

Tips for Using Family Access™ Gradebook

DASD's goal is to improve communication in grading and reporting so that both have a positive, supportive impact on student learning. Information provided to parents helps them be well-informed participants in their children's education.

- ✚ Please check grades once a week. This will give teachers time to assess student work, help absent students, and do their record-keeping. Larger projects and/or English papers may take more time to grade.
- ✚ 4K, Kindergarten – 3rd grade teachers enter their grades at the end of the trimester. Other teachers enter grades regularly based on the type of class and type of assignment.
- ✚ If there is a question about a missing assignment or a grade, please ask your child. You may also email the teacher any questions or concerns through the gradebook by clicking on the teacher's name.
- ✚ Teachers have been trained in analyzing student work and finding evidence of student learning. Please don't hesitate to talk with them on how grades for your child were determined.

Find more information on:

<http://www.skyward.com/Parents-and-Students/Family-Access-Toolkit/Parents>

Student Non-Discrimination Policy
The DeForest Area School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities.

Gradebook: All district teaching staff have their gradebooks on-line for parents and students to view. To see the detail of any grade, click on the blue-colored grade, and 'Show all Events' and you will see the assignments that makes up the grade being reported. The gradebook also provides information on assignments and missing assignments.

Attendance: Attendance is "real time", i.e., as it is posted by a teacher or by the office. Attendance is coded for excused and unexcused absences and tardiness. High school and middle school attendance is taken by the hour. Elementary attendance is taken twice per day in the a.m. and p.m.

Schedule: Clicking on this link will reveal the student's courses and teachers. Teachers' names are in blue indicating a link. This is a quick and easy way for parents/students to communicate with teachers.

E-Mail Notifications: Use this link if you would like to be notified by automatic email when the lunch account balance is \$8.00 or less, and/or if there is an attendance event.

Online Registration: Registering your student for the next school year is now done all online. It opens in mid-July and closes end of August. Computers and help are available at our on-site registration held in August at the high school.

Take time to navigate around in the other links to discover additional features of Family Access.

There is also a Skyward Student Mobile App. Go to the Play Store (Android) or App Store for iPhone.

Skyward Family Access™



**DeForest Area School District
500 S. Cleveland Ave.
DeForest, WI 53532**

**Phone: 842-6500
www.deforestschoools.org**

**Rebecca Toetz
SUPERINTENDENT**

What is Family Access™

Parents and students can view ON-LINE:

- ✓ Student Assignments and Grades
- ✓ Report Cards (in pdf format, no longer mailed)
- ✓ School Directory (Elementary Only) Opt in basis
- ✓ Student Attendance
- ✓ Student Schedules
- ✓ Lunch Account Balances, Payment History
- ✓ Standardized Test Scores
- ✓ Discipline Reports
- ✓ Student Information such as names, addresses, phone numbers, and emergency contacts currently in our Skyward Database System

Gives the option for the user to:

- ✓ Receive and send messages from and to Teachers, Counselors, Principals
- ✓ Choose to receive automatic emails about student attendance and lunch account balances

Benefit:

- ✓ Parents stay informed of their child's progress throughout the school year.

Where Do I Sign Up For Family Access™?

When your child is entered into the Skyward Student software, it automatically creates a Family Access user account for you, and one for your spouse. It also creates a Skyward Student Access Account for the students.

Here is your Login ID and your temporary password:

Login: FirstName.LastName

Temporary Password: password (it will prompt you to change it right away)

Do not share your password with anyone. Each parent and child has their own login and password. Your child will receive their login and password in school.

Your student's school office personnel can assist you with any questions you may have. Please dial 608 first.

DeForest Area High School: [842-6600](tel:842-6600)

DeForest Area Middle School: [842-6000](tel:842-6000)

Harvest Intermediate School: [842-6100](tel:842-6100)

Eagle Point Elementary School: [842-6200](tel:842-6200)

Windsor Elementary School: [842-6300](tel:842-6300)

Yahara Elementary School: [842-6400](tel:842-6400)

4-Year-Old Kindergarten: [842-6579](tel:842-6579)

Or, you may call the District Administrative Office at 842-6528 for assistance with Family Access.

Follow These Steps To Family Access™

- Go to the school district's website at:
www.deforestschoools.org
- Under the 'Families' tab at the top click 'Skyward Family Access'
- This takes you to the Family Access login screen. ***Save this login screen as a "favorite" for faster access in the future.**
- Enter your secure log-in and password information.
- The main menu will appear at this time. Your student(s) name(s) will appear in a drop down box at the top of the screen.
- The links that hold all the data for your student are on the left side of the screen.

Some of the most commonly viewed are:

Calendar: Teachers can use the calendar to post messages, assignments, grades, and/or other district-wide information.

Student Demographics: This link reflects parent/guardian/student names, addresses, phone #s, emergency contacts, and teacher, principal, counselor names/email links.

Food Service: Parents can view the balance in their student's lunch account, payment history and student lunch purchases. Parents can also make on-line deposits to the lunch account from this link

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