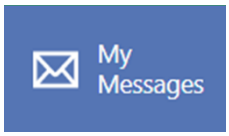
GUARDIAN SANDBOX EXPLORATION



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TASK 1: REVIEW MY MESSAGES



1. Navigate to **My Messages** in the upper right-hand corner of the screen and complete the following to get a better look at the My Messages Module
    a. How many messages are unread?

    b. Navigate to settings and select **Gradebook Settings**
    c. Set **Low Assignment Score** notifications:
        i. Low Assignment Score threshold
        ii. Send Low Assignment Score messages
        iii. Only send messages once per assignment
    d. Check **three** options to send a copy to my email. List your three options:

        i. _____

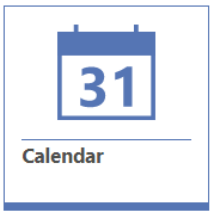
        ii. _____

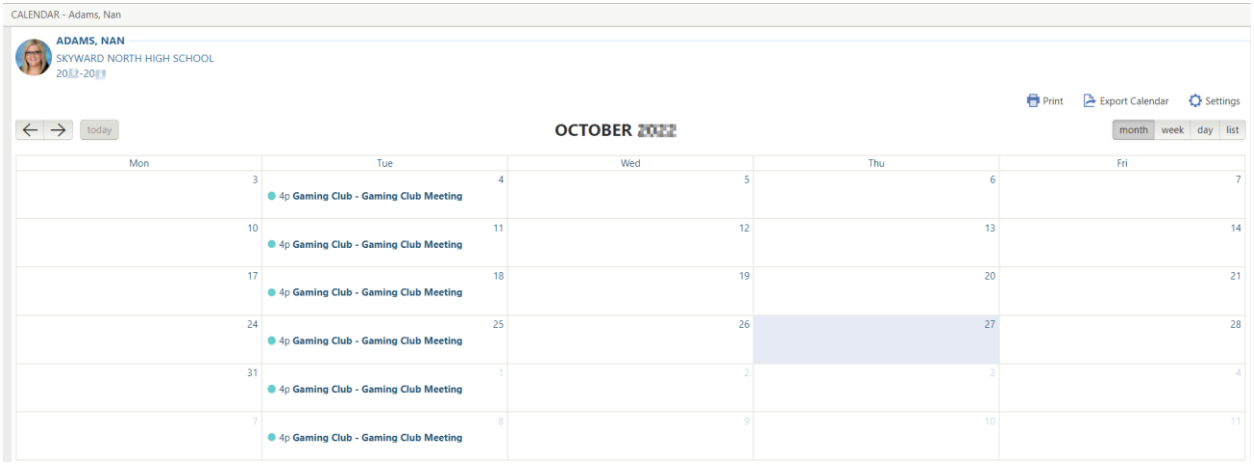
        iii. _____



SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

TASK 2: REVIEW STUDENT CALENDAR



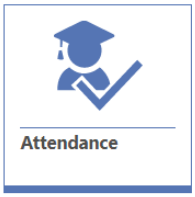


The **Calendar** is a great way to stay informed about what is going on with their student, listing things like open house dates, attendance, upcoming assignments, or student activities. This is available on the web and on the mobile app.

1. Click the **Calendar** tile.
2. Click on **Settings** in the upper right-hand of the screen
3. Change the color of the calendar events
4. Click **SAVE**.
5. Review the students' calendar details.

SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

TASK 3: REVIEW STUDENT ATTENDANCE



Student success starts with consistent attendance. Guardians can subscribe to their attendance notification options, which come through the Family Access portal, email, and in the Message Center.

1. Click the **Attendance** tile.
2. Click the arrow next to the attendance record 
3. Review the student's attendance record details.

SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

TASK 4: REVIEW STUDENT DISCIPLINE



Behavioral events are time-sensitive and often require rapid action. Skyward designed every aspect of Behavior Tracking to keep parents in-the-know by making the data easily accessible through Family Access or the Mobile App.

1. Click the **Discipline** tile.
2. Click on arrow next to the discipline offense record 
3. Review the student's discipline offense record and action details.

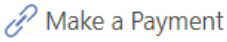
SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

TASK 5: REVIEW STUDENT FOOD SERVICE



Parents can log in to Family Access to check lunch balances and see what their students are eating. The district can also provide families with the ability to reload accounts through online payments.

