

Skyward Family Access:

Quick Reference Guide

1 Home
The Home tab will always return you to the Home Screen.

2 All Students
If you have multiple students you can choose to see all of your students at once or one student at a time.

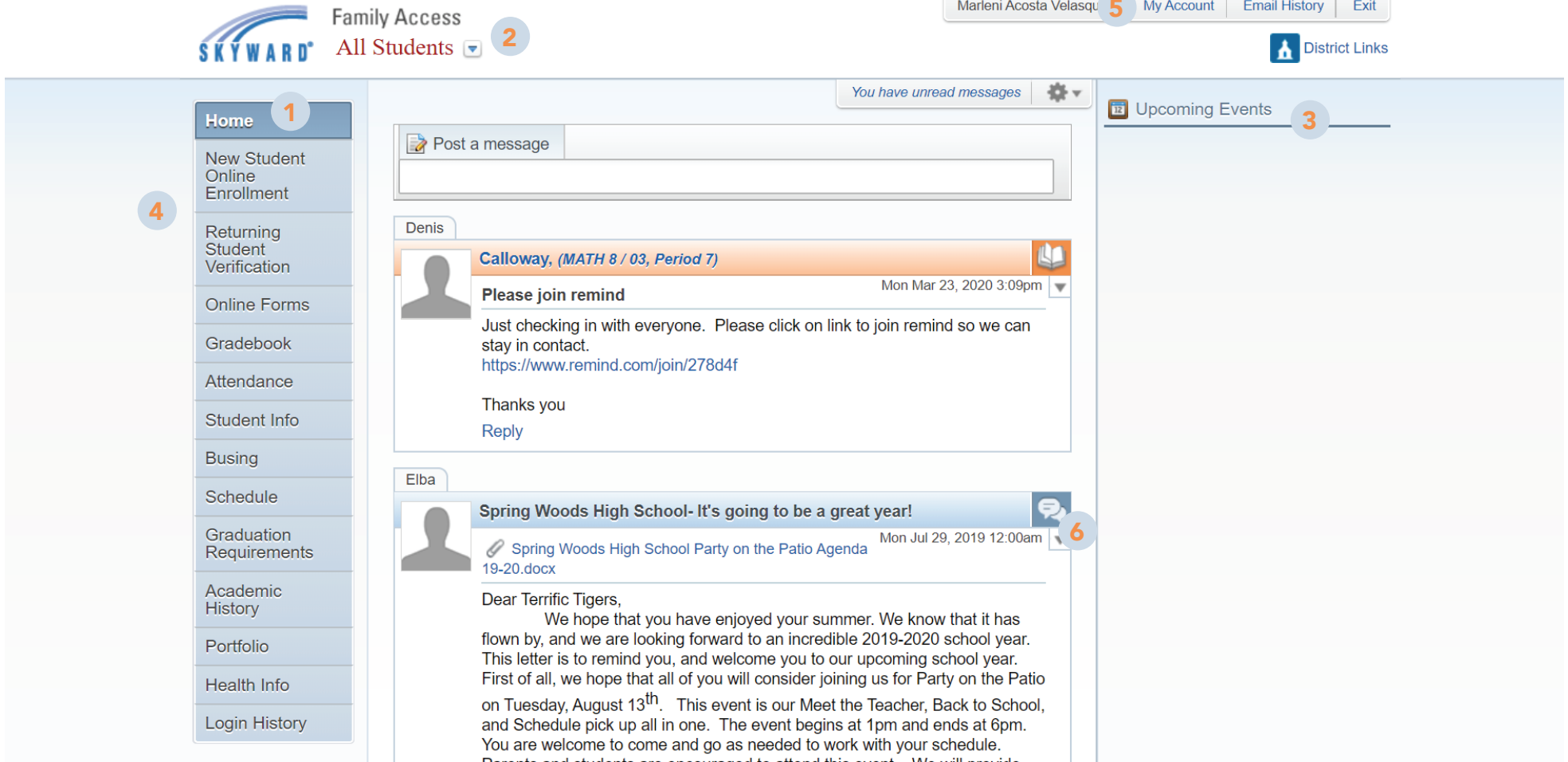
3 Upcoming Events
See upcoming events from the calendar.

4 Tabs
Click on a tab to access that information.

5 My Account
Change login, password, phone number and email. Choose email notifications for grades/attendance.

6 Message Center
Use the Message Center to view messages as well as send a message.

NOTE: If your browser window is too small, you will see a "+" instead of the tabs. Click the "+" to see the tabs.



