

# SKYWARD FAMILY AND STUDENT ACCESS



STUDENT INFORMATION SYSTEM SUPPORT

## FAMILY ACCESS GUIDE

### Family and Student Access Overview

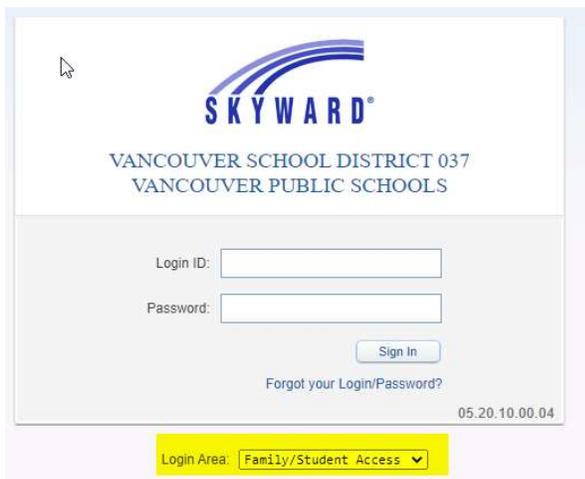
Family Access and Student Access allow guardians and students to access student information over the internet via a secure web connection. These modules help families to be more involved in their student's education and improve communication with the school. Various applications within Family and Student Access allow students and/or their guardians to check attendance and grade history, view messages from their teachers or advisors, see test scores, and check lunch account balances, among other things. Family Access has more information available than Student Access, and applications available in each are dependent on the student's grade and school.

Skyward also has a mobile app (*Skyward Mobile Access*) that can be downloaded for Android and IOS users. Once the App is downloaded, follow the instructions to set up the account. Some critical steps include: search for the school district by Postal Code (**98661**), choose the **Vancouver School District 037**, and select **School Management**. The User Name and Password needed is the same one that would be used if signing on with a computer.

At the time of enrollment, Student Access is given automatically to enrolled students, and Family Access is given automatically to parents/guardians listed in Family 1. Family 2 will also be given access unless Family 1 has legal documentation stating otherwise.

### Logging into Family and Student Access.

Families and Students can log into Family Access by going to the VPS website ([vansd.org](http://vansd.org)) and clicking the Skyward link (found at the top of the page). Once the Skyward link is clicked, the log-in page is opened.



The screenshot shows the Skyward login interface. At the top, there is a logo with three blue curved lines above the word "SKYWARD". Below the logo, it reads "VANCOUVER SCHOOL DISTRICT 037" and "VANCOUVER PUBLIC SCHOOLS". The login form consists of two input fields: "Login ID:" and "Password:". Below these fields is a "Sign In" button and a link that says "Forgot your Login/Password?". A date stamp "05.20.10.00.04" is located in the bottom right corner of the form area. At the very bottom of the page, there is a yellow highlighted box containing the text "Login Area: Family/Student Access" with a dropdown arrow.

Make sure that the login area is set to “Family/Student Access”.

Enter the login name and password provided by the district. A single login will allow the parent/guardian to view information on each child in the family.

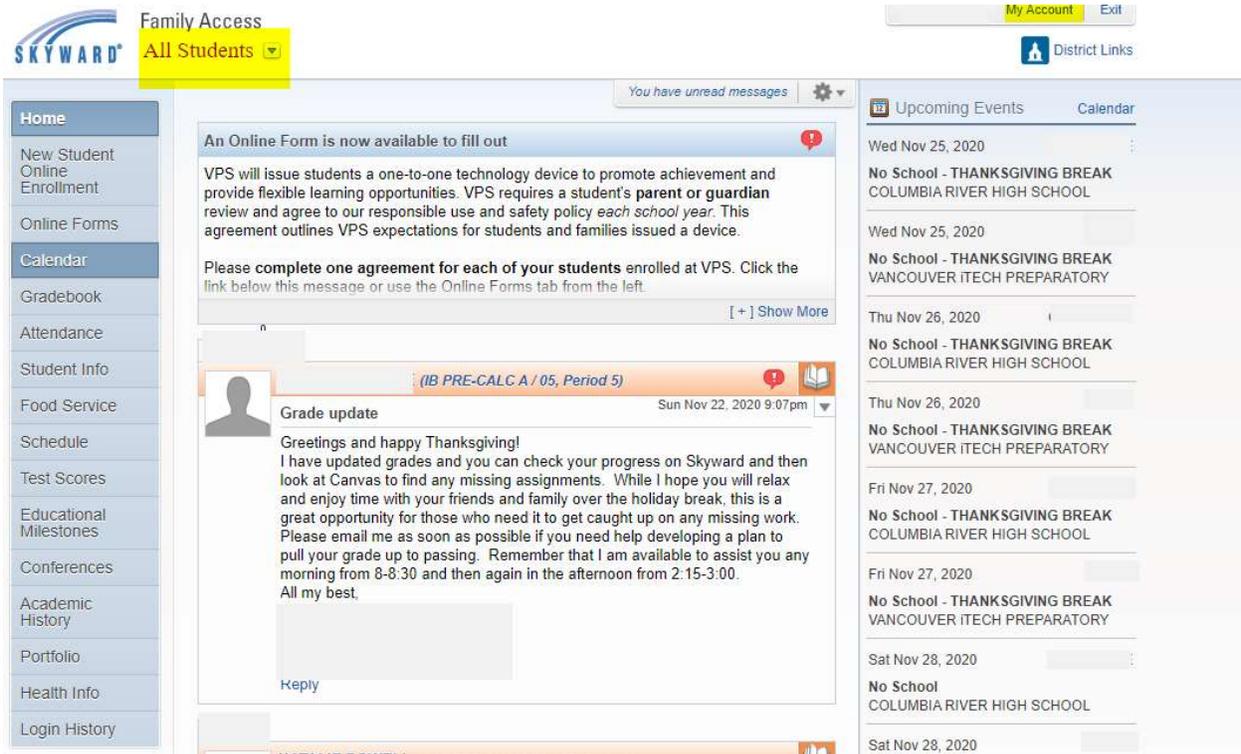
## FAMILY ACCESS GUIDE

If the parent/guardian or student do not remember their login ID or password, they should click the link “Forgot your Login/Password?” and follow the instructions, or they can call their child’s school for help.

When successfully logging into Family Access, one begins on the Home page that is broken down into three sections from Left to Right: Navigation Tree, the Wall, and Upcoming Events.

On the top right-hand part of the page, the user can click on “My Account” to view and edit account settings, address information and e-mail notification options. To exit Family Access, click on “Exit”.

Family Access is set up to view all children’s information together or one student’s information at a time.



### Navigation Tree

A Navigation tree runs down the left side of the screen, allowing access to each of the application tabs provided for each student. Applications will vary by school and grade level.

Tabs	Uses
Home	This is the front facing interface of Family Access. Click the “Home” tab in order to return to the main page.

## FAMILY ACCESS GUIDE

New Student Online Enrollment	If a parent/guardian has a child that they need to enroll into the school district, this is the tab that they would use. If their child(ren) are already attending VPS, then there is no reason to access this tab.
Online Forms	At times, the school district will have forms that need to be filled out by the family/guardian. Select this tab to find and complete those forms.
Calendar	<p>The Calendar allows the viewer to view absences, gradebook assignments, grades, messages, events, and other information set up by the district. The calendar can be viewed by month, week, or day.</p> <p>If items appear on a given date, the date number is a hyperlink. Click the date number to view details of all the items on that date. One can also simply click on an item within the day to view details about that specific item.</p>
Gradebook	The Gradebook tab is only available when viewing a single student. Parents/Guardians will be able to view current year gradebook information for a single student. In addition, this area will list any missing assignments.
Attendance	The Attendance tab allows a student's absences and tardies to be viewed.
Student Info	The Student Info tab provides demographic, family, and emergency contact information. Each fall, families will be asked to verify and update this information. If any of this information is found to be incorrect, please contact the child's school to have it updated.
Food Service	The Food Service tab shows a student's food service account information, including payments and purchases. Family/Guardian can view totals and make payments
Schedule	The Schedule tab allows a student's current schedule to be viewed. Schedules may be viewed in a matrix or by day/term.
Test Scores	The Test Scores tab shows which standardized tests a student has taken, such as the SAT. To view a student's scores for a particular test, click the link "Show Scores".
Educational Milestones	There are certain Educational Milestones that each student needs to complete in order to graduate. This tab shows when and how those milestones were reached.

## FAMILY ACCESS GUIDE

Conferences	The Conferences tab is only turned on during certain times in the school year (primarily around the time schools are preparing for parent/teacher conferences). When turned on, the Family/Guardian can click this tab and select an available time to meet with their student's teacher(s).
Academic History	The Academic History tab allows for a student's grade history to be viewed.
Portfolio	The Portfolio tab houses any attachments that have been linked to a student's Skyward account. Common attachments include Progress Reports and Grade Reports.
Health Info	The Health Information tab displays certain student health records. Immunization records and Individual Health Plans (IHPs) for students who have them are displayed. Click "Display Options" to switch between vaccinations and IHPs.
Login History	The Login History tab tells the Family/Guardian days and times that Family Access was viewed.

### **The Wall**

The wall displays messages generated by various processes or staff members. They might include:

- Food Service Low Balance
- Food Service Payments
- Messages from the School of District
- Messages from Teachers, Advisors or Activity Leaders
- Gradebook Messages
- Attendance Messages

Wall posts will display until the family/guardian elects to hide them. Use the tools dropdown options at the top of the wall.

### **Upcoming Events/Calendar**

On the far right side of the home page, upcoming events affecting the student(s) are listed. There is also a link to the calendar.