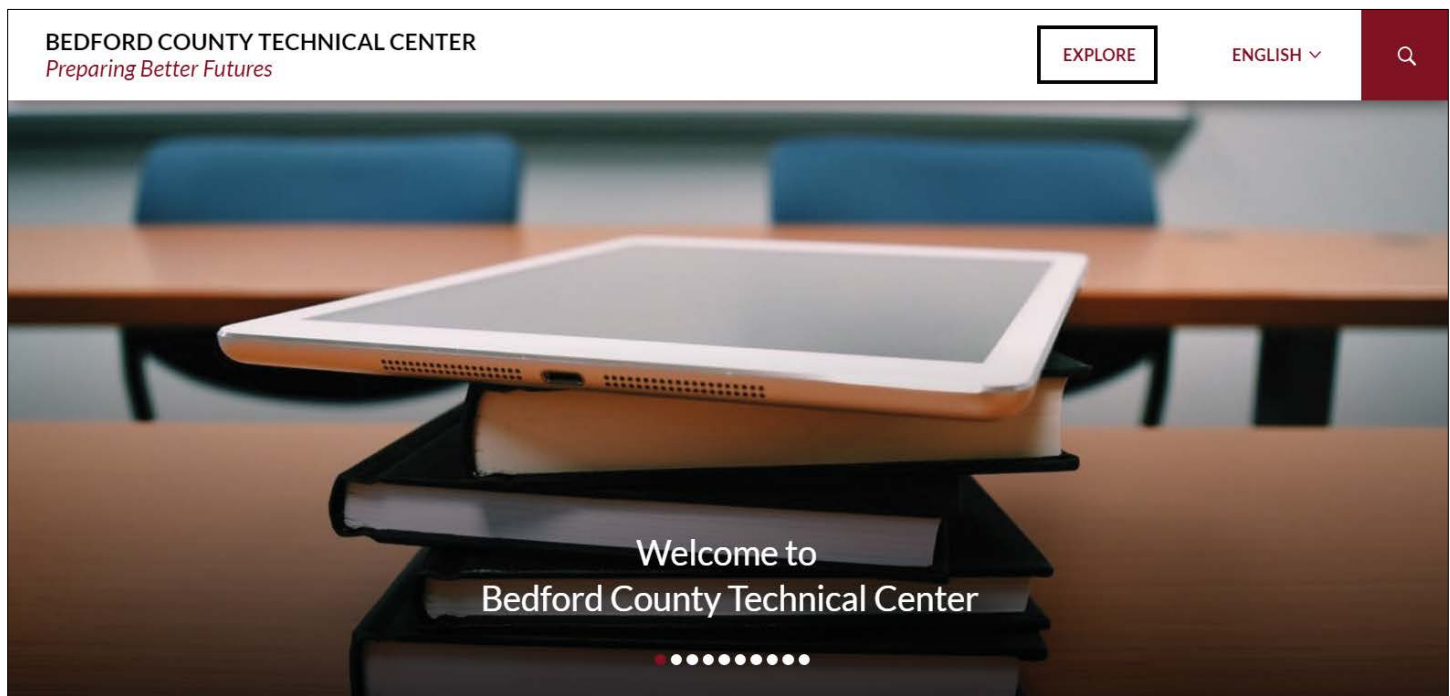


## How to Access Skyward for Families

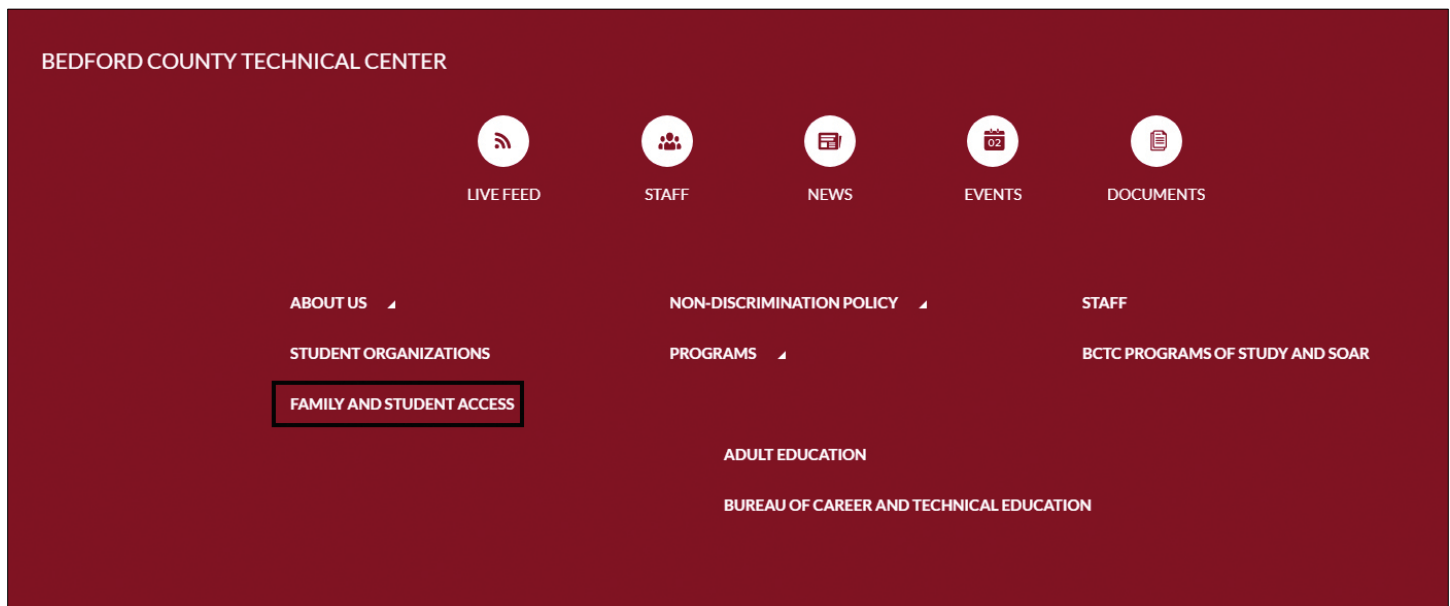
Go to Bedford County Technical Center's website, [www.bedfordctc.org](http://www.bedfordctc.org).

Click on **EXPLORE**.



This will take you to the landing page.

Click on **FAMILY AND STUDENT ACCESS**.



This will take you to the Skyward opening screen.

### ***Family Sign In***

Login ID: parent's first initial, last name

Click **Forgot your Login/Password?**.

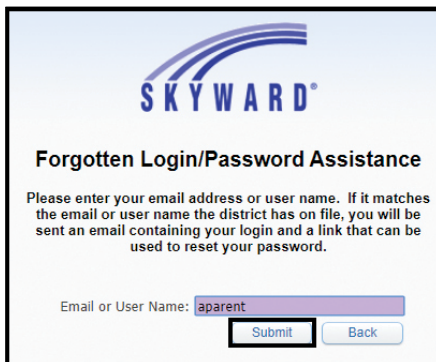


The screenshot shows the Skyward login interface. At the top is the Skyward logo. Below it, the text reads "Bedford County Technical Center" and "Bedford County Technical Center - Live Conversion Data 06/15/18". The login fields include "Login ID:" with the value "aparent" and "Password:" with an empty field. A "Sign In" button is present, along with a link "Forgot your Login/Password?" which is highlighted with a black box. At the bottom right, the IP address "05.19.06.00.07" is displayed. At the bottom left, the "Login Area:" dropdown menu is set to "Family/Student Access".

This will take you to a screen that will force you to change your password.

Enter your **Email or User Name**.

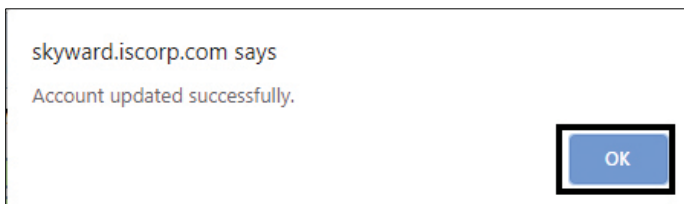
Click the **Submit** button.



The screenshot shows the "Forgotten Login/Password Assistance" screen. It features the Skyward logo and the title "Forgotten Login/Password Assistance". Below the title, a message states: "Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password." The "Email or User Name:" field contains the value "aparent". Below this field are two buttons: "Submit" (highlighted with a black box) and "Back".

Your screen will refresh with a message that the update was successful.

