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.

Table of Contents

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".

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.
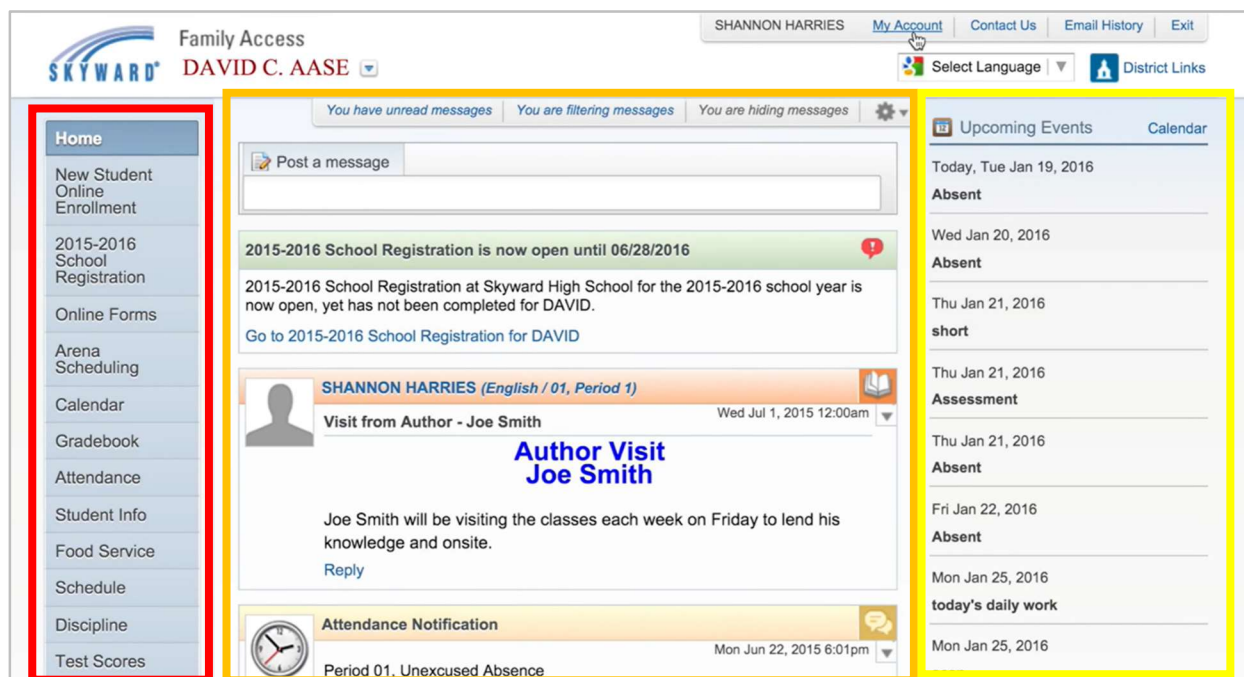

Figure 2

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.
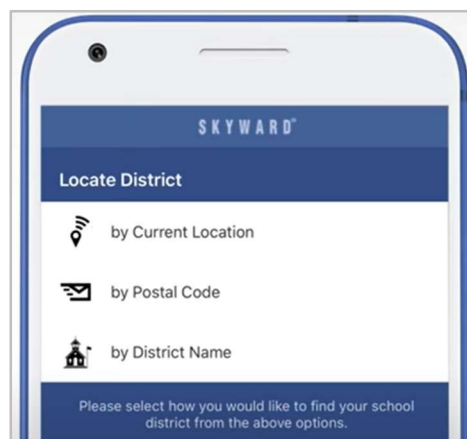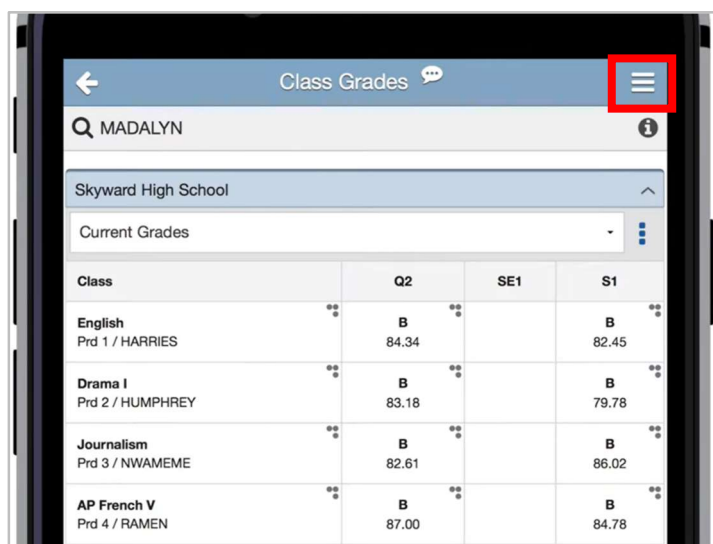

