Navigating the Parent Portal

Audience: Parents

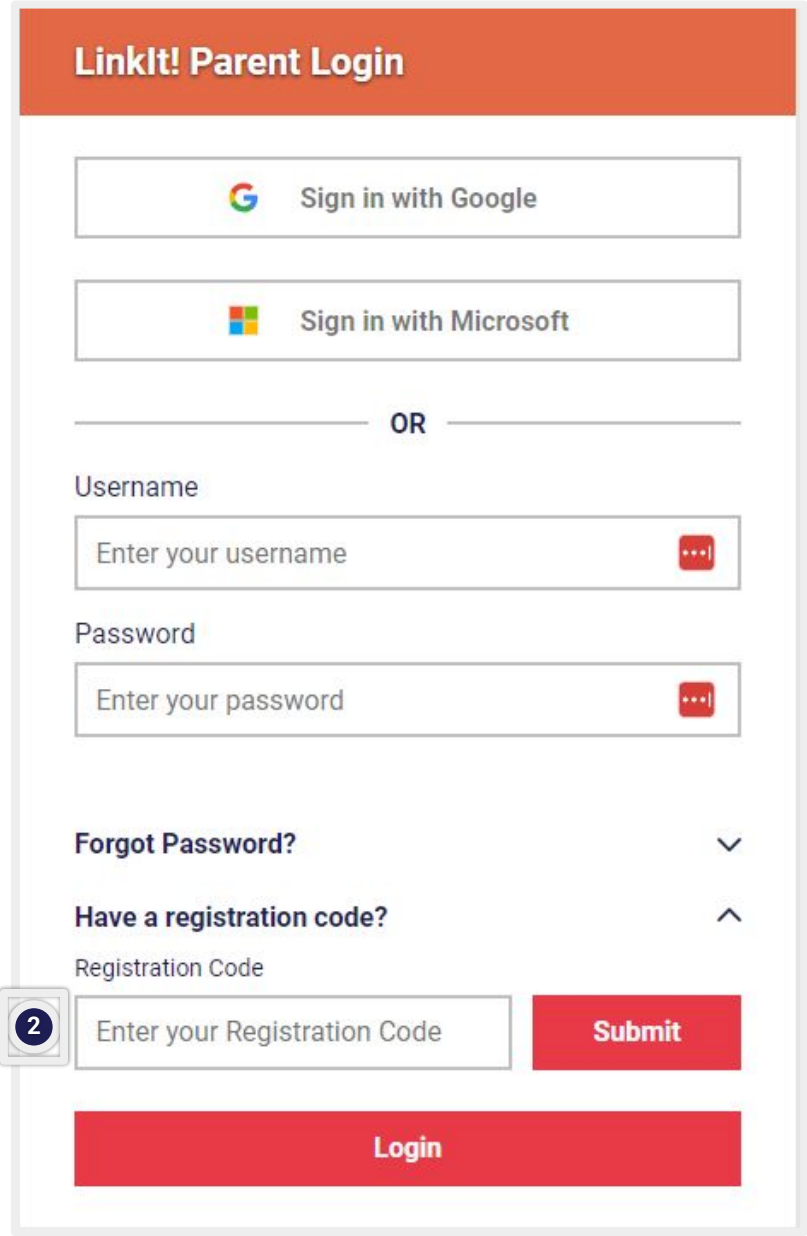
This lesson guides parents in how to login and navigate the LinkIt Parent Portal.

Log into the Parent Portal	2-3
View Reports on the Parent Portal	4-8

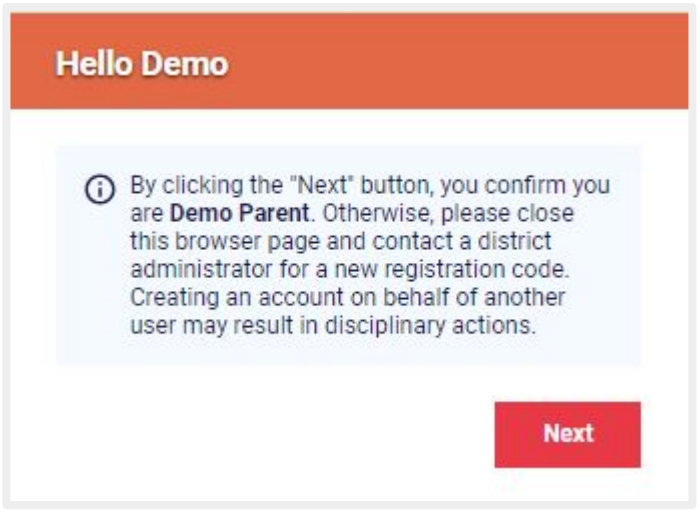
LinkIt!™ Duplication is restricted.

Task: Log into the Parent Portal

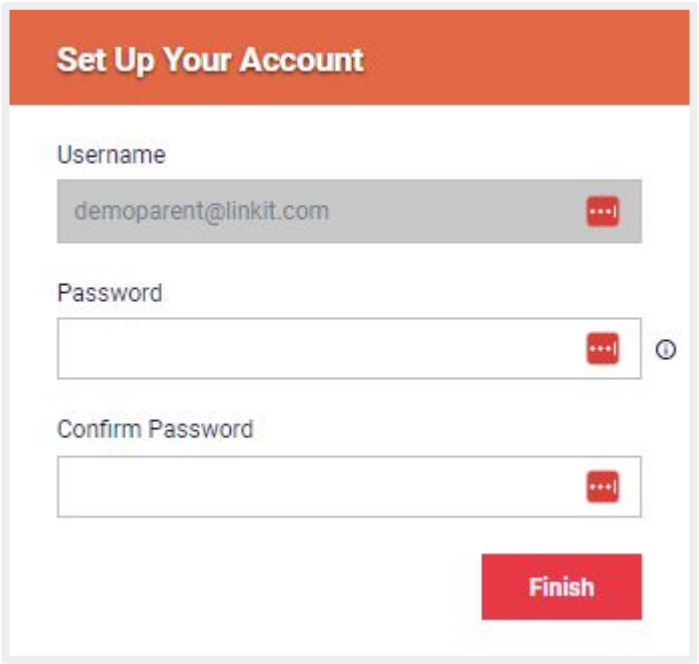
1. Your district will provide you with a registration code as well as a hyperlink to get to the web address for LinkIt's Parent Portal. This may come in the form of an email or it may be distributed by other methods. If you receive the email, you will see the students you are attached to.
2. Once you have reached the login screen, click the **Have a Registration Code?** button and enter the registration code that was provided by your district. Click **Submit**.



3. You will be asked to verify that you are the parent or guardian that received that notification. Click **Next**.



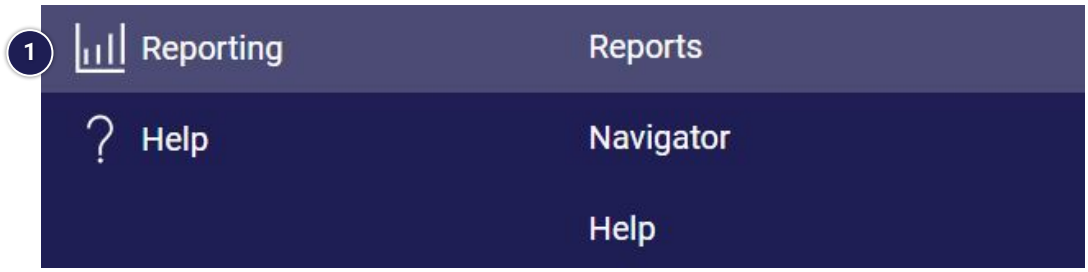
4. This screen will require you to create a password and confirm it. You can see that the username defaults to the email that is on record for your school district. After entering and confirming your password, click the **Finish** button.



LinkIt!™ Duplication is restricted.

Task: View Reports on the Parent Portal

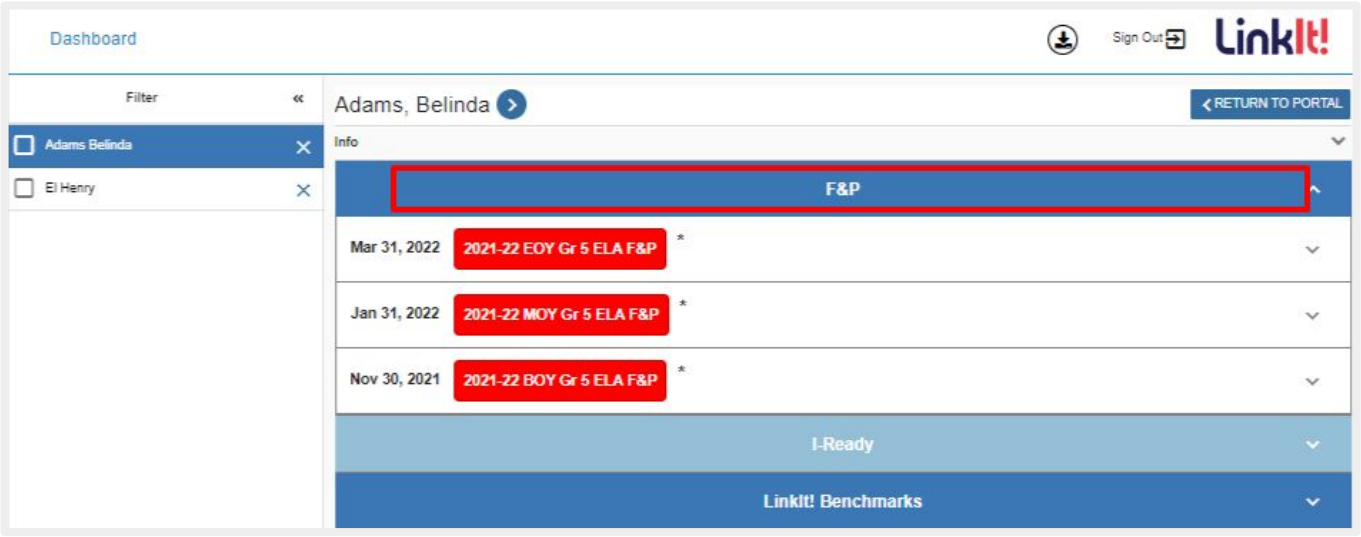
1. To view reports on the parent portal, click **Reporting** > **Reports**.



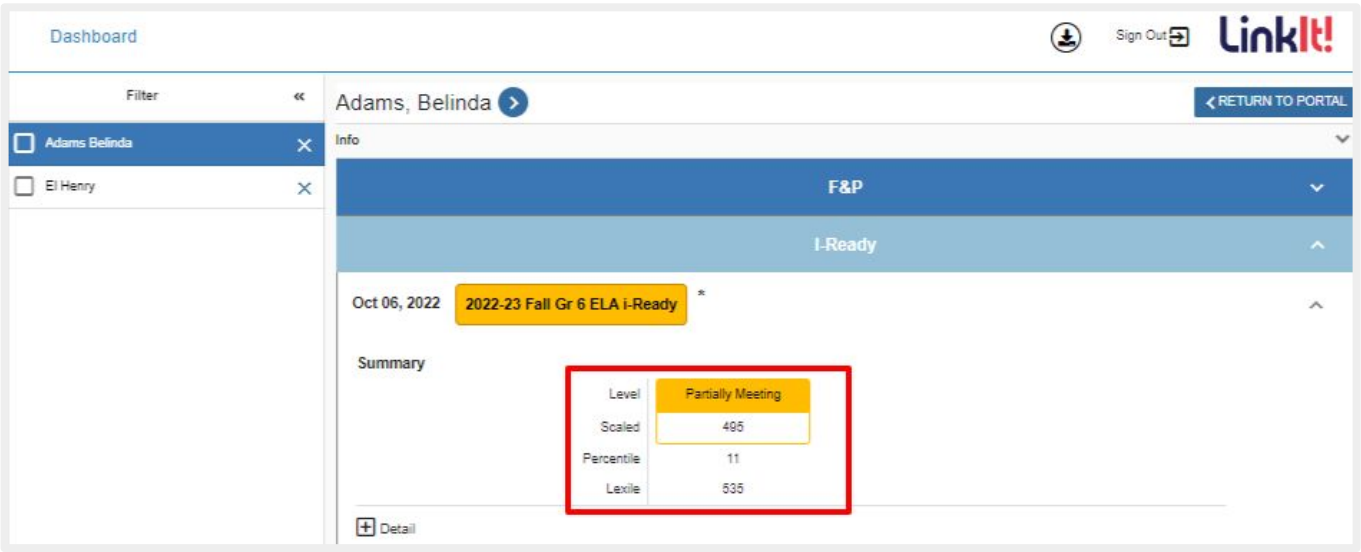
2. In a new browser window, the Student History report will appear. On the left hand side you will find all of the students associated with your parent portal account.



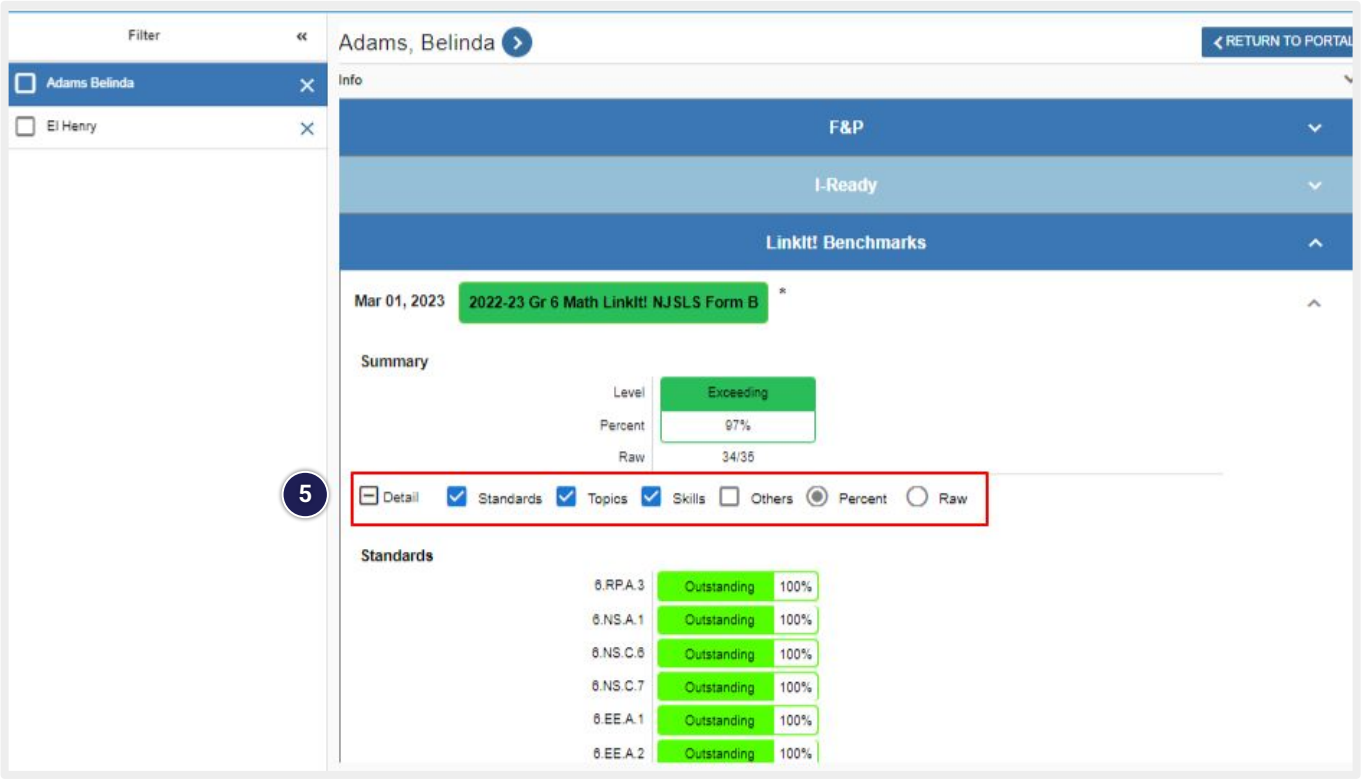
3. Click the **test category** to view the test results associated with the student.



4. Click the **arrow** on the far right side of the test result to expand the result. This view will show the overall achievement level, raw, and percent score.



5. If permitted within your district, click on the **Details** button to see how the student performed on standards, topics, and skills that are associated with the test.



6. If the test was taken directly on the LinkIt Platform, there will be an option to click on the **magnifying glass icon** which shows an itemized breakdown by each question.



7. After clicking the magnifying glass icon, item level data for the student will appear.



8. Clicking the **arrow** on the right side of the screen will maximize the *Options* panel. This offers the ability to *Print*, view *Time Spent*, *Item details,* and *Tags* associated with this test.

