


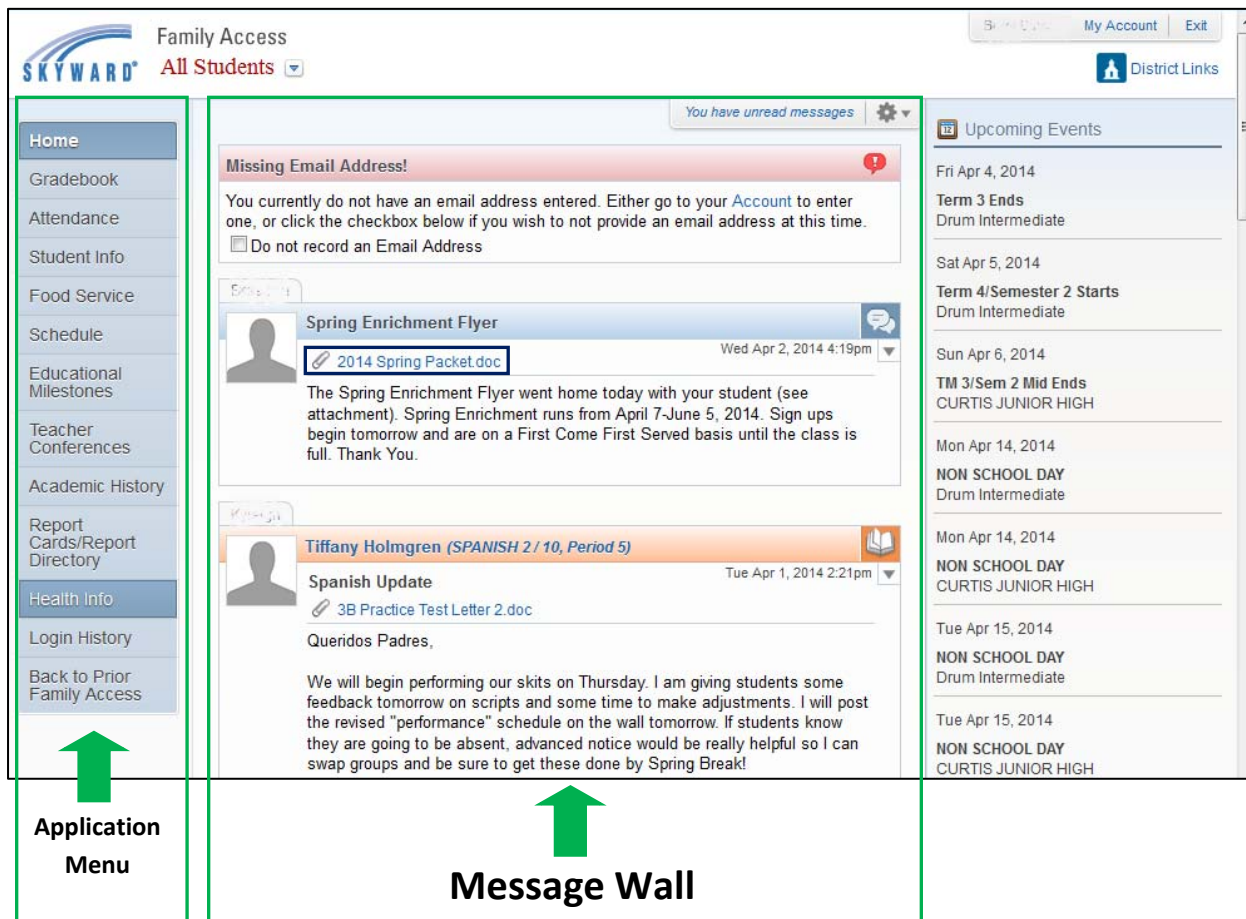
## Family Access User Guide

❖ **Home** displays the Applications Menu, the Message Wall, and an Upcoming Events list.

All students within a family unit\* display together and a drop down option allows users to choose a single student if desired. \*If all students are not listed, please contact the missing student's school office.

**Home Settings**  are available on this screen to customize the number of days each message type will display, and shortcuts to show all or reset all hidden messages.

**Note:** Some messages may have attachments with additional information or forms. Click the paper clip link to open the attachment.





