



Welcome to the Skyward® user guide for Golden Fields Elementary! This document will teach you more about the many functions of Skyward. Please refer to the table of contents on the next page to locate any information you need.

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Layout

Skyward has both a website and a phone application. Although the options found on the two systems are the same, the layout differs. Please keep in mind that the screenshots can vary from what you are seeing, but the instructions should be accurate. For best use, we recommend using the website as it is more refined and easier to use than the application.

Website

You can access the Golden Fields Skyward access by visiting <https://skystu.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsEAplus/fwemnu01.w>. The page should open to the image shown below (figure 1). You will need to enter your login and password to continue.

Forgotten Login or Password? If you have forgotten your login or password, please click on the link labelled “Forgot your Login/Password?” underneath the Sign In button.

First Time User? If you have not been given your login ID, please see “New Student Enrollment”.



The screenshot shows the login interface for the Jordan School District Skyward Student System. At the top, the Jordan School District logo is displayed. Below it, the Skyward logo and "Jordan School District Student System" text are centered. The login area contains two input fields: "Login ID:" and "Password:". Below these fields is a "Sign In" button. Underneath the button is a link that says "Forgot your Login/Password?". In the bottom right corner of the login area, the date "05.23.10.00.04" is displayed. At the very bottom of the page, there is a "Login Area:" label followed by a dropdown menu currently set to "Family/Student Access".

Figure 1

When you first sign into the website version of Skyward, you should see a page that looks like figure 2. This is the home screen.

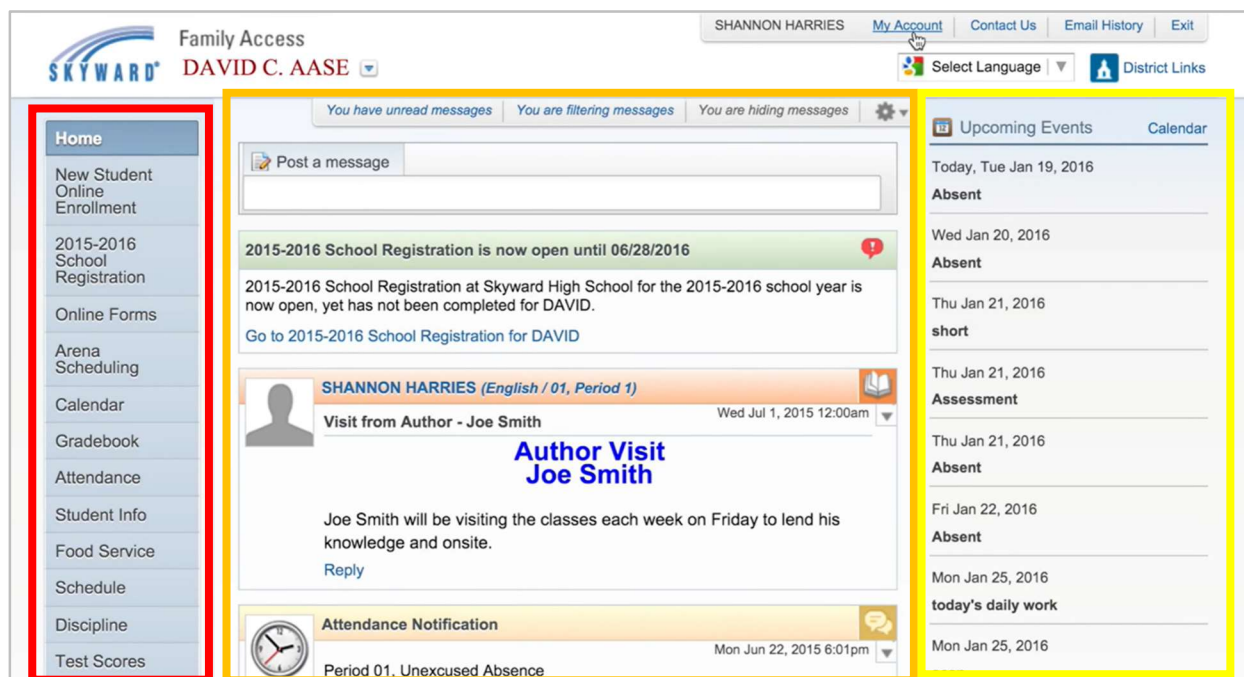


Figure 2

Along the left side of the screen (red box) is the menu. The middle portion of the screen (orange box) is your recent feed, also known as your wall. This will show you any recent messages, updates, or notifications from your child's school or teachers. On the right side of the screen (yellow box) is any upcoming events. These will show the most recent events from the calendar.

App

The Skyward app is available on both IOS and Android devices. When you first download the app, you will be prompted to select the school district of your child's school (figure 3).

Choose "by District Name" Jordan district and on the next screen when prompted select "School Management". Proceed to login like normal.

