Skyward Quick Tips for Admins

Looking to navigate Skyward like a pro? Check out the following videos or tutorials for time-saving tips gathered specifically for Administrators!

Dashboards and Widgets
✓ Not just for Admins – Share with your teachers!
✓ Customize your dashboard/home page to show different widgets for quick access.

Student Locator
✓ Quickly find students with this easy to access tool!
✓ Enable it through widgets for immediate access on your dashboard!

Teacher Tracker
✓ Access grading charts and data at your fingertips!
✓ See grading trends throughout your school.

Time Off Calendar
✓ Track time off for yourself and your employees.
✓ Unapproved requests show up red – approved time off is in blue.
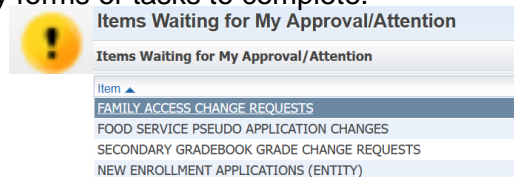
Student Browse
✓ Simple and quick way to run a list of students that meet certain criteria by selecting different filters and/or views.

Favorites
✓ Access different areas within Skyward Student quickly by selecting the link in your favorites widget on the home screen, or through shortcut keys.
✓ Data Mining reports can be identified as a favorite for ease of running most-used reports.

Notifications
✓ Easily identify forms or tasks to complete.

Message Center
✓ Post messages to Family Access and send emails, all from one place.

Address Labels
✓ Print address labels quickly!
✓ Narrow down recipients using easy-to-build processing lists!