

Viewing Grade Records in Family Access

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Once you are set up as a guardian in *Family Access*, you can view grade information and progress reports.

After you have signed in to the software using your district-assigned username and password, you can view all the Courses your child is enrolled in. You can also view the progress report for a particular Grading Period for a class, which lists all Assignments that make up the selected grade. You can also see the due date and grade earned for each assignment if it has been entered, and print assignments and grades for a specific class. The progress report sorts the assignments in ascending order for each Category. Additionally, you can view your child's academic history through *Family Access* if you wish.

Note: Skyward does not have access to your information. The various areas you have access to within the software are based on configurations set by your system administrator; please contact your child's school with questions.

Attention: To begin viewing grade records in *Family Access*, complete the following steps.

1. Sign in to the software using your assigned username and password.

If you have access to more than one portal, you may need to click the  icon next to the  icon and select Family Access from the *Home* drop-down menu.

You see the *Family Access* tile screen, where you can view tiles for all of your children.

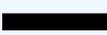
You can view grade records in *Family Access* in any order you choose.

- To view a child's current grades and course information, complete the following steps.
 1. Click the Grading tile.

Step Information

You can select a tile under a specific child's name or under the *View All Students* heading. If you wish to select a different student's information, you can do so by selecting that student's name at the top left of the screen.

Alternatively, you can navigate to  > Family Access > Grading and then


select Grading under *Features*.

You see the *Student Grades* screen, where you can select the appropriate radio button near the top of the screen to display Current Classes or All Year classes. The Current Classes radio button displays the classes the student is taking that meet during the current term, whereas the All Year option displays all classes for the year, regardless of when they are being viewed. For example, if your child has Math class during first period in semester 1 and English class during first period in semester 2, you would only see Math if you select Current Classes, but you would see both Math and English if you select All Year.

2. Select the Grades tab.

Expected Result

Your child's classes are ordered by class period and days of the week. The columns display Missing Assignments and Grading Periods

3. Select the class you wish to view additional details for.

Expected Result

The following image displays the pop-up window with the course name and course information, such as the Teacher, Section, Period, Times, Days, Dates, Building, Room, and Curriculum. The Teacher Email field will display if an email is entered for the teacher and it matches the email type identified administratively.

4. Click Close near the bottom right of the window when you are finished viewing grade information.

Expected Result

You return to the *Student Grades* screen.

- Expected Result
- You have successfully viewed your child's grades and course information.
- To view the progress report for a class, complete the following steps.

1. Click the Grading tile.

Step Information

You can select a tile under a specific child's name or under the *View All Students* heading. If you wish to select a different student's information, you can do so by selecting that student's name at the top left of the screen.

2. Select the Grades tab.
3. Under the appropriate grading period column, click the hyperlinked grade to the right of the class name.

Expected Result

You see the class progress report open in a panel at the right of the screen. If your screen size is too small to open the panel at the right of the screen, the progress report opens in a new tab. At the top of the progress report, you see details about the class. You can click the teacher's name to view the *Teacher Details* window. Below the class information, you see a breakdown of Assignments by category.

You can select the  or Grading Scale icons at the top right of the panel to view

calculations or grading scales for the class. Additionally, if the class uses Subjects or Academic Standards, you see an ellipsis to the left of the subject or academic standard. You can click the ellipsis, and then select the  or Grading Scale icons from the *Record Options* menu to view

calculations for the specific subject or academic standard. Additionally, you can click the  icon near the top right of the screen to begin the download process for the progress report.

4. Click the assignment description to the left of the due date.

Step Information

The details for the assignment display. You can view the student's grade information for the assignment as well as the Average percent for the assignment for all students in the class if this option is turned on administratively. The Additional Assignment Information will indicate if the assignment is missing, dropped, not counted for the student, as well as the score clarifier and teacher comment.

If there is a number to the left of an assignment description and you wish to view the assignment in detail, continue to the next step.

If you wish to view grades for individual subjects, skip to [step 9](#).

If you wish to view attachments, skip to [step 11](#).

5. Click the number that displays to the left of the assignment description.

Step Information

This number indicates the assignment is a combination of subjects and academic standards. Selecting the number enables you to view these subjects and academic standards, their individual scores, and the points they contributed to the total assignment grade.

6. Click the  icon to the left of the Subject of the Academic Standard you wish to view details of.

Expected Result

You see the *Assignment Details* window, which displays information about the assignment.

7. Click Close near the bottom right of the window.

Expected Result

You return to the *Related Subjects/Academic Standards* window.

8. Click Close near the bottom right of the window.

Expected Result

You return to the detailed progress report.

9. If you wish to view grades for individual subjects, click the  icon to the right of

the course on the *Student Grades* screen.

Step Information

You only see the  icon if the course you are viewing has subjects attached.

Expected Result

The progress report closes if it was open.

You see a row for each subject associated with the class.

10. Under the appropriate grading period, click the hyperlinked grade to the right of the subject.

Step Information

You see the subject progress report open in a panel at the right of the screen. At the top of the progress report, you see details about the subject. You can click the teacher's name to view the *Teacher Details* window. Below the subject information, you see a breakdown of assignments by Category. If your screen size is too small to open the panel on the side of the screen, the progress report opens in a new tab.

11. If you wish to view attachments, click the  icon to the left of the appropriate

assignment.

Step Information

The icon only displays if there is an attachment on the assignment.

Expected Result

You see the *Attachments* window, which displays attachments associated with the assignment.

12. Click the  icon to the left of the appropriate attachment.

Expected Result

The download process begins and the browser prompts you to open or save the file; Skyward recommends saving the file. When the download is complete, the file is accessible through your computer. You can now open the file and save it to the appropriate location.

13. Click Close near the bottom right of the window when you have finished downloading attachments.

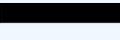
Expected Result

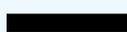
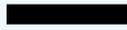
You return to the *Student Grades* screen.

- Expected Result
 - You have successfully viewed a progress report.
- To view your child's academic history, complete the following steps.
 1. Click the Academic History tile.

Step Information

You can select a tile under a specific child's name or under the *View All Students* heading. If you wish to select a different student's information, you can do so by selecting that student's name at the top left of the screen.

Alternatively, you can select  > Family Access > Grading and then



select Academic History under *Features*.

You see the student's historical grade records for all previous school years in the district.

2. Click the hyperlinked class you wish to view additional details for.

Expected Result

A pop-up window displays a header with the course name and course information, such as the Teacher, Section Code, Display Period, Times, Days, Dates, Building, Room, and Curriculum. The Teacher Email field will display if an email is entered for the teacher and it matches the email type identified administratively.

3. Click Close near the bottom right of the window when you are finished viewing grade information.

Expected Result

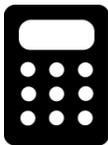
You return to the *Academic History* screen.

4. Under the appropriate grading period, click the hyperlinked grade to the right of the class name or subject.

Expected Result

A pop-up window displays a header with the grading period name, as well as a list of Categories, Subjects, or Academic Standards that make up the grade for the grading period. At the top of the progress report, you see details about the class.

5. Click the  icon near the top right of the pop-up window to view course



calculations for the grading period.

Expected Result

You see the *Calculations* window, which displays the student's grade and Calculation Method for the grading period.

6. Click Close near the bottom right of the window when you have finished viewing course calculations.

Expected Result

You return to the class' grading period window.

7. Click  near the bottom right of the window.

Expected Result

You return to the *Academic History* screen.