GRAND RAPIDS CHRISTIAN SCHOOLS

GRCS ParentVUE User Guide

Table of Contents

Table of Contents **1**

Initial Setup **2**

Locating ParentVUE 2

ParentVUE on Desktop 2

ParentVUE on Mobile 3

Activating Your Account 5

Managing Your Account & Access **6**

Logging Into Your ParentVue Account 6

Logging Out 7

Forgot Your Password? 8

My Account & Changing Information 8

Communication and Classroom Information **9**

Synergy Mail (Messages) 9

Calendar 10

Attendance 10

Class Schedule 11

Grade Book 12

Report Card 12

Documents 12

Academic Progress & Planning **13**

Course History 13

School Resources & Additional Information **14**

School Information 14

Student Info 14

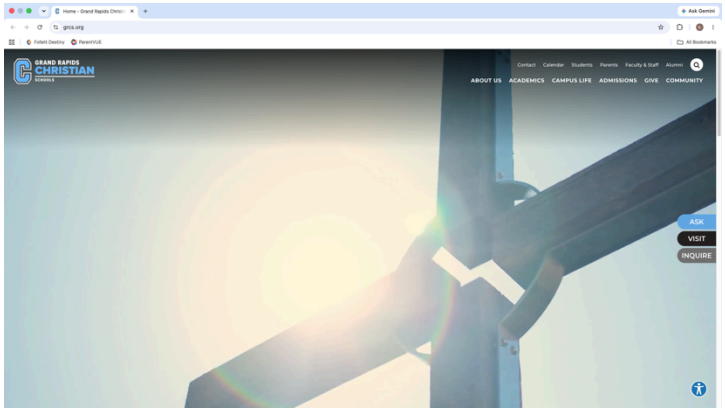
Frequently Asked Questions (FAQs) **15**

Initial Setup

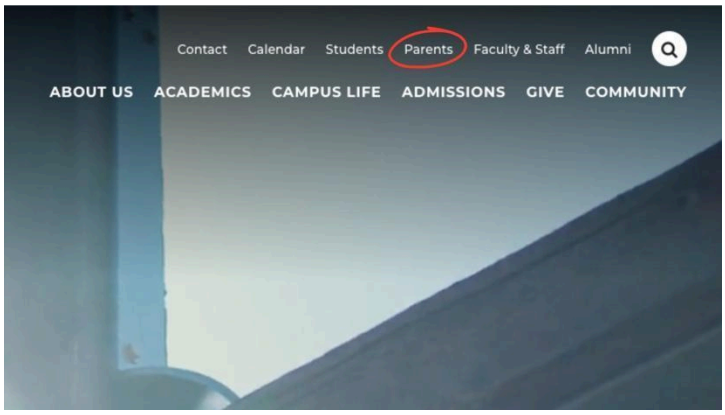
Locating ParentVUE

ParentVUE in a Web Browser

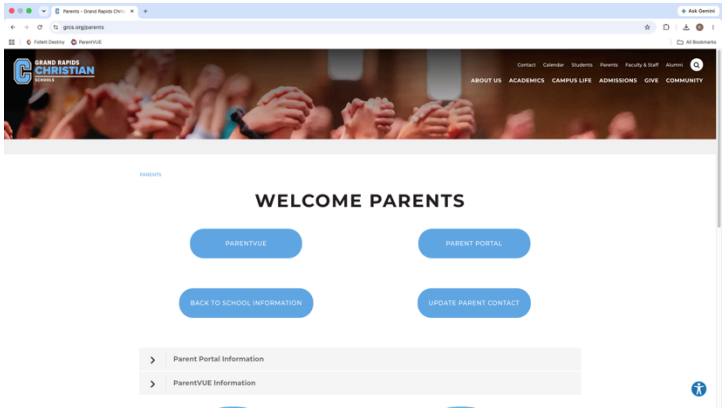
1. Open the Grand Rapids Christian Schools main page.



2. Click the Parents Tab in the upper righthand corner.



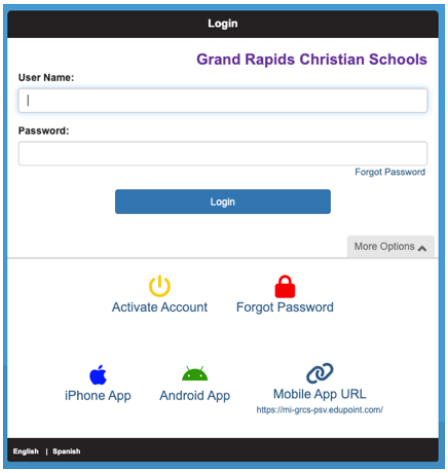
3. Click ParentVUE. The leftmost link in the center of the page.



4. Click **I am a parent >**.



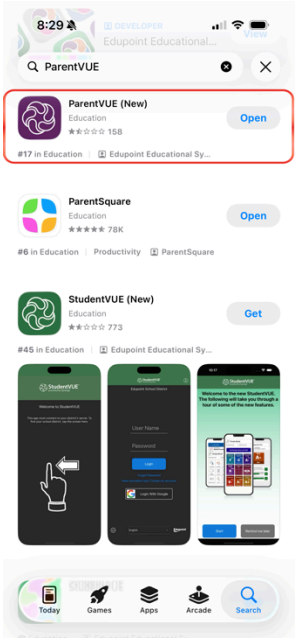
5. Enter your Username and Password and click Login.



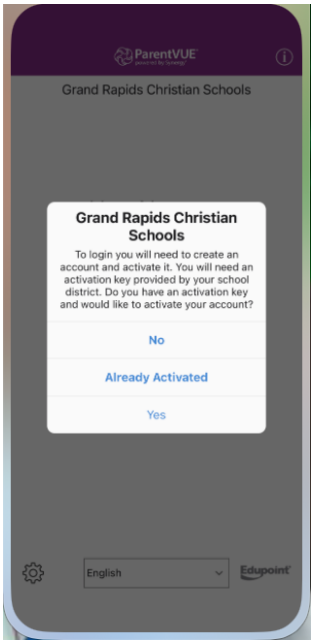
ParentVUE Mobile App

Search for **ParentVUE (New)** in your device's in Google Play (Android devices) or App Store (iPhone).

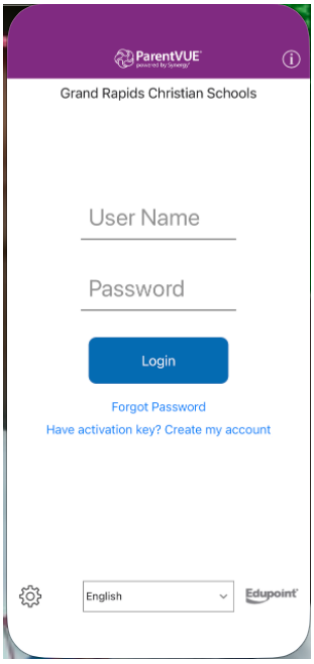
NOTE: In the ParentVUE app you will be automatically directed to the parent login. If you are trying to sign in as a student, be sure to download the StudentVUE (NEW) app.



ACTIVATION: If you are met with a screen requesting that you need to activate your account, like the screen on the right, follow the instructions below in Activating your Account if you have not already activated it. If you have activated it, select the Already Activated button.



Once you've activated your account your mobile screen will look like the image to the right.

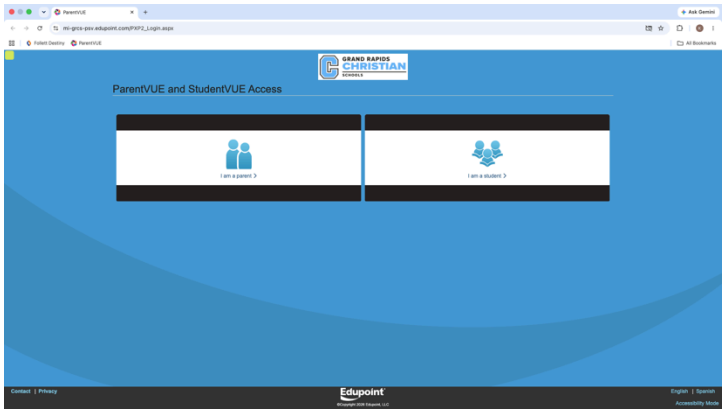


NOTE: Although the screenshots within this guide depict the desktop layout, the mobile application and website follow the same instructions and designs. Both of these interfaces are nearly identical and show the same data. Additionally, because the ParentVUE and StudentVUE portals share a matching layout and functionality, this guide can also help your students navigate their portal. Consequently, this document displays a student's desktop view, but if you are a parent or using the mobile application, the necessary steps remain unchanged despite slight variations in button placement.

Activating Your Account

NOTE: Students will not need to activate their accounts. They will have been activated by GRCS previously.

1. Open GRCS ParentVUE

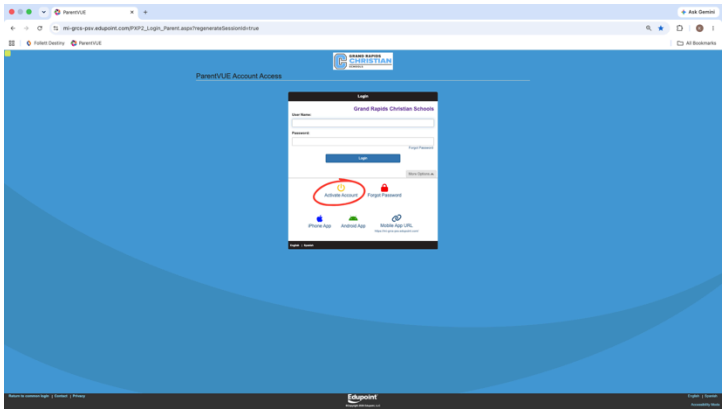


2. Go to the ParentVUE Login Page and select **I am a parent >.**

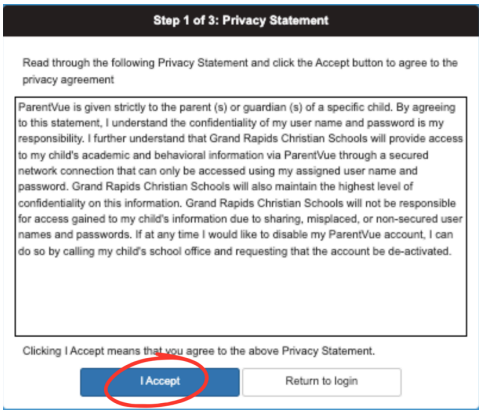


3. Click **Activate Account**.

This button may be hidden. If it is, click **More Options.**



4. Click **I Accept** to accept the privacy statement.



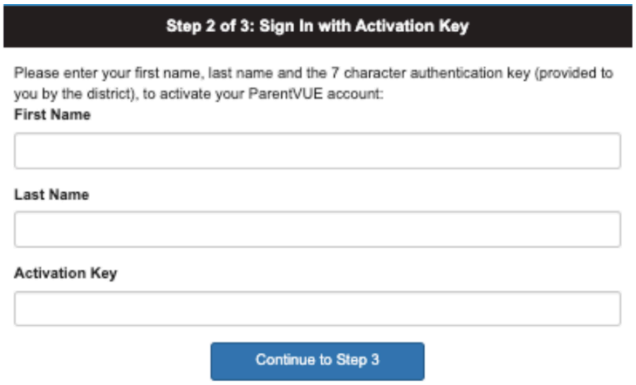
5. Enter your First Name, Last Name, and Activation Key.

   Ensure that they are inputted exactly as they appear in the Activation Key Letter you received via email from the school.

6. Click the **Continue** to Step 3 button.

7. Create a Username, Password, and enter your Primary Email.

8. Click Complete Account.

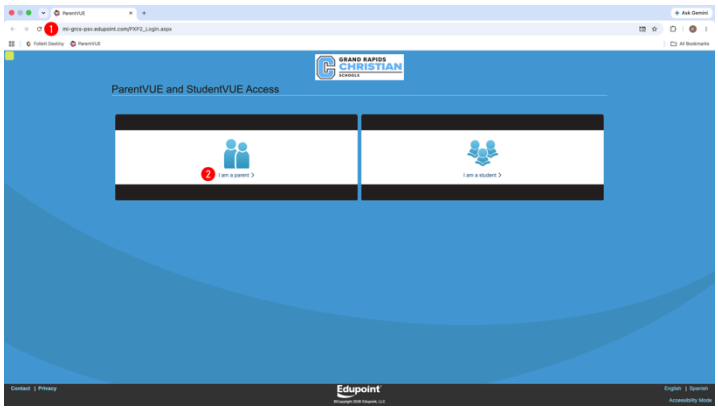


Managing Your Account & Access

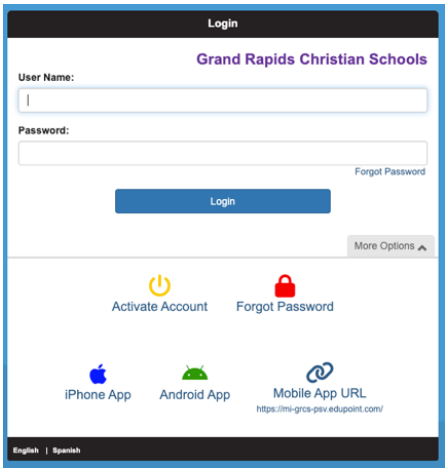
Logging Into Your ParentVue Account

1. Navigate to the GRCS ParentVUE portal.

2. Click **I am a parent >**.



3. Enter your Username and Password and click **Login**.



Logging Out

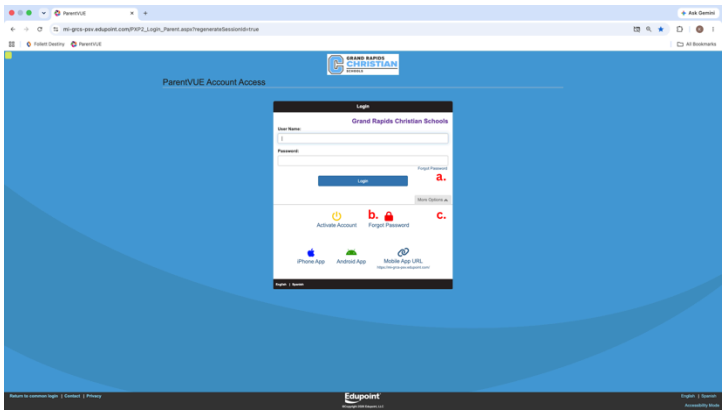
1. Click the **Logout** link in the upper right corner of the page to securely sign out of your session.



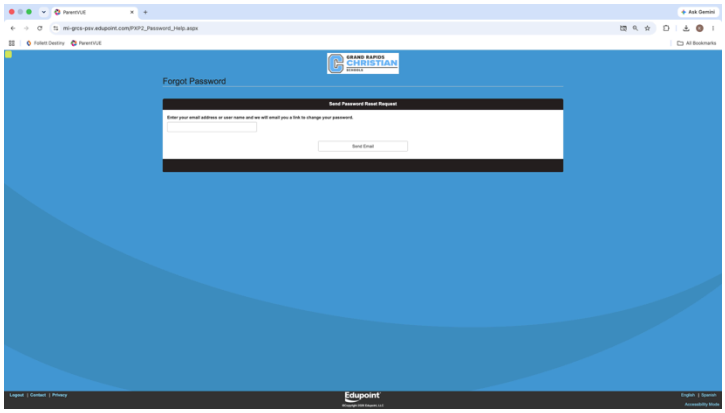
Forgot Your Password?

1. From the Parent VUE Login Page click Forgot Password

   This can be found below the password text box on the right side (a) or underneath the red lock symbol (b) that appears after clicking the More Options button (c).



2. Enter the email address used during account activation and click **Send Email**.
3. Follow the link in your email and follow the instructions in the form filling in your First Name, Last Name, and New Password.
4. Confirm your new password and then click Change Password.
5. If the password reset page is still open, use the Click to Return to Login link to go to the home page.
6. Log in using your new password by following steps 1-6 of Logging In To Your ParentVUE Account.



My Account & Changing Information

1. Click **My Account** in the upper-right hand corner of the screen.



2. Click **Update Account** to edit personal information.



1. Change Password: Click the link in the banner at the top of the screen to change the account password.

2. Account Details and Options: See what personal information is on file for your account. Editable fields include:

   - First Name
   - Last Name
   - Employer

   To edit, type updated information in the relevant field.

   Opt-in to paperless report cards here as well.

3. Notification Options: Set up automatic notifications via email or push note for:

   - Attendance (recommended for high school)
   - End of Term notification
   - Grade Book Summary

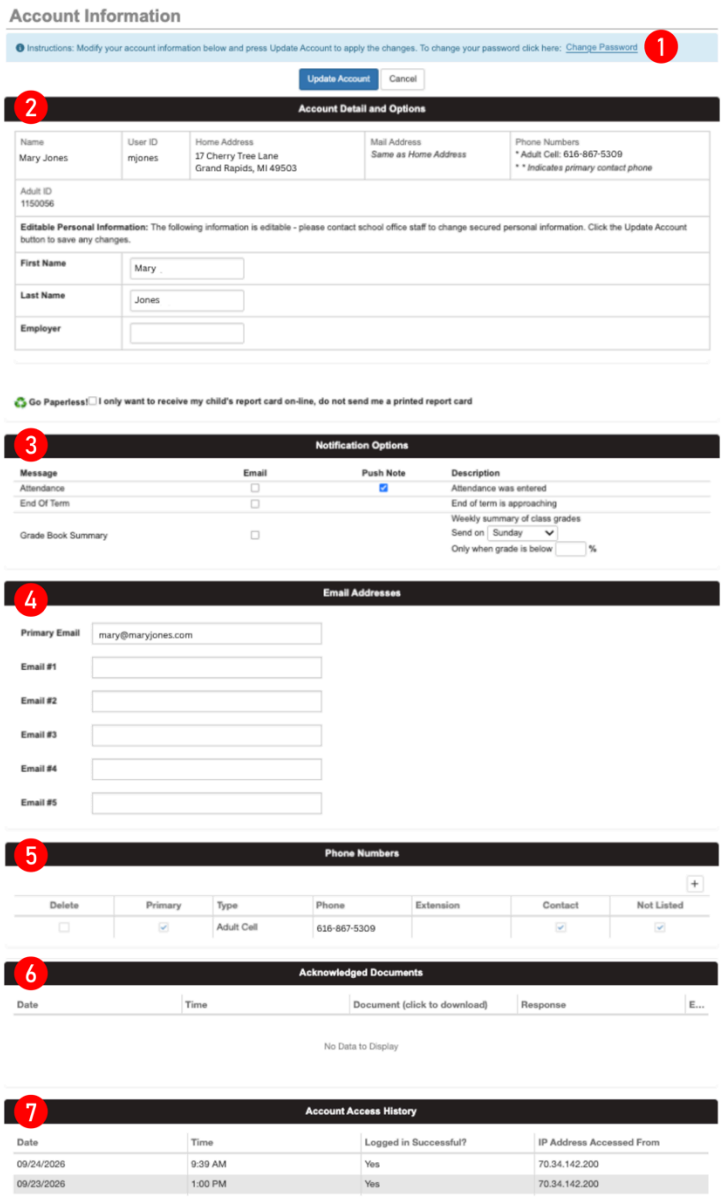
   Check box for preferred delivery method (email or push note) and update preferences.

4. Email Addresses: Enter your preferred email address(es) for notifications.

5. Phone Numbers: Add or remove phone numbers.

6. Acknowledged Documents: Documents acknowledged in the online verification process appear here.

7. Account Access History: Displays login attempts for your account.

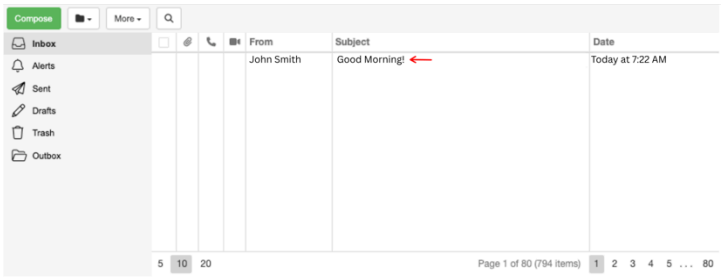


Communication and Classroom Information

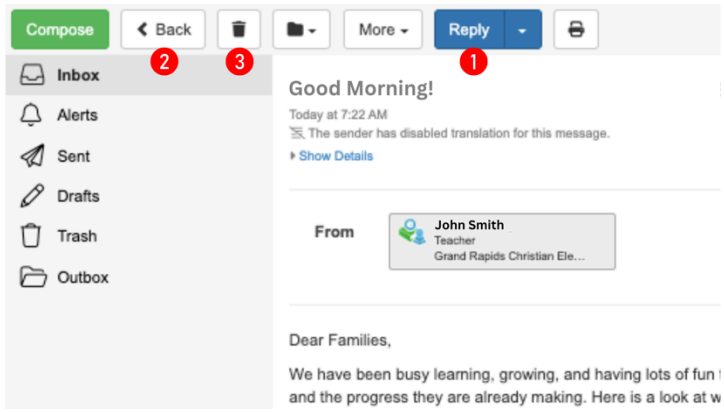
Synergy Mail (Messages)

The SynergyMail screen displays messages from your child's teacher(s).

Click on a message to open it.



1. Use the **Reply** button to respond to the teacher's message.
2. Use the **Back** button to close the message.
3. Use the **Delete** button (trash can icon) to delete the message.

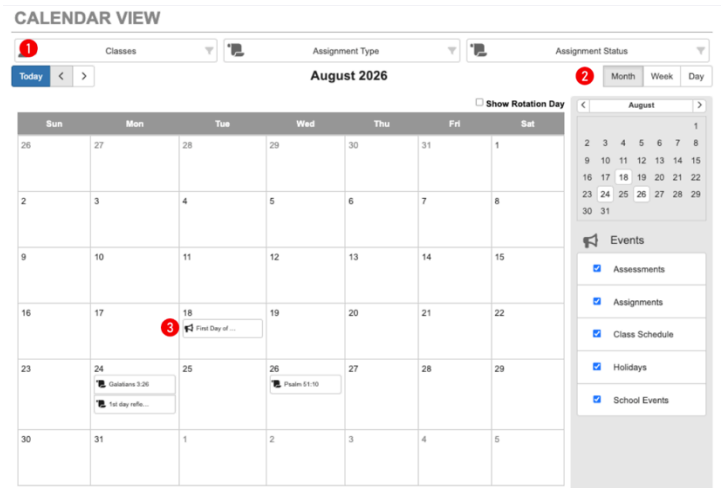


Calendar

The Calendar displays assignments, scores, and school events.

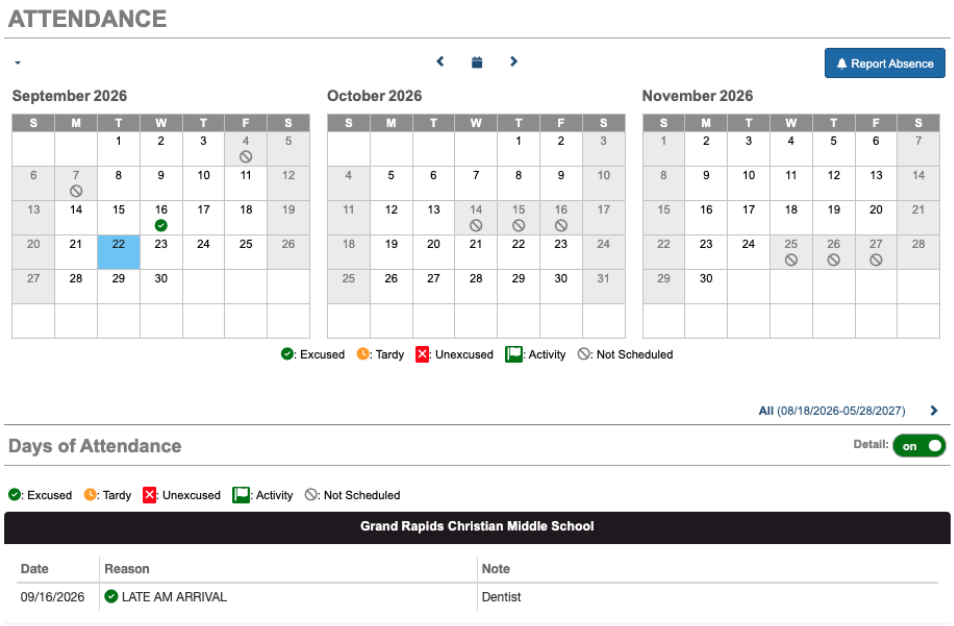
1. Filter by Class, Assignment Type, or Assignment Status.
2. View by Month, Week, or Day.
3. Click on any calendar event or assignment for more details.

NOTE: Red assignments indicate missing work or that the assignment has not been scored.



Attendance

The Attendance screen displays information for the current school year.

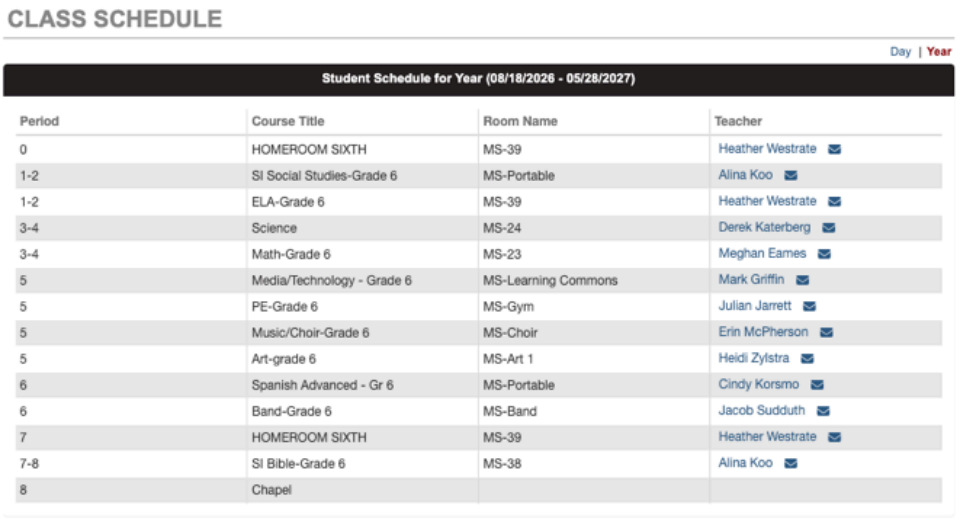


Calendar View: Displays a series of calendars showing the days this child was absent or tardy. Click on any date to view more attendance details.

Attendance Detail: Displays absences per course and period. Toggle Detail to “on” to see a list of absences including reason and notes

Class Schedule

The Class Schedule screen lists the period, course title, room name, and the teacher for each class in separate columns.



CLASS SCHEDULE

Day | Year

Student Schedule for Year (08/18/2026 - 05/28/2027)

Period	Course Title	Room Name	Teacher
0	HOMEROOM SIXTH	MS-39	Heather Westrate
1-2	SI Social Studies-Grade 6	MS-Portable	Alina Koo
1-2	ELA-Grade 6	MS-39	Heather Westrate
3-4	Science	MS-24	Derek Katerberg
3-4	Math-Grade 6	MS-23	Meghan Eames
5	Media/Technology - Grade 6	MS-Learning Commons	Mark Griffin
5	PE-Grade 6	MS-Gym	Julian Jarrett
5	Music/Choir-Grade 6	MS-Choir	Erin McPherson
5	Art-grade 6	MS-Art 1	Heidi Zylstra
6	Spanish Advanced - Gr 6	MS-Portable	Cindy Korsmo
6	Band-Grade 6	MS-Band	Jacob Sudduth
7	HOMEROOM SIXTH	MS-39	Heather Westrate
7-8	SI Bible-Grade 6	MS-38	Alina Koo
8	Chapel		

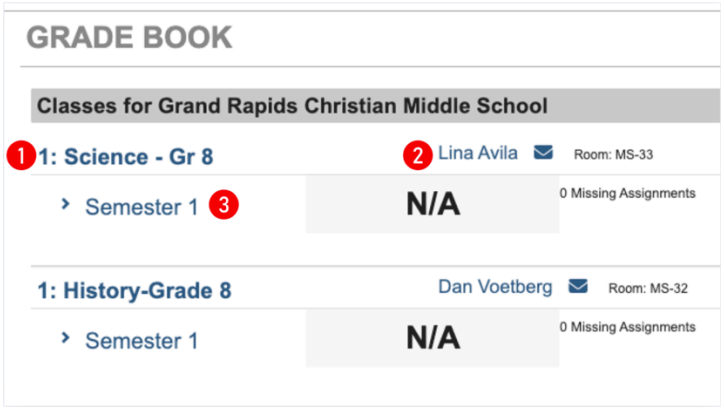
Teachers can easily be contacted by clicking on their name or clicking on the envelope icon.

Grade Book

The Grade Book screen allows parents to keep track of their child's grades, assignments and test scores that have been posted by the teacher(s).

1. **Course Name** – Click to view a list of assignments, their scores, and course content.

2. **Teacher Email** – Click the name of the teacher, or the envelope icon to send an email to the teacher.
3. **Class Resources** – Click the Class Level Resource link to open the list. Then click the name of the resource.
4. To view a different grading period, click the drop-down arrow in the upper-righthand corner.



NOTE: GRCMS and RCMS uses standards-based grading so you will not see an overall grade.

Report Card

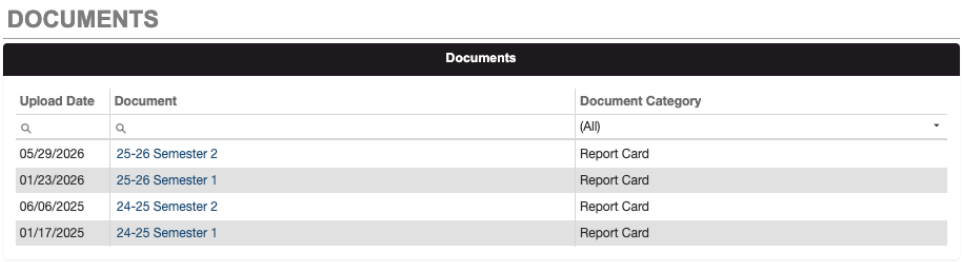
The Report Card screen shows grades for each quarter and for periods between quarters.

1. Reporting Period - Click the drop-down arrow to view a specific grading period

2. Report Card - Click the link to view or print a .PDF for that term.
3. Email - Click a teacher's name to send an email.

Documents

The Documents section is the storage place for past report cards. Click on any document to open the file.



Academic Progress & Planning

Course History

Course History displays courses and grades received for all years and all schools.

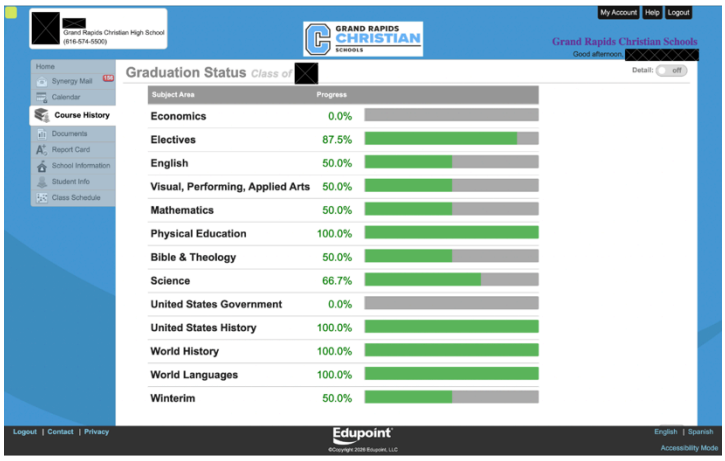
1. Toggle Details 'On' for Graduation Status, Test Requirements, or Student Course History.



The Graduation Status table provides detailed credit and test requirement information.

The green bars represent the percentage of courses in a topic that a student has completed that they need to complete before graduation.

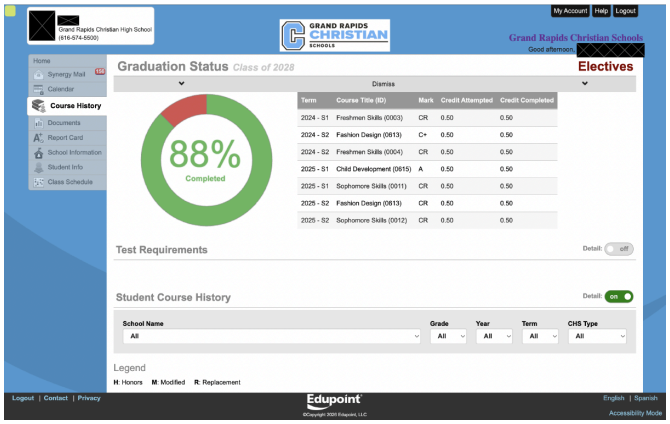
When the graduation status detail toggle is turned on, the table below shows the specific credit requirements instead of the percentage.



2. Click a course title in the main table to view more information. (This will not work if you are clicking the table that becomes visible with the detail toggle on.)

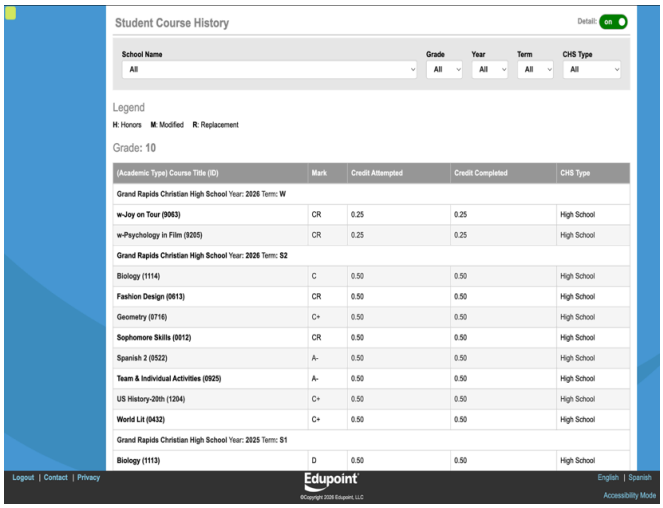
   Here you can see what courses you took that applied to this group.

   For example, this student has taken Fashion Design and Freshman Skills, both of these courses counted as extracurricular courses.



The Test Requirements section, viewed by turning the respective detail toggle on, displays scores for required tests for graduation.

The Student Course History section, viewed by turning the respective detail toggle on, displays the grade earned, credit attempted, credit completed, or verified credit.



3. Click the blue Unofficial Transcript button next to Graduation Status to download the document as a PDF.



NOTE: THIS IS AN UNOFFICIAL TRANSCRIPT. For an official transcript contact the main office. The unofficial transcript button is visible for both elementary and high school accounts. However, reports will only be generated for students in grades 9-12 as other levels use standards-based grading.

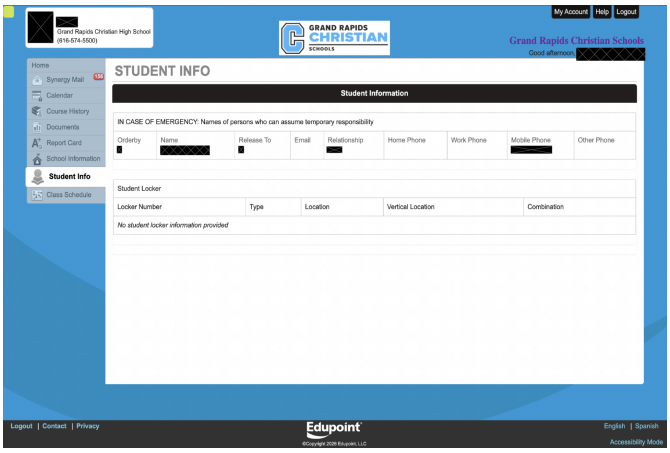
School Resources & Additional Information

School Information

Find the principal's contact info, school name, address, phone number, fax number, and website. Here you can also find a list of staff at the school including their title and phone number. You can also email them by clicking on their name in blue or by clicking the blue envelope to the right of their name. For more information on that view the Synergy Mail tab.

Student Info

View demographic information and request updates to student records.



Frequently Asked Questions (FAQs)

1. **Do I have to register at each school if I have a child at different campuses?**

   ParentVUE offers a single sign-on to view school information for all siblings, regardless of the grade level or school of attendance.

2. **Is there a way to contact the teacher or counselor if I have a question about what I see on the screen?**

   Easy access to communication tools throughout the various ParentVUE screens promotes easy communication between home and school that is necessary for student success. Simply click any teacher link or envelope icon to send an email message. Click the Streams icon to add a message to the discussion thread.

3. **Is my child's school information available to anyone on the internet?**

   While the website is accessible over the Internet, access is secured via a user name and password. Parents can see information about their children only, and cannot see the records of other students.

4. **How can I navigate from one child to another within the same ParentVUE account?**

   All students linked to a parent in the district will have their first names listed in the menu at the top of the ParentVUE homepage. Click the drop-down arrow and select a child's name to view the information.