

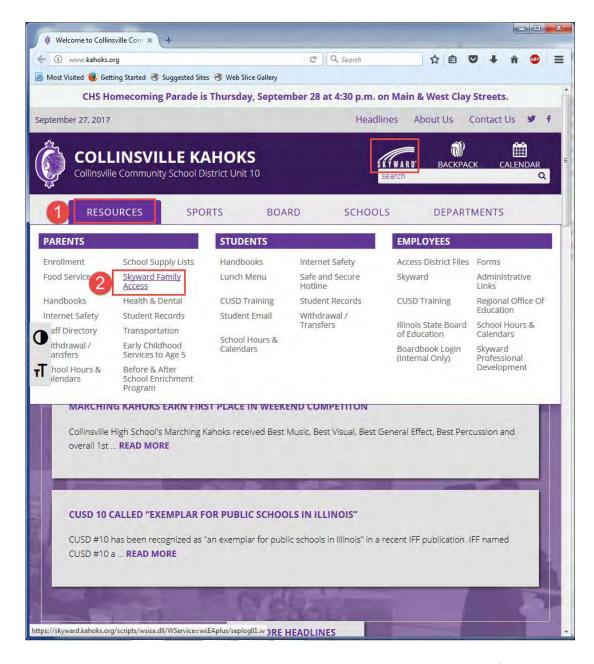
Family Access User Guide

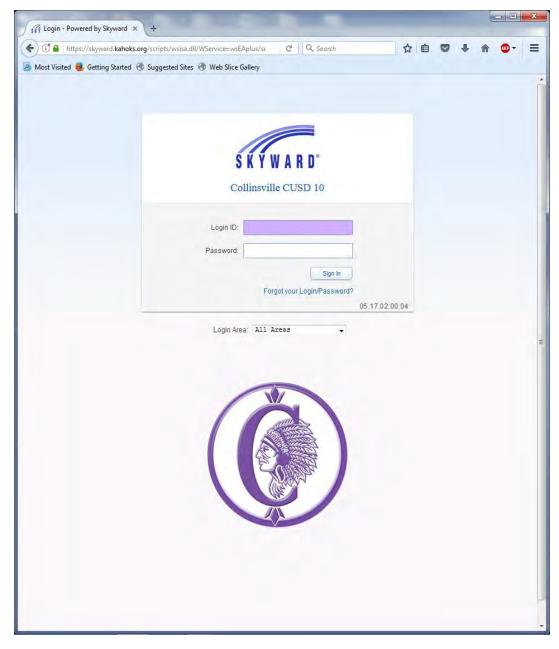


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Introduction & Account Information

- Skyward Family Access is an online portal which allows parents/guardians electronic access to school related information.
- The Family Access portal allows you to view information on multiple children from a single parent/guardian account.
- Using Family Access, you can view multiple areas of student information including grades, attendance, school calendar and emergency contact information.
- The Family Access system login link is located in the Parents section of the Resources menu at www.kahoks.org.
- It can also be accessed by clicking on the Skyward link in the website header.





- To enter Family Access from this login screen, you will need your district-provided username and password. This is the same username and password that you used to register your child online at the beginning of the year.
- If this is the first time you have logged into the system, you
 will be prompted to reset your password. Your new password
 must be at least 8 characters long and contain at least 2
 numbers.
- If you have forgotten your username or password, you can use the "Forgot your Login/Password?" link just below the Sign In button.

Please Note: Parent/Guardian usernames use the format firstname.lastname (using the first and last name of the parent/guardian, not the student.)

Navigation

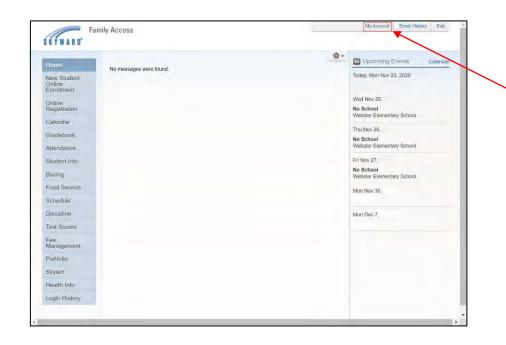
- This the Family Access home screen. From this screen you can navigate to any area of the system.
- In the center of the home screen is the Message Center. This is where messages from your child's teacher or school will be displayed.
- Upcoming events will be displayed on the right.





The Family Access System is designed to automatically adjust it's display options for the screen size upon which it's being viewed. As a result, you may not see the full navigation menu when first opening the home screen. If you only see a plus button, clicking it, will expand the full menu and allow you to navigate to any area of the system.

