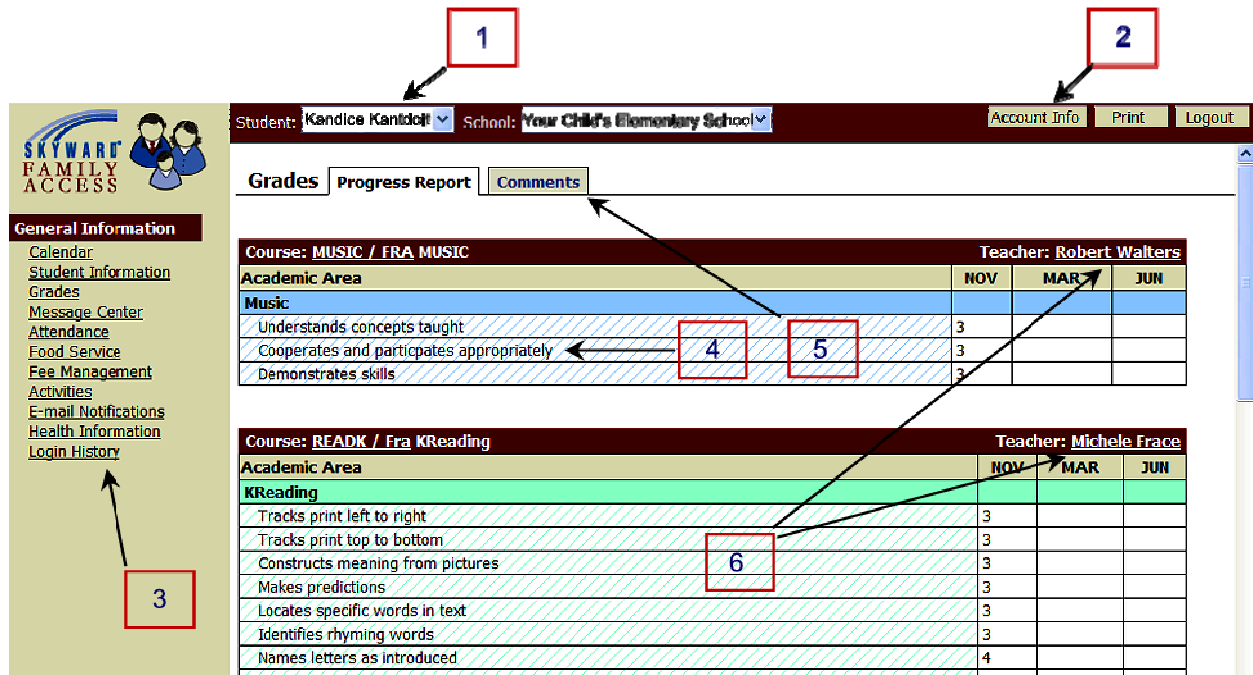


NAVIGATING IN FAMILY ACCESS

Family Access is a Web module that allows family members to access student information over the Internet using a secure login initially assigned by the school district. Parents/guardians can become more involved in their student's educational efforts by opening additional lines of communication with their school.

All of the headings and links that are available to guardians and students will display down the left side of the screen. Simply click on the underlined information area that you want to display. Use the information tabs and underlined hyperlinks to access additional information. Depending on individual district or school configuration, student information is just a click away!

Below are some generalized navigation instructions. As you browse through Family Access you will find that navigation will open various screens of student information and contact links.



The screenshot displays the Skyward Family Access interface. At the top, there is a navigation bar with a 'Student' dropdown menu (labeled 1) showing 'Kandice Kandoci' and a 'School' dropdown menu showing 'Your Child's Elementary School'. To the right of the navigation bar are links for 'Account Info' (labeled 2), 'Print', and 'Logout'. On the left side, there is a 'General Information' sidebar (labeled 3) with various links. The main content area shows 'Grades' information for two courses: 'MUSIC / FRA MUSIC' and 'READK / Fra KReading'. The 'MUSIC' section includes a table with columns for 'Academic Area', 'NOV', 'MAR', and 'JUN'. The 'Comments' tab (labeled 5) is active. The 'Grades' column (labeled 4) shows scores for various standards. The 'Teacher' name 'Robert Walters' is a hyperlink (labeled 6). The 'READK' section also shows a table with scores for various standards.

1. Near the top of the page is a **Student** selection drop-down list that contains the students associated with the family. Family Access will display information for the students that are visible in this list.

2. The **Account Info** area provides the user to configure their Family Access account. If enabled, user's can change their login/password information, and update their email information.

3. The information applications listed under the **General Information** will vary depending on district and school configuration. To access information, click on the desired application for additional information. In this example, we have provided student **Grades** information.

4. In **Grades**, the class standards are shown for the subject, with the corresponding number grade the student received in this "standard" or skill for the current grading period.

5. On the **Grades** page, you will see **Comments** tabs that contains notes associated with the student.

6. You may click on the **teacher's name hyperlink** to send an email message directly to your student's teacher.