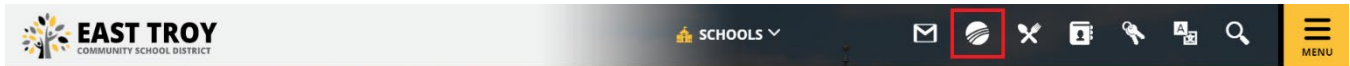


## Skyward Family Access: Progress Report Emails

As a student's parent/guardian, you can set up Skyward Family Access to automatically send periodic progress reports to your e-mail address. These can be configured to go out daily, weekly, or monthly. This is valuable for those who wish to monitor their child's grades without having to log into Skyward directly. The progress reports that are generated will include current grades, current attendance, and year-to-date attendance.

To set up your automated progress reports, use the following procedure:

1. Log into Skyward Family Access.



2. Once you're logged in to Skyward, click the My Account link near the top of the window.



3. In the Account Settings window, confirm that you have a valid e-mail address entered at the top and then check the Receive Progress Report... box toward the bottom of the window. You will also need to select Daily, Weekly, or Monthly to define the frequency at which you receive reports.

A screenshot of the 'Account Settings' window. The 'Email' field is highlighted in yellow. Below it are phone number fields for Home, Work, and Cell. There are checkboxes for 'Show Google™ Translator in Family Access', 'I'm Using a Screen Reader', and 'Outline Links When Focused'. On the right are buttons for 'Save', 'Change Login', 'Change Password', 'Profile Picture', and 'Undo'. Below these is the 'Email Notifications' section. The 'Receive Progress Report Emails for my student(s)' checkbox is checked and highlighted in yellow. Below it are radio buttons for 'Daily', 'Weekly (every Saturday)' (selected), and 'Monthly (1st of each month)'. There is also a checkbox for 'Receive Emails when Food Service Balance is under \$5.00'.

4. Make any other necessary changes in your account settings and then click the Save button at the upper, right corner.

You should now begin receiving progress report e-mails on a regular basis. If at some point you decide that you no longer prefer to receive the progress reports, simply log in and uncheck the Receive Progress Report... box and then click the Save button.