

Screen		Description	Student Information		Additional Information
			Symbols		
Home	Summary of a student's progress including Today's Comments and sections for Grades, Homework, Assignments, and Daily Attendance.	Missing 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.		
		Excluded assignment			
Attendance	Information about a student's daily (for year) and period (for day) attendance with links for daily and period attendance details.	Number of homework assignments due in 2 days	N/A		
		View either daily or period attendance			
		Reporting periods			
		View by date (daily)			
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.		
		Reporting periods			
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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.	View by assessment	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.		
		Grading scale			
		Missing			
		Excluded			
		Weighted			
		Late			
		View by due date (default)			
		View by class			
		Email teacher			
		Expand (additional information)			
Homework	Information such as date, course name, and homework description. The default view is the current week (from Sunday to Sunday).	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.		
		Calendar			
		Print			
Schedule	Information about a student's schedule. The default view is the current day. You can email the teacher from the screen.	Course is selected.	If viewing the schedule on the weekend, the schedule for the following school day displays. You can change the report card if your school uses more than one report card or interim.		
		Course is deselected.			
Report Card	Information about a student's report card with grade level, school year, and marks.	Course is selected.	Your district may have a specific time frame for requesting courses. You can print the selected courses from your browser.		
		Course is deselected.			
Course Request	Provides the ability to request courses for the upcoming school year, if enabled by your district	Course is selected.	Your district may have a specific time frame for requesting courses. You can print the selected courses from your browser.		
		Course is deselected.			

		School Information		Additional Information	
Screen	Description	Symbols			
News	Displays news for district and schools. When you click a district or school, the news displays.	Home 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.	Preferences Select 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 preferences by selecting Event Categories, 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.	Home Return to main menu			If information is posted, the class name displays with a green background; and a logo, if uploaded, displays on the title's right side.

		Family Information		Additional Information	
Screen	Description	Symbols			
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
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.	Forgot Password Reset a student's password Register Another Student Register another student Create Account Create a student's account			When registering a student, you do not have to enter an email; however, your child cannot reset his/her forgotten password without an email.

Additional Tips

Creating an Account

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.

Accessing an Account

1. If you forget your user name or password, click **Can't access your account?**
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.