

Skyward Tips for Grades, Email Notifications and Account Information

How to Check Your Scholar's Grades:

1. Log in to Skyward Family Access from a computer.
2. Click on "Gradebook" tab on the left side of the screen.
 - a. Once on this page, every item that is **BLUE** is a **CLICKABLE** item that will give you more information.
 - b. If you want to know the specifics of an individual grade, click on that grade. Another window will open giving you all the assignments that make up that grade.

See Figures B and C.

Parent Name is here

John Doe

Select Language

Gradebook

There are no Missing Assignments.

Class Grades

Grades posted to the report card are in bold. Current grades are highlighted.

Name	Class	Q1	Q2	S1	Q3	Q4	S2	EX	FG
	Advanced Honors Algebra II Period 1 (8:15 AM - 9:35 AM)	82		82				82	
	Quiz P-4-6 Due: 09/05/2019 (Q1)	100							
	Unit 2 Homework Due: 08/30/2019 (Q1)	85							
	Unit 1 Test P-1-3, 1, 1, 2, 5, 7 Due: 08/19/2019 (Q1)	77							
	Unit 1 Homework Due: 09/16/2019 (Q1)	100							
	P-1-3 Due: 08/12/2019 (Q1)	73							
	ACT Prep Period 1 (8:15 AM - 9:35 AM)								
	Advanced Creative Writing Period 1 (8:15 AM - 9:35 AM) Stacy Reese Hendricks								
	Cul Arts II Period 2 (9:42 AM - 11:02 AM)	100							
	Bakery Prep Due: 09/05/2019 (Q1)	100							
	Food Preparation Due: 09/04/2019 (Q1)	100							

Figure B: Click on "Gradebook" to see your student's grades. Click on the blue words and numbers because this action will open on a new window to give you more information about that item.

Summary

FG Grade	Score (%)	Points Earned
82	82.47	

Grade Breakdown:

EOC Test %:	Score (%)	Points Earned
Q2:	(15% of Final grade)	
Q1: 82	(42.5% of Final grade)	160 out of 194

Due	Assignment	Grade	Score(%)	Points Earned	Missing	No Count	Absent
Formative Assessment							
Q2							
Q1							
There are no Formative Assessment assignments							
Minor Assignments							
Q2							
Q1							
08/30/19	Unit 2 Homework	85	85.00	17 out of 20			
08/16/19	Unit 1 Homework	100	100.00	20 out of 20			
Project/Pres/Labs							
Q2							
Q1							
There are no Project/Pres/Labs assignments							
Quizzes							
Q2							
Q1							

Figure C: This is similar what you will see when you click on a specific grade. More specifics that make up the grade will be displayed.

Skyward Tips for Grades, Email Notifications and Account Information

How to Set Up Email Notifications: **THIS IS THE BEST WAY TO STAY INFORMED OF YOUR STUDENT'S GRADES!!**

1. First, click on "MY ACCOUNT" in the top right hand corner of your Skyward Homepage.

See Figure D.

2. You will see Email Notifications towards the bottom of the window.
3. Check All the boxes that you would like information about and how often you would like to receive the information.
 - a. The second check mark item allows you to set a parameter if a grade falls below a certain number.

NOTE: In the example below, this parent put "70" in the "Low" text field. This means that the parent will be immediately notified if their student receives a grade on any assignment, test, quiz, etc. that falls below 70. **See Figure E.**

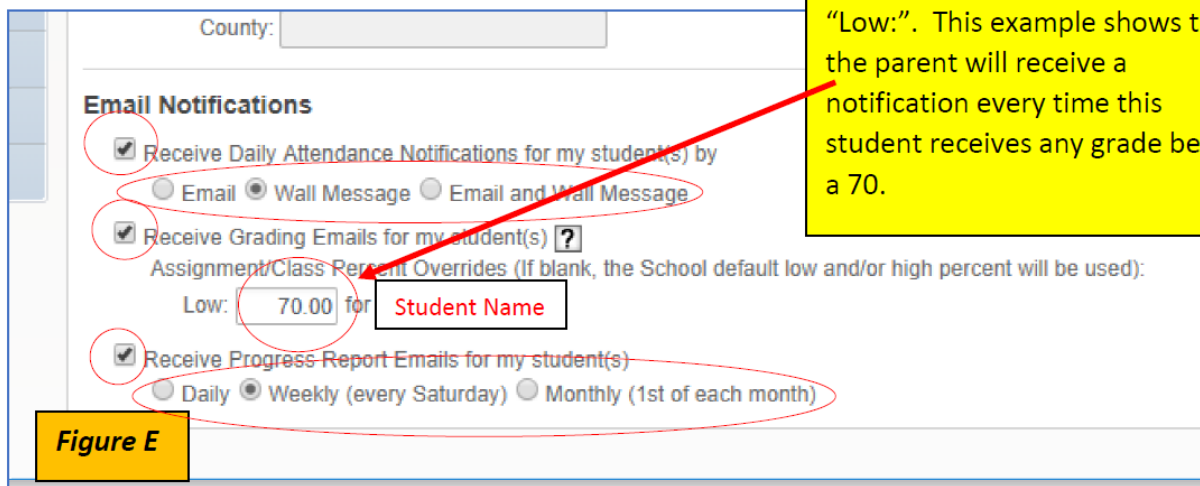
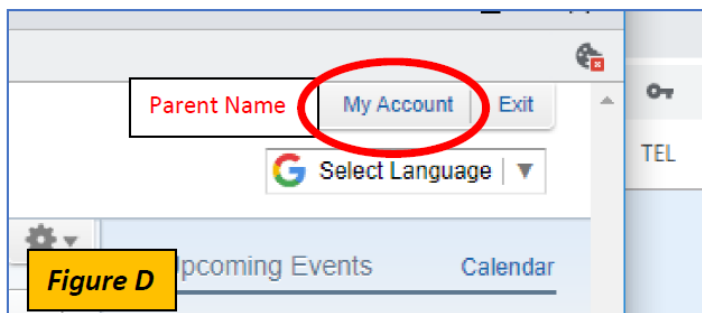


Figure E: Put a number in for "Low:". This example shows that the parent will receive a notification every time this student receives any grade below a 70.

Updating Your Account Information:

It is important to keep your Account information up-to-date. Anytime your address, cell phone number or home numbers change, you will need to update this information. To do this, please contact the Lacy Enrollment Center using the information below:

Lacy Enrollment Center

Phone: 972.291.2583

Email: RegistrationHelp@chisd.net