Figure 3

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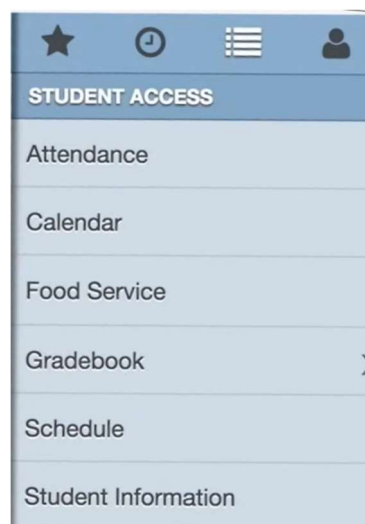
First Time User? If you have not been given your login ID, please see "New Student Enrollment".

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.

Figure 4

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).
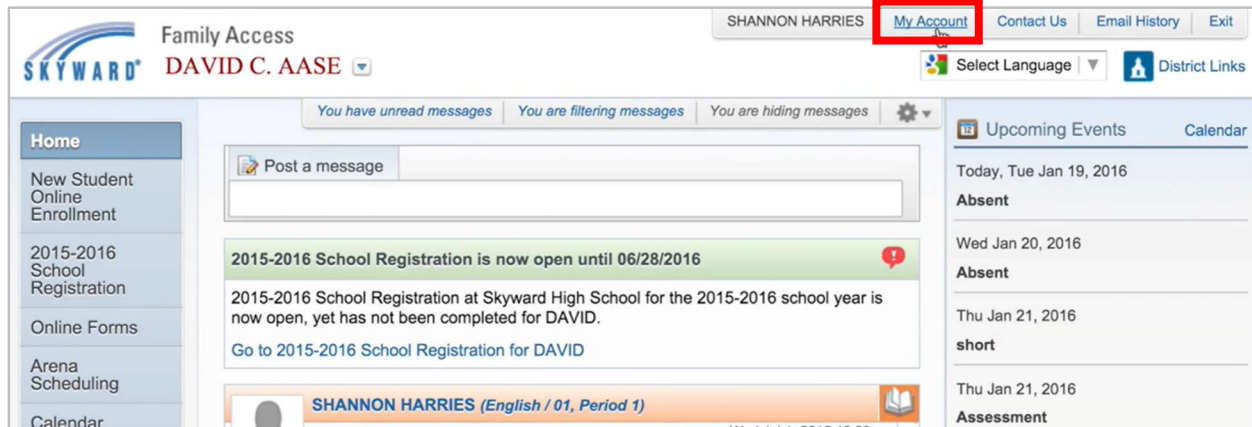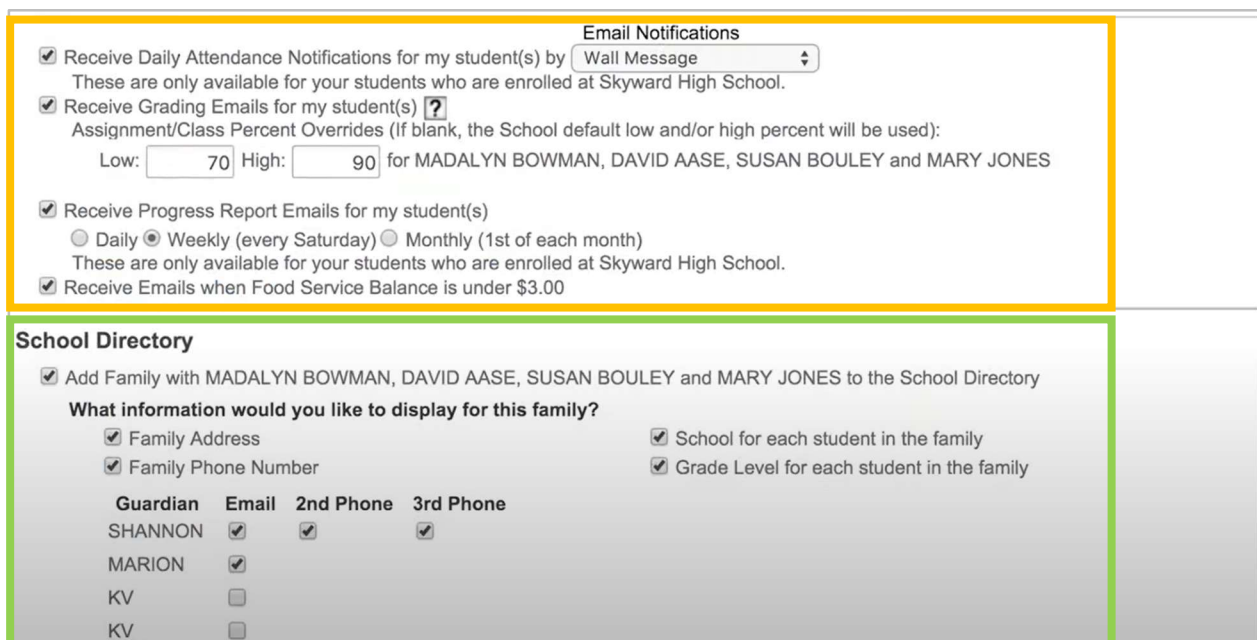

