Welcome to SkyPort

SkyPort for Teachers
Who, What, When, Why?
Your school district has implemented a new login screen called SkyPort.

This tutorial will show you how to log in through Skyport.
Your previous login screen looked like this:

**Skyward Employee**

Login:
Password:

Add the Skyward login page to your Favorites
Make the Skyward login page your Home Page

Skyward School District

Web Browser: Internet Explorer 7
Operating System: Windows XP
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This is the new SkyPort Login screen.

Use the same Login and Password as before.
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The Educator Access button appears at the top of the screen.
Here is a sample screen of **SkyPort** with multiple widgets selected.

A *widget* is a unique element of information that can be pulled onto an individual's dashboard within **Skyport**.

**Please Note**: In this tutorial, we will be focusing on **Student SkyPort** screens whose information pulls from the **Student Management System**.
The screen shows widgets that would be most commonly selected by a teacher.

In this example, you are able to see the students enrolled in your classes, and Sporting Events and Special Event Newsfeeds. You may also choose to see recent Assignments, Upcoming Assignments, and Grade Distribution Information.

If you wish to see additional widgets added to this desktop, click Select Widgets.
If you would also like to see **Teachers Newsfeed**, you would click inside the box to the left of that widget.

The **widgets** that display for your selection have been determined by the district.

Click **Save**.
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The Teachers Newsfeed widget now displays on the SkyPort dashboard.
On each individual widget you will have up to 5 different options:

- The Drop down arrow will give you options to change the number of items displaying on your screen and/or change the display.
- The Half circle arrow will refresh the widget.
- I - This is an Information button that will show widget information.
- Clicking minus (-) minimizes the widget.
- Clicking X deletes the widget from the screen. You are able to retrieve this widget once it is deleted.
- Click the down arrow.
In this example, the display of the Teachers Newsfeed has been changed from Underwater to Outdoor.

Also, the Newsfeeds to show has been limited to 5.

Click Save.
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The Teachers Newsfeed now displays as Outdoor.
To move a widget to a different location on the screen, click on the blue section of the widget and hold the mouse button while you drag the widget to a new location and release the button.
The Upcoming Sporting Events widget has been successfully moved to the lower right area of the screen.
Any widget that has an item which is underlined allows you to click on it to be taken to the URL that has been linked to that name.

In this example, the district’s website would be accessible when clicking on the district name.
1. The screen can display Recent Assignments from your Gradebook if Recent Assignments has been selected as a widget.

2. The Grade Distribution widget may also be selected. The chart that displays shows the number of students within your classes who were given the various types of Grade Marks during the 3rd Grading Period. This information pulls from your Gradebook.

   To make changes to this or any graph within SkyPort click the down arrow.
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Select a specific Chart Type and click Save.
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Notice the change in the display of the Grade Mark Distribution widget.
You also have the option to add your own tabs to your dashboards.

You can create a new tab if you want to group certain widgets together, or if you feel a tab is too cluttered with widgets.

Example: You might create a tab that will only show information from your Gradebook.

You would click the (+) plus sign to create your own personal tab.
Create a Tab Name - Ex: Gradebook.
You can choose the order in which your tabs should display using the Tab Position.

SkyPort will list all the widgets that you have access to.
You can go through the list of widgets and select the widgets that you want to display on this new tab.
Click Save.
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Note that the new tab of Gradebook has been added successfully.

Special Event Newsfeed
- 100% Grade Orientation - 08/18/10
- 100% Grade Orientation - 08/18/10
- 128% Grade Orientation - 08/20/10
- Special Event

Upcoming Sporting Events Newsfeed
- Football Practice Today 8/16/10
Scroll to the bottom of the page.
You also have the option to **Reset Tabs**.

- **Reset Tabs** will reset your dashboard to only show the *districts* default for *Teachers*.
- If you have added tabs and/or widgets, they will all be removed after clicking the **Reset Tabs**.

- **Delete Tab** will delete a specific tab. The tab can be re-added at any time.
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You are also given a Sign out option.

This concludes the tutorial.

The button at the top of the screen will provide you with access to Educator Access+ via SkyPort.