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Introduction to Web Access

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Overview

Web Access is the web-based interface of the Skyward School Management System. This document gives users the information needed to navigate in Web Access and utilize the features and functionality common among modules.

Training Objectives

At the conclusion of this training, the class participant will be able to accurately perform the steps necessary to:

- Log in to Web Access
- Navigate in Web Access
- Use the functionality available in the Toolbar Menus
- Access and manage data in Profile View
- Access and manage data in Browse View
- Use Filters
- Use Templates

Logging In to Web Access

Web Access uses a single log in and requires only web browser software. It can be used anywhere internet access is available. The timeout duration is configured by the district. To access district data open the following URL in a web browser: http://eaplus.*districtname*.wa-k12.net. You may also launch Web Access from within the Citrix interface but please be aware that pages will load more slowly.

Information displaying on the login screen is determined by your web browser and district configuration. The following may display:

- Your School District's name

- A hyperlink to retrieve your forgotten login and password information

- The current Skyward software version number

To Login:
1. Enter a **Login** and **Password** provided by your school district's security administrator.
2. Choose **All Areas** from the dropdown menu to access all areas that you have security access to.
3. Click **Sign In**.

Navigating in Web Access

The Homepage
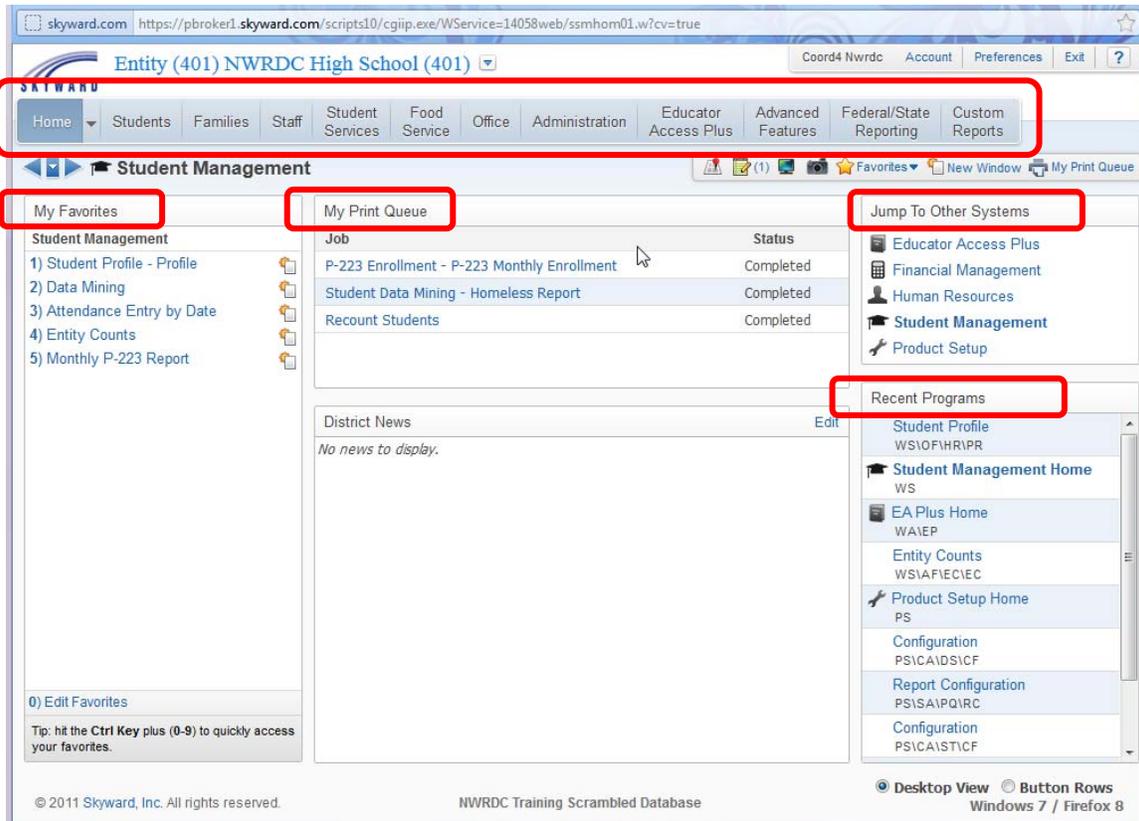
The Menu Bar at the top of the screen provides two-click access to most areas within Skyward. The **Desktop View** home page provides one-click navigation in several areas:

- One-click access to any saved Favorite through the **My Favorites** widget

- One-click access to any report in your Print Queue through the **My Print Queue** widget

- One-click access to any other System through the **Jump To Other Systems** widget

- One-click access to the last 10 visited screens through the **Recent Programs** widget

The District News widget provides a location for the district to post announcements for staff members.

Tab Navigation

Choose the entity you want to work in with the dropdown arrow at the top of the screen. The entities that display are dependent upon your security access.

Clicking any of the tabs at the top of the screen provides one-click access to any screen available under that tab.
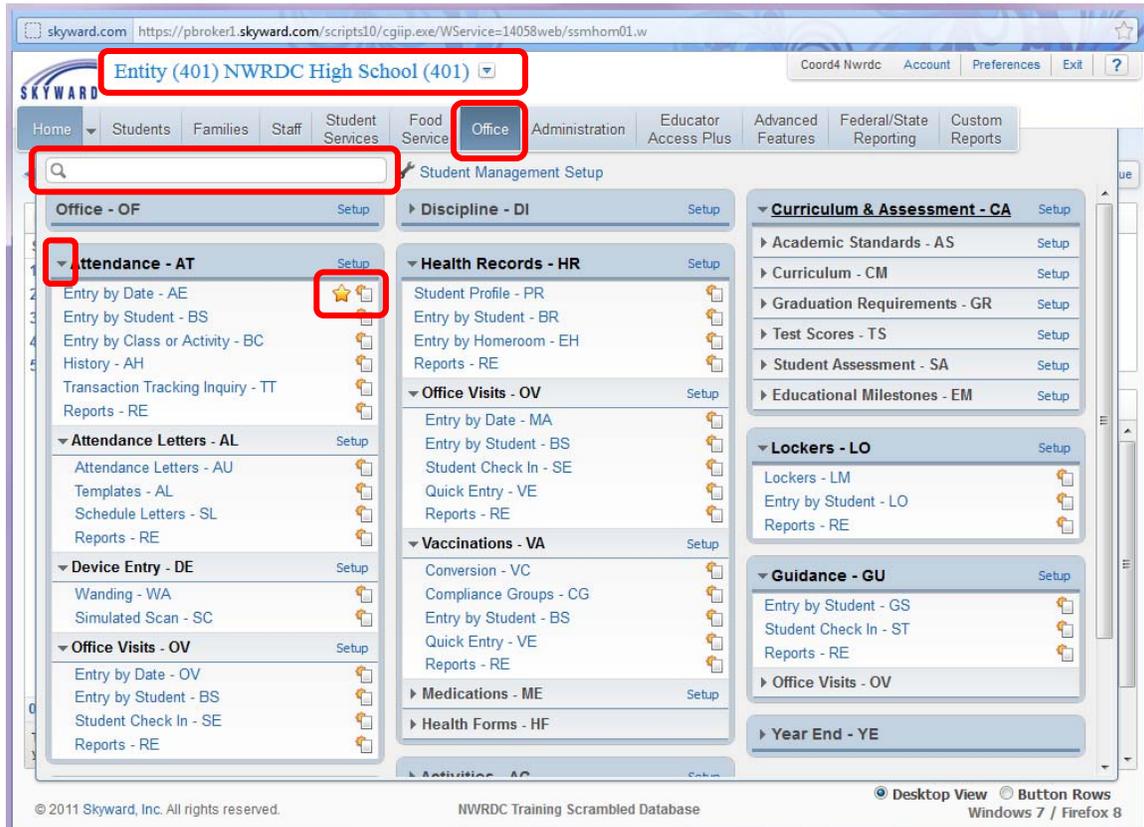
You may open or close any of the sub areas by clicking on the arrow to the left of each sub area title. With the arrow facing down, the sub area is expanded and with the arrow facing right the sub area is collapsed. Changes you make to these sub areas are saved and the next time you access the same tab your screen will display as you left it.

Codes, Configuration and Utilities can be found under the **Setup** link available on the right side of each sub area.

The yellow star indicates that you have saved the screen as a Favorite. Clicking the icon will open the screen in a new window.

The Program Locator search feature can help you quickly locate a program screen. Click inside the box and type the name of the area. As you type, all matching areas to which you have security display in a dropdown menu.

