



Texas Skyward User Group Conference

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

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# Using Custom Forms in NSOE, OR & FA

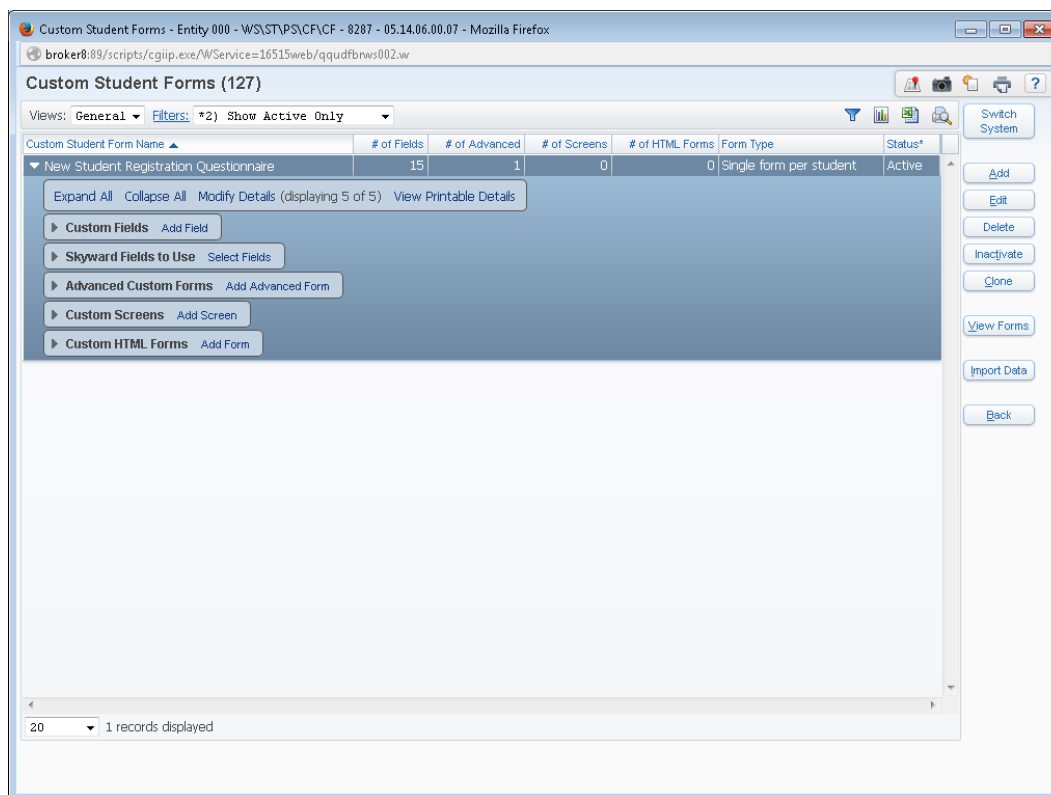


## Using Custom Forms in NSOE, Online Registration and Online Forms (New Family Access)

- 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/ggudfbrws002.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  |

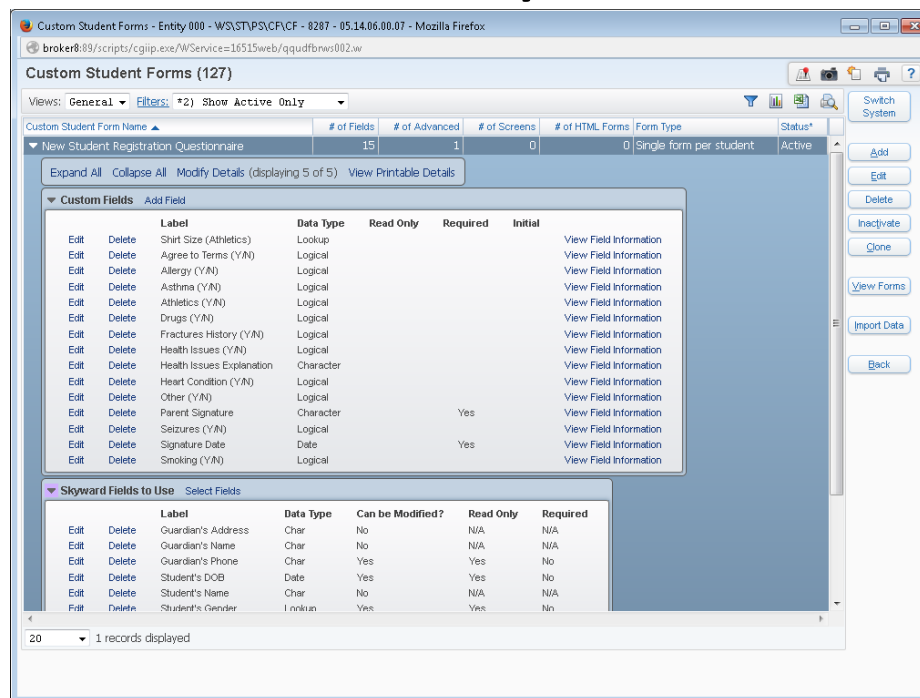
Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

