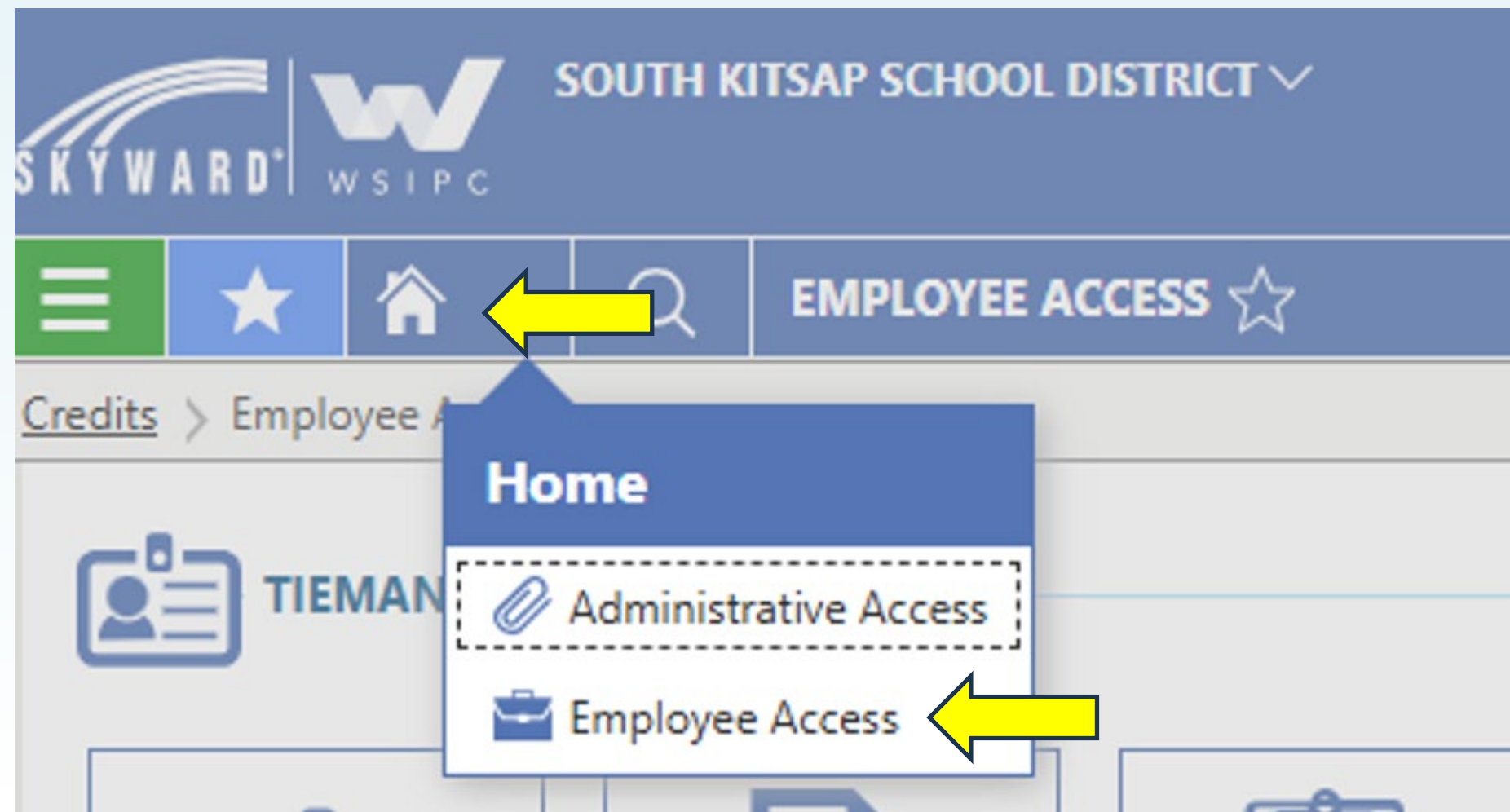


*Q - How to Access Your Credits &
Clock hours*

INSTRUCTIONS

1. Log Into Q
2. Click on the home icon
3. Select Employee Access



INSTRUCTIONS

(continued)

4. Click on the menu on the top left

5. Select “Employee”

The screenshot displays the Skyward WSIPC interface for South Kitsap School District. At the top, the header includes the Skyward logo, the WSIPC logo, and the text "SOUTH KITSAP SCHOOL DISTRICT". Below the header is a navigation bar with a green menu icon on the left, a search icon, and the text "EMPLOYEE ACCESS" with a star icon. Below the navigation bar are four tabs: "Activity Access", "Administrative Access", "Employee Access" (which is highlighted with a dashed border), and "Teacher Access". The main content area is divided into two columns. The left column contains a list of menu items: "Accounts Payable", "Employee", "Online Form", "Payroll", "Position", "Reporting", and "Time Off". The "Employee" item is highlighted with a yellow arrow pointing to it. The right column is titled "FEATURES" and contains a list of options: "ACH Accounts", "Certifications", "Credits", "Degrees", and "Employee Profile". The "Employee Profile" option is highlighted with a grey background.