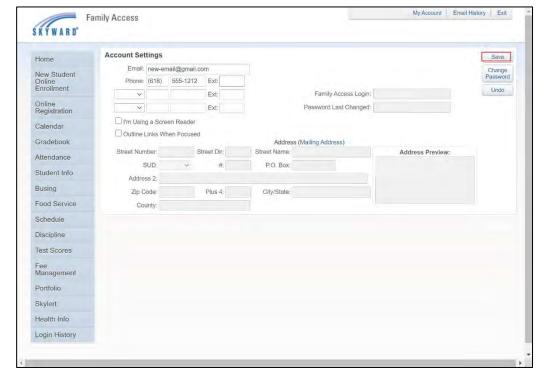
Updating your Phone Number and/or Email Address



You can update your phone number and email address by clicking the **My Account** link in the top right corner.

From this screen you can change your email address and primary phone number or add additional numbers. Click **Save** when finished.

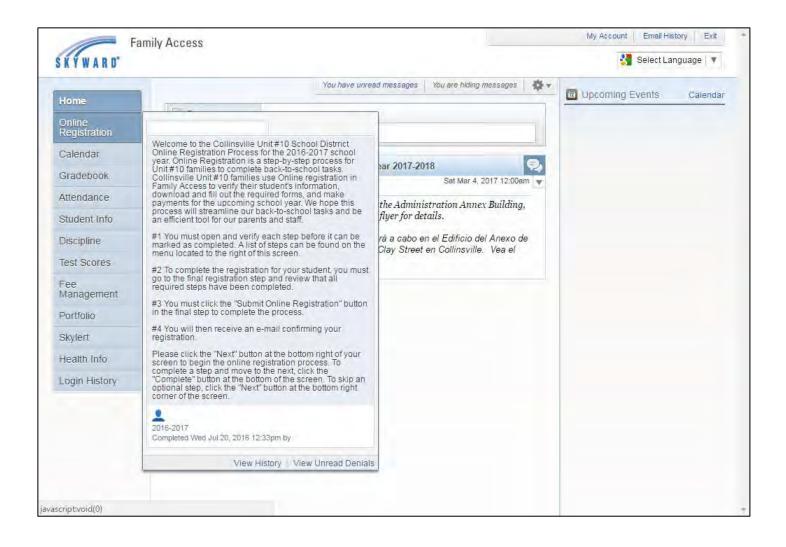
Note: To make changes to your home address, please contact your school secretary or the student services office.



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Online Registration

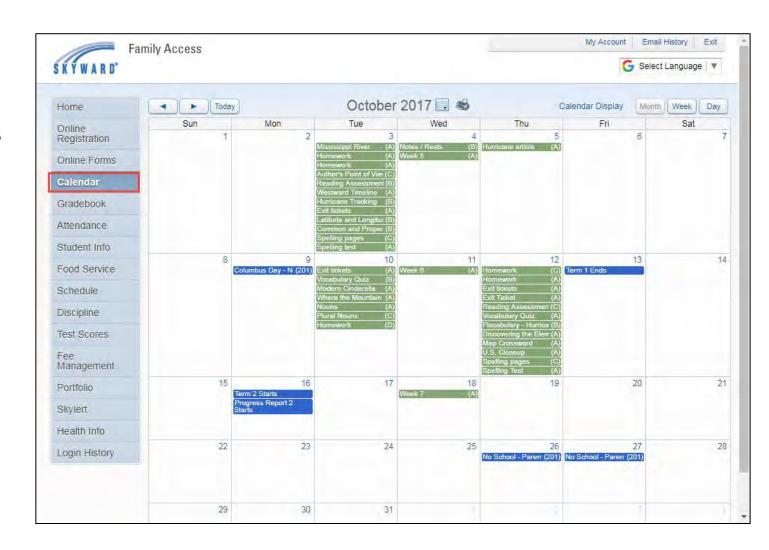
- The online registration section of Family Access is used to register your child for the upcoming school year.
- You'll be receiving more information about this process over the summer.

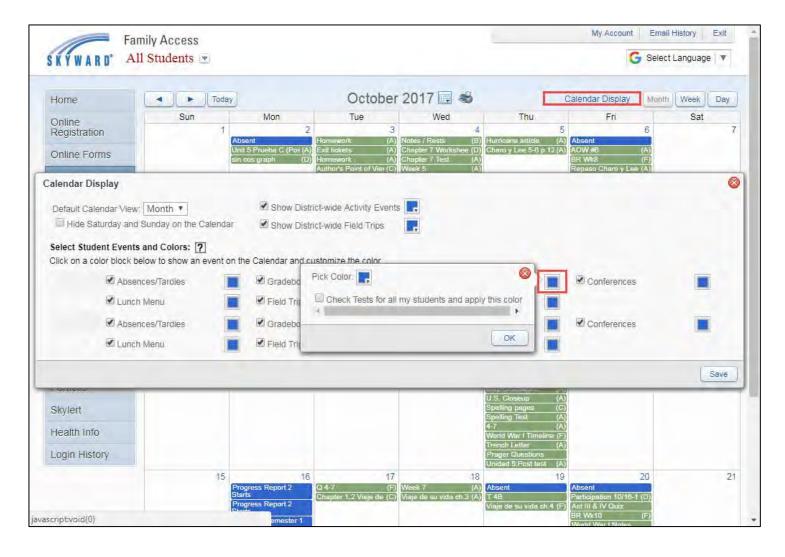


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Calendar

- Another feature available within Family Access is a school calendar.
- School Holidays and events will be listed here.
- If your child has any attendance events such as absences or tardies within the month they will be displayed here as well.
- Clicking on a calendar item will display more details about that item.



