



WSIPC Guide to Family and Student Access for Students and Guardians

STUDENT MEMBERSHIP SERVICES

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Introduction

What This Guide is About

This Guide will show you how to log in and use the different Applications in Family Access and Student Access.

Who This Guide is For

This Guide is intended for guardians and students using Family and Student Access.

What This Guide Contains

The first thing you'll see in this Guide is information about logging into Family and Student Access and how to manage your account information. Next, you'll learn about each area of data, called Applications, that your district may have made accessible to you. For each Application, you'll learn how to view and/or edit the data.

What You Should Know Before You Read This Guide

You'll find this Guide much more helpful if you already have your Login and Password so that you can log into Family and Student Access to follow along with this Guide. Contact your school district for more information if you do not have a Login and/or Password.

What You Need to Get Started

You'll need a computer that has an active internet connection and your school district's URL for Family and Student Access. For more information about workstation compatibility, please contact your school district.

Overview of Family and Student Access

Family Access and Student Access are two modules that allow students and guardians to view and, in some cases, edit student information stored in the Skyward student information system. Family Access is used by parents and guardians, and Student Access is used by students. These modules allow students and parents to play a more involved role in the student's education and improve communication between you and the school. Your school district may have made available to you one or more of the following Applications in Family and Student Access:

- Academic History
- Activities
- Attendance
- Calendar
- Childcare
- Data Mining Reports
- Discipline
- Educational Milestones
- Email Notifications
- Ethnicity/Race Validation
- Fee Management
- Food Service
- Grades
- Graduation Requirements
- Health Information
- Homeroom
- Message Center
- Notes
- Online Assignments
- Portfolio
- Report Cards
- Schedule
 - Future Year Requests
 - Future Year Arena Scheduling
- Skylert
- Student Services
- Student Information
 - Demographics
 - Busing
 - Locker
 - Online Registration (see Note)
- Test Scores

You can access Family and Student Access over the internet using a secure login assigned by your school district. Each school district may configure Family and Student Access differently; therefore, you may not see all the Applications listed above when you log in.

Logging into Family and Student Access

To log into Family and Student Access, type the URL provided to you by your school district into the Address Bar of any compatible Web browser. The Family and Student Access login page will appear:



Figure 1 – Family Access login page

On the Family and Student Access login page, type the login and password provided to you by your school district and click Login. The login and password you use to access Family and Student Access determines what you can view and/or edit. For example, only guardians are allowed to submit Absence Notifications (if enabled by your district).

If you do not have your school district's Family and Student Access URL or your login and password, please contact your school district.

Retrieving Your Login or Password

If you have forgotten your Login and/or Password, you can retrieve them if you have provided your email address to the school district. To do so:

1. Click the Forgot your login or password? hyperlink on the Login page
2. Type your email address and click Submit.

If the system successfully identifies you, a confirmation page appears and an email containing your login and password is sent to your email address on file. If the system can't identify you, contact your school district to retrieve your credentials.

Navigating in Family and Student Access

The Family and Student Access screen is divided into three portions. The left side of the screen contains hyperlinks that allow you to access the different Applications made available to you by your school district. You'll find detailed information about each Application in this Guide. To access an Application, simply click the name of the Application on the left side of the screen.

SKYWARD FAMILY ACCESS

Student: Raguel I. Abnetscr School: WSIPC High School Account Info Print Logout

General Information

- Ethnicity/Race
- Calendar
- Student Information
- Gradebook
- Message Center
- Notes
- Attendance
- Schedule
- Discipline
- Graduation Requirements
- Educational Milestones
- Test Scores
- Food Service
- Fee Management
- Activities
- Report Cards
- Portfolio
- Academic History
- Report Directory
- Home Room
- E-mail Notifications
- Health Information
- Login History

Online Assignments

- Current Assignments
- Past Assignments

Course Requests

- Courses for 2009-2010

Arena Scheduling

- Courses for 2009-2010

District Links

- District Link

Sharee F. Abnetscr's Account Information

Name: Sharee F. Abnetscr Phone: (555) 389-3073
Address: 6174 N Scramble Avenue APT 2 Cellular: (555) 997-6856
Scramble WV 55555
Email: scramble14957@done.com

Tesha K. Baggottscr's Account Information

Name: Tesha K. Baggottscr Phone: (555) 389-3073
Address: 6174 N Scramble Avenue APT 2 Cellular: (555) 949-8086
Scramble WV 55555
Email: scramble14958@done.com

Change Sharee's Login
Change Sharee's Password
Change Sharee's Email
Change Tesha's Email

Figure 2 – Family and Student Access Main Screen

NOTE: In this Guide, you may read about Applications or features that you do not see when you log into Family and Student Access because your school district may not have enabled all Applications or all features within an Application.

The top portion of the screen contains the student's name, Entity, and buttons that allow you to view or change your account information, print, and logout.

The main part of the screen displays information based on the Application that you have selected.

Selecting a Student and School

Guardians who have more than one student in a school district can choose between each student using the Student drop-down menu. Student users do not have this drop-down menu as they are not allowed to view information for their siblings.

Students who are enrolled in more than one school can choose between the schools using the Entity drop-down menu.

Managing Your Account Information

If your school district has enabled the option, you can change your login, password, and/or email address. If you are the Primary Guardian of a Family, you may also be able to change the email addresses of other Guardians within your Family.

To manage your account information, click Account Info.

To change your login:

1. Click Change [Your Name]'s Login.
2. Type your new login and your current password.
3. Click Save.

To change your Password:

1. Click Change [Your Name]'s Password.
2. Type your new password, and retype it for confirmation.
3. Type your current password.
4. Click Save.

To change email addresses:

1. Click Change [Name]'s Email.
2. Type the new email address and click Save.

Calendar

The Calendar Application allows you to view absences, tardies, Gradebook Assignments/Events and Grades earned, Message Center messages, Activity Events, Notes, and Non-School Days.

April 2009						
Previous Month						Next Month
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 No School	2 No School	3 No School	4
5 Atom Model and (B-)	6 Adjective Review (A) Persuasive Adv (F) Journal Evaluati (B-) Assign Log Weel (A) RAP 1-3 (A)	7 Ch. 5.3 7's Absent (A)	8 Punctuation Rev (C) Ch. 7 Vocab (A) 800 Meter (A)	9 Punctuation Rev (A) Ch. 7 Packet (A) OYO p431 (A)	10 John Steinbeck: (A) 9 Wk. Employab (A) U6.L1 Quiz B (A)	11
12	13 Assign Log Weel (F) RAP 0-17 (A)	14 Family/Group Po (A)	15 John Steinbeck: (F)	16 Tardy	17	18
19	20 Ch. 7 Open Bool (A) Journal Evaluati (A) Assign Log Weel (A) OYO p442 (F)	21 Tardy	22 Tardy End of S2 12 Week Novel Quiz: chas Participation/Bel (B-) TKM: Word Sear (A) Vocab: 2-column (A) Vocabulary Test (A) Chapter 5 (B-) 8 Minute Run (A) Classroom Partic (A) PE Participation (A)	23 U6.L2 Quiz (A)	24 Ch. 8 Vocab Tardy	25
26	27	28	29 Tardy	30 Ch. 8 Test (A)		
<input checked="" type="checkbox"/> Show Absences/Tardies <input checked="" type="checkbox"/> Show Gradebook Assignments (Grade Earned) <input checked="" type="checkbox"/> Show MC-Messages <input checked="" type="checkbox"/> Show AC-Activity Events <input checked="" type="checkbox"/> Show Notes						

Figure 3 - Calendar

To navigate between months in the Calendar, click Previous Month or Next Month. To hide or show types of information on the Calendar (for example, to hide all Gradebook assignments), use the check boxes beneath the Calendar. You can hide or show Absences and Tardies, Message Center Messages, Notes, Gradebook Assignments and Grades Earned, and Activity Events.

If there are items on a date, the date number is a hyperlink. Click the date number to view details of all the items on that date. You can also click an item (for example, an assignment) to view details about that specific item.

Student Information

The Student Information Application allows you to view demographic, family, emergency contact, and busing information.

Student/Family Info

The Student/Family Info tab displays the student's demographic, family, and emergency information. E-mail addresses on this tab are hyperlinked. You can click any email address to send a message to the recipient. If their names are hyperlinked, you can also click the name of the student's Homeroom teacher, Advisor, or Discipline Officer to send them an e-mail message.

Student Information | **Student/Family Info** | [Bus Schedule](#) | [Contact Us](#)

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

Raguel I. Abnetscr

Address: 6174 N Scramble Avenue APT 2 Scramble WV 55555
Mailing Address: 6174 N Scramble Avenue APT 2 Scramble WV 55555

School Email: [scramble14956@done.com](#)
Home Email: [scramble14956@done.com](#)
Birthday: 01/03/1994
Grad. Year: 2012 (09)
School: School (401)
Status: Active - Full-time
Other ID: 546086

Age: 15
Language: English

Alert Information

Gender: Female
Homeroom: 106
Advisor: [Casandra Dockhamscr](#)
Disc. Officer:

Family 1

Sharee Abnetscr (Father)
[scramble14957@done.com](#)
Phone: (555) 389-3073
Cellular: (555) 997-6856

Tesha Baggottscr (Mother)
[scramble14958@done.com](#)
Phone: (555) 389-3073
Cellular: (555) 949-8086

Emergency Contacts

Name	Primary	Second	Third
Alena G. Bartlscr (Uncle) scramble27281@done.com	(206) 292-6456		
Charissa S. Calcanoscr (Aunt) scramble27282@done.com	(555) 292-6456		
Dionna X. Minehartscr (Grandmother) scramble27283@done.com	(555) 832-0919		
Euna W. Peregoyscr (Grandfather) scramble27284@done.com	(555) 832-0919		

Figure 4 – Student Information

Changing Student and Family Information

Depending on your school district's configuration, guardians may be able to change or request a change to Student and Family Information through Family Access. This option is not available to Student users.