The screenshot shows the Skyward Family Access interface. On the left is a vertical sidebar with the following menu items: Home, Gradebook, Attendance, Student Info, Food Service, Schedule, Educational Milestones, Teacher Conferences, Academic History, Report Cards/Report Directory, Health Info, Login History, and Back to Prior Family Access. A green arrow points from the text 'Application Menu' below to the sidebar. The main content area is divided into three sections. The top section is a 'Missing Email Address!' alert. The middle section is titled 'Spring Enrichment Flyer' and contains a message about the flyer and a link to '2014 Spring Packet.doc'. The bottom section is titled 'Spanish Update' by Tiffany Holmgren and contains a message about skits and a link to '3B Practice Test Letter 2.doc'. A green arrow points from the text 'Message Wall' below to this section. On the right side of the main content area is a section titled 'Upcoming Events' listing dates and events like 'Term 3 Ends', 'Term 4/Semester 2 Starts', and 'NON SCHOOL DAY'. At the top right of the interface are links for 'My Account', 'Exit', and 'District Links'.

## ❖ My Account & Email Notifications



This area allows users to:

- Update your Email, phone numbers or address; click Save
- Show Google TM Translator in header when checked  Select Language  District Links
- Select or unselect Email Notifications; click Save
  - Daily Attendance Notifications – only sent if a tardy or absence occurs
  - Grading – grade summary report that includes missing assignments list
  - Progress Rpt. – assignment/grade detail including a missing assignment list
  - Low lunch account Email when balance is under \$5.00
- Change your Login
- Change your Password

A screenshot of the 'Account Settings' page. On the left is a sidebar with links: Home, Gradebook, Attendance, Student Info, Food Service, Schedule, Teacher Conferences, Academic History, Report Cards/Report Directory, Health Info, Login History, and Back to Prior Family Access. The main content area is titled 'Account Settings' and includes a 'Save' button in the top right. The form contains fields for Email (test@gmail.com), Phone (with area code 253), Cell (with area code 253), and Family Access Login. There are checkboxes for 'Show Google™ Translator in Family Access', 'I'm Using a Screen Reader', and 'Outline Links When Focused'. The 'Password Last Changed' field shows '09/16/2011'. Below this is the 'Address (Mailing Address)' section with fields for Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code (98467), Plus 4, City/State (UNIVERSITY PLACE, WA), and County. An 'Address Preview' box shows the address: UNIVERSITY PLACE, WA 98467. The 'Email Notifications' section has checkboxes for 'Receive Daily Attendance Notifications for my student(s) by Email', 'Receive Grading Emails for my student(s) [?]', 'Receive Progress Report Emails for my student(s)' (with radio buttons for Daily, Weekly, and Monthly), and 'Receive Emails when Food Service Balance is under \$5.00'. A dropdown menu is open next to the first checkbox, showing options: Email, Email, Wall Message, and Email and Wall Message.

## ❖ Gradebook

- View current year grades only; click the letter grade for a Progress Report
- View missing assignments
- Click any **blue** text to see more

**Missing Assignments exist for your students** (Show All)

Student has **34** missing assignments:  
 Due: 03/24/2014 [Weekly Practice 3/17-3/23, BAND \(Period 8\)](#) [Assign Questions](#)  
 03/13/2014 [Study Guide for Test, SCIENCE 6 \(Period 2\)](#) [Edit Scores](#)

Student has **2** missing assignments:  
 Due: 03/27/2014 [TKAM Character Morality Chart, HONORS ENGLISH 9 2 \(Period 4\)](#) [Edit Scores](#)  
 02/03/2014 [OMM Ch. 3 Reading Qs, HONORS ENGLISH 9 2 \(Period 4\)](#) [Edit Scores](#)

### Class Grades

Period 2 (Drum Intermediate) [Display Options](#)

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

Class	T1	T2	S1	T3	T4	S2
Period 2 (8:52 AM - 9:32 AM) <b>SCIENCE 6</b> <a href="#">View Details</a>	A-	B+	B+	<b>A-</b>		A-

### T3 Progress Report

Period 2 (Drum Intermediate)

