

<h2 style="margin: 0;">Connally ISD</h2> <h3 style="margin: 0;">Family Access</h3>
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For security purposes, parents/guardians are required to go through an application process before Family Access usernames and passwords are issued. Please contact the PEIMS Coordinator at your child's campus for login information.

### HOW DO I LOG ON TO FAMILY ACCESS?

- Go to [www.connally.org/fa](http://www.connally.org/fa) or by clicking the parents tab from the Connally district website – [www.connally.org](http://www.connally.org)
- Enter the login and password provided by the district

**My login doesn't work.**

- Most of the time, when the login or password doesn't work, it is because the user is not recognizing the difference between l (larry) or I (ice) and the number 1 or O (Orange) and the number zero.
- Your log in is a combination of the first 5 letters of your last name and the first 3 letters of your first name followed by a 3 digit number. For example: John Wayne would be WAYNEJOH000 and if we had another name that was similar, such as Johnny Wayne the 3 digit number would differentiate the two: WAYNEJOH001
- In the case of short last names. Since the login needs 5 letters for the last name, if the person has a 2, 3 or 4 letter last name, then spaces must be entered to equal 5.
- Example: Joe Mann is MANN JOE000 with one space after the last name, Sue Cox would be COX SUE000 (with two spaces added after the last name), Ron Le would be LE RON000 (with three spaces after the last name).
- If you have notified the school of a name change, whether it is first or last, your login will change. Please contact the PEIMS coordinator for your child's campus for your new log in.
- **Can I change my login, password, or email?**
  - Login – No
  - Password – Yes – Click the "Account Info" top right, and click change my password.
  - Email – Yes – Click the "Account Info" top right, and click change my email.

Once logged in, the following screen appears:

The screenshot shows the Skyward Family Access web application. At the top, there is a navigation bar with a 'Student:' dropdown menu (labeled A), a 'School:' dropdown menu set to 'Port Neches-Groves High', and buttons for 'Account Info', 'Print', and 'Logout' (labeled B, C, and D respectively). Below this is a calendar for the month of September. The calendar grid shows dates from 1 to 30. Callout box E points to the 'Next Month' navigation arrow. Callout box G points to a left-hand sidebar menu containing various links such as 'Calendar', 'Student Information', 'Gradebook', 'Message Center', 'Attendance', 'Schedule', 'Discipline', 'Graduation Requirements', 'Test Scores', 'Activities', 'Report Cards', 'E-mail Notifications', 'Health Information', and 'Login History'. Callout box F points to a set of four checkboxes at the bottom of the calendar: 'Show Absences/Tardies', 'Show MC-Messages', 'Show Gradebook Assignments (Grade Earned)', and 'Show AC-Activity Events'. The calendar cells contain specific events, such as 'No School' on Monday 1st, 'Mercy' events on Thursday 11th and Friday 12th, and 'Caravan' events on Thursday 25th.

The following chart explains the various parts of the student screen.

<b>A</b>	Student	Click the down arrow to see/navigate to your other child(ren). If you do not see all your children listed, contact Brenda Duhon at 409-962-4268 ext. 5519.		
<b>B</b>	Account Info	Shows your account information including name, address, email address, and phone numbers. This is where you can change your password and/or e-mail address.		
<b>C</b>	Print	Allows you to print what you see on the screen.		
<b>D</b>	Logout	Always “Logout” when you are finished viewing Family Access information. Do not use the “red X” button.		
<b>E</b>	Previous/ Next Month	Use these two buttons to advance through the calendar		
<b>F</b>	Show	Click each box to turn on/off information such as: absences/tardies; messages; gradebook assignments; and activity events.		
<b>G</b>	General Information Links	Calendar	The default view...shows calendar for the child chosen in the “Student” window.	
		Student Information*	Shows student info on file for the student including: address, birthdate, school, age, language, gender, and advisor. Shows family information on file for the student. Shows emergency contact information on file for the student.	
		*If any information is incorrect, please contact the child’s school.		
		Gradebook	This is the “heart” of the gradebook for your student. See <b>Gradebook</b> section on Page 6 for more information.	
		Message Center	If the teacher posts messages, they will appear here.	
		Attendance	Click any blue underlined date to see period by period attendance for that day. Information is also available <i>By Day</i> and <i>Term Totals</i> are shown by clicking on the tabs at the top.	
		Schedule	Current Term: The current semester’s schedule is shown. Current Year – All Terms: Both semesters’ schedules are shown. Next Year – All Terms: No information provided at this time.	
		Discipline	Student discipline offense information will be shown.	
		Test Scores	Click on any blue underlined link to see available TAKS score information for your student.	
		Activities	Current year and previous year activities should be listed.	
		Report Cards	Past report cards are posted here.	
		E-mail Notification	You can receive daily attendance notifications for your child. Click the “Change my Notifications” button and check the box.	
		Health Information	The child’s vaccination history is posted.	
Login History	Click on the blue underlined “Show Details” link to view a login history of the user.			

