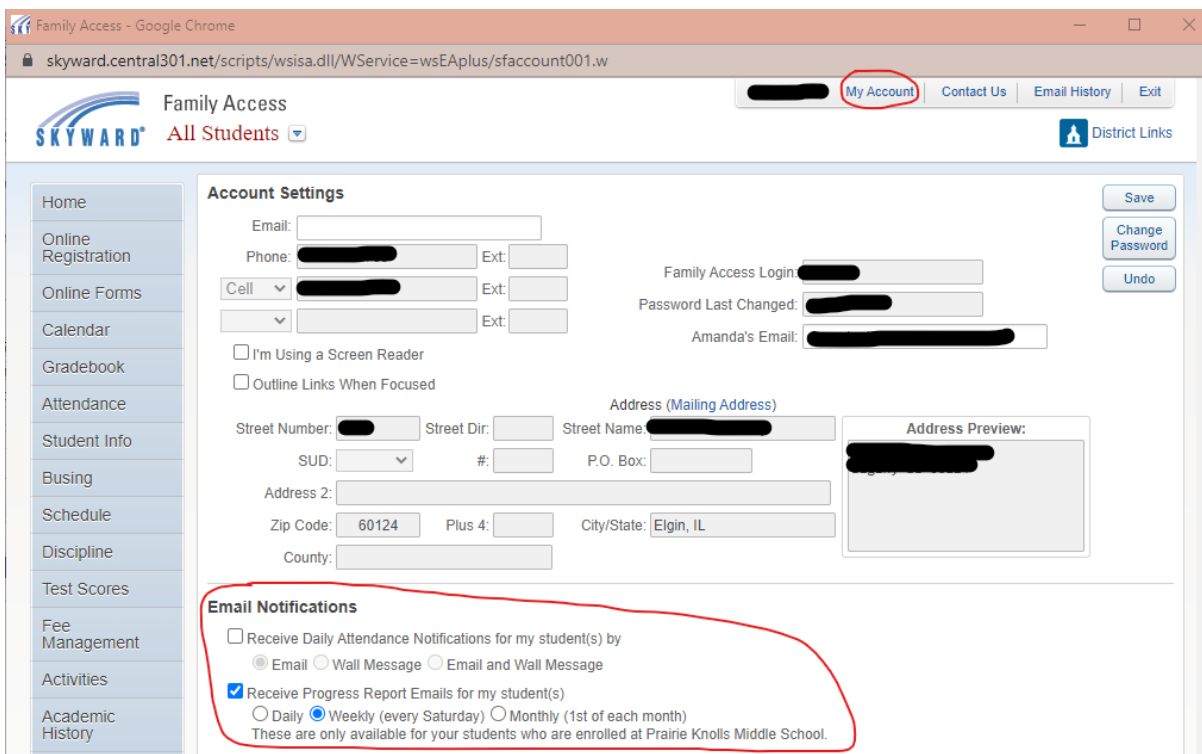


Hello new Falcon Families!

One of the biggest changes you will experience moving into Middle School is that your child is moving from having one teacher with about 25 students they are responsible for, to six teachers who are responsible for about 100 students or more. Skyward becomes a critical tool for teachers to communicate with families/students about missing work, grades, and overall progress at the middle school level. Below are some helpful tips/reminders for using Skyward. We strongly recommend that you save this information to reference back to in the fall!

1. To get you started, here is a general guide to the various aspects of Skyward that you see when you log in: [Parent/Guardian Guide to Skyward](#)
2. We recommend that you get in the habit of checking your child's Skyward account weekly to see if they have any missing work and what their grades are. Did you know you can set up automatic email alerts? When you log in, click on "my account" in the top right bar. Then, you can select how you want your notifications (shown in the red circle below):



Family Access - Google Chrome

skyward.central301.net/scripts/wsisa.dll/WService=wsEplus/sfaccount001.w

Family Access All Students

My Account Contact Us Email History Exit

District Links

Account Settings

Email: [Redacted]

Phone: [Redacted] Ext: [Redacted]

Cell: [Redacted] Ext: [Redacted]

[Redacted] Ext: [Redacted]

☐ I'm Using a Screen Reader

☐ Outline Links When Focused

Family Access Login: [Redacted]

Password Last Changed: [Redacted]

Amanda's Email: [Redacted]

Address (Mailing Address)

Street Number: [Redacted] Street Dir: [Redacted] Street Name: [Redacted]

SUD: [Redacted] #: [Redacted] P.O. Box: [Redacted]

Address 2: [Redacted]

Zip Code: 60124 Plus 4: [Redacted] City/State: Elgin, IL

County: [Redacted]

Address Preview: [Redacted]

Email Notifications

☐ Receive Daily Attendance Notifications for my student(s) by

☒ Email ☐ Wall Message ☐ Email and Wall Message

☒ Receive Progress Report Emails for my student(s)

☐ Daily ☒ Weekly (every Saturday) ☐ Monthly (1st of each month)

These are only available for your students who are enrolled at Prairie Knolls Middle School.

3. Missing Work can be found by clicking on the gradebook tab (on the left). Then, click on the “show all” to get the pop up box with the list, as shown below:

The screenshot shows a web application interface for a gradebook. On the left is a sidebar with 'Home', 'Calendar', and 'Gradebook' tabs. The 'Gradebook' tab is selected. The main area has a 'Gradebook' header. Below it, a 'Missing Assignments (Show All)' section shows a student with 1 missing assignment: 'Putting it all Together, Science 6 (Period 3) Scott Richman' due on 04/06/2023. Below this is a 'Class Grades' section. A pop-up window titled 'Missing Assignments' is open, showing a table of missing assignments for a student from Prairie Knolls Middle School. The table has columns: Due, Assignment, Class, Teacher, Category, Max Points, and Absent. One row is visible: Due 04/06/2023 (Q4), Assignment Putting it all Together, Class Science 6, Teacher Scott Richman, Category Classwork, Max Points 5, and Absent (empty). The background shows a gradebook grid with a 'C-' grade visible.

Due	Assignment	Class	Teacher	Category	Max Points	Absent
04/06/2023 (Q4)	Putting it all Together	Science 6	Scott Richman	Classwork	5	

4. When looking at grades, you may notice a variety of marks:
- Zero with “missing” - Can still be turned in
 - Late - Student earned these points because the assignment was late. No additional points can be earned.
 - Zero - Student earned zero points and cannot turn in the assignment for more points. An assignment that previously was a zero with a missing can turn into a zero if it is not turned in within the appropriate time frame.
 - Incomplete - Student can fix the assignment for more points.
 - Exempt - Student does not need to do the assignment. No points are earned or lost.

We hope this information has been helpful! We are always happy to answer questions about this or anything else at our upcoming **Falcon Fest on April 27th**. As a reminder, there will be a short info session in the gym at **5:30pm** for our incoming Falcon Families, prior to the start of all the fun and games.

We look forward to seeing you all soon! And as always - *It's a great day to be a Falcon!*

Sincerely,

Matt Newquist
Principal

Megan Minehart
Assistant Principal
Student Services

Tamara Proberts
Assistant Principal
Behavior & Environment