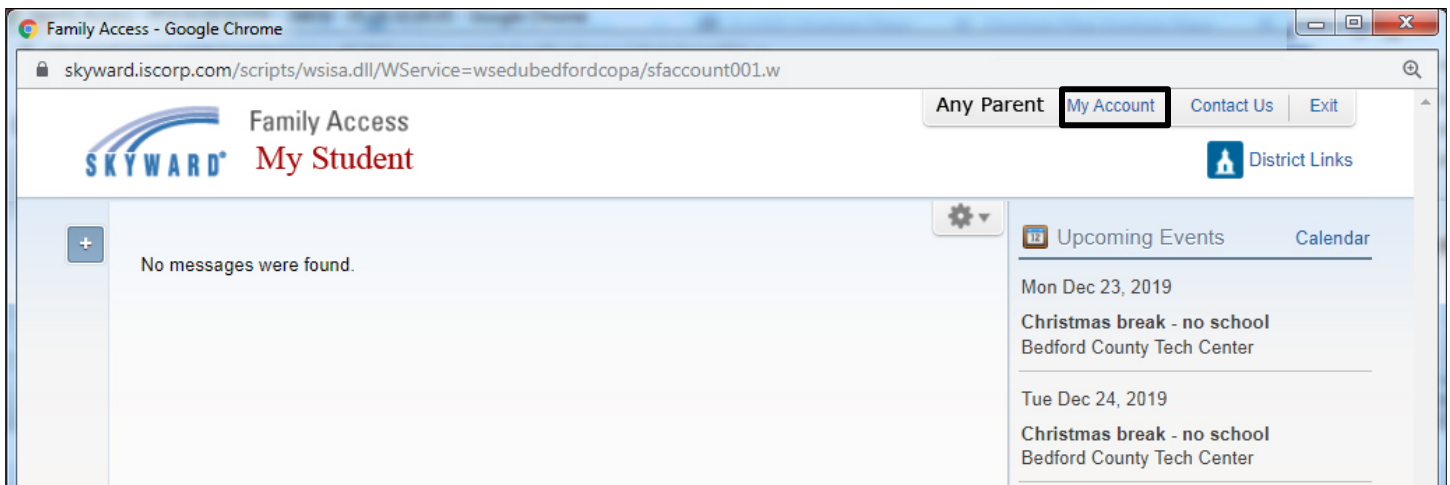
Click **OK**.



The screenshot shows a success message dialog box. The text inside reads "skyward.iscorp.com says" and "Account updated successfully." Below the text is an "OK" button, which is highlighted with a black box.

This will take you to the opening Family Access screen.

Click **My Account** to review the information in the System.



Your screen will refresh to show your information.

A screenshot of the "Account Settings" page in the Family Access system. The page is titled "Account Settings" and includes several input fields and checkboxes. The "Email" field contains "anyparent@web.com". The "Phone" field contains "(814) 689-8989" and "Ext: ". The "Cell" dropdown is set to "Cell" and contains "(814) 977-5977" and "Ext: ". The "Family Access Login" field contains "aparent" and the "Password Last Changed" field contains "07/25/2019". There are checkboxes for "I'm Using a Screen Reader" and "Outline Links When Focused". The "Address (Mailing Address)" section includes fields for "Street Number" (1111), "Street Dir." (empty), "Street Name" (Nater Rd), "SUD" (dropdown), "#", "P.O. Box" (empty), "Address 2" (empty), "Zip Code" (15537), "Plus 4" (empty), "City/State" (Everett, PA), and "County" (empty). An "Address Preview" box shows "1111 Nater Rd, Everett, PA 15537". The "Email Notifications" section has checkboxes for "Receive Daily Attendance Notifications for my student(s) by" (with radio buttons for Email, Wall Message, and Email and Wall Message), "Receive Grading Emails for my student(s)" (with a help icon), "Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):" (with a "Low:" field and "for My Student"), and "Receive Progress Report Emails for my student(s)" (with radio buttons for Daily, Weekly (every Saturday), and Monthly (1st of each month)). There are "Save", "Change Password", and "Undo" buttons on the right.

**Note:** The address shown is the Mailing Address on file.

Under **Account Settings**, you can make changes to the Email address, Phone, Cell/other phone, and address.

Under **Email Notifications**, you can change the settings for the three areas listed.

#### *Daily Attendance*

Click the button to receive daily attendance notifications, then select the button for how you wish to receive the notification: via **Email**, **Wall Message**, or **Email and Wall Message**.

#### *Grading Emails*

Click the button to receive grading emails. If you wish to receive emails for a specific Low grade, enter that number in the **Low:** field.

#### *Progress Reports*

Click the button to receive progress report emails, then select the button for how often you wish to receive the emails: **Daily**, **Weekly (every Saturday)**, or **Monthly (1<sup>st</sup> of each month)**.

