



## Quick Start End-User Courses

The PDC's quick start courses are designed for districts beginning implementation or for staff members new to Skyward. Quick Start courses focus on the most essential tasks you and your staff will need to know to confidently use your new system and enjoy early success.

Training Session	Summary	Recommended Personnel	Estimated Time	Overview
Attendance Quick Start	This course will show how to use the system for day-to-day processes for attendance entry.	Secretarial staff responsible for maintaining attendance entry.	2.5 hours	<a href="#">video</a>
Current Year Scheduling Quick Start	This course will instruct attendees on how to place students into courses.	Secretarial and guidance staff from elementary, middle, and high schools. Anyone who will need to add/modify student schedules should attend.	3.75 hours	<a href="#">video</a>
Data Verification Quick Start	This essential task based course assists users in identifying irregular or incorrect data and utilizing utilities that will aid in correcting or standardizing Skyward Student Management data.	This task-based course is intended for district administrators who have familiarity with the data in the system and are able to identify irregularities in the data.	4.5 hours	<a href="#">video</a>
Demographics Quick Start	The processes for adding and maintaining demographic information will be covered.	Intended for secretaries or others who are involved in basic student data entry and maintenance.	4 hours	<a href="#">video</a>
Discipline Quick Start	This class focuses on the entry of offenses and actions, and the reports that can be produced.	Office staff that deal with disciplinary issues either directly or indirectly. Other staff that may find this training helpful include those that deal with state reporting.	3.5 hours	<a href="#">video</a>
Educator Access Plus Quick Start	This course is a presentation of Educator Access Plus. Educator Access Plus is a program that allows teachers, advisors, administrators and activity leaders to view and maintain data on students. Lookup students and exploration of viewable student data will be examined. A variety of reports on students and classes will be covered.	This training is intended for teachers. Other staff members that may find this training helpful include support staff and administrators.	3 hours	<a href="#">video</a>



## Quick Start End-User Courses (continued)

Training Session	Summary	Recommended Personnel	Estimated Time	Overview
Future Scheduling Quick Start	This class is an overview of the Future Scheduling process; Covering cloning, updating/creating the course master. Then the methods to enter student requests, building a master schedule using the scheduling board, interactive master builder and/or automated master builder are explained.	This training is intended for staff responsible for scheduling students for the upcoming school year. It is geared more specifically to High School and Middle School scheduling where request entry, auto scheduling, and conflict resolution are used. At least one key decision-maker for the master schedule and at least one person responsible for data entry and reporting should attend this class.	6.5 hours	<a href="#">video</a>
Grading Quick Start	This class is a guide for basic Grading processes; contains information on student grade entry, grade processing, and grade reporting.	This training is intended for secretaries, counselors, or other staff who enter grades or need to pull reports based on grading information.	7.5 hours	<a href="#">video</a>
Health Records Quick Start	The Health Records module is an area of the software designed to track various health records for a student and includes both local and state reporting capabilities.	District staff and nurses responsible for data entry and reporting of student vaccination and health records.	9 hours	<a href="#">video</a>
Inquiry Overview Quick Start	Focused on system navigation, functionality, and inquiry of basic student information including student lookup.	This training is intended for anyone who needs to know how to inquire on basic student information.	6.25 hours	<a href="#">video</a>
Secondary Gradebook Quick Start	This class is a presentation of Secondary gradebook. Teachers will be shown how to run a variety of reports on students and classes.	This training is intended for teachers. Other staff that may find this training helpful include support staff and administrators.	5 hours	<a href="#">video</a>
Standards Gradebook Quick Start	This class is a presentation of Standards gradebook. Teachers will be shown how to run a variety of reports on students and classes.	This training is intended for teachers. Other staff that may find this training helpful include support staff and administrators.	5 hours	<a href="#">video</a>



## Setup Courses

The PDC's setup courses are designed for staff and administrators who will be responsible for determining essential module configurations. Setup courses focus on codes and configurations you and your staff will need to prepare and maintain your live database.

