

Skyward Parent Tutorial

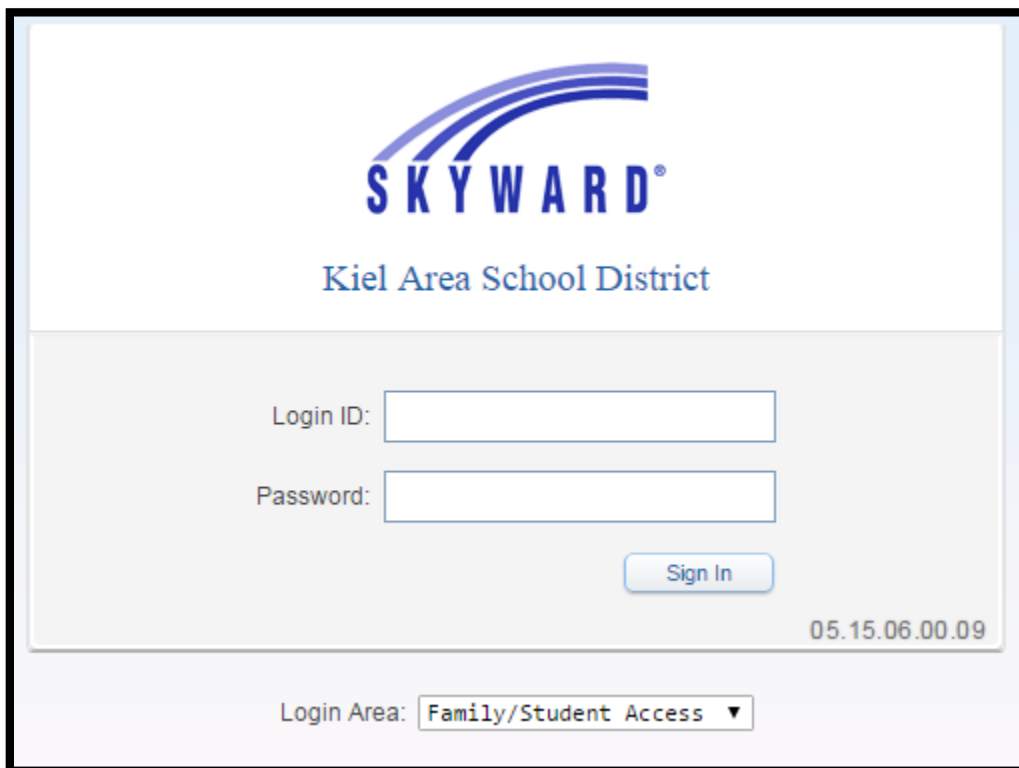
What is Skyward?

Skyward is the Kiel Area School Districts Student Information System. Through Skyward, you will be able to see your student's grades, attendance, discipline reports, student class schedules, calendar of assignments, fee management and more. Through Skyward, you will be able to choose the level and frequency of notifications and communicate with your student's teachers.

Logging into Skyward

You may need to change your browser setting to allow pop-ups for the Skyward website. You may also need to update Adobe Flash Player and Adobe Reader. See [Browser Resources](#) at the end of this document for additional information.

Navigate to the Skyward Login Screen. Can be accessed from the Parent webpage on the school website www.kiel.k12.wi.us



SKYWARD®
Kiel Area School District

Login ID:

Password:

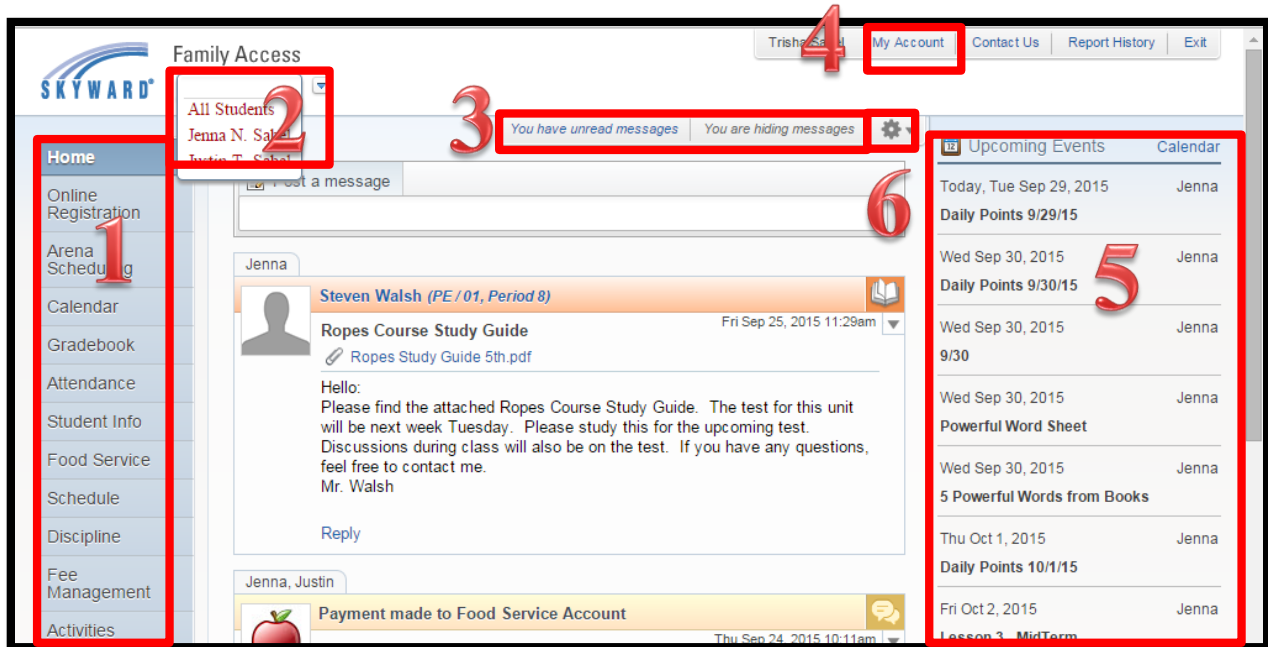
Sign In

05.15.06.00.09

Login Area:

The Home Screen

Below is a screen capture of a typical home screen. This is the main screen of Skyward page after you login. On the Home page, you will see any new messages for your family as well as Upcoming Events. You can access the other functions from the Home Page.



1. [Navigation to Skyward Features](#)

See section below

2. List of your students: All of your students names will be listed here. To view the gradebook, you must select one of your students names.
3. Message Center: Messages shared with you via Skyward by either the school, teacher, or food service will appear in your message center.

Messages can be sent to your child's teacher via the message center; however, for immediate response please email the teacher directly using their e-mail address available on the school website.

4. Account Settings: The account settings will list the contact information the district has on file for you and your family.

If you scroll to the bottom of the Account Settings page, you will see the options to receive notifications and add events to your Upcoming Events/Assignments Calendar (#5).

Email Notifications

Receive Daily Attendance Notifications for my student(s) by ▼
These are only available for your students who are enrolled at Kiel Middle School and Kiel High School.

Receive Grading Emails for my student(s) ?
Assignment/Class Percent Overrides (if blank, the School default low and/or high percent will be used):
Low: High: for Justin Sabel and Jenna Sabel

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 Kiel Middle School and Kiel High School.

Receive Emails when Food Service Balance is under \$10.00

5. Upcoming Events/Assignments Calendar: Upcoming assignments and due dates will appear in the Upcoming Events sidebar. To select what you would like to appear in this sidebar, go to My Account (#4).
6. Settings: Under the settings option you can show and hide messages. You can also choose the messages you want to appear.

Navigation to Skyward Features

Online Registration

If you have not completed registration for your students, this link will take you into the step-by-step process to do so. There are many important features to registration, including allowing access to tools your child will use in the classroom.



Arena Scheduling

Used primarily by high school students in the spring to determine course selection.

Calendar

The Skyward Calendar will show student's school assignments. Upcoming assignments will also appear on the right hand side of the home page under Upcoming Events.

Calendar View: At the top of the Calendar, you can switch between seeing a Monthly, Weekly or Daily View.

Calendar Navigation: The left and right navigation arrows on the left will move by day, week, month or return you to Today, depending on which Calendar Display you have selected. The icon to the right of the month will display a Calendar where you can easily move to another part of the year.

Calendar Display Settings: If you click on the Calendar Display link, you can set what options you want to see on the Calendar.

Default Calendar View: Choose which calendar view (Monthly, Weekly or Daily) shows when click on Calendar option

NOTE: Not all features are currently available at KASD.

Gradebook

The Gradebook will show your student's grades for the current marking period as well as the year.

Missing assignments →

Expand to see graded work →

Grades →

View Term or Year Grades posted to the report card are in bold. The current term is highlighted.

Click assignment book to view a summary, assignments, percentage

Class	M1	T1	M2	T2	S1	M3	T3	M4	T4	S2
Band-Wed All Yr Period 1 (8:15 AM - 9:50 AM) Becky Marcus										
▶ 5th Grade Science Period 2 (8:33 AM - 9:50 AM) Jamie Arenz										
▶ 5th Gr Soc Stud Period 2 (8:33 AM - 9:50 AM) Jamie Arenz										
▶ 5th Gr Math Period 3 (10:05 AM - 11:25 AM) Portia Kalinka										
▶ 5th Grade Com Arts Period 4 (12:03 PM - 1:18 PM) Lori Grimes										
▶ PE-A-1 Period 7 (1:25 PM - 2:11 PM) Corey Heathman										
▶ General Music-B-1 Period 7 (1:25 PM - 2:11 PM) Susan Toepel										
▶ Art-B-2 Period 7 (1:25 PM - 2:11 PM)										

Attendance

View your students absences and tardies.

Student Info

View your phone, address, critical alerts, etc on file for your students

Food Service

View purchases made on your students lunch account

Schedule

View/Print your student's schedule

Discipline

View your students discipline referrals

Fee Management

View fees due and paid on your student's account. You can also make a payment to deposit money into your student's lunch account.

Activities

View activities your students is involved in at KASD

Educational Milestones

Unavailable

Academic History

Historical look at your students grades

Portfolio

View your students' report cards and honor rankings

Health Info

Indicates required vaccinations and compliance

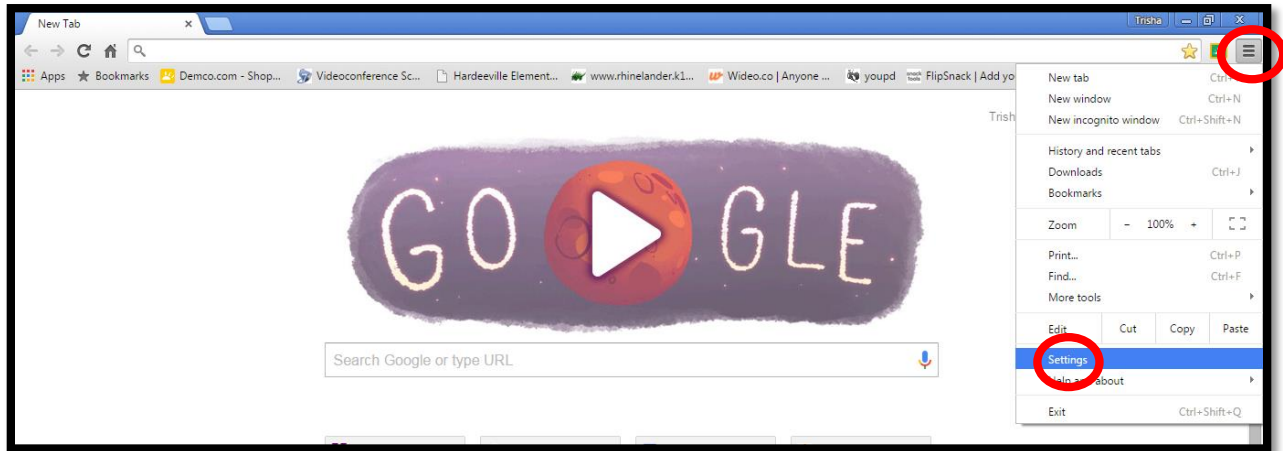
Login History

Shows a record of your logins and navigation in Skyward

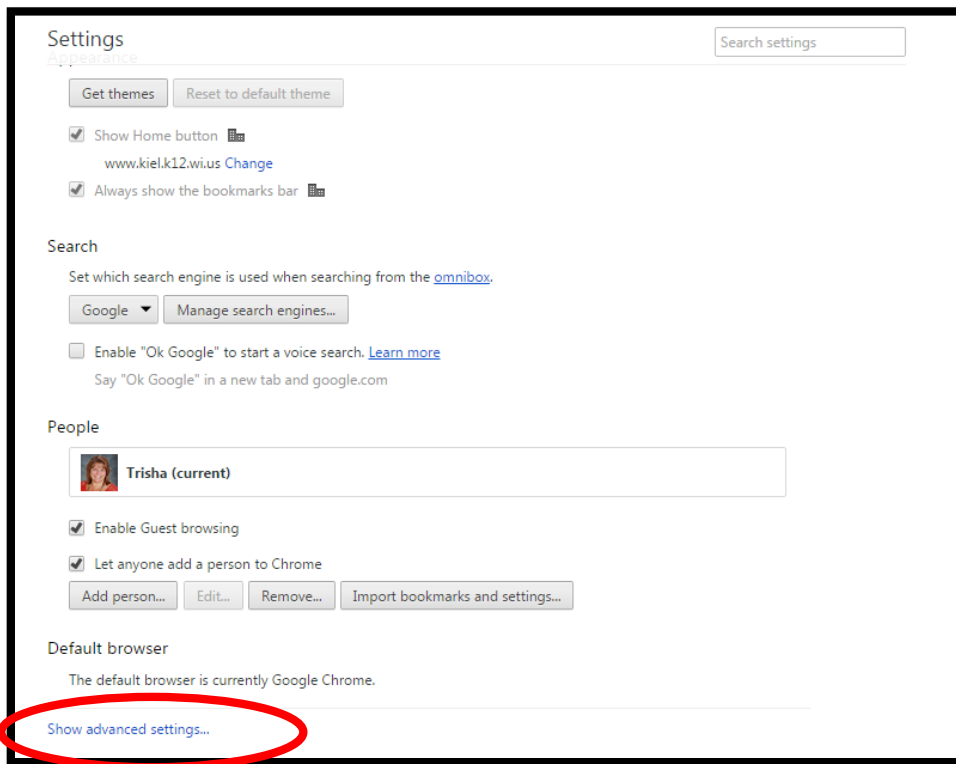
Browser Resources

To Allow PopUps: Chrome

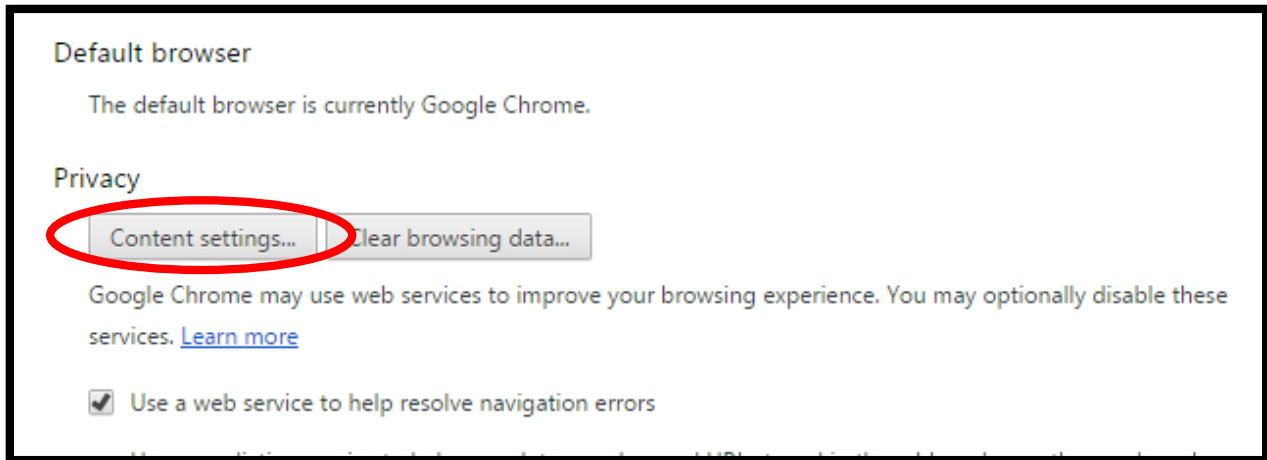
1. Click the settings option



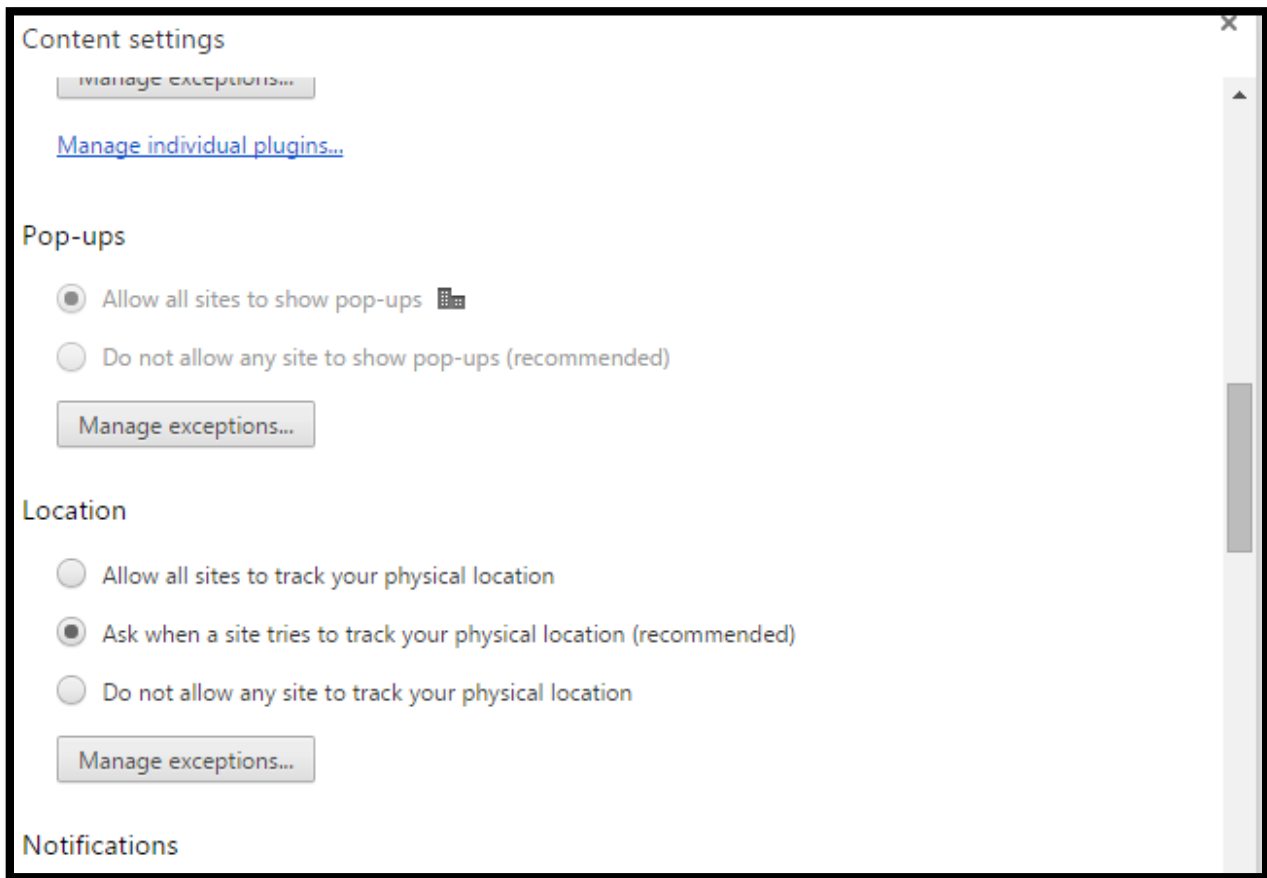
2. Scroll to the bottom of the page and click Advanced Settings



