

Skyward School Management System

Tips & Tricks

September 2024



My Partner for Learning Solutions

TERMS OF USE

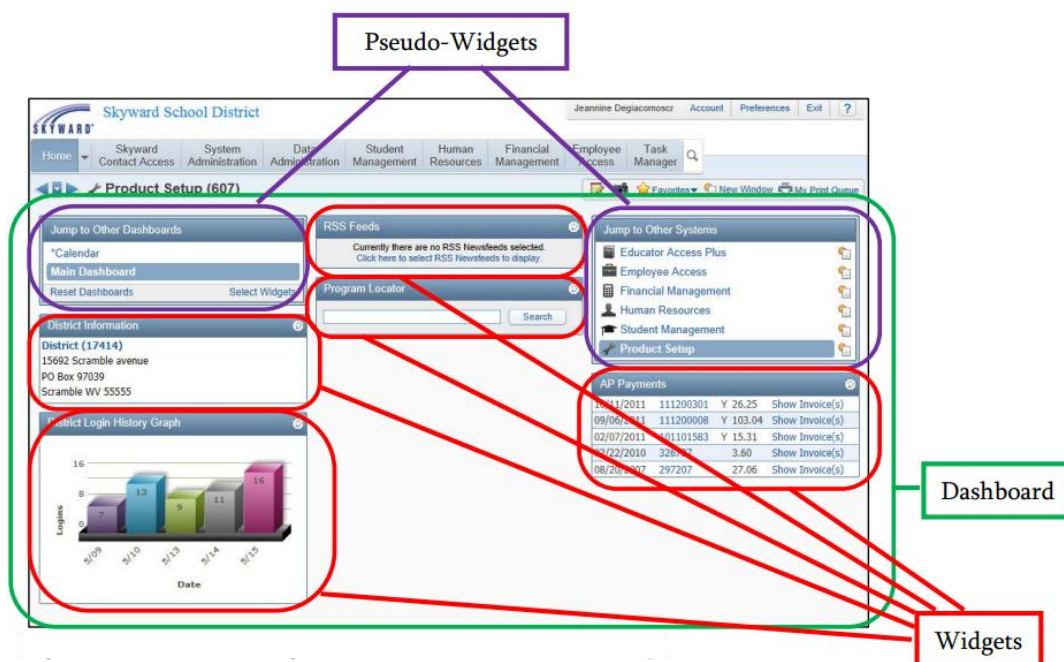
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THE HOME SCREEN

Once you sign in to Skyward's School Management System, the Home screen appears. The Home screen appears in all product lines (Educator Access Plus, Employee Access, Financial Management, Human Resources, Product Setup, and Student Management).

The main area of the Home screen is called the dashboard. The information on a dashboard is contained in pseudo-widgets and widgets. You can create several dashboards and personalize them. Your Home screen can contain six dashboards (in addition to the Calendars dashboard.) You may want to add separate dashboards that contain widgets for each product line.



Managing Pseudo-Widgets

Pseudo-widgets allow you to jump to other locations in the software. There are two pseudo-widgets: the Jump to Other Systems pseudo-widget and the Jump to Other Dashboards pseudo-widget. Pseudo-widgets appear on all dashboards (except the Calendar dashboard) and you can't configure them, move them, or remove them from your dashboard. Pseudo-widgets have a double-line border, and do not have title bar buttons.

Managing Widgets

The information on a dashboard is contained in widgets. A widget provides information about your school, district, or an area of Skyward's School Management System. The dashboard is divided into three columns. Each widget is placed in one of the three columns. However, you can move all widgets to a new location on the same dashboard.

- To manage your dashboards and widgets, click the **Select Widgets** hyperlink in the lower-right corner of the Jump to Other Dashboards pseudo-widget



The title bar of the widget contains the name of the widget on the left. If the widget title becomes underlined when you pause your mouse pointer over it, you can click the name to go to that area or module.

The title bar contains a Refresh button on the right (unless the widget is minimized, in which case the Maximize button appears on the right side of the title bar). When you pause your mouse pointer over the Refresh button, up to four additional buttons appear that allow you to configure the widget.

SETTING YOUR PREFERENCES

You can set several Preferences that are specific to you. Preferences control things such as how information looks in Skyward's School Management System, what your shortcut keys are, and the format used when you export reports. Setting Preferences affects only your user account and are managed via the Preferences link in the upper-right corner of the screen.

THEME COLOR – Formats the color of your screens in the software

REPORTS – Determines how reports are managed

- **Display Open/Save Dialog Before Displaying Reports:** Allows reports to display properly on Mac computers running Firefox
- **Automatically Open PDF Reports Upon Completion:** Allows a completed PDF report to automatically open
- **Spreadsheet Format:** Format to be used when exporting Browse screen information to a spreadsheet

INTERFACE – Determines how screens and windows are managed

- **Dim Background When Displaying Alerts:** Dims items in the background when an alert window appears on the screen
- **Maximize Large Windows:** Maximizes larger screens when you open them in your browser
- **Disable Interface Animations:** Turns off all interface animations such as menus fading in or out. *TIP: Selecting this option may improve performance on computers with limited resources*
- **Look Up Accounts by Account Dimension:** Automatically opens the Detail Account Selection screen in Finance Management

BROWSES – Determines how Browse screens are managed

- **Automatically Display Popup Browse Details on Mouseover:** Causes a records browse details to automatically appear when you pause your mouse pointer over one of the records headings.
- **Display Browse Row Numbers:** Causes a number to appear next to each record to indicate its placement in the list. In a list with 20 records, the top record would be number 1 and the bottom record would be number 20, regardless of how you sort the list

