

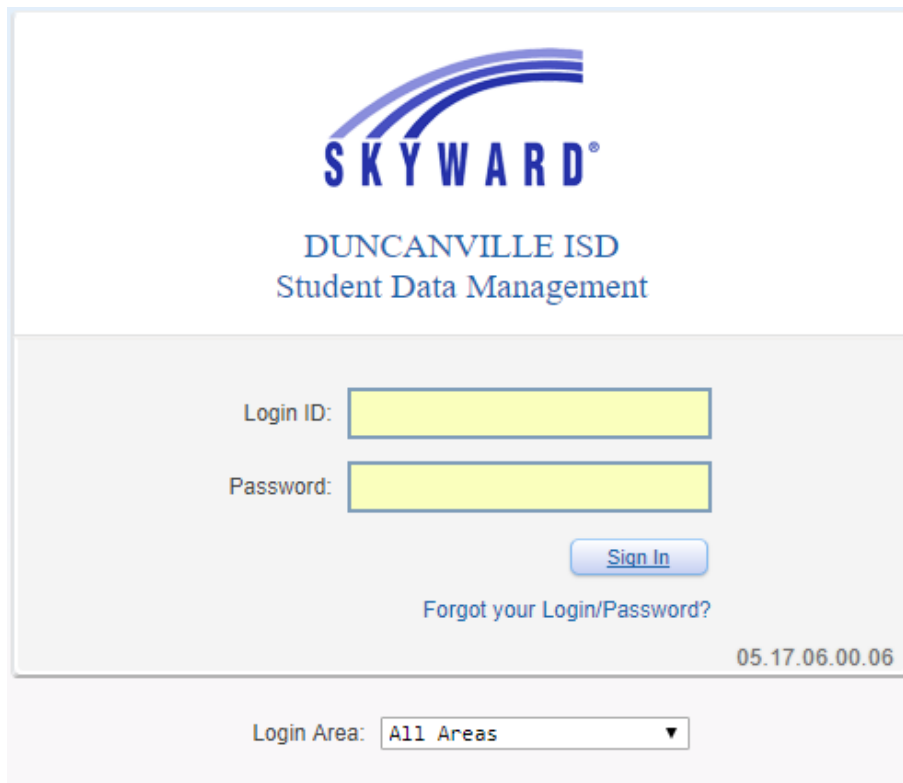


**SKYWARD LOGIN:** You will be logging into Skyward Student Management

**Login ID:** This will be the same as your network login.

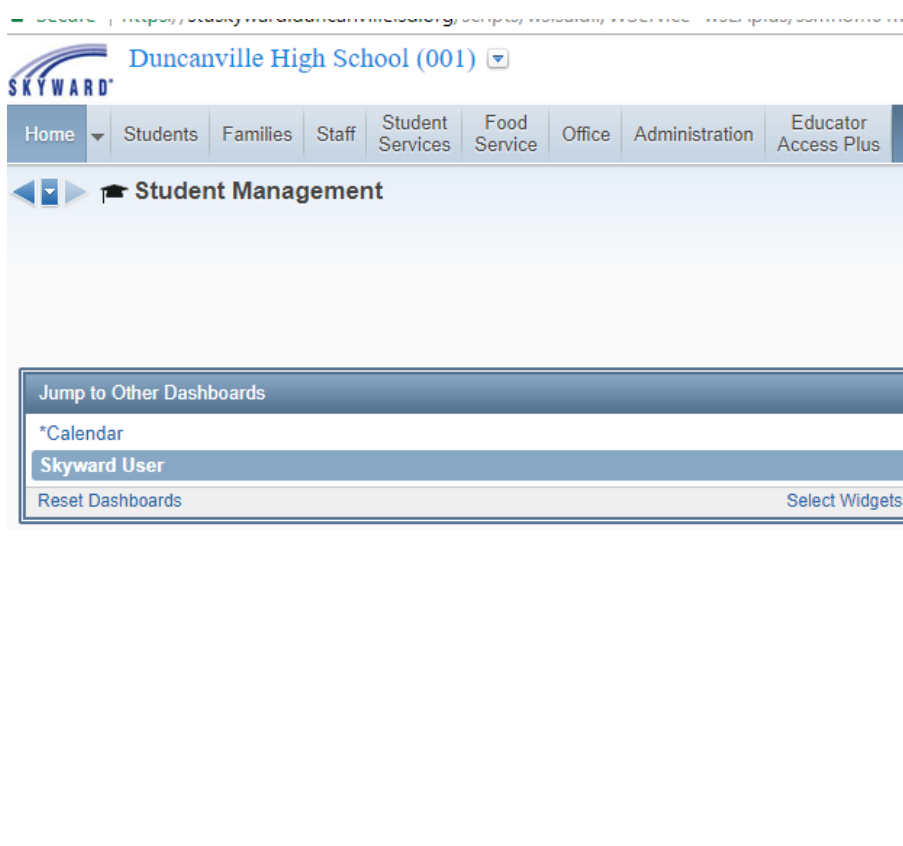
**Password:** This will be the same as your network password.

