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 | Activity Groups | Skyward for New Teachers | Exam Exemption | Absence Letters | Pro Tip: Student Locator | Upcoming Trainings

Course Selection by Career Plans

Course Selection by Career Plans is in full swing! We are currently in **STEP 3** of the process and high school students are selecting their next year courses via Career Plans. A quick reminder that this year all high school students will select 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 2018-2019 school year will be turned into course requests. Please reference the image below for an overview of the Career Plan process and course selection window dates.

The Career Plan/ Course Selection Process

1. **Students choose their endorsement/pathway**
   Most high school students have already done this. 6th Graders will do this a week 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**
   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 2019

<table>
<thead>
<tr>
<th>Window</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14th - 18th</td>
<td>8th Grade Endorsement Selection Window</td>
</tr>
<tr>
<td>January 22nd - February 11th</td>
<td>High School Course Selection Window</td>
</tr>
<tr>
<td>February 13th – 25th</td>
<td>Junior High Course Selection Window</td>
</tr>
</tbody>
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Activity Groups

Activity Groups allow campuses to designate staff members who should have access to information about students that the staff works with but does not teach in a specific class (examples include students in special programs, athletics, UIL contests, etc.). Activities allow staff to monitor student progress via Educator Access Plus.

Activity Groups that are linked to special programs, such as 504, GT, and ESL automatically update with new students every morning, so your student lists will always be up-to-date. Another benefit of Activity Groups is that you can run existing reports for just the students in that Activity Group, like Selected Grade Reports. Check out the iCafe resources on how to create and maintain Activities Groups at [iCafe.lcisd.org >Skyward for Administrators > Activities](http://icafe.lcisd.org/)

If you need assistance running reports for Activity Groups, please submit a **Helpdesk Ticket for Skyward Support with Issue Type: REPORTS**.
Do you have a new teacher this semester that is new to Skyward? Encourage them to enroll in the **Skyward for New Teachers** course available in Canvas. This course covers the basics of Skyward that will get them up and running in no time!

Topics include:
- A Skyward Overview
- Attendance
- Gradebook
- Discipline
- Grade Change Procedures
- The “New” Button

This course is available to anyone in LCISD. Teachers can register for this course by clicking here ([https://lcisd.instructure.com/enroll/BNFJLW](https://lcisd.instructure.com/enroll/BNFJLW)). Content is broken into various modules and is self-paced; i.e. does not have to be completed in one sitting. The entire course takes approximately two hours to complete.

**Exam Exemption Absence Letters**

**Secondary Administrators:** Semester 2 Exam Exemption Absence letters for students with absences over 3 that negate their exemptions are set to print Feb 22nd, Apr 19th and May 13th. Remember to hand these out with the appropriate report card or progress report. This is your way to notify students of semester exam exemption eligibility due to absences. You can access the letters via the shared OneNote Notebook. If you need the link, please submit a Help Desk Ticket for Skyward Support with the Issue Type: Reports.

**Pro Tip: Student Locator**

Ever need to locate a student in a snap? The Student Locator in Skyward makes this task quick and easy! Starting on the Student Management screen, click the Student Locator icon located along the right of the title bar.

The Student Locator window will then open. Search for the student in the “Student” field at the top of the screen. The screen will populate the student’s schedule highlighted to indicate the current period the student is in. This screen also shows the student’s advisor and any alert information!

**Upcoming Trainings**

**Tech: Tips and Tricks for Skyward Admin. Users (Office Staff)**
February 12th - various times listed below (pick one)