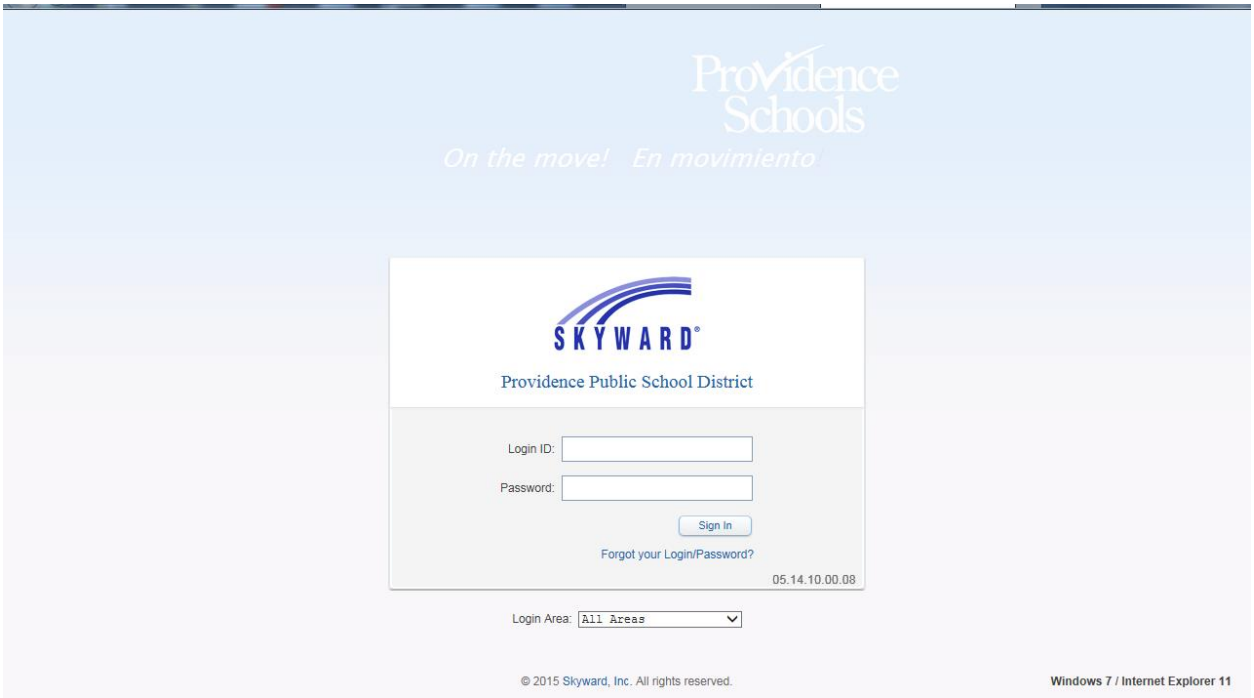
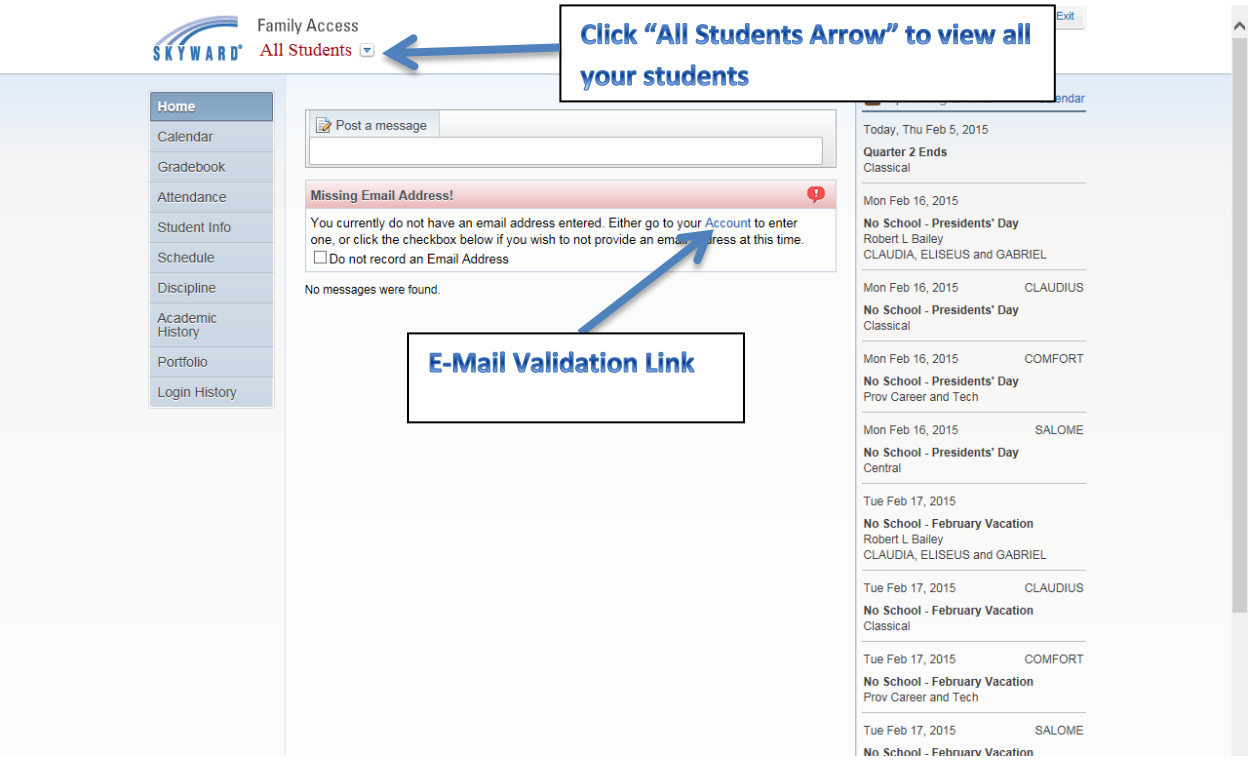
Family Access in Skyward

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**



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.

