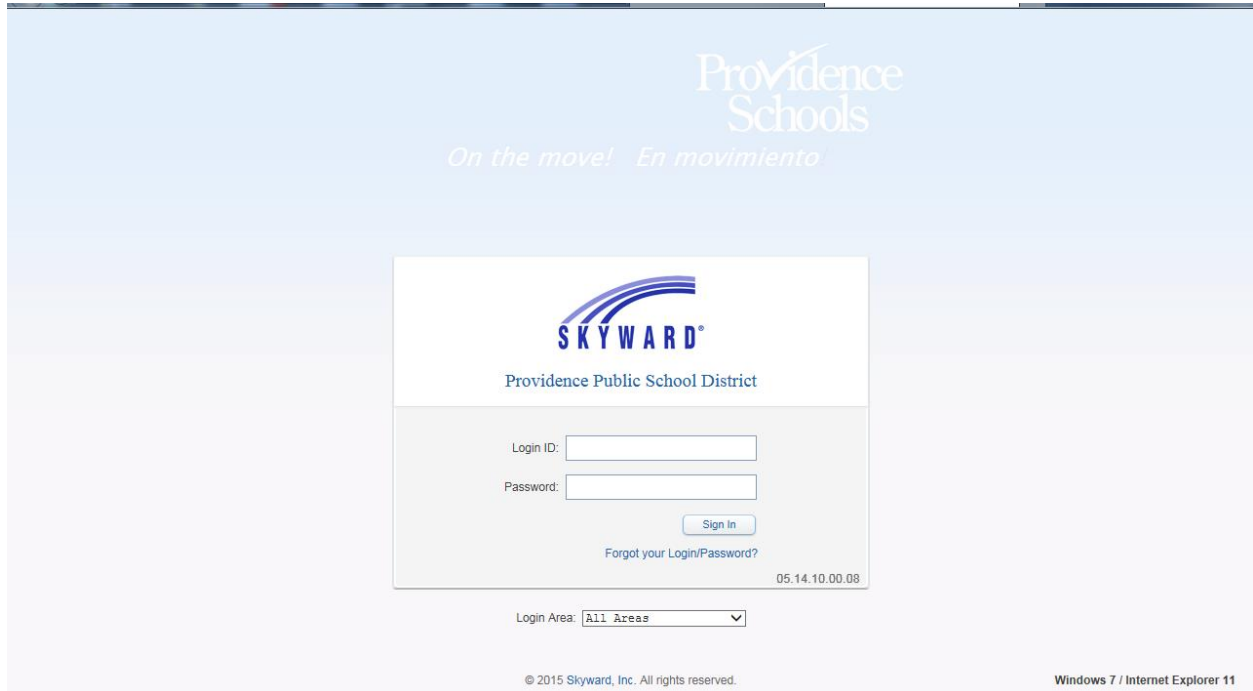


# Family Access in Skyward

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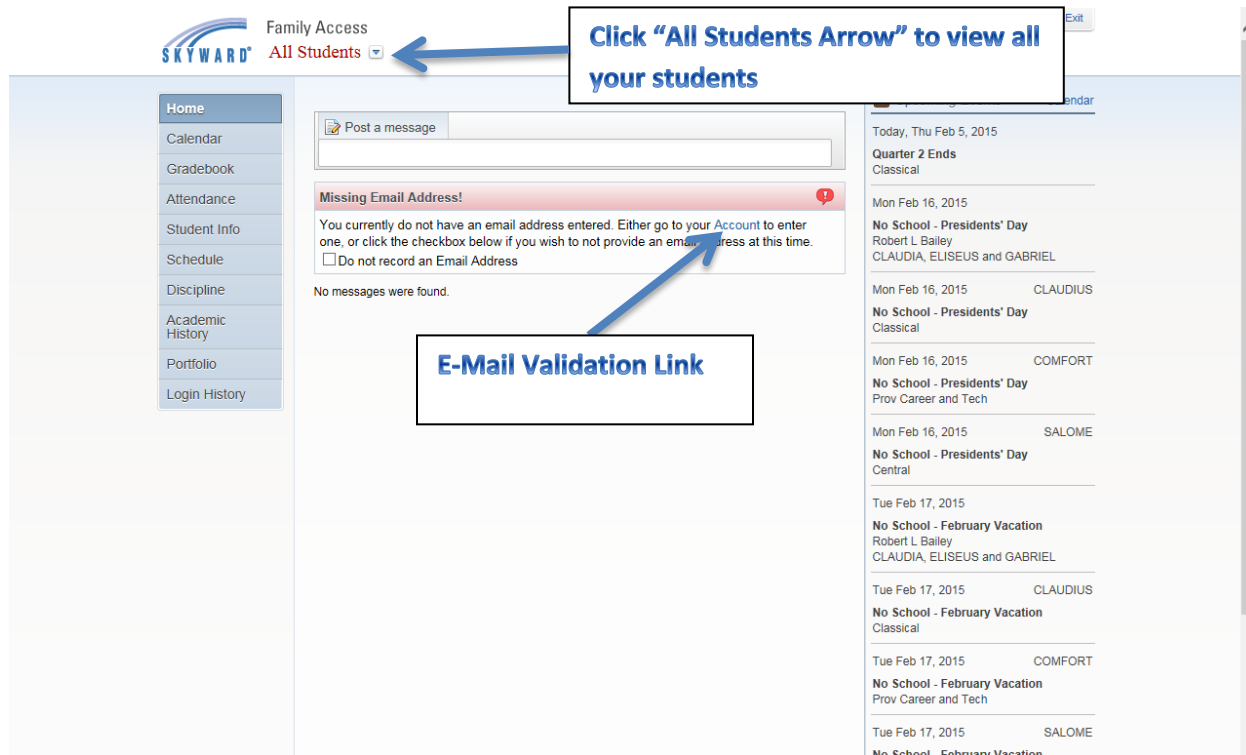
Click on the Skyward Link for **Family Access**, and enter your Username and Password and then click the **Sign In** button. All users names will be created by PSD.(first initial)(last name (17 Char))(3 Zeros(tie Breaker)) **Example: PSD.JPARENT or PSD.JPARENT1**



The screenshot shows the Skyward login interface. At the top, the Providence Schools logo is displayed with the tagline "On the move! En movimiento!". Below this is the Skyward logo and the text "Providence Public School District". The login form includes fields for "Login ID:" and "Password:", a "Sign In" button, and a link for "Forgot your Login/Password?". A timestamp "05.14.10.00.08" is visible in the bottom right of the form area. Below the form is a "Login Area:" dropdown menu currently set to "All Areas". At the very bottom, there is a copyright notice "© 2015 Skyward, Inc. All rights reserved." and the browser information "Windows 7 / Internet Explorer 11".

After your login has been accepted, Skyward will bring you to the “**Home**” screen. First thing to note is that it will validate your **E-mail address** in the **Email Address** area. You can click the **Account** link or simply click the box that says “Do not record Email Address”.

If you have only one student in the District, his/her name will appear in the top left of the screen. When you have two or more students, click the pull down arrow next to the **All Students** heading. Here, you simply click on the student whose information you want to view.



## Calendar

On the **Home Screen** you will see an **“Upcoming Events”** area and a **Calendar** link on the right hand side. The **Upcoming Events** area shows the current date as well as any upcoming District/School News. You can click the Drop Down Arrow to the left of the **“Upcoming Events”** Heading and then click on **Home Settings**. This will allow you to Hide Messages and the Upcoming Events on your screen.

When you click on the **Calendar** link in the upper right corner, you will get the District Calendar with Events, your Student’s Assignments, Grade for the Assignments and Attendance Mark for each day. You can also go to the Previous or Next Month by clicking on the **Back** and **Forth Arrows** on the top. (You can also access the Calendar by clicking the **“Calendar Tab”** on the left hand side.)

