Understanding the
Skyward Family Access Screen
and
Skyward Student Access Screen

It is important to remember that Family Access and Student Access are not the same and include different levels of information. Be sure to login with the correct login and password in order to utilize all of the information in this guide. Another important thing to note is that Skyward is a program used by many districts across the country so to be sure you are logging into the La Center School District's Skyward program, connect to it through the La Center School District website at lacenterschools.com. Skyward also has an app that you can download to your device from both the Apple Store and Google Play.

The Family Access and Student Access screen is divided into four areas (see below). These areas are described in the following sections.

Application Tabs   Information Bars   Information Wall   Calendar

Application Tabs

The Application Tabs on the left side of the screen allow you to access the different applications available to you in Skyward. You'll find detailed information about each application in this Guide. To access an application, you can click the application name on the left side of the screen.

Information Bars

The Information Bars are located at the top of the screen. As a Guardian, you can view information for one student of all students in your family. The student selection you make in this area affects the information you see in each application. Students see only their information. You will also see the name of the person signed in and links that allow you to view or change your account information, view email history, and sign out.

Information Wall

The information displayed in this area changes depending on which application you select. When you sign in to Family or Student Access, you are on the Home application. From the Home application, the Information Wall may include, but is not limited to, messages from district administrators and teachers.

The header to each message posted to your Home Wall contains an icon representing where the message originated. When you pause your mouse pointer over the Comment Bubble button located on the right side of a message, it shows the type of message.

Administrator messages ( ) are posted by the school or district. They are not specific to a class. If the message has an attachment, click the attachment link to view it.

Class messages ( ) are posted by the teacher and are specific to a class. If the message has an attachment, click the attachment link to view it.

Some teachers may allow you to respond to a class message. You can click Reply, enter your response, and click Post. All students and guardians in that class can see your response. To respond privately to the teacher, you can click the teacher's name to send them an email message.

Calendar

The Calendar area lists Upcoming Events in chronological order for the student(s) displayed in the Student Information Bar. If you are viewing information for All Students, the name of the student that each event is associated with is also displayed. You can click the Calendar link in the upper right corner of the Calendar area to change to the calendar view. You can also click the Calendar application on the left side of the screen to change to a monthly calendar view.

The Calendar application allows you to view absences, tardies, Gradebook Assignments/Events and Grades earned, Message Center messages, Activity Events, school day information, and more.

You can navigate from month to month in the Calendar using the blue arrows to move forward or back. To return to the current day, click Today. These features are located in the upper left corner of the Calendar screen. You can also use the Calendar ( ) icon located to the right of the year to move directly to a specific month and year.

You can print the Calendar using the Printer ( ) icon. You can also view the Calendar by Month, Week or Day. The next time you access the Calendar, it reverts to the default view.

When there are items listed on a day in the Calendar, the date becomes a hyperlink. Click the date to view details of all the items on that day.

When viewing the details of an assignment, you can click Show Assignment Details to learn more about that assignment, or you can copy the information to your own calendar using the Export to Personal Calendar option. You can also add notes to the Calendar that can serves as personal reminders.
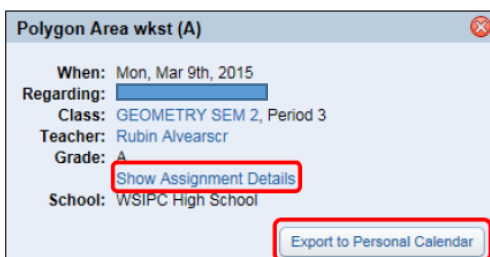
To customize your Calendar click Calendar Display at the top of the Calendar. If you're a guardian with more than one student, the selections you make in the Calendar Display area affect your calendar view for all students in the family.

