

Texas Skyward User Group Conference
TX-09F-Office Visits
Dave Yonker

Office Visits



Different modules have a tool for tracking and documenting student visits to the office, whether it be the Attendance Office, Guidance, or even Discipline. This session will demonstrate what needs to be setup to be able to track office visits, as well as, maintain this information.

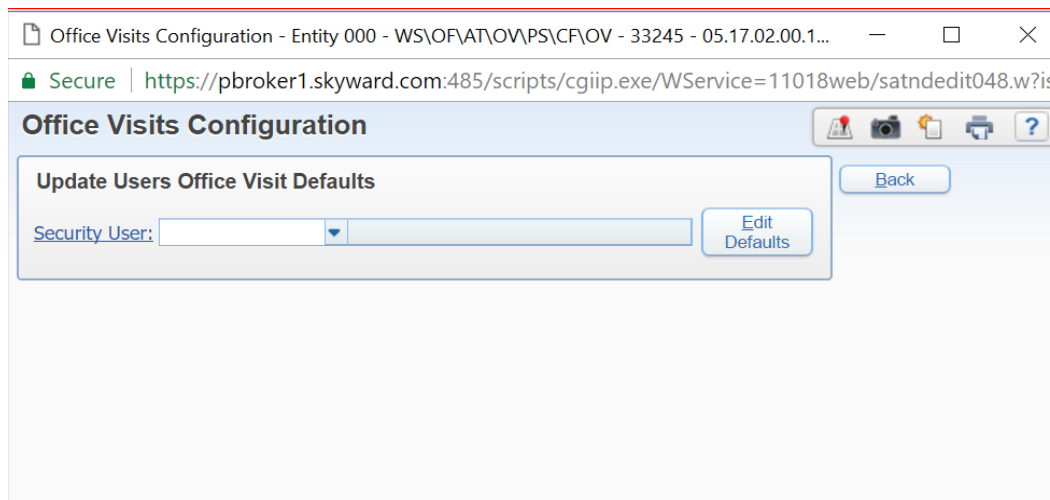
- Office Visit Configuration
- Office Visit Codes
 - Reason Codes
 - Comment Codes
- Entry by Date
- Entry by Student
- Student Check In
- Reports

Configuration

All 3 modules have minimal configuration needed

This area allows you to set up Office Visit defaults for security users. The defaults that are set up in this configuration area may be modified when adding an Office Visit for a student.

This is a time saver when entering the Counselor's name or Comment, but can be easily changed as needed



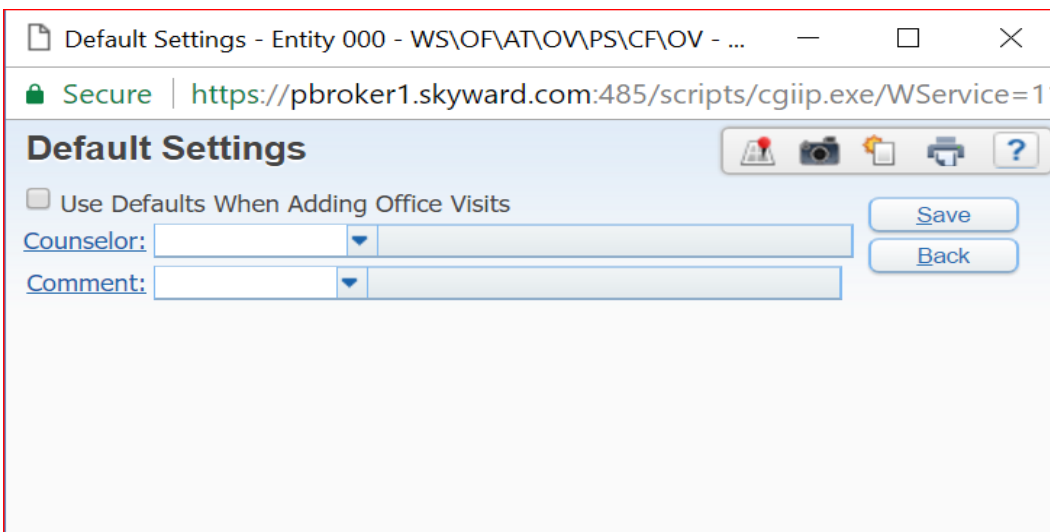
Office Visits Configuration - Entity 000 - WS\OF\AT\OV\PS\CF\OV - 33245 - 05.17.02.00.1...