You have a **Calendar Display** link on the top right hand side. This will allow you to choose a **Specific Color** to **“Customize”** a particular Event or Category (**Absences/Tardies, Gradebook Assignments, Tests, Lesson Info, ETC**). You simply check the box next to the Category/Event and then click on the color block to assign a color. When you are finished, click **Save**. You can also **“Uncheck”** a Category/Event if you do not want it displayed on your Calendar.

**Calendar Tab** - Points to the 'Calendar' link in the left-hand navigation menu.

**Upcoming Events Area and Calendar Link** - Points to the 'Upcoming Events' and 'Calendar' links at the top right of the page.

**Drop Down Arrow to Change Home Screen Settings** - Points to a gear icon in the top right corner.

The main content area displays a 'Missing Email Address!' notification and a list of upcoming events:

- Today, Thu Feb 5, 2015: Quarter 2 Ends Classical
- Mon Feb 16, 2015: No School - Presidents' Day Classical
- Tue Feb 17, 2015: No School - February Vacation Classical
- Wed Feb 18, 2015: No School - February Vacation Classical
- Thu Feb 19, 2015: No School - February Vacation Classical

**Calendar Display Link. Click Here to View/Select Options** - Points to the 'Calendar Display' link at the top of the calendar interface.

**Displays Attendance, Assignments, Grades for Each Day** - Points to the main calendar grid.

**District Events** - Points to the 'No School - Holiday' entries at the bottom of the calendar.

The calendar shows a grid for December 2014 with the following data:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Tardy	Joint function and di (D-) Tardy	Absent/Tardy		Chapt 5 review pac (A+) Chapter 5 Test (D+) Tardy	
	Muscle type table (A+) Absent	Chapt 6 type muscles (F) Tardy	Skeletal Muscle Str (D)		Article 3 (EC) Progress Report 2 Ends	
	Tardy	Chapt 6 Quiz 3				
	No School - Holiday (164)	No School - Holiday (164)	No School - Holiday (164)	No School - Holiday (164)	No School - Holiday (164)	
	No School - Holiday (164)	No School - Holiday (164)	No School - Holiday (164)	No School - New Y (164)	No School - Holiday (164)	

**Calendar Display**

Default Calendar View: **Month**

Hide Saturday and Sunday on the Calendar

Show District-wide Activity Events

Show District-wide Field Trips

Select Student Events and Colors: [?]

Click on a color block below to show an event on the Calendar and customize the color.

CLAUDIUS:  Absences/Tardies  Gradebooks Assignments  Lesson Info  Tests  Teacher Conferences  Lunch Menu  Field Trips  Calendar Events

Save

Student Info: Absent, Tardy, Skeletal Muscle Str. (Ds), Article 3 (EG)

Schedule: 17, 18, 19, 20, 24, 25, 26, 27, 28, 29, 30, 31, 1, 2, 3

24 School - Holsda (164) 25 No School - Holsda (164) 26 No School - Holsda (164)

28 No School - Holsda (164) 29 No School - Holsda (164) 30 No School - Holsda (164) 31 No School - New Y (164) 1 No School - Holsda (164)

Check Off the Category/Event and Click "Color Box" to Select Color (Uncheck Box to Shut Off)

## Gradebook

Click on the **Gradebook Tab** on the left to view your student's grades. When the screen opens, you will see each of your student's **Classes**, **Period** it meets and **Teacher**. Next to the **Class Description**, It displays Columns that represent the **Progress, Quarter and Semesters** for each **Grading Period** of the School year. If you have more than one student in the District, Skyward will display each student individually.

**Grading Periods for P (Progress), Q (Quarter) and SE (Semester)**

**Class (Subject) and Teacher Links**

Class Grades

CLAUDIUS (Classical) Display Options

Grades posted to the report card are in bold. The current term is highlighted.

