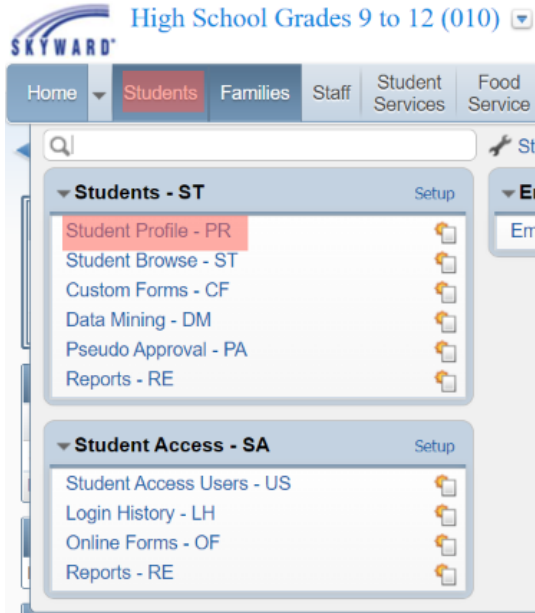


New User Guide – Student Profile

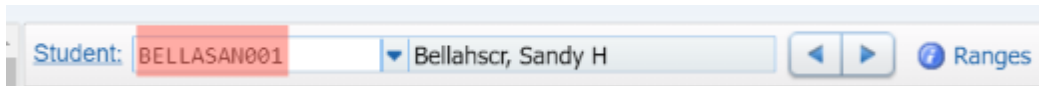
This Guide will go over the Individual Student Profile, including important tabs and areas to remember.

**If you do not see some of the options in this guide, you may not have the permissions to view/edit.



Student Name: Available in all Tabs

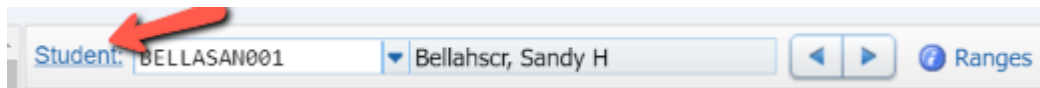
1. You can search for students in the area highlighted below:



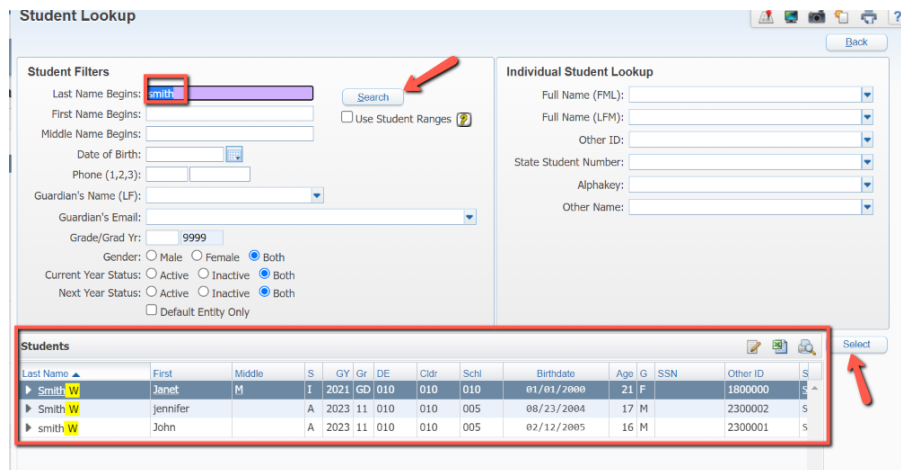
- This is the alphakey or namekey for a student. To search you will use the first 5 letters of the Last name and first 3 letters of the First Name. The three digits are the tie breaker.
 - Example: you have 2 students with the name John Smith, their alphakey would be as follows:
 - SMITHJOH000
 - SMITHJOH001

2. Anything highlighted in blue, means this is a link to another area.

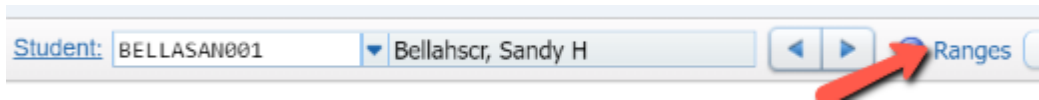
a. Clicking the underlined Student, will allow you to search:



- There are several search options, enter a filter or look up and matches will show in the Student Section
- Click Select to go to the student's profile



- b. The Ranges button allows you to change the students that will be available to view in the student profile



- In the example below, you are setting your ranges to be Active 9th graders only:

The 'Ranges' configuration window shows settings for 'Entity: 010 - High School Grades 9 to 12'. The 'Grade/Grad Yr' fields for both 'Low' and 'High' are set to '09 2025' and are highlighted with a red box. The 'Current Year Status' dropdown is set to 'Active' and is highlighted with a red arrow. Other fields include School, Calendar, Homeroom, Type, Grade Level Override, Birthdate, Advisor, Counselor, Next Year Status, Graduated, Full Time, Current Year Member, and Default Entity.

Student Profile Tabs:

There are several tabs available for individual students. All tabs are on the left hand side of the screen. If you see the Arrow/Carrot you can expand to see more under each area:



- 1. General Tab has several tabs under it, those reviewed in this guide are Profile, Address and Web Access.



- Profile is used to view a student’s grade & grad year (these can only be changed in the Entry record). This tab also includes Date of Birth, Gender, Race and Language.
 - Click Edit to make changes to these areas...always be sure to save your changes.