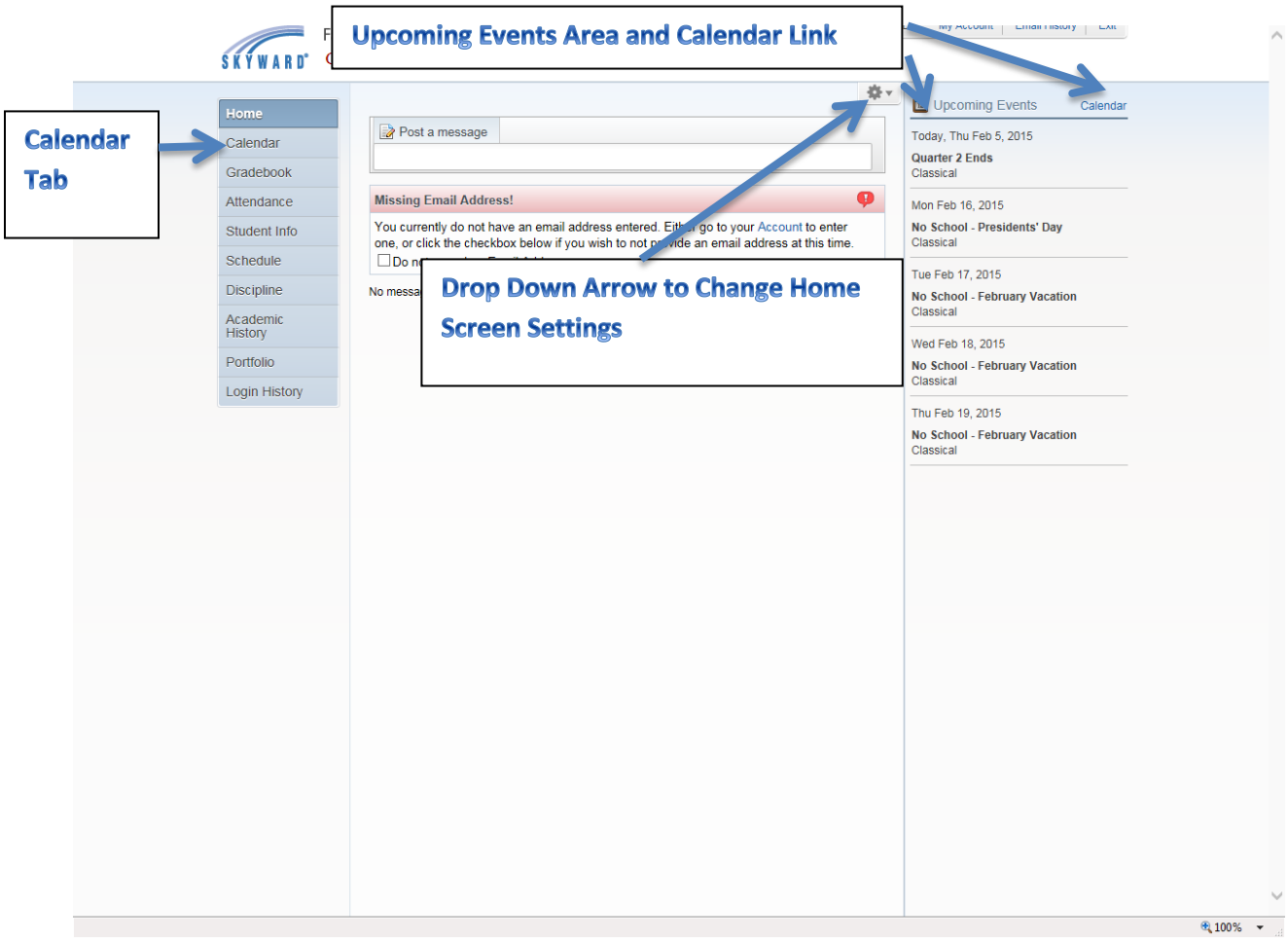


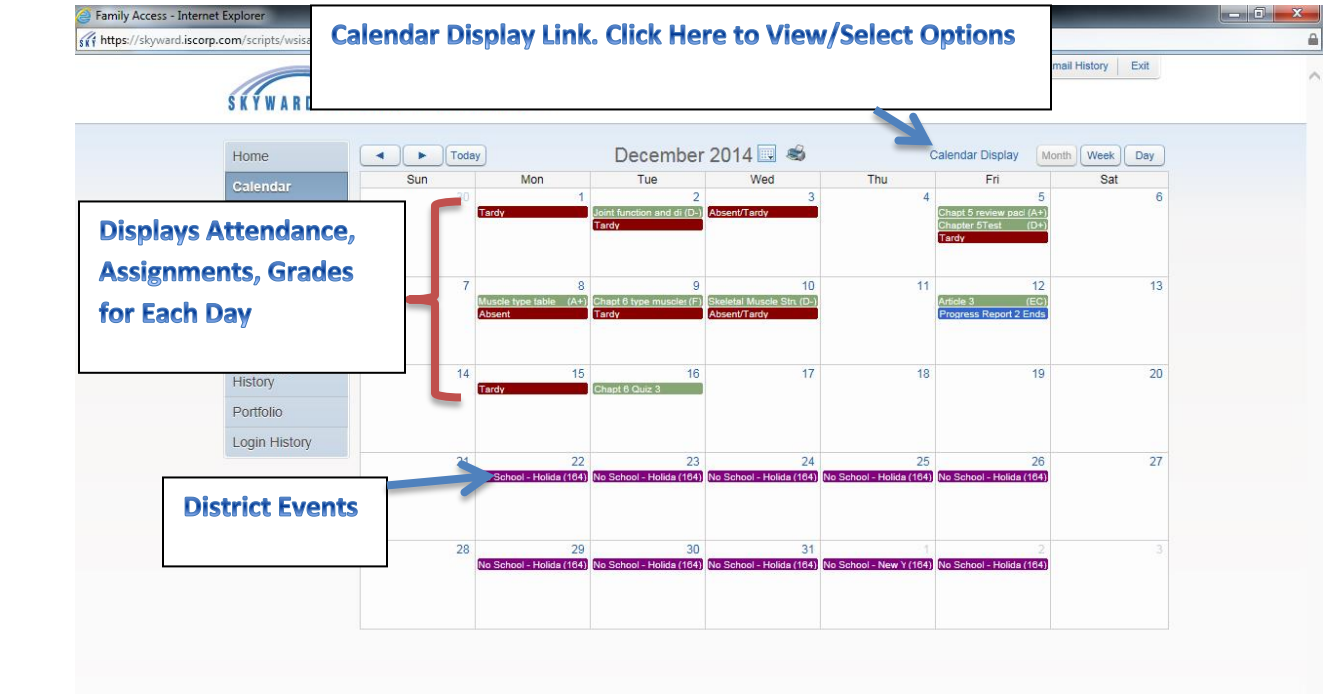
Calendar

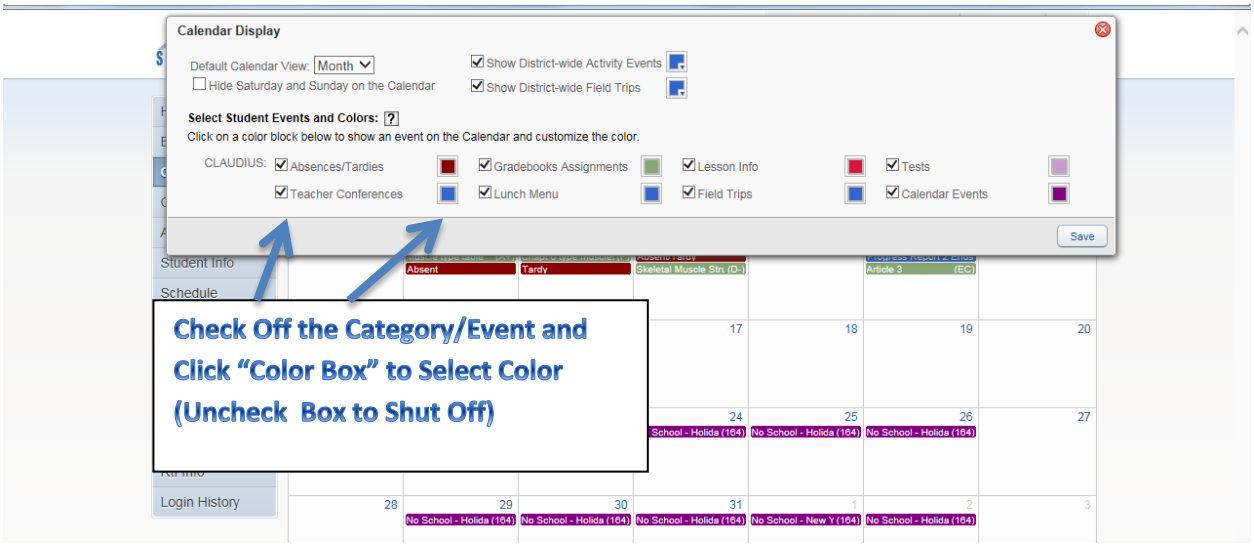
On the **Home Screen** you will see an "**Upcoming Events**" area and a **Calendar** link on the right hand side. The **Upcoming Events** area shows the current date as well as any upcoming District/School News. You can click the Drop Down Arrow to the left of the "Upcoming Events" Heading and then click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

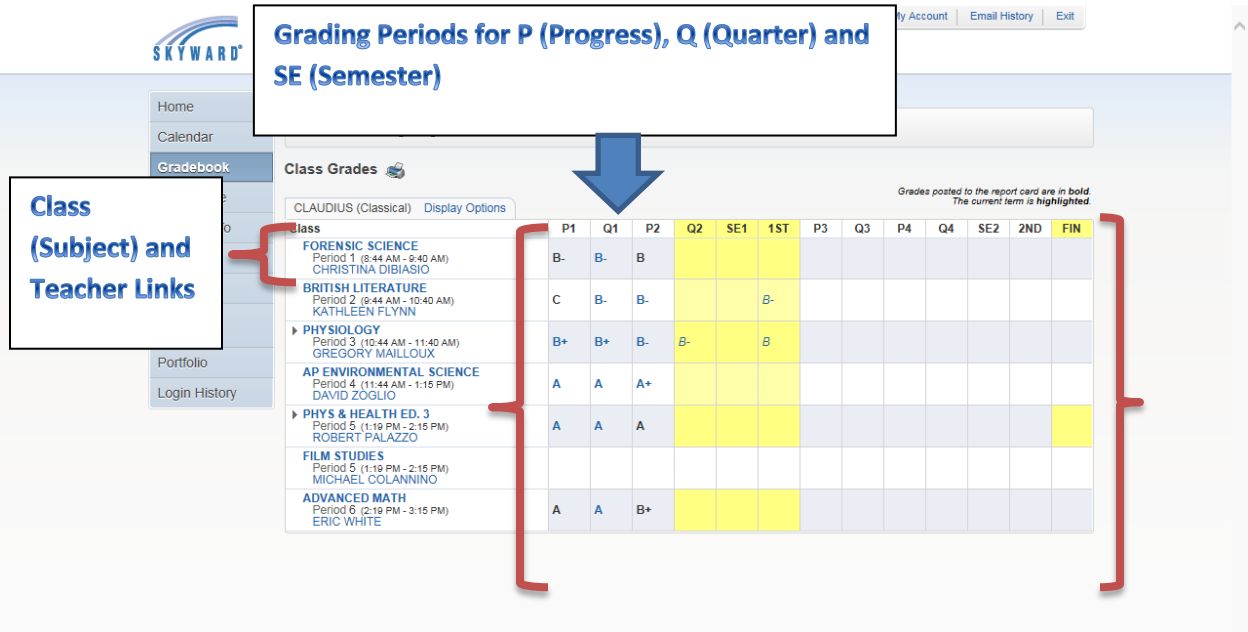

Upcoming Events Area and Calendar Link
Calendar Tab
Drop Down Arrow to Change Home Screen Settings
Home
Calendar
Gradebook
Attendance
Student Info
Schedule
Discipline
Academic History
Portfolio
Login History
Post a message
Missing Email Address!
You currently do not have an email address entered. Either go to your Account to enter one, or click the checkbox below if you wish to not provide an email address at this time.
Upcoming Events
Calendar
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
100%


Family Access - Internet Explorer
Calendar Display Link. Click Here to View/Select Options
Displays Attendance, Assignments, Grades for Each Day
District Events
Home
Calendar
History
Portfolio
Login History
Today
December 2014
Calendar Display
Month
Week
Day
Sun
Mon
Tue
Wed
Thu
Fri
Sat
No School - Holida (164)
No School - New Y (164)

