

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## SKYWARD FAMILY ACCESS BASICS


### Purpose

To go over the basics for the SASD Skyward Family Access.

Using this product, you can access your student's grades, food service balance, attendance, and much more.

### Log In

First you will need to log on to Skyward Family Access (see example below):



The screenshot shows the Skyward Family Access login interface. At the top, there is a logo consisting of three blue curved lines above the word "SKYWARD" in blue capital letters. Below the logo, the text "Sayre Area School District" is displayed in blue. The login form has two input fields: "Login ID:" with the text "john.doe" and "Password:" with a masked password of seven black dots. A "Sign In" button is located to the right of the password field. In the bottom right corner of the login area, the IP address "04.11.06.00.14" is visible. At the bottom of the page, there is a "Login Area:" dropdown menu currently set to "Family/Student Access" and a timestamp "Rick Rava 10-14-11 09:06:40".

# Basic Navigation

Once you log in to Skyward Family Access, you will be presented with a lot of different choices on the left hand side of your screen.

These are your navigation choices:



To navigate is quite simple, just click on the desired link (ex. Calendar)

Previous Month

# October 2011

Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 chapt. 4 test pr: (100) vocab. crosswor (100) Packet - Ch 2 (100) Packet - ch 4 (95) Ticket out the dk (100)	4 Ch 2 Worksheet (100) Reading Strateg (90)	5 End of Progress Report 1 vocab. test unit (94) Chapter 2 Vocat (84) Measuring Matri: (100) Book 4 (0)	6 Adding int quiz (94) Scope Head Trai (100)	7 chapt. 5 central (100) Continents and (100) <b>Current Event#:</b> (0) Mass & Weight C (90) Measuring Mass	8 Tardy (100)
9	10 No School	11 class participatio (100) Tardy (100)	12	13 chapt. 6 analy. (100) test practice ch: (75) Book 5	14	15
16	17	18	19	20	21 USA Map quiz USA map quiz USA Map Quiz Book 6	22
23	24 Prepared, partic (100)	25	26	27	28 Book 10 Book 7 Book 8 Book 9	29
30	31	Rick Rava 10-14-11 09:57:28				

# Calendar

Calendar is a nice view to see what is scheduled for your student. Please note that not all teachers post their items on this calendar but for those that do, you can quickly see what is scheduled.

Previous Month		October 2011					Next Month
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2	3 chapt. 4 test pr: (100) vocab. crosswor (100) Packet - Ch 2 (100) Packet - ch 4 (95) Ticket out the dk (100)	4 Ch 2 Worksheet (100) Reading Strateg (90)	5 End of Progress Report 1 vocab. test unit (94) Chapter 2 Vocab: (84) Measuring Matri: (100) Book 4 (0)	6 Adding int quiz (94) Scope Head Trai (100)	7 Tardy chapt. 5 central (100) Continents and (100) Current Event#: (0) Mass & Weight (90) Measuring Mass	8	
9	10 No School	11 Tardy class participat (100)	12	13 chapt. 6 analy. (100) test practice ch: (75) Book 5	14	15	
16	17	18	19	20	21 USA Map quiz USA map quiz USA Map Quiz Book 6	22	
23	24 Prepared, partic (100)	25	26	27	28 Book 10 Book 7 Book 8 Book 9	29	
30	31	Rick Rava 10-14-11 09:57:28					

Once you select the calendar view, you can see any items that pertain to your student.

12	13	14
<div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: fit-content; margin: 0 auto;"> <p>Assignment: <b>USA Map quiz</b> Class / Section: <b>Geog A / 02</b> Period: <b>4</b></p> </div>		
19	20	USA Map quiz USA map quiz USA Map Quiz Book 6

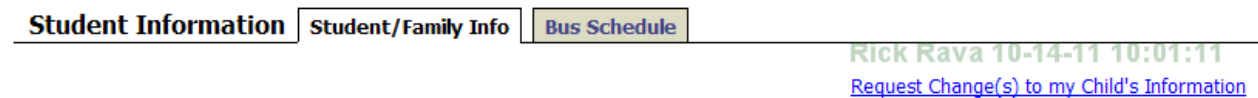
Rick Rava 10-14-11 09:58:40

If you move your mouse over the item, you get more details

# Student Information

The student information link has such things as contact phone numbers, address, etc.

To request a change to your child's information, just do the following:



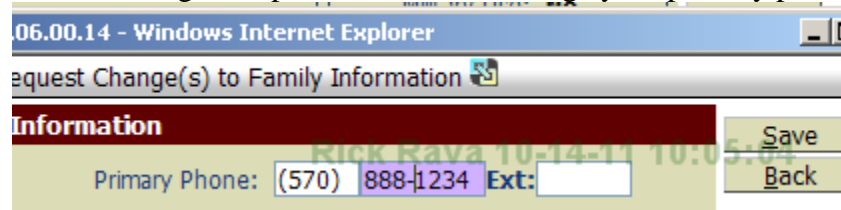
Click on the link to Request Change(s) to my Child's Information

Then you will have options of requesting changes to Student, Family Address, or Family Information



Click on the desired item and make the desired changes

The following example shows how to change your primary phone number



Click on Save

# Gradebook

The gradebook view is used to quickly review any of your students current grades.

The first item to note is that grades are real time. That is, if a teacher enters a grade today at 11:01 AM and you check your student's gradebook at 11:02 AM, you will see the latest grades.

Here is a sample gradebook:

Gradebook											
Progress Report		Missing Assignments		Teacher's Log		Comments					
Classes for: <b>Marking Period 1 (08/30/11-11/04/11)</b> <a href="#">Prev</a> <a href="#">Next</a>											
<a href="#">View All Classes</a> <span style="float: right;">Click on the underlined grade to see the assignments that make up that grade.</span>											
Period	Class	Description	Term	Teacher	ATH	PR1	Q1	PR2	Q2	S1	FIN
0	<a href="#">999/11</a>	Test Teach	YR	<a href="#">Cole</a>							
1	<a href="#">024/01</a>	PSSA 7	Q1	<a href="#">Jennings</a>	91	88	<a href="#">91</a>				<a href="#">91</a>
2	<a href="#">002/01</a>	English 7A	YR	<a href="#">Jennings</a>	92	91	<a href="#">92</a>			<a href="#">92</a>	
4	<a href="#">301/02</a>	Geog A	YR	<a href="#">Johnston</a>	91	90	<a href="#">91</a>			<a href="#">91</a>	
4A	<a href="#">990/01</a>	Lunch A	YR								
5	<a href="#">700/01</a>	PhysEd 7/8	YR	<a href="#">Streit</a>	100		<a href="#">100</a>			<a href="#">100</a>	
5	<a href="#">705/02</a>	Health 7	YR	<a href="#">Ault</a>	67	92	<a href="#">67</a>			<a href="#">67</a>	
6	<a href="#">125/01</a>	Course 3-7	YR	<a href="#">Sikora</a>	92	92	<a href="#">92</a>			<a href="#">92</a>	
7	<a href="#">200/02</a>	Science 7G	YR	<a href="#">Krall</a>	92	91	<a href="#">92</a>			<a href="#">92</a>	
8	<a href="#">021/03</a>	Reading	YR	<a href="#">Botterbusch</a>	90	98	<a href="#">90</a>			<a href="#">90</a>	
9	<a href="#">909/13</a>	AcadEnhan	YR	<a href="#">Jennings</a>							

Rick Rava 10-14-11 10:08:39

# Attendance

The attendance view is used to quickly review any of your student's attendance (ex. Tardy, Excused, UnExcused, Other)

Here's a sample student's attendance.

- Tardy
  - Excused
  - UnExcused
  - Other

Click on any blue underlined date to see period by period attendance for that day.

October 2011							September 2011							August 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<a href="#">7</a>	8					1	2	3		1	2	3	4	5	6
2	3	4	5	6	7	8	4	5	6	7	8	9	10	7	8	9	10	11	12	13
9	10	<a href="#">11</a>	12	13	14	15	11	12	13	14	15	16	17	14	15	16	17	18	19	20
16	17	18	19	20	21	22	18	<a href="#">19</a>	20	21	22	23	24	21	22	23	24	25	26	27
23	24	25	26	27	28	29	25	<a href="#">26</a>	27	28	<a href="#">29</a>	30		28	29	30	31			
30	31																			

Rick Rava 10-14-11 10:36:08

If you click on the link, it gives the details:

Period	Class/Section	Type
1	PSSA 7 / 01	Tardy
2	English 7A / 01	Present
3	Study Hall / 19	Present
4	Geog A / 02	Present
5	PhysEd 7/8 / 01	Present
6	Course 3-7 / 01	Present
7	Science 7G / 02	Present
8	Reading / 03	Present
9	AcadEnhan / 13	Present

# Food Service

The Food Service view is used to quickly review any of your student's Food Service purchases and the current balance.

Lunch Type: <b>Reduced</b>			
Prior Year Balance:	<b>\$0.00</b>	Last Payment:	<b>\$1.00</b>
+ YTD Payments:	<b>\$15.25</b>	Last Check:	
- YTD Purchases:	<b>\$14.90</b>	Last Payment Date:	<b>10/13/2011</b>
= Current Balance:	<b>\$0.35</b>	Key Pad Number:	<b>300087</b>

If you need to see the details on the purchases, click on Purchases tab

Previous	Items Bought during the week of: 10/10/2011				Next
	Item	Price	Quantity	Total	
<b>Monday</b>	- 10/10/11	No transactions available on this date.			
<b>Tuesday</b>	- 10/11/11				
	Lunch	\$0.40	1	\$0.40	
				<b>\$0.40</b>	
<b>Wednesday</b>	- 10/12/11				
	Lunch	\$0.40	1	\$0.40	
				<b>\$0.40</b>	
<b>Thursday</b>	- 10/13/11				
	Lunch	\$0.40	1	\$0.40	
				<b>\$0.40</b>	
<b>Friday</b>	- 10/14/11				
	Breakfast	\$0.30	1	\$0.30	
				<b>\$0.30</b>	
<b>Saturday</b>	- 10/15/11				
<b>Sunday</b>	- 10/16/11	Rick Rava 10-14-11 10:39:30			

# Schedule

The Schedule view is used to quickly see your student's course schedule.

Here is a sample:

Period	Class	Description	Term	Time	Days	Teacher	Room	Credits
0	<u>999/11</u>	Test Teach	YR		12	Cole	129	0.000
1	<u>024/01</u>	PSSA 7	Q1	08:10am-08:52am	12	Jennings	16	0.000
2	<u>002/01</u>	English 7A	YR	08:56am-09:38am	12	Jennings	16	0.000
3	<u>900/19</u>	Study Hall	YR	09:42am-10:24am	12	Davis	CAFE	0.000
4	<u>301/02</u>	Geog A	YR	10:28am-11:10am	12	Johnston	14	0.000
4A	<u>990/01</u>	Lunch A	YR	11:10am-11:40am	12		CAFE	0.000
5	<u>705/02</u>	Health 7	YR	11:44am-12:26pm	2	Ault	221	0.000
5	<u>700/01</u>	PhysEd 7/8	YR	11:44am-12:26pm	1	Streit	GYM	0.000
6	<u>125/01</u>	Course 3-7	YR	12:30pm-01:12pm	12	Sikora	122	0.000
7	<u>200/02</u>	Science 7G	YR	01:16pm-01:58pm	12	Krall	15	0.000
8	<u>021/03</u>	Reading	YR	02:02pm-02:44pm	12	Botterbusch	17	0.000
9	<u>909/13</u>	AcadEnhan	YR	02:48pm-03:22pm	12	Jennings	16	0.000

# Log Out

When finished using the SASD Skyward Family Access, make sure that you log out.