The Home Page is always available by clicking on the **Home** tab. The downward facing arrow allows for instant access to any other **System**.
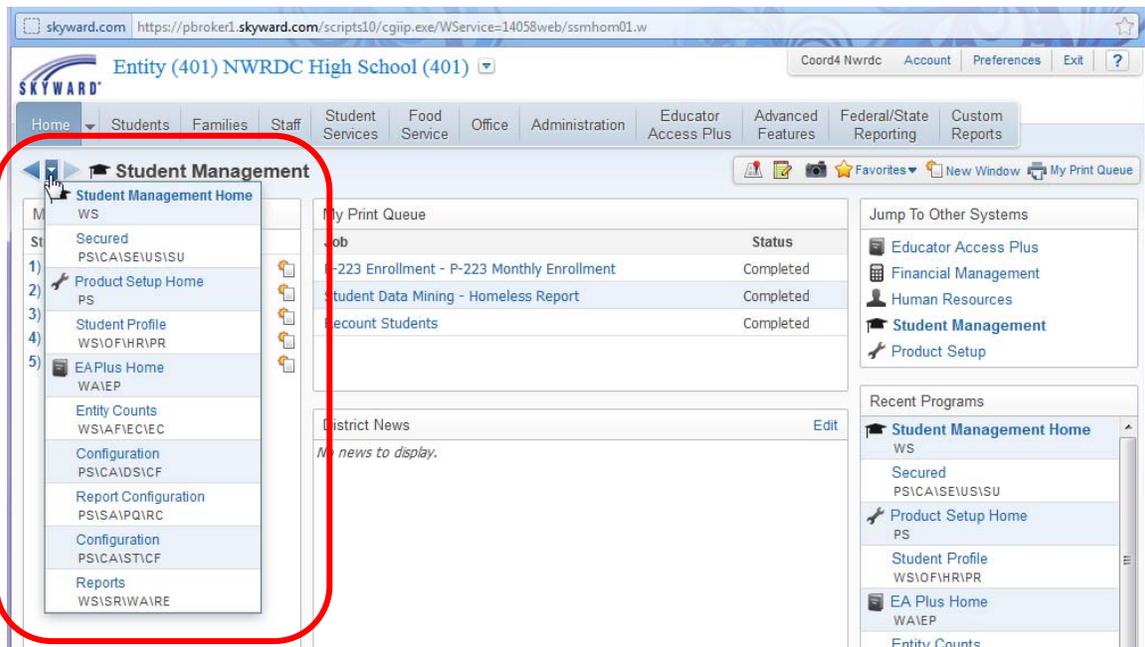
Use the left and right facing arrows to move forward and back a single screen. Use the downward facing arrow for instant access to your last 10 visited pages.

The Menus

The Menus provides access to several helpful features including **Change Your Password**, **Preferences**, **Exit**, **Help** (Skyward's SKYDOC online help), **Student Locator**, **Notes**, **Screen Shot**, **Favorites**, **Create New Window**, and **My Print Queue**.
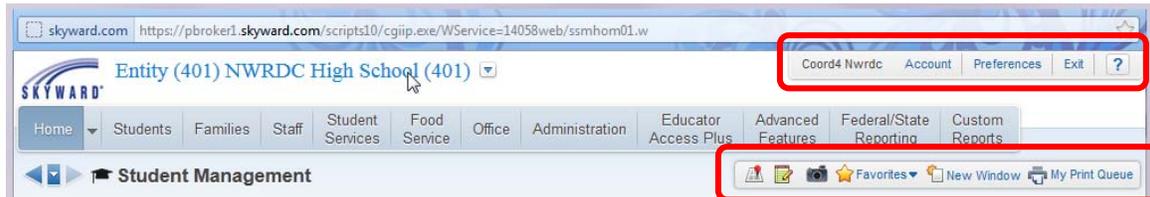
The Account Menu

The Account Menu displays the name of the user logged into Skyward. The **Account** selection provides access to your login history and the ability change your password. The **Exit** link is located in the Account Menu and the question mark icon provides access to Skyward's SKYDOC online help.

Setting Your User Preferences

You have the ability to set personal **Preferences** to customize the appearance and functionality of Web Access. The **Preferences** selected are specific to you. To access **Preferences** click the **Preferences** hyperlink in the Account Menu toolbar. The following pages will provide information about each available selection. After all selections are made click **Save**.
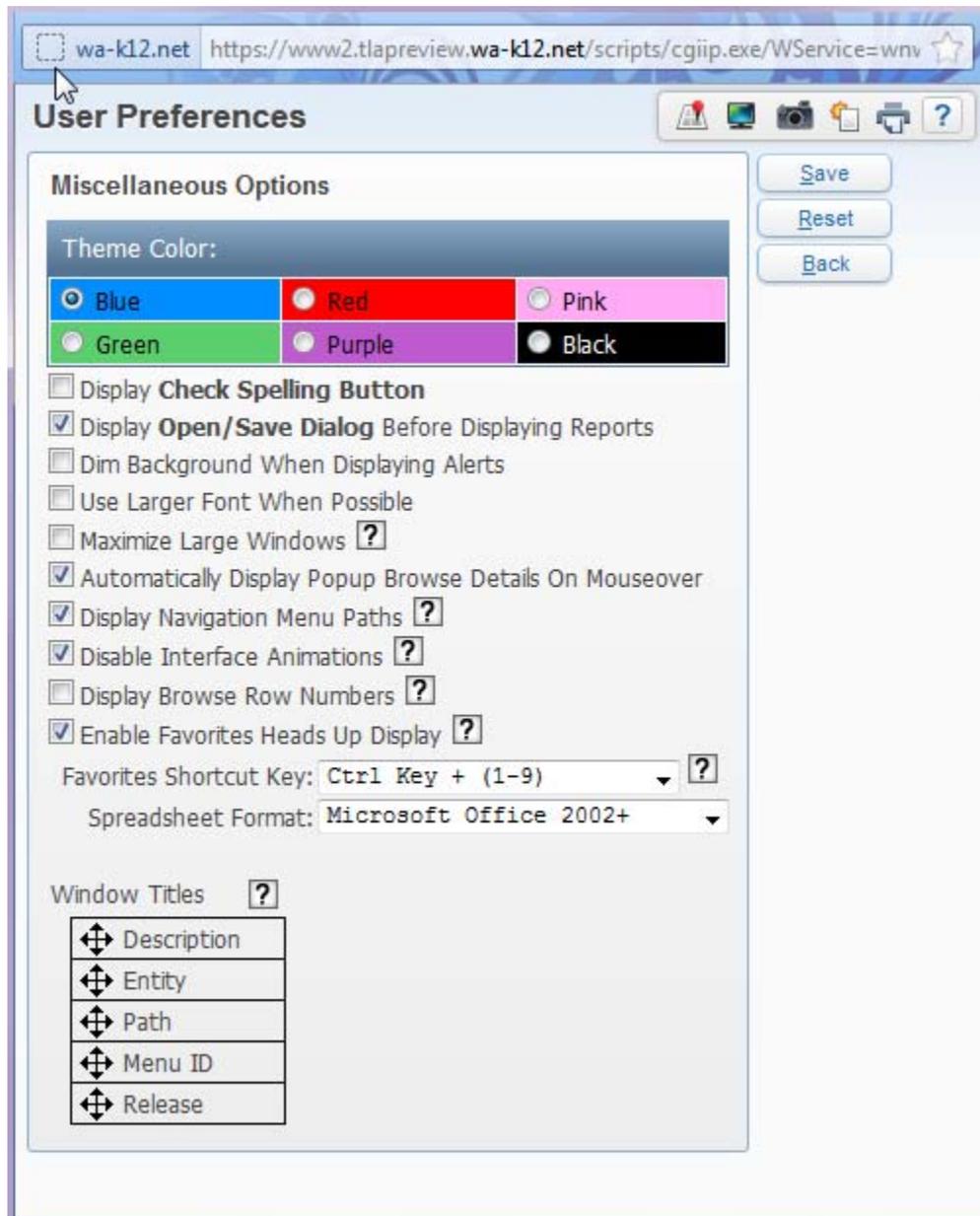
Miscellaneous Options:

- **Theme Color** allows you to choose a color for your Skyward display.

- You may see a **Display Check Spelling Button** option depending upon your district's configuration. This feature does not work in the current server configuration used by WSIPC districts.

- Checking **Display Open/Save Dialog Before Displaying Reports** will allow users working on a Mac and using a Firefox web browser to have reports display properly.

- The selection of **Dim Background When Displaying Alerts** dims the display when navigating between screens. **Using this preference will slow down page loading time considerably.**

- The checkbox option to **Use Larger Font When Possible** causes student records within Browse Views to display in a larger font.

- **Maximize Large Windows:** When enabled, this option maximizes the larger windows that Skyward opens with your browser.

- The selection of **Automatically Display Popup Browse Details On Mouseover** causes Tooltips to display when you mouseover the sub-areas title within an expanded Browse record. The information within the sub-area will display in the Tooltip without expanding the sub-area with the + sign.

- When **Display Navigation Menu Paths** is enabled, the menu path letters will be shown for each program within the navigation menu at the top of your web browser window.

- When **Disable Interface Animations** is selected, all interface animations will be disabled. Interface animations include effects such as menus fading in/out, sliding open/closed, etc. Enabling this option will improve performance on systems with limited resources.

- When enabled, **Display Browse Row Numbers** will display a number next to each record to indicate its placement in the list.

- **Enable Favorites Heads Up Display:** When enabled, this option displays your Favorites menu as soon as you hold down the Favorites Shortcut Key specified below.

