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The screenshot shows the Skyward Student Management Setup interface. At the top, there is a navigation bar with tabs for Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a main content area with several sections: Students - ST (Setup), Emergency Contacts - EC (Setup), Childcare - CH (Setup), and District to District - DD (Setup). A yellow callout box is overlaid on the Students - ST section, containing the following text:

**Add a Student**

Click here to access **Student Profiles**.

**Who, What, When, Why?**

Selecting this option, allows the program to guide you through the series of screens needed to complete the add process. Information is automatically filled in based either on default parameters that have been pre-set or on a student's previous entry record, if one exists.

**Note:** It is important to understand that when an individual is added to the database, that individual will only have one "name" record throughout the district. Therefore, it is imperative to verify that you are not creating a duplicate record for a student who already exists in the system.

The interface also includes a sidebar on the right with a list of options: WS, Data Mining (WS\ST\DM), Processing Lists (WS\AF\PL), Reports (WS\OF\LO\RE), Lockers (WS\OF\LO\LM), Utilities (WS\OF\LO\PS\UT), Product Setup (WS\OF\PS), Student Profile (WS\ST\PR), Student Browse (WS\ST\ST), and Student Management. At the bottom of the interface, there is a footer with the copyright notice "© 2012 Skyward, Inc. All rights reserved." and a view selector showing "Desktop View" selected and "Button Rows" unselected, along with the browser information "Windows 7 / Internet Explorer 9".

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**Entity (440) Grades 8 to 12 (440)** Mark Holliscr Account Preferences Exit ?

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

**Student Profile (575)** Task Manager Favorites New Window My Print Queue

Student: **ALANSNOR000** Alanscr, Norris A Ranges Add Delete Transfer Pseudo

Grad Year (Grade): 2014, 440, A Default: 440, 440, A

Advisor: Vitaliscr, Maryetta Z Gender: M NY Status: A Other ID: 11743 Phone: (555)675-5835

**College Visit** Add

07/23/2012 10:56 am

Date Visited: 10/28/2011 Edit

Student's Grade: 10 Delete

Grad Year/Grade: 2014-10

College: Mid-State

Type of College: 2 Year In State Public College

Notes From Visit:

Family 1 Guardian 1 Name: Lino I Alanscr

Family 1 Phone: (555) 675-5835

**Custom Forms**

- Amanda
- Basic Info
- Bus Inform
- Bus Inform
- Bus Inform
- College Vi
- HTML - Not
- Merge Stud
- Phone Numb
- Spec ed
- test
- test-2
- test-3

Task Manager

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### Enter Name of Student

**Add Student**

\* Last Name:

First Name:

Middle Name:

Name Suffix:

[Click Here To Search for Entered Name](#)

[Back](#)

Enter the Student's **Last Name, First Name, and Middle Name.**

Click here when the full name has been entered.

**Matching Names**

Last Name ▲	First	Middle	Suffix	G	Date of Birth	Age	Grade	Grad Yr	NY Grad Yr	Other ID	State ID	Schl	Name Key
Aagaardscr	Karren	F				0		0	0				AAGAARKAR000
Aakrescr	Hien	H				0		0	0				AAKREHIE000
Aakrescr	Jerrie	P				0		0	0				AAKREJER000
Aamodtscr	Adriane	X				0		0	0				AAMODADR000
Aanerudscr	Golden	A				0		0	0				AANERGOL000
Aanerudscr	Michael	S				0		0	0				AANERMIC000
Aaronsonscr	Patrice	S				0		0	0				AARONPAT000
Aasescr	Arnulfo	T		M	04/16/1990	22	GD	2008	2008	4266	0300012798	440	AASESARN000
Aasescr	Colleen	X				0		0	0				AASESCOL000
Aasescr	Gidget	U		F	04/16/1990	22	GD	2008	2008	4267	0300012801	640	AAESGID000
Aasescr	Nicholas	L		M	05/01/1981	31	GD	2000	2000	4776	0300014328	440	AAESNIC000
Aasescr	Nicholas	O		M		0		0	0				AAESNIC001
Abadiscr	Austin	C		M	12/14/2001	10	04	2020	2020	15375	0300046125	113	ABADIAUS000
Abadiscr	Carmen	M		M	01/18/2007	5	K4	2025	2025	15658	0300046974	800	ABADICAR000
Abadiscr	Galen	D		M	06/19/1988	24	GD	2006	2006	1190	0300003570	900	ABADIGAL000
Abadiscr	Larhonda	Y		F	02/08/2000	12	06	2018	2018	14276	0300042828	230	ABADILAR000

20 records displayed

Asterisk (\*) denotes a required field

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### Enter Name of Student

**Add Student**

\* Last Name:    
First Name:    
Middle Name:   
Name Suffix:

If the student's name is **not** in the **Matching Names** list, click here.

