Family Access Overview

Login – Use the account credentials the district provided to Login to Skyward Family Access

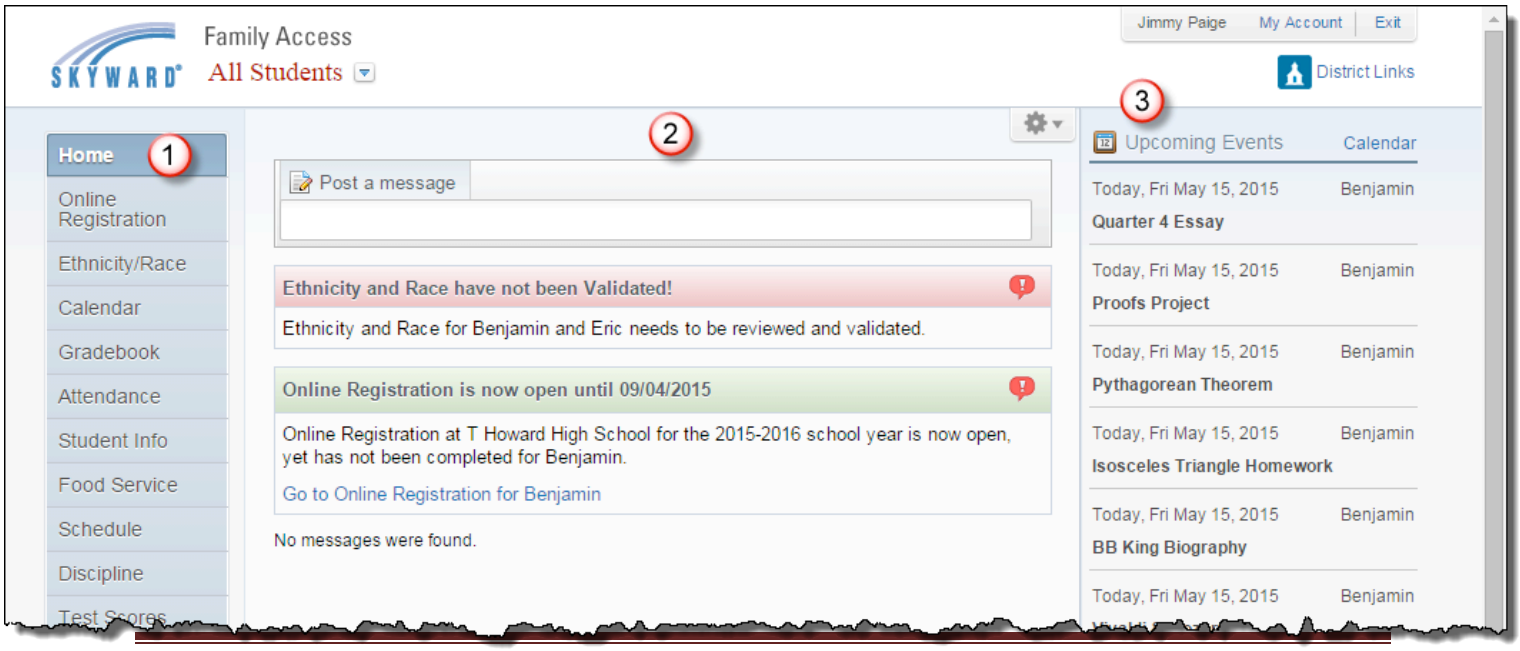
Home Page – Your home page allows you to see District wide information that will impact your Student(s) and allow you to track their progress.

1. ***Navigation*** – the tabs along the left-hand side of the Home Page allow you to navigate to specific information for your student(s).

   ***A good tip to remember is that any words in blue are hyperlinks that take you to more information and options to customize Family Access to suit your needs. ***

2. ***Message Wall*** – the middle of your home page is the Message Wall. This area contains important information from the School District.

3. ***Upcoming Events*** – the far right-hand side of the home page displays upcoming events for your students.