- **Favorites Shortcut Key:** For quick access, hold down the key specified here plus the number 1-9 to load a previously saved Favorite. Mac users must choose Ctrl Key + (1-9). To jump to a saved favorite on a Mac use Ctrl + Shift + (1-9).

- **Spreadsheet Format** allows you to choose **CSV/Microsoft Office 2000**, **Microsoft Office 2002+** or **Open Office** for use when exporting data to Excel®.

- **Window Titles** may be rearranged to display as you desire (at the top of your web browser's window) by dragging and dropping the four-sided arrows into the desired order.

The Toolbar Menu
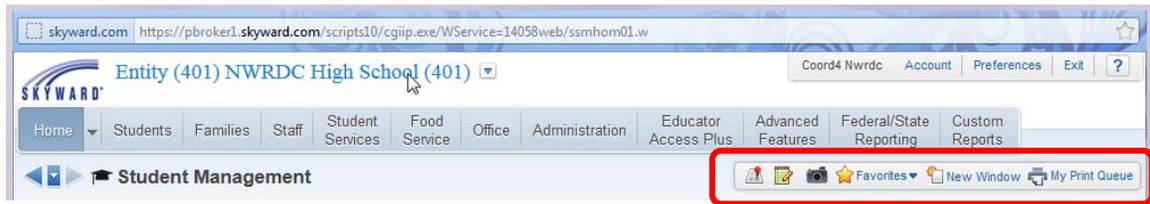
Student/Staff Locator

Selecting the **Student/Staff Locator** toolbar option displays a new window with student and staff search functionality. If you do not have security access, this Toolbar icon will not display.

Select a student by clicking on the **Student** hyperlink or by typing the first few letters of the last name in the Alphakey field and selecting a student from the dropdown menu. The **Schedule Day** field may be used to specify a day of the week so the appropriate student schedule displays. The **Student Locator** window displays the student's **Current Location**, **Grad Year**, **Age**, **Date of Birth**, **Default Entity**, **Homeroom** and **Advisor**. **Scroll to the right in the Schedule Browse area to find Attendance information.**
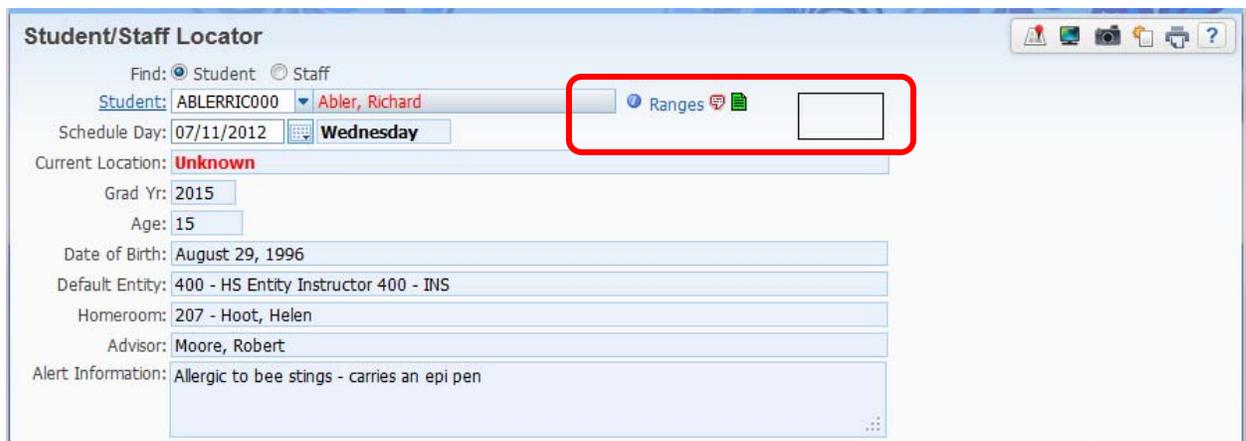
In the Student/Staff Locator you can find several helpful features to the right of the student name.

- The small blue circle with the white letter "i" is called the **Student Information button**. It provides one-click access to the EA+ Student Profile Screen. You can print this screen in emergency situations, as it contains demographic, emergency contact and alert information together in a single location. The navigation tree on the left of the screen provides one-click access to other information on the student's record. The information displaying on this screen is determined by your security access.

- The **Ranges** hyperlink allows you to specify ranges of the students you are searching for. For example you could set your ranges to display only Active students.

- When you click the **Critical Alert Information icon** the Student Emergency Information screen displays containing the critical alert information for the student.

- If the student has a Parental Consent Note attached to the student record the green **Parental Consent Note icon** displays. Clicking on the icon causes the note to display.

- On the far right, any **Student Indicators** that apply to the student will display in the black rectangle. More information can be found by clicking on any of the available Student Indicators.

Creating and Viewing Program Notes

This type of **Note** is not attached to a student record, but rather to an area of Web Access. The note may be used to store information just for you or to share information with all users in your district.

Examples:

- You may enter a note to help you remember details of a report or process that you run infrequently.

- An Athletic Director may enter a Note in the Field Trip Master area to provide the school's Field Trip Guidelines to all users.

To add a new **Note**:

1. Navigate to the desired area of Web Access.

2. Select **Notes** from the toolbar.

3. Click **Add**.

4. Enter a **Summary** and **Note Details**.

5. To attach a document click **Browse…**, navigate to the document and select it. When you view the note a hyperlink to the document will display.

6. To share this note with all users select the checkbox **Display For All Users In District**. If this option is not selected only you can view the note. If you don't have security access to this option it will not display.

Note: Once a Note has been added, to the right of the Notes icon a number will appear in parenthesis to indicate how many notes exist in the area. To view an existing note, click on the Notes icon. A list of available notes will display. Click the arrow on the desired note record to expand the record and view the Note details.

Print Screen

Clicking the Print Screen icon will create a PDF document of the current screen. This document will be created in your Print Queue and can be printed or saved for later use.

Favorites

Any area of Web Access can be set as a **Favorite** for quick access. For example, if you are an attendance secretary and enter data through **Attendance Entry** daily, you can set that screen as a **Favorite**. **Save your frequently visited pages and use your Favorites! This is the fastest way to navigate in Web Access.**

To add a **Favorite**:

1. Navigate to the desired screen in Web Access.
2. Select **Favorites** from the toolbar. ⭐ Favorites ▾
3. Click on <u>+Add "X" To Favorites</u>.
4. You may enter an alternate **Description** if desired.
5. Click ⬛Save⬛.

To access any saved Favorite select **Favorites** from the toolbar. Click on the desired Favorite from the list of available selections.

To manage your **Favorites** click <u>Edit Favorites</u> from the drop-down **Favorites** menu. The **Favorites Maintenance** window will display. **Favorites** may be reordered, renamed or deleted in this window. You may also change your **Favorites Shortcut Key** and/or **Enable Favorites Heads Up Display**.

If you have enabled the **Favorites Heads Up Display** you may open a Favorite in a new window by holding down your **Favorites Shortcut Key** and clicking on the **Create New Window** icon in the **Favorites Heads Up Display**.
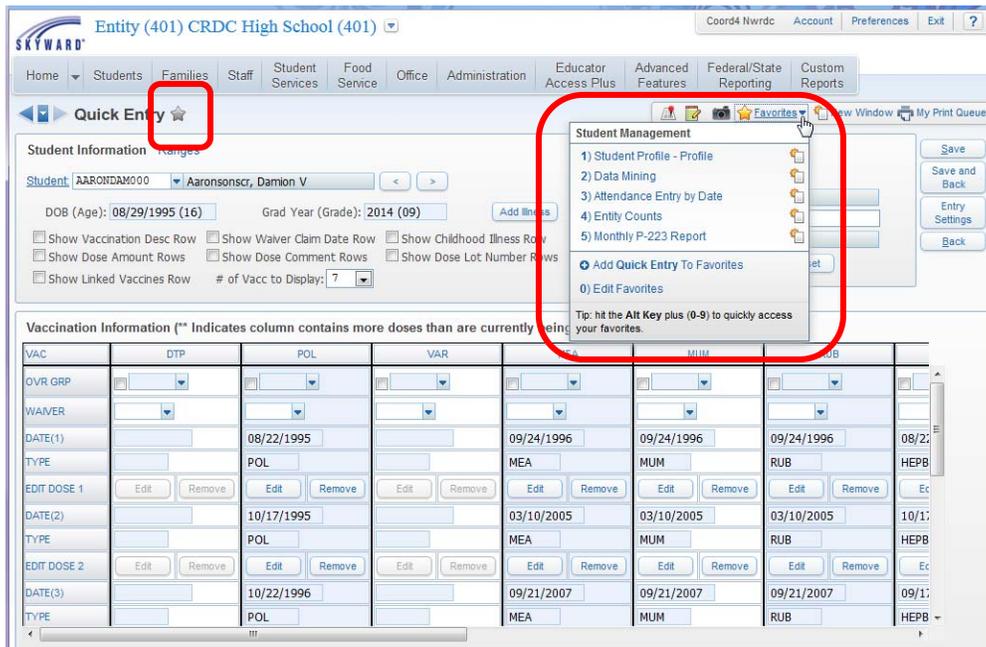
Another way to set a page as a Favorite is to click the gray star. The star will change to gold to indicate that the page is set as a Favorite.

