



Mindex Technologies, Inc.

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Building E, Suite 4
Rochester, NY 14623
P 585.424.3590
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▶ schooltool.com

schooltool

Parent Access Guide

The screenshot shows the schooltool parent portal interface. At the top, there is a navigation bar with the schooltool logo on the left and the text "Mindex Technologies Inc. | Celebrating 18 Years of Excellence" in the center. Below this, the address "3495 Winton Place Plaza | Building E, Suite 4 | Rochester, NY 14623" and contact information "Office: 585 424 3590 x3027 | Fax: 585 424 3809" are displayed. There are also links for "online: [mindex](#) | [schooltool](#) | [schooltooliq](#) | [facebook](#)".

Below the navigation bar, there are tabs for "HOME" and "LOGOUT". The current page is "2013-2014". On the left side, there is a sidebar with "MY HOME" selected. On the right side, there are tabs for "Students", "Campus", and "Account".

The main content area is titled "MY HOME" and displays a welcome message: "Welcome, Nicole Simmons, today is Friday, October 04, 2013" and "Cycle day B in Mindex HS - High School". Below this, there is a section titled "Contacts" with a table of contact information:

Name	Relationship
George Simmons 24 Twisted Pine Court Rochester, NY 90210	Son Home: (555) 427-1714
Charles Simmons 24 Twisted Pine Court Rochester, NY 90210	Son Home: (555) 427-1714



Table of Contents

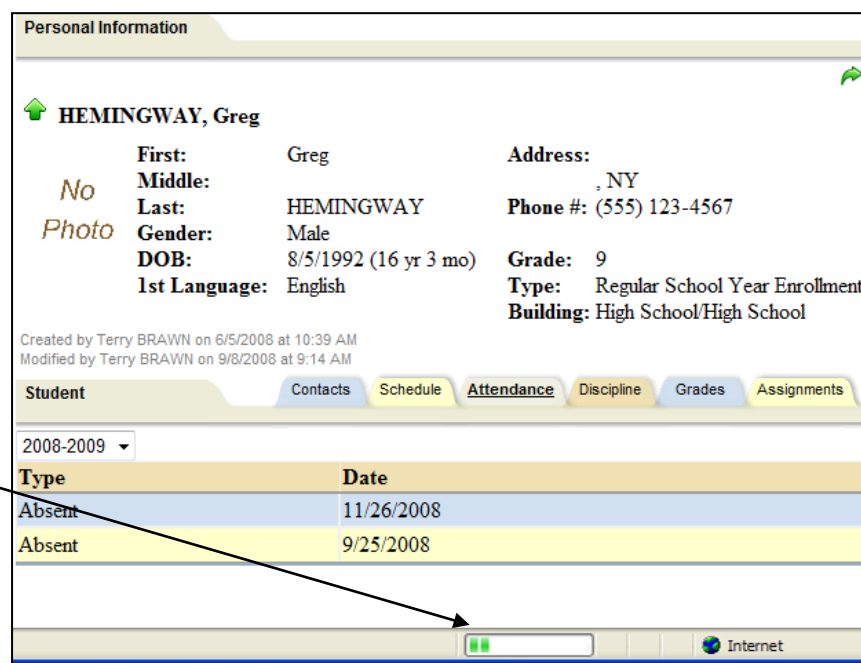
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Getting Started

Basic Information

schooltool is a historical application that holds all permanent record information on an individual student by school year. schooltool also allows you to view past information about every student such as classes, grades, attendance, and discipline information. Historically, schooltool also keeps records for state reporting purposes.

Because schooltool is a real-time application, users may experience brief pauses while the system updates itself from screen to screen. Be sure to watch your browser's progress bar at the bottom of the screen to see when the refresh is complete.



Personal Information

HEMINGWAY, Greg

No Photo

First: Greg **Address:** , NY
Middle: **Phone #:** (555) 123-4567
Last: HEMINGWAY
Gender: Male
DOB: 8/5/1992 (16 yr 3 mo) **Grade:** 9
1st Language: English **Type:** Regular School Year Enrollment
Building: High School/High School

Created by Terry BRAWN on 6/5/2008 at 10:39 AM
 Modified by Terry BRAWN on 9/8/2008 at 9:14 AM

Student Contacts Schedule Attendance Discipline Grades Assignments

2008-2009 ▾

Type	Date
Absent	11/26/2008
Absent	9/25/2008

Browser progress bar at bottom of window.

