Fort Bend Independent School District
## Access Guide to Family Access

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• Begin by going to the FBISD website at: https://www.fortbendisd.com/family-access • Below the video, click on the Family Access icon.	
• These are the screen resolutions, operating systems and supported web browsers for Skyward Family Access. • When the login screen opens, type in your login and password, and click on the Sign In button..	**Screen Resolution** Family Access is best viewed at a screen resolution of 1024 x 768. **Recommended Browsers** Minimum Requirements and Supported Browsers
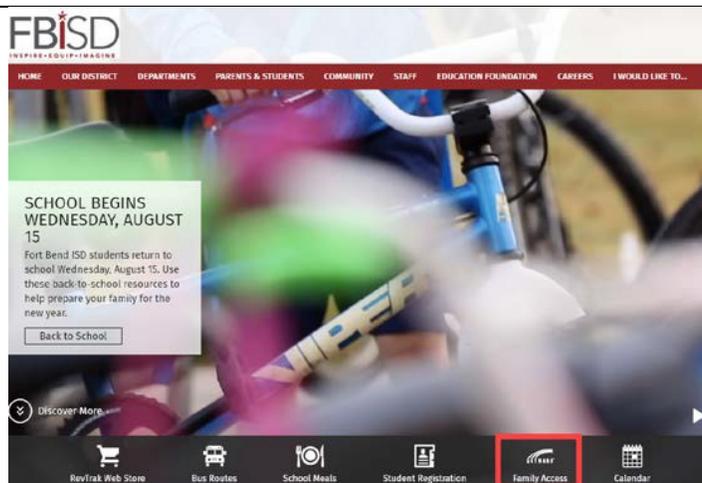
Created by: SIS Support Team
Last Modified on: 11/5/19
Fort Bend ISD

