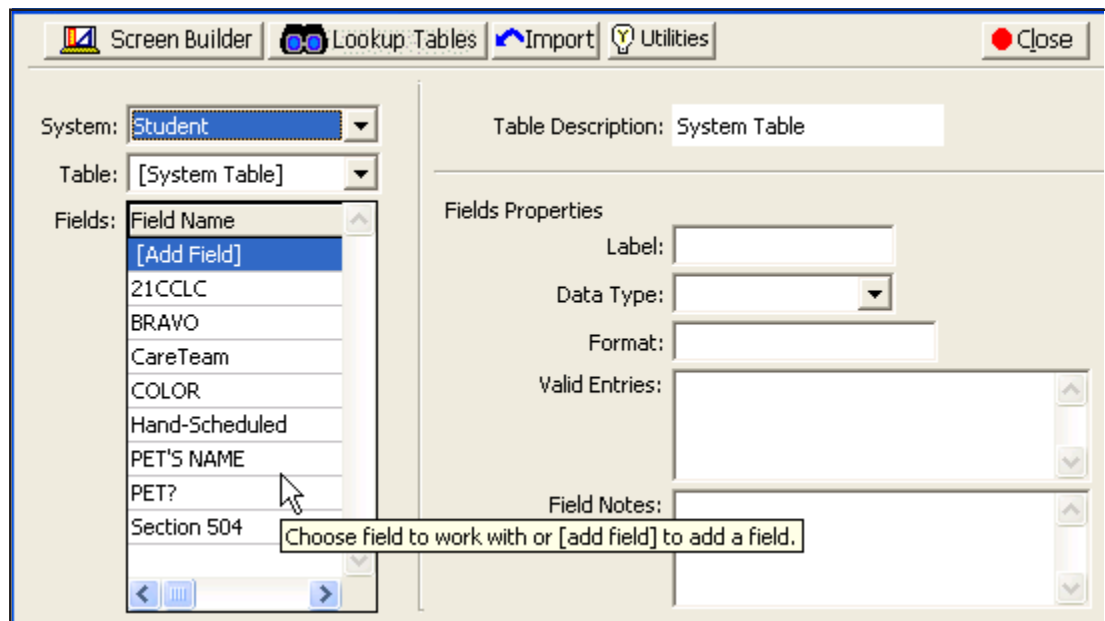


User Defined Fields

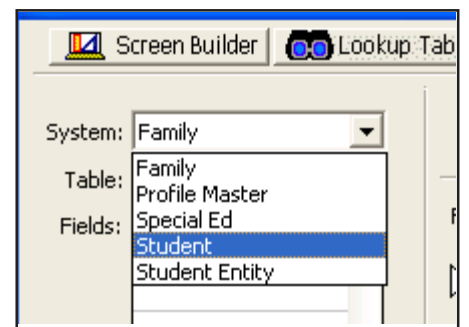
User Defined fields allow you to enter data into Skyward that is specific to your district/campus. You are able to add fields to Family, Student, Student Entity, and Special Education (if your district purchased the Special Education module). If you select to add fields for Family, the fields can be found under **UDFFamily** on the family screen. Fields created using the Student system are found on the General # 1 tab, etc.



From SA/SM/UB, you get this screen.



Select the 'System' you wish to add fields to by using the drop-down box.

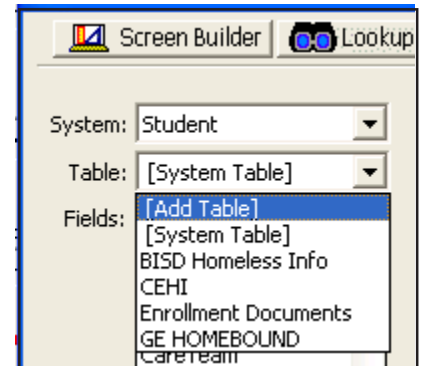


User Defined Fields



If you are creating a 'new' table, you will select 'Add Table'.

If you are adding a field to an existing table, you will select that table from the list.



