

Calendar (Employee View)

1. Login to Skyward
2. Click on Employee Information
3. Click on Calendar
4. Click on Calendar Options at the top
5. Check the "Display Selected Employee Management Calendar" box
6. Check the "Display Employee Management Calendar Details Below Calendar" box
7. In the first drop down, select the current year's plan. For example, "2020-2021 Active Plan."
8. In the second drop down, select the appropriate assignment calendar. For example, if you are an Educational Assistant, you will see "187 Day NonCert 7.5 (Program Aide.....)"
9. Click Save

Set Calendar Display Options - 05.20.10.00.07 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinneenahwi/hclcredit002.w?hFromSkyport=no&isPopup=true

Set Calendar Display Options

Display Calendar Events

Display Calendar Events Details Below Calendar

Display My Time Off Entries

Display My Employees Time Off

Only Employees That Report Directly to Me

All Employees Under Me

Display Time Off of Employees I Oversee

Display Time Off Names using Last Name/First Initial instead of default First Name/Last Initial

Display Selected Employee Management Calendar

Display Employee Management Calendar Details Below Calendar

2020-2021 ACTIVE PLAN

187 DAY NONCERT 7.5 (PROGRAM AIDE / EDUCATION ASSISTANT NON INSTR SPECIAL ED / COOLIDGE ELEMENTARY

Calendar Description (Position / Assignment / Building)

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