• The center of the Family Access screen houses the message center for easy communications with the teachers and the district.	
• The right side of the screen lists all upcoming events and a quick access link to the Family Access calendar.	
• The Family Access screen also offers you the ability to view one or all of your children from one convenient screen.	
My Account: Profile Picture • Parents and Guardians can upload a profile picture by clicking the **Profile Picture** button.	
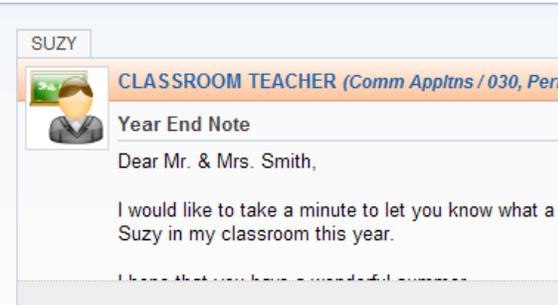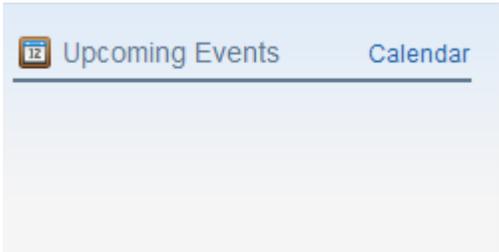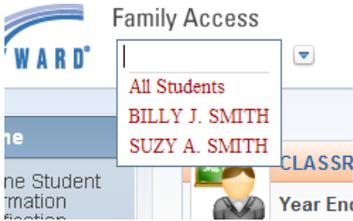
• Click the **Select a custom picture** radio button, and then click the **Browse** button.	**Change Profile Picture** ○ Use Default icon ◉ Select a custom picture [Choose File] No file chosen [Save]
• Locate the picture to upload, and click the **Open** button.	Open dialog window showing This PC > Documents with folders: Custom Office Templates 3/6/2018 10:39 AM, My Received Files 8/8/2018 6:05 PM, OneNote Notebooks 4/9/2018 10:16 AM, Remote Assistance Logs 6/1/2018 10:54 AM. File name field with All Files. [Open] [Cancel]
• Click the **Save** button. Note that the picture may be removed by clicking **Remove Profile Picture**, or the **Use Default Icon** radio button may be selected to use a generic picture.	**Change Profile Picture** ○ Use Default icon ◉ Select a custom picture [Remove Profile Picture] [Save]
My Account: Change Login • Parents and Guardians can change their login and/or password by clicking **Change Login** or **Change Password**.	[Save] [Change Login] [Change Password] [Profile Picture] [Undo]
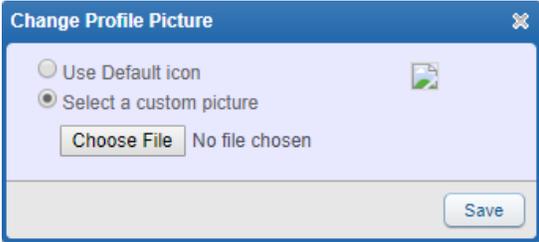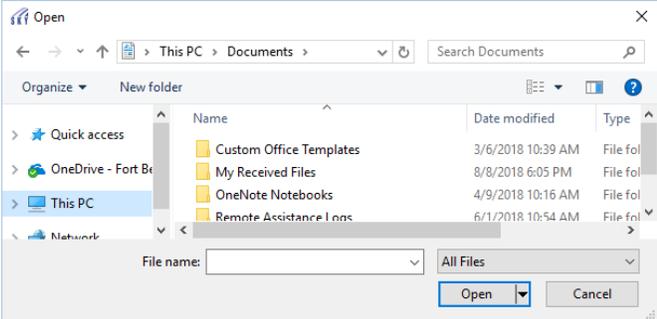
• To change the login, click the **Change Login** button. Thecurrent UserID will display, key in the **New Login** and the <u>**current**</u> password. Click **Save**.	**Change Login** ✖ Current Login: * New Login: * Current Password: (*) Indicates a required field. Save
• To change the password, click the **Change Password** button. Key in the **Current Password**, the **New Password** and then **Retype The New Password** to confirm the change**.** Click **Save**. **Note:** Passwords do not display as typed.	**Change Password** ✖ * Current Password: ●●●●●●●●●●● * New Password: ●●●●●●●●●●● * Retype New Password: ●●●●●●●●●●● (*) Indicates a required field. Save
