
























































Student Information			
Screen	Description	Symbols	Additional Information
 Home	Summary of a student's progress including Today's Comments and sections for Grades, Homework, Assignments, and Daily Attendance.	 Missing assignment  Excluded assignment  Number of homework assignments due in 2 days	If you registered additional students to your account, the viewed student displays with a green highlight, and the students you are not viewing display partially hidden.
 Attendance	Information about a student's daily (for year) and period (for day) attendance with links for daily and period attendance details.	 View either daily or period attendance  Reporting periods  View by date (daily)  View by reporting period (default daily)	N/A
 Grades	Information about a student's current grade in each course.	 Reporting periods	To view a course's assignments, click a course's name.
 Assignments	Information about a student's (completed/graded) assignments for a course and lists Daily Comments at the bottom of the screen for the reporting period. At the top of the screen, you can select a student's other courses.	 Reporting periods  View by assignment type  View by date  View by assessment  View by assessment summary  Grading scale  Missing  Excluded  Weighted  Late	For standards-based (elementary) courses, the default view is by assessment, but you can also view by assignment type and assessment summary. For traditional (high school) courses, the default view is by assignment type, but you can also view by date.
 Homework	Information such as date, course name, and homework description. The default view is the current week (from Sunday to Sunday).	 View by due date (default)  View by class  Email teacher  Expand (additional information)  Collapse (hide additional information)	You can also quickly view homework for Today, This Week (from Sunday to Sunday), and Next Week by clicking the links.
 Schedule	Information about a student's schedule. The default view is the current day. You can email the teacher from the screen.	 Calendar	If viewing the schedule on the weekend, the schedule for the following school day displays.
 Report Card	Information about a student's report card with grade level, school year, and marks.	 Print	You can change the report card if your school uses more than one report card or interim.
 Course Request	Provides the ability to request courses for the upcoming school year, if enabled by your district	 Course is selected.  Course is deselected	Your district may have a specific time frame for requesting courses. You can print the selected courses from your browser.

School Information			
Screen	Description	Symbols	Additional Information
 News	Displays news for district and schools. When you click a district or school, the news displays.	 Return to main menu	If news is posted, district and/or schools display with a green background.
 Calendar	Displays the calendar by month (default), but you can change it to week or day. You can also view by List of events by date range.	 Select preferences	The first time you access the screen, you are asked to set preferences by selecting Event Categories, Classes, and Schools you want to appear on the calendar.
		 Class homework	
		 Daily attendance	
		 District/School events	
		 Calendar view	
 Class Information	Displays the student's classes. When you click a class name, the class information displays.	 Return to main menu	If information is posted, the class name displays with a green background, and a logo, if uploaded, displays on the tile's right side.
		 List of events by date range view	

Family Information			
Screen	Description	Symbols	Additional Information
 Alerts	Provides the ability to subscribe to email alerts for missing assignments and low assignment marks.	 Set low mark threshold	You cannot select a low mark threshold for standards-based (elementary) classes.
 Profile	Provides the ability to update your account information and displays students' information added to your account.	 Go to Manage Students	You cannot change your user name.
 Change Password	Provides the ability to change your password.	N/A	N/A
 Manage Students	Provides the ability to add a child to your account, create a student account for your child, and reset your child's password.	 Reset a student's password	When registering a student, you do not have to enter an email; however, your child cannot reset his/her forgotten password without an email.
		 Register another student	
		 Create a student's account	

Additional Tips
<b>Creating an Account</b>
1. User names must be letters and numbers and 6 to 50 characters. You cannot change your user name once you register.
2. Registration keys are provided by your child's school district and are not case sensitive.
3. Passwords must contain 1 letter, 1 number, and 8 to 50 characters, are case sensitive, and cannot match user name.
<b>Accessing an Account</b>
1. If you forget your user name or password, click <b>Can't access your account?</b>
2. For security purposes, if you are unsuccessful after 10 attempts to log in to your account, the system automatically locks your account for 10 minutes.
3. If the school district locks a student's account and the student tries to log in, the student receives a message stating that his/her account is locked. If a parent tries to log in, the student's icon is disabled, and hover tip displays stating the account is locked.
4. If the school district disables your account and you try to log in, a message appears on the Login screen stating your account is disabled.