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How to Use Page Directory

1. Click on the **Pages tab**

2. Click **Page Directory**. A list of available pages will open. Click **Add** at the bottom of each page to add that page to your quick access menu. Click **Close**.
3. Each child’s name is added to the Quick Access menu.

4. Click their name to expand their available pages.

5. Click the class icon to view an overview of attendance, averages, etc. for that class.

Notes:
- At the beginning of every school year, you need to use the Page Directory to add the Pages that you want to see to your Quick Access menu. They do not automatically appear.
- In the Page Directory, all Pages that have been added to your Quick Access menu have a gray box around them as a quick visual cue.
- Throughout the school year, you can change which Pages appear on your Quick Access menu. For example, maybe you used to check the Drama Club Page often, but now that the performance is over, you do not need to visit that Page. You can remove it from your Quick Access menu; then, if you need to access it again in the future, you can add it back to your Quick Access menu.
How to sign up for email notifications

When your school uses email notifications, parents and students can subscribe to receive email messages when any of the following conditions occur:

- A new daily attendance record is created.
- A new visit to the health office record is recorded.
- A grade below the threshold you define is recorded.

To subscribe to email notifications:

1. Click the Family tab
2. Click the Notification side-tab:

![Notification tab screenshot]

3. At the top of the page, any email addresses associated with your account appear. Select the checkbox next to each email address you want to receive notifications.
4. After viewing the description of each email, select the Subscribe checkbox if you want to receive that email notification.

**Note:** For the Grades notification, define a Grade Threshold between 1 and 100. The system will send an email when the student receives a grade below that percentage.

For each subscription, the system sends the appropriate messages to the designated email account. To view/change this account, click Set Preferences on the settings bar at the top of the page, then the Security sub-tab. **Note:** Your changes to this screen are saved automatically. There is no Save button.
How to View Academic Information

- **View Classes**

The Classes page on the Academics tab lists classes for the current school year and a summary of attendance and performance in the class.

To view details about attendance and performance in a class:

1. Click the Academics tab.
2. Click the Detail tab.
3. Click a course number. For each class, you can see the following:
   - Course number and description (such as 100.1 Chemistry)
   - Term the student takes the class (such as Semester 1)
   - Schedule (which days and periods the class is held)
   - Teacher
   - Room
   - Current term average
   - Posted (Final) term grade
   - Number of days absent, tardy, and dismissed early
- **View Assignments**

**To view the grades on specific assignments in a class:**

1. Click the **Academics** tab.
2. Select the checkbox for the course you want to view assignments in.
3. Click the **Assignments** side-tab.
4. Click the **Category** drop-down to select:
   - **All** to view all assignments, or
   - A category to see only that type of assignment (for example, click **Tests** to view only test grades).
5. Click the **Grade Term** drop-down to select:
   - **All** to view assignments from all terms, or select a term.

The list displays the name, date assigned, date due, maximum points possible to receive, and number of points or score actually received for each assignment. Any remarks the teacher entered for the score also appear.

If the teacher included or student posted a file, it appears in the **Resources Provided by the Teacher/Resources Submitted by the Student** fields. Click the file name to view, open, or save the file.

6. To view more details, click the assignment name.

7. After you finish looking at the details, click **Cancel** to return to the list of assignments, or click any other side-tab or tab.

**Note:** When you see the record navigation bar on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.
How to View Class Schedule

To view the student’s schedule in the Family view:

1. Click the Family tab.
2. Click the Schedule side-tab. View the student’s schedule for the current school year. For each class, you can see the following:
   - Course number and description (such as 1140-01 English 10)
   - Term the student takes the class (such as S2 (Semester 2))
   - Schedule (which days and periods the student takes the class, such as A(1-1))
   - Teacher (names removed)
   - Room

   - Click >>Matrix and <<List in the upper-left corner of the page to switch between the matrix view of the schedule and the list view of the schedule.
How to View Attendance

- Daily Attendance

1. Click on the Family tab

2. Click on the Daily Attendance tab

3. Click Details to view more details.

3. Click Cancel to close.
- **Class attendance (If your school uses Period Attendance)**

1. Click on the **Academics tab**

2. Choose the **Student**

3. Check the box beside the **class** you want to view

4. Click **Attendance tab** to view classroom attendance details

**Note:** When you see the record navigation bar on a page, click the buttons to move to the first record in a list, the previous record, search for a record by name, move to the next record, or the last record.