

Family Access and 'Posted' Information

This document explains what happens in Family Access when reports/information/grades are 'Posted' to Family Access. It covers the following areas:

- An Overview of what Parents See in Family Access
- Report Cards Posted to Family Access
- Transcripts Posted to Family Access
- What the Gradebook Tab Looks Like
- Neither GPA or Rank Permissions in Family Access
- GPA Permissions in Family Access
- Rank Permissions in Family Access
- What Academic History Looks Like
- Gradebook vs. Academic History

An Overview of what Parents See in Family Access:

When a parent logs into Family Access, this is an example of what they see on the **Home** page:

- **Note:** what options are shown here depends on which options the district set up for the parents to see. Not all districts/buildings will have the same options

The screenshot displays the Family Access interface for user Elvis A. Presley. On the left is a navigation menu with options: Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Fee Management, Activities, Academic History, Portfolio, Sky!ert, and Login History. The main content area features two posts:

- Scholarships for Seniors** (dated Wed Mar 23, 2016 8:19am): A message from Mrs. Henry's classroom webpage regarding local scholarships for graduating seniors, mentioning the Marine City Scholarship Foundation and a deadline of April 1st.
- Bert Van Dyke (Chorale / 01, Period 6)** (dated Thu Mar 10, 2016 7:57pm): A message about a Choir Festival on Monday for middle school and Tuesday for high school students (March 14-15), mentioning permission slips and a request for support with breakfast and uniforms.

On the right, the 'Upcoming Events' sidebar shows the current date as Friday, May 27, 2016, and lists events for the following weeks: Q4 Writing Workshop-Week 7 (Mon May 30, 2016, No School - Memorial Day at Marine City High School), Q4 Writing Workshop-Week 8 (Fri Jun 3, 2016), and Q4 Writing Workshop-Week 9 (Fri Jun 10, 2016).

- Home
- Ethnicity/Race
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Test Scores
- Student Services
- Homeroom
- Portfolio
- Skylert
- Login History

Report Cards and Transcripts, if posted to Family Access, show under the Portfolio tab

Report Cards Posted to Family Access:

If, when Report Cards are run, the option is checked to **Save Report Cards to Student Portfolio** is checked, it appears in the Portfolio tab

Report Card template option:

Save Report Cards To Student Portfolio Portfolio Record Description: 15-16 Full Year Report Card

Allow Parent's Signature ?

How it appears in Family Access:

- Home
- Ethnicity/Race
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Test Scores
- Student Services
- Homeroom
- Portfolio

Portfolio - Attachments

Description	Type	Created
15-16 Full Year Report Card	Report Card	Wed May 25, 2016 11:10am

Portfolio - Highlights

There are no highlights for Megan (Capac Jr/Sr High School)

If a parent clicks on the link for the 15-16 Full Year Report Card, they'll see the exact same thing as if you printed a report card out for them

Transcripts Posted to Family Access:

If, when Transcripts are run, the option is checked to **Save Transcripts to Student Portfolio** is checked, it appears in the Portfolio tab

Transcript template option:

Report Options

Grading Period: Run for Grading Period 8 Quarter 4/Semester

Run GPA Calc each time report is run

Print Header Page For Sort Sequence One

Save Transcripts To Student Portfolio

Portfolio Record Description: 15-16 Senior Transcript

How it appears in Family Access:

Portfolio - Attachments

Megan

Description	Type
15-16 Senior Transcript	Transcript
15-16 Full Year Report Card	Report Card

Portfolio - Highlights

There are no highlights for Megan (Capac Jr/Sr High School)

Home

Ethnicity/Race

Calendar

Gradebook

Attendance

Student Info

Schedule

Test Scores

Student Services

Homeroom

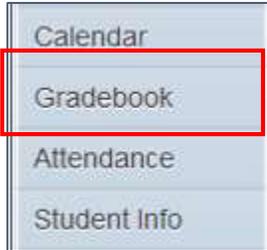
Portfolio

If a parent clicks on the link for **15-16 Senior Transcript**, the transcript will open and look exactly like it would if you printed one out for them

If you run the 'Posted' report 100 times today for either the report card or transcript, parents will see 100 copies of them when they click on the Portfolio tab

What the Gradebook tab looks like:

If a parent clicks on the Gradebook tab, this is an example of what they would see. Any time s/he logged in, s/he would see whatever is in the teacher's gradebook at that time



Missing Assignments (Show All)

Elvis has 5 missing assignments:
Due: 05/20/2016 Q4 Writing Workshop-Week 6, Creative Writing (Period 3) James McCulloch
05/19/2016 Ch 11 Overview, Forensic Science (Period 1) Paul Dimmer

Class Grades 

Elvis (Marine City High School) [Display Options](#) | [GPA / Class Rank](#) Grades posted ^C

Class	P1	Q1	P2	Q2	SE1	S1	P3	Q3	P4
▶ Public Speaking Period 1 (7:30 AM - 8:23 AM) Julie Woodard	A	A	A	A	A	A			
▶ Forensic Science Period 1 (7:30 AM - 8:23 AM) Paul Dimmer							A	A	A

Neither GPA or Rank permissions are turned on in Family Access

If, in Family Access permissions, neither GPA or Rank are turned on, this is what they see in the Gradebook:

Class Grades 

Megan (Capac Jr/Sr High School) [Display Options](#)

If you ran any reports that posted GPA and/or Rank to Family Access, they would not be able to see that information here. If you posted the transcript with this information, that's the only place they would be able to see Rank/GPA. The Transcript would be under the Portfolio tab

GPA permissions are turned on in Family Access

If GPA is turned on in Family Access, this is what that same area in the Gradebook looks like:



