Site Basic - Parents: My Family Menu | Students

Here you will find a listing of all students that are associated with your family code. It lists student code, student name, check mark in a box if the student is current for the present school year, date of birth, age, and grade. When you click on the student's code, a new window will open with information on that student.

For a shortcut right to your student's information hover over the student icon in the upper right hand corner of your school's homepage | Information area. You can then go straight to Schedule, Grades, etc.

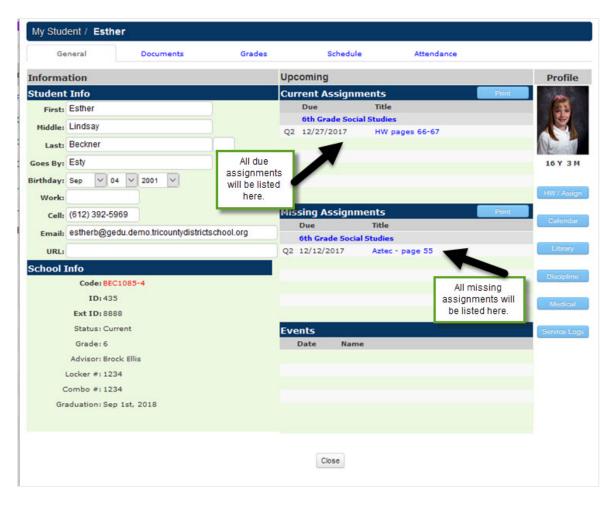
Click on the links in blue for more on individual student's information.

General Documents Grades Schedule Attendance	
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Note - each of these sections may be turned off by your school administration if they do not want these areas to be visible.

General

When you click on **My Family | Students | student's code**, the student's profile will open in a new window. Following is an example of a high school student's profile. It includes a listing of the student's basic information plus a listing of current and missing assignments. A listing of assignments can be printed off by clicking the blue 'Print' icon. The school office may choose to upload the student's photo, however this is optional. Your school may also include the student's email address and cell phone number. If any of this information needs updating, please contact your school office.

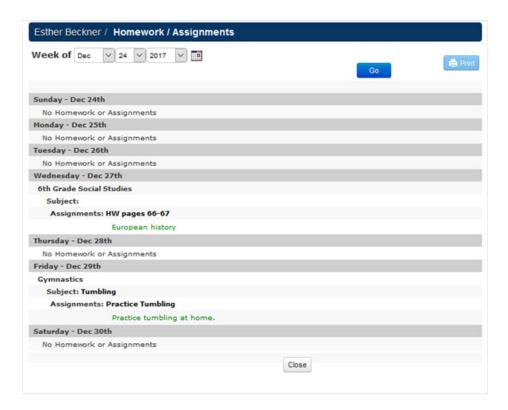


The blue buttons under the student photo area are clickable. The Medical and Discipline buttons are configurable.

HW/Assign

This will show a list of Current assignments and homework from lesson plans listed out by date and class. You can click on the calendar icon to select as different 'Week of' date and then click 'Go.' Click the 'Print' button to print out the list of assignments.

Homework is pulled from that day's Lesson Plan, and does not refer to a due date per se, just the date of the Lesson Plan. Assignments are entered with a specific due date under which it displays.



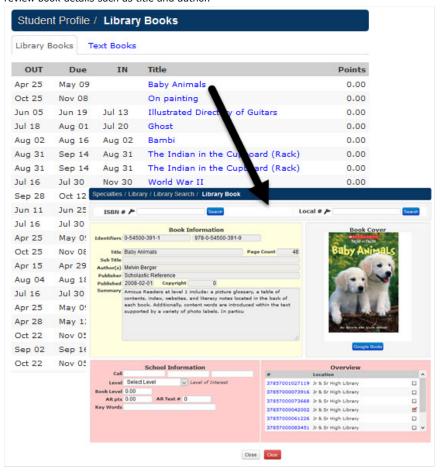
Calendar

This will show a list of events and HW Assignments (based on due date) from the student's classes by month. You can select a different month/day/year from the date drop-down, or click the foward or backward arrows to go to a different month. Click the 'Print' button to print out the calendar for a specific month.



