



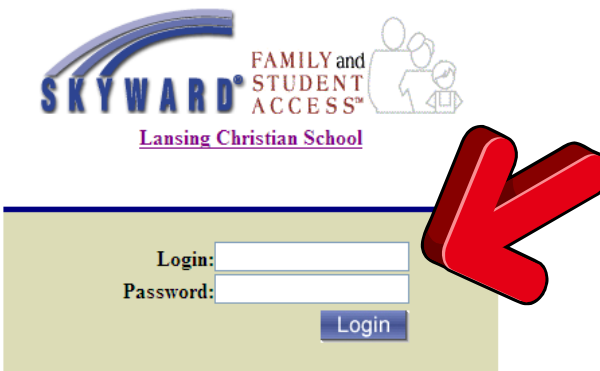
## Helpful Hints for Parents

### To Access Skyward:

- Go to the main LCS webpage [www.lansingchristianschool.org](http://www.lansingchristianschool.org)
- Click Skyward button at the bottom left of the page.



- On the new page, enter your login and password, pressing enter or clicking the "Login" button when you have completed the entry.



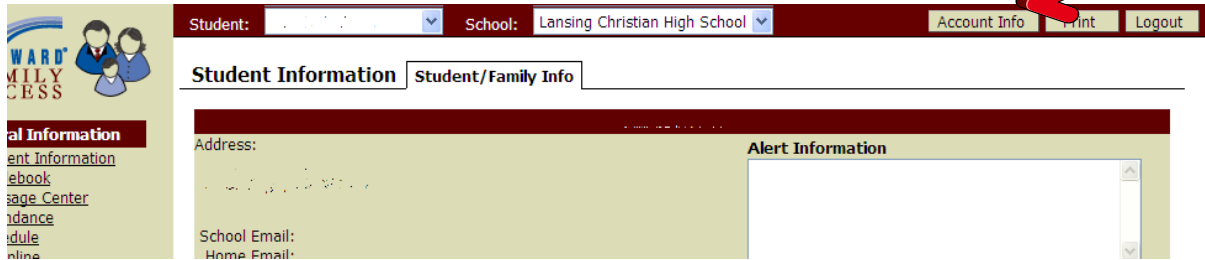
Version: 03.07.10.02.01

To receive your login and password please contact the Skyward password administrator:  
Mrs. Dionne Mumby at [dmumby@lansingchristianschool.org](mailto:dmumby@lansingchristianschool.org) or (517)882-5779 ext. 307

## Changing Logins, Passwords, and Primary E-mail:

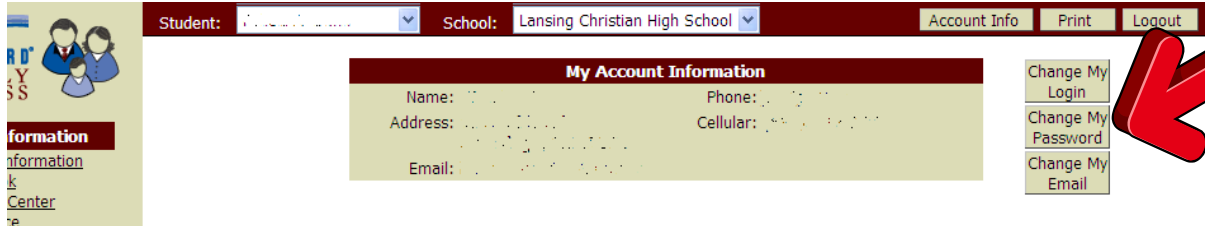
You may change your login and password to something that will be easily remembered.

- Click on the "Account Info" link at the top of any Skyward page



The screenshot shows the top navigation bar with "Student:" and "School: Lansing Christian High School" dropdowns, and "Account Info", "Print", and "Logout" buttons. A red arrow points to the "Account Info" button. Below the navigation bar, the "Student Information" tab is selected, showing fields for "Address:" and "Alert Information".

- On the new page, click "Change My Login", "Change My Password", or "Change My E-mail" buttons to change the corresponding information.



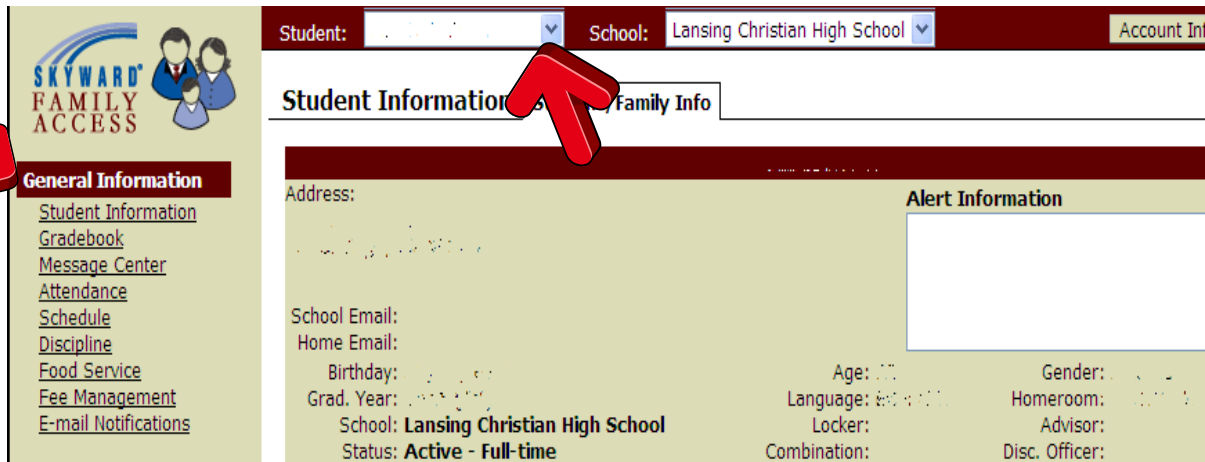
The screenshot shows the "My Account Information" page with fields for Name, Address, Email, Phone, and Cellular. A red arrow points to the "Change My Login", "Change My Password", and "Change My Email" buttons on the right side of the page.

**When you login, please update or enter your primary email address.**

*Keeping this current will allow teachers to easily contact you using the Skyward system.*

## Navigating Skyward:

In the left-hand pane of each Skyward page you will find a list of all "General Information" sections to which you may navigate. Choose your next destination using the "General Information" links. Your student's status as an Elementary, Middle, or High School student will create variations on what sections to which you have access. Some information on the most frequently used items follow:



The screenshot shows the "General Information" page with a left-hand navigation pane containing links for "Student Information", "Gradebook", "Message Center", "Attendance", "Schedule", "Discipline", "Food Service", "Fee Management", and "E-mail Notifications". A red arrow points to the "Student Information" link. The main content area shows fields for "Address:", "Alert Information", "School Email:", "Home Email:", "Birthday:", "Age:", "Gender:", "Grad. Year:", "Language:", "Homeroom:", "School: Lansing Christian High School", "Locker:", "Advisor:", "Status: Active - Full-time", "Combination:", and "Disc. Officer:".

## Selecting a Child (Parents Only):

If you have multiple students at LCS, Skyward will automatically default to your oldest child. You may change which of your children you are viewing by:

- Clicking the down arrow to the right of the "Student:" box to bring up a drop down menu of all your children.
- Click the name of the child whose information you wish to view.

## Attendance:

Clicking on the "Attendance" link under "General Information" will bring up a page showing a calendar that uses color coding to designate days in which an absence or a tardy occurred.

- Click the "By Day" tab to view specifics about which hour and/or which reason is specified for each absence or tardy. A key to the codes used is included at the bottom of this page.
- Click the "Term Total" tab to view totals for absences and tardies by quarter.

Student: [Dropdown] School: Lansing Christian High School [Dropdown] Account Info Print

Attendance | Calendar | **By Day** | Term Totals | Absence Notifications

Legend: ■ - Tardy ■ - Excused ■ - UnExcused ■ - Other

Click on any blue underlined date to see period by period attendance for that day.

September 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	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				

## Lunch Accounts:

Clicking on the "Food Service" link under "General Information" will bring up a page showing Year to Date (YTD), Last transactions, and Current totals for your account.

- Click the "Purchases" tab to view what was spent each day.

