Skyward Family Access
Overview

Skyward Teacher webpages will provide you with access to gradebook, report cards, calendar items, schedules, digital content and more! Skyward Family Access is a one stop shop with information and communication tools for all of your children in one place. Please understand that information and content available through Skyward Family Access varies and is dependent on the information and content added by individual teachers.

1. Access your Family Access Account at https://skyward.wcs.edu.

   Note
   The Skyward app mobile display now provides access to the message center and calendar.
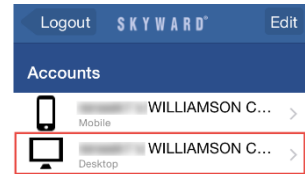
2. Enter your **username** and **password** and select **Sign In**.

   Note
   If you forgot your password, please see Skyward Family Access Accounts and Password Resets.

Navigation Menu

Use the navigation menu on the left side of the page to access different areas of Family Access.

Home
- 2015-16 Registration Update for Returning Students
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Discipline
- Test Scores
- Teacher Conferences
- Academic History
- Report Cards and Transcripts
- Learning Center
- Login History

 Important Areas to Note

Home: Message Feed and Upcoming Events

Calendar: Messages and assignments recorded for a given day

Gradebook: Grades for assignments

Attendance: Absences or tardies recorded

Schedule: Classes and teachers (Teacher names are hyperlinked for easy access to send an email)

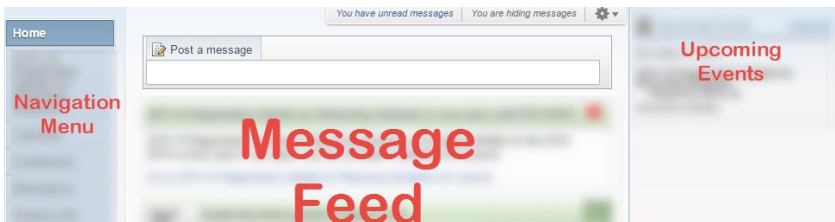Discipline: 6-12 only

Test Scores: High Stakes Test Reports

Teacher Conferences: Conference sign-ups (when activated by teacher)

Report Cards and Transcripts: Access your child's report card

Learning Center: Access digital content connected to classes (Parents of 6-12 only)

Home

1. You will see the **Home Screen** with key areas identified below.

2. If you have more than one student, select whether you want to see content for all students or one student.

   Option 1: All Students
   If there is more than one child in your family, you will notice the default setting shows all students. This view will show information on all students in your family.
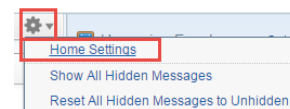
   Option 2: One Student
   To view one student at a time, select the ***drop-down arrow*** beside All Students and select the name of the student you would like to view.
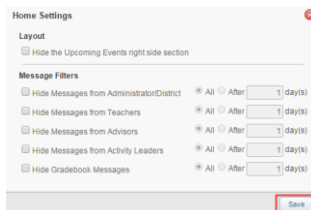
3. If desired, personalize your home screen by selecting the ***settings wheel*** in the top, right side of the feed.

4. Select **Home Settings.**

5. Make selections and ***Save.***

Messages

Messages will appear in one or more of the following areas dependent on settings chosen by the teacher.

- Home screen message feed
- Skyward app in **Message Center** section
- Calendar
- Email account you have set up in Skyward Family Access
  Note
  *To reply to an email your child's teacher sent through Skyward, select **Reply** and change the* donotreply@wcs.edu *address to the teacher's email address.*

Messages may be posted by teachers and administrators.

Messages may be posted for individual students or larger groups of students. For example, all students in the class, grade level or students involved in a sport or activity.
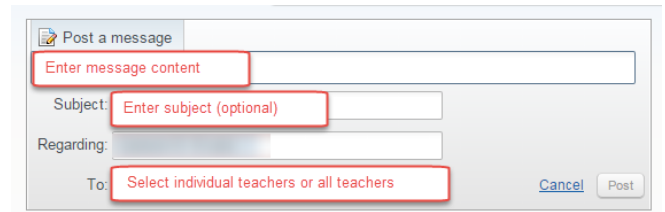
Types of Messages

Gradebook Messages	Grade has been posted to Report Card	📖
Administrator/District Messages	Scheduled Summer Skyward Outages	💬
Teacher Messages*		📖

*Teacher messages provide hyperlinks to email the teacher and view class information. You may also reply to a teacher message by selecting **Reply** at the bottom of the message if the teacher has allowed this option.

Sending Messages to Teachers
Use the Post a Message section at the top of the message feed.

You may also see a reply link to messages posted by teachers.

Post a message

Enter message content

Subject: Enter subject (optional)

Regarding:

To: Select individual teachers or all teachers   Cancel Post

Notifications

Notifications allow you to stay informed about attendance and grades.

