Port Neches-Groves ISD
Family Access Instructions

Access to Skyward Family Access is a privilege, not a right. Registered parent(s)/ guardian(s) will have access to their child's grades, attendance, vaccination compliance records, schedule, demographics, and emergency contacts. The parent(s)/guardian(s) access requires responsibility. To insure users are acting responsibly, administrators and teachers may monitor log on records and e-mail correspondence. Parents and guardians will be held responsible for the proper use of accounts, and the District may suspend or revoke access if rules are violated.
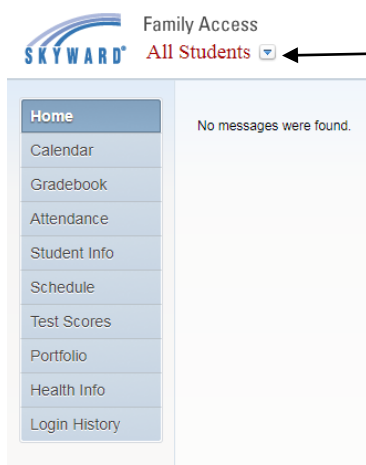
Inappropriate use includes:
1. Using someone else's account or accessing another individual's records without permission.
2. Downloading or using copyrighted information without permission from the copyright holder.
3. Gaining or attempting to gain unauthorized access to restricted information or resources.

Port Neches-Groves ISD makes no warranties for the access it is providing. The District will not be responsible for the accuracy, nature, or quality of information or content accessible through Internet links.
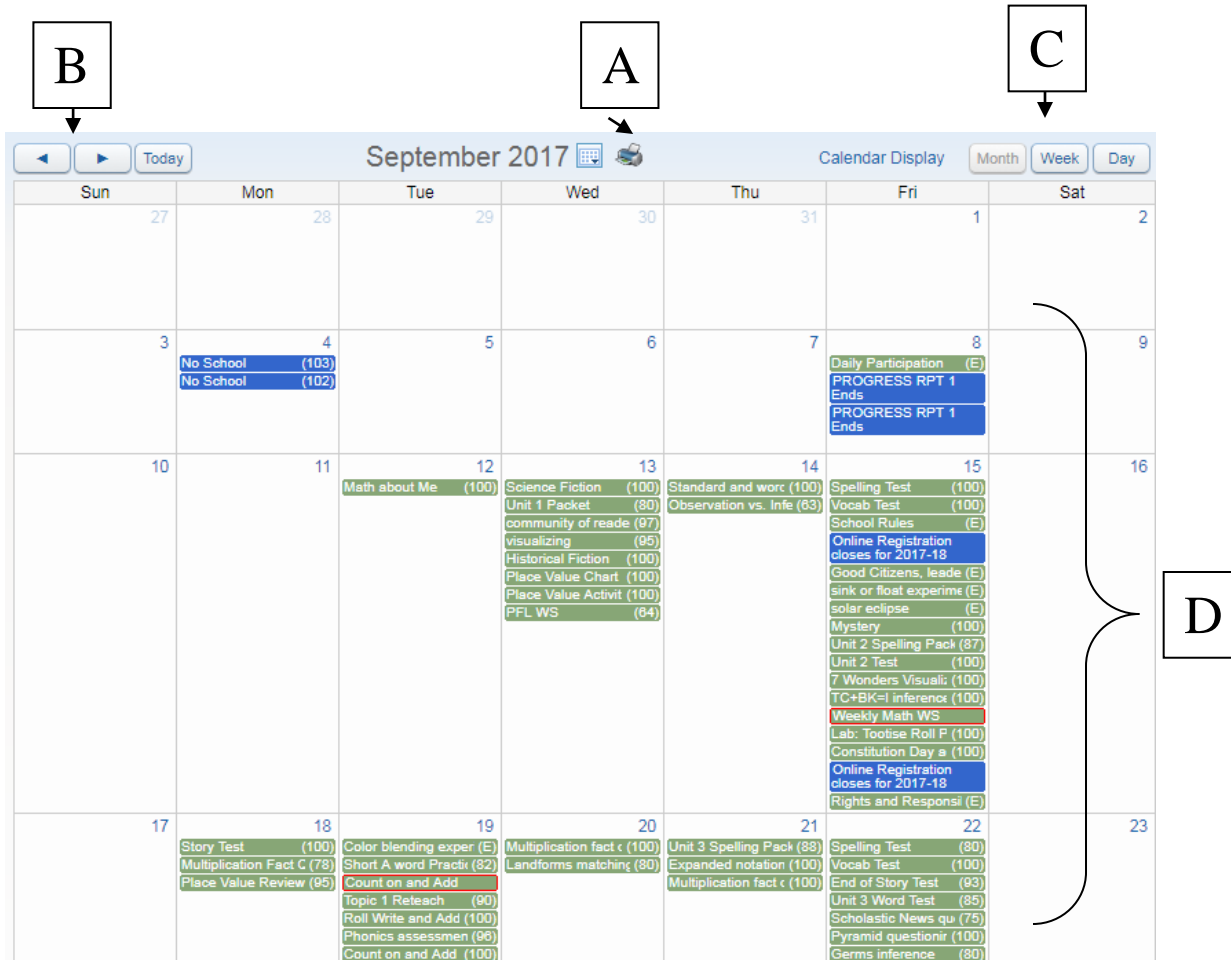
HOW DO I LOG ON TO FAMILY ACCESS?

