



Family Portal

Quick Reference Guide

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How to Use Page Directory

1. Click on the **Pages** tab

The screenshot shows the top navigation bar with tabs for 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. The 'Pages' tab is circled in red. Below the navigation bar is a sidebar with 'Home' and 'Page Directory' links. The main content area features an 'Announcements' section with the York County School Division logo and the text 'Welcome to our family portal'. Below this are sections for 'To Do' (Overdue Online Assignments, Today, Tomorrow) and 'Recent Activity' (Last 60 days) with a search bar and filters for Attendance and Grades. At the bottom, there is a 'Published Reports' section with a table header: Filename, DateUploaded, Creator, Description. The table currently shows 'No published reports'.

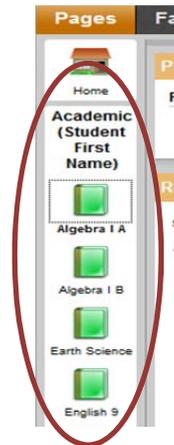
2. Click **Page Directory**. A list of available pages will open. Click **Add** at the bottom of each page to add that page to your quick access menu. Click **Close**.

The screenshot shows the 'Page Directory' window overlaid on the main portal. The window has a title bar with a dropdown menu set to 'All' and a close button. Below the title bar is a section titled 'Pages Student First Name Is A Member Of'. It displays a grid of subject pages, each with a green folder icon and an 'Add' button. The subjects listed are Algebra I A, Algebra I B, Earth Science, English 9, Fundamentals of Mkt, Health/PE 9, and Spanish II. Below this grid is a 'WorldHistory I' page, also with a green folder icon and an 'Add' button. The 'Add' button for 'WorldHistory I' is circled in red. A 'Close' button is located in the bottom right corner of the window, also circled in red.

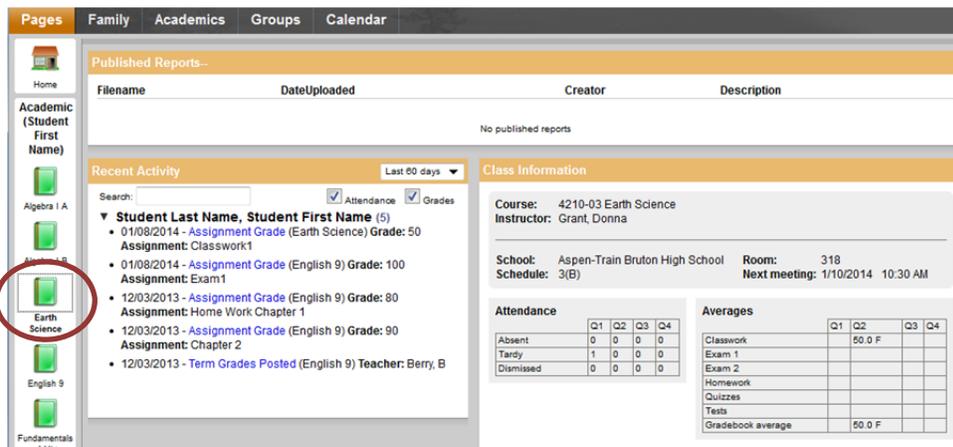
3. Each child's name is added to the **Quick Access** menu.



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:

The screenshot shows the 'Subscriptions for Email Notifications' page in the Family Portal. The top navigation bar includes 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. Below this is a secondary bar with 'Options', 'Reports', and 'Help'. The main content area is titled 'Students :: 09-Student Last Name, Student First Name' and features a notification bell icon. A left sidebar contains various menu items: 'Details', 'Contacts', 'Daily Attendance', 'Health', 'Transcript', 'Assessments', 'Schedule', and 'Notification' (which is circled in red). The main content area displays a table with the following data:

Subscribe	Name	Description
<input type="checkbox"/>	Attendance	This subscription will notify you of any attendance entry for this student.
<input checked="" type="checkbox"/>	Grades	This subscription will notify you when any grades below a specified threshold are entered for this student. Grades are scaled as a percent from 0 to 100. If a student receives a class assignment or test grade that is below the specified threshold, a notification will be sent to your email address. In the space below, please enter a grade threshold to use for determining what grades to report. This should be a number from 0 to 100. For example, an entry of 75 would trigger a notification for any grade entered that scaled below 75%. Grade Threshold <input type="text" value="0"/>

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.

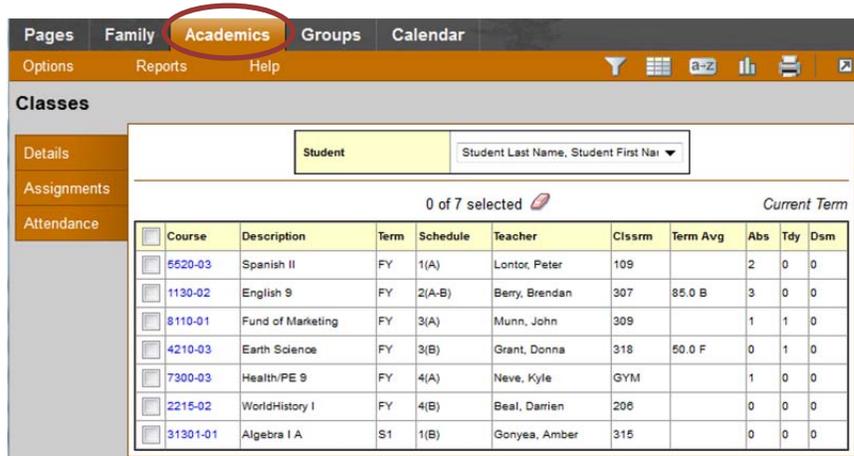
Note: For the **Grades** notification, define a **Grade Threshold** between 1 and 100. The system will send an email when the student receives a grade below that percentage.

