



# Skyward Family Access User Guide



## **Dickson County Schools**

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## Quick Q&A

### What is Skyward Family Access?

Dickson County Schools recognizes the vital role that parents/guardians play in education. Skyward Family Access is an easy to use web-based tool for parents/guardians that provides secure, near real time information about your child's grades, attendance, class schedule, messages from teachers, and demographic information.

### How do I get access to Skyward Family Access?

Your student's school sets up access at time of enrollment. If you do not remember how to access your account, please contact your school.

### Do I need a separate account for each child?

You will have one account that gives you access to all your children attending school within this district. You will select the down arrow at the top of the page to toggle between students.

### Can I change my password?

Yes, you will have the option to change your password once you login to Skyward Family Access.

### What if I forget my password?

Go to the Skyward Family Access log in page and click on "Forgot Login/Password" link. You will receive an email with your username and a link for your password. Please follow the directions in the email to reset your password.

### Can / Should I share my password with my child?

No, parents and students have different passwords because they have different types of access. Students in grades 9-12 will have their own Student Access account (Login will be provided by the school). Skyward Family Access is password and username protected. PLEASE KEEP YOUR PASSWORD AND USERNAME CONFIDENTIAL.

### How do I access Skyward?

A link is available on your district / school websites or <https://bit.ly/3aob1Eh>. Family Access will run on Chrome, Internet Explorer, Firefox and Safari web browsers and with Mac OS 10.6 or newer and Windows Vista or newer operating systems.

There is also a free Skyward Mobile app for iOS and Android devices.

## Getting Started

### Username and Password

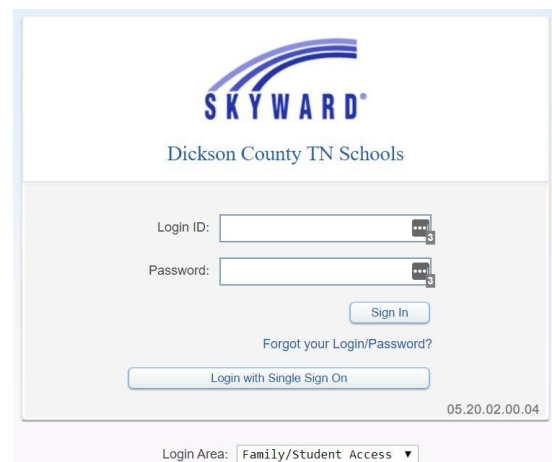
A username and password are required to use Family Access. Your username and password will be provided to you by your child's school. If you registered for school after the beginning of the year, it should be provided to you shortly after registering your student in Dickson County Schools. If you need to have the username and password resent to you, please call or e-mail the school where your child attends and make the request.

Family Access is a password protected site intended for use by the specific user to which the account was issued. PLEASE KEEP YOUR USERNAME AND PASSWORD CONFIDENTIAL to avoid unauthorized use of your account. Each parent and high school student will be issued a unique username and password. Parents have different levels of access and different types of information than what students will have. It is important that you use the account that was created for you. Other industry standard security measures are in place to ensure that your information is secure and safe.

### Logging In

Follow these steps to login to the system:

- Open your internet browser (Chrome, Internet Explorer, Firefox, Safari)
- Go to Dickson County Schools web page at <http://www.dcstn.org/>
- Click on **Skyward** on the **link bar** on the home page (See image below)
- Click on **Family/Student Access** on the dropdown menu at the bottom
- Enter your unique **username** and **password**
- Click the **login** button
- On first login, you will be prompted to change your password





### Using the Skyward Mobile Application

Skyward has a mobile app available to make accessing your Family Access account an easy task from your mobile device. Search the Apple [iTunes store](#) or [Google Play](#) for the Skyward Mobile Access app.