NAVIGATION – Allows you to configure navigation options

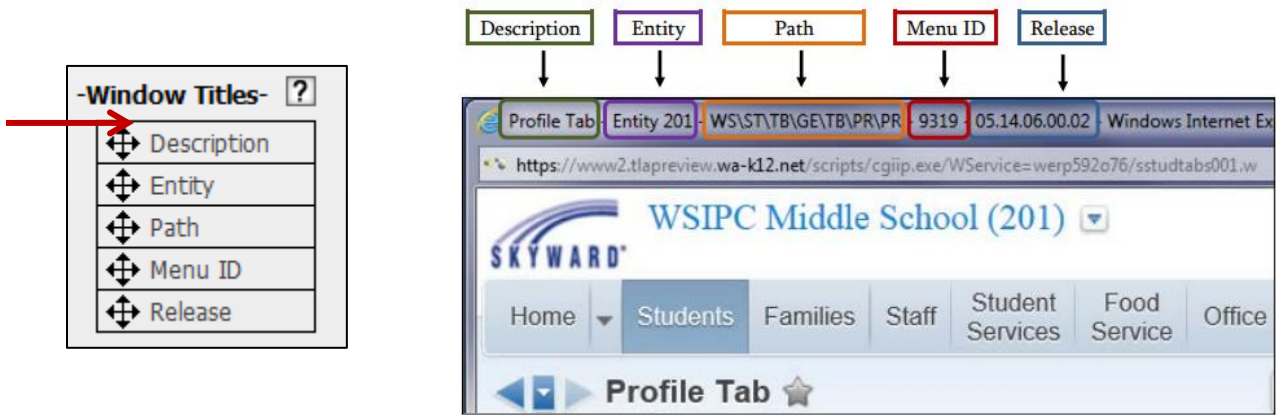
- **Use System Name for Home Menu:** Causes the name of the current product line to appear in place of the word "Home" on the Home Screen.
- **Display Data Mining Favorites in General Favorites Menu:** Displays Data Mining reports that are marked as Favorites
- **Enable Favorites Heads Up Display / Favorites Shortcut Key:** Displays your Favorites menu as soon as you hold down the shortcut key for Favorites (as designated in the Favorites Shortcut Key box).

ACCESSIBILITY – Determines how data in the software appears

- **Show Icon Text:** Shows text next to unnamed buttons that explains what they do
- **Use Larger Font Sizes:** When enabled, the font sizes throughout the product increase to a larger size
- **Use High Contrast Color Theme:** Maximizes the contrast between the background and foreground colors

- **I'm Using a Screen Reader:** Shortens the titles on browser windows to a description of the page to make these items easier to read for visually impaired users. A message also informs you when a pop-up is about to appear. *TIP: Don't enable this option unless you are visually impaired and are using screen reader software*
- **Use Enhanced Keyboard Navigation:** Allows you to more easily navigate through a menu using the Tab key on your keyboard. This option also overrides the program's default cursor placement and instead causes the cursor to move across the page in a linear manner as you tab through the fields.
- **Display Tooltip for Element with Focus:** Displays a short description of a button, field or hyperlink when you pause your mouse pointer over it.

The Window Titles option customizes the title display of the screen. This option determines the order in which information appears in your browser's title bar.

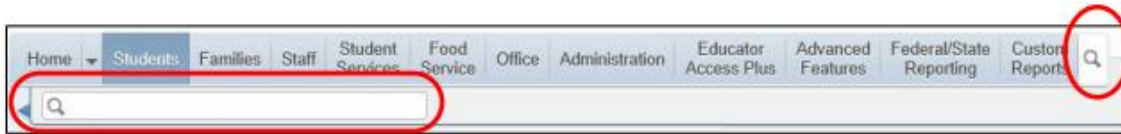


PROGRAM LOCATOR

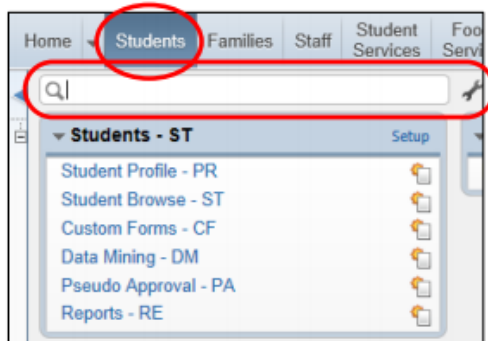
You can use the Program Locator to quickly locate an area within a module, or to locate an area anywhere within the product line you are currently in.

To use the Program Locator:

- ✓ To find an area within the product line you are currently in, click the Search button to the right to the module tabs



- ✓ To find an area within a module, click a module name such as Students



- Click inside the Program Locator box and type the name of the area. As you type, all matching areas (which you have the security level to access) appear.
- Click an area to navigate to that area.

ACCESSING RECENTLY USED MODULES

There are three ways to access recently used modules. Each way allows you to access other modules more quickly than using the navigation path.

- From any screen, click the Forward or Back Arrow under the Home tab to move forward or backward through your recently accessed modules
- From any screen, click the Center arrow button under the Home tab to display the list of recently accessed modules and click a module name.
- From the Home screen, click a module name in the Recent Programs widget (if you have the Recent Programs widget selected to show on your Home screen dashboard.)



BROWSE SCREENS

Browse screens are common in Financial Management, Human Resources, and Student Management. On browse screens you can to view many records at once and select a record to modify.