Secure | https://pbroker1.skyward.com:485/scripts/cgiip.exe/WService=11018web/satndedit048.w?isi

Office Visits Configuration

Update Users Office Visit Defaults

Security User:



Default Settings - Entity 000 - WS\OF\AT\OV\PS\CF\OV - ...

Secure | https://pbroker1.skyward.com:485/scripts/cgiip.exe/WService=1

Default Settings

Use Defaults When Adding Office Visits

Counselor:

Comment:

Office Visit Codes

The Codes are used for entering information about the visit.

Reason Codes- these are used to show why a student is visiting the office and is reportable by each code.

Comment Codes- a quick way to show the outcome or purpose of the office visit. Like the reason codes, these are reportable, as well.

Can be used in every entity as a time saver so you only setup once

Office Visit Reason Codes Maintenance - Entity 001 - WS\OF\AT\O...

Secure | https://pbroker1.skyward.com:485/scripts/cgiip.exe/WService=11018w...

Office Visit Reason Codes Maintenance

Office Visit Reason Codes

* Office Visit Reason Code:

* Short Description:

* Long Description:

Include All Entities

Exclude From Student Entry

Asterisk (*) denotes a required field

Comment Code Maintenance - Entity 001 - WS\OF\AT\OV\PS\CO...

Secure | https://pbroker1.skyward.com:485/scripts/cgiip.exe/WService=11018w...

Comment Code Maintenance

Comment Code Maintenance

* Comment Code:

* Short Description:

* Long Description:

Include All Entities

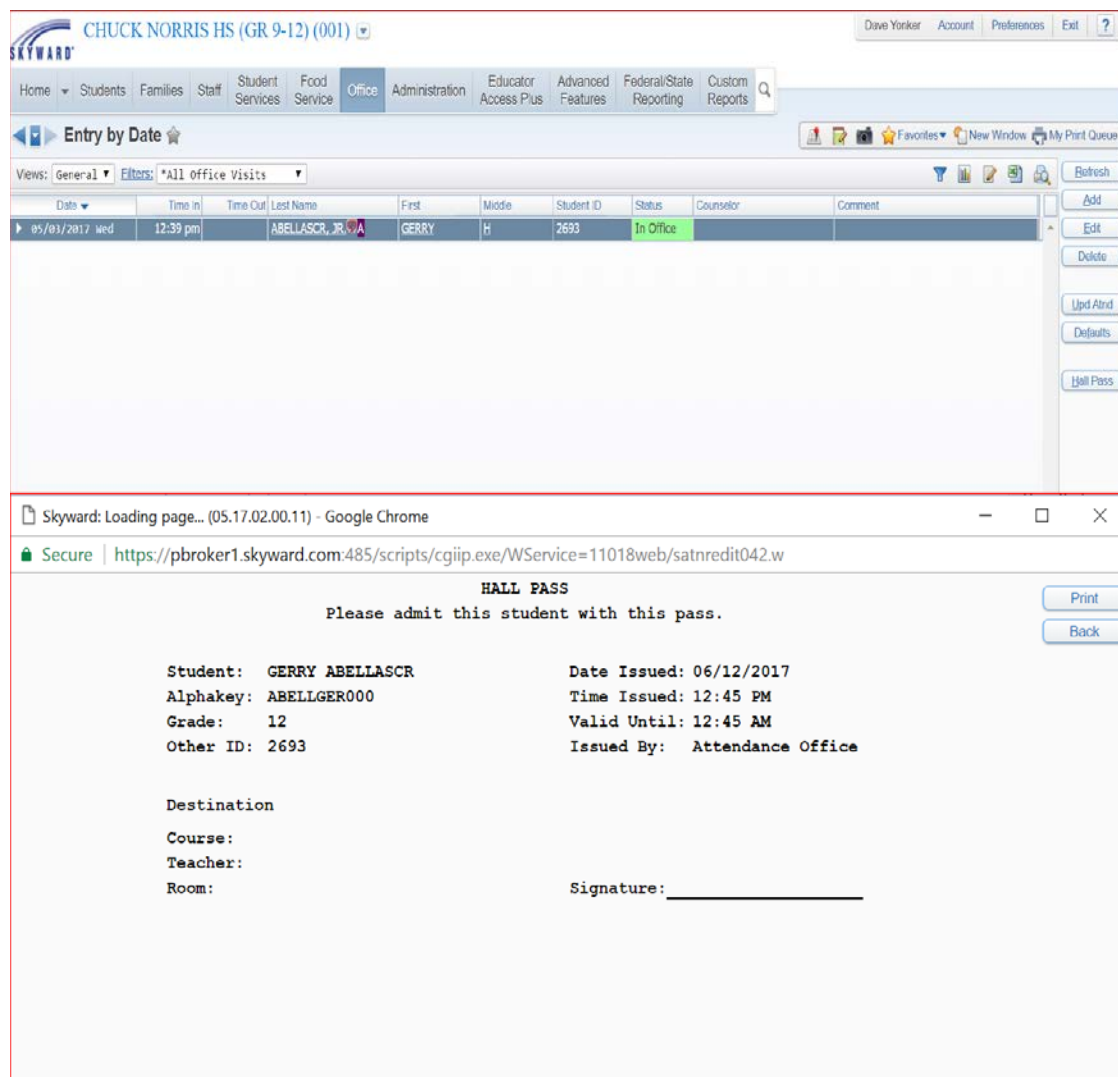
Asterisk (*) denotes a required field

Entry by Date

Allows staff to see the status of a student waiting to be seen, currently in the office, or has been released.

Here is the holding queue that allows you to see the information as to when a student entered the office and their current status. Attendance status can be updated here, as well, based off of the User's security. Can be set to show Today's Visits or all visits.

Once released, a Hall Pass can be printed for the student that will show the time released based off of the student's schedule.



The screenshot shows the Skyward software interface for 'CHUCK NORRIS HS (GR 9-12) (001)'. The 'Entry by Date' window is active, displaying a table of office visits. The table has columns for Date, Time In, Time Out, Last Name, First, Middle, Student ID, Status, Counselor, and Comment. A single entry is visible for 05/03/2017 at 12:39 pm, for student GERRY ABELLASCR, with a status of 'In Office'.

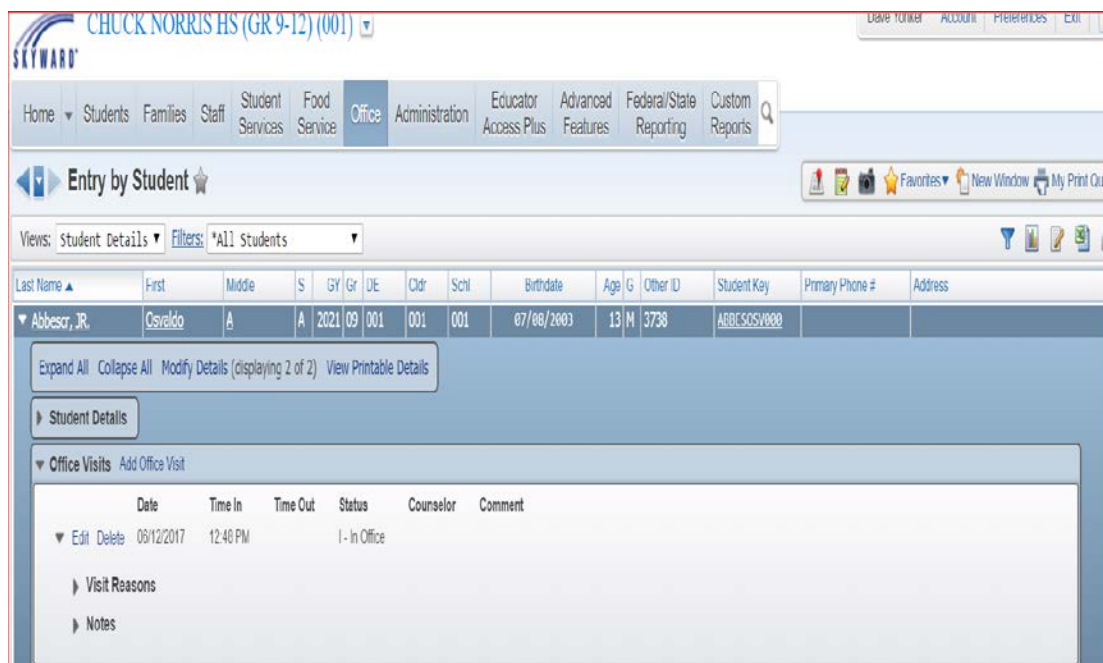
Below the table, a 'Hall Pass' printout is shown. The text reads: 'Please admit this student with this pass.' The printout includes the following information:

Student: GERRY ABELLASCR	Date Issued: 06/12/2017
Alphakey: ABELLGER000	Time Issued: 12:45 PM
Grade: 12	Valid Until: 12:45 AM
Other ID: 2693	Issued By: Attendance Office

Below this information, there are fields for 'Destination', 'Course:', 'Teacher:', and 'Room:'. A 'Signature:' line is also present with a blank space for a signature.