My Account: Email Notifications • Parents and Guardians email notification setup has moved tothe Account area. Select the email notifications available for your student(s).	**Email Notifications** ☑ Receive Daily Attendance Emails for my student(s) ☑ Receive Grading Emails for my student(s) ❓ Assignment/Class Percent Overrides (If blank, the School default low a Low: [ ] High: [ ] for BILLY SMITH and SUZY SMITH ☑ Receive Progress Report Emails for my student(s) ○ Daily ⦿ Weekly (every Saturday) ○ Monthly (1st of each month)
• Remember to click **Save** to store changes to your login, password, picture, languages or email notifications.	Save Change Login Change Password Profile Picture Undo
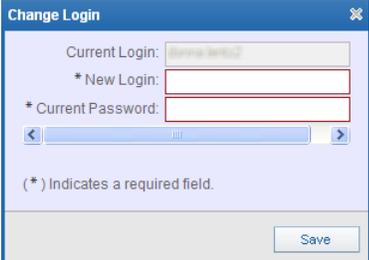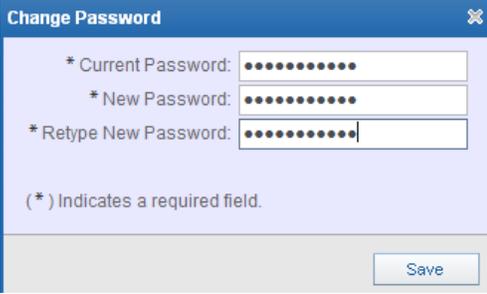
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Home Page • Select the **Home** tab on the Easy Access Toolbar to access the **Family Access** home page.	
Calendar • The **Calendar** can be accessed via the **Calendar** quick link located on the right side of the screen with **Upcoming Events** or from the Easy Access Toolbar tab labeled **Calendar**.	
• The Calendar may be changed by clicking **Calendar Display** in the upper right of the screen. Checkboxes allow items to be displayed or hidden from the calendar. Each item may also be assigned a unique color by clicking the colored box next to the item. Click **Save** when completed.	
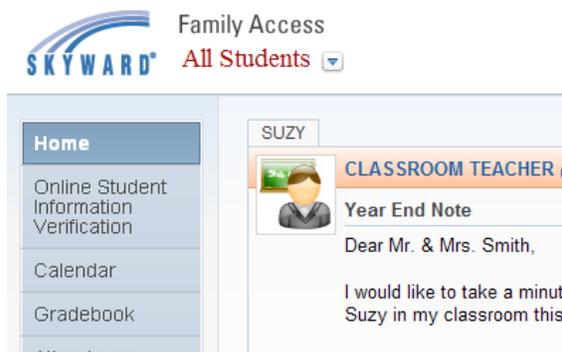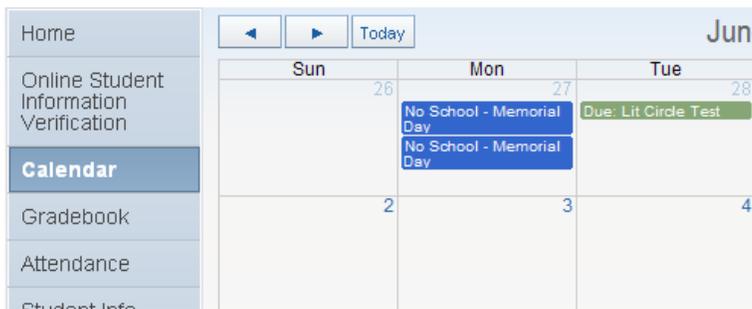
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• The calendar may be displayed by **Month**, **Week** or **Day** by clicking the button containing the display name.	
• You can click on calendar items to see detailed information on the item.	
• Calendar items may be exported to personal calendars. Expand the calendar item and click **Export to Personal Calendar**. Note: Once exported the information is static (not updated).	
Gradebook • Click the **Gradebook** tab to view grading information from the Easy Access Toolbar for your student(s).	
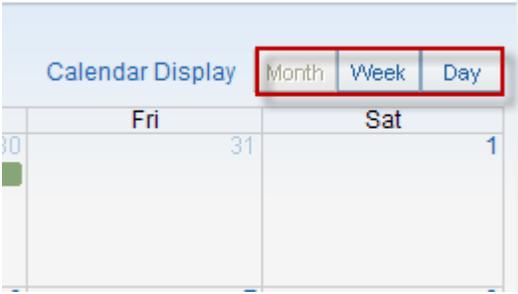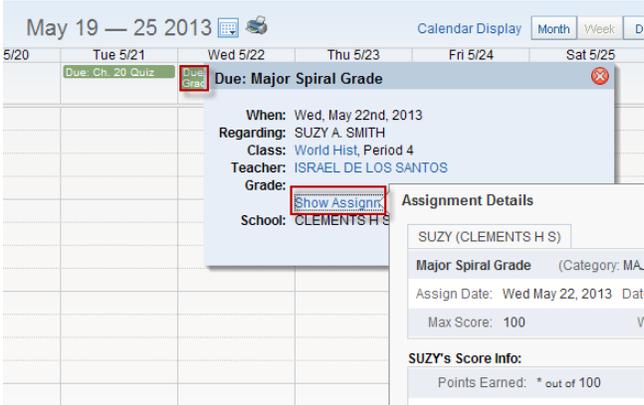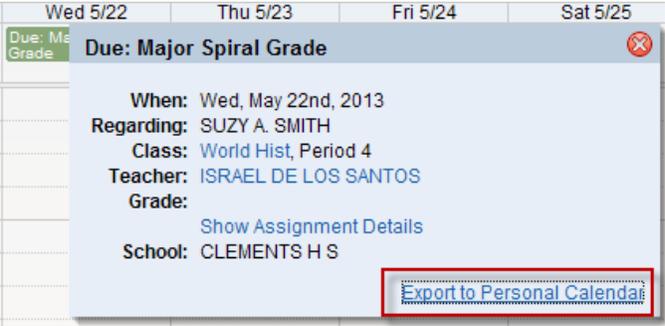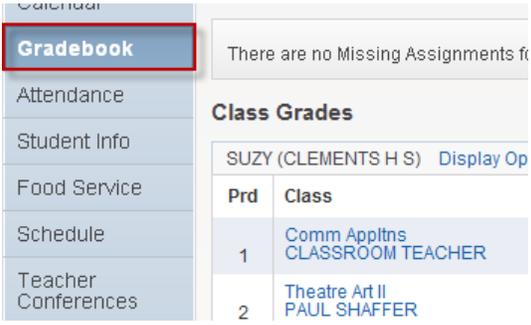
