



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.

<p>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.</p>	
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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.

The screenshot shows the Skyward Family Access website. At the top, it displays "SHANNON HARRIES" and "My Account". Below the header, there are links for "Select Language" and "District Links". The main interface is divided into three main sections: a sidebar on the left, a central message feed, and a calendar on the right. The sidebar (red box) contains links for Home, New Student Online Enrollment, 2015-2016 School Registration, Online Forms, Arena Scheduling, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, and Test Scores. The central area (orange box) shows a message from "SHANNON HARRIES (English / 01, Period 1)" about an "Author Visit Joe Smith". It also displays an "Attendance Notification" for "Period 01. Unexcused Absence". The right side (yellow box) shows a list of upcoming events from the calendar, including "Absent" entries for various dates in January 2016.

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.

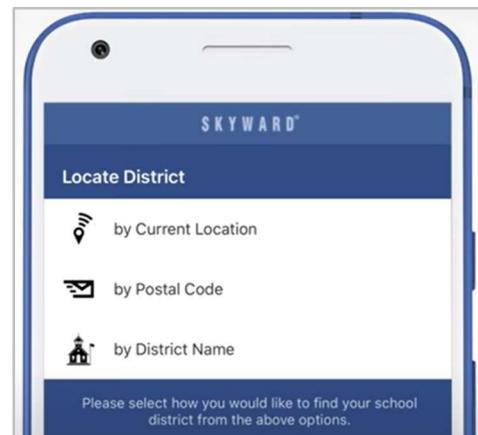


Figure 3

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.

The screenshot shows a mobile application interface titled "Class Grades". At the top, there is a search bar with the name "MADALYN" and a magnifying glass icon. Below the search bar, the text "Skyward High School" is displayed. The main area is a grid showing current grades for four classes: English, Drama I, Journalism, and AP French V. Each class row includes the class name, teacher name, quarter (Q2), semester (SE1), and semester (S1) columns. The English class has a grade of B and a score of 84.34. The Drama I class has a grade of B and a score of 83.18. The Journalism class has a grade of B and a score of 82.61. The AP French V class has a grade of B and a score of 87.00. A red box highlights the three horizontal lines icon in the top right corner of the main screen area.

Figure 4

The screenshot shows the expanded menu from Figure 4. The title "STUDENT ACCESS" is at the top. Below it are six menu items: "Attendance", "Calendar", "Food Service", "Gradebook" (with a right-pointing arrow), "Schedule", and "Student Information". Each item is accompanied by a small icon: a star for Attendance, a clock for Calendar, a grid for Food Service, a person for Gradebook, a calendar for Schedule, and a person for 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).

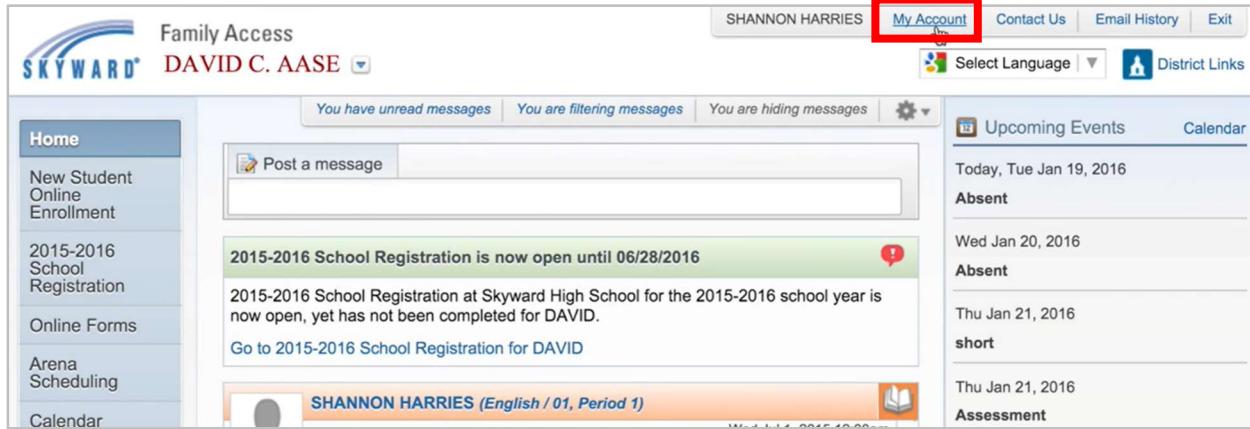


Figure 4

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).

A screenshot of the "Email Notifications" section of the account settings page. It includes checkboxes for receiving daily attendance notifications (Wall Message), grading emails, progress report emails (Daily, Weekly, Monthly), and food service balance alerts. Below this, there's a "School Directory" section with checkboxes for adding family members and displaying information like family address, phone numbers, and student details. A green box highlights the "School Directory" section.