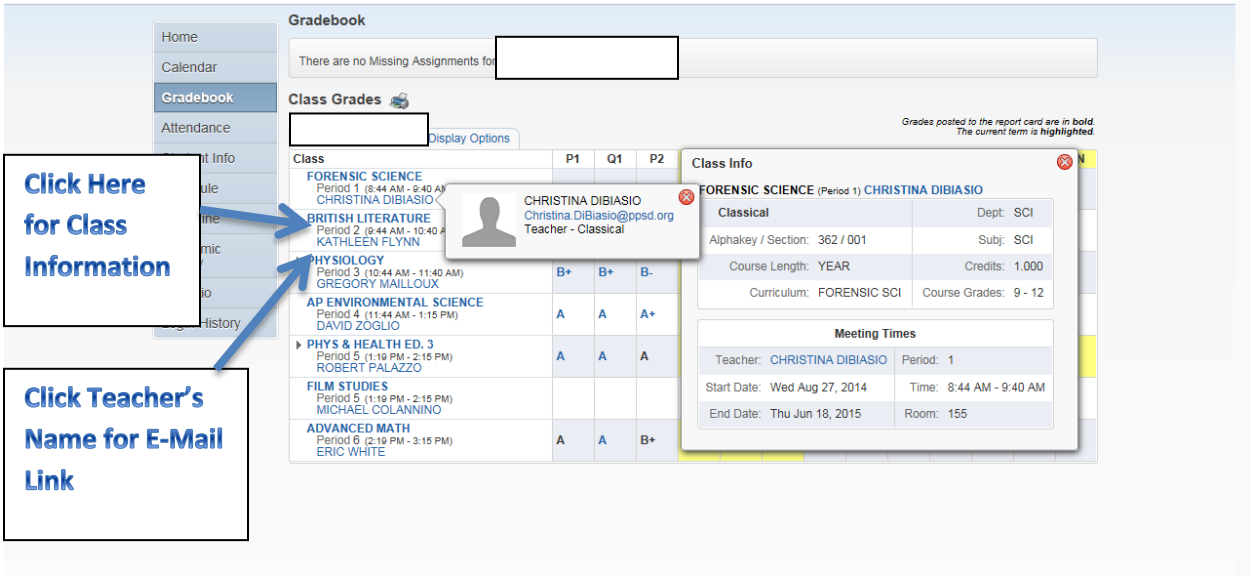


Gradebook

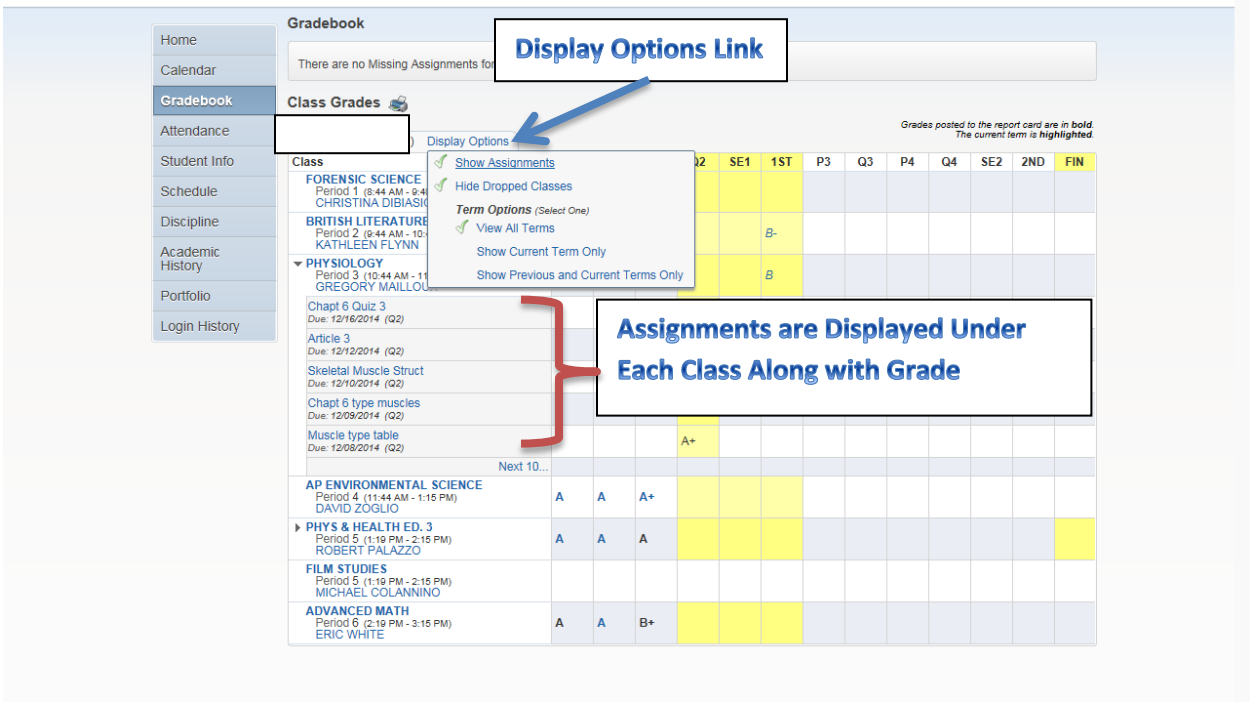
Click on the **Gradebook Tab** on the left to view your student's grades. When the screen opens, you will see each of your student's **Classes**, **Period** it meets and **Teacher**. Next to the **Class Description**, It displays Columns that represent the **Progress, Quarter and Semesters** for each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



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 <u>current</u> and <u>upcoming</u> 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.

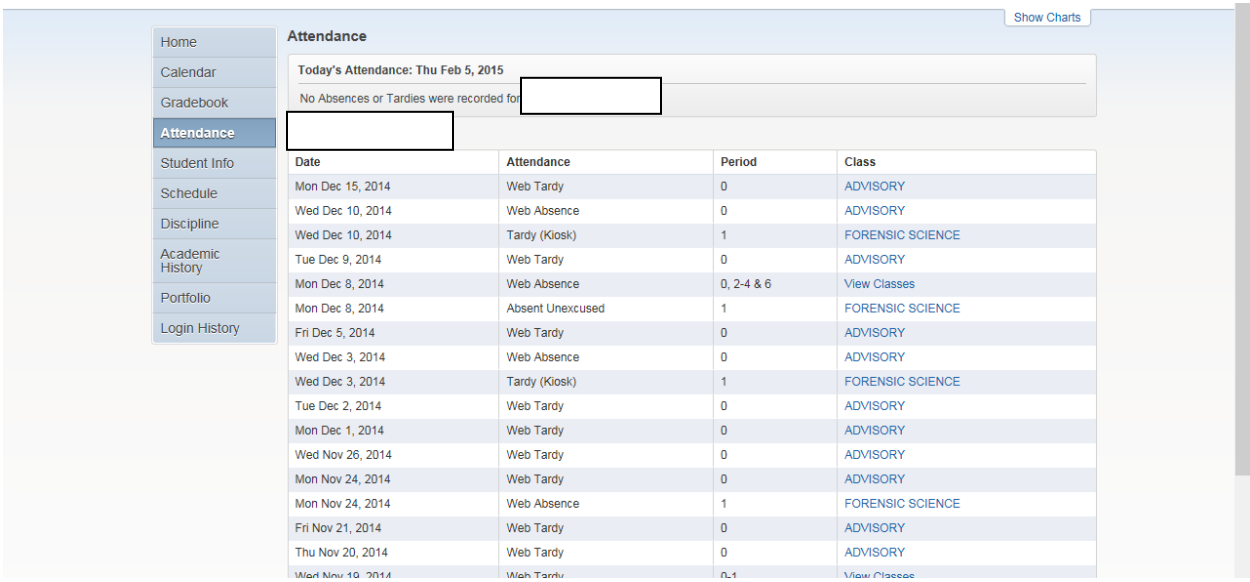


There is a **Display Options** link above the **Classes Column.** You have view options for your student's **Class Grades**. You can view all **Assignments** for each class; view the **Current**, **Previous**, or **All Grading Terms.** You can also select whether to see the student's **Dropped Classes.**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



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.