To change student and family information:

1. Click Request Change(s) to my Child's Information.
2. Click Request Changes in the area in which you wish to make changes.

3. Make the desired changes and click Save.

Some changes require approval from your school district. These changes appear in red indicating that they are pending approval. Before a change is approved by your school district, you can click Undo Request Changes to delete the request. Other changes do not require approval and are updated immediately.

You can also click View History to see a log of changes or change requests made through Family Access, their statuses, and the denial reason if a change is not approved by your school district.

Bus Schedule

The Bus Schedule tab displays the student's transportation information. This includes the student's bus numbers, pick up and drop off addresses, days, and times.

Student Information	Student/Family Info	Bus Schedule	Contact Us		
Bus Details					
AM Bus Number: 12		PM Bus Number: 14			
Pick Up Address: CASCADE DR 2121		Drop Off Address: CASCADE DR 2121			
Bus Stops					
Route	Bus Stop Description	Route Type	Day	Stop Type	Arrives
101-1	Bus Stop (0)	TO SCHOOL	MTWRF	Pickup	07:23 AM
101-4	Bus Stop (1)	FROM SCHOOL	MTWRF	Pickup	02:55 PM

Figure 5 – Student Information: Bus Schedule

Contact Us

Click the Contact Us tab and then the Contact Us button to send an email to the Student Information specialist at your school district.

Skylert

The Skylert application allows you to manage Skylert subscriptions to receive General, Emergency, and/or Attendance notifications from the school. The Skylert application is available only to Guardians of a student's 1st Family.

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.

Setup Parent Notification for **Barbra Z. Albertiniscr**:

Notifications for Primary Guardian: Keli Albertiniscr	Receive Notification for:		
	Emergency	Attendance	General
Primary Phone: (555)692-0020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone: (555)692-3482	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third Phone:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: home@scramble.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Edit

Receive Additional Notifications by Phone:

Receive Notification for:

	Emergency	Attendance	General
Phone 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Receive Additional Notifications by Email:

Receive Notification for:

	Emergency	Attendance	General
Additional Email 1:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 6 – Skylert

In the Notifications for Primary Guardian area, your phone numbers and email address are listed on the left. The corresponding checkboxes on the right specify whether you receive Emergency, Attendance, and General notifications from the school.

To make changes:

1. Click Edit.
2. Modify your phone numbers, email address, or subscription as desired.
3. Click Save.

NOTE You can make modifications to your phone numbers and email address only if your school district has enabled you to do so. Your school district may also restrict your ability to unsubscribe from certain types of notifications.

In the Receive Additional Notifications area, you can specify additional phone numbers and email addresses at which you want to receive notifications. Since only Primary Guardians receive notifications by default, you can use this area to make sure the student's other guardians also receive notifications.

To add additional notification subscriptions:

1. Click **Edit**.
2. Add new phone numbers or email addresses.
3. For each new phone number or email address, use the corresponding check box on the right to subscribe to notifications.
4. Click **Save**.

Gradebook

The Gradebook Application allows you to view the student's current year Gradebook data for all classes. This may include midterm, term, semester, final, semester exam, final exam, citizenship, athletic, assignment, event, skill, and subject grades. It can also displays the student's missing assignments, entries in the Teacher's Log, GPA, and term Comments.

Progress Report

The Progress Report tab displays the student's current year classes and their grades. To view classes and grades for a specific term, click Prev or Next to cycle through the terms of the school year. You can also send an email to a teacher by clicking their hyperlinked name.

The layout and features of the Progress Report tab are different depending on which Gradebook is used by the student's school. The following sections describe each layout. If you are unsure which Gradebook is used by the student's school, please contact your school district.

Secondary Gradebook and Standards Gradebook with Term Grades

This section pertains to the Progress Report tab for schools that use Secondary Gradebook and schools that use Standards Gradebook with Term Class Grades.

Gradebook

Progress Report

Missing Assignments

Teacher's Log

Comments

Contact Us

Classes for All Grade Periods

Prev

Next

Click on the underlined grade to see the assignments that make up that grade.

Period	Class	Description	Term	Teacher	T1	T2	T3	S1	T4	T5	T6	S2
1	ENG100/01	↓ 9TH ENGLISH	S1	Porsha Rothermichscr	<u>A</u>	<u>B+</u>						
1	ENG140/04	9TH HONORS ENG	S1	Porsha Rothermichscr				<u>A</u>				
1	ENG102/04	9TH ENGLISH	S2	Porsha Rothermichscr					<u>A</u>	<u>B-</u>		
2	SCT110/01	CAREER CHOICES	S1	Carlene Boninescr	<u>A</u>	<u>A</u>		<u>A</u>				
2	SST122/02	WORLD HISTORY 1	S2	Marisa Warnixscr					<u>A</u>	<u>A</u>		
3	ART400/02	CERAMICS	S1	Gabriel Flagerscr								
3	ISC100/02	↓ 9TH INTEG. SCIEN	S1	Faustina Geroldscr	<u>B</u>	<u>B+</u>						
3	ISC140/03	9TH HONORS INTEG. SC	S1	Faustina Geroldscr				<u>A</u>				
3	ISC102/02	9TH INTEG. SCIEN	S2	Faustina Geroldscr					<u>B-</u>	<u>A</u>		
4	PED100/09	9TH FITNESS/HEALTH	S1	Ladonna Bowldsscr	<u>A</u>	<u>A</u>		<u>A</u>				
4	PED102/09	9TH FITNESS/HEALTH	S2	Ladonna Bowldsscr					<u>C</u>	<u>A</u>		
5	MAT350/10	CORE 1	S1	Marisol Doakesscr	<u>B</u>	<u>B</u>		<u>B</u>				
5	MAT352/10	CORE 1	S2	Marisol Doakesscr					<u>C</u>	<u>C</u>		
6	ART100/02	INTEGRATED ART	S1	Gigi Bonkowskiscr	<u>A</u>	<u>A</u>		<u>A</u>				
6	ART102/02	INTEGRATED ART	S2	Gigi Bonkowskiscr					<u>B</u>	<u>B</u>		

↓

-Indicates the class has been dropped

↓ -Indicates the class has been dropped


Figure 7 – Secondary Gradebook and Standards Gradebook with Term Grades

Class Information

To view detailed information about a class, including its Department, Subject, number of credits, duration, period, time, and room number, click the Course and Section code in the Class column.

Term Grades

Midterm, term, semester, final, semester exam, final exam, citizenship, and athletic grades are listed in the grid on the Progress Report tab. These grades may appear with special formatting. The special formatting is described in the table below.

Grade format	Description
Grade in bold	This indicates that the grade is a calculated final grade based on assignment scores. This usually means the term has ended and that all assignments have been graded.
Grade not in bold	This indicates that the grade is a calculated running grade based on assignment scores. This usually means that term has not ended and that the grade may change as more assignments are entered and scored by the teacher.
Grade not underlined	This indicates that the grade is a final grade that was manually entered by the teacher at the end of a term. This usually indicates that the teacher does not use Gradebook and therefore there are no assignments to be viewed.
Progress Report icon 	This also indicates that the grade is a calculated running grade based on assignment scores (same as Grade not in bold). However, you must click on the Progress Report icon to view the grade.

Secondary Assignment Grades and Standards Subject, Skill, and Event Grades

To view assignment grades or subject, skill, and event grades for Standards Gradebook for a class in a specific term, click the underlined grade in the column that represents the term you wish to view. For example, to see all assignments in a class from Semester 1, click the grade of that class in the Semester 1 column.

The Progress Detail Report screen shows detailed information about assignments for a Secondary class or subjects, skills and events for a Standards class in a specific term. This may include the Category of an Assignment, subject and skill of an event, due date, name, grade (in points, percentage, and grade mark), points possible, Special Code, Missing indicator, No Count indicator, and comments. You may also see statistical information about an assignment by clicking the name of the assignment (for example, high score, low score, and average score).

To view the percentage ranges that are associated with each Grade Mark, click View Grade Marks.

To view all details about all classes in a specific term, click the term heading.

Standards Gradebook without Term Grades

This section pertains to the Progress Report tab for schools that use Standards Gradebook without Term Class Grades. To view the percentage ranges that are associated with each Grade Mark, click Grade Marks.

Gradebook		Progress Report	Missing Assignments	Teacher's Log	GPA	Comments
Course: HPE004 / PU 4th Grade PE				Teacher: Tabitha Neeserscr		
Academic Area		Grade Marks	TR1	TR2	TR3	
Physical Education						
Daily physical activities			3 (81%)	3 (81%)	3 (83.14%)	
Date Due	Has Attach.	Description				
04/28/09		Apr. 29			3 (81%)	
04/27/09		Apr. 28			3 (81%)	
04/21/09		Apr. 22			3 (81%)	
04/15/09		Apr. 16			3 (81%)	
04/14/09		Apr. 15			3 (81%)	
04/07/09		Apr. 8			4 (96%)	
04/06/09		Apr. 7			3 (81%)	
03/10/09		End 2nd Tri.		3 (81%)		
11/02/08		Participation - Daily	3 (81%)			
Fitness/Health academic knowledge			2 (64.49%)	2 (70.04%)		
Date Due	Has Attach.	Description				
04/07/09		Mar back log				
04/07/09		Mar. Log Front				
03/10/09		Feb. back		4 (100%)		
03/02/09		Feb. log front		3 (81%)		
02/02/09		Jan. Inter. Log Back		3 (81.25%)		
02/02/09		Jan. Inter. Log Front		4 (96%)		
12/28/08		Dec. Inter. Log back		1 (43.75%)		
12/28/08		Dec. Inter. Log Front		3 (81%)		
12/13/08		Muscles Quiz		1 (40%)		
12/01/08		Nov. Back Log		3 (75%)		
12/01/08		Nov. Log Front		3 (81%)		
11/27/08		Bones Test		1 (21.43%)		
10/30/08		Oct Back Log	1 (0%)			
10/30/08		Oct Log	1 (55%)			
10/23/08		5 Components Quiz	3 (71.43%)			
09/24/08		Sept. Back Log	4 (100%)			
09/24/08		Sept. Log Front	4 (96%)			

Figure 8 – Standards Gradebook without Term Grades

Class Information

To view detailed information about a class, including its department, subject, number of credits, duration, period, time, and room number, click the Course and Section code in the Course row.

