

## SKYWARD DOCUMENTATION: **Student Locator**

The Student Locator is a tool that can be used to quickly access information related to an individual student, including their current schedule. This Doc will cover accessing the Student Locator through the two routes available:

1. Accessing through widget
2. Accessing through Student Management

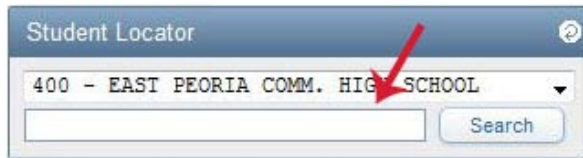
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### **Accessing Through Widget**

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We'll start by assuming you have enabled the Student Locator widget. The process for doing so is covered in a Doc, entitled "Configuring Dashboard Widgets".

The Student Locator widget appears in the following form. A dropdown located at the top of the widget is used to select which entity you want to search. If this appears blank, select 400 from the dropdown (as seen in the screenshot), otherwise it can be ignored. The two remaining elements of the widget are the text field and Search button. I suggest searching only by the student's last name, as including more than the last name can provide inaccurate results.



In this screenshot you can see that I searched for "a", and Skyward will then pull up a list of every student whose last name starts with "a". Search results are limited to six per page, and the "Previous 5 Students" and "Next 5 students" buttons at the bottom of the widget will allow you to page through the search results. Once you have found the student you are looking for, click on their name (blurred in the image, accompanied by a red arrow).

The screenshot shows the 'Student Locator' interface. At the top, it displays '400 - EAST PEORIA COMM. HIGH SCHOOL'. Below this is a search input field containing the letter 'a', with a red arrow pointing to it. To the right of the input field is a 'Search' button. The search results are presented as a list of student profiles, each with a small profile picture, a blurred name, and fields for 'Grade' and 'DOB'. The visible results include students in Grades 09, 10, 09, 09, 12, and 09. At the bottom of the widget is a 'Next 5 Students' button.

Grade	DOB
Grade: 09	05/17/2000
Grade: 10	05/17/2000
Grade: 09	05/17/2000
Grade: 09	05/17/2000
Grade: 12	05/17/2000
Grade: 09	05/17/2000

The following page will load after you select a student from your search results. Take a look at this screenshot to familiarize yourself with what is provided to you through the Student Locator – most of which is self-explanatory. Typically, the details of greatest importance are the current schedule and current location. The schedule will highlight whatever hour we are current in during a given day, and the Current Location field will populate the room number in which that class is taking place. If you wish to search for another student you may do so using the Student Field near the top of the page.

### Student/Staff Locator Print ? Back

Find:  Student  Staff

Student:

Schedule Day:

Current Location: **Building HS Room 333B**

Grade/Grad Yr:

Age:


Date of Birth:

Default Entity:

Homeroom:

Advisor:

Alert Information:



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#### [Student Name]'s Schedule Refresh Schedule

Prd	Start Time ▲	End Time	Class	Bldg	Room	Teacher	Phone	Ext.
01	7:50 AM	8:35 AM	PE COED S2 / 16	HS	122A	JONES, AMY		
02	8:40 AM	9:25 AM	HS 101 / 12	HS	257C	WERNZ, JACKY		
03	9:30 AM	10:15 AM	SURV IN TE S2 / 01	HS	159C	HAGEDORN, JIM		
04	10:20 AM	11:05 AM	ALGEBRA 1 ENR / 04	HS	333B	MAROLD, KATHERINE		
05B	11:45 AM	12:30 PM	BIOLOGY ENR / 05	HS	330B	STANLEY, CAMRON		
06	12:35 PM	1:20 PM	ENG 1-2 ENR / 06	HS	339B	KRUSE, MELISSA		
07	1:25 PM	2:10 PM	SPANISH 1-2 / 19	HS	261C	HORN, KELLY		

8 records displayed

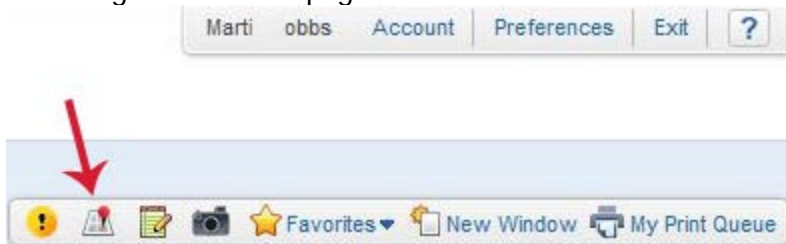
## Accessing Through Student Management

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Starting from the Home page, click the little arrow between the Home and Teacher Access buttons, then click Student Management from the dropdown menu.



Once the page loads, you want to select the icon of a pin on paper along the right-hand menu. The menu is located to the right of the title page.



Selecting the pin icon will bring up the Student Locator window that we saw in the last step of the previous section ("Accessing Through Widget"). In this case you will start with an unpopulated Student Locator and need to search for the student using the Student text field near the top of the page.

**Student/Staff Locator**

Find:  Student  Staff

Student:   Ranges

Related Docs that you may find useful include:  
"Configuring Dashboard Widgets"