

## 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.

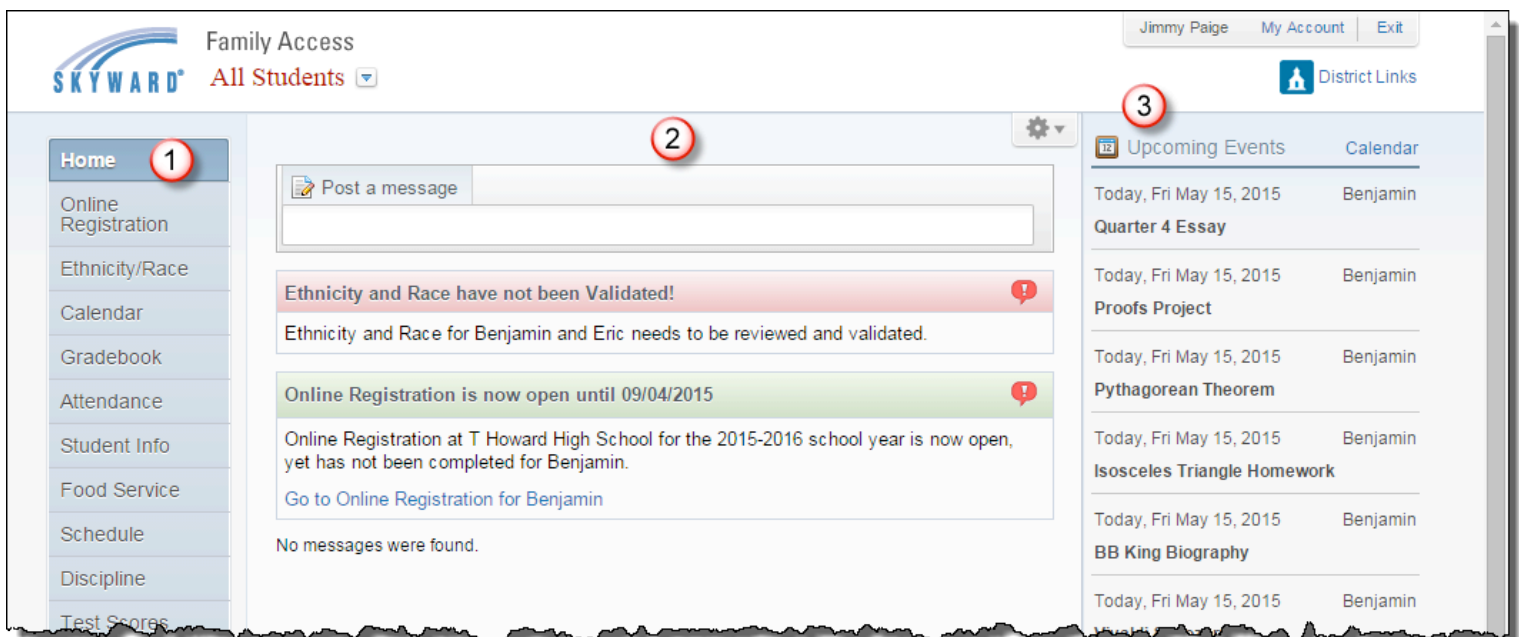


1. **Navigation** – the tabs along the left-hand side of the Home Page allow you to navigate to specific information for your student(s).

*\*\*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.