**Login Area:** This should be set to All Areas



Your security access will determine what campuses you will be able to see.

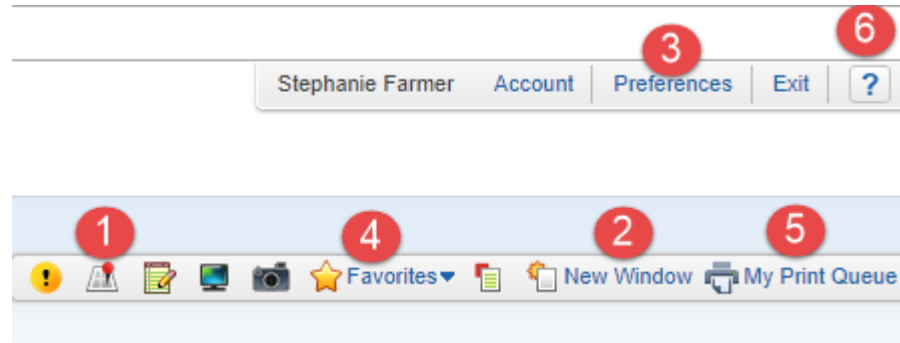
When you select the Home tab, you will see only the widgets you have selected. You can select to see more or less widgets and you can rearrange the widgets as you need.



# Getting to Know Skyward



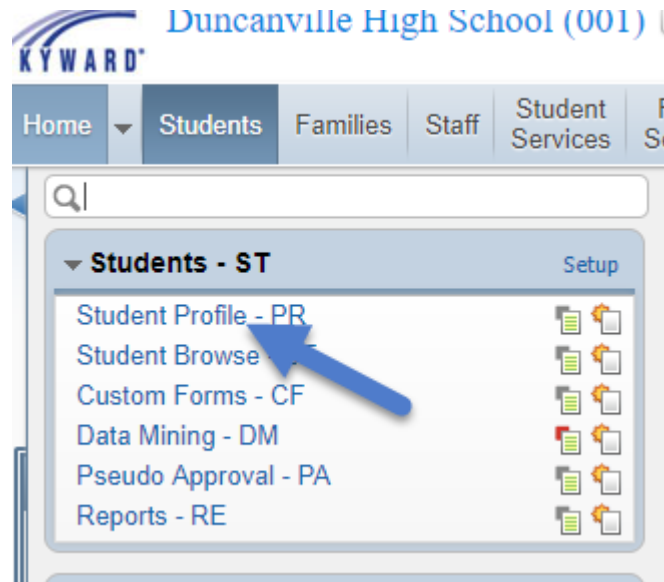
1. **Student Locator:** Click the Student link. Select the student, select the area in which you need to view.
2. **Create New Window:** This allows you to open multiple sessions of Skyward.
3. **Preferences:** This allows you to change the colors, etc on your screens.
4. **Favorites:** You can bookmark pages in Skyward.
5. **My Print Queue:** This is where all your print jobs can be stored and viewed.
6. **HELP!!!-** This is where you can go for more help.



**STUDENT PROFILE:** Access Student Profile to view information such as address, family, emergency, schedule, attendance, and grades on individual students

