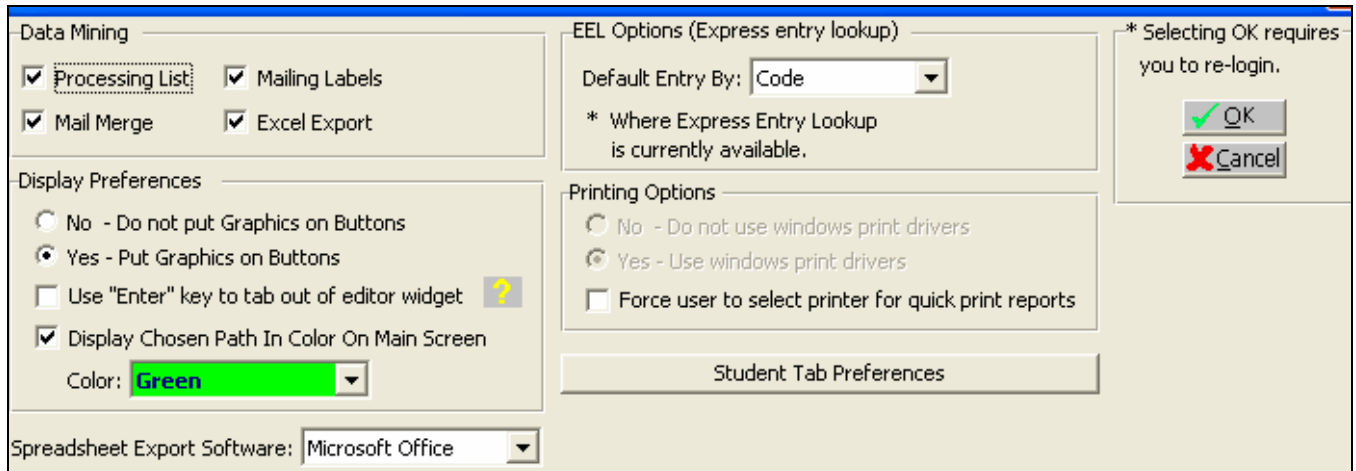


## Have it your way!!

PREFERENCES is a menu option from the Main Screen. This screen is set by each individual user.



From this screen you can:

- Determine which options you want available in Data Mining

- Opt to have the graphics appear on your module buttons

- Change the color that appears around your module buttons and the tabs on the student screen

- For the user to select a printer each time they run a Quick Print Report

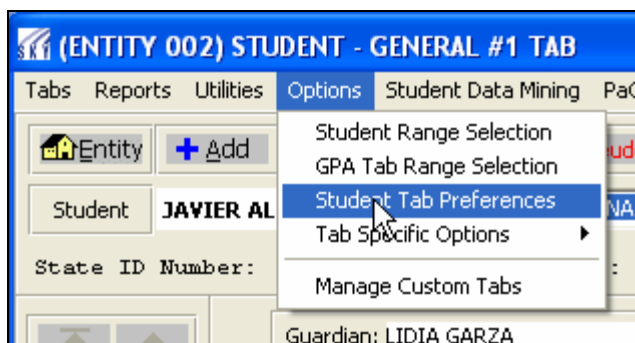
  - Instructor note: we suggest they have this checked – if printer gets set on certain screens, carries over to Quick Print – schedule screen example)

- Access Student Tab Preferences (can also be accessed from Student screen)

Briefly go to HELP from main screen as direct link to Skyward homepage and join an Ilinc.