Subject, Skill, and Event Grades

Subject, skill, and event Grades are listed in a table on the Progress Report tab. This may include the name of the subject, skill, or event, due date, grade (in points, percentage, and grade mark). To see the Special Code, No Count indicator, Missing indicator, Modified indicator, comment, average grade, low grade, high grade, and median grade for an event, click the name of the event.

Missing Assignments

The Missing Assignment tab displays all of the student's missing assignments from all classes. An assignment can be considered missing based on its due date or if it is marked as missing by the teacher. For more information about how your school determines the missing status of an assignment, please contact your school district.

Gradebook Progress Report Missing Assignments Teacher's Log Comments Contact Us									
Term	Date Due	Class	Teacher	Assignment	Category	Max Score	Score	Percent	Grade Absent
T6	04/24/09	Fri	SST122/02	Marisa Warnixscr	Ch. 8 Vocab	DW	12.00		
T5	04/22/09	Wed	ENG102/04	Porsha Rothermichscr	Novel Quiz: chapters 1-4	TQ	36.00		
T5	04/06/09	Mon	ENG102/04	Porsha Rothermichscr	Persuasive Advertising	Res	10.00	0.00	0.00% F
T5	03/25/09	Wed	MAT352/10	Marisol Doakesscr	OYO 423	DW	4.00	0.00	0.00% F
T5	03/19/09	Thu	ENG102/04	Porsha Rothermichscr	Dress Code: Elaboration	DW	10.00	0.00	0.00% F
T5	03/18/09	Wed	ENG102/04	Porsha Rothermichscr	Elaboration: chocolate	DW	15.00	0.00	0.00% F
T4	03/12/09	Thu	ENG102/04	Porsha Rothermichscr	Extra Credit Offered: Critique	EC	0.00		
T4	02/02/09	Mon	ISC102/02	Faustina Geroldscr	Extra Credit	EC	0.00		
T3	01/22/09	Thu	ISC100/02	Faustina Geroldscr	1st Semester Final	TQ	160.00		
T3	01/21/09	Wed	MAT350/10	Marisol Doakesscr	Final Project **OPTIONAL**	TQ	0.00		
T2	11/18/08	Tue	SCT110/01	Carlene Boninescr	Halloween Extra Credit	EMP	0.00		
T2	10/16/08	Thu	MAT350/10	Marisol Doakesscr	p116 M-#3	DW	4.00	0.00	0.00% F
T1	10/06/08	Mon	MAT350/10	Marisol Doakesscr	Rap WS 3-6 Proportions	DW	4.00	0.00	0.00% F

↓ -This Class has been Dropped.

Figure 9 – Gradebook: Missing Assignments

Teacher's Log

The Teacher's Log tab displays notes entered by the teacher of a class. To view the contents of the Teacher's Log, click View Teacher Logs.

Gradebook Progress Report Missing Assignments Teacher's Log Comments Contact Us						
Period	Class	Description	Term	Teacher	Log Count	
1	ENG100/01	9TH ENGLISH	S1	Porsha Rothermichscr	0	
1	ENG102/04	9TH ENGLISH	S2	Porsha Rothermichscr	0	
1	ENG140/04	9TH HONORS ENG	S1	Porsha Rothermichscr	1	View Teacher Logs
2	SCT110/01	CAREER CHOICES	S1	Carlene Boninescr	0	
2	SST122/02	WORLD HISTORY 1	S2	Marisa Warnixscr	0	
3	ART400/02	CERAMICS	S1	Gabriel Flagerscr	0	
3	ISC100/02	9TH INTEG. SCIEN	S1	Faustina Geroldscr	0	
3	ISC102/02	9TH INTEG. SCIEN	S2	Faustina Geroldscr	0	
3	ISC140/03	9TH HONORS INTEG. SCIENCE	S1	Faustina Geroldscr	0	
4	PED100/09	9TH FITNESS/HEALTH	S1	Ladonna Bowldsscr	0	
4	PED102/09	9TH FITNESS/HEALTH	S2	Ladonna Bowldsscr	0	
5	MAT350/10	CORE 1	S1	Marisol Doakesscr	0	
5	MAT352/10	CORE 1	S2	Marisol Doakesscr	0	
6	ART100/02	INTEGRATED ART	S1	Gigi Bonkowskiscr	0	
6	ART102/02	INTEGRATED ART	S2	Gigi Bonkowskiscr	0	

Figure 10 – Gradebook: Teacher's Log

GPA/Class Rank

The GPA or GPA/Class Rank tab displays the student's GPA, Earned and Failed Credits, and Rank information. Click Show Detail next to a school year for detailed information about GPA and Rank for a specific school year.

Gradebook Progress Report Missing Assignments Teacher's Log GPA/Class Rank Comments Contact Us					
School Year	Cumulative GPA	Cumulative Earned Credits	Cumulative Failed Credits	Rank	Rank Date
2008 - 2009 Show Detail	3.833	3.000	0.000	36 of 296	02/02/2009

Figure 11 – Gradebook: GPA and Class Rank

Comments

The Comments tab displays the student's report card comments in each class for each term. Click Show Comments for dropped classes to also view the students report card comments in classes they have been dropped.

Gradebook	Progress Report	Missing Assignments	Teacher's Log	GPA/Class Rank	Comments	Contact Us
Show Comments for dropped classes						
Class	Description	Comment				
Grade Comments for Term 2 (01/27/2009 - 04/22/2009)						
ART102/02	INTEGRATED ART	THIS IS A (+) GRADE				
ENG102/04	9TH ENGLISH	PLEASURE TO HAVE IN CLASS				
ISC102/02	9TH INTEG. SCIEN	PLEASURE TO HAVE IN CLASS				
ISC102/02	9TH INTEG. SCIEN	BEHAVES APPROPRIATELY				
ISC102/02	9TH INTEG. SCIEN	HAS NOT MADE UP TESTS OR QUIZZES				
ISC102/02	9TH INTEG. SCIEN	CONSCIENTIOUS/RELIABLE STUDENT				
MAT352/10	CORE 1	PLEASURE TO HAVE IN CLASS				
SST122/02	WORLD HISTORY 1	PLEASURE TO HAVE IN CLASS				
SST122/02	WORLD HISTORY 1	POSITIVE ATTITUDE				
SST122/02	WORLD HISTORY 1	CONSCIENTIOUS/RELIABLE STUDENT				
ART102/02	INTEGRATED ART	THIS IS A (+) GRADE				
ENG102/04	9TH ENGLISH	PLEASURE TO HAVE IN CLASS				
ISC102/02	9TH INTEG. SCIEN	PLEASURE TO HAVE IN CLASS				
ISC102/02	9TH INTEG. SCIEN	BEHAVES APPROPRIATELY				
ISC102/02	9TH INTEG. SCIEN	EXCELLENT SKILLS				
ISC102/02	9TH INTEG. SCIEN	STUDENT IS ENROLLED IN HONORS				
SST122/02	WORLD HISTORY 1	PLEASURE TO HAVE IN CLASS				
SST122/02	WORLD HISTORY 1	POSITIVE ATTITUDE				
SST122/02	WORLD HISTORY 1	CONSCIENTIOUS/RELIABLE STUDENT				

Figure 12 – Gradebook: Comments

Contact Us

Click the Contact Us tab and then the Contact Us button to send an email to the Grading specialist at your school district.

Message Center

The Message Center Application allows you to view and reply to messages posted by the school and by teachers regarding the student's classes. Current messages are listed in the Current tab. Expired messages are listed in the Expired tab.

Message Center

Current

Expired

Administrator Messages

Post Date

Summary

Posted By

Expiration Date

08/31/09

Welcome back to school!

WSIPC Coordinator

09/14/09

Message: Welcome to the 2009-2010 school year!

[Download Attachment](#)

Class Messages

Period

Class

Description

Term

Teacher

Total Messages

Unread Messages

1

ENG102/04

9TH ENGLISH

S2

[Porsha Rothermichscr](#)

1

0

[View Messages](#)

1

ENG140/04

9TH HONORS ENG

S1

Porsha Rothermichscr

0

0

2

SCT110/01

CAREER CHOICES

S1

Carlene Boninescr

0

0

2

SST122/02

WORLD HISTORY 1

S2

Marisa Warnixscr

0

0

3

ART400/02

CERAMICS

S1

Gabriel Flagerscr

0

0

3

ISC102/02

9TH INTEG. SCIEN

S2

Faustina Geroldscr

0

0

3

ISC140/03

9TH HONORS INTEG. SCIENCE

S1

Faustina Geroldscr

0

0

4

PED100/09

9TH FITNESS/HEALTH

S1

Ladonna Bowldsscr

0

0

4

PED102/09

9TH FITNESS/HEALTH

S2

Ladonna Bowldsscr

0

0

5

MAT350/10

CORE 1

S1

Marisol Doakesscr

0

0

5

MAT352/10

CORE 1

S2

Marisol Doakesscr

0

0

6

ART100/02

INTEGRATED ART

S1

Gigi Bonkowskiscr

0

0

6

ART102/02

INTEGRATED ART

S2

Gigi Bonkowskiscr

0

0

Figure 13 – Message Center

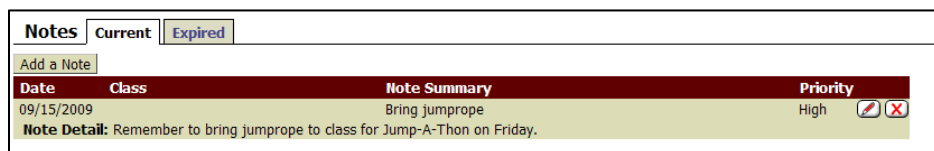
Administrator Messages are posted by the school and are not specific to a class. These messages are listed in the Administrator Messages area. If the message has an attachment, click Download Attachment to view it.

