



Midland Independent School District

Skyward Student Database Quick Start Guide

STUDENT INFORMATION SYSTEMS

Skyward Student Quick Start Guide

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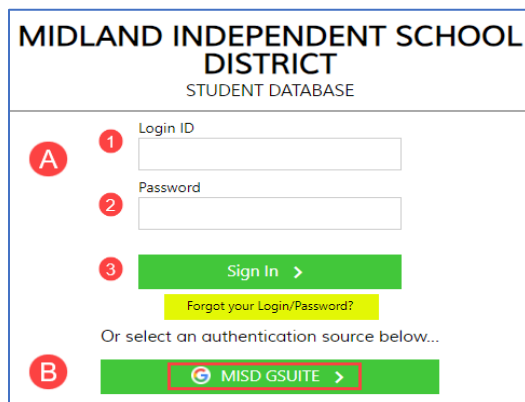
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Skyward Student Quick Start Guide

SKYWARD STUDENT DATABASE

The Skyward Student database can be accessed in various ways.

- By going to the MISD homepage and following the click path from the [MISD Home page](#) => [For Staff](#)=> [Staff Links](#)=> [Skyward – Student Database](#) or by the
- MISD GSuite or by the
- Google Apps the “Waffle”



MIDLAND INDEPENDENT SCHOOL DISTRICT
STUDENT DATABASE

1 Login ID

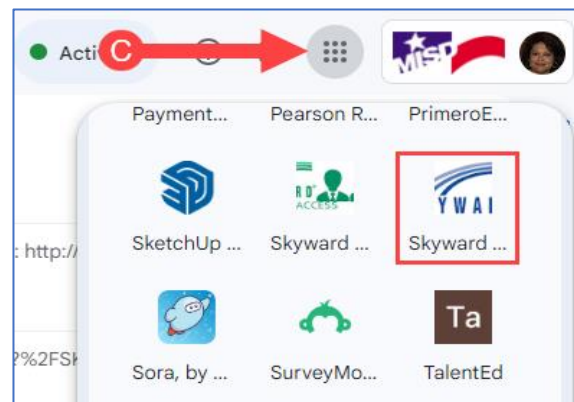
2 Password

3 Sign In >

Forgot your Login/Password?

Or select an authentication source below...

B MISD GSUITE >



Skyward Student Database login steps:

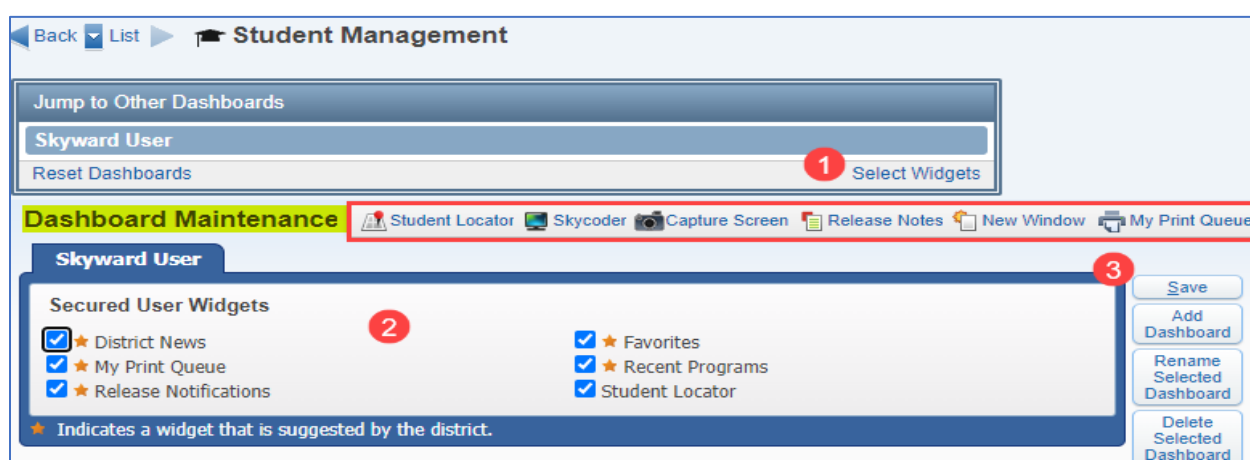
- Enter your login credentials:
 - Login ID** will be your first-name.last.name
 - Password** will be what you have created.
Click on the [Forgot your Login/Password](#) link if you have forgotten your login and/or password. Check the box “I’m not a robot and please enter your email address or user name and click the “Submit” button. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.
 - Click the Sign In button **OR**
- Click the “**MISD GSUITE**” button to bypass step A. You will be directed to “Choose an Account”. Select your MISD email address and you will be directed into the Skyward Student Database.
- The Google App known as the “Waffle” is the grid of the nine small boxes that are found on the top right corner of the browser when using various Google products like Google Chrome and Gmail.

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WIDGETS

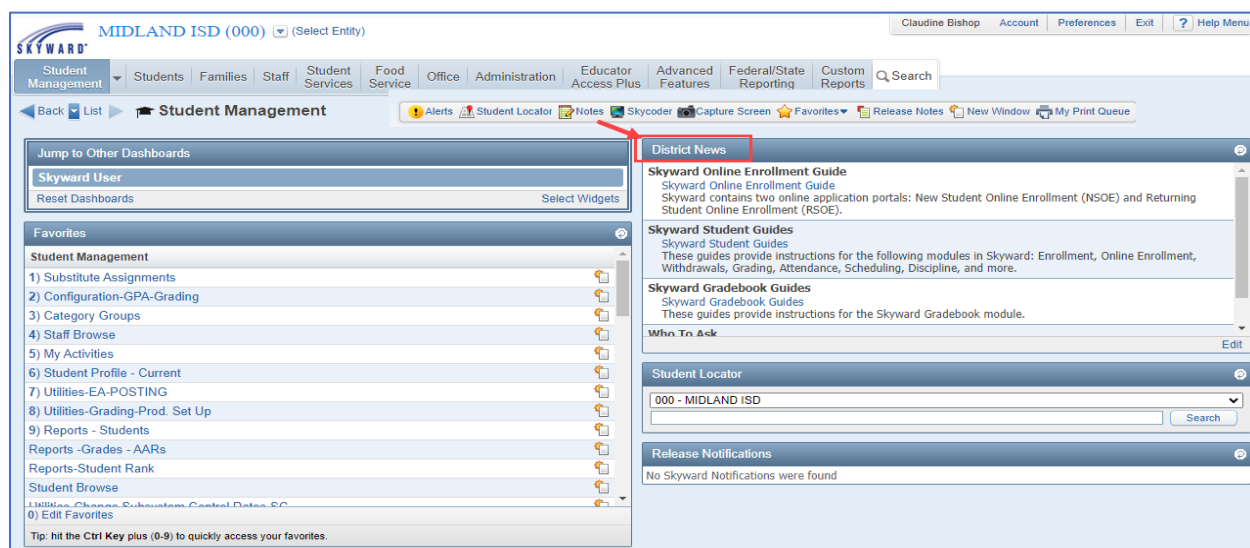
A widget is an element that displays information or provides a specific way for a user to interact with the database. To select widgets, follow the steps below.

