

## Port Neches-Groves ISD Skyward Student-Family Access Instructions

Access to Skyward Student 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.

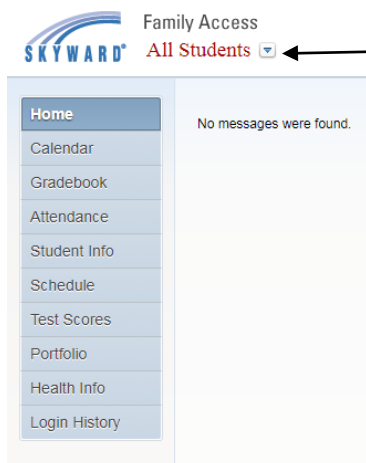
Inappropriate use includes:

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 SKYWARD STUDENT FAMILY ACCESS?

- Go to [www.pngisd.org](http://www.pngisd.org)
- Click ***Parents*** on the left-hand navigation menu
- Click ***Skyward Student Family Access Information***
- Click ***Skyward Student Family Access Portal***
- 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.

## 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
▼ <b>HOMEROOM - KG</b> Period 0						
▼ 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, 1<sup>st</sup>, PR2, C2, 2<sup>nd</sup>, etc.

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

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

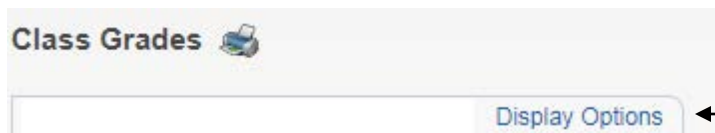
- ✓ Parents of students in grades 6-12 should click the arrow to the left of the subject name to expand it in order to see a list of assignments in the gradebook for that subject. Click any blue assignment name to see the details of that assignment including points earned, points possible, percent earned,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

Class
▼ <b>SCIENCE - 6</b> Period 1 (8:15 AM - 9:06 AM)
M, MN, MD Voc Test Due: 09/29/2017 (1ST)
<b>M, NM, M Voc</b> 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, 1<sup>st</sup>, Pc2, PR2, C2, 2<sup>nd</sup>, etc.

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

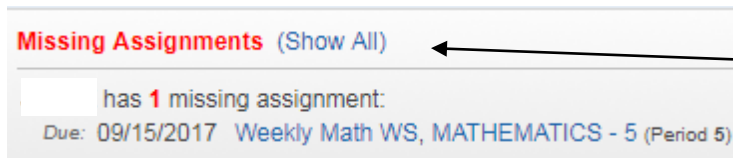
Pc 1 = 1 <sup>st</sup> 6 Weeks Progress Report <u>Conduct</u>	Pc 2 = 2 <sup>nd</sup> 6 Weeks Progress Report <u>Conduct</u>
PR1 = 1 <sup>st</sup> 6 Weeks Progress Report <u>Grade</u>	PR2 = 2 <sup>nd</sup> 6 Weeks Progress Report <u>Grade</u>
C1 = 1 <sup>st</sup> 6 Weeks <u>Conduct</u>	C2 = 2 <sup>nd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



Click the **Display Options** button for options related to the display of grades in the gradebook.

The following special codes may be entered:

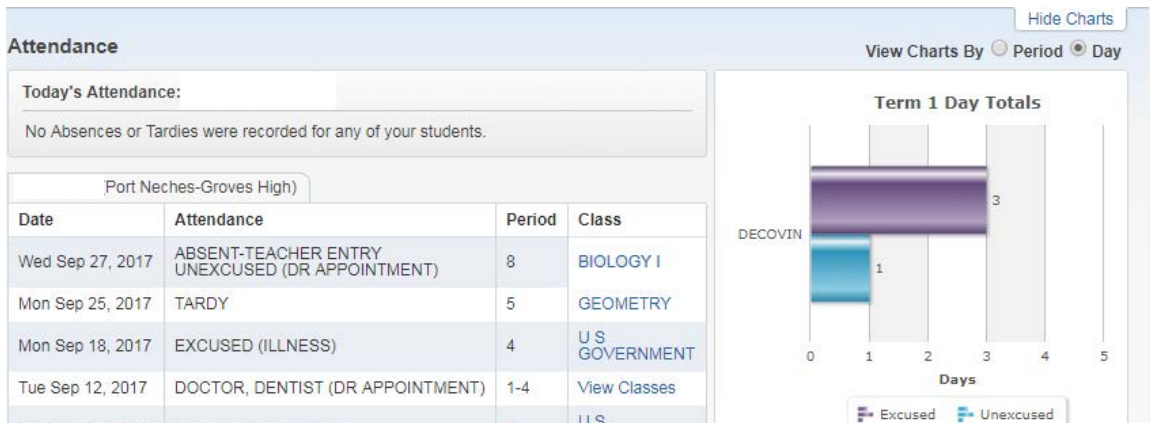
- A = Absent
- I = Incomplete
- ISS = ISS
- L = Late



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

Contact the campus that your student attends for additional help.

## 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.