Figure 4

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).
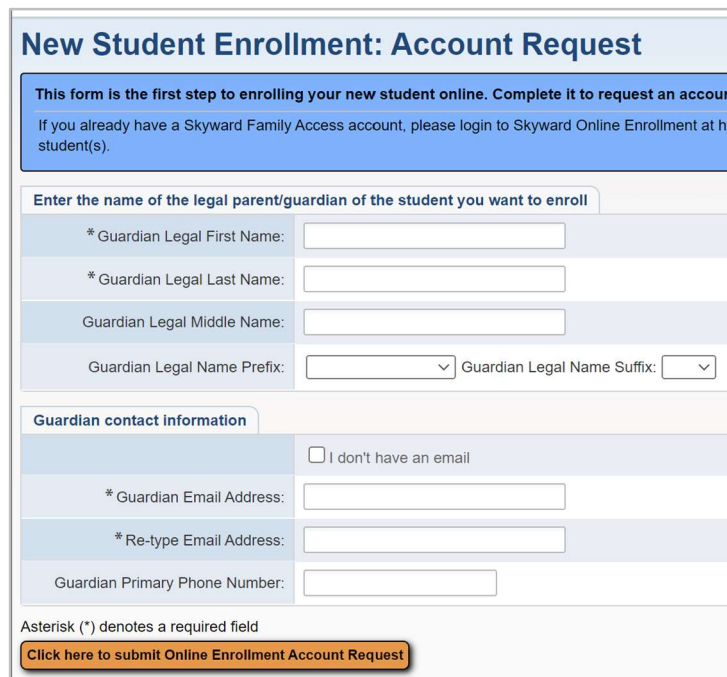

Figure 2

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:

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.

