

Activities User Web Application



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My Activities (WA\EP\MA)

Select **My Activities**, apply appropriate filter, and expand an activity.

The screenshot shows a web interface for 'My Activities'. At the top, there are navigation links for 'Home Page' and 'My Activities', and a 'Back' button. The main content area is titled 'Christopher Coach's Activities (Current Year)'. It contains a table with columns: Entity, Description, Role, Type, Start Date, and End Date. Two activities are listed: 'Cheer' (Entity 440, Role Assistant, Type Extra Curricular (Athletic), Start Date 09/05/2007, End Date 06/16/2008) and 'Knowledge Bowl' (Entity 440, Role Leader, Type Extra Curric. & School Spon. Comm. (Academic / Voluntary), Start Date 01/25/2008, End Date 06/01/2008). Below the table, there are links for 'Expand All', 'Collapse All', and 'Hide Details'. The 'Knowledge Bowl' activity is expanded, showing 'Activity Details' with 'Leader : Christopher Coach' and 'Assistants : Patti Presenter'. It also shows 'Used' and 'Selected' checkboxes for grading reporting. Below that is the 'Student Roster' table with columns: Name, Grade, Age, Gender, Name, Grade, Age, Gender. The roster lists five students: Blivenscr, Patricia (Grade 09, Age 14, Male), Brabovscr, Jody (Grade 11, Age 16, Female), Coovertscr, Terence (Grade 09, Age 14, Male), Costanedascr, Lula (Grade 09, Age 14, Female), and Knolesscr, Frankie (Grade 11, Age 16, Male). The total number of students is 8. At the bottom, there is an 'Event Schedule' section with a table showing an event on 03/19/2008 at 8:00 am, titled 'KB Summit', located in 'Classroom A102'.

Activity Details lists Leader and Assistants that are attached to the activity. Used and Selected are the grading settings applied to the activity in the setup process. *Reminder: Use for Grading determines whether the activity will be available in Grading Activity Selection screens. Select for Grading determines whether the activity will be selected in Grading Activity Selection screen.*

Student Roster lists the names of all students who are attached to the activity, as well as their grade, age, and gender. The total number of students in the activity is also displayed.

The Student's Name is a hyperlink to the student's information screen.

Within this screen the user has access to the Student Profile, which includes Family and Emergency Contact information.

The screenshot shows a navigation menu for a student profile. It includes links for 'Home Page', 'My Activities', and 'Profile'. Under the 'Profile' link, there is a tree view showing 'Student Info' (expanded), 'Profile', 'Reports', and 'Information Report'.

An Information Report is also available and can be configured to include Student Profile Information, Family Member Information, Mailing Address, Picture (if available in the system), and Emergency Contacts.

Security levels can be configured to include more information such as Student Schedule, Discipline and Activities, if desired.

Event Schedule allows the Leader of an activity to add, edit, or delete events for the individual activity. Activity Assistants have view only access to the events.

Leader

The screenshot shows the 'Event Schedule' table for a Leader user. It includes a table with columns: Date, Time, and Summary. The event is on 03/19/2008 at 8:00 am, titled 'KB Summit'. There are links for 'Add an Event', 'Edit', and 'Delete'.

Assistant

The screenshot shows the 'Event Schedule' table for an Assistant user. It includes a table with columns: Date, Time, and Summary. The event is on 03/19/2008 at 8:00 am, titled 'KB Summit'.

Adding an Event

Select [Add an Event](#) and the Event Maintenance screen will appear.

The screenshot shows the 'Event Maintenance' screen with the following fields and values:

- Entity: 440 Entity (440) Grades 9 to 12
- School Year: 2007-08
- Activity: Knowledge Bowl
- * Date: 03/19/2008 Wednesday
- Event Status: Active
- * Start Time: 08:00 AM
- * End Time: 03:00 PM
- Event Type: KB KB Team Meet
- * Summary: KB Summit
- * Description: Knowledge Bowl Summit
*Cost is for lunch and must be ordered in advance if desired.
Students are also welcome to bring their own lunch.
- Location: A102 Classroom A102
- Contact Type: Staff
- Contact: COACHCHR000 Coach, Christopher
- Cost: \$2.50
- Visible To: Leader, Assistants and Students

Asterisk (*) denotes a required field

Date of the event, Start Time, End Time, Summary, and Description are mandatory fields.

