

Skyward Elementary Current Scheduling Training-Back to School July

2025-2026 STUDENT INFORMATION SYSTEMS



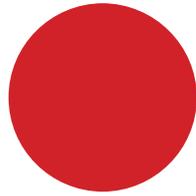


Announcements

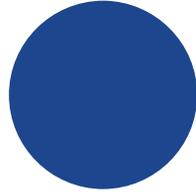
- SIS loaded elementary students 2025-26 schedules. Emails were sent to counselors or principals from Fannita.
- Self-Contained Emergent Bilingual Teachers will be identified with a Homeroom Number beginning with an '8', and Pop Served should be '02'.
- New hire teachers may not be under the Staff tab in Skyward until the HR process is complete or until their hire date. If new hire teachers still aren't on the Staff tab, email SIShelp@midlandisd.net.
- Skyward End of Year Rollover was completed Tuesday, July 22, 2025. Errors will be sent to campuses as needed for review.
- Schedules are disabled in Family Access and Student Access until August 11th



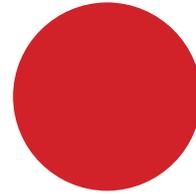
OVERVIEW



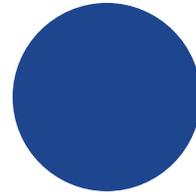
**CURRENT SCHEDULING
OVERVIEW**



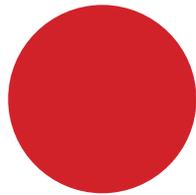
**IMPORTANCE OF MASTER
SCHEDULE ACCURACY**



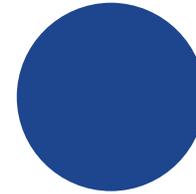
**TEACHER HOMEROOM
NUMBERS**



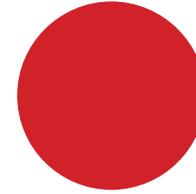
**SUBSTITUTES/
ASSOCIATE TEACHERS**



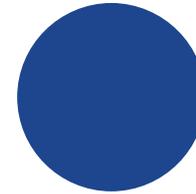
**TEXAS STATE SPECIFIC
(SECTION)**



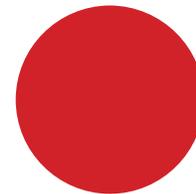
**TEXAS STATE SPECIFIC
(MEET)**



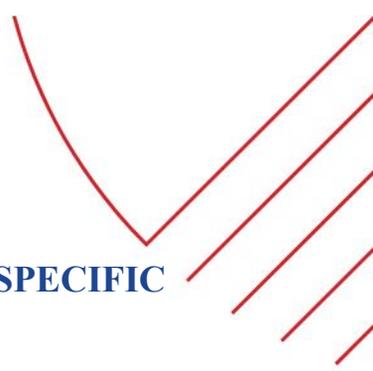
**CLOSING A SECTION IN
SKYWARD**



SCHEDULING GROUPS



REPORT MANAGER





Current Scheduling Overview

The *Skyward Current Scheduling* module:

**Collects, Records, Processes and
Manages the information needed to
generate schedules for the current
academic year.**



**Scheduling is a complex process that must
accommodate many variables, including:**

- The availability of course sections
- Teacher availability
- The school's academic requirements

Purpose - Importance of Master Schedule Accuracy



MASTER SCHEDULE



Skyward Quick Start Guide



Skyward Student Quick Start

- Skyward Student Database
- District News
- Switching Between Student Systems
- Switching Between Entities
- Tools & Preferences
- Navigation
- Print Queue
- Student Browse
- Reports
- Data Mining
- Querying a Student

Mass Scheduling Students



- Scheduling/Loading Students into Classes for 2025-2026 school year was done by SIS by campus request.
- Be sure to run the [Elementary Stu Missing 1 or More Courses](#) on Report Manager periodically (throughout the school year) to check for students missing one or more classes and make any needed changes/corrections in Skyward.
- ***Remind your teachers to let you know if they have any incorrect or missing students or classes in their Gradebook.***

IMPORTANT: You will need to schedule students into their classes as they enroll from this point forward. You will also need to update a student's schedule if their homeroom or grade level changes (or is corrected).