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.

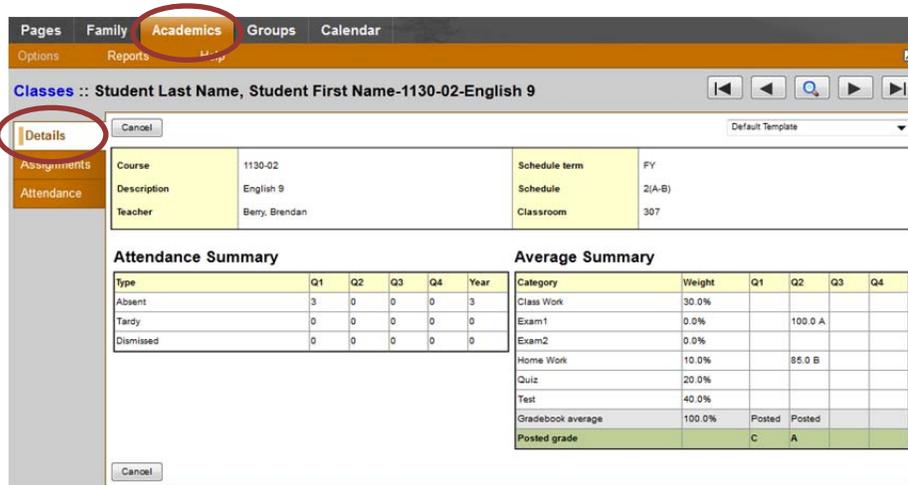


The screenshot shows the Academics tab interface. The 'Academics' tab is highlighted. Below the navigation bar, there are sections for 'Options', 'Reports', and 'Help'. The main area is titled 'Classes' and features a search bar for 'Student' with a dropdown menu. Below the search bar, it indicates '0 of 7 selected' and 'Current Term'. A table lists the following classes:

Course	Description	Term	Schedule	Teacher	Classrm	Term Avg	Abs	Tdy	Dsm
5520-03	Spanish II	FY	1(A)	Lontor, Peter	109		2	0	0
1130-02	English 9	FY	2(A-B)	Berry, Brendan	307	85.0 B	3	0	0
8110-01	Fund of Marketing	FY	3(A)	Munn, John	309		1	1	0
4210-03	Earth Science	FY	3(B)	Grant, Donna	318	50.0 F	0	1	0
7300-03	Health/PE 9	FY	4(A)	Neve, Kyle	GYM		1	0	0
2215-02	WorldHistory I	FY	4(B)	Beal, Darrien	206		0	0	0
31301-01	Algebra I A	S1	1(B)	Gonyea, Amber	315		0	0	0

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



The screenshot shows the 'Details' view for the class '1130-02-English 9'. The 'Academics' tab is highlighted. The 'Details' tab is selected. The class details are as follows:

Course	1130-02	Schedule term	FY
Description	English 9	Schedule	2(A-B)
Teacher	Berry, Brendan	Classroom	307

Attendance Summary

Type	Q1	Q2	Q3	Q4	Year
Absent	3	0	0	0	3
Tardy	0	0	0	0	0
Dismissed	0	0	0	0	0

Average Summary

Category	Weight	Q1	Q2	Q3	Q4
Class Work	30.0%				
Exam1	0.0%		100.0 A		
Exam2	0.0%				
Home Work	10.0%		85.0 B		
Quiz	20.0%				
Test	40.0%				
Gradebook average	100.0%	Posted	Posted		
Posted grade		C	A		