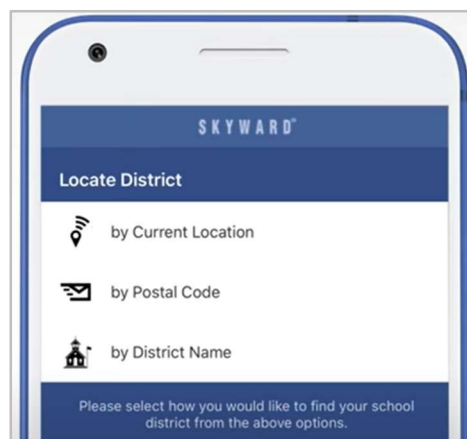
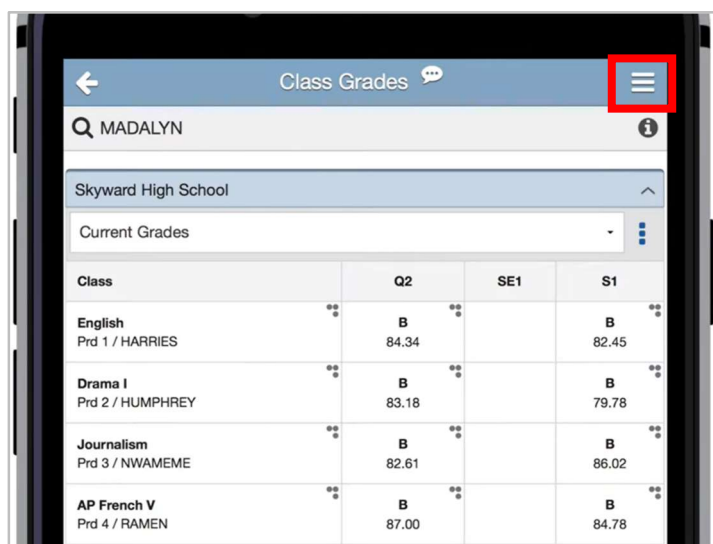


Figure 3

Forgotten Login or Password? If you have forgotten your login or password, please click on the link labelled “Forgot your Login/Password?” underneath the Sign In button.

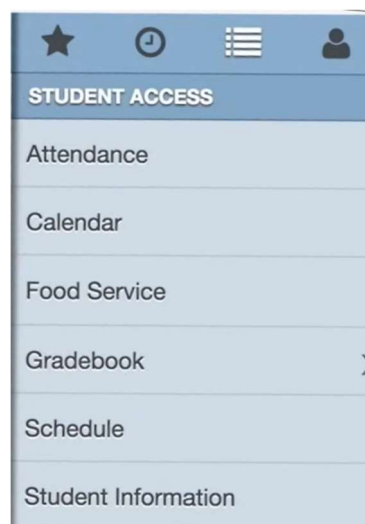
First Time User? If you have not been given your login ID, please see “New Student Enrollment”.

Once you have logged in, you will be taken to the home screen. For the app, the home screen is the gradebook and should look as follows (figure 4). To access the menu, click on the three horizontal lines at the top right-hand corner of the screen (red box). This will expand the menu to the right of the screen. It should look something like figure 5.



Class	Q2	SE1	S1
English Prd 1 / HARRIES	B 84.34		B 82.45
Drama I Prd 2 / HUMPHREY	B 83.18		B 79.78
Journalism Prd 3 / NWAMEME	B 82.61		B 86.02
AP French V Prd 4 / RAMEN	B 87.00		B 84.78

Figure 4



STUDENT ACCESS
Attendance
Calendar
Food Service
Gradebook
Schedule
Student Information

Figure 5

Now that you are familiar with the general layout and where to locate the menus on both the website and app versions, you can continue with the rest of the user guide.

Account Settings

If you would like to adjust your account settings, you can do so by clicking “My Account” at the very top of your screen on the home screen (figure 1 red box).

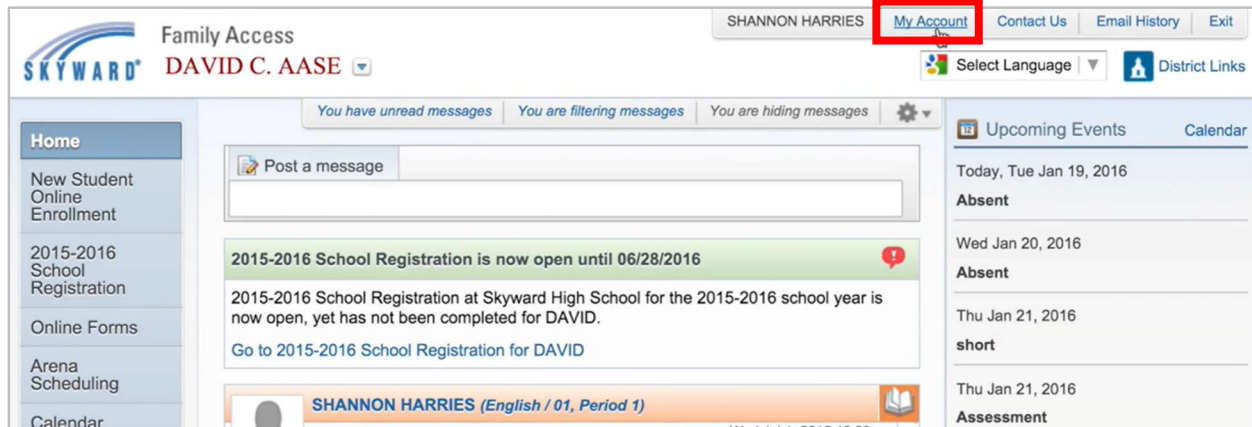
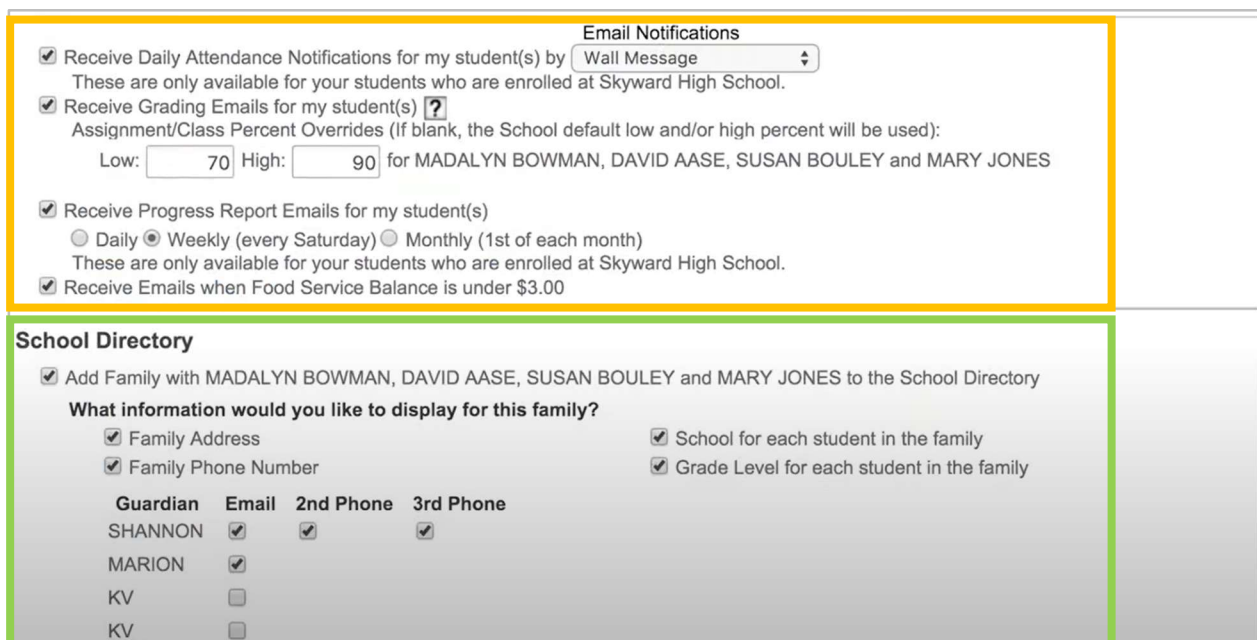