Class	P1	Q1	P2	Q2	SE1	1ST	P3	Q3	P4	Q4	SE2	2ND	FIN
FORENSIC SCIENCE Period 1 (8:44 AM - 9:40 AM) CHRISTINA DIBIASIO	B-	B-	B										
BRITISH LITERATURE Period 2 (9:44 AM - 10:40 AM) KATHLEEN FLYNN	C	B-	B-			B-							
PHYSIOLOGY Period 3 (10:44 AM - 11:40 AM) GREGORY MAILLOUX	B+	B+	B-	B-	B								
AP ENVIRONMENTAL SCIENCE Period 4 (11:44 AM - 1:15 PM) DAVID ZOGLIO	A	A	A+										
PHYS & HEALTH ED. 3 Period 5 (1:19 PM - 2:15 PM) ROBERT PALAZZO	A	A	A										
FILM STUDIES Period 5 (1:19 PM - 2:15 PM) MICHAEL COLANNINO													
ADVANCED MATH Period 6 (2:19 PM - 3:15 PM) ERIC WHITE	A	A	B+										

For each of your student's classes, you will see their subject and teacher highlighted in **Blue**. If you click on the **Subject (Course)** you will see **Class Information** and **Meeting Times**. If you click on the arrow next to the **Class**, you can see all the current and upcoming assignments for that class. When you click on the **Teacher's Name**, you will get their e-mail address and a link to send out an e-mail.

The screenshot shows the Gradebook interface. A callout box on the left says "Click Here for Class Information" with an arrow pointing to the "FORENSIC SCIENCE" class entry. Another callout box below it says "Click Teacher's Name for E-Mail Link" with an arrow pointing to the teacher's name "CHRISTINA DIBIASIO" in the class entry. A "Class Info" pop-up window is open for "FORENSIC SCIENCE (Period 1) CHRISTINA DIBIASIO", showing details like "Classical", "Dept: SCI", "Subj: SCI", "Course Length: YEAR", "Credits: 1.000", "Curriculum: FORENSIC SCI", "Course Grades: 9 - 12", and "Meeting Times" (Teacher: CHRISTINA DIBIASIO, Period: 1, Start Date: Wed Aug 27, 2014, Time: 8:44 AM - 9:40 AM, End Date: Thu Jun 18, 2015, Room: 155).

There is a **Display Options** link above the **Classes Column**. You have view options for your student's **Class Grades**. You can view all **Assignments** for each class; view the **Current, Previous, or All Grading Terms**. You can also select whether to see the student's **Dropped Classes**. This screen will even post "Missing Assignments" for any Class.

The screenshot shows the Gradebook interface with a "Display Options" menu open. A callout box says "Display Options Link" with an arrow pointing to the "Display Options" link. Another callout box says "Assignments are Displayed Under Each Class Along with Grade" with a bracket pointing to the assignment list for "PHYSIOLOGY". The assignment list includes "Chapt 6 Quiz 3", "Article 3", "Skeletal Muscle Struct", "Chapt 6 type muscles", and "Muscle type table". The "Display Options" menu includes "Show Assignments", "Hide Dropped Classes", "Term Options (Select One)", "View All Terms", "Show Current Term Only", and "Show Previous and Current Terms Only".

## Attendance

The **Attendance Tab** will simply show All Attendance Marks for your student for the entire School Year. It is broken down by **Date**, **Attendance Mark**, **Period** and **Class**. An explanation of the Attendance Marks is shown below.

Date	Attendance	Period	Class
Mon Dec 15, 2014	Web Tardy	0	ADVISORY
Wed Dec 10, 2014	Web Absence	0	ADVISORY
Wed Dec 10, 2014	Tardy (Kiosk)	1	FORENSIC SCIENCE
Tue Dec 9, 2014	Web Tardy	0	ADVISORY
Mon Dec 8, 2014	Web Absence	0, 2-4 & 6	View Classes
Mon Dec 8, 2014	Absent Unexcused	1	FORENSIC SCIENCE
Fri Dec 5, 2014	Web Tardy	0	ADVISORY
Wed Dec 3, 2014	Web Absence	0	ADVISORY
Wed Dec 3, 2014	Tardy (Kiosk)	1	FORENSIC SCIENCE
Tue Dec 2, 2014	Web Tardy	0	ADVISORY
Mon Dec 1, 2014	Web Tardy	0	ADVISORY
Wed Nov 26, 2014	Web Tardy	0	ADVISORY
Mon Nov 24, 2014	Web Tardy	0	ADVISORY
Mon Nov 24, 2014	Web Absence	1	FORENSIC SCIENCE
Fri Nov 21, 2014	Web Tardy	0	ADVISORY
Thu Nov 20, 2014	Web Tardy	0	ADVISORY
Wed Nov 19, 2014	Web Tardy	0,1	View Classes

