

## Slide 1 - Slide 1

Skyward Family Access - Windows Internet Explorer

http://broker1:81/scripts10//wsisa.dll/WService=11328web/fwemnu01.w

Print this tutorial

File Edit View Favorites Tools Help

Favorites Skyward Family Access

**SKYWARD** FAMILY and STUDENT ACCESS™

Skyward School District

**E-mail Notifications**

From your district's Family Access portal, select General Information and E-mail Notifications to access the Family Access E-mail Notifications.

**Who, What, When, Why?**

Parents and Guardians with a Family Access Login and Password can use the E-mail Notifications area to indicate the circumstances under which they would like to be contacted.

Various options can be selected in the areas of Attendance, Food Service, Grading, and Progress Reports.

You can have the confidence of knowing that you are connected with your child's school and are receiving real-time information in these very important areas.

In addition, you are able use the Progress Report area to ensure that you are fully aware of the academic progress that your child is making on a daily, weekly, or monthly basis.


Local intranet 100%

Slide 2 - Slide 2

The screenshot shows a web browser window titled "Skyward Family Access - Windows Internet Explorer". The address bar contains the URL "http://broker1:81/scripts10//wsisa.dll/WService=11328web/fwemnu01.w". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". A "Favorites" bar shows "Skyward Family Access". The main content area features the "SKYWARD" logo with a blue arc above it, followed by "FAMILY and STUDENT ACCESS" and "Skyward School District". Below this is a login form with a "Login:" field containing "SMITHCIN000" and a "Password:" field with seven dots. A "Login" button is positioned to the right of the password field. A yellow callout box with a pointer to the "Login" button contains the text: "Enter your **Family Access Login** and **Password** and then click the **Login** button." Below the callout box, the text "Version: 04.10.12.00.06" is visible. The browser's status bar at the bottom shows "Local intranet" and "100%".

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Skyward Family Access - Windows Internet Explorer



Student: PETER J. SMITHSCR School: High School 495

Previous Month
February 2011
Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 <small>Absent</small>	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 <small>End Online Registration for 2010-2011</small>					

Show Absences/Tardies  
 Show MC-Messages

Show Gradebook Assignments (Grade Earned)  
 Show AC-Activity Events

**Online Registration**

**Register for 2010-2011**

**General Information**

- [Ethnicity/Race](#)
- [Calendar](#)
- [Student Information](#)
- [Gradebook](#)
- [Message Center](#) !
- [Attendance](#)
- [Schedule](#)
- [Discipline](#)
- [Graduation Requirements](#)
- [Test Scores](#)
- [Food Service](#)
- [Fee Management](#)
- [Activities](#)
- [Report Cards](#)
- [Academic History](#)
- [E-mail Notifications](#)
- [Health Information](#)

**Select E-mail Notifications.**

Slide 4 - Slide 4

The screenshot shows a web browser window titled "Skyward Family Access - Windows Internet Explorer". The page header includes the Skyward Family Access logo and navigation links: "Online Registration", "Register for 2010-2011", and "General Information". The "General Information" menu lists: Ethnicity/Race, Calendar, Student Information, Gradebook, Message Center, Attendance, Schedule, Discipline, Graduation Requirements, Test Scores, Food Service, Fee Management, Activities, Report Cards, Academic History, E-mail Notifications, and Health Information.

The main content area is titled "My E-mail Notifications" and includes a "Change My Notifications" link. The student information is: Student: PETER J. SMITHSCR, School: High School 495. The notification settings are as follows:

- Attendance:**  Receive Daily Attendance Notifications For My Student(s)
- Food Service:**  Receive Notifications when Food Service Balance is un
- Grading:**  Receive Weekly Grading Notifications For My Student(s) if one of the following happened:
  - 60.00 Low Assignment/Class Grade Percent
  - Student has missing assignments in the current term.
  - Student received an assignment score less than the Low Assignment Percent in the last week.
  - Student's current Progress Report grade is less than the Low Class Grade Percent in a class.
  - Student's grade mark has changed for a past term.
- Progress Report:**  Receive Progress Reports For My Student(s)
  - Receive on the first of each month (Monthly)
  - Receive every Saturday (Weekly)
  - Receive every day (Daily)

A yellow callout box contains the text: "Click Change My Notifications to modify any of the options on the My E-mail Notifications screen."

