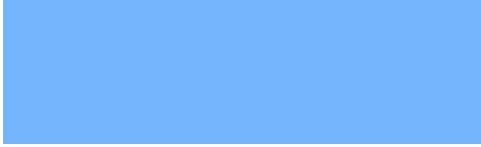


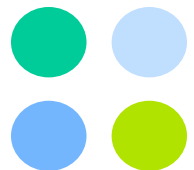


ENHANCED SKYWARD PaC STUDENT



# Skyward Contact Access Area

WESPac



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# Skyward Contact Access Area

Web \ Product Setup Tab \ Skyward Contact Access button

The Skyward Contact Access area contains options relating to district setup and the database. This area is for users to access system administrator's tools. There are areas that are set by WSIPC and should not be modified. This document covers the functionality contained in the Skyward Contact Access area and states which settings and functionality should not be run or modified.

## District Setup button

The **District Setup** button contains options for Access, Web Media Path, Messages and Time Zone Time Adjustments.

## Access Options Area

- **Allow users to change password** - Displays the **Change Password** link on the EA Plus login page.
- **Allow users to retrieve forgotten login and password** - Displays the **Forgot Login or Password** link on the EA plus login page.
  - **Require User Authentication to retrieve login and password** - Requires users to enter either their date of birth, phone number, or street address before their password is emailed to them.
- **Allow user to access Special Ed** - WSIPC does not recommend selecting this option because we currently don't support Web Special Education. This functionality is available in WESPaC.
- **Allow users to access to their alternate classes** - Displays classes for which the teacher is marked as an alternate on the class meets.
- **Disable 'Add to Favorites' and 'Add as Homepage' options** - Removes the **Add the Skyward Login Page to Your Favorites** and the **Make the Skyward Login Page Your Homepage** links.

## Web Media Path Area

- **Location of Student Pictures** - Displays the Web Media Path where student pictures are stored. This is the same field as the **Web Media Path** field on the District Configuration System Drive Path Maintenance screen (SA\SY\DC\SD). Do not change this field.

## Messages Area

- **Disable browser support warning messages** - When this option is selected the system will not display a warning if a user tries to log in with a browser that is not supported.

## Time Zone Time Adjustments Area

- **District is hosted by ISCORP and the district is not located in the Central Standard Time Zone** - Do not select this option. Systems maintains the time on the server.

## District Print Queue button

The **District Print Queue** button contains settings and tools related to the print queue server. The **District Print Queue** button contains the following buttons:

- Report Configuration
- View District Print Queue

## Report Configuration button

All values except one in the Report Configuration page are set by WSIPC and should not be modified. If they are modified districts will experience adverse performance.

**Number of days to keep reports not counting Saturday/Sunday:** option - The value in this field determines how many days reports are available in users' print queue.

## View District Queue button

The View District Queue area displays information relating to print queue processes. The print queue is a server dedicated to running Web reports and processes. This area allows administrators to see all Web generated reports that currently exist on the print queue server. The print queue also runs processes such as Gradebook Backup, Print Queue Maintenance, and Gradebook Tracker. This area also displays a record of the processes that were run, the time, and provides log files. When old reports and processes are deleted from the print queue server they no longer display. How long records display depends on the Print Queue Maintenance scheduled task.

The View District Queue area has several buttons:

- **Filter Option** button - Controls how many and which records display.
- **Refresh Browse** button – Updates the display of records.
- **Refresh Current Record** button – Only refreshes the highlighted record.
- **View** button – If the highlighted item is a report it displays the report. If it is a process it displays the current status of the process.

- **View Process Status** button- Displays the status of the report or process.
- **View Sky** button- Displays a log file that Skyward uses for troubleshooting.
- **View Log** button - Displays a log file with information about the process. The log file is used by Skyward for troubleshooting.
- **Rerun** button - Reruns the highlighted process.
- **Delete** button - Deletes the highlighted process.
- **Purge All** button - clears all processes from the print queue area.
- **Scheduled Tasks** button- The Scheduled Tasks area allows districts to configure the settings for automated tasks. Currently, the system has four default automated scheduled tasks; Gradebook Tracker, Gradebook Backup Processing, Print Queue Maintenance, and True Time. Additional automated tasks such as Grading Notification and Gradebook Auto Post if the system is configured to use them. Users with proper security can also add any print queue process as a scheduled task.

This area allows you to designate how often and when each scheduled task process runs. Scheduled tasks can also be inactivated or reactivated in this area.

- **Process Tracking** button - Displays a list of processes by user.
- **Program History** button - Displays a list of processes by program name.
- **Test Report** button - Runs a sample report to verify that the print queue is functioning properly.
- **Reload Agent Settings** button - Reloads the default scheduled tasks into the Scheduled Tasks area.

## Security button

The Security button provides access to the Super User functionality.

## Super User Button

The Super User functionality allows a user with system wide access to view information on users and log into the system as the user. The information displays by Entity. Select the **Filter Options** button to select an Entity and a list of that Entities users displays. Highlight a user and if that user has an EA Plus login then the **Login** button is sensitized. Selecting the **Login** button opens an EA Plus login screen with the user's login and

password populated. Selecting the **Login** button logs you into EA Plus as the user in a new window.

This area also displays information about the user such as security groups attached, general information, and login history. For security reasons, the users' passwords never display.

## **District Login History**

This area displays the login history and IP address of all users who have logged into the system. The information can be displayed by user or by browser type.

The District Login History area has two buttons:

- **Mass Delete District Login History** button – allows you to mass delete all login history information by date.
- **District Login History Report** button – Prints a report of login history information. The report can display by user or by browser count.

## **Document Management Button**

The Document Management area is where districts can view documents that are stored as attachments in the database and can manage the attachment size. The Document Management button contains the following buttons:

- Setup button
- Document Viewer button

### **Setup button**

The following options may be modified:

The **Allow users to add attachments to Admin Message Center Messages** option allows users to either email attachments or display them in Family Access through Message Center.

In the **Maximum Attachment Size** area you can limit the size of attachments that can be uploaded to the database. Also, you can set the maximize size of a student portfolio.

Modifying any other values in this area will cause the district to experience adverse performance.

### **Document Viewer button**

This area allows you to view any attachments that have been uploaded whether they are stored internally or externally. Currently, WSIPC has configured all databases to store attachments internally. To view an attachment highlight the line item and select the **View** button.

You can also download a list of all attachments to an Excel file. The Excel file of attachments will display pertinent information such as user, file size, and date created.

## **Email History**

The **Email History** button displays emails sent through the system. It displays the same information that displays under the **Email** button in WESPac (SA\US\EM). All email statuses display:

- Unsent
- Pending
- Sent
- Error

Emails cannot be deleted or purged from this area. There is a **Resend** button which attempts to send the email again.