



**Beaver Dam
Unified School District**

Welcome to Skyward Family Access

A screenshot of the Skyward login page. At the top is the Skyward logo, a blue arc above the word "SKYWARD". Below it is the text "BEAVER DAM UNIFIED SCHOOL DISTRICT" and "Guiding Students. Empowering Futures." The login area contains two input fields: "Login ID:" and "Password:", both with light green backgrounds. To the right of the password field is a "Sign In" button. Below the fields is a link for "Forgot your Login/Password?". In the bottom right corner of the login area is the version number "05.14.10.00.06". At the bottom of the page is a "Login Area:" dropdown menu currently set to "Family/Student Access".

Family Access User's Guide

Beaver Dam Unified School District
705 McKinley St.
Beaver Dam, WI 53916

For questions not answered in this manual,
call 920-885-7300 ext. 1116 or email FalkinhamM@bdusd.org

Introduction to Family Access

What is Family Access?

Family Access is a web-based service that empowers parents/guardians and students to view school-related information anywhere they have access to the internet. Information available online includes:

- Calendar information with assignments, attendance and message information
- Detailed gradebook information (Middle & High School only)
- Messages posted by teachers and schools
- Attendance records by data and types of attendance
- Student schedule
- Food service balance, payments and purchase history
- Fee Management
- Login history

Information Source and Security

The information in Family Access is “real time” based on the data in the district’s Skyward Student Information System. Please keep in mind that grades are fluid and can change daily/weekly as the teachers add assignments and grades to the system.

Family Access is a password protected site intended for use by the specific user to which the account was issued. PLEASE KEEP YOUR USERNAME AND PASSWORD CONFIDENTIAL to avoid unauthorized use of your account. Each parent and student will be issued a unique user name and password. Parents have different levels of access and different types of information than what students have. It is important that you use the account that was created for you. Other industry standard security measures are in place to ensure that information and transactions are done securely and safely.

System and Internet Browser Requirements

Family Access will run on Firefox, Chrome, Internet Explorer, and Safari web browsers and with Mac OS 10.6 or newer and Windows Vista or newer operating systems.

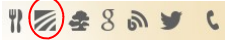
There is also a Skyward Mobile App for iOS and Android devices.

