# FRONT OFFICE SANDBOX EXPLORATION

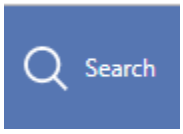


# CONTENTS

TASK 1: LOCATE A STUDENT ..... 2
TASK 2: UPDATE A STUDENT PHONE NUMBER OR EMAIL ..... 3
TASK 3: ENTER ATTENDANCE FOR A STUDENT ..... 4
TASK 4: CREATE A LIVE CHART BASED ON GRADE LEVEL ..... 5
TASK 5: IDENTIFY TEACHERS WHO HAVEN'T TAKEN ATTENDANCE (FUNDING PERIOD) ..... 6
TASK 6: GENERATE ATTENDANCE LETTERS ..... 7
TASK 7: SEND SCHOOL-WIDE MESSAGE TO GUARDIANS ..... 8

## TASK 1: LOCATE A STUDENT

There are multiple ways to locate a student. The primary way is **Global Search**




1. Click the **search icon** (upper right-hand corner)
2. Type **ID#** or **name**
3. Type "Adam" and hit **ENTER**

In the global search, you'll be able to find (with appropriate permissions):

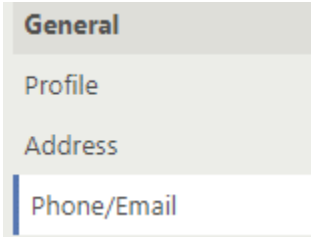
- Students & student pro
- Staff
- Teachers
- Teacher Gradebooks (view-only)

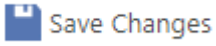
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## TASK 2: UPDATE A STUDENT PHONE NUMBER OR EMAIL



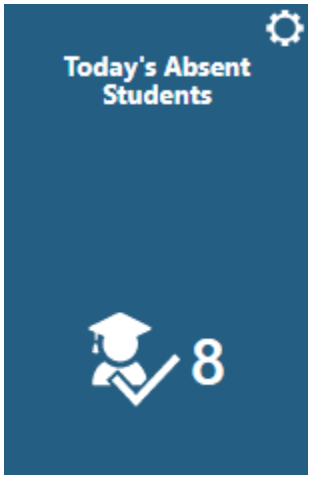

1. Click the **Student Profile** tile.
2. Click the **Phone/Email** within the General tab on the left-hand side of the screen




3. Use the double arrow on the right to update phone number or email
4. After changing the number or email, click 


*SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD*

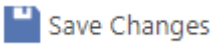
## TASK 3: ENTER ATTENDANCE FOR A STUDENT




1. Click the **Today's Absent Students** tile
2. Click 

3. Select/search any student
4. Mark the student for all day or during a specific period:




5. Click 


*SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD*

## TASK 4: CREATE A LIVE CHART BASED ON GRADE LEVEL

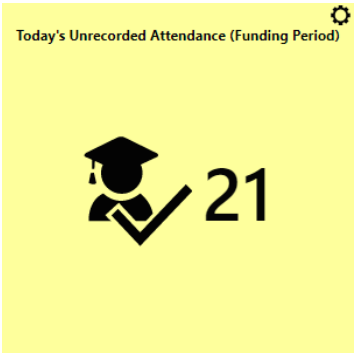
In this task, you'll see how you can easily display real time information on the screen by building a live chart. This live chart will then update automatically as student enrollment increases or decreases. Immediately upon logging in, your administrative team will have this information at their fingertips.




1. Select the **Current Student Count**
2. Click **More** dropdown More and select **Add Chart Tile to Dashboard**
3. Rename the chart title to **Grade Level Breakdown,** then chose the chart type
4. I want a **Count of Student Entity Year** grouped by **Grade**
5. Set the Y/X Axis Labels (Number of Students Y-Axis/Grade Level X-Axis) and then click Next
6. Set the **Formatting** and **Color Options**.
7. Click Save

*SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD*

## TASK 5: IDENTIFY TEACHERS WHO HAVEN'T TAKEN ATTENDANCE (FUNDING PERIOD)




In this scenario, as the Front Office Staff Member, you want to know which teachers have not taken attendance for period 2. Use the Tile on your dashboard that correlates to Unrecorded Attendance.

