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The screenshot shows the Skyward Student Management System interface. At the top, the browser title is "Skyward Student: SM - 343W (04.08.10.00.01) - Windows Internet Explorer". The interface includes a navigation bar with "Favorites", "Notes", "Preferences", "Create New Window", "Service Call", "Login History", and "Help". A "Print this tutorial" button is visible in the top right. The main header displays "Jefferson High School (400)", "User Name: JODI MAYEK", and "Thursday, November 6th, 2008". Below the header is a grid of icons for various system functions: Product Setup, Students, Families, Staff, Student Services, Office, Admin, Educator Access Plus, Advanced Features, Federal/State Reporting, DWA Reports, Student Browse, Student Profile, Student Data Mining, Student Access, Emergency Contacts, Custom Forms, Student Pseudo Approval, and Student Reporting. A yellow tooltip titled "Filters" is overlaid on the "Student Browse" icon. The tooltip contains the following text:

**Filters**

Click here to access the Student Browse.

**What is a Filter?**  
Filters allows you to select what and how information displays on a screen. This feature is available throughout the Web product.

**When would I use a Filter?**  
Filters allows for quick access to specific information. Utilizing this option along with Browse View will help you to work more efficiently.

At the bottom of the page, there is an American flag logo with the text "Software made and supported in the U.S.A.", a logo for "MEMBER - ISTE - INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION" with "ISTE CERTIFIED" and "ISETE 2 ENHANCED APPLICATION" text, and a copyright notice: "Skyward® is a registered trademark of Skyward, Inc. All PaC™ products are trademarks of Skyward, Inc. PaC Student™ User-Defined Reports are for export to Microsoft® Excel. WSpellActiveX Spelling Checker Copyright ©2000 Wintertree Software, Inc. All other brands and product names are copyrights, trademarks, or registered trademarks of their respective owners."

Slide 2 - Slide 2

The screenshot shows a web browser window with the following elements:

- Browser title bar: Entity: 400 - SMST - 354W - 04.08.10.00.01 - Windows Internet Explorer
- Navigation bar: Favorites, Notes, Preferences, Create New Window, Service Call, Login History, Help, My Print Queue
- Page header: Jefferson High School (400), User Name: JODI MAYEK, Thursday, November 6th, 2008
- Breadcrumbs: Home Page | Students | Student Browse - Student Details
- Section title: Student Student Details Information - Only Active Students
- Table header: Last Name, First, Middle, S, Gr, GY, DE, Schl, Birthdate, Age, G, Other ID, Student Key, Primary Pho
- Number of Records: 10
- Filters list: \*All Students, \*Only Active Students (highlighted), \*Only Inactive Students
- Filter actions: Add Filter, View Filter, Delete Filter, Clone Filter, Create temporary Filter, Back
- Details: Display only, Locked Columns: 1, S, A to A

Callout 1: This is the Student Browse Filter Options screen. Skyward has created several filters that you can select to use.

Callout 2: Selecting View Filter only allows you to see how it is setup and it cannot be altered.

Callout 3: Selecting Clone Filter allows you to modify the highlighted Skyward filter to meet your needs. Click Clone Filter.

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Home Page | Students | Student Browse - Student Details | Modify Filter

**Filter Information**

Browse View: Student Details

\* Filter Name: Only Active Students 11-12 Grade

Filter Details: Display only students marked as active in the current entity with Grad Yr of 2009 and 2010.

This is a temporary filter. When checked, this filter is deleted

**Browse Options**

Number of Locked Columns:

Display Totals Count Only

**1. Cloning allows you to create a unique Name and enter details of what the filter will display.**

This information displays on the Filter Option screen.

**2. Number of Locked Columns** freezes the specified number of columns on the browse.

**Display Totals Count Only** displays only a number and no student names that fall within the filter that has been setup.