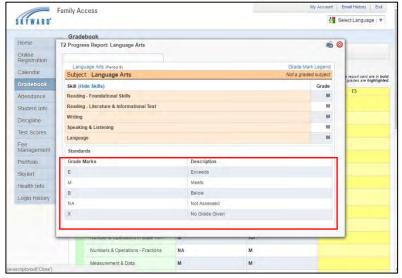


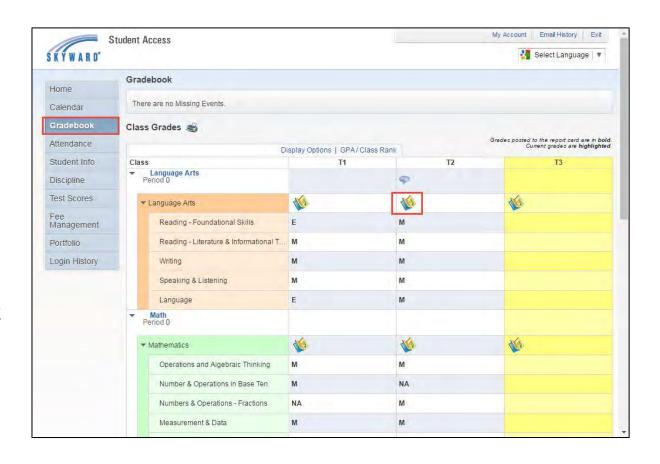
- Click on Calendar Display to change the calendar options.
- From the Calendar Display menu you can change the default display type from Month to Week or Day.
- You can also select which types of events you would like to see on your calendar. To select an object, click on the check box.
- You can modify the color for the event by clicking the box to the right of the option and then selecting Pick Color.

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Gradebook - Elementary

- Clicking the gradebook link on the left will open the Class Grades screen.
- At the elementary level, subjects are split into skill areas. Not all skill areas are assessed in every trimester. Skill areas not assessed will be assigned a score of NA.
- To see the more information about the term grade, click on the gradebook icon in the column for that term.

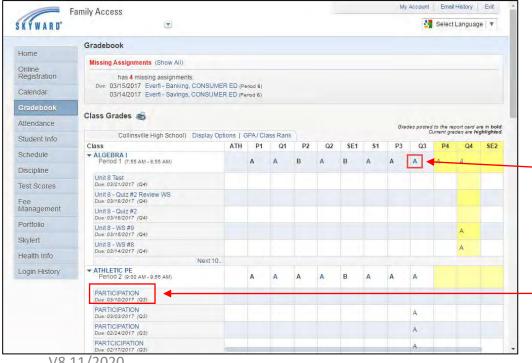


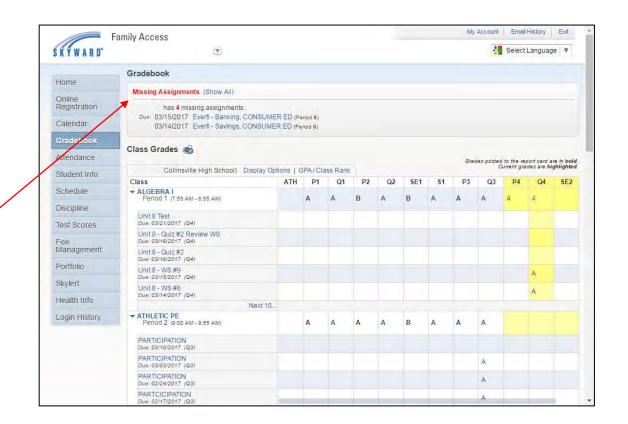


- Clicking this icon will also display the definition of the grade marks available.
- To close this pop-up screen, click the red X in the upper left corner.

Gradebook - Secondary

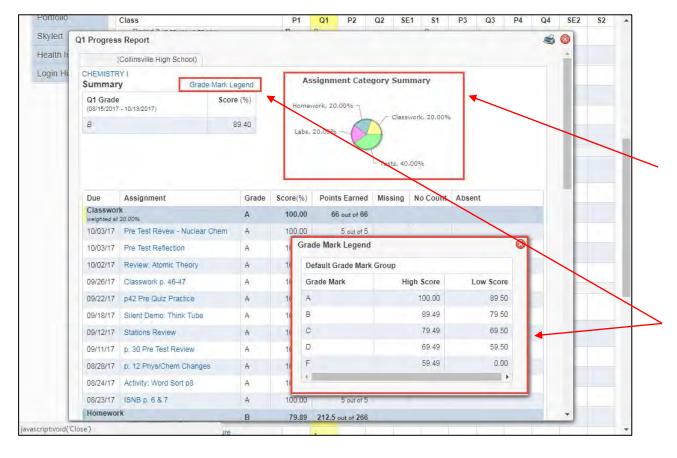
- Clicking the gradebook link on the left will open the Class Grades screen.
- Each subject/class will have it's own section on the left.
- Any missing assignments will be displayed in Red at the top of the screen.

