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SECTION 1: Accessing your account

1. To log into your account go to: <https://www.greenvaleschool.org>
2. Click on the “LOG IN” button at the top of the home page.



3. Enter the email address that you have on file with the school and click next.

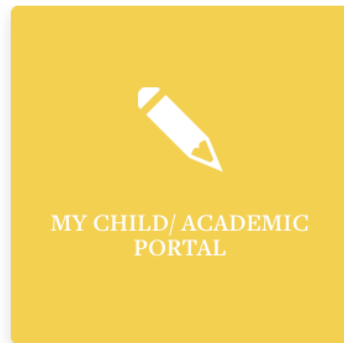
A login form for The Green Vale School. At the top is a dark blue header with the school name in white. Below is a white input field labeled "Username or Email" containing the email address "mpacic@greenvaleschool.org". To the right of the input field is a checked checkbox labeled "Remember me". Below the input field is a blue "Next" button. At the bottom right of the form is a link that says "Forgot login or First time logging in?".

4. At the screen below you will need to put in your username and password. If you have a Gmail or Mac email address, you do not need to enter username and password. Just select Sign in with Google or Sign in with Apple.

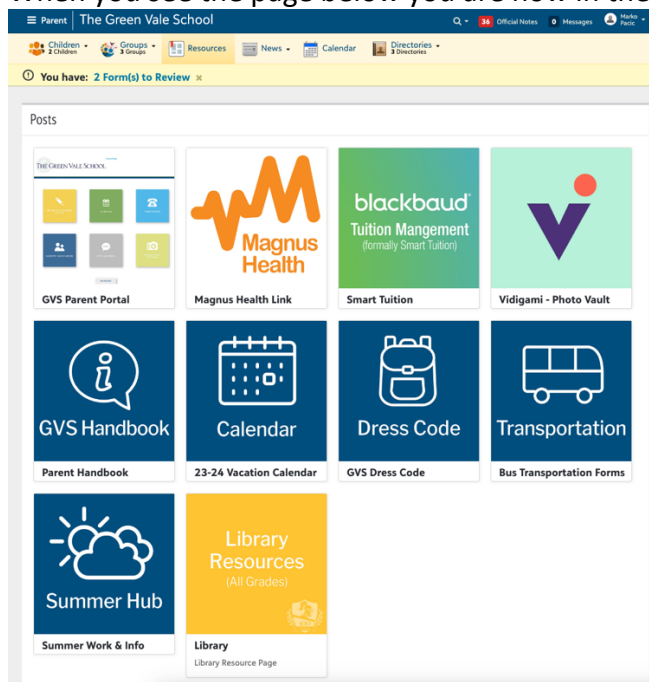
Sign in

A sign-in page with a white background. At the top is the heading "Sign in". Below it are two white input fields: "Email address" and "Password". Under the "Email address" field is a link "Forgot password?". To the right of the "Password" field is a checkbox labeled "Remember my email". Below these fields is a blue "Sign in" button. Underneath the button is the word "or" flanked by horizontal lines. Below that are two buttons: "Sign in with Google" (with the Google logo) and "Sign in with Apple" (with the Apple logo). At the bottom of the page are two links: "Need an account? Sign up" and "Need help? Have questions?". At the very bottom is the text "Powered by" followed by the "blackbaud" logo.

