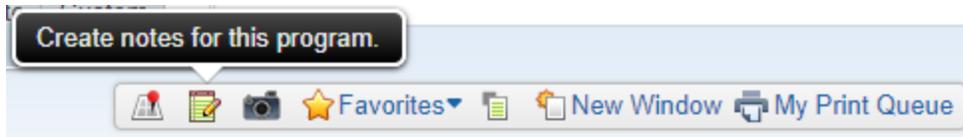Any time your cursor becomes this icon, the item that you are hovering over is in a drag and drop mode. You can move item around to your liking.

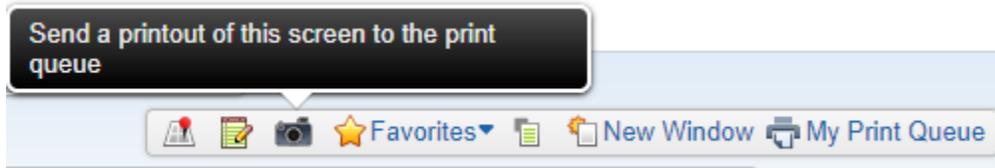These quick shortcut icons will appear on most screens. When you are not sure what they do, you can hover over them to get the function. Student locator finds students based on the time and their schedule. If it is during a passing period, the locator will likely say "Unknown".
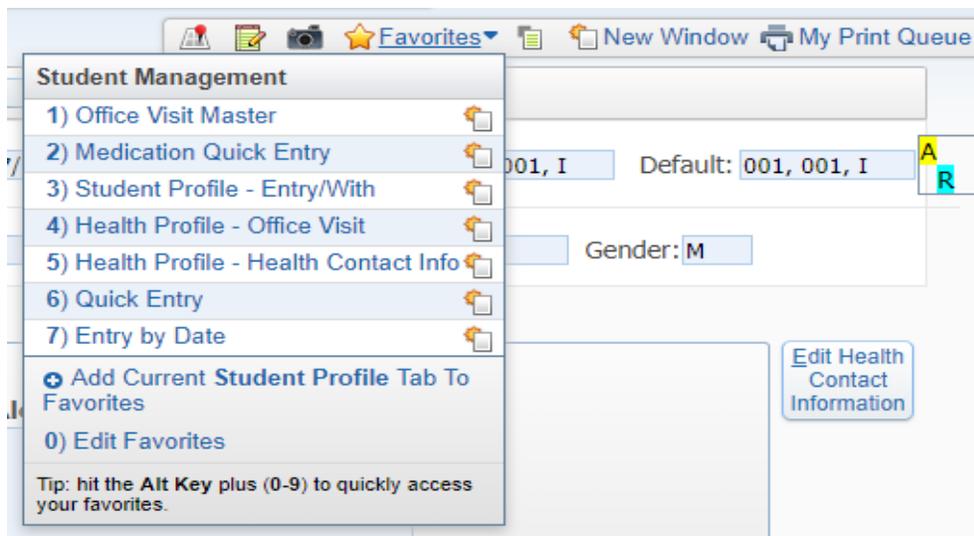
This feature allows the user to create their own notes for the program and screen.
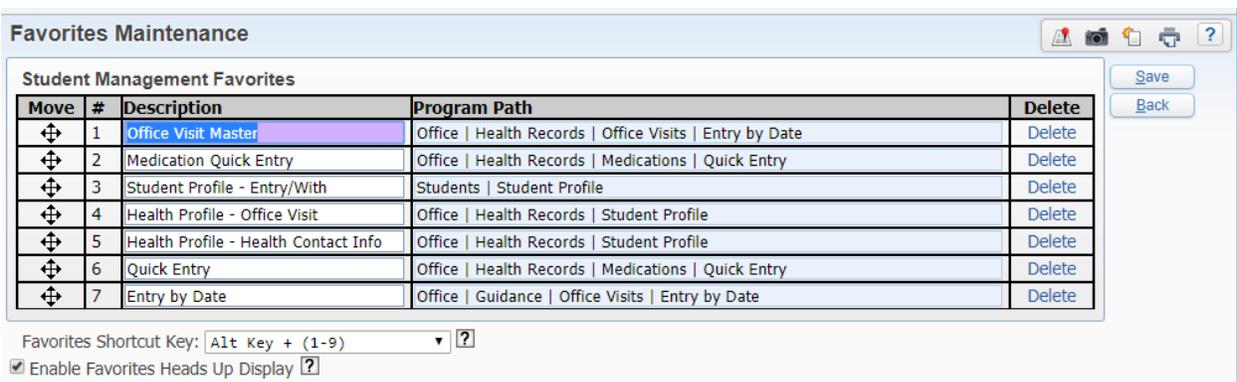

The camera will take a screen shot of the current Skyward window.

