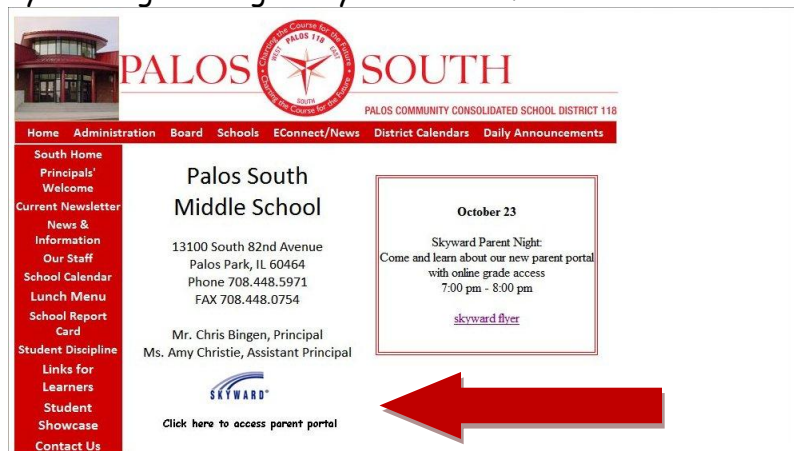


Directions for Accessing the Skyward Palos South Parent Portal

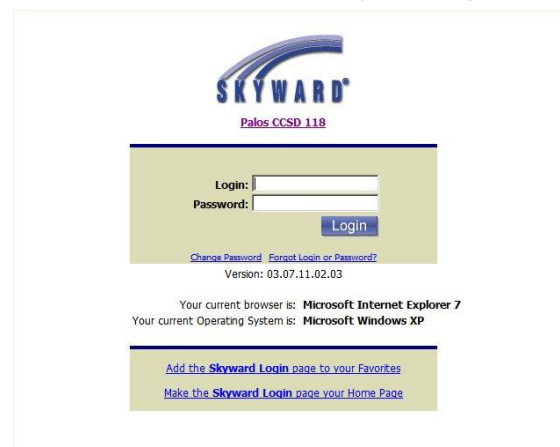
The following are the directions for accessing your Skyward account. You will be able to view your child's grades, emergency information, attendance, and schedule through this portal. The link to the parent portal is on Palos South's home page. Please contact Deb Balayti at 708-448-4800 ext. 5804 if you have any questions.

These directions are also available online at <http://www.palos118.org/south>

1. Go to <http://www.palos118.org/south>
2. Click on the "Skyward logo" to log into your account.



3. You will be directed to the Skyward log in screen. This screen will ask you for your username (Login) and password. Please enter your username (Login) and password carefully. Then click the login button. You are allowed three attempts before the system will lock your account. Please contact the office at Palos South if your account was locked.



General Information about the Skyward Parent Portal

- **Calendar**

- This page provides you with a monthly view of your child's assignments, absences, and messages from the message center.

Student: Your Child's Name School: Palos South Middle School Account Info Print Logout

Previous Month **October 2008** Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<u>1</u>	<u>2</u> Ch. 2 Test (A-)	<u>3</u> find the variable effort pe uniform (A+) (A+)	<u>4</u>
<u>5</u>	<u>6</u>	<u>7</u> copter craze (A)	<u>8</u> Binder Quiz folder/ps. methx effort flag football skill pe uniform (B-) (A-) (A+) (D-) (A-)	<u>9</u>	<u>10</u> No School	<u>11</u>
<u>12</u>	<u>13</u> No School	<u>14</u>	<u>15</u> Absent	<u>16</u> copter bonus scientific method (B)	<u>17</u> effort pe uniform (A+) (A+)	<u>18</u>
<u>19</u>	<u>20</u>	<u>21</u> Ch. 2 Homework (A+) Ch. 3 Quiz (B+)	<u>22</u> Ch. 3 HW (3-1 b) (A+)	<u>23</u>	<u>24</u> End of Term 1	<u>25</u> Start of Term Octoberfest C
<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	

Show Absences/Tardies Show Gradebook Assignments (Grade Earned)
 Show MC-Messages

- You may click on any blue underlined date to view specific information posted for that particular day.
- You may hover your cursor over an assignment to view more information about that particular assignment. This would include any comments the teacher has made about that particular assignment.