Navigation

schooltool is a web-based application. This means it can be accessed from any Internet connection anywhere in the world if you know your URL. This also means that if there is no Internet connection, you cannot access schooltool.

While viewing schooltool through a web browser, you should always use the buttons and links *within* the schooltool interface, and not those of your browser. If you use the **toolbar** buttons and/or menus of your browser, this may cause errors and impact the data on your screen. As a general rule, do not use the Back button on your browser as this will halt your connection to the database.

Finally, all of the links and navigation buttons are accessed with a *single* click, not a double click. Double clicking may not produce the desired results.










Note: The preferred browser for schooltool is Internet Explorer, but you can also use Safari. schooltool will work no matter connection you use (e.g., dial up, DSL, cable)

Note: schooltool uses several pop-up windows for calendars, alerts, confirmations, and reports. Please make sure to disable your pop-up blocker for the schooltool URL.



Navigation Buttons

schooltool uses simple navigation buttons that allow you to perform basic functions with a single click of the mouse. The specific tool tips associated with each button may give more descriptive text than shown below, but the basic functionality remains the same.

 Show/Hide	 Print or Report	 Cancel
 Show/Hide	 Done or Return	 Email
 Select or Details	 Previous or Done	 Check Spelling

Organizing Data Using Column Headings

In many lists, column headings may be used to reorder the list. Click once on a column heading and the list will sort in ascending order, using the data in that column. Click again and the data sorts in descending order. If a column heading can be sorted, your mouse pointer will become a hand when held over the column heading, which indicates that the column can be sorted.

For example, if you clicked the heading for First Name, the information would appear in ascending alphabetical order of first names. Click First Name again, and the list sorts in descending alphabetical order of first names.

Note: schooltool often uses a simple sort where numbers are treated as text. For this reason, numeric columns can be sorted, but may display the data in an unexpected order. For example, you may see grades 1, 10, and 11 listed before grade 2, because the list sorts on the first digit then the second.



Accessing schooltool

First Login

Preparation

When first logging in, a parent (in this case) will need three things:

1. An email address.

Your current email address may be used to access schooltool. For this to happen, simply make sure to provide the school with this, and confirm that they have allowed your email address to be used when logging into schooltool.

Write your email address down: _____

2. The web site of the schooltool database.

Your school will provide you with the web address of schooltool. It may look something like:

<http://www.myschooldistrict.org/schooltool>

Write this web address down: _____

3. Access to your own email.

You may be receiving your first schooltool password through your email. It will be necessary to make sure you have access to your email for any passwords resets as well.

Obtaining a New Password

1. Use your web browser (Internet Explorer, for instance) to access the internet and go to the schooltool web site (from step 2, above).
2. Where it says "Username", type in your full email address (from step 1, above).


LOGIN

aaa@nano.com
USERNAME

PASSWORD

Login

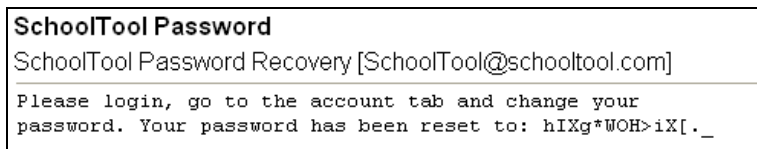
3. Enter the password you were given or leave this field blank if you do not remember your password.
4. Click on the blue **Login** button.
5. If the password you entered is incorrect (or if you left it blank), the words "New User or Forgot Password" will appear on the screen.



6. Click the “New User” words. You will see the screen refresh (flash), and you will be prompted again to enter your username. Fill in the box, again, with your email address, and click the **Submit** button.



- A. Clicking **Submit** will cause an email message to be sent to you that will contain your new password.
7. Retrieve new password from email.
 - A. Log into your email account, as you would normally, and look for an email message from “**SchoolTool**”.
 - B. When this email message arrives, open the message and write down, or print, the password that is displayed. Careful, the password may have a lot of letters, numbers, and symbols. Also note that some letters are uppercase, and some are lower-case. This is important.



