SKYWARD FAMILY ACCESS INFORMATION

What is Skyward Family Access? It is a web-based service that allows parents/guardians and students to view school-related information anywhere they have access to the Internet. Information available online includes:

- Detailed gradebook information and missing assignments
- Preferences for how you would like to be contacted
- · Change your password
- Messages posted by the principal and teachers
- Attendance records
- Student schedule
- Food service balance, payments and purchase history
- Calendar information with assignment, attendance and message information
- Upcoming events

Skyward Family Access Notification Setting

As a parent/guardian, you can select what notifications you receive and how they are delivered to you about certain aspects of your child's education. In **My Account** (upper right hand corner of the screen) you can manage your email notification preferences. You can choose to receive various attendance, grade, progress report, and low food service balance notifications. You can also manage the frequency of these alerts and the method through which you receive them.

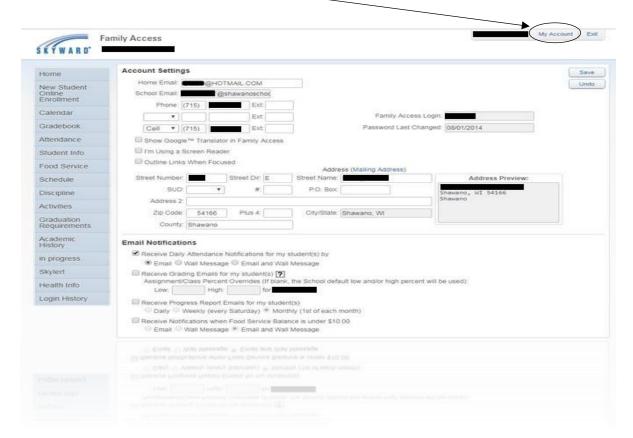
Getting Started:

 Log into Skyward Family Access: You may use the link below or you make go to the Shawano School District website and log-in from there. The Skyward icon is located in the upper right hand corner of the screen.

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedushawanowi/fwemnu01.w

2. AUTOMATIC SCHOOL NOTIFICATIONS

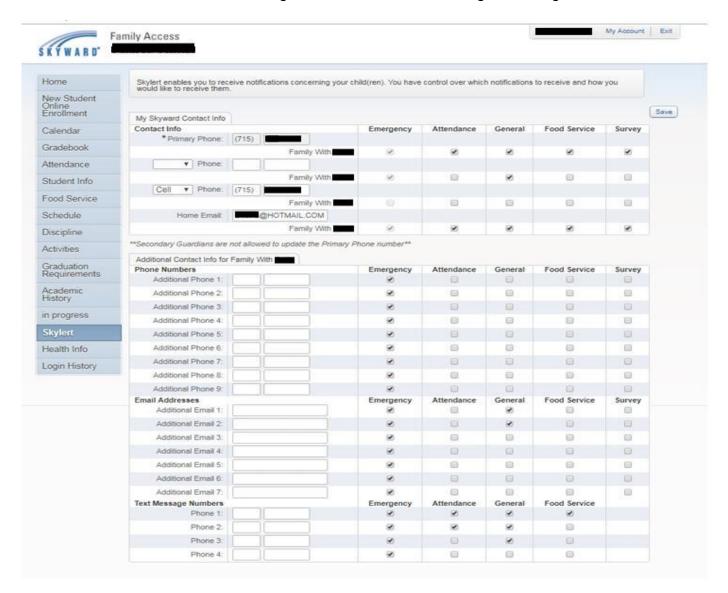
After logging in, toward the top right, click on 'My Account'. You will be taken to the account settings page.



Toward the bottom, notice you can select a variety of notifications. You may also make changes to your address, phone numbers, email addresses. Some of these changes will happen when you click save, others will need approval from the school. Click 'Save' after making any changes. You need to be the primary family member to enter values in the Low/High percent overrides for emails on grading.

3. SKYLERT

Skylert is a messaging system that allows the district to quickly send mass notifications to employees, parents, the community, and students. While in Family Access, along the left side of the screen are tabs related to different areas of information. Click the 'Skylert' tab for more notification settings. Note that some of the settings are fixed and not changeable, others you can set to your preference. Note* at this time not all the areas are being utilized, but we are working on adding more.

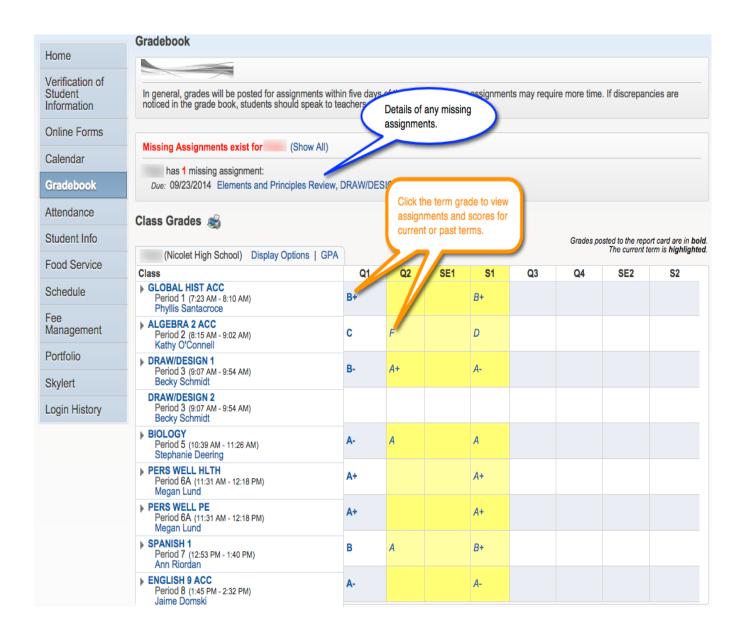


Add or change phone numbers and email addresses to receive these notifications. Click 'Save' after making changes. *If you are not able to login, contact your student's school and someone in the office will be able to help.

4. GRADEBOOK

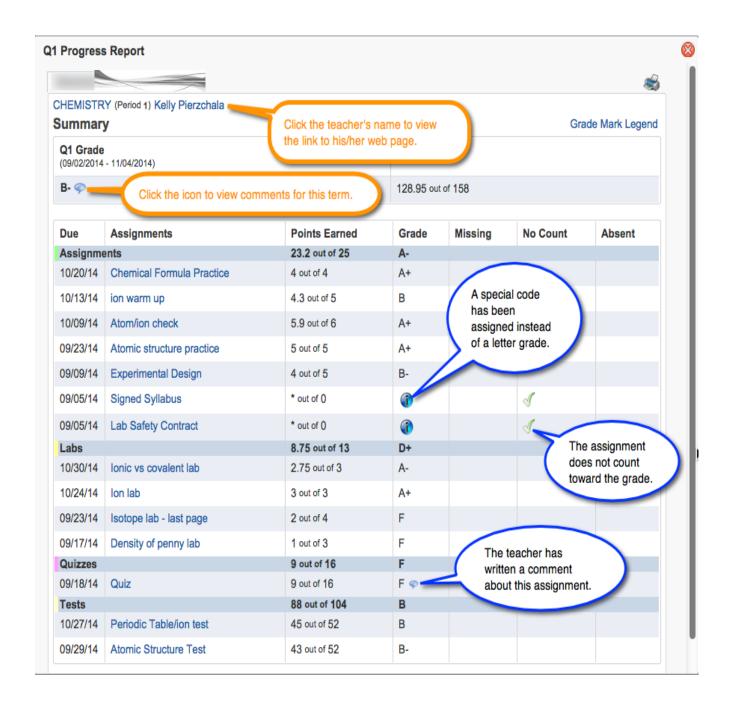
The gradebook will show current assignment information in real-time. Columns highlighted in yellow indicate the current term grades. Please know that current term grades are not finalized until you see them printed on a report card in Family Access after the quarter or semester has ended. Grades that have been printed on a report card will appear in bold font type.

Missing assignments will be highlighted at the top. Click Display Options to enable the ability to see scores for the five most recent assignments in each class in addition to term grades. Click on a term grade to view the assignments and scores.



After clicking the term grade, you will see a view similar to this. Notice the icons for special codes and comments.

Click the icon to reveal more information. Click the assignment title to view more information about the assignment.



Helpful Hint: When looking at the gradebook, look at category headings and grades to see where your child is doing well and where to focus on improvement. In the case above, the student is doing well on assignments (A-) and tests (B), but is doing poorly on labs (D+) and quizzes (F). The Quarter 1 grade of B- is not a bad grade, but there are two key areas the student could focus on in order to improve his/her grade.