• The Gradebook may be customized by using the **Display Options** link to **Show Current Term Only**. The current term displays in yellow.	There are no Missing Assignments for SUZY. **Class Grades** Grades posted to the report card are. The current term is hig... SUZY (CLEMENTS H S) Display Options Show Current Term Only Prd / Class / 'R8 / CT4 / T4 / SE2 / S2 1 / Comm Appltns CLASSROOM TEACHER / 83 4 / / 85 / / 82 2 / Theatre Art II PAUL SHAFFER / 80 8 / / 98 / / 93
• Just like the previous version of Family Access Gradebook, click on a marking period grade to see detailed information about that grade.	T4 85 98
• After clicking on the marking period grade, the category breakdown of the grade may be viewed as a graph. More detailed information on an assignment can be viewed by clicking on the assignment name.	...gress Report ...Y (CLEMENTS H S) ...d Hist (Period 4) ...mmary / Category Breakdown (% ...Grade / Percent ...25/2013 - 07/09/2013 / 73.00% / DAILY, 50 / MAJOR, 50 ...e / Assignments / Category / Points Earned / Percent / Grade / Missin... ...22/13 / Major Spiral Grade / MAJOR / * out of 100 / / / ...09/13 / EOC STARR Practice Review / DAILY / 100 out of 100 / 100.00 / 100 /
Attendance • Click the **Attendance** tab on the Easy Access Toolbar to view attendance information for your student(s).	Calendar Gradebook **Attendance** Student Info Food Service Schedule Teacher BILLY (WILLIAM B TRAVIS H S) Date / Attendance / Period / Cla... No Absences or Tardies were found. SUZY (CLEMENTS H S) Date / Attendance / Period / Class Thu May 16, 2013 / WEB TARDY / 1 / Com... Wed May 8, 2013 / UNEXCUSED / 4 / Worl...
• Absences, tardies and other absences from class or school are listed on the center of the screen. Click the class name to link to detail information about the class.	Home Online Student Information Verification Calendar Gradebook **Attendance** Student Info Food Service **Attendance** Today's Attendance: Wed Jun 12, 2013 No Absences or Tardies were recorded for SUZY. SUZY (CLEMENTS H S) Date / Attendance / Period / Class Thu May 16, 2013 / WEB TARDY / 1 / Comm Appltns Wed May 8, 2013 / UNEXCUSED / 4 / World Hist Tue May 7, 2013 / UNEXCUSED / 1 & 6 / View Classes