Class Messages are posted by the teacher and are specific to a class. To view messages for a class, click View Messages in the row that corresponds to the class. If the message has an attachment, click Download Attachment to view it.

Some teachers may allow you to respond to a Class Message. Click Post Reply, enter your response, and click Post Reply. Please note that all students and guardians in that class can see your response. To respond privately to the teacher, click the teacher's name to send them an e-mail message.

Notes

The Notes Application allows you to enter notes which are also then displayed on the Calendar Application for the guardian and the student. This can be used to create reminders. For example, you may enter a note on a specific date on the Calendar to remind you to bring money to pay a school fee. Current notes appear on the Current tab. Expired notes appear on the Expired tab.



Date	Class	Note Summary	Priority
09/15/2009		Bring jumprope	High

Note Detail: Remember to bring jumprope to class for Jump-A-Thon on Friday.

Figure 14 - Notes

To add a Note:

1. Click Add Note.
2. Type the Date on which you wish the note to display on the Calendar.
3. Select a Class if desired. This is optional.
4. Enter the Note Summary and Detail.
5. Select a Priority. Notes with a Normal Priority appear on the Calendar in black. Notes with a High Priority appear on the Calendar in red.
6. Click Save.

To edit or delete notes from the Notes Application, click Edit (pencil icon) or Delete (red X icon). You can also edit or delete notes by clicking the Date number on a date that contains a note in the Calendar Application.

Attendance

The Attendance Application allows you to view the student's tardies and absences in a calendar format or in a list format. You can also view the student's term attendance totals and submit absence notifications to the school.

Viewing Attendance Data

The Calendar tab displays the student's attendance data in a calendar format. The color (green, yellow, blue, pink) of a day on the Calendar indicates that attendance data exists on that date. Click the date number to view the detailed attendance information for that day.

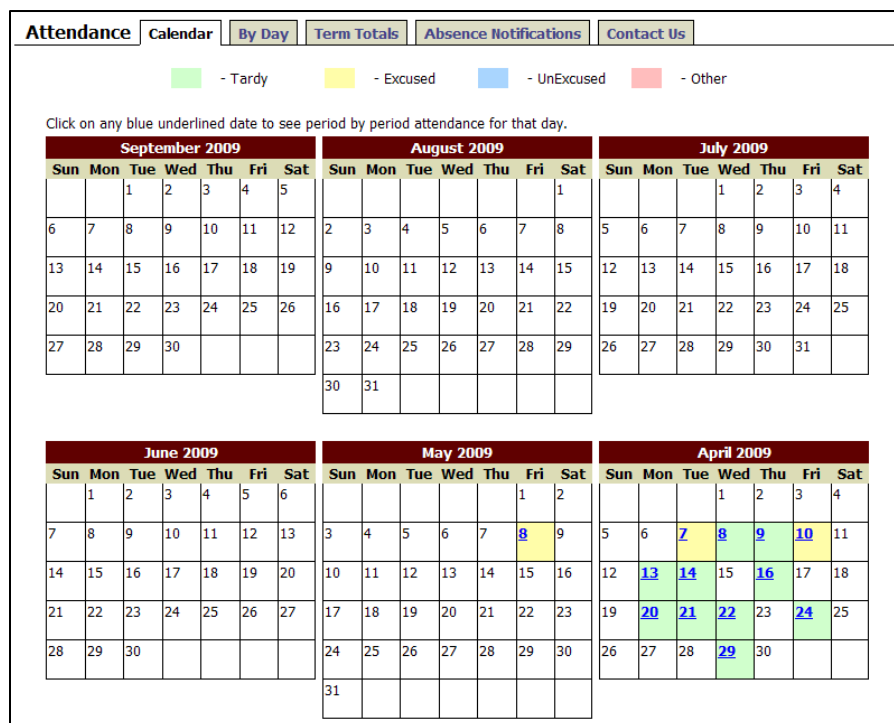


Figure 15 – Attendance Calendar

The By Day tab shows the student's attendance data in a list format. All days in which a student has attendance data are listed chronologically. Attendance data is broken down by period. Please refer to the Attendance Codes and Attendance Reason legends at the bottom of the page for descriptions of the codes and reasons.

Attendance										
Calendar		By Day		Term Totals		Absence Notifications		Contact Us		
Date	Parent Notified	00	01	02	03	04	05	06	07	
05/08/09 Fri	Yes		E-AA	E-AA	E-AA	E-AA	E-AA	E-AA		
04/29/09 Wed	No		L-							
04/24/09 Fri	No		L-							
04/22/09 Wed	No					T-				
04/21/09 Tue	No		L-							
04/20/09 Mon	No		L-							
04/16/09 Thur	No				L-		L-			
04/14/09 Tue	No						L-			
04/13/09 Mon	No					T-				
04/10/09 Fri	Yes		E-MC							
04/09/09 Thur	No		L-							
04/08/09 Wed	No		L-							
04/07/09 Tue	Yes							E-MC		
03/06/09 Fri	Yes		O-IH	O-IH	O-IH	O-IH	O-IH	O-IH		
02/26/09 Thur	Yes				E-MC	E-MC	E-MC	E-MC		
02/11/09 Wed	No		L-							
02/09/09 Mon	Yes		U-TR	U-TR	U-TR	U-TR	U-TR	U-TR		
02/06/09 Fri	Yes						U-TR	U-TR		

Figure 16 – Attendance By Day

The Term Totals tab displays the student's statistical attendance data broken down by term.

Attendance										
Calendar		By Day		Term Totals		Absence Notifications		Contact Us		
Totals for Term	Date Range	Excused Days Periods		UnExcused Days Periods		Tardy Periods	Other Days Periods		Totals Days Periods	
1	08/27/08 - 01/23/09	1.3	8.0	1.0	6.0	18.0			2.3	32.0
2	01/27/09 - 07/30/09	2.0	12.0	1.3	8.0	14.0	1.0	6.0	4.3	40.0

Figure 17 – Attendance Term Totals

Submitting Absence Notifications

The Absence Notifications tab allows guardians to notify the school attendance office when the student is expected to be absent from school. This feature is not available to student users.

Attendance										Calendar	By Day	Term Totals	Absence Notifications		Contact Us
View History										Add Notification					
Status	Absent From		Absent To		Reason										
Accepted	05/08/09	6:00 AM	05/09/09	6:00 PM	ADMIN. AUTHORITY										
Accepted	03/06/09	8:45 AM	03/06/09	3:30 PM	FAMILY EMERGENCY										

Figure 18 – Absence Notifications

To submit an Absence Notification:

1. Click Add Notification.
2. Enter the Beginning Date and Time when the student is expected to be absent.
3. Enter the Ending Date and Time when the student is expected to return to school.
4. Select a Reason for Absence.

5. Enter any Additional Comments. This is optional.

6. Click Save.

All submitted Absence Notifications are listed on this tab. The Status column indicates whether an Absence Notification is pending approval from the school attendance office or Accepted and processed. To edit or delete a pending notification, click Edit (pencil icon) or Delete (red X icon).

You can also view all historical absence notifications submitted (current and previous years) by clicking View History.

Contact Us

Click the Contact Us tab and then the Contact Us button to send an email to the Attendance specialist at your school district.

Schedule

The Schedule Application allows you to view the student's current and next year schedules.

Schedule									
Current Term		Current Year - All Terms			Next Year - All Terms			Contact Us	
Period	Class	Description	Term	Time	Days	Teacher	Room	Credits	
1	ENG102/04	9TH ENGLISH	S2	08:00am-09:00am	MTWRF	Porsha Rothermichscr	151	0.500	
2	SST122/02	WORLD HISTORY 1	S2	09:05am-10:00am	MTWRF	Marisa Warnikscr	122	0.500	
3	ISC102/02	9TH INTEG. SCIE	S2	10:05am-11:00am	MTWRF	Faustina Geroldscr	247	0.500	
4	PED102/09	9TH FIT/HEALTH	S2	11:00am-12:30pm	MTWRF	Ladonna Bowldsscr	GYM3	0.500	
5	MAT352/10	CORE 1	S2	12:35pm-01:30pm	MTWRF	Marisol Doakesscr	246	0.500	
6	ART102/02	INTEGRATED ART	S2	01:35pm-02:30pm	MTWRF	Gigi Bonkowskiscr	248	0.500	

Figure 19 - Schedule

The Current Term tab displays the student's schedule in the current term. To view more information about a class, click the Course and Section Code in the Class column. If a teacher's name is hyperlinked, you can also email them by clicking it in the Teacher column.

The Current Year – All Terms tab displays the student's current year schedule for all terms.

The Next Year – All Terms tab displays the student's next year schedule for all terms.

Click the Contact Us tab and then the Contact Us button to send an email to the Scheduling specialist at your school district.


Discipline

The Discipline Application allows you to view the student's discipline records. All of the student's offenses are listed in chronological order. To view more details about an offense, including the actions taken as a result of the offense, click the offense description.