Figure 4

You should be taken to a page where you can edit your information including your address and phone number. On this page, there is also an option to adjust your email and wall notifications (figure 2). You can go through the options and remove any notifications you don't want to receive or adjust the frequency (orange box).



Email Notifications

☒ Receive Daily Attendance Notifications for my student(s) by Wall Message
These are only available for your students who are enrolled at Skyward High School.

☒ Receive Grading Emails for my student(s) ?
Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):
Low: High: for MADALYN BOWMAN, DAVID AASE, SUSAN BOULEY and MARY JONES

☒ Receive Progress Report Emails for my student(s)
☐ Daily ☒ Weekly (every Saturday) ☐ Monthly (1st of each month)
These are only available for your students who are enrolled at Skyward High School.

☒ Receive Emails when Food Service Balance is under \$3.00

School Directory

☒ Add Family with MADALYN BOWMAN, DAVID AASE, SUSAN BOULEY and MARY JONES to the School Directory

What information would you like to display for this family?

<input checked="" type="checkbox"/> Family Address	<input checked="" type="checkbox"/> School for each student in the family
<input checked="" type="checkbox"/> Family Phone Number	<input checked="" type="checkbox"/> Grade Level for each student in the family

Guardian	Email	2nd Phone	3rd Phone
SHANNON	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MARION	<input checked="" type="checkbox"/>		
KV	<input type="checkbox"/>		
KV	<input type="checkbox"/>		

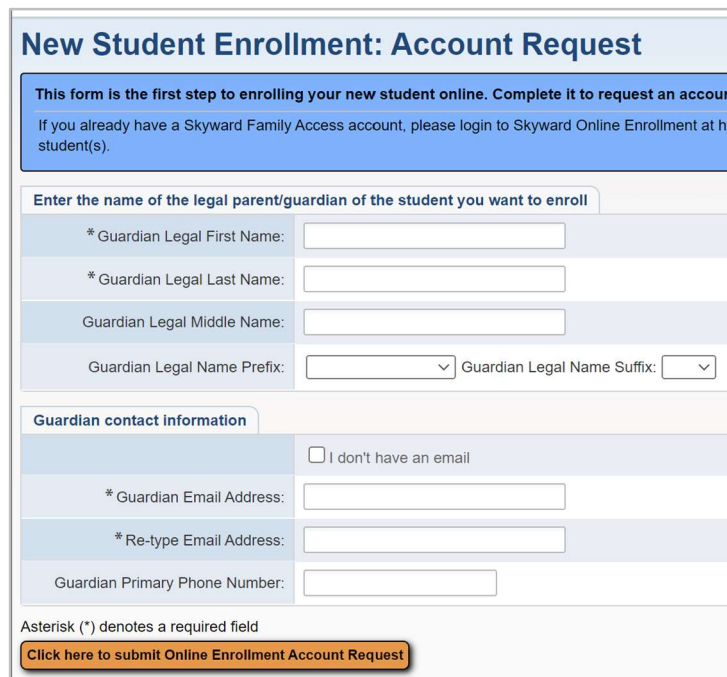
Figure 2

Here, you can also adjust the information that is displayed in the school directory for each of your children and yourself (green box).

New Student Enrollment

If you have a student that still needs to be enrolled in Skyward, you will need to fill out the Online Student Enrollment form. Click on this link to access the form: <https://skystu.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsEAPlus/skyenroll.w>.