5. Click on the yellow box to take you to the academic portal.

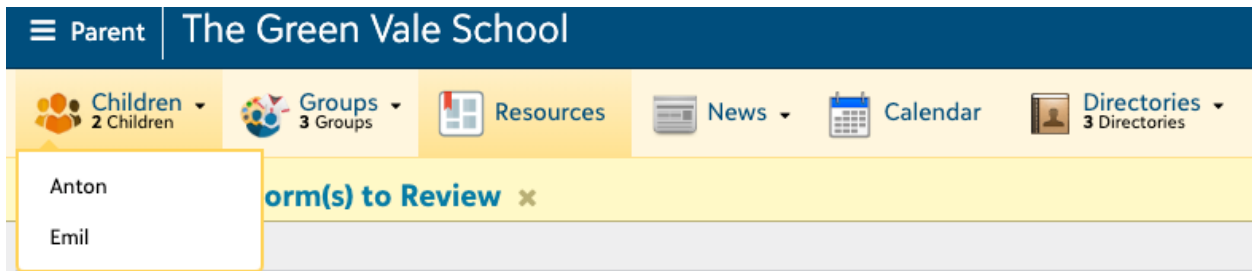


6. When you see the page below you are now in the academic portal.



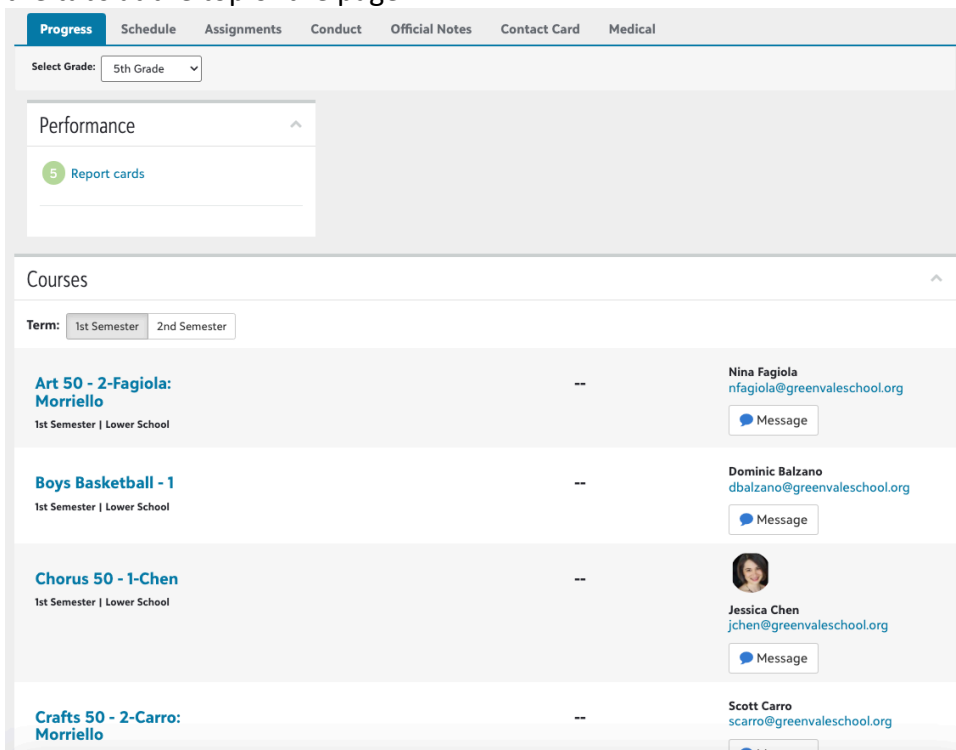
SECTION 2: Selecting your child

1. If you only have one child enrolled in the school, your child's name will automatically show at the top left of the page. If you have more than one child, you will need to select which one you would like to view by clicking "Children" at the top left of the page.

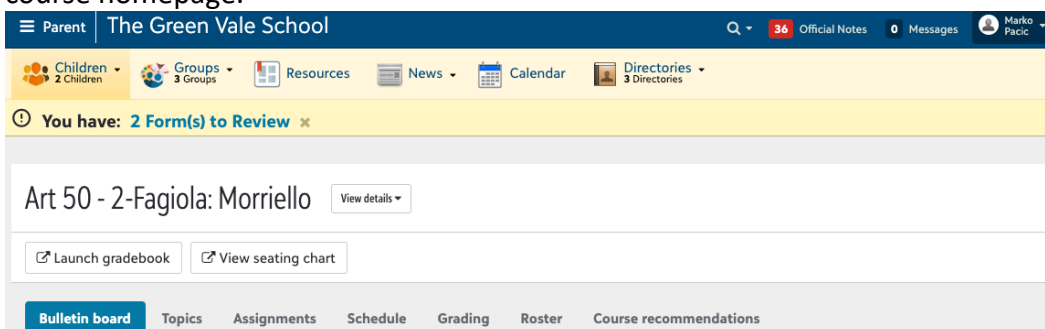


SECTION 3: Viewing your child's classes

1. Once you have selected your child, the Progress tab will be selected automatically from the tabs at the top of the page.



2. Under the Progress tab you will see courses. This will show which courses your child is enrolled in and the teacher for that course. Clicking on the course will bring you to the course homepage.



3. From here you will be able to see some important information.

SECTION 4: Class Rosters and Schedule

1. After you have selected a course such as the example above, you can view the other students that are in your child's class.
2. To view the roster, you will select “Roster” from the tabs above. This will give you a list in contact card format of all of the students that are enrolled in that class.

