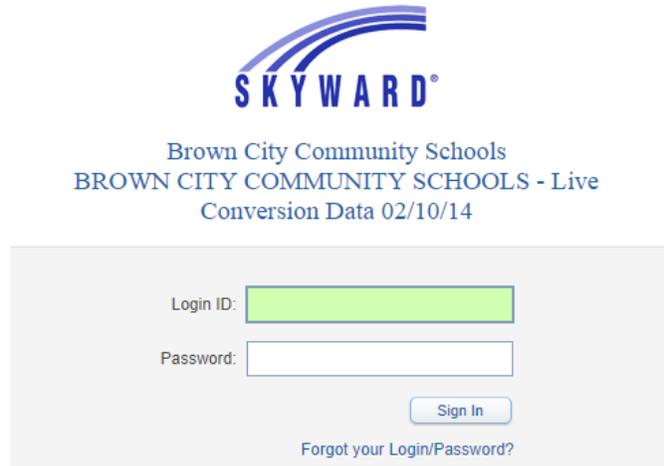
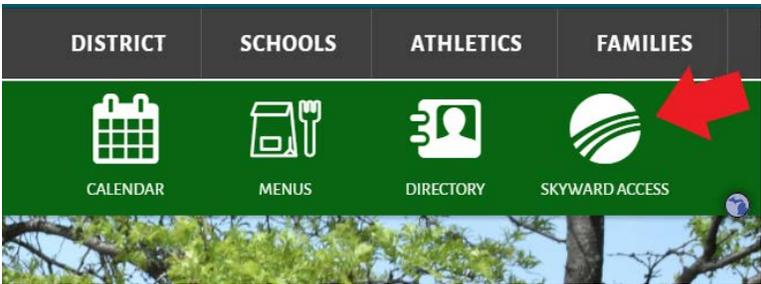


Guide to Skyward Family Access

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

The screenshot shows the Family Access home screen. A callout box points to the "All Students" dropdown menu, stating "Select to view all of your children or change the view to one student." Another callout box points to the "My Account" link in the top navigation bar, stating "Select My Account to change Login ID and/or password". A third callout box points to a "Food Service Low Balance Alert" message, stating "Messages such as low balance on Food Services account. Note: All assignments in the teacher's gradebook are automatically posted to Family Access." The home screen includes a sidebar with navigation options like Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Portfolio, Skylert, Health Info, and Login History. The main content area shows a message post area, a "Food Service Low Balance Alert" message, and two "Grade has been posted to Report Card" messages.

Guide to Skyward 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.

Family Access
All Students

Your Name My Account Contact Us Email History Exit

District Links

Home Calendar Gradebook Attendance Student Info Food Service Schedule Discipline Portfolio Skylert Health Info Login History

Account Settings

Home Email: youremail@provider.com

Phone: (810) 346- 5555 Ext:

Cell (810) 555-5555 Ext:

Work (810) 123-5555 Ext: 1234

Family Access Login: unique login ID

Password Last Changed: 02/27/2014

Show Google™ Translator in Family Access

I'm Using a Screen Reader

Outline Links When Focused

Address (Mailing Address)

Street Number: 1234 Street Dir: Street Name: Apple St

SUD: #: P.O. Box:

Address 2:

Zip Code: 48416 Plus 4: City/State: Brown City, MI

County: Sanilac County

Address Preview:

1234 Apple St
Brown City, MI 48416
Sanilac County

Email Notifications

Receive Daily Attendance Notifications for my student(s) by Email

Receive Grading Emails for my student(s) ?

Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):

Low: for NAME and NAME

Receive Progress Report Emails for my student(s)

Daily Weekly (every Saturday) Monthly (1st of each month)

Receive Emails when Food Service Balance is under \$0.00

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.

The screenshot shows the 'Student Information' page for Frodo Baggins. The page includes a navigation menu on the left with options like Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Portfolio, Skylert, Health Info, and Login History. The main content area displays student details: Name (Frodo Baggins), Call number ((810) 346-1234), Address (1234 Second St, Brown City, MI 48416), Grade (04), Status (Active - Full-time), and Homeroom (4TH-2 - J Welke). It also shows personal information like Gender (Male), Age (10), Language (English), and Graduation Year (2023). A table lists emergency contacts with their names and phone numbers. The 'Other ID' is highlighted in yellow as 12345. A 'Make a Payment' link is also visible in yellow.

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.

The screenshot shows the 'Food Service' page. It features a 'Current Account Balance' section with a table of transactions for Joseph and Mary, including amounts like \$18.00 and -\$1.40. A 'Make a Payment' link is highlighted in yellow. Below this is a table of payment history with columns for Payment Date, Payment, and Check #. On the right, there is a 'Purchases for:' section for the date Sat Sep 20, 2014, with navigation for 'Previous Day' and 'Next Day'. It shows details for two students, Joseph and Mary, including their Key Pad Numbers and a table for items and prices. Both students have 'No transactions for this date'.