Selecting an Individual Student

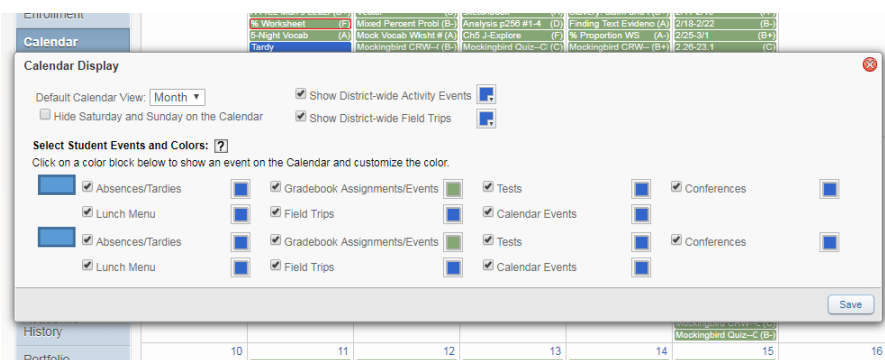Guardians who have more than one student in a school district may view information for all of their students or for an individual student. The default selection each time you sign in is All Students.

To select an individual student:

1. Click the arrow next to All Students in the Student Information Bar at the top of the screen. (Student users do not have this menu option, as they are not allowed to view information about their siblings.)

2. Select a student.

Note	If a student is enrolled in more than one school, information is grouped by school on the Information Wall for each application.

My Account

You can change your Login password and email address here. You can also subscribe to a variety of email notifications through My Account.

District Links

District Links are links your school district makes available that direct you to another website. For example, you may find a District Link that takes you to the District homepage or to the homepage of your student's school. To view the available links, click District Links. Click the link to access the website.

Exiting Family or Student Access

When you have concluded your session in Family or Student Access, click the Exit link to close your session.

You can manage a variety of settings through My Account.

If you make any changes to your Account Settings, click Save before you leave the screen.

	I'm Using a Screen Reader	Shortens the titles on Web browser windows to a description of the page to make these items easier to read for visually impaired users. A message also informs you when a pop-up is about to appear.

Tip: Don't enable this option unless you are visually impaired and are using screen reader software. |
| | Outline Links When Focused | Provides an outline around the area in focus. This is helpful if you are visually impaired and using screen reader software. |

☐ I'm Using a Screen Reader
☐ Outline Links When Focused

Address (Mailing Address)

Street Number: [   ] Street Dir: NE Street Name: [   ] 🌐 Address Preview:
SUD: [▼] #: [   ] P.O. Box: [   ] [   ] AVE
LA CENTER, WA 98629
Address 2: [   ]
Zip Code: 98629 Plus 4: [   ] City/State: LA CENTER, WA
County: [   ]

Address shows the street address on file for the family. Click the Mailing Address link at the top of the screen to view the mailing address on file for your family if it is different from your street address.

NOTE: Any changes you make to your street or mailing addresses will be reviewed and the change will take place once it is approved.

Email Notifications

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: [____] for [_____]

☐ 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 $6.00
    ○ Email ○ Wall Message ◉ Email and Wall Message

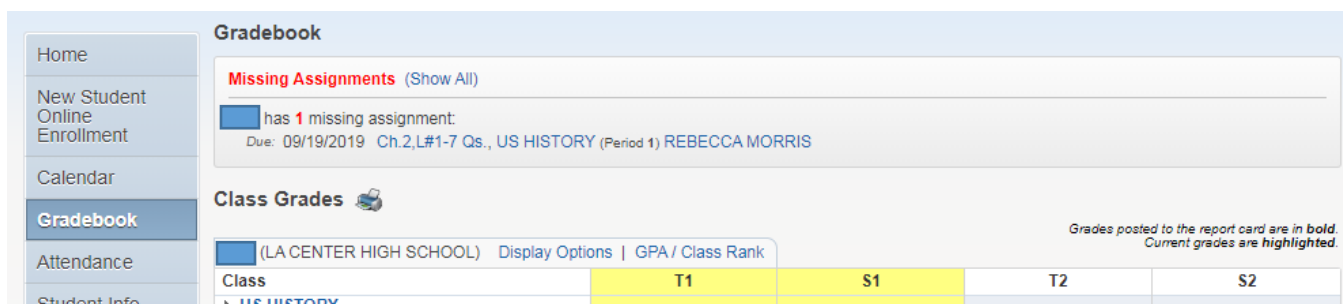| Option	Description
Receive Daily Attendance Notifications for my student(s) by	The Attendance Email Notification is sent to guardians who subscribe if their student has any attendance record entered for that day. You may select to receive notifications by Email, Wall Message or Email and Wall Message.
Receive Grading Emails for my student(s)	Grading emails are generated when a student has missing assignments in the current term, has an assignment score above or below preset scores, or a grade for a past term has been changed. Your district may allow you to enter your own values in the Assignment/Class Percentage boxes (Low/High) to define the score that triggers the email notification. To learn more, click the Help [?] icon next to this option.
Receive Progress Report Emails for my student(s)	Select the frequency you want to receive Progress Report emails. Choose between Daily, Weekly or Monthly on the first of each month. The district determines what day of the week the Weekly email is generated. The day is displayed on the screen.
Receive Emails when Food Service Balance is under [District defined dollar value].	Notifies you when your student's Food Service balance is below a district-defined dollar amount.

