



Overview Skyward Modules Training Information

- Description:** This class is focused on system navigation, functionality, and inquiry of basic student information.
- Interaction:** Overall generalization of demographics and system navigation.
- Audience:** This training is intended for anyone who needs to know how to inquire on basic student information and run student reports.
- Outcome:** Upon completion of this training class, the attendee will be able to do the following:
- Successfully change to a different student and inquire on all demographic data
 - Ability to navigate system tabs
 - Understand how to create report templates
 - Ability to print Report Cards and Transcripts from the Student Profile



Overview Skyward Modules Class Outline

General System Overview

- ☐ Account
 - ☐ [Preferences](#)
 - ☐ [Entity Selection](#)
 - ☐ Jump to Other Systems
 - ☐ Menu Paths
 - ☐ Help (?)
 - ☐ Customer Access
 - ☐ SkyDoc

Other Navigational Items

- ☐ Alerts (!)
- ☐ Student Locator
- ☐ Program Notes
- ☐ Screen Shot
- ☐ New Window
- ☐ Favorites
- ☐ [My Print Queue](#)
 - ☐ [Scheduled Tasks](#)
 - ☐ Saving Reports

Student Inquiry Options

- ☐ [Student Profile](#)
 - ☐ Student Profile Overview
 - ☐ Student Lookup
 - ☐ Alphakey
 - ☐ Other ID
 - ☐ Ranges
 - ☐ Customize Tabs
 - ☐ Student Tabs Overview
 - ☐ General Profile
 - ☐ Entity Info
 - ☐ Family
 - ☐ Emergency
 - ☐ Entry Withdraw
 - ☐ Scheduling
 - ☐ Grades – printing Report Cards
 - ☐ Transcripts – Printing Transcripts



Student Inquiry Options (continued)

- ☐ [Student Browse](#)
 - ☐ Student Browse Overview
 - ☐ Filter Options
 - ☐ Views
 - ☐ Student Lookup
 - ☐ Alphakey
 - ☐ Other ID

Student Reports

- ☐ [Reports Overview](#)
 - ☐ Creating Templates
 - ☐ Cloning Templates
 - ☐ Sharing Templates
 - ☐ Ranges
 - ☐ Sorting
- ☐ Student Information Report
- ☐ Student Cross-Reference List Report

Printable Resources

[General System Overview](#)

[Student Profile](#)

[Student Browse](#)

[Preferences/Other Navigation Items](#)

[Report Templates](#)

[Print Queue](#)

[\(back to top\)](#)