



**NICOLET
HIGH SCHOOL**
Transforming knowledge into wisdom

Welcome to Skyward Family Access



Login:
Password:

Login

[Forgot your login or password?](#)
[System Requirements - Screen Resolution / Web
Browser](#)

Family Access User's Guide

Nicolet High School
6701 N. Jean Nicolet Rd.
Glendale, WI 53217

For questions not answered in this manual, call 351-7530



Introduction to Family Access For Nicolet High School

- What is Family Access?** Family Access is a web-based service that empowers parents/guardians and students to view school-related information anywhere they have access to the Internet. Information available online includes:
- Calendar information with assignment, attendance and message information
 - Preferences for how you'd like to be contacted
 - Detailed gradebook information
 - Messages posted by the principal and teachers
 - Attendance records by data and types of attendance
 - Student schedule
 - Food service balance, payments and purchase history
 - Fee management
 - E-mail notification preferences
 - Login history
- Information Source and Security** The information in Family Access is "real time" based on the data in the district's Skyward Student Information System. **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).
- Family Access is a password protected site intended for use by the specific user to which the account was issued. PLEASE KEEP YOUR USER NAME AND PASSWORD CONFIDENTIAL to avoid unauthorized use of your account. Each parent and student will be issued a unique user name 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 information and credit card transactions are done securely and safely.
- System and Internet Browser Requirements** Windows 98/98SE/ME/2000/XP/Vista/Windows 7
- Internet Explorer 5.5 and newer
 - Firefox 1.5 and newer
- Macintosh 10.3 or higher
- Safari 1.2
 - Firefox 1.5



Getting Started

User Name and Password

A user name and password are required to use Family Access. Your user name and password will be mailed to you at the beginning of each school year. If you registered for school after the beginning of the year, it should be provided to you when you are registering your student for classes at Nicolet.

Logging In

Follow these steps to login to the system:

- Open your internet browser (Internet Explorer, Firefox, Safari)
- Go to Nicolet's web page at <http://www.nicolet.k12.wi.us>
- Click on **Skyward Family Access**
- Click on **Family Access Login**
- Enter your unique **username** and **password**
- Click the **login** button



Login:

Password:

Login

[Forgot your login or password?](#)

[System Requirements - Screen Resolution / Web Browser](#)



Navigating 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 Nicolet students, use the Student pull down menu to select the student for whom you wish to view information.
2. Use the General Information links to see more detailed information about the calendar, gradebook, message center, schedule and more.
3. Use the Account Info button to access information about your login and email.
4. The print button will print the active page (the calendar would print for image shown below).
5. Please use the logout button to logout of the system at the end of your session. Use the logout button to avoid locking up the system and other problems.

NOTE: If you are using a computer in a public place such as the library or some other shared computer, be sure to logout so the next user of the computer is not able to see your Family Access information.

1. 3. 4. 5.

2.

SKYWARD FAMILY ACCESS

Student: Jean Nicolet School: Nicolet High School Account Info Print Logout

September 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 1st Day of School Start of Quarter 1	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Show Absences/Tardies Show MC-Messages Show Gradebook Assignments (Grade Earned)



Calendar

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

- Absences/Tardies
- Message Center Messages
- Gradebook Assignments & Grades Earned

Use the check boxes under the calendar to select the types of information you wish to view. Message Center (MC) messages are messages from your student's teachers and other staff members such as the principal. You can see from the calendar below that daily assignments will show up on dates they were due and absent and/or tardy marks are included too. Move the cursor over a grade, attendance mark, or message center note to view more information about that item as shown in the German 2 assignment below.

