

Directions for Accessing the Flossmoor School District 161 Skyward Parent Portal

The following are the directions for accessing your Skyward account. You will be able to view your child's grades, attendance, and schedule through this portal. The link to the parent portal is on each school's home page. We will be using Parker Junior High School as our example in the following directions, but the information is very similar for each school.

You will receive your username and password via the U.S. mail. Please contact the office staff if you have not received this information.

1. Open a web browser and go to <http://www.sd161.org>

>Click on the Schools button.

>Select your child's school.

2. Click on the "Skyward button" to log into your account.



3. You will be directed to the Skyward log in screen. This screen will ask you for your username (Login) and password.

Please enter your username (Login) and password carefully. Then click the login button.

A screenshot of the Skyward login screen. It has a light green background. There are two input fields: "Login:" and "Password:". Below the password field is a blue "Login" button. At the bottom, there is a link that says "Forgot your login or password?" and another link that says "System Requirements - Screen Resolution / Web Browser".

General Information about the Skyward Parent Portal

Home Page



- This page provides you with your account information and allows you to change your password. It also allows you to enter an email address for the purposes of email notifications and enhanced communication between you and the district.
- Once logged in, you will have various options to view your student's data. Notice at the top of the screen, your child's name appears. If you have more than one child in the district, you can switch to your other children by clicking the arrow to the right of your child's name. A drop down menu will appear containing your other children. Select the one you would like to view.

USER NOTE:

All options listed under general information may not be available. The district is working diligently to ensure all data in each module is clear, understandable and accurate. When each module has been thoroughly tested and deemed ready for roll-out, a message will appear in the message center informing you that a new link is available to you.

Calendar

- This page provides you with a monthly view of your child's assignments, absences, and messages from the message center.

September 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 page 6: 1-32 (A+)	2 notebook permission slip (A+)	3 Page 11: 2-32 e (A+) Video Journal Journals - 9/3 adolescence (A+)	4
5 Fabulous Flags (A+) Journal August: (B)	6 No School	7 Page 16 1-26 (o) (B-) diary entry (A+)	8 pg 20: 2-50 eve (A+) Morning Rehear: (A+)	9 Quiz 1.1-1.4 (D) Sub Work Plot worksheet (A+)	10 Absent (A+) Plot Quiz (A+) boostergram Lesson during th Morning Rehear (A+)	11
12	13 Characterization (B-) Conflict Lab 1-2 worksheet (A+) 1-2 worksheet (A+) Notes (A-) Puzzle drawing (A+) Scientific Method (A+) Instrument Hom (A+) Morning Rehear: (A+) Practice Journal (A+)	14 Pg 27: 5-35 all (A+) Pg 32: 3-17 end (A+) Supply Check (A+)	15	16	17 Band Handbook Lessons during t	18
19	20	21	22	23	24	25
26	27 Softball (A+) Softball (A+) Softball (A+)	28	29	30		

- You may click on any blue underlined date to view specific information posted for that particular day.
- You may hover your cursor over an assignment to view more information about that particular assignment. This would include any comments the teacher has made about that particular assignment.

September 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 page 6: 1-32 (A+)	2 notebook permission slip (A+)	3 Page 11: 2-32 e (A+) Video Journal Journals - 9/3 adolescence (A+)	4
5 Fabulous Flags (A+) Journal August: (B)	6 No School	7 Page 16 1-26 (o) (B-) diary entry (A+)	8 pg 20: 2-50 eve (A+) Morning Rehear: (A+)	9 Quiz 1.1-1.4 (A+) Sub Work Plot worksheet (A+)	10 Absent	11
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19	20	21	22	23	24	25

Gradebook Link

- Click on this link to access your child's current grades.



- A typical grade book page would look like the screen shot below. Any text in blue is an active link.

You may click on the blue letter grade for a particular subject to view a complete list of assignments, individual assignment scores, and any comments the teacher recorded. You are able to click on the "Print" button located at the top of the screen to print the list of assignments.

The screenshot shows the Skyward Family Access interface. At the top, there is a navigation bar with 'Student: Your Child's Name', 'School: Parker Junior High School', 'Language: English', 'Account Info', 'Print', and 'Logout'. Below this is a 'Gradebook' section with tabs for 'Progress Report', 'Missing Assignments', 'Teacher's Log', and 'Comments'. A table displays class information for Term 1 (08/25/10-10/22/10). The table has columns for Period, Class, Description, Term, Teacher, Q1, Q2, Q3, and Q4. The first row shows Period 10, Class 007983/01, SYMPH. BAND, YR, and Teacher Elana Panner. A red arrow points to the 'Print' button in the top right. Another red arrow points to the teacher's name 'Elana Panner' in the table. A third red arrow points to the 'A' grade in the Q1 column of the first row.