1. To set up notifications, go to **My Account** in the top, right corner of the screen.

   Note
   *Only **one** parent or guardian can set up notifications for the family.*

   My Account | Contact Us | Email History | Exit

   🏠 District Links
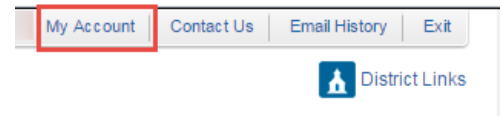
2. Select **attendance** and/or **grade notifications**.

   Email Notifications
   ☑ Receive Daily Attendance Notifications for my student(s) by [Email ▼]
   ☑ 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: [   ] High: [   ] for

3. Enter **Low and/or High parameters** or **leave blank** for default ranges.

Note

Grading Email Information   ✖

- _____ sends these emails **Weekly** for each of the following occurrences:
  ○ Student has missing assignments in the current term.
  ○ Student received an assignment score less than the Low Assignment Percent in the last week.
  ○ Student has a current Progress Report grade that is less than the Low Class Grade Percent in a class.
  ○ The Default Low Assignment/Class Grade Percent is **70.00**.
  ○ Student received an assignment score more than the High Assignment Percent in the last week.
  ○ Student has a current Progress Report grade that is more than the High Class Percent in a class.
  ○ The Default High Assignment/Class Grade Percent is **90.00**.

Upcoming Events and Calendar

Stay informed about important dates by viewing the Upcoming Events section of your home screen.
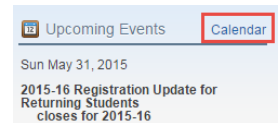
Select *Calendar* from the navigation menu to open the full calendar view or select *Calendar* from the mobile app menu.

Included on the calendar

- District Events
- Assignments recorded in the Gradebook
- Handouts associated with recorded assignments (when added by the teacher)
- Messages from the teacher
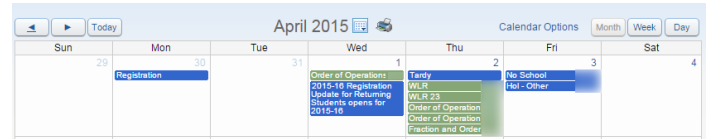
Note
Items added to the Course Learning Center will not appear on this calendar. See the Course Learning Center Calendar for these items.

Viewing Options

1. Select view by **Month**, *Week*, or *Day.*

2. Select *Calendar Options* to personalize.

3. Select 🖨 to print.

4. Select individual calendar events to export to an .ics file and import into your personal calendar.
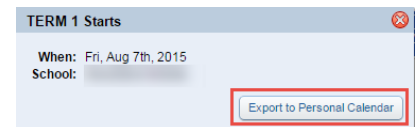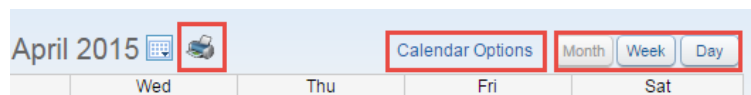

Gradebook

Skyward Gradebook allows access to your child's grades, assignments and progress reports. You will also have access to attachments associated with assignments if included by the teacher.

1. Select *Gradebook* from the navigation menu.

2. View missing assignments (if any) at the top.

3. If desired, select *Display Options* to customize your screen.

4. Selct the arrow beside the class name to view individual assignments.
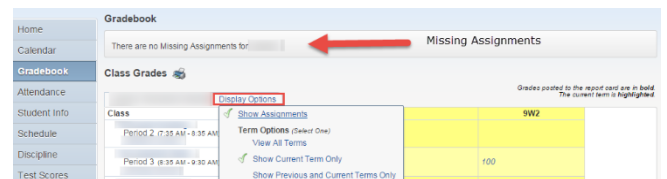
5. Newest assignments will display first. To view additional assignments (if any) select **Next __....**
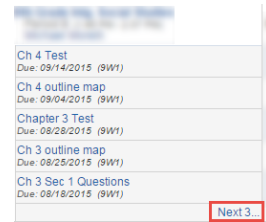
6. Teachers may choose to include assignment details and/or attachments. To view, select the assignment title.
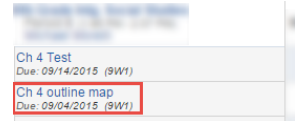
7. On the Assignment Details screen, you may view grading and category details. If an attachment is included, you will see a paperclip that you may select to download.
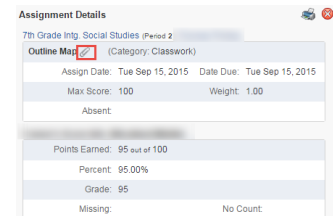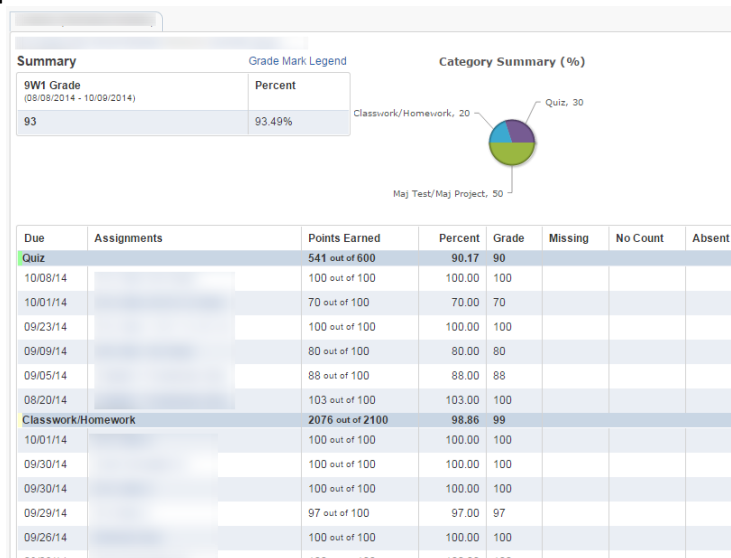

