

FIELD TRIP (SKYWARD) INSTRUCTIONS (rev. 12.19)
BUILDING ADMINISTRATIVE ASSISTANT (BLDG AA)

1. Building AA will receive an email that a teacher has submitted a Field Trip request, that it has been approved by the Principal, and the School Nurse has been informed. You will be moving this task forward in Skyward so that Fee Pay, Food Service, and Health Assistant staff are notified of this trip.

Example email:

FIELD TRIP REQUEST to AA & TEACHER'S TO-DO LIST ZOO Inbox x

Skyward@mcpasd.k12.wi.us

to DAustin ▾

To: Building Admin Assistant & Teacher

BLDG AA: You are being notified of an approved Field Trip. (Details of trip are below.)

You need to notify FS and Health Assistant.

Go to Skyward > Task Manager (not Task Processes!) > and open this task and following the on-screen directions.

- 1) Add CALENDAR reminder of this trip
- 2) Please forward this email on to your building's Instructional Leader if applicable.

=====

Destination: ZOO
Date: 12/12/19
Multiple dates (if any):
Date 2: <zFIELD TRIP REQUEST FORM.Date_of_Field_Trip_2:.CF>
Date 3: <zFIELD TRIP REQUEST FORM.Date_of_Field_Trip_3:.CF>
Date 4: <zFIELD TRIP REQUEST FORM.Date_of_Field_Trip_4:.CF>
Date 5: <zFIELD TRIP REQUEST FORM.Date_of_Field_Trip_5:.CF>
Date 6: <zFIELD TRIP REQUEST FORM.Date_of_Field_Trip_6:.CF>

Building: <zFIELD TRIP REQUEST FORM.Employee's Building Desc.Sky>
Classrooms attending: 1ST GRADE
Destination: ZOO
Time Leaving: 9
Returning: 2
Approx. # attending: 50
FYI of FS needs: Y
Sack lunch: Y
Other:

2. Per the instructions in the email, please read the instructions in the gray bar area for instructions.

TM Process: FIELD TRIP REQUEST (NEW 1) Skycoder Capture Screen Release Notes New Window My Print Queue Help Menu

Employee: AUSTIDIA000 AUSTIN, DIANE MARIE

1. General

You are being notified that this field trip has been approved, the School Nurse has been notified, and you are as well. You will be sending notifications (via this process) to Food Service, the Health Assistant, and Fee Pay. Click 'Open' below to view trip details. When back at this screen, move this task on to all who need to be notified by clicking 'Next' in bottom right.

Custom Forms

Custom Profile	zFIELD TRIP REQUEST FORM	zFIELD TRIP REQUEST FORM	Open
----------------	--------------------------	--------------------------	------

Step 1 of 4

Next

SEND APPROVAL TO YOUR BLDG AA

- General
- Notes
- Attachments
- Choose Next Task

Process History

Save and Finish Later

Reassign Task

Back

- Move through the form by clicking 'Next' to view NOTES, ATTACHMENTS (roster), until you arrive at last screen of 'Choose Next Task'.

TM Process: FIELD TRIP REQUEST (NEW 1) Skycoder Capture Screen Release Notes New Window My Print Queue Help Menu

Employee: AUSTIDIA000 AUSTIN, DIANE MARIE

1. General

You are being notified that this field trip has been approved, the School Nurse has been notified, and you are as well. You will be sending notifications (via this process) to Food Service, the Health Assistant, and Fee Pay. Click 'Open' below to view trip details. When back at this screen, move this task on to all who need to be notified by clicking 'Next' in bottom right.

Custom Forms

Custom Profile	zFIELD TRIP REQUEST FORM	zFIELD TRIP REQUEST FORM	Open
----------------	--------------------------	--------------------------	------

Step 1 of 4

Next

SEND APPROVAL TO YOUR BLDG AA

- General
- Notes
- Attachments
- Choose Next Task

Process History

Save and Finish Later

Reassign Task

Back

- Move task on Fee Pay, Food Service (always send to Janet Ballweg), and Health Office.
 - For each section below, do the following:
 - Click 'Select assignees for _____'
 - Find name, and click so check appears by name
 - When done, click 'Complete Task'.

TM Process: FIELD TRIP REQUEST (NEW 1) | Skycoder | Capture Screen | Release Notes | New Window | My Print Queue | ? | Help Me

Employee: AUSTIDIA000 | AUSTIN, DIANE MARIE

4. Choose Next Task

Select the Next Task or return to a Previous Task

Select one or more of the options below to create the Next Task:

- Notify Fee Pay Adm (if applic) (FEE PAY ADMIN ASST)
Select assignees for Notify Fee Pay Adm (if applic) (FEE PAY ADMIN ASST):
- Notify Bldg FS & Janet Ballweg (HEAD COOK)
Select assignees for Notify Bldg FS & Janet Ballweg (HEAD COOK):
- Notify Health Assistant (HEALTH ASSISTANT)
Select assignees for Notify Health Assistant (HEALTH ASSISTANT):

Select the button below to return to a Previous Task:

-
-
-

SEND APPROVAL TO YOUR BLDG AA

1. General
2. Notes
3. Attachments
4. Choose Next Task

Step 4 of 4

Process History

****SUGGESTION: Add trip date to your school calendar.****

You will notice the email you receive is also being sent to the Teacher who initiated this task in Skyward. The email section for the teacher will be their TO-DO list to use to prepare for the trip.

Diane Austin will be monitoring the timeliness of the forms. If you have questions or need assistance, please contact her at 608-829-9041 or daustin@mcpasd.k12.wi.us.