Student: Your Child's Name School: Palos South Middle School Account Info Print Logout

Previous Month **October 2008** Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<u>1</u>	<u>2</u> Ch. 2 Test (A-)	<u>3</u> find the variable effort pe uniform (A+) (A+)	<u>4</u>
<u>5</u>	<u>6</u>	<u>7</u> copter craze (A)	<u>8</u> Binder Quiz folder/ps. methx effort flag football skill pe uniform (B-) (A-) (A+) (D-) (A-)	<u>9</u>	<u>10</u> No School	<u>11</u>
<u>12</u>	<u>13</u> No School	<u>14</u>	<u>15</u> Absent	<u>16</u> copter bonus scientific method (B)	<u>17</u> effort pe uniform (A+) (A+)	<u>18</u>
<u>19</u>	<u>20</u>	<u>21</u> Ch. 2 Homework (A+) Ch. 3 Quiz (B+)	<u>22</u> Ch. 3 HW (3-1 b) (A+)	<u>23</u>	<u>24</u> End of Term 1	<u>25</u> Start of Term Octoberfest C
<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	

Show Absences/Tardies Show Gradebook Assignments (Grade Earned)
 Show MC-Messages

- **Side Menu Access**

General Information

- Calendar
- Student Information
- Gradebook
- Message Center
- Attendance
- Schedule
- Report Cards
- E-mail Notifications
- Login History

Online Assignments

- Current Assignments
- Past Assignments

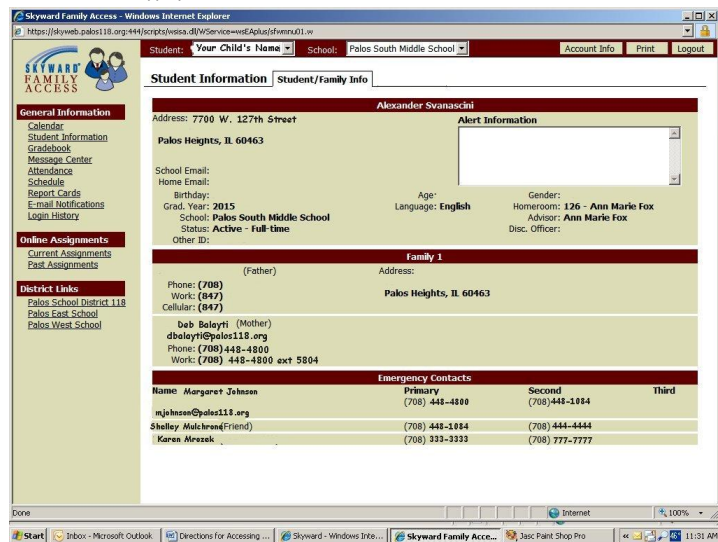
District Links

- Palos School District 118
- Palos East School
- Palos West School

- This is located on the left side of the page. It contains the links to access: general information, online assignments, and district links. The rest of this document will provide you information about each link.

- **Student Information Page**

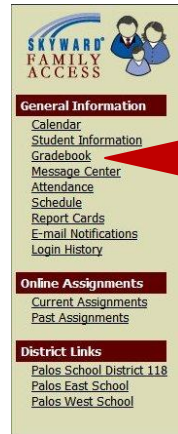
- This page contains your child's basic information. You can review your address and emergency contacts for accuracy. This page provides you with the Connection teacher's name.



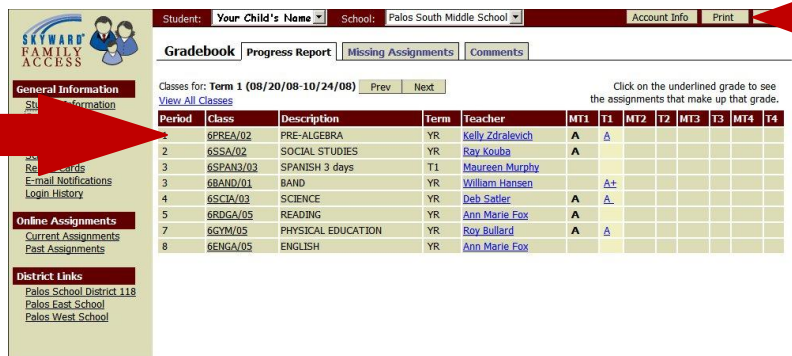
- You will have the opportunity to update information on this page during a two week period at the beginning of the second quarter. Only the first parent listed under student information has the ability to request changes to student information, family information or emergency contacts. You will need to contact the office at Palos South if you need to make any changes after the two week period has ended.