Width	Low Value	High Value	
100%	<input type="text"/>	<input type="text" value="ZZZZZZZZZZZZZZZZZZ"/>	
100%	<input type="text"/>	<input type="text" value="ZZZZZZZZZZZZZZZZZZ"/>	
100%	<input type="text"/>	<input type="text" value="ZZZZZZZZZZZZZZZZZZ"/>	
100%	A	A	<a href="#">Reset</a>
100%	<input type="text"/>	<input type="text" value="ZZZZZZZZZZZZZZZZZZ"/>	
<input type="checkbox"/>	GY	<input checked="" type="checkbox"/> 100%	<input type="text" value="2009"/> <input type="text" value="2010"/> <a href="#">Reset</a>
<input type="checkbox"/>	DE	<input checked="" type="checkbox"/> 100%	<input type="text"/>
<input type="checkbox"/>	Schl	<input checked="" type="checkbox"/> 100%	<input type="text" value="ZZZZ"/>
<input type="checkbox"/>	Birthdate	<input checked="" type="checkbox"/> 100%	<input type="text" value="01/01/1900"/> <input type="text" value="12/31/29"/>
<input type="checkbox"/>	Age	<input checked="" type="checkbox"/> 100%	<input type="text" value="-9,999,999,999.99"/>
<input type="checkbox"/>	G	<input checked="" type="checkbox"/> 100%	<input type="text" value="ZZZZZZZZZZZZZZZZZZ"/>
<input type="checkbox"/>	Other ID	<input checked="" type="checkbox"/> 100%	<input type="text" value="ZZZZZZZZZZZZ"/>
<input type="checkbox"/>	Student Key	<input checked="" type="checkbox"/> 100%	<input type="text" value="ZZZZZZZZZZZZZZZZZZ"/>
<input type="checkbox"/>	Primary Phone #	<input checked="" type="checkbox"/> 100%	<input type="text" value="ZZZZZZZZZZZZZZZZZZ"/>
<input type="checkbox"/>	Address	<input checked="" type="checkbox"/> 100%	<input type="text" value="ZZZZZZZZZZZZZZZZZZ"/>
<input type="checkbox"/>	Advisor	<input checked="" type="checkbox"/> 100%	<input type="text" value="ZZZZZZZZZZZZZZZZZZ"/>

**3. In this example, the Graduation Year of 2009 and 2010 has been set as well as the Use Custom Sort of Graduation Year.**

**Custom Sort**

Use Custom Sort

Sort #1:

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Home Page | Students | Student Browse - Student Details | Modify Filter

**Filter Information**

Browse View: Student Details

\* Filter Name: Only Active Students 11-12 Grade

Filter Details: Display only students marked as active in the current entity with Grad Yr of 2009 and 2010.

This is a temporary filter. When checked, this filter is deleted the next time you log into Skyward on the web.

Save  
Reset  
Back

2. Click Save.

**Browse Options**

Number of Locked Columns: 8

Display Totals Count Only

**Column Display Options and Filters**

Move	Label	Display	Width	Low Value	High Value	
	Last Name	<input checked="" type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	
↕	First	<input checked="" type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	
↕	Middle	<input checked="" type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	
↕		<input type="checkbox"/>		A	A	Reset
					ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	
				2009	2010	Reset
					ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	
					ZZZZ	
				1/01/1900	12/31/2999	
				-9,999,999,999.99	9,999,999,999.99	
					ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	
					ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	
					ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	
↕	Address	<input checked="" type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	
↕	Advisor	<input checked="" type="checkbox"/>	100%		ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	

1. Another option available is the ability to arrange the columns to best meet your needs.

Simply click a field in the Move column and drag it up or down to the desired location.

You can also click on a Move field once and it will switch with the field below it.

**Note:** The Last Name field can not be moved.

**Custom Sort**

Use Custom Sort

Sort #1: GY Ascending

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1. The filter now displays in the list for selection. Notice when highlighted, the Details, Locked Columns and other options can be viewed.

2. Click Apply Filter.

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The screenshot shows a web application interface with a menu bar at the top containing 'Favorites', 'Notes', 'Preferences', 'Create New Window', 'Service Call', 'Login History', and 'Help'. The user name 'JODI MAYEK' and the date 'Thursday, November 6th, 2008' are displayed. The main content area features a table titled 'Student details information' with a filter 'Only Active Students 11-12 Grade' applied. The table has columns for Last Name, First, Middle, S, Gr, GY, DE, Schl, Birthdate, Age, G, Other ID, and Student ID. A yellow callout box points to a triangle under the 'GY' column header, stating: '2. The triangle under GY indicates the sort that has been applied to this filter.' Another yellow callout box points to a 'Filter Options' button, stating: '4. Click Filter Options.' A third yellow callout box points to the table title, stating: '1. The Only Active Students 11-12 Grade filter is applied to the screen.' A fourth yellow callout box points to the scroll bar, stating: '3. In addition, if the scroll bar was moved to the left the Schl column would be frozen because the Number of Locked Columns was set to 8.' At the bottom, there is a navigation bar with a scroll bar, a search box for 'Last Name / Student ID', and a display count of '10 records displayed'.

