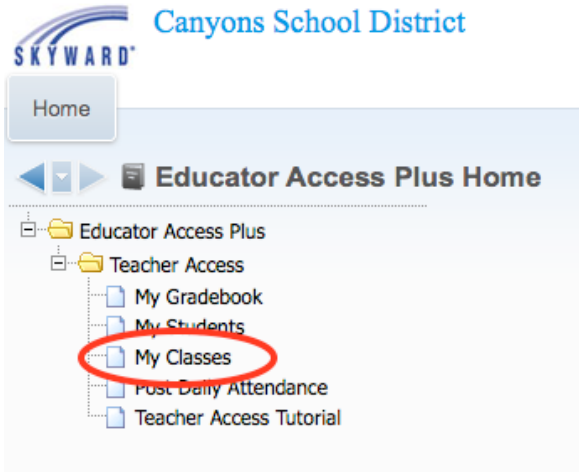




Skyward - Completing SEP Forms

Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

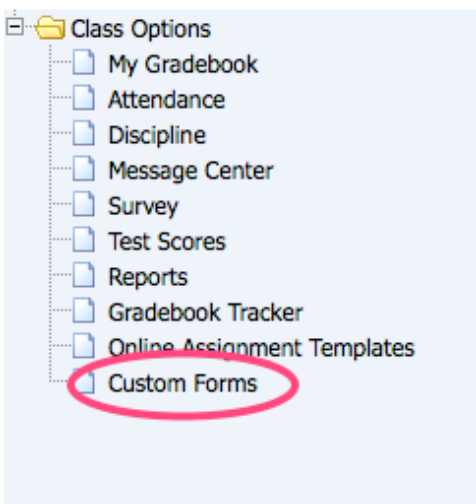
1. Log into Skyward Student using Safari. From your Skyward Homepage, click on “My Classes”.

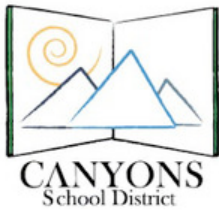


2. Next, Click on “Class Options”.

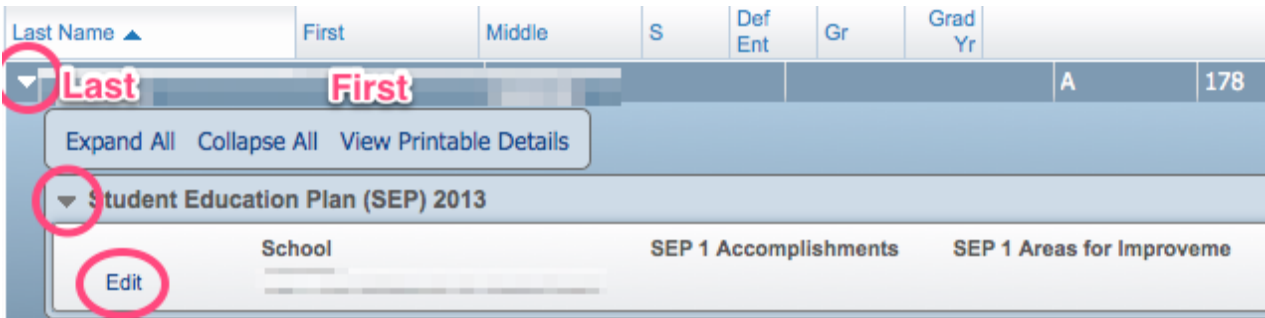
<u>Dept</u>	<u>Subject</u>	<u>Terms</u>	<u>Period</u>	<u>Days Meet</u>	<u>Class</u>	<u>Description</u>	<u>Class Options</u>
		1 - 3	1	MTWRF	03HRM / 301	Third Grade Homeroom	Class Options
		1 - 3	2	MTWRF	03HRM / 301	Third Grade Homeroom	Class Options
		1 - 3	3	MTWRF	03LNG / 301	Third Language	Class Options
		1 - 3	4	MTWRF	03MTH / 301	Third Math	Class Options
		1 - 3	5	MTWRF	03SOC / 301	Third Social Studies	Class Options
		1 - 3	6	MTWRF	03SCI / 301	Third Science	Class Options
		1 - 3	7	MTWRF	03TEC / 301	Third Technology	Class Options