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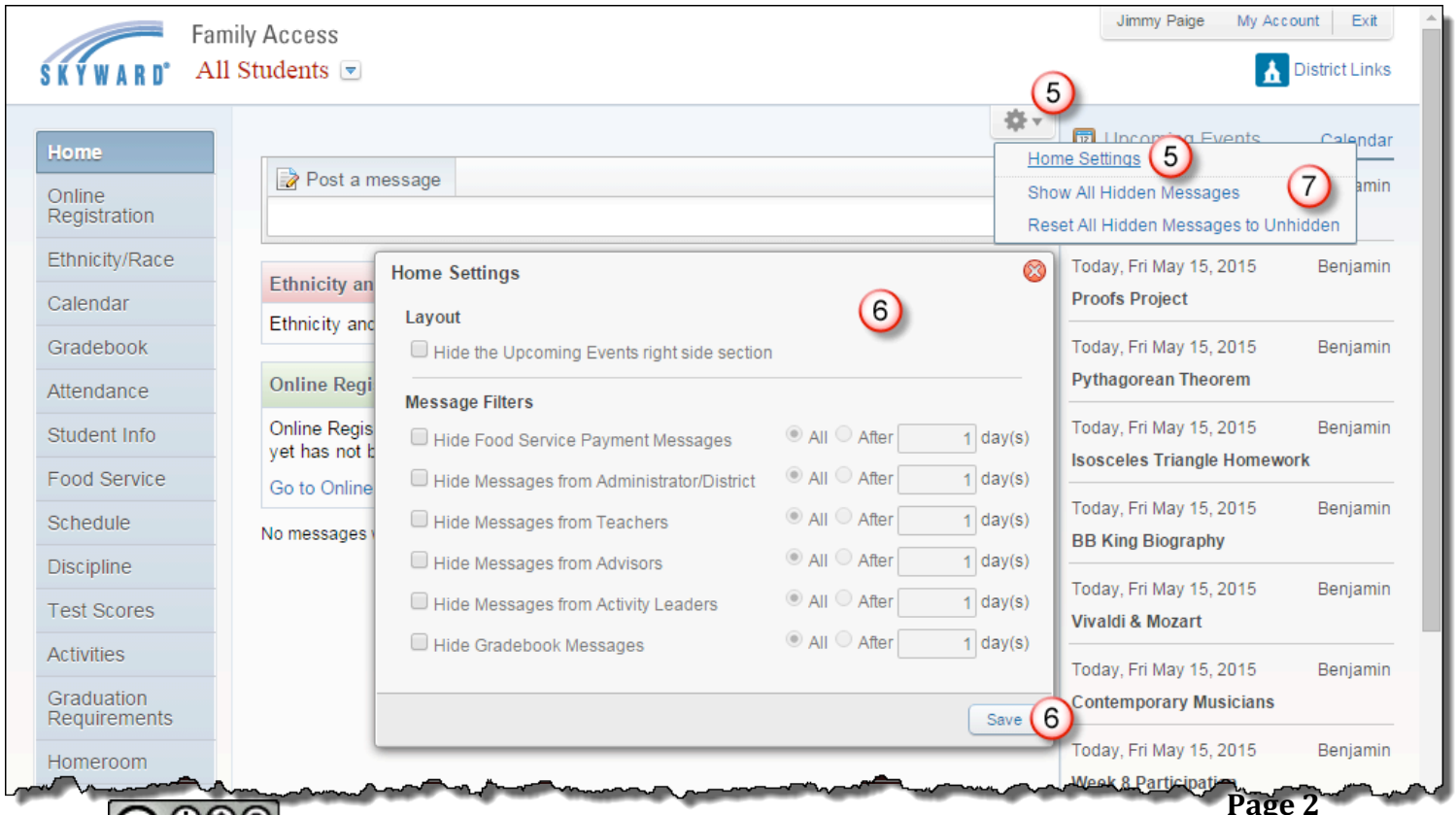
Family Access Overview

4. To ***select a specific student*** to view (if you have more than one student enrolled in the District) click the button next to ***All Students***, then click on the Name of the student you'd like to view.

