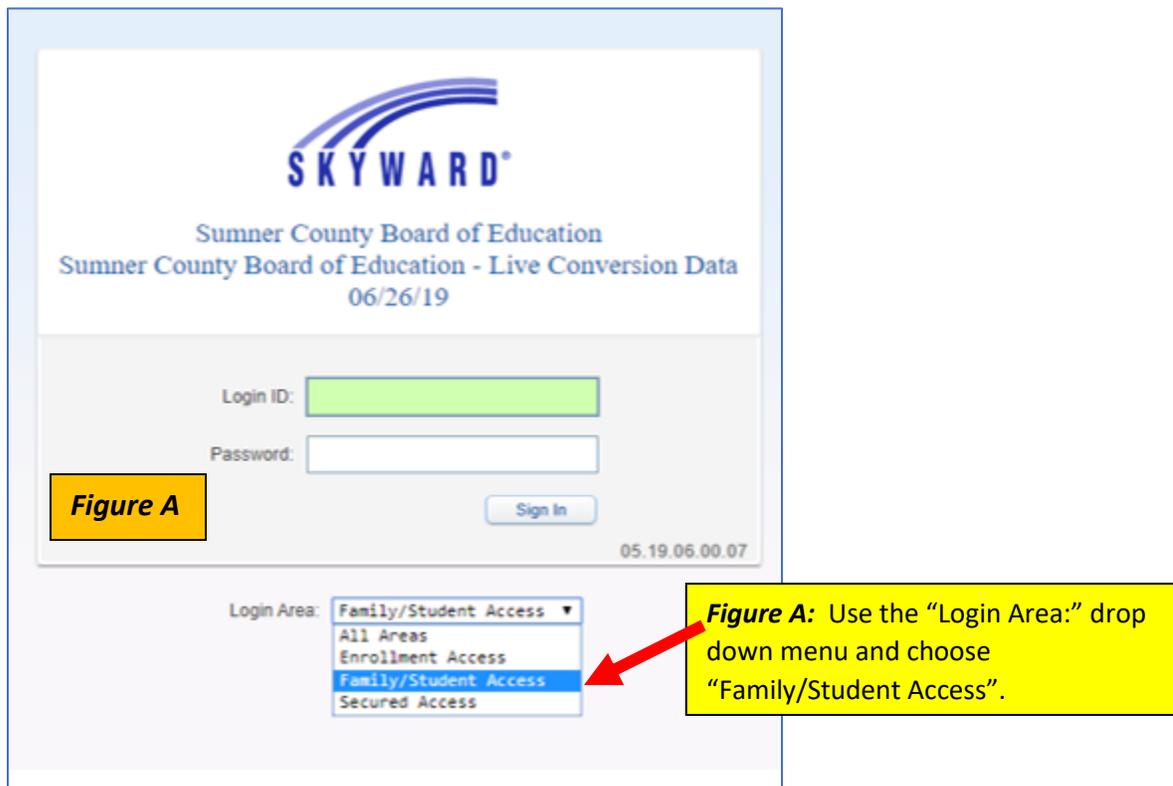


Skyward Tips for Grades, Email Notifications and Account Information

- 1) Begin by clicking on the Skyward link: <https://sis-sumner.tnk12.gov/scripts/wsisa.dll/WService=wsSUMStu/seplog01.w>. Skyward is always located on the GHS Homepage labeled “Skyward-Grades/Attendance/Update Account Info” on the left side under “Quick Links”. Skyward is also located under the “Student” AND “Parent” tabs (again, located on the GHS Homepage - <https://ghs.sumnerschools.org/>) Remember to use the “Login Area:” drop down menu and choose “Family/Student Access”. **See Figure A** The first time you log in to Skyward MUST be on a laptop or desktop. After your initial login, you may then access it from your phone. Also, your login information is what you received and used to register your student during registration. If you cannot remember your user name or password then please call our school and they will be able to help you with resetting your account.



- 2) To check on your student’s grades, click on “Gradebook”, which is a tab listed on the left side of your screen. Once on this page, every item that is blue is a “clickable” item that will give you more information. Also, if you want to know all the specifics of an individual score then click on that score – another window will open giving you all the assignments that makes up that score. **See Figures B and C.**

Skyward Tips for Grades, Email Notifications and Account Information

Family Access Parent Name is here My Account Exit

SKYWARD John Doe Select Language

Gradebook

There are no Missing Assignments.

