

Digital Essentials for Parents

Parents as Partners Presentation



Skyward Family Access



Online access to your student's grade, attendance, discipline, report cards and more!

ParentSquare



Connect with your student's teachers and school with messages, class announcements and more!

Skyward Family Access



Family Access 101

What is Skyward Family Access?

Skyward Family Access is a secure web portal that allows parents and guardians to view their child's academic progress, attendance, and other important information.

Skyward Family Access offers a variety of features, including:

- View grades and assignments
- Check attendance
- View discipline records
- View report cards
- Complete online forms
- Setup automated emails



Topics

Click each link to jump to the topic:

**Screenshots for the mobile app are included when applicable*

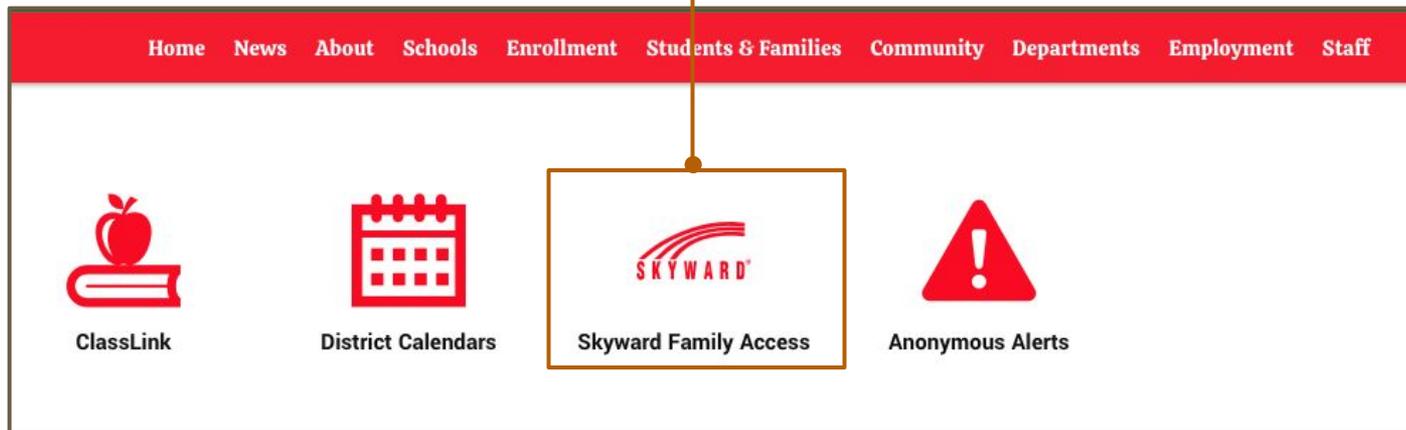
- [Finding Family Access](#)
- [Creating a Family Access Account](#)
- [Family Access Login](#)
- [Overview](#)
- [Gradebook for 5th - 12th grades](#)
- [Gradebook for PK - 4th grades](#)
- [Attendance](#)
- [Report Cards](#)
- [Discipline](#)
- [Automated Emails](#)
- [Account Settings](#)

Skyward Family Access Log In - Option 1

Go to: www.bisd.net

Scroll down until you see the quick links, shown below

Click **Skyward Family Access**



Skyward Family Access Log In - Option 2

Go to: www.bisd.net

Click **Students & Families** in the top menu

Click **Skyward Family Access**



The screenshot shows a website navigation menu with a red header. The menu items are: Home, News, About, Schools, Enrollment, Students & Families, Community, Departments, and Employment. The 'Students & Families' menu is expanded, showing a list of sub-items: Attendance, Back to School, Bus Route Finder, Graduation, Homeless & Foster, Menus (Breakfast/Lunch), Schoology, Standards-Based Grading K-4, and Student Handbook & Code of Conduct. The 'Skyward Family Access' item is highlighted with an orange box, and an orange arrow points to it from the text above.

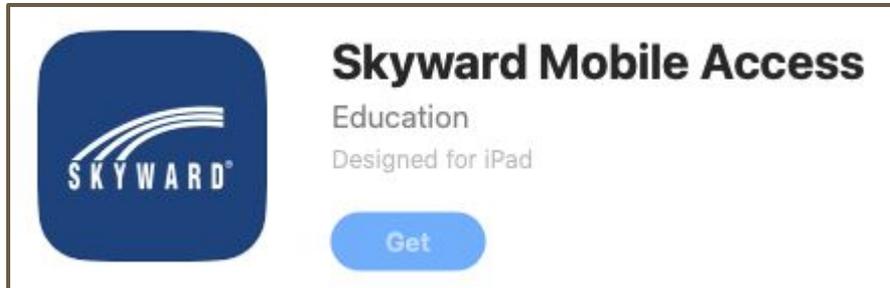
- Home
- News
- About
- Schools
- Enrollment
- Students & Families
- Community
- Departments
- Employment

- Attendance
- Back to School
- Bus Route Finder
- Graduation
- Homeless & Foster
- Menus (Breakfast/Lunch)
- Schoology
- Skyward Family Access
- Standards-Based Grading K-4
- Student Handbook & Code of Conduct

Skyward Family Access Log In - Option 3

Use the Skyward Mobile App

[Skyward Mobile App - Set Up Instructions](#)



Creating a Skyward Family Access Account

1. Click here to request an account:
[New Skyward Account Request](#)
2. Enter all of the required fields
3. Click the **“Click here to submit Online Enrollment Account Request”** button
4. You will see a message that tells you an email is being sent to the address you entered. **Click OK.**

New Student Enrollment: Account Request

This form is the first step to enrolling your new student online. Complete it to request an account to enroll your child(ren). Please complete the required fields to request an account to enroll your child(ren).

Enter the name of the legal parent/guardian of the student you want to enroll

* Guardian Legal First Name:

* Guardian Legal Last Name:

Guardian Legal Middle Name:

Guardian Legal Name Prefix: Guardian Legal Name Suffix:

Guardian contact information

I don't have an email

* Guardian Email Address:

* Re-type Email Address:

* Guardian Primary Phone Number:

Asterisk (*) denotes a required field

[Click here to submit Online Enrollment Account Request](#)

Complete required fields, then click here to submit request.

Creating a Skyward Family Access Account, continued

5. Check your email account for an email from **skyward@bisd.net**.
6. Click the link in the email to open the **Skyward Login page**.
7. Take **note of the password in the email**. You will need this to login to Skyward.



This is your password in the email. You will have a unique password.

Sign In to Skyward Family Access

1. **Enter your login ID**
Email address or ID that you set
2. **Enter the password**
First time log in, enter password from email
3. **Click Sign In**

*If you forgot your Login ID or Password, click the **Forgot Login/Password?** link*

SKYWARD®

BELTON ISD
Student Records

Login ID:

Password:

Sign In

[Forgot your Login/Password?](#)

Log In Help

If you forgot your Login ID or Password,
On the login page, click **Forgot Login/Password**

1. Enter your Email or User Name
2. Click **Submit**

*You will receive an email with your
Login ID and a temporary password*

If you still have login issues, contact your campus.



Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)



SKYWARD

Forgotten Login/Password Assistance

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

Email or User Name

[Submit](#) [Back](#)

Overview

Home

From any screen, you can go back to the Home page

NOTE

If your browser window is too small, you will see a  instead of the HOME tab. Expand the plus sign to see the tabs

Tabs

Click on the tabs to open other screens

All Students

You can see all of your students at once. You can also select one student at a time

My Account

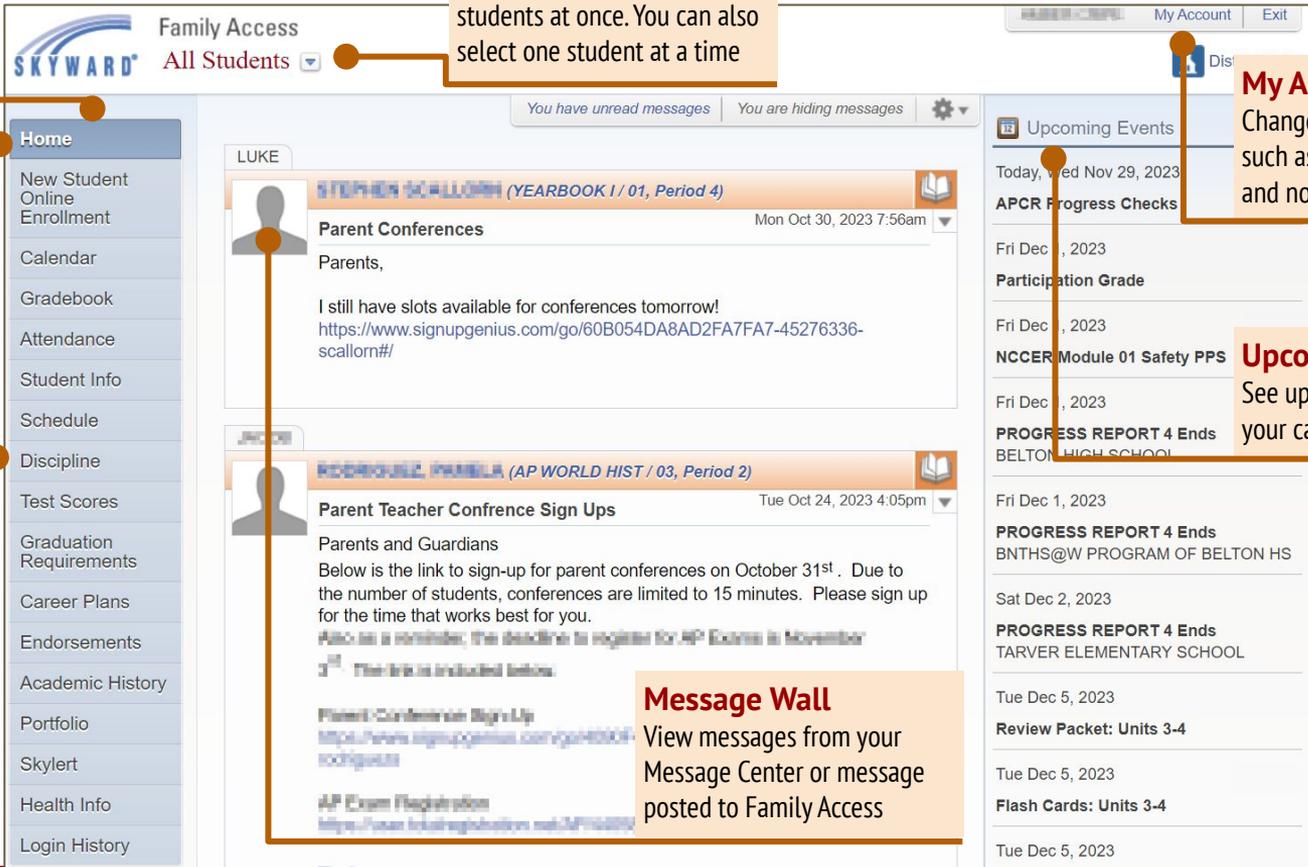
Change your account settings such as login, profile picture and notification settings

