

FAMILY ACCESS QUICK REFERENCE GUIDE



Skyward Family Access Quick Reference Guide.

Step one. Navigate to the district's website – www.d168.org and click on the parents tab.

Step two. Click on the link to login to Family Access

Community Consolidated Schools
District 168
21899 S. Torrence Avenue
Sauk Village, IL 60411
(708) 758 - 1610 (ph)
(708) 758 - 5929 (fx)

Home About Us School Board Career Opportunities Departments Staff Parents Sauk Village Hall

Handbooks Supply Lists

Parents' Resource Page

This page is presented to parents to help them understand the link between technology and their children as well as provide useful information about the schools. As this page grows, there will be information available on how to help keep children protected when they are online. Click on any of the links below to view the material.

Parents !! You and your children are invited to attend a special community workshop "**Building Bridges: Working Effectively with Your Child's School**" presented by the districts new "Parent-Teacher University" on December 1, 2007. Click [here](#) for further details

[Internet Safety Tips for Children](#)

[Parent Ordinance](#)

[Meal Menus](#)

[After School Programs](#)

Skyward Family Access

[Click here to log into Skyward Family Access.](#)

Step Three. Login to Family Access using your username and password given to you by the school/district.

SKYWARD FAMILY and STUDENT ACCESS
CCSD 168

Login:
Password:

[Forgot your login or password?](#)

[System Requirements - Screen Resolution / Web Browser](#)

Version: 04.09.06.00.00

Once logged in parents will have various options to view their student's data. Notice at the top the students name appears. If parents have more than one child in the district they can switch to their other children by clicking in the drop down box for the school the child attends and then choosing their child in the student drop down box.

Parents can view an interactive calendar that shows assignments, activities, etc by clicking the Calendar link:

Skyward Family Access - Microsoft Internet Explorer provided by District 168

Student: MADALYN M. BOWMAN School: Skyward High School Account Info Print Logout

Calendar for June 2009

Previous Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Next Month
	1		2 daily - att	3 today	4 Project	5	6
7	8 Chapter 7 Daily	9 Participation	10 Major project	11 project today	12	13	
14	15 Geometrical Des	16 Daily	17 Group Participat	18 Chapter 8 Pre-Q	19 Chapter 8	20	
21	22 Today's class	23 Group Participat	24 Golf Course Proj	25 Chapter 10	26 June Test MC-Open House	27	
28	29	30 Last Day of School End of Term 4/Semester 2 End Online Registration for 2009-2010					

Show Absences/Tardies Show Gradebook Assignments (Grade Earned)
 Show MC-Messages Show AC-Activity Events

Parents can view student information by clicking the Student Information link:

Skyward Family Access - Microsoft Internet Explorer provided by District 168

Student: MADALYN M. BOWMAN School: Skyward High School Account Info Print Logout

Student Information Student/Family Info Bus Schedule

[Request Change\(s\) to my Child's Information](#)

MADALYN M. BOWMAN

Address: 7835 Scramble avenue SEASIDE FL 55555 Mailing Address: 7835 Scramble avenue SEASIDE FL 55555

Critical Alert Information!
Allergies

School Email: Home Email: Birthdate: 03/08/1992 Grad. Year: 2010 (11) School: Skyward High School Status: Active - Full-time Other ID: 55980 Age: 17 Language: English Locker: 0763 Combination: 08-12-07 Gender: Female Homeroom: 2010 - PAULA ASHENBERNER Advisor: RIVERSIDE BROOKFIELD Disc. Officer: ADMIN ADMIN

Family 1

MARION BOWMAN (Father) this@yahoo.com Address: 7835 Scramble avenue SEASIDE FL 55555 Mailing Address: 7835 Scramble avenue SEASIDE FL 55555 Phone: (555) 366-9785 Home: (555) 376-8515 Cellular: (309) 838-0945

MARIE BOWEN (STEP MOTHER) scramble@done.com Phone: (555) 366-9785 Home: (555) 376-3309 Cellular: (309) 838-0963

Family 2

NANCY BOWER (Mother)

Emergency Contacts

Name	Primary	Second	Third
MARION P. BRAUCH (UNCLE) scramble@done.com	(555) 296-8560	(555) 676-6269	(309) 287-7319
JOHN E. HELLIWELL (NEIGHBOR) scramble@done.com	(555) 266-0435	(555) 676-3333	(309) 310-4933