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-based enrollment form titled "New Student Enrollment: Account Request". At the top, there is a message: "This form is the first step to enrolling your new student online. Complete it to request an account." Below this, a note says: "If you already have a Skyward Family Access account, please login to Skyward Online Enrollment at [http://skyward.jordan.k12.ut.us](#)." The main section is titled "Enter the name of the legal parent/guardian of the student you want to enroll". It contains four input fields: "Guardian Legal First Name", "Guardian Legal Last Name", "Guardian Legal Middle Name", and "Guardian Legal Name Prefix" (with a dropdown menu) and "Guardian Legal Name Suffix" (with a dropdown menu). Below this is a section titled "Guardian contact information" with three input fields: "Guardian Email Address" (with a checkbox for "I don't have an email"), "Re-type Email Address", and "Guardian Primary Phone Number". At the bottom left, a note states: "Asterisk (*) denotes a required field". At the bottom right, there is an orange button labeled "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 the 'Step 1a. Verify Student Information: Student Information (Required)' page. The page includes fields for General Information (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), and Allow Publication of Student's Name for: (Military: Yes, Higher Ed: No, District: Yes, Local: No, Public: Yes, Media: Yes). To the right, a vertical list of steps is shown in a red box: 1. Verify Student Information (a. Student Information selected), b. Family Address, c. Family Information, d. Emergency Information, e. Emergency Contacts, f. Health Information, 2. Volunteer Form, 3. Add a Food Service Application, 4. Make a Fee Payment, 5. Childcare Enrollment, 6. Visit our website, 7. Complete 2016-2017 School Registration. Buttons at the bottom include 'Previous Step', 'Next Step' (highlighted in orange), 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.

The screenshot shows the Skyward calendar interface for January 2016. At the top left is the "SKYWARD" logo and the student's name "MADALYN M. BOWMAN" in a red box. To the right is a "Select Language" dropdown. The main area is a grid of days from January 27 to February 5. A yellow box highlights the calendar icon at the top center. The days are color-coded: grey for weekends, light blue for weekdays, and pink for holidays. Each day contains a list of events. For example, January 29 has a "December Test" and "Writing Assignment fr (A)". January 30 is labeled "Term 2/Semester 1 Ends WRITING PROJECT (D)". January 31 has "Object Improv (F)", "Mid Term 3 Starts", and "Term 3 Starts". The right side of the calendar has a sidebar with "Calendar Options" and "Calendar Display" buttons, along with links to "Add a Note for MADA", "View Note History", and "Print".

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).

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).

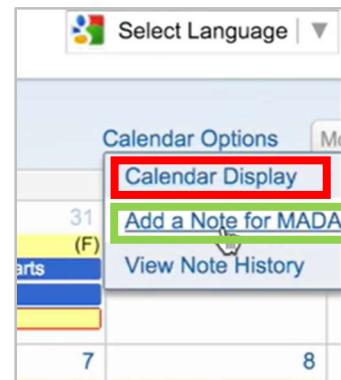


Figure 2

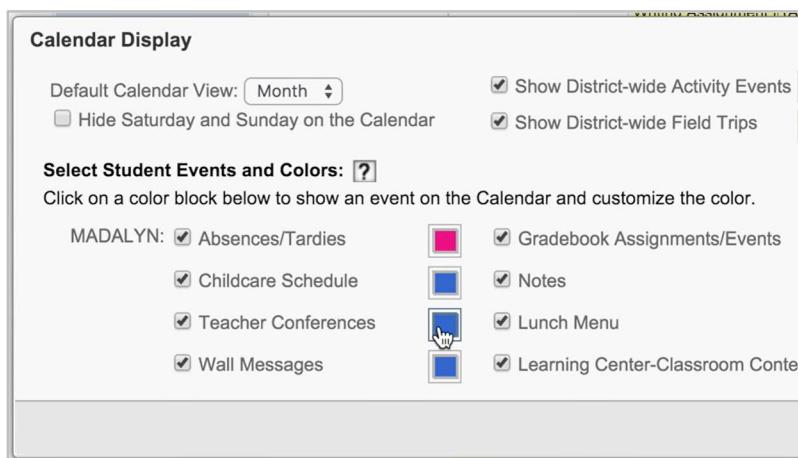


Figure 3

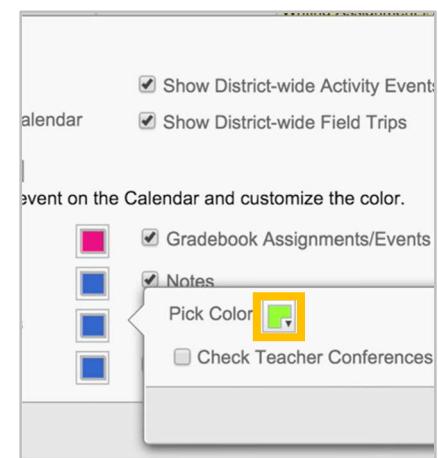


Figure 4

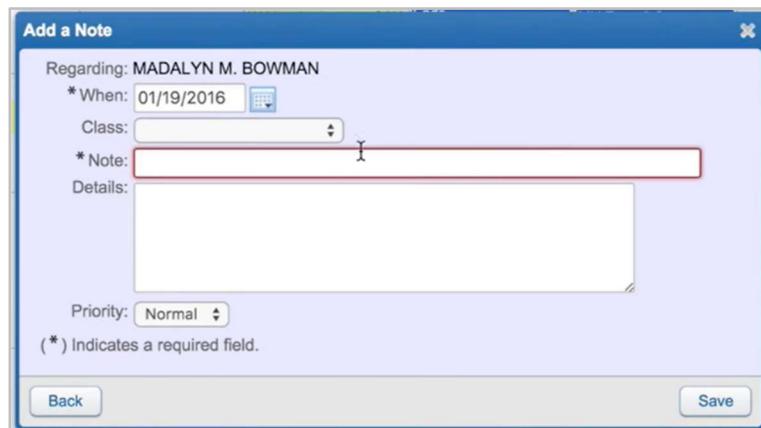


Figure 5

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, there is a dropdown menu labeled "DAVID C. AASE". Below it, the "Gradebook" section is visible. On the left, a sidebar lists various menu items: Home, New Student Online Enrollment, 2015-2016 School Registration, Online Forms, Arena Scheduling, Calendar, Gradebook (which is selected and highlighted in blue), Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, and Fee. The main content area is divided into two sections: "Missing Assignments (Show All)" and "Online Assignments (Show All)". The "Missing Assignments" section shows that David has 2 missing assignments due on 01/04/2016 and 12/31/2015. The "Online Assignments" section shows 3 online assignments: March Assessment (due 04/05/2016) and February Assessment (due 03/04/2016). Below these sections is the "Class Grades" table. The table has columns for Class, M1, Q1, M2, Q2, SE1, S1, M3, Q3, M4, Q4, SE2, and S2. The rows represent different classes: English (Period 1), English (Period 2), Accounting II and Finance (Period 2), Accounting II and Finance (Period 6), Algebra II/Trigonometry (Period 6), and Algebra II/Trigonometry (Period 6). The table includes a note: "Grades posted to the report card are in bold. The current term is highlighted." The "GPA / Class Rank" button is highlighted in purple.

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.

This screenshot shows a detailed view of a class record for English (Period 1). The window is titled "Period 1 (7:30 AM - 8:20 AM)". It contains several tabs: "Class Info", "Curriculum Maps", "Meeting Times", and "Show Assignments Taken Online". The "Class Info" tab is active and displays the following information: Teacher: SHANNON HARRIES, Curriculum: Skyward High School, Dept: English, Alphakey / Section: 004040 / 01, Subj: English, Course Length: Spring, Credits: 0.500, Curriculum: College Lit2, Course Grades: 9 - 12, and Explanation: College Lit II. There is also a link to "Show Assignments Taken Online". The "Meeting Times" tab shows the teacher, period, start date, end date, time, and room number: Teacher: SHANNON HARRIES, Period: 1, Start Date: Thu Dec 31, 2015, End Date: Tue Jun 28, 2016, Time: 7:30 AM - 8:20 AM, and Room: G-208. A red "X" icon is located in the top right corner of the window.

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.

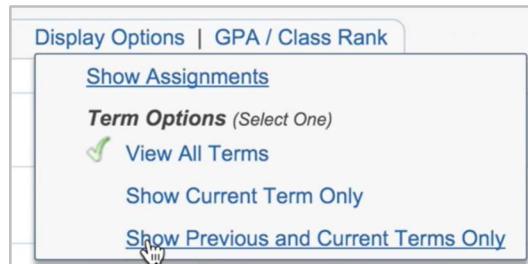


Figure 3

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.

