

SKYWARD DOCUMENTATION: **Skyward Favorites**

The Favorites widget allows you to quickly navigate between sections of Skyward slightly faster than going through the menu system. Please note that **not all sections of Skyward can be favorite-d**. While this process has some use for teachers, office personnel will benefit more from using the Favorites.

You can identify areas of Skyward that can be tagged as favorites by the star icon existing next to the page title. A grayed-out star indicates it is not a favorite while a yellow star indicates a selected favorite.



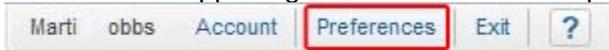
Once a minimum of one favorite has been selected, returning to the home page will now populate that favorite within the Favorites widget. Using the list populated in the Favorites widget you can either click on the name of the Favorite to go there immediately or click on the New Window button to the right of a selected area to open a new window that is directed to the selected area.



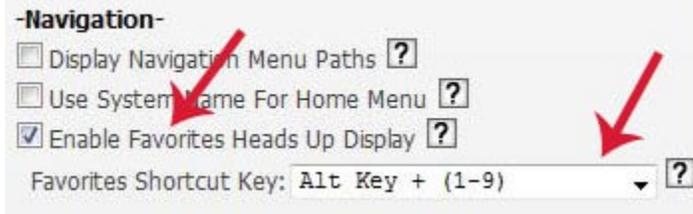
In case you don't want to use the Favorites widget, you may also find your Favorites listed under the Favorites drop-down menu. The drop-down menu is located along the far right side of the title bar.



Another feature available is activating the Favorites hotkeys, which allow you to use a pre-determined key combination to navigate to your Favorites. To achieve this you will need to access the Preferences menu, which is found in the upper-right-hand corner of the page.



Once the Preferences window opens, go to the Navigation section, check the box labeled Enable Favorites Heads Up Display, and select which modifier key you would like to use. The modifier key options available are Control and Alt. Make sure you click Save after you make your selection.



You will now see that the Favorites widget has converted to a numbered list.



In this example, I have selected to use the Alt modifier key for my Favorites hotkey. This means that if I have the Skyward window selected, I can hit Alt-1 to immediately navigate to the My Students section.

Related Docs that you may find useful include:
"Preferences"