Parents can view their student's gradebook by clicking the Gradebook link:

Skyward Family Access - Microsoft Internet Explorer provided by District 168

Student: MADALYN M. BOWMAN School: Skyward High School Account Info Print Logout

Gradebook Progress Report Missing Assignments Teacher's Log GPA/Class Rank Comments

Classes for All Grade Periods Prev Next

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

Period	Class	Description	Term	Teacher	M1	Q1	M2	Q2	SE1	S1	M3	Q3	M4	Q4	SE2	S2
1	003011/01	Junior Lit/Comp	S1	ARDITH JONES					B							
1	003012/01	Junior Lit/Comp	S2	DL TEACHER							C	B	B	B	B	B
2	021261/01	Hon Geometry	S1	SHANNON HARRIES	B	B		A		A						
2	021262/01	Hon Geometry	S2	SHANNON HARRIES							B	B				B
3	011131/02	French III	S1	SARAH ANDERSON					A							
3	011132/05	French III	S2	SARAH ANDERSON												C
4	032341/01	Hon Biology I	S1	JOHN KAHN	B	B	B	B	B	B						
4	032342/01	Hon Biology I	S2	JOHN KAHN							C	C	C	C	C	C
5B	061140/03	Computer Application	S1	CAROL CARLSON	B	A	B	A	A	A						
5B	061160/03	Computer Application	S2	CAROL CARLSON							B	A	A	A	A	A
6	076511/03	Marketing & Manageme	S1	HEATHER SMITH	C	B	C	C	C	C						
6	076512/03	Marketing & Manageme	S2	HEATHER SMITH							B	C	B	C	B	B

Parents can view and send messages from and too the teacher by clicking the Message Center link:

Skyward Family Access - Microsoft Internet Explorer provided by District 168

Student: MADALYN M. BOWMAN School: Skyward High School Account Info Print Logout

Message Center Current Expired

Class Messages Create New Message

Period	Class	Description	Term	Teacher	Total Messages	Unread Messages
1	003011/01	Junior Lit/Comp	S1	ARDITH JONES	0	0
1	003012/01	Junior Lit/Comp	S2	DL TEACHER	0	0
2	021261/01	Hon Geometry	S1	SHANNON HARRIES	0	0
2	021262/01	Hon Geometry	S2	SHANNON HARRIES	0	0
3	011131/02	French III	S1	SARAH ANDERSON	0	0
3	011132/05	French III	S2	SARAH ANDERSON	0	0
4	032341/01	Hon Biology I	S1	JOHN KAHN	0	0
4	032342/01	Hon Biology I	S2	JOHN KAHN	0	0
5B	061140/03	Computer Applications I	S1	CAROL CARLSON	0	0
5B	061160/03	Computer Applications II	S2	CAROL CARLSON	0	0
6	076511/03	Marketing & Management I	S1	HEATHER SMITH	1	0 View Messages
6	076512/03	Marketing & Management I	S2	HEATHER SMITH	0	0
7	076511/03	Marketing & Management I	S1	HEATHER SMITH	1	0 View Messages
7	076512/03	Marketing & Management I	S2	HEATHER SMITH	0	0

Parents can view their student's attendance by clicking the Attendance link:

Skyward Family Access - Microsoft Internet Explorer provided by District 168

Student: MADALYN M. BOWMAN School: Skyward High School Account Info Print Logout

Attendance | Calendar | By Day | Term Totals | Absence Notifications

■ - Tardy
 ■ - Excused
 ■ - UnExcused
 ■ - Other

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

July 2009							June 2009							May 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<u>1</u>	2	3	4		1	2	3	4	5	6						<u>1</u>	2
5	6	7	8	9	10	11	7	8	9	10	11	12	13	3	4	5	6	7	8	9
12	13	14	15	16	17	18	14	<u>15</u>	16	17	18	19	20	10	11	12	13	14	<u>15</u>	16
19	20	21	22	23	24	25	21	22	23	24	25	26	27	17	18	19	20	21	22	23
26	27	28	29	30	31		28	29	30					24	25	26	27	28	29	30
														31						