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 Maintenance

Student Management Favorites

Move	#	Description	Program Path	Delete
✛	1	Office Visit Master	Office | Health Records | Office Visits | Entry by Date	Delete
✛	2	Medication Quick Entry	Office | Health Records | Medications | Quick Entry	Delete
✛	3	Student Profile - Entry/With	Students | Student Profile	Delete
✛	4	Health Profile - Office Visit	Office | Health Records | Student Profile	Delete
✛	5	Health Profile - Health Contact Info	Office | Health Records | Student Profile	Delete
✛	6	Quick Entry	Office | Health Records | Medications | Quick Entry	Delete
✛	7	Entry by Date	Office | Guidance | Office Visits | Entry by Date	Delete

Favorites Shortcut Key: Alt Key + (1-9) ▼ ?
☑ Enable Favorites Heads Up Display ?

Favorites is designed to help uses 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.
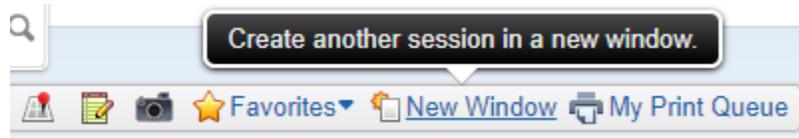
The arrows prior to the name of the screen allow you to navigate forward and back through screens that have been visited. The down arrow will drop a list of the previous places you have been and allow you to automatically jump to that screen.
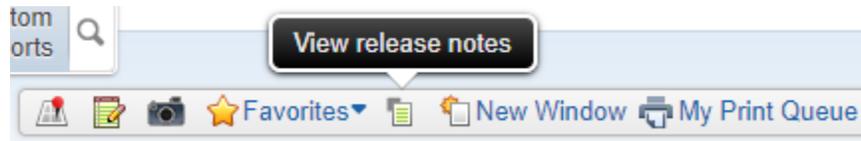
This will allow the user to see release notes (if available) for the particular pathway/screen.

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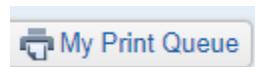
 This button will navigate directly to the print queue. From the print queue, users can view reports previously run and access the Tasks Feature.

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.
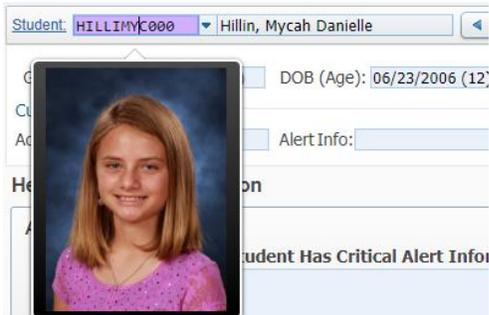

Hover over the student key to see the student's picture:

 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 it 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: Active ▾ 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.

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.

**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.

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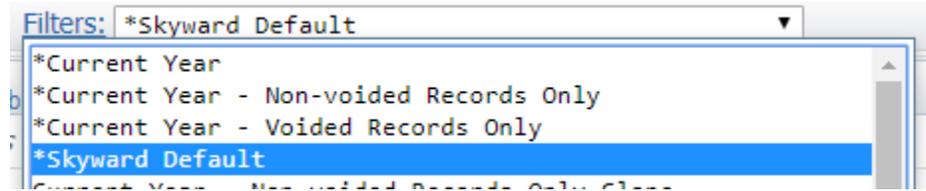
Skyward Default will always be to see all record, voided or not, in the viewing window.

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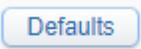
Setting Defaults is helpful in pre-populating fields with commonly used information. Defaults are entity specific, which means if the user has access to multiple entities, defaults must be set for each area, for each entity. Defaults are located in every health tab but Health Contact Info, All Health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

At a minimum, all areas should be using the defaults for the school year and date:
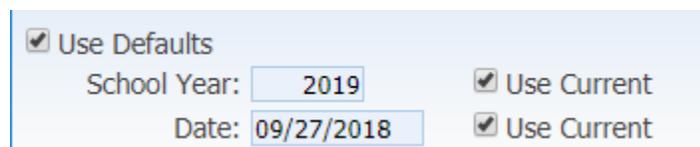
Defaults can also be set in Entry by Homeroom and Entry by Class.