

# Skyward (Family Access) Guide

1. To begin, go to

<https://www.springbranchisd.com/studentsfamilies/family-accessskyward>

This is the page where Skyward (Family Access) instructions, new features and other Skyward (Family Access) information will be posted.

Click on **Family Access/Skyward - Login.**

## FAMILY ACCESS/SKYWARD

FAMILY ACCESS / SKYWARD - LOGIN

### What is Skyward (Family Access)?

Skyward (Family Access) is a password-protected site that provides both parent attendance, and other data.

2. When the Skyward (Family Access) login screen opens, type in your Login ID and password. Then click on the Sign In button.



SPRING BRANCH ISD  
Student Live Database

Login ID:

Password:

Sign In

Login Area: Family/Student Access

09-13-10

3. The Easy Access tabs including Gradebook, Attendance and Calendar are located to the left of the screen.

- Home
- Online Registration
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Fee Management
- Academic History
- Report Cards
- Health Info
- Login History
- Back to Prior Family Access

4. The middle section of the screen displays the message center.

Post a message

Online Registration is now open until 03/20/2014

Online Registration at MEMORIAL H S for the 2014-2015 school year is now open, yet has not been completed for

[Go to Online Registration for](#)

(ART II / 001, Period 7)

Photography Fri May 1, 201 3:08pm

Parents,

You should have all received your invitation in the mail by now so this is a friendly reminder to come to see us on Tuesday, May 21.

Plan to come when your child has photography / electronic media class so that they can tour you around.

5. The right side of the screen lists all of the upcoming events and has a quick access link to the calendar.

Upcoming Events Calendar

Fri Mar 14, 2014

**Progress Report 5 Ends**  
MEMORIAL H S

Fri Mar 14, 2014

**Progress Report 5 Ends**  
WESTCHESTER ACADEMY INTL STUDY

Fri Mar 14, 2014

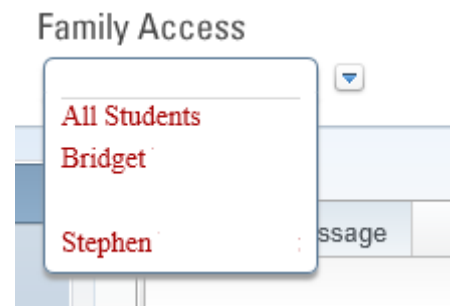
**Progress Report 5 Ends**  
WESTCHESTER ACADEMY HS

Fri Mar 14, 2014

**TERM 3 Ends**  
SPRING OAKS MIDDLE

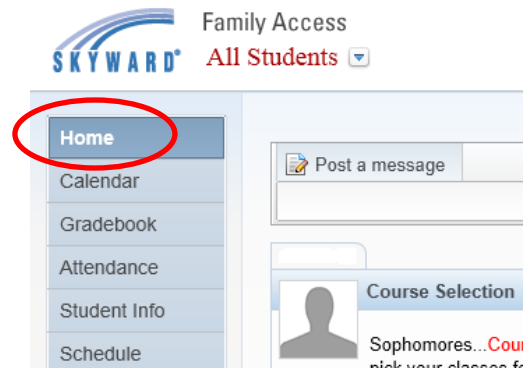
<p>6. <b>My Account</b> also allows you to update your email and phone numbers in this area.</p>	<p><b>Account Settings</b></p> <p>Email: <input type="text" value="@ymail.com"/></p> <p>Phone: (832) <input type="text"/> Ext: <input type="text"/></p> <p><input type="text"/> <input type="text"/> Ext: <input type="text"/></p> <p>Work <input type="text"/> (713) 251 Ext: <input type="text"/></p> <p><input checked="" type="checkbox"/> Show Google™ Translator in Family Access</p>
<p>7. To view screens in languages other than English, click the box in front of '<b>Show Google Translator in Family Access</b>'.</p>	<p><b>Account Settings</b></p> <p>Email: <input type="text" value="@ymail.com"/></p> <p>Phone: (832) <input type="text"/> Ext: <input type="text"/></p> <p><input type="text"/> <input type="text"/> Ext: <input type="text"/></p> <p>Work <input type="text"/> (713) 251 Ext: <input type="text"/></p> <p><input checked="" type="checkbox"/> Show Google™ Translator in Family Access</p>
<p>8. In <b>My Account</b>, you may select the Email Notifications you wish to receive for your student(s). If you have multiple students, the campuses attended will be listed.</p>	<p><b>Email Notifications</b></p> <p><input type="checkbox"/> Receive Daily Attendance Notifications for my student(s) by <input type="text" value="Email"/></p> <p><input checked="" type="checkbox"/> Receive Grading Emails for my student(s) <input type="text" value="?"/>   Assignment/Class Percent Overrides (If blank, the School default low and/or high percent)   Low: <input type="text" value="75"/> High: <input type="text"/> for</p> <p><input checked="" type="checkbox"/> Receive Progress Report Emails for my student(s)   <input type="radio"/> Daily <input checked="" type="radio"/> Weekly (every Saturday) <input type="radio"/> Monthly (1st of each month)</p>
<p>9. You can also change your login and password in <b>My Account</b>.</p> <p>Be sure to click <b>SAVE</b> to save your changes.</p>	<p><input checked="" type="checkbox"/> Save</p> <p><input type="checkbox"/> Change Login</p> <p><input type="checkbox"/> Change Password</p> <p><input type="checkbox"/> Undo</p>

