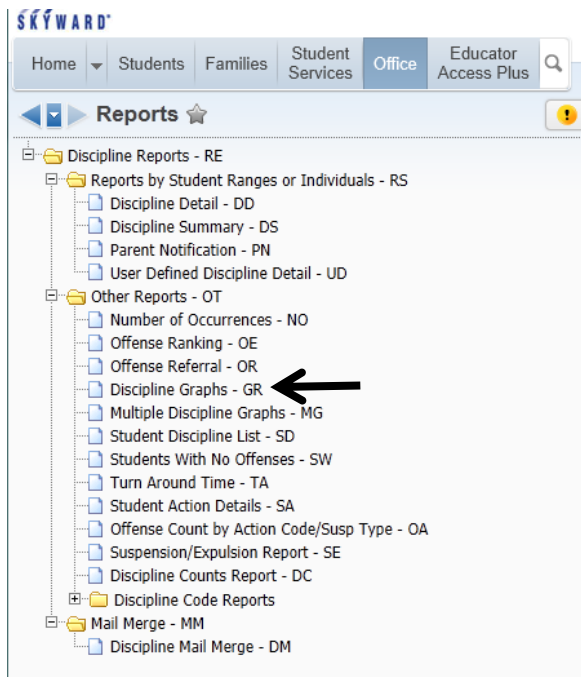


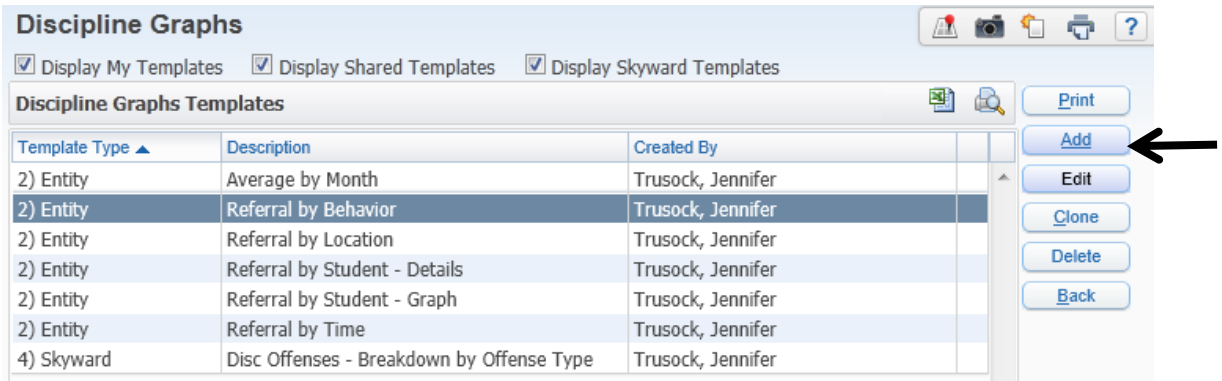
Creating “Big 5” Discipline Reports in Skyward

REVISED 10-21-2016

1. Login to Skyward. Enter STUDENT MANAGEMENT.
2. Choose the Entity for which you wish to create reports.
 - a. To print reports for one entity at a time, create the reports within each entity.
 - b. To print reports that combine entities (for example, district-wide data that is not separated by building), create reports within the 000 entity.
 - i. When creating reports from the 000 entity, you will have the option to include all entities or to select which entities to include (for example, to look at combined junior high-high school data).
3. Choose OFFICE → DISCIPLINE → REPORTS.
4. Under “Other Reports,” choose “Discipline Graphs – GR”



5. Click ADD from the right to create a new report. If you do not have the “Add” button, have your tech person change the permissions for your account.



Creating the “Average by Month” Report

6. In the TEMPLATE SETTINGS box, make the Template Description “Average by Month.”
7. Under GRAPH OPTIONS, choose to graph by “Offense Rate Graphs.”
8. Under OFFENSE RATE GRAPHS, select the Offense Rate Graph Type as “Average Offenses Per Day by Month.”
9. Set the school year range. School years are named by the calendar year in which they end. For example, the 2012-2013 school year would be 2013.
10. Click SAVE.

