Skyward Family Access

-- Developed by Jim Kelly (TRC), Sherina Anderson and Karen Tyler (IMS), Citrus County Schools

Important

- Skyward is a new district program, and as such, may contain some incorrect information. Please be patient as the records and data are being corrected.

- Teachers are learning the program as well, and have different levels of usage and familiarity with the program. If you have any questions regarding grades and assignments in a particular class, please contact that teacher directly.

Very important: Be aware that the Family Access username and password grants access to sensitive and comprehensive student data and information. Keep the username and password data secure, and do not share with anyone not authorized to have complete access.

To Activate Skyward Family Access

- Fill out the application for Family Access. (Found on the Family Access page). Only one form per family is necessary. Be sure to include all children names. The form can be returned to school with a student. It does not matter which school. Once submitted, the school will confirm the identity of the parent/guardian.

- When set up, you will receive an email with your login information.

- You will need to have an up-to-date browser (Internet Explorer, Firefox, etc.) with the pop-up blocker disabled to access the Family Access component properly.
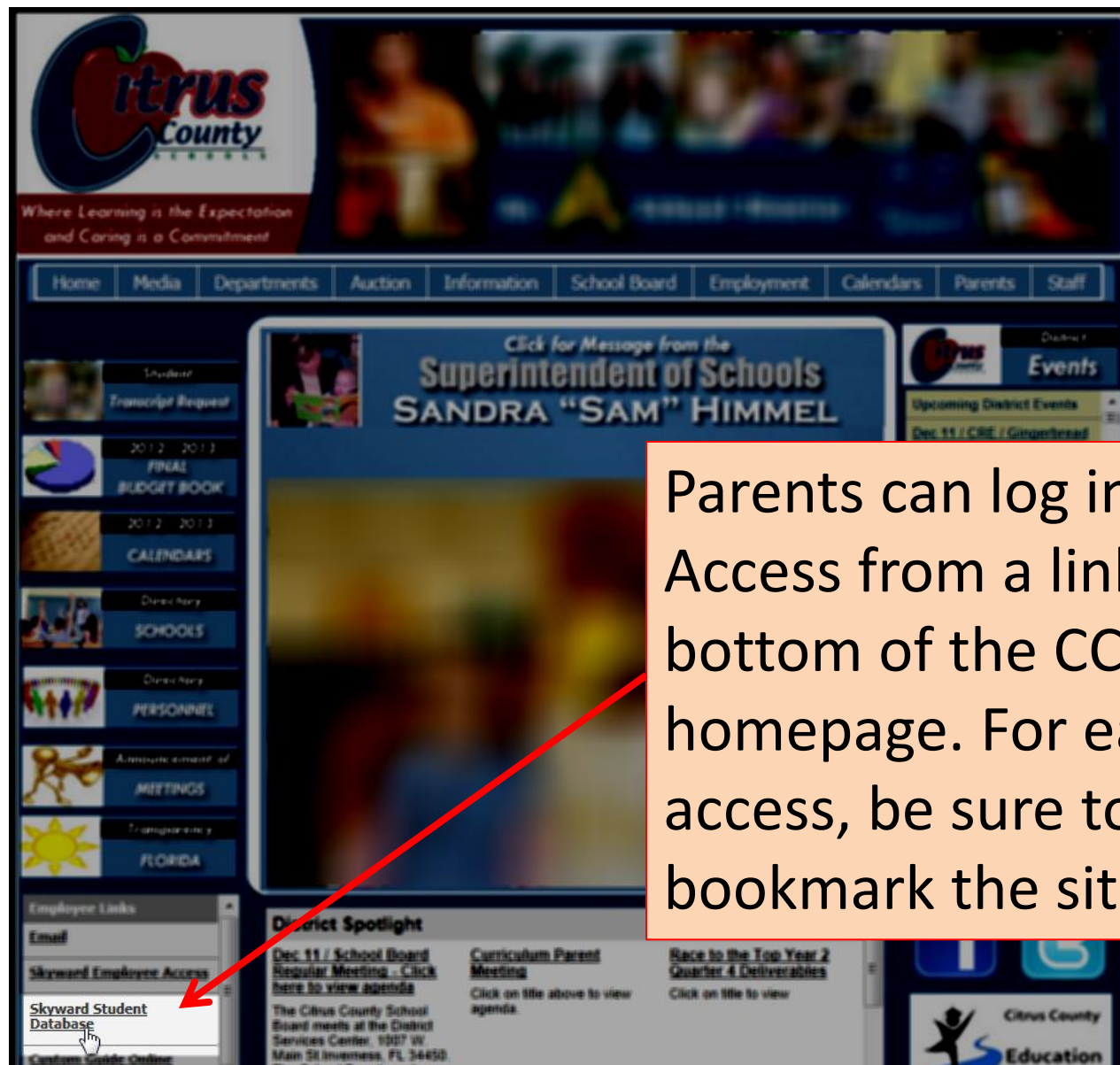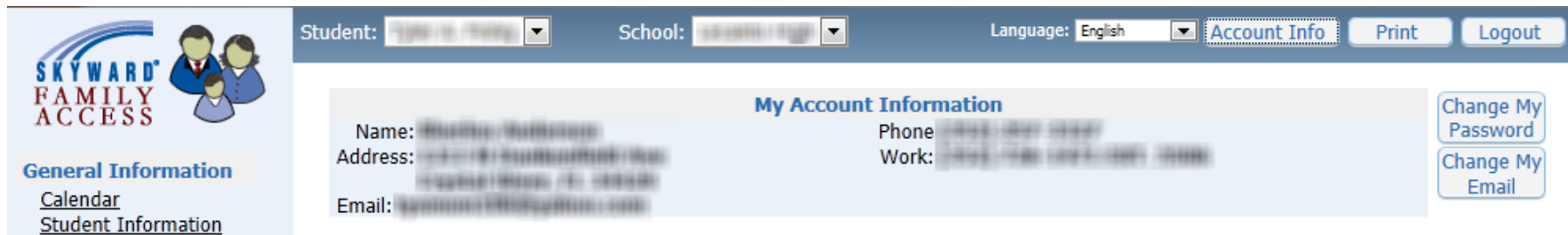
Parents can log into Family Access from a link at the bottom of the CCSB homepage. For ease of access, be sure to bookmark the site.

