Accessing Your Credits/Clock Hours in Skyward through "Employee Access"

Step 1: Login to your Skyward Account

Step 2: Select "Employee Access"

Step 3: On the top toolbar select "Employee Information." This will open a new menu.

Step 4: Select "Personal Information"

Step 5: On the left hand side of the screen select **"Personnel."** This will open a new menu.

Step 6: Select "Professional Development"

Keep in mind when using Skyward to view credits/clock hours..

All of the credits/clock hours that are visible to you in Skyward are those that have been received and processed by the Human Resources Department. If you have credits that are not included in Skyward, please forward the appropriate documentation to the Human Resources Department so those credits may be processed and included with your account.
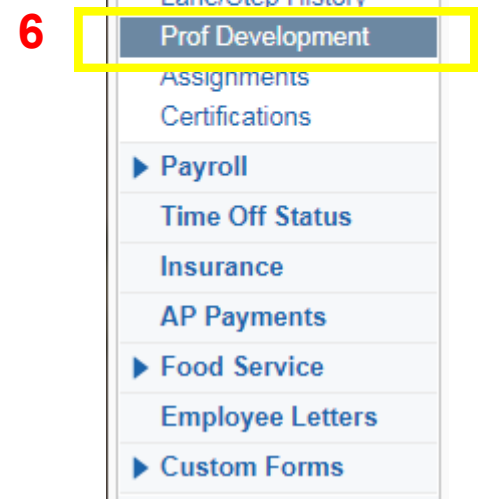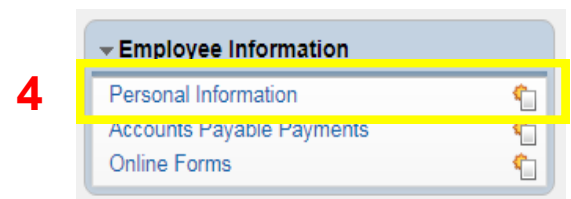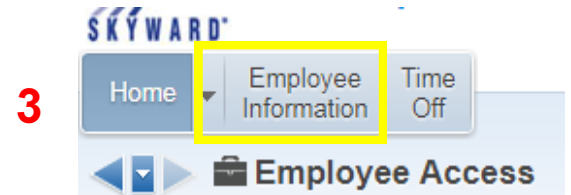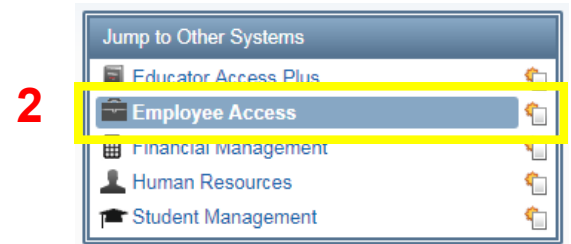
Also included with these instructions are helpful tips to:

- Filter Credits/Clock hours (P. 2)

- Export Credits/Clock hours to Excel (P.3)

- Viewing Educational/Experience

   Summary (P.3)

- Viewing Preferences (P.4)

- Viewing Your Credit Total (P.5)

2

Jump to Other Systems
- Educator Access Plus
- Employee Access
- Financial Management
- Human Resources
- Student Management

3

SKYWARD

Home | Employee Information | Time Off

◀ ▼ ▶ Employee Access

4

▼ Employee Information

Personal Information
Accounts Payable Payments
Online Forms

5 / **6**

▼ Demographic
Employee Info
Address
▼ Personnel
Personnel Info
Lane/Step History
Prof Development
Assignments
Certifications
▶ Payroll
Time Off Status
Insurance
AP Payments
▶ Food Service
Employee Letters
▶ Custom Forms

Updated 9.2018

Filtering Credits/Clock Hours

Filtering credits/clock Hours is an easy way to specify what credits you would like to view in the system, we are specifically going to review two different ways to filter your credits/ clock hours. The first will go over viewing credits/clock hours earned over a specified period of time, and the second set of instructions will go over viewing credits earned up to a specific date.
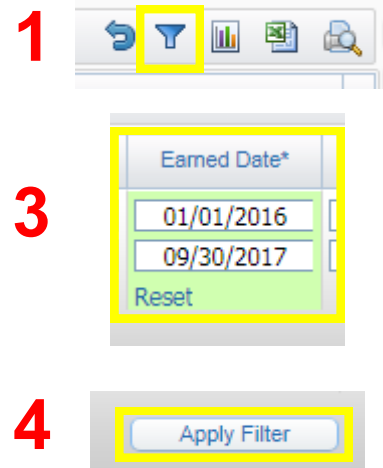
TO SEE CREDITS/CLOCK HOURS EARNED OVER A SPECIFIED PERIOD OF TIME:

1

Step 1: Select the "Filter" button on the right hand side of the screen.

Step 2: A box will appear with options and date ranges for each of the selection areas. For the purpose of these instructions we will be focusing on the "Earned Date."

3

Earned Date*

01/01/2016

09/30/2017

Reset

Step 3: In the top box, enter the date you would like the see the credits "From." In the bottom box, enter the date you would like to see the credits "To." For this example we chose the date range of 01/01/2016 - 09/30/2017

4

Apply Filter

Step 4: Select "Apply Filter" The credits now visible are only those credits which were earned during the date range you selected.
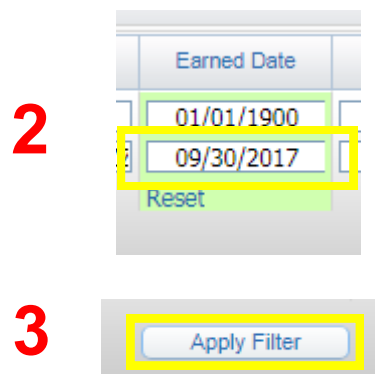
TO SEE CREDITS/CLOCK HOURS EARNED UP TO A SPECIFIC DATE:

Step 1: *Follow steps 1 and 2 from above.*

2

Earned Date

01/01/1900

09/30/2017

Reset

Step 2: In the bottom box under "Earned Date," enter the date you would like to see all credits earned to.

