

Educating All Students to Reach Their Potential

Skyward Family Access Tutorial

This is a brief tutorial to help you find and obtain information in Skyward. We at Madison Consolidated Schools hope you find this to be helpful when trying to access areas such as grade book, attendance, efunts (used to deposit money for student meals, rentals, etc...), and to check important information such as phone numbers, emails, and addresses.

Step 1. Click on the link <http://www.madison.k12.in.us/>



Step 2. Go to the Families tab drop down and click on Skyward Access

A screenshot of the Madison Consolidated Schools website. The header is red and features the school's logo on the left, the name "MADISON CONSOLIDATED SCHOOLS" in the center, and contact information below it. On the right side of the header, there are links for "Yearly Calendar", "Events", and "Family Access", along with a "Login" button. Below the header is a grey navigation bar with dropdown menus for "Home", "Info", "Board", "Programs", "Services", "Families", "Faculty", and "Contact". The "Families" dropdown menu is open, showing a list of options: "Skyward Access", "Complaint Form", "Safety Help", "Device Insurance", "Online Payments", "Vaccine Information", "Weather Delay", "Summer Learning", "Accident Insurance", "Student Handbooks", "Back to School Info", "Student Help Desk", and "Volunteer Check". The "Skyward Access" option is circled in black. A red arrow points from the text "Step 2. Go to the Families tab drop down and click on Skyward Access" to the "Skyward Access" option. Below the navigation bar, the main content area features a large "PRESCHOOL REGISTRATION" banner with a sub-header "Now enrolling Preschool students for 2015-2016" and contact information for Madison and Deputy Locations. To the right of the banner is a graphic with colorful blocks and the text "Early Development Center". Below the banner is a "Welcome to Madison Schools!" section with a brief description of the district and a link to "Latest Blog Entries". On the right side of the page, there is a search bar, a "School is Open" status indicator for Madison, IN at 60 degrees, and a partially visible image of a plate with a fork and knife.

Step 3. Enter your Login ID and Password then click Sign In

MADISON CONSOLIDATED SCHOOLS
Madison, Indiana

SKYWARD
Madison Consolidated School District

Login ID:

Password:

Sign In

Forgot your Login/Password?

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Login Area: All Areas

Step 4. This is your home page where you will find alerts, information from Madison Consolidated Schools, food service payment information, and more. To view student information such as grade book, attendance, test scores, etcetera click on any of the **tabs to the left of your screen.**

The screenshot shows a school website home page. At the top left is the 'SKYWARD' logo and 'Family Access All Students' with a dropdown arrow. At the top right are links for 'My Account', 'Contact Us', 'Email History', and 'Exit'. Below these is a 'District Links' icon. A central box with an arrow points to the main content area, containing the text 'Alerts and information found here.' On the left is a vertical navigation menu with items: Home, Online Registration, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Fee Management, Activities, Student Services, Teacher Conferences, Academic History, Portfolio, Lightspeed, Health Info, and Login History. The main content area features a message titled 'The Prindle Institute for Ethics at DePauw University' dated 'Mon Nov 16, 2015 2:46pm'. The message text describes an annual essay contest with a deadline of February 1, 2016. Below this is another message titled 'Weather Letter' dated 'Fri Nov 13, 2015 10:58am'. On the right side, there is an 'Upcoming Events' section with a 'Calendar' tab, listing events such as 'Introductions to the class', 'AR Conjugations MBC', 'Mid-Term Grade Report', and several 'No School - Thanksgiving' days at Madison High School.

To View Attendance, first click on the attendance tab, make sure if you have more than one student you select the one you want to view at the top of the screen below Family access, drop down box. You can continue down the list of tabs selecting the student and the information you wish to view on that student.