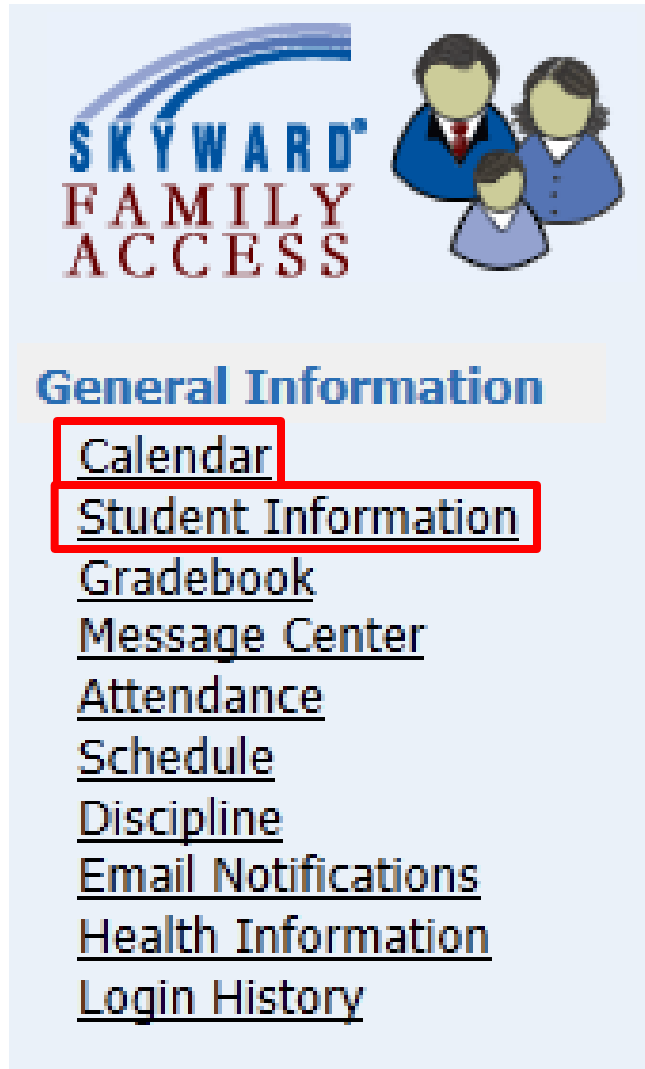The direct link to Family Access for Citrus County Schools is
https://skyward.citrus.k12.fl.us/scripts/wsisa.dll/WService=wsEAplus/seplog01.w
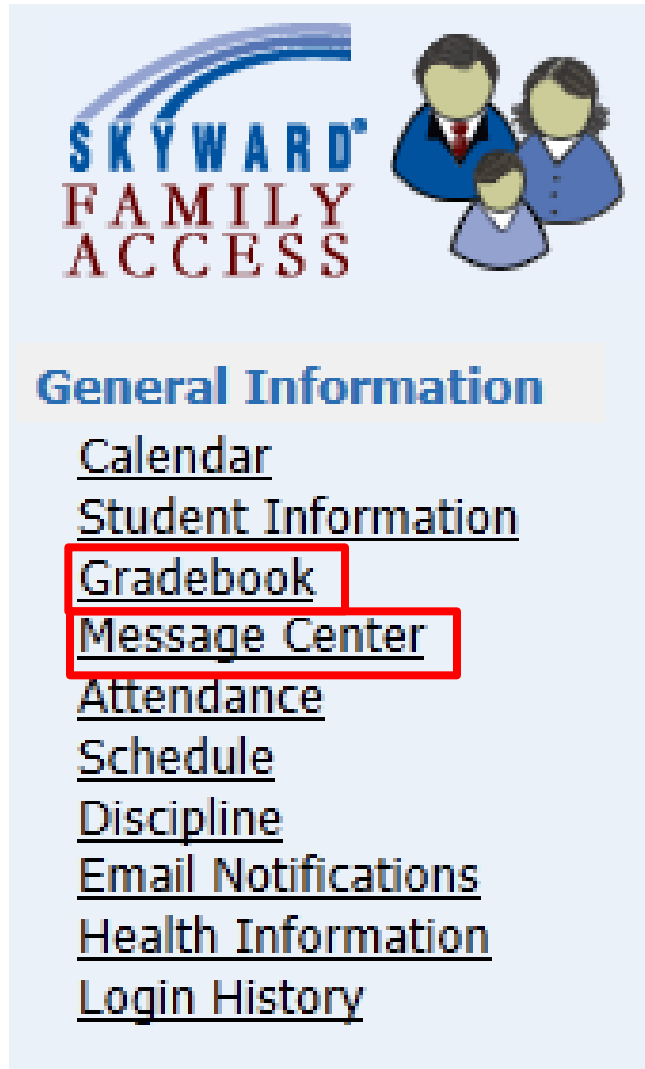
Family Access – Top Menu