Student Name
 * First: Sandy Middle: H * Last: Bellahscr
 Name Prefix: Name Suffix: Name Key: BELLASAN001

Grade Information
 Grade/Grad Yr: 10 2024 GLO: Advance: No Retain: No NY Grad Year: 2024 Graduated: Yes Grad Req Base Yr: 2024 Graduation Date: 05/18/2012

General Information
 * Date of Birth: 07/05/1994 Age: 27 Gender: Male
 Local Race: W White Ethnicity: Hispanic/Latino Ethnicity?
 * Federal Race: 1-American Indian or Alaskan Native 2-Asian 3-Black or African American 4-Native Hawaiian or Other Pacific Islander 5-White
 Race/Eth Verified By: Not Verified District Staff Individual Student
 Race/Eth Verified On: * Language: ENG ENGLISH
 Mother's Maiden Name: Home work Ext: Category: Gender Identity: Ancestry: Resident: No Transported: No * Other ID: 1550 Conv. Key: Library Card: Other Name: School Email: scramblehome1695@scr36.com Home Email: Scramble1683@start.com Override Student's Off Campus Lunch Eligibility Off-Campus Lunch: No - Not Eligible

- Address –Student’s Home and Mailing Address. You can edit or add address for student here.

Address
 Home: 969 Scramble avenue Scramble WV 55555
 Mailing: Edit Home Add Mailing

- Web Access shows the Student Access Login and Password, Student email. This area also includes Guardians and Family Access Information. You can send email reset links from this tab as needed.

Student Information
 Login: BELLASAN001 School Email: scramblehome1695@scr36.com Edit
 Password: ***** Home Email: Scramble1683@start.com
 Allow Student Access AUP (Acceptable Use Policy): Approved Not Approved
 Has internet access Last Modified: Modified By:
 Has device to access eLearning

Guardians


Name Key	Last Name	First	Middle	Relationship	Login	Allow Family Access	No Food Service Statement	No Fee Managem
BELLABA0001	Bellahscr	Bao	Z	MOTHER	Family1110	Y	N	N
BUCHWROS001	Buchwaldscr	Rosanne	U	FATHER	Family1111	Y	N	N

Email Account Reset Link

2. Entity Info Tab list the student's current Entity, School, and Calendar. You can also view CY Homeroom and Student Status.
- Click Edit to make changes to these areas

Entity Info	
Entity Information	
Entity:	010 High School Grades 9 to 12
School:	010 School (010)
Calendar:	010 Calendar (010)
Student Type:	R Regular
Advisor:	
Counselor:	
Discipline Officer:	
Teacher of Record:	
Band Instrument:	
Entity 010	
Default Entity:	Yes
Status:	Active
Next Year Status:	Active
Full/Part Time:	Full-time
Current Year Member:	Yes
Family Representative:	
Include in Honor Roll:	Yes
Include in Rank:	Yes
Multi-Rank:	No
Print/Display Rank:	Yes
Print Report Card:	No
Promotion Status:	Pending
Percent Enrolled:	100.00
Addl Seat Count:	0.00
CY Homeroom Information	
CY Homeroom:	
Room Number:	
Teacher:	
Building:	
NY Homeroom Information	
NY Homeroom:	
Room Number:	
Teacher:	
Building:	
Scheduling Information	
CY Sched Team:	
NY Sched Team:	

[Edit](#)



- Family Tab allows you to input multiple families, i.e. Split household where mom and dad live in separate homes.
 - You can add additional families in this screen and edit Family Information.
 - Edit family option allows you to change the family Address, Home Language and Primary Phone Number. Along with Report Card and Form options.

Family 1

Add Guardian	Guardian Name	Alphakey	Relationship	Second Phone	CBC	Cust	Pick	
Edit Del	Bellahscr, Bao Z	BELLABAO001	MOTHER	[Cell] (555) 564-2332	No	Yes	Yes	Add Family
Edit Del	Buchwaldscr, Rosanne U	BUCHWROS001	FATHER	[Cell] (555) 384-8198	No	Yes	Yes	Edit Family #1

Family ID: 1197 Primary Phn: (555) 839-2611 Siblings: Bellahscr, Tyron I

Trans Code: Home Lang: ENG - ENGLISH

Address: 969 Scramble avenue Scramble WV 55555

Receive Report Cards Print Hard Copy Report Cards Receive Forms CY Path: NY Path:

[Delete Family #1](#)
[Fam Notes \(0\)](#)
[Siblings](#)
[Custom Forms](#)

Family Address Information

Address: 969 Scramble avenue [Street Name](#)

SUD: P.O. Box: Carrier: Own/Rent: [Address Preview](#)

Address 2: [Address Preview](#)

* Zip Code: 55555 City/State: Scramble, WV

Move In Date: 11/17/2021 Separate Mailing Address [Mail](#)

Do Not Distribute Address

County: Census Area: [Mail Categories](#) [Select All](#)

Township: Census Sub Area: [UnSelect All](#)

Dwelling: Horizontal Coord: *There are no records to display; check you*

Hazard: Vertical Coord: [Path History](#)

CY Path: NY Path: 0 records displayed

Conv. Key: [Path History](#)

Phone Information

Primary Phone: (555) 839-2611 Ext: Confidential Long Distance

Report Cards/Forms and Other Family Information

Receive Report Cards Family Transportation Code: Family Title: Override Family Title

Print Hard Copy Report Cards * Home Language: ENG ENGLISH

Receive Forms

- To "link" siblings, they must have at least one family the same, in the example below Tyron would also have Family ID 1197 in his family tab.

Family 1

Add Guardian	Guardian Name	Alphakey	Relationship	Second Phone	CBC	Cust	Pick
Edit Del	Bellahscr, Bao Z	BELLABAO001	MOTHER	[Cell] (555) 564-2332	No	Yes	Yes
Edit Del	Buchwaldscr, Rosanne U	BUCHWROS001	FATHER	[Cell] (555) 384-8198	No	Yes	Yes

Family ID: 1197 Primary Phn: (555) 839-2611 Siblings: Bellahscr, Tyron I

- You can also edit individual Guardian information in this screen.
 - This allows you to change all phone numbers for a specific guardian, update Family Access information and add/edit email address.