3. Click on Custom Forms.

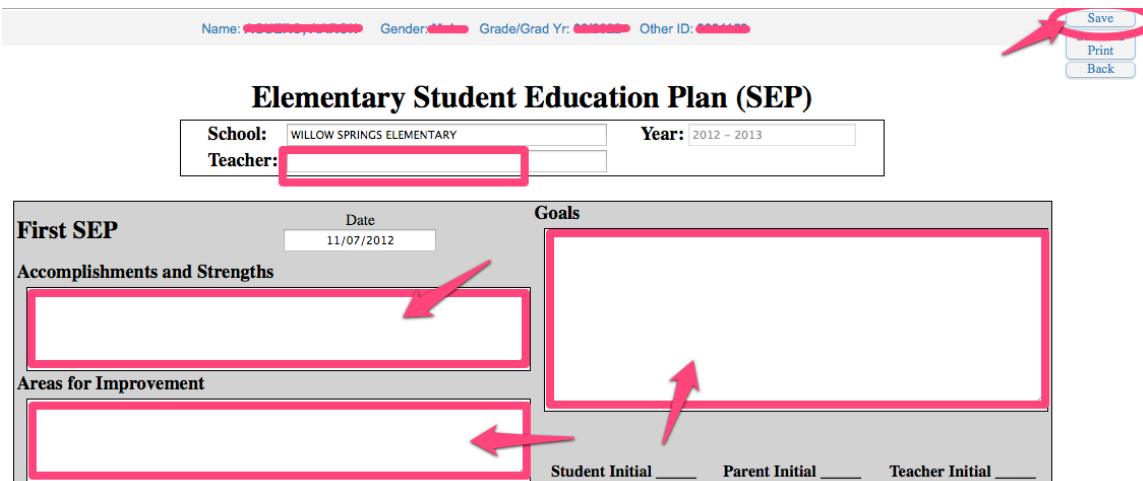




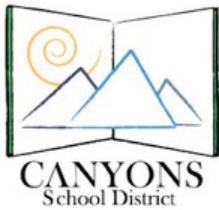
4. Click on the very small arrows by the Name and “Student Educational Plan” to open the window. Then, click “Edit”.



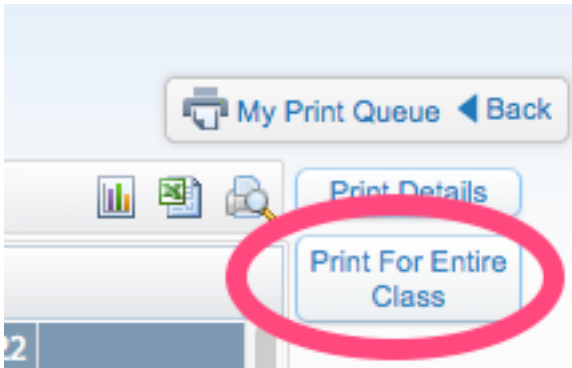
5. Type in Teacher’s Name, Accomplishments and Strengths, Areas for Improvement, and Goals. **If you need a return as you type, you must enter
 at the end of the line of text in order for it to show up on the final printed copy.** Then, click “Save”.



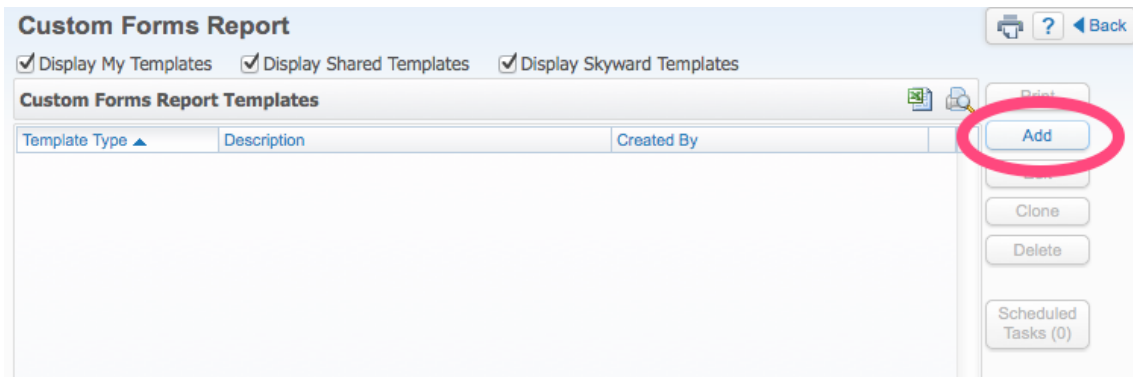
6. Complete the last two steps for every student. When finished, move onto the next step.