Logging In

1. Log in to **schooltool**

Navigate to the schooltool web site, keying in your email address and password. Remember, the password may be copy/pasted from your original email message, but be careful to grab each character.



LOGIN

aaa@nano.com
USERNAME

.....
PASSWORD

Login

2. Click the Login **Login** button to enter schooltool. Once you have logged in successfully you will see the main Home screen, which generally includes 3 tabs: Students, Campus, and Account. Additional tabs may be available depending on district settings.

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HOME LOGOUT
2013-2014

MY HOME **Students** Campus Account

MY HOME

Welcome, Nicole Simmons, today is Friday, October 04, 2013
Cycle day B in Mindex HS - High School

Contacts

▶	George Simmons 24 Twisted Pine Court Rochester, NY 90210	Son Home: (555) 427-1714
▶	Charles Simmons 24 Twisted Pine Court Rochester, NY 90210	Son Home: (555) 427-1714

3. Click the **Account** tab to change the password.

Now would be a good time to change the password to a more comfortable one. We recommend creating a new password that has the following characteristics, although these requirements may be defined by your district:

1. Greater than or equal to eight (8) characters.
2. Combination of letters, numbers, and symbols (including upper and lower case letters)
3. Something that can be remembered easily

Good passwords do not have to be hard to remember. For instance, "Late2School!" is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

To change a local password, simply click on the **Account** sub tab, enter the existing password, then the new desired password (twice). Click on the Change Password button to finalize the change.



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Students Search Campus Account Messages

MY HOME

CHANGE PASSWORD

Old Password:

New Password:

Confirm:

Change Password

Your last logins:

10/4/2013 1:04:31 PM
10/4/2013 12:59:15 PM
10/4/2013 12:58:24 PM
10/4/2013 11:22:14 AM
10/4/2013 11:12:15 AM

Logging Out

When it comes time to end the session, click **Logout** in the module bar, or simply close the browser window.

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HOME LOGOUT


2013-2014



Using schooltool

After logging in, a parent will be presented with a screen containing three or more tabs:

Students Tab

This tab provides a listing of all students that "belong" to the logged-in parent, including contact information for each student. A parent may be able to view additional information and student-specific tabs (covered later in this document) by clicking on a student's Select  button.

Note: Depending on district settings, the information available may be different from student to student depending on each student's building/school level.



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Campus Tab

This tab is where a parent will see general campus information, including cycle days, announcements, and other pertinent school information.

Students Search **Campus** Account Messages

MY HOME

Welcome, Nicole Simmons, today is Friday, October 04, 2013
Cycle day B in Mindex HS - High School

Account Tab

This tab is used to change passwords. When a parent logs in for the first time, he/she should immediately access this tab and change his/her password. This tab may also show the date and time of that user's previous logins.

Students Search Campus **Account** Messages

MY HOME

CHANGE PASSWORD

Old Password:

New Password:


Confirm:

Your last logins:

10/4/2013 1:04:31 PM
10/4/2013 12:59:15 PM
10/4/2013 12:58:24 PM
10/4/2013 11:22:14 AM
10/4/2013 11:12:15 AM



Messages Tab

This tab displays any available messages. These messages may contain text, links, images, or attachments. If the message has an attachment, an icon and the attachment filename will be displayed at the bottom of the message. To download an attachment, simply click on the Download Attachment  icon beside the filename.


Students Search Campus Account **Messages**


MY HOME

Parent Access Guide

Welcome Parents!

Please download the attachments below and keep copies for reference. If you have any questions please contact our support staff at 585-555-1234 for assistance.

 Terms of Use.pdf

 Parent Access Guide.pdf

Mission Statement

Our Mission

The mission of the Monroe City Central School Community is to develop students who are

- *responsible,*
- *self-directed,* and
- *life-long learners.*

The students, staff, parents, and community encourage learners to develop a deeper understanding of self, a respect for others, and an understanding of their place in their world and community.



