

Skyward Family Access Tutorial

Family Access is a feature of the student information system being used by Northfield Schools. Parents can use Family Access to see various types of information about their students including grades, attendance, lunch information including current lunch balance, and their schedules just to name a few. This tutorial is designed to provide a quick overview of Family Access for parents of what is included and how to maneuver within the system.

Family Access is a web-based product that is accessible to you from any computer connected to the Internet. It is a secure system. In order to use Family Access you will need a login and password. To apply for a Family Access login and password, go to the district's website at www.nfld.k12.mn.us and click on Family Access. Click on Apply Now and login information will be emailed to you.

To enter your account, click on Login at the bottom of the Family Access page. This will take you to the login page, which looks like the diagram below. Bookmark this page for future use.

A screenshot of the login form. It has a light green background. There are two input fields: 'Login:' and 'Password:'. Below the 'Password:' field is a blue 'Login' button.

[System Requirements - Screen Resolution / Web Browser](#)

Version: 04.09.06.01.01

Enter your login and password and click on Login. Once you have clicked on Login you will go to the first page of Family Access which will look something like the following. On the upper right hand corner of the screen is the Account Info button. This button can be used to change your login, your password or to add your email address. Parents are encouraged to have an email address listed here. Passwords must be a minimum of four characters in length. A new feature to Family Access is displaying Family Access in a different language. Click the down arrow next to Language to choose from the list of languages offered at this time.

The screenshot shows the Skyward Family Access web application. At the top, there is a navigation bar with the school name 'NORTHFIELD HIGH SCHOOL' and a language dropdown set to 'English'. Below this is a calendar for November 2009. The calendar grid shows dates from 1 to 30. Key events include:

- Monday, 2: World Myth Pres (B+)
- Tuesday, 3: Presentation (B)
- Wednesday, 4: paquete del PRE (F)
- Monday, 9: No School End of Term 1
- Tuesday, 10: Start of Term 2/Semester 1
- Friday, 27: No School
- Thursday, 26: No School
- Wednesday, 25: No School

 The left sidebar contains a 'General Information' menu with links to Calendar, Student Information, Gradebook, Message Center, Attendance, Schedule, Food Service, Fee Management, Activities, Report Cards, Portfolio, Academic History, Report Directory, Health Information, and Login History. Below that is a 'District Links' section with links for Flu Update and On Line Payment Tutorial. At the bottom of the sidebar, it says 'Translation powered by Google™'.


At the top of the screen you should see the name of one of your children. If you have more than one child in school click on the down arrow next to your child's name and you should be able to select other children in your family. If they are in a different school the school name will change automatically.

The calendar shows the term days of school as well as assignments for your child. Moving your mouse over any assignment will tell you the name of the assignment, the class, and a grade on the assignment if it has been graded. It will also tell you if it is a missing assignment. Clicking on any assignment will open more information about the assignment.

On the left hand side of the screen are other buttons that can be selected to provide you with more information. Clicking on the Student Information button will show you basic demographic information about your student. If any of this information is not accurate or missing, we ask that you contact the office of the school that your child attends and provide them with correct information. This will help keep our records accurate.

This page also has an alert information box. It may contain information about medical alerts or other situations that the district is aware of. If your child has any type of alert information that the district should be aware of and it is not listed here please inform your child's school nurse.

The next button on the menu is the Gradebook button. Clicking on that button opens a page that looks similar to the following. The example below is from a high school student.



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District Links

- [Flu Update](#)
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Student: School: NORTHFIELD HIGH SCHOOL Language: English Account Info Print

Gradebook Progress Report Missing Assignments Teacher's Log GPA Comments Contact Us

Note-Quarter/semester grades may not be accurately reflected until after the grading period has closed.

Classes for: **Term 1 (09/08/09-11/09/09)** [Prev](#) [Next](#)

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


Period	Class	Description	Term	Teacher	M1	Q1	M2	Q2	X1	S1	M3	Q3	M4	Q4
1	4165/01	MYTHOLOGY & MYSTERY	S1	BUBBA SULLIVAN	A	B+				B+				
2	2131/07	ART 1-FOUNDATION	S1	CHRIS HOLMQUIST	A	A-				A-				
3	7533/01	ALGEBRA II	YR	STEPHEN BEAULIEU	C+	B-				B-				
4B	8555/02	ANCIENT WORLD HISTOR	S1	EMILEANA GRAUPMANN	B-	B-				B-				
6	4277/02	AP SPANISH LANGUAGE	YR	STEPHEN CADE	A-	B-				B-				
7	7765/05	CHEMISTRY	YR	TRAVIS WIEBE	B+	B+				B+				

The page shows the student's schedule by period (for HS and MS students), the teacher and current grades in each class. If no grade is present the teacher has not yet entered anything into their gradebook. Clicking on one of the letter grades will open the gradebook for that student in that class where you will be able to see detailed information on assignments in the class and the child's grades on assignments. In the example above Q1 is a first quarter grade to date, S1 is the overall grade for a class to date. (Please note anything in blue is a button that will take you to another page.) Clicking on the teacher's name will automatically open an email if you need to communicate with the teacher.

Near the top of the screen you will see a button called Missing Assignments. Selecting this button will show you any missing assignments that your child has in any class. Please note, a "missing assignment" shows if the due date of the assignment has passed and the teacher has not yet input a grade. Therefore, an assignment may or may not actually be missing. Please talk to your child and then the teacher regarding the missing assignment. Next to the Missing Assignments button is a Comments button that will show any comments a teacher may have entered related to any assignment.

The next button on the menu is the Message Center button. You may want to check this often. Teachers and administrators have the ability to send messages and reminders to parents via the message center.

The next button is the Attendance button. It will look similar to this:



Student: School: NORTHFIELD HIGH SCHOOL Language: English Account Info Print

Attendance Calendar By Day Term Totals Contact Us

■ - Tardy
 ■ - Excused
 ■ - UnExcused
 ■ - Other

Click on any blue underlined date to see period by period attendance for that day.

November 2009							October 2009							September 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7					1	2	3			1	2	3	4	5
8	9	10	11	12	13	14	4	5	6	7	8	9	10	6	7	8	9	10	11	12
15	16	17	18	19	20	21	11	12	13	14	15	16	17	13	14	15	16	17	18	19
22	23	24	25	26	27	28	18	19	20	21	22	23	24	20	21	22	23	24	25	26
29	30						25	26	27	28	29	30	31	27	28	29	30			

On the attendance page you have three options including calendar, by day and term totals. The attendance page will show you recorded absences and tardiest for your child. At the high school and middle school you will be able see period attendance.

The next button on the menu is the Schedule button. It shows your child's classes for the whole year or for a specific term, whichever you choose. Again clicking the teacher's name will open an email to that teacher.

Student: [dropdown] School: NORTHFIELD HIGH SCHOOL Language: English Account Info Print

Schedule **Current Term** Current Year - All Terms Next Year - All Terms Contact Us

Period	Class	Description	Term	Time	Days	Teacher	Room	Credits
1	4165/01	MYTH & MYSTERY	S1	07:51am-08:41am	MTWRF	BUBBA SULLIVAN	H102	0.500
2	2131/07	ART 1-FOUND	S1	08:46am-09:36am	MTWRF	CHRIS HOLMQUIST	2D	0.500
3	7533/01	ALGEBRA II	YR	09:41am-10:36am	MTWRF	STEPHEN BEAULIEU	M101	1.000
4B	8555/02	ANC WRLD HIST	S1	10:41am-12:00pm	MTWRF	EMILEANA GRAUPMANN	H119	0.500
5	0001/15	STUDY HALL	S1	12:05pm-12:55pm	MTWRF	SARAH MARTENS	D106	0.000
6	4277/02	AP SPANISH LANG	YR	01:00pm-01:50pm	MTWRF	STEPHEN CADE	H128	1.000
7	7765/05	CHEMISTRY	YR	01:55pm-02:45pm	MTWRF	TRAVIS WIEBE	S105	1.000

The next button is the Food Service button.

Student: [dropdown] School: NORTHFIELD HIGH SCHOOL Language: English Account Info Print

Food Service **Account Information** Payments for [dropdown] All Payments Purchases Contact Us

Account Information for [dropdown]

Lunch Type: **NORMAL**

Prior Year Balance:	\$6.45	Last Payment:	\$10.00
+ YTD Payments:	\$0.00	Last Check:	VIA WEB
- YTD Purchases:	\$3.00	Last Payment Date:	06/02/2009
= Current Balance:	\$3.45		

Make Online Payment

Parents need to be aware that Northfield Schools has individual student accounts. Any payments made for lunch or breakfast and the cost of any meals consumed will come out an account for each individual student. This means you do need to send money with each of your children if you have more than one child in school or make payments online for each child.

There are four different pages to the Food Service area with buttons to include account information, payments for the student, all payments and purchases. The Account Information page as shown above shows any balance that the student started the year with, payments made to date, purchases (lunches eaten) and the current lunch balance for the student. The Purchases button shows days that the student ate lunch. For information on how to use this feature please see the Online Payment Tutorial on the Family Access main web page.