Class Grades Grades posted to the report card are in bold. Current grades are highlighted.

Name in High Display Options

Class	Q1	Q2	S1	Q3	Q4	S2	EX	FG
Advanced Honors Algebra II Period 1 (8:15 AM - 9:35 AM)	82		82					82
Quiz P.4-6 Due: 09/05/2019 (Q1)	100							
Unit 2 Homework Due: 08/30/2019 (Q1)	85							
Unit 1 Test P.1-3, 1.1-3, 1.7 Due: 08/19/2019 (Q1)	77							
Unit 1 Homework Due: 08/16/2019 (Q1)	100							
P.1-3 Due: 08/12/2019 (Q1)	73							
ACT Prep Period 1 (8:15 AM - 9:35 AM)								
Advanced Creative Writing Period 1 (8:15 AM - 9:35 AM) Stacy Reese Hendricks								
Cul Arts II Period 2 (9:42 AM - 11:02 AM)	100							
Bakery Prep Due: 09/05/2019 (Q1)	100							
Food Preparation Due: 09/04/2019 (Q1)	100							

Figure B

Figure B: Click on "Gradebook" to see your student's grades. Click on the blue words and numbers because this action will open on a new window to give you more information about that item.

Summary

FG Grade	Score (%)	Points Earned
82 <small>(07/30/2019 - 12/20/2019)</small>	82.47	
Grade Breakdown:		
EOC Test %:	(15% of Final grade)	
Q2:	(42.5% of Final grade)	
Q1: 82	(42.5% of Final grade)	82.47
		160 out of 194

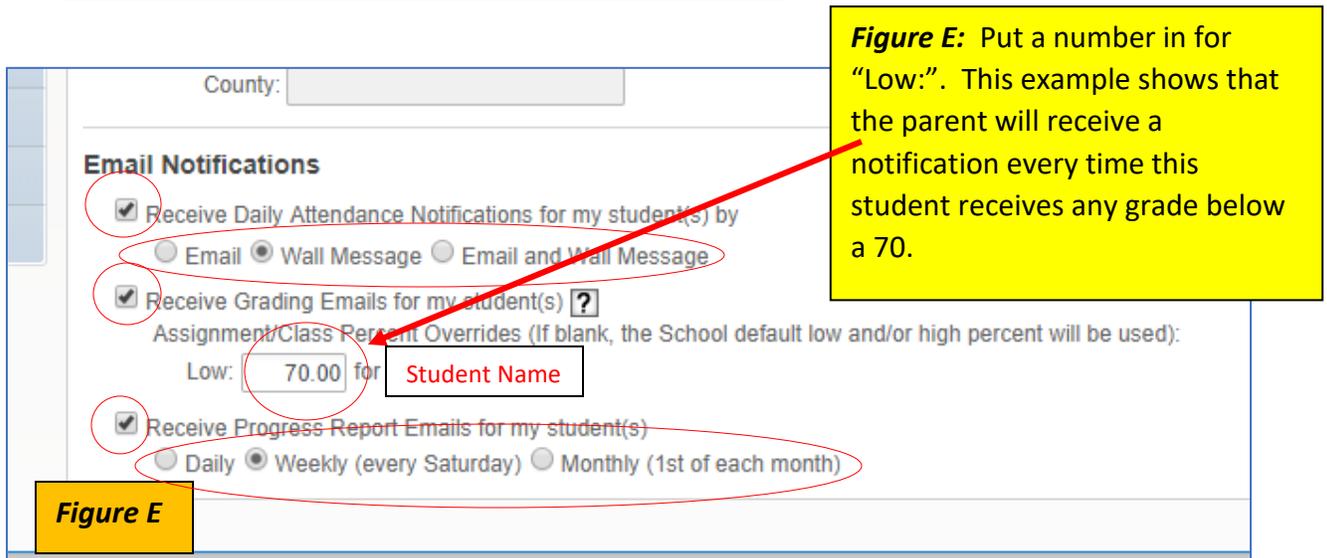
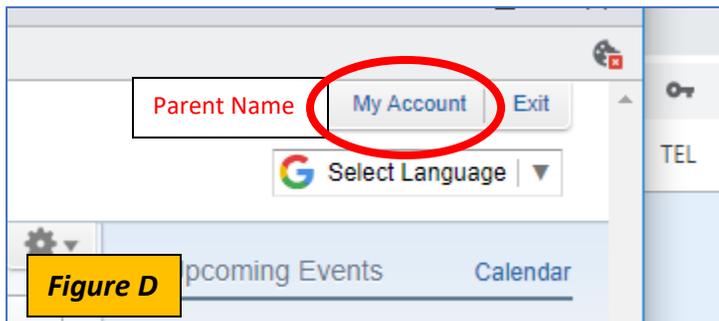
Due	Assignment	Grade	Score(%)	Points Earned	Missing	No Count	Absent
Formative Assessment							
Q2							
Q1							
There are no Formative Assessment assignments							
Minor Assignments							
Q2							
Q1							
08/30/19	Unit 2 Homework	85	85.00	17 out of 20			
08/16/19	Unit 1 Homework	100	100.00	20 out of 20			
Project/Pres/Labs							
Q2							
Q1							
There are no Project/Pres/Labs assignments							
Quizzes							
Q2							

