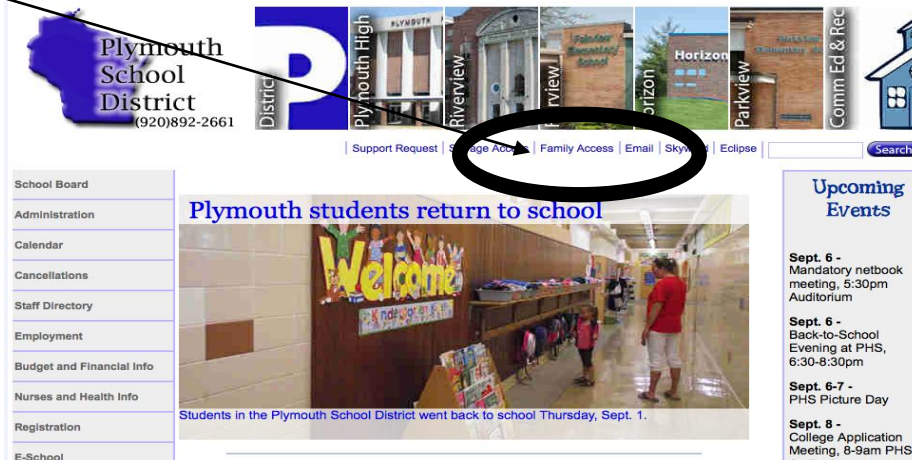


# Skyward Family Access Tutorial

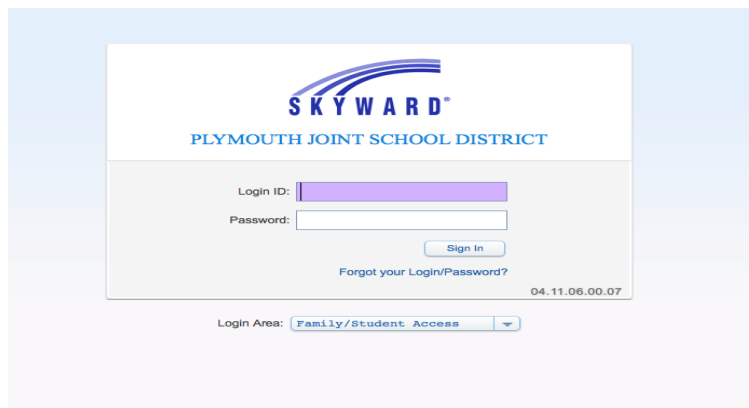
Family Access is a feature of the student information system being used by Plymouth High School. Parents can use Family Access to see various types of information about their students including grades, attendance, lunch information (including current lunch balance, and their schedules just to name a few. This tutorial is designed to provide a quick overview of Family Access for parents of what is included and how to maneuver within the system.

Family Access is a web-based product that is accessible to you from any computer connected to the Internet. It is a secure system. In order to use Family Access you will need a login and password. You will receive your login and password in the mail during the first few weeks of school.