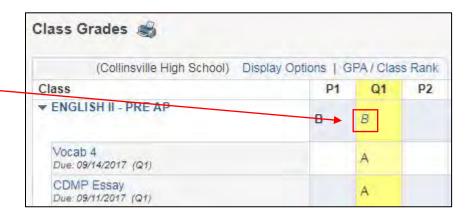




- To see the more detailed information about the term grades, click on the grade displayed in the term grade column. This section will be covered on the next page.
 - For more detailed information about a specific assignment, click the assignment listing under the subject heading.

To see a detailed breakdown of your student's current term grades, – click on the grade link. This will launch the Progress Report screen displayed below.





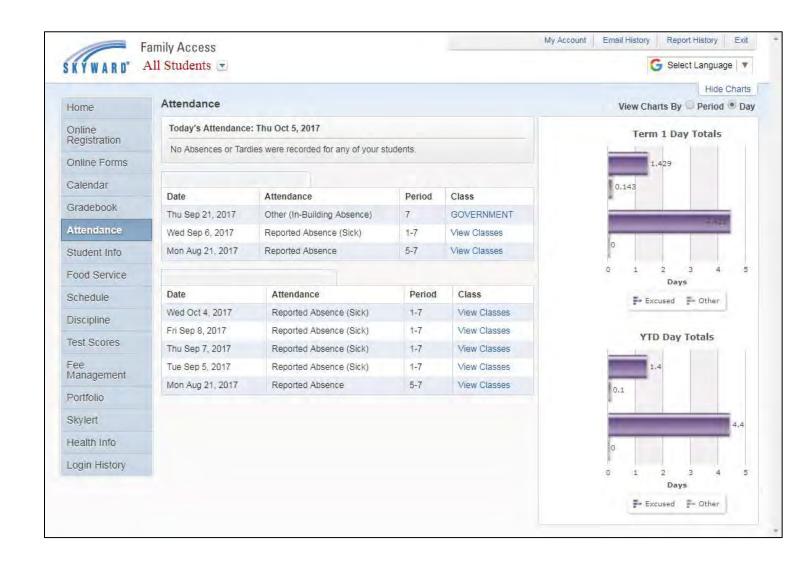
There is a variety of important information on this screen. If your child's teacher uses weighted categories in their classroom grading, you will see a category summary diagram. This illustrates the percentage assigned to each of the categories used as part of the term grade.

Clicking the **Grade Mark Legend** link will display the grade mark legend for the class.

You can also click on any of the assignments listed on this screen for more details about them.

Attendance

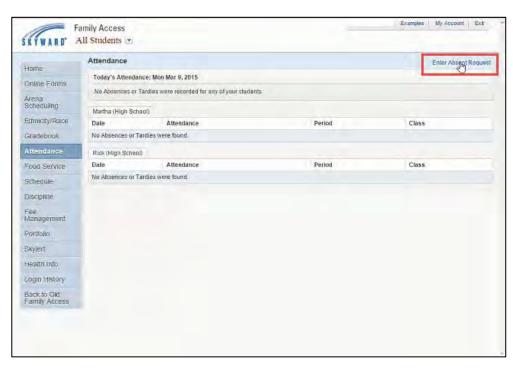
- You can view your child's attendance history by clicking on the Attendance link.
- Individual attendance events are displayed in the center of the screen.
 The periods missed are displayed here, as well. You can also click View Classes the see which subjects were missed.
- The charts on the right side of the screen will show you attendance summaries for the current term (upper graph) and for the year-to-date (lower graph.)
- In the example to the right, the student has been absent once during the current term and twice for the year-to-date.



Absence Reporting

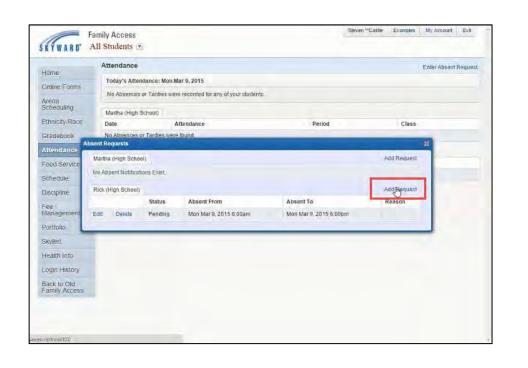
Note: this feature is currently available at select schools

• Log into Family Access and select **Attendance** from the menu options to the left.



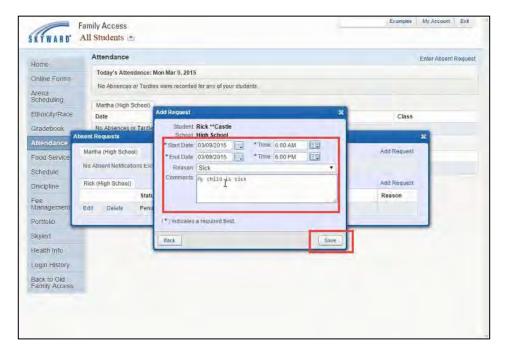


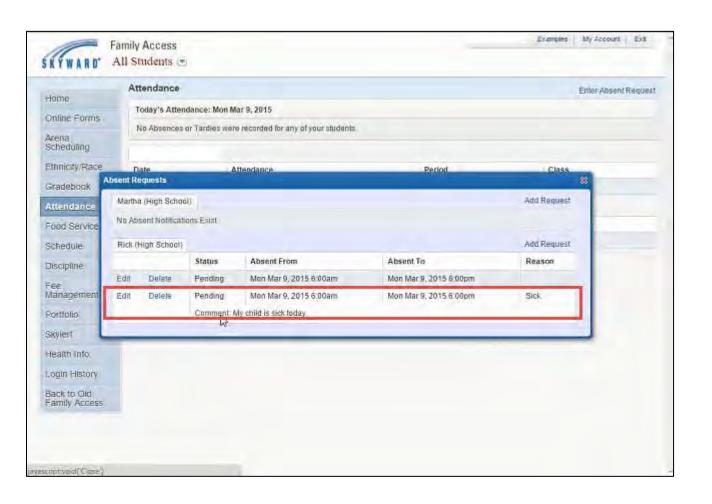
 Click on Enter Absent Request toward the upper right of the Attendance screen



Select the Add Request link to the right in the pop-up window.

- Enter the start date/time and the end date/time for the absence.
- Choose a reason for the request from the drop-down menu.
- Add any additional comments for the office.
- When finished, click Save.

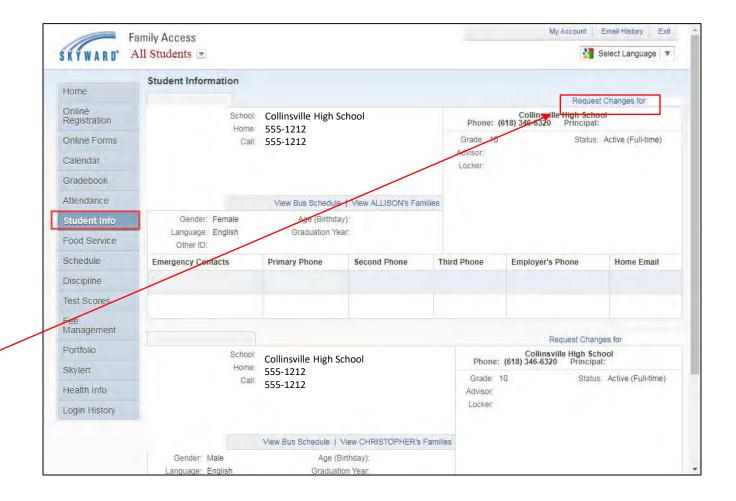


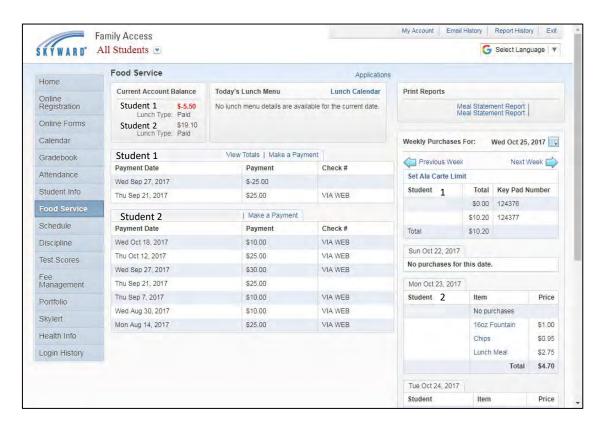


- After clicking Save on the previous screen, the absent request will appear as pending.
- You will receive a confirmation email that the request has been created.
- Once the office has processed the absent request, you'll receive an additional email confirmation.

Student Information

- The student Information screen contains demographic information about your student(s).
- Emergency Contact information is also listed on this screen as well as links to information about bus schedules and the student's families.
- On this screen you may also request changes to your family information and manage your emergency contacts using the Request Changes For... Link.

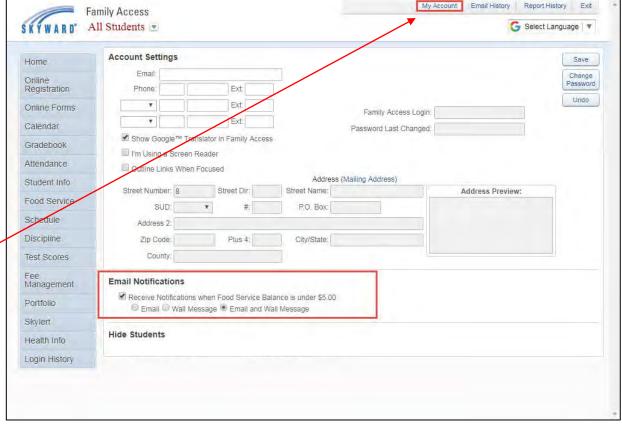




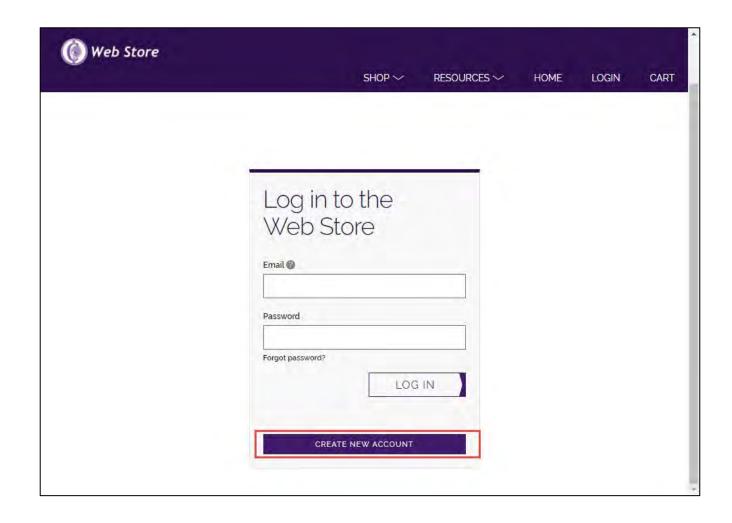
Note: You can subscribe to email or message center notifications for low account balances by clicking on the "My Account" link in the upper right corner of the Family Access window.

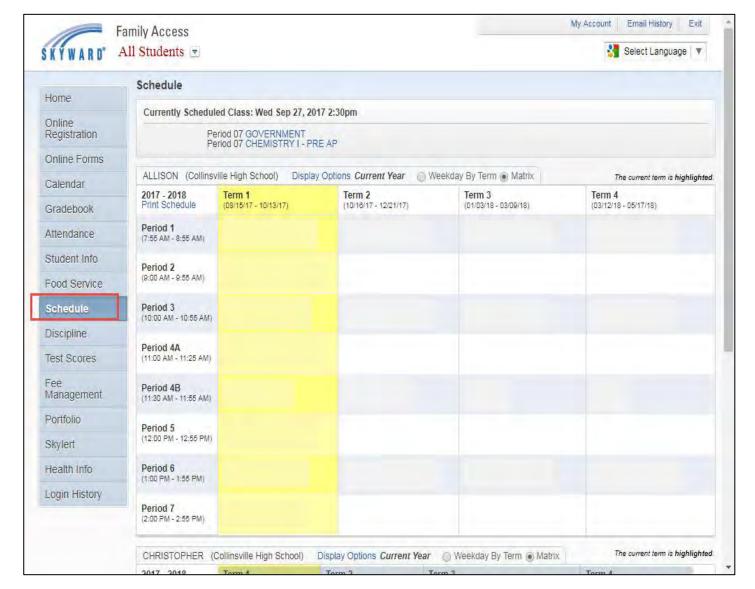
Food Service

 You can use the Food Service tab to view balances, totals and make payments to your child(rens) lunch account(s.)



- When you click on Make a Payment, you will be taken to our Web Store.
- Log in with the email address and password you created for use with our Web Store.
- If this is the first time you've used this electronic system to make payments, click the Create New Account button at the bottom of the window.
- If you've forgotten your password, click the Forgot Password link below the password field.



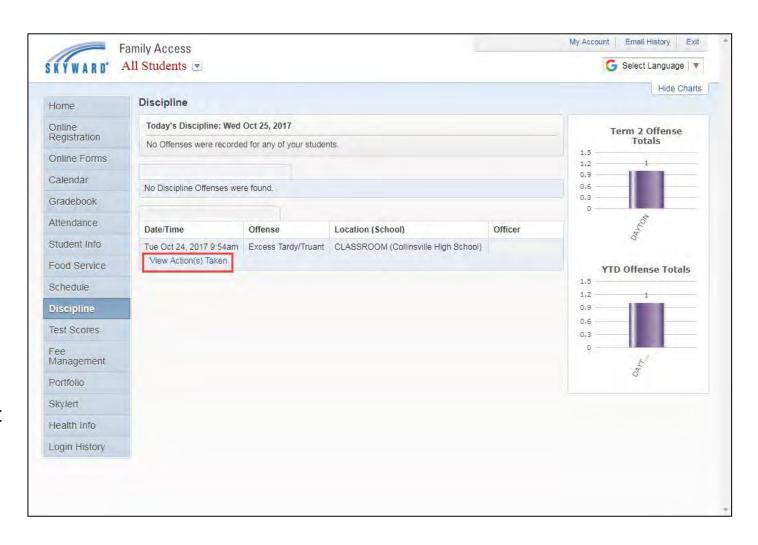


Schedule

- The schedule screen displays the student's schedule.
- The current term is highlighted in yellow.
- You can use the Print Schedule option to generate a physical copy of the schedule.
- If viewing Family Access during a school day, this screen will display your child's class for the current period near the top of the window.