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.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 1st Day of School Start of Quarter 1	14 Tardy	15 Interview (A+)	16 Absent Notes, Pages 2- (A+)	17 information (A+) Att01 (A+) Part01 (A+) Bird Characteris (A+) Spontaneous Ce (A+) Ropes (A+) Online - Geograj (A+) Parent Card (A+)	18
19	20 ACDart writing correctly	Assignment: Verb Conjugation 7&8 Class / Section: GERMAN 2 / 02 Period: 5 Grade: A+		23 DM vocab (A+) In Class Weeks (A-) Spelling Quiz (A+) Timeline Pkt (B-)	24 MyName (A-) Att02 (A+) Part02 (A+)	25
26	27 Pr02 Test 1 (A-) Partner Konvo W (A-) "Risky Business"	28 Tardy	29 Question Writ (A+) Spelling Word II (A+) Verb Conjugatio (A+) Lat/Long exercis	30 What's so Risky:		

Show Absences/Tardies

Show Gradebook Assignments (Grade Earned)

Show MC-Messages



Student Information

The student information screen will show general demographic and contact information we have on file about you and your student.

1. Click on the **“Request Change(s) to my Child’s Information”** if there’s basic information you wish to change.
2. Click on **Request Changes to Student Information**.
3. Make the changes in areas with white backgrounds and click **Save** when done and **Back** (#2 below) to get to the student information screen again.

If there is additional basic information that needs to be modified, please email [Pamela Ericksen@nicolet.k12.wi.us](mailto:Pamela_Ericksen@nicolet.k12.wi.us) with your name, the student name and the information you wish to have changed. Changes may not happen instantaneously as some change requests may be examined manually before showing in Family Access.

Student Information | Student/Family Info

[Request Change\(s\) to my Child's Information](#)

Jean Nicolet

Contact Information
Address: 123 N Ames Terr
Glendale WI 53217
Mailing Address: 123 N Ames Terr
Glendale WI 53217
Phone: (414) 555-5555
School Email: Jean_Nicolet@nicolet.k12.wi.us
Home Email:

Alert Information

Jean Nicolet - Student Information | [View History](#) | [Back](#)

Back
Request Changes to Student Information

2.

Student Information | [Save](#) | [Cancel](#)

3.

First: Jean
Middle:
Last: Nicolet
Home Phone: (414) 555-5555 Ext:
Student School Email: Jean_Nicolet@nicolet.k12.wi.us
Student Home Email:
Race: White
Gender: Male
Birthday: 06/12/1993



Skylert

Skylert is a phone/text messaging program that Nicolet uses for general announcements throughout the year (such as late start reminders), attendance reminders on days when there is an unexcused absence and for emergency messages. The Skylert page enables you to see the current settings for how you prefer to have Nicolet contact you with some of these messages. Nicolet will always call for unexcused absences and emergency messages. Realize that in addition to phone calls, you can add phone numbers of mobile phones that have texting plans so you receive the messages as texts. *Normal text rates apply.*

1. Click **Edit** to make changes.
2. Check boxes with a white background or check boxes with a blue check mark can be edited to meet your needs.
3. Click **Save** when done with your changes.

Skylert

Skylert enables you to receive notifications concerning your child. You have control over which notifications to receive and how you would like to receive them.

Edit

1.

Setup Parent Notification for **Jean Nicolet**:

Notifications for Primary Guardian: Jeanette Nicolet	Receive Notification for:		
	Emergency	Attendance	General
Primary Phone: (414)555-5555	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Second Phone: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third Phone: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: JNicolet1700@wi.rr.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Skylert enables you to receive notifications concerning your child. You have control over which notifications to receive and how you would like to receive them.

Save

Undo

Changes

Back

3.

Setup Parent Notification for **Jean Nicolet**:

Notifications for Primary Guardian: Jeanette Nicolet	Receive Notification for:		
	Emergency	Attendance	General
Primary Phone: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: JNicolet1700@wi.rr.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Receive Additional Notifications by Phone:	Receive Notification for:		
	Emergency	Attendance	General
Additional Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Receive Additional Notifications by Email:	Receive Notification for:		
	Emergency	Attendance	General
Additional Email 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Receive Additional Notifications by Text Message:	Receive Notification for:		
	Emergency	Attendance	General
Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.