Parent Portal

Once a parent has selected a student, the screen will refresh with that student's Personal Information and several additional tabs.

Note: The specific tabs available to parents will depend on district settings. This document provides a brief overview of the most common tabs that a parent user might see.

Student Record

The top portion of the screen will provide basic information about that student. This includes the student's full name, age, date of birth, primary language, address, phone number, grade, enrollment type, and building/school level. Depending on permissions, parents may also see that student's current location.

PERSONAL INFORMATION

↑ Simmons, Charles 4374

	First: Charles	Address: Unknown
	Middle: C	Grade: 9
	Last: Simmons	Homerom: 122
	Gender: Male	<input checked="" type="checkbox"/> HR Teacher: Garcia, Joseph
	DOB: 3/23/1999 (14 yr 6 mo)	<input checked="" type="checkbox"/> Counselor: Wood, Alice
	1st Language: English	Type: Regular School year Enrollment
		Building: Mindex HS/High School

Contacts | Schedule | Attendance | Discipline | Grades | Assessments | Assignments | Letters

STUDENT

Contacts

Nicole Simmons ✉	Mother	
24 Twisted Pine Court Rochester, NY 90210	Home: (555) 427-1714 Cell: (555) 426-3885 Unl	
Michael Martin	Emergency Contact	
24 Twisted Pine Court Rochester, NY 90210	Home: (555) 427-1714	
Thomas Roe	Emergency Contact	
24 Twisted Pine Court Rochester, NY 90210	Home: (555) 427-1714	
Daniel Spacely	Step Father	
24 Twisted Pine Court Rochester, NY 90210	Home: (555) 427-1714	

Siblings

George Simmons	3/23/1999 (14 yr 6 mo)	Mindex HS/9
----------------	------------------------	-------------

Buttons available on the Personal Information section include the following:

- The Show / Hide information button allows the user to show or hide the Personal Information section.
- Done button will return to the user to the main Home screen

The bottom portion of the screen will show the **Contacts** tab by default, but will change when other tabs are selected. Each of the tabs are described in detail on the following pages..

Contacts Tab

The Contacts tab provides a list of contacts associated with that student. This will show parents, guardians, and other adult contacts, and any siblings. The specific information that is displayed is based on permissions set by the district.

Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters
STUDENT							
Contacts							
Nicole Simmons ✉	Mother						
24 Twisted Pine Court Rochester, NY 90210	Home: (555) 427-1714 Cell: (555) 426-3885 Uni						
Michael Martin	Emergency Contact						
24 Twisted Pine Court Rochester, NY 90210	Home: (555) 427-1714						
Thomas Roe	Emergency Contact						
24 Twisted Pine Court Rochester, NY 90210	Home: (555) 427-1714						
Daniel Spacely	Step Father						
24 Twisted Pine Court Rochester, NY 90210	Home: (555) 427-1714						
Siblings							
George Simmons	3/23/1999 (14 yr 6 mo)			Mindex HS/9			

From the Contacts tab, a user may email any contact who has an email address listed. To send an email to a contact, click the Send Email ✉ button. An email form will open, allowing the parent to enter a subject and their desired message.

SEND EMAIL

From: Nicole Simmons (morgan@mindex.com)

To: Joseph Garcia (JGarcia@tmail.kom);

BCC:

Subject:

Body:


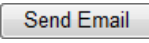

Attachments must be smaller than 10 MB.

Send to:

Note: The “From” and “To” fields will be pre-populated with the user’s email address in the “From” field and the contact’s email address in the “To” field. Parents may enter any additional recipient email addresses in the “BCC” (blind carbon copy) field.

- Users may add attachments by clicking the Browse and Upload buttons near the bottom of the screen.

Attachments must be smaller than 10 MB.



- In addition, users may click the Check Spelling  button to check the body of their message.
- When the message is ready to be sent, click the Send Email  button at the bottom of the screen.
- To cancel the message, click the Done  button in the upper right corner of the screen to return to the Contacts tab without sending.

Schedule Tab

The Schedule tab provides a complete list of the student's schedule for the current school year. This list shows which course the student has during each period, which section number the student is in, the days that course meets, the room where the course meets, and the teacher who teaches that course.

