



# ParentVUE 2.0 User Guide

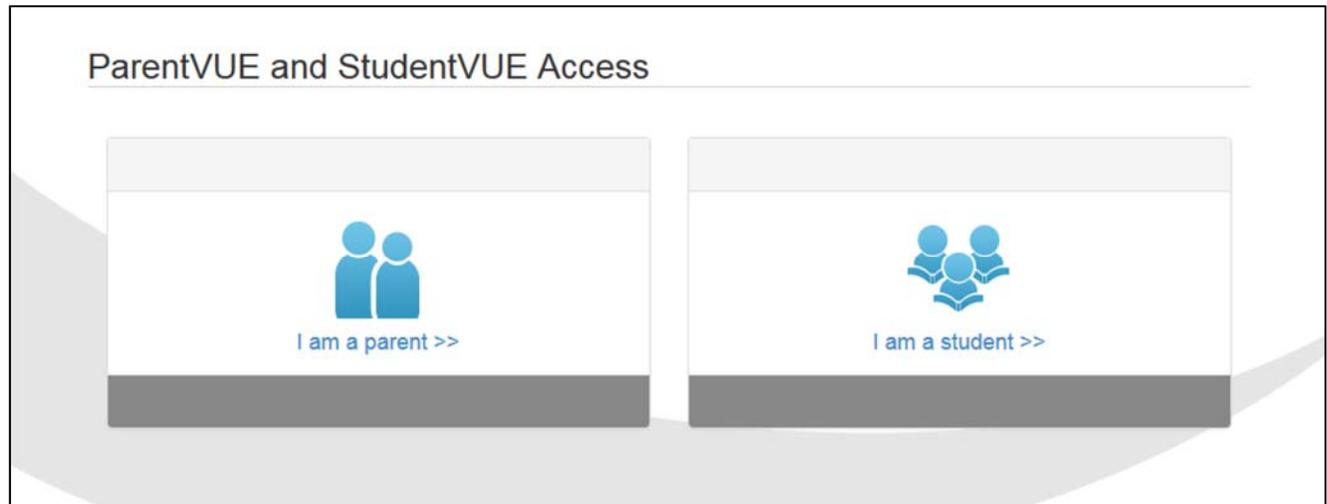
Release 2019

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## Logging In to Your Account

1. Open the web address provided by the school district.



*ParentVUE And StudentVUE Access Screen*

2. Select the preferred language at the bottom, if necessary. The screen default is English.
3. Select an option: **I am a parent >>** OR **I am a student >>**.
4. Log in to your account. If you already have an account, enter the **User Name** and **Password**. Click **Login**.

If you forgot your password:



1. Click **Forgot your password? Click here**.
2. Enter the primary email address. A message is sent to that email address with the username and password information. If you encounter any issues, contact your school.



Check your Spam or Junk folders, if you do not see an email right away.

## Overview

Parents and students access ParentVUE and StudentVUE using a web browser. A user name and password provide secure access.

## ParentVUE

ParentVUE offers a single account to view school information for all siblings, regardless of the grade level or school of attendance. You log in once to see your children's school information.

ParentVUE offers access to the student and classroom information and different types of communication from the school or district for each child. Parents see their children's information only and cannot see other students' information.

## ParentVUE Home Screen

After logging on to the web portal or activating an account, parents see the **Home** tab of the ParentVUE portal.



Click dropdown menu to switch views between different children.

The screenshot shows the ParentVUE Home Page interface. At the top, there is a navigation bar with links for 'My Account', 'Help', 'Online Student Data Verification', 'Online Registration', and 'Logout'. Below this, the user's profile is displayed, including a dropdown menu (3) for switching between children. The main content area is divided into two sections for different children: 'Billy' (ID: 905483, Hope High School) and 'Ian' (ID: 129442, Edupoint Elementary). Each section has a 'Recent History' box (2) showing various notes and events. A navigation bar (1) is on the left side, and a footer (8) contains links for 'Logout', 'Contact', and 'Privacy'. The footer also includes the Edupoint logo, language options (English, 中文-普通话, 日本語, 한국어, русский, Español), and an 'Accessibility Mode' link (10). The page title is 'Edupoint School District' and the greeting is 'Good afternoon, Phillip Aaron, 7/10/2018'.

