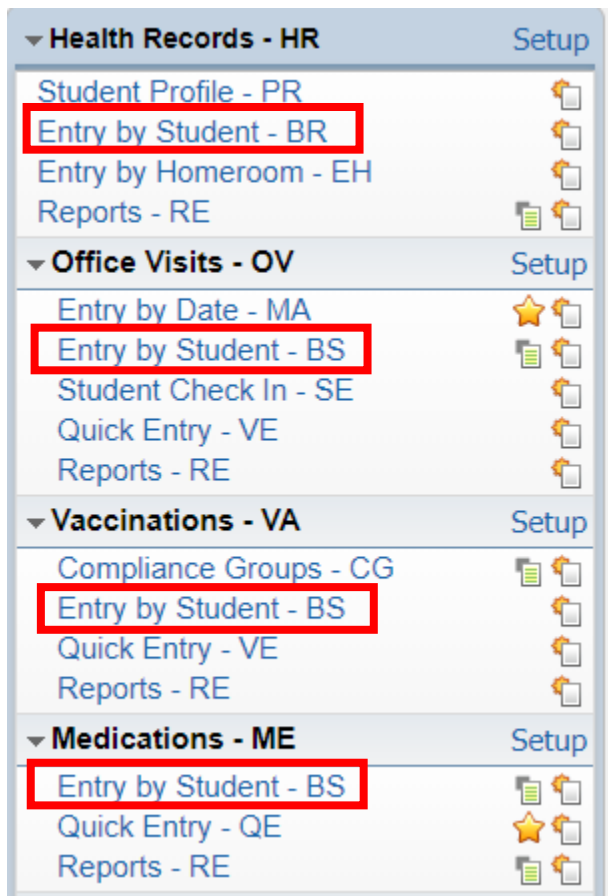
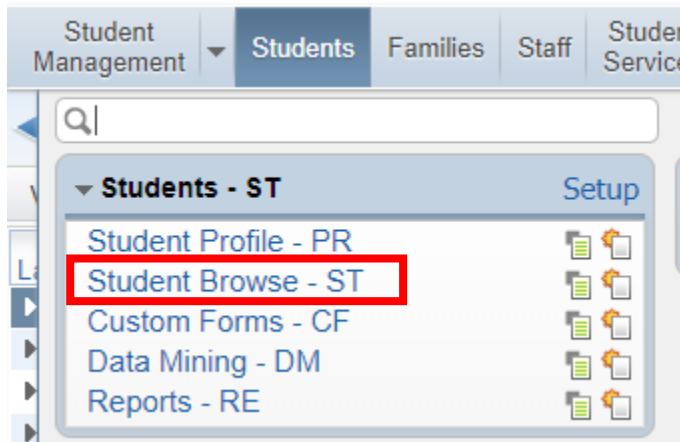


Utilizing the Browse Features in Student and Office



The Student Browse feature is found under the Students and Office areas. Each browse feature will allow users to view information in an “excel” like view. Filters, ranges, and sorting are easily accomplished to view desired information quickly.

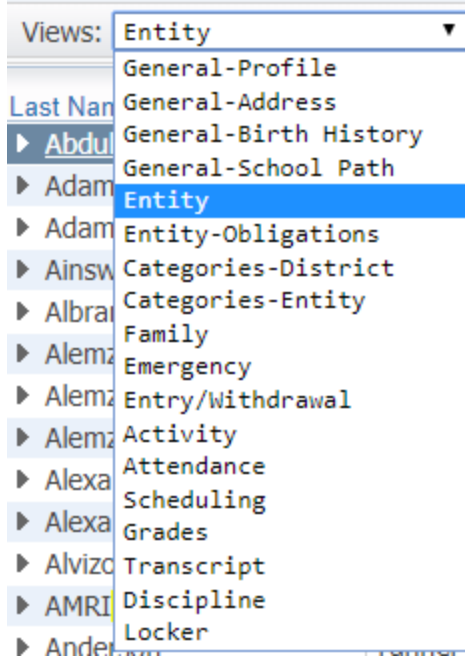
Views:

Views: This area is Skyward build views that will switch the information seen by the user. View options are different for each student browse feature.

