Welcome to the SUN, short for Skyward Users Newsletter. This periodic newsletter is here to provide LCISD staff with Skyward information, updates, pro user tips, reminders, and more!

What’s Inside

| Career Plans | Printing Report Cards | New Student Button | PEIMS Fall Submission | Pro Tip: 2 Windows | Upcoming Trainings |

Course Selection by Career Plans

It’s already the time of year for secondary students to begin selecting their next year courses using the Career Plans feature in Skyward. Career Plans allow students to map out their four-year plan in high school which will help students stay on track for graduation based on their declared endorsement and gives counselors a tool to begin course selection conversations at any point in the year. Once complete, courses in a student’s career plan for the 2019-2020 school year will be turned into course requests. Counselors have already been trained on the ins and outs of the career plan process and selection windows. The following image provides and overview of the Career Plan process.

1. Students choose their endorsement/pathway

Most high school students have already done this. 8th Graders will do this before their course selection window opens.

2. Career Plan Templates Pushed Out

Career Plan templates will be pushed out to all students the weekend before course selection opens.

3. Students select courses for their Career Plans

ALL next year high school students will use the Career Plan tab INSTEAD OF the course request screen in Family Access to choose their classes.

4. Career Plans converted into course requests

After the window closes, courses from the Career Plan will be converted into course requests (for the next year only) and courses can now be managed in future scheduling.

Course Selection Windows for 2020

<table>
<thead>
<tr>
<th>December 9th – December 13th</th>
<th>8th Graders Endorsement Selection Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 21st - February 10th</td>
<td>High School Course Selection Window</td>
</tr>
<tr>
<td>February 12th - February 24th</td>
<td>Junior High Course Selection Window</td>
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<tr>
<td>February 19th - March 6th</td>
<td>Middle School Course Selection Window</td>
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</tbody>
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Printing Report Cards Quick Check

Administrators

The Digital Learning Team has developed a “Quick Check” document to walk you through the steps we recommend each campus go through before printing your report cards and progress reports. Please check out the Quick Check document by clicking here and share with those on campus responsible for printing progress reports and report cards. All resources referenced on the Quick Check document can also be found on the iCafe Skyward Admin resources page.
Administrators, this is a great time to remind teachers to click the NEW button for new students that have entered their class throughout the school year so far. Teachers will need to click the NEW button for students new to the district, new to their class, or for students who are transferring from one section to another.

It is important for teachers to hit the new button to make sure that they bring in the grades that the student previously had elsewhere into their gradebook.

Every secondary student must have a grade in the gradebook for every term, regardless of when they entered the classroom. Without a grade in every term, the semester and final averages WILL NOT calculate correctly. When teachers leave blank grades will also cause grade discrepancies. Running the Blank Grades Report will help you check for any missing, or blank grades, prior to running report cards.

PEIMS Fall Submission and Review

PEIMS Reports will be sent to campuses for verification the week ending December 6th. If you would like an updated list of your PEIMS Falls Submission data, please have corrections made by Monday, December 16th and email Linda Tayler, at ltayler@lcisd.org, to let her know that you would like an updated list.

All corrections must be made by December 18th! This will allow preparation time to submit resubmission data the week we return from the Christmas break. Any corrections made after December 18th will not be included in the PEIMS file.

Pro Tip: Open Second Skyward Session

Have you ever tried logging into Skyward a second time hoping to work in two separate windows? If you have, you probably got a message indicating that you were logged out of the first session. But there is a way to work in Skyward on multiple windows! The New Window option allows you to open a new window of Skyward. This option can be handy when you don’t want to close the area you’re currently working in but want to look something up elsewhere in the software. Just click on the “New Window” button to create a second window. After the New Window is open, you can navigate to a new area of the software.

Upcoming Trainings

Tech: Tech: Second Semester Schedule Changes (for Office Staff)
December 5th - various times listed below (pick one)

9:00 AM to 9:30 AM - WEBINAR  https://lamar.schoolobjects.com/wshop/default.aspx?cid=7488
3:00 PM to 3:30 PM - WEBINAR  https://lamar.schoolobjects.com/wshop/default.aspx?cid=7489