



Skyward Family Access Tutorial

Family Access is a feature of the student information system being used by Northfield Schools. Parents can use Family Access to see various types of information about their students including grades, attendance, lunch information including current lunch balance, and their schedules just to name a few. 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. It is a secure system. In order to use Family Access you will need a login and password. To apply for a Family Access login and password go to Northfield School's website at <http://northfieldschools.org> then click on Family Access. Click on Apply Now and login info will be emailed to you. In order to access Family Access using any web browser type in <http://northfieldschools.org> then click on Family Access button. Click on Login at the bottom of the page. This will take you to the login page which looks like the diagram below. Bookmark this page for future use.

A screenshot of a web browser displaying the login page for Skyward. The browser's address bar shows a secure connection to a Skyward server. The page features the Skyward logo at the top, followed by the text "Northfield School District MN Student Database". Below this, there are two input fields for "Login ID:" and "Password:". A "Sign In" button is positioned to the right of the password field. Below the button, there is a link for "Forgot your Login/Password?". A timestamp "05.17.02.00.06" is visible in the bottom right corner of the form area. At the bottom of the page, there is a "Login Area:" dropdown menu currently set to "Family/Student Access".

Enter your login and password and click on Sign In. Once you have clicked on Sign In you will go to the first page of Family Access which will look something like the following. 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, language translator. Parents are encouraged to have an email address listed here. Passwords must be a minimum of four characters in length. To activate the language translator click on My Account. Place a check mark in front of Show Google translator in Family Access. Save. Click the down arrow next to select language for the list of available languages.

The Home button you may want to check this often. Teachers and administrators have the ability to send messages and reminders to parents via the message center.

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 to select other children in your family

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.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 No School - Works (400) No School - Works (800) Term 3 Ends STAFF WKSH (400)	28 MIDTERM 4 Starts Term 4/Semester 2 Starts	29	30	31	
2	3	4	5	6	7	
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	
30	1	2	3 MIDTERM 4 Ends	4	5	

Below is a Gradebook example below from a high school student. The yellow column represents the current term.

Gradebook

NORTHFIELD HIGH SCHOOL

Note-Quarter/semester grades may not be accurately reflected until after the grading period has closed.

There are no Missing Assignments.

Class Grades

Display Options | GPA

Class	M1	Q1	M2	Q2	X1	S1	M3	Q3	M4
▶ FRENCH 1 Period 1 (7:51 AM - 8:41 AM) DENISE HALVORSON	A	A	B+	A-	A	A	A	A	A
▶ HEALTH Period 2 (8:46 AM - 9:36 AM) KIM SLEGGERS	A	A	A	A-	A-	A-			
▶ DRAWING & PAINTG 1 Period 3 (9:41 AM - 10:31 AM) KATHERINE NORRIE	A	A	A	A-	A-	A			
▶ CLAY-SCULPTURE & HAND BUILDING Period 3 (9:41 AM - 10:31 AM) CHRIS HOLMQUIST							A	A	

The page shows the student's schedule by period (for HS and MS students), the teacher and current grades in each class. If no grade is present the teacher has not yet entered anything into their gradebook. Clicking on one of the letter grades will open the gradebook for that class where you will see detailed information on assignments in the class and the child's grades on assignments. (Please note anything in blue is a button that will take you to another page.) Clicking on the teacher's name will automatically open an email if you need to communicate with the teacher.

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 is the Attendance button. The attendance page will show you recorded absences and tardiest for your child. At the high school and middle school you will be able see period attendance as well as charts by day or period.

Attendance

View Charts By Period Day

Today's Attendance: Wed Apr 5, 2017

No Absences or Tardies were recorded for _____

Date	Attendance	Period	Class
Fri Feb 10, 2017	SCHOOL RELATED (SCHOOL ACTIVITY)	1-3	
Thu Nov 10, 2016	SCHOOL RELATED (TESTING)	1-3	
Thu Oct 27, 2016	EXCUSED (FIELD TRIP)	1-7	
Wed Oct 5, 2016	EXCUSED (FIELD TRIP)	1	
Tue Oct 4, 2016	EXCUSED (FIELD TRIP)	1	
Mon Oct 3, 2016	EXCUSED (FIELD TRIP)	1	

YTD Day Totals

MCKENZIE (400)

Days

Excused Other

Date	Attendance	Period	Class
No Absences or Tardies were found.			

Clicking on the Student Info button will show you basic demographic information about your student. If any of this information is not accurate or missing, click on the Request Changes for button. Select the area for the changes. Update the info and click Save.

This page also has an alert information box. It may contain information about medical alerts or other situations that the district is aware of. If your child has any type of alert information that the district should be aware of and it is not listed here please inform your child's school nurse.



Student Information

Critical Alert Information

School: mikesel@whatever.com
 Home: something@yahoo.com
 Call: (507) 123-4567 (PRINCE CHARMING)
 123 SOMERWHERE OVER THE RAINBO
 NORTHFIELD, MN 55057

Request Changes for
 Student Information
 Family Address
 Family Information
 Emergency Information
 Emergency Contacts
 Add Emergency Contact
 View History
 View Unread Denials

Grade: 10
 Discipline Officer: MARNIE THOMPSON

Grade: 10 Status: Inactive

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
PRINCE CHARMING	(507) 123-4567	(507) 123-7890 (Work)	(507) 123-3210 (Cell)		charming@aol.com

Food Service is the next button. This screen show the current account balance for your child, totals for payments, itemized purchases by week, the ability to print your own food service statements and make payments for your child. Click Make a Payment and another window will open. Enter the dollar amount for each child's food service account then click Add to Cart. A total balance window will appear, click check out. If you have not used the checkout feature you will need to create a new account with an email and creating a new password. Follow prompts to set up account and enter payment info.

Food Service Applications

Current Account Balance: \$0.00
 Lunch Type: NORMAL

Today's Lunch Menu
 No lunch menu details are available for the current date.

Lunch Calendar

Print Reports
 : Food Service Statement |

Weekly Purchases For: Wed Apr 5, 2017

← Previous Week Next Week →

Week Total: \$0.00
 Key Pad Number: 1540

Item	Price
Sun Apr 2, 2017	

View Totals **Make a Payment**

There are no payment records for this student.

Northfield PUBLIC SCHOOLS

Welcome to the Web Store

Skyward

Family Fees
 Food Accounts
 Student Fees
 MCKENZIE NEBET

Food Accounts

Lunch Balances

Student	Current Balance	Pay Amount	Suggested
f	\$0.00	\$ Amount	\$10 \$25 \$50

Add to Cart

Cart

CONTINUE SHOPPING

Checkout

Skyward QC: Food Service (FOOD) \$10.00

Subtotal: \$10.00
 Other Items: \$0.00
 Tax: \$0.00
 Balance: \$10.00

Remove All Checkout

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

Display Options **Current Year** Weekday By Term Matrix The current term is highlighted.

2016 - 2017 Print Schedule	Term 1 (09/06/16 - 11/07/16)	Term 2 (11/08/16 - 01/27/17)	Term 3 (01/30/17 - 03/27/17)	Term 4 (03/28/17 - 06/06/17)
Period 0	SUMMER FITNESS ONLINE DOUG DAVIS MTWRF	SUMMER FITNESS ONLINE DOUG DAVIS MTWRF		
Period 1 (7:51 AM - 8:41 AM)	SYMPHONY ORCHESTRA PAUL OUSLEY MTWRF Room G104 CONCERT BAND MARYBETH WILLIAMS MTWRF Room G102	SYMPHONY ORCHESTRA PAUL OUSLEY MTWRF Room G104 CONCERT BAND MARYBETH WILLIAMS MTWRF Room G102	SYMPHONY ORCHESTRA PAUL OUSLEY MTWRF Room G104 CONCERT BAND MARYBETH WILLIAMS MTWRF Room G102	SYMPHONY ORCHESTRA PAUL OUSLEY MTWRF Room G104 CONCERT BAND MARYBETH WILLIAMS MTWRF Room G102
Period 2 (8:46 AM - 9:36 AM)	SPANISH 1 AMANDA TRACY MTWRF Room D107	SPANISH 1 AMANDA TRACY MTWRF Room D107	SPANISH 1 AMANDA TRACY MTWRF Room D107	SPANISH 1 AMANDA TRACY MTWRF Room D107
Period 3 (9:41 AM - 10:31 AM)	AP BIOLOGY JODY SAXTON WEST MTWRF Room S106	AP BIOLOGY JODY SAXTON WEST MTWRF Room S106	AP BIOLOGY JODY SAXTON WEST MTWRF Room S106	AP BIOLOGY JODY SAXTON WEST MTWRF Room S106
Period 4C (10:41 AM - 12:00 PM)	DESIGN SHARI KARLSRUD MTWRF Room V100	DESIGN SHARI KARLSRUD MTWRF Room V100	HEALTH KIM SLEGERS MTWRF Room M115	HEALTH KIM SLEGERS MTWRF Room M115

The Test Scores button lists all test scores for your student. To interpret the test scores click on District Links in the upper right corner and select Understanding Test Scores. This documents lists information for test scores.

Family Access

SNOW WHITE My Account Contact Us Email History Exit

Select Language | **District Links**

Test Scores

No test scores found.

District Links

- How to Update Skylet-English
- How to Update Skyler-Espanol
- Family Access FAQ
- FA FAQ Spanish
- Family Access Tutorial
- FA Tutorial Spanish
- Flu Update
- Understanding Test Scores**
- Winter Weather Advisory
- Open Enrollment Form for Non-Residents
- Non-Resident Agreement Form

The Activities button is used for High School and Middle School students only. It will display activities that the student is involved in for current year and previous years.

Activities View Activities from Prior Years

Date Range	Events	Activity	Awards	Requirements	Leader	Assistants
09/07/2014 - 06/10/2015		BASKET WEAVING (Athletic & Voluntary)				

No activities found.

The Academic History button gives the parent all past grades for their child. Academic History will look similar to the screen below.



Academic History														
Home	[Dropdown]													
Calendar	2015 - 2016, Grade 09													
Gradebook	Class	Terms	M1	Q1	M2	Q2	X1	S1						
Attendance	STUDY HALL	1 - 2												
Student Info	2014 - 2015, Grade 10													
Food Service	Class	Terms	M1	Q1	M2	Q2	X1	S1	M3	Q3	M4	Q4	X2	S2
Schedule	ARTECH	1 - 4												
Test Scores	2013 - 2014, Grade 07													
Activities	Class	Terms	M1	Q1	M2	Q2	X1	S1	M3	Q3	M4	Q4	X2	S2
Conferences	MEDIA CTR	1 - 4												
Academic History	2012 - 2013, Grade 06													
Portfolio	Class	Terms	M1	Q1	M2	Q2	X1	S1	M3	Q3	M4	Q4	X2	S2
Skylert	ALC WORK SEMINAR	1 - 2												
	ALC WORK SEMINAR	3 - 4												

The Portfolio button will have the student’s report card for each quarter, enrollment forms, legal documents, open enrollment forms and access to generated reports. By clicking the blue titles the report processes and opens on screen in a .pdf format.

The Skylert button is a feature for parents to control where and if they receive phone calls/emails/text messages. Each parent has access to this information and needs to update this page. The top portion of this page is phone numbers provided to the school. Check or uncheck the boxes in each category for your preference for messages. Each parent has several lines to add additional phone numbers/email address for contacting information. Click Save once updated. If you do not know your login information go to <http://northfieldschools.org>, click on Family Access and click on Apply Now.

My Skyward Contact Info							
Contact Info	Emergency	Attendance	General	Food Service	Non-School Hours Emergency	Survey	
* Primary Phone: [] []							
Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Work Phone: [] []							
Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cell Phone: (507) 456-4560							
Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Home Email: swow.white@gmail.com							
Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Secondary Guardians are not allowed to update the Primary Phone number							
Additional Contact Info for Family With							
Phone Numbers	Emergency	Attendance	General	Food Service	Non-School Hours Emergency	Survey	
Additional Phone 1: [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Phone 2: [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Phone 3: [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Phone 4: [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Phone 5: [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Phone 6: [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The Health Information button has health information about the student. If the school district is aware of any current health conditions they will be included under the Display Options. If you see health information that is incorrect or that needs to be added you are asked to contact your child’s school nurse.



Health Information

Display Options Health Conditions

Health Condition	School Year	School	Status	Treatment	Examined By	Referred By
There are currently no Health Conditions for [redacted]						

- Home
- Calendar
- Gradebook
- Attendance
- Student Info
- Food Service
- Schedule
- Test Scores
- Activities
- Conferences
- Academic History
- Portfolio
- Skylert
- Health Info

The final button on the left is the Login History button which shows a record of when you have logged into Skyward.

We hope that Family Access will provide you with information you need about your child. If you have questions about the system, please contact your child's school.