



SKYWARD FAMILY ACCESS
Family Access

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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*.

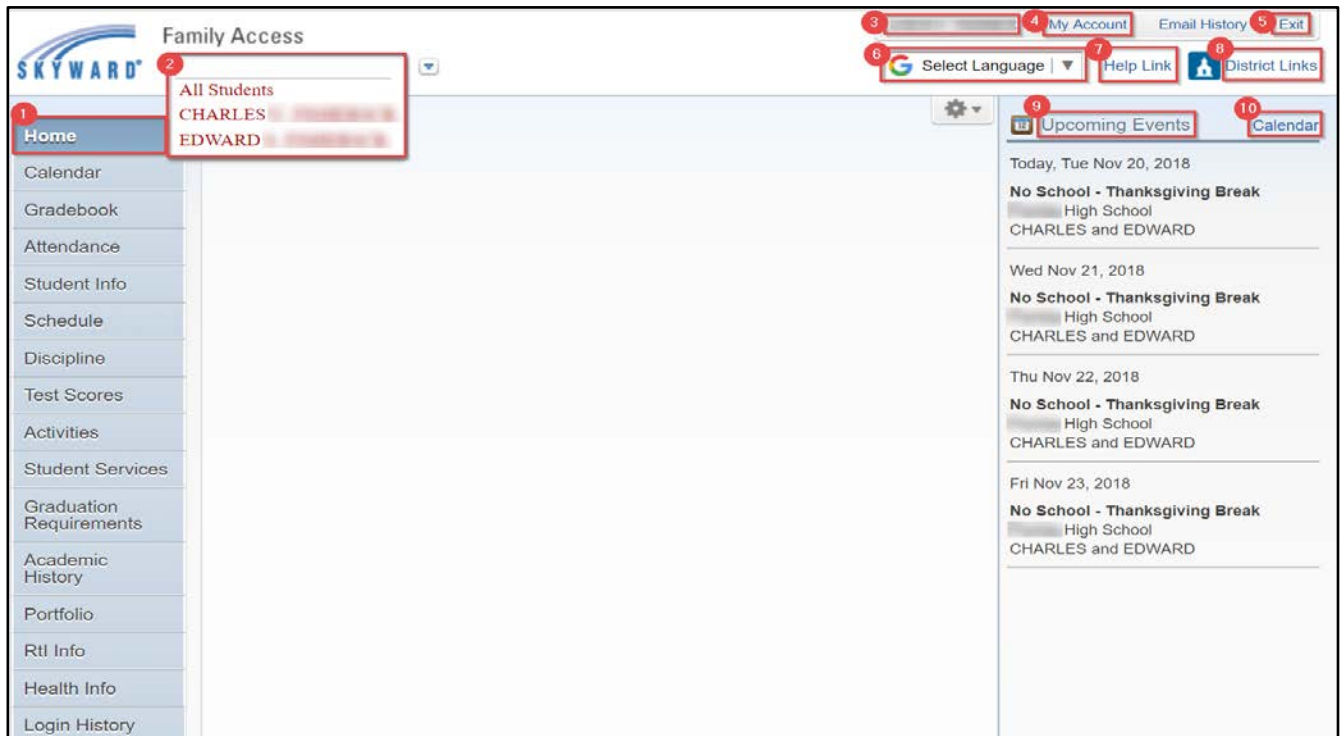


Table A. 1 Home Tab

| 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 <i>Family Access</i> . |
| 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.

The screenshot shows the Family Access 'Account Settings' page. The interface includes a top navigation bar with 'My Account', 'Email History', and 'Exit' links. A left sidebar contains menu items like 'Home', 'Calendar', 'Gradebook', and 'Student Info'. The main content area is titled 'Account Settings' and contains various input fields for contact information, login credentials, and address. A red box highlights the 'My Account' link in the top right. Another red box highlights the 'Show Google™ Translator in Family Access' checkbox, which is checked. A third red box highlights the 'Save' button. A fourth red box highlights the 'Select Language' dropdown menu in the bottom right corner. The page also features a 'SKYWARD All Students' logo and a 'District Links' icon.

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*

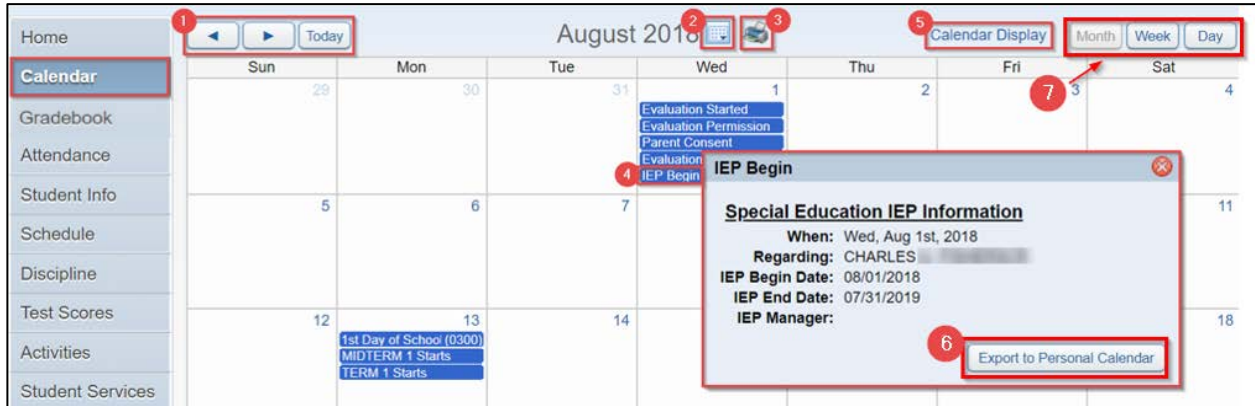


Table B.1 Calendar Tab

| 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. <i>Reference Table D. 2 Calendar Display</i> |
| 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. |

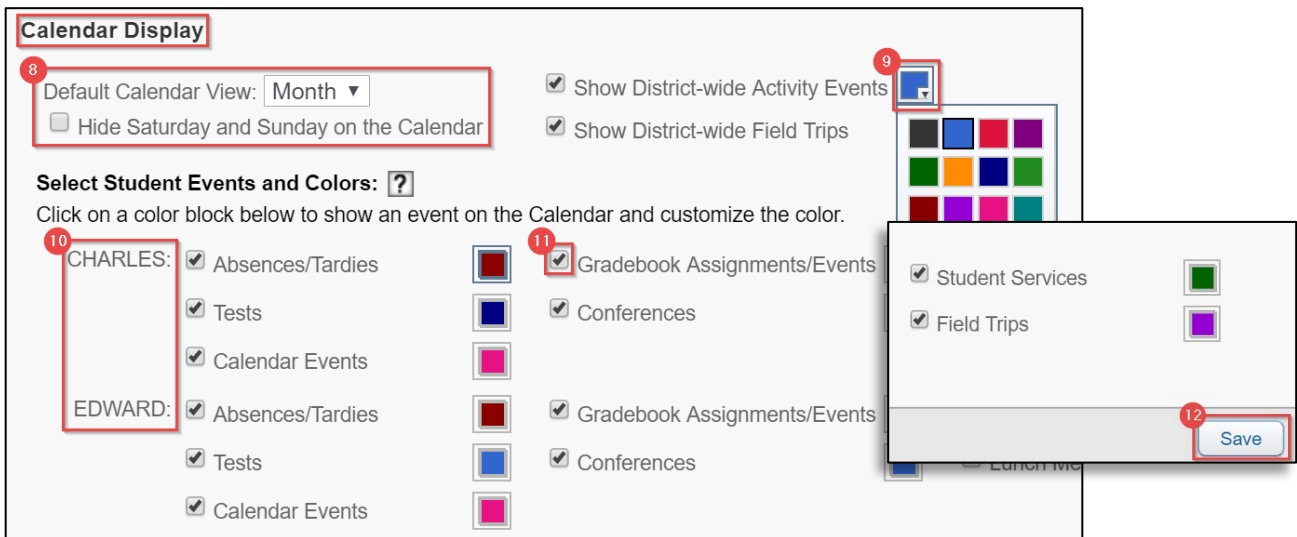


Table B. 2 Calendar Display

| 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 | <i>Missing Assignments</i> 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 <i>Missing Assignments</i> area once marked by the teacher. |
| 4. Printer Icon | Use the printer icon to print gradebook. |
| 5. Display Options Link | <i>Display Options</i> area is used to view <i>All Grades</i> , <i>Current Grades</i> , or <i>Previous and Current Grades</i> . |
| 6. GPA Link | <i>GPA</i> 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*

Attendance

1 Today's Attendance: Mon Nov 26, 2018
No Absences or Tardies were recorded for EDWARD

2 EDWARD

| Date | Attendance | Period | Class |
|-----------------|---------------|--------|-----------------------------------|
| Thu Sep 6, 2018 | School Tardy | 1 | M/J Exploring Two-Dimensional Art |
| Thu Sep 6, 2018 | Suspended | 5 | M/J Exploring Two-Dimensional Art |
| Wed Sep 5, 2018 | Abs Unexcused | 1 & 5 | View Classes |

3 **YTD Period Totals**

JOHN

Excused: 1, Tardy: 1, Unexcused: 2

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 <i>Excused</i> and <i>Unexcused</i> Absences and/or <i>Tardies</i> . |

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.*

Family Access

1 EDWARD

2 Alert Information

3 High School
Phone: (352) 123-4567 Principal: Lucas
Grade: 12 Status: Active (Full-time)

4 View EDWARD's Families

5 Graduation Year: 2019
Community Service: 0.00 Hours

6 Emergency Contacts

| Emergency Contacts | Primary Phone | Second Phone | Third Phone | Employer's Phone | Home Email |
|--------------------|----------------|--------------|-------------|------------------|------------|
| THERESA (Mother) | (555) 555-7589 | | | | |
| (Father) | (555) 555-7589 | | | | |
| SUSAN | | | | | |
| (LEGAL GUARDIAN) | (555) 555-7589 | | | | |

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 | <i>Alert Information</i> 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 | <i>Community Service</i> hours are displayed for high school students only. |
| 6. Emergency Contacts | <i>Emergency Contacts</i> 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 <i>Evaluation, Evaluation Start Date, Evaluation Completed, and Next Evaluation.</i> |
| 2. Consent Information | Displays students <i>Evaluation Permission, District Received, Placement Consent, and dates.</i> |
| 3. Exceptionalities | <i>Exceptionalities</i> will display in this location. |
| 4. Display Options | Select <i>Display Options</i> 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: <ul style="list-style-type: none"> • <i>Required</i>: total number of credits needed to meet graduate requirements. • <i>Complete</i>: the number of credits the student has earned. • <i>In Progress</i>: the amount of credit hours the student is in the process of taking. • <i>Scheduled</i>: credit hours the student is scheduled to take in the future year. • <i>Remaining</i>: the total number of credits still needed to meet graduation requirements. |
| 2. View All Courses | Provides detailed <i>In Progress</i> and courses history of the <i>Coursework Requirements Area</i> 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*

The screenshot shows the 'Academic History' page. On the left is a navigation menu with 'Academic History' highlighted. The main area is divided into two sections: '2019 - 2020, Grade 09' and '2018 - 2019, Grade 08'. The '2019 - 2020, Grade 09' section has a table with columns for 'Class', 'Terms', 'CR1', 'PR1', 'CQ1', 'RC1', 'CR2', 'PR2', 'CQ2', 'RC2', 'S1', 'CR3', 'PR3', 'CQ3', 'RC3', and 'CR4'. The 'Class' column lists various subjects like 'Advanced Placement Human Geography', 'Biology 1 Honors', etc. The 'Advanced Placement Human Geography' row is selected, and a 'Class Info' pop-up window is open. This window shows details for 'Boone HS', including 'Alphakey / Section: 2103400 / MG', 'Course Length: Full Year', 'Credits: 1.000', 'Curriculum: AP HUMAN GEOG', 'Course Grades: 9 - 12', and 'Explanation: Advanced Placement Human Geography'. Below this is a 'Meeting Details' section with 'Teacher', 'Room: 836', 'Period: 6', 'Start Date: Mon Aug 12, 2019', and 'End Date: Wed May 27, 2020'. To the right of the class list is a grid of grade cells, with some cells containing letters like 'C', 'B', 'A'.

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 | 3 rd Midterm Grade |
| CP1 | 1 st Citizenship Grade | CP2 | 3 rd Citizenship Grade |
| RC1 | 1 st Term Grade | RC3 | 3 rd Term Grade |
| PR2 | 2 nd Midterm Grade | PR4 | 4 th Midterm Grade |
| CQ1 | 2 nd Citizenship Grade | CQ2 | 4 th Citizenship Grade |
| RC2 | 2 nd Term Grade | RC4 | 4 th 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.

The screenshot shows the 'Portfolio' tab selected in a sidebar menu. The main content area is divided into two sections: 'Portfolio - Attachments' and 'Portfolio - Highlights'. Both sections display messages for two students, CHARLES and EDWARD, indicating that there are no attachments or highlights available for them. The sidebar menu includes options like Home, Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, Test Scores, Activities, Student Services, Graduation Requirements, Academic History, and Portfolio (which is highlighted).

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.

The screenshot shows the 'RTI Info' tab selected in a sidebar menu. The main content area is titled 'Response to Intervention (RTI) Information'. It features a 'Watch List' section with a message for Charles: 'Charles: ATT < 90 Days'. Below this, there is a dropdown menu for Charles (HS) and a message stating 'There are no Referral or Intervention records to display.' The sidebar menu includes options like Home, RTI Info (highlighted), Health Info, and Login History. The top of the page shows the 'Family Access' logo and the student's name 'Charles'.

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*

The screenshot displays the 'Health Information' section of a student's profile. On the left is a navigation menu with items like Home, Online Forms, Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, Test Scores, Student Services, Graduation Requirements, Academic History, Portfolio, RtI Info, and Health Info (highlighted in red). The main content area shows a 'Health Information' header with a 'Display Options' button (circled in red and labeled 1) and a 'Health Conditions' tab. Below this is a table with columns: Health Condition, School Year, School, Status, Treatment, Examined By, and Referred By. A row shows 'Seizure Disorder' for the '2017-2018' school year at 'Florida Elementary School' with a status of 'Active'. A second 'Health Information' section is overlaid, showing a 'Tests' tab and a 'Show Health Conditions' button (circled in red and labeled 2). Below this is a table with columns: School, Date, Test, Examined By, and Referred By. Two rows are shown: one for '2017-2018' with a date of '12/11/2017' and a 'Hearing Test (Results)' (circled in red and labeled 3), and another for '2017-2018' with a date of '12/11/2017' and a 'Vision Test (Results)'.

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 <i>School Year</i> , <i>Date</i> , <i>School</i> , <i>Test</i> , <i>Examined By</i> , and <i>Referred By</i> . |
| 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*

| | Date | Time | IP Address | Product | Areas Viewed |
|-------------------------|------------------|---------|---------------|---------------|----------------------------|
| Calendar | Thu Nov 29, 2018 | 2:51pm | 168.184.14.5 | Family Access | View Areas |
| Gradebook | Thu Nov 29, 2018 | 2:31pm | 168.184.14.5 | Family Access | View Areas |
| Attendance | Thu Nov 29, 2018 | 2:06pm | 168.184.14.5 | Family Access | View Areas |
| Student Info | Thu Oct 18, 2018 | 10:21am | 168.184.14.87 | Family Access | View Areas |
| Schedule | Thu Oct 18, 2018 | 9:16am | 168.184.14.87 | Family Access | View Areas |
| Discipline | Thu Oct 18, 2018 | 8:44am | 168.184.14.87 | Family Access | View Areas |
| Test Scores | Thu Sep 6, 2018 | 8:40am | 168.184.14.87 | Family Access | View Areas |
| Student Services | Thu Sep 6, 2018 | 10:26am | 168.184.14.71 | Family Access | View Areas |
| Graduation Requirements | Thu Sep 6, 2018 | 9:55am | 168.184.14.71 | Family Access | View Areas |
| Academic History | Thu Sep 6, 2018 | 9:27am | 168.184.14.71 | Family Access | View Areas |
| Portfolio | Thu Sep 6, 2018 | 8:45am | 168.184.14.71 | Family Access | View Areas |

Table P. 1 Login History

| Navigation | Definition |
|---------------------------|-----------------------------------------------------------------------------------------------------|
| 1. Login History Sections | Provides <i>Date</i> , <i>Time</i> , <i>IP Address</i> , <i>Product</i> , and <i>Areas Viewed</i> . |
| 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*.

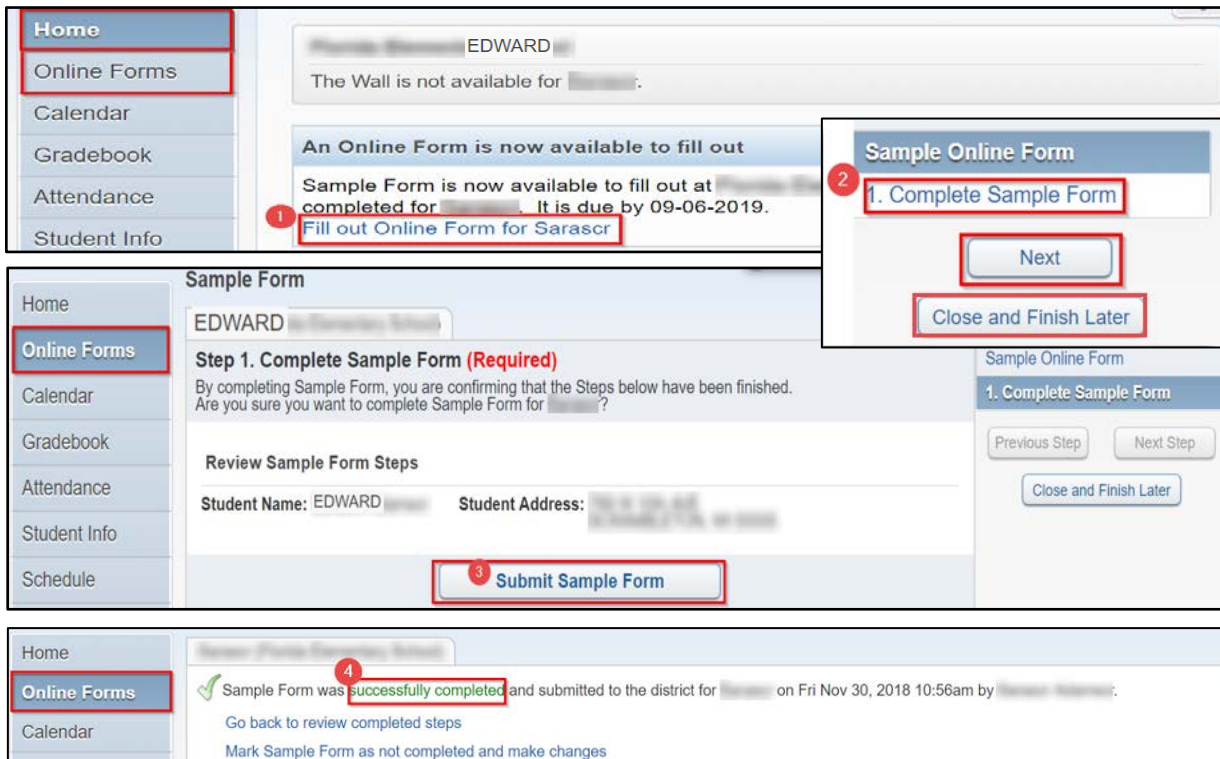


Table Q. 1 Online Forms

| 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 <i>Family Access</i> . |
| 2. Complete Form/ Next/Close and Finish Later | Select an <i>Online Form</i> 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.