5. To control the ***Message Wall*** display, click on the gear button and click ***Home Settings***.

6. Select the options you would like in the ***Home Settings*** window and click ***Save***.

7. Notice that you can select to ***Show All Hidden Messages*** or ***Reset All Hidden Messages to Unhidden.***



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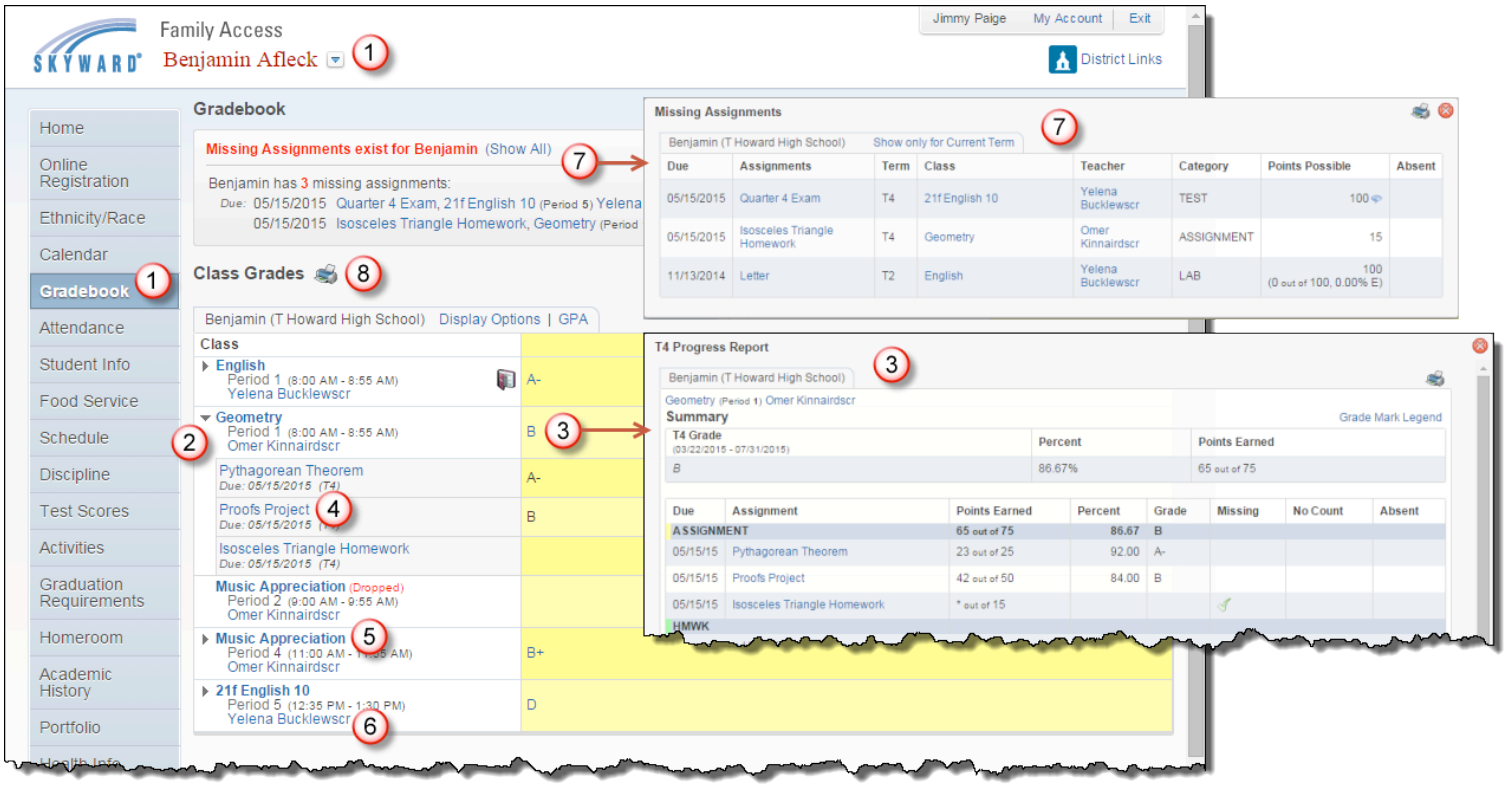
Family Access Overview – Gradebook

To view the ***Gradebook*** information, ***select the student*** you'd like to view, then click the ***Gradebook Tab. (no information can be viewed until grades have been posted)***

1. Click on the Arrow to the left of any class to display information for that class, including a list of all assignments from the current term.
2. Click on the Overall Grade of a course to see a Progress Report for that class/gradebook.
3. Click on the Name of an assignment to see a summary page of that assignment
4. Click on the Class Name to see an overview of that class
5. Click on a Teacher name for a link to their email address
6. A list of missing assignments displays at the top of the page
7. There are several options for printing information from the Gradebook view



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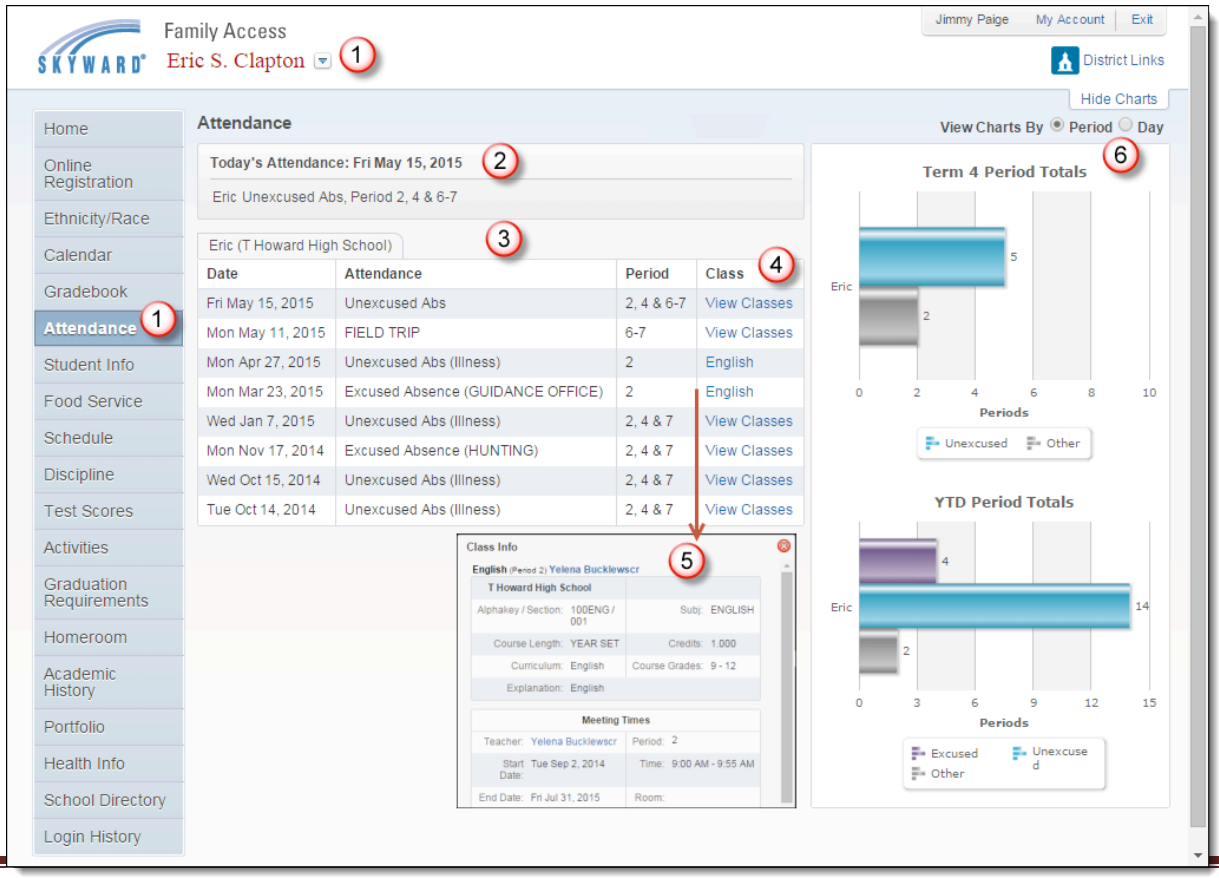
Family Access Overview – Attendance

1. To view the ***Attendance*** information, ***select the student*** you'd like to view, then click the ***Attendance Tab***
2. Today's Attendance displays at the top of the screen
3. A Year to Date listing of all attendance displays underneath Today's Attendance
4. Click on the View Classes link to see which classes the student missed
5. Click on a class name to display a Class Info screen that provides a summary of the course length, meeting time(s), periods, and provides a link to the teacher's email address
6. You can view or hide the Attendance Charts by using the Chart Display options in the top right-hand corner