Family 1

	Guardian Name	Alphakey	Relationship	Second Phone	CBC	Cust	Pick
Edit Del	Bellahscr, Bao Z	BELLABAO001	MOTHER	[Cell] (555) 564-2332	No	Yes	Yes
Edit Del	Buchwaldscr, Rosanne U	BUCHWROS001	FATHER	[Cell] (555) 384-8198	No	Yes	Yes

4. Emergency Info Tab is a list of all emergency contact for a student. Also a place for Emergency information including Alert and/or Critical Alert Information

- Add, Edit, Delete Emergency Contacts for a student:

Student: ABCD ZYX000 | abcd, zyx J | Ranges | Add | Delete | Transfer | Pseudo

Grad Year (Grade): 2024 (10) | DOB (Age): 11/13/2004 (17) | Entity, School, Status: 010, 010, A | Default: 010, 010, A

Gender: M | Other ID: 2300000 | Mthd of Instr: V | Other Name: Erica

Emergency Information

Alert Information

This Student Has Critical Alert Information

Display in Family Access Display in Student Access

Alert Info:

Provider Information

Physician:

Dentist:

Hospital:

Insurance:

Policy Number:

[Edit Emergency Information](#)

Views: General | Filters: *Skyward Default

#	Contact Name	Relationship	Primary Phone	Second Phone
There are no records to display; check your filter settings.				

20 | 0 records displayed

[Quick Print](#)
[Add](#)
[Edit](#)
[Delete](#)
[Replace](#)
[Move Up](#)
[Move Down](#)
[Copy from Sibling](#)

- Copy from Sibling. Siblings must have at least one common family (see tab discussed in #3), but do not have to have the same emergency contacts. If you have siblings that have the same emergency contacts (i.e. Grandma and Grandpa) then you can copy from one sibling to the next:

[Quick Print](#)
[Add](#)
[Edit](#)
[Delete](#)
[Replace](#)
[Move Up](#)
[Move Down](#)
[Copy from Sibling](#)

Copy from Sibling

Last Name	First	Middle
Abelescr	Joey	F
Agostascr	Louis	L
Euellscr	Dorothea	
test	Terra	
test	zzzz	

[Copy](#)
[Back](#)

Highlight the sibling and click Copy.

- You can also add Emergency Information in this screen, including critical alert information, i.e. Allergic to peanuts.

Emergency Information

Alert Information <input type="checkbox"/> This Student Has Critical Alert Information <input checked="" type="checkbox"/> Display in Family Access <input checked="" type="checkbox"/> Display in Student Access	Provider Information Physician: _____ Dentist: _____	Edit Emergency Information
--	---	--

- Adding a critical alert will change the students name to red and add a Pop-up screen.

Student Emergency Information

Student: abcd, zyx J.

Alert Information

- This Student Has Critical Alert Information
- Display in Family Access
- Display in Student Access

Alert Information: Allergic to Peanuts

Student: ABCD ZYX000 | abcd, zyx J

CRITICAL ALERT INFORMATION

test

OK

Pop up Screen

5. Entry/Withdraw

- Used to Add, withdraw or create a status change for a student.
 - Important state reporting fields in the Entry screen include Date, School, Resident District and State Aid:

Entry Information

Student: Abelescr, Joey F Current Entity: 010

* Entry Date: 11/22/2021 % Enrolled: 100

Grade/Grad Yr: 02 2032 GLO:

* Entry Code: E1 Entry Code (E1)

Comment:

* School: 010 School (010)

* Calendar: 010 Calendar (010)

* Student Type: R Regular

* Res Dist: 0000333 District (0000333) TN

S2E2 Code: 00000

Otherwise Schl Schl ID: 00000

Atnd: Num Nbr: 00010

State Aid: 14 Resident/All Other Residents

Section 25 Tuition Funded Enrollment

Alternative ED: No

Developmental KG: No

Seat-Time Waiver Participant: No

- Other areas to note, S2E2 Code, Otherwise Attending, Section 25, Developmental Kindergarten, Alternative Ed, Seat Time Waiver, Seat Time Waiver Participant. All are state reportable fields and need to be completed as needed:

Entry Information

Student: Abelescr, Joey F Current Entity: 010

* Entry Date: 11/22/2021 % Enrolled: 100

Grade/Grad Yr: 02 2032 GLO:

* Entry Code: E1 Entry Code (E1)

Comment:

* School: 010 School (010)

* Calendar: 010 Calendar (010)

* Student Type: R Regular

* Res Dist: 0000333 District (0000333) TN

S2E2 Code: 00000

Otherwise Schl Schl ID: 00000

Atnd: Num Nbr: 00010

State Aid: 14 Resident/All Other Residents

Section 25 Tuition Funded Enrollment

Alternative ED: No

Developmental KG: No

Seat-Time Waiver Participant: No

- Important state reporting fields in the Withdrawal screen include Date and Status End Code:

Withdrawal Information

* School Yr: 2022 * Date: 11/22/2021

Advanced: No Retained: No

Default Entity: Yes

* Code: 08 Withdrawal Code (08)

Comment:

Status End: 08 Enrolled-other MI public sch

- You can also withdraw students from some programs in the Withdrawal screen:

Student Program Withdrawal/Enrollment

This program allows you to automatically withdraw students from their currently enrolled programs with the same withdrawal date specified on the entry withdrawal record. For all programs / classifications selected, the withdrawal date and any other withdrawal elements pertaining to the records will be filled in, and a withdrawal date of 11/22/2021 will be used.

Section 31A - Schl Brkfst Prog
 Section 31A - IS-Trad Schl-Read
 Early Childhood

Add
 Remove
 Add All
 Rem All

asterisk (*) denotes a required field

- Status Change should be used when changing a student's grade, % enrollment, student type, school, calendar or residency during the school year.

