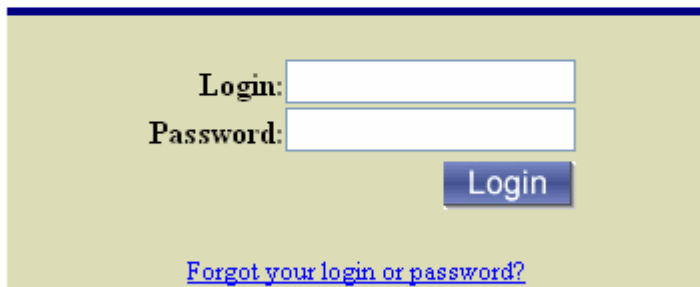


Family Access Quick Tutorial

The Anacortes School District Family Login Page (see Fig. 1) can be accessed by typing the following into your computer's web browser: <http://family.anacortes.wa-k12.net>

Figure 1. Family Access Login Screen



[Web Browsers that work with this product](#)

Version: 03.06.06.01.03

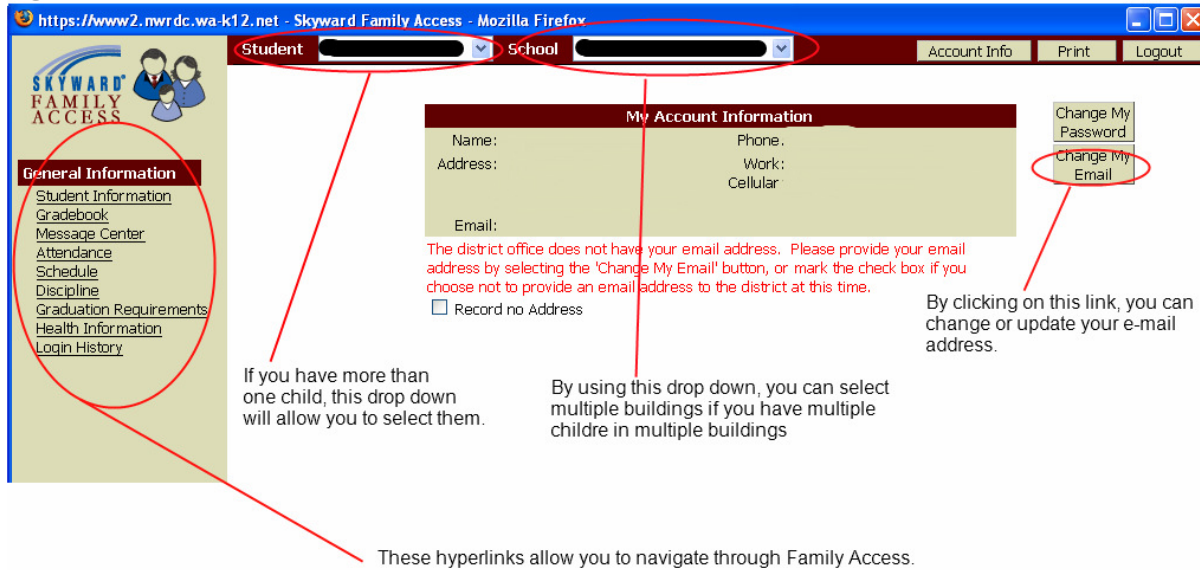
Enter the Login Name and Password supplied by your student's school (If you have not received your information please contact your child's school to receive it). This single login and password will allow you view information for each child for whom you are listed as a guardian.

About your login: The login supplied to you is comprised of the first 5 characters of your last name, the first 3 characters of your first name and a system generated 3 digit number. If your last name has less than 5 characters, then you will need to include the appropriate number of spaces to fill the void. For example: Last Name = DOE, First Name = JOHN, the login will be: DOE JOH006 note that there are 2 spaces between DOE and JOH to complete the entire name key. Logins and Passwords are **NOT** case sensitive in this system.

When you log in for the first time, you will see your account information page (see Fig. 2). You have an opportunity to update our student information system with your email address. After entering your email address, make sure to input your current password (for validation purposes), and click the Save button.