New Window

You may be logged into Web Access only once but may have multiple windows open at one time. Opening multiple windows allows you to work in two separate areas of Web Access at the same time. **This functionality is particularly helpful, as it allows you to quickly access data in a separate area of Web Access, while giving you the ability to return to your current window without a disruption in your workflow.**
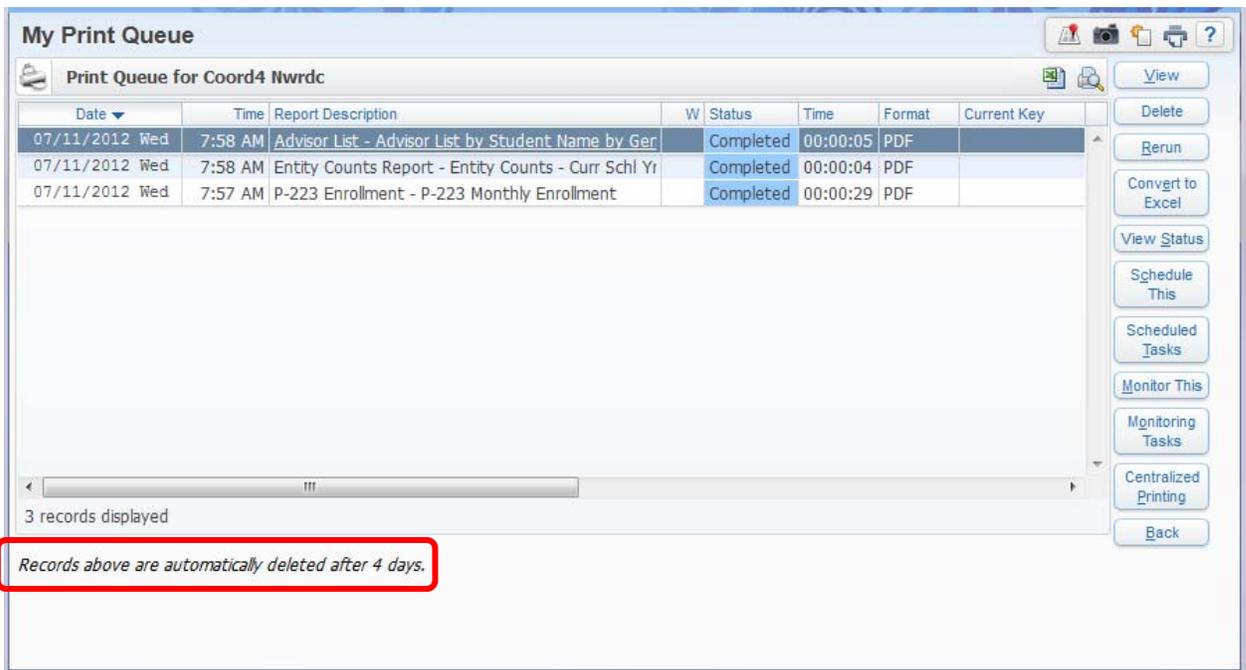
To open a new window, select **New Window** from the lower toolbar. [New Window]

Your current window will be duplicated. Navigation in the new window does not affect your other open windows. After closing the new window, the original window will still display as you left it.

My Print Queue

All reports, utilities and processes in Web Access are generated using the Print Queue. Access the Print Queue by clicking **My Print Queue** from the lower toolbar. [My Print Queue]

The illustration above shows an example of a user's Print Queue. All reports, utilities and processes that the user has recently run are listed. The amount of time before an item is automatically deleted from the Print Queue is set by the district.

The Status column indicates whether an item is **Queued**, **Running**, **Completed** or encountered an **Error**.

To view a Completed item, highlight the item and click **View**.

To delete an item, highlight the item and click **Delete**.

To rerun a report, highlight the item and click **Rerun**.

To convert a report into an Excel® document, highlight the report and click **Convert to Excel**. Using **Simple Dump** exports the data as it appears on the report. Using **Advanced Dump** exports the data by merging associated data into one line.

If the user is assigned security access, **Centralized Printing** may be used to send a report to the NWRDC printers in Everett. Highlight the desired report in the **Print Queue**. Click **Centralized Printing**, highlight the desired printer and click **Add to Selected Queue**.

To export the list of reports in the Print Queue to Excel®, click the Export to Microsoft Excel® icon . The list of reports will be exported into an Excel® document.

The **Schedule This**, **Scheduled Tasks** and **Monitor This** functionality allows you to set a report to run on an automated schedule depending upon your security access. Report results can be automatically emailed after running.

Accessing Data in Profile View

Path: Student Management / Students / Student Profile

There are two ways to view data in Web Access: Browse View and Profile View. The Profile View displays individual records with data organized in tabs and the Browse View displays multiple records in an expandable table. The available display views vary by module. The following pages will provide detailed information about both display views.

The Profile View organizes data in tabs. A single student record is displayed on the screen, with tabs and sub-tabs listed on the left.

Navigating in Profile View

Path: Student Management / Students / Student Profile

The illustration below shows an example of the Student Profile view. The student name displays in the upper left area of the screen. If a student has a Critical Alert their name will display in red letters and a red note icon will display next to the navigation arrows.
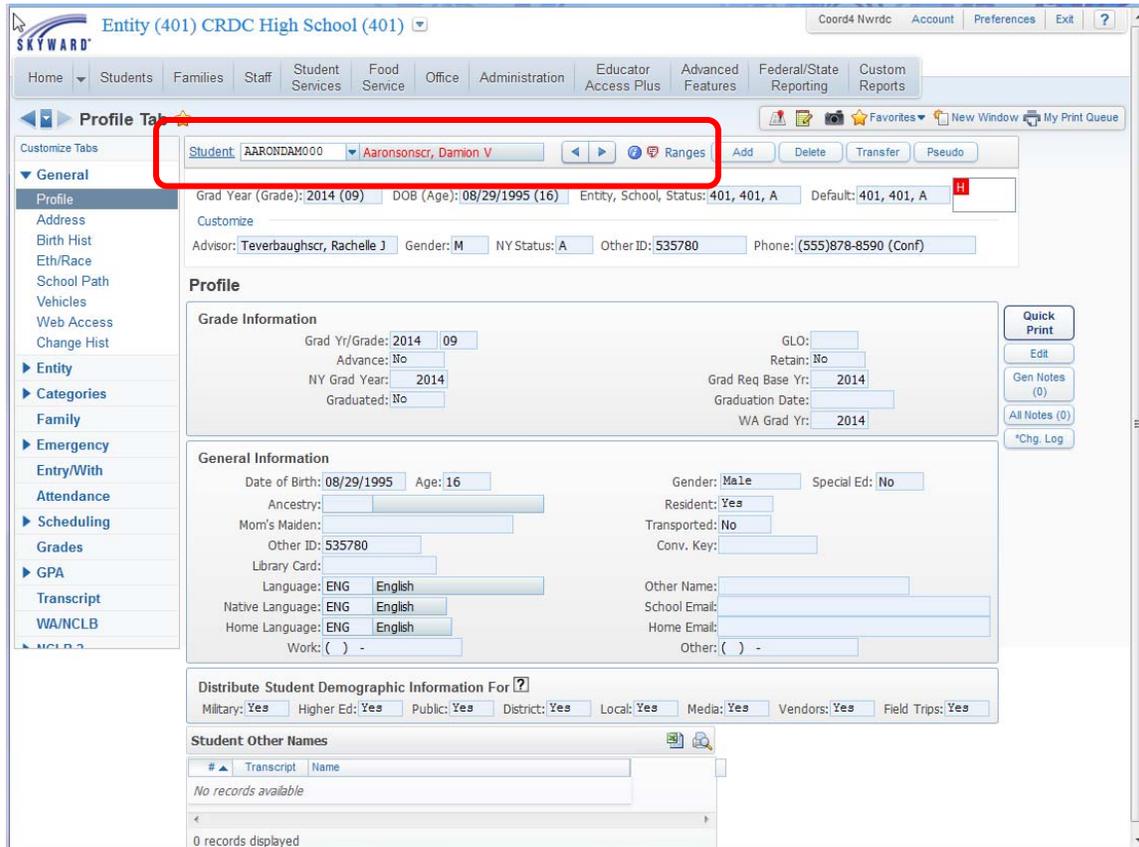
There are three ways to locate a student record:

- Begin typing the student's Alpha Key in the **Student:** field. An Express Entry Lookup (EEL) displays, listing students that match the Alpha Key entered. Key information displays in the EEL, including Grad Year, Date of Birth, Other ID and Advisor. If student pictures are loaded in the system the picture will also display. Select a student name from the EEL list.

- Click the [◄] [►] buttons to the right of the student name to navigate to the prior or next student. **Note**: A Parental Consent Note Student Indicator 📄 displays to the right of the navigation arrows if configured by your district.