Entry by Student

Allows you to enter the Office Visit information for a student, direct on their profile, without having to leave the Office Visit area.



The screenshot shows the Skyward web application interface for 'CHUCK NORRIS HS (GR 9-12) (001)'. The navigation menu includes Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The 'Office' menu item is selected.

The main content area is titled 'Entry by Student'. It shows a table of student details with the following columns: Last Name, First, Middle, S, GY, Gr, DE, Cldr, Schl, Birthdate, Age, G, Other ID, Student Key, Primary Phone #, and Address. The student listed is Abbesor, JR. with a Student Key of ABBESORJ000.

Below the table, there are options to 'Expand All', 'Collapse All', 'Modify Details (displaying 2 of 2)', and 'View Printable Details'. There is also a 'Student Details' button.

The 'Office Visits' section is expanded, showing a table with the following columns: Date, Time In, Time Out, Status, Counselor, and Comment. One office visit is listed for 09/12/2017 at 12:46 PM, with a status of 'I - In Office'.

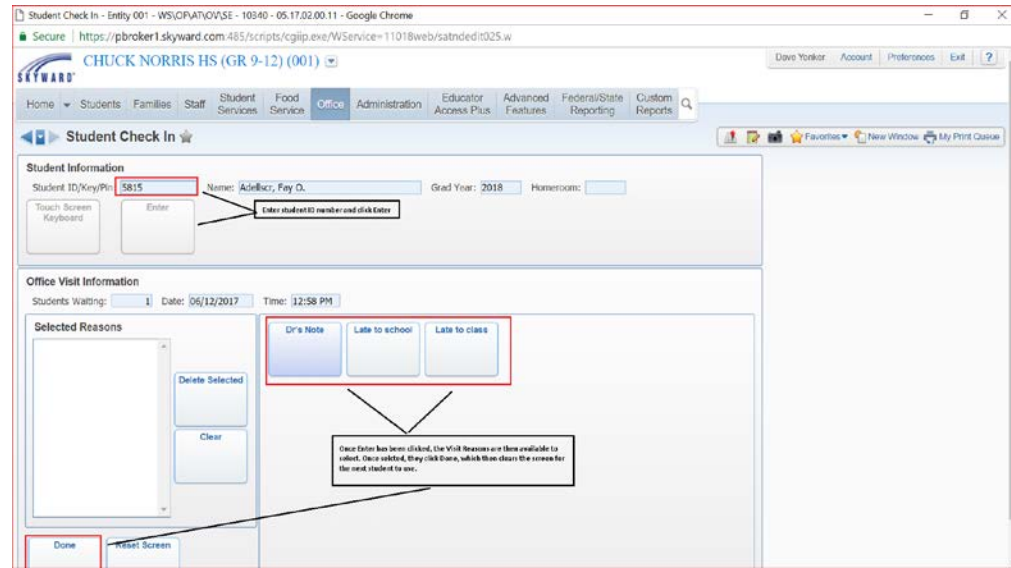
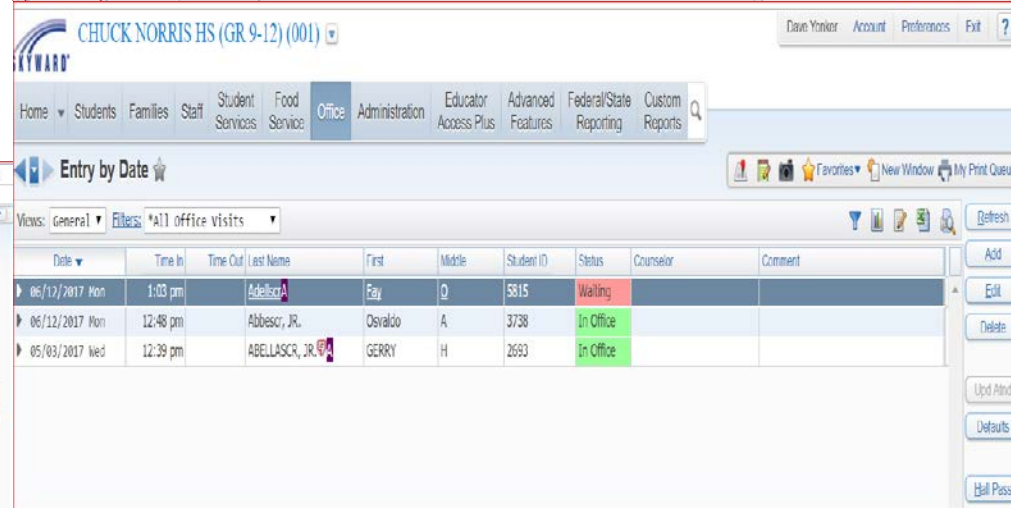
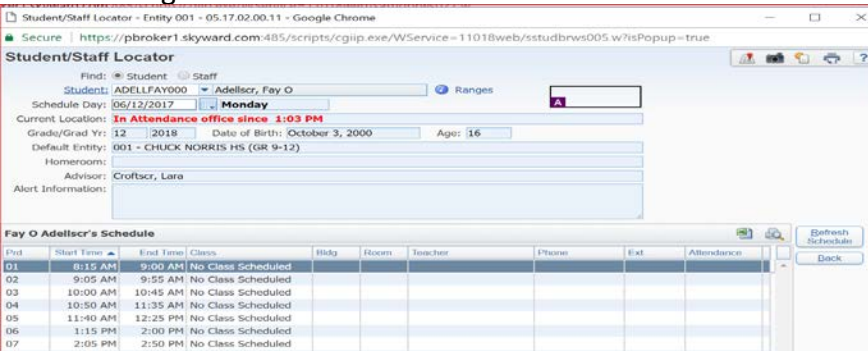
Below the office visits table, there are expandable sections for 'Visit Reasons' and 'Notes'.