**SCIENCE 6 (Period 2)** [View Details](#)

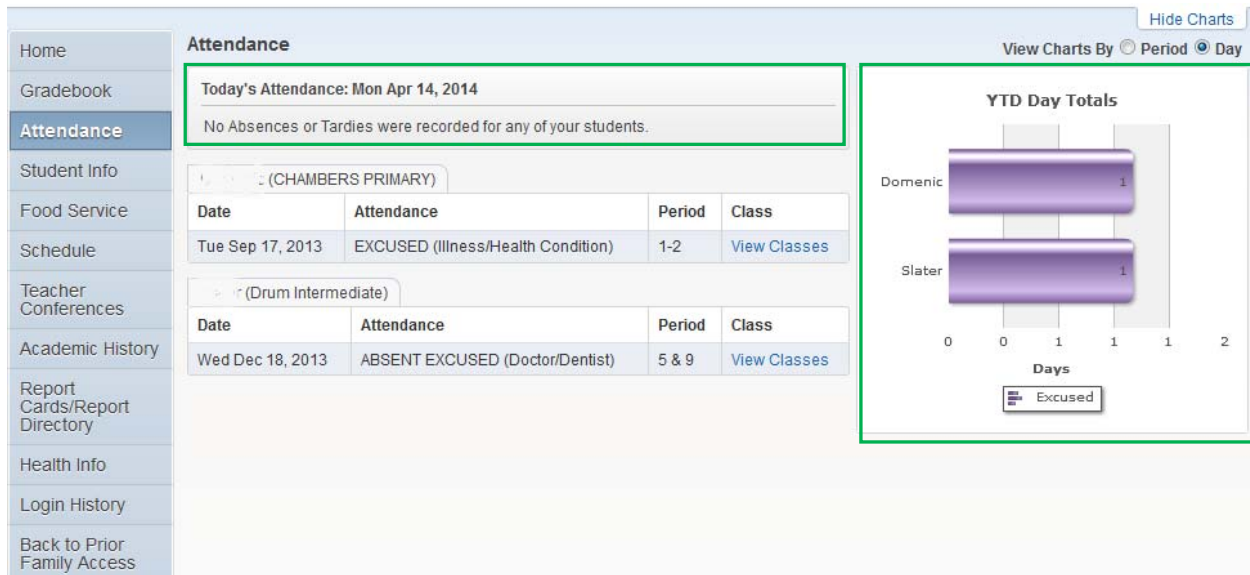
**Summary** [Grade Mark Legend](#)

T3 Grade	Percent
A- <a href="#">View Details</a>	92.91%

**Category Summary (%)**

Due	Assignments	Points Earned	Percent	Grade	Missing	No Count	Absent
	<b>Classwork/Homework</b>	<b>1466 out of 1705</b>	<b>85.98</b>	<b>B</b>			
03/28/14	<a href="#">Measuring Mass</a>	100 out of 100	100.00	A			
03/27/14	<a href="#">Metric Conversions</a>	87 out of 100	87.00	B+			
03/25/14	<a href="#">Volume</a>	100 out of 100	100.00	A			
03/24/14	<a href="#">Classifying Matter</a>	89 out of 100	89.00	B+			
03/19/14	<a href="#">Describing Matter</a>	86 out of 100	86.00	B			
03/18/14	<a href="#">Chemistry Scavenger Hunt</a>	100 out of 100	100.00	A			
03/13/14	<a href="#">Study Guide for Test</a>	0 out of 100	0.00	F	<a href="#">View Details</a>		
03/10/14	<a href="#">Vertebrate Diversity</a>	90 out of 100	90.00	A-			

- ❖ **Attendance** - Allows you to view your student's tardies and absences. Use the charts to view the student's term and/or year to date attendance totals.



- ❖ **Student Info** – View demographic, family, and emergency information.

- Staff names are hyperlinks to their Email address.
- Request changes to Address\* and/or phone information. \*Address changes require a new utility bill given to the school before the change can be approved.
- View bus numbers only

The screenshot shows the 'Student Information' page. It includes a sidebar on the left with links like Home, Gradebook, Attendance, Student Info, etc. The main content area is titled 'Student Information' and includes a 'Request Changes for' button. Below this, there is a section for 'Chambers Primary' with contact information for 'Mary Drouhard'. There are also links for 'View Bus Schedule' and 'View Domenic's Families'. A table at the bottom lists emergency contacts with their primary, second, and third phone numbers, as well as employer and home email addresses.

**Student Information**

[Request Changes for](#)

**Chambers Primary**  
 Phone: (253) 566-5650 Principal: [Mary Drouhard](#)  
 Grade: 03 Status: Active (Full-time)

[View Bus Schedule](#) | [View Domenic's Families](#)

Gender: Male Age (Birthday): 9 (8/10/2004)  
 Language: ENGLISH Graduation Year: 2023  
 Other ID: 00000000

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
Mr. Domenic (Aunt/Uncle)	(253) 566-5654	(253) 566-5654 (Work)	(253) 566-5652 (Cell)		
Ms. Domenic (Aunt/Uncle)	(253) 566-5654	(253) 566-5654 (Work)	(253) 566-5654 (Other)		<a href="#">mary.drouhard@duffield.com</a>
Mr. Domenic (Aunt/Uncle)	(253) 566-5654	(253) 566-5654 (Cell)			
Mr. Domenic (Aunt/Uncle)	(206) 566-5654				