Teacher Homeroom Numbers



Grade Level or Position	Teacher # 1 st Digit	Teacher # 2 nd Digit	Teacher # 3 rd Digit	Exclude from PEIMS	Section Nbrs
Pre-Kindergarten	0	0	Seq 1-9	No	Last 2 digits
Pre-K Emergent Bilingual (EB)	8	8	Seq 1-9	No	8, last digit
Kindergarten	0	1	Seq 1-9	No	Last 2 digits
KG Emergent Bilingual (EB)	8	0	Seq 1-9	No	8, last digit
1 st Grade	1	0	Seq 1-9	No	Last 2 digits
1 st Emergent Bilingual (EB)	8	1	Seq 1-9	No	8, last digit
2 nd Grade	2	0	Seq 1-9	No	Last 2 digits
2 nd Emergent Bilingual (EB)	8	2	Seq 1-9	No	8, last digit
3 rd Grade	3	0	Seq 1-9	No	Last 2 digits
3 rd Bilingual (EB)	8	3	Seq 1-9	No	8, last digit
4 th Grade	4	0	Seq 1-9	No	Last 2 digits
4 th Emergent Bilingual (EB)	8	4	Seq 1-9	No	8, last digit
5 th Grade	5	0	Seq 1-9	No	Last 2 digits
5 th Emergent Bilingual (EB)	8	5	Seq 1-9	No	8, last digit
6 th Grade	6	0	Seq 1-9	No	Last 2 digits
6 th Emergent Bilingual (EB)	8	6	Seq 1-9	No	8, last digit
Special Education	7	0	Seq 1-9	No	5, last digit

Important Note: The guidelines must be followed in order for students to be scheduled correctly.

EB Teacher Homeroom Numbers

EB Homeroom Number and Section Number

Examples

- Pre-K
 - 881 / 81
 - 882 / 82
- KG
 - 801 / 81
 - 802 / 82
- 1st
 - 811 / 81
 - 812 / 82
- 2nd
 - 821 / 81
 - 822 / 82
- 3rd
 - 831 / 81
 - 832 / 82
- 4th
 - 841 / 81
 - 842 / 82
- 5th
 - 851 / 81
 - 852 / 82

Elementary Curriculum Course Master



Elementary Curriculum Course Master

Note: Music, Theater and AVID courses are for select campuses.

Course Nbr	Short Description						
PK		KG		1 ST		2 ND	
000003	ADA LEAP SPED	000017	ADA PERIOD KG	000011	ADA PERIOD 1	000012	ADA PERIOD 2
000004	ADA LEAP REG	000020	SOC STUD KG	000101	ELAR 1	000201	ELAR 2
000005	ADA PERIOD PK	000021	ELAR KG	000111	SLAR 1	000211	SLAR 2
000006	ADA PERIOD HS	000022	SLAR KG	000120	SOC STUD 1	000220	SOC STUD 2
000009	PE PK	000030	MATH KG	000130	MATH 1	000230	MATH 2
000018	FINE ARTS PK	000040	SCIENCE KG	000140	SCIENCE 1	000240	SCIENCE 2
000105	ADA EE SPED	000050	FINE ARTS KG	000150	FINE ARTS 1	000250	FINE ARTS 2
		000056	MUS G-KG	000156	MUS G-1	000256	MUS G-2
		000057	THEA G-KG	000157	THEA G-1	000257	THEA G-2
		000060	PE/HEALTH KG	000160	PE/HEALTH 1	000260	PE/HEALTH 2
		000061	PE/DANCE KG	000161	PE/DANCE 1	000261	PE/DANCE 2
		000070	FLES LNG-SPAN K	000170	FLES LNG-SPAN 1	000270	FLES LNG-SPAN 2
		000090	AVID K	000190	AVID 1	000290	AVID 2
		000091	AR ZONE KG	000191	AR ZONE 1	000291	AR ZONE 2
				MAP100	MAP 1	MAP200	MAP 2
3 RD		4 TH		5 TH		6 TH	
000013	ADA PERIOD 3	000014	ADA PERIOD 4	000015	ADA PERIOD 5	000016	ADA PERIOD 6
000301	ELAR 3	000401	ELAR 4	000501	ELAR 5	000602	ELAR 6
000311	SLAR 3	000411	SLAR 4	000511	SLAR 5	000620	SOC STUD 6
000320	SOC STUD 3	000420	SOC STUD 4	000520	SOC STUD 5	000630	MATH 6
000330	MATH 3	000430	MATH 4	000530	MATH 5	000640	SCI/HEALTH 6
000340	SCIENCE 3	000440	SCIENCE 4	000540	SCIENCE 5	000650	FINE ARTS 6
000350	FINE ARTS 3	000450	FINE ARTS 4	000550	FINE ARTS 5	000651	ART MID SCH 1
000355	STRINGS 3	000455	STRINGS 4	000555	STRINGS 5	000655	STRINGS 6
000356	MUS G-3	000456	MUS G-4	000556	MUS G-5	000656	MUS G-6
000357	THEA G-3	000457	THEA G-4	000557	THEA G-5	000658	THEA MID SCH 1
000360	PE/HEALTH 3	000460	PE/HEALTH 4	000560	PE/HEALTH 5	000659	DANCE MID SCH 1
000361	PE/DANCE 3	000461	PE/DANCE 4	000561	PE/DANCE 5	000660	PE 6
000370	FLES LNG-SPAN 3	000470	FLES LNG-SPAN 4	000570	FLES LNG-SPAN 5	000661	PE/DANCE 6
000390	AVID 3	000490	AVID 4	000590	AVID 5	000670	FLES LNG-SPAN 6
000391	AR ZONE 3	000491	AR ZONE 4	000591	AR ZONE 5	000681	AVID 6
MAP300	MAP 3	MAP400	MAP 4	MAP500	MAP 5	000591	AR ZONE 6
						MAP600	MAP 6

MAP courses are optional.