Period	Class	Description	Term	Teacher	Q1	Q2	Q3	Q4
10	007983/01	SYMPH. BAND	YR	Elana Panner	A			
1B	077374/01	MATH-ADV.	YR	Adam Janotta	A			
2A	076172/02	ENGLISH-ADV	YR	Chris Janotta	A			
3A	076272/01	READING-ADV	YR	Traci Chi...	A			
4A	076532/05	SCIENCE	YR	Lisa Mor...	A			
5A	076432/06	SOC. STUDIES	YR	Janet Mc...	A			
6A	007682/03	HEALTH	Q1	Janine F...	A			
7A	007663/16	PHYS ED	YR	Marilyn...	A			

You may click on the teacher's name to send him/her an email.

- In addition, there are tabs located at the top of this page that allows you to view missing assignments or comments created by an individual teacher relating to your child's overall grade in a particular subject.

Student: **Your Child's Name** School: **Parker Junior High Sch** Account Info Print Logout

Gradebook Progress Report **Missing Assignments** Comments

Term	Date Due	Class	Teacher	Assignment	Category	Max Score	Score	Percent	Grade	Absent
There are no missing assignments										

Student: **Your Child's Name** School: **Parker Junior High School** Account Info Print Logout

Gradebook Progress Report Missing Assignments **Comments**

Class	Description	Comment
Grade Comments for Term 1 (08/20/2008 - 09/19/2008)		
6ENGA/0	ENGLISH	Puts Forth Good Effort
6PREA/0	PRE-ALGEBRA	Excellent Quality of Work
6RDGA/0	READING	Well Behaved and Polite
6SCIA/0	SCIENCE	Excellent Quality of Work
6SSA/0	SOCIAL STUDIES	Well Behaved and Polite

Message Center

- This link allows you to see messages sent to you by a particular teacher.

The screenshot shows the Skyward Family Access web application. At the top, the browser title is "Skyward Family Access - MS Internet Explorer Provided by School District 161". The address bar shows the URL: <https://skyward.iscorp.com/cgi-bin/wspd.cgi.sh/WService=wseduflossmoor/sfwmnu01.w>. The user is logged in as "Your Child's Name" at "Parker Junior High School". The language is set to "English".

The main content area is titled "Message Center" and has two tabs: "Current" and "Expired". Below this is a section for "Class Messages" with a link to "Show All Classes".

A table lists the class messages. The table has the following columns: Period, Class, Description, Term, Teacher, Total Messages, and Unread Messages. A red arrow points to the "Message Center" link in the left-hand navigation menu.

Period	Class	Description	Term	Teacher	Total Messages	Unread Messages
1B	077374/01	MATH-ADV.	YR	Adam Janotta	0	0
1B	077374/01	MATH-ADV.	YR	Adam Janotta	0	0
1B	077374/01	MATH-ADV.	YR	Adam Janotta	0	0
1B	077374/01	MATH-ADV.	YR	Adam Janotta	0	0
2A	076172/02	ENGLISH-ADV	YR	Chris Janotta	0	0
2A	076172/02	ENGLISH-ADV	YR	Chris Janotta	0	0
2A	076172/02	ENGLISH-ADV	YR	Chris Janotta	0	0
2A	076172/02	ENGLISH-ADV	YR	Chris Janotta	0	0
3A	076272/01	READING-ADV	YR	Traci Chirillo	0	0
3A	076272/01	READING-ADV	YR	Traci Chirillo	0	0
3A	076272/01	READING-ADV	YR	Traci Chirillo	0	0
3A	076272/01	READING-ADV	YR	Traci Chirillo	0	0
4A	076532/05	SCIENCE	YR	Lisa Morrow	0	0
4A	076532/05	SCIENCE	YR	Lisa Morrow	0	0
4A	076532/05	SCIENCE	YR	Lisa Morrow	0	0
4A	076532/05	SCIENCE	YR	Lisa Morrow	0	0
5A	076432/06	SOC. STUDIES	YR	Janet McKenna	0	0
5A	076432/06	SOC. STUDIES	YR	Janet McKenna	0	0
5A	076432/06	SOC. STUDIES	YR	Janet McKenna	0	0
5A	076432/06	SOC. STUDIES	YR	Janet McKenna	0	0
6A	007682/03	HEALTH	Q1	Janine Poelstra	0	0
7A	007663/16	PHYS ED	YR	Marilyn Bowker	0	0
8A	076002/01	X-TIME	YR	Janet McKenna	0	0
9A	070062/01	HOMEROOM	YR	Traci Chirillo	0	0
10	007983/01	SYMPH. BAND	YR	Elana Panner	0	0

- You can click on an individual class to view basic information about the class.