Type Code	Long Description
A	Absent Unexcused
D	Dismissal
E	Excused Absence
L	Web Tardy
S	Out of School Suspension
T	Tardy
W	Web Absence
I	Inschool Suspension

**Teachers Attendance** -- When teachers mark a student absent it will be displayed with a **W** code

**Late to Class (NOT late to school)** --When teachers marks a student late to class it will be displayed with an **L** code \*This will only be for Secondary Schools ONLY\*

**Tardy to School** -- When a student is late to school they should report to the main office and be marked with a **T** code

**Excused Absence** -- When a student has an excused absence note...they will bring the note to the main office and the attendance code will be changed from a **W** to an **E** \*At this time you can enter an 'Absence Reason' code\*

**Tardy-KI** – (Middle & High Schools) When a student reports late to school and logs into the Tardy Kiosk Computer. The computer records a tardy, the arrival time and prints a Late Pass. Code is **T-KI**

**Office Attendance** –When the office or Guidance marks a student absent it will appear as an **A** code

**Early Dismissal** – When the office marks a student as leaving school early, it will appear as a **D** code

**Suspension (Out of School)**—When student is suspended out of school, code will be **S**

**Suspension (In School Focus)**—When student is serving an In-School Suspension, code is **I**

You will notice that the **Class Description** is in **Blue**. If you click on a Class Description Link, you will get a Pop Up Box for the **Class Info**. (Course, Section, Meet and Teacher). When you click on the **Teacher Link**, you will get an E-Mail Address where you can contact the Teacher.

The screenshot shows the Skyward Family Access interface. A navigation menu on the left includes Home, Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Schedule, and Discipline. The main content area displays 'Attendance' for 'Today's Attendance: Wed Jan 21, 2015', noting 'No Absences or Tardies were recorded for'. Below this is a table with columns for Date, Attendance, and Period. A 'Class Info' pop-up box is overlaid on the table, showing details for 'ADVISORY (Period 0) PAULA CARON'. The pop-up includes fields for Alphakey / Section (4901 / 353), Dept (ELEC), Subj (ELE), Course Length (YEAR), Credits (0.000), Curriculum (ADVISORY), and Course Grades (9 - 12). It also lists 'Meeting Times' for Teacher PAULA CARON, with a start date of Wed Aug 27, 2014, and an end date of Thu Jun 18, 2015. A teacher profile card for Paula Caron is also visible. A 'Class Info' box is also present in the background. Two callout boxes with arrows point to specific elements: one points to the 'Class Info' pop-up with the text 'Click on Class Link to get Class Info Box', and another points to the teacher's name in the pop-up with the text 'Click Teacher Link to view E-Mail Address and Contact Teacher'.

## Student Info. Tab

The Student Inf. Tab displays the student's basic **Demographic Information**. It shows the student's E-Mail Addresses, Home Phone, Address, Grade, and Birth Date. You can also view the Emergency Contact and Family Information for your student. (There is a **Families Link** that you click to verify Guardians). You also have an **Advisor** and **Principal** Link that you can click on to contact them by E-Mail. Alongside the **Families Link**, there is a **View Bus Schedule Link**. This will show the **Pickup** and **Drop Off** Bus Stops.

**SKYWARD**

Student Information

Student's E-Mail and Home Address Displayed Here

Advisor and Principal Link

Families Info, Demographic Info. Displayed Here

Families Link

Emergency Contact Information Displayed Here

Emergency Contacts Primary Phone Second Phone Third Phone Employer's Phone Home Email

Classical Phone: (01) 456-9145 Principal: SCOTT BARR  
Grade: 12 Status: Active (Full-time)  
Advisor: GERALDINE AMATO-YOULDEN

## Schedule Tab

The Scheduling Tab will show your entire student's classes, the teacher, room and period that they meet. If you click on **Display Options**, you can choose to view the Current Term or All Terms for the year (Current Term will be Highlighted). When you click on the **Course Title**, you will get a description of the Class, Meeting Times and Period. You can also e-mail the teacher by clicking on the teacher's name under the **Meeting Times** or on the **Teacher Link** under the **Course Title**.