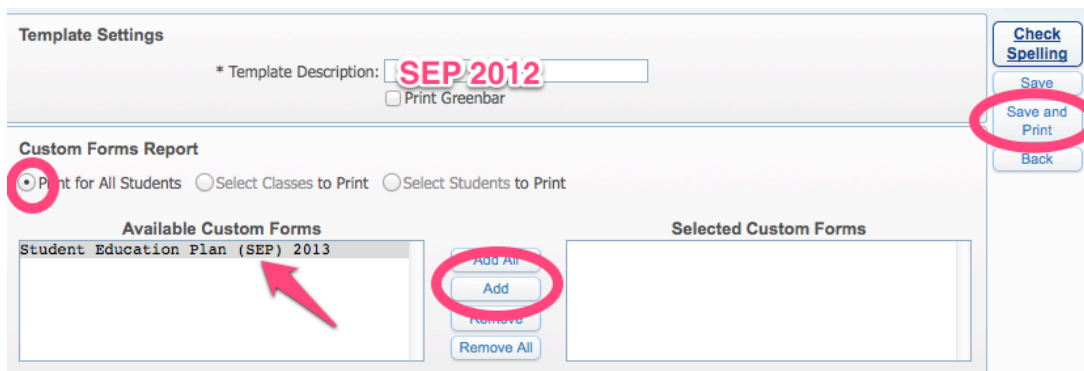
7. Click "Print for Entire Class".

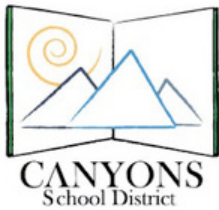


8. On the next screen, you may not see a template to print. The first time you go there, you must click "Add" to add the SEP template. You only have to do this once! If you have already done this skip to step #10



9. Type a Template Description. Make sure "Print for All Students" is clicked. Click on "Student Educational Plan (SEP) 2013". Click "Add". Then, click "Save and Print".