Discipline							
Offense Information							
Click on an underlined Offense to see more details about that Offense, including any Actions Taken							
Date	Time	Offense	Location	School	Parent Notified	Discipline Officer	Actions Taken
03/04/09		Failure to do assnd detentior		School (401)	No	Hermina Angelinescr	1
Comments: Most issues of student discipline are handled between the student and teacher. Other issues are handled at the school with the involvement of the school administrator.							
02/06/09		Truancy	CLASS	School (401)	No	Hermina Angelinescr	1
Comments: Most issues of student discipline are handled between the student and teacher. Other issues are handled at the school with the involvement of the school administrator.							

Figure 20 - Discipline

On the offense details screen, all actions taken as a result of the offense are listed. To view more details about an action, click Show Details.



Student: **Raguel Abnetscr**

Disciplinary Actions Taken

Close

Offense

Offense: **TRU - Truancy**

Parent Notified: **No**

Date: **02/06/2009 Fri**

Time:

Location: **Location (CLASS)**

School: **School (401)**

Officer: **Hermina Angelinescr**

Data Entered: **03/20/2009 - 1:53 PM**

Comment: **Most issues of student discipline are handled between the student and teacher. Other issues are handled at the school with the involvement of the school administrator.**

Action	Date	Parent Notified	Officer	Suspension Type	Time Required	Time Served	Status
Detention 4 hours	Hide Details 03/20/2009 Fri	No	Hermina Angelinescr	None	4 Hours	0 Hours	Open

Action Details for Detention 4 hours

Date	Time	Location	Parent Notified	Officer	Time Required	Time Served	Status
04/09/09	01:54 PM	Location (DET)	No	Hermina Angelinescr	4 Hours	0 Hours	Open

Figure 21 – Discipline: Offense

If a Discipline Officer's name is hyperlinked, you can send them an e-mail message by clicking it.

Click the Contact Us tab and then the Contact Us button to send an email to the Discipline specialist at your school district.

Graduation Requirements

The Graduation Requirements Application allows you to view the student's progress towards meeting Coursework Requirement Areas (CRAs) according to their Graduation Plan.

The Course Requirements tab displays the Coursework Requirement Areas, the number of required credits, completed credits, in progress credits, next year credits, future credits, waived credits, and remaining credits for each CRA.

Graduation Requirements						
Course Requirements						
Requirement Areas	Required	Complete	In Progress	Scheduled 2009-10	Remaining	Status
Total Credits Show Area Details	23.000	3.000		5.000	20.000	In Progress
English	3.000	0.500		1.000	2.500	In Progress
Math Show Courses	3.000	0.500		1.000	2.500	In Progress
Science Show Courses	3.000	0.500		1.000	2.500	In Progress
Social Studies	3.000				3.000	
Health & Fitness Show Courses	2.000	0.500		0.500	1.500	In Progress
Occupational Education	1.000	0.500		0.500	0.500	In Progress
Arts Show Courses	1.000	0.500			0.500	In Progress
Culminating Project	0.500				0.500	
Core Mastery	1.000				1.000	
General Electives Show Courses	5.500			1.000	5.500	In Progress

Figure 22 – Graduation Requirements

Click Show Area Details to view any Coursework Requirement Subareas and their credit breakdowns (For example, English 9 is a subarea of the English CRA).

Click Show Courses to view all the classes the student is enrolled in, has completed, or has attempted in each CRA or subarea. The number of credits and grades earned are displayed for each class. You can click the class description to view more information about the class. If a teacher's name is hyperlinked, you can click it to send them an e-mail message.

Click the Contact Us tab and then the Contact Us button to send an email to the Graduation Requirements specialist at your school district.

Educational Milestones

The Educational Milestones Application allows you to view the student's assigned and completed Educational Milestones. Educational Milestones are typically non-coursework requirements that the student must complete in order to graduate.

Educational Milestones				
Date	Completed	Waived	Milestone	Graduation Requirement
06/30/09	No		CulPrj - Culminating Project	Yes
Comment: With flying colors.				
Total Educational Milestones: 1				

Figure 23 – Educational Milestones

Test Scores

The Test Scores Application allows you to view test scores entered by your school district. These are usually standardized or diagnostic assessments (for example, WASL) and not tests and quizzes relating to a specific class. To view the student's scores for a test, click Show Scores that corresponds with the test you wish to view.

Test Scores				
Test Date	Test	Edition	Level	Form
04/29/2008 Hide Scores	WASL8-8thGradeWASL		8th	
Scores for 8th Grade WASL Section: WASL - WASL				
			Level	Score
(1) WASL Reading			L3	410
(2) WASL Math			L3	407
(3) WASL Science			L3	419
04/30/2007 Show Scores	WASL7-7thGradeWASL		7th	
03/31/2005 Show Scores	W05S-WASLGR5Science	2004	5	
04/29/2004 Show Scores	W04M-WASLGRADE04MATHEMATICS	W04M	4	
04/29/2004 Show Scores	W04R-WASLGR04READWRITELISTEN	W04R	4	
02/28/2003 Show Scores	IT03-GRADE3,SPRINGITBS	IT03	3	

Figure 24 – Test Scores

Food Service

The Food Service Application allows you view your or the student's Food Service Payor account information and the student's Food Service Customer account information. Some school districts also allow you to make online payments using a credit card through RevTrak or Magic-Writer.

Food Service	Account Information	Payments for Raguel	All Payments	Purchases	Contact Us
Account Information for Raguel I. Abnetscr					
Lunch Type: Full Price					
Prior Year Balance:	\$34.90	Last Payment:	\$20.00		
+ YTD Payments:	\$270.00	Last Check:			
- YTD Purchases:	\$293.50	Last Payment Date:	04/22/2009		
= Current Balance:	\$11.40				
Make Online Payment					

Figure 25 – Food Service

Viewing Account Information

The Account Information tab displays a summary of the Food Service account of the payor's customers (students). This includes the customer's lunch type (for example, paid, free, or reduced), total payments, and purchases.

The Payments for [Name of Customer] tab displays itemized payments made by the payor for a specific customer.

The All Payments tab displays itemized payments made by the payor for all of their customers.

The Purchases tab displays the items purchased by the customer on a weekly basis. Click Previous and Next to navigate to another week.

NOTE	Depending on your school district's configuration, the payor (the person responsible for payment) may be the student or the guardian. Contact your school district for more information.
-------------	--

Making an Online Payment

To make an Online Payment, click Make Online Payment on the Account Information tab. Enter the amount you wish to pay and click Pay with [vendor]. Please contact your school district for more information about the payment processing vendor they use and any associated fees.

Contact Us

Click the Contact Us tab and then the Contact Us button to send an email to the Food Service specialist at your school district.

Fee Management

The Fee Management Application allows you view your or the student's Fee Management Payor account information and the student's Fee Management Customer account information. Some school districts also allow you to make online payments using a credit card through RevTrak or Magic-Writer.

Fee Management		Fee Activity		All Payments		
Unpaid Balance: \$15.00				Make Online Payment		
School Year	Due Date	Billing Description	Amount Charged	Amount Paid	Amount Due	Class
2009	01/01/09	ASB Card	\$15.00	\$0.00	\$15.00	
TOTAL			\$15.00	\$0.00	\$15.00	

Figure 26 – Fee Management

Viewing Account Information

The Fee Activity tab displays itemized charges and payments for the student (customer).

The All Payments tab displays itemized payments made by the payor for all of their customers. Click Show Fees to see all itemized Fee Management activity.

NOTE Depending on your school district's configuration, the payor (the person responsible for payment) may be the student or the guardian. Contact your school district for more information.

Making an Online Payment

To make an Online Payment, click Make Online Payment on the Fee Activity tab. Enter the amount you wish to pay and click Pay with [vendor]. Please contact your school district for more information about the payment processing vendor they use and any associated fees.

Activities

The Activities Application allows you to view the student's Activities (for example, softball, glee club, etc.). The student's current year activities are listed on the Current Year tab. The student's previous year activities are listed on the Previous Year tab.

Activities Current Year Previous Years				
Description	Start Date	End Date	Type	Activity Leader
Frisbee Team	06/01/09	06/01/09	Athletic	Erlinda Pharoscr

Figure 27 - Activities

If an activity leader's name is hyperlinked, you can click it to send them an e-mail message.

Report Cards

The Report Cards Application allows you to view electronic copies of report cards that your school district has posted on Family Access. Click the hyperlink of a Report Card to view it.

Report Cards		
Attachments		
Description	Date Created	Time Created
Semester 2 08-09	09/08/2009 Tue	12:14 PM

Figure 28 – Report Card hyperlink

Portfolio

The Portfolio Application allows you to view electronic copies of documents that the school has added to the student's Portfolio. Click on an attachment to view it.

Portfolio		
Attachments		
Description	Date Created	Time Created
farm_wsipc.bt	09/08/2009 Tue	12:14 PM

Figure 29 – Portfolio hyperlink

NOTE Students and Guardians cannot add documents to the student's Portfolio at this time.

Academic History

The Academic History Application allows you to view the student's grade history. It displays the Entity, school year, grade level, course and section codes, course description, department code, subject code, terms, and grades for all classes in the school district that the student is enrolled in, has completed, or is scheduled in.

You can sort the list of classes by Entity, school year, grade level, lass, description, department, subject, or terms by clicking the appropriate column heading. To view more information about a class, click the course and section code in the Class column.