Below is an example of the page you should see when you click the link:



The screenshot shows a web form titled "New Student Enrollment: Account Request". At the top, a blue box contains the text: "This form is the first step to enrolling your new student online. Complete it to request an account. If you already have a Skyward Family Access account, please login to Skyward Online Enrollment at http://skystu.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsEAPlus/skyenroll.w". Below this, a section titled "Enter the name of the legal parent/guardian of the student you want to enroll" contains several input fields: "* Guardian Legal First Name:", "* Guardian Legal Last Name:", "Guardian Legal Middle Name:", "Guardian Legal Name Prefix:" (with a dropdown arrow), and "Guardian Legal Name Suffix:" (with a dropdown arrow). The next section, "Guardian contact information", includes a checkbox for "I don't have an email", "* Guardian Email Address:", "* Re-type Email Address:", and "Guardian Primary Phone Number:". At the bottom, a note states "Asterisk (*) denotes a required field", and an orange button reads "Click here to submit Online Enrollment Account Request".

Figure 1

Once you have filled out the required information, you can click the orange button at the bottom of the screen to submit the request. Golden Fields Elementary staff will receive the request and review the information.

If it's your first student at Golden Fields, once the request is approved, the staff member will contact you to provide your login ID via email.

If you already have a student at Golden Fields, once the request is approved, the staff member will reach out via email to let you know the child's account was linked with your pre-existing account.

Then, log into Skyward and click on "New Student Online Enrollment" in the menu and fill out all required information to finish registration for that student.

Registration for New School Year

Once registration opens for the new school year, an option in the menu named “[Year-Year] School Registration” will show up. If you click on it, it will show the students you still need to enroll (figure 1).



Figure 1

After you choose which student you want to register, you should see the following page (figure 2). Each step to complete is shown on the right side of the screen (red box). You must go through all the steps to verify and fill out the information required. You can advance through steps by clicking the “Next Step” button (orange box) after you have finished with the current step.

A screenshot of a web form titled "2016-2017 School Registration" for a student named MADALYN (Skyward High School 2016-2017). The form is divided into two main sections. The left section, titled "Step 1a. Verify Student Information: Student Information (Required)", contains a "General Information" form with fields for First Name (MADALYN), Last Name (BOWMAN), Birthday (03/08/1999), Language (English), Native Language (English), Home Phone ((309) 876-5432), School Email (me@thisschool.com), Birth County (McLean), Birth State (IL - ILLINOIS), Birth Country (USA), Middle Name (MICHELLE), Suffix, Gender (Female), and Race (WHITE). There are also checkboxes for "Allow Publication of Student's Name for:" with options for Military, Higher Ed, Public, District, Local, and Media. The right section, enclosed in a red box, is a vertical list of seven steps: "1. Verify Student Information" (which is expanded to show sub-steps a. Student Information, b. Family Address, c. Family Information, d. Emergency Information, e. Emergency Contacts, and f. Health Information), "2. Volunteer Form", "3. Add a Food Service Application", "4. Make a Fee Payment", "5. Childcare Enrollment", "6. Visit our website", and "7. Complete 2016-2017 School Registration". At the bottom right, there are buttons for "Previous Step", "Next Step" (highlighted with an orange box), and "Close and Finish Later".

Figure 2

When you reach the final step (7. Complete [Year-Year] School Registration), all you must do is click the submit button that shows up and you are done!



Figure 3

Remember, if you have more than one student, you will need to complete all the steps for each of your children.

Arena Scheduling

The option called “Arena Scheduling” in the menu is used to register your child in the next semester’s classes. This can be confusing if it is your first time using the tool. If you are having trouble, please click on the following link to access an in-depth document on how to use Arena Scheduling:

<https://is.jordan.k12.ut.us/Tutorials/ArenaSchedTutorial.pdf>.

Calendar

To access the calendar, click on the “Calendar” button in the menu. It should open to something that looks like the figure below (figure 1). Here you can view all the assignments, tests, and absences of your child.