3

Apply Filter

Step 3: Select "Apply Filter" The credits now visible are only those credits which were earned up to the date you selected.

Exporting Credits/Clock Hours to an Excel Spreadsheet

The Skyward "Filter" feature is great, however; it has its limitations. Exporting your credits/clock hours to an excel spreadsheet gives you the ability to maneuver through your records with ease and also allows you to save and/or print the file in a more printer friendly format.

TO EXPORT YOUR CREDIT RECORDS TO EXCEL

Step 1: Select the button that looks like an excel document on the right hand side of the page

Step 2: A new menu will appear where you will select the type of excel file you would like the list to export as

Step 3: Select "Export"

Step 4: When the report has been created you will see a box appear. Select "Download Export File."

Step 5: The file will now be downloaded to your computer and you can manipulate the information in the excel document as you please.

BONUS TIP! If you filter your credits/clock hours first, (see page 2) then export the to excel, the only credits/clock hours that will be exported to excel will be those which were visible after you applied your filter.
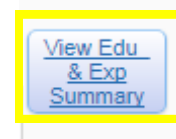
3

4

Request Complete
Export Data: Credits has finished processing.

Download Export File   Back
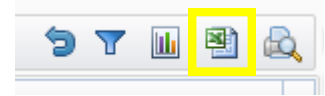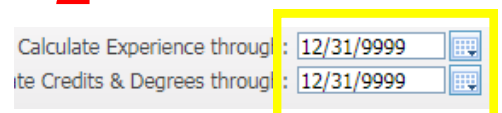
TO VIEW YOUR EDUCATION/EXPERIENCE SUMMARY

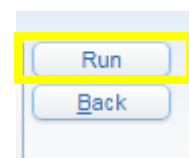**Step 1**: Select the button that says "View Edu & Exp Summary"

Step 2: A box will appear where you can enter the date you would like to see your total credits through, or your total experience through. (*you can, but do not have to enter a date in both boxes*)

Step 3: Enter the date(s) you would like for each cate-gory and select "Run." Your totals will then appear in the boxes below.

1

View Edu & Exp Summary

2

Calculate Experience through : 12/31/9999
te Credits & Degrees throug : 12/31/9999

3

Run
Back

Updated 9.2018

Changing Your Viewing Preferences

Changing the way that you view your credits/clock hours in Skyward is easy and can help you save some time if you don't want to worry with an excel document or if you simply prefer to view them in a different way.

Changing the way your credits are sorted for viewing purposes

**1**

| Comp Date ▼ | Course Description |
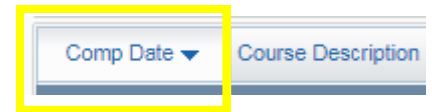
Step 1: When you are viewing your credits/clock hours on the main page, the default way for your credits/clock hours to be sorted is by "Completion Date." To change this you will simply need to select any of the other selection categories and the credits/clock hours will be sorted accordingly.

BONUS TIP! If you select "Course Description" one time, it will sort your records from A-Z. If you select "Course Description" a second time, it will then sort your records from Z-A. This same pattern occurs for dates as well; the first time will be newest to oldest and the second will be oldest-newest.

Controlling the number of records you are able to view on one page

1

| 20 ▼ | ◄◄ ◄ ► ►► | 20 records displayed |
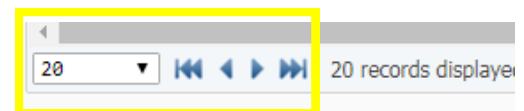
Step 1: On the very bottom of your screen you will see a box with a number in it. The number listed is the number of records that will be displayed. To change this number select the arrow next to the number and select the new number of records that you would like to have displayed.

BONUS TIP! If the number of records you have displayed is less than the number of credit/clock hour entries you have submitted, you will need to use the arrows to move from one page to another to see all of your credits.

Updated 9.2018

Viewing Your Credit Total

If you are looking to find the total number of credits you have and don't prefer to export your information into excel you can run a quick report to view your current year credit total.

Viewing your credit total through a selected date.

Step 1: On the right hand side of the credits screen, select the button labeled "View Edu & Exp Summary"

1

Step 2: You can adjust the dates in both the "Calculate Experience through," and "Calculate Credits & Degrees through" as you prefer.

2 Calculate Experience through: 12/31/9999
Calculate Credits & Degrees through: 12/31/9999

> **The dates auto-populate to 12/31/9999. Leaving these dates as they are will give you your most up to date credit total.

> **To see your credit total used for your salary schedule placement for the 2018/2019 school year, enter the date 9/30/2018.

3 Run
Back

Step 3: Once you have adjusted the dates, select the button on the right labeled "Run."

4 **Calculated Credits:**

Total:

Step 4: In the section labeled "Calculated Credits" you will see your credit total through the date selected listed in the box on the right labeled "Total"

BONUS TIP! You can also see the highest degree level that the district has on file for you, along with your total years of experience in the boxes in the section labeled "Calculated Experience."