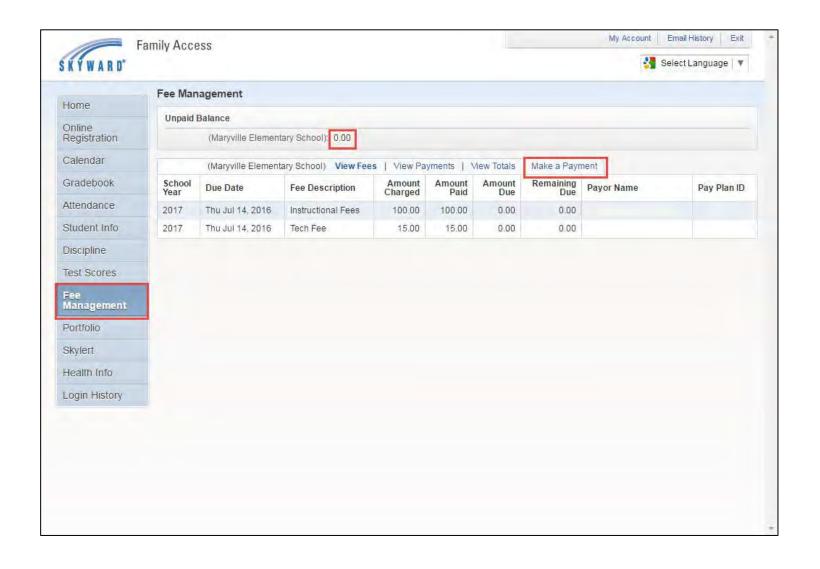
Discipline

- If your child has any discipline incidents, they will be listed on this screen.
- You can see the date/time, type, location and discipline officer associated with the offense(s).
- Click the View Action(s) Taken button to see the result of the discipline incident.
- On the right side of the screen are a couple charts which list the offenses for the current term and totals for the year to date (YTD).



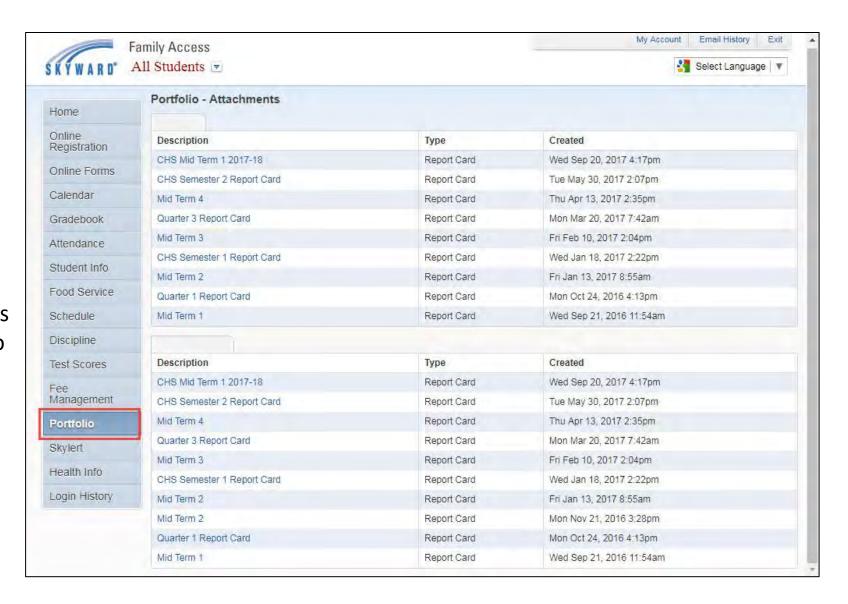
Fee Management

- The fee management link will allow you to view and pay your child's fees online using a credit card or online check.
- Any remaining balance due will be displayed in the Unpaid Balance area in the upper portion of the screen.
- To pay your child's fees, please click the Make a Payment link. You will be directed to our Web Store to complete your payment.
- If this is your first time using our electronic payment system, you will be prompted to create your fee management account.