If you ran any reports that posted GPA information to Family Access, they would be able to see it here. If you posted the Transcript with GPA information, they would also be able to see the GPA in the Transcript, which would be under the Portfolio tab

Rank permissions are turned on in Family Access

If Rank is turned on in Family Access, this is what that same area in Gradebook looks like:



If you ran any reports that posted Rank information to Family Access, they would be able to see it here. If you posted the Transcript with Rank information, they would also be able to see the Rank in the Transcript, which would be under the Portfolio tab

If you run the GPA/Rank report 100 times today, parents will only see it displayed 1 time. Every time you run the "Posted" template, it overwrites whatever was previously displayed here

Academic History

If the option is turned on in Family Access to see Academic History, this is what it will look like in Family Access. It's basically a simplified transcript of all posted grades for all years the student has attended:

Student Services
Homeroom
Academic History
Portfolio
Skylert
Login History

2015 - 2016, Grade 12					
Class	Terms	ATH	P1	Q1	P2
AP European History	1 - 2	91	83	93	88
AP European History	3 - 4				
Blue Water Middle College 3hrS	1 - 2				
Blue Water Middle College 3hrS	3 - 4				
Business Math	3 - 4	93			
English 4A	1 - 2	89	99	95	88
English 4B	3 - 4	99			
Personal Finance	1 - 2	97	97	97	97
Strength and conditioning	3 - 4	85			
2014 - 2015, Grade 11					
Class	Terms		S1		S2
Chemistry	1 - 1		90		
Chemistry	2 - 2				89
Civics	1 - 1		91		

Gradebook vs. Academic History: what’s the difference?

Part of that depends on how your district/building is set up:

As a parent, if I look at the Gradebook tab, this is what I see for Elvis. Any time I log in I will see whatever is current in the teacher’s Gradebook

Elvis (Marine City High School) Display Options GPA / Class Rank						
Class	P1	Q1	P2	Q2	SE1	S1
▶ Public Speaking Period 1 (7:30 AM - 8:33 AM) Julie Woodard	A	A	A	A	A	A

As a parent, if I look at the Academic History tab, this is what I see for Elvis

Academic History							
Elvis (Marine City High School)							
2015 - 2016, Grade 12							
Class	Terms	P1	Q1	P2	Q2	SE1	S1
AP Calculus	1 - 2	93	96	95	96	100	97
AP Calculus	3 - 4						
Chorale	1 - 2	100	100	97	99	100	100
Chorale	3 - 4						
Creative Writing	3 - 4						
English Language Arts 12	1 - 2	98	97	100	96	97	97
English Language Arts 12	3 - 4						
Environmental Science	1 - 2	95	94	99	96	90	94
Forensic Science	3 - 4						
Ind Study Music	1 - 2	100	100	100	100	100	100
Ind Study Music	3 - 4						
Public Speaking	1 - 2	94	93	95	97	94	95

This is how the first part of the process works:

Throughout the course of the term, grade information for that term will only be displayed in the Gradebook. The grade here will change throughout the course of the term as assignments are added and graded. During this time, you can’t run a report card or transcript, as the grades exist only in the teacher’s gradebook.

So, how do the grades get into Academic History?

Let’s say that today’s the first day the grade input window is open. At midnight tonight the system will take whatever grade is in the teacher’s gradebook and put it in Academic History. From that point on, until the

window closes, anytime a teacher scores an assignment that changes the grade, it will instantly update the grade in both the teacher’s Gradebook and in Academic History.

Now, let’s say the grade input window closed yesterday. At the time it closed, the student had a B+ in both the Gradebook and Academic History. The teacher comes in (keep in mind that the window is closed) and realizes he forgot to score an assignment for Elvis. He does so and the grade in the Gradebook changes to an A. However, because the window is no longer open, the grade will not be posted to the Academic Area. As a result, the Gradebook will show an A, but the Academic Area will show a B+.

- Why? Because once the window is closed, information is no longer posted to Academic History.
- What would the teacher need to do? Submit a grade change request
- What would you need to do if you were ready to print the report card/transcript that same day? Accept the grade change request, then make sure that the box is checked in the report template to calculate GPA every time the report is run. What would happen if you didn’t do this?
 - An automated utility runs nightly that calculates the student GPAs based on their grade at the time it runs. If you change a grade during the day and print the reports the next day, you’d be okay because the utility ran the night before and updated the GPA from using the B+ to using the A. However, if you updated the grade today and wanted to print the reports today, nothing has yet happened that updated the GPA. Therefore, you want to always calculate GPA prior to displaying a report if that option is available

Why does the Gradebook show a letter mark and Academic History show a numeric mark in this example?

Some districts have their grades set up so that they appear (in this example) in the Gradebook as a letter grade, but once they’re posted to history, they are displayed as a numeric mark. Whatever is in the Academic Area is what will be printed on the transcript

How do I know if grades have been posted yet and/or how do I know what grade is going to print on the report card?

The easiest way is to look at the student’s Grades tab in Student Profile. Grades in green are in the Gradebook only and will not print on a report card. Grades in black are posted and will print on the report card.

Grades																	
Views: General		Filters: Grades															
Prd	Course	Clas	Description	S	Trm	P1	Q2	Q3	P2	Q4	SE1	S1	P3	P4	SE2	S2	
1	▶	WVPHED	01	Waived Physical Ed		S1						WV					
2	▶	01 H00341	01	Public Speaking		S1	94	97		95		94	95				
3	▶	01 H00955	03	Forensic Scienc		S2			95		85		94	95		90	
4	▶	02 H00497	01	Ind Study Music		S1	100	100		100		100	100				
5	▶	02 H00498	01	Ind Study Music		S2			100		100		100	100		100	