

How to set up an eligibility report for an entire school year:

- 1) You must be in the "Student Management" system in order to do so. This is found in a box on the upper right hand side of the main menu, probably labeled "Jump to Other Systems." If you do not have this to select, you need to contact that IT department and let them know that you are a sponsor that has to be able to check grades, thus needing the "Student Management" button.
- 2) When you have clicked "Student Management," the top menu will change. Click office.
- 3) Underneath the "Grading" header should be the word "Reports." Click "Reports."
- 4) This will open a new menu for the Reports. Find "Academic Eligibility" and click.
- 5) This will bring up the Academic Eligibility Window. On the right hand side of the window are a series of buttons. Click "Add."
- 6) This brings up the blank template.
  - a. For the Box that says "Template Settings"
    - i. Under "Template Description," give the report a name. (i.e.: \_\_\_\_ grade check report 2015 2016)
    - ii. You can choose whether or not you want to share the report with others.
  - b. For the box that says "Report Information"
    - i. Click on option 2 – Meets at least one Criterion (Ineligibility Report)
    - ii. Make sure that the current school year, "2016-17" is selected.
  - c. For the box that says "Student Selection"
    - i. Click "By Individual"
    - ii. Make sure there is a check mark in "Include All Activities"
    - iii. Don't worry about "Additional Student Ranges"
    - iv. Click the button that says "Individual." This is where you will enter every student that you want to be on the report. Please keep in mind you will have to do separate reports if you have students on both the freshmen campus and the senior high. (This is explained at the end)
      1. After you click "Ranges," you click in the box next to the word "student." Here is where you will enter each student. You look them up using the first five letters of their last name and the first three letters of their first name. For example, Adam Bendorf would be bendoada. This will bring up all students that meet this alphabetical criteria. Once you have found the student that you want to add, you can either hit the enter button or click "Add" on the screen. Once the name disappears from the box, they move to the "Selected Names" box. Once you are done entering all of your students. Make sure to click "OK" and not back. If you click back, you will lose everything you already looked up. I learned this the hard way.
  - d. For the box that says "Report Criteria"
    - i. Make sure there is a check in the box that is next to "Include students who do not meet Grading/Attendance/Health/Discipline/etc..."

- ii. Click the plus sign next to grading. This will expand the window.
- iii. Make sure there is a check in the box next to "Use Number Failing Grades."
  - 1. Make sure the low value is 000 and the high value is 069.
  - 2. "Class Record Type" should read "Current Year."
  - 3. "Student Class Status" should read "Enrolled and Dropped."
  - 4. Now, click on the button marked "failing grades." This is where you will select which grades you want to show up when the computer is looking for failures. You will need to click every grade from 0 to 69. I would also select the "blank grades" box as well, just in case a teacher has forgotten to enter a progress report grade. You can choose select all, but that will give you every grade from 0 to 100. This report is meant to just show you the failing grades, not the passing.
  - 5. Look at the bottom box in this "Grade Mark Selection" window that says "Grade Buckets to Check." ***This is the only area that you will have to modify as the year goes on. You will need to click the boxes of the grading period(s) that you want on the report. For example, if you are checking to see if students have regained eligibility after failing the first six weeks, you will need to run a report that is for "1SW" and "PR2."***
  - 6. When you are done, click "Ok."
- e. For the box that says "Attendance"
  - i. The attendance start date should be "8/24/2015" and stop date should be "6/2/2016."
- f. The remaining boxes for "health," "discipline," "Activity Requirements," and "Fee Management" do not matter for this report.
- g. Underneath Report details, make sure there is a check next to "Print Student Alphakey" and "Print Student Name."
  - i. Under the area for additional columns, add "Class Grade," "Classes selected," and "Teacher." You can add more if you want
- 7) Once you are done with all of this, click "Save and Print" and you are done. All you will need to do now is add any students that come into your program and shift the grading period for the report you want.

If you have students on both campuses, you will need to change which school you are working. This is done on the first page as you open Skyward's student management section. At the top, next to the Skyward icon should be which school entity you are working. Just click the name of the school and there should be a drop down menu. Click the campus you want to work with and repeat the process. This may seem overwhelming but once it is done, all you have to do is keep it maintained throughout the year.