

WSIPC Guide to SkyPort



STUDENT MEMBERSHIP SERVICES

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Introduction

What This Guide is About

This User's Guide explains SkyPort.

Who This Guide is For

This Guide helps anyone who will navigate in and personalize SkyPort.

What This Guide Contains

This Guide shows you how to:

- Log into SkyPort.
- Use Widgets to access information.
- Personalize SkyPort.
- Access other Skyward applications from SkyPort.

What You Should Know Before You Read This Guide

Before using this Guide, be sure you are familiar with all of the information in the *WSIPC Guide to Web Access*, which discusses basic features of Web Access.

What You Need to Get Started

To ensure that this software is compatible with your workstation, please refer to the document *WESPaC and IEPOnline Workstation Guidelines* on the WSIPC Infrastructure Services SharePoint site. If you don't have access to that site, please contact your Data Center.

Overview of SkyPort

SkyPort is a portal that provides you with a dashboard of information that is based on your roles in your school district.

A Dashboard is a collection of real-time information collated from various modules and applications from WESPaC and Web Access.

You can be identified as one or more of up to five roles: Student, Family, Teacher, Employee, and Secured User.

For example, if you are an employee of the district and also a guardian, SkyPort allows you to see your Time Off information and your child's grades all in one place. With SkyPort, districts now also have a single entry point that allows users access to Web Student Management, Web Financial Management, Web Human Resources, Educator Access Plus, Employee Access, and Family and Student Access.

Signing in to SkyPort

To sign in to SkyPort, you must access the sign-in screen. There is one sign-in screen for all three Web Access product lines (Human Resources, Financial Management, and Student Management) and all Web Applications such as Family Access and Educator Access Plus.

To access the sign-in screen:

- In the address bar of your browser, type the URL provided to you by your district.

Figure 1 shows an example of a SkyPort sign-in screen.

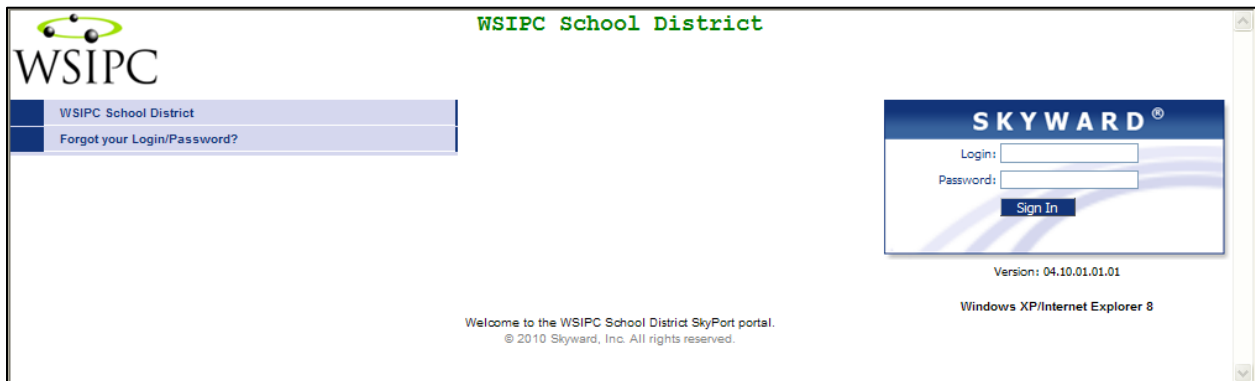


Figure 1 – Example of a SkyPort sign-in screen. The sign-in screen for each district will be slightly different.

To log into SkyPort:

1. Type your login and password in the Login and Password boxes.
2. Click Sign In.

If you have lost your login or password, click **Forgot your Login/Password** and follow the instructions. Once your identity is validated, your login and password are e-mailed to you.

Understanding the SkyPort Home page Layout

Once you have logged into SkyPort, the SkyPort home page appears. The SkyPort home page is divided into four main sections: Header, Navigation, Dashboard, and Footer (Figure 2).

Figure 2 – SkyPort home page

Header


The Header section appears at the top of the SkyPort home page. It is designed by your school district and typically includes the district’s name and logo. You may not see the Header section if your district has not configured it.

Navigation

The Navigation section appears directly below the Header section. It contains buttons that take you to other areas and applications based on your role and the level of security you’ve been granted. Click a button to go to that area or application. For example, clicking the Family Access button takes you to the Family Access application. When you are taken to another application, a new window opens but your SkyPort session remains active.

Below the navigation buttons are the tabs to your Dashboards (see “Personalizing your Dashboard”) and the following options.

Option	Description
Select Widgets	Determines which Widgets appear on your Dashboard. See “Personalizing your Dashboard” for more information about selecting Widgets.
Favorites ★	Takes you to your Favorites. See <i>WSIPC Guide to Web Access</i> for more information about setting Favorites.
Preferences ⚙	Determines your Web Access preferences. See <i>WSIPC Guide to Web Access</i> for more information about setting preferences.

My Print Queue 	Takes you to your Print Queue. See <i>WSIPC Guide to Web Access</i> for more information on how to use your Print Queue.
Sign out [Name]	Signs you out of SkyPort and returns you to the sign-in screen.