1. Click on the **Food Service** tile.
2. Review the student's current balance 

3. Review the student's payment and purchase details.
4. 

    a. This button allows parents to make online food service payments through a 3rd party payment vendor. All transactions flow back into Skyward and the student's food service record automatically.



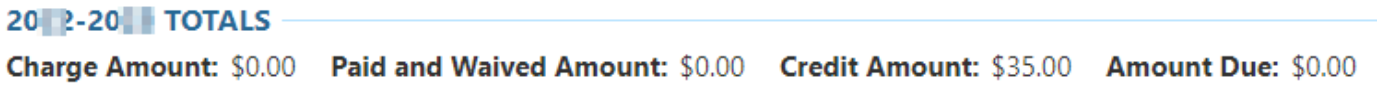
SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

TASK 6: REVIEW STUDENT FEES



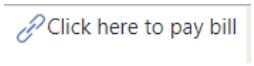
The Fees module was designed for the district to assign fees by activity, course, or other. Fees and balances move with your students, so money and visibility are never lost.

1. Click the **Fee & Fee Payments** tile.
2. Click on the **Fees** tab under the student's name towards the top of the screen.
3. Review the student's current Fees.



4. You can click on  to add optional fees

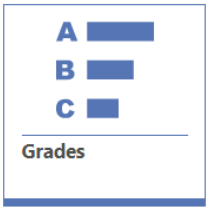
Guardians can pay fees and manage their accounts online. This will provide a more convenient option to pay.

1. Navigate to the **Payments** tab under the student's name towards the top of the screen.
2. Review the student's payment details.
3. 

    a. This option would allow parents to make online fee payments through a 3rd party payment vendor. All transactions flow back into Skyward and the student's fee record automatically.

SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

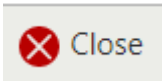
TASK 7: REVIEW STUDENT GRADES



Skyward provides a grades tile with overall scores along with detailed assignment information. This gives guardians an option to review grades throughout the grading period without having to wait for a report card.

1. Click the **Grades** tile.
2. Review the student's overall grades.
3. Click on a class to view details 

4. Click on grade to view assignment detail 

5. To close out assignment detail screen, press 



SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

TASK 8: PRINT A REPORT CARD

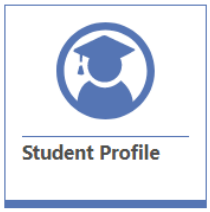


By posting report cards online, parents can electronically sign the document, confirming they've viewed it. Parents can also print report cards on-demand.

1. Click the **Portfolio** tile to open all portfolio documents.
2. Review the student's Report Card details.
3. Click on the arrow to download a PDF of the report card.
4. If the icon displays, you will need to sign the report card before downloading it.

SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

TASK 9: CHANGE GUARDIAN PHONE NUMBER



Family Access allows your parents to update information such as their phone number or email throughout the school year. This is also available through the mobile app.

1. Click the **Student Profile** tile.
2. Click on the edit icon 

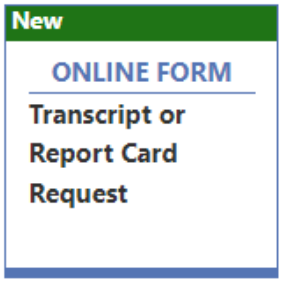
3. Enter guardian phone number. 

4. Click **SAVE** 



SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

TASK 10: COMPLETE ONLINE FORM

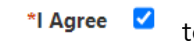


Guardians can complete and sign forms online

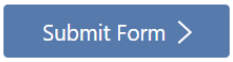
- All information is protected from the moment it's entered, including the supporting documents and forms that are uploaded.
- Once the online form is approved, this information becomes a part of the student record, eliminating the need to move paper around.
- Allows all registration and requests to be completed at the guardian's leisure.

1. Click the **Transcript Request** tile to open the Transcript Request Online Form.
2. Click Start 

3. Fill in Step 1 and click complete & next 

4. Click 

to agree to the Terms of Agreement for the electronic signature request.
5. Click 

6. Click the **check box:**
   a.  I confirm that all the above information is correct to the best of my ability.
7. Review the information submitted.
8. Click 



SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD