



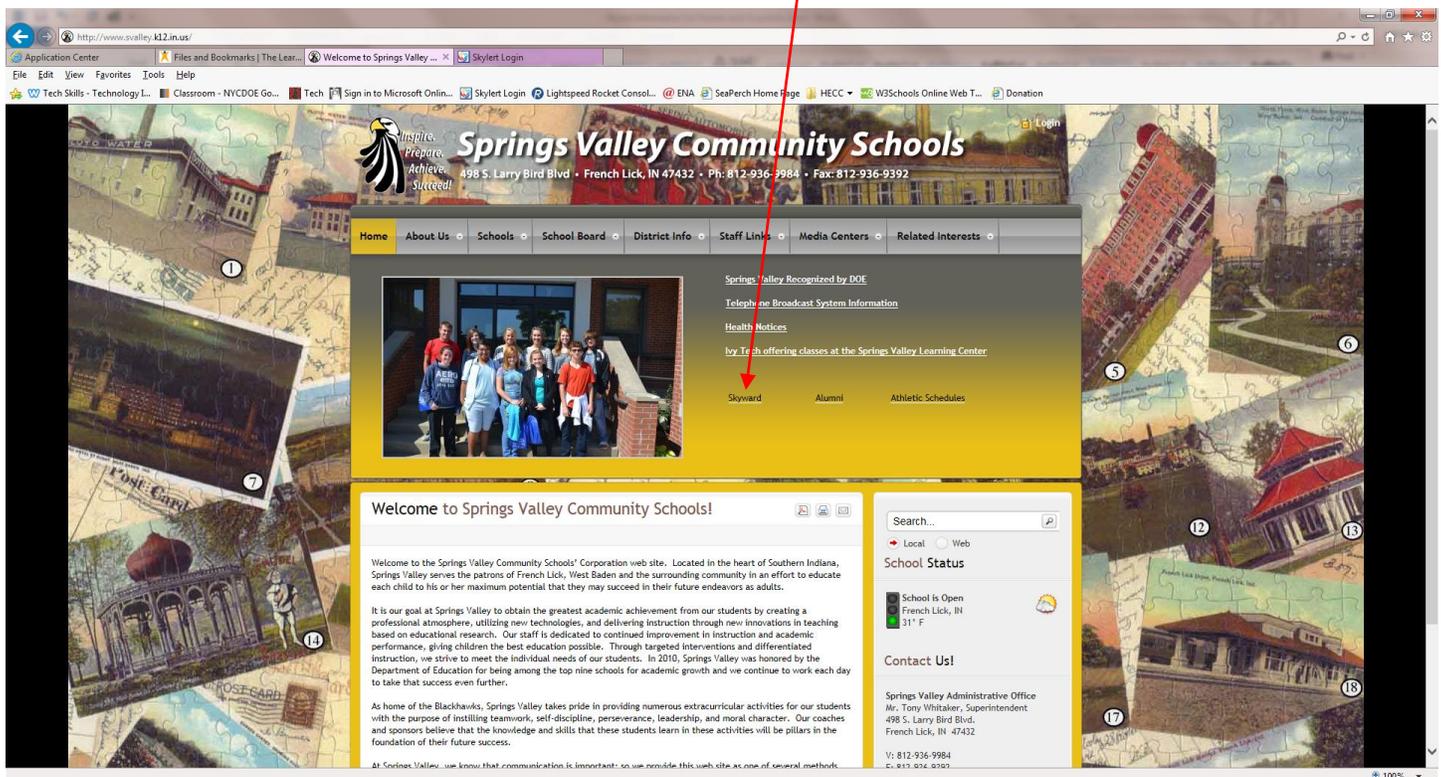
Skylert Notification System

Starting November 2014, Springs Valley Community Schools changed to a new notification system, "Skylert," which works with our "Skyward" student information system in conjunction with "School Messenger." This was done in an effort to improve communication between the school corporation and its patrons. This type of system has been most commonly used for school closings and delays, but may be used for other notifications in the future.

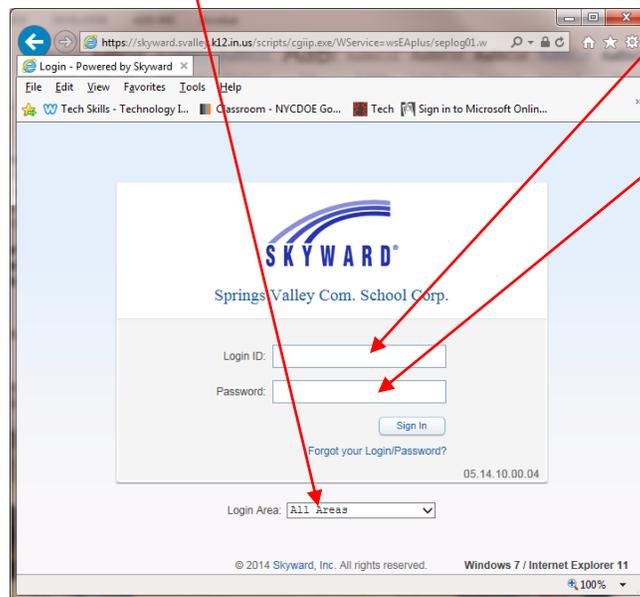
The information below and on the following pages discusses how the Skylert notifications work and how parents and guardians can control the phone numbers and email addresses used for their notifications.