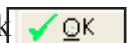
Add Table requires that you name your table in the 'Table Description' field on the top right-hand side of the screen.

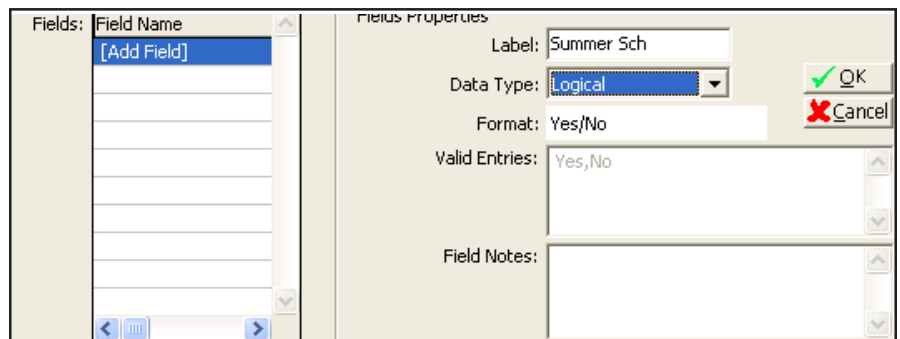



You then begin adding your fields:

You will create a field 'Label' and set the 'Data Type' by using the drop-down list.

'Field Notes' provide information to assist the user in completing the field.

When you have the information for the field complete, click .



Click  to add the next field. You will continue this process until all fields have been added.

Explanation of 'Data Types':

- Character: Allows user to enter alpha & numeric values
- Date: enter a specific date; can set the format to your preference
- Decimal: any number; last 3 digits must be set to 9.99
example: 5 would be displayed as 5.00
- Integer: only accepts whole numbers
- Logical: Yes/No responses
- Lookup: field has codes and will allow users to add to the code table

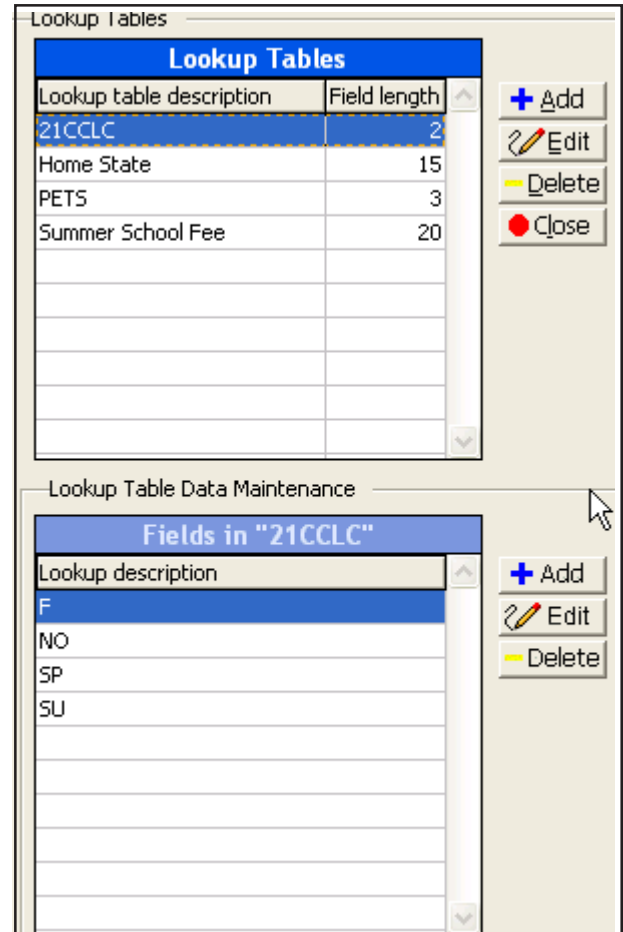
User Defined Fields



Lookup tables and fields are a different field type in that it requires special setup. You will need to create a Lookup Table and codes attached to the table. This creates a combo box and button for the field when placed on a screen.

You build a lookup table by clicking  Lookup Tables on the UDF creation screen.