The screenshot shows a web-based form for creating a report. It is divided into three main sections: Template Settings, Graph Options, and Offense Rate Graphs. On the right side, there are four buttons: Check Spelling, Save, Save and Print, and Back. Numbered callouts (6-10) point to specific fields and actions:

- 6**: Points to the "Template Description" field in the "Template Settings" section, which contains the text "Average by Month".
- 7**: Points to the "Graph By" dropdown menu in the "Graph Options" section, which is set to "Offense Rate Graphs".
- 8**: Points to the "Offense Rate Graph Type" dropdown menu in the "Offense Rate Graphs" section, which is set to "Average Offenses Per Day By Month".
- 9**: Points to the "School Year" input fields in the "Offense Rate Graphs" section, which are both set to "2013".
- 10**: Points to the "Save" button in the right-hand navigation panel.

Other visible text in the form includes: "Share this template with other users in entity 900", "Print Greenbar", "Generate: Graph", "By Range" (selected), "By Individual", "All Offense Levels", "Graph Title: 900 - Huron Area Tech Center", "Graph Sub-Title: Average Offenses Per Day By Month", and "Asterisk (*) denotes a required field".

NOTE: This is the average per month of the total number of offenses. To calculate average referrals per month per 100 students, use this formula:

$$\frac{\text{number of referrals}}{\text{number of students in school}} \times 100$$

Creating the “Referral by Behavior” Report

11. From the “Discipline Graphs” page, click ADD to create a new report (see Steps 3 and 4).
12. In the TEMPLATE SETTINGS box, make the Template Description “Referral by Behavior.”
13. Under GRAPH OPTIONS, choose to graph by “Offense Rate Graphs.”
14. Under OFFENSE RATE GRAPHS, select the Offense Rate Graph Type as “Offenses by Offense Code.”
15. Set the school year range. School years are named by the calendar year in which they end. For example, the 2012-2013 school year would be 2013.
16. Click SAVE.

The screenshot shows a web-based configuration interface for creating a report. It is divided into three main sections: Template Settings, Graph Options, and Offense Rate Graphs. To the right of these sections is a vertical column of buttons: Check Spelling, Save, Save and Print, and Back. Numbered callouts (12-16) are placed over specific fields and buttons to indicate the steps in the process.

- 12** points to the **Template Description** field in the **Template Settings** section, which contains the text "Referral by Behavior".
- 13** points to the **Graph By** dropdown menu in the **Graph Options** section, which is set to "Offense Rate Graphs".
- 14** points to the **Offense Rate Graph Type** dropdown menu in the **Offense Rate Graphs** section, which is set to "Offenses By Offense Code".
- 15** points to the **Low** and **High** school year input fields in the **Offense Rate Graphs** section, both of which contain the year "2013".
- 16** points to the **Save** button in the right-hand navigation column.

Asterisk (*) denotes a required field

Creating the “Referral by Location” Report

17. From the “Discipline Graphs” page, click ADD to create a new report (see Steps 3 and 4).
18. In the TEMPLATE SETTINGS box, make the Template Description “Referral by Location.”
19. Under GRAPH OPTIONS, choose to graph by “Offense Rate Graphs.”
20. Under OFFENSE RATE GRAPHS, select the Offense Rate Graph Type as “Offenses by Location.”
21. Set the school year range. School years are named by the calendar year in which they end. For example, the 2012-2013 school year would be 2013.
22. Click SAVE.

The screenshot shows a web-based form for creating a report. It is divided into three main sections: Template Settings, Graph Options, and Offense Rate Graphs. On the right side, there are four buttons: Check Spelling, Save, Save and Print, and Back. Numbered callouts (18, 19, 20, 21) point to specific fields in the form. Callout 22 points to the Save button.

Template Settings (18)

- * Template Description: Referral by Location
- Share this template with other users in entity 900
- Print Greenbar

Graph Options (19)

- Graph By: Offense Rate Graphs
- Generate: Graph
- By Range By Individual [Ranges](#)
- All Offense Levels [Levels](#)
- Graph Title: 900 - Huron Area Tech Center
- Graph Sub-Title: Offenses By Location

Offense Rate Graphs (20)

- Offense Rate Graph Type: Offenses By Location
- Low School Year: 2013 High School Year: 2013 (21)

Asterick (*) denotes a required field

Buttons on the right: [Check Spelling](#), [Save](#) (22), [Save and Print](#), [Back](#)

Creating the "Referral by Time" Report

23. From the "Discipline Graphs" page, click ADD to create a new report (see Steps 3 and 4).
24. In the TEMPLATE SETTINGS box, make the Template Description "Referral by Time."
25. Under GRAPH OPTIONS, choose to graph by "Offense Rate Graphs."
26. Under OFFENSE RATE GRAPHS, select the Offense Rate Graph Type as "Offenses by Time."
27. Set the school year range. School years are named by the calendar year in which they end. For example, the 2012-2013 school year would be 2013.
28. Click SAVE.