Entry/Withdrawal

Views: General Filters: *Skyward Default

Entity	Entry	Code	School	Schl Nbr	Calendar	Withdrawal
010	11/17/2021	E	010	00010	010	
010	08/01/2021	E	010	00010	010	11/16/2021
010	09/03/2019	E1	010	00010	010	06/30/2021

Quick Print
 History
 Entry
 Withdraw
 Status Chg

- Input Withdrawal record
- STC Withdraw code
- Example: Residency Change
- Withdraw End status = 19, continuing in the district

Withdrawal Information

* School Yr: 2022 * Date: 11/17/2021

Default Entity: Yes

* Code: STC Status Change

Comment: Residency Change

Status End: 19 Expected to continue in dist

- Input Entry Record
- STC Entry Record
- Example Residency Change

Entry Information

Student: Belfiorescr, Raymond S

* Entry Date: 11/18/2021 % Enrolled: 100

Grade/Grad Yr: 09 2025 GLO:

* Entry Code: STC Status Change

Comment: Residency Change

6. Attendance

- Used to view attendance history, add, change or delete attendance records and print individual attendance reports for a student.
 - When viewing attendance, there is a filter to allow for Current Year or All Attendance, based on what you select in this filter will determine what records are displayed. You can also change the number of attendance records displayed by changing the number on the bottom left:

Attendance

Views: General Filters: *Current Year Only

Ent	Year		Nbr	Cmnt	P-N	-00-	-01-	-02-	-03-	-04-
▶ 010	2022	10/20/2021 Wed		Y	Y	-	-	-	-	-
▶ 010	2022	10/06/2021 Wed		N	N	-	U-	U-	U-	U-
▶ 010	2022	09/20/2021 Mon		N	Y	-	O-05	O-05	O-05	O-05
▶ 010	2022	09/17/2021 Fri		N	Y	-	O-05	O-05	O-05	O-05
▶ 010	2022	09/16/2021 Thu		N	Y	-	O-05	O-05	O-05	O-05
▶ 010	2022	09/15/2021 Wed		N	Y	-	O-05	O-05	O-05	O-05
▶ 010	2022	09/14/2021 Tue		N	Y	-	O-05	O-05	O-05	O-05

7 records displayed

- To Add Attendance click the “Add” button. Then add the periods to fill and fill with absence type (type is required) and absence reason (reason is not required). Then select the date range and comment if needed. Click Save and Add Another or Save and Back. The example below will mark the student with an excused absence in periods 1-6 due to a Doctor’s Note.
 - **Absence types and reason are built by the school and can vary across Districts and schools.

Attendance to Add

Periods to fill: 1 to 6 Fill with: Absence Type E Absence Reason DN

* Start Date: 11/30/2021 Tuesday

* End Date: 11/30/2021 Tuesday

Periods: -01- -02- -03- -04- -05- -06-

* Attendance: E-DN E-DN E-DN E-DN E-DN E-DN

Comment:

Parent Notified

Buttons: Quick Print, Add, Edit, Delete, Positive Attendance Log, YTD History, Letters, Totals, ATN Notes (0), All Notes (0), *Susp/Exp, Save and Add Another, Save and Back, Back, Atn Notes (0)

- Or you can input absence type and reason directly into the period. This Student was marked with an excused absence in 1st period only with a doctor’s note.

Attendance to Add

Periods to fill: to Fill with: Absence Type Absence Reason

* Start Date: 11/30/2021 Tuesday

* End Date: 11/30/2021 Tuesday

Periods: -01- -02- -03- -04- -05- -06-

* Attendance: E-DN - - - - -

Comment: Arrived Late from Dr. Appt

Parent Notified

- To Edit a specific date, highlight the date and click "Edit."

Attendance

Views: **General** Filters: *Current Year Only

Ent	Year*	Atnd Date	Nbr	Cmnt	P-N	-00-	-01-	-02-	-03-	-04-
▶ 010	2022	10/20/2021 Wed		Y	Y	-	-	-	-	-
▶ 010	2022	10/06/2021 Wed		N	N	-	U-	U-	U-	U-
▶ 010	2022	09/20/2021 Mon		N	Y	-	O-OS	O-OS	O-OS	O-OS
▶ 010	2022	09/17/2021 Fri		N	Y	-	O-OS	O-OS	O-OS	O-OS
▶ 010	2022	09/16/2021 Thu		N	Y	-	O-OS	O-OS	O-OS	O-OS
▶ 010	2022	09/15/2021 Wed		N	Y	-	O-OS	O-OS	O-OS	O-OS
▶ 010	2022	09/14/2021 Tue		N	Y	-	O-OS	O-OS	O-OS	O-OS

Buttons: Quick Print, Add, Edit, Delete, Positive Attendance Log, YTD History

- Make changes as needed, in the example below I am changing an out of school suspension to in school suspension.

Attendance to Edit

Periods to fill: **1** to **6** Fill with: Absence Type **I** Absence Reason **IS**

* Start Date: 09/20/2021 **Monday**

* End Date: 09/20/2021 **Monday**

Periods: -01- -02- -03- -04- -05- -06-

Attendance: **I-IS** **I-IS** **I-IS** **I-IS** **I-IS** **I-IS**

Comment:

Parent Notified

Show All Current Year Attendance

Attendance for abcd zyx J

Atnd Date	Cmnt	P-N	-01-	-02-	-03-	-04-	-05-	-06-
09/20/2021 Mon	N	Y	O-OS	O-OS	O-OS	O-OS	O-OS	O-OS

Buttons: Save and Back, Back, Atn Notes (0), All Notes (0), Hall Pass

- To Delete an attendance record, highlight the date and click "Delete." You will need to confirm that you want to delete the record:

Attendance

Views: **General** Filters: *Current Year Only

Ent	Year*	Atnd Date	Nbr	Cmnt	P-N	-00-	-01-	-02-	-03-	-04-
▶ 010	2022	10/20/2021 Wed		Y	Y	-	-	-	-	-
▶ 010	2022	10/06/2021 Wed		N	N	-	U-	U-	U-	U-
▶ 010	2022	09/20/2021 Mon		N	Y	-	O-OS	O-OS	O-OS	O-OS
▶ 010	2022	09/17/2021 Fri		N	Y	-	O-OS	O-OS	O-OS	O-OS
▶ 010	2022	09/16/2021 Thu		N	Y	-	O-OS	O-OS	O-OS	O-OS
▶ 010	2022	09/15/2021 Wed		N	Y	-	O-OS	O-OS	O-OS	O-OS
▶ 010	2022	09/14/2021 Tue		N	Y	-	O-OS	O-OS	O-OS	O-OS

Confirm Delete

Are you sure you wish to delete this attendance record from entity 010 for Monday 09/20/2021?