ParentVUE Home Page

- 1 The Navigation bar contains links to display records for the selected child.
- 2 Recent Events includes grading period dates, conference events, discipline events, school events, attendance notes, and nurse log notes. Click a link for more detailed

information.

- ③ Parents use the focus menu to select from the children actively enrolled in the district.
- ④ The **My Account** tab accesses your account information.
- ⑤ The **Help** tab directs you to the Help screen, which contains information provided by the district.
- ⑥ The **Online Student Verification** tab allows you to verify your child's information. For more information, visit [Online Student Data Verification](#).
- ⑦ The **Online Registration** tab opens Online Registration, if available. Online registration is open during registration in January.
- ⑧ All screens contain **Logout**, **Contact**, and **Privacy** links.
- ⑨ Your district might support additional languages. If so, select one at the bottom of the ParentVUE screen.



Changing the language at the bottom of the ParentVUE screen only changes the language on the interface. To change the language for email notifications, see [Managing Your Account](#).

- ⑩ You can enable Accessibility Mode, if needed.

## Viewing School Information

Click **School Information** on the Navigation bar to view a directory of the student's school.

- 1 Click the **Website URL** to go to the school's website.
- 2 Click the **Email** link in the School Staff Contact List to email a member of staff.

### SCHOOL INFORMATION

School Information		
Principal <a href="#">Rob Wilson</a>  	School Name Hope High School	Address 4301 E Guadalupe Rd Gilbert, AZ 85234
Phone 949-555-1212	Fax 949-555-1213	Website URL <a href="http://www.hopehigh.edu">http://www.hopehigh.edu</a>

School Staff Contact List			
Staff Name	Job Title	Phone	Extension
<input type="text" value="q"/>	<input type="text" value="q"/>		
<a href="#">Aderson, Gordon</a>  	Teacher		
<a href="#">Andrews, Mark</a>  	Teacher		
<a href="#">Arthur A., Andrea</a>  	Teacher		

*School Information Page*

## Viewing Health Information

The Health page lists the student's visits to the school nurse, their health conditions, and immunization record.

1. Click **Health** on the Navigation bar.

Name	Status as of 8/6/2018	Dose Information							
		1	2	3	4	5	6	7	8
Hepatitis B	Complete	06/25/2001	08/16/2001	12/19/2001					
DTaP/DT/Td/Tdap	Complete	09/11/2001	11/06/2001	12/19/2001	09/25/2002	07/21/2005			
Polio	Complete	09/11/2001	10/17/2001	12/19/2001	07/21/2005				
Tdap Booster	Complete	07/05/2012							
Hemophilus Inf Hib	Complete								

*Health Page*

2. Click **Immunizations** to view the Immunization Summary. This displays a record indicating compliance and non-compliance for immunizations.

# Viewing Course History Information

The Course History page displays all of a secondary student’s courses, the grades received for all years and all schools, the cumulative GPA, and graduation ranking.

- 1. Click **Course History** on the Navigation bar.

 The **Mark** column displays an indicator when a student withdraws from a course.

### Graduation Status *Class of 2009*

Subject Area	Progress
English Literature	100.0% <div style="width: 100%; height: 10px; background-color: green;"></div>
Mathematics	100.0% <div style="width: 100%; height: 10px; background-color: green;"></div>
Science Required	100.0% <div style="width: 100%; height: 10px; background-color: green;"></div>
American History	100.0% <div style="width: 100%; height: 10px; background-color: green;"></div>
Government	100.0% <div style="width: 100%; height: 10px; background-color: green;"></div>
Electives	100.0% <div style="width: 100%; height: 10px; background-color: green;"></div>

Detail:  off

**Cummulative GPA**  
**3.03**

Grant (10-11)  
**3.01**

Unweighted GPA  
**3.14**

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### Test Requirements



**AIMS Reading**



**AIMS Math**

Detail:  off

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### Student Course History

Detail:  off

Course History Page

 Click the **Detail** button to expand the section. By default, it is in Summary mode.