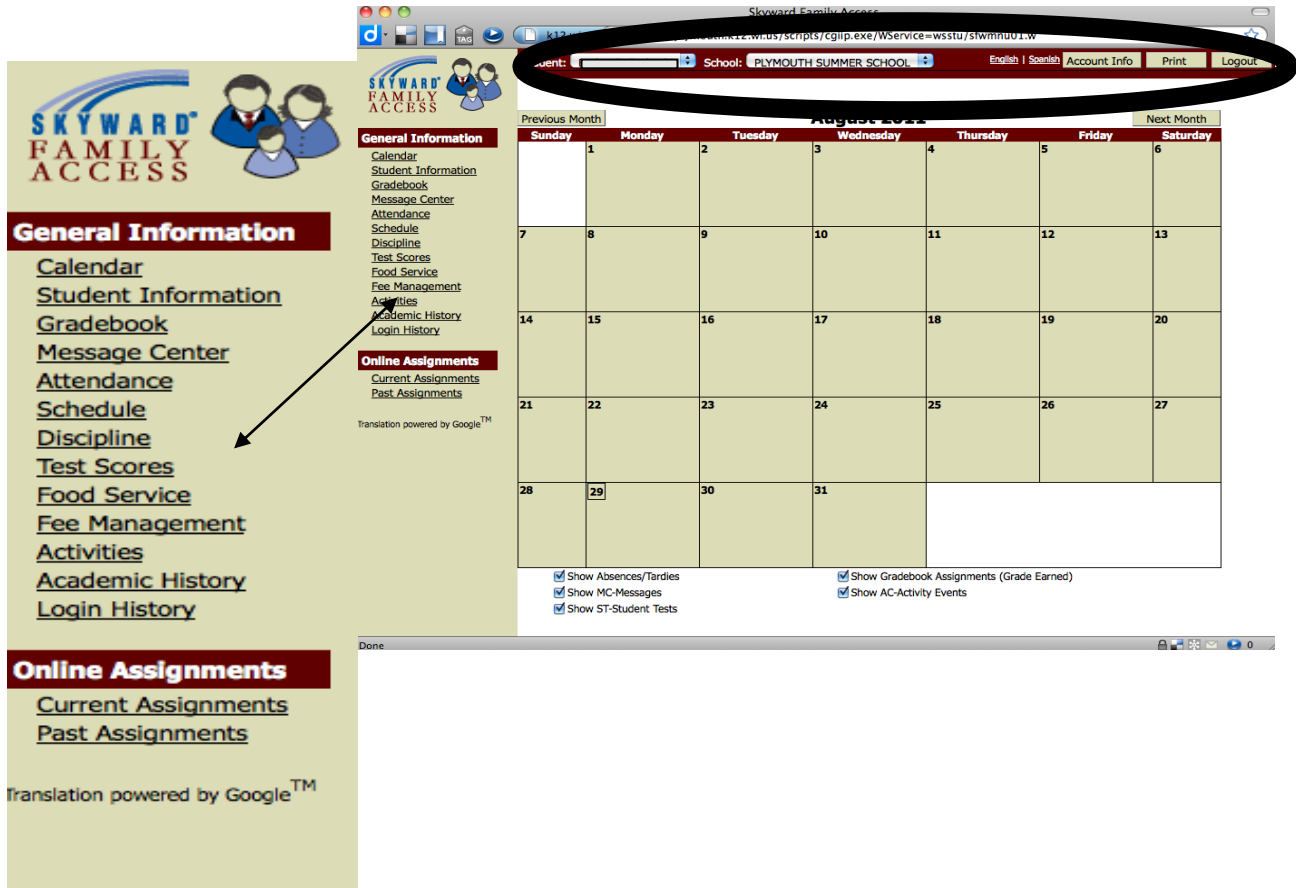
To enter your account, go to [www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us) click on *Skyward Family Access* in the center of the page. This will take you to the login page, which looks like the diagram below.



Enter your login and password and click on Login. Once you have clicked on Login you will go to the first page of Family Access.



On the upper right hand corner of the screen is the **Account Info button**. This button can be used to change your login, your password or to add your email address. Parents are encouraged to have an email address listed here. Passwords must be a minimum of four characters in length. A new feature to Family Access is displaying Family Access in a different language. Click the down arrow next to Language to choose from the list of languages offered at this time.



At the top of the screen you should see the name of one of your children. If you have more than one child in school click on the down arrow next to your child's name and you should be able to select other children in your family. If they are in a different school the school name will change automatically.

Under "General Information" on the left hand side of the screen: The **calendar** shows the term days of school as well as assignments for your child. Moving your mouse over any assignment will tell you the name of the assignment, the class, and a grade on the assignment if it has been graded. It will also tell you if it is a missing assignment. Clicking on any assignment will open more information about the assignment.

Clicking on the **Student Information button** will show you basic demographic information about your student. If any of this information is not accurate or missing, we ask that you contact the office of the school that your child attends and provide them with correct information. This will help keep our records accurate.

This page also has an alert information box. It may contain information about medical alerts or other situations that the district is aware of. If your child has any type of alert information that the district should be aware of and it is not listed here please inform your child's school nurse.

The next button on the menu is the **Gradebook button**. Clicking on that button opens a page that looks similar to the following. The example below is from a high school student.

Student: [dropdown] School: NORTHFIELD HIGH SCHOOL Language: English Account Info Print

Gradebook Progress Report Missing Assignments Teacher's Log GPA Comments Contact Us

Note-Quarter/semester grades may not be accurately reflected until after the grading period has closed.