1. Click on the “**Select Widgets**” link.
2. Select the widgets of your choice.
3. Click the **Save** button, the widgets will now appear on your Skyward dashboard.



DISTRICT NEWS WIDGET

The **District News** section is used by the Student Information Systems department to post links to training materials.

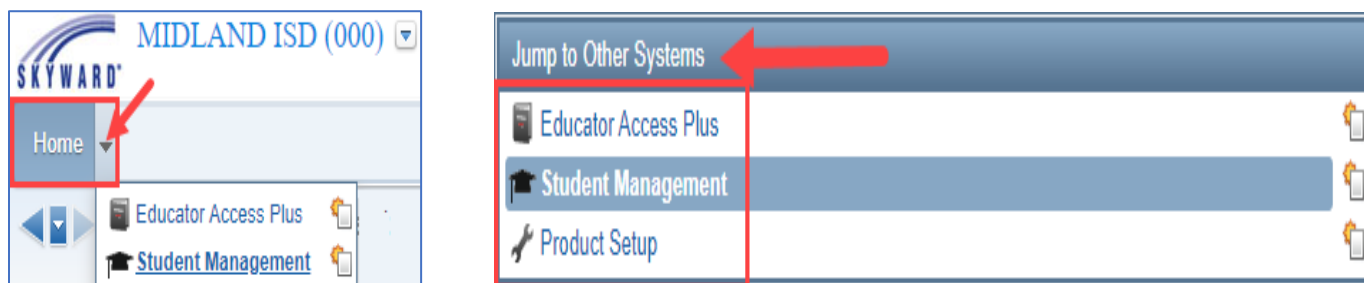


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SWITCHING BETWEEN APPLICATIONS

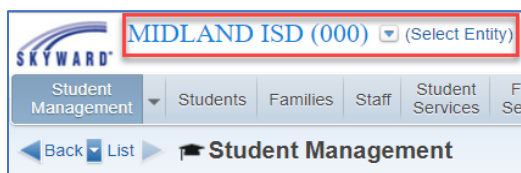
Most users will only have **Student Management** system access and/or the **Educator Access Plus** (gradebook) system access options.

To switch between applications, use the arrow next to the home button and select the name of the application you would like to access or if you have the capability from your dashboard to select the option to “Jump to Other Systems”.



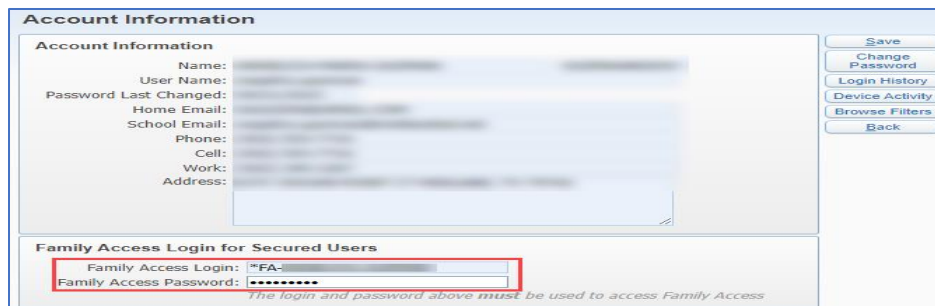
SWITCHING BETWEEN ENTITIES (CAMPUSES)

Most users only have access to their assigned entity. If you work at multiple campuses or have district wide access, you can **switch between district wide access (000) and campus-specific access by using the dropdown next to the (000)**. From the drop-down arrow select the entity you want to access.



YOUR SKYWARD ACCOUNT

This option is located in the upper right corner of your Skyward pages. Click on the “Account” link to view the details of your account. You can view the login history of the account and change the account password. **You can also view your family access login credentials if you have created your account with your Midland ISD email address.**

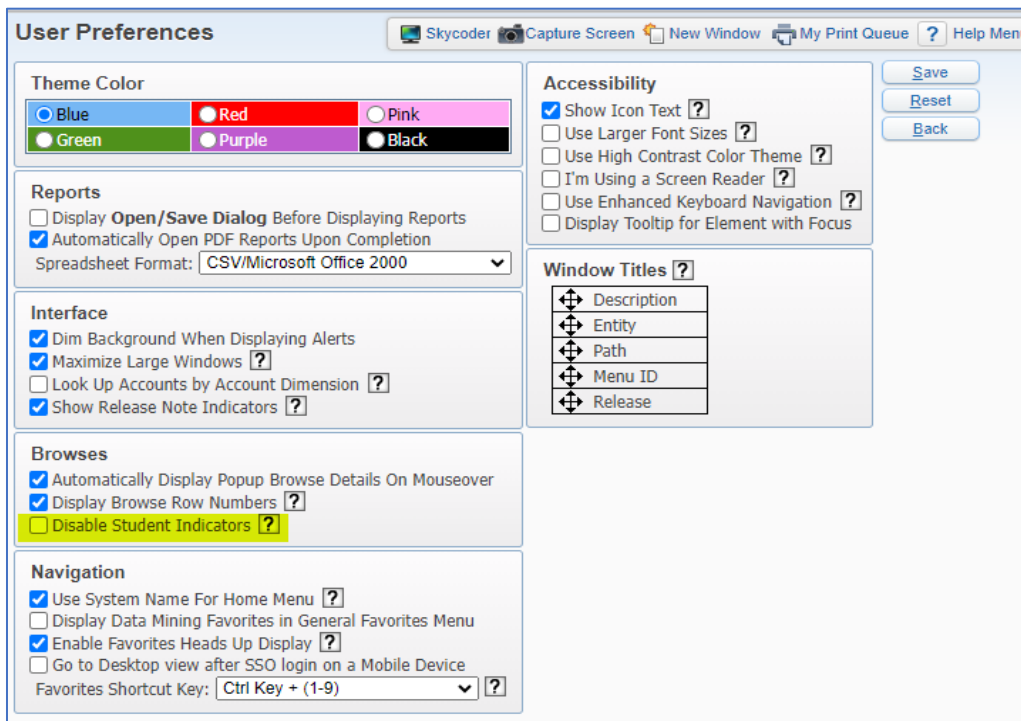


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PREFERENCES

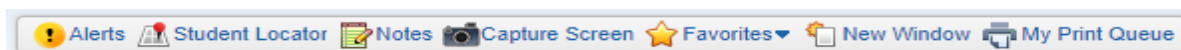
This option is located in the upper right corner of your Skyward pages and allows you to set up options associated with your account. Changes here will not affect other users. Some of the things that can be done are change your theme color, set up Accessibility Options, Reports, Interface, Browsers and Navigation.

- **Theme Color** – This option can be used to change the display color of buttons and menus within the software. The ability to change your Theme Color is controlled by a setting in the Web Configuration.
- **Display Open/Save Dialog Before Displaying Reports** – If this option is unchecked, you will need to display a report first in order to be able to save it.
- **Automatically Open PDF Reports Upon Completion** – If this option is selected, PDF reports will automatically display when the Print Queue processing screen is open.
- **Spreadsheet Format** - This option allows you to select what the default format should be for spreadsheets generated from Skyward. You can select from CSV/Microsoft Office 2000, Microsoft Office 2002+ or Open Office.
- **Display Browse Row Numbers** – This option will display numbers next to each record when in a Browse screen.
- **Use Larger Font Size** – You can select this option to display certain areas with a larger font.
- **Disable Student Indicators** – student indicators codes will display next to their name, i.e. LEP, ESL, AT RISK, GIFTED/TALENTED & CRITICAL ALERTS indicators.



