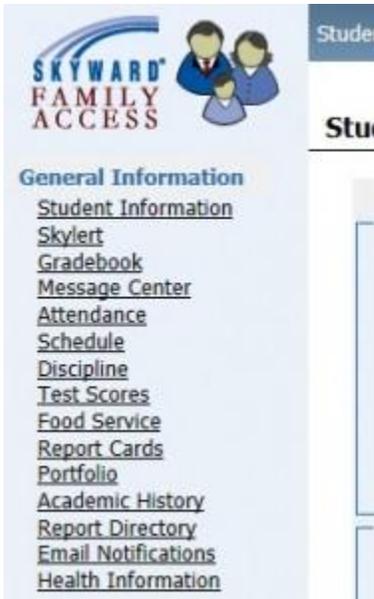# Skylert Setup

Most of what Skylert needs to work is automatically generated by our student management system. Family contact information is updated nightly in the system. When you access the Family Access portal, you should see the "Skylert" link on the left side of the screen.

When you click the link you should see a screen similar to the following:

Skyward Family Access

General Information
- Student Information
- Skylert
- Gradebook
- Message Center
- Attendance
- Schedule
- Discipline
- Test Scores
- Food Service
- Report Cards
- Portfolio
- Academic History
- Report Directory
- Email Notifications
- Health Information

Skylert

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	Weather	Transportation	Survey
Primary Phone: (218)	✔	✔	✔	✔	✔	✔	✔
Work Phone: (218)	✔	☐	☐	☐	☐	☐	☐
Third Phone:	✔	☐	☐	☐	☐	☐	☐
Home Email:	✔	✔	✔	✔	✔	✔	✔

Primary Guardians are not allowed to update their Skyward Contact Info

Additional Contact Info for Family With

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Weather	Transportation	Survey
Additional Phone 1:	✔	☐	☐	☐	☐	☐	☐
Additional Phone 2:	✔	☐	☐	☐	☐	☐	☐
Additional Phone 3:	✔	☐	☐	☐	☐	☐	☐
Additional Phone 4:	✔	☐	☐	☐	☐	☐	☐
Additional Phone 5:	✔	☐	☐	☐	☐	☐	☐
Additional Phone 6:	✔	☐	☐	☐	☐	☐	☐
Additional Phone 7:	✔	☐	☐	☐	☐	☐	☐
Additional Phone 8:	✔	☐	☐	☐	☐	☐	☐
Additional Phone 9:	✔	☐	☐	☐	☐	☐	☐

Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Weather	Transportation	Survey
Additional Email 1:	✔	☐	☐	☐	☐	☐	☐
Additional Email 2:	✔	☐	☐	☐	☐	☐	☐
Additional Email 3:	✔	☐	☐	☐	☐	☐	☐
Additional Email 4:	✔	☐	☐	☐	☐	☐	☐
Additional Email 5:	✔	☐	☐	☐	☐	☐	☐
Additional Email 6:	✔	☐	☐	☐	☐	☐	☐
Additional Email 7:	✔	☐	☐	☐	☐	☐	☐

Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Weather	Transportation
Phone 1:	✔	✔	✔	✔	✔	✔
Phone 2:	✔	☐	☐	☐	☐	☐
Phone 3:	✔	☐	☐	☐	☐	☐
Phone 4:	✔	☐	☐	☐	☐	☐

The Contact information in the first section is the information we have on record for you in the student management system. You cannot change these 4 items, but if the information there is incorrect you should contact your school and request that they change your information.

The columns across the top represent the different categories of broadcasts that ISD 31 might use. By default, Emergency calls are set to go to each phone and email in the primary contact information area. You cannot change this. The remaining columns are optional columns. *In order to receive a broadcast in each of these categories, you must check the box in the column in the row containing the contact method you want used.* So, for example, if you want your Work Phone called when a Weather announcement is made, make sure you check the box under the "Weather" column in the row containing "Work Phone".

Broadcast Categories

Attendance – These are the general attendance announcements that go out daily to notify families that their student was marked absent during that day.

General – This category is used for general school related announcements like conferences, PTO meetings, etc.

Non-School Hours Emergency – A category that would likely be used to notify families of an emergency situation that occurs during non-school hours.

Weather – Used to let families know if school is late, cancelled or dismissing early due to inclement weather.

Transportation – Used to notify families when a school bus is delayed for any reason. The will generally be used for busses that are out picking up students in the morning.

Survey – Would be used if we were sending out a message to gather information from families regarding a school related topic.

Additional Contacts

In addition to the contact information that is automatically pulled from the main system, families can also add contacts. In the lower section of the screen you can add up to 9 phone numbers, 7 emails and 4 text message numbers to be contacted in any of the categories you check. You have complete freedom to add and change these as you wish.

Once you have made your changes be sure to click the "Save" button in the upper right part of the screen.

That's it!

If you have questions concerning the system, please feel free to email us at familyaccess@bemidji.k12.mn.us.