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**

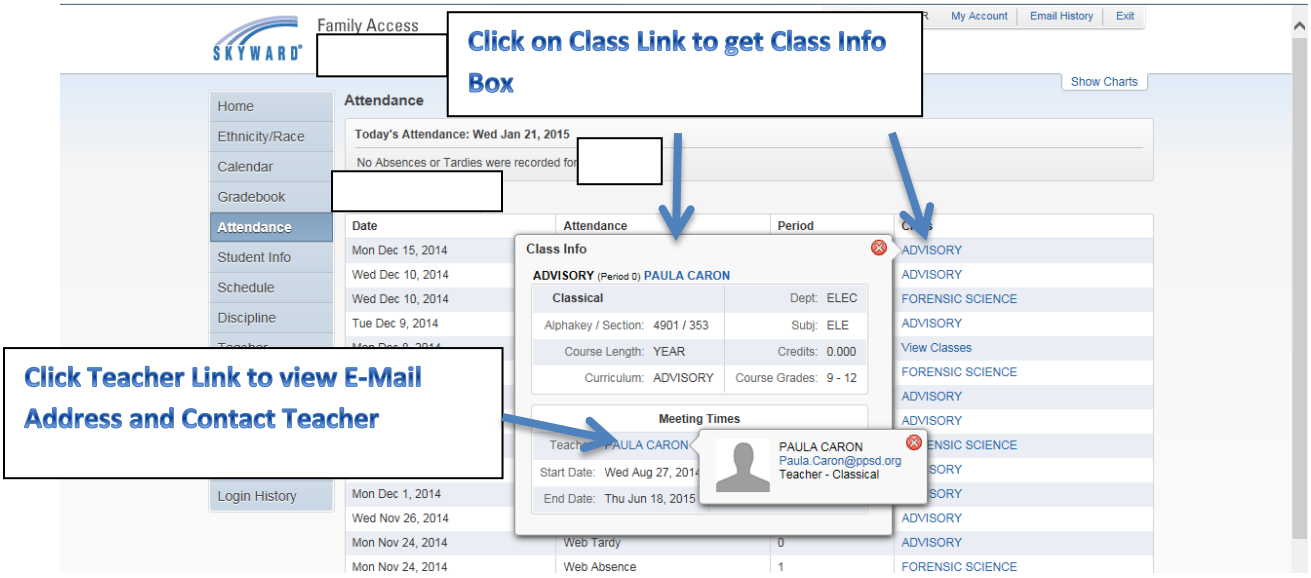
Office Attendance –When the office or Guidance marks a student absent it will appear as an **A** code

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**

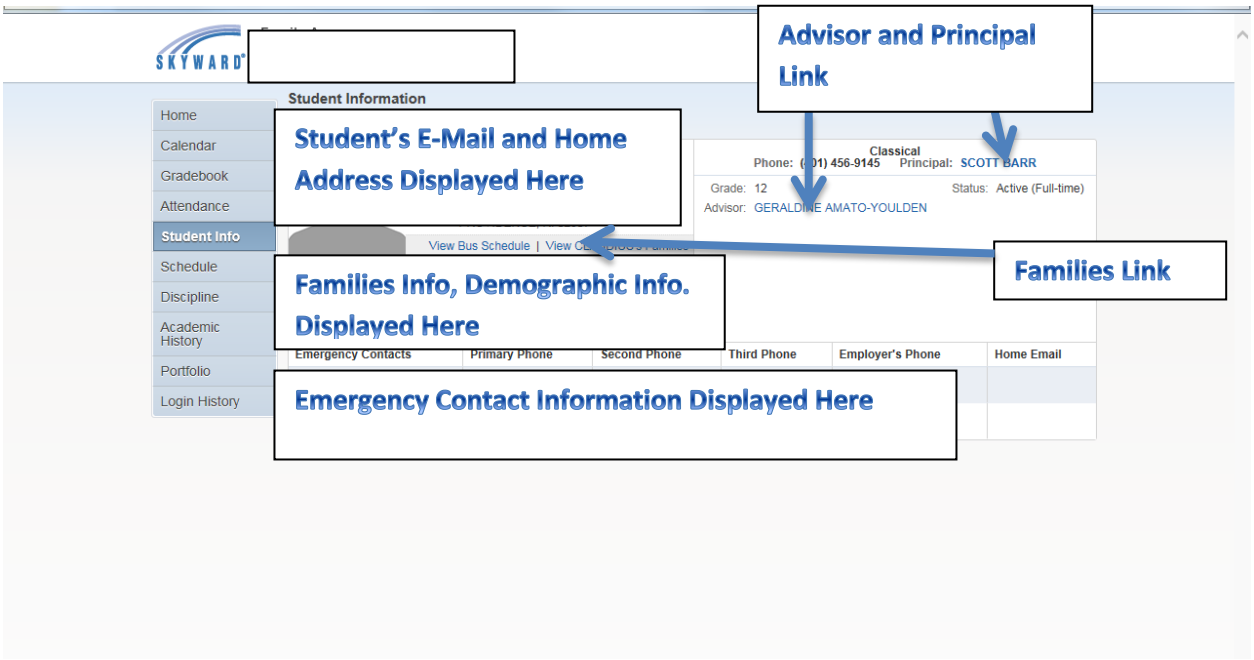
Suspension (In School Focus)—When student is serving an In-School Suspension, code is **I**

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.