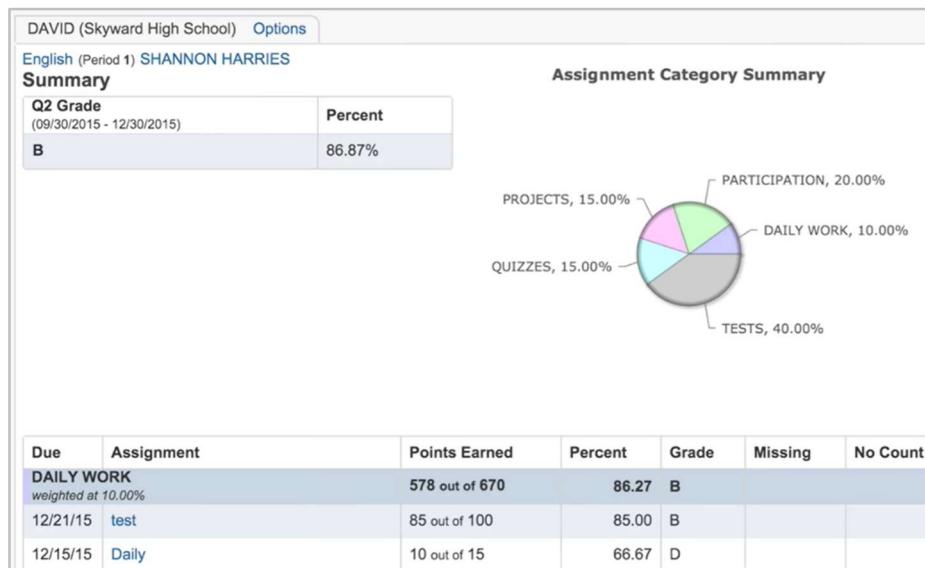


Figure 4

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.

The screenshot shows a form for adding an absence request. It includes fields for 'All Day' (checkbox), 'Start Time' (radio buttons for 06:00 and 18:00), and 'End Time' (radio buttons for 06:00 and 18:00). There is also a 'No' checkbox at the top left of the form area.

Figure 3

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

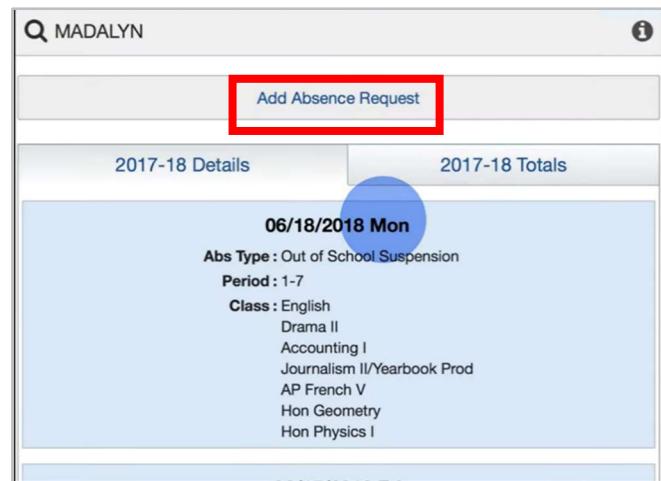


Figure 1

The screenshot shows the 'Add Absence Request' dialog box. It includes fields for 'Student' (MADALYN M. BOWMAN), 'School' (Skyward High School), 'Start Date' (2017-12-26), 'End Date' (2017-12-26), and 'All Day' (checkbox checked, highlighted with a green border). Other fields include 'Reason' (dropdown menu) and 'Comment' (text area). A green box highlights the 'Submit' button at the top right.

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 shows the Food Service page with several sections highlighted:

- Current Account Balance** (Red Box):
 - Family: \$138.31
 - Lunch Type: PAID
- Today's Lunch Menu** (Orange Box):

No lunch menu details are available for the current date.
- Lunch Calendar**: A link to view the calendar.
- Print Reports**: A section for meal statements.
- Weekly Purchases For: Tue Jan 19, 2016** (Yellow Box):

Item	Price
Sun Jan 17, 2016	
BREAKFAST	\$1.50
Total	\$1.50
Mon Jan 18, 2016	
No purchases for this date.	
Tue Jan 19, 2016	
WATER	\$1.25
Total	\$1.25
Wed Jan 20, 2016	
BREAKFAST	\$1.50
Total	\$1.50

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).

The screenshot shows a graduation requirements tool interface. On the left, three columns represent Grade 9, Grade 10, and Grade 11. Each column lists courses with their credits and weights. In Grade 10, the 'IPC' and 'SPANISH II' entries have green edit icons next to them. On the right, a large red box highlights the 'Graduation Requirements' section, which is a table with columns for Area, Req, and In Plan. The table details the required credits for various subjects across different areas.

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.

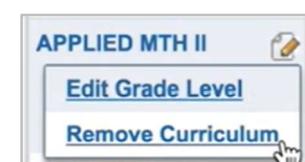


Figure 2



Contact Us

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