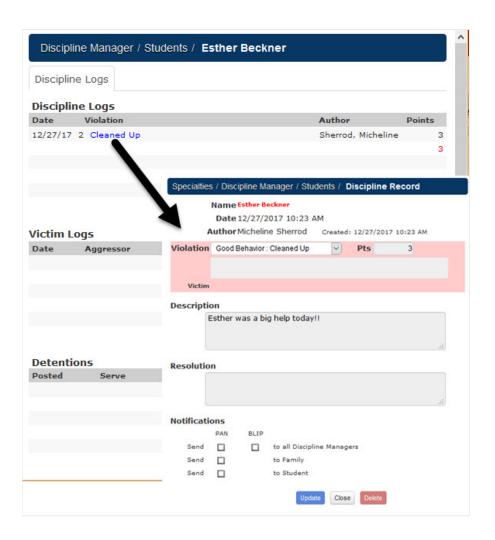
Library

This will show a list of library and text books that currently are or have been checked out to the student. Click on the title in blue to review book details such as title and author.



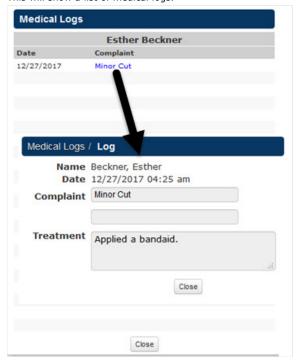
Discipline

If any discipline logs have been created for the student, you can view those here. Click on the 'violation' in blue to review such things as a description and resolution details.



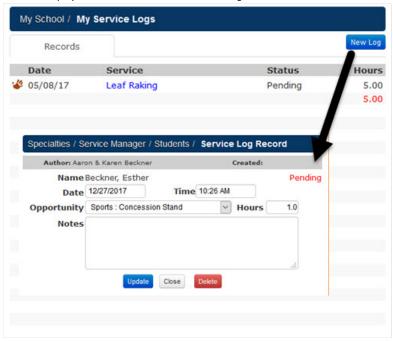
Medical

This will show a list of medical logs.



Service Logs

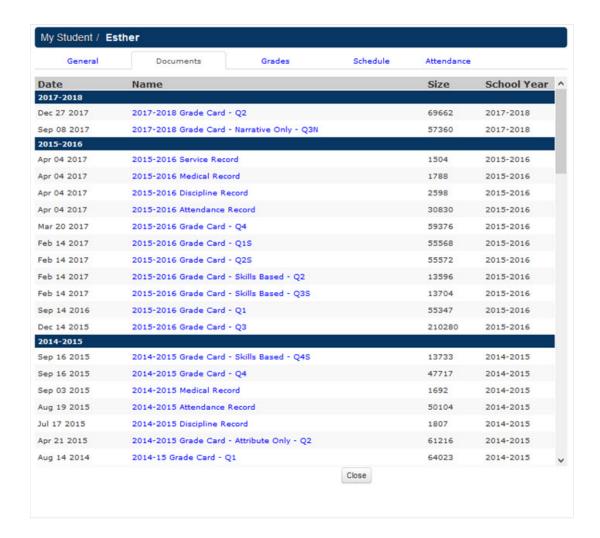
This will display a list of student-related service log records.



^ Back to Top

Documents

This is where documents for your student are accessed if your school allows them to be viewed. Past attendance records and grade cards can be found here. Click on the **Name** of the document in blue text to open or save this document to your local computer.



Signing a Document

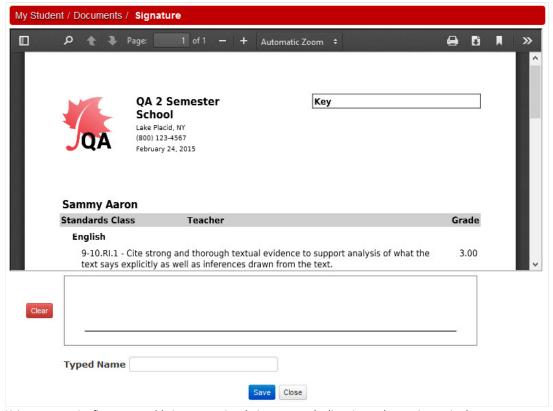
If your school requires a signature for report cards, then you can view student documents and sign where required by viewing your child's profile.



Once logged in, you will click the student's name in the upper right corner, then click the Documents tab.



A red pencil indicates a document requires a signature. Clicking the name will open the document and allow for a signature.



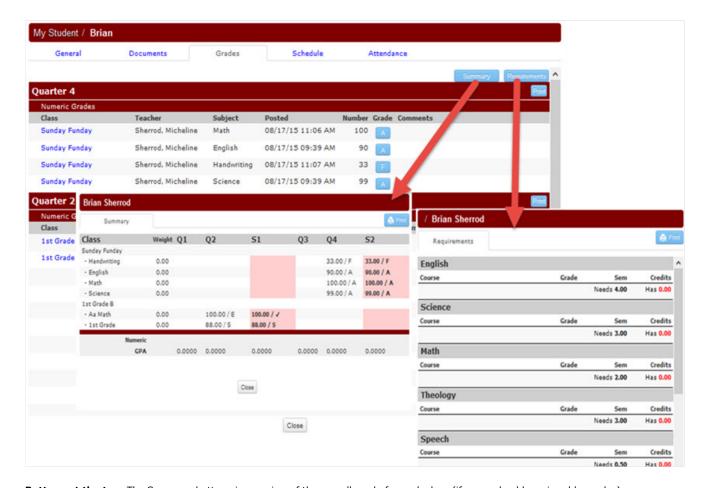
Using a mouse (or finger on a tablet), you can sign their name on the line. A typed name is required.

^ Back to Top

Grades

If your school allows grades to be viewable by parents, when you click on this tab you will see a list all of the grades that have been posted in any classes the student is associated with. If you log on this page and it is blank, no grades have been posted yet. The class, teacher, subject, date the grade was posted, number and letter grade as well as any comments will be shown. Click on the class name in blue, if applicable, to enter the teacher's class site.

The grades listed are those that have been officially posted. If you click on the letter grade button, you will see a list of all assignment grades, some of which may not yet been posted, so they will not be a part of that average. If the class is set up with different weights depending on the category, those categories and their respective weights will display in the solid header bar for each section. Also, any assignments with a unique status will be listed with the "key" to that status listed at the bottom.



Buttons at the top: The Summary button gives a view of the overall grade for each class (if your school has viewable grades), including each quarter, final and semester grade. The Requirements button shows the credits required for each category and the courses that have been applied to that requirement.

^ Back to Top

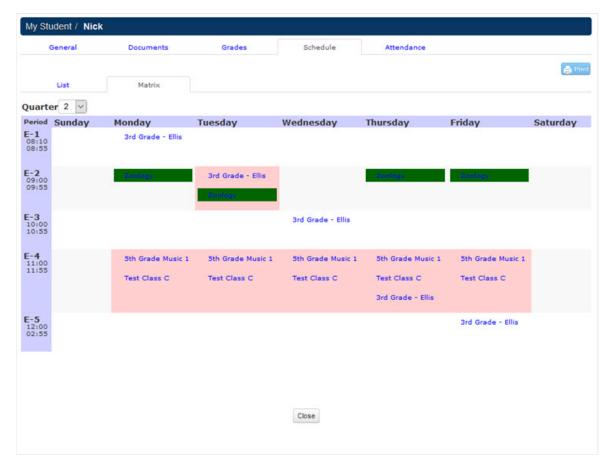
Schedules

If your school allows it, you can go here to see a detailed list of the student's daily schedule. It lists class, teacher, room number, period of the day, time, what days of the week the class meets, and which quarters the class is held. You also have the ability to open the classroom website by clicking on the schoolhouse icon (more information on this in the manual page **Classroom Web Page**). Following is an example of what a high school student's schedule might look like (List and Matrix views shown). You can print this schedule by clicking on the 'Print' button in the upper right.

List View

General	Documents Gra	des	Schedule	Attenda	nce					
List	Matrix								A	
Class	Teacher	Room	Period	Start	Stop	NMTWTFS	Q1	Q2	Q3	
mester 1										
Cooking in Style ()	Sherrod, Micheline					0 • • • • • 0	1	~	1	į
Wendys Test Class ()	Mayes, John					0 0				
Zoology ()	Warren, Jessica	110	E-2	09:00 am	09:55 am	0	1	1	1	
5th Grade Music 1 ()	Plummer, Susan		E-4	11:00 am	11:55 am	0 0	1	1	1	
Test Class C (b)	Sherrod, Micheline	118	E-4	11:00 am	11:55 am	0 0	1	1	1	
World of Jane Austen ()	Warren, Jessica		E-4	11:00 am	11:55 am	0 0				
3rd Grade - Ellis (002)	Ellis, Brock	142	E-5	12:00 pm	2:55 pm	0 • • • • • 0	1	1	1	
mester 2										
Cooking in Style ()	Sherrod, Micheline					0 • • • • • 0	1	1	1	
Wendys Test Class ()	Mayes, John					0 0				
Zoology ()	Warren, Jessica	110	E-2	09:00 am	09:55 am	0 • • 0 • • 0	1	1	1	
5th Grade Music 1 ()	Plummer, Susan		E-4	11:00 am	11:55 am	0 • • • • • 0	1	1	1	
Test Class C (b)	Sherrod, Micheline	118	E-4	11:00 am	11:55 am	0 • • • • • 0	1	1	1	
World of Jane Austen ()	Warren, Jessica		E-4	11:00 am	11:55 am	0 • • • • • 0				
3rd Grade - Ellis (002)	Ellis, Brock	142	E-5	12:00 pm	2:55 pm	0 0	1	1	1	

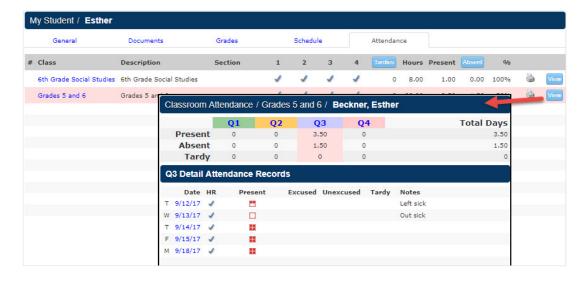
Matrix View



^ Back to Top

Attendance

Here you will find the student's classes and descriptions of the classes. The Tardies and Absent buttons gives you their respective quarter, date, and class name. Clicking the View button to the right of the name of the class will open a detailed listing of the student's attendance for that class. Often students may be enrolled in multiple classes and those may be listed, depending on school policy. Only one class should be marked as the Attendance Mgr (checked HR). That attendance is what will show on the report card. The following is an example of an attendance record for an elementary student.



Use the scroll bar at the right to view more days. The date is listed on the left followed by a red square divided into fourths. A square that is not filled in with red indicates an absence. Half filled in would indicate the student was gone for half the day. The red check marks may indicate excused, unexcused, or a tardy, with any notes regarding attendance for that following day.

^ Back to Top

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Yes	
No	
Thank you. Do	o you want to add anything else? ow can we improve this document? Fix typos or links Fix incorrect or incomplete information I have a question Add
	or update screenshots
	Article too
	long
	J
The maximum	length for this field is 400
	_
Send	

No thanks

Thank you. Your feedback helps us to continually improve our content.