10. You have the ability to view one or all of your students from one screen.



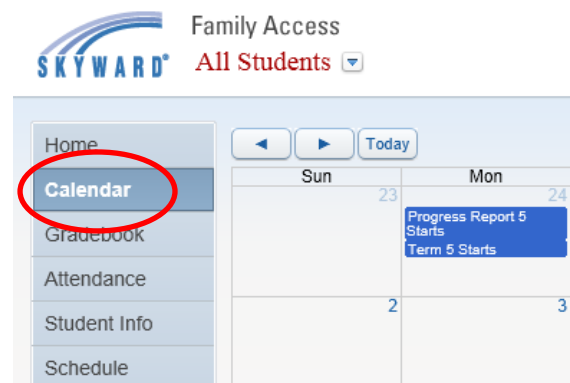
### 11. Home Page

Selecting **Home** on the Easy Access Tabs will access the Family Access Home page.

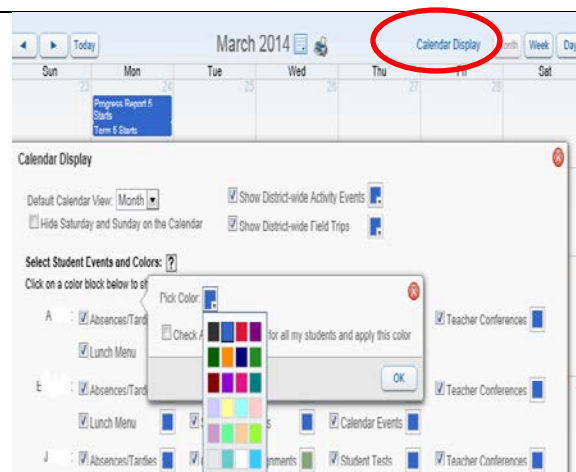


### 12. Calendar

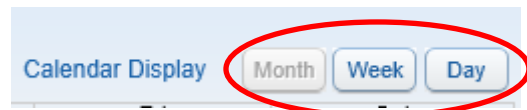
You can access the Calendar by clicking the **Calendar** tab on the Easy Access Tabs or selecting Calendar on the right side of the screen shown with Upcoming Events.



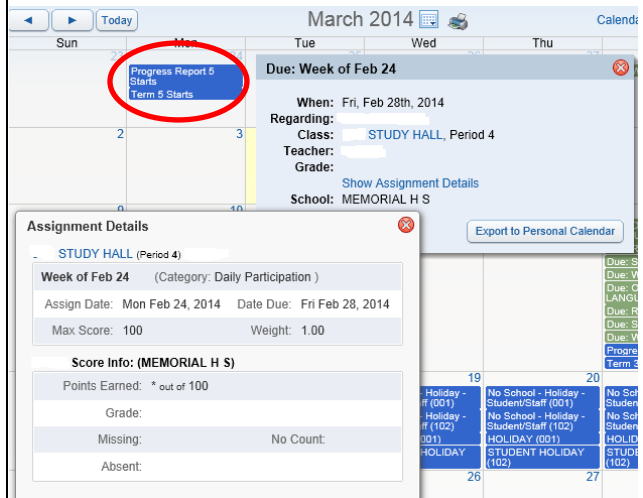
13. Clicking **Calendar Display** in the upper right corner of the screen allows changes to be reflected on the Calendar. Checkboxes allow items to be hidden or displayed. Each item (ie: Absences/Tardies, Gradebook, etc) and each student may be assigned a unique color by clicking the colored box next to the item. **Click SAVE when completed.**