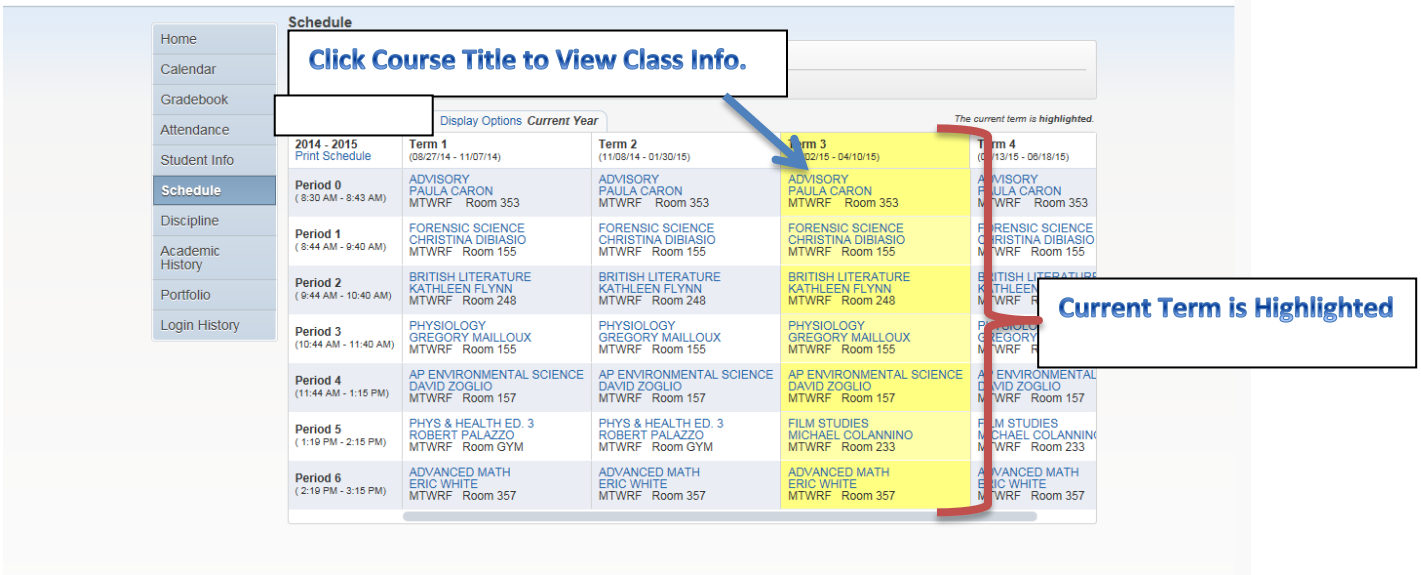
Student Info. Tab

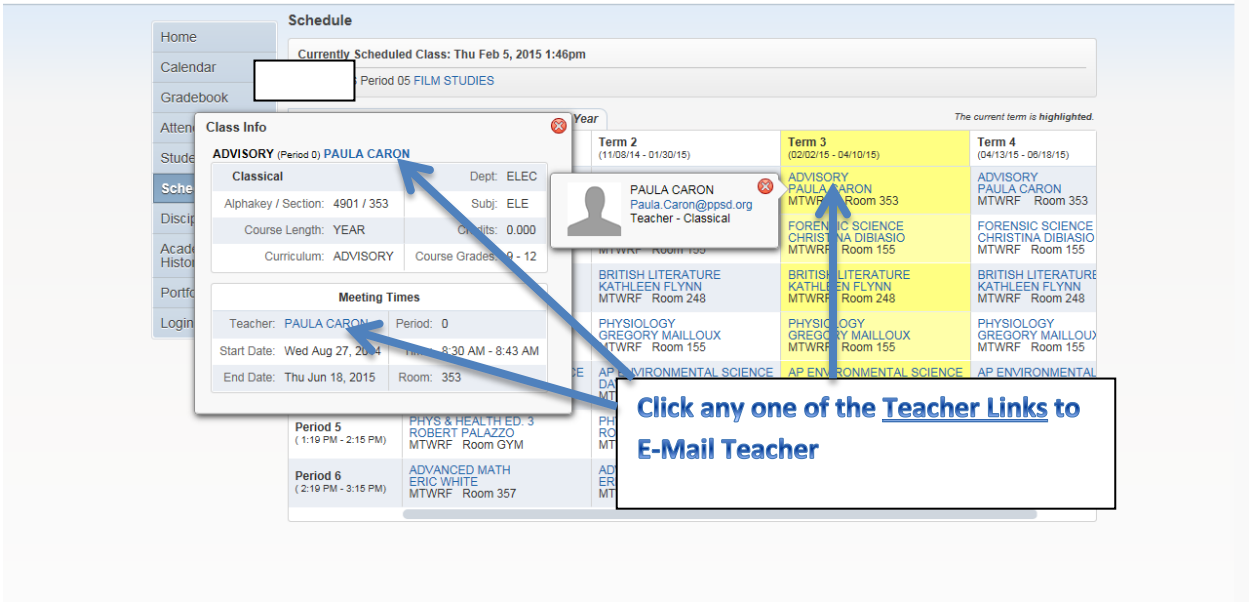
The Student Inf. Tab displays the student's basic **Demographic Information** . It shows the student's E-Mail Addresses, Home Phone, Address, Grade, and Birth Date. You can also view the Emergency Contact and Family Information for your student. (There is a **Families Link** that you click to verify 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.



Schedule Tab

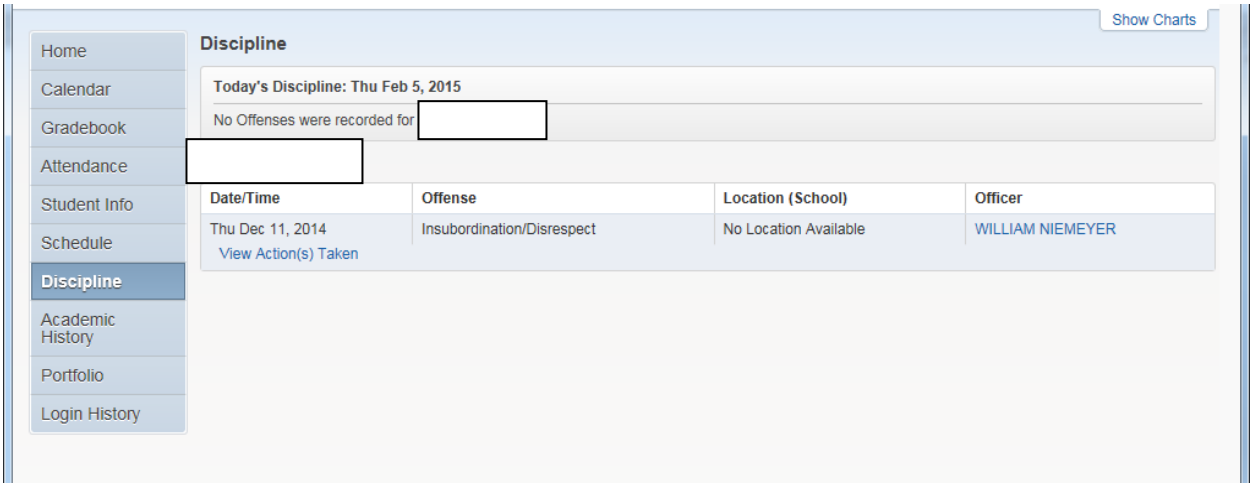
The Scheduling Tab will show your entire student's classes, the teacher, room and period that they meet. If you click on **Display Options**, you can choose to view the Current Term or All Terms for the year (Current Term will be Highlighted). When you click on the **Course Title**, you will get a description 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**.

