PRINCIPAL SANDBOX EXPLORATION

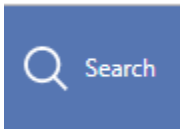


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TASK 1: LOCATE A STUDENT

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



1. Click the **search icon** (upper left-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 profile
- Staff
- Teachers
- Teacher Gradebooks (view-only)



SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

TASK 2: REVIEW DISCIPLINE INFORMATION

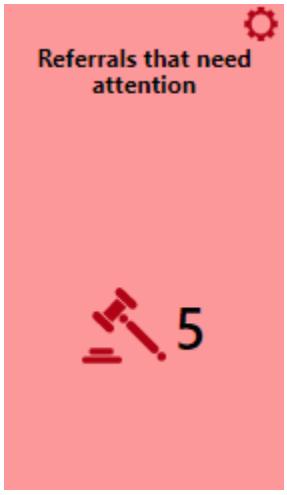
1. Look over your dashboard at your **Live Tiles** and **Live Charts.** Each provides at-a-glance information,
    a. How many incidents have occurred in **classroom**? _____

    b. How many **texting** incidents have there been? _____

    c. How many **behavior referrals** still need to be addressed? _____

    d. Are there any **open actions** that need to be served? _____

TASK 3: REVIEW A SUBMITTED DISCIPLINE REFERRAL



1. Click the live tile **Referrals that Need Attention.** Based on the quick-glance information, there are **five** referrals that are still waiting review.
2. You are on **Discipline Incident/Referral List**. This list displays all selected schoolyear incidents and and referrals, or specific filtered options.
3. Review the **action icon** and **button** functions

    a. **CHEVRONS:** Click the chevron buttons to slide over row details or collapse details.

    b. **OPEN:** Open individual incidents into a single-screen view to open details and inline edit the record.

    c. **ACTION BUTTON:** Appears next to records when an action can take place (cloning, deleting, running reports, suppressing, etc.)

    d. **FILTER:** Appears on all list screens. Narrow down data attributes by selections or ranges.

    e. Add Incident **ADD:** Add a new incident or referral.

MINI TASK: CHANGE REFERRAL TO INCIDENT

1. Highlight a record and change it from a **referral** to an **incident.** Use the **OPEN** icon.

    a. Select Change Referral To Incident then Save Changes

    b. Click the **Add Action** button to continue. We will stop here. Our Skyward trainers will teach you how to add behavior actions and details for things like In School Suspension, Detention, Suspensions and more.



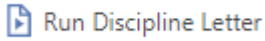
SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

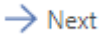
Look at the “Referrals that need attention” Live Tile. Has anything changed?

_____

TASK 4: PRINT A DISCIPLINE LETTER

Skyward offers many ways to notify guardians of disciplinary actions: automated notices, changing referrals to incidents, generated letters, etc.

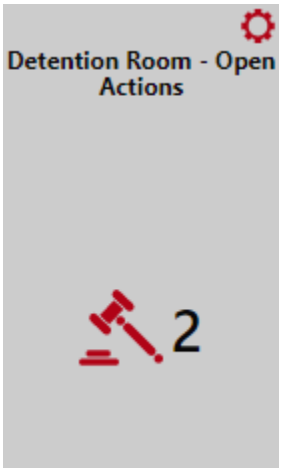
1. Click on **MENU** 
2. Select **Discipline,** then **Discipline Letter**
    a. Here you can see discipline letter run history. Here you can regenerate letters, view when they were sent, which incidents they were generated for, and who received them.
3. Click 

4. Letters may be scheduled to run automatically. Enter **start date (07/01/2022)** and **end date (today's date).** Provide an **Attachment Display Name,** then click 

5. Now displayed are the students who will receive the letter. Unselect and select students here.
6. Click **Run Process**

SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

TASK 5: UPDATE A DISCIPLINE ACTION TO 'SERVED'



Before we begin: What number displays on this Live Tile on your dashboard? _____

Students that have been allocated ISS or detention need to report to a certain location. This tool monitors those locations, giving staff a simple way to identify who should be there, why they should be there, and to record if the student served. To navigate to this tool, click the **Detention Room – Open Actions** icon.

ACTION ICONS:

a. **CHEVRONS:** Click the chevron buttons to slide over row details or collapse details.

b. **OPEN:** Open individual incidents into a single-screen view to open details and inline edit the record.

c. **ACTION BUTTON:** Appears next to records when an action can take place
   a. What three action options appear?

      _____

      _____

      _____

d. **FILTER:** Appears on all list screens. Narrow down data attributes by selections or ranges.

TASK 6: IDENTIFY TEACHERS WHO HAVEN'T TAKEN ATTENDANCE



In this scenario, as the principal, you want to know which teachers have not taken attendance during period 2.

1. Click the **Unrecorded Attendance** live tile
2. Name **three** teachers that have not taken attendance

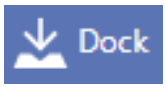
    a. _____

    b. _____

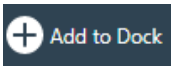
    c. _____

SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

TASK 7: TEACHER CLASS MONITOR



Navigational tip: Use the Dock! The Dock is like a bookmarks bar—use it to access your favorite locations with a single click. To add an item to your dock, navigate to the screen you want to bookmark and click



1. From the Dock, select: 

The teacher & class monitors are screens that help to drill into key indicators from a classroom. Using the **Monitor by Class**, you will find **three** views. Name those views:

- _____
- _____
- _____

2. At the bottom of the screen, move the slider bar to the right. The blue underlined numbers are hyperlinks to additional data. Click these to see what you find, and use the menu to navigate between Monitor by Class and Monitor by Teacher.



