

As a student's parent or guardian, you can set up Skyward Family Access to automatically send periodic progress reports to your e-mail address. These can be configured to go out daily, weekly, or monthly. This is valuable for those who wish to monitor their child's grades without having to log into Skyward directly. The progress reports that are generated will include current grades, current attendance, and year-to-date attendance.

To set up your automated progress reports, use the following procedure:

1. Log into Skyward Family Access. If you haven't logged in before then you can call or stop by your child's campus to obtain the necessary information.
2. Once you're logged in to Skyward, click the **My Account** link near the top of the window.



3. In the **Account Settings** window, confirm that you have a valid e-mail address entered at the top and then check the **Receive Progress Report...** box toward the bottom of the window. You will also need to select **Daily, Weekly, or Monthly** to define the frequency at which you receive reports.

 A screenshot of the 'Account Settings' window in Skyward. The window has a title bar that says 'Account Settings'. On the right side, there are several buttons: 'Save', 'Change Login', 'Change Password', 'Profile Picture', and 'Undo'. The main content area includes fields for 'Email:', 'Phone:' (with area code '(806)', 'Work' dropdown, and 'Cell' dropdown), and 'Family Access Login:'. There are also checkboxes for 'Show Google™ Translator in Family Access', 'I'm Using a Screen Reader', and 'Outline Links When Focused'. Below this is the 'Email Notifications' section, which is highlighted with a yellow box. It contains several checkboxes: 'Receive Daily Attendance Notifications for my student(s) by Email', 'Receive Grading Emails for my student(s) [?]', 'Receive Progress Report Emails for my student(s)' (which is checked), and 'Receive Emails when Food Service Balance is under \$5.00'. Under the 'Receive Progress Report Emails' checkbox, there are three radio buttons: 'Daily', 'Weekly (every Saturday)' (which is selected), and 'Monthly (1st of each month)'.

4. Make any other necessary changes in your account settings and then click the **Save** button at the upper, right corner.

You should now begin receiving progress report e-mails on a regular basis. If at some point you decide that you no longer prefer to receive the progress reports, simply log in and uncheck the **Receive Progress Report...** box and then click the **Save** button.