- Click **Student:** to select a student from a list. The list may be filtered by; Last Name Begins, First Name Begins, Middle Name Begins, Date of Birth, Phone, Guardian's Name, Grad Yr, Gender, Current Year Status, Next Year Status and Default Entity Only. **Individual Student Lookup** is also available under the **Student:** hyperlink.

The display of student records in Profile View is determined by the Ranges selected. To set Ranges, click **Ranges** to the right of the Alpha Key field.

The information icon to the right of the student name ⓘ provides one-click access to the EA+ Student Profile Screen. You can print this screen in emergency situations, as it contains demographic, emergency contact and alert information together in a single location. The navigation tree on the left of the screen provides one-click access to other information on the student's record. The information displaying on this screen is determined by your security access.

Below the **Student** name display is the student information display. This area displays the student's: Grad Year (Grade); Date of Birth (Age); Entity, School, Status; Default Entity, School, Status; and Student Indicators (if configured by your district).

Below the student information display is a customizable display. Click **Customize** to choose which fields display in this area. The **Space Available** information near the top of the window will display the number of characters available as selections are made. Click **Save**. The selected fields will display in the order you specified.

The lower section of the Profile View screen displays information specific to the tab selected on the left. Some tabs are expandable and reveal sub-tabs. Expandable tabs have arrows beside the tab name. Click the arrow or the tab name to display the sub-tabs.
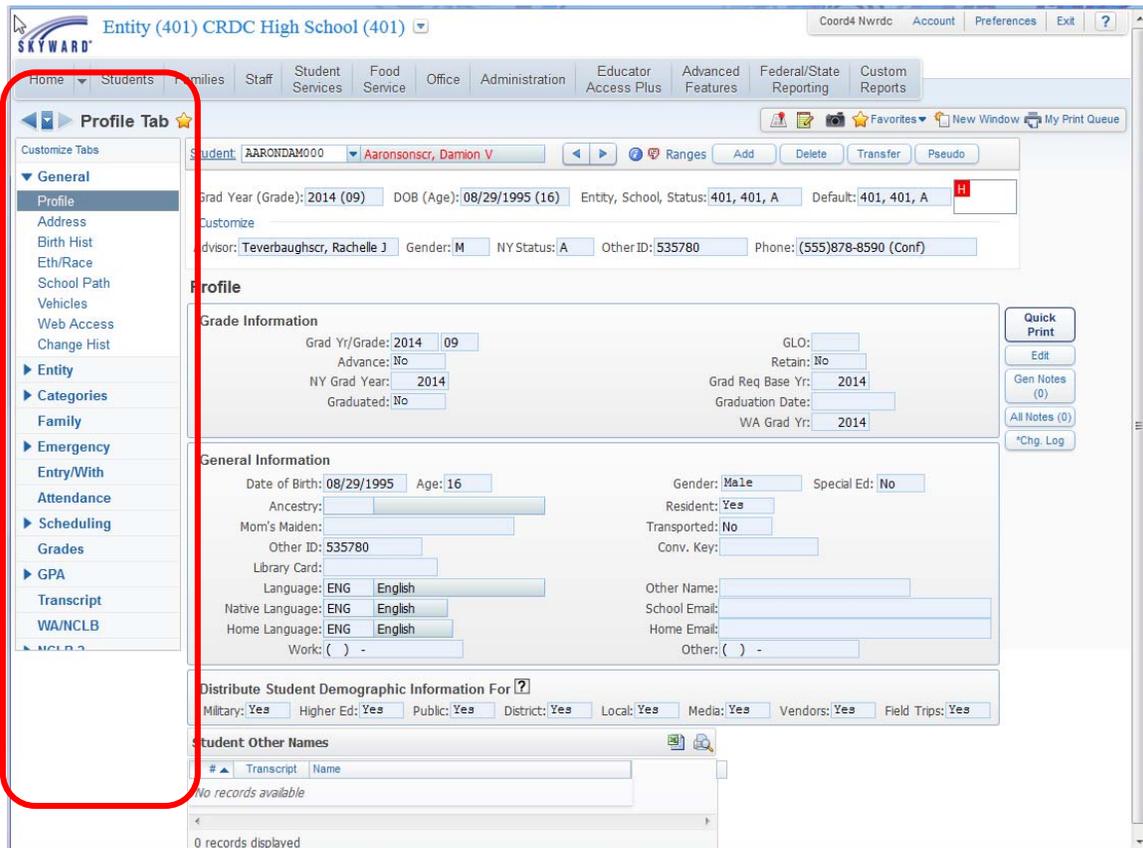
Customize Tabs

Above your list of tabs click **Customize Tabs** to determine which tabs display and to modify the order in which they display. To reorder the display, click the ⊕ icon and drag it to the desired position in the **Move** column. Check or uncheck a tab in the **Display Tab** column to determine whether that tab displays on your screen. **Reset** will return all selections to the Skyward default setting. Click **Save**. Click **Back** to return to the previous screen without saving your changes.

Editing Data in Profile View
Path: Student Management / Students / Student Profile

Editable fields are most commonly represented by a Text Box, Checkbox, Radio Button, Drop-Down Menu or Calendar Icon. The fields are usually white but will change color when they are active (when your cursor is in the field) or when the field has been edited. These color changes are helpful in reminding you when you need to save changes by clicking **Save** when exiting a screen. To exit the screen without saving changes select **Back**. In the illustration below the house number field has been changed (the field displays in light green) and the cursor is in the street name field (the field displays in light purple).

In the illustration above, **<u>Address:</u>** is a hyperlink indicating that a list of selections is available by clicking the hyperlink. **Street Name** is a hyperlink and also has a drop-down arrow indicating an available Express Entry Lookup (EEL) list. **Move In Date:** has a calendar icon which can be clicked to display a calendar, for easy date selection. **Note: Fields with an asterisk (*) are required fields.**

Tip: In any date field typing the letter t will populate the date field with today's date. Typing a – will increment the existing date value down by one day and typing a + will increment the existing date value up by one day.

Using Filters

Filters are used to set ranges, determining which records display in a Browse View. The Filter Options window can also be accessed by clicking the **Filters** hyperlink on any Browse View screen.

The Filter Options Window
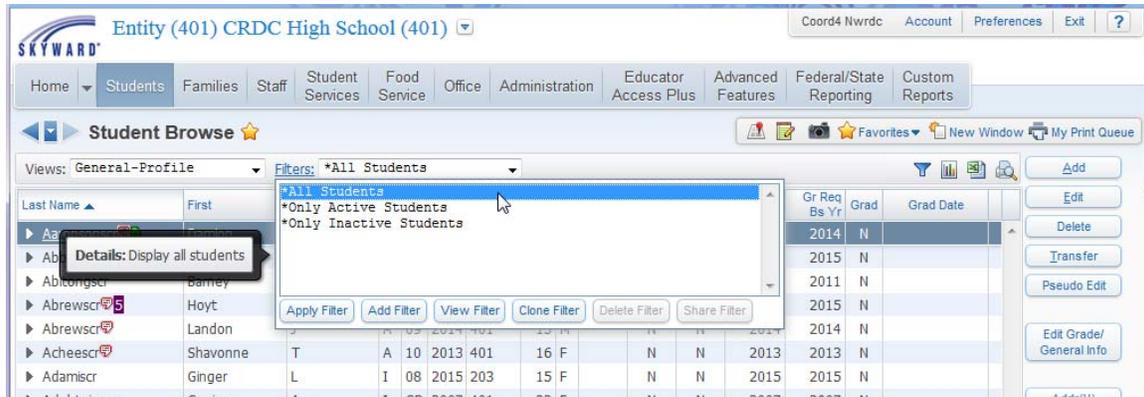
The Filter selected will determine which records display in a Browse View.

Highlight an available filter and click **Apply Filter** to apply the selected filter. Filters with an asterisk (*) are provided by Skyward. Filters created by Skyward cannot be edited or deleted, but they can be viewed or cloned.

User created filters may be added, edited, viewed, cloned, deleted and shared from the Filter Options window.

Adding or Editing a Filter

The Filters Options window displays all available filters. To add a new filter:

1. Select a **Views** with the dropdown menu on any Browse screen.

2. Click **Filters**.

3. Select $\boxed{\textbf{Add Filter}}$ or highlight a **Filter** and select $\boxed{\textbf{Edit Filter}}$.

4. Enter a **Filter Name**. Use the **Filter Details** area to add notes to the filter if desired.

5. To use a filter only once select the checkbox "**This is a temporary filter. When checked, this filter is deleted the next time you log into Skyward on the web**".

6. Enter a number in the **Number of Locked Columns** field. These are columns in the Browse View that stay static as you scroll left and right.

7. Select **Display Totals Count Only** to see only the total number of records that satisfy the filter. No actual records will display in the Browse View.

8. In the **Column Display Options and Filters** area the columns listed are determined by the Browse View selected in the Filter Options window (step #1). In the **Column Display Options and Filters** area customize the data displayed:

   a. Reorder the column display by clicking the ⊕ icon and dragging it to the desired position in the list.

   b. Select or deselect the checkbox in the **Display** column.

   c. Use the percentage value in the **Width** column to set column width.

   d. Select a **Low Value** and **High Value** range as desired.