Record **Column Headings** **Buttons**

Last Name	First	Middle	S	Gr	GY	DE	Ent	Age	G	GLO	Adv	Ret	NY Grad Yr	Gr Req Bk Yr	Grad	Grad Date
Abarescr	Joe	X	A	05	2024	600	600	10	M		N	N	2024	2024	N	
Abarescr	Monroe	I	A	01	2028	600	600	6	M		N	N	2028	2028	N	
Abarescr	Scotty	P	A	02	2027	600	600	8	M		N	N	2027	2027	N	
Abarescr	Vicky	N	A	05	2024	600	600	9	F		N	N	2024	2024	N	
Abbotscr	Leo	F	I	GD	2014	420	420	20	M		N	N	2014	2014	N	
Abbotscr	Loren	V	I	GD	2014	420	130	21	M		N	N	2014	2014	Y	06/13/201
Abbotscr	Loren	V	I	GD	2014	420	240	21	M		N	N	2014	2014	Y	06/13/201
Abbotscr	Loren	V	I	GD	2014	420	420	21	M		N	N	2014	2014	Y	06/13/201
Abbotscr	Nakesha	V	I	GD	2009	420	420	25	F		N	N	2009	2009	N	
Abbotscr	Nora	Y	I	GD	2009	420	420	25	F		N	N	2009	2009	Y	06/05/200

Buttons: Add, Edit, Delete, Transfer, Pseudo Edit, Edit Grade/General Info, Add(H), GEN Notes (0), All Notes (0), *Chg Log, Web Access

Every browse screen contains View and Filter features. Filters let you choose which records appear on the browse screen for viewing and editing. Views change the type of information you see in the columns.

You can easily change how many records appear on a browse screen. The browse screen can show between 10 and 2000 records. If you choose to display many records, the screen may load more slowly.

10 10 records displayed Lookup: ABC

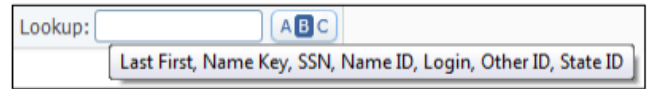
Three tools that help you locate a record appear at the bottom of every browse screen.



1. Navigation arrows help you move through records quickly



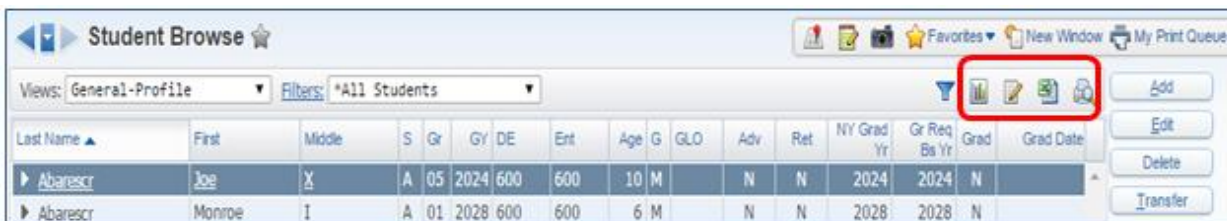
2. You can use the Lookup box to quickly locate a record.



3. You can use the Lookup by Letter function to jump to the set of records that begin with that number or letter.



You can display the summary information in a browse screen in three different formats: a chart, a spreadsheet, and a printer-friendly version. This section shows you how to use each format.



The Chart Options button displays browse screen data in the form of a chart. You can choose from chart options such as a pie chart or a bar chart.



The Processing List Option allows you to create a processing list from the data displayed on a browse screen honoring any filter that has been applied.



The Export Options button exports the data from records in the current browse screen to a spreadsheet.