Buttons: Yes, No

Buttons: Quick Print, Add, Edit, Delete, Positive Attendance Log, YTD History

- Quick Print allows you to print Day Summary and Attendance Detail or Summary reports. **You can edit the report templates in this area but all attendance reports and setup for attendance reports can also be found in Office -> Attendance -> Reports.

Attendance

Views: **General**

Ent	Year*	Atnd Date	Nbr	Cmnt	P-N	-00-	-01-	-02-	-03-	-04-
▶ 010	2022	10/20/2021 Wed		Y	Y	-	-	-	-	-
▶ 010	2022	10/06/2021 Wed		N	N	-	U-	U-	U-	U-
▶ 010	2022	09/20/2021 Mon		N	Y	-	O-OS	O-OS	O-OS	O-OS
▶ 010	2022	09/17/2021 Fri		N	Y	-	O-OS	O-OS	O-OS	O-OS

Quick Print

Report: **Day Summary**

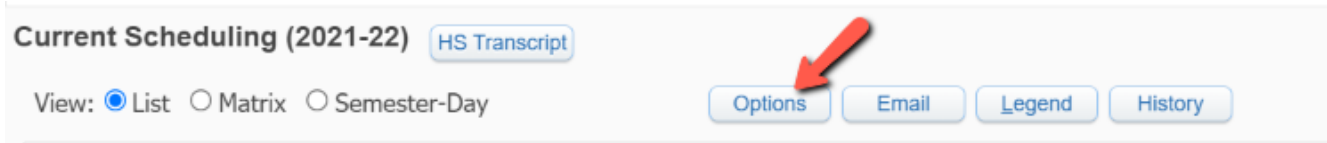
Template: **Count Day**

Buttons: Run, Make Favorite, Back

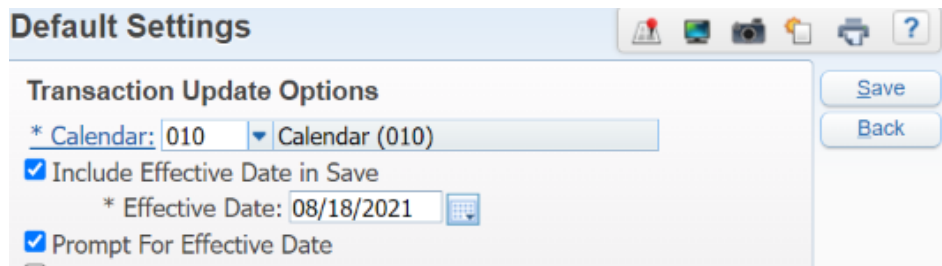
Buttons: Quick Print, Add, Edit, Delete

7. Scheduling

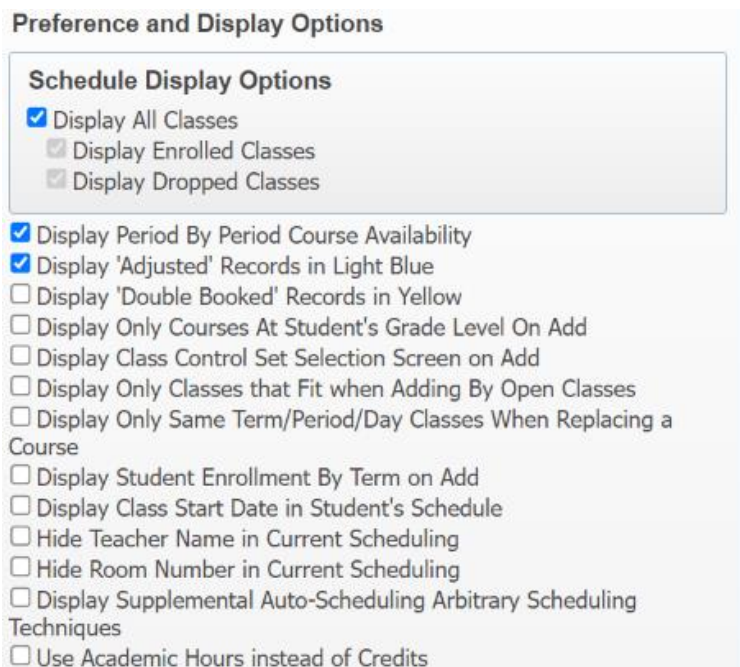
- Current Scheduling allows you to view a student's schedule, Add and Drop Courses, Change Course Section, and Print reports
 - First set-up your scheduling options, by clicking the "Options" button:



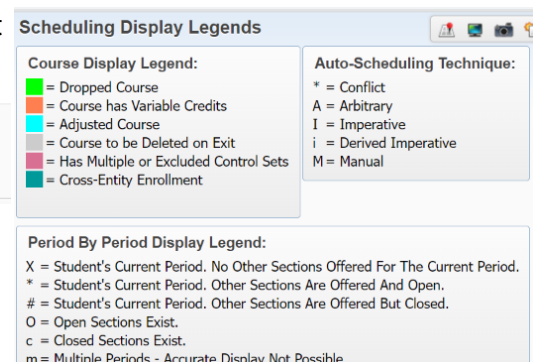
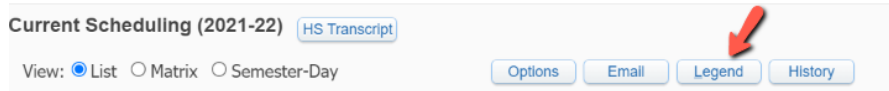
- It is recommended to select "Include Effective Date in Save" and "Prompt for Effective Date." (The only time you may want to turn off the prompt for effective date is at the beginning of the school year when you are scheduling multiple students, but be sure that your effective date is accurate in the include effective date option)
- This will allow you to track scheduling transactions and helpful for troubleshooting:



- You can also select options such as displaying Dropped/Enrolled classes, adjusted records or even hide specific details about a course:



- The Legend button, allows you to see what the different colors and codes mean in the Scheduling tab:



- When viewing the schedule, you can change the filter to view a specific term/semester or the entire school year:

Current Scheduling (2021-22) HS Transcript

View: List Matrix Semester-Day

Options Email Legend History

Views: **General** Filters: *00-04 (YR = Year)

Prd	Trm	Str Trm*	Stp Trm*	Course	Description	Days	Bldg	Roc
01	S1	01	02	3102A /11	Algebra I A	MTWRF	010	11C
02	S1	01	02	30015A/01	Comp English I	MTWRF	010	11C
02	S2	03	04	0995B /01	Chorus B	MTWRF	010	11C
03	S1	01	02	3321CA/01	Chem Com A	MTWRF	010	
03	S2	03	04	3303B /03	Wellness B	MTWRF	010	
05	S1	01	02	30015A/02	Comp English I	MTWRF	010	100
06	S1	01	02	3431 /01	Economics	MTWRF	010	

Quick Print Edit Add Course Build Schedule Drop Chng Sect Replace

- To Add a Course click the “Add Course” button
- There are several options to find the course you wish to add. 1. Search by Course ID, 2. Filter by subject, period and/or teacher, or 3. Select only classes with seats available or that fit.
- Once you find the course you wish to schedule, click Schedule Class.

Course Filter

Sched Group: *None*

Subject: ME

Period: 02

Teacher: Specific Teacher

Teacher: TRAINISEFOOD

Only Classes with Seats Available

Only Classes that Fit

Views: **General** Filters: *Skyward Default

Course	Sec	Short Description	Fit	Avail Seats	Term	Prd	Days Meet
0996A	01	Band A	No	50	S1 (01-02)	06	MTWRF
0996B	01	Band B	Yes	50	S2 (03-04)	06	MTWRF
30015A	01	Comp English I	Enr	33	S1 (01-02)	02	MTWRF
30015A	02	Comp English I	Enr	34	S1 (01-02)	05	MTWRF
30015B	01	Comp English I	Yes	35	S1 (01-02)	01	MTWRF
30015B	07	Comp English I	Yes	35	S2 (03-04)	01	MTWRF
30025A	01	Comp Eng II A	No	35	S1 (01-02)	01	MTWRF
30035A	02	Comp Eng III A	No	30	S1 (01-02)	06	MTWRF

100 records displayed

Course: 30015A

Schedule Class Request Course View All Meets Options

- If you have the prompt for effective date option selected you will need to confirm date:

Schedule Class

Student: zyx J abcd Grad Yr: 2024 Grade: 10

DOB: 11/13/2004 Age: 17

Class Information: 30015B / 01

Class: 30015B / 01

Desc: Comp English I

Term: S1 (01-02)

Transaction Details

Effective Date: 08/18/2021 Wednesday

Continue Back

- To Drop/Delete the course, highlight the course and click “Drop.”

Current Scheduling (2021-22) HS Transcript

View: List Matrix Semester-Day

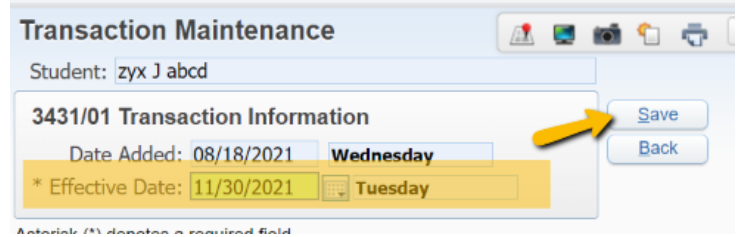
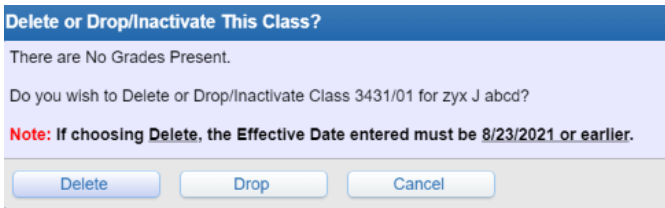
Options Email Legend History

Views: **General** Filters: *00-04 (YR = Year)