Classes for: Term 1 (09/08/09-11/09/09) Prev Next

Click on the underlined grade to view the assignments that make up that grade.

Period	Class	Description	Term	Teacher	M1	Q1	M2	Q2	X1	S1	M3	Q3	M4	Q4
1	4165/01	MYTHOLOGY & MYSTERY	S1	BUBBA SULLIVAN	A	<u>B+</u>				<u>B+</u>				
2	2131/07	ART 1-FOUNDATION	S1	CHRIS HOLMQUIST	A	<u>A-</u>				<u>A-</u>				
3	7533/01	ALGEBRA II	YR	STEPHEN BEAULIEU	C+	<u>B-</u>				<u>B-</u>				
4B	8555/02	ANCIENT WORLD HISTOR	S1	EMILEANA GRAUPMANN	B-	<u>B-</u>				<u>B-</u>				
6	4277/02	AP SPANISH LANGUAGE	YR	STEPHEN CADE	A-	<u>B-</u>				<u>B-</u>				
7	7765/05	CHEMISTRY	YR	TRAVIS WIEBE	B+	<u>B+</u>				<u>B+</u>				

District Links: EV Update, On Line Payment Tutorial

The page shows the student’s schedule by period (for HS and MS students), the teacher and current grades in each class. If no grade is present the teacher has not yet entered anything into their gradebook. Clicking on one of the letter grades will open the gradebook for that student in that class where you will be able to see detailed information on assignments in the class and the child’s grades on assignments. In the example above Q1 is a first quarter grade to date, S1 is the overall grade for a class to date. (Please note anything in blue is a button that will take you to another page.) Clicking on the teacher’s name will automatically open an email if you need to communicate with the teacher.

Near the top of the screen you will see a tab called **Missing Assignments**. Selecting this tab will show you any missing assignments that your child has in any class. Please note, a “missing assignment” shows if the due date of the assignment has passed and the teacher has not yet input a grade. Therefore, an assignment may or may not actually be missing. Please talk to your child and then the teacher regarding the missing assignment. Next to the Missing Assignments tab is a Comments tab that will show any comments a teacher may have entered related to any assignment.

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The next button under “General Information” is the **Message Center button**. You may want to check this often. Teachers and administrators have the ability to send messages and reminders to parents via the message center.

The next button is the **Attendance button**. It will look similar to this:

Student: [dropdown] School: [dropdown] Language: English [dropdown] Account Info Print

Attendance | Calendar | By Day | Term Totals | Contact Us

■ - Tardy   
 ■ - Excused   
 ■ - UnExcused   
 ■ - Other

Click on any blue underlined date to see period by period attendance for that day.

November 2009							October 2009							September 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	<u>6</u>	7					1	2	3			1	2	3	4	5
8	9	10	11	12	13	14	4	5	6	7	<u>8</u>	9	10	6	7	8	9	10	<u>11</u>	12
15	16	17	18	19	20	21	11	12	13	<u>14</u>	15	16	17	13	<u>14</u>	15	16	17	18	19
22	23	24	25	26	27	28	18	19	20	21	22	23	24	20	21	22	23	<u>24</u>	25	26
29	30						25	26	27	28	<u>29</u>	30	31	27	28	29	30			

On the attendance page you have three options including calendar, by day and term totals. The attendance page will show you recorded absences and tardies for your child. At the high school and middle school you will be able to see period attendance.

The next button is the **Schedule button**. It shows your child’s classes for the entire year or for a specific term, whichever you choose. Again clicking the teacher’s name will open an email to that teacher.

Student: [dropdown] School: [dropdown] Language: English [dropdown] Account Info Print

Schedule | Current Term | Current Year - All Terms | Next Year - All Terms | Contact Us

