

Updated Instructions for Accessing the 9-15-2020 Health Form and forms going forward

1. First click on the new form of the day, in this case, Health Questionnaire - 9-15- 2020.



A screenshot of the Skyward Family Access web interface. On the left is a vertical navigation menu with the following items: Home (highlighted), Online Forms, Calendar, Gradebook, Attendance, Student Info, Schedule, Test Scores, Conferences, Report Cards, Learning Center, and Login History. The main content area shows a message for a user named Dylan at Westerly Middle School. The message is titled "Health Questionnaire" and includes a "View" link. Below the message, it says "Completed, 09/14/2020 11:58am". A second message is shown below, titled "Health Questionnaire - 9-15-20" with a green "Open" status and a "Fill Out Form" link. The message content is identical to the one above.

2. Next, click the next button.

The screenshot shows a web interface for a "Health Questionnaire - 9-15-20". On the left is a navigation menu with "Online Forms" selected. The main content area displays a "District Message" from Dylan (Westerly Middle School) regarding a daily health questionnaire. On the right, a "District Message" box lists two steps: "1. WPS-Health Questionnaire 9-15-2020" and "2. Complete Health Questionnaire - 9-15-20". Below this list are two buttons: "Next" and "Close and Finish Later".

3. Finally, click the Add button.

The screenshot shows the "Health Questionnaire - 9-15-20" interface with the "Add" button highlighted. The page header includes the "SKYWARD" logo and the name "Dylan C. Tallardy". The main content area shows "Step 1. WPS-Health Questionnaire 9-15-2020 (Required)". A table displays existing questionnaires with columns for "Date Created", "Time Created", and three numbered columns (1, 2, 3). The table contains two rows of data. To the right of the table are buttons for "Add", "Edit", and "Delete". A "View Full Screen" button is also visible.

Date Created	Time Created	1	2	3
09/14/2020	11:58 am	No	No	No
09/13/2020	1:11 pm	No	No	No

4. Once you click the Add button, you will be able to answer the questions.

If you continue to have any questions please
email support@westerly.k12.ri.us