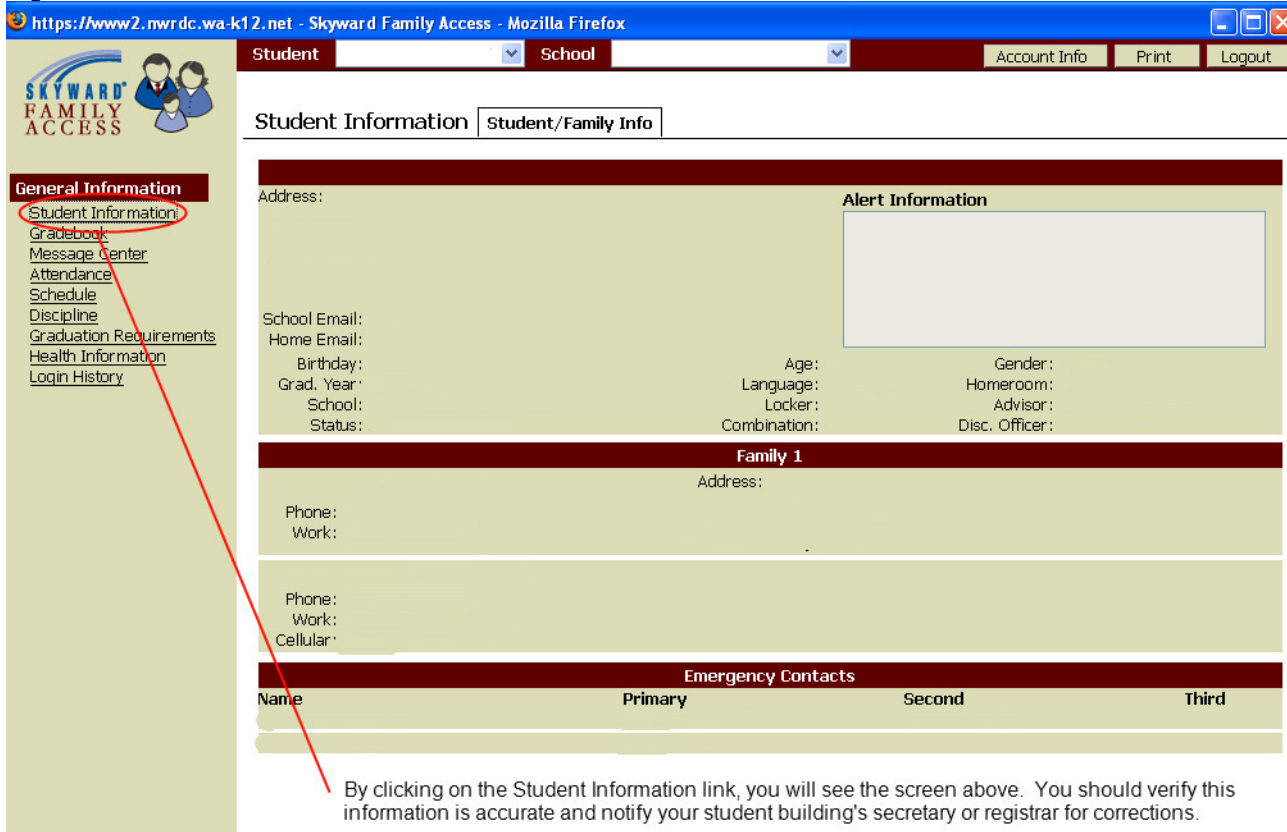
Important Note: Please use a **VALID** email address, teachers can use it within our system to communicate directly with you via email regarding your child.

Figure 2. The Account Information and Information Selection Screen



By clicking on the Student Information Tab (Fig. 3) , you will get basic information that is in our system, such as Address, Parent Contact Information, Emergency Contact Information and telephone numbers. Checking this information regularly should be done to make sure that it is up to date to prevent delays in communicating with you in the case of an emergency..

Figure 3. General Information Screen



By clicking on Gradebook link (Fig. 4), you can get a progress report that shows current grades for terms and specific assignments. By clicking on the current term or semester, you will get more detailed information for each class (Fig. 5). By clicking on the Teacher name, an e-mail will be created to that teacher.

Figure 4. Gradebook Information Screen

General Information

- Student Information
- Gradebook**
- Message Center
- Attendance
- Schedule
- Discipline
- Graduation Requirements
- Health Information
- Login History

Grade Period: Term 1 (09/05/06-11/06/06)

Period	Class	Description	Term	Teacher	P1	T1	P2	T2	S1	P3	T3	P4	T4	S2
1	ENG201/01	10TH ENGLISH	S1	SHARON CLASEN KORTUE										
2	SOC111/22	US HISTORY/WA STATE	S1	ROBERT WOODS										
3	PED155/03	BEG WT TRAINING	S1	BILL EVAN										
4	FLA244/14	SPANISH II	YR	AMY UBUNGEN										
4	MTH244/04	ALGEBRA II	YR	MIKE PERKINS										

By clicking on these links, you can get additional information.