- 2. Select **Detail** to view additional detail for Graduation Status, Test Requirements, or Student Course History.



The Graduation Status section provides detailed credit and test requirement information, if appropriate to the student's school grade level.

This is the same information that displays on the student's transcript.

3. Select **Detail** in the Student Course History section. Each course displays with the **Mark** earned, **Credit Attempted**, and **Credit Completed**.

Course Title (ID)	Mark	Credit Attempted	Credit Completed
<b>Tillicum Middle School Year: 2013 Term: S1</b>			
6th Grd Science (104010.1)	A	0.50	0.50
Applied Tech (107043.3)	A	0.50	0.50
French 1a (108050.1)	A	0.50	0.50
Hon LA 6 (100020.1)	A	0.50	0.50
Int Math Top 2 (103040.1)	A	0.50	0.50
Si: La/Li/Cu 6 (108750.1)	A	0.50	0.50
Si: SS 6 (108810.1)	A	0.50	0.50
<b>Tillicum Middle School Year: 2013 Term: S2</b>			
6th Grd Science (104010.2)	A	0.50	0.50

Course History Page



Use the second scroll bar to scroll down to the bottom to see all classes.

## Viewing Attendance Information

1. Click **Attendance** in the Navigation bar.
2. Click the right or left arrows to scroll between months, or select the **Focus** menu to select a month to view.
3. Hover over a course in the Totals by Course section to view absence details.
4. Select **Detail** in the Days of Attendance section. The icons indicate the attendance information for that period and date.

## Viewing the Class Schedule

CLASS SCHEDULE			
<a href="#">1st Quarter</a>   <a href="#">1st Semester</a>   <b>3rd Quarter</b>   <a href="#">2nd Semester</a>			
Student Schedule for 3rd Qtr (01/25/2017 - 04/06/2018)			
Period	Course Title	Room Name	Teacher
1	Prin Eng I	224	Kathy Jackson  
3	Am Govt	P-13	Jeffrey Davis  
5	Beg Drawing	401	Gwen Gunn  
7	Cc-Am. Lit	230	Kathy Nunes  

Class Schedule Page

1. Click **Class Schedule** in the Navigation bar.
2. Click the **Term** abbreviation (for example, **1st Qtr**, **1st Semester**, **3rd Qtr**, **2nd Semester**) to view a different semester's schedule.
  - The schedule lists the **Period**, **Course Title**, **Room Name**, and the **Teacher** for each class.
  - The staff member associated with the incident displays as a communication link.



Elementary schedule information typically displays only one course in the class schedule, labeled with the student's grade.

## Viewing Report Cards

Select **Report Card** on the Navigation bar to view the Report Card page to see grades for each term and progressive periods



Only current year report cards are visible at this point. Last year's report cards are in the Documents tab.

REPORT CARD										
Student Grades		1st Quarter		1st Semester		Third Quarter		2nd Semester		
<b>Student Grades for 2nd semester (ending on 05/29/2018)</b>										
Period	Course Title	Room Name	Teacher	Marks						
0	Am Govt (SS51)	216	Kathy Jackson	A	A					
1	Prin Eng III (EN46)	231	Kim Gordon	A	A					
2	Am Govt (SS51)	216	Kathy Jackson							
2	Intermediate Acting (PA86)	409	David Gardner	A	A					
3	Am Govt (SS51)	P-13	Jeffrey Davis							
3	Weight Trn Boys (PE762)	ANNX	Mark Swartz	A	A					

Report Card Page

- Select **Click here to view report card for <<term/period>>** to print the report card for the current term or period. This only displays if a PDF report card is available for the term.



First semester grades will not appear if the second quarter is not finished. Click back to the 1<sup>st</sup> quarter to see your child's current grades.