- **Student**: Use the student drop down menu to select the name of the student. Students at other schools that have been activated are listed here as well.
- **School**: Parents can choose the school rather than the student. The student(s) at that school will them be displayed.
- **Account Info**: Clicking on the button at the top displays the parent's account information. Parents can change their password and their email address on record. Be sure to keep your password in a safe place.
- **Language**: Parents can change the display and menu language to Spanish or Russian.
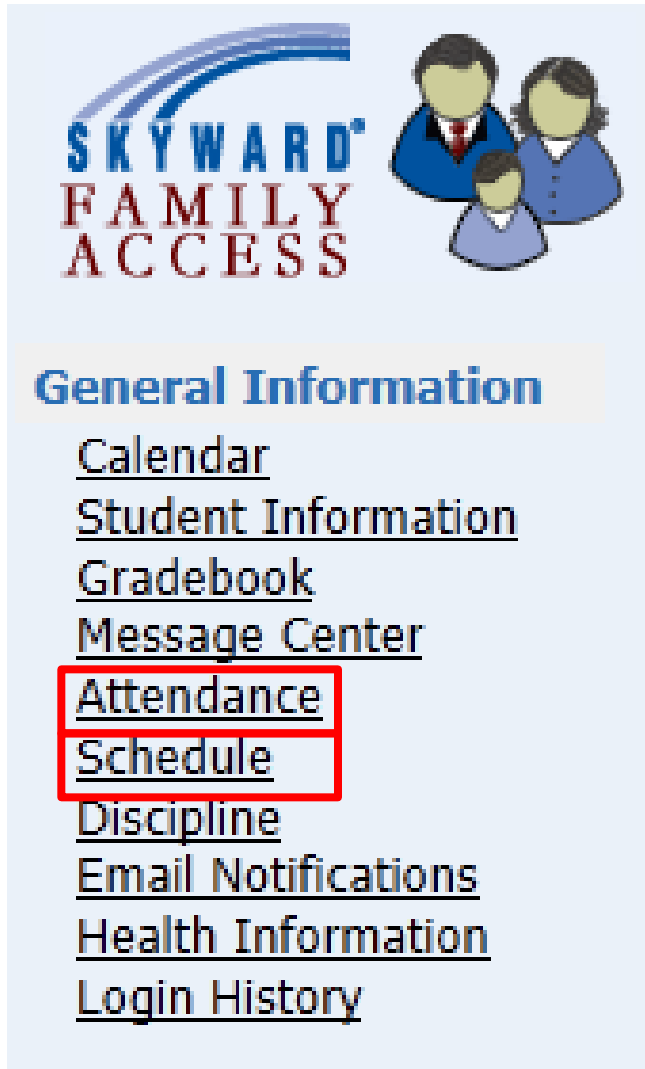
Left Menu Choices (Links) – Part 1