## WHAT CAN I SEE IN THE “GRADEBOOK”?

- ☑ Pre-K and Kindergarten parents will see a “mastery of skills” display.

[All Events](#) | [Missing Events \(0\)](#) | [Comments](#)

[Special Codes](#) | [Grade Marks](#) | [Reports](#) ▾

Academic Area	1ST	2ND	3RD	4TH	5TH	6TH
<b>Readiness Skills:Language Arts</b>						
Identifies basic colors	S	S				
Recognizes name in print	S	S				
Writes name correctly	S	S	S	S	S	S
Distinguishes left from right and works in a left-to-right progression	S	S	S	S	S	S
Writes letters of the alphabet both upper and lower case						

- ☑ Parents of students in grades 1-8, will see your child’s subjects with the following columns: PR1, 1<sup>st</sup>, PR2, 2<sup>nd</sup>, etc.

The abbreviations for the 1<sup>st</sup> and 2<sup>nd</sup> six weeks are explained below with the 3<sup>rd</sup> – 6<sup>th</sup> six weeks following the same pattern:

PR1 = 1 <sup>st</sup> 6 Weeks Progress Report <u>Grade</u> 1 <sup>st</sup> = 1 <sup>st</sup> 6 Weeks <u>Grade</u>	PR2 = 2 <sup>nd</sup> 6 Weeks Progress Report <u>Grade</u> 2 <sup>nd</sup> = 2 <sup>nd</sup> 6 Weeks <u>Grade</u>
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[Gradebook](#) | [Progress Report](#) | [Missing Assignments](#) | [Comments](#)

\*\*Please ignore numeric averages for ANY subject that receives grades of S, N, U, etc.\*\*

Classes for: **PROGRESS RPT 2 (10/13/08-11/01/08)** [Prev](#) [Next](#)

Click on the underlined grade to see the assignments that make up that grade.

Period	Class	Description	Term	Teacher	PR1	C1	1ST	PR2	C2	2ND	PR3	C3	3RD	PR4	C4	4TH	PR5	C5	5TH	PR6	C6
1	<a href="#">0211/12</a>	LANGUAGE ARTS-2	Y	<a href="#">SHARON LARUE</a>	100		<u>98</u>			<u>96</u>											
2	<a href="#">0286/22</a>	ART - 2	Y	<a href="#">SHARON LARUE</a>			<u>S</u>														
2	<a href="#">0287/22</a>	HANDWRITING - 2	Y	<a href="#">SHARON LARUE</a>			<u>S</u>														
3	<a href="#">0270/32</a>	PHYSICAL EDUCATION	Y	<a href="#">DIANNE STUKEY</a>	100	E	<u>E</u>		E	<u>E</u>											
3	<a href="#">0271/32</a>	HEALTH - 2	Y	<a href="#">DIANNE STUKEY</a>			<u>E</u>														

☺ The **Progress Report** view shows all progress report grades, conduct grades, six weeks, and semester grades as the year progresses.

- Click the blue underlined teacher name to e-mail the teacher.
- Click any underlined blue grade to see the assignments that make up that grade including points earned, points possible, percent earned, grade, missing, or no count.
- A red arrow next to a class indicates the class was dropped.

