

Student Information					
Screen	Description	Symbols		Additional Information	
<b>Home</b>	Summary of a student's progress including <b>Today's Comments</b> and sections for <b>Grades, Homework, Grade Details, and Daily Attendance</b> .	Missing assignment	Excluded assignment	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.	
		Number of homework assignments due			
<b>Grades</b>	Information about a student's current grade in each course.	Click to expand (show additional information)	Click to collapse (hide additional information)		Along the right side of the screen, <b>(now)</b> displays next to the current reporting period. You can click another reporting period to view grades for that period. To view a list of assignments and grade details for a course, click the course name.
<b>Planner</b>	Displays homework that is assigned or due during the current week (from Monday to Sunday). Information includes course name, name of assigned work, date due and date assigned. Links display to <b>View Class Information</b> and to <b>View Activity</b> (for online activities only). <b>Assigned Work</b> is usually graded and includes homework, tests, quizzes, projects and more. <b>Posted Homework</b> is often ungraded work and/or work that is done on a weekly or ongoing basis.	Link to online activities	View Class Information	You can view a different date range by clicking the <b>Prev 7 days</b> or <b>Next 7 days</b> links. You can also specify a date range by entering a <b>Start Date</b> and <b>End Date</b> (or by selecting these from the calendar date picker) and clicking <b>Refresh</b> . Use the colored tabs on the right side of the screen to "jump" to a class quickly. Click on the email address, if displayed, to email the teacher.	
		Click to expand (show additional information)	Click to collapse (hide additional information)		
<b>Schedule</b>	Information about a student's schedule. The default view is the current day. You can email the teacher from this screen.	Calendar			If you view the schedule on the weekend, the schedule for the following school day displays. You can also view the full schedule for each reporting period by clicking <b>View Full Schedule</b> .
<b>Attendance</b>	Information about a student's daily attendance for the year and today's period attendance.	N/A			You can click <b>View daily attendance detail</b> or <b>View period attendance detail</b> to see more detailed information.
<b>Activities</b>	Information about a student's online activities for each course. The default view displays the name, due date and status of <b>Assigned</b> activities. The <b>Recent Activity</b> area displays activities that were submitted or graded in the past seven days.	Viewed	In the <b>Info</b> column and/or in the <b>Recent Activity</b> area, the student's progress is indicated as <b>Viewed, Started, Partial, Redo, Submitted</b> or <b>Graded</b> . The column is blank if the student has not yet viewed the activity.	Click the <b>Submitted, Graded</b> or <b>All</b> button (near the top of the screen) to change which activities display. Click the name of the activity to view details about it. Parents can view, but cannot edit or submit online activities.	
		Started			
		Partial			
		Redo			
		Submitted			
		Graded			
<b>Report Card</b>	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.	

School Information			
Screen	Description	Symbols	Additional Information
News	Displays news for district and schools. When you click a district or school, the news displays.	N/A	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 a list of events by date range.	Settings	Calendar Setting Preferences
			Class homework
			Daily attendance
			District/School events
			Calendar view
	List of events by date range view		The first time you access the screen, you are asked to set your preferences by selecting Events, Classes, and Schools you want to appear on the calendar.
Class Information	Displays the student's classes. When you click a class name, the class information displays.	N/A	If information is posted, the class name displays with a green background.

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 Settings	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.	Manage Students	Go to Manage Students	You cannot change your user name.
Change Password	Provides the ability to change your password.	N/A	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 Password	Reset a student's password	When registering a student, you do not have to enter an email; however, without one, your child cannot reset his/her forgotten password. The teacher or parent would have to do so.
		Link Another Student	Register another student	
		Create Account	Create a student's account	

Additional Tips
<b>Creating an Account</b>
1. User names may be letters and/or 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 5 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 a 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.