SKYWARD FAMILY ACCESS

General Information
Calendar
Student Information
Gradebook
Message Center
Attendance
Schedule
Discipline
Email Notifications
Health Information
Login History

- **<u>Calendar</u>**: A calendar listing student assignments, scores, and messages posted to the calendar.

- **<u>Student Information:</u>** A comprehensive listing of the student's information. Please check to make sure the information is correct. ***If information is incorrect, please contact the guidance office.***

Left Menu Choices (Links) – Part 2

General Information

Calendar
Student Information
Gradebook
Message Center
Attendance
Schedule
Discipline
Email Notifications
Health Information
Login History

- **Gradebook**: Lists all classes with links to teachers' (email) and classes. Includes current, term and midterm grades. Click on those grades to see assignment scores.

- **Message Center**: "Teacher to parent/student" communication. Currently used primarily for posting class lesson plans. Parents should check regularly as other important messages may be posted as well.
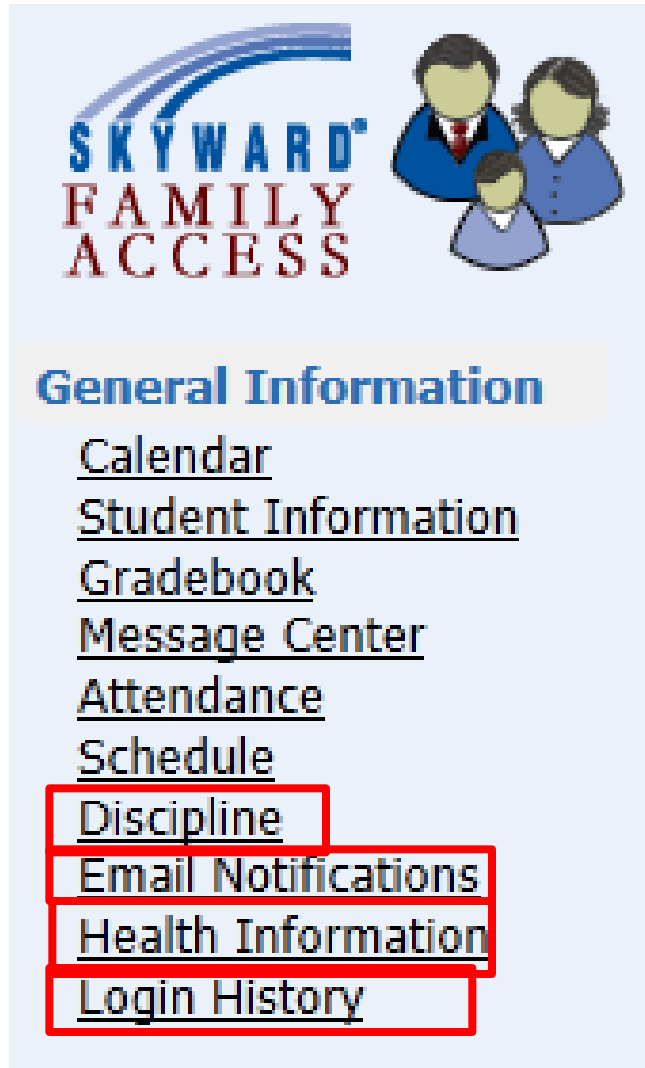
Left Menu Choices (Links) – Part 3

SKYWARD
FAMILY
ACCESS

General Information
Calendar
Student Information
Gradebook
Message Center
Attendance
Schedule
Discipline
Email Notifications
Health Information
Login History

- **Attendance**: A record of student attendance. Parents can see their child's attendance based upon class periods and an overall summary.
- **Schedule**: A schedule of current classes. Clicking a tab allows the parent to see the student's full year schedule (if applicable). If the schedule for future terms have not been created yet, those classes will not be visible.

Left Menu Choices (Links) – Part 4

General Information

Calendar
Student Information
Gradebook
Message Center
Attendance
Schedule
Discipline
Email Notifications
Health Information
Login History

- **<u>Discipline</u>**: Parents can view the discipline history of their child.
- **<u>Email Notifications</u>**: Parents can select what notifications they can receive via email. Options include attendance, grades and progress reports.
- **<u>Health Information</u>**: Parents can view vaccination history and other health information about their child.
- **<u>Login History</u>**: Login records for Family Access.

Some Considerations

- Some schools and teachers will be posting their lesson plans using the Message Center. The Message Center screen will initially open if there are unread messages.

- Clicking on the message link(s) will open that message.

- **<u>Important</u>**: Teachers may use the Message Center to communicate other important information as well. Please check the Message Center regularly.

The Calendar View

SKYWARD FAMILY ACCESS

Student: [ ] ▼   School: [ ] ▼   Language: English ▼   Account Info   Print   Logout

General Information
- Calendar
- Student Information
- Gradebook
- Message Center
- Attendance
- Schedule
- Discipline
- Email Notifications
- Health Information
- Login History

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Previous Month   **November 2012**   Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Absent WRAP: GE Ch. 1 (A) Pg. 23-24 Protein Synthesi (A) WRAP Nov 1 (A) 8-3 (F) Ch. 8 Quiz (A) CN 8-1 (F) Bellwork 11/1 (A) pg 566 7-9 13-1 (F)	**2** WRAP Mpv 2 (A) Test Chapter 8 (D)	**3**
			AP: Death of AP: Death of - Grammar ((A) 9 D pg 610	**8** 620 15-17 (A)	**9** End of Progress Report 2 GE Quiz 19 (C) Grammar: Lessc (A)	**10**
11	**12** No School MC-L.A.- LP	**13** Pg. 31-32 (F) Pg. 33-34 (F) Candidate parag (A) Coat of Arms (F) DBQ L1 EX 1&2 (F) DBQ L1 EX 3&4 (F) DBQ L1 EX 5&6 (F) Presidential Deb (A) Honors Chapter (A)	**14** Odyssey Clo (A) Vocab. Units 3-4 (A) WRAP: Invocati (B)			
	School	**20** No School	**21** No School			
		27	**28**			

Assignment: **WRAP: Invocation: Epic Charac**
Class / Section: [ ]   Period: **1**
Grade: **B**

> "Mousing" over an assignment will bring up a summary of the assignment information. Clicking the item will open it and provide additional information.