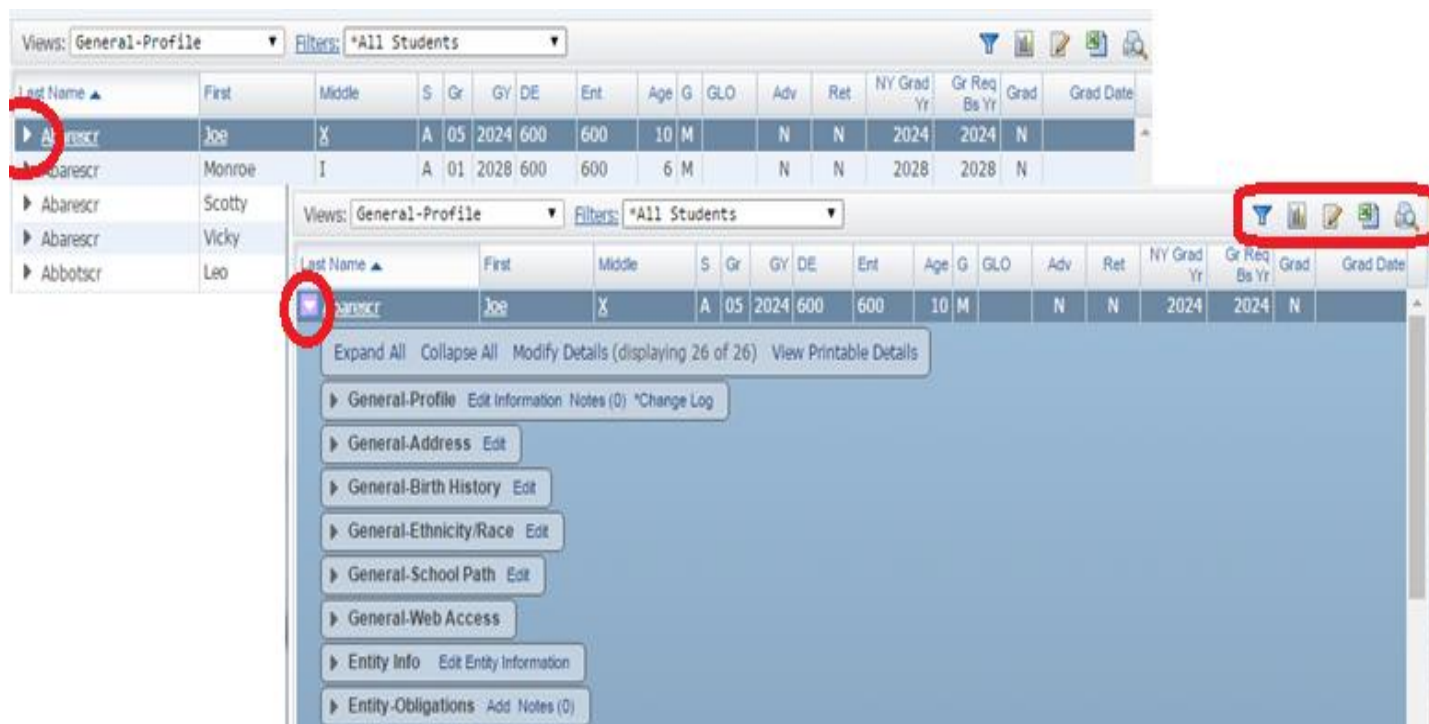


The Create printer friendly display of this browse button displays the records on the current browse screen in a printer-friendly format.

You can use any column heading on your browse screen to sort records by clicking the heading of the column you want to sort the records by. The records automatically sort according to the heading you selected. You can sort records in descending or ascending order.

Most records have more information than you see when the browse screen opens. Once you locate a record, you must select it before you can modify or view details for that record. A dark blue background appears behind the selected record. Once you select a record, expand the record to show the headings related to that record by clicking the arrow

 to the left of the record. A list of headings appears.



Views: General-Profile Filters: *All Students

Last Name ▲	First	Middle	S	Gr	GY	DE	Ent	Age	G	GLO	Adv	Ret	NY Grad Yr	Gr Req Bs Yr	Grad	Grad Date
Abarescr	Joe	X	A	05	2024	600	600	10	M		N	N	2024	2024	N	
Abarescr	Monroe	I	A	01	2028	600	600	6	M		N	N	2028	2028	N	
Abarescr	Scotty															
Abarescr	Vicky															
Abbotsr	Leo															

Views: General-Profile Filters: *All Students

Expand All Collapse All Modify Details (displaying 26 of 26) View Printable Details

- General-Profile Edit Information Notes (0) *Change Log
- General-Address Edit
- General-Birth History Edit
- General-Ethnicity/Race Edit
- General-School Path Edit
- General-Web Access
- Entity Info Edit Entity Information
- Entity-Obligations Add Notes (0)

Once you expand the record and see all the headings, you can expand each heading and view details about the record. These details are called browse details. To access browse details, click the arrow next to the record.

When you expand a record, four hyperlinks appear above the headings. Each hyperlink lets you define how the browse details of the records look on the screen.

Hyperlink	Purpose
Expand All / Collapse All	Opens and closes browse details for each heading of the selected record.
Modify Details	Opens a screen that lists all possible headings for the record. This screen allows you to display, hide or change the order of the headings for all the records in the browse screen. Altering the heading view also changes which browse details you see on your browse screen.
View Printable Details	Opens the browse screen in a printer-friendly format. To print the Browse, click Print This Page.

BROWSE VIEWS AND FILTERS

Selecting a Browse View allows you to control the information and options that are available for selection when you configure a filter. In addition, a Browse View controls what type of data you see in the browse.

Views: **General-Profile** Filters: *All Students

Last Name: **General-Profile**

▶ Address: **General-Address**

▶ Birth History: **General-Birth History**

▶ Ethnicity/Race: **General-Ethnicity/Race**

Middle	S	Gr	GY	DE
W	I	K2	2023	529

Once you select a Browse View, you can configure a filter to specify which records appear on the browse screen. There are two types of filters: predefined filters and custom filters. Every browse screen offers predefined filters. A predefined filter has an asterisk in its title.


Student Browse 

Views: **General-Address** 
 Filters: ***All Students** 

Last Name ▲	First	Middle
▶ Aanerudscr	Dino	W

*All Students
 *All Students
 *Only Active Students
 *Only Inactive Students

You can use any of the predefined filters to create a custom filter or you can create one from scratch. Filters you create are linked to the Browse View you select when you create the filter. This new filter appears only in the list of filters for that Browse View.

You can also create a Quick Filter to select records that appear on the browse screen. You can't save Quick Filters, but if you apply a quick filter to a browse screen, it remains in effect on that screen until you remove or reset it. Quick Filters let you filter the Browse data by any column on the browse screen.

[illegible]

The filter that is active for the Browse screen always defines the records that appear on that Browse screen. If you can't find a record in the Browse screen, verify that the record you're looking for is within the filter's parameters.

When you add a quick filter to a browse screen, the Quick Filter remains in effect on that screen, even if you leave the screen or sign out.

Managing Slow Loading Browse Filters

Sometimes, browse filters and customized browse settings can cause your browser to load slowly. For example, a browse filter may take a long time to load if you have selected more than 500 records to display. These can be managed through the Account hyperlink in the upper-right corner of the screen.

The load time column shows you how many seconds each filter takes to load.

Expand one of the filters.

Slow Loading Browse Filters

Display browses that took longer than: 10 seconds to load.

Views: General Filters: *Skyward Default

	Date	Time	Menu Path	Load Time (seconds)	Browse View	Browse Filter	# Records
1	09/08/2014	9:18 pm	WS\F5\PM\CU	16	Customer Information	Food Service Customer	
2	09/05/2014	2:23 pm	WS\F5\PM\CU	15	Customer Information	Food Service Customer	
3	09/05/2014	2:22 pm	WS\F5\PM\CU	14	Customer Information	Food Service Customer	
				14	Customer Information	Food Service Customer	
				14	Customer Information	Food Service Customer	
				16	Customer Information	Food Service Customer	

Slow Loading Browse Filters

Display browses that took longer than: 10 seconds to load.

