

# Skyward Family Access Guide

*Images in this guide are from the Skyward website, but the same options are available in the Skyward mobile app.*

## Grading Periods

Our grading periods are 9 weeks long with progress reports at 3 and 6 weeks. These are reported in Skyward as follows:

**P11** – Progress Report 1 for 1<sup>st</sup> 9 Weeks

**P12** – Progress Report 2 for 1<sup>st</sup> 9 Weeks

**9W1** – Report Card for 1<sup>st</sup> 9 Weeks

**P21** – Progress Report 1 for 2<sup>nd</sup> 9 Weeks

**P22** – Progress Report 2 for 2<sup>nd</sup> 9 Weeks

**9W2** – Report Card for 2<sup>nd</sup> 9 Weeks

**S1** – Semester 1 (average of 9W1 and 9W2)

**P31** – Progress Report 1 for 3<sup>rd</sup> 9 Weeks

**P32** – Progress Report 2 for 3<sup>rd</sup> 9 Weeks

**9W3** – Report Card for 3<sup>rd</sup> 9 Weeks

**P41** – Progress Report 1 for 4<sup>th</sup> 9 Weeks

**P42** – Progress Report 2 for 4<sup>th</sup> 9 Weeks

**9W4** – Report Card for 4<sup>th</sup> 9 Weeks

**S2** – Semester 2 (average of 9W3 and 9W4)

**FIN** – Final Grade (average of S1 and S2)

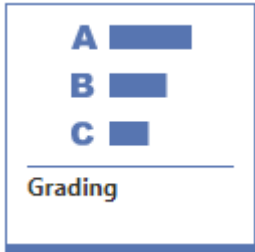
## Navigating between students

If you have more than one student enrolled in the district, switch between them at top or select “View All”



# Viewing In Progress Grades

Click the **Grading** tile in Skyward Family Access..



The Grades screen shows the student's averages for all grading periods for each class. The current grading period is highlighted in blue. Click a hyperlinked grade to view assignments for the corresponding class/grading period. Click an assignment name to view assignment details.

STUDENT GRADES -

Grades Filter (Grades Tab):  Current Classes  All Year

School Year Filter (Other Tabs):  Current Year  All Years

**Student 1**  
HUGHES SPRINGS EL  
2022-2023

**GRADES**

Class	Missing Assignments	P11	P12	9W1	P21	P22	9W2	S1	P31
<b>WRITING/SPELLING</b>									
Period 1 - Year		100	100	100	100	100	100	100	
<b>READING</b>									
Period 2 - Year		100	99	98	90	90	90	94	
<b>HOMEROOM</b>									
Period 2 - Year				E				E	
<b>MATH</b>									
Period 3 - Year		100	91	91	90	90	90	91	
<b>ART</b>									
Period 5 - Year									

STUDENT GRADES -

Grades Filter (Grades Tab): Highlighted columns are the current Grading Period.  Current Classes  All Year

School Year Filter (Other Tabs):  Current Year  All Years

**Student 1**  
HUGHES SPRINGS EL  
2022-2023

**GRADES**

Class	Missing Assignments	P11	P12	9W1	P21	P.
<b>WRITING/SPELLING</b>						
Period 1 - Year		100	100	100	100	1
<b>READING</b>						
Period 2 - Year		100	99	98	90	1
<b>HOMEROOM</b>						
Period 2 - Year				E		
<b>MATH</b>						
Period 3 - Year		100	91	91	90	1
<b>ART</b>						
Period 5 - Year						
<b>LIBRARY</b>						
Period 5 - Year						
<b>MUSIC</b>						
Period 5 - Year						
<b>PE</b>						
Period 5 - Year						
<b>SCIENCE/SOCIAL STUDIES</b>						
Period 5 - Year		100	100	96	85	1
<b>GENERATION GENIUS</b>						
Period 5 - Year						

**MATH** 9W1 91.00 % 91.00 %

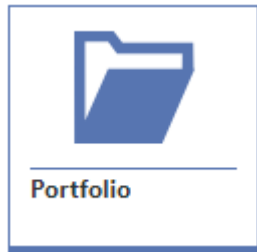
Teacher 08/11/2022-10/07/2022

Period 3 - Year

Description	Due Date	Grade	Score	Points Earned
<b>ALL GRADES</b>		91	90.80%	1,362.00 / 1,500.00
<a href="#">Assignment Name</a>	08/16/2022	100	100.00%	100.00 / 100.00
<a href="#">Assignment Name</a>	08/26/2022	100	100.00%	100.00 / 100.00
<a href="#">Assignment Name</a>	09/02/2022	97	97.00%	97.00 / 100.00
<a href="#">Assignment Name</a>	09/02/2022	92	92.00%	92.00 / 100.00
<a href="#">Assignment Name</a>	09/02/2022	89	89.00%	89.00 / 100.00
<a href="#">Assignment Name</a>	09/09/2022	90	90.00%	90.00 / 100.00
<a href="#">Assignment Name</a>	09/09/2022	85	85.00%	85.00 / 100.00
<a href="#">Assignment Name</a>	09/16/2022	80	80.00%	80.00 / 100.00
<a href="#">Assignment Name</a>	09/16/2022	83	83.00%	83.00 / 100.00
<a href="#">Assignment Name</a>	09/23/2022	100	100.00%	100.00 / 100.00
<a href="#">Assignment Name</a>	09/23/2022	99	99.00%	99.00 / 100.00
<a href="#">Assignment Name</a>	09/30/2022	90	90.00%	90.00 / 100.00
<a href="#">Assignment Name</a>	09/30/2022	86	86.00%	86.00 / 100.00
<a href="#">Assignment Name</a>	10/07/2022	80	80.00%	80.00 / 100.00
<a href="#">Assignment Name</a>	10/07/2022	91	91.00%	91.00 / 100.00