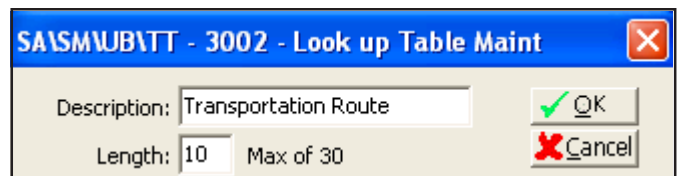
You will add a Lookup Table by clicking .



Type in the description for the Lookup table.

Length indicates how many characters will be allowed for the field.

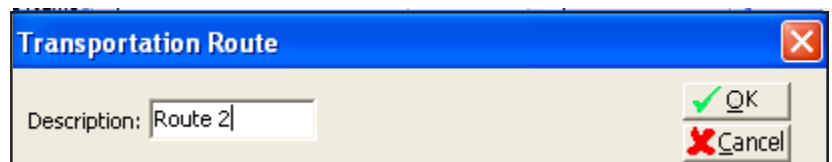
Click .



In the 'Lookup Table Data Maintenance' section click .

Type in the description for the field.


Click .



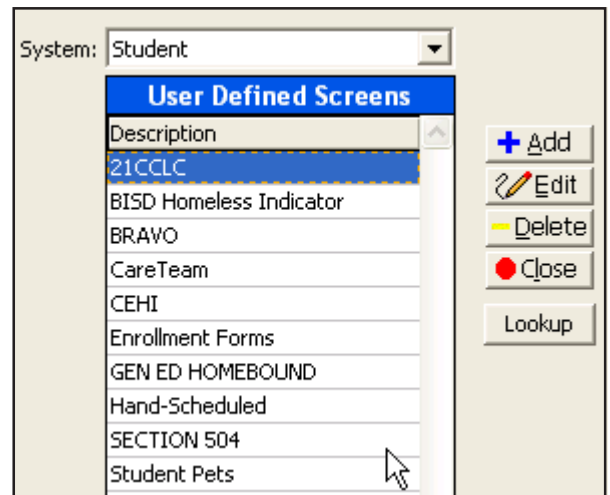
You will repeat this process until you have added all possible choices for the lookup table.

User Defined Fields



Once you have all of your fields created, you will need to build your screen.  Screen Builder allows you to create a new screen or add fields to a current screen. You have the ability to position the fields on the screen in the order you would like. The tab order goes from top>bottom>left>right.

Click  then click .



| User Defined Screens | |
|-------------------------|--|
| Description | |
| 21CCLC | |
| BISD Homeless Indicator | |
| BRAVO | |
| CareTeam | |
| CEHI | |
| Enrollment Forms | |
| GEN ED HOMEBOUND | |
| Hand-Scheduled | |
| SECTION 504 | |
| Student Pets | |

The first field you must complete is the 'Screen Title' field.

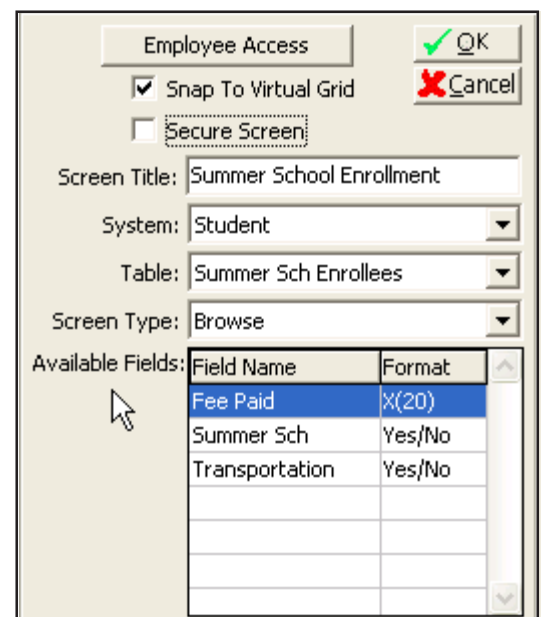
Specify the 'System' to which you want this screen added.