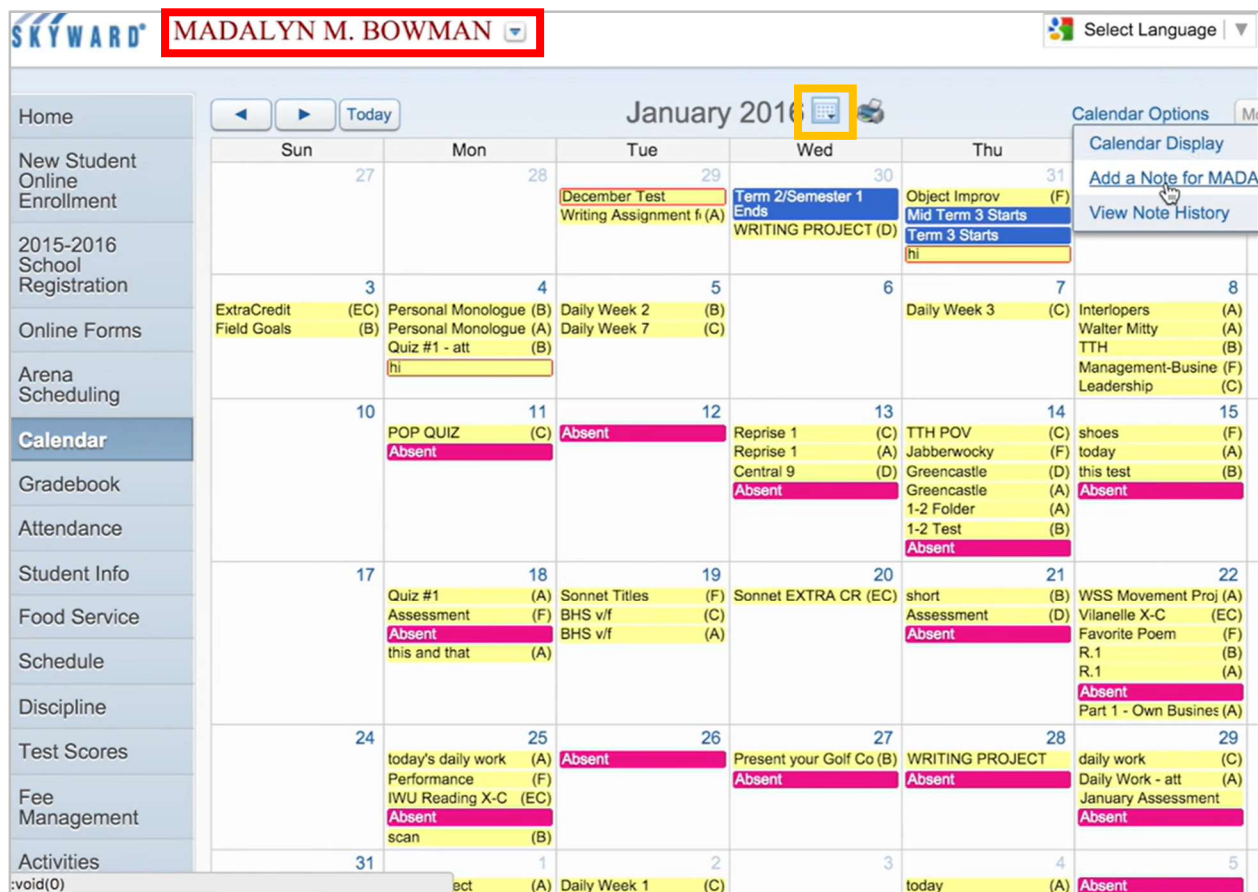


Figure 1

To change which of your children’s calendars you are viewing, you can click their name at the top left-hand corner of the page (red box). This will open a drop-down menu where you can choose whose calendar you wish to see. If you would like to view a different month, you can click on the calendar icon next to the month and year at the top of the calendar (orange box). If you click on any of the events in the calendar, more information will be displayed.

Calendar Options

To adjust any display settings, click on the “Calendar Options” button at the top left-hand corner of the screen (figure 2). Then click on the “Calendar Display” button that appears (red box).

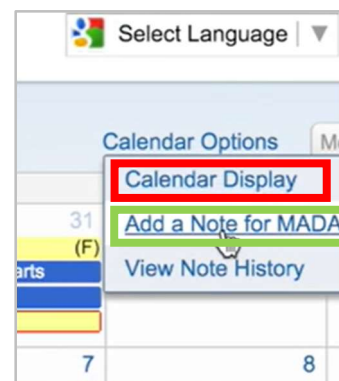


Figure 2

A pop-up should appear where you can adjust what things show on the calendar and what color they appear (figure 3). If you want to change the color that the event shows up as, just click on the color that is just right of the option. Then click “Pick Color” (orange box) and pick another color (figure 4).