14. The calendar may be displayed by **Month, Week** or **Day** by clicking the button containing the display name.

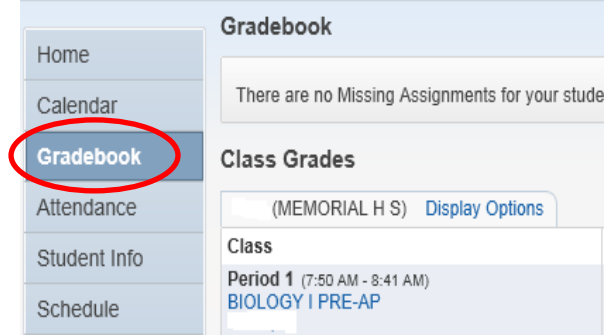


15. Click on calendar items to see detailed information.

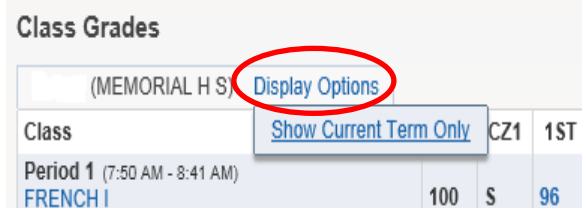


### 16. Gradebook

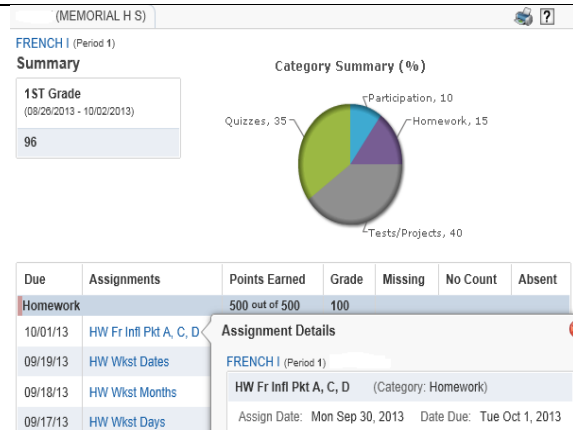
The Gradebook can be displayed by clicking on the **Gradebook** Easy Access tab.



17. You can **Show Current Term Only** by clicking on **Display Options** and making that selection.



18. You can click on a Marking Period grade to see detailed information about that grade. More detailed information can be viewed by clicking on an assignment.

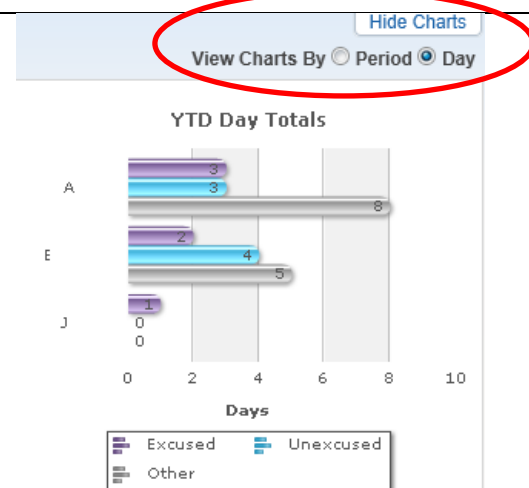


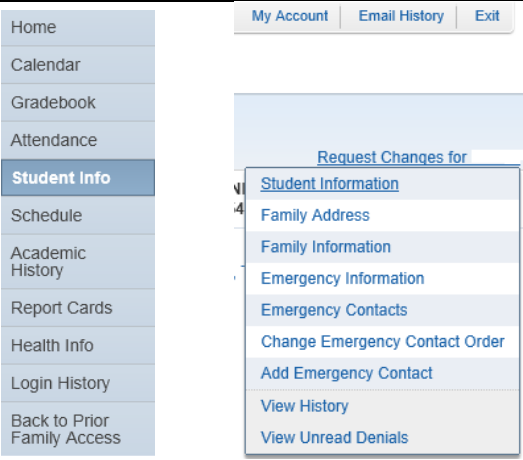
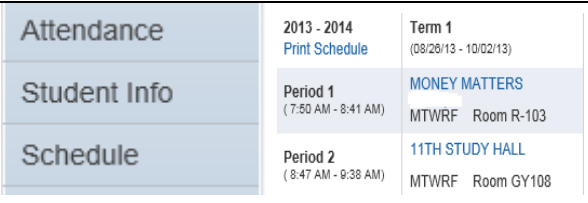
19. Attendance

Select the **Attendance** Easy Access tab to view attendance information.

20. To view information about the class, click on the class name.

21. Attendance charts may be viewed by **Period** or by **Day**. If you do not want the charts displayed, click on **Hide Charts**.



<p><b>22. Student Info</b></p> <p>Click the <b>Student Info</b> Easy Access tab to view student information for your student(s). The Student information shown is what has been entered in Skyward. Some changes (subject to approval) can be made by click on Request Change for</p>	
<p><b>23. Schedule</b></p> <p>Click the <b>Schedule</b> Easy Access to view your student(s) current schedule.</p>	
<p><b>24. The Schedule Tab's Display Options</b> allow the user to view <b>Current Term Only</b> or <b>All Terms</b>.</p>	