## Select Student



## Select Student Profile

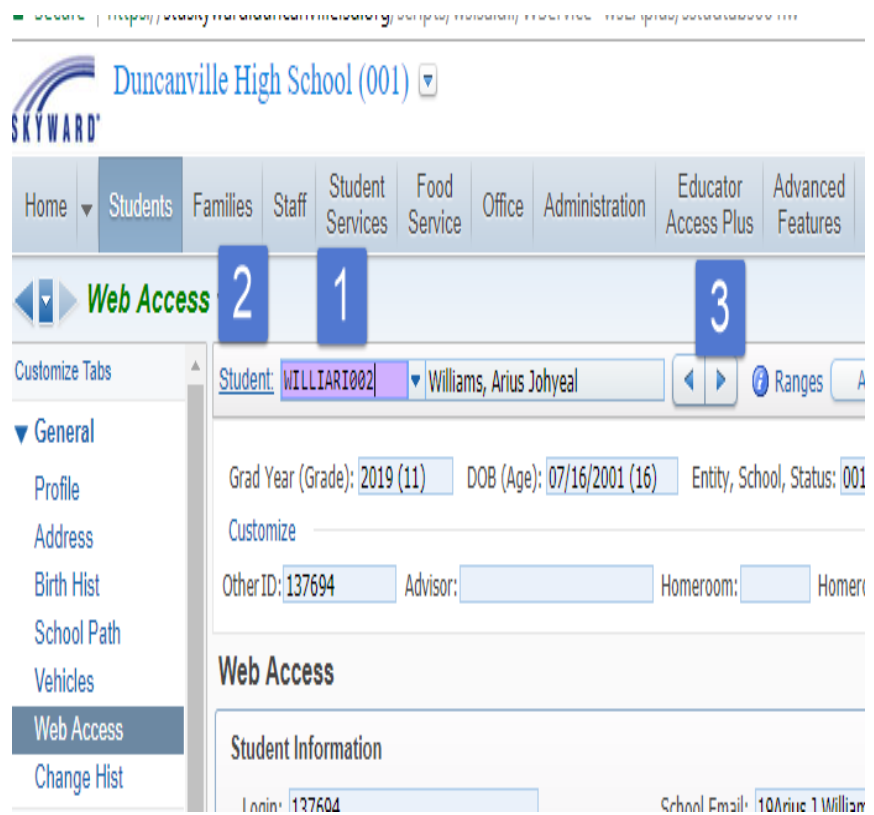


**1.Name Key** Every person in the Skyward system is assigned a name key. The name key is the first five letters of a person's last name, the first three letters of a person's first name and a three digit tie-breaker number. (example: BRANCSAL001 for Sally Branch).

You can enter a student's name key in the Student field or you can enter the student's other id in the Student field.

**2.Student Link** [Student:](#). You can search for a student by clicking the Student Link next to the Name Key field.

**3.Arrow Keys**   You can use the arrow keys next to the student's name to scroll to the next student record or previous student record.





**4.Ranges** [Ranges](#) · Ranges allows you to set perimeters to the students you search. You might want to set your ranges to only display active students. You can also set your ranges to only view students in certain grade levels.

*Note: 'ZZZZZ' represents a search for all records in the range. If you remove 'ZZZZZ', you will be searching for blanks.*

**5.Customize** [Customize](#) Click the Customize Link next to the Extra Information section to select which fields you would like to have appear in this section. These fields will appear on every student screen.

You will be limited to the spaces you select. You will also be able to select the order in which these appear.

The screenshot shows the Skyward web application interface. At the top, there is a navigation bar with tabs for Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, and Advanced Features. The 'Students' tab is selected. Below the navigation bar, there is a 'Web Access' section with a star icon and a blue box containing the number '4'. A 'Customize Tabs' sidebar is visible on the left, with 'Web Access' selected. The main content area shows a student profile for 'WILLIARI002 Williams, Arius Johyeal'. The 'Grad Year' is set to '2019 (11)' with a blue box containing the number '5' next to it. The 'DOB (Age)' is '07/16/2001 (16)'. There are fields for 'OtherID: 137694', 'Advisor', and 'Homeroom'. Below the profile information, there is a 'Web Access' section with a 'Student Information' subsection showing 'Login: 137604' and 'School Email: 10Arius 1 Willi...'.

# Getting to Know Skyward



**6. Customize Tabs** [Customize Tabs](#) Click the customize tabs link at the top of the tabs.

The tabs on the left-hand side of the screen represent different areas in which you can view information regarding the individual student.

The arrow will expand all of the areas associated with that category.

You may choose to hide the tab by unselecting the Display button. You may also change the order of the tabs.

| Move | Tab Name      | Display Tab                         |
|------|---------------|-------------------------------------|
| ↕    | General       | <input checked="" type="checkbox"/> |
| ↕    | Grades        | <input checked="" type="checkbox"/> |
| ↕    | Scheduling    | <input checked="" type="checkbox"/> |
| ↕    | Special Prgms | <input checked="" type="checkbox"/> |
| ↕    | Entry/With    | <input checked="" type="checkbox"/> |
| ↕    | Entity        | <input checked="" type="checkbox"/> |
| ↕    | Family        | <input checked="" type="checkbox"/> |



**Indicators:** Indicators will display in the upper right hand-corner of this page if the student is in certain special programs.

Mouse Over the indicator to see the Special Program.

The screenshot shows the top navigation area of the Skyward software. It includes a search bar with a magnifying glass icon and four tabs: "Educator Access Plus", "Advanced Features", "Federal/State Reporting", and "Custom Reports". Below the tabs is a horizontal toolbar with buttons for "Ranges", "Add", "Delete", "Transfer", and "Pseudo". At the bottom of the screenshot, there is a text field with the value "001, 001, A" and a "Default:" label followed by another "001, 001, A" value. To the right of this field are two small colored boxes, one red with a white 'H' and one black with a white 'S'.