The screenshot shows a web-based configuration interface for creating a report. It is divided into three main sections: Template Settings, Graph Options, and Offense Rate Graphs. On the right side, there is a vertical column of buttons: Check Spelling, Save, Save and Print, and Back.

- 24** points to the **Template Settings** section, specifically the *** Template Description** field, which contains the text "Referral by Time".
- 25** points to the **Graph Options** section, specifically the **Graph By** dropdown menu, which is set to "Offense Rate Graphs".
- 26** points to the **Offense Rate Graphs** section, specifically the **Offense Rate Graph Type** dropdown menu, which is set to "Offenses By Time".
- 27** points to the **School Year** range selection, where both the **Low** and **High** fields are set to "2013".
- 28** points to the **Save** button in the right-hand navigation column.

Other visible details include: "Share this template with other users in entity 900" (unchecked), "Print Greenbar" (unchecked), "By Range" (selected), "By Individual" (unselected), "All Offense Levels" (checked), "Graph Title: 900 - Huron Area Tech Center", "Graph Sub-Title: Offenses By Time", and "Group Time by: 30 minutes".

Asterisk (*) denotes a required field

Creating the "Referral by Student" Report

29. From the "Discipline Graphs" page, click ADD to create a new report (see Steps 3 and 4).
30. In the TEMPLATE SETTINGS box, make the Template Description "Referral by Student - ID." You may wish to include the year in the title.
31. Under GRAPH OPTIONS, choose to graph by "Offense Rate Graphs."
32. Under OFFENSE RATE GRAPHS, select the Offense Rate Graph Type as "Total Offenses by Student."
33. Set the school year to the current year. School years are named by the calendar year in which they end. For example, the 2013-2014 school year would be 2014.
34. Under OFFENSE RATE GRAPHS, select Display By as "Other ID." You can also choose to display by student name if desired. Be sure to indicate in the Template Description whether you have chosen to display by name or ID.
35. If desired, set the LOW and HIGH for Total Number of Offenses. By setting LOW to 1, you ensure that only students with at least one offense appear on the report.
36. Click SAVE.

The screenshot shows a web-based configuration interface for creating a report. It is divided into three main sections: Template Settings, Graph Options, and Offense Rate Graphs. Each section has numbered callouts (30-36) pointing to specific fields or actions.

- Template Settings (30):** The "Template Description" field is highlighted in green and contains the text "Referral by Student 13-14 - ID". Below it are two unchecked checkboxes: "Share this template with other users in entity 900" and "Print Greenbar". To the right of this section are three buttons: "Save", "Save and Print", and "Back".
- Graph Options (31):** The "Graph By:" dropdown menu is set to "Offense Rate Graphs". The "Generate:" dropdown is set to "Graph". There are radio buttons for "By Range" (selected) and "By Individual", with a "Ranges" button. A checked checkbox "All Offense Levels" has a "Levels" button next to it. The "Graph Title:" field contains "900 - Huron Area Tech Center" and the "Graph Sub-Title:" field contains "Offenses By Student".
- Offense Rate Graphs (32):** The "Offense Rate Graph Type:" dropdown is set to "Total Offenses by Student". Below this, the "School Year:" field is set to "2014". The "Record Type:" dropdown is set to "Offenses and Refe". The "Display by:" dropdown is set to "Other ID". At the bottom, the "Total Number of Offenses:" field has a "Low" value of "1" and a "High" value of "999".

Callout 33 points to the "School Year:" field. Callout 34 points to the "Display by:" dropdown. Callout 35 points to the "Low" input field. Callout 36 points to the "Save" button.

Creating Detail Reports

37. From the “Discipline Graphs” page, select a report and click CLONE to copy the report.
38. In the TEMPLATE SETTINGS box, create a Template Description that includes the report type, such as “Offenses by Student – Report.” It may also be helpful to include the year in the Template Description.
39. Under GRAPH OPTIONS, choose to graph by “Offense Rate Graphs.”
- 40. Under the “Generate” drop-down, choose “Report.”**
41. Under OFFENSE RATE GRAPHS, make any adjustments necessary to customize your report. Refer to previous examples as needed.
42. Click SAVE.