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.
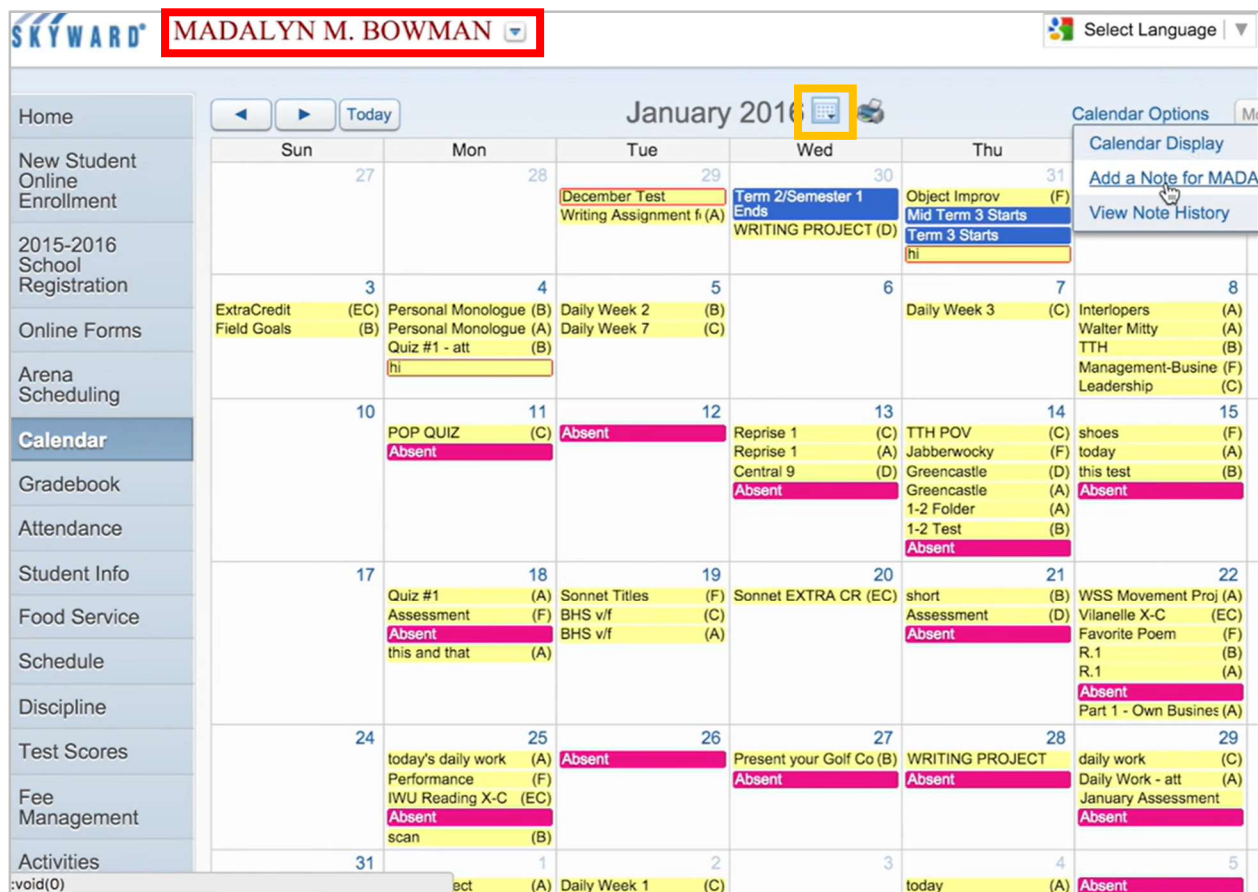

Figure 1

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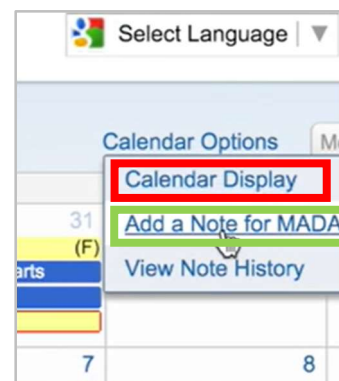
A pop-up should appear where you can adjust what things show on the calendar and what color they appear (figure 3). If you want to change the color that the event shows up as, just click on the color that is just right of the option. Then click "Pick Color" (orange box) and pick another color (figure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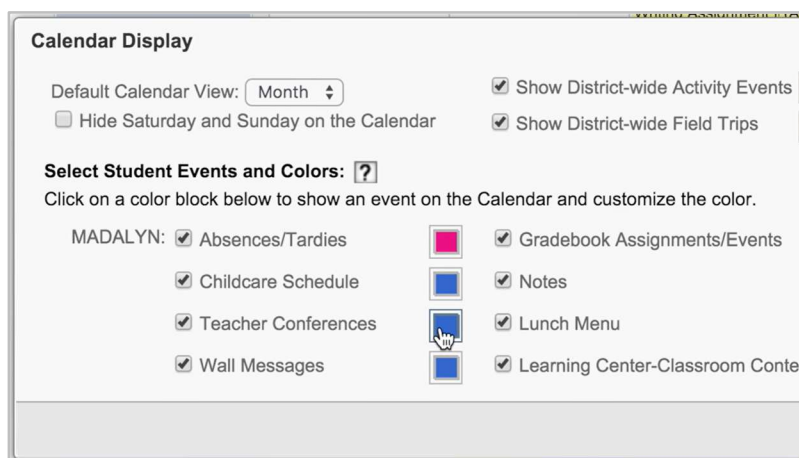

