

# 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:

**1. 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/wsisd.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.

The screenshot displays the 'Family Access' interface. At the top right, there are links for 'My Account' and 'Exit'. The 'My Account' link is circled, and an arrow points from the text above to it. The main content area is titled 'Account Settings' and contains the following sections:

- Home Email:** [Redacted]@HOTMAIL.COM
- School Email:** [Redacted]@shawanoscho[Redacted].com
- Phone:** (715) [Redacted] Ext: [Redacted]
- Family Access Login:** [Redacted]
- Password Last Changed:** 08/01/2014
- Address (Mailing Address):**
  - Street Number: [Redacted] Street Dir: E Street Name: [Redacted]
  - SUD: [Redacted] #: [Redacted] P.O. Box: [Redacted]
  - Address 2: [Redacted]
  - Zip Code: 54166 Plus 4: [Redacted] City/State: Shawano, WI
  - County: Shawano
- Address Preview:** Shawano, WI 54166 Shawano
- Email Notifications:**
  - Receive Daily Attendance Notifications for my student(s) by:
    - Email  Wall Message  Email and Wall Message
  - Receive Grading Emails for my student(s) [?]  
Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):  
Low: [Redacted] High: [Redacted] for [Redacted]
  - Receive Progress Report Emails for my student(s)
    - Daily  Weekly (every Saturday)  Monthly (1st of each month)
  - Receive Notifications when Food Service Balance is under \$10.00
    - Email  Wall Message  Email and Wall Message

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.

Family Access

My Skyward Contact Info

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

Save

Contact Info	Emergency	Attendance	General	Food Service	Survey
* Primary Phone: (715) [Redacted] Family With [Redacted]	<input checked="" type="checkbox"/>				
Phone: [Redacted] Family With [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: (715) [Redacted] Family With [Redacted]	<input type="checkbox"/>				
Home Email: [Redacted]@HOTMAIL.COM Family With [Redacted]	<input checked="" type="checkbox"/>				

\*\*Secondary Guardians are not allowed to update the Primary Phone number\*\*

Additional Contact Info for Family With [Redacted]

Phone Numbers	Emergency	Attendance	General	Food Service	Survey
Additional Phone 1: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 2: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 3: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 4: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 5: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 6: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 7: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 8: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 9: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Addresses	Emergency	Attendance	General	Food Service	Survey
Additional Email 1: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 2: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 3: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 4: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 5: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 6: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 7: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Text Message Numbers	Emergency	Attendance	General	Food Service
Phone 1: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 3: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 4: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

- Home
- Verification of Student Information
- Online Forms
- Calendar
- Gradebook
- Attendance
- Student Info
- Food Service
- Schedule
- Fee Management
- Portfolio
- Skylert
- Login History

### Gradebook

In general, grades will be posted for assignments within five days of the due date. Some assignments may require more time. If discrepancies are noticed in the grade book, students should speak to teachers.

**Missing Assignments exist for** [redacted] (Show All)

[redacted] has 1 missing assignment:  
Due: 09/23/2014 Elements and Principles Review, DRAW/DESIGN

**Class Grades**

(Nicolet High School) [Display Options](#) | [GPA](#)

Class	Q1	Q2	SE1	S1	Q3	Q4	SE2	S2
▶ <b>GLOBAL HIST ACC</b> Period 1 (7:23 AM - 8:10 AM) Phyllis Santacroce	B+			B+				
▶ <b>ALGEBRA 2 ACC</b> Period 2 (8:15 AM - 9:02 AM) Kathy O'Connell	C	F		D				
▶ <b>DRAW/DESIGN 1</b> Period 3 (9:07 AM - 9:54 AM) Becky Schmidt	B-	A+		A-				
<b>DRAW/DESIGN 2</b> Period 3 (9:07 AM - 9:54 AM) Becky Schmidt								
▶ <b>BIOLOGY</b> Period 5 (10:39 AM - 11:26 AM) Stephanie Deering	A-	A		A				
▶ <b>PERS WELL HLTH</b> Period 6A (11:31 AM - 12:18 PM) Megan Lund	A+			A+				
▶ <b>PERS WELL PE</b> Period 6A (11:31 AM - 12:18 PM) Megan Lund	A+			A+				
▶ <b>SPANISH 1</b> Period 7 (12:53 PM - 1:40 PM) Ann Riordan	B	A		B+				
▶ <b>ENGLISH 9 ACC</b> Period 8 (1:45 PM - 2:32 PM) Jaime Donski	A-			A-				

Grades posted to the report card are in **bold**.  
The current term is **highlighted**.

Details of any missing assignments.

Click the term grade to view assignments and scores for current or past terms.

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.

**Q1 Progress Report**

CHEMISTRY (Period 1) Kelly Pierzchala Grade Mark Legend

**Summary**

**Q1 Grade**  
(09/02/2014 - 11/04/2014)

**B-**  128.95 out of 158

Due	Assignments	Points Earned	Grade	Missing	No Count	Absent
<b>Assignments</b>		<b>23.2 out of 25</b>	<b>A-</b>			
10/20/14	Chemical Formula Practice	4 out of 4	A+			
10/13/14	ion warm up	4.3 out of 5	B			
10/09/14	Atom/ion check	5.9 out of 6	A+			
09/23/14	Atomic structure practice	5 out of 5	A+			
09/09/14	Experimental Design	4 out of 5	B-			
09/05/14	Signed Syllabus	* out of 0				
09/05/14	Lab Safety Contract	* out of 0				
<b>Labs</b>		<b>8.75 out of 13</b>	<b>D+</b>			
10/30/14	Ionic vs covalent lab	2.75 out of 3	A-			
10/24/14	Ion lab	3 out of 3	A+			
09/23/14	Isotope lab - last page	2 out of 4	F			
09/17/14	Density of penny lab	1 out of 3	F			
<b>Quizzes</b>		<b>9 out of 16</b>	<b>F</b>			
09/18/14	Quiz	9 out of 16	F 			
<b>Tests</b>		<b>88 out of 104</b>	<b>B</b>			
10/27/14	Periodic Table/ion test	45 out of 52	B			
09/29/14	Atomic Structure Test	43 out of 52	B-			

**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.