Attendance

- You can view your child's attendance record in three different formats. Please note: your child is marked "unexcused" if he/she is absent and a parent did not call to report the absence.

Student: Your Child's Name School: Parker Junior High School Languages: English Account Info Print Logout

Attendance Calendar By Day Term Totals

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

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

September 2010							August 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4	1	2	3	4	5	6	7
5	6	7	8	9	<u>10</u>	11	8	9	10	11	12	13	14
12	13	14	15	16	17	18	15	16	17	18	19	20	21
19	20	21	22	23	24	25	22	23	24	25	26	27	28
26	27	28	29	30			29	30	31				

- You can click on any blue underlined number to view information about that particular absence.
- You cannot use this feature to report an absence. You must continue to call the school attendance line to report all absences.

Schedule

- This feature allows you to view your child's daily schedule.

Student: School: Parker Junior High School Languages: English Account Info Print Logout

Schedule Current Term Current Year - All Terms

Period	Class	Description	Term	Time	Days	Teacher	Room	Credits
1B	072374/01	MATH-ADV.	YR	08:50am-08:57am	Y	Adam Janotta	0000	1.000
2A	076172/02	ENGLISH-ADV	YR	09:00am-09:57am	G	Chris Janotta	0000	1.000
3A	076272/01	READING-ADV	YR	10:00am-10:57am	Y	Traci Chirillo	0000	1.000
4A	076532/05	SCIENCE	YR	10:30am-11:27am	Y	Lisa Morrow	70	1.000
5A	076432/06	SOC. STUDIES	YR	11:30am-12:27pm	Y	Janet McKenna	0000	1.000
6A	007682/03	HEALTH	Q1	12:30pm-01:12pm	BRPGY	Janine Poelstra	35	0.250
7A	007663/16	PHYS ED	YR	01:15pm-01:57pm	BRPGY	Marilyn Bowker	SGYM	1.000
8A	076002/01	X-TIME	YR	02:00pm-02:27pm	BRPGY	Janet McKenna	0000	0.000
9A	070062/01	HOMEROOM	YR	02:30pm-03:30pm	BRPGY	Traci Chirillo	76	0.000
10	007983/01	SYMPH. BAND	YR		M W F	Elana Panner	LGI	0.000

Email Notification

- You can request two types of notification: The first is to request attendance information. The second is to request notification if your child's grade has changed within a given quarter.

The screenshot shows the Skyward Family Access interface. At the top, there are dropdown menus for 'Student' and 'School' (Parker Junior High School), and buttons for 'Language' (English), 'Account Info', 'Print', and 'Logout'. The main content area is titled 'My E-mail Notifications' and includes a 'Change My Notifications' button. The 'Attendance' section is marked as 'Not Available in Western Avenue Elementary Sch - 207'. The 'Grading' section is also marked as 'Not Available in Western Avenue Elementary Sch - 207' and includes a checkbox for 'Receive Weekly Grading Notifications For My Student(s) if one of the following happened:'. Below this, a text input field contains '50.00' next to the label 'Low Assignment/Class Grade Percent'. Three bullet points describe the conditions: '-Student has missing assignments in the current term.', '-Student received an assignment score less than the Low Assignment Percent in the last week.', and '-Student's current Progress Report grade is less than the Low Class Grade Percent in a class.'. The 'Progress Report' section has a checkbox for 'Receive Progress Reports For My Student(s)' and three radio button options: 'Receive on the first of each month (Monthly)', 'Receive every Saturday (Weekly)', and 'Receive every day (Daily)'. A sidebar on the left contains a 'General Information' menu with links to 'Ethnicity/Race', 'Calendar', 'Gradebook', 'Message Center', 'Attendance', 'Schedule', 'Activities', 'Report Cards', 'Academic History', 'Home Room', 'E-mail Notifications', and 'Login History'. At the bottom left, it says 'Translation powered by Google™'.

- You will need to click in the boxes on this screen (see above) and click “Change my Notification” to start receiving the emails.
 - If you request the grade notification, you will receive an email for any of the following:
 - Missing assignments in the current term
 - If a student received an assignment score less than what you set in the Low Assignment/Class Grade Percent in the last week
 - Progress report grade is less than what you set in the Low Assignment/Class Grade Percent
 - If a grade mark (letter grade) has changed.

Login History

- You can click on this link to view your login history including the date and time you accessed your account.
- You are able to click on “show details” to view the areas that you visited during a particular log in session.