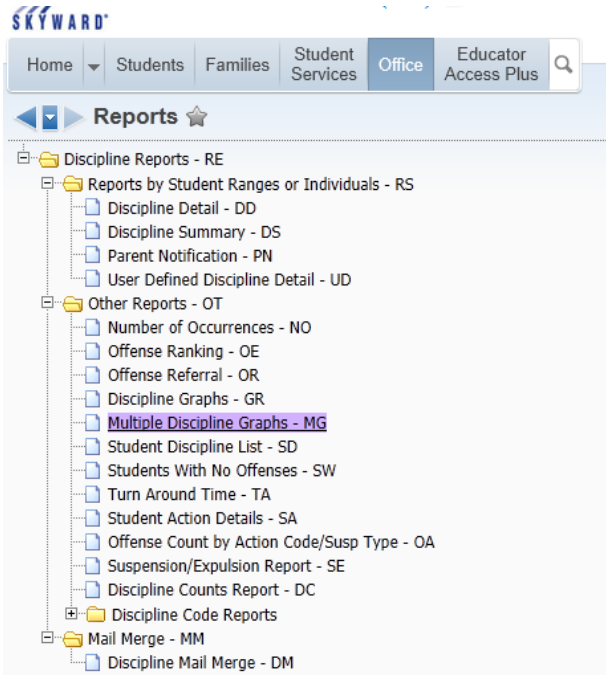
The screenshot shows a web-based configuration interface for creating detail reports. It is divided into several sections:

- Template Settings:** Contains a text input for the template description, currently set to "Offenses by Student - Report" (highlighted with a green box and callout 38). Below it are two checkboxes: "Share this template with other users in entity 900" and "Print Greenbar", both of which are unchecked.
- Graph Options:** Features a "Graph By:" dropdown menu set to "Offense Rate Graphs" (callout 39). To its right is a "Generate:" dropdown menu set to "Report" (callout 40). Below these are radio buttons for "By Range" (selected) and "By Individual", with a "Ranges" button. There is also a checked checkbox for "All Offense Levels" with a "Levels" button.
- Offense Rate Graphs:** Includes a dropdown for "Offense Rate Graph Type" set to "Total Offenses by Student". Below this are fields for "School Year" (2013), "Record Type" (Offenses and Referrals), and "Display by" (Student Name). At the bottom, there are two input fields for "Total Number of Offenses": "Low" (set to 1) and "High" (set to 999). Callout 41 points to the "Record Type" dropdown.

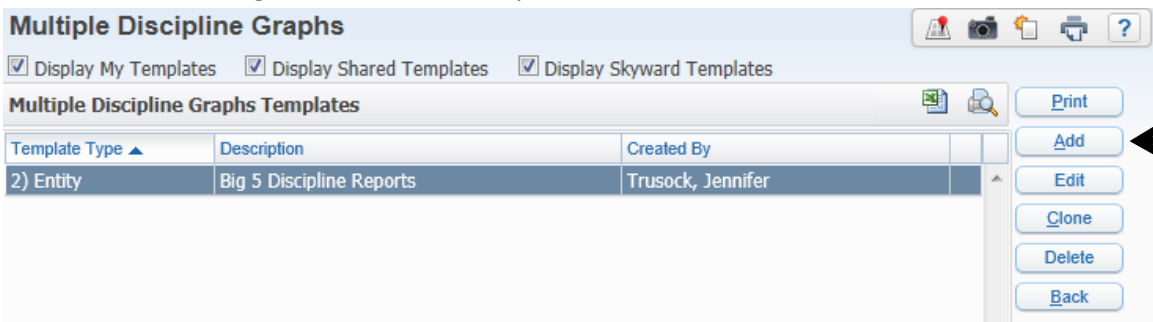
On the right side of the interface, there are three buttons: "Save", "Save and Print", and "Back". A large callout box with the number "42" is positioned to the right of these buttons.

Creating the “Big 5” Combined Report

43. Go to the discipline reports page. If you are already in Discipline Graphs, you can get there by clicking the BACK button on the right. You can also get to the discipline reports page by choosing STUDENT MANAGEMENT → OFFICE → DISCIPLINE → REPORTS.
44. From discipline reports page, choose “Multiple Discipline Graphs – MG.”



45. Click ADD from the right to create a new report.



46. In the TEMPLATE SETTINGS box, make the Template Description “Big 5 Discipline Reports.”
47. Under SELECT DISCIPLINE GRAPHS, use the drop-down menus to select the five graphs created previously:
 - a. Average by Month
 - b. Referral by Behavior
 - c. Referral by Location
 - d. Referral by Time
 - e. Referral by Student
48. Click SAVE.

Template Settings

* Template Description: **46**

Share this template with other users in entity 900

Print Greenbar

- [Check Spelling](#)
- [Save](#)
- [Save and Print](#)
- [Back](#)

48

Up to five templates from the Discipline Graphs report can be selected below to print as one report. The graphs are created based on the Discipline Graph templates' ranges at the time this report is printed. If a selected Discipline Graph template has the Generate option set to Report when that template is printed here as a Multiple Discipline Graph it will ignore that setting and print the graph.

When printing from the Quick Print button on the Student Profile Discipline tab, Discipline Entry by Officer screen, or Discipline Entry by Student screen the report will only process for the current student selected. There are four graphs that are exceptions to this because they are rate graphs based on number of offenses compared to the number of enrolled students. The four exceptions are: Offense Rate By Grade, Offense Rate By School, Offense Summary, and Offense Race Rate.

Select Discipline Graphs

Display My Templates Display Shared Templates Display Skyward Templates

* Graph 1: **47**

Graph 2:

Graph 3:

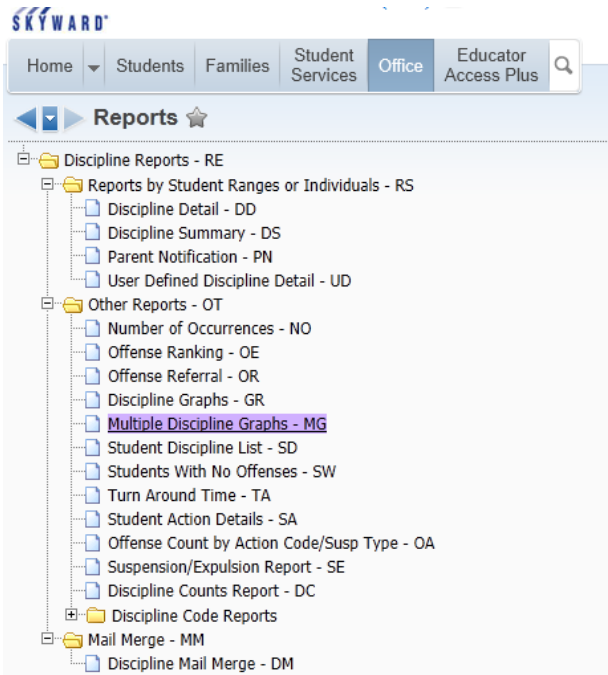
Graph 4:

Graph 5:

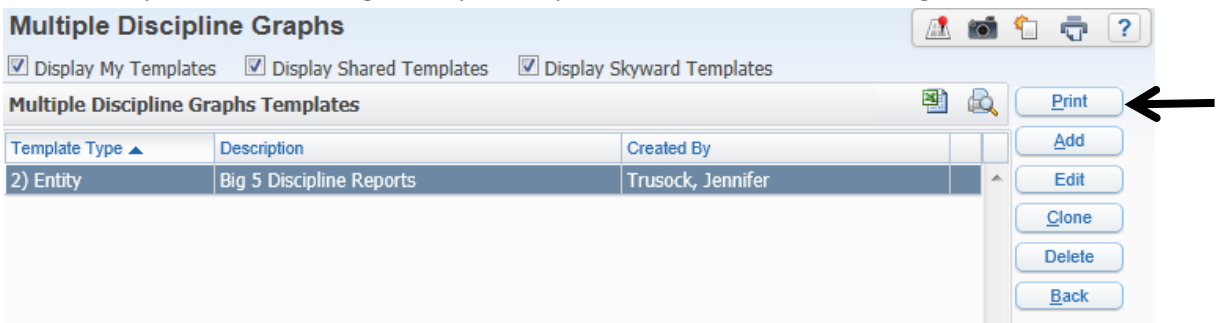
Asterisk (*) denotes a required field

Printing Discipline Reports – School-wide

49. Login to Skyward. Enter STUDENT MANAGEMENT.
50. Choose the Entity for which you wish to create reports.
51. Go to OFFICE → DISCIPLINE → REPORTS. Under “Other Reports,” choose “Multiple Discipline Graphs – MG.”



52. From the report list, select “Big 5 Discipline Reports.” Click PRINT from the right.

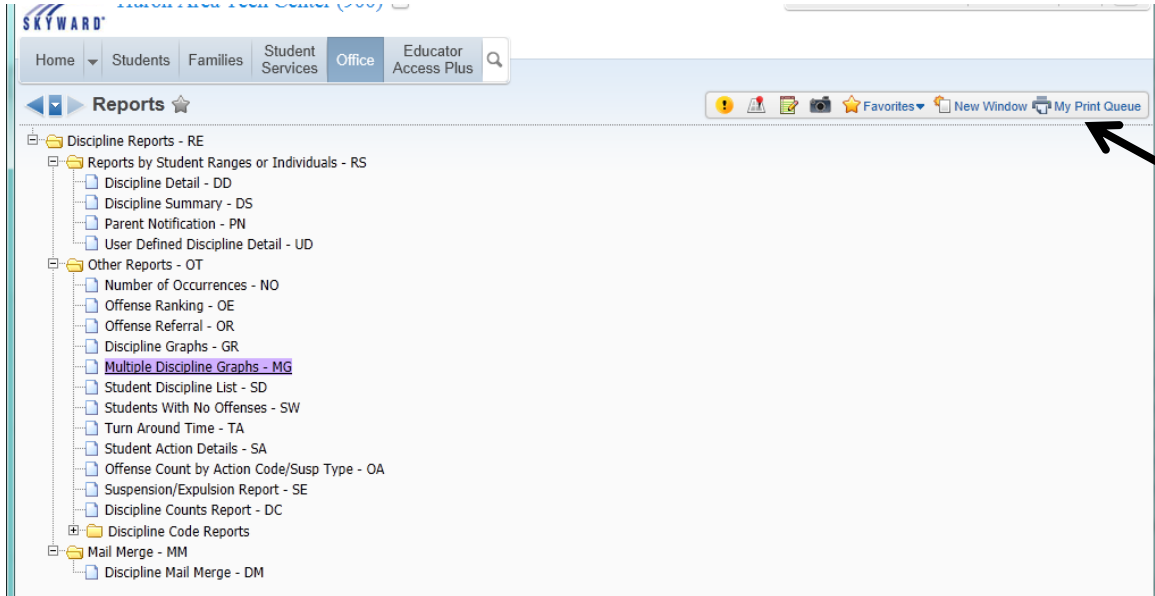


53. A dialogue box will indicate that the report is processing. When the report is done processing, click “view report.”
54. To print the report, click PRINT in the upper right. When you are done viewing the report, click BACK.
55. From the Multiple Discipline Graphs page, click BACK (see screenshot for Step 51).

NOTE: Follow this process to print any report you have created. To print the “Referral by Student – Details” report, go to OFFICE → DISCIPLINE → REPORTS → “Discipline Graphs -GR.”

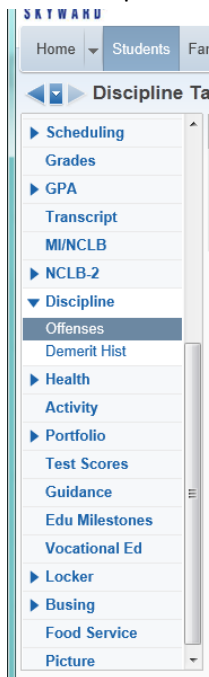
Using Your Print Queue

56. In the upper right corner of the discipline reports screen is a button for My Print Queue. You can go here to see recently printed reports. Also, some reports can take several minutes to process. You can continue to work in Skyward while a report is processing and then go to the print queue later to see the report.



Printing Discipline Reports for Individual Students

57. Login to Skyward. Enter STUDENT MANAGEMENT.
58. Choose the Entity for the student(s) you wish to find. Go to STUDENTS → STUDENT PROFILE.
59. Select the student:
 - a. Next to Student Name will be a purple box with the student's alpha key (a code made of letters from the student's name).
 - b. Click in the alpha key box and type the first 4-5 letters of the student's last name.
 - c. A drop-down list will appear; select the student for whom you wish to print a report.
60. From the panel on the left, scroll down to DISCIPLINE and choose "Offenses."



61. Click the QUICK PRINT button on the right.
62. A dialogue box will appear. Select "Multiple Discipline Graphs." From the drop-down menu, choose "Big 5 Discipline Reports."
63. Click RUN.