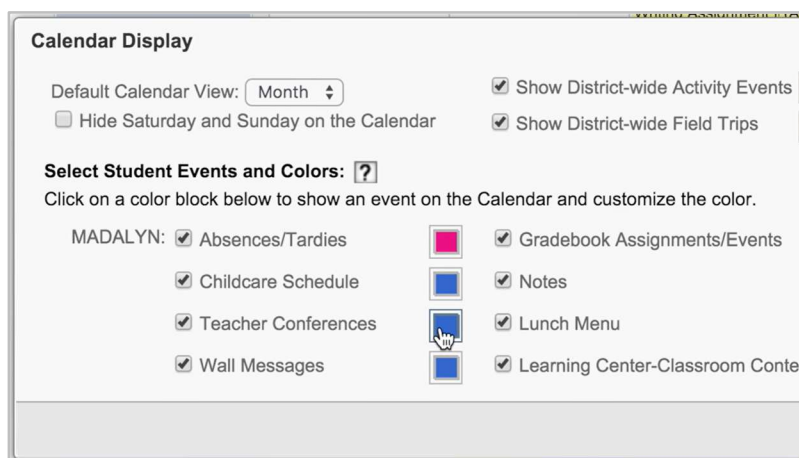


Figure 3

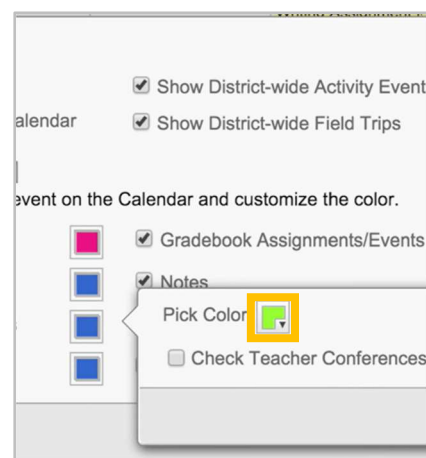


Figure 4

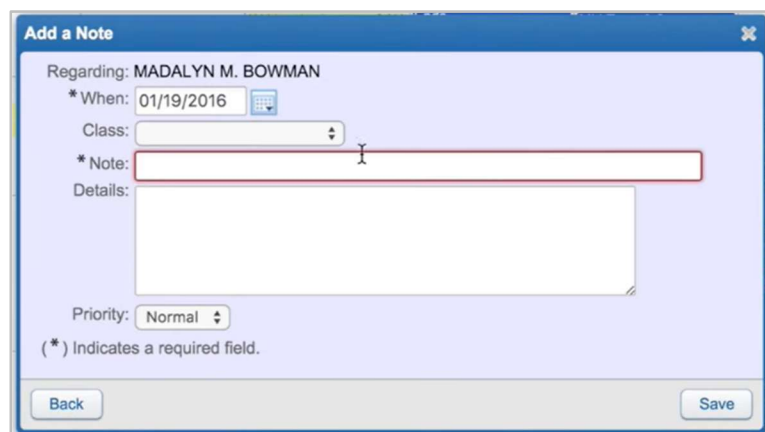


Figure 5

If you want to add an event or note to the calendar, you can click on “Calendar Options” and then “Add a Note for [Name of Child]” (figure 2 green box). Then you can fill out the information and hit “Save” (figure 5). The event should then appear on the Calendar.

Gradebook

One of the most important tools that Skyward offers is the ability to keep updated with your child's grades. First click "Gradebook" in the menu (figure 1). Then you will also need to specify whose grades you want to see by clicking the drop-down menu at the top left corner of the screen and selecting the child's name that you want to see (red box).

The screenshot shows the Skyward Gradebook interface. At the top, a dropdown menu displays 'DAVID C. AASE' (highlighted with a red box). The left sidebar contains a list of navigation options: Home, New Student Online Enrollment, 2015-2016 School Registration, Online Forms, Arena Scheduling, Calendar, **Gradebook**, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, and Fee. The main content area is titled 'Gradebook' and is divided into three sections: 'Missing Assignments' (green box), 'Online Assignments' (orange box), and 'Class Grades' (orange box). The 'Missing Assignments' section shows that DAVID has 2 missing assignments: 'Due: 01/04/2016 English' and '12/31/2015 English'. The 'Online Assignments' section shows that DAVID has 3 online assignments: 'March Assessment, English' (Open until 04/05/2016 at 12:00 PM), 'February Assessment, English' (Open until 03/04/2016 at 12:00 PM), and 'Status: Open'. The 'Class Grades' section shows a table of grades for various classes, with the current term highlighted in bold.

Class	M1	Q1	M2	Q2	SE1	S1	M3	Q3	M4	Q4	SE2	S2
English (Period 1 (7:30 AM - 8:20 AM)) SHANNON HARRIES	B	B	A	B		B						
English (Period 1 (7:30 AM - 8:20 AM)) SHANNON HARRIES							B	B	B	B		B
Accounting II and Finance (Period 2 (8:20 AM - 9:10 AM)) GERALD KAKACH												
Accounting II and Finance (Period 2 (8:20 AM - 9:10 AM)) GERALD KAKACH												
Algebra II/Trigonometry (Period 6 (11:40 AM - 12:30 PM)) GAIL MATTHIES												
Algebra II/Trigonometry (Period 6 (11:40 AM - 12:30 PM)) GAIL MATTHIES												

Figure 1

Here you should be able to view your child's current grades (orange box) as well as any missing assignments that your child has (green box).

Class Information

If you would like to view the information on the class, you can click any class title (figure 2). It should show you the information such as the teacher, the time of the class, and the room number.

The screenshot shows the Skyward Class Info interface. At the top, a dropdown menu displays 'DAVID C. AASE' (highlighted with a red box). The left sidebar contains a list of navigation options: Home, New Student Online Enrollment, 2015-2016 School Registration, Online Forms, Arena Scheduling, Calendar, **Gradebook**, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, and Fee. The main content area is titled 'Class Info' and shows details for the English (Period 1) class, including the teacher (SHANNON HARRIES), course length (Spring), and meeting times (Thu Dec 31, 2015 to Tue Jun 28, 2016).

Class Info	
English (Period 1) SHANNON HARRIES	Curriculum Maps
Skyward High School	Dept: English
Alphakey / Section: 004040 / 01	Subj: English
Course Length: Spring	Credits: 0.500
Curriculum: College Lit2	Course Grades: 9 - 12
Explanation: College Lit II	
Show Assignments Taken Online	
Meeting Times	
Teacher: SHANNON HARRIES	Period: 1
Start Date: Thu Dec 31, 2015	Time: 7:30 AM - 8:20 AM
End Date: Tue Jun 28, 2016	Room: G-208

Figure 2

Change Terms

The default option for the gradebook is to show all terms. If you would like to only view the current term or only previous and current terms, you can click on the “Display Options” button in figure 1 (blue box). A drop down that looks like this (figure 3) should appear. You can choose whichever option you would like, and the gradebook page will automatically update.

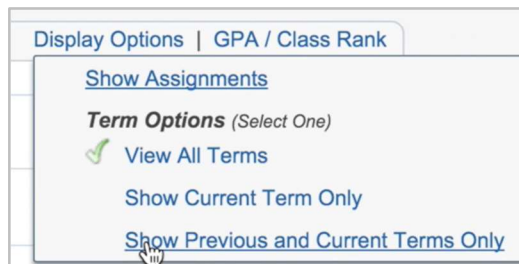


Figure 3

GPA

If you would like to view your child’s current GPA, you can do so by clicking the “GPA/Class Rank button” (purple box) next to the “Display Options” button in figure 1.