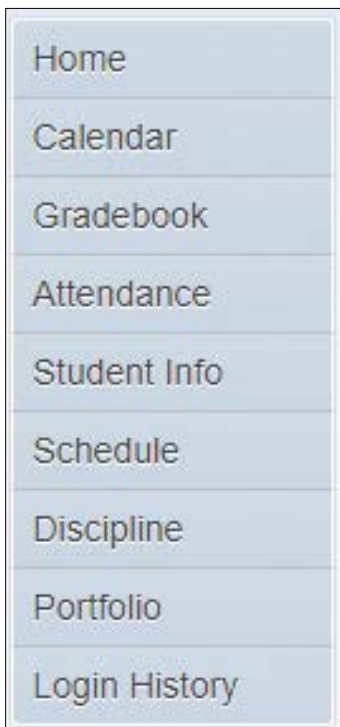
Use the buttons on the right of your screen to save any changes to your Account Settings or Email Notification.

Click **Save**.



#### **Navigation Bar**

The Navigation Bar allows you to view different areas of Skyward. Click on the specific area that you wish to view, and your screen will refresh on that specific page.



## Home

The **Home** button takes you to the Home screen of the Family Access portion of Skyward

Family Access - Google Chrome  
skyward.iscorp.com/scripts/wsisa.dll/WService=wsedubedfordcopa/sfhome01.w

Any Parent My Account Contact Us Exit

SKYWARD® My Student

District Links

Home

Calendar

Gradebook

Attendance

Student Info

Schedule

Discipline

Portfolio

Login History

No messages were found.

Upcoming Events

Calendar

Fri Feb 14, 2020

Presidents Day - make up day  
Bedford County Tech Center

Mon Feb 17, 2020

No School - Presidents Day - possible  
make up day  
Bedford County Tech Center

On the Home screen, you will see a listing of Upcoming Events. For the complete listing, click the **Calendar** link. Your screen will refresh with the current month's calendar.

Family Access - Google Chrome  
skyward.iscorp.com/scripts/wsisa.dll/WService=wsedubedfordcopa/sfcalendar002.w

Any Parent My Account Contact Us Exit

SKYWARD® My Student

District Links

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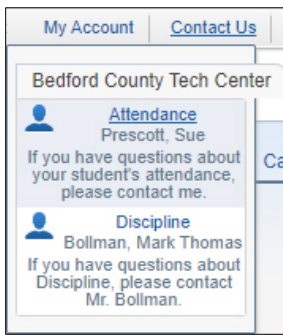
Login History

February 2020


Calendar Display Month Week Day

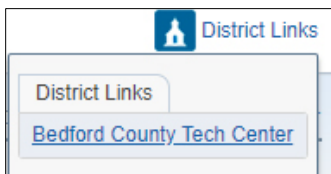
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28 Absent	29 Absent	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14 Presidents Day - n (400)	15
16	17 No School - Presid (400)	18	19	20	21	22
23	24	25	26	27	28	29

Click the **Contact Us** link  to view the drop-down menu of contacts at Bedford County Technical Center for Attendance and Discipline questions or issues.



