

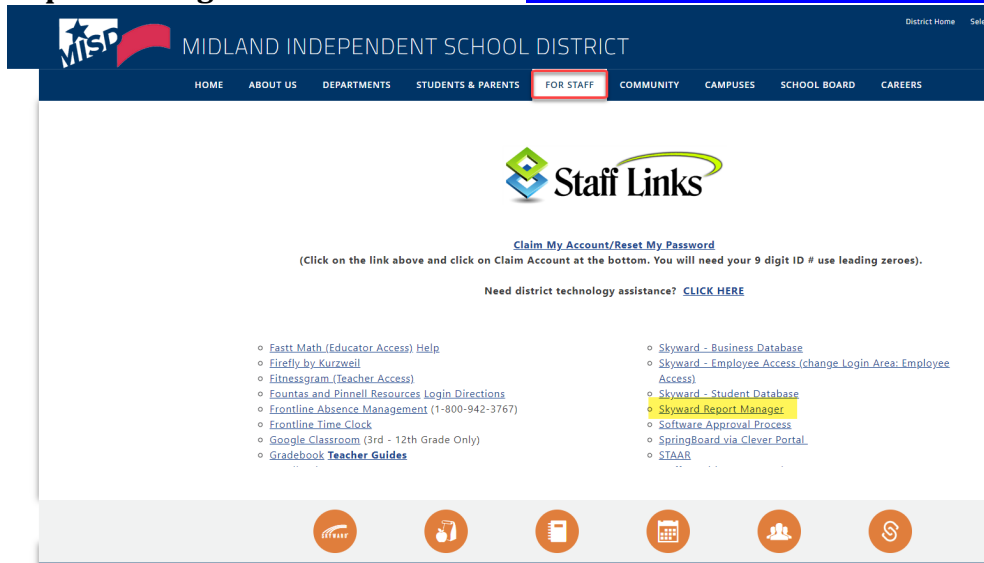
How to Navigate Skyward Report Manager

The Student Data Systems department creates and publishes custom reports to Skyward Report Manager for departments and campuses throughout the district. These reports are usually live, current data with specific criteria programmed for each report. When running reports on Skyward Report Manager, please keep in mind:

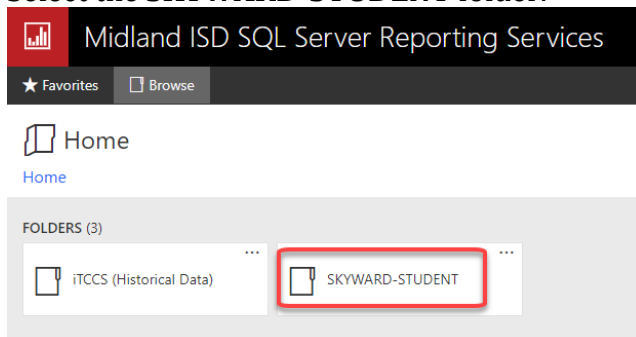
- Skyward Report Manager can only be accessed on the MISD network.
- Each user must be given security access to a report in order to view it. If you are unable to access a specific report, please contact Fannita Barakat at fannita.barakat@midlandisd.net.
- All the data on each report is current at the point in time that you access it. You can re-run a report each time you need updated information.

To access Skyward Student reports on **Skyward Report Manager**, follow the steps below:

1. Go to the **MISD** homepage and click **FOR STAFF>STAFF LINKS**. Select **Skyward Report Manager** or click on this link: <http://adm-vm-ssrs/reports/browse/>.

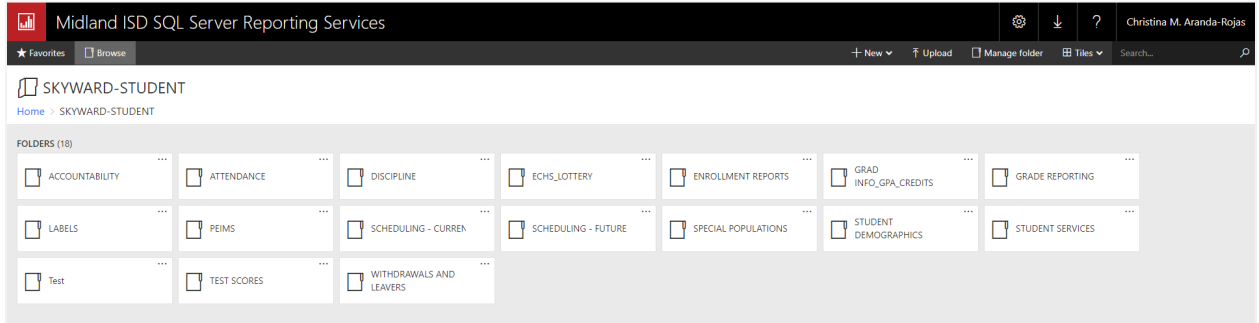


2. Select the **SKYWARD-STUDENT** folder.



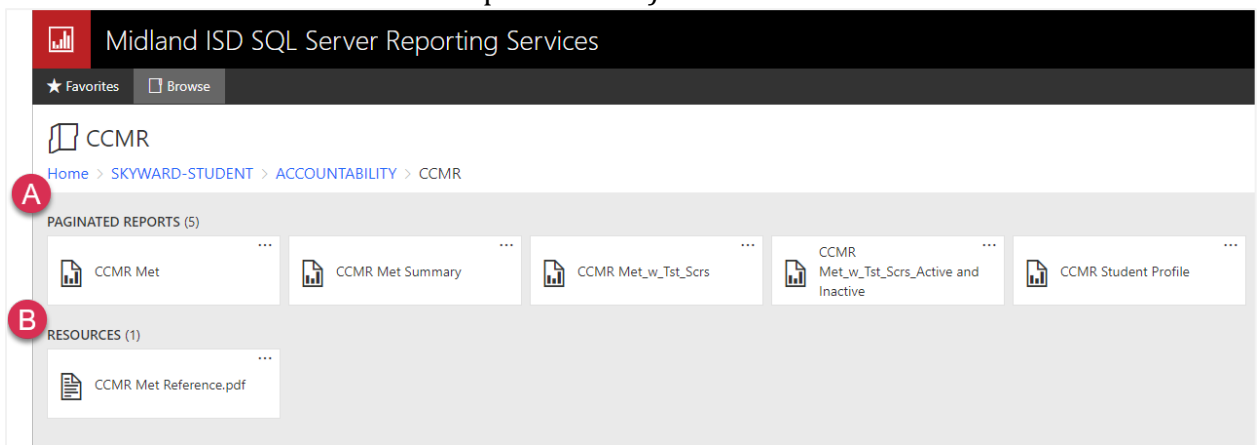
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3. Select the desired folder.



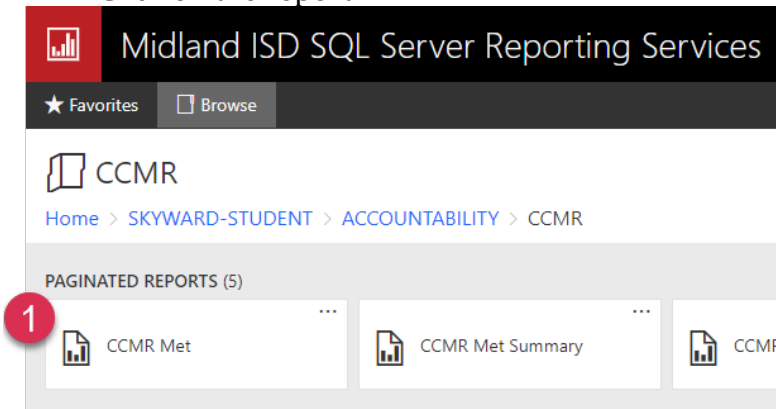
4. The following sections will be displayed:

- A. **Paginated Reports:** This area consists of reports.
- B. **Resources:** This area consists of documents which contain additional information about the report. *Not all folders have resources.*



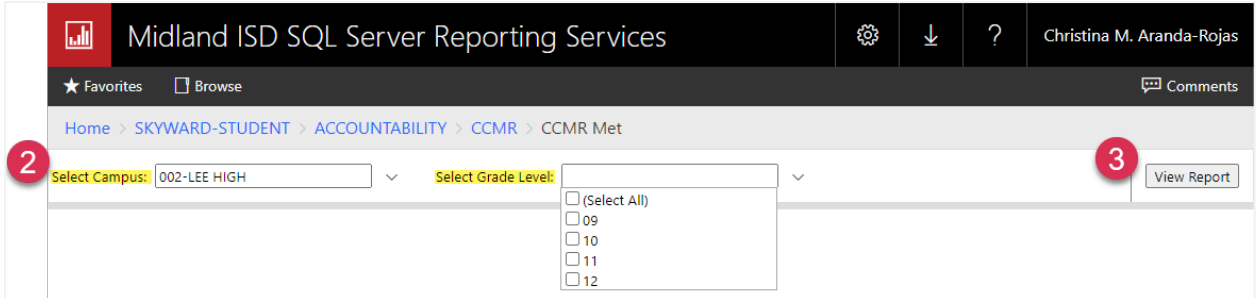
5. To run a report:

1. Click on the report.



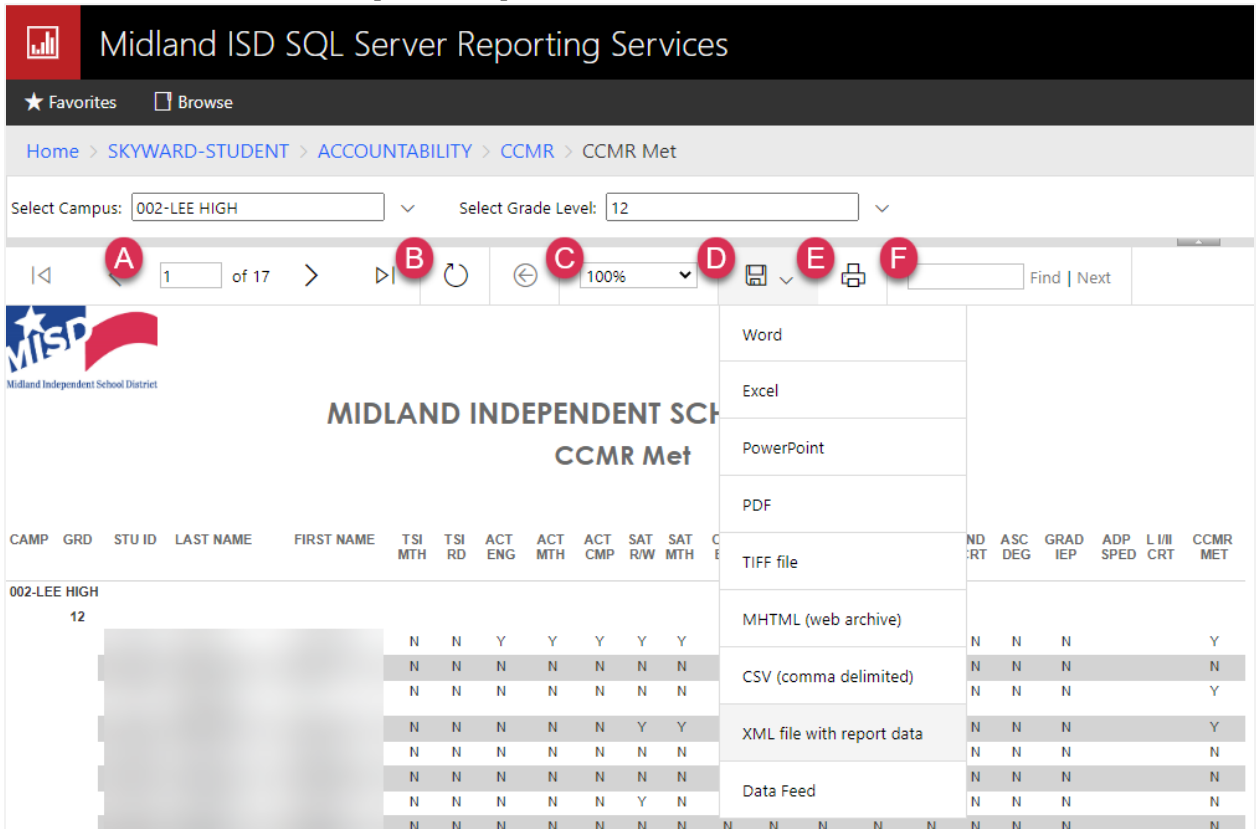
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2. Click the drop-down to select the parameters (if available).
3. Click **View Report**.



The screenshot shows the 'Midland ISD SQL Server Reporting Services' interface. At the top, there is a navigation bar with 'Home > SKYWARD-STUDENT > ACCOUNTABILITY > CCMR > CCMR Met'. Below this, there are two dropdown menus: 'Select Campus:' with '002-LEE HIGH' selected, and 'Select Grade Level:' with a list of options including '(Select All)', '09', '10', '11', and '12'. A 'View Report' button is located to the right of the dropdowns. Red circles with numbers 2 and 3 highlight the dropdown menus and the 'View Report' button, respectively.

4. Once the report is displayed, you can do one of the following:
 - A. Go to the previous or next page
 - B. Refresh the report
 - C. Adjust the zoom
 - D. Export the report using one of the export format options
 - E. Print the report
 - F. Search the report for specific information



The screenshot shows the report data table and export options. The table has columns for 'CAMP', 'GRD', 'STU ID', 'LAST NAME', 'FIRST NAME', 'TSI MTH', 'TSI RD', 'ACT ENG', 'ACT MTH', 'ACT CMP', 'SAT R/W', 'SAT MTH', 'ND RT', 'ASC DEG', 'GRAD IEP', 'ADP SPED', 'L/I/I CRT', and 'CCMR MET'. The data is for '002-LEE HIGH' and grade level '12'. The table is partially obscured by a grey box. To the right of the table, there is a list of export options: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed. Red circles with letters A through F highlight the navigation and export options. A search bar is also visible at the bottom right of the interface.