9. Select **Use Custom Sort** to sort the records in the Browse View. Please note that the sort only applies to the records displayed in the Browse View. The remainder of the record set is not considered for the **Custom Sort**.

10. Select $\boxed{\textbf{Save and Apply Filter}}$.

The **Filter** will now display in the Filter Options window for the Browse Views it was created for.

Accessing Data in Browse View

Path: Student Management / Students / Student Browse

The Browse View organizes data in a table. Each record is a separate row in the table. Expanding the record by clicking the arrow ▶ (on the far left) displays more expandable information specific to the selected record.
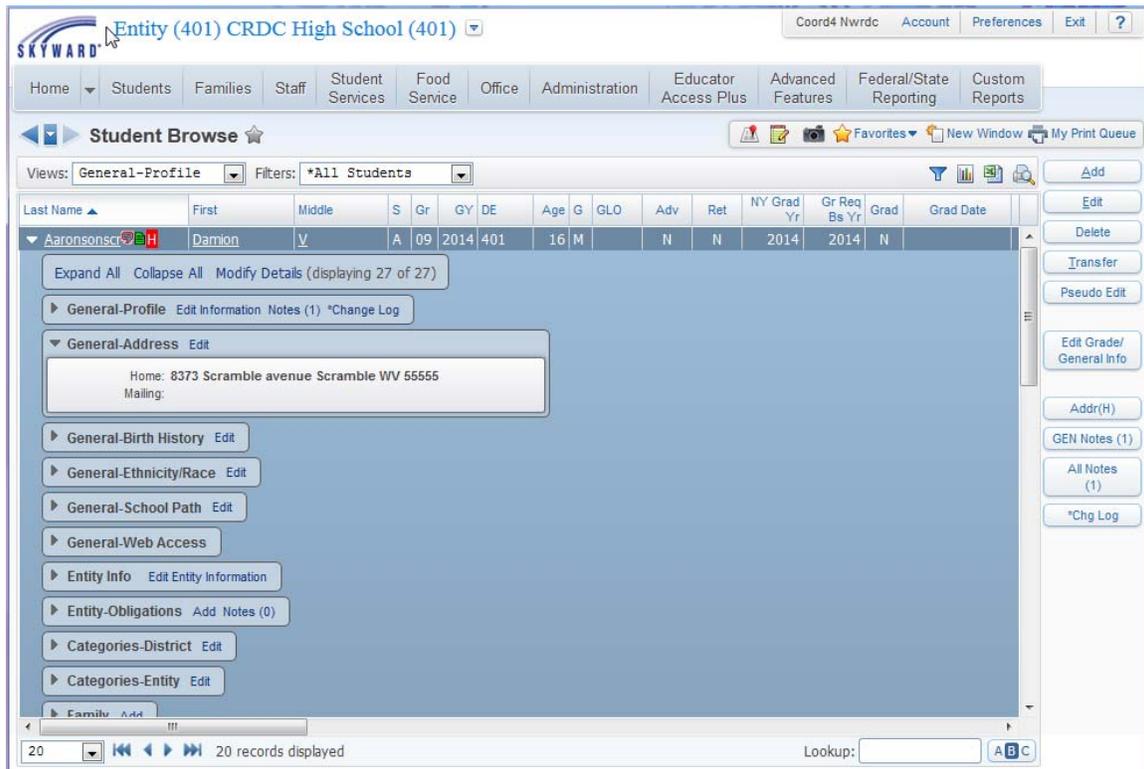
The illustration above shows a Browse View with the student record for Damion Aaronsonscr expanded to display information specific to that record.

There are 27 sub-areas of information within each record in this Browse View. Sub-Areas correspond to the Tabs in the Student Profile view. These sub-areas are called Browse Details and can be further expanded by clicking the plus sign to the left of the sub-area name. For example, the **General-Address** sub-area has been expanded to display the information contained in that specific sub-area. Click **Modify Details** to modify the display of Sub-Areas.

Alternatively, you can select **Expand All** and **Collapse All** to show or hide information in all 27 Browse Details.

Navigating in Browse View

Path: Student Management / Students / Student Browse

Student Indicators and Critical Alert Indicators display beside student last name. Hover over and click on indicators for more information. The columns that display in the browse are determined by the **Views** selection you make with the dropdown arrow. Additional display parameters can be set with the **Filters** dropdown selection. Creating new **Filters** will be described in the next section of this document.

The number of records displayed on the screen is indicated in the lower left corner of the Browse View. The value can be changed with the dropdown arrow. The four arrow icons are used to navigate within the record set:

- The first arrow icon brings you to the beginning of the record set.
- The second arrow icon brings you to the previous record set.
- The third arrow icon brings you to the next set of records.
- The fourth arrow icon brings you to the end of the record set.

In the lower right corner of most Browse View screens is a Lookup field. Jump to a specific record by typing a last name or Other ID number in the field and selecting Enter or Tab.

Jump to a record beginning with a specific letter or number by clicking on the ABC icon to display the alphanumeric links. Click on a specific letter or number in that display. Click the ABC icon again to hide the alphanumeric display.

Use hyperlinks found throughout the Browse View sub-areas to edit data. Edit functionality is the same as covered under the Profile View earlier in this document.

The Browse View Toolbar

Adding a Quick Filter

A Quick Filter option is available on all Browse View screens and can be used to filter the ranges of any column displaying in the Browse. Access the Quick Filter by clicking on the ⧩ icon in the Browse View Toolbar at the upper right of the Browse window.

Filter any of the column values by typing range selections into the appropriate fields. The low value is entered in the upper field and the high value is entered in the lower field. Click on **Apply Filter**. The filtered column(s) will display an asterisk. Your new Quick Filter will display as a new selection in the **Filters** dropdown.

Creating Charts from Browse Data

Path: Student Management / Students / Student Browse

Data displayed in a Browse View can be represented in a chart. The chart created is specific to the columns available in the Browse View. To create a chart, click the ![icon] icon in the Browse View Toolbar at the upper right of the Browse View screen. Click the Add Chart button. The **Create Chart** window will display.
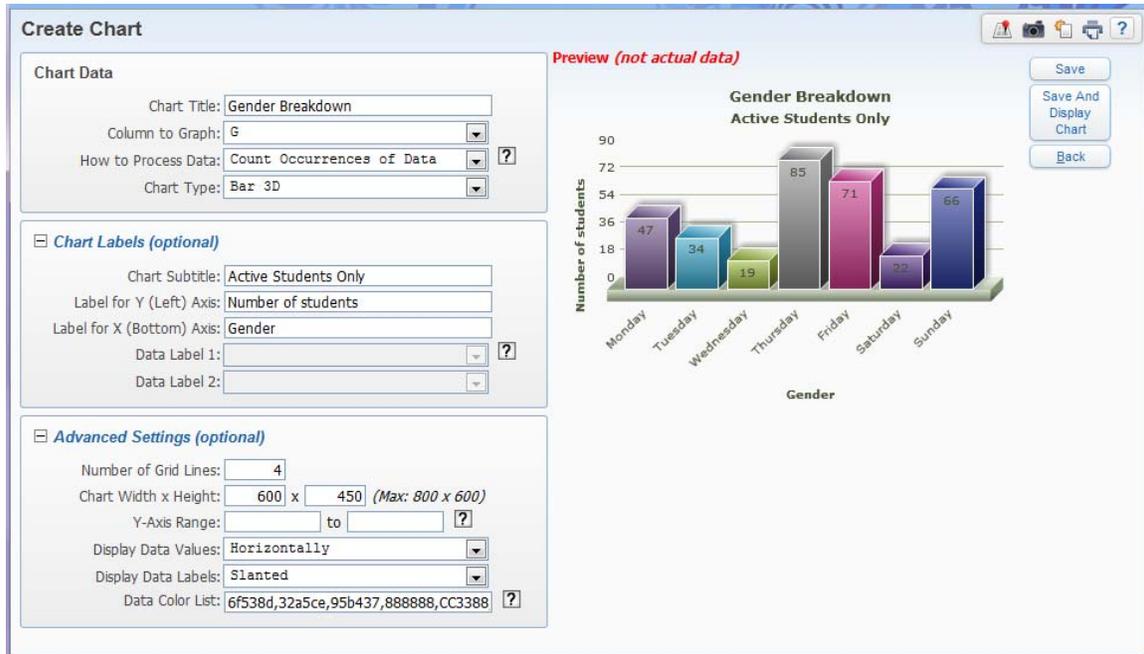
1. Click **Add Chart**.

2. Add a **Chart Title**.

3. In **Column to Graph** select the column to analyze.

⚠ **The available fields are determined by the Browse View selected. The available records being charted are determined by the current Filter selections.**

4. In **How to Process Data**, choose between **Count Occurrences of Data** and **Graph Numerical Data**.

   a. **Count Occurrences of Data**
      To count how many records have the same value in a column, choose this method. For example, if you want to know how many students of each Gender you have, select the Gender column and a chart will be created that shows the counts for each Gender.

b. **Graph Numerical Data**
To chart numerical data, such as a Test Score, choose this method. This method can only be chosen if the column to graph is numerical. Also, there is a limit to the number of records that can be displayed at once due to size constraints of the data displayed in the chart.

