

TeacherEase Quick Start Training for Parents

Login

1. You should have received a **"Welcome to TeacherEase"** email from your school; this email contains a link that will open your browser to the page that would allow you to set a new password.
2. On your browser go to the URL www.TeacherEase.com.
3. Click on the login button on the top right of the screen.
4. Enter your email address and the password provided on the welcome email. You will need only one login to access multiple children at the same school.
(Please note, each school can customize the parent portal, so not all links might be available)

Navigating TeacherEase

Once you are logged in you should then see the **"Parent Main"** dashboard. If you have access to more than one student account, click on the dropdown menu with the students names on the top right of your screen.

Quick Links

- **Classes/Subjects** – This contains a List of student's classes, schedule and associated grading scales.
- **Assignments** –Homework and due date can be found here, along with any lessons that the teachers have chosen to share with students and parents.
- **Grades** – Grades for each class and graded assignments can be found here. It also contains a list of missing homework that your student should make up. For standards based classes, click on drop down arrow to see individual assignments for each standard.
- **Attendance** – Contains date and times of all student absences and tardies.

Communicate:

- **Announcements** – Messages that school administrators or teachers have sent to the whole school or specific groups that the student(s) belong in.
- **Send Email** – Easy way to find a teacher email and send them an email. All emails are logged in the TeacherEase database.
- **Email Logs** – Shows any emails sent to the student.
- **Digital Lockers** – Displays links to documents made available by the administrators or teachers that can be downloaded e.g. Handbooks, pamphlets, forms etc.

Miscellaneous:

- **Calendars** – This contains the school calendar of dates and upcoming events. Click on a specific month to see the details.
- **Behavior Logs** – List of notes made by the teachers or administrators regarding student behavior.
- **Menus** – School lunch menu in calendar view.
- **Fees** – Displays fees owed and account balances.
- **Locker Num/Combo** – Updated locker number and locker combination
- **Update password/profile** – Allows you to change password or change your email address. Also subscribe to email notifications by selecting "Enable automatic email notifications" and customize what you want to receive via email.

News Feed

Shows announcements, assignments due, and recent events right from parent/student main page. The "this week" column, on the right hand side displays assignments due during the current week.

Check out this video for more parent portal information: <https://youtu.be/U4J392kCzhw>