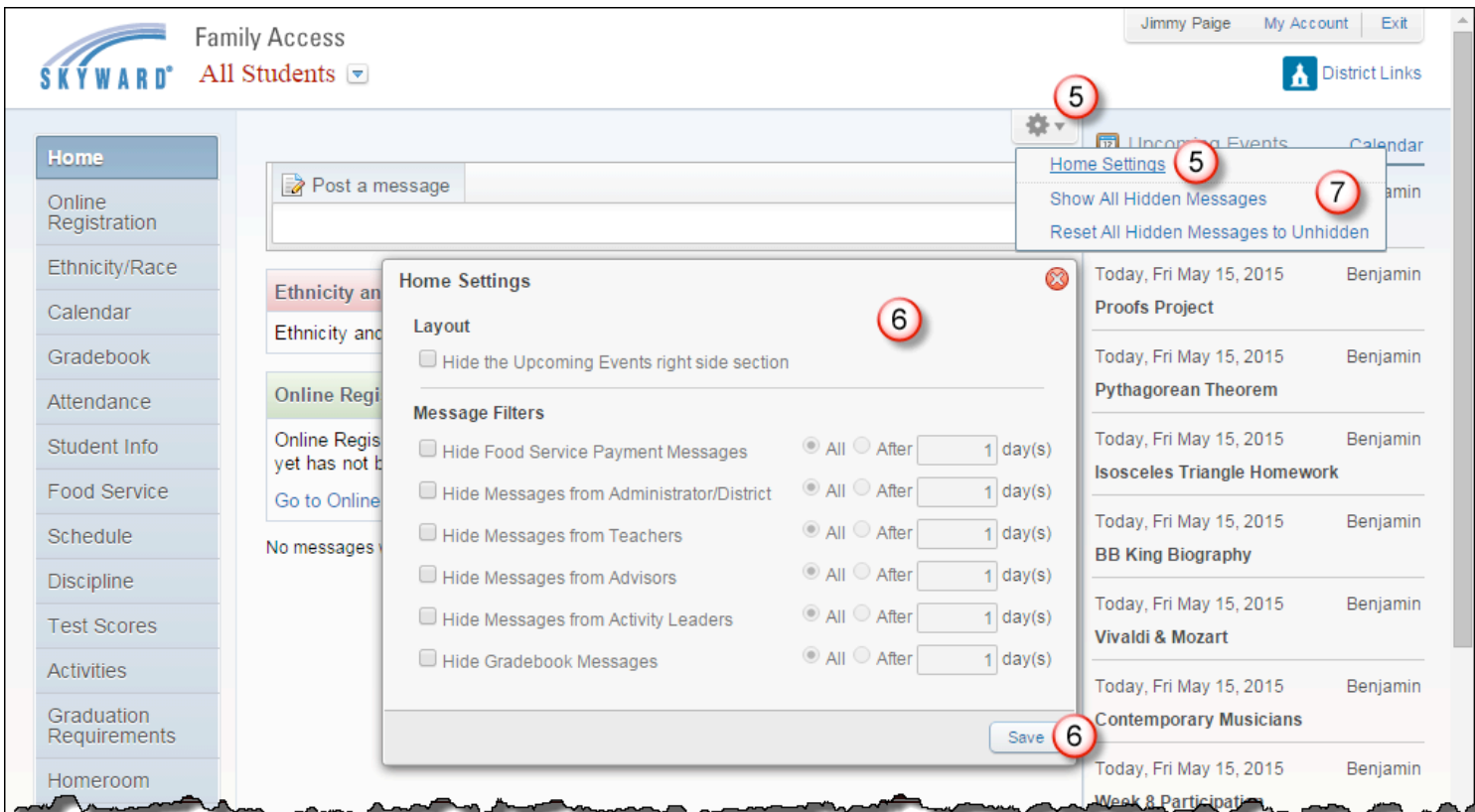


## Family Access Overview

- 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.