*If you make changes to your email notifications, click **Save** before you leave the screen.*

Gradebook

The Gradebook application allows you to view your student's current year Gradebook data for all classes. This application shows your student's missing assignments, online assignments, entries in the Teacher's Log, and GPA/Class Rank.

Missing Assignments

The Missing Assignments area shows the number of missing assignments for your student and by date and by class. You can click the assignment name to view details for that assignment. To view all missing assignments, click Show All. Assignments, classes, and teacher names are hyperlinks. You can click on a hyperlink to view more information about the assignment, class, or teacher. The assignment's due date is also displayed. An assignment is considered missing based on its due date, or if the teacher has marked it as missing. You can click the Printer icon 🖨 to print this screen.
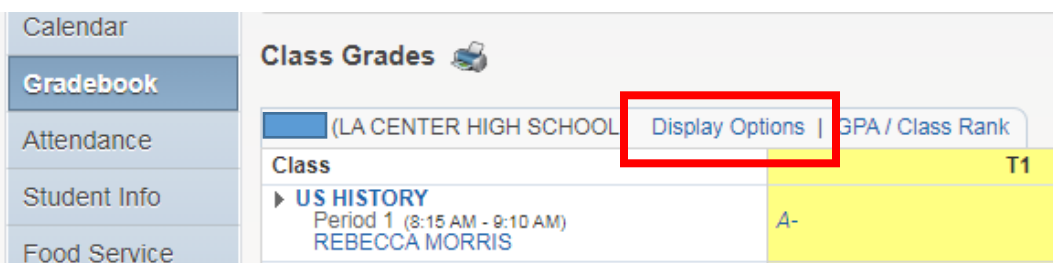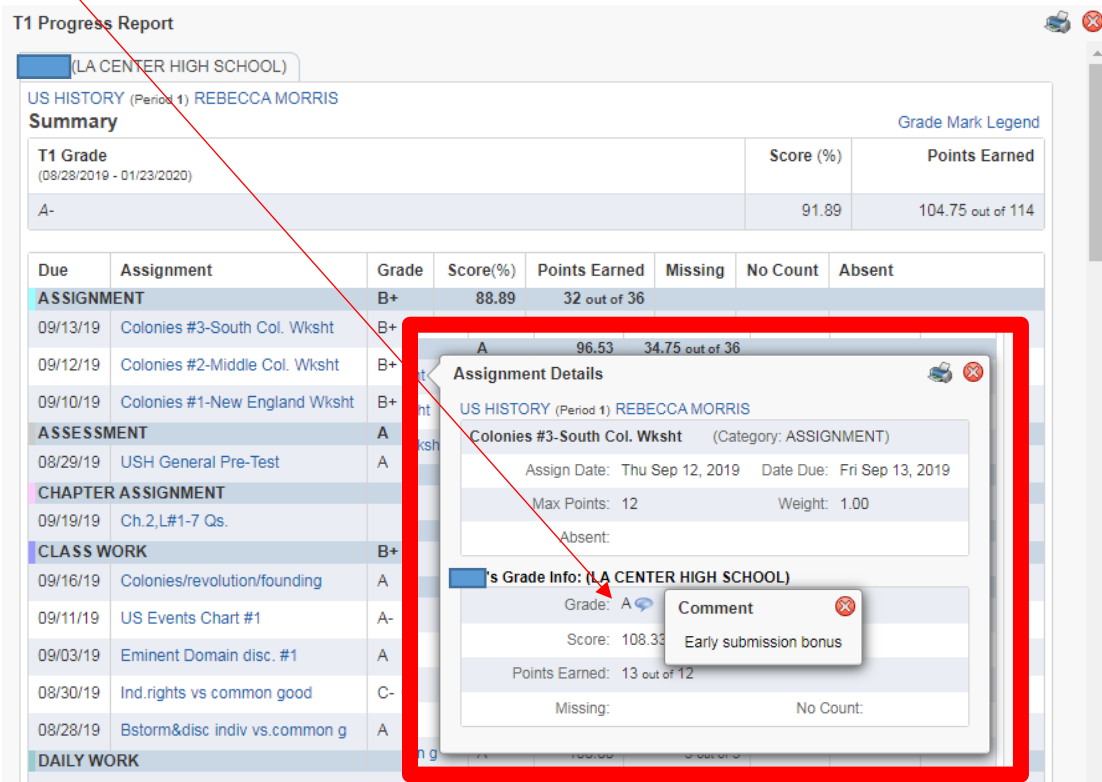