**Name 3 teachers that have not taken attendance:**

1. _____

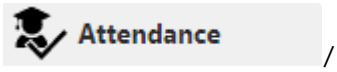
2. _____

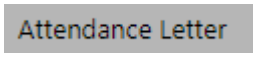
3. _____

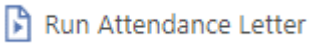
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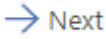
## TASK 6: GENERATE ATTENDANCE LETTERS

Skyward offers the ability to Generate and Schedule attendance letters for those students who've been marked unexcused X number of times. In this task you'll see how easy it is to generate those letters.

1. Navigate to the **Attendance Letters** using the Green Menu 
2. Select **Attendance** 

/ **Attendance Letter** 

3. Click **Run Attendance Letters** 

4. Enter the **Run Description**, provide an attachment name, and select all **Attendance Thresholds**.
5. Click 

6. Click 

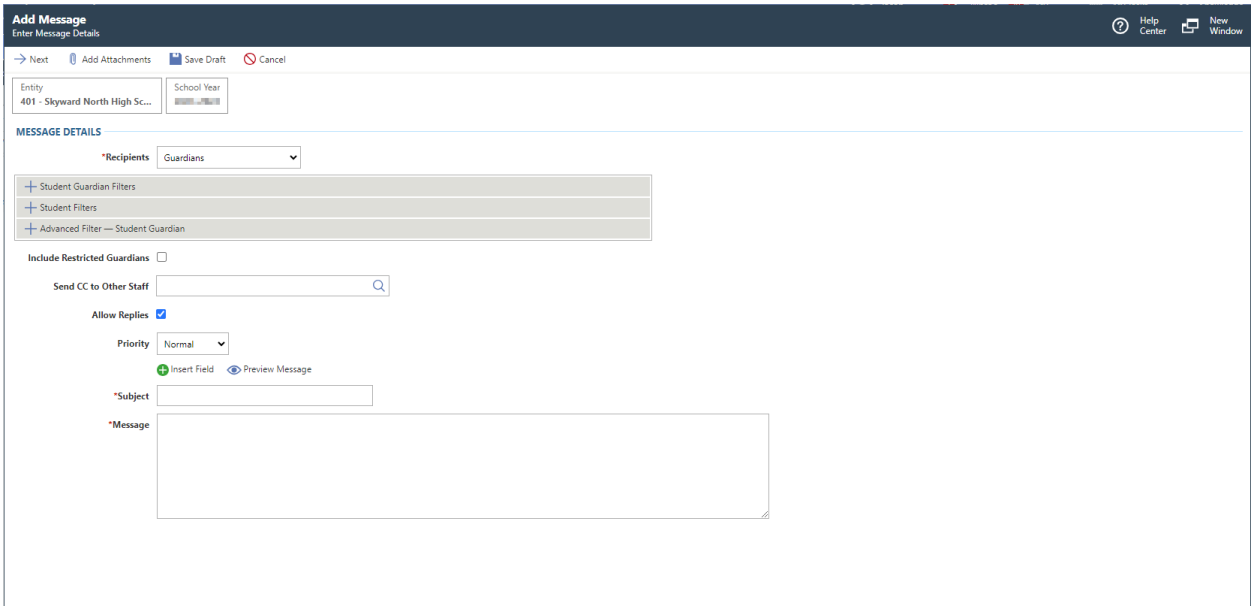

*SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD*

## TASK 7: SEND SCHOOL-WIDE MESSAGE TO GUARDIANS




1. Click the **Send a Message** tile.
    a. This takes you directly to the **Message Center Tool.**
    b. Here you can compose and sent messages to guardians, students, staff, etc.
    c. You can merge data into the Subject and Content areas of the message,
    d. Messages are delivered to the user portal, and to emails for those with a linked email address,

2. Select Add Message and complete the message:




3. If desired, add an attachment to accommodate this message. Some examples would be including a school newsletter, calendar, or list of volunteer opportunities
4. Click Send