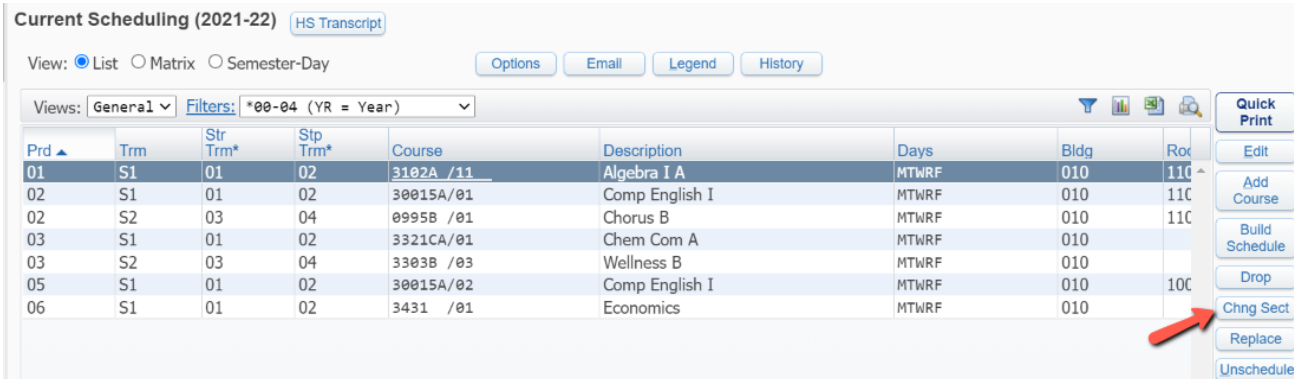
Prd	Trm	Str Trm*	Stp Trm*	Course	Description	Days	Bldg	Roc
01	S1	01	02	3102A /11	Algebra I A	MTWRF	010	11C
02	S1	01	02	30015A/01	Comp English I	MTWRF	010	11C
02	S2	03	04	0995B /01	Chorus B	MTWRF	010	11C
03	S1	01	02	3321CA/01	Chem Com A	MTWRF	010	
03	S2	03	04	3303B /03	Wellness B	MTWRF	010	
05	S1	01	02	30015A/02	Comp English I	MTWRF	010	100
06	S1	01	02	3431 /01	Economics	MTWRF	010	

Quick Print Edit Add Course Build Schedule Drop Chng Sect Replace

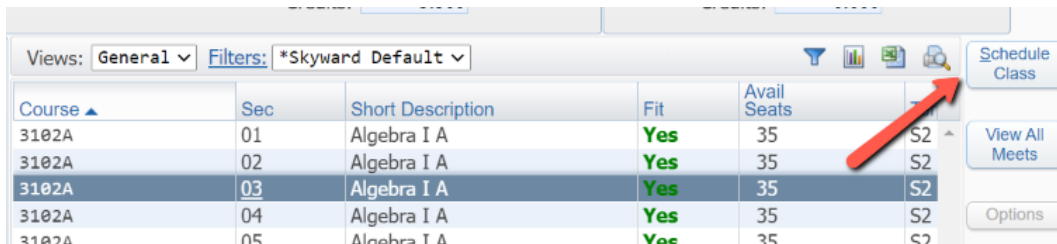
- You will be given the option to Delete, Drop or Cancel. It will only allow you to delete if there are no attendance or grades present. It will also prompt you for an effective date if this option is selected.



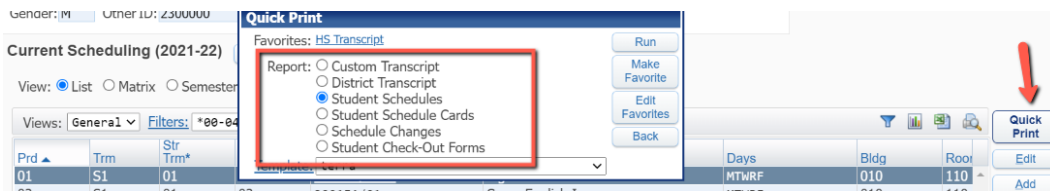
- To move a student from one section of a course to another (i.e. same course different teacher or different period). Highlight the course and click Change Section:



- Find the section you wish to move this student to and click Schedule Class. You should be prompted for an effective date if this option is selected.



- You can also print several Scheduling reports in this tab by clicking Quick Print.
 - **You can edit the report templates in this area but all scheduling reports and setup for scheduling reports can also be found in Office -> Current Scheduling -> Reports, Office -> Current Scheduling -> Build Course Master -> Reports or Office -> Current Scheduling -> Student Schedule Generation -> Reports.



- Future Scheduling allows you to the same tasks as current scheduling (if setup), but is for the next school year.

8. Grades

- You can view current year courses and grades for each marking period, term or semester. Grades that are green are current grades from the gradebook and have not been posted. (You will only see gradebook grades if this feature is turned on for you school/district).

Grades (Mass GPA Calc Needed)

Views: General Filters: Skyward Default Clone

Prd	Ent	Course	Class	Description	S	Trm	T1	T2	T3	T4	S1	S2	M1	M2	M3	M4
▶ 01	010	3102A	11	Algebra I A	S1	E	C	✗	✗	C*	✗	E	C	✗	✗	✗
▶ 02	010	0995B	01	Chorus B	S2		✗	✗			✗	✗	✗	✗		
▶ 02	010	30015A	01	Comp English I	S1		D-	✗	✗	D-	✗	✗	D-	✗	✗	✗
▶ 03	010	3303B	03	Wellness B	S2		✗	✗			✗	✗	✗	✗		
▶ 03	010	3321CA	01	Chem Com A	S1			✗	✗		✗	✗			✗	✗
▶ 05	010	30015A	02	Comp English I	S1			✗	✗		✗	✗			✗	✗
▶ 06	010	3431	01	Economics	S1			✗	✗		✗	✗			✗	✗

Buttons: Quick Print, Add, Edit, Delete, Change to Historical, Class History

- You can also view historical classes and grades by clicking the Class History button:

Grades (Mass GPA Calc Needed)

Views: General Filters: Skyward Default Clone

Prd	Ent	Course	Class	Description	S	Trm	T1	T2	T3	T4	S1	S2	M1	M2	M3	M4
▶ 01	010	3102A	11	Algebra I A	S1	E	C	✗	✗	C*	✗	E	C	✗	✗	✗
▶ 02	010	0995B	01	Chorus B	S2		✗	✗			✗	✗	✗	✗		
▶ 02	010	30015A	01	Comp English I	S1		D-	✗	✗	D-	✗	✗	D-	✗	✗	✗
▶ 03	010	3303B	03	Wellness B	S2		✗	✗			✗	✗	✗	✗		
▶ 03	010	3321CA	01	Chem Com A	S1			✗	✗		✗	✗			✗	✗
▶ 05	010	30015A	02	Comp English I	S1			✗	✗		✗	✗			✗	✗
▶ 06	010	3431	01	Economics	S1			✗	✗		✗	✗			✗	✗