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DASHBOARD ICONS



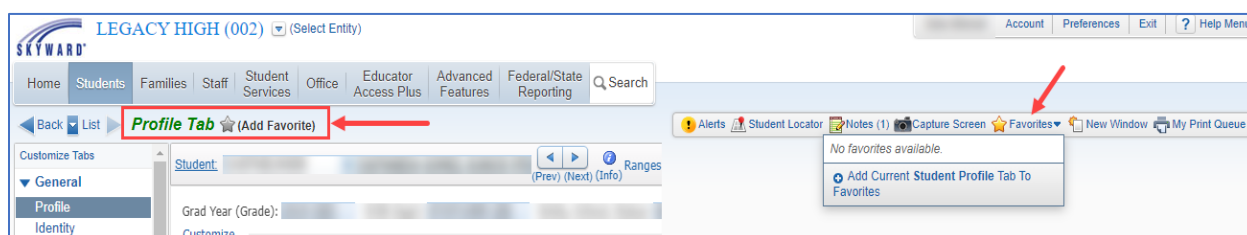
Alerts: used at the campus or district level, for example if a parent submits an absence request.

Student Locator: allows you to find a student and view their daily schedule.

Notes: allows you to create a note for this program.

Favorites: allows you to create a short cut to an area used frequently.

- To Add a Favorite, select the **Star** next to the name of the area.
- To Use Favorites, click on the **Favorites** dropdown menu.
- To Edit Favorites, click **Edit Favorites** in the Favorites dropdown menu.





Capture Screen: allows you to send a printout of the screen to the print queue.


New Window: allows you to create another session in a new window.


My Print Queue: allows you to view reports or screenshots that you have generated. Reports can be converted into Excel format if selected. **Note: Records are deleted from the Print Queue after 2 days.**


My Print Queue -

 Skycoder

 Capture Screen


 New Window


 My Print Queue


 Help Menu


Views: General

Filters: Skyward Default Clone

 Quick Filter

 Chart Options

 Export Options

 Print Browse

View

Delete

Rerun

Convert to Excel

View Status

Tasks

Save This Report

Saved Reports

Back

	Date	Time	Report Description	Wait List #	Status	Time Processing	Format	
1	10/16/2023 Mon	8:52 AM	Contact Hours Report - 114 CH		Completed	00:00:01	PDF	
2	10/16/2023 Mon	8:51 AM	Daily Register - DR 114		Completed	00:00:13	PDF	
3	10/13/2023 Fri	2:28 PM	ADA Report - ADA RPT - TEACH MEMBER C1		Completed	00:00:01	PDF	
4	10/13/2023 Fri	2:21 PM	Export Data: Student Browse		Completed	00:00:03	UTILITY	
5	10/13/2023 Fri	2:18 PM	ADA Report - ADA RPT - TEACH MEMBER C1		Completed	00:00:01	PDF	
6	10/13/2023 Fri	2:16 PM	Enrollment Report - 136 ENROLL - TCH MEMBER C1		Completed	00:00:01	PDF	
7	10/13/2023 Fri	9:16 AM	Contact Hours Report - 134 CH		Completed	00:00:01	PDF	
8	10/13/2023 Fri	9:15 AM	Daily Register - DR 134		Completed	00:00:18	PDF	
9	10/13/2023 Fri	7:51 AM	Contact Hours Report - 003 CH		Completed	00:00:01	PDF	
10	10/13/2023 Fri	7:47 AM	Daily Register - DR 003		Completed	00:01:01	PDF	
11	10/12/2023 Thu	2:48 PM	Contact Hours Report - 134 CH		Completed	00:00:02	PDF	
12	10/12/2023 Thu	2:47 PM	Daily Register - DR 134		Completed	00:00:16	PDF	

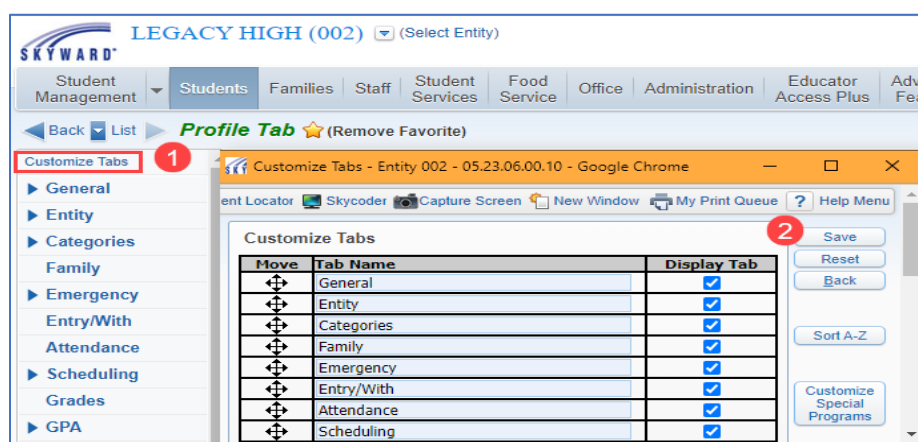
Skyward Student Quick Start Guide

CUSTOMIZED TABS & HEADERS

Allow you to select which tabs to display on the left panel and the order.

1. To customize your tabs:

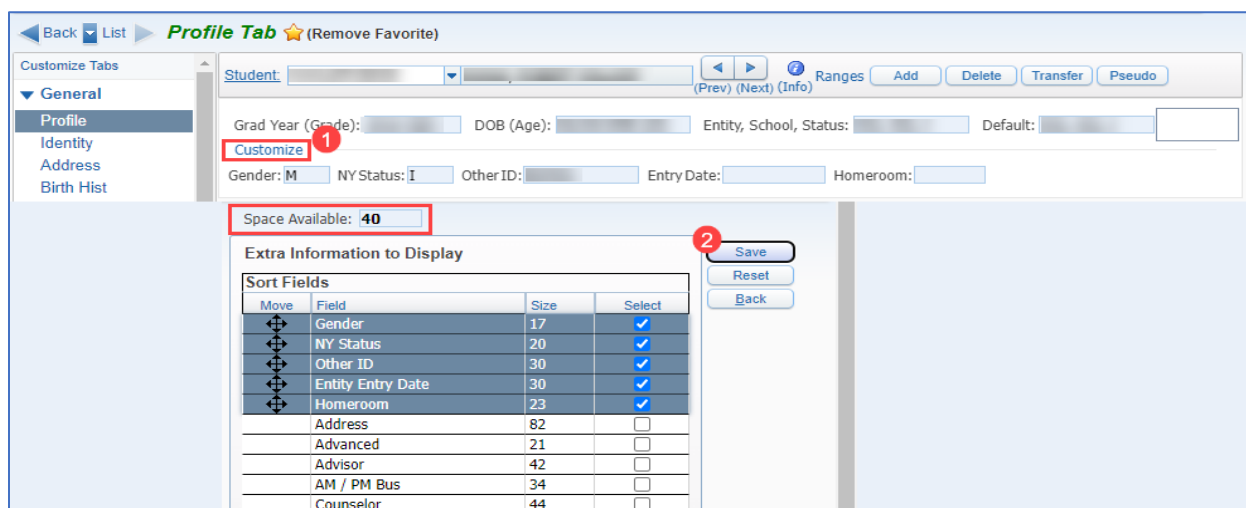
1. Click **Customize Tabs**. Remove, select and/or move preferred fields you'd like to see and in what order.
2. Click **Save**.