Event Status is optional and can be Active or Inactive.

Event Type is optional and is configured in PS\SM\OFAC\CO\ET.

Location is optional and comes from the Discipline Location Codes table SM\CO\DC\DI\LO.

Visible To field has 3 drop down choices:

1. Leader Only: Available in Web Access
2. Leader and Assistants: Available in Web Access
3. Leader, Assistants, and Students:
 - Leader and Assistants: Available in Web Access
 - Parents and Students: Available in Family Access under Activities and Calendar, if configured for the entity.

Student Search and Reports

This screen provides access to the activity's Student Roster and several student reports.

Home Page | My Activities | Student Search and Reports

2008 Knowledge Bowl Student Roster (All Students)										
Last Name	First	Middle	Grad Yr	Grd	Age	Birth Date	G	School	Awards Earned	
Blivenscr	Patricia	J	2011	09	14	05/24/1993	M	442	0	
Braboyscr	Jody	P	2009	11	16	05/29/1991	F	441	0	
Coovertscr	Terence	R	2011	09	14	09/29/1993	M	442	0	
Costanedascr	Lula	B	2011	09	14	03/21/1993	F	442	0	
Dallmanscr	Fredericka	D	2011	09	14	07/05/1993	F	442	0	
Kasprzykscr	Rosalinda	H	2009	11	16	03/25/1991	F	441	0	
Keithlyscr	Olene	F	2009	11	16	01/27/1992	F	441	0	
Knolesscr	Frankie	H	2009	11	16	06/19/1991	M	442	0	

Filter Options

- Activity Roster
- Attendance Detail Report
- Progress Report
- Missing Assign. Report
- Report Card Summary
- Standards Report Card
- Back

The [Student's Name](#) is a hyperlink to the student's **General** information screen.

Home Page | General Back

Student Information

- General
- Email

Student: [Braboyscr, Jody P \(BRABOJOD000\)](#)

Grade/Grad Yr: 11 2009 Date of Birth: 05/29/1991 16

Other ID: 566353 Gender: Female

CY Status: Active NY Status: Active

School Email:

Home Email: Scramble23039@start.com

No Image Available

Email link is available to send messages to teachers and staff.

The **To:** button provides the Staff Email Selection screen.

Student's Current Term Teachers

Display: All of Student's Teachers

All Staff

After making a list selection, available names will appear. Staff and Teachers with an email address will appear in black lettering. Those with no email address will appear in red. (Names with no email address cannot be selected.) Select the recipients and **Save**.

Compose the Body of the message and **Send**.

Home Page | Email Back

Student Information

- General
- Email

Student: [Braboyscr, Jody P \(BRABOJOD000\)](#)

Grade/Grad Yr: 11 2009 Date of Birth: 05/29/1991 16

Other ID: 566353 Gender: Female

From: Skyward@skyward.com Send

To: [Beamesderferscr, Pok E\[Scramble30094@start.com\]](#)

Cc:

Bcc:

Subject: RE: Braboyscr, Jody P

Body: Jody is a great student!

Activity Roster

Activity Roster Report Options allow the user to customize how the report will be formatted and what information will be displayed. Report Range Template feature is also available.

Attendance Detail Report

Dynamic and customizable, this report has template options to select students, dates, details, and totals to be included in a report that can be formatted with or without a page break by student

**Note: When creating a new template, use a sequence number between 1 and 899, as 900 Sequence numbers are reserved for Skyward templates. There is no option to Modify parameters of Template if it is a Skyward default template.*

Progress Report

This report extracts information directly from the teacher gradebook. It is a real-time snapshot, not a posted grades report. All assignments are included in the report, whether or not they are selected to post to family access.

