

Skyward Parent Access Help Sheet



1. How to login

- a. Go to school website
- b. Click on 'Parent / Guardian' tab on top of website
- c. Click on 'Skyward Family Access'
- d. Enter Username and Password
 - i. What if I lost my login information?
 1. Username: First and Last Name (no spaces)
 - a. Click on Link On Bottom of Login Page to Reset Password
- e. On the right side click on 'Family Access'

2. Select A Student

- a. Under the Family Access Tab (Change - ALL STUDENTS to your student on drag down menu)
- b. Messages from teachers or school are seen right on home page
 - i. To respond to a message on the homepage click on 'Reply'
 1. YOU MUST ADD YOUR NAME IN YOUR MESSAGE OR WE WILL NOT KNOW WHO YOU ARE
- c. Upcoming events can be seen on the right hand side of the page
- d. There may be attachments in the messages indicated by paperclip icon

3. To Check Grades:

- a. Click on Gradebook in the left hand column
 - i. Clicking on the blue letter grade will open up a new screen listing assignments, comments, points earned, grading scale, percentage etc.
 - ii. Each assignment can be clicked on for more information
 - iii. Next to the letter grade there may be a teacher comment. To view the comment click on the speech bubble icon
 - iv. If there is a Letter 'I' icon with a blue circle it is a special code that indicates extra information
 - v. Paperclips indicate attachments
 - vi. To exit click on red x in top right

4. To Check Attendance

- a. Click on attendance in left hand column

5. To Check Discipline

- a. Click on discipline in left hand column

6. To set up to get email alerts - Email alerts allow you to receive an email notification for various reasons such as an email for failing grades on assessments, absences, tardies, etc...

- a. Click on 'my account' on upper right tabs
- b. Under 'Email Notifications' check the box for notifications that you want (attendance, grades, discipline etc.)