❖ **Food Service** – View current account balance, purchases and payments

- Complete and submit a Food Service Application for Free or Reduced meal prices
- Link the Lunch Menu
- Make a payment online with a credit card – Instructions on UPSD web site

Home
Gradebook
Attendance
Student Info
**Food Service**
Schedule
Teacher Conferences
Academic History
Report Cards/Report Directory
Health Info
Login History
Back to Prior Family Access

### Food Service

[Submit a Food Service Application](#)

**Current Account Balance**  
 Balance: \$13.75  
 Lunch Type: Full Pay

**Today's Lunch Menu**  
 No lunch menu details are available for the current date.

[Lunch Calendar](#)

**Food Service Messages/Links**  
**(Drum Intermediate)**  

ATTENTION ONLINE PAYMENT USERS! You may now add lunch money to one or more students in the same transaction. A \$1.00 fee will be assessed at check out. Free or Reduced lunch applications must be updated each year. To complete a Food Service App. online, select the Applications tab at the top of this screen. If the application above shows a date before August 1, 2013 and you wish to apply for free or reduced meals, please complete a new application.

[Lunch \(Drum Intermediate\)](#)
[View Totals](#)
[Make a Payment](#)

Payment Date	Payment	Check #
Tue Apr 8, 2014	\$26.35	VIA WEB
Tue Mar 25, 2014	\$24.35	VIA WEB
Thu Mar 20, 2014	\$10.00	VIA WEB
Thu Mar 13, 2014	\$10.00	VIA WEB
Wed Mar 5, 2014	\$15.00	VIA WEB

**Purchases for:** Thu Apr 10, 2014
 

[Previous Day](#)
[Next Day](#)

**Lunch (Drum Intermediate)**  

Key Pad Number: 76315	
Item	Price
Lunch	\$2.75
<b>Total</b>	<b>\$2.75</b>

❖ **Schedule** – View/print student schedules for year or current term (Display Options)

- Each teacher name is a link to their Email address and web page on the UPSD web site

Home
Gradebook
Attendance
Student Info
Food Service
Schedule
Teacher Conferences
Academic History
Report Cards/Report Directory

Schedule

Currently Scheduled Class: Mon Apr 14, 2014 11:42am

Teacher: MATH Period 6, Katherine Yang  
Room: GRADE 4 Period 2, Dean Ash

Term 1 (Drum Intermediate)
Display Options
Current Year

The current term is highlighted.

2013 - 2014	Term 1	Term 2	Term 3	Term 4
Print Schedule	(09/03/13 - 11/03/13)	(11/04/13 - 01/25/14)	(01/28/14 - 04/08/14)	(04/07/14 - 06/17/14)
Period 1 (8:45 AM - 8:50 AM) HOMEROOM 7 Lindsay Okopny MTWRF Room 17	HOMEROOM 7 Lindsay Okopny MTWRF Room 17	HOMEROOM 7 Lindsay Okopny MTWRF Room 17	HOMEROOM 7 Lindsay Okopny MTWRF Room 17	HOMEROOM 7 Lindsay Okopny MTWRF Room 17
Period 2 (8:52 AM - 9:32 AM) LANGUAGE ARTS 7TH Trevor Wong MTWRF Room 19	LANGUAGE ARTS 7TH Trevor Wong MTWRF Room 19	LANGUAGE ARTS 7TH Trevor Wong MTWRF Room 19	LANGUAGE ARTS 7TH Trevor Wong MTWRF Room 19	LANGUAGE ARTS 7TH Trevor Wong MTWRF Room 19
Period 3 (9:34 AM - 10:14 AM) LANGUAGE ARTS 7TH Trevor Wong MTWRF Room 19	LANGUAGE ARTS 7TH Trevor Wong MTWRF Room 19	LANGUAGE ARTS 7TH Trevor Wong MTWRF Room 19	LANGUAGE ARTS 7TH Trevor Wong MTWRF Room 19	LANGUAGE ARTS 7TH Trevor Wong MTWRF Room 19


- Family Access will send Email reminders automatically.

