

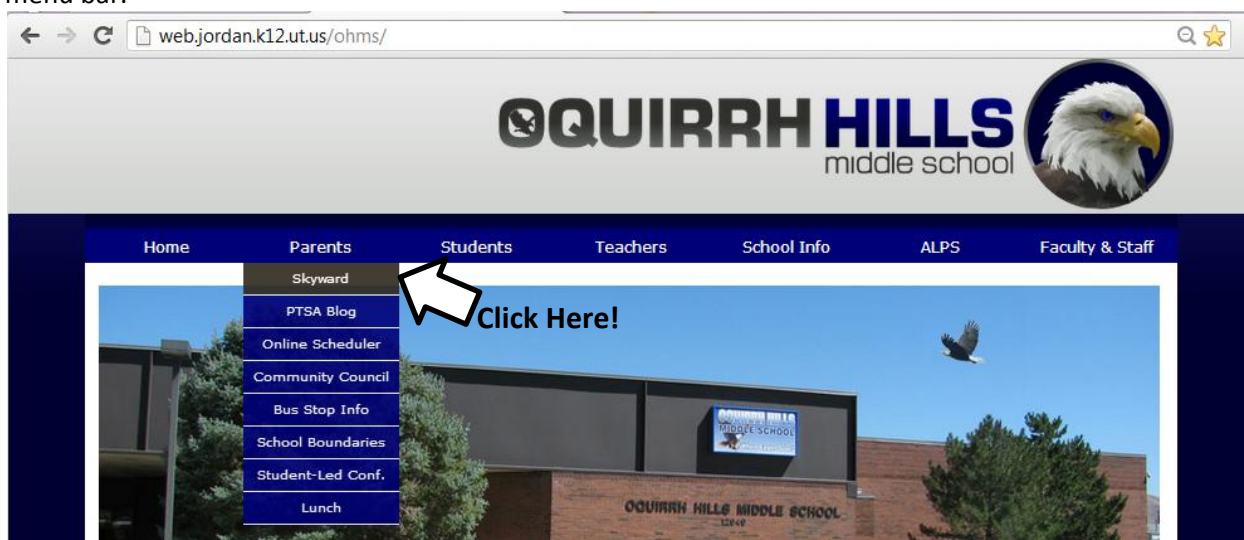
## Skyward Family Access 101

### Oquirrh Hills Middle School Counseling Center

Family Access is a feature of the student information system being used by schools in Jordan School District Schools. Parents can use Family Access to see information about their students including grades, attendance, lunch information including current lunch balance, and their schedules. This tutorial is designed to provide a quick overview of Family Access for parents of what is included and how to maneuver within the system.

Family Access is a web-based product that is accessible to you from any computer connected to the Internet. In order to use Family Access you will need a login and password, this should have been given to you when your student was mailed their schedule. If you do not have your username and password contact the OHMS counseling center at 801-256-2360 to arrange to receive it.

Skyward may be accessed from many points on the internet. The easiest place to find it would be to visit the Oquirrh Hills website: <http://web.jordan.k12.ut.us/ohms/> The link to skyward can be found under **Parents** or **Students** among the top menu bar.



Click "Skyward" – this will take you to the login page, which looks like the picture below. \*Tip: Bookmark this page for future use.

Again, in order to use Family Access you need your login and password, this should have been mailed to you along with your student's class schedule. Contact your counselor or the OHMS counseling center to arrange to receive your login information.

A screenshot of the Skyward login page. At the top center is the Skyward logo, which consists of three blue curved lines above the word "SKYWARD" in blue capital letters. Below the logo is the text "Jordan School District Student System". The login area contains two input fields: "Login ID:" followed by a text box, and "Password:" followed by a text box. Below these fields is a blue "Sign In" button. Underneath the button is a link that says "Forgot your Login/Password?". In the bottom right corner of the page, the version number "05.13.06.00.02-10.2" is displayed.

3 Once your username and password has been entered a new window should pop up that looks like something below.

The screenshot displays the Skyward Family Access interface. At the top, there are fields for 'Student' and 'School' (OQUIRRH HILLS MIDDLE), along with language options (English | Spanish) and buttons for 'Account Info', 'Print', and 'Logout'. The main area shows a calendar for May 2013 with a grid of days from Sunday to Saturday. Each day contains a list of assignments with their dates and grades. A navigation menu on the left includes sections for 'General Information', 'Online Assignments', and 'District Links'. Red circles with numbers 1 through 5 are overlaid on the image to highlight specific features: 1 points to the 'Account Info' button, 2 points to the language selection, 3 points to the student/school dropdowns, 4 points to an assignment entry in the calendar, and 5 points to the left-hand navigation menu.

