

SKYWARD DOCUMENTATION:
**Accessing Student Profile Through
"My Activities"**

Activity sponsors have an additional route they may utilize to view a student's profile. This doc will exclusively cover how to view a student's profile by way of the "My Activities" database. If you are not an activity sponsor - or your activity is not built correctly in Skyward's Activity Master - this Doc will not provide any useful information. You can check to see if you are assigned as an activity sponsor by following this Doc up until step 4. If you reach step 4 and do not have any options this means you are not listed as an activity sponsor within the Activity Master.

Once logged in to Skyward, click the **Teacher Access** button, followed by clicking the **My Activities** link.



Find the activity for which you would like to view the roster then click the arrow to **expand** that entry.



Expand the Student Roster subclass.

The screenshot shows a web interface for "ERIN THELERITIS's Activities (Current Year)". It features a table with columns: Entity, Description, Role, and Type. The first row shows Entity 400, Description SPECIAL ED, Role Assistant, and Type Other. Below the table is a navigation bar with buttons: "Expand All", "Collapse All", "Modify Details (displaying 3 of 3)", and "View Printable Details". A red arrow points to the "Student Roster" button in a sidebar menu.

Click the **student's name** to view that individual's profile.

The screenshot shows the "Student Roster" section expanded. It displays a table with columns: Name, Grade, Age, and Gender. A red arrow points to the first row of the table, which contains a student's name (blurred), Grade 09, Age 16, and Gender Female.

You are now viewing the selected student's profile. Use the left-hand menu to navigate between pages.

The screenshot shows a left-hand navigation menu for a student's profile. The menu is organized into several sections: "Student Info" (Profile, Class Summary, Attendance (14), Schedule, Discipline (0), Student Portfolio, Activities (1)), "Family Access Display" (Home, Calendar, Gradebook), "Student Access Display" (Home, Calendar, Gradebook), and "Reports" (Information Report, Multi-Class Progress Report).