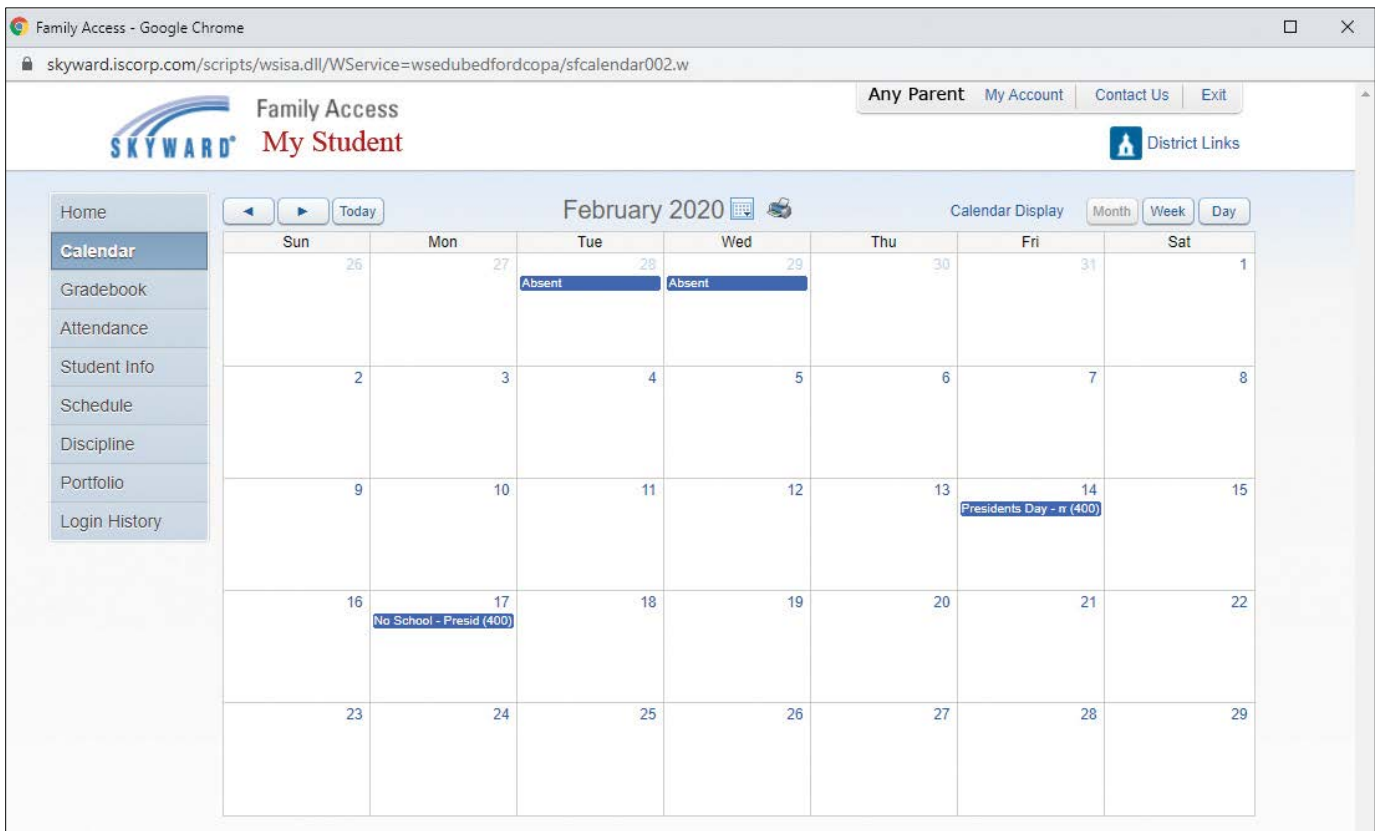
Click the Exit link  to exit from Skyward.

Click the District Links  for a link to the Bedford County Technical Center website.



## Calendar

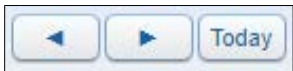
The **Calendar** button takes you to the Calendar screen.



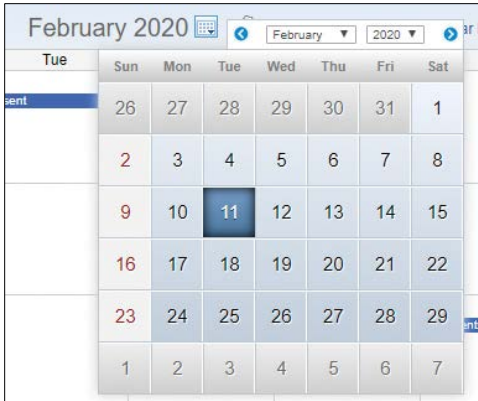



The default view is the current month. You will see any days that your student was absent, as well as days that are highlighted on the school calendar, such as make up days and holidays.

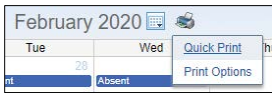
Use the navigation button at the top left of the calendar to navigate to the prior month or the next month.



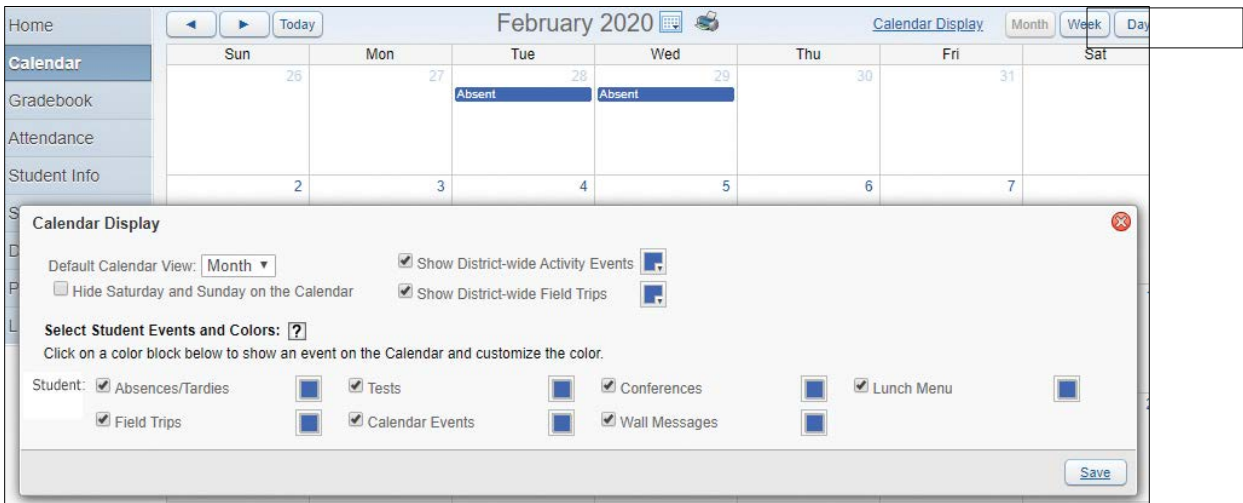
Click on the calendar icon to the right of the month/year  to view a smaller calendar with the current date highlighted.



Click on the printer icon to the right of the month/year  to view and select printing options.

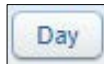
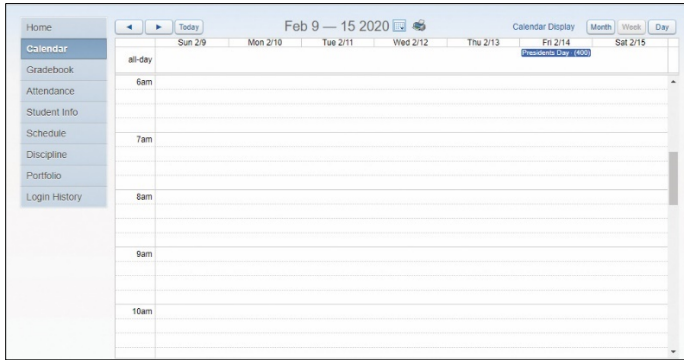


Click on **Calendar Display** to customize how the Calendar is displayed. Click the **Save** button to save your changes.

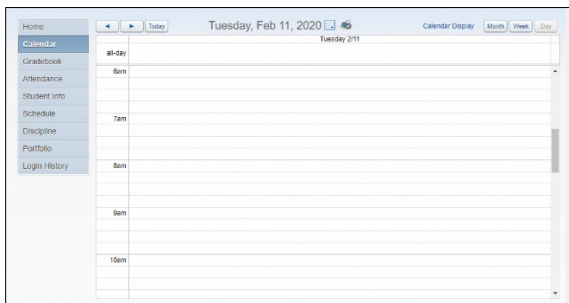




Click the **Week** button to change the view from a month to a week.



Click the **Day** button to change the view from a month to a day.



## Gradebook

The Gradebook button takes you to the Gradebook screen where you will see a listing of any missing assignments, as well as the current grade for your student.

Family Access Gradebook - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsedubedfordcopa/sfgradebook001.w


Any Parent My Account Contact Us Exit

**SKYWARD** Family Access My Student District Links

Home Calendar **Gradebook** Attendance Student Info Schedule Discipline Portfolio Login History

**Gradebook**

There are no Missing Assignments.

**Class Grades** 

Student (Bedford County Tech Center) Display Options

Class Q1 Q2 Q3 Q4 FNE FAV

► Cosmetology Period 2 (10:20 AM - 12:20 PM) Cathy Melius 95 95 89

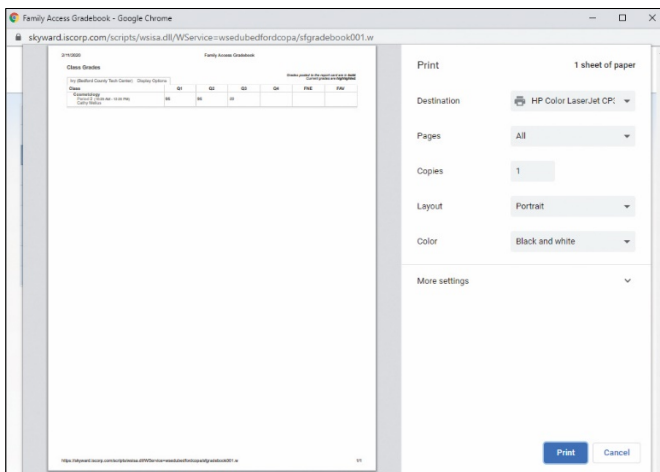
Grades posted to the report card are in bold. Current grades are highlighted.



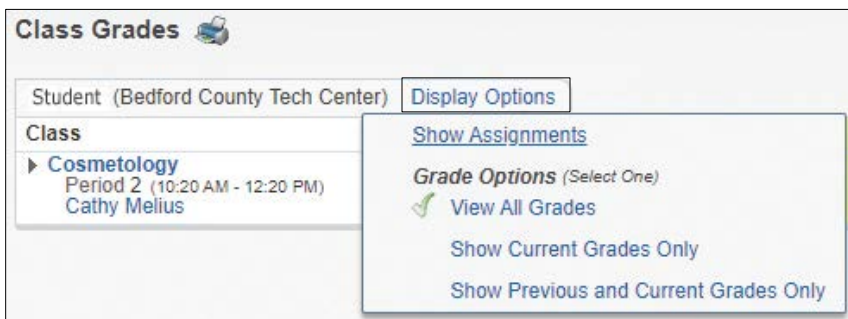
To print your student's current grade, click the printer icon to the right of **Class Grades**.



This will open a print queue window. Click the **Print** button.



To view the additional options within Gradebook, click **Display Options**.



Click **Show Assignments** to view a list of your student's current assignments.

This is the screen for the **View All Grades** option. To view additional grades, click the **Next 10...** link.

Class Grades

Student (Bedford County Tech Center) Display Options

Class

▼ Cosmetology  
Period 2 (10:20 AM - 12:20 PM)  
Cathy Melius

folder check for 9 weeks  
Due: 02/13/2020 (Q3)

clinic or basic pw  
Due: 02/13/2020 (Q3)

180 degree h/c  
Due: 02/12/2020 (Q3)

180 degree h/c  
Due: 02/11/2020 (Q3)

shears/razor test  
Due: 02/10/2020 (Q3)

Next 10...

Grades posted to the report card are in bold.  
Current grades are highlighted.

	Q1	Q2	Q3	Q4	FNE	FAV
Cosmetology	95	95	89			
folder check for 9 weeks						
clinic or basic pw						
180 degree h/c						
180 degree h/c						
shears/razor test			88			

This is the view for the **Show Current Grades Only** option. To view additional grades, click the **Next 10...** link.

Class Grades

Ivy (Bedford County Tech Center)

Display Options

Grades posted to the report card are in bold.  
Current grades are highlighted.

Class	Q3
<div> <div>▼ Cosmetology</div> <div>Period 2 (10:20 AM - 12:20 PM)</div> <div>Cathy Melius</div> </div>	87
model/tint retouch <small>Due: 03/04/2020 (Q3)</small>	0
cn-3 hair coloring <small>Due: 03/04/2020 (Q3)</small>	100
tint retouch w/partner <small>Due: 03/03/2020 (Q3)</small>	0
#2-c.n. hair coloring <small>Due: 03/03/2020 (Q3)</small>	100
hair color c.n. -1 <small>Due: 03/02/2020 (Q3)</small>	100

Next 10...

## Attendance

The Attendance button takes you to the Attendance screen where you will see a listing of dates that your student was absent, as well as a listing of all excuses turned in for the absences.

Family Access Attendance - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsedubedfordcopa/sfattendance001.w

Any Parent

My Account

Contact Us

Exit

District Links

Hide Charts

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Attendance

Today's Attendance: Wed Mar 4, 2020

No Absences or Tardies were recorded for Student.

Student (Bedford County Tech Center)

Date	Attendance	Period	Class
Tue Mar 3, 2020	Absent, Excused (Parent/Guardian Excuse)	2	Cosmetology
Mon Mar 2, 2020	Absent, Excused (Medical/Doctor Excuse)	2	Cosmetology
Mon Feb 24, 2020	Absent, Excused (Parent/Guardian Excuse)	2	Cosmetology
Wed Jan 29, 2020	Absent, Excused (Parent/Guardian Excuse)	2	Cosmetology
Tue Jan 28, 2020	Absent, Excused (Parent/Guardian Excuse)	2	Cosmetology
Fri Sep 20, 2019	Absent, Excused (Parent/Guardian Excuse)	2	Cosmetology

View Charts By

Period

Day

Term 3 Day Totals

5

Excused

YTD Day Totals

6


Excused

## Student Info


The Student Info button takes you to the Student Information screen where you will see information for your student, including phone number(s), email address(es), and family information.