Schedule

Click Course Title to View Class Info.

Display Options Current Year

The current term is highlighted.

2014 - 2015 Print Schedule	Term 1 (08/27/14 - 11/07/14)	Term 2 (11/08/14 - 01/30/15)	Term 3 (02/02/15 - 04/10/15)	Term 4 (04/13/15 - 06/18/15)
Period 0 (8:30 AM - 8:43 AM)	ADVISORY PAULA CARON MTWRF Room 353	ADVISORY PAULA CARON MTWRF Room 353	ADVISORY PAULA CARON MTWRF Room 353	ADVISORY PAULA CARON MTWRF Room 353
Period 1 (8:44 AM - 9:40 AM)	FORENSIC SCIENCE CHRISTINA DIBIASIO MTWRF Room 155	FORENSIC SCIENCE CHRISTINA DIBIASIO MTWRF Room 155	FORENSIC SCIENCE CHRISTINA DIBIASIO MTWRF Room 155	FORENSIC SCIENCE CHRISTINA DIBIASIO MTWRF Room 155
Period 2 (9:44 AM - 10:40 AM)	BRITISH LITERATURE KATHLEEN FLYNN MTWRF Room 248	BRITISH LITERATURE KATHLEEN FLYNN MTWRF Room 248	BRITISH LITERATURE KATHLEEN FLYNN MTWRF Room 248	BRITISH LITERATURE KATHLEEN FLYNN MTWRF Room 248
Period 3 (10:44 AM - 11:40 AM)	PHYSIOLOGY GREGORY MAILLOUX MTWRF Room 155	PHYSIOLOGY GREGORY MAILLOUX MTWRF Room 155	PHYSIOLOGY GREGORY MAILLOUX MTWRF Room 155	PHYSIOLOGY GREGORY MAILLOUX MTWRF Room 155
Period 4 (11:44 AM - 1:15 PM)	AP ENVIRONMENTAL SCIENCE DAVID ZOGLIO MTWRF Room 157	AP ENVIRONMENTAL SCIENCE DAVID ZOGLIO MTWRF Room 157	AP ENVIRONMENTAL SCIENCE DAVID ZOGLIO MTWRF Room 157	AP ENVIRONMENTAL SCIENCE DAVID ZOGLIO MTWRF Room 157
Period 5 (1:19 PM - 2:15 PM)	PHYS & HEALTH ED. 3 ROBERT PALAZZO MTWRF Room GYM	PHYS & HEALTH ED. 3 ROBERT PALAZZO MTWRF Room GYM	FILM STUDIES MICHAEL COLANNINO MTWRF Room 233	FILM STUDIES MICHAEL COLANNINO MTWRF Room 233
Period 6 (2:19 PM - 3:15 PM)	ADVANCED MATH ERIC WHITE MTWRF Room 357	ADVANCED MATH ERIC WHITE MTWRF Room 357	ADVANCED MATH ERIC WHITE MTWRF Room 357	ADVANCED MATH ERIC WHITE MTWRF Room 357

Current Term is Highlighted



**Schedule**

Home | Calendar | Gradebook | Attendance | Student Info | **Schedule** | Discipline | Academic History | Portfolio | Login History

Currently Scheduled Class: Thu Feb 5, 2015 1:46pm

Period 05 FILM STUDIES

The current term is highlighted.