Customized Header: Each tab shows specific information while the header information below will show on every screen and is customizable.

2. To customize your header:

1. Click **Customize**. Remove, select and/or move preferred fields you'd like to see and in what order. *NOTE: character space is limited.*
2. Click **Save**.

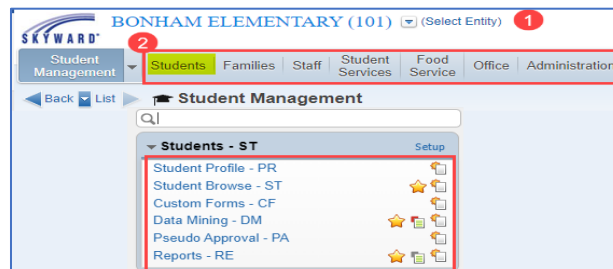


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STUDENT MANAGEMENT HOMEPAGE

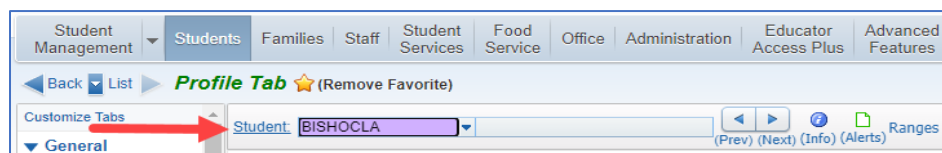
Screens may vary due to security access.

1. From the drop-down arrow, select an entity or leave at (000) for district wide access.
2. Tab or select the module you want to access, i.e. **Students => Student Profile**



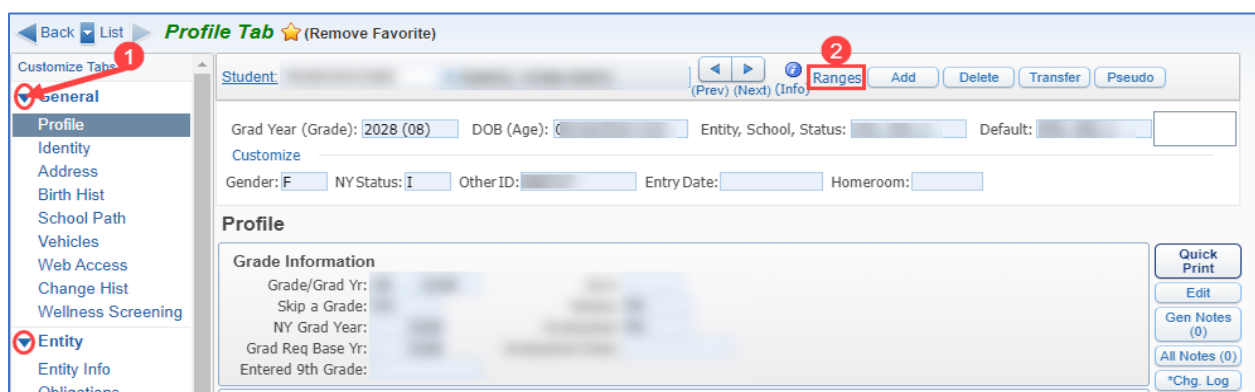
From the [Student Profile](#) page, you can view the students Grade and General Information.

To locate a student, enter the student's first five letters of the last name, and the first three letters of the first name OR enter the student's student ID if available.



To view other areas:

1. Click the arrows to expand or collapse section links. This option may vary from page to page.
2. Click [Ranges](#), to limit the group of students that are displayed. Ranges has several of criteria's to choose from i.e. viewing Active and Inactive students.

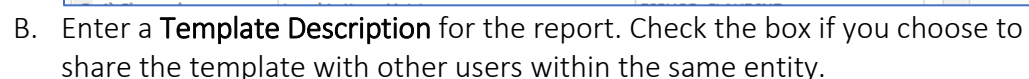


The **Student Browse** page in Skyward provides a list of all students and much or their information (based on security access). This page can be used to quickly create reports.

- A. To view certain student criteria to display, use the **Views** dropdown. *For example, to view students' enrollment and withdrawal information, select 'Entry/Withdrawal'.*
- B. To view certain student criteria to displayed use the **Filters** dropdown. *For example, to only view active students, select 'Only Active Students'.*
- C. To sort, for example by grade level, click on the **"Gr"** column header or any other header to sort by.
- D. To display a certain amount of records on the page, click the dropdown. Keep in mind, if you select a large number of records to view (i.e. 1000) the screen may take longer to load.
- E. To filter down to specific records, click the **Filter** icon. *For example, to view only students with a specific entry date.*
- F. To export the data, click the **Excel** icon.

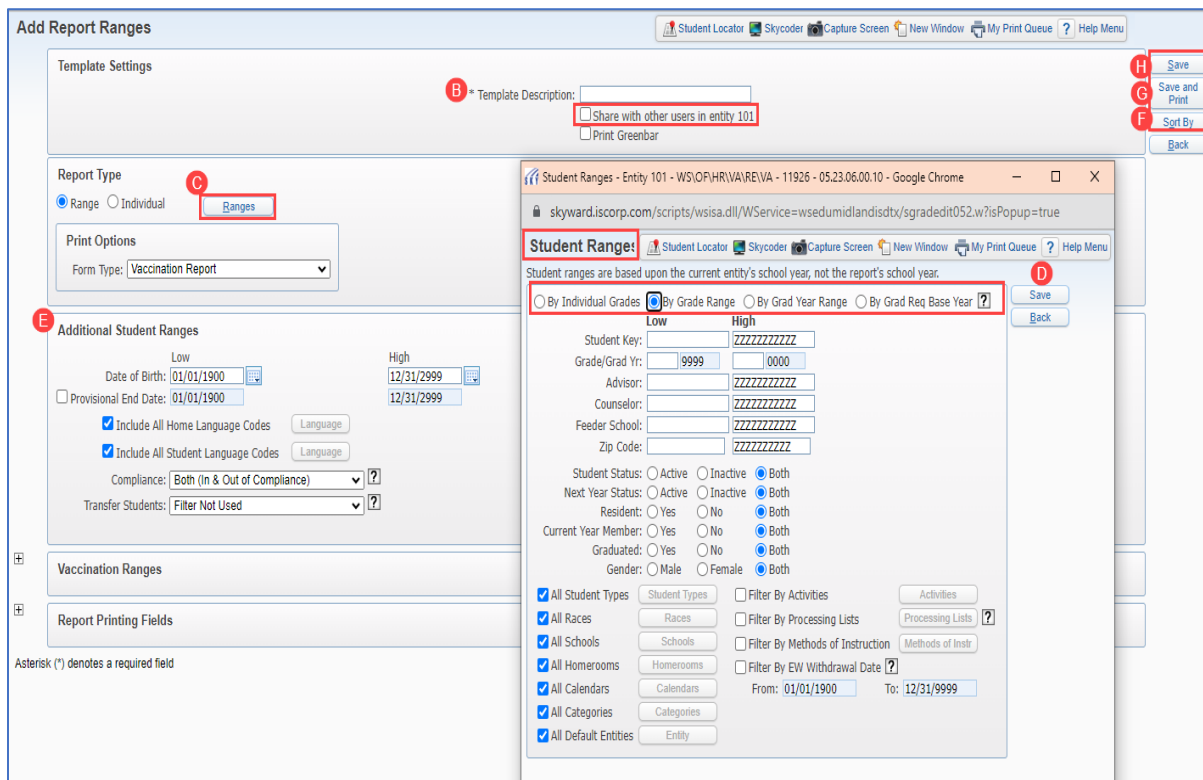


1. To add a report:
 - A. To create a new template, click **Add**.



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- C. Click **Ranges** to determine what group of students to print on the report.
- D. Click **Save** if changes made or **Back** when done.
- E. Review report parameters and make selections as needed.
- F. Click **Sort By** to sort report in specific order.
- G. Click **Save** to save report without running report. Click **Save and Print** to save report and run report.
- H. Click the Save button if you wish to save and not print it.



Add Report Ranges

Template Settings

* Template Description: ☐ Share with other users in entity 101 ☐ Print Greenbar

Report Type

☒ Range ☐ Individual **Ranges**

Print Options

Form Type: Vaccination Report

Additional Student Ranges

Low Date of Birth: 01/01/1900 High 12/31/2999

☐ Provisional End Date: 01/01/1900 12/31/2999

☒ Include All Home Language Codes

☒ Include All Student Language Codes

Compliance: Both (In & Out of Compliance) ?

Transfer Students: Filter Not Used ?

Vaccination Ranges

Report Printing Fields

Asterisk (*) denotes a required field

Student Ranges

Student ranges are based upon the current entity's school year, not the report's school year.

☐ By Individual Grades ☒ By Grade Range ☐ By Grad Year Range ☐ By Grad Req Base Year ?

Low High

Student Key: 0000000000

Grade/Grad Yr: 9999 0000

Advisor: 0000000000

Counselor: 0000000000

Feeder School: 0000000000

Zip Code: 00000000

Student Status: ☐ Active ☐ Inactive ☒ Both

Next Year Status: ☐ Active ☐ Inactive ☒ Both

Resident: ☐ Yes ☐ No ☒ Both

Current Year Member: ☐ Yes ☐ No ☒ Both

Graduated: ☐ Yes ☐ No ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ All Student Types ☐ Filter By Activities

☒ All Races ☐ Filter By Processing Lists

☒ All Schools ☐ Filter By Methods of Instruction

☒ All Homerooms ☐ Filter By EW Withdrawal Date ?

☒ All Calendars ☐ From: 01/01/1900 To: 12/31/9999

☒ All Categories ☐ Categories

☒ All Default Entities ☐ Entity

2. To clone an existing report:

- A. Select from the available templates to be copied and click the **Clone** button.
- B. Enter a **Template Description** and keep the boxed checked to continue sharing the new template with others to use within the same entity.
- C. Review **Ranges** and make changes as needed.
- D. Click **Save** if edits were made or click the **Back** button to return to previous screen.
- E. Review report parameters and make changes as needed.
- F. Click the **Sort by** button to review and/or make edits as needed.
- G. Click **Save** to save report without running the report. Click **Save and Print** to save report and run report.
- H. Click the **Print** button to run the report without saving it.

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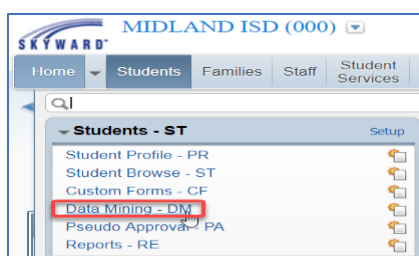
DATA MINING

This feature is for advanced users who have programming experience. Please contact the SIS department for training.

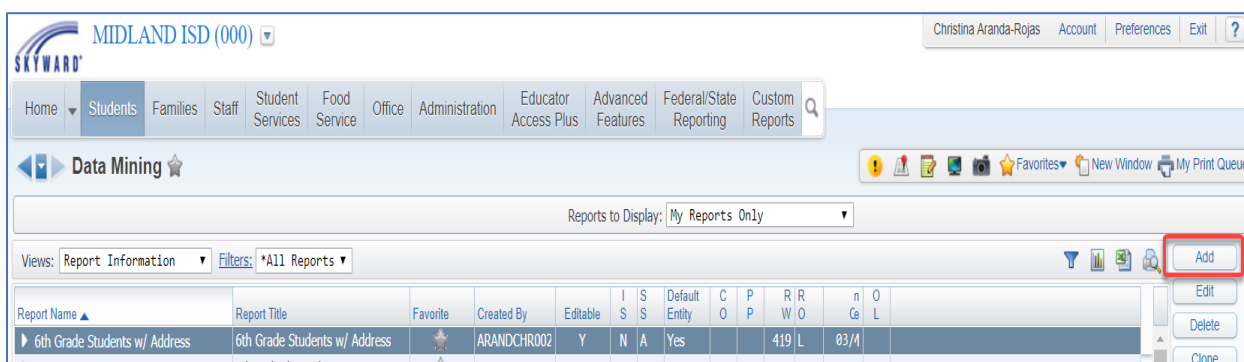
Student Data Mining is a tool available to be able to create customized reports. The data can be put into a variety of different forms. Users can generate a PDF document for viewing/printing or export the data to an Excel spreadsheet.

To generate a report using Data Mining, follow the steps below:

1. Go to **Students>Students-ST>Data Mining**.



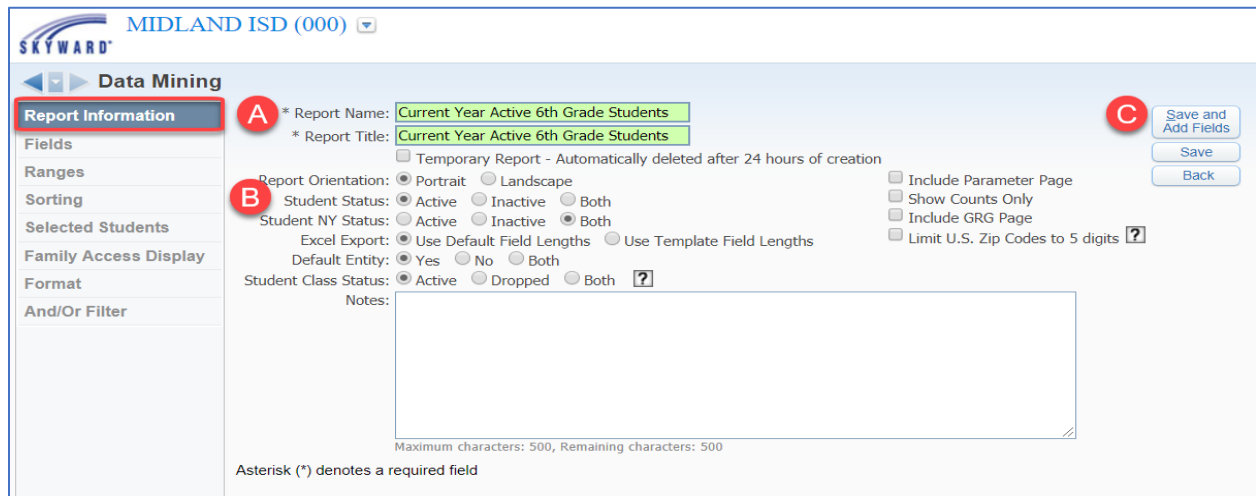
2. Click **Add** to create a template.



