

# Cypress Creek High School

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## SKYWARD FAMILY ACCESS QUICK GUIDE

### Family Access

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Go to [www.ocps.net/skyward](http://www.ocps.net/skyward) for a more thorough guide.

## Log in Instructions

1. Go to <https://parents.classlink.com/ocps> to log into Skyward. Use the phone number or email connected to the OCPS account to log in. If this is the first time you log in you will first create a LaunchPad account. Please follow the instructions on the screen.
  - a. Go to [www.ocps.net/skyward](http://www.ocps.net/skyward) for login video with instructions
  - b. If you continue to have login issues, go to [www.ocps.net/skyward](http://www.ocps.net/skyward) and click on the help form. You can email it to [esther.kusner@ocps.net](mailto:esther.kusner@ocps.net) or drop it off at the front desk.

## Gradebook

The *Gradebook* tab displays a student's semester/final grades, progress reports, citizenship scores, missing assignments, homework, and grade point average (GPA). Students who attend multiple schools will have multiple gradebooks. Both high school and middle school students will have a GPA. *Reference Table 4 Gradebook Tab.*

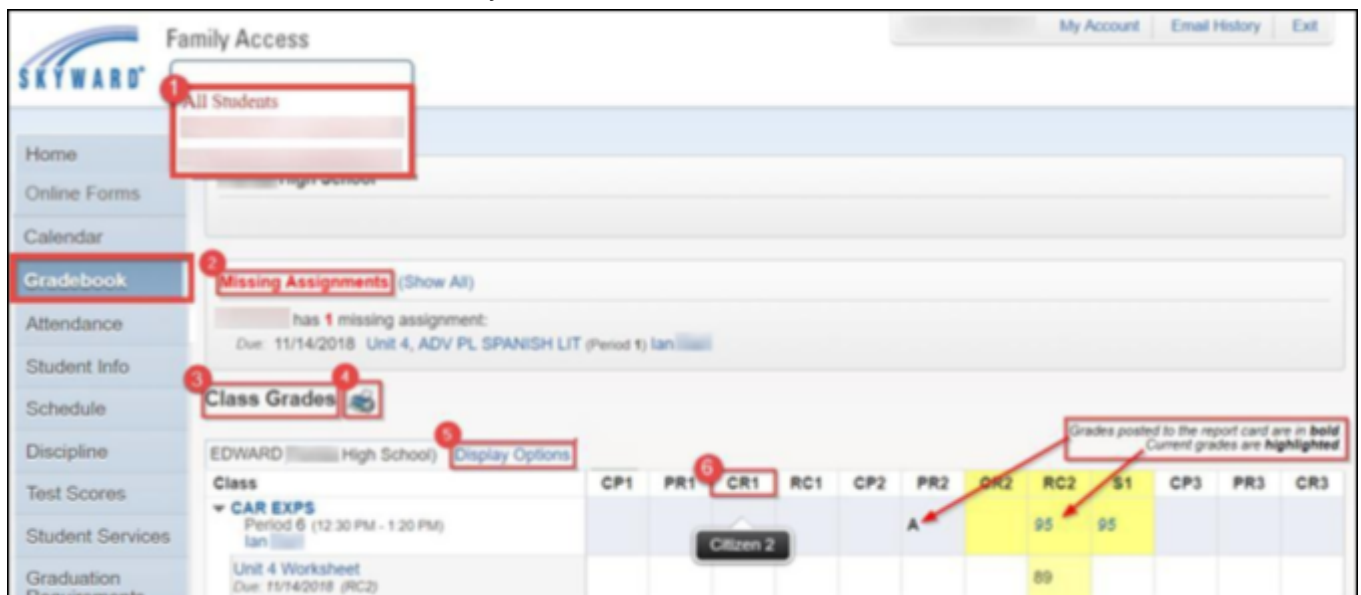


Table 4 Gradebook Tab

Navigation	Description
1. Students	Use the drop down arrow to select a specific student if there is more than one in the household.
2. Missing Assignments	<i>Missing Assignments</i> area shows date, class info, and teacher. This area displays the number of assignments missing as marked by the teacher in the gradebook.
3. Class Grades	Class information is viewed in the Class table with the course information, meeting times, assignments, teacher's name, and a grade for a specific term. A missing assignment will appear at the top of the Gradebook area in the <i>Missing Assignments</i> area once marked by the teacher.
4. Printer Icon	Use the printer icon to print gradebook.
5. Display Options Link	<i>Display Options</i> area is used to view <i>All Grades</i> , <i>Current Grades</i> , or <i>Previous and Current Grades</i> .
6. Course Tabs	The course tabs label citizenship scores, progress reports, report cards and semester grades. The last tab shows the final grade for each course. Hovering over the tab with the cursor will allow a label to appear with the tab description.

## Attendance

The *Attendance* tab displays absences and tardies for the current date displayed, as well as for prior dates. Absences will be displayed by periods and classes missed. Families will select on the course to view additional information regarding the class, such as the meeting time. *Reference Table 5 Attendance Tab.*

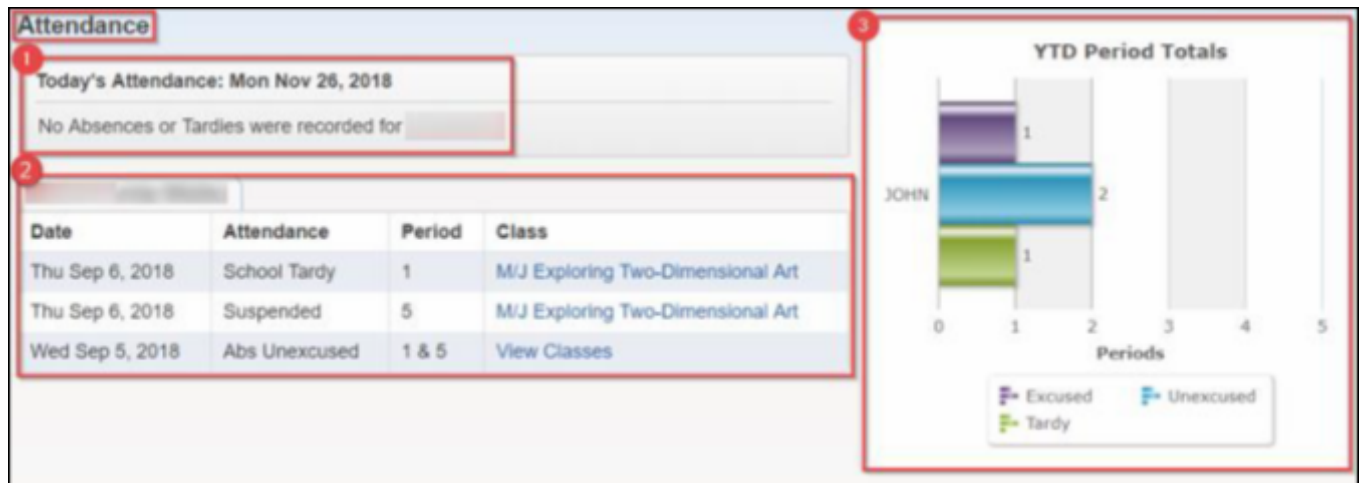


Table 5 Attendance Tab

Navigation	Description
1. Today's Attendance	Shows current date of attendance and tardies.
2. Attendance Details	Provides student's name, school, past dates, type of attendance, period, and class.
3. YTD Period Totals	(Year-to-Date Period Totals) Provides a chart of the <i>Excused</i> and <i>Unexcused</i> Absences and/or <i>Tardies</i> .

## Student Info

The *Student Information* tab shows the student's demographic information, community service hours (for high school only), homeroom (for elementary students only), family information, and emergency contacts. *Reference Table 6 Student Info Tab.*

**Family Access**

**Student Information**

Alert Information

School: 2019\_1879@skylest.com  
Call: (555) 555-7589  
57 FORD ST  
SCRAMBLEVILLE, WI 59999

Phone: (352) 123-4567  
Grade: 12  
Status: Active (Full-time)

High School

Principal: Lucas

Gender: Male  
Language: English  
Other ID: 0000000578  
Age (Birthday):  
Graduation Year: 2019  
Community Service: 0.00 Hours

Emergency Contacts

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
(Mother)	(555) 555-7589				

Table 6 Student Info Tab

Navigation	Description
1. Student	Use the drop down arrow to select a specific student if there is more than one in the household.
2. Critical Alert	<i>Alert Information</i> will display your student's allergies or other critical information.
3. Student's School	The student's school information is provided in this area. Only elementary school students will see homeroom information.
4. Family Information	The student's family information is shown in the link.
5. Community Service	<i>Community Service</i> hours are displayed for high school students only.
6. Emergency Contacts	<i>Emergency Contacts</i> for students are displayed.

## Schedule

The *Schedule* tab provides information about a student's schedule of classes. *Reference Table 7 Schedule Tab.*

The screenshot shows the 'Schedule' tab interface. On the left is a navigation menu with links: Home, Online Forms, Calendar, Gradebook, Attendance, Student Info, and Schedule (highlighted). The main content area is titled 'Schedule' and includes:
 

- 1. 'Currently Scheduled Class' section showing 'Mon Nov 19, 2018 10:38am' and 'Next scheduled class Period 6 CAR EXPS begins at 12:34 PM'.
- 2. 'Display Options' section with a dropdown menu set to 'Current Year'.
- 3. 'Weekday By Term' and 'Matrix' view options.
- 4. '2018 - 2019' section with a 'Print schedule' link.
- 5. A table of terms: Term 1 (08/13/18 - 10/12/18), Term 2 (10/15/18 - 12/20/18), Term 3 (01/07/19 - 03/14/19), and Term 4 (03/25/19 - 05/29/19). Term 2 is highlighted. Below the terms, a table shows 'Period 6' details for 'CAR EXPS' (Jan 11:00am - 1:24 PM) at 'Florida High Sc'.

Table 7 Schedule Tab

Navigation	Description
1. Current Schedule	Displays currently scheduled class.
2. Display Options	Display options allow families to view current or all terms (grading periods).
3. Views	Families will view schedule by weekday or by term (Matrix).
4. Print Schedule	Families can print student schedules.
5. Class Information	Displays the class details.

## Discipline

The *Discipline* tab displays a student's offense and assigned action once the specific data has been entered . *Reference Table 8 Discipline Tab.*

The screenshot shows the 'Discipline' tab interface. It includes:
 

- 1. 'Today's Discipline: Wed Nov 28, 2018'.
- 2. A table with columns: Date/Time, Offense, Location (School), and Officer. An example row shows 'Tue Oct 9, 2018 12:00pm', 'Cheating', 'Computer Lab (Florida High School)', and an empty officer field.
- 3. 'View Action(s) Taken' link, which opens a pop-up window titled 'Action(s) Taken for Cheating offense:'. This window contains a table with columns: Date, Action Taken (Status), Officer, Suspension, and Required / Served. An example row shows 'Wed Sep 5, 2018', 'PARENT CONTACT (Open)', an empty officer field, 'None', and '0 Hour / 0 Hour'.
- 4. 'YTD Offense Totals' bar chart showing a total of 1 offense.

Table 8 Discipline Tab

Navigation	Description
1. Today's Discipline	Displays student's current discipline offense(s).
2. Offenses	Displays all offenses by date, type of offense, location, and officer (school administrator).
3. Action Taken	Displays the date and action taken for the offense(s).
4. YTD Offense Totals	(Year-to-Date Offense Totals) Provides a chart of the year-to-date offense totals .

## Test Scores

The *Test Scores* tab displays test and detailed scores completed by the student. *Reference Table 9 Test Scores Tab.*

**Test Scores**

Test Date	Test	Edition	Level	Form
10/16/2019	SAT-SATMarch2016andBeyond (Show Scores)			
07/15/2019	FSAGE-FSAEOCGeometry (Show Scores)			
05/16/2019	NGUSH-NGSSSEOCUSHistory (Show Scores)			
03/06/2019	SAT-SATMarch2016andBeyond (Show Scores)			
05/16/2018	PERT (Show Scores)			
04/26/2018	NG8IO-NGSSSEOCBiology (Show Scores)			
04/23/2018	FSAEA-FSAEOCAlgebra1 (Show Scores)			
04/17/2018	FSELA-FSAEnglishLanguageArts (Show Scores)			
11/30/2017	PERT (Show Scores)			

**SAT Scores for EDWARD**

**Section: ADMIN - ADMIN**

	SCHOOL	TEST GRADE
(1) ADMIN		

**Section: SCORES - SCORES**

	SCALE SCORE	ACH LEVEL
(1) LANGUAGE ARTS		
(2) READING		

Table 9 Test Scores Tab.

Navigation	Description
1. Test Scores	Displays all test taken by student.
2. Show Scores Link	Displays detailed score information about test.

## Graduation Requirements

The *Graduation Requirements* tab of *Family Access* allows Families to view student's progress for either *Middle School Academic Plans* or *High School Graduation Plans*. Reference *Table 11 Graduation Requirements*.

### High School

Graduation Requirements							
Home	- 24 Credit Standard Grad Plan <a href="#">View All Courses</a>						
Online Forms	Coursework Requirement Area	Required	Complete	In Progress	Scheduled	Remaining	Status
Calendar	<b>Total</b>	<b>24.000</b>		<b>6.000</b>		<b>24.000</b>	<b>In Progress</b>
Gradebook	English <a href="#">View Courses</a>	4.000		1.000		4.000	In Progress
Attendance	Mathematics	4.000		1.000		4.000	In Progress
Student Info	Algebra I <a href="#">View Courses</a>	1.000		1.000		1.000	In Progress
Schedule	Geometry	1.000				1.000	
Discipline	Mathematics Electives	2.000				2.000	
Test Scores	Science	3.000		1.000		3.000	In Progress
Student Services	Biology 1 <a href="#">View Courses</a>	1.000		1.000		1.000	In Progress
Graduation Requirements	Equally Rigorous Science	2.000				2.000	
Academic History	World History	1.000				1.000	
Portfolio	US/American History	1.000				1.000	
	US/American Government	0.500				0.500	
	Economics	0.500				0.500	
	Fine and Performing Arts	1.000				1.000	
	HOPE/Physical Education	1.000				1.000	

Navigation	Description
1. Coursework Requirement Area	Displays the student's <i>Required Coursework</i> , <i>Completed Requirements</i> , <i>In Progress Requirements</i> , <i>Scheduled (Current Year)</i> , <i>Remaining Requirements</i> , and <i>Status</i> .
2. View All Courses	Displays student's <i>Current</i> and <i>Historical Coursework</i> , along with credits <i>Attempted</i> and <i>Earned</i> .
3. View Courses	Displays student's specific <i>Coursework Progress</i> .

## Academic History

The *Academic History* tab of *Family Access* allows families to view a student's prior year courses and grade information. Reference *Table 12 Academic History*.

Academic History																
Home	2019 - 2020, Grade 09															
Online Forms	Class	Terms	CR1	PR1	CQ1	RC1	CR2	PR2	CQ2	RC2	S1	CR3	PR3	CQ3	RC3	CR4
Calendar	Advanced Placement Human Geography	Class Info										C			C	
Gradebook	Biology 1 Honors	Boone HS										B			B	
Attendance	Creative Photography 1	Alphakey / Section: 2103400 / MG										B	A		B	A
Student Info	English 1	Course Length: Full Year										B	A		C	B
Schedule	Geometry	Credits: 1.000										C			B	
Discipline	Journalism 1	Curriculum: AP HUMAN GEOG										C			C	
Test Scores	Orchestra 1	Course Grades: 9 - 12										A			A	
Student Services	Spanish 1	Explanation: Advanced Placement Human Geography													A	
Graduation Requirements	2018 - 2019, Grade 08	Meeting Details														
Academic History	Class	Teacher:														
	AI / 2 / 4 / 6 / 8 / 10 / 12	Room: 836														
		Period: 6										PR3	CR3	RC3	CP4	

1. Class Grading Terms – The table below explains the different options that fall under the Class Grading Terms.
2. Class Info – Provides details to include meeting times for the class selected

Table 12 Academic History

Navigation	Definition	Navigation	Definition
PR1	First Midterm Grade	PR3	3 <sup>rd</sup> Midterm Grade
CP1	1 <sup>st</sup> Citizenship Grade	CP2	3 <sup>rd</sup> Citizenship Grade
RC1	1 <sup>st</sup> Term Grade	RC3	3 <sup>rd</sup> Term Grade
PR2	2 <sup>nd</sup> Midterm Grade	PR4	4 <sup>th</sup> Midterm Grade
CQ1	2 <sup>nd</sup> Citizenship Grade	CQ2	4 <sup>th</sup> Citizenship Grade
RC2	2 <sup>nd</sup> Term Grade	RC4	4 <sup>th</sup> Term Grade
S1	1st Semester Grade	S2	2nd Semester Grade

## Health Information

The *Health Information* tab provides health information related to the student. Families can click on View Details to see *Health Conditions* and *Hearing/Vision Tests*. Reference Table 13 Health Information.

Home	Health Information						
Online Forms	Display Options		Health Conditions				
Calendar	Health Condition	School Year	School	Status	Treatment	Examined By	Referred By
Gradebook	Seizure Disorder	2017-2018	Florida Elementary School	Active			
Portfolio							
Health Info							

Table 13 Health Information

Navigation	Description
1. Display Options	Provides a link to view a student's hearing and vision test results.
2. Show Tests	Displays the test result details including <i>School Year</i> , <i>Date</i> , <i>School</i> , <i>Test</i> , <i>Examined By</i> , and <i>Referred By</i> .
3. Results	This hyperlink provides detailed results .