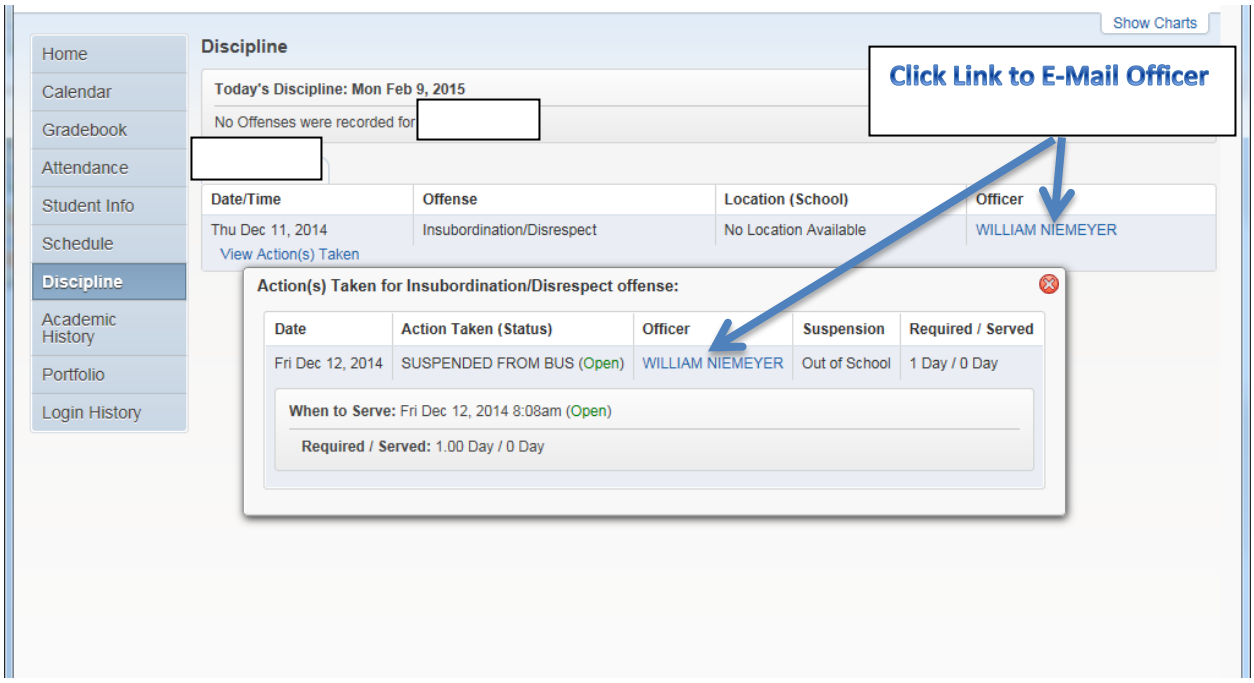




Discipline Tab

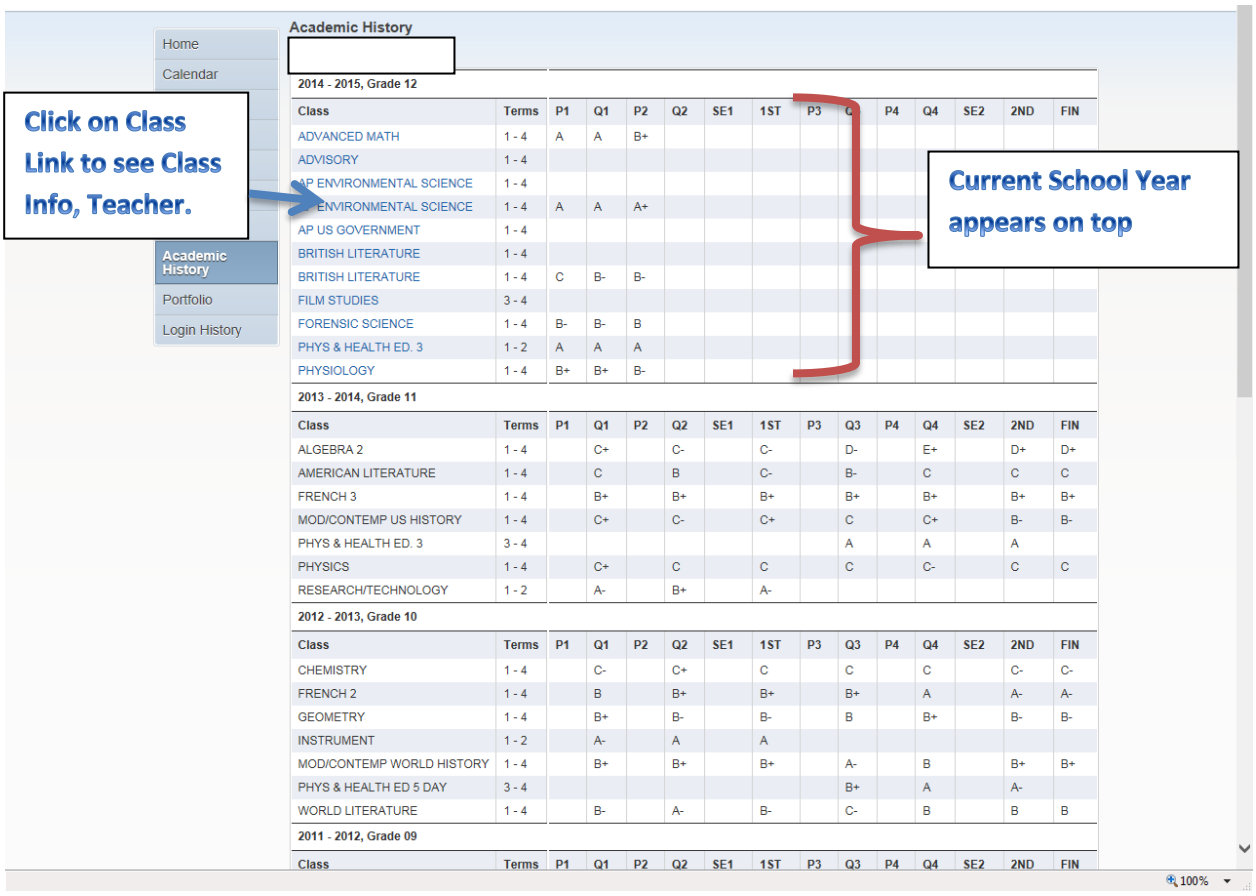
The Discipline Tab in Family Access will show any Offenses and Disciplinary Actions for your student. It lists out current or past **Offenses**, the **Date/Time**, **Offense**, **Location** and **Disciplinary Officer**. If you click on the officer's name, it will provide an e-mail address to contact 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**.