Note: Depending on user permissions and settings in Maintenance, student schedules may not be available until after a specified date. When this is the case, a message will appear in place of the schedule to indicate that schedules are not currently available.

STUDENT						
Period	Section	Course	Days	Room	Teacher	
1	2	Algebra 1	A,B	122	Mr. Garcia	
2	3	Study Hall	A,B	129	Ms. Martinez Ms. Williams	
3	7	English 9	A,B	142	Ms. Johnson	
4	6	PE Gr 9/10	A	128	Ms. Johnson	
4	2	ELA 9/10 AIS	B	144	Ms. Nelson	
5	1	Lunch	A,B	Cafe	Ms. Garcia	
6	7	Global History & Geo 9	A,B	102	Mr. Johnson	
7	3	Studio in Art	A,B	308	Ms. Ward	
8	15	Living Environ Lab	A	113	Ms. Martin Ms. Jones	
8	6	Math AIS 2	B	147	Mr. Harris	
9	8	Living Environment	A,B	113	Ms. Martin	

- Parents may use the Send Email  button to email any teacher who has an email address listed. To send an email use the process described under the **Contacts Tab** section.
- The schedule may be viewed in Standard View, or in Grid View. Parents may switch between views by clicking the appropriate radio button and waiting for the page to refresh with the new view.
- Clicking on the Print Schedule  button will allow users to print Student Schedule report in a new window. If multiple report formats are available, you will be provided with a drop-down menu where you may select the appropriate report format to be generated.

Note: The specific report formats available in this area are determined by the district. The following are samples of two commonly used reports.



Standard Grid Report Sample

High School						
Student Name: HEMINGWAY, Greg		Student Number: 902046		Grade: 9		Homeroom:
111 Main St. Rochester, NY 90210		Locker:	Combo:	Counselor:		
Semester: Fall						
	1	2	3	4	5	6
Period 1 Time 8:00 - 8:45	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)
Period 2 Time 8:50 - 9:35	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	CONCERT BAND II Bonnert(218)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)
Period 3 Time 9:40 - 10:25	SOCIAL STUDIES 9 Perry(104)	FRENCH 2 Lee(410)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)
Period 4 Time 10:30 - 11:15	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)
Period 5 Time 11:20 - 12:05	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)
Period 6 Time 12:10 - 12:55	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	LAW & GOVERNMENT Fairrow(201)
Period 7 Time 1:00 - 1:45	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)
Period 8 Time 1:50 - 2:35	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)

Standard Schedule Report Sample

Student Schedule							12/02/2008
Changed Date: 12/02/2008							
Student ID	Student Name	Gender	Grade	HomeRoom	DOB		
902046	HEMINGWAY, Greg	M	9		08/05/1992		
					Locker		
Course ID	Sect.	Semesters	Course Name	Room	Period	Days Met	Teacher
32200	1	F, S	ALGEBRA II	359	1	1,2,3,4,5,6	Wilson
40000	2	F, S	EARTH SCIENCE	266	2	1,2,3,5,6	Rofriguez
65400	1	F, S	CONCERT BAND II	218	2	4	Bonnert
10000	6	F, S	SOCIAL STUDIES 9	104	3	1,3,4,5,6	Perry
20400	1	F, S	FRENCH 2	410	3	2	Lee
82000	4	F, S	SKILLS LAB	315	4	1,2,3,4,5,6	Rollins
81000	9	F, S	LRR	352	5	1,2,3,4,5,6	
20600	2	F, S	FRENCH 2 ES	404	6	1,2,3,4,5	
12300	10	F	LAW & GOVERNMENT	201	6	6	Fairrow
05200	7	F, S	ART OF COMMUNICATION		7	1,2,3,4,5,6	
70100	8	F	PE 9-10B	GYM	8	1,3,5	Baily
12600	2	F	PSYCHOLOGY	326	8	2,4,6	Shear

Attendance Tab

The Attendance tab shows a summary of the student’s total absences for the current year (if any). Users may view a summary of Daily Attendance, All Course Attendance, or Missed Course Attendance by selecting the appropriate radio button. Use the year drop-down to review historical data for a previous year.