## I don't need all these tabs!

SM/ST go to Options/Student Tab Preferences





**Tabs To Display**

Available Tabs

- Activity
- Busing
- Edu Milestones
- Fee Mgmt
- Health
- MN High Stds
- Portfolio
- Text Books

Selected Tabs

- General 1
- Entry/With
- TX/NCLB
- Scheduling
- Entity
- Attendance
- Grades

Tab Display Order

Clear My Usage By Usage Show My Usage

**Default Tab**

- Activity
- At-Risk
- Attendance
- Busing
- Discipline
- Edu Milestones
- Emergency
- Entity
- Entry/With
- Family
- Fee Mgmt
- Food Service
- General 1

OK Reset Cancel

---

**Additional Student Information To Display**

| Available Information | Width | Information To Display | Width |
|-----------------------|-------|------------------------|-------|
| Advanced              | - 18  | State ID Number        | - 35  |
| Advisor               | - 39  | Grade Level            | - 14  |
| AM & PM Bus Numbers   | - 29  | Other ID               | - 27  |
| Current Year Member   | - 19  |                        |       |
| Discipline Officer    | - 44  |                        |       |
| Gender                | - 19  |                        |       |
| Grad Req Base Year    | - 21  |                        |       |

Available: 33 Selected: 76

Display Order

---

**Color Display Options**

Background: Yellow Visited Font: Bright Blue Unvisited Font: Black

Highlight Color: Dark Blue

Selected Tab Visited Tab Unvisited Tab

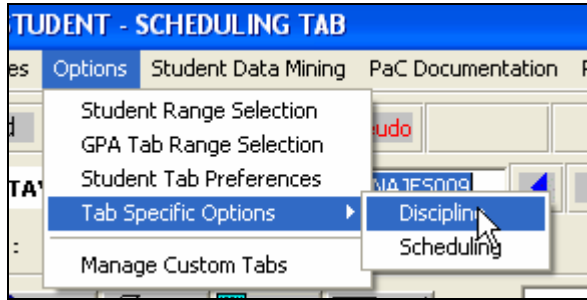
Tabs to Display – only display the tabs containing information applicable to your usage  
 Set the order the tabs display in  
 Set the tab you want as the screen default when you first enter the Student screen

Additional Student Info  
 You can have up to 109 characters display

Color Display Options  
 Set your tabs to your personal preference



## There are too many fields!



From the menu option you can choose how you view the student Schedule tab screen and the Discipline tab screen.

Instructor note: pull up each screen and review

## Who changed the student's schedule?

| 02 - SMSTCS - 1677 - Student Transaction List |     |              |                |            |             |             |               |             |                 |           |         |           |       |
|---|-----|--------------|----------------|------------|-------------|-------------|---------------|-------------|-----------------|-----------|---------|-----------|-------|
| Student:                                      |     |              | Phone:         |            |             | School: 002 |               | Grad Year:  |                 |           |         |           |       |
| Advisor: MARLA , COKER                        |     |              |                | Homeroom:  |             |             | Calendar: 002 |             | Entity/Periods: |           |         |           |       |
| Student Class Transactions                    |     |              |                |            |             |             |               |             |                 |           |         |           | Audit |
| Course  | Sec | Description  | Effective Date | Trans Type | Old Str Trm | Old Stp Trm | New Str Trm   | New Stp Trm | Done By         | Move Atnd | Dsp Prd | Meet Days |       |
| .00009  | 12  | Laserr - 9th | 08/22/2007     | Add        | 00          | 00          | 01            | 06          | 05460           | No        | 10      | MTWRF     |       |
| 510300  | 05  | ENGLISH 1    | 08/21/2007     | Add        | 00          | 00          | 01            | 06          | 05460           | No        | 04      | MTWRF     |       |
| 520600  | 19  | ALGEBRA I    | 08/21/2007     | Add        | 00          | 00          | 01            | 06          | 05460           | No        | 07      | MTWRF     |       |

From the Schedule tab, click the Trans button. Click Audit.