1. Login to your Skyward Family Access Account

- a. To get to the Skyward Family Access Login, go to the Springs Valley Community Schools web site (<http://www.svalley.k12.in.us>) and click on the Skyward link.



b. On the login page, make sure “All Areas” is selected and type in your Login ID and Password.



NOTE 1: Each guardian has his/her own Login ID and Password along with his/her own sets of phone numbers and email addresses to be set up for notifications. If you do know your login ID or need assistance logging in, please contact the guidance office of the school your child is enrolled (812-936-9984).

NOTE 2: Students have their own Skyward Login ID and Password, but they do not have Skylert notifications in their accounts. For a student to get phone or email notifications, a guardian must enter the student's phone number and/or email address under their account.

2. Entered the desired Skylert notifications.
 - a. Select "Skylert" on the side menu for your Skyward Family Access page.

The screenshot shows the Skyward Family Access interface in a Microsoft Internet Explorer browser window. The browser title is "Family Access - Microsoft Internet Explorer provided by Springs Valley Schools" and the address bar shows "https://skyward.svalley.k12.in.us/scripts/cgiip.exe/WService=wsEPlus/sfhome01.w". The page header includes the Skyward logo, "Family Access", and "All Students" with a dropdown arrow. In the top right corner, there are links for "My Account" and "Exit".

On the left side, there is a vertical navigation menu with the following items: Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Activities, Academic History, Portfolio, **Skylert** (highlighted with a red arrow), Health Info, and Login History.

The main content area features a "Post a message" input field at the top. Below it is a red notification banner that reads: "A Requested Change has been Denied. The School District has denied a requested change for Stephen. View unread denied request".

Below the banner are three notification cards:

- MRS RITA HINKLE (Math 6 / 02, Period 3)**: Homework due 11/21. Thu Nov 20, 2014 12:45pm. Complete/Correct all of Lesson 45 Practice Set, page 236, for Friday if not completed in class.
- Tiffani Stemle (English 6 / 02, Period 2)**: November 20, 2014. Thu Nov 20, 2014 10:40am. Academic Vocabulary Test Unit 3 on Friday.
- MRS RITA HINKLE (Math 6 / 02, Period 3)**: Homework due 11/20. Wed Nov 19, 2014 2:12pm. Complete 5 problems from distributive property equivalent equations sheet and #1-6 from the multiple choice distributive property worksheet for Thursday.

On the right side, there is an "Upcoming Events" section with a "Calendar" link. It lists several events:

- Today, Thu Nov 20, 2014: Finding Dist Prop-MC
- Today, Thu Nov 20, 2014: Anansi Words
- Today, Thu Nov 20, 2014: Rosa and Blanca Words
- Today, Thu Nov 20, 2014: Fact Assessment 11
- Today, Thu Nov 20, 2014: vocpac9-10
- Today, Thu Nov 20, 2014: p.381
- Fri Nov 21, 2014: PracticeSetLesson45Redos
- Fri Nov 21, 2014: Written Assessment 11
- Wed Nov 26, 2014: No School Springs Valley Jr-Sr High
- Wed Nov 26, 2014: [Redacted]

The browser status bar at the bottom right shows "100%" zoom level.

- b. Check or change the phone numbers and email addresses listed for notifications; then check the boxes for the types of notifications you want contacted for each phone number and email address.

CAUTION/Note 1: The “Primary Phone” number listed is the primary phone our office staff sees for this household and the same primary phone for the child living in this household; therefore, changing this primary phone number will change the child’s primary phone number.

Note 2: When two guardians are members of the same household, such as a husband and wife, only one of these guardians is listed as the primary guardian and only he or she can change the primary phone number. The other phone numbers and email address are per individual and can be changed by the individual guardian. Guardians of a different household, such as a divorce situation, have a different Primary Phone.

Note 3: If you have a babysitter, relative, etc. that needs to be notified, enter his or her number and/or email address under the “Additional Contact Info...”

Note 4: School Closings and Delays will be sent to all phone numbers and email addresses checked under the categories of “School Hours Emergency” and “Non-school Hours Emergency.”

Family Access - Microsoft Internet Explorer provided by Springs Valley Schools
 https://skyward.svalley.k12.in.us/scripts/cgiip.exe/WService=wsEPlus/sfskylert001.w

Family Access
 All Students

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

My Skyward Contact Info

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: (812) 555-3333					
Family With [redacted]	<input checked="" type="checkbox"/>				
Work Phone: (812) 555-1234					
Family With [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone: (812) 555-9876					
Family With [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Home Email: [redacted]					
Family With [redacted]	<input checked="" type="checkbox"/>				

Additional Contact Info for Family With [redacted]

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Phone 1: (812) 555-0811	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Email 1: [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

Be sure to click “Save” after completing the Skylert information!