- **Grade Book Link**

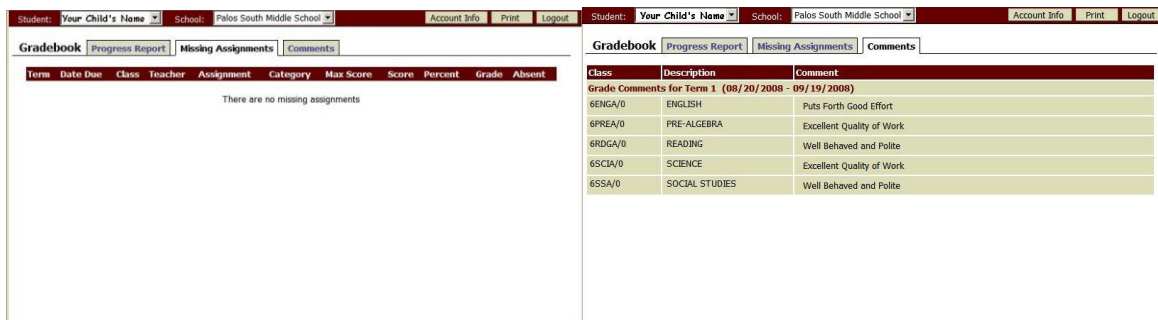
- Click on this link to access your child's current grades.



- A typical grade book page would look like the screen shot below. Any text in blue is an active link. You may click on the teacher's name to send him/her an email. This feature does not work if you use a web-based email at home (yahoo, Gmail, hotmail, etc). You may click on the blue letter grade for a particular subject to view a complete list of assignments, individual assignment scores, and any comments the teacher recorded. You are able to click on the "Print" button located at the top of the screen to print the assignments.



- In addition, there are tabs located at the top of this page that allows you to view missing assignments or comments created by an individual teacher relating to your child's overall grade in a particular subject.



- **Message Center**

- This link allows you to send a message to a particular teacher. You will need to click on the "Create New Message" button. **Please note: The teacher does not receive this message via their email. The teacher will not see the message unless he/she clicks on the message center. It is recommended that you email/call the teacher if you have an immediate question about a particular grade.**

Period	Class	Description	Term	Teacher	Total Messages	Unread Messages
1	6PREA/0	PRE-ALGEBRA	YR	Kelly Zdravevich	0	0
2	6SSA/0	SOCIAL STUDIES	YR	Ray Kouba	0	0
3	6BAND/0	BAND	YR	William Hansen	0	0
3	6SPAN3/0	SPANISH	T1	Maureen Murphy	0	0
4	6SCIA/0	SCIENCE	YR	Deb Satler	0	0
5	6RDGA/0	READING	YR	Ann Marie Fox	0	0
6	6LUNA/0	LUNCH A	YR		0	0
7	6GYM/0	PHYSICAL EDUCATION	YR	Roy Bullard	0	0
8	6ENGA/0	ENGLISH	YR	Ann Marie Fox	1	0
10	6HRCA/0	CONNECTIONS 6A	YR	Ann Marie Fox	0	0

- To create a message: You will choose the teacher from the drop down menu. It is recommended that you enter a few words on the summary line. You will need to click on "Post Message" once you have completed your message.
- You can click on an individual class to view basic information about the class.

- **Attendance**

- You can view your child's attendance record in three different formats. **Please note: your child is marked "unexcused" if he/she is absent and a parent did not call to report the absence.**

Legend: ■ - Tardy ■ - Excused ■ - Unexcused ■ - Other

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

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

- You can click on any blue underlined number to view information about that particular absence.

- You cannot use this feature to report an absence. You **must** continue to call the Palos South absent student phone number to report all absences.
- Student's absences are recorded for periods 1-8 **ONLY**. Period 10 "Connections" is for internal reporting only. It does not apply to state attendance reports or report card data.

- **Schedule**

- This feature allows you to view your child's daily schedule.