Buttons: Quick Print, Add, Edit, Delete, Change to Historical, Class History

- The Class History will show several important aspects of each class, including the Year and Grade taken, Marking Period, Term and Semester grades and earned credits

Classes (Mass GPA Calc Needed)

Views: General Filters: All Classes Clone

Year	Ent	GR/YR	Course	Section	Description	Teache	Gr	GL	Term	Re	S	Ca	Su	T1	T2	T3	T4	S1	S2	M1	M2	M3	M4	SE1	Earned Credits	Failed Credits	Day
▶ 2022	010	10/	3431	01	Economic		Y	S1	Cu	R	SS			✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	0.00000	0.00000	MT
▶ 2022	010	10/	3321CA	01	Chem Cor		Y	S1	Cu	R	S			✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	0.00000	0.00000	MT
▶ 2022	010	10/	3303B	03	Wellness I	Wheat	Y	S2	Cu	R	PE			✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	0.00000	0.00000	MT
▶ 2022	010	10/	3102A	11	Algebra I	kelpins	Y	S1	Cu	R	M	E	C	✗	✗	✗	C*	✗	✗	✗	✗	✗	✗	✗	0.00000	0.00000	MT
▶ 2022	010	10/	30015A	02	Comp Eng	Sortne	Y	S1	Cu	R	E			✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	0.00000	0.00000	MT

Buttons: Quick Print, Add, Edit, Delete, Change to Historical, Edit Credits

- You can edit course grades and earned credits by highlighting the class and clicking edit.
- You can add new courses with grades and earned credits by clicking add (i.e. Transfer courses from another district).
- You also have the ability to print several individual grading reports for a student by clicking Quick Print, including a copy of their report card:

Grades (Mass GPA Calc Needed)

Views: General Filters: Skyward Default Clone

Prd	Ent	Course	Class	Description	S
▶ 01	010	3102A	11	Algebra I A	S1
▶ 02	010	0995B	01	Chorus B	S2
▶ 02	010	30015A	01	Comp Engli	S1
▶ 03	010	3303B	03	Wellness B	S2

Report Selection Dialog:

Report: Credit History Update Report
 Grade History Report
 Credit History Audit
 District Report Cards
 Custom District Report Cards
 Basic Standards Based Report Card
 Custom Standards Based Report Cards

Buttons: Run, Make Favorite, Back

Table:

Prd	Room	GS	Earned Credits	Failed Credits
skit	110	1	0.00000	0.00000
skit	110	1	0.00000	0.00000
skit	110	1	0.00000	0.00000
llev B		1	0.00000	0.00000

Buttons: Quick Print, Add, Edit, Delete, Change to

9. MI/NCLB

- There are important fields in the MI/NCLB tab, a lot of which is required for state reporting. Click Edit to change/update these fields.
 - UIC – Unique Identification Code, Student’s State ID in Michigan. All students in Michigan must have a UIC for State Reporting.
 - Early/Middle College – Yes/No, when yes the student will be reported to CEPI/MSDS with the associated program code.
 - International Student – Yes/No, when yes the student will be reported to CEPI/MSDS with the associated program code.

MI/NCLB

SSN: Grad Std Year: **Edit**

Student ID Nbr: **Adult Ed**

Medicaid ID Number: Medicaid Eligible: **Other Assessment**

UIC: 0987654321 Multiple Birth Order: **Advanced/Accelerated**

Gifted and Talented: Hmbnd Svc: **Prior Care**

Ttl Hmbnd Hrs: Assess Hours:

Pst Scndry Opt:

Adult Education: 21 Century Program:

Out of State Student: International Student:

Early/Middle College:

Sec 6(4)(I)(ii) Pupil Count Exception:

Resident County:

Distr Entry Date:

Ed-Fi Grad Plan Type:

10. Special Programs

- The different special programs tabs allows you to keep track of programs/services that a student is receiving. Some of the programs that are important for state reporting during your Fall, Spring and General collection include (but not limited to):

- Homeless, Ltd Eng Prof, Section 31A, Migrant, Foster Care, Reading Deficiency and 3rd Grade Retention.
- To add/edit these, select the tab on the left and click add or begin status. In the example below we are adding an Ltd Eng Prof (Limited English Proficiency or ELL – English Language Learner) record. Only Start Date and LEP program are required for this program.

- ▼ Special Prgrms
 - Imm Status
 - Homeless
 - Hmbnd/Hosp
 - Res Enrl Out
 - Non-Res In
 - Ltd Eng Prof
 - Misc
 - Section 504
 - *Early Childhd
 - *Com Srv Hrs
 - Pers Curricul
 - *Section 31A
 - Section 24
 - Early On
 - Section 23A
 - Single Parent
 - Disp Homemaker
 - Title I
 - Migrant
 - Mil. Connected
 - Foster Care
 - Restraint
 - Seclusion
 - Reading Defic
 - 3rd Grd Retention
 - *Method of Instr
 - Fed Impact Aid
 - *Tech at Home
 - Work Based Learning

Limited English Proficiency

Most Years' Participation in an LEP Program:

Views: Filters:

Start Date: School Year: End Date: School Year: Years:

Limited Eng. Proficiency

* Start Date: * Start School Year: **Save**

Add an End Date **Back**

End Date: End School Year:

LEP/Immigrant Funding

Title III Limited English Program (MSDS 6841):

Title III Immigrant Ed Program (MSDS 6842):

Sec 41 - Pupils of Limited Eng Ability:

Refugee Children School Impact Program:

Locally Funded Eng Acquisition Prg (MSDS 6844):

Considered a Re-Entry Into LEP Program

* LEP Instructional Program: **Bilingual Dual-Language Instruction**

English Language Proficiency Test:

English Language Proficiency Level:

LEP Exit Reason:

Home Country of Refugee:

Entrance Comment:

Exit Comment:

Begin Sts

Edit

Begin-End

Delete