The screenshot shows the Skyward Family Access interface. At the top left is the Skyward logo and "Family Access All Students" with a dropdown arrow and a callout '2'. At the top right is the user name "Marleni Acosta Velasquez" with a callout '5' and links for "My Account", "Email History", and "Exit". Below the user name is a "District Links" icon. On the left is a navigation menu with callout '4' and items: Home (callout '1'), New Student Online Enrollment, Returning Student Verification, Online Forms, Gradebook, Attendance, Student Info, Busing, Schedule, Graduation Requirements, Academic History, Portfolio, Health Info, and Login History. The main content area shows a "Post a message" box. Below it are two message cards. The first is from "Denis" with a callout '3' and subject "Calloway, (MATH 8 / 03, Period 7)", dated "Mon Mar 23, 2020 3:09pm", with the text "Please join remind" and a link. The second is from "Elba" with a callout '6' and subject "Spring Woods High School- It's going to be a great year!", dated "Mon Jul 29, 2019 12:00am", with a document icon and the text "Spring Woods High School Party on the Patio Agenda 19-20.docx". At the top right of the message area is a notification "You have unread messages" and a settings gear icon. On the right side of the message area is a "Upcoming Events" section with a callout '3'.

Skyward Navigation Guide

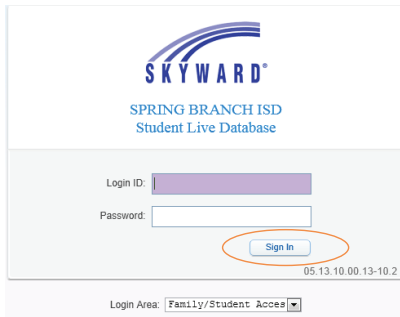
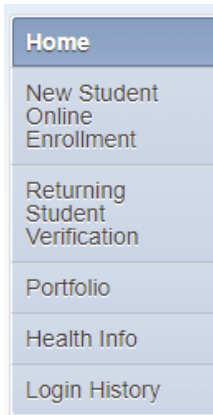
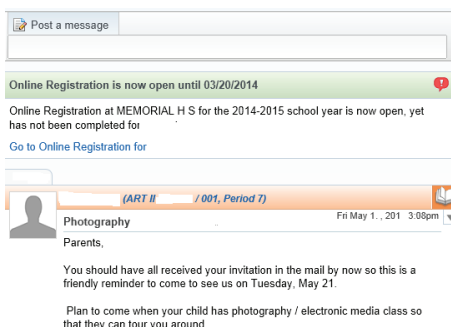
To begin, go to www.springbranchisd.com/studentsfamilies/family-accessskyward

STUDENTS & FAMILIES > FAMILY ACCESS/SKYWARD

FAMILY ACCESS/SKYWARD

FAMILY ACCESS / SKYWARD - LOGIN

*Click on Login - Skyward (Family Access).

01

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

02

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

03

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

04

The middle section of the screen displays the message center.

Upcoming Events	Calendar
Fri Mar 14, 2014	Calendar
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	

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

Account Settings

Email:

Phone: (832) Ext:

Ext:

Work (713) 251 Ext:

Show Google™ Translator in Family Access

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My Account also allows you to update your email and phone numbers in this area.

Account Settings

Email:

Phone: (832) Ext:

Ext:

Work (713) 251 Ext:

Show Google™ Translator in Family Access

07

To view screens in languages other than English, click the box in front of '**Show Google Translator in Family Access.**

Email Notifications

Receive Daily Attendance Notifications for my student(s) by

Receive Grading Emails for my student(s)
Assignment/Class Percent Overrides (If blank, the School default low and/or high)
Low: High: for

Receive Progress Report Emails for my student(s)
 Daily Weekly (every Saturday) Monthly (1st of each month)

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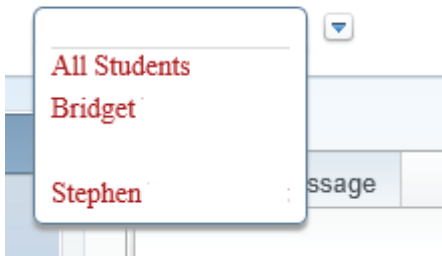
In **My Account**, you may select the Email Notifications you wish to receive for your student(s). If you have multiple students, the campuses attended will be listed.

09

You can also change your login and password in **My Account**.

