

# Guide to Family Access

- Begin by going to the Hobbs Schools website at:

<http://hobbsschools.net>

- Click on the "Check Student Grades" link on the left side of the page.



- These are the screen resolutions, operating systems and supported web browsers for Skyward Family Access.

### Screen Resolution

Family Access is best viewed at a screen resolution of 1024 x 768.

### Supported Windows Browsers

Internet Explorer® 8 or higher  
Firefox 10 or higher

### Supported Mac Browsers

Safari® 3 or higher  
Firefox 10 or higher

### Supported Operating Systems

Macintosh® OS X 10.5 (Leopard) or higher:  
Windows® XP, Vista or Windows 7

Beta versions of Web Browsers or operating systems are not supported.  
The application is not tested against all available web browsers.

Macintosh®, Safari® - trademark owned by Apple Computer, Inc.

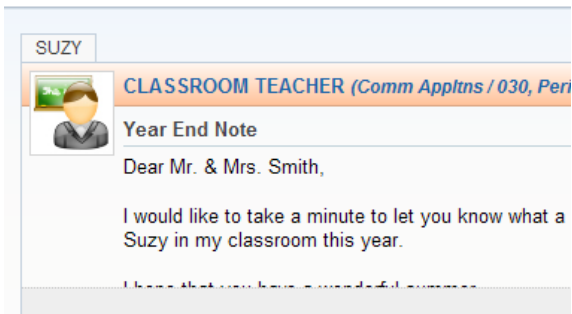
Windows®, Internet Explorer® - trademark owned by Microsoft Corporation

- When the login screen opens, type in your login and password, and click on the Sign In button.

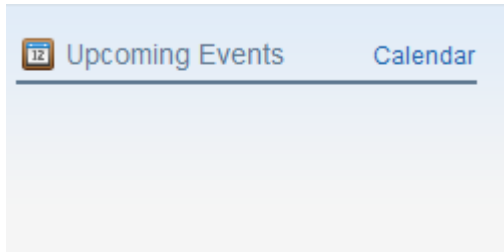
If you do not know your login information, please contact your child's school to obtain your username and password.

A screenshot of the Skyward login interface. At the top is the Skyward logo (a blue arc above the word "SKYWARD"). Below the logo is the text "HOBBS MUNICIPAL SCHOOLS" and "HOBBS MUNICIPAL SCHOOLS - Live Conversion Data" with the date "01/03/12". The main area contains a login form with two input fields: "Login ID:" and "Password:". Below the password field is a "Sign In" button. At the bottom of the form is a link that says "Forgot your Login/Password?". In the bottom right corner of the page, the version number "05.16.06.00.07" is displayed.

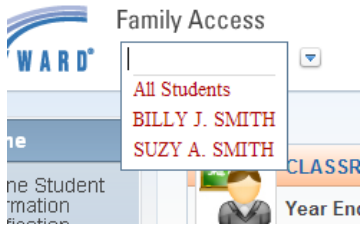
- The center of the Family Access screen houses the message center for easy communications with the teachers and the district.



- The right side of the screen lists all upcoming events and a quick access link to the Family Access calendar.

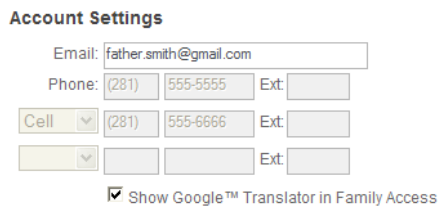


- The Family Access screen also offers you the ability to view one or all of your children from one convenient screen.



**My Account: Language**

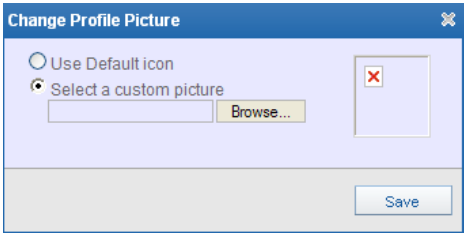
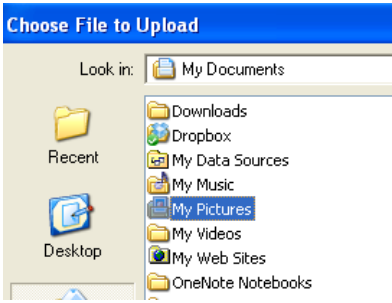
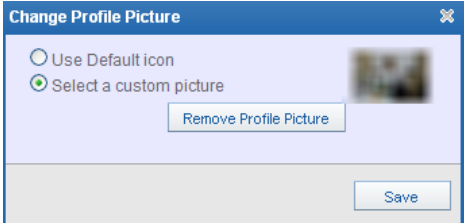
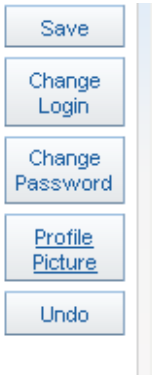
- The **My Account** feature now offers more language selections than before. Click the checkbox to **Show Google Translator in Family Access**. Parent and Guardian email addresses may also be updated in this section.