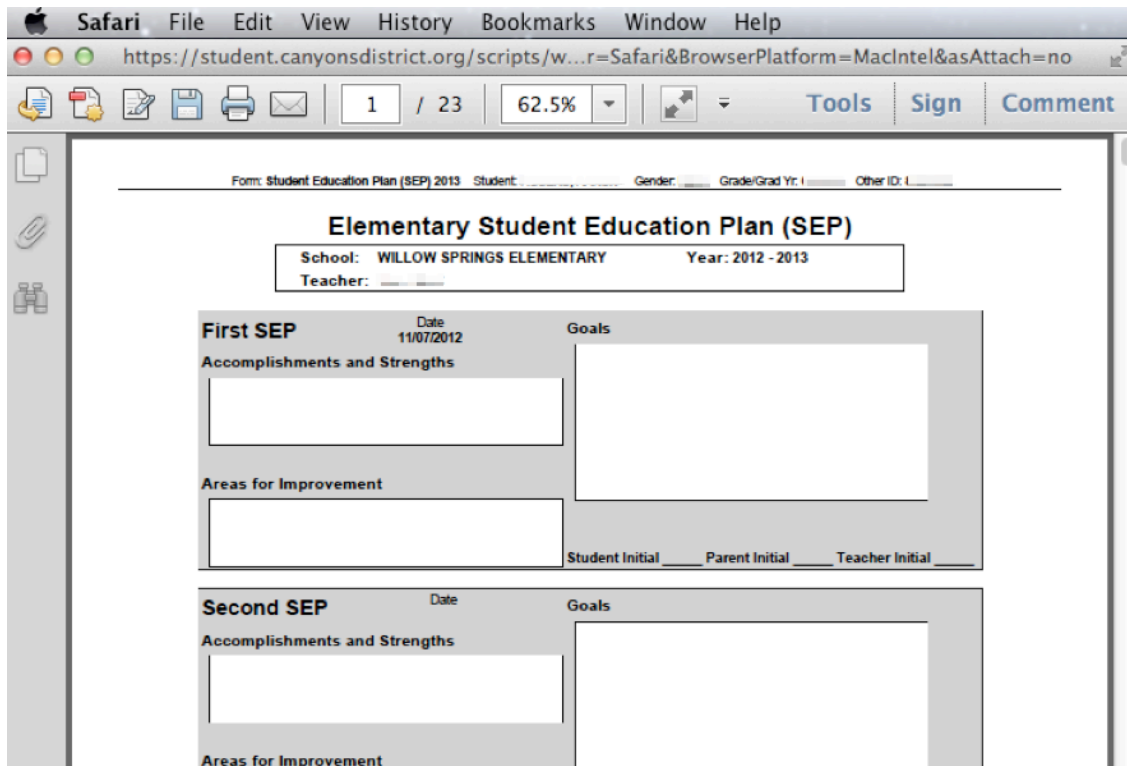


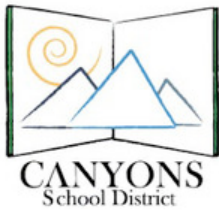


10. Open your report by clicking on “View Report”.



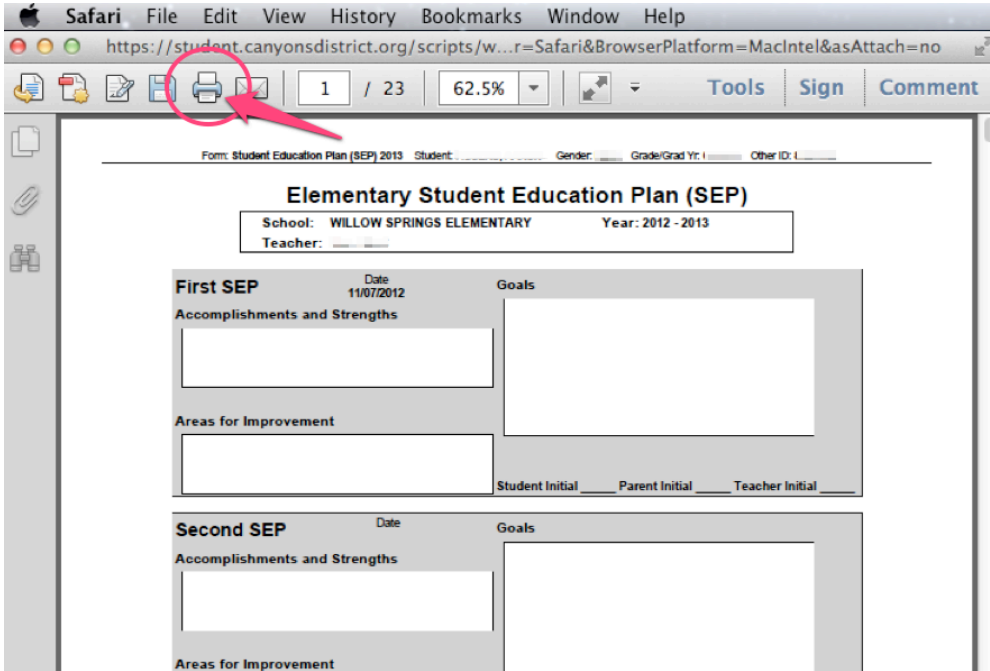
11. The SEPs will show up in a new window.





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12. Click on the printer icon (not file>print).



13. Choose the printer you would like to use. Make Sure “All”, “Shrink oversized pages”, and “Auto portrait/landscape” are click. Then, Click “Print”.