Dashboard

The Dashboard section is located directly below the Navigation section. The Dashboard contains Widgets, which display pertinent information based on your role. You can personalize the Dashboard by adding, moving, and deleting Widgets. For more information on personalizing the Dashboard, please see “Personalizing your Dashboard.”

Footer

The Footer section is at the bottom of the SkyPort home page. There are five hyperlinks in the Footer.

Option	Description
Select Widgets	Allows you to determine which Widgets appear on your Dashboard. See “Personalizing your Dashboard” for more information about selecting Widgets.
Add Tab	Allows you to add a Tab on your Dashboard. See “Personalizing your Dashboard” for more information about Tabs.
Delete Tab	Allows you to delete a Tab on your Dashboard. See “Personalizing your Dashboard” for more information about Tabs.
Reset Tabs	Allows you to reset your Dashboard to the default defined by your district. All your customizations are lost. See “Personalizing your Dashboard” for more information about Tabs.
View Login History	Allows you to view your Login History, including the Date, time, IP Address, Operating System, and Browser relating to each of your logins.

Personalizing Your Dashboard

The Dashboards of the SkyPort home page are organized by Tabs that display information according to your role. The information that appears on a tab is contained in a Widget. To understand how a Dashboard works, you must understand how Tabs and Widgets work.

Understanding Tabs

Dashboards are organized by Tabs. By default, a Tab is created for each role you play in the school district. If enabled by your district, A Calendar Tab is also created for everyone, regardless of their role. In Figure 3, the user is a guardian, a teacher, and a Secured User, and therefore has three corresponding Tabs in addition to the Calendar Tab.



Figure 3 – A User's Dashboard with four Tabs: Calendar, WESPac, Teacher, and Family.

By default, Widgets related to a role are placed in the corresponding Tab for that role. For example, the Guardian's Login History Widget is placed in the Family Tab on a Guardian's Dashboard. Each user can personalize their Dashboards by adding, deleting, and moving Tabs and Widgets.

Understanding Widgets

The information on your Dashboard is contained in Widgets. A Widget is an element that contains a certain type of information about your school, district, or an area of Web Access or WESPac. For example, the District Events Widget shown in Figure 4 contains information about district events.



Figure 4 – The District Events Widget.

Managing Tabs

You can manage your Tabs by adding, editing and deleting a Tab. Although you can personalize Tabs, all users in the district see the Calendar tab if this tab has been enabled by the district.

Adding a Tab

In addition to the Calendar Tab, a Dashboard can contain up to six Tabs. To add a Tab to your Dashboard:

1. Click the plus sign next to the last Tab on your Dashboard.
2. Type a name in the Tab Name box.
3. Select a Tab Position. The Tab Position represents the order in which the Tabs are displayed. The Calendar Tab is always considered to be position 0, so no Tab can be placed before the Calendar Tab.

NOTE You can select the Widgets you wish to add to the Tab. See “Managing Widgets” for more information.

4. Click Save.

Editing a Tab

You can rename or move a Tab (except the Calendar Tab).

To rename or move a Tab:

1. Select the Tab you want to rename or move.
2. Click Select Widgets in the Navigation section or in the Footer.
3. Do either of the following:
 - Change the name in the Tab Name box.
 - Change the Tab Position. The Tab Position represents the order in which the Tabs are displayed. The Calendar Tab is always considered to be position 0, so no Tab can be placed before the Calendar Tab.
4. Click Save.

Deleting a Tab

You can delete a Tab (except the Calendar Tab). When you delete a Tab, all Widgets on the Tab are also deleted and become inaccessible until you add the Widget to another Tab (see “Managing Widgets”).

To delete a Tab:

1. Select the Tab you want to delete.
2. Click the minus sign next to the last Tab on your Dashboard or the Delete Tab hyperlink in the Footer.

Managing Widgets

Selecting and managing Widgets allows you to personalize the information that you see on your Dashboards. This section shows you how to select Widgets, use the Widget Title Bar, and move Widgets from one Tab to another.

Selecting Widgets

You determine which Widgets appear on the Dashboard of a Tab.

To select Widgets to be displayed on a Tab’s Dashboard:

1. Select a Tab.
2. Click Select Widgets in the Navigation or Footer section.
3. A list of all Widgets available to you based on your roles appears as shown in Figure 5. Select the check box next to the Widgets you want to appear on the Dashboard of the Tab. To see a brief description of a Widget, click the plus sign next to it. For detailed information about a specific Widget, see Appendix A.
4. Clear the check box of any Widget that you do not want to see on the Dashboard of the Tab.
5. Click Save.

NOTE You can make a Widget appear on the Dashboard of more than one Tab.



Figure 5 – Selecting Widgets for a Tab

Using the Widget Title Bar

The Title Bar of a Widget is the dark-blue bar at the top of the Widget. The Title Bar contains the name of the Widget on the left and up to five buttons on the right. Figure 6 shows an example of the My Print Queue Widget with its Title Bar in dark blue. If the Widget name is underlined, you can click the name to go to that specific area or module. For example, clicking My Print Queue takes you to your Print Queue.