- ▶ 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 summary table for the 'New Student Registration Questionnaire' form, which has 15 fields, 1 advanced field, 0 screens, and 0 HTML forms. Below this, there are two tables:

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

| Skyward Fields to Use |        | Label              | Data Type | Can be Modified? | Read Only | Required |  |
|-----------------------|--------|--------------------|-----------|------------------|-----------|----------|--|
| Edit                  | Delete | Guardian's Address | Char      | No               | N/A       | N/A      |  |
| Edit                  | Delete | Guardian's Name    | Char      | No               | N/A       | N/A      |  |
| Edit                  | Delete | Guardian's Phone   | Char      | Yes              | Yes       | No       |  |
| Edit                  | Delete | Student's DOB      | Date      | Yes              | Yes       | No       |  |
| Edit                  | Delete | Student's Name     | Char      | No               | N/A       | N/A      |  |
| Edit                  | Delete | 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)

# Advanced Custom Forms

- Advanced Custom Forms

Advanced Custom Form Maintenance - Entity 101 - WS\ST\PSV\CF - 8287 - 05.18.06.00.11-11.7 - Google Chrome

https://skyward10.iscorp.com/scripts/wsisa.dll/WService=wseduesc10idb/qqqudfedit040.w?editrecord=0x000000000195312&isPopup=true#

**Advanced Custom Form Maintenance**

System: Custom Student Name: Child Medical History Information 2018-19

Layout Table Fields JavaScript  Secure Form

Page Layout: Portrait

Child Medical History Information

Date:  Grade:

Please fill in this form and return it to the teacher or nurse at the earliest possible date. The information given on this form will enable the school staff to have a better understanding of the pupil's health status.

Name:  Gender:  Birthdate:

Parent/Guardian Name:  Phone Number:

Physician's Name:  Phone Number:

Disease/Medical History

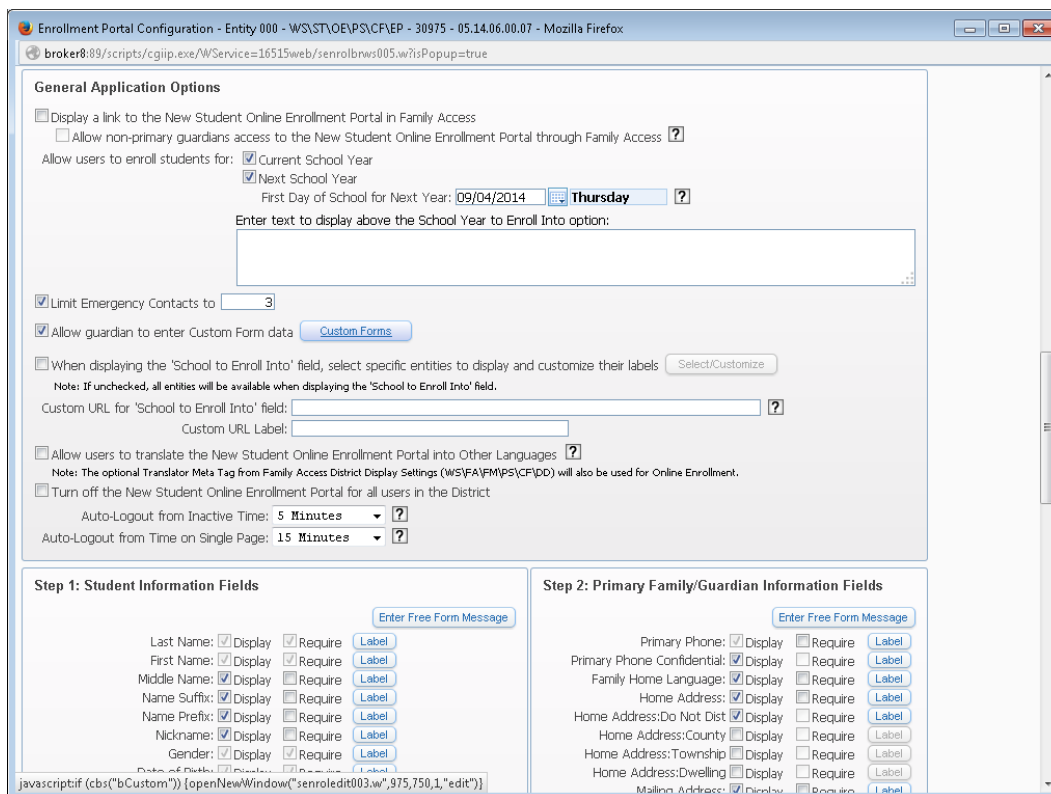
|   |   |  |
|---|---|--|
| <input type="checkbox"/> Asthma         | <input type="checkbox"/> Heart Disease    | <input type="checkbox"/> Sickle Cell Disease |
| <input type="checkbox"/> Allergy        | <input type="checkbox"/> Kidney Disorder  | <input type="checkbox"/> Surgery/fractures   |
| <input type="checkbox"/> Blood Disorder | <input type="checkbox"/> Orthopedic       | <input type="checkbox"/> TB contact          |
| <input type="checkbox"/> Convulsions    | <input type="checkbox"/> Poliomyelitis    | <input type="checkbox"/> Hearing Loss        |
| <input type="checkbox"/> Diabetes       | <input type="checkbox"/> Rheumatic Fever  | <input type="checkbox"/> Vision Loss         |
| <input type="checkbox"/> Epilepsy       | <input type="checkbox"/> Serious Accident | <input type="checkbox"/> ADD/ADHD            |

If this pupil has had any of the above conditions, did he/she receive medical care? Check for Yes:

Has the pupil had a complete physical in the past year? Check for Yes:

## 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/WService=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 ?

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### Step 1: Student Information Fields

[Enter Free Form Message](#)

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

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### Step 2: Primary Family/Guardian Information Fields

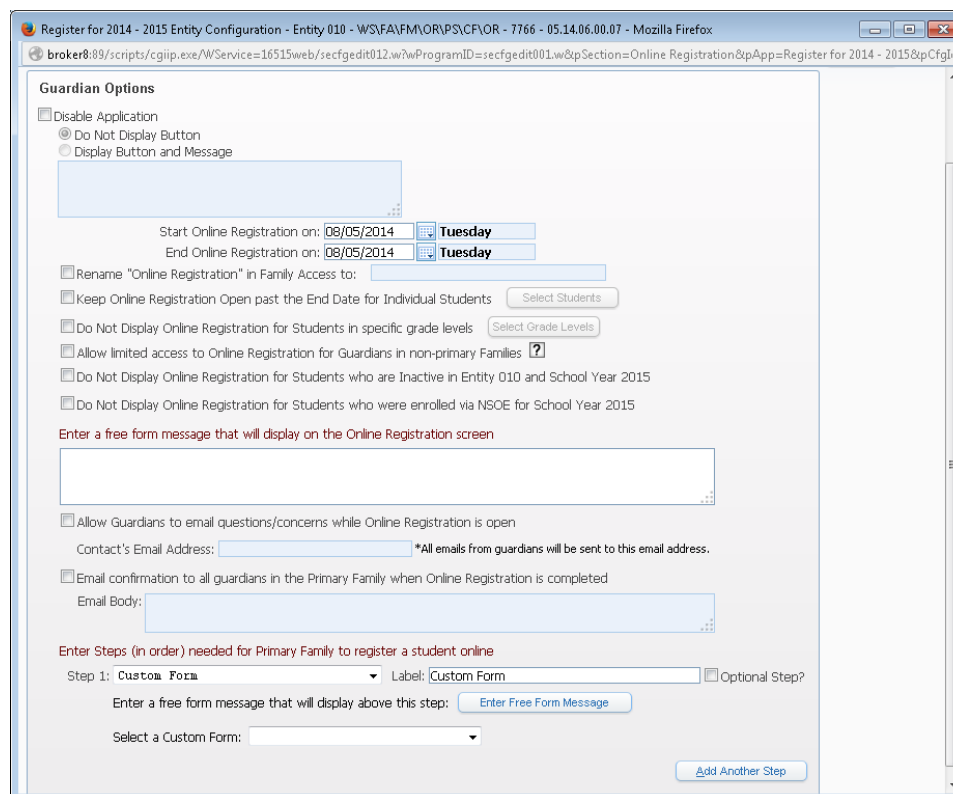
[Enter Free Form Message](#)

