Skyward Family Access User Guide

What is Skyward Family Access?

Skyward Family Access is a free application available to all parents and guardians in the district through the internet. It allows you to view information on your child(ren)'s school experience. This information includes:

- Student gradebook showing posted grades, missing assignments, teacher comments, and current class grades
- Attendance Records
- Calendar of Activities
- Academic History
- Class Schedule
- Messages from Teachers and District Staff

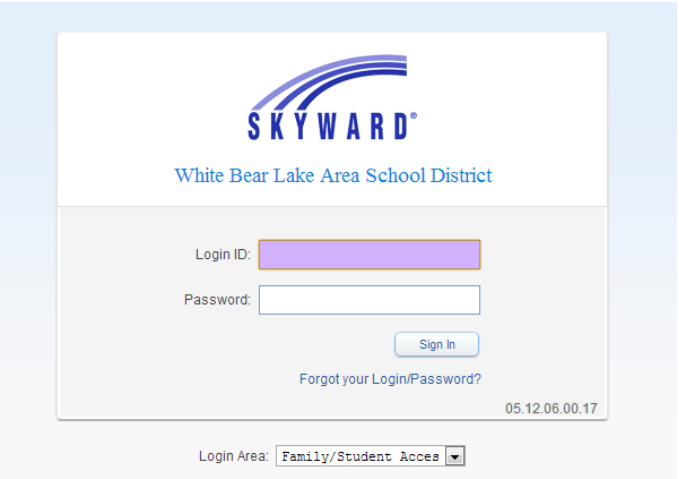
Using this tool you can take an active role in your child(ren)'s education by staying up to date
with all aspects of their daily academic progress

Getting Started with Family Access

Family Access is a web application. You must be connected to the Internet in order to access this site. The address for our Family Access website is:

https://skyweb.whitebear.k12.mn.us/scripts/wsisa.dll/WService=wsSky/seplog01.w

You may also access this through the White Bear Lake ISD home page (http://www.isd624.org/) by looking for "Family Access" under the "Quick Links". When the login window below is displayed, enter your unique username and password provided in the initial email sent to you from Skyward. Click the **Login** button.



If you do not remember your login or password, use the **Forgot your login or password?** Link on this window to have the information sent to you at the email address we have on file for you

Navigating in Family Access

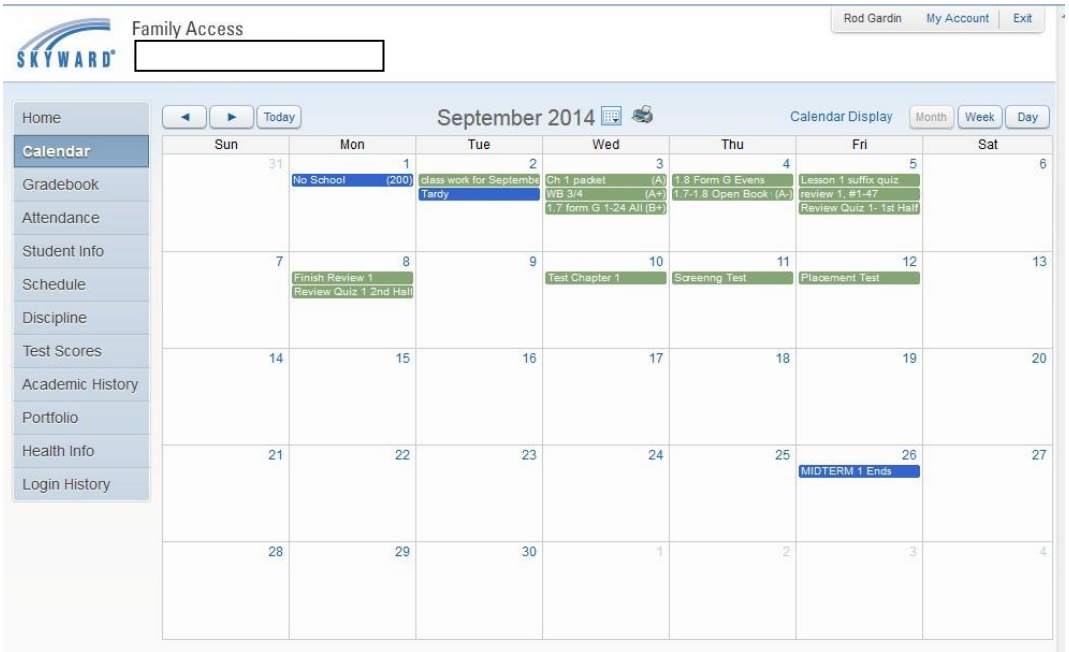
Navigation Fields/Links

The navigation links below will be available to you on the Family Access screen. Use the links to quickly navigate through the system.

1. For families with multiple students, use the Student pull down menu to select the student for whom you wish to view information.
2. Use the General Information links to see more detailed information about the calendar, grade book, message center, schedule, and more.
3. Use the Account Info button to access information about your login and e-mail.
4. The print button will print the active page (the calendar would print for the image shown below).
5. Please use the logout button to logout of the system at the end of your session.