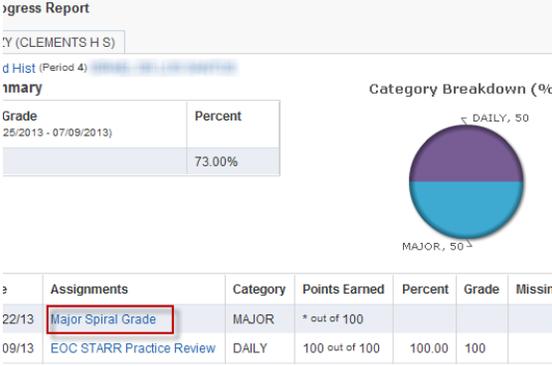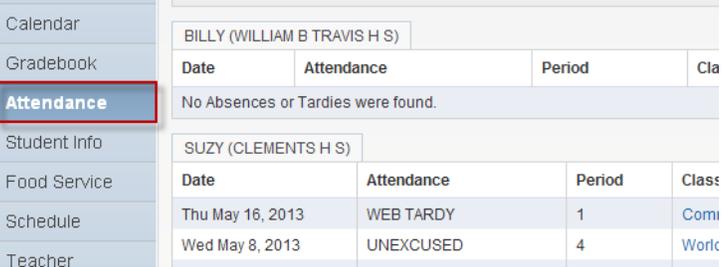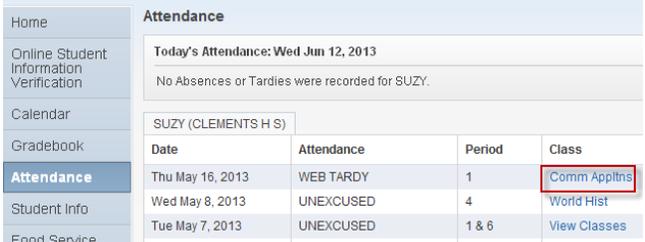
• Detailed information is displayed about the course.	
• The attendance charts may be viewed by **Period** (secondary schools) or by **Day** (elementary schools). Click the **Hide Charts** button to not display the charts on the page.	
Student Info • Click the **Student Info** tab on the Easy Access Toolbar to view student information for your student(s).	
• The information from this tab is what has been entered into Skyward. Your student(s) campus, campus phone number and Principal's name are listed. Contact your student's campus if changes need to be made.	
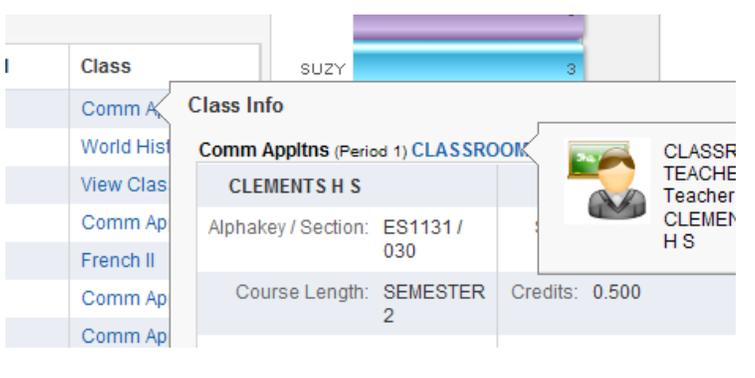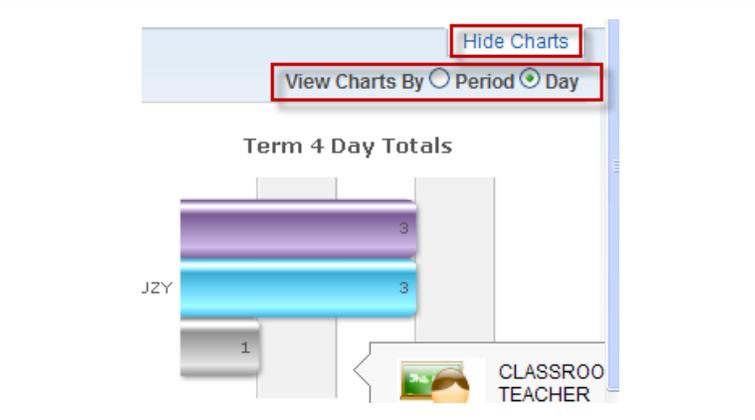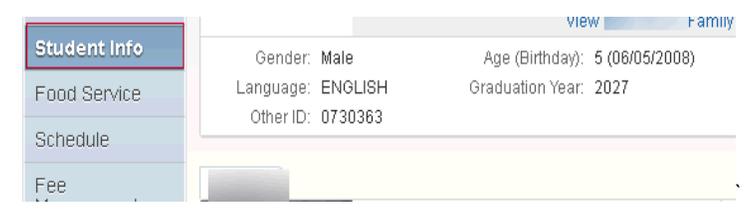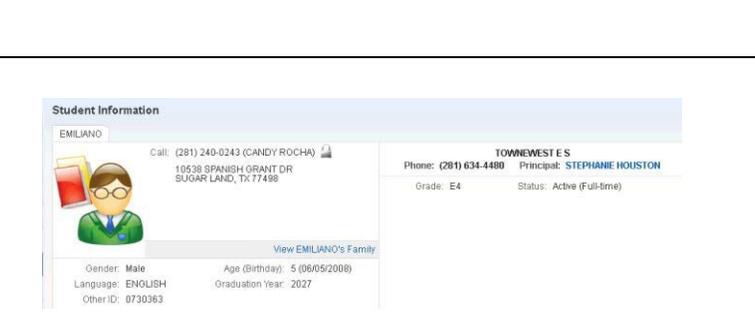
| **Food Service** • Click the **Food Service** tab on the Easy Access Toolbar to get access to the link to view the lunch account balance for your student(s).	Calendar Gradebook Attendance Student Info **Food Service** Schedule **Attention: PECAN GROVE E S** New Quick Access to Meal Account Payments : Click the link below for current account balances and to make online meal payments at School Cafe. Meal Account Payments
Schedule • Click the **Schedule** tab on the Easy Access Toolbar to view current schedule classes for your student(s).	Student Info Food Service **Schedule** Fee Management 2012 - 2013 Print Schedule — Term 4 (03/25/13 - 06/06/13) Period 1 (7:30 AM - 8:25 AM) World Hist JAKE WILLIAMSON MTWRF Room 626 Period 2 (8:30 AM - 9:20 AM) Eng II Pre AP CHIVONNE KISER MTWRF Room 217 Period 3 (9:25 AM - 10:15 AM) LifeNutri&Welln AMREEN LADHA MTWRF Room 227 Period 4 (10:20 AM - 11:10 AM) Health KARA SYLVESTER MTWRF Room 615 Period 5A (11:41 AM - 12:40 PM) Geometry EDGAR HUERTA MTWRF Room 916 Period 6 (12:45 PM - 1:35 PM) Spanish III Pre OFELIA SIERRA DE MARTINEZ MTWRF Room T-6 Period 7 (1:40 PM - 2:30 PM) Chem I IVANA MOORE MTWRF Room 809
• The Schedule tab's **Display Options** allow the option to view Current Term Only or All Terms.	Currently Scheduled Class: Thu Jun 20, 2013 9:23am KEMPNER H S. TOWNEWEST E S. (KEMPNER H S) Display Options Current Year Display Options Current Year — Show Current Term Only Display Options Current Year — View All Terms