3. Building a Data Mining template includes the following five basic pieces before it can be run. *In this example, you will create a basic list of active, current year 6th grade students.* **Report Information** is where you will set some initial ranges for the data that will pull and set some options for data formatting and other data to include on the report.

- A. Input the **Report Name** and **Report Title**.
- B. For the **Student Status**, select **Active** to pull active current year students.
*NOTE: If you are generating a list of active next year students, select **Student Status = Both** and **Student NY Status= Active**.*
- C. Click **Save and Add Fields**.

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SKYWARD MIDLAND ISD (000)

Data Mining

Report Information

* Report Name: **Current Year Active 6th Grade Students**

* Report Title: **Current Year Active 6th Grade Students**

Report Orientation: ☒ Portrait ☐ Landscape

Student Status: ☒ Active ☐ Inactive ☐ Both

Student NY Status: ☐ Active ☐ Inactive ☒ Both

Excel Export: ☒ Use Default Field Lengths ☐ Use Template Field Lengths

Default Entity: ☒ Yes ☐ No ☐ Both

Student Class Status: ☒ Active ☐ Dropped ☐ Both

Notes:

Maximum characters: 500, Remaining characters: 500

Asterisk (*) denotes a required field

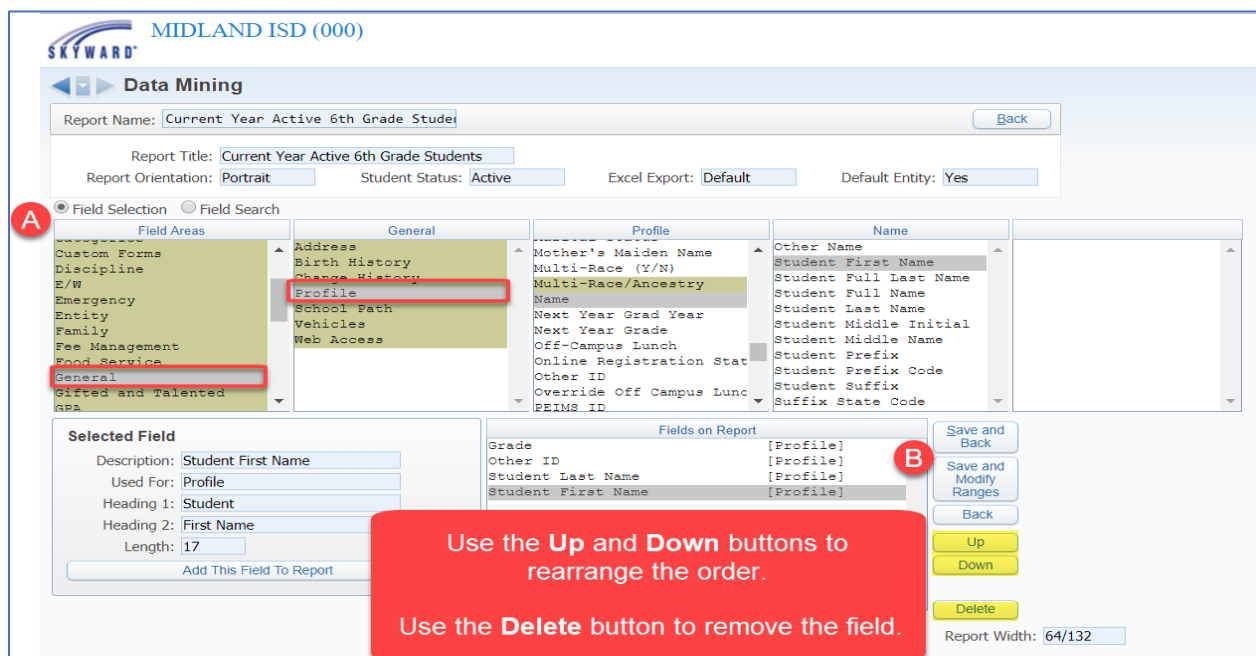
Buttons: Save and Add Fields, Save, Back

3. Add the **fields** to be included on your report.

A. Double-click on the field(s) you wish to include on your report through the **Field Area** categories. To make this easier, think of the Student Profile tabs and the fields included on each tab, this closely mirrors how the fields are organized in the Field Selection method.

NOTE: When locating a field to be added to the report, selecting a Field Area with a tan background will open a sub-set of areas/fields in the next column over. Any field that can be added to the report will have a white background.

B. Once all the fields have been added, click **Save and Modify Ranges**.



SKYWARD MIDLAND ISD (000)

Data Mining

Report Name: **Current Year Active 6th Grade Students**

Report Title: **Current Year Active 6th Grade Students**

Report Orientation: **Portrait** Student Status: **Active** Excel Export: **Default** Default Entity: **Yes**

Field Selection

Field Areas

General

Profile

Name

Selected Field

Description: **Student First Name**

Used For: **Profile**

Heading 1: **Student**

Heading 2: **First Name**

Length: **17**

Add This Field To Report

Fields on Report

Grade [Profile]

Other ID [Profile]

Student Last Name [Profile]


Student First Name [Profile]

Buttons: Save and Back, Save and Modify Ranges, Back, Up, Down, Delete

Report Width: 64/132

Use the **Up** and **Down** buttons to rearrange the order.

Use the **Delete** button to remove the field.