Student: [Dropdown] School: Lansing Christian High School [Dropdown] Account Info Info

Food Service | Account Information | Payments for ... | All Payments | **Purchases**

**Account Information for**

Lunch Type: **NORMAL**

Prior Year Balance:	<b>-\$2.00</b>	Last Payment:	<b>\$10.00</b>
+ YTD Payments:	<b>\$30.00</b>	Last Check:	<b>2452</b>
- YTD Purchases:	<b>\$13.00</b>	Last Payment Date:	<b>09/19/2008</b>
= Current Balance:	<b>\$15.00</b>		

- The "Purchases" tab will allow you to scroll through weeks from the one you are viewing by using the "Previous" and "Next" buttons.

Student: [Dropdown] School: Lansing Christian High School [Dropdown] Account Info Print

Food Service | Account Information | Payments for ... | All Payments | Purchases

Previous **Items Bought during the week of: 09/08/2008** Next

	Item	Price	Quantity	Total
<b>Monday</b> - 09/08/08	Lunch	\$2.75	1	\$2.75
	.75 item	\$0.75	1	\$0.75
				<b>\$3.50</b>
<b>Tuesday</b> - 09/09/08				
<b>Wednesday</b> - 09/10/08				

- Parent Note: You must select the child you would like to view lunch account information for and then click the "Food Service" link. You may change which student you are viewing at any point, but Skyward will direct you to their "Student Information" page and you must again click the "Food Service" link for the newly selected child.

## Gradebook: (Middle School and High School ONLY)

Middle School and High School teachers will be updating Skyward regularly to keep you informed, and they expect that you will be using this program regularly to obtain the information they are posting.

- Click the marking period (T1, T2, T3, or T4) category label to view details for all classes in that marking period on one page.
- Click the (S1 and S2) to see how semester grades (used in GPAs) are calculated from term grades and semester exam grades (SE1 and SE2). Expanded details for these can be displayed by clicking the + sign at the left of each class.

- Click on an individual letter grade in blue to see a list of assignments and grade marks that compose the progress grade so far that marking period.
- When you are finished with the grade window click the “Close” button in the upper right hand corner, and choose your next destination using the “General Information” links.

[View Grade](#)

SS124/01 World History - Tim Taylor - There are no Missing assignments in TERM 1 - T1 for this class

Assign Category	Date Due	Description	Points Earned	Points Possible	Percent Earned	Grade	Spec. Code	Missing	No Cc
<b>Grade for TERM 1 - T1 08/20/08 - 11/03/08</b>			<b>46.00</b>	<b>57.00</b>	<b>80.70</b>	<b>B-</b>			
<b>Classwork</b>			<b>5.00</b>	<b>5.00</b>	<b>100.00</b>	<b>A</b>			
CLAS	09/17/08	<a href="#">Presentation Research</a>	5.00	5.00	100.00	A			
<b>Homework</b>			<b>26.00</b>	<b>32.00</b>	<b>81.25</b>	<b>B-</b>			
HMWK	09/08/08	<a href="#">Pg. 20 Q. 15, 16, 17</a>	6.00	6.00	100.00	A			
HMWK	09/09/08	<a href="#">Cuneiform Handout</a>	8.50	10.00	85.00	B			
HMWK	09/10/08	<a href="#">Hammurabi's Code</a>	10.00	12.00	83.33	B			
HMWK	09/19/08	<a href="#">Reading Quiz</a>	1.50	4.00	37.50	E			
<b>Participation</b>			<b>15.00</b>	<b>20.00</b>	<b>75.00</b>	<b>C</b>			
PART	09/17/08	<a href="#">Eqvpt Presentations</a>	15.00	20.00	75.00	C			
<b>Quiz</b>			<b>0.00</b>	<b>0.00</b>					
QUIZ	09/22/08	<a href="#">Prehistory - Phonencians</a>	*	15.00					

Red arrows point to the asterisk in the 'Points Earned' column and the 'B-' grade in the 'Grade' column for the 'Prehistory - Phonencians' quiz.

## Missing Assignments: (Middle School and High School ONLY)

The date in the due date column will indicate when an assignment is to be turned in to the teacher. The points earned column will remain an asterisk (\*) until the assignment has been graded and entered. Teachers are asked to enter smaller assignment grades within one week, and larger assignments, test or projects within two weeks.

Assignments do not automatically appear on the missing assignment list until two weeks after the due date. Teachers may individually indicate an assignment is missing prior to that time period.

Asterisks (\*) are not calculated into the percent earned. Please watch asterisks ... multiple ones or ones for large assignments can suddenly drop a grade when they become zeros.