Montpelier Schools
Parent Web Applications
Quick Guide

The Montpelier Exempted Village Schools use various online programs to provide services to parents, students, and staff. Links are provided on the school's webpage to provide access to these programs.

Web Address = www.montpelier-k12.org

Montpelier Schools

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Contact Support

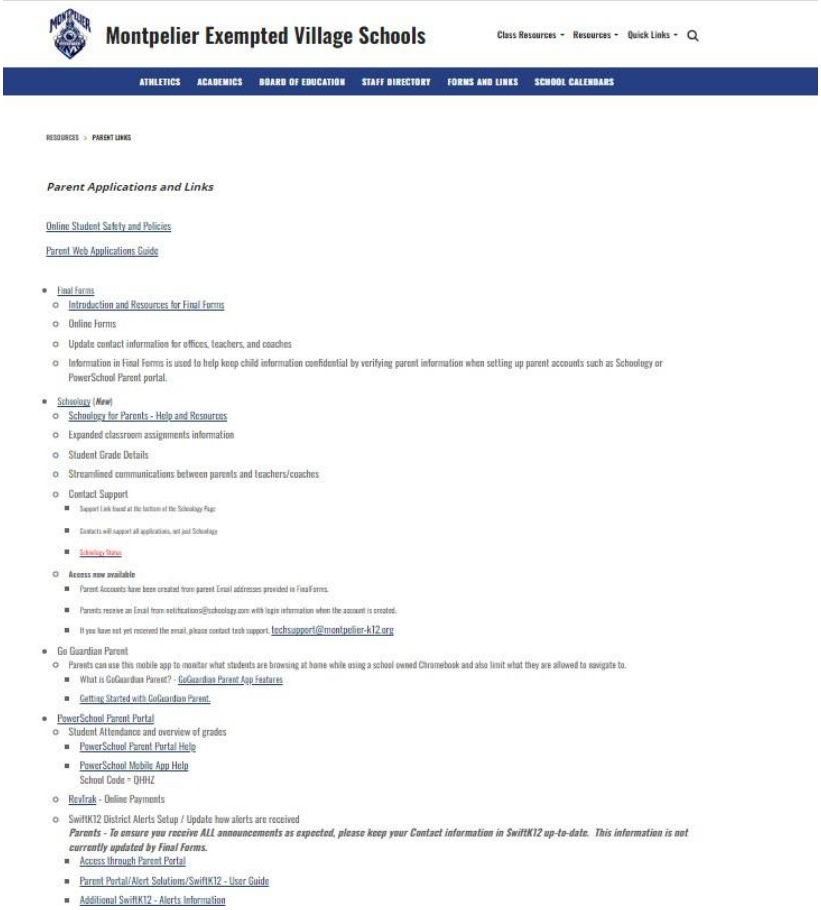
- Email – techsupport@montpelier-k12.org
- Telephone – 419-485-6717

To access links to parent applications:

1. Browse to the school's web page – see web address above
2. Under **Resources**, click on **Parent Links**



After clicking on Parent Links, the following page will appear.



Montpelier Exempted Village Schools

Class Resources · Resources · Quick Links

ATHLETICS ACADEMICS BOARD OF EDUCATION STAFF DIRECTORY FORMS AND LINKS SCHOOL CALENDARS

RESOURCES > PARENT LINKS

Parent Applications and Links

Online Student Safety and Policies

Parent Web Applications Guide

- Final Forms
  - Introduction and Resources for Final Forms
  - Online Forms
  - Update contact information for offices, teachers, and coaches
  - Information in Final Forms is used to help keep child information confidential by verifying parent information when setting up parent accounts such as Schoology or PowerSchool Parent portal.
- Schoology (*New*)
  - Schoology for Parents - Help and Resources
  - Expanded classroom assignments information
  - Student Grade Details
  - Streamlined communications between parents and teachers/coaches
  - Contact Support
    - Support Link found at the bottom of the Schoology Page
    - Contacts will support all applications, not just Schoology
    - Schoology Status
  - **Access now available**
    - Parent Accounts have been created from parent Email addresses provided in FinalForms.
    - Parents receive an Email from notifications@schoology.com with login information when the account is created.
    - If you have not yet received the email, please contact tech support, techsupport@montpelier-k12.org
- Go Guardian Parent
  - Parents can use this mobile app to monitor what students are browsing at home while using a school owned Chromebook and also limit what they are allowed to navigate to.
    - What is GoGuardian Parent? - GoGuardian Parent App Features
    - Getting Started with GoGuardian Parent.
- PowerSchool Parent Portal
  - Student Attendance and overview of grades
    - PowerSchool Parent Portal Help
    - PowerSchool Mobile App Help
      School Code = QHHZ
  - RevTrak - Online Payments
  - SwiftK12 District Alerts Setup / Update how alerts are received
    Parents - To ensure you receive ALL announcements as expected, please keep your Contact information in SwiftK12 up-to-date. This information is not currently updated by Final Forms.
    - Access through Parent Portal
    - Parent Portal/Alert Solutions/SwiftK12 - User Guide
    - Additional SwiftK12 - Alerts Information

Application Notes:

Schoology

- ***Expanded classroom assignments information***
- ***Student Grade Details***
- Streamlined communications between parents and teachers/coaches
- Parent Accounts are created from parent email addresses provided in FinalForms. Parents will receive an email from notifications@schoology.com with login information when the account is created.
- If you have not received an email, please contact the tech department using the contact information on the back side of this document.

FinalForms

- Online Forms ○ Emergency Medical Authorization (EMA) ○ Acceptable Use Policy (AUP) ○ Etc….
- Please keep contact information up-to-date. Information provided assists office staff, teachers, and coaches to contact parents/guardians as needed.
- Information in FinalForms is used to help keep child information confidential by verifying parent information when setting up parent accounts such as Schoology or PowerSchool Parent Portal.

  Acceptable Use Policy - AUP (summary):
  - The AUP and the Student Code of Conduct govern students' use of district technology regardless of whether such use takes place on or off school property
  - Users are prohibited from using District Information & Technology Resources to engage in illegal or inappropriate conduct.
  - Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).
  - Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.
  - GoGuardian
    - District and Teacher filtering and Monitoring
    - Levels of filtering (Default in school and at home, Limited email and or browsing, and penalty box)
    - Administrators and Tech staff receive alerts when excessive inappropriate activity is detected

  Chromebook Policy (summary):
  - Chromebook and charger are owned by the school and has been issued to student for a designated length of time for education use.
  - Only School Accounts have access to Chromebook
  - Student is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
  - It is the student's responsibility to charge the Chromebook charged
  - Repair Policy and Fees (1 Free Repair)
  - At the discretion of the administration/technology staff, damage to any school issued technology device caused by a student will be the responsibility of the student and/or parent/guardian.
  - Loan Policy (Chromebook and Chargers)
  - Chromebook (3 per marking period without consequences – does not apply if a Chromebook is loaned while a repair is being made to issued Chromebook)
  - Charger (options are available to borrow a Chromebook charger – deposit of a personal item such as a phone or sign out a charger and apply toward 3 per marking period)
  - The Chromebook will have CIPA compliant internet filtering installed. Students will not utilize any system that will bypass this filtering. Any attempts to do so will result in disciplinary action.

PowerSchool Parent Portal

- Track student attendance and brief overview of grades
- Parent account required to provides access to **RevTrak** - online fees and dining payments
- If you need an Access ID or an Access Password to add children to your account, please contact the tech department using the contact information below.

PowerSchool Messenger

- Review messages and alerts from the past 30 days.
- Setup communication preferences.

GoGuardian Parent App

- Parents can use this mobile app to monitor what students are browsing at home while using a school owned Chromebook and also limit what they are allowed to navigate to.

PaySchools Central

- Pay Cafeteria Fees
- Pay School Fees, Book Fees, and Lab Fees
- For assistance, please call
    - Phone Support: 877-393-6628
    - Email Support: psc_help@payschools.com
    - Create a Support Ticket at https://payschools.com/payschools-parents

For assistance with FinalForms, Schoology, PowerSchool, School Messenger, or GoGuardian Parent Portal, please contact the technology department:

- Phone = 419-485-6717
- Email = techsupport@montpelier-k12.org

A Parent's Guide to Schoology

Welcome to Schoology! Below you will find an explanation of the different areas of your Schoology account. This guide is intended to help you learn how to navigate around Schoology. For more in-depth guidance on specific Schoology features, check out the following:

- Schoology Help Center at https://support.schoology.com
- Montpelier Schools Web Page - http://www.montpelier-k12.org/Content/parentapps

What Is Schoology?

Teachers use Schoology to post their classroom materials online, provide a safe forum for students to discuss their ideas and collaborate on projects, and assign and collect homework electronically. It helps students stay organized and it keeps the class connected.

A Schoology Parent Account gives you access to:

- The classes your child is enrolled in
- Your child's upcoming assignments
- School and class announcements

Schoology makes it easy for parents to stay involved in their children's education.

Setting up your Parent Account

Your Schoology Parent Account has already been created and your children added to your account for you using information provided by you in FinalForms. Your account information should have been provided to you in an email. If you did not receive this email, please contact the school's technology department.

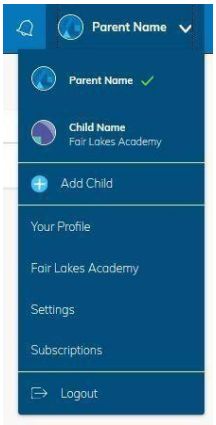
- Phone = 419-485-6717
- Email = techsupport@montpelier-k12.org

Having a parent account in Schoology is actually like having two accounts:

1. Your personal account, with your own name and information;
2. Your Child Activity view. From here, you can view Schoology from your child's perspective, see what he or she sees, and receive updates about his or her activity.

The first time you log into Schoology, you may want to set up some of your account settings to make sure you get the most out of Schoology.

Start by clicking on the arrow in the upper-right corner, next to your name, and then select your child's name to switch into his or her account. The check mark in this drop-down menu indicates which account you are currently in.



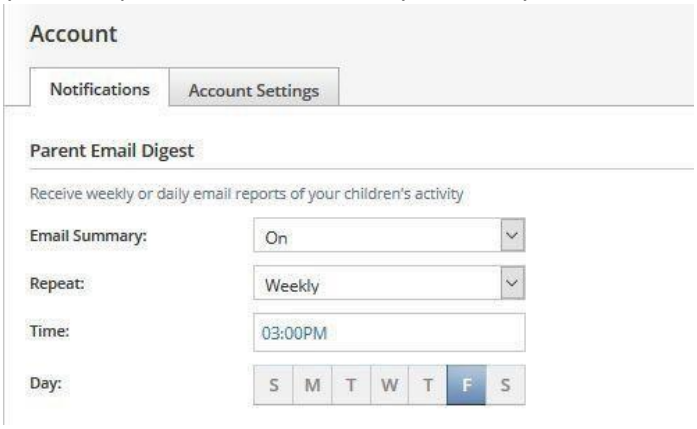
Notifications

To set up your notifications: Click **Settings** from the drop-down menu in the upper right-hand corner. From the account settings area, click into the **Notifications** tab.

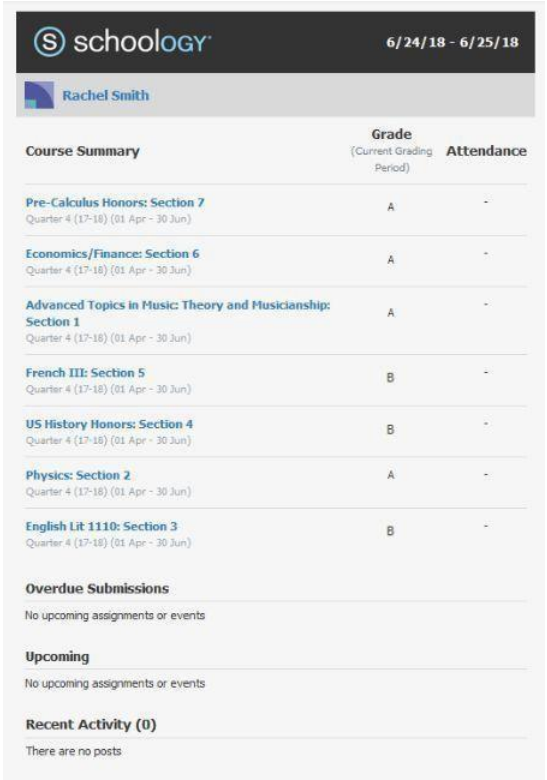
Follow these steps in your own account to configure your own settings. Follow these steps in your child view to control how Schoology contacts you about your child's school activities.

Setting Up Your Parent Email Digest

The Schoology Parent Email Digest is a brief summary of your child's activities delivered right to your inbox. Here, you can opt to receive it on a daily or weekly basis.



A Parent Email Digest contains information such as courses your child is enrolled in and grade and attendance information, as well as overdue and upcoming assignments.
Depending on the settings configured by your child's teachers and school administrators, an example of a Parent Email Digest might look like this:



Overdue Submissions Email

In addition to the Parent Email Digest email, you can opt to receive additional email notifications when your child has an overdue assignment:



Once you have configured your Parent Email Digest and Overdue Submissions Email settings, click Save Changes.

Account Settings

The Account Settings page is where you can do things like change your password or update your email address. You can also determine your landing page when you login to Schoology.

To go to the Account Settings page, click the arrow in the upper-right corner and select Settings from the menu. Scroll down to **Set Your Default Account**.



This determines the first page you see when you log in to your Schoology account. You can toggle into your child's account at any time to stay updated on his or her schoolwork and activity.

From the Default Account menu:

- Select Main Account if you would like to see your own personal account when you log in.
- Select Child's Activity if you want to automatically start in your child's account when you log in.

Navigating Schoology

Your Account

After logging in, you can see the top navigation bar from anywhere in Schoology. From this navigation bar, you can navigate to the three main areas of Schoology: Courses, Groups, and Resources. You can return home at any time by clicking Schoology in the left corner.

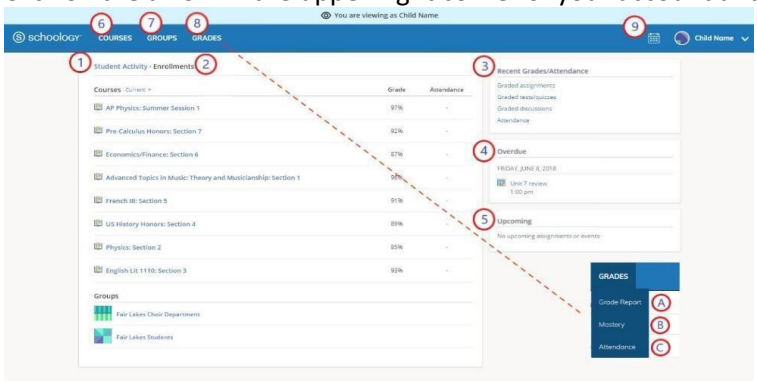


Messages & Notifications

When you are in your own Schoology account (not your child's), icons for your own calendar, messages, connections and notifications display in the top navigation bar on the right. Any time someone sends you a message, or does something that pertains to you or your child's school, it's easily accessible in the top-right corner of your screen. Everything is chronologically ordered and clickable to make managing them simple. You can also click the arrow to the right of your name to view your own user profile.

Viewing Your Child's Activity

Click on the arrow in the upper-right corner of your account and select your child's name to view his or her activity.



From the home page, you can quickly view specific information about your child's Schoology activity:

1. The Student Activity area in the center of the page displays your child's recent submission, grade, and attendance information.
2. Toggle into Enrollments in the same area to see a list of the courses your child is currently enrolled in, along with his or her grade. If the teacher or administrator has chosen not to display the grade while the course is in progress, you will see a blank value (as in the grade column above). Click on an individual course to see grades received on assignments, tests, and discussions from that course.
3. The Recent Grades/Attendance area lists graded assignments, tests/quizzes, discussions, and attendance marks for the student. To view the graded items and attendance marks, click the item you'd like to view.
4. The Overdue section displays a list of course materials your child did not turn in by the due date.
5. The Upcoming section displays a list of your child's upcoming assignments and events.
6. Courses: View a list of your child's current courses. Click the course name to navigate to the course profile as your child views it.
7. Groups: You can see a list of your child's Schoology Groups. Groups can be used for a variety of activities, from school projects to extracurricular teams and clubs.
8. Grades: Depending on the settings in place at your child's school, this menu provides access to view the following:
    a. Grade Report: Review your child's grades for all courses.
    b. Mastery: If your child's school aligns materials to standard and learning objectives, you can check your child's progress in this area.
    c. Attendance: Review your child's attendance for all courses.
9. Calendar: Click to view a calendar of past and upcoming events and assignments. To find out more information regarding a particular event, place your cursor over the title. A clue tip displays with the event type (assignment, test/quiz, event), the event's course or group, and the student name. Click the event to display profile information in a pop-up window.

Note: A Messages icon is not available in the Child Activity view. Messages to your child are private and are not viewable from a parent account.

PowerSchool Parent Portal Setup

Obtain the following required information to setup your PowerSchool Parent account to access your child's grades:

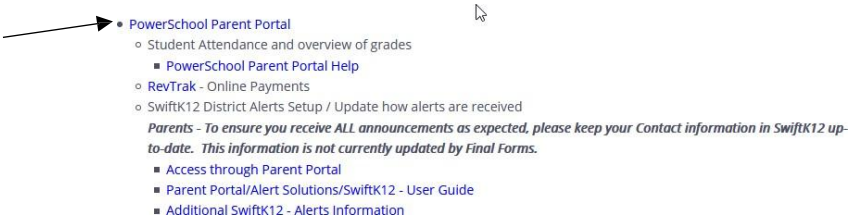
Access ID:
Access Password:

Creating Your PowerSchool Parent Portal Account:

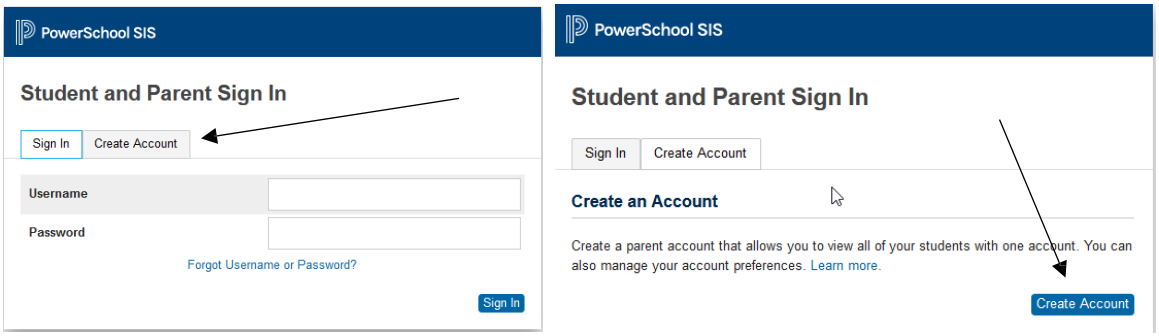
1. Open the Montpelier Schools Webpage (www.montpelier-k12.org) and click on Parent Links.



2. Click on the PowerSchool Parent Portal link.



3. Click on Create an Account



4. Enter your First Name, Last Name, Email, Desired User Name, Password, and Re-enter Password
5. Enter your child's name. Then enter the Access ID and Access Password provided at the top of this page. Select appropriate relationship to your child. ***If applicable, you may enter multiple children***
6. Click **enter** when finished.

You will be directed to the Parent Portal.

Use the login information you entered when creating your account to enter the Parent Portal for future logins.

Do You Need To…

- Sign-Up for Communications from your Child's School?
- Update Your SchoolMessenger Communication Preferences?
- View or listen to past messages?
- Request support for Communications?

SchoolMessenger Resources: Help and other Resources are available on the school's webpage.

- www.montpelier-k12.org ➔ Resources ➔ Parent Links ➔ Scroll down to PowerSchool SchoolMessenger

You can help to ensure that information is up-to-date by keeping information in FinalForms up to date. ***FinalForms is also used to help ensure student data privacy and verify contact information*** when requesting support or requesting a student be added as a contact.

View or Listen to past Messages or Manage Your Communication Preferences

You can view or listen to past messages and manage your own communication preferences for the contact information you have on file with your child's school or district by visiting the following website:

https://go.schoolmessenger.com

- You must sign-up to view or listen to past messages and manage your contact preferences.
- You must be a contact in PowerSchool to Sign-up.
- This App is also available for both Android and Apple devices.
- Text the word "**Yes**" to the number 67587 to opt-in for **text** messages

Adding a student to the contact list to receive Messages and Alerts

- Student devices and ***school email*** must be added to their contacts in order to receive messages and alerts.
- Student must be in grades 7-12
- FinalForms must be signed by both the parent and the student.
- Student's Parent or Guardian must request that contact information be added to the database.
- For security and archival purposes, requests for adding a student must be Emailed to messenger@montpelier-k12.org. Phone requests will not be accepted.
  Request must include the following Information:
  - Student Name
  - Student ID number (used to setup email for the student)
  - Phone Number to be added

Opt-Out of Communications

If you are receiving unwanted phone calls, emails, or texts from a school or district, please contact the school or district directly to request that your contact information be updated or removed from their databases. That is the best way to ensure that you will not receive any kind of unwanted information from the school or district going forward.

Parent Web Applications
Support:

The best way to get help with any of these Applications is to contact tech support directly.

- Phone: 419-485-6717
  or
- Email: techsupport@montpelier-k12.org