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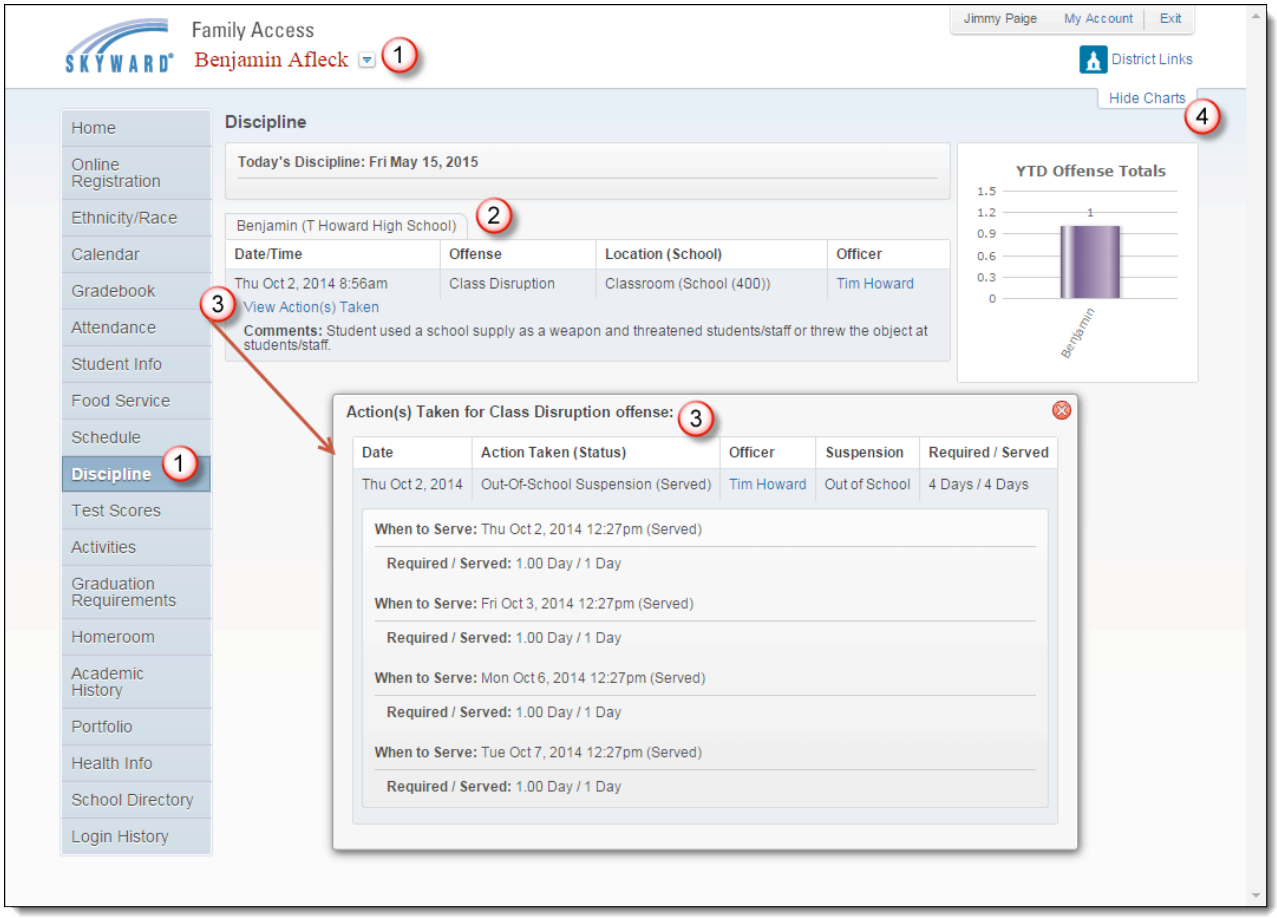
Family Access Overview – Discipline

1. To view the ***Discipline*** information, ***select the student*** you'd like to view, then click the ***Discipline Tab***

2. Discipline Offenses are listed by Date/Time for the student – the Date/Time, Offense, Location, Discipline Officer and Comments are displayed.

3. Click the View Action(s) Taken link to see a detailed record of any and all actions – This screen includes the Date, Action Taken (with the Status), Discipline Officer, Suspension Type (if applicable), and Required/Served duration of the action

4. You can view or hide the Discipline Charts by using the Chart Display options in the top right-hand corner