April 2009							March 2009							February 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<u>1</u>	2	3	4	1	2	3	4	5	6	7	1	2	3	4	5	6	7
5	6	7	8	9	10	11	8	9	10	11	12	<u>13</u>	14	8	9	10	11	12	13	14
12	13	14	15	16	17	18	15	16	17	18	19	20	21	15	16	17	18	19	20	21
19	20	21	22	23	24	25	22	<u>23</u>	24	25	26	27	28	22	<u>23</u>	24	25	26	27	28
26	27	28	29	30			29	30	31											

Parents can also view their student's schedules by clicking the Schedule link:

Skyward Family Access - Microsoft Internet Explorer provided by District 168

Student: MADALYN M. BOWMAN School: Skyward High School Account Info Print Logout

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

Period	Class	Description	Term	Time	Days	Teacher	Room	Credits
1	003012/01	Jr Lit/Comp	S2	07:30am-08:20am	MTWRF	DL TEACHER	P-127	0.500
2	021262/01	Hon Geometry	S2	08:20am-09:10am	MTWRF	SHANNON HARRIES	P-39	0.500
3	011132/05	French III	S2	09:10am-10:00am	MTWRF	SARAH ANDERSON		0.500
4	032342/01	Honors Biology	S2	10:00am-10:50am	MTWRF	JOHN KAHLN	G-219	0.500
5B	061160/03	Comp Apps II	S2		MTWRF	CAROL CARLSON	G-227	0.500
6	076512/03	Marketing I	S2	11:40am-12:30pm	MTWRF	HEATHER SMITH	A-156	1.000
7	076512/03	Marketing I	S2	12:30pm-02:15pm	MTWRF	HEATHER SMITH	A-156	0.000

Parents can also view their student's report cards by clicking the Report Cards link:

The screenshot shows the Skyward Family Access interface in Microsoft Internet Explorer. The browser title is "Skyward Family Access - Microsoft Internet Explorer provided by District 168". The address bar shows the URL: https://skywardfamilyaccess.iscorp.com/cgi-bin/wspd_cgi.sh/WService=wsfamsalesdemo1/sfwmnu01.w. The page header includes the student name "MADALYN M. BOWMAN" and the school "Skyward High School", along with "Account Info", "Print", and "Logout" buttons.

The main content area is titled "Report Cards" and contains a table with the following data:

Description	Date Created	Time Created
Spanish Report Card	11/21/2007 Wed	10:59 AM
Semester 1 - 2008-2009 School Year	09/05/2007 Wed	6:22 AM
Term 1 - 2008-2009 School Year	09/05/2007 Wed	6:20 AM

The left sidebar contains navigation links under several categories: "General Information" (Calendar, Student Information, Gradebook, Message Center, Attendance, Schedule, Discipline, Graduation Requirements, Educational Milestones, Test Scores, Food Service, Fee Management, Activities, Report Cards, Academic History, E-mail Notifications, Health Information, Login History), "Online Assignments" (Current Assignments, Past Assignments), "Course Requests" (Courses for 2009-2010), and "District Links" (District Home Page, School Home Page).

Parents can also get emails about grades, attendance, etc by clicking on the E-Mail Notifications link:

The screenshot shows the "My E-mail Notifications" settings page for student MADALYN M. BOWMAN at Skyward High School. The page is titled "My E-mail Notifications" and includes a "Change Notification" link on the right.

The settings are organized into several sections:

- Attendance (Not Available in Skyward Area Vocational Center - 030, Jefferson Elementary - 006):**
 - Receive Daily Attendance Notifications For My Student(s)
- Food Service:**
 - Receive Notifications when Food Service Balance is under \$3.00
- Grading (Not Available in Skyward Area Vocational Center - 030, Jefferson Elementary - 006, Adal Elementary - 005):**
 - Receive Weekly Grading Notifications For My Student(s) if one of the following happened:
 - 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)

The left sidebar is identical to the previous screenshot, showing navigation links for "General Information", "Online Assignments", "Course Requests", and "District Links".

User Notes:

All options listed under general information may not be available. The district is working diligently to ensure all data in each module is clear, understandable and accurate. When each module has been thoroughly tested and deemed ready for roll-out, a message will appear in the message center informing you that a new link is available to you.

All student data and access is guaranteed secure and also guaranteed available anytime, anywhere that has internet access.