

# West Bend School District

## PaC Family Access



## User's Manual

# Chapter 1

## Introduction to Family Access

### General Information

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**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
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**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](mailto:lloomans@west-bend.k12.wi.us) or call 262-335-8305 during regular school hours (7:30AM – 4:00PM).**

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**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.
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**Assistance**

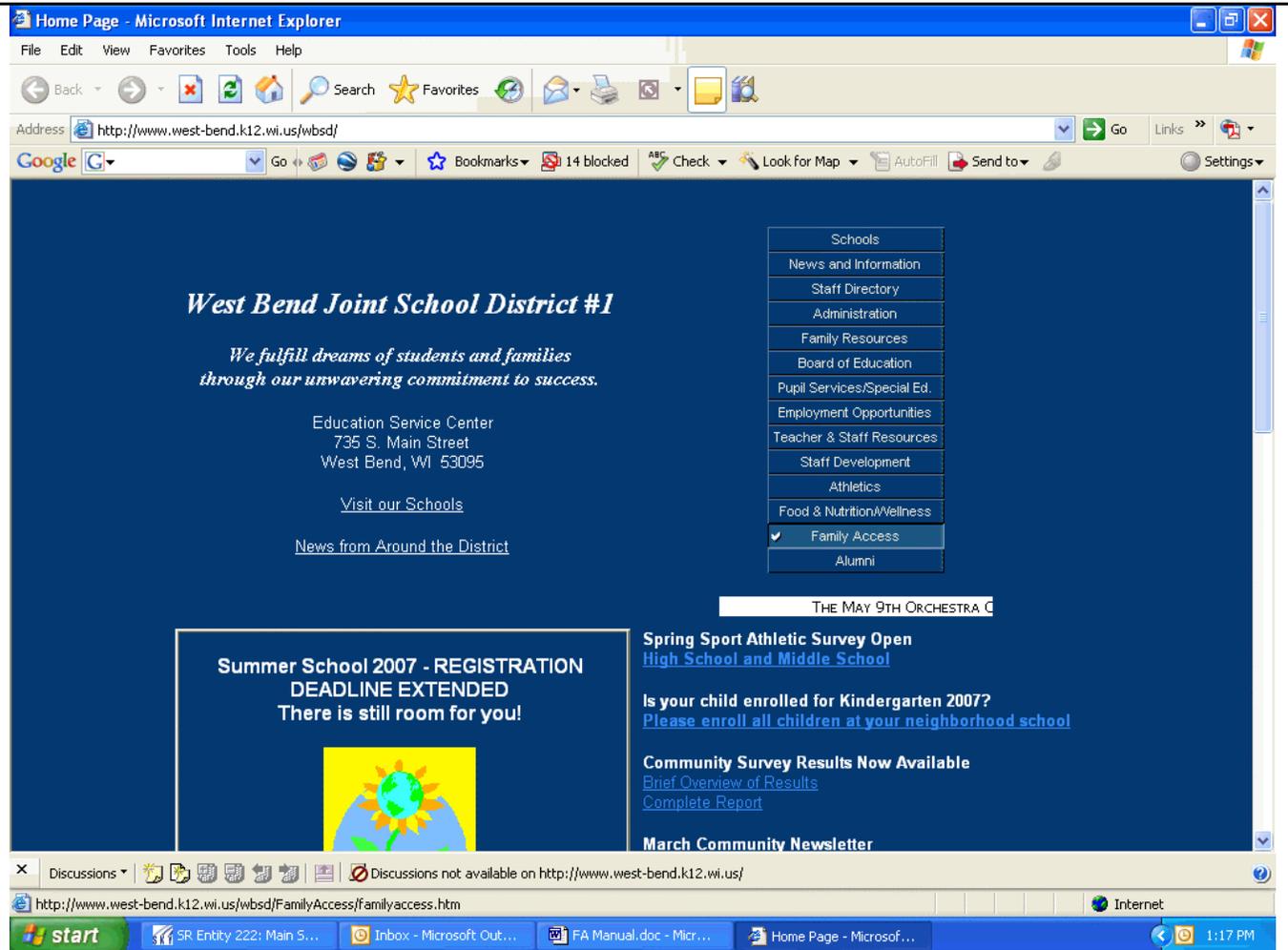
If you have questions that are not answered in this guide, please send an e-mail to [lloomans@west-bend.k12.wi.us](mailto:lloomans@west-bend.k12.wi.us). Please leave your question, child's name and your contact information.

# Chapter 2

## Accessing Family Access

### Family Access

Go to the district web page located at [www.west-bend.k12.wi.us](http://www.west-bend.k12.wi.us) and Click on Family Access / Family Access Link.