Student Check-In

A way to setup a terminal for students to do a self check-in.

When setup, no staff is needed to enter the information into the system. The student enters their Student ID number, which will then pull their Demographic information. They will then need to select a Reason for the visit and click Done. This then clears the screen for the next student to enter their information.

Once Done has been clicked, the status for the student will then show, allowing teachers or staff, to see where the student currently is, using the Student Locator.

Reports

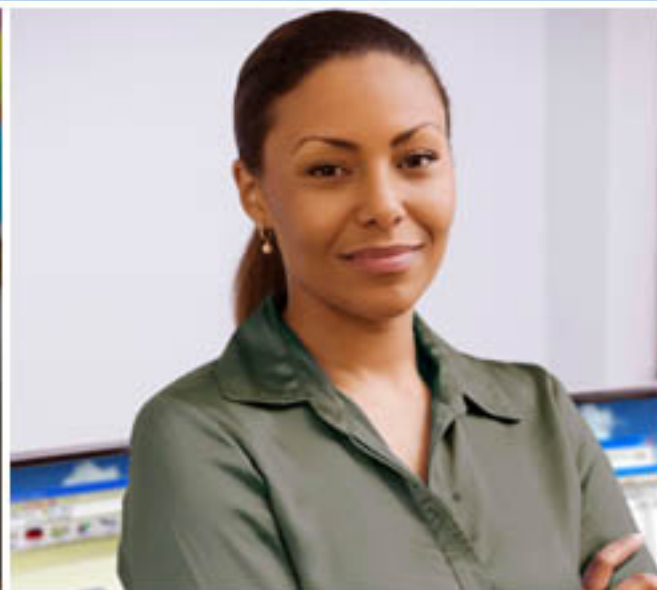
There is only 1 report available but it is specifically for the Office Visits and maintaining those visits.

The report will show the date and time the student visited the office. You will be able to report on the Comments, Visit Reasons, and the Notes from this visit.

1stgui01.p 21-4	CHUCK NORRIS HS (GR 9-12)	06/12/17	Page:1
05.17.02.00.03	ATTENDANCE OFFICE VISIT REPORT		1:12 PM

STUDENT NAME	YEAR	ENT	VISIT DATE	CHECK IN	IN OFFICE	TIME OUT	COUNSELOR	COMMENT	VISIT REASON(S)
Abbescr, Osvaldo A. JR	2018	001	06/12/2017	12:48 PM	12:00 AM		In Office		
Adellscr, Fay O.	2018	001	06/12/2017	01:03 PM	12:00 AM		Waiting		Dr's Note

Total Students: 2



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THANK YOU FOR ATTENDING!