Academic History												
Entity	School Year	Grade Level	Class	Description	Department	Subject	Terms	Grade One	Grade Two	Grade Three	Grade Four	Grade Five
106	2005	05	ELA005 / 01	5TH GRADE			1 - 6	T1:	T2:	S1:	T3:	T4:
202	2006	06	CHR006 / 01	6TH CHOIR			1 - 3	M1:	S1:A	M2:	S2:A	M3:
202	2006	06	DIS099 / 01	DISCOVERY			1 - 3	M1:	S1:A	M2:	S2:A	M3:
202	2006	06	HEA006 / 04	6TH HEALTH			1 - 3	M1:	S1:	M2:	S2:	M3:
202	2006	06	HPE006 / 02	6TH PE			1 - 3	M1:P	S1:P	M2:	S2:A	M3:A
202	2006	06	LAN006 / 01	6TH LANG ARTS			1 - 3	M1:	S1:A	M2:	S2:A	M3:
202	2006	06	MAT010 / 04	6TH MATH			1 - 3	M1:	S1:A	M2:	S2:A	M3:
202	2006	06	RED006 / 01	6TH READING			1 - 3	M1:	S1:A	M2:	S2:A	M3:
202	2006	06	SCI006 / 04	6TH SCIENCE			1 - 3	M1:	S1:A	M2:	S2:A	M3:
202	2006	06	SST006 / 01	6TH SOC STUDIES			1 - 3	M1:	S1:A	M2:	S2:B+	M3:
202	2007	07	CHR007 / 01	7TH CHOIR			1 - 3	M1:	S1:A	M2:	S2:A-	M3:
202	2007	07	DIS099 / 01	DISCOVERY			1 - 3	M1:	S1:A	M2:	S2:A	M3:
202	2007	07	HPE007 / 07	7TH PE			1 - 3	M1:A	S1:A	M2:	S2:P	M3:P
202	2007	07	LAN007 / 02	7TH LANG ARTS			1 - 3	M1:	S1:A	M2:	S2:A	M3:
202	2007	07	MAT035 / 01	ADVANCED MATH			1 - 3	M1:	S1:A	M2:	S2:B	M3:B
202	2007	07	RED007 / 02	7TH READING			1 - 3	M1:	S1:A	M2:	S2:A	M3:
202	2007	07	SCI007 / 07	7TH SCIENCE			1 - 3	M1:	S1:A	M2:	S2:B	M3:B+
202	2007	07	SST007 / 02	7TH SOC STUDIES			1 - 2	M1:	S1:A	M2:	S2:A	
202	2007	07	SST075 / 02	WASH. ST. HIST.			3 - 3					M3:

Figure 30 – Academic History

Report Directory

The Report Directory Application allows you to view reports with customized information that your school district has built and made available to you. For example, your school district may build a report that contains the student's gifted and talented status for you to view. To view a report, click its name.

Report Directory	Report List
Report Directory: Show For Raguél I. Abnetscr	
2nd mailing (report cards)	
SSID Number	
Start Next Eval Date	
Start Next Eval Date	

Figure 31 – Report Directory

Home Room

The Home Room Application allows you to view information about the student's homeroom and a list of other students in the homeroom and their address, phone number, birth month and date, and gender.

Homeroom		Student List			
Homeroom Information for Raguel I. Abnetscr					
School: School (401)		Teacher: Francoise Ampyscr			
Building: Building (401)		Room Number: 106			
Student Name	Address	Phone Number	Birthdate	Gender	
Raguel I. Abnetscr	6174 N Scramble Avenue APT 2 Scramble WV 55555	(555) 389-3073	01/03	Female	
Michal F. Aciernoscr	2697 N Scramble Avenue Scramble WV 55555	(555) 622-4190	04/22	Male	

Figure 32 – Home Room

Childcare

The Childcare application allows you to view or edit your student's Childcare enrollment.

Fixed Childcare Programs are programs that have a set schedule that your student attends. An example of a Fixed Childcare Program is one where your student attends both AM Care and PM Care each day the program is offered, Monday through Friday.

Flexible Childcare Programs allow you to determine which days your student attends. If your district provides Flexible Childcare Programs and allows you to use Family Access to select which days your student attends, you'll see two tabs on your Childcare page.


You can use the Childcare application to see the days your child attends a Fixed Childcare Program or select the days your child will attend a Flexible Childcare Program. Your district may not offer a Flexible Childcare Program.


The Calendar tab (Figure 33) shows you which days of the week your student is scheduled to attend a Childcare Program.


Childcare

Calendar

Add/Edit Calendar

 - Days Scheduled

 - Non-School Days Available

 - Non-School Days Scheduled

Previous

Attendance for the week of: 06/28/2010




Next

Description	Start Time	Stop Time
Monday - 06/28/2010		
Tuesday - 06/29/2010		
Wednesday - 06/30/2010		
Thursday - 07/01/2010		
As Needed AM Childcare	6:00 AM	8:30 AM
As Needed PM Childcare	3:30 PM	6:00 PM
Friday - 07/02/2010		

Figure 33 – Childcare Calendar screen

The Add/Edit Calendar tab (Figure 34) allows you to select which days your student attends a Flexible Childcare Program.

Childcare **Calendar** Add/Edit Calendar

 - Days Scheduled
  - Non-School Days Available
  - Non-School Days Scheduled


Click on any underlined date to update the attendance for that day.

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

Figure 34 – Childcare Add/Edit screen

To select a day for your student's Childcare attendance:

1. Click the day on the calendar. The day must have a line underneath the date in order for it to be selected.
2. In the Attending? check box, select which portion of the day your child will attend (Figure 35).
3. Click Save. Your Fee Management account is billed automatically.

 Student: **Jolie Acescr** Close

Childcare Program: **ANC - As Needed Childcare** Save

Calendar: **121**

Participation Date: **07/07/2010**

Schedule Description	Start Time	Stop Time	Attending?
As Needed AM Childcare	06:00 AM	08:30 AM	<input type="checkbox"/>
As Needed PM Childcare	03:30 PM	06:00 PM	<input type="checkbox"/>

Figure 35 – Childcare session screen. You select which part of the Childcare Program your child will attend.

E-mail Notifications

The E-mail Notifications Application allows guardians to subscribe to Food Service, attendance, grading, and progress report email notifications. This application is not available to student users.

NOTE: You must have a valid email address to receive email notifications. Please see the “Managing your account information” in this Guide for details about updating your email address.

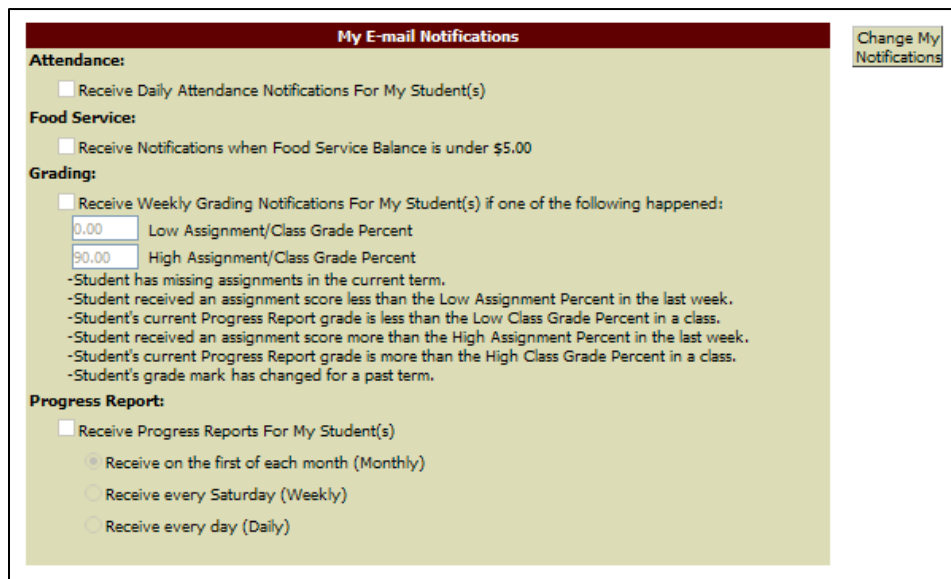
The screenshot shows a web form titled "My E-mail Notifications" with a "Change My Notifications" button in the top right corner. The form is divided into four sections: "Attendance" with a checkbox for "Receive Daily Attendance Notifications For My Student(s)"; "Food Service" with a checkbox for "Receive Notifications when Food Service Balance is under \$5.00"; "Grading" with a checkbox for "Receive Weekly Grading Notifications For My Student(s) if one of the following happened:", two input fields for "Low Assignment/Class Grade Percent" (0.00) and "High Assignment/Class Grade Percent" (90.00), and a list of five conditions; and "Progress Report" with 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)".

Figure 36 – E-Mail Notifications

Food Service E-mail Notifications

If enabled by the school district, guardians can subscribe to Food Service E-mail Notifications. The Food Service E-mail Notification is sent to Guardians who subscribe when their student’s Food Service balance falls below a specific amount designated by your school district.

To subscribe to Food Service E-mail Notifications, click **Change My Notifications**, select the Food Service option, and click **Save**.

Attendance E-mail Notifications

If enabled by the school district, Guardians can subscribe to Attendance E-mail Notifications. The Attendance E-mail Notification is sent to Guardians who subscribe if their student has any attendance record entered for that day.

To subscribe to Attendance E-mail Notifications, click **Change My Notifications**, select the Attendance option, and click **Save**.

Grading E-mail Notifications

If enabled by the school district, Guardians can subscribe to Grading E-mail Notifications. The Grading E-mail Notification is sent to Guardians who subscribe if their student meets one of the criteria listed on your screen. Different school districts may have different sets of criteria.

To subscribe to Grading E-mail Notifications, click **Change My Notifications**, select the **Grading** option, enter a Low and High Assignment/Class Grade percentage (if applicable), and click **Save**.

Progress Report E-mails

If enabled by the school district, Guardians can subscribe to Progress Report E-mails. Progress Report E-mails are sent to Guardians who subscribes at the frequency selected.