Individual Assignment View

If you would like to check individual assignment’s grades, you can do so by clicking the overall grade of the class. This will show a breakdown of the overall grade by showing individual assignment’s grades (figure 4). You can also check the weights of each assignment category.

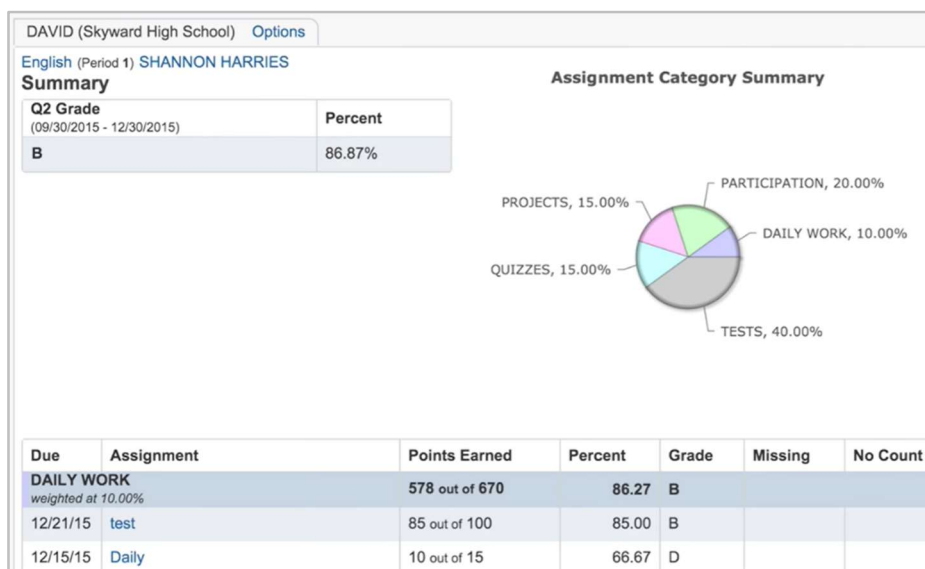


Figure 4

Attendance

To check your child's attendance record, please click on the "Attendance" button in the menu. When you click on it, you should see any existing absence requests for this year on the screen (figure 1).

Absence Requests

To put in an absence request, click on "Add Absence Request" at the top of the screen (red box). A new screen that looks like figure 2 should appear. If your child will be absent a full day, you can keep "All Day:" marked (orange box), but if they are only going to be absent for a portion of a day, you will need to unmark this option and fill out the newly populated information shown in figure 3.

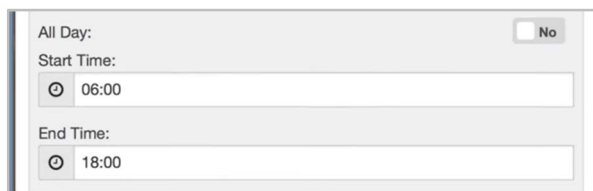


Figure 3 shows a portion of the "Add Absence Request" form. It includes the "All Day:" checkbox (which is unchecked), the "Start Time:" field with a clock icon and the value "06:00", and the "End Time:" field with a clock icon and the value "18:00".

Figure 3

After everything required is filled out, click "Submit" at the top of the page (green box).

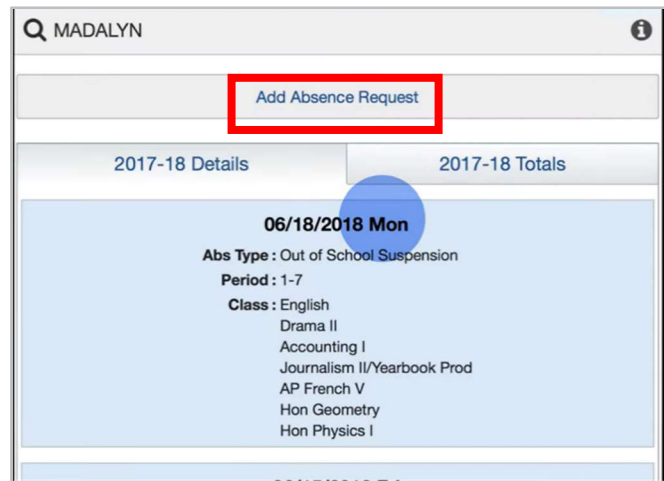


Figure 1 shows the main attendance screen. At the top, there is a search bar with "MADALYN" and an information icon. Below this is a button labeled "Add Absence Request", which is highlighted with a red box. Underneath are two tabs: "2017-18 Details" and "2017-18 Totals". The "2017-18 Details" tab is active, showing a date "06/18/2018 Mon" and a list of classes: English, Drama II, Accounting I, Journalism II/Yearbook Prod, AP French V, Hon Geometry, and Hon Physics I. The "Abs Type" is "Out of School Suspension" and the "Period" is "1-7".