## Can I see attendance history for a student quickly?

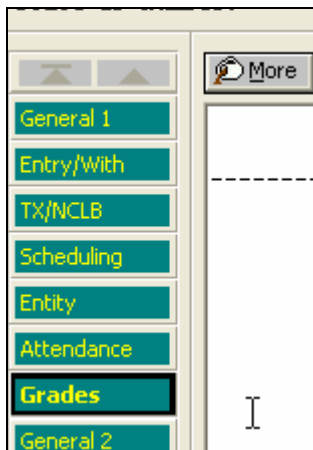
|            |     |      |            |     |
|------------|-----|------|------------|-----|
| Entity     | 001 | 2005 | 10/04/2004 | Mon |
| Attendance | 001 | 2005 | 10/27/2004 | Wed |
| Grades     | 001 | 2005 | 10/29/2004 | Fri |
| General 2  | 001 | 2005 | 11/11/2004 | Thu |
| NCLB-2     | 001 | 2005 | 11/16/2004 | Tue |
| Special Ed | 001 | 2005 | 12/10/2004 | Fri |
| Family     | 001 | 2005 | 01/06/2005 | Thu |
| Discipline | 001 | 2005 | 02/28/2005 | Mon |
|            | 001 | 2005 | 04/26/2005 | Tue |

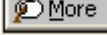
Current Year Only

By un-checking the box next to “Current Year Only” you can see a student’s entire attendance history.

This can also be sent to an Excel spreadsheet by clicking the column icon (📊) in the upper left-hand corner of the table bar.

## I can’t see what I want to see on the GRADES tab.



While on the GRADE tab, you can click the  button.

Grade Tab Options

Sort Classes By Course Key Or Period:

Display Dropped Classes:

Display Classes With No Grades:

Display Comments:

Display Comment's Full Description:  ?

Display Blank Line Between Classes:

Repeat Header After Each Course:

Limit Grade Buckets Displayed

Double click the grade buckets that will not be shown.

<-- IP1 CZ1 T1 IP2 CZ2 T2 IP3 CZ3 T3 SE1 -->

OK Save Cancel

You can set what you want to see and the grade buckets you want visible.



## Why would I ever use the MISC screen under NCLB-2?

You can use this screen to track students who are enrolled in programs in your district that are not reported to PEIMS but need to be monitored.

| <input type="radio"/> Homebound/Hospital<br><input type="radio"/> Resident Enrolled Out<br><input type="radio"/> Non-Res Enrolled In<br><input type="radio"/> LEP/Bilingual/ESL<br><input checked="" type="radio"/> Miscellaneous | <b>Dates of Misc. Student Classifications</b> |           |          |           |          | Begin Status<br>End Status<br>Edit<br>Begin - End<br>Delete |
|---|---|-----------|----------|-----------|----------|---|
|   | Start Date                                    | Schl Year | End Date | Schl Year | Category |   |
|   |   |           |          |           |          |   |
|   |   |           |          |           |          |   |
|   |   |           |          |           |          |   |

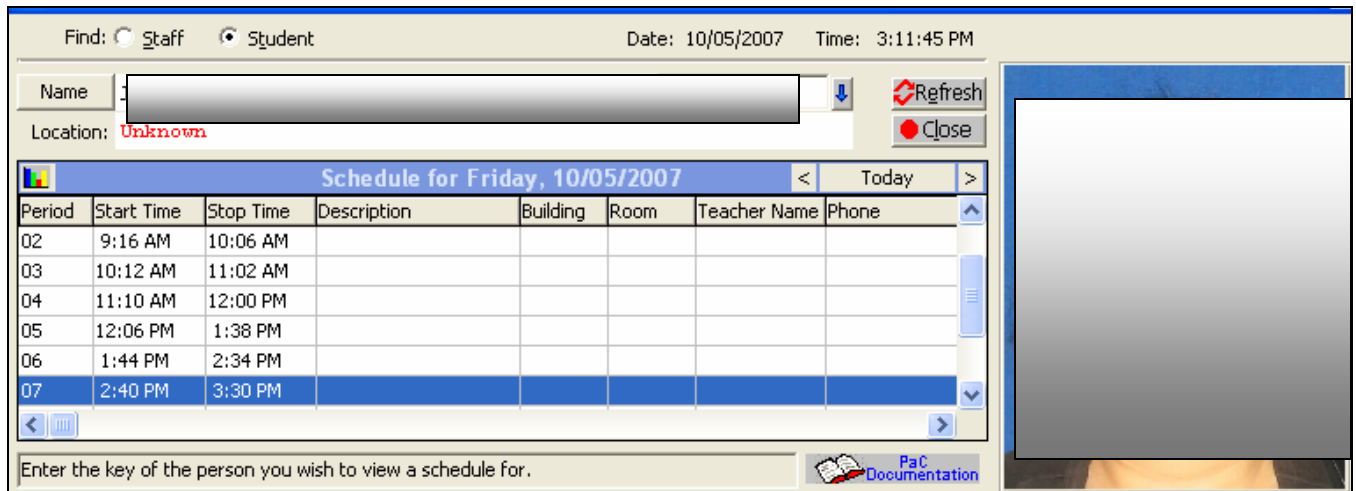
## What if I am working in another screen and just need to get the student's birthdate, parent name, etc...