Upcoming Events

See upcoming events or go to your calendar

Message Wall

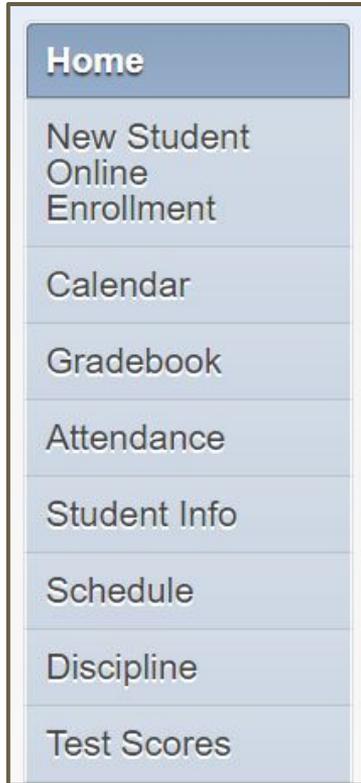
View messages from your Message Center or message posted to Family Access



The screenshot displays the 'Family Access' web interface. At the top, there is a navigation bar with 'SKYWARD' logo, 'Family Access', and a dropdown menu for 'All Students'. Below this, there are two student profiles: 'LUKE' and 'JACOB'. Each profile has a 'Parent Conferences' or 'Parent Teacher Conference Sign Ups' section with a message and a link. On the right side, there is an 'Upcoming Events' calendar showing dates from today to December 5, 2023, with various events listed. A 'My Account' link is visible in the top right corner. The interface also includes a sidebar with navigation tabs like 'Home', 'New Student Online Enrollment', 'Calendar', 'Gradebook', 'Attendance', 'Student Info', 'Schedule', 'Discipline', 'Test Scores', 'Graduation Requirements', 'Career Plans', 'Endorsements', 'Academic History', 'Portfolio', 'Skylert', 'Health Info', and 'Login History'.



Tabs Overview - page 1



Home button takes you back to the main screen.

New Student Online Enrollment allows families with existing students to enroll a new student into the district.

Calendar opens a calendar view with events, assignment details, and more.

Gradebook provides student grades, assignment scores, drill down to view assignment details, and class rank and GPA

Attendance provides details on your child's attendance.

Student Info displays your child's details saved within our student management system.

Schedule display your child's schedule and teachers.

Discipline provides student discipline records and the actions taken for each offense.

Test Scores displays standardized test scores.

Tabs Overview - page 1

Graduation Requirements

Graduation Requirements (available at high schools only) provides coursework requirement information and current graduation status.

Career Plans

Career Plans shows the student's current career plan that has been set up as well as the graduation requirements. High school students only.

Endorsements

Endorsements shows the student's currently declared endorsement, endorsements achieved, requirements for endorsements, and the student's progress. High school students only

Academic History

Academic History provides a generic transcript of sorts, showing a snapshot of grade history for your child's enrollment over the years.

Portfolio

Portfolio displays copies of your child's report cards and progress reports.

Skylert

Skylert allows parents to select their notifications how they would like to receive them.

Health Info

Health Info shows your child's available medical information saved in Skyward.

Login History

Login History provides a snapshot of login history to Family Access.

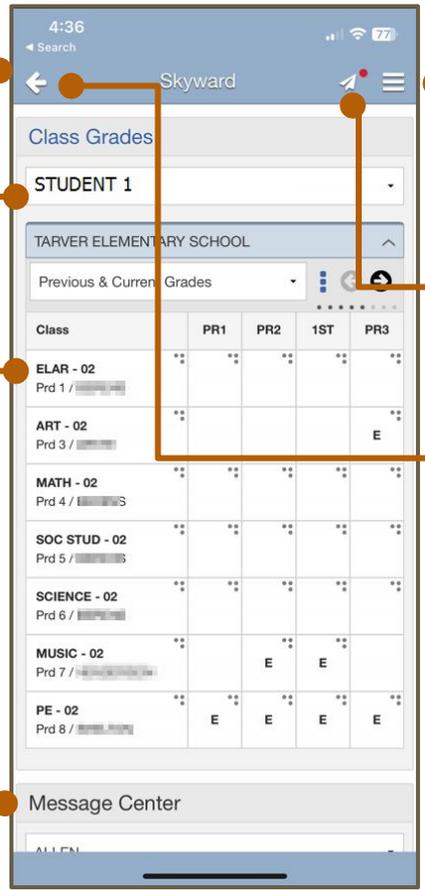
Mobile App Overview

Home Screen
Default screen when app opens

Students
Select your student from this dropdown menu

Grades
View student grades

Message Center
View messages from your Message Center or message posted to Family Access



Menu
Opens tab menu
Use to open other screens

Help
Tour of the app

Back Arrow
Takes you back to the previous screen

Tabs
Click on the tabs to open other screens



Selecting Students



Families with Multiple Students

From any screen, select your student view

Choose: All Students or select one student

Note: Some screens require you to select a student

How to View Grades

5th - 12th Grade View

Click Gradebook



Gradebook

Missing Assignments [\(Show All\)](#)

Missing Assignments

ROSEBUSH has 2 missing assignments:
Due: 11/16/2023 HW 11, 7/8 ALGEBRA 1 (Period 5)
11/09/2023 HW 10, 7/8 ALGEBRA 1 (Period 5)

Class Grades

ROSEBUSH (LAKE BELTON MIDDLE SCHOOL) [Display Options](#) | [GPA / Class Rank](#)

Class	PR1	PR2	1ST	PR3	PR4	2ND	SM1	PR5	PR6	3RD	PR7	PR8
OFFICE ASST. Period 1 (8:10 AM - 9:00 AM) JOHNSON, BARRETT	100	100	100	100	100	100	100					
▶ 8 US HISTORY Period 2 (9:04 AM - 9:54 AM) BARBER, KEVINOL	100	86	84	90	82	82	83					
▶ 8 ADV SCIENCE Period 3 (10:44 AM - 11:34 AM) HOLLERMAN, SONJA	100	92	84	79	87	87	86					
▶ 8 ELA Period 4 (11:38 AM - 12:28 PM) CRADOCK, MEGAN	97	96	97	99	98	98	98					

Grades posted to the report card are in **bold**.
Current grades are **highlighted**.

Missing Assignments

GPA Class Rank

Progress Report Report Card or Semester

Expand to see Assignment grades

How to View Grades - Mobile App Grades

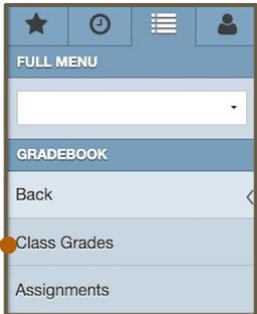
5th - 12th Grade View

Click Menu
Click Gradebook
Click Class Grades



Grade Options
Current Grades
Previous & Current
All Grades

Class, period
and teacher



Class	PR1	PR2	1ST	PR3	PR4
ADV ALGEBRA II Prd 1 / 1	100	80	70	82	93
AP WORLD HIST Prd 2 / 1	100	80	70	70	71
CONST TECH I Prd 3A / 1	93	87	82	93	67
ADV CHEMISTRY Prd 4 / 1	76	76	77	71	76
ART II DRAWING Prd 5 / 1	100	98	98	96	99

Progress Report
Report Card or
Semester

Use arrows to move
through grades

Click dots to open
assignments for class

Description	Grade	Points
MAJOR wght 65.00%, adj to 0.00%		
No assignments		
MINOR wght 35.00%, adj to 100.00%		
Week 3 Work Progress	100	100 / 100

How to View Grades - Mobile App Assignments

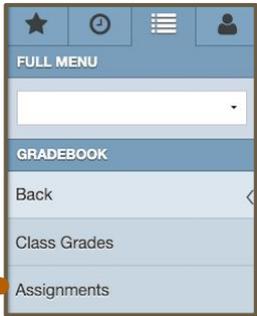
5th - 12th Grade View

Click Menu
Click Gradebook
Click Assignments

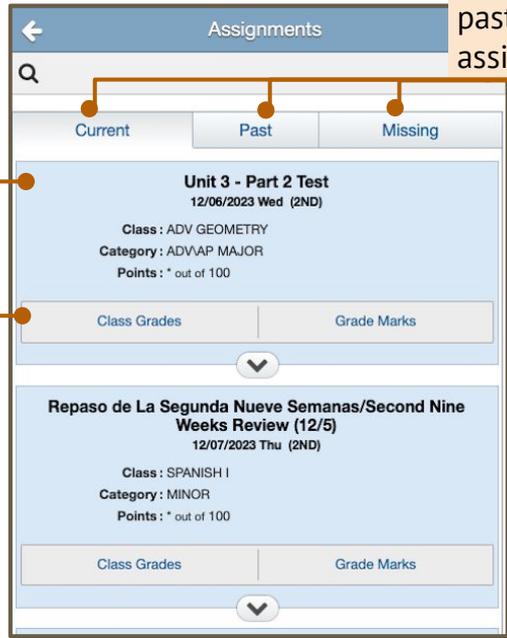


Assignments
Assignment name
Class, category
Points

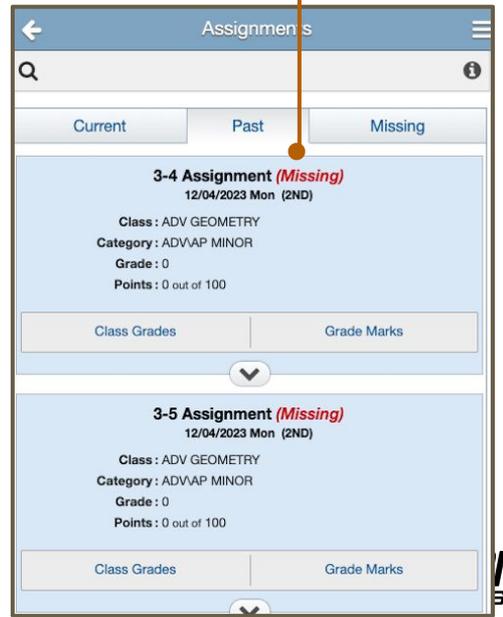
Click buttons to open grades



Click to see current, past and missing assignments



Missing Assignments are marked on Past assignments



How to View Grades

PK - 4th Grade View

★
Click Gradebook

Click to view the details for this standard

Standard graded

Grade received

Gradebook

There are no Missing Assignments/Events.

Class Grades

(TARVER ELEMENTARY SCHOOL) [Display Options](#) | [GPA / Class Rank](#)

Class	PR1	PR2	1ST	PR3	PR4	2ND	SM1	PR5	PR6	3RD	PR7	PR8
<p>▼ ELAR - 02 Period 1 (7:40 AM - 8:31 AM)</p> <p>▼ Beginning Reading & Writing</p> <p>Demonstrates and applies phonetic kn... MS</p> <p>Demonstrates and applies phonetic kn... MS</p> <p>Uses context to determine the meanin...</p> <p>▼ Reading Comprehension & Skills</p> <p>Reads grade-level texts independently... MS</p> <p>Applies a variety of comprehension str... MS</p>						📄	📄					

Missing Assignments

Progress Report Report Card or Semester

Grades posted to the report card are in **bold**. Current grades are **highlighted**.

How to View Grades - Mobile App Grades

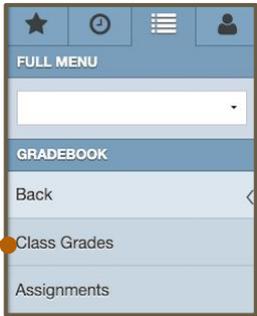
PK - 4th Grade View

Click Menu
Click Gradebook
Click Class Grades



Grade Options
Current Grades
Previous & Current
All Grades

Class, period
and teacher



Class Grades

TARVER ELEMENTARY SCHOOL

All Grades

Class	PR1	PR2	1ST	PR3	PR4
ELAR - 02 Prd 1 /	::	::	::	::	::
ART - 02 Prd 3 /	::	::	::	E	E
MATH - 02 Prd 4 /	::	::	::		
SOC STUD - 02 Prd 5 /	::	::	::	::	::
SCIENCE - 02 Prd 6 /	::	::	::	::	::
MUSIC - 02 Prd 7 /	::	E	E		E
PE - 02 Prd 8 /	E	E	E	E	E

Progress Report
Report Card or
Semester

Use arrows to move
through grades

Click dots to open for
standards based grade

MATH - 02

1ST Progress Report

1ST Summary (08/17/2023 - 10/14/2023)
Not a graded class

Subjects & Skills

Description	Grade
Number & Operations	
Use concrete and picture models to put together and break apart numbers up to 1,200 Usa modelos concretos y pictoriales para ...	MS
Use standard/word/expanded forms to represent numbers up to 1,200 Use formas estandar / de palabra / expandidas para ...	AS
Compare/order numbers up to 1,200 using comparative language, numbers, and symbols Compare / ordene numeros de hasta 12...	MS
Locate and name numbers on a number line Localizar y nombrar numeros en una recta numerica	MS

How to View Grades - Mobile App Assignments

PK - 4th Grade View

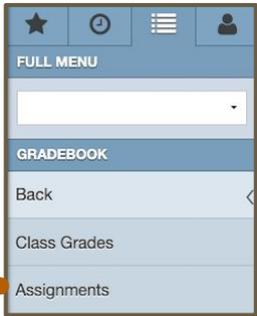
Click Menu
Click Gradebook
Click Assignments



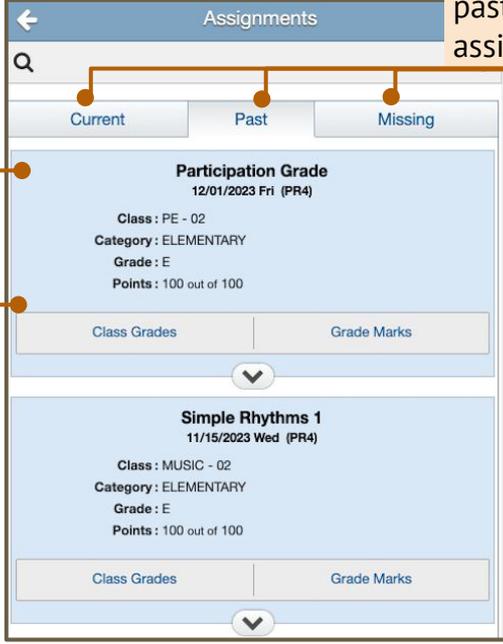
Assignments

Assignment name
Class, Category
Points

Click buttons to
open grades



Click to see current,
past and missing
assignments



Assignments

Assignments are only available for
classes that are not using Standard
Based grading: PE/ART/MUSIC

How to Check Attendance

Click Attendance

Attendance Details
Provides student's name, school, past dates, type of attendance, period and class

- Home
- New Student Online Enrollment
- Calendar
- Gradebook
- Attendance**
- Student Info
- Schedule
- Career Plans
- Endorsements
- Academic History
- Portfolio
- Skylert
- Health Info
- Login History

Attendance

Today's Attendance

Today's Attendance: Tue Dec 5, 2023

Unverified Absence, Period 1-2
No Absences or Tardies were recorded for your other students.

Attendance Details

(TARVER ELEMENTARY SCHOOL)

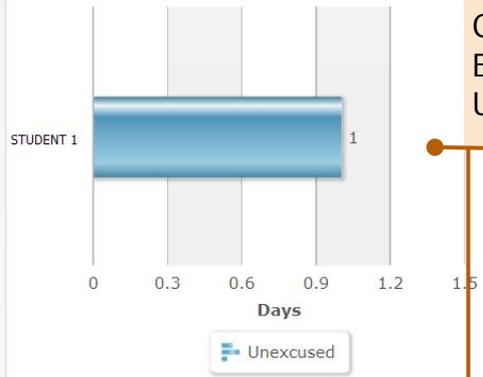
Date	Attendance	Period	Class
Mon Nov 13, 2023	Absent (Parent Note)	0	HMRM SODA 02
Mon Nov 13, 2023	Absent-excused (Parent Note)	2	HOMEROOM - 02
Fri Oct 20, 2023	Absent-excused (Parent Note)	0 & 2	View Classes
Thu Oct 19, 2023	Absent-excused (Parent Note)	0 & 2	View Classes
Tue Oct 17, 2023	Absent-excused (Parent Note)	0 & 2	View Classes
Mon Oct 16, 2023	Absent-excused (Parent Note)	0 & 2	View Classes
Thu Aug 24, 2023	Tardy (Office)	0	HMRM SODA 02
Wed Aug 23, 2023	Absent-excused (Parent Note)	0 & 2	View Classes
Tue Aug 22, 2023	Absent-excused (Parent Note)	0 & 2	View Classes

(BELTON HIGH SCHOOL)

Date	Attendance	Period	Class
Tue Dec 5, 2023	Unverified Absence	1-2	View Classes
Mon Dec 4, 2023	Tardy (Office / eCampus)	7	TIGER TIME MULTI GRADES
Fri Dec 1, 2023	Tardy by Teacher	3	CONSTRUCTION TECHNOLOGY I
Thu Nov 30, 2023	Tardy by Teacher	7	TIGER TIME MULTI GRADES
Tue Nov 28, 2023	Tardy by Teacher	7	TIGER TIME MULTI GRADES

View Charts By Period Day

Term 6 Day Totals



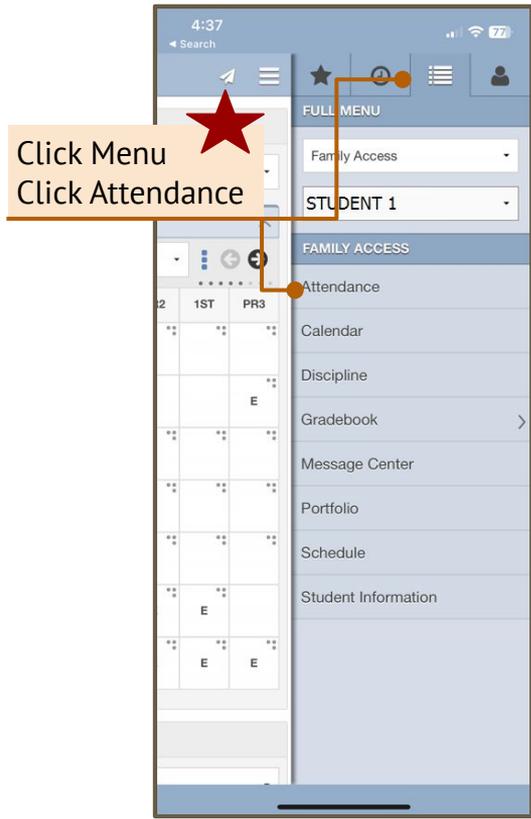
YTD Day Totals



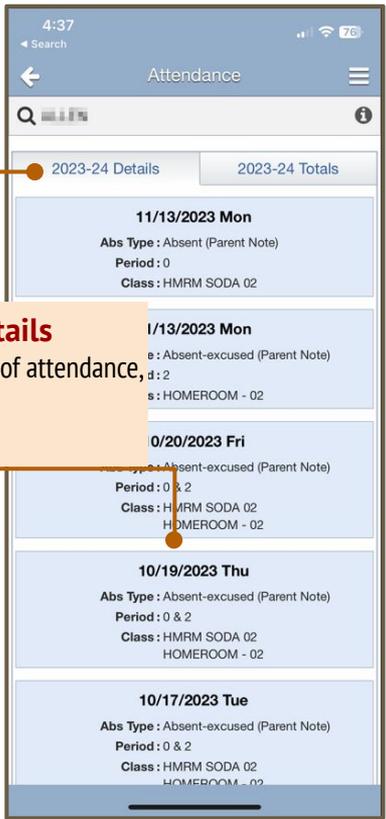
Year to Data Charts of Excused & Unexcused



How to Check Attendance - Mobile App



Attendance
Details



Year to Data
Totals



How to View Report Cards

Portfolio - Attachments

LAKE BELTON HIGH SCHOOL

Report Directory is not available for [LPLM]