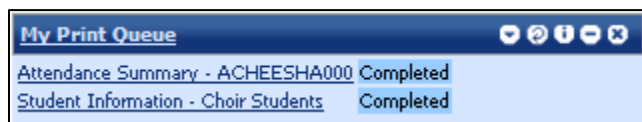








Figure 6 – The My Print Queue Widget

Button	Description
Options 	On some Widgets, the Options button appears when you pause your mouse pointer over it. Click the Options button to configure the Widget. See Appendix A for information on configuring a Widget.
Refresh 	The Refresh button appears when you pause your mouse pointer over a Widget. Click the Refresh button to refresh the contents of the Widget.

Information 	The Information button appears when you pause your mouse pointer over a Widget. Click the Information button to see a brief description of the Widget. For more detailed information about a Widget, see Appendix A.
Minimize 	The Minimize button appears only when the contents of a Widget are displayed. Click the Minimize button to hide the contents of a Widget. When minimized, only the Title Bar of the Widget is displayed.
Maximize 	The Maximize button appears only when the contents of a Widget are hidden. Click the Maximize button to show the contents of a Widget.
Remove 	The Remove button to remove a Widget from the Dashboard of a Tab. If a Widget is on the Dashboard of multiple Tabs, clicking the Remove button only removes the Widget from the Tab you are viewing.

Moving Widgets

The Dashboard is divided into three columns. Each Widget is automatically placed in one of the three columns. However, you can move a Widget to any location.

To move a Widget to a new location on the same Tab:

1. Click and hold your left mouse button while your mouse pointer is on the Title Bar of the Widget you want to move.
2. Drag the Widget to a new location.
3. Release the left mouse button.

To move a Widget to a new Tab:

1. Click and hold your left mouse button while your mouse pointer is on the Title Bar of the Widget you want to move.
2. Drag the Widget to a new Tab (except the Calendar Tab). The Tab turns yellow.
3. Release the left mouse button.

Using the Calendar Tab

If enabled by your district, the first Tab on your Dashboard is the Calendar Tab. The Calendar Tab cannot be moved, renamed, or deleted. It contains a calendar that shows events pertaining to your role. For example, if you are a student you may see your attendance records on the calendar.

If you are an employee, you may see your Time Off requests on the calendar. There are no Widgets in the Calendar Tab.

Viewing the Calendar

The calendar can be displayed in the following modes: Month, Week, Day, List by Event, and List by Date. To select a mode, click the corresponding button.

You can use the left and right arrow buttons at the top left corner of the calendar to go back or forward a month, a week, or a day, depending on the mode in which you are viewing the calendar. In the Month, List by Event, and List by Date modes, you can also click the month and year (for example, “July 2010”) next to the forward arrow button to view a specific month and year.

Viewing Event Details

You can view details about an event on the calendar.

To view event details:

- Click the event description.

A pop-up window appears with details about the selected event, as shown in Figure 7.

Downloading an Event

You can download an event and import it to your personal calendar.

To download an event:

- Click Add this event to your personal calendar.

The event is downloaded in .ics format, which is compatible with Google Calendar and Microsoft Outlook. When you have finished, click Back to return to the calendar.

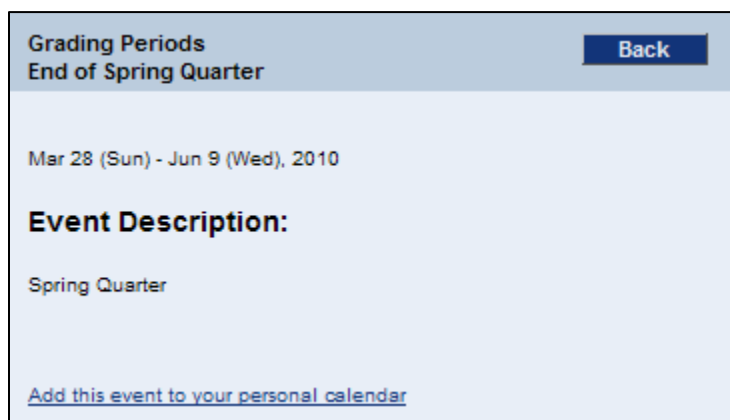


Figure 7 – Calendar event detail

Adding an Event

You can add your own events to the SkyPort calendar.

To add an event:

1. Click the plus sign on a day on the calendar.
2. Enter the start and end dates and times in the Start Date/Time and End Date/Time boxes.
3. Type a summary in the Event Summary box and, if you'd like, type a description in the Event Description box.
4. Click Save.

NOTE You cannot add an event in List by Event mode.
--

To edit or delete an event that you've added:

1. Click the description of the event on the calendar.
2. Click Edit this event.
3. Make the desired changes and click Save or click Delete to delete the event from the calendar.

Appendix A

List of Widgets

District Information

Available to: Everyone

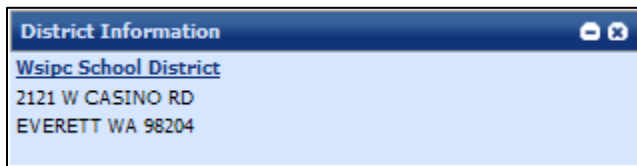


Figure 8 – District Information Widget

The District Information Widget displays a hyperlink of your school district's name and its address.

