Directions for Setting-Up Email Notifications in Family Access

Screen 1 — **Skyward Family Access - Windows Internet Explorer**

Student: PETER J. SMITHSCR   School: High School 495

Account Info   Print   Logout

SKYWARD FAMILY ACCESS

Online Registration
Register for 2010-2011

General Information
Ethnicity/Race
Calendar
Student Information
Gradebook
Message Center
Attendance
Schedule
Discipline
Graduation Requirements
Test Scores
Food Service
Fee Management
Activities
Report Cards
Academic History
E-mail Notifications
Health Information

My E-mail Notifications   Change My Notifications

Attendance:
Receive Daily Attendance Notifications For My Student

Food Service:
Receive Notifications when Food Service Balance is un...

Grading:
Receive Weekly Grading Notifications For My Student(s) if one of the following happened:
60.00   Low Assignment/Class Grade Percent
–Student has missing assignments in the current term.
–Student received an assignment score less than the Low Assignment Percent in the last week.
–Student's current Progress Report grade is less than the Low Class Grade Percent in a class.
–Student's grade mark has changed for a past term.

Progress Report:
Receive Progress Reports For My Student(s)
Receive on the first of each month (Monthly)
Receive every Saturday (Weekly)
Receive every day (Daily)

Callout: Click **Change My Notifications** to modify any of the options on the **My E-mail Notifications** screen.

Screen 2

Ethnicity/Race
Calendar
Student Information
Gradebook
Message Center
Attendance
Schedule
Discipline
Graduation Requirements
Test Scores
Food Service
Fee Management
Activities
Report Cards
Academic History
E-mail Notifications
Health Information

Grading:
☑ Receive Weekly Grading Notifications For My Student(s) if one of the following happened:
60.00   Low Assignment/Class Grade Percent
–Student has missing assignments in the current term.
–Student received an assignment score less than the Low Assignment Percent in the last week.
–Student's current Progress Report grade is less than the Low Class Grade Percent in a class.
–Student's grade mark has changed for a past term.

Progress Report:

Callout: You can chose to receive an **E-mail Grading Notification** if any of the criteria listed above are met.

Setting a **Low Assignment/Class Grade Percent** will ensure that you are notified if your child receives an **Assignment** or **Class Grade** that is at or below this value.

Screen 3 — **Skyward Family Access - Windows Internet Explorer**

Callout: Click **Save** once your **E-Mail Notification** selections have been made.

Callout: You also have the option to **Receive Progress Reports** for your child.

Once this option is selected, you are able to specify **how often** the **Progress Report** will be sent to you via an E-mail Notification.