Figure 1

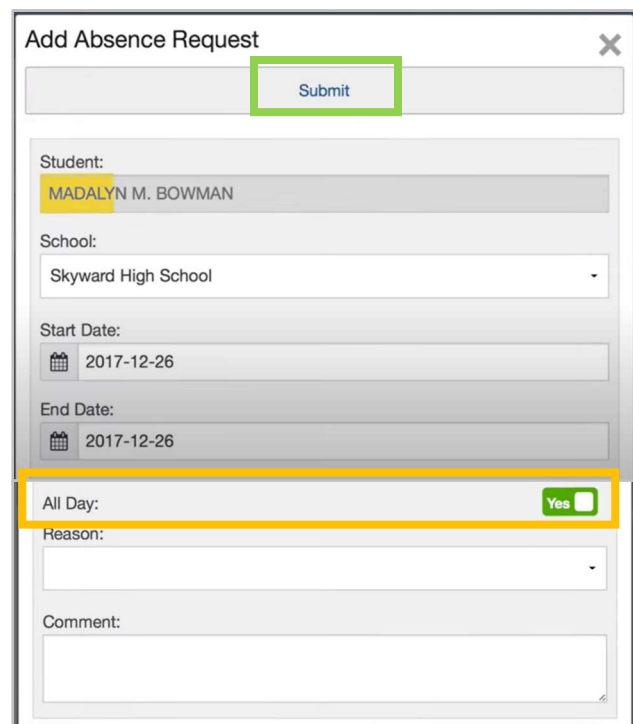


Figure 2 shows the full "Add Absence Request" form. At the top, there is a "Submit" button highlighted with a green box. Below it are fields for "Student:" (MADALYN M. BOWMAN), "School:" (Skyward High School), "Start Date:" (2017-12-26), and "End Date:" (2017-12-26). At the bottom, there is a section for "All Day:" (checked, highlighted with an orange box) and "Reason:" (a dropdown menu). There is also a "Comment:" field at the very bottom.

Figure 2

Food Service

Another option in the menu is “Food Service” (figure 1). This is where you can check your student’s current lunch balance (red box), lunch menu (orange box), and purchase history (yellow box).

The screenshot displays the 'Food Service' web application. On the left is a navigation sidebar. The main area is divided into sections for account balance, today's menu, and weekly purchases. The 'Current Account Balance' section shows a family balance of \$138.31 and a 'PAID' lunch type. The 'Today's Lunch Menu' section includes a link to the 'Lunch Calendar' and a message that no details are available for the current date. The 'Weekly Purchases' section shows a total of \$13.50 for the week of Jan 19, 2016, with a daily breakdown for Jan 17, 18, 19, and 20. A 'Make a Payment' button is highlighted in green.

Figure 1

You can also add more money to your child’s lunch balance. To add money to your child’s lunch balance, first click “Make a Payment” (green box). Once you have done this, click on the following link to access an in-depth document on making payments: https://jordandistrict.org/wp-content/uploads/080_Family-Access-Lunch-Fee-Payments.pdf.

Graduation Requirements

Which courses are required for graduation can be confusing! Take all the guesswork out by viewing your student's graduation plan using the graduation requirements tool. To access this, go to the menu and click on the "Graduation Requirements" button. It should take you to a page that looks like the image below (figure 1). On this page there is a list of all the graduation requirements (red box) and a grade-by-grade breakdown of which course should be taken in each grade. You can add or remove courses to adjust your students planned schedule by clicking the paper and pencil icon next to the class name (green box) and clicking one of the drop-down options (figure 2).

Career Plan for Cecille A. Streep
 Student Signature is Required (Sign) Guardian Signature is Required

Grade 09	Grade 10	Grade 11
▼ 2015 - 2016 ACT/DAILY LIVING I ALT CURRICULUM EDU... Credits: 1.000 Weight: REGULAR ALGEBRA I ALGEBRA I Credits: 1.000 Weight: REGULAR BIOLOGY BIOLOGY Credits: 1.000 Weight: REGULAR CAREER ORIENTATION CAREER ORIENTATION Credits: 1.000 Weight: REGULAR ENGLISH I ENGLISH I Credits: 1.000 Weight: REGULAR LIFETIME WELLNESS... LIFETIME WELLNESS... Credits: 1.000 Weight: REGULAR	▼ 2016 - 2017 IPC IPC Credits: 0.000 Weight: REGULAR ALT CURRICULUM EDU... ALT CURRICULUM EDU... Credits: 0.000 Weight: REGULAR ENGLISH II ENGLISH II Credits: 0.000 Weight: REGULAR GEOMETRY GEOMETRY Credits: 0.000 Weight: REGULAR HORTICULTURE SCIENCE HORTICULTURE SCIENCE Credits: 0.000 Weight: REGULAR LIFETIME WELLNESS... LIFETIME WELLNESS... Credits: 0.000 Weight: REGULAR	▼ 2018 - 2019 SPANISH II Credits: 1.000 Weight: REGULAR

Graduation Requirements

Area	Req	In Plan
Total	22.000	7.000
English Language Arts	4.000	0.000
English I	1.000	0.000
English II	1.000	0.000
English III	1.000	0.000
Electives	1.000	0.000
Mathematics	3.000	0.000
Algebra I	1.000	0.000
Geometry	1.000	0.000
Electives	1.000	0.000
Science	2.000	0.000
Biology	1.000	0.000
Integrated Physics & C...	1.000	0.000
Social Studies	2.500	0.000
US History Studies	1.000	0.000
US Government	0.500	0.000
World History/Geograph...	1.000	0.000
Economics	0.500	0.000
Academic Elective	1.000	0.000
Physical Education	1.000	0.500
Foundations of Persona...	0.500	0.500
Electives	0.500	0.000
Health Education	0.500	0.000
Speech	0.500	0.000
Technology Applications	1.000	0.000
General Electives	6.000	6.500

Figure 1

If you have any questions about the specifics regarding graduation requirements or your students schedule, please contact a school counselor to discuss them. Remember, we are here to help you with all questions you may have.

APPLIED MTH II
[Edit Grade Level](#)
[Remove Curriculum](#)

Figure 2



Contact Us

If you have any questions or concerns, please contact Golden Fields Elementary at 801-567-8910.