By clicking on the Gradebook link, you can see links to Progress Report, Missing Assignments, GPA/Class Rank, or comments

By clicking these links related to the current term, you will get detailed information related to specific assignments.

Note: GPA/Class Rank is updated each semester. For an accurate up to date class ranking or GPA, you should contact your building Registrar.

Figure 5. Assignment Detail Screen

ANACORTES HIGH SCHOOL

SEMESTER 1 - S1 Progress Detail Report

SOC111/22 US HISTORY/WA STATE HISTORY - ROBERT WOODS - There are no Missing assignments for this class

Assign Category	Date Due	Description	Points Earned	Points Possible	Percent Earned	Grade	Spec. Code	Missing	No Count
Grade for SEMESTER 1 - S1 09/05/06 - 01/26/07					100.53	A			
ASSIGNMENTS			91.00	101.00	90.10	A-			
ASNM	09/15/06	Status of Women 17-2	5.00	5.00	100.00	A			
ASNM	09/18/06	Women's Reform	4.00	6.00	66.67	D			
ASNM	09/18/06	Constitution B'Day	6.00	6.00	100.00	A			
ASNM	09/29/06	17 HW	27.00	32.00	84.38	B			
ASNM	10/02/06	18/1+2	22.00	25.00	88.00	B+			
ASNM	10/13/06	Ch 18	27.00	27.00	100.00	A			
ASNM	10/16/06	19-1	*	17.00					
EXTRA CREDIT			28.00	0.00	100.00	A			
EXTR	09/28/06	Open House	*	0.00					
EXTR	10/05/06	18-Map	16.00	0.00	0.00				
EXTR	10/18/06	Schenck vs. U.S.	12.00	0.00	0.00				
PARTICIPATION			3.00	0.00	100.00	A			
PART	10/13/06	Sim/1 WWI	3.00	0.00	0.00				
PRESENTATION			28.00	30.00	93.33	A			
PRES	09/15/06	Quote	28.00	30.00	93.33	A			
QUIZ			39.00	40.00	97.50	A			
QZ	09/20/06	17/3 Quiz	9.00	10.00	90.00	A-			
QZ	09/29/06	18-1	9.00	9.00	100.00	A			
QZ	10/03/06	18-2 Quiz	10.00	10.00	100.00	A			
QZ	10/13/06	19-1	11.00	11.00	100.00	A			
TEST			189.00	205.00	92.20	A-			
TEST	09/29/06	Ch17	103.00	115.00	89.57	B+			
TEST	10/12/06	Chapter 18	86.00	90.00	95.56	A			

The Message Center Link (Fig. 6) on the left hand side of the screen is used for Teachers to communicate with entire classes or individual parents. It also allows parent and teachers conversations, allowing parents to respond to specific messages from teachers.

Figure 6. Message Center Screen

The attendance link (Fig. 7) on the left hand side of the screen will allow you to view the full attendance information regarding your student. This screen will allow you to view attendance by calendar, day summary, or term totals. The color coating on the calendar screen will give a quick explanation of the type of absence your student had.

Figure 7. Attendance Information Screen

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

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

October 2006							September 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7						1	2
8	9	10	11	12	<u>13</u>	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30	31					24	25	26	27	28	29	30

The Schedule Link will give access to your child's current year schedule including links to the teacher's e-mail addresses. (Fig. 8) From this screen you can see your student's schedule as well as the credit values of the class. You can click on Current Year – All Terms link and see the student's full year schedule. Until late in the Spring when classes are scheduled, you won't see anything under the Next Year – All Terms tab.

Figure 8. Schedule Information Screen

SKYWARD FAMILY ACCESS

Student [] School [] Account Info Print Logout

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

Period	Class	Description	Term	Time	Days	Teacher	Room	Credits
0	ADV017/00	ADVISORY	YR	06:45am-07:30am	12	LYNN BLACKMORE	CAREE	0.000
1	ENG201/01	10TH ENGLISH	S1	07:40am-09:06am	12	SHARON CLASEN KORTUE	37	1.000
2	SOC111/22	USHIST/WAST HIS	S1	09:11am-10:35am	12	ROBERT WOODS	202	1.000
3	PED155/03	BEG WT TRAINING	S1		12	BILL EVAN	WTRM	1.000
4	FLA244/14	SPANISH II	YR	12:43am-02:10pm	2	AMY UBUNGEN	207	1.000
4	MTH244/04	ALGEBRA II	YR	12:43am-02:10pm	1	MIKE PERKINS	202	1.000

General Information
[Student Information](#)
[Gradebook](#)
[Message Center](#)
[Attendance](#)
[Schedule](#)
[Discipline](#)
[Graduation Requirements](#)
[Health Information](#)
[Login History](#)

The Discipline link (Fig. 9) will show if your student has had any disciplinary issues in school.

