Guide to Skyward Family Access

Website: https://skywardbcs.sccresa.org/scripts/wsisa.dll/WService=wsBCS/seplog01.w

Or use the link to Skyward found in the top right at http://www.browncityschools.org/
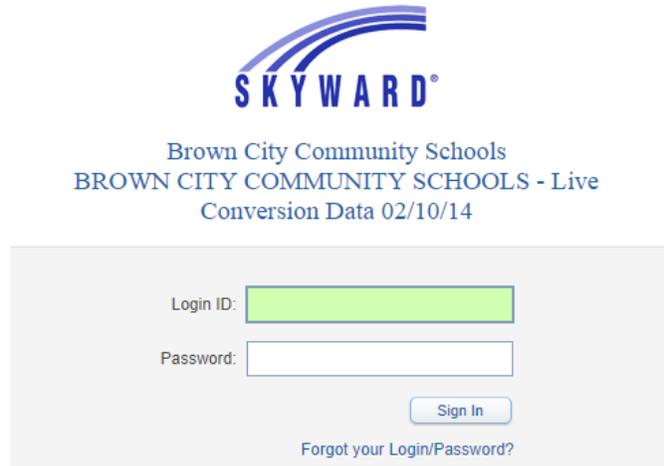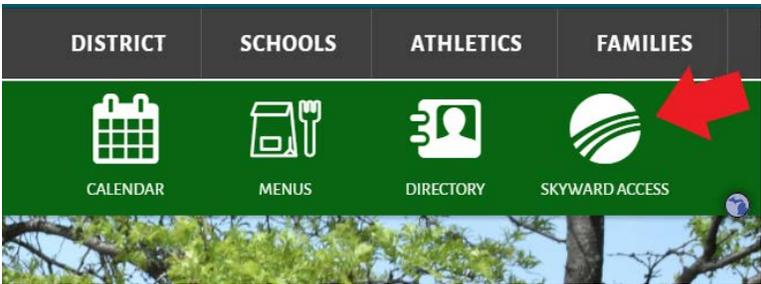
NOTE: If you are using a computer in a public place such as the library or some other shared computer, be sure to logout when you are finished using Family Access so the next user of the computer is not able to see your Family Access information.

Home Screen in Family Access

Select to view all of your children or change the view to one student.

Select My Account to change Login ID and/or password

Messages such as low balance on Food Services account.
Note: All assignments in the teacher's gradebook are automatically posted to Family Access.

Account Settings Displayed When Selecting [My Account]

Check to make sure the correct email address, phone numbers, and mailing address are listed. If any corrections are needed, please contact the school's main office. Changes made to primary phone number or address affect ALL family members of the same household.

An email address is required to recover a lost Login ID or password using the Forgot your Login/Password? link on the Skyward login page.

Under Email Notifications, check the appropriate boxes to receive notification via email. For example, you may wish to be notified when Food Services balance is low.

Student Information

This is where you will find Other ID (highlighted in yellow below) which is used for Food Services and E~Funds.

If Emergency Contacts are incorrect, please contact the school office.

Emergency contacts can vary for each of your children.

Food Service

Food service shows account balances, items purchased and cost of that purchase.
You can use the [Make a Payment] link, highlighted in yellow below, to visit the e~Funds website which allows you to deposit funds electronically from your banking account or credit card.

NOTE: e~Funds charges a small transaction fee for each transaction made.

Skylert

You can use Skylert to customize the types of notification you receive through the district-wide School Messenger notification system.

If you have changes to the phone numbers or email used in School Messenger, please make the changes and be sure to select the [Save] button.

NOTE: The primary phone number is the primary phone number used for the household, all members living in the same home. Family member 1, typically the Father, has the ability to change the primary phone. If you need the primary phone changed and cannot do so online, please contact the school office.

Primary Phone Warning ⊗

Attention:
When changing your Primary Phone Number, it will be updated immediately in Skyward for all other members of your family. However, it will not update in Skylert for other guardians in your family until the next day. Other guardians in your family may login and modify the phone number in Skylert prior to the next day, if needed. Please contact your district if you have any concerns with this.

Additional Contact Info for Family, highlighted by the orange box below, is used for School Messenger notifications only. Be sure to select the [Save] button after making changes to any of these contacts.

NOTE: The Additional Contact Info for Family is unique to School Messenger. This information is NOT added to emergency contact information in Skyward that is used by office staff. Emergency contact information used by office staff can be seen in Family Access under Student Info (see previous page).

Gradebook

The gradebook shows current assignment information in real time.

NOTE: Term grades such as Quarter 1, Semester, and Yearly grades are not finalized until printed on a report card at the end of the quarter. Grades listed for Semester and Yearly are not accurate until end of term grades are calculated.

Missing Assignments are listed at the top of the Gradebook page.

The examples that follow represent gradebooks for grades 3-12. Grades K-2 use standards-based grading.

For details on an assignment, such as total points possible, click the name of the assignment.
If No Count is marked, it means that the assignment is not counted for grading.
A * for an assignment grade means that the assignment has not been graded yet and has NOT been included in term calculation yet.

To see details of a term grade such as Quarter 1, click on the Q1 grade for the Subject. A Progress Report such as shown below will display. This example shows that the term grade is calculated by using total points earned throughout the quarter as opposed to weighting categories such as Homework 30%, Participation 30%, Test 40%.

Term grades such as Quarter 1, Semester, and Yearly grades are not finalized until printed on a report card at the end of the quarter.

These assignments have not been graded yet as indicated by the star *.

For details on how the Semester (grades 7-12) or Yearly (grades 3-6) grade is calculated, click the appropriate grade: S1=Semester 1, S2=Semester 2, YR=Yearly

Grades listed for Semester and Yearly are not accurate until end of term grades are calculated.

The example below shows that in this Elementary course, the 4 quarters each count for 25% of the yearly grade. This is typical of elementary courses.

YR Progress Report

(Brown City Elementary)

Math (Period 0) N Kohler

Summary   Grade Mark Legend

YR Grade (08/18/2014 - 06/09/2015)		Points Earned
B+		
Grade Breakdown:		
Q4:	(25% of Final grade)	
Q3:	(25% of Final grade)	
Q2:	(25% of Final grade)	
Q1: C-	(25% of Final grade)	27 out of 40

Due	Assignments	Points Earned	Grade	Missing	No Count	Absent
Classwork		Term 1 27 out of 40	C-			
09/19/14	Vocabulary Quiz--September 19	* out of 8				
09/11/14	Prime vs Composite page 16	27 out of 40	C-			

The example below shows that in this High School course, Semester grade is weighted by 40% Quarter 1 grade, 40% Quarter 2 grade, and 20% Semester Exam. This is typical of high school courses.

S1 Progress Report

(Brown City Jr/Sr High)

Advanced Integrated US Hist. 8 (Period 1) R McClintic

Summary   Grade Mark Legend

S1 Grade (08/18/2014 - 01/23/2015)		Points Earned
A		
Grade Breakdown:		
EX1:	(20% of Sem 1 grade)	
Q2:	(40% of Sem 1 grade)	
Q1: A	(40% of Sem 1 grade)	85 out of 85

Due	Assignments	Points Earned	Grade	Missing	No Count	Absent
Homework		Term 1 85 out of 85	A			
09/19/14	Ch 2 Assessment	25 out of 25	A			

For details on a course, such as the period of day the course is held, click the name of the course.

Note: Elementary courses do not always meet at the same time for every day of the week so all elementary courses display as Period 0 with the exception of the Citizenship or Social/Behavior Skills which display as Period 1.