The screenshot shows the 'Roster' view for the course 'Art 50 - 2-Fagiola: Morriello'. At the top, there are buttons for 'Launch gradebook' and 'View seating chart'. Below these are navigation tabs: 'Bulletin board', 'Topics', 'Assignments', 'Schedule', 'Grading', 'Roster' (highlighted), and 'Course recommendations'. A search bar is present with the text 'Search for a member' and a search icon. A dropdown menu shows '1st Semester'. Below the search bar, there are 12 member cards arranged in a 2x6 grid. Each card includes a name, a photo placeholder, and an email address. The members listed are: Teacher Nina Fagiola, Virginia Argenti '26, Wyatt Aryeh '26, Blake Beyer '26, Bryce Chacon '26, and Luke Connolly '26.

3. If you would like to see the individual class schedule, please select “Schedule” from the tabs above and it will show the daily class schedule and meeting time. You can view the schedule by day, month or week by selecting one of the choices on the calendar.

The screenshot shows the 'Schedule' view for the course 'Art 50 - 2-Fagiola: Morriello'. At the top, there are buttons for 'Launch gradebook' and 'View seating chart'. Below these are navigation tabs: 'Bulletin board', 'Topics', 'Assignments', 'Schedule' (highlighted), 'Grading', 'Roster', and 'Course recommendations'. A calendar interface is shown for May 2023, with options for 'today', 'month', and 'week'. The calendar grid shows the following schedule entries:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4 11:33a Art 50 - 2-Fagiola: Morriello	5	6
7	8	9	10	11 11:33a Art 50 - 2-Fagiola: Morriello	12	13

SECTION 5: Viewing Master Schedules

1. If you would like to see your child's master schedule, you can do that by selecting your child at the top left of the page and selecting "Schedule" which will show you the schedule for the week.

Progress **Schedule** Assignments Conduct Official Notes Contact Card Medical

This Week's Schedule [View Full Schedule](#)

Sunday 8/27 **Monday 8/28** Tuesday 8/29 Wednesday 8/30 Thursday 8/31 Friday 9/1 Saturday 9/2

There is nothing scheduled for this date.

2. You can also view the full schedule by clicking "View Full Schedule" which will display all classes in the current month. You can sort by day, week or month. You can change the month you are viewing by using the left and right arrows at the top of the schedule.

◀ ▶ today month week April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
	8:25a Homeroom50 - 2- Morriello 11:33a Spanish 50 - 1- Kane 11:33a Spanish50-1 (A) - 1 - Kane 1:33p Science 50 - 1- Nastos	8:25a Homeroom50 - 2- Morriello 11:33a Science 50 - 1- Nastos 1:33p Spanish 50 - 1- Kane 1:33p Spanish50-1 (A) - 1 - Kane 2:18p Ensemble 50- Band - 1-Huckins	8:25a Homeroom50 - 2- Morriello 10:03a Info 50 - 2-KR/JR: Morriello 1:33p Spanish 50 - 1- Kane 1:33p Spanish50-1 (A) - 1 - Kane 2:18p music50 - 1- Chen/Huckins	8:25a Homeroom50 - 2- Morriello 10:48a Lessons - 5th - 1- Huckins 11:33a Art 50 - 2-Fagiola: Morriello 1:33p Science 50 - 1- Nastos	8:25a Homeroom50 - 2- Morriello 9:18a Crafts 50 - 2-Carro: Morriello 10:03a Chorus 50 - 1- Chen	
2	3	4	5	6	7	8
	8:25a Homeroom50 - 2- Morriello 11:33a Spanish 50 - 1- Kane 11:33a Spanish50-1 (A) - 1 - Kane 1:33p Science 50 - 1- Nastos	8:25a Homeroom50 - 2- Morriello 11:33a Science 50 - 1- Nastos 1:33p Spanish 50 - 1- Kane 1:33p Spanish50-1 (A) - 1 - Kane 2:18p Ensemble 50- Band - 1-Huckins	8:25a Homeroom50 - 2- Morriello 10:03a Info 50 - 2-KR/JR: Morriello 1:33p Spanish 50 - 1- Kane 1:33p Spanish50-1 (A) - 1 - Kane 2:18p music50 - 1- Chen/Huckins	8:25a Homeroom50 - 2- Morriello 10:48a Lessons - 5th - 1- Huckins 11:33a Art 50 - 2-Fagiola: Morriello 1:33p Science 50 - 1- Nastos	8:25a Homeroom50 - 2- Morriello 9:18a Crafts 50 - 2-Carro: Morriello 10:03a Chorus 50 - 1- Chen	