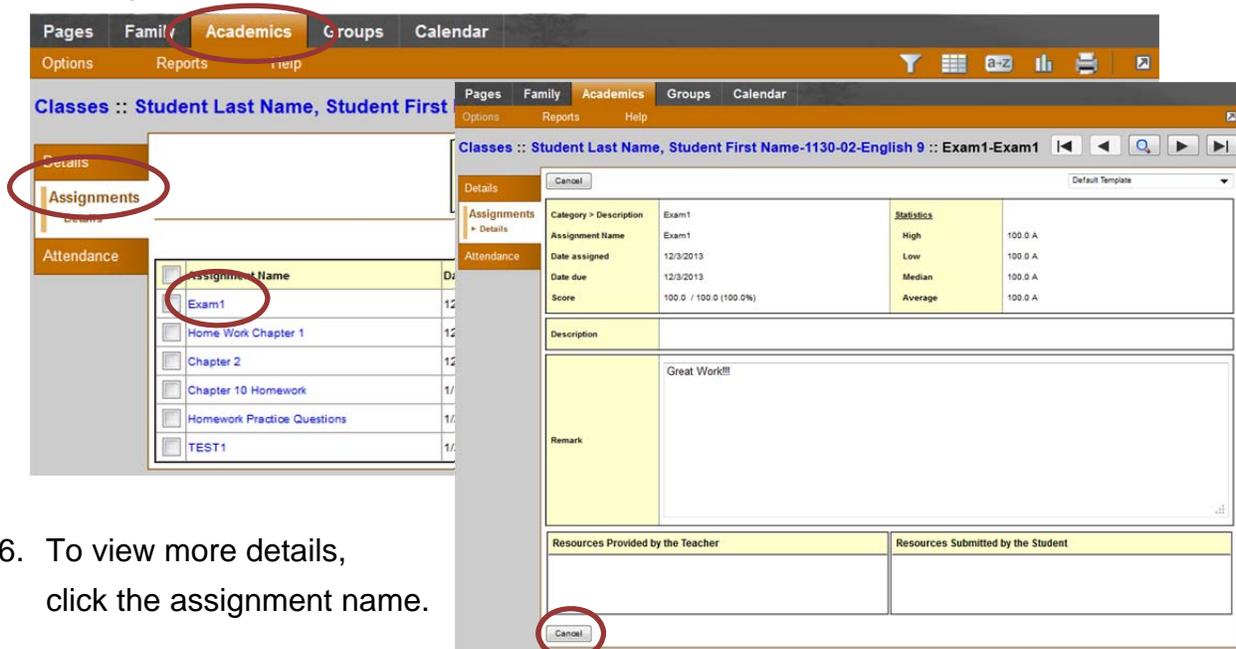
- **View Assignments**

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 Attendance

- **Daily Attendance**

1. Click on the **Family** tab
2. Click on the **Daily Attendance** tab
3. Click **Details** to view more details.

0 of 2 selected 📄 Current Year

Absences: 1.0 (1.0 unexcused) Tardies: 1 (1 unexcused)

Date	Code	Reason
10/9/2013	TU	Missed Bus
9/23/2013	AU	

3. Click **Cancel** to close.

Cancel

Date	10/9/2013	Comment
Absent?	N	
Tardy?	Y	
Dismissed?	N	
Excused?	N	
Portion absent	0.0	
Other code		
Other code 2		
Reason	Missed Bus	

Arrivals & Departures

Type	Time	Is excused?
Arrival	11:06 AM	N

Cancel

- **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

The screenshot shows the 'Academics' tab selected in the top navigation bar. Below the navigation bar, there are options for 'Options', 'Reports', and 'Help'. The main content area is titled 'Classes'. On the left, there are tabs for 'Details', 'Assignments', and 'Attendance'. The 'Attendance' tab is currently selected. In the center, there is a dropdown menu for 'Student' with the text 'Student Last Name, Student First Name'. Below this, it says '1 of 7 selected'. A table lists various classes with columns for Course, Description, Term, Schedule, Teacher, Classrm, Term Avg, Abs, Tdy, and Dsm. The class '1130-02 English 9' is highlighted and has a checkmark in the selection column.

Course	Description	Term	Schedule	Teacher	Classrm	Term Avg	Abs	Tdy	Dsm
<input type="checkbox"/> 5520-03	Spanish II	FY	1(A)	Lontor, Peter	109		2	0	0
<input checked="" type="checkbox"/> 1130-02	English 9	FY	2(A-B)	Berry, Brendan	307	85.0 B	3	0	0
<input type="checkbox"/> 8110-01	Fund of Marketing	FY	3(A)	Munn, John	309		1	1	0
<input type="checkbox"/> 4210-03	Earth Science	FY	3(B)	Grant, Donna	318	50.0 F	0	1	0
<input type="checkbox"/> 7300-03	Health/PE 9	FY	4(A)	Neve, Kyle	GYM		1	0	0
<input type="checkbox"/> 2215-02	WorldHistory I	FY	4(B)	Beal, Darrien	206		0	0	0
<input type="checkbox"/> 31301-01	Algebra I A	S1	1(B)	Gonyea, Amber	315		0	0	0

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

The screenshot shows the 'Attendance' tab selected in the top navigation bar. Below the navigation bar, there are options for 'Options', 'Reports', and 'Help'. The main content area is titled 'Classes :: Student Last Name, Student First Name-1130-02-English 9'. On the left, there are tabs for 'Details', 'Assignments', and 'Attendance'. The 'Attendance' tab is currently selected. In the center, there is a dropdown menu for 'Student' with the text 'Student Last Name, Student First Name'. Below this, it says '0 of 3 selected'. A table lists attendance records with columns for Date, Code, and Reason. The 'Attendance Details' tab is selected on the left.

Date	Code	Reason
<input type="checkbox"/> 10/9/2013	AU	
<input type="checkbox"/> 9/23/2013	AU	
<input type="checkbox"/> 9/11/2013	AU	

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.