Fee Management

• Click the **Fee Management** tab on the Easy Access Toolbar to make payments for your student(s) in an **Extended Day Program**.

• Secondary school students and parents will not have this tab.

Food Service	
Schedule	**Unpaid Balance**
Fee Management	No current balance details
Teacher Conferences	(TOWNEWEST E S) | View Totals | Make a Payment

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Academic History

• Click the **Academic History** tab on the Easy Access Toolbar to view of past academic grades for your student(s).

Fee Management

Teacher Conferences

Academic History

Portfolio

• By selecting an individual class, a window opens with the **Class Information**.

2011 - 2012, Grade 09

Class	Terms	CP1	PR1	CP2	PR2	CT1	T1	CP3	PR3	CP4	PR4	CT2	T2	SE1	S1
Algebra I	1 - 4		100		80		80		70		79		80	81	80
Biology	1 - 4		93		86		84		87		83		83	64	81
Dance I	1 - 4		90		92		89		88		94		95	91	92
Eng I	1 - 4		93		88		86		84		83		84	79	84
Span for Span S	1 - 2		100		98		94		87		86		86	83	89

Class Info

Algebra I (Period 6) **EDUARDO ARTIGA**

KEMPNER H S	Dept: Math
Alphakey / Section: MA212 / 021	Subj: Algebra 1A
Curriculum: Algebra I	Grades: 8 - 12
Explanation: Algebra I	

Portfolio

• Click the **Portfolio** tab on the Easy Access Toolbar for your student(s).

The **Portfolio** tab is where progress report, report cards, and other district reports are available for families.

Fee Management

Teacher Conferences

Academic History

Portfolio

Login History

• Click the **Login History** tab on the Easy Access Toolbar to view the login history. By clicking on **View Areas** you will see the date, time and area viewed.

Login History

Back to Prior Family Access

Date	Time	IP Address	Product	Areas Viewed
Thu Jun 20, 2013	9:43am	166.102.136.6	New Family Access	View Areas
Thu Jun 20, 2013	9:23am	166.102.136.6	New Family Access	View Areas
Thu Jun 20, 2013	9:06am	166.102.136.6	New Family Access	View Areas

Areas Viewed on Wed Jun 19, 2013 at 9:58 pm

Area	Time	Student	School
Home	10:03:59pm		KEMPNER H S TOWNEWEST E S
Portfolio	10:03:46pm		KEMPNER H S TOWNEWEST E S

• If your browser window is too small you will not see the original Family Access view. If that occurs either expand the plus sign or increase the size of your browser window.

SKYWARD®   Family Access   All Students

No messages were found.