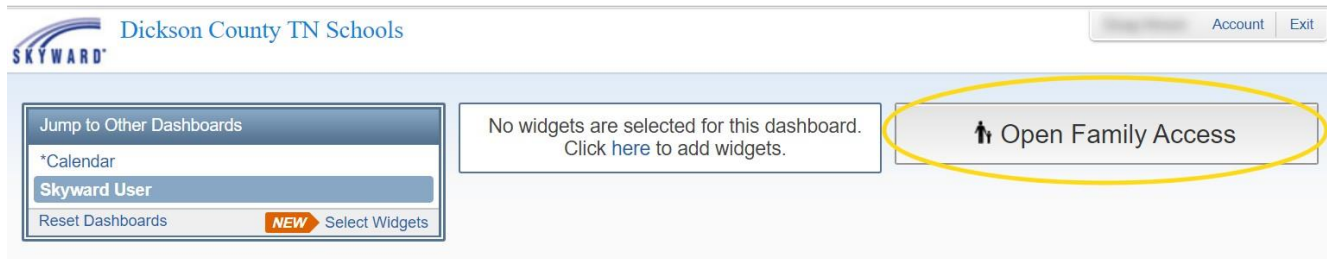
1. Install and launch the app.
2. Locate the district by name or Zip Code.
3. Select Dickson County Schools.
4. Enter the login name and password provided to you from the district and press Save.
5. Enter a 4 digit security code of your choosing.
6. Confirm the 4 digit security code.
7. Choose **Family Access**.
8. Select your child's name.
9. Begin selecting from the categories of information.
10. Click **Back** to go back one screen. Click **Student** and then **Home** to get back to home screen.
11. Choose **Logout** to securely exit the app.

For more information on using the Skyward mobile app,  
please visit <https://youtu.be/28-rzffepAs>.

For more information on setting up push notifications in the Skyward app,  
please visit <https://youtu.be/bd7NozQYUhg>.

## Navigating Family Access

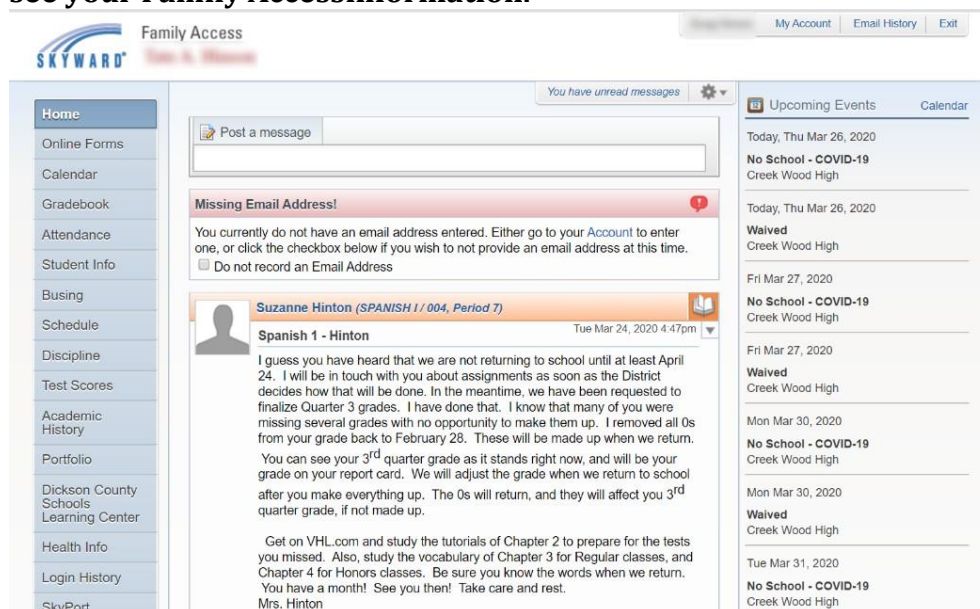
If it is your first time accessing the site, you will need to click on **Open Family Access**.



### Navigation Fields/Links

The navigation links below will be available to you on any Family Access screen you see. Use these links to quickly navigate through the system.

1. For families with multiple Dickson County School System students, use the Student pull down menu to select the student for whom you wish to view information.
2. Use the My Account Info button to access your information.
3. Use the tabs along the left side to verify student information, and view items such as the calendar, gradebook, attendance, etc. **Some of the tabs pictured below may not be available.**
4. The center section contains current messages.
5. The right column contains upcoming events for your child(ren).
6. Please use the Exit button to logout of the system at the end of your session. **NOTE: If you are using a computer in a public place such as the library or some other shared computer, be sure to exit so the next user of the computer is not able to see your Family Access information.**



## My Account

You can use the My Account screen to do the following:

- View/update contact information (please provide your email address so we are able to contact you via email)
- Change your login name
- Change your password
- Click **SAVE** after making any changes.

**Family Access** Parent Name **My Account** Contact Us Email History Report History Exit

**SKYWARD** Student Name District Links

**Account Settings**

Email:

Phone: (414)  Ext:

Cell:  (414)  Ext:

Family Access Login:

Password Last Changed: 07/23/2011

☐ Show Google™ Translator in Family Access

☐ I'm Using a Screen Reader

☐ Outline Links When Focused

**Address (Mailing Address)**

Street Number:  Street Dir: N Street Name:

SUD:  #:  P.O. Box:

Address 2:

Zip Code:  Plus 4:  City/State:

County:

**Address Preview:**

**Email Notifications**

☒ Receive Daily Attendance Notifications for my student(s) by

☒ Receive Grading Emails for my student(s)

Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):

Low:  High:  for  and

☒ Receive Progress Report Emails for my student(s)

☐ Daily ☐ Weekly (every Saturday) ☒ Monthly (1st of each month)

☒ Receive Emails when Food Service Balance is under \$5.00

Save Change Login Change Password Undo



## Calendar

The calendar gives you an option of showing three types of information:

- Absences/Tardies
- Gradebook Assignments & Grades Earned
- Calendar events

Click **Calendar Display** for options on the type of information you wish to show on your calendar. If you have more than one child in Dickson County School System, you may wish to set different colors for each child so it's easy to tell whose assignments you are viewing.

Family Access

Parent Name My Account Contact Us Email History Report History Exit

District Links

Home

Verification of Student Information

Online Forms

Calendar

Gradebook

Attendance

Student Info

November 2014

Calendar Display

Month Week Day

Sun 26 Mon 27 Tue 28 Wed 29 Thu 30 Fri 31 Sat 1

College Essay (B+) Persuasive Speech (A-) Homework 3B (F) Tardy Skyward 10/27 (B-) PR-OP (A-) This I Believe Person (B) Homework 3B (B-) Chapter 3 vocabulary (A+) Rep1.1 (A+) Signed Grade Check (A) Signed Grade Check (A+) Chp 4.1 Notes (A+) Advisory/HR (400) Ex1.1 (B-) HiVc1.2 (A+) Town meeting- part (A+) Town Meeting- Part (A+) Test-Functions (C-) Town Meeting- Part (A+) Test-Functions (D+) Check overall organizati (B-) AN 10/31 (A) Check overall organizati (A) AN 10/31 (A+) AN 10/31 (A+)

2 This I Believe Digita (A-) S&D quiz (D+) Quarter Self Evalua (A+) Periodic Table Game (B) Naming/Formu Qu (B-) Covalent Naming (F) HiVc1.2 practica (A+) PrVc1.2 (F) No School (400) No School (400)

Calendar Display

Default Calendar View: Month

Hide Saturday and Sunday on the Calendar

Show District-wide Activity Events

Show District-wide Field Trips

Select Student Events and Colors: ?

Click on a color block below to show an event on the Calendar and customize the color.

Child 1

Absences/Tardies

Lunch Menu

Gradebooks Assignments

Field Trips

Tests

Calendar Events

Teacher Conferences

Child 2

Absences/Tardies

Lunch Menu

Gradebooks Assignments

Field Trips

Tests

Calendar Events

Teacher Conferences

Save

You can see from the calendar above that daily assignments will show up on dates they were due and absent and/or tardy marks are included too. Click on a grade or attendance mark to view more information about that item.

When teachers enter assignments in their gradebook in advance of the due date, the assignment and any details they have included in the gradebook, will be visible on your calendar so you can help your student stay on top of upcoming assignments and tests. Teachers are encouraged to enter large assignments and tests early so parents and students can plan for upcoming due dates and test dates.

5 6 7

Dia1.2 (A-) Quarter 2/Semester 1 Starts Advisory/HR (400) Naming/Formu Ionic Naming Covalent Nam

Absent Pgt Did you get Early Release

Advisory/HR

Ionic Naming (A-)

When: Wed, Nov 5th, 2014

Class: CHEMISTRY ACC, Period 6

Teacher: Jeff Houck

Grade: A-

Show Assignment Details

School: Nicolet High School

Export to Personal Calendar

## Gradebook

The gradebook will show current assignment information in real-time. Columns highlighted in yellow indicate the current term grades. **Please know that current term grades are not finalized until you see them printed on a report card in Family Access after the quarter or semester has ended.** Grades that have been printed on a report card will appear in bold font type.

Missing assignments will be highlighted at the top.

Click **Display Options** to enable the ability to see scores for the five most recent assignments in each class in addition to term grades.

Click on a term grade to view the assignments and scores.

After clicking the term grade, you will see a view similar to this. Notice the icons for special codes and comments. Click the icon to reveal more information.

Click the assignment title to view more information about the assignment.

**Please keep in mind that grades are fluid and can change daily/weekly as the teachers add assignments and grades to the system.** Please allow up to 5 days after the due date for most assignments to be posted in the gradebook (larger assignments and projects may take longer).

The screenshot displays the Nicolet High School Gradebook interface. The top section shows the school name and a general notice about grade posting. Below this, a 'Missing Assignments' section indicates one missing assignment for the class 'DRAW/DESIGN 1'. The 'Class Grades' section lists three classes: 'GLOBAL HIST ACC', 'ALGEBRA 2 ACC', and 'DRAW/DESIGN 1'. The 'DRAW/DESIGN 1' class is selected, showing a table of grades for the current term (Q1) and previous terms (Q2, SE1, S1, Q3). The table shows grades for three students: Phyllis Santacrose (B+), Kathy O'Connell (C), and Becky Schmidt (B-). The 'DRAW/DESIGN 1' class is highlighted in yellow. A callout points to the 'DRAW/DESIGN 1' class, stating: 'Click the term grade to view assignments and scores for current or past terms.' Another callout points to the 'DRAW/DESIGN 1' class, stating: 'Details of any missing assignments.' A third callout points to the 'DRAW/DESIGN 1' class, stating: 'Click the icon to view comments for this term.'

The bottom section shows the 'Q1 Progress Report' for the 'CHEMISTRY (Period 1)' class, taught by Kelly Pierzchala. The report shows a summary of the Q1 Grade (09/02/2014 - 11/04/2014) with a grade of B- and 128.95 out of 158 points earned. The report includes a table of assignments, labs, quizzes, and tests, with columns for Due Date, Assignments, Points Earned, Grade, Missing, No Count, and Absent. The 'Assignments' section shows a list of assignments with their due dates, points earned, and grades. The 'Labs' section shows a list of labs with their due dates, points earned, and grades. The 'Quizzes' section shows a list of quizzes with their due dates, points earned, and grades. The 'Tests' section shows a list of tests with their due dates, points earned, and grades. A callout points to the 'Assignments' section, stating: 'Click the teacher's name to view the link to his/her web page.' Another callout points to the 'Assignments' section, stating: 'A special code has been assigned instead of a letter grade.' A third callout points to the 'Assignments' section, stating: 'The assignment does not count toward the grade.' A fourth callout points to the 'Assignments' section, stating: 'The teacher has written a comment about this assignment.'



## Accessing Electronic Report Cards

To access electronic report cards, a parent may login to Skyward Family Access and look for the Portfolio feature, following the steps below.

Click the Portfolio option in the toolbar.

From the Portfolio – Attachments index, click the document you wish to view. Depending on your computer or device's operating system and web browser, the document should either download or open. The documents are PDFs, so you may need Adobe's Acrobat Reader software to view them. You may visit <https://get.adobe.com/reader/> to learn more.

You will be asked to provide your signature prior to viewing. The signature documents that the information was viewed, not that you are making any agreements regarding the document.

You may also use Skyward Mobile Access app to access report cards in the Student Portfolio.

**For more information on the Skyward gradebook,  
please visit <https://youtu.be/XANNYDeJ2IO>.**

## Schedule

The student's class schedule can be displayed by current term or by current year. The schedule includes the period, meeting time, room location, course and teacher name and a link to each teacher's web page.

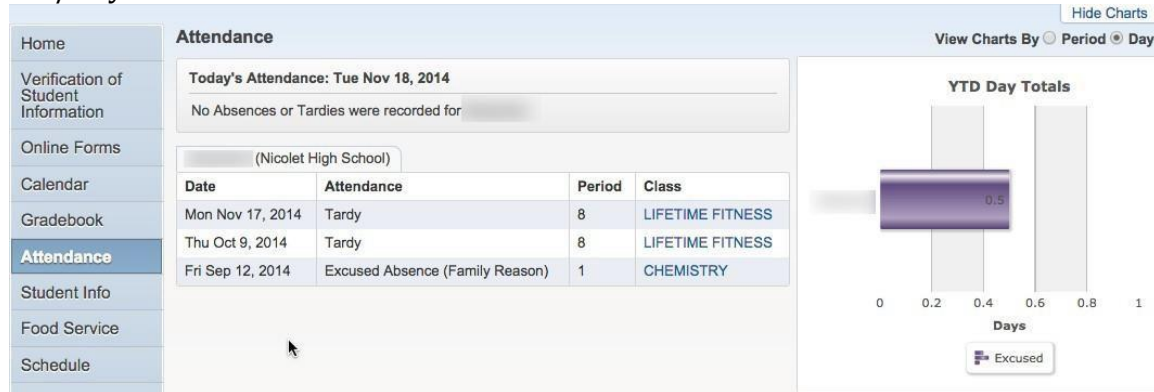
Click **Display Options** to toggle between viewing the current term and the current year.

Click **Print Schedule** to have a printable copy of the schedule.

Home	<b>Schedule</b>				
Verification of Student Information	Currently Scheduled Class: <input type="text"/> no scheduled classes today.				
Online Forms	Peter (Nicolet High School)	Display Options	Current Year	The current term is highlighted.	
Calendar	<b>2014 - 2015</b> Print Schedule	Term 1 (09/02/14 - 11/04/14)	Term 2 (11/05/14 - 01/23/15)	Term 3 (01/24/15 - 03/27/15)	Term 4 (03/28/15 - 06/11/15)
Gradebook	Period 1 (7:23 AM - 8:10 AM)	GLOBAL HIST ACC Phyllis Santacrose MTWRF Room F119	GLOBAL HIST ACC Phyllis Santacrose MTWRF Room F119	GLOBAL HIST ACC Phyllis Santacrose MTWRF Room F119	GLOBAL HIST ACC Phyllis Santacrose MTWRF Room F119
Attendance	Period 2 (8:15 AM - 9:02 AM)	ALGEBRA 2 ACC Kathy O'Connell MTWRF Room F225	ALGEBRA 2 ACC Kathy O'Connell MTWRF Room F225	ALGEBRA 2 ACC Kathy O'Connell MTWRF Room F225	ALGEBRA 2 ACC Kathy O'Connell MTWRF Room F225
Student Info	Period 3 (9:07 AM - 9:54 AM)	DRAW/DESIGN 1 Becky Schmidt MTWRF Room D109	DRAW/DESIGN 1 Becky Schmidt MTWRF Room D109	DRAW/DESIGN 2 Becky Schmidt MTWRF Room D109	DRAW/DESIGN 2 Becky Schmidt MTWRF Room D109
Food Service	Period 4 (9:59 AM - 10:38 AM)	RESOURCE PERIOD William Shuster MTWRF Room D017	RESOURCE PERIOD William Shuster MTWRF Room D017	RESOURCE PERIOD William Shuster MTWRF Room D017	RESOURCE PERIOD William Shuster MTWRF Room D017
<b>Schedule</b>	Period 5 (10:39 AM - 11:26 AM)	BIOLOGY Stephanie Deering MTWRF Room F216	BIOLOGY Stephanie Deering MTWRF Room F216	BIOLOGY Stephanie Deering MTWRF Room F216	BIOLOGY Stephanie Deering MTWRF Room F216
Fee Management	Period 6A (11:31 AM - 12:18 PM)	PERS WELL PE Megan Lund M W F Room Gym2	PERS WELL PE Megan Lund M W F Room Gym2	PERS WELL PE Megan Lund M W F Room Gym2	PERS WELL PE Megan Lund M W F Room Gym2
Portfolio		PERS WELL HLTH Megan Lund T R Room D11	PERS WELL HLTH Megan Lund T R Room D11	PERS WELL HLTH Megan Lund T R Room D11	PERS WELL HLTH Megan Lund T R Room D11
Skyler	Period 7 (12:53 PM - 1:40 PM)	SPANISH 1 Ann Riordan MTWRF Room D026	SPANISH 1 Ann Riordan MTWRF Room D026	SPANISH 1 Ann Riordan MTWRF Room D026	SPANISH 1 Ann Riordan MTWRF Room D026
Login History	Period 8 (1:45 PM - 2:32 PM)	ENGLISH 9 ACC Jaime Donski MTWRF Room D122	ENGLISH 9 ACC Jaime Donski MTWRF Room D122	ENGLISH 9 ACC Jaime Donski MTWRF Room D122	ENGLISH 9 ACC Jaime Donski MTWRF Room D122
	Period 10 (9:59 AM - 10:34 AM)	ADVISORY Donald Cramer MTWRF Room F221	ADVISORY Donald Cramer MTWRF Room F221	ADVISORY Donald Cramer MTWRF Room F221	ADVISORY Donald Cramer MTWRF Room F221

## Attendance

Click the **Attendance** tab to view attendance for your child for the marking period and/or year.



Click **Period** in the upper right corner to view a chart of the number of periods your child has missed in the current marking period and year-to-date.

When looking at the Year-to-Date totals for Excused and Unexcused absences, the count of days absent is based on the number of periods on a given day, the student misses. If the student misses between one and three periods of the day, it will count as a half day. If the student misses four or more periods, it is considered a full day.

## Student Information

The student information screen will show general demographic and contact information we have on file about you and your student. To request changes to any of the information on this screen, please click on "Request Changes for (your student)" in the upper right-hand corner. Changes requested will be reviewed by school attendance staff and, if appropriate, will be updated in your child's Skyward account.