To subscribe to Progress Report E-mails, click **Change My Notifications**, select the **Progress Report** option, choose a frequency (Daily, Weekly, or Monthly), and click **Save**.

Student Services

The Student Services Application allows you to view your student's Special Education, Section 504, and/or Gifted and Talented information.

To view information about a specific Student Service:

1. Click the corresponding tab at the top of the screen.
2. When you are finished, click Exit to return to the Family Access main screen.

Health Information

The Health Information Application displays the student's health records. There are several tabs on the Health Information screen.



Figure 37 – Health Information tabs

Tab	Contains Information About
Conditions	Student's health conditions.
Dental	Student's dental exams.
Disabilities	Student's disabilities.
Tests	Student's hearing tests, scoliosis screenings, tuberculosis screenings, vision tests, and other health-related tests.
Office Visit	Student's visits to the health office.
Childhood	Student's history of childhood illnesses.
Injuries	Student's injuries.
Medications	Student's medications.
Physical	Student's physical examinations.
Vaccinations	Student's vaccinations.

Login History

The Login History Application allows you to view a history of the times you have logged into Family and Student Access. The list displays the date, time, and IP address of each login. You can also click Show Details to see the areas that you navigated to for each login.

Login History

Current Year

Date	Time	IP Address	
09/13/09 Sun	06:44 PM	10.1.79.28	Show Details
09/13/09 Sun	06:21 PM	10.1.79.28	Show Details
09/13/09 Sun	06:15 PM	10.1.79.28	Show Details
09/13/09 Sun	12:10 PM	10.1.79.28	Show Details
09/13/09 Sun	12:04 PM	10.1.79.28	Show Details
09/13/09 Sun	11:17 AM	10.1.79.28	Show Details
09/13/09 Sun	11:03 AM	10.1.79.28	Show Details
09/08/09 Tue	03:17 PM	10.1.79.28	Show Details
09/08/09 Tue	02:48 PM	10.1.79.28	Show Details

Figure 38 – Login History

The Login History displays only your logins. In other words, Students cannot see their guardian's login history and guardians cannot see their student's login history.

Course Requests

The Course Requests Application allows you to view and select courses for a future term or school year. This is often the first step in the scheduling process, and gives the school an idea of how many seats are requested and helps them build the master schedule.

The Available tab displays the courses that are available to the student based on their grade level in the current or next school year. For more information about a course, click the course code in the Course column.

Courses for 2009-2010						
Available Selected Update Requests Alternates						
Course	Description	Subject	Length	Credits	Required/Elective	Grades
ACT100	ACCOUNTING	OCCUPATIONAL ED	SEMESTER	0.500	Elective	10 to 12
ACT102	ACCOUNTING	OCCUPATIONAL ED	SEMESTER	0.500	Elective	10 to 12
ART100	INTEGRATED ART	GENERAL ELECTIV	SEMESTER	0.500	Elective	09 to 12
ART102	INTEGRATED ART	GENERAL ELECTIV	SEMESTER	0.500	Elective	09 to 12
ART400	CERAMICS	GENERAL ELECTIV	SEMESTER	0.500	Elective	09 to 12
ART402	CERAMICS	GENERAL ELECTIV	SEMESTER	0.500	Elective	09 to 12
ASL100	ASL I	GENERAL ELECTIV	SEMESTER	0.500	Elective	09 to 12
ASL102	ASL I	GENERAL ELECTIV	SEMESTER	0.500	Elective	09 to 12
ASL200	ASL II	GENERAL ELECTIV	SEMESTER	0.500	Elective	10 to 12
ASL202	ASL II	GENERAL ELECTIV	SEMESTER	0.500	Elective	10 to 12

Figure 39 – Course Requests: Available

The Selected tab displays the course that the student has requested for the next school year. These courses may have been requested by the student, their guardian, or their counselor.

Courses for 2009-2010								
Available Selected Update Requests Alternates								
Type	Course	Description	Subject	Length	Credits	Required/Elective	Period	Teacher
Request	BSC120	DIGI TOOLS	OCCUPATIONAL ED	SEMESTER	0.500	Required		
Request	ISC200	10TH INTEG. SCI	SCIENCE	SEMESTER	0.500	Required		
Request	ISC202	10TH INTEG. SCI	SCIENCE	SEMESTER	0.500	Required		
Request	MAT450	CORE II	MATH	SEMESTER	0.500	Required		
Request	MAT452	CORE II	MATH	SEMESTER	0.500	Required		
Request	PED500	AEROBICS	PHYSICAL ED	SEMESTER	0.500	Elective		
Request	SPN100	SPANISH I	GENERAL ELECTIV	SEMESTER	0.500	Elective		
Request	SPN102	SPANISH I	GENERAL ELECTIV	SEMESTER	0.500	Elective		
Request	SST250	10TH AP EURO/EN	10TH ENGLISH	SEMESTER	1.000	Elective		
Request	SST252	10TH AP EURO/EN	10TH ENGLISH	SEMESTER	1.000	Elective		
Alternate	PED200	WEIGHTS	PHYSICAL ED	SEMESTER	0.500	Required		
Total Courses: 10 Credits: 6.000 Total Alternates: 1								

Figure 40 – Course Requests: Selected

The Update Requests tab allows you to make or change course requests. To request a course, locate and highlight the course in the Course(s) Available list and click Add Course. The course now appears in the Course(s) Requested list. To remove a course request, locate and highlight the course in the Course(s) Requested list and click Remove Course.

A Credits meter is located above the Course(s) Requested list to help you make the correct number of course requests. The maximum number of credits you can request may be restricted by your school district.

Courses for 2009-2010 Available Selected Update Requests Alternates

School Year: 2010 Grad Year: 2012 Total Requested/Scheduled: 10 Credits: 6.000

Course(s) Available				Course(s) Requested			
Course	Description	Req/Elec	Credits	Course	Description	Req/Elec	Credits
ACT100	ACCOUNTING	Elec	0.500	BSC120	DIGI TOOLS	Req	0.500
ACT102	ACCOUNTING	Elec	0.500	ISC200	10TH INTEG. SCI	Req	0.500
ART100	INTEGRATED ART	Elec	0.500	ISC202	10TH INTEG. SCI	Req	0.500
ART102	INTEGRATED ART	Elec	0.500	MAT450	CORE II	Req	0.500
ART400	CERAMICS	Elec	0.500	MAT452	CORE II	Req	0.500
ART402	CERAMICS	Elec	0.500	PED500	AEROBICS	Elec	0.500
ASL100	ASL I	Elec	0.500	SPN100	SPANISH I	Elec	0.500
ASL102	ASL I	Elec	0.500	SPN102	SPANISH I	Elec	0.500
ASL200	ASL II	Elec	0.500	SST250	10TH AP EURO/EN	Elec	1.000
ASL202	ASL II	Elec	0.500	SST252	10TH AP EURO/EN	Elec	1.000
BIO440	AP BIOLOGY	Elec	0.500				
BIO442	AP BIOLOGY	Elec	0.500				
BSC120	DIGI TOOLS	Req	0.500				
BSC220	WEB PAGE DES 1	Elec	0.500				
BSC222	WEB PAGE DES 1	Elec	0.500				
BSC300	MICROSOFT CERTI	Elec	0.500				
BSC302	MICROSOFT CERTI	Elec	0.500				
BSC320	WEB DES II	Elec	0.500				
BSC322	WEB DES II	Elec	0.500				
BSM100	BUSINESS MATH	Req	0.500				
BSM102	BUSINESS MATH	Req	0.500				

Add Course Remove Course

Figure 41 – Course Requests: Update Selected

The Alternates tab allows you to make or change alternate course requests. Alternates are optional but help you or your counselor determine what courses you wish to take in the event that one or more of your course requests are not available.

Alternates are updated the same way course requests are updated. However, you can change the Priority of the Alternates in the Alternate Course(s) Requested list by highlighting it and clicking Move Up or Move Down. A course with a Priority of “R” is a course request (not an Alternate) and cannot be reordered.

Courses for 2009-2010 Available Selected Update Requests Alternates

School Year: 2010 Grad Year: 2012 Requested/Scheduled: 10 Total Alternates: 1 Credits: 6.000

Alternate Course(s) Available				Alternate Course(s) Requested				
Course	Description	Req/Elec	Credits	Priority	Course	Description	Req/Elec	Credits
ACT100	ACCOUNTING	Elec	0.500	1	PED200	WEIGHTS	Req	0.500
ACT102	ACCOUNTING	Elec	0.500	R	BSC120	DIGI TOOLS	Req	0.500
ART100	INTEGRATED ART	Elec	0.500	R	ISC200	10TH INTEG. SCI	Req	0.500
ART102	INTEGRATED ART	Elec	0.500	R	ISC202	10TH INTEG. SCI	Req	0.500
ART400	CERAMICS	Elec	0.500	R	MAT450	CORE II	Req	0.500
ART402	CERAMICS	Elec	0.500	R	MAT452	CORE II	Req	0.500
ASL100	ASL I	Elec	0.500	R	PED500	AEROBICS	Elec	0.500
ASL102	ASL I	Elec	0.500	R	SPN100	SPANISH I	Elec	0.500
ASL200	ASL II	Elec	0.500	R	SPN102	SPANISH I	Elec	0.500
ASL202	ASL II	Elec	0.500	R	SST250	10TH AP EURO/EN	Elec	1.000
BIO440	AP BIOLOGY	Elec	0.500	R	SST252	10TH AP EURO/EN	Elec	1.000
BIO442	AP BIOLOGY	Elec	0.500					
BSC120	DIGI TOOLS	Req	0.500					
BSC220	WEB PAGE DES 1	Elec	0.500					
BSC222	WEB PAGE DES 1	Elec	0.500					
BSC300	MICROSOFT CERTI	Elec	0.500					
BSC302	MICROSOFT CERTI	Elec	0.500					
BSC320	WEB DES II	Elec	0.500					
BSC322	WEB DES II	Elec	0.500					
BSM100	BUSINESS MATH	Req	0.500					
BSM102	BUSINESS MATH	Req	0.500					

A maximum of 0 Alternate Courses can be assigned.