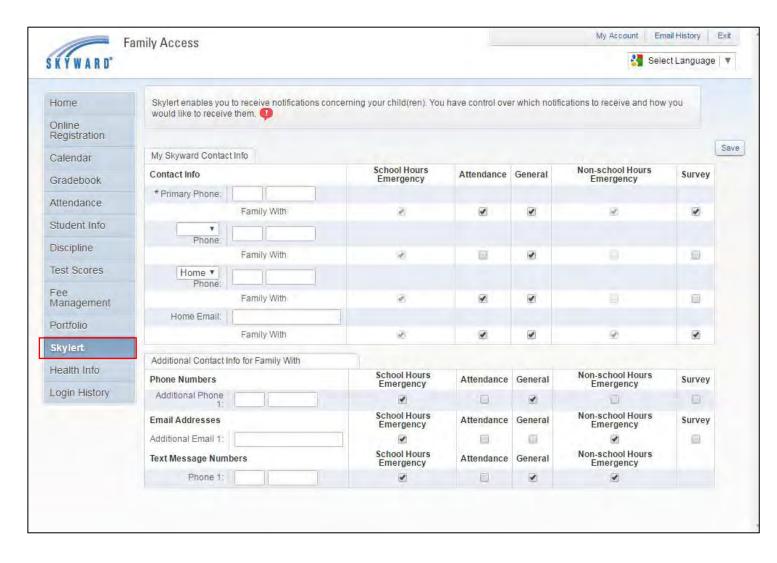
Portfolio - Report Cards

- The student report cards can be downloaded from the portfolio section of Family Access.
- If the student has received any letters concerning attendance, they will also be available for download from this section.



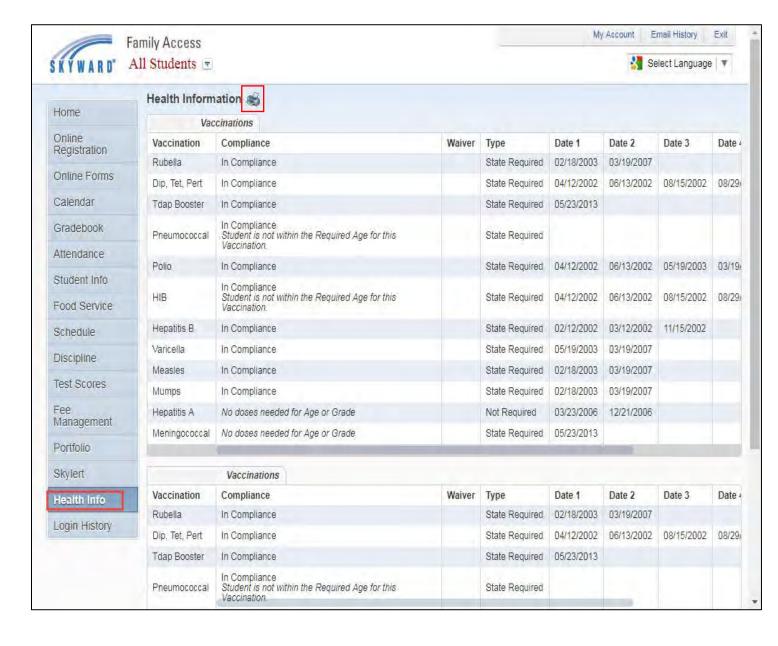
Skylert

- Collinsville CUSD #10 uses the Skylert automated school messaging system to keep parents informed of upcoming and emergency information (such as weatherrelated school closings)
- You can click on the Skylert menu option to add or change your family's the contact information.
- Any phone numbers entered/listed on this screen will receive all emergency calls. You may also choose to receive additional types of calls by selecting the check boxes in the various columns.



Please Note: The Skylert system requires an overnight data-sync in order to update your contact information. Any changes made on this screen will take effect the following day. Also, if you have just enrolled your child in the district today, you will need to wait 24 hours before you'll be able to access this information.

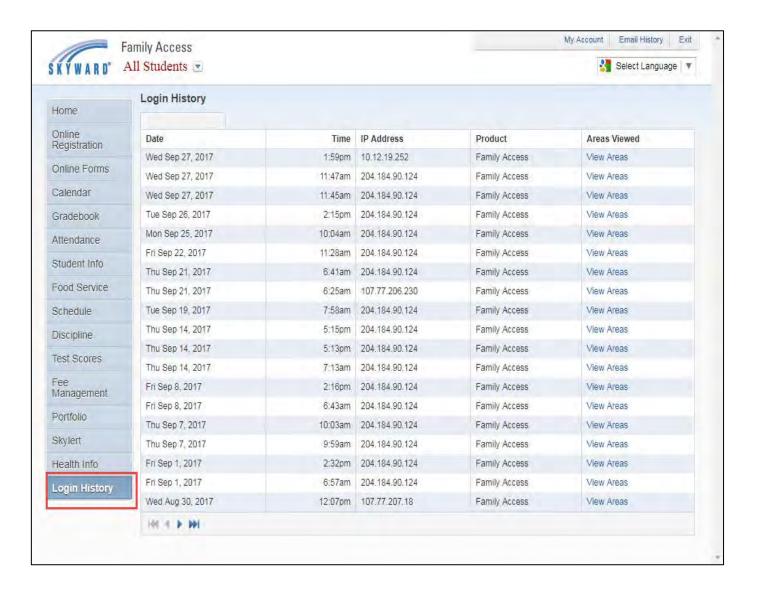
Health Info



- On the Health Info screen, you can view your child's vaccination records and compliancy.
- You can print a copy of this information by clicking the printer icon.

Login History

 The Login History screen contains a record of your Family Access usage.



If you have any issues with your Family Access account, please feel free to contact me!

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