### Matching Names

Last Name ▲	First	Middle	Suffix	G	Date of Birth	Age	Grade	Grad Yr	NY Grad Yr	Other ID	State ID	Schl	Nar
<i>There are no records to display; check your filter settings.</i>													

If the student's name appears in the **Matching Names** list, **verify the birth date** and other available information to make sure it is in fact the same student.

If the new student is **already in the system**, click here.

0 records displayed

Asterisk (\*) denotes a required field

100%

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### New Student Enrollment (227)

Enter Demographic Information for **Abbie R Johnscr (JOHNSABB000)**

**Demographic Information**

\* Date of Birth:  Birth Certificate:

Age:

\* Grade/Grad Yr:

GLO:

\* Gender:

Resident:

Mom's Maiden:

\* Other ID:

State/WSN:

[Check Spelling](#)

[Save and Add Entry Record](#)

[Back](#)

**Race/Language Information**

Local Race:

Ethnicity:  Hispanic/Latino

\* Federal Race:  1-American Ind  
 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:

**Entity 440**

Default Entity:  Current Year Status:  Current Year Member:  Include in Rank:

Full/Part-time:  Next Year Status:  Include in Honor Roll:

**Distribute Student Demographic Information For** [?](#) [Set All to Yes](#) [Set All to No](#)

Military:  Higher Ed:  Web Permissio:  District:

Dir Info:  Custom Internet:  Registration Form:  Field Trips:

Asterisk (\*) denotes a required field

Begin filling in the student's information by entering the **birth date**. Notice that slash marks (/) and the **complete year** are not necessary and will fill in automatically.

After entering the birth date, the student's **Age, Grade, and Graduation Year** are automatically calculated and entered.

**Tab** to the next field. All fields marked with an \* are required.

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### New Student Enrollment (227)

Enter Demographic Information for **Abbie R Johnscr (JOHNSABB000)**

**Demographic Information**

\* Date of Birth: 10/15/1995 Birth Certificate: Yes Resident: Yes  
Age: 16 Birth City: Mom's Maiden: 34568  
\* Grade/Grad Yr: 10 2014 Birth State: Birth Country: Birth County:  
GLO: \* Gender: Female

**Race/Language Information**

Local Race: Ancestry: ENGLISH  
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: 07/25/2012

**Entity 440**

Default Entity: Yes Current Year Status: Active Current Year Member: Yes Include in Rank: Yes  
Full/Part-time: Full-time Next Year Status: Active Include in Honor Roll: Yes

**Distribute Student Demographic Information For** Set All to Yes Set All to No

Military: No Higher Ed: No Web Permissio: No District: No  
Dir Info: No Custom Internet: No Registration Form: No Field Trips: No

Asterisk (\*) denotes a required field

**Check Spelling**  
**Save and Add Entry Record**  
**Back**

**Enter the Race/Language Information.**  
The Local Race code and Ancestry fields are available for data entry at a local level only, unless otherwise required by your state.

**The Ethnicity and Federal Race options are each available as checkboxes.**  
More than one Federal Race can be selected.

