



## Using the Parent Portal for the Buzz Platform

Welcome to the Buzz Parent Portal, the following handout will get parents started in finding their way in and around the Buzz platform.

In the upper right corner sign in using the username and initial password that were provided to you.

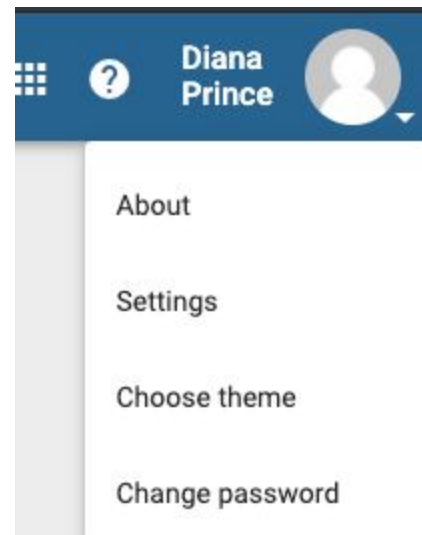
A blue login form with two input fields labeled "Username" and "Password". To the right of the fields is a "LOGIN" button and a vertical ellipsis menu icon.

Once you are logged into the platform, go up to the upper right corner and click on the larger



person icon,

In the drop down menu go down to where it says, “change password” to change your initial password to a more complex password that you will remember.



A "Change your password" form with three input fields: "Current password", "New password \*", and "Confirm new password \*". At the bottom are "CANCEL" and "CHANGE PASSWORD" buttons.



Some parents may come to the following screen, if there is more than one student.

## Choose a student to observe



[Google Trainee Eight](#)



[Google Trainee Three](#)

Simply click on the student's name that you wish to check up on to enter into their Buzz instance.

You will see the course cards appear for the course that your student is currently enrolled in for the current school year/semester.

Let's take a look at the information a course card can provide you:

The image shows a course card for "English-Miss Prince". The card features a large circular logo at the top with a yellow "W" on a blue background, surrounded by a red border with white stars. Below the logo, the course title "English-Miss Prince" is displayed in bold. Underneath the title, it says "2019-2020 School Year" and "12/18/19 - 6/30/30". A horizontal line separates this from the next section, which shows "100% 25m" in green and "Current score" below it. At the bottom of the card, there are two icons: a play button and a gradebook icon. Red arrows point from text annotations to these elements.

Student's current grade and how much time they have spent in the course.

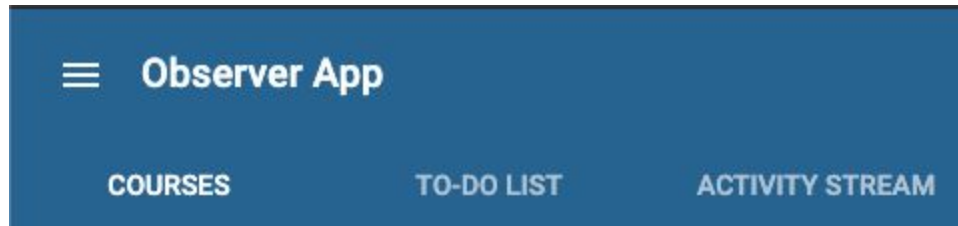
Title of course  
Start Date  
End Date

This icon will take parents into the gradebook for the student.

To enter the course click on the play button



At the top left of your screen you will see Activity Stream and a To-Do List.



Here you will be able to see any activities that have been handed back to your student, with grade and feedback. Under the To-Do list you will be able to see any projects, assessments, or homework assignments that have been assigned. If it says, “Past Due” underneath the assignment, it means that your student has not turned the assignment in and it is late. Once your student starts completing assignments they will disappear from the To-Do list.