Grading Category Breakdown

1. Select the *average* in the grading period you would like to view. The average will appear in the same row as the class title.

2. View the Category Summary graph and individual assignments.

Example:

Please note that if you are looking at the **Category Summary** prior to the end of the grading term, some category weights may be temporarily reallocated to other categories until a grade is recorded for that category.

Course Learning Center

Skyward Course Learning Center provides a space for digital content as well as discussion boards associated with a particular class.   Content is accessible to **students** (grades 3-12) and **parents** (grades 6-12) through browser-based access of Skyward Family Access accounts.

1. Select *Learning Center* from the navigation menu.

2. Select *Classes* to view an individual class if desired.

3. Utilize *Sort by Date Posted* if desired.
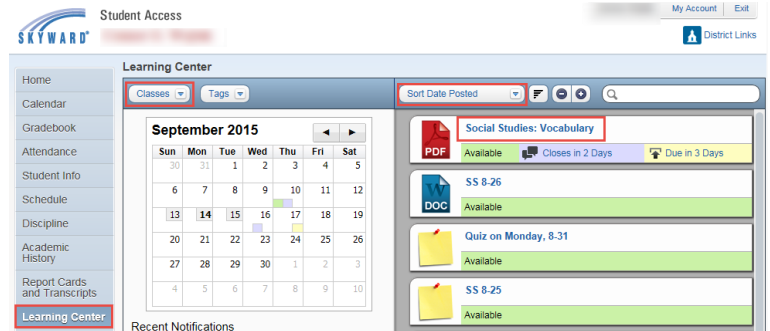
4. Select an individual post to view.

5. Content added by the teacher will appear. You may see attachments, discussion boards, and options for digital hand in.
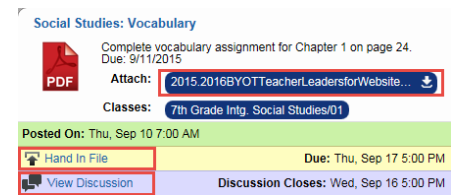
    Note
    It is very important that files are only handed in under the student account.

Homework

Please be in touch with your child's teacher to see where they plan to post Homework assignments.

Gradebook
Teachers may choose to enter both graded and ungraded homework assignments in the Gradebook. To view, select *Gradebook* from the Navigation Menu.

Message Center Posts
Teachers may choose to record homework assignments as posts that appear on your home screen message feed, calendar, and/or email accounts.
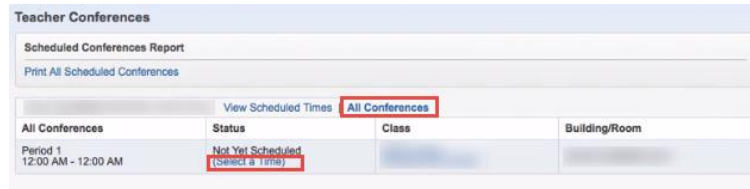
Course Learning Center
Teachers may choose to record homework assignments in the Course Learning Center. The CLC is visible to parents of students in grades 6-12.

Teacher Conferences

Skyward makes it easy to sign up for conference times with your child's teacher(s).

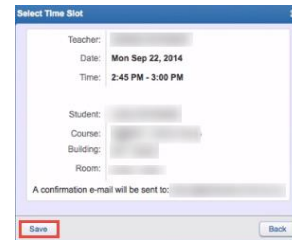1. Select *Teacher Conferences* from the navigation menu.

2. Select *All Conferences.*

3. Select the link for *Select a Time.*

4. View the available time slots and *Select* an open slot.

5. Confirm information is accurate and select *Save.*

Skyward Account Help

After selecting *Contact Us* you will see the option for Questions/Comments regarding **Registration Update** or **Family Access**.