Views: General Filters: *Skyward Default

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

My Browse Settings

Records to Show: 50
 Selected View: Customer Information
 Selected Filter: Food Service Customers with Active Status Quick Filter
 Delete Settings for this Browse

My Browse Filters Delete All Filters

Browse View	Filter Name	Delete
Customer Information	Food Service Customers with Active Status Quick Filter	Delete

2 09/05/2014 2:23 pm WS\F5\PM\CU 15 Customer Information Food Service Customer
 3 09/05/2014 2:22 pm WS\F5\PM\CU 14 Customer Information Food Service Customer

20 6 records displayed Date:

You can expand the My Browse Settings area and Delete Settings for this Browse

You can expand the My Browse Filters area and Delete All Filters to remove all filters from the browse screen.

You can expand the My Browse Filters area and Delete from a single filter listed.

POP-UP BROWSE DETAILS

If enabled in your preferences, the Automatically Display Popup Browse Details on Mouseover option causes a record's browse details to automatically appear when you pause your mouse pointer over one of the record's headings.

A browse detail pop-up lets you quickly see the browse details while you're on the browse screen without having to expand the record's heading. If you select this option, when you pause your mouse pointer over the heading of a browse record the details appear in a pop-up box

Entity (482) Grades 7 to 12 (482)

Home Students Families Staff Student Services Office Administration Educator Access Phys Advanced Features Federal/State Reporting Custom Reports

Student Browse

Views: General-Profile

Last Name: Abbot

Expand All Collapse All

General-Profile

General-Address

General-Birth History

General-Ethnicity

General-School Progress

General-Web Access

Entity Info Edit Entity Information

Entity Obligations Add Index ID

General Profile

Grade/Grad Yr: GO/2019
 Advance: No
 Ret Grad Year: 2019
 Graduated: Yes

GLO:
 Retain: No
 Grad Ret Base Yr: 2019
 Graduation Date: 06/14/2019
 WA Grad Yr: 2019

Date of Birth: 10/09/1991 Age: 21
 Ancestry: No
 Transported: No
 Conv. Key: Language: ENGLISH (639)
 Mom's Maiden Name:
 Native Language: ENGLISH (639)
 Home Language: ENGLISH (639)
 Work: {}

Gender: Male
 Resident: Yes
 Other ID: 356
 Library:
 Other Name:

Special Ed: No

Student's School Email: scramblehome1912@scr36.com
 Student's Home Email: Scramble1392@start.com
 Other: {}

Military: No Higher Ed: Yes Public: Yes District: Yes Local: Yes

Other Student Names

Transcript Name
 No records available

THE TOOLBAR MENU

The toolbar menu appears at the top of many screens in Skyward's School Management System.



Alert

The Alert button may appear at the top of your Home screen as a button on your toolbar. The Alert button appears if something needs your approval such as online registration verifications or employee time-off requests. This button is available only for users who have permission to authorize the entry of this kind of information.

Student Locator

The Student Locator button on the toolbar is available only to Student Management users. When you click Student Locator, enter the student's name into the Student box to locate any student. Once you enter the student's name into the Student Locator, a screen appears containing that student's demographic and scheduling information. This allows you to determine a student's location (according to their schedule) without navigating away from the area you're in.

Notes

You can use the Notes button to add a note that is specific to the area of Skyward's School Management System you're in when you add the note. Because these notes can be shared with all users in the district, notes can help provide procedural information to people who access a specific area.

If the Notes button is followed by a number in parentheses, that number of notes already exist for that area.

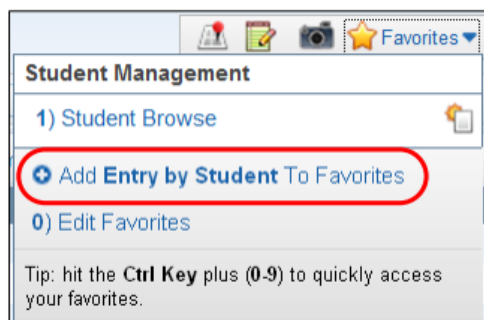
Capture Screen

You can use the Capture Screen button to take a screenshot of the information on your screen. This screenshot is sent to the Print Queue and is saved as a PDF.

Favorites

The Favorites option lets you bookmark areas of Skyward's School Management System so that you can get to another area with a single click. When you use a Favorites bookmark to go to an area of the product, the screen displays the view and filter that you used the last time you visited that screen. It does not display the view and filter that you used when you saved the screen as a Favorite in the first place.

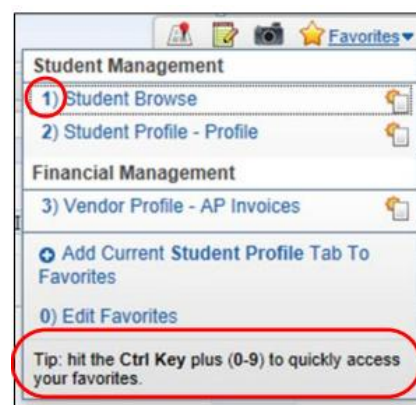
You can use the Favorites button to quickly add an item to your Favorites. When you use the Favorites button, you choose the name for the Favorite.



You can use the Star button to quickly add an item to your Favorites. When you use the Star button, you are not prompted to type a name for the Favorite. The name is created automatically.



If enabled in your preferences, when you select the Enable Favorites Heads Up Display option, you can choose a shortcut key to use in conjunction with the Favorites menu. This allows you to press the shortcut key and a number between zero and nine to quickly access your Favorites.

