Parent/Guardian Portal

<u>School Bulletin (if applicable)</u> – Parents/Guardians can access any school announcements that have been posted to the Bulletin Board. The Bulletin Board is the same for all users (school administrators, teachers, parents, students)



<u>Settings/Help Docs</u> – Parents/Guardians have access to Help Docs, which will help navigate them through the parent portal. These are located underneath the "?" of their dashboard. Under "Settings", parents/guardians can choose to receive emergency alerts (if applicable) either by phone call or text message.



<u>Directory</u> – Parents/Guardian can only see Staff member's name and the first email address listed on file. Parents/Guardians are unable to see other parent/student information.



<u>Calendar</u> – The calendar view is the same for all users. What you see as a Teacher/Admin is the same information that parents see. The only difference is that parents are unable to add/edit an event.

номе	ALMA TRAINING ACADEMY								Q Search Directory		¶≎]	🔘 Hi, Daryl						
DIRECTORY	2015-2016 ACADE	MIC CALENDAR																
	SEPTEMBER 01 🗖 S	School Year Start							Sej	ptembe	r 01,	201	15 - <i>1</i>	Augu	ust 3	31, 2016	i	
	01 🗖 🕻	Quarter 1 Start	Septe	mber :	2015					Octob	per 20	15						
THOMAS	01 🗖 S	Semester 1 Start abor Day	s	м	т	w	т	F	S	s	м	т	w	т	F	S		
	14 📕 E	Book Fair			1	2	3	4	5	4		5	7	1	2	3		
	OCTOBER		6 13	7	8	9 16	10 17	11 18	12	π	12	13	14	15	16	17		
	30 📕 H	Halloween Costume Day!	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
	NOVEMBER		27	28	29	30					20	21	28	29	30	31		
	11 🗖 V	/eteran's Day	Nove	mber 2	015					Decer	mber	2015						
	26-27 📕 T 30 🗖 C	Thanksgiving Break Quarter 1 End	S	М	т	w	т	F	S	S	м	т	w	т	F	S		
	DECEMBER		1	2	3	4	5	6	7			1	2	3	4	5		
	01 🗖 🕻	Quarter 2 Start	15	16	17	18	19	20	21	13	7	8	9	10	11	12		
	23-01 📕 V	Vinter Break	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
	JANUARY		29	30						27	28	29	30	31				
«	15 📕 T 18 📕 N	eacher In-Service Day /I K Dav	Janua	гу 201	6					Febru	ary 2	016						

<u>Student's Tab</u> – Parents have a different tab for each child that they have in the school or district. Similar to the class tabs that teachers have access to, parents are able to click on their child's name and see that child's information.



<u>Overview Tab</u> – Parents/Guardians can see their child's schedule as well as any upcoming assignments their child may have in any class.

номе	ALMA TRAINING ACAD	EMY				Q Search Directory	4		🚯 Hi, Mark 👻			
	WELCOME, MARK!											
CALENDAR												
	CHURCH, EMMA 10th Gra											
	overview attendance assignments	grades report c	ards fees									
	SCHEDULE (08/23/2016) UPCOMING ASSIGNMENTS											
	8:00 AM P1 GRADE 10 ENGLISH	Schlegelmilch, Patricia	ROOM 203	А	8/24	The Exploration Begins	Grade	e 10 World	d History			
	9:45 AM P3 GRADE 10 GEOMETRY	Milano, Theresa	ROOM 204	В								
	11:30 AM P4 GRADE 10 CHEMISTRY	Wieszczecinski, Eric	ROOM 201	А								
	11:30 AM P4 GRADE 10 WORLD HISTORY	Wing, Jerry	ROOM 105	A								
	1:15 PM P5 GRADE 10 SPANISH II	Kowal, Gerald	ROOM 201	-								

On the overview page, Parents/Guardians can see a curriculum calendar as well. The red box includes the class name, the green box shows the lesson name, and the yellow dot indicates upcoming assignments in that class. If details are added to a lesson plan, parents/guardians can hover over the lesson plan name and a box will pop up with the lesson details.



<u>Attendance Tab</u> – Parents/Guardians can access the student's attendance record for the entire year or look at a specific week of attendance.

номе	Æ		CHUR	CH, EI	MMA																				
DIRECTORY	AC.																								
CALENDAR	overv	iew	attenda	ance	assig	nments	gra	ides	report	cards	fees	5													
🚯 емма	ATT	ENI	DAN	ICE	201	6-W34		â						11	Days Ab	sent	6 Da	ys Løte	19	7 Days	s Present	19	Days	Without	Records
KMUE	year	wee	k																						
	September 2015					October 2015				November 2015				December 2015					January 2016						
	М	т	w	т	F	M	т	W	Т	F	М	т	W	Т	F	м	т	W	т	F	М	т	W	т	F
		1	2	3	4				1	2	2	3	4	5	6		1	2	3	4					//\$///
	//7//	8	9	10	11	5	6	7	8	9	9	10	//11//	12	13	7	8	9	10	11	4	5	6	7	8
	14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	14	15	16	17	18	11	12	13	14	/15/
	21	22	23	24	25	19	20	21	22	23	23	24	25	/26/	/27//	21	22	23	24	/25//	/18//	19	20	21	22
	28	29	30			26	27	28	29	30	30					28	/29/	/30//	31		25	26	27	28	29
	Februa	ary 2016	5			March	2016				April 20	016		May 2016				June 2016							
	М	т	w	т	F	м	т	W	Τ	F	М	т	W	т	F	м	т	W	т	F	М	т	W	т	F
	1	2	3	4	5		1	2	3	4					1	2	3	4	5	6			1	2	3
	8	9	10	11	12	7	8	9	10	11	4	5	6	7	//8///	9	10	11	12	13	6	7	8	9	10
	/15/	16	17	18	19	14	15	16	17	18	//11//	12	/13//	/14//	/15//	16	17	18	19	20	13	14	15	16	17
	22	23	24	25	26	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
	29					28	29	30	31		25	26	27	28	29	/30//	31				27	28	29	30	
*	1200122					12 02	1272																		

<u>Assignment Tab</u> – When teachers select "assign to students" the assignment becomes visible to parents/guardians.

- 1. Parents/Guardians can filter between classes to see specific assignment information for each class the student is enrolled in.
- 2. Parents can see the assignment name, due date, and the assignment details if entered by the teacher. Parents/Guardians can also access any attachments or links added to the assignment.
- Parents/Guardians can see the status of the assignment Received, Not Turned In, or no status if assignment has not been graded yet.



<u>Grades Tab</u> – Parents/Guardian can see grades for assignments that teachers have published in the gradebook.

Traditional Gradebook:

- Parents/Guardian can toggle between classes to see grades for each class. They can also switch in between grading periods as well.
- 2. Parents/Guardians can see the current average of the PUBLISHED ASSIGNMENTS. This average reflects the assignments the teachers have published ONLY.
- 3. Parents/Guardian can see a breakdown of how the students are doing in categories that the teachers have created in their settings.
- 4. Parents/Guardians can see grades for each *published* assignment.

	CHURCH,	EMMA 10th Grad					
overview a	attendance	assignments	grades report ca	irds fees			
GRADE	воок	Quarter 4 \$	Grade 10 World History	y ♦ <mark>1</mark> .		Jerry Wing	Send Message
CURRENT GRA	DE	3.	CATEGORY TOTALS				
2.		25% of Final Grade	10% of Final Grade	15% of Final Grade			
Α		Quiz	Classwork	Homework			
(94.2%) As of 7/27/16)	B (87.5%)	A (95%)	A (105%)			
4. DUE	ASSIGNM	ENT NAME		% OF GRADE	GRADE	FEEDBACK	UPDATED
6/24/16	Early Civ	vilizations in Africa		5%	A (105%)	Presentation	7/17/16
6/22/16	Unit 2 G	uiz		25%	B (87.5%)		7/17/16
6/1/16	A War A	head		3.3%	A (95%)	Great Work!	7/17/16

Standard Based Gradebook:

- 1. The assignment name runs diagonally across the top with the due date.
- 2. The standards attached to the assignments are listed horizontally across the page.
- 3. The red triangle indicates to the Parent/Guardian that the assignment was not turned in by their child.
- 4. If a comment is added by the teacher for an assignment, a conversation bubble will appear under the assignment name.



<u>Report Card Tab</u> – Parents can see approved progress reports and report cards. Administrators have control over making the reports visible to parents.

номе	ALMA TRAININ	IG ACADEMY	Q Search Directory	P	🚯 Hi, Mark 👻
	WELCOME, MARK!				
CALENDAR					
ма емма	CHURCH, E	MMA 10th Grade			
	overview attendance	assignments grades report cards fee	25		
	2015-2016				
	QUARTER 1	QUARTER 2			
	2014-2015				

<u>Fees (if applicable)</u> – Parents/Guardians can see invoices that have been assigned to them including the fee description, amount, due date, and whether the invoice has been paid or unpaid.

НОМЕ	ALMA 1	RAINING ACADEMY	Q Search Directory	r\$	🚯 Hi, Mark 👻
DIRECTORY	WELCOME,	MARK!			
CALENDAR					
		CHURCH, EMMA 10th Grade			
KYUE	N				
	overview	attendance assignments grades report cards fees			
	FEES		Total Fees: \$60.00	Paid: \$60.00	Unpaid: <mark>\$0.00</mark>
	Created	Fee Description	Amount	Due Date	
	9/1/15	Technology Fee	\$35.	00 9/29/15	5 🛛 🔊 Paid
	11/9/15	Athletic Uniform	\$25.	00 11/18/15	Paid