Grade Distribution

Available to: Teachers

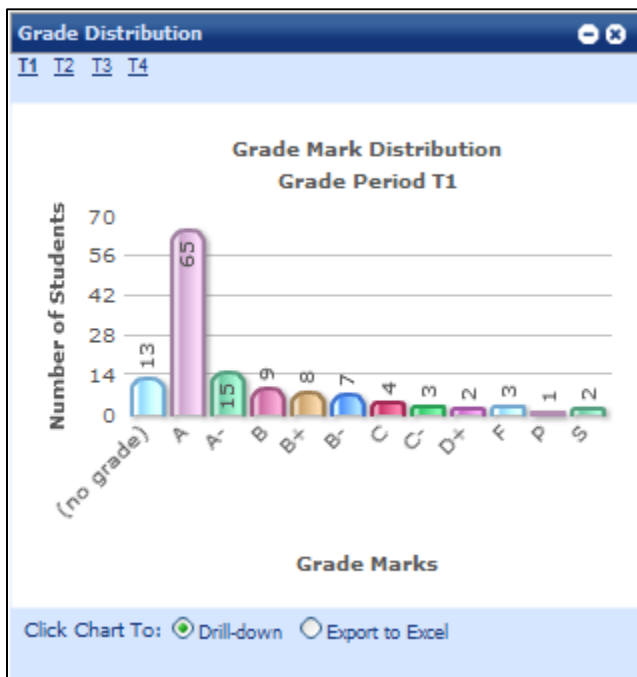


Figure 9 – Grade Distribution Widget

The Grade Distribution Widget displays a chart that shows the number of students in a teacher's classes who received each Grade Mark in a Grading Period. You can choose to see students from all of your classes or only your current classes. You can also choose from a variety of chart types.

To choose between all classes and current classes and a chart type:

1. Click the Options button on the Title Bar.
2. In the Chart Type box, select the desired chart type.
3. In Count Student Grades in Which Classes, select the desired option.
4. Click Save.

To select a Grading Period:

- Click the Term Literal at the top of the chart.

You can drill down in the Grade Distribution chart to view the number of students who received a Grade Mark by class and then by gender.

To drill down in the Grade Distribution chart:

1. In Click Chart To, select Drill-down.
2. Click the bar, area, or data point on the chart that represents the desired Grade Mark.

At any drill down level, you can export the names of the students represented by the tally of a bar on the chart. At the class and gender drill down levels, you can also save the chart as a jpeg image, or print the chart.

To export the names of the students that make up the tally of a bar on the chart:

1. In Click Chart To, select Export to Excel or Export to Calc.
2. Click the bar on the chart that represents the desired Grade Mark.

To save the chart as a jpeg image:

- Click Save Chart.

To print the chart:

- Click Print Chart.

Recent Assignments

Available to: Teachers

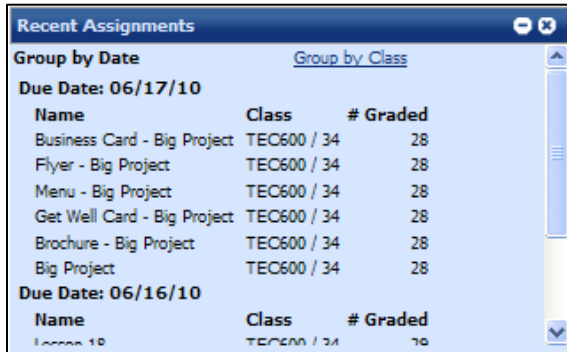


Figure 10 – Recent Assignments Widget

The Recent Assignments Widget displays the name, class, and due date of the most recently due assignments in a teacher’s Gradebooks. You can configure the number of recent assignments displayed and also group them by due date or by class.

To configure the number of recent assignments displayed:

1. Click the Options button on the Title Bar.
2. In the Max. Assignments to Show box, select the desired number.
3. Click Save.

To choose between grouping by due date and grouping by class:

- Click Group by Date or Group by Class.

Recent Messages

Available to: Teachers

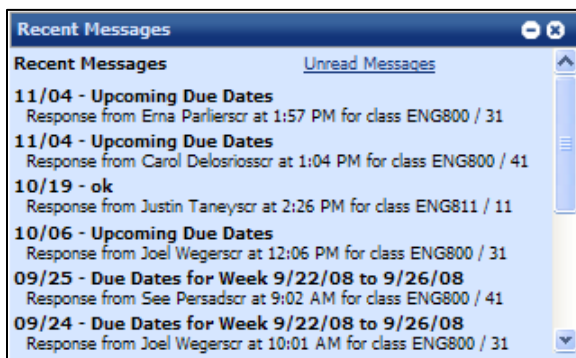


Figure 11 – Recent Messages Widget

The Recent Messages Widget displays a list of a teacher’s Message Center messages and responses. You can configure the number of recent messages displayed. You can also choose to display all recent messages or only unread recent messages.