Class Grades

The Class Grades area displays your student's current year classes and grades. You can click a teacher's hyperlinked name to send an email or go to the teacher's website. The default view for the Class Grades area includes all classes for all terms. To change the view, you can click Display Options to View All Grades, Show Current Grade Only, or Show Previous and Current Grades Only. You can click on a grade to see the assignments that make up the grade. Grades that are in bold indicate that it is a posted grade.

You can click on a grade to see the assignments that make up the grade. You can then click on an individual assignment to see its details. You can click on Comment bubbles to view the comments a teacher has entered.

To view the percentage ranges that are associated with each Grade Mark, click Grade Mark Legend.

Class Information
You can click the course description in the Class column to view detailed information about a class, including its department, subject, number of credits, duration, period, time, and room number.

GPA/Class Rank

The GPA/Class Rank link displays your student's GPA, Earned and Failed Credits, and Rank information. You can click View Details next to a school year for detailed information about GPA and Rank for a specific school year.
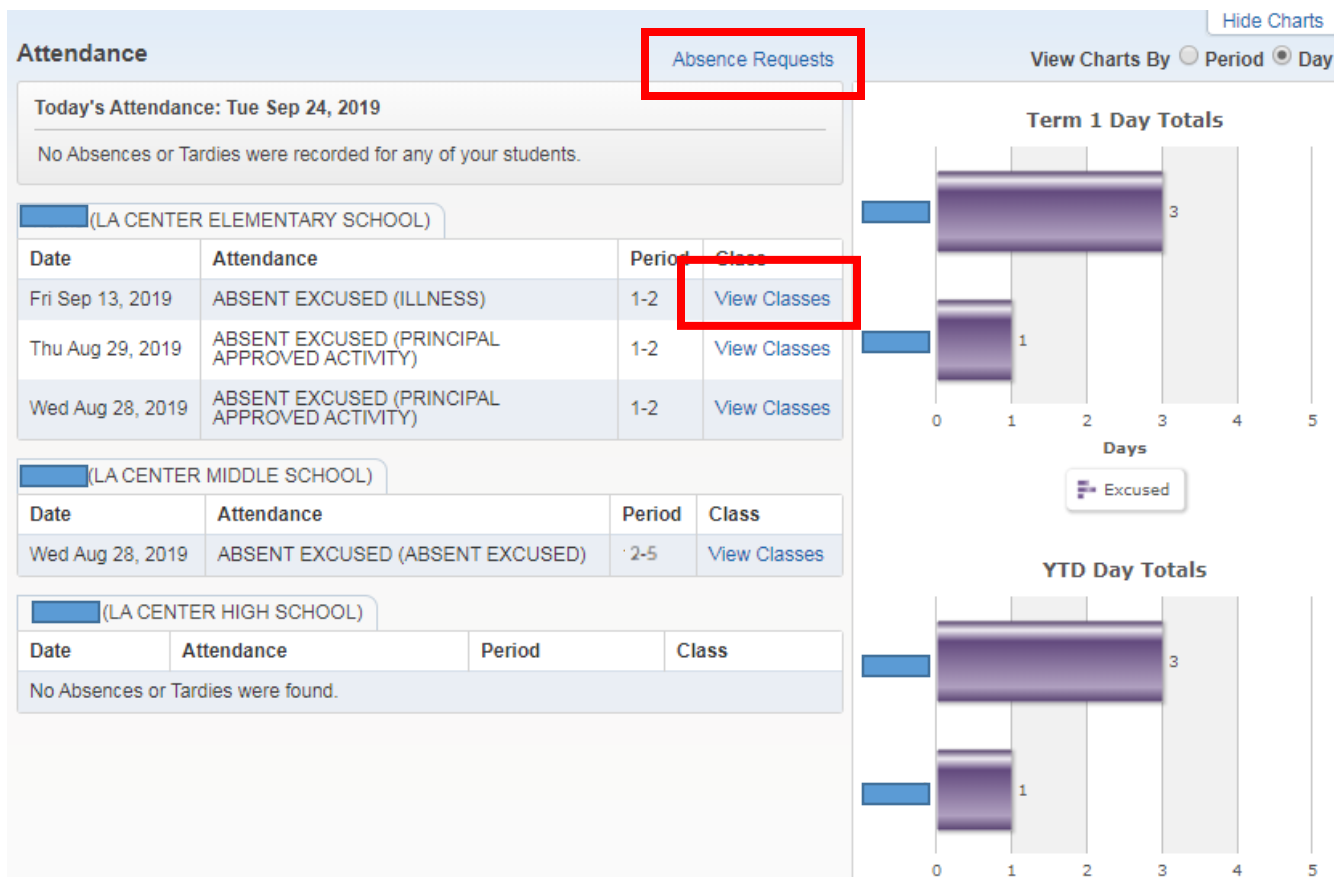