- 
MIDLAND ISD (000)

[Home](#)
[Students](#)
[Families](#)
[Staff](#)
[Student Services](#)
[Food Service](#)
[Office](#)
[Administration](#)
[Educator Access Plus](#)
[Advanced Features](#)
[Federal/State Reporting](#)
[Custom Reports](#)

Data Mining

Report Information

 - Fields
 - Ranges**
 - Sorting
 - Selected Students - 0
 - Family Access Display
 - Format
 - And/Or Filter

Report Name: **Current Year Active 6th Grade Student** Add Clone Delete Back

Report Title: **Current Year Active 6th Grade Students**

Report Orientation: **Portrait** Student Status: **Active** Excel Export: **Default** Default Entity: **Yes**

[Print](#)
[First 10 Records \[Print\]](#)
[Excel](#)
[First 10 Records \[Excel\]](#)
[Print Using Processing List](#)
[Print Using Reports Generator](#)
[Address Labels](#)

[Information Labels](#)
[Mail Merge](#)
[Export to File](#)
[Print Parameter Page](#)

Report Width: **64/132**

Grade (Profile)

☒ Print Field on Report ☐ Individual Selections

[Edit Ranges](#)
[Add/Delete Fields](#)

- Skyward®

MIDLAND ISD (000)

Data Mining

Report Information

FieldsRangesSortingSelected Students - 0Family Access DisplayFormatAnd/OR Filter

Report Name:

Current Year Active 6th Grade Stude

Back

Report Title:

Current Year Active 6th Grade Students

Report Orientation:

Portrait

Student Status:

Active

Excel Export:

Default

Default Entity:

Yes

Report Width:

64/132

Grade (Profile)

☒ Print Field on Report☐ Individual Selections

Ranges Low/High:

06

06

Headings 1:

Headings 2:

Gr

Length:

2

Reset

C

Save

Back

B

Other ID (Profile)

☒ Print Field on Report☐ Individual Selections

Ranges Low/High:

ZZZZZZZZZZ

Headings 1:

Headings 2:

Other ID

Length:

12

Reset

Student Last Name (Profile)

☒ Print Field on Report☐ Individual Selections

Ranges Low/High:

ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ

Headings 1:

Student

Headings 2:

Last Name

Length:

30

Reset

Student First Name (Profile)

☒ Print Field on Report☐ Individual Selections

Ranges Low/High:

ZZZZZZZZZZZZZZZZZZ

Headings 1:

Student

Headings 2:

First Name

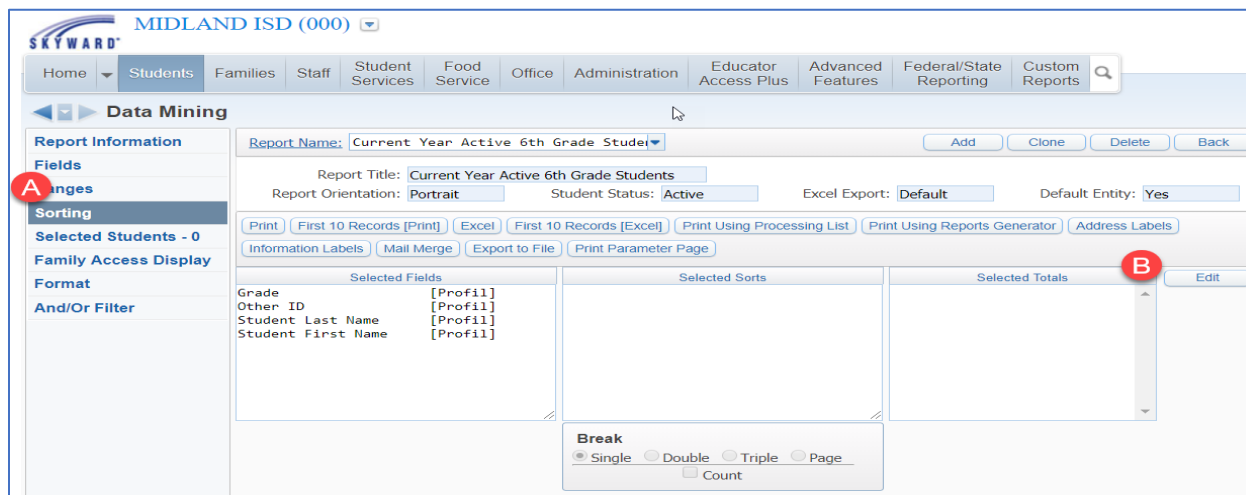
Length:

17

Reset

- Last updated 10-16-2023

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Report Information

Report Name: **Current Year Active 6th Grade Students** [Add] [Clone] [Delete] [Back]

Report Title: **Current Year Active 6th Grade Students**

Report Orientation: **Portrait** Student Status: **Active** Excel Export: **Default** Default Entity: **Yes**

[Print] [First 10 Records [Print]] [Excel] [First 10 Records [Excel]] [Print Using Processing List] [Print Using Reports Generator] [Address Labels]

[Information Labels] [Mail Merge] [Export to File] [Print Parameter Page]

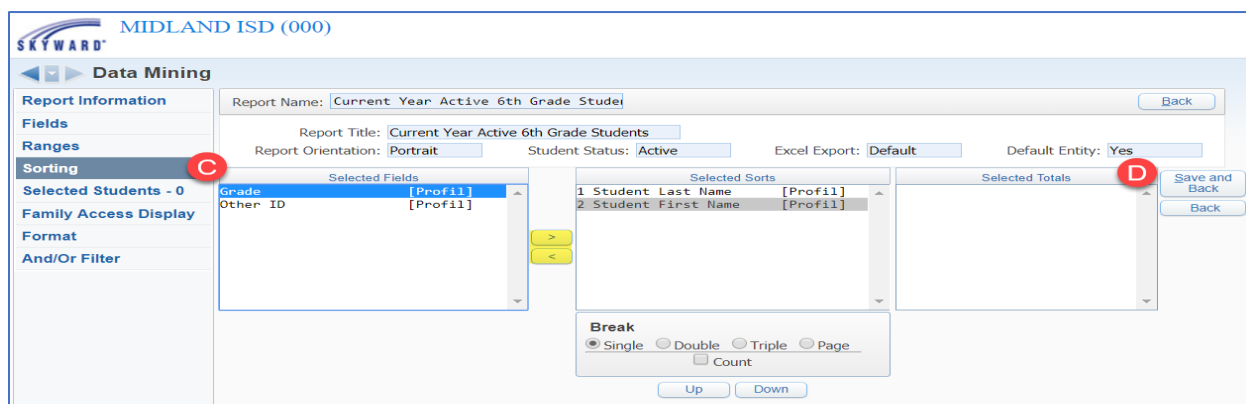
Selected Fields	Selected Sorts	Selected Totals
Grade [Profile]		
Other ID [Profile]		
Student Last Name [Profile]		
Student First Name [Profile]		

Break

☒ Single ☐ Double ☐ Triple ☐ Page

☐ Count

- C. Double-click on the fields to move to the **Selected Sorts** table or use the arrows.
- D. Click **Save and Back**.



Report Information

Report Name: **Current Year Active 6th Grade Students** [Back]

Report Title: **Current Year Active 6th Grade Students**

Report Orientation: **Portrait** Student Status: **Active** Excel Export: **Default** Default Entity: **Yes**

[Print] [First 10 Records [Print]] [Excel] [First 10 Records [Excel]] [Print Using Processing List] [Print Using Reports Generator] [Address Labels]

[Information Labels] [Mail Merge] [Export to File] [Print Parameter Page]

Selected Fields	Selected Sorts	Selected Totals
Grade [Profile]	1 Student Last Name [Profile]	
Other ID [Profile]	2 Student First Name [Profile]	