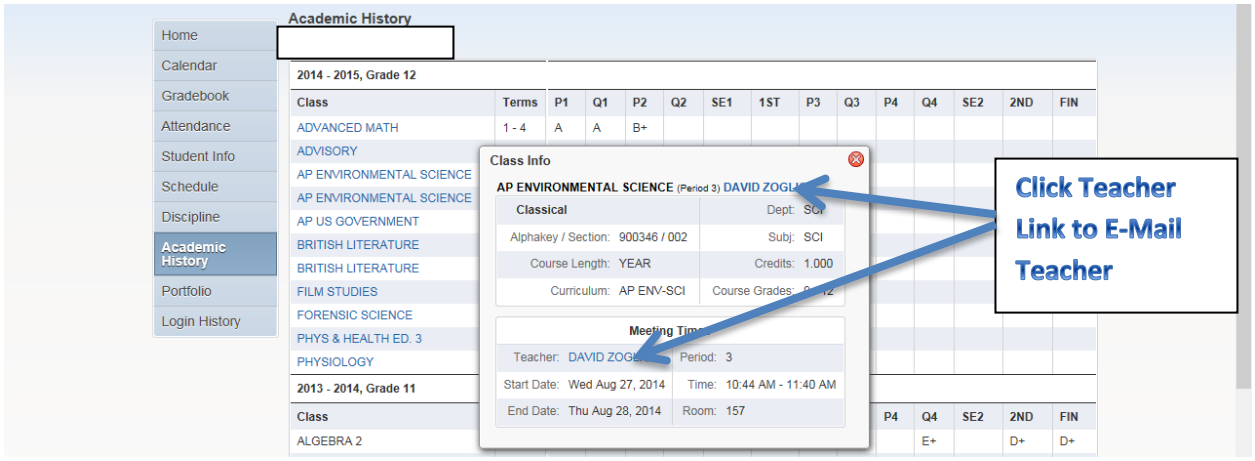




Academic History Tab

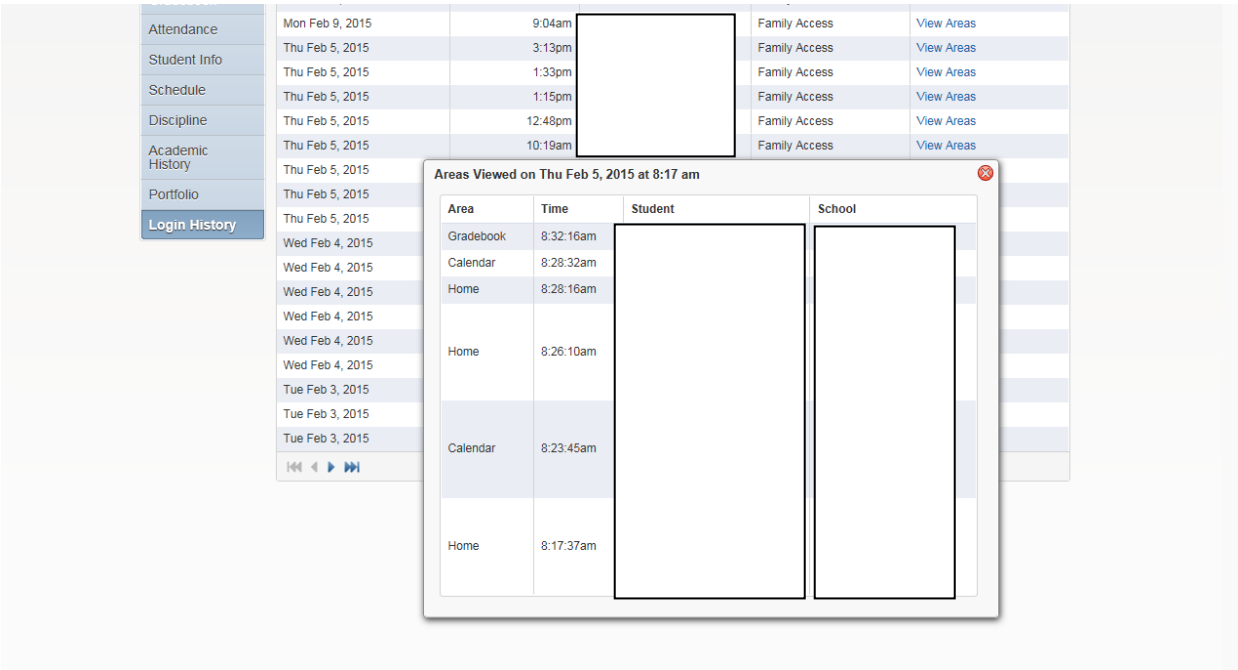
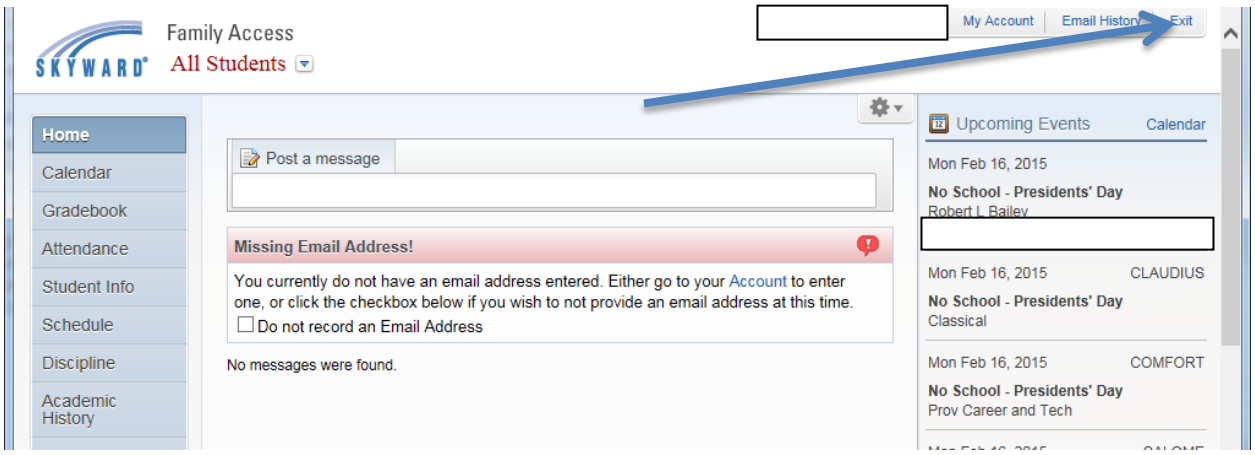
The Academic History Tab will show all the grades available for your students, both Past and Present. It starts with the **Current School Year** where you can see any grades posted depending on the grading period(s). The **Current School Year** also displays your student's **Classes** as Links. When 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.


Click on Class Link to see Class Info, Teacher.
Current School Year appears on top
Home
Calendar
Academic History
Portfolio
Login History
Academic History


Click Teacher Link to E-Mail Teacher
Class Info
Home
Calendar
Gradebook
Attendance
Student Info
Schedule
Discipline
Academic History
Portfolio
Login History
Academic History

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.



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