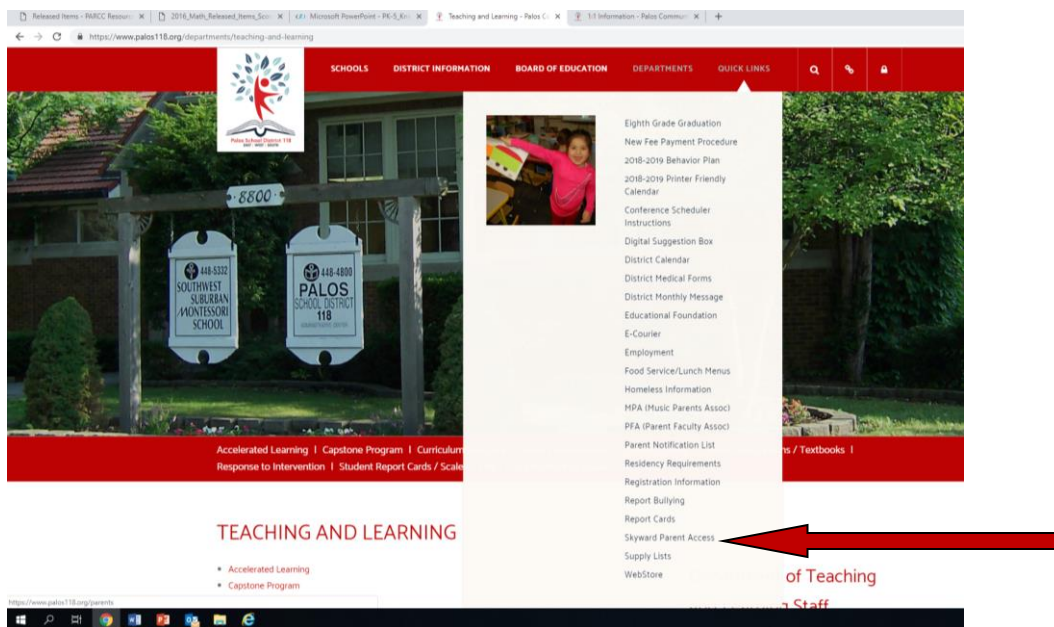


Directions for Accessing the Skyward Palos 118 Parent Portal

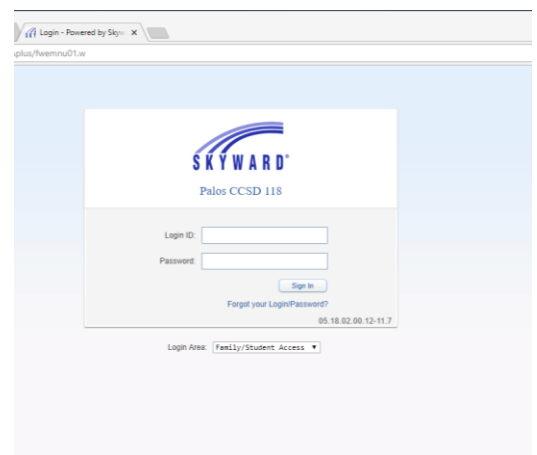
The following are the directions for accessing your Skyward account. You will be able to view your child's grades, emergency information and attendance through this portal. The link to the parent portal is on Palos South's home page. Please contact Deb Balayti at 708-761-5804 or dbalayti@palos118.org if you have any questions.

These directions are also available online at <http://www.palos118.org>

1. Go to <http://www.palos118.org>
2. Hover over "Quick Links" to log into your account. Click on Skyward Parent Access



3. You will be directed to the Skyward log in screen. This screen will ask you for your username (Login) and password. Please enter your username (Login) and password carefully. Then click the login button. You are allowed three attempts before the system will lock your account. Please contact the building office if your account was locked.



General Information about the Skyward Parent Portal

- **Home**
 - This page will display messages from the building, food services or district office regarding registration.

The screenshot shows the Skyward Parent Portal Home page. At the top, there is a navigation bar with "Family Access", "All Students", "My Account", "Contact Us", "Exit", and "District Links". A message notification says "You have unread messages". The main content area displays a list of payment notifications, each with an apple icon and a message box. The notifications are as follows:

- Payment made to Food Service Account** (Mon Mar 19, 2018 10:45am): A payment of \$5.00 was made today, Mon Mar 19, 2018, to the Payor Account for [Name]. The current balance is now \$4.95.
- Payment made to Food Service Account** (Thu Dec 14, 2017 7:41am): A payment of \$25.00 was made today, Thu Dec 14, 2017, to the Payor Account for [Name]. The current balance is now \$20.20.
- Payment made to Food Service Account** (Wed May 31, 2017 10:45am): A payment of \$8.00 was made today, Wed May 31, 2017, to the Payor Account for [Name]. The current balance is now \$0.70.
- Payment made to Food Service Account** (Tue Oct 18, 2016 10:45am): A payment of \$20.00 was made today, Tue Oct 18, 2016, to the Payor Account for [Name]. The current balance is now \$9.20.
- Payment made to Food Service Account** (Thu Sep 29, 2016 10:45am): Multiple payments totaling \$20.00 were made today, Thu Sep 29, 2016, to the Payor Account for [Name]. The current balance is now \$9.20.

On the left side, there is a navigation menu with options: Home, Returning Student Registration, Gradebook, Attendance, Student Info, Food Service, Fee Management, Conferences, Portfolio, and Login History. On the right side, there is a section for "Upcoming Events".

- **Calendar**
 - This page provides you with a monthly view of your child's assignments, absences, and messages from the message center.

The screenshot shows the Skyward Parent Portal Calendar page for June 2018. The calendar is displayed in a monthly view with columns for days of the week (Sun to Sat) and rows for dates (1 to 30). The calendar includes various events and assignments, such as "No School - Memo (003)", "Extra Credit", "Absent", "Oopie Pass E/C (EC)", "Last Day of School (003)", and "Term 4 Ends".

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
	No School - Memo (003)	Extra Credit	Absent		Last Day of School (003)	Term 4 Ends
		Oopie Pass E/C (EC)				Term 4 Ends
		Extra Credit				
		Absent				
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

On the left side, there is a navigation menu with options: Home, Returning Student Registration, **Calendar**, Gradebook, Attendance, Student Info, Food Service, Fee Management, Conferences, Portfolio, and Login History. At the top of the calendar, there are navigation buttons for "Today", "Month", "Week", and "Day".

- You may click on any blue underlined date to view specific information posted for that particular day.
- You may hover your cursor over an assignment to view more information about that particular assignment. This would include any comments the teacher has made about that particular assignment.

- **Side Menu Access**

- This is located on the left side of the page. It contains the links to access: general information, online assignments, and district links. The rest of this document will provide you information about each link.

Home
Returning Student Registration
Calendar
Gradebook
Attendance
Student Info
Food Service
Fee Management
Conferences
Portfolio
Login History

- **Student Information Page**

- This page contains your child’s basic information. You can review your address and emergency contacts for accuracy. This page provides you with the Connection teacher’s name.

Family Access

My Account | Contact Us | Exit

District Links

Student Information

Palos East Elementary

Student Information is not available for

Call: [Redacted]

Palos South Middle School
Phone: (708) 448-5971 | Principal: Stuart Wrzesinski
Grade: 12 | Status: Inactive (Full-time)
Discipline Officer: Kim Phelan

View

Gender: Male | Age (Birthday): [Redacted]
Language: English | Graduation Year: 2018
Other ID: [Redacted]

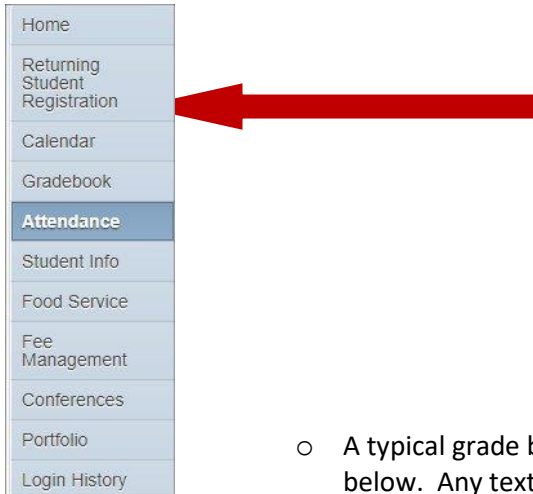
Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
(Grandfather)	[Redacted]	[Redacted]			
[Redacted]	[Redacted]	[Redacted]			
(MUM)	[Redacted]	[Redacted]			

- You will have the opportunity to update information on this page during a two week period at the beginning of the second quarter. Only the first parent listed under student

information has the ability to request changes to student information, family information or emergency contacts. You will need to contact the office at Palos South if you need to make any changes after the two week period has ended.

- **Grade Book Link**

- Click on this link to access your child's current grades.



- A typical grade book page would look like the screen shot below. Any text in blue is an active link. You may click on the teacher's name to send him/her an email. This feature does not work if you use a web-based email at home (yahoo, Gmail, hotmail, etc). You may click on the blue letter grade for a particular subject to view a complete list of assignments, individual assignment scores, and any comments the teacher recorded. You are able to click on the "Print" button located at the top of the screen to print the assignments.

T3 Progress Report: Social Studies (Palos East Elementary)

5th grade Social Studies (Period 2) Jill Duffner

Subject: Social Studies
Subject grade is calculated from total points earned in events

T3 Grade: B+
(01/16/2018 - 03/16/2018)
Points Earned: 41 out of 46

Skill (Hide Skills)	Grade	Points Earned
Uses resources effectively (maps & globes, technology, reference materials, etc.) (Show Events)	P	41 out of 46
Effort	1	

Due	Event (Hide Events)	Skill	Grade	Points Earned	Missing	No Count
03/16/18	Chapter 6 Test	Uses resources effec...	P	16 out of 21		
03/15/18	Chapter 6 Billboard	Uses resources effec...	CD	25 out of 25		

Social Studies Chapter 4 Test
Due: 11/10/2017 (T2)

Chapter 1
Due: 10/20/2017 (T1)

- **Attendance**

- You can view your child’s attendance record in three different formats. Please note: your child is marked “unexcused” if he/she is absent and a parent did not call to report the absence.

- You can click on any blue underlined number to view information about that particular absence.
- You cannot use this feature to report an absence. You **must** continue to call the Palos South absent student phone number to report all absences.
- Student’s absences are recorded for periods 1-8 ONLY. Period 10 “Connections” is for internal reporting only. It does not apply to state attendance reports or report card data.

- **Email Notification**

- You can request two types of notification: The first is to request attendance information. The second is to request notification if your child’s grade has changed within a given quarter.

- You will need to click on the radio button on this page (above) and click “Change my Notification” to start receiving the emails.
- If you request the grade notification you will receive an email for any of the following:
 - Missing assignments in the current term
 - If a student received an assignment score less than 69% in the last week
 - Progress report grade less than 69%
 - If a grade mark (letter grade) has changed.
- **Login History**
 - You can click on this link to view your login history including the date and time you accessed your account.
 - You are able to click on “show details” to view the areas that you visited during a particular log in session.