You can be on almost any other screen in Skyward and access the student's basic demographic data as well as several other key fields simply by striking the <F10> key.

|                     |                                   |              |            |   |         |
|---------------------|-----------------------------------|--------------|------------|---|---------|
| Student Information |                                   |              |            | Attendance  |         |
| Student:            | [Redacted]                        |              | [Redacted] |   |         |
| Date of Birth:      | 02/14/1988                        | Age:         | 19         | Gender:   | Male    |
| Entity:             | 001 - Haltom High School-TEST/TRA | Def. Entity: | 001        | Grad Yr:  | 2008 12 |
| Other ID:           | 013564                            | CY Status:   | Active     | NY Status:  | Active  |
| Race:               | HISPANIC                          |              | 4          |   |         |
| Advisor:            | HOLLY MCCANLIES                   |              |            |   |         |
| Disc. Officer:      |                                   |              |            |   |         |
| Guardian 1:         | [Redacted]                        |              |            |   |         |
| Guardian 2:         |                                   |              |            |   |         |
| Address:            | [Redacted]                        |              |            |   |         |
| Mailing Address:    |                                   |              |            |   |         |
| Primary Phone:      | [Redacted]                        | Extension:   |            | Confid:   | No      |
| Second Phone:       |                                   | Extension:   |            | Type:   |         |
| Third Phone:        |                                   | Extension:   |            | Type:   |         |
|                     |                                   |              |            | Emergency Contact<br>Schedule<br>Ent-Withdrw<br>Family Single<br>Sibling<br>Email<br>Indicators<br>Close<br>A H |         |

## It's 1:00, where is the student right now?

You can strike the <F11> key to access the student's schedule. You can also access the teacher's schedule by changing your selection in the top left corner. Depending on the time of day, the location of the student will be the highlighted line.



Find:  Staff  Student Date: 10/05/2007 Time: 3:11:45 PM

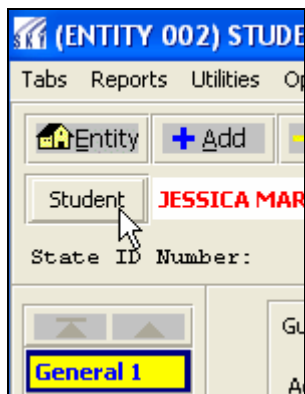
Name:  Refresh Close

Location: Unknown

| Period | Start Time | Stop Time | Description | Building | Room | Teacher Name | Phone |
|--------|------------|-----------|-------------|----------|------|--------------|-------|
| 02     | 9:16 AM    | 10:06 AM  |             |          |      |              |       |
| 03     | 10:12 AM   | 11:02 AM  |             |          |      |              |       |
| 04     | 11:10 AM   | 12:00 PM  |             |          |      |              |       |
| 05     | 12:06 PM   | 1:38 PM   |             |          |      |              |       |
| 06     | 1:44 PM    | 2:34 PM   |             |          |      |              |       |
| 07     | 2:40 PM    | 3:30 PM   |             |          |      |              |       |

Enter the key of the person you wish to view a schedule for. PaC Documentation

## How can I get a list of my active students really quick?!



(ENTITY 002) STUDENT

Tabs Reports Utilities Op

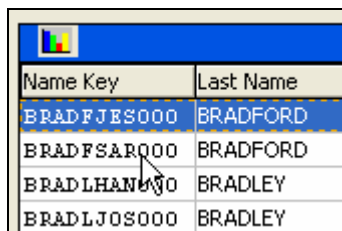
Entity + Add

Student JESSICA MAR

State ID Number:

General 1

Click  then . Set the STATUS field on the Range screen to 'Active'; click .