1. On the upper right hand corner of the screen is the Account Info button. This button can be used to change your login, your password or to add your email address. Parents are encouraged to have an email address listed here. Passwords must be a minimum of four characters in length.
2. A new feature to Family Access is having the option to display family access in either English or Spanish. Click either English or Spanish to view Family Access in that language.
3. At the top of the screen you should see the name of one of your children. If you have more than one child in school click on the down arrow next to your child's name and you should be able to select other children in your family. If they are in a different school the school name will change automatically.
4. The calendar shows the term days of school as well as assignments for your child. Moving your mouse over any assignment will tell you the name of the assignment, the class, and a grade on the assignment if it has been graded. It will also tell you if it is a missing assignment. Clicking on any assignment will open more information about the assignment.
5. On the left hand side of the screen are other buttons that can be selected to provide you with more information.

Clicking on the Student Information button will show you basic demographic information about your student. If any of this information is not accurate or missing, we ask that you contact the office of the school that your child attends and provide them with correct information. This will help keep our records accurate.

The Skylert button enables you to receive notifications concerning your children. You have control over which notifications to receive and how you would like to receive them.

The next selections on the menu is the **Gradebook** button. Clicking on that button opens a page that looks similar to the following.

is/scripts/wsis.dll/WService=wsEPlus/sfwmnu01.w

Student:  School:  English | Spanish Account Info Print Logout

**Gradebook** Progress Report Missing Assignments Teacher's Log GPA Comments

Classes for All Grade Periods   Click on the underlined grade to see the assignments that make up that grade.

[Hide Dropped Classes](#)

Period	Class	Description	Teacher	CZ1	Q1	CZ2	Q2	CZ3	Q3	CZ4	Q4
1	<a href="#">30501/11</a>	INTGRD SCIENCE 7	<a href="#">JONES L</a>	H	<a href="#">A</a>	H	<a href="#">A</a>				
1	<a href="#">80003/07</a>	CTE INTRO 3-TECH/IND	<a href="#">HESS</a>					H	<a href="#">A</a>		
1	<a href="#">80001/12</a>	CTE INTRO 1-BUSINESS	Q4 <a href="#">ALLSOP</a>							H	<a href="#">A</a>
2	<a href="#">08700/04</a>	TA 7th GRADE	Q1 <a href="#">BELTRAN</a>								
2	<a href="#">08700/20</a>	TA 7th GRADE	Q1 <a href="#">VON DER LOHE</a>	H	<a href="#">P</a>						
2	<a href="#">08701/04</a>	TA 7TH GRADE	Q2 <a href="#">BELTRAN</a>								
2	<a href="#">08701/20</a>	TA 7TH GRADE	Q2 <a href="#">VON DER LOHE</a>			H	<a href="#">P</a>				
2	<a href="#">08702/04</a>	TA 7TH GRADE	Q3 <a href="#">BELTRAN</a>								
2	<a href="#">08702/20</a>	TA 7TH GRADE	Q3 <a href="#">VON DER LOHE</a>					H	<a href="#">P</a>		
2	<a href="#">08703/04</a>	TA 7TH GRADE	Q4 <a href="#">BELTRAN</a>								
2	<a href="#">08703/20</a>	TA 7TH GRADE	Q4 <a href="#">VON DER LOHE</a>							H	<a href="#">P</a>
3	<a href="#">83131/10</a>	KEYBOARDING 1	S1 <a href="#">HESS</a>	H	<a href="#">A</a>	S	<a href="#">A</a>				
3	<a href="#">70101/08</a>	FITNESS 7	S2 <a href="#">TWEEED</a>					H	<a href="#">A</a>	H	<a href="#">A</a>
4	<a href="#">80002/01</a>	CTE INTRO 2 - FAM/CO	Q1 <a href="#">HALES</a>	H	<a href="#">A</a>						
4	<a href="#">80004/02</a>	CTE INTRO 4	Q2 <a href="#">DUTRO</a>			H	<a href="#">A</a>				
4	<a href="#">46401/02</a>	JOURNALISM 1	S2 <a href="#">JONES K</a>					H	<a href="#">A</a>	H	<a href="#">A</a>
5	<a href="#">44990/01</a>	LANG ART 7 CORE	Y <a href="#">DRAPER</a>	H	<a href="#">A</a>	H	<a href="#">A</a>	H	<a href="#">A</a>	H	<a href="#">A</a>
6	<a href="#">45000/01</a>	LANG ART 7B CORE	Y <a href="#">DRAPER</a>	H	<a href="#">A</a>	H	<a href="#">A</a>	H	<a href="#">A</a>	H	<a href="#">A</a>
7	<a href="#">60001/10</a>	UTAH STUDIES 7	S1 <a href="#">RICHINS</a>	H	<a href="#">A</a>	H	<a href="#">A</a>				
7	<a href="#">10261/06</a>	ART FOUNDATION 1	S2 <a href="#">FEDOR</a>					H	<a href="#">A</a>	S	<a href="#">A</a>
8	<a href="#">52110/05</a>	8 GRADE MATH H	YS1 <a href="#">CLARK</a>	H	<a href="#">A</a>	H	<a href="#">B</a>				
8	<a href="#">52010/03</a>	7 GRADE MATH H	YS2 <a href="#">TAYLOR S</a>					H	<a href="#">A</a>	H	<a href="#">A</a>

-Indicates the class has been dropped

The page shows the student's schedule by period, the teacher and current grades in each class. If no grade is present the teacher has not yet entered anything into their gradebook.

1. Clicking on one of the letter grades will open the gradebook for that student in that class where you will be able to see detailed information on assignments in the class and the child's grades on assignments. In the example above Q1 is a first quarter grade to date, S1 is the overall grade for a class to date. (Please note anything in blue is a button that will take you to another page.)
2. Clicking on the teacher's name will automatically open an email if you need to communicate with the teacher.
3. Near the top of the screen you will see a button called Missing Assignments. Selecting this button will show you any missing assignments that your child has in any class. Please note, a "missing assignment" shows if the due date of the assignment has passed and the teacher has not yet input a grade. Therefore, an assignment may or may not actually be missing. Please talk to your child and then the teacher regarding the missing assignment.

The next button on the menu is the **Message Center** button. Teachers and administrators have the ability to send messages and reminders to parents via the message center.

Gradebook

When you click on a letter grade from the gradebook page it will show you the most recent class grade breakdown of the class. It will look similar to the picture below.

<https://skystu.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsEApplus/sfwgrd22.w>

**SKYWARD** **OQUIRRH HILLS MIDDLE** Print Close  
**TERM 2 - Q2 Progress Detail Report for**

[View Grade Marks](#)

52000/08 7 GRADE MATH PEACOCK - **There are 2 Missing assignments in TERM 2 - Q2 for this class**

Assign Category	Date Due	Has Attach.	Description	Points Earned	Points Possible	Percent Earned	Grade	Spec. Code	Missing	No Count
<b>Grade for TERM 2 - Q2 11/05/12 - 01/21/13</b>							<b>79.16</b>	<b>C+</b>		
<b>Assignment</b>	<b>(25.00% of TERM 2 Grade)</b>			<b>164.50</b>	<b>214.00</b>	<b>76.87</b>	<b>C</b>			
Asgn	11/06/12	✓	<a href="#">Multiplying Decimals</a>	18.00	20.00	90.00	A-			
Asgn	11/07/12	✓	<a href="#">Benchmark Review</a>	14.00	18.00	77.78	C+			
Asgn	11/14/12	✓	<a href="#">order of operations HW</a>	0.00	12.00	0.00	F		✓	
Asgn	11/28/12	2	<a href="#">Using The distribute property</a>	8.00	10.00	80.00	B-			
Asgn	11/29/12	✓	<a href="#">Simplify expression</a>	14.50	17.00	85.29	B			
Asgn	11/30/12	✓	<a href="#">Simplifying Expressions</a>	10.00	12.00	83.33	B			
Asgn	12/05/12	✓	<a href="#">Writing Expressions and Equat</a>	27.00	30.00	90.00	A-			
Asgn	12/06/12	✓	<a href="#">Evaluating Expressions</a>	5.00	12.00	41.67	F			
Asgn	12/10/12	✓	<a href="#">Expressions Practice</a>	16.00	18.00	88.89	B+			
Asgn	12/13/12	✓	<a href="#">Factoring Expressions</a>	12.00	12.00	100.00	A			
Asgn	12/19/12	✓	<a href="#">Expressions Review</a>	*	20.00				✓	
Asgn	12/20/12		<a href="#">Christmas Math Packet</a>							✓
Asgn	01/03/13		<a href="#">Expressions Review 2</a>	14.00	20.00	70.00	C-			
Asgn	01/08/13	✓	<a href="#">Part 1 Pre- Benchmark</a>	10.00	13.00	76.92	C			
Asgn	01/09/13		<a href="#">Simplifying Expression Review</a>	16.00	20.00	80.00	B-			
<b>Assessment</b>	<b>(40.00% of TERM 2 Grade)</b>			<b>36.00</b>	<b>42.00</b>	<b>85.71</b>	<b>B</b>			
Asmt	11/15/12		<a href="#">Order of Operations Quiz</a>	5.00	8.00	62.50	D-			
Comments: retook, same score										
Asmt	11/30/12		<a href="#">Simplifying Expressions Quiz</a>					**AD		✓
Asmt	12/11/12		<a href="#">Expressions Quiz</a>	10.00	12.00	83.33	B			
Asmt	01/04/13		<a href="#">Expressions</a>	21.00	22.00	95.45	A			
<b>Final Exam</b>	<b>(10.00% of TERM 2 Grade)</b>			<b>17.50</b>	<b>23.00</b>	<b>76.09</b>	<b>C</b>			
Finl	01/10/13		<a href="#">Benchmark 2 multiple choice</a>	9.00	13.00	69.23	D+			

1. Any assignments highlighted in red or those that have a check mark under the missing column have not been returned to teacher or have not yet been graded.

\* Teachers are required to update Skyward once per week. If Skyward is showing there is a missing assignment it could be for multiple reasons. In most cases if the assignment is marked as missing it means the assignment has not been turned in or it was turned in late and has not yet been graded and updated in Skyward. Many students become apprehensive when an assignment has been turned in LATE but the gradebook is still marked as missing. Students have the best chance of Skyward reflecting their grades/assignments accurately if they turn them in ON TIME.

2. If the assignment has a check mark under the “Has Attachment” column that means a copy of the assignment or directions for the assignment are available to download and print. To pull up the attachment click the assignment title in blue. A separate window will pull up with assignment details, double click the file in the attachment section to download the file.

3. Please note that grades are broken down differently in each class. Notice that in the class above assignments make up 25% of the total grade. If there are no percentages next to the different sections that means all the assignments/tests/assessments are weighted by their point value.



The next button is the **Attendance** button. It will look similar to this:

3

Student:  School: OQUIRRH HILLS MIDDLE English | Spanish Account Info Print Logou

**Attendance** Calendar By Day Term Totals Contact Us

■ - Tardy   
 ■ - Excused   
 ■ - UnExcused   
 ■ - Other

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

June 2013							May 2013							April 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1				1	2	3	4		1	2	3	4	5	6
2	3	4	5	6	7	8	5	6	7	8	9	10	11	7	8	9	10	11	12	13
9	10	11	12	13	14	15	12	13	14	15	16	17	18	14	15	16	17	18	19	20
16	17	18	19	20	21	22	19	20	21	22	23	24	25	21	22	23	24	25	26	27
23	24	25	26	27	28	29	26	27	28	29	30	31		28	29	30				
30																				

March 2013							February 2013							January 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2						1	2			1	2	3	4	5
3	4	5	6	7	8	9	3	4	5	6	7	8	9	6	7	8	9	10	11	12
10	11	12	13	14	15	16	10	11	12	13	14	15	16	13	14	15	16	17	18	19
17	18	19	20	21	22	23	17	18	19	20	21	22	23	20	21	22	23	24	25	26
24	25	26	27	28	29	30	24	25	26	27	28			27	28	29	30	31		
31																				

★ On the attendance page you have three options including calendar, by day and term totals. The attendance page will show you recorded absences and tardies for your child.

The next button on the menu is the **Schedule** button. It shows your child's classes for the whole year or for a specific term, whichever you choose. Again clicking the teacher's name will open an email to that teacher.

The next button is the **Test Scores** button. This will give you test scores of the state standard tests administered to your student each year.

There are four different pages to the **Food Service** area: account information, payments for the student, all payments and purchases. The Account Information page as shown below shows any balance that the student started the year with, payments made to date, purchases (lunches eaten) and the current lunch balance for the student. Parents now have the option to make payments online with a card by clicking the “Make Online Payment” button. The Purchases button shows days that the student ate lunch and what food items were purchased.

Student:  School: OQUIRRH HILLS MIDDLE  English | Spanish Account Info Print Logout

**Food Service** Account Information Payments for  All Payments Purchases Applications

**Account Information for**  
[\[refresh\]](#)  
 Lunch Type: **Normal**

Prior Year Balance:	<b>\$19.00</b>	Last Payment:	<b>\$0.00</b>
+ YTD Payments:	<b>\$0.00</b>	Last Check:	
- YTD Purchases:	<b>\$18.25</b>	Last Payment Date:	<b>07/12/2012</b>
= Current Balance:	<b>\$0.75</b>	Key Pad Number:	<b>8279374</b>

[Make Online Payment](#)

The **Fee Management** button shows what monies have been paid to the school.

The **Email Notification** button will allow you to change and set your preferences as to what notifications you would like to receive by email.

The **Health Information** button will display any health records we have on your student. If there is something missing please contact the school to update this information.

The Login History button will display your skyward family access login history.