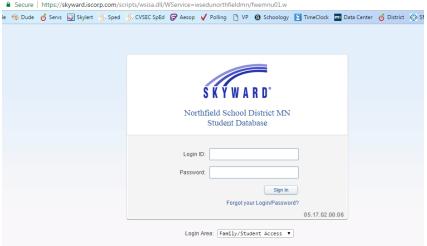


Skyward Family Access Tutorial

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.



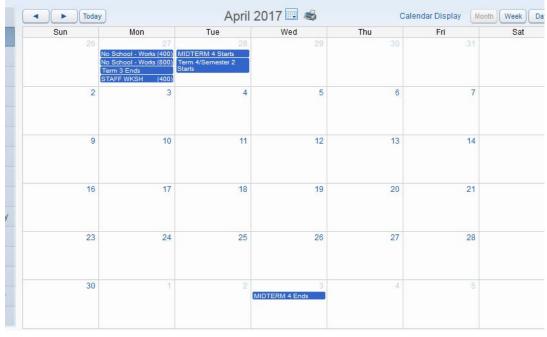
Enter your login and password and click on Sign In. Once you have clicked on Sign In you will go to the first page of Family Access which will look something like the following. On the upper right hand corner of the screen is the Account Info button. This button can be used to change your login, your 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 from 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.



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

Home	Gradebook									
	NORTHFIELD HIGH SCHOOL									
Calendar	Note-Quarter/semester grades may not be accurately reflected until after the grading period has closed.									
Gradebook										
Attendance	There are no Missing Assignments.									
Student Info	Class Condes									
Food Service	Class Grades 🐇								Grad	des posted
Schedule	Display Options GPA								C	
	Class	M1	Q1	M2	Q2	X1	S1	M3	Q3	M4
Test Scores	► FRENCH 1 Period 1 (7:51 AM - 8:41 AM) DENISE HALVORSON	A	A	B+	Α-		4			
Activities		А	А	B+	A-	Α	A	A	Α	Α
Conferences	► HEALTH Period 2 (8:46 AM - 9:36 AM) KIM SLEGERS	A	A	Α	Α-	Α-	Α-			
Academic History	► DRAWING & PAINTG 1 Period 3 (9:41 AM - 10:31 AM)	А	A	A	A-	Α-	A			
Portfolio	KATHERINE NORRIE									
Skylert	► 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.

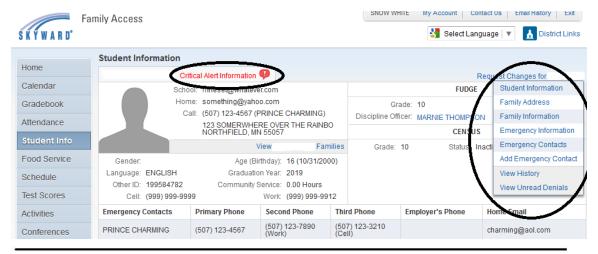
Near the top of the screen you will see a button called Missing Assignments. Selecting this button will show you any missing assignments that your child has in any class. Please note, a "missing assignment" shows if the due date of the assignment has passed and the teacher has not yet input a grade. 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.

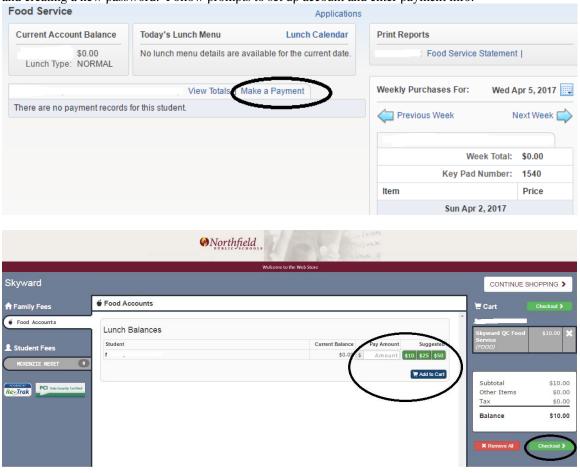


Clicking on the Student Info button will show you basic demographic information about your student. If any of this information is not accurate or missing, click on the Request Changes for button. Select the area for the changes. Update the info and click Save.

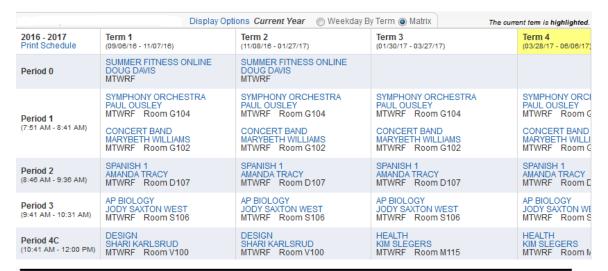
This page also has an alert information box. It may contain information about medical alerts or other situations that the district is aware of. If your child has any type of alert information that the district should be aware of and it is not listed here please inform your child's school nurse.



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.



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.



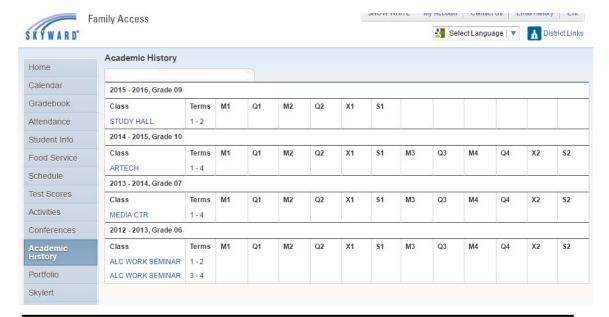
The Test Scores button lists all test scores for your student. To interpret the test scores click on District Links in the upper right corner and select Understanding Test Scores. This documents lists information for test scores.



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.

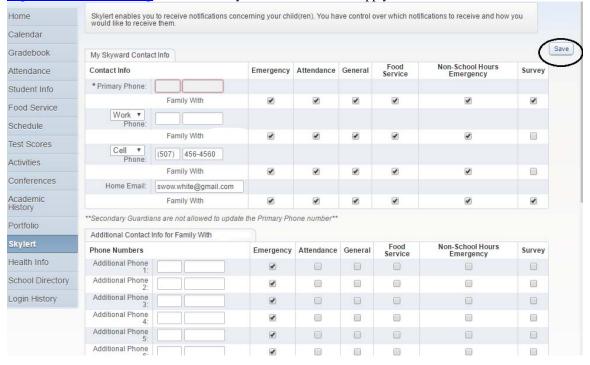


The Academic History button gives the parent all past grades for their child. Academic History will look similar to the screen below.

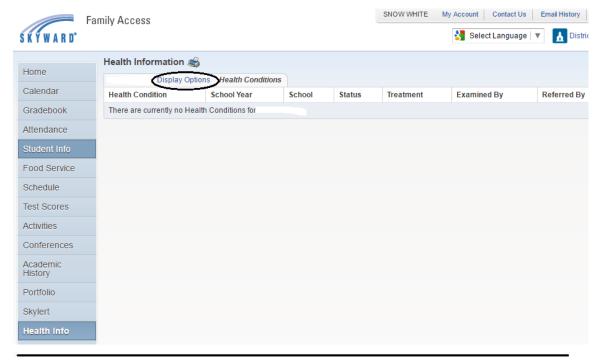


The Portfolio button will have the student's report card for each quarter, enrollment forms, legal documents, open enrollment forms and access to generated reports. By clicking the blue titles the report processes and opens on screen in a .pdf format.

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.



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.



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.