- Home
- Online Registration
- Gradebook
- Attendance
- Student Info
- Food Service
- Test Scores
- Fee Management
- Portfolio
- Health Info
- Login History

Attendance

Today's Attendance: Fri Nov 20, 2015

█ Tardy, Period 1

█ (LYDIA MIDDLETON ELEMENTARY)

Date	Attendance	Period	Class
Fri Nov 20, 2015	Tardy	1	Home Room
Wed Nov 18, 2015	Tardy	1	Home Room
Tue Nov 17, 2015	Tardy	1	Home Room
Fri Nov 13, 2015	Tardy	1	Home Room
Fri Nov 6, 2015	Tardy	1	Home Room
Mon Nov 2, 2015	Tardy	1	Home Room
Fri Oct 30, 2015	Tardy	1	Home Room
Thu Oct 29, 2015	Tardy	1	Home Room
Thu Oct 22, 2015	Tardy	1	Home Room
Wed Oct 21, 2015	Tardy	1	Home Room
Tue Oct 20, 2015	Tardy	1	Home Room
Mon Oct 19, 2015	Tardy	1	Home Room
Mon Oct 5, 2015	Tardy	1	Home Room

View Charts By Period Day

YTD Day Totals

Category	Days
Excluded	1
Unexcused	2

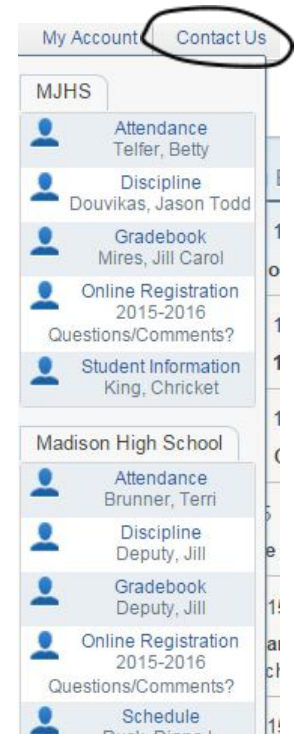
Step 5. To change email, update your phone information, add a cell phone to receive text messages, check to make sure your address is correct, and much more go to the **top right hand side of your screen and click on the My Account tab.**



You can feel free to edit your information email, address, etc... If you change any information remember to click on save.

A screenshot of the 'Account Settings' page. On the left is a vertical menu with items like 'Home', 'Online Registration', 'Gradebook', 'Attendance', 'Student Info', 'Food Service', 'Test Scores', 'Fee Management', 'Portfolio', 'Health Info', and 'Login History'. The main content area is titled 'Account Settings' and contains several input fields: 'Email' (with a masked address), 'Phone' (with area code 812 and a masked number), two additional phone number fields, 'Family Access Login', and 'Password Last Changed' (08/03/2015). There are three checkboxes: 'Show Google™ Translator in Family Access', 'I'm Using a Screen Reader', and 'Outline Links When Focused'. Below these is the 'Address (Mailing Address)' section with fields for 'Street Number', 'Street Dir.', 'Street Name', 'SUD', '#', 'P.O. Box', 'Address 2', 'Zip Code' (47250), 'Plus 4', 'City/State' (Madison, IN), and 'County'. To the right of the address fields is an 'Address Preview' box showing a masked address and 'Madison, IN 47250'. On the far right is a vertical column of buttons: 'Save' (circled in black), 'Change Login', 'Change Password', 'Profile Picture', and 'Undo'. A white box with black text and an arrow points to the 'Mailing Address' label, containing the text 'Click on Mailing Address to change address.'

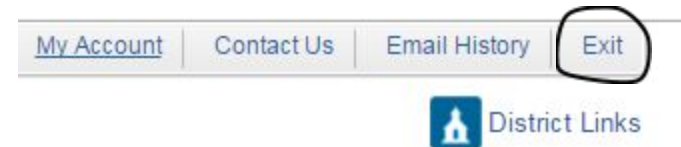
Step 6. To contact us regarding discrepancies, online registration questions, or to update information you can't change yourself go to the **Contact Us** tab located at the top Right hand corner of your screen.



Step 7. Use District links located below the Exit tab on the top right of your screen, to access other areas such as, IDOE or efunds, where you can make deposits for student meal accounts, pay fees, rentals, and purchases.



Step 8. Use the Exit tab when exiting Skyward Family Access.



This concludes the Skyward Family Access general information tutorial.