

Blackbaud Parent Quick Reference

What is seen at log in:

The screenshot shows the top navigation bar of the Blackbaud Parent portal for Porter-Gaud School. The user is logged in as Becca Weil. The navigation bar includes a search icon, 0 Official Notes, 0 Messages, and the user's name. Below the navigation bar are several menu items: Children (3 Children), Groups (8 Groups), Resources, News, Calendar, and Directories (5 Directories). Callouts provide the following information:

- Children:** Dropdown to select your child's individual information.
- Groups:** Dropdown to select groups you are associated with such as PG Tech Resources.
- Resources:** Resource Boards have links to many helpful sites: Important Downloads, PGPA, Extended Day, etc...
- Calendar:** Calendar provides your child's daily schedule of classes and activities, as well as school related events. You can sort, save view, and create iCal feeds for specific events.
- Directories:** Directories provide student, parent, and faculty contact information.
- User Profile:** User Profile and Account Settings.

What is seen when a child is selected:

The screenshot shows the child's profile page for Scott Weil. The user is logged in as Rob Weil. The page has a navigation bar with 1 Official Note and 4 Messages. The child's profile includes a photo, name, and a 'Send message' button. Below the profile are several tabs: Progress, Schedule, Assignments, Conduct, Course Requests, and Contact Card. The 'Progress' tab is selected, showing a 'Select Grade' dropdown set to '1st Grade'. The page is divided into several sections with callouts:

- Assignments:** Assignments will show all assignments pending for the student. MS and US use.
- Course Requests:** Course Requests is for MS and US use. This is used during registration in the spring.
- Progress:** Shows grading reports, attendance, all courses, groups and sports your child is in.
- Schedule:** Displays enrolled classes.
- Performance:** Performance Area holds Report Cards and other academic information. To see the previous year's, select the different grade level (located under the Progress tab).
- Contact Card:** Contact card is where your child's contact information and relations are located.
- Attendance Summary:** Attendance Summary. Can click on each to view additional details.
- Courses:** In the Courses section, you will scroll to find all Courses, Advisor Groups, Activities, and Sports your child is associated with. Click each one colored in blue to view the teacher, Bulletin board, etc... for more information.
- Student Grades:** Student Grades are viewable here. This is the semester daily average of the course. Click on "See Grade Detail" to view more details on grade breakdown per assignment type. Can select grade by term (located under "Courses").