Homeroom Codes and Staff List



- Office>Current Scheduling>Setup>Codes>Homerooms

The screenshot displays the Skyward SIS interface. The top navigation bar includes tabs for Home, Students, Families, Staff, Student Services, Food Service, Office (highlighted), Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. A search icon is located on the right side of the navigation bar. Below the navigation bar, the left sidebar shows a tree view under 'Codes' with options: 'Go to Current Scheduling Configuration - CF', 'Go to Current Scheduling Utilities - UT', 'Codes - CO' (expanded), 'Buildings - BU', 'Homerooms - HO' (selected), and 'Student Tracks - ST'. The main content area shows a browser window titled 'Homeroom Codes - Entity 104 - WS\OF\CS\PS\CO\HO - 9899 - 05.24.06.00.04 - Google Chrome'. The URL is 'skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumidlandisdtx/shomebrws003.w?isPopup=true'. The page title is 'Homeroom Codes'. Below the title, there are controls for 'Views: General' and 'Filters: Skyward Default Quick Filter'. A table displays the following data:

	Code ▲	Building	Room	School	Teacher
1	▶ 001	104	999	104	
2	▶ 011	104	999	104	
3	▶ 013	104	999	104	
4	▶ 101	104	999	104	
5	▶ 102	104	999	104	

On the right side of the table, there are buttons for 'Switch School Year', 'Add', 'Edit', 'Delete', and 'Back'.

- Staff>Staff-SF
This will pull up all of your current active staff members.

Homeroom Codes and Staff List



- Office>Current Scheduling>Setup>Codes>Homerooms-HO

- To Update an existing Homeroom code to a different teacher:

- The Homeroom code table is school year specific, so you will need to verify the school year BEFORE you make CY updates. Otherwise, you run the risk of changing the incorrect school year homeroom codes.**

- To Add a new Homeroom to the Homeroom Codes: SKYWARD DEMO

- To Delete an existing Homeroom code: SKYWARD DEMO

- Assigning Homeroom Codes :

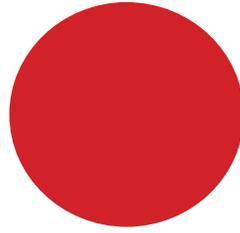
- Assigning Current Year Homeroom Code to a **single** student

Homeroom Codes and Staff List



- [Sections in Skyward -Office > Current Scheduling > Build Course Master > Section Master](#)
 - ☐ To add a section: SKYWARD DEMO
 - ☐ To add a section and meet: SKYWARD DEMO
 - ☐ Texas State Specific
 - ☐ To update the effective date to a date other than the first day of school:
- **IMPORTANT, AFTER THE FIRST DAY OF SCHOOL:** Because the **effective date** for teacher transactions **defaults to the current date**, you will need to edit and update the effective date if you are adding teachers who were active in a course section **on a previous or different date** or will be active in a course section **on a date**. **If the teacher was active since the first day of school, you will delete the transaction details.**
- Student>Student Profile>Entity>Entity Info
 - Report Manager > Enrollment Reports > Membership > Elementary Membership_Active with CY Entry Date
 - Report Manager > Scheduling – Current > Student Reports > Students by CY Homeroom

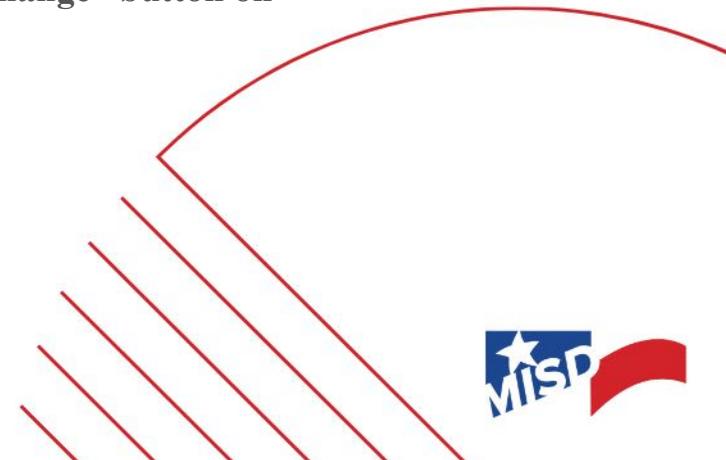
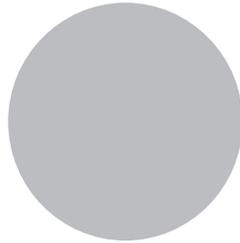
Status Changes



- A status change occurs when a change or update to the student's record is required such as eligibility code or grade level change.