Family Access Attendance - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsedubedfordcopa/sfattendance001.w

Family Access  
**My Student**

[Any Parent](#) [My Account](#) [Contact Us](#) [Exit](#)

District Links

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**Student Info**

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Login History

### Student Information

My Student



School: mstudent@bedfordctc.org

Home: aparent@allegany.edu

Call: (814) 123-4567 (Any Parent)

1111 Nater Rd

Everett, PA 15537

[Request Changes for Student](#)

[View Student's Family](#)

Gender: Female

Age (Birthday): 16 (01/27/2004)

Language: English

Graduation Year: 2022

Other ID: 7286543434

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
Any Parent (Mother)	(814) 123-4567	(814) 977-5151 (Cell)			aparent@allegany.edu
My Parent (Father)	(814) 123-4567				
Any Grandparent (Grandparent)	(814) 977-7151				

## Schedule

The Schedule button takes you to the Schedule screen where you will see your student's current class schedule.

Family Access Attendance - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wshedubedfordcopa/sfattendance001.w

Family Access  
**SKYWARD** My Student

Any Parent My Account Contact Us Exit

District Links

**Schedule**

Currently Scheduled Class: Wed Mar 4, 2020 2:33pm

Done with classes for the day.

Student (Bedford County Tech Center) [Display Options](#) **Current Year** ☐ Weekday By Term ☒ Matrix The current term is highlighted.

2019 - 2020 <a href="#">Print Schedule</a>	Term 1 (08/20/19 - 10/23/19)	Term 2 (10/24/19 - 01/13/20)	Term 3 (01/14/20 - 03/20/20)	Term 4 (03/23/20 - 05/28/20)
<b>Period 2</b> (10:20 AM - 12:20 PM)	Cosmetology Cathy Melius Days M,T,W,R,F	Cosmetology Cathy Melius Days M,T,W,R,F	Cosmetology Cathy Melius Days M,T,W,R,F	Cosmetology Cathy Melius Days M,T,W,R,F

Home  
Calendar  
Gradebook  
Attendance  
Student Info  
**Schedule**  
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## Discipline

The Discipline button takes you to the Discipline screen where you will see your student's current discipline record.

Family Access Attendance - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsedubedfordcopa/sfattendance001.w

Any Parent My Account Contact Us Exit

SKYWARD My Student District Links

Home  
Calendar  
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Schedule  
**Discipline**  
Portfolio  
Login History

**Discipline**

Today's Discipline: Wed Mar 4, 2020

Student (Bedford County Tech Center)

Date/Time	Offense	Location (School)	Officer
Fri Jan 31, 2020 9:37am <a href="#">View Action(s) Taken</a>	Teacher Referral	On-Site/BCTC (Bedford Area SD)	Administrator

**Term 3 Offense Totals**

1.5  
1.2  
0.9  
0.6  
0.3  
0

1

**YTD Offense Totals**

1.5  
1.2  
0.9  
0.6  
0.3  
0

1

Click the **View Action(s) Taken** link for specific details.

[View Action\(s\) Taken](#) Action(s) Taken for Teacher Referral offense:

Date	Action Taken (Status)	Officer	Suspension	Required / Served
Fri Jan 31, 2020	Out of school suspension (Open)		Out of School	3 Days / 0 Day

**When to Serve: Fri Jan 31, 2020 11:39am (Open)**

Required / Served: 1.00 Day / 0 Day

**When to Serve: Mon Feb 3, 2020 11:39am (Open)**

Required / Served: 1.00 Day / 0 Day

**When to Serve: Tue Feb 4, 2020 11:39am (Open)**

Required / Served: 1.00 Day / 0 Day

## Portfolio

This option is not used by Bedford County Technical Center.

## Login History

The Login History button takes you to the Login History screen where you will see your history of logging in to Skyward's Family Access.

The screenshot shows a web browser window titled "Family Access Attendance - Google Chrome". The address bar displays the URL: `skyward.iscorp.com/scripts/wsisa.dll/WService=wsedubedfordcopa/sfattendance001.w`. The page header includes the Skyward logo, the text "Family Access My Student", and navigation links: "Any Parent", "My Account", "Contact Us", and "Exit". A "District Links" icon is also present. On the left, a vertical menu lists various options: Home, Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, Portfolio, and Login History (which is highlighted). The main content area is titled "Login History" and features a tab labeled "Any Parent". Below the tab is a large, empty rectangular box with navigation arrows (back, forward, and search) at the top, indicating a list of login history entries that are not visible in this view.