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Skyward Family Access - Windows Internet Explorer

Student: PETER J. SMITHSCR School: High School 495 Account Info Print Logout

### My E-mail Notifications

Save  
 Back

**Attendance:**

Receive Daily Attendance Notifications For My Student(s)

**Food Services:**

**Grade:**

You can choose to receive an **Attendance E-mail Notification** for your child.

An e-mail will be sent to you whenever your child is marked as **Absent** or **Tardy** by the **classroom teacher** or **office staff**.

Following happened:

- Student's current Progress Report grade is less than the Low Class Grade Percent in the last week.
- Student's grade mark has changed for a past term.

**Progress Report:**

Receive Progress Reports For My Student(s)

- Receive on the first of each month (Monthly)
- Receive every Saturday (Weekly)
- Receive every day (Daily)

**General Information**

- [Ethnicity/Race](#)
- [Calendar](#)
- [Student Information](#)
- [Gradebook](#)
- [Message Center](#) !
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Skyward Family Access - Windows Internet Explorer

Student: PETER J. SMITHSCR School: High School 495 Account Info Print Logout

**SKYWARD FAMILY ACCESS**

**Online Registration**  
Register for 2010-2011

**General Information**  
[Ethnicity/Race](#)  
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[Health Information](#)

**Attendance:**  
 Receive Daily Attendance Notifications For My Student(s)

**Food Service:**  
 Receive Notifications when Food Service Balance is under \$5.00

**Grading:**  
 Receive Weekly Grading Notifications For My Student(s) if one of the following happened:  
60.00 Low Assignment/Class Grade Percent  
-Student has missing assignments in the current term.  
-Student received an assignment score less than the Low Assignment Percent in the last week.  
-Student's current Progress Report grade is less than the Low Class Grade Percent in a class.  
-Student's grade mark has changed for a past term.

**Progress Reports:**

If your district is using Skyward's **Food Service** Module an e-mail will be sent to you whenever your child's balance falls below **\$5.00**.

You can chose to receive an **E-mail Grading Notification** if any of the criteria listed above are met.

Setting a **Low Assignment/Class Grade Percent** will ensure that you are notified if your child receives an **Assignment** or **Class Grade** that is at or below this value.

Save Back

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Skyward Family Access - Windows Internet Explorer

Student: PETER J. SMITHSCR School: High School 495 Account Info Print Logout

### My E-mail Notifications

Attendance: Receive Daily Attendance Notifications For My Student(s)

Food Service: Receive Notifications when Food Service Balance is under

Grading: Receive Weekly Grading Notifications For My Student(s) if one of the following happened:  
60.00 Low Assignment/Class Grade Percent  
-Student has missing assignments in the current term.  
-Student received an assignment score less than the Low Assignment Percent in the last week.  
-Student's current Progress Report grade is less than the Low Class Grade Percent in a class.  
-Student's grade mark has changed for a past term.

Progress Report: Receive Progress Reports For My Student(s)  
 Receive on the first of each month (Monthly)  
 Receive every Saturday (Weekly)  
 Receive every day (Daily)

Save Back

Click **Save** once your **E-Mail Notification** selections have been made.

You also have the option to **Receive Progress Reports** for your child.

Once this option is selected, you are able to specify **how often** the **Progress Report** will be sent to you via an E-mail Notification.

**Online Registration**  
[Register for 2010-2011](#)

**General Information**  
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Skyward Family Access - Windows Internet Explorer

Student: PETER J. SMITHSCR School: High School 495 Account Info Print Logout

### My E-mail Notifications

[Change My Notifications](#)

**Attendance:**

- Receive Daily Attendance Notifications For My Student(s)

**Food Service:**

- Receive Notifications when Food Service Balance is under \$5.00

**Grading:**

- Receive Weekly Grading Notifications For My Student(s) if one of the following happened:
  - 60.00 Low Assignment/Class Grade Percent
  - Student has missing assignments in the current term.
  - Student received an assignment score less than the Low Assignment Percent in the last week.
  - Student's current Progress Report grade is less than the Low Class Grade Percent in a class.
  - Student's grade mark has

**Progress Report:**

- Receive Progress Report
  - Receive on the first of
  - Receive every Saturd
  - Receive every day (D

The changes made to the E-mail Notification screen have been saved.

This concludes the tutorial.

**General Information**

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- [Calendar](#)
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