Gradebook

The gradebook will show current assignment information in real-time. **Please know that the term grades are not finalized until you see them printed on a report card in Family Access at the end of the quarter or semester. Grades will continue to change until all grades are entered.**

Progress Report Page

The progress report page lists the classes in which the student is currently enrolled, the teachers' names, the current grades for the current term. Click on a teacher's name to send an email. **Click on the quarter grade** to see the assignments that make up the grade as part of a detailed progress report for your student. Please know that "term" in Family Access is the same as "quarter."

Gradebook												
Progress Report		Missing Assignments			Teacher's Log		Comments					
Classes for: Quarter 1 (09/13/10-11/11/10) Next												
View All Classes Click on the underlined grade to see the assignments that make up that grade.												
Period	Class	Description	Term	Teacher	Q1	Q2	SE1	S1	Q3	Q4	SE2	S2
1	3543/02	TRIG & ANALYSIS	S1	Joseph Welna	<u>A-</u>			<u>A-</u>				
2	8743/1	ADV BROADCAST	S1	Aleta Gretenhardt								
3	1361/03	INTER COMP	S1	Minda Byrne	<u>A+</u>			<u>A+</u>				
4	9015/04	SENIOR SH (S1)	S1	Aron Bragg								
5A	2530/02	PHYSICS ACC	YR	Joy Brandstrom	<u>A</u>			<u>A</u>				
7	5287/01	COM INTR 2HR S1	S1	Susan Littig	<u>A+</u>			<u>A+</u>				

Click on the **Missing Assignments** tab to see all missing assignments for this student. The Teacher's Log tab will include any free form messages written by the teacher if the teacher was documenting progress or behavior in a free form manner. Click on **Comments** and you will find comments that teachers have selected from a list or written during the progress reporting period (mid term)

When looking at the detail for a class, you will see the categories that make up the grade and the assigned weight unless the teacher uses a total points grading system.

3543/02 TRIG & ANALYSIS Joseph Welna - There are no Missing assignments in TERM 1 - Q1 for this class

Assign Category	Date Due	Has Atta	Description	Points Earned	Points Possible	Grade	Spec. Code	Missing	No Count
Grade for TERM 1 - Q1 09/13/10 - 11/11/10							A-		
Tests (25.00% of TERM 1 Grade)				0.00	0.00				
Assignments (15.00% of TERM 1 Grade)				30.00	30.00	A+			
ASGN	09/15/10		Trig Ratios	5.00	5.00	A+			
ASGN	09/16/10		13.1A	5.00	5.00	A+			
ASGN	09/17/10		Signature	5.00	5.00	A+			
ASGN	09/17/10		Exact Values (1-10)	5.00	5.00	A+			
ASGN	09/21/10		Page 780 (28-43)	5.00	5.00	A+			
ASGN	09/22/10		13.2A	5.00	5.00	A+			
Quizzes (60.00% of TERM 1 Grade)				90.00	100.00	A-			
QUIZ	09/23/10		Quiz 13.1-13.2	90.00	100.00	A-			

You may see a Spec. Code (special code) for late work, excused assignment for instance. You will also see if the assignment is considered missing or if the assignment is not being counted toward the grade.



Attendance

Attendance can be viewed in three ways:

- Calendar
- By Day
- Term Totals

Attendance Calendar

The attendance calendar shows color-coded dates to show when attendance activity occurs. This information is real-time, so absences will be recorded throughout the day. In some instances, the attendance may change during the day. For example, a student may be marked absent at the beginning of the period, but later marked excused tardy for having brought a pass to class. Please realize the teacher may not update the attendance until later so as to not disrupt the lesson. Click on the highlighted date to see the detail regarding the attendance mark.

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

Period	Class/Section	Type	Reason
1	TRIG & ANALYSIS / 02	Present	
2	ADV BROADCAST / 1	Excused Absence	Field Trip
3	INTER COMP / 03	Excused Absence	Field Trip
4	SENIOR SH (S1) / 04	Excused Absence	Field Trip
5	PHYSICS ACC / 02	Present	
6	COM INTR 2HR S1 / 01	Present	
7	COM INTR 2HR S1 / 01	Present	

Attendance By Day

This page will list the details for any date that has an attendance code indicating an absence or tardy. The numbered columns represent class periods. The two legends beneath the detail indicate the absence code and the absence reason. In the example to the right, the absences in the first line are E-FT (excused for field trip). Note: Most students don't have a period 8 class. This is reserved for a few classes that meet outside the normal school day.

Attendance | **Calendar** | **By Day** | **Term Totals**

Date	Parent Notified	01	02	03	04	05	06	07	08
09/24/10	Fri	No	E-FT	E-FT	E-FT				
09/23/10	Thur	Yes					E-IL	E-IL	
09/13/10	Mon	No	U-						

Absence Codes		Absence Reasons	
E	Excused	AP	Appointment
I	IS Suspension	BL	Bus Late
O	OS Suspension	CV	College Visit
R	Excused Tardy	DE	Driver's Exam
T	Tardy	DR	Detention Room
U	Unexcused	EE	Educational Exp
X	Expulsion	FE	Faculty Excused
		FL	Funeral Leave
		FM	Family Emergenc
		FT	Field Trip



Attendance Term Totals

The Attendance Term Totals page will show you the current number of periods your student was marked absent excused, unexcused or tardy within each term (quarter). You will also see the number of days being counted as absent, which is a different way of looking at the same information, this is not in addition to the periods.

Attendance [Calendar](#) [By Day](#) [Term Totals](#)

Totals for Term	Date Range	Excused		UnExcused		Tardy	Other		Totals	
		Days	Periods	Days	Periods		Days	Periods	Days	Periods
1	09/13/10 - 11/11/10	1.0	5.0	0.5	1.0				1.5	6.0
2	11/12/10 - 01/28/11									
3	02/01/11 - 03/31/11									
4	04/01/11 - 06/16/11									

Message Center

The message center is a convenient one-stop place for you to see communications related to progress in your student's classes as well as general all-school messages. Messages will be posted by a teacher or other staff member. The exclamation point next to the message center link tells you there's an unread message. Family Access will open to the Message Center page when you login if there's an unread message waiting (see picture below).


SKYWARD FAMILY ACCESS

Message Center [Current](#) [Expired](#)

You have unread messages

Class Messages
[Show All Classes](#)

Period	Class	Description	Term	Teacher
1	3543/02	TRIG & ANALYSIS	S1	Joseph Welna
2	8743/1	ADV BROADCAST	S1	Aleta Gretenhardt
3	1361/03	INTER COMP	S1	Minda Byrne
4	9015/04	SENIOR SH (S1)	S1	Aron Bragg
5A	2530/02	PHYSICS ACC	YR	Joy Brandstrom
6	5287/01	COM INTR 2HR S1	S1	Susan Littig
7	5287/01	COM INTR 2HR S1	S1	Susan Littig

General Information
[Calendar](#)
[Student Information](#)
[Skylert](#)
[Gradebook](#)
[Message Center](#) 
[Attendance](#)
[Schedule](#)
[Food Service](#)
[Fee Management](#)
[E-mail Notifications](#)
[Login History](#)



Schedule

The student's class schedule can be viewed by Current Term or by Current Year-all terms. The schedule includes the period, term, meeting time, a link to each teachers' email address, room location and credits earned. Dropped courses will be marked with a down arrow.

Schedule Current Term Current Year - All Terms

Period	Class	Description	Term	Time	Days	Teacher	Room	Credits
1	3543/02	TRIG & ANALYSIS	S1	07:23am-08:14am	MTWRF	Joseph Weina	F226	0.500
1	3520/01	STATISTICS	S1	07:23am-08:14am	MTWRF	Mary Owen	F222	0.500
2	8743/1	ADV BROADCAST	S1	08:19am-09:13am	MTWRF	Aleta Gretenhardt	B139	0.500
3	1361/03	INTER COMP	S1	09:18am-10:09am	MTWRF	Minda Byrne	B116	0.500
4	9015/04	SENIOR SH (S1)	S1	10:14am-11:05am	MTWRF	Aron Bragg	Cafe	0.000
5A	2530/02	PHYSICS ACC	YR	11:10am-12:01pm	MTWRF	Joy Brandstrom	F204	1.000
6	5287/01	COM INTR 2HR S1	S1	12:36pm-01:27pm	MTWRF	Susan Littig	C113	1.000
7	5287/01	COM INTR 2HR S1	S1	01:32pm-02:23pm	MTWRF	Susan Littig	C113	0.000

-Indicates the class has been dropped

Fee Management

Fee Management is the place where you will see fees that are charged for things like school activities, required registration fees and material fees. You will see the current unpaid balance, amount charged, total paid and amount due. This has a link to **Make an Online Payment** through a secure site. Please see the instructions in the next section for information on making online payments with a credit card.

Fee Management Fee Activity All Payments

Unpaid Balance: \$0.00

[Make Online Payment](#)

School Year	Ent	Due Date	Billing Description	Amount Charged	Amount Paid	Amount Due	Class
2011	400	08/31/10	REQUIRED TECHNOLOGY FEE	\$15.00	\$15.00	\$0.00	
2011	400	08/31/10	REQUIRED STUDENT REGISTRATION FEES	\$25.00	\$25.00	\$0.00	
2011	400	08/31/10	REQUIRED ASSIGNMENT NOTEBOOK/CALENDAR	\$8.00	\$8.00	\$0.00	
2011	400	08/31/10	REQUIRED ATHLETIC EVENTS	\$6.00	\$6.00	\$0.00	
2011	400	08/31/10	REQUIRED THEATRE EVENTS	\$20.00	\$20.00	\$0.00	
2011	400	08/31/10	REQUIRED STUDENT ACTIVITIES	\$3.00	\$3.00	\$0.00	
2011	400	08/31/10	REQUIRED KNIGHTS PAGE	\$5.00	\$5.00	\$0.00	
2011	400	08/31/10	REQUIRED STUDENT COUNCIL	\$2.00	\$2.00	\$0.00	
2011	000	09/07/10	BOOSTER CLUB	\$45.00	\$45.00	\$0.00	
2011	000	09/07/10	NHS FOUNDATION	\$25.00	\$25.00	\$0.00	
2011	000	09/07/10	PTSO	\$15.00	\$15.00	\$0.00	
2011	000	09/07/10	YEARBOOK	\$70.00	\$70.00	\$0.00	
TOTAL				\$239.00	\$239.00	\$0.00	



Food Service

The food service link includes tabs for account information, payments made, all payments and purchases. Account information will show the current balance and give you the option of making an online payment. Payments for food service and school fees can be made online. Please know that there will be a \$1.95 transaction fee for each online payment.

Food Service | Account Information | Payments for Jean | All Payments | Purchases

Account Information for Jean Nicolet

Lunch Type: **Paid**

Prior Year Balance:	\$0.00	Last Payment:	\$0.00
+ YTD Payments:	\$0.00	Last Check:	
- YTD Purchases:	\$0.00	Last Payment Date:	09/26/2010
= Current Balance:	\$0.00	Key Pad Number:	18949

[Make Online Payment](#)

Previous **Items Bought during the week of: 09/13/2010** Next

Item	Price	Quantity	Total
Monday - 09/13/10			
No transactions available on this date.			
Tuesday - 09/14/10			
No transactions available on this date.			
Wednesday - 09/15/10			
BEVERAGE 1.75	\$1.75	1	\$1.75
SUBWAY	\$4.50	1	\$4.50
			\$6.25
Thursday - 09/16/10			
CAPU16	\$2.00	1	\$2.00
	\$1.00	1	\$1.00
			\$3.00
Friday - 09/17/10			
CANDY	\$1.00	1	\$1.00
			\$1.00

Payment History

RevTrak replaced MyLunchMoney.com this year for online food service payments. You may also use RevTrak for paying school fees. You'll hardly know you left Family Access to make your payments. Deposits are accessible immediately!

Adding Money to the Food Service Account

- From the Account Information tab, click **"Make Online Payment"**
- **Enter payment amount** and select **"Pay with RevTrak"**
- Verify payment amount and select **"Go to Checkout"**

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1).

To continue shopping click here: [[Continue Shopping](#)]

Step 1: ViewCart Step 2: Order Info Step 3: Payment Step 4: Receipt

Shopping cart contents:	Price	* Qty	Total
	\$50.00	1	\$50.00
			Total: \$50.00
Update Totals (U) Empty (E) Go to Checkout (>)			

Note: A single \$1.95 convenience fee will be applied at checkout.

Prior Year Balance: \$0.00
 + YTD Payments: \$0.00
 - YTD Purchases: \$0.00
 Current Balance: \$0.00

* Payment Amount:

[Pay with RevTrak](#)

[Back](#)



- As a **new customer**, select “**I am a new customer**” and enter your **email address**. In future times as a **returning customer**, select “**I am a returning customer**” and enter your **email address** and **password**. Select **Sign in**.

Browse
All Products
Shopping Cart

Services
*Home
Contact Us
My Account
Password Reminder
Policies
Privacy Policy
Products

VeriSign Secured
HACKER SAFE
TESTED DAILY 21-JAN
Powered by RevTrak

Your Shopping Cart

Create an account with us, and make reordering a snap!

Enter your email address:

I am a new customer
(You'll create a password later)

I am a returning customer
and my password is

[Sign in using our secure server](#)

Forgot your password? [Click here.](#)

- Enter your **Billing Information, Payment Information, and create a password**.

Step 1: ViewCart Step 2: Billing Step 3: Shipping Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
Skyward Food Service Payment	\$50.00	1	\$50.00
			Total: \$50.00

[RETURN TO CART](#)

BILLING INFO:

* First Name: * Last Name:

* Address 1: Address 2:

* City or Province: State / Country: /

* Zip Code: * Telephone:

* PAYMENT INFO:

Credit Card Number: Cardholder Name: (as printed on card)

* Payment Type: Expires: /

- Verify information for accuracy and select “**Complete Order.**”
- Payment will be processed and **Receipt** can be viewed and printed.
- **Logout**
- When you return to the Family Access screen, you will see the new balance from your latest payment reflected in the Account Information tab.

Note: As a security measure, the RevTrak site does not save your credit card number. You will need to enter this each time.



E-mail Notifications

Family Access allows you to set-up automated e-mail notifications for certain situations. Click “**Change My Notifications**” and select the notifications you’d like to receive for daily attendance, weekly grading items and progress reports. The low assignment sets the percentage at which Family Access will send email notifications about low scores. Similarly, the high percentage will notify you when scores are above that percentage. Check the box to **receive weekly grading notifications** and then set the percentages you’d like to use for your student(s) and then click **Save**.

My E-mail Notifications Change My Notifications

Attendance:

Receive Daily Attendance Notifications For My Student(s)

Grading:

Receive Weekly Grading Notifications For My Student(s) if one of the following happened:

Low Assignment/Class Grade Percent

High Assignment/Class Grade Percent

- Student has missing assignments in the current term.
- Student received an assignment score less than the Low Assignment Percent in the last week.
- Student's current Progress Report grade is less than the Low Class Grade Percent in a class.
- Student received an assignment score more than the High Assignment Percent in the last week.
- Student's current Progress Report grade is more than the High Class Grade Percent in a class.
- Student's grade mark has changed for a past term.

Progress Report:

Receive Progress Reports For My Student(s)

Receive on the first of each month (Monthly)

Receive every Saturday (Weekly)

Receive every day (Daily)

Login History

Family Access keeps a login history for you as a security measure so you can see who recently logged in and what they looked at. We encourage you to check your login history periodically to make sure the dates of use and types of things looked at are consistent with what you had viewed in your previous time.