5. In **Chart Type**, select the type of chart to generate (Bar 2D, Bar 3D, Line, Pie 2D, Pie 3D).

6. Select the plus sign next to **Chart Labels** to define optional **Chart Labels**.

7. If desired enter a **Chart Subtitle**, **Label for Y (Left) Axis** and **Label for X (Bottom) Axis**.

8. If desired, choose fields to **Data Label 1** and **2**. This is only available with the **Graph Numerical Data** option. The field selected will display as the X-Axis label on the chart.

9. Select the plus sign next to **Advanced Settings** to define additional options as desired.

10. Click Save.

11. To generate a chart, select the chart title in the list of available charts and click Display Chart.
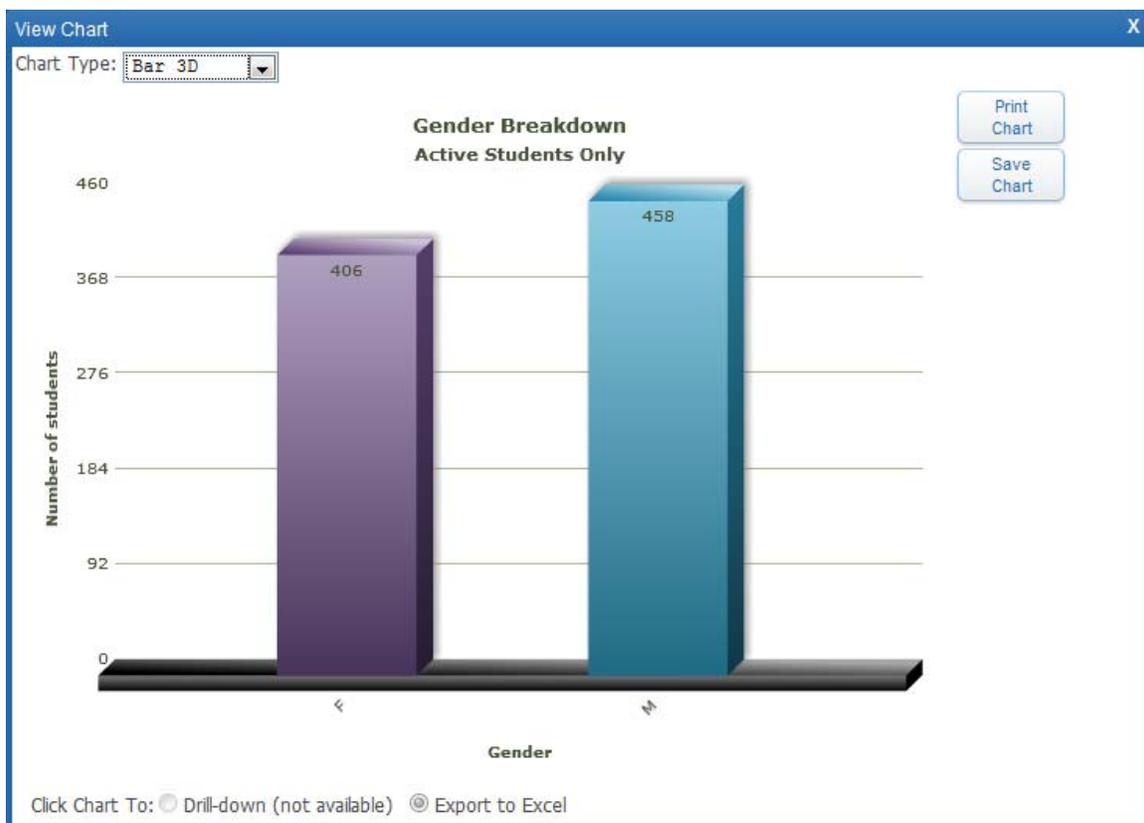
You may click on a column in the chart to export a list of the students that make up that column. The list will export to Excel® and include all the columns of data found in the original Browse screen.

Exporting Browse Data to Microsoft Excel®

Path: Student Management / Students / Student Browse

Data displayed in a Browse View can be exported to Microsoft Excel®. Click the [Excel icon]
icon in the Browse View Toolbar at the upper right of the Browse window. Select which
format you wish to use for your export and click **Export**.
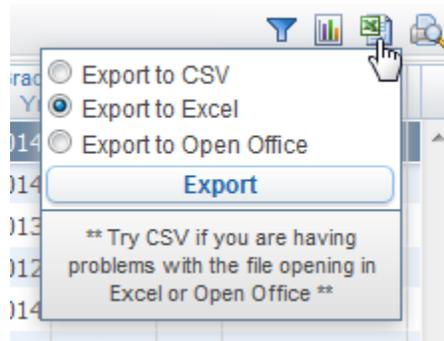
When the export is complete, a new window will display. Select **Download Exported File**. Choose to open the file with Microsoft Excel®. Click **OK**. A message displays asking if you know that the file is from a trusted source and if you want to open the file. Click **Yes**.

Note: All records within the Browse View are exported. However, only the first level of data is exported. Information in Browse Details (the sub-areas) is not.

Creating Printer Friendly Displays

A printer friendly display of a Browse View screen can be created by clicking on the [icon] Printer Friendly Display icon in the Browse Views toolbar.

A printer friendly version of your Browse will display as shown below. You may change the title by typing in the Page Title field. You have the ability to display or suppress each column by clicking on the **Show**/**Hide** hyperlinks at the top of the screen. When the Browse is displaying as desired you may click on **Print This Screen** to send the document to your local printer.

Print Browse Data   X

Print This Screen

Page Title: General Profile Information Display Active and Inactive Students

Last Name	First	Middle	S	Gr	GY	DE	Age	G	GLO	Adv	Ret	NY Grad Yr	Gr Req Bs Yr	Grad	Grad Date	WA Gr Yr	Birthdate	Lang	Nat. Lan
Hide	Hide	Hide	Hide	Hide	Hide	Hide	Hide	Hide	Hide	Hide	Hide	Hide	Hide	Hide	Hide	Hide	Hide	Hide	Hide

| Last Name	First	Middle	S	Gr	GY	DE	Age	G	GLO	Adv	Ret	NY Grad Yr	Gr Req Bs Yr	Grad	Grad Date	WA Gr Yr	Birthdate	Lang	Nat. Lan
Aaronsonscr	Damion	V	A	09	2014	401	16	M		N	N	2014	2014	N		2014	08/29/1995	ENG	ENG
Abbruzzesescr	Anika	I	I	08	2015	203	14	F		N	N	2015	2015	N		2016	11/14/1997	ENG	ENG
Abitongscr	Barney	E	I	12	2011	401	19	M		N	N	2011	2011	N		2011	05/20/1992	ENG	ENG
Abrewscr	Hoyt	X	I	08	2015	203	14	M		N	N	2015	2015	N		2015	09/26/1997	ENG	ENG
Abrewscr	Landon	J	A	09	2014	401	15	M		N	N	2014	2014	N		2014	08/30/1996	ENG	ENG
Acheescr	Shavonne	T	A	10	2013	401	16	F		N	N	2013	2013	N		2013	09/28/1995	ENG	ENG
Adamiscr	Ginger	L	I	08	2015	203	15	F		N	N	2015	2015	N		2015	11/28/1996	ENG	ENG
Adelsteinscr	Corrina	A	I	GD	2007	401	22	F		N	N	2007	2007	N		2007	10/15/1989	ENG	ENG
Aderholdscr	Galen	V	I	GD	2007	401	22	M		N	N	2007	2007	N		2007	03/10/1989	ENG	ENG
Agtarapscr	Ilene	I	I	09	2014	401	15	F		N	N	2014	2014	N		2014	10/15/1996	ENG	ENG
Aguasscr	Errol	X	I	13	2005	401	24	M	13	N	N	2005	2005	Y	06/10/2005	2005	01/29/1987	ENG	ENG
Aguasscr	Foster	A	I	GD	2008	401	21	M		N	N	2008	2008	Y	06/13/2008	2008	06/25/1990	ENG	ENG
Aguasscr	Muoi	B	I	12	2011	401	18	F		N	N	2011	2011	N		2011	11/18/1993	ENG	ENG
Agudeloscr	Dwight	Z	I	GD	2006	401	24	M		N	N	2006	2006	N		2006	06/09/1987	ENG	ENG
Agudeloscr	Otha	S	I	GD	2008	401	21	M		N	N	2008	2008	Y	06/13/2008	2008	06/08/1990	ENG	ENG
Agudeloscr	Paola	H	I	GD	2009	401	20	F		N	N	2009	2009	N		2009	06/23/1991	ENG	ENG
Agudeloscr	Walton	Y	I	13	2006	401	23	M	13	N	N	2006	2006	Y	06/09/2006	2006	10/10/1988	ENG	ENG
Ahlbergscr	Adolfo	A	I	GD	2010	401	18	M		N	N	2010	2010	N		2010	03/07/1993	ENG	ENG
Ainsliescr	Livia	V	A	11	2012	401	17	F		N	N	2012	2012	N		2012	07/05/1994	ENG	ENG
Ainsliescr	Winston	T	I	08	2015	203	14	M		N	N	2015	2015	N		2015	11/10/1997	ENG	ENG
Albertiniscr	Alaina	V	I	GD	2007	401	22	F		N	N	2007	2007	Y	06/08/2007	2007	06/20/1989	ENG	ENG
Albertiniscr	Cristopher	W	A	09	2014	401	15	M		N	N	2014	2014	N		2014	08/03/1996	ENG	ENG
Alequinscr	Clyde	I	I	13	2005	401	25	F	13	N	N	2005	2004	Y	06/10/2005	2004	05/25/1986	ENG	ENG
Alibertiscr	Eusebio	U	I	GD	2009	401	20	M		N	N	2009	2009	Y	06/12/2009	2009	12/12/1991	ENG	ENG

Using Templates

Web Access reports use templates to define the parameters of each report. The templates you build are saved so they are available each time you need to run the report. Multiple templates can be created for the same report with different parameters defined for each. This is much like the #Save and A-Load functionality you used in WESPaC.