Period	Class	Description	Term	Time	Days	Teacher	Room	Credits
1	<u>4165/01</u>	MYTH & MYSTERY	S1	07:51am-08:41am	MTWRF	<u>BURBA SULLIVAN</u>	H102	0.500
2	<u>2131/07</u>	ART 1-FOUND	S1	08:46am-09:36am	MTWRF	<u>CHRIS HOLMQUIST</u>	2D	0.500
3	<u>7533/01</u>	ALGEBRA II	YR	09:41am-10:36am	MTWRF	<u>STEPHEN BEAULIEU</u>	M101	1.000
4B	<u>8555/02</u>	ANC WRLD HIST	S1	10:41am-12:00pm	MTWRF	<u>EMILEANA GRAUPLMANN</u>	H119	0.500
5	<u>0001/15</u>	STUDY HALL	S1	12:05pm-12:55pm	MTWRF	<u>SARAH MARTENS</u>	D106	0.000
6	<u>4277/02</u>	AP SPANISH LANG	YR	01:00pm-01:50pm	MTWRF	<u>STEPHEN CADE</u>	H128	1.000
7	<u>7265/05</u>	CHEMISTRY	YR	01:55pm-02:45pm	MTWRF	<u>TRAVIS WIERE</u>	S105	1.000

The next button is the **Discipline button**. It will show any of your child’s discipline referrals.

The next button is the **Graduation Requirements**. All of your child’s course selections and their progress with completing them are summarized on this page.

The next button is the *Food Service button*.

Account Information for [Student ID]

Lunch Type: **NORMAL**

Prior Year Balance:	\$6.45	Last Payment:	\$10.00
+ YTD Payments:	\$0.00	Last Check:	VIA WEB
- YTD Purchases:	\$3.00	Last Payment Date:	06/02/2009
= Current Balance:	\$3.45		

Make Online Payment

Parents need to be aware that Plymouth School District offers the family account where payments can be made for your entire family unit enrolled in the district. In Family Access you have the opportunity to view each individual's activity within the food service area. There are four different tabs on the Food Service screen which include account information, payments for (*child*), all payments and purchases. The two tabs you will most likely focus on are: the account information tab which will show the deposits and total purchases made to your family account; and the purchases tab, which will show you the individual break down of purchases made by each child in your family.

The next button on the menu is the *Fee Management button*. The Fee Management button displays detailed amounts charged, payments made and amounts due on your child's account.

Unpaid Balance: \$394.50

School Year	Due Date	Billing Description	Amount Charged	Amount Paid	Amount Due	Class
2010	09/15/09	3 DAY M,W,F	\$1,386.00	\$1,079.50	\$306.50	3 DAY M,W,F
2010	09/16/09	Hand in Hand registration fee	\$40.00	\$0.00	\$40.00	
2010	09/16/09	OTHER-June 2010 days	\$33.00	\$0.00	\$33.00	
2010	09/17/09	MILK	\$15.00	\$0.00	\$15.00	
<b>TOTAL</b>			<b>\$1,474.00</b>	<b>\$1,079.50</b>	<b>\$394.50</b>	

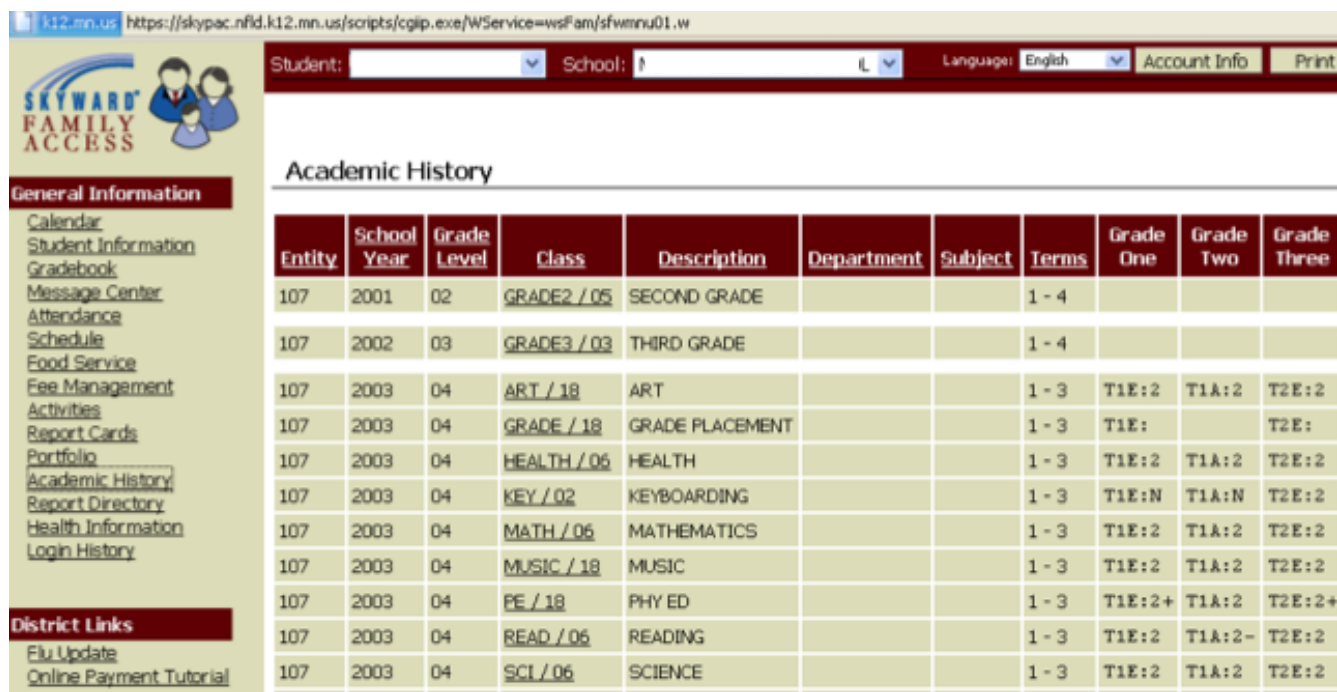
The next button is the **Activities button**. This will be used for High School and Middle School students. It will display activities that the student is involved in for current year and previous years.