----Bonus----

Administrators can potentially run a Progress Report for all students in an entity by creating an activity and adding all students to it. It may be beneficial to set up several activities and run the report by grade levels (i.e.: 9th Grade Progress Report Activity). The activity dates should be set for the current date and the report should be run immediately. After the report is complete, we recommend the students be removed from the activity. This will prevent students who are not otherwise attached to an actual activity from populating valid Athletic Grading lists.

Missing Assignment Report

This report can be customized to display assignments that teachers have marked as missing within a defined term, or narrowed down to a specific date range. The information comes directly from the teacher gradebook, and like the Progress Report, does not use logic to post or not post to Family Access.

There are also options to run the report for all students in the activity or select individuals, and can easily exclude students who have no missing assignments, and add a signature line if desired. Additional lines are available for a custom Free Form Header and Footer.

Report Card Summary

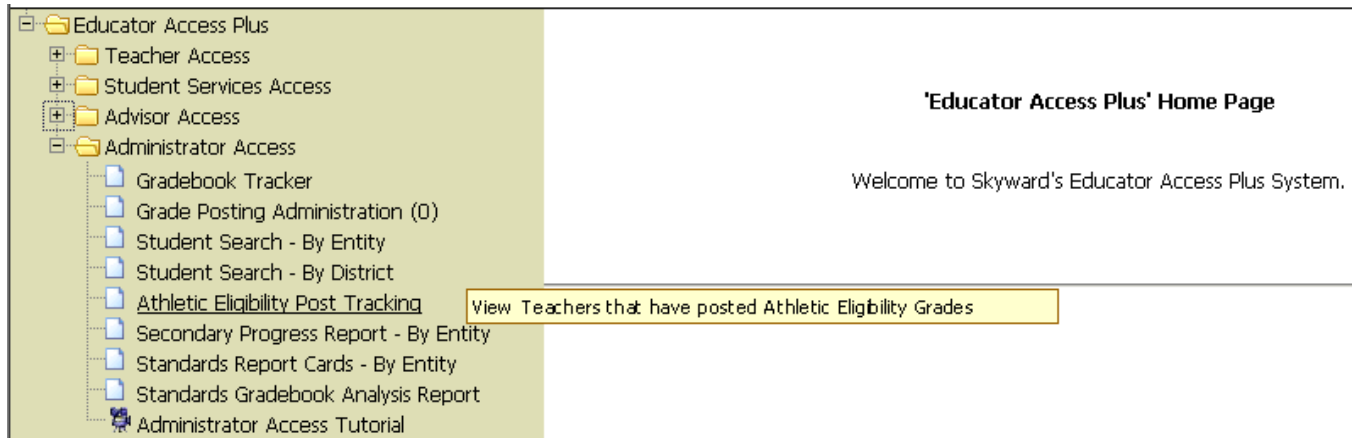
Like the Progress Report and Missing Assignment Report, the Report Card Summary gets its information directly from the teacher gradebook. Customization options are Free Form Header and Footer, View for All or Select Students, limit student selection by Grade Percentage, Display Signature Line, and Page Break by Student.

Standards Report Card

Available for districts using the Standards Based Gradebook. The Setup options for the Standards Report Card are By Selected Term, All or Selected Students, Print A Blank Report Card, and Print Comments Only, or On A New Page.

Administrative Feature

Athletic Eligibility Post Tracking WA\Administrator Access



This feature could be a valuable tool to help administrators determine which teachers need to post grades in the athletic bucket for students who are in an activity.

Select the entity where the activity takes place in. •Enter date range; •check the box to Only Show Teachers who have not posted Athletic Grades, and •Search.

Athletic Eligibility Post Tracking Search

Entity: School Year: **2007 - 2008**

Show Teacher Postings for this Date Range:

From: **Mon, Mar 10 2008**

To: **Fri, Mar 14 2008**

Only show Teachers who have not posted Athletic Grades

The list will populate the names of teachers who have not yet posted.

Class	Description	Teacher	Period	Terms	Post Date
BEK210/00b	MICROSOFT WORD TECHNOLOGIES A	Carmel Schabackerscr	6	3 - 4	No Post Found
BEK220/04b	MICROSOFT WORD TECHNOLOGIES B	Carmel Schabackerscr	4	3 - 4	No Post Found
BEK220/06b	MICROSOFT WORD TECHNOLOGIES B	Carmel Schabackerscr	6	3 - 4	No Post Found
BEK300/02	PERSONAL FINANCE	Eldora Schnitzlerscr	2	1 - 4	No Post Found
BEK400/12	YEARBOOK	Ethelyn Soderblomscr	6	1 - 4	No Post Found
CTK020/01b	CAREER CHOICES	Karlene Selbigscr	1	3 - 4	No Post Found
CTK030/01b	CAREER CHOICES	Karlene Selbigscr	1	3 - 4	No Post Found
CTK040/00b	WORK-SITE LEARNING	Karlene Selbigscr	0	3 - 4	No Post Found
CTK040/00G	WORK-SITE LEARNING	Jaqueline Baynhamscr	0	3 - 4	No Post Found
CTK040/12	WORK-SITE LEARNING	Karlene Selbigscr	6	3 - 4	No Post Found
CTK040/13	WORK-SITE LEARNING	Karlene Selbigscr	1	3 - 4	No Post Found
CTK040/15	WORK-SITE LEARNING	Karlene Selbigscr	3	3 - 4	No Post Found
CTK040/16	WORK-SITE LEARNING	Karlene Selbigscr	4	3 - 4	No Post Found
CTK040/40	WORK-SITE LEARNING	Karlene Selbigscr	5	3 - 4	No Post Found
ENK010/02	ENGLISH 9	Katharina Smaniottoscr	2	1 - 4	No Post Found
ENK010/03	ENGLISH 9	Katharina Smaniottoscr	3	1 - 4	No Post Found
ENK010/04	ENGLISH 9	Katharina Smaniottoscr	4	1 - 4	No Post Found

Family & Student Access

Calendar

Events that are added to an activity will display on Family and Student Access Calendars. Hovering over the name of the event will produce a brief summary in a balloon.

SKYWARD FAMILY ACCESS

Previous Month **March 2008**

Sunday	Monday	Tuesday	Wednesday	Thursday
2	3	4	5	6
9	10	11	12	13
16	17	18	19 AC-Knowledge Bowl	20

Activity: **Knowledge Bowl**
Event: **KB Summit**

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[Gradebook](#)
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[Attendance](#)
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[Login History](#)

Clicking on the event name causes a pop-up screen to appear with details.

Skyward Family Access - Windows Internet Explorer
https://www2.tlapreview.wa-k12.net/scripts/cqtip.exe/WService=ww589173/sfwact02.w

SKYWARD Student: **Patricia Blivenscr** Close
Event for Activity **Knowledge Bowl**

Activity Information

Activity: **Knowledge Bowl**
Start Date: **01/25/08**
End Date: **06/01/08**
Type: **Academic**
Leader: **Christopher Coach**
Assistant: **Patti Presenter**

Event Information

Summary: **KB Summit**
Date: **03/19/08**
Time: **8:00 AM - 3:00 PM**
Location: **Classroom A102**
Contact: **Christopher Coach**
Description: **Knowledge Bowl Summit**
***Cost is for lunch and must be ordered in advance if desired.**
Students are also welcome to bring their own lunch.

Activities

Event Description, Start and End dates, Type and Activity Leader are all on the main **Activity** screen in Family and Student Access.

https://www2.tlapreview.wa-k12.net/scripts/cgiiip.exe/WService=ww589173/sfwmnu01.w

Student: Patricia J. Blivenscr School: Entity (440) Grades 9 to 12 Account Info Print

Activities Current Year Previous Years

Description	Start Date	End Date	Type	Activity Leader
Knowledge Bowl Show Events	01/25/08	06/01/08	Academic	Christopher Coach Assistant 1: Patti Presenter

General Information

- Calendar
- Student Information
- Gradebook
- Message Center
- Attendance
- Schedule
- Discipline
- Test Scores
- Activities
- Login History

[Show Events](#) is a hyperlink that will load Event Details onto the current screen.

Description	Start Date	End Date	Type	Activity Leader
Knowledge Bowl Hide Events	01/25/08	06/01/08	Academic	Christopher Coach Assistant 1: Patti Presenter

Events for Knowledge Bowl

Date	Time	Summary	Location	Contact
03/19/2008 Wed	8:00 - 3:00 pm	KB Summit	Classroom A102	Christopher Coach

Description: Knowledge Bowl Summit *Cost is for lunch and must be ordered in advance if desired. Students are also welcome to bring their own lunch.

Message Center WA\SM Tab\AF\MC

The Message Center is a new feature designed to allow users to send mass e-mail or post messages to the Family or Student Access **Calendar**. By creating processing lists in PaC, this can be customized to only send or post messages to individuals and families in designated activities.

Add a message for the primary guardian of student in an activity:

Home Page | Adv Features | Admin Message Center | Admin Message Maintenance

Admin Message

Message Summary: Lunch order due by March 14, 2008 Save

Message Detail: Students who wish to purchase a lunch for the Knowledge Bowl Summit Meet need to place an order with Christopher Coach before 3:00 pm on March 14th. Back

Priority:

Attachment:

Post to Family Access Post Date: 02/27/2008 Wednesday

Post to Student Access Expiration Date: 03/12/2008 Wednesday

Send as Email on 03/03/2008 Monday

at 03:00 PM

from Skyward@skyward.com

Email to Students

Email to Guardians *(Leave checkboxes below blank to send to all guardians)*

Primary Guardians Only

Heads of Household Only

First Families Only

Report Card Recipients Only

Post to Calendar on 03/14/2008 Friday Text to Display on Calendar KB Lunch

Post or Send Based on Students in

Processing List

[Processing Lists](#) [Add](#) [Remove All](#)

[Knowledge Bowl Roster](#) [Remove](#)

Ranges

Post to Family and/or Student Access can be selected for a specified date range.

The message can also be sent as an e-mail and Posted to Family or Student Access Calendar on a specific date.

Radio button for Processing List indicates that the message will only be sent to families and students included in the selected list.

Ranges can be specified rather than a processing list. They can be configured by Grade\Grad Year, Date of Birth, Homeroom Teacher, and Advisor. Options can also be selected to include or exclude students in Section 504 and Gifted and Talented programs.

Post or Send Based on Students in

Processing List


Ranges *(Leave ranges blank to send message to everyone)*

Low	High
Entity: 440 - Entity (440) Grades 9 to 12	
Grade/Grad Yr: <input type="text" value="9999"/>	<input type="text" value="0000"/>
Date of Birth: <input type="text"/>	<input type="text"/>
Homeroom Teacher: <input type="text"/>	<input type="text"/>
Advisor: <input type="text"/>	<input type="text"/>
Section 504: <input type="checkbox"/> Send to Only These Students	<input type="checkbox"/> Do not Send to These Students
Gifted and Talented: <input type="checkbox"/> Send to Only These Students	<input type="checkbox"/> Do not Send to These Students

If selected to Post to Calendar, the message will appear on the specified date. Hovering over the Message Center posting will bring up a balloon with the details of the message.

11	12	13	14 MC-KB Lunch	15
18	<div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;"> <p>Message: KB Lunch Lunch order due by March 14, 2008 Students who wish to purchase a lunch for the Knowledge Bowl Summit Meet need to place an order with Christopher Coach before 3:00 pm on March 14th.</p> </div>			22
25	26	27	28 No School	29

Selecting the message causes a pop-up message to appear with the details.



Student: **Patricia Blivenscr**
 Message for **Entity (440) Grades 9 to 12**
Close

Message Information

Message:	KB Lunch
Calendar Date:	03/14/08
Summary:	Lunch order due by March 14, 2008
Post Date:	02/27/08
Expiration Date:	03/12/08
Posted by:	Patti Presenter
Message Detail:	Students who wish to purchase a lunch for the Knowledge Bowl Summit Meet need to place an order with Christopher Coach before 3:00 pm on March 14th.