- The Daily Attendance view shows users all daily absences. This may also include early dismissals, late arrivals, and in/out records.
- The Missed Course Attendance view shows users all period misses where the student was marked absent by a teacher (this view only includes period misses for times when the student was expected to be in class, and does not include period absences that are tied to daily absences).
- The new All Course Attendance view allows users to see *all* course absences, including those that are tied to daily absences. Any course absence that is tied to a daily absence will display any Reason that has been entered for the daily absence.

STUDENT	
<input checked="" type="radio"/> Daily Attendance <input type="radio"/> All Course Attendance <input type="radio"/> Missed Course Attendance	
2012-2013	
Type	Date
Absent	6/7/2013
Absent	4/15/2013
Out	4/2/2013 11:41:00 AM
Absent	4/1/2013
Absent	3/25/2013
Absent	3/18/2013
Absent	3/7/2013
Late Arrival	2/27/2013 9:48:00 AM
Late Arrival	2/11/2013 8:00:00 AM

Note: Each summary view is controlled by its own permission; if you do not have permission to view a specific option, the radio button for that option will not appear. In addition, depending on your school’s settings, newly submitted absences may not be visible immediately.

Discipline Tab

On the Discipline tab, parents can view a list of all referrals the student has received for the selected year. The list shows the student’s grade, the date seen, the date of the incident, the offense type, the disposition assigned for that referral, and the related disposition points. Users may view referrals from past years by selecting a different year from the drop-down menu at the top left corner. This tab will also show the total points accumulated for that year.

Note: Not all districts use disposition points. If your district does not use points, this information will not be displayed.

Depending on user permissions and district settings, users may be able to see all referrals for that student or only those for which a “Date Seen” has been entered.

STUDENT						
2012-2013						
	Grade	Date Seen	Incident Date	Offense	Disposition	
▶	✘ 8	11/9/2012	11/9/2012	VADIR-Weapons Possession-Only	Out-of-School Suspension(...)	
▶	✘ 8	10/15/2012	10/12/2012	Failure to comply with a Directive	Main Office Detention	
▶	✘ 8	10/10/2012	10/10/2012	Unexcused Teacher/MOD/ESD Absence	Main Office Detention	
▶	✘ 8	10/5/2012	10/3/2012	Failure to comply with a Directive	Main Office Detention	

Grades Tab

The **My Home > Grades** tab shows grades in each class based on the selected view. The Grade column displays the word “None” until grades have been published. To view grades, select the appropriate view from the drop-down menu.

STUDENT							
School Year 2013-2014 View Marking Period Grades for MP1							
Course	Teacher	MP	Days	Period	Section	Grade	Comments
Algebra 1	Ms. Brown	S1,S2	A,B	7	5	None	
English 9	Ms. Johnson	S1,S2	A,B	8	1	None	
Global History & Geo 9	Mr. Johnson	S1,S2	A,B	4	9	None	
Living Environ Lab	Ms. Jenkins Ms. Sanders	S1,S2	B	5	12	None	
Living Environment	Ms. Jenkins Ms. Sanders	S1,S2	A,B	2	2	None	
PE Gr 9/10	Ms. Johnson	S1,S2	A	5	8	None	
Spanish 2	Mr. Johnson	S1,S2	A,B	3	1	None	
Theatre	Ms. Hyphen Ms. Nelson Ms. Gonzalez	S1,S2	A,B	9	1	None	

Available views include the following:


- Marking Period Grades
- Progress Report Grades
- Marking Period Average
- Assessment Grades
- Final Grades

Marking Period / Progress Report Grades

The Marking Period Grades and Progress Report Grades views allow users to see marking period grades and/or progress report grades for each grading interval. For both views, the screen will show grades for the current grading interval by default. Whenever grades are not available, the Grade column will display “None.”

Descriptor-based course grades may be visible on the Marking Period Grades view. Descriptor topics for each course will be listed, with any available grades, grouped alphabetically by course name.

Users with the appropriate permissions also have the option to print report cards and/or progress reports from these views. If more than one report format is available for printing, a drop-down menu will appear and the user must select a report format to print. Any configurable options will default to the values set in Counseling. To print, navigate to the appropriate Marking Period or Progress Report Grades view and click the Print icon.