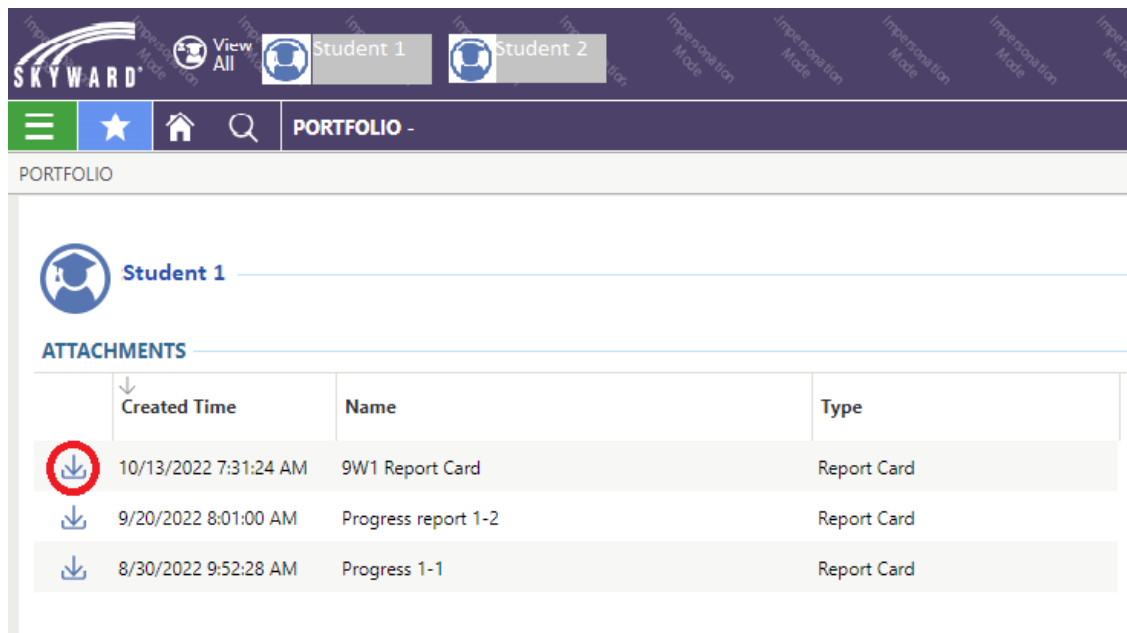
# Viewing Progress Reports and Report Cards




Click the **Portfolio** tile in Skyward Family Access.



The Portfolio page contains a list of the student's progress reports and reports cards.

Click the download icon to the left of each item to view.

The screenshot shows the Skyward Family Access interface. At the top, there is a navigation bar with the Skyward logo, a "View All" button, and two student selection buttons labeled "Student 1" and "Student 2". Below this is a secondary navigation bar with a menu icon, a star icon, a home icon, a search icon, and the text "PORTFOLIO -". The main content area is titled "PORTFOLIO" and features a section for "Student 1" with a graduation cap icon. Underneath, there is an "ATTACHMENTS" section containing a table with three columns: "Created Time", "Name", and "Type".

