

PARENT NAME: _____

LOG IN: _____

PASSWORD: _____

SCHOOL DISTRICT OF GREENWOOD

FAMILY ACCESS

- 1) Start your internet browser
- 2) Access the internet and Greenwood high school home page
www.greenwood.k12.wi.us, select **PARENTS / STUDENT & FAMILY ACCESS**

Or link:

<https://skyward.iscorp.com/scripts/wsisd.dll/WService=wsedugreenwoodwi/fwemnu01.w>

- 4) Click on the Family Access link and enter your login and password

NAVIGATING THE SITE

Once on the FAMILY ACCESS site, click on the student's name in the drop down box at the top of the screen next to Student. The school your student is currently enrolled in will show beside School on the top middle of the screen.

Now, you may click on the various links on the left side of the screen.

- HOME is where special notices, school events, open houses, etc. may be posted. A yellow exclamation point will appear to alert you of new messages.
- CALENDAR will show your child's individual calendar which displays assignments, absences, and message center messages for each date.
- STUDENT INFORMATION link shows family information and contact information.
- GRADEBOOK shows your student's current grade in each class. You will be able to see detailed grade book information by clicking on the grade itself. There is also a Missing Assignments tab on this screen with detailed information along with a GPA/Class Rank tab. *The gradebook program marks assignments as missing with an [*] in the "Points Earned" column until they have been graded. There are times when students have submitted the assignment but it is not yet entered into the gradebook. If students have not submitted an assignment that has already been graded, teachers mark the assignment with a zero and a check mark for missing. Teachers update their grades at least weekly.*
- ATTENDANCE dates may be underlined and displayed in a different color. These are dates where attendance information has been entered. Click on the date to see more detail.
- REPORT CARDS tab to view that particular report card. At this time we have not begun posting report cards to this link.
- SCHEDULE reveals your student's schedule for the current term. A tab at the top of the screen called Current Year allows you to take a look at the entire school year.

QUESTIONS?

What if I don't have Internet access at home?

You can get on the website from any computer, from work, at our local library, or from a friend's computer.

Can I change my password?

Yes. After you log in, simply click on the Account Info button on the top right of your screen. After clicking on the Change My Password box, fill in the information on the bottom of the pop-up box to change the password. Be sure to click the "Save" button before exiting.

Is there any other way I can receive this information?

If you would like copies of your student's progress reports, please call the guidance office at the school your student attends. They will be happy to assist you in receiving paper copies.

Will I still receive paper copies of report cards?

Yes, we will still run the paper copies of quarter and semester report cards. At report card time be on the lookout for your school's newsletter regarding report card distribution.

What about changes to my student's family information?

When you have a change in address, workplace information, phone number, etc. you will need to contact the following individuals to inform them of your household changes: **Greenwood Elementary, @ 267-7211; Greenwood Middle-High School @ 267-6101.**

How soon after a test/assignment due date will I be able to see my student's grade?

There is a five school day window between when the test/assignment is due and when you may be able to view the grade on Family Access. There may be exceptions to the five school day window when large assignments (term papers and projects) are due.

Will other parents be able to see my student's information?

No, your student's information is only accessible by you with your login and password. Counselors and teachers are also able to access the information on a limited basis.

Will students be able to see information about them selves?

Yes, they will. Students will receive their own login and password at school and be able to log into Family Access the same as their parents.

Why do the screens for my elementary school children look different?

The elementary schools do not use Family Access to the same extent as the secondary schools. There will be limited information for those students.

What should I do if I have questions or concerns about my student's progress?

If you have concerns or questions about your son/daughter's progress or grades, talk to your child first. If you need further information, please contact the teacher, guidance department, or the main office where your student attends.

CONTACT INFORMATION

- **Greenwood High School – 267-6101**
- **Elementary School – 267-7211**