Period	Class	Description	Term	Time	Days	Teacher	Room	Credits
1	6PREA /0	PRE-ALGEBRA	YR	08:53am-09:36am	MTWRF	Kelly Zdravovich	123	1.000
2	6SSA /0	SOCIAL STUDIES	YR	09:39am-10:22am	MTWRF	Ray Kouba	124	1.000
3	6SPAN3 /0	SPANISH	T1	10:25am-11:08am	M W F	Maureen Murphy	229N	1.000
3	6BAND /0	BAND	YR	10:25am-11:08am	T R	William Hansen	BAND	1.000
4	6SCIA /0	SCIENCE	YR	11:11am-11:54am	MTWRF	Deb Satler	105	1.000
5	6RDGA /0	READING	YR	11:44am-12:27pm	MTWRF	Ann Marie Fox	126	1.000
6	6LUNA /0	LUNCH A	YR	12:30pm-01:13pm	MTWRF		COMM	1.000
7	6GYM /0	PHYSICAL EDUCAT	YR	01:16pm-02:00pm	MTWRF	Roy Bullard	GYM	1.000
8	6ENGA /0	ENGLISH	YR	02:03pm-02:47pm	MTWRF	Ann Marie Fox	126	1.000
10	6HRCA /C	CONNECTIONS 6A	YR	08:30am-08:50am	MTWRF	Ann Marie Fox	126	1.000

- Each teacher's name is a hyperlink that allows you to send them an email. This feature does not work if you use a web-based email at home (yahoo, Gmail, hotmail, etc).
- You may click on the individual class to view information about the class. This would include basic class information, the time the class meets and the room number.

- **Email Notification**

- You can request two types of notification: The first is to request attendance information. The second is to request notification if your child's grade has changed within a given quarter.

- You will need to click on the radio button on this page (above) and click "Change my Notification" to start receiving the emails.

- If you request the grade notification you will receive an email for any of the following:
 - Missing assignments in the current term
 - If a student received an assignment score less than 69% in the last week
 - Progress report grade less than 69%
 - If a grade mark (letter grade) has changed.

- **Login History**
 - You can click on this link to view your login history including the date and time you accessed your account.
 - You are able to click on "show details" to view the areas that you visited during a particular log in session.

- **Adding an Email Address or Changing Your Username and Password:**
 - You can change your username and password after you have logged in for the first time. Also, you can add or change an email address in this area.
 - Click on "Account Information" located in the top right corner of your screen.

The screenshot displays the Skyward Family Access interface for a student at Palos South Middle School. The top navigation bar includes fields for 'Student: Your Child's Name', 'School: Palos South Middle School', and 'Account Info'. A red arrow points to the 'Account Info' link. Below the navigation bar is a calendar for October 2008, showing dates from Sunday to Saturday. The calendar includes various assignments and grades, such as 'Ch. 2 Test (A-)', 'find the variable (A+) effort (A+) pe uniform (A+)', 'copter craze (A)', 'Binder Quiz folder/sci. methx effort flag football skill pe uniform (A+)', 'No School', 'Absent', 'copter bonus scientific method (B)', 'effort pe uniform (A+) (A+)', 'Ch. 2 Homework (A+) Ch. 3 Quiz (B+)', and 'Ch. 3 HW (3-1 b) (A+)'. The calendar also shows 'End of Term 1' and 'Start of Term Octoberfest C'. At the bottom of the calendar, there are checkboxes for 'Show Absences/Tardies', 'Show MC-Messages', and 'Show Gradebook Assignments (Grade Earned)'.

- The following information will appear on the screen: name, address, email, phone, and work phone number. There are three buttons: The first button allows you to change your login (username). The second button allows you to change your password. The third button allows you to change your email address.

My Account Information	
Name: Deb Balayti	Phone: (708) 448-4800
Address: 7700 W. 127th Street Palos Heights, IL 60463	Work: (708) 448-4800 ext. 5804
Email: dbalayti@palos118.org	

[Change My Login](#)

[Change My Password](#)

[Change My Email](#)

- You must enter all requested information in order to change your login, password, or email.

- **Online Assignments**
 - Teachers will have the option to provide students online assignments for students. You will be able to view current and past assignments if teachers utilize this option.

- **District Links**
 - We have provided links to for your convenience:
 - Palos School District 118
 - Palos East
 - Palos West