

# Customizing the Look of Family Access

## 1. Account Info:

- Setup up email notifications for Attendance and Grades.

Family Access

My Account Contact Us Email History Exit

District Links

### Account Settings

Home Email:

School Email:

Phone:  )  Ext:

Cell   Ext:

Work   Ext:

Family Access Login:

Password Last Changed:

Show Google™ Translator in Family Access

I'm Using a Screen Reader

Outline Links When Focused

Address (Mailing Address)

Street Number:  Street Dir:  Street Name:

SUD:  #:  P.O. Box:

Address 2:

Zip Code:  Plus 4:  City/State:

County:

Address Preview:

### Email Notifications

Receive Daily Attendance Notifications for my student(s) by

Email  Wall Message  Email and Wall Message

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:  for

- Email notifications may be setup to receive an Email or Wall message or Both.

### Email Notifications

Receive Daily Attendance Notifications for my student(s) by

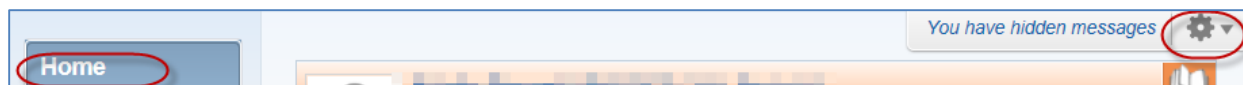
Email  Wall Message  Email and Wall Message

Receive Grading Emails for my student(s) ?

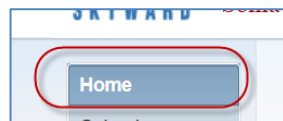
Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):

Low:  70 for

## 2. Messages:



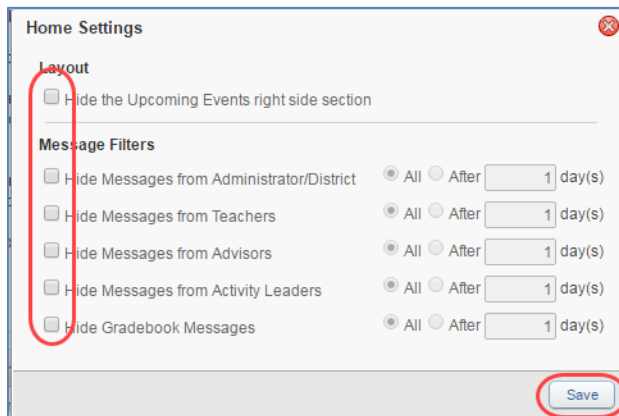
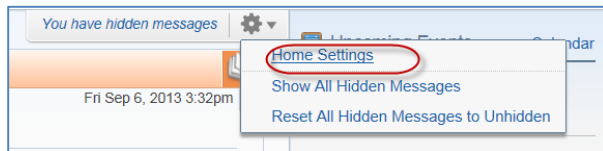
- From the Home Tab on the left, Set up **Home Settings** for Messages posted from various departments.



- Click on the  tab.

- Click on the  icon on the top of the screen to setup **Home Settings**

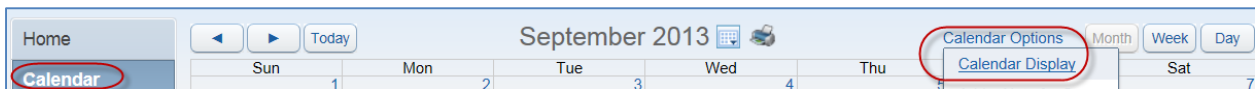
- Click on **Home Settings**



- c. Select Options to Hide Messages specifying after how many days.
- d. Select the Option to Hide Upcoming Events.

e. Click the  button.

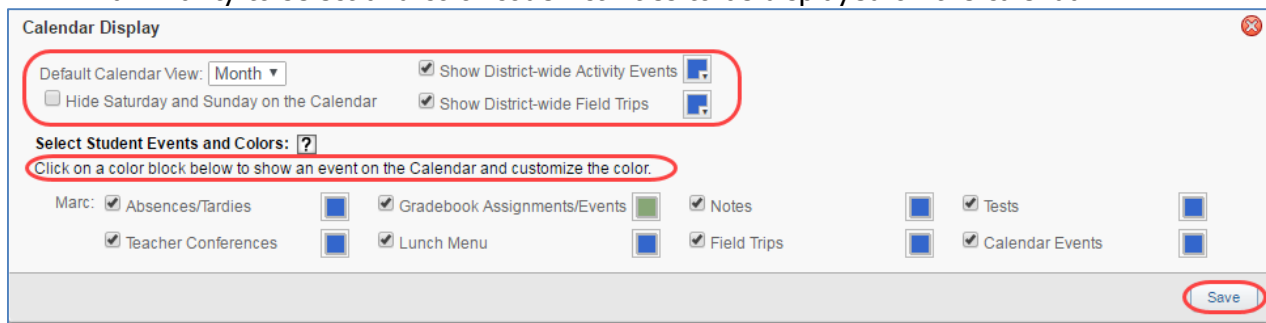
### 3. Calendar:



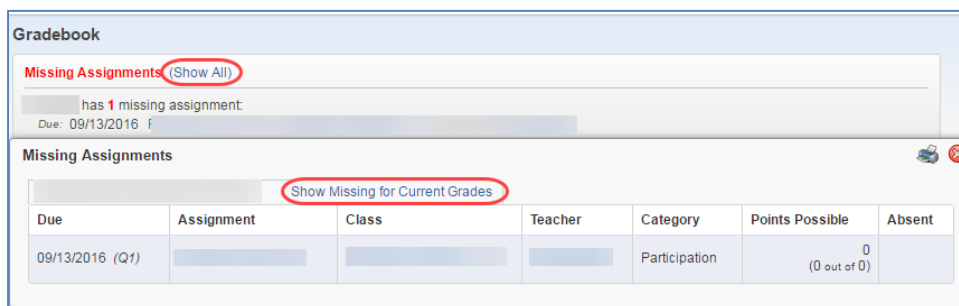
Select the Calendar Tab on the left

1. Click on Calendar Options\Calendar Display

a. Ability to select and color code Activities to be displayed on the calendar.



### 4. Missing Assignments: for High school and Middle school students only.



1. Click on Gradebook
2. Click on the 'Show All' option to view missing assignments.
3. Click on 'Show only for Current Term' to view missing assignment for the current term only.
4. Switch back to 'Show All' to view all missing assignments to date.