Communicate any status changes made to students to the ATTENDANCE clerks at your campus.

- For example, a student previously retained or not in his cohort enrolled at the start of the year as a 10th grader and earns enough credits to be classified as an 11th grader would need a status change. This would be done using the “Status Change” button on the Entry/With tab for the student in Skyward.



Updating a Student's Schedule



Moving an active student from one original section of a course to another section of the same course - Student > Student Profile > Scheduling > Current and find the student.

ALWAYS USE THE CHANGE SECTION BUTTON TO AVOID LOSING GRADES.

- ☐ Check the **Effective Dates**. These dates are the student's first day in the new section.
- ☐ The course will change to "**green**" on the student's schedule to indicate that it has been dropped.

Moving a non-active student from one original section of a course to another section of the same course - Student > Student Profile > Scheduling > Current

- ☐ Select **Chng Sect** button.
- ☐ You will alter the effective date to delete the course section. This course needs to be **deleted** instead of dropped since the student was never active in the course.
- ☐ Select "Delete" in the Delete or Drop Class field. **If grades are not present, you can delete the course.**

Reactivating a student's schedule - Student > Student Profile > Scheduling > Current and find the student.

- ☐ If a student was withdrawn or no-showed and have returned (The student's schedule will appear in "**green**"). Highlight the course that you need to reactivate.
- ☐ Select the **Activate** button, Highlight the course that you need to reactivate.
- ☐ Check the **effective date**. This will be the student's re-entry date.
- ☐ Click on the **Schedule** button to continue with verifying or entering the **Effective Date**.

Moving a student from one course to a different course



(For example: Fine Arts to Strings)

- Student>Student Profile>Scheduling>Current- and find the student.

Replacing a course with a different course such as moving a student from Fine Arts to Strings. **NOTE:** *If the students attend both Fine Arts and Strings, then you will need to use the “**Add Course**” button instead of the “**Replace**” button.*

Since the student was active in the original course, select **Drop** so that the course will be tracked.

Check the **Effective Date**. This is the first day that the student is no longer in the class that you are dropping/replacing.

Check the **Effective Date**. This date is the student’s first day in the new course.

The course will go “**green**” on the student’s schedule to indicate that it has been dropped. If you have selected the option “Display Class Start Date in Student’s Schedule” in your Options, you will see the start date for the dropped course and the start date for the replacement course.

Scheduling Groups



- Office>Current Scheduling-CS>Build Course Master-BC>Setup>Codes

□ **Scheduling Groups** are used to quickly add courses to a student. You can add multiple courses to a student in one quick step as opposed to adding each course manually.

□ To create a Scheduling Group – page 26 gives a detail step by step process.

□ *The homeroom will need to be created prior to adding a scheduling group.*

□ *A Scheduling Group will need to be created for each grade level the homeroom teacher will teach (i.e. SPED teachers).*

□ *The section and meet will need to be created prior to this step.*

□ **Deleting a Scheduling Group**

□ **Updating a Scheduling Group**

□ **Updating a Scheduling Group Class Sections**

□ **Using a Scheduling Group**

Student Schedule Changes in Skyward - Student > Student Profile > Scheduling > Current

□ First, check your **options**. If you are going to make several schedule changes after the fact and for the same effective date or at the end of the day for the same effective date, you can set your effective date so that you don't have to update this date repeatedly. Once you are done, you can go back and take off the option for the specific date. **You always want to leave the Prompt for Effective Date option checked.**

Associate Teachers and Long Term/FMLA Subs



The process **must** be followed in order to submit valid data during PEIMS submissions and scheduling.

- **Associate Teachers (AT's)** will be added to the campus section master as an 02- Assistant Teacher and excluded from PEIMS. SIS will build the campus responsibility record for PEIMS reporting purposes.
- For vacant positions, to keep the gradebook active a campus administrator such as a Principal, Asst. Principal or Lead teacher should be entered in the meet until an AT or the Teacher of Record is hired.
- **FMLA Substitutes** hired for **more** than 10 days must be requested through HR.
- Once a substitute has been approved through HR, campuses must submit a ticket on SIShelp@midlandisd.net and include the name of the teacher leaving on FMLA, name of substitute covering the position and the dates for this assignment.
- **Accurate** start and end dates for the Teacher Vacancy positions and FMLA positions are critical. Dates are PEIMS reportable and also used to determine the extent of time allotment for Skyward gradebook access.
- SIS will create a substitute assignment for the substitute filling in for a **FMLA** position and notify the counselor via email when complete.