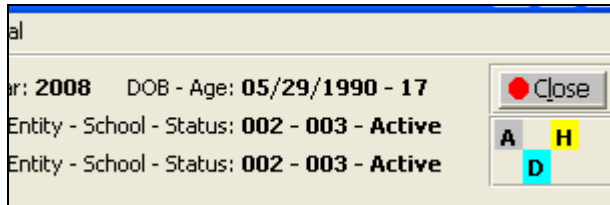


| Name Key    | Last Name |
|-------------|-----------|
| BRADFJES000 | BRADFORD  |
| BRADFSAR000 | BRADFORD  |
| BRADLHAN000 | BRADLEY   |
| BRADLJOS000 | BRADLEY   |

Hit the icon to create an Excel spreadsheet – BAM! You have an active list of students that can be sorted, filtered, etc.

## Student Indicators.....

Student Indicators are located in the upper right-hand corner of the student screen. These icons provide quick, visual identification of important information regarding the student.

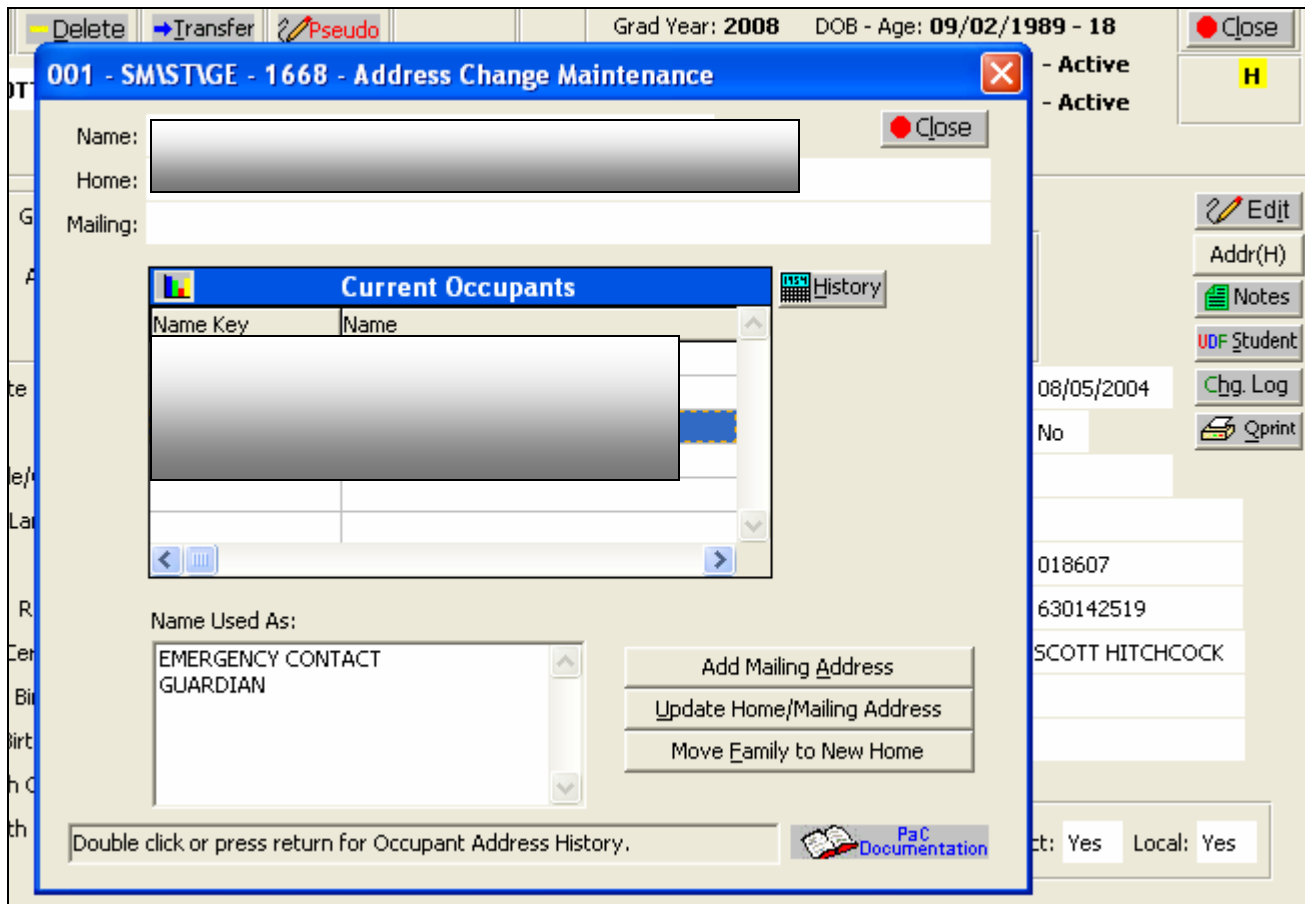


|   |             |                        |
|---|-------------|------------------------|
| A | Light Gray  | At-Risk                |
| G | Light Green | Gifted and Talented    |
| H | Yellow      | Hlth Cndtn             |
| L | Purple      | LEP                    |
| R | Red         | Retained Previous Year |
| D | Light Blue  | Special Ed Disability  |

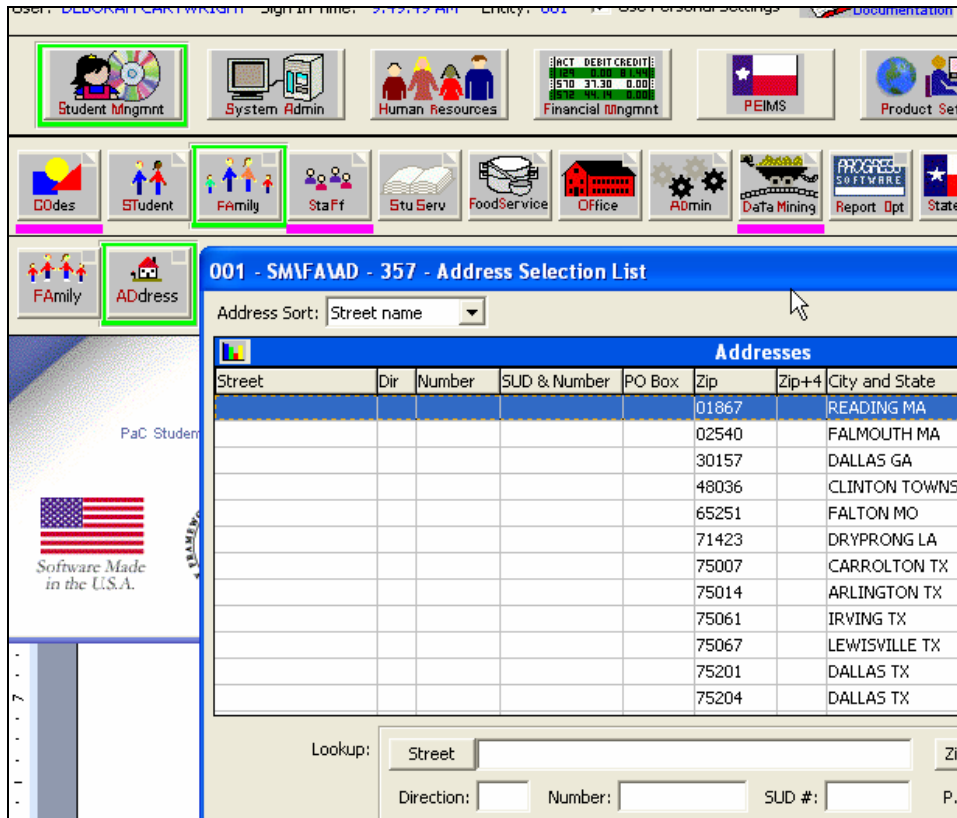
The plus to using these is that the teacher can view these as well from their Family Access screen in the gradebook.

## Want a quick way to update the home address?

Click 



## We have a check.....

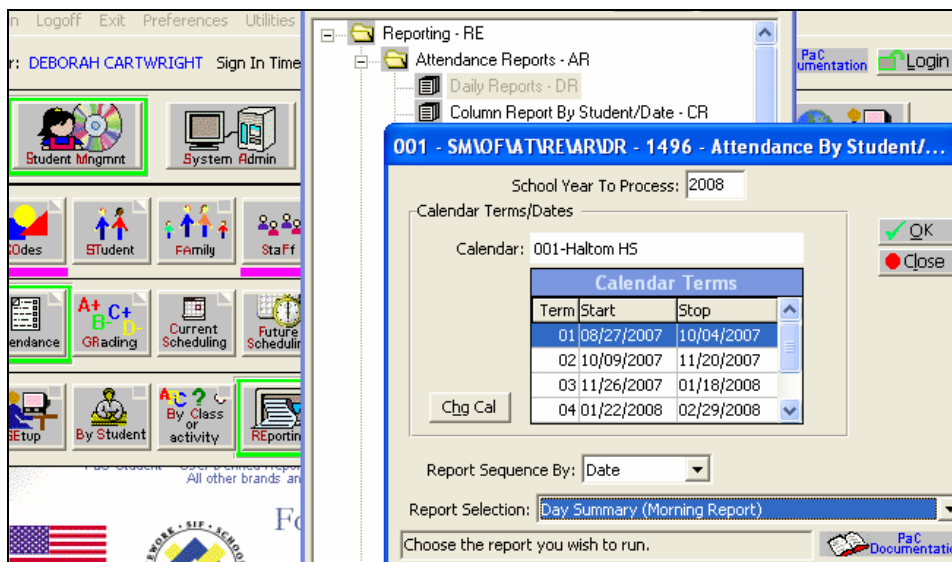


| Street | Dir | Number | SUD & Number | PO Box | Zip   | Zip+4 | City and State |
|--------|-----|--------|--------------|--------|-------|-------|----------------|
|        |     |        |              |        | 01867 |       | READING MA     |
|        |     |        |              |        | 02540 |       | FALMOUTH MA    |
|        |     |        |              |        | 30157 |       | DALLAS GA      |
|        |     |        |              |        | 48036 |       | CLINTON TOWNSH |
|        |     |        |              |        | 65251 |       | FALTON MO      |
|        |     |        |              |        | 71423 |       | DRYPRONG LA    |
|        |     |        |              |        | 75007 |       | CARROLTON TX   |
|        |     |        |              |        | 75014 |       | ARLINGTON TX   |
|        |     |        |              |        | 75061 |       | IRVING TX      |
|        |     |        |              |        | 75067 |       | LEWISVILLE TX  |
|        |     |        |              |        | 75201 |       | DALLAS TX      |
|        |     |        |              |        | 75204 |       | DALLAS TX      |

You can use this feature to look up, by address, the residents listed in a particular house, apartment, etc....

Example: Child Nutrition has a check from a parent but they don't know which student to associate with the payment.

## Quick and easy Admit Slips.....



| Term | Start      | Stop       |
|------|------------|------------|
| 01   | 08/27/2007 | 10/04/2007 |
| 02   | 10/09/2007 | 11/20/2007 |
| 03   | 11/26/2007 | 01/18/2008 |
| 04   | 01/22/2008 | 02/29/2008 |

These can be run from SM/OF/AT/RE/ Daily Reports.

You can print them for any attendance type.



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## **Isn't there a faster way..... Some quick keyboard shortcuts**

To enter the current day's date in a date field:

Ctrl + T

To display a calendar in a date field:

Alt + Up Arrow

To access a menu option:

Alt + Letter

To obtain students Internal ID:

Ctrl + S