From the drop-down list, select the 'Table' from which you will be adding the fields.

Set 'Screen Type' to "Browse".

'Snap to Virtual Grid' assists with alignment and placement of the fields on the screen.

'Secure Screen' will allow only those users you setup under System Admin/Security to have access.



| Employee Access | |
|-----------------|--------|
| Field Name | Format |
| Fee Paid | X(20) |
| Summer Sch | Yes/No |
| Transportation | Yes/No |

User Defined Fields

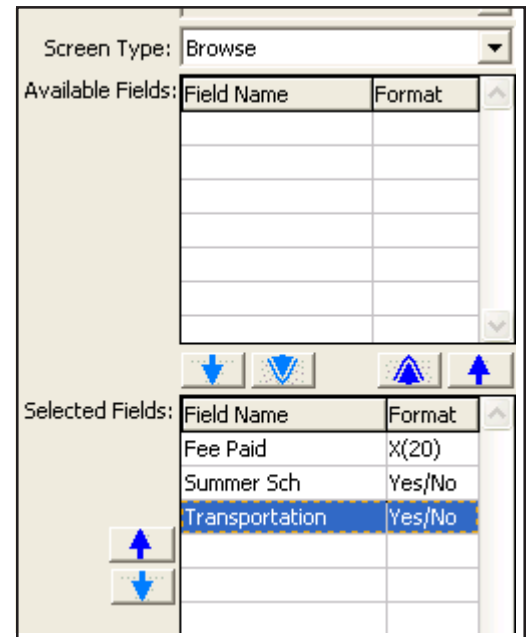


A Browse screen will allow you to keep a running track of information.

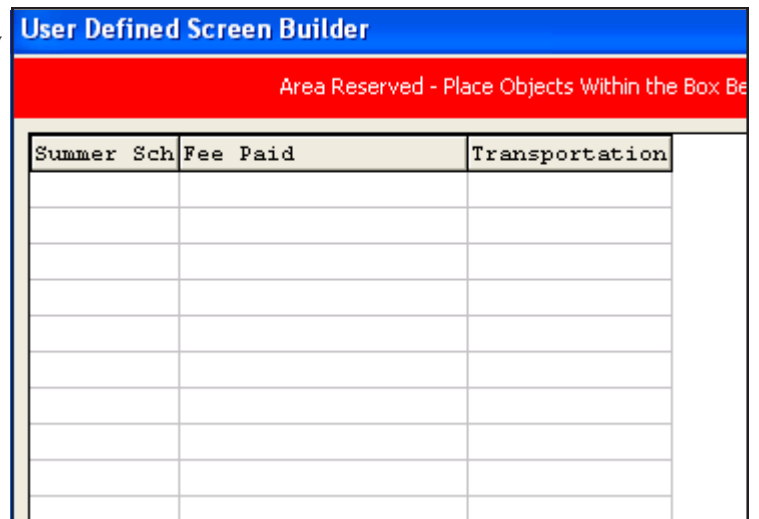
You will highlight the field from 'Available Fields' then use the blue arrows between the grids to move to 'Selected Fields'.

The smaller arrow moves one field at a time; the wider arrow moves all of the fields at once.

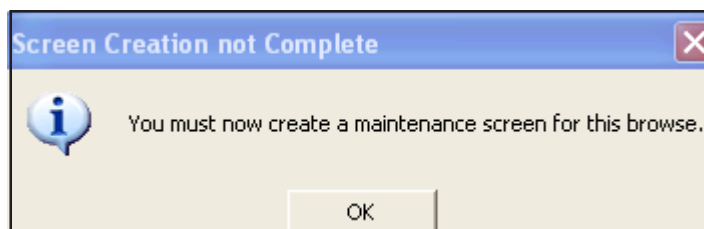
You can use the arrows to the left side of the 'Selected Fields' table to change the order the fields will appear on the screen.



This creates the view the user will see when they access the UDF screen.