Figure 9. Discipline Information Screen

SKYWARD FAMILY ACCESS

Student [] School [] Account Info Print Logout

Discipline **Offense Information**

This student does not have any discipline records.

General Information
[Student Information](#)
[Gradebook](#)
[Message Center](#)
[Attendance](#)
[Schedule](#)
[Discipline](#)
[Graduation Requirements](#)
[Health Information](#)
[Login History](#)

The Graduation Requirements link (Fig. 10) gives a brief overview of the student's graduation status. This should give an overview of credits attempted, credits complete, what is currently in progress, and how many credits are remaining. By clicking on the show area details or show courses (Fig. 11) You can get more detail as to what course have applied towards graduation status.

Note: This screens not replace a transcript evaluation by a counselor, but should give a good idea of a students progress towards their diploma.

Figure 10. Graduation Requirements Screen

Requirement Areas	Required	Complete	In Progress	Scheduled 2007-08	Remaining	Status
TOTAL Credits show Area Details	30.000	9.000	8.000		21.000	In Progress
ENGLISH	4.000	1.000	1.000		3.000	In Progress
MATH Show Courses	3.000	2.000	1.000		1.000	In Progress
SOCIAL STUDIES	4.000	1.000	1.000		3.000	In Progress
SCIENCE Show Courses	3.000	1.000	1.000		2.000	In Progress
CAREER/TECHNICAL Show Courses	2.000	2.000				Complete
PHYSICAL EDUCATION Show Courses	2.000		1.000		2.000	In Progress
FINE ARTS Show Courses	1.000	1.000				Complete
HEALTH/CAREERS Show Courses	1.000		1.000		1.000	In Progress
General Electives Show Courses	10.000	1.000	2.000		9.000	In Progress

Figure 11. Graduation Requirements with Show Courses and Show Area Details open.

Requirement Areas	Required	Complete	In Progress	Scheduled 2007-08	Remaining	Status
TOTAL Credits Hide Area Details	30.000	9.000	8.000		21.000	In Progress
ENGLISH	4.000	1.000	1.000		3.000	In Progress
ENGLISH 9 Show Courses	1.000	1.000				Complete
ENGLISH 10 Show Courses	1.000		1.000		1.000	In Progress
ENGLISH 11	1.000				1.000	
ENGLISH 12	1.000				1.000	
MATH Hide Courses	3.000	2.000	1.000		1.000	In Progress
Courses used for the MATH Requirement						
Year	Entity	Class Description	Teacher	Status	Credits	Grades
2005	ANACORTES HIGH SCHOOL	MTH102/2 ALGEBRA 8		Complete	0.500	S1:[B]
2005	ANACORTES HIGH SCHOOL	MTH102/4 ALGEBRA 8		Complete	0.500	S2:[B+]
2006	ANACORTES HIGH SCHOOL	MTH344/14 GEOMETRY	M PERKINS	Complete	1.000	T1:[A-] T2:[B+] S1:[A-] T3:[A-] T4:[B+] S2:[A-]
2007	ANACORTES HIGH SCHOOL	MTH244/04 ALGEBRA II	M PERKINS	In Progress	1.000	
SOCIAL STUDIES	4.000	1.000	1.000		3.000	In Progress
WORLD HISTORY Show Courses	1.000	1.000				Complete
US HISTORY Show Courses	1.000		1.000		1.000	In Progress
INTERNATIONAL STUDIES	1.000				1.000	
DOMESTIC STUDIES	1.000				1.000	
SCIENCE Show Courses	3.000	1.000	1.000		2.000	In Progress
CAREER/TECHNICAL Show Courses	2.000	2.000				Complete
PHYSICAL EDUCATION Show Courses	2.000		1.000		2.000	In Progress
FINE ARTS Show Courses	1.000	1.000				Complete
HEALTH/CAREERS Show Courses	1.000		1.000		1.000	In Progress
General Electives Show Courses	10.000	1.000	2.000		9.000	In Progress

The Health Information (Fig. 12) will list any particular Health conditions your student might have. These might include allergies, asthma or other such medical conditions. If you don't see something you feel should be on this screen, or have questions regarding the information posted on this screen, please contact your building secretary or nurse.

Figure 12. Health Information Screen



The last link available to you is the Login History Screen (Fig. 13). This screen will allow you to see your login history into Family Access. By clicking on show details, you can also see what areas of Family Access that were accessed historically.

Figure 13. Login History Screen

