



Buses, Lockers and Automobiles Tonya Main-Birdville ISD

NOTES

Buses

1. Formatting your file for import
 - A. Retrieve the necessary format from Skyward for your transportation software.
 - B. Set up Skyward to receive your import file
2. Bus Information
3. Bus Utilities
4. Bus Reports
5. Student screen information
 - A. Bus number information
 - B. Pick up/Drop off address

Lockers

1. Locker Information File set up to import into Skyward
2. Set up Locker Area Codes
 - A. Adding Locker Areas
3. Importing the locker information file
4. Locker Maintenance
 - A. Adding Lockers without import file
 - B. Maintaining Locker Information
5. Mass Assign Lockers
 - A. By Range
 - B. By Student
6. More...
 - A. Quick Entry
 - B. Mass Unassign
7. Locker Reporting

Automobiles

1. Gen 2 Screen
2. Reports
3. Individual Look Up

Family Access