Regular Teachers

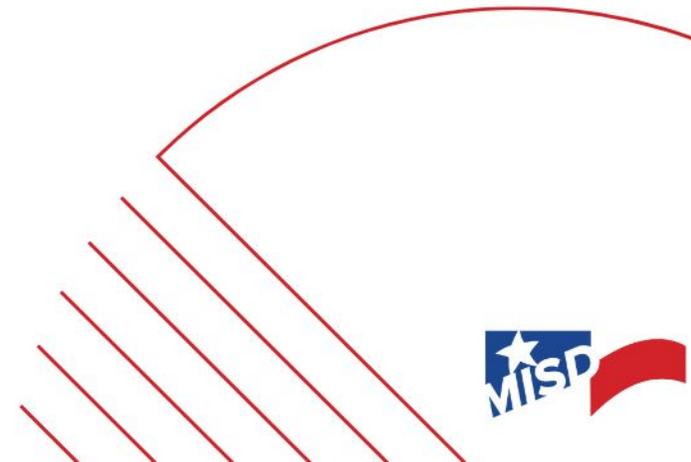
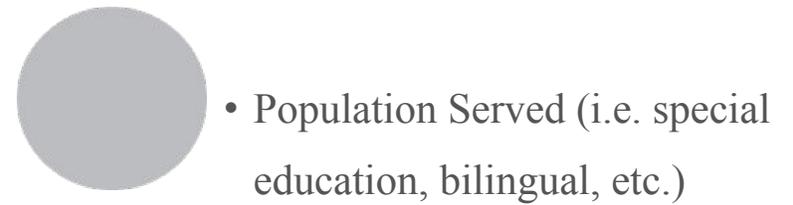
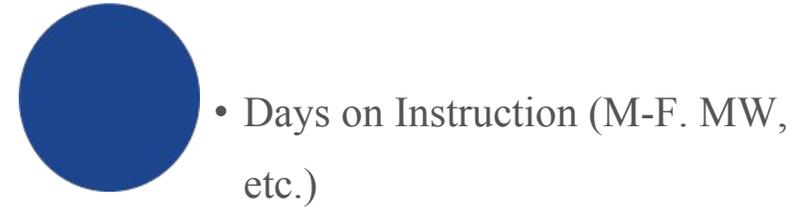
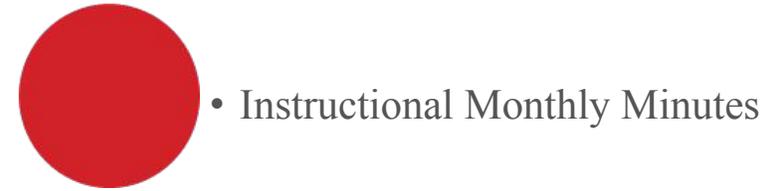
- ◆ Teacher of Record or Substitute
- ◆ **Teacher of Record (01)** indicates that the teacher is responsible for the classroom, making the final decisions about the instruction delivered and the final outcomes for the students assigned to the class.
- ◆ **Substitute Teacher Long Term (04)** indicates that the substitute teacher serves in a classroom in the absence of a teacher certified for that assignment where the teacher has quit, died or been terminated.

Non-Regular Teachers

- ◆ Assistant Teacher or PK Classroom Aide
- ◆ **Assistant Teacher (02)** indicates that the teacher is assigned to the class and works with the Teacher of Record providing instruction and/or other instructional services to the students in the class.
Example: PE Teacher or Reach Associates
- ◆ **PK Classroom Aide (05)** indicates that the Classroom Aide serves the Teacher of Record on a regular or irregular basis in a Pre-Kindergarten classroom

SPECIALISTS

Note: This information will be collected in the Fall. SIS will be reaching out





TEXAS STATE SPECIFIC (SECTION)



Descriptions and Field Values



Field Name	Description	Field Values
Course Sequence Codes	Identifies when a course is taught during a single grading period or semester or across multiple grading periods or semesters.	Enter '1' in the first field and '2' in the second field.
Non-High School Course	Identifies non-high school courses.	All Elementary sections need to have Non-High School Course checked off.
Exclude record from PEIMS	Only check if the section should be excluded from PEIMS reporting.	Contact the SIS department before selecting this box for any other courses but the following: <ul style="list-style-type: none"> - MAP - ADA
TSDS Homeroom	Identifies the class as PK or KG.	Check this box for ALL PK sections, and ELAR or SLAR KG sections.



Field Name	Description	Field Values
Course Sequence Codes	Identifies when a course is taught during a single grading period or semester or across multiple grading periods or semesters.	Enter '1' in the first field and '2' in the second field.
Non-High School Course	Identifies non-high school courses.	All Elementary sections need to have Non-High School Course checked off.
Exclude record from PEIMS	Only check if the section should be excluded from PEIMS reporting.	Contact the SIS department before selecting this box for any other courses but the following: <ul style="list-style-type: none"> - MAP - ADA
TSDS Homeroom	Identifies the class as PK or KG.	Check this box for ALL PK sections, and ELAR or SLAR KG sections.



Example of PK ADA Regular classes.