S	79	S	<u>77</u>	S	76	S	<u>75</u>	S	74	S	<u>73</u>	89	<u>71</u>
S	78	S	<u>55</u>	S	51	S	<u>50</u>	S	46	S	<u>37</u>	68	<u>51</u>
S	95	S	<u>71</u>	S	69	S	<u>60</u>	S	46	S	<u>41</u>	87	<u>61</u>
S	75	S	<u>90</u>	S	94	S	<u>65</u>	S	88	S	<u>75</u>	99	<u>81</u>
100	80	S	<u>94</u>	S	72	S	<u>83</u>	S	94	S	<u>93</u>	90	<u>91</u>
S													
	78	S	<u>81</u>	S	81	S	<u>72</u>	S	47	S	<u>49</u>	93	<u>71</u>
	88	S	<u>91</u>	S	89	S	<u>85</u>	S	92	S	<u>91</u>	87	<u>91</u>
S	72	S	<u>77</u>	S	65	S	<u>72</u>	S	86	S	<u>77</u>	73	<u>71</u>

- Clicking on any of the underlined class numbers shows class detail including: name of class, course length, credits, teacher, period, time, and room.
- If an ICON is displayed for a progress report, click the icon and it will show the details of the current progress report. It will convert to a numeric average once the term is completed.

\*\*\*Please ignore numeric averages for ANY subject that receives grades of S, N, U, etc.\*\*\*

**IMPORTANT FOR K-5 STUDENTS:**

Classes for: **PROGRESS RPT 2 (10/13/08-11/01/08)** Prev Next Click on the underlined assignments that make up that grade.

Period	Class	Description	Term	Teacher	PR1	C1	1ST	PR2	C2	2ND	PR3	C3	3RD	PR4	C4	4TH
1	<u>0211/12</u>	LANGUAGE ARTS - 2	Y	<a href="#">SHARON LARUE</a>	100		<u>98</u>			<u>96</u>						
2	<u>0286/22</u>	ART - 2	Y	<a href="#">SHARON LARUE</a>			<u>S</u>									
2	<u>0287/22</u>	HANDWRITING - 2	Y	<a href="#">SHARON LARUE</a>			<u>S</u>									
3	<u>0270/32</u>	PHYSICAL EDUCATION - 2	Y	<a href="#">DIANNE STUKEY</a>	100	E	<u>E</u>			<u>E</u>						
3	<u>0271/32</u>	HEALTH - 2	Y	<a href="#">DIANNE STUKEY</a>			<u>E</u>									
3	<u>0280/32</u>	MUSIC - 2	Y	<a href="#">LINDA JONES</a>	100	E	<u>E</u>			<u>E</u>						
4	<u>0221/42</u>	READING - 2	Y	<a href="#">SHARON LARUE</a>	100		<u>100</u>			<u>98</u>						
5	<u>0241/52</u>	MATHEMATICS - 2	Y	<a href="#">SHARON LARUE</a>	100		<u>96</u>			<u>93</u>						
7	<u>0251/72</u>	SCIENCE - 2	Y	<a href="#">SHARON LARUE</a>			<u>S</u>			<u>S</u>						
8	<u>0261/82</u>	SOCIAL STUDIES - 2	Y	<a href="#">SHARON LARUE</a>			<u>S</u>			<u>S</u>						

If you click on a blue underlined grade of S, N, U, etc. and see a numeric “grade”, please ignore numeric averages for ANY subject that receives grades of S, N, U, etc. The letter grade is what is important!

When you click on an underlined grade as described above in the progress report, the progress detail appears which shows all the assignments that make up that grade.

This contains a breakdown of all the grades which entered into the six weeks’ grade calculation. It also contains the following information for each assignment:

- Points Earned
- Points Possible
- Percent Earned
- Grade
- Special Codes (if available)
- Missing
- No Count

Assign Category	Date Due	Description	Points Earned	Points Possible	Percent Earned	Grade	Spec. Code	Missing	No Count
<b>Grade for TERM 1 - 1ST 08/27/07 - 10/05/07</b>					<b>77.17</b>	<b>77</b>			
<b>ASSIGNMENTS (20.0% of TERM 1 Grade)</b>			<b>570.00</b>	<b>650.00</b>	<b>87.69</b>	<b>88</b>			
ASMT	08/29/07	<a href="#">Lesson 1 -- Home Row</a>	25.00	25.00	100.00	100			
ASMT	08/31/07	<a href="#">Lesson 2 -- H E O</a>	25.00	25.00	100.00	100			
ASMT	09/05/07	<a href="#">Technique Test</a>	95.00	100.00	95.00	95			
ASMT	09/05/07	<a href="#">Lesson 3 -- M R I</a>	25.00	25.00	100.00	100			
ASMT	09/07/07	<a href="#">Supply Check</a>	50.00	50.00	100.00	100			
ASMT	09/07/07	<a href="#">Signed Parent Letter</a>	25.00	50.00	50.00	50			

If the assignment is missing, it will have a check mark in the Missing column. If the assignment did not count, it will have a check mark in the No Count column.