Last Name	First	Middle	S	Gr	GY	DE	Schl	Birthdate	Age	G	Other ID	Student ID
ACCELTASCR	VILMA	L	A	12	2009	400	tst	08/21/1991	17	F	00000854	ACCELTASCR
ALTENBURGSCR	TRACEE	H	A	12	2009	400	SHS	09/07/1988	20	F	4369	ALTENBURGSCR
ANTHONY	LADONNA	N	A	12	2009	400	SHS	04/27/1992	16	F	00002651	ANTHOLAD000 (555) 52
ANTONE	JOSIAH	G	A	12	2009	400	SHS	09/17/1990	18	M	00005419	ANTONJOS000
ABDULLASCR	HIRAM	U	A	11	2010	400	SHS	04/12/1992	16	M	00000897	ABDULHIR000 (555) 23
AINSLIESCR	RICARDO	X	A	11	2010	400	OEO	04/07/1993	15	M	00000761	AINSLRIC000 (555) 23
ALANTSCR	JOHN		A	11	2010	400	SHS	05/15/1992	16	M	00005850	ALANTJOH000
ANDREPONTSCR	CARRIE	R	A	11	2010	400	SHS	08/30/1993	15	F	00000557	ANDRECAR000 (555) 23
ANNASCR	WALDO	Y	A	11	2010	400	SHS	12/11/1991	16	M	00001273	ANNASWAL000 (555) 23
ARMAGOSTSCR	EMILE	X	A	11	2010	400	SHS	09/07/1992	16	M	67668504	ARMAGEMIO00 (555) 23

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Entity: 400 - SMIST - 354W - 04.08.10.00.01 - Windows Internet Explorer

Jefferson High School (400) User Name: JODI MAYEK Thursday, November 6th, 2008

Home Page | Students | Student Browse - Student Details

### Student Student Details Information - Only Active Students 11-12 Grade

Last Name	First	Middle	S*	Gr	GY*	DE	Schl	Birthdate	Age	G	Other ID	Student Key	Primary I
ACCELTASCR	VILMA	L	A	12	2009	400	tst	08/21/1991	17	F	00000854	ACCEVIL000	(555) 23
ALTENBURGSCR	TRACEE	H	A	12	2009	400	SHS	09/07/1988	20	F	4369	ALTENRA000	(555) 23
ANTHONY	LADONNA	N	A	12	2009	400	SHS	04/27/1992	16	F	00002651	ANTHOLAD000	(555) 52
ANTONE	JOSIAH	G	A	12	2009	400	SHS	09/17/1990	18	M	00005419	ANTONJOS000	(555) 23
ABDULLASCR	HIRAM	U	A	11	2010	400	SHS	04/12/1992	16	M	00000897	ABDULHIR000	(555) 23
AINSLIESCR	RICARDO	X	A	11	2010	400	OFO	04/07/1993	15	M	00000761	AINSTRIC000	(555) 23
ALANTSCR	J												
ANDREPONTSCR	C												
ANNASCR	W												
ARMAGOSTSCR	E												

**Filter Options** Number of Records: 10

Browse Views: Student Details

Filters:

- \*All Students
- \*Only Active Students
- \*Only Inactive Students
- Only Active Students 11-12 Grade**

Filters with:

Details: Display of 2010.

Locked Columns: 8

Other filter options available include:  
**Add, Edit, Delete and Create Temporary.**

The **Edit and Delete** are only available for **non-Skyward filters**.

The **Create Temporary** allows you to create a filter, however it will be **gone** from the list the **next time** you log into Skyward on the **Web**.

**This concludes the tutorial.**

10 records displayed