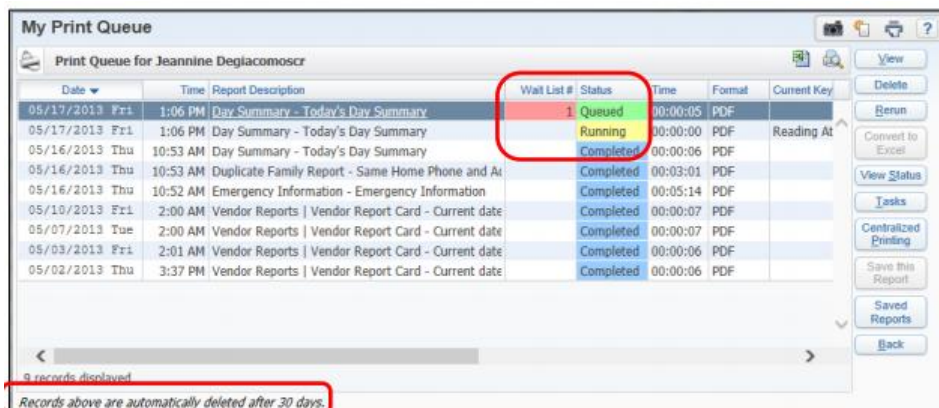


Create New Window

The New Window button opens a duplicate screen of the screen you're viewing. You can then navigate to a different area of Skyward's School Management System using the new screen. This allows you to work in two different areas simultaneously.

My Print Queue

The My Print Queue screen shows reports you've recently run and the status of each report. When you run a report, it has a Queued status, then it changes to a Running status, and when it is done it changes to a Completed status. If a report fails before it's done, an Error status appears.



Button	Function		
View	Opens the report in PDF format.	Tasks	Opens the Tasks screen which allows you to schedule or monitor a task. To learn about scheduling or monitoring tasks, see " Scheduling and Monitoring Tasks " directly below this table.
Delete	Permanently deletes the report from the Print Queue.		
Rerun	Reruns the report with the same parameters you set when you originally generated the report.	Centralized Printing	Opens the Centralized Printing screen which allows you to select printer options and add a report to the centralized print queue if you have the necessary security level. Note: This option is only available if your district is configured to use Centralized Printing.
Convert to Excel	Opens the report in a spreadsheet. You can select a Simple Dump (exports the data as it appears on the report) or an Advanced Dump (exports the data by merging associated data into one line) and choose from these formats: ▪ CSV/Microsoft Office 2000 ▪ Microsoft Office 2002+ ▪ Microsoft Office 2007+ (xlsx) ▪ Open Office		
View Status	Shows the run status of the report.	Save this Report	Saves the report in your My Saved Reports folder. Note: This option is only available if you select a completed report in My Print Queue.
		Saved Reports	Allows you to view, copy, and edit your saved reports. You can also configure the folders where you save your reports.

Scheduling and Monitoring Tasks

When you click the Tasks button on the My Print Queue screen, the Tasks screen opens. From the Tasks screen, you can schedule and monitor tasks. You must have the appropriate security level to schedule tasks. Consult with your district's system administrator if you need to access Tasks.

Button	Function
Schedule This	Opens the Scheduled Task Maintenance screen where you define a report's schedule parameters Scheduled Task defines when a report runs (days of the week, weeks of the month, months of the year) and for what period of time a report runs (beginning and ending date). Scheduled Tasks run only once for the selected time period.
Scheduled Tasks	Opens the Scheduled Tasks screen where you can modify the parameters of any Scheduled Task you've defined.
Monitor This	Opens the Monitoring Task Maintenance screen where you define the report's monitoring parameters Monitored Task defines when a report runs (days of the week, weeks of the month, months of the year), for what period of time a report runs (beginning and ending date), and how often (in minutes) a report automatically runs. Unlike Scheduled Tasks, a Monitored Task can run several times during a single day.
Monitoring Tasks	Opens the Monitoring Tasks screen where you can modify the parameters of any Monitored Task you're previously defined.

Recommendations and Restrictions on Scheduling

Districts should understand the following recommendation and restrictions when setting up a Scheduled Task.

Scheduling a Report to Run Daily or Several Times a Day

In the Day(s) of the week, Week(s) of the month (1-6), and Month(s) of the year areas, select all the check boxes to have the print job run daily. If you want a report to run several times in a day, create several scheduled tasks with different start times.

Restrictions for Scheduled Tasks

Schedule tasks to run between 7:00 AM and 10:30 PM to avoid conflicts with nightly server maintenance.

Scheduled Task Maintenance

Task Information

Task Status: ☒ Active ☐ Inactive Entity: 485

* Task Description: Update IEP/Case Manager

Task cannot be synchronized because there is no associated template. (?)

* Start Date: 06/05/2013 Wednesday * Start Time: 02:00 AM

* End Date: 12/31/2999 Tuesday

Day(s) of the week

☒ Mon ☒ Tue ☒ Wed ☒ Thur ☒ Fri ☒ Sat ☒ Sun

Week(s) of the month (1-6)

☒ First ☒ Second ☒ Third ☒ Fourth ☒ Fifth ☒ Sixth

Month(s) of the year

☒ January ☒ February ☒ March ☒ April ☒ May ☒ June
☒ July ☒ August ☒ September ☒ October ☒ November ☒ December

Additional Export Options

Spreadsheet Format: User Preference

Email Results To:

Export Location: (?)

Test Export Location

Task Manager

☐ Add to Notifications widget in SkyPort when completed.