**There are also fields to indicate who verified the student's Race and Ethnicity, and when.**

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### New Student Enrollment (227)

Enter Demographic Information for **Abbie R Johnscr (JOHNSABB000)**

**Demographic Information**

\* Date of Birth: 10/15/1995 Birth Certificate: Yes Resident: Yes  
Age: 16 Birth City: Mom's Maiden:  
\* Grade/Grad Yr: 10 2014 Birth State: \* Other ID: 34568  
GLO: Birth Country:  
\* Gender: Female Birth County:

**Race/Language Information**

Local Race: Ancestry:  
Ethnicity:  Hispanic/Latino Ethnicity \* Language: EN ENGLISH  
\* 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: 07/25/2012

**Entity 440**

Default Entity: Yes Current Year Status: Active Current Year Member: Yes Include in Rank: Yes  
Full/Part-time: Full-time Next Year Status: Active Include in Honor Roll: Yes

**Distribute Student Demographic Information For** Set All to Yes Set All to No

Military: No Higher Ed: No Web Permissio: No District: No  
Dir Info: No Custom Internet: No Registration Form: No Field Trips: No

Asterisk (\*) denotes a required field

**1. Edit the Entity and Distribution information as necessary.**

**2. Click Save and Add Entry Record.**

Check Spelling  
Save and Add Entry Record  
Back

Slide 8 - Slide 8

Enter Enrollment Information for Abbie R Johnscr (JOHNSABB000)

Enrollment Information

\* Enrollment Date: 08/29/2011 \* Student Type: R REGULAR

\* Entry Code: E4 Entry Code (E4) \* Resident District: 4060 District (4060)

Percent Enrolled: 100 PSEO Hrs: 0 Transportation:

Comment:

\* School: 440 School (440)

\* Calendar: 440 Calendar (440)

WI First Time Enrollment ?

WI Entry School Year: 0 WI Enrollment Date: 01/01/1900

Enrollment History - No Prior Enrollment

Default Entity	Entity	Enrollment Date	Enroll Code	Entry Description	% Enroll	Withdr
There are no records to display; check your filter settings.						

0 records displayed

Asterisk (\*) denotes a required field

Check Spelling

Save and Add Family

Finish

Back

Default E/W Options

This information will fill in based on previously defined defaults, and may be edited as necessary for individual students.

If you need to set up or edit the defaults click on the **Default E/W Options** button.



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**Enter Enrollment Information**

Enrollment Information

\* Enrollment Date: 08/29/2011

\* Entry Code: E4

Percent Enrolled: 100

Comment:

\* School: 440

\* Calendar: 440

WI First Time Enrollment

WI Entry School Year:

Default Entity Enrollment D

Asterisk (\*) denotes a required field

**Default Entry/Withdrawal Parameters (213)**

Default Entry Parameters for Entity(440)

Entry Date: Enter a specific entry date

Date: 08/29/2011

% Enrolled: 100

Entry Code: E4 Entry Code (E4)

Comment:

School: 440 School (440)

Calendar: 440 Calendar (440)

Student Type: R REGULAR

Resident District: 4060 District (4060)

Check Spelling

Save

Back

Change the information as necessary on the **Default Entry/Withdrawal Parameters** screen for students you will be enrolling in the future.

Click **Save**.

**Entry Record Default Options**

Selecting an item below indicates you would like the default value for the field to come from the student's previous entry record. To get these default values, the program will first look for the last entry record in the entity the entry record is being added to. If no entry record is found for the student in that entity, the defaults will come from the student's last entry record, no matter which entity it is in. The exceptions to this are school and calendar. These defaults must come from an entry record in the entity the entry record is being added to.

If no prior entry record is found, the program will use the default values entered above.

School  District

Calendar  Percent Enrolled

Student Type

100%

Slide 10 - Slide 10

Enter Enrollment Information for Abbie R Johnschr (JOHNSABB000)

We value your feedback

**Enrollment Information**

\* Enrollment Date: 08/29/2011 \* Student Type: R REGULAR

\* Entry Code: E4 Entry Code (E4) \* Resident District: 4060 District (4060)

Percent Enrolled: 100 PSEO Hrs: 0

Comment:

\* School: 440 School (440)

\* Calendar: 440 Calendar (440)

WI First Time Enrollment ?

WI Entry School Year: 0 WI Enrollment Date: 01/01/1900

**Enrollment History - No Prior Enrollment**

Default Entity	Entity	Enrollment Date	Enroll Code	Entry Description	% Enroll	Withdrawal Date	Withdrawal Code	Withdrawal Description
There are no records to display; check your filter settings.								

0 records displayed

Asterisk (\*) denotes a required field

When the student's information is complete, click **Finish** or click **Save and Add Family** to continue to add family information at this time. **This concludes the tutorial.**

Check Spelling

Save and Add Family

Finish

Back

Default E/W Options