The screenshot shows the Skyward Family Access interface. At the top, there are dropdown menus for Student and School (set to NC), and a Language dropdown (set to English). There are buttons for Account Info and Print. Below this is a navigation bar with 'Activities' selected, and sub-tabs for 'Current Year' and 'Previous Years'. A sidebar on the left lists various menu items under 'General Information'. The main content area displays a table of activities.

Description	Start Date	End Date	Type	Activity Leader
swim boys 07-08			Athletic & Voluntary	
swim boys 08-09	01/01/08	12/31/09	Athletic & Voluntary	<a href="#">DOUG DAVIS</a> Assistant 1: <a href="#">DEBORAH SEITZ</a>

The **Academic History button** gives the parent all past grades for their child. Academic History will look similar to the screen below. Clicking on the column heading will sort the document by that column ascending or descending.



The screenshot shows the Skyward Family Access Academic History page. It features the same navigation and user interface elements as the previous screenshot. The main content area displays a table of academic history records.

Entity	School Year	Grade Level	Class	Description	Department	Subject	Terms	Grade One	Grade Two	Grade Three
107	2001	02	<a href="#">GRADE2 / 05</a>	SECOND GRADE			1 - 4			
107	2002	03	<a href="#">GRADE3 / 03</a>	THIRD GRADE			1 - 4			
107	2003	04	<a href="#">ART / 18</a>	ART			1 - 3	T1E:2	T1A:2	T2E:2
107	2003	04	<a href="#">GRADE / 18</a>	GRADE PLACEMENT			1 - 3	T1E:		T2E:
107	2003	04	<a href="#">HEALTH / 06</a>	HEALTH			1 - 3	T1E:2	T1A:2	T2E:2
107	2003	04	<a href="#">KEY / 02</a>	KEYBOARDING			1 - 3	T1E:N	T1A:N	T2E:2
107	2003	04	<a href="#">MATH / 06</a>	MATHEMATICS			1 - 3	T1E:2	T1A:2	T2E:2
107	2003	04	<a href="#">MUSIC / 18</a>	MUSIC			1 - 3	T1E:2	T1A:2	T2E:2
107	2003	04	<a href="#">PE / 18</a>	PHY ED			1 - 3	T1E:2+	T1A:2	T2E:2+
107	2003	04	<a href="#">READ / 06</a>	READING			1 - 3	T1E:2	T1A:2-	T2E:2
107	2003	04	<a href="#">SCI / 06</a>	SCIENCE			1 - 3	T1E:2	T1A:2	T2E:2

The **Email notifications button** is next. You will have the option to request that Skyward automatically send you email notifications regarding your child's attendance, grades, food service account and progress reports.

The final button on the left is the **Login History button** which shows a record of when you have logged into Skyward.