Attendance

The Attendance application allows you to view your student's tardies and absences. The Attendance screen is divided into several areas. The left side of the screen displays detailed attendance information by student. The right side of the screen displays attendance information in chart format. You can also enter an absent request to the school using the link at the top of the Attendance screen.

Note	Attendance information can also be viewed from the Calendar application by clicking Absent on a Calendar day.

Attendance Detail

On the left side of the Attendance screen, absences and tardies for the current date are displayed. Below Today's Attendance: [date], student attendance is grouped by student and date. Absences are displayed by periods missed or classes missed. All days in which a student has attendance are listed chronologically by period. If your student is absent or tardy in multiple classes, you can click View Classes to view the specific classes.

Term and YTD Totals

The right side of the Attendance screen displays student statistical attendance data in chart format for the Year to Date. You can view attendance information by Period or by Day. Selecting View Charts by Period provides you with a count of how many periods have been missed, broken down by Absence Type (Excused, Unexcused, and Other). Selecting View Charts by Day provides you with a count of days missed, broken down by Absence Type.
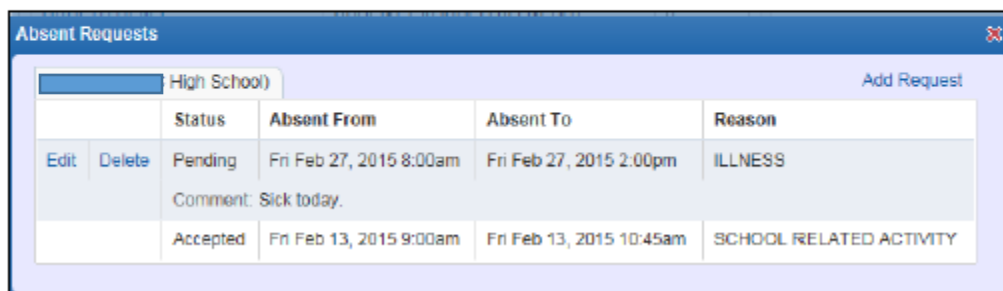
Entering Absence Requests

The Enter Absent Request link allows you to notify the school attendance office when your student is expected to be absent from school. This feature is not available to students.

To enter an Absence Request:
1. Click Enter Absent Request
2. Click Add Request
3. Enter the Start Date and Time when your student is expected to be absent.
4. Enter the End Date and Time when your student is expected to return to school.
5. Select a Reason.
6. Enter any Comments. This is optional.
7. Click Save.