Term 2	Term 3	Term 4
(11/08/14 - 01/30/15)	(02/02/15 - 04/10/15)	(04/13/15 - 06/18/15)
ADVISORY PAULA CARON MTWRF Room 353	ADVISORY PAULA CARON MTWRF Room 353	ADVISORY PAULA CARON MTWRF Room 353
FORENSIC SCIENCE CHRISTINA DIBIASIO MTWRF Room 155	FORENSIC SCIENCE CHRISTINA DIBIASIO MTWRF Room 155	FORENSIC SCIENCE CHRISTINA DIBIASIO MTWRF Room 155
BRITISH LITERATURE KATHLEEN FLYNN MTWRF Room 248	BRITISH LITERATURE KATHLEEN FLYNN MTWRF Room 248	BRITISH LITERATURE KATHLEEN FLYNN MTWRF Room 248
PHYSIOLOGY GREGORY MAILLOUX MTWRF Room 155	PHYSIOLOGY GREGORY MAILLOUX MTWRF Room 155	PHYSIOLOGY GREGORY MAILLOUX MTWRF Room 155
AP ENVIRONMENTAL SCIENCE	AP ENVIRONMENTAL SCIENCE	AP ENVIRONMENTAL SCIENCE

**Class Info**

ADVISORY (Period 0) PAULA CARON

Classical | Dept: ELEC

Alphakey / Section: 4901 / 353 | Subj: ELE

Course Length: YEAR | Credits: 0.000

Curriculum: ADVISORY | Course Grades: 9 - 12

**Meeting Times**

Teacher: PAULA CARON | Period: 0

Start Date: Wed Aug 27, 2014 | Time: 8:30 AM - 8:43 AM

End Date: Thu Jun 18, 2015 | Room: 353

PAULA CARON  
Paula.Caron@ppsd.org  
Teacher - Classical

**Click any one of the [Teacher Links](#) to E-Mail Teacher**

## Discipline Tab

The Discipline Tab in Family Access will show any Offenses and Disciplinary Actions for your student. It lists out current or past **Offenses**, the **Date/Time**, **Offense**, **Location** and **Disciplinary Officer**. If you click on the officer's name, it will provide an e-mail address to contact them. There is also a **View Action(s) Taken Link**. This will show the **Date Assigned to Serve**, **Action Taken**, **Suspension** and **Number of Days**.

**Discipline** Show Charts

Home | Calendar | Gradebook | Attendance | Student Info | Schedule | **Discipline** | Academic History | Portfolio | Login History

Today's Discipline: Thu Feb 5, 2015

No Offenses were recorded for [Student Name]

Date/Time	Offense	Location (School)	Officer
Thu Dec 11, 2014 <a href="#">View Action(s) Taken</a>	Insubordination/Disrespect	No Location Available	<a href="#">WILLIAM NIEMEYER</a>

## Academic History Tab

The Academic History Tab will show all the grades available for your students, both Past and Present. It starts with the **Current School Year** where you can see any grades posted depending on the grading period(s). The **Current School Year** also displays your student's **Classes** as Links. When you click on a class, you will see **Class Information, Meeting Times, Room** and **Teacher**. If you click the teacher's name, you will get an e-mail address to contact them. These options are only available for the Current School Year. Prior history will only show the classes, grades and grading periods in that school year.



## Login History Tab

The Login History Tab will show you the Dates and Times that you have logged into Family Access. If you click on the **View Areas Link**, it will show the **Area**, **Time**, **Student** and **School** that was view under your account. This is tracked for **Security Purposes**. You may want to view this from time to time just be sure no one has gotten your username and password and logged in under your account.

The screenshot shows the 'Login History' tab selected in the left sidebar. The main content area displays a table of login events. A modal window titled 'Areas Viewed on Thu Feb 5, 2015 at 8:17 am' is open, showing a detailed view of the login activity.

Area	Time	Student	School
Gradebook	8:32:16am		
Calendar	8:28:32am		
Home	8:28:16am		
Home	8:26:10am		
Calendar	8:23:45am		
Home	8:17:37am		

To log out of Family Access, click on **Exit** Button on the top right.

The screenshot shows the Family Access home page. The 'Exit' button is located in the top right corner, next to 'My Account' and 'Email History'. A blue arrow points from the text above to the 'Exit' button. The page also features a sidebar with navigation links, a message box, and an upcoming events calendar.

