







District Technology Quick-Reference

Organizational & Management Tools



	Microsoft Office 365 Email	Microsoft Office 365 Calendar	Microsoft Office 365 OneDrive	Microsoft Office 365 Groups	Skyward Student Information & Management System
Brief Description	Online application which enables the user to access their e-mail from almost anywhere, quickly and with ease.	Online application which enables the user to easily view, edit, create, and delete their own calendars, as well as to view calendars shared with them by other users.	Online Cloud Storage application which enables the user to access, edit, or delete uploaded files, while automatically updating synchronized computers when changes are made to files.	Makes collaboration with group members easier by introducing a shared e-mail inbox, calendar, file library, and notebook, all accessible by all members of the group	Skyward is the technological system QPS uses to manage the important information regarding student's educational records. It will serve as educators' dashboard for student & family information, attendance, lunch count, grading and reporting.
Why?	<ul style="list-style-type: none"> No software install necessary. Access e-mail from any computer with internet access. 	<ul style="list-style-type: none"> No software install necessary. Access calendars from any computer with internet access. 	<ul style="list-style-type: none"> No software install necessary. Access uploaded files from any computer with internet access. Will synchronize changes with synced computers. Can share files with other users or groups. (This is not the best method of file sharing, however. See Office 365 Groups.) 	<ul style="list-style-type: none"> No software install necessary. Ease of collaboration. 	To organize and manage our student records in a way that is seamless for educators, administrators, and parents.
What?	<ul style="list-style-type: none"> Functions the same way as full Outlook software, with limitations. Simplified interface. Send/Receive e-mails. Manage e-mail folders. 	<ul style="list-style-type: none"> Functions the same way as calendars in full Outlook software, with limitations. Simplified interface. Use to schedule meetings, keep track of dates, and set reminders. Create and track multiple calendars. 	<ul style="list-style-type: none"> Have access to files not normally available outside of the workplace, enabling the employee to work from home or other locations. Files <u>must be uploaded to the cloud</u> before they can be accessed elsewhere. 	<ul style="list-style-type: none"> Group e-mails (Conversations) all in one place. Calendar updated for all members of group. Files accessible by all group members, can be edited online simultaneously by multiple users . Take notes/minutes via OneNote. Can be viewed/edited by all members. 	<i>*You will receive a Skyward Digital Conversion Timeline from your building principal which will provide information on what components of Skyward are used by each educator.</i>
When?	<ul style="list-style-type: none"> When you do not have the Microsoft Outlook software installed on your computer. When using a computer which you do not normally use—for example, a coworker's computer. 	<ul style="list-style-type: none"> When you do not have the Microsoft Outlook software installed on your computer. When using a computer which you do not normally use—for example, a coworker's computer. 	<ul style="list-style-type: none"> When working on a computer which does not have OneDrive installed. When you need to view or edit your files on a computer with which your OneDrive files are not synchronized. 	<ul style="list-style-type: none"> Especially helpful when collaborators do not have time to meet in person, or want to work on a project from home. 	Educators will utilize Skyward daily for lunch count, attendance, and discipline referrals. Some grades will utilize Skyward for grading/reporting. <i>Please refer to the Skyward Digital Conversion Timeline.</i>
How?	<ol style="list-style-type: none"> Open internet browser (ie: Internet Explorer, Google Chrome...) Access QPS website, Click 'Employee Webmail' near top of page. Enter login credentials where prompted (smithjo@qps.org, p@55W0rd). 	<ol style="list-style-type: none"> Follow instructions for Office 365 Email. Click App Tray icon (). Click Calendar app icon (. 	Please view online instructions HERE . (http://www.qps.org/departments/technology/technology-tutorials/onedrive-for-qps-organization/)	<ol style="list-style-type: none"> Follow instructions for Office 365 Email. Click App Tray icon (. Click People app icon (. Click "Groups" menu item. 	For more information on Skyward Tutorials, login to Skyward and visit the SkyDoc or contact your Building Skyward Representative.