User Selection:

Add

Selected Names:

Remove

Remove All

Asterisk (*) denotes a required field

Monitoring Task Maintenance

Task Information

Task Status: ☒ Active ☐ Inactive Entity: 000

* Task Description: Attendance Detail Report

Start Date: 01/27/2012 Friday Start Time: 07:00 AM

End Date: 12/31/2999 Tuesday Stop Time: 06:00 PM

Frequency (In Minutes): 30 (One Day - 1440 | 12 Hours - 720 | 6 Hours - 360 | 3 Hours - 180)

Day(s) of the week

☒ Mon ☒ Tue ☒ Wed ☒ Thur ☒ Fri ☒ Sat ☒ Sun

Week(s) of the month (1-6)

☒ First ☒ Second ☒ Third ☒ Fourth ☒ Fifth ☒ Sixth

Month(s) of the year

☒ January ☒ February ☒ March ☒ April ☒ May ☒ June
☒ July ☒ August ☒ September ☒ October ☒ November ☒ December

Additional Export Options

Email Results To:

Export Location: (?)

Asterisk (*) denotes a required field

MENU PATHS

To perform a task in Skyward's School Management System, you follow a path to get from a general area to a specific area. The following is an example of a menu path provided in a procedure.

Attendance Period Detail Report: **Student Management\Office\AT\RE\AR\DR\PD**
 - or - **WS\OF\AT\RE\AR\DR\PD**

Every path begins with the product line name: Human Resources (WH), Student Management (WS), Financial Management (WF), Product Setup (PS) or Educator Access Plus (WA).

Student Management\Office\AT\RE\AR\DR\PD - or - **WS**\OF\AT\RE\AR\DR\PD

The next element of the path is the button at the top of the screen. This part of the path may be the tabs full name or the two-letter abbreviation. For our example, we want the Office button.

Student Management**Office**\AT\RE\AR\DR\PD - or - WS**OF**\AT\RE\AR\DR\PD

The two-letter abbreviations for each button in Student Management are shown below:

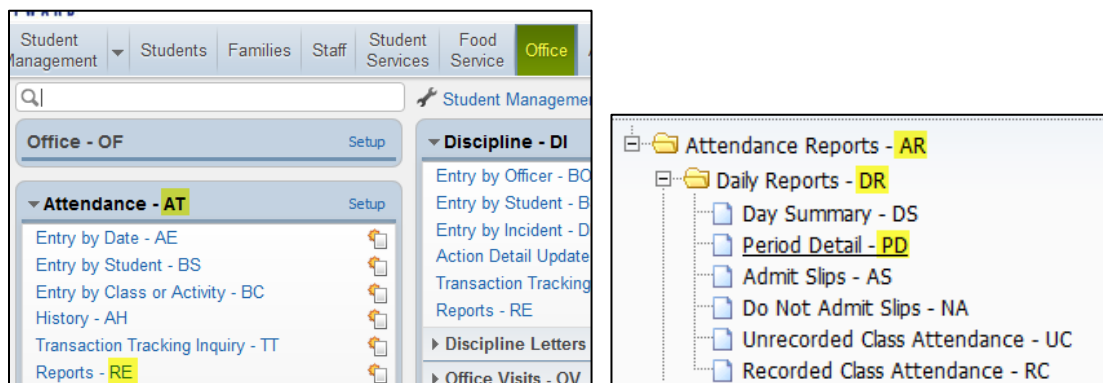
Students	Families	Staff	Student Services	Food Service	Office	Administration	Educator Access Plus	Advanced Features	Federal/State Reporting	Custom Reports
ST	FA	SF	SS	FS	OF	AD	EA	AF	SR	CR

The next element of the path is a two-letter abbreviation that specifies the module. In this case, it's Attendance.

Student Management\Office**AT**\RE\AR\DR\PD - or - WS\OF**AT**\RE\AR\DR\PD

The remaining elements of the path are other abbreviations that specify the module area. Our path is leading us to Reports, then to Attendance Reports, then Daily Reports and finally Period Detail

Student Management\Office\AT**RE\AR\DR\PD** - or - WS\OF\AT**RE\AR\DR\PD**

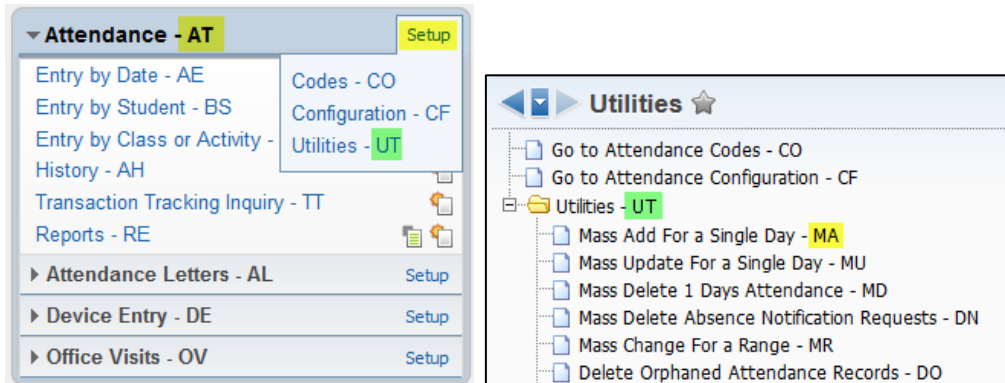


Navigating to Setup Options

Setup links allow you to access Codes, Configuration options, and Utilities for modules or areas. When you click the Setup link, the Codes (CO), Configuration (CF), and Utilities (UT) options appear. The following is an example of a menu path that contains a setup element.

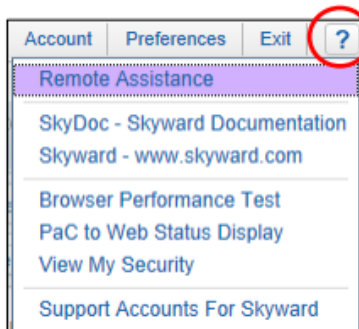
Attendance Mass Add for a Single Day: Student Management\Office\AT Setup\UT\MA
- or - WS\OF\AT\PS\UT\MA

In the second path, the two letter abbreviation **PS** stands for Product Setup.



