



# Contact us to schedule session in your building

#### **AUDIENCE**

These sessions can be customized for any group of Skyward users, office staff or administrators

## **Skyward Overview/Refresher:**

This session can be customized as a refresher for office staff or building administrators. It will give you an overview of the menus available in Skyward and how to navigate them. We will review the Student Profile, show you how to create favorites and bookmarks for quick printing of schedules and discipline. You will see how to use the classroom profile to get a quick overview of a course, learn how to schedule tasks along with many other tips and tricks.

#### **Skyward for Teachers:**

In this session participants will learn how to organize their home page, learn about widgets, communicate with parents and students via message center and pick up some gradebook tips.

#### **Skyward - Attendance Letters:**

In this session participants will learn how to set up Attendance Thresholds, create custom Attendance Letters and Schedule Letters that will automatically print.

#### **Skyward Data Mining:**

In this session, participants will use the Data Mining module in skyward for the creation of custom reports. They will understand how to create a Data Mining report, add fields to it, set up ranges for it and how to sort it. They will also understand how to use advanced data mining features like Processing Lists, Labels and Mail Merges.



### **EVENT QUESTIONS**

Lisa Zettle, Application Support Specialist <u>zettlel@baisd.net</u>

#### COST

No cost for BAISD Districts

\*If you are an educator in a district or ISD outside of BAISD or IRESA, additional fees may apply.