> MC – Indicates an item from the Message Center that has been posted to the calendar. (Some schools and teachers are using the Message Center as a way to post lesson plans.)

> Graded Assignments will have the grade in ( ). If the assignment has not been graded, but is in the gradebook, there will be no grade or ( ).

Family Access - Message Center

The Message Center view will open first if there are unread messages. The "Current" view is the default.

The yellow asterisk indicates one or more unread messages.

Family Access - Message Center

Message Center | Current | Expired

Administrator Messages

Post Date	Summary	Posted By	Expiration Date
! 10/09/12	Welcome to Family Access - Explanation of what to expect	~~Posted Name~~	10/23/12

Message: ~~(blurred text)~~

Advisor Messages

Advisor	Messages
~~(blurred)~~	0

Class Messages
Show All Classes

Period	Class	Description	Term	Teacher	Messages	
0			YR		0	
1			YR		0	
2			YR		2	View Messages
3			S1		0	
					0	
					0	
					0	
					0	
					0	

All messages have an "expiration date." Clicking on the Expired tab allows the parent to go back and view any expired messages that have not been recalled by the teacher.

Opening a Message / Lesson Plan

Current Messages

Student: [blurred] ▼   School: [blurred] ▼   Language: English ▼   Account Info   Print   Logout

Back

Post Date	Summary	Posted By	Expiration Date
12/10/12	Lesson Plan - Language Arts	[blurred]	12/17/12

Message: Lesson Plans for Language Arts - Week of 11/12 - 11/16

Attachments: LessonPlan.pdf

General Information
- Calendar
- Student Information
- Gradebook
- Message Center ⚠
- Attendance
- Schedule
- Discipline
- Email Notifications
- Health Information
- Login History

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Open the Lesson Plan/Attachment by clicking on the link. The details of the assignment are above the Attachments link.

Note: Teachers will likely use the Message Center to communicate important information as well. Please make sure to check your messages regularly!

Family Access- Calendar View

You can move to different months by using the "Previous Month" and "Next Month" buttons

If there are no messages in the Message Center, the Calendar View will open first.

Looking at an Assignment

Clicking on an assignment on the calendar (or in the gradebook) will show the student's score, point values, assignment date and other information.

Click the "Close" button to close the window.

SKYWARD

Student:
Assignment for

Close

Assignment Detail Information

Assignment:	**Odyssey Cloze Worksheet**
Category:	**CLAS - Classwork**
Assign Date:	**11/14/12**
Due Date:	**11/14/12**
Max Score:	**100**
Weight Multiplier:	**1.00**

Assignment Score Detail for

Grade:	**A**
Percent:	**100.00%**
Points Earned/Possible:	**100 / 100**
Special Code:	
No Count:	
Missing:	
Comment:	
Absent:	

The Student Information Screen

This screen contains all the student and family information.
Parents: Please check occasionally and verify all of the information is correct. If there are any corrections, please the Guidance department.

The Gradebook – Progress Reports Tab

Student: [redacted]   School: [redacted]

There are 4 different tabs. The default view is the Progress Report view.

| Gradebook | Progress Report | Missing Assignments | Teacher's Log | Comments |

Classes for: **Quarter 2 (10/16/12-12/21/12)** Prev Next
View All Classes | Hide Dropped Classes

Click on the 🗎 or underlined grade to see the assignments that make up that grade.

