

SKYWARD FAMILY ACCESS GRADING EMAIL NOTIFICATIONS

Parents/Guardians can choose to subscribe to grading and progress report emails by clicking on the “My Account” link.

The screenshot shows the Skyward Family Access interface. At the top right, there is a navigation bar with a "My Account" link highlighted by a red box and a red arrow pointing to it, and an "Exit" button. Below this is a "District Links" icon. On the left is a sidebar with navigation links: Home, Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, Conferences, Academic History, Portfolio, SkyAlert, Health Info, Login History, and SkyPort. The main content area is titled "Account Settings" and contains several sections:

- Account Settings:** Includes fields for Email, Phone (with Work and Cell dropdowns), Family Access Login, and Password Last Changed. There are "Save", "Change Password", and "Undo" buttons on the right.
- Address (Mailing Address):** Includes fields for Street Number, Street Dir., Street Name, SUD, #, P.O. Box, Address 2, Zip Code, Plus 4, City/State, and County. An "Address Preview" window is shown to the right.
- Email Notifications:** This section is highlighted with a red box. It contains two checked options:
 - Receive Grading Emails for my student(s) [?]. Below this is the text "Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):" followed by "Low:" and "High:" input fields.
 - Receive Progress Report Emails for my student(s). Below this are radio buttons for "Daily", "Weekly (every Saturday)", and "Monthly (1st of each month)".

- In the Email Notifications area, choose to receive:
 - Grading Emails:
 - Emails are generated weekly (every Saturday).
 - Low Default Value = Assignment/Class percent below 70%
 - High Default Value = Assignment/Class percent above 69%
 - The default high and low assignment/class percent can be overridden by the Primary Guardian of the student’s Family.
 - Progress Report Emails
 - Choose to receive this email daily, weekly (every Saturday), or monthly (1st of each month).