

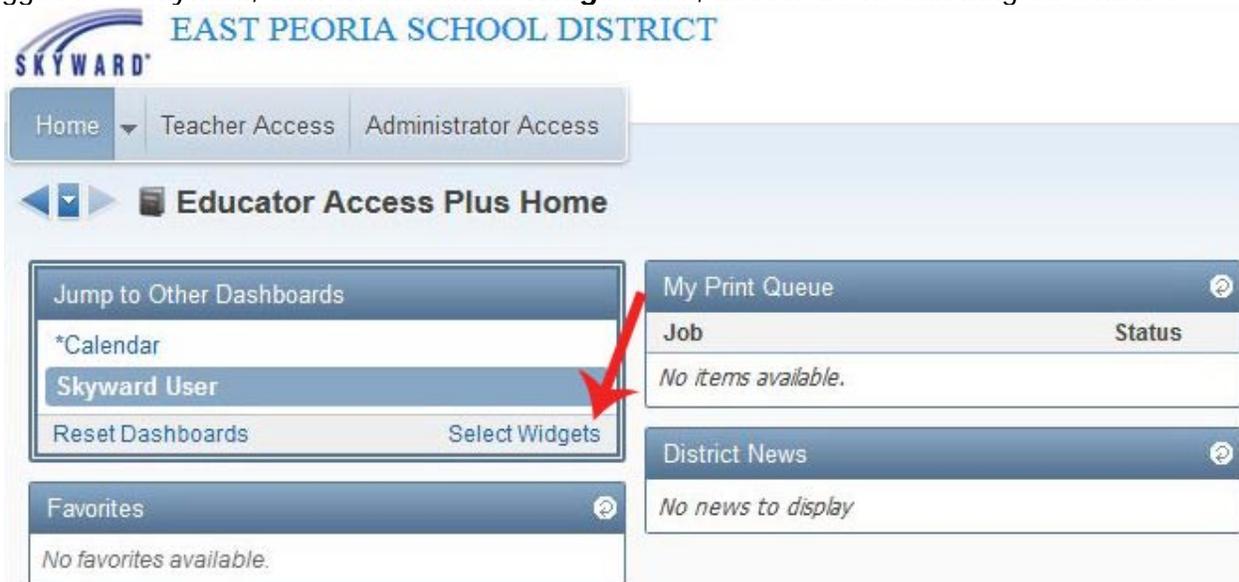
SKYWARD DOCUMENTATION: **Configuring Dashboard Widgets**

When you log in to Skyward the first page you view is called the Dashboard, and all Dashboards are individualized. Your Dashboard provides limited customization based on a select number of widgets that you may choose to enable or disable. Some of these widgets can be customized further through a nested options menu. This doc will cover:

1. Accessing the page to enable/disable widgets.
2. Accessing the nested menu for widgets.

Accessing the page to enable/disable widgets

Once logged in to Skyward, click on the **Select Widgets** link, as seen in the following screenshot:



The screenshot displays the Skyward interface for East Peoria School District. At the top, there is a navigation bar with 'Home', 'Teacher Access', and 'Administrator Access'. Below this is the 'Educator Access Plus Home' header. A dropdown menu is open under 'Home', showing options: 'Jump to Other Dashboards', '*Calendar', 'Skyward User' (highlighted with a red arrow), 'Reset Dashboards', and 'Select Widgets'. The main dashboard area contains several widgets: 'My Print Queue' (with a table showing 'Job' and 'Status' columns and 'No items available.'), 'District News' (with 'No news to display'), and 'Favorites' (with 'No favorites available.').

The subsequent page contains categorized lists of available widgets. Choosing which widgets you may or may not want to use is a matter of toggling the corresponding checkboxes and experimentation. Our district defaults are labeled with a star icon and you are free to disable them if you choose to do so. Once you have made your selections, click Save. Note that you may create multiple Dashboard configurations under your single account.



A few widgets that may interest you:

1. **My Print Queue:** Displays reports that you have run within the past two days. You can re-open any of the reports in this list by clicking on their title.
2. **Favorites:** Displays a list of areas of Skyward you tag as favorites. This allows you to travel to specific areas of Skyward using one click. Designating Favorites to populate your Favorites is covered in the doc "Skyward Favorites".
3. **Recent Programs:** Displays a list of the most recent locations you have accessed within Skyward. Clicking on one of the entries in this list will take you to that specified area in Skyward.
4. **Student Locator:** Provides a search area to quickly access the Student Locator from within Educator Access Plus. The Student Locator allows you to view a student's demographic, alert, and schedule information, including the room in which they are currently located. More specifics regarding the Student Locator are covered in the doc "Student Locator".

Accessing the nested menu for widgets

Each widget has a nested menu that will contain four or five buttons, depending on the widget. This nested menu can be located by putting your mouse cursor on the Refresh button, which is highlighted with a ridiculous red arrow in the following screenshot:



When your mouse cursor hovers over the Refresh button you will see the following four- or five-button menu appear. These buttons (from left to right) are: Remove, Options, Information, Minimize, and Refresh.



Each of these buttons operates in the following ways:

Remove: Removes the widget from your Dashboard. The widget can be re-enabled from the Select Widgets menu that was covered in the previous section.

Options: Provides contextual options to further customize the widget. Not all widgets have an Options button, and this is intended.

Information: Provides diagnostic information related to that widget. This button can be disregarded.

Minimize: Collapses the selected widget and replaces the entire nested menu with a single Maximize button (represented by a "+"). Clicking the Maximize button will expand the widget and make it available again.

Refresh: Reloads the data displayed in the selected widget.

That covers the basics of the Dashboard and widgets.

Related Docs that you may find useful include:

"Skyward Favorites"

"Student Locator"