The purpose of this session is to introduce the user to some of the enhanced features available in Skyward.

**What’s your favorite color?**

From the main screen, select PREFERENCES.

On this screen you can set how you want to see Skyward generically displayed.

**What else is under that STUDENT button?**

While on the STUDENT screen, go to the OPTIONS menu and select ‘Student Tab Preferences’.
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 of screen quickly: Alt + Letter
You mean there’s more under the STUDENT button!!??

While in the STUDENT screen, go to OPTIONS and select ‘Tab Specific Options’. You can then select either ‘Discipline’ or ‘Scheduling’.

How do I want to see the DISCIPLINE information?

There are two display options:
1. Display Offenses
2. Display Action Details

Actions will always be displayed, regardless of which options are selected.

- Data View
- Entry View

Discipline Tab Display Options
- Display Offenses
- Display Action Details

Record Sort Order
- Oldest To Newest
- Newest To Oldest

- Only Show Current Year Records

Offense Column Order
- Entity
- School
- Year
- Offense Code
- Description
- Date
- Off/Ref

Action Column Order
- Action
- Description
- School
- Ordered
- Status
- Points
- Suspend Type

Action Det Column Order
- Date To Serve
- Time
- Location
- Status
- To Serve
- Served
- Notified
What do I want to see on my SCHEDULE tab?

Is the report I want already there?

While in the STUDENT screen, go to REPORTS.
There’s this funny number I see in Pinnacle. I am told I also need the student’s internal ID # to print certain forms. Where do I get that?

While in the STUDENT screen, from any tab, you and hold down the CTRL key and hit the ‘S’ key.

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

You can be on almost any other screen in the Skyward system and access the student’s basic demographic data as well as several other key fields simply by hitting the <F10> key.
It’s 1:00, where is that student right now?

From almost any screen within the Skyward system, you can hit the <F11> key and pull up the student’s schedule.

You can also pull up a teacher’s schedule by changing your selection in the top left corner.

How can I get an Active list to EXCEL really quick???

Click **Student** on the STUDENT screen.

Be sure to set your RANGE so that you get only the students you want then click **.**

This will send the data to an EXCEL spreadsheet so that you can manipulate the data.
What is OTHER ID used for?

On the GEN #1 tab of the STUDENT screen there is a field titled ‘Other ID’.

This ID is used for many purposes such as Child Nutrition, pictures, library access, Student ID badges, etc..

**NEVER, EVER, NEVER, change this number.**
I can’t see what I want to see on the GRADES tab.

From GRADES tab on the STUDENT screen click More.

You will use this screen to set exactly what you want to view on the GRADES tab.
How many students are enrolled at my campus?

From the STUDENT screen click in the upper left-hand corner.

On the next screen click .

This will give you the current enrollment at your campus. The counts in the “Current Count” and “Unduplicated Count” should match.

If the counts don’t match, click then ‘Recount Students’. On the next screen click . This will recount and sometimes clear up the problem. Contact TIMS if the counts still do not match. Someone will help you determine where the inaccuracy lies.
What does all this mean?

<table>
<thead>
<tr>
<th>Student</th>
<th>JI IN KIM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender: Female</td>
<td>Phone: (817) 581-2196</td>
</tr>
<tr>
<td>Address: 5700 N BEACH ST APT 1401 FOR'T WORTH TX 76137-2828</td>
<td></td>
</tr>
</tbody>
</table>

**Parent Consent** - this indicator tells you there is a condition on releasing the student to someone.

**Address box in Yellow** - means the address information is confidential and not to be given to anyone.

**Red icon next to alphakey** - there is critical medical alert information on this student.
What are Notes?

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Button, Button - who’s got the button?

There are several ways to access and change information from the student screen.

- **Student Indicator** - setup at entity level.
  - allows you to change address info without having to go all the way into the FAMILY tab.
  - allows the user to track additional information for the student
  - shows who made certain changes.
I want to email certain people when certain events occur in Skyward.

This is accessed from the ENTITY setup screen.

If you want to use this, you will need to submit a HEAT ticket. Someone will contact you to assist with setting up the necessary fields.

Events that can be setup:

Triggers:
Now what all can I do with Skyward reports again?

Change the Fonts - remember you have to unlock first.

Can export to Word, Outlook, Excel!!!!

Can print in Greenbar. Caution - don’t want to do this with documents that have to be kept permanently.

Can search using “FIND”.

Can save to your hard drive or a CD.
What’s the difference between the white triangle and the red triangle?

Click on the red/white triangle.
red = changes with last release
white = no changes with last release

Submit a Service Call - never use this; submit a HEAT ticket.
View Current Release/PMP Notes - stuff that the program already does
View Future Release/PMP Notes - stuff that is coming
Submit a Request for Enhancement - this is where you will enter any changes or enhancements you would like to see implemented in Skyward.
View My Security - unless you want to tie your machine up for a long, long, long, long time - don’t use this.
We won’t leave ya hangin’!!

There are already several ‘How to” documents posted to the BISD webpage. 
Go to Employees/Skyward

Click on ‘How To Documents’.

Birdville's Skyward gateway

Published by the BISD/TMIS Department 03/06
You will see various “How To” documents posted under their respective categories.

The latest and greatest in directions will be posted here.

**Birdville's Skyward How**

**General**

- [How To Submit A Skyward Request For Enhancement (RFE)]

**Student Management > Office > Attendance (SM/OF/AT)**

- [How To Generate Official Daily Attendance Report]
- [How To Access Attendance History]
- [How To Print Perfect Attendance Reports]
- [How To Print the Student Detail Report]
- [How To Print the Campus Summary Report]
- [How To Print the Attendance Verification Reports]

**Student Management > Office > Discipline (SM/OF/DI)**

- [How to Enter Discipline]