HELP MENU

You can quickly access the Help menu from any screen in Skyward's School Management System by clicking the Help button in the upper-right corner of the screen.



SkyDoc – Skyward Documentation: Allows you to access the SkyDoc library, which contains information about various processes, reports and utilities. Many SkyDoc library entries offer tutorials that explain a feature's purpose and how to use it.

You can also view WSIPC's Guides from SkyDoc:

- Click the plus sign next to WSIPC in the menu on the left side of the screen,
- Click 00 – WSIPC Educational Materials.
- Select the product line, then continue to the module, area or process.

SkyDoc also contains Student State Report examples, descriptions and specifications that you may find helpful. To view this information in SkyDoc:

- Click the plus sign next to WSIPC in the menu on the left side of the screen
- Click WS – Web Student Management > Federal/State Reporting > Washington State Reports > Reports
- Select the appropriate report category.

Browser Performance Test: Runs diagnostic testing on your browser that may help troubleshoot performance issues with the Skyward School Management System.

View My Security: Displays a list of menu items that you have security to access, and your security level for each item.

QUICK PRINT FAVORITES

Quick Print reports may now be saved as favorites to allow for quicker access.

The screenshot shows the Skyward Student Scheduling interface. The 'Quick Print' menu is open, displaying various report options. The 'Make Favorite' option is highlighted with a red box, and a red arrow points to it. The background shows the 'Current Scheduling (Main Screen)' for a student named Momanscr, Garth B.

After you click Quick Pick, select the report and template options, click **Make Favorite**.

Give the template a name and click **Save**.

This will add the selected report template as its own button on the profile tab, as shown below:

The screenshot shows the 'Quick Print Favorites' window. The 'Save' button is highlighted with a red box, and a red arrow points to it. The window displays a table of favorites and a 'Sort A-Z' button.

Move	Template	Centralized Printing	
	Student Schedule	☐ Use CP	Delete

The screenshot shows the Skyward Student Scheduling interface. The 'Student Schedule' button is highlighted with a red box, and a red arrow points to it. The background shows the 'Current Scheduling (Main Screen)' for a student named Momanscr, Garth B.

KEYBOARD SHORTCUTS (may be browser dependent)

Keyboard Shortcut	Impact or Effect	Browse Sections	
General		Record must be selected on a Browse screen	
Tab or Enter	Moves the cursor forward to the next field or button. Enter can be more reliable, but it also has some nuances when it comes to description fields, see " Setting Your Preferences " for more details and settings.	Home	Returns to the first viewable record.
Shift+ Tab	Moves cursor back to the previous field or button.	End	Advances to the last viewable record.
Alt+[Underline Letter of field]	Some field labels have underlined letters. This action places the cursor on that field. Example: Alt+N places the cursor in Invoice Amount field.	Page Up	Retreats to the previous section of viewable records.
Alt+[Underline Letter of button]	Some buttons have underlined letters. This action performs the same function that occurs if you click the button. Example: Alt+O selects the OK button.	Page Down	Advances to the next section of viewable records.
Ctrl+→	Within a field\box, places the cursor at the end of the current string of characters or at the beginning of the next string of characters.	↑	Retreats to the previous record.
Ctrl+←	Within a field\control box, places the cursor at the beginning of the current string of characters or at the end of the previous string of characters.	↓	Advances to the next record.
→ (in a field)	Advances the cursor to the next character.	Date fields	
← (in a field)	Retreats the cursor to the previous character.	Cursor must be in a date field	
Home (in a field)	Returns the cursor to the beginning of a line.	Ctrl+T	Enters today's date.
End (in a field)	Advances the cursor to the end of a line.	Check Boxes and Radio Buttons	
Shift + [any of the previous four keys] (in a field)	Highlights the character string as you perform any of the previous four shortcuts.	Cursor must be in a check box, radio button, or option button	
Ctrl+C	Copies a selected string of characters.	Space Bar	Toggles between selecting and clearing the box or button.
Ctrl+X	Cuts a selected string of characters.	Drop-down Boxes and Menus	
Ctrl+V	Pastes a previously cut or copied string of characters.	Cursor must be in a drop-down box or menu	
Esc	Closes the screen.	Alt+↓	For drop-down menus (that you can't type in). Displays the drop-down list. Then, you can use the arrow keys, Home, End, Page Up, or Page Down to highlight a value. Click Enter to select the value.
		↓	For drop-down boxes (that you can type in). Displays the drop-down list. Then, you can use the arrow keys, Home, End, Page Up, or Page Down to highlight a value. Click Enter to select the value.
		Type the first character or value.	Cycles through all listed values with that character as its first character.
		Finance-Specific Entry	
		1= A= Asset 2= L= Liability 3= Q= Equity 4= R= Revenue 5= E= Expense	When entering an account number into the Account Number Entry screen, a user can choose to type a number for the corresponding account type. This action may reduce data entry time for 10-key entry personnel.

CLEARING THE SECURITY CACHE

Sometimes it's necessary to clear the cache in Skyward because of speed issues or items that are not displaying correctly (such as updated student photos that aren't refreshing). To do this, press the **F12** key on the keyboard.

A pop-up window will display, showing such information as browser and operating system version; program details and load time; current menu ID, menu path, and security level.

To clear the security cache, click the **Clear** hyperlink under Security Information. You will be prompted "Are you sure you wish to clear your security cache," click Yes. Once you have cleared the cache in Skyward, press F5 on the keyboard to refresh your browser session.