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

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

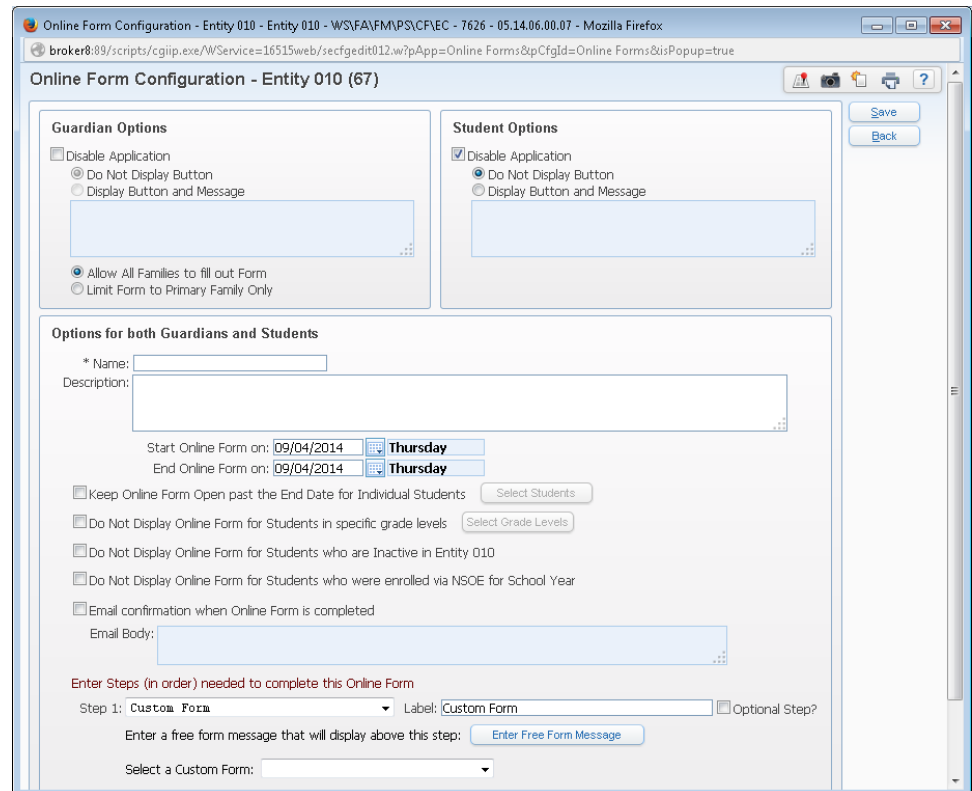
Step 1: Custom Form Label: Custom Form  Optional Step?

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 Thursday

End Online Form on: 09/04/2014 Thursday

Keep Online Form Open past the End Date for Individual Students Select Students

Do Not Display Online Form for Students in specific grade levels Select 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?