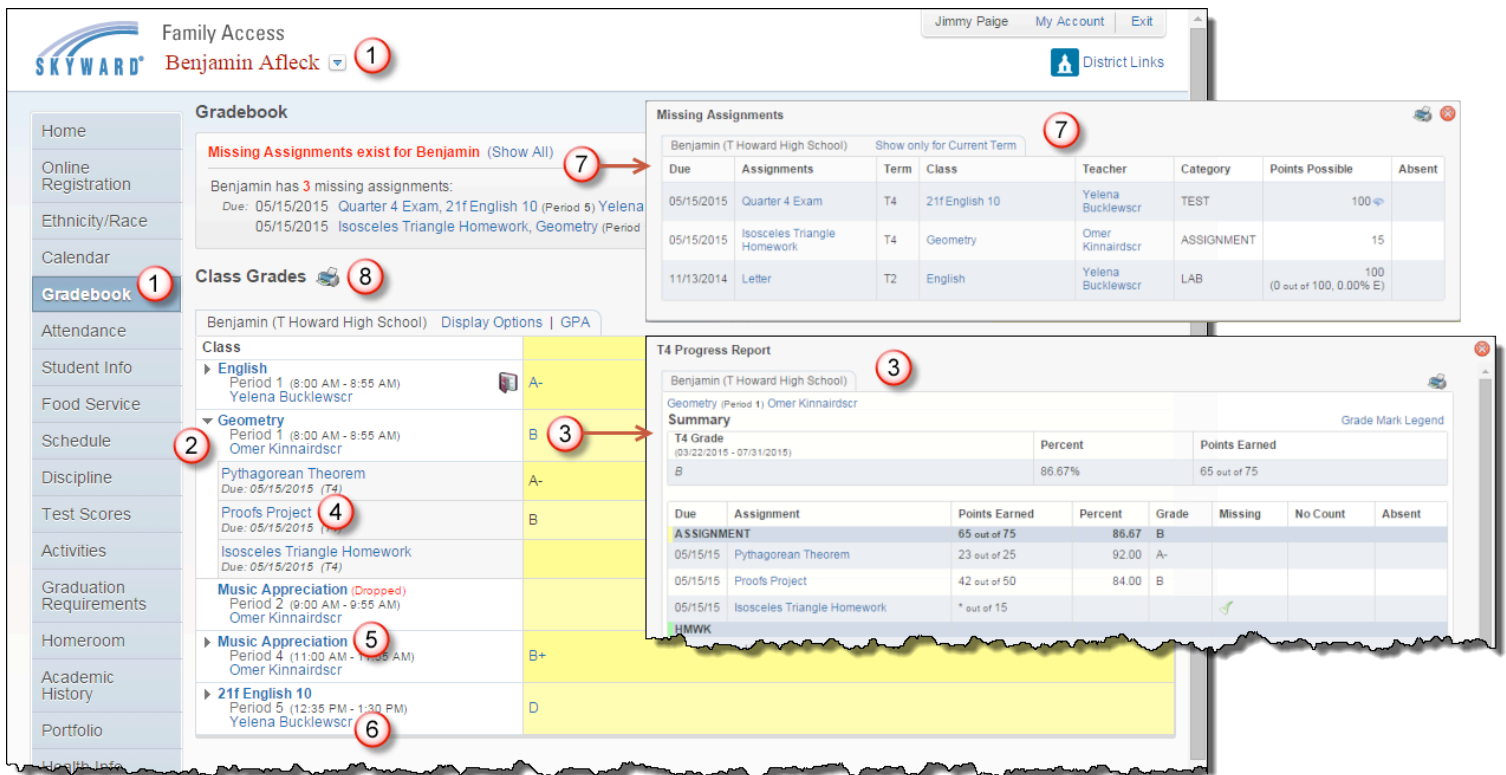
- To control the **Message Wall** display, click on the gear button and click **Home Settings**.
- Select the options you would like in the **Home Settings** window and click **Save**.
- Notice that you can select to **Show All Hidden Messages** or **Reset All Hidden Messages to Unhidden**.



## 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



**Missing Assignments**

Due	Assignments	Term	Class	Teacher	Category	Points Possible	Absent
05/15/2015	Quarter 4 Exam	T4	21f English 10	Yelena Bucklewscr	TEST	100	
05/15/2015	Isosceles Triangle Homework	T4	Geometry	Omer Kinnairdscr	ASSIGNMENT	15	
11/13/2014	Letter	T2	English	Yelena Bucklewscr	LAB	(0 out of 100, 0.00% E)	100

**T4 Progress Report**

Geometry (Period 1) Omer Kinnairdscr

**Summary**

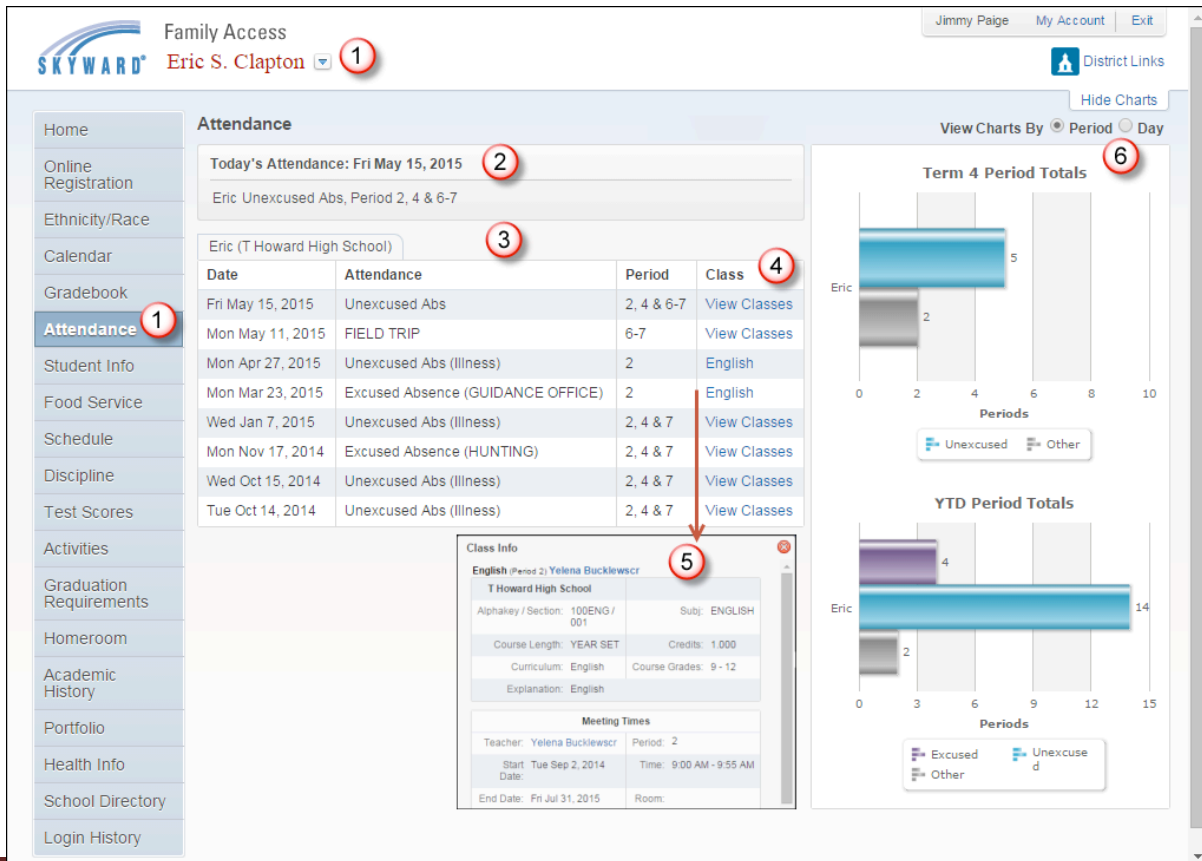
T4 Grade	Percent	Points Earned
B	86.67%	65 out of 75

**Assignment Details**

Due	Assignment	Points Earned	Percent	Grade	Missing	No Count	Absent
05/15/15	Pythagorean Theorem	23 out of 25	92.00	A-			
05/15/15	Proofs Project	42 out of 50	84.00	B			
05/15/15	Isosceles Triangle Homework	* out of 15			✓		