Training Session	Summary	Recommended Personnel	Estimated Time	Overview
Attendance Setup	This course provides training on the essential setup (codes and configurations) for the Skyward Student Management Attendance module.	Staff responsible for maintaining attendance entry and decision making on attendance configuration.	2.75 hours	<a href="#">video</a>
Current Year Scheduling Setup	This course provides training on the essential setup (codes and configurations) for the Skyward Student Management Current Year Scheduling module	Secretarial and guidance staff from elementary, middle, and high schools. Anyone who will need to add/modify student schedules should attend.	3.5 hours	<a href="#">video</a>
Demographics Setup	This course provides training on the essential setup (codes and configurations) for the Skyward Student Management Demographics module.	Staff/Administrators who have the decision-making authority regarding coding and configuration for student demographics at the district.	2.5 hours	<a href="#">video</a>
Discipline Setup	This course provides training on the essential setup (codes and configurations) for the Skyward Student Management Discipline module.	Staff/Administrators who have the decision-making authority regarding coding and configuration for student discipline at the district.	1.5 hours	<a href="#">video</a>
Family/Student Access Setup	Family Access contains multiple areas of student information that parents can access at any time. This will allow parents to see real-time information on their student(s).	Staff that will be monitoring Family Access or making decisions as to what information parents/students should be able to see. This is often a Tech Coordinator and/or school administrator.	26.5 hours	<a href="#">video</a>
Future Scheduling Setup	This course provides training on the essential setup (codes and configurations) for the Skyward Student Management Future Scheduling module.	Staff/Administrators who have the decision-making authority regarding coding, scheduling rotations, and configuration for student scheduling at the district.	4.5 hours	<a href="#">video</a>
Grading Setup	This course provides training on the essential setup (codes and configurations) for the Skyward Student Management Grading module.	This training is intended for secretaries, counselors, or other staff who enter grades or need to pull reports based on grading information.	3.75 hours	<a href="#">video</a>
Health Records Setup	This course provides training on the essential setup (codes and configurations) for the Skyward Student Management Health Records module.	District staff and nurses responsible for data entry and reporting of student vaccination and health records.	4 hours	<a href="#">video</a>



## Specialty Courses

These intermediate-level courses focus on feature- and function-specific tutorials to help you take the next step within the Skyward solution. Take advantage of these targeted training sessions to expand your capabilities and dive deeper into the applications your district uses most.

Training Session	Summary	Recommended Personnel	Estimated Time	Overview
Data Mining Specialty Course	This specialty course covers all facets of the functions available within Data Mining in Student Records.	This training is intended for secretaries or other staff responsible for building customized reports in Skyward.	4.75 hours	<a href="#">video</a>
Attendance Letter Specialty Course	This specialty course covers all facets of setting up, maintaining and sending Attendance Letters in Student Records.	This training is intended for those who create attendance letters to communicate to guardians when students meet specific absence or tardy totals.	4.5 hours	<a href="#">video</a>
Custom Forms Specialty Course	This course provides training on creating and using Custom Forms in Student Records. Custom Forms are screens used for data entry that are designed, built and maintained by district staff. They are used to track information for students and families when there is no designated place to enter the data already in Skyward.	District office staff who design and maintain specialty forms.	3 hours	<a href="#">video</a>
Online Registration Specialty Course	This course provides training on Online Registration. Online Registration allows a parent/guardian to confirm or update student information through Family Access for a current or returning student.	District staff who oversee and maintain registration functions for current or returning students.	2 hours	<a href="#">video</a>
Skybuild Specialty Course	This course covers using Skybuild tools. Skybuild is the tool that can move data between Skyward and other systems.	Intended for users who need to import information from other systems into Skyward or to export information out of Skyward to other systems.	3 hours	<a href="#">video</a>
Task Manager Specialty Course Student Records Version	This course provides training on the essential setup (codes and configurations), and usage of the Skyward Student Management Task Manager as well as how to use Task Manager.	District staff who oversee setup and use of task management for the district?	2 hours	<a href="#">video</a>



## Mastery Courses

The PDC's most advanced courses include comprehensive module-level training sessions to help you reach the pinnacle of knowledge. Become your district's go-to Skyward expert with the variety of learning materials available.

Mastery-level courses are ideal for districts that want to get the most from their Skyward investment.

Training Session	Summary	Recommended Personnel	Estimated Time	Overview
New Student Online Enrollment Mastery Course	This comprehensive mastery level course covers all facets of the Skyward New Student Online Enrollment Course	District staff who oversee and maintain registration functions for new students enrolling into the district.	3 hours	<a href="#">video</a>
Test Scores Mastery Course	This comprehensive mastery level course covers all facets of the Skyward Student Management Test Scores Module.	District staff who oversee and maintain test scores for the district.	5 hours	<a href="#">video</a>