### Teacher Conferences

Scheduled Conferences Report

[Print All Scheduled Conferences](#)

[Intermediate \(Drum Intermediate\)](#)
[View Scheduled Times](#)
[All Conferences](#)

Scheduled Conference Times	Status	Class	Building/Room	Notes
Tue Apr 15, 2014 from 8:00 AM - 8:30 AM	<a href="#">Scheduled</a> <a href="#">(Unschedule)</a>	HOMEROOM 7 Lindsay Okopny		

	Academic History							
Home	<div>🏠 Home   📅 Academic History   ⚙️ Settings</div> (Drum Intermediate)							
Gradebook	2013 - 2014, Grade 07							
Attendance	Class	Terms	T1	T2	S1	T3	T4	S2
Student Info	Lunch 7th	1 - 4						
Food Service	HOMEROOM 7	1 - 4						
Schedule	LANGUAGE ARTS 7TH	1 - 4	B	B	B	A-		
	ORCHESTRA 7	1 - 4	A	A	A	A		
Teacher Conferences	HEALTH FITNESS 7TH	1 - 4	A	B+	A	C		
	PRE ALGEBRA	1 - 4	C	C	C	B		
	SCIENCE 7	1 - 4	B+	D+	C-	C		
	SOCIAL STUDIES	3 - 4				C		
	WASH STATE HIST	1 - 2	B	B-	B			
	2012 - 2013, Grade 06							
Health Info	Class	Terms	T1	T2	S1	T3	T4	S2
Login History	HOMEROOM 6	1 - 4						
	LANGUAGE ARTS 6	1 - 4	B	B+	B	B	B-	B-
	MATH 6	1 - 4	B+	B	B	B+	C	B+
	ORCHESTRA 6	1 - 4	A	A	A	A	A-	A-
	HEALTH FITNESS 6TH	1 - 4	A	A	A	A-	A-	A-
	SCIENCE 6	1 - 4	B+	B-	B	B	B-	B-
	SOCIAL STUDIES 6	1 - 4	A-	B-	B+	B	B	B
	2011 - 2012, Grade 05							

❖ **Report Cards/Report Directory** – Click a link to view the information

- View previous report cards (grades 5 – 12 only)
- Find Fines & Fees System Login/Password. The report may be listed multiple times because you have multiple students within your family. All reports return the same information.

Home	Report Cards/Report Directory - Attachments		
Gradebook	<div> <div>1</div> <div>2</div> </div>		
Attendance	Description	Type	Created
Student Info	<a href="#">Fines &amp; Fees System Login Information (SUNSET PRIMARY)</a>	Report Directory	
Food Service	<a href="#">Fines &amp; Fees System Login Information (CHAMBERS PRIMARY)</a>	Report Directory	
Schedule	<div> <div>1</div> <div>2</div> </div>		
Teacher Conferences	Description	Type	Created
Academic History	<a href="#">Fines &amp; Fees System Login Information (Drum Intermediate)</a>	Report Directory	
	<a href="#">Student Computer Network Login Info (Drum Intermediate)</a>	Report Directory	
	<a href="#">Student Library Checkout ID Number (Drum Intermediate)</a>	Report Directory	
	<a href="#">2013-14 2 Semester 1 Report Cards</a>	Report Card	Thu Feb 6, 2014 10:16am
Report Cards/Report Directory	<a href="#">2013-14 1 Term 1 Progress Report</a>	Report Card	Thu Nov 14, 2013 10:50am

❖ **Health Info** – Select the Display Options link to choose which health information to show

- IHP = Individual/Emergency Health Care Plan (if any)
- Physical Exams = Height/Weight screens by school nurse (if any)
- Tests = Hearing/Vision screens by school nurse (if any)
- Vaccinations = Shot record provided to the school

Home	Health Information									
Gradebook	<div> <div>Display Options</div> <div>Vaccinations</div> </div>									
Attendance	Vaccination	Compliance	Waiver	Type	Date 1	Date 2	Date 3	Date 4	Date 5	
Student Info	Tdap Booster	In Compliance <i>Student is not within the Required Age for this Vaccination.</i>		State Required						
Food Service	Diphtheria, Tet	In Compliance		State Required	04/13/2005	06/17/2005	08/16/2005	05/15/2006	03/08/20	
Schedule	Pertussis	In Compliance		State Required	04/13/2005	06/17/2005	08/16/2005	05/15/2006	03/08/20	
Teacher Conferences	Polio	In Compliance		State Required	04/13/2005	06/17/2005	05/15/2006	03/08/2010		
Academic History	Varicella	In Compliance		State Required	02/14/2006	03/08/2010				
	Measles	In Compliance		State Required	02/14/2006	03/08/2010				
	Mumps	In Compliance		State Required	02/14/2006	03/08/2010				
	Rubella	In Compliance		State Required	02/14/2006	03/08/2010				
Report Cards/Report Directory	Hepatitis B	In Compliance		State Required	02/13/2005	04/13/2005	11/30/2005			
Health Info	HIB	In Compliance <i>Student is not within the Required Age for this Vaccination.</i>		State Required	04/12/2005	06/17/2005	08/16/2005	05/15/2006		

❖ **Login History** – View the last 5 days of login history and the areas visited