The next button on the menu is the Fee Management button. This is only used in the Community Services Program (pre-k through grade 6.) The Fee Activity button displays charges for activities in which your child participates and has been charged. The All Payments button shows the payments that have been made with balances.

k12.mn.us https://skypac.nfld.k12.mn.us/scripts/cgip.exe/W?Service=wsFam/sfwmnu01.w

Student: School: COMMUNITY SERVICES Language: English Account Info Print

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Fee Management **Fee Activity** **All Payments**

Unpaid Balance: \$394.50

School Year	Due Date	Billing Description	Amount Charged	Amount Paid	Amount Due	Class
2010	09/15/09	3 DAY M,W,F	\$1,386.00	\$1,079.50	\$306.50	3 DAY M,W,F
2010	09/16/09	Hand in Hand registration fee	\$40.00	\$0.00	\$40.00	
2010	09/16/09	OTHER-June 2010 days	\$33.00	\$0.00	\$33.00	
2010	09/17/09	MILK	\$15.00	\$0.00	\$15.00	
TOTAL			\$1,474.00	\$1,079.50	\$394.50	

The next button is the Activities button. This will be used for High School and Middle School students. It will display activities that the student is involved in for current year and previous years.

k12.mn.us https://skypac.nfld.k12.mn.us/scripts/cgip.exe/W?Service=wsFam/sfwmnu01.w

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Activities **Current Year** **Previous Years**

Description	Start Date	End Date	Type	Activity Leader
swim boys 07-08			Athletic & Voluntary	
swim boys 08-09	01/01/08	12/31/09	Athletic & Voluntary	DOUG DAVIS Assistant 1: DEBORAH SEITZ

The Report Cards button will have the student's report card attached at the end of each term. We hope to implement this feature at the end of 2009-10 school year.

The next button on the left side of the screen is the Portfolio button. Northfield Schools is not using this feature at this time.

The Academic History button gives the parent all past grades for their child. Academic History will look similar to the screen below. Clicking on the column heading will sort the document by that column ascending or descending.

[k12.mn.us https://skypac.nfid.k12.mn.us/scripts/cgip.exe/WService=wsFam/sfwmn01.w](https://skypac.nfid.k12.mn.us/scripts/cgip.exe/WService=wsFam/sfwmn01.w)

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Academic History

Entity	School Year	Grade Level	Class	Description	Department	Subject	Terms	Grade One	Grade Two	Grade Three
107	2001	02	GRADE2 / 05	SECOND GRADE			1 - 4			
107	2002	03	GRADE3 / 03	THIRD GRADE			1 - 4			
107	2003	04	ART / 18	ART			1 - 3	T1E:2	T1A:2	T2E:2
107	2003	04	GRADE / 18	GRADE PLACEMENT			1 - 3	T1E:		T2E:
107	2003	04	HEALTH / 06	HEALTH			1 - 3	T1E:2	T1A:2	T2E:2
107	2003	04	KEY / 02	KEYBOARDING			1 - 3	T1E:N	T1A:N	T2E:2
107	2003	04	MATH / 06	MATHEMATICS			1 - 3	T1E:2	T1A:2	T2E:2
107	2003	04	MUSIC / 18	MUSIC			1 - 3	T1E:2	T1A:2	T2E:2
107	2003	04	PE / 18	PHY ED			1 - 3	T1E:2+	T1A:2	T2E:2+
107	2003	04	READ / 06	READING			1 - 3	T1E:2	T1A:2-	T2E:2
107	2003	04	SCI / 06	SCIENCE			1 - 3	T1E:2	T1A:2	T2E:2

The next button on the menu is the Report Directory button. This area lists various reports available to the parent from the student's pin number to other ID reports.

The Health Information button has health information about the student. If the school district is aware of any current health conditions they will be included under the Conditions tab. Other tabs available are Medications, Physical, Injuries and Office Visits. Under the Vaccinations tab you will see current information on the student's vaccination history. If you see health information that is incorrect or that needs to be added you are asked to contact your child's school nurse.

[k12.mn.us https://skypac.nfid.k12.mn.us/scripts/cgip.exe/WService=wsFam/sfwmn01.w](https://skypac.nfid.k12.mn.us/scripts/cgip.exe/WService=wsFam/sfwmn01.w)

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Health Conditions Office Visit Childhood Injuries Medications Physical Vaccinations

CHICKENPOX - 03/08/1994

During School Year: **1994** At School: **CENSUS**
 Date: **03/08/1994**
 Diagnosed By:
 Childhood Illness: **CHICKENPOX**
 Age Diagnosed: **0**
 Comment: **CHICKENPOX**

The final button on the left is the Login History button which shows a record of when you have logged into Skyward.

Information found under District Links is information that may be helpful to parents. Click on the link and you will view information regarding the link.

District Links
[Flu Update](#)
[Online Payment Tutorial](#)

We hope that Family Access will provide you with information you need about your child. If you have questions about the system, please contact your child's school.