## Viewing Grade Book

1. Click **Grade Book** on the Navigation bar to show grades for each grading period and progress period. The screen opens to the current grade period.
2. Click any available quarter or progress period to view another summary.

### GRADE BOOK

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Classes for Hope High School
2nd Semester ▾

0 **Am Govt**

Kathy Jackson

Room: 216

0 Missing Assignments

1 Class Level Resource

[Class Page](#)

**A**

100%

Last Update: 6/25/2018

#### Student Performance

Category	Score
Quiz	100%
Assignment	100%
Project	100%
Homework	100%
Test	100%
TOTAL	100%

1 **Prin Eng III**

Kim Gordon

Room: 231

0 Missing Assignments

[Class Page](#)

**A**

100%

Last Update: 6/25/2018

2 **Intermediate Acting**

David Gardner

Room: 409

0 Missing Assignments

[Class Page](#)

**A**

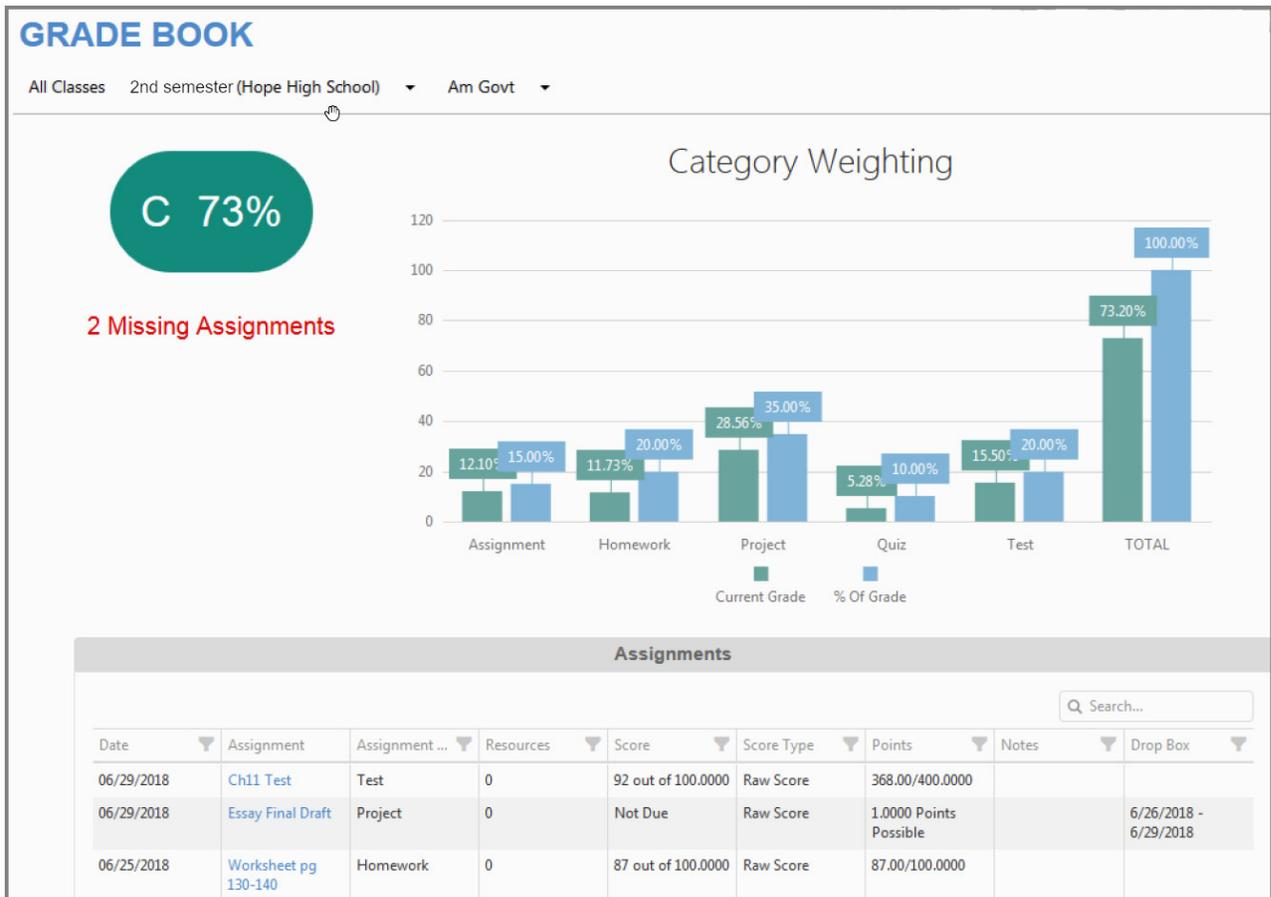
100%

Last Update: 7/28/2017

*Grade Book Page*

3. Click a **Subject** or **Course Title** link. The Assignment View displays the assignments for the class. The Category Weighting graph shows the assignment type, current grade, and percentage of grade.

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Grade Book Page

4. Click an **Assignment**. The Assignment Detail screen displays.

- Assignment Detail – The summary displays the information for the assignment, including the **Course**, **Period**, and **Teacher**.
- Standards – Standards associated with the assignment display in this section, if available. See Standards View.
- Resources – Electronic files or links to a website display in this section, if available.
- Digital Drop Box – Electronic files posted for the assignment display in this section.

## Viewing Messages or Alerts

### Messages

Click **Messages** in the Navigation bar. This page displays important district/classroom messages and emails.

- The number of unread messages displays on the Navigation bar.
- Read messages display with an open envelope.
- Unread messages display with a closed envelope.
- Select the message to view the details.
- Click the **X** to remove a message.

MESSAGES		
	Date	Subject
	04/26/2018	Survey: Jen Wonders: Jen Wonders:
	07/11/2017	Survey: After School Locations: After School Locations:

Messages Page



After opening and viewing the message, the message will **DISAPPEAR** in two weeks.

## Sending Emails to Teachers

You can send email to teachers and staff by clicking the **Email** icon next to their name.

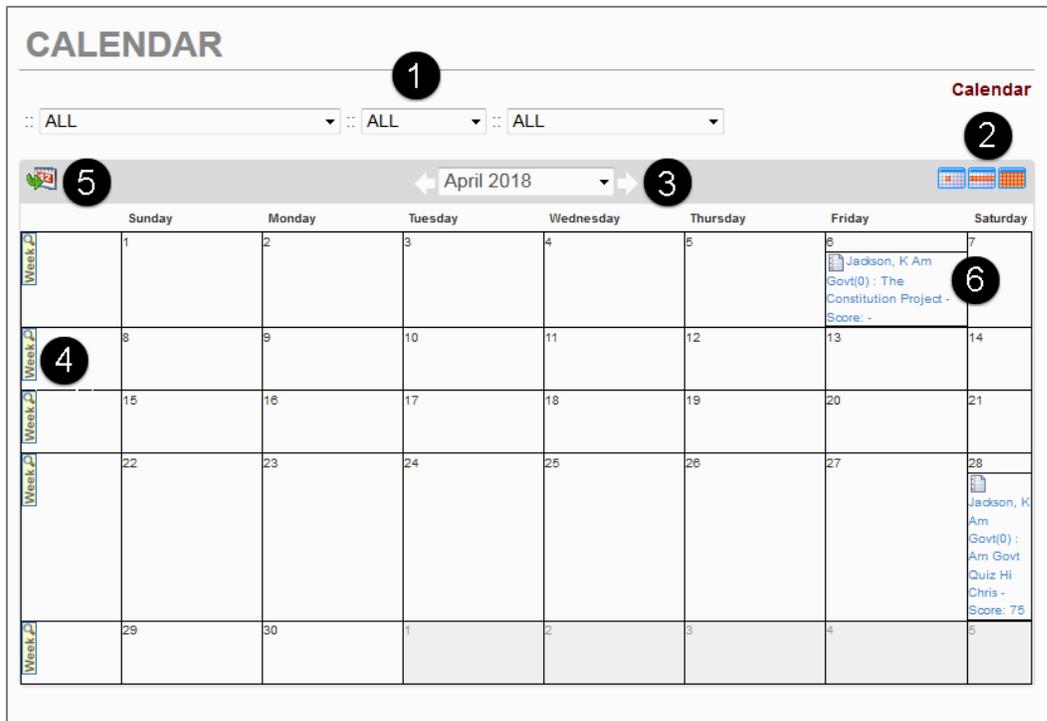
CLASS SCHEDULE			
			Fall   <b>Spring</b>
Student Schedule for Spring (11/25/2017 - 07/06/2018)			
Period	Course Title	Room Name	Teacher
1	Prin Eng I	224	Kathy Jackson 
3	Am Govt	P-13	Jeffrey Davis 
5	Beg Drawing	401	Gwen Gunn 
7	Cc-Am. Lit	230	Kathy Nunes 

Class Schedule Page

A message compose window opens in your designated email program, such as Microsoft Outlook.

## Viewing the Calendar

Click **Calendar** in the Navigation bar to open the student's calendar. This page displays the important details of the school day, such as graded and non-graded assignments for the selected student.



Calendar Page

- 1 Use the options at the top of the calendar to filter the information displayed by Teacher/Class, Assignment Type, and whether the assignment is *Missing*, *Due*, or *Scoreless*.
- 2 Click the **Day**, **Week**, or **Monthly** icons to change the view. The calendar displays Monthly by default.
  - The Weekly view lists all assignments for the week. To scroll forward or backward, click the arrows next to the name of the week.
  - The Daily view lists all assignments for the day. To scroll forward or backward, click the arrows next to the name of the day.
- 3 Select the **Month** to view, or use the arrows to move forward or back through the calendar.
- 4 Click the **Week** icon to see the details for a specific week.
- 5 Click the icon in the top-left corner of the calendar to return to today's date.

## Managing Your Account

The Account Information page differs between parents and students. Both screens allow you to change your password, add additional email addresses, and view your login history. Parents can define which type of emails to receive, how often they want to receive them, and other information as the district permits.



To change your home address, phone number, and primary email, use the **Online Student Data Verification** tab. Changes are reviewed and approved by office personnel.

### ParentVUE Account Information Page

1. Select the **My Account** tab.
2. Make updates to your account as needed.
  - Click **Change Password** to change your password.
  - Decide which notifications to receive and how often in the Auto-Notify section. These are email notifications. You can sign up for attendance alerts and weekly grade book summaries.
  - Add or edit additional email addresses.
  - Change your **First Name**, **Last Name**, **Employer**, and **Primary Language** if available on the screen.
  - View Acknowledged Documents.
  - Click **Update Account**.



The password reset link will no longer work after **20 minutes** from the time you receive the password reset email. In this case, you will need to request another password reset.

### Account Information

Instructions: Modify your account information below and press Update Account to apply the changes. To change your password click here: [Change Password](#)

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**Account Detail and Options**

Name Phillip Aaron	User ID ppaaron	Home Address 1979 S Val Vista Dr Mesa, AZ 85204	Mail Address Same as Home Address	Phone Numbers * Cell: 480-555-6767 * Home: 602-555-0416 Work: 602-333-4874 <small>** Indicates primary contact phone</small>
Adult ID				

Editable Personal Information: The following information is editable - please contact school office staff to change secured personal information. Click the Update Account button to save any changes.

First Name	<input type="text" value="Phillip"/>
Last Name	<input type="text" value="Aaron"/>
Employer	<input type="text" value="Edupoint"/>
Primary Language	<input type="text" value="Spanish"/>

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**Auto Notify:** Check the events below for which ParentVUE will e-mail information to you when an event occurs for any of your children.

**Attendance** Notify me when my child is tardy or misses a class

