SKYWARD FAMILY ACCESS
Family Access

Contents

Skyward Family Access
Family Guide

I. Overview of Family Access

The *Family Access* Portal is created and maintained for families to view students' educational progress. The portal provides demographic information, schedule, assignments, calendar events, grades, attendance, discipline, test scores, activities, and graduation requirements. Families will be able to view student details and monitor progress.

Login Process

To access the *Family Access* portal, parents/guardians will first need to register for a LaunchPad account. Once an account is established in LaunchPad, parents/guardians can then access *Family Access* by clicking on the Skyward icon. Please refer to the Skyward Family Access documentation. This documentation is located on the OCPS website > Students and Parents > Skyward > Documentation > Skyward Family Access Documentation. Families can access the documentation here.

A. Home Page

The Family Access portal is organized into 16 tabs which displays important information about the student. Tabs include *Home, Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, Test Scores, Activities, Student Services, Graduation Requirements, Academic History, Portfolio, RTI Info, Health Info,* and *Login History.* Parents/guardians will select a tab to show more information about the student. *Home* is the default tab which displays *All Students, Upcoming Events, Calendar, User Name, My Account, Exit, Google Translator* (if selected in *My Account*), *Help Link,* and *District Links*.
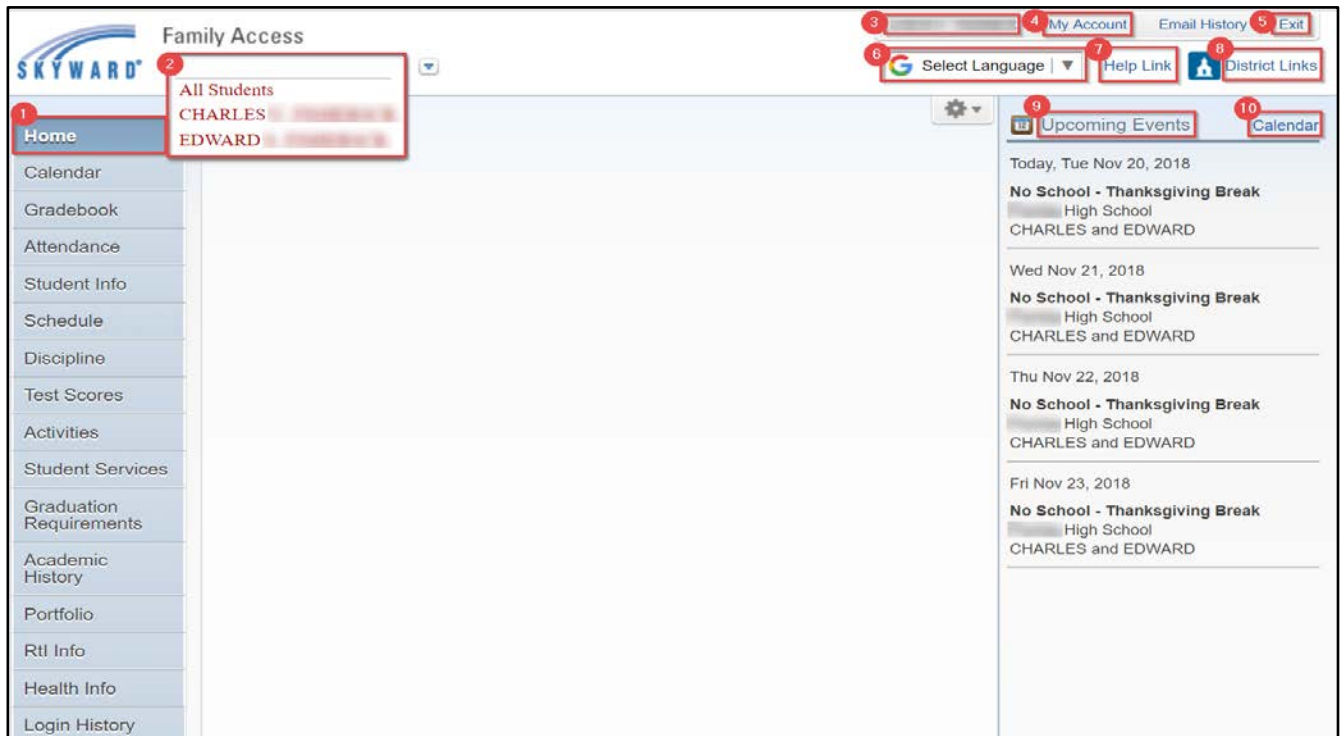

Table A. 1 Home Tab

Navigation	Description
1. Home	Displays the default page.
2. All Students	View one or all students in household.
3. Family Name	Displays the user's name.
4. My Account	Provides the contact information of the family. Changes must be processed at the student's school.
5. Exit	Closes Family Access.
6. Google Translator	Changes language.
7. Help Link	Provides useful links for parents.
8. District Links	Provides other useful resources not with *Family* Access.
9. Upcoming Events	Displays the district dates for each student.
10. Calendar	Provides a daily, weekly or monthly view.

Google Translator

Family Access has the ability to translate webpages into a variety of languages. Follow steps below to activate **Google Translator**.

1. Select **My Account**.
2. Place a check mark in the **Show Google Translator in Family Access**.
3. Select **Save**.
4. A Google Translator language dropdown will populate. Select the **dropdown arrow** to choose language.

B. Calendar

The *Calendar* tab provides a student's assignments and district dates. Events are linked to show additional information in a dialog box. *Reference Table B. 1 Calendar Tab*
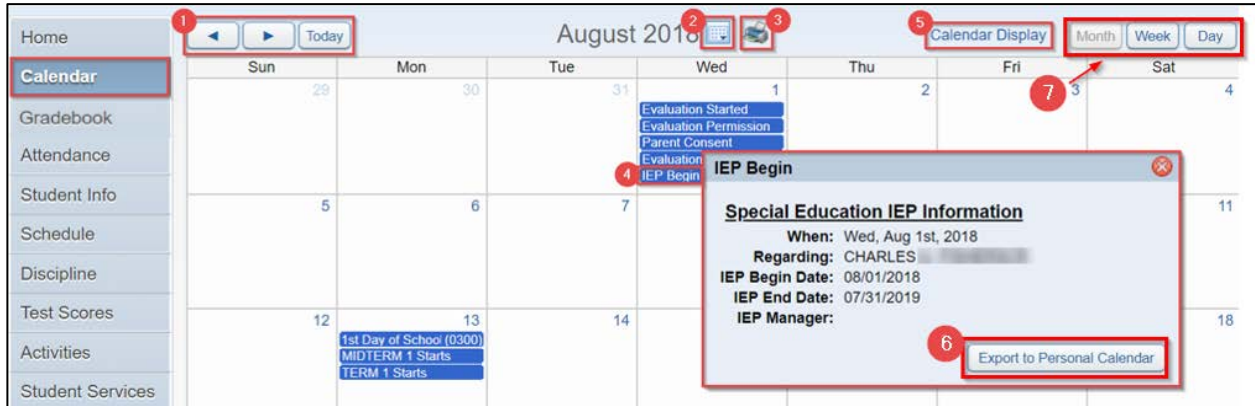

Table B.1 Calendar Tab

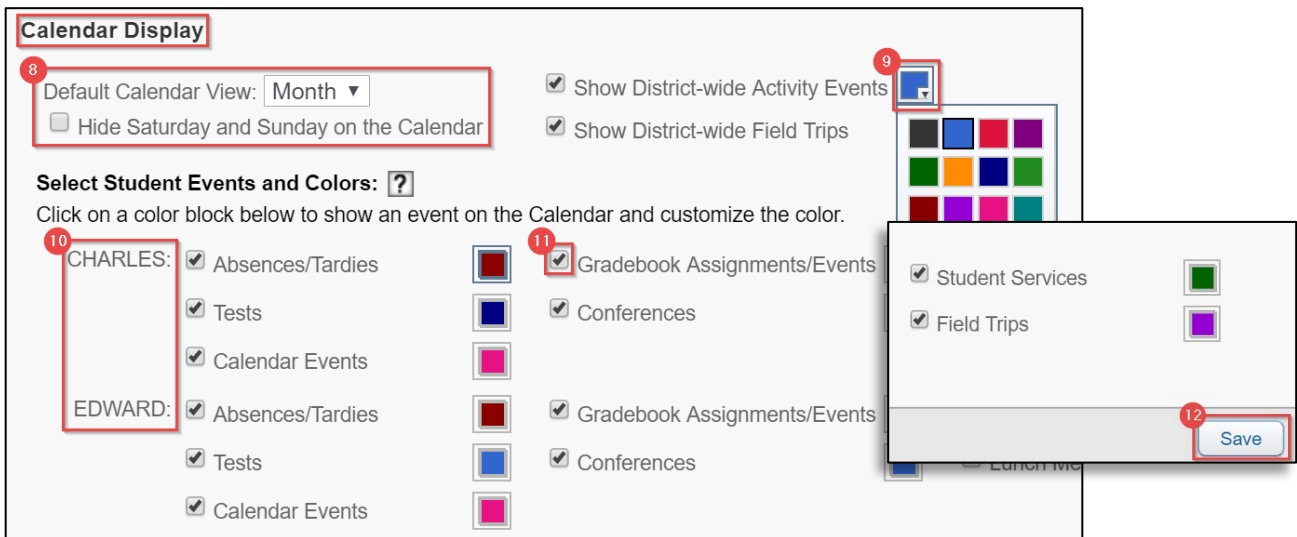| Description	Description
1. Calendar Tab	Offers month, week, and day views and includes color coded assignments and events. Toggle through each month with arrows. The "Today" button will return users to the current date.
2. Calendar Icon	Provides a calendar view.
3. Printer Icon	Prints the calendar.
4. Calendar Event	Calendar event links show more information on student's schedule.
5. Calendar Display	Link allows user to set colors for the events, change default calendar display, and hide weekends. *Reference Table D. 2 Calendar Display*
6. Export to Personal Calendar	Allows families and students to link the calendar event to their own personal electronic calendar.
7. Month, Week, Day Tabs	User can view calendar by Month, Week, or Day.

Table B. 2 Calendar Display

Navigation	Description
8. View Options	Change default calendar view option and hide weekends.
9. Color Box	Select the color box drop down arrow to access the color palette and choose new color option.
10. Student Events	Allows families to select a color for each student.
11. Check Box	Check box to show event on calendar.
12. Save Button	Families must select Save button to save changes.

C. Gradebook

The *Gradebook* tab displays a student's semester/final grades, progress reports, citizenship scores, missing assignments, homework, and grade point average (GPA). Students who attend multiple schools will have multiple gradebooks. Both high school and middle school students will have a GPA. *Reference Table C. 1 Gradebook Tab.*

Table C. 1 Gradebook Tab

Navigation	Description
1. Students	Use the drop down arrow to select a specific student if there is more than one in the household.
2. Missing Assignments	*Missing Assignments* area shows date, class info, and teacher. This area displays the number of assignments missing as marked by the teacher in the gradebook.
3. Class Grades	Class information is viewed in the Class table with the course information, meeting times, assignments, teacher's name, and a grade for a specific term. A missing assignment will appear at the top of the Gradebook area in the *Missing Assignments* area once marked by the teacher.
4. Printer Icon	Use the printer icon to print gradebook.
5. Display Options Link	*Display Options* area is used to view *All Grades*, *Current Grades*, or *Previous* and *Current Grades.*
6. GPA Link	*GPA* shows a student's grade point average by semester and yearly totals. High school and middle school students earn a GPA.
7. Course Tabs	The course tabs label citizenship scores, progress reports, report cards and semester grades. The last tab shows the final grade for each course. Hovering over the tab with the cursor will allow a label to appear with the tab description.

D. Attendance

The *Attendance* tab displays absences and tardies for the current date displayed, as well as for prior dates. Absences will be displayed by periods and classes missed. Families will select on the course to view additional information regarding the class, such as the meeting time. *Reference Table D. 1 Attendance Tab*

Table D. 1 Attendance Tab

Navigation	Description
1. Today's Attendance	Shows current date of attendance and tardies.
2. Attendance Details	Provides student's name, school, past dates, type of attendance, period, and class.
3. YTD Period Totals	(Year-to-Date Period Totals) Provides a chart of the *Excused* and *Unexcused* Absences and/or *Tardies*.

E. Student Info

The *Student Information* tab shows the student's demographic information, community service hours (for high school only), homeroom (for elementary students only), family information, and emergency contacts. *Reference Table E. 1 Student Info Tab.*

Table E. 1 Student Info Tab

Navigation	Description
1. Student	Use the drop down arrow to select a specific student if there is more than one in the household.
2. Critical Alert	*Alert Information* will display your student's allergies or other critical information.
3. Student's School	The student's school information is provided in this area. Only elementary school students will see homeroom information.
4. Family Information	The student's family information is shown in the link.
5. Community Service	*Community Service* hours are displayed for high school students only.
6. Emergency Contacts	*Emergency Contacts* for student are displayed.

F. Schedule

The *Schedule* tab provides information about a student's schedule of classes. *Reference Table F. 1 Schedule Tab*

Table F. 1 Schedule Tab

Navigation	Description
1. Current Schedule	Displays currently scheduled class.
2. Display Options	Display options allow families to view current or all terms (grading periods).
3. Views	Families will view schedule by weekday or by term (Matrix).
4. Print Schedule	Families can print student schedules.
5. Class Information	Displays the class details.

G. Discipline

The *Discipline* tab displays a student's offense and assigned action once the specific data has been entered. *Reference Table G. 1 Discipline Tab*

Table G. 1 Discipline Tab

Navigation	Description
1. Today's Discipline	Displays student's current discipline offense(s).
2. Offenses	Displays all offenses by date, type of offense, location, and officer (school administrator).
3. Action Taken	Displays the date and action taken for the offense(s).
4. YTD Offense Totals	(Year-to-Date Offense Totals) Provides a chart of the year-to-date offense totals.

H. Test Scores

The *Test Scores* tab displays test and detailed scores completed by the student. *Reference Table H. 1 Test Scores Tab*

Table H. 1 Test Scores Tab

Navigation	Description
1. Test Scores	Displays all test taken by student.
2. Score Link	Displays detailed score information about test.

I. Activities (Middle School and High School students)

The *Activities* tab provides detailed information related to athletics. *Reference Table* I. *1 Activities Tab*

Table I. 1 Activities Tab

Navigation	Description
1. Date Range	Displays the dates of the entire school year.
2. Activity	Displays extracurricular athletic activities of the current school year.
3. Leader	Displays the coach's name.
4. Assistants	Displays assistance coach's name.
5. View Activities from Prior Years	Provides athletic activities for the prior years.

J. Student Services

The *Students Services* tab displays the student's current IEP and Section 504 exceptionalities and accommodations. Families are able to view Previous IEP and Section 504 information for students. Selecting **Display Options** provides student's *Evaluation Information* with student's IEP and 504 accommodations. *Reference Table J. 1 Student Services Tab*

Table J. 1 Student Services

Navigation	Description
1. Evaluation Information	Displays the student's *Evaluation, Evaluation Start Date, Evaluation Completed,* and *Next Evaluation*.
2. Consent Information	Displays students *Evaluation Permission, District Received, Placement Consent,* and dates.
3. Exceptionalities	*Exceptionalities* will display in this location.
4. Display Options	Select *Display Options* to View IEP from previous years.

K. Graduation Requirements (Middle and High School Students)

The *Graduation Requirements* tab displays the student's graduation plan. This area allows parents/guardians to review the student's *Coursework Requirements* necessary for graduation. For middle school students, the graduation requirements displays the middle school promotion requirements. *Reference Table K. 1 Graduation Requirements*

Table K. 1 Graduation Requirements

Navigation	Description
1. Coursework Requirement Area	Displays the following: • *Required*: total number of credits needed to meet graduate requirements. • *Complete*: the number of credits the student has earned. • *In Progress*: the amount of credit hours the student is in the process of taking. • *Scheduled*: credit hours the student is scheduled to take in the future year. • *Remaining*: the total number of credits still needed to meet graduation requirements.
2. View All Courses	Provides detailed *In Progress* and courses history of the *Coursework Requirements Area* selected.
3. View Courses	Provides access to detailed credit information based on the courses needed and attempted by the student.

L. Academic History

The *Academic History* tab of *Family Access* allows families to view a student's prior year courses and grade information. *Reference Table N. 1 Academic History*

1. Class Grading Terms – The table below explains the different options that fall under the Class Grading Terms.
2. Class Info – Provides details to include meeting times for the class selected

Table N. 1 Academic History

Navigation	Definition	Navigation	Definition
PR1	First Midterm Grade	PR3	3rd Midterm Grade
CP1	1st Citizenship Grade	CP2	3rd Citizenship Grade
RC1	1st Term Grade	RC3	3rd Term Grade
PR2	2nd Midterm Grade	PR4	4th Midterm Grade
CQ1	2nd Citizenship Grade	CQ2	4th Citizenship Grade
RC2	2nd Term Grade	RC4	4th Term Grade
S1	1st Semester Grade	S2	2nd Semester Grade

M. Portfolio

The *Portfolio* tab displays a student's Report Cards and Attendance Letters. Families have the option to print duplicate report cards and attendance letters from this area.

N. RTI (Response to Intervention)

The *RTI* (Response to Intervention) tab shows families when the student is attached to a Watch List. The Watch List provides a list of students that are potentially identified as having chronic absenteeism and/or truancy. The Watch List displays an alert identifying the attendance concerns.

O. Health Information

The *Health Information tab* provides health information related to the student. Families can click on View Details to see *Health Conditions* and *Hearing/Vision Tests*. Reference Table O. 1 Health Information

Table O. 1 Health Information

Navigation	Description
1. Display Options	Provides a link to view a student's hearing and vision test results.
2. Show Tests	Displays the test result details including *School Year, Date, School, Test, Examined By,* and *Referred By*.
3. Results	This hyperlink provides detailed results.

P. Login History

The *Login History* tab provides the family's login history. The history information displays *Date, Time, IP Address*, and *Areas Viewed*. *Reference Table P. 1 Login History*

Table P. 1 Login History

Navigation	Definition
1. Login History Sections	Provides *Date, Time, IP Address, Product*, and *Areas Viewed.*
2. View Areas	Provides the Area, Time, Student Name, and students School.

Q. Online Forms

The *Online Forms* tab is only visible when there is a form available that needs to be signed by a student's family. *Online Forms* provides families a quick way to fill out forms for the district without having to submit paper copies. *Reference table Q. 1 Online Forms.*
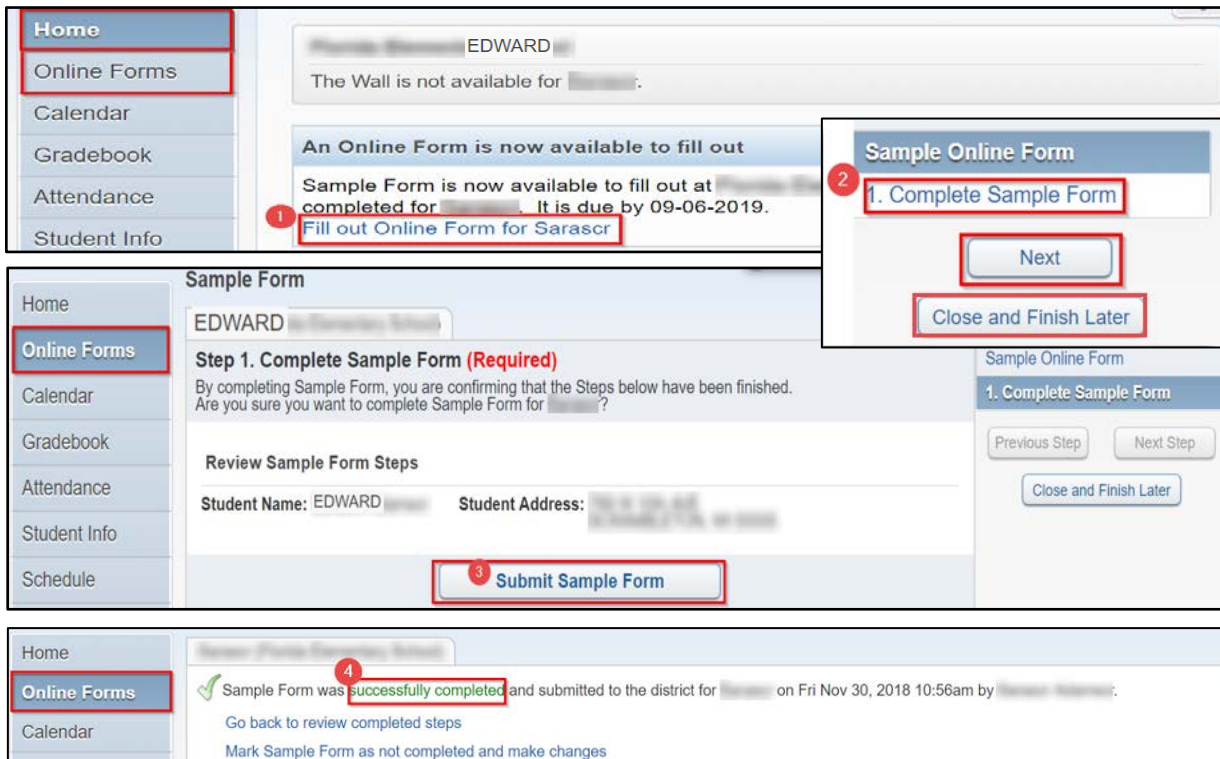

Table Q. 1 Online Forms

Navigation	Description
1. Fill out Online Form	When a document is required to be completed by the district, an online form notice will appear in *Family Access*.
2. Complete Form/ Next/Close and Finish Later	Select an *Online Form* option to complete the district forms provided.
3. Submit Form	Submits the sample form.
4. Completion Notification	Displays when the form was successfully completed.

Note: For additional support with Family Access Portal, contact the student's school for assistance.