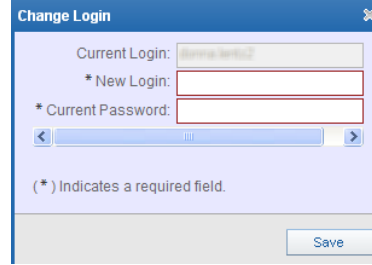
**My Account: Profile Picture**

- Parents and Guardians can upload a profile picture by clicking the **Profile Picture** button.

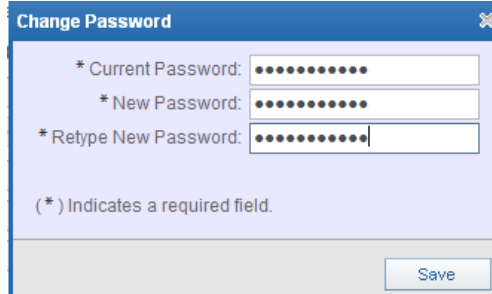


<ul style="list-style-type: none"> <li>• Click the <b>Select a custom picture</b> radio button, and then click the <b>Browse</b> button.</li> </ul>	
<ul style="list-style-type: none"> <li>• Locate the picture to upload, and click the <b>Open</b> button.</li> </ul>	
<ul style="list-style-type: none"> <li>• Click the <b>Save</b> button.</li> </ul> <p>Note that the picture may be removed by clicking <b>Remove Profile Picture</b>, or the <b>Use Default Icon</b> radio button may be selected to use a generic picture.</p>	
<p><b><u>My Account: Change Login</u></b></p> <ul style="list-style-type: none"> <li>• Parents and Guardians can change their login and/or password by clicking <b>Change Login</b> or <b>Change Password</b>.</li> </ul>	

- To change the login, click the **Change Login** button. The current UserID will display, key in the **New Login** and the **current** password. Click **Save**.



- To change the password, click the **Change Password** button. Key in the **Current Password**, the **New Password** and then **Retype The New Password** to confirm the change. Click **Save**.



**Note:** Passwords do not display as typed.

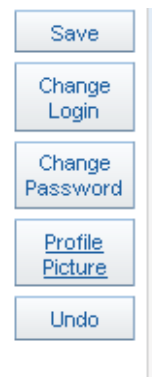
**My Account: Email Notifications**

- Parents and Guardians email notification setup has moved to the Account area. Select the email notifications available for your student(s).

**Email Notifications**

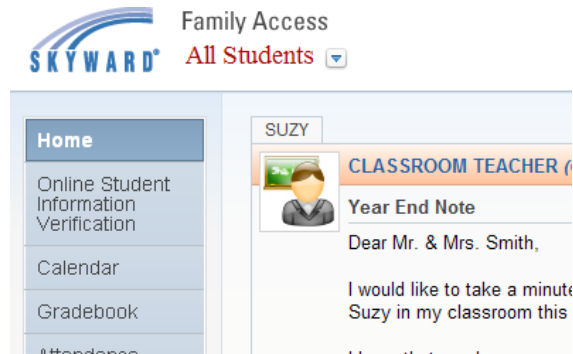
- Receive Daily Attendance Emails for my student(s)
- Receive Grading Emails for my student(s) **?**  
Assignment/Class Percent Overrides (If blank, the School default low a  
Low:  High:  for BILLY SMITH and SUZY SMITH
- Receive Progress Report Emails for my student(s)  
 Daily  Weekly (every Saturday)  Monthly (1st of each month)

- Remember to click **Save** to store changes to your login, password, picture, languages or email notifications.