Figure C

Figure C: This is similar what you will see when you click on a specific grade. More specifics that make up the grade will be displayed.

Skyward Tips for Grades, Email Notifications and Account Information

- 3) Setting up email notifications is THE BEST way of staying informed of your student's grades. You do this by first clicking on "My Account" in the top right-hand corner of your Skyward homepage. **See Figure D.** Then you will see the Email Notifications section towards the bottom of the window. Check all the boxes that you would like information about and how often you would like to receive the information. The second checkmark item allows you to set a parameter if a grade falls below a certain number. In the example below, this parent put "70" in the "Low:" text field. This means the parent will be immediately notified if their student receives any class assignment, test, quiz, etc. that falls below a grade of 70. **See Figure E.**



Skyward Tips for Grades, Email Notifications and Account Information

- 4) Always keep your account information up-to-date. There are two places to do this: “Skylert” AND “My Account”. “Skylert” is located on the left-hand side of the Home page and “My Account” is always located in the upper right-hand corner. When you are in “My Account”, look under “Account Settings” to edit all your information. Anytime your address, cell/text or home numbers change you need to update all this information in both places. Remember to click “Save” when finished. **See Figures F and G.**

Figure F

Figure F: Always keep the information updated in Skylert and remember to click “Save” when you are finished editing.

Section	Emergency	Attendance	General	Non-school Hours Emergency	Food Service	School Closing	Survey
Primary Phone	<input checked="" type="checkbox"/>						
Family With	<input checked="" type="checkbox"/>						
Additional Phone 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Phone 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Email 1	<input checked="" type="checkbox"/>						
Phone 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Phone 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skyward Tips for Grades, Email Notifications and Account Information

The screenshot shows the 'Family Access' account settings page. The URL at the top is 'er.tnk12.gov/scripts/wsisa.dll/WService=wsSUMStu/sfaccount001.w'. The page title is 'Family Access'. In the top right corner, there are buttons for 'My Account' and 'Exit', both circled in red. Below them is a 'Google Translate' dropdown menu. The main content area is titled 'Account Settings' and contains several form fields: 'Home Email', 'School Email', 'Phone' (with area code '(615)', a main number field, and an 'Ext.' field), 'Family Access Login', and 'Password Last Changed' (displaying '06/28/2019'). There are also checkboxes for 'Show Google™ Translator in Family Access', 'I'm Using a Screen Reader', and 'Outline Links When Focused'. Below these is the 'Address (Mailing Address)' section with fields for 'Street Number', 'Street Dir.', 'Street Name', 'SUD', '#', 'P.O. Box', 'Address 2', 'Zip Code' (with '37066'), 'Plus 4', 'City/State' (with 'Gallatin, TN'), and 'County'. An 'Address Preview' window is visible on the right. At the bottom left, there is an 'Email Notifications' section with a radio button for 'Email' and a selected radio button for 'Wall Message'. A red arrow points from the 'Account Settings' title to a yellow callout box. Another red arrow points from the 'Save' button to the same callout box. A third red arrow points from the 'My Account' button to the callout box. A small yellow box with the text 'Figure G' is located near the 'Email Notifications' section.

Figure G

Figure G: Always keep the information updated in "My Account" and remember to click "Save" when you are finished editing.