# Chapter 3

## Getting Started

### Logging In

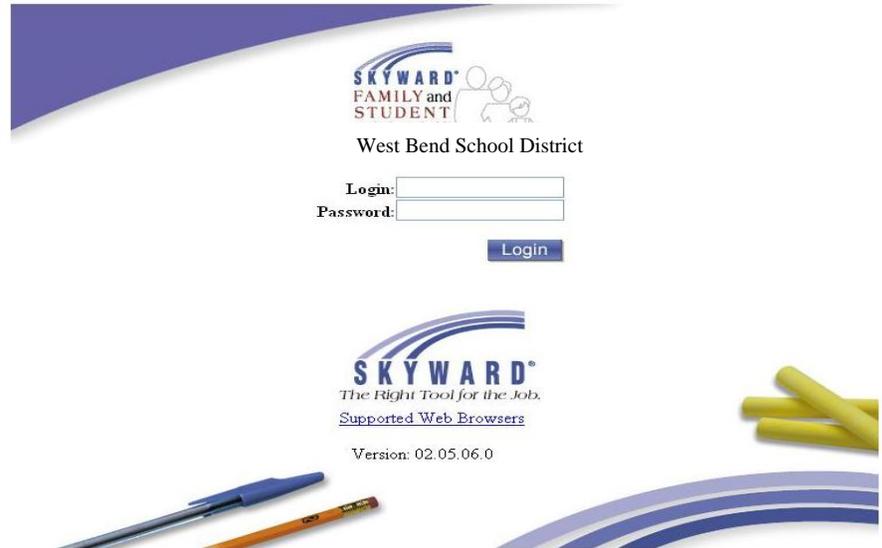
#### Username & Password

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 ([www.west-bend.k12.wi.us](http://www.west-bend.k12.wi.us))
3. Click on Family Access
4. Click on the Family Access Link
5. Enter your unique username and password
6. Click the Login button.



#### Navigation Fields

Click on the area you want to view about your child from the menu on the left side of the screen.

# Chapter 4

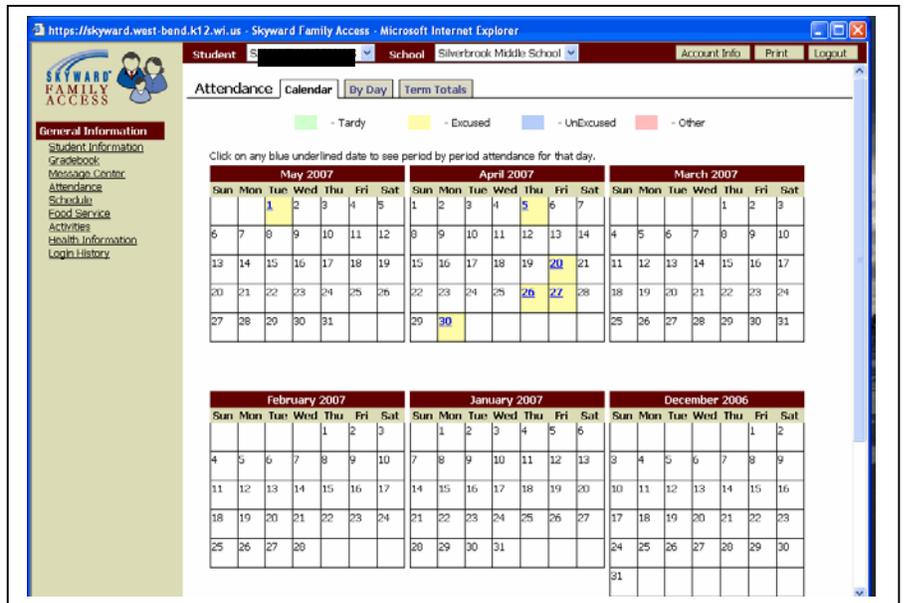
## Attendance

### Attendance Pages

**Attendance Pages** Attendance can be viewed in three ways:

- 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.



**By Day** This page only shows the days that attendance activity has taken place. The numbered columns are class periods. Click on a date to see details.

**Term Totals** This page shows attendance totals for each grading term by days and 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 ways to view your child's schedule.

- Current – shows your child's current schedule in the current semester.
- Current Year – shows you child's current schedule for the entire year (all semesters).

The screenshot shows the Skyward Family Access interface for Silverbrook Middle School. The user is logged in as a student. The schedule is displayed for the current term. The table below represents the data shown in the screenshot.

Period	Class	Description	Term	Time	Days	Teacher	Room	Credits
0	7CCLA /01	HOUSE 7C	YR		12			0.000
1	FA 7 /04	FAMILY LIVING 7	T4	08:03am-08:47am	12	<a href="#">MRS REITER</a>	401	0.000
2	MA7C1 /01	C3 MATH 7C	YR	08:50am-09:34am	12	<a href="#">Mrs Hauser</a>	306	0.000
3	SCI7C /02	SCIENCE 7-C	YR	09:37am-10:22am	12	<a href="#">Mrs O'Leary Miller</a>	305	0.000
4	SOC7C /03	SOC STUDIES 7-C	YR	10:25am-11:09am	12	<a href="#">Mrs Baumgartner</a>	307	0.000
5	CHOR7 /01	CHORUS 7TH	YR	11:09am-11:53am	2	<a href="#">Mrs Dowman-Zahn</a>	405	0.000
5	H/T 7 /01	HOUSETIME 7TH	YR	11:09am-11:53am	1			0.000
6	LUN 7 /01	LUNCH GRADE 7	YR	11:53am-12:37pm	12		CAFE	0.000
7	REA7C /02	READING 7C	YR	12:40pm-01:24pm	12	<a href="#">Mr Gunderson</a>	308	0.000
8	FRE 7 /02	FRENCH I 7TH	YR	01:27pm-02:11pm	1	<a href="#">Mr Barany</a>	204	0.000
8	P/E 7 /04	PHY ED 7TH	YR	01:27pm-02:11pm	2	<a href="#">Mr Liebetrau</a>	GYM	0.000
8	P/E 7 /04	PHY ED 7TH	YR	01:27pm-02:11pm	2	<a href="#">Mrs Spies</a>	GYM	0.000
9	LA7C /04	LANG ARTS 7C	YR	02:16pm-03:00pm	12	<a href="#">Mr Gunderson</a>	308	0.000
10	SPE7C /02	SPELLING 7-C	YR		12	<a href="#">Mr Gunderson</a>	308	0.000
11	HRM7C /02	HOMEROOM	YR		12	<a href="#">Mrs Hauser</a>	306	0.000

#### Schedule Information

Information found in the schedules.

- Class name
- Length of the class
- Class period
- Day and time
- Teacher
- Room number
- Credits earned

If a teacher's name is ***underlined in blue*** you may click on the **teacher's name** to send an **e-mail** to that teacher.

# Chapter 6

## Grading

### Grading Pages

#### Grading Page

This page lists the classes your child is currently enrolled, the teachers' names, and the grades for each grading period year to date.

https://skyward.west-bend... - Skyward Family Access - Microsoft Internet Explorer

Student [Redacted] School Silverbrook Middle School Account Info Print Logout

Gradebook Progress Report Missing Assignments GPA/Class Rank Comments

Prev Classes for: SEM 2/QUARTER 4 (03/27/07-06/07/07) View All Classes

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

Period	Class	Description	Term	Teacher	Q1	Q2	Q3	Q4
1	F/L 7/04	FAMILY LIVING 7TH	T4	<u>MRS REITER</u>				A-
10	SPE7C/02	SPELLING 7-C	YR	<u>Mr Gunderson</u>	<b>B+</b>	<b>A-</b>	<b>A-</b>	<b>A-</b>
2	MA7C1/01	C3 MATH 7C	YR	<u>Mrs Hauser</u>	<b>B+</b>	<b>B+</b>	<b>A</b>	<b>C+</b>
3	SCI7C/02	SCIENCE 7-C	YR	<u>Mrs O'Leary Miller</u>	<b>A+</b>	<b>A</b>	<b>A-</b>	<b>B+</b>
4	SOC7C/03	SOCIAL STUDIES 7-C	YR	<u>Mrs Baumgartner</u>	<b>A+</b>	<b>A</b>	<b>A</b>	<b>A-</b>
5	CHOR7/01	CHORUS 7TH	YR	<u>Mrs Dowman-Zahn</u>	<b>A-</b>	<b>B+</b>	<b>A</b>	<b>B+</b>
7	REA7C/02	READING 7C	YR	<u>Mr Gunderson</u>	<b>A</b>	<b>A</b>	<b>A-</b>	<b>A+</b>
8	FRE 7/02	FRENCH I 7TH	YR	<u>Mr Barany</u>	<b>A</b>	<b>A+</b>	<b>A+</b>	<b>A+</b>
8	P/E 7/04	PHYSICAL EDUCATION 7	YR	<u>Mrs Spies</u>	<b>A</b>	<b>A</b>	<b>A+</b>	<b>A+</b>
9	L/A7C/04	LANGUAGE ARTS 7C	YR	<u>Mr Gunderson</u>	<b>A</b>	<b>A+</b>	<b>A+</b>	<b>A+</b>

#### Grading Terms

Each column represents a grading term (**Q1, Q2, Q3, Q4**). Click on the **Bold (A, B, C, D, F)** letter grade or the Specific Term (**Q1**) to view graded work for student.

#### Current Grading Term

During the current grading period, click on this icon  to view assignments and grades for that class.

#### Missing Assignments

Click on this tab to view missing assignments for each class.

#### Comments Questions

Click on this tab to view comments from teachers about your child.

You can click on a teacher's name when it is *underlined in blue* to send that teacher an e-mail.