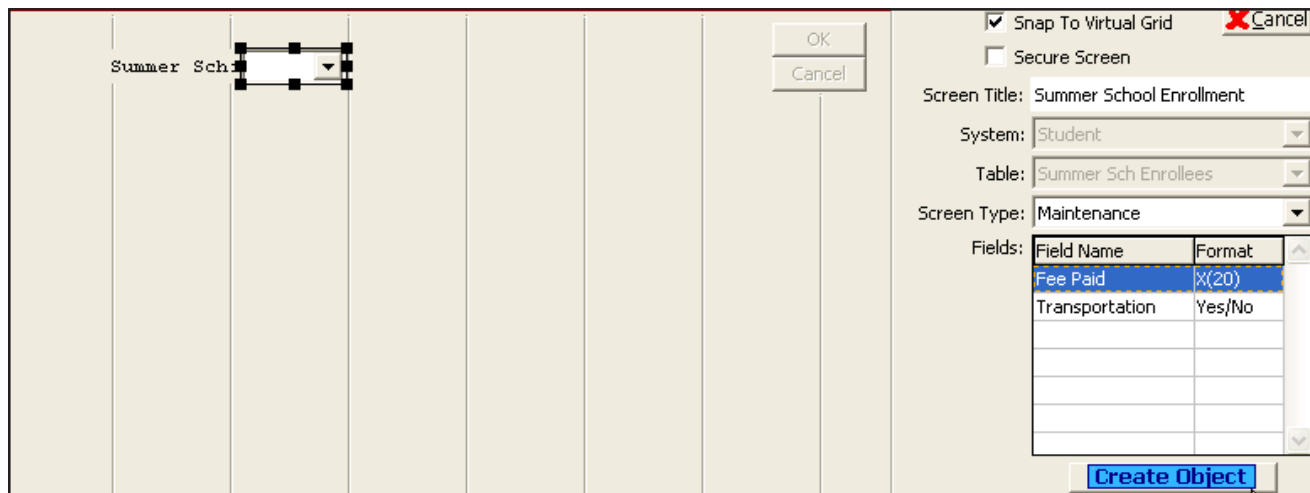
When you have this set to your preference, click . You will then be prompted to build the 'Maintenance' screen. Again, click .




User Defined Fields



A Maintenance screen allows you to 'design' the look of your screen.



To 'design' the screen, you highlight the field from the 'Fields' table then click **Create Object**. You will get a 'Place Object' icon, . Drag the icon onto the screen grid and click. This will place that field on the screen.

Once you have all of the fields you wish placed on the screen you can click-and-drag to the preferred position.

REMINDER - The tab order goes from top>bottom>left>right. The column the object is in is determined by the left edge of the object.

Once you have your screen 'designed', click .

Tip *You can change the size of the field by using the 'handles'. Place the cursor over one of the 'handles' until you see a double arrow then use click-and-drag to either enlarge or decrease the size.*

Adding a New Field to a Current System Table

From the U.D.S. Builder, select the 'System' for which you want to add a field.

Select the 'Table'.

Click **[Add Field]** in the 'Fields' table.

System: Student
 Table: Summer Sch Enrollees
 Fields: Field Name
 [Add Field]
 Fee Paid
 Summer Sch
 Transportation

Set the field 'Label', 'Date Type' and enter any field notes to assist the user.

Click **OK**.

Fields Properties
 Label: Date
 Data Type: Date
 Format: 99/99/9999
 Valid Entries:
 Field Notes: Date enrollment for summer school entered

OK Cancel

Click **Screen Builder** then highlight the 'Table'.

Click **Edit**.

Student
User Defined Screens
 Description
 21CCLC
 BISD Homeless Indicator
 BRAVO
 CareTeam
 CEHI
 Enrollment Forms
 GEN ED HOMEBOUND
 Hand-Scheduled
 SECTION 504
 Student Pets
 Summer School Enrollment

+ Add
 Edit
 Delete
 Close
 Lookup

The field you just added will be in the 'Fields' table; highlight, click **Create Object** and place the field on the screen grid.

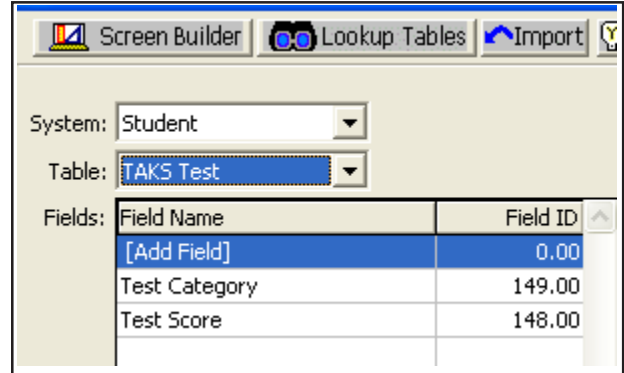
| Field Name | Format |
|------------|-----------|
| Date | 99/99/999 |
| | |
| | |
| | |
| | |
| | |

Create Object

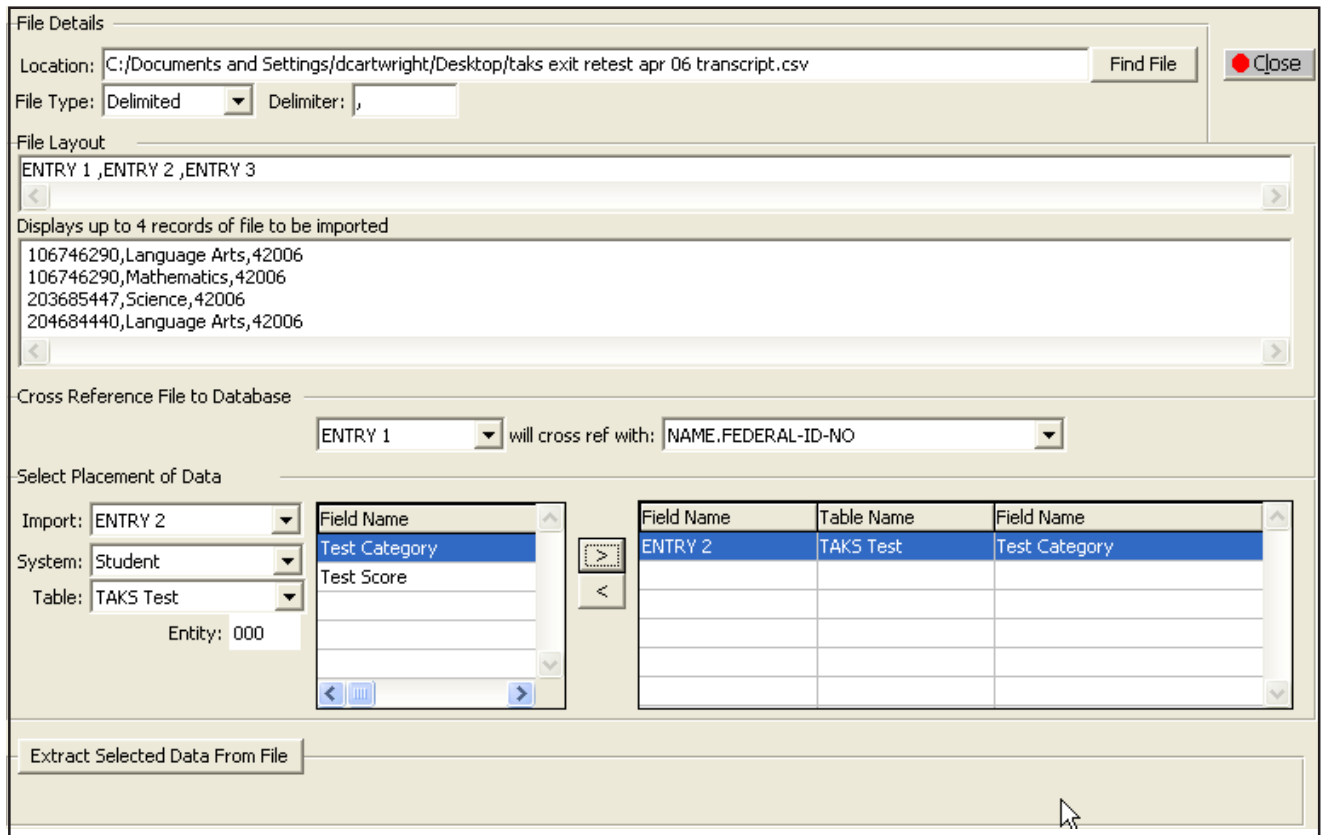
Importing Data Into a UDF


The UDF Import allows you to import information from either a delimited or fixed width file into a UDF. The UDF screen must contain the field(s) you wish to import.