To configure the number of recent messages displayed:

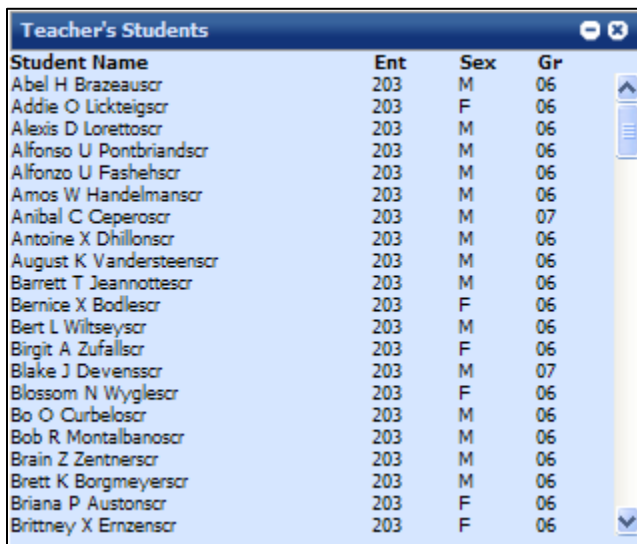
1. Click the Options button on the Title Bar.
2. In the Max. Messages to Show box, select the desired number.
3. Click Save.

To choose between viewing all recent messages or only unread recent messages:

- Click Recent Messages or Unread Messages.

Teacher’s Students

Available to: Teachers



Student Name	Ent	Sex	Gr
Abel H Brazeauscr	203	M	06
Addie O Lickteigscr	203	F	06
Alexis D Lorettoscr	203	M	06
Alfonso U Pontbriandscr	203	M	06
Alfonzo U Fashehscr	203	M	06
Amos W Handelmanscr	203	M	06
Anibal C Ceperoscr	203	M	07
Antoine X Dhillonscr	203	M	06
August K Vandersteenscr	203	M	06
Barrett T Jeannottescr	203	M	06
Bernice X Bodlescr	203	F	06
Bert L Wiltseyscr	203	M	06
Birgit A Zufallscr	203	F	06
Blake J Devensscr	203	M	07
Blossom N Wyglescr	203	F	06
Bo O Curbeloscr	203	M	06
Bob R Montalbanscr	203	M	06
Brain Z Zentnerscr	203	M	06
Brett K Borgmeyerscr	203	M	06
Briana P Austonscr	203	F	06
Brittney X Erzenscr	203	F	06

Figure 12 – Teacher’s Students Widget

The Teacher’s Students Widget displays a list of the names of all of the teacher’s students, their Default Entity, grade, and gender.

Upcoming Assignments

Available to: Teachers

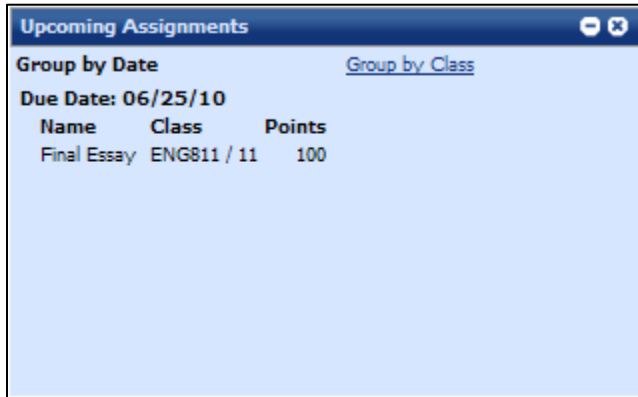


Figure 13 – Upcoming Assignments Widget

The Upcoming Assignments Widget displays the name, class, and due date of the assignments in a teacher’s Gradebooks with upcoming due dates. You can configure the number of upcoming assignments displayed and also group them by due date or by class.

To configure the number of upcoming assignments displayed:

1. Click the Options button on the Title Bar.
2. In the Max. Assignments to Show box, select the desired number.
3. Click Save.

To choose between grouping by due date and grouping by class:

- Click Group by Date or Group by Class.

Current Food Service Balance

Available to: Students and Families

Name	Balance
Brian Justinianoscr	\$0.02
Chantal Justinianoscr	\$30.00

Figure 14 – Current Food Service Balance Widget

The Current Food Service Balance Widget displays the Food Service Balance of the Payor associated with the student or the family.

District Links

Available to: Students and Families

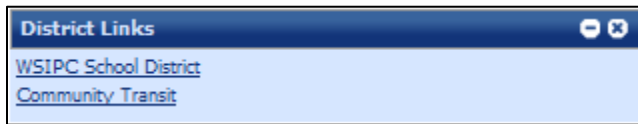


Figure 15 – District Links Widget

The District Links Widget displays the hyperlinks configured by the school district for Student and Family Access.

To navigate to a Web site:

- Click the desired hyperlink.

Guardian Account Information

Available to: Families



Figure 16 – Guardian Account Information Widget

The Guardian Account Information Widget displays the guardian's address, phone number, and email address on record.

Guardian's Last 5 Logins

Available to: Families



Figure 17 – Guardian's Last 5 Login Widget

The Guardian's Last 5 Logins Widget displays the date, time, and IP address of the guardian's last five logins.

Guardian's Login History

Available to: Families

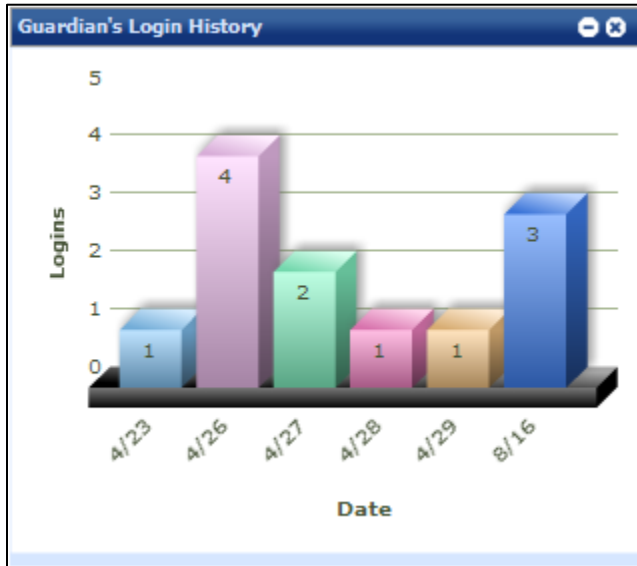


Figure 18 – Guardian's Login History Widget

The Guardian's Login History Widget displays a chart of the number of times a guardian logged in on each date. You can view the chart in a variety of chart types.

To select a chart type:

1. Click the Options button on the Title Bar.
2. In the Chart Type box, select the desired chart type.
3. Click Save.

Guardian's Students

Available to: Families

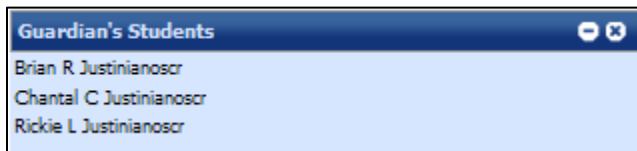
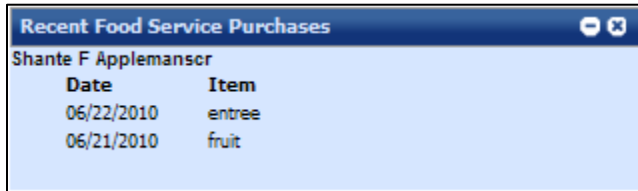


Figure 19 – Guardian's Students Widget

The Guardian's Students Widget displays a list of a guardian's students.

Recent Food Service Purchases

Available to: Students and Families



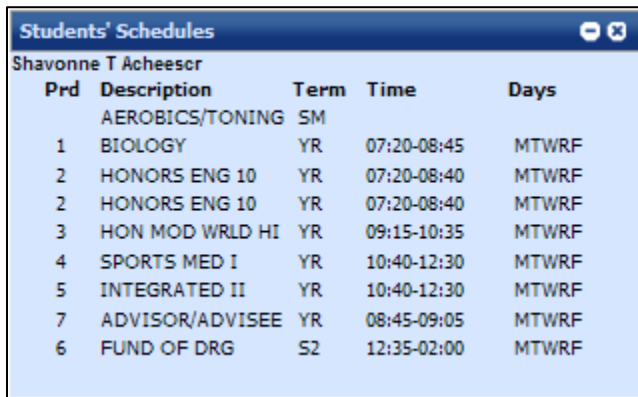
Date	Item
06/22/2010	entree
06/21/2010	fruit

Figure 20 – Recent Food Service Purchases Widget

The Recent Food Service Purchases Widget displays the date and item of a Food Service customer’s most recent purchases.

My Current Schedule and Students’ Schedules

Available to: Students and Families



Prd	Description	Term	Time	Days
	AEROBICS/TONING	SM		
1	BIOLOGY	YR	07:20-08:45	MTWRF
2	HONORS ENG 10	YR	07:20-08:40	MTWRF
2	HONORS ENG 10	YR	07:20-08:40	MTWRF
3	HON MOD WRLD HI	YR	09:15-10:35	MTWRF
4	SPORTS MED I	YR	10:40-12:30	MTWRF
5	INTEGRATED II	YR	10:40-12:30	MTWRF
7	ADVISOR/ADVISEE	YR	08:45-09:05	MTWRF
6	FUND OF DRG	S2	12:35-02:00	MTWRF

Figure 21 – Students’ Schedules Widget

The My Current Schedule and Students’ Schedules Widgets display students’ schedules.