STUDENT							
School Year 2012-2013 View Marking Period Grades for MP1							
Report to print: 4 MP - Secondary Report Card (Landscape) 							
Course	Teacher	MP	Days	Period	Section	Grade	Comments
AIS ELA8	Ms. Bennett	S1,S2,S3,S4	B	2	9	P	• See AIS report.
Art 8	Ms. Martinez	S1	A,B	5	7	86	• A pleasure to have in class • Grade based on effort.
Earth Science 8	Mr. Martinez	S1,S2,S3,S4	A,B	4	2	93	• Participation good/enthusiastic • Very good work/above expectations
English 8	Ms. Torres Ms. Thomas	S1,S2,S3,S4	A,B	1	1	78	• Work is often late.
Lunch 8	Ms. Martinez	S1,S2,S3,S4	A,B	7	1	None	
Math 8	Ms. Castillo Ms. Bailey	S1,S2,S3,S4	A,B	8	4	71	• Poor test score brought grade down
PE 8	Mr. Murray	S1,S2,S3,S4	A	9	4	100	• A pleasure to have in class • Student shows good effort



Marking Period Average

To view the marking period averages for each course, select the appropriate year from the drop-down menu and choose the Marking Period Average option from the View drop-down. This view will display the current grade book average for that course.

STUDENT						
View Marking Period Average for MP1						
Course	Teacher	MP	Days	Period	Section	Average
AIS ELA8	Ms. Bennett	S1,S2,S3,S4	B	2	9	0.00
Art 8	Ms. Martinez	S1	A,B	5	7	None
Earth Science 8	Mr. Martinez	S1,S2,S3,S4	A,B	4	2	93.00
English 8	Ms. Torres Ms. Thomas	S1,S2,S3,S4	A,B	1	1	78.00
Lunch 8	Ms. Martinez	S1,S2,S3,S4	A,B	7	1	None
Math 8	Ms. Castillo Ms. Bailey	S1,S2,S3,S4	A,B	8	4	76.00
PE 8	Mr. Murray	S1,S2,S3,S4	A	9	4	99.00
Soc St 8	Ms. White	S1,S2,S3,S4	A,B	6	7	83.00
Spanish 1	Ms. Fiasco	S1,S2,S3,S4	A,B	3	2	91.00

Assessment Grades

To view assessment grades, select the appropriate school year and select the “Assessment Grades” option from the View drop-down. The screen will refresh to show all assessments assigned to that student for the selected school year. Any available grades will display in the “Score” column; for exams where scores have not yet been entered, the word “None” will display instead.

STUDENT				
School Year 2012-2013 View Assessment Grades				
Type	Course	Exam	Score	Date
Local Final	Earth Science 8	Local Final	89	
Local Final	English 8	Local Final	85	
Local Final	Spanish 1	Local Final	85	

If a student has received an assessment note for any assessment, the short code of the note may display instead of the score, depending on yearly configuration options.

Final Grades

To view final course grades, select the appropriate school year and select the “Final Grades” option from the View drop-down. This view will display the final grade for all courses for which grades have been submitted. This view is year-specific and is not limited to a specific marking period or progress interval. If grades are not available for any course, the Grade column will display “None” for that course.

STUDENT						
School Year 2012-2013 View Final Grades						
Course	Teacher	MP	Days	Period	Section	Grade
AIS ELA8	Ms. Bennett	S1,S2,S3,S4	B	2	9	P
Art 8	Ms. Martinez	S1	A,B	5	7	86
Earth Science 8	Mr. Martinez	S1,S2,S3,S4	A,B	4	2	86
English 8	Ms. Torres Ms. Thomas	S1,S2,S3,S4	A,B	1	1	80
H & C 8	Ms. Johnson	S2	A,B	5	8	78
Lunch 8	Ms. Martinez	S1,S2,S3,S4	A,B	7	1	None
Math 8	Ms. Castillo Ms. Bailey	S1,S2,S3,S4	A,B	8	4	71



Assignments Tab

The Assignments tab shows a list of all graded assignments for the current year. This list may be filtered by school year, marking period, and/or course. If multiple teachers are assigned to a course, all teachers' last names will be displayed in the "Teacher Name" column, separated by a "/."

Note: Teachers may determine whether or not each assignment may be viewed by parents; if a teacher opts not to show a specific assignment, it will not be displayed even if it has been given a grade.

Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Notes
STUDENT										
School Year	2012-2013		Marking Period	MP1		Courses	All Courses			
Course	Assignment Name		Date	Max	Score					
English 10 (Patterson / Evans / Johnson / Woolton)	3x each		9/13/2012	100	82 (86.1) [EC]					
English 10 (Patterson / Evans / Johnson / Woolton)	Peer edit CPC practice		9/13/2012	100	87 (82.65) [L1]					
English 10 (Patterson / Evans / Johnson / Woolton)	Seuss Draft		9/13/2012	100	79 (85.05) [BP, EC]					
English 10 (Patterson / Evans / Johnson / Woolton)	Literary Term Quiz 9-14		9/17/2012	100	100					

If the teacher has shared any assignment notes, a Notes column will display for users who have permission to view assignment notes.

Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Notes
STUDENT										
School Year	2012-2013		Marking Period	MP1		Courses	All Courses			
Course	Assignment Name		Date	Max	Score	Notes				
English 10 (Patterson / Evans / Johnson / Woolton)	3x each		9/13/2012	100	0	Did not turn in hw				
English 10 (Patterson / Evans / Johnson / Woolton)	Peer edit CPC practice		9/13/2012	100	50	needs to put in more effort				
English 10 (Patterson / Evans / Johnson / Woolton)	Seuss Draft		9/13/2012	100	0					

Attachments are indicated by an icon in the Assignment Name column. To view an attachment, click the Attachment icon and download the file.

Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Notes
STUDENT										
School Year	2012-2013		Marking Period	MP1		Courses	All Courses			
Course	Assignment Name		Date	Max	Score	Notes				
English 10 (Patterson / Evans / Johnson / Woolton)	3x each		9/13/2012	100	0	Did not turn in hw				
English 10 (Patterson / Evans / Johnson / Woolton)	Peer edit CPC practice		9/13/2012	100	50	needs to put in more effort				
English 10 (Patterson / Evans / Johnson / Woolton)	Seuss Draft		9/13/2012	100	0					

Assignment Grades

For any assignment with an attribute associated with it, the Student Score column will display the score, if any, as well as the short code for any attributes applied to that assignment and the adjusted score (if appropriate). Multiple attributes are separated by a comma.

Scores, attributes, and adjustments are displayed as follows:

Score (Adjusted Score) [Attribute Short Code]



For example, a student originally received an 82 on an assignment, but the teacher applied an “EC” attribute to that assignment to designate Extra Credit of 5%. The student’s score now shows 82 (86.1) [EC] to indicate the adjustment.

Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Notes
STUDENT										
School Year	2012-2013	Marking Period	MP1	Courses	All Courses					
Course	Assignment Name	Date	Max	Score						
English 10 (Patterson / Evans / Johnson / Woolton)	3x each	9/13/2012	100	82 (86.1) [EC]						
English 10 (Patterson / Evans / Johnson / Woolton)	Peer edit CPC practice	9/13/2012	100	87 (82.65) [L1]						
English 10 (Patterson / Evans / Johnson / Woolton)	Seuss Draft	9/13/2012	100	79 (85.05) [BP, EC]						
English 10 (Patterson / Evans / Johnson / Woolton)	Literary Term Quiz 9-14	9/17/2012	100	100						

Users can move their mouse over any attribute in the Student Score column. The mouse-over text will show the user the full name of the attribute and any adjustment defined for that attribute. For example, holding the mouse over the “L1” attribute may display “Late 1: -5%” to indicate that the score has been adjusted by -5% based on the application of that attribute.

Score
82 (86.1) [EC]
87 (82.65) [L1]
79 (85.05) [BP, EC]
100

Other Tabs

Depending on district settings, additional information or tabs may be available. Some parents will see an Assessments tab, which includes data about state assessments for grades 3-8, or a Letters tab, which displays a list of attendance letters that were sent home.