☐ **Calculate Progress Report (🗎) Grades**

Period	Class	Description	Term	Teacher	C1	P1	C2	Q1	EX1	F1	C3	P2	C4	Q2	EX2	F2	C5	P3	C6	Q3
1	I/131A		YR	Ju...		A	S	A				S	B	🗎		🗎				
2	I/231B		YR	Ka...ley		A	S	B				S	B	🗎		🗎				
4	I/811		S1	Ma...yer		A	S	B	B	B		S	A	🗎		🗎				
			YR	We...ts	S	C	S	D				S	B	🗎		🗎				
			YR	Bri...ko		B		A				S	A	🗎		🗎				
			S1	Ty...		C	N	B	B	B		C		🗎		🗎				

Clicking on any class's link brings up information about the class. Message Center announcements (lesson plans) will be found here too.

Clicking on teacher's names opens up an email program allowing the parent to email the teacher.

Parents: Click on underlined grades and the page symbols to see the specific grades for that period or report.

The Gradebook- Missing Assignments tab

						Points	Points			
Term	Date Due		Class	Teacher	Assignment	Category	Possible	Earned	Percent	Grade	Absent
Q2	11/13/12	Tue	31B	Ka____y	Pg. 31-32	PART	100.00	0.00	0.00%	F	
Q2	11/13/12	Tue	31B	Ka____y	Pg. 33-34				00%	F	
Q2	11/13/12	Tue	31B	Br____o	DBQ L1 EX 3&4				00%	F	
Q2	11/13/12	Tue	31B	Br____o	DBQ L1 EX 5&6				00%	F	
Q2	11/13/12	Tue	31B	Br____o	Coat of Arms				00%	F	
Q2	11/06/12	Tue	31B	Ka____y	Pg. 29-30				00%	F	
Q2	11/01/12	Thu	1I	Ty____	pg 566 7-9 13-15 21-23	N			00%	F	D
Q2	10/31/12	Wed	1I	Ty____	pg 546 8-10 15-21	NOTE	100.00	0.00	00%	F	
Q1	10/08/12	Mon	1I	Ty..	435 1-22	NOTE	100.00	0.00	0.00%	F	

"Mousing" over or clicking the Absent code will provide details about the absence.

As before, clicking on teacher's names will allow the parent to email the teacher.

This view is a comprehensive listing of all missing assignments for all classes in the current term. The headings are generally self-explanatory.

0.00% F
0.00% F   D
0.00% F
UNEXCUSED EARLY DISMISSA
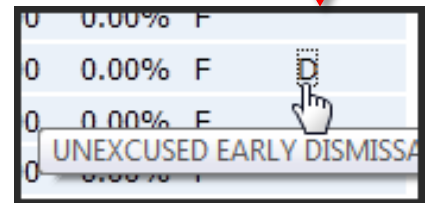
The Gradebook- Teacher's Log tab

Period	Class	Description	Term	Teacher	Log Count
0					0
1					0
2					0
3					0
3					0
3					0
5B					0
6					0
7					0
7					0
7					0

Teachers can post log entries tied to an assignment for a particular student or students. These log entries may provide some additional information.

If one exists, the "Log Count" number will change accordingly.

As in the other screens in the gradebook, parents can view class information and current messages (lesson plans) by clicking on the class link or send emails to the teacher(s) by clicking on the teacher's name(s).

The Gradebook- Comments tab

The Comments tab of the Gradebook is a collection of comments from progress and report cards.

Attendance

Parents can choose the Calendar view (default), By Day, or Term Totals.

Attendance | Calendar | **By Day** | **Term Totals**

⬜ - Tardy   ⬜ - Excused   ⬜ - UnExcused   ⬜ - Other

Click on any blue underlined date to see period by period attendance for that day.

December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
30	31					

November 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

October 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	**22**	23	24	25	**26**	27
28	29	30	31			

Absences are color coded on the calendar according to the colors at the top of the page

Clicking on the date on the calendar opens up the specifics of that attendance entry.