District Case Manager Tracker and District IEP Manager Tracker

Available to: Secured Users

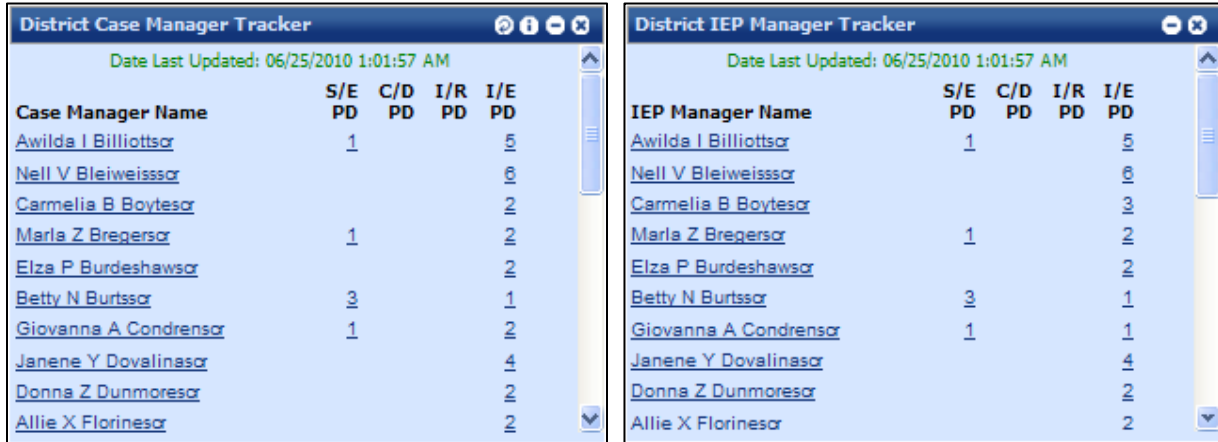


Figure 22 – District Case Manager Tracker and District IEP Manager Tracker Widgets

The District Case Manager Tracker and District IEP Manager Tracker Widgets display the number of students on each Case Manager and IEP Manager’s caseload who fall in the following categories:

Category	Description
S/E PD	Start Next Evaluation Past Due represents the number of students whose Evaluation is past due.
C/D PD	Case Due Past Due represents the number of students whose Case Due is past due.
I/R PD	IEP Review Past Due represents the number of students whose IEP Review is past due.
I/E PD	IEP Expiring Past Due represents the number of students whose IEP has expired.

You can click any number to view the students represented by that number. You can also click the name of any Case Manager to open the Case Manager Tracker or the name of any IEP Manager to open the IEP Manager Tracker in the Special Education module.

Individual Case Manager Tracker and Individual IEP Manager Tracker

Available to: Secured Users

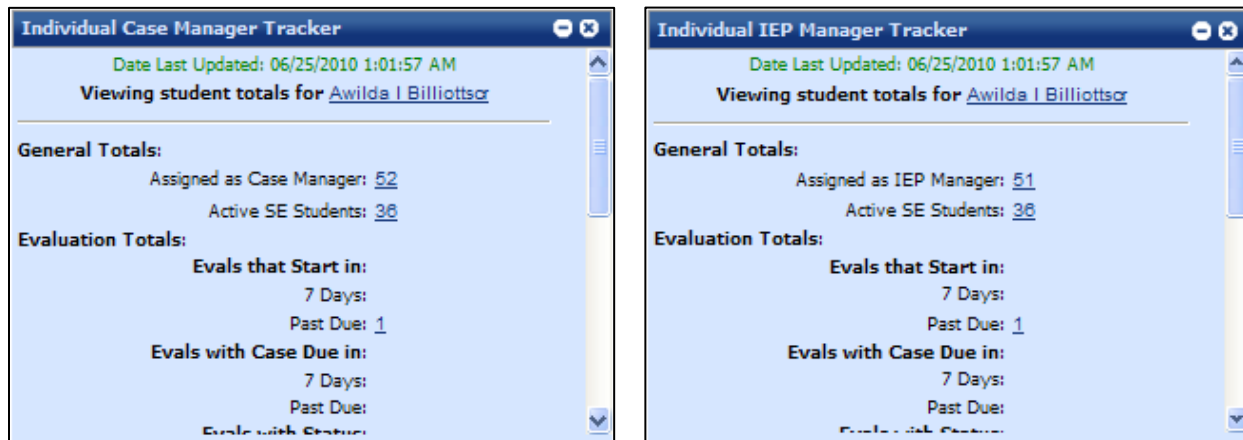


Figure 23 – Individual Case Manager Tracker and Individual IEP Manager Tracker Widgets

The Individual Case Manager Tracker and Individual IEP Manager Tracker Widgets display information about a Case Manager’s or an IEP Manager’s caseload.

District Events

Available to: Secured Users



Figure 24 – District Events Widget

The District Events Widgets displays Events configured in the district’s Calendars.

To view more information about an Event:

- Click the information icon next to the desired Event.

District Login History Graph

Available to: Secured Users

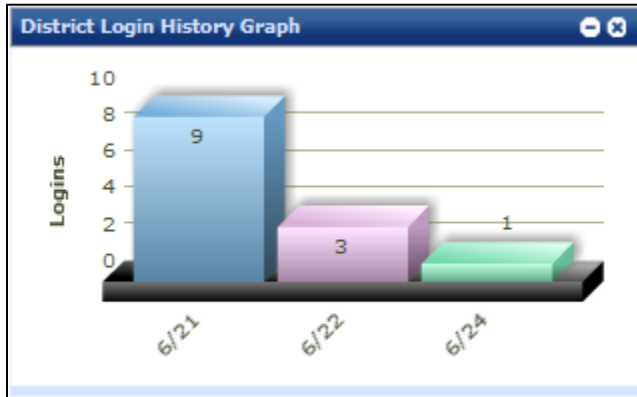


Figure 25 – District Login History Graph Widget

The District Login History Graph Widget displays a chart of the number of times Secured Users logged in on each date. You can view the chart in a variety of chart types.