- Go to www.pngisd.org
- Click the *Family Access* icon in the set of icons to the right of the rotating images
- Click the down arrow under the log in information that reads "Login Area" and select "Family/Student Access"
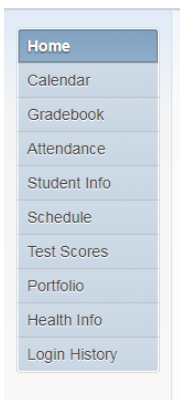- Enter the login and password provided by the district

When you are logged on, you should see the following menu choices on the left. Click the red "All Students" arrow to select your child's name.

Let's take a look at the "Calendar" option.

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

A	Print	Allows you to print what you see on the screen.
B	Previous/ Next	Use these two buttons to advance through the calendar
C	Calendar Display	Change the view of the calendar to either *Month, Week,* or *Day* view.
D	Assignment Display	Assignments are shown on the dates they are due. Click on the assignment to see assignment details.

Let's take a look at other features of Family Access….

WHAT CAN I SEE IN THE "GRADEBOOK"?

☑ Pre-K and Kindergarten students are graded on mastery of standards. Each subject is listed, so click the arrow to the left of the subject to expand the set of standards.

Class	PR1	C1	1ST	PR2	C2	2ND
▼ HOMEROOM - KG Period 0 KRISTY VASQUEZ						
▼ Work Habits			📖			📖
Follows directions			S			
Completes work on time			S			
Works independently			S			

☑ Parents of students in grades 1-5, will see your child's subjects with the following columns: PR1, C1, 1st, PR2, C2, 2nd, etc.

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

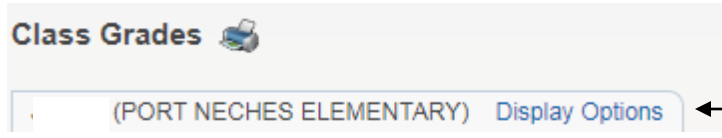|	
PR1 = 1st 6 Weeks Progress Report <u>Grade</u> C1 = 1st 6 Weeks <u>Conduct</u> 1st = 1st 6 Weeks <u>Grade</u>	PR2 = 2nd 6 Weeks Progress Report <u>Grade</u> C2 = 2nd 6 Weeks <u>Conduct</u> 2nd = 2nd 6 Weeks <u>Grade</u>

☑ Parents of students in grades 6-12 should click the arrow to the left of the subject name to expand it in order to see a list of assignments in the gradebook for that subject. Click any blue assignment name to see the details of that assignment including points earned, points possible, percent earned, grade, missing, or no count.

☑

Class
- ▼ SCIENCE - 6
  Period 1 (8:15 AM - 9:06 AM)
  HEIDI WOODALL

  M, MN, MD Voc Test
  Due: 09/29/2017 (1ST)

  M,NM,M Voc
  Due: 09/27/2017 (1ST)

  Sci. Method Wksht
  Due: 09/19/2017 (1ST)

  Scientific Method Voc Test
  Due: 09/15/2017 (1ST)

  CW Sci Method
  Due: 09/15/2017 (1ST)

☑   Parents of students in grades 6-12, will see your child's schedule with the following columns: Pc1, PR1, C1, 1st, Pc2, PR2, C2, 2nd, etc.

The abbreviations for the 1st and 2nd six weeks are explained below with the 3rd – 6th six weeks following the same pattern:
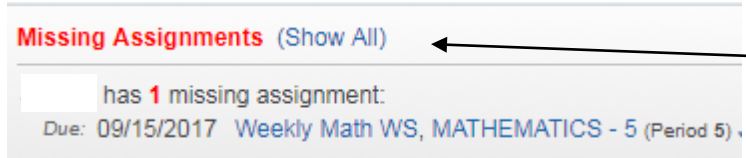
Pc 1 = 1st 6 Weeks Progress Report <u>Conduct</u> PR1 = 1st 6 Weeks Progress Report <u>Grade</u> C1 = 1st 6 Weeks <u>Conduct</u> 1st = 1st 6 Weeks <u>Grade</u>	Pc 2 = 2nd 6 Weeks Progress Report <u>Conduct</u> PR2 = 2nd 6 Weeks Progress Report <u>Grade</u> C2 = 2nd 6 Weeks <u>Conduct</u> 2nd = 2nd 6 Weeks <u>Grade</u>

Class Grades 🖨

(PORT NECHES ELEMENTARY)   Display Options ◄

Click the **Display Options** button for options related to the display of grades in the gradebook.
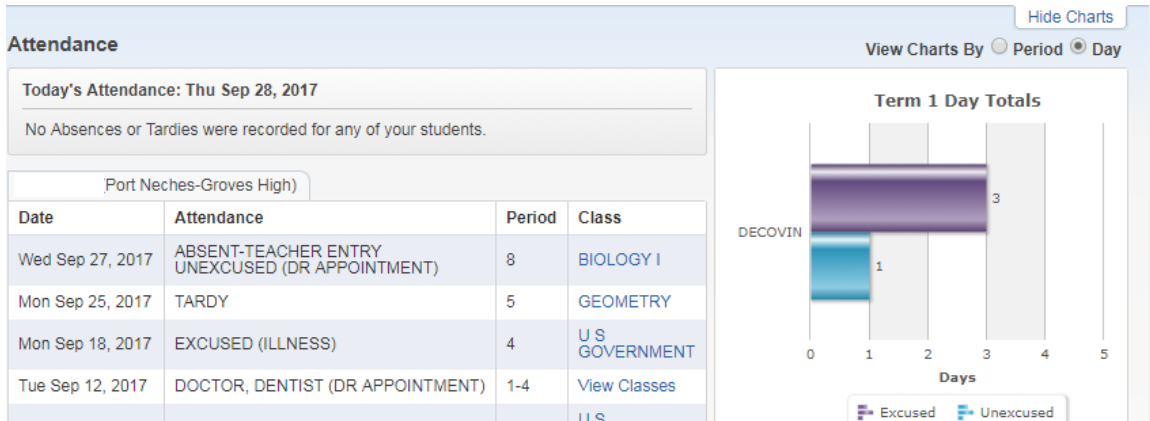
The following special codes may be entered:
- A = Absent
- I = Incomplete
- ISS = ISS
- L = Late

Missing Assignments (Show All) ◄

    has **1** missing assignment:
Due: 09/15/2017 Weekly Math WS, MATHEMATICS - 5 (Period 5)

Click the **Show All** button by **Missing Assignments** to see a list of missing assignments.

Middle school and high school gradebooks are not generally available during six weeks' posting windows.   As a general rule, this will be the Friday morning that the six weeks ends through either Wednesday or Thursday of the following week.

WHAT CAN I SEE IN ATTENDANCE?

Attendance will be listed in the left pane and a chart will be displayed on the right. The bar chart can be displayed either by period or by day by clicking the appropriate button in the upper right-hand corner.

WHAT CAN I SEE IN STUDENT INFO?
Your child's demographic information is displayed as well as emergency contact information. If this information needs to be updated, please contact your child's school.

WHAT CAN I SEE IN SCHEDULE?
Your child's daily schedule is available in this section.

WHAT CAN I SEE IN TEST SCORES?
STAAR/EOC scores are imported into Skyward.

WHAT CAN I SEE IN PORTFOLIO?
Your child's report cards are available here.

WHAT CAN I SEE IN HEALTH?
Your child's shot records are posted here.

WHAT CAN I SEE IN LOGIN HISTORY
This is a record of when your Family Access account was accessed.