All submitted Absence Requests are listed on the Absent Requests screen. The Status column indicates whether an Absence Request is pending approval from the school attendance office or has been Accepted and processed.

Note	You cannot modify an Accepted request. To edit or delete a pending notification, click Edit or Delete.

		Status	Absent From	Absent To	Reason
			High School)		Add Request
Edit	Delete	Pending	Fri Feb 27, 2015 8:00am	Fri Feb 27, 2015 2:00pm	ILLNESS
		Comment: Sick today.			
		Accepted	Fri Feb 13, 2015 9:00am	Fri Feb 13, 2015 10:45am	SCHOOL RELATED ACTIVITY

Student Information

The Student Information application allows you to view demographic family and emergency contact information.

Changing Student and Family Information
Guardians may change or request a change to Student and Family Information through Family Access. This option is not available to student users.

To change student and family information:
1. In the upper right corner of the Student Information screen, click Request Changes for [student name].
2. Click the specific area and make the necessary changes.
3. Click Save.

Some changes require approval from your school district. These changes then appear in bold text with borders, indicating that they are pending approval. Before your school district approves a change, you can click Undo Change Requests to delete the request. Other changes do not require approval and are updated immediately.
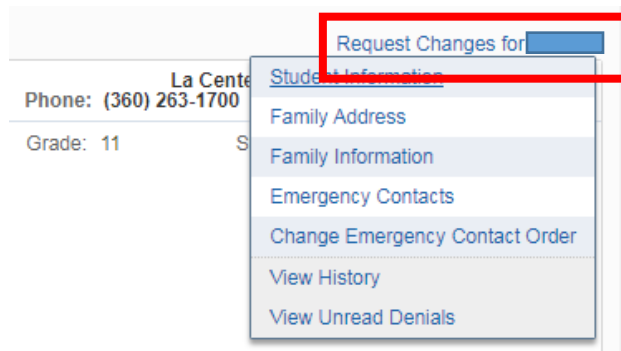
View Student's Family

The View [student name] Family link displays information including, but not limited to, the guardians in the family, the family street address and mailing address, the primary phone, and guardian email addresses.

Food Service

The Food Service application allows you to view your student's Food Service account balance and daily purchase information. You can make online payments using a credit card by clicking on District Links in the upper right corner and clicking on Make a payment. This link will take you to the district's online receipting program where you will login with your Skyward credentials.