## 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



The screenshot shows the Family Access interface for Eric S. Clapton. The page is titled "Attendance" and includes a navigation sidebar on the left with "Attendance" highlighted (1). The main content area shows "Today's Attendance: Fri May 15, 2015" (2) with "Eric Unexcused Abs, Period 2, 4 & 6-7". Below this is a table of attendance records (3):

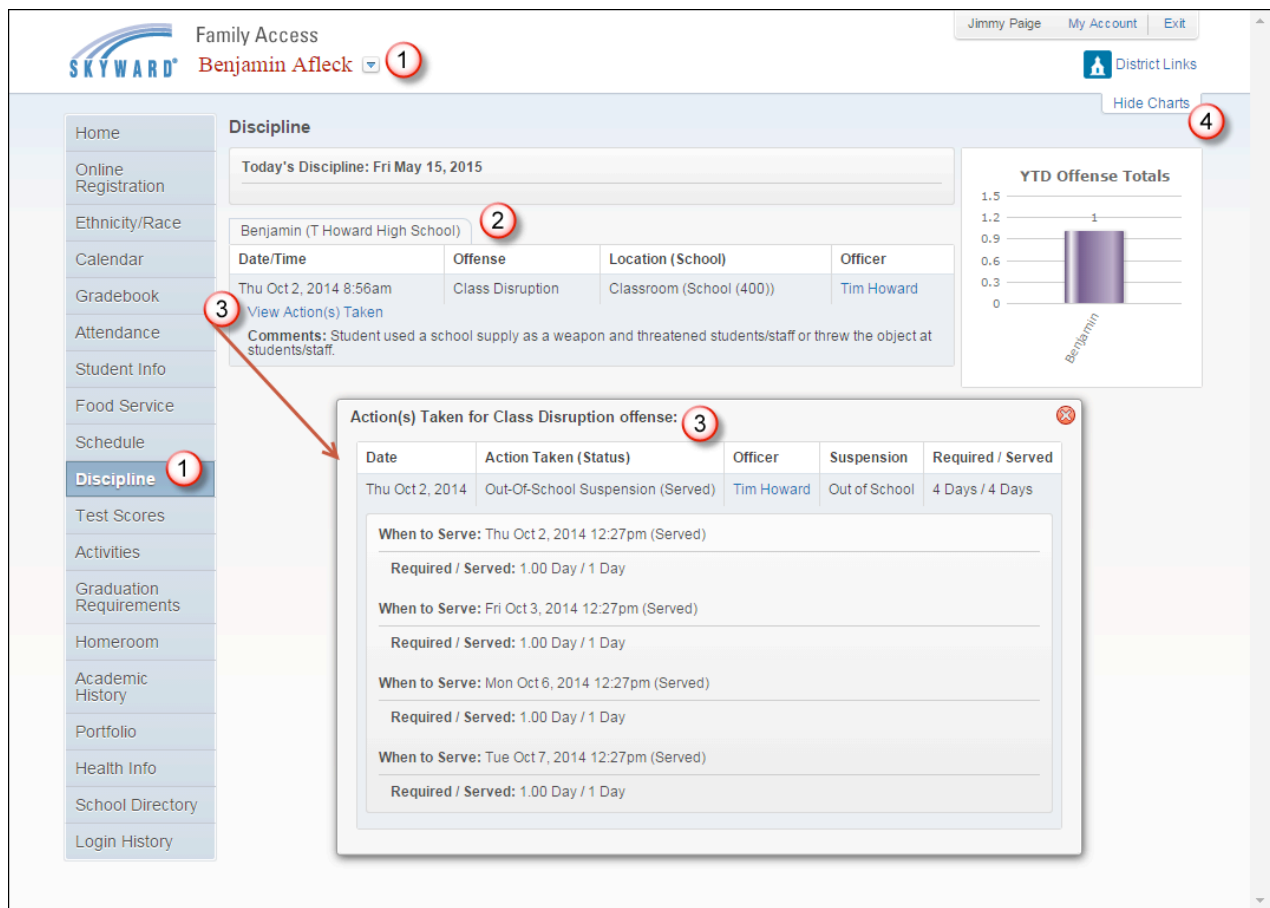
Date	Attendance	Period	Class
Fri May 15, 2015	Unexcused Abs	2, 4 & 6-7	<a href="#">View Classes</a>
Mon May 11, 2015	FIELD TRIP	6-7	<a href="#">View Classes</a>
Mon Apr 27, 2015	Unexcused Abs (Illness)	2	English
Mon Mar 23, 2015	Excused Absence (GUIDANCE OFFICE)	2	English
Wed Jan 7, 2015	Unexcused Abs (Illness)	2, 4 & 7	<a href="#">View Classes</a>
Mon Nov 17, 2014	Excused Absence (HUNTING)	2, 4 & 7	<a href="#">View Classes</a>
Wed Oct 15, 2014	Unexcused Abs (Illness)	2, 4 & 7	<a href="#">View Classes</a>
Tue Oct 14, 2014	Unexcused Abs (Illness)	2, 4 & 7	<a href="#">View Classes</a>

Clicking on a class name (4) opens a "Class Info" window (5) for "English (Period 2) Yelena Bucklewscr" at T Howard High School. The window shows course details: Alphakey / Section: 100ENG / 001, Subj: ENGLISH, Course Length: YEAR SET, Credits: 1.000, Curriculum: English, Course Grades: 9-12, Explanation: English. Meeting Times: Teacher: Yelena Bucklewscr, Period: 2, Start Date: Tue Sep 2, 2014, Time: 9:00 AM - 9:55 AM, End Date: Fri Jul 31, 2015, Room: .

On the right side, there are two bar charts: "Term 4 Period Totals" (6) and "YTD Period Totals". The Term 4 chart shows 5 unexcused absences in Period 2 and 2 in Period 4. The YTD chart shows 4 unexcused absences in Period 2 and 14 in Period 4. A legend indicates "Unexcused" (blue) and "Other" (grey).

## 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



Family Access  
Benjamin Afleck

Jimmy Paige My Account Exit

District Links

Hide Charts

Home

Online Registration

Ethnicity/Race

Calendar

Gradebook

Attendance

Student Info

Food Service

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**Discipline**

Test Scores

Activities

Graduation Requirements

Homeroom

Academic History

Portfolio

Health Info

School Directory

Login History

**Discipline**

Today's Discipline: Fri May 15, 2015

Benjamin (T Howard High School)

Date/Time	Offense	Location (School)	Officer
Thu Oct 2, 2014 8:56am	Class Disruption	Classroom (School (400))	Tim Howard

View Action(s) Taken

Comments: Student used a school supply as a weapon and threatened students/staff or threw the object at students/staff.

YTD Offense Totals

1.5  
1.2  
0.9  
0.6  
0.3  
0

Benjamin

Action(s) Taken for Class Disruption offense:

Date	Action Taken (Status)	Officer	Suspension	Required / Served
Thu Oct 2, 2014	Out-Of-School Suspension (Served)	Tim Howard	Out of School	4 Days / 4 Days

When to Serve: Thu Oct 2, 2014 12:27pm (Served)

Required / Served: 1.00 Day / 1 Day

When to Serve: Fri Oct 3, 2014 12:27pm (Served)

Required / Served: 1.00 Day / 1 Day

When to Serve: Mon Oct 6, 2014 12:27pm (Served)

Required / Served: 1.00 Day / 1 Day

When to Serve: Tue Oct 7, 2014 12:27pm (Served)

Required / Served: 1.00 Day / 1 Day