INSTRUCTIONS

(continued)

6. Select “Credits”

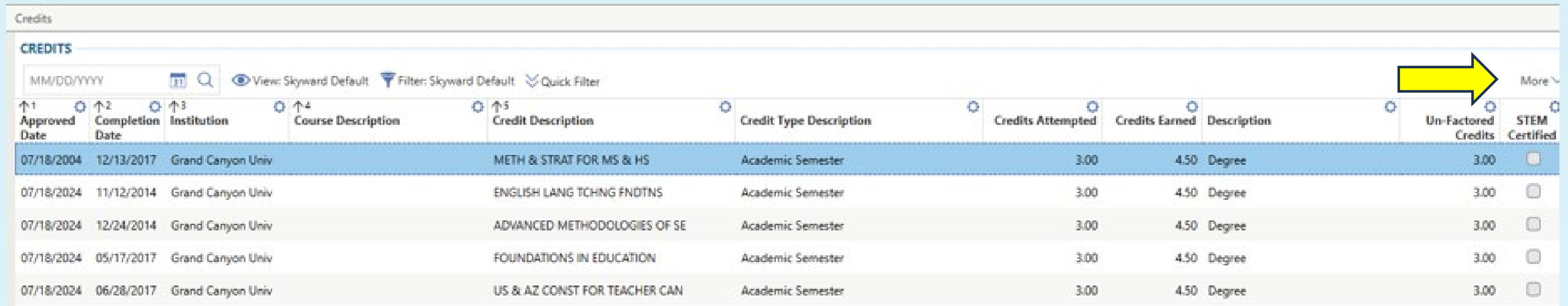
The screenshot shows the SKWay system interface for South Kitsap School District. The top navigation bar includes the SKWARD logo, the WSIPC logo, and the text "SOUTH KITSAP SCHOOL DISTRICT". Below this is a secondary navigation bar with icons for a menu, a star, a home icon, a search icon, and the word "CREDITS" with a star icon. A third navigation bar contains four main menu items: "Activity Access", "Administrative Access", "Employee Access" (which is highlighted with a dashed border), and "Teacher Access". The main content area is split into two columns. The left column lists several menu items: "Accounts Payable", "Employee", "Online Form", "Payroll", "Position", "Reporting", and "Time Off". The right column is titled "FEATURES" and lists "ACH Accounts", "Certifications", "Credits", "Degrees", and "Employee Profile". A yellow arrow points to the "Credits" option in the FEATURES list.



INSTRUCTIONS

(continued)

If you have any credits and clock hours, your screen will look like the image below:



The screenshot shows a table titled 'Credits' with the following columns: Approved Date, Completion Date, Institution, Course Description, Credit Description, Credit Type Description, Credits Attempted, Credits Earned, Description, Un-Factored Credits, and STEM Certified. A yellow arrow points to the 'More' button in the top right corner of the table.

↑1 Approved Date	↑2 Completion Date	↑3 Institution	↑4 Course Description	↑5 Credit Description	Credit Type Description	Credits Attempted	Credits Earned	Description	Un-Factored Credits	STEM Certified
07/18/2004	12/13/2017	Grand Canyon Univ		METH & STRAT FOR MS & HS	Academic Semester	3.00	4.50	Degree	3.00	<input type="checkbox"/>
07/18/2024	11/12/2014	Grand Canyon Univ		ENGLISH LANG TCHING FNDTNS	Academic Semester	3.00	4.50	Degree	3.00	<input type="checkbox"/>
07/18/2024	12/24/2014	Grand Canyon Univ		ADVANCED METHODOLOGIES OF SE	Academic Semester	3.00	4.50	Degree	3.00	<input type="checkbox"/>
07/18/2024	05/17/2017	Grand Canyon Univ		FOUNDATIONS IN EDUCATION	Academic Semester	3.00	4.50	Degree	3.00	<input type="checkbox"/>
07/18/2024	06/28/2017	Grand Canyon Univ		US & AZ CONST FOR TEACHER CAN	Academic Semester	3.00	4.50	Degree	3.00	<input type="checkbox"/>

Click the “More” button to download credits to an Excel spreadsheet.

Note: If you have a Master’s Degree, you will need to deduct 45 credits from the “Credits Earned total to get your accurate total. MA degree and a total of 125 credits = 125 – 45 = 80 quarter credits.



INSTRUCTIONS

(continued)

You can also add the total to the bottom of your credits screen. To do this:

1. Click on “More”
2. “Select List Total”
3. Select “Credits Attempted”, “Credits Earned” and “Un-Factored Credits”

CREDITS

Search Last Name View: Skyward Default (Modified) Filter: Skyward Default Quick Filter + Add Credit More

	Approved Date	Completion Date	Institution	Course Description	Credit Description	Credit Type Description	Credits Attempted	Credits Earned	Un-Factored Credits	Descrip
	07/18/2024	11/12/2014	Grand Canyon Univ		ENGLISH LANG TCHNG FNDTNS	Academic Semester	3.00	4.50	3.00	Degree
	07/18/2024	12/24/2014	Grand Canyon Univ		ADVANCED METHODOLOGIES OF SE	Academic Semester	3.00	4.50	3.00	Degree
	07/18/2024	05/17/2017	Grand Canyon Univ		FOUNDATIONS IN EDUCATION	Academic Semester	3.00	4.50	3.00	Degree
	07/18/2024	06/28/2017	Grand Canyon Univ		US & AZ CONST FOR TEACHER CAN	Academic Semester	3.00	4.50	3.00	Degree
	07/18/2024	08/09/2017	Grand Canyon Univ		ADOLESCENT DEVEL & PSYCH	Academic Semester	3.00	4.50	3.00	Degree
	07/18/2024	09/20/2017	Grand Canyon Univ		CREAT & MNG ENGAG LRNG ENVRN	Academic Semester	3.00	4.50	3.00	Degree
Totals							324.50	153.00	326.00	

500 Total Records



Staff Resources

1. [Staff Resources](#)
2. [ClassLink](#) From here you can access many district platforms, including ProDev.
3. [Clock Hour FAQ](#)
4. [OESD 114 - pdEnroller portal](#)
5. [EDS Certification Log in](#)



Thank you!