Description	Type	Create
2024 PR3	Report Card	Fri Nov 20, 2023 10:20am
2024 RC1	Report Card	Fri Oct 20, 2023 10:20am
2024 PR2	Progress Report	Mon Oct 2, 2023 8:01am
2024 PR1	Progress Report	Thu Sep 14, 2023 2:59pm
2023 FINAL ACADEMIC RECORD	Report Card	Thu May 25, 2023 1:33pm
Progress Report 4	Progress Report	Fri Dec 9, 2022 11:55am
Progress Report 3	Progress Report	Thu Nov 10, 2022 2:05pm
1ST 9 WEEKS	Report Card	Fri Oct 21, 2022 8:13am
PROGRESS REPORT 2	Progress Report	Thu Sep 29, 2022 12:59pm
Report Card	Progress Report	Fri Sep 9, 2022 1:58pm
2021 - Student Academic Record	Report Card	Thu Jun 10, 2021 2:45pm
2020 - Student Academic Record	Report Card	Wed May 27, 2020 9:11am
2019 - Student Academic Record	Report Card	Thu Jan 9, 2020 8:26am
2018 - Student Academic Record	Report Card	Wed May 30, 2018 2:56pm
2016-2017 FINAL REPORT CARD	Report Card	Wed Jun 28, 2017 12:39pm

View Reports
All files are PDF files

Click description to download the file and open it

Reports
All Report Cards and Progress Reports are available here

You may see other reports here such as transcripts

Description, type and created date are displayed

Click  Portfolio



How to View Report Cards - Mobile App

Click Menu
Click Portfolio



Reports

All Report Cards and Progress Reports are available here

You may see other reports here such as transcripts

Description, type and created date are displayed

View Reports

All files are PDF files

Click print to view the file on your mobile device



How to View Discipline

Discipline Details
Provides student's name, school, dates, type of offense, location and discipline officer

Click Discipline 

Discipline

Today's Discipline: Tue Dec 5, 2023

No Offenses were recorded for any of your students.

Discipline Details

Date/Time	Offense	Location (School)	Officer
Fri Nov 3, 2023 3:00pm	PROHIBITED ITEM	CLASSROOM (BELTON HIGH SCHOOL)	

[View Action\(s\) Taken](#)

YTD Offense Totals



Offense Count
1

Year to Date Charts of Discipline

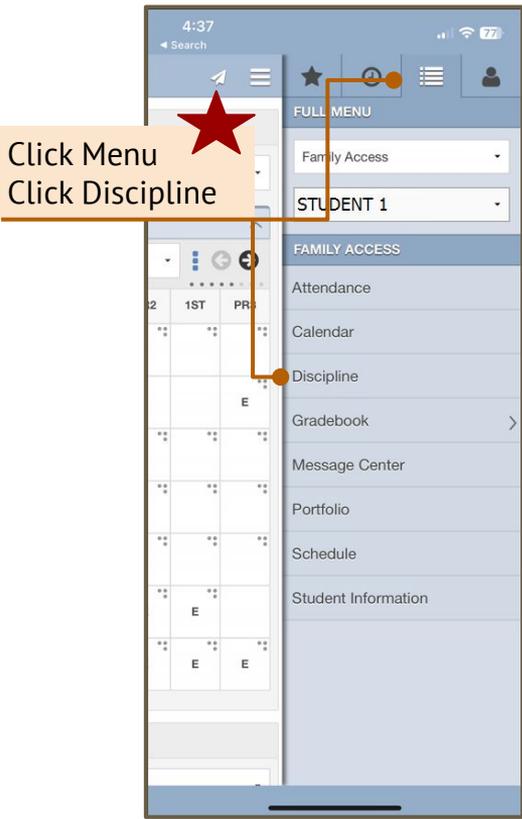
Discipline

No Discipline Offenses were found.

CHISHOLM TRAIL ELEMENTARY

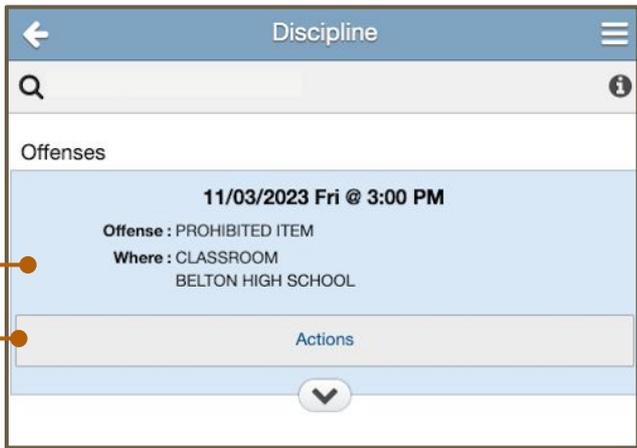
No Discipline Offenses were found.

How to View Discipline - Mobile App



Discipline Offenses
Provides date and time,
type of offense, school and
location

Click Actions to see
action details



How to Turn On Automated Emails

Attendance

Select to receive notifications:

- Email
- Wall (in Family Access)
- Both

These are sent daily when your student has an absence entered in Skyward

Click My Account

Progress Reports

Select how often to receive grade progress report emails:

- Daily
- Weekly (Saturday)
- Monthly (1st day of Month)

Email Notifications

- Receive Daily Attendance Notifications for my student(s) by
 - Email
 - Wall Message
 - Email and Wall Message
- Receive Progress Report Emails for my student(s)
 - Daily
 - Weekly (every Saturday)
 - Monthly (1st of each month)

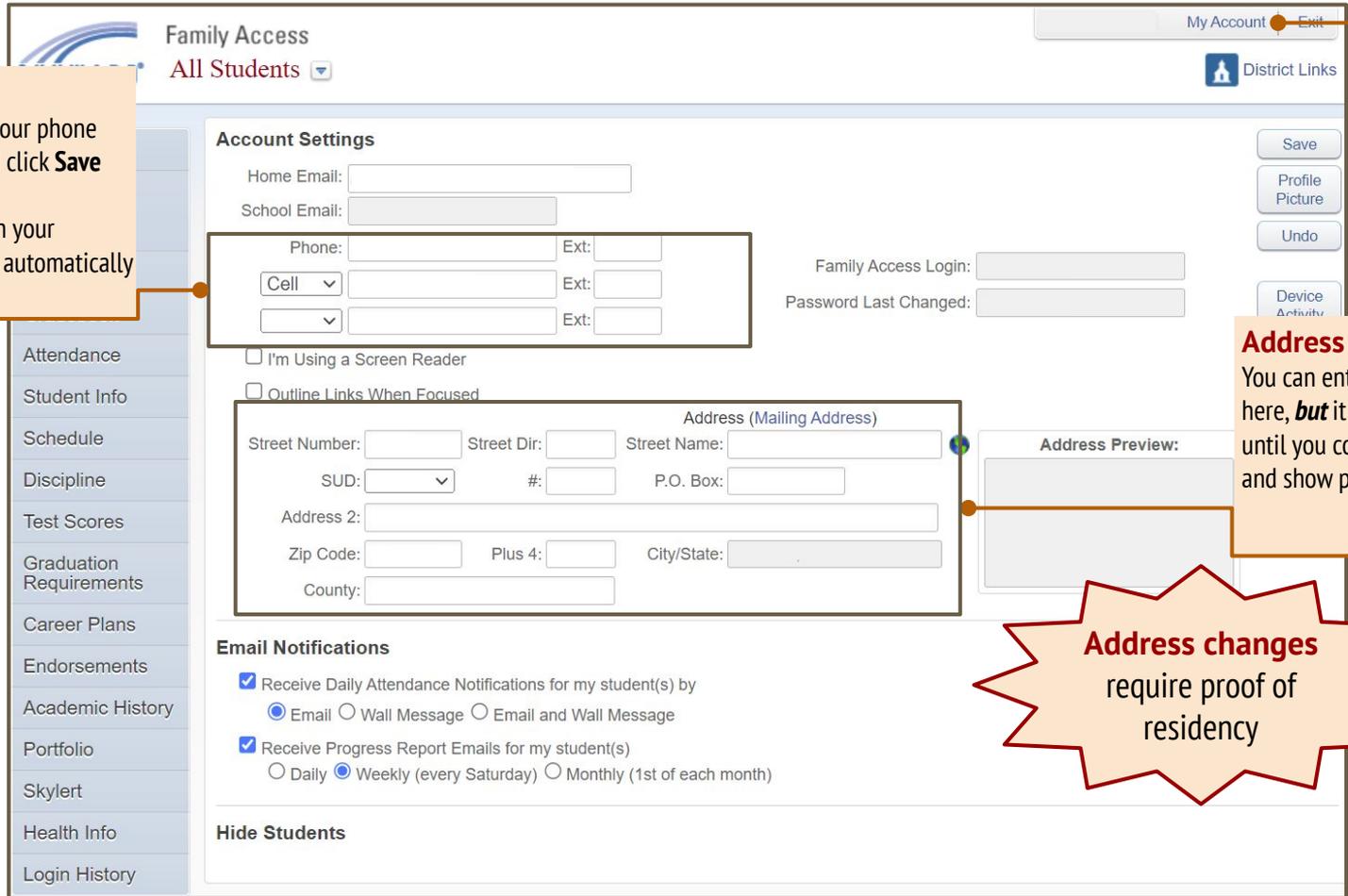
How to Update Phone & Address

Phone

You can update your phone number here and click **Save**

This is updated in your Skyward account automatically

Click My Account 



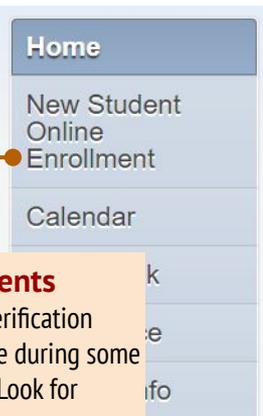
Address

You can enter a new address here, **but** it will not be updated until you contact your campus and show proof of residency

Address changes require proof of residency

Online Forms

Click
Form



Returning Students

Returning student verification form is only available during some months of the year. Look for announcements in your campus newsletter

Returning Student Verification

- Returning students

New Student Online Enrollment

- New families
- New students with siblings that attended the previous year

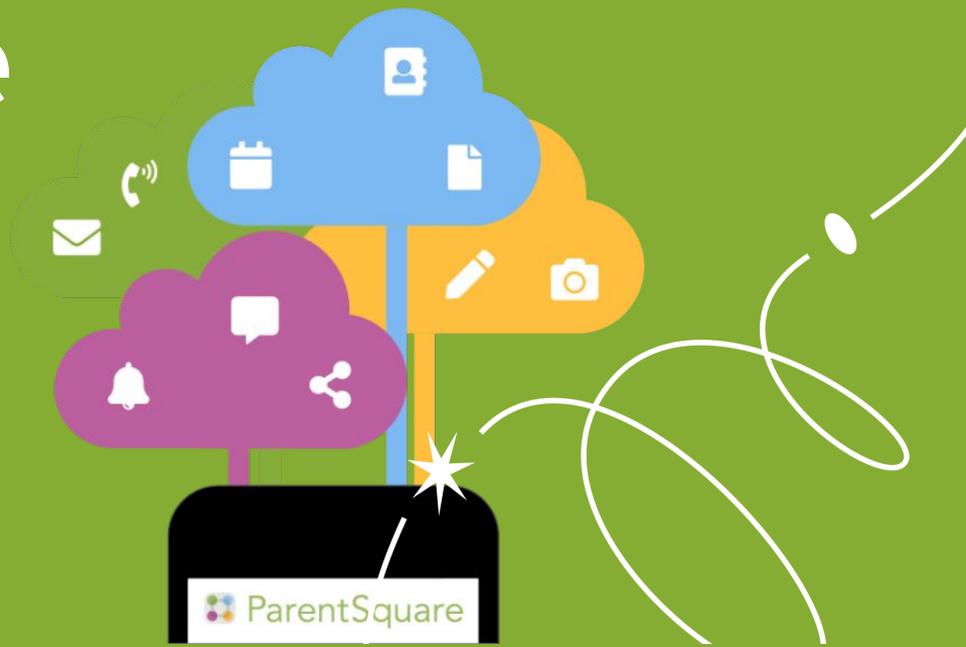
Instructions:

[Belton ISD New Student Online Enrollment for New to District Families](#)

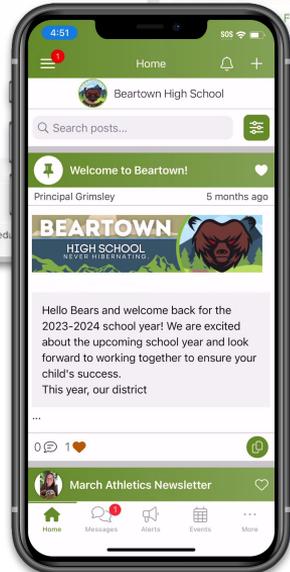
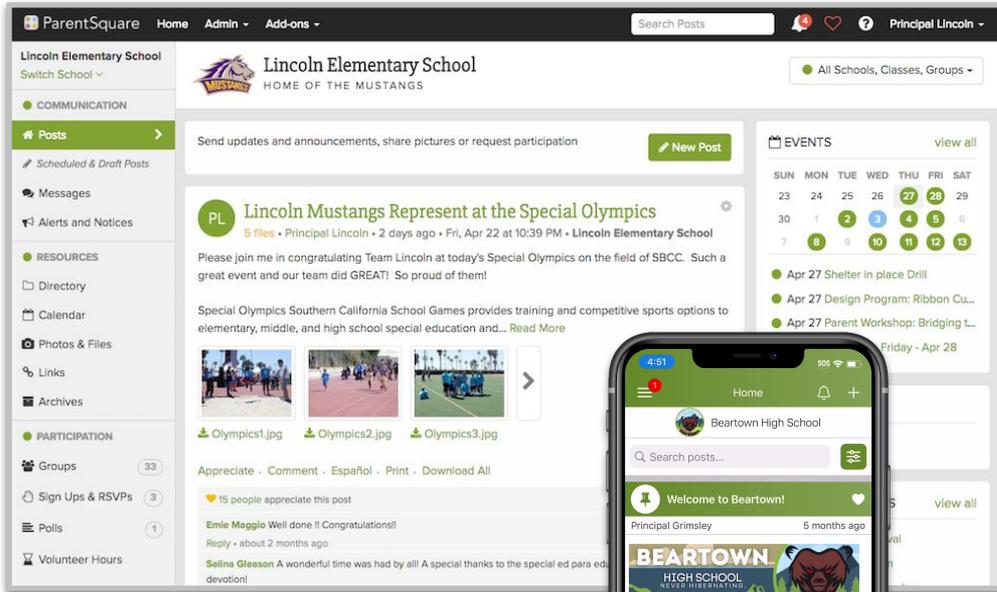
[Belton ISD New Student Online Enrollment for Currently Enrolled Families](#)

Getting Started with ParentSquare

Families



ParentSquare Overview



One Central Tool

Families know where to go to get their information and get in touch with key personnel.

Quick Translations

Reduce communication barriers and increase equity with automatic translations in over 100 languages.

Two-Way Communication

Families will be up to date and engage with the content by completing forms, offering to volunteer and much more right from inside of ParentSquare!

Text, Email, App, Voice

Various ways to reach families to ensure they are up to date. Users can set notification preferences for communication.

Invitation to ParentSquare

Invitation Email for Guardians/Staff

Belton Independent School District invites you to join
ParentSquare  [Inbox x](#)

TARVER ELEMENTARY SCHOOL via ParentSquare <d... Sun, Aug 4, 4:24 PM
to me 



TARVER ELEMENTARY SCHOOL

Hi ,

**Belton Independent School District invites you to join
ParentSquare**

[Activate your account](#)

To activate your account and confirm that we have the correct email for you, please click the link above.

If you do not have a child at Belton Independent School District, please contact our Help Desk at 254-215-4357.

We are very happy to have you on board. Thank you for joining!

Please do not reply to this email.

Sign In or Register

1. Click **Sign In** if you already have a ParentSquare account.
You may be asked to combine accounts

OR

2. Create a **password** to Register your new account.

Already have a ParentSquare account?

1 Sign In to Combine Existing Account

OR

Create a New Account

Name

Email

Password **2**

Confirm Password

By proceeding, you are confirming that you agree to ParentSquare's [Terms of Use](#)

Verify Your Information

Confirm Email or Phone

A verification code will be sent to the email or phone number. Enter verification code to confirm.

Edit Email or Phone

Correct your email and/or phone number. A verification code will be sent to your corrected email or phone number. Enter verification code to confirm.

Skip For Now

You will be able to verify or correct your contact information the next time you sign in. (You'll continue to receive notifications.)

Parent
Parent: Rachel Starnes
TARVER ELEMENTARY SCHOOL, TEMPLE, TX

✉ **Email:** ~~goude-starnes@gmail.com~~ Confirm Edit Skip For Now

☎ **Phone:** ~~254-543-2000~~ Confirm Edit Skip For Now

👤 **Child:** ~~Alex Starnes~~ Confirm Not My Child

✓ Yes, This is Me ✗ This is Not Me

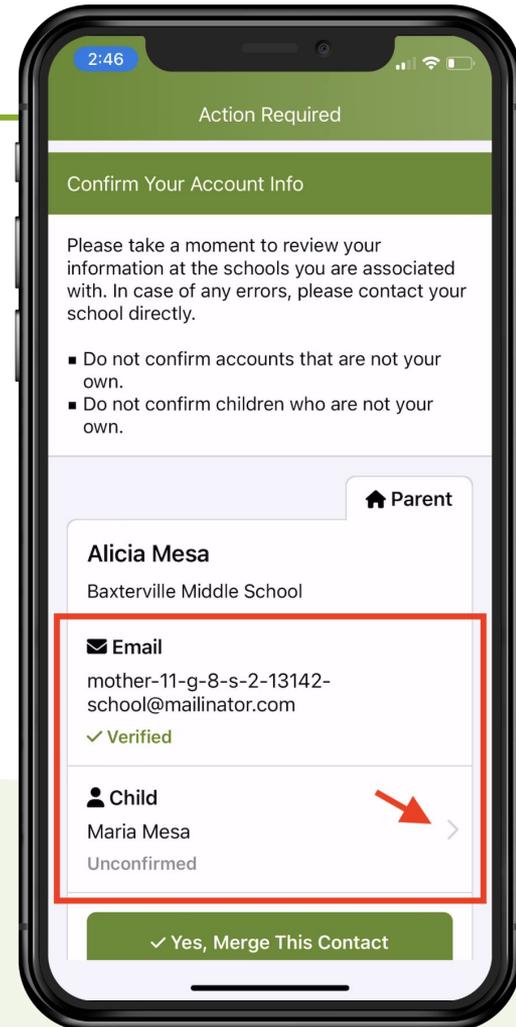
Verify Your Information - APP

Tap **arrow** to the right of Email, Phone, and Child

You will see the options:

Select **Confirm**, **Edit** or **Skip For Now**.

- **Verify Email or Phone:** Tap **Confirm**. A verification code will be sent to the email or phone number. Enter verification code to confirm.
- **Correction to Email or Phone:** Tap **Edit** and enter correct email and/or phone number. A verification code will be sent to your corrected email or phone number. Enter verification code to confirm.
- **Skip For Now:** You will be able to verify or correct your contact information the next time you sign in. (You'll continue to receive notifications.)



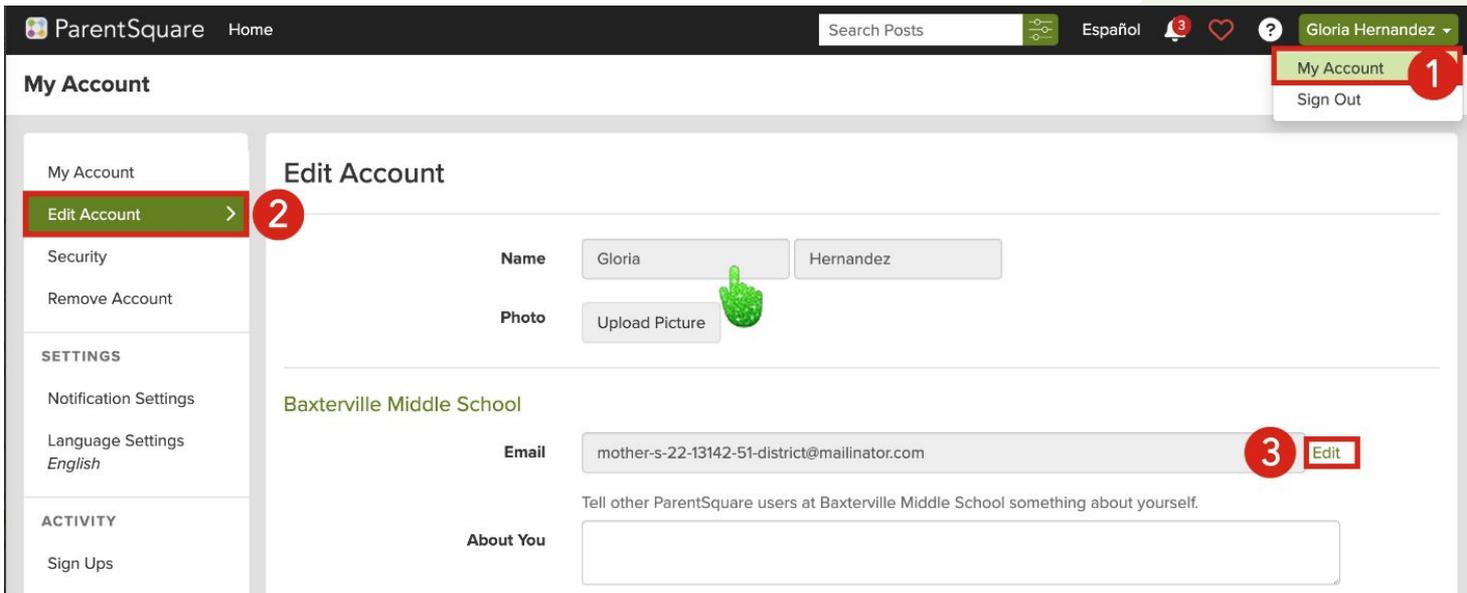
Website Overview

1. Main News Feed
2. Navigation
3. Toggle Views

The screenshot displays the ParentSquare interface for Baxterville Middle School. At the top, there is a navigation bar with 'ParentSquare', 'Home', and 'Admin' links, a search bar, and user information for 'Jose Martinez'. The main content area features a post titled 'Student Packet Review Meetings - Jun 24' by Principal Adkins, scheduled for Thursday, Jun 23 at 8:06 AM. The post includes a sign-up list and a 'New Post' button. The left sidebar contains navigation options under 'COMMUNICATE' (Posts, Messages, Alerts and Notices) and 'EXPLORE' (Directory, Calendar, Photos, Videos, Files, Links). The right sidebar shows 'My School, Classes, And Groups' with a list of groups and applications, including 'Hope Springs Class of 2012 Alumni', 'Hope Springs Monthly Reporter Newsletter', '1 Community 1 Book', and 'Migrant Worker Families'. A 'SIGN UPS & RSVPs' section is also visible at the bottom right.

My Account Settings

1. Click **My Account**
2. Click **Edit Account** on left
3. Verify **Email**
4. Upload your **Photo**
5. Add **About You**



ParentSquare Home Search Posts Español 3 ? Gloria Hernandez

My Account

- My Account
- Edit Account** > 2
- Security
- Remove Account

SETTINGS

- Notification Settings
- Language Settings
English

ACTIVITY

- Sign Ups

Edit Account

Name Gloria Hernandez

Photo Upload Picture

Baxterville Middle School

Email mother-s-22-13142-51-district@mailinator.com 3 Edit

Tell other ParentSquare users at Baxterville Middle School something about yourself.

About You

Notification Settings

1. Click **Notifications Settings** on left
2. Update your notification preferences

Off: no notifications about posts will be sent to you. Emergency Alerts and Notices will still be sent. School Alerts will still be sent if turned on.

Instant: you'll receive an email and/or text and/or an app notification every time a notice or message is sent.

Digest: you'll receive an email and/or text and/or an app notification once a day in the evening with all posts from that day.

My Account

Account

- Account
- Edit Account
- Remove Account

SETTINGS

- Permissions
- Notification Settings** >
- Language Settings
English
- Office Hours **Enabled**

ACTIVITY

- Posts

Notification Settings: Alicia Mesa

EMERGENCY ALERTS On
Sent to all emails and phones and cannot be disabled

GENERAL ANNOUNCEMENTS & MESSAGES ⓘ
Notification frequency applies to posts only

SCHOOL ALERTS ⓘ

Thomas Jefferson School

principalmesa101@mail.com (Staff)
805-215-5555

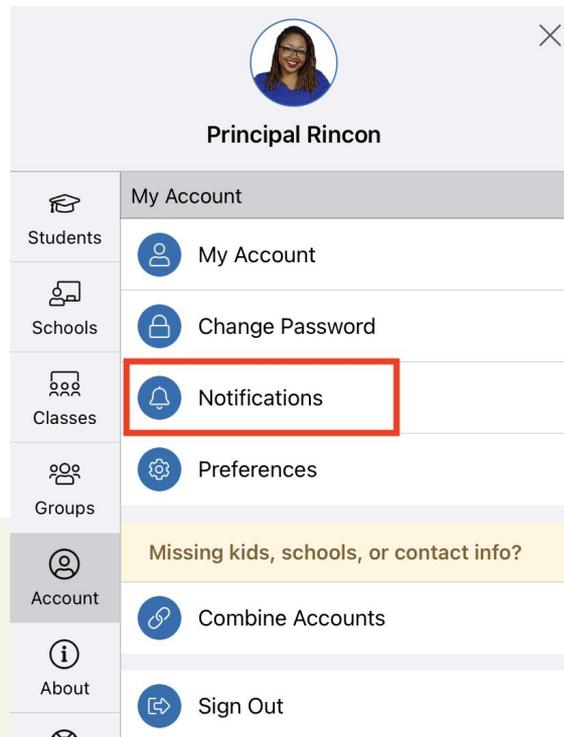
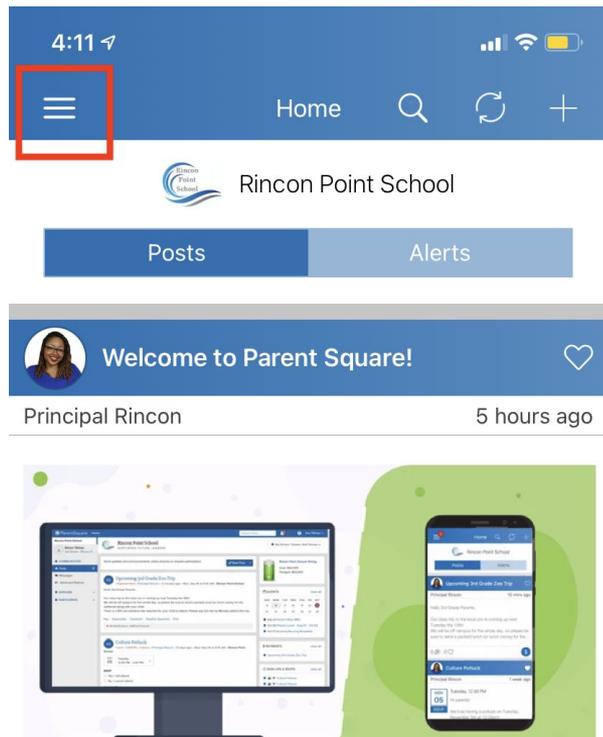
Email Off Instant Digest

Text Off Instant Digest

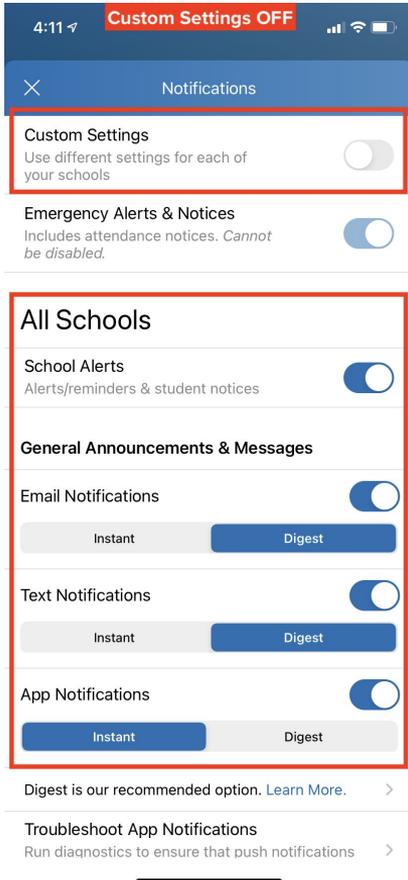
Get App Off Instant Digest On

Notification Settings - APP

1. From home screen tap the **triple bar** menu at top left.
2. Select **Account** and then **Notifications**.



Notification Settings - APP



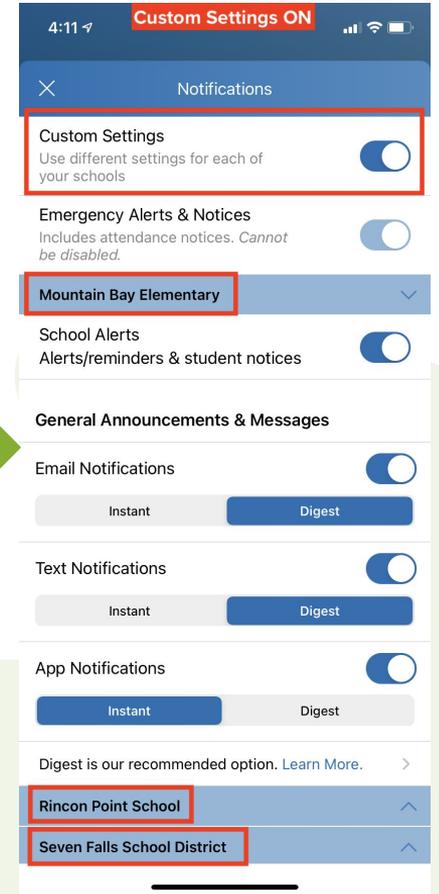
1. Select how you want to be notified at each school.

Turn OFF **Custom Settings** to use the same notification settings for all schools.

Turn ON **Custom Settings** to set different notifications at each school.

2. Toggle on or off to receive **Email, Text** and/or **App Notifications**.

3. Select **Instant** or **Digest** for each mode.

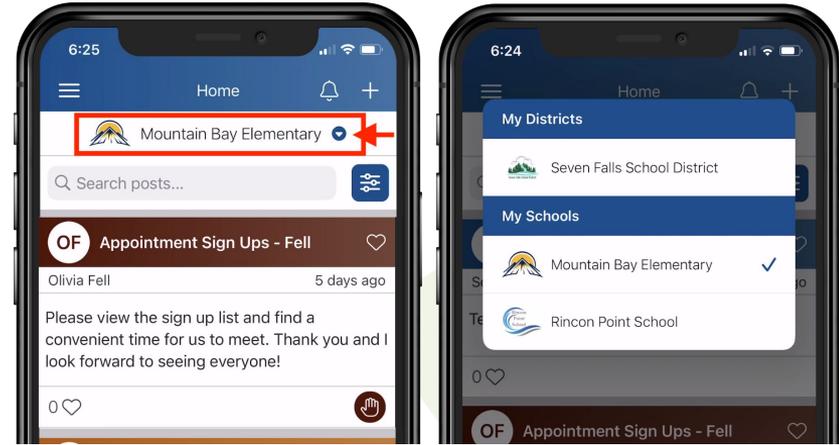


Switch Between Schools

Browser: Click **Home**, then click **Switch School** in the top left and choose the desired school site.



The screenshot shows the ParentSquare web interface. At the top, there is a navigation bar with the ParentSquare logo and a 'Home' link. Below this, the current school is identified as 'Lighthouse Elementary School'. A red box highlights a 'Switch School' dropdown menu. The dropdown menu lists three user profiles with their respective schools: Phil Herman (Grade 2 at Lighthouse Elementary School), Will Herman (2nd Grade at Hope Heights Elementary), and Leo Williams (Grade 8 at Baxterville Middle School). To the right of the dropdown, the main content area displays the Lighthouse Elementary School logo and tagline 'ILLUMINATING THE FUTURE.', along with a notification for a 'Zoo Field Trip: Action Required!' on Friday, April 7th, from 8:00 AM to 2:30 PM.



The two screenshots illustrate the mobile app interface. The left screenshot shows the app's home screen at 6:25. The top navigation bar includes a menu icon, the word 'Home', a notification bell, and a plus sign. The current school, 'Mountain Bay Elementary', is displayed at the top with a dropdown arrow. A red box and arrow point to this dropdown arrow. Below the navigation bar is a search bar for posts and a post titled 'Appointment Sign Ups - Fell' by Olivia Fell, posted 5 days ago. The right screenshot shows the app at 6:24 with the dropdown menu open. It lists 'My Districts' (Seven Falls School District) and 'My Schools' (Mountain Bay Elementary, which is selected with a checkmark, and Rincon Point School). The bottom of the screen shows the start of the 'Appointment Sign Ups - Fell' post.

APP: Tap the **school name** at the top to see other schools, and choose the desired school site.

View Your Students

Click **Home**

In the upper left, see a quick view of your children, with grade level and school.

Click your **Student**

Your **STUDENT INFO** is displayed, which includes student ID, contacts, classes and teachers.

Rincon Point School



Jean Abbott

Kindergarten • Rincon Point School



Josefina Abbott

4th Grade • Rincon Point School



Emily Abbott

7th Grade • Rincon Point School

Emily Abbott

8th Grade

STUDENT INFO

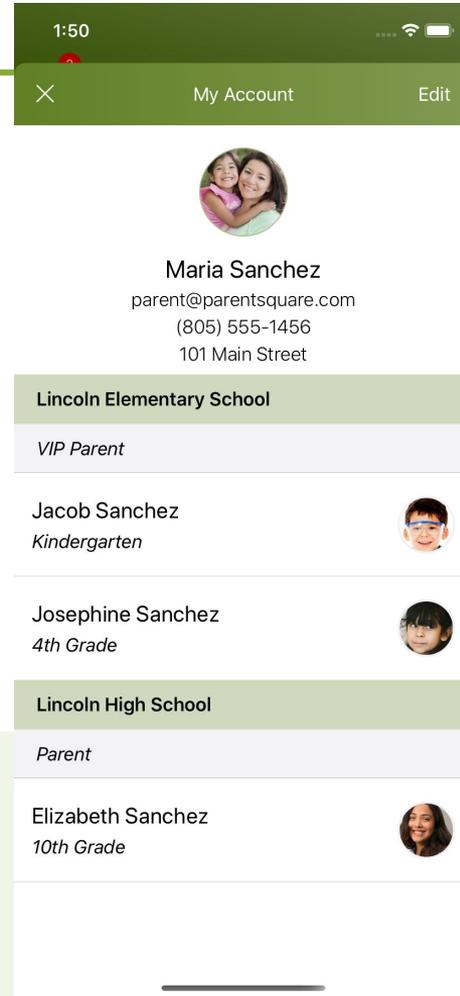
Student Id 53979	Email abbott@rinconschool.org
Contacts Veda Abbott Joseph Abbott	Phone 800-637-8890
	Address

CLASSES

- Math 8th - Johnson**
Chase Johnson 
- English 8th - Bryant**
Leo Bryant 
- Music 8th - Lee**
Dina Lee 
- World History 8th - Matthews**

View Your Students - APP

In the upper left, click the **triple bar** top open a quick view of your children, with grade level and school.

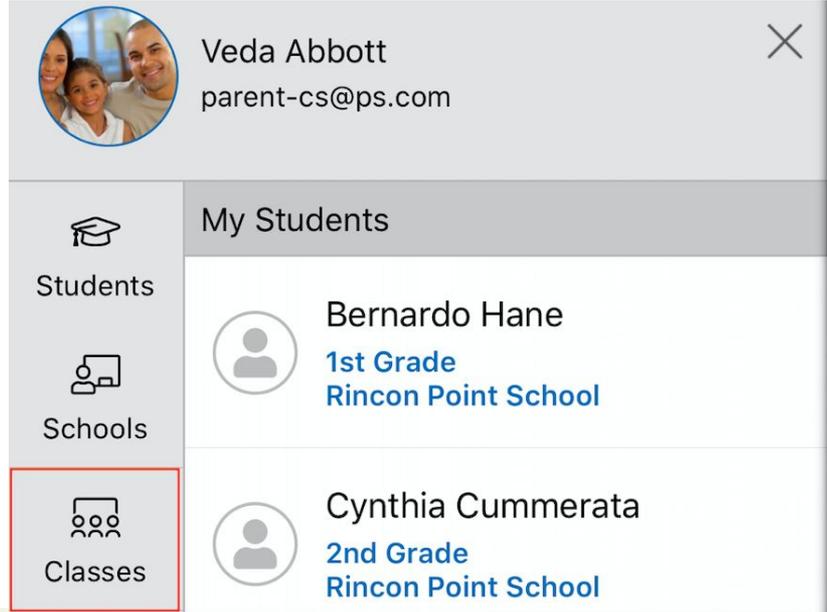


View Your Students Classes - APP

In the upper left, click the **triple bar** top the left menu.

The **Classes** tab allows you to view your child's classes.

Select your student to see class details



Veda Abbott
parent-cs@ps.com

My Students

Students

Schools

Classes

Bernardo Hane
1st Grade
Rincon Point School

Cynthia Cummerata
2nd Grade
Rincon Point School

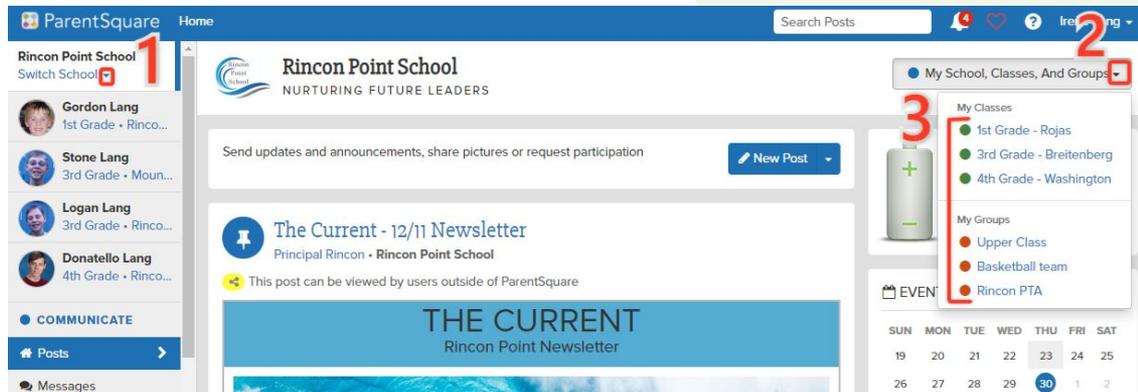
Posts

From **Home**, click **Posts** in the left menu. Here you can view all the posts that pertain to your student(s).



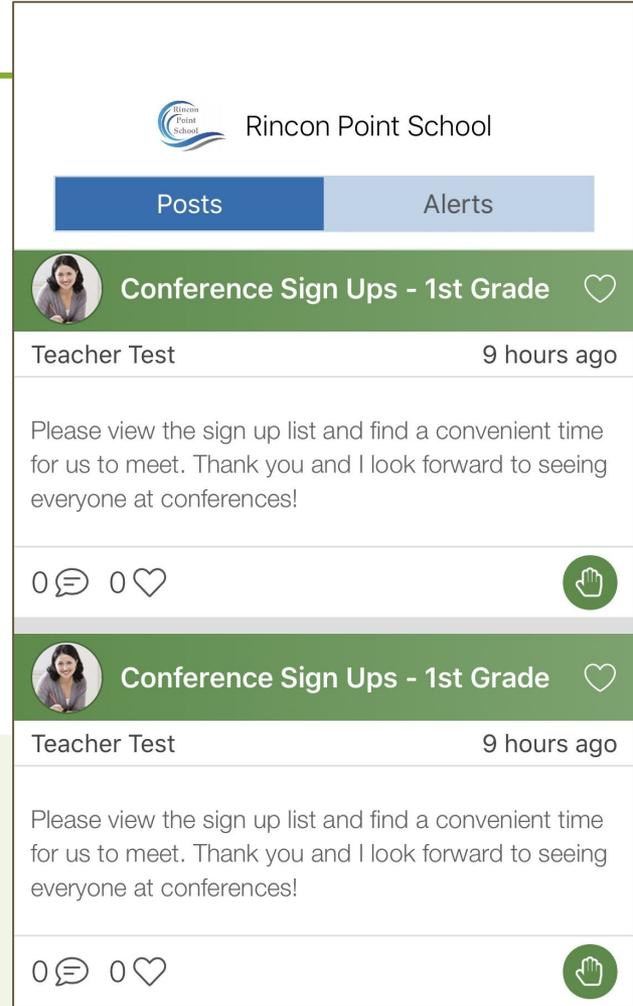
If you have children at more than one school, you can switch to a different school.

1. Click your **Student** in the left menu
2. Click the **drop-down arrow** next to **My School, Classes, And Groups** in upper right.
3. Select the class or group.



Posts - APP

The **Posts** tab allows you to view all the posts that pertain to each child.



The screenshot displays the Rincon Point School app interface. At the top, the school's logo and name are visible. Below this, there are two tabs: "Posts" (highlighted in dark blue) and "Alerts" (light blue). The main content area shows a list of posts. The first post is titled "Conference Sign Ups - 1st Grade" and is accompanied by a profile picture of a woman and a heart icon. The post text reads: "Teacher Test 9 hours ago" followed by "Please view the sign up list and find a convenient time for us to meet. Thank you and I look forward to seeing everyone at conferences!". Below the text are icons for comments (0), likes (0), and a share icon. A second, identical post is shown below the first one.

Rincon Point School

Posts Alerts

 Conference Sign Ups - 1st Grade 

Teacher Test 9 hours ago

Please view the sign up list and find a convenient time for us to meet. Thank you and I look forward to seeing everyone at conferences!

0  0  

 Conference Sign Ups - 1st Grade 

Teacher Test 9 hours ago

Please view the sign up list and find a convenient time for us to meet. Thank you and I look forward to seeing everyone at conferences!

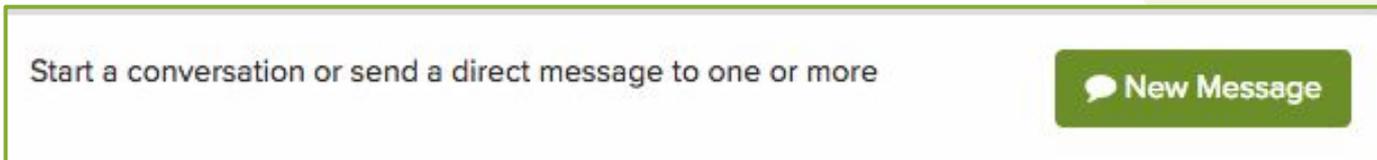
0  0  

Sending a Message

You can send a message to your student's teacher or a staff member

From **Home**, select **Messages** in the left menu.

Click **New Message** to start your message.



Sending a Message

To enter **Recipients**, type the first few letters of the staff member's name.

OR

Use **Quick Select Recipients** to select your child's teacher from a list.

Type your message.

You can attach files or photos.

Then click **Send**.

Recipients

Quick Select Recipients

<input type="checkbox"/>	Alvis Auer	<i>Teacher: Honors Science - Period 5 - Roberts</i>
<input type="checkbox"/>	Constantin Quitzon	<i>Teacher: General Science - Period 1 - Quitzon</i>
<input type="checkbox"/>	Fausto Feest	<i>Teacher: Stehr's 4th Grade class</i>
<input type="checkbox"/>	Jackeline Swift	<i>Teacher: Math - Period 3 - Swift, Social Studied - Period 4 - Rose</i>
<input type="checkbox"/>	Ricardo Sanchez	<i>Teacher: Social Studied - Period 4 - Rose</i>

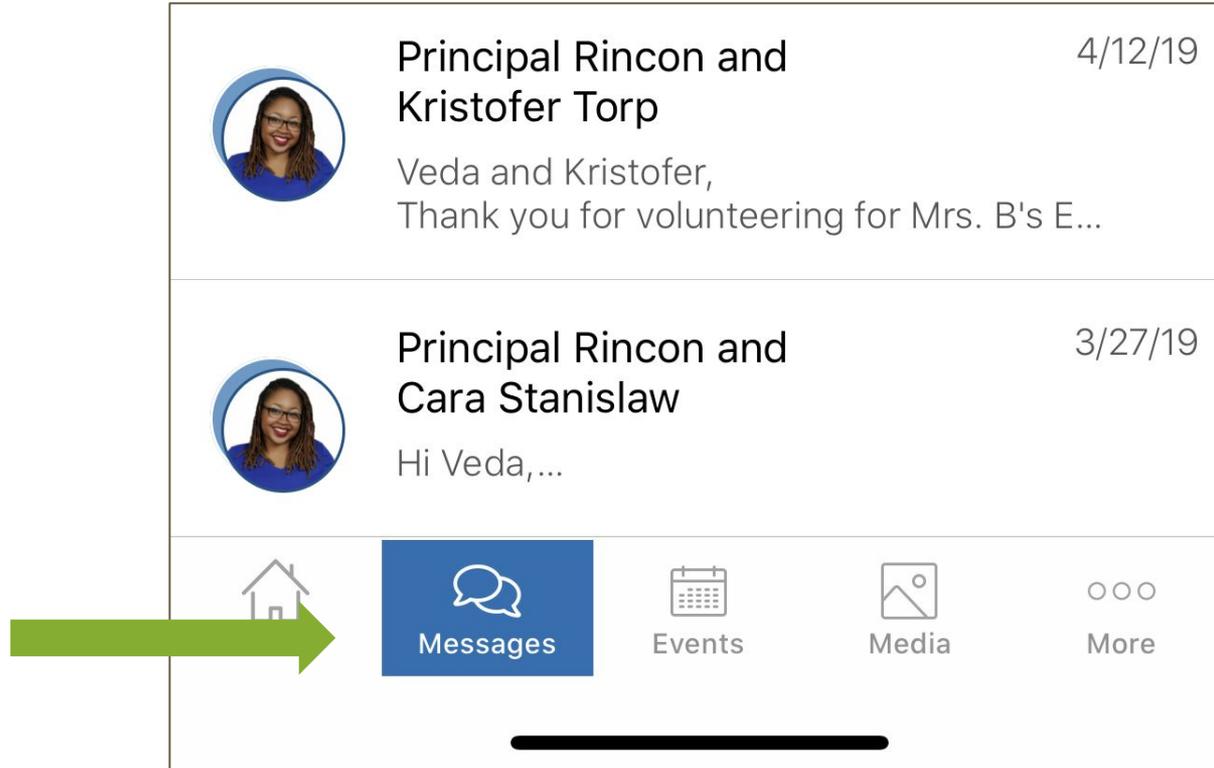
Message

Send

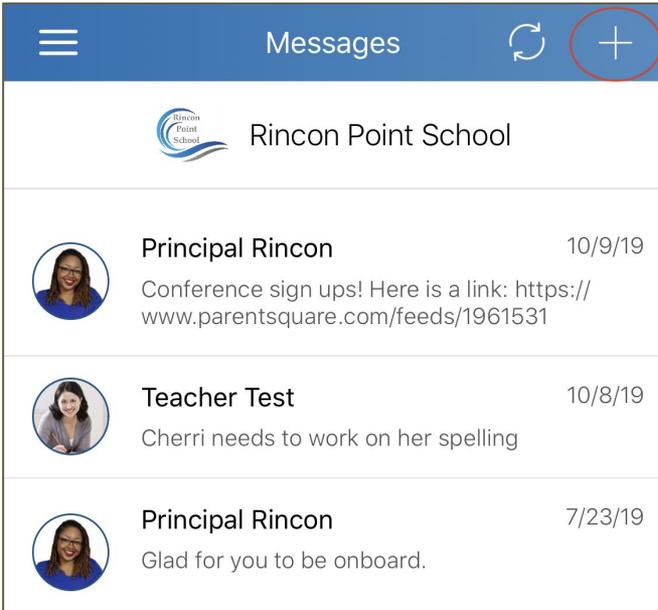
View Messages

The **Messages** tab on the bottom menu allows you to view messages from teachers or staff.



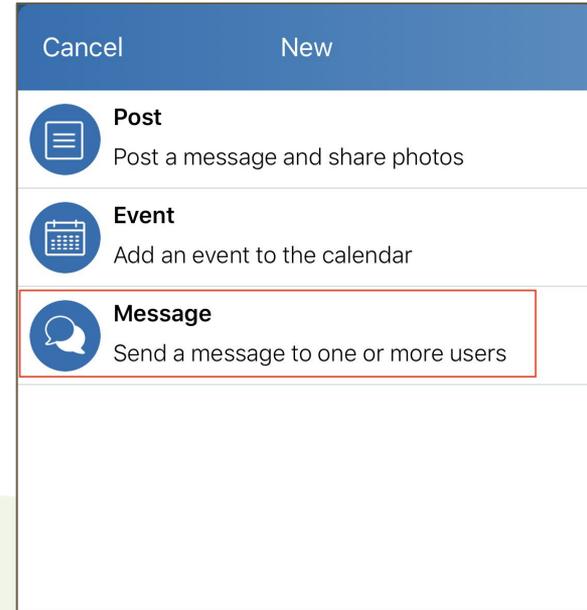
Sending a Message - APP

You can send a message to your student's teacher or a staff member



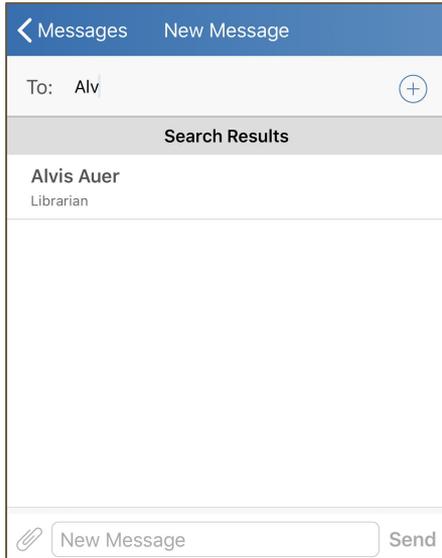
Tap the **plus** symbol in the top right corner.

Select **Message** to start a new message.



Sending a Message - APP

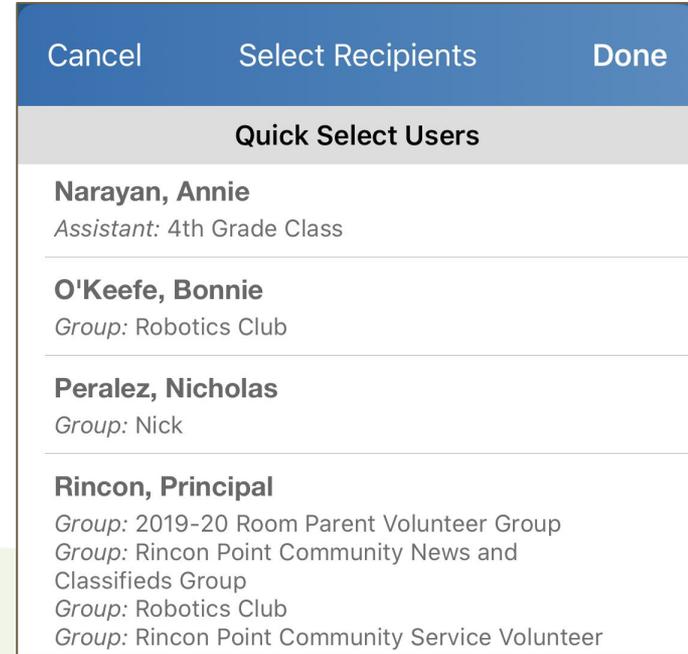
You can send a message to your student's teacher or a staff member



Under recipients, type the name of the staff member you want to contact.

Under "Quick Select Recipients" select your child's teacher.

Type your message and tap **Send**



Questions?