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).

- Home
- Calendar
- Gradebook
- Attendance
- Student Info
- Food Service
- Schedule
- Discipline
- Portfolio
- Skylert
- Health Info
- Login History

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them. !

Save

My Skyward Contact Info Save

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Survey
* Primary Phone: (810) 123-1234						
Family With Student Names Cell Phone: (810) 789-1111	<input checked="" type="checkbox"/>					
Family With Student Names : Work Phone: (810) 346-5555	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family With Student Names Home Email: me@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family With Student Names	<input checked="" type="checkbox"/>					

Additional Contact Info for Family Student Names

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Survey
Additional Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses Additional Email 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.

Gradebook

Missing Assignments exist for (Show All)

has 1 missing assignment:
Due: 09/12/2014 Proverb Problem, English 7 (Period 3) J Waterman

Class Grades

Daniel (Brown City Jr/Sr High) Display Options | GPA

Class	Q1	EX1	S1
JH Physical Education Period 1 (7:40 AM - 8:15 AM) T Schindler	A		A
Science 7 Period 2 (8:20 AM - 9:15 AM) L Haxer	A		A
Matter Matters Due: 09/16/2014 (Q1)			
Density Matters Due: 09/16/2014 (Q1)			
Chemistry Vocab Due: 09/16/2014 (Q1)	A		
Chemistry Pretest Due: 09/16/2014 (Q1)	A		
English 7 Period 3 (9:20 AM - 10:15 AM) J Waterman	D		A
Short Story Due: 09/17/2014 (Q1)	A		
Proverb Problem Due: 09/12/2014 (Q1)	E		
Comprehension #1,2 Due: 09/12/2014 (Q1)	A		
Interest Inventory Due: 09/03/2014 (Q1)	A		

Grades posted to the report card: The current term

Semester Exam

Class is not expanded to show assignments.

Class is expanded to show assignments.

Blank grades mean that the assignment has not been graded yet.

Select grade for Q1 to view more details such as how Quarter 1 grade is calculated, typically this is by total points earned for the quarter.

Select grade any assignment to view more details such as maximum number of points possible.

Select final grade such as S1 or Y to view more details such as how final grade is calculated.

Guide to Skyward Family Access

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.

[Chemistry Vocab](#) Assignment Details

Science 7 (Period 2) L Haxer

Chemistry Vocab (Category: Classwork)

Assign Date: Tue Sep 16, 2014 Date Due: Tue Sep 16, 2014

Max Score: 24 Weight: 1.00

Absent:

Daniel's Score Info: (Brown City Jr/Sr High)

Points Earned: 24 out of 24

Grade: A

Missing: No Count:

Overall Class Score Info:

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.

Q1 Progress Report

Brown City Jr/Sr High

Science 7 (Period 2) L Haxer [Grade Mark Legend](#)

Summary

Q1 Grade (08/18/2014 - 10/30/2014)	Points Earned
A	29 out of 29

Due	Assignments	Points Earned	Grade	Missing	No Count	Absent
Participation		5 out of 5	A			
09/16/14	Chemistry Pretest	5 out of 5	A			
Classwork		24 out of 24	A			
09/16/14	Chemistry Vocab	24 out of 24	A			
Labs						
09/16/14	Matter Matters	* out of 12				
09/16/14	Density Matters	* out of 17				

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

Guide to Skyward Family Access

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 - 08/09/2015)	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		<i>Term 1</i> 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		<i>Term 1</i> 85 out of 85	A			
09/19/14	Ch 2 Assessment	25 out of 25	A			

Guide to Skyward Family Access

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.

The screenshot shows a 'Class Info' window for 'Civics (Period 1) J Blake'. The window is overlaid on a list of classes. The class list on the left includes 'Civics (Period 1) J Blake', 'test 3', 'vocab 3', 'review 3', 'outline 3', 'test 1', 'Concept', 'A Ford', and 'Plate Te'. The 'Class Info' window contains the following information:

Civics (Period 1) J Blake	
Brown City Jr/Sr High	Dept: Civics
Alphakey / Section: 04161A / 03	Subj: Civics
Course Length: SEMESTER 1	Credits: 0.500
Curriculum: Civics	Course Grade: 10

Meeting Times	
Teacher: J Blake	Period: 1
Start Date: Mon Aug 18, 2014	Time: 7:40 AM - 8:15 AM
End Date: Fri Jan 23, 2015	Room: 130