

Student Information				
Screen	Description	Symbols		Additional Information
Home (parent view) Dashboard (student view)	Summary of a student's progress including Today's Comments and sections for Grades, Homework, Grade Details, and Daily Attendance .	Missing assignment		(Parent view only) 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		
		Number of homework assignments due		
Grades	Information about a student's current grade in each course.	Click to expand (show additional information)		Along the right side of the screen, (now) displays next to the current reporting period. You can click another reporting period to view grades for that period. To view a list of assignments and grade details for a course, click the course name.
		Click to collapse (hide additional information)		
Planner	Displays homework that is assigned or due during the current week (from Monday to Sunday). Homework may display in the Posted Homework and/or Assigned Work sections. Information includes course name, name of assigned work, date due and date assigned. Links display to View Class Information and to View Activity (for online activities only).	Link to online activities		You can view a different date range by clicking the Prev 7 days or Next 7 days links. You can also specify a date range by entering a Start Date and End Date (or by selecting these from the calendar date picker) and clicking Refresh . Use the colored tabs on the right side of the screen to "jump" to a class quickly. Click the email address, if displayed, to email the teacher.
		View Class Information		
		Click to expand (show additional information)		
		Click to collapse (hide additional information)		
Schedule	Information about a student's schedule. The default view is the current day. You can email the teacher from this screen.	Calendar		If you view the schedule on the weekend, the schedule for the following school day displays. You can also view the full schedule for each reporting period by clicking View Full Schedule .
Attendance	Information about a student's daily attendance for the year and today's period attendance.	N/A		You can click View daily attendance detail or View period attendance detail to see more detailed information.
Activities	Information about a student's online activities for each course. The default view displays the name, open date, due date and status of Assigned activities. The Recent Activity area displays activities that were submitted or graded in the past seven days.	Viewed	In the Info column and/or in the Recent Activity area, the student's progress is indicated as Viewed, Started, Partial, Submitted, Graded or Redo . The column is blank if the student has not yet viewed the activity.	Click the Submitted, Graded or All button (near the top of the screen) to change which activities display. Click the name of the activity to view details about it. Parents can view, but cannot edit or submit online activities.
		Started		
		Partial		
		Submitted		
		Graded		
		Redo		
Report Card	Information about a student's report card with grade level, school year, and marks. If official report cards have been enabled by your school district, you can also view PDF versions of a student's official report card.	View Paper Report Card	View current PDF report card	You can print a student's official report card from your PDF viewer.
		View Paper History	View previous PDF report cards	

School Information			
Screen	Description	Symbols	Additional Information
News	Displays news for district and schools. When you click a district or school, the news displays.	N/A	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 a list of events by date range.	Settings	Calendar Setting Preferences
		Class	Class homework
		Attendance	Daily attendance
		Events	District/School events
		Calendar view	Calendar view
List of events by date range view	List of events by date range view		The first time you access the screen, you are asked to set your preferences by selecting Events, 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.	N/A	If information is posted, the class name displays with a green background.

Family Information			
Screen	Description	Symbols	Additional Information
Alerts	Provides the ability to subscribe to email alerts for missing assignments and low assignment marks.	Set Low Mark Settings	Set low mark threshold
My Account	Provides the ability to update your account information, change your password, add a child to your account, create a student account for your child, and reset your child's password.	Reset Password	Reset a student's password
		Link Another Student	Register another student
		Create Account	Create a student's account
Student Contacts	Provides the ability to view or edit contact information (addresses, email addresses, phone numbers).	Primary	Primary contact badge
		Add	Add contact information
		Delete	Delete contact information
Student Profile	Provides the ability to view student information and addresses.	N/A	You cannot edit the information found in the Student Profile .

Additional Tips
Creating an Account
1. User names may be letters and/or numbers and 6 to 50 characters.
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 Forgot your user name or Password?
2. For security purposes, if you are unsuccessful after 5 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 a 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.