To select a chart type:

1. Click the Options button on the Title Bar.
2. In the Chart Type box, select the desired chart type.
3. Click Save.

District Print Queue

Available to: Secured Users

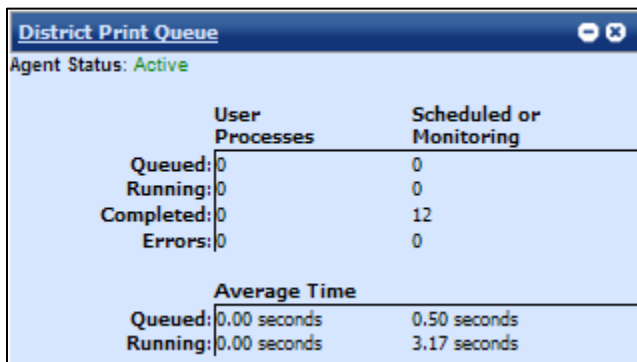


Figure 26 – District Print Queue Widget

The District Print Queue Widget displays statistical information about the District Print Queue. You can also access the District Print Queue from this Widget.

To go to the District Print Queue:

- Click District Print Queue in the Title Bar of the Widget.

Favorites

Available to: Secured Users

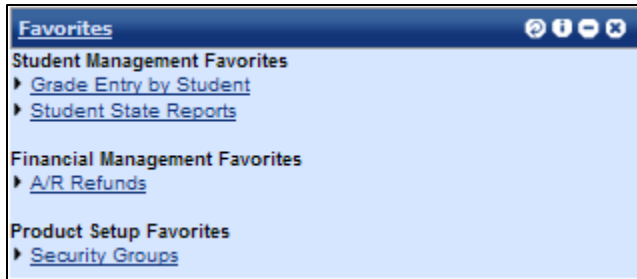


Figure 27 – Favorites Widget

The Favorites Widget displays the favorite modules or areas that you have configured. See *WSIPC Guide to Web Access* for more information on setting and managing Favorites.

To go to a favorite area:

- Click the favorite desired.

To edit your favorites:

- Click Favorites in the Title Bar of the Widget.

Last Five Logins

Available to: Secured Users



Figure 28 – Last Five Logins Widget

The Last Five Logins Widget displays the date, time, and IP address of the last five times a Secured User signed in.

My Print Queue

Available to: Secured Users

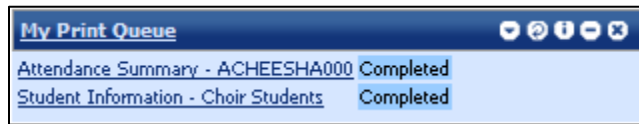


Figure 29 – My Print Queue Widget

The My Print Queue Widget displays items in your Print Queue and their statuses. You can go to your Print Queue to access full functionality from this Widget. You can also view any completed report in your Print Queue from this Widget.

To go to your Print Queue:

- Click My Print Queue in the Title Bar of the Widget.

To view a completed report in your Print Queue:

- Click the name of the desired report.

Program Locator

Available to: Secured Users

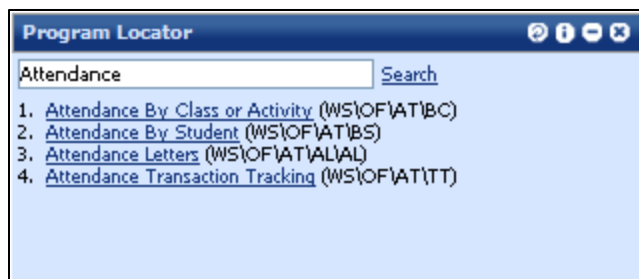


Figure 30 – Program Locator Widget

The Program Locator Widget allows you to search for a module or an area by typing in a keyword. For example, if you type in “Attendance” to search for any area that has a name containing the word “Attendance,” the Widget displays areas such as Attendance by Class or Activity, Attendance by Student, Attendance Letters, etc.

To navigate to an area listed in the search results:

- Click the module or area desired.

Newsfeed

Available to: Dependent on district setup



Figure 31 – An example of a Newsfeed Widget

Your district may have created Newsfeeds and made them available to you in SkyPort. Newsfeeds are grouped into Categories, with each Category represented in a Widget. The names of these Newsfeed Widgets depend on how your district configured them, but always end with the word “Newsfeed.” For example, you may see a Widget named “Sports Teams Newsfeed” that contains Newsfeeds on the Basketball Team and the Baseball Team.

To view a Newsfeed:

- Click the hyperlink that represents the desired Newsfeed.

You can also change the display style of the Newsfeed Widget and the number of Newsfeeds that appear.

To change the display style and the number of Newsfeeds displayed:

1. Click the Options button on the Title Bar.
2. In the Display As box, select the desired style.
3. In the Newsfeeds to show box, enter the number of Newsfeeds to display.
4. Click Save.