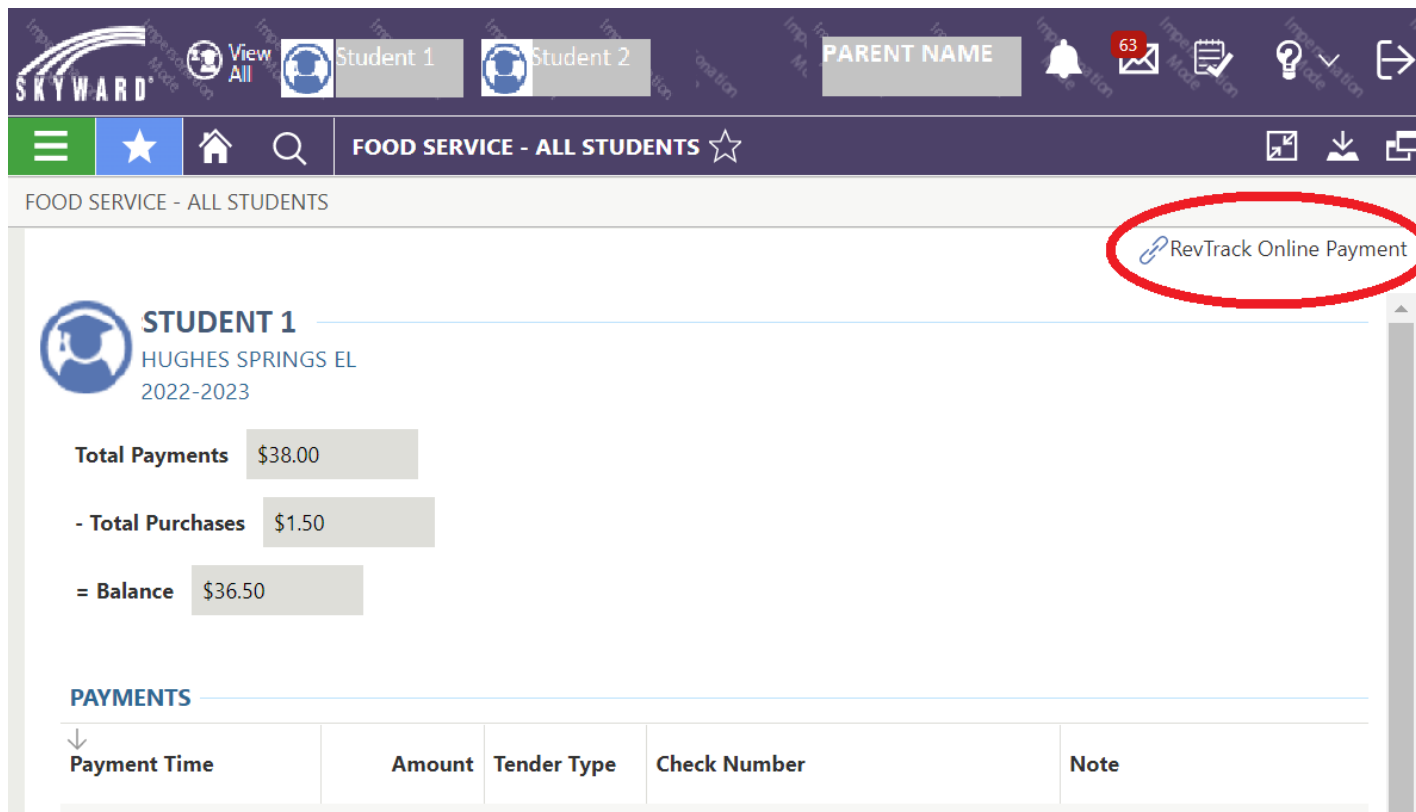
	Created Time	Name	Type
	10/13/2022 7:31:24 AM	9W1 Report Card	Report Card
	9/20/2022 8:01:00 AM	Progress report 1-2	Report Card
	8/30/2022 9:52:28 AM	Progress 1-1	Report Card

# Make Food Service Payments with RevTrak

Click the **Food Service** tile in Skyward Family Access



This page shows purchases, payments, and current balance for each student. To make a payment, click the **RevTrak Online Payment** link in the top right



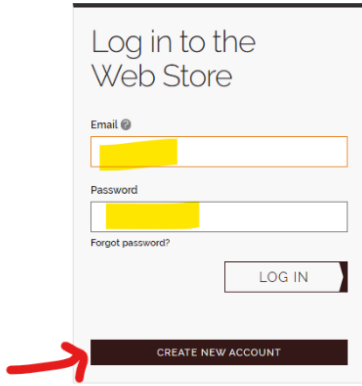
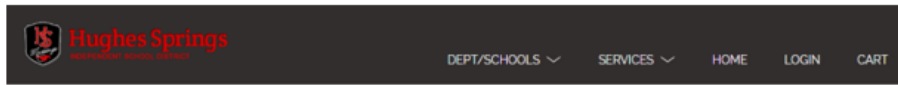
The screenshot displays the Skyward Family Access interface. At the top, there is a navigation bar with the Skyward logo, a 'View All' button, and buttons for 'Student 1' and 'Student 2'. A 'PARENT NAME' field is visible. On the right side of the navigation bar, there are icons for notifications (with a '63' badge), a calendar, a help icon, and a search icon. Below the navigation bar, there is a search bar containing 'FOOD SERVICE - ALL STUDENTS' and a star icon. To the right of the search bar are icons for print, download, and share. The main content area is titled 'FOOD SERVICE - ALL STUDENTS'. In the top right corner of this area, the link 'RevTrak Online Payment' is circled in red. Below this, the student's information is displayed: 'STUDENT 1', 'HUGHES SPRINGS EL', and '2022-2023'. A summary of payments and purchases is shown:

Total Payments	\$38.00
- Total Purchases	\$1.50
= Balance	\$36.50

Below the summary, there is a section titled 'PAYMENTS' with a dropdown arrow. A table with the following columns is visible:

Payment Time	Amount	Tender Type	Check Number	Note
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This will bring you to the RevTrak login page. Log in or create a new account.



Click **Make One-Time Payment** and proceed with checkout.