Figure 2
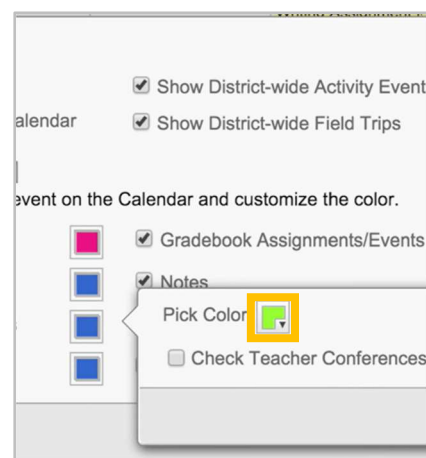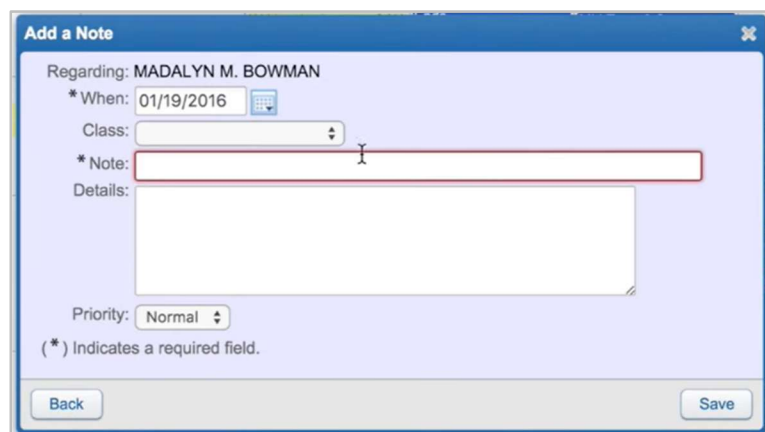
Figure 3

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).

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.

Figure 2

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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.
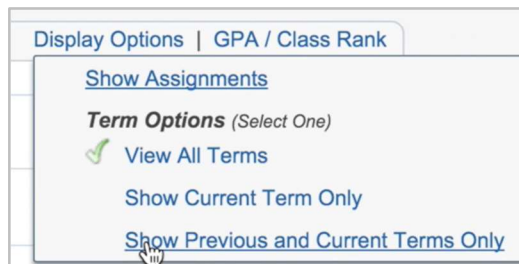

Figure 3

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.
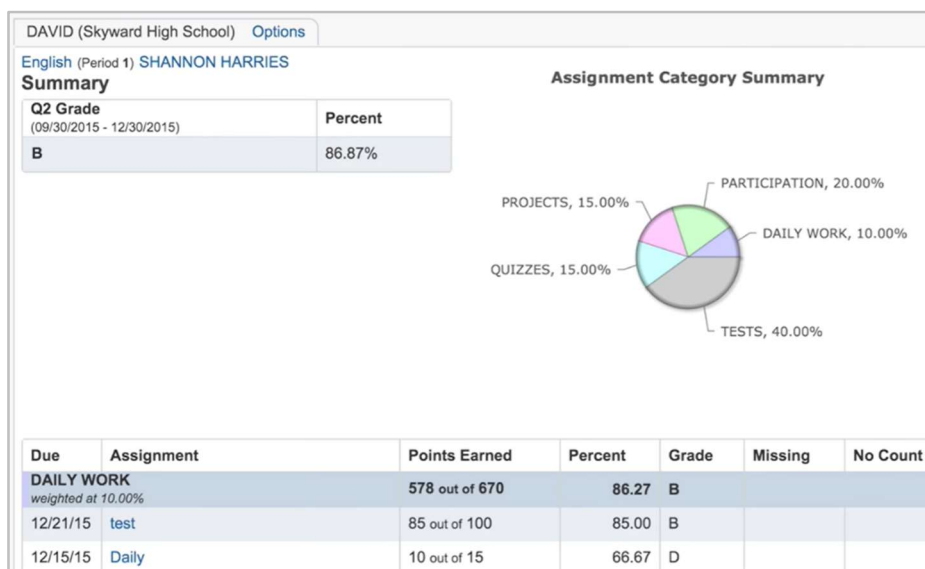

Figure 4

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.
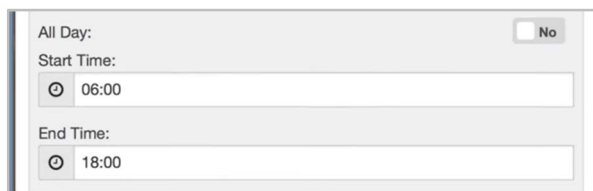
Figure 1

Figure 3

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

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).

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).

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.