- ☺ The *Missing Assignments* view shows any assignment the system considers “missing” for your child.

Gradebook									
Progress Report		Missing Assignments			GPA		Comments		
Term	Date Due	Class	Teacher	Assignment	Category	Max Score	Score	Percent	Grade Absen
6TH	05/26/08 Mon	3151/81	<a href="#">JO DALEY</a>	Extra Points	ASMT	0.00			
6TH	05/23/08 Fri	3121/21	<a href="#">JULIE BRO</a>	GRADE SHEET	PART	0.00			
6TH	05/13/08 Tue	7154/52	<a href="#">AIMEE BA</a>	progress repor	PROJ	100.00	0.00	0.00%	00

When an assignment is created in the gradebook, the teacher enters a due date. The system is set up to allow 5 days after the “due date” before it is considered “missing” in Family Access which means it will appear under the “Missing Assignments” tab in Family Access. All missing assignments for all classes will be listed under this tab. Once again, you can e-mail the teacher directly from this page by clicking on the blue underlined link for the specific teacher.

### VERY IMPORTANT:

If you see an \* (asterisk) posted in the gradebook, it means that the grade has NOT yet been entered in the gradebook. An \* does not enter into the calculation of the student’s grade. However, if the student has not completed and/or made up missing work, once the 0 is entered into the gradebook, the average will reflect the zero.

If you see an \* for any of your child’s grades, **FIRST**, look at the *Date Due*. For example, if the date due for the missing assignment was 8/21/11 and today is 8/22/11, it might be that the teacher has not had time to input the grades.

If the date due for the missing assignment was 8/21/11 and today is 9/5/11 and it still shows as an \*, chances are the work may not have been turned in or made up. Check with your student first to find out why the assignment is missing.

Please keep in mind the length of time that may be required to grade an assignment. For example, a senior research paper takes much more time to grade than a simple worksheet!

PLEASE NOTE: Teachers may enter a 0 for missing assignments rather than leaving it as an \* so the resulting student average reflects the actual grade in the event the assignment is not completed and/or turned in. Once the assignment is turned in and graded, the 0 will be changed to the actual grade if the work was made up within the time allowed by the teacher. Work must be completed within the allowable time limit set by the teacher.

- ☺ The *GPA* view only contains GPA information for grades 9-12 and will be the calculated GPA using the last ranking. It is NOT a daily GPA!
- ☺ The *Comments* view shows special assignment codes such as L=Late; A=Absent; E=Excused; ISS = ISS; or I = Incomplete if entered by the teacher.

## WHAT CAN I SEE IN ATTENDANCE?

**Attendance** | **Calendar** | **By Day** | **Term Totals**

- Tardy    
  - Excused    
  - UnExcused    
  - Other

Click on any blue underlined date to see period by period attendance for that day.

September 2008							August 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	<u>4</u>	<u>5</u>	6						1	2
7	8	<u>9</u>	10	11	12	13	3	4	5	6	7	8	9
14	15	16	17	18	19	20	10	11	12	13	14	15	16
21	22	23	24	25	26	27	17	18	19	20	21	22	23
28	29	30					24	25	26	27	28	29	30
							31						

Your child’s attendance can be viewed by the month, the day, or by term totals and are color coded.

Parents can receive an e-mail notification of daily attendance for their child(ren). To set up this feature, click on *E-mail Notifications* link on the left navigation bar, click the “Change My Notifications” button and click the box to receive daily attendance notifications for your student. It’s that simple!

## WHAT CAN I SEE IN DISCIPLINE?

**Discipline** | **Offense Information**

This student does not have any discipline records.

Discipline Offense Information will be posted in this area.