

Skyward Campus Administrators Toolkit

helpful reports and utilities

Gradebook Tracker (track teacher live grades in real time):

Student Management / Educator Access Plus / Gradebook / Tracker

Tip: Set your Filter Options (upper right) to "Gradebook / All Terms" in the summer, and "Teacher" during the year.

Grade Differences Report (teacher gradebook does not match report card grade):

Student Management / Educator Access Plus / Secondary / Grade Posting Administration / Grade Differences Report

Tip: Best used for Term grades (Rpt Pd 1, etc), as Progress Reports are expected to change.

Teacher Attendance Posting Reports (recorded and unrecorded):

Student Management / Office / Attendance / Reports

"Recorded Class Attendance" and
"Unrecorded Class Attendance"

Student Discipline Reports (detail and summary):

Student Management / Office / Discipline / Reports

Tip: You can adjust the offenses and/or actions selected in your report by unchecking the "Select All..." box. In Student Ranges, student type SE = Special Education. Reports can be run against Processing Lists for cross-checks, like Homeless, Foster, etc.

True Time Reports (timesheets and adjustments):

Employee Access / True Time / True Time / Reports

True Time Report allows you to create a template to display workweek information on employees, by week or by day. Selection parameters allow you to select individual employees or types of employees.

Adjustments Report allows you to report on adjustments to timesheets within a date range. Also allows selection parameters to focus on subsets of staff.

Time Off Detail Transaction Report:

Employee Access / Time Off / My Employees / Time Off Detail Transaction Report (button on right)

Time Off Detail Transaction Report allows you to report on all staff or subset of staff (using selection parameters) by a range of dates to show Time Off days/hours used.

Tip: Setting date range to "Use Today's Date", and selection to "Print only employees that have transactions" gives you a listing of all Time Off absences (Skyward) for today. This type of template can be automated in the Print Queue to be generated/emailed daily at a selected time.

Automating Reports From Skyward Print Queue:

1. Create report template, and run the report so that it displays in your Print Queue.
2. Open the Print Queue (if it is not already opened)
3. Select the report that you just ran, and click the "Tasks" button (right), then click "Schedule This" in the popup.
4. Update the Task Description, enter an end date (if you want report to stop sending on a particular date), and select Days/Months to run.
5. To email the report, enter your email address in the "Email Results To:" box, and click "Save".