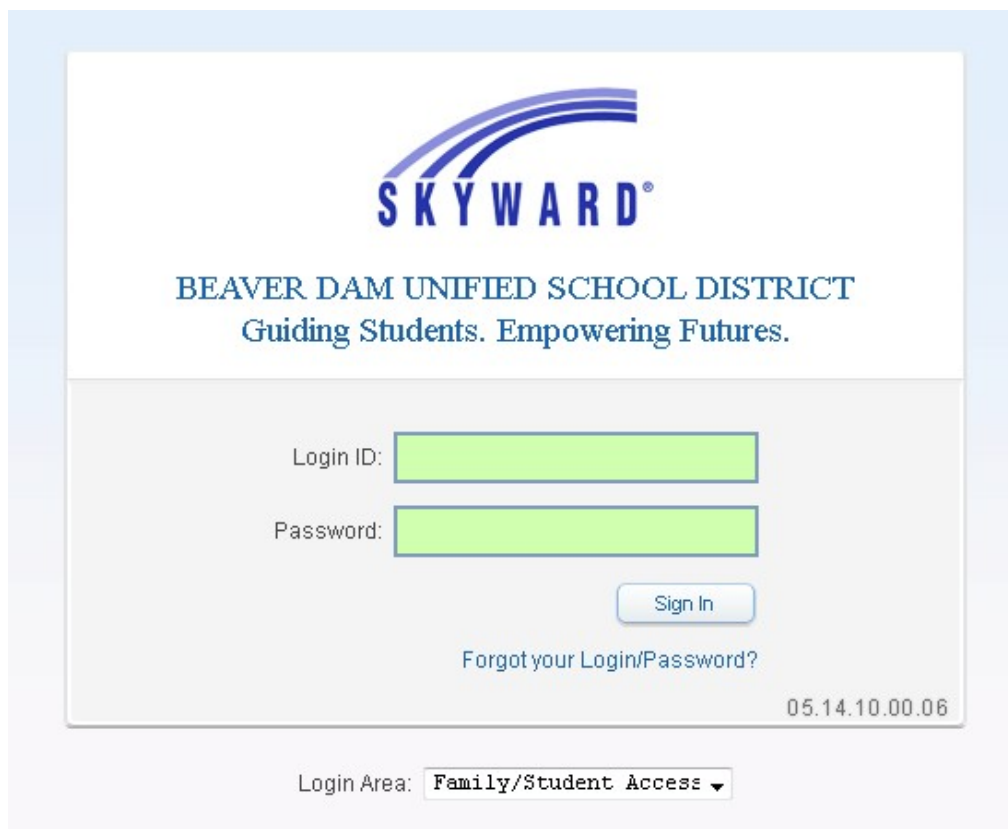
Getting Started

USERNAME AND PASSWORD

A user name and password are required to use Family Access. Your user name and password are available by using the “Forgot your Login/Password” link on the login page. If you need assistance, please contact your child’s school.

LOGGING IN

- Follow these steps to log in to the system:
- Open your internet browser (Firefox, Chrome, Internet Explorer, Safari)
- Go to the BD School District webpage (www.bdusd.org)
- Click on The Skyward Family Access link at the top of the page OR choose the Skyward Family Access page from the drop-down menu under the Parents tab and click Family Access Login icon.
- 
- Enter your unique username and password
- Click the login button



SKYWARD®

BEAVER DAM UNIFIED SCHOOL DISTRICT
Guiding Students. Empowering Futures.

Login ID:

Password:

[Forgot your Login/Password?](#)

05.14.10.00.06

Login Area:

Navigating Family Access

NAVIGATION FIELDS/LINKS

The navigation links are available to you on any Family Access screen you see. Use these links to quickly navigate through the system.

1. For families with multiple BDUSD students, use the pull down menu to select the student for whom you wish to view information.
2. Use the My Account button to access information about your login and email.
3. Use the tabs along the left side to verify student information and view items such as the calendar, grade book, food service, attendance, etc.
4. The center section contains current messages from your child's school and/or teacher(s) and food service payments.
5. The right column contains upcoming events for your child(ren).
6. Please use the Exit button to logout of the system at the end of your session. **NOTE: If you are using a computer in a public place such as the library or some other shared computer, be sure to exit so the next user of the computer is not able to see your Family Access information.**

The screenshot displays the Family Access web interface. At the top left, the 'SKYWARD' logo is visible next to the text 'Family Access All Students' (callout 1). To the right of this, there is a 'Parent Name' field and a 'My Account' button (callout 2) with a red arrow pointing to it. Further right are 'Contact Us', 'Email History', and 'Exit' buttons (callout 6). Below the header, there are two status messages: 'You have unread messages' and 'You are hiding messages'. On the left side, a vertical navigation menu contains links for 'Home', 'Calendar', 'Gradebook', 'Attendance', 'Student Info', 'Food Service', 'Schedule', 'Fee Management', 'Activities', 'Portfolio', 'Health Info', and 'Login History' (callout 3). The main content area shows a message from 'Mrs. Jones (ENGLISH GRADE 8 / 05, Period 8)' dated 'Mon Dec 15, 2014 9:09am' (callout 4). The message text discusses a reading project for 'The Giver'. On the right side, there is an 'Upcoming Events' section with a 'Calendar' tab, listing events such as 'Desert Survival', 'Beber y comer - class activity', 'TERM 3 Starts MIDDLE SCHOOL' (callout 5), 'Christmas Concert', and 'No School HIGH SCHOOL'. The page number '3' is visible in the bottom right corner.

My Account

MY ACCOUNT

You can use the My Account screen to do the following:

- View your contact information (please contact your child's school with any updates/corrections)
- Change your login name
- Change your password

Click **SAVE** after making any changes.

The screenshot displays the 'My Account' page in the Family Access system. At the top left is the 'SKYWARD' logo and 'Family Access All Students' with a dropdown arrow. The top navigation bar includes 'Parent Name', 'My Account' (highlighted with a red arrow), 'Contact Us', 'Email History', and 'Exit'. A left sidebar lists various navigation options: Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Fee Management, Activities, Portfolio, Health Info, and Login History. The main content area is titled 'Account Settings' and contains several input fields: Email, Phone (with area code 920), a dropdown menu, and Cell (with area code 920). There are also checkboxes for 'I'm Using a Screen Reader' and 'Outline Links When Focused'. Below this is the 'Address (Mailing Address)' section with fields for Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code (53916), Plus 4, City/State (BEAVER DAM, WI), and County (DODGE COUNTY). An 'Address Preview' box shows the address: BEAVER DAM, WI 53916, DODGE COUNTY. On the right side of the form, there are buttons for 'Save' (with a green checkmark), 'Change Login' (circled in red), 'Change Password' (circled in red), and 'Undo'.

Calendar

The calendar gives you an option of showing three types of information:

- Absences/Tardies
- Gradebook Assignments & Grades Earned
- Calendar events such as days with no school

Click **Calendar Display** for options on the type of information you wish to show on your calendar. If you have more than one child in BD schools, you may wish to set different colors for each child so it's easy to tell whose assignments you are viewing. NOTE: Grades and assignments are not available for elementary students.

Family Access

Parent Name My Account Contact Us Email History Exit

Home Calendar Gradebook Attendance

All Students
If you have more than one student, choose all students or the student whose calendar you wish to view.

November 2014 Calendar Display Month Week Day

Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1
Synthetic material re (2) Synthetic material re (3) Weekly Participatio (A+)		Grammar Lesson 3 (A+) "Lotten"-improving (A+) Trophy (A+)		Plastic bag ban (3) Week of Oct 27 (3) Plastic bag ban (3)	

Calendar Display

Default Calendar View: Month

Hide Saturday and Sunday on the Calendar

Show District-wide Activity Events

Show District-wide Field Trips

Select Student Events and Colors: ?

Click on a color block below to show an event on the Calendar and customize the color.

Child	Absences/Tardies	Teacher Conferences	Gradebooks Assignments	Lunch Menu	Activity Events	Field Trips	Tests	Calendar Events
Child 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Child 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save

You can see from the calendar above that daily assignments will show up on dates they were due and absent and/or tardy marks are included, too. Click on a grade or attendance mark to view more information about that item.

When teachers enter assignments in their gradebook in advance of the due date, the assignment and any details they have included in the gradebook will be visible on your calendar so you can help your student stay on top of upcoming assignments and tests. Teachers are encouraged to enter large assignments and tests early so parents and students can plan for upcoming due dates and test dates.

Trophy (A+)

When: Wed, Oct 29th, 2014

Regarding: STUDENT NAME

Class: INTRODUCTION TO ENGINEERING, Period 7

Teacher: TEACHER NAME

Grade: A+

Show Assignment Details

School: HIGH SCHOOL

Export to Personal Calendar

GRADEBOOK

The gradebook will show current assignment information in real-time. Columns highlighted in yellow indicate the current term grades. **Current term grades are not finalized until you see them printed on a report card after the quarter or semester has ended.** Grades that have been printed on a report card will appear in bold.

Missing assignments will be highlighted at the top.

Click **Display Options** to enable the ability to see scores for the five most recent assignments in each class in addition to term grades.

Click on term grade to view the assignments and scores.

After clicking the term grade, you will see a view similar to this. Notice the icons for special codes and comments. Click the icon to reveal more information.

Click the assignment title to view more information about the assignment.

Gradebook

High School

In general, grades will be posted for assignments within five days of the due date. For assignments that may require more time, you will be notified in the grade book, students should speak to teachers.

Missing Assignments exist for [redacted] (Show All)

[redacted] has 1 missing assignment:
Due: 09/23/2014 Elements and Principles Review, DRAW/DESIGN

Class Grades

([redacted] High School) Display Options | GPA

Class	Q1	Q2	SE1	S1	Q3
GLOBAL HIST ACC Period 1 (7:23 AM - 8:10 AM)	B+			B+	
ALGEBRA 2 ACC Period 2 (8:15 AM - 9:02 AM)	C	F		D	
DRAW/DESIGN 1 Period 3 (9:07 AM - 9:54 AM)	B-	A+		A-	

Q1 Progress Report

([redacted] High School)

CHEMISTRY (Period 1) John Smith Grade Mark Legend

Summary

Q1 Grade (09/02/2014 - 11/04/2014)

B- 128.95 out of 158

Due	Assignments	Points Earned	Grade	Missing	No Count	Absent
Assignments		23.2 out of 25	A-			
10/20/14	Chemical Formula Practice	4 out of 4	A+			
10/13/14	ion warm up	4.3 out of 5	B			
10/09/14	Atom/ion check	5.9 out of 6	A+			
09/23/14	Atomic structure practice	5 out of 5	A+			
09/09/14	Experimental Design	4 out of 5	B-			
09/05/14	Signed Syllabus	* out of 0				
09/05/14	Lab Safety Contract	* out of 0				
Labs		8.75 out of 13	D+			
10/30/14	Ionic vs covalent lab	2.75 out of 3	A-			
10/24/14	Ion lab	3 out of 3	A+			
09/23/14	Isotope lab - last page	2 out of 4	F			
09/17/14	Density of penny lab	1 out of 3	F			
Quizzes		9 out of 16	F			
09/18/14	Quiz	9 out of 16	F			
Tests		88 out of 104	B			
10/27/14	Periodic Table/ion test	45 out of 52	B			
09/29/14	Atomic Structure Test	43 out of 52	B-			

Helpful Hint: When looking at the gradebook, look at category headings and grades to see where your child is doing well and where to focus on improvements. In the case above, the student is doing well on assignments (A-) and tests (B), but is doing poorly on labs (D+) and quizzes (F). The Quarter 1 grade of B- is not a bad grade, but there are two key areas the student could focus on in order to improve his/her grade.

Attendance

Click on the Attendance tab to view attendance for your child for the marking period and/or year.

The screenshot shows the Attendance page with a navigation menu on the left. The main content area is titled 'Attendance' and includes a 'Today's Attendance' summary for Monday, December 15, 2014, stating 'No Absences or Tardies were recorded for'. Below this is a table of attendance records for a high school student. To the right is a bar chart titled 'Term 2 Day Totals' showing missed days categorized as 'Excused' (0.5) and 'Other' (1.0).

Date	Attendance	Period	Class
Fri Dec 12, 2014	EXEMPT (FIELD TRIP)	1-7	View Classes
Fri Nov 21, 2014	EXCUSED (MEDICALLY EXEMPT)	4-5	View Classes
Thu Oct 9, 2014	EXEMPT (ATHLETIC COMPETITION)	8	INTRODUCTION TO ENGINEERING
Thu Oct 2, 2014	EXEMPT (ATHLETIC COMPETITION)	8	INTRODUCTION TO ENGINEERING
Tue Sep 16, 2014	EXCUSED (MEDICALLY EXEMPT)	8	INTRODUCTION TO ENGINEERING

Click Period in the upper right corner to view a chart of the number of periods your child has missed in the current marking period and year-to-date.

Student Information

The student information screen will show general demographic and contact information we have on file about you and your student. If there is any information that needs to be modified or added, please contact your child's school or use the link in the Parent Contact Information area on the school's website.

The screenshot shows the Student Information page. A callout box with an orange border points to the 'View Family' link, with the text: 'Click "view family" to see the guardian information for your student.' The page displays various fields for student and family information, including contact numbers, emergency contacts, and school details.

Food Service

The food service link provides account balance, payments made, and information about specific purchases each day. In addition to being able to view the payment history, you have the option of making an online payment.

The screenshot shows the 'Food Service' section of a web application. On the left is a navigation menu with items like Home, Calendar, Gradebook, Attendance, Student Info, Food Service (highlighted), Schedule, Fee Management, Activities, Portfolio, Health Info, and Login History. The main content area is titled 'Food Service' and includes a 'Current Account Balance' box showing a family balance of \$54.90 and a 'Today's Lunch Menu' box with a message that no details are available. Below this is a table of payment records for a high school student, with columns for 'Payment Date', 'Payment', and 'Check #'. A 'Make a Payment' button is visible above the table. To the right, there are sections for 'Weekly Purchases For: Mon Dec 15, 2014' and 'Sun Dec 14, 2014' (showing no purchases). A detailed purchase list for Mon Dec 15, 2014, shows items like 'BAKED ITEM .75' and 'CLASSIC' with their respective prices, totaling \$6.35. Two callout boxes with orange borders provide instructions: one points to the 'Applications' link and another points to the 'Make a Payment' button.

Food Service Applications

Current Account Balance
Family: \$54.90
Lunch Type: NORMAL

Today's Lunch Menu Lunch Calendars
No lunch menu details are available for the current date.

(HIGH SCHOOL) View Totals | Make a Payment

Payment Date	Payment	Check #
Wed Dec 10, 2014	\$	
Wed Nov 26, 2014	\$	
Tue Nov 11, 2014	\$	
Thu Oct 30, 2014	\$	
Thu Oct 16, 2014	\$	
Tue Sep 30, 2014	\$	
Mon Sep 15, 2014	\$	
Tue Sep 2, 2014	\$	

(MIDDLE SCHOOL) | Make a Payment
There are no payment records for this student.

Weekly Purchases For: Mon Dec 15, 2014

← Previous Week Next Week →

Student	Total	Key Pad Number
	\$3.55	
	\$2.80	
Total	\$6.35	

Sun Dec 14, 2014
No purchases for this date.

Mon Dec 15, 2014

Student	Item	Price
	BAKED ITEM .75	\$0.75
	CLASSIC	\$2.80
	CLASSIC	\$2.80
	Total	\$6.35

Click to apply for Free/Reduced Meals and view your previous applications free/reduced meal price applications.

Click "make a payment" to make an online payment via eFunds for Schools.

Schedule

The student's class schedule can be displayed by current term or by current year. The schedule includes the period, meeting time, room location, course and teacher name and a link with each teacher's email address.

Click Display Options to toggle between viewing the current term and the current year.

Click Print Schedule to have a printable copy of the schedule.

Schedule

Currently Scheduled Class:

(HIGH SCHOOL) [Display Options](#) **Current Year** The cure

2014 - 2015	Term 1 (09/02/14 - 11/07/14)	Term 2 (11/10/14 - 01/22/15)	Term 3 (01/26/15 - 04/02/15)
Print Schedule	Period 1 (7:50 AM - 8:35 AM) HONORS ALGEBRA II JODI FRANKE MTWRF Room 147	HONORS ALGEBRA II JODI FRANKE MTWRF Room 147	HONORS ALGEBRA II JODI FRANKE MTWRF Room 147
	Period 2 (8:40 AM - 9:25 AM) LIT/COMP JENA BERG MTWRF Room 138	LIT/COMP JENA BERG MTWRF Room 138	ORAL COMM ALLYSON WILKE MTWRF Room 140
	Period 3 (9:30 AM - 10:20 AM) LIFE FITNESS I MALLORY LINDERT MTWRF	LIFE FITNESS I MALLORY LINDERT MTWRF	

Fee Management

Fee Management is the place where you will see fees that are charged for things like school activities, required registration fees and materials fees. You will see the current unpaid balance at the top and columns for amount charged, amount paid and amount due. You will also see tabs for View Fees, View Payments and View Totals. You can also make payments through eFunds for Schools using the "Make a Payment" link.

Fee Management

Unpaid Balance

50.00

[View Fees](#) | [View Payments](#) | [View Totals](#)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Payor Name	Pay Plan ID
2015	Tue Jul 29, 2014	HS SUMMER SCHO	5.00	5.00	0.00		
2015	Mon Aug 4, 2014	HS REGISTRATION	50.00	0.00	50.00		
2015	Thu Aug 7, 2014	HS ATHLETICS US	100.00	100.00	0.00		
2015	Thu Aug 7, 2014	HS ACTIVITY PAS	25.00	25.00	0.00		


Activities

The activities area shows the activities your student is involved in for the current school year. These include athletics, clubs and other extra curricular activities. Some activities may have requirements attached. Click on the clipboard to see the requirements and if your child has met those requirements.

- Home
- Calendar
- Gradebook
- Attendance
- Student Info
- Food Service
- Schedule
- Fee Management
- Activities
- Portfolio
- Health Info
- Login History

Activities

[View Activities from Prior Years](#)

Date Range	Events	Activity	Awards	Requirements	Leader	Assistants
01/01/1900 - 12/31/2999		BAND (Music)				
01/01/1900 - 12/31/2999		PEP BAND (Music)				
01/01/1900 - 12/31/2999		FOOTBALL - JV (Athletic)				
01/01/1900 - 12/31/2999		KEY CLUB (Voluntary)				
01/01/1900 - 12/31/2999		SWIMMING - BOYS (Athletic)				

Requirements for SWIMMING - BOYS

Requirement	Met
AAC - ATHLETIC ACTIVITY CODE SIGNED	Y
CON - CONCUSSION FORM COMPLETED	Y
FEE - FEE PAID	Y
PHY - PHYSICAL EXAM COMPLETED	Y

Health Info

The Health Info area shows the student's vaccination records. If you see a vaccination record that is out of compliance, please contact the nurse at your child's school.

- Home
- Calendar
- Gradebook
- Attendance
- Student Info
- Food Service
- Schedule
- Fee Management
- Activities
- Portfolio
- Health Info

Health Information

Vaccinations

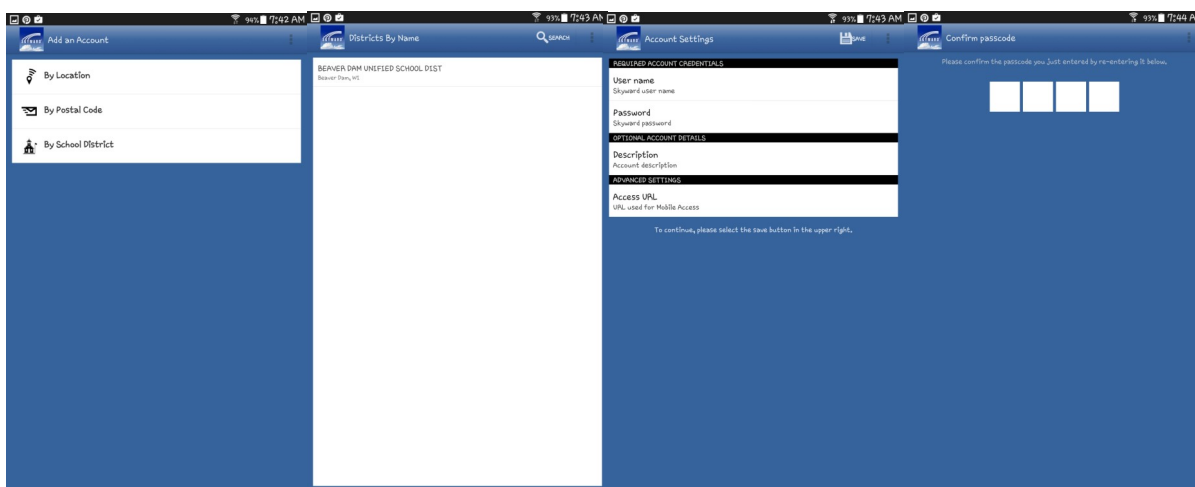
Vaccination	Compliance	Waiver	Type	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6
Dip, Tet, Pert	In Compliance		State Required						
Polio	In Compliance		State Required						
Measles	In Compliance		State Required						
Mumps	In Compliance		State Required						
Rubella	In Compliance		State Required						
Hepatitis B	In Compliance		State Required						
Varicella	In Compliance		State Required						
Tdap/TD Booster	In Compliance		State Required						

Skyward Mobile Application

Skyward has a mobile app available to easily access your Family Access account from your mobile device. Search the Apple iTunes Store or Google Play store for the Skyward Mobile Access app. Install and launch the app.



1. Locate the district by name, postal code (53916) or current location.
2. Select Beaver Dam Unified School District
3. Enter the login name and password provided to you by the district and press Save.
4. Enter a 4 digit security code of your choice
5. Confirm the 4 digit security code.



6. Choose **Family Access**
7. Select your child's name
8. Begin selecting from the categories of information
9. Click **Back** to go back one screen. Click **Student** and then **Home** to get back to the home screen.
10. Choose Logout to securely exit the app.