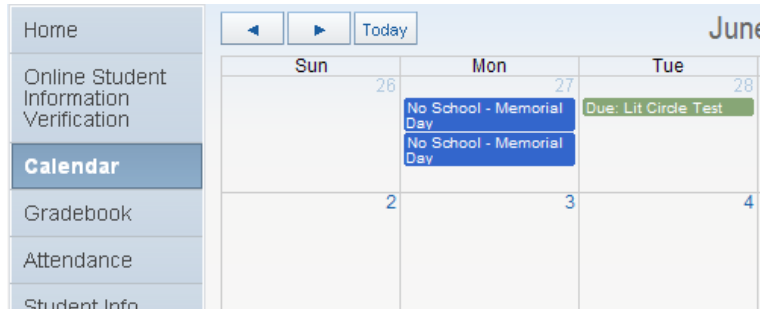
### Home Page

- Select the **Home** tab on the Easy Access Toolbar to access the **Family Access** home page.



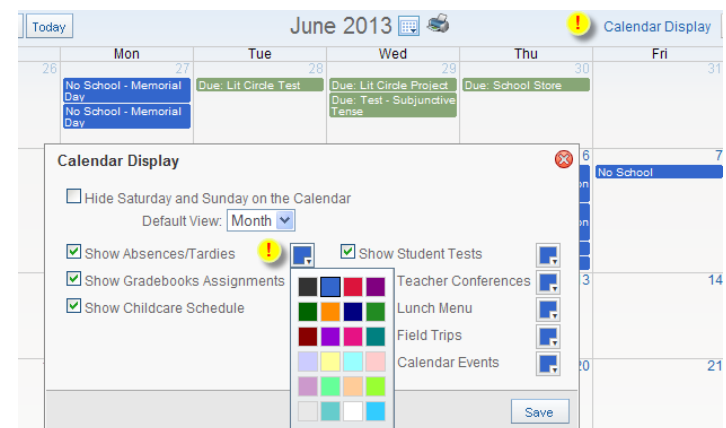
### Calendar

- The **Calendar** can be accessed via the **Calendar** quick link located on the right side of the screen with **Upcoming Events** or from the Easy Access Toolbar tab labeled **Calendar**.

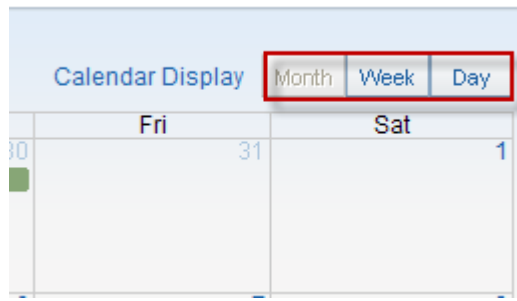


- The Calendar may be changed by clicking **Calendar Display** in the upper right of the screen. Checkboxes allow items to be displayed or hidden from the calendar. Each item may also be assigned a unique color by clicking the colored box next to the item.

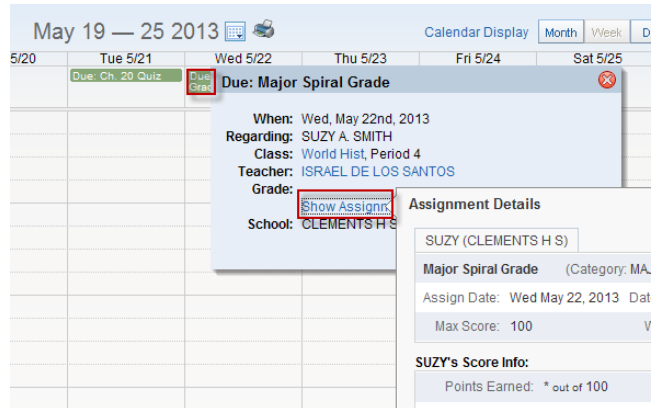
Click **Save** when completed.



- The calendar may be displayed by **Month**, **Week** or **Day** by clicking the button containing the display name.

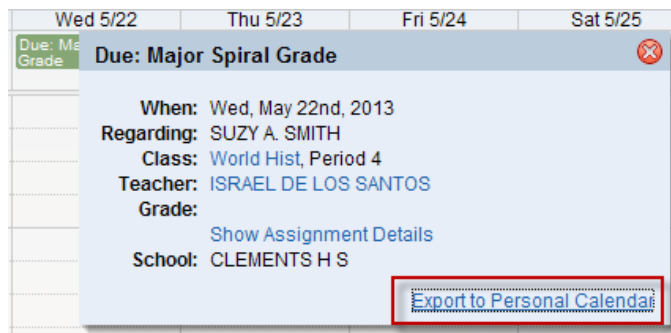


- You can click on calendar items to see detailed information on the item.



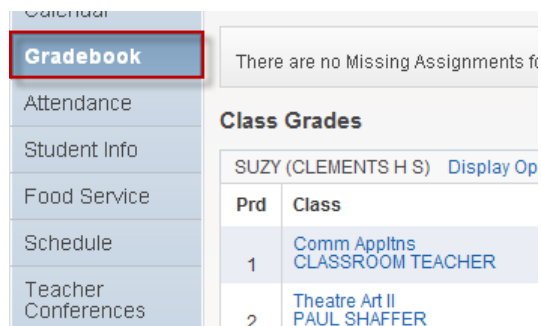
- Calendar items may be exported to personal calendars. Expand the calendar item and click **Export to Personal Calendar**.

Note: Once exported the information is static (not updated).



### Gradebook

- Click the **Gradebook** tab to view grading information from the Easy Access Toolbar for your student(s).



- The Gradebook may be customized by using the **Display Options** link to **Show Current Term Only**. The current term displays in yellow.

There are no Missing Assignments for SUZY.

**Class Grades** Grades posted to the report card are  
The current term is high

SUZY (CLEMENTS H S) [Display Options](#)

Prd	Class	PR8	CT4	T4	SE2	S2
1	Comm Appltns CLASSROOM TEACHER	83.4		85		82
2	Theatre Art II PAUL SHAFFER	80.8		98		93

- Just like the previous version of Family Access Gradebook, click on a marking period grade to see detailed information about that grade.

T4

85

98

- After clicking on the marking period grade, the category breakdown of the grade may be viewed as a graph. More detailed information on an assignment can be viewed by clicking on the assignment name.

Progress Report

SUZY (CLEMENTS H S) [Display Options](#)

Period 4

Summary

Grade	Percent
25/2013 - 07/09/2013	73.00%

Category Breakdown (%)

Date	Assignments	Category	Points Earned	Percent	Grade	Missed
22/13	Major Spiral Grade	MAJOR	* out of 100			
09/13	EOC STARR Practice Review	DAILY	100 out of 100	100.00	100	

### Attendance

- Click the **Attendance** tab on the Easy Access Toolbar to view attendance information for your student(s).

Calendar

Gradebook

**Attendance**

Student Info

Food Service

Schedule

Teacher

BILLY (WILLIAM B TRAVIS H S)

Date	Attendance	Period	Class
No Absences or Tardies were found.			

SUZY (CLEMENTS H S)

Date	Attendance	Period	Class
Thu May 16, 2013	WEB TARDY	1	Comm
Wed May 8, 2013	UNEXCUSED	4	World

- Absences, tardies and other absences from class or school are listed on the center of the screen.

Click the class name to link to detail information about the class.

Home

Online Student Information Verification

Calendar

Gradebook

**Attendance**

Student Info

Food Service

Today's Attendance: Wed Jun 12, 2013

No Absences or Tardies were recorded for SUZY.

SUZY (CLEMENTS H S)

Date	Attendance	Period	Class
Thu May 16, 2013	WEB TARDY	1	Comm Appltns
Wed May 8, 2013	UNEXCUSED	4	World Hist
Tue May 7, 2013	UNEXCUSED	1 & 6	<a href="#">View Classes</a>

- Detailed information is displayed about the course.

- The attendance charts may be viewed by **Period** (secondary schools) or by **Day** (elementary schools). Click the **Hide Charts** button to not display the charts on the page.

**Student Info**

- Click the **Student Info** tab on the Easy Access Toolbar to view student information for your student(s).

- The information from this tab is what has been entered into Skyward. Your student(s) campus, campus phone number and Principal's name are listed. Contact your student's campus if changes need to be made.



**Food Service**

- Click the **Food Service** tab on the Easy Access Toolbar to view the lunch account balance for your student(s).

- Calendar
- Gradebook
- Attendance
- Student Info
- Food Service**
- Schedule

**Food Service**

**Current Account Balance**

No current balance details

**Schedule**

- Click the **Schedule** tab on the Easy Access Toolbar to view current schedule classes for your student(s).

- Student Info
- Food Service
- Schedule**
- Fee Management

2012 - 2013	Term 4 (03/25/13 - 06/06/13)
<b>Period 1</b> (7:30 AM - 8:25 AM)	World Hist JAKE WILLIAMSON MTWRF Room 626
<b>Period 2</b> (8:30 AM - 9:20 AM)	Eng II Pre AP CHIVONNE KISER MTWRF Room 217
<b>Period 3</b> (9:25 AM - 10:15 AM)	LifeNutri&Welln AMREEN LADHA MTWRF Room 227
<b>Period 4</b> (10:20 AM - 11:10 AM)	Health KARA SYLVESTER MTWRF Room 615
<b>Period 5A</b> (11:41 AM - 12:40 PM)	Geometry EDGAR HUERTA MTWRF Room 916
<b>Period 6</b> (12:45 PM - 1:35 PM)	Spanish III Pre OFELIA SIERRA DE MARTINEZ MTWRF Room T-6
<b>Period 7</b> (1:40 PM - 2:30 PM)	Chem I NANA MOORE MTWRF Room 809

- The Schedule tab's **Display Options** allow the option to view Current Term Only or All Terms.

Currently Scheduled Class: Thu Jun 20, 2013 9:23am

KEMPNER H S.  
1 TOWNNEWEST E S.

(KEMPNER H S) **Display Options** Current Year

Display Options **Current Year**

Show Current Term Only

Display Options **Current Year**

View All Terms

3 - 06/06/13

**Fee Management**

- Click the **Fee Management** tab on the Easy Access Toolbar to make payments for your student(s) in an **Extended Day Program**.
- Secondary school students and parents will not have this tab.

- Food Service
- Schedule
- Fee Management**
- Teacher Conferences

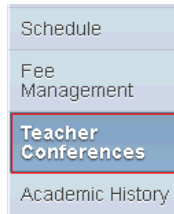
**Unpaid Balance**

No current balance details

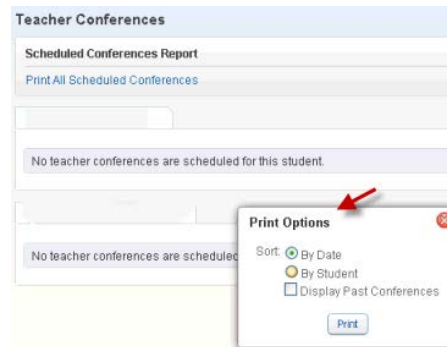
(TOWNNEWEST E S) | View Totals | Make a Payment

### Teacher Conferences

- Click the **Teacher Conferences** tab on the Easy Access Toolbar to schedule or to view teacher conferences for your student(s).



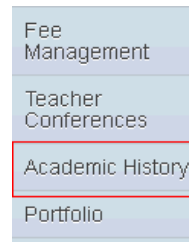
- Teacher Conferences that have been scheduled can be viewed or changed. In addition a conference time can be selected if that option has been set up by the teacher for your student(s). **Note:** More information will be available on this process in the near future.



- **Print Options** allows different selections to choose from.

### Academic History

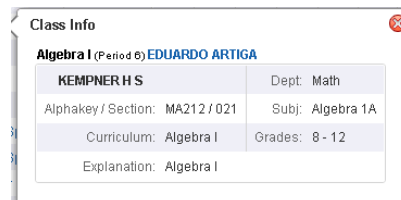
- Click the **Academic History** tab on the Easy Access Toolbar to view of past academic grades for your student(s).



- By selecting an individual class, a window opens with the **Class Information**.

2011 - 2012, Grade 09

Class	Terms	CP1	PR1	CP2	PR2	CT1	T1	CP3	PR3	CP4	PR4	CT2	T2	SE1	S1
Algebra I	1 - 4		100		80		80		70		79		80	81	80
Biology	1 - 4		93		86		84		87		83		83	64	81
Dance I	1 - 4		90		92		89		88		94		95	91	92
Eng I	1 - 4		93		88		86		84		83		84	79	84
Span for Span S	1 - 2		100		98		94		87		86		86	83	89



### Portfolio

- Click the **Portfolio** tab on the Easy Access Toolbar for your student(s).
- The **Portfolio** tab replaces the Report Directory which included course request and GPA.



### Login History

- Click the **Login History** tab on the Easy Access Toolbar to view the login history. By clicking on **View Areas** you will see the date, time and area viewed.



Date	Time	IP Address	Product	Areas Viewed
Thu Jun 20, 2013	9:43am	166.102.136.6	New Family Access	<a href="#">View Areas</a>
Thu Jun 20, 2013	9:23am	166.102.136.6	New Family Access	<a href="#">View Areas</a>
Thu Jun 20, 2013	9:06am	166.102.136.6	New Family Access	<a href="#">View Areas</a>

#### Areas Viewed on Wed Jun 19, 2013 at 9:58 pm

Area	Time	Student	School
Home	10:03:59pm		KEMPNER H S TOWNWEST E S
Portfolio	10:03:46pm		KEMPNER H S TOWNWEST E S

- If your browser window is too small you will not see the original Family Access view. If that occurs either expand the plus sign or increase the size of your browser window.