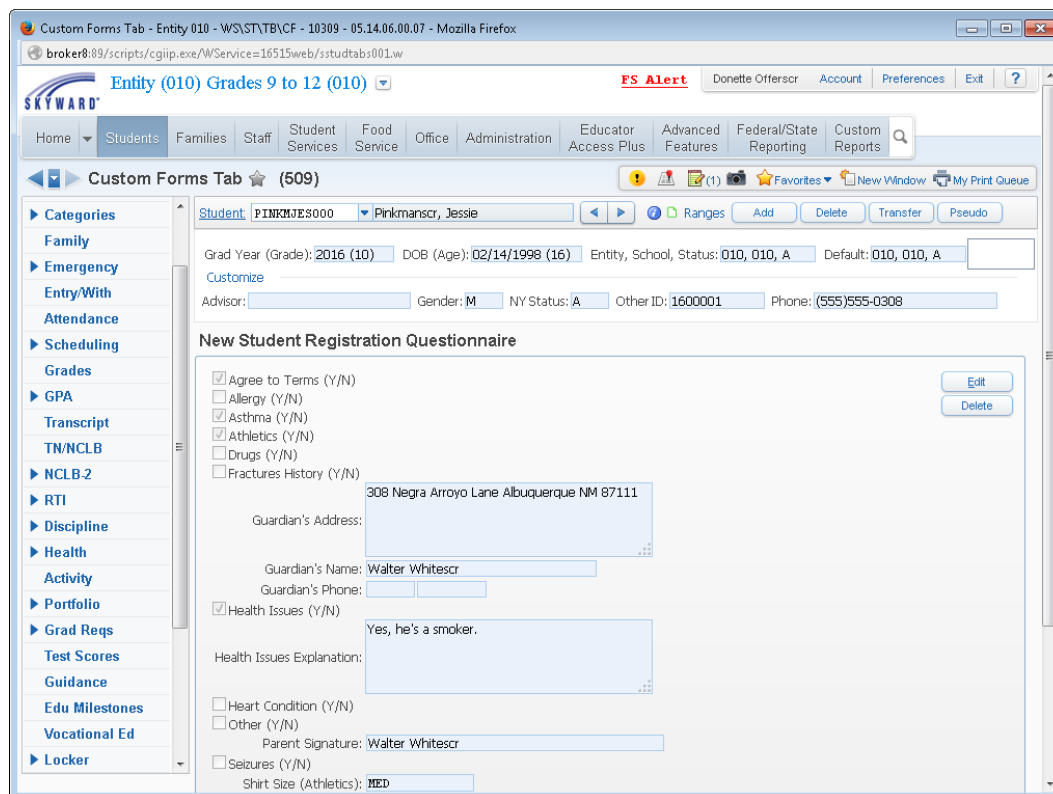
Enter a free form message that will display above this step: Enter Free Form Message

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)

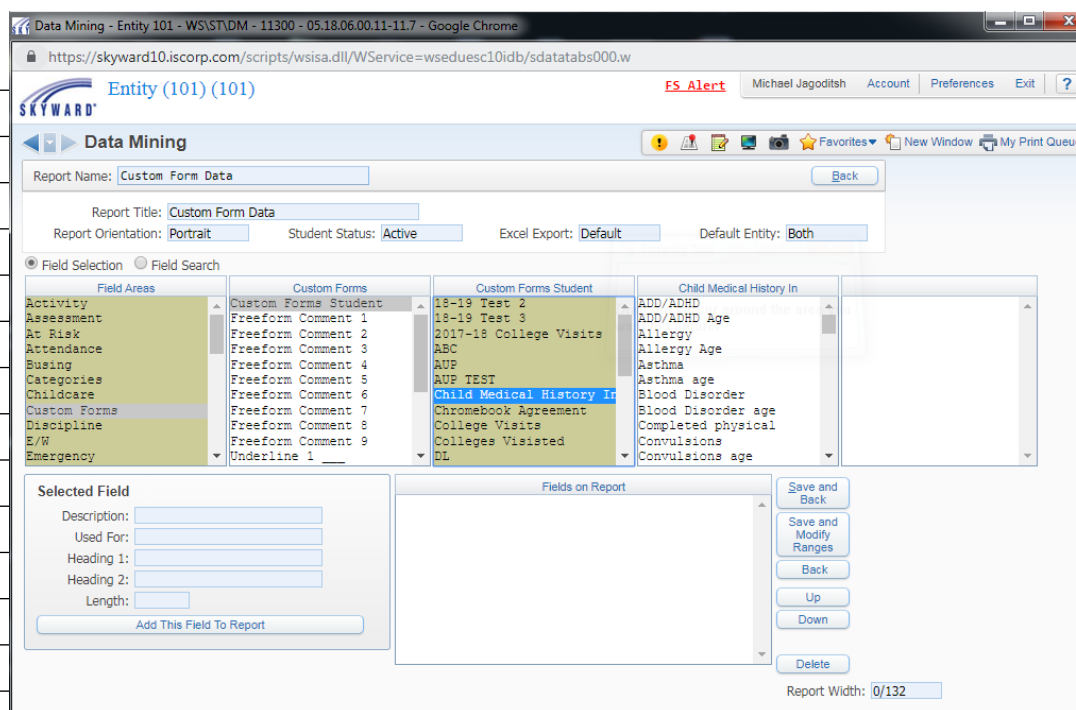
Parent Signature: Walter Whitescr

Shirt Size (Athletics): MED

Categories: Family, Emergency, Entry/With, Attendance, Scheduling, Grades, GPA, Transcript, TN/NCLB, NCLB-2, RTI, Discipline, Health, Activity, Portfolio, Grad Reqs, Test Scores, Guidance, Edu Milestones, Vocational Ed, Locker

## Data Mining Custom Forms Data

- Data Mining Forms Data



The screenshot shows the Skyward Data Mining interface for configuring a report. The browser address bar shows the URL: `https://skyward10.iscorp.com/scripts/wsisa.dll/WService=wseduesc10ldb/sdatatabs000.w`. The page title is "Entity (101) (101)".

The main configuration area includes:

- Report Name:** Custom Form Data
- Report Title:** Custom Form Data
- Report Orientation:** Portrait
- Student Status:** Active
- Excel Export:** Default
- Default Entity:** Both

Below these settings are two tabs: "Field Selection" (selected) and "Field Search".

The "Field Selection" tab contains four columns of field lists:

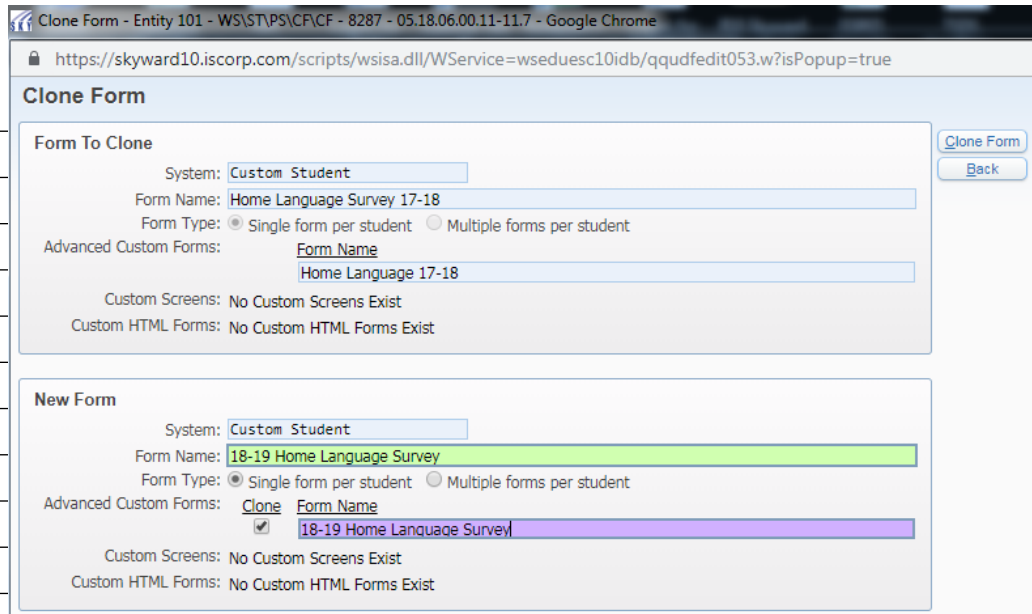
- Field Areas:** Activity, Assessment, At Risk, Attendance, Busing, Categories, Childcare, Custom Forms, Discipline, E/W, Emergency.
- Custom Forms:** Custom Forms Student, Freeform Comment 1, Freeform Comment 2, Freeform Comment 3, Freeform Comment 4, Freeform Comment 5, Freeform Comment 6, Freeform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

At the bottom left, the "Selected Field" section has input fields for Description, Used For, Heading 1, Heading 2, and Length, along with an "Add This Field To Report" button.

At the bottom right, the "Fields on Report" section has a list box and buttons for "Save and Back", "Save and Modify Ranges", "Back", "Up", "Down", and "Delete".

The bottom right corner shows "Report Width: 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

Buttons: Clone Form, Back

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**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](#)  
18-19 Home Language Survey
- Custom Screens: No Custom Screens Exist
- Custom HTML Forms: No Custom HTML Forms Exist

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





Texas Skyward User Group Conference

**THANK YOU FOR ATTENDING!**

