

# Setting Favorites for Teacher Quick Access

Skyward is made up of modules. There is the Educator Access, Student Management, Family Access and others. Your students all are assigned to you under the Educator Access module. However, there are times that you might need to look up students that are not scheduled to you. The way to look these up, are under the Student Management module. Getting back and forth from these is a bit cumbersome. Here is a guide to setting these two areas up under your "Favorites" for quick access.

Step #1: Put your "Favorite" widget on your dashboard.

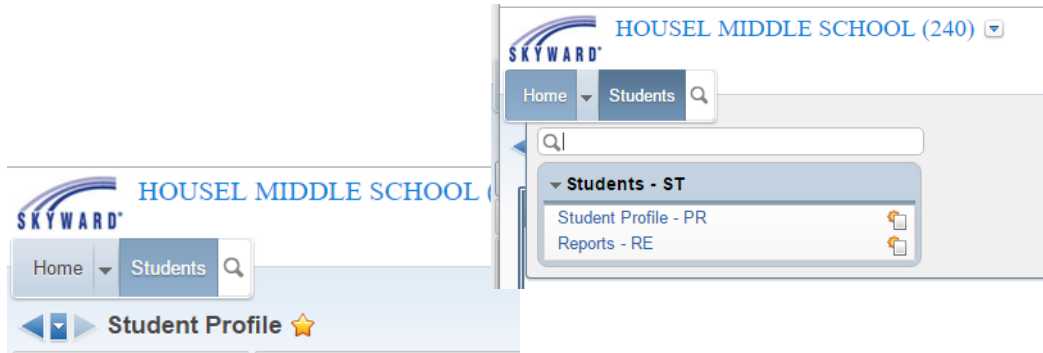
- Click Select Widgets...
- Choose Favorites under Employee Widgets...
- Save.

The screenshot shows the 'Dashboard Maintenance' interface for the 'Teacher' dashboard. The 'Employee Widgets' section has the 'Favorites' widget checked. A 'Select Widgets' dialog box is open, showing a list of widgets with 'Teacher' selected. An arrow points from the 'Select Widgets' button in the dialog to the 'Save' button in the main interface.

Step #2: Make Student Management and My Students your favorites.

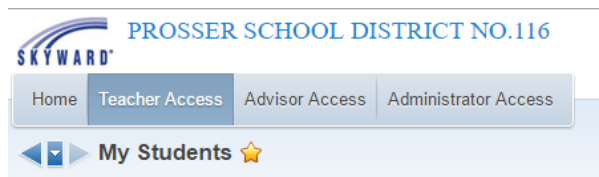
- Click on the Drop down arrow between your "Home" and "Teacher Access"....
- Select Student Management...
- Select Student Profile...
- Click on the star just to the right of Student Profile. Your Student Search is now a Favorite.

The screenshot shows the Skyward navigation bar for 'HOUSEL MIDDLE SCHOOL (240)'. The 'Home' dropdown menu is open, showing 'Students' as the selected option. Below the dropdown, the 'Student Management' link is visible.



### Step #3: Make your “My Students” a Favorite

- Click on the Drop down arrow between your “Home” and “Students”...
- Select “Educator Access Plus”...
- Select “Teacher Access”...
- Select “My Students”...
- Click on the star just to the right of “My Students”



Your Favorite Box Should Look like this. Now you can jump from one module to the next with one-step. Most screens can be turned into favorites. If there is a view that you find you are in a lot, mark it! It's much easier to get to with one click. 😊