Calendar

Click on the calendar tab to view assignments posted by your child's teachers. Clicking on the assignment label in a date box will show more information about the assignment. Attendance records are also displayed in the calendar.



Student Info

The student info screen will show general demographic and contact information that is on file about you and your child.

1. Click on **Request Changes for (student's name)** if there is basic information you wish to change.
2. From the dropdown menu, choose the area of information you wish to change.
3. Make the changes and click save in the lower right corner.
4. The school office will be notified that you have requested a change to the information.

The change may not take effect until the office has approved of the change.

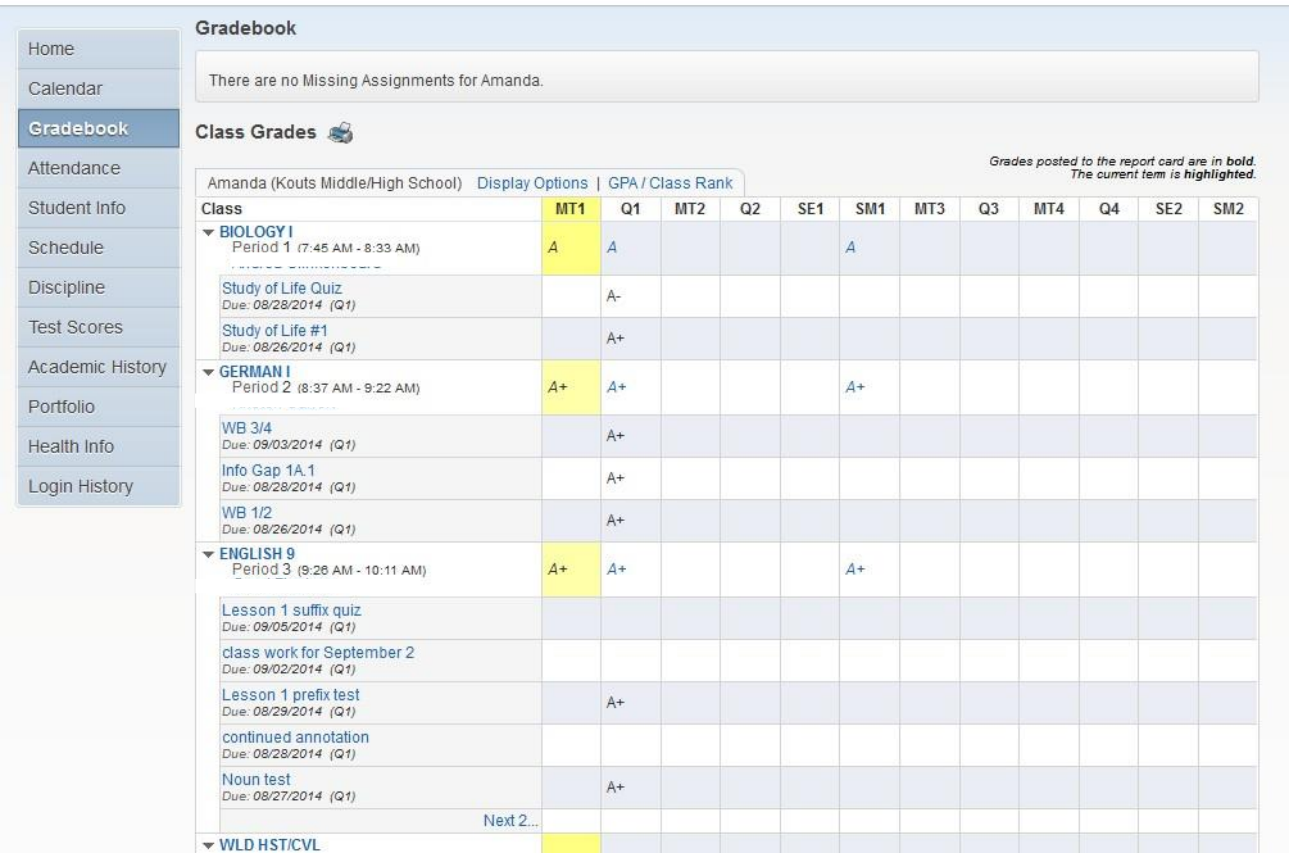
Gradebook

The gradebook will show current assignment information in real time. Term grades are not finalized until you see them printed on a report card and posted to portfolio in Family Access at the end of the quarter or semester.

To view real time grades Select click on the triangle next to the name of the class.

Click on the quarter grade (Q1, Q2, Q3, or Q4) for a list of the actual scores for the each assignment, test, or project from the quarter.

Click on the teacher's name to send the teacher an e-mail.



Questions?

If you have questions about grades or assignments, please email your child's teacher (generally available by clicking on the teacher's name anywhere it appears).

For questions about using Family Access, contact Pete Willcoxon by phone at **651-407-7528**

or by email at: parenttechhelp@isd624.org

You can also reach the Help Desk at**: 651-407-7500 X1234**