West Bend School District

PaC Family Access



User's Manual

Chapter 1 Introduction to Family Access

General Information

What is Family Access?	 Family Access is a web-based service that allows parents/guardians to view information on their students. Information available includes: Attendance records Student schedules Student grades General student information
Information Source & Security	The information in Family Access is based on data in the West Bend School District's Skyward Student Information Management System. The data is 'real time', meaning that the grades and other information change as the teachers add assignments and grades to the system.
	Family Access is username and password protected. PLEASE KEEP YOUR USERNAME AND PASSWORD CONFIDENTIAL. You can obtain your username and password a parent or guardian may e-mail: lloomans@west-bend.k12.wi.us or call 262-335-8305 during regular school hours (7:30AM – 4:00PM).
System Requirements	 Computer requirements for Family Access are: Windows® 98/NT/2000/XP Internet Explorer® 5.5 or higher Internet Service Provider (ISP) such as a dial-up or cable internet provider. Galena Park ISD does not provide internet access for home use.
Assistance	If you have questions that are not answered in this guide, please send an e-mail to <u>lloomans@west-bend.k12.wi.us</u> . Please leave your question, child's name and your contact information.

Chapter 2 Accessing Family Access



Chapter 3 Getting Started

Logging In

Username & Password	A username and password are required to use Family Access.
Log-In	Follow these steps to log-in to the system
	1. Open Internet Explorer
	2. Go to the West Bend School District's home page
	(<u>www.west-bend.k12.wi.us</u>)
	3. Click on Family Access
	4. Click on the Family Access Link
	5. Enter your unique username and password
	6. Click the Login button.
	FAMILY and Control of the second seco
	SKYWARD The Right Tool for the Job. Supported Web Browsers Version: 02.05.06.0
Navigation	Click on the area you want to view about your child from the menu on the
Fields	left side of the screen.

Chapter 4 Attendance

Attendance Pages

By Day

Attendance	Attendance can be viewed in three ways:
Pages	• Calendar
	• By Day
	• Totals

Calendar The calendar page shows a Year to Date calendar where attendance activity has taken place. Click on a date to see details of that day.

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	place. The numbered columns are class periods. Click on a date to see
	details.
Term	This page shows attendance totals for each grading term by days and
Totals	periods.
	 Totals by Days – total of days your child had an excused, unexcused, tardy of other. Totals by Periods – totals the number of class periods your
	child had an excused, unexcused, tardy or other.

Chapter 5 Schedules

Schedule Pages

Schedule Pages	There are two	o ways to	view	your child	ild	's schedu	ıle	edule in :	tha	ourr	ont	
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	General Information	Perio	od Class	Description	Tern	n Time	Days	s Teacher	Room	Credits		
	Student Information	0	7CCLA /01	HOUSE 7C	YR	09:02pm-09:47pm	12		401	0.000		
	Gradebook Message Center	2	MA7C1 /01	C3 MATH 7C	YR	08:50am-09:34am	12	Mrs Hauser	306	0.000		
	Attendance Schedule	3	SCI7C /02	SCIENCE 7-C	YR	09:37am-10:22am	12	Mrs O'Leary Miller	305	0.000		
	Food Service	4	<u>SOC7C /03</u>	SOC STUDIES 7-C	YR	10:25am-11:09am	12	Mrs Baumgartner	307	0.000		
	Activities Health Information	5	CHOR7 /01	CHORUS 7TH	YR	11:09am-11:53am	2	Mrs Dowman-Zahn	405	0.000		
	Login History	5	<u>H/T 7 /01</u>	HOUSETIME 7TH	YR	11:09am-11:53am	1		CAFE	0.000		
		7	REATC /02	READING 7C	YR	12:40nm-01:24nm	12	Mr Gunderson	308	0.000		
		8	FRE 7 /02	FRENCH I 7TH	YR	01:27pm-02:11pm	1	Mr Barany	204	0.000		
		8	<u>P/E 7 /04</u>	PHY ED 7TH	YR	01:27pm-02:11pm	2	Mr Liebetrau	GYM	0.000		
		8	<u>P/E 7 /04</u>	PHY ED 7TH	YR	01:27pm-02:11pm	2	Mrs Spies	GYM	0.000		
		9	L/A7C /04	LANG ARTS 7C	YR	02:16pm-03:00pm	12	Mr Gunderson	308	0.000		
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Chapter 6 Grading

Grading Pages

Grading Page	This page lists th grades for each a	ne clas gradir	ses your 1g period	child is currently e l year to date.	enrolled	, the teachers	s' nam	es, a	and	the				
	https://skyward.west-ben	d	is - Skyward Far	mily Access - Microsoft Internet Exp	olorer									
		Student		School Silverbrook	Middle School	~	Account Info	Pr	int	Logout				
			• • • • • • • •											
	FAMILY	Gradebook Progress Report Missing Assignments GPA/Class Rank Comments												
	ACCESS C	· · · · · · · · · ·	L Classes for											
	General Information	Prev	SEM 2/QUARTI	ER 4 (03/27/07-06/07/07)	CI	lick on the un	denlined	d Term	grade					
	<u>Gradebook</u>	Period	Class	Description	Term	Teacher	niments that	make t	na na	n4				
	Message Center Attendance	1	E/L 7/04_	FAMILY LIVING 7TH	T4	MRS REITER	4-	-4x=	40	<u>A-</u>				
	Schedule	10	SPE7C/02	SPELLING 7-C	YR	Mr. Gunderson	<u>B+</u>	<u>A-</u>	<u>A-</u>	<u>A-</u>				
	Food Service Activities	2	MA7C1/01	C3 MATH 7C	YR	Mrs Hauser	<u>B+</u>	<u>B+</u>	A	<u>C+</u>				
	Health Information	3	<u>SCI/C/U2</u>	SOLINCE 7-C	YR VP	Mrs O'Leary Miller Mrs Baumgarther	<u>A+</u> A+	A	<u>A-</u>	<u>B+</u> A-				
	Login History	5	CHOR7/01	CHORUS 7TH	YR	Mrs Dowman-Zahn	A-	B+	Ā	B+				
		7	REA7C/02	READING 7C	YR	Mr Gunderson	A	A	<u>A-</u>	<u>A+</u>				
		8	FRE 7/02	FRENCH I 7TH	YR	<u>Mr Barany</u>	Δ	<u>A+</u>	<u>A+</u>	<u>A+</u>				
		8	P/E 7/04	PHYSICAL EDUCATION 7	YR	Mrs Spies Mr. Cupderson	A	A	<u>A+</u>	<u>A+</u>				
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Missing Assign- ments	Click on this tab t	to viev	v missing	assignments for eac	ch class.									
Comments Questions	Click on this tab t You can click on	to viev a teac	v comme her's nan	nts from teachers abo ne when it is <i>underli</i>	out your ined in b	child. child to send th	hat teac	cher	an e	e-mail.				