Note   In addition to the District Links option, you may also make a payment by clicking the PAYMENTS tab on the top of all of the district's webpages. Also balances and deposits made online are updated nightly at midnight and therefore may not be listed on Skyward for 24 hours.
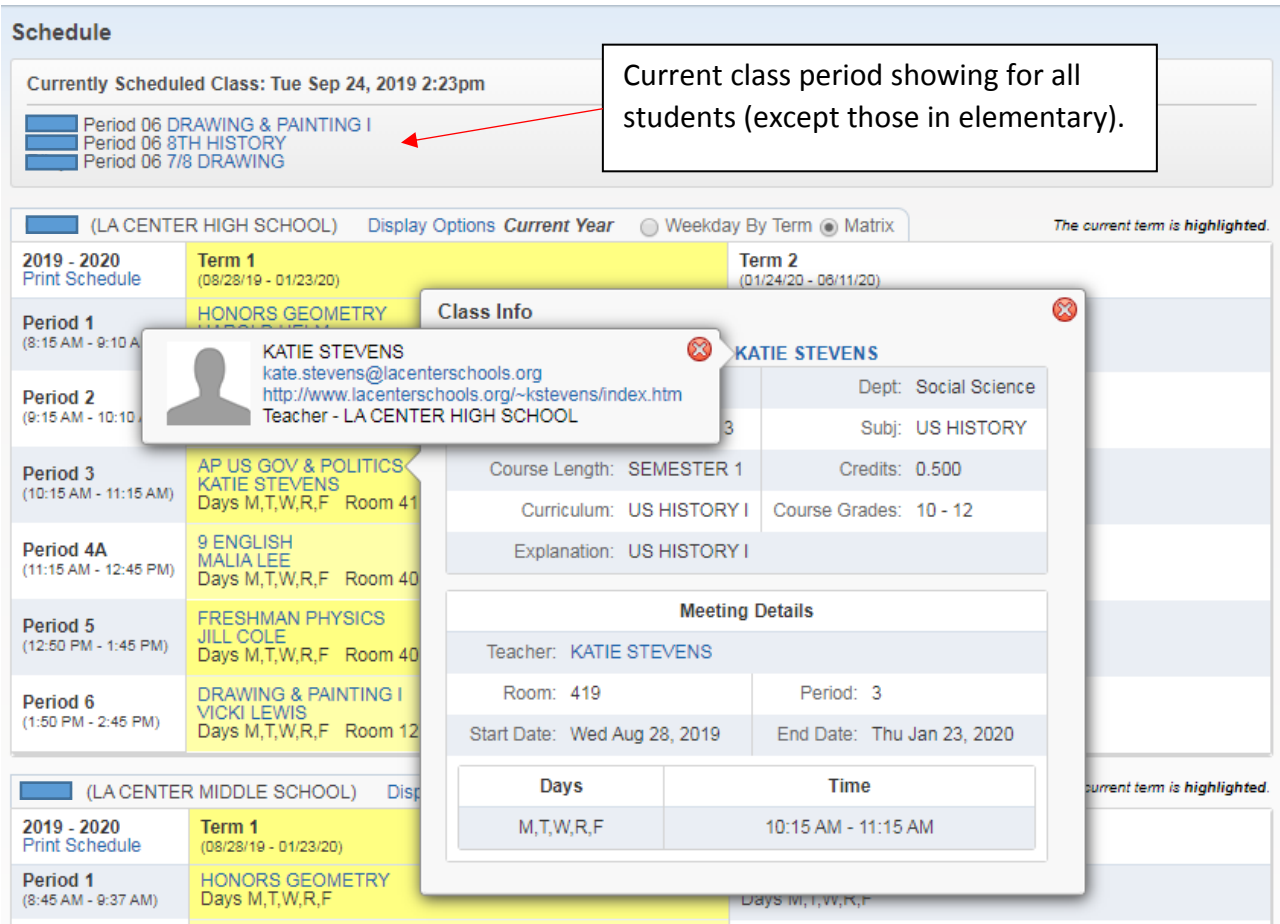
Payment and Purchases Information

Click View Totals to see a summary of each student's Food Service account information, including Prior Year Balance, Year to Date Payments, Year to Date Purchases, Pending Purchases, and Current Balance. Itemized purchase information is displayed in the upper right corner of the Food Service screen. Your student's Key Pad Number is also displayed. Transactions are grouped by student for the selected date. Click Previous Week or Next Week to view another week's purchases. You can also click the Calendar button 🗓 to navigate to another week.

Schedule

The Schedule application allows you to view your student's current schedule of classes. The default view is for the entire school year with the current term highlighted. You can click Display Options to Show Current Term Only.

To view more information about a class, click the hyperlink for the course. If a teacher's name is hyperlinked, you can click the name to learn more about the teacher. You may also see a link with the teacher's email address and/or a link for the teacher's website.

Academic History

The Academic History application allows you to view your student's grade history. It displays the Entity (each school in the La Center School District that he or she attended), school year, grade level, class description, terms, and grades for all classes that your student is enrolled in, has completed, or is scheduled in.

To view more information about a class, click the course description in the Class column.

Portfolio

The Portfolio application allows you to view all of your student's report cards.

--- For Families with a High School Level Student ---
You will have additional options for information on
your high school student including:

Test Scores

The Test Scores application allows you to view test scores that your school district entered. These are usually standardized or diagnostic assessments (such as Smarter Balanced) and not tests or quizzes relating to a specific class.

Educational Milestones

The Educational Milestones application allows you to view your student's completed Educational Milestones. Educational Milestones are typically non-coursework requirements that your student must complete in order to graduate.

Graduation Requirements

The Graduation Requirements application allows you to view your student's progress towards meeting Coursework Requirement Areas (CRAs) according to their Graduation Plan. The number of required credits, completed credits, in progress credits, scheduled credits, waived credits, and remaining credits for each CRA are listed.

Click View All Courses to view all the classes your student is enrolled in, has completed, or has attempted, in each CRA or sub-area. The number of credits and grades earned are displayed for each class. You can click the class description to view more information about the class.