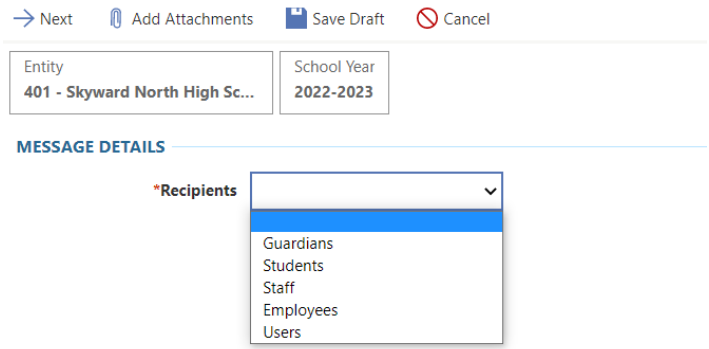
SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

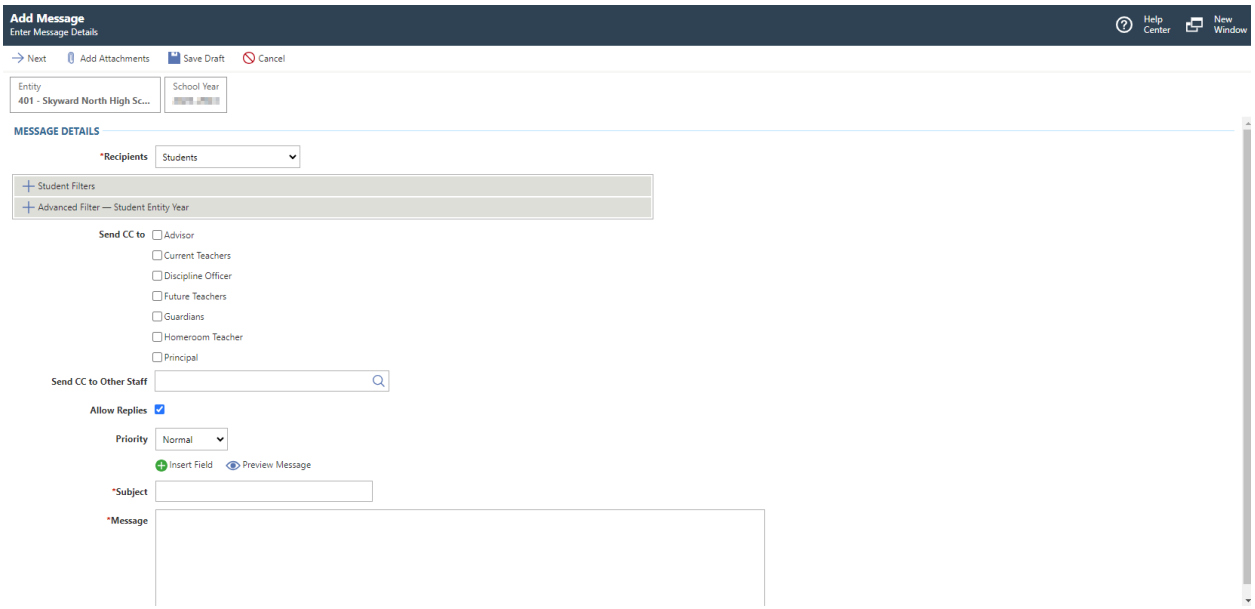
TASK 8: SEND SCHOOL-WIDE MESSAGE TO GUARDIANS



* Copy the text at the bottom of this section to use for your mock message

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
3. Use the drop-down selector to choose recipients. Additional filter options will appear:





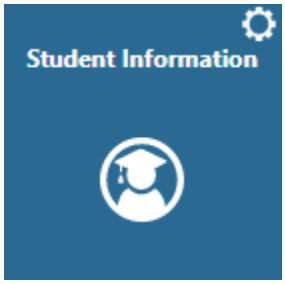
4. Here, you can add an attachment to the message (e.g.: newsletter, calendar, volunteer opportunities, etc.)
5. Click Send

Sample Text:

Welcome Back!
I hope you are enjoying a wonderful summer. I also hope you are relaxed, recharged and ready to start a new school year. I am so delighted that you are part of our amazing learning community. I welcome and value your positive energy and dedication to excellence in education, and I look forward to working with you and your children.

All signs point to another incredible and productive school year. Our skilled and devoted staff is already planning and preparing for your child(ren). Our enthusiastic office team is registering new families, ordering needed materials and updating student files. Our hard-working and conscientious custodians have spent the entire summer thoroughly cleaning the facility. And our much-appreciated PTA is gearing up to welcome families, provide volunteer opportunities, and offer other exciting events and programs. We are indeed a joyous and caring community with the common goals of nurturing responsible, caring students and promoting high-level learning.

TASK 9: REVIEW A STUDENT PROFILE



1. Select the **Student Information** tile.
    a. You previously explored **Global Search**. Searching is enhanced in Student List. You can use any column in your view to search.
    b. Select a student and click on the to open the record. This will open the student profile.
    c. There is a **search box** at the top left of the screen. You can go to another student's **profile page** by inputting part of their first or last name, or by entering their student or stat ID in the box.
2. This is an exploratory task to get you acquainted with some of the data in a student record.
3. Search a student and respond to the following questions:

* * *

Student Name: _____

Student Number: _____

- **Where did you find this information?: _____**
- **Is this information available in all folders?: _____**

What is the phone number of the Family 1 Guardian listed 1st?: _____

How many days has the student been absent?: _____

How many discipline incidents has the student been involved in?: _____