Add Course Remove Course

Alternate Order: Move Up Move Down

Figure 42 – Course Requests: Alternates

Arena Scheduling

The Arena Scheduling Application allows you to build the student's schedule for a future term or school year. This usually takes place after the school has analyzed the course requests and has built a master schedule.

The Available tab shows the courses that are available to the student for scheduling. Available classes can be viewed for a selected period, teacher, course, or subject. To schedule a class, click the Add button that corresponds to that class. To unschedule a class, click the Remove button that corresponds to that class.

Arena Scheduling Available Classes for Raguel Abnetscr									
Select Period: <input type="text" value="1"/> <input type="button" value="Search"/>		Selected Search Option <input checked="" type="radio"/> By Period <input type="radio"/> By Course <input type="radio"/> By Subject <input type="radio"/> By Teacher							
Option	Class	Description	Teacher	Period	Term	Subject	Grades	Seats Avail	Days Meet
<input checked="" type="button" value="Add"/>	ISC200/07	10TH INTEG. SCI	Fredericka Mccoshscr	1	S1	SCIENCE	10- 12	29	MTWRF
<input checked="" type="button" value="Add"/>	ISC202/07	10TH INTEG. SCI	Fredericka Mccoshscr	1	S2	SCIENCE	10- 10	29	MTWRF
<input checked="" type="button" value="Add"/>	ISC200/11	10TH INTEG. SCI	Marceline Salloumscr	1	S1	SCIENCE	10- 12	29	MTWRF
<input checked="" type="button" value="Add"/>	ISC202/11	10TH INTEG. SCI	Marceline Salloumscr	1	S2	SCIENCE	10- 10	29	MTWRF
<input checked="" type="button" value="Add"/>	MAT450/02	CORE II	Clarissa Kupkascr	1	S1	MATH	10- 12	29	MTWRF
<input checked="" type="button" value="Add"/>	MAT452/02	CORE II	Clarissa Kupkascr	1	S2	MATH	10- 12	29	MTWRF
<input checked="" type="button" value="Add"/>	BSC120/01	DIGI TOOLS	Kesha Liddickscr	1	S1	OCCUPATIONAL ED	09- 12	29	MTWRF
<input checked="" type="button" value="Add"/>	SPN100/03	SPANISH I	Charmaine Gauldenscr	1	S1	GENERAL ELECTIV	09- 12	31	MTWRF
<input checked="" type="button" value="Add"/>	SPN102/03	SPANISH I	Charmaine Gauldenscr	1	S2	GENERAL ELECTIV	09- 12	31	MTWRF
<input checked="" type="button" value="Add"/>	PED200/05 *A	WEIGHTS	Callie Pilletescr	1	S1	PHYSICAL ED	10- 12	33	MTWRF

Figure 43 – Arena Scheduling: Available Classes

The Selected Classes tab displays the student's schedule for the school year. The courses listed may have been scheduled by the student, their guardian, or their counselor. Click Print to print the schedule displayed on this tab. You can also unschedule a class from this tab by clicking the underlined course description.

Arena Scheduling select Classes for Raguel I. Abnetscr		
Student Status: Open		
School Year: 2011		
Graduation Year: 2013		
Credits: 0.500		
<input type="button" value="Print"/>		
	Term 1	Term 2
Period 0		
Period 1		10TH INTEG. SCI Marceline Salloumscr (ISC202/11) MTWRF
Period 2		
Period 3		
Period 4		
Period 5		
Period 6		
Period 7		

Click Class Description of underlined classes to delete it from your schedule.

Figure 44 – Arena Scheduling: Selected Classes

NOTE: You may not be able to unschedule some classes (for example, classes scheduled by your Counselor). These classes do not have the course description underlined

The Submit Classes tab allows you submit your schedule for your Counselor's approval. When you are satisfied with your schedule, click **Submit Schedule** and your Student Status changes to Waiting and you no longer able to make further scheduling updates unless the counselor changes the student's status back to Open.

Arena Scheduling submit Classes for Raguel I. Abnetscr
 Student Status: **Open**
 School Year: **2011**
 Graduation Year: **2013**
 Credits: **0.500**

	Term 1	Term 2
Period 0		
Period 1		10TH INTEG. SCI Marceline Salloumscr <u>(ISC202/11)</u> MTWRF
Period 2		
Period 3		
Period 4		
Period 5		
Period 6		
Period 7		

Figure 45 – Arena Scheduling: Submit Classes

The Messages tab allows you to communicate with your Counselor. If you wish to send a message to your Counselor, type the message and click **Submit Message**. Their response or any new messages are also displayed on this tab.

Arena Scheduling Message Center
 No message from Office Staff is currently available.
 You may leave a message in the space below...

Courses requested during pre-registration

Course	Description	Length	Credits	Subject
BSC120	DIGI TOOLS	SEMESTER	0.500	OCCUPATIONAL ED
ISC200	10TH INTEG. SCI	SEMESTER	0.500	SCIENCE
MAT450	CORE II	SEMESTER	0.500	MATH
MAT452	CORE II	SEMESTER	0.500	MATH
PED200 *A	WEIGHTS	SEMESTER	0.500	PHYSICAL ED
PED500	AEROBICS	SEMESTER	0.500	PHYSICAL ED
SPN100	SPANISH I	SEMESTER	0.500	GENERAL ELECTIV
SPN102	SPANISH I	SEMESTER	0.500	GENERAL ELECTIV
SST250	10TH AP EURO/EN	SEMESTER	1.000	10TH ENGLISH
SST252	10TH AP EURO/EN	SEMESTER	1.000	10TH ENGLISH

Total Credits: 6.000
 * A The course was selected as an Alternate

Figure 46 – Arena Scheduling: Message Center

Online Assignments

The Online Assignments Application allows students to complete assignments that teachers have posted to Family and Student Access. Guardians can also view the results of these Online Assignments.

Current Assignments

Current Assignments are assignments that were made available online by the teacher and meet the following criteria:

- The current date and time is after the assignment Start Date and Time.
- The current date and time is before the assignment Stop Date and Time.
- The assignment has not been completed.

On the Current Online Assignments screen, all assignments that meet the criteria are listed with a Status of Open if the student has not started work on the assignment or In Progress if the assignment has been started by not yet completed.

Class	Assignment	Number of Questions	Points Possible	End Date
ENGLANGLEARN/01	Online Asn	4	13	05/07/2008 12:00 am
Description: Testing Online Assignments			Status: Open	Answer Questions
			Time Spent:	

Figure 47 – Current Assignment in Student Access

Completing an Online Assignment

Students see an Answer Questions hyperlink for each current assignment. Guardians do not see this hyperlink because they are not allowed to complete the assignment. To work on an Online Assignment:

1. Click Answer Questions.
2. Answer questions by selecting one or more multiple choice answer, selecting a true/false answer, or typing a short answer or essay answer.
3. Click Next Page or Prev Page to navigate between multiple pages.
4. At any point, students can click one of three save options:

Save	Saves the answers and remains on the screen.
Save and Complete Later	Saves the answers and returns to the previous screen. The student can return to the assignment and complete it anytime before the assignment Stop Date and Time.
Save and Complete Assignment	Saves the answers and submits the assignment. Once complete, the student cannot return to the assignment to make changes. If auto-score is turned on, the system scores the assignment at this point and the score is posted to Gradebook. If there are unanswered questions, the system generates a warning that the student will receive 0 points for any questions without an answer. The student must click Yes to confirm completion.

Past Assignments

Past Assignments are assignments that were made available online by the teacher and meet the following criteria:

- The current date and time is before the assignment Start Date and Time.
 - The current date and time is after the assignment Stop Date and Time.
- OR
- The assignment has been completed.

On the Past Online Assignments screen, all assignments that meet the criteria are listed with a Status.

Status	Description
Pending	The assignment has a future Start Date and Time
Closed	The assignment has not yet been completed and the current date and time is after the assignment Stop Date and Time.
Completed	The assignment has been completed
Graded	The assignment has a grade that has been posted to Gradebook.

Class	Assignment	Number of Questions	Points Possible	End Date
ENGLANGLEARN/01	Online Asn	4	13	05/07/2008 12:00 am
Description: Testing Online Assignments		Status: Graded		
Student Results				
Start Time: 05/06/08 2:39 PM		Questions Answered: 4	Points Earned: 2	View Results
Time Spent: 1 Minute		Questions Skipped: 0	Grade: F	

Figure 48 – Past Assignment in Family and Student Access

Viewing a Graded Online Assignment

If an assignment is graded and the teacher chooses to show the results in Family and Student Access, you can see the Points Earned and Grade for that assignment. You can also click [View Results](#) to see scores and details for each question in the assignment.

For each question, the student's answer and the number of points earned are displayed. If the Online Assignment was configured to show correct answers, they are also displayed. The student's answer has a green border if the student received full credit for the question, a red border if the student received no credit for the question, or a yellow border if the student received partial credit for the question.

To navigate between pages, use the [Next Page](#) and [Prev Page](#) buttons.

District Links

District Links are hyperlinks configured by your school district that directs you to another website. For example, you may find a District Link that takes you to the homepage of the student's school. To access a District Link, click it.

Printing and Logging out

To print the information displayed on any screen, click Print in the upper-right corner.

To Log out of Family and Student Access, click Logout in the upper-right corner.