Filters:

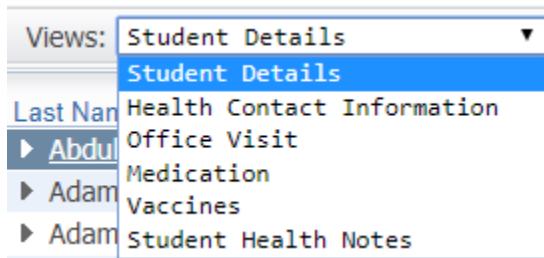
Filters: This area has some Skyward built filters and will give the user the options to create their own filters to narrow their view to only students who meet the desired criteria.

Health- Navigating Health Records Part 2

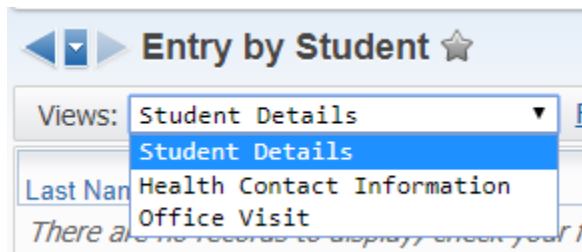


All of the options under the Views dropdown equate to tabs in student. It will change the information that is viewable in the Skyward window.

Views available for Health Records Entry by Student

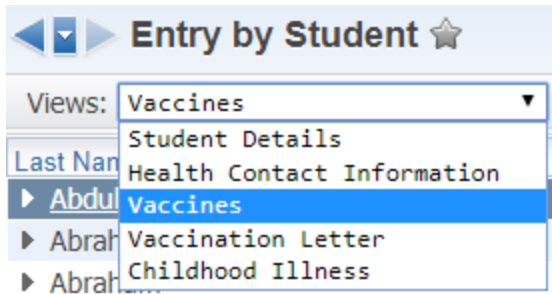


Views available for Office Visit Entry by Student

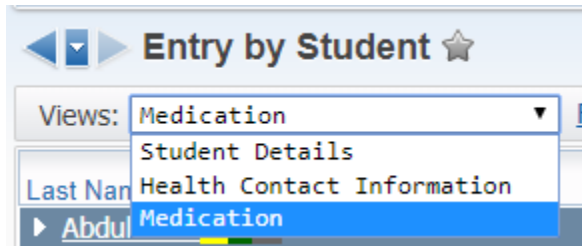


Views available for Vaccinations Entry by Student

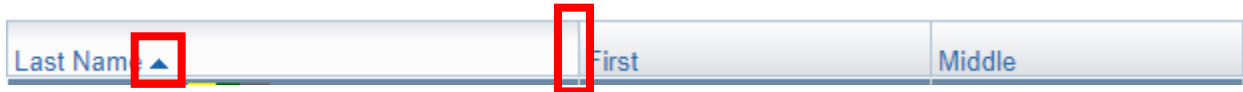
Health- Navigating Health Records Part 2



Views available for Medication Entry by Student

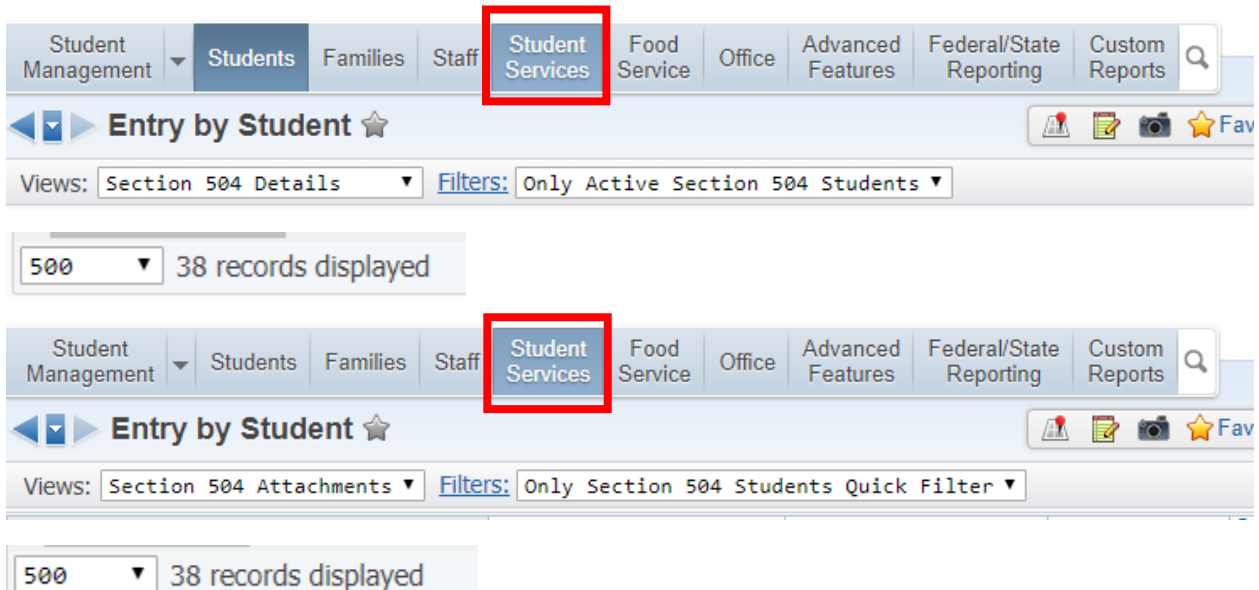


Quick tricks for use in the browse view:



Each header is in a sort mode. For example, click on Last Name and an arrow will appear to demonstrate which direction the data is being sorted by (ascending or descending). The column width can be adjusted by clicking on the line between the items, holding and dragging to the desired width.

Examples of how to use this feature:



Health- Navigating Health Records Part 2

Last Name ▲	First	Middle
▶ [Redacted] S		
▶ [Redacted] SH		
▶ [Redacted] ASH		
▶ [Redacted] GSH		
▶ [Redacted] f + SH		
▶ [Redacted] + SH		
▶ [Redacted] SH		
▶ [Redacted] AS		
▶ [Redacted] S		
▶ [Redacted] AS * H		
▶ [Redacted] G + S		
▶ [Redacted] SH		
▶ [Redacted] SH		
▶ [Redacted] SH		
▶ [Redacted] SH		
▶ [Redacted] SH		
▶ [Redacted] S		
▶ [Redacted] SH		
▶ [Redacted] SH		
▶ [Redacted] S		

Finding outliers for spinal screening

Views: Student Details Filters: 10 year olds

Filter Information

Browse View: Student Details

* Filter Name: 10 year olds

Filter Details:

This is a temporary filter. When checked, this filter is deleted the next time you log into Skyward on the web.

[Save and Apply Filter](#)
[Reset](#)
[Back](#)

Browse Options

Display Totals Count Only

Column Display Options and Filters

Move	Label	Display	Width	Low Value	High Value	
⊕	Last Name	<input checked="" type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZ	
⊕	First	<input checked="" type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZ	
⊕	Middle	<input checked="" type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZ	
⊕	S	<input checked="" type="checkbox"/>	100%	a	a	Reset
⊕	GY	<input checked="" type="checkbox"/>	100%	0000	9999	
⊕	Gr	<input checked="" type="checkbox"/>	100%	06	06	Reset
⊕	DE	<input type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZ	Reset
⊕	Ent	<input checked="" type="checkbox"/>	100%		ZZZZ	
⊕	Cldr	<input checked="" type="checkbox"/>	100%		ZZZZZ	
⊕	Schl	<input type="checkbox"/>	100%		ZZZZ	Reset
⊕	Birthdate	<input checked="" type="checkbox"/>	100%	01/01/1900 <input type="checkbox"/> Today	12/31/2999 <input type="checkbox"/> Today	
⊕	Age	<input checked="" type="checkbox"/>	100%	10.00	10.00	Reset
⊕	G	<input checked="" type="checkbox"/>	100%	f	f	Reset
⊕	Other ID	<input checked="" type="checkbox"/>	100%		ZZZZZZZZZZZZ	
⊕	Student Key	<input type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZ	Reset
⊕	Primary Phone #	<input type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZ	Reset
⊕	Address	<input type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZ	Reset
⊕	Advisor	<input type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZ	Reset
⊕	Counselor	<input type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZ	Reset