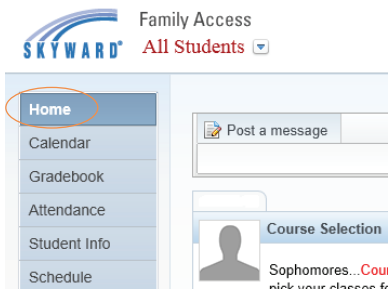
Be sure to click **SAVE** to save your changes.

Family Access



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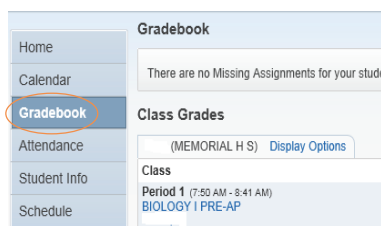
You can view one or all of your students from one screen.



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Home Page

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

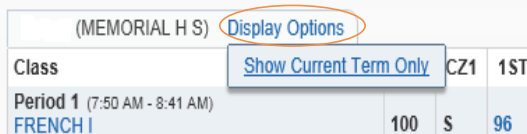


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Gradebook

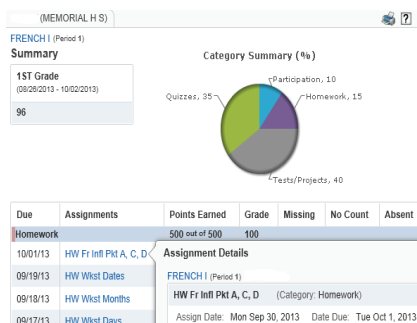
The Gradebook can be displayed by clicking on the Gradebook Easy Access tab.

Class Grades



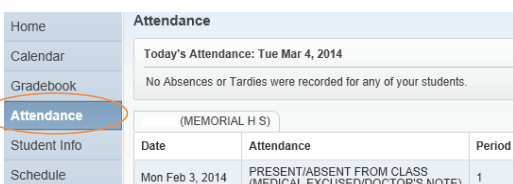
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You can **Show Current Term Only** by clicking on **Display Options** and making that selection.



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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.



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Attendance

Select the Attendance Easy Access tab to view attendance information.

Attendance

Today's Attendance: Tue Mar 4, 2014

No Absences or Tardies were recorded for any of your students.

(MEMORIAL H S)

Date	Attendance	Period	Class
Mon Feb 3, 2014	PRESENT/ABSENT FROM CLASS (MEDICAL EXCUSED/DOCTOR'S NOTE)	1	FRENCH I
Thu Jan 30, 2014	PRESENT/ABSENT FROM CLASS (TESTING)	1-8	View Classes

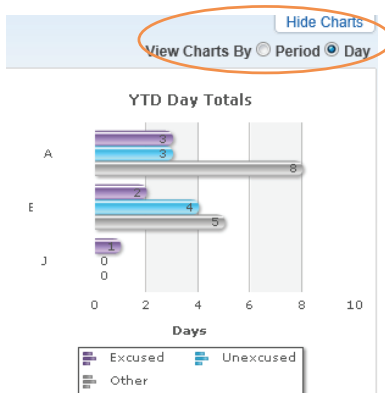
Class Info

FRENCH I (Period 1)

MEMORIAL H S	Dept: Foreign Language
Alphakey / Section: FL212B / 001	Subj: Other Languages
Course Length: Semester 2	Credits: 0.500
Curriculum: FRENCH I	Grades: 9 - 12
Explanation: FRENCH I	

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



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

Home [My Account](#) [Email History](#) [Exit](#)

Calendar

Gradebook

Attendance

Student Info [Request Changes for](#)

Schedule

Academic History

Report Cards

Health Info

Login History

Back to Prior Family Access

Student Information
Family Address
Family Information
Emergency Information
Emergency Contacts
Change Emergency Contact Order
Add Emergency Contact
View History
View Unread Denials

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Student Info

Click the Student Info 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 clicking on Request Change.

Attendance	2013 - 2014 Print Schedule	Term 1 (08/28/13 - 10/02/13)
Student Info	Period 1 (7:50 AM - 8:41 AM)	MONEY MATTERS MTWRF Room R-103
Schedule	Period 2 (8:47 AM - 9:38 AM)	11TH STUDY HALL MTWRF Room GY108

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Schedule

Click the **Schedule** Easy Access to view your student(s) current schedule.

H S) [Display Options](#) *Current Year*

Term 1 (08/26/13 - 10/02/13)	Term 2 (10/03/13 - 11/08/13)
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The **Schedule** Tab's **Display Options** allow the user to view **Current Term Only** or **All Terms**.