Break

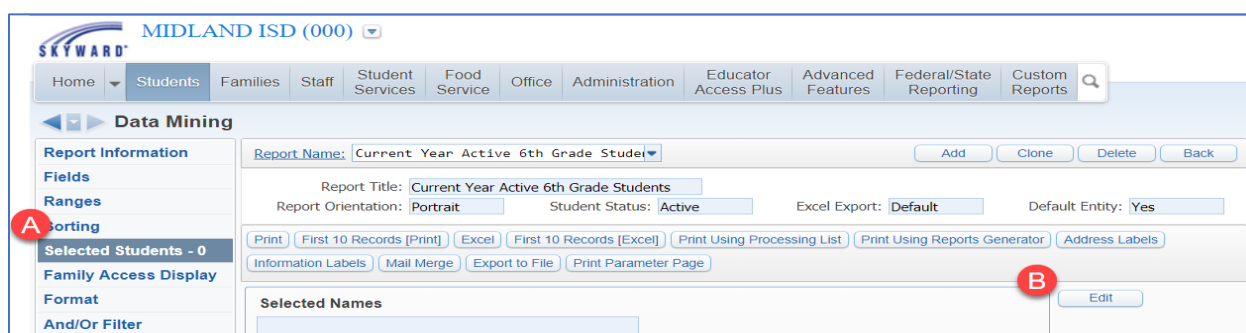
☒ Single ☐ Double ☐ Triple ☐ Page

☐ Count

[Up] [Down]

[Save and Back] [Back]

6. *OPTIONAL*: Choose **selected students** to pull for the report.
 - A. Click **Selected Students**
 - B. Click **Edit**



Report Information

Report Name: **Current Year Active 6th Grade Students** [Add] [Clone] [Delete] [Back]

Report Title: **Current Year Active 6th Grade Students**

Report Orientation: **Portrait** Student Status: **Active** Excel Export: **Default** Default Entity: **Yes**

[Print] [First 10 Records [Print]] [Excel] [First 10 Records [Excel]] [Print Using Processing List] [Print Using Reports Generator] [Address Labels]

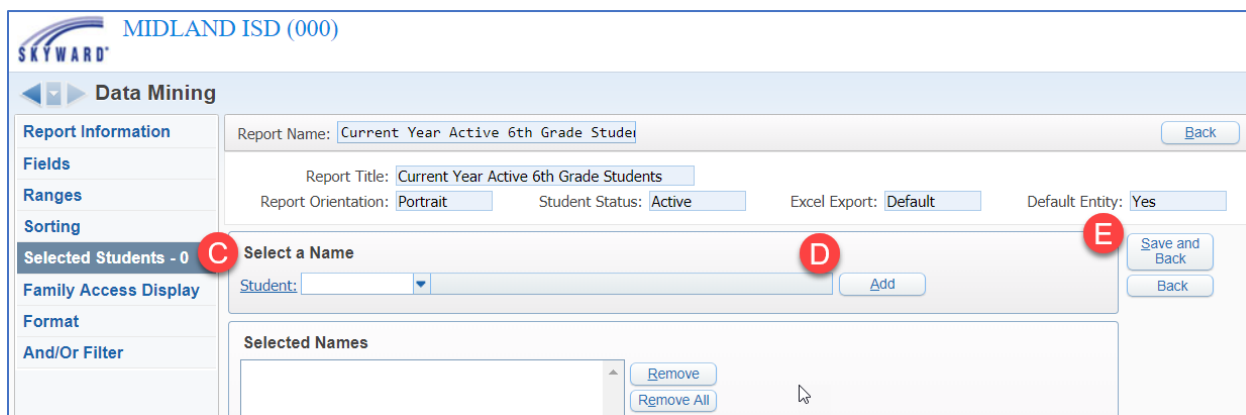
[Information Labels] [Mail Merge] [Export to File] [Print Parameter Page]

Selected Names

[Edit]

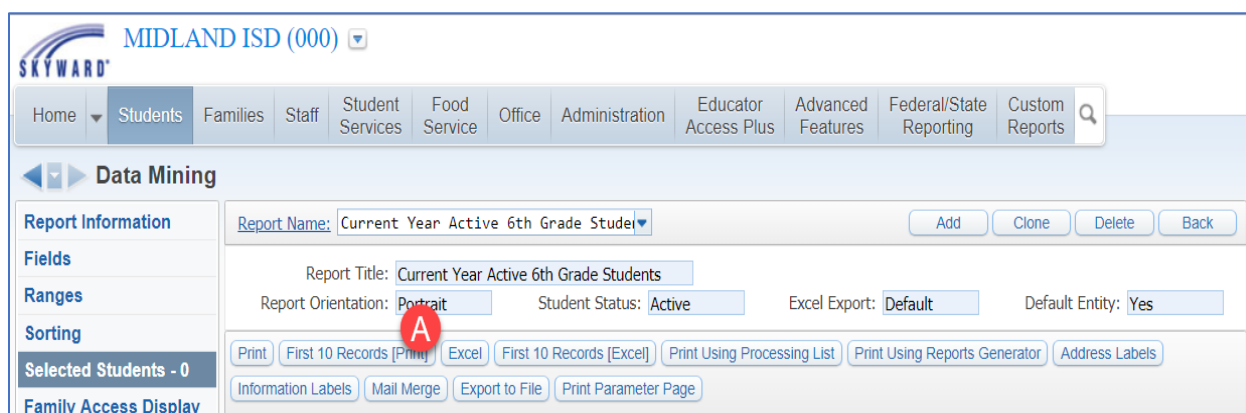
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- C. In the **Student** field, begin typing the student's name or click the **Student** link to select the student.
- D. Click **Add**.
- E. Once all students have been added click **Save and Back**.



The screenshot shows the Skyward Data Mining interface for MIDLAND ISD (000). The 'Report Name' is 'Current Year Active 6th Grade Students'. The 'Report Title' is 'Current Year Active 6th Grade Students'. The 'Report Orientation' is 'Portrait', 'Student Status' is 'Active', 'Excel Export' is 'Default', and 'Default Entity' is 'Yes'. A red circle 'C' highlights the 'Student' field, a red circle 'D' highlights the 'Add' button, and a red circle 'E' highlights the 'Save and Back' button.

4. To export the report to an Excel spreadsheet:
 - A. Click **Excel**



The screenshot shows the Skyward Data Mining interface for MIDLAND ISD (000). The 'Report Name' is 'Current Year Active 6th Grade Students'. The 'Report Title' is 'Current Year Active 6th Grade Students'. The 'Report Orientation' is 'Portrait', 'Student Status' is 'Active', 'Excel Export' is 'Default', and 'Default Entity' is 'Yes'. A red circle 'A' highlights the 'Excel' button in the 'Print' section.

- B. Once the report has been generated, click **View Report**.



The screenshot shows a 'Request Complete' dialog box. The text inside says: 'Student Data Mining - Current Year Active 6th Grade Students has finished processing.' A red circle 'B' highlights the 'View Report' button.

- C. Your report will now be displayed. *NOTE: Depending on your browser, you may need to save the report before you can view it.*

Skyward Student Quick Start Guide

REPORT MANAGER

The Student Information Systems (SIS) department creates and publishes custom reports to Skyward Report Manager for departments and campuses throughout the district. These reports are usually live, current data with specific criteria programmed for each report.

When running reports on Skyward Report Manager, please keep in mind:

- Skyward Report Manager can only be accessed on the MISD network.
- Each user must be given security access to a report in order to view it. If you are unable to access a specific report, please contact Fannita Barakat at fannita.barakat@midlandisd.net.
- All the data on each report is current at the point in time that you access it. You can re-run a report each time you need updated information.