3. Scroll to Privacy
4. Click Content Settings

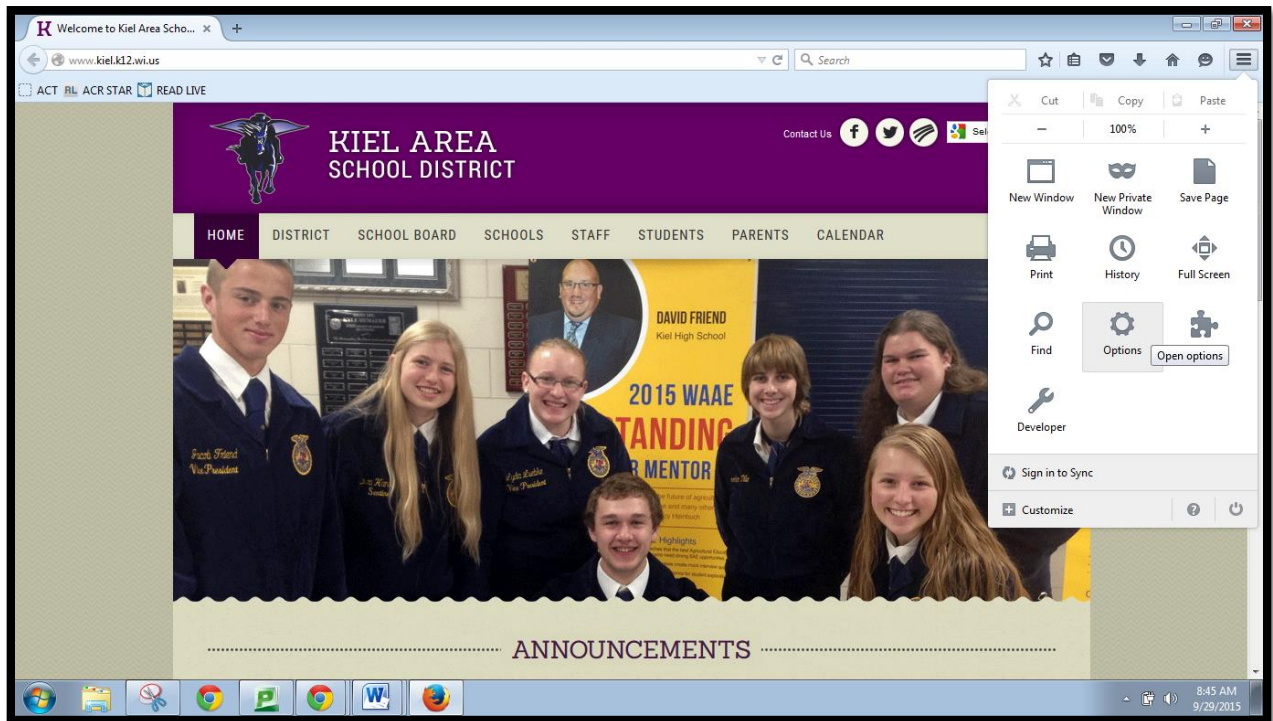


5. Scroll to Pop Ups
6. Select Allow all sites to show pop-ups



To Allow PopUps: Mozilla FireFox

1. Click the Options



2. Select Content

3. Ensure that there is no check mark to Block pop-up windows