You will build your UDF table first making sure you include the fields you wish to import.



Click .



Click  and locate the file you want to import into the UDF screen.

Select the File Type - Delimited or Fixed Width. IF the file type is delimited, enter the delimiter (ie comma). A delimiter cannot be a space or tab. If the file is fixed width, then each Entry Number, Start and Length needs to be identified.

File Details

Location: C:/Documents and Settings/dcartwright/Desktop/taks exit retest apr 06 transcript.csv Find File Close

File Type: Delimited Delimiter: ,

File Layout

ENTRY 1 ,ENTRY 2 ,ENTRY 3

Displays up to 4 records of file to be imported

106746290,Language Arts,42006
 106746290,Mathematics,42006
 203685447,Science,42006
 204684440,Language Arts,42006

Cross Reference File to Database

ENTRY 1 will cross ref with: NAME.FEDERAL-ID-NO

Select Placement of Data

Import: ENTRY 2

System: Student

Table: TAKS Test

Entity: 000

| Field Name | Table Name | Field Name |
|---------------|------------|---------------|
| Test Category | TAKS Test | Test Category |
| Test Score | | |
| | | |
| | | |
| | | |
| | | |

Extract Selected Data From File

Cross Reference File to Database - most of the time *Entry 1* will cross reference with the student's federal ID number. If the ID number in the file you are importing is in a different entry position, use that *Entry #*.

Select Placement of Data

Import - select the entry to import.

System - select the system to work with (Student, Family, etc)


Table - select the table to work with.

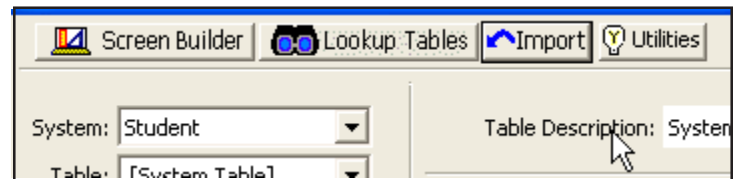
Pair an entry with a field. By doing so you are telling the system to place this piece of information in this field on the UDF screen.

Once all desired entries are paired, click **EXTRACT SELECTED DATA FROM FILE**.

A message appears informing you that the import is complete. Click **OK**.

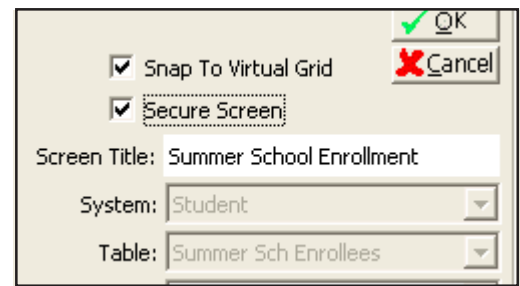
General Information

 allows you to import information from either a delimited or fixed width file. The UDF screen must contain the field(s) that you wish to import.




If, when setting up your Maintenance Screen, you checked the box next to 'Secure Screen' you will need to remember to give the selected users access.

When assigning access to a group it is important to note that users are only able to utilize the screen when assigned an access level of '5'. Users with an access level of 1,2,3, or 4 are not given access or even partial access to the screen; it is either 'all or nothing'.



To delete a UDF table you must do the following:

1. Be sure there are not students in the system with data in the UDF fields.
2. Delete the screen from the  Screen Builder list first.
3. Delete the table from the main UDF screen.



Once you have data entered into the UDF screens you have created, you can then data mine the information to create reports.