SKYWARD

Student:
Attendance for **Monday, October 22**

Period	Class/Section	Type	Reason
0		Present	
1		UNEXCUSED TARDY	
2		UNEXCUSED TARDY	
3		Present	
4		Present	
5		Present	
6		Present	
7		Present	
8		Present	

Attendance – By Day & Term Totals tabs

Schedule – Current Term & Year views

Schedule | **Current Term** | **Current Year - All Terms**

Period	Class	Description	Term	Time	Days	Teacher	Room	Credits
00			YR	9:29am- 9:30am	MTWRF		231	0.000
01			YR	7:55am- 8:37am	MTWRF		203	1.000
				am	MTWRF		256	1.000
				am	MTWRF		116	1.000
				6am	MTWRF		116	0.000
				3am	MTWRF		112	1.000
				3pm	MTWRF		251	1.000
				0pm	MTWRF		120	1.000
				pm	MTWRF		120	0.000

The Current Term tab (default) shows the current student schedule. As in other screens, clicking on the name under Class brings up the class information; clicking the teacher's name allows the parent to email the teacher.

Schedule | **Current Term** | **Current Year - All Terms**

	Term 1	Term 2	Term 3	Term 4
Period 0 9:29am- 9:30am MTW	**Homeroom** Rm 231	**Homeroom** Rm 231	**Homeroom** Rm 231	**Homeroom** Rm 231
Period 1 7:55am- 8:37am MTW				

Clicking on the Current Year –All Terms tab will display the student's classes for the entire term by period (provided the school has created the student's schedule for future terms. There may be some "variation" as the future schedules may not be finalized).

Discipline

Discipline | Offense Information

Click on an underlined Offense to see more details about that Offense, including any Actions Taken

Date	Time	Offense	Location	School	Parent Notified	Discipline Officer	Actions Taken
11/28/12	08:00 AM	DISRUPTIVE BEHAVIOR	HA				1
11/02/12	03:00 PM	VIOLATION-BUS RULES	BU				1
10/19/12		INAPPROPRIATE BEHAVIOR	CL				
10/16/12	01:30 PM	INAPPROPRIATE BEHAVIOR	OS				

> The Discipline window displays the discipline history of the student at a glance. Parents can view more information by clicking on the underlined offense.

SKYWARD

Student:
Disciplinary Actions Taken

Offense

Offense:	**IE - DISRUPTIVE BEHAVIOR**		
Parent Notified:	**Yes**		
Date:	**11/28/2012 Wed**	Time:	**8:00 AM**
Location:	**Hallway**	School:	
Officer:		Data Entered:	**11/28/2012 - 8:16 AM**
Motivation:	**Obtain Peer Attention**		

Action	Date	Parent Notified	Officer	Suspension Type	Time Required	Time Served
WORK ASSIGNED AFTER SCHOOL	12/10/2012 Mon	Yes		None	0 Days	0 Days

Login History

Login History | Current Year

Date	Time	IP Address	
12/10/12 Mon	10:51 AM	10.17.6.26Internet Explorer9Windows 7Desktop1024768Mozilla/5.0 (compatible; MSIE 9.0; Windows NT 6.1; Trident/5.0; SLCC2; .NET CLR 2.0.50727; .NET CLR 3.5.30729; .NET CLR 3.0.30729; Media Center PC 6.0; MDDC; .NET4.0C; InfoPath.3; Tablet PC 2.0)wsisa.dll	Show Details
		7.6.26Internet rer9Windows ktop1024768Mozilla/5.0 patible; MSIE 9.0; Windows NT Trident/5.0; SLCC2; CLR	Show Details

Clicking on the "Show Details" link displays the information that the parent viewed in Skyward, along with the login time and date.

Skyward keeps a record of all parent (and student) logins. The date and time are recorded along with IP addresses and more esoteric browser information.

Be aware that "Media Center" does not mean that Skyward was accessed from the school's media center.

Detail for Login: 12/10/12 10:51 AM

Info Viewed	Student	School
Calendar		
Grading		
Class Assignments		
Teacher Log		
Grade Comments		
Class Assignments		
Teacher Log		
Grade Comments		
Message Center		
Message Center		

Who Should I Contact with Issues?

- For Student &Parent Access logon issues:

- If student information is incorrect:

- If health information is incorrect:

- Attendance information: