

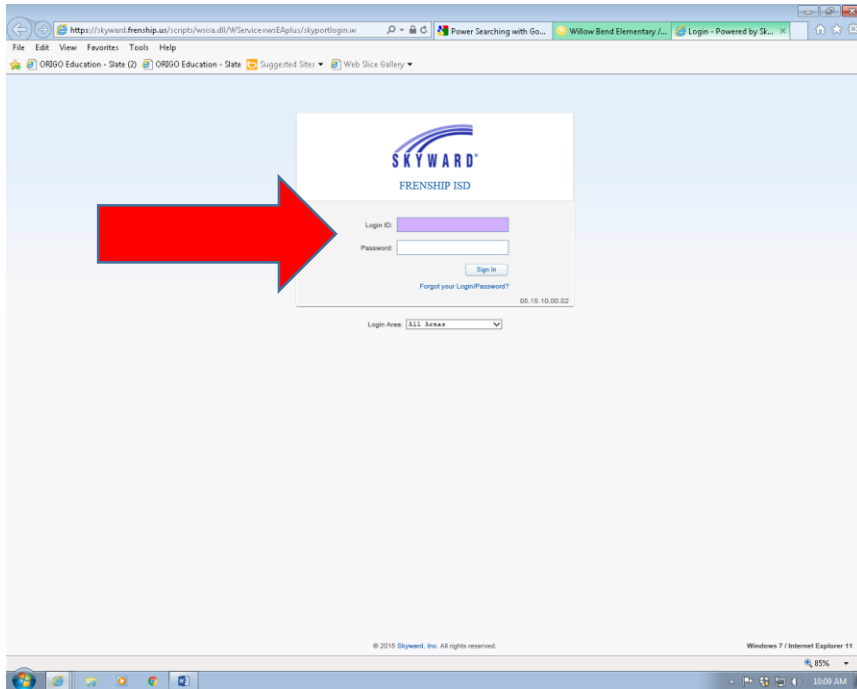
# Skyward Family Access

## Getting to a student's grades

1. Go to our Willow Bend Website : <http://www.frenship.us/Domain/17>
2. Click on Skyward

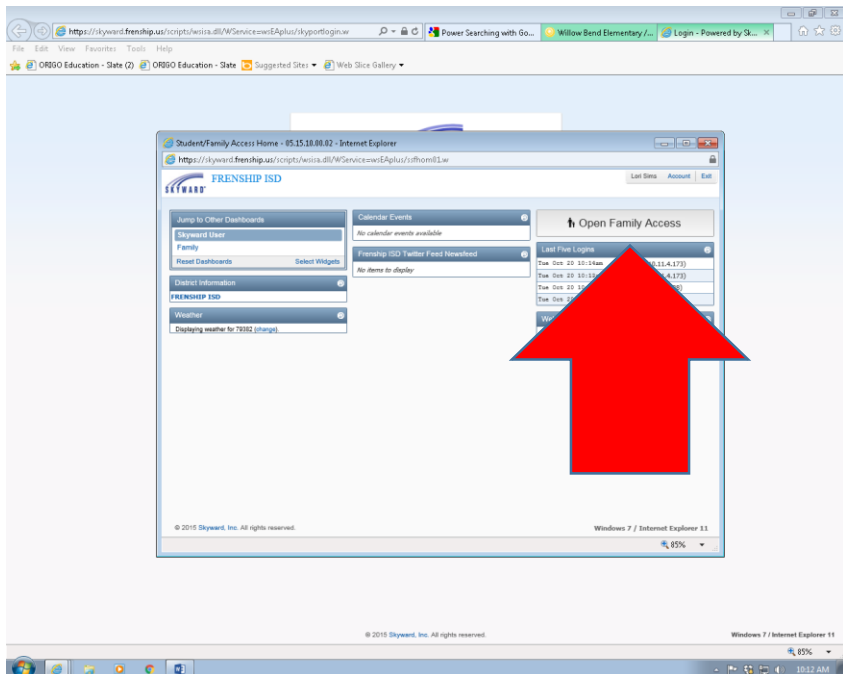
The screenshot shows a web browser window displaying the Willow Bend Elementary website. The browser's address bar shows the URL <http://www.frenship.us/Domain/17>. The website has a blue and yellow header with navigation links: Home, Parents, Students, Staff, Media Center, Classroom Website, and About Us. Below the header is the Willow Bend Elementary logo and the tagline "Seek Perfection - Capture Excellence". A navigation bar contains icons for Skyward, Calendar, Directory, and Webmail. A red arrow points to the Skyward icon. The main content area is divided into several sections: a large "Welcome Message" on the left, "School Announcements" in the middle, and "District News" on the right. The "Welcome Message" section contains a long text block starting with "Welcome to the Willow Bend website! Willow Bend is a Pre-K-5th grade school...". The "School Announcements" section includes "Enroll Online" and "School Day Changes in 2015-16". The "District News" section lists various news items such as "Legacy Elementary Showcased in Learning By Design Magazine" and "FMS Chess Team Breaking Records Across the South Plains". The bottom of the page shows the Windows taskbar with the time 10:07 AM and 85% battery level.

### 3. Log in using your Username and password



### 4. This is the screen you should see

### 5. Click on Open Family Access



6. This is the screen you should see
7. If you have more than one student, you will use the drop menu to choose which student you want to look at.
8. If you do not have more than one student, click **GRADEBOOK**.

6.

## 9. If you want email notifications about your student; go to MyAccount

The screenshot shows a web browser window displaying the Skyward Family Access portal. The browser's address bar shows the URL <https://skyward.frenship.us/scripts/wsisa.dll/WService=wsEPlus/skyportlogin.w>. The page title is "Family Access" and the user is identified as "LORI SIMS". The navigation bar includes links for "My Account", "Email History", and "Exit". A red arrow points to the "My Account" link.

The main content area features a "Missing Email Address!" message box with the following text:

You currently do not have an email address entered. Either go to your [Account](#) to enter one, or click the checkbox below if you wish to not provide an email address at this time.

Do not record an Email Address

No messages were found.

The right sidebar contains an "Events" section with a list of upcoming events:

Date	Event	Location
Today	20, 2015	ALEXANDRIA
Monday	Lab Report	
Today	20, 2015	ALEXANDRIA
Monday	Presentation	
Today	20, 2015	MEREDITH
Friday	Evaluations Assignment	
Fri Oct 23, 2015		ALEXANDRIA
Fri Oct 23, 2015	#14	ALEXANDRIA
Fri Oct 23, 2015	#17	ALEXANDRIA
Fri Oct 23, 2015	#18	ALEXANDRIA
Fri Oct 23, 2015	warmup page	ALEXANDRIA
Fri Oct 23, 2015	articulation page	ALEXANDRIA
Fri Oct 23, 2015		MEREDITH

The Windows taskbar at the bottom shows the system tray with the time 10:26 AM and the Windows 7 logo.

## 10. Choose your options at the bottom.

The screenshot shows a web browser window displaying the Skyward Family Access account settings page. The page title is "Family Access" and the user is identified as "LORI SIMS". The page includes a navigation menu on the left with options like "Home", "NEW TO DISTRICT ENROLLMENT", "RETURNING STUDENT VERIFICATION", "Calendar", "Gradebook", "Attendance", "Student Info", "Schedule", "Discipline", "Test Scores", "Homeroom", "Portfolio", "Health Info", "Login History", and "SkyPort".

The main content area is titled "Account Settings" and contains the following fields and options:

- Email:** [Text input field]
- Phone:** (806) 300-3058 Ext: [Text input field]
- Cell:** (806) 300-3058 Ext: [Text input field]
- Family Access Login:** sims lor000
- Password Last Changed:** 10/20/2015
- Show Google™ Translator in Family Access
- I'm Using a Screen Reader
- Outline Links When Focused
- Address (Mailing Address):**
  - Street Number: 5506 Street Dir: [Text input field] Street Name: CR 1300
  - SUD: [Dropdown menu] #: [Text input field] P.O. Box: [Text input field]
  - Address 2: [Text input field]
  - Zip Code: 79407 Plus 4: [Text input field] City/State: LUBBOCK, TX
  - County: [Text input field]
  - Address Preview: 5506 CR. 1300 LUBBOCK, TX 79407
- Email Notifications:**
  - Receive Daily Attendance Notifications for my student(s) by [Email Notifications] [Email]
  - Receive Grading Emails for my student(s) [7] Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):  
Low: [Text input field] High: [Text input field] for MATTHEW SIMS, ALEXANDRIA SIMS and MEREDITH SIMS
  - Receive Progress Report Emails for my student(s)
    - Daily
    - Weekly (every Saturday)
    - Monthly (1st of each month)

A large red arrow points to the "Email Notifications" section at the bottom of the form. The page footer includes "© 2015 Skyward, Inc. All rights reserved." and "Windows 7 / Internet Explorer 11". The system tray shows the time as 10:29 AM.