When a report is first accessed the Template window displays. Often Skyward-built templates will display, but since their report parameters are usually wide open, they don't typically meet your needs. It is wise to create your own template when first accessing a report so you know what results to expect when your report is run.

In the example below the Class Roster Report is illustrated (found under Office / Current Scheduling / Reports). When the Class Roster Report is selected the Template screen displays.
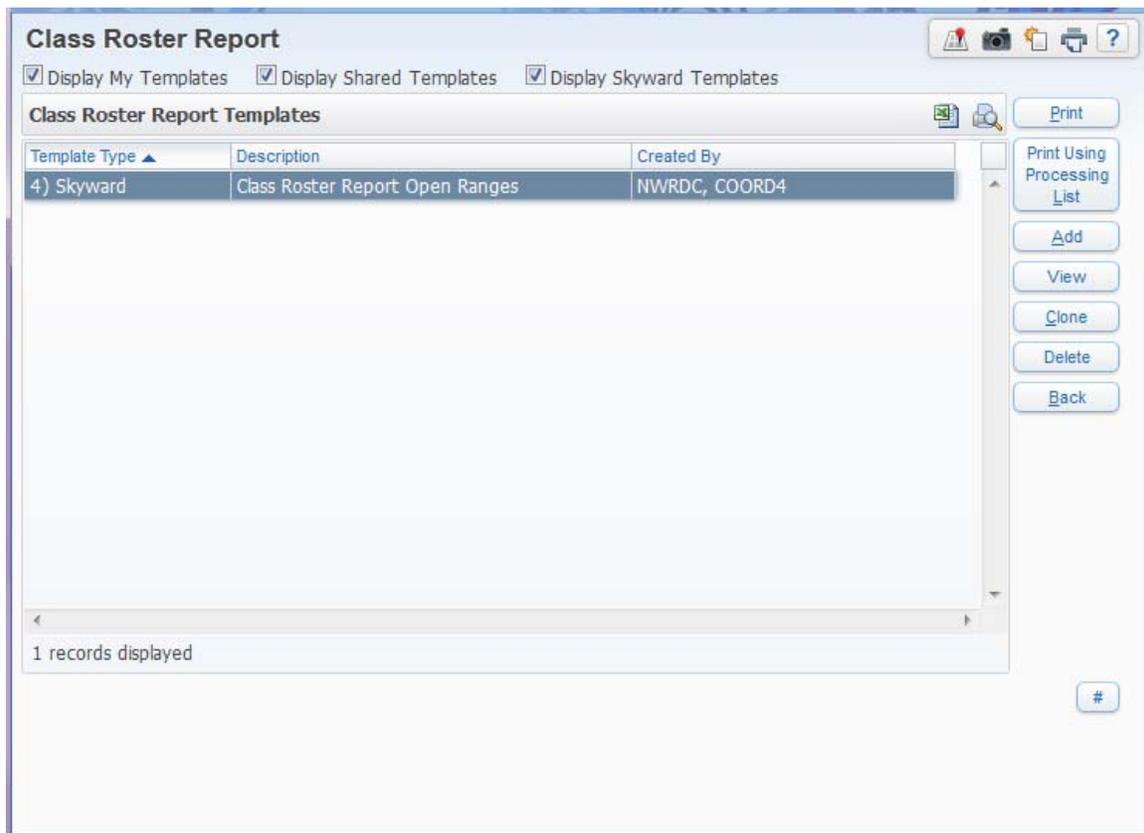
The template window displays a Skyward-built template that is available for use. Skyward-built templates display "**Skyward**" in the **Template Type** column. You do not have the ability to edit Skyward templates but you may clone them for your own use by clicking **Clone**. The following example illustrates how to build a custom template.

1. Click **Add** to create a custom template.

2. Name the new template in the **Template Description** field. It is recommended that you do not choose to share your templates with all users to keep the list of available templates manageable.

3. Make parameter selections as desired. The available selections are determined by the report you are running. Every report template you build will be different, depending on the results you want in your report.

4. Any areas with a + sign should be expanded to view and change the report parameters in those areas.

5. Click **Save**.

Class Roster Report

☑ Display My Templates   ☑ Display Shared Templates   ☑ Display Skyward Templates

Class Roster Report Templates

Template Type ▲	Description	Created By
1) User	Class Rosters for Chris Aulls	NWRDC, COORD4
4) Skyward	Class Roster Report Open Ranges	NWRDC, COORD4

Print
Print Using Processing List
Add
Edit
Clone
Delete
Back

2 records displayed

#
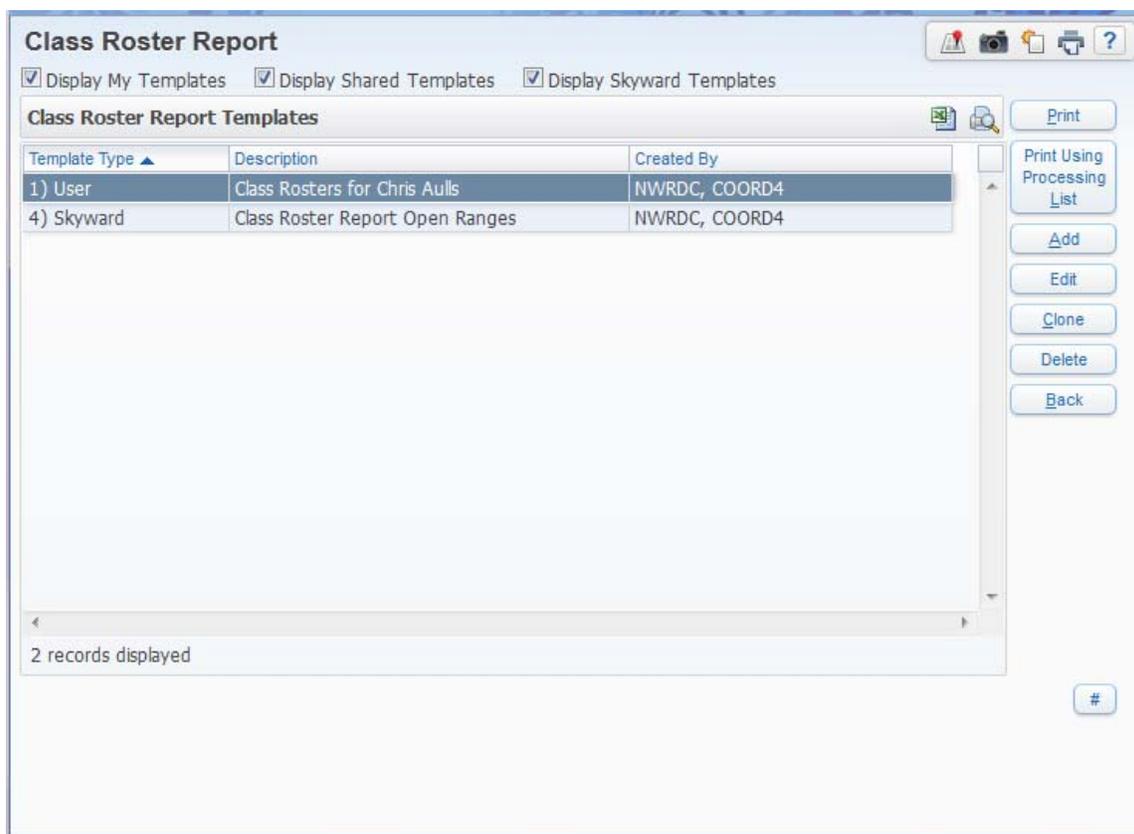
Your custom template now displays in the list of available templates. Templates created by you will display "**User**" in the **Template Type** column. Once created, a custom template may be used by highlighting the template and clicking **Print**.

At the top of template windows you may use the checkboxes to **Display My Templates**, **Display Shared Templates** and/or **Display Skyward Templates**. Choices made will not save to the next time you access the template window.