Texas State Specific

Course Sequence Codes:

Non-High School Course

Exclude record from PEIMS

TSDS Homeroom

* Distance Learning: 00 ▼ NO DISTANCE LEARNING

Class Type: 01 ▼ REGULAR

* Population Served: 03 ▼ COMPENSATORY/REMEDIAL STUDENTS

Non Campus Based Instruction: 00 ▼ NOT APPLICABLE

PK Curriculum: 24 ▼ Savvas Learning Company: Three Cheers for

High Quality PK Program: 1 ▼ PART. IN PRGM. SITUATION APPLY

HQ PK Program Type: 99 ▼ Other

PK School Type: 02 ▼ Public Pre-K

Student Instruction: 01 ▼ Full Day

Example of KG ELAR or SLAR classes.



Texas State Specific		
Course Sequence Codes:	<input type="text" value="1"/>	<input type="text" value="2"/>
	<input checked="" type="checkbox"/>	Non-High School Course
	<input type="checkbox"/>	Exclude record from PEIMS
	<input checked="" type="checkbox"/>	TSDS Homeroom
* <u>Distance Learning:</u>	00	▼ NO DISTANCE LEARNING
<u>Class Type:</u>	01	▼ REGULAR
* <u>Population Served:</u>	01	▼ REGULAR STUDENTS
<u>Non Campus Based Instruction:</u>	00	▼ NOT APPLICABLE

Example of 1st-6th grade Regular classroom section.



Texas State Specific		
Course Sequence Codes:	<input type="text" value="1"/>	<input type="text" value="2"/>
	<input checked="" type="checkbox"/>	Non-High School Course
	<input type="checkbox"/>	Exclude record from PEIMS
	<input type="checkbox"/>	TSDS Homeroom
* <u>Distance Learning:</u>	00	▼ NO DISTANCE LEARNING
<u>Class Type:</u>	01	▼ REGULAR
* <u>Population Served:</u>	01	▼ REGULAR STUDENTS
<u>Non Campus Based Instruction:</u>	00	▼ NOT APPLICABLE

Example of a MAP and ADA (KG-6th grade classroom section.



Texas State Specific	
Course Sequence Codes:	<input type="text" value="1"/> <input type="text" value="2"/>
<input checked="" type="checkbox"/>	Non-High School Course
<input checked="" type="checkbox"/>	Exclude record from PEIMS
<input type="checkbox"/>	TSDS Homeroom
* <u>Distance Learning:</u>	00 ▼ NO DISTANCE LEARNING
<u>Class Type:</u>	01 ▼ REGULAR
* <u>Population Served:</u>	01 ▼ REGULAR STUDENTS
<u>Non Campus Based Instruction:</u>	00 ▼ NOT APPLICABLE



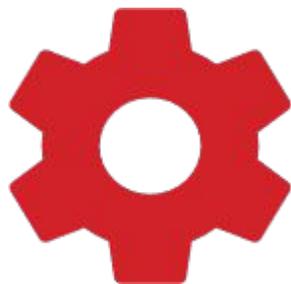
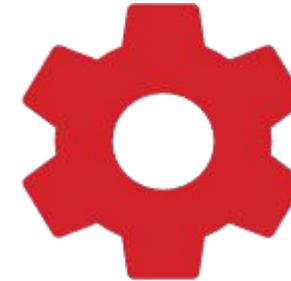
TEXAS STATE SPECIFIC (MEET)



Descriptions and Field Values



Field Name	Description	Field Values
Classroom Position	Indicates the type of position the staff member holds in the specific class.	<ul style="list-style-type: none"> Teacher of Record (01) indicates that the teacher is responsible for the classroom, making the final decisions about the instruction delivered and the final outcomes for the students assigned to the class. Substitute Teacher (04) indicates that the substitute teacher serves in a classroom in the absence of a teacher certified for that assignment where the teacher has quit, died, or been terminated. Assistant Teacher (02) indicates that the teacher is assigned to the class and works with the Teacher of Record providing instruction and/or other instructional services to the students in the class. PK Classroom Aide (05) indicates that the Classroom Aide serves the Teacher of Record on a regular or irregular basis in a Pre-Kindergarten classroom.



Field Name	Description	Field Values
Monthly Minutes Override	The total number of minutes in a month devoted to each class.	Example: Teacher A spends 90 minutes a day on 1st grade math, the total number of <u>monthly</u> minutes would be 1800 (90 minutes * 20 days in October).
Physical Education Instruction	Identifies the section as PE.	Check this box for all primary (Teacher of Record) PE teachers. Do not check this box for Assistant PE teachers.
Week #: Days/Minutes	The total number of days and minutes by week devoted to each PE class.	For PE courses, we must report how many days and minutes in a week devoted to each class. Only enter these values for the primary (Teacher of Record) PE teacher; these fields must be left blank for Assistant PE teachers.
Exclude record from PEIMS	Only check if the meet (teacher) should be excluded from PEIMS reporting.	Contact the SIS department before selecting this box for any other courses other than: <ul style="list-style-type: none"> ADA MAP
ADSY – Additional Days School Year	ADSY program that utilizes anywhere from one to 30 additional days and with design flexibility as long as it meets the requirements above.	ADSY is used for MISD during Intersession for grades PK – 5 th . (We will no longer be using this box.)

Example of a Teacher of Record PE and Assistant PE Teacher class meets



Start and Stop Terms
 * Display Term Start: 01 * Stop: 06 * Scheduling Term Start: 01 * Stop: 06

Meet Pattern

* Display Period: 02 Display: M T W R F S
 * Scheduling Period: 02 Scheduling: M T W R F S
 * Attendance Period: 02 Attendance: M T W R F S

Lunch Code
 None Group A Group B Group C Group D Group E Group F

Building: 101 ▼ BONHAM ELEMENTARY
 * Room: 999 ▼ 999 Type: Usage: 622/0
 Teacher: VILLARI006 ▼ VILLARREAL ERIN Combined Room Usage: Term Error

Teacher Type Display This Class Meet On Student Schedules
 Primary Alternate Allow Access to EA+
 Allow Access to Gradebook

Class Meet Type
 Instructional Lunch Recess Study Hall Other

Texas State Specific:

* Classroom Position: 01 ▼ Teacher of Record
 Monthly Minutes Override: 00585
 Physical Education Instruction

	Days	Minutes
Week 1:	3	135
Week 2:	3	135
Week 3:	3	135
Week 4:	4	180

Exclude record from PEIMS
 ADSY Program

STAAR 3-8 Subject (Paper): (No Subjects Selected)
 STAAR 3-8 Subject (Online): (No Subjects Selected)

Start and Stop Terms
 * Display Term Start: 01 * Stop: 06 * Scheduling Term Start: 01 * Stop: 06

Meet Pattern

* Display Period: 02 Display: M T W R F S
 * Scheduling Period: 02 Scheduling: M T W R F S
 * Attendance Period: 02 Attendance: M T W R F S

Lunch Code
 None Group A Group B Group C Group D Group E Group F

Building: 101 ▼ BONHAM ELEMENTARY
 * Room: 999 ▼ 999 Type: Usage: 622/0
 Teacher: HARRICHE000 ▼ HARRIS CHERIE Combined Room Usage: Term Error

Teacher Type Display This Class Meet On Student Schedules
 Primary Alternate Allow Access to EA+
 Allow Access to Gradebook

Class Meet Type
 Instructional Lunch Recess Study Hall Other

Texas State Specific:

* Classroom Position: 02 ▼ Assistant Teacher
 Monthly Minutes Override: 00585
 Physical Education Instruction

	Days	Minutes
Week 1:	0	0
Week 2:	0	0
Week 3:	0	0
Week 4:	0	0

Exclude record from PEIMS
 ADSY Program

STAAR 3-8 Subject (Paper): (No Subjects Selected)
 STAAR 3-8 Subject (Online): (No Subjects Selected)

Example of an ADA class meets



Start and Stop Terms
* Display Term Start: * Stop: * Scheduling Term Start: * Stop:

Meet Pattern

* Display Period:
* Scheduling Period:
* Attendance Period:

Display: M T W R F S
Scheduling: M T W R F S
Attendance: M T W R F S

Lunch Code
 None Group A Group B Group C Group D Group E Group F

Building:
* Room: Type: Usage:
Teacher: Combined Room Usage:

Teacher Type
 Primary Alternate

Display This Class Meet On Student Schedules
 Allow Access to EA+
 Allow Access to Gradebook

Class Meet Type
 Instructional Lunch Recess Study Hall Other

Texas State Specific:

* Classroom Position:
Monthly Minutes Override:
 Physical Education Instruction

	Days	Minutes
Week 1:	<input type="text" value="0"/>	<input type="text" value="0"/>
Week 2:	<input type="text" value="0"/>	<input type="text" value="0"/>
Week 3:	<input type="text" value="0"/>	<input type="text" value="0"/>
Week 4:	<input type="text" value="0"/>	<input type="text" value="0"/>

Exclude record from PEIMS
 ADSY Program

STAAR 3-8 Subject (Paper): (No Subjects Selected)
STAAR 3-8 Subject (Online): (No Subjects Selected)

Example of a PK Classroom Aide class meets



Start and Stop Terms
* Display Term Start: * Stop: * Scheduling Term Start: * Stop:

Meet Pattern

* Display Period:
* Scheduling Period:
* Attendance Period:

M T W R F S
Display:
Scheduling:
Attendance:

Lunch Code
 None Group A Group B Group C Group D Group E Group F

Building:
* Room: Type: Usage:
Teacher: Combined Room Usage:

Teacher Type Display This Class Meet On Student Schedules
 Primary Alternate Allow Access to EA+
 Allow Access to Gradebook

Class Meet Type
 Instructional Lunch Recess Study Hall Other

Texas State Specific:

* Classroom Position:
Monthly Minutes Override:

Physical Education Instruction

Week	Days	Minutes
Week 1:	<input type="text" value="0"/>	<input type="text" value="0"/>
Week 2:	<input type="text" value="0"/>	<input type="text" value="0"/>
Week 3:	<input type="text" value="0"/>	<input type="text" value="0"/>
Week 4:	<input type="text" value="0"/>	<input type="text" value="0"/>

Exclude record from PEIMS
 ADSY Program

STAAR 3-8 Subject (Paper): (No Subjects Selected)
STAAR 3-8 Subject (Online): (No Subjects Selected)

Adding Assistants and support teachers to Section Master



You can locate the **alpha key** on the **Staff** tab by going to **Staff > Staff**. This will pull up all of your staff members.

Adding Assistant and Support Teachers in Skyward

An “**Assistant Teacher**” is almost always in the classroom of a particular course section and assists the “Teacher of Record” in the delivery of the class curriculum to the students.

A “**Support Teacher**” is occasionally in the classroom assisting the “Teacher of Record” with the delivery of specialized instruction related to that course and section.

Select “Alternate” (Assistant Teacher) under Teacher Type.

The 1st meet defaults to Primary and you can only have one Primary teacher.

You must have Primary teacher before adding an Alternate teacher or it will default to Primary.

Uncheck the **Display This Class Meet on Student Schedules** box.

If you want this staff member to have access to **EA+** or to **Gradebook**, leave these fields checked. Otherwise, remove the checks.

IMPORTANT: Select either **02 [Assistant Teacher]**, **03 [Support Teacher]** or **04 [Substitute Teacher]** based on the appropriate role for this staff member under the **Texas State Specific** area.

Closing a Section in Skyward - Office > Current Scheduling > Build Course Master > Section Master.

If students are no longer enrolled in a section and the section is no longer available for scheduling, the teacher must be removed so that the teacher’s name will no longer appears as if they are still teaching the course section.

WARNING: DO NOT inactivate a course section that students were enrolled in. Since instruction was provided at some point during the school year, the section must be reported for PEIMS.

Changing a teachers to Section Master



You can locate the **alpha key** on the **Staff** tab by going to **Staff > Staff**. This will pull up all of your staff members.

Adding Assistant and Support Teachers in Skyward

An “**Assistant Teacher**” is almost always in the classroom of a particular course section and assists the “Teacher of Record” in the delivery of the class curriculum to the students.

A “**Support Teacher**” is occasionally in the classroom assisting the “Teacher of Record” with the delivery of specialized instruction related to that course and section.

Select “Alternate” (Assistant Teacher) under Teacher Type.

The 1st meet defaults to Primary and you can only have one Primary teacher.

You must have Primary teacher before adding an Alternate teacher or it will default to Primary.

Uncheck the **Display This Class Meet on Student Schedules** box.

If you want this staff member to have access to **EA+** or to **Gradebook**, leave these fields checked. Otherwise, remove the checks.

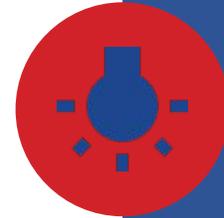
IMPORTANT: Select either **02 [Assistant Teacher]**, **03 [Support Teacher]** or **04 [Substitute Teacher]** based on the appropriate role for this staff member under the **Texas State Specific** area.

Closing a Section in Skyward - Office > Current Scheduling > Build Course Master > Section Master.

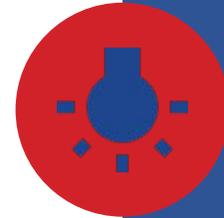
If students are no longer enrolled in a section and the section is no longer available for scheduling, the teacher must be removed so that the teacher’s name will no longer appears as if they are still teaching the course section.

WARNING: DO NOT inactivate a course section that students were enrolled in. Since instruction was provided at some point during the school year, the section must be reported for PEIMS.

THINGS TO CONSIDER



ADA time (10:00 AM) and scheduling PE/FA, Resource, etc. Students must be with HR teacher at this time for accurate attendance reporting



PEIMS Reportable Fields

REPORT MANAGER

ENROLLMENT REPORTS

Path: SKYWARD-STUDENT>ENROLLMENT

REPORTS>MEMBERSHIP>ELEMENTARY MEMBERSHIP_ACTIVE WITH CY
ENTRY DATE

STUDENTS BY CY HOMEROOM

Path: SKYWARD-STUDENT>SCHEDULING – CURRENT > STUDENT
REPORTS>STUDENTS BY CY HOMEROOM

ELEMENTARY CLASS ROSTERS BY